



INFORMATION MANAGEMENT SERVICES, INC.

Building Permits Manager

User's Manual

© **2001** Information Management Services, Inc.

All rights reserved.

Reproduction, adaptation, or translation without prior written permission is prohibited, except as allowed under the copyright laws.

First Edition, July 2001

Version 4.246

Warranty

The information contained in this document is subject to change without notice. Information Management Services makes no warranty of any kind with regard to this material, including, but not limited to, the implied warranties of merchantability and fitness for a particular purpose.

Information Management Services shall not be liable for errors contained herein or for incidental or consequential damages in connection with the furnishing, performance, or use of this material.

Information Management Services, Inc.
P.O. Box 3720
Ormond Beach, FL
32175

(386) 677-5073

Table of Contents	3
Getting Started	<u>5</u>
Welcome	<u>5</u>
System Requirements	<u>6</u>
Installation of Updates	<u>6</u>
Windows Basics for 95/98/NT Users	<u>7</u>
Windows for 95/98/NT Internet Users	<u>9</u>
Windows Skills You'll Need	<u>10</u>
Getting Organized	<u>17</u>
System Date	<u>17</u>
General System Data	<u>17</u>
Security	<u>25</u>
Type Names	<u>30</u>
Forms	<u>55</u>
Fees	<u>63</u>
Label Formats	<u>71</u>
Letter Formats	<u>74</u>
Subdivisions	<u>77</u>
Day-to-Day Use	<u>79</u>
Permits	<u>79</u>
Property	<u>99</u>
Property Owners	<u>106</u>
Inspections	<u>108</u>
Receipts	<u>119</u>
Contractors	<u>124</u>
Utilities	<u>131</u>
Standard Reports	<u>148</u>
Printing Forms	<u>156</u>
Labels	<u>162</u>
Printing Form Letters	<u>163</u>
Printing Type Names	<u>164</u>

Custom Reports	166
Print Preview	168
Appendix A	169
Notes on Using a Portable Computer	169
Clarion Picture Formats	172
Parent Child Relationship Rules	175
Appendix B	
Large Screens	176
Glossary	195
Index	199

Getting Started

Welcome	5
System Requirements	6
Installation of Updates	6
Windows Basics for 95/98/NT Users	7
Windows 95/98/NT Internet Users	9
Windows Skills You'll Need	10

This manual is best viewed at 100% magnification or higher for details on small screens.

Welcome

Welcome to the IMS **Building Permits Manager** which combines all of the record keeping and reporting functions required of a local jurisdiction in managing the issuance of building permits. The functions include maintaining a contractor database, records of inspections, and receipts.

The IMS **Building Permits Manager** can free you from the burdensome paperwork load associated with permit applications, inspections, fee calculations and reports required. It maintains a database of property, permits, inspections, and contractors, and is also interactive with the IMS **Occupational Licenses Manager** database. It will calculate fees automatically from fee tables based on the permit type.

The program keeps track of scheduled inspections for each day, and maintains a history of inspections. Inspection requirements can be keyed to specific permit types and can include prerequisite inspections. By simply selecting a permit type all fees and inspections required are determined for you. **Building Permits Manager** will keep track of contractor license expirations.

This program supports sub permits for large development projects, and will check for satisfactory completion of all required inspections, including those of sub permits, before issuing a Certificate of Occupancy. You can design your own building permit form, including the text, font, and a watermark logo. The program contains many built-in reports and will print custom reports you can create. There is also an optional capability which includes the ability to export **Building Permits Manager** data to a specified path, from which it may be copied to removable media and loaded onto a [portable computer](#) for use by building officials in the field. All permit information as of the time of export will be available on the laptop computer. Inspections may be added, new inspections may be scheduled and new inspection requirements added for an existing permit.

The IMS demo/option system is incorporated into the program. It works for existing users who have a license file containing installed options when. If there is no license file, then certain options will not be installed on all systems. If the inspection import/export option had previously been enabled it will remain enabled. Future releases will not do so. The demo program expires 30 days after it is first used.

System Requirements

Hard disk with 10 MB free disk space
 Microsoft Windows 32 bit environment (Windows 95 or higher)
 16 bit version will be installed on Windows 3.X systems
 VGA graphics and monitor
 Any pointing device supported by Windows
IMS Inventory Work Order Manager program version 2.1, or may use your own local inventory file.

Occupational Licenses Manager version 4.400 or higher

Citizen Services 2.200 or higher to check for violations and version 2.111 to extract property information from **Building Permits Manager**

General Ledger 4.225 or higher

If you have been using [watermarks](#) and are updating from a version earlier than 4.180 you should copy the file logo.bmp to each of the other names (permit.bmp, cert.bmp, insp.bmp, lic.bmp) for which you want it used.

Installation of Updates

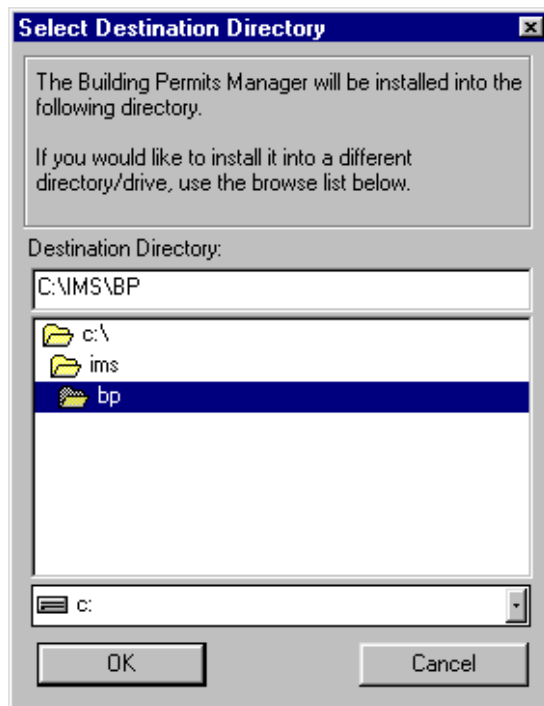
This is where it all begins. The original program will be installed by your **Customer Support Representative (CSR)**. You will need to periodically install updates as new information is added to the program. As long as your update is saved and installed into the correct directory it will be used by the original program. When installing, TYPE in the directory (ex. C:**BUILDING PERMITS**, or D:\IMS**BUILDING PERMITS**, or G:**BUILDING PERMITS**): you want the program to go, otherwise it tends to default to a directory that it creates below the main directory (C:\BP\BuildingPermits). This means the program will not be installed into the original **BUILDING PERMITS** directory, and consequently not work. You also do not want it installed into C:\Program Files\BuildingPermitsManager, (the Microsoft Windows default directory) if that is not the original **BUILDING PERMITS** directory. This will not allow the update to work in the right directory, either.

Windows Basics for 95/98/NT Users

Start Windows if you've not already done so. Insert the Update disk into drive A (or drive B). You first need to find where your **Building Permits Manager** program is installed. Find the icon on your main screen (Program Manager) and highlight the **Building Permits Manager** icon, and right click with your mouse on the icon. Select File, Properties, and click on the Shortcut Tab. The line you want to look for will be labeled as Target.

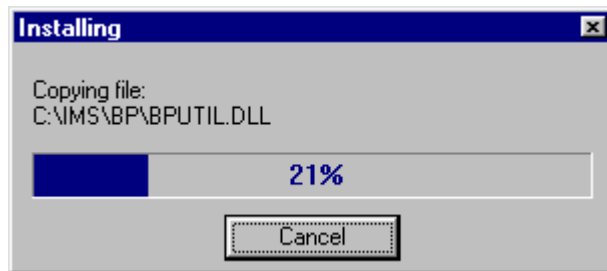
There you will be able to view the directory you need to place the update into. Once you have determined which directory to install into, you are ready to start the installation process. Left click on Start; select Run from the File menu and then Browse, selecting the .exe file on the diskette in Drive A: and double click on the .exe file to begin the installation.

The program will start installing and you will see a blue screen, and then a welcome screen. It will ask you which directory you want to install the files into. Make sure it is exactly where it needs to be as the data for the program is located in the same directory as the program files (see above on how to locate your directory).



In Windows 95/98/NT the default is C:\Program Files\BP. You may **not want this directory**, so TYPE IN the location to the directory you found the program in (using the directions above).

Click OK when you've entered the desired location. It will ask you if you want to make backup copies and will backup the program files that the update replaces into the same directory, into a new folder called **BACKUP**. After this simply follow the instructions and it installs the update for you.



After it is complete, you will be given the opportunity to view the release documentation. This is a document containing information and explanation about what is new to this version of the **Building Permits Manager**, including last minute changes since the manual was printed.

The release documentation for new release can always be viewed at the IMS website, <http://www.ims-florida.com>. The site will always have the latest release information. The release notes can also be viewed once the program is installed under **Help, Contents, Release Notes**. Or you can connect under **Help, IMS Web Site** within the program.

Windows 95/98/NT Internet Users

Updating from email:

Your CSR will send you updates in the email if you request this method of updating. When you receive the emailed files (for example bp2.exe, .bp.), save them immediately into the directory that your program is running in. See the Windows update installation instructions above to see how this is done.

The examples show c: drive, but most users will have their program located on d, g, or f. or some other drive.

Once you have saved all of the files you receive in the email from IMS, then you may go into My Computer by right clicking on it, and choosing Explore. From there, you simply locate the .exe file and double click on it to run the installation, following the instructions on the screen. Remember to TYPE in which Drive and Directory you want the program to install into, such as D:\BP.

Updating from a disk:

Insert the Update disk #1 into drive A (or drive B). In Win 95/98/NT right click on My Computer, select explore. Highlight the drive (A or B) that the disk is in. Find the file, Setup.exe and double click on it. (See the above installation instructions for Windows updates). Insert Disk #2 and #3 when prompted. In all of these installations you may choose to read the release notes, which are essentially the latest update information and changes to the program.

Windows Skills You'll Need

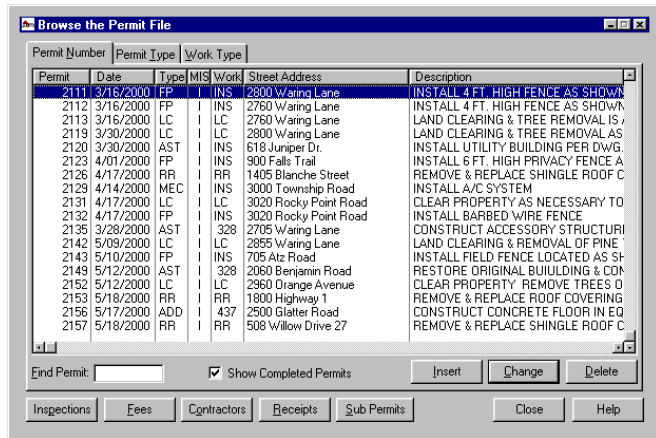
Because the **Building Permits Manager** runs under Windows, it is necessary for you to have certain Windows skills to be able to use it most effectively. What follows is a very brief explanation of some of the skills that would be most useful in using your **Building Permits Manager** program. *This is not intended to replace your Windows manual.* If any of these is not a skill you're comfortable with, you'll want to refer to your Windows manual for a complete explanation.

Entering information on a screen

When you are entering information into many fields on a screen, such as when adding a license, use the Tab Key to move to the next field, and Shift+Tab to move to the previous field. **DO NOT** use the Enter Key. The Enter Key is the same as clicking on OK, and means you've completed your entries and are ready to move on to something else.

Control

If you don't have a good understanding of this concept, you'll spend way too much time trying to get the program to do what you want it to.



When you first see this screen the cursor is flashing in one of the fields. That means that if you press a letter (or number) on your keyboard it will appear in this field. However, if you click within the other portion of the screen, the control moves there. You can tell where the control is on a particular screen by looking for the flashing cursor in a field, an outlined word on a button, or an outlined record in a list. To move to a screen tab, simply click on it. That screen will be brought to the front.

Mouse vs. Keyboard

Throughout the manual, the mouse commands are given for procedures (e.g. “Click on OK”). If you prefer to use keyboard commands, you’ll want to pay attention to the underlined letters (ex.: Contractors = Alt N) in options throughout the program.

For example, to pull down the **F**ile menu, you may click on **F**ile, or you may press Alt+F. Then, when the menu is pulled down, you may click on your choice, or press the letter that is underlined in your choice. Any time there is some information that could be looked up (on a calendar or in the business codes, for example), you’ll click on your right Mouse Button to see it. But you can also press F3.

Using the scroll bars

Scroll bars are found at the right edge and bottom edge of the screen when the information for the screen won't all fit on at once. You may click on the Up and Down Arrow Keys to move incrementally through the display, or drag the box up or down to move more quickly.

Moving a window

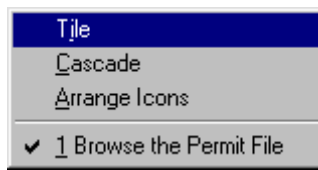
There are times when you may need to move a window to another location on your desktop. To do this, click on the title bar of the window and drag it to the new location. Then release the Mouse Button.

Resizing a window

Occasionally, you may want to resize a window so you can see more of its contents. To do this, click on the window. Then, point to a corner or border of the window (the cursor will become a double-headed arrow). Drag the mouse until the window is the desired size and then release.

Window Setup

Go to **File, Permits** or any other main screen. Then go over to **Windows** from the main list and open that at the same time. This allows you to customize your viewing capabilities.



On a drop list, press the first character of your selection to go directly to it.

Quick Tip Keys:

F1 brings up a **Help** menu for quick and easy explanation of terms. If you are in a date field, press F3 which is invaluable in IMS programs and will bring up a calendar in a date field or pop up list in many other fields.

Always try it if you need to select from a list to see if it is available this way. Press the Escape Key to release it. Right clicking on the Mouse Button will also display selections if available.

APR. 2001						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Using the Clipboard

This menu contains the standard Windows editing functions using the clipboard. It is active only when a document window is open.

Cut (^X)

Move the currently highlighted text to the Windows Clipboard.

Copy (^C)

Copy the currently highlighted text to the Windows Clipboard.

Paste (^V)

Copy the contents of the Windows Clipboard to the field where the cursor is currently located.

Reference Help, Contents

Your program has assistance under **Help, Contents** (press F1 at any time to take you to this section).

Contents has a better overview of the entire section. It is filled with explanations of almost every function and key in the program. You may want to familiarize yourself with some of the different items in there before beginning. This makes using the program much simpler. Release Notes will be found here showing you the latest updates to the program.

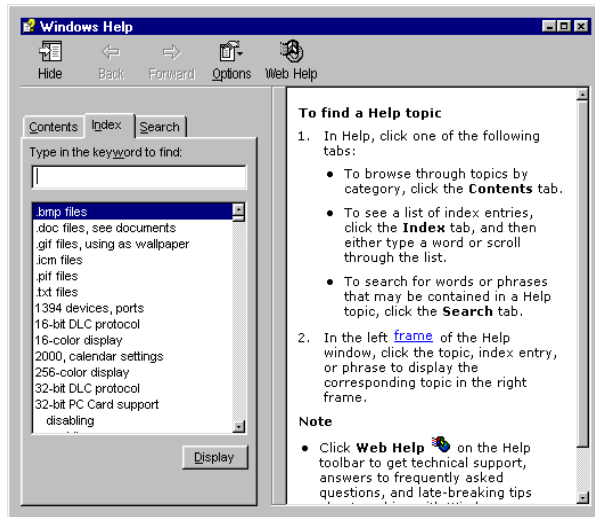
The manual is set up so that each main category is to the left side, each function of the program to the right is **Bolded and Underlined**. Fields of information and the path (i.e. **File, Setup**) are typically **bolded** so that you may recognize them easily. The explanation/steps are directly below it. The manual attempts to follow the natural progression of steps the user would normally take when running the program. If in doubt always look to the [Index](#) for the topic and hyperlink (jump from one point of the document to another) from the page number of the item you seek. Use the Go Back Button to return to where you were last. You may view the user manual from within the **Building Permits Manager** program under **Help, View User Manual**.

IMS Web Site

You may automatically link to the [IMS web site](#) if you are connected to the Internet by clicking within the **Building Permits Manager** program under **Help, IMS Web Site**.



Windows has its own section for assistance with questions about Windows topics - **How to Use Help** which is found within the program. Use it by looking through **Help, Contents**, the Index alphabetically, or by using the **Search for Help On...** capability to find the topic or keyword you need help with.



First Steps:

If starting from scratch you will need to initialize certain data files before adding data. From the main menu select **Setup, Security**. Create a user login by pressing the Insert Button. For now set the access level to *Supervisor* to be sure you have access to all areas. When you are done with initialization you can change the access level. From there setup the **General System Data**. Complete the fields on all tabs.

The next step is to set up your **Type Names**. These define the codes and descriptions of the contractor, fee, construction, inspection, permit, work, and use types. These type definitions allow you to quickly find data and to print reports for a specific subset of the database. After this has been done you are ready to begin entering data.

Justification of Alphanumeric Fields

Justification is an automatic character repositioning process applied to field data after it is entered from the keyboard. Justification is performed only if the length of the value typed into the field is less than the maximum allowed for the field.

In other words, if the field allows 4 characters maximum and you type in "1234" or "ABCD" it will be left as is because there are no blank spaces. Justification is sometimes visible as a shifting of characters left or right from the way they were typed in.

The purpose of justification is to insure that the records collate properly when viewed or printed in order of the justified field. Alphabetic fields collate in alphabetic order when left justified. Numeric fields collate in numeric order if the number is right justified. The process becomes more complex if the field value contains both numeric and alphabetic characters. Two types of justification are used in **Building Permits Manager**. Simple justification will right justify the field contents only if the contents are entirely numeric; otherwise it does nothing.

Complex justification separates the field value into their alphabetic and numeric parts. If the leftmost part is alphabetic and the rightmost part numeric it individually justifies each part appropriately. To illustrate, assume a set of values: "1", "2", "11", "A1", "A2", "A11". If the field length is 4 characters, the series without justification would collate as "1", "11", "2", "A1", "A11", "A2". With simple justification the series would collate as " 1", " 2", " 11", "A1 ", "A11 ", "A2 ".

Note that the numeric elements of the series are in correct order, but the alphanumeric members are unchanged from their unjustified order. When complex justification is used the series would collate as " 1", " 2", " 11", "A 1", "A 2", "A 11". Note that now both the numeric and alphanumeric members are in sensible order. Simple justification is used on all of the four character type codes including permit type, contractor type, use type, inspection type, work type, etc. Complex justification is used on larger fields including street address and permit number.

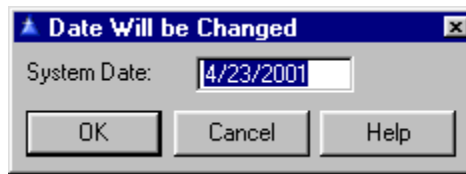
Getting Organized

System Date	17
General System Data	17
Security	25
Type Names	30
Forms	55
Fees	63
Label Formats	71
Letter Formats	74
Subdivisions	77

If a user does not log in within one minute, **Building Permits Manager** will terminate. This standard IMS Security system allows setting access to functions by menu item. Support was added for the IMS menu system. This allows running all installed IMS programs from a single login, bypassing individual program logins and splash screens.

System Date

Go to **Setup, System Date**. This is the date of record for all transactions of the **Building Permits Manager**. The F3 Key will display a calendar to aid in selecting the date. You may change the date at any time by typing in the correct date.



General System Data

Go to **Setup, General System Data**. There are 4 tabs of information to fill out. On the General Tab fill in the **Default Area Code, Default Permit Life and Parcel Prefix**.

System Date

This is the date of record for all transactions.

Default City, State

This is the default city-state-zip value that will be entered when adding property, owner and contractor records. The purpose is to save typing keystrokes, since a large number of addresses will be within the city.

Default Area Code

When adding a record with a phone number field, this area code will be pre-opened to the phone number entered if it does not contain an area code.

Default Permit Life

If there is a value in this field it will be used to calculate the expiration date of all building permits added. The expiration date will be the issue date of the permit plus this number of days. If this field is empty the expiration data field on new permits will not be automatically filled in.

The image shows a Windows-style dialog box titled "System Data Will be Changed". It has a tabbed interface with the following tabs: "General", "Configuration", "Forms", "Data File Paths", and "User Defined Fields". The "General" tab is selected. The dialog contains several input fields:

- City Name:
- System Date:
- Default City, State:
- Default Area Code:
- Default Permit Life (Days):
- Parcel Prefix:

At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help".

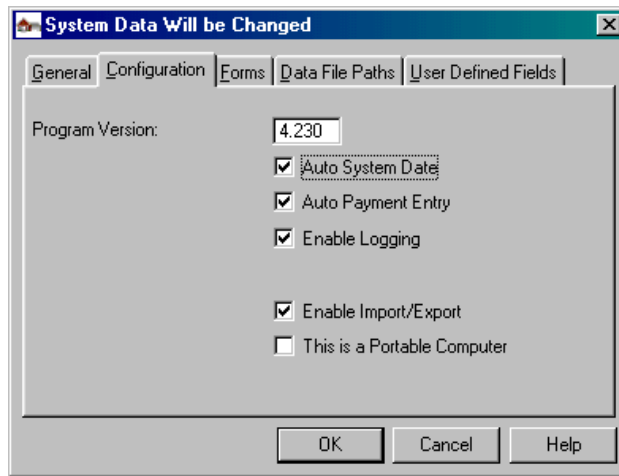
When a permit is added the expiration date will be set to the issue date plus the number of days in the permit life field. If an attempt is made to add an inspection to an expired permit a message box will be displayed, giving the user the option of overriding the warning and adding the inspection anyhow.

If the expiration date field in the permit record is blank no check for expiration will be made. The default city, state, zip for new property is the default city, state in the system **File Setup, General System Data**.

Parcel Prefix is to save keystrokes when searching for property by parcel number. This field is optional. If left empty, a property record may be located by parcel number by entering the full number. If there is a value in the field the search will be for the value typed in appended to the prefix. Since parcel numbers for a given municipal area tend to have the same value for the first several digits, these can be put into the prefix.

When a search is made, only the digits following the prefix need be entered. The format of the prefix digits should be the same as is used in the property records. If spaces are used between each component of the number they should be in the prefix as well. In such cases a space may be put at the end of the prefix if necessary.

On the Configuration Tab fill in the following fields:



Program Version

This item is the version number of your copy of **Building Permits Manager**. It is for reference only and cannot be changed. It and the following field are primarily for use by an **IMS CSR** while assisting you with a problem.

Auto System Date

If checked this will update the date of the system automatically.

Auto Payment Entry

If this box is checked, payments for all fees will be automatically added to the **Receipts** file when a permit is added. The system supports billing the fees when a permit is added, then posting payments at a later date. This option is intended as a convenience to cities that collect all permit fees before the permit is issued. If your city requires collection of the payment at the time the permit is issued then there is no point in having to manually enter the payment unless you want to enter a value in the receipt number field. Automatic payments may be identified by the *Paid Upon Issue* in the **Receipt Number** field. The breakdown of the payment will be the same as the breakdown of the fees.

When **Enable Logging** is checked a record is saved in an activity log of all changes made to the logged data files. The logged information includes the user name, the computer name, the data and time, the field changed, and the previous and current value of the field. When records are added this is also logged. Deleted records are logged as well, and can be undeleted.

The logging information can be viewed using **Utility, Browse Activity Log**. The changes are displayed in descending chronological order (last first). After a while the activity log will get very large, and may be purged by date using **Utility, Purge Activity Log**. Individual changes may be rolled back, and deletions may be undeleted.

Enable Import/Export is for importing, exporting, and merging data files for inspection when using a portable computer. See **Utility**, [Import/Export](#) for the checkbox, **This is a Portable Computer**.

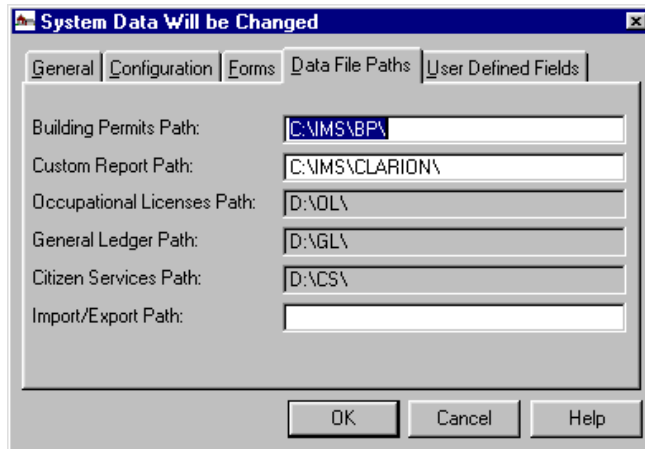
On the Forms Tab the forms settings serve two purposes. They act as the default form settings for all new permit types. They also determine which form is printed when printing a group of forms. See the different variations of the [forms](#).

The screenshot shows a dialog box titled "System Data Will be Changed" with a close button in the top right corner. The dialog has five tabs: "General", "Configuration", "Forms", "Data File Paths", and "User Defined Fields". The "Forms" tab is currently selected. Inside the dialog, there are five rows of form settings, each with a label, a dropdown menu, and a text label:

Form Type	Form ID	Form Name
Report Form:	01	
Permit Form:	01	Building Permit-New Const-28 INS
Certificate Form:	04	CERTIFICATE OF OCCUPANCY
Inspection Form:	03	INSPECTION FORM
License Form:	01	Building Permit-New Const-28 INS

At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help".

On the Data File Path Tab the **System Data** file contains fields for the location of **Building Permits Manager** data files, **Occupational Licenses Manager** data files, Custom Report data files, and **General Ledger** data files. These fields should contain the complete path (disk drive and directories/folders) and must end with a backslash (\) if not blank. (If it does not end with a backslash, one will be added for you.) Data files must be located in the directory where that particular program runs from.



Any or all of these fields may be left blank. If left blank the program will look in the current directory for the appropriate files. The **General Ledger** path field is reserved for the Windows release of the **IMS General Ledger**. It is not used by the DOS version of **General Ledger**.

When setting the path to external data files the path field will display with a gray background if the path entered is invalid. See details on using a [portable computer](#) and the setup which you will need to enter here.

Building Permits Path

This path allows you to run **Building Permits Manager** with data files at a remote location. The value is stored locally and may be different for each workstation, as long as the physical location is the same for all workstations that are to share the database. This field may be changed only by users with *Supervisor* access. If this is left blank, **Building Permits Manager** will function as before. When this version is installed the initial value will be null, so program operation will be unaffected. If a value is placed in the field, the programs may be loaded on the local workstation and the data files on a server at the location specified.

Note: A change will take effect the next time **Building Permits Manager** is started. It should not be changed while other workstations are running **Building Permits Manager** for obvious reasons. System administrators may want to experiment with the remote vs local program setup, because one method may not necessarily work better than the other. It depends on factors such as the relative speed of the local workstation and the server and the speed of the link. Another consideration is the fact that each workstation must have a copy of the program executable files (*.exe, *.dll), which complicates administering program updates, particularly when the database structure is changed.

Custom Report Path

If you choose to keep your custom external reports in a separate folder, enter a value here. If you leave it blank the report module will look in the same directory as the programs.

Occupational Licenses Manager Path

If you also have the IMS **Occupational Licenses Manager** installed, and want **Building Permits Manager** to have access to its data files, enter the path here. No attempt is made to locate a contractor in the **Occupational Licenses Manager** database if there is no path set to **Occupational Licenses Manager**.

General Ledger Path

If you have the IMS **General Ledger** installed and want **Building Permits Manager** to have access to its data files, enter the path here. NOTE: This applies to the Windows version of **General Ledger** only.

Citizen Services Path

If you have the **Citizen Services** installed and want **Building Permits Manager** to access its data files, enter the path here.

Import/Export Path

See details on using a [portable computer](#) or [Utility, Import/Export](#).

The User Defined Fields Tab is just as the names imply ... you define what the field will contain and what its label will be. User defined fields should be used for information that is needed for most of the records in the database, but is not available in one of the built-in fields. For example, in the owner record the entity type of owner (individual, corporation, etc.) may be required. A user field could be assigned with a title of Type.

In this window you set the label for the field, which will appear on the entry form that contains the field. If you leave a field label blank the field will not appear on its entry form and cannot be used. User defined fields may be placed on the Property, Contractor, Permit and Owner forms. The tabs on the right of the window select which file the field will be in.

The screenshot shows a dialog box titled "System Data Will be Changed" with a close button (X) in the top right corner. The dialog has five tabs: "General", "Configuration", "Forms", "Data File Paths", and "User Defined Fields". The "User Defined Fields" tab is active. It contains a table with four rows, each representing a user-defined field. The first row has "Field 1 Name" set to "HOME OWNER" and "Format" set to "20". The other three rows have "Field 2 Name" (CLEARING AC), "Field 3 Name" (POND S.F), and "Field 4 Name" (PROP AREA), all with blank "Format" fields. To the right of the table is a vertical list of form types: "Property", "Contractor", "Permit", and "Owner". The "Property" form type is selected. At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help".

Field Name	Format	Form Type
Field 1 Name: HOME OWNER	Format: 20	Property
Field 2 Name: CLEARING AC	Format:	Contractor
Field 3 Name: POND S.F	Format:	Permit
Field 4 Name: PROP AREA	Format:	Owner

User defined fields may be optionally formatted using the standard Clarion formatting conventions. Each field has a name as here in **Setup**, and also has an optional **Format**. (Note that the format applies to the data in the field, not the field name.) If the **Format** is left blank the field will be displayed as in previous versions. If a format string is specified the field will be formatted accordingly in screens and reports.

For example, a 10 character field could be given a format @n10.2 (which means 10 character numeric with two decimal places in the format -xx,xxx.xx). The value 12345 would display as 12,345.00.

A field may also be a date format such as @d2 which would cause the field to display and print in the format xx/xx/xxxx. When given a date format the standard F3 Hot Key becomes active for the field, displaying the popup calendar. All format strings begin with the @ symbol, which is optional in this application. See the examples of the Clarion field formatting conventions under **Help, Index, [Clarion Picture Formats](#)**.

Security

The login window is now closed if a user fails to log in after one minute.

Before you can use any function of **Building Permits Manager** you must log in under a user name. The number of different user names is unlimited. Each user name has its own password and access level, which determines what functions are available to the user. All security profiles should be reviewed after each release is installed because of system setup changes.

Security Profiles

It is a good idea to have an alternate who can add information into the system in case of emergency. Passwords should be in a secure location held only by a supervisor or alternate.

Go to **Setup, Security, Security Profiles**. The **Building Permits Manager** has features built-in to provide security for your records. This security is in the form of six levels of password protection.

This system features individual procedure level access for an unlimited number of users. Each user may be assigned to any one of an unlimited number of security profiles. Security on entire menus may be set as well.

Setting a menu automatically sets the access to all subordinate items and menus to the same access level. You can also set items under a menu to a higher or lower access level than their parent menu. The only exception is if you set access to a menu to *No Access*. This disables all items on that menu that are sensitive, including any sub-menus if any, regardless of their individual access levels. If you do not set up your security profiles, it will default to *No Access*.

Each of these profiles will initially have the same access to all menu items, effectively making it work exactly as in previous releases. You then may rename and edit each profile to suit your needs. Changes to security take effect the next time **Building Permits Manager** is started. Note that when new users first log in they will have no access. They must exit the program and start it again for the conversion of their old security access to take effect.

This will be the case also when existing users are converted from prior versions of **Building Permits Manager**. Note also that new security profiles initially provide full access to all functions. Be sure to edit the profile before assigning it to any user. Keep in mind that some procedures appear on more than one menu and setting access in one menu has no effect on the same procedure on another menu

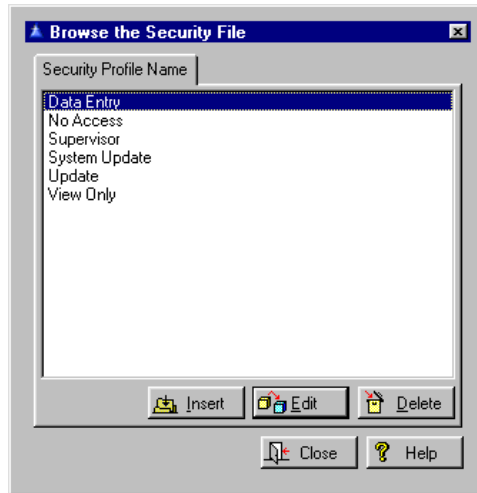
NOTE: Beginning with release 4.210 users with lower access may view the profile without being able to change anything. This applies currently only to Building Permits. To avoid security lapses in other programs a consistent policy of setting the access for the security menu item to *Supervisor* on all profiles is recommended until all other applications have received the same treatment.

Note: After installation the program will grant complete access without asking for a user name or password, until at least one user is added. This should be done first thing.. You should disable access to the Security functions for all security profiles but one, which should be set to the highest level (Supervisor).

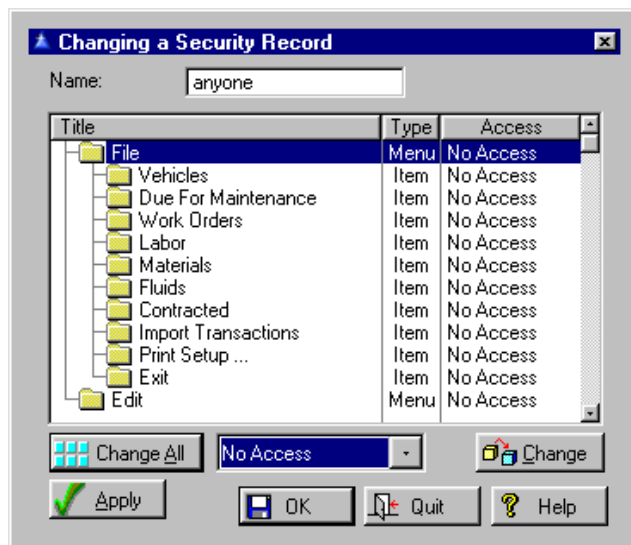
The *No Access* allows no access at all to the user. The *View Only* level allows persons access to license information, but does not allow it to be changed. It also prevents confidential information from being viewed by the user when *Data Entry* permits access to data only. The *Update* level allows users to change individual licenses, but does not allow changes to be made affecting many licenses (for example, computing fees or penalties). The *System Update* level permits access to all functions except security. The *Supervisor* level password is the highest security level, permitting access to everything.

A **Security Profile** of *Supervisor* must be set up first, then you may add additional profiles with different access levels. Once you have set up your **Security Profile**, you can begin adding **Users** for the program.

*It's a good idea to make sure at least the person responsible for **Building Permits Manager** and the department manager know the Supervisor password, in case someone is out of the office.*

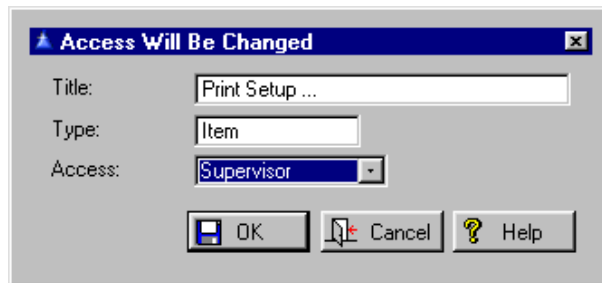


To enter new information press the Insert Button. You can edit it once you have it created. Give your profile a name and then press the OK Button. You can go into it now and edit.



To edit an existing security profile, press the Edit Button. You may use the Change All Button to change all access levels to the same type. Press the Apply Button and then OK.

To change the user access information individually, by item press the Change Button.

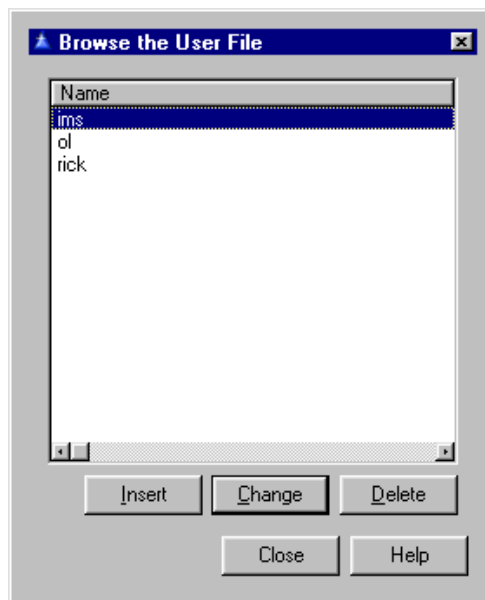


Select the **Title**, **Type**, and **Access** and press OK.

Users

To enter access information for each user, go to **Setup, Security, Users**.

*It doesn't matter
Whether a password
is entered uppercase,
lowercase, or a
combination of the two.
The program considers
them the same.*



Select the Insert Button and enter the **Name** of the user, **Password**, and a **Security Profile** for that user. In the **Security** field you can use the F3 Hot Key to access the profiles and select which profile you want to assign a particular user. Click OK.

If you fail to provide Supervisor access to the security functions for at least one security profile you will be unable to make any additions or changes.

Enter the **Name**, **Password** and **Security** profile name you created earlier. F3 is the key to list these profile names. Press the Select Button in that window to insert it in your Adding a User Record screen. Click on OK when finished.

Once this information is in the system it will ask you to login the next time you access the program.

Print Security Profile List

Go to **Setup, Security, Print Security Profile List**. A report that lists all security profiles and the access for each menu item. This report requires *Supervisor* access to print.

Run: 10/15/02 12:40PM		Town of Horville Building Permits Security Profiles		Page: 1
ID	Profile Name	Menu Rem		Access
3	Data Entry			
	File			Supervisor
	Permits			Supervisor
	Property			Supervisor
	Property Owners			Supervisor
	Inspections			Supervisor
	Scheduled Inspections			Supervisor
	Performed Inspections			Supervisor
	By Inspection Type			Supervisor
	By Permit			Supervisor
	Receipts			Supervisor
	By Date			Supervisor
	By Fee Type			Supervisor
	By Permit			Supervisor
	By Contractor			Supervisor
	Contractors			Supervisor
	Print Setup			Supervisor
	Exit			Supervisor
	Edit			Supervisor
	Cut			Supervisor
	Copy			Supervisor
	Paste			Supervisor
	Print			Supervisor
	Standard Reports			Supervisor
	Permit			Supervisor
	Permit List			Supervisor
	By Permit Number			Supervisor
	By Permit Type			Supervisor
	By Work Type			Supervisor
	By Use Type			Supervisor
	By Property			Supervisor
	Permit Detail			Supervisor
	By Permit Number			Supervisor

Type Names Go to **Setup, Type Names**. Your setup of types should be completed before you begin entering permits, so the fees and inspections will calculate and insert into the permit by selection the permit type. Always click on the Fees Tab and Inspections Tab to check fees and inspections, and then you can add or delete fees and inspections as needed.

Click on the Contractor Tab and click on insert, a list will pop-up of the contractors listed in the file, and select the contractor for that permit. Typing the first letter of the contractor name will scroll the screen to that letter.

There are 9 different type names to set up. This menu allows you to add, change or delete the codes and descriptive names of the type definitions used to catalog permit information. In general, all type designation codes are four characters long, and may be alphabetic or numeric. If the code is numeric it will be right justified in the field so types will collate in numeric order. If a type code contains alphabetic characters it will be left justified.



Contractor Types

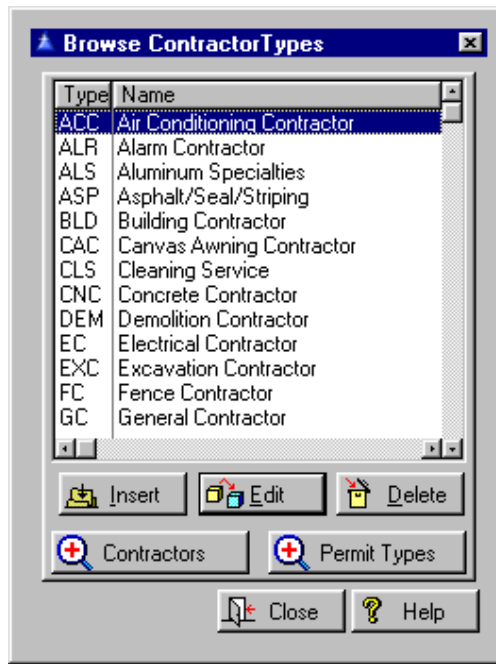
Go to **Setup, Type Names, Contractor Types**.

Contractor types define the category of contractor. This can be useful in printing reports or labels, when you want specific types of contractors. Contractors for a permit may optionally be restricted to those on a list of contractor types allowed for the permit type.

Whenever a contractor is added to a permit, the contractor's type will be checked to see if it is allowed for the permit type. If there is no list of acceptable contractor types for a permit type, no test will be made. If the contractor type is not on the list a warning message will be displayed and the user allowed to override the error. Any contractor type will be allowed on a permit.

Once a contractor type is associated with a permit type, all contractors added to a permit of that type will have to be on the list of contractor types. The same contractor type may be on the list for any number of permit types. Likewise, any permit type may have any number of contractor types on its list. The type code can be up to four characters [alphanumeric](#).

If the code is all numeric it will be right justified so the codes will collate in numerical order. If it contains alphabetic characters it will be left justified. Contractor type definitions are edited in place - there is no separate entry form window. To change a contractor type, highlight the type and press the Change Button. Then enter the new information over the old.



The contractor fee system supports all fee types available for permits, but be aware that fees that depend on non-contractor related parameters such as permit type, property value, etc. will not function because a contractor is not related to a single permit or property record. It is expected that a flat fee type will be used.

If you allow the system to add the fee automatically it must be a flat fee type. If you add it manually it can be any fee method that does not use the permit or property record for calculation. A matching payment will be made for all fee amounts entered, regardless of whether the system **Auto Payment Entry** flag (**Setup, General System Data**, Configuration Tab) is set or not.

To change or delete a type highlight it and then press the Change or Delete Button. To add a new type, press the Insert Button. Enter the **Type** abbreviation, the **Name** of the type, the **Fee Type**, and the **License Form**. The F3 Key will give you a pop up list for the last two selections. If the **Fee Type** field is not empty the standard fee charged when a contractor is added will be

computed based on the fee type. The fee will be assumed paid when added. That is, there will be no receivable amounts for contractor fees. The **License Form** field allowing specifying a certain license form type for each contractor type.

The screenshot shows a dialog box with a blue title bar that says "Record Will Be Added". Inside the dialog, there are four text input fields labeled "Type:", "Name:", "Fee Type:", and "License Form:". At the bottom of the dialog, there are three buttons: "OK", "Cancel", and "Help".



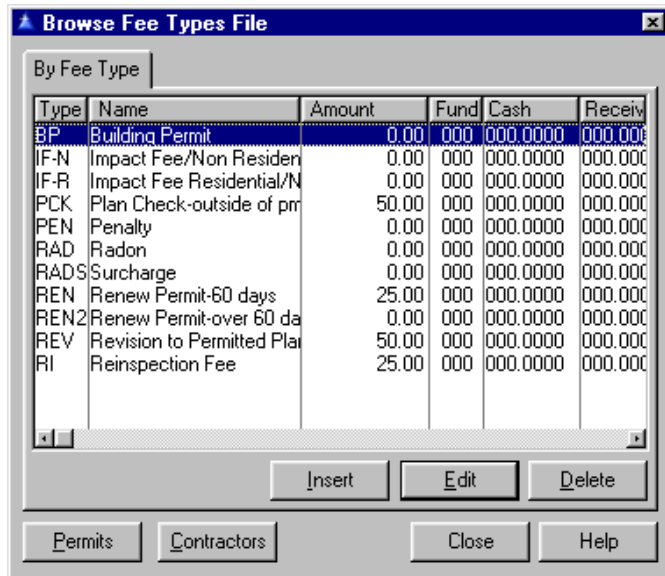
The **Contractors** Button will display a list of contractors of the currently selected type. You may look for a particular contractor by entering its code in the Locate entry field and pressing the Tab Key. You cannot add, delete or change contractors here. Go to **File, Contractors** to do that. This is only for reference when setting up or changing **Contractor Type** codes.



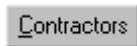
The **Permit Types** Button will take you to the permit types allowed. You can enter permit types here by pressing the Edit or Insert Button. Place your cursor in the **Contractor** or **Permit Type** field and press the F3 Key for a pop up list of the permit or contractor type.

Fee Types

Go to **Setup, Type Names, Fee Types**. You may also go to **Setup, Fees, Fee Types**. Fee types are standard fee definitions which include the type code, description, fee amount, and **General Ledger** account information for transfer. The type codes may be up to 4 characters alphanumeric.

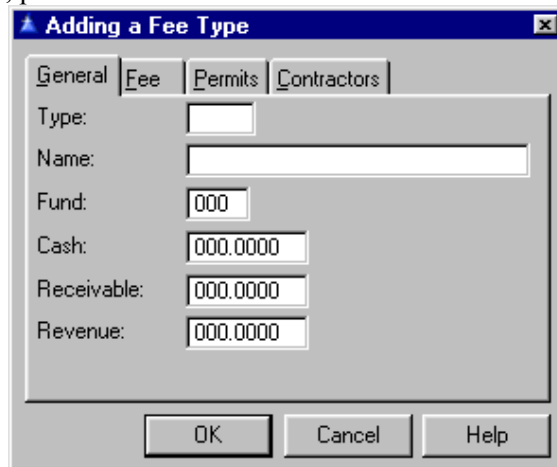


The Permits Button will display permits with fees of the selected type. Permits may not be entered or changed from this window. It is for reference only.



The Contractors Button will allow you to view contractors with this fee type.

To change existing fee types, highlight the type and press the Edit or Delete Button. To insert a new fee type, press the Insert Button.



On the General Tab fill out the following:

Type

Fee **Type** is a 4 character alphanumeric field. If it contains all numeric characters it will be right justified to provide collation in numeric order. If it contains alphabetic characters it will be left justified. There is no limit to the number of fee types.

Name

This is the descriptive name of the fee type.

Amount

This is the default fee amount. It can be overridden by the user.

Fund, Cash, Receivable, Revenue

These are the account numbers needed by **General Ledger** to post fee revenue and collections. Fees will be transferred as credits to the revenue account and debits to the receivable account. Receipts will be transferred as credits to the receivable account and debits to the cash account.

On the Fee Tab choose from *Flat*, *Table*, or *Itemized*.

When the *Flat* fee method is selected the program will charge the fee amount in the fee type record. Enter the standard fee **Amount**.

The *Table* fee method provides for a fee table which calculates fees based on any of 12 fields in the permit and property records. The table has eight levels to handle non-linear fee schedules. A table fee may consist of a base amount, a base amount based on quantity of the selected field, and an additional amount per unit of the selected field. In addition, a minimum and maximum fee amount may be set.

The screenshot shows a dialog box titled "Changing a Fee Type" with a close button (X) in the top right corner. It has four tabs: "General", "Fee", "Permits", and "Contractors". The "Fee" tab is selected. Inside the dialog, there are two fields: "Method" with a dropdown menu set to "Table", and "Schedule:" with a text box containing "BP". At the bottom left, there is a button labeled "Fee Table". At the bottom right, there are three buttons: "OK", "Cancel", and "Help".

This style of fee is intended for collecting prorated taxes on new or improved property for the remainder of the tax year. The fee is stored as a tax table fee, although the fee table is not used.

To add such a fee, create a new fee type and on the Fee Tab select Table for the method field. Press the Fee Table Button. In the fee table on the General Tab, select *"Daily Until Stop Date"* for the **Units** field. Two new fields will appear. Enter the fee amount per day in the **Daily Fee** field and the last day the fee is to be computed for in the **Cutoff Date** field.

The screenshot shows the "General" tab of the "Changing a Fee Type" dialog box. It contains several fields: "ID:" with "BP", "Description:" with "Building Permit", "Units" with a dropdown menu set to "Daily Until Stop Date", "Daily Fee:" with "5.0000", "Cutoff Date:" with "4/02/02", "Base Fee:" with "10.00", "Minimum Fee:" with "10.00", and "Maximum Fee:" with "20.00". At the bottom right, there are three buttons: "OK", "Cancel", and "Help".

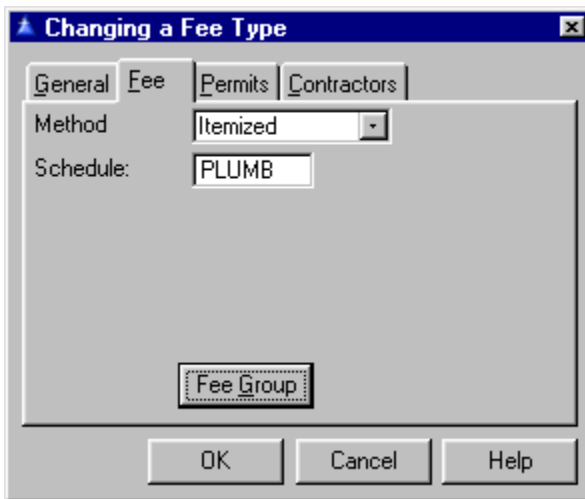
When this fee is added to a permit the fee will be calculated as the specified amount per day from the present day until the cutoff date. Note that the present date here is the actual date, not the system date. The **Base Fee**, **Minimum** and **Maximum Fee** fields are active for this fee type.

On the Fee Table Tab, which will show if you are using any **Unit** other than *Daily Until Stop Date*, you can enter the different cutoff levels for your fee.

Number of Stories		Fee Amount		
From	To	Flat Amount	Plus	Per Unit
0	1,250	\$25.00		\$0.0000
1,251	10,000	\$0.00		\$2.0000
10,001	99,999,999,999	\$110.00		\$0.9000

The fee is calculated as follows: The table is entered with the quantity of the selected field. At the level where the quantity is greater than the minimum at that level and less than or equal to the maximum at that level, the fee is set to the base at that level (second column from the right in the **Fee Table** window) plus the incremental amount at that level (rightmost column in the fee table window) times the value in the selected field. This amount is added to the base fee amount. The fee is then checked against the minimum and maximum amounts in the fee schedule and adjusted as required. (A zero value in the maximum fee amount means that there is no maximum fee amount.)

The *Itemized* fee method allows fee calculation at runtime based on a list of user defined parameters. It is not necessary that any parameter be a file field. If a fee schedule is coded as itemized it will be associated with a fee group, which consists of up to 50 different parameters. When a quantity is entered, the fee amount for itemized fee groups is updated.

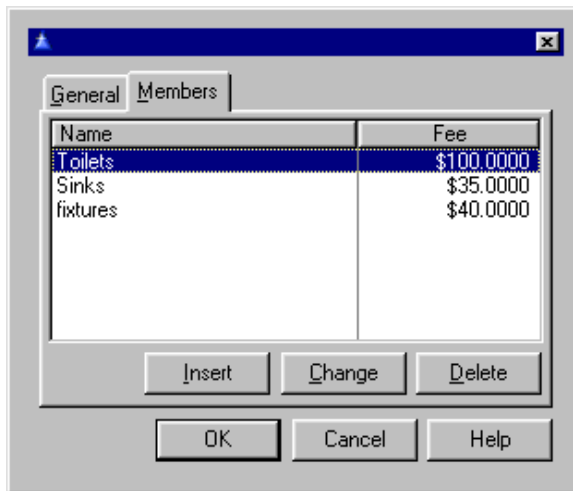


The Fee Group Button will appear. It leads to the fee groups where you can edit existing group information or insert new information.



On the General Tab you have the unique **I**dentifier for this fee group and the **N**ame of it below.

On the Members Tab is where you can enter new members. Edit information by highlighting it and pressing the Change or Delete Button. Enter new information by pressing Insert.



Each parameter consists of a name and a fee amount per unit of this parameter. For example, a plumbing fee group could be based on the number of toilets, lavatories, bathtubs, etc. Each of these parameters is assigned a fee amount per unit. The total fee amount for the fee group will be the sum of the individual fees within the group.

The screenshot shows a dialog box titled "Adding a Fee Item Record". It contains the following fields and controls:

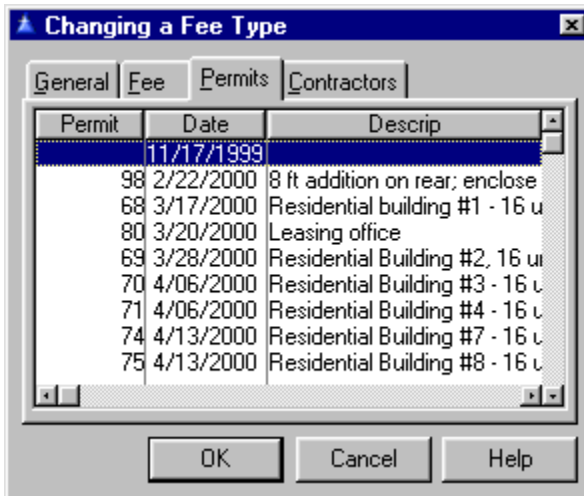
- Group:** Plumbing
- Name:** [Empty text box]
- Fee per Unit:** \$0.0000
- Buttons:** OK, Cancel, Help

When the fee type is selected when adding or updating a permit, a window will be shown listing each parameter in the fee group, with a spin box for the quantity of the parameter. As the user enters the number of units the fee will be calculated as the fee per unit times the number of units specified. When completed the total of all such fees is transferred to the permit under the fee type name associated with the fee group.

The value of the quantity of each parameter selected is not retained. If necessary to recalculate the fee amount it can be done by right clicking on the fee **Amount** field with the Change Button on the Fees tab in **File, Permit**. You will be shown the fee calculation window allowing you to specify the quantity of each parameter.

The standard fee amounts which are associated with a particular permit type may also be calculated at runtime. If you want a standard permit fee to be calculated at runtime, leave the fee amount blank. If there is a value there it will be used as the flat fee amount rather than calculating it at runtime.

The Permits Tab will display a list of permits with the selected fee type, same as the Permits Button in the fee type browse window.



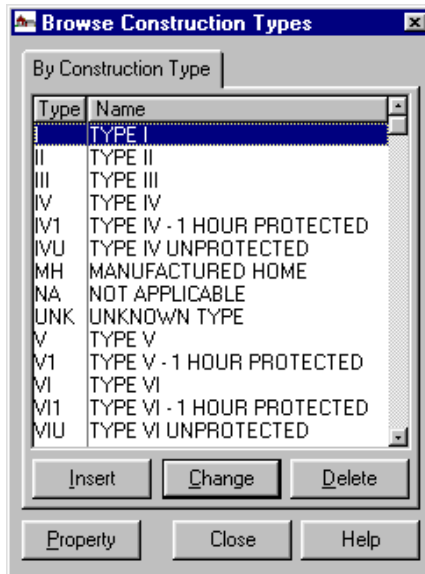
On the Contractors Tab you may view the Contractors associated with this fee type.

Construction Types

Go to **Setup, Type Names, Construction Types**.

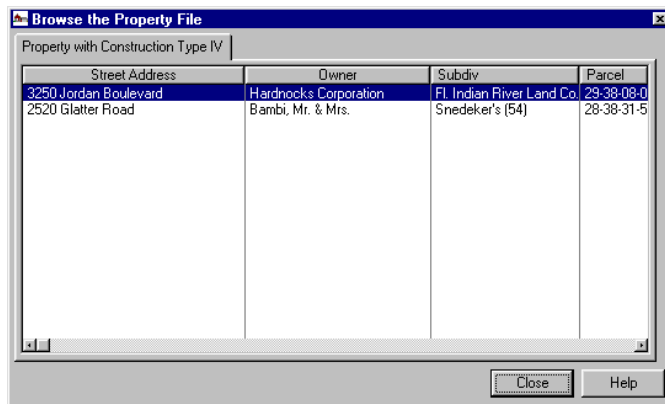
These define the type of construction, and are related to the **Property** file. They are useful in printing reports of breakdowns by construction type. The type code can be up to four characters alphanumeric. If the code is all numeric it will be right justified so the codes will collate in numerical order. if it contains alphabetic characters it will be left justified.

Construction type definitions are edited in place. That is, there is no separate entry form window. To change a construction type, press the Change Button when the type you want to change is highlighted. Then type the new information over the old.



Property

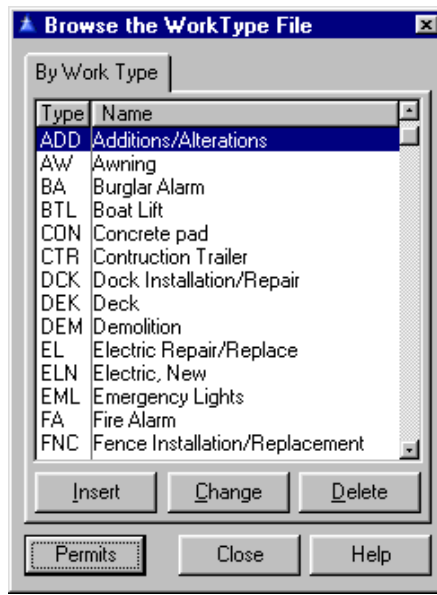
The Property Button will display a list of property of the highlighted type including the street address, the owner's name, subdivision name and the parcel number.



To add new construction types press the Insert Button. To change existing types, press the Delete or Change Button. Simply type in the new abbreviation for the construction type on the left side followed by the full name in the right hand side box.

Work Types

Go to **Setup, Type Names, Work Types**. Work types define the type of work to be done under the permit issued. Each permit must have a work type. This field is primarily for creating statistical reports of breakdowns by type of work. The type code can be up to four characters alphanumeric. If the code is all numeric it will be right justified so the codes will collate in numerical order. If it contains alphabetic characters it will be left justified.



Work type definitions are edited in place. That is, there is no separate entry form window. To change a work type, press the Change Button when the type you want to change is highlighted. Then type the new information over the old.

To change existing work types, highlight the type and press the Change or Delete Button. To add a new work type press the Insert Button. Simply type in the new or corrected abbreviation on the left side and the name on the right side. Press OK when finished.

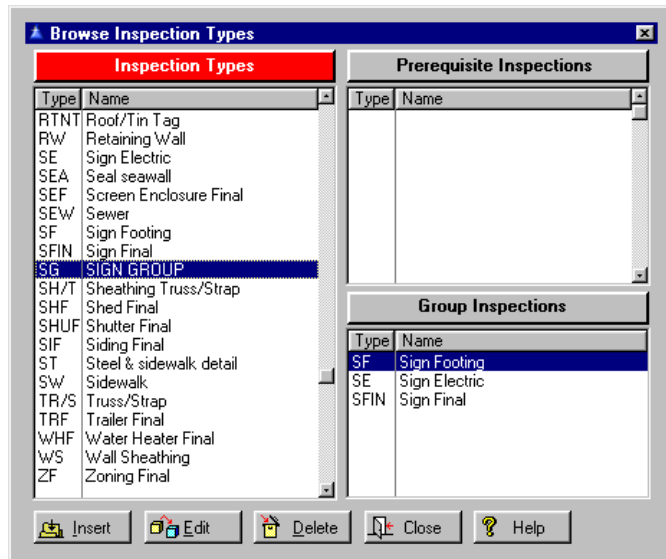


The Permits Button will display a list of permits for the current work type including the date, the permit number, the type, the street address and a description of the actual work that will be taking place.

Inspection Types

Go to **Setup, Type Names, Inspections Types**.

Inspection types define what is to be inspected. When a permit is issued the inspections required are established, and the final approval is contingent on approval of all required inspections. When you add an Inspection type it will be shown immediately.



Every inspection is classified by inspection type. They are useful in printing reports of breakdowns by inspection type. The type code can be up to four characters alphanumeric. If the code is all numeric it will be right justified so the codes will collate in numerical order. If it contains alphabetic characters it will be left justified.

Inspections sometimes require that a prerequisite inspection be completed before it can be inspected. For example, a slab plumbing inspection should be completed before a slab inspection.

You can define any number of inspection types as prerequisites for another inspection. If you attempt to enter an inspection for a permit where a prerequisite inspection has not been approved you will be warned.

A particular permit type often will require a list of specific inspections. For convenience you can define an inspection type as a group inspection. A group inspection is not really an inspection, but a group of any number of other inspection types. When a group inspection type is added to a permit, all of its member inspections are automatically added instead of the group inspection itself.

Inspection type definitions are edited in place. That is, there is no separate entry form window. To change an inspection type, press the Change Button when the type you want to change is highlighted. Then type the new information over the old.

The defined inspection types are shown in the table. You may scroll the table up or down to locate the inspection type desired. When the inspection type you want is highlighted, press the Select Button or the Enter Key to select it.

For users that prefer to have the display order of inspections represent the order in which the inspections must be performed, this allows setting the display order of prerequisite inspections and group inspection members. Up and down arrow buttons are provided to change the order. When the Down Button is pressed, for example, the sequence of the currently selected inspection will be swapped with the inspection below it, unless it is the last inspection.

When inspection requirements are added to a permit, group or prerequisite inspections will be added in the display order. The order of inspection requirements for a permit may also be changed in the same manner: using **File, Permits**, Inspections Button, the order of inspections required may be altered.

To edit a particular inspection type, you must first select one of the three list boxes. You can do this by clicking anywhere in the box or on the box header. Which box is currently selected is indicated by the color of the box header. The color of the selected header is bold, while the other colors are muted. Press Insert.

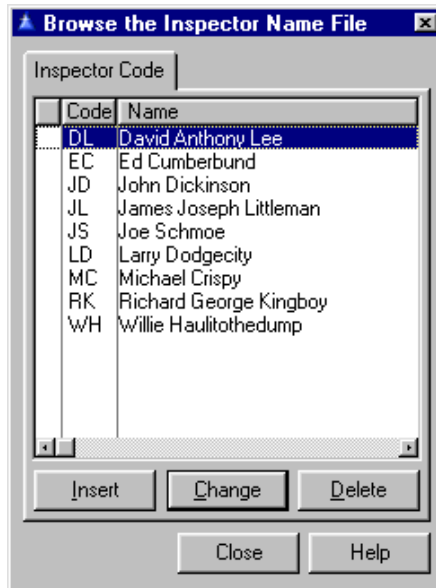


Enter the inspection type and **Name**. Press OK when finished.

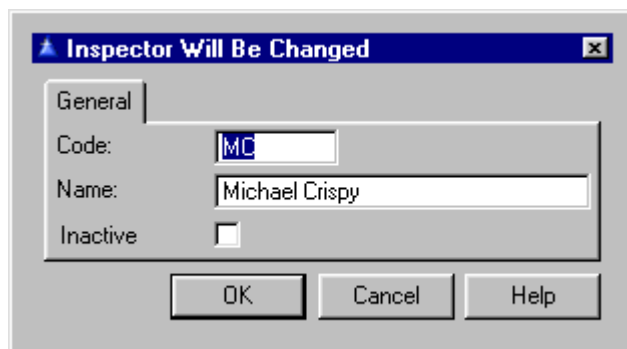
Inspector Names

Go to **Setup, Type Names, Inspector Names**.

Inspector names are indexed by a three character code, usually the initials of the building inspector. Inspector name definitions are edited in place. That is, there is no separate entry form window. To change a name, press the Change Button when the inspector you want to change is highlighted. Then type the new information over the old. To add a new inspector press the Insert Button.



F3 will give you a pop up list when in the **Inspector** field.



Code

Inspector Code

Name

Inspector Name

When the **Inactive** field is checked the inspector will not display in the list when selecting an inspector for a scheduled inspection in **File, Inspection, Scheduled Inspection, Change or Insert** Button.

Permit Types

Go to **Setup, Type Names, Permit Types**. Permit types define the general category of a building permit. A permit type can also simplify the permitting process by defining what inspections are required and what fees are charged.

Type	Name	Standard Inspection
BDG	Building Permit-General	Building Final
BP	Building Permit-New Con	BUILDING GROUP
BPR	Building Permit-Renovati	BUILDING GROUP
BUR	Burglar Alarm	Electric Final
DOC	Dock Permit	DOCK GROUP
ELS	Electrical, sub-permit	ELECTRICAL GROUP
EP	Electrical Permit	ELECTRICAL GROUP
FA	Fire Alarm	FIRE ALARM

Standard Fees	Amount
Building Permit	20.00

Total Fee: 20.00

Buttons: Insert, Change, Delete, Contractor, Permits, Close, Help

A standard inspection may be specified for a particular permit type. When the permit is issued the inspection will be automatically added as a requirement for the permit. If the inspection type is a group inspection, all of its members will be added.

Permits

The Permits Button will display a list of permits of the selected type and will take you to a condensed version of the **Permits** file. You can only view specific permits here.



The Contractors Button displays a list of contractors allowed for this type. You may edit or insert new contractors to go with this permit type by either highlighting the type and pressing the Edit Button or pressing the Insert Button. Enter the **Contractor Type** and the **Permit Type**. F3 will give you a pop up list to choose from.

Press OK to finish and go back to the main permit types screen. To enter new permit types press the Insert Button. To edit existing types highlight the type and press the Delete Button or the Change Button to edit it.

On the General Tab fill in the following:

Type

This is the fee type code, which can be up to four characters alphanumeric. If the code is all numeric it will be right justified so the codes will collate in numerical order. If it contains alphabetic characters it will be left justified.

Name

This is the name assigned to this permit type.

Inspection

This is an optional standard inspection requirement, which may be a group inspection. The F3 Key will display a list of inspection types.

Permit, Inspection, Certificate Form

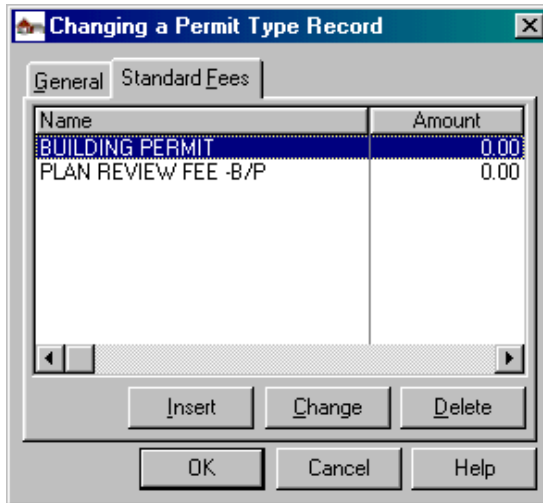
These are the form numbers for these forms.

Add Value

If checked this will cause the property value field in the property record associated with the current permit to be increased by the amount of the improvement cost field in the permit record. To make this new field useful, permit types should be set up so that different permit types are used for repairs that do not add value to the property than for permit types for improvements that do add value. This update will take place after the certificate is printed. This update will not take place if the new **Add Value** field is not checked. The property value will be updated only when an individual certificate is printed via the Print Certif Button when updating a permit. It will not update property value if a group of certificates is printed.

Expire (days)

This is the default expiration in days.



On the Standard Fees Tab you may add or change the Fee information by pressing the Change or Insert Button. The illustration below shows the standard fees entry form.



Permit Type

This is the code. F3 will display a list of permit types. A permit type may also specify any number of fee types and the amount of each fee type.

Fee Type

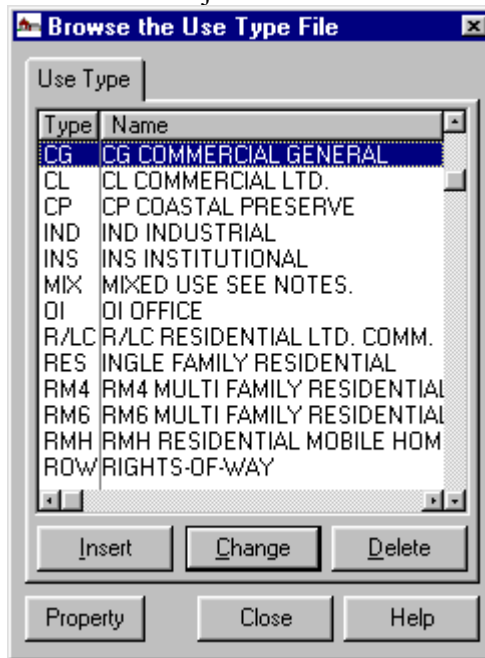
This is also a code. F3 will display a list of fee types. The standard fees list is an optional list of fees charged for this permit type. The amount of the fee will default to the standard amount for the fee type but may be changed. There is no limit to the number of standard fees for a permit type.

Amount

This is the fee amount. The fee amounts can differ from the standard amount for each fee type if necessary.

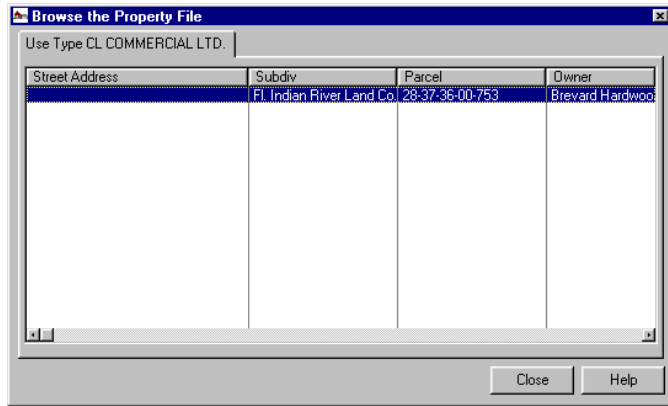
Use Types

Go to **Setup, Type Name, Use Types**. Use types define what the property will be used for after the completion of the permit issued. Each property record must have a use type. This field is primarily for creating statistical reports of breakdowns by type of use. The type code can be up to four characters alphanumeric. If the code is all numeric it will be right justified so the codes will collate in numerical order. If it contains alphabetic characters it will be left justified.



Property

The Property Button will display a list of property of the current use type.



This is a list of property coded for the currently selected use type as indicated in the tab. This display is for reference only. You cannot add, change or delete property records from this window. It is for use when setting up or changing property use types.

Use type definitions are edited in place. That is, there is no separate entry form window. To change a use type, press the Change Button when the type you want to change is highlighted. Then type the new information over the old.

To edit existing use types highlight the type and press the Delete or Change Button. To add new types, press the Insert Button.

Enter the **Type** abbreviation and the **Name** of the new or changed type.

Receipt Types

Go to **Setup, Type Names, Receipt Types**, and press the Insert Button to create a receipt type.

You may print receipt validations or endorse checks when payments are entered. This requires that there be an available serial communications port on the workstation. Until a valid com port is specified, all fields other than the **Type, Name, and Com Port** fields will be disabled. Use the spin box to select a port number. If the port you selected is invalid (either in use

or non-existent) an error message will be displayed. If the port you selected is accepted with no messages, the other fields are made available, including a Validate and Endorsement Tab.

The procedures for setting up a receipt type are virtually identical to those documented for a revenue group in the IMS **General Ledger** receipts module. You may set up as many receipt types as needed. Remember that the com port specified refers to the workstation on which it is used, and may vary from one station to another. When the com port is opened it will be set to 9600 baud, 8 bit word, 1 stop bit, no parity. The validation printer should be set likewise.

There are Validation and Endorsement Tabs which you can fill out with text. The validation and endorsement text may contain any number of the available substitution codes. Each code is preceded by a dollar sign. When the text is printed the dollar sign codes will be replaced by the actual value referenced. The codes currently available are:

Date: \$D
 Time: \$T
 Permit Number: \$P
 Fee Breakdown: \$B
 Total Amount Received: \$L
 Receipt Type Name: \$Y
 Receipt Number: \$R

The \$B code (Fee Breakdown) is a special case in that it will print a line for each fee type included in the payment. Each line will include the name of the fee type and the amount.

Once the receipt types have been set up, go to **Setup, Security, Users**. Select a user and note that there is a new field named **Receipt Type**. If you want to make validation available to this user, enter the receipt type code. You may use the standard hot key to select from the list of receipt types.

Assigning a receipt type to a user is optional. If a user will not have a validation printer or will not be using it with Building permits, there is no need to assign a receipt type. In such cases receipt entry will work essentially the same as in previous releases.

Forms Go to **Setup, Forms**. See some [samples](#) of the printed forms. Each laser form may have its own watermark image. An optional second watermark image is also available on each form. Forms that have a signature line may now have a signature image. If the form allows two signatures, each may have its own image file. The user may specify the exact location of each image and its width and height. All of these options are available in **Setup, Forms, Change, Images Tab**. If a tab does not appear for a particular form it means this option is not available on that form.

If updating from a previous version, all forms will print as before if nothing is entered in the new images tab. If there is a file name entered it will be used instead of the pre-defined names of previous versions, and the position and size fields will be used instead of the pre-defined ones. It is the user's responsibility to make sure that watermark images are transparent and grayed out to about a 10% screen so they will not obliterate any form text printed in the watermark area. For the benefit of users setting up forms, the current logo image settings are as listed below:

Form Category	Horizontal	Vertical	Width	Height
Permit (all but form 2)	0.500	0.750	7.000	7.000
Certificate (all)	2.125	0.525	3.750	3.750
Inspection (form 3 only)	2.125	0.525	3.750	3.750
License (form 1 and 3)	2.708	0.033	2.750	2.750
License (form 2)	2.125	0.525	3.750	3.750

The permit form for subsidiary permits includes the related master permit number. The master permit number will be printed immediately after the permit number, separated by a slash (/). This applies to all permit forms.

Permit Form 1

Standard Laser Printer.

Permit Form 2

Standard Impact Printer.

Permit Form 3

Alternate Laser

Permit Form 4

2nd Alternate Laser

Permit Form 5

3rd Alternate Laser

Permit Form 6

4th Alternate Laser

Permit Form 7

5th Alternate Laser

Permit Form 8

6th Alternative Laser. This is similar to #6, but differs in the following respects: if the contractor has a certification number it will print in the **Lic** field; otherwise the contractor registration number will be printed. The permit notes print immediately below the **Work Desc** field. To make room for the notes field, the number of fees that can be printed was reduced to 30.

Certificate Form 1

Standard Laser Printer. The date printed on the certificate form is the permit completed date rather than the current system date. This applies to this form only.

Certificate Form 2

Standard Impact Printer.

Inspection Form 1

3 per page Laser.

Inspection Form 2

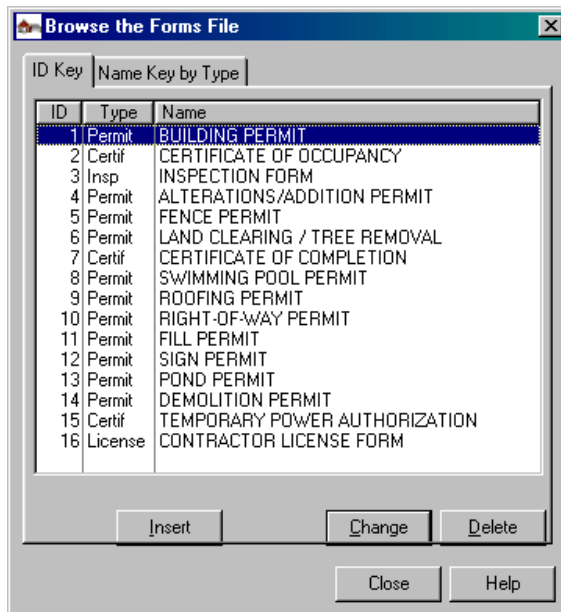
Standard Impact Printer.

Inspection Form 3

2 per page Laser.

License Form 1

3 per page Laser.



License Form 2

2 per page Laser.

License Form 3

Alternate 3 per page Laser.

To add new forms, press the Insert Button. To change existing forms, press the Change or Delete Button, depending on what you want to do.

Inspection forms may be printed in parcel number, street address or subdivision order in addition to the inspector order previously available. The new print order options are available for all three inspection form types (int, Forms, Inspection Forms, ...). Note that this changes the organization of the main menu, so all security profiles should be reviewed.

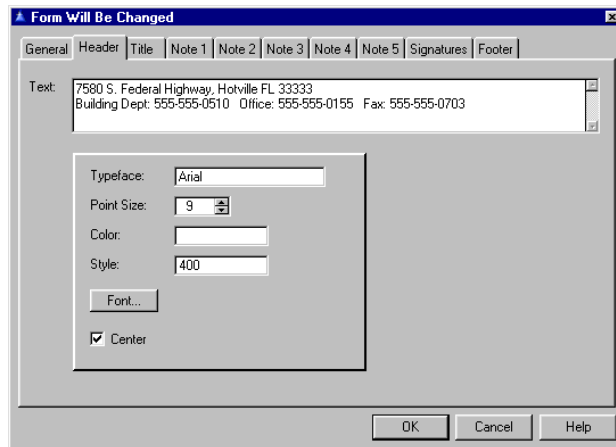
On the General Tab enter **Name**, **Form Type** - *Permit, Certificate, Inspection of License*, and **Form Option** number. The **ID** number is assigned by the system.

On the Header Tab simply fill in text that you would like to have as the heading for this form.

Because the **Text** field may occupy none to multiple lines, each form printed is individually formatted. The city name at the top of the form, the body of the form, the comments and the text under the signature lines (if used) print at a fixed 10 point font. All other sections if used print in the specified font. It is possible to design a form that will not print because there is not enough room on the form.

The sequence used when the form is generated goes like this: the footer is first positioned at the bottom (unless left blank). The signature lines and text (if not blank) are generated next and are positioned above the footer. After allowing space for signatures above the signature lines the bottom limit of the printing area is established.

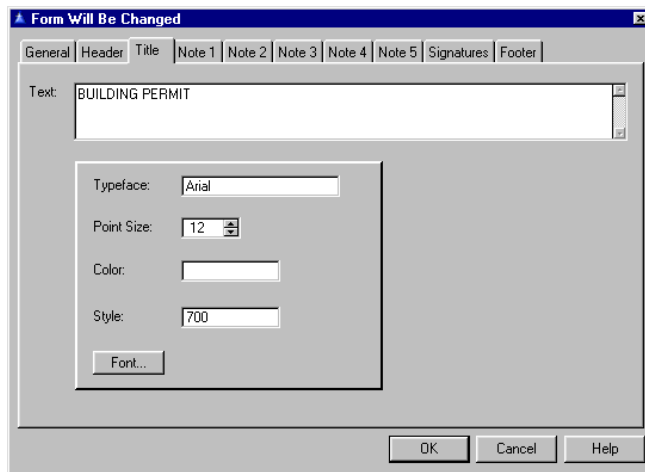
Next, the city name is positioned at the top of the form, followed by the form header (if not blank) and the title (if not blank).



On the Title Tab fill in the text you would like to have as the title for this form.

The top limit of the printing area is established below the title. The remaining sections (Note 1, body, comments, Note 2) are spread uniformly in the space between the top and bottom printing limit.

If these sections will not fit into the remaining space because of either too much text or too large a type size, an error message will be displayed and the printing will be aborted. The vertical positioning of the body of the form is controlled by the relative size of Note 1 and Note 2. If Note 2 is large the body will print higher on the form.



On Note 1,2,3,4, and/or 5 Tab fill in whatever notes you would like for this form.

If Note 1 is large it will print lower on the form. If lines are desired below the body for handwritten notes by the inspector, Note 2 can be made one long line, the spacing determined by the font size. If all optional sections are left blank the body will print in the center of the form. Either note field may contain a series of blank lines to force positioning the body by pressing the Enter Key several times. If the **Box** field is checked the text will be boxed.

Form Will Be Changed

General | Header | Title | Note 1 | Note 2 | Note 3 | Note 4 | Note 5 | Signatures | Footer

Text: PLEASE CALL 555-555-0510 TO SCHEDULE INSPECTIONS
Call before 3:30 p.m. for next day inspection
Permit card & plans must be displayed on the job site before inspection will be made.

Typeface: Arial
Point Size: 11
Color:
Style: 700
Font...
 Center Box

OK Cancel Help

Note: Signature Line will not print if no signature. If both signatures are blank nothing will print.

On the Signature Tab fill in the title you would like to see under the **Left** and **Right Signatures** lines. Some forms have only a right signature - check your form to see which ones you will need.

The sequence used when the form is generated goes like this: the footer is first positioned at the bottom (unless left blank). The signature lines and text (if not blank) are generated next and are positioned above the footer. After allowing space for signatures above the signature lines the bottom limit of the printing area is established. Next, the city name is positioned at the top of the form, followed by the form header (if not blank) and the title (if not blank).

Form Will Be Changed

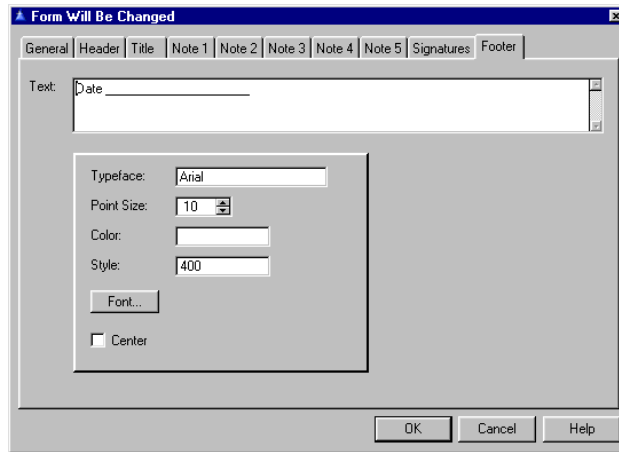
General | Header | Title | Note 1 | Note 2 | Note 3 | Note 4 | Note 5 | Signatures | Footer

Left Signature:
Right Signature: Building Official

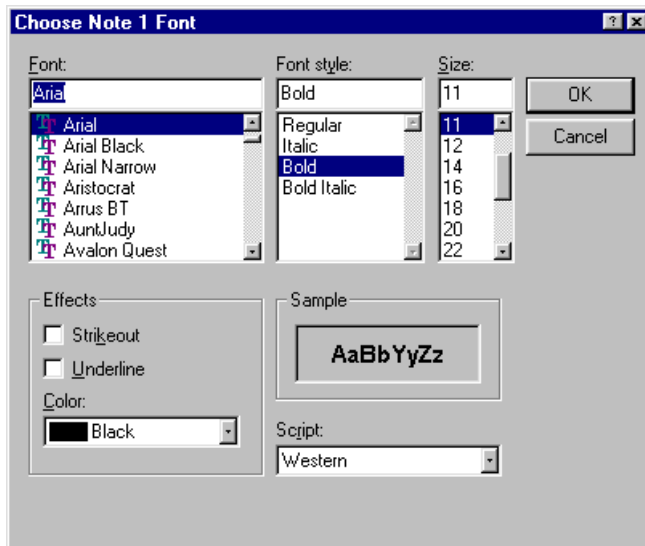
Note: Signature line will not print if no signature. If both signatures are blank nothing will print.
Some forms have only a right signature.

OK Cancel Help

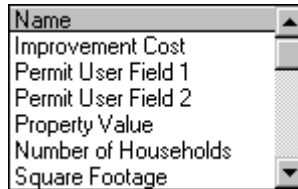
On the Footer Tab fill in the text you would like see as your footer on the form.



Pressing the Font Button will take you to a display of choices for fonts, colors, font sizes etc. Check the **Center** box if you want this text centered on the page.

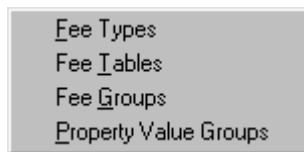


Rounding There are a number of different things to base your rounding on – see the graphic below.



The *nearest* rounding choice causes inventory to be rounded up or down, according to which is nearest the actual value. Amounts that are zero in all rounded digits are not rounded up. The *lower* option rounds the inventory down to the next level. The *upper* option rounds the inventory up to the next level. See the [rounding choices](#).

Fees Go to **Setup, Fees**. There are 4 different fees to set up.

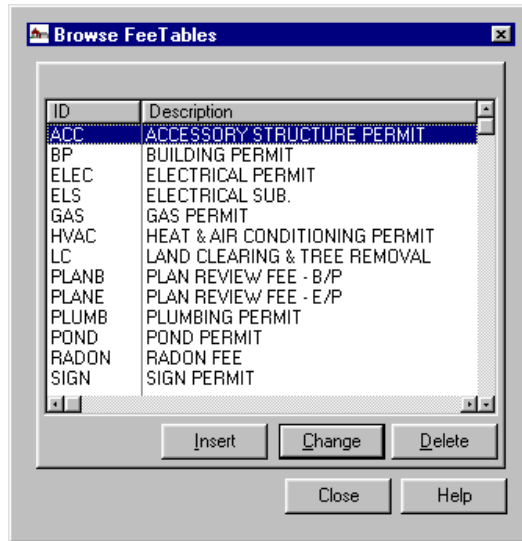


Fee Types

Go to **Setup, Fees, Fee Types**. See **Setup, Type Names, Fee Types** for details. When merging fees added to permits on a [portable computer](#), a fee will be accepted even if a fee of the same type had existed when the new fee was added.

Fee Tables

Go to **Setup, Fees, Fee Tables**. The number of rate levels is 12, and the per unit fees in dollars or percent may be specified individually for each level. When the [Percent](#) box is checked the fee amounts per unit are expressed in percent rather than ratio. This has the effect of dividing the incremental unit by 100. The fields that may be selected for use by a fee table are:



The fields marked with an asterisk are alphanumeric fields. They may be used for fee calculation only if they contain numeric values. If a field contains non-numeric characters it will evaluate as zero, resulting in no fee based on that field. To add new fee table information press the Insert Button. To edit existing information press the Delete or Change Button. Fill in the following fields of information on the General Tab:

General | Rounding | Fee Table

ID:

Description:

Units:

Base Fee:

Minimum Fee:

Maximum Fee:

OK Cancel Help

ID

This is the unique ID for this fee table.

Description

This field is for a description of the fee table.

Units

The basis for fee calculation. Choose from:

Improvement Cost

Permit User Number 1 or 2

Property Value

Number of Households

Square Footage

Building Height

Number of Stories

Property User Field 1, 2, 3, or 4

Daily Until Stop Date

Base Fee

This is the fee amount charged in addition to the fee amount from the table.

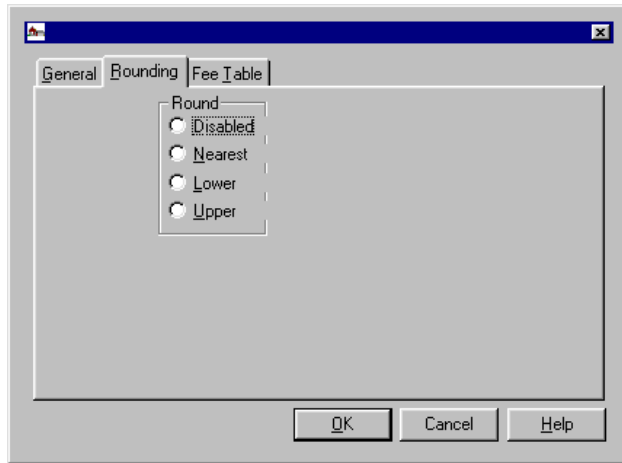
Minimum Fee

This is the minimum fee charged regardless of base fee and table fee amounts.

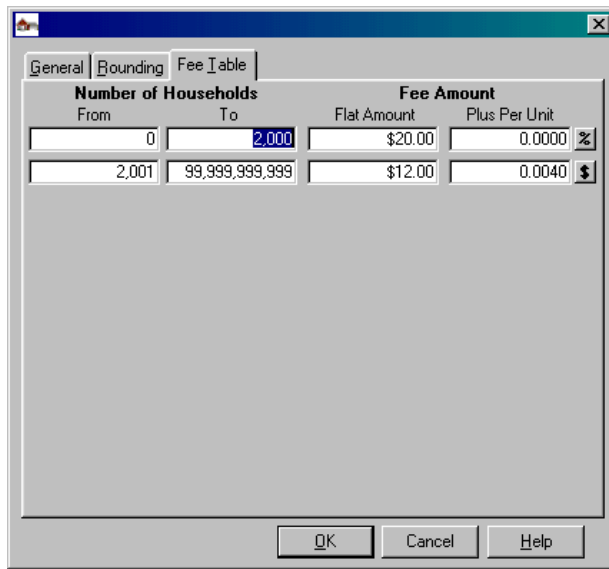
Maximum Fee

This is the maximum fee charged regardless of base fee and table fee amounts.

On the Rounding Tab you may specify the type of rounding and the number of digits to round. The rounding is applied to the value the fee is based on, not to the fee itself. For example, if a fee is based on the area in square feet, the area is rounded and the fee is computed on the rounded area. When rounding up is applied in calculating fees, amounts that are zero in all rounded digits are not rounded up. For example: If an amount is to be rounded up 3 places, 1000 would not be rounded up, whereas 1001 would be rounded to 2000. See the [Rounding](#) subject.

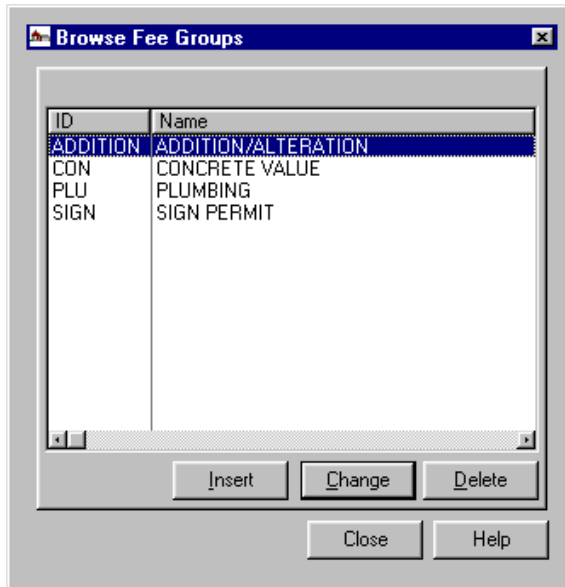


On the Fee Table Tab enter the different value limits based on the information you entered on the General Tab. On the far right notice the \$ or % buttons.



% Button Percent
Units are in percent format if checked here.

\$ Button Dollars
Units are in Dollar format if \$ button is visible



Fee Groups

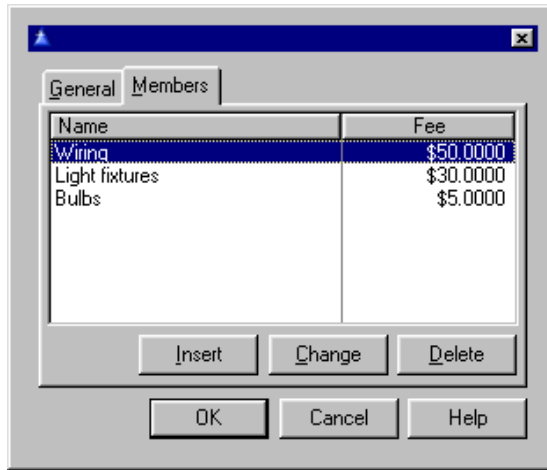
Go to **Setup, Fees, Fee Groups**. The maximum number of units of any item in a fee group is 10,000.

To add new information press Insert. If editing existing information highlight the fee group, press the Delete or Change Button.

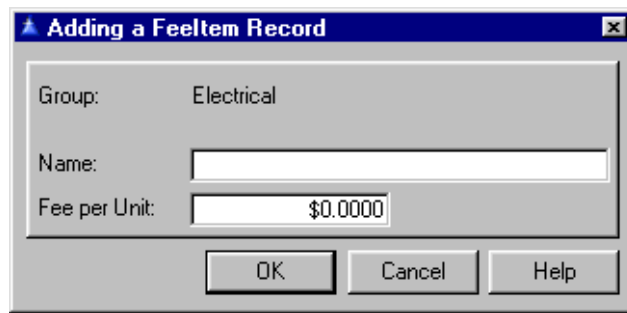


On the General Tab fill in the **ID**, a unique identifier for this fee group and the **Name** of the fee group.

On the Members Tab highlight the member to edit and press the Change or Delete Button.



To add a new member to the fee group press the Insert Button.

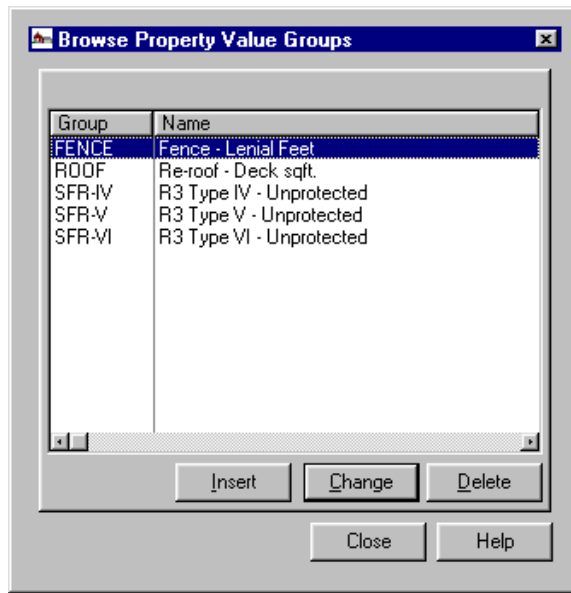


Enter the **Name** of this fee item and the amount of the **Fee per Unit**. Press OK when finished.

Property Value Groups

Go to **Setup, Fees, Property Value Groups**. To add new groups press the Insert Button. To change information highlight the group and press the Delete or Change Button.

When doing this F3 will allow computing the estimated value from an itemized list similarly to that for fee groups. A multiplier is available for property value calculations. This multiplier will adjust the values of all property value items. The adjusted value is displayed when editing a property value item (**Setup, Fees, Property Value Groups**, Change Button, Members Tab, Change Button) and when property value groups are printed (**Print, Type Names, Property Value Groups**). The multiplier may be edited using **Setup, General System Data**. The multiplier will be set to 1.0 so that existing value groups will not be affected after version 4.220. To print a list of the type names used see [Property Value Group List](#).



The General Tab contains a record for each property value group. It defines the name of the group and how the total value is rounded. Enter the unique identifier for this fee group and the **Name** of this fee group. Select which **Rounding** option you want and how many **Digits** to round to.

General Members

Group: FENCE

Name: Fence - Lineal Feet

Rounding

Disabled

Nearest

Lower

Upper

Digits: 1

OK Cancel Help

On the Members Tab is a record for each member of its parent property value group. For each group there are options for rounding method and the number of digits to round. For each item there is a value amount per unit of the item. Only a single value group and a single value item are required for the feature to function.

General Members

Name	Value
Field	1.50
Chain Link	2.50
Privacy	5.00

Insert Change Delete

OK Cancel Help

For example, if estimated property value is based on square feet there could be a single group containing a single item labeled "Square Feet".

Likewise, there could be several square foot items in the group such as "Living Space", "Garage", "Screened Porch", each with its own value per square foot.

The total property value calculated would be the sum of the items, then rounding, if any, is applied. This feature is not limited to square feet. Any value may be used, such as swimming pool or tennis court. The only limitations are the number of units of any item cannot exceed 100,000, and there cannot be more than 50 items in a group.

To add new members of the property value group press the Insert Button.

Group: Re-roof - Deck sqft.

Name: Shingle

Value per Unit: 2.50

OK Cancel Help

Enter the **Name** of the fee item and the **Value per Unit**. Press OK when finished.

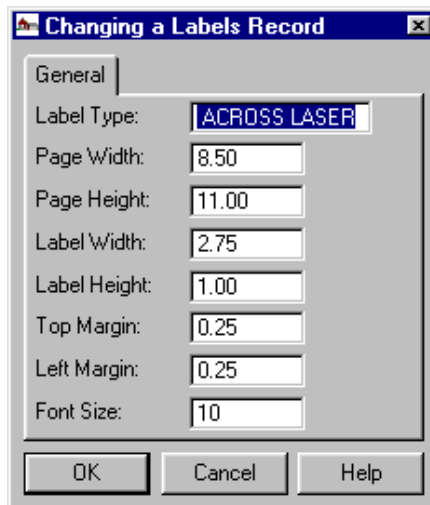
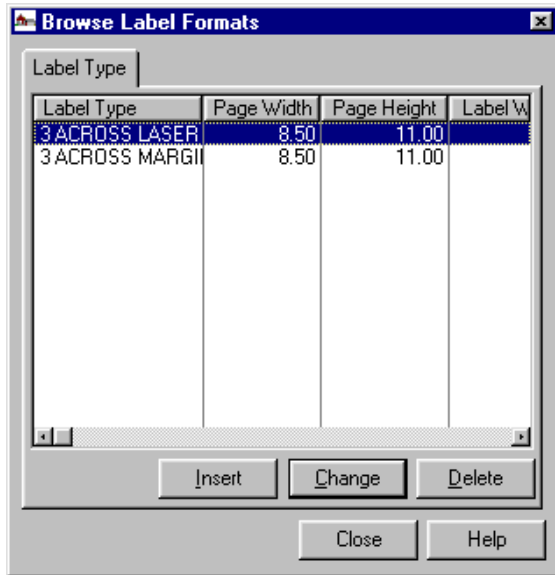
Label Formats

You have complete user control over label format. The number of label formats is unlimited. The user can determine the number of labels across, the width and height of each label, and even the point size of the type font. This means there is only a single label printing program for each data file, and the user can select the label format at runtime.

Label Formats

Go to **Setup, Label Formats**. The format of address labels printed is defined here. You can have an unlimited number of label formats.

Whenever you select one of the built-in label print functions you will be shown a list of label formats, from which you will select the format to use. The screen above is the entry form you use when creating or changing a label format. All fields are in inches except for the **Font Size** field, which is in points.



Label Type

This is the descriptive name used to identify the label format.

Page Width

This is the width of the label page.

Page Height

This is the height of the label page.

Label Width

This is the width of the label. The relationship between this number and the page width determine how many labels across will be printed. In the example above the label width of 3.60 will fit in the page width of 7.50 two times, but not three times. Thus the labels will print two across.

Label Height

This is the height of a single label. The relationship between this number and the page height determine how many rows of labels will be printed on a page. In the example above the label width of 1.0 will fit in the page height of 10.0 ten times, thus the labels will print ten rows to a page.

Top Margin

This is the vertical margin from the top of the page.

Left Margin

This is the horizontal margin from the left of the page.

Font Size

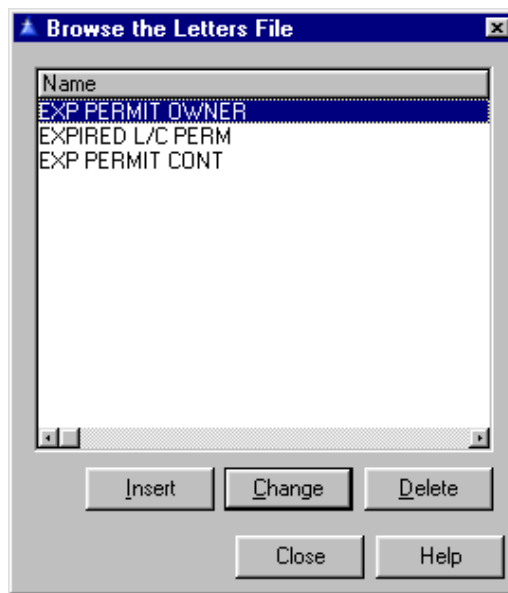
This is the font size that will be used to print the labels. Be sure you select a font that will allow the full line widths to fit on the labels. Also, be sure you pick a font size that your computer can produce.

Letter Formats

Letter Formats

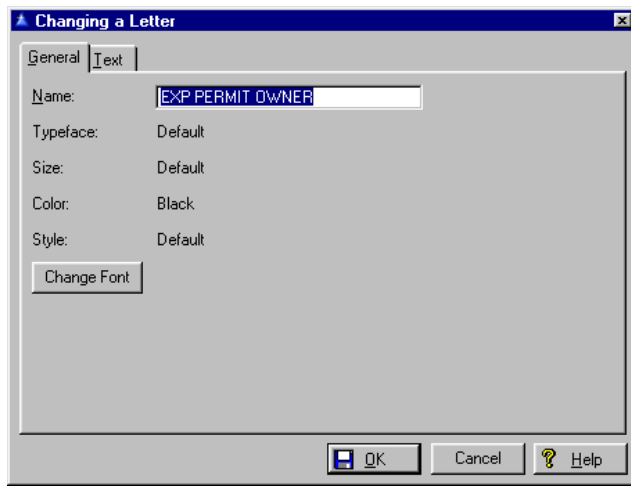
Go to **Setup, Letter Formats**. The F3 Key is invaluable here. It will do the work for you. A "dollar" substitution system allows substituting a value from a specified field in each letter printed. When a form letter is created by the user a dollar symbol is placed where the actual value is to be placed. The dollar symbols are a set of five character codes indicating the file and field, with the first character always being a dollar sign.

(If you need to have a literal dollar sign in your letter text, simply use two adjacent dollars signs (\$\$), which will be replaced with a single dollar sign when the letters are printed.) All dollar symbols are available in a drop list when a letter is being composed. The drop list is displayed whenever the F3 is pressed. You should keep in mind that dollar symbols in a letter must represent data that is available when letters are printed. For example, when contractor letters are printed no symbols referring to fields in the property or owner file should be used because the data will not be available. Likewise, contractor symbols should not be used in a letter to be sent to property owners.



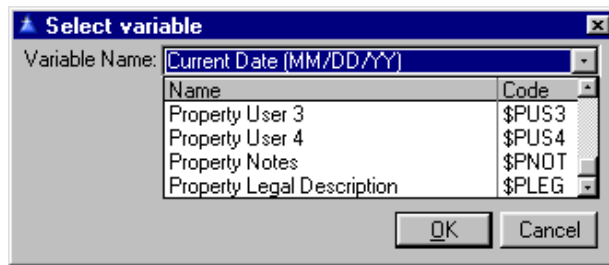
To edit existing letters, highlight the letter and press either Change or Delete.

To add a new letter press Insert. On the General Tab fill in the **Name** of the letter.



The Change Font Button will bring up a selection of fonts and sizes for you to choose from to customize your letter. Note that the font setting applies to the entire letter.

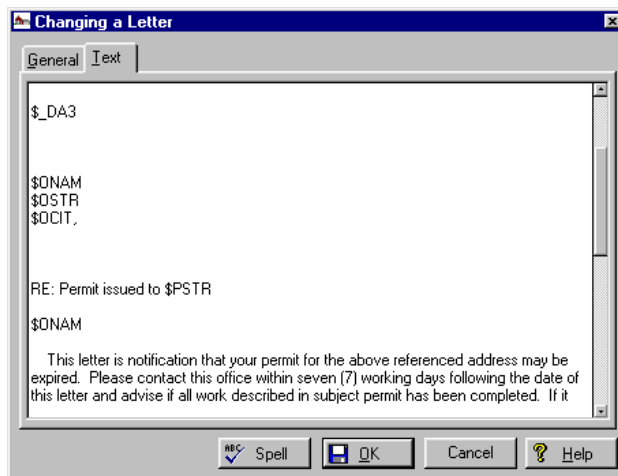
The F3 Key will bring up the variable that you can select with which to create your letter. Press OK once you have chosen one to insert.



Fields for **Print, Standard Report, Form Letters, Permit** are:

Contractor county license, county license expiration date
Permit Number, Permit Type, Permit Work Type,
Permit Description, Permit Applicant, Date Permit
Applied, Date Permit Issued, Date Permit Expires, Date
Permit Completed, Permit User Field 1, Permit User
Field 2, Permit Notes, Required Inspections,
Outstanding Inspections, Scheduled Inspections. The
last three are special cases.

The required inspections item lists all required inspections for the permit and the status of each. If the status is scheduled it also lists the date and time the inspection is to be made. Each inspection is listed on a separate line, beginning with the line after the one in the form letter that contains the dollar code. The outstanding inspections selection is similar except it lists only those inspections that have not yet been passed with a status code of "A" (approved) or "C" (conditional approval). The scheduled inspections selection lists only those inspections for the permit which have been scheduled.



Click OK and it will insert the one you choose. Then type the text of your letter and press OK again to save the letter and go back to the main screen.

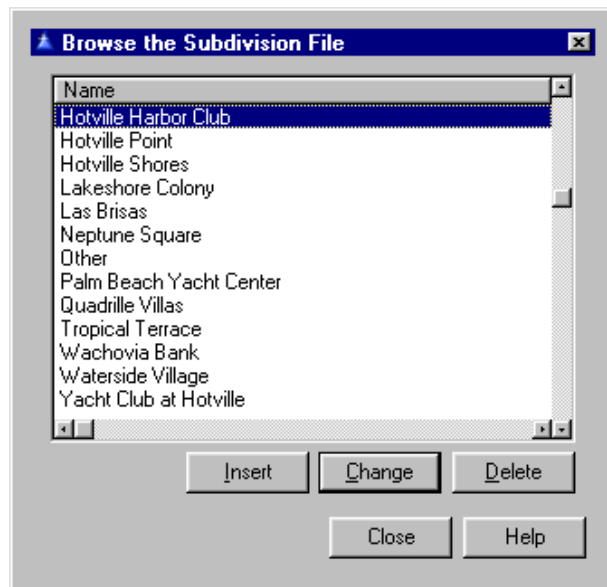


See what the [Spell Button](#) does.

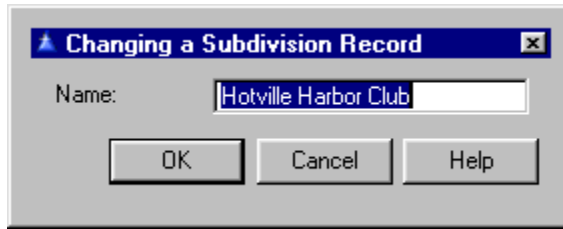
Subdivisions

Subdivisions

Go to **Setup, Subdivisions**. You may select from a list of subdivisions when adding property records or view, add, or delete by highlighting the record and pressing the Change or Delete Button. To add a new subdivision press the Insert Button. To load the subdivision file from the property file use **Utility, Rebuild Data Files, Rebuild Subdivision File**.



To add a new subdivision press the Insert Button. To edit existing subdivision names highlight the subdivision and press the Delete Button to erase it or the Change Button to edit it.



Enter the new name. Press OK.

Day to Day Use

Permits	79
Property	99
Property Owners	106
Inspections	108
Receipts	119
Contractors	124
Utilities	131
Standard Reports	148
Forms	156
Labels	162
Printing Form Letters	163
Printing Type Names	164
Custom Reports	166
Print Preview	168

Permits [Browse Permits](#)

Go to **File, Permits**. You may locate permit numbers with leading zeros. The permit file has three parent files: Property, Work Type, and Permit Type. If a key value in any of the parent files is changed the permit file will be updated accordingly so as to not affect the relationship. Any attempt to delete a parent record for which there are permit records will be denied. For example, a property record for which there are permits may not be deleted. See [Parent Child Relationship Rules](#) before deleting records.

Adding a permit with no issue date could sometimes cause the calculation of an invalid permit expiration date. The expiration date will not be calculated unless there is a value in the permit issue date and a value in the default expire days after issue **Setup, General System Data**. The default expiration date for new

permits may be set by permit type. If there is no value in the **Expiration** field in the permit type file the value in the system file will be used.

Permit records are indexed first by the completion date (zero if not completed) and then the nominal sort keys of permit number, permit type, or work type. This results in a peculiar order when browsing with the **Show Completed Permits** box checked. If browsing in permit order, for example, all open permits will be listed first in permit number order.

Following that, the completed permits will be listed in primary order of completion date and secondary order of permit number. This means the completed permits will not necessarily be in permit number order. Also, if doing a search for a completed permit, the permit will not be found if there is an open permit with a larger number.

Click on the appropriate tab to change the display order. You may locate completed permits by permit number by entering the number in the **Find:** field and pressing the Enter Key.

Active permits may be located by either permit type or work type fields, but completed ones must be located by scrolling to the bottom of the list to where the completed permits are displayed. Enter the value of the current display order. For example, if shown in permit number order, enter the permit number to locate. Whenever viewing a permit or property record for which there is an open code violation, a warning message will be displayed. The violation record can be viewed by clicking on the traffic light icon.

The tabs at the top of the table can be used to change the order of the display. The **Find: ...** field at the lower left will locate the contractor with the closest match to the value you enter.

Permit	Date	Type	MIS	Work	Street Address	Description
2400	4/05/2001	SLAB		NEW	1950 Linrose Lane	CONCRETE SLAB
2401	3/28/2001	POND		PEX	2700 Smith Lane	EXCAVATE POND IN COMPLIANCE WITH
2403	12/07/2000	ADD		ALT	1490 Marie Street	TERMITE REPAIR, DECK WITH HANDI
2404	4/03/2001	ADD		ALT	2520 Weber Road	R & R FRONT & REAR STAIRS, REAR C
2405	4/05/2001	AST		NEW	2600 Rocky Point Road	CONSTRUCT ROOF OVER EXISTING C
2406	4/05/2001	FP		INS	2960 Corey Road	INSTALL NEW FENCE REMOVE & RELI
2407	4/05/2001	RR		RR	2960 Corey Road	REMOVE & REPLACE SHINGLE ROOF I
2408	4/09/2001	NSFR		101	1790 Sandy Creek Lane	CONSTRUCT NEW SINGLE FAMILY DW
2409	4/16/2001	PEP		329	1677 Country Cove Circle	CONSTRUCT POOL SCREEN ENCLOSI
2410	3/29/2001	FP		INS	2490 Nord Street	INSTALL 4" HIGH FIELD FENCE AS SHC
2411	4/19/2001	RR		RR	2060 Benjamin Road	REMOVE & REPLACE ROOF COVERING
2412	4/18/2001	DR		NEW	1415 Corey Road	CONSTRUCT CONCRETE DRIVEWAY I
2413	4/19/2001	LC		LC	1960 Benjamin Road	LAND CLEARING & TREE REMOVAL AS
2414	4/19/2001	ADD		329	2420 Duncil Lane	CONSTRUCT CONCRETE DECK ADDIT
2415	4/20/2001	POOL		329	1707 Country Cove Circle	CONSTRUCT INGROUND SWIMMING I
2416	4/20/2001	FP		INS	1305 Pemberton Trail	INSTALL FENCE AS SHOWN ON DWG.
2417	4/24/2001	FP		INS	2660 Orange Avenue	INSTALL CHAIN LINK FENCE AS SHOW
2418	6/29/2001	CUL	M	101	2783 Highway 1	

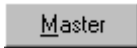
The value entered must be of the same type as the current display order (By *Number, Type, Work*). There is also a column entitled MIS, M = master permit, I = individual permit, S= sub permit. If the **Show Completed Permits** box is checked the master and subs can be seen.

Use the scrollbar handle, Up/down Arrow Keys or Page Up/Down Keys to select the contractor, the click on the Select Button or press the Enter Key.

Permits for which a Certificate of Occupancy has been printed or the **Completed** field is filled in are displayed gray in the main permit browse. The **Completed** field is filled in when all required inspections have been approved. When requesting individual permit or certificate be printed via **File, Permits, Change, Misc, Print Permit** or **Print Certif**, a message is displayed if the form type specified is not found. Also, if there is no form type specified for the permit type the default form type specified in **Setup, General System Data, Forms** will be used.

The display order is by increasing permit number. A check box allows the user to display or not display completed permits. The default setting is to not show them.

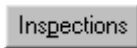
A completed permit is defined here as one that has a completion date or a Certificate of Occupancy has been printed.



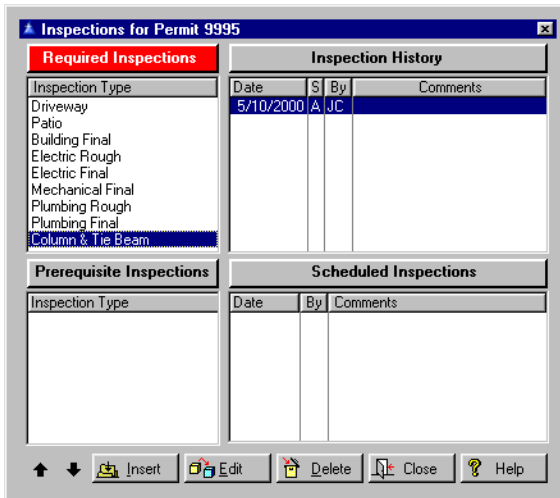
Master permits display in red and subsidiary permits display in green in the main permit browse procedure. Also, when viewing or editing a sub permit the number of the master permit is displayed. Master permits may be viewed or updated directly from the permit browse window (**File, Permits**). If the currently selected permit is a subsidiary permit (will be displayed in green) a "Master" button will be enabled. This button allows viewing or changed the related master permit.



The View Button on any of the windows allows viewing the information only.



The Inspections Button will display a list of inspections of the currently selected type. The unpaid permit fee warning message displayed when scheduling inspections appears when inspections are scheduled via the Inspections Button. When displaying inspections for a permit via the Inspection Button, the active browse can be changed by clicking on the list box header (the part that changes color) as well as the list box itself. When viewing inspections for a permit by a user with an access level below *Update*, the Insert and Delete Buttons are disabled and the Edit Button is changed to View. The arrows that manipulate the order of inspection requirements function for inspections that were added after the initial list created when the permit was created.



When the sequence of an inspection requirement is changed using the Arrow Keys, the selected inspection remains unchanged.



Move current inspection up.



Move current inspection down.

Required Inspections

When inspection requirements are added for a permit the user will be notified if the inspection type is already a requirement for that permit. When inspection requirements are added to a permit, the new inspection is added at the bottom of the list.

The system checks for empty inspection groups and ignores the group attribute if the group has no members. (When an inspection group is added to a permit the group inspection itself is not added - only its members are.) Users with empty inspection groups were attempting to add them to a permit as if they were individual inspections, to no avail.

To change existing inspections highlight the inspection within the **Required Inspections** window. Press the Delete or Change Button. To add a new one press the Insert Button.

Fill out the **Inspection** abbreviation, the **Status** (*Not Inspected, Scheduled, Approved, Conditional or Rejected*). Press OK when finished.



The dialog box is titled "Inspection Will Be Added" and contains the following fields and options:

- Permit 41**
- Inspection: Building Final
- Status:
 - Not Inspected
 - Scheduled
 - Approved
 - Conditional
 - Rejected
- Buttons: OK, Cancel, Help

Inspection History

This is a record of the different inspections. You can add records to this by pressing the Insert Button when you have the **Inspection History** window highlighted.



The dialog box is titled "Changing an Inspection Record" and contains the following fields and options:

- Permit 41**
- Final**
- General | Comments
- Inspection Date:
- Inspector:
- Status:
 - Not Inspected
 - Accepted
 - Conditional
 - Rejected
- Buttons: OK, Cancel, Help

On the General Tab enter the **Inspection Date** and the initials of the **Inspector** (F3 will bring up a list of these when you have your cursor in this field). Select the **Status**. You may also enter any comments you care to make about this inspection history on the Comments Tab. Press OK when finished.

Prerequisite Inspections

For the inspection requirement currently selected in the upper left browse box the **Prerequisite Inspections** browse box shows a list of prerequisites required. Those that have been approved are shown in gray. It will allow multiple instances of the same inspection types if the user chooses so.

Scheduled Inspections

When a scheduled inspection is rejected, an option is offered to [reschedule](#) the inspection. If the reschedule opportunity is declined the scheduled inspection is deleted.

When a scheduled inspection is added for a permit with an unpaid balance, a message is displayed and the user has the option to abort scheduling the inspection.

When an inspection completed record is added for a permit and coded as accepted, all scheduled inspections of this type for the permit will be deleted.

To change the scheduled inspections for this record highlight the inspection within the Scheduled Inspection Box and press the Delete Button or Change Button. To add a new Scheduled Inspection press the Insert Button.

On the General Tab fill out the **Inspection Date** and **Time**, the **Inspector** and **Contractor** names. The F3 Key will give you a pop up list of the inspectors and contractors. Type in any comments you have about this inspection on the Comments Tab. Press OK when finished. You may print out the inspection form for this permit at any time by pressing the button with the picture of the printer on it.

Fees

The Fees Button will display a list of all fees for the permit you have highlighted in the main window.

Name	Amount	Tran
Building Permit	492.50	N
Renew Permit-60 days	25.00	N
Reinspection Fee	25.00	N

Total Fees: 542.50

To changed existing fee information for this permit highlight the Name of the fee and press the Delete or Change Button. To add new fee information press the Insert Button.

The Select a Fee Type Record window will pop up. Choose one and press the Select Button. It will insert it and the fee amount for you automatically onto the General Tab. Fill in the **Fee Type**, and the **Amount**.

The screenshot shows a dialog box titled "Fees for Permit 41". It has two tabs: "General" and "Payments". The "General" tab is active. Inside the dialog, there are two text input fields: "Fee Type:" with the value "BF" and "Building Permit" to its right, and "Amount:" with the value "2,448.80". Below these fields is a checkbox labeled "Transferred" which is currently unchecked. At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help".

If your system is not configured for **Auto Payment Entry** then, when in you press the Change Button here while an unpaid fee is selected: The next window displayed shows the fee type and amount. If the Payments Tab is pressed and then the Insert Button pressed, only the payment for the selected fee type will be added automatically not payments for all unpaid fees.

The same rules are followed if entering via **File, Permits, Change Button, Fees Tab, and the Change Button** is pressed while an unpaid fee is selected. In this window you can also pay the full amount owed by pressing the Pay Balance Button. If entering via File, Receipts, the program functions as in previous versions: If the Insert button is pressed and a permit number is entered, the payment amount will be the remaining balance in all fee types.

On the Payments Tab you have the option to edit the receipt information. See [Receipts](#) for details on the fields if you want to change or insert new information.

The screenshot shows a dialog box titled "Adding a Receipt" with a close button (X) in the top right corner. It has two tabs: "General" (selected) and "Breakdown by Fee Type". The "General" tab contains the following fields:

- Permit Number: 99203
- Date Paid: 5/02/2001
- Total Amount: 0.00
- Receipt: (empty text box)

At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help".

On the Breakdown by Fee Type Tab you will have the opportunity to change or insert new breakdown information. Press the Change/Delete Button to edit a record that you highlight or press the Insert Button to add new information.

The screenshot shows a dialog box titled "Record Will Be Added" with a close button (X) in the top right corner. It has one tab: "General". The "General" tab contains the following fields:

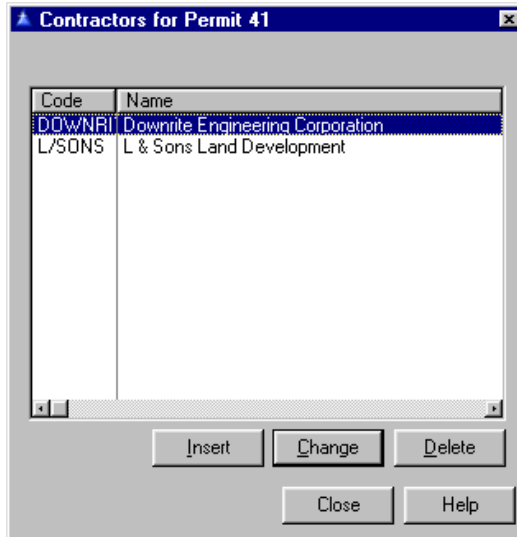
- Fee Type: BP Building Permit
- Amount: 0.00
- Transferred

At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help".

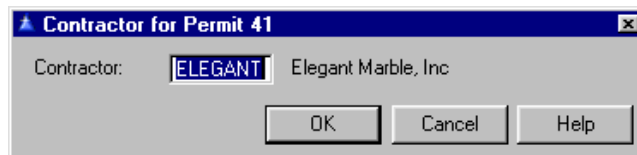
If you check the **Transferred** Box this will mean that the record will be transferred to the **General Ledger**. Press OK when finished until you are back at the original **Permits** window.

Contractors

The Contractors Button will display all the contractors for the permit you have highlighted in the main **Permit** window.



To edit this contractor highlight the contractor and press the Delete or Change Button. To add new information press the Insert Button. A box will pop up for you to browse the **Contractor** file and select a contractor for this permit. Press the Select Button and it will place the name in the box for you.



Click OK when finished.

Receipts

The [Receipts Button](#) takes you to the breakdown by receipt and by fee type screen.

Sub Permits

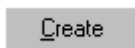
The Sub Permits Button allows you to view the permit. When adding a sub permit the permit number entered is justified before searching the database. If the permit is found the list of permits is not shown.

The Sub Permits Button allows subsidiary permits to be attached to a permit immediately after it has been added. Note that the limitation that the subsidiary permit must already exist before it can be assigned to a master permit.

Subsidiary permits may be created or deleted from the permit browse or update window. Previously a subsidiary permit had to be added as an individual permit before it could be assigned as a sub to a master permit. From **File, Permits** the "Sub Permits" Button may be pressed if the currently selected permit is not a subsidiary permit. The next window displayed will be a list of the subsidiary permits for the selected permit. The buttons on the window include "Link", "Unlink", "Create", "Change" and "Delete".



The "Link" and "Unlink" buttons function similarly to the "Insert" and "Delete" of this window in previous versions. Pressing the "Link" Button allows you to select from existing permits a permit which will be assigned as a subsidiary. Pressing the "Unlink" button allows you to unlink the subsidiary permit from the master and convert it to an individual permit without actually deleting the permit.

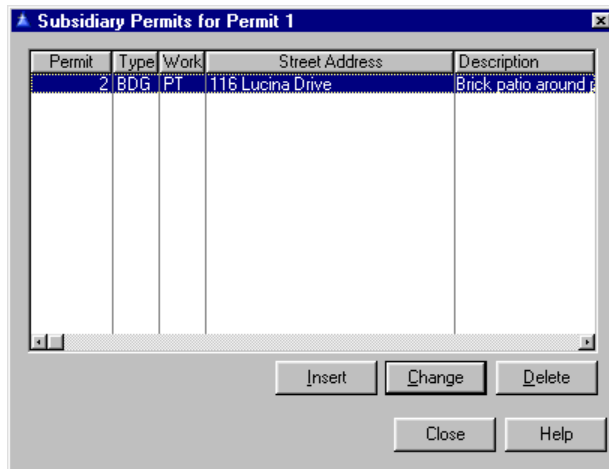


The "Create" Button allows you to create a new subsidiary permit and assign it to the current master in a single operation. The new permit will be initialized with the same property and owner as the master permit. The "Change" Button allows changing the selected subsidiary permit. The "Delete" Button will actually delete the subsidiary permit and remove it from the list of subsidiaries for the master.

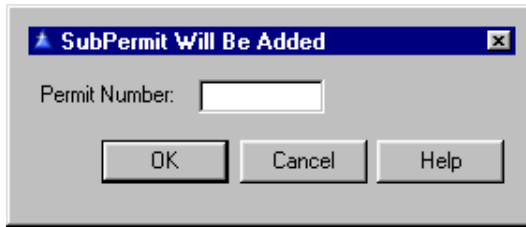
(Note that this can be done only if there are no outstanding fees, payments, inspections or inspection requirements for the permit.) If the subsidiary permit deleted was the only one remaining for the master permit the master permit will be changed to an individual permit.

This capability is available from both the permit browse window (File, Permits) or the permit update window (File, Permits or File, Property).

When a sub is removed from a master, the other subs remain. If there are no other subs for the master the instance is deleted. When adding a sub-permit to a master permit, the list of available permits displayed when a hot key is pressed in the permit number entry field is limited to open permits.



To change the sub permit information highlight the sub permit record and press the Change or Delete Button. To add new information press the Insert Button. Enter the **Permit Number** this will fall under. The permit form for subsidiary permits includes the related master permit number. The master permit number will be printed immediately after the permit number, separated by a slash (/). This applies to all permit forms. Press F3 for a popup list of permits.



Browsing the Permit Window

Go to **File, Permits**, Change or Insert Button. On the General Tab fill in the following fields of information:

The Permit Button and editing the Permit Tab on other screens (**File, Contractors**, or **Property**) leads here to this window.

The Check Inspections Button is visible only when the **Completed** field is blank. When the button is pressed a check of all required inspections for the permit is made, and if all are accepted the date of the last inspection will be placed in the completed field. If no date appears after the button is pressed it means there are required inspections that have not been approved thus far. The checking process is identical to that made when a Certificate of Occupancy is printed, except the user does not have the option of overriding an outstanding inspection.

A Master Button is visible when the permit is a sub permit. This button will lead to the master permit information.

Permit Number

This is the number of the permit which supports alpha-numeric permit numbers, including permits using the year as a prefix, such as 01-125. Whenever a permit is added the default number will be incremented from the last permit, replicating its format. For example, if you used a numbering system of the year followed by a consecutive number, all that is required is to manually renumber the first permit of the year using the desired format such as 01-1 or 2001-1. From this point on the next number generated will be in that format. You can always override the automatically generated numbers if necessary, as long as it does not create a duplicate. The window that requests the beginning and ending permit number for reports supports permit numbers with leading zeros.

Permit Type

This window will appear when in the **Permit Type** field of the permit entry form. The table shows all of the currently defined permit types. Selecting a permit type may also imply selecting inspections and fees, if the type you select is so coded. Scroll the table until the [permit type](#) you want is highlighted, then press the Select Button or press the Enter Key. F3 will give you the pop up list.

Work Type

This is the type of work that is being performed. See [Work Types](#) for details. F3 will give you the pop up list.

Cost

This is the cost of the improvement being made. The cost field does not take a \$ sign.

Description

This is the description of the work being done.

Applicant

This is the name of the person applying for the permit.

Date Applied

This is the date the permit was applied for.

Date Issued

This is the date the permit was issued which must be filled in to get a report on the permit.

Issued By

Issued By should be the initials of whomever is typing the permit.

Expires

This is the date the permit expires. The expiration date will automatically fill in for the period that you entered under **Setup, General System Data, Default Permit Life** (days).

Completed

This is a date field, which is intended to be the date the final inspection was approved for the permit. This would correspond to the point where a Certificate of Occupancy can be issued. The permit **Completed** field forms the basis for the Completed Permits Report. The report will list in permit number order all permits completed within a specified date range.

On the Property Tab fill in the following: **Address** (divided into number, street and apt/suite number), **City, Zip, Parcel** number, **Township** number, **Range** number, **Subdivision** name, **Owner Name, Address** and **City** (of the owner). When adding a permit to an existing owner/property, the owner information is filled in automatically as soon as the property is specified.

The screenshot shows a software dialog box titled "Permit Will Be Changed". It has several tabs: "General", "Property", "Misc", "Inspections", "Fees", and "Contractors". The "Property" tab is selected. The form contains the following fields and values:

- Address: 1460 Nowhere Rd.
- City: Hotville, FL
- Zip: 33333
- Parcel: 29-37-02-00-61
- Township: 29
- Range: 37
- Subdivision: Indian River
- Owner Name: Durand, Joe

Below these fields is a summary section with the following information:

- Address: 1460Nowhere Rd.
- City: Hotville, FL333333

At the bottom right of the form area are three buttons: "View Owner", "View Property", and "Select Property". At the bottom of the dialog box are four buttons: "Sub Permits", "OK", "Cancel", and "Help".

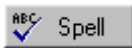
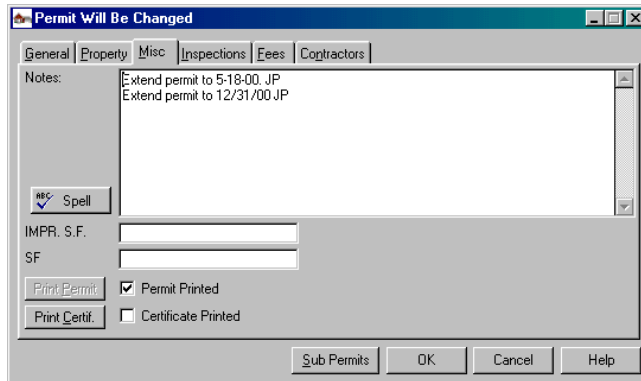
The View Owner Button will take you to the property owner screen where you can view information about this owner.

The View Property Button takes you to the selected property screen where you can view the specific information about that piece of property.

The Select Property Button allows you to select from the list of properties on file to insert into the General Tab fields.

It will insert the information automatically. It is a quick way of changing the information here (just like the F3 Key does elsewhere).

On the Misc Tab you will find a large **Notes** Box where you can enter notes about the permit.



See what the [Spell Button](#) does.

When checked, the Print Permit Button means that the permit has been printed and it retains that information on file. Same with the Print Certif (of Occupancy) Button. When the permit has been printed the button will fade and a check will appear in the **Permit Printed** Box. To reprint - take the check off and push the Print Permit Button. The "preview" question should be answered yes so you can review your permit on screen before printing. Push the printer button on the top left corner of the preview screen to print the permit from here. **MAKE SURE YOU CLICK ON OK AFTER PRINTING OR AFTER ENTERING THE PERMIT TO SAVE THE PERMIT.**

On the Inspections Tab you can edit the **Required Inspections** and the **Inspections Made**. You may change information here by highlighting the left hand side under **Required Inspections** and editing that first. Then you can edit the other side. It contains essentially the same information, but you have the option for comments.

Press the Change or Delete Button to edit or the Insert Button to add new information.

The screenshot shows a dialog box titled "Permit Will Be Changed" with the "Inspections" tab selected. The dialog is divided into two main sections: "Required Inspections" and "Inspections Made".

Required Inspections			Inspections Made		
Type	Name	Status	Date	Stat	Comments
FIN	FINAL	N			

At the bottom of the dialog, there are buttons for "Insert", "Change", and "Delete" under both sections, and a "Sub Permits" button. At the very bottom are "OK", "Cancel", and "Help" buttons.

Enter the **Inspection** abbreviation and check the **Status** Box. Choose from *Not Inspected*, *Scheduled*, *Approved*, *Conditional*, or *Rejected*. Press OK when finished.

The screenshot shows a dialog box titled "Inspection Will Be Changed" for "Permit 1". It contains the following fields and options:

- Inspection: Final
- Status:
 - Not Inspected
 - Scheduled
 - Approved
 - Conditional
 - Rejected

At the bottom are "OK", "Cancel", and "Help" buttons.

On the Fees Tab you may view the fees associated with this permit. The Pay Balance Button causes the **Receipt** field to pop up where you can enter the balance on the payment. Fill that in if you like and press the OK Button next to it.

The screenshot shows a dialog box titled "Permit Will Be Changed" with a tabbed interface. The "Fees" tab is active, displaying a table with three columns: "Fee Type", "Amount", and "Amount Paid". The first row contains the text "ACCESSORY/STRUCT", "20.00", and "20.00". Below the table, there are "Totals:" labels with input fields containing "20.00" and "20.00". To the right of the table is a "Pay Balance" button. At the bottom of the dialog are buttons for "Insert", "Change", "Delete", "Sub Permits", "OK", "Cancel", and "Help".

Fee Type	Amount	Amount Paid
ACCESSORY/STRUCT	20.00	20.00

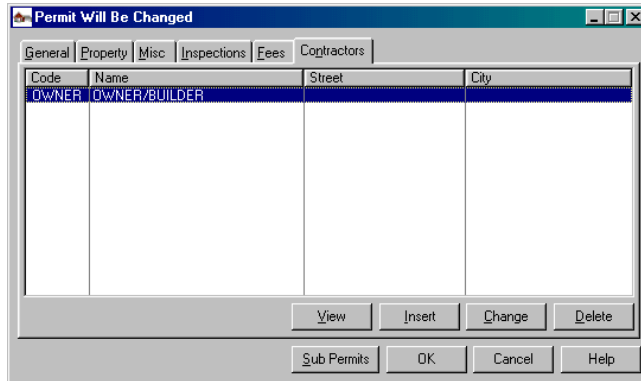
Totals:

To edit them highlight the entry and press the Change or Delete Button. To add new fees, press the Insert Button. On the General Tab check the **Transferred** Box if you want the fees transferred to the **General Ledger**.

The screenshot shows a dialog box titled "Fees for Permit 1" with two tabs: "General" and "Payments". The "Payments" tab is active, showing a form with the following fields: "Fee Type:" with a dropdown menu showing "BF" and "Building Permit"; "Amount:" with an input field containing "25.00"; and a checkbox labeled "Transferred" which is currently unchecked. At the bottom of the dialog are buttons for "OK", "Cancel", and "Help".

On the Payments Tab you can edit the different payments made on this fee. To edit the payment highlight it and press the Change or Delete Button. To add a new payment press the Insert Button See [Receipts](#) for details.

On the Contractors Tab you can edit the contractor information or add a new contractor to this permit. When adding a contractor, the contractor code is checked for a duplicate as soon as it is entered.



Highlight the contractor to edit and press the Change or Delete Button. To add a new contractor press the Insert Button. Fill in the contractor code (press F3 for a pop up list). Press OK when finished.



Property

This contains a record for each property location. It contains all static information about the property. It is the child in the relationship with the owner file (one owner can have many properties), and the parent in the relationship with the permit file (one property can have many permits). Master and subsidiary permits are indicated by colors.

The top portion is property information, the middle section permit information, the bottom section is divided into fees, contractors, and inspections. See [Parent Child Relationship Rules](#) before deleting records.

Interaction with Citizen Services

Building Permits Manager is interactive with IMS **Citizen Services**. When a property record is viewed or changed the **Citizen Services** database will be searched for open activity for the property. If one is found, the **Citizen Services** traffic light icon will appear on the Misc Tab of the property record. It will also appear on the property tab of the permit record, so the status will be known while a permit is being added.

If the icon does appear, pressing the icon will display the violation record. The search for the violation will use the property parcel number if available. If there is no parcel number it will use the street address. Open code violations will display in red. Because of differences between the **Building Permits Manager** and **Citizen Services** data storage format, the following restriction must be observed for the street address search to work: **Citizen Services** uses a prefix field to the street name which is intended for street names that begin with North, NW, etc. **Building Permits Manager** does not use such a field, and will set it to blank when searching. As long as **Citizen Services** does not have anything in this field, searches will be 100% accurate (provided, of course, that the street names are not spelled differently).

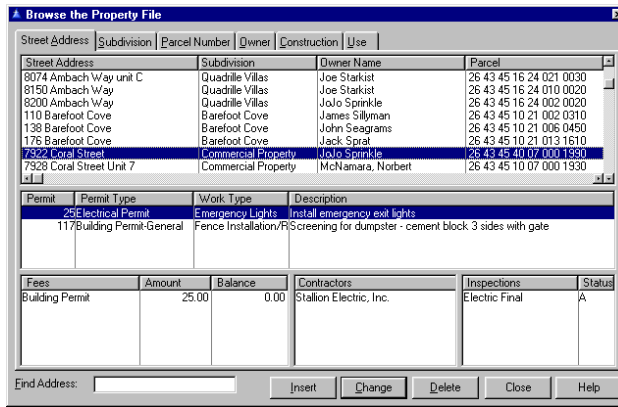
The **Township, Range, Section** and **Block** fields in the property record are 5 characters in length. The default city, state, zip for new property is the default city, state in the system file (**Setup / General System Data**). The property file allows duplicate values of parcel number.

Whenever viewing a permit or property record for which there is an open code violation, a warning message will be displayed. The items will be displayed in red. The violation record can be viewed by clicking on the traffic light icon as before.

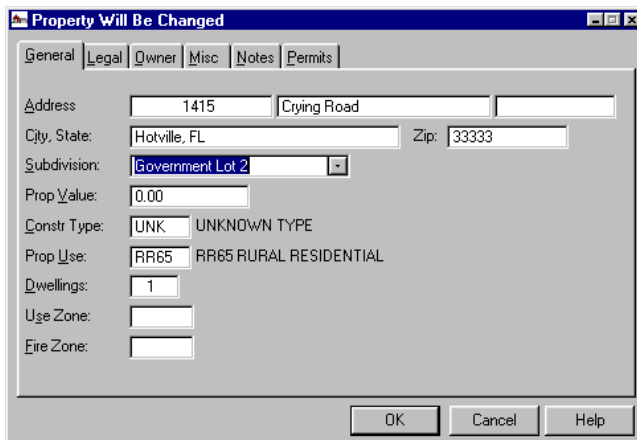


A button will appear when one of the tabs is selected to view the records by. It allows you to find the record by owner, use, construction etc. Use the Up/Down Arrow Keys or Page Up/Down Keys to select the record. The Select Owner Button uses the incremental method which means that the display will move to the closest match after each letter is typed.

Go to **File, Property**.



To change existing information click in the area you want to change and then press the Change or Delete Button. To add new information click in the area and press the Insert Button.



On the General Tab fill in the following information:

Address City, State

The street number field holds 7 characters, and an 8 character suite/apartment field is next to it. The address will be indexed on the combination of street, number and suite in that order. This will allow locating property by a specific street address, and will allow browse lists and reports in street order to collate more closely to their physical order. When the property file is converted the street number will be right justified in the 7 character field unless it is not numeric. The suite number field will be blank after data is converted.

For best results with street address searches the following is offered: searches are always done from left to right. Case is not significant. For consistent results you must be consistent in abbreviations. You can use "Road", Rd", Rd." or whatever, but use only one throughout. To locate a street name without any particular number, enter enough characters of the name to eliminate ambiguity.

Subdivision is a field that must be filled in, a pop-up table will appear and "select" the subdivision.

At the **Property Use** field, F3 will again bring up a table of property use types, select the correct property use. For those that use the **Property Value**, the F3 Key will bring up the table with property value members - select the correct member and tab to the **Qty.** section (i.e. sq. ft.), then tab to calculate the value.

Item Name	Qty	Value
Land	0	0.00
Building-Frame	0	0.00
Square Feet	0	0.00

Total Value: 0.00

OK Cancel Help

Construction Type field pressing the F3 Key will get your pop up table and select a construction type from that table.

Dwellings is the number or households on this property. **Use** and **Fire Zone** requires the code for these zones.

On the Legal Tab fill in the **Parcel, Township, Range, Section, Block, Lot, Book** and **Page** numbers. A warning window is displayed if attempting to add a property record with the same parcel number as an existing record. The user may opt to accept the duplicate. Tab thru the fields. Several fields share with the IMS **Citizen Services** system including a 1000 character text field for **Legal/Description**.

Property Will Be Changed

General Legal Owner Misc Notes Permits

Parcel: 26 43 45 40 07 000 1990

Township: 45 Range: 43

Section: 10 Block: 000 Lot(s): 1990

Book: Page:

Legal Description:

OK Cancel Help

On the Owner Tab is where you will use the F3 Key again and the property owners file will pop up. Select the correct owner from the list presented to you. Fill in the **Street, City, Phone** and **Home Phone**.

The screenshot shows the 'Property Will Be Changed' dialog box with the 'Owner' tab selected. The fields are filled with the following information:

Name:	JoJo Sprinkle
Street:	678 Main St.
City:	Hotville, FL 33333
Phone:	
Home Phone:	

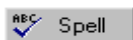
Buttons at the bottom: OK, Cancel, Help.

On the Misc Tab fill in **Area (sq. ft.)**, **Height**, and **Stories**. If the property has **Water** and/or **Sewer** then check those boxes.

The screenshot shows the 'Property Will Be Changed' dialog box with the 'Misc' tab selected. The fields are filled with the following information:

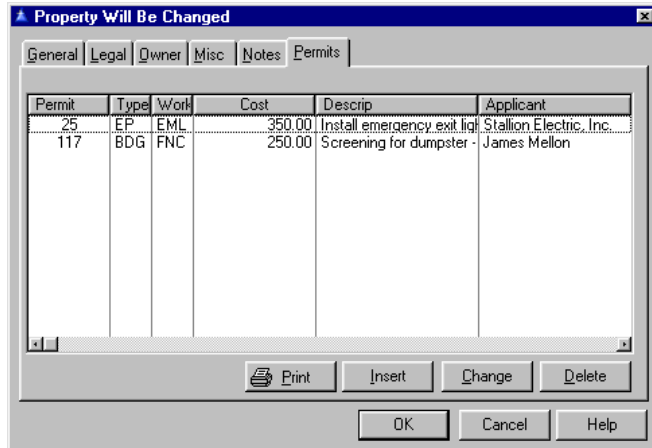
Area:	0
Height:	0
Stories:	1
<input type="checkbox"/> Water	<input type="checkbox"/> Sewer

Buttons at the bottom: OK, Cancel, Help.



On the Notes Tab you may enter in a large amount of **Notes** on the property. See what the [Spell Button](#) does.

On the Permits Tab you can view and edit the permits associated with this property.



Highlight the entry and press the Change or Delete Button to edit the information. To add new information press the Insert Button. See where the [Permit Button](#) leads. Press OK when you are finished with all of the different tabs to save the information.

Now highlight the property file and then click in the bottom section where the [fees](#), contractors and inspections are listed. You may edit this information by pressing the Change or Delete Button or add new information. Press the Insert Button. Enter new information in the fields provided.

On the Contractor section fill in the **Contractor** name. Press OK.



On the Inspection section fill in the **Inspection** abbreviation and check the **Status** Box.



Property Owners

Browse Property Owners

Go to **File, Property Owner**. When property owners are added, the default city as stored in the system file will be used. Enter information - last name, first name is recommended. Click on Close when finished. Remember, an owner can have one address - but can own many properties at many different addresses. The database provides for maintaining the identity of the owner of property at the time a permit was issued even if the property was subsequently sold.

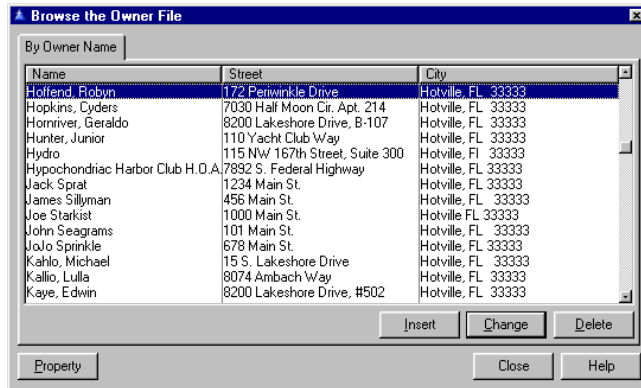
The database will be automatically modified when version 4.230 is first run. The owner for all permits up to this time will remain as before, but if the owner is changed on any property in the future it will not affect existing permits. The reports and browses that show owners will appear unchanged, but the source of the owner identity will depend on what is being viewed or printed. For example, if viewing a permit the owner indicated will be the owner at the time of the permit even if the current owner is different. If browsing property, the owner will be the current owner of the property.

If you select an owner with no property and press the Permits Button, Insert Button it is not possible to add a permit with no associated property. Any attempt to do this will be denied.

Property

The [Property Button](#) will take you to the property belonging to the highlighted owner. You have to option to edit that property information.

To edit existing information highlight the entry and press the Change or Delete Button. To enter new information press the Insert Button.



On the General Tab enter the **Name**, **Street**, **City**, (Owner) **Phone** and **Home Phone** numbers.

Changing an Owner Record

General | Notes | Property

Name: Allaround, Mr. & Mrs.

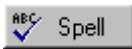
Street: 2105 Hall Road

City: Hotville, FL 33333

Phone: (555)555-5555

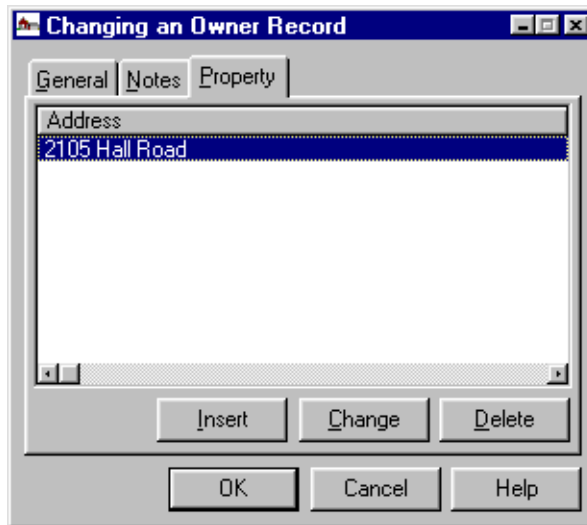
Home Phone:

OK Cancel Help



On the Notes Tab you can enter **Notes** about the owner. See what the [Spell Button](#) does.

On the [Property Tab](#) you can edit the street address of the property belonging to this owner. Highlight the property and press the Change or Delete Button or to add a new address press the Insert Button.



Press the Close Button to exit **Property Owners** completely.

Inspections

Go to **File, Inspections**. Choose from **Scheduled Inspections** or **Performed Inspections**. Inspections are displayed in the order indicated by the tab at the top of the window. To locate a particular permit, select the **Locate** field (by clicking on it or pressing the Alt-L Keys) and enter the permit number, then press the Tab Key. The value you enter should match the current display order as indicated by the tab. If in Inspection type order, enter the Inspection type. If inspection date order, enter the date, etc. The property street number displays when browsing inspections. You may browse by **Calendar**, **by Inspection Type**, or **by Permit** (number).

Users are advised to check all inspection groups to be sure its members are intact. The group members may be re-entered manually, or you can restore file igchild.bp4 from a recent backup.

Calendar

Go to **Inspections, Scheduled Inspections, Calendar**. This is a calendar of all the scheduled inspections for the current month for each inspector listed in this program. The current date is listed in the top left hand corner.

The calendar window has a tab for each active inspector, plus one for all inspectors. All of the keys that manipulate the standard IMS popup calendar work the same ways in the inspection calendars. The calendar is initially set to the current system date and all inspectors. The total number of inspections for the day is shown to the right of the day at the top of each cell. For each inspection the inspection type name is shown. For scheduled inspections the time is also shown. A color code is used to indicate the inspection status. New inspections (N) are shown in purple, conditionally approved (C) in blue, approved (A) in green, and rejected or re-inspections (R) are shown in red.

A double click on an inspection is interpreted the same as the Enter Key, and the inspection form is displayed in the view or edit mode depending on user access. A double click on an empty slot on a day that has other inspections will display a browse list of all inspections for the day. A double click on an empty slot on a day that has no inspections will be interpreted the same as the Insert key, and the inspection entry form will be displayed. You can double click on a day with no inspections and press the Insert Button on this window to add an inspection if there are existing inspections for the day. In such cases the default date for the new inspection will be the calendar date rather than the system date.

Any inspections without a status code are shown in maroon. In the inspection schedule calendar the color code represents the status before the current inspection was scheduled. To view an inspection in the calendar, double click on the inspection.

To add an inspection for a particular day, position the calendar to the day and press the enter key or double click on the top line of a cell (where the day is shown) or on any blank line in the cell. Press the Insert Button to add new information.

If the display resolution of the workstation is 1024 x 768 pixels or greater, the calendar will display up to nine inspections per day, allowing 32 characters per inspection. For lower resolution workstations the calendar will display four inspections per day, at up to 16 characters each. Any number of inspections for a day may be added from the calendar regardless of how many it can display.

Friday, September 28, 2001						
All Inspectors	John Doe	Jane Doe	John Paul Pope	Tempierary Inspe	Willy Nilly	
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

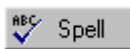
Under Performed Inspections the Adding a New Inspection Record is similar to Changing an Inspection Record except no contractor is listed and there are status boxes to check. See [Changing/adding a Scheduled Inspection](#) for the alternate form. The permit issue date is displayed at the top of the inspection update window if you are changing an existing inspection.



Where you see the Print Button turned on it will be highlighted. If it is on when the OK Button is pressed, an inspection report will be printed for the inspection just saved. The report will include the complete inspection history for this inspection type for this permit. For each inspection it will show the date inspected, the inspector name, the disposition, and any comments.

By Inspection Type

To edit a scheduled inspection press the Change Button.



See what the [Spell Button](#) does.

By Permit

Here you can only edit the status of each scheduled inspection. Press the Change Button when your cursor is in the lower left hand box. The owner name shown on the inspection list by permit is the property owner of record at the time the permit was issued, not necessarily the current property owner.

About Scheduled Inspections

When a scheduled inspection is added for a permit with an unpaid balance, a message is displayed and the user has the option to abort scheduling the inspection. You may also browse scheduled inspections by permit number.

When an inspection completed record is added for a permit and coded as accepted, all scheduled inspections of this type for the permit will be deleted. Attempts to schedule an inspection for completed or expired permits are denied. When an inspection is updated as rejected the user will be offered the option of adding a new fee to the permit at that time, presumably a reinspection fee.

Browse Scheduled Inspections

Permit	Street Address	Inspection Type	Date	Time	By
		BF Building Final	12/27/1999	8:00AM	JC
150	70 Relaxed Circle	BF Building Final	6/05/2000	8:00AM	JC
151	57 Relaxed Circle	BF Building Final	6/05/2000	8:00AM	JC
98	181 Neptune Drive	FRA Framing	4/27/2000	8:00AM	JC
98	181 Neptune Drive	FRA Framing	5/17/2000	8:00AM	JC
98	181 Neptune Drive	RF Roof Final	5/17/2000	8:00AM	JC
98	181 Neptune Drive	WS Wall Sheathing	4/27/2000	8:00AM	JC

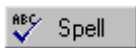
Locate:

Insert Change Delete

Close Help

When an inspection is scheduled, if a previous inspection with a status of *Rejected* exists, the comment from the rejected inspection will be copied into the comments field of the newly scheduled inspection. If there is more than one prior rejected inspection, the comment from the most recent one will be used.

A scheduled inspection may be changed or added using either **File, Permit, Inspections** Button or **File Inspections, Scheduled Inspections**. To add a scheduled inspection press the Insert Button.



See what the [Spell Button](#) does.



Printer Button

Press this to immediately print the inspection form for this inspection.

Permit Number

This is the building permit number.

Inspection type

This is the abbreviation for the type of inspection being performed. Press F3 for a pop up list.

Date Scheduled

This is the date that the inspection is scheduled.

Time Scheduled

This is the time that the inspection is scheduled.

Inspector

This is the name of the inspector. F3 brings a pop up list.

Contractor

This is the contractor code. Press F3 for a pop up list.

Comments

This is space for any comments you care to make about this inspection. They may be up to 10 lines of 50 characters.

Performed Inspections

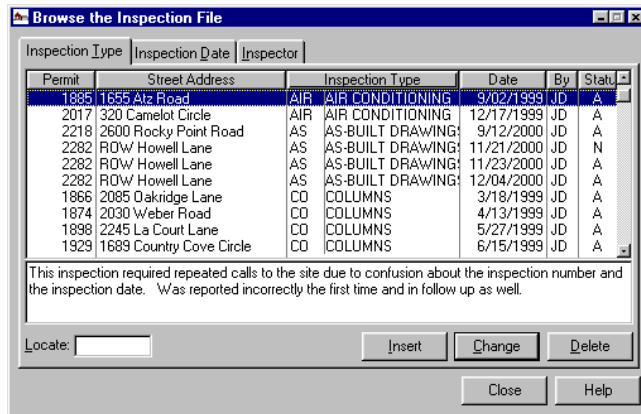
Go to **File, Inspections, Performed Inspections**. Browse by **Calendar, Inspection Type** or **By Permit**.

By Calendar

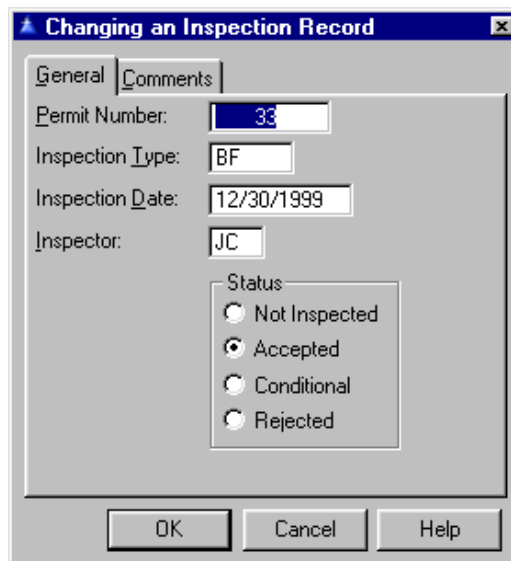
See the same thing under [Scheduled Inspections](#).

By Inspection Type

To change an inspection highlight the inspection and press the Delete Button to delete or the Change Button to edit it. To add a new inspection press the Insert Button.



On the General Tab fill in the following fields of information:



Permit Number

This is the permit number for the inspection that was performed. Press F3 for a pop up list of permits.

Inspection type

This is the type of the inspection that was performed.

Inspection Date

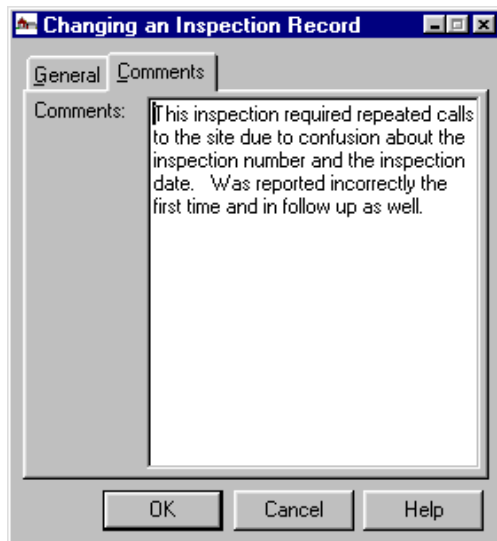
This is the date that the inspection was performed.

Inspector

These is the inspector code.

Select a **Status** for the inspection that was performed.

On the Comments Tab fill in any comments you might have regarding this particular inspection. Press OK when finished.

**By Permit**

This window contains three related browse lists. The top list is in order of permit number. The lower left list shows the inspections required for the selected permit. The lower right list shows the inspections made for the selected inspection requirement. The Insert, Change and Delete Buttons work with either of the two lower browse lists, depending on which is selected when the button is pressed. If the left browse is selected, the Change Button (or double click) will update the inspection requirement. If the right browse is selected it will update the inspection itself.

Permit	Street Address	Description
1515	2783 Highway 1	DUPLICATE PERMIT S/F RESIDENCE
1617	3020 Peaceful Avenue	DUPLICATE PERMIT FROM MANUAL
1621	3445 Crybaby Terrace	DUP. INTO COMPUTER
1866	2085 Oakridge Lane	New Single Family Dwelling
1867	2020 McCain Lane	Parking slab
1868	1455 Hall Road	48 in. high field fence with wood post located as shown on survi
1869	2455 Corey Road	New culvert and end walls per dwg., and attached Engineers let
1870	2680 Crying Road	Clear land in the rear of property. Some area by ditch may be we
1871	1376 Blanche Street	Construct wood frame 10' X 16' utility building
1872	750 Malabar Road	Concrete patios for R/V parking areas

Inspection	Date	By	S	Comments
PLUMBING ROUGH 1	7/25/2001	JP	A	
FOOTER				
NOTICE OF COMMENCEME				
TERMITE				
CONCRETE SLAB. PREP.				
DRY-IN				

Locate Permit:

On the lower left side window place your cursor under the Inspection column. You may edit this information by pressing the Delete or Change Button or add a new inspection by pressing Insert. When an inspection is updated as rejected the user will be offered the option of adding a new fee to the permit at that time, presumably a reinspection fee.

Inspection Will Be Changed	
Permit 8	
Inspection:	<input type="text" value="RF"/> Roof Final
Status:	<input type="radio"/> Not Inspected <input type="radio"/> Scheduled <input checked="" type="radio"/> Approved <input type="radio"/> Conditional <input type="radio"/> Rejected
<input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/>	

Fill in the **Inspection** code and the **Status**.
 On the lower right hand side window, place your cursor and press the Change, Delete Button to edit.
 To add a new record, press the Insert Button.

Enter the **Inspection Date** and the **Inspector** code.
 Press F3 for a pop up list. Check the **Status** you want.
 Click OK when finished.

Reschedule Inspection

When a rejected inspection is added and the reschedule option is accepted, the comments from the rejected inspection are appended to the comments of the scheduled inspection, providing a history of comments. A pop up box will ask you if you want to reschedule.

To add a new inspection enter the inspection type and the **Status** code.

Merging Inspections

After inspections are merged from portable computers (see [Notes on Using Portable Computers](#)) inspections performed are purged from the inspection schedule. The basis for determining whether a scheduled inspection is earlier or later than an actual inspection was changed from the dates as entered by the user to the internal date and time stamp. The default date when inspections are entered or scheduled is the current system date. If the system date is not kept current and the default date accepted it could result in an incorrect date. Also, if the user enters a date incorrectly it could likewise cause problems. This change was made for the sake of reliability, although it is not technically correct. The date and time used will be the date and time the record was added or last updated, not the time the inspection was scheduled or performed, but it avoids errors caused by users entering incorrect dates.

Receipts

Browse Receipts

Go to **File, Receipts**. Receipts may be viewed by contractor as well as **By Date, Fee Type, Permit and Contractor**. When editing an existing receipt record, a contractor code is not required for permit receipts, and a permit number is not required for contractor receipts. Browse by date and by fee type will display the contractor identity if the receipt is a contractor fee or the permit number if a permit fee.

There are several places where receipts may be entered, including here in **Receipts** or under **Permits**. If a receipt is being added (as opposed to being edited or deleted), and there is a receipt type assigned to the current user, and the receipt type specifies a com port that is available, a set of buttons will appear on the payment entry window. If any of the aforementioned conditions do not exist, the payment entry window will appear as in previous releases. (This facility is not available when updating a subsidiary permit via the window reached while viewing a master permit and pressing the Sub Permits Button.

A payment may still be entered there, but [validation](#) will not be available.) The added buttons provide for validating, opening a cash drawer, or endorsing a check. If the receipt type has the **Auto Validate** box checked, the cash drawer will be opened and the validation printed when the payment is accepted. Otherwise they can be manually performed via the buttons.

If the system is configured for auto payment entry (**Setup, General System Data**, Configuration Tab) the validation option will not be offered. When fees are entered a payment will be posted automatically, with the user login placed in the receipt number field. This applies to contractor fees as well. Contractor fees are not automatically paid regardless of the auto payment setting. Beginning with version 4.210 contractor fees may be entered and the payment validated. They may be entered, paid, and validated at the same time using **File, Contractors**, Change Button, Fees Tab, Insert Button. After the fee type is selected, click on the Payments Tab and press the Insert Button. The payment/Validation window will appear.

Then click on the Breakdown by Fee Type Tab and press the Insert Button to enter the fee type for the payment. When you return to the validation window you may post the payment by pressing the OK Button. If a contractor fee was entered without a payment, you may enter the payment and validate it using either **File, Contractor** (same as just described except the fee was entered earlier) or **File, Receipts**, By Contractor.

If using the latter method, press the Insert Button to open the payment entry window. Enter the contractor code in the contractor field or use the hot key to select from a list of contractors.

Once the contractor has been selected the payment amount will automatically be set to the unpaid fees for the contractor. You may then enter a receipt number, validate, etc, and press the OK Button to complete the process.

By Date

To find an entry put your cursor in the **Locate Date** field, type in the receipt date (without the year) and press the Tab Key. To enter new receipt information press the Insert Button.

Browse the Receipts File

Receipts by Date (Last First)

Date	Permit	Receipt #
6/02/2000	167	By
6/01/2000	166	By
5/31/2000	89	By
5/31/2000	89	By
5/31/2000	89	By
5/31/2000	89	By
5/31/2000	87	By
5/31/2000	87	By
5/31/2000	87	By
5/31/2000	87	By
5/31/2000	86	By
5/31/2000	86	By
5/31/2000	86	By

Breakdown by Fee Type

Fee Type	Amount
Building Permit	40.00

Total Payment: 40.00

Locate Date:

Buttons: Insert, Change, Delete, Close, Help

Changing a Receipt

General | Breakdown by Fee Type

Permit Number: 167

Date Paid: 6/02/2000

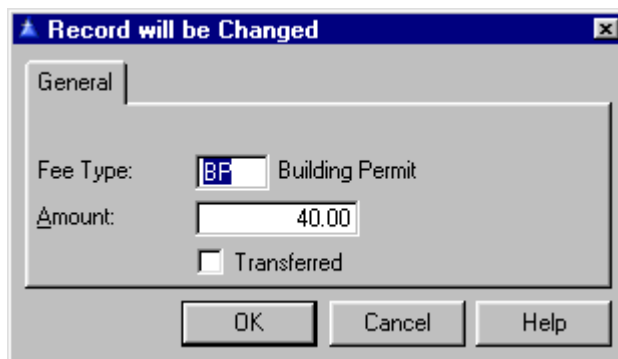
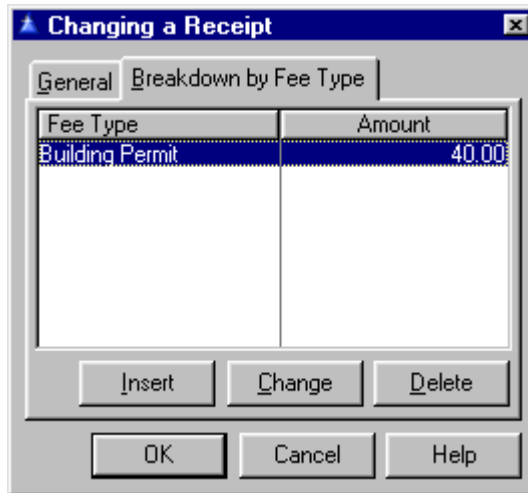
Total Amount: 40.00

Receipt: By

Buttons: OK, Cancel, Help

Enter the **Permit Number**, the **Date Paid**, the **Total Amount**, and the **Receipt** number.

On the Breakdown by Fee Type Tab highlight the entry and press the Change or Delete Button. Press the Insert Button to add a new entry.



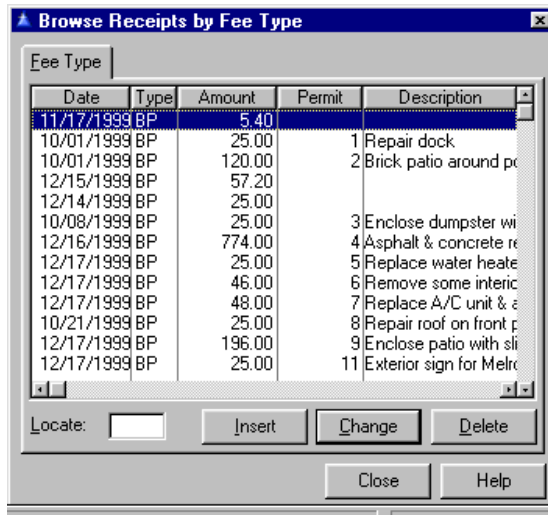
Fee Type

Press F3 for a pop up list of fee types.

Transferred means it has been transferred to **General Ledger** if checked. Click OK when finished.

By Fee Type

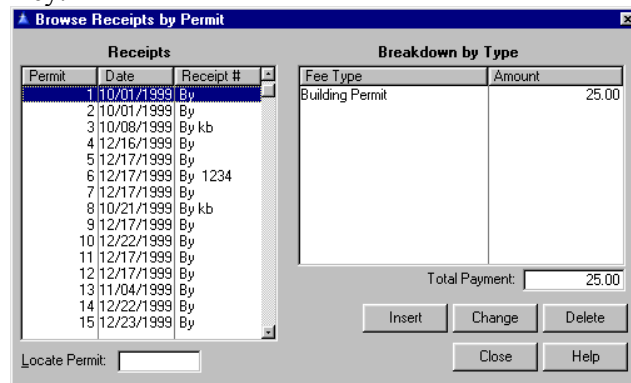
Go to **Receipts, By Fee Type**.



To find an entry put your cursor in the **Locate** field, type in the fee type (initials) and press the Tab Key. To edit information highlight the entry and press the [Change](#) or Delete Button. To enter new receipts by type press the Insert Button.

By Permit

To find an entry put your cursor in the **Locate Permit** field, type in the permit number and press the Tab Key.



To edit existing receipts highlight the entry and press the Change or Delete Button. To add new receipts press the Insert Button.

By Contractor

To find an entry put your cursor in the **Locate Contractor** field, type in the permit number and press the Tab Key. Press F3 to display a list of fee types on the Breakdown by Fee Tab once you press the Change or Insert Button.

Receipts			Breakdown by Type	
Contractor	Date	Receipt #	Fee Type	Amount
ALBRIGHT	5/07/2001	By	Revision to Permitted Plan	50.00
ALBRIGHT	5/07/2001	By		

Total Payment: 50.00

Locate Contractor:

Buttons: Insert, Change, Delete, Close, Help

To edit existing receipts highlight the entry and press the Change or Delete Button. To add new receipts press the Insert Button.

Contractors

Go to **File, Contractors**. This is the main **Contractors** window. Contractors may be located by license number and occupational license number. A tab in the browse window and the help text indicate the correct key order. For example, if displaying in contractor code order, enter a contractor code to locate. If the display is in contractor name order, enter a name (or part of a name). The locator is reset after viewing or updating a contractor using **File, Contractors**.

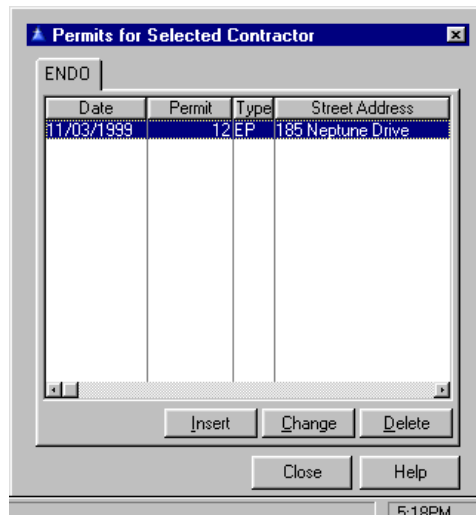
You can change order by clicking on a tab. You can scroll the list with the scrollbar handle on the right, or with the Up/Down Arrow Keys or the Page Up/Down Keys.

There is an option of showing or hiding inactive contractors. The setting of the checkbox "Show Inactive Contractors" is "sticky" (retained from one use to the next). Note that this depends on the value of the contractor status field. Contractors may be active but otherwise flagged as expired because of expiration of a license or insurance policy. Expired contractors are displayed in red in the main contractor browse area. If a contractor is coded as inactive it will appear as disabled when browsing or selecting contractors, and a warning message will be displayed if attempting to assign the contractor to a permit.

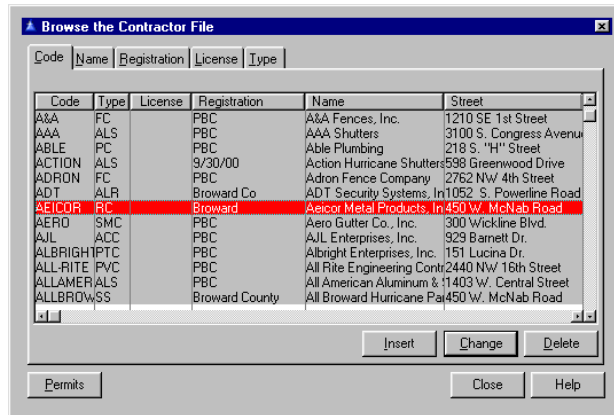
In all reports and windows, **License** refers to the local contractor license number rather than the occupational license number.

Permits

The Permits Button will list all permits for the selected contractor. If the button is dimmed, there are no permits in the file for that contractor.



See [Permits](#) for editing information.



To edit an existing contractor highlight the record and press the Change or Delete Button. To add new contractor information, press the Insert Button. The contractor county license expiration date is checked when contractors are added to a permit.

On the General Tab fill in the following:

Changing a contractor Record

General License Fees Misc Notes Permits

Code:

Name:

Street:

City:

Phone:

Home Phone:

Type:

OK Cancel Help

Code

This is the shorthand identifier for the contractor. It can be a number, or any alphanumeric value up to 8 characters long. If it is all numeric it will be automatically right justified so they will collate in numeric order.

Name

Contractor name can be up to 40 characters long. If it is the name of an individual it should be entered in Last name, first name format so it can be located by last name.

Street

This is the business street address.

City

This is the city, state and zip code of the contractor.

Phone

This is the business phone number of the contractor. If a contractor phone number is entered raw (all numbers, no parentheses, dashes, or other formatting characters) it will be automatically formatted in the traditional (XXX)XXX-XXXX format for numbers with area codes, XXX-XXXX for those without. The default area code from the system file will be used if available when needed.

Home Phone

The number where the contractor can be reached after hours.

Type

This is the contractor type code. Must be selected from list of contractor types. Press the F3 Key for a list of contractor types.

On the License Tab enter the County **License** and **Registration** numbers. Enter the **Insurance** company name, **Workers Comp** number or if none enter *Exempt*. Enter the number of the **Certified** person, the name of the **Qualifier**, and the **Occupational**

License Number. The contractor record **License Number** field is not connected with the occupational license number. **Building Permits** is interactive with **Occupational Licenses Manager**, but the contractor field is called **Occupational**.

When looking up a contractor in **Occupational Licenses Manager (File, Contractors, Change Button, License tab, F3 in Occupational field)** the **Locate** field functions when viewing in license number order. For all the other display orders the locator is incremental. To search, click in the browse box, then type the first character of the field to locate.

The display will move to the first record with a matching value. As subsequent keys are pressed the display will incrementally move to the first record that matches all characters typed so far, thereby closing in on the desired record. Remember that that when locating by address the street name must be entered, not the number.

The screenshot shows a window titled "Changing a contractor Record" with several tabs: General, License, Fees, Misc, Notes, and Permits. The "License" tab is active. The form contains the following fields and values:

Field	Value	Expires	Value
License:		Expires:	9/30/1999
Registration:	RA-0055361	Expires:	8/31/1999
Insurance:		Expires:	8/06/1999
Workers Comp:		Expires:	4/01/1999
County License:		Expires:	
Certified:		Expires:	
Qualifier:	Diddlywink, Mr.		
Occupational:	PB		

At the bottom of the form, there is a "Print License" button and a checkbox labeled "License Printed" which is currently unchecked. Below the form are "OK", "Cancel", and "Help" buttons.

The contractor county license expiration date is checked when contractors are added to a permit.

On the Fees Tab shows all fees and payments for the current contractor. You may edit or add the fees by highlighting the entry and pressing the Change

Button. If the Insert Button is pressed while on the Fees tab the fee amount will default to the fee type and amount as determined by the contractor type. A Pay Balance Button will accept the payment amount shown and update the appropriate files.

The screenshot shows a dialog box titled "Changing a contractor Record" with a "Fees" tab selected. The dialog contains a table with the following data:

Fee Type	Amount	Amount Paid	Date Paid
BP	25.00	25.00	5/07/2001

Below the table, there is a "Total:" section with two input fields, both containing "25.00". At the bottom of the dialog are buttons for "Insert", "Change", "Delete", "OK", "Cancel", and "Help".

On the General Tab enter the **Fee type** and the **Amount**. You will be asked to select a fee type record then it will take you back to fill in the General Tab with the **Fee Type** and the **Amount**. Check the **Transferred** Box if you want this transferred to the **General Ledger**.

When a new contractor is added with a contractor type that includes a fee type, the payment is added automatically only if the system is configured for automatic fee payment.

The screenshot shows a dialog box titled "Fees for Contractor ENDO" with a blue title bar. It has two tabs: "General" and "Payments". The "Payments" tab is active. Inside the dialog, there are two text input fields: "Fee Type:" with the value "BF" and "Building Permit" to its right, and "Amount:" with the value "25.00". Below these fields is a checkbox labeled "Transferred" which is currently unchecked. At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help".

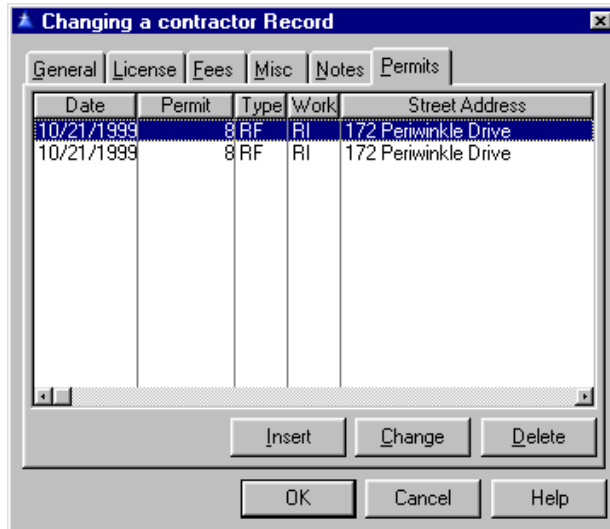
On the Payments Tab you may [change a receipt](#).

Back on the Misc Tab check the **Status** of the Contractor. Choose from *Active*, *Inactive*, or *Defunct*. Defunct is treated the same as *Inactive* in windows, but may be selected individually for reports.

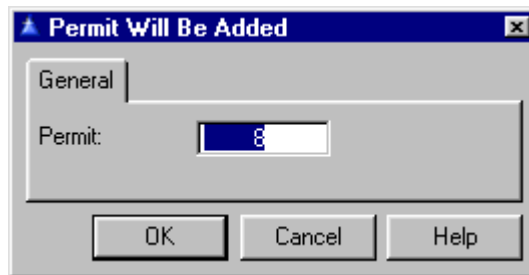
The screenshot shows a dialog box titled "Changing a contractor Record" with a green title bar. It has six tabs: "General", "License", "Fees", "Misc", "Notes", and "Permits". The "Misc" tab is active. Inside the dialog, there are two text input fields: "Name" and "Cell phone #". Below these fields is a "Status" section with three radio buttons: "Active" (which is selected), "Inactive", and "Defunct". At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help".

On the Notes Tab you may enter any notes concerning this contractor. See what the [Spell Button](#) does.

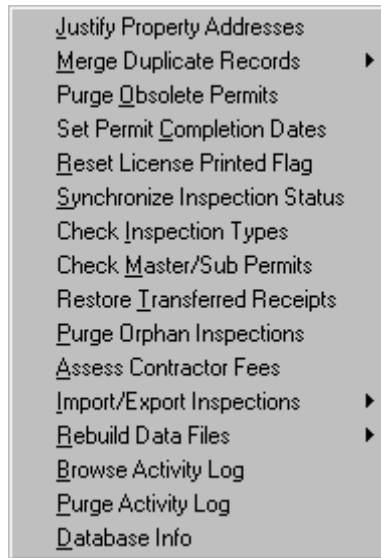
Continuing on with the Permits Tab you may view or edit the permit number related to this contractor.



To edit the permit, highlight it and press the Change or Delete Button. Press Insert to add a permit. Press the F3 Key for a list of permits.



Utilities There are a number of utility functions you can run with **Building Permits Manager**. The progress bar will reflect the progress of the conversion.



Justify Property Addresses

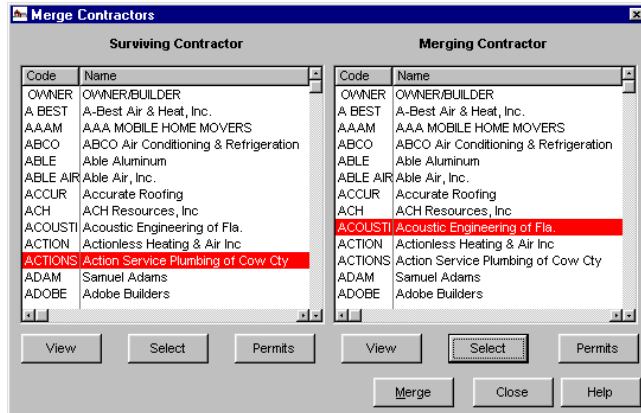
Go to **Utility, Justify Property Addresses**. A message box is presented before beginning the utility, allowing the user to cancel. The street number will be right justified in a 16 character field.

You may view information on the contractors before you merge.

Merge Duplicate Contractors

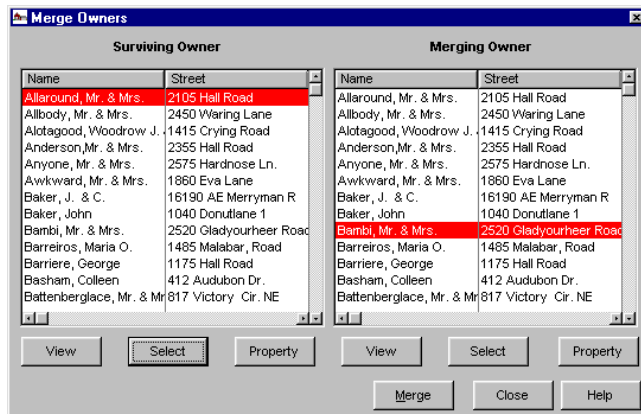
Go to **Utility, Merge Duplicate Records, Merge Duplicate Contractors**. Highlight the contractor on the right to be merged with the **Surviving Contractor** on the left. Press the Select Button on each side once you have highlighted the entries. When you are ready to merge press the Merge Button. **Surviving** and **Merging Contractors** have to be different from each other.





Merge Duplicate Owners

Go to **Utility, Merge Duplicate Records, Merge Duplicate Owners**. Highlight the owner on the right to be merged with the **Surviving Owner** on the left. You may view information on the owners before you merge by pressing the View Button and view the property for each owner by pressing the Property Button. Press the Select Button on each side once you have highlighted the entries. When you are ready to merge press the Merge Button. **Surviving** and **Merging Owners** have to be different from each other.



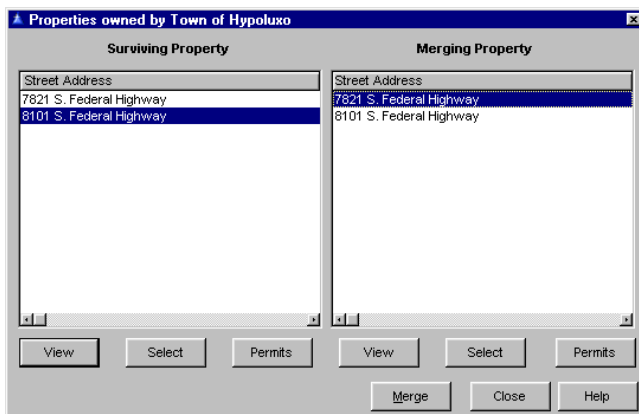
Merge Duplicate Properties

Go to **Utility, Merge Duplicate Records Merge Duplicate Properties**. The owner list will be displayed immediately. The test for whether an owner has multiple properties is made only for those owners displayed. Those that have multiple properties are displayed normally, while those that have one or less property are grayed out. You can only select owners that have multiple properties.



Press the Select Button once you find the property you are looking for.

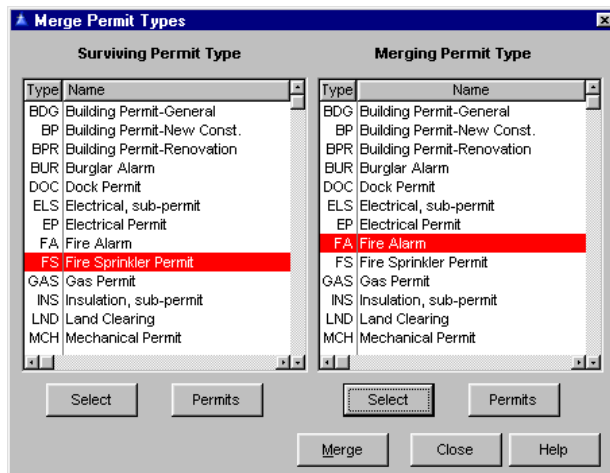
Highlight the property on the right to be merged with the **Surviving Property** on the left.



You may view information on the property before you merge by pressing the View Button. You may also view the permits for the property by pressing the Permit Button. Press the Select Button on each side once you have highlighted the entries. When you are ready to merge press the Merge Button. **Surviving** and **Merging Properties** have to be different from each other.

Merge Duplicate Permit Types

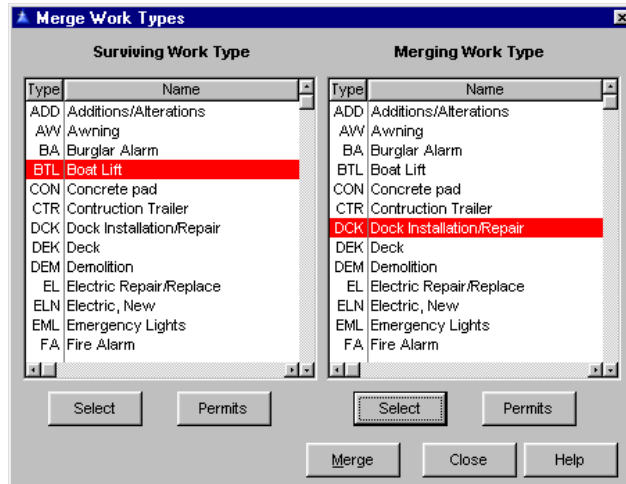
Go to **Utility, Merge Duplicate Records, Merge Duplicate Permit Types**. This utility will merge redundant permit types and update all permits accordingly. It functions similarly to the merge property and merge owner utilities.



Highlight the permit type on the right to be merged with the **Surviving Permit Type** on the left. You may view information on the permit before you merge by pressing the Permits Button. Press the Select Button on each side once you have highlighted the entries. When you are ready to merge press the Merge Button. **Surviving** and **Merging Permit Types** have to be different from each other.

Merge Duplicate Work Types

Go to **Utility, Merge Duplicate Records, Merge Duplicate Work Types**. Highlight the work type on the right to be merged with the **Surviving Work Type** on the left. You may view permit information on the work type before you merge by pressing the Permits Button. Press the Select Button on each side once you have highlighted the entries. When you are ready to merge press the Merge Button. **Surviving** and **Merging Work Types** have to be different from each other.



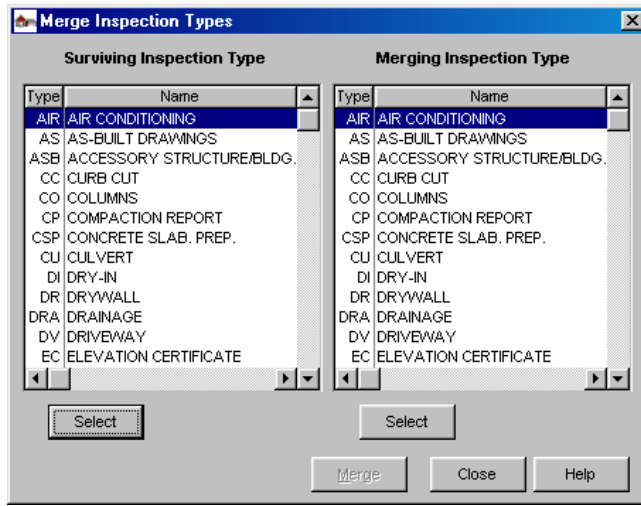
Merge Duplicate Inspection Types

Go to **Utility, Merge Duplicate Records, Merge Duplication Inspection Types**. This is similar to the ones for permit and work types, but with additional considerations. In addition to affecting the inspection, scheduled inspections, permit type and permit inspection files, there are four other files that are touched. *The prerequisite and group inspection types could be corrupted by this utility.* If for example an inspection type which is a member of a group is merged with an inspection type that was a group inspection, it could become a member of its own group.

Likewise an inspection could become a prerequisite for itself. The utility does not check for these conditions. It is up to the user to be sure the two inspection types to be merged are not related by a group or prerequisite.



Press this button to merge inspection types together.



Purge Obsolete Permits

Go to **Utility, Purge Obsolete Permits**. Because of the cascading properties of the database, deleting a file record has potentially far-reaching consequences depending on the parent-child relationships between data files. In shorter terms, deleting a parent record will cause deletion of all child records, which may not be what the user wants. For example, purging a property record would cause automatic deletion of all permits for this property, and in turn all inspections and receipts for each permit. See [Parent Child Relationship Rules](#) before deleting records.

This utility will delete all permits issued before a specified date. It will also delete all related information such as fees, payments and inspections.

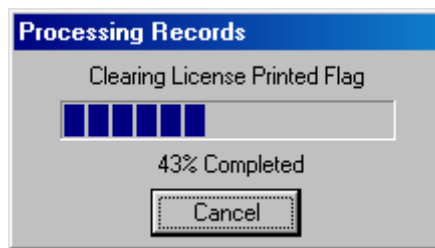
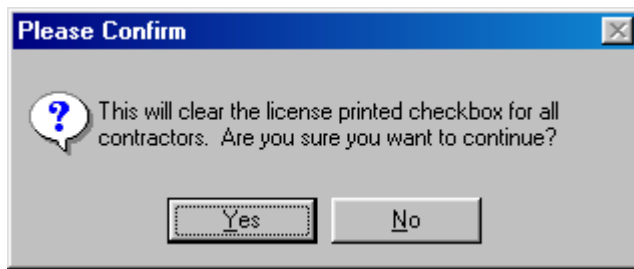
It will not purge permits later than one year before the current system date, and it will not purge permits that have no issue date. When a date is rejected for this reason a message is displayed explaining why the date was not accepted. Enter the **Earliest Date** to purge.

Set Permit Completion Dates

Go to **Utility, Set Permit Completion Dates**. This will set the completed date field on all permits based on the test described above. This utility will affect only those permits for which the completion date is blank. That is, if there is already a date in the field it will leave it alone.

Reset License Printed Flag

Go to **Utility, Reset License Printed Flag**. This procedure clears the license printed flag in the contractor record. This is intended for cities that require all contractor licenses to be renewed annually at the same time.



Synchronize Inspection Status

Go to **Utility, Synchronize Inspection Status**. This utility will synchronize inspection status in the permit Inspection file with that of the latest related record in the inspection file. The system normally maintains this relationship, but the field can be changed by a user such that the inspection status as indicated by the inspection requirement for the permit (Pmt Insp file) does not reflect the status of the last inspection made for the permit and inspection type (**File, Inspection**). This utility will read all inspections for each combination of permit and inspection type and set the status to that of the last inspection based on inspection date. It will also purge from the inspection schedule any inspections that have been performed.

Check Inspection Types

Go to **Utility, Check Inspection Types**. This utility checks and corrects errors in the inspections type group and prerequisite files. It checks for things such as inspections being members of nonexistent groups, a group being a member of itself, group members with nonexistent inspection types, an inspection being a prerequisite of itself, etc.

Warning: *Make a backup copy of data files (MPHEAD.BUILDING PERMITS4 and MPCHILD.BUILDING PERMITS4) before using this utility. It will make decisions where duplicates are involved that may not agree with your wishes. Restoring the two files mentioned above will restore everything to as it was before starting. You may have to redo some Master and Sub Permit assignments that were deleted because of conflicts.*

Check Master/Sub Permits

Go to **Utility, Check Master/Sub Permits**. This utility program detects and corrects errors in assigning master and subsidiary permits. It checks for and corrects the following errors:

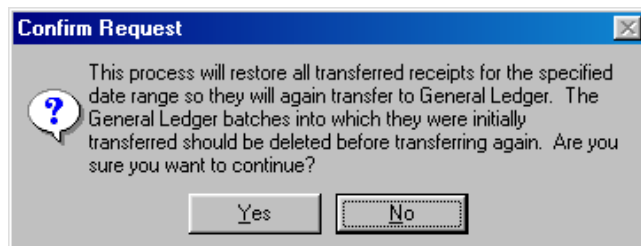
1. More than one instance of a permit used as a master (Not the same as a master with multiple subs, which is OK.)
2. An instance of a Master Permit for a permit that does not exist.
3. A Master Permit with no subsidiary permits.
4. An instance of a Sub Permit with no Master Permit specified.
5. An instance of a Sub Permit for which there is no Master Permit instance.

6. The same permit assigned as a subsidiary to multiple Master Permits.
7. An instance of a Sub Permit for which no permit is specified.
8. An instance of a Sub Permit for a permit that does not exist.

It can display each error with an option of fixing it or not. In cases where the probability of the computer fix being incorrect the message will recommend that you not let it attempt to fix the problem. Such situations are typically subsidiary permits that belong to more than one Master Permit. When these are found you should write down the message and correct the problem manually.

Restore Transferred Receipts

Go to **Utility, Restore Transferred Receipts**. This will reset the transferred flag on all receipts accepted within the specified date range, so they will transfer again to **General Ledger**. This should only be needed in extreme cases when a computer failure occurred during a transfer. Any receipts which had been successfully transferred for the date range should be deleted from **General Ledger** before transferring again to prevent double counting. Because the changes made by this utility are not logged and are potentially dangerous, it should be made available only to users with the highest access level. You will be asked to confirm this procedure before continuing.



Database Info

Go to **Utility, Database Info**. This displays database highlights - the number of records in several major files.

Database Information		
Permit:	<input type="text" value="222"/>	Records
Property:	<input type="text" value="118"/>	Records
Owner:	<input type="text" value="99"/>	Records
Inspection:	<input type="text" value="187"/>	Records
Receipt:	<input type="text" value="290"/>	Records
<input type="button" value="OK"/>		

Purge Orphan Inspections

Go to **Utility, Purge Orphan Inspections**. This utility program cleans up inspection data. This is actually a combination of three procedures that operate on scheduled inspections, performed inspections and required inspections. An [orphan record](#) is one that requires a link to another data file, but that link is either missing or invalid. Scheduled and Performed inspections are checked for a link to a valid inspection type and a valid inspection requirement. Required inspections are checked for a link to a valid permit and inspection type. **Because the changes made by this utility are not logged and are potentially dangerous, it should be made available only to users with the highest access level. All data files should be backed up before using this utility.**

Assess Contractor Fees

Go to **Utility, Assess Contractor Fees**. For each contractor not coded as inactive, if the contractor type is associated with a fee type, and the fee type is a flat fee amount, a fee of that amount will be added to the contractor. If the system is configured for automatic fee payment (**Setup, General System Data**, Configuration Tab, Auto Payment Entry), a payment of the fee amount will be posted to the receipts file.

If there is an existing unpaid contractor fee of the same type or a fee paid less than 6 months ago, a new fee will not be added. *System Update* access or higher is required to run this utility, regardless of the setting of the security profile.

Import/Export Inspections

Go to **Utility, Import/Export Inspections**. You must have the data file paths filled out under **Setup, General System Data** and the **Import/Export Inspections** box checked under the Configuration Tab to enable this utility. This utility allows you to export, import, or merge files. The import/export data is in a separate folder, which can be a removable disk.

Building Permits Manager is on the host computer and on the inspector's laptop. The host exports data to the folder. If it is a removable disk, it is then placed in the laptop. The path in the laptop is set to whatever drive has the disk. If the disk was not removable, the laptop would be connected to the network and the path set to whatever it appears to the laptop.

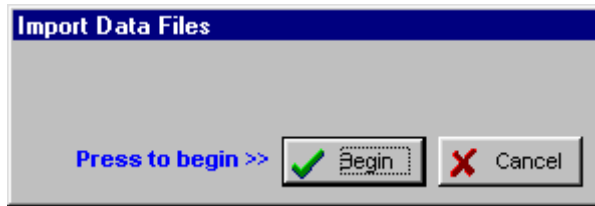
The laptop imports the data and then the inspector can go out and make his inspections. He enters information throughout the day. When he returns he exports it to the same folder. The host then merges the data with its own. The information on using a [portable computer](#) explains this.

Each computer involved in importing or exporting must be identified as either the base computer or a portable computer. Additionally a portable computer must be identified with a particular inspector. Here's how to set up the system: Using **Setup, General System Data**, the [Enable Import/Export box](#) must be checked on the Configuration Tab, and a path must be filled in for the Import/Export Path field on the Data File Paths Tab. On the Configuration Tab is a new checkbox labeled This is a Portable Computer.

This must be checked on all portable computer systems that will use import/export. When this box is checked you must also specify the inspector that will be using the computer. The standard hot key may be used to select an inspector. The box must not be checked for the base (host) computer that will be receiving data from the portables. This system allows more safeguards against mistakes than were possible with the former design.

The Export function (**Utility, Import/Export Inspections, Export Data Files**) may be used by either the base or a portable machine. A warning message will be displayed if a previous export exists that has not been merged. The Import function may be used only by a portable computer. Previously a warning message was displayed but could be overridden. Now there is no override option for the base computer. If data exists that has not been merged the user will be warned before the import is started. The Merge function may now be used only on the base computer just as the Import function is limited to portable computers. The Merge now requires that an inspector be specified. The merge process itself is much faster as well as more reliable because only inspections by the specified inspector are processed and affected files are locked during the merge process.

As before, the import/export process deals with inspections and scheduled inspections only. Inspection requirements added to a permit on a portable computer will be merged provided an inspection is also added. The full database will be available on each portable computer, but only the inspections related to the specified inspector will be merged. Any other changes made on portable computers will be lost. When the Import/Export module is installed, fees added to a permit by field inspectors are merged when inspections are merged.



Rebuild Data Files

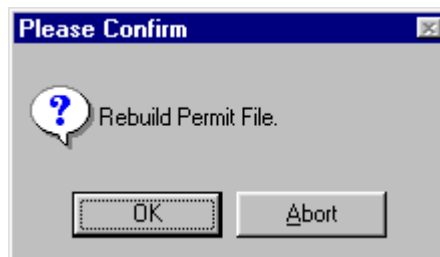
Go to **Utility, Rebuild Data Files**. This utility can be used at any time, but requires that no other users have any **Building Permits Manager** data files open.



It will copy the existing data file to a .BAK extension, then build and index a new file from this backup. This utility will not rebuild a corrupt data file. They are primarily for restoring missing keys. The symptom of this condition is not being able to locate a record by a particular key. If the file is truly corrupt, such that you receive an error message when you attempt to access it, then you must use the TPSFIX.EXE utility provided in the installation package. Safeguards will prevent destroying the original data file if the user aborts the process.

Rebuild Permit File

Go to **Utility, Rebuild Data Files, Rebuild Permit File**. Choose OK to proceed or Abort to cancel the process.



Rebuild Property File

Go to **Utility, Rebuild Data Files, Rebuild Property File**. Choose OK to proceed or Abort to cancel the process.

Rebuild Owner File

Go to **Utility, Rebuild Data Files, Rebuild Owner File**. Choose OK to proceed or Abort to cancel the process.

Rebuild Subdivisions File

Go to **Utility, Rebuild Data Files, Rebuild Subdivisions File**. Choose OK to proceed or Abort to cancel the process.

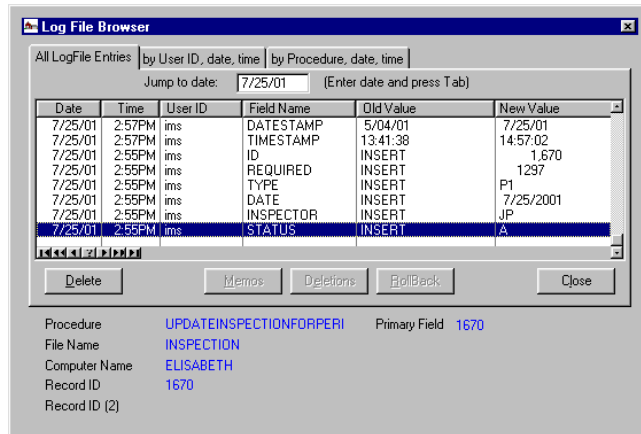
Rebuild Contractor File

Go to **Utility, Rebuild Data Files, Rebuild Contractor File**. It should never be necessary to use this utility, but it was added for the sake of consistency to those existing for the permit, owner, and property files.

It will appear the second time **Building Permits Manager** is started. At that time all security profiles should be updated to set the access level required for the new procedure. (This is standard practice for all IMS applications with this security system whenever the main menu is changed).

Browse Activity Log

Go to **Utility, Browse Activity Log**.



The Delete Button

This button will delete the activity record from the activity log. Once an item is removed from the activity log it cannot be restored unless you are immediately using the Rollback Button. Use with caution as other files may have changed since the deletion which would make the restoration invalid.

The Memo Button

This button will allow viewing the memo field associated with the log entry. (A memo field is a variable length text field, which is typically used for free form text that would not fit in a conventional field. For example, the **Notes** field in the contractor record is a memo field.

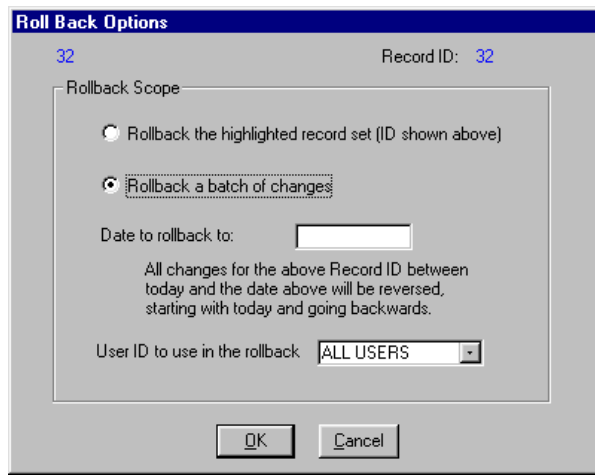
Deletions Button

Pressing the Deletions Button will display the record as it looked before the deletion.

Rollback Button

Pressing the Rollback Button will restore the record to the database as it existed before the deletion. This should be used with caution, as other files may have changed since the deletion which would make the restoration invalid. It is best used as an "Oops" button, to restore a record that was just deleted by mistake.

If the log item is not an addition or deletion, it will be a change to a particular field in the record, displaying both the before and after values of the field. If the Rollback Button is active you can restore the field to its value before the change by pressing the button. The same caveats apply when doing this for a change that was made some time ago.



Roll Back Options

32 Record ID: 32

Rollback Scope

Rollback the highlighted record set (ID shown above)

Rollback a batch of changes

Date to rollback to:

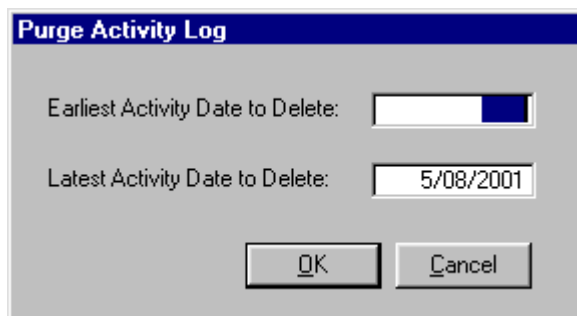
All changes for the above Record ID between today and the date above will be reversed, starting with today and going backwards.

User ID to use in the rollback: ALL USERS

OK Cancel

Purge Activity Log

Go to **Utility, Purge Activity Log**. You are clearing all of the activity out.



Purge Activity Log

Earliest Activity Date to Delete:

Latest Activity Date to Delete: 5/08/2001

OK Cancel

Standard Reports

Go to **Print, Standard Reports**. As with the [forms](#) the program supports up to 100 different report options, controlled by the **Report Form** field on the Forms Tab of the **General System Data**. When the option is set to 1 the standard reports will be printed. Numbers 2 through 99 are reserved for custom versions. If the option is set to a report set that does not exist, nothing will be printed.

A different (or no) watermark may be used for each basic form category. Each has a separate name. Permits will look for an image file named permit.bmp. Likewise, certificates will look for cert.bmp, inspection forms will look for insp.bmp, and contractor licenses will look for lic.bmp. Blank files will be created under each of these names. If you have been using watermarks you should copy the file logo.bmp to each of the other names for which you want it used. The property address street number in reports is large enough for seven characters.

Permit List

Go to **Print, Standard Reports, Permit, Permit List**. Reports can be printed in order of permit number, permit type, work type, use type, and property. You can print all permits, or a range of permits based on the printing sequence. Permit reports also offer the

option of excluding permits based on permit issue date. It will also include a list of contractors and inspections for each permit. See a [sample](#) of this report. When the option of including inspections is selected for the permit list the range of inspection types may be specified. The order of inspections printed for each permit is the same as the required inspections are displayed in **File, Permits**, Inspections Button.

By Permit Number

Go to Enter the **Beginning** and **Ending** permit numbers to include. The default is all permits. Press F3 to get a list of permits to aid in the range selection.

By Permit Type

Enter the **Beginning** and **Ending** permit types to include. The default is all permit types. Press F3 to get a list of permit types to aid in the range selection.

By Permit Work Type

The permit list by work type prints the area of the property in square feet, and includes a total for all permits printed. Enter the **Beginning** and **Ending** work types to include. The default is all work types. Press F3 to get a list of work types to aid in the range selection.

By Permit Use Type

This will print a list of all permits for a specific use.

By Property

This will print a list of all permits for a specified property.

Permit Detail

Go to **Print, Standard Reports, Permit, Permit Detail**. The permit detail reports print a line between each permit, and include a total of cost and fees for all permits printed. It will also include a list of contractors and inspections for each permit.

You may print by a permit type, work type, use type, and by a property. **By Property** prints a detailed list of all permits for a specified property.

See a [sample](#) of this report. When the option of including inspections is selected for the permit detail the range of inspection types may be specified. The order of inspections printed for each permit is the same as the required inspections are displayed in **File, Permits, Inspections Button**.

Permit Count

Go to **Print, Standard Reports, Permit, Permit Count**. The permit count by permit number, permit type, use type and work type reports print subtotals by type. See a [sample](#) of this report.

Permit Summary

Go to **Print, Standard Reports, Permit, Permit Summary**. It prints a summary report of permits within a specified range of permit number and/or permit issue date, and includes a list of contractors, required inspections and fees for each permit. It also has an option of including all Sub Permits for any Master Permit printed. It also prints the total fees by permit, for all permits associated with and including a Master Permit, and a grand total for all permits.

The issue date range option may be disabled by leaving the **Beginning** and **Ending Permit Issue Dates** fields blank. Note that when the Sub Permit option is selected, Sub Permits are included in the report only if the Master Permit qualifies for inclusion. The date or permit number of the Sub Permit does not matter. If the Sub Permit option is not checked, Sub Permits will be treated as all other permits, and whether or not they are included in the report depends on whether the permit number and issue date are within the ranges specified. You may print by **Permit Number** or by **Permit Type**. See a [sample](#) of this report.

Completed Permits

Go to **Print, Standard Reports, Permit, Completed Permits**. If the addition of a new permit is aborted after a permit has been printed by pressing the Cancel Button a message will be displayed asking the user to confirm discarding the permit. If the Escape Key is pressed instead of pressing the Cancel Button no message will appear but the permit will be saved. See a [sample](#) of this report.

Expired Permits

Go to **Print, Standard Reports, Permit, Expired Permits**. It prints a list of permits that were not completed and have expired and may be printed for a range of expiration dates. Enter the **Earliest** and **Latest Expired Dates**. See a [sample](#) of this report.

Inactive Permits

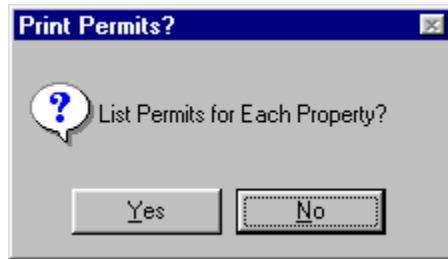
Go to **Print, Standard Reports, Permit, Inactive Permits**. This prints a list of open permits with no inspections made since a specified date. An open permit is defined as issued but not completed. Enter a date in the **No Inspections Since** field.

All inspection reports have the option of printing for a single inspector or all inspectors. Before the report is printed the user will be asked to enter an inspector code. If one is entered the report will be for that inspector only. If nothing is entered the report will be for all inspectors. Note that this can produce meaningless results in the case of the open inspections.

This report prints inspections that are required but not yet approved. Until an inspection has been made an inspection requirement is not associated with a particular inspector. Thus an open inspections report for a specific inspector will print only those inspection requirements for which inspections have been made but not approved.

Property By Owner

Go to **Print, Standard Reports, Property By Owner**. The report will list property for a specified range of owner names, and optionally list all permits for each property. Select from the **Beginning** and **Ending Property Owner Names**. Choose Yes or Not to List Permits for Each Property.



See a [sample](#) of this report.

Inspection List

Go to **Print, Standard Reports, Inspection, Inspection List**. This report will print a list of inspections by permit number, inspection date, or Inspection type. A range of inspection types may be specified for the inspection list by permit. You can select the **Beginning** and **Ending Permit Numbers** and **Inspection Dates**. See a [sample](#) of this report.

By Permit Number

Enter the **Beginning** and **Ending Permit Numbers** to include. The default is all permits. Press F3 to get a list of permits to aid in the range selection. The owner name shown on the inspection list by permit is the property owner of record at the time the permit was issued, not necessarily the current property owner.

By Inspection Date

Enter the **Beginning** and **Ending Inspection Dates** to include. The default is the first day of the current system month to the current system date. Press F3 to get a calendar to aid in the date selection.

By Inspection Type

Enter the **Beginning** and **Ending Inspection Types** to include. The default is all Inspection types. Press F3 to get a list of Inspection types to aid in the range selection. The Inspection List By Type report prints only those inspections within the specified date range.

Inspection Count

Go to **Print, Standard Reports, Inspection, Inspection Count**. Enter the **Beginning** and **Ending Inspection Types** and the **Beginning and Ending Inspection Dates**. Select an **Inspector**. Press F3 for a pop up list. See a [sample](#) of this report.

Open Inspection

Go to **Print, Standard Reports, Inspection, Open Inspection**. Enter the **Beginning** and **Ending Permit Number**, and **Inspector** initials. See a [sample](#) of this report.

Required Inspections

Go to **Print, Standard Reports, Inspection, Required Inspections**. This report will print the status of all required inspections for a permit. It will show the status of all required inspections of a specified range of permit numbers. Enter the **Beginning** and **Ending Permit Number** range. See a [sample](#) of this report.

Scheduled Inspections

Go to **Print, Standard Reports, Inspections, Scheduled Inspections**. Enter the **Beginning** and **Ending Inspection Date**. See a [sample](#) of this report.

Unpaid Fees by Fee Type

Go to **Print, Standard Reports, Fees, Unpaid Fees by Fee Type**. This report lists in fee type order for a specified range of fee types, permits that have an unpaid balance. Enter the **Beginning** and **Ending Fee Type**. See a [sample](#) of this report.

Receipts

Go to **Print, Standard Reports, Receipts**. These reports list receipts in order of permit number, payment date, or fee type for a specified range of payment dates. See a [sample](#) of this report.

By Permit Number

Enter the **Beginning** and **Ending Permit Numbers** to include. The default is all permits. Press F3 to get a list of permits to aid in the range selection. Enter the **Beginning** and **Ending Payment Date**.

When multiple payments for the same permit exist, they are correctly listed in the report and the number of receipts shown at the bottom of the report is correct.

By Payment Date

Enter the beginning and ending payment dates to include. The default is the first day of the current system month to the current system date. Press F3 to get a calendar to aid in the date selection.

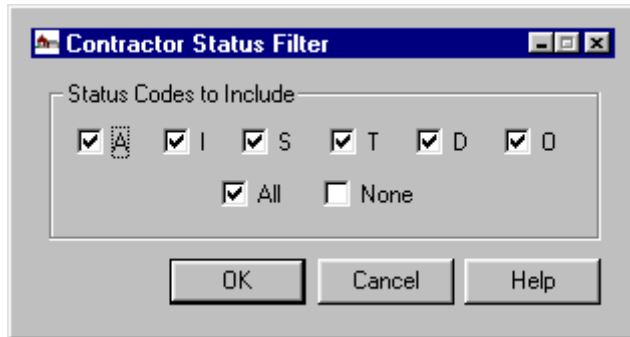
By Fee Type

Enter the **Beginning** and **Ending Fee Types** to include. The default is all fee types. This report includes the general ledger revenue account for each fee type. Press F3 to get a list of fee types to aid in the range selection.

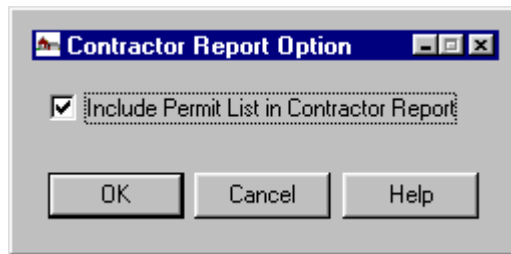
Contractor Reports

Go to **Print, Standard Reports, Contractor, Contractor List** or **Detail**. The standard contractor reports can be printed in two formats. The List format is one line of information per contractor, while the Detail Report is all information in each contractor record. Both can be printed in any of five sequences, each with a user specified range. These five are contractor code, contractor name, contractor type, contractor registration, and contractor license.

The List has the option of printing inspections if the permit list option is accepted. The Detail has the option to list permits for each contractor and inspections for each permit. You will be asked to select a **Status Code to Include**.



You may also choose to **Include Permit List in Contractor Report**. This will print a list of contractors in various orders has the option of listing all permits in the file for each contractor. This option is available only in *form option 1 (laser)*.



Contractor List

Go to **Print, Standard Reports, Contractor, Contractor List..** See a [sample](#) of this report.

By Contractor Code

Enter the **Beginning** and **Ending Contractor Code** (may also be called number) to include. The default is all contractors. Press F3 to get a list of contractors to aid in the range selection.

By Contractor Name

Enter the **Beginning** and **Ending Contractor Name** to include. The default is all contractors. Press F3 to get a list of contractors to aid in the range selection.

By Contractor Type

Enter the **Beginning** and **Ending Contractor Types** to include. The default is all contractor types. Press F3 to get a list of contractor types to aid in the range selection.

By Registration

Enter the **Beginning** and **Ending Registration Number** to include. The default is all contractors. Press F3 to get a list of contractors to aid in the range selection.

By License

Enter the **Beginning** and **Ending Contractor Occupational License Number** to include. The default is all licensed contractors. Press F3 to get a list of contractors to aid in the range selection.

Contractor Detail

Go to **Print, Standard Reports, Contractor, Contractor Detail**. Choose **Beginning** and **Ending** fields (dates, codes, registration, etc.) See a [sample](#) of this report. **You may choose from -By Contractor Code, Name, Type, Registration, or License**. Enter the **Status Codes to Include**.

**Printing
Forms**

Go to **Print, Forms**. **Building Permits Manager** includes standard laser and inkjet forms for the Building Permit, Certificate of Occupancy and Inspection Forms and Contractor Licenses.

The form that is printed is controlled by the **Form Option** field on the Program Options Tab of **Setup, General System Data** . If the option is set to a form set that does not exist, nothing will be printed. All reports will print on 8 1/2 x 11 inch paper, using a laser, inkjet or impact printer.

Alignment may not be satisfactory with an impact printer, particularly if it is an older printer without a Windows driver. Forms may be printed by code, work type, registration number, permit number permit type, depending upon the form.

Building Permit

Go to **Print, Forms, Building Permit**. You may print by permit number, permit type, or work type. Select a **Beginning** and **Ending** range and issue date for the one you select. See a [sample](#) of this report. They all appear roughly the same in appearance.

Option 1 is a standard laser form. r/inkjet. Prints 2 per page. Empty fields and their labels do not print. The fees paid and the date paid now print on the license. The three user defined fields also print on the form if they are not empty. A second instance of permit number is printed in the upper left corner of permit form 1 and 4. This is a convenience for locating permits bound in book form. The Occupational License number is printed here.

Option 2 is a standard impact form.

Option 3 is an alternate laser form. Only the building permit form is affected with this option. This is a laser form, identical to form number 1 with the following changes:

1. Only a single contractor is printed, on the upper left part of the form.
2. The plat book page was added to the form, in the location section of the form.

3. The list of fees is printed in two columns, using some of the space formerly used for the list of contractors.
4. The number of required inspections that can be printed was increased to 18.
5. If there is text in the notes field of the permit they are printed below the list of inspections required.
6. The user defined general notes begin 0.233" higher on the form.
7. The county license is substituted for the occupational license number.

Option 4 is a second alternate laser form. It is the same as *Form Option 1* (Standard Laser) except that the inspections required print in 8 point type up to seven lines with four across (up to 28 inspections).

Option 5 is a third alternate laser form. This form is similar to *Form Option 4*, the differences being the font used and the maximum number of contractors and fees supported. The new form will print up to 16 contractors, 32 fees and 28 inspections. All are printed in 8 point font.

Option 6 is a fourth alternate laser form. This form prints the contractor name, address, phone number and registration number. Only the first contractor is printed. The new form will print up to 45 fees and 28 inspections. All are printed in 8 point font.

Option 7 is a fifth alternate laser form. It is identical to form #4 except that the contractor phone number is printed after each contractor name. The contractor name is truncated when necessary to make room for the phone number.

Certificate of Occupancy

Go to **Print, Forms, Certificate of Occupancy**. The laser Certificate of Occupancy form has the same signature lines options as the laser permit form. The subdivision name and parcel number are included here. See the two [samples](#) of this report. If the inspection hasn't been approved you will see the following message:



Option 1 is a standard laser form.

Option 2 is a standard impact form.

Inspection Form

Go to **Print, Forms, Inspection Forms**. This prints two laser forms to a letter size page. It has more user defined boilerplate, and also prints the same logo watermark as the permit and Certificate of Occupancy forms. See a [sample](#) of this report.

Option 1 is a 3 per page laser form.

Option 2 is a standard impact form.

Option 3 is a 2 per page laser form. This inspection form is more flexible than *Form Option 1*. The form has eight parts which print from top to bottom in the sequence listed: header, title, note 1, body, comments, note 2, signatures, footer. Sections that are blank will not print, and the space that would have been used is divided among the remaining sections.

This larger form has room for more and larger notes, has a logo watermark, and two optional signatures.



A button is available in the **File, Inspection**, Change Button area which allows an inspection form to be printed for the inspection just scheduled. The form goes directly to the printer, with no print preview.

Note that the accept criterion is only that a payment was made by the contractor within the date range. The amount of the payment and the fee type to which the payment is applied are both ignored.

Contractor Licenses

Go to **Print, Forms, Contractor Licenses**.

Contractor Licenses may be printed in groups as well as individually. They may be printed for a specified range of contractor code, license number, contractor name, registration number, or contractor type and can be filtered by [contractor status](#). A payment date range must be specified before printing contractor licenses. A license will not be printed if there is no payment by the contractor within the specified date range. This does not apply when printing a single license from the contractor update window. A button for printing a license is in the contractor update window. See **File, Contractors**, Change Button, License Tab, Print License Button. See a [sample](#) of this form.

The fee amount paid and date paid are printed on the license form. Since there is no way to identify which fee paid for the license the fee printed is the last amount paid by the contractor, on the presumption that the licenses was printed shortly after the license fee was paid. Because the contractor record has many license, certification and insurance fields and expiration dates to accommodate many jurisdictions, some of the fields are often not used.

To avoid cluttering up the license form with names of unused fields, the field names print only if there is a value in the field. This applies to expiration dates as well. If there is no data in the field the field label will not print. Users are advised to not put dates in any of the expiration date fields if there is nothing in the corresponding license or insurance field, because the

expiration date would print without the name of what would expire. If the notes field in the contractor record is empty the label will not print.

Because of space limitations a maximum of two lines of notes can be printed on the license although the field will hold much more. If the field contains more than two lines it will be truncated on the license, and no error will be generated. The form footer can hold a maximum of two lines if the font size is not large. If the footer text will not fit in the space available either because the text is too lengthy or the font is too large, an error will be generated and no forms will be printed.

Form Option 1

The three per page contractor license form supports a watermark using file lic.bmp. It has three 8 1/2" by 3 2/3" panels, with the bottommost print position of 10.4". This allows the forms to be positioned consistently on each panel with regard to the bottom of the panel so a window envelope can be used to mail the license forms. The 10.4 inch printing limit allows forms to be printed on most inkjet printers. The fields allow the contractor name and address to be correctly positioned for a standard #9 or # 10 window envelope. A optional signature line is available.

Form Option 2

Standard impact. This form normally lists the names of the first 12 contractors associated with the permit. It will also print the contractor address immediately below the contractor name if there is only a single contractor for the permit. This makes it possible to fold the permit form and place it in a window envelope for mailing to the contractor. If the permit has more than one contractor it will print the names only of each contractor as before.

Form Option 3

This is the Alternate Laser form. And it prints two licenses per page. On the 2 per page contractor license forms, empty fields and their labels do not print. The fees paid and the date paid print on the license. The three user defined fields also print on the form if they are not empty.

Labels Go to **Print, Labels**. Labels may be printed in any format for contractors or property owners. they can be printed by any of the file sequences, with a range select for each. You may set the label formats here or in **Setup, [Label Formats](#)**. See a [sample](#) of labels.

Contractors

Go to **Print, Labels, Contractors**. You may print **By Contractor Code, Name or Type, Registration or License Number**.

By Contractor Code

Enter the beginning and ending contractor code (may also be called number) to include. The default is all contractors. Press F3 to get a list of contractors to aid in the range selection.

By Contractor Name

Enter the **Beginning** and **Ending Contractor Name** to include. The default is all contractors. Press F3 to get a list of contractors to aid in the range selection.

By Contractor Type

Enter the **Beginning** and **Ending Contractor Types** to include. The default is all contractor types. Press F3 to get a list of contractor types to aid in the range selection.

By Registration Number

Enter the **Beginning** and **Ending Registration Number** to include. The default is all contractors. Press F3 to get a list of contractors to aid in the range selection.

By License Number

Enter the **Beginning** and **Ending Contractor Occupational License Number** to include. The default is all licensed contractors. Press F3 to get a list of contractors to aid in the range selection.

Property Owner

Go to **Print, Labels, Property Owner**. On each type of label enter the **Beginning** and **Ending Property Parcel Number, Subdivision, Address** or **Owner Name** to include.

By Parcel Number

The default is all property. Press F3 to get a list of property to aid in the range selection.

By Subdivision

The default is all property. Press F3 to get a list of property to aid in the range selection.

By Property Address

The default is all property. Press F3 to get a list of property to aid in the range selection.

By Owner Name

The default is all property owners. Press F3 to get a list of owners to aid in the range selection.

Printing Form Letters

Go to **Print, Form Letters**. Any number of letters may be created, each with a user selectable font. A letter may also include any appropriate data fields. Letters may be printed for contractors or property owners in any of several print orders, each with a specified range of the print order. If printing letters for property owners, one letter will be generated for each property belonging to the owner. See details of the [format](#) of the form letters.

Contractors

Go to **Print, Form Letters, Contractors**. You may print **By Contractor Code, Name, Type, Registration** or **License Number**. See a [sample](#).

Property Owners

Go to **Print, Form Letters, Property Owners**. Below is a sample. You may print by **Parcel Number, Subdivision, Property Address, and Owner Name**. See a [sample](#).

Permits

Go to **Print, Form Letters, Permits**. This procedure will print form letters for a specified range of permit numbers. Several new fields from the permit and inspection files are available as "dollar" codes for form letters. These fields are available only when printing form letters by permit. All of the other previously available fields are available when this procedure is used, including those from the property, owner and contractor files. However, if printing letters by any of the original print orders (contractors or property owners) the added dollar codes are not available because the new fields reside in files that are children of the primary files. If you add any of them to a form letter that is not printed in permit order they will not appear in the letters. See [letter formats](#) for the additional fields.

Printing Type Names

Go to **Print**. There are 11 **Types Names** to print information from. You will be asked if you want to [preview](#) the reports.



Permit Types

Go to **Print, Type Names, Permit Types**. See a [sample](#) of this report.

Fee Types

Go to **Print, Type Names, Fee Types**. See a [sample](#) of this report.

Fee Tables

Go to **Print, Type Names, Fee Tables**. See a [sample](#) of this report.

Fee Groups

Go to **Print, Type Names, Fee Groups**. See a [sample](#) of this report.

Inspection Types

Go to **Print, Type Names, Inspection Types**. See a [sample](#) of this report.

Inspector Names

Go to **Print, Type Names, Inspector Names**. See a [sample](#) of this report.

Work Types

Go to **Print, Type Names, Work Types**. See a [sample](#) of this report.

Use Types

Go to **Print, Type Names, Use Types**. See a [sample](#) of this report.

Construction Types

Go to **Print, Type Names, Construction Types**. See a [sample](#) of this report.

Contractor Types

Go to **Print, Type Names, Contractor Types**. See a [sample](#) of this report.

Property Value Groups

Go to **Print, Type Names, Property Value Groups**. Property Value Groups can be obtained from the Southern Building Code (SBC) List and are items like the ones listed in the [sample](#) of this report.

Custom Reports

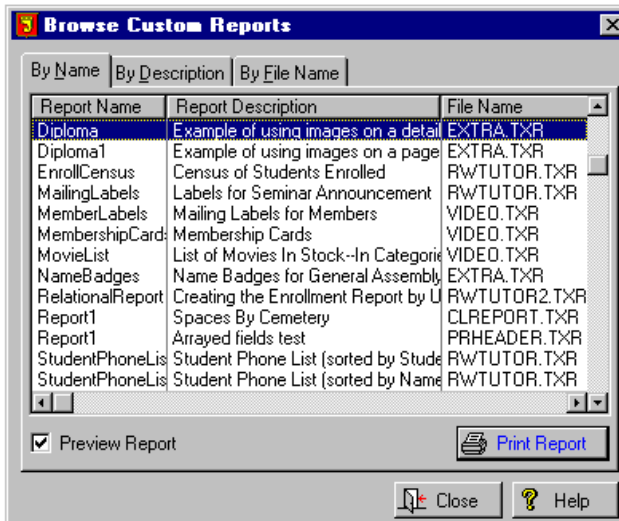
Go to **Reports, Custom Reports**. This feature allows running reports created by the Clarion Report Writer 5.0 runtime system.

If the Clarion Report Writer has been purchased, it can be invoked from within **Building Permits Manager** to create a new report or modify an existing report. It is not necessary for running custom reports created elsewhere. Users that own a copy of Clarion Report Writer will need to upgrade to version 5.

If you purchased the Clarion ReportWriter option, you may also create your own reports using the **Building Permits Manager** database. You may also use data from any of the IMS applications for Windows.

The print function will search the custom report path as specified in the system file (or the current directory if no path is specified) and list all report files. A report file will have a file type of TXR. This is an ASCII text file that can be viewed with a generic text editor such as Notepad. A report file may contain from zero to any number of individual reports.

The report file also contains information about the data dictionary. (The data dictionary defines all file names, field names, sizes and data types, file keys, and relationships between files.) Look for a file named **BUILDING PERMITS REPORT.TXR** in your computer directory.

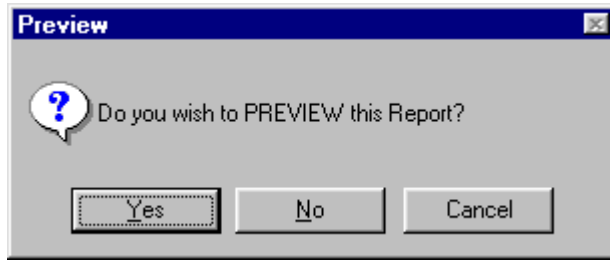


It contains the complete **Building Permits Manager** data dictionary. You can add reports to this file, or copy it to another name and add reports to the new file. If a report file contains multiple reports, each report will show up as a line in the list of custom reports. Note that the print preview utility is different for custom and built-in reports. This is because the ReportWriter is a commercial product, and the IMS **Building Permits Manager** uses a third party report preview package which is more capable than the standard Clarion product.

Note that internal custom reports may exist also. They are printed in lieu of the standard report or form of the same type.

The number of custom reports is unlimited. When you select from the main menu **Print, Custom Reports, Print Report** you will see a listing of all reports available. The list is made from all files with a file type of TXR in the folder (directory) specified in the custom report path. (See **Setup, General System Data, Data File Paths.**) To print a custom report, select it from the list and click on the Print Button or press the Enter Key.

Print Preview



If you answer *Yes* to this query you will be able to view the first page of the report on the screen, along with the following controls prior to actual printing. You can also cancel printing if the report isn't what you wanted, saving time and paper. See a list of the [buttons](#) used in the **Glossary**.

APPENDIX A

IMS Technote 1

Copyright 1999, Information Management Services, Inc.

Notes on Using a Portable Computer

If the Import/Export module is installed you will see a field for Import/Export Path. This is the path to which data files will be exported and from which they will be imported. This may be a path to removable media (such as a Zip disk) if the media is capable of holding the entire **Building Permits Manager** database. (The export function does not support splitting the data between multiple volumes as would likely be required if 1.4 MB diskettes were used.)

It may also be the path to another folder which is used as the exchange folder between the permanent database and the portable one. This field must be filled in to enable import and export functions. You may use the F3 Key to open a file dialog for selecting the path. The path must already exist. You cannot create a folder in this dialog. Save your changes and exit from **Building Permits Manager**.

Start **Building Permits Manager** again and go to the **Utility** menu. You should see a new submenu **Import/Export Inspections**, containing three items: **Export Data Files, Import Data Files, and Merge Data Files**. (If you do not see them go to **Setup, Security, Security Profiles**, and edit the profile you are using to allow access to these functions.)

On the portable computer to be used, install **Building Permits Manager** and set up security and data paths. You may initially copy *.bp4 from the base system, and then alter what is needed for the portable computer. Data paths and security settings on the portable computer will not be disturbed by the

import/export processes. No harm will be done by allowing access to all functions on the portable computer, but it may be a good idea to limit access for this reason: any additions or changes made to permits, contractors, etc on the portable computer, other than inspections, scheduled inspections, and inspections required will not be imported.

Once the new functions are enabled and a valid path set for the exported data you are ready to go. At the start of the day the portable computer should be loaded with the latest data. Select **Utility, Import/Export Inspections, Export Data Files**. Press the Begin Button to begin the export. If there are no errors the OK Button will appear. Copy all of the files in the Import/Export folder to the portable computer.

If the portable computer has a network card and you have a network system, you may be able to import from the same folder that received the export. If not you may import from removable media. If you are using the import function to load the portable computer, be sure to check the import/export path before beginning the import. Warning: do not attempt to use the import function on the base system. This function does not merge file changes. It overwrites the local data with the imported data.

At the end of the day: connect the portable computer to your network, or insert a removable disk sufficient to hold the **Building Permits Manager** database. Select **Utility, Import/Export Inspections, Export Data Files** on the portable computer and export the data files to the specified path. If removable media was used, insert it in the appropriate drive of the base computer.

On the base copy of **Building Permits Manager** make sure the Import/Export path is set correctly, then select **Utility, Import/Export Inspections, Merge Data Files**. Press Begin To Merge Inspection Data on the portable computer with the data on the base system. The log file for inspections will also be

updated. At this point the portable and base systems will be synchronized and the cycle is complete.

When inspections are merged from a portable computer, all inspections performed during the past week are purged from the schedule.

The same cycle is then repeated each day the portable computer is used: Export from base, Import to portable, export from portable, merge to base. If multiple portable computers are used, avoid updating the same inspections in multiple computers.

9/07/02 Update

Changes were made to accommodate the use of portable computers as both a portable with local data and a workstation accessing the host data. Because the identity as a portable computer is stored locally by program name, the setting will remain regardless of whether using local or host data. The danger is that if the portable flag is not set after each switch of database, that the host data could be overwritten by a computer identified as portable importing while actually accessing host data. To minimize such problems, when configured as a portable computer the main menu window title text now indicates such and the initials of the inspector. As further insurance against such errors, **Building Permits Manager** now supports renaming the executable program on the portable computer (bp.exe) to a different name (say, bp2.exe). The host program would remain as bp.exe and the portable setting when using host data would be filed under that name. Having the local program under a different name allows automatic changing of the portable flag and prevents errors resulting from having to change it. Note that only bp.exe must be renamed to use this method. The dynamic link libraries (*.dll) must retain their original names.

When merging fees added to permits on a portable computer, a fee will be accepted even if a fee of the same type had existed when the new fee was added.

IMS Technote 2

Copyright 1999, Information Management Services, Inc.

Clarion Picture Formats

Clarion Picture Formats

Numeric and Currency Pictures

Numeric Result	Format
@N9 4,550,000 (default)	Nine digits, group with commas
@N_9B 4550000 blanks if zero	Nine digits, no grouping, leading blanks if zero
@N09 004550000	Nine digits, leading zero
@N*9 ***45,000 with commas	Nine digits, asterisk fill, group with commas
@N9_ 4 550 000	Nine digits, group with spaces
@N9. 4.550.000	Nine digits, group with periods

Decimal Result	Format
@N9.2 4,550.75	Two decimal places, period decimal separator
@N_9.2B 4550.75	Two decimal places, period decimal separator, no grouping, blank if zero
@N_9'2 4550,75	Two decimal places, comma decimal separator
@N9.'2 4.550,75	Comma decimal separator, group with periods
@N9_'2 4 550,75	Comma decimal separator, group with spaces,

Signed Result	Format
@N-9.2B -2,347.25	Leading minus sign, blank if zero
@N9.2- 2,347.25-	Trailing minus sign
@N(10.2) (2,347.25)	Enclosed in parens when negative

Dollar Currency Result	Format
@N\$9.2B \$2,347.25	Leading dollar sign, blank if zero
@N\$10.2- \$2,347.25-	Leading dollar sign, trailing minus when negative
@N\$(11.2) \$(2,347.25)	Leading dollar sign, in parens when negative

Int'l Currency	Result	Format
@N12_'2~ F~	1 5430,50 F	France
@N~L. ~12'	L. 1.430.050	Italy
@N~£~12.2	£1,240.50	United Kingdom
@N~kr~12'2	kr1.430,50	Norway
@N~DM~12'2	DM1.430,50	Germany
@N12_'2~ mk~	1 430,50 mk	Finland
@N12'2~ kr~	1.430,50 kr	Sweden

Date Pictures

Picture	Format	Result
@D1	mm/dd/yy	10/31/59
@D1>40	mm/dd/yy	10/31/59
@D01	mm/dd/yy	01/01/95
@D2	mm/dd/yyyy	10/31/1959
@D3	mmm dd, yyyy	OCT 31,1959
@D4	mmmmmmmm dd, yyyy	October 31, 1959
@D5	dd/mm/yy	31/10/59
@D6	dd/mm/yyyy	31/10/1959
@D7	dd mmm yy	31 OCT 59
@D8	dd mmm yyyy	31 OCT 1959
@D9	yy/mm/dd	59/10/31
@D10	yyyy/mm/dd	1959/10/31
@D11	yymmdd	591031
@D12	yyyymmdd	19591031
@D13	mm/yy	10/59
@D14	mm/yyyy	10/1959
@D15	yy/mm	59/10
@D16	yyyy/mm	1959/10
@D17	Windows Control Panel setting for Short Date	
@D18	Windows Control Panel setting for Long Date	
	Alternate separators	
@D1.	mm.dd.yy	Period separator
@D2-	mm-dd-yyyy	Dash separator
@D5_	dd mm yy	Underscore produces space
	separator	
@D6'	dd,mm,yyyy	Grave accent produces comma
	separator	

Time Pictures

Picture	Format	Result
@T1	hh:mm	17:30
@T2	hhmm	1730
@T3	hh:mmXM	5:30PM
@T03	hh:mmXM	05:30PM
@T4	hh:mm:ss	17:30:00
@T5	hhmmss	173000

@T6	hh:mm:ssXM	5:30:00PM
@T7		Windows Control Panel setting
for Short Time		
@T8		Windows Control Panel setting
for Long Time		

Alternate separators

@T1.	hh.mm	Period separator
@T1-	hh-mm	Dash separator
@T3_	hh mmXM	Underscore produces space
separator		
@T4'	hh,mm,ss	Grave accent produces comma
separator		

Pattern Pictures

Picture	Value	Result
@P###-##-####P	215846377	215-84-6377
@P<#####P	103159	10/31/59
@P(###)###-####P	3057854555	(305)785-4555
@P###/###-####P	7854555	000/785-4555
@p<#.##PMp	530	5:30PM
@P<#' <#"P	506	5' 6"
@P<#lb. <#oz.P	902	9lb. 2oz.
@P4##A-#P	112	411A-2
@PA##.C#P	312.45	A31.C2

Parent/Child Relationship Rules

June 2001

All of the IMS program databases have parent-child relationships. It is generally bad practice to allow a database to accumulate orphans, which are child records whose parent has been deleted. Parent deletions can be done in one of two ways depending on the individual situation: either you delete all children when the parent is deleted (cascade) or deny if the parent has any children. The relationships and dependencies are shown as in the excerpt from the data dictionary summary below:

```
WTask
FILE,DRIVER('TOPSPEED'),RECLAIM,NAME(wtaname),P
RE(WTA),BINDABLE !Work order task
By_Task
KEY(WTA:Task),DUP,NOCASE,OPT !Task
Key
By_Order
KEY(WTA:WorkOrder),DUP,NOCASE,OPT
!Work Order Key
WTA:By_Task <--> TAS:By_Task Update=CASCADE
Delete=RESTRICT
WTA:By_Order <--> ORD:By_ID Update=CASCADE
Delete=RESTRICT
```

The double arrow is on the side of the "many" file in a many to one relationship. So the single arrow points to the parent key and the double arrow to the child. The *Update* and *Delete* indicate what happens when a parent is updated and deleted. A blank means it is allowed and no action is taken. *Restrict* means it is not allowed (the user will get a warning message). *Cascade* means all children will be deleted. In the case of an update action, if a key value in a parent is changed, cascade means all children will be changed also.

Appendix B

Permit List - by number

Run: 5/10/01 4:24PM

Town of Hotville
Building Permits by Permit Number

Included in this report: Permit 1 thru 99202
Permit Issue Date: 5/01/00 thru 5/10/01

Page: 1

Permit	Issued	Permit Type	Work Type	Fees
72	5/01/2000	Building Permit-New Const. Residential Building 35 - 16 units	New Construction Residential	11,190.17
73	5/01/2000	Building Permit-New Const. Residential Building #6 - 8 units	New Construction Residential	5,656.02
77	5/01/2000	Building Permit-New Const. Residential Building #10 - 48 units	New Construction Residential	33,298.90
78	5/01/2000	Building Permit-New Const. Residential Building #11 - 8 units	New Construction Residential	5,656.02
81	5/01/2000	Building Permit-New Const. Clubhouse	New Construction Residential	2,995.40
82	6/06/2000	Building Permit-New Const. Mail Kiosk	Other	150.00
83	6/06/2000	Miscellaneous Permit Trash compactor	Other	150.00
84	5/19/2000	Building Permit-New Const. Pavillion	Other	120.00
85	6/06/2000	Building Permit-New Const. Garage, 8 stall	New Construction Residential	409.88
86	6/06/2000	Building Permit-New Const. Garage, 9A	New Construction Residential	447.37
87	6/06/2000	Building Permit-New Const.	New Construction Residential	447.37

Permit Detail - by Permit Number

Run: 8/08/01 1:53PM

Town of Hotville
Building Permits by Permit Number

Included in this report: Permit 1617 thru 1621
Permit Issue Date: 8/01/96 thru 8/08/01

Page: 1

Permit: 1617	Type: NEW SINGLE FAMILY FRA	Work: 101 Single Family houses, c	Cost: 0.00
Description: DUPLICATE PERMIT FROM MANUAL			Fees: 0.00
Location: 3020 Peaceful Avenue	Subdiv: Government Lot 2	Owner: Nobody, Mr. & Mrs.	
Applied: 6/06/1997	By: OWNER	Issued: 6/10/1997	By: CJB
IMPR. S.F. :	SF :	Expires: 1/01/2001	Completed:
Notes: Continues to work. JP			
Contractor: OWNER OWNER/BUILDER			
Inspections:	Type	Inspected By	Status Scheduled
FOOTER			
NOTICE OF COMMENCEMENT			
TERMITE			
	CONCRETE SLAB. PREP.	3/06/00 Jim Phelps	Not Inspected
	PLUMBING ROUGH 1	3/06/00 Jim Phelps	Not Inspected
	DRY-IN	3/06/00 Jim Phelps	Not Inspected
	FRAMING	3/06/00 Jim Phelps	Not Inspected
	PLUMBING ROUGH 2	3/06/00 Jim Phelps	Not Inspected
	ELECTRICAL ROUGH	3/06/00 Jim Phelps	Not Inspected
	ROUGH DUCTS	3/06/00 Jim Phelps	Not Inspected
	VENTILATION	3/06/00 Jim Phelps	Not Inspected
	FIREPLACE	3/06/00 Jim Phelps	Not Inspected
	INSULATION	3/06/00 Jim Phelps	Not Inspected
	DRYWALL	3/06/00 Jim Phelps	Not Inspected
	GAS PIPING	3/06/00 Jim Phelps	Not Inspected
	ELECTRICAL SERVICE	3/06/00 Jim Phelps	Not Inspected
	SEWED	3/06/00 Jim Phelps	Not Inspected

Permit Count

Run: 8/08/01
1:56PM
Page: 1

Town of Hotville
Building Permit Totals by Permit Number
Included in this report: Permit 1617 thru 1621
Permit Issue Date: 8/01/96 thru 8/08/01

Total Number of Permits Surveyed: 2
Total Valuation: 0.00
Total Improvement Cost: 238,674.00
Total Fees: 0.00

Permit Summary

Run: 8/08/01
2:22PM
Page: 1

Town of Hotville
Building Permits by Permit Number
Included in this report: Permit 1617 thru 1621
Permit Issue Date: 8/01/96 thru 8/08/01

Permit #	Issued	Type	Location	Description
1617	6/10/97	NSFF	3020 Peaceful Avenue	DUPLICATE PERMIT FROM MANUAL
Contractors			Inspections Required	Fees
OWNER/BUILDER			FOOTER	BUILDING PERMIT 0.00
			NOTICE OF COMMENCEMENT	ELECTRICAL SUB. 0.00
			TERMITE	GAS PERMIT 0.00
			CONCRETE SLAB, PREP.	HEAT & AIR COND. PERMIT 0.00
			PLUMBING ROUGH 1	PLUMBING PERMIT 0.00
			DRY-IN	RADON FEE 0.00
			FRAMING	PLAN REVIEW FEE -B/P 0.00
			PLUMBING ROUGH 2	
			ELECTRICAL ROUGH	
			ROUGH DUCTS	
			VENTILATION	
			FIREPLACE	
			INSULATION	
			DRYWALL	
			GAS PIPING	
			ELECTRICAL SERVICE	
			SEWER	
			SIDEWALK	
			DRIVEWAY	
			HEATING	
			FINAL	
			TEMP. ELEC. POLE	
			CERT. OF OCCUP. GROUP	

Completed Permits

Run: 8/08/01
2:27PM

Town of Hotville
Completed Building Permits by Permit Number
Completed Date: 8/01/96 thru 8/08/01

Page: 1

Permit	Completed	Location	Permit Type	Work Type
1617	2/02/2001	3020 Peaceful Avenue	NEW SINGLE FAMILY FRAM	101 Single Family houses, de
1621	2/02/2001	3445 Crybaby Terrace	NEW SINGLE FAMILY MAS	101 Single Family houses, de

Number of permits printed: 2

Expired Permits

Run: 8/13/01
12:33PM

Town of Hotville
Expired Building Permits by Permit Number
Expiration Dates from 8/01/1998 to 8/13/2001

Page: 1

Permit	Expired	Location	Permit Type	Work Type
1515	1/01/2001	2783 Highway 1	NEW SINGLE FAMILY FRAM	101 Single Family houses, de
1617	1/01/2001	3020 Passaic Avenue	NEW SINGLE FAMILY FRAM	101 Single Family houses, de
1621	1/01/2001	3445 Coquina Terrace	NEW SINGLE FAMILY MAS	101 Single Family houses, de
1886	9/28/1999	2745 Malabar Road	ACCESSORY STRUCTURE	NEW INSTALLATION
1911	7/01/2001	2575 Hard Lane	NEW SINGLE FAMILY FRAM	101 Single Family houses, de
1912	7/01/2001	2575 Hard Lane	CULVERT	NEW INSTALLATION
1915	12/31/2000	1460 Hall Road	FENCE PERMIT	NEW CONSTRUCTION
1927	6/01/2001	2130 Isasa Lane	ACCESSORY STRUCTURE	NEW CONSTRUCTION
1942	12/20/2000	1050 Highway 1	ADDITION/ALTERATION	ALTERATION
1944	12/21/1999	1900 McCain Lane	FENCE PERMIT	NEW INSTALLATION
1948	1/01/2001	2520 Corey Road	FILL PERMIT	LAND FILL
1973	7/31/2000	2245 La Court Lane	PATIO SLAB	NEW CONSTRUCTION
1978	8/01/2000	2040 Benjamin Road	FENCE PERMIT	NEW INSTALLATION
1982	2/27/2000	2880 Rocky Point Road	ROOFING PERMIT	RE-ROOF
1989	3/05/2000	551 Willow Drive	MANUFACTURED HOME	SETUP MFG. HOME
1990	3/05/2000	618 Juniper Dr.	MANUFACTURED HOME	SETUP MFG. HOME
2000	3/21/2000	1065 Hollow Brook Lane	MECHANICAL PERMIT	AIR CONDITIONER CHANGE
2026	5/07/2000	616 Juniper Rd.	MANUFACTURED HOME	SETUP MFG. HOME
2032	5/09/2000	2730 Rocky Point Road	POOL ENCLOSURE PERM	NEW CONSTRUCTION
2033	1/15/2001	1400 Delaware Avenue	ACCESSORY STRUCTURE	438 Add. nonres garage/carp
2036	11/15/2000	750 Maybe Road	ELECTRICAL PERMIT	NEW INSTALLATION
2043	6/01/2001	2005 Rivet Lane	LAND CLEARING	LAND CLEARING
2050	6/01/2000	2650 Coquina Road	FENCE PERMIT	NEW INSTALLATION

Property by Owner

Run: 8/08/2001
2:53PM
Page: 1

**Town of Hotville
Property By Owner**

Property Owners Allaround, Mr. & Mrs. To Alotagood, Woodrow J. & Diana D.

Permit	Issued	Completed	Permit Type	Work Type
Allaround, Mr. & Mrs. 2105 Hall Road Hotville, FL 33333				
2012	10/19/99	12/15/99	ADDITION/ALTERATION	437 AA&C Nonres./nonhousekeep.
ADDITION TO EXISTING ACC. STRUCTURE				
2027	11/09/99	12/28/99	FENCE PERMIT	NEW INSTALLATION
CONSTRUCT 4 FT. HIGH RAIL FENCE AS SHOWN ON DWG.				
Allbody, Mr. & Mrs. 2450 Waring Lane Hotville, FL 33333				
2114	3/21/00	11/22/00	LAND CLEARING	LAND CLEARING
LANDCLEARING & TREE REMOVAL FOR CONSTRUCTION OF HOME				
2125	4/07/00	11/22/00	NEW SINGLE FAMILY MASONARY	101 Single Family houses, det.
CONSTRUCT SINGLE FAMILY DWELLING				
Alotagood, Woodrow J. & Diana D. 1415 Crying Road Hotville, FL 33333				
2412	4/20/01		DRIVEWAY	NEW CONSTRUCTION
CONSTRUCT CONCRETE DRIVEWAY PER ATTACHED DWG.				

Inspection List

Run: 8/10/01
2:39PM
Page: 1

**Town of Hotville
Building Inspections by Permit Number**

Included in this report: Permit 1515 thru 2417
Inspection Date: 8/01/95 thru 8/10/01

Permit	Date	Inspection	By	Status
1515	7/25/2001	P1 PLUMBING ROUGH 1	John Doe	Accepted
Notes:				
1515	7/25/2001	FO FOOTER		Not Inspected
Notes:				
1515	3/29/2000	ES ELECTRICAL SERVICE	John Doe	Accepted
Notes:				
1515	5/12/2000	FIN FINAL	John Doe	Accepted
Notes:				

Number of inspections printed: 4

Inspection Count

Run: 5/10/01
4:36PM

Page: 1

Town of Hotville
Building Inspection Count by Inspection Type
Included in this report: AC thru ZF
Inspection Date 5/01/00 thru 5/10/01

Inspection Type	Not Inspected	Scheduled	Rejected	Conditional	Accepted	Total
AC A/C Change Out	0	0	1	0	2	3
BF Building Final	0	0	2	0	8	10
COL Column & Tie Beam	0	0	0	0	1	1
EF Electric Final	0	0	0	0	3	3
FIN Final	0	0	0	0	1	1
FRA Framing	0	0	1	0	0	1
MF Mechanical Final	0	0	0	0	2	2
PF Plumbing Final	0	0	0	0	2	2
PR Power Release	0	0	0	0	1	1
PR1 Plumbing Rough	0	0	0	0	1	1
PU Plumbing/Underground	0	0	0	0	1	1
RF Roof Final	0	0	1	0	3	4
RRS Roof Sheathing	0	0	0	0	1	1
Total Number of inspections printed:	0	0	5	0	26	31

Open Inspection

Run: 5/10/01
4:37PM

Page: 1

Town of Hotville
Open Building Inspections by Permit Number
Included in this report: Permit 1 thru 99202

Permit	Permit Type	Issued	Property Address	Work Type
41	Land Clearing	1/12/2000	7688 S. Federal Highway	Land Clearing
Description: Clearing of vegetation				
Final				
48	Land Clearing	2/29/2000	7296 S. Federal Highway	Land Clearing
Description: Land clearing for development				
Final				
49	Miscellaneous Permit	1/19/2000	7296 S. Federal Highway	Construction Trailer
Description: Construction trailer - no sales				
Final				
51	Miscellaneous Permit	1/20/2000	7688 S. Federal Highway	Construction Trailer
Description: Construction trailer				
Final				
52	Building Permit-General	1/24/2000	7688 S. Federal Highway	Fence Installation/Replacen
Description: Construction fence				
Building Final				
58	Miscellaneous Permit	2/01/2000	7688 S. Federal Highway	Sewer Lines
Description: Sanitary Sewer Main				
Final				
59	Miscellaneous Permit	2/01/2000	7688 S. Federal Highway	Storm Drain
Description: Storm drain				

Required Inspection

Run: 8/08/01
3:10PM

Town of Hotville
Required Building Inspections by Permit Number
Included in this report: Permit 1515 thru 2417

Page: 1

Permit	Property Address	Permit Type	Work Type
2417	2860 Orange Avenue	FENCE PERMIT	NEW INSTALLATION
Description: INSTALL CHAIN LINK FENCE AS SHOWN ON DWG.			
FINAL		Not Inspected	
1515	2783 Highway 1	NEW SINGLE FAMILY FRAME	101 Single Family houses, det.
Description: DUPLICATE PERMIT S/F RESIDENCE			
PLUMBING ROUGH 1		Accepted	7/25/2001 JP
FOOTER		Not Inspected	7/25/2001
NOTICE OF COMMENCEMENT		Not Inspected	
TERMITE		Not Inspected	
CONCRETE SLAB. PREP.		Not Inspected	
DRY-IN		Not Inspected	
FRAMING		Not Inspected	
PLUMBING ROUGH 2		Not Inspected	
ELECTRICAL ROUGH		Not Inspected	
ROUGH DUCTS		Not Inspected	
VENTILATION		Not Inspected	
FIREPLACE		Not Inspected	
INSULATION		Not Inspected	
DRYWALL		Not Inspected	
GAS PIPING		Not Inspected	
ELECTRICAL SERVICE		Accepted	3/29/2000 JP
SEWER		Not Inspected	

Scheduled Inspection

Run: 8/08/01
3:17PM

Town of Hotville
Scheduled Building Inspections by Date
Schedule Date 8/01/99 thru 8/08/01

Page: 1

Date	Time	Permit	Address	Inspection	By
4/10/2001	11:00AM	2391	2640 Corey Road	ELECTRICAL ROUGH	JP
Spec Electrical Contractor, Inc.					
5/04/2001	11:00AM	2409	1677 Country Cove Circle	FINAL	JP
Construction Consultants of Billyboy Cou					

Number of inspections printed: 2

Unpaid Fees by Fee Type

Run: 9/29/01
2:22PM

Town of Hotville
Outstanding Fees by Fee Type
Included in this report: ACC thru SITE

Page: 1

Permit Issued	Type	Location	Description	Balance
Fee Type ACC ACCESSORY/STRUCTURE				
2204	7/10/00	AST 1650 Highway 1	CONSTRUCT GREENHOUSE AS SI	20.00
2229	8/14/00	AST 2560 Cason Lane	CONSTRUCT UTILITY BUILDING NC	20.00
2245	9/01/00	AST 1785 Sandy Creek Lane	CONSTRUCT WOOD FRAME STOR	20.00
2335	1/10/01	AST 1960 Highway 1	SETUP PREFAB STORAGE BUILDI	22.00
Total Balance for Fee Type ACCESSORY/STRUCTURE				82.00
Fee Type ADD ADDITION/ALTERATION				
Total Balance for Fee Type ADDITION/ALTERATION				0.00
Fee Type BP BUILDING PERMIT				
1911	5/06/99	NSFF 2575 Hard Lane	NEW SINGLE FAMELY DWELLING	38.00
1966	8/09/99	POOL 2110 Ivey Lane	INSTALL ABOVE GROUND SWIMM	20.00
2182	6/16/00	FP 3445 Coquina Terrace	INSTALL 6' HIGH PRIVACY FENCE	20.00
2194	6/29/00	ADD 1925 Sandy Creek Lane	CONSTRUCT PLANTER AS SHOWI	20.00
2199	7/05/00	RR 329 Camelot CircleTariza	INSTALL ROOF SYSTEM	27.71
2202	7/07/00	FP 2960 Orange Avenue	INSTALL 4' HIGH CHAIN LINK FENC	20.00
2205	7/10/00	RR 1175 Hall Road	REMOVE & REPLACE SHINGLE R	36.00
2220	7/26/00	POOL 1900 Weber Road	ABOVE GROUND SWIMMING POO	20.00
2279	10/18/00	RR 2155 La Court Lane	REMOVE & REPLACE SHINGLE R	21.60
2375	3/01/01	FP 2630 Maybe Road	INSTALL FENCE AS SHOWN ON D	20.00
2390	3/23/01	ADD 2095 Flashy Lane	REPLACE SCREEN ROOM WALLS	20.00

Receipts

Run: 5/10/01
4:49PM

Town of Hotville
Building Permit Receipts by Permit Number

Included in this report: Permit 1 thru 99202 Payment Date: 5/10/00 thru 5/10/01

Page: 1

Permit	Date	Fee Type	Amount	Receipt Number
82	5/31/2000	Building Permit	150.00	By
82	5/31/2000	Building Permit	0.00	By
82	5/31/2000	Radon	0.00	By
82	5/31/2000	Surcharge	0.00	By
83	5/31/2000	Building Permit	150.00	By
84	5/19/2000	Building Permit	120.00	By
84	5/19/2000	Building Permit	0.00	By
84	5/19/2000	Building Permit	0.00	By
84	5/19/2000	Building Permit	0.00	By
85	5/31/2000	Building Permit	409.88	By
85	5/31/2000	Building Permit	0.00	By
85	5/31/2000	Radon	0.00	By
85	5/31/2000	Surcharge	0.00	By
86	5/31/2000	Building Permit	447.37	By
86	5/31/2000	Building Permit	0.00	By
86	5/31/2000	Radon	0.00	By
86	5/31/2000	Surcharge	0.00	By
87	5/31/2000	Building Permit	447.37	By
87	5/31/2000	Building Permit	0.00	By
87	5/31/2000	Radon	0.00	By
87	5/31/2000	Surcharge	0.00	By

Contractor List

Run: 8/08/01
3:33PM

Town of Hotville
Contractor List by Contractor Code
Included in this report: OWNER thru YOUNGS

Page: 1

Code	Name	Status	Type	Registration	Expires
OWNER	OWNER/BUILDER	A	SE		
	Date	Permit	Description		Cost
	1/25/1999	1867	Parking slab		1,500.00
Inspections:	Type		Inspected By		Status
	CONCRETE SLAB. PREP.		3/03/99 Jim Phelps		Accepted
	FINAL		3/23/99 Jim Phelps		Accepted
	2/12/1999	1869	New culvert and end walls per dwg., and attached Engineers		0.00
Inspections:	Type		Inspected By		Status
	FINAL		3/31/99 Jim Phelps		Accepted
	3/12/1999	1878	Construct new concrete driveway and parking		4,340.00
Inspections:	Type		Inspected By		Status
	CONCRETE SLAB. PREP.		3/31/99 Jim Phelps		Accepted
	FINAL		4/05/99 Jim Phelps		Accepted
	3/24/1999	1883	Remove existing shingles and replace.		1,500.00
Inspections:	Type		Inspected By		Status
	DRY-IN		12/21/99 Jim Phelps		Accepted
	FINAL		12/21/99 Jim Phelps		Accepted
	3/23/1999	1886	Install used metal utility building on existing concrete slab		200.00
Inspections:	Type		Inspected By		Status
	FINAL		12/21/99 Jim Phelps		Accepted
	3/02/1999	1887	Install new culvert, same size and elevation as the existing to		0.00
Inspections:	Type		Inspected By		Status
	FINAL		9/02/99 Jim Phelps		Accepted
	FND PROTECTION PRF-POUR		8/05/99 Jim Phelps		Accepted

Contractor Detail

Run: 8/08/01
3:59PM

Town of Hotville
Contractor Detail by Contractor Code
Included in this report: OWNER thru A BEST

Page: 1

Name: OWNER/BUILDER	Code: OWNER	Status: A	Type: SELF	
Street:	Registration:	Registration Expires:		
City:	Bus. Phone: (000)000-0000	Home Phone: (000)000-0000		
Lic #:	License Expires:	Insurance:	Insurance Expires:	
Certified:	Qualifier:	County Lic Expires:	Certified Expires:	
County Lic:		Workers Comp:		
Name :	Cell phone # :			
Notes:				
	Date	Permit	Description	Cost
	1/25/1999	1867	Parking slab	1,500.00
Inspections:	Type		Inspected By	Status
	CONCRETE SLAB. PREP.		3/03/99 Jim Phelps	Accepted
	FINAL		3/23/99 Jim Phelps	Accepted
	2/12/1999	1869	New culvert and end walls per dwg., and attached Engineers	0.00
Inspections:	Type		Inspected By	Status
	FINAL		3/31/99 Jim Phelps	Accepted
	3/12/1999	1878	Construct new concrete driveway and parking	4,340.00
Inspections:	Type		Inspected By	Status
	CONCRETE SLAB. PREP.		3/31/99 Jim Phelps	Accepted
	FINAL		4/05/99 Jim Phelps	Accepted
	3/24/1999	1883	Remove existing shingles and replace.	1,500.00
Inspections:	Type		Inspected By	Status
	DRY-IN		12/21/99 Jim Phelps	Accepted
	FINAL		12/21/99 Jim Phelps	Accepted
	3/23/1999	1886	Install used metal utility building on existing concrete slab	200.00

Building Permit Form

Town of Hotville BUILDING & ZONING DEPARTMENT 2725 Malabar Rd. Malabar, Fl 32950 Phone (321) 727-7764 Fax (321) 722-2234 1870 LAND CLEARING AND/OR TREE REMOVAL			
PERMIT INFORMATION		LOCATION INFORMATION	
Permit Number: 1870 Permit Type: LAND CLEARING Class of Work: LAND CLEARING Proposed Use: RR65 RURAL RESIDENTIAL Square Feet: Est. Value: Improv. Cost: Date Issued: 2/23/1999 Total Fees: 40.00 Amount Paid: 40.00 Date Paid: 2/23/1999		Address: 2680 Crying Road Maybeville, FL Township: 29 Range: 37 Book: 11 Lot(s): Block: 1.2 Section: 11 Subdivision: Government Lot 2 Parcel Number: 29-37-11-00-1.2	
		OWNER INFORMATION	
		Name: Seeme, Mr. & Mrs. Address: 2680 Crying Rd. Maybeville, FL 33333 Phone: (555)555-1111	
Work Desc: Clear land in the rear of property. Some area by ditch may be wetland.			
CONTRACTOR(S)		APPLICATION FEES	
		LAND CLEARING & TREE REMOVAL 40.00	
Inspections Required			
FINAL	SPECIAL INSP.		
NOTICE: NOTHING CAN BE BURIED. ALL CLEARING MATERIAL MUST BE REMOVED TO AN APPROVED LAND FILL OR OBTAIN A BURN PERMIT FROM THE FIRE DEPARTMENT.			
Inspections Required			
FINAL	SPECIAL INSP.		
NOTICE: NOTHING CAN BE BURIED. ALL CLEARING MATERIAL MUST BE REMOVED TO AN APPROVED LAND FILL OR OBTAIN A BURN PERMIT FROM THE FIRE DEPARTMENT.			
WARNING TO OWNER:			
YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.			
In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of Brevard County, and there may be additional permits required from other government entities such as Water Management Districts, State Agencies or the Federal Government.			
In consideration of the granting of this Permit, the owner and builder agree to fully comply with the conditions of this permit and the Building and Zoning codes of the Town of Malabar, Florida. This permit not refundable after 30 days.			
_____ Owner/Contractor/Agent Date		_____ Building Official Date	
Permits shall become null and void if work authorized is not started within 6 months of date of permit. FILE ___ APPLICANT ___ COUNTY ___			

Certificate of Occupancy standard laser

Town of Hotville 2725 Maybeville, FL 33333 Building & Zoning Dept. Phone: (407)555-1010 Fax: (407) 555-5555	
<h3 style="margin: 0;">CERTIFICATE OF OCCUPANCY</h3> <p style="margin: 0;"><i>THIS CERTIFICATE IS ISSUED PURSUANT TO SECTION 106.1.2 OF THE STANDARD BUILDING CODE TO:</i></p>	
Address: 2085 Oakridge Lane Maybe, Fl Subdiv: Reilly (01) Parcel: 29-37-02-01-00-1-4	Owner: Broken, Cynthia A. 3060 Cryalot Road Maybe, FL 33333
Construction Type: TYPE VI	
Use Classification: RR65 RURAL RESIDENTIAL	
Permit Number: 1866	
Date: 8/10/2001	
_____ Building Official	

Standard impact form

<p>----- PERMIT INFORMATION -----</p> <p>Permit Number: 1866</p> <p>Permit Type: NEW SINGLE FAMILY MASONARY</p> <p>Class of Work: 101 Single Family houses, det.</p> <p>Constr. Type: TYPE VI</p> <p>Proposed Use: RR65 RURAL RESIDENTIAL</p> <p>Dwellings: 1</p> <p>Est. Value: 0.00</p> <p>Improv. Cost: 150,000.00</p> <p>Total Fees: 1,299.28</p> <p>Amount Paid: 1,299.28</p> <p>Date Paid: 2/22/99</p>	<p>----- LOCATION INFORMATION -----</p> <p>Address: 2085 Oakridge Lane Maybe, Fl</p> <p>----- LEGAL DESCRIPTION -----</p> <p>Lot: 1-4 Block: Section: 2</p> <p>Plat Book: 42 Page: 55</p> <p>Subdivision: Reilly (01)</p> <p>----- OWNER INFORMATION -----</p> <p>Name: Broken, Cynthia A.</p> <p>Address: 3060 Cryalot Road Maybe, FL 33333</p> <p>Phone:</p>
--	---

Contractor License

Town of Hotville				
License:	Expires: //	Type: SELF		Occupational:
Certified:	Qualifier:		Expires:	//
Contractor:			Registration:	Expires: //
OWNER/BUILDER			Insurance:	Expires: //
			Workers Comp:	Expires: //
			Phone: (000)000-0000	

Town of Hotville				
License:	Expires: 9/30/1999	Type: AIR CONDITIONING CONTRACTOR		Occupational: PB
Certified:	Qualifier: Diddlywink, Mr.		Expires:	//
Contractor:			Registration: RA-0055361	Expires: 8/31/1999
A-Best Air & Heat, Inc.			Insurance:	Expires: 8/06/1999
4100 King Street			Workers Comp:	Expires: 4/01/1999
Hotville, FL 33333			Phone: (000)000-0000	

Labels - 3 across Laser

A BEST RA-0055361 A-Best Air & Heat, Inc. 4100 King Street Hotville, FL 33333	R	FLOYD RO RC-0027258 A. L. Floyd Roofing, Inc. P.O.Box 162 Milkyway, FL 33333	R	AAAM IH-0000090 AAA MOBILE HOME MOVERS 5600 US Hwy 1 N Hotville, FL 33333	P	
ADP ABC Sources 5800 Winding Road ABC, GA 22222	P	ABCO CA -C053838 ABCO Air Conditioning & Refrigeration 435 StanandOliver Dr. Hotville, FL 33333	C	ABLE AIR CA -C045166 Able Air, Inc. 5075 Industry Drive Hotville, FL 33333	BC C	
ABLE SC -C056762 Able Aluminum 1256 Pricklypear Rd. SE Hotville, FL 33333	PB	S	ACCUR Accurate Roofing PO Box 540443 Hotville, FL 33333	P	ACH ACH Resources, Inc 1001 N Destiny Place Sillyville, FL 11111	P
ACOUSTI CG -C020791 Acoustic Engineering of Fla. 426 Guy Lomba Boulevard Rocky Roads, FL 11111	Rock	C	ACTIONS RF-0066808 Action Service Plumbing of Cow Cty PO Box 500991 Milkyway, FL 32222	R	ACTION CA- C033649 Actionless Heating & Air Inc 1402 Norman Drive Peaceful, FL 32222	C
ADOBE CB-C040749 Adobe Builders P.O. Box 500203 Milkyway, FL 33333	C	AIR-LIT RP -0066739 Aie-Light Pools, Inc. 396 N. Harbor City Blvd. Milkyway, FL 33333	R	AIRCOND RA -0066553 Air Cond. & Appliance Svc 1290 Bearded Ln. Peaceful, FL 33333	R	

Form Letters

Contractor Form Letter

August 10, 2001

RE: Permit issued to

This letter is notification that your land clearing permit for the above referenced property/address may be expired. Please contact this office within seven (7) working days following the date of this letter and advise if all work described in subiect permit has been completed. If it has please schedule a final inspection. If work is not complete, a new permit may be required before proceeding.

Land Decelopment Code Art. XV, Sec. 1-15.8. C. Permit Expiration. Any permit issued hereunder shall remain valid for a term of six (6) months and may be renewable for a second six (6) month period upon request to the Building Official.

Should you have any questions regarding this matter, please contact me.

Respectfully,

John Doe

Property Owner Form Letter

August 10, 2001

Allaround, Mr. & Mrs.
2105 Hall Road
Hotville, Fl 33333.

RE: Permit issued to 2105 Hall Road

Allaround, Mr. & Mrs.

This letter is notification that your permit for the above referenced address may be expired. Please contact this office within seven (7) working days following the date of this letter and advise if all work described in subject permit has been completed. If it has please schedule a final inspection. If work is not complete, a new permit may be required before proceeding with the project.

STANDARD BUILDING CODE, SEC. 104.6.1 CONDITIONS OF THE PERMIT

104.6.1 PERMIT INTENT: A permit issued shall be construed to be a license to proceed with the work and not as authority to violate, cancel, alter, or set aside any of the provisions of the technical codes, nor shall issuance of a permit prevent the building official from thereafter requiring a correction of errors in plans, construction, or violations of this code. Every permit issued shall become invalid unless the work authorized by such permit is commenced within 6 months after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 6 months after the time the work is commenced. One or more extensions of time, for periods not more than 90 days each, may be allowed for the permit. The extension shall be requested in writing and justifiable cause demonstrated. Extensions shall be in writing by the building official.

Should you have any questions regarding this matter, please contact me.

Respectfully,

Type Names

Permit Type Names

Run: 5/11/01
4:57PM

Page: 1

**Town of Hotville
Complete List of Building Permit Types**

Type	Name	Standard Inspection	
BP	Building Permit-New Const.	BUILDING GROUP	
Standard Fees			
BP	Building Permit	T BP	0.00
IF-R	Impact Fee Residential/New	T IF-R	0.00
RAD	Radon	T RAD	0.00
RADS	Surcharge	I PLUMB	0.00
Total Fees			0.00
PP	Plumbing Permit	PLUMBING GROUP	
Standard Fees			
BP	Building Permit	T BP	0.00
Total Fees			0.00
EP	Electrical Permit	ELECTRICAL GROUP	
Standard Fees			
BP	Building Permit	T BP	0.00
Total Fees			0.00
SWP	Pool Permit	POOL GROUP	
Standard Fees			

Fee Type Names

Run: 5/11/01 5:01PM		Town of Hotville						
Page: 1		Complete List of Building Permit Fee Types						
Type	Name	Method	Schedule	Amount	Fund	Cash	Receivable	Revenue
BP	Building Permit	T	BP	0.00	000	000.0000	000.0000	000.0000
IF-N	Impact Fee/Non Residential/new	T	IF-NR	0.00	000	000.0000	000.0000	000.0000
IF-R	Impact Fee Residential/New	T	IF-R	0.00	000	000.0000	000.0000	000.0000
PCK	Plan Check-outside of pmt fee	T		50.00	000	000.0000	000.0000	000.0000
PEN	Penalty	T	PEN	0.00	000	000.0000	000.0000	000.0000
RAD	Radon	T	RAD	0.00	000	000.0000	000.0000	000.0000
RADS	Surcharge	I	PLUMB	0.00	000	000.0000	000.0000	000.0000
REN	Renew Permit-60 days	F		25.00	000	000.0000	000.0000	000.0000
REN2	Renew Permit-over 60 days	F		0.00	000	000.0000	000.0000	000.0000
REV	Revision to Permitted Plan	F		50.00	000	000.0000	000.0000	000.0000
RI	Reinspection Fee	F		25.00	000	000.0000	000.0000	000.0000

Fee Tables Names

Run: 5/11/01 5:02PM		Town of Hotville						
Page: 1		Fee Table List						
Code	Description	Units		Base Fee	Minimum Fee	Maximum Fee		
BP	Building Permit	Daily Until Stop Date		10.00	10.00	20.00		
		From	To	Base Fee	Plus % per Unit			
		0	1,250	\$25.00	0.0000			
		1,251	10,000	\$0.00	2.0000			
IF-NR	Impact Fee/Non Residential/new	Square Footage			0.00	0.00	0.00	
		From	To	Base Fee	Plus per Unit			
		0	600	\$220.00	0.0000			
		601	99,999,999,999	\$0.00	220.0000			
IF-R	Impact Fees/New Construction	Number of Households			0.00	0.00	0.00	
		From	To	Base Fee	Plus per Unit			
		0	99,999,999,999	\$0.00	220.0000			
PEN	Penalty fee	Improvement Cost			0.00	0.00	0.00	
		From	To	Base Fee	Plus % per Unit			
		0	1,250	\$100.00	0.0000			
		1,251	10,000	\$0.00	8.0000			
RAD	radon fee	Square Footage			0.00	0.00	0.00	
		From	To	Base Fee	Plus per Unit			
		10,001	9,999,999,990	\$0.00	0.3600			
		9,999,999,991	99,999,999,999	\$0.00	0.0000			

Fee Groups Names

Run: 5/11/01
5:02PM
Page: 1

Town of Hotville
Fee Group List

Group ID	Group Name
ELEC	Electrical
Fee Item	Fee per Item
Wiring	50.0000
Light fixtures	30.0000
Bulbs	5.0000
PLUMB	Plumbing
Fee Item	Fee per Item
Toilets	100.0000
Sinks	35.0000
fixtures	40.0000

Inspection Type Names

Run: 5/11/01
5:04PM
Page: 1

Town of Hotville
Complete List of Building Permit Inspection Types

Type	Name
AC	A/C Change Out
BF	Building Final
BFL	Backflow
BG	BUILDING GROUP
	Group Member: Footing/Slab
	Group Member: Footing Pad
	Group Member: Truss/Strap
	Group Member: Sheathing Truss/Strap
	Group Member: Roof Sheathing
	Group Member: Roof/Tin Tag
	Group Member: Roof Final
	Group Member: Wall Sheathing
	Group Member: Framing
	Group Member: Insulation
	Group Member: Drywall
	Group Member: Metal Lath
	Group Member: Sidewalk
	Group Member: Driveway
	Group Member: Patio
	Group Member: Building Final

Building Inspector Names

Run: 8/14/01
3:12PM

Page: 1

Town of Hotville

Complete List of Building Inspector Names

Code	Name
JD	John Doe
JD2	Jane Doe
JP	John Paul Pope
JS	Joe Schmo
ME	Mr. Ed
TMP	Temporary Inspector
WN	Willy Nilly

Work Types Names

Run: 5/11/01
5:05PM

Page: 1

Town of Hotville

Complete List of Building Permit Work Types

Type	Description
ADD	Additions/Alterations
AW	Awning
BA	Burglar Alarm
BTL	Boat Lift
CON	Concrete pad
CTR	Construction Trailer
DCK	Dock Installation/Repair
DEK	Deck
DEM	Demolition
EL	Electric Repair/Replace
ELN	Electric, New
EML	Emergency Lights
FA	Fire Alarm
FNC	Fence Installation/Replacement
FSP	Fire Sprinklers
GAS	Gas lines/heater
GAT	Gate
GEN	General Repairs
GL	Glass Enclosure/patio
IRR	Irrigation Sprinklers

Use Types Names

Run: 5/11/01
5:05PM

Page: 1

Town of Hotville
Complete List of Property Use Types

Type	Description
COMM	Commercial
COND	Condominium
MF	Multiple Family
NB	New Building
OTH	Other
SF	Single Family
TNH	Townhouse

Construction Types Names

Run: 5/11/01
5:06PM

Page: 1

Town of Hotville
Complete List of Construction Types

Type	Description
CBS	Cement Block
FR	Frame
MH	Mobile Home
OTH	Other

Contractor Types Names

Run: 5/11/01
5:06PM

Page: 1

Town of Hotville
Complete List of Contractor Types

Type	Description
ACC	Air Conditioning Contractor
ALR	Alarm Contractor
ALS	Aluminum Specialties
ASP	Asphalt/Seal/Striping
BLD	Building Contractor
CAC	Canvas Awning Contractor
CLS	Cleaning Service
CNC	Concrete Contractor
DEM	Demolition Contractor
EC	Electrical Contractor
EXC	Excavation Contractor
FC	Fence Contractor
GC	General Contractor
GDC	Garage Door Contractor
GLC	Glass Contractor
INS	Insulation
LDEV	Land Developer
LI	Lawn Irrigation
LPC	Liquid Petroleum Contractor
LS	Landscape Service

Property Value Group Names

Run: 7/25/01
12:19PM

Page: 1

TOWN OF MALABAR
Property Value Group List

Group ID	Group Name
FENCE	Fence - Lenial Feet
Value Item	Value per Item
Field	1.50
Chain Link	2.50
Privacy	5.00
ROOF	Re-roof - Deck sqft.
Value Item	Value per Item
Shingle	2.50
Melt Down	3.50
Built-up	3.00
SFR-IV	R3 Type IV - Unprotected
Value Item	Value per Item
Single Family	72.45
Private Garage	35.70
Addition	72.45
SFR-V	R3 Type V - Unprotected

Glossary

General Buttons



Apply Button

Apply the change immediately.



Change Button

Change the access level for the highlighted item.



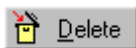
Change All Button

Change the access level for all items.



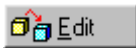
Close Button

Close this window.



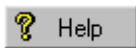
Delete Button

Delete selected entry.



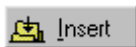
Edit Button

View or change selected entry.



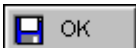
Help Button

Help on this window.



Insert Button

Add a component to this asset.



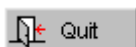
OK Button

Save changes and close window.



Spell Button

If a spell button appears on the window it means Microsoft Word is present. If the button does not appear, either Word is not present or is an incompatible version.



Quit Button

Abandon changes and close window.

Print Preview Buttons



This button allows you to change the report so it uses the full available page width.



This button allows you to change the report so it uses the full available page height.

Zoom Pct

This box shows you what current percentage of full size the report is displayed in. You may enter a new percentage to change the size, or click on the down arrow to choose 25, 50, 75, or 100 percent.



This button takes you to the first page of the report.



This button takes you to the previous page of the report.



This button takes you to the next page of the report.



This button takes you to the last page of the report.



This prints the current page only.

Page
of 1

This box allows you to move to any page of the report. You may enter the desired page number, or use the up and down arrows to change the page number (the current page number is displayed.)

Pages to Print

All

This box allows you to choose which pages to print. You may choose All, or enter ranges of pages such as 4-5,8,10-12,15.



This button sends the report as is to the printer.

Copies

1

This box allows you to print any number of copies you wish. You may enter the desired number, or use the up and down arrows to change the number of copies.



This closes the report preview window without printing.

Contractors	Person in charge of the type of work being accomplished. Example: General, Demolition, Concrete Contractor.
Construction	Area or item being built and what it is being built from, i.e. frame, Cement block.
Inspection	<p>Inspection types define what is to be inspected. Examples: footer, tie beams, slab, columns</p> <p>Scheduled Inspections that are already entered into the system and are scheduled to be done but have not yet been completed.</p> <p>Required Inspections that are necessary for the job to be approved in order to continue construction.</p> <p>Pre-Requisite Inspections that you know in advance will be required on a job.</p> <p>Performed Inspections that have been completed.</p>
Inspector	Person in charge of making on-site inspections on construction.
Master Permit	A permit or legal documented permission to make alteration, addition, or new construction to a particular piece of property.
Parcel Number	A 17 digit number assigned to a particular piece of property showing the location on a surveyor's map.
Property	An area of land by itself or including a structure of some sort.
Receipts	Payments made to the Building permit Department of your city for permits, fees, licenses, etc.

Subdivision Area of residences joined together by common laws and location.

Sub permit A permit or legal documented permission on an existing permit to make alteration, addition, or new construction to a particular piece of property.

Index

[Appendix A](#),
[Appendix B](#),
[Buttons](#),
[Citizen Services](#),
[Clarion Picture Formats](#),
[Construction types](#),
[Contractors](#),
[Custom Reports](#),
[Data File Paths](#),
[Endorsement](#),
[Fees](#),
[Fee groups](#),
[Fee tables](#),
[Fee types](#),
[Forms](#),
[General System Data](#),
[Glossary](#),
[Help](#),
[Inspections](#),
[Inspector Names](#),
[Install Updates](#),
[Justification](#),
[Labels](#),
[Letters](#),
[Login](#),
[Master Permit](#),
[Occupational Licenses Manager](#) ,
[Parent Child Relationship Rules](#),
[Permits](#),
[Permit Forms](#),
[Property](#),
[Property Owners](#),
[Property Value Groups](#),
[Receipts](#),
[Reschedule](#),

[Security](#),
[Spell Check](#),
[Standard Reports](#),
[Subdivisions](#),
[Sub permit](#),
[System Requirements](#),
[Type Names](#),
[Using a Portable Computer](#),
[Using the Clipboard](#),
[Utilities](#),
[Validate](#),
[Watermark](#),
[Welcome](#),
[Windows Basics](#),
[Windows Internet Users](#),