



ENTERING A PERMIT (based on sub-fees)

From the Permits Main Switchboard, choose Permits. Add New Permit

The screenshot shows the 'Permit Maintenance' window in the 'DQC Permits' application. The window has a menu bar (File, Edit, Insert, Records, Window, Help) and a toolbar with buttons for 'ImageEase View...', 'Print Form...', 'ImageEase Scan...', 'Accept Payment...', 'Create Inspections', 'Delete Permit', 'Print Permit', 'Calculate', and 'Close'. The main form area contains the following fields and controls:

- PermitID: 4013, Permit Number: 2004-1125, Status: Active (dropdown), with checkboxes for Void, Paid, and Hold.
- Tabs: Additional Fees, Inspections, Attachments, Questions, User Defined Fields, Payments, General (selected), Contractors, Location, Notes / Work Description, Sub Contractors, Sub-Fees.
- Project: (dropdown), Applied Date: 09/17/2004, Residential: Yes (dropdown).
- Permit Code: PW, PLUMBING WATER METER ONLY.
- *USE SUB FEES*: (checkbox), Permit Fee: (text field).
- Occupancy: (dropdown), Improvement: (dropdown).
- Master Permit: (dropdown), Drawing/Diagram: (checkbox), Characteristics... (button).
- Issue Date: (text field), Additional Characteristics... (button).
- Approved By: (text field).
- Proposed Use: (text area).
- Associated Permits: Table with columns Permit Number, Permit Code, Applied Date, and a Copy button.
- Permit Total: \$0.00.

GENERAL TAB – By field:

PROJECT: enter the project information or create a new project by clicking the ellipses located to the right of the field.

APPLIED DATE: defaults to your computers date

RESIDENTIAL: assign the residential status yes/no

USE SUB FEES: do not enter anything into this field – use the sub-fees to calculate the permit fee.

PERMIT FEE: permits will calculate the fee based on the sub-fees.

OCCUPANCY: enter occupancy type (very important for reporting)

IMPROVEMENT: enter occupancy type (also very important for reporting)

MASTER PERMIT: if this permit is associated with a master building permit, enter that permit number in this field.

DRAWING/DIAGRAM: check this box if the blueprints are on-hand.

CHARACTERISTICS: basic building characteristics

ISSUE DATE: defaults to the date the permit is issued – don't enter info into this field

APPROVED BY: enter the persons name that approved issuance for the permit

ADDITIONAL CHARACTERISTICS: additional set of characteristics (can be used alone instead of the other characteristics field)

PROPOSED USE: enter information concerning the usage

ASSOCIATED PERMITS: If this is the building permit, you can associate the plumbing, electrical, heating and air and other permits that will be pulled with this permit.

Once you have entered the information into this form, click the tabs at the top of the form to continue entering the permit. (Contractors, Location, etc...)



CONTRACTOR TAB – By field:

The screenshot shows the 'Permit Maintenance' window in the 'DQC Permits' application. The 'Contractors' tab is selected. The form contains the following fields and sections:

- Permit Information:** Permit ID: 4017, Permit Number: 2004-1621, Status: Active (dropdown), and checkboxes for Void, Paid, and Hold.
- Contractor Section:** Taxpayer ID (dropdown with ellipsis), Location # (dropdown), License Code (dropdown), and Insured Until (text field).
- Architect Engineer Designer Section:** Taxpayer ID (dropdown with ellipsis), Location # (dropdown), License Code (dropdown), and Insured Until (text field).
- Supervisor Section:** Taxpayer ID (dropdown with ellipsis), Location # (dropdown), License Code (dropdown), and Insured Until (text field).
- Buttons:** ImageEase View..., Print Form..., ImageEase Scan..., Accept Payment..., Create Inspections, Delete Permit, Print Permit, Calculate, and Close.
- Permit Total:** \$0.00
- Status Bar:** Contractor Name and NUM.

CONTRACTOR – mandatory for permit setup

TAXPAYER ID: use the combo box (↓) to assign the contractor's name or type in the contractor's name in the field. You can also use the ellipses (...) to lookup the contractor by ID number

LOCATION#: once the contractor name is entered into the taxpayer id field, the location information will default – you will have to enter (↓) to continue through this fields.

LICENSE CODE: #: once the contractor name is entered into the taxpayer id field, the license code information will default – you will have to enter (↓) to continue through this fields.

ARCHITECT/ENGINEER/DESIGNER and SUPERVISOR fields are not mandatory to complete the permit setup.

CONTINUE entering the permit by clicking the **LOCATION** tab at the top of the form.



CONTINUE entering the permit by clicking the **SUB-FEES** tab at the top of the form.

SUB-FEES

The screenshot shows the 'Permit Maintenance' window in the 'DQC Permits' application. The 'Sub-Fees' tab is active. The window contains a table with the following data:

Fee	Input Amount	Units	Output Amount
PERMIT FEE	1	1	25.00
PERMIT FEE			
BACKFLOW PREVENTER			
PRESSURE REDUCING VALVE			

At the bottom of the window, there is a 'Total:' field showing 25.00 and an 'Apply to Permit Fee' button. The 'Permit Total:' field at the bottom right shows \$0.00.

FEE: choose the fee name from the list you wish to enter

INPUT AMOUNT: enter the # of or square footage here to be calculated

UNITS: enter units of 1 for most calculations

OUTPUT AMOUNT: this is the amount calculated from fee structure in the ordinance.

****ONCE YOU HAVE FINISHED ENTERING ALL FEES, MAKE SURE YOU EITHER HIT ENTER TWICE TO COME BACK TO THE NEXT BLANK FIELD UNDER FEE – THIS WILL MAKE SURE THAT THE LAST OUTPUT AMOUNT IS INCLUDED IN THE TOTAL. ONCE YOU ARE CERTAIN ALL FEES ARE THERE, CLICK THE ‘APPLY TO PERMIT FEE’ OPTION AT THE BOTTOM LEFT, THIS WILL ENTER THE TOTAL FROM THE FEES TAB INTO THE PERMIT FEE FIELD ON THE GENERAL TAB OF THE PERMIT.**

****IF YOU HAVE TO MAKE AN ADJUSTMENT TO THE FEES ENTERED, YOU CAN GO TO THE GENERAL TAB, HIGHLIGHT AND DELETE THE PERMIT FEE, THEN REASSIGN IT. IF YOU DON’T DELETE THE FEE AND HAVE TO RECALCULATE IT, THE TWO TOTALS WILL BE ADDED TOGETHER.**



Local Government Corporation
Class Topic

****NOW THAT YOUR FEES ARE ENTERED AND THE PERMIT FEE HAS AN AMOUNT CONTINUE THE PERMIT BY CLICKING 'ACCEPT PAYMENT'**