

JURISDICTION ADMINISTRATOR USER'S GUIDE

Detailed guide to configuring, managing, processing, and troubleshooting permit applications within MBP.

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MBP Resources and Links

Important Site Links

Admin site: Jurisdictions can configure applications, manage jurisdiction settings, and access their Jurisdiction Dashboard to review and manage plan review applications.

ePermit site: Customers can apply for permit applications, as well as view and manage submitted plan review applications.

- **Production** sites are live, fully functioning sites.
- **Staging** sites are used by MBP support staff and jurisdictions for testing, training, and researching reported issues. Anything entered in staging will not transfer to production.

Site Name	URL
Admin Production	https://admin.mybuildingpermit.com
Admin Staging	https://adminstg2016.mybuildingpermit.com
ePermit (Apply) Production	https://epermit.mybuildingpermit.com
ePermit (Apply) Staging	https://epermitstg2016.mybuildingpermit.com
MBP Home site	https://mybuildingpermit.com
Status site	https://permitsearch.mybuildingpermit.com
Inspection Scheduling site	https://inspection.mybuildingpermit.com
MBP SharePoint site	https://teamsite.mybuildingpermit.com/MBP

MBP Service Delivery Team

The eGov Service Delivery Team (ESDT) is a team that supports the My Building Permit (MBP) program. The ESDT is made of the following team members/roles:

Role	Name	Email
Service Delivery Team Manager	PJ Rodriguez	jrodriguez@bellevuewa.gov
Development Team Lead	Enzhou Wang	ewang@bellevuewa.gov
Project Manager	Amanda O'Connor	aoconnor@bellevuewa.gov
Senior Business Analyst; Subject Matter Expert	Michele Miller	mrmliller@bellevuewa.gov
Business Analyst	Sarah Asher	sasher@bellevuewa.gov
MBP Lead Developer	Roopa Lokanath	rlokanath@bellevuewa.gov
Developer	John Conrow	jconrow@bellevuewa.gov
Software Testing Analyst	Manju Nair	mnair@bellevuewa.gov

Conventions used in this manual

Pictures with a **green border** are **customer/applicant** screenshots.

The screenshot shows the 'Application Information' page on MyBuildingPermit.com. The page has a sidebar with links: Jurisdiction, Application Information, Project Details, and Summary. The main content area is titled 'Application Information' and contains three sections: 'Application Type', 'Project Type', and 'Activity Type'. Each section has a dropdown menu and a 'Change Selection' button. The 'Application Type' dropdown is set to 'Building: Permits for construction, modification or demolition of a building or structure.' The 'Project Type' dropdown is set to 'Single Family Residential: 1 or 2 unit dwellings and all buildings and structures accessory to this use.' The 'Activity Type' dropdown is set to 'Adult Family Home Inspection Only: Inspecting a facility as required for a DSHS license, does not include any construction activity.'

Pictures with a **blue border** are **jurisdiction administrative** screenshots.

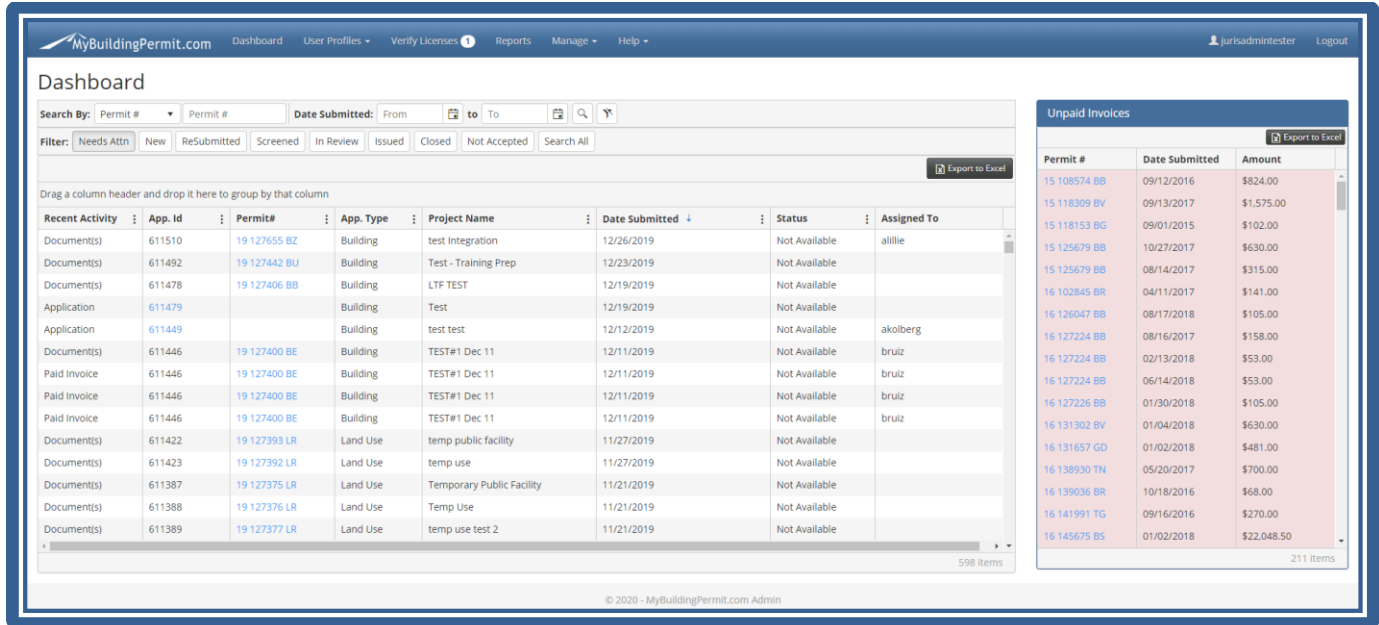
The screenshot shows the 'Dashboard' page on MyBuildingPermit.com. The page has a sidebar with links: Dashboard, User Profiles, Verify Licenses, Reports, Manage, and Help. The main content area is titled 'Dashboard' and contains a search bar, a filter dropdown, and a table of recent activity. The table has columns: Recent Activity, App. id, Permit #, App. Type, Project Name, Date Submitted, Status, and Assigned To. The table contains 10 rows of data. To the right of the table is a section titled 'Unpaid Invoices' with a table of unpaid invoices. The table has columns: Permit #, Date Submitted, and Amount. The table contains 10 rows of data.

Recent Activity	App. id	Permit #	App. Type	Project Name	Date Submitted	Status	Assigned To
Document(s)	611510	19 127655 BZ	Building	test integration	12/26/2019	Not Available	allie
Document(s)	611492	19 127442 BU	Building	Test - Training Prep	12/23/2019	Not Available	
Document(s)	611478	19 127406 BB	Building	LTY TEST	12/19/2019	Not Available	
Application	611479		Building	Test	12/19/2019	Not Available	
Application	611449		Building	test test	12/12/2019	Not Available	akolberg
Document(s)	611446	19 127400 BE	Building	TEST#1 Dec 11	12/11/2019	Not Available	bruiz
Paid Invoice	611446	19 127400 BE	Building	TEST#1 Dec 11	12/11/2019	Not Available	bruiz
Paid Invoice	611446	19 127400 BE	Building	TEST#1 Dec 11	12/11/2019	Not Available	bruiz
Paid Invoice	611446	19 127400 BE	Building	TEST#1 Dec 11	12/11/2019	Not Available	bruiz
Document(s)	611422	19 127393 LR	Land Use	temp public facility	11/27/2019	Not Available	
Document(s)	611423	19 127392 LR	Land Use	temp use	11/27/2019	Not Available	
Document(s)	611387	19 127376 LR	Land Use	Temporary Public Facility	11/21/2019	Not Available	
Document(s)	611388	19 127376 LR	Land Use	Temp Use	11/21/2019	Not Available	
Document(s)	611389	19 127377 LR	Land Use	temp use test 2	11/21/2019	Not Available	

Permit #	Date Submitted	Amount
19 108574 BB	09/12/2016	\$824.00
19 118309 BV	09/13/2017	\$1,575.00
19 118153 BG	09/01/2015	\$102.00
19 125679 BB	10/27/2017	\$630.00
19 125679 BB	08/14/2017	\$315.00
19 102845 BR	04/11/2017	\$141.00
19 126047 BB	06/17/2018	\$105.00
19 127224 BB	08/16/2017	\$158.00
19 127224 BB	02/13/2018	\$53.00
19 127224 BB	06/14/2018	\$93.00
19 127224 BB	01/30/2018	\$105.00
19 131302 BV	01/04/2018	\$630.00
19 131657 GD	01/02/2018	\$481.00
19 138980 TN	09/20/2017	\$700.00
19 138036 BR	10/18/2016	\$68.00
19 141591 TG	09/16/2016	\$270.00
19 145675 BS	01/02/2018	\$2,048.50

Jurisdiction Administration Home Page

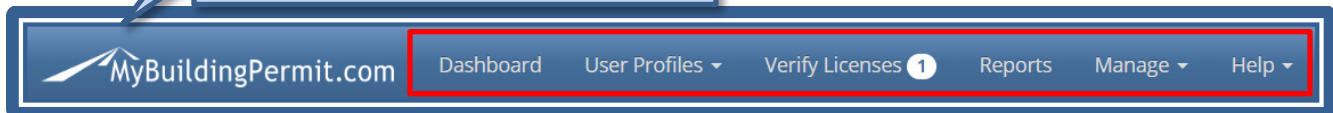
The [MBP Admin site](#) is used by jurisdictions to manage settings, staff users/accounts, configurations, and access the Jurisdiction Dashboard. The default homepage for MBP Admin will be the Jurisdiction Dashboard.



The screenshot shows the MyBuildingPermit.com Jurisdiction Dashboard. The top navigation bar includes links for Dashboard, User Profiles, Verify Licenses (with a notification badge), Reports, Manage, and Help. The main content area is titled "Dashboard" and features a search bar with filters for Permit #, Date Submitted, and various application statuses (Needs Attn, New, ReSubmitted, Screened, In Review, Issued, Closed, Not Accepted). Below the search bar is a table with columns: Recent Activity, App. Id, Permit#, App. Type, Project Name, Date Submitted, Status, and Assigned To. The table displays a list of applications, including documents, applications, and paid invoices, with details like permit numbers and dates. To the right of the main table is a section titled "Unpaid Invoices" with a table showing Permit #, Date Submitted, and Amount. The bottom of the dashboard includes a copyright notice for 2020.

The **Menu bar** gives jurisdictions the ability to administer MBP through several functions:

NOTE: Clicking the MyBuildingPermit.com logo will redirect users to the Dashboard page from any other page and refresh the page.



The screenshot shows the MyBuildingPermit.com Menu bar. It includes the MyBuildingPermit.com logo on the left and a series of navigation links: Dashboard, User Profiles, Verify Licenses (with a notification badge), Reports, Manage, and Help. The entire menu bar is highlighted with a red border.

Administrative Functions

[Jurisdiction Dashboard](#) – The enhanced Search and Dashboard filters allow jurisdictions to review and manage plan review applications in the following application statuses: Needs Attention, New, ReSubmitted, Screened, In Review, Issued, Closed, and Not Accepted. “Failed” is no longer a status. Jurisdictions will see applications that fail integration by viewing the needs attention filter; failed application rows are highlighted red.

Dashboard

Search By: Permit # Permit # Date Submitted: From to To

Filter: **Needs Attn** New ReSubmitted Screened In Review Issued Closed Not Accepted Search All

Drag a column header and drop it here to group by that column

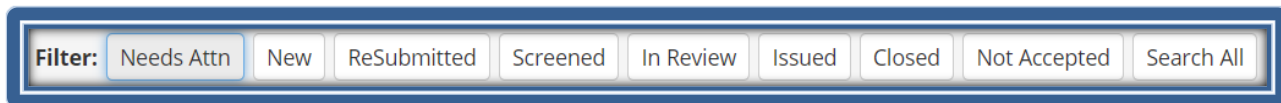
Recent Activity	App. Id	Permit#	App. Type	Project Name	Date Submitted	Status	Assigned To
Failed Integration	611349	ErrorNumber	Land Use	test LQ	11/19/2019	Not Available	

NOTE: applications that fail integration will be highlighted red and visible by viewing the needs attention filter.

- [User Profiles](#) – Manage Contractor accounts and licenses, Customer names and email addresses, and Staff accounts.
- [Verify Licenses](#) – Users can verify contractor licenses from the top Menu bar or by navigating through User Profile > Contractor > Verify Licenses. An indicator count will show the admin user when there are pending approvals.
- [Reports](#) – Export statistical reports with data on Monthly Permits, Monthly Revenue, and Applicants. Access reports on all configurations in the system, product catalog, and pre-application selections and definitions.
- [Manage](#) – Manage your **Applications**; configure **Fees**, **Settings**, and **Supplemental** application information; Support allows you to resend invoices or confirmation emails, regenerate permits, remove unpaid invoices, etc.
- **HELP** – Links to both Jurisdiction and Customer user guides.

Jurisdiction Dashboard

The **Jurisdiction Dashboard** filters allow Jurisdiction staff to review and manage all plan review applications that are submitted. This is equivalent to the customer dropping off their application in person at the “front counter”.

A horizontal filter bar with a blue border. It contains a 'Filter:' label followed by buttons for 'Needs Attn', 'New', 'ReSubmitted', 'Screened', 'In Review', 'Issued', 'Closed', 'Not Accepted', and a 'Search All' button.

Jurisdiction staff reviews the permit application for completeness and decides to accept or reject it. The **Jurisdiction Dashboard** filters applications in the following statuses: Needs Attention, New, ReSubmitted, Screened, In Review, Issued, Closed, and Not Accepted. The filters default to **Needs Attn** as these are the applications that typically need immediate attention. To view other filter results, simply select another option.

MBP Status Definitions

Needs Attention

The application requires some action. Application results for this filter may also appear in another filter/status. Check the *Recent Activity* column for a description of the activity needed.

New/Submitted

The application has been submitted but has not yet been accepted or rejected by the jurisdiction. This status is system assigned once the customer submits the application.

ReSubmitted

Customer has made requested jurisdiction changes to a rejected/not accepted application and has resent the application for continued processing.

Not Accepted

The application was not accepted by the jurisdiction. An email notification is sent from the jurisdiction to the project contact explaining why it was not accepted. The system assigns this status when the jurisdiction rejects an application. After necessary changes are made, the application must be resubmitted to continue the process.

Screened

The application has been accepted by the jurisdiction, but submittal fees have not yet been paid. Plan review does not begin until these fees are paid. The system assigns this status once the jurisdiction accepts an application.

In Review

Submittal fees have been paid and the application is in the review process. The jurisdiction manually assigns this status on the Jurisdiction Dashboard.

Issued

The permit or approval has been issued and the final plans uploaded (if applicable). Revisions can still be submitted.

Closed

The project has been completed in accordance with the approved plans and/or associated condition, the applicant cancelled the project, or the project was not resubmitted after being rejected. Revisions cannot be submitted. The jurisdiction manually assigns this status on the Jurisdiction Dashboard. Closed applications are removed from the Jurisdiction Dashboard after 180 days.

Failed Integration

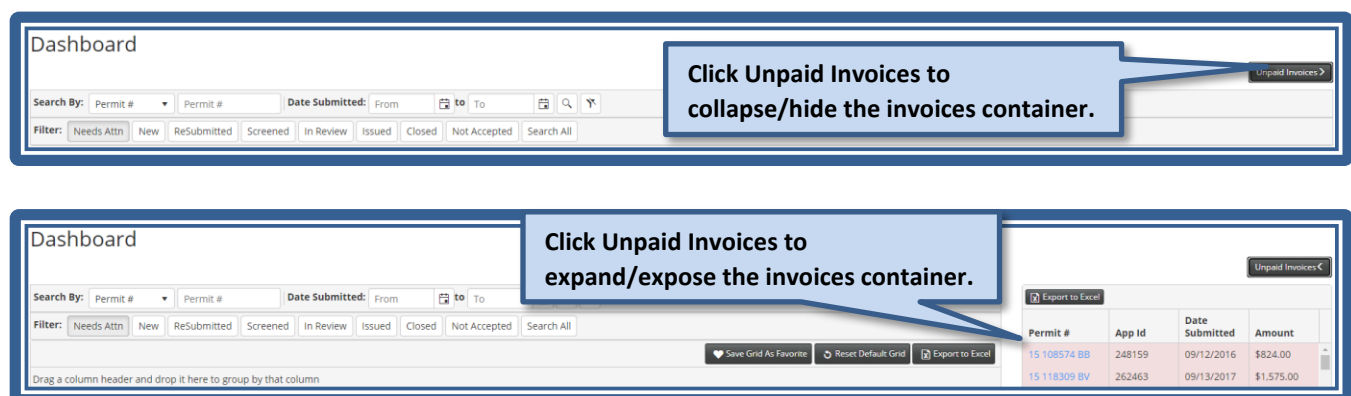
The system displays and highlights permits in the Needs Attn filter when a problem occurs during the permit generation and/or integration process (including file integration). The jurisdiction needs to resend the application, enter a permit number, or reaccept failed files.

In Process

This is an interim status assigned by the system while the application is being processed from one status to another (i.e. *Submitted* to *Screened*).

View Unpaid Invoices

You can choose to view or hide an Unpaid Invoices in a separate pane by clicking Unpaid Invoices on the Jurisdiction Dashboard. This allows you to choose the display of your Jurisdiction Dashboard to suit your workflow.



The image shows two screenshots of the Jurisdiction Dashboard interface. The top screenshot shows the dashboard with the 'Unpaid Invoices' toggle set to 'collapse/hide'. A callout box points to the 'Unpaid Invoices' link in the top right corner, stating: 'Click Unpaid Invoices to collapse/hide the invoices container.' The bottom screenshot shows the dashboard with the 'Unpaid Invoices' toggle set to 'expand/expose'. A callout box points to the 'Unpaid Invoices' link, stating: 'Click Unpaid Invoices to expand/expose the invoices container.' Below the callout, a table of unpaid invoices is visible.

Permit #	App Id	Date Submitted	Amount
15 108574 BB	248159	09/12/2016	\$824.00
15 118309 BV	262463	09/13/2017	\$1,575.00

Jurisdiction Dashboard Columns

Eight columns are displayed by default and contain key information for each application. The following image shows the order in which columns appear by default. Each user can define which columns appear, and the column order, and can restore the default grid settings at any time.

Recent Activity	App. Id	Permit#	App. Type	Project Name	Date Submitted	Status	Assigned To
-----------------	---------	---------	-----------	--------------	----------------	--------	-------------

Clicking on any column menu (3 vertical dots right of the column name) gives users the option to sort results by ascending or descending order, display more columns in their grid, and refine desired filter results.

Recent Activity	App. Id	Permit#
Document(s)		0124 FO

↑ Sort Ascending
 ↓ Sort Descending
 Columns
 Filter

Recent Activity	App. Id	Permit#	App. Type
Paid Invoice	↑ Sort Ascending		<input checked="" type="checkbox"/> Recent Activity
Paid Invoice	↓ Sort Descending		<input checked="" type="checkbox"/> App. Id
Failed Document(s)	Columns		<input checked="" type="checkbox"/> Permit#
Paid Invoice	Filter		<input checked="" type="checkbox"/> App. Type
Paid Invoice	666450	Invoi	<input checked="" type="checkbox"/> Project Name
Paid Invoice	666450	Invoi	<input checked="" type="checkbox"/> Date Submitted
Paid Invoice	666450	Invoi	<input checked="" type="checkbox"/> Status
Paid Invoice	666455	E19-	<input checked="" type="checkbox"/> Assigned To
Paid Invoice	666455	E19-	<input type="checkbox"/> Timestamp
			<input type="checkbox"/> Project Type

Recent Activity

This column displays activities that have occurred for a specific application. The activities listed require some action by the jurisdiction. Once the required action is completed, the activity no longer appears in the column.

Recent activity descriptions and actions required:

- **Application** – A customer has submitted a new application and the application requires review. Activity is removed when application is either accepted or rejected.
- **Document(s)** – The applicant or delegate has uploaded documents that require review. Activity is removed when the document(s) have been accepted or deleted.
- **Failed Document(s)** – The document integration process failed when the document accept button was clicked. The integration issue must be fixed before proceeding. Activity is removed when the document integration is successful.
- **Failed Integration** – A problem occurred during the permit generation and/or integration process for the application. Any integration issue(s) must be fixed before proceeding. Activity is removed when the application is successfully resent, or a permit number is manually entered.

- **Paid Invoice** – The applicant or delegate paid an invoice from the MBP Cart. Jurisdiction must mark the invoice as paid in MBP and their tracking system. Activity is removed when the *Clear Activity* button is clicked on the Invoices tab.
- **Resubmitted** – A customer has resubmitted a rejected application and it requires screening. Activity is removed when the application is either accepted or rejected.

Permit #/App. ID

This is the permit number or application ID assigned to the project. When an application is submitted (but not yet accepted), the application ID displays here. Once the application is accepted and integrated with jurisdiction's back end, the permit number displays. Each permit number and application ID is a hyperlink to the Project Details page. **Note:** ErrorNumber displays in this field if the integration process fails.

Application Type

Displays the type of permit application submitted (i.e. Building, Plumbing, Mechanical, etc.).

Project Name

This is the project name assigned by the applicant during the application process. This column is blank on OTC permits.

Date Submitted

This is the date applicant submitted their application.

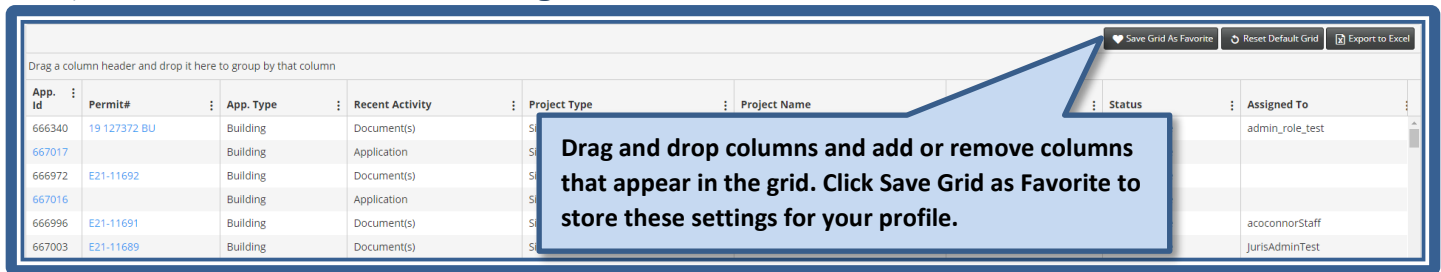
Jurisdiction Status

Displays the status assigned to the application in the jurisdiction tracking system. These statuses are displayed when available. Clicking on the jurisdiction status hyperlink opens the Permit Details page on the Permit Status site. **Note:** When a jurisdiction is not active on the Status Site or when a status has not yet been assigned, *Not Available* will display.

Personalizing Jurisdiction Dashboard Grid Settings

You can select the columns that appear on your Jurisdiction Dashboard Grid on the **Columns** sub-menu, by clicking the menu (3 vertical dots) in each column header. You can also drag and drop the columns to position them in the preferred layout for your workflow. Once you have personalized the Jurisdiction Dashboard Grid, you can save the grid layout as a favorite in your profile for the browser you are using.

Save Jurisdiction Dashboard Grid Settings as a Favorite



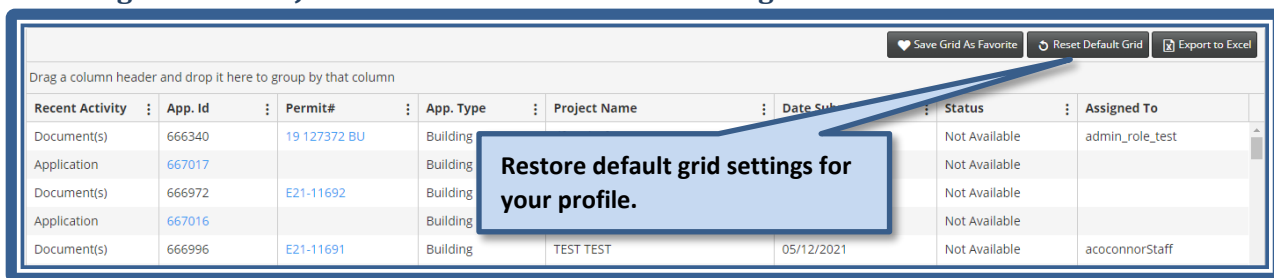
Drag a column header and drop it here to group by that column

App. Id	Permit#	App. Type	Recent Activity	Project Type	Project Name	Status	Assigned To
666340	19 127372 BU	Building	Document(s)	S			admin_role_test
667017		Building	Application	S			
666972	E21-11692	Building	Document(s)	S			
667016		Building	Application	S			
666996	E21-11691	Building	Document(s)	S			acoconnorStaff
667003	E21-11689	Building	Document(s)	S			JurisAdminTest

Drag and drop columns and add or remove columns that appear in the grid. Click Save Grid as Favorite to store these settings for your profile.

Save Grid As Favorite Reset Default Grid Export to Excel

Resetting the Default Jurisdiction Dashboard Grid Settings



Drag a column header and drop it here to group by that column

Recent Activity	App. Id	Permit#	App. Type	Project Name	Date Sub	Status	Assigned To
Document(s)	666340	19 127372 BU	Building			Not Available	admin_role_test
Application	667017		Building			Not Available	
Document(s)	666972	E21-11692	Building			Not Available	
Application	667016		Building			Not Available	
Document(s)	666996	E21-11691	Building	TEST TEST	05/12/2021	Not Available	acoconnorStaff

Restore default grid settings for your profile.

Save Grid As Favorite Reset Default Grid Export to Excel

Note: Once saved, your saved Jurisdiction Dashboard Grid settings will be preserved for your profile and are specific to the browser. If you work with more than one browser (for example, both Edge and Chrome), you must set your preferred grid layout for each browser.

Clearing your browser's page cookies will remove your saved grid and restore the default grid view. Update your browser settings to clear cookies less frequently if this is an issue on the MBP Admin Dashboard page. Otherwise, you'll configure your grid columns and resave this arrangement as a favorite after each time your page cookies are cleared.

Permit Details Page

Provides details on the permit/application. Users are directed to this page when they click on the App. ID hyperlink in *New*, *ReSubmitted*, or *Not Accepted* statuses, or the Permit # hyperlink in *Screened*, *In Review*, *Issued*, or *Closed* statuses from the Jurisdiction Dashboard.

Recent Activity	App. Id	Permit #	Date Submitted	Status	Assigned To
Application	611449		12/12/2019	Not Available	BellevueTech
Application	611263		11/06/2019	Not Available	
Application	611199		10/21/2019	Not Available	
Application	611162	Mechanical	10/10/2019	Not Available	
Application	611129	Building	10/04/2019	Not Available	
Application	611058	Building	09/13/2019	Not Available	

Click the Permit #/App ID hyperlink to be directed to the Permit Details Page.

The Permit Details page contains detailed information for this permit:

MyBuildingPermit.com

Permit Details

Project Details

Permit Number: E21-11661

Assigned To: Unassigned

MBP Status: Screened

Permit Type: Plan Review

Project Name: Vintage House - Basement

Work Description: Test Basement remodel.

Jurisdiction Project Name:

Jurisdiction Status: Not Available

Submitted Date: 12/17/2020

The Permit Details Containers help you manage relevant permit information.

The Permit Details Grid helps you manage the application through the permitting process.

Document Type	Date	Uploaded By	File Size	File Status	Notes to Customer	Accept All	Delete All
Site Plan	3/12/2021 10:14:15 AM	sasher	0.03 (MB)	Submitted	Reminder: Submit fin...	<input type="checkbox"/>	<input type="checkbox"/>
Application	12/17/2020 8:15:59 AM	System	0.27 (MB)	New		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Application Instructions	12/17/2020 8:15:56 AM					<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supplementals	12/17/2020 8:15:56 AM					<input checked="" type="checkbox"/>	<input type="checkbox"/>
Architectural Plan	12/17/2020 8:15:36 AM					<input checked="" type="checkbox"/>	<input type="checkbox"/>

Add a note to the customer (up to 200 characters), to appear on the customer dashboard.

Permit Details Containers

Admin, Staff, and Reviewers can view and manage **Project Details**, **Project Location**, **Application Details**, and **Project Contacts** information in the Permit Details Containers.





Project Details Edit Permit Number E20-11644 Assigned To Unassigned MBP Status Screened Permit Type Plan Review Project Name Test Permit Remodel Work Description This is a test application. Jurisdiction Project Name Jurisdiction Status Not Available Submitted Date 8/21/2020	Project Location Edit Address 3003 109TH AVE SE , BELLEVUE WA 98004 Location Description	Application Details Regenerate App ID: 666791 App. Type: Building Project Type: Single Family Residential Activity Type: Remodel Scope of Work: Residence Who Performs Work: Contractor	Contacts Email All Contacts Edit Export Applicant Info Username: akruege4 Name: Amanda O'Connor Company: City of Bellevue Email*: <input type="text"/> Edit Phone: (847) 431-1244 Project Contact Info Name: Amanda O'Connor Company: City of Bellevue Email: <input type="text"/> aoconnor@bellevuewa Edit Phone: (847) 431-1244 Contractor Info Name: Company: The City of Bellevue TEST Email: <input type="text"/> Edit Phone: (555) 555-5555 ext.() -
--	--	---	--

Permit Details Grid

Jurisdiction staff can manage a permit application in the following ways:

- View, upload, accept, and delete document **Files** on the permit.
- Create, edit, view, or cancel **Invoices** associated permit/application fees.
- View, add, edit, or export **Notes** authored by staff, reviewers, or administrators; an indicator will display the number of notes present on the given permit/app ID. These are internal notes and are not visible to the customer.
- View recent activities on this permit on the **Activity Log**.

 FILES	 INVOICES	 NOTES	 ACTIVITY LOG
--	---	--	---

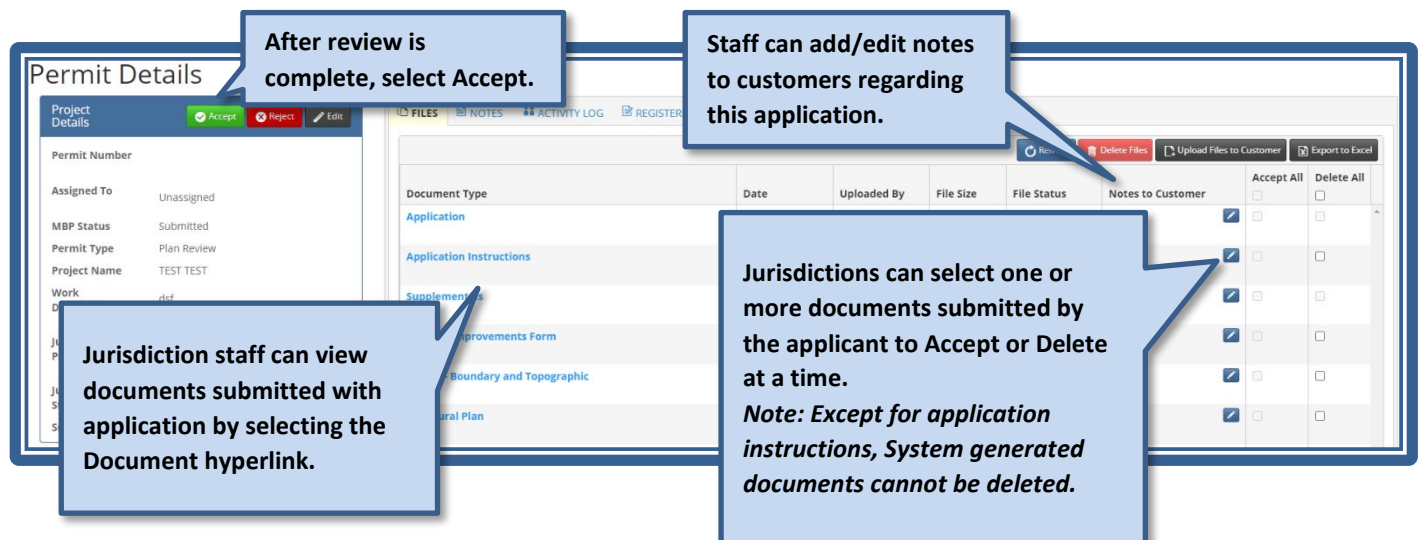
- The  **FILES** tab (Screened, In Review, Issued, or Closed status only), contains a PDF of the application, application instructions, uploaded files, and buttons to view, accept, or delete files (system generated files cannot be deleted, there is no delete button for these files).
- The  **INVOICES** tab (Screened, In Review, Issued, or Closed status only) is where invoices are created, viewed, marked as paid, and/or cleared.
- The  **NOTES** tab allows users to add, edit, and export internal notes and displays the note's author and timestamp. These notes are not visible to the customer.
- The  **ACTIVITY LOG** tab allows users to view actions and details taken on a permit and includes the ability to export the activity as a spreadsheet to Excel.

Reviewing Plan Review Applications

When an applicant submits or resubmits an application requiring plan review, a system-generated email notification is sent to the jurisdiction with the following information included: Application Type and ID number, Project Name, Project Type, Activity Type, Scope of Work, and instructions and links to the Dashboard page. Log in to the [Jurisdiction Admin](#) site to access your Dashboard and review submitted plan review applications.

Accepting an Application

1. Applications to be reviewed can be found under the Needs Attention or New/Submitted tab.
2. Click on the linked Permit#/APP ID to view the Application Details page.
3. Review application information and files to determine whether the application meets screening requirements:



Permit Details

Project Details: Permit Number, Assigned To (Unassigned), MBP Status (Submitted), Permit Type (Plan Review), Project Name (TEST TEST), Work (pdf).

After review is complete, select Accept.

Staff can add/edit notes to customers regarding this application.

Jurisdiction staff can view documents submitted with application by selecting the Document hyperlink.


Jurisdictions can select one or more documents submitted by the applicant to Accept or Delete at a time.
Note: Except for application instructions, System generated documents cannot be deleted.

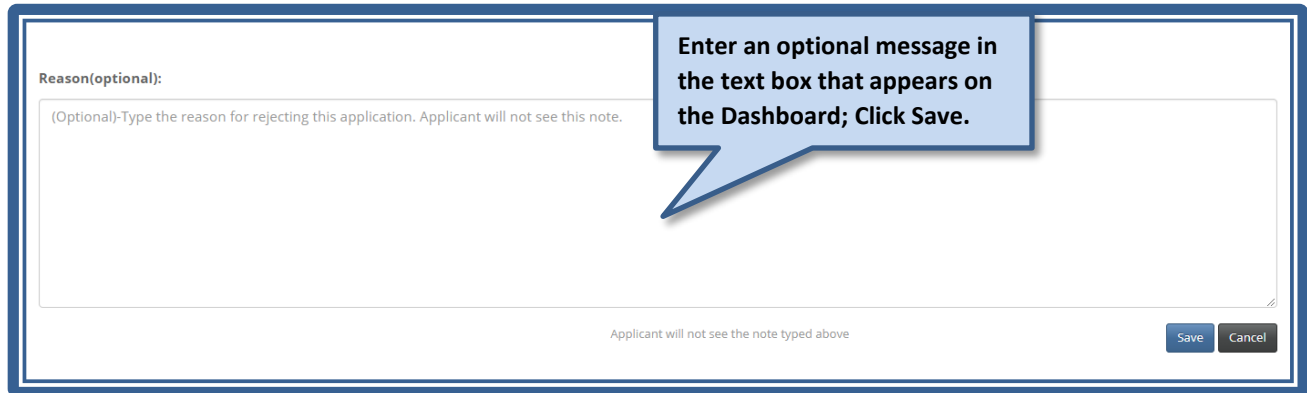
Document Type	Date	Uploaded By	File Size	File Status	Notes to Customer	Accept All	Delete All
Application						<input checked="" type="checkbox"/>	<input type="checkbox"/>
Application Instructions						<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supplements						<input checked="" type="checkbox"/>	<input type="checkbox"/>
Improvements Form						<input checked="" type="checkbox"/>	<input type="checkbox"/>
Boundary and Topographic						<input checked="" type="checkbox"/>	<input type="checkbox"/>
Final Plan						<input checked="" type="checkbox"/>	<input type="checkbox"/>

4. The status of the application changes to **In Process**. The system will process the application and assign a permit number.
5. When the processing is complete, the status of the application is changed to **Screened** and the permit can be viewed in the **Screened** filter results.

Note: If processing fails, the status of the application will display in the Needs Attn filter results. Failed applications will be highlighted red to indicate the admin user must attempt to refresh and reprocess the application.

Rejecting an Application

1. If an application does not meet screening requirements, click the red  button.



Reason(optional):

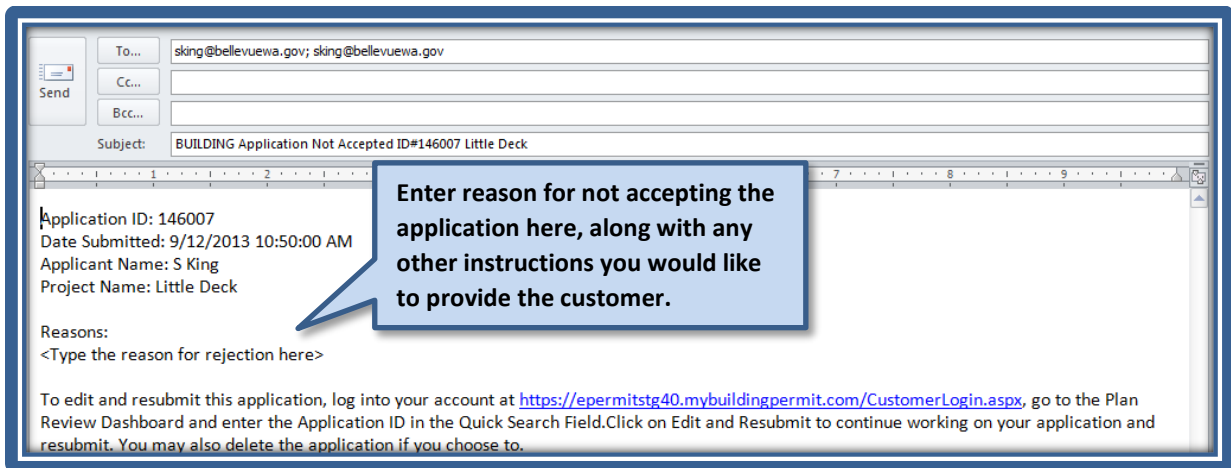
(Optional)-Type the reason for rejecting this application. Applicant will not see this note.

Enter an optional message in the text box that appears on the Dashboard; Click Save.

Applicant will not see the note typed above

Save Cancel

2. A draft email addressed to the applicant and project contact opens via the jurisdictions email program:



To... sking@bellevuewa.gov; sking@bellevuewa.gov

CC...

Bcc...

Subject: BUILDING Application Not Accepted ID#146007 Little Deck

Application ID: 146007
Date Submitted: 9/12/2013 10:50:00 AM
Applicant Name: S King
Project Name: Little Deck


Reasons:
<Type the reason for rejection here>

To edit and resubmit this application, log into your account at <https://epermitstg40.mybuildingpermit.com/CustomerLogin.aspx>, go to the Plan Review Dashboard and enter the Application ID in the Quick Search Field. Click on Edit and Resubmit to continue working on your application and resubmit. You may also delete the application if you choose to.

Enter reason for not accepting the application here, along with any other instructions you would like to provide the customer.

Note: If your jurisdiction has recently updated or changed your email service (i.e. upgrade to Office 365) you will need to select your email and relink the account and then the email should load automatically. If you run into any issues, please contact your IT department.

3. The status of the application is changed by the system to **Not Accepted** and the permit will display in the **Not Accepted** filter results.

 **REMINDER:** On a rejected application, the applicant can only make changes to the applicant information, description of works, project contact, supplemental question answers, and files uploaded. The pre-application selections (Application Type, Project Type, Activity Type, Scope of Work,

Work Types, and Project Details) cannot be changed. When these selections are incorrect, an applicant will need to submit a new application to proceed.

Accept Documents

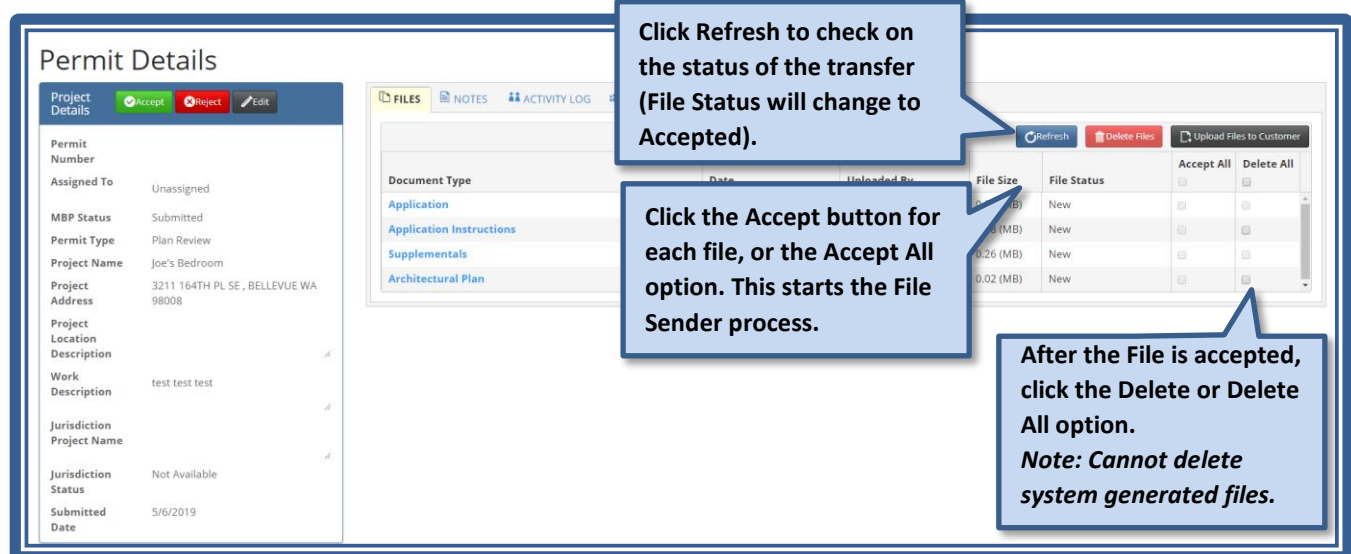
Once the application is accepted and a permit number is assigned, documents can be accepted. The permit displays in the **Needs Attention** filter results with a Recent Activity of *Document(s)* until the documents are accepted by the jurisdiction.

Accepting documents will vary depending on your jurisdiction's File Sender integration status:

- **Without File Sender integration** – Accepting documents clears *Document(s)* activity but files must be manually saved to a jurisdiction file location and then manually deleted from the Dashboard.
- **With File Sender integration** – Accepting documents initiates the electronic file transfer process and clears *Document(s)* activity. The files are automatically saved to a pre-determined jurisdiction file location and then must be manually deleted from the Dashboard.

Steps to accept documents:

1. Open the Application Detail page from the **Needs Attention** or **Screened** tab by clicking on the hyperlinked Permit number
2. A new window of the Permit Details opens and by default displays Files.



Permit Details

Project Details: [Accept] [Reject] [Edit]

Permit Number: [Blank]
Assigned To: Unassigned
MBP Status: Submitted
Permit Type: Plan Review
Project Name: Joe's Bedroom
Project Address: 3211 164TH PL SE, BELLEVUE WA 98008
Project Location Description: [Blank]
Work Description: test test test
Jurisdiction Project Name: [Blank]
Jurisdiction Status: Not Available
Submitted Date: 5/6/2019

FILES | NOTES | ACTIVITY LOG

Document Type: Application, Application Instructions, Supplementals, Architectural Plan

Click Refresh to check on the status of the transfer (File Status will change to Accepted).

Click the Accept button for each file, or the Accept All option. This starts the File Sender process.

After the File is accepted, click the Delete or Delete All option.
Note: Cannot delete system generated files.

File Size	File Status	Accept All	Delete All
0.02 (MB)	New	[Accept]	[Delete]
0.26 (MB)	New	[Accept]	[Delete]
0.02 (MB)	New	[Accept]	[Delete]

NOTE: If your jurisdiction is not integrated with File Sender, you will need to click on the Document File hyperlink to open the file and save a copy to a location within your district.

Invoicing Fees

Once the application is accepted and a permit number has been assigned, invoices can be created and submitted for applicable permit fees for both Plan Review and Over the Counter permits.

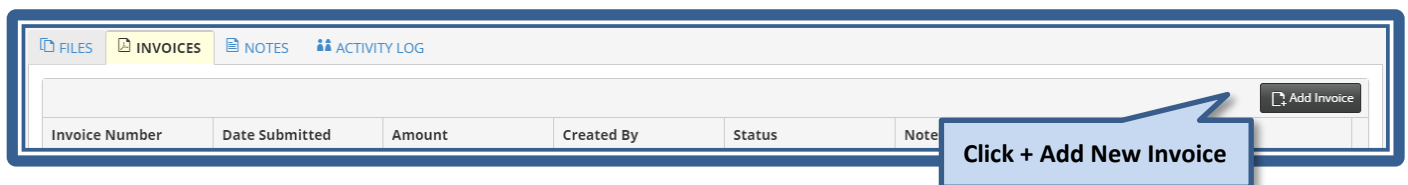
The process for creating invoices will vary slightly depending on the jurisdiction's integration status:

- **Non-integrated Jurisdictions** – Invoice fee line items must be manually entered.
- **Integrated Jurisdictions** – Invoice fees are pulled from the jurisdiction's permit tracking system and are selected to add to the invoice. Additional fees can still be manually entered.

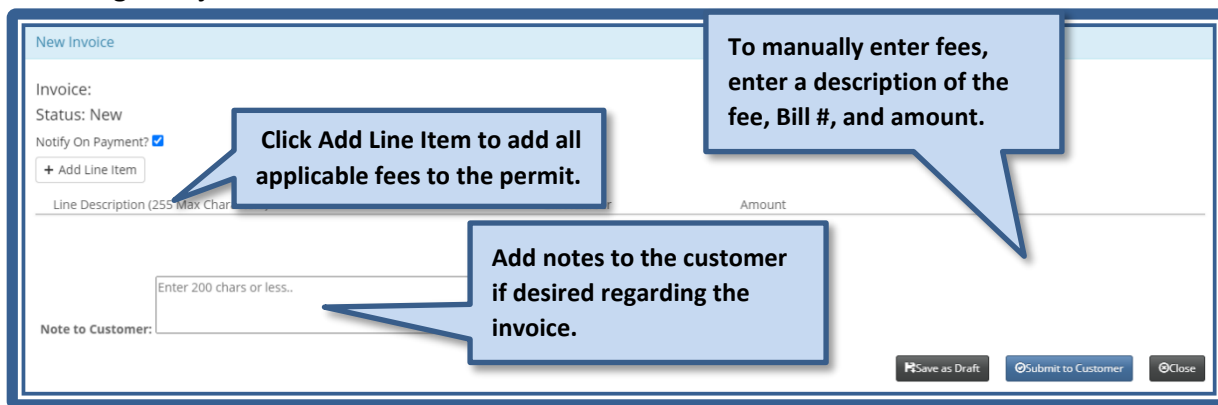
Note: You can add an invoice to an issued Over the Counter (OTC) permit if you need to charge additional fees after issuance. You must have the Application ID or Permit number and search for it in the Dashboard to access the Permit Details page. OTC permits do not save to the Jurisdiction Dashboard.

Steps to create an invoice:

1. Open the Application Detail page from the **Screened** tab by clicking on the hyperlinked Permit number.
2. Navigate to the **Invoices** tab (available for Screened, In Review, Issued, and Closed statuses only):

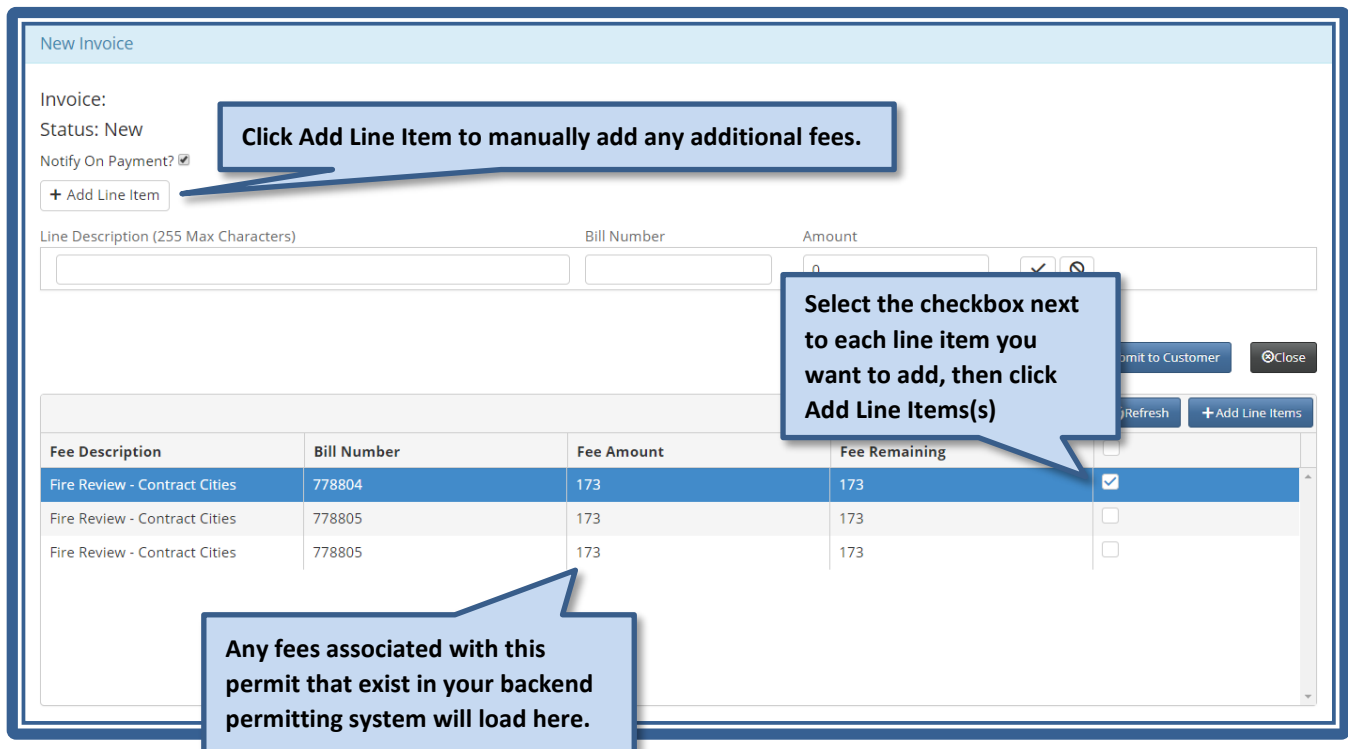


Non-integrated jurisdictions:



The screenshot shows the 'New Invoice' form. It includes a 'Status: New' field, a 'Notify On Payment?' checkbox (checked), and an '+ Add Line Item' button. Below this is a table with two columns: 'Line Description (255 Max Char)' and 'Amount'. A blue callout box with an arrow points to the '+ Add Line Item' button, containing the text 'Click Add Line Item to add all applicable fees to the permit.' Another blue callout box with an arrow points to the 'Line Description' column, containing the text 'To manually enter fees, enter a description of the fee, Bill #, and amount.' Below the table is a 'Note to Customer:' field with a placeholder 'Enter 200 chars or less..'. A blue callout box with an arrow points to this field, containing the text 'Add notes to the customer if desired regarding the invoice.' At the bottom right of the form are three buttons: 'Save as Draft', 'Submit to Customer', and 'Close'.

Integrated jurisdictions:



New Invoice

Invoice:
Status: New
Notify On Payment? ☒

[+ Add Line Item](#)

Line Description (255 Max Characters) Bill Number Amount

Select the checkbox next to each line item you want to add, then click **Add Line Item(s)**

Fee Description	Bill Number	Fee Amount	Fee Remaining	
Fire Review - Contract Cities	778804	173	173	<input checked="" type="checkbox"/>
Fire Review - Contract Cities	778805	173	173	<input type="checkbox"/>
Fire Review - Contract Cities	778805	173	173	<input type="checkbox"/>

Any fees associated with this permit that exist in your backend permitting system will load here.

[Submit to Customer](#) [Close](#) [Refresh](#) [+ Add Line Items](#)

- Click the [Save as Draft](#) button to save the invoice and return to edit or submit the invoice later or click the [Submit to Customer](#) button to submit the invoice to the customer.
- Once submitted, a PDF of the invoice is saved on the Jurisdiction and Customer Dashboards on the [INVOICES](#) tab.
- Applicant, Project Contact, and any Delegates on the permit will receive an email notification that an invoice has been issued and requires payment.

Adding an Invoice to an Issued OTC Permit

You can add an invoice to an issued Over the Counter (OTC) permit if you need to charge additional fees after issuance. You must have the Application ID or Permit number and search for it in the Jurisdiction Dashboard to access the Permit Details page. OTC permits do not save to the Jurisdiction Dashboard.

- On the Jurisdiction Dashboard, search for the App ID or permit number for the permit to which you want to add an invoice.
- Open the permit and click the Invoice tab on the Permit Details page.
- Follow the [Steps to Create an Invoice](#).

Processing Paid Invoices

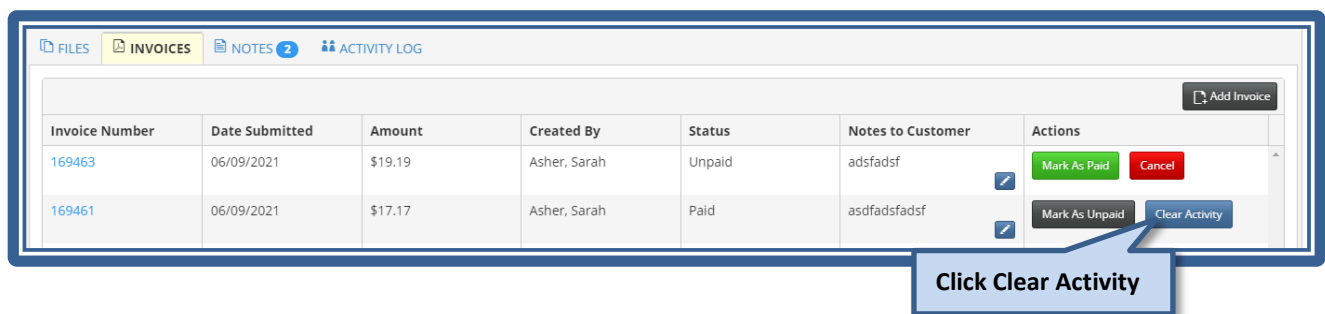
When an invoice is paid, either online through ePermit (the application site) or at the jurisdiction counter, the invoice needs to be marked as paid in the permit tracking system and updated on the Dashboard.

Online Payments:

Jurisdictions receive an email notification when an invoice is paid online. The application displays on the **Needs Attention** filter results with the activity of *Paid Invoice* until required actions are taken.

To clear this activity, follow these steps:

1. Update invoice status within the jurisdiction permit tracking system as necessary to mark fees as paid.
2. Open the Application Detail page from the **Needs Attention** filter by clicking on the hyperlinked permit number.
3. Navigate to the **Invoices** tab:

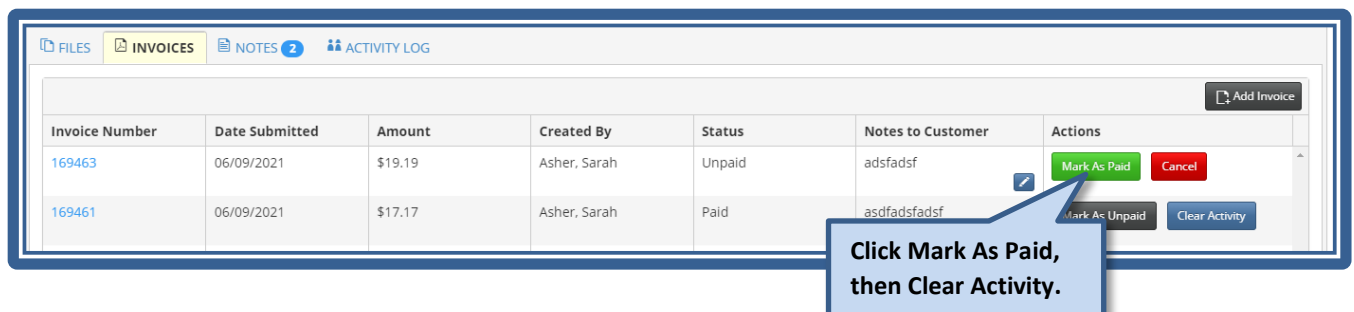


Invoice Number	Date Submitted	Amount	Created By	Status	Notes to Customer	Actions
169463	06/09/2021	\$19.19	Asher, Sarah	Unpaid	adsfadsf	Mark As Paid Cancel
169461	06/09/2021	\$17.17	Asher, Sarah	Paid	asdfsdfadsf	Mark As Unpaid Clear Activity

Click Clear Activity

Other Payment Methods:

1. Open the Application Detail page from the **Screened** filter by clicking on the hyperlinked permit number.
2. Navigate to the **Invoices** tab:




Invoice Number	Date Submitted	Amount	Created By	Status	Notes to Customer	Actions
169463	06/09/2021	\$19.19	Asher, Sarah	Unpaid	adsfadsf	Mark As Paid Cancel
169461	06/09/2021	\$17.17	Asher, Sarah	Paid	asdfsdfadsf	Mark As Unpaid Clear Activity

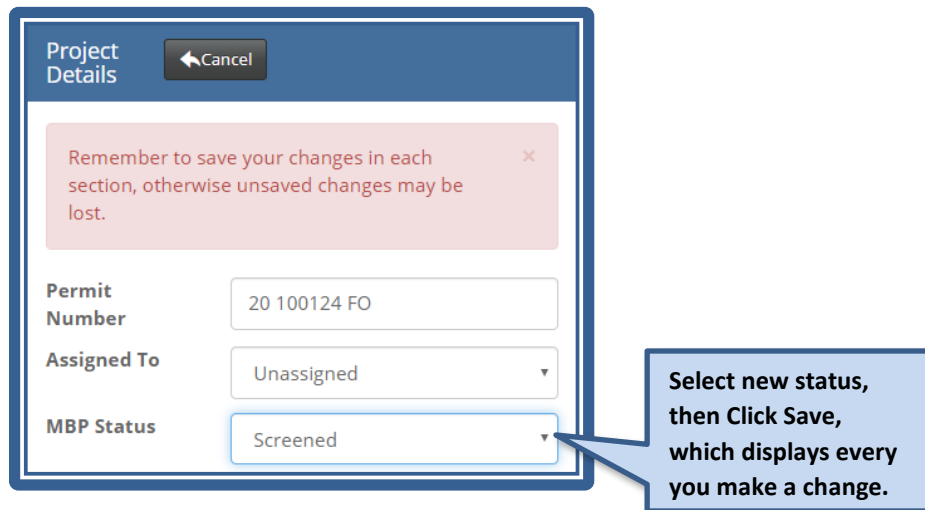
Click Mark As Paid, then Clear Activity.

Changing Jurisdiction Dashboard Status

At different stages throughout the review process you will need to update the status of the permit in MBP. This can be done by editing the status on the Application Detail page. The following are times when the manual update of a status in MBP is required:

- After an invoice has been paid – Change from **Screened** to **In Review**

- After review is complete and permit has been issued – Change from **In Review** to **Issued**
Note: You can choose to change the permit status to Issued when you upload a document type of Issued Permit. See next section for details.
 - When jurisdiction determines the permit can be officially closed – Change from **Issued** to **Closed**
Note: You can choose to have permits automatically moved from Issued to Closed. Contact the Service Delivery Team to enable this process.
- 🔒 **REMINDER:** Once a permit is in a closed status in MBP it will be deleted in 180 days from the date of closure.
- 🔒 Open the Permit Details page by clicking on the hyperlinked permit number.
1. Click the  icon next to the Dashboard Status



Project Details Cancel

Remember to save your changes in each section, otherwise unsaved changes may be lost.

Permit Number: 20 100124 FO

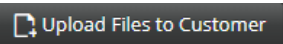
Assigned To: Unassigned

MBP Status: Screened

Select new status, then Click Save, which displays every you make a change.

Uploading Files

Once the permit is in review, the jurisdiction and customer (applicant or delegate) can exchange files on the Dashboards to request or provide additional information, corrections, approvals, etc. Once plan review is complete and all required fees have been paid, the final documents (permit, approval, approved plans, etc.) are uploaded to the Jurisdiction Dashboard for the customer. When documents are added to the Jurisdiction Dashboard, an email notification is sent (see [Email Notifications](#) section for more details).

1. Open the Permit Details page by clicking on the hyperlinked permit number.
2. Click the  button. A form opens in the tab to add files:

Use this form to upload project files for permit 20 100124 FO

If uploading multiple files to customer, please make sure you are selecting the applicable document type for the file that you have selected to upload. Customer will be notified via email.
* - Indicates a required field.

Document Type *

- Select Document Type--
- Select Document Type--
- Application Submittal Contact Letter
- Application With Comments
- Approval Letter
- Approved Deferred Submittal
- Approved Plans
- Approved Site Plan
- Business License Application
- Comment Response Letter
- Complete or Incomplete Application Letter
- Conditions Page
- Contract
- Contractor Information
- Decision
- Development Standards
- Document Waiver Instructions
- Drainage Modification or Waiver Form

Select appropriate document type; then click Select File to attach applicable document from your local network drives.

Note: Only PDF documents 500 MB or less can be uploaded.

Repeat Steps 1 and 2 until all applicable files have been uploaded. Then click **Submit to Customer**.

Check the box to update the MBP status to "Issued" when you upload document type "Issued Permit."

Add an optional note to the customer, which will appear with the document on the customer and jurisdiction dashboards.

If a file is uploaded in error, click "X" button to delete

File limits: 500MB, PDF only.

Select file.

(Approval Letter) ApprovalLetter_TEST.pdf
0.03 MB

Note to Customer:

(Issued Permit) IssuedPermit_TEST.pdf
0.03 MB

☐ Update MBP Status to "Issued"

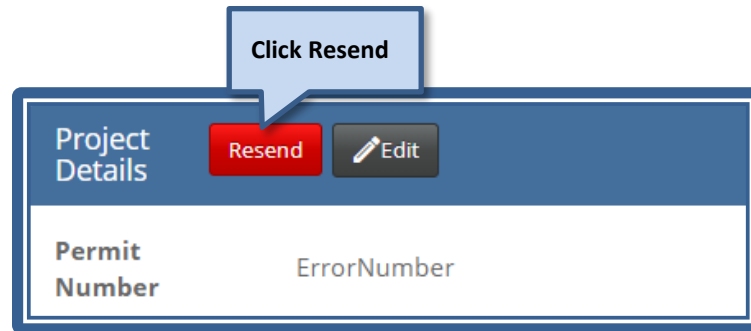
Note to Customer:

Clear all Submit to Customer

Resending Failed Applications

Both plan review and OTC applications may systematically fail while processing and are displayed under the **Failed** tab. Failures are generally due to integration or PDF generation issues. Once these issues have been resolved, these applications can be resent through the **Permit Details Page**.

1. Open the Failed application Permit Details page from the **Needs Attn** filter by clicking on the hyperlinked word ErrorNumber (displays in the Permit #/App. ID field); select **Resend**:



Project Details

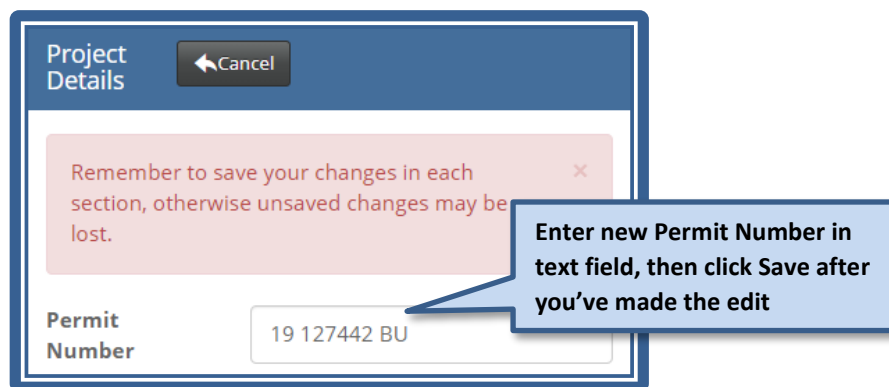
Resend Edit

Permit Number ErrorNumber

Changing Permit Numbers

The permit number on the Jurisdiction Dashboard can be edited if necessary. Generally, this is done to match the permit number in the jurisdiction permit tracking system.

1. Open the Permit Details page and click on the  icon:



Project Details

Cancel

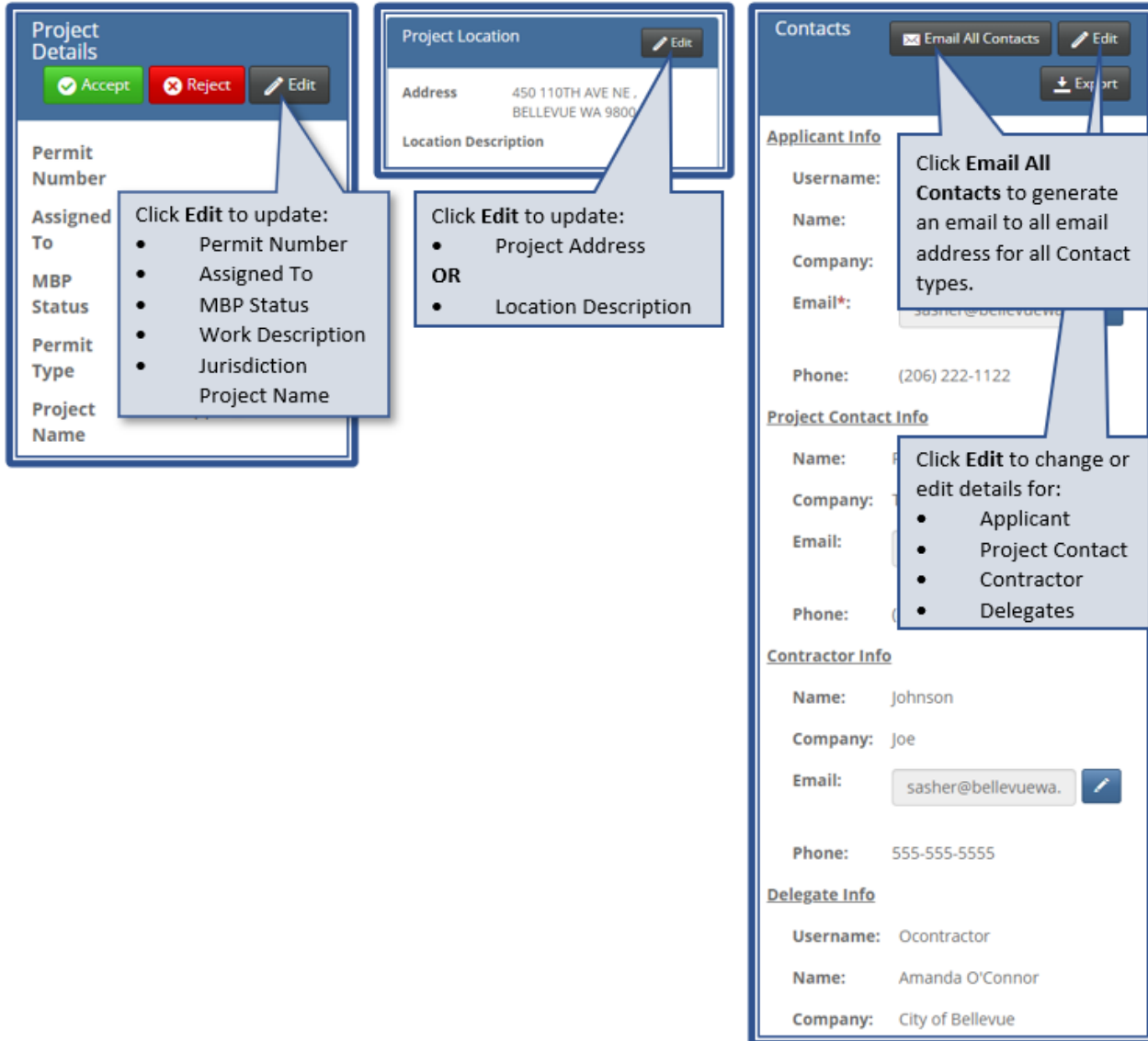
Remember to save your changes in each section, otherwise unsaved changes may be lost.

Permit Number 19 127442 BU

Enter new Permit Number in text field, then click Save after you've made the edit

Managing Permit Details

Permit and application details can be managed on the Permit Details page, including **Project Details**, **Project Location**, **Application Details**, and **Contacts**.



The screenshot displays three main sections of the application interface:

- Project Details:** Includes buttons for 'Accept', 'Reject', and 'Edit'. A callout explains that clicking 'Edit' allows updates to: Permit Number, Assigned To, MBP Status, Work Description, Jurisdiction, and Project Name.
- Project Location:** Displays 'Address' (450 110TH AVE NE, BELLEVUE WA 98005) and 'Location Description'. A callout explains that clicking 'Edit' allows updates to: Project Address OR Location Description.
- Contacts:** Includes buttons for 'Email All Contacts', 'Edit', and 'Export'. A callout explains that clicking 'Email All Contacts' generates an email to all email addresses for all contact types. Another callout explains that clicking 'Edit' allows changes or edits to: Applicant, Project Contact, Contractor, or Delegates.

Applicant Info:

- Username:
- Name:
- Company:
- Email*: sasher@bellevuewa.
- Phone: (206) 222-1122

Project Contact Info:

- Name:
- Company:
- Email:
- Phone:

Contractor Info:

- Name: Johnson
- Company: Joe
- Email: sasher@bellevuewa.
- Phone: 555-555-5555

Delegate Info:

- Username: Ocontractor
- Name: Amanda O'Connor
- Company: City of Bellevue

Managing Project Details

You can update the following Project Details. The fields marked with an asterisk can be modified in the Project Details container:

- ***Permit Number** – update the permit number if necessary, to reconcile with backend permitting system
- ***Assigned To** – assign the permit or application to a staff member to manage
- ***MBP Status** – set the status of the permit

- **Permit Type** – Identifies whether the permit requires Plan Review
- **Project Name** – this displays the customer-assigned name for the project, which appears on the Jurisdiction Dashboard and the permit documents
- ***Work Description** – the customer’s description of work to be performed
- ***Jurisdiction Project Name** – the project name, as saved in the jurisdiction’s backend permitting system
- ***Jurisdiction Status** – the permit status as saved in the backend permitting system
- **Submitted Date** – the date on which the permit was originally submitted

Managing Project Location

You can manage either the Address or the Project Location, depending on which type of location information is saved with the application. Project Location is only used when a physical address is not available (for example, some Right-of-Way or Special Events applications).

Project Location ✎ Edit

Address 450 110TH AVE NE, BELLEVUE WA 98004

Location Description

Project Location ✎ Edit

Address

Location Description

The SE Corner of Main and Maple streets

✓
✕

39/150

Click Edit to search for a new address OR to change the Location Description.

Managing Application Details

You can regenerate an Application at any time. Click the Regenerate button to generate another copy of the original Application. This will appear on the Customer Dashboard of the Applicant.

Application Details 🔄 Regenerate

App ID: 824434

App. Type: Building

Project Type: Single-Family Residential

Activity Type: Residential

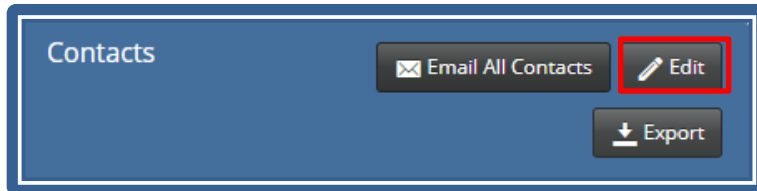
Scope of Work: Residence

Who Performs Work: Contractor

Click Regenerate to create a copy of the Application PDF.

Managing All Contacts

You can manage the details of all Contact types via the Contacts container on the Permit Details page. You can access Contact Management by clicking Edit on the Contacts container.



Managing Applicants

Applicants have full access to managing all aspects of the application/permit. You can change the Applicant on an application or permit, under the following conditions:

- The Applicant must be an MBP user, and must provide the MBP username or email address
- Each application / permit must have an Applicant. You can “swap” one applicant for another but cannot save an application / permit without a designated Applicant.
- Changes to Applicants are recorded on the Activity Log on the Jurisdiction Dashboard.

The screenshot shows the 'Change Applicant' form. At the top, there are tabs for 'Applicant' (selected), 'Contact', 'Contractor', and 'Delegates'. Below the tabs is a search bar with the text 'mnair@bellevuewa.gov' and a 'Find' button. A callout points to the search bar: 'Search MBP by username or email address. Applicant must have a valid MBP account.' Below the search bar is a table with columns: First Name, Last Name, Username, and Email. The table lists several users, with 'TestContractor01' highlighted. A callout points to the table: 'Select the user from the list.' Below the table are two sections: 'Current Applicant' and 'New Applicant'. The 'Current Applicant' section shows 'Ashertest' and 'Sarah sasher (206)'. A callout points to these sections: 'Use check boxes to update the Contact and/or Contractor information with Applicant details.' The 'New Applicant' section shows 'TestContractor01' and 'TestContractor01 Lastname My Own Company mnair@bellevuewa.gov (425) 888-8888 x777'. A callout points to this section: 'Applicant details for the new Applicant appear in the window.' Below the 'New Applicant' section are two checkboxes: 'Add Applicant as Project Contact' and 'Add Applicant as Contractor'. At the bottom right are 'Cancel' and 'Save' buttons.

Managing Project Contacts

Project Contacts serve as the primary contact for the application/permit. Note the following:

- Project Contacts have no access to the application/permit and cannot manage or pay invoices on the permit.
- Project Contacts do not need to be MBP users.
- If the Project Contact needs access to the application/permit, they must be added as a Delegate (Delegates must be MBP users).
- Changes to Project Contacts are recorded on the Activity Log on the Jurisdiction Dashboard.

Applicant
Contact
Contractor
Delegates

Edit Project Contact

Fields marked with * are required.

☐ Save Applicant as Project Contact

Company Name:
The City of Bellevue TEST

*First Name:
Professional

*Last Name:
Tester

*Email Address:
test@test.gov

*Phone Number:
(425) 452-4444

Phone Extension:

Address Number:
1234

Street Name or PO Box:
567th

Apartment or Suite Number:

City:
Edmonds

State:
WA

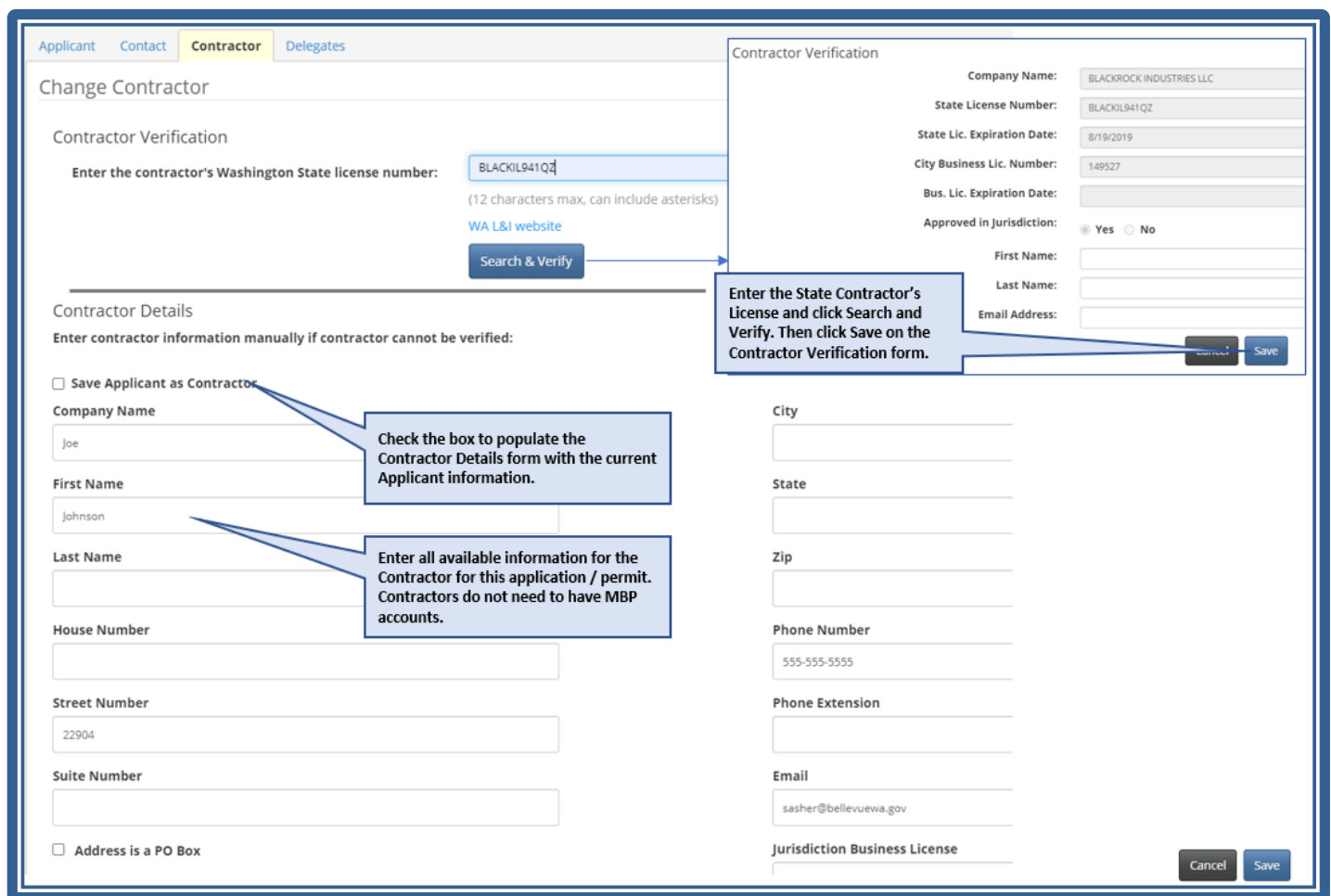
Use the check box to update the Project Contact information with current Applicant information.

Enter all available Project Contact information. First Name, Last Name, Email Address, and Phone Number are required fields.

Managing Contractors

You can manage Contractor information for the application/permit either by searching for them in MBP, or by entering their information in a text form.

- Contractors have no access to the application/permit and cannot manage or pay invoices on the permit.
- Contractors do not need to be MBP users.
- If the Contractor needs access to the application/permit, they must be MBP users and then be added as a Delegate (Delegates must be MBP users).
- Changes to Contractors are recorded on the Activity Log on the Jurisdiction Dashboard.



The screenshot shows the 'Change Contractor' form with the following sections and callouts:

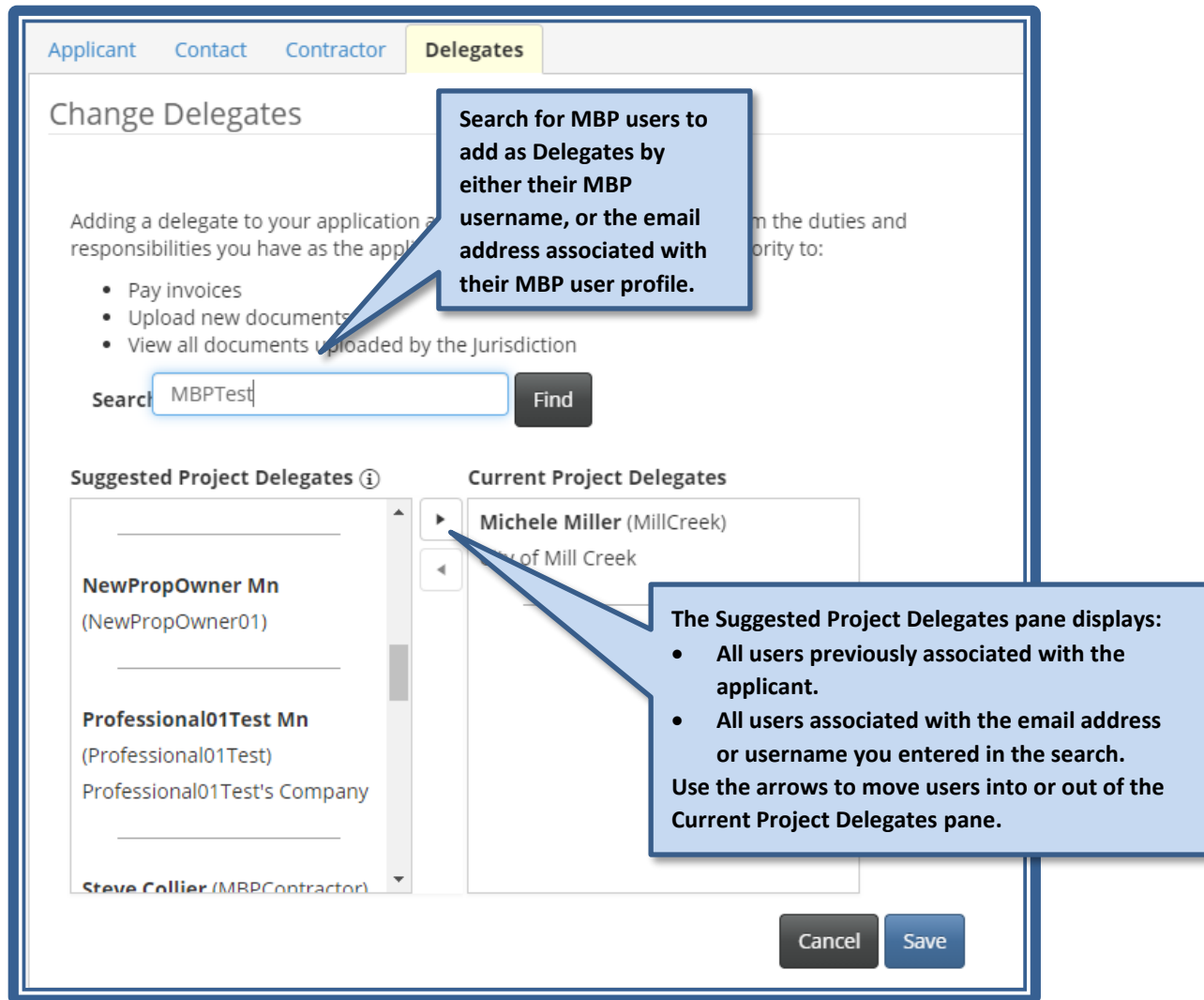
- Contractor Verification:**
 - Field: Enter the contractor's Washington State license number: (12 characters max, can include asterisks)
 - Link: [WA L&I website](#)
 - Button: **Search & Verify** (Callout: Enter the State Contractor's License and click Search and Verify. Then click Save on the Contractor Verification form.)
- Contractor Details:**
 - Text: Enter contractor information manually if contractor cannot be verified:
 - Checkbox: ☐ Save Applicant as Contractor (Callout: Check the box to populate the Contractor Details form with the current Applicant information.)
 - Fields: Company Name (Joe), First Name (Johnson), Last Name, House Number, Street Number (22904), Suite Number, Address is a PO Box (checkbox).
 - Callout: Enter all available information for the Contractor for this application / permit. Contractors do not need to have MBP accounts.
- Contractor Verification (Right Panel):**
 - Fields: Company Name (BLACKROCK INDUSTRIES LLC), State License Number (BLACKIL941QZ), State Lic. Expiration Date (8/19/2019), City Business Lic. Number (149527), Bus. Lic. Expiration Date, Approved in Jurisdiction (radio buttons Yes/No), First Name, Last Name, Email Address.
 - Buttons: **Cancel**, **Save**
- Additional Fields (Bottom Right):**
 - City, State, Zip, Phone Number (555-555-5555), Phone Extension, Email (sasher@bellevuewa.gov), Jurisdiction Business License.
 - Buttons: **Cancel**, **Save**

Managing Delegates

Delegates can be added to applications/permits during the application process and can be added or removed by Jurisdiction Administrators or Staff. Delegates have the same level of access to the permit as the

Applicant, and can pay invoices, upload documents, manage Contacts and view all communications with the jurisdiction. Delegates can be managed as follows:

- Delegates must have valid MBP accounts.
- Delegate username or email are required to add them to the application/permit.
- There is no limit on the number of Delegates on an application/permit.
- Changes to Delegates are recorded on the Activity Log on the Jurisdiction Dashboard.

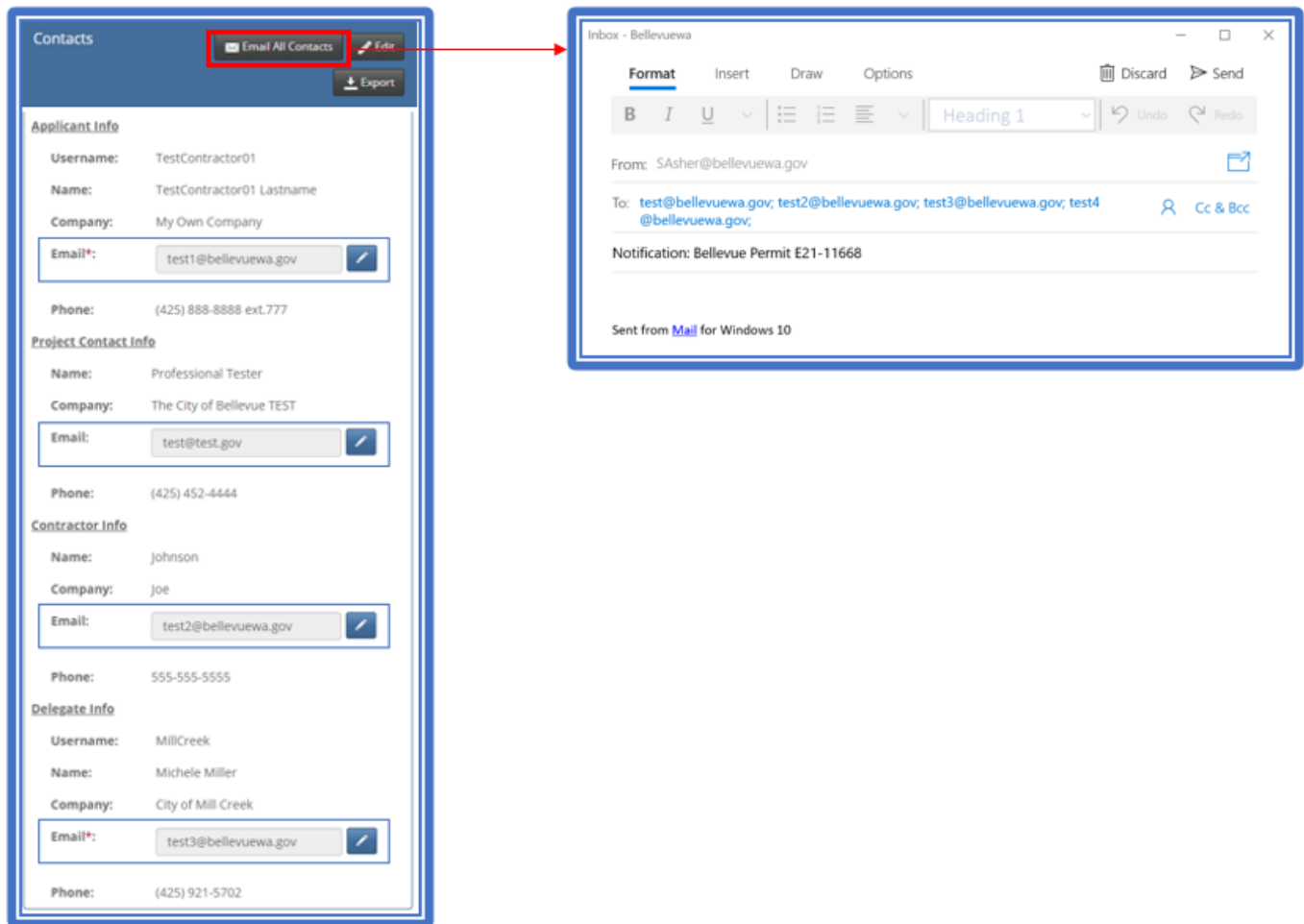


The screenshot shows the 'Change Delegates' interface. At the top, there are tabs for 'Applicant', 'Contact', 'Contractor', and 'Delegates' (which is selected). Below the tabs, the title 'Change Delegates' is displayed. A callout box points to the search area, stating: 'Search for MBP users to add as Delegates by either their MBP username, or the email address associated with their MBP user profile.' The search input field contains 'MBPTest' and a 'Find' button is next to it. Below the search field, there are two panels: 'Suggested Project Delegates' and 'Current Project Delegates'. The 'Suggested Project Delegates' panel lists three users: 'NewPropOwner Mn (NewPropOwner01)', 'Professional01Test Mn (Professional01Test) Professional01Test's Company', and 'Steve Collier (MBPContractor)'. The 'Current Project Delegates' panel lists one user: 'Michele Miller (MillCreek)'. A callout box points to the arrows between the two panels, stating: 'The Suggested Project Delegates pane displays: All users previously associated with the applicant. All users associated with the email address or username you entered in the search. Use the arrows to move users into or out of the Current Project Delegates pane.' At the bottom right, there are 'Cancel' and 'Save' buttons.

Sending an Email to All Project Contacts

You can generate an email to send to all project contacts. An email is generated that contains pre-populated email addresses for each contact type, a pre-populated subject line, and a blank message body. The email recipients can be modified, if needed, before the message is sent. A record of the email generation will

appear in the Activity Log for the permit however, the Activity Log does not track whether the email was sent.

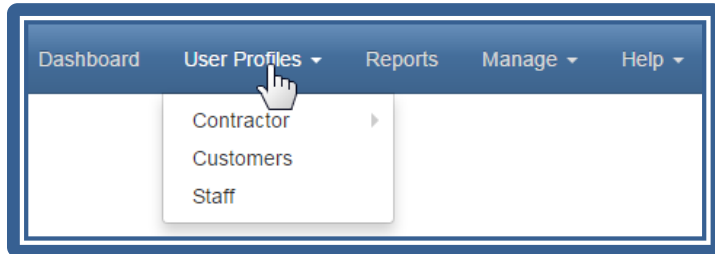


User Profiles

The **User Profiles** menu allows you to search for and manage **Contractor**, **Customer**, and **Staff** accounts.

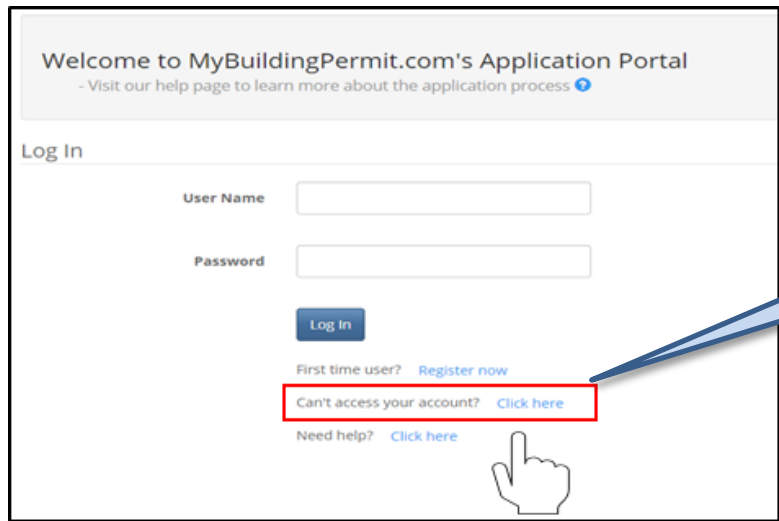
User Profile Search Tips:

- **Contractor** – Search by Company Name
- **Customer** – Search for an MBP user account by MBP username or email address
- **Staff** – Search for Jurisdiction Staff by username or email address



Resetting an MBP User Account

User passwords for ePermit cannot be reset through the Admin site. Only the MBP user can reset their password. When the MBP user clicks Can't Access Your Account on the login screen, they will receive an email at the address that is associated with the email account saved in their MBP user profile.



NOTE: User passwords for the Application portal (ePermit) *cannot* be reset through the Admin site. Users must use the link on the application Log In page: 'Can't access your account?'

Contractor Accounts

Contractors must create an account in MBP using their company name and Unified Business Identifier (UBI) number. The MBP system connects to the WA Department of Labor and Industries (LNI) web site to confirm each contractor's UBI and complete all pertinent information including State Contractor Licenses numbers for each contractor's profile. A Contractor must have a current valid Construction or Electrical contractor

license number to obtain an **Over-the-Counter** (OTC) permit. Plan Review applications by-pass the contractor validation *as the jurisdictions will complete the license verification during the review process.*

Jurisdictions can perform the following actions to a Contractor Account:

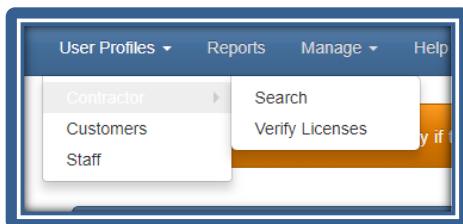
- Remove associated Company Users
- Add and Edit Jurisdiction/Local Business License information
- Add notes to their account
- Change the Status (Active or not)



NOTE: All Contractor Company address and license data comes from the LNI interface and cannot be modified. If the Contractor has changed anything on the LNI site that hasn't been updated in MBP, please contact MBP support.

Search

USER PROFILES → Contractor → Search allows you to search for a contractor company in MBP using name, UBI#, Professional License#, or with Expiration Date Ranges.



Verify Licenses

Allows Jurisdictions to verify a Contractor's local business license (if required). The counter on the **Menu bar** indicates how many new licenses need to be verified:



Steps:

1. Click on USER PROFILES → Contractor → Verify Licenses OR select 'View License Requests' on the Landing page.

When done, click Update to Save changes. An email will be sent to the contractor.

		Applied Date	Company Name	License Number	Expiration Date	Approve?	Notes
Update	Cancel	5/17/2016	HOLLENBECK EXCAVATING LLC	TEST123	not required	Pending	
Edit		6/2/2016	CDM Constructors Inc	TEST23	not required	Pending	
Edit		6/2/2016	LEO SIDING	test123	not required	Pending	

Indicate if Approved or not: Select Yes or No

Click Edit to make changes.

Contractor Registration

The following is information for registering as a contractor in case you need to assist a contractor registering on MBP. (More detailed information is on the MyBuildingPermit.com Help page [here](#)).

This process is used by licensed contractors to create an account on MyBuildingPermit.com. When registering a new company on MBP, state license validation is required, and some jurisdictions require local business licenses as well before a licensed contractor can submit a permit application.



NOTE: A company UBI may only be registered one time with MBP; however, there can be multiple user accounts associated with a single company.

Registering a Licensed Contractor Account

1. Click **Register Now** on the MyBuildinPermit.com Login Page.
2. On the User Registration page, select **Licensed Contractor**.
3. Enter **WA State UBI** number and click **Search**.
4. Complete the **Contractor Registration**.
5. Verify **Company Information** and enter **Phone Number**.
6. Enter **Jurisdiction License information** (must enter at least 1).
7. Enter **User Account Information**.
8. Complete Review and Certify.
9. Exit the Registration Process or Register with another Company.

Welcome to MyBuildingPermit.com's Application Portal

- Visit our help page to learn more about the application process ?

Log In

User Name

User Name is required.

Password

Password is required.

Log In

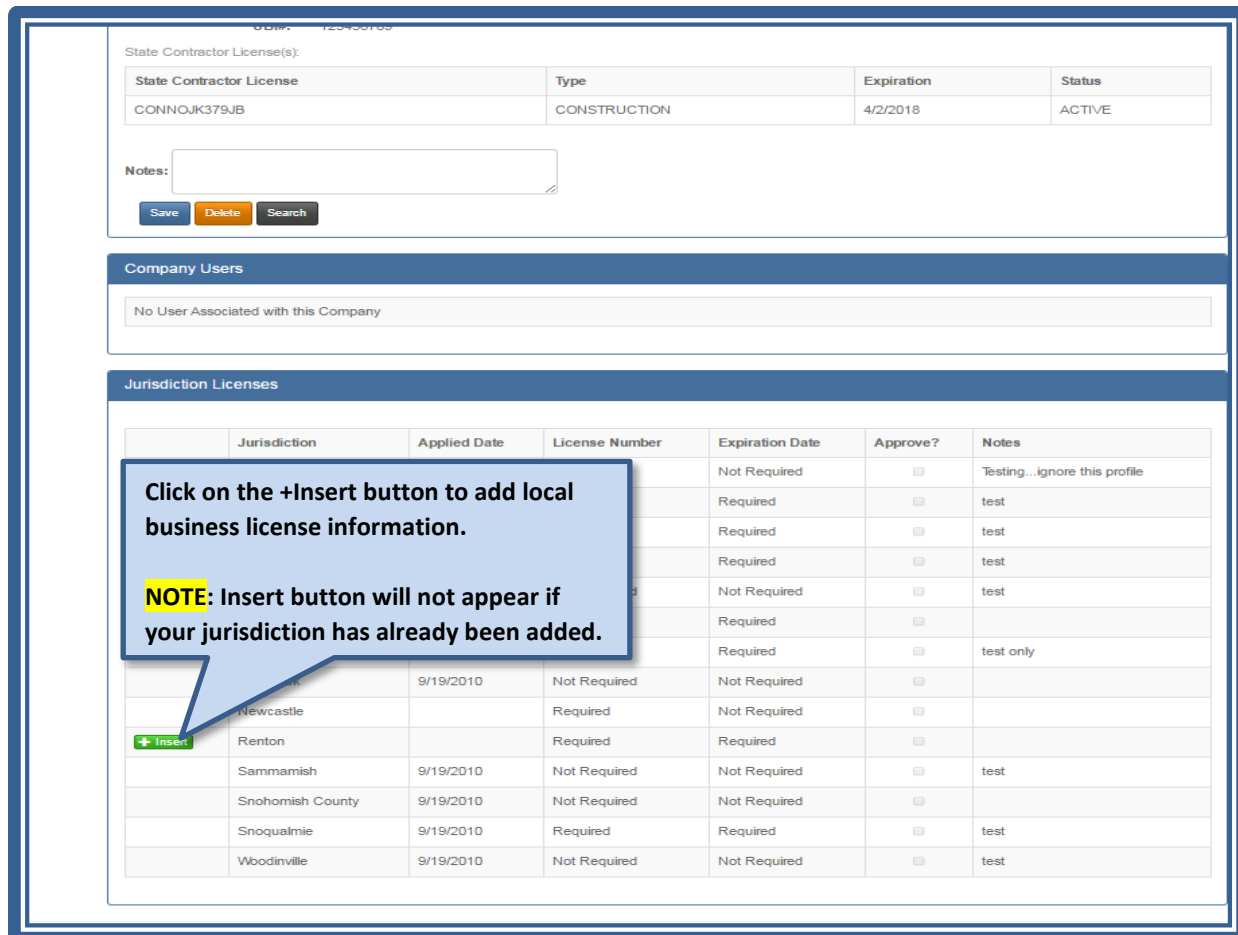
First time user? [Register now](#)

Can't access your account? [Click here](#)

Need help? [Click here](#)

Adding a Jurisdiction to a Contractor's Account

Find the company through a Contractor Search (User Profiles → Contractor → Search).



State Contractor License(s):

State Contractor License	Type	Expiration	Status
CONNOJK379JB	CONSTRUCTION	4/2/2018	ACTIVE

Notes:

[Save](#) [Delete](#) [Search](#)

Company Users

No User Associated with this Company

Jurisdiction Licenses

	Jurisdiction	Applied Date	License Number	Expiration Date	Approve?	Notes
				Not Required	<input type="checkbox"/>	Testing...ignore this profile
				Required	<input type="checkbox"/>	test
				Required	<input type="checkbox"/>	test
				Required	<input type="checkbox"/>	test
				Not Required	<input type="checkbox"/>	test
				Required	<input type="checkbox"/>	
				Required	<input type="checkbox"/>	test only
	Newcastle	9/19/2010	Not Required	Not Required	<input type="checkbox"/>	
+ Insert	Renton		Required	Required	<input type="checkbox"/>	
	Sammamish	9/19/2010	Not Required	Not Required	<input type="checkbox"/>	test
	Snohomish County	9/19/2010	Not Required	Not Required	<input type="checkbox"/>	
	Snoqualmie	9/19/2010	Required	Required	<input type="checkbox"/>	test
	Woodinville	9/19/2010	Not Required	Not Required	<input type="checkbox"/>	test

Click on the +Insert button to add local business license information.

NOTE: Insert button will not appear if your jurisdiction has already been added.

Customer Accounts

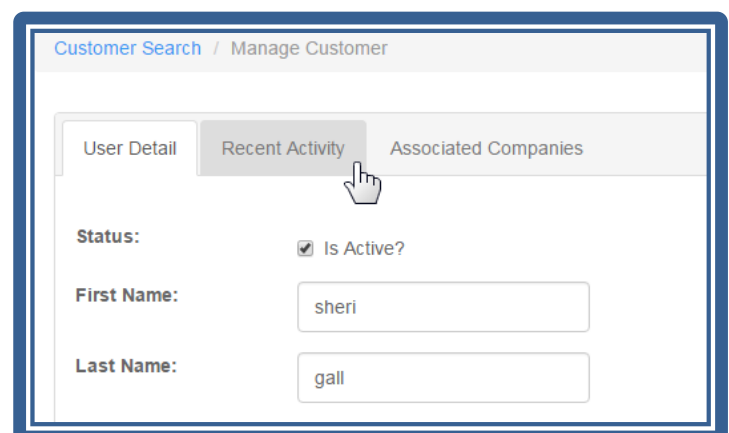
USER PROFILES → Customers allows you to search accounts by either a Username or Email address.

You can:

- Change Status – Active or not
- Edit Names and Email Address

And if they are a Contractor Company:

- See Recent permit activity and Associated Companies



Customer Search / Manage Customer

[User Detail](#) [Recent Activity](#) [Associated Companies](#)

Status: ☒ Is Active?

First Name:

Last Name:

REMINDER: Passwords **cannot** be reset by Admin. They must use the “Can’t access your account?” on the Log In screen.

Staff Accounts

Allows you to search your jurisdiction’s users and modify:

- Status
- Names
- Email
- Change staff User Levels (JurisdictionAdmin level only)
- Add a new staff account (JurisdictionAdmin level only)

Creating a New Staff Account

1. Select USER PROFILES → Staff

The screenshot shows the 'User Profiles' section of the application. A dropdown menu is open, showing 'Contractor', 'Customers', and 'Staff' (selected). Below the menu is a search bar with 'sgalloway' entered, a 'Search' button, and a '+ New' button. Below the search bar are radio buttons for 'Status': 'Active' (selected), 'Inactive', and 'Both'. Below the status filters is a table of user profiles.

First, search for user to be added to make sure no profile already exists.

If no results found, click +New to add.

	User Name	First Name	Last Name	Email	Jurisdiction	Role	Created	Active
	sgalloway	Sheri	Galloway	sgalloway@ecitygov.net	Bellevue	SystemAdmin	10/14/2014 10:45:00 AM	True
	sgalloway-both	Sheri	Galloway	tjones@ecitygov.net	Bothell	SystemAdmin	10/23/2015 9:16:00 AM	True

You can Edit existing profiles.

Add/Edit Staff

[Staff Search](#) / [Add Staff](#)

Jurisdiction:

Status: ☒ Is Active?

First Name:

Last Name:

User Name:

Password:

Email:

User Level:

All new accounts have a default password of Welcome1.

Complete the following fields:

- First Name
- Last Name
- User Name (first letter of first name and last name)
- Email

Set the applicable User Level. Click the '?' for description of each level.

Click Save to create profile.



NOTE: It is a good practice to inactivate any Staff accounts for people no longer at your jurisdiction: Edit the staff profile and deselect the Active indicator under Status.

Setting User Levels

Only Jurisdiction Administrators can set User Levels. Clicking the “?” next to the User Level will give you a pop-up with a description of what each level can access within MBP.

Administrative Users

There are four user levels to choose from within MBP:

1. System Admin
2. Jurisdiction Admin
3. Jurisdiction Staff
4. Jurisdiction Reviewer

System Admin

Application developers, application project leads, and support staff are assigned the user level of System Admin. These users have access to edit all applicable fields, as well as enter and save changes for all jurisdictions and customers within MBP.

Jurisdiction Users

Jurisdiction administrative staff have the choice of three defined user levels:

1. Jurisdiction Admin
2. Jurisdiction Staff
3. Jurisdiction Reviewer

Jurisdiction Admin

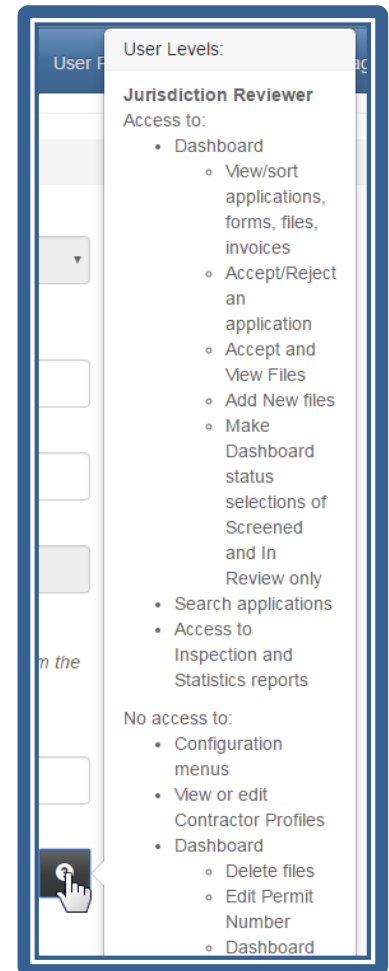
Users have the highest access and are engaged in creating and editing application configurations.

Jurisdiction Staff

Users at this level have more limited access and are more engaged in the daily review and processing of OTC and plan review applications. **Note:** This user level has no access to configuration menus.

Jurisdiction Reviewer

Users at this level have the most limited access. Like the Staff level, users are more engaged in the daily review and processing of OTC and plan review applications. **Note:** This user level has no access to configuration menus, cannot view/edit Contractor profiles, has limited Jurisdiction Dashboard access, and cannot create, edit, or delete invoices.



Managing Jurisdiction Information in MBP

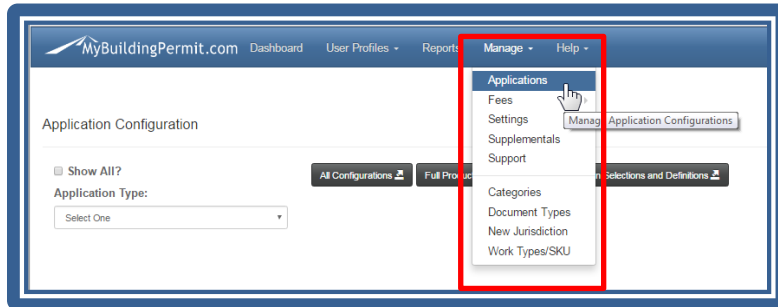
Use the Manage menu to configure and customize MBP for your jurisdiction. Most of these settings and items are managed by Jurisdiction Admins to control what choices and information an applicant has available, or needs to submit, during the application process.

Under **Manage** you will find the following menu options:

- [Applications](#) – Create new or modify existing application configurations which control the choices information required when applicants are applying for a permit.
- [Fees](#) – Fees for Over the Counter (OTC) applications must be configured in MBP. Plan Review applications will have invoices generated with fee information from your backend permitting system.
- [Settings](#) – Jurisdiction Information, Application Types you will accept on MBP, Inspection Information and Holidays (only if this information isn't available from your backend permitting system).
- [Supplementals](#) – Additional questions and information that can be added to any Application Configuration.
- [Support](#) – Where you can regenerate a permit pdf, email, remove unpaid invoices, and add delegates.

Configuring Applications

Each jurisdiction sets up their own application configurations. There are two options for accessing the application configuration management page. From the Jurisdiction Admin site, use the **MANAGE** menu then select Applications:



Each Application Configuration can have the following components:

- [Application, Project, Activity and Scope Types](#) (aka the four “buckets”)— all four “buckets” and *at least 1* Work Type are **required** for each Application Configuration.
- [Pre-Application Message](#) – message that displays immediately after the four “buckets” are selected on the application page.
- [Work Types](#) – additional information for the permit which displays on the Project Details page (includes things like fixtures, heating source, materials used, quantities of items, etc.).
- [Supplementals](#) – additional questions or information you need from the applicant.
- [Document Types](#) – list of documents the applicant will need to upload with their application.
- [Submittal Info](#) – information the jurisdiction needs to tell the applicant pertinent to submitting this application type.
- [General Process](#) – information the jurisdiction needs to communicate to the applicant regarding the general permit application process such as contact information, timeframes, etc.

Customer Application Process and Selections

As the customer progresses through the MBP Permit Application Process, each selection and piece of data they enter is determined by the jurisdiction. The jurisdiction “configures” their applications offered through MBP on the Jurisdiction Admin site using the **MANAGE → Applications** feature.

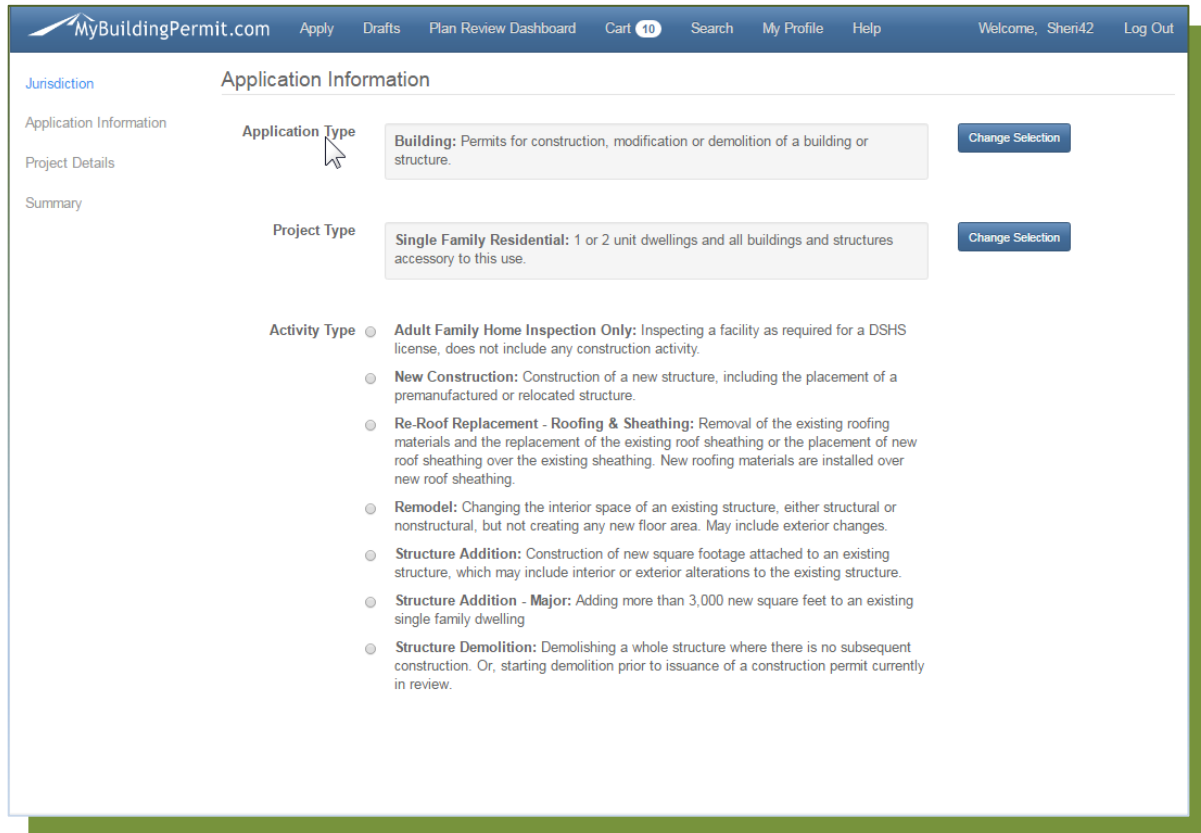
The options available under **Application Type**, **Project Type**, **Activity Type**, and **Scope of Work** (sometimes referred to as “buckets”) are configured by each jurisdiction based on what maps best to their backend permitting system configurations. MBP sends permit data to the jurisdiction’s backend permitting system and receives information back. The jurisdiction’s Web Service will take the mapped permit data and then insert it into the backend permitting system’s database.

These “buckets” are for the applicant’s convenience, so they better understand which choices to make during the application process. Each type listed also contains a brief description/definition to assist the customer when making their selection.

The screenshots illustrate the configuration process for the MBP Permit Application Process. The first screenshot shows the 'Jurisdiction' dropdown menu with options: Burien, - Select One -, Bellevue, Bothell, Burien, Issaquah. The second screenshot shows the 'Application Type' dropdown with options: Building, Clearing and Grading, Electrical. The third screenshot shows the 'Project Type' dropdown with options: Mixed Use, Multifamily Residential. The fourth screenshot shows the 'Activity Type' dropdown with options: Addition, Alteration. The fifth screenshot shows the 'Structure Type' dropdown with options: Accessory Dwelling Unit - Attached, Accessory Dwelling Unit - Detached, Carport - Attached, Carport - Detached, Duplex, Garage - Attached, Garage - Detached, Other Structure, Shed or Outbuilding, Single Family Dwelling, Townhouse.

Below is an example of the Activity Type options available to Bellevue applicants after they've selected an Application Type of Building, and Project Type of Single Family Residential:

Customer/Applicant Apply Screen



The screenshot shows the 'Application Information' section of the MyBuildingPermit.com application screen. The page has a blue header with navigation links: Apply, Drafts, Plan Review Dashboard, Cart (10), Search, My Profile, Help, and a user greeting 'Welcome, Sheri42' with a 'Log Out' link. On the left, a sidebar lists 'Jurisdiction', 'Application Information' (selected), 'Project Details', and 'Summary'. The main content area is titled 'Application Information' and contains three sections: 'Application Type' with a 'Building' option, 'Project Type' with a 'Single Family Residential' option, and 'Activity Type' with a list of radio button options. Each option has a 'Change Selection' button to its right.

Application Information

Application Type
Building: Permits for construction, modification or demolition of a building or structure. [Change Selection](#)

Project Type
Single Family Residential: 1 or 2 unit dwellings and all buildings and structures accessory to this use. [Change Selection](#)

Activity Type

- ☐ **Adult Family Home Inspection Only:** Inspecting a facility as required for a DSHS license, does not include any construction activity.
- ☐ **New Construction:** Construction of a new structure, including the placement of a premanufactured or relocated structure.
- ☐ **Re-Roof Replacement - Roofing & Sheathing:** Removal of the existing roofing materials and the replacement of the existing roof sheathing or the placement of new roof sheathing over the existing sheathing. New roofing materials are installed over new roof sheathing.
- ☐ **Remodel:** Changing the interior space of an existing structure, either structural or nonstructural, but not creating any new floor area. May include exterior changes.
- ☐ **Structure Addition:** Construction of new square footage attached to an existing structure, which may include interior or exterior alterations to the existing structure.
- ☐ **Structure Addition - Major:** Adding more than 3,000 new square feet to an existing single family dwelling
- ☐ **Structure Demolition:** Demolishing a whole structure where there is no subsequent construction. Or, starting demolition prior to issuance of a construction permit currently in review.

Each of the options available under **Application Type, Project Type, Activity Type, and Scope of Work** were first agreed upon by the MBP committees. A formal request must be submitted to the MBP Project/Program manager to have a new one created.

After the first four “buckets” or types are selected by the applicant, the fifth “bucket” is Project Details. Each jurisdiction determines the information needed from the customer for each specific application. The Project Details page contains “work types” also referred to as “**SKU's**”. These are categorized into logical groups and can be radio buttons, check boxes, quantities, or text entries.

See the following example:

Bellevue Building, Single Family Residential, Re-Roof Replacement, Residence Application Configuration looks like this when the jurisdiction is configuring:

Work Types Configuration Table:

Work Type Name	Category	SKU	Fee Code	Review Req?	Activate All?	Required?
With new Wood Shingle	What is the new roofing material? *	1101		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
With new Asphalt Shingle	What is the new roofing material? *	1102		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
With new Wood Shake	What is the new roofing material? *	1103		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
With new Factory Coated Metal Roof Panels	What is the new roofing material? *	1104		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Roof Rafters or Trusses 16" on	What is the existing	1201		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Project Details Form (Customer/Applicant View):

Project Details
Building / Single Family Residential / Re-Roof Replacement - Roofing & Sheathing / Residence

What is the existing roofing material? - Required

- ☐ Asphalt Shingle
- ☐ Clay, Cement or Slate
- ☐ Copper
- ☐ Factory Coated Metal Roof Panels
- ☐ Single Ply (PVC membrane)
- ☐ Torchdown/Hotmop
- ☐ Wood Shake
- ☐ Wood Shingle

What is the new roofing material? - Required

- ☐ Asphalt Shingle
- ☐ Clay, Cement or Slate
- ☐ Copper
- ☐ Factory Coated Metal Roof Panels
- ☐ Single Ply (PVC membrane)
- ☐ Torchdown/Hotmop
- ☐ Wood Shake
- ☐ Wood Shingle

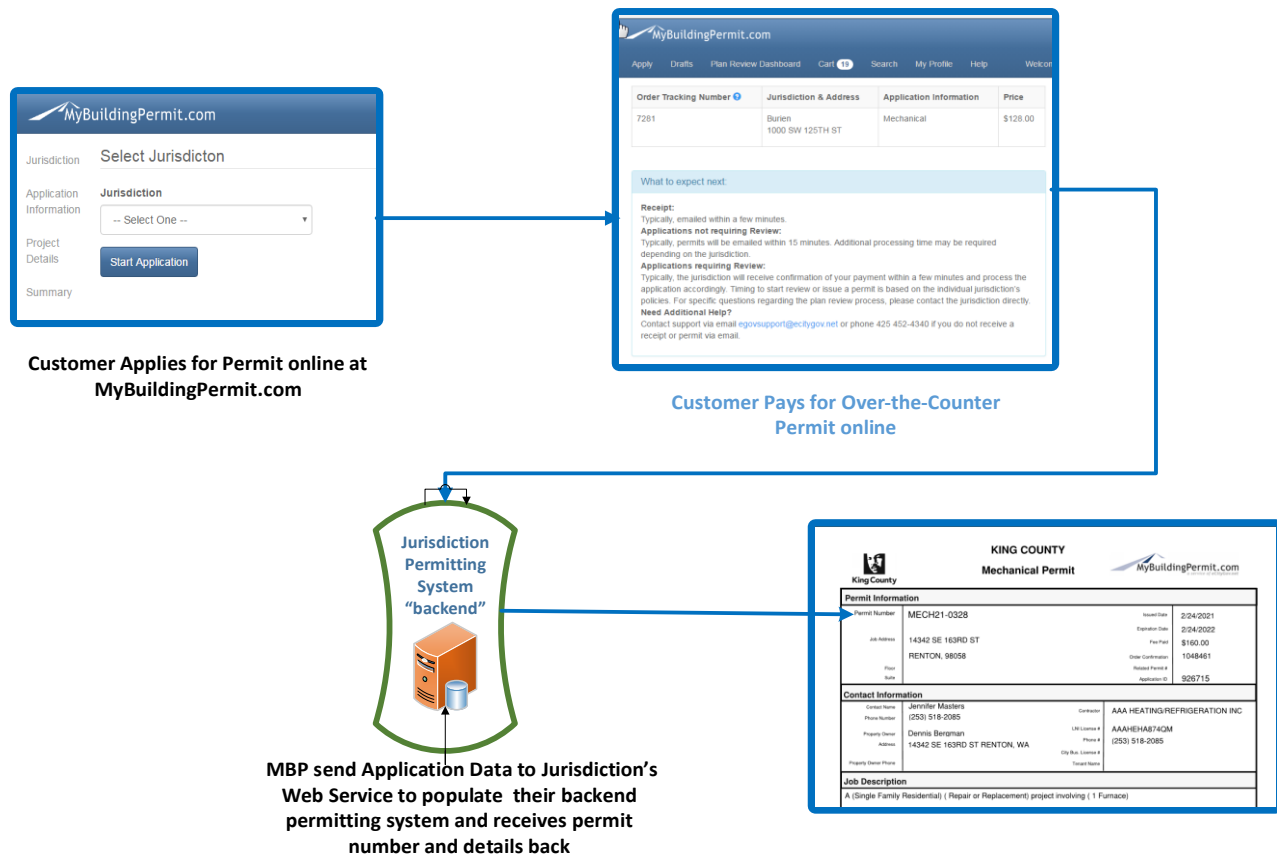
And looks like this to the Customer/Applicant:

Application Integration

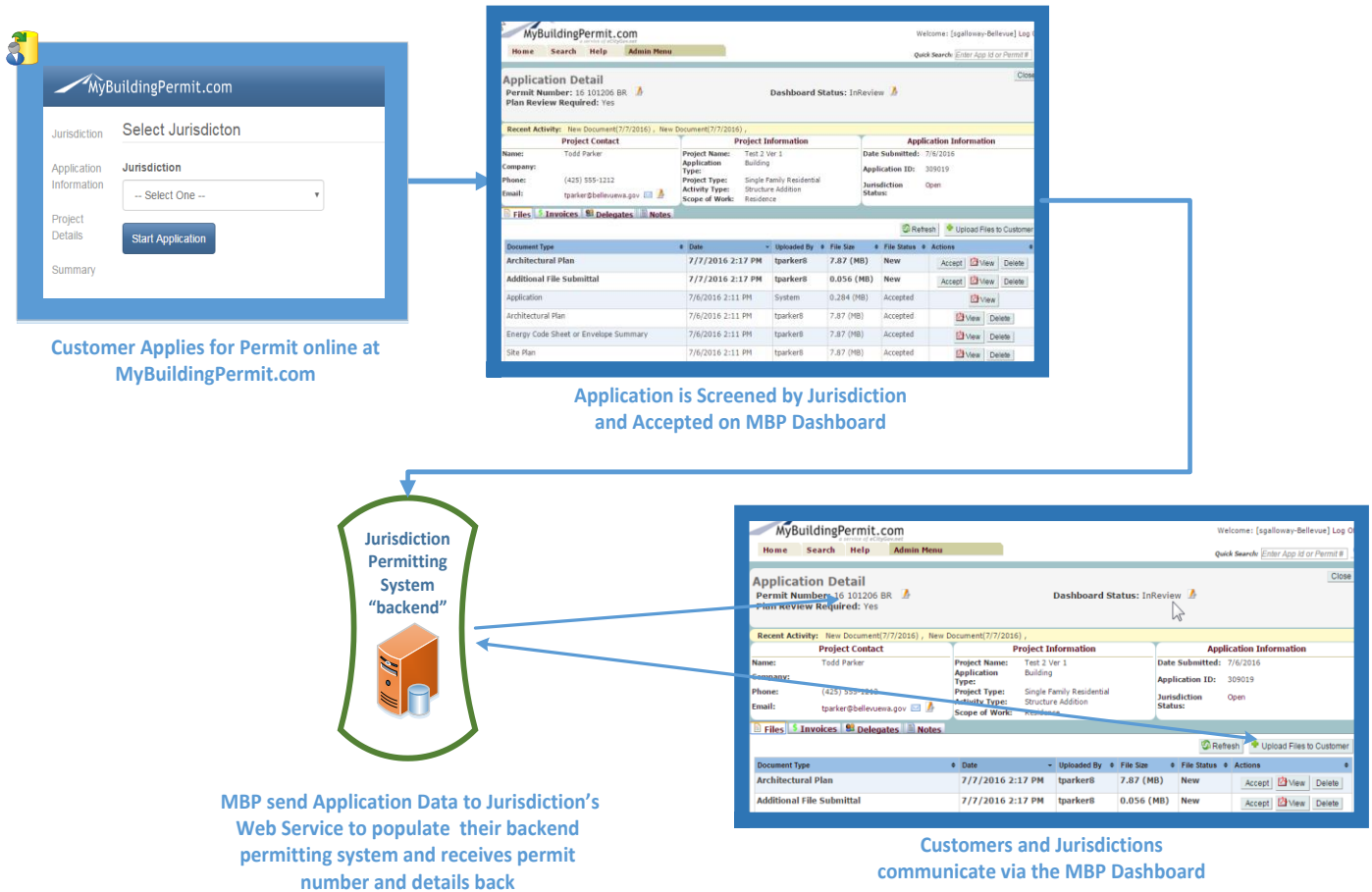
The Application Configuration, including the SKU detail and fees, will be included in the XML output from MBP that is sent to the jurisdiction via Web Services and must be *mapped* by you to your backend permitting systems. For more information on MBP integration process see the MBP Integration Section in this document as well as the [MBP Integration Guide](#).

High level of how MBP Integrates with Jurisdiction Backend Permitting Systems

Over the Counter/Non-Plan Review



Plan Review Permit



Considerations when Configuring Applications:

- An Application Configuration can be activated and/or each individual Work Type within the configuration can separately be designated as active or not. This allows you to set up Configurations and/or Work Types without making them visible on the applicant screen. This is beneficial for testing or preparing for rolling out new Applications in the future or when your permit fees change. You can configure everything and wait to activate it until you are ready for it to display for customers.
- You may configure multiple applications in MBP that map to a single location in your backend Permitting System. This will aid the applicant as they will have more than 1 way to get the correct permit.
- Consider the Customer/Applicant's thought process when applying. Contemplate how a typical customer would think and what information and options you need to provide to lead the customer to the correct permit.
- Think about your Jurisdiction's workflow and backend processes.
- Determine which permits can be obtained as Over the Counter/Non-Plan Review.
- Create a spreadsheet of your permit types and how they map to MBP "buckets", if Plan Review is required or not, fees for Over-the-Counters, etc.

Here is an example of how a jurisdiction with TRAKiT as their backend permitting system maps the MBP "buckets" to their database.

A	B	C	D	E	F	G	H	I	J
Application	ProjectType	ActivityType	ScopeOfWork	Module	Type	SubType	Parent	Par	Find i
Building	Multifamily Residential	Interior Alteration	None	permit	BUILDING	MF - ALT			Build
Building	Multifamily Residential	Interior Alteration	None	permit	BUILDING	MF - ALT			Build
Building	Multifamily Residential	New Construction	None	permit	BUILDING	MF - NEW			Build
Building	Nonresidential	New Construction	None	permit	BUILDING	COM - NEW			Build
Building	Nonresidential	Re-Roof Replacement - Roofing	None	permit	BUILDING	RE-ROOF			Build
Building	Single Family Residential	Structure Addition	None	permit	BUILDING	SF - ADD			Build
Building	Single Family Residential	Structure Addition	Residence	permit	BUILDING	SF - ADD			Build
Building	Single Family Residential	Structure Addition	Structure in Water	permit	BUILDING	SF - ADD			Build

This maps the incoming 4 buckets to the type and subtype that should be created

ApplicationType: Incoming ApplicationType
 ProjectType: Incoming ProjectType
 ActivityType: Incoming ActivityType
 ScopeOfWork: Incoming ScopeOfWork
 Module: either "permit" or "project" for PermitTrak or ProjectTrak (all lower case, no quotes)
 Type: Permit/Project Type to create
 SubType: Permit/Project SubType to create
 Parent_Module: look for an application on the same landtrak record on the same day and link it as a parent to the new permit
 Parent_Type: look for an application on the same landtrak record on the same day and link it as a parent to the new permit

Export XML file to: AppType.xml

Selecting Configuration Types

For all application configurations you must first select one type from each of the four buckets:

NOTE: Select 'Show All?' to display *all* possible choices within each type. If not selected, you will see *only* choices you have already configured.

**APPLICATION
Type**

☐ Show All?

Application Type:

Select One

- Building [111]
- Clearing and Grading [6]
- Electrical [31]
- Fire [44]
- Land Use [38]
- Mechanical [15]
- Plumbing [15]
- Right-of-Way [7]
- Sign [8]
- Utilities [8]

The number in brackets next to the Application Type tells you how many configurations you already have for that type.

**PROJECT
Type**

Application Configuration

☒ Show All?

Application Type:

Building [111]

All Configurations Full Product Catalog PreApplication Selections and Definitions

Project Type:

Select One

- Mixed Use
- Multifamily Residential
- Nonresidential
- Single Family Condominium Unit
- Single Family Residential
- Single Family Residential Attached

**ACTIVITY
Type**

Reports Manage Help

All Configurations Full Product Catalog PreApplication Selections and Definitions

Project Type:

Single Family Residential

Activity Type:

Select One

- Adult Family Home Inspection Only
- Conversion
- Deconstruction
- Demolition
- Establish a Registered Basic
- Expanded Work Hours
- Exterior Alteration
- Family Home Day Care Inspection Only
- Inspection Only

**SCOPE of
Work**

PreApplication Selections and Definitions

Activity Type:

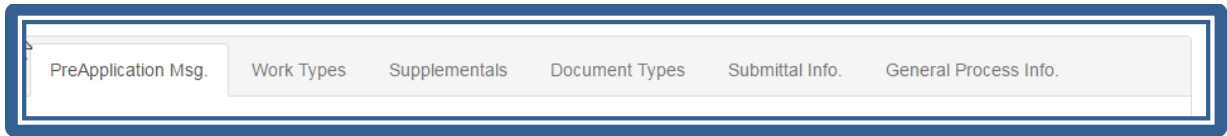
Re-Roof Replacement - Roofing & Sheathing

Scope of Work:

Select One

- Accessory Building
- Accessory Dwelling Unit
- Combination
- Commercial Coach
- Deck or Porch
- Detention Vault
- Duplex
- Factory Assembled Structure
- Foundation Only
- Manufactured Home
- Miscellaneous Structure

Once you have the “buckets” selected, use the page tabs to configure the following: Pre-Application Message, Work Types, Supplementals, Document Types, Submittal Info, and General Process Info (see descriptions of each [here](#)).




Creating a Pre-Application Message:

The Pre-Application message is for any information the jurisdiction wants to display *immediately* after the applicant selects the first four buckets. This message will be displayed in yellow on the customer application screen.

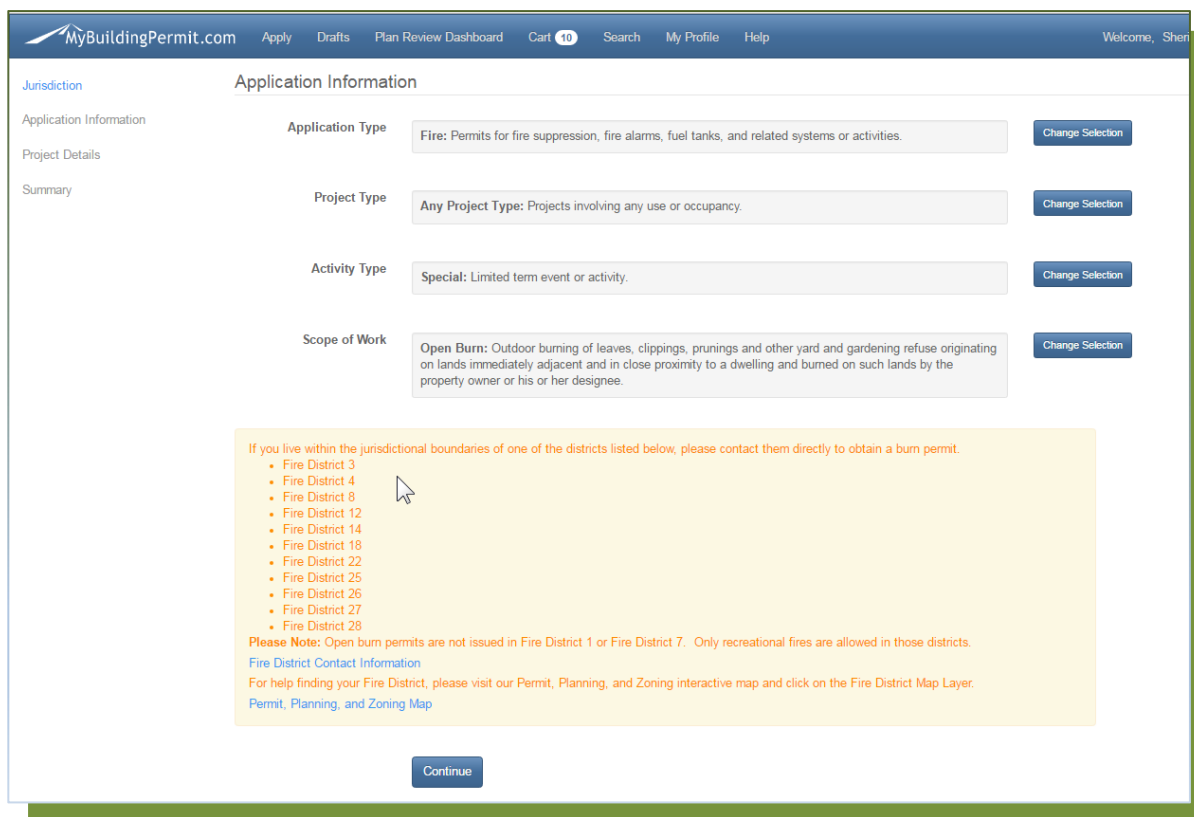
Steps:

After selecting the applicable four buckets: Application Type, Project Type, Activity Type, Scop of Work, Click on the PreApplication Msg. tab:

A screenshot of the 'Application Configuration' page. At the top, there are buttons for 'All Configurations', 'Full Product Catalog', and 'PreApplication Selections and Definitions'. Below these are dropdown menus for 'Application Type' (set to 'Fire [84]'), 'Project Type' (set to 'Any Project Type'), 'Activity Type' (set to 'Special'), and 'Scope of Work' (set to 'Open Burn'). There is a 'Configuration Active?' checkbox which is checked, and 'Clone' and 'Delete Configuration' buttons. Below this is a tabbed interface with 'PreApplication Msg.' selected. In this tab, there is a checkbox 'Enable Pre-Application Message?' which is checked. A text editor area is visible with a toolbar and some text. At the bottom, there is a 'Stop Applicant from Proceeding?' checkbox and a 'Save' button. Several blue callout boxes with white text provide instructions: 'Click to enable the Pre-Application message.' points to the 'Enable Pre-Application Message?' checkbox; 'Click if you want to stop applicant from proceeding with the application and display message instead.' points to the 'Stop Applicant from Proceeding?' checkbox; 'Type message text in provided text box.' points to the text editor area; and 'Click Save to keep changes to configuration.' points to the 'Save' button. A small tooltip also says 'The PreApplication Message will only display if checked.'

 **NOTE:** Clicking the “Stop Applicant from Proceeding?” box will display the message and will not allow the applicant to continue or submit this specific application. This would be beneficial if your jurisdiction does not issue Electrical Permits and you need to refer the applicant to the WA Department of Labor and Industries. Not having Electrical in your application type selection could cause confusion and increase phone calls to your permit team. Instead you can configure the Electrical permit with the Pre-Application message with instructions for the applicant on how to proceed.

Customer Application Screen: Example of a Pre-Application Message



The screenshot shows the 'Application Information' section of the MyBuildingPermit.com interface. It includes a sidebar with 'Jurisdiction', 'Application Information', 'Project Details', and 'Summary'. The main content area displays four selection fields: 'Application Type' (Fire: Permits for fire suppression, fire alarms, fuel tanks, and related systems or activities), 'Project Type' (Any Project Type: Projects involving any use or occupancy), 'Activity Type' (Special: Limited term event or activity), and 'Scope of Work' (Open Burn: Outdoor burning of leaves, clippings, prunings and other yard and gardening refuse originating on lands immediately adjacent and in close proximity to a dwelling and burned on such lands by the property owner or his or her designee). Each field has a 'Change Selection' button. Below these fields is a yellow box containing a message: 'If you live within the jurisdictional boundaries of one of the districts listed below, please contact them directly to obtain a burn permit.' followed by a list of fire districts (3, 4, 8, 12, 14, 18, 22, 25, 26, 27, 28). A 'Please Note' section states that open burn permits are not issued in Fire District 1 or Fire District 7, and only recreational fires are allowed in those districts. It also provides links for 'Fire District Contact Information' and a 'Permit, Planning, and Zoning Map'.

Adding a Work Type/SKU

Work Types/SKU's are permit type specific. This means you will see different choices for BUILDING permit types than with FIRE. The Work Types display on the Project Details page during the application process and allow you to gather more specific information about the work that will be completed on a selected permit.

Each Work Type has a unique identifying number known as a **SKU** which will be sent to your backend permitting system via an XML text file with the SKU number, your jurisdiction short name (i.e. KL for Kirkland), and the permit type: KL_MECH_5476. Your Web Service integration will translate this to your backend system database.

Work Types/SKU's are also specific to each Application Type and associated with a particular Category. This determines how they will be organized on the Customer application screen.

Example of a Jurisdiction Application Configuration

Application Configuration

☐ Show All?

All Configurations

Full Product Catalog

PreApplication Selections and Definitions

Application Type:

Project Type:

Activity Type:

Scope of Work:

Fire [84]

Any Project Type

Special

Open Burn

☒ Configuration Active?

Clone

Delete Configuration

PreApplication Msg.

Work Types

Supplementals

Document Types

Submittal Info.

General Process Info.

Work Types

Export

+ Add

Work Type Name	Category	SKU	Fee Code	Review Req?	<input type="checkbox"/> Activate All?	Required?	
Frequency of Burning	Open Burn Information	4855	Assign	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Anticipated Duration of Each Burn	Open Burn Information	4857	Assign	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Will show as this on the Customer Application Project Details Screen:

MyBuildingPermit.com

Apply

Drafts

Plan Review Dashboard

Cart 10

Search

My Profile

Help

Welcome, Sheri42

Log Out

Jurisdiction

Application Information

Project Details

Summary

Project Details

SNOHOMSH COUNTY

Fire / Any Project Type / Special / Open Burn

Expand All Collapse All

Open Burn Information - Required

Text

* Anticipated Duration of Each Burn

Text

* Frequency of Burning

Continue

Steps:

Select the applicable four buckets: Application Type, Project Type, Activity Type, Scop of Work:

Application Configuration

☐ Show All? All Configurations Full Product Catalog PreApplication Selections and Definitions

Application Type: Fire [1] Project Type: Any Project Type Activity Type: Special Scope of Work: Sparklers

☐ Configuration Active? Clone Delete Configuration

Select the Work Types tab

PreApplication Msg. **Work Types** Supplementals Document Types Submittal Info. General Process Info.

Work Types Export + Add

Work Type Name	Category	SKU	Fee Code	Review Req?	<input type="checkbox"/> Activate All?	Required?
No Work Types configured						

Click +Add

Application Configuration

☐ Show All? All Configurations Full Product Catalog PreApplication Selections and Definitions

Application Type: Fire [84] Project Type: Any Project Type Activity Type: Special Scope of Work: Open Burn

☒ Configuration Active? Clone Delete Configuration

Search for applicable Work Types by Category and/or Key Word and click Find.

PreApplication Msg. **Work Types** Supplementals Document Types Submittal Info. General Process Info.

Add Work Types Category: Event Date and/or Key Word Search Find Close

Work Type Name	Category	SKU	Fee Code	Req Review	Is Active?	Required	
Sparklers-Date of Event	Event Date	4884	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add
Sparklers-Time of Event	Event Date	4885	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add

Click Add button for each Work Type to include in this configuration.

NOTE: Once a Work Type has been added it will be removed from the listing.

Application Configuration

☐ Show All? All Configurations Full Product Catalog PreApplication Selections and Definitions

Application Type: Project Type: Activity Type: Scope of Work:

☒ Configuration Active? Clone Delete Configuration

PreApplication Msg. Work Types Supplementals Document Types Submittal Info. General Process Info.

Add Work Types Category: and/or Key Word Search Find Close

Work Type Name	Category	SKU	Fee Code	Req Review	Is Active?	Required	
Sparklers-Time of Event	Event Date	4885	<input type="text" value="None"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add

When all applicable Work Types have been added, Click Close to proceed.

NOTE: There is no need to select a Fee Code, or indicate if the type is Req Review, Active, or Required. These will be selected in the next steps.

Application Configuration

☐ Show All? All Configurations Full Product Catalog PreApplication Selections and Definitions

Application Type: Project Type: Activity Type: Scope of Work:

☒ Configuration Active? Clone Delete Configuration

PreApplication Msg. Work Types Supplementals Document Types Submittal Info. General Process Info.

Export + Add

	Category	SKU	Fee Code	Review Req?	<input type="checkbox"/> Activate All?	Required?
Frequency of Burning	Open Burn Information	4855	Assign	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Allocated Duration of Each Burn	Open Burn Information	4857	Assign	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Sparklers-Date of Event	Event Date	4884	Assign	<input type="checkbox"/>	<input type="checkbox"/>	

Last edit date: 9/15/2016 4:01:00 PM by: sgalloway.

Newly added Work Types will be bold; hovering over the line will provide details of when it was added.

Indicate if the type requires review, is active, and if it is a required field.

For OTC/Non-Review configurations only, assign a Fee Code.

NOTE: Plan Review configurations will not use Fee Codes—jurisdictions will Invoice for any fees due.

REMINDER: When a Work Type is marked as Required on the configuration screen the categories will be marked with a Red Asterisk *, which means an applicant must fill in at least one of the options in that category.

After a Fee Code has been added, hovering on the icon next to it will give additional details.

Category	SKU	Fee Code	Review	Required?
Open Burn Information	4855		Assign	<input checked="" type="checkbox"/>
Open Burn Information	4857		Assign	<input checked="" type="checkbox"/>
Event Date	4884	BLDG - Reroof 11-25 sq		<input type="checkbox"/>

Fee Code Detail
Fee Code Name: BLDG - Reroof 11-25 sq
Effective Date: 2/18/2016
Fee Calc. Type: Flat
Amount: \$37
Percentage: 0%
Description: Reroof permits between 11 and 25 squares (1 square = 100 sq ft)

NOTE: See [FEE CODES](#) Section in this document for detailed instructions on creating Fee Codes.

Adding Supplemental Questionnaires

Before you can add Supplementals to your configurations, you must create them in the system. Once they're saved, you can add them during the configuration process. For detailed information see [Managing Supplementals – Creating New Questionnaires](#).

You can provide additional information to the customer or gather supplemental details from the applicant using Supplemental configurations. Supplementals entered to a specific Application Configuration will display for the customer during the application process after they've entered the project details and all the contact information. You can utilize Supplementals to ask additional questions based on the entire Application Configuration, or limit to only display if a certain Work Type/SKU is selected by the applicant.

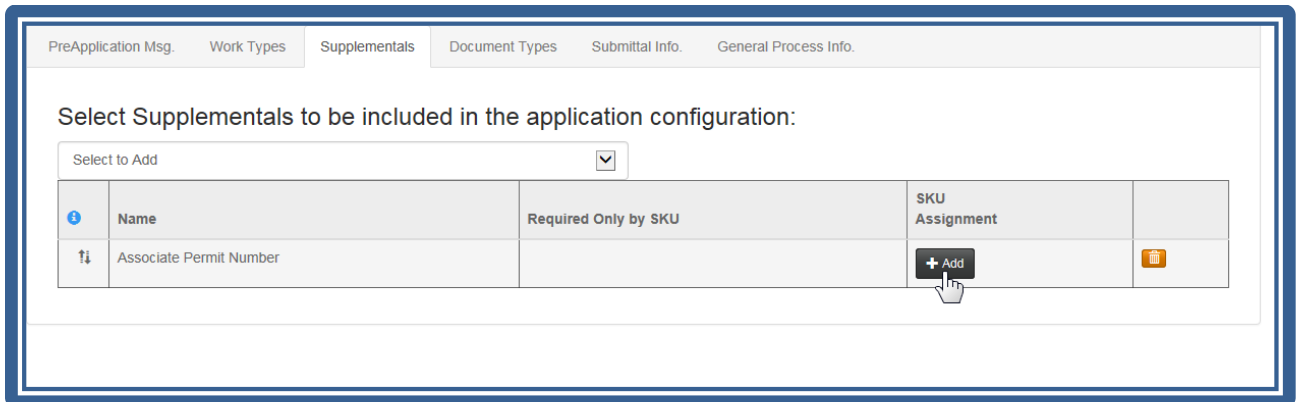
Steps:

1. Select the applicable four buckets: Application Type, Project Type, Activity Type, Scop of Work.
2. Click on the **Supplementals** tab.
3. Click the **Select to Add** box and select the applicable pre-existing questionnaire you want to add.

Select Supplementals to be included in the application configuration:

- Associate Permit Number
- Associate Permit Number Copy
- Consumer Retail Fireworks Sales
- Fire Alarm Transmitter Only
- Fireworks Display
- Tanks and SEPA - SinoCo

4. If applicable, you can trigger this Supplemental questionnaire when *specific* SKU's are filled in on the customer's Application:



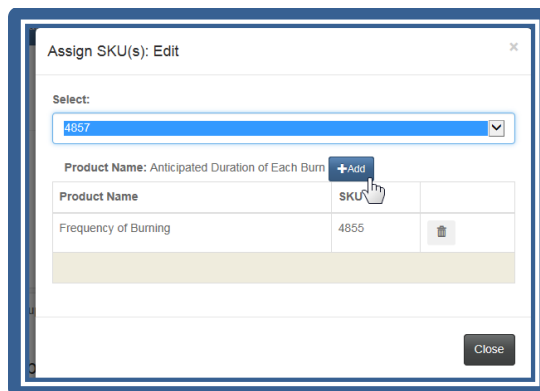
PreApplication Msg. Work Types Supplementals Document Types Submittal Info. General Process Info.

Select Supplementals to be included in the application configuration:

Select to Add ☐

	Name	Required Only by SKU	SKU Assignment	
	Associate Permit Number		+ Add	

- a. Click **+Add** button under SKU Assignment.
- b. Select appropriate SKU, click **Add**.



Assign SKU(s): Edit

Select:

4857

Product Name: Anticipated Duration of Each Burn **+ Add**

Product Name	SKU	
Frequency of Burning	4855	

Close

- c. You can add multiple SKU's to a Supplemental however, only the configured SKU's will appear in the drop-down list.
 - d. Click **Close**.
 - e. Use the **DELETE** Button to remove a SKU assignment
5. If SKU assignment is **not** completed, this Supplemental will appear for this Application Configuration (Application Type, Project Type, Activity Type, Scop of Work) regardless of which SKU's/Work Types the customer fills in on the Project Details page.



NOTE: To create a new Supplemental questionnaire, use the the **MANAGE** Supplementals menu. See [Managing Supplementals – Creating New Questionnaires](#) for more details.

Example of a Customer Supplemental Screen

Supplementals

Form 1
Land Surface Modification

Land Surface Modification

Is this application authorized under an approved permit?

Building Permit, Preliminary Subdivision, or Zoning Permit #:

Case Approval Date:

Note: Land Surface Modification permit applications will not be accepted on Preliminary Subdivisions or Zoning Permits until the application has been Approved. Land Surface Modification permit applications will not be accepted on Short Plats until the Notice of Application has been issued. If this grading application is in association with a Short Plat, enter the Short Plat number and the Notice of Application issuance date below.

Short Plat #:

Notice of Application Issuance Date:

• Will the cubic yards excavated and filled be a balanced cut and fill within the site?

☐ Yes
☐ No

If No, answer the following three questions:

Will fill be brought on site?

☐ Yes
☐ No

Adding Document Types

For Plan Review applications, you can add Required and Optional/Additional **Document Types** which the applicant will upload with their applications. The Document Types list is a fixed list created by the MBP team. If you need a new document type created, submit a request on the [MBP SharePoint Team site](#).

Application Configuration

☐ Show All?

All Configurations **Full Product Catalog** **PreApplication Selections and Definitions**

Activity Type: Scope of Work:

Document Types **Submittal Info.**

Select Documents included in the application configuration

Selecting a document will add it as required for this configuration. To make it required, click on "Is Required" to optional. If a document is optional, SKUs assigned as exceptions will change it to required.

Select to Add


Name	Is Required?	Exception by SKU	Assign SKU
Project Narrative	<input type="checkbox"/>		<input type="button" value="+Add"/>
Site Plan	<input checked="" type="checkbox"/>		<input type="button" value="+Add"/>

Click the drop-down box "Select to Add" for a listing of available document types. Select the appropriate document and it will be added to your configuration.

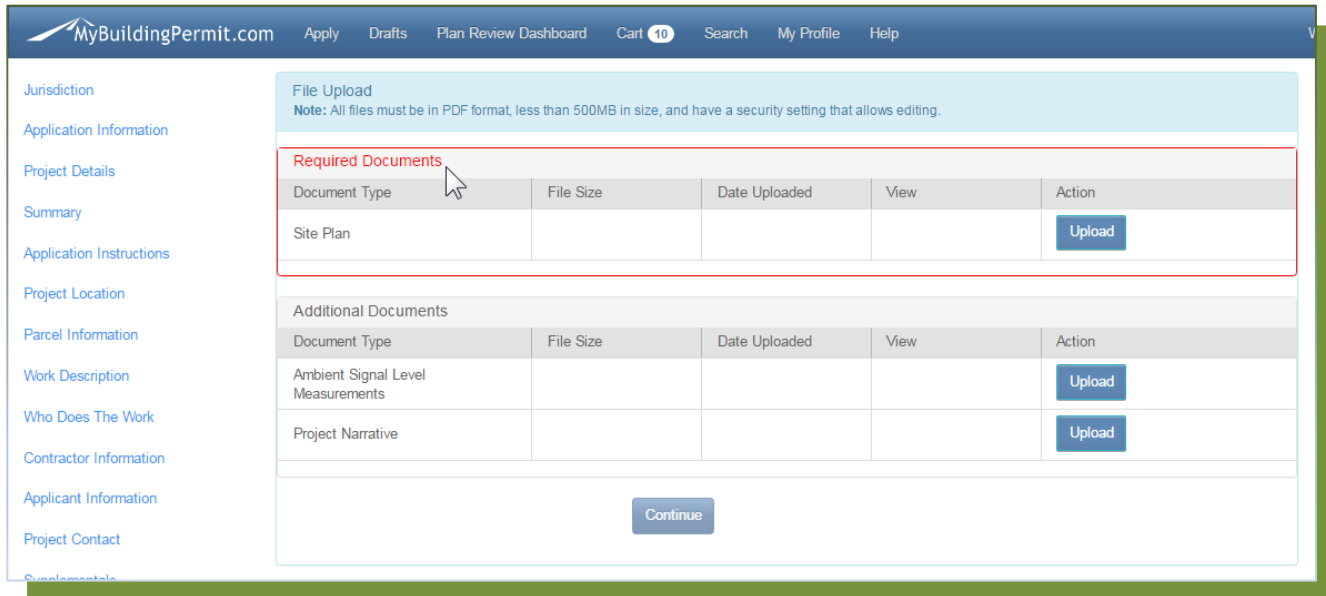
You may set the document to be Required or Assign or Exempt it based on specific SKU's.

You can change the order these documents display by using the arrows to drag and drop into the new order.

To remove a document type from the configuration, click the Trash icon.

 **NOTE:** If a document is marked as required, SKU's assigned as exceptions will change it to optional. If a document is optional, SKU's assigned as exceptions will change it to required.

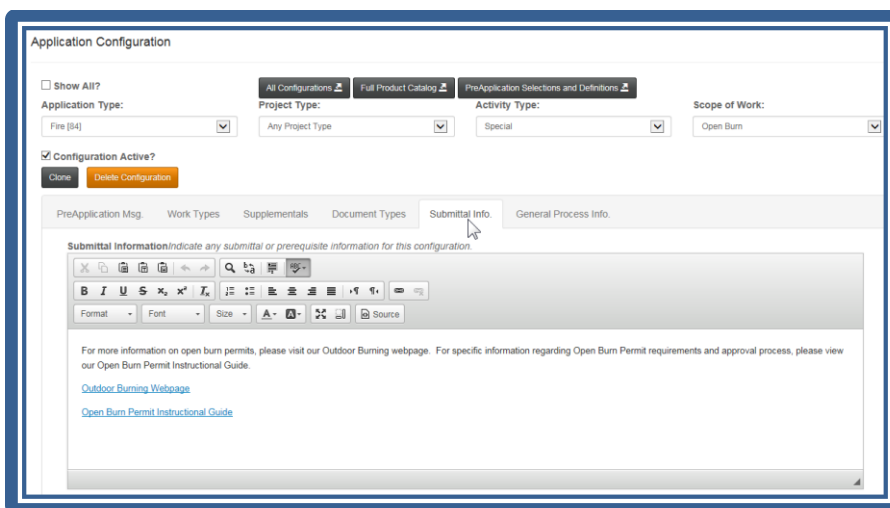
Example of a Customer Application File Upload Screen




The screenshot shows the 'File Upload' section of the MyBuildingPermit.com interface. The left sidebar contains a navigation menu with items like Jurisdiction, Application Information, Project Details, Summary, Application Instructions, Project Location, Parcel Information, Work Description, Who Does The Work, Contractor Information, Applicant Information, and Project Contact. The main content area has a header 'File Upload' with a note: 'Note: All files must be in PDF format, less than 500MB in size, and have a security setting that allows editing.' Below this is a table titled 'Required Documents' with columns: Document Type, File Size, Date Uploaded, View, and Action. The first row is for 'Site Plan' with an 'Upload' button. Below this is a table titled 'Additional Documents' with the same columns. It has two rows: 'Ambient Signal Level Measurements' and 'Project Narrative', each with an 'Upload' button. At the bottom of the main content area is a 'Continue' button.

Adding Submittal Information

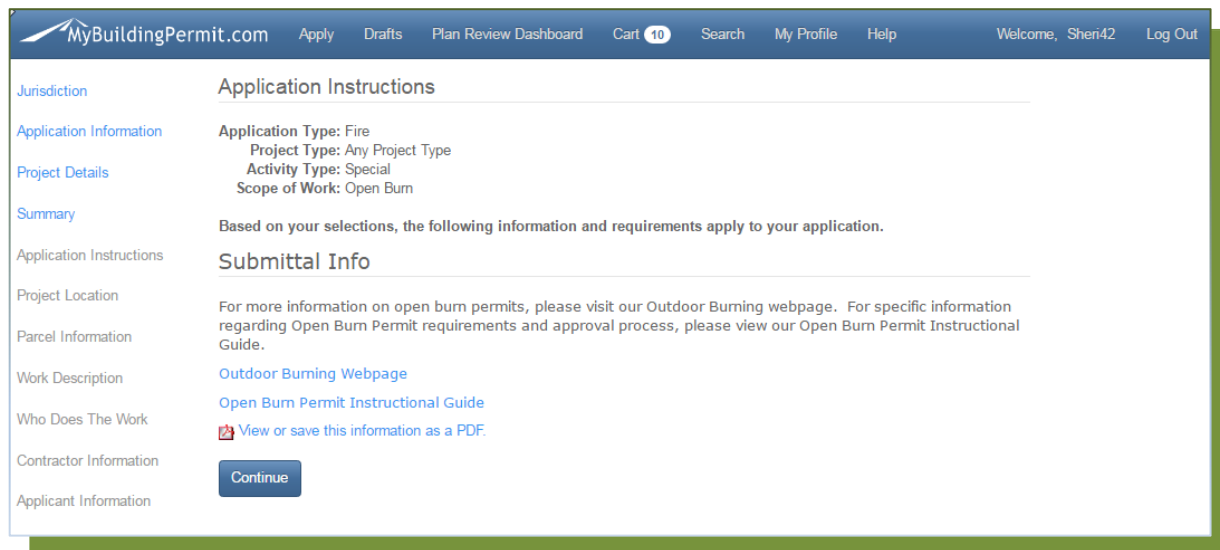
Important information on submitting the Application, additional details to communicate to the applicant, and links to other documents and relevant information can be added to the Submittal Tab.



The screenshot shows the 'Application Configuration' screen. At the top, there are tabs for 'All Configurations', 'Full Product Catalog', and 'PreApplication Selections and Definitions'. Below these are dropdown menus for 'Application Type' (Fire [84]), 'Project Type' (Any Project Type), 'Activity Type' (Special), and 'Scope of Work' (Open Burn). There is a checkbox for 'Configuration Active?' which is checked, and buttons for 'Clone' and 'Delete Configuration'. Below this is a tabbed interface with tabs for 'PreApplication Msg', 'Work Types', 'Supplementals', 'Document Types', 'Submittal Info', and 'General Process Info'. The 'Submittal Info' tab is selected. It contains a text area with a rich text editor toolbar. Below the text area, there is a note: 'For more information on open burn permits, please visit our Outdoor Burning webpage. For specific information regarding Open Burn Permit requirements and approval process, please view our Open Burn Permit Instructional Guide.' There are two links: 'Outdoor Burning Webpage' and 'Open Burn Permit Instructional Guide'.

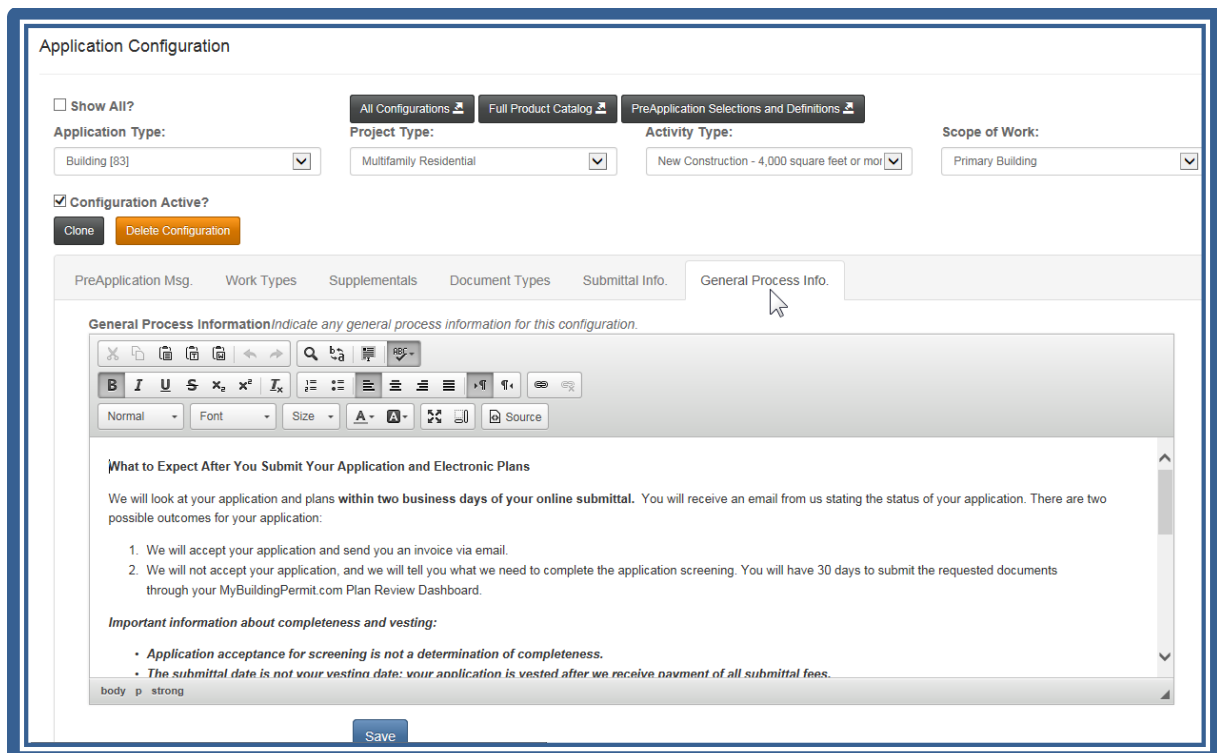
 **NOTE:** The information will appear on this application configuration only – it is **not** globally added to all applications.

Customer Application Instructions Screen – contains the Submittal Info from configuration



General Process Info Tab

Information on the General Process Tab will also show on the Application Instruction Screen when the applicant applies for this permit configuration. As with the Submittal Info, you may enter and format text and include hyperlinks to other documents.



Example of Submittal Info, Required Supplements list and General Process Info on the Customer Application Screen

Application Instructions

Application Type: Building
Project Type: Single Family Residential
Activity Type: Expanded Work Hours
Scope of Work: None

Based on your selections, the following information and requirements apply to your application.

Submittal Info

This application is a request for non-emergency work to be authorized outside of the hours of Monday - Friday, 7:00am to 6:00pm.

The following requests will not be granted:

- Sundays
- Legal holidays per [RCW 1.16.050](#)

Before continuing, be aware that at a minimum, the following conditions will apply:

- Residences within 300 feet; or, as otherwise determined by the City, will be notified by the contractor a minimum of 24 hours in advance a emergency contact name and phone number will be provided.
- Proposed work will not include hauling on local residential streets; and, construction traffic will be minimal (less than 10 trips per day).
- The contractor requesting Expanded Work Hours must not have received any construction violations form the City over the past 30 days.
- Construction must not require City inspection or resources; or, City inspections and/or resources have been confirmed.

Required Supplementals

- Expanded Work Hours

[View Supplementals](#)

General Process Info

Appeals

Appeal of this Decision will be pursuant to IMC 16.35.025

Hold Harmless Agreement

By continuing, you agree to save harmless the City of Issaquah as to any claim (including costs, expenses, and attorney's fees incurred in inves made by any person, including the undersigned, and filed against the City of Issaquah, but only where su

Cloning or Copying an Application Configuration

Once you have an Application Configured, you may Clone it to another configuration. The Application Type must be the same (such as Building to Building), but the other 3 "buckets" may be different from the original.

The following components of the configuration will be copied to the new configuration:

Work Types, Supplementals, Document Types, Submittal Info and General Process Info. All the components can then be modified accordingly.

MyBuildingPermit.com Dashboard User Profiles Reports

Application Configuration

☐ Show All?

Application

Building [83]
 ▼
 Multifamily Residential

☒ Configuration Active?

Clone
Delete Configuration

From the *original* Application Configuration, click Clone.

Application Configuration

Clone From:
☐ Show All?
 Application Type: Building [83]

Project Type: Multifamily Residential

Activity Type: New Construction - 4,000 square feet or mor

Scope of Work: Primary Building

Clone To:
 Building [83]

Select One

Select the Project Type, Activity Type, and Scope of Work for the new Application Configuration.

Clone From:
☐ Show All?
 Application Type: Building [83]

Project Type: Multifamily Residential

Activity Type: New Construction - 4,000 square feet or mor

Scope of Work: Primary Building

Clone To:
 Building [83]

Mixed Use

Adult Family Home Inspection Only

Accessory Building

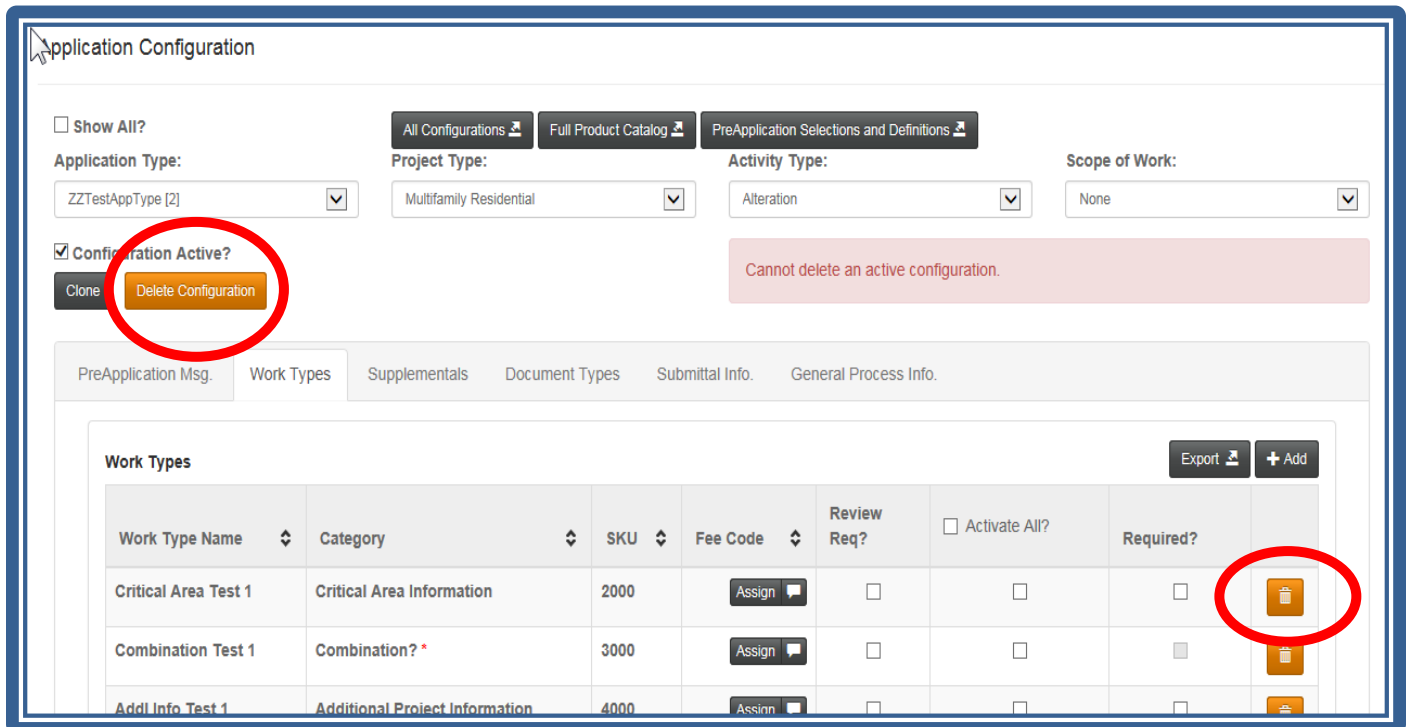
Click Proceed with Cloning to confirm and create new configuration.

Configuration Cloning was successful

When confirmation of successful cloning is received you can now open the new configuration and modify as needed.

Deleting an Application Configuration

You must delete **all** the Work Type/SKU's from the configuration before you can delete the entire configuration. Use the trashcan icon on the right of each Work Type to remove that line. Once all the Work Types have been deleted, you may delete the Application Configuration using the orange Delete Configuration button next to the Clone button.



The screenshot shows the 'Application Configuration' interface. At the top, there are filters for 'Show All?', 'Application Type' (ZZTestAppType [2]), 'Project Type' (Multifamily Residential), 'Activity Type' (Alteration), and 'Scope of Work' (None). Below these, there are buttons for 'All Configurations', 'Full Product Catalog', and 'PreApplication Selections and Definitions'. A red circle highlights the 'Delete Configuration' button, which is orange, next to a 'Clone' button. A red circle also highlights the trashcan icon in the 'Work Types' table. A red message box states 'Cannot delete an active configuration.' The 'Work Types' table has columns: Work Type Name, Category, SKU, Fee Code, Review Req?, Activate All?, Required?, and an action column with a trashcan icon. The table contains three rows: 'Critical Area Test 1', 'Combination Test 1', and 'Addl Info Test 1'.

Work Type Name	Category	SKU	Fee Code	Review Req?	Activate All?	Required?	Action
Critical Area Test 1	Critical Area Information	2000	Assign	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Combination Test 1	Combination? *	3000	Assign	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Addl Info Test 1	Additional Project Information	4000	Assign	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Requesting New Items—Permit Types, Document Types, Work Types, etc.

The below list provides additional information on requesting new or additional items when configuring applications. The same process also applies if an existing item needs to be edited. Any questions or assistance with best practices can be directed to the Program Team members, or Program Business Analysts (see MBP contact list).

Permit Types- New Permit Types are only added when the entire Program Team fully discusses and agrees on the new type. The logic flow for a new Permit Type will have to be determined by the team and developers. Once the Program Team agrees on adding a new Permit Type, a new request can be added to the Tracker Backlog list and will go into the development process.

Project Types – Same as new Permit Types

Activity Types – New Activity types can be requested. The name and a description must be submitted to the Tracker Backlog, approved by the Program Team, and then will be submitted to the developers.

Scope of Work – Same as Activity Types.

Work Types/SKU's – if you need a new Work Type/SKU, submit a request on the MBP SharePoint Team site under the Issues and Requests→[WorkType\(SKU\)](#), [Category](#), [Permit Def Request](#). You will need to enter a

name, screen label, type such as checkbox or radio button, and indicate the application type and category where it should be added.

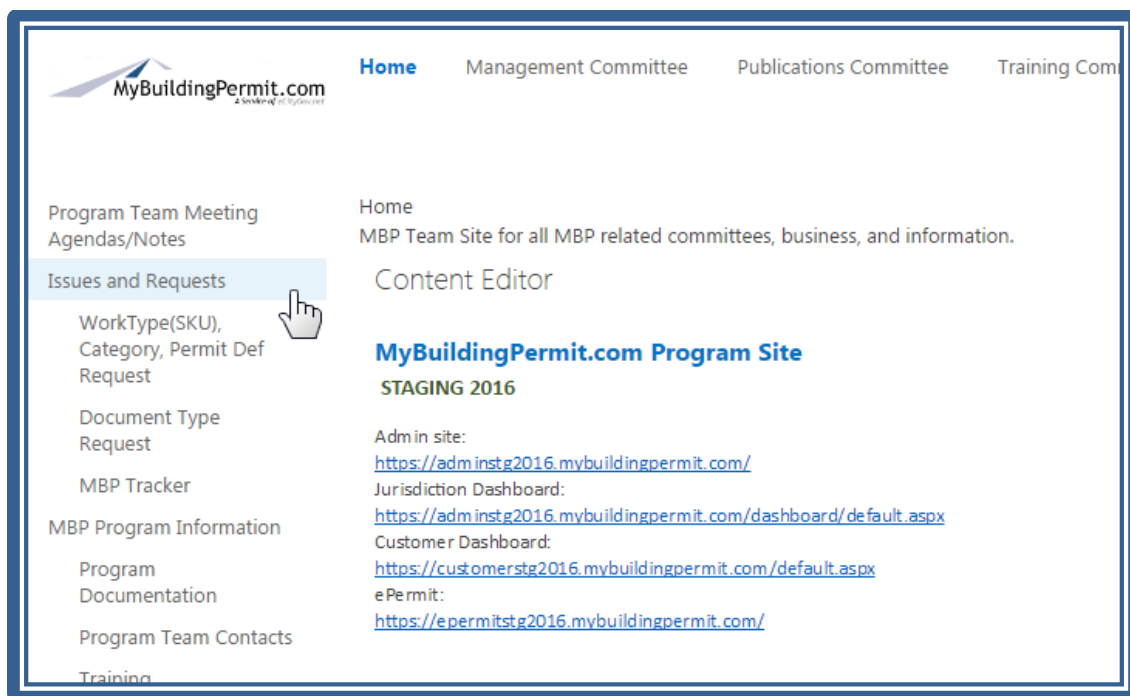
Categories (for Work Types)—Categories are how the Work Types are grouped on the application project detail screen. Submit requests for new Categories on the MBP SharePoint Team site under the same request tracker as a new Work Type. Please clearly indicate it is a request for a new Category.

Document Types – Submit a new Document Type request on the MBP SharePoint Team site under Issues and Requests→[Document Type Request](#).

If additional information is needed on the above requests, a member of the MBP Service Delivery team will add a note and assign the request back to the originator for clarification.



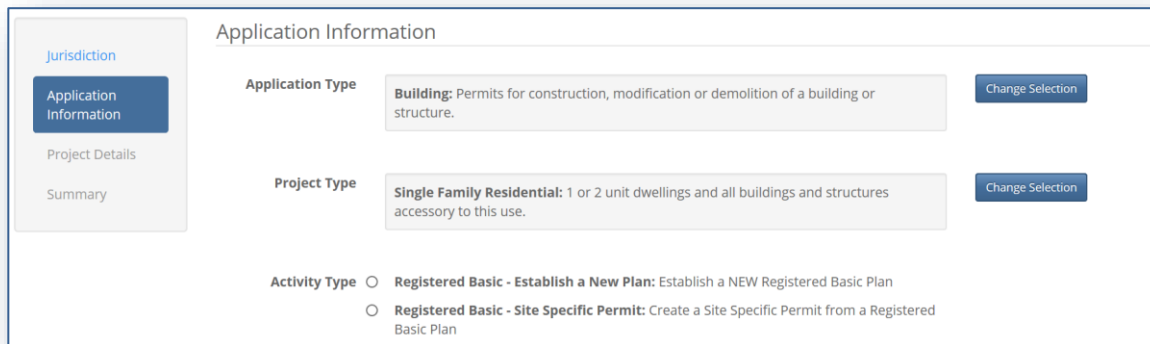
NOTE: To reduce potential duplicate Document and Work Types, we search current inventory lists of documents and SKU's to identify a similar, already existing match. In these instances, we will contact the original requestor to verify if we can use the existing type or if a new one is still needed.



For additional instruction on submitting tracker requests SharePoint, see the section on [MBP Team SharePoint site](#).

Registered Basic Permit Applications

Registered Basic plans are utilized by contractor companies to build the same approved plan on multiple plats or lots. Establishing a Registered Basic plan with Jurisdictions who have them available within MBP allows a contractor company to have the “basic” or “registered” building plan set reviewed and approved for future use with Site-Specific permits.



The screenshot shows the 'Application Information' form. On the left is a sidebar with 'Jurisdiction' selected, containing links for 'Application Information', 'Project Details', and 'Summary'. The main form area has two sections: 'Application Type' with a dropdown set to 'Building: Permits for construction, modification or demolition of a building or structure.' and a 'Change Selection' button; and 'Project Type' with a dropdown set to 'Single Family Residential: 1 or 2 unit dwellings and all buildings and structures accessory to this use.' and another 'Change Selection' button. At the bottom, there are radio buttons for 'Activity Type': 'Registered Basic - Establish a New Plan: Establish a NEW Registered Basic Plan' (selected) and 'Registered Basic - Site Specific Permit: Create a Site Specific Permit from a Registered Basic Plan'.

Each Jurisdiction that accepts Registered Basic applications determines the requirements needed for submitting Registered Basic plans. These will include: the specific base plan information, available options, documents needed, and other requirements necessary for submittal and approval. The base plan and option data will carry over to the site-specific permit application from the approved Registered Basic plan.

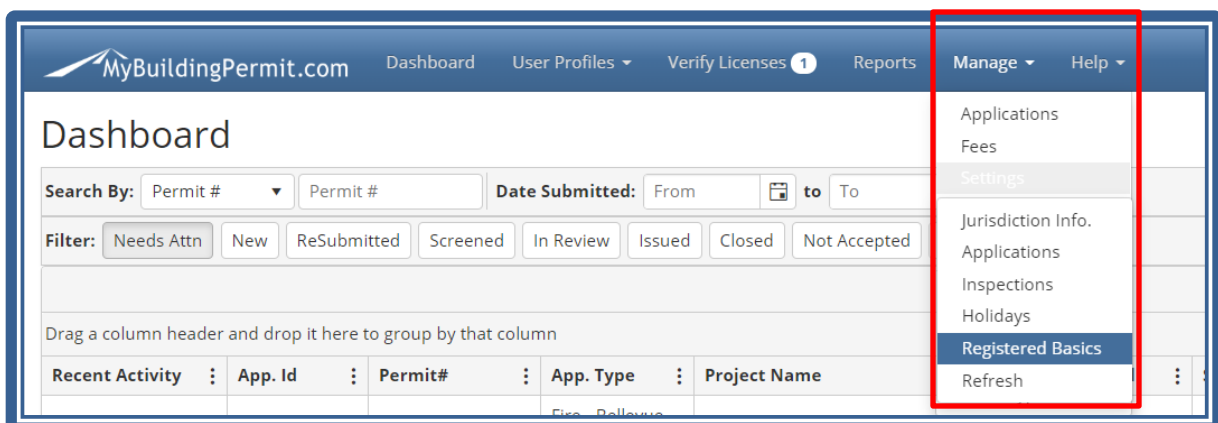
To enable use of Registered Basics in MBP, you must:

- Configure Jurisdiction Registered Basics Settings
- Create Registered Basics Application Configurations

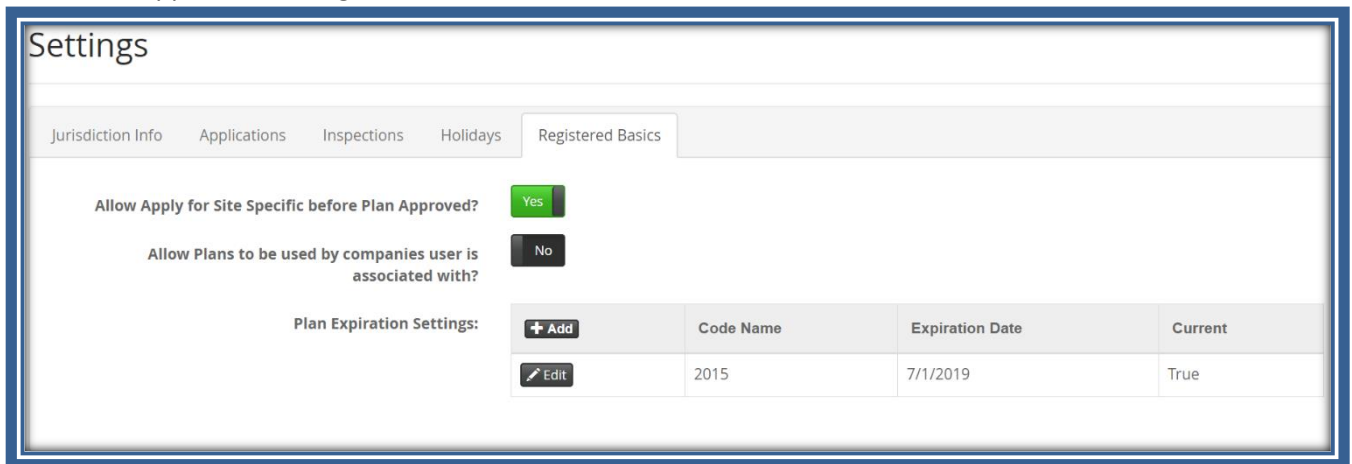
Configuring Registered Basics Settings

Note: Only a JurisdictionAdmin user role has access to manage a Jurisdiction’s settings.

1. Log in to the [Admin site](#), select Manage → Registered Basics:



2. Select the applicable settings:



Settings

Jurisdiction Info Applications Inspections Holidays Registered Basics

Allow Apply for Site Specific before Plan Approved? ☒ Yes

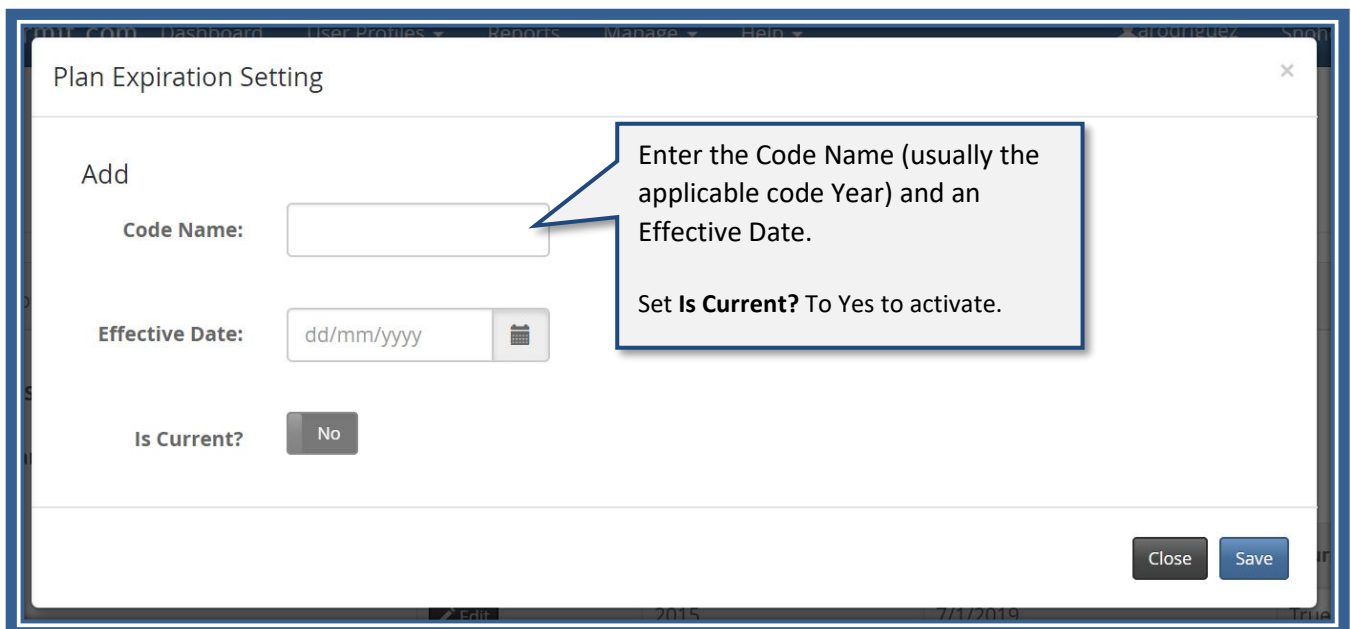
Allow Plans to be used by companies user is associated with? ☐ No

Plan Expiration Settings:

+ Add	Code Name	Expiration Date	Current
Edit	2015	7/1/2019	True

- **Allow Apply for Site Specific before Plan Approved?** – This setting allows/disallows a contractor to be able to apply for a Site-Specific permit before a Base Plan is approved.
- **Allow Plans to be used by companies' user is associated with?** - This setting allows/disallows the sharing of basics plans across companies.


3. Click [+ Add](#) under Plan Expiration Settings to add current code cycle to the table:



Plan Expiration Setting

Add

Code Name:

Effective Date: 

Is Current?

Enter the Code Name (usually the applicable code Year) and an Effective Date.
Set Is Current? To Yes to activate.

[Close](#) [Save](#)

4. Click [Save](#) to proceed.

5. New code cycle is added to the Plan Expiration Settings table:

Plan Expiration Settings:

+ Add

Edit

Edit

Code Name	Expiration Date	Current
2015	7/1/2019	True
2018	3/31/2019	False

Click to Edit to update existing code cycles.

Click Delete to remove a code cycle.

Note: You can only delete a code cycle if it has not been referenced on an open basic plan. The assigned code cycle will be added to all Base plan applications.

Considerations before Configuring Registered Basics settings:

- Know whether your jurisdiction allows applying for site specific applications using plans that are accepted (not approved plans yet).
- Know whether your jurisdiction allows plans sharing among companies where user is associated with all of them.
- Come up with intuitive and easy Code Name. It is good idea to keep table rows count small and add code cycle only once it is close to its expiration date.

Editing Base Plan Information

On the details page of a submitted application to Establish a New Plan, there is a Registered Basics tab:

FILES
INVOICES
NOTES
ACTIVITY LOG
DELEGATES
REGISTERED BASICS

Code Cycle: 2015

Base Plan Info

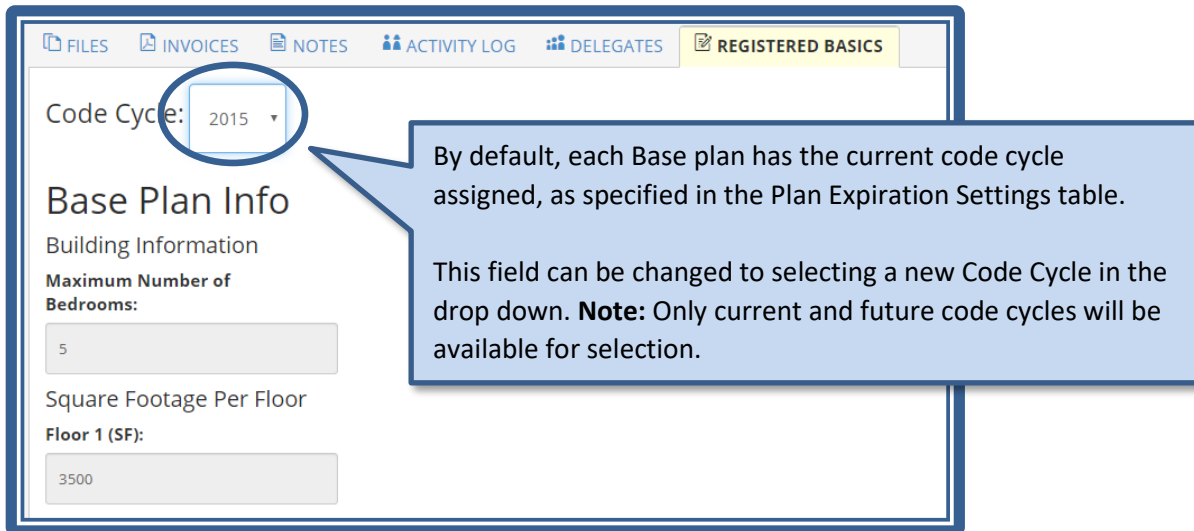
Building Information

Maximum Number of Bedrooms:

Square Footage Per Floor

Floor 1 (SF):

On this tab you will find the code cycle assigned to this plan, as well as Base Plan Info as submitted on the application.



FILES INVOICES NOTES ACTIVITY LOG DELEGATES **REGISTERED BASICS**

Code Cycle: 2015 ▾

Base Plan Info

Building Information

Maximum Number of Bedrooms:

5

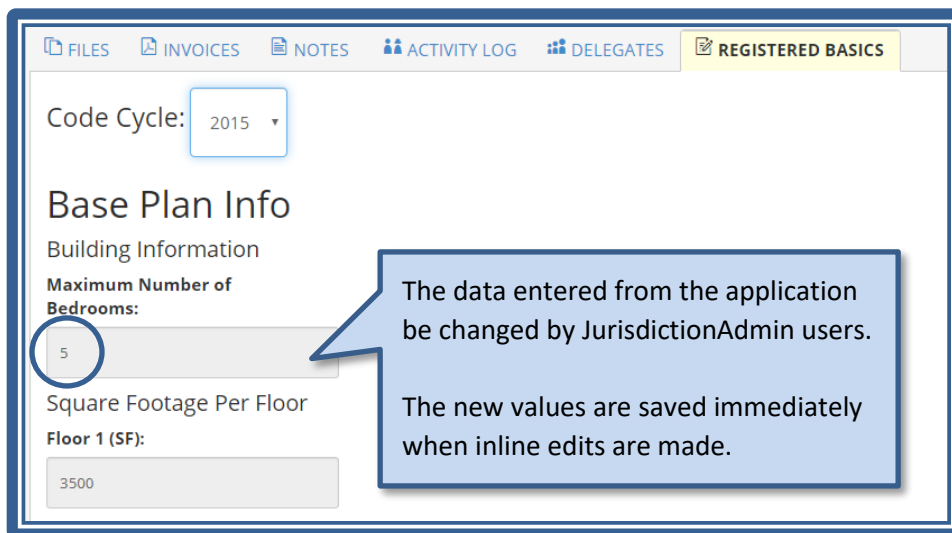
Square Footage Per Floor

Floor 1 (SF):

3500

By default, each Base plan has the current code cycle assigned, as specified in the Plan Expiration Settings table.

This field can be changed to selecting a new Code Cycle in the drop down. **Note:** Only current and future code cycles will be available for selection.



FILES INVOICES NOTES ACTIVITY LOG DELEGATES **REGISTERED BASICS**

Code Cycle: 2015 ▾

Base Plan Info

Building Information

Maximum Number of Bedrooms:

5

Square Footage Per Floor

Floor 1 (SF):

3500

The data entered from the application be changed by JurisdictionAdmin users.

The new values are saved immediately when inline edits are made.

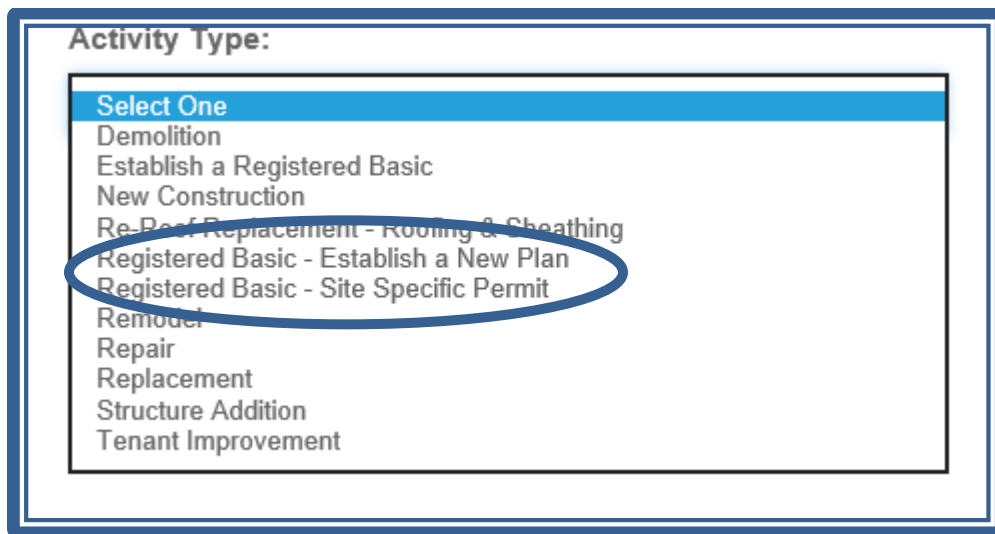
Note: These fields on the Registered Basics tab can only be edited when the application is in the following MBP statuses: **New/Submitted, Not Accepted, Screened, and In Review.**

Configuring Registered Basics Permit Applications

The process to configure an application to Establish a New Plan and Site-Specific permit is the same as any other application—see [here](#) for instructions. The following exceptions apply to a Registered Basic application:

Bucket selection will be:

- Application Type = Building
- Project Type = Single Family Residential or Multifamily
- Activity Type = One of two options:
 - Registered Basic – Establish a New Plan
 - Registered Basic = Site-Specific Permit



Activity Type:

- Select One
- Demolition
- Establish a Registered Basic
- New Construction
- Re-Roof Replacement - Roofing & Sheathing
- Registered Basic - Establish a New Plan
- Registered Basic - Site Specific Permit
- Remodel
- Repair
- Replacement
- Structure Addition
- Tenant Improvement

- Scope of Work = Choose one of these options:
 - Registered Basic–Accessory Building
 - Registered Basic–Duplex
 - Registered Basic–Single Family Residential

Scope of Work:

Select One
Accessory Building
Deck or Porch
Duplex
Manufactured Home
Mobile Home
Modular Home
Primary Building
Primary Building and All Associated Structures
Registered Basic-Accessory Building
Registered Basic-Duplex
Registered Basic-Single Family Residential Residence
Residence and All Associated Structures
Wireless Communications Facility

NOTE: You will need to update the XML mapping into your back-end system to accommodate these new application types.

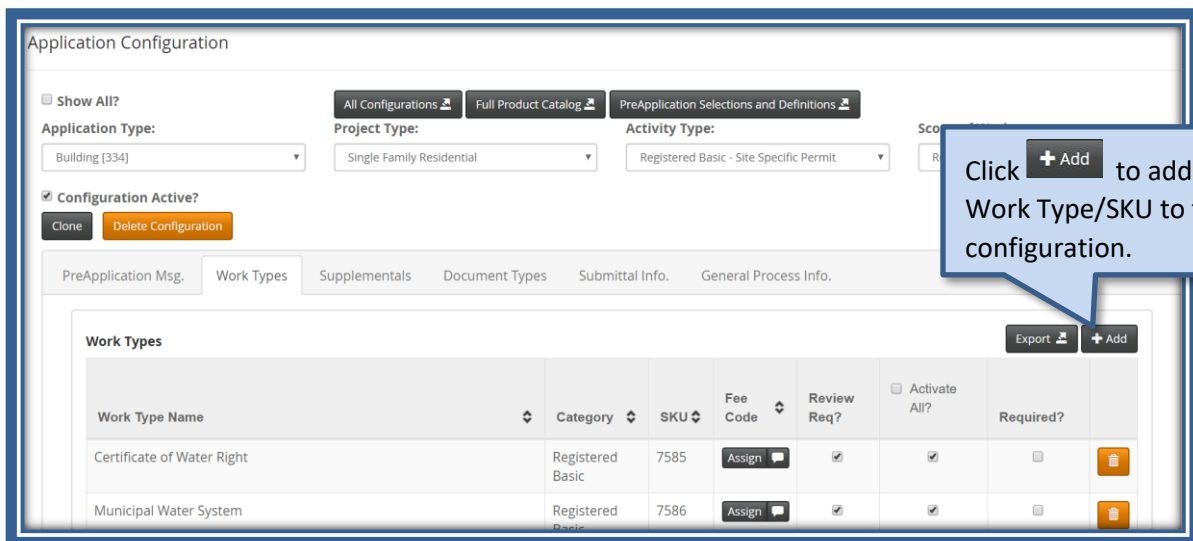
Registered Basics Work Types/SKUs

Registered Basic Work Types are created to be used exclusively in Registered Basic permit application configurations. Existing, non-registered basic SKUs cannot be used in these application configurations.

To add a Registered Basic SKU to your Establish a New Plan or Site-Specific application configuration, do the following:

1. Log in to the Admin site as a JurisdictionAdmin user. Click Manage → Applications
 - Make your four bucket selections:
 - Application Type = Building
 - Project Type = Single Family Residential or Multifamily
 - Activity Type = One of two options:
 - Registered Basic – Establish a New Plan
 - Registered Basic = Site-Specific Permit
 - Scope of Work = Choose one of these options:
 - Registered Basic–Accessory Building
 - Registered Basic–Duplex
 - Registered Basic–Single Family Residential

2. Click on the Work Types tab:



Application Configuration

Show All? All Configurations Full Product Catalog PreApplication Selections and Definitions

Application Type: Building [334] Project Type: Single Family Residential Activity Type: Registered Basic - Site Specific Permit

Configuration Active? Clone Delete Configuration

PreApplication Msg. Work Types Supplementals Document Types Submittal Info. General Process Info.

Work Types

Work Type Name	Category	SKU	Fee Code	Review Req?	Activate All?	Required?	
Certificate of Water Right	Registered Basic	7585	Assign	☑	☑	☐	🗑️
Municipal Water System	Registered Basic	7586	Assign	☑	☑	☐	🗑️

Export + Add

Click + Add to add a new Work Type/SKU to the configuration.

3. Select Registered Basic under Category:

reApplication Msg.

Work Types

Supplementals

Document Types

Submittal Info.

General Process Info.

Add Work Types

Category:

Registered Basic

Modification Type

Move Information

Multiple Buildings on One Plan Set?

Multiple Parcels on One Plan Set?

Occupancy Classes Affected?

OTC Fee SKUs

Path of Egress

Piping Information

Plumbing Fixture Information

Plumbing Included?

Plumbing Information

Plumbing Information - Basic

Plumbing Systems

Primary Use

Project Information

Project Structures

PWSF Appurtenances Information

PWSF Cabinet Information

PWSF Height Information

Registered Basic

and/or

Key Word Search

Find

✕ Close

SKU	Fee Code	Req Review	Is Active?	Required	
6273	None	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Add


Select Registered Basic under Category search field.

Then click **Find** to pull up a list of available SKUs to add. **Note:** Only SKUs that have not already been added to the configuration will appear.

Permit Fees

MBP uses the Fee Codes and Valuation/Range Tables to calculate the permit fees for **Over the Counter (OTC) Non-Plan Review** applications. **Plan Review** application fees come from you invoicing the customer utilizing your back-end system fee calculations. For specific information on invoicing see the Plan Review Application Processing Document.

The fees that are calculated for a permit, are included in the XML output from MBP that you will map to your backend permitting system. See MBP – Jurisdiction Integration Section in this document.

 **NOTE:** Creating a spreadsheet of your permit configurations prior to setting them up and creating Fee Codes in MBP is very beneficial. Identify which configurations are Over-the-Counter verses Plan Review as only Over-the-Counter permits need a fee code. Also determine what fee type each should be: flat, calculated, valuation, etc. Once you have your configurations in a spreadsheet, you can configure them in MBP more easily.

Example:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	MBP Fee Code Name	Fee Type	Formula / Percentage	Valuation / Range Table										
2	Gas Piping	Range		Gas Piping										
3	Mechanical Fixture	Calculated	11											
4														
5														
6														
7														
8														
9														
10														
11														

Step 1: Enter a new fee code name

Step 2: Select the Fee Type:
Calculated – quantity times the dollar amount
Flat – a fixed fee charged regardless of quantity
Percentage – calculate a percentage
Range – Uses the Table entered in the Value/Range Table Name to calculate the fee
Valuation – Uses the Table entered in the Value/Range Table Name to calculate the fee

Step 3: Enter the formula / Percentage or the valuation/range table name. Valuation/range tables are created in the Valuation Range Tables tab

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	Table List																				
2	Table Name	Row	Minimum	Maximum	Base Rate	Plus \$	For Every														
3	Building Fee	Building Fee	1	0	500	\$26.45	0.00	0													
4	Gas Piping	Building Fee	2	501	2,000	\$26.45	3.30	100													
5		Building Fee	3	2,001	25,000	\$78.85	16.00	1,000													
6		Building Fee	4	25,001	50,000	\$444.30	11.60	1,000													
7		Building Fee	5	50,001	100,000	\$730.95	7.70	1,000													
8		Building Fee	6	100,001	500,000	\$1,127.85	6.60	1,000													
9		Building Fee	7	500,001	1,000,000	\$3,672.40	5.50	1,000													
10		Building Fee	8	1,000,001	99,999,999	\$6,369.15	4.40	1,000													
11		Gas Piping	1	1	5	\$6.00	0.00	0													
12		Gas Piping	2	6	99,999,999	\$8.00	2.00	1													
13																					

Step 1: Add a new table name to the Table List

Step 2: Using the second table add any range tables you may require. Tables may be based on the permit valuation or the quantity of a SKU. In the examples provided, the Building Fee would be calculated by the permit valuation. If the valuation is between the row's minimum and maximum values, then it will take the base rate and add an extra amount (Plus \$) for every amount over the minimum. The gas piping example would be based on the amount the customer enters for gas piping. In this example the first 5 gas piping fixtures are a flat \$6, for every fixture over 5, they are charged an extra \$2.

The Row column is the row number for that particular table.

Important: You only need to enter valuations for fees related to Over-the-Counter permits. If your reroof permits are flat rate, then you may not even need to create a building fee table.

A	B	C	D	E	F	G	H	I	J	K	L	M
1	MBP SKU	Juris Fee Code										
2												
3												
4												
5												

This section can be used to help map SKUs with fees to your backend system. it is suggested that you export your configurations from MBP and filter the list to only permits which are OTC. From there filter down to only the SKUs which will have fees associated with them. The exact method you use to map fees in MBP to fees in your permit system is depending on your vendor webservices.

A	B	C	D	E	F	G
1	Fee Types					
2	Calculated					
3	Flat					
4	Percentage					
5	Range					
6	Valuation					
7						

Don't edit this

Valuation/Range Tables—Overview

When fees are variable based on different project values or quantities, the Fee Code will need to reference a table. Valuation Tables are used for fees dependent on a dollar amount of the project or building valuation. Range tables are used when fees vary for different quantities.

Each jurisdiction can create their own valuation and ranges in tables, save them with meaningful names, and then create fee codes using these tables.

A valuation table or range table needs to be created prior to using it with a Fee Code. The Fee Code must be created before you can assign it to a Work Type in the Application Configuration.

Example of a Valuation Table (the Minimum and Maximums represent dollar ranges)

Show AllClose AllAdd

BLDG - Valuation Table - Building valuation table

Edit

Table Name: BLDG - Valuation Table
 Description: Building valuation table

Referenced By: [BLDG - Valuation] FeeCodes

Minimum	Maximum	Base Rate	Plus \$\$	For Every
01.00	500	\$33.00	0.0000	0.00
501.00	2,000	\$33.00	4.8400	100.00
2,001.00	25,000	\$105.60	19.3900	1000.00
25,001.00	50,000	\$551.57	14.4400	1000.00
50,001.00	100,000	\$912.57	9.3400	1000.00
100,001.00	1,000,000	\$1,379.57	8.1600	1000.00
1,000,001.00	5,000,000	\$8,723.57	4.8400	1000.00
5,000,001.00	50,000,000	\$28,083.57	4.2600	1000.00
50,000,001.00	999,999,999	\$219,783.57	3.6600	1000.00

ELEC - Valuation - Electrical valuation table

Example of a Range Table (the Minimum and Maximums represent quantity ranges)

Mechanical SF Fixture Range - Mechanical SF Fixture Range

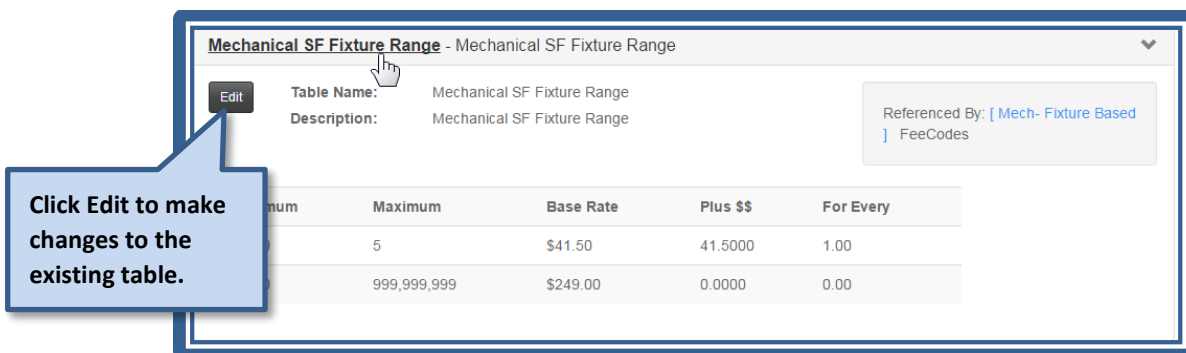
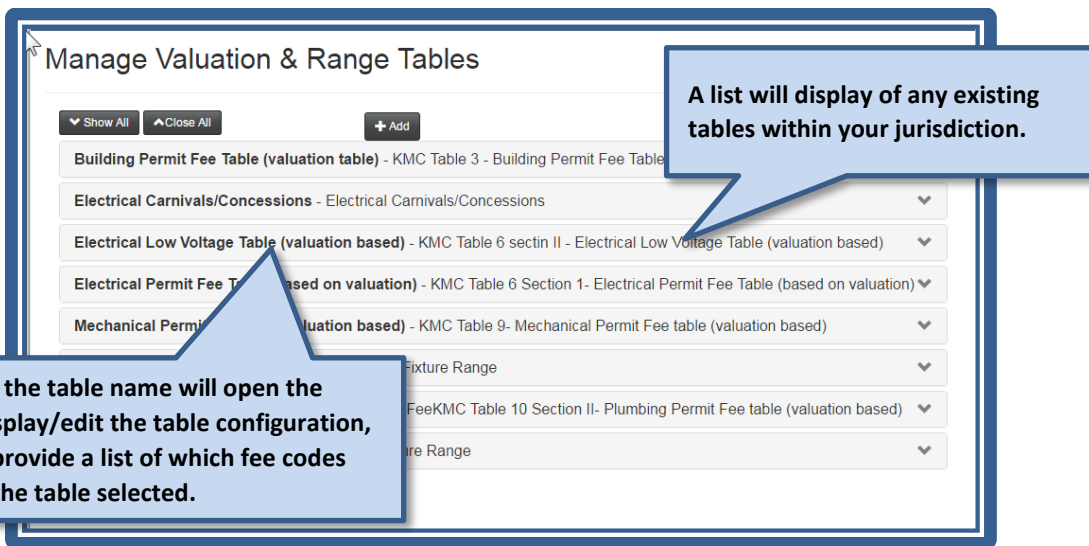
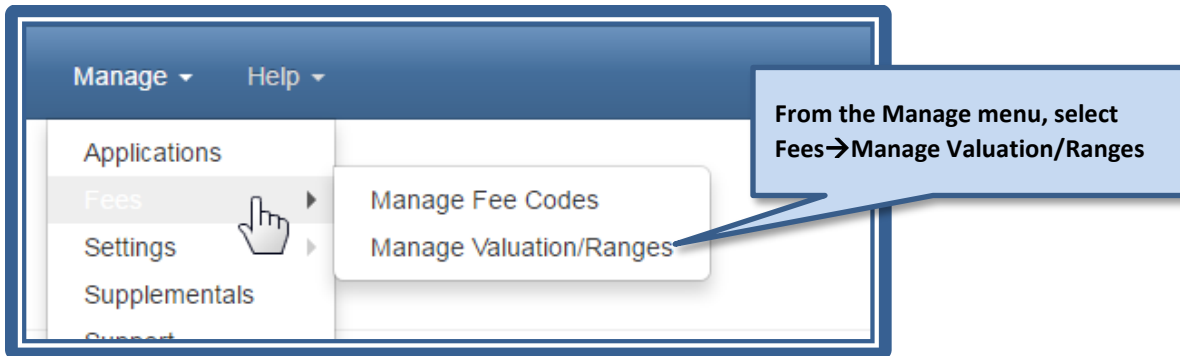
Edit

Table Name: Mechanical SF Fixture Range
 Description: Mechanical SF Fixture Range

Referenced By: [Mech- Fixture Based] FeeCodes

Minimum	Maximum	Base Rate	Plus \$\$	For Every
01.00	5	\$41.50	41.5000	1.00
06.00	999,999,999	\$249.00	0.0000	0.00

Creating or Editing Valuation or Range Tables



Add Valuation or Range Table

Table Name:
BLDG - Valuation Table 2018

Description:
Building valuation table

Edit the table name, description, or current columns in the table. You can also add new columns to the table.

+ Add	Minimum	Maximum	Base Rate	Plus \$\$	For Every
	1.00	500	\$35.00	0.0000	0.00
	501.00	2,000	\$35.00	5.0900	100.00
	2,001.00	25,000	\$111.35	20.3700	1000.00
	25,001.00	50,000	\$579.86	15.1700	1000.00
	50,001.00	100,000	\$959.11	9.8200	1000.00
	100,001.00	1,000,000	\$1,450.11	8.5700	1000.00
	1,000,001.00	5,000,000		5.0900	1000.00
	5,000,001.00	50,000,000		4.4800	
	50,000,001.00	999,999,999		3.8400	

Click Close to exit the Table Edit screen.

Tables can be cloned or deleted.

Close Save Clone Delete

Don't forget to Save your changes.

Manage Valuation & Range Tables

Show All Close All **Click +Add to create a new table.**

- Building Permit Fee Table (valuation table) - KMC Table 3 - Building Permit Fee Table (valuation table)
- Electrical Carnivals/Concessions - Electrical Carnivals/Concessions
- Electrical Low Voltage Table (valuation based) - KMC Table 6 section II - Electrical Low Voltage Table (valuation based)
- Electrical Permit Fee Table (based on valuation) - KMC Table 6 Section 1- Electrical Permit Fee Table (based on valuation)
- Mechanical Permit Fee table (valuation based) - KMC Table 9- Mechanical Permit Fee table (valuation based)
- Mechanical SF Fixture Range - Mechanical SF Fixture Range
- Plumbing Permit Fee table (valuation based) - FeeKMC Table 10 Section II- Plumbing Permit Fee table (valuation based)
- Plumbing SF Fixture Range - Plumbing SF Fixture Range

Add Valuation or Range Table

Table Name:

Description:

Description of Table

Close Save Clone Delete

Give the table a meaningful name and detailed description.

Click Save to proceed.

Add Valuation or Range Table

Table Name:

New Table for Testing

Description:

Fee Table for Testing Only

Enter New:

Minimum: 0.00 Maximum: 100

Base Rate: 5.00 Plus \$\$: 2.00

For Every: 10

Insert

Close Save Clone Delete

Complete the following fields to create the first column in the table:

- Minimum/Maximum values
- Base Rate
- For Every value
- Plus \$\$ (additional amount above the 'For Every' value)

Click Insert to add line to table.

Add Valuation or Range Table

Table Name:

New Table for Testing

Description:

Fee Table for Testing Only

	Minimum	Maximum	Base Rate	Plus \$\$	For Every
+ Add	.00	100	\$5.00	2.0000	10.00

Close Save Clone Delete

Click +Add to add additional lines to the table.

Click Clone to copy or duplicate the table.

The table can be deleted only if it is *not* referenced in any Fee Codes.

You can edit or delete existing lines as needed.

Click Save when table is complete.

Add Valuation or Range Table

Table Name:

New Table for Testing

Description:

Fee Table for Testing Only

Enter New:

Minimum:
0.00

Maximum:
100

Base Rate:
5.00

Plus \$\$:
2.00

For Every:
10

Insert

Close
Save
Clone
Delete

In the above example, if the applicant entered 120 as a quantity for a Work Type with a Fee Code using this table, the fee amount calculated would be: $(100 * 5.00) + (2 * 2) = \504 .

\$5.00 each for the first 100 (equals \$500), then for each set of 10 thereafter (there would be 2 sets of 10), it would add \$2: $(\$2 * 2 \text{ sets}) = \4 .

Example of a Fee Code using a Valuation Table

Effective Date:
9/21/2016

Fee Calculation Type:
Valuation

Amount (\$):
0.0

Value/Range Table Name:
Select One

Rounding:
NoRounding

Description:
Fee Code Item Description

Once the necessary table is created, it can be used within a Fee Code.

Select One
BLDG - Valuation Table
ELEC - Valuation
FIRE - Sprinkler Range
MECH - Valuation
New Table for Testing
PLUMBING FIXTURES
test laura

Close
Save

Jurisdiction Admin Guide

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Fee Codes—Overview

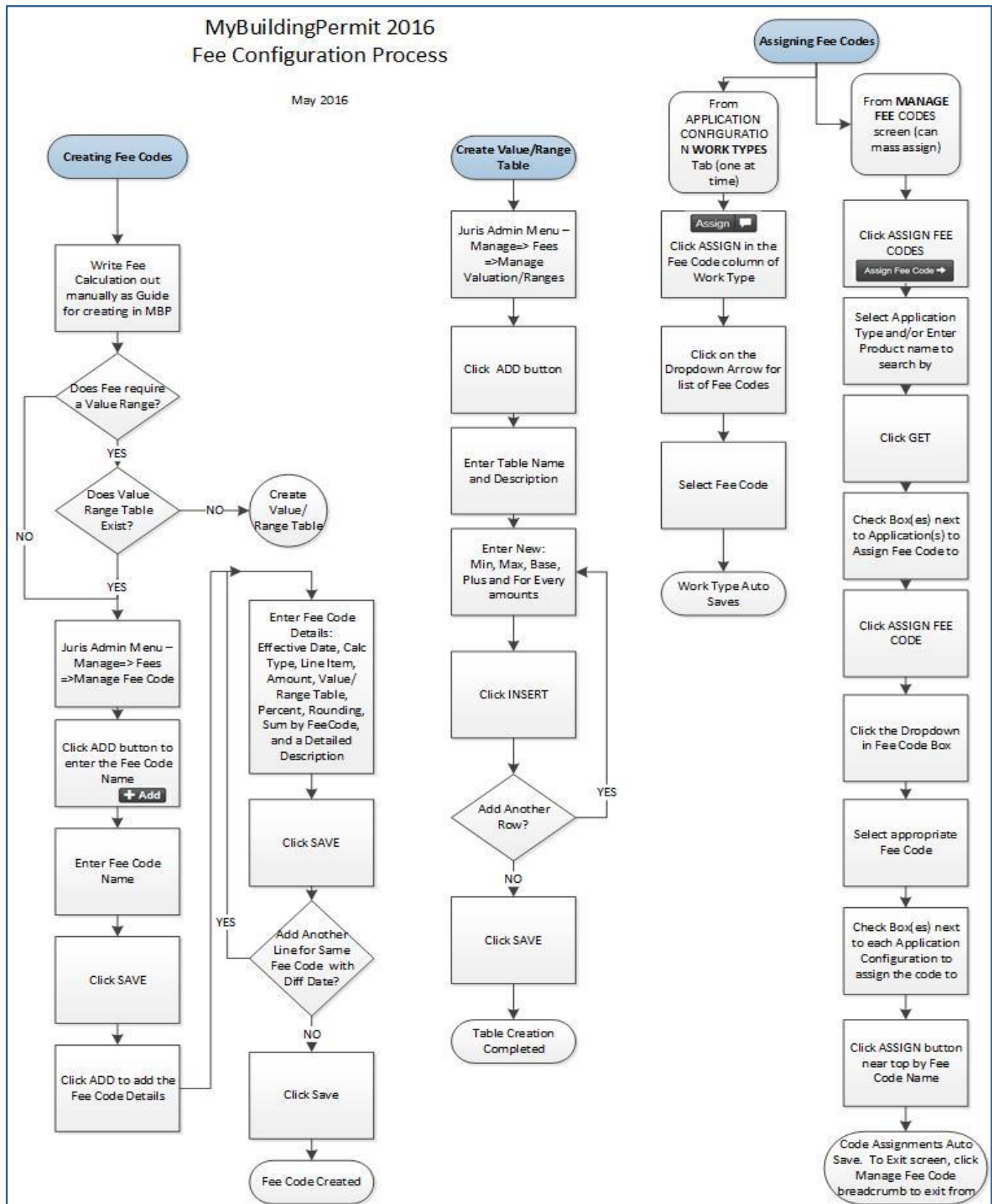
Fees Codes include the following information: Fee Code name, calculation type, dollar amount, valuation and range tables, screen name label in the Cart, rounding options, and a brief description. Fee codes are used instead of hard coded calculations to allow ease of modifications and adjustments when necessary.

Editing a single fee code will change the amount for every Application Configuration using this fee code. You also set an Effective Date which allows you to create Fee Codes prior to them going into effect. This is especially beneficial when your jurisdiction increases fees at the beginning of a new year or budget cycle.

Manage Fee Codes						
Assign Fee Code(s)		Export Full List		<input type="text" value="Search for Fee Code Name"/> <input type="button" value="Get"/>		
Add	Fee Code Name	Fee Calculation Type	Amount \$	Percent %	Description	# Configs. Using
	BLDG - Demolition	Flat	41.00	0.00	Building inspection fee for over-the-counter demolition	2
	BLDG - Reroof	Flat	206.00	0.00	Building inspection fee for single family residential reroof permits	1
	BLDG - State Bldg Code	Flat	4.50	0.00	State Building Code Fee	5
	BLDG - Valuation	Valuation	0.00	0.00	2016 Building Valuation Table	2
	ELEC - Pool Spa HT Sauna	Flat	66.00	0.00	Price per fixture for pool, spa, hot tub or sauna	16
	ELEC - Carnivals	Flat	139.00	0.00	Electrical inspection fee for carnivals, street fairs	3

When creating a Fee Code, it is important to name it with a logical, meaningful name so anyone in your jurisdiction will understand its use. A good naming convention is to have the Application Type plus a description of the fee:

- BLDG-Demolition
- MECH-Heating Valuation
- Permit-Technology Fee
- MECH-8dollars



Creating and Using Fee Codes

MyBuildingPermit.com uses the Fee Codes, which are named calculations or amounts that could be fixed or based on a Table with a range. **Only Over the Counter (OTC) or Non-Plan Review permits use the Fee Codes.** Plan Review applications will have fees based on jurisdiction backend permitting system fees and generated through an invoice process.

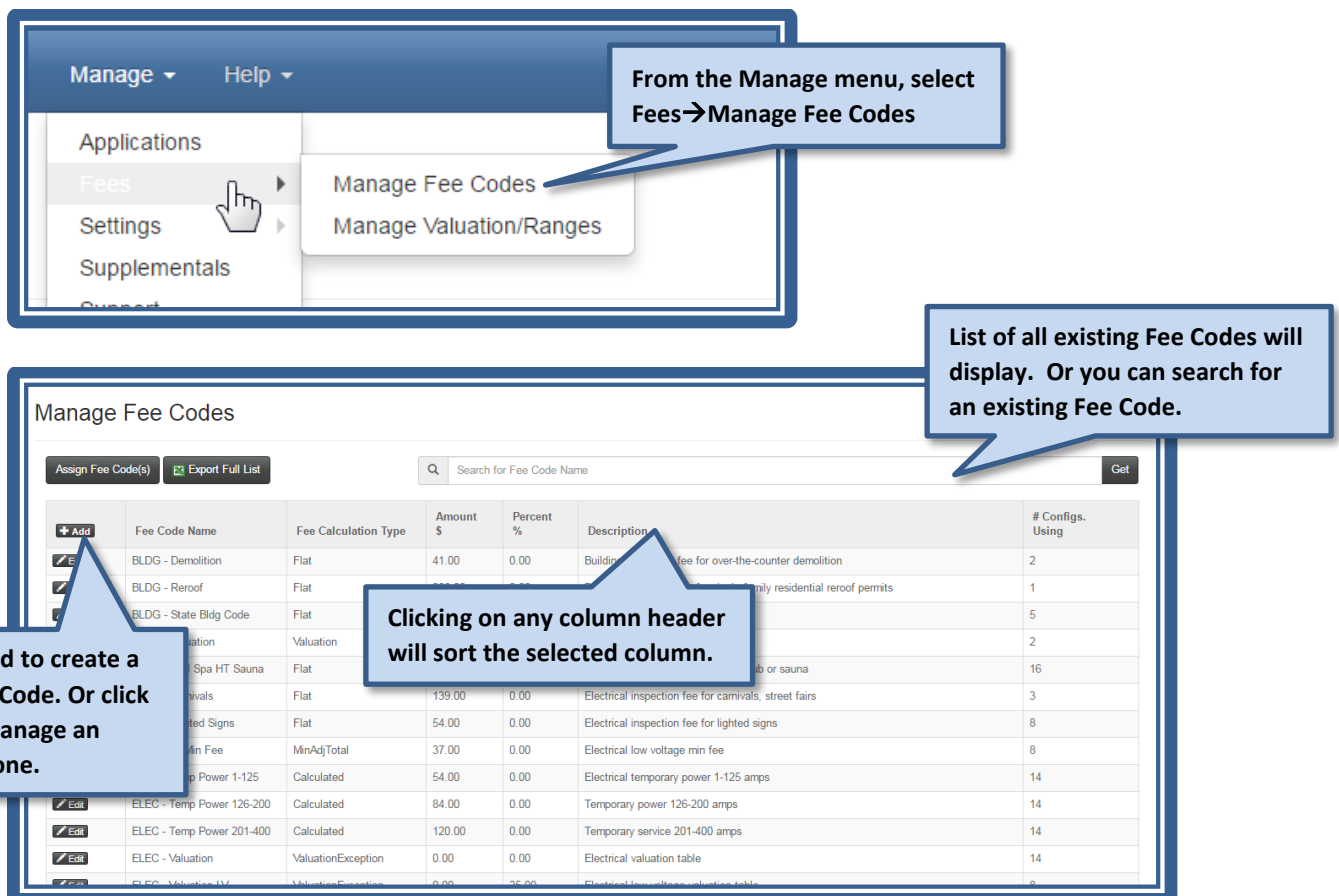
Fee Codes are assigned to Work Types that do **not** require Plan Review within an Application Configuration. (see [Configuring Applications](#))

You can assign Fee Codes while configuring your Applications, or from the **MANAGE** Fee Code screens. A single named Fee Code can have multiple calculations, each with a different “Effective Date”.

Order for creating Fee related items:

1. [Create Valuation/Range Tables](#) (if needed)
2. Create Fee Code (see below)
3. Assign Fee Code to Work Type/SKU

Steps for creating Fee Codes:



From the Manage menu, select Fees→Manage Fee Codes

List of all existing Fee Codes will display. Or you can search for an existing Fee Code.

Clicking on any column header will sort the selected column.

Click +Add to create a new Fee Code. Or click Edit to manage an existing one.

	Fee Code Name	Fee Calculation Type	Amount \$	Percent %	Description	# Configs. Using
<input checked="" type="checkbox"/>	BLDG - Demolition	Flat	41.00	0.00	Building fee for over-the-counter demolition	2
<input checked="" type="checkbox"/>	BLDG - Reroof	Flat	100.00	0.00	Building fee for family residential reroof permits	1
<input checked="" type="checkbox"/>	BLDG - State Bldg Code	Flat				5
<input checked="" type="checkbox"/>	Valuation	Valuation				2
<input checked="" type="checkbox"/>	Spa HT Sauna	Flat			Electrical inspection fee for hot tub or sauna	16
<input checked="" type="checkbox"/>	Carnivals	Flat	139.00	0.00	Electrical inspection fee for carnivals, street fairs	3
<input checked="" type="checkbox"/>	Lighted Signs	Flat	54.00	0.00	Electrical inspection fee for lighted signs	8
<input checked="" type="checkbox"/>	Min Fee	MinAdjTotal	37.00	0.00	Electrical low voltage min fee	8
<input checked="" type="checkbox"/>	Temp Power 1-125	Calculated	54.00	0.00	Electrical temporary power 1-125 amps	14
<input checked="" type="checkbox"/>	ELEC - Temp Power 126-200	Calculated	84.00	0.00	Temporary power 126-200 amps	14
<input checked="" type="checkbox"/>	ELEC - Temp Power 201-400	Calculated	120.00	0.00	Temporary service 201-400 amps	14
<input checked="" type="checkbox"/>	ELEC - Valuation	ValuationException	0.00	0.00	Electrical valuation table	14
<input checked="" type="checkbox"/>	ELEC - Valuation M	ValuationException	0.00	0.00	Electrical low voltage valuation table	8

Fee Code Item

Effective Date: 9/21/2016

Fee Calculation Type: Select One

Cart Line Item: List Screen Label

Amount (\$): 0.0

Value/Range Table Name: Select One

Percent (%): 0.0

Rounding: NoRounding

☐ Qty. Sum By FeeCode?

Description: Fee Code Item Description

Click Save when done.

Close Save

Complete the following fields:

Effective Date = You may have more than one calculation or amount in any single Fee Code, each with their own effective date. The Fee Code with the most recent effective date will be used. This allows you to enter effective dates in the future (i.e. for yearly increases in fees).

Calculation Type:

- **Calculated** = Quantity times the dollar amount.
- **Flat** = Fixed fee charged regardless of quantity.
- **Percentage** = Calculates based on a percentage.
- **Range** = Uses the table entered in the Value/Range Table Name to calculate.
- **Valuation** = Uses the table entered in the Value/Range Table Name to calculate.

*Other types of calculations such as **Minimum** and **Maximum Adjusted Amounts** can be created for your jurisdiction if needed.

Cart Line Item = Select how the fee will roll up and display in the Cart (based on Fee Calculation Types you have).

Amount (\$) = dollar amount for Calculated and Flat calculation types.

Value/Range Table Name = Indicate table to use if Range or Valuation calculation type selected. **Note:** The table needs to be created before the Fee Code can be created.

Percent (%) = Enter percent amount if Percentage calculation type selected.

Rounding = Indicate if you want the calculated amount to be rounded to the nearest cent (2 decimals) or nearest dollar.

Qty Sum by FeeCode? = Select if all items selected by the applicant with this same Fee Code should be counted together and then calculate the fee (i.e. fee applies to the total number of fixtures instead of each individual fixture).

Description = Add a detailed description for the code for reference.

Example of how Fee Codes display as line items in the Cart

Select All	Payment Types Accepted	Jurisdiction	Project Address	Application Information	Total																	
<input type="checkbox"/>	<div>Credit Card</div>	Mill Creek	4508 135TH PL SE	Mechanical	\$10.00	<div> Delete Permit</div>																
<div><table><tr><th>Description</th><th>Quantity</th><th>Unit Price</th><th>Total Price</th></tr><tr><td>Exhaust Fan with duct - Bath</td><td>1</td><td>10</td><td>10</td></tr><tr><td colspan="3"></td><td>Total: \$10.00</td></tr></table></div>							Description	Quantity	Unit Price	Total Price	Exhaust Fan with duct - Bath	1	10	10				Total: \$10.00				
Description	Quantity	Unit Price	Total Price																			
Exhaust Fan with duct - Bath	1	10	10																			
			Total: \$10.00																			
<input type="checkbox"/>	<div><div>Credit Card</div><div>eCheck</div></div>	Bellevue	450 110TH AVE NE	Mechanical	\$26.00	<div> Delete Permit</div>																
<div><table><tr><th>Description</th><th>Quantity</th><th>Unit Price</th><th>Total Price</th></tr><tr><td>Exhaust Fan with duct - Bath</td><td>1</td><td>26</td><td>26</td></tr><tr><td colspan="3"></td><td>Total: \$26.00</td></tr></table></div>							Description	Quantity	Unit Price	Total Price	Exhaust Fan with duct - Bath	1	26	26				Total: \$26.00				
Description	Quantity	Unit Price	Total Price																			
Exhaust Fan with duct - Bath	1	26	26																			
			Total: \$26.00																			
<input type="checkbox"/>	<div><div>Credit Card</div><div>eCheck</div></div>	Bellevue	450 110TH AVE NE	Mechanical	\$34.00	<div> Delete Permit</div>																
<div><table><tr><th>Description</th><th>Quantity</th><th>Unit Price</th><th>Total Price</th></tr><tr><td>Exhaust Fan with duct - Bath</td><td>1</td><td>26</td><td>26</td></tr><tr><td>Mechanical Issuance Fee</td><td>1</td><td>8</td><td>8</td></tr><tr><td colspan="3"></td><td>Total: \$34.00</td></tr></table></div>							Description	Quantity	Unit Price	Total Price	Exhaust Fan with duct - Bath	1	26	26	Mechanical Issuance Fee	1	8	8				Total: \$34.00
Description	Quantity	Unit Price	Total Price																			
Exhaust Fan with duct - Bath	1	26	26																			
Mechanical Issuance Fee	1	8	8																			
			Total: \$34.00																			

Example of a FLAT Fee calculation – regardless of the quantity the applicant would enter, or the value of the work, any Work Type information entered that has this Fee Code assigned would be charged a flat \$41

Fee Code Item ✕

Effective Date:

Fee Calculation Type:

Cart Line Item:

Amount (\$):


Value/Range Table Name:

Percent (%):

Rounding:






☐ Qty. Sum By FeeCode?

Description:

 **NOTE:** Newly updated data will have a darker shading and hovering over that line will display information on who and when it was last edited.


Example of a Fee code with multiple Effective Dates




Fee Code Name:
Update Cancel Delete

	Effective Date	Amount \$	Percent %	Fee Calculation Type	ValuationRange Table	Description
  	1/1/2017	\$210.00	0.00%	Flat		Building inspection fee for single family residential reroof permits
 	8/5/2016	Last edit date: 9/21/2016 12:40:47 PM by: sgalloway.				Building inspection fee for single family residential reroof permits

Exporting your Fee Code List

To export a list of your Fee Codes details to an Excel spreadsheet, including the Name, Number of Application Configurations it is assigned to, Effective Date, Calc Type, Amount, etc., use the Export Full List button when you are in the Manage Fee Codes screen.

Manage Fee Codes
 Assign Fee Code(s)  Export Full List
 Get




	Fee Code Name	Fee Calculation Type	Amount \$	Percent %	Description	# Configs. Using
 	BMP Valuation	Valuation	0.00	0.00	Building - Mechanical - Plumbing Valuation / Round to two decimal	27
	Carnival	Flat	76.00	0.00	Carnival Fee	1

Example of the Fee Code Export



	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
	FeeCode	Name	Jurisd	Configurations UsingCnt	FeeCode Itemid	EffectiveDate	FeeCalc Typeld	FeeCalcType	Amount	Percentage	ValueRange CodeId	Rounding Id	AliasFees KU	QtySumB yFeeCode	Description	CreateDate	CreatedBy	ModifiedDate	ModifiedBy
1	3150	BMP Valuation	11	27	1135	2/2/2016 0:00	17	Valuation	0	0	1075	3	9991	FALSE	Building - Mechanical - Plumbing Valuat	2/2/2016 13:36	jvoguee		
2	3142	Carnival	11	1	1127	2/2/2016 0:00	16	Flat	76	0		1		FALSE	Carnival Fee	2/2/2016 12:05	jvoguee		
3	3139	Carnival Concessions	11	1	1124	2/2/2016 0:00	15	Calculated	14	0		1		FALSE	Carnival concession per item fee	2/2/2016 11:47	jvoguee		
4	3145	Demolition	11	2	1130	2/2/2016 0:00	16	Flat	110	0		1	9991	FALSE	Demolition Permit Fee	2/2/2016 12:52	jvoguee		
5	3144	Electrical-88	11	20	1129	2/2/2016 0:00	15	Calculated	88	0		1		FALSE	All SFR Electrical with an \$88 fee	2/2/2016 12:29	jvoguee		
6	3149	Electrical Duplex	11	1	1134	2/2/2016 0:00	16	Flat	246	0		1		FALSE	Electrical Duplex	2/2/2016 13:11	jvoguee		
7	3151	Electrical Valuation	11	23	1136	2/2/2016 0:00	77	ValuationExcep	0	0	1076	1	9991	FALSE	Electrical Valuation no Rounding	2/2/2016 13:46	jvoguee	4/8/2016 12:48	jvoguee
8	3141	Gas Pipe Only	11	3	1126	2/2/2016 0:00	16	Flat	64	0		1		FALSE	Gas Piping Only - Flat fee	2/2/2016 11:59	jvoguee		
9	3143	Low Voltage RES	11	16	1128	2/2/2016 0:00	15	Calculated	79	0		1		FALSE	Low Voltage Fee - Residential Only	2/2/2016 12:15	jvoguee		
10	3147	New Electrical / 6+	11	6	1132	2/2/2016 0:00	16	Flat	123	0		1		FALSE	New Structure Electrical and 6+ circuits	2/2/2016 13:03	jvoguee		
11	3148	ReRoof Duplex	11	2	1133	2/2/2016 0:00	16	Flat	220	0		1		FALSE	RE-ROOF Duplex	2/2/2016 13:09	jvoguee		
12	3146	ReRoof SFR	11	11	1131	2/2/2016 0:00	16	Flat	110	0		1		FALSE	RE ROOF Flat fee	2/2/2016 12:56	jvoguee		
13	3138	SBC Surcharge	11	13	1123	2/2/2016 0:00	16	Flat	4.5	0		1	9992	FALSE	State Building Code Surcharge	2/2/2016 11:39	jvoguee		
14	3152	SFR M/P Fixtures	11	128	1137	2/2/2016 0:00	18	Range	0	0	1077	1	9991	TRUE	Residential Mechanical / Plumbing	2/2/2016 14:16	jvoguee	3/23/2016 8:03	scollier
15	3140	Temp/React/MH	11	25	1125	2/2/2016 0:00	15	Calculated	59	0		1		FALSE	Temp Service / Service Reactivation / Mo	2/2/2016 11:53	jvoguee	4/11/2016 14:45	lblechen

Deleting Fee Codes

The Fee Code *cannot* be deleted if it is assigned to any Work Types/SKU's (as noted in the # Configs. Using column). You must remove the Fee Code from all application configurations *before* an option to delete the Fee Code will be available.

	ELEC - Vehicle Charging	Flat	108.00	0.00	Flat fee for electrical vehicle charging station	4
	ELEC - Work in ROW	Flat	204.00	0.00	Electrical inspection for work in the right of way	0
	FIRE - Sprinkler Insp	Range	0.00	0.00	Fire Sprinkler Inspection fee	8

Once a Fee Code shows '0' under # Configs. Using column, a delete icon will appear next to the Edit button on the Fee Code.

	ELEC - Vehicle Charging	Flat	103.00	0.00	Flat fee for electrical vehicle	
	ELEC - Work in ROW	Flat	204.00	0.00	Electrical inspection for work	

Click delete icon to remove Fee Code.

Assigning Fee Codes

After the Fee Codes are created, they need to be **assigned** to Work Types/SKU's in the Application Configuration.

There are two ways to get into the ASSIGN FEE CODE functionality:


















1. **MANAGE**=> Fees=>Manage Fee Codes then click the **ASSIGN FEE CODES** button.

Or

2. When Configuring the Application, Work Types Tab, use the **ASSIGN** button in the Fee Code column.

Option #1:

From the MANAGE→Fees→Manage Fee Codes

Manage Fee Codes						
 		<input type="text" value="Search for Fee Code Name"/>				
		Calculation Type	Amount \$	Percent %	Description	# Configs. Using
			41.00	0.00	Building inspection fee for over-the-counter demolition	2
			206.00	0.00	Building inspection fee for single family residential reroof permits	1
			4.50	0.00	State Building Code Fee	5
	BLDG - Valuation	Valuation	0.00	0.00	2016 Building Valuation Table	2
	ELEC - Pool Spa HT Sauna	Flat	66.00	0.00	Price per fixture for pool, spa, hot tub or sauna	16
	ELEC - Carnivals	Flat	139.00	0.00	Electrical inspection fee for carnivals, street fairs	3
	ELEC - Lighted Signs	Flat	54.00	0.00	Electrical inspection fee for lighted signs	8
	ELEC - LV Min Fee	MinAdjTotal	37.00	0.00	Electrical low voltage min fee	8
	ELEC - Temp Power 1-125	Calculated	54.00	0.00	Electrical temporary power 1-125 amps	14
	ELEC - Temp Power 126-200	Calculated	84.00	0.00	Temporary power 126-200 amps	14
	ELEC - Temp Power 201-400	Calculated	120.00	0.00	Temporary service 201-400 amps	14
	ELEC - Valuation	ValuationException	0.00	0.00	Electrical valuation table	14
	ELEC - Valuation LV	ValuationException	0.00	0.00	Electrical low voltage valuation table	2

Click Assign Fee Code(s)

Assign Fee Code(s)

[Manage Fee Code\(s\)](#) / [Assign Fee Code\(s\)](#)

Application Type:

All
Building [85]
Clearing and Grading [35]
Electrical [22]
Fire - Bellevue Contract Cities [80]
Fire [94]
Land Use [89]
Mechanical [14]
Plumbing [14]
Right-of-Way [56]
Sign [29]
Utilities - Bellevue Service Area [21]
Utilities [30]
ZZTestAppType [1]

Search for the applicable WorkType/SKU(s) to assign.

You can search by a specific Application Type or keyword within the SKU.

Click Get to pull applicable SKU(s)

Example of a completed search by Application Type:

Assign Fee Code(s)

[Manage Fee Code\(s\)](#) / [Assign Fee Code\(s\)](#)

Application Type:

ZZTestAppType [2]

Application Type	Product Name	SKU	Select All?
TEST	Add Info Test 1	4000	<input type="checkbox"/>
TEST	Add Info Test 2	4001	<input checked="" type="checkbox"/>
TEST	Combination Test 1	3000	<input checked="" type="checkbox"/>
TEST	Combination Test 2	3001	<input checked="" type="checkbox"/>
TEST	Critical Area Test 1	2000	<input type="checkbox"/>
TEST	Fixture Test 1	5000	<input type="checkbox"/>
TEST	Fixture Test 2	5001	<input type="checkbox"/>

Example of a completed search by a Keyword

Assign Fee Code(s)

[Manage Fee Code\(s\)](#) / [Assign Fee Code\(s\)](#)

Application Type:

All

Application Type	Product Name	SKU	Select All?
MECH	Air Conditioner	5872	<input checked="" type="checkbox"/>
MECH	Air Handler	1479	<input checked="" type="checkbox"/>
BLDG	Fair Market Value of Construction Work	9000	<input type="checkbox"/>
ELEC	Fair Market Value of Electrical Work	9002	<input type="checkbox"/>
MECH	Fair Market Value of Mechanical Work	9005	<input type="checkbox"/>
PLUM	Fair Market Value of Plumbing Work	9006	<input type="checkbox"/>
CLGR	Fair Market Value of Work	9001	<input type="checkbox"/>
MECH	The work does not involve ventilation for a nail or hair salon.	5897	<input type="checkbox"/>

Manage Fee Code(s) / Assign Fee Code(s)

Application Type: All

Assign Fee Code →

Application Type	Product Name	SKU	Select All?
MECH	Air Conditioner	5872	<input checked="" type="checkbox"/>
MECH	Air Handler	1479	<input checked="" type="checkbox"/>
BLDG	Fair Market Value of Construction Work	9000	<input type="checkbox"/>
ELEC	Electrical Work	9002	<input type="checkbox"/>
MECH		9005	<input type="checkbox"/>
PLUM		9006	<input type="checkbox"/>
CLGR	Fair market value of work	9001	<input type="checkbox"/>
MECH	The work does not involve ventilation for a nail or hair salon.	5897	<input type="checkbox"/>

Click Assign Fee Code to proceed once all selections have been made.

Hovering over the Product Name will give existing configuration information for each SKU.

Click the checkbox next to all applicable SKU(s) to link to a Fee Code.

After clicking the Assign Fee Code button, a listing of all configurations containing those previously selected SKU(s) will appear:

Assign Fee Code(s)

Manage Fee Code(s) / Assign Fee Code(s)

Record Count: 8

Fee Code: SFR M/P Fixtures

Application Type	Project Type	Activity Type	Scope of Work	Fee Code	Select All?
Mechanical	Mixed Use	Repair or Replacement	None	SFR M/P Fixtures	<input checked="" type="checkbox"/>
Mechanical	Multifamily Residential	Repair or Replacement	None	SFR M/P Fixtures	<input checked="" type="checkbox"/>
Mechanical	Multifamily Residential	Repair or Replacement	None	SFR M/P Fixtures	<input type="checkbox"/>
Mechanical	Nonresidential	Repair or Replacement	None	SFR M/P Fixtures	<input type="checkbox"/>
Mechanical	Single Family Residential	Repair or Replacement	None	SFR M/P Fixtures	<input type="checkbox"/>
Mechanical	Single Family Residential	Repair or Replacement	None	SFR M/P Fixtures	<input type="checkbox"/>
Mechanical	Single Family Residential	Repair or Replacement	None	SFR M/P Fixtures	<input type="checkbox"/>
Mechanical	Single Family Residential	Repair or Replacement	None	SFR M/P Fixtures	<input type="checkbox"/>

Select the appropriate Fee Code to assign to the selected configurations.

Click Assign to proceed once all selections have been made.

Click the checkbox next to all applicable configurations.

Note: Any time you see this icon, you can click to jump to that code or configuration.

NOTE: To **remove** a fee code, follow the same steps above but select 'No Fee Code' from the Fee Code drop-down list.

Option #2

From the **MANAGE** → Applications

Application Type: Mechanical [16] Project Type: Single Family Residential Activity Type: Addition Scope of Work: None

☒ Configuration Active? Clone Delete Configuration

PreApplication Msg. Work Types Supplementals Documents

Work Types Export + Add

Work Type Name	Category	SKU	Fee Code	Review Req?	Activate All?	Required?	
Heater - Wood Stove	Heaters	1301	Assign	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Gas - Water Heater	Appliances and Equipment	1501		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Gas - Stove or Cook Top	Appliances and Equipment			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Gas - Barbeque	Appliances and Equipment			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Gas - Clothes Dryer	Appliances and Equipment	1504	Edit: SFR M/P Fixtures	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Gas - Log Lighter	Appliances and Equipment	1505	Edit: SFR M/P Fixtures	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Gas Log	Appliances and Equipment	1506	Edit: SFR M/P Fixtures	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Select the four "buckets" for the configuration.

Click the Assign button in the Fee Code column on the applicable Work Type line.

Make sure SKU is active.

Application Type: Mechanical [14] Project Type: Single Family Residential Activity Type: Addition Scope of Work: None

☒ Configuration Active? Clone Delete Configuration

PreApplication Msg. Work Types Supplementals Document Types Submittal Info. General Process Info.

Work Types Export + Add

Work Type Name	Category	SKU	Fee Code	Review Req?	Activate All?	Required?	
Heater - Wood Stove	Heaters	1301	No Fee Code	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Heater - Wall Heater	Heaters		No Fee Code	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Heater - Unit Heater	Heaters		No Fee Code	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Heater - Floor Furnace	Heaters		No Fee Code	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Gas - Stove or Cook Top	Appliances and Equipment		No Fee Code	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Gas - Barbeque	Appliances and Equipment		No Fee Code	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Gas - Clothes Dryer	Appliances and Equipment	1504	No Fee Code	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Gas - Log Lighter	Appliances and Equipment	1505	No Fee Code	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Gas Log	Appliances and Equipment	1506	No Fee Code	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

To remove an assigned Fee Code, select 'No Fee Code'.

When Assign button is clicked a drop-down menu appears with all existing Fee Codes listed. Once selected the Fee Code will automatically be assigned to the SKU.



REMINDER: Only **Over-the-Counter** permits need Fee Codes assigned – Plan Review fees will come from your backend permitting system when you invoice.

Fee Maintenance—Increases, New Fees

When your jurisdiction increases, changes, or adds new fees, you can create the codes and add them to your SKU's/Work Types ahead of time by setting the Effective Date to the appropriate future date (for instance 1/1/2018). You may also copy/clone Valuation/Range Tables and update the amounts – be sure to give the updated table a new descriptive name and reference it in the appropriate Fee Codes.

Adding a new FEE Code with future expiration date – you can copy an existing Fee Code, change the Effective Date to the future date and enter the new Amount. Anywhere this code is used, the new Amount will be in effect as soon as the Effective Date occurs.

Example of a Fee Code with two separate Effective Dates

Add/Edit Fee Codes

Manage Fee Code(s) / Add/Edit Fee Code

Fee Code Name: Update Cancel Delete

	Effective Date	Amount \$	Percent %	Fee Calculation Type	ValuationRange Table	Description
+ Add						
Edit Copy	1/1/2017	\$15.50	0.00%	Calculated		Carnival concession per item fee
Edit Copy	2/2/2016	\$14.00	0.00%	Calculated		Carnival concession per item fee



NOTE: If you've created a new Valuation/Range Table that will be used with your new Fee Code, be sure to change the Table Name in the Fee Code setup as well.

If fees are “hardcoded” or have special handling (such as complex electrical permit fees) send your new fee amounts to the MBP Support/Business Analyst to update. They will need to have a developer update the fees and you will need to thoroughly test in the Staging system before they will be entered into production.

Managing Jurisdiction Information

You can set jurisdiction-specific parameters for critical parts of the MBP system on the Manage > Settings menu. Most of these settings and items are managed by Jurisdiction Admin users who control what choices and information an applicant has available, or needs to submit, during the application process.

Under **Manage** you will find the following menu options:

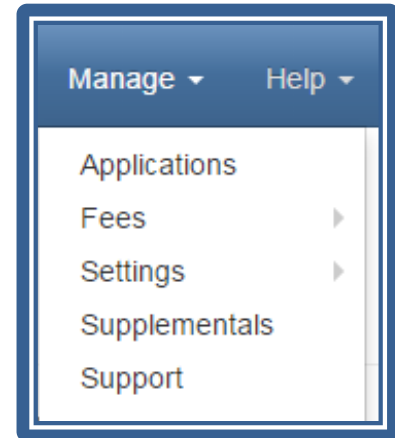
Applications – Create new or modify existing application configurations which control the choices and information required when applicants are applying for a permit.

Fees – Fees for Over the Counter (OTC) applications must be configured in MBP. Plan Review applications will have invoices generated with fee information from your backend permitting system.

Settings – Jurisdiction Information, Application Types you will accept on MBP, Inspection Information and Holidays (only if this information isn't available from your backend permitting system).

Supplementals – Additional questions and information that can be added to any Application Configuration.

Support – Where you can regenerate a permit PDF, email, remove unpaid invoices, and add delegates.



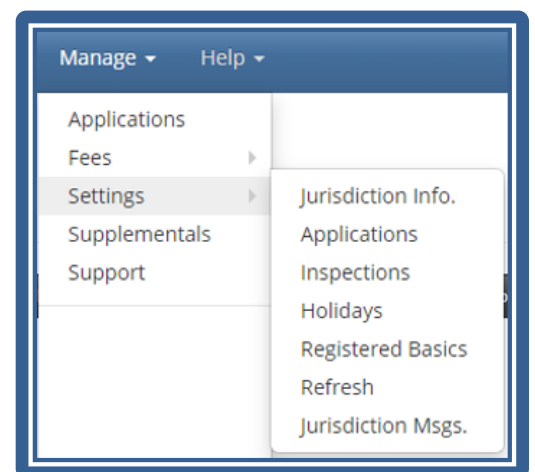
Settings

Jurisdictions can set up and edit specific information from the **MANAGE** → Settings menu on the Jurisdiction Admin site.

Jurisdiction Info – Website link, Contact Email, Credit Card limit, if Local Business License is required, if Business License Expiration Dates is Required, and if you are active MBP and show in the Jurisdiction list.

Applications – setting for which types of Permit/Applications you offer, and which will accept Plan Review applications, and if you OPT Out of any types with a message displayed.

Inspections – If you accept AM/PM inspection times, if the times come from the interface with the jurisdiction's backend permitting system, and the message displayed on the [Inspection Scheduling site](#).



Holidays – Set holiday schedule for [Inspection Scheduling site](#). For non-integrated jurisdictions' use only.

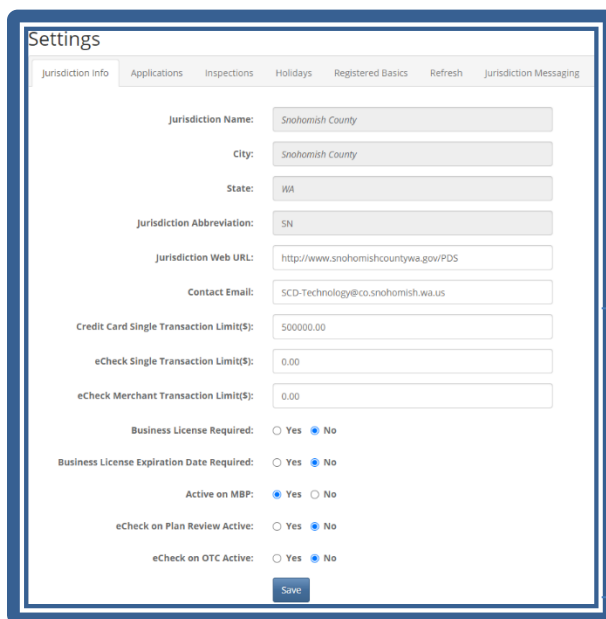
Registered Basics – If your jurisdiction accepts registered basic plans, this is where you set specific criteria for the plans.

Refresh – Initiate an address update.

Jurisdiction Messages – Build a library of messages to alert jurisdiction staff and customers of issues that are relevant to your jurisdiction.

Jurisdiction Info

Control information specific to your jurisdiction through this tab:



Settings

Jurisdiction Info Applications Inspections Holidays Registered Basics Refresh Jurisdiction Messaging

Jurisdiction Name: Snohomish County

City: Snohomish County

State: WA

Jurisdiction Abbreviation: SN

Jurisdiction Web URL: http://www.snohomishcountywa.gov/PDS

Contact Email: SCD-Technology@co.snohomish.wa.us

Credit Card Single Transaction Limit(\$): 500000.00

eCheck Single Transaction Limit(\$): 0.00

eCheck Merchant Transaction Limit(\$): 0.00

Business License Required: ☐ Yes ☒ No

Business License Expiration Date Required: ☐ Yes ☒ No

Active on MBP: ☒ Yes ☐ No

eCheck on Plan Review Active: ☐ Yes ☒ No

eCheck on OTC Active: ☐ Yes ☒ No

Save

These are the only fields that can be modified: Jurisdiction URL; Contact Email; Transaction Limit.

You can also set business license requirements and if your jurisdiction is active on MBP.

Applications

List of Application Types currently offered at your jurisdiction. Determines if application requires plan review or not.

Settings								
Jurisdiction Info Applications Inspections Holidays Registered Basics Refresh Jurisdiction Messaging								
Application Type	Code	Accepts Plan Review	NumDaysPer...	Opt Out	Opt Out Message	Modified Date	Modified By	
Building	BLDG	true	365	false		5/22/2021 1:14:09 PM	alillie	Edit
Clearing and Grading	CLGR	true	365	false		12/23/2019 12:22:26 PM	alillie	Edit
Electrical	ELEC	true	365	false		5/22/2021 1:14:59 PM	alillie	Edit
Fire	FIRE	true	365	false		5/22/2021 1:15:05 PM	alillie	Edit
Fire - Bellevue Contract Cities	FRBC	true	365	false		5/22/2021 1:15:10 PM	alillie	Edit
Land Use	LAND	true	365	false		N/A	N/A	Edit
Mechanical	MECH	true	365	false		5/22/2021 1:15:16 PM	alillie	Edit
Natural Resources	NTRL	true	365	false		N/A	N/A	Edit

Click Edit to make changes to any Application Type.

Application Type Setting

Application Type:
Building (BLDG)

Days Permit Expire:
366

Accepts Plan Review:
☒

Opt Out:
☐

Opt Out Message:

B I [icon] [icon] [icon]

Close Save

Enter the following information:





of Days Permit Expire = The length of time a permit remains valid

Accepts Plan Review = When checked, the application will trigger plan review. If unchecked, application will be considered OTC.

Opt Out = If selected a message will appear when customer selects this application type when applying.

Opt Out Message = If Opt Out is selected, enter a message with additional details for the customer.

Example of an Opt Out message in Jurisdiction Settings:

	Application Type	Code	Accepts Plan Review	Opt Out	Opt Out Message	Modified Date	Modified By
	Building	BLDG	<input checked="" type="checkbox"/>	<input type="checkbox"/>		5/11/2016 2:46:49 PM	keitht
	Clearing and Grading	CLGR	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
	Electrical	ELEC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Electrical permits are reviewed and issued by the Washington State Department of Labor and Industries. Many permits may be obtained online . The closest L&I office is located in Bellevue: 616 120th Ave. NE Ste. C201 Bellevue, WA (map) Ph: 425-990-1400	5/11/2016 3:19:51 PM	keitht
	Fire	FIRE	<input checked="" type="checkbox"/>	<input type="checkbox"/>		5/11/2016 2:47:05 PM	keitht

Example of an Opt Out message as displayed to customer:

Application Information

Application Type

Electrical: Permits for electrical equipment or systems.

Change Selection

Electrical permits are reviewed and issued by the Washington State Department of Labor and Industries. Many permits may be obtained [online](#). The closest L&I office is located in Bellevue:
616 120th Ave. NE Ste. C201
Bellevue, WA ([map](#))
Ph: 425-990-1400

Back

Inspections—Messaging

Settings

Jurisdiction Info
Applications
Inspections
Holidays

Allow AM/PM time selection:
Yes No

Inspection Dates provided by:
Jurisdiction

Inspection Message:

B I

To get an estimated inspection time, please call (425) 452-4570


Save












Include any jurisdiction specific messaging to display on the [Inspection Scheduling site](#).

Holidays—Non-integrated Jurisdictions Only

Settings

Jurisdiction Info
Applications
Inspections
Holidays

Holiday Date:  Name of Holiday

Holiday Date	Description	
12/26/2016	Christmas Day	 Delete
12/23/2016	Christmas Eve	 Delete
11/25/2016	Thanksgiving	 Delete
11/24/2016	Thanksgiving	 Delete
11/11/2016	Veteren's Day	 Delete
9/5/2016	Labor Day	 Delete
7/4/2016	July 4th	 Delete
5/30/2016	Memorial Day	 Delete
2/15/2016	President's Day	 Delete
1/18/2016	Martin Luther King Day	 Delete
1/1/2016	New Years Day	 Delete

For non-integrated jurisdictions only:
Set Jurisdiction holiday schedule to update Inspection scheduling accordingly.

Registered Basics



Settings

Jurisdiction Info
Applications
Inspections
Holidays
Registered Basics

Allow Apply for Site Specific before Plan Approved? ☒ Yes ☐ No

Allow Plans to be used by companies user is associated with? ☐ Yes ☒ No

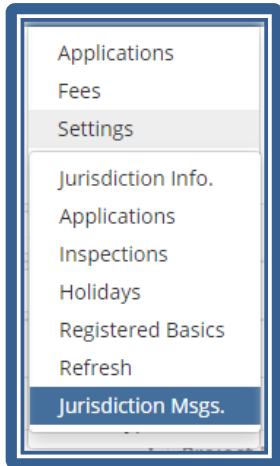
Plan Expiration Settings:

 Add	Code Name	Expiration Date	Current
 Edit	2015	3/9/2020	True

Set criteria for how applicants can apply for site specific permits and expirations on Registered Basic plans.

Jurisdiction Messages

You can add messaging to several pages in MBP via the Jurisdiction Msgs. Sub-menu under Settings.



You can create new messages or edit existing ones and specify the pages and timing for the messages to display.

A screenshot of the 'Jurisdiction Messaging' interface. At the top, there are tabs: Jurisdiction Info, Applications, Inspections, Holidays, Registered Basics, Refresh, and Jurisdiction Messaging (active). Below the tabs is a table with columns: Title, Alert Type, Author, Publish Start Date/Time, and Publish End Date/Time. The table contains three rows of messages. To the right of the table are buttons: '+ Add New Message', a red trash icon with 'D', another red trash icon with 'D', and a red 'Delete' button. Callout boxes provide instructions: 'Click the link to edit a message.' points to the 'Updated Message' link; 'View the Publish dates/times.' points to the 'Publish Start Date/Time' column; 'Delete a message from the Message Library.' points to the red trash icon; and 'Add New Message.' points to the '+ Add New Message' button.

Title	Alert Type	Author	Publish Start Date/Time	Publish End Date/Time
Updated Message	Warning - Yellow	aoconnor	3/16/2021 12:19 PM	3/16/2021 2:00 PM
Testing jurisdiction messages	Danger - Red	aoconnor	3/16/2021 12:19 PM	3/16/2021 2:00 PM
Test message	Info only - Green	JurisAdminTest	3/26/2021 5:00 PM	3/26/2021 5:00 PM

Existing messages appear in the Message Library, which allows you to store messages for re-use later. Click the hyperlink to edit any message in your message library.

You can create a new message and set it to be published at any future time and select the pages on which the message is to appear.

Title: *

Display On (select all that apply)

- ☐ Select All
- ☒ Customer Dashboard
 - ☐ Invoice Detail page
 - ☐ Add Contractor page
 - ☐ Cancel Application page
- ☒ Jurisdiction Dashboard
 - ☐ Invoice Detail page
- ☒ ePermit
 - ☒ Select Jurisdiction page
 - ☐ Upload Files page
- ☒ Inspection
 - ☐ Inspection Scheduling page

Message: *

B
I
☰
☰
↔
↺

This is a test message for the Select Jurisdiction page.

You have typed 56 of 1000 total allowed characters.

Alert Type: *

Publish Start: *

Publish End: *

The Title only appears in the Jurisdiction Library. It is not published with the message.

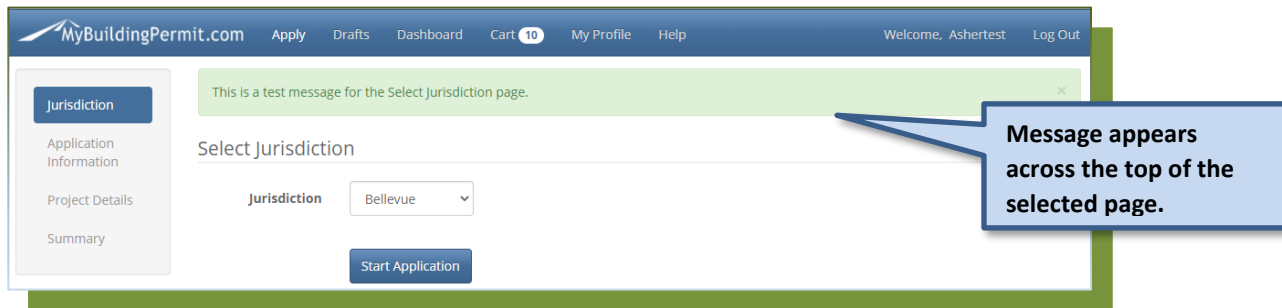
**Select the Alert type:
Green – Info Only
Yellow – Warning
Red – Danger.**

Select the pages on which you want the message to display.

Set Publish Start and Publish End date and time to determine when the message will appear.

Enter your message, up to 1000 characters.

Save **Cancel**



Considerations

- There is no limit on the number of messages you can post on any page. Consider page layout and usability when determining the length of your message and the number of messages posted on a page. Messages that are too long, or where multiple messages are posted, can push the main page content down, and negatively impact page useability.
- There may be system-wide messages that were posted by the MBP team. System messages span the top of the page, and where they are configured to appear, will precede Jurisdiction messages.

Managing Supplementals

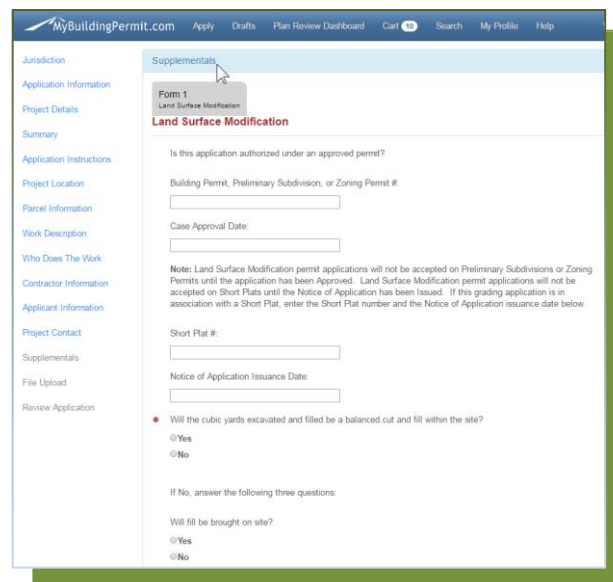
Before you can add Supplementals to your configurations, you must create them in the system. Once they're saved, you can add them during the configuration process. See Adding Supplemental Questionnaires for detailed instructions on adding Supplementals to a configuration.

Creating New Questionnaires

Supplementals are a way a jurisdiction can request additional information or provide more detail to an applicant on Plan Review applications. Supplementals must be created first in the Jurisdiction Admin **MANAGE**→Supplementals menu, then assigned to an Application Configuration.

Questions within the Supplemental can have different types of answers, be set as required to be completed, put in specific order, and can also contain hyperlinks.

Example of a Customer Application Supplemental view



The screenshot shows the 'Supplementals' section of the MyBuildingPermit.com application. The left sidebar lists various application steps: Jurisdiction, Application Information, Project Details, Summary, Application Instructions, Project Location, Parcel Information, Work Description, Who Does The Work, Contractor Information, Applicant Information, Project Contact, Supplementals (selected), File Upload, and Review Application. The main content area is titled 'Form 1 Land Surface Modification' and contains the following fields and questions:

- Is this application authorized under an approved permit?
- Building Permit, Preliminary Subdivision, or Zoning Permit #:
- Case Approval Date:
- Note: Land Surface Modification permit applications will not be accepted on Preliminary Subdivisions or Zoning Permits until the application has been Approved. Land Surface Modification permit applications will not be accepted on Short Plats until the Notice of Application has been issued. If this grading application is in association with a Short Plat, enter the Short Plat number and the Notice of Application issuance date below.
- Short Plat #:
- Notice of Application Issuance Date:
- Will the cubic yards excavated and filled be a balanced cut and fill within the site?
 - ☐ Yes
 - ☐ No
- If No, answer the following three questions:
- Will fill be brought on site?
 - ☐ Yes
 - ☐ No

MyBuildingPermit.com Dashboard User Profiles Reports Manage Help

jurisadmintester

Configure Supplementals

Applications
Fees
Settings
Supplementals
Support

Click Manage → Supplementals to be taken to the Configure Supplementals screen.

Jurisdiction: Bellevue Application Type: All

+ Add	Name	Jurisdiction	Application Type	Used By Permit Types
	A - Submittal Requirements	Bellevue	Mechanical	0
	Acknowledgement	Bellevue	Building	7
	Acknowledgement	Bellevue	Land Use	19
	CLGR Permit TEST	Bellevue	Clearing and Grading	0
	CLGR Permit TEST 2	Bellevue	ZZTestAppType	0
	Contractor and Subcontractor Information	Bellevue	Building	7
	Electrical Permit	Bellevue	ZZTestAppType	14
	Electrical Permit 2 TEST	Bellevue	Electrical	0
	Evaluate FAQ site	Bellevue		0

Configure Supplementals

Jurisdiction: Bellevue Application Type: Building

Select the appropriate Application Type for which the supplemental will be used, then click +Add.

+ Add	Name	Jurisdiction	Application Type
	Acknowledgement	Bellevue	Building
	Contractor and Subcontractor Information	Bellevue	Building
	New Single Family Home Additional Information	Bellevue	Building

Configure Supplementals

Configure Supplementals / Add Supplemental

Supplemental Name:

Application Type:

Jurisdiction:

Last Updated:

Permit Types Using This Supplemental:

Complete the Supplemental Name field and click Save.

Configure Supplementals

Configure Supplementals / Edit Supplemental

Supplemental Name: Utilities Completeness Checklist
 Location Type:
 Jurisdiction: Bellevue
 Updated: 11/18/2009 8:15:00 AM
 Number of Types Using This Supplemental: 0

Click the +Add Question button to begin adding questions.

+ Add Question Delete Clone

Question 1

Utilities Completeness Checklist for Single Family Addition (BR), Pool Combo (BP), & Spa with Plan R

Edit Delete

Question 2

Is the property in City of Bellevue water service area?

☐ Yes
☐ No

* Required

Edit Delete

Question 3

+ Add Question Delete Clone

New Question

Enter question text.

Answer Type: Text - Single Line
 Choice - Checkboxes (Select Multiple)
 Choice - Drop Down List (Select One)
 Choice - Radio Buttons (Select One)
 Choice - Select List (Select Multiple)
 Choice - Yes/No (Select One)
 Label - No Response/Instruction
 Text - Multiline
 Text - Single Line

Select Answer Type from drop-down.

New Question

What is your favorite ice cream?

body p

Answer Type: [Choice - Checkboxes (Select Multiple)]

Choice Text

Vanilla

Chocolate

Required: ☐ Yes ☒ No

Callouts:

- If a 'Choice' answer type is selected, enter a possible response, and click the blue '+' sign to add. Continue until all possible answers have been added.
- Indicate if question requires a response or not. Click Save when done.
- Continue adding questions until questionnaire is complete.

NOTE: Use Answer Type 'Label – No Response/Instruction' is selected no answer is needed from the customer. This type is used to provide information only to the customer on the questionnaire.

Application Configuration

☐ Show All?

Application Type: ZZTestAppType [2]

Project Type: Nonresidential

Activity Type:

Scope of Work:

☒ Configuration Active?

PreApplication Msg. Work Types **Supplementals**

Select Supplementals to be included in the application configuration:

Select to Add

Name	Required Only by SKU	SKU Assignment	
Test Supplemental	3000,	<input type="button" value="Edit"/>	<input type="button" value="Add"/>
Submittal Requirements TEST Copy		<input type="button" value="Add"/>	<input type="button" value="Add"/>

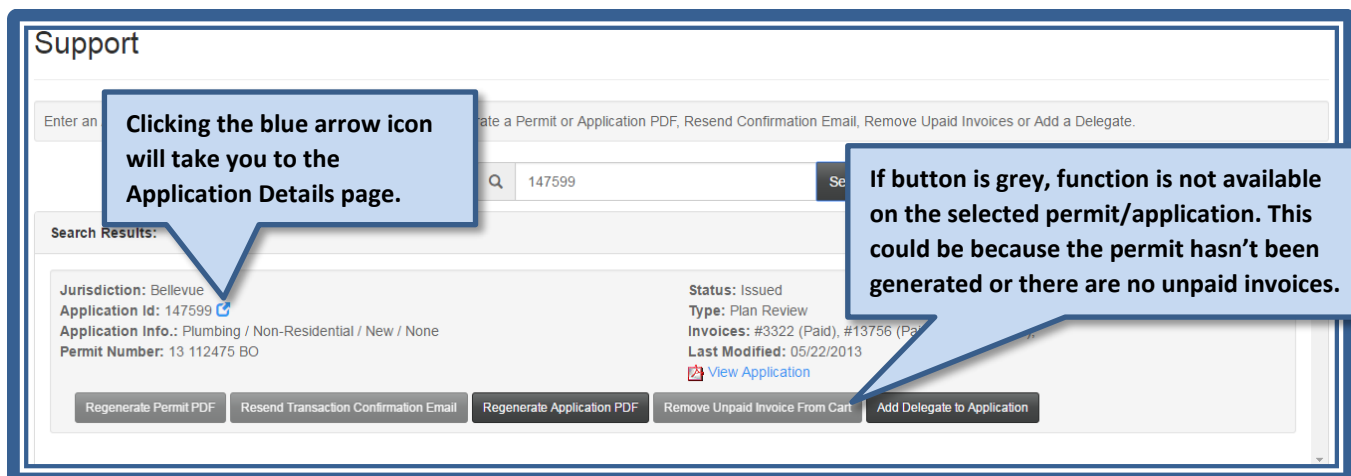
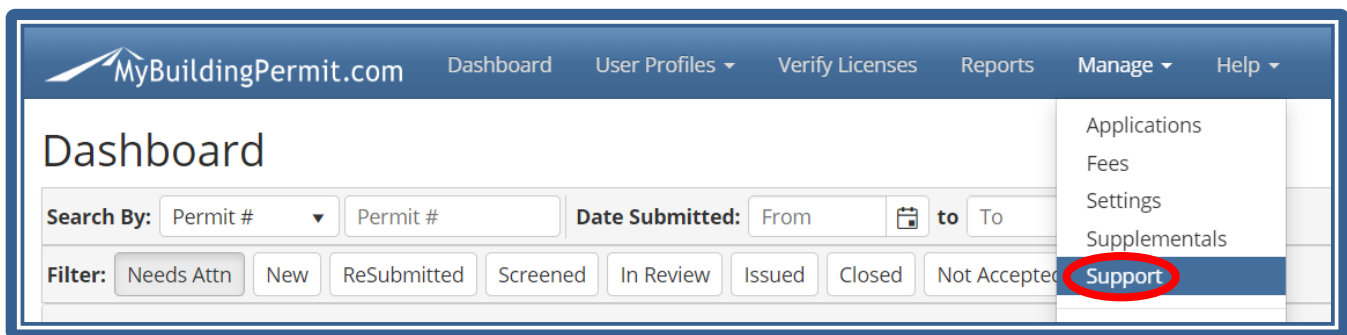
Callout: Once a supplemental is created it can then be added to an application configuration on the Supplementals tab to use during the application process.


Support Menu

The Support function is available to Jurisdiction and System Admins only. Searching by the Application ID, Permit, or Invoice number you can:

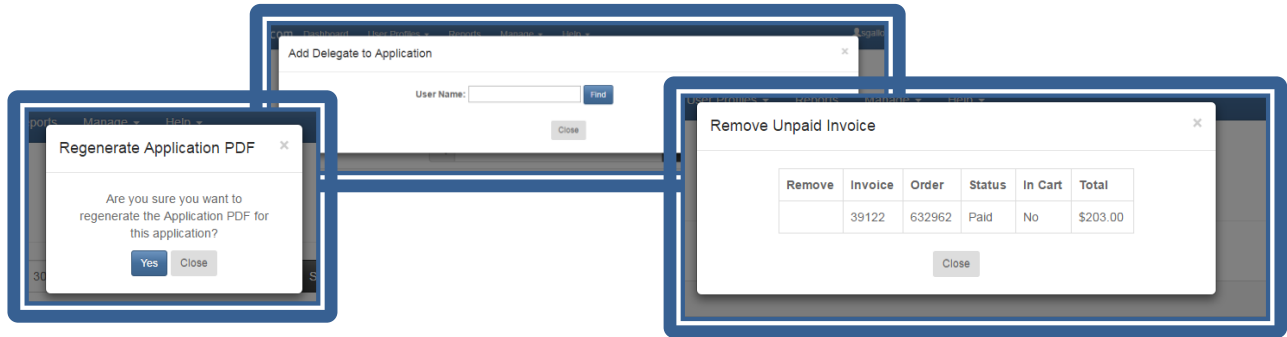
- Regenerate a Permit PDF.
- Resend the Transaction Confirmation email.
- Regenerate an Application PDF.
- Remove an unpaid invoice from a customer's cart.
- Add delegates to a customer's application.

To access the Support page, navigate to **MANAGE**→Support:



 **NOTE:** If you search for a permit and cannot find it, remember that Over-the-Counter permits are deleted from MBP 90 days following its date of issue. Any reprints for those permits will have to come from the jurisdiction's backend permitting system.

Examples of actions to take on the Support screen:



Email Notifications

System generated email notifications are sent to customers and jurisdictions throughout the plan review process. Notifications are triggered by the following actions on the Jurisdiction Dashboard:

Who	Action	Email Subject	Recipient
Applicant	Submits or resubmits a plan review application	Application Confirmation	Applicant, Project Contact
Applicant	Submits or resubmits a plan review application	New Application	Jurisdiction
Jurisdiction	Rejects a plan review application	Application Not Accepted	Applicant, Project Contact
Jurisdiction	Submits a new invoice	Payment Due	Applicant, Project Contact, Delegates
Applicant, Delegate	Pays an invoice	Payment Confirmation	Applicant
Jurisdiction	Uploads documents	New Document(s)	Applicant, Project Contact, Delegates
Applicant, Delegate	Uploads documents	New Document(s)	Jurisdiction
Applicant, Delegate	Submits contractor information or cancellation request	New Document(s)	Jurisdiction

Below are examples of what email text is sent when the following actions are taken:

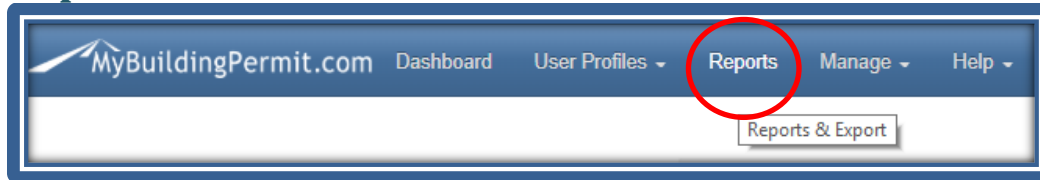
Action	Email Text
New Documents Uploaded	One or more documents have been uploaded to this application. To clear the recent activity status on the application and remove the application from the Needs Attention tab on the Jurisdiction Dashboard, accept or delete the document(s).
Invoice added to a Plan Review application	An invoice has been submitted to you for payment. Project Name: {0} Permit Number: {1} Invoice #: {2} Invoice Date: {3} Total Due: {4} For invoice details and to make a payment, please log into your account at https://epermit.mybuildingpermit.com/Login , go to the Jurisdiction Dashboard , enter the Permit # in the Quick Search Field , then click on the Invoice tab. Please note the following: Your application may not be vested until all required submittal fees are paid. The approval documents will not be uploaded until all fees are paid.
Permit Issued and Plans Available	Permit number {0} for the {1} project has been issued. The approved plans and issued permit are now available for you to download. Please

	have one hard copy set of the approved plans and the issued permit on-site prior to the first inspection. To download the plans and issued permit, log into your account at https://epermit.mybuildingpermit.com/Login , go to the Jurisdiction Dashboard, click on the "Issued" tab, click on the "Permit #/App ID" link for the application, then click on the "Files" tab to view and download the documents.
Comment Letter uploaded	A review has been completed on your application and a comment letter has been uploaded. Additional information and/or revisions are needed to complete the review process. Further review of your project is on hold until the requested information and/or documents are received and accepted by the jurisdiction. To view your application and associated documents, please log into your account at https://epermit.mybuildingpermit.com/Login , go to the Jurisdiction Dashboard, click on the "In Review" tab, click on the "Permit #/App ID" link for the application, then click on the "Files" tab. Please download the comment letter and/or other documents from the Dashboard. Follow the instructions in the comment letter regarding re-submitting plans or other information and the deadline for re-submittal.
Invoice cancelled	A previously submitted invoice for this application has been cancelled. It contained an error or was otherwise incorrect. If you have questions, please contact the jurisdiction. Project Name: {0} Permit Number: {1} Invoice: {2} Invoice Date: {3} Total Due: {4}
MyBuildingPermit.com registration approved	Thank you for your interest in MyBuildingPermit.com. You have been registered and can begin submitting applications. Your username is: {0}. To view or change your profile, log in to your account at https://epermit.mybuildingpermit.com/Login and click My Profile.
MyBuildingPermit.com registration (business license verification)	Thank you for your interest in MyBuildingPermit.com. Your registration will be reviewed by each jurisdiction to verify state and local licenses. You will receive an email from each jurisdiction when you are approved or if there is additional information required. Your username is: {0}. To view or change your profile, log in to your account at https://epermit.mybuildingpermit.com/Login and click on My Profile.
MyBuildingPermit.com registration (associated user account)	{0} has created an account to use the {1} UBI # {2} company profile and has certified they are an authorized user. If this user should not be associated with this company, please contact egovsupport@ecitygov.net .
MyBuildingPermit request to reset password	Reset Your Password Click the link below to reset the password for the MyBuildingPermit account associated with MyBuildingPermit.com Password reset Please disregard this email if you don't want to reset

	your password. Note: The password-reset link above is valid for 30 minutes.
MyBuildingPermit request to get username(s)	Reset Your Password Please select the username for which you need a password reset. Then go to the link below: MyBuildingPermit.com Password reset. Please disregard this email if you do not want to reset your password.
Application submitted	Thank you for submitting an application to MyBuildingPermit.com. The Project Name is: {0} The Application ID number is: {1} The jurisdiction will screen your application for submittal within two business days. If additional information is required, you will receive a detailed request of the missing information. If your application is complete, you will receive an invoice for required submittal fees. Upon payment a determination of completeness will be made, if required by the jurisdiction. Plan review will begin once your application is considered complete. To view the application and associated documents, log into your account at {2}, go to the Jurisdiction Dashboard and enter the Application ID in the Quick Search field . Thank you!
New Application submitted (jurisdiction notification)	There is a new application to review. Application Type: Project Type: Activity Type: Scope of Work: Log into your admin account at {4}, review the application within 2 business days and do one of the following: Accept the application and submit an invoice to the customer for submittal fees. Reject the application and use the email template to notify the customer why the application was not accepted.
MyBuildingPermit.com ePermit issued	Attached is your !!PermitType!! permit. Order Tracking Number: !!OrderNumber!! Permit Number: !!PermitNumber!! This permit authorizes only the work described in the "Job Description". No work is authorized outside the scope of this permit unless separate permits authorizing such work have been obtained. The application and permit are also available in your account. Log into your account at <ahref="https://epermit.mybuildingpermit.com/Default.aspx?utm_source=appPermitRecord&utm_medium=email" style="color: #004976;">https://epermit.MyBuildingPermit.com/, go to "Search", then enter the permit # or order #. This information is kept in your account for 90 days after issuance. Inspections are required. You can view important Inspection Information. You can cancel this permit by contacting the jurisdiction. Refunds will be processed in accordance with the applicable code(s). You can view important information about hiring a contractor, including the risks

	and liabilities associated with hiring an unlicensed contractor at the Washington Labor and Industries website
MyBuildingPermit.com ePermit Error	We are unable to process your permit application at this time. This may be due to a technical issue or the jurisdiction may need to contact you to verify information. If you have not received your permit or a call within 1 business day, please contact the jurisdiction.

Reports



MyBuildingPermit Metrics

Users can pull statistical data on MyBuildingPermit submitted applications. All reports can be exported for further analysis.

Statistical reports to be pulled include:

- **Monthly Permits** = Total number of permits submitted any given month by each jurisdiction, totaled by type of permit (OTC or Plan Review). Also includes total revenue collected through MBP.
- **Monthly Revenue** = Total revenue by permit (application type, work type, and occupancy type) and grouped by jurisdiction. Report can be filtered to a specific date range or jurisdiction.
- **Applicants** = Provides a historical record of each permit type (OTC or Plan Review) submitted by each applicant.

Examples of statistical reports:

Monthly Permits Report

February 2018

Summary Statistics

February 2018 Permits Summary

Jurisdiction	Total Permits	Total OTC	Total Plan Review	Total Revenue
Bellevue	796	516	231	\$327,423.00
Bothell	150	57	90	\$133,925.43
Burien	103	98	5	\$11,456.68
Issaquah	80	63	17	
Kenmore	33	30	3	
King County	4	0	4	
Kirkland	424	280	121	
Mercer Island	63	63	0	
Mill Creek	84	58	24	
Newcastle	11	11	0	
Renton	234	229	5	
Sammamish	337	291	43	
Snohomish County	475	296	160	
Snoqualmie	23	23	0	
Woodinville	34	15	19	

Applicants Report

Applicant Breakdown

Applicant	OTC Permits	Plan Review	All Permits	Revenue
	0	96	96	\$205,439.08
	1149	2247	3396	\$3,617,122.03
" , "	0	1	1	\$432.00
10222 10TH LLC, *	0	1	1	\$334.00
10335 10TH LLC, *	0	1	1	\$334.00
	0	1	1	\$1,014.30
	0	2	2	\$508.00
	0	3	3	\$2,360.00
	0	3	3	\$1,267.00
	0	1	1	\$346.00
4	0	4	4	\$786.53
36	0	36	36	\$6,089.37

Monthly Revenue Report

From: To: Jurisdiction:

January 2018 Revenue

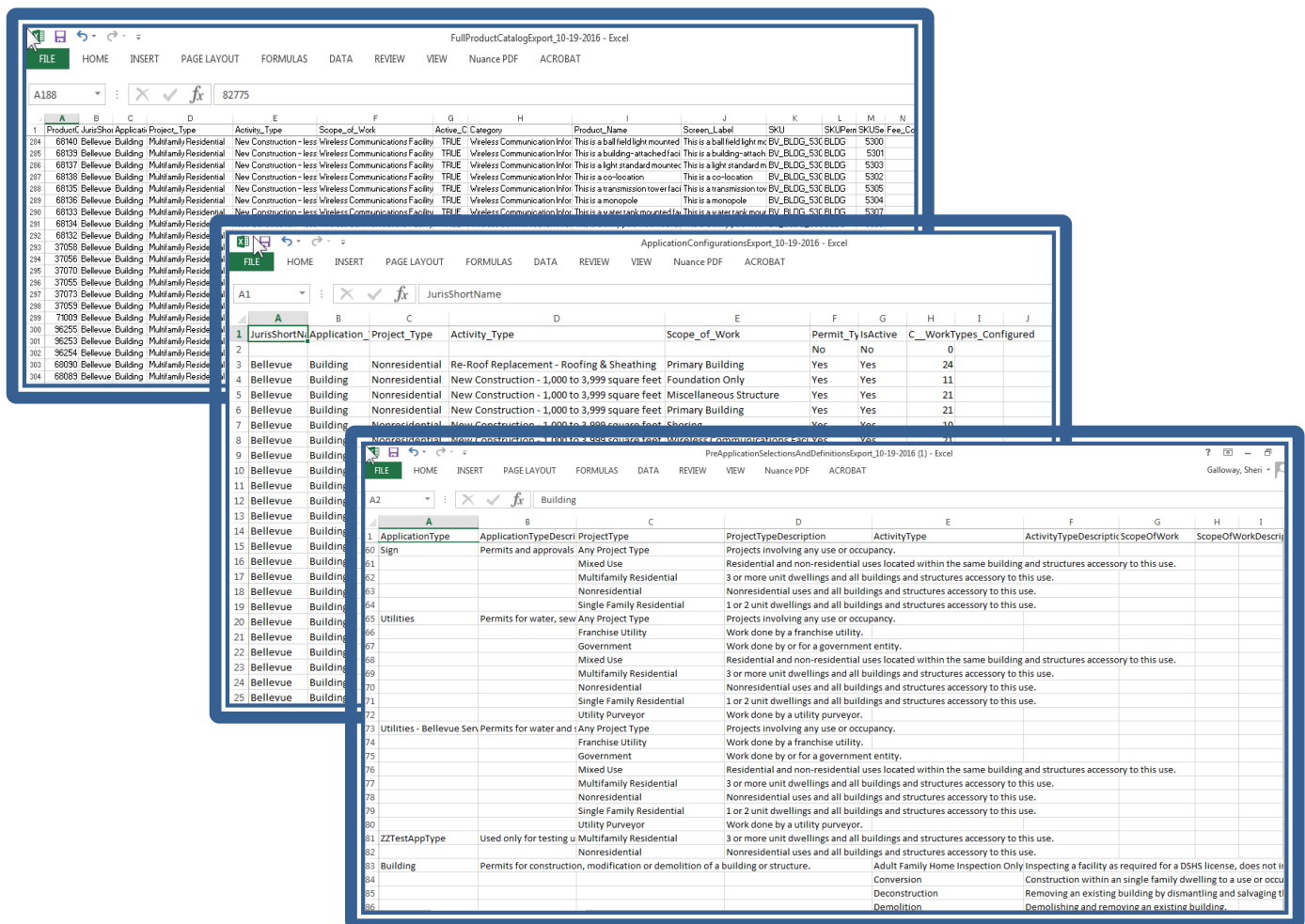
Year	Month	Jurisdiction	Permit Type	Work Type	Occupancy Type	Revenue
2018	Jan	Bellevue	Building	New Construction	Single Family Residential	\$78,224.00
2018	Jan	Bellevue	Building	New Construction - 1,000 to 3,999 square feet	Nonresidential	\$1,649.00
2018	Jan	Bellevue	Building	Re-Roof Replacement - Roofing & Sheathing	Single Family Residential	\$886.00
2018	Jan	Bellevue	Building	Remodel	Single Family Condominium Unit	\$122.50
2018	Jan	Bellevue	Building	Remodel	Single Family Residential	\$14,432.00
2018	Jan	Bellevue	Building	Structure Addition	Single Family Residential	\$16,079.50
2018	Jan	Bellevue	Building	Tenant Improvement	Nonresidential	\$24,559.00
2018	Jan	Bellevue	Building	Tenant Improvement - Initial Buildout	Nonresidential	\$18,908.00
2018	Jan	Bellevue	Electrical	Addition	Multifamily Residential	\$398.00
2018	Jan	Bellevue	Electrical	Addition	Nonresidential	\$3,726.00
2018	Jan	Bellevue	Electrical	Addition	Single Family Residential	\$977.00

Exports

Jurisdictions can export a list of their existing application configurations and full product catalog list, as well as a list of the selections and definitions of the four “buckets”:

- **All Configurations** = Provides a jurisdiction specific list of all existing application configurations and indicates if the application is active and if it requires plan review. Also provides the total number of WorkType/SKU's associated with each configuration.
- **Full Product Catalog** = Provides more details about each application configuration—including details on each applicable SKU.
- **PreApplication Selection and Definitions** = A reference list of each bucket (Application Type, Project Type, Activity Type, Scope of Work) selection option and its corresponding description.

Examples of exported reference lists:



The image displays three overlapping Excel spreadsheets, each representing a different export report from the MyBuildingPermit.com system.

Top Spreadsheet: FullProductCatalogExport_10-19-2016 - Excel

A	B	C	D	E	F	G	H	I	J	K	L	M	N
Product	JurisShort	Applicant	Project_Type	Activity_Type	Scope_of_Work	Active_C	Category	Product_Name	Screen_Label	SKU	SKU_Perm	SKU_Use	Fee_Co
68190	Bellevue	Building	Multi-Family Residential	New Construction - less Wireless Communications Facility	TRUE	Wireless Communication Infor	This is a ball field light mounted	This is a ball field light mounted	Ball Field Light	BLDG_530 BLDG	5300		
68193	Bellevue	Building	Multi-Family Residential	New Construction - less Wireless Communications Facility	TRUE	Wireless Communication Infor	This is a building-attached fac	This is a building-attached fac	Building-Attached	BLDG_530 BLDG	5301		
68197	Bellevue	Building	Multi-Family Residential	New Construction - less Wireless Communications Facility	TRUE	Wireless Communication Infor	This is a light standard mount	This is a light standard mount	Light Standard	BLDG_530 BLDG	5303		
68198	Bellevue	Building	Multi-Family Residential	New Construction - less Wireless Communications Facility	TRUE	Wireless Communication Infor	This is a co-location	This is a co-location	Co-Location	BLDG_530 BLDG	5302		
68195	Bellevue	Building	Multi-Family Residential	New Construction - less Wireless Communications Facility	TRUE	Wireless Communication Infor	This is a transmission tower loc	This is a transmission tower loc	Transmission Tower	BLDG_530 BLDG	5305		
68196	Bellevue	Building	Multi-Family Residential	New Construction - less Wireless Communications Facility	TRUE	Wireless Communication Infor	This is a monopole	This is a monopole	Monopole	BLDG_530 BLDG	5304		
68193	Bellevue	Building	Multi-Family Residential	New Construction - less Wireless Communications Facility	TRUE	Wireless Communication Infor	This is a water tank mounted fa	This is a water tank mounted fa	Water Tank	BLDG_530 BLDG	5307		

Middle Spreadsheet: ApplicationConfigurationsExport_10-19-2016 - Excel

A1	B	C	D	E	F	G	H	I	J
JurisShortName	Application	Project_Type	Activity_Type	Scope_of_Work	Permit_Ty	Active	C	WorkTypes	Configured
1	Bellevue	Building	Nonresidential	Re-Roof Replacement - Roofing & Sheathing	Primary Building	No	No	0	
2	Bellevue	Building	Nonresidential	New Construction - 1,000 to 3,999 square feet	Foundation Only	Yes	Yes	11	
3	Bellevue	Building	Nonresidential	New Construction - 1,000 to 3,999 square feet	Miscellaneous Structure	Yes	Yes	21	
4	Bellevue	Building	Nonresidential	New Construction - 1,000 to 3,999 square feet	Primary Building	Yes	Yes	21	
5	Bellevue	Building	Nonresidential	New Construction - 1,000 to 3,999 square feet	Shed	Yes	Yes	10	

Bottom Spreadsheet: PreApplicationSelectionsAndDefinitionsExport_10-19-2016 (1) - Excel

A	B	C	D	E	F	G	H	I
ApplicationType	ApplicationTypeDescript	ProjectType	ProjectTypeDescription	ActivityType	ActivityTypeDescriptio	ScopeOfWork	ScopeOfWorkDescript	
1	Sign	Permits and approvals	Any Project Type	Projects involving any use or occupancy.				
2	Sign	Mixed Use	Residential and non-residential uses located within the same building and structures accessory to this use.					
3	Sign	Multi-Family Residential	3 or more unit dwellings and all buildings and structures accessory to this use.					
4	Sign	Nonresidential	Nonresidential uses and all buildings and structures accessory to this use.					
5	Sign	Single Family Residential	1 or 2 unit dwellings and all buildings and structures accessory to this use.					
6	Utilities	Permits for water, sewer	Any Project Type	Projects involving any use or occupancy.				
7	Utilities	Franchise Utility	Work done by a franchise utility.					
8	Utilities	Government	Work done by or for a government entity.					
9	Utilities	Mixed Use	Residential and non-residential uses located within the same building and structures accessory to this use.					
10	Utilities	Multi-Family Residential	3 or more unit dwellings and all buildings and structures accessory to this use.					
11	Utilities	Nonresidential	Nonresidential uses and all buildings and structures accessory to this use.					
12	Utilities	Single Family Residential	1 or 2 unit dwellings and all buildings and structures accessory to this use.					
13	Utilities	Utility Purveyor	Work done by a utility purveyor.					
14	Utilities - Bellevue Ser	Permits for water and	Any Project Type	Projects involving any use or occupancy.				
15	Utilities - Bellevue Ser	Franchise Utility	Work done by a franchise utility.					
16	Utilities - Bellevue Ser	Government	Work done by or for a government entity.					
17	Utilities - Bellevue Ser	Mixed Use	Residential and non-residential uses located within the same building and structures accessory to this use.					
18	Utilities - Bellevue Ser	Multi-Family Residential	3 or more unit dwellings and all buildings and structures accessory to this use.					
19	Utilities - Bellevue Ser	Nonresidential	Nonresidential uses and all buildings and structures accessory to this use.					
20	Utilities - Bellevue Ser	Single Family Residential	1 or 2 unit dwellings and all buildings and structures accessory to this use.					
21	Utilities - Bellevue Ser	Utility Purveyor	Work done by a utility purveyor.					
22	ZZTestAppType	Used only for testing u	Multi-Family Residential	3 or more unit dwellings and all buildings and structures accessory to this use.				
23	Building	Permits for construction, modification or demolition of a building or structure.	Nonresidential	Nonresidential uses and all buildings and structures accessory to this use.				
24	Building	Adult Family Home	Inspection Only	Inspection Only				
25	Building	Conversion	Construction within a single family dwelling to a use or occupancy.					
26	Building	Deconstruction	Removing an existing building by dismantling and salvaging t					
27	Building	Demolition	Demolishing and removing an existing building.					

Inspection Report

This report is only available for non-integrated jurisdictions. If you are integrated, Inspection data will be updated regularly through a Web Service.

Example of an Inspection Report:

Inspection Reports - Burien	
Requested Inspection Date	Report Link
10/19/2016	InspectionSummaryReport_20161019.pdf
10/19/2016	InspectionDetailReport_20161019.pdf
10/18/2016	InspectionSummaryReport_20161018.pdf
10/18/2016	InspectionDetailReport_20161018.pdf
10/17/2016	InspectionSummaryReport_20161017.pdf
10/17/2016	InspectionDetailReport_20161017.pdf
10/14/2016	InspectionSummaryReport_20161014.pdf
10/14/2016	InspectionDetailReport_20161014.pdf
10/13/2016	InspectionSummaryReport_20161013.pdf

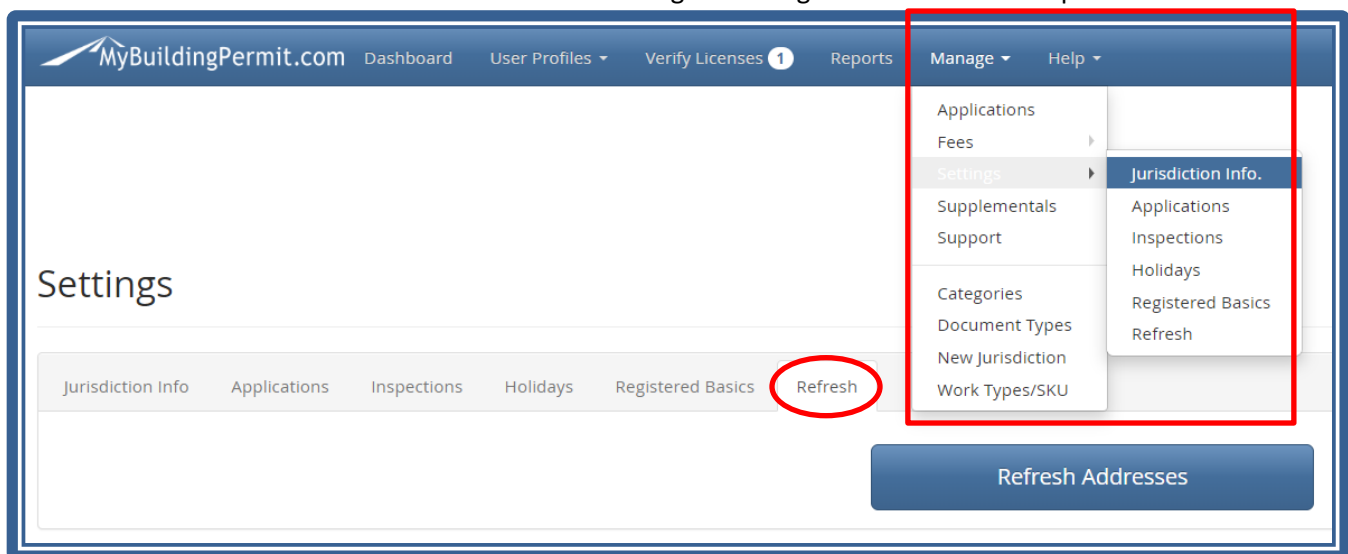
Managing Addresses

Addresses and job locations within MyBuildingPermit (MBP) come directly from jurisdictions' backend permitting system via direct link to your source database. A process runs each night to pull information from your linked database view into the MBP address table.

To add or update an address in MBP, it must first be added or updated in your backend permitting system. The database view or table that is connected to MBP needs to be refreshed on the jurisdiction side before this update will be transferred to MBP's corresponding address table. It is recommended that this refresh be set up by your IT Department/Database manager as an automated process that runs on a regular basis (like a stored database procedure or server process).

Once the database view on your side is updated with the new address information, the update can then be pulled into MBP by either:

1. The nightly automated process; or
2. Manually selecting the 'Refresh Addresses' button from the **Refresh Tab** located under Jurisdiction Information submenu item located under Manage > Settings > Jurisdiction Info options.



Additional Resources

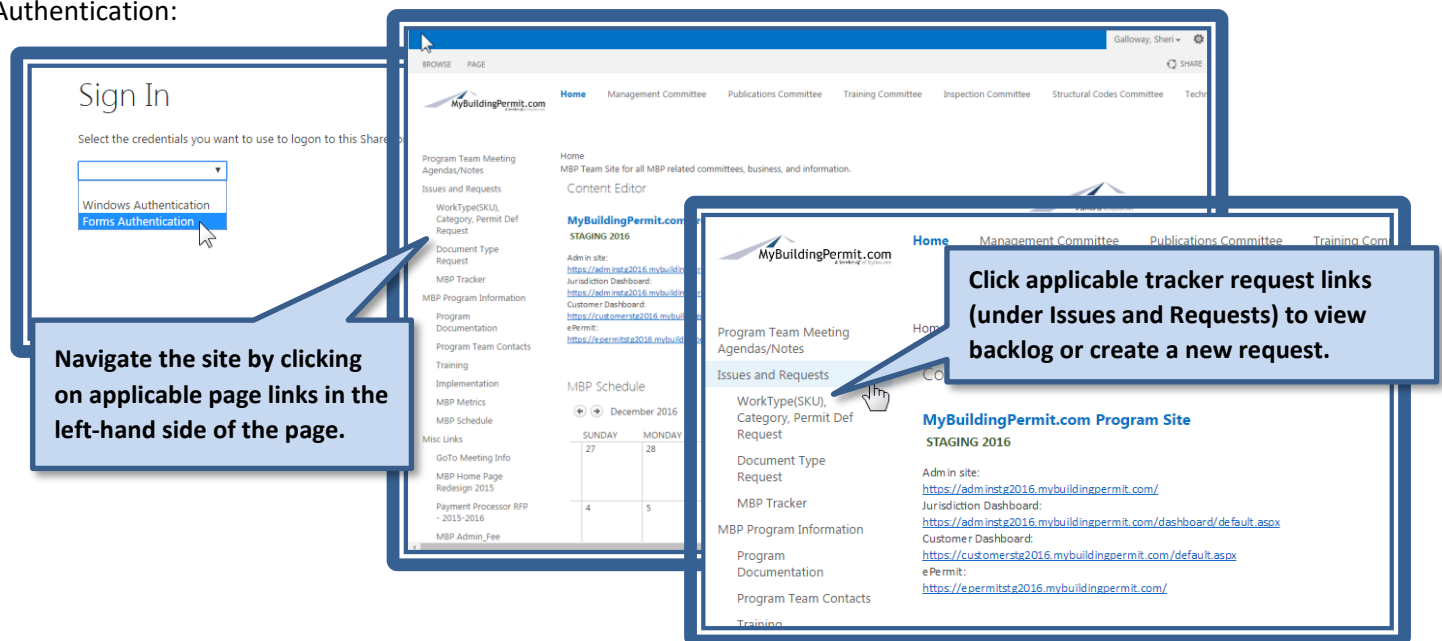
MBP Team SharePoint Site

The MBP Service Delivery team maintains a shared site with important information for all committees that are part of the eCityGov Alliance. The Program Committee (or Program Team) consists of representatives from all participating jurisdictions in the MBP program. The [MBP Team SharePoint site](#) contains important information including links to program documentation, agendas, and committee contact information.

Participating members of the Program team can also submit requests for the following:

- [WorkType/SKU's and/or Categories](#)—Requests to add new categories and work types to the project details page of the application process. These category and work types must be added before they can be used in an application configuration.
- [Document types](#)—Request to add a new or change an existing document type. The request must be completed before the document type can be added to an application configuration.
- [System Enhancements](#)—Ideas and suggestions on how to improve the various MBP modules. Also includes requests to add functionality to meet the business needs of a jurisdiction.

Accessing the site requires a user log-in. If you do not have a login, please contact the MBP Program Business Analyst to obtain one. Once you have been given access to the site you will sign in selecting Forms Authentication:



The image shows three overlapping screenshots of the MyBuildingPermit.com SharePoint site. The leftmost screenshot shows the 'Sign In' page with a dropdown menu where 'Forms Authentication' is selected. A callout box points to this menu with the text: 'Navigate the site by clicking on applicable page links in the left-hand side of the page.' The middle screenshot shows the main site navigation menu with 'Issues and Requests' highlighted. A callout box points to this link with the text: 'Click applicable tracker request links (under Issues and Requests) to view backlog or create a new request.' The rightmost screenshot shows the 'Issues and Requests' page with a list of request types: 'WorkType(SKU), Category, Permit Def Request', 'Document Type Request', 'MBP Tracker', and 'MBP Program Information'. Below this list is a calendar for December 2016.

WorkType/SKU and/or Category Requests

1. Jurisdiction submits a WorkType-SKU tracker request on MBP SharePoint site.
2. MBP Program Business Analyst reviews request:
 - a. If additional info is needed a note is added and request is returned to requestor.
3. If info is complete, Analyst adds new SKU to staging *first*.
4. Request is updated to 'Ready for test'—returned to requestor to validate in staging.
5. Jurisdiction validates in staging that everything is correct, works as expected:
 - a. If error/issue—return request to analyst with a note in testing results.
 - b. If validation passes—add a testing results note that testing was successful, update status to 'Ready for production', and reassign to analyst.
6. Analyst will add new SKU to production, reassign to requestor, and close tracker request as complete.

Steps:

First, click new item to initiate a new tracker request.

The screenshot shows the 'Work Type-SKU Request - New Item' form. On the left, there is a sidebar with a 'new item' button highlighted. The main form area contains the following fields:

- Title ***: A text input field.
- Request New, Change ***: A dropdown menu.
- What New, Change ***: A dropdown menu.
- Status ***: A dropdown menu with 'New Request' selected. Below it, a list of status options is visible: 'New Request: Not reviewed.', 'Active: Approved and in scope, in process.', 'Need more info: Additional info needed before completing item.', 'Ready for test: Dev complete, needs to be validated.', 'Ready for Production: Has been tested and ready to add to Production.', 'Closed: Item completed or screened out.'
- Description/Reason**: A large text area for describing the change and reason for request.

Then, complete the following fields:

Title = Provide a brief but descriptive title of new item to be added.

Request New, Change = Indicate if this is a new request or a change to existing item.

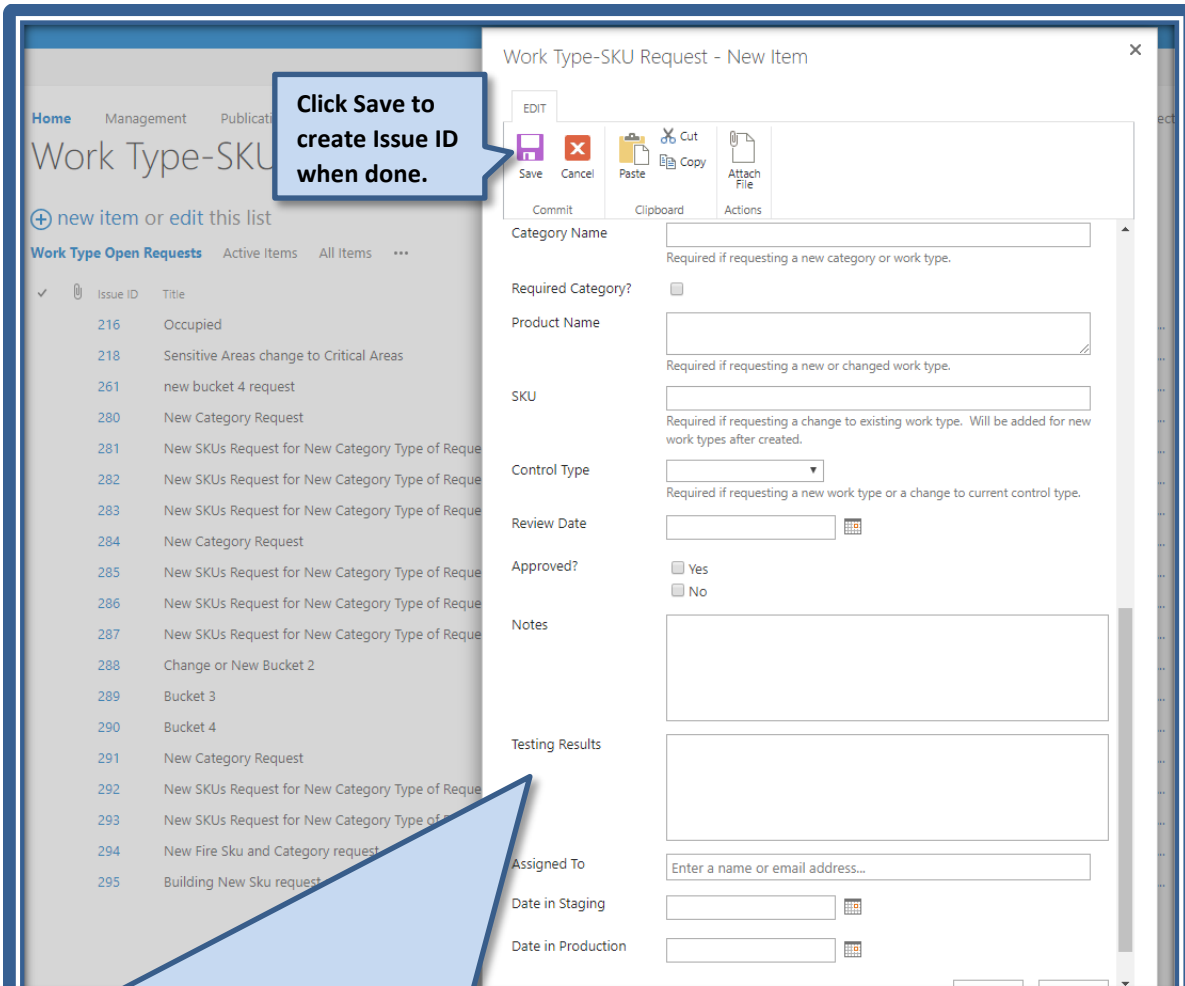
What New, Change = Indicate what type needs to be added/changed.

Status (of request) = Defaults to New Request. The request will pass through the following statuses:

- Need more info = Additional info is needed to complete request.
- Ready for test = Change has been made in staging, needs to be validated.
- Ready for Production = Has been validated and ready to move change to production.

Description/Reason = Enter a detailed description of what change is needed. Include product label and screen label (if different) for new SKU's.

Application Type = Each SKU is unique to each application type. Indicate all application type(s) to include the new SKU.



Click Save to create Issue ID when done.

Complete the following fields:

Complete the following fields:

Category Name = Enter the name of the category where SKU will be displayed. Indicate if category is required by checking **Required Category?** box.

Product Name = Indicate the name of the new SKU. Product name is how it will display in the database. If you would like a different display on the customer application screen, indicate the screen name/label in the description field.

SKU = For change requests only—note the existing unique SKU ID.

Control Type = Indicate what type of response control is needed (checkbox, radiolist, textbox, etc.).

Testing Results = After validating in staging, indicate if testing was successful or notate any issues to resolve.

MBP Service Delivery Team will complete the following fields:

SKU = Newly assigned 4-digit SKU ID for new WorkType.

Notes = will include any clarification needed (if in need more info status) or an update on status of request.

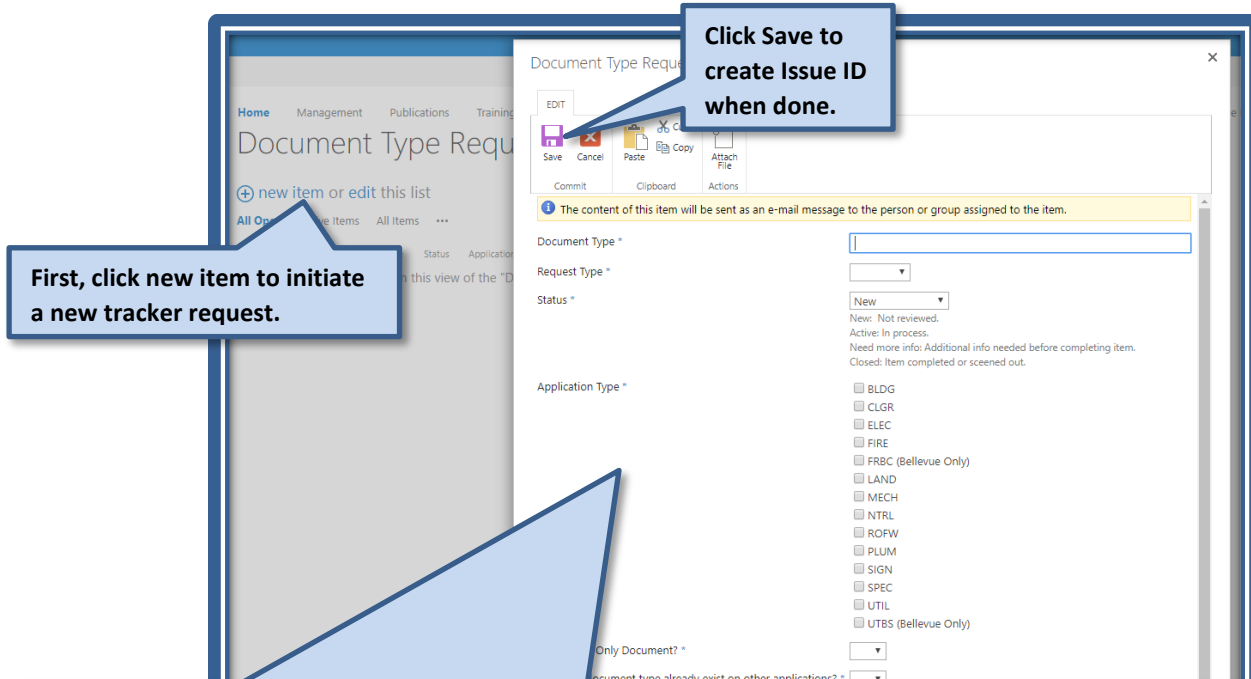
Assigned To = Assigned back to original requestor (for need more info, ready to test, and Closed-Completed statuses).

Date in Staging/Production = Date will be added when SKU has been added to each environment.

Document Type Requests

1. Jurisdiction submits a Document Type tracker request on MBP SharePoint site.
2. MBP Program Business Analyst reviews request:
 - a. If additional info is needed, a note is added, and request is returned to requestor.
3. If info is complete, Analyst adds new Document Type to staging *and* production.
4. Request is updated to 'Closed', adds a note to indicate request has been completed, and reassigns to original requestor.

Steps:



The screenshot shows the 'Document Type Request' form in a SharePoint environment. A callout box on the left points to the '+ new item or edit this list' link, stating: 'First, click new item to initiate a new tracker request.' Another callout box on the right points to the 'Save' button in the top ribbon, stating: 'Click Save to create Issue ID when done.' The form fields include: Document Type (text input), Request Type (dropdown), Status (dropdown with 'New' selected), Application Type (checkbox list with options like BLDG, CLGR, ELEC, FIRE, etc.), Only Document? (dropdown), and document type already exist on other applications? (checkbox).

Then, complete the following fields:

Document Type = Enter the name of the new document to be added to the library.

Request Type = Indicate if this is a new document, change to an existing document, or removal of a document type.

Application Type = Indicate what application(s) this new document type needs to be added to.

Jurisdiction Only Document? = Indicate if this is a jurisdiction specific document.

Does this document type already exist on other applications? = Indicate if this document is being used on another application type currently.

MBP Service Delivery Team will complete the following fields:

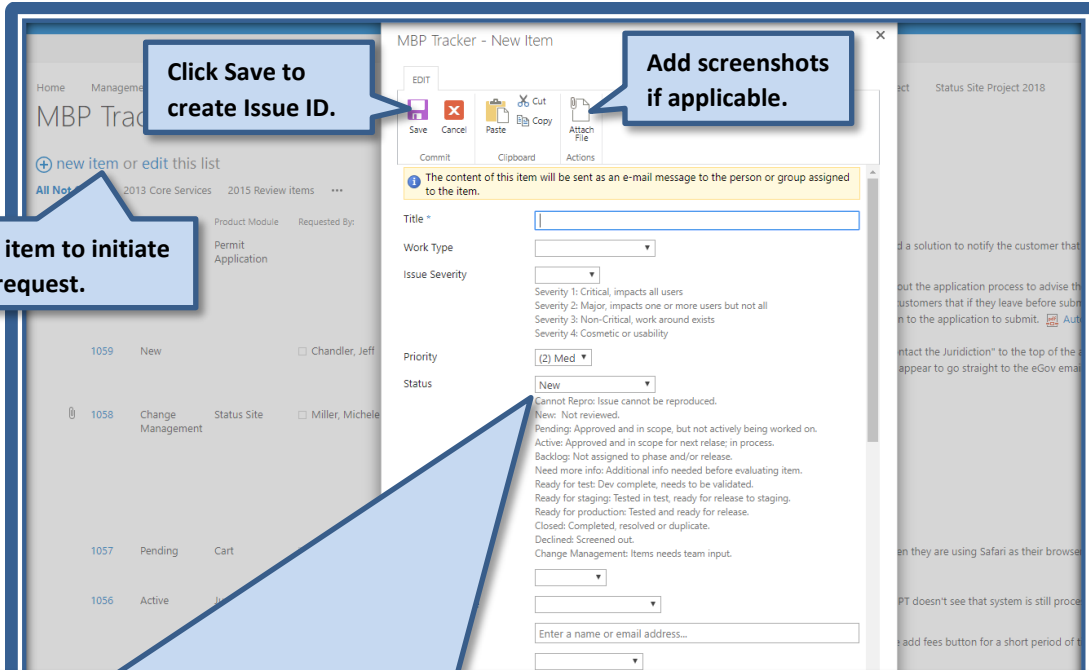
Notes = will include any clarification needed (if in need more info status) or an update on status of request.

Assigned To = Assigned back to original requestor (for need more info, and Closed statuses).

Date in Staging/Production = Date will be added when SKU has been added to each environment.

Enhancement Tracker Requests

The Enhancement Tracker is a backlog of requests submitted to improve the functionality of the various MBP modules. Participating jurisdictions can submit requests that are reviewed and prioritized for potential future projects or to be included in periodic maintenance releases.



First, click new item to initiate a new tracker request.

Click Save to create Issue ID.

Add screenshots if applicable.

MBP Tracker - New Item

EDIT

Save Cancel Paste Cut Copy Attach File

Commit Clipboard Actions

1 The content of this item will be sent as an e-mail message to the person or group assigned to the item.

Title *

Work Type

Issue Severity

Severity 1: Critical, impacts all users
Severity 2: Major, impacts one or more users but not all
Severity 3: Non-Critical, work around exists
Severity 4: Cosmetic or usability

Priority

(2) Med

Status

New

Cannot Repro: Issue cannot be reproduced.
New: Not reviewed.
Pending: Approved and in scope, but not actively being worked on.
Active: Approved and in scope for next release; in process.
Backlog: Not assigned to phase and/or release.
Need more info: Additional info needed before evaluating item.
Ready for test: Dev complete, needs to be validated.
Ready for staging: Tested in test, ready for release to staging.
Ready for production: Tested and ready for release.
Closed: Completed, resolved or duplicate.
Declined: Screened out.
Change Management: Items needs team input.

Enter a name or email address...

Then, complete the following fields:

Title = Provide a brief but descriptive title of the issue/request.

Work Type = Indicate if this is a problem/issue or new functionality requested.

Issue Severity = Select an appropriate severity level:

- Severity 1 = Critical, impacts all users.
- Severity 2 = Major, impacts one or more users but not all.
- Severity 3 = Non-critical, work around exists.
- Severity 4 = Cosmetic or usability.

Environment = Indicate which environment is affected (production or staging).

Product Module = Indicate what part of MBP is affected (if known).

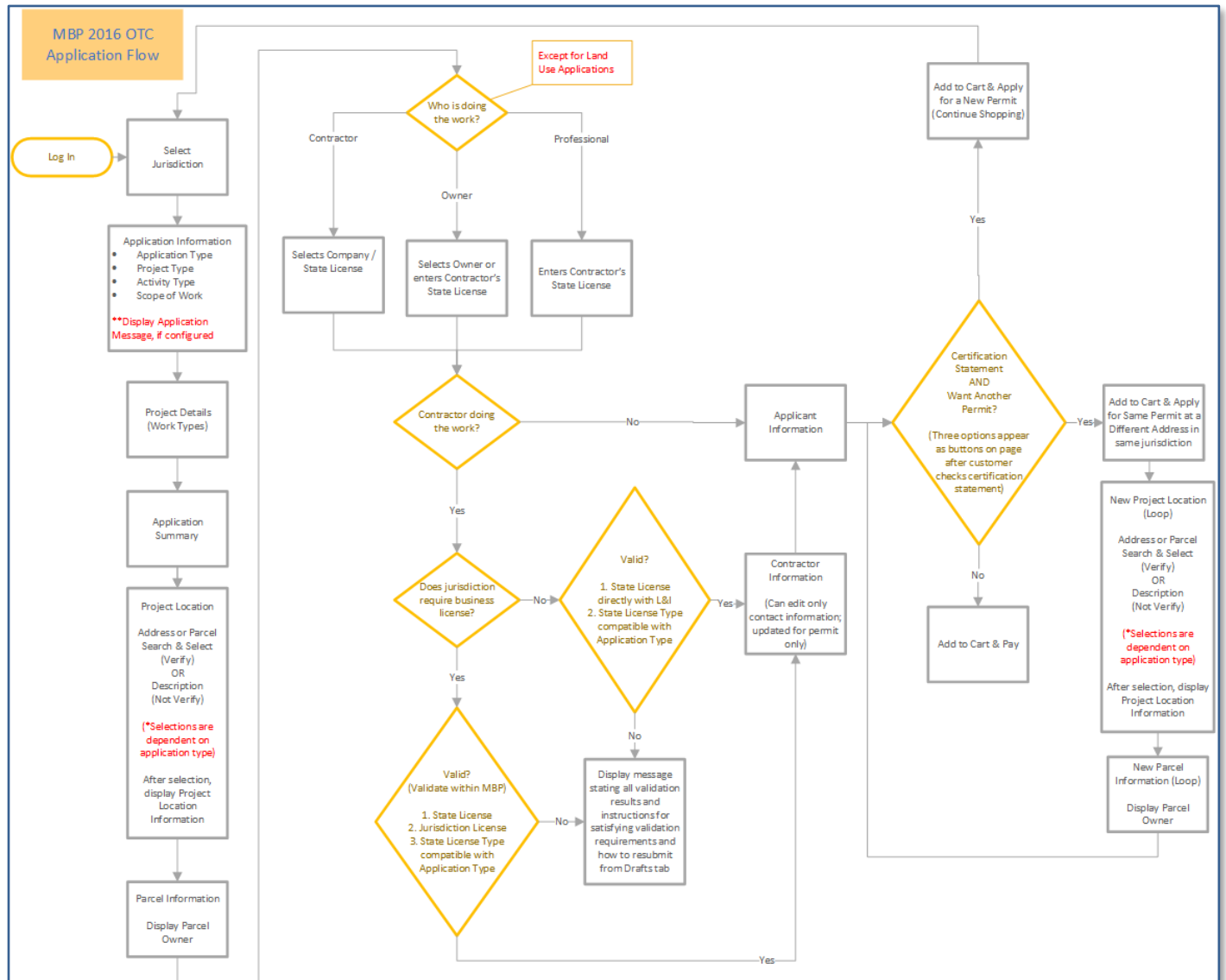
Requested By = Enter name or email of requestor.

Jurisdiction = Indicate if this change will impact all jurisdictions or a specific one.

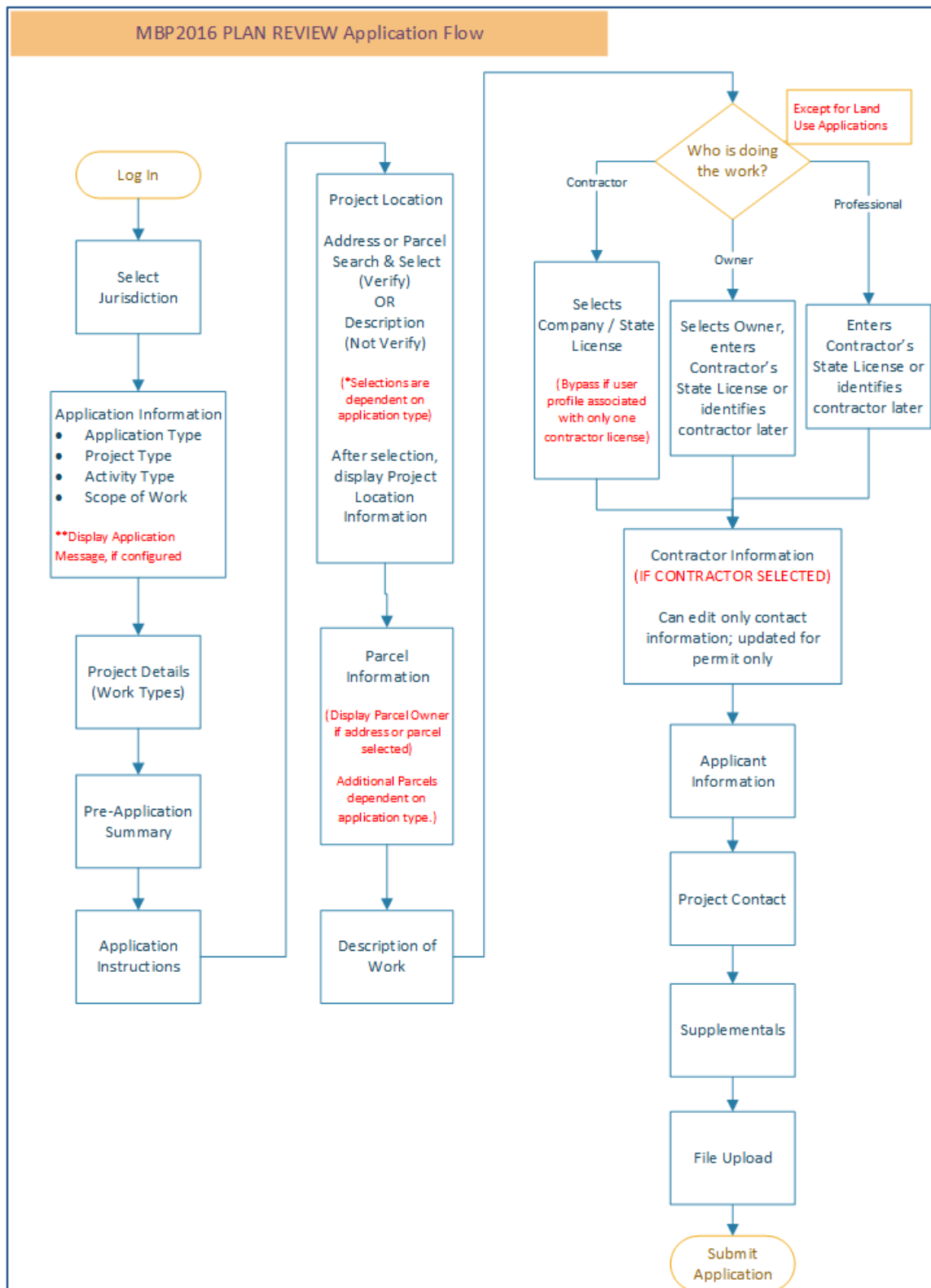
Description = Enter a detailed description of what is being requested. Include reasoning as to why the change is needed.

Application Process Flows

Over-the-Counter Permit Process Flow



Plan Review Permit Process Flow



MBP Jurisdiction Integration

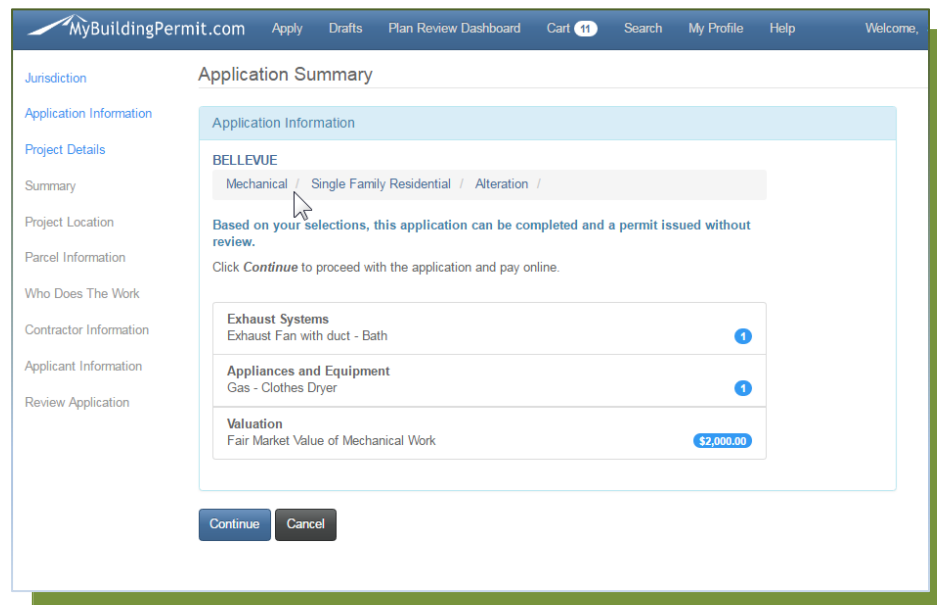
MyBuildingPermit.com sends permit application data to the member jurisdictions' permitting system (referred to as "backend permitting system") and then displays information from the backend such as status, activity, invoice data, etc.

When a customer applies for an **Over the Counter** (non-review) permit, or when a jurisdiction permit technician accepts a plan review application in MBP, MBP packages up the Application information into an XML document that is sent to the ***jurisdiction provided*** Web Service. This XML document is then parsed on the jurisdiction side and goes thru a translation process to convert MBP terms into the Jurisdiction's specific backend permitting system terms. After the translation process occurs, the data can be inserted into the backend permitting system and the Web Service returns an XML file back to MBP that the insert was successful. MBP then makes a second call to the Web Service to receive the newly inserted permit number from the backend permitting system which MBP will insert on the Permit Card pdf.

Each jurisdiction's backend permitting system is the official 'system of record' and stores all application and permit data. This information is not stored in MBP, as it only connects to your backend to display the data.

It is ***the jurisdictions' responsibility*** to develop the Web Service to receive the permit application XML file sent by MBP in the format, parse that data, and insert it into your backend permitting system, send a response back to MBP, then send MBP the newly generated permit number. It is also the jurisdiction's responsibility to create and expose the necessary database views for MBP from which MBP pulls data

MBP Customer Application Process – Application Summary Screen

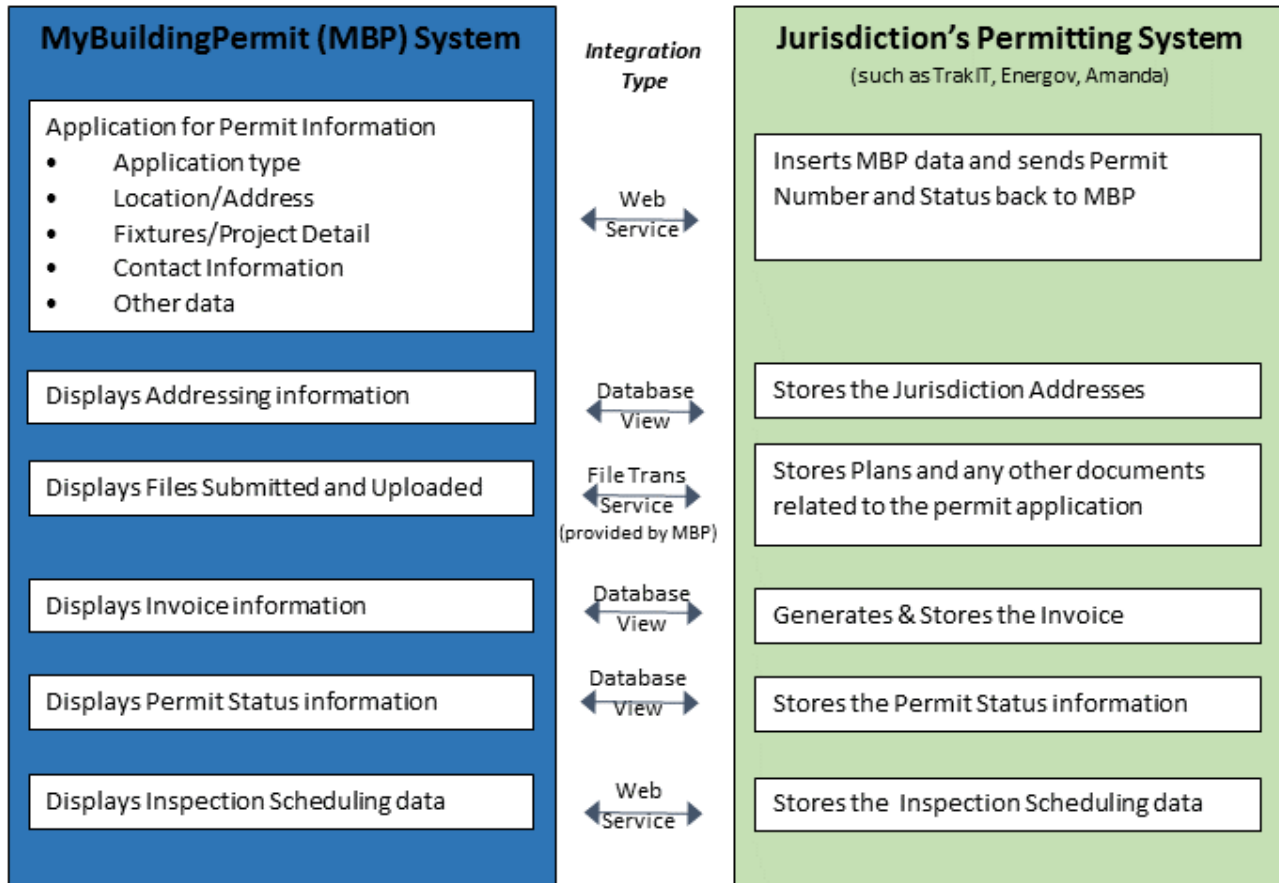


The screenshot shows the 'Application Summary' screen in the MyBuildingPermit.com interface. The top navigation bar includes links for Apply, Drafts, Plan Review Dashboard, Cart (11), Search, My Profile, Help, and Welcome. A sidebar on the left lists navigation options: Jurisdiction, Application Information, Project Details, Summary, Project Location, Parcel Information, Who Does The Work, Contractor Information, Applicant Information, and Review Application. The main content area is titled 'Application Summary' and contains the following information:

- Application Information**
 - BELLEVUE**
 - Mechanical / Single Family Residential / Alteration /
- Based on your selections, this application can be completed and a permit issued without review.**
- Click **Continue** to proceed with the application and pay online.
- Exhaust Systems**
 - Exhaust Fan with duct - Bath (1)
- Appliances and Equipment**
 - Gas - Clothes Dryer (1)
- Valuation**
 - Fair Market Value of Mechanical Work (\$2,000.00)

At the bottom of the summary section are two buttons: **Continue** and **Cancel**.

How Data Transfers and Displays



Integration Points

Component	Method	Notes
Permit Creation	Web Service	Web Service <i>created by Jurisdiction</i> to consume the XML output from MBP
Inspection Scheduling	Web Service	Web Service <i>created by Jurisdiction</i> to consume the XML output from MBP
File Transfer	Web Service	Web Service is <i>provided by MBP</i> – will need to have the path/location of where you want the file uploads from MBP to land.
Address Search	Database View	Expose a View in your permit database – MBP will connect via your IP Address, Database Username and Password
Invoicing	Database View	Expose Views in your permit database – MBP will connect via your IP Address, Database Username and Password
Status Site Data	Database Views	Expose Views in your permit database – MBP will connect via your IP Address, Database Username and Password

Skills and Resources Needed

Jurisdiction Responsibility	Description of Skills Needed
Develop asmx Web Service to receive MBP XML data, parse, translate, and insert into backend permitting system. Provide URL to Web Service to MBP staff.	Web Developer with Web Service and integration experience.
Create translation document or spreadsheet to convert MBP data into backend system terminology and correct database fields.	Jurisdiction Business Analyst (SME) or Permit System Consultant with in-depth understanding of backend system database structure, permit process and fee structure.
Create database views with a read-only user account and provide details to MBP staff.	Database Administrator or Permit System Consultant
Set up MBP Application Configurations, Fee Codes, etc.	Jurisdiction Permit Tech/Analyst (SME) with in-depth knowledge of jurisdiction permitting process, fee structure, business processes
Test end-to-end Permit Application process and verify integration into backend system is correct and permit number and status back to MBP is correct.	Jurisdiction Permit Tech/Analyst (SME) with in-depth knowledge of jurisdiction permitting process, fee structure, business processes

Terminology Used

Application Configuration – MyBuildingPermit.com’s **structure for the permit application data** which is set up by the jurisdiction. Consists of: Application Type (such as Building, Mechanical), Project Type (such as Single Family, or Nonresidential), Activity Type (such as New, Addition), Scope of Work (such as Primary Building, Accessory Structure), Fixture and Component Details, Documents Required, Plan Review or Non-Plan Review, Fees, etc.

Backend Permitting System – the *Jurisdiction’s* permitting system (such as TRAKiT, Energov, Amanda)

Database View – a **subset of read-only table data** in your backend database

Web Service - programming code that provides a method of **communication between two** electronic devices or applications over the internet. A request or response to a request that allows one application or program to remotely access or transfer data.

XML – the standardized **format of the data** that is sent from MBP to the backend permitting system via a Web Service

Helpful Information and Troubleshooting

Customers will be directed to the jurisdiction directly for help with the following:

- Find or add a new address within MyBuildingPermit.com
- Determine if work requires a permit or which type to select
- Request a refund
- Update a local/city Business License
- Request changes to a permit
- Inquire about Permit fees

Technical Help—Technical Assistance is available to jurisdiction staff and customers through the MBP Support desk. Examples of when to call the Support desk include MBP is offline or an error is received when applying for a permit.

Support staff is available Monday through Friday, 7:00 AM to 5:00 PM Pacific Standard Time. Offices are closed on Federal Holidays.

Email: eGovSupport@ecitygov.net

Phone: 425-452-4340

Help Documents for customers are available on MyBuildingPermit.com [Help page](#).

Frequently Asked Questions

Q. Why is a permit paid for last night missing from my daily financial report?

- A. Each jurisdiction has a set cut-off time for including payment information on the daily financial report. For example, if your jurisdiction's cut-off time is 7:00 PM and the permit is paid for at 7:20 PM on a Wednesday it will not be included in Wednesday's report but will be included in Thursday's report. If you would like to change your jurisdiction's cut-off time for these daily reports, please submit a service request to egovsupport@ecitygov.net.

Q. Why is the Refresh Addresses job failing on the Admin site?

- A. Verify all columns are labeled correctly on your eGovSiteAddress view:

[DataSourceName]
[DataSourceAddressID]
[SiteParcelNbr]
[SiteFrontNbr]
[SiteFrontNbrFractional]
[SitePreDirection]
[SiteStreetName]
[SiteStreetType]
[SitePostDirection]
[SiteUnitType]
[SiteUnitBuilding]
[SiteUnitNbr]
[SitePostalCity]
[SiteJurisdiction]
[SiteState]
[SiteZip]
[SiteZipPlus4]
[SiteBldgFirmName]
[SiteXCoord]
[SiteYCoord]
[LastChangedDate]
[SiteSubDivision]

If all columns are labeled as above, contact egovsupport@ecitygov.net to research further. If there is no issue on MBP side, jurisdiction's IT department will need to research on their end.

Q. Why are no inspections listed under Today's Inspections? Why are users having trouble scheduling inspections?

- A. Contact egovsupport@ecitygov.net to verify there is no connection error between MBP and jurisdiction's Web Service. If there is no issue on MBP side, jurisdiction's IT department will need to research on their end.

Q. I have not been receiving my MBP receipt emails. Is the problem on my end or yours?

- A.** If no other jurisdiction has reported similar issues, it is most likely something that needs to be fixed on your end with your IT department. If you are in the process of or have recently migrated to Office 365 this could cause disruptions in emails being received. Please reach out to your jurisdiction's IT department to troubleshoot.

Q. Who can edit the project contact information on a submitted application?

- A.** Contact the jurisdiction with the permit number, jurisdiction, and updated project contact information.

Q. A contractor updated their license information on LNI but it is not reflecting on MBP yet. How can I update the information?

- A.** A job runs each night that automatically pulls information from LNI and populates in MBP. If you need the information updated before the job has a chance to run, contact egovsupport@ecitygov.net to run the job manually to update the business license information.

Q. An invoice was accidentally marked as Paid on the Jurisdiction Dashboard. How do I mark it as Unpaid again?

- A.** Jurisdiction Staff and Administrators can make this change on the Invoices tab of the Permit Details page for the permit.

Q. Why do I keep receiving a 'something bad happened' error message when trying to log in to the Admin site?

- A.** This happens when you are logged into multiple instances of the MBP application (i.e. Production and Staging at the same time). Log out of *all* application instances, clear cache, and close all browsers. Open a new browser session and log in again.

Q. Why do I keep getting 'search failed' response when I try to search for a permit on the admin site?

- A.** Sometimes the query takes a long time to complete and throws an error message. You can try to pull up an existing permit on the Jurisdiction Dashboard, then try searching again or contact egovsupport@ecitygov.net for assistance. He will have to run the query manually and then all future search queries should run with no issues.

Q. How can I remove a failed document from my Jurisdiction Dashboard?

- A. Email egovsupport@ecitygov.net to request to have the failed file removed from their Jurisdiction Dashboard.

Q. Why are reject emails not generating?

- A. New install or upgrade on your computer possibly is interfering with allowing Outlook to open MailTo links. Have your IT department look at your computer to determine if this is the issue.

Q. We are receiving failed integration errors; Can you help diagnose the problem? What should we do to accept the applications after integration issues are resolved on our end?

- A. We are not able to diagnose causes of integration failure since we don't have access to jurisdiction's Web Service or any error logs. The most common reason that integration fails is due to a mapping issue between the data included in the XML and your back-end system. Try comparing as best you can a configuration that is working against the one that failed. Pay special attention to spelling, many integration failures are due to typos. Remember that SKU names and Types must match exactly.
- B. After integration issues have been resolved on the jurisdiction side, you can resend the failed permit through the Web Service to your permitting back-end system and update MBP with the actual permit number.

Q. Registered Basics: My Basic Plans aren't showing in the dropdown in staging?

- A. Basic Plans must be accepted and approved in the Admin site to show up in your "library".

Q. Is there a way to automatically change the MBP status of a permit to Closed?

- A. Jurisdictions can request MBP permits in certain statuses be bulk moved to Closed status via an automated close job that runs at designated intervals. Jurisdictions just need to email MBP Service Delivery team the MBP statuses to be moved and the corresponding Jurisdiction status (i.e. MBP statuses are In Review and Issued; Jurisdiction status is Finaled or Closed) and indicate how often they would like the job to run (weekly, monthly, every 90 days, etc.).

Q. How does the rounding function work on Fee Codes when Rounding is set to "ToTwoDecimal"?

- A. When Rounding is set to "ToTwoDecimal", the Fee is rounded to a precision of 2 decimal places. For example: \$0.005 would round to \$0.01 but \$0.0025 would round to \$0.00.

Q. Why are there no SKUs to assign as an Exception by SKU for a Document Type (within application configuration setup)?

- A.** When you click on Add to create an Exception by SKU and instead of a dropdown list of SKUs to select from you receive this message: All SKUs have been selected. This indicates there are no active SKUs associated with a specific application configuration. You will need to add or activate SKUs to proceed.

Q. Why are credit card payments being made online through MBP for our jurisdiction failing?

- A.** Usually when credit card payments are failing it is because there is an issue with the PayPal merchant account information we have on file. The most common reason is because of a change the PayPal password on file. Please notify us immediately if there are any changes to the Jurisdiction credit card information on file (i.e. expiration date, card number, etc.). Also, notify us if your PayPal password has expired/changed. **Note:** To avoid having to update your password please create an MBP only password on the account that does not expire.
- B.** If customers are reporting problems with credit cards, check for the following:
- PayPal only accepts two white spaces in the Name field on the card.
 - PayPal does not accept special characters (such as & and periods).

Q. Why are inspection dates showing incorrectly on MBP's Inspection scheduling site?

- A.** Inspection dates displayed on the Inspection scheduling site are provided by each Jurisdiction via a Web Service. MBP has no control over what dates are displayed as this depends on what dates are provided by the Web Service.

Note: For Jurisdictions that use TRAKiT, try these steps to resolve issues with inspection dates displaying incorrectly:

1. Open TRAKiT WUM
2. Select Agency Calendar under System Settings
3. Verify Holidays, Weekends, and Closed dates are BLUE (make any necessary edits by clicking on the appropriate dates)
4. Verify the box for "Validate Inspection Scheduled and Completed Dates with Work Dates Calendar" is selected and BLUE
5. Click SET button
6. Read notification pane and select OK
7. Save settings at top Menu bar in upper right corner