

Table of Contents

1.0 Copyright 1

2.0 Introduction 2

 2.1 System Features 2

 2.1.1 How the Building Permit System Works 2

 2.1.2 What do I have to do? 5

 2.1.3 What do I need to understand first? 5

 2.1.4 Value Table Master File 6

 2.1.5 The Value Table Master File and Plan Applications 8

 2.1.6 Application Maintenance Screen 1 8

 2.1.7 Command Keys in the Building Permit System 11

 2.1.8 Question Mark Lookup (QML) Feature 11

3.0 System Setup 12

 3.1 Build the System Library 12

 3.2 System Startup and Processing Steps 13

4.0 Sign On Menu 15

5.0 Building Permit Master Menu 16

6.0 Fee Schedule Menu 18

 6.1 Fee Schedule Maintenance 19

 6.1.1 Initial Screen 22

 6.1.2 Search and Select 24

 6.1.3 Define the Fee Group Header 25

 6.1.4 Set Fee 26

 6.1.5 Extended Fees 27

 6.1.6 Test Extended Fees 29

 6.1.7 Graduated Fees 30

 6.1.8 Test Graduated Fees 33

 6.1.9 Percentage Fees 34

 6.1.10 Test Percentage Fees 36

 6.2 Fee Schedule Listing 37

 6.2.1 Selection Criteria 38

 6.2.2 Report Sample 39

 6.3 Fee Schedule Copy Process 42

 6.3.1 Fee Schedule Copy Process Screen 43

7.0 Building Permit Master Menu 44

 7.1 Plan Application Maintenance 44

 7.1.1 Initial Selection Screen 46

 7.1.2 Program Exit screen 48

 7.1.3 Search for Plan 49

 7.1.4 Search for Parcel 50

 7.1.5 First Entry screen for Plan Application 51

 7.1.6 Update the Plan Application 54

 7.1.7 Question Mark Lookup (QML) Example 57

 7.1.8 Update the Parcel Record 58

 7.2 Plan Status Maintenance 59

 7.2.1 Initial Screen 60

 7.2.2 Search for Plan 61

 7.2.3 Plan Status Screen 62

7.2.4	Plan Status Transaction History Selection	64
7.2.5	Enter or Revise Plan Status Transaction History	65
7.2.6	Enter or Revise Plan Status Additional Text	68
7.3	Plan Fee Maintenance	69
7.3.1	Initial Screen	70
7.3.2	Search for Permit	72
7.3.3	Assign Permit Number and Date.	73
7.3.4	Delete a Permit and Calculated Fees	74
7.3.5	Fee Group Selection Window	75
7.3.6	Fee Calculation Screen	76
7.4	Plan Transaction Maintenance	78
7.4.1	Initial Screen	79
7.4.2	Search for Plan	80
7.4.3	Select Transaction	81
7.4.4	Enter a Transaction	82
7.4.5	Revise a Transaction	84
7.4.6	Enter Additional Text	85
7.4.7	Revise Additional Text	86
7.5	Inspection Status Maintenance	87
7.5.1	Initial Screen	88
7.5.2	Search for Plan	89
7.5.3	Inspection Status Screen	90
7.5.4	Inspection Status Transaction History	92
7.5.5	Enter or Revise Inspection Status Transaction History	93
7.5.6	Enter or Revise Inspection Status Additional Text	95
7.6	Comprehensive Plan Listing	96
7.6.1	Selection Screen	96
7.6.2	Comprehensive Plan Listing Sample	98
7.7	Plan Status Listing	100
7.7.1	Selection Criteria	101
7.7.2	Plan Status Summary Report Sample	102
7.7.3	Plan Status Detail Report Sample	103
7.8	Print a Permit	104
7.8.1	Selection Screen	104
7.8.2	Permit Sample A	106
7.8.3	Permit Sample B	107
7.8.4	Permit Sample C	108
7.8.5	Permit Sample D	109
7.9	Inspection Report	110
7.9.1	Selection Criteria	111
7.9.2	Inspection Report Sample	113
7.10	Fees by Fee Type Listings	114
7.10.1	Selection Criteria	115
7.10.2	Fee Listing by Fee Type (Detail Sample)	116
7.10.3	Fee Listing by Fee Type (Summary Sample)	117
7.11	Fees by Permit Listings	118
7.11.1	Selection Criteria	119
7.11.2	Fees by Permit (Detail Sample)	121
7.11.3	Fees by Permit (Summary Sample)	122
7.12	Effective Transaction Listing	123
7.12.1	Selection Criteria	123
7.12.2	Effective Transaction Listing Sample	124
7.13	Expired Transaction Listing	125
7.13.1	Selection Criteria	125
7.13.2	Expired Transaction Listing Sample	127

7.14	Summary of Building Activity	128
7.14.1	Selection Criteria	129
7.14.2	Building Activity Listing Sample	130
7.15	Inspection Transaction Listing	131
7.15.1	Selection Criteria	132
7.15.2	Inspection Transaction Listing Sample	134
7.16	Inspection Status Listing	135
7.16.1	Selection Criteria	136
7.16.2	Inspection Status Listing Sample	138
8.0	System Management Menu	139
8.1	Install a BRC Software Updates	140
8.2	Initialize Diskette or Tape	141
8.2.1	Initialize Information	141
8.3	Save Data Files	142
8.3.1	Backup Information	143
8.3.2	Labeling Information	144
8.4	Restore Data Files	147
8.4.1	Initial Screen	147
8.4.2	Second Screen	148
8.5	Save Library	149
8.5.1	Backup Information	149
8.5.2	Labeling Information	151
8.6	Keysort File Indexes	153
8.7	Reorganize Files	153
8.8	Build Data Files	153
8.9	Build Alternate Indexes	153
8.10	Delete Alternate Indexes	153
8.11	Delete Data Files	153
8.12	Delete Individual Information	154
8.12.1	Initial Screen	155
8.12.2	Delete Parcel and Building Permit Information	156
8.12.3	Delete Parcel Information Only	157
8.12.4	Delete Plan Application and Building Permit Information	158
8.12.5	Delete Building Permit Information Only	159
9.0	Special Circumstances Menu	160
9.1	Record Copy Utility	161
9.1.1	Record Copy Selection	161
9.1.2	Copy to Diskette	163
9.2	Copy All Files to New File Prefix	164
9.3	Remove/List Dupl. Master Records	164
9.4	Resync XREF File Due to Maint Bug	164
9.5	Delete Dupl's and relink XREF File	164
9.6	Fix 40404040 in Parcel Size Field	165
9.7	Rebuild Fee Totals in Appl Mst File	165
10.0	Parcel System Master Menu	166
11.0	Setup Menu	167
11.1	Initialize Data Files	168
11.2	Value Table Master File Maintenance	168
11.2.1	Initial Screen	172
11.2.2	Table Lookup Window	173
11.2.3	Agency Record (System Defaults)	174

11.2.4	Define a New Table	176
11.2.5	Update a Table	178
11.2.6	Update a Table Code	179
11.2.7	Code Lookup Window	180
11.2.8	Update the Code Description	181
11.2.9	NAME: Name and Address Table	182
11.2.10	Special Tables	184
11.2.11	Agency Record	184
11.2.12	Plan Review Departments	184
11.2.13	Inspection Status Types	185
11.2.14	USRB: User-defined Building Permit Field Table	185
11.2.15	USRB: Building Permit Field Definitions	187
11.2.16	USRB: User-defined Field Definition Screen	188
11.2.17	USRP: User-defined Parcel Field Table	191
11.2.18	USRP: Parcel Fields Definitions	193
11.2.19	USRP: User-defined Field Definition Screen	195
11.2.20	User Display Defaults	197
11.3	Value Table Master File Listing	199
11.3.1	Initial Screen	199
11.3.2	Selection Screen	200
11.3.3	Value Table Master File Index Sample	201
11.3.4	Value Table Master File Listing Sample	202
12.0	Building Permit Files Names	203
13.0	Building Permit System Error Messages	204
14.0	Appendix A:	207
14.1	Value Table Master File Information	207
15.0	Appendix B:	215
15.1	Printer Override Features	215
15.1.1	Printer Override Selections	215
16.0	Appendix C:	217
16.1	Typical Building Permit Flow Diagram	217
17.0	Glossary	218
18.0	Index	223

Introduction

2.0 Introduction

The Building Permit System provides you with a method of keeping track of all your building applications throughout their life cycle. It tracks the applications through the following stages; plan review, fee calculation, permit issuance, inspection tracking, history tracking, and certificate issuances. The Building Permit System works in conjunction with the Parcel System Geobase. This allows you to pull in the general information about the property when entering a plan application.

2.1 System Features

The BRC Building Permit System offers you these features:

- It allows you to enter and update building activity and prints a list of that activity for you to proof
- It allows you to maintain the status of building plans
- It allows you to define and maintain the permit fee schedules in a Fee Master File
- It allows you to calculate all fees on screen before you apply them
- It allows you to track the inspections in process
- It produces the inspection reports given to inspectors
- It produces selective reports in summary and detail activity formats
- It produces listings of building activity, plan status, and the contents of the Fee Master File
- It allows you to copy fees for a New Year
- You can control the title of your reports at print time
- It has a question mark lookup window to locate table codes
- It allows you to add table codes on the fly without ending your current function
- You can search for plan application information by, plan number, street address, assessor's parcel number, or parcel ID assigned by the system.

2.1.1 How the Building Permit System Works

The Building Permit System allows you to work with your own structures; you can define up to 12 additional types of building permit data that your agency wants to keep track of.

You'll first define, for consistency throughout the use of the system, the standard values your Agency uses for jurisdictions, zones, units of measure, types of residence, types of structures, and other values. All the values for each category or table are stored in a file called the Value Table Master File. The system will check the Value Table Master File each time you enter a plan application or transaction, to determine that the zone type, unit of measure, and so on are valid or standard.

Introduction

At permit application time, you'll retrieve the detail information for a parcel (owner information, zoning code, and so on) from the BRC Parcel files. You may add or revise required parcel information using a Build Permit procedure called the Plan Application Maintenance program. This procedure mimics the paperwork processing you'd do for a form application. (Please note: The Parcel information that can be updated from the Plan Application Maintenance program is limited and does not include Parcel Transaction History information, if you are using the full Parcel System, as well.) The record you create for each application is filed in the Plan Application File. The detailed information that is stored on this record is the job type, building type, valuation, contractor and architect information, and so on.

Once you have entered a Plan Application into the system, you can perform additional functions for that Plan Number.

- A. **Plan Check Status.** Send the plans "Out to" various departments for review; track Revision Number, Date Out, Date Returned, Status Code; and enter remarks.
- B. **Permit Fee Selection and Calculation.** Select all the applicable fees from the Fee Master File (that you define), enter a quantity, and the program calculates the fee amount. You also have the option to manually override the calculated fees.
- C. **Permit Transaction Maintenance.** Examples of transactions you would enter are inspection scheduling, permit and inspection time limit expiration, and so on.
- D. **Inspection Tracking.** This involves entering an inspection transaction with the date of the inspection, type of inspection, a description, inspector initials, status, status remarks, date returned, revision number, and any additional text that the inspector may need. This information is used to print inspection reports. These reports are given to the inspectors and list everything requiring an inspection on the specified date.

Fee Master File Maintenance is a procedure that allows you to enter of fee groups that define any allowable permit fees. You define all fees. Your Agency can set up as many or as few fees as necessary. You can define fees as payable either at the time of application or the time the permit is issued.

Fees are separated into Fee Groups: Plumbing, Electrical, Mechanical, and so on. There is a heading record for each group contains the description of the group and that controls (specifies) the printing of the detail fees on the permit. (Please refer to the sample permits.)

Within the group, individual fees are defined. This includes the calculation quantity label to be prompted, (for example, "Number of Fixtures:"), the type of fee (Set, Extended, Graduated, or Percent), and the instructions or table for calculating the fee.

The Building Permit System produces these reports:

Comprehensive Plan Listing. This report will print everything entered about a Plan Application. It can optionally exclude certain parts of the information if desired.

Printing of a generic Building Permit. Several different printing options are included.

Listing of fees by fee type. This report will show the fees collected, for a range of dates, broken down by fee type. Either Detail or Summary listings, or both, can be selected. This will provide the typical "Report of the Building (or Electrical, Mechanical, or Plumbing) Inspector for the Month of" reports.

Listing of fees by permit. This report will show the fees collected for a range of dates, broken down by permit. Either Detail or Summary listings, or both, can be selected.

Building Activity Summary. This report shows the number of units, valuation and fees collected, for a range of dates, broken down by type of construction, use group, and occupancy group.

Effective transaction listing. Shows all permit transactions that were, are, or will be in effect for a day or range of days. Optionally, can be limited to one type of transaction.

Expired transaction listing. Shows all permit transactions that were, are, or will expire on a day or range of days. Optionally, can be limited to one type of transaction.

Plan Check Status Listing. Lists the status of all plan checks for a range of dates. A detail listing will print all the supporting history transactions entered for a plan review department if necessary.

Fee Master File Listing. Lists the Fee Master file, showing all the detail information for each fee.

Inspection Report. Prints the inspection report that the inspector works from.

Inspection Transaction listing. Prints the inspection transactions entered based on the selection criteria entered at run time.

Inspection Status listing. Prints a detail inspection status listing used to review the status of inspections within a specified date range.

Introduction

2.1.2 What do I have to do?

(In this manual, we assume that you already know how to use your computer terminal and basic system hardware. You must be familiar with your function and command keys, operation of the diskette drives, and operation of your printer. If you need assistance with your terminal or printer, refer to your IBM manual.)

2.1.3 What do I need to understand first?

Often when people think of computer terms, they imagine eight-syllable words with definitions that appear to be from another language. In reality, the few terms you will need to know are basic and easy to understand. The terms you should be familiar with are:

CHARACTERS
CODES
DATA
DISPLAY SCREENS
FILES
PROMPTS
RECORDS

Don't panic. They're really very simple. Just think of your computer system as a large storage container for your Agency's information.

How is that information handled now? You select a report form, enter the information onto the form, using the specific areas designated by the report form. These reports are placed into a file folder and then filed in a file cabinet.

Imagine the computer as a file cabinet. Within this file cabinet are also file folders. These are the computer files. Within the files are different reports and forms. These are the records - perhaps they are penalty records and so forth. When you select the report you wish to use at your computer terminal, you will be selecting a display screen. The display screens are the different forms that display on your terminal screen. On your paper reports, you enter the information - or data at specific places where the data is asked for - or prompted for. On your paper reports, you enter letters or numbers. The letters and numbers that you enter are alphabetic or numeric characters. In some instances, to save you time, you will enter codes that represent certain values (such as your units of measure). Using codes makes your job easier - you don't have to enter the full value again and again. (The codes you use are those that you will define on one of the display screens. These will be explained later.)

You will be creating records by entering characters (and codes) on a display screen at the prompts. Then, you will file the records away into the computer system. You can also bring the record back on screen to review it or make revisions to it. The computer is just a condensed

Introduction

filing system that allows you to look at a record in a fraction of the time it would take you to look at it manually.

Before setting up the system Master files, please refer to the glossary for further definitions of terms used throughout the manual.

2.1.3.1 Fields

There are two different kinds of fields you have to understand: "Alphanumeric" (Alpha) and "Numeric".

Alpha fields allow you to enter any character, "A" to "Z" and "1" to "9". You may also use most of the special characters: question mark, slash, period, and so on.

Numeric fields allow you to enter only numbers. Number fields are dates, street numbers, telephone numbers, and so on. When you enter a numeric value in a field and press <Field Exit>, the system will right justify your entry.

Assessor's Parcel Number

The Assessor's Parcel Number, or APN, is a special case. The APN is made up of six separate fields, each of five characters. The fields are defined as Alpha, but as they normally contain only numbers, the system right adjusts them when you press <Field Exit>.

Collating Sequence

Before you use any numbers or special characters in Alpha fields, take note of how the system treats fields that contain mixtures of letters, numbers, or special characters.

If you want to list fields in order - for example, to list street addresses in street name order - the system uses Collating Sequence. This is the order of the characters. The first (lowest) character is a blank (). After the blank are the other characters, then the alphabetic letters, then the numbers, the highest characters.

This means that, using the example of street names, a street name starting with "Z" will be listed before "32nd Street". Also:

"Abner Way" will list before "A3 Street"

"E. Almond Street" will list before "East Acre Lane"

(Be consistent when you define street names containing directions.)

Also note: the backslash character (\) is placed in order with the alphabet, between "R" and "S". Keep this in mind if you use it.

2.1.4 Value Table Master File

The Value Table Master File consists of tables (that are already defined for the system) of codes (that you will define), and the code descriptions. Each table represents a standard value your Agency uses: occupation, construction types, plan check (review) status, and so on. You will define the codes to represent the types of values for each

Introduction

table: for zones, you'll define codes for each type of occupation; for construction type, you'll define codes to represent each type of construction; for plan check status, you'll define codes to represent each type of review status; and so on.

What is a code?

As we explained in the previous section, a code is a user-defined "label" that represents a value used throughout the system. For an example of what a code is, imagine filling out a building permit application. You are required to enter the occupation type. You were told this plan is for a multiple family dwelling. During system setup, you designated (through the Value Table Master file), the code "R3" to represent "multiple family dwelling" in the table representing "occupation type". You enter "R3" onto the application (you'll use the Plan Application Maintenance procedure). The system will check the Value Table Master file to make sure that the "R3" code is actually there. If you enter an incorrect code ("R#" instead of "R3") and the computer verifies that that code is not in the Value Table Master file, an error message would be displayed telling you that you entered an invalid code.

You must define the Value Table Master File before you enter applications. The tables already defined for the system and into which you'll define codes represent:

- Agency record
- area type (such as "garage", "deck/patio", "residential", and so on)
- construction type (such as "wood frame with a five hour fire rating")
- general plan (such as "low residential", "high residential", and so on)
- jurisdiction
- names and addresses (and licenses) of contractors
- occupation (residence type such as "single family", "multiple family", or "duplex")
- plan review departments (such architecture, engineering, or fire departments)
- plan check status (such as "out for review" or "approved")
- names of subdivisions
- scope of work (such as addition, demolition, new structure, and so on)
- structure type
- standard state abbreviations (CA, NY, and so on)
- type of transactions (such as reviews, sign fees, walkthroughs, and so on)
- units of measure (such as "per acre", "per fixture", "square feet", and so on)
- use groups (such as commercial, industrial, residential)
- zoning type (such as any restricted areas)

If you want the system to keep track of and to validate other values, you may also define entirely new tables.

Refer to Appendix A for further descriptions of the tables.

2.1.5 The Value Table Master File and Plan Applications

The Value Table Master File is like the Master files used in other BRC application packages. The codes you define in the file become the valid entries you can make into fields on the system screens. There is a table in the VTM just for 12 prompts on the Plan Application screen. These prompts are user-defined: you determine how the fields should be used, what they look like and which values you can record with them.

The application maintenance screens are like your application forms. On paper forms, you often only have a certain amount of space for a set number of characters. You probably have set abbreviations that you always use when you fill out forms. The VTM codes will be used just like those set abbreviations.

The 12 user-defined fields would be like having the forms customized. Use the "standard form" when you just begin using the system. Then, you can "customize" the application "forms" (screens) as you become more familiar with the system by activating the user-defined fields.

2.1.6 Application Maintenance Screen 1

BFO10-30 WC *ENTRY*	CITY OF ANYCITY PLAN APPLICATION MAINTENANCE	2/02/93 16.12.10
Plan Check Number: XXXXXXXX	Application Date: _ _ _	
Address: _____	Number Sub Dir Street Name	Type Unit
APN: _____		
Owner Information		
Primary Name: _____		
Secondary Name: _____		
Mailing Address: _____		
City/State/Zip: _____		
Home Phone: _____	Business Phone: _____	
General Plan?: _____	Zoning Code?: _____	} a }
Jurisdiction?: _____	Parcel Size?: _____	
Lot/Block: _____	(0.00)	
Subdivision?: _____		
Cnd1-Prev Screen	Cnd7-End of Job	

This is the first of two screens you'll use to define the parcel and the building permit information. All values in Section a) are validated or checked against the appropriate table in the Value Table Master File (VTM). The codes that you can enter into those fields must exist in those tables. (General Plan codes must be in the General Plan Code file, and so on.)

Introduction

Those tables (or headings) already exist in the VTM. The codes are the values that you define. If you do not want to have to enter anything into a field - that is, if you want to make a field entry optional - define a blank or double zero in the file as allowable code entries. For example: If you do not want enter the subdivision right away, you will have to define a blank code in the SBDV table.

See chapter on Value Table Master File Maintenance for a better description on the Value Table Maintenance requirements.

Introduction

2.1.6.1 Screen 2

BPO10-31 WC		CITY OF ANYCITY		2/02/93	
ENTRY		PLAN APPLICATION MAINTENANCE		16.17.06	
Application Type:		Plan Status?:			
Plan Check Number: XXXXXXXX		Application Date: 02 02 93			
Address: POPPY RD, #1320		Permit Number:			
APN: 1 2 3 4 5 6		Permit Date:			
		Fee Total:		.00	
Scope of Work?:		Occ Group?:			
Use Group?:		Architect ID?:			
Contractor ID?:		Master Plan:			
Const Type?:		UBC Edition:			
Valuation: (.00-)		Area/U.M./Type?:			
Area/U.M./Type?:		Area/U.M./Type?:			
Area/U.M./Type?:		Area/U.M./Type?:			
Number of Units:		Stories:			
Bedrooms:		Bathrooms:			
Mad Dog?: (5n)		Front Setback: (5n)			
Basement?: (6x)		BP User Fld # 4: (6x)			
BP User Fld # 5: (6x)		BP User Fld # 6: (6x)			
BP User Fld # 7: (5n)		BP User Fld # 8: (5n)			
BP User Fld # 9: (7n)		BP User Fld #10: (7n)			
BP User Fld #11: (7n)		BP User Fld #12: (7n)			
Cmd1-Prev Screen		Cmd7-End of Job			

This is Screen 2 for the application maintenance.

Section b) marks the 12 user-defined fields. These fields are defined in the Value Table Master File. You may use any or all of the 12. See VTM Chapter on how to activate the 12 user-defined fields.

In our example, fields 1 and 3 have been defined with the screen labels **Mad Dog** and **Dog Type**. Each label can be up to 18 characters. In the file, the **BP User Fld # nn** is defined as a placeholder. You may key your label directly over it. Each field has an allowed entry definition under the **Defn** column. For field 1, Mad Dog, there is a "five numeric" definition. This means that, on this screen at the Mad Dog prompt, you can enter up to five numbers. The definition for field 3, Dog Type, is six letters. Here, you can enter up to six letters. There is a mix of alphabetic and numeric entries.

We've added the validation capability to this table. This means that you can cross-reference another table. For Dog Type, we have used another table, a user-defined table, we'll call DOGS. This means that any entry into the Dog Type field will be checked against the entries defined in the DOGS file. Only valid DOGS will be allowed. You can use this for units of measure (a table that already exists in the Value Table Master), structure type, road type - any cross referencing you want.

For additional explanations see the Value Table Master File Maintenance procedures. To set up the system, you don't have to define these user-defined fields just now. As we've said, you can use the standard screens at first and customize them later if you wish.

2.1.7 Command Keys in the Building Permit System

Each display screen is controlled, to a certain extent, by command keys. Command keys are certain keys that may perform functions. You will use command keys to display specific screens, to file away a record, and so on. (Refer back to the Application Maintenance screens.)

These functions are usually constant:

For key: This is the function:

<Cmd7>	End this job.
<Cmd10>	Switch to Entry Mode to create new records.
<Cmd11>	Switch to Update Mode to revise data.

Other function keys are:

<Help>	To display the Help documentation.
<Roll>	(<Shift> and the up and down 'arrow' keys) To scroll through the displayed data.
<Field Exit>	To align the text you enter (sometimes adding leading zeroes automatically) and to go on to the next field.
<Enter>	To send the information to the computer.

Whenever a display screen is shown in this document, it will be followed by a short description of the command keys pertinent to that screen.

If you are working with the 3180 keyboard, your command keys are located at the top of the keyboard. If you are using the 5291 keyboard, press the key marked 'Cmd' followed by the key representing the number you wish to use. (Refer to your IBM manual.)

2.1.8 Question Mark Lookup (QML) Feature

The Question Mark Lookup feature allows you to place a question mark in the first position of any field in the Building Permit System that is validated against the Value Table File. When you press <Enter>, the program will display a window of the allowable entries for the field in question. In addition to allowing you to select an existing code, it allows you to enter Command 6 to Add any missing codes. After selecting the desired code the program automatically places the selected table code into the field in question. A "?" within the title was used to indicate when QML is available for a field. (This is true whenever it was possible to show the "?" in the title.)

System Setup

3.0 System Setup

This section describes the recommended method of implementing the Building Permit System.

Setup begins with loading the BRC diskettes and continues on through keying in the Value Table Master File and Fee Master File, and, finally, entering applications.

3.1 Build the System Library

You will need to build at least one library to hold the Building Permit system. Choose a unique library name of eight characters (or less). For example, many cities use the name "BP" or "BPSLIB" for the Parcel/Building Permit library.

Using the instructions sent in the sleeve of each of your diskettes, install all program diskettes.

System Setup

3.2 System Startup and Processing Steps

These steps outline the procedures for setting up Building Permit.

1. Sign onto the library and go into user menu BPSBPS (Sign On Menu). Then take option 23 to go to Setup Menu, then take option to Initialize Data Files.
2. When that operation has completed, select the option to **list the Value Table Master File**.
3. Step 2 will generate a listing of the Value Table **Headings** that are already in the system at the time it is installed. Please note that these are only **headings**.
4. When the listing has completed, use it as a form and **write in** under each heading (also known as "Table Headings" or "Tables") the codes that you determine will be acceptable for this table or heading.
5. Take Value Table Maintenance option to **enter the code values** you created during Step 4.
6. When you have completed entering the codes, select option on this menu again to **run another copy of the Value Table Master Listing** to provide yourself with a catalog of the values you just entered.
7. From this menu, select option to go to back to the Sign On Menu.
8. Select option to go to the Building Permit Master Menu then take option to go to the Parcel System Master Menu and **enter new parcel information (if applicable)**.
9. When you are finished entering whatever parcel information you choose to key in, you may proceed to the Building Permit Master Menu. (**Note:** Do this step after Step 7, if you did not purchase the Parcel System).
10. Go to Fee Schedule Menu and select Fee Schedule Maintenance option to **define the fees your agency applies** from the Fee Schedule Maintenance Menu. This procedure is quite flexible, allowing you to define the fee groups (such as mechanical, plumbing, and so on) as well as the individual fees. You may define flat fees, graduated fees, and percentage fees.
11. When you finished defining the fees, return to the Building Permit Master Menu. Then select option for **Plan Application Maintenance**. You will use the screen in this procedure to enter all applicable information (such as, application date, type of permit being applied for, and so on) whenever a new permit application is received .

System Setup

12. Next, select option to **enter the current status of this application** (Plan Status Maintenance). (Note: If the "Cmd 12-Exit" or "Cmd 13-Plan Status" is entered the Plan Status Maintenance Program will start and allow Plan Status information to be entered, it automatically returns to the Plan Application program when the Plan Status Program is ended. That is, it may not be necessary to actually exit one menu option and reenter via the Main Menu if the **Cmd key** option to enter Plan Status Maintenance is selected **within Plan Application Maintenance**).

You may want to enter at least one status line at this time to indicate who or which department will first review this plan application.

13. To assign and calculate the Fees for this plan application take the option to do the Plan Fee Entry/Maintenance process. This can be done using a **Cmd key** or from the menu. Here you will provide the system with the criteria needed to **determine the fees due for this building permit**. (Note: Fee groups, detail/non-detail lines, fee structures will have already been created in Step 10 for this to be possible.) When this step is completed you may print this building permit.
14. You may also enter transaction history records using the **Cmd key** or menu option for **Plan Transaction Maintenance**. These transactions are to record facts or events about the building permit that will be useful later on, like when if a special variance was issued, when the Certificate of Occupancy was issued or any other fact that is helpful.
15. When you've entered all the application and transaction information, you can **print the actual Permit**. Use **Cmd key** or select option from the menu to **Print a Permit**.

After the initial startup, you will typically be doing steps 12 through 15 on a day to day basis.

4.0 Sign On Menu

```
BPSBPS WS          Parcel/Building Permit System  V02.50  SIGN ON MENU
  _____
  |_____
  |  BUSINESS
  |  RECORDS
  |  CORPORATION
  |  Information Systems Division
  |  1. Sign on      22. Sign Off
  |                  23. Setup Menu
  |_____
  |  COPYRIGHT NOTICE
  |  Copyright 1988 by Business Records Corporation, Inc.
  |  Reproduction or Publication of any form is prohibited.
  |_____
  Ready for Option Number or Command
  --> _____
  |_____
```

This is the first menu in the system, it is used to access all other menus within the Parcel/Building Permit system.

5.0 Building Permit Master Menu

BPMENU WC PARCEL/BUILDING PERMIT SYSTEM	Building Permit Master Menu
1. Fee Schedule Menu	13. Fees by Fee type Listings
2. Plan Application Maintenance	14. Fees by Permit Listings
3. Plan Status Maintenance	15. Effective Transactions Listing
4. Plan Fee Maintenance	16. Expired Transactions Listing
5. Plan Transaction Maintenance	17. Building Activity Listing
6. Inspection Status Maintenance	18. Inspection Transaction Listing
	19. Inspection Status Listing
8. Comprehensive Plan Listing	
9. Plan Status Listing	
10. Print a Permit	21. Parcel System Master Menu
11. Inspection Report	22. Sign Off
	23. System Management Menu
	24. Sign On Menu
Ready for Option Number or Command =>	

Use this menu run the Building Permit functions which will be described below.

From this menu you will:

- Access Fee Schedule Menu
- Maintain the Plan Applications
- Maintain the Plan Status
- Select and maintain Permit Fees
- Maintain Plan transaction history
- Maintain Inspection information

and produce:

- Comprehensive Plan Listing
- All permits
- Plan Status listings
- Inspection Report listing
- Listings of fees by fee type, both detail and summary
- Listings of fees by permit, both detail and summary
- Building activity in summary form
- Listings of effective transactions
- Listings of expired transactions

Enter the option number you want at the prompt:

6.0 Fee Schedule Menu

BPMENT WC PARCEL/BUILDING PERMIT SYSTEM	Fee Schedule Menu
1. Fee Schedule Maintenance 2. Fee Schedule Listing 3. Fee Schedule Copy Process	
21. Building Permit Master Menu 22. Sign Off 23. System Management Menu 24. Sign On Menu	
Ready for Option Number or Command --> _____	

Use this menu to work with Fee Schedule changes for your Building Permit system.

From this menu you will:

- Maintain the Master Fee Schedules
- Print Lists of Fee Schedules
- Copy Fee Schedules from one effective date to another.

Enter the option number you want at the prompt:

6.1 Fee Schedule Maintenance

Select this option to define the fees and store them in the Fee Schedule Master File.

6.1.0.1 What You Have to Do

Define all the fees that your Agency applies, including the descriptions of the fees, the unit and rate of charge (such as "per plumbing fixture" or "per one-tenth hour"), the last dates the fees are effective for the year, the fee group, and all other fee information.

Later, you can test the graduated and percentage fees. You enter a valuation amount, a quantity, or whatever the fees' rates are based on, and the system will calculate how much the fees would be for those specific amounts. The testing procedures are described later in the manual. For now, just define the basic fees you wish to apply so you can use and get a feel for the system.

Please note how the fees are selected to be applied to plan applications using the last effective date; the date you enter in this program is used to determine if a group of fees can be applied to the plan applications. The system compares the plan application date, making sure it is less than or equal to the first group of fees with a "Last Effective Date" (LED) it finds. If there are LED's after that first set, the system doesn't apply them. If you want a fee group with the LED of December 31 to be included with fees with the LED of October 31, be sure to define those December 31 fees twice; once with the December 31 LED and once with the October 31 LED. In this way, the system uses the LED to trigger the "first effective date" (FED) as well. You may wish to define sets of fees for one time period - such as for a new ordinance - as well as pre-define fees for a new year.

Here is an example of how the system works with the LEDs.

Let's say your Agency has five sets of fees, taking effect at different times during the year. Fee 1 is effective from January 1 through December 31. Fee 2 is effective from January 1 through June 30. Fee 3 is effective from January 1 through September 31. Fee 4 is effective from July 1 through December 31. Fee 5 is effective April 1 through July 31 of next year.

Here's a calendar breakdown of effective fees.

For these quarters: Jan 1-Mar 31 Apr 1 - Jun 30 Jul 1- Sep 31 Oct 1-Dec 31

These fees are effective:	Fee 1	Fee 1	Fee 1	Fee 1
	Fee 2	Fee 2		
	Fee 3	Fee 3	Fee 3	
			Fee 4	
		Fee 5	Fee 5	Fee 5

Fee Schedule Menu

Define the fees in Fee 1 for four periods, each with the new last effective date being the end of the next LED period; Fee 2, define for two periods; Fee 3, define for three periods; Fee 4, for one; Fee 5, for three.

To make the defining of fees easier, you can use the Copy Fees procedure to roll Fees 1, 2, and 3 over into the second period, LED June 30. (You don't have to use Copy Fees only at year end, as you do for BRC Payroll or other applications.) Refer to the chapter "Maintain the Fee Master File" for a description of the Copy Fees procedure. For now, only define fees for the first LED your Agency will use.

Understanding exactly how the LED's work can easily become very complex and confusing. Because of this we suggest entering all your fees using a LED of December 31, 1999, this means the fees are always active. Then when a new or change is required to a fee, copy all the 12-31-99 fees to the LED these fees are to be effective. Then change or add the new fees using a December 31, 1999 fee again. Any Plan Application with an Application Date that comes before the new fee schedule start date, will use the fee schedule that was effective at that time. At the same time, applications entered after will use the latest fee schedule defined and

6.1.1 Initial Screen

BPO90-10 WC *UPDATE*	CITY OF ANYCITY FEE SCHEDULE MAINTENANCE	2/08/93 16.43.02
Last Effective Date: 12 31 99		
Fee Due at: P (A- Application, P- Permit)		
Fee Group: XX (AA-ZZ)		
Fee Sequence Number: 0100 (1-9999)		
This Fee does not already exist. What will be the Type of this new Fee?		
Fee Type: _	1- Set Fee 2- Extended by Quantity 3- Graduated 4- Percentage	a
Cmd1-Prev Screen	Cmd7-End of Job	

Use this screen to define (and, later, to revise) the fee information. Fee the fee to be charged when the permit is produced, or when the application is submitted.

Section a) will be displayed only when you enter a fee group and sequence that has not already been defined.

Later, you can select the fee for testing. (That is, calculate what a graduated, extension, or percentage fee would be if quantity or valuation were given.) This procedure will be described later.

6.1.1.1 Command Keys

- Cmd2 Clear the data you just entered from the screen.
- Cmd3 Display a list for you to search through to find the fee you want to revise.
- Cmd7 End this job.
- Cmd12 Test this fee.

6.1.1.2 Prompts

Last Effective Date

Until when will this fee be effective? Enter the last effective date (LED) in the MM DD YY format. The system uses the LED as the first effective date (FED) for the fees with the next LED on the calendar. Refer back to the example on the previous page for an explanation of LEDs.

Fee Schedule Menu

Fee Due at: (A= Application, P= Permit)
When will this fee be applied?

Enter: If this fee will be applied:
A at the time of application
P when the permit is produced

Fee Group: (AA-ZZ)

Enter the one- or two-letter fee group code that represents the category this fee is in. If you are defining the fee group at this time, when you press <Enter> the Fee Group Header screen will display.

Fee Sequence Number: (1-9999)

Enter a number (from 1 to 9999) that will specify the placement of this fee in the group sequence. For example, within a fee group defined as BP, fee 200 will be listed on reports and on the permits after fee 300. Sequence number 0000 indicates a Group Header record is being defined.

Fee Type

(This prompt displays only if you are defining a new fee. It does not display if you are revising an existing fee.)

Enter the number representing the type of fee this is.

Enter: If this fee is:
1 a flat fee
2 to be extended by quantity
3 gradually increased based by on increment
4 based on a percentage of valuation

Fee Schedule Menu

6.1.2 Search and Select

BPO90-40 WC		CITY OF NYCITY		2/03/93
UPDATE		BUILDING PERMIT FEE MAINTENANCE		15.40.49
Ending Date: 12/31/99			Fee Code: - .0000	
Sel	Last Eff	Fee Code	Type	Description
1.	12/31/99	A-PC.0000		*PLAN CHECK FEES
2.	12/31/99	A-PC.0001	Percent	PLAN CHECK FEES
3.	12/31/99	A-PC.0002	Percent	25% OF TOTAL PLUMBING FEES
4.	12/31/99	A-PC.0003	Percent	25% OF TOTAL MECHANICAL FEE
5.	12/31/99	A-PC.0004	Percent	25% OF TOTAL ELECTRICAL FEE
6.	12/31/99	A-PC.0005	Extended	ADDITIONAL PLAN REVIEW
7.	12/31/99	P-BL.0000		*BUILDING FEES
8.	12/31/99	P-BL.0001	Graduated	STRONG MOTION FEE
9.	12/31/99	P-BL.0002	Graduated	BUILDING PERMIT FEES
10.	12/31/99	P-BL.0003	Graduated	GRADING PLAN-REVIEW FEES
11.	12/31/99	P-BL.0004	Graduated	GRADING PERMIT FEES
12.	12/31/99	P-BL.0005	Graduated	AFTER HOURS INSPECTION
13.	12/31/99	P-BL.0006	Extended	REINSPECTION FEE
14.	12/31/99	P-BL.0007	Graduated	MISCELLANEOUS INSPECTIONS
+-				
Selection: _				
Cmd1-Prev Screen		Cmd7-End Job		Cmd12-Test Fee

This screen displays if you pressed <Cmd3> from the initial selection screen. Scroll through the list and select the fee record you wish to revise by entering the selection number pressing <Field Exit>, then <Enter>.

(Note that all fees in this illustration are effective until December 31, 1999, and that the codes note that the fees are applied either at permit or application time.)

If you want, you can test the fee; that is, calculate a graduated, extension, or percentage fee. To do so press <Cmd12> instead of <Enter> to display testing screen for that fee.

6.1.2.1 Command Keys

Cmd1 Return to the previous screen.

Cmd7 End this job.

Cmd12 Test or calculate the application of this fee.

6.1.2.2 Prompts

Select

Enter the number shown to the right of the fee you want to revise or test.

6.1.3 Define the Fee Group Header

BPO90-20 WC	CITY OF ANYCITY	2/08/93
UPDATE	FEE SCHEDULE GROUP HEADER MAINTENANCE	16.48.02
AR Group Description: ARCH WALK THRU_FEE	Ending Date: 12/31/99	
Short Description: ARWT	Fee Code: P-AR.0000	
For this Fee Group		
Print Detail Lines: _ (Y/N)		
Cnd1-Prev Screen	Cnd7-End of Job	

Use this screen to define the Fee Group Header record. All fees assigned to this group code will be grouped under this header.

The **Ending Date** and **Fee Code** values are brought over from the previous screen. After you define this Header, the appropriate fee entry screen (for set, percentage, and so on) will display.

6.1.3.1 Command Keys

Cnd7 End this job.

6.1.3.2 Prompts

Group Description

Enter up to 25 characters for this description.

Short Description

Enter up to four characters to represent this group on some truncated reports.

For this Fee Group**Print Detail Line**

Enter 'Y' to have each fee within this group printed on the permits. Enter 'N' and just the header will appear. (On the permit print screen, the header is the detail title and each fee line is a detail label. See the permit examples in Section 4.5.)

6.1.4 Set Fee

BPO90-21 WC	CITY OF ANYCITY	2/02/93
UPDATE	BUILDING PERMIT SET FEE MAINTENANCE	17.26.52
Group Description: PLANNING BOARD FEES	Ending Date: 12/31/99	
Fee Description: APPLICATION	Fee Code: A-AA.0001	
Short Description: APPLICATION		
Fee: 5000		
(0.00)		
Cmd1-Prev Screen	Cmd4-Delete	Cmd7-End of Job

This screen displays if you entered 1 at the Fee Type prompt on the Define the Fee Information screen. Use this screen to define flat or set rate fees.

If you requested to test the fee, this message will be displayed:

This is a Set Fee. No calculations are required.

6.1.4.1 Command Keys

- Cmd1 Return to the previous screen.
- Cmd4 Delete this fee from the Fee Master File.
- Cmd7 End this job.

6.1.4.2 Prompts

Fee Description
Enter up to 30 characters to describe this fee.

Short Description
Enter up to 12 characters to describe this fee.

Fee
Enter the fee amount.

6.1.5 Extended Fees

BPO90-22 WC *UPDATE*	CITY OF ANYCITY BUILDING PERMIT QUANTITY FEE MAINTENANCE	2/02/93 17.28.39
Group Description: PLANNING BOARD FEES	Ending Date: 12/31/99	
Fee Description: BASIC PLAN CHECK_FEE	Fee Code: A-AA.0003	
Short Description: BASIC FEEON		
Quantity Label: _____ Hours (10ths): (Upper/Lower Case:)		
Fee: <u>1000</u>	Per: <u>5</u>	
(0.00)		
Pro-rate Per: <u>(Y/)</u>		
Cmd1-Prev Screen	Cmd4-Delete	Cmd7-End of Job

This screen displays if you entered '2' at the Fee Type prompt on the Define the Fee Information screen. Use this screen to define fees extended or multiplied in relation to the increment of the service, process, or item (such as 'per tenth of an hour', 'per square foot', or 'per plumbing fixture').

6.1.5.1 Command Keys

- Cmd1 Return to the previous screen.
- Cmd4 Delete this fee from the Fee Master File.
- Cmd7 End this job.

6.1.5.2 Prompts

Fee Description

Enter up to 30 characters to describe this fee.

Short Description

Enter up to 12 characters to describe this fee.

Quantity Label

Enter up to 20 characters (use upper and lower case letters) to describe the quantity extension.

Fee

Enter the fee amount. (Three digits, two decimal-places)

Fee Schedule Menu

Per

Enter quantity of extension for which the fee is to be applied.

Pro-rate Per

If 'Y' is entered, the fee will be pro-rated within each of the per unit extension. It will come up with a portion of the amount within that per unit increment.

6.1.6 Test Extended Fees

BPO90-32 WC *UPDATE*	CITY OF ANYCITY BUILDING PERMIT FEE TESTING	2/02/93 17.30.51
Group Description: PLANNING BOARD FEES		Ending Date: 12/31/99
Fee Description: BASIC PLAN CHECK FEE		Fee Code: A-AA.0003
Fee: 10.00	Per: 5	
Pro-rate Per: (Y/)		
Hours (10ths): _____ 9	Fee: \$	20.00
Cmd1-Prev Screen		Cmd7-End of Job

Use this screen to test or calculate extended fees.

6.1.6.1 Command Keys

- Cmd1 Return to the previous screen.
- Cmd7 End this job.

6.1.6.2 Prompts

Total Hours

(The quantity label you defined for this fee will display for this prompt.) Enter a quantity to be used to calculate this fee. Press <Enter> and the total fee charged for that quantity will be displayed in the "Fee:" field.

Fee Schedule Menu

6.1.7 Graduated Fees

BPO90-23 WC	CITY OF ANNCITY	2/02/93	
UPDATE	FEE SCHEDULE GRADUATED FEE MAINTENANCE	17.37.36	
Group Description: BUILDING PERMIT	Ending Date: 12/31/99		
Fee Description: BUILDING PERMIT	Fee Code: A-BB.0001		
Short Description: BLDG_PERMIT			
Quantity Label: _____	Hours: (Upper/Lower Case:)		
	Up To and	Base	
	Including	Fee	Plus Per
	500	1000	
	1000	1500	100
	20000	2000	100
	30000	2500	100
	99999999	3000	100
		(0.00)	(0.00)
Pro-rate Per: _ (Y/)			
Cmd1-Prev Screen	Cmd4-Delete	Cmd7-End of Job	

This screen displays if you entered '3' at the Fee Type prompt on the Define the Fee Information screen. Use this screen to define fees that increase in a graduated manner; that is, set according to an amount (of valuation, and so on).

6.1.7.1 Command Keys

- Cmd1** Return to the previous screen.
Cmd4 Delete this fee from the Fee Master File.
Cmd7 End this job.

6.1.7.2 Prompts

Fee Description

Enter up to 30 characters to describe this fee.

Short Description

Enter up to 12 characters to describe this fee.

Quantity Label

Enter up to 20 characters (use upper and lower case letters; for example: "Valuation") to describe the percentage amount.

Fee Schedule Menu

Up To and Including	Base Fee	Plus	Per
------------------------	-------------	------	-----

Enter the maximum valuation, hourly, area, or whichever amount that the application entails as the "Up to and Including" amount. Enter the "Base Fee" for which this amount (of valuation, hours, and so on) will cause to be applied. For each maximum amount, enter an additional "Plus" charge applied per each set increment. Enter, also, that set "Per" increment.

The "Up to and Including" amounts may be up to nine digits.

The "Base Fee" and "Plus" fee amounts can be up to five digits each, including two decimal places.

The "Per" amounts can be up to five digits.

Pro-rate Per

If 'Y' is entered, the fee will be pro-rated within each of the graduated steps. It will come up with a portion of the amount within that step range the calculation fell in.

See the example below.

This is an hourly fee structure in this example:

<u>For hour amounts of:</u>	<u>Base Amount</u>	<u>Plus an Additional</u>	<u>For all hours in the increment of:</u>
-----------------------------	------------------------	-------------------------------	-----------------------------------------------

Line 1			
500 or less	\$10		
Line 2			
500 to 1,000	\$15	\$1	100 (max. would be \$10)
Line 3			
1,001 to 20,000	\$20	\$1	1,000 (max. would be \$20)
Line 4			
20,001 to 30,000	\$25	\$1	1,000 (max. would be \$30)
Line 5			
31,001 to 99999999	\$30	\$1	1,000 (no maximum)

For this structure, you would define the fee this way:

Up To and Including	Base Fee	Plus	Per
500	10		
1000	15	1	100
20000	20	1	1000
30000	25	1	1000
99999999	30	1	1000

Fee Schedule Menu

Using this fee structure, if a project took 32,000 hours to complete, then your Agency would charge this fee for the permit (in addition to other applicable fees):

	\$30 (for the Line 5 amount)
plus	\$2 (\$1 per 1,000 hours)

	\$32

Fee Schedule Menu

6.1.8 Test Graduated Fees

BPO90-33 WC *UPDATE*		CITY OF ANYCITY FEE SCHEDULE GRADUATED FEE TESTING		2/02/93 17.41.21	
Group Description: BUILDING PERMIT			Ending Date: 12/31/99		
Fee Description: BUILDING PERMIT			Fee Code: A-BB.0001		
Up To and Including	Base Fee	Plus	Per		
500	10.00				
1000	15.00	1.00	100		
20000	20.00	1.00	1000		
30000	25.00	1.00	1000		
999999999	30.00	1.00	1000		
Pro-rate Per: (Y/)					
Hours: 32000		Fee: \$		32.00	
Cmd1-Prev Screen			Cmd7-End of Job		

Use this screen to test or calculate graduated fees.

6.1.8.1 Command Keys

Cmd1 Return to the previous screen.
Cmd7 End this job.

6.1.8.2 Prompts

Hours

(The quantity label you defined for this fee will display for this prompt was Hours.) Enter a quantity to be used to calculate this fee. Press <Enter> and the total fee charged for that quantity will be displayed in the "Fee:" field.

6.1.9 Percentage Fees

BPO90-24 WC	CITY OF ANYCITY	2/02/93
ENTRY	FEE SCHEDULE PERCENTAGE FEE MAINTENANCE	17.49.49
Group Description: BUILDING FEES	Ending Date: 12/31/99	
Fee Description: STRONG MOTION_INSTRUMENTATION_	Fee Code: P-BL.0013	
Short Description: MOTION_INSTR		
Quantity Label: _____	Valuation: (Upper/Lower Case:)	
Percent: 0070 %		
	(0.0000)	
Cnd1-Prev Screen		Cnd7-End of Job

This screen displays if you entered '4' at the **Fee Type** prompt on the Define the Fee Information screen. Use this screen to define percentage fees.

6.1.9.1 Command Keys

- Cnd1** Return to the previous screen.
- Cnd4** Delete this fee from the Fee Master File.
- Cnd7** End this job.

6.1.9.2 Prompts

Fee Description

Enter up to 30 characters to describe this fee.

Short Description

Enter up to 12 characters to describe this fee.

Quantity Label

Enter up to 20 characters (use upper and lower case letters; for example: "Valuation") to describe the percentage amount.

Fee Schedule Menu

Percent

Enter percentage of valuation that is to be fee applied.

If your decimal factor is longer than the field allows (four digits), convert to tenths for this percentage. For example:

If you have a state mandate of .00007 per every \$1.00, enter this fee as .007% per \$100. (Multiply your decimal factor by 10.)

Fee Schedule Menu

6.1.10 Test Percentage Fees

BPO90-34 MC	CITY OF ANYCITY	2/02/93
UPDATE	FEE SCHEDULE PERCENTAGE FEE TESTING	17.51.53
Group Description: BUILDING FEES	Ending Date: 12/31/99	
Fee Description: STRONG MOTION INSTRUMENTATION	Fee Code: P-BL.0013	
Percent: .0070 %		
Valuation: __100000	Fee: \$	7.00
Cnd1-Prev Screen		Cnd7-End of Job

Use this screen to test or calculate percentage fees.

6.1.10.1 Command Keys

Cnd1 Return to the previous screen.

Cnd7 End this job.

6.1.10.2 Prompts

Valuation

Enter a valuation (Valuation was the units label defined in this example) amount to be used to calculate this fee. Press <Enter> and the total fee will be displayed in the "Fee:" field.

6.2 Fee Schedule Listing

Select this option to have the system produce a listing of the contents of the Fee Schedule Master File.

6.2.0.1 What You Have to Do

Enter the criteria for selecting the records to be printed in the report. Enter the starting and ending dates for the list.

You may also override the printing defaults: job queue submission, number of copies, priority, characters per inch, lines per inch, lines per page, printer ID, and forms type.

6.2.0.2 What the System Does

The system will produce the report, separating each fee group, listing the fees by code number and giving the description, quantity label, per quantity amount, set fees, percent fees, and graduated rates.

Fee Schedule Menu

6.2.1 Selection Criteria

PB201-BP WC *SELECT*	CITY OF ANYCITY FEE SCHEDULE LISTING	2/03/93 16.00.29
Enter the selection criteria for the listing:		
Starting Date for List: 01 01 93		
Ending Date for List: 01 31 93		
Starting Fee for List: _ _ _ (blank for ALL)		
Ending Fee for List: _ _ _ (blank for ALL)		
Cmd7-End of Job		Cmd14-Print Options

Use this screen to select the criteria for the fee listing.

6.2.1.1 Command Keys

Cmd7 End this job.

Cmd14 Display the print option screen.

6.2.1.2 Prompts

Starting Date for List

Enter the date with which you want the report to begin. (MMDDYY format)

Ending Date for List

Enter the date at which you want the report to end. (MMDDYY format)

Starting Fee for List

Enter the date with which you want the report to begin. The system defaults to "ALL" to include all fees.

Ending Fee for List

Enter the fee group code with which you want the report to end. The system defaults to "ALL" to include all fees.

6.2.2 Report Sample

BPFEESLS..BP290
2/24/93

City of Anceity
FEE SCHEDULE LISTING

PAGE 1
17.39.58

From: 12/31/99

To: 12/31/99

GROUP: 12/31/99 P-BL BUILDING FEES

SEQ#	DESCRIPTION	QUANTITY_LABEL	UP_TO	BASE_FEE	PLUS	PER	PRO-RATE_PER
100	BUILDING PERMIT FEES	Valuation:	500	15.00	.00	0	Y
			2,000	15.00	2.00	100	
			25,000	45.00	9.00	1,000	
			50,000	252.00	6.50	1,000	
			100,000	414.50	4.50	1,000	
			500,000	639.50	3.50	1,000	
			1,000,000	2,039.50	3.00	1,000	
			999,999,999	3,539.50	2.00	1,000	
200	PLAN CHECK FEE	% of Permit Fee:		.6500%			
800	LICENSE CHECK FEE			5.00			
900	STATE SURCHARGE	Valuation:	1,000,000	.00	.50	1,000	
			2,000,000	500.00	.40	1,000	
			3,000,000	900.00	.30	1,000	
			4,000,000	1,200.00	.20	1,000	
			5,000,000	1,400.00	.10	1,000	
			999,999,999	1,500.00	.05	1,000	

Fee Schedule Menu

BPFEESLS..BP290 City of Anyoity PAGE 2
 2/24/93 FEE SCHEDULE LISTING 17.39.58
 From: 12/31/99 To: 12/31/99

GROUP: 12/31/99 P-EL ELECTRICAL FEES

SEQ#	DESCRIPTION	QUANTITY_LABEL	PER/QTY	FEE	PRO-RATE_PER
100	MINIMUM FEE	Per Insp/Instl:	1	15.00	
200	ELECTRICAL SERVICES	Per Ampere Cap:	UP_TO	BASE_FEE	PLUS PER PRO-RATE_PER
			200	15.00	.00 0
			999,999,999	15.00	5.00 100
220	BRANCH CIRCUITS AND FEEDERS	Per Ampere Cap:	UP_TO	BASE_FEE	PLUS PER PRO-RATE_PER
			100	4.00	.00 0
			999,999,999	4.00	2.00 100
230	TRANSFORMERS AND GENERATORS	Per Unit:	1	5.00	
235	TRANS AND GENERATORS K.VA	Per 10K.VA.:	10	3.00	
240	SIGNS	Per Sign:	1	5.00	
250	ALTERATIONS AND REPAIRS	Per \$100:	UP_TO	BASE_FEE	PLUS PER PRO-RATE_PER
			100	5.00	.00 0
			999,999,999	5.00	2.00 100
800	RE-INSPECTION FEE	Per Re-inspection:	1	15.00	
900	ELECTRICAL SURCHARGE			SET_FEE	.50

Fee Schedule Menu

BPFEESLS..BP290
2/24/93City of Anycity
FEE SCHEDULE LISTINGPAGE 3
17.39.58

From: 12/31/99

To: 12/31/99

GROUP: 12/31/99 P-PL PLUMBING FEES

SEQ#	DESCRIPTION	QUANTITY_LABEL	SET_FEE	PER/QTY	FEE	PRO-RATE_PER
100	MINIMUM PLUMBING FEE		15.00			
200	PER FIXTURE OR DEVICE	No. of Fixtures:		1	6.00	
210	ROUGH-IN		15.00			
220	SET		15.00			
230	WATER HEATER	No Water Heaters:		1	6.00	
240	STOVE DRYER	No. Stove Dryers:		1	6.00	
250	WATER PIPING	Per Inspection:		1	15.00	
260	WATER SOFTNER	No. Water Softners		1	15.00	
900	PLUMBING SURCHARGE		.50			

6.3 Fee Schedule Copy Process

Select this option to initiate the fee copy procedure for a new LED or for the end of the year.

6.3.0.1 What You Have to Do

You can roll fees over for the calendar year, the fiscal year, or any period you define - quarter, month, or date of a new ordinance. Enter the LED for the fees you wish to rollover, then define the new LED.

Using the example from the "Fee Schedule Maintenance" chapter:

For these
quarters: Jan 1-Mar 31 Apr 1 - Jun 30 Jul 1- Sep 31 Oct 1-Dec 31

These fees are effective:	Set 1	Set 1	Set 1	Set 1
	Set 2	Set 2		
	Set 3	Set 3	Set 3	
			Set 4	
		Set 5	Set 5	Set 5

Because the first two quarters contain identical sets of fees (Sets 1, 2, and 3), you can have these fees rolled over from quarter one, LED 3/31, into quarter two, LED 6/30. (You would define Set 5 for the new LED in the Fee Schedule Maintenance program.)

Also, we said back in "Fee Schedule Maintenance" that the Set 5 fees are effective until July of the next year. At the end of the year, you will roll Set 5 fees - and all others that will carry over - into the new year. Once again, define the new LED as the first LED (making it identical to the first LED defined for fees you entered for the new year.) In this way, at application time, all fees will be selected for the new LED, including the carryovers.

(Refer back to Fee Schedule Maintenance for a complete description of how the LEDs work.)

6.3.0.2 What the System Does

The system will copy the fees over for the new time period you defined.

6.3.1 Fee Schedule Copy Process Screen

BFO92-10 WC *ROLL*	CITY OF ANYCITY FEE SCHEDULE COPY PROCESS	2/15/93 13.09.12
<p>Take all the existing Fees that currently have a Last Effective Date of: _ _ _</p> <p>And make copies that will have a new Last Effective Date of: _ _ _</p>		
<p>Cmd7-End Job</p>		

Use this screen to select the fees to copy. Specify the last effective date of the fees to be copied, and enter the new last effective date for the new year.

When the copy process is complete, the following message is displayed:

xxx Records were added to the Fee File.

6.3.1.1 Command Keys

Cmd7 End this job.

6.3.1.2 Prompts

**Take all the existing
Fees that currently have a
Last Effective Date of**
Enter the last effective date of the fees you want to copy or rollover.
(MM DD YY format)

**And make copies
that will have a new
Last Effective Date of**
Enter the last effective date to be used for this new year for the
selected fees. (MM DD YY format)

7.0 Building Permit Master Menu

7.1 Plan Application Maintenance

Select this option to enter and revise the building permit applications.

7.1.0.1 What You Have to Do

You have to **Initialize** and define the **Special Table Descriptions** into the Value Table Master File **before** you can enter any plan applications. The actual Codes used to validate all the other fields can be added as you go, using the **Question Mark Lookup Feature** (QML).

On the initial screen, to initiate a new plan application record just enter a new plan check number. Press <Enter> to display the first application entry screen. If the plan check number you enter already exists, the third screen will be displayed containing the scope of work, use group, occupancy group, ect.

On the second screen, enter the plan check number, application date, address, Assessor's Parcel Number (APN), or parcel ID to initiate the plan application record. Press <Enter> to display the second screen.

On the second screen, enter the owner's name and address, general plan, zoning code, jurisdiction, parcel size, lot/block, and subdivision.

On the third screen, define the scope of work, use group, occupation type, construction type, and any other information, and also the information defined by the 12 user-defined fields (defined in the Value Table Master File). (You may wish to refer to the Value Table Master File for the values you may enter into the Plan Application File.)

After you complete your entry, you may enter the departments to which the plans have been sent for review and approval. Use the exit Command keys or Plan Status Maintenance procedure to update the status of the plans during the approval cycle.

Plan Fee entry can be done anytime after the Plan Application has been entered. If the application type requires a review process the permit fees will generally follow that review process. The exit Command keys or Plan Fee Maintenance can be used to enter these fees.

At this point the permit is usually permitted.

Different types of transaction history records can be recorded at any time after the application has been entered. These transactions provide a means to record different facts about the application that are type and date sensitive. Later on reports can select applications that had similar facts recorded about them based on these types and entered

within a specific date range. Again the Command keys or the Plan Transaction Maintenance option can be used to enter these transactions.

Inspection Status and request maintenance can be used for a variety permit types. These functions are used to track inspection requests and the status of these requests until the permit is closed or completed. Again the Command keys or the Inspection Status Maintenance option can be used to enter these requests.

7.1.0.2 What the System Does

The first screen of this program allows you to select a plan record to update. If you do not know any of the data need to locate the record, you may press <Cmd3> to see a list of all records listed by plan, or <Cmd5> to see a list of all records listed by parcel. From either of those lists, the system allows you to select the particular record you want to update.

7.1.1 Initial Selection Screen

BPO10-10 WC *UPDATE*	CITY OF ANYCITY PLAN APPLICATION MAINTENANCE	2/03/93 13.41.48
Enter Selection Criteria:		
	Plan Check Number: _____	
-or-	Street Name: _____	
	Street Type: _____	
	Direction: _____	
	Number: _____	
	Sub: _____	
	Unit: _____	
-or-	APN: _____	
-or-	Parcel ID: _____	
Cmd2-Clear	Cmd3-Plan Search	Cmd5-Parcel Search
Cmd13-Plan Status	Cmd14-Fee Entry	Cmd15-Trx Hist
	Cmd16-Ins Status	Cmd17-Print

Use this screen to select the record you want to update or add.

At the **Plan Check Number** prompt, assign a number to this plan that you will use to track the plan throughout the system. You may want to start with '1' and press <Field Exit>, then <Enter>. The number you assign here will be attached to the plan application record throughout its life in the system. After you press <Enter>, the first application maintenance entry screen will display.

7.1.1.1 Command Keys

- Cmd2 Clear the information displayed on the screen.
- Cmd3 Search by Plan.
- Cmd5 Search by Parcel.
- Cmd7 End this job.
- Cmd12 Exit to Plan Status, Fee, Transaction or Inspection Maintenance
- Cmd13 Exit to Plan Status Maintenance.
- Cmd14 Exit to Plan Fee Maintenance.
- Cmd15 Exit to Plan Transaction Maintenance.
- Cmd16 Exit to Inspection Status Maintenance.
- Cmd17 Print a Permit.

Building Permit Master Menu

7.1.1.2 Prompts

Plan Check Number

Enter the plan check number you assigned to the application. (Up to seven characters)

Street Name**Street Type****Direction****Number****Sub****Unit**

Or, enter the location address of the parcel to select the record.

<u>Enter:</u>	<u>For the:</u>
up to 20 letters	street name
up to three letter	street type (ST, AVE, etc.)
two letters	street direction (NE, NW, etc.)
five digits	street number
three digits	subnumber (such as 1/2)
five digits	unit, suite, or apartment number

APN

Or, enter the Assessor's Parcel Number (six portions, five characters each).

Parcel ID

Or, enter the seven-digit parcel identification number to select the record.

7.1.2 Program Exit screen

BPOIO-10 WC	CITY OF ANYCITY	2/03/93
UPDATE	PLAN APPLICATION MAINTENANCE	13.49.26
Enter Selection Criteria:		
Plan Check Number: xxxxxxxx		
Exit to: _		
<ol style="list-style-type: none"> 1. Plan Status 2. Permit Fee Entry 3. Transaction History 4. Inspection History 5. Print a Permit 		
Cmd1-Prev Screen	Cmd7-End of Job	

This screen displays if you pressed <Cmd12> to exit to Plan Status Maintenance, Plan Fee Maintenance, Plan Transaction Maintenance, Inspection status Maintenance or Print a Permit. Each of these options have a corresponding command key associated with the function (see command keys 13 through 17 on Initial screen). Select which option you want.

7.1.2.1 Command Keys

Cmd1 Return to the previous screen.
Cmd7 End this job.

7.1.2.2 Prompts

Exit to

Enter the number representing the process you want to go to. Upon completion of the process you've selected it will return to this Plan Application Maintenance screen. (Each of these options also have a corresponding Command key that can be used instead of using this command 12 exit screen method.)

7.1.3 Search for Plan

BFO10-21 WC		CITY OF ANYCITY		2/03/93
UPDATE		PLAN APPLICATION MAINTENANCE		13.52.32
Search Start:				
SEL	PLAN	PERMIT	ADDRESS	DESCRIPTION
1.	800407	10027	Barker Ln, #2	Single Family Dwelling
2.	800508	10039	Popham Rd, #110	One Family Dwelling
3.	800517	10050	Ardmore Rd, #20	One Family Dwelling
4.	800518	10051	Rectory Ln, #7	One Family Dwelling
5.	800614	10066	Fox Meadow Rd, #139	One Family Dwelling
6.	800710	10081	Colby Ln, #46	One Family Dwelling
7.	801002	10119	Barker Ln, #5	One Family Dwelling
8.	801101	10129	Deerfield Ln, #3	One Family Dwelling
9.	801106	10134	Nelson Rd, #165	One Family Dwelling
10.	801111	10139	Mamaroneck Rd, #65	One Family Dwelling
11.	810102		Deerfield Ln, #2	Not Built
12.	810316	10190	Murray Hill Rd, #35	One Family Dwelling
13.	810403	10203	Ardmore Rd, #16	One Family Dwelling
14.	810408	10208	Deerfield Ln, #5	One Family Dwelling
Selection: <u> </u>				
Cmd1-Prev Screen			Cmd7-End of Job	

This screen displays if you pressed <Cmd3> on the initial selection screen. It lists all plans in the Plan Application File. Select the plan you wish to revise or to review.

7.1.3.1 Command Keys

Cmd1 Return to the previous screen.

Cmd7 End this job.

7.1.3.2 Prompts

Select

Enter the number of the record you want to revise by using the selection number in the column under the SEL heading.

Building Permit Master Menu

7.1.4 Search for Parcel

BPO10-23 WC *UPDATE*				CITY OF ANYCITY PLAN APPLICATION MAINTENANCE		2/03/93 13.53.49	
Search Start:				0000C			
SEL	APN			ADDRESS			
1.	8	39	1	Alida Rd, #1			
2.	22	19	40	Archer Ln, #5			
3.	1			Archer Ln, #5			
4.	22	6	17	Ardmore Rd, #7			
5.	22	5	8	Ardmore Rd, #16			
6.	22	5	8A	Ardmore Rd, #18			
7.	22	5	9	Ardmore Rd, #20			
8.	19	2	529	Aspen Rd, #			
9.	19	3	297	Aspen Rd, #3			
10.	19	3	287	Aspen Rd, #18			
11.	19	2	539	Aspen Rd, #28			
12.	19	2	405	Aspen Rd, #33			
13.	19	2	402	Aspen Rd, #39			
14.	2	4	9	Autenreith Rd, #			
Selection: __							
Cmd1-Prev Screen				Cmd7-End of Job			

This screen displays if you pressed <Cmd5> from the initial selection screen. It lists all the parcels with plan applications. Select the parcel whose plan application you want to revise or to review.

7.1.4.1 Command Keys

Cmd1 Return to the previous screen.

Cmd7 End this job.

7.1.4.2 Prompts

Select

Enter the number of the record you want to revise by using the selection number in the column under the SEL heading.

Building Permit Master Menu

7.1.5 First Entry screen for Plan Application

BPO10-30 WC *ENTRY*	CITY OF ANYCITY PLAN APPLICATION MAINTENANCE	2/03/93 12.13.49
Plan Check Number: XXXXXXXX	Application Date: _ _ _	
Address: _____	Number Sub Dir Street Name Type Unit	
APN: _____		
Owner Information		
Primary Name: _____		
Secondary Name: _____		
Mailing Address: _____		
City/State/Zip: _____		
Home Phone: _____	Business Phone: _____	
General Plan?: _____	Zoning Code?: _____	
Jurisdiction?: _____	Parcel Size?: _____	(0.00)
Lot/Block: _____		
Subdivision?: _____		
Cmd1-Prev Screen	Cmd7-End of Job	

Use this screen to enter the parcel information for a new Plan Application. If you already have the Parcel Information on file just enter the exact Address and APN for the existing parcel and press enter. The program will retrieve the rest of the information required for this screen automatically. If the address or APN is different you will need to key in the entire screen yourself.

Press <Enter> to display the second entry screen.

7.1.5.1 Command Keys

Cmd1 Return to the previous screen.

Cmd7 End this job.

7.1.5.2 Prompts

Plan Check Number

This field displays the number you entered on the previous screen.

Application Date

Enter the date of application in the MMDDYY format.

Address

Enter the street number of the owner's address. (Use up to five digits.)

Sub

Enter any subnumber used (up to three characters, such as 1/2).

Building Permit Master Menu

Dir

Enter the direction of the street, if part of its name. (Up to two characters, such as N, NE, and so on.)

Street Name

Enter the street name. (Use up to 20 characters.)

Type

Enter the street type. Use up to three characters for the abbreviation: ST, AVE, and so on.

Unit

Enter up to five digits for the apartment, suite, or unit number.

City

Enter the city name (up to 20 letters)

State

Enter the valid two-letter state abbreviation. (Must be defined in the Value Table Master File.)

Zip

Enter the zip code (10 digits).

APN

Enter the Assessors Parcel Number (six sections with up to five characters each).

First Last

Owner

Enter the parcel owner's name.

Address

Enter the owner's address.

<u>Enter:</u>	<u>For the:</u>
five digits	street or house number
three digits	subnumber (1/2, A, etc.)
two letters	street direction (NE, NW, etc.)
up to 20 letters	street name
up to three letter	street type (ST, AVE, etc.)
five digits	unit, suite, or apartment number

Phone

Enter the phone number. Include the area code.

General Plan

Enter a valid code from the Value Table Master File.

Zoning Code

Enter a valid code from the Value Table Master File.

Jurisdiction

Enter a valid code from the Value Table Master File.

Building Permit Master Menu

Parcel Size

Enter up to five digits to specify the size of the parcel. Use a valid three-character unit of measure code from the Value Table Master File.

Lot/Block

Enter the Lot/Block identification number for this parcel.

Subdivision

Enter a valid subdivision name code from the Value Table Master File.

Building Permit Master Menu

7.1.6 Update the Plan Application

BFO10-31 WC		CITY OF ANYCITY		2/02/93	
ENTRY		PLAN APPLICATION MAINTENANCE		16.17.06	
Application Type:		Plan Status?:			
Plan Check Number: XXXXXXXX		Application Date: 02 02 93			
Address: POPPY RD, #1320		Permit Number:			
APN: 1 2 3 4 5 6		Permit Date:			
		Fee Total:		.00	
Scope of Work?: _____		Occ Group?: _____			
Use Group?: _____		Contractor ID?: _____			
Contractor ID?: _____		Architect ID?: _____			
Const Type?: _____		Master Plan: _____			
Valuation: _____ (.00-)		UBC Edition: _____			
Area/U.M./Type?: _____		Area/U.M./Type?: _____			
Area/U.M./Type?: _____		Area/U.M./Type?: _____			
Number of Units: _____		Stories: _____			
Bedrooms: _____		Bathrooms: _____			
Lot Size?: (5n)		Front Setback: (5n)			
Basement?: (6x)		BP User Fld # 4: (6x)			
BP User Fld # 5: (6x)		BP User Fld # 6: (6x)			
BP User Fld # 7: (5n)		BP User Fld # 8: (5n)			
BP User Fld # 9: (7n)		BP User Fld #10: (7n)			
BP User Fld #11: (7n)		BP User Fld #12: (7n)			
Cmd1-Prev Screen		Cmd7-End of Job			

Use this screen to enter information about the application. Section a) on the screen contains the base system fields. Section b) are the user-defined fields you will define in the Value Table Master File. They will display on your screen if you defined any. Your screen may not display any of these fields if you did not activate them in the value table USRB.

7.1.6.1 Command Keys

Cmd1 Display the previous screen.
Cmd7 End this job.
Cmd11 Update the parcel record.

7.1.6.2 Prompts

Scope of Work

Enter a valid Scope of Work code from the Value Table Master File. When you next display this screen (for revision, and so on), the description of the code will be displayed.

Use Group

Enter a valid Use Group code from the Value Table Master File.

Occ Group

Enter a valid Occupational Group code from the Value Table Master File.

Building Permit Master Menu

Contractor ID

Enter the contractor's ID code from the NAME Table.

Architect ID

Enter the architect's ID code from the NAME Table.

Const Type

Enter a valid Construction Type code from the Value Table Master File.

Master Plan

Enter the Master Plan number. (Up to six characters) Can be anything you want it to be. Currently it doesn't control anything special.

Valuation

Enter the valuation of the parcel. (Up to 12 digits, two-decimal places)

UBC Edition

Enter the two-character UBC edition.

Area/U.M./Type

Enter the Area, the Unit of Measure used for the area entered and the Type identifying the type of area. The U.M. and the Type codes are setup in the Value Table Master File. Up to four areas can be identified for each application.

Number of Units

How many units (structures) are there? Enter up to three digits.

Stories

How many floors are there? Enter up to three digits.

Bedrooms

How many bedrooms are there? Enter up to three digits.

Bathrooms

How many bathrooms are there? Enter up to three digits.

User Defined Fields

Section b) User Defined Fields 1 through 12

The user-defined fields you defined and activated in the Value Table Master File will be displayed in the locations shown on the illustration. Enter the valid codes defined for those fields.

These are the valid types of characters/codes you can enter into the fields.

<u>Prompt:</u>	<u>Field Definition:</u>
1	five numeric
2	five numeric
3	six alpha
4	six alpha
5	six alpha
6	six alpha
7	five numeric

Building Permit Master Menu

<u>Prompt:</u>	<u>Field Definition:</u>
8	five numeric
9	six numeric
10	six numeric
11	six numeric
12	six numeric

7.1.7 Question Mark Lookup (QML) Example

```

P8003-01 WC          CITY OF ANYCITY          2/24/93
*UPDATE*            PLAN APPLICATION MAINTENANCE 10.46.14
Application Type?: ? BUILDING          Plan Status?: APP APPROVED
Plan Check Number: 800407              Application Date: 06 15 88
Address: Barker Ln, #2                 ..1-Select.....ATYP - APPL TYPE.....
APN: 23 1 5F                          : Starting Table Code:
Scope of Work?: NEW Single             : - BLD BUILDING PERMIT
Use Group?: RES                        : - ELE ELECTRICAL PERMIT
Contractor ID?: SCARC_                 : - GAS GAS BURNER PERMIT
Const Type?: WOOD_                     : - MCH MECHANICAL PERMIT
Valuation: 10000000                    : - OIL OIL BURNER PERMIT
Area/U.M./Type?: 1600 SF_              : - PLM PLUMBING PERMIT
Area/U.M./Type?: _____            : - STK STOKER PERMIT
Number of Units: _____            : - VNT VENTILATION PERMIT
Bedrooms: _____
Lot Size?: _____
Basement?: _____
:F3-Exit..F6-Add..Rollup/Down.....
Cmd1-Prev Screen      Cmd7-End of Job      Cmd11-Update Parcel
    
```

Use this screen to search for a valid code to be used in the field in question. By placing a question mark in the first position of the field then pressing <Enter> this window will appear allowing you to select a valid code. If the code you need does not exist in the list, enter <Cmd6> to add a new code. After selecting the code you want it will return to the plan application screen and automatically be place the code into the field in question.

7.1.7.1 Command Keys

- Cmd3 Exit the window and return to program requesting the QML window.
- Cmd6 Start the Value Table Maintenance program to add a code.
- Roll Roll up or down in the list of codes.

7.1.7.2 Prompts

Starting Table Code

This is used to reposition the list of codes displayed in the window area.

Select

Place a "1" or any character in front of the code you want to select.

Building Permit Master Menu

7.1.8 Update the Parcel Record

BPO10-30 WC *UPDATE*	CITY OF ANYCITY PLAN APPLICATION MAINTENANCE	2/03/93 14.01.37
Plan Check Number: 800407		Application Date: 06 15 88
Address:	Number Sub Dir Street Name	Type Unit
	2 1 5F Barker	Ln
APN:	23 1 5F	
Owner Information		
Primary Name:	Qureshi, Mohammad F	
Secondary Name:		
Mailing Address:	2 Barker Lane	
City/State/Zip:	Anycity CA 95123	
Home Phone:	Business Phone:	
General Plan?:	C	Zoning Code?: A1
Jurisdiction?:	ANY	Parcel Size?: 4411500 F
Lot/Block:		(0.00)
Subdivision?:	ALMGRI	
Cmd1-Prev Screen		Cmd7-End of Job

This screen displays if you pressed <Cmd11> to make changes to the Parcel Record. (This is also the first screen that displays when you enter new application information on the initial selection screen.) Make can makw any changes or additions and press <Enter>.

If you change the Address or APN, the program will link it to a new or existing Address/APN Parcel record on file and remove the link from the original Parcel record on file. The system uses only one Parcel Record for each Address/APN and keeps track of all the Plan Applications and Parcels that link to the same one.

7.1.8.1 Command Keys

Cmd1 Return to the previous screen.
Cmd7 End this job.

7.1.8.2 Prompts

See First Entry Screen for the detailed descriptions of the Prompts.

7.2 Plan Status Maintenance

Select this option to maintain the current status of the permits throughout the plan review processing cycle.

7.2.0.1 What You Have to Do

Use this procedure to revise the departmental review information: the dates the plans were sent out to be reviewed, the various departments (the departments are defined in the Value Table PLCK), the dates the plans were returned, an identifier (Initials) of who you sent the plans, the status of each review, any revisions, and any remarks. In addition to the summary information you can enter detailed explanations about the review requirements or problems with the plans by entering <Cmd16>. These detailed explanations are associated with the plan review departments directly and can be displayed and printed on the Comprehensive Plan Listing.

You may also skip any of the departmental reviews.

The program has two modes you control once you reach the Plan Check Status screen via the command keys, Enter All mode or Line Select mode.

7.2.0.2 What the System Does

The Initial screen only shows when you run the **Plan Status Maintenance** option from the menu. Otherwise it will start on the **Plan Check Status** screen when you enter <Cmd13> in the **Plan Application Maintenance** program.

The program will store records of the information you enter. Only the review departments you use will be recorded and will be printed on reports when requested.

7.2.1 Initial Screen

BPO20-10 WC *SELECT*	CITY OF ANYCITY PLAN CHECK STATUS MAINTENANCE	2/03/93 14.05.38
Plan Check Number: _____		
Cmd3-For Search	Cmd7-End of Job	Cmd10-Enter All

This screen only displays when you entered option to run **Plan Status Maintenance** from the menu. When <Cmd13> from Plan Application Maintenance was entered it goes directly to the **Plan Check Status** screen.

To check the status of a plan application, enter the plan check number assigned by the system and press <Enter>, otherwise press <Cmd3> to display a list of all applications.

If you want to enter status information for all departments, enter the number and press <Cmd10>. This can also be controled once you get to the Plan Check Status screen.

7.2.1.1 Command Keys

Cmd1 Return to the previous screen.

Cmd7 End this job.

Cmd10 Automatically advance from one department to the next for entry.

7.2.1.2 Prompts

Plan Check Number

Enter the number of the plan whose review status you to revise.

7.2.2 Search for Plan

BPO20-21 WC		CITY OF ANYCITY		2/03/93
SELECT		PLAN CHECK STATUS MAINTENANCE		14.32.16
Plan Check Number: 800407				
SEL	PLAN	PERMIT	ADDRESS	DESCRIPTION
01.	800407	10027	Barker Ln, #2	Single Family Dwelling
02.	800508	10039	Popham Rd, #110	One Family Dwelling
03.	800517	10050	Ardmore Rd, #20	One Family Dwelling
04.	800518	10051	Rectory Ln, #7	One Family Dwelling
05.	800614	10066	Fox Meadow Rd, #139	One Family Dwelling
06.	800710	10081	Colby Ln, #46	One Family Dwelling
07.	801002	10119	Barker Ln, #5	One Family Dwelling
08.	801101	10129	Deerfield Ln, #3	One Family Dwelling
09.	801106	10134	Nelson Rd, #165	One Family Dwelling
10.	801111	10139	Mamaroneck Rd, #65	One Family Dwelling
11.	810102		Deerfield Ln, #2	Not Built
12.	810316	10190	Murray Hill Rd, #35	One Family Dwelling
13.	810403	10203	Ardmore Rd, #16	One Family Dwelling
14.	810408	10208	Deerfield Ln, #5	One Family Dwelling
Select: _				
Cmd1-Prev Screen			Cmd7-End of Job	

This screen displays if you pressed <Cmd3> from the initial selection screen. Scroll through the list of plans to find the record you want to revise or review. Enter its selection number at the prompt, press <Field Exit>, then press <Enter>. The system will then display the Plan Check Status screen (described on the previous page).

7.2.2.1 Command Keys

Cmd1 Return to the previous screen.

Cmd7 End this job.

7.2.2.2 Prompts

Select

Select the number of the record you want to revise by entering the selection number listed in the column under the "Sel" heading.

Building Permit Master Menu

7.2.3 Plan Status Screen

BPO20-30 WC		CITY OF ANYCITY		2/03/93		
SELECT		PLAN CHECK STATUS MAINTENANCE		14.23.17		
Plan Check Number: 800407		Address: Barker Ln, #2				
Out To	Rev#	Date Out	Date In	Int?	Sts?	Remarks
1. PLAN REVIEW	01	_6 15 88	---	VGS	APP	
2. PLANNING BD						
3. BD OF APPEAL						
4. BAR						
5. BLDG PERMIT	01	06/15/88	04/16/88	VGS	APP	BP #10027
6. STAKE SURVEY	01	06/15/88	05/29/88	VGS	APP	Final
7. PLUMBING REV						
8. FIRE DEPARTM						
9. INSPECTION						
10. BCCA REVIEW	01	06/15/88		VGS	OUT	
11. FINAL						

Select: 1

Cmd1-Prev Cmd4-Delete Cmd7-End of Job Cmd10-Enter All Cmd16-Rev Hist

Select the department whose review status you want to revise. The departments listed here were setup in the Plan Check Review table using the Value Table Maintenance program during system setup. Enter the selection number at the prompt, press <Field Exit>, then <Enter>, to move the cursor up that particular line.

To be able to enter or revise the information for all departments shown without having to enter line numbers at the prompt each time, press <Cmd10> instead of <Enter> and the cursor will go first to line 1, and then will automatically advance to each next line when you complete entry.

7.2.3.1 Command Keys

Cmd1 Return to the previous screen.

Cmd4 Delete this plan check step.

Cmd7 End this job.

Cmd10 Automatically advance to the next line for entry.

Cmd11 Indicates operator wants to indicate which line to select.

Cmd16 Review and Maintain Transaction History for this Review Department.

7.2.3.2 Prompts**Select**

This field is displayed when you are in **Line Select** mode only. Cmd10 and Cmd11 toggle the screen from **Enter All** mode to **Line Select** mode.

Select the number of the record you want to revise by entering the selection number listed in the column under the "Sel" heading.

Rev#

Enter number of times a department reviewed plans.

Date Out

Date Plans were sent out for review.

Date In

Date Plans were returned from department reviewing them.

Int?

Initials of the person plans were approved by or who has the plans.

Sts?

Status of the review. 'OUT' could mean sent out for review, 'APP' for approved, 'DEN' for denied, ect.

Remarks

Up to 12 characters of remarks can be entered here for a short description of the status of the review step. If additional remarks are required Cmd 16 can be entered and the a transaction history screen will be displayed allowing transaction types and additional text to be entered. This transaction history information will be associated with this review department.

Building Permit Master Menu

7.2.4 Plan Status Transaction History Selection

BPO40-30 WC		CITY OF ANYCITY		2/19/93		
UPDATE		TRANSACTION HISTORY MAINTENANCE		13.05.09		
Plan Check Number: 800407		01-PLN PLAN REVIEW				
SEL	TYPE	EFF DATE	EXP_DATE	EXCPT	DESCRIPTION	TEXT?
1.	INS	6/02/92			INSPECTION	
2.	INS	6/02/92			INSPECTION	
3.	FND	4/27/92			FINDINGS OF FACT	Y
4.	INS	4/27/92			INSPECTION	Y
5.	ADD	4/12/92	12/12/99		ADDITION	Y
Selection: __ H=History, T=Text: H						
Cmd1-Prev Screen		Cmd7-Return		Cmd10-Entry Mode		

Select the transaction you want to maintain or press <Cmd10> to add a new transaction (Inspection Request).

If you haven't entered any transaction for the plan, this message will display:

There are currently no transaction records for this plan.

7.2.4.1 Command Keys

Cmd1 Return to the previous screen.

Cmd7 Return to the previous screen.

Cmd10 Automatically advance to the next line for entry.

7.2.4.2 Prompts

Select

Enter the number of the record you want to revise. The selection number is under the SEL heading.

7.2.5 Enter or Revise Plan Status Transaction History

BPO40-50 WC	CITY OF ANYCITY	2/19/93
UPDATE	TRANSACTION HISTORY MAINTENANCE	13.17.02
Address: Barker Ln, #2		Parcel ID: 800407
APN: 23	1 5F	
Transaction Type?: FND		Seq Number: 30
Effective Date: 4 27 92		
Description: FINDINGS_OF_FACT _____		
Expiration Date: 99 99 99		
Exception Flag: _		
Additional Text? Y (Y/N)		
Plan Review Dept?: 01-PLN	PLAN REVIEW	
Reviewer Initials?: INT	INITIALS	
Review Status?: STS	STATUS	
TIME OF INS: _____		
Cmd1-Prev Screen	Cmd4-Delete	Cmd7-Return

This screen is used to add a transaction or revise a transaction. These transactions are a way to enter addition information about a plan review step. If a single line of description is not enough addition text can be added.

7.2.5.1 Command Keys

- Cmd1 Return to the previous screen.
- Cmd4 Delete Transaction and any additional text if it exists.
- Cmd7 Return to the previous screen.

7.2.5.2 Prompts

Transaction Type

Enter a valid code from the Value Table Master File representing the type of transaction performed for this application.

Effective Date

When did this transaction take effect for this plan? Enter the date in the MMDDYY format.

Expiration Date

When does this transaction expire for this plan? Enter the date in the MMDDYY format.

Building Permit Master Menu

Exception Flag

Do you want to flag this transaction as an exception. This exception flag can be for whatever reason you decide. Enter whatever you want as the flag.

Additional Text?

Enter 'Y' to display a screen allowing you up to 999 more lines to key in free form text in reference to this transaction.

Plan Review Dept? This is a protected field that indicates which review department this transaction is connected to.

Reviewer Initials?

Enter the initials of the person responsible for the plans. This is validated against the Value Table File.

Review Status?

Enter the status of the review on the plans sent out or received. This is validated against the Value Table File.

User Field

This field is 6 characters in length. It can be used for whatever you require. In this example it was labeled TIME OF DAY by updating the UFLD Table short name.

Building Permit Master Menu

7.2.6 Enter or Revise Plan Status Additional Text

BPO40-51 WC	CITY OF ANYCITY	2/19/93
UPDATE	TRANSACTION HISTORY MAINTENANCE	13.20.30
Address: Barker Ln, #2	Parcel ID: 800407	
APN: 23 1 5F		
Transaction Type?: FND	Exception:	Plan Review Dept: 01-PLN
Eff Date: 04/27/92	Exp Date: 99/99/99	Initials: INT
Description: FINDINGS OF FACT		Status: STS
		TIME OF INS: _____
	1 Add_additional_lines_of_text_here. _____	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
	9	
	10	
Selection: _1		
Cmd1-Prev Screen	Cmd4-Delete Line	Cmd7-Return
		Cmd10-Add Text

This screen is used to add additional text to a transaction for the plan review in question. There can be up to 999 additional lines of text for each transaction entered.

To be able to enter or revise all lines of additional text without having to enter line numbers at the prompt each time, press <Cmd10> and the cursor will go first to line 1, and then will automatically advance to each next line when you complete entry. Use <Cmd11> to get into the Select Line mode.

7.2.6.1 Command Keys

- Cmd1 Return to the previous screen.
- Cmd4 Delete Transaction and any additional text if it exists.
- Cmd7 Return to the previous screen.
- Cmd10 Automatically advance to the next line for entry.
- Cmd11 Indicates operator wants to indicate which line to select.

7.2.6.2 Prompts

Selection

Enter the number of the record you want to revise. The selection number is under the SEL heading.

7.3 Plan Fee Maintenance

This option is used to calculate the fees that are to be applied to the permit.

7.3.0.1 What You Have to Do

The fees you have previously defined in the Fee Schedule File will be presented allowing you to indicate whether or not the fee should be included on this permit application.

7.3.0.2 What the System Does

This program will automatically calculate the total fee (as defined in the Fee Schedule File) for the units or for any situation you enter for the permit - such as three plumbing fixtures, 5/10 hour, or ten linear feet of piping

7.3.1 Initial Screen

BPO30-10 WC *SELECT*	CITY OF ANYCITY BUILDING PERMIT FEE SELECTION	3/05/93 17.47.08
Plan Check Number: _____		
Fee Due Type: B (A- Application, P- Permit, B- Both)		
Display Fee Group Selection: Y (Y/N)		
Cmd3-Search	Cmd4-Delete Permit	Cmd7-End Job
		Cmd10-Enter All

To revise or review permit fees for a plan, enter the Plan Check Number the system assigned to the permit application and press <Field Exit>; then, press <Enter> and the system will display the Fee Selection screen for the plan. (From that screen you can select individual fees to work with.)

If you do not know the number assigned to the plan, press <Cmd3> to display a list of all application records.

If you want to work with all fees attached to the plan, enter the number and press <Cmd10> instead of <Enter>.

7.3.1.1 Command Keys

Cmd3 Display a list to search of records to search through.

Cmd4 Delete this permit and Fees calculated.

Cmd7 End this job.

Cmd10 Automatically advance from one department to the next for entry.

7.3.1.2 Prompts

Plan Check Number

Enter the number of the plan whose review status you to revise, or use <Cmd3> to search for Plan Check number.

Fee Due Type

Enter the type of Fee you want the program to allow you to calculate. "A" means only Application type fees will be presented, "P" for Permit type fees and "B" for both. When "B" is indicated it will start with application fees and continue through permit fees automatically.

Display Fee Group Selection

The Fee Group selection window is displayed when you enter a 'Y' into the Display Fee Group Selection field. This is also true if you use the command 3 search feature from the Initial screen. The default is to automatically display this window. This window allows you to select the fee groups to be displayed for the fee calculation entry. If you enter 'N', the program will display all the fee groups one at a time allowing Fee Calculation to be done, then return to this screen when the last fee group is processed.

7.3.2 Search for Permit

BPO30-21 WC		CITY OF ANYCITY		3/05/93
SELECT		BUILDING PERMIT FEE SELECTION		18.12.55
Plan Check Number: 800407				
Sel	Permit	Plan	Address	Description
01.	10027	800407	Barker Ln, #2	Single Family Dwelling
02.	10039	800508	Popham Rd, #110	One Family Dwelling
03.	10050	800517	Ardmore Rd, #20	One Family Dwelling
04.	10051	800518	Rectory Ln, #7	One Family Dwelling
05.	10066	800614	Fox Meadow Rd, #139	One Family Dwelling
06.	10081	800710	Colby Ln, #46	One Family Dwelling
07.	10119	801002	Barker Ln, #5	One Family Dwelling
08.	10129	801101	Deerfield Ln, #3	One Family Dwelling
09.	10134	801106	Nelson Rd, #165	One Family Dwelling
10.	10139	801111	Mamaroneck Rd, #65	One Family Dwelling
11.		810102	Deerfield Ln, #2	Not Built
12.	10190	810316	Murray Hill Rd, #35	One Family Dwelling
13.	10203	810403	Ardmore Rd, #16	One Family Dwelling
14.	10208	810408	Deerfield Ln, #5	One Family Dwelling
Selection: _				
Cmd1-Prev Screen		Cmd7-End Job		

This screen displays if you pressed <Cmd3> from the initial selection screen. Scroll through the list of plans to find the record you want to revise or review. Enter its selection number at the prompt and press <Field Exit>, then <Enter>. The system will then display the Fee Selection screen (described on the previous page).

7.3.2.1 Command Keys

- Cmd1** Return to the previous screen.
- Cmd7** End this job.

7.3.2.2 Prompts

Selection

Enter the number of the record you want to revise. The selection number is under the "Sel" heading.

7.3.3 Assign Permit Number and Date.

BPO30-10 WC *SELECT*	CITY OF ANYCITY BUILDING PERMIT FEE SELECTION	2/03/93 14.38.17
Plan Check Number: 810102		
Fee Due Type: B (A- Application, P- Permit, B- Both)		
The Permit Number for this Plan Check Number has not yet been assigned. To generate Permit Fees for this Plan, enter the Permit Number and Permit Date.		
Plan Number: 810102		
Application Date: 6/15/88		
Permit Number: _____		
Permit Date: 02 03 93		
Cmd1-Prev Screen		Cmd7-End Job

This screen displays if the plan check number you entered does not have the permit number assigned or fees calculated. Fill in the information then press <Enter> to continue on to apply (calculate) fees.

7.3.3.1 Command Keys

Cmd7 End this job.

7.3.3.2 Prompts

Permit Number

Enter the permit number. (Up to seven digits)

Permit Date

Enter the date of the permit. (MM DD YY format)

Building Permit Master Menu

7.3.4 Delete a Permit and Calculated Fees

BPO30-10 WC *SELECT*	CITY OF ANYCITY BUILDING PERMIT FEE SELECTION	2/03/93 14.40.02
-------------------------	--------------------------------------------------	---------------------

Plan Check Number: _800407

Fee Due Type: B (A- Application, P- Permit, B- Both)

VERIFY DELETE

If you press <Cmd4>, this Permit will be deleted.
ALL FEE RECORDS for this Permit will also be deleted.

Permit Number: 10027

Permit Date: 04/16/80

Cmd4 to Delete the Permit

Press ENTER to continue without deleting the Permit

This screen displays if you pressed <Cmd4>. Verify the permit information on the screen. Press <Cmd4> again to delete the permit and all its fee records from the data base.

Press <Enter> to continue this program without deleting the permit.

7.3.4.1 Command Keys

Cmd4 Delete the permit displayed.

7.3.5 Fee Group Selection Window

```

BPO01-01 WC          CITY OF ANYCITY          3/05/93
*SELECT*            BUILDING PERMIT FEE SELECTION      17.47.08

Plan Check Number: 800407
Fee Due Type: B      : ..1-Select.....Fee Groups.....:
Display Fee Group Selection: Y : Starting Type/Group:      :
                               : 1 A-PC PLAN CHECK FEES  :
                               : - P-BL BUILDING FEES    :
                               : - P-EL ELECTRICAL FEES :
                               : - P-ME MECHANICAL FEES  :
                               : - P-MI MISCELLANEOUS FEES :
                               : - P-PL PLUMBING FEES    :
                               : - P-PW PUBLIC WORKS FEES :
                               : - P-XA EXTRA FEE A     :
                               : - P-X1 EXTRA FEE 1     :
                               : - P-X2 EXTRA FEE 2     :
                               : - P-X3 EXTRA FEE 3     :
                               : - P-X4 EXTRA FEE 4     :
                               : - P-X5 EXTRA FEE 5     :
                               : - P-X6 EXTRA FEE 6     :
                               : - P-X7 EXTRA FEE 7     :
                               : F3-Exit..Rollup/Down...:

Cmd3-Search      Cmd4-Delete Permit      Cmd7-End Job      Cmd10-Enter All
    
```

The Fee Group selection window is displayed when you enter a 'Y' into the Display Fee Group Selection field on the Initial screen. This is also true if you use the command 3 search feature from the Initial screen. The default is to automatically display this window. This window allows you to select the fee groups to be displayed for the fee calculation entry. Only those selected will be displayed as you progress through the fee entry and calculation screens. Once all selected fee groups have been processed it will either return to the Initial Screen if no more fee groups exist or to the Fee Group Selection Window to allow you to select additional fee groups for processing.

7.3.5.1 Command Keys

Cmd3 Return to the Initial Screen.
Roll Roll forward or backward.

7.3.5.2 Prompts

Starting Type/Group

These fields are used to reposition the fee groups listed in the window. The fee type can be 'A' for application fees or 'P' for Permit fees. The program ensures that only those fee types indicated on the Initial screen are listed.

Select

Use any character to indicate you want to select a fee group to be processed. Up to 15 can be selected and processed at a time.

Building Permit Master Menu

7.3.6 Fee Calculation Screen

BPO30-30 WC *SELECT*	CITY OF ANYCITY BUILDING PERMIT FEE SELECTION	3/05/93 18.14.03
Plan Check Number: 800407 Permit Number: 10027 Fee Total:		1,083.99
PLAN_CHECK_FEES		Qty Fee (0.00)
1. PLAN CHECK FEES	Bldg Permit Fees:	65000 422.50
2. 25% OF TOTAL PLUMBING FEES	Total Plumbing:	.00
3. 25% OF TOTAL MECHANICAL FEE	Total Mechanical:	.00
4. 25% OF TOTAL ELECTRICAL FEE	Total Electrical:	.00
5. ADDITIONAL PLAN REVIEW	# of Hours:	.00
Selection: __		
Cmd1-Previous	Cmd2-Restart	Cmd7-End Job Cmd10-Enter All

Select the fee you want to revise from the list displayed on this screen. Enter the selection number at the prompt, press <Field Exit>, then <Enter> to move the cursor up that particular line.

To be able to enter or revise the information for all fees shown without having to enter line numbers at the prompt each time, press <Cmd10> for **Enter All** mode and the cursor will go first to line 1, and will automatically advance to the next line when you press <Enter>.

The Fee are display by fee groups. The program displays one fee group before the next, allowing you to press enter while in **Line Select** mode and continue to the next fee group. <Cmd1> allows you to backup either one line or to the previous fee group depending on the mode you are in at the time. When you have gone through all the fee groups the program will return to the Initial screen or to the Fee Group Selection window.

7.3.6.1 Command Keys

- Cmd1 Return to the previous screen.
- Cmd2 Restart this program.
- Cmd7 End this job.
- Cmd10 Automatically advance to the next line for entry.
- Cmd11 Indicates operator wants to indicate which line to select.

7.3.6.2 Prompts**Selection**

Enter the number of the record you want to revise. The selection number is at the left of the list.

Qty

The Quantity field is where you enter the appropriate value depending on the Qty label displayed to the left of the line you are entering.

Fee

The Fee amount will be calculated based on the Qty value entered and the Fee schedule formula defined in the Fee Schedule Master. If you need to override the fee calculated, enter the fee you desire and the calculation will not override your fee entered. If you are modifying the fee Qty and want the program to calculate a new fee amount for you, blank out the fee amount by field exiting through it before pressing <Enter>.

7.4 Plan Transaction Maintenance

This option is used to enter and revise any Plan Application History transactions. These transactions are used to record a variety of facts and processing considerations about the application.

7.4.0.1 What You Have to Do

You have to identify the types of information that are to be recorded about plan applications. The different types of transactions are identified to the system in the Value Table file using the Transaction Type Table. You would enter a transaction for any of the types, indicating the date and description of why you are entering the transaction. Each transaction entered can have additional text associated with the transaction to provide more detail if necessary.

7.4.0.2 What the System Does

By identifying different types of transactions to the system, you will be able to select and report on this information later, including only the relevant transactions for the desired report.

7.4.1 Initial Screen

BPO40-10 WC *UPDATE*	CITY OF ANYCITY TRANSACTION HISTORY MAINTENANCE	2/03/93 14.45.05
Plan Check Number: _____		
Cmd3-For Search	Cmd7-End of Job	

This screen only displays if this process was run from the menu. It allows you to enter or revise a transaction for a plan application, enter the plan check number identifying the application and press <Field Exit>, then <Enter>.

If you do not know the number, press <Cmd3> to display a list of all applications.

7.4.1.1 Command Keys

Cmd3 Display a list of records to search through.
Cmd7 End this job.

7.4.1.2 Prompts

Plan Check Number
Enter the number of the plan you to revise.

Building Permit Master Menu

7.4.2 Search for Plan

BPO40-20 WC *UPDATE*		CITY OF ANYCITY TRANSACTION HISTORY MAINTENANCE		2/03/93 14.54.08
Plan Check Number: 800407				
SEL	PLAN	PERMIT	ADDRESS	DESCRIPTION
1.	800407	10027	Barker Ln, #2	Single Family Dwelling
2.	800508	10039	Popham Rd, #110	One Family Dwelling
3.	800517	10050	Ardmore Rd, #20	One Family Dwelling
4.	800518	10051	Rectory Ln, #7	One Family Dwelling
5.	800614	10066	Fox Meadow Rd, #139	One Family Dwelling
6.	800710	10081	Colby Ln, #46	One Family Dwelling
7.	801002	10119	Barker Ln, #5	One Family Dwelling
8.	801101	10129	Deerfield Ln, #3	One Family Dwelling
9.	801106	10134	Nelson Rd, #165	One Family Dwelling
10.	801111	10139	Manaroneck Rd, #65	One Family Dwelling
11.	810102		Deerfield Ln, #2	Not Built
12.	810316	10190	Murray Hill Rd, #35	One Family Dwelling
13.	810403	10203	Ardmore Rd, #16	One Family Dwelling
14.	810408	10208	Deerfield Ln, #5	One Family Dwelling
Selection: _				
Cmd1-Prev Screen			Cmd7-End of Job	

This screen displays if you pressed <Cmd3> from the initial selection screen. Scroll through the list of plans to find the record you want to revise or review. Enter its selection number at the prompt and press <Enter>. The system will then display the 'Enter' or 'Revise a Transaction' screen (described on the previous pages).

7.4.2.1 Command Keys

Cmd1 Return to the previous screen.
Cmd7 End this job.

7.4.2.2 Prompts

Select

Enter the number of the record you want to revise. The selection number is under the SEL heading.

7.4.3 Select Transaction

BPO40-30 WC		CITY OF ANYCITY		2/03/93		
UPDATE		TRANSACTION HISTORY MAINTENANCE		14.46.33		
Plan Check Number: 800407						
SEL	TYPE	EFF DATE	EXP DATE	EXCPT	DESCRIPTION	TEXT?
1.	APP	6/03/92			APPEAL	
2.	CND	5/29/92		Y	CONDITIONS - ONGOING	
3.	INT	5/29/92		Y	INTERPRET ZONING	
4.	LLC	5/28/92		Y	LOT LINE CHANGE	
5.	PLM	5/27/92		Y	PLUMBING PERMIT ISSUED	
6.	BDR	5/12/92	12/12/99	Y	RELEASE OF BOND	Y
7.	FND	4/20/92		Y	FINDINGS OF FACT	
8.	BDP	4/14/92		Y	POSTING OF BOND	
Selection: __ H=History, T=Text: H						
Cmd1-Prev Screen		Cmd7-End of Job		Cmd10-Entry Mode		

Scroll through the list of transactions to find the record you want to revise or review. Enter its selection number at the prompt and press <Filed Exit>, then <Enter>. The system will then display the 'Enter or Revise a Transaction' screen.

If you haven't entered any transaction for the plan, this message will display:

There are currently no transaction records for this plan.

If you wish to enter a transaction, press <Cmd10>.

This is the initial screen when the Exit Program function is used from Plan Application Maintenance.

7.4.3.1 Command Keys

- Cmd1** Return to the previous screen.
- Cmd7** End this job.
- Cmd10** Enter a transaction.

7.4.3.2 Prompts

Select

Enter the number of the record you want to revise. The selection number is under the SEL heading.

7.4.4 Enter a Transaction

BPO40-40 WC *ENTRY*	CITY OF ANYCITY TRANSACTION HISTORY MAINTENANCE	2/03/93 14.47.53
Address: Barker Ln, #2 APN: 23 1 5F		Parcel ID: 800407
Transaction Type?:	_____	Seq Number:
Effective Date:	___ _ _	
Description:	_____	
Expiration Date:	___ _ _	
Exception Flag:	___	
Additional Text?	_ (Y/N)	
Cmd1-Prev Screen		Cmd7-End of Job

This screen displays if you pressed <Cmd10>. Use it to enter a transaction.

7.4.4.1 Command Keys

- Cmd1 Return to the previous screen.
- Cmd7 End this job.

7.4.4.2 Prompts

Transaction Type

Enter a valid code from the Value Table Master File representing the type of transaction performed for this application.

Effective Date

When did this transaction take effect for this plan? Enter the date in the MMDDYY format.

Expiration Date

When does this transaction expire for this plan? Enter the date in the MMDDYY format.

Exception Flag

Do you want to flag this transaction as an exception. This exception flag can be for whatever reason you decide. Enter whatever you want as the flag.

Building Permit Master Menu

Additional Text? (Y/N)

Enter 'Y' to display a screen allowing you up to 999 more lines to key in free form text in reference to this transaction.

Building Permit Master Menu

7.4.5 Revise a Transaction

BPO40-40 WC *UPDATE*	CITY OF ANYCITY TRANSACTION HISTORY MAINTENANCE	2/15/93 16.54.04
Address: Barker Ln, #2 APN: 23 1 5F		Parcel ID: 800407
Transaction Type?: BDR		Seq Number: 12
Effective Date: 5 12 92		
Description: RELEASE OF BOND		
Expiration Date: 12 12 99		
Exception Flag: Y		
Additional Text? Y (Y/N)		
Cmd1-Prev Screen	Cmd4-Delete	Cmd7-End of Job

Use this screen revise any transaction information.

7.4.5.1 Command Keys

Cmd1 Return to the previous screen.
Cmd4 Delete this transaction record.
Cmd7 End this job.

7.4.5.2 Prompts

See **Enter a Transaction** for detail a description of the Prompts provided on this screen.

Building Permit Master Menu

7.4.6 Enter Additional Text

BPO40-41 WC	CITY OF ANYCITY	2/03/93
UPDATE	TRANSACTION HISTORY MAINTENANCE	14.50.17
Address: Barker Ln, #2		Parcel ID: 800407
APN: 23 1 5F		
Transaction Type?: ALT	Exception:	
Eff Date: 02/03/93	Exp Date: 99/99/99	
Description: ALTERATION		
1	_____	
2		
3		
4		
5		
6		
7		
8		
9		
10		
Cmd1-Prev Screen	Cmd7-End of Job	

This screen displays if you entered 'Y' in the "Additional Text" field on the previous screen. Use it to enter up to 999 lines of free form text to describe or explain this transaction. The system will display additional "pages" for you when the last line is used on the screen. The system will not "wrap" the text, so press <Enter> at the end of each line.

7.4.6.1 Command Keys

Cmd1 Return to the previous screen.
Cmd7 End this job.

7.4.6.2 Prompt

Lines of Text

Enter up to 999 lines of Addition Text. It allows 10 lines per screen before it will automatically roll forward to the next set of ten lines.

Building Permit Master Menu

7.4.7 Revise Additional Text

BPO40-41 WC	CITY OF ANYCITY	2/03/93
UPDATE	TRANSACTION HISTORY MAINTENANCE	14.51.32
Address: Barker Ln, #2		Parcel ID: 800407
APN: 23	1 5F	
Transaction Type?: ALT	Exception:	
Eff Date: 02/03/93	Exp Date: 99/99/99	
Description: ALTERATION		
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
Selection: —		
Cmd1-Prev Screen	Cmd4-Delete All Text	Cmd7-End of Job
Cmd10-Add Text		

This screen displays if you have already entered "Additional Text" for the transaction you are updating. Select the line of text you want to revise. You can also add text or delete all text for this transaction.

7.4.7.1 Command Keys

Cmd1 Return to the previous screen.
Cmd4 Delete text.
Cmd7 End this job.
Cmd10 Display the Enter Text screen for this transaction.

7.4.7.2 Prompts

Selection

Enter the number of the line of text you want to revise. Your cursor will be placed on the line and you can edit the text. You will also be given the option of using <Cmd4> to delete the selected line of text.

Line of Text

It allows you to maintain each of the 10 lines displayed on the screen 1 at a time after selecting the line to maintain.

7.5 Inspection Status Maintenance

Select this option to maintain the current status of the inspection done for a permit during the Inspection phase of the permit.

7.5.0.1 What You Have to Do

Use this procedure to revise the Inspection Status information: the dates they were requested, the different types of inspections (the inspection types are defined in the Value Table ITYP), the dates they were completed, the (Initials) of who is to do or who did the inspection, the status of each inspection, number of inspection revisions or re-inspections made, and any remarks. In addition to the summary information you can enter detailed request for an inspection by entering <Cmd16>. These requests are connected with inspection type directly and are used to print the Inspection Reports at the end of the day.

You may also skip any of the inspection types if they not appropriate.

The program has two modes you can control once you reach the Inspection Status screen by using command keys, <Cmd10> for Enter All mode or <Cmd11> for Line Select mode.

7.5.0.2 What the System Does

The Initial screen only shows when you run the **Inspection Status Maintenance** option from the menu. Otherwise it will start on the **Inspection Status** screen when you enter <Cmd16> in the **Plan Application Maintenance** program.

The program will store records of the information you enter. Only the Inspection types you use will be recorded and will be printed on reports when requested.

7.5.1 Initial Screen

BPO50-10 MC *SELECT*	CITY OF ANYCITY INSPECTION STATUS MAINTENANCE	2/22/93 16.15.56
Plan Check Number: _____		
Cmd3-For Search	Cmd7-End of Job	Cmd10-Enter All

This screen only displays when you entered option to run **Inspection Status Maintenance** from the menu. When <Cmd13> from Plan Application Maintenance was entered it goes directly to the **Inspection Status** screen.

To check the status of a plan application, enter the plan check number assigned by the system and press <Enter>, otherwise press <Cmd3> to display a list of all applications.

If you want to enter status information for all inspection types, enter the number and press <Cmd10>. This can also be controlled once you get to the Inspection Status screen.

7.5.1.1 Command Keys

Cmd1 Return to the previous screen.

Cmd7 End this job.

Cmd10 Automatically advance from one department to the next for entry.

7.5.1.2 Prompts

Plan Check Number

Enter the number of the plan whose review status you to revise.

7.5.2 Search for Plan

BPO50-21 WC		CITY OF ANYCITY		2/22/93
SELECT		INSPECTION STATUS MAINTENANCE		16.38.10
Plan Check Number:				
SEL	PLAN	PERMIT	ADDRESS	DESCRIPTION
01.	800407	10027	Barker Ln, #2	Single Family Dwelling
02.	800508	10039	Popham Rd, #110	One Family Dwelling
03.	800517	10050	Ardmore Rd, #20	One Family Dwelling
04.	800518	10051	Rectory Ln, #7	One Family Dwelling
05.	800614	10066	Fox Meadow Rd, #139	One Family Dwelling
06.	800710	10081	Colby Ln, #46	One Family Dwelling
07.	801002	10119	Barker Ln, #5	One Family Dwelling
08.	801101	10129	Deerfield Ln, #3	One Family Dwelling
09.	801106	10134	Nelson Rd, #165	One Family Dwelling
10.	801111	10139	Manaroneck Rd, #65	One Family Dwelling
11.	801002		Deerfield Ln, #2	Not Built
12.	810316	10190	Murray Hill Rd, #35	One Family Dwelling
13.	810403	10203	Ardmore Rd, #16	One Family Dwelling
14.	810408	10208	Deerfield Ln, #5	One Family Dwelling
Select: __				+
Cmd1-Prev Screen		Cmd7-End of Job		

This screen displays if you pressed <Cmd3> from the initial selection screen. Scroll through the list of plans to find the record you want to revise or review. Enter its selection number at the prompt, press <Field Exit>, then press <Enter>. The system will then display the Inspection Status screen.

7.5.2.1 Command Keys

Cmd1 Return to the previous screen.

Cmd7 End this job.

7.5.2.2 Prompts

Select

Select the number of the record you want to revise by entering the selection number listed in the column under the "Sel" heading.

7.5.3 Inspection Status Screen

```

BPO50-30 WC          CITY OF ANYCITY          2/22/93
*SELECT*            INSPECTION STATUS MAINTENANCE 16.41.21

Plan Check Number: 800407      Address: Barker Ln, #2

  Out To _____ Rev# Date Out  Date_In_ Int? Sts? Remarks _____
01. BLD (BUILDING)          01  6 04 92  ---  JS  CON
02. BLD FINAL              01 06/05/92  ---  IC  EXC  remarks.....
03. BLD CONSTRUCT STORE FRONT 01 06/05/92 06/05/92 IC  EXC
04. BLD OPENED FOR PUBLIC
05. BLD ROUGH IN
06. BLD STORAGE/STOCK STORE
07. ELE (ELECTRICAL)
08. ELE COMMONWEALTH EDISON
09. ELE FINAL
10. ELE MOTORS, SIGNS, MISC
11. ELE OPENED FOR PUBLIC
12. ELE ROUGH IN
13. ELE SERVICE ENTRANCE/BOX
14. ELE STORAGE/STOCK STORE

Select: _1

Cmd1-Prev  Cmd4-Delete  Cmd7-End of Job  Cmd10-Enter All  Cmd16-Ins Hist
    
```

Select the Inspection Type you want to revise. The Inspection Types listed here were setup in the Inspection Type table (ITYP) in the Value Table File. Enter the selection number at the prompt, press <Field Exit>, then <Enter>, to move the cursor up that particular line.

To be able to enter or revise the information for all inspection types shown without having to enter line numbers at the prompt each time, press <Cmd10> for Enter All mode instead of <Enter> and the cursor will go first to line 1, and then will automatically advance to each next line when you press <Enter> after each Inspection Type.

7.5.3.1 Command Keys

- Cmd1** Return to the previous screen.
- Cmd4** Delete Inspection type information for this line.
- Cmd7** End this job.
- Cmd10** Automatically advance to the next line for entry.
- Cmd11** Indicates operator wants to indicate which line to select.
- Cmd16** Review and Maintain Transaction History for this Inspection Type.

7.5.3.2 Prompts

Select

This field is displayed when you are in **Line Select** mode only. Cmd10 and Cmd11 toggle the screen from **Enter All** mode to **Line Select** mode.

Select the number of the record you want to revise by entering the selection number listed in the column under the "Sel" heading.

Rev#

Enter number of times an inspection has been done.

Date Out

Date inspection request was made.

Date In

Date inspection request was completed by inspector.

Int?

Initials of the person who is to do or has done the actual inspection.

Sts?

Status of the inspection. 'REQ' could mean request for inspection, 'OK' for approved (OK), 'REI' for Re-Inspection required.

Remarks

Up to 12 characters of remarks can be entered here for a short description of the status of the inspection. If additional remarks are required Cmd 16 can be entered and the a transaction history screen will be displayed allowing transaction types and additional text to be entered. This transaction history information will be associated with this Inspection Type.

7.5.4 Inspection Status Transaction History

BPO40-30 WC		CITY OF ANYCITY		2/22/93		
UPDATE		TRANSACTION HISTORY MAINTENANCE		16.54.13		
Plan Check Number: 800407		BLD	BUILDING			
SEL	TYPE	EFF DATE	EXP_DATE	EXCPT	DESCRIPTION	TEXT?
1.	INS	6/04/92			INSPECTION	
2.	INS	6/04/92			INSPECTION	
Selection: __		H=History, T=Text: H				
Cmd1-Prev Screen		Cmd7-Return		Cmd10-Entry Mode		

Select the transaction you want to maintain or press <Cmd10> to add a new transaction (Inspection Request).

If you haven't entered any transaction for the plan, this message will display:

There are currently no transaction records for this plan.

7.5.4.1 Command Keys

Cmd1 Return to the previous screen.

Cmd7 Return to the previous screen.

Cmd10 Automatically advance to the next line for entry.

7.5.4.2 Prompts

Select

Enter the number of the record you want to revise. The selection number is under the SEL heading.

7.5.5 Enter or Revise Inspection Status Transaction History

BPO40-60 WC	CITY OF ANYCITY	2/22/93
UPDATE	TRANSACTION HISTORY MAINTENANCE	17.05.58
Address: Barker Ln, #2		Parcel ID: 800407
APN: 23 1 5F		
Transaction Type?: INS	Seq Number: 38	
Effective Date: 6 4 92		
Description: INSPECTION		
Expiration Date: 99 99 99		
Exception Flag: _		
Additional Text? Y (Y/N)		
Inspection Type?: BLD	BUILDING	
Inspector Initials?: JS	JOHN SMITH	
Inspection Status?: CON	CONTACT INSP	
TIME OF INS: _____		
Cmd1-Prev Screen	Cmd4-Delete	Cmd7-Return

This screen is used to add a transaction or revise a transaction. These transactions are a way to enter addition information about a plan review step. If a single line of description is not enough addition text can be added.

7.5.5.1 Command Keys

- Cmd1 Return to the previous screen.
- Cmd4 Delete Transaction and any additional text if it exists.
- Cmd7 Return to the previous screen.

7.5.5.2 Prompts

Transaction Type

Enter a valid code from the Value Table Master File representing the type of transaction performed for this application.

Effective Date

When did this transaction take effect for this plan? Enter the date in the MMDDYY format.

Expiration Date

When does this transaction expire for this plan? Enter the date in the MMDDYY format.

Building Permit Master Menu

Exception Flag

Do you want to flag this transaction as an exception. This exception flag can be for whatever reason you decide. Enter whatever you want as the flag.

Additional Text?

Enter 'Y' to display a screen allowing you up to 999 more lines to key in free form text in reference to this transaction.

Inspection Type?

This is a protected field that indicates which Inspection Type this transaction is connected to.

Inspector Initials?

Enter the initials of the person responsible for the Inspection. This is validated against the Value Table File.

Review Status?

Enter the status of the inspection. Like it was Requested or OK or required Re-Inspection. This is validated against the Value Table File.

User Field

This field is 6 characters in length. It can be used for whatever you require. In this example it was labeled TIME OF DAY by updating the UFLD Table short name.

7.5.6 Enter or Revise Inspection Status Additional Text

BPO40-61 WC	CITY OF ANYCITY	2/22/93
UPDATE	TRANSACTION HISTORY MAINTENANCE	17.10.47
Address: Barker Ln, #2		Parcel ID: 800407
APN: 23 1 5F		
Transaction Type?: INS	Exception:	Inspection Type: BLD
Eff Date: 06/04/92	Exp Date: 99/99/99	Initials: JS
Description: INSPECTION		Status: CON
		TIME OF INS:
1	Addition information about inspection can be	
2	provided here. _____	
3		
4		
5		
6		
7		
8		
9		
10		
Cmd1-Prev Screen		Cmd7-Return

This screen is used to add additional text to a transaction for the Inspection Type in question. There can be up to 999 additional lines of text for each transaction entered.

To be able to enter or revise all lines of additional text without having to enter line numbers at the prompt each time, press <Cmd10> and the cursor will go first to line 1, and then will automatically advance to each next line when you complete entry. Use <Cmd11> to get into the Select Line mode.

7.5.6.1 Command Keys

- Cmd1** Return to the previous screen.
- Cmd4** Delete Transaction and any additional text if it exists.
- Cmd7** Return to the previous screen.
- Cmd10** Automatically advance to the next line for entry.
- Cmd11** Indicates operator wants to indicate which line to select.

7.5.6.2 Prompts

Selection

Enter the number of the record you want to revise. The selection number is under the SEL heading.

7.6 Comprehensive Plan Listing

Select this option to have the system produce a Listing of all the information entered for an application. It will always print the basic information and optionally print the Plan Review, Fees Calculated, Inspection Status, and Permit History information for plan application selected.

7.6.1 Selection Screen

PB201-85 WC *SELECT*	CITY OF ANYCITY COMPREHENSIVE PLAN LISTING	2/22/93 17.49.41
Plan Number to Print: _____		
Enter "Y" for the items to be printed:		
Plan Review Status: Y (Y/N)		
Fees Calculated: Y (Y/N)		
Inspection Status: Y (Y/N)		
Building Permit History: Y (Y/N)		
Cmd7-Cancel Job		Cmd14-Print Options

This screen displays allowing you to specify which plan application you want to print. You can somewhat control the amount of detail that will print.

7.6.1.1 Command Keys

Cmd7 End this job.
Cmd14 Display the print format options.

7.6.1.2 Prompts

Plan Number to Print

Enter the Plan Check Number that is associated with the application you want printed.

Plan Review Status

Enter "Y" to include Plan Review Department information on the report.

Fees Calculated

Enter "Y" to include Fees calculated for this application on the report.

Inspection Status

Enter "Y" to include Inspection Type Status information for this application on the report.

Building Permit History

Enter "Y" to include Plan transaction History information for this application on the report.

Building Permit Master Menu

7.6.2 Comprehensive Plan Listing Sample

BPCMPHLS..BP285
2/23/93

CITY OF ANYCITY
COMPREHENSIVE PLAN LISTING

PAGE 1
16.32.10

Plan Check Number: 800407 Permit Number: 10027
Application Date: 6/15/88 Permit Date: 4/16/80

Project
Address: Barker Ln. #2
A.P.N.: 23.1.5F
Owner: Qureshi, Mohammed F
Name2:
2 Barker Lane
Anycity, CA 95123
Phone:

Application Type: BLD - BUILDING PERMIT
Application Status: APP - APPROVED
General Plan: C - COMMERCIAL
Jurisdiction: ANY - ANYCITY
Zoning: A1 - ONE ACRE ZONING
Lot/Block:
Subdivision: ALMGRI - ALMOND GROVE
Parcel Size: 44,115.00 F - SQUARE FEET
Fee Total: 290.00

Desc of Work: Single Family Dwelling
Contractor: SCARC Phone: (000) 000-0000
Name: Scarcella Building Corp
Address: 6 Barker Lane
Anycity, CA 95123
License: Class: Expiration: 12/31/99

Scope of Work: NEW - NEW CONSTRUCTION
Use Group: RES - RESIDENTIAL
Occupancy Group: OF - OFFICE
Construction Type: WOOD - WOOD FRAME CONSTRUCTION
Master Plan:
UBC Edition: 00
Valuation: 100,000.00

Architect: SCARC Phone: (000) 000-0000
Name: Scarcella Building Corp
Address: 6 Barker Lane
Anycity, CA 95123
License: Class: Expiration: 12/31/99

Area/U.M./Type (1):
Area/U.M./Type (2):
Area/U.M./Type (3):
Area/U.M./Type (4):
Number of Units:
Stories:
Bedrooms:
Bathrooms:

Lot Size?: 0 -
Basement?: - NO
Front Setback: 0 -

Plan Review Status

Dept	Plan_Review_Department	Rev	Date_Out	Date_In	Int Name	Sts_	Description	Remarks
01-PLN	PLAN REVIEW	1	6/15/88		VGS VERN SCHMITT	APP	APP - APPROVED	
	Type Type_Description		Description			Eff_Date	Exp_Date	Exc Int Sts TIME_OF_INS:
	ADD - ADDITION		ADDITION			4/12/92	12/12/99	VGS OUT TEST
			TEST ADDITIONAL LINES					
			LINE 2					
			LINE 3					
			add more lines					
			add another					
			another					
	INS - INSPECTION		INSPECTION			6/02/92	99/99/99	VGS OUT
	INS - INSPECTION		INSPECTION			6/02/92	99/99/99	VGS OUT VERN
	INS - INSPECTION		INSPECTION			4/27/92	99/99/99	VGS OUT
			test					
	FND - FINDINGS OF FACT		FINDINGS OF FACT			4/27/92	99/99/99	VGS APP TSTFLD
			Add additional lines of text here.					
05-PMT	BUILDING PERMIT ISSUANCE	1	6/15/88	4/16/88	VGS VERN SCHMITT	APP	APP - APPROVED	BP #10027
06-SVY	STAKE OUT SURVEY	1	6/15/88	5/29/88	VGS VERN SCHMITT	APP	APP - APPROVED	Final
09-BOC	BOCA REVIEW	1	6/15/88		VGS VERN SCHMITT	OUT	OUT - OUT FOR REVIEW	
	Type Type_Description		Description			Eff_Date	Exp_Date	Exc Int Sts TIME_OF_INS:
	INS - INSPECTION		INSPECTION			6/02/92	99/99/99	VGS OUT
12-TCO		1		5/29/81		APP	APP - APPROVED	TCO #4600
15-CD		2		7/20/81		APP	APP - APPROVED	CO #4620

Building Permit Master Menu

BPCMPHLS..BP205
2/23/93CITY OF ANYCITY
COMPREHENSIVE PLAN LISTINGPAGE 2
16.32.10Plan Check Number: 800407 Permit Number: 10027
Application Date: 6/15/88 Permit Date: 4/16/80

----- FEES -----

Fee_Date	Ty	Gr	Seq	Description	Quantity	Fee_Amount
5/31/89	A-AA	0001		--FEE DESC NO LONGER EXISTS--	1	50.00
5/31/89	A-AA	0002		--FEE DESC NO LONGER EXISTS--	1	150.00
5/31/89	A-AA	0003		--FEE DESC NO LONGER EXISTS--	1	20.00
5/31/89	A-AB	0001		--FEE DESC NO LONGER EXISTS--	1	50.00
5/31/89	A-BB	0001		--FEE DESC NO LONGER EXISTS--	0.5	20.00
TOTAL FEES:						\$290.00

----- Inspection Status -----

CatSub	Inspection_Type	Rev	Date_Out	Date_In	Int Name	Sta_	Description	Remarks
BLD	BLD (BUILDING)	1	6/04/92		JS JOHN SMITH	CON	- CONTACT INSPECTOR	
	Type		Description			Eff_Date	Exp_Date	Exc Int Sts TIME_OF_INS:
	INS - INSPECTION		INSPECTION			6/04/92	99/99/99	JS CON USRFLD
	INS - INSPECTION		INSPECTION			6/04/92	99/99/99	JS CON
Addition information about inspection can be provided here.								
BLDFIN	BLD FINAL	1	6/05/92		IC INSP CASEY	EXC	- EXCEPTION NOTED	remarks.....
BLDFRT	BLD CONSTRUCT STORE FRONT	1	6/05/92	6/05/92	IC INSP CASEY	EXC	- EXCEPTION NOTED	

----- Building Permit History -----

Type	Type_Description	Description	Eff_Date	Exp_Date	Exc
BDP	- POSTING OF BOND	POSTING OF BOND	4/14/92	99/99/99	Y
LLC	- LOT LINE CHANGE	LOT LINE CHANGE	5/28/92	99/99/99	Y
PLM	- PLUMBING PERMIT ISSUED	PLUMBING PERMIT ISSUED	5/27/92	99/99/99	Y
INT	- INTERPRET ZONING	INTERPRET ZONING	5/29/92	99/99/99	Y
FND	- FINDINGS OF FACT	FINDINGS OF FACT	4/20/92	99/99/99	Y
CND	- CONDITIONS - ONGOING	CONDITIONS - ONGOING	5/29/92	99/99/99	Y
BDR	- RELEASE OF BOND	RELEASE OF BOND	5/12/92	12/12/99	Y
		TEST ADDITIONAL TEXT			
		LINE 2			
		LINE 3			
APP	- APPEAL	APPEAL	6/03/92	99/99/99	
ALT	- ALTERATION	ALTERATION	2/03/93	99/99/99	

7.7 Plan Status Listing

Select this option to have the system produce a report of all plan statuses.

7.7.0.1 What You Have to Do

Enter the criteria for selecting the records to be printed in the report. Specify the starting and ending dates of the activity of the records. You may print either a summary or detailed version or both of this report.

You may also override the printing defaults: job queue submission, number of copies, priority, characters per inch, lines per inch, lines per page, printer ID, and forms type.

7.7.0.2 What the System Does

The system produces the report, sequencing the plans by application date, showing all departments - noting to which the plans were sent for review, giving the final status, displaying total valuation and any remarks.

7.7.1 Selection Criteria

PB201-PS WC *SELECT*	CITY OF ANYCITY Plan Status LISTING	2/03/93 15.07.19
Enter the selection criteria for the listing:		
Starting Date for List: 01 01 YY		
Ending Date for List: 01 31 YY		
Report Selection: S (S =Summary List D =Detail List B =Both)		
Cmd7-End of Job		Cmd14-Print Options

Use this screen to select which information you want included in the report.

7.7.1.1 Command Keys

Cmd7 End this job.

Cmd14 Display the print option screen.

7.7.1.2 Prompts**Starting Date for List**

Enter the date with which you want the report to begin. (MMDDYY format)

Ending Date for List

Enter the date at which you want the report to end. (MMDDYY format)

Report Selection

Either a Summary or Detail version of this report can be printed. The summary report may not be able to print all the required information if more than ten review departments are setup in the plan check review table.

Building Permit Master Menu

7.7.2 Plan Status Summary Report Sample

BPSTATLS..BP220
2/03/93

CITY OF ANYCITY
PLAN STATUS LISTING
-- Summary Listing --

PAGE 1
15.12.43

From: 1/01/92

To: 12/31/92

APP DATE	ADDRESS	GROUP	01-PLN	02-PBD	03-ZBA	04-BAR	05-PMT	06-SVV	07-PLM	08-FIR	08-INS	FINAL_
S_NUMBER	OWNER											
04/21/92	ANY STREET , #1320	COM	1/05									1/10
920421	MY NAME	OF	APP									APP
04/21/92	ANY STREET , #1320	COM										
920422	MY NAME	OF										
04/22/92	Deerfield Ln, #2	COM										
9204220	Perlieshi, Mark	OFS										
04/22/92	Deerfield Ln, #2	COM										
9204221	Perlieshi, Mark	OF										
04/09/92	POPPY RD, #1320	COM										
920609	OWNER NAME	RES										
11/02/92	POPPY RD, #1320	RES	11/02									
921102	OWNER NAME	SF	APP									

Building Permit Master Menu

7.7.3 Plan Status Detail Report Sample

BPSTATLS..BP222		CITY OF ANYCITY		PAGE 1					
2/05/93		PLAN STATUS LISTING		15.12.48					
From: 1/01/92		-- Detail Listing --		To: 12/31/92					
App_Date	Plan_#	Permit Prmt_Dt	Description_of_Work	Address	Owner_Name				
Dept	Plan_Review	Department	Rev	Date_Out	Date_In	Init Name	Status	Description	Remarks
02/07/92	920001	920001	2/08/92	ADD WAREHOUSE					
			Valuation:	150,000.00		User Group:	IND - INDUSTRIAL	Occ Group:	OF - OFFICE
04/21/92	920421			new work		ANY STREET , #1320		MY NAME	
			Valuation:	100,000.00		User Group:	COM - COMMERCIAL	Occ Group:	OF - OFFICE
01-PLN	PLAN REVIEW		1	1/01/92	1/05/92	VGS VERN SCHMITT	APP - APPROVED		
	FINAL		1	1/08/92	1/10/92	PI P INSPECTOR	APP - APPROVED		
04/21/92	920422			new work		ANY STREET , #1320		MY NAME	
			Valuation:	100,000.00		User Group:	COM - COMMERCIAL	Occ Group:	OF - OFFICE
04/22/92	9204220			New construction		Deerfield Ln, #2		Perleshi, Mark	
			Valuation:	50,000.00		User Group:	COM - COMMERCIAL	Occ Group:	OFS - OFFICE/STORE
04/22/92	9204221			NEW DOOR		Deerfield Ln, #2		Perleshi, Mark	
			Valuation:	450.00		User Group:	COM - COMMERCIAL	Occ Group:	OF - OFFICE
06/09/92	920609	920609	6/10/92	New Building		POPPY RD, #1320		OWNER NAME	
			Valuation:	150,000.00		User Group:	COM - COMMERCIAL	Occ Group:	RES - RESTAURANT
11/02/92	921102	921102	11/02/92	Addition to bedroom		POPPY RD, #1320		OWNER NAME	
			Valuation:	6,000.00		User Group:	RES - RESIDENTIAL	Occ Group:	SF - SINGLE FAMIL
01-PLN	PLAN REVIEW		1	11/02/92	11/02/92	PI P INSPECTOR	APP - APPROVED		ok

Building Permit Master Menu

7.8 Print a Permit

Select this option to have the system produce a building permit. You may select the format of the permit.

7.8.1 Selection Screen

PB201-11 WC	CITY OF ANYCITY	2/03/93
SELECT	----- BUILDING PERMIT -----	14.57.03

Enter the selection criteria for the listing:

Permit Number to Print: _____

Enter "Y" for the items to be printed:

Headings and Constants: Y (Y/N)
 Agency Name: Y (Y/N)
 Detail Titles: Y (Y/N)
 Detail Labels: Y (Y/N)
 Summary Labels: Y (Y/N)

Cmd7-End of Job Cmd14-Print Options

This screen displays so you can specify what you want printed on the permits. The values entered at the prompts on this screen will produce the permit shown in Sample A. (Refer to all the following examples of permits to see the formats you can select to have printed.)

7.8.1.1 Command Keys

Cmd7 End this job.

Cmd14 Display the print format options.

7.8.1.2 Prompts

Headings and Constants: (Y/N)

Enter 'N' if you do not wish to have headings and constants printed on the permit. The system defaults to 'Y' and the headings and constants will be printed.

Agency Name: (Y/N)

Enter 'N' if you do not wish to have your Agency's name printed at the top of the permit. The system defaults to 'Y' and the name will appear as it does on the top of the screens.

Building Permit Master Menu

Detail Titles: (Y/N)

Enter 'N' if you do not wish to have the detail titles of the fields printed on the permit. The system defaults to 'Y' and the titles will be printed.

Detail Labels: (Y/N)

Enter 'N' if you do not wish to have the detail fee titles printed on the permit. The system defaults to 'Y' and the labels will be printed. Fee Schedule Maintenance also controls what is printed for the detailed fee titles. See Fee Group Header maintenance screen for details.

Summary Labels: (Y/N)

Enter 'N' if you do not wish to have a summary fee titles printed on the permit. The system defaults to 'Y' and the labels will be printed.

Building Permit Master Menu

7.8.2 Permit Sample A

The Headings and Constants include the boxed in portion and the information headings.

The Agency Name appears at the top of the permit.

The Detail Labels are the permit fee groups, such as STRONG MOTION FEE, BUILDING PERMIT FEE, and REINSPECTION FEES that appear under the BUILDING FEES Detail Title.

The detail titles are listed, at the right, as the Summary Labels.

You may wish to later have custom permit forms produced by a print shop. At that time you may determine that you want the Detail Titles on your forms, having the system print the labels under the appropriate title. The other permit samples illustrate how you can select the data you want the system to print on the permits.

Plan: 800407		CITY OF ANYCITY ***** BUILDING PERMIT *****				Permit: 10027
Project Address Barker Ln, #2		Assessors Parcel Number 23-1-5F			Permit Date 4/16/80	
Owner Qureshi, Mohammad F 2 Barker Lane Anycity, CA (000) 000-0000		Lot	Typ/Use/Occ NEW_RES_SF	Units	Zoning A1	Stories
		Subdivision ALMOND GROVE			Description of Work Single Family Dwelling	
Contractor Scarcella Building Corp 6 Barker Lane Anycity, CA		License			Architect Roger Bartels Architects, AIA 115 Main Street Anycity, CA	
					License	
					Construction Type WOOD FRAME Plan	

Quantity	Fee Amount	----- Summary of Fees -----	
PLAN CHECK FEES		PLAN CHECK FEES	.00
PLAN CHECK FEES		BUILDING FEES	.00
25% OF TOTAL PLUMBING FEES		ELECTRICAL FEES	.00
25% OF TOTAL MECHANICAL FEE			
25% OF TOTAL ELECTRICAL FEE		Total Fees Due:	.00
ADDITIONAL PLAN REVIEW			
PLAN CHECK FEES	.00		
BUILDING FEES			
STRONG MOTION FEE			
BUILDING PERMIT FEES			
REINSPECTION FEE			
BUILDING FEES	.00		
ELECTRICAL FEES			
PERMIT ISSUANCE FEE			
MULTIFAMILY RESIDENTIAL			
SINGLE FAMILY RESIDENTIAL			
RESIDENTIAL FIXED APPLIANCES			
NON-RESIDENTIAL FIXED APPL.			
POWER APPARATUS			
SERVICES			
MISCELLANEOUS APPARATUS			

7.8.3 Permit Sample B

This permit includes the **Detail Labels** and **Summary Labels**. It does not include the Agency name, headings and constants, or detail titles.

1	----- BUILDING PERMIT -----
MAIN ST, #1234 A	1234-1-1-1-1
EDWIN HOMEOWNER	ADD RES R1 R1-20
SACRAMENTO, CA (000) 000-0000	1700 SF RES 400 SF GAR VN WOO
N/A	SUBDIVISION #1 ADDITION OF NEW ROOM
BUILDING PERMIT FEE	PLAN CHECK HOURLY FEES
STRONG MOTION INSTRUMENTATION	BUILDING PERMIT FEES
SIGN PERMIT FEES	ELECTRICAL PERMIT FEES
NEW FEE	MECHANICAL PERMIT FEES
	PLUMBING PERMIT FEES
	PLAN CHECK ADMINISTRATIVE FEES
PERMIT PROCESSING FEE	
SERVICE INSPECTION	
NEW CONSTRUCTION	
EXISTING OCCUPANCIES	
PERMIT PROCESSING FEE	
FURNACE INSPECTION FEE	
FLOOR AND WALL HEATERS	
APPLIANCE VENTS	
REPAIR PERMIT	
BOILERS AND COMPRESSORS	
APPLICATION/FILING FEE	
PRELIMINARY PLAN CHECK FEE	
PLAN CHECK FEE	
PLAN CHECK FEE (MASTER PLANS)	
ENERGY PLAN CHECK FEE	

Building Permit Master Menu

7.8.4 Permit Sample C

This permit includes the **Detail Titles** and **Summary Labels**. It does not include the Agency name, headings and constants, or detail labels.

----- BUILDING PERMIT -----

MAIN ST, #1234 A

1234-1-1-1-1-1

EDWIN HOMEOWNER

ADD RES R1

R1-20

SACRAMENTO, CA

(000) 000-0000 1700 SF RES 400 SF GAR VN WOO

N/A

SUBDIVISION #1

ADDITION OF NEW ROOM

N/A

SUBDIVISION #1

ADDITION OF NEW ROOM

BUILDING PERMIT FEES

PLAN CHECK HOURLY FEES

BUILDING PERMIT FEES

BUILDING PERMIT FEES

ELECTRICAL PERMIT FEES

MECHANICAL PERMIT FEES

PLAN CHECK ADMINISTRATIVE FEES

ELECTRICAL PERMIT FEES

ELECTRICAL PERMIT FEES

MECHANICAL PERMIT FEES

MECHANICAL PERMIT FEES

PLAN CHECK ADMINISTRATIVE FEES

PLAN CHECK ADMINISTRATIVE FEES

Building Permit Master Menu

7.8.5 Permit Sample D

This is a sample of a building permit when you do not request to print the Agency name, heading and constants, detail titles, detail labels, or summary labels.

1	----- BUILDING PERMIT -----		
MAIN ST, #1234 A	1234-1-1-1-1-1		MM/DD/YY
EDWIN HOMEOWNER	ADD RES R1		R1-20
			\$850.00
SACRAMENTO, CA (000) 000-0000	1700 SF RES 400 SF GAR VN		WOOD FRAME
N/A	SUBDIVISION #1		ADDITION OF ROOM

Building Permit Master Menu

Include only inspection requests where the first three characters of the Inspection Type match the Inspection Categories entered here. Up to five can be specified at a time. If left blank it includes all.

Transaction Types to List

Include only inspection requests with the transaction types entered here. The transaction type used here are typically INS for inspection and REI for re-inspection, but anything can be used. Up to five can be specified at a time. If left blank it includes all.

Exception flags to List

Include only inspection requests with the exception flags entered here. The exception flags can be used for any reason you decide and can be any characters you want. This field is a simple way the flag the transaction and use during report selection for whatever reason you decide. Up to five can be specified at a time. If left blank it includes all.

Inspection Status to List

Include only inspection requests with the inspection statuses entered here. Up to five can be specified at a time. If left blank it includes all.

User Field

The User Field can be used for whatever you want, in this example it was labeled TIME OF DAY. Up to five can be specified at a time. If left blank it includes all.

Permit

Only print Inspection forms for the permit listed here. Up to five can be specified at a time. If left blank it includes all.

Building Permit Master Menu

7.9.2 Inspection Report Sample

BPIRPTLS..BP320
2/24/93

CITY OF ANYCITY
Building Department

PAGE 1
13.00.24

INSPECTION REPORT

Date Received: 6/04/92
Permit: 10027

Plan Check Number: 800407

Desc of Work: Single Family Dwelling

Name: Qureshi, Mohammad F
Address: Barker Ln, #2
Contractor: Scarcella Building Corp

Lot:

Inspector: JOHN SMITH

Status_Type_of_Inspection _____

BLD (BUILDING)

INSPECTION

INSPECTION

INSPECTION

Addition information about inspection can be
provided here.

Violations/Comments _____

Inspected By: _____ Date: _____

7.10 Fees by Fee Type Listings

Select this option to have the system produce either a detail or a summary listing of all fees sequenced by fee type.

7.10.0.1 What You Have to Do

Enter the criteria for selecting the records to be printed in the report. Enter the starting and ending dates for the list. Select to print a detail listing, a summary listing, or both.

You may also override the printing defaults: job queue submission, number of copies, priority, characters per inch, lines per inch, lines per page, printer ID, and forms type.

7.10.0.2 What the System Does

The system will produce the report - summary, detail, or both.

The detail report shows the code, description, and fee amount for each fee sequenced by valid fee group, and a report total.

The summary report shows the dates specified, each fee code, description, fee amount, and a dollar total for the report.

7.10.1 Selection Criteria

PB201-BP WC *SELECT*	CITY OF ANYCITY FEE LISTING BY FEE TYPE	2/03/93 15.19.09
Enter the selection criteria for the listing:		
Starting Date for List: 01 01 YY		
Ending Date for List: 01 31 YY		
Report Selection: B (D =Detail Only S =Summary Only B =Both)		
Cmd7-End of Job		Cmd14-Print Options

Use this screen to select which information you want included in the report.

7.10.1.1 Command Keys

Cmd7 End this job.

Cmd14 Display the print option screen.

7.10.1.2 Prompts

Starting Date for List

Enter the date with which you want the report to begin. (MMDDYY format)

Ending Date for List

Enter the date at which you want the report to end. (MMDDYY format)

Report Selection

Enter the letter representing the format you want for the report.

<u>Enter:</u>	<u>To have the report include:</u>
D	detail information
S	summary information
B	both detail and summary information

7.10.2 Fee Listing by Fee Type (Detail Sample)

BPFEFLS..BP230	CITY OF ANYCITY	PAGE 1
2/24/93	FEE LISTING BY FEE TYPE	13.08.28
From: 1/01/00	-- DETAIL LISTING --	To: 12/31/92

GROUP: A-AA	PLANNING BOARD FEES	
	1 APPLICATION	100.00
		<u>100.00</u>
GROUP: A-AB	BOARD OF APPEALS	
	1 APPLICATION FEE	350.00
		<u>350.00</u>
GROUP: A-BB	BUILDING PERMIT	
	1 BUILDING PERMIT	27,093.00
		<u>27,093.00</u>
GROUP: A-PC	PLAN CHECK FEES	
	1 PLAN CHECK FEES	975.00
	2 25% OF TOTAL PLUMBING FEES	375.00
	3 25% OF TOTAL MECHANICAL FEE	375.00
	4 25% OF TOTAL ELECTRICAL FEE	375.00
		<u>2,100.00</u>
GROUP: P-BL	BUILDING FEES	
	2 BUILDING PERMIT FEES	90.00
		<u>90.00</u>
GROUP: P-EL	ELECTRICAL FEES	
	3 SINGLE FAMILY RESIDENTIAL	5.25
		<u>5.25</u>

7.10.3 Fee Listing by Fee Type (Summary Sample)

BPFEFLS..BP230	CITY OF ANYCITY	PAGE 1
2/24/93	FEE LISTING BY FEE TYPE	13.08.28
From: 1/01/00	-- SUMMARY LISTING --	To: 12/31/92
A-AA PLANNING BOARD FEES		100.00
A-AB BOARD OF APPEALS		350.00
A-BB BUILDING PERMIT		27,093.00
A-PC PLAN CHECK FEES		2,100.00
P-BL BUILDING FEES		90.00
P-EL ELECTRICAL FEES		<u>5.25</u>
** REPORT TOTAL:		\$29,738.25

7.11 Fees by Permit Listings

Select this option to have the system produce either a detail or a summary listing of all fees for each permit, sequenced by date.

7.11.0.1 What You Have to Do

Enter the criteria for selecting the records to be printed in the report. Specify the starting and ending dates of the activity of the starting and ending fees (you may select all fees by leaving the two fields blank). Select to print a detail listing, a summary listing, or both.

You may also override the printing defaults: job queue submission, number of copies, priority, characters per inch, lines per inch, lines per page, printer ID, and forms type.

7.11.0.2 What the System Does

The system produces the report - detail, summary, or both.

The detail report lists each permit with the scope of work, use, occupation type, description, valuation, and fee breakdown (code, description, and fee amount), and total permit dollar amount.

The summary report lists the date, description, permit, total fees, and valuation - all per permit - and lists the fee total for the report.

7.11.1 Selection Criteria

PB201-BP WC *SELECT*	CITY OF ANYCITY FEE LISTING BY PERMIT	2/03/93 15.22.31
Enter the selection criteria for the listing:		
Starting Date for List: 01 01 YY		
Ending Date for List: 01 31 YY		
Starting Fee for List: _ _ _ (blank for ALL)		
Ending Fee for List: _ _ _ (blank for ALL)		
Report Selection: B (D -Detail Only S -Summary Only B -Both)		
Cmd7-End of Job		Cmd14-Print Options

Use this screen to select which information you want included in the report.

7.11.1.1 Command Keys

- Cmd7 End this job.
- Cmd14 Display the print option screen.

7.11.1.2 Prompts

Starting Date for List
Enter the date with which you want the report to begin. (MMDDYY format)

Ending Date for List
Enter the date at which you want the report to end. (MMDDYY format)

Starting Fee for List
Enter the fee group to begin the list. The system defaults to "ALL" to print all fees.

Ending Fee for List
Enter the fee group with which you want the list to end. The system defaults to "ALL" to print all fees.

Building Permit Master Menu

Report Selection

Enter the letter representing the format you want for the report.

<u>Enter:</u>	<u>To have the report include:</u>
D	detail information
S	summary information
B	both detail and summary information

7.11.2 Fees by Permit (Detail Sample)

BPFEPLS..BP240 CITY OF ANYCITY PAGE 1
 2/24/93 FEE LISTING BY PERMIT 13.46.44
 From: 1/01/92 -- DETAIL LISTING -- To: 1/31/93

DATE	PLAN	PERMIT ADDRESS	SCOPE	USE	OCC	DESCRIPTION	VALUATION
6/10/92	920609	920609 POPPY RD. #1320	NEW	COM	RES	New Building	150,000.00

PLAN CHECK FEES

1	PLAN CHECK FEES	975.00
2	25% OF TOTAL PLUMBING FEES	375.00
3	25% OF TOTAL MECHANICAL FEE	375.00
4	25% OF TOTAL ELECTRICAL FEE	375.00
		\$2,100.00

** PERMIT TOTAL: \$2,100.00 **

DATE	PLAN	PERMIT ADDRESS	SCOPE	USE	OCC	DESCRIPTION	VALUATION
11/02/92	921102	921102 POPPY RD. #1320	ADD	RES	SF	Addition to bedroom	6,000.00

BUILDING FEES

2	BUILDING PERMIT FEES	90.00
		\$90.00

ELECTRICAL FEES

3	SINGLE FAMILY RESIDENTIAL	5.25
		\$5.25

** PERMIT TOTAL: \$95.25 **

7.11.3 Fees by Permit (Summary Sample)

BPFEPLS..BP240	CITY OF ANYCITY	PAGE 1
2/24/93	FEE LISTING BY PERMIT	13.46.44
From: 1/01/92	-- SUMMARY LISTING --	To: 1/31/93

DATE	DESCRIPTION	ADDRESS	PLAN	PERMIT	TOTAL FEES	VALUATION	
6/10/92	New Building	POPPY RD. #1320	920609	920609	2,100.00	150,000.00	
11/02/92	Addition to bedroom	POPPY RD. #1320	921102	921102	95.25	6,000.00	
** REPORT TOTALS:					3	\$2,195.25	\$156,000.00

7.12 Effective Transaction Listing

Select this option to produce a listing of transaction that are still in effect. Select the date range and transaction type.

7.12.1 Selection Criteria

PB201-42 WC *SELECT*	CITY OF ANYCITY EFFECTIVE TRANSACTION LIST	2/03/93 15.28.14
<p>List all transactions effective on or between the following dates:</p> <p>Beginning Date: ___ ___ ___ (000000 for Start of File)</p> <p>Ending Date: ___ ___ ___ (999999 for End of File)</p> <p>Transaction Types to List?: ___ ___ ___ ___ ___ (Blank for All)</p> <p>Print Additional Text: N (Y/N)</p> <p>Page Break on Plan Number: N (Y/N)</p>		
Cmd7-Cancel Job		Cmd14-Print Options

Use this screen to select which information you want included in the report.

7.12.1.1 Command Keys

- Cmd7** End this job.
- Cmd14** Display the print option screen.

7.12.1.2 Prompts

Beginning Date

Enter the date with which you want the report to begin. (MMDDYY format) Enter "00 00 00" to start at the beginning of the file.

Ending Date

Enter the date with which you want the report to end. (MMDDYY format) Enter "99 99 99" to continue on to the end of the file.

Transaction Types to List

Include only history records with the transaction types entered here. Enter valid transaction history codes from the Value Table Master File. Up to five can be specified at a time. If left blank it includes all.

Building Permit Master Menu

7.12.2 Effective Transaction Listing Sample

BPEFTRLS..BP260	CITY OF ANYCITY	PAGE 1
2/24/93	EFFECTIVE TRANSACTION LIST	13.55.13
Type: ALL	From: 0/00/00	To: 99/99/99

Plan Number: _800407

Address: Barker Ln, #2

APN: 23 1 5F

Transaction: PLM PLUMBING PERMIT ISSUED	Y Effective: 5/27/92
Description: PLUMBING PERMIT ISSUED	Expires: 99/99/99
Transaction: LLC LOT LINE CHANGE	Y Effective: 5/28/92
Description: LOT LINE CHANGE	Expires: 99/99/99
Transaction: INT INTERPRET ZONING	Y Effective: 5/29/92
Description: INTERPRET ZONING	Expires: 99/99/99
Transaction: ALT ALTERATION	Effective: 6/03/92
Description: LANDSCAPING	Expires: 99/99/99
Transaction: CO CERTIFICATE OF OCCUPANCY	Effective: 6/25/88
Description: New Landscaping Plan before CO	Expires: 99/99/99
Approved house subject to approval of new landscaping plan prior to issuing the Certificate of Occupancy. Has to go back to the BAR for approval.	

Plan Number: _871101

Address: Broadmoor Rd, #1111

APN: 24 1 4888

Transaction: VAR VARIANCE ON PROPERTY	Effective: 1/14/88
Description: Lot Area & Width	Expires: 99/99/99
Structure on Lot 49 be demolished	
Terrain leveled by 4/1/88	
Tree preservation plan app. by Naturalist prior to issuance of demolition permit	

Plan Number: _880521

Address: Park Rd, #8

APN: 16 2 5

Transaction: SIT SITE PLAN	Effective: 5/23/88
Description: Tree Protection Plan	Expires: 99/99/99
This application File #5774 was approved by BAR on 5/23/88 (that is the plan was approved) with the exception that there is a Tree Protection Plan.	
BAR minutes:	
1. The applicant shall develop a complete tree & landscape plan.	
2. This plan must be reviewed by Peter Woodcock.	
3. A Letter of Credit shall be posted to insure that any damaged trees will be replaced.	
4. The Board (BAR) will review & approve subject plan.	

7.13 Expired Transaction Listing

Select this option to produce a listing of all expired transactions. You may select the date range and type of transaction you want included in the report.

7.13.1 Selection Criteria

PB201-22 WC *SELECT*	CITY OF ANYCITY EXPIRED TRANSACTION LIST	2/03/93 15.30.23
<p>List all transactions that expire on or between the following dates:</p> <p>Beginning Date: _ _ _ (000000 for Start of File)</p> <p>Ending Date: _ _ _ (999999 for End of File)</p> <p>Transaction Types to List?: _ _ _ _ (Blank for All)</p> <p>Print Additional Text: N (Y/N)</p> <p>Page Break on Plan Number: N (Y/N)</p>		
Cmd7-Cancel Job		Cmd14-Print Options

Use this screen to select which information you want included in the report.

7.13.1.1 Command Keys

Cmd7 End this job.
Cmd14 Display the print option screen.

7.13.1.2 Prompts

Beginning Date

Enter the date with which you want the report to begin. (MMDDYY format) Enter "00 00 00" to start at the beginning of the file.

Ending Date

Enter the date with which you want the report to end. (MMDDYY format) Enter "99 99 99" to continue on to the end of the file.

Transaction Types to List

Building Permit Master Menu

Include only history records with the transaction types entered here.
Enter valid transaction history codes from the Value Table Master File.
Up to five can be specified at a time. If left blank it includes all.

Building Permit Master Menu

7.13.2 Expired Transaction Listing Sample

BPEXTRLS..BP270	CITY OF ANYCITY	PAGE 1
2/24/93	EXPIRED TRANSACTION LIST	14.35.41
Type: ALL	From: 1/01/88	To: 12/31/88

Plan Number: _880516
 Address: Bradford Rd, #60
 APN: 24 1 54

Transaction: ADD ADDITION Expires: 11/23/88
 Description: Addition & Renovations Effective: 5/23/88
 This application has gone before the BAR for re-
 view on 9/28/87, Application #87091401, File #5546
 it was approved. The applicants must have waited
 too long (they only have 90 days to have plans re-
 viewed) - the application expired.
 Resubmitted the application again on 5/23/88,
 Application #880516, File #5780 - it was approved.

Plan Number: _880525
 Address: Hamilton Rd, #18
 APN: 12 4 41

Transaction: ALT ALTERATION Expires: 8/23/88
 Description: Screen Existing Patio Effective: 5/23/88
 Condition from BAR for this plan is that the roof
 must have clear skylights or green.
 GD reviewed this plan on 6/6/88 & found that it
 needs to be corrected.
 Tom Cordaro (Arch.) called to say he will redesign
 for skylights & go back to BAR. Called on 6/30/88.

Plan Number: _880529
 Address: Graham Rd, #40
 APN: 18 2 259

Transaction: ADD ADDITION Expires: 8/23/88
 Description: Build Deck @ Rear Effective: 5/23/88
 Conditions from BAR that met on 5/23/88 are:
 1. Plant evergreens 3' on center
 2. Verify building code with Guide Dattaro.

Plan Number: _880912
 Address: Morris Ln, #20
 APN: 18 1 38A

Transaction: ADD ADDITION Expires: 11/19/88
 Description: Additions & Remodeling Interior Effective: 9/19/88
 This application File#5901 was approved by the BAR
 on 9/19/88 but no Certificate of Occupancy until
 landscaping plan is approved by BAR again. The
 applicant also has a pool application to the ZBA
 to be approved. 10/15/88 FR

7.14 Summary of Building Activity

Select this option to have the system produce report summarizing building activity.

7.14.0.1 What You Have to Do

Enter the criteria for selecting the records to be printed in the report. Specify the starting and ending dates of the activity of the records.

You may also override the printing defaults: job queue submission, number of copies, priority, characters per inch, lines per inch, lines per page, printer ID, and forms type.

7.14.0.2 What the System Does

The system produces the report, listing all building activity within the dates you specified, including the type of construction, the number constructed, the units, the valuation, the total fees, the total new constructions (number, unit, valuation, and fee), and the totals for the report.

7.14.1 Selection Criteria

PB201-BP WC *SELECT*	CITY OF ANYCITY BUILDING ACTIVITY LIST	2/03/93 15.25.41
Enter the selection criteria for the listing:		
Starting Date for List: 01 01 YY		
Ending Date for List: 01 31 YY		
Cmd7-End of Job		Cmd14-Print Options

Use this screen to select which information you want included in the report.

7.14.1.1 Command Keys

- Cmd7 End this job.
- Cmd14 Display the print option screen.

7.14.1.2 Prompts

Starting Date for List
Enter the date with which you want the report to begin. (MMDDYY format)

Ending Date for List
Enter the date with which you want the report to end. (MMDDYY format)

7.14.2 Building Activity Listing Sample

BPBLDGLS..BP250 2/24/93		CITY OF ANYCITY BUILDING ACTIVITY LIST		PAGE 1 14.44.06
		From: 1/01/88	To: 12/31/88	
_TYPE_OF_CONSTRUCTION_	NUMBER	_UNITS	___VALUATION	__TOTAL_FEES
ADD ADDITION				
RES RESIDENTIAL				
SF SINGLE FAMIL	16		658,700.00	4,660.00
*TOTAL ADD RES	16		658,700.00	4,660.00
**TOTAL ADD	16		658,700.00	4,660.00
ALT ALTERATION				
COM COMMERCIAL				
OF OFFICE	2		9,500.00	1,000.00
*TOTAL ALT COM	2		9,500.00	1,000.00
RES RESIDENTIAL				
SF SINGLE FAMIL	9		258,000.00	1,779.00
*TOTAL ALT RES	9		258,000.00	1,779.00
**TOTAL ALT	11		267,500.00	2,779.00
DEM DEMOLITION				
RES RESIDENTIAL				
SF SINGLE FAMIL	4		56,350.00	249.00
*TOTAL DEM RES	4		56,350.00	249.00
**TOTAL DEM	4		56,350.00	249.00
FNC FENCE				
RES RESIDENTIAL				
CHU CHURCH	1		27,000.00	310.00
SF SINGLE FAMIL	2		3,200.00	60.00
*TOTAL FNC RES	3		30,200.00	370.00
**TOTAL FNC	3		30,200.00	370.00
NEW NEW CONSTRUC				
RES RESIDENTIAL				
CHU CHURCH	1		1,500,000.00	4,800.00
SF SINGLE FAMIL	10		1,586,101.00	12,357.00
*TOTAL NEW RES	11		3,086,101.00	17,157.00
**TOTAL NEW	11		3,086,101.00	17,157.00
REM REMODEL				
RES RESIDENTIAL				
AP APARTMENT	1		8,500.00	100.00
*TOTAL REM RES	1		8,500.00	100.00
**TOTAL REM	1		8,500.00	100.00
SGN SIGN				
RES RESIDENTIAL				
CHU CHURCH	1		1,000.00	20.00
*TOTAL SGN RES	1		1,000.00	20.00
**TOTAL SGN	1		1,000.00	20.00
*** REPORT TOTALS:	48		4,098,351.00	25,283.00

7.15 Inspection Transaction Listing

Select this option to print the Inspection Transaction Listing. This List contains all the information about the inspection requests entered. It prints in Inspector, Inspection Type, Plan, Permit, Transaction type sequence. It prints the totals number of inspections by inspector and grand total of all inspection requests printed on the report.

7.15.0.1 What You Have to Do

Enter the criteria for selecting the records to be printed in the report. Specify the starting and ending dates and up to five codes for each of the other fields. If none of the field codes are entered it includes all for the field code left blank.

You may also override the printing defaults: job queue submission, number of copies, priority, characters per inch, lines per inch, lines per page, printer ID, and forms type.

Building Permit Master Menu

7.15.1 Selection Criteria

BP300-IH WC *SELECT*	CITY OF ANYCITY INSPECTION TRANSACTION LIST	2/22/93 18.18.26
Selection criteria: Leave Blank for All		
Effective Date Range:	_ 2 22 93	Thru _ 2 22 93
Expired Date Range:	___ ___	Thru ___ ___
Inspectors?:	___ ___	___ ___
Inspection Category?:	___ ___	___ ___
Transaction Types to List?:	___ ___	___ ___
Exception flags to List:	___ ___	___ ___
Inspection Status to List?:	___ ___	___ ___
TIME OF INS:	___ ___	___ ___
Permit:	___ ___	___ ___
Page Break on Inspector: N (Y/N)		
Cmd7-Cancel Job		Cmd14-Print Options

Use this screen to select which information you want included in the report.

7.15.1.1 Command Keys

Cmd7 End this job.

Cmd14 Display the print option screen.

7.15.1.2 Prompts

Effective Date Range

It will only include inspections where transaction history transaction has been entered with an effective date within the range entered. (MMDDYY format)

Expired Date Range

It will only include inspections where transaction history transaction has been entered with an expired date within the range entered. (MMDDYY format)

Inspectors

Include inspection reports with for the inspectors listed. Up to five can be specified at a time. If left blank it includes all.

Inspection Category

Building Permit Master Menu

Include only inspection requests where the first three characters of the Inspection Type match the Inspection Categories entered here. Up to five can be specified at a time. If left blank it includes all.

Transaction Types to List

Include only inspection requests with the transaction types entered here. The transaction type used here are typically INS for inspection and REI for re-inspection, but anything can be used. Up to five can be specified at a time. If left blank it includes all.

Exception flags to List

Include only inspection requests with the exception flags entered here. The exception flags can be used for any reason you decide and can be any characters you want. This field is a simple way the flag the transaction and use during report selection for whatever reason you decide. Up to five can be specified at a time. If left blank it includes all.

Inspection Status to List

Include only inspection requests with the inspection statuses entered here. Up to five can be specified at a time. If left blank it includes all.

User Field

The User Field can be used for whatever you want, in this example it was labeled TIME OF DAY. Up to five can be specified at a time. If left blank it includes all.

Permit

Only print Inspection forms for the permit listed here. Up to five can be specified at a time. If left blank it includes all.

Page break on Inspector

Report will start on new page for each inspector listed, if "Y" is entered.

Building Permit Master Menu

7.15.2 Inspection Transaction Listing Sample

BPITRXL.S..BPS10	CITY OF ANYCITY		PAGE 1
2/24/93	INSPECTION TRANSACTION LIST		15.00.56

Inspector.....						
Inspection Type.....						
Plan #. Permit. Description of Work.....	Owner Name.....	Address.....				
Type Description.....					TIME 0	
Inspection Description.....	Eff Date	Exp Date	Ecp Sts - Description.....		F INS:	

IC	INSPECTOR CASEY					
	ELEMIR ELE WIRING					
	921102	921102 Addition to bedroom	OWNER NAME	POPPY RD, #1320		
		INS - INSPECTION				
		bedroom addition inspection	11/02/92	99/99/99	CON - CONTACT INSPECTOR	

IC	INSPECTOR CASEY	1 # Inspections				
----	-----------------	-----------------	--	--	--	--

JS	JOHN SMITH					
	BLD	BLD (BUILDING)				
	800407	10027 Single Family Dwelling	Qureshi, Mohammad F	Barker Ln, #2		
		INS - INSPECTION				
		INSPECTION	6/04/92	99/99/99	CON - CONTACT INSPECTOR	USRFLD
		INSPECTION	6/04/92	99/99/99	CON - CONTACT INSPECTOR	
		Addition information about inspection can be provided here.				

JS	JOHN SMITH	2 # Inspections				
----	------------	-----------------	--	--	--	--

	Grand Total #	3 # Inspections				
--	---------------	-----------------	--	--	--	--

7.16 Inspection Status Listing

Select this option to print a Detailed Inspection Status Listing. This List contains all the information about the inspection requests entered. It prints in Application date, Plan number, Inspection Type, Transaction type sequence. The transaction history records listed show the status of the inspection request.

7.16.0.1 What You Have to Do

Enter the criteria for selecting the records to be printed in the report. Specify the starting and ending dates and up to five codes for each of the other fields. If none of the field codes are entered it includes all for the field code left blank.

You may also override the printing defaults: job queue submission, number of copies, priority, characters per inch, lines per inch, lines per page, printer ID, and forms type.

7.16.1 Selection Criteria

```

BP300-1H WC          CITY OF ANYCITY          2/22/93
*SELECT*            INSPECTION TRANSACTION LIST 18.18.26

Selection criteria: Leave Blank for All

Effective Date Range: 2 22 93 Thru 2 22 93
Expired Date Range:  _ _ _ _ Thru  _ _ _ _

Inspectors?:  _ _ _ _ _
Inspection Category?:  _ _ _ _ _

Transaction Types to List?:  _ _ _ _ _

Exception flags to List:  _ _ _ _ _

Inspection Status to List?:  _ _ _ _ _

TIME OF INS:  _ _ _ _ _

Permit:  _ _ _ _ _

Page Break on Inspector: N (Y/N)

                                Cmd7-Cancel Job          Cmd14-Print Options
    
```

Use this screen to select which information you want included in the report.

7.16.1.1 Command Keys

Cmd7 End this job.
Cmd14 Display the print option screen.

7.16.1.2 Prompts

Effective Date Range

It will only include inspections where transaction history transaction has been entered with an effective date within the range entered. (MMDDYY format)

Expired Date Range

It will only include inspections where transaction history transaction has been entered with an expired date within the range entered. (MMDDYY format)

Inspectors

Include inspection reports with for the inspectors listed. Up to five can be specified at a time. If left blank it includes all.

Inspection Category

Building Permit Master Menu

Include only inspection requests where the first three characters of the Inspection Type match the Inspection Categories entered here. Up to five can be specified at a time. If left blank it includes all.

Transaction Types to List

Include only inspection requests with the transaction types entered here. The transaction type used here are typically INS for inspection and REI for re-inspection, but anything can be used. Up to five can be specified at a time. If left blank it includes all.

Exception flags to List

Include only inspection requests with the exception flags entered here. The exception flags can be used for any reason you decide and can be any characters you want. This field is a simple way the flag the transaction and use during report selection for whatever reason you decide. Up to five can be specified at a time. If left blank it includes all.

Inspection Status to List

Include only inspection requests with the inspection statuses entered here. Up to five can be specified at a time. If left blank it includes all.

User Field

The User Field can be used for whatever you want, in this example it was labeled TIME OF DAY. Up to five can be specified at a time. If left blank it includes all.

Permit

Only print Inspection forms for the permit listed here. Up to five can be specified at a time. If left blank it includes all.

Page break on Inspector

Report will start on new page for each inspector listed, if "Y" is entered.

Building Permit Master Menu

7.16.2 Inspection Status Listing Sample

BP1STSL5..BP224		CITY OF ANYCITY		PAGE 1			
2/24/95		INSPECTION STATUS LISTING		15.08.20			
From: 6/15/88		-- Detail Listing --		To: 6/15/88			
App_Date	Plan_#	Permit	Prmt_Dt	Description_of_Work	Address	Owner_Name	
CatSub	Inspection_Type	Rev	Date_Out	_Date_In	Init Name	Status_-_Description	Remarks
06/15/88	800407	10027	4/16/80	Single Family Dwelling	Barker Ln. #2	Qureshi, Mohammed F	
			Valuation:	100,000.00	User Group: RES - RESIDENTIAL	Occ Group: OF - OFFICE	
BLD	BLD (BUILDING)	1	6/04/92	JS JOHN SHITH	CON - CONTACT INSPECTOR		
Type	Type_Description	Description	Eff_Date	Exp_Date	Exc Int	Sts	TIME_OF_INS:
INS - INSPECTION	INSPECTION	INSPECTION	6/04/92	99/99/99	JS	CON	USRFLD
INS - INSPECTION	INSPECTION	INSPECTION	6/04/92	99/99/99	JS	CON	
Addition information about inspection can be provided here.							
BLDFIN	BLD FINAL	1	6/05/92	IC INSP CASEY	EXC - EXCEPTION NOTED		remarks.....
BLDFRT	BLD CONSTRUCT STORE FRONT	1	6/05/92	6/05/92	IC INSP CASEY	EXC - EXCEPTION NOTED	
06/15/88	800508	10039	5/09/80	One Family Dwelling	Popham Rd. #110	Chow, Yang Shiu	
			Valuation:	60,000.00	User Group: RES - RESIDENTIAL	Occ Group: SF - SINGLE FAMIL	
06/15/88	810102			Not Built	Deerfield Ln. #2	Perlleshi, Mark	
			Valuation:	160,000.00	User Group: RES - RESIDENTIAL	Occ Group: SF - SINGLE FAMIL	
06/15/88	810516	10190	3/17/81	One Family Dwelling	Murray Hill Rd. #35	Kaplan, Sydney	
			Valuation:	215,000.00	User Group: RES - RESIDENTIAL	Occ Group: SF - SINGLE FAMIL	
06/15/88	810405	10203	4/08/81	One Family Dwelling	Ardmore Rd. #16	Feer, Susan H	
			Valuation:	70,000.00	User Group: RES - RESIDENTIAL	Occ Group: SF - SINGLE FAMIL	
06/15/88	821115	10482	11/19/82	One Family Dwelling	Reimer Rd. #1	ZOLDAN, BARBARA L	
			Valuation:	200,000.00	User Group: RES - RESIDENTIAL	Occ Group: SF - SINGLE FAMIL	

8.0 System Management Menu

PBMEN9 WC PARCEL/BUILDING PERMIT SYSTEM	System Management Menu
1. Install BRC Software Updates	13. Build Data Files
2. Initialize Diskette or Tape	14. Build Alternate Indexes
3. Save Data Files	15. Delete Data Files
4. Restore Data Files	16. Delete Alternate Indexes
5. Save Library	17. Delete Individual Informatio
6. Special Circumstances Menu	
	20. Parcel System Master Menu
	21. Building Permit Master Menu
11. Keysort File Indexes	22. Sign Off
12. Reorganize Files	23. Setup Menu
	24. Sign On Menu
Ready for Option Number or Command	
=> _____	

Use this menu to maintain the system files. From this menu you can:

- Install a BRC Diskette (load programs)
- Initialize backup media to be used for Save operations
- Save the system library to an off computer backup media
- Save the data files to an off computer backup media
- Restore the data files from an off computer backup media
- Save the program library to an off computer backup media
- Delete individual Parcel and Plan Application from the data base
- Enter and update the Value Table Master File
- List the contents of the Value Table Master File
- Keysort file indexes for files on the disk
- Reorganize data files on the disk
- Build new data files on the disk
- Build required Alternate Indexes to data files
- Delete data files on the disk
- Delete Alternate Indexes to data files

Please note: It isn't the purpose of this chapter to teach you the IBM system utilities and procedures. You must already be familiar with these procedures.

8.1 Install a BRC Software Updates

Use this option to load any program changes or enhancements sent to you on diskette. When you select the option to install a diskette you will be prompted:

Insert the BRC diskette in Slot 1. Press ENTER when ready.

Press <Cmd7> to cancel this job.

Then:

SYS-3725 Options (0)
Pause--when ready, enter 0 to continue.

When the diskette has been loaded onto the system, some sort of additional procedure may run automatically. This procedure will have been included on the diskette to prepare the system for the new programs. If any intervention by you is required, written instructions will be included with the diskette.

8.2 Initialize Diskette or Tape

Select this option to prepare an off computer backup media for saving your Data files or Library. Media allowed are; Diskette, Tape Reel, or Tape Cartridge.

8.2.1 Initialize Information

```
INIT-1          DISKETTE INITIALIZATION

                Insert diskettes to be initialized.

                Volume ID will be BPSBPT
                Starting location is S1
                Ending location is S1

                ENTER to initialize          CMD 7 to end initialization
```

Use this screen to initiate the Backup Media Initialize process.

8.2.1.1 Prompts

Volume ID

Enter the volume ID with which this diskette was initialized.

Start Location

Enter the starting location of the diskettes. ('S2', 'S3', and so on.)
The system defaults to 'S1' for Slot 1.

End Location

Enter the ending location of the diskettes. ('S2', 'S3', and so on.)
The system defaults to 'S1' for Slot 1.

8.3 Save Data Files

Select this option to save the data files.

The Save procedure makes a 'recording' of all the information stored on the computer's disk storage device and places that recording on a magnetic diskette, a magnetic tape, or a magnetic diskette magazine - whichever your system uses.

Just as when you make a tape recording of a record, all the original information is left on the disk intact.

Many problems can occur and result in 'bad data' on the disk storage device: Operator error (such as procedures performed out of sequence, a job being accidentally cancelled, or inaccurate data having been entered), computer malfunction, and so on. Just as something can happen to your original record album to destroy the sound, these events could destroy your data.

It is good insurance to have a recorded backup of your data available to you should you ever need to restore clean, accurate data that is essential to smooth systems operations. Your backup can be restored, replacing any data that is lacking or missing.

Your insurance can't be any good to you unless you purchase it before you have the need. You must make backups at intervals that correspond to the amount of data - such as is supplied during daily data entry - that your activity dictates.

We recommend that you Save your files at regular intervals. When your activity and entry level is highest, Save your files often - daily or once a week. When it is lower, of course, Saves aren't required as often - at least every two weeks.

When you select this option, the system displays a message recommending that this job be run from the system console. (This is because when you use the diskette or tape drives, messages are generated that require a response from the console.) Press <Cmd7> to cancel the job at your workstation and then restart it at the system console.

8.3.1 Backup Information

902-F1	DATA FILE SAVE	Date: 2/03/93
	BACK UP INFORMATION	Time: 16.47.3
1 diskettes will be needed. (2D - 1024 bytes/sector)		
Volume ID: RPSBPS		
Retention days: __1		
Start Location: S1__ (S1)		
End Location: S1__ (S1)		
The number of "diskettes needed" is approximate.		

Use this screen to to begin the save process. This system will tell you (at the prompt) how many diskettes you will need to back up the files.

8.3.1.1 Prompts

Volume ID

Enter the volume ID with which this diskette was initialized.

Retention days

Enter the number of days you wish to retain this data. (After this date, the files are no longer 'active' and can be deleted from the diskettes without verification.) If in doubt, enter '999'.

Start Location

Enter the starting location of the diskettes. ('S2', 'S3', and so on.) The system defaults to 'S1' for Slot 1.

End Location

Enter the ending location of the diskettes. ('S2', 'S3', and so on.) The system defaults to 'S1' for Slot 1.

8.3.2 Labeling Information

902-02	DATA FILE SAVE	Date: 2/03/93 Time: 16.48.48
LABELING INFORMATION		
Label with:		
1. Volume ID..... BPSBPS 2. Date..... 2/03/93 3. Sequence number.... 1 of 1, 1 of 2, etc. 4. Your name		
Initialize: Y (Y/N)		
RENAME the diskettes first: N (Y/N)		
DELETE any active diskette files: N (Y/N)		
* WARNING: The purpose of initialization is to delete any files that currently exist on the diskettes. Be sure that you don't need any of the existing data on the diskettes before proceeding.		
Cmd1-Prev Screen		

Use this screen to tag the data on the diskettes with an internal label. The second portion of the screen, Section a), will appear only if you entered 'Y' at the 'Initialize' prompt.

8.3.2.1 Command Keys

Cmd1 Restart the procedure.

8.3.2.2 Prompts

Volume ID

Enter the six-character volume ID (BPSBPS, BPSAVE, and so on.)

Date

Enter today's date in the MMDDYY format.

Sequence number

(This is a display field only.)

Record the sequence number (1 of 1, 1 of 2, 2 of 2, and so on) onto the paper label. This will help you when you Restore.

Your name

(This is a display field only.)

Record your name on the paper label.

System Management Menu

Initialize

Enter 'Y' to initialize this diskettes before the Save.

RENAME the diskettes first

Enter 'Y' to rename the diskettes during initialization. Enter 'N' to leave the name on the diskettes.

DELETE any active diskette files

Enter 'Y' to delete any existing active files. Enter 'N' to leave the files.

8.3.2.3 Messages

When you start this option at the console, the following prompt will displayed:

Data File Save procedure is executing.

No programs that update the Parcel files can be running while they are being backed up. You are prompted to get the necessary users off the system. Next, the following prompt will be displayed:

**Do you want to calculate
the approximate number
of diskettes needed? (Y/N)**

Enter 'N' if you do not want to calculate the number of diskettes; enter 'Y' if you do. The approximate number of diskettes required for the procedure will be displayed as part of the diskette initialization procedure.

You will be prompted through the diskette initialization procedures (if you requested them) - enter volume ID, starting location, and ending location. The initialization will continue, and then:

Insert diskettes to back up the files.

**Starting location is XX
Ending location is XX**

or this will display:

Load the first tape to back up the files.

**Starting location is XX
Ending location is XX**

('XX' will be 'S1', 'M1', 'T1', and so on, whichever you entered on the Backup Information Screen.)

**SYS-3725 Options (0)
Pause--when ready, enter 0 to continue.**

System Management Menu

The procedure will tell you the number of files to be saved and then display the name of each file as it is saved. The procedure will prompt for additional diskettes as needed.

The Save procedure makes a 'recording' of all the information stored on the computer's disk storage device and places that recording on a magnetic diskette, a magnetic tape, or a magnetic diskette magazine - whichever your system uses.

Just as when you make a tape recording of a record, all the original information is left on the disk intact.

When you perform a Save of system files, no one else can be updating any of the files, as the Save procedure saves the files as if taking a snapshot. If anyone does update a file while the Save is being run, the changes may or may not be included in the saved files.

Label your magnetic media clearly, including the date and time, before or after posting, and so on.

We recommend that you prepare five separate sets of Save diskettes or tape. Each time you perform a Save (as we recommended, at least every two weeks), use a different set. For the sixth Save, use the oldest set to ensure that you keep the most recent copies - just in case.

If the backups are restored, any data entered after you made the back up copy will be lost.

When it becomes necessary to Restore your files, contact one of our customer support representatives. Do not attempt to Restore your files without assistance from BRC.

8.4 Restore Data Files

Select this option to restore the data files from an off computer backup media, like; Diskette, Tape Reel, or Tape Cartridge.

8.4.1 Initial Screen

PMIO

It is recommended that this job be run from the system console.

When using the diskette or tape drives, messages are generated that require a response from the console.

Press <Cnd7> if you want to cancel this job and restart from the system console.

Press ENTER to continue

Cnd7-Cancel Job

8.4.2 Second Screen

902-11	DATA FILE RESTORE	Date: 2/24/93
	RESTORE INFORMATION	Time: 20.20.26
Start Location: T1__ (S1, S2, S3, M1.nn, M2.nn, T1, T2)		

8.5 Save Library

The Save Library function allows you to save the structure of the Building Permit System programs and keep them on diskette. Run this procedure any time someone makes a change to the programming or before you do any system hardware maintenance. In the event of some mishap, you can load the library back onto the computer with little interruption in service.

When you select this option, the system displays a message recommending that this job be run from the system console. (This is because when you use the diskette or tape drives, messages are generated that require a response from the console.) Press <Cmd7> to cancel the job at your workstation and then restart it at the system console.

8.5.1 Backup Information

902-L1	LIBRARY SAVE	Date: 2/03/93
	BACK UP INFORMATION	Time: 16.31.14
	Library: BP_____	
	Volume ID: BPSLIB	
	Retention days: _6	
	Start Location: S1__ (S1)	
	End Location: S1__ (S1)	

Use this screen to begin the Save procedure.

8.5.1.1 Prompts

Library

Enter the name of the application library.

Volume ID

Enter the volume ID with which this diskette was initialized.

System Management Menu**Retention days**

Enter the number of days you wish to retain this data. (After this date, the files are no longer 'active' and can be deleted from the diskettes without verification.) Enter '999' if you are not certain how long to keep the data.

Start Location

Enter the starting location of the diskettes. ('S2', 'S3', and so on.) The system defaults to 'S1' for Slot 1.

End Location

Enter the ending location of the diskettes. ('S2', 'S3', and so on.) The system defaults to 'S1' for Slot 1.

8.5.2 Labeling Information

902-02	LIBRARY SAVE	Date: 2/03/93 Time: 16.33.30
LABELING INFORMATION		
Label with:		
1. Volume ID..... BPSLIB 2. Date..... 2/03/93 3. Sequence number.... 1 of 1, 1 of 2, etc. 4. Your name		
Initialize: Y (Y/N)		
RENAME the diskettes first: N (Y/N)		
DELETE any active diskette files: N (Y/N)		
* WARNING: The purpose of initialization is to delete any files that currently exist on the diskettes. Be sure that you don't need any of the existing data on the diskettes before proceeding.		
Cmd1-Prev Screen		

Use this screen to tag the data on the diskettes with an internal label. The second portion of the screen, Section a), will appear only if you entered 'Y' at the 'Initialize' prompt.

8.5.2.1 Command Keys

Cmd1 Restart the procedure.

8.5.2.2 Prompts

Volume ID

Enter the six-character volume ID (IBMIRD, PBSAVE, and so on.)

Date

Enter today's date in the MMDDYY format.

Sequence number

(This is a display field only.)

Record the sequence number (1 of 1, 1 of 2, 2 of 2, and so on) onto the paper label. This will help you when you Restore.

Your name

(This is a display field only.)

Record your name on the paper label.

Initialize

Enter 'Y' to initialize this diskettes before the Save.

RENAME the diskettes first

Enter 'Y' to rename the diskettes during initialization. Enter 'N' to leave the name on the diskettes.

DELETE any active diskette files

Enter 'Y' to delete any existing active files. Enter 'N' to leave the files.

8.5.2.3 Messages

When you start the job at the console, the following prompt is displayed:

Library Save procedure is executing.

You will be prompted through the diskette initialization procedures (if you requested them) - enter volume ID, starting location, and ending location. The initialization process will continue, and then:

Insert diskettes starting in to back up the library.

Starting location is XX

Ending location is XX

or it will display:

Load the first tape to back up the library.

Starting location is XX

Ending location is XX

('XX' will be 'S1', 'M1', 'T1', and so on, whichever you entered on the Backup Information Screen.)

SYS-3725 Options (0)

Pause--when ready, enter 0 to continue.

The next prompt will be:

Saving BPLIB library

FROMLIBR procedure is running.

The procedure will prompt you for additional diskettes as they are needed and will return to the System Maintenance menu when the process is complete.

8.6 Keysort File Indexes

Use this option run keysorts on all the index files for the Parcel/Building Permit files. This process organizes the keys in the index to match the the actual order of the key. This process will speed the processing agains: the file. This is only a IBM System 36 issue since adds to index files do not maintain this keyed order. Typically this is only required if you do not IPL your S36 on as daily basis. This procedure requires no intervention on your part.

8.7 Reorganize Files

Use this option to reorganize the data in the files to match the keyed sequence and to remove any hard deleted records from the data files. This process can speed up processing in some programs processing records in the keyed sequence. This is not a required process, but should be done on a periodic basis. This procedure requires no intervention on your part.

8.8 Build Data Files

Use this option only at the request of a programmer or customer support representative to accommodate changes within the system; it will build all nonexistent files. This procedure requires no intervention on your part.

8.9 Build Alternate Indexes

Use this option only at the request of a programmer or customer support representative to accommodate changes within the system; it will build all nonexistent indexes. This procedure requires no intervention on your part.

8.10 Delete Alternate Indexes

Use this option delete only the alternate index files from your computer. These are not the actual data files but are required to use the Parcel/Buiding Permit programs. This procedure requires no intervention on your part.

8.11 Delete Data Files

Use this option remove all the Parcel/Building Permit data files from your computer. This procedure requires no intervention on your part.

8.12 Delete Individual Information

This option is used to Delete Parcel Master and Plan Application Master Information. The delete process is handle separately the insure master information is not accidentally deleted while maintaining other parcel or plan applications. It can delete either parcel, plan application or both types of information depending on the program mode selected.

8.12.0.1 What You Have to Do

You have to determine what information you want to remove from the files. The program requires either thec Parcel ID or Plan Check Number depending on the mode selected. It prompts you for one Parcel ID or Plan Check number at time.

8.12.0.2 What the System Does

By identifying the Parcel ID or Plan Check Number the system will handle deleting all subordinate information automatically.

8.12.1 Initial Screen

PB995-01 WC	CITY OF NYCITY	2/22/93
	INDIVIDUAL DELETE	18.24.22
This procedure will allow you to delete all information related to a particular Parcel, Plan Application, and/or Building Permit.		
Delete options:		
1 - All Parcel, Plan Application, and Building Permit information related to the entered Parcel ID		
2 - All Parcel information related to the entered Parcel ID		
3 - All Plan Application and Building Permit information related to the entered Plan Check #		
4 - All Building Permit information related to the entered Building Permit #		
Enter option #: _		
Cmd7-Cancel Job		

This screen is used to select the type of information you want to delete from the data base.

8.12.1.1 Command Keys

Cmd3 Display a list of records to search through.
Cmd7 End this job.

8.12.1.2 Prompts

Enter option #
Enter the option to delete information.

8.12.2 Delete Parcel and Building Permit Information

PB995-02 WC	CITY OF ANYCITY	2/22/93
INDIVIDUAL DELETE		18.28.40
This procedure will allow you to delete all information related to a particular Parcel, Plan Application, and/or Building Permit.		
Delete options:		
1 - All Parcel, Plan Application, and Building Permit information related to the entered Parcel ID		
2 - All Parcel information related to the entered Parcel ID		
3 - All Plan Application and Building Permit information related to the entered Plan Check #		
4 - All Building Permit information related to the entered Building Permit #		
Enter option #:	1	
Enter Parcel ID:	_____	
Cmd1-Prev Screen Cmd7-Cancel Job		

This screen is used to enter the Parcel ID for which you want to delete ALL Parcel, Plan Application or related Building Permit information. Enter the Parcel ID then press <Enter>.

8.12.2.1 Command Keys

Cmd3 Display a list of records to search through.
Cmd7 End this job.

8.12.2.2 Prompts

Enter option

This field displays option selected on previous screen

Enter Parcel ID

Enter the Parcel ID you want to remove from the data base.

8.12.3 Delete Parcel Information Only

PB995-02 WC	CITY OF ANYCITY	2/22/93
	INDIVIDUAL DELETE	18.28.40

This procedure will allow you to delete all information related to a particular Parcel, Plan Application, and/or Building Permit.

Delete options:

- 1 - All Parcel, Plan Application, and Building Permit information related to the entered Parcel ID
- 2 - All Parcel information related to the entered Parcel ID
- 3 - All Plan Application and Building Permit information related to the entered Plan Check #
- 4 - All Building Permit information related to the entered Building Permit #

Enter option #: 2

Enter Parcel ID: _____

Cmd1-Prev Screen Cmd7-Cancel Job

This screen is used to enter the Parcel ID for which you want to delete ALL Parcel the information. Enter the Parcel Id then press <Enter>.

8.12.3.1 Command Keys

Cmd3 Display a list of records to search through.
Cmd7 End this job.

8.12.3.2 Prompts

Enter option #
This field displays option selected on previous screen

Enter Parcel ID
Enter the Parcel ID you want to remove from the data base.

8.12.4 Delete Plan Application and Building Permit Information

PB995-02 WC	CITY OF ANYCITY INDIVIDUAL DELETE	2/23/93 13.04.56
This procedure will allow you to delete all information related to a particular Parcel, Plan Application, and/or Building Permit.		
Delete options:		
1 - All Parcel, Plan Application, and Building Permit information related to the entered Parcel ID		
2 - All Parcel information related to the entered Parcel ID		
3 - All Plan Application and Building Permit information related to the entered Plan Check #		
4 - All Building Permit information related to the entered Building Permit #		
Enter option #:	3	
Enter Plan Check #:	_____	
Cmd1-Prev Screen Cmd7-Cancel Job		

This screen is used to enter the Parcel ID for which you want to delete ALL Parcel the information. Enter the Plan Check number then press <Enter>.

8.12.4.1 Command Keys

Cmd3 Display a list of records to search through.
Cmd7 End this job.

8.12.4.2 Prompts

Enter option #
Enter the option to delete information.

Enter Plan Check #
Enter the Plan Check Number that identifies the plan application you want to remove from the data base.

8.12.5 Delete Building Permit Information Only

PB995-02 WC	CITY OF ANYCITY	2/23/93
	INDIVIDUAL DELETE	13.06.41

This procedure will allow you to delete all information related to a particular Parcel, Plan Application, and/or Building Permit.

Delete options:

- 1 - All Parcel, Plan Application, and Building Permit information related to the entered Parcel ID
- 2 - All Parcel information related to the entered Parcel ID
- 3 - All Plan Application and Building Permit information related to the entered Plan Check #
- 4 - All Building Permit information related to the entered Building Permit #

Enter option #: 4

Enter Permit #: _____

Cmd1-Prev Screen Cmd7-Cancel Job

This screen is used to enter the Parcel ID for which you want to delete ALL Parcel the information. Enter the Plan Check number then press <Enter>.

8.12.5.1 Command Keys

Cmd3 Display a list of records to search through.

Cmd7 End this job.

8.12.5.2 Prompts

Enter option #

Enter the option to delete information.

Enter Plan Check #

Enter the Plan Check Number that identifies the plan application you want to remove from the data base.

9.0 Special Circumstances Menu

PBMENK WC PARCEL/BUILDING PERMIT SYSTEM	Special Circumstances Menu
1. Record Copy Utility 2. Copy All Files to New File Prefix 3. Remove/List Dupl. Master Records 4. Resync XREF File Due to Maint Bug 5. Delete Dupl's & relink XREF File 6. Fix 404040 in Parcel Size field 7. Rebuild Fee Totals in Appl Mst File	
22. Sign Off 23. System Management Menu 24. Sign On Menu	
Ready for Option Number or Command —> _____	

This menu is used to run system functions that generally are not part of your normal processing procedures. Most of these options should only be run at the request of your Software Support Representative.

Special Circumstances Menu

9.1 Record Copy Utility

Select this option to copy selected records to the printer or to a diskette. This option will be used at the request of a programmer or customer support representative to make it easier to determine the cause of a problem.

9.1.1 Record Copy Selection

962-01	RECORD COPY UTILITY	2/03/93 16.53.20
Name of File for Copy: _____		
Copy to Printer or Diskette: P (P/D)		
Char or Hex: C (C/H)		
* Optional, to only Copy selected records:		
Include or Omit: _ (I/O)		
if starting position: _____		
is EQ/NB/LT/GT/LE/GE: _____		
comparison characters: _____ (Enclose in 'single quotes')		
Cmd7-End Job		

Use this screen to define the criteria of the record copy process.

9.1.1.1 Command Keys

Cmd7 End this job.

9.1.1.2 Prompts

Name of File for Copy

Enter the name of the file you want to copy.

Copy to Printer

or Diskette (P/D)

Do you want a printed copy of the file, or do you want it copied onto diskette?

<u>Enter:</u>	<u>To:</u>
P	print the file
D	copy it onto diskette

Char or Hex (C/H)

Special Circumstances Menu

Will the data copied be in alphanumeric characters or hexadecimal?

<u>Enter:</u>	<u>For:</u>
C	characters
H	hex

Include or Omit (I/O)

Enter 'I' to include or 'O' to omit.

if starting position

Enter the starting character position.

is EQ/NE/LT/GT/LE/GE

Enter the two letters for the correct relationship of characters.

<u>Enter:</u>	<u>For:</u>
EQ	equal to
NE	not equal
LT	less than
GT	greater than
LE	less than or equal to
GE	greater than or equal to

comparison characters

Enter the appropriate characters to be used.

(For further instructions, refer to your IBM manual or instructions from the BRC representative.)

9.1.2 Copy to Diskette

962-02	RECORD COPY UTILITY	2/03/93 16.56.02
Volume ID: IBMIRD		
Retention days: 999		
Start Location: S1		
End Location: S1		
Initialize: N (Y/N)		
Cmd7-End Job		

This screen displays if you requested to copy the records to diskette. The system will use the values shown for volume ID, diskette location, and retention days. You may request initialization.

9.1.2.1 Command Keys

Cmd7 End this job.

9.1.2.2 Prompts**Initialize**

Enter 'Y' to initialize the diskette before the Save.

Special Circumstances Menu**9.2 Copy All Files to New File Prefix**

This option is used to copy all the Parcel and Building Permit files from one one file prefix to another. It will prompt you for the from prefix then the too prefix before actually copying the files and the data in the files. This new set of files should be a complete set of files for this system. To sign on to the new set of files you would use a different Sign On Menu ID where the last three characters identify the new prefix. For example: BPSxxx. The first three characters should always be BPS.

9.3 Remove/List Dupl. Master Records

This option is used to fix the Parcel and Building Permit files. At one time there was situation the caused duplicate records in some of the master files. This has been resolved but the programs could still have some value, if the files should get out of sync for some other reason in the future. This option should only be run at the request of your Software Support Representative.

9.4 Resync XREF File Due to Maint Bug

This option is used to fix the Address and Accessor's Parcel cross reference file. At times it has improperly linked the number of Parcel or Building Permit records that used a particular address and APN record. This only happened when the Address or parcel was changed and it was supposed to link to another address and APN record. This may still happen occasionally but should be resolved in one of the future releases. This option should only be run at the request of your Software Support Representative.

9.5 Delete Dupl's and relink XREF File

This option is used to fix the Address and Accessor's Parcel cross reference file. At times it has improperly linked the number of Parcel or Building Permit records that used a particular address and APN record. This only happened when the Address or parcel was changed and it was supposed to link to another address and APN record. This may still happen occasionally but should be resolved in one of the future releases. This option should only be run at the request of your Software Support Representative.

9.6 Fix 40404040 in Parcel Size Field

The Parcel record size field displayed 40404040 in the size field when entering a new parcel record. The program was changed to correct this, but existing users needed to correct the record in the file that caused the 40's. If you are getting the 40's in the parcel field when adding new parcel records, run this option and try entering another one. If it does not fix the problem, let your Software Support Representative know so it can be looked into.

9.7 Rebuild Fee Totals in Appl Mst File

The calculated Fee Totals was added to the Plan Application Master File to display during Plan Application Maintenance. This program was required to update the Plan Application Master after the feature was added to the system. It can still be used if the totals on the master files get out of sync with the Plan Fee calculation file at any time. If your Fee totals on the master record continually become out of sync with the Plan Fee file, let your Software Support Representative know so it can be looked into.

Parcel System Master Menu

10.0 Parcel System Master Menu

PLMENU WC PARCEL/BUILDING PERMIT SYSTEM	Parcel System Master Menu
<p>1. Parcel Master Maintenance</p> <p>2. Parcel Master Inquiry</p> <p>Parcel Reports</p> <p>5. Individual Parcel Detail Listing</p> <p>6. Effective Transaction Listing</p> <p>7. Expired Transaction Listing</p> <p>8. Cross Reference Listing</p> <p>9. Parcel File/Label Extract</p> <p>21. Building Permit Master Menu</p> <p>22. Sign Off</p> <p>23. System Management Menu</p> <p>24. Sign On Menu</p>	
Ready for Option Number or Command	
=>	

Go back to the Master Menu or Main Menu of the Parcel System. From it you may select the menu containing the kinds of tasks you want to perform:

- Maintain the Parcel Master file
- Maintain transaction history
- Inquire about Parcel Master records
- Inquire about transaction history
- List detailed information in an individual parcel record
- A listing of expired transactions
- A listing of all parcels by either address or Assessor's Parcel Number (APN), with cross referencing by APN or address
- A listing of all transactions that are still effective

Note: See the Parcel Systems User's Guide for details.

Setup Menu

11.0 Setup Menu

PBAMND WC PARCEL/BUILDING PERMIT SYSTEM	Setup Menu
1. Initialize Data Files	
2. Value Table Master File Maintenance	
3. Value Table Master File Listing	
22. Sign Off	
23. System Management Menu	
24. Sign On Menu	
Ready for Option Number or Command	
=> _____	

Use this menu to setup your date files for the first time and to modify the Value Table codes. After it has completed you can continue with the Value Table Maintenance to setup your system.

- Create and initialize all the data base files for the system
- Enter and update the Value Table Master File
- List the contents of the Value Table Master File

11.1 Initialize Data Files

The first step to initialize Data Files will build any missing data base files for both the Parcel System and Building Permit System. If this is the first time it has ever been run, it will prompt you for your agency information. See Value Table Maintenance Agency Record update for details. After providing the agency information it will continue building the remaining files if they do not already exist.

11.2 Value Table Master File Maintenance

Select this option to define and maintain the Value Table Master File. The Value Table file contains the valid codes for used on transactions during the entry of Parcel and Permit information.

The whole purpose of the Value Table Master File is to enter abbreviations for commonly used values. The system has already earmarked certain field prompts in the program to reference specific tables. For example, while in the program, you may enter a plan review department code. The program will check the plan review department table for that code to make sure that the code used is valid. You save time by entering 'ENG' instead of 'engineering department' (or whatever). The system saves space by only storing a few characters representing each department.

Once you have made up all of the codes you want to use in each table, you may then tell the system to refer to these tables when you are entering information using the fields. When you enter a value into one of the fields, the system will reference the codes you defined here, making certain for you that your entries are "valid".

For example, you may defined a user-defined field to be "HYDRANT" because your Agency would like to track how close parcels are to the nearest fire hydrant. You request (at the screen prompt) that entries made into this field reference the Unit of Measure table. In the existing table, UOFM, Unit of Measure, you define codes for linear footage. Then, when you make entries into the HYDRANT field on the parcel entry screen, the system will check table UOFM for the code to make certain your entry is valid.

You can reference any table that has already been defined - either the tables that already exist in Value Table File, or tables that you define for a specific use containing a unique set of valid codes.

What is the Value Table Master File?

Within the Value Table Master file, there are category headings or "tables", that tell the computer where certain codes are located. The Value Table Master File contains several such tables. Each table contains a list or group of codes representing values that you will define (described later). Some of the tables are already defined by the system; others you will define.

Setup Menu

The tables are represented by names that are all four alphabetic characters (letters) in length. Each table also carries a 30 character long description for the table along with a 12 character short description. The system will use the table name, long description, or the short description on displays and reports depending on the amount on room.

One example is the system-defined "UOFM" table that represents Units of Measure.

For a user-defined table, you enter the name and a description. ("HSTR", for example may represent "Historic Trees", if your Agency keeps track of these.)

What is a code?

A code is a user-defined "label" that represents a value used throughout the system. You may define codes for the various units of measure, subdivisions, structure types, and so on.

All codes are user-defined. The system will allow you to define the codes to be from one to six characters in length, either numeric or alphabetic.

For example: The system-defined table "UOFM" represents "Units of Measure Codes". The code specifications have already been defined as three alpha (one- to three-letter codes). Every code entered under that heading will be considered a unit of measure:

SF may represent square feet
 HSF may represent hundred square feet
 SMI may represent square miles
 ACR may represent acres

and so on.

You may enter as many different codes as you need to describe units of measure. You may also name them anything you want. You may, for example, use "SQF" or "SFT" for square feet. It is up to you.

To make the most efficient use of the Value Table Master File (VTM), it is important that you follow a few simple guidelines while establishing the VTM codes.

11.2.0.1 Consistency

The first guideline is: Be as consistent as possible. For example: If the code "SQF" is assigned to the unit of measure, square feet, then "SQY" should be assigned to square yards; if you use "SFT", use "SYD", and so on. You want the pattern of abbreviation to be similar and easier to remember.

Although memorization of codes is not mandatory, you will find that, as you use the system, you will memorize many of your most-used codes. Consistency will certainly make that memorization process easier.

Setup Menu

11.2.0.2 Sequencing

The second guideline is: Group related codes in a sequence whenever applicable. This will help in the organizational structure of your coding.

As we mentioned, the fees are set up in groups. You can define administration fee groups, plumbing fees, electrical fees, and so on. This makes the fees easier to keep track of.

If you sequence codes, you will be able to keep track of them (and remember them). For example, you may define "R1" as single family residence, "R2" as duplex, "R3" as triplex, and "R4" as a four-unit townhouse. The sequence of the codes will make it easier for you to keep track of the information they represent.

11.2.0.3 Establishing Your Value Table Master Codes

Now it's time to grab your pencil or pen and begin establishing your code structures. Refer to Appendix A in the back of this manual. It consists of all the available tables and all the essential information about the tables and their codes. Write the codes onto the listing of the Value Table Master File you produced earlier. (Be sure to list the file out again when you have entered your codes. Proofread that listing and go back to make any corrections to the codes. If you have to, list out the corrected file again. The final copy can be used as a reference guide when you enter the codes with the plan applications.) If you miss any codes, the Question Mark Lookup feature allows you to maintain these table codes as you enter your Plan Applications.

If you are unsure about how the tables and their codes are related, please refer back to the Introduction section of this manual for review. See the Glossary for any terms with which you are unfamiliar.

Start with the Agency Record table and go on through Zoning. Define at least one valid code per table. You will notice that you have the option of pressing <Cmd10> to define a blank as a valid code. Do so if you wish the entry of such a table code to be optional. (This feature will be explained again later for the actual entry screen.)

The Question Mark Lookup feature allows you to maintain these table codes as you enter your Parcel and Plan Applications information. It may be easier to setup the Plan Check Review Departments and Inspection types now and enter the remaining codes as you enter the Parcel and Application information. This way you will see which field the codes you enter are associated with.

Setup Menu

11.2.0.4 System-defined Tables

Again, these are the tables already existing in the Value Table Master File. They are the system-defined tables.

<u>Table Name</u>	<u>Description</u>
A	Agency Record
APST	Application Status
ARTP	Area Type Codes
ATYP	Application Type
CNTP	Construction Type Codes
GPCD	General Plan Codes
IINT	Inspected by Codes
ITYP	Inspection Types
ISTS	Inspection Satatus Codes
JURS	Jurisdiction Codes
NAME	Name and Address Codes
OCGR	Occupational Group Codes
PINT	Plan Reviewer Codes
PLCK	Plan Review Departments
PSTS	Plan Check Status Codes
SBDV	Subdivision Names
SCOP	Scope of Work Codes
STRC	Structure Type Codes
STTE	State Codes
TRTP	Transaction History Types
UDSP	User Display Defaults
UFLD	Transaction User Field Title
UOFM	Units of Measure
USGR	Use Group Codes
USRB	Building Permit System User Defined Fields
USRP	Parcel System User Defined Fields
ZONE	Zoning Codes

You can defined codes for these tables during the setup process or as you use the system. You may want to define other tables you want the system to use now.

This section briefly reviews the Value Table Master Maintenance procedures; mainly, creating new tables, setting the user display defaults, and updating existing tables.

Setup Menu

11.2.1 Initial Screen

PB005-10 WC	CITY OF ANYCITY	2/03/93
	VALUE TABLE MASTER FILE MAINTENANCE	16.59.12
Table Name?: ____		
Cmd3-Table Lookup	Cmd7-End Job	
Cmd11-Update Table Record	Cmd12-Update Agency Record	

After you set up the system and define the Agency Record, this becomes the initial screen. You can use it to select the Value Table you wish to update. Press <Cmd11> to update the Table Record or press <Cmd12> to update the Agency Record (it's the only table you can't access by entering its table name unless you use the Table Lookup feature).

If you want to define a new table (to use it as a validation table for a user-defined field), enter the new table name here and the Define a New Table screen will be displayed.

11.2.1.1 Command Keys

Cmd3 Table Lookup.
Cmd7 End this job.
Cmd11 Update a Table.
Cmd12 Update the Agency Record.

11.2.1.2 Prompts

Table Name

Enter the four-letter name of the table you want to add to or revise or enter command 3 to display the Table Lookup Window. You can select a table to maintain from the tables listed in that window.

Setup Menu

11.2.2 Table Lookup Window

PB002-01 WC	CITY OF ANYCITY	2/17/93
	VALUE TABLE MASTER FILE MAINTENANCE	16.26.57
Table Name?: _____	..1-Select....Value Table.....	:
	: Starting Table:	:
	: - A AGENCY RECORD	:
	: - APST APPLICATION STATUS	:
	: - ARTP AREA TYPE CODES	:
	: - ATYP APPLICATION TYPE	:
	: - CNTP CONSTRUCTION TYPE CODES	:
	: - ELD FLOOD HAZARD	:
	: - GPCD GENERAL PLAN CODES	:
	: - IINT INSPECTED BY	:
	: - ISTS INSPECTION STATUS CODES	:
	: - ITYP INSPECTION TYPE	:
	: - JURS JURISDICTION CODES	:
	: - LITP LOT TYPE	:
	: - NAME NAME AND ADDRESS CODES	:
	: - OCCG OCCUPANCY GROUP CODES	:
	: - PINI PLAN REVIEWER INITIALS	:
Cmd3-Table Lookup	Cmd7 :F3-Exit..Rollup/Down.....	:
Cmd11-Update Table Record	Cmd12-Update Agency Record	:

This screen is displayed when command 3 is entered from the Initial Screen. It is used to select search for the table to be maintained. After selecting the table by putting a '1' in the column to the left of the description and pressing <Enter> the program will display the Update a Table Code screen.

11.2.2.1 Command Keys

Cmd3 Exit Table Lookup.

Roll Rollup or Down in the list of Tables

11.2.2.2 Prompts

Starting Table

To reposition the list of tables on the screen key in a new starting table name then press enter.

Setup Menu

11.2.3 Agency Record (System Defaults)

PB005-99 WC	CITY OF ANYCITY	2/02/93
	VALUE TABLE MASTER FILE MAINTENANCE	16.52.56
Agency Name: CITY OF ANYCITY		
Address: 100 FIRST STREET		
City: ANYCITY State: MN Zip: 95123		
<u>Display Defaults</u>		
Input Capable fields:	Underline: N (Y/N)	High Intensity: Y (Y/N)
Output Only fields:	Underline: N (Y/N)	High Intensity: Y (Y/N)
Constants:	Underline: N (Y/N)	High Intensity: N (Y/N)
Blink Cursor: Y (Y/N)		
<u>System Defaults</u>		
Number of Diskette Slots: 1 (1-3)		
Number of Magazine Drives: 0 (0-2)		
Number of Tape Drives: 0 (0-2)		
File Build/Extend Factor: 3 (1-5)		
Cmd1-Prev Screen		Cmd7-End Job

This screen displays the first time you run this program. Use it to define the system defaults. These defaults are defined as table "A", Agency Record. Just for now, enter your Agency name and address, and the System Defaults. Leave the display defaults as they are. They are only cosmetic and do not effect the way the system works. (You may wish to go back later and try different display configurations.)

When you've finished your entry on this screen, press <Enter> to display the table selection screen.

During the rest of your operation of Building Permit, when you select the Value Table Master File Maintenance program, the system will display the table selection screen. From that screen, you can press <Cmd12> to revise this record.

11.2.3.1 Command Keys

Cmd1 Return to the previous screen.
Cmd7 End this job.

11.2.3.2 Prompts

Name

Enter up to 30 characters for your Agency's name. This value will be displayed within the Building Permit System on top of each screen. It will also be printed on reports and, if you request it, on the permits themselves. For cosmetic purposes, you may want to center the name or use surrounding special characters, as in this example:

-----AGENCY NAME-----

Address

Enter up to 20 characters for the address and street name.

City

Enter up the city name. (Up to 20 characters)

State

Enter the standard two-letter state abbreviation.

Zip

Enter the zip code. (Five digits. You may enter the four-digit extension.)

Input Capable fields: Underline: (Y/N) High Intensity: (Y/N)

Enter 'Y' after the option if you want these fields to underlined and/or in high intensity.

Output Only fields: Underline: (Y/N) High Intensity: (Y/N)

Enter 'Y' after the option if you want these fields to underlined and/or in high intensity.

Constants: Underline: (Y/N) High Intensity: (Y/N)

Enter 'Y' after the option if you want these fields to underlined and/or in high intensity.

Blink Cursor (Y/N)

Enter 'Y' if you want the cursor to blink. Enter 'N' if you want the cursor to remain constant.

Number of Diskette Slots (1-3)

Enter the number (1 to 3) of diskette slots your Agency uses.

Number of Magazine Drives (0-2)

Enter the number of diskette magazines drives your Agency uses.

Number of Tape Drives (0-2)

If your Agency uses magnetic tape drives, enter the number of drives available.

File Build/Extend Factor (0-5)

Enter the factor (0 to 5) you want used by the system for building and extending files. (For additional information, refer to your IBM manual.)

Setup Menu

11.2.4 Define a New Table

PB005-98 WC *ENTRY*	CITY OF ANYCITY VALUE TABLE MASTER FILE MAINTENANCE	2/03/93 16.59.12
Table Name?: XXXX		
Table Description: _____		
Short Description: _____		
Will codes be Alpha or Numeric?: _ (A/N)		
Code Length: 0 (1-6)		
Table XXXX does not already exist in the Master File. Enter the required fields to add this new table.		
Cmd1-Prev Screen		Cmd7-End Job

This screen is displayed when you "request" a table (from the initial VTM screen) that does not already exist in the Value Table Master File. The Table Name you entered on that screen is displayed at the prompt.

Use this screen to define the attributes of the new table. Describe the table and define the entry field attributes.

The Short Description will be used when you list out the contents of the Value Table Master File and on the selection screen when you want to print out selected tables. Unless you define a Short Description, the system will use the first 12 characters of the Table Description.

11.2.4.1 Command Keys

Cmd1 Return to the previous screen.

Cmd7 End this job.

11.2.4.2 Prompts

Description

Enter up to 30 characters to describe this table.

Setup Menu

Short Description

Enter a short (12-character) description of this table. This description will be used on the selection screen when you want to list individual tables.

Alpha or Numeric? (A/N)

Do you want the codes to be letters or numbers?

<u>Enter:</u>	<u>For:</u>
A	letters (alpha)
N	numbers (numeric)

Code Length (1-6)

Enter the size you want the codes to be (one to six characters).

Setup Menu

11.2.5 Update a Table

PB005-98 WC *UPDATE*	CITY OF ANYCITY VALUE TABLE MASTER FILE MAINTENANCE	2/03/93 17.03.56
Table Name?: XXXX		
Table Description: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		
Short Description: XXXXXXXXXXXX		
Will codes be Alpha or Numeric?: A (A/N)		
Code Length: 6 (1-6)		
Cmd1-Prev Screen	Cmd4-Delete	Cmd7-End Job

This screen displays when you press <Cmd11> from the Initial Screen to revise the attributes of an existing table. As a safeguard, you won't be able to revise 'Alpha or Numeric' or 'Code Length', in case codes may already exist with these original attributes.

11.2.5.1 Command Keys

Cmd1 Return to the previous screen.
Cmd4 Delete this record.
Cmd7 End this job.

11.2.5.2 Prompts

Description

Enter up to 30 characters to describe this table.

Short Description

Enter a short (12-character) description of this table. This description will be used on the selection screen when you want to list individual tables.

11.2.8 Update the Code Description

PB005-30 WC *ENTRY*	CITY OF ANYCITY VALUE TABLE MASTER FILE MAINTENANCE	2/03/93 17.08.07
Table Name?: XXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX		6 ALPHA
Code?: XXXXXX		
Code Description: _____		
Short Description: _____		
Cmd1-Prev Screen	Cmd4-Delete	Cmd7-End Job

This screen displays if you entered an existing code on the previous screen. Use this screen to revise the code descriptions. Press <Cmd4> to delete this code from the Value Table Master File (VTM). For a detailed description of the prompts on this screen.

11.2.8.1 Command Keys

Cmd1 Return to the previous screen.
Cmd4 Delete this code.
Cmd7 End this job.

11.2.8.2 Prompts

Code

Define a code. The code must use the characters and be within the size specified.

Code Description

Enter up to 30 characters to describe the value this code represents.

Short Description

Enter up to 12 characters for an abbreviated description of the code. This description will appear on the Selection Screen when you opt to list individual tables only or whenever there isn't enough room for the long one. The system defaults to the first 12 characters of the Code Description, defined above if you leave the short one blank. If you enter one it takes what you enter.

Setup Menu

11.2.9 NAME: Name and Address Table

PB005-32 WC *ENTRY*	CITY OF ANYCITY VALUE TABLE MASTER FILE MAINTENANCE	2/03/93 17.27.15
Table Name?: NAME NAME AND ADDRESS CODES 6 ALPHA		
Code?: XXXXXX		
Name: _____		
Address: _____		
City: _____ State: __ Zip: _____		
Phone: 0000000000		
License: _____ Class: __ Expiration: 00 00 00		
Cmd1-Prev Screen		Cmd7-End Job

This screen displays if you requested table NAME. Use this screen to define the codes in the Name and Address Table. Define six-letter codes to represent each name and address you want to be able to validate. Both the Contractor and Architect fields on the Plan Application entry screen use the NAME table for validation.

You may wish to define contractors, managers, and so on, and their licenses, to be entered and validated on the Detail Entry screen. If this is the case, define one of the six-alpha user-definable prompt/fields to access this table as the Validation Table.

11.2.9.1 Command Keys

Cmd1 Return to the previous screen.
Cmd4 Delete this record.
Cmd7 End this job.

11.2.9.2 Prompts

Code

Enter a six-letter code to represent the contractor or other person you want defined in this table.

Name

Enter the person's name. (Use up to 30 characters.)

Setup Menu**Address**

Use up to 20 characters to enter the address: street number, unit, street name, and so on.

City

Use up to 20 letters to enter the city name.

State

Enter the two-letter state abbreviation. (The system will not check this field against the STATE table.)

Zip

Enter the zip code. (Up to 10 digits)

Phone

Enter the phone number, including area code.

License

Enter up to 10 characters for the license number.

Class

Use up to three characters for the license class.

Expiration

Enter the license expiration date in the MMDDYY format. This date is used to control whether or not the name code can be used in the Contractor and Architect fields. This can be because their license has expired or you want to stop using the name code in the future. This should always be used to de-active a name code instead of deleting or changing the name code Name and address fields to someone else. Remember, the values entered for the name codes are associated with past history on the Plan Applications.

11.2.10 Special Tables

There are five tables that require additional information after the initial setup process. These special codes are the:

Agency Record.....	(A)
Plan Review Departments.....	(PLCK)
Inspection Review Types.....	(ITYP)
User Defined Fields Building Permits..	(USRB)
User Defined Fields Parcel.....	(USRP)
User Display Defaults.....	(UDSP)

11.2.11 Agency Record

The Agency Record was described earlier in this chapter and the rest of the tables will be described on the following pages.

11.2.12 Plan Review Departments

The review departments are table codes for the PLCK table. These codes describe which review departments/steps are to be done during the plan review stage of an application.

The short descriptions entered for these codes are displayed during **Plan Status Maintenance**. Some care should be taken in assigning codes for the review departments. This is in terms of getting them to display in the order you would like them on the **Plan Status Maintenance** screen. If you use a numeric prefix with a character suffix you can easily control the way they are displayed and printed. The suffix portion helps identify what it stands for on the **Plan Status Summary List** where it only prints the code for the field headings. The code is six characters in length so you should have enough characters to try things like the following example to control the order they get displayed.

Example: 10-BLD - Building Department
 20-ZON - Zoning Department
 30-ELE - Electrical Department
 40-FIR - Fire Department

Then if you want something to display before Electrical you could use 25-PLM for Plumbing Department.

11.2.13 Inspection Status Types

The Inspection types are table codes for the ITYP table. These codes describe which inspections typically get done during the Inspection tracking phase.

The long descriptions entered for these codes are displayed during **Inspection Status Maintenance**. Some care should be taken in assigning codes for the Inspection types. This is in terms of getting them to display in the order you would like them on the **Inspection Status Maintenance** screen. The codes are broken into two pieces, the first is the category and is used to group the different types of inspections. The second part is identify the specific type of inspection. The entire code is six characters in length hopefully this will get you enough characters to group, identify and get them to display the way you want.

Example:

- BLD100 - Building Footing
- BLD200 - Building Framing
- BLD300 - Building Insulation
- BLD400 - Building Other
- BLD500 - Building Final
- ELE100 - Electrical Rough in
- ELE200 - Electrical Final
- HAV100 - Heating and Ventilation Rough in
- HAV200 - Heating and Ventilation Final
- PLM100 - Plumbing Rough in
- PLM200 - Plumbing Final

This allows you with some control of the order these will list and gaps to insert new types later.

11.2.14 USRB: User-defined Building Permit Field Table

There are 12 fields on the Plan Application Master entry screen that can be defined for use by your Agency. The fields may represent any value your Agency wishes to record in the Plan Application Master file. These fields have been assigned codes in a system-defined table, USRB. The codes are numeric from '1' through '12', representing each of the 12 fields. The codes designating which fields you want to add (or change) are already defined. (Field #1 will always be code 1; Field #12 will always be code 12.) You define the actual name (title) of the field (what displays on the entry screen) and its description.

You may define the prompt to display on the Plan Application Entry screens, a default value to be automatically filled in, and a table to validate the entries made into the field. You may also choose to use some or all (or none) of these fields.

Examples of information you can represent with these prompts are:

Accessibility

Setup Menu

Air Conditioning
Basement Area
Fireplaces
Mezzanine Type
Power Wiring
Square Feet of Barns
Square Feet of Offices

and so on, abbreviated to fit into the spaces allowed for the field titles on the screen. The titles themselves may be up to 18 characters.

To give you a variety of available responses, the 12 fields have been predefined with the length and type of characters that can be entered. For example, Prompt 1 allows up to six letters (alpha) to be keyed in the response/field on the Plan Application Entry screen. Prompt 3 allows seven numbers (numeric). You will use Prompt 1 for a value requiring letters (or words) and Prompt 3 for a numeric value.

On the following pages are illustrations of the Entry screens, showing the locations of the titles and fields, and a list of the kinds of fields available.

Setup Menu

11.2.14.1 Plan Application Entry Example

BFO10-31 WC	CITY OF ANYCITY	2/02/93
ENTRY	PLAN APPLICATION MAINTENANCE	16.17.06
Application Type:	Plan Status?:	
Plan Check Number: XXXXXXXX	Application Date: 02 02 93	
Address: POPPY RD, #1320	Permit Number:	
APN: 1 2 3 4 5 6	Permit Date:	
	Fee Total:	.00
Scope of Work?:	Use Group?:	Occ Group?:
Contractor ID?:	Architect ID?:	
Const Type?:	Master Plan:	
Valuation: (.00-)	UBC Edition:	
Area/U.M./Type?:	Area/U.M./Type?:	
Area/U.M./Type?:	Area/U.M./Type?:	
Number of Units:	Stories:	
Bedrooms:	Bathrooms:	
BP User Fld # 1: (5n)	BP User Fld # 2: (5n)	b)
Bp User Fld # 3: (6x)	BP User Fld # 4: (6x)	
BP User Fld # 5: (6x)	BP User Fld # 6: (6x)	
BP User Fld # 7: (5n)	BP User Fld # 8: (5n)	
BP User Fld # 9: (7n)	BP User Fld #10: (7n)	
BP User Fld #11: (7n)	BP User Fld #12: (7n)	
Cnd1-Prev Screen	Cnd7-End of Job	

11.2.15 USRB: Building Permit Field Definitions

On the screen shown above the prompts are marked by "BP User Fld # n". They can actually be defined any way you want, using up to 18 characters.

This is a list of the 12 available prompts and their fields entry lengths and types. You would select the prompt with the length and type that match the way you will use the field you are defining.

<u>User Prompt</u>	<u>Entry Field is</u>
1	five numeric
2	five numeric
3	six alpha
4	six alpha
5	six alpha
6	six alpha
7	five numeric
8	five numeric
9	seven numeric
10	seven numeric
11	seven numeric
12	seven numeric

11.2.16 USRB: User-defined Field Definition Screen

PBOOS-31 WC *UPDATE*	CITY OF ANYCITY VALUE TABLE MASTER FILE MAINTENANCE	2/03/93 17.23.38
Table Name?: USRB BLDG PERMIT SYS USER DEF FLDS 2 NUMERIC		
Code?: 000001 Length: 5 Type: NUMERIC		
Field Description: SPCA_CANINE_CONTROL_____		
(Upper/Lower Case:)		
Field Label: _____ Mad Dogs?:		
Validation Table: DOGS		
Default Value: __00__		
Active? Y (Y/N)		
Cmd1-Prev Screen	Cmd4-Delete	Cmd7-End Job

This screen will display for all 12 fields, displaying the allowable entries given in the previous list. Use it to define one of the 12 user-defined field/prompts in the USRB table.

The 'length' shown is the available length of the field/response; the 'type' is the type of character. In this illustration, for Prompt 1, you may enter a six-letter response. You may also define a default value that will automatically display in the field.

The 'field label' is the actual prompt text to appear on the screen. You may enter up to 18 characters in mixed case.

For example, we've defined this prompt as "Mad Dogs" to appear as a prompt on the Plan Application screen. You may enter up to five number to represent the type or the number of mad dogs on the premises. (Or you may have a default value of, say, 00 or none, as defined in this example.)

If you wish that entry, in this example, any mad dog entries, to be validated or edited by the system, you may reference an existing table. For example, we have defined a table 'DOGS' containing all the possible five-number codes representing dogs or number of dogs; 'DOGS' is defined as the 'Validation Table'.

Setup Menu

Please keep in mind that the field definitions of the codes in a validating table must match this field's value. You cannot validate a five-number code with a table of six-letter codes.

Check the "Defn" column of the USRB listing from the VTM list to ensure that the table you are using to validate has in it the appropriate type of codes.

Also, to be able to leave a field blank on the screen - that is, to make it an optional entry - you must define values of blank (press <Cmd10>) or zeroes (for numeric fields).

If you enter a Validation Table that you have not yet defined, this message displays:

**Table DOGS* does not already exist in the Master File.
Do you want to Add this Table Now? (Y/N)**

(* The name of the validation table you entered displays.)

You have the option to create a new table or to enter the correct table name.

If you enter 'Y', the Table Definition screen will display for you to define that new table. When you've finished with that screen, you will be returned to this Field Definition screen.

11.2.16.1 Command Keys

Cmd1 Return to the previous screen.
Cmd4 Delete this record.
Cmd7 End this job.

11.2.16.2 Prompts

Field Description

Enter up to 30 characters to describe this field (for the purpose of information only).

Field Label

Define an up to 18 character prompt to display on the screen.

Validation Table

If you want this code to be validated or checked against the codes defined in another table (such as for a user-defined field for "NO. OF TREES", you may validate the entries against table UOFM, Unit of Measure), enter the table name. Otherwise, any entries into this field will be valid.

Default Value

Enter the value that will automatically be displayed and used if no other entry is made.

Setup Menu

Active? (Y/N)

If you want to activate this field, enter 'Y'. If you do not want to use this field, enter 'N'.

11.2.17 USRP: User-defined Parcel Field Table

There are 38 fields on the Parcel Master entry screen that can be defined for use by your Agency. The fields may represent any value your Agency wishes to record in the Parcel Master file. These fields have been assigned codes in a system-defined table, USRP. The codes are numeric from '1' through '38', representing each of the 38 fields. The codes designating which fields you want to add (or change) are already defined. (Field #1 will always be code 1; Field #38 will always be code 38.) You define the actual title of the field (what displays on the entry screen) and its description.

You may define the title to display on the Parcel Master Entry screens, a default value to be automatically filled in, and a table to validate the entries made into the field. You may also choose to use some, all, or none of these fields.

Examples of information you can represent with these prompts are:

- Accessibility
- Acres of Trees
- Acres of Unused Land
- Acres of Vines
- Air Conditioning
- Basement Area
- Condition of Vines
- Fireplaces
- Improvement
- Inventory
- Mezzanine Type
- Permits
- Power Wiring
- Private Road
- Street Number
- Square Feet of Barns
- Square Feet of Offices
- Traffic Zone

and so on, abbreviated to fit into the spaces allowed for the field titles on the screen. The titles themselves may be up to 18 characters.

To give you a variety of available responses, the 38 fields have been predefined with the length and type of characters that can be entered. For example, Field #1 allows up to six letters (alpha) to be keyed in the response/field on the Parcel Master Entry screen. Field #3 allows seven numbers (numeric). You will use Field #1 for a value requiring letters (or words) and Field #3 for a numeric value.

On the following pages are illustrations of the Entry screens, showing the locations of the titles and fields, and a list of the kinds of fields available.

Setup Menu

11.2.17.1 Parcel Detail Entry Example

PL010-30 WC *UPDATE*	CITY OF ANYCITY PARCEL MASTER FILE MAINTENANCE	2/17/93 18.26.18
Address: Alida Rd, #1 APN: 8 39 1		Parcel ID: 2037 Ref ID:
General Plan?: _____	Zoning Code?: _____	
Jurisdiction?: _____	Subdivision?: _____	
Lot/Block: _____	Structure Type?: _____	
Parcel Size?: _____ (0.00)		
Water Main Size: _____	Water Main Access: _____	
Sewer Main Size: _____	Sewer Main Access: _____	
PL User Fld #1: _____	PL User Fld #2: _____	
PL User Fld #3: _____	PL User Fld #4: _____	
PL User Fld #5: _____	PL User Fld #6: _____	
PL User Fld #7: _____	PL User Fld #8: _____	PL User Fld #9: _____
PL User Fld #10: _____	PL User Fld #11: _____	PL User Fld #12: _____
PL User Fld #13: _____	PL User Fld #14: _____	PL User Fld #15: _____
PL User Fld #16: _____	PL User Fld #17: _____	PL User Fld #18: _____
Cnd1-Prev Screen	Cnd4-Delete	Cnd7-End Job Cnd11-Change Header

PL010-32 WC *UPDATE*	CITY OF ANYCITY PARCEL MASTER FILE MAINTENANCE	2/17/93 18.33.35
Address: Alida Rd, #1 APN: 8 39 1		Parcel ID: 2037 Ref ID:
PL User Fld #19: _____	PL User Fld #20: _____	
PL User Fld #21: _____	PL User Fld #22: _____	
PL User Fld #23: _____	PL User Fld #24: _____	
PL User Fld #25: _____		
PL User Fld #26: _____		
PL User Fld #27: _____	PL User Fld #28: _____	
PL User Fld #29: _____	PL User Fld #30: _____	
PL User Fld #31: _____	PL User Fld #32: _____	
PL User Fld #33: _____	PL User Fld #34: _____	
PL User Fld #35: _____	PL User Fld #36: _____	
PL User Fld #37: _____	PL User Fld #38: _____	
Cnd1-Prev Screen		

Setup Menu

11.2.18 USRP: Parcel Fields Definitions

On the Detail Entry screens shown previously in this manual, these prompts are marked by "PL User Fld # n". They can actually be defined any way you want, using up to 18 characters.

This is a list of the 38 available prompts and their fields entry lengths and types. You would select the prompt with the length and type that match the way you will use the field you are defining.

<u>Prompt:</u>	<u>Field Definition:</u>
1	six alpha
2	six alpha
3	seven numeric
4	seven numeric
5	five numeric
6	five numeric
7	three alpha
8	three alpha
9	three alpha
10	three alpha
11	three alpha
12	three alpha
13	three alpha
14	three alpha
15	three alpha
16	three numeric
17	three numeric
18	three numeric
19	three alpha
20	three alpha
21	three alpha
22	three alpha
23	three alpha
24	three alpha
25	20 alpha
26	20 alpha
27	three numeric
28	three numeric
29	five numeric
30	five numeric
31	seven numeric
32	seven numeric
33	seven numeric
34	seven numeric
35	six alpha
36	six alpha
37	six alpha
38	six alpha

If you want to activate a field that will be strictly numeric and three spaces in length, activate Field #16, #17, #18, #27, or #28, because these have already been defined as three-character numeric fields. If

you want be able to enter six letters into a field, you would activate one of the fields that will allow six alpha as entries.

11.2.19 USRP: User-defined Field Definition Screen

P8005-31 WC *UPDATE*	CITY OF ANYCITY VALUE TABLE MASTER FILE MAINTENANCE	2/17/93 18.40.12
Table Name?: USRP PARCEL SYSTEM USER DEF FLDS 2 NUMERIC		
Code? 1 Length: 6 Type: ALPHA		
Field Description: HISTORIC TREES FOR PRES SOCIETY		
(Upper/Lower Case:)		
Field Label: <u> </u> Historic Trees:		
Validation Table: HSTR		
Default Value: HYRTRS		
Active? Y (Y/N)		
Cnd1-Prev Screen	Cnd4-Delete	Cnd7-End Job

This screen displays if you requested table USRP, and will display for all 38 fields, displaying the allowable entries given in the previous list. Use it to define one of the 38 user-defined field/prompts in the USRP table.

The 'length' shown is the available length of the field/response; the 'type' is the type of character. In this illustration, for Prompt 1, you may enter a six-letter response. You may also define a default value that will automatically display in the field.

The 'field label' is the actual prompt text to appear on the screen. You may enter up to 18 characters in mixed case.

For example, we've defined this prompt as 'Historic Trees'. 'Historic Trees' to appear as a prompt on the Parcel Master screen. You may enter up to six letters to represent the type of historic tree. (Or you may have a default value of, say, HYRTRS, as defined in this example.)

If you wish that entry, in this example, any historic tree entries, to be validated or edited by the system, you may reference an existing table. For example, we have defined a table 'HSTR' containing all the possible six-letter codes representing trees; 'HSTR' is defined as the 'Validation Table'.

Setup Menu

If you enter a Validation Table that you have not yet defined, this message displays:

**Table HSTR does not already exist in the Master File.
Do you want to Add this Table Now? (Y/N)**

You have the option to create a new table or to enter the correct table name.

If you enter 'Y', the Table Definition screen will display for you to define that new table. When you've finished with that screen, you will be returned to this Field Definition screen.

11.2.19.1 Command Keys

Cmd1 Display the previous screen.
Cmd4 Delete this field definition.
Cmd7 End this job.

11.2.19.2 Prompts

Field Description

Enter up to 30 characters to describe this field (for the purpose of information only).

Field Label

Define an up to 18 character prompt to display on the screen.

Validation Table

If you want this code to be validated or checked against the codes defined in another table (such as for a user-defined field for "NO. OF TREES", you may validate the entries against table UOFM, Unit of Measure), enter the table name. Otherwise, any entries into this field will be valid.

Default Value

Enter the value that will automatically be displayed and used if no other entry is made.

Active? (Y/N)

If you want to activate this field, enter 'Y'. If you do not want to use this field, enter 'N'.

Output Only fields: Underline: (Y/N) High Intensity: (Y/N)

Enter 'Y' after the option if you want these fields to underlined and/or in high intensity.

Constants: Underline: (Y/N) High Intensity: (Y/N)

Enter 'Y' after the option if you want these fields to underlined and/or in high intensity.

Blink Cursor (Y/N)

Enter 'Y' if you want the cursor to blink. Enter 'N' if you want the cursor to remain constant.

11.3 Value Table Master File Listing

Select this option to list the contents of the Value Table Master File. This report will be indexed and will contain all value tables and codes, as you have defined them.

11.3.1 Initial Screen

PB201-00 WC *SELECT*	CITY OF ANYCITY VALUE TABLE MASTER FILE LISTING	2/03/93 17.30.31
Table to List: ____ (Leave blank for ALL)		
Cmd3-Selection List	Cmd7-Cancel Job	Cmd14-Print Options

This screen displays when you select the print procedure. You may enter the table name to have the system list the contents of that table.

11.3.1.1 Command Keys

Cmd3 Display a list of all tables to select from.

Cmd7 End this job.

Cmd14 Display the print format options.

11.3.1.2 Prompts

Table to List

Enter the table name (up to four characters) to print a listing of all codes or other values within that table. If you leave this field blank, the system defaults to ALL and will print all the tables within the file and will also print a separate index of the listing.

11.3.2 Selection Screen

PB201-01 WC	CITY OF ANYCITY	2/03/93
SELECT	VALUE TABLE MASTER FILE LISTING	17.31.30
Use any character to select up to 20 Tables to be listed		
- AGENCY	- SUBDIVISIONS	-
- APPL STATUS	- SCOPE OF WRK	-
- AREA TYPES	- STRUCTR TYPE	-
- APPL TYPE	- STATE CODES	-
- CONSTR. TYPE	- TENNIS COURT	-
- FLOOD HAZARD	- TRANS TYPES	-
- GENERAL PLAN	- USR DSP DELT	-
- INSP BY	- TIME OF INS:	-
- INSP STATUS	- UNIT OF MEAS	-
- INSP TYPE	- USE GROUPS	-
- JURISDICTION	- BP USER FLDS	-
- LOT TYPE	- PL USER FLDS	-
- NAME ADDRESS	- WETLANDS	-
- OCC. GROUPS	- YES/NO	-
- REV INITIALS	- ZONING CODES	-
- PLAN REVIEW	-	-
- POOL TYPE	-	-
- PLAN STATUS	-	-
- RESTRICTIONS	-	-
Cmd1-Prev Screen	Cmd7-Cancel Job	

This screen displays if you pressed <Cmd3> from the initial screen. It displays all tables currently residing in the the Value Table Master File. What are displayed are the short descriptions. (Our example shows tables that we've added to our file; they don't exist in your Agency's Value Table Master File.) By entering any character (letter or number) to the left of a listed table name, you can select that table to have the system print out its contents.

You may select to print more than one table at a time.

11.3.2.1 Command Keys

Cmd1 Return to the previous screen.

Cmd7 End this job.

11.3.3 Value Table Master File Index Sample

 PBVTHFLS..PB205
 2/24/93

 CITY OF ANYCITY
 VALUE TABLE MASTER FILE LISTING

 INDEX PAGE 1
 15.21.24

---- I N D E X ----

Table	Description_____	Page
A	AGENCY RECORD.....	1
APST	APPLICATION STATUS.....	2
ARTP	AREA TYPE CODES.....	3
ATYP	APPLICATION TYPE.....	5
CNTP	CONSTRUCTION TYPE CODES.....	6
GPCD	GENERAL PLAN CODES.....	8
IINT	INSPECTED BY.....	9
ISTS	INSPECTION STATUS CODES.....	10
ITYP	INSPECTION TYPE.....	11
JURS	JURIDICTION CODES.....	13
NAME	NAME AND ADDRESS CODES.....	15
OCGR	OCCUPANCY GROUP CODES.....	19
PINT	PLAN REVIEWER INITIALS.....	21
PLCK	PLAN REVIEW DEPARTMENTS.....	22
PSTS	PLAN CHECK STATUS CODES.....	24
SBDV	SUBDIVISION NAMES.....	26
SCOP	SCOPE OF WORK CODES.....	27
STRC	STRUCTURE TYPE CODES.....	28
STTE	STATE CODES.....	29
TRTP	TRANSACTION HISTORY TYPE CODES.....	32
UDSP	USER DISPLAY DEFAULTS.....	34
UFLD	TRANSACTION HISTORY USER FIELD.....	35
UOFM	UNITS OF MEASURE.....	36
USGR	USE GROUP CODES.....	37
USRB	BLDG PERMIT SYS USER DEF FLDS.....	38
USRP	PARCEL SYSTEM USER DEF FLDS.....	39
ZONE	ZONING TYPE CODES.....	40

11.3.4 Value Table Master File Listing Sample

PBVTMFLS..PB205
2/24/93CITY OF ANYCITY
VALUE TABLE MASTER FILE LISTINGPAGE 1
15.16.07

Table: TRTP - TRANSACTION HISTORY TYPE CODES Defn: 3 ALPHA

Code	Description	Short_Desc
ADD	ADDITION	ADDITION
ALT	ALTERATION	ALTERATION
APP	APPEAL	APPEAL
BAR	BOARD OF ARCHITECTURAL REVIEW	BD ARCH REV
BDP	POSTING OF BOND	BOND POSTING
BDR	RELEASE OF BOND	BOND RELEASE
CND	CONDITIONS - ONGOING	CONDITIONS -
CO	CERTIFICATE OF OCCUPANCY	CERT. OCC.
COD	CODE VIOLATION	CODE VIOLATI
FND	FINDINGS OF FACT	FINDINGS
INS	INSPECTION	INSPECTION
INT	INTERPRET ZONING	INTERPRET
LLC	LOT LINE CHANGE	LOT LINE CHG
MAP	MAP FILED	MAP FILED
OWN	CHANGE OF OWNERSHIP	OWNERSHIP
PLM	PLUMBING PERMIT ISSUED	PLUMBING PER
PLT	PLOT PLAN	PLOT PLAN
PMT	BUILDING PERMIT ISSUED	BUILDING PER
REZ	REZONING	REZONING
SIT	SITE PLAN	SITE PLAN
SPP	SPECIAL PERMIT	SPECIAL PERM
SUB	SUBDIVISION APPLICATION	SUBDIVISION
TCO	TEMPORARY CO	TEMPORARY CO
VAR	VARIANCE ON PROPERTY	VARIANCE ON
WET	WETLANDS APPLICATION	WETLANDS

Building Permit Files Names

12.0 Building Permit Files Names

File Name	Description
BPS.XVT	Value Table Master File
BPS.XXR	Cross Reference Master File
BPS.XPR	Printer Report Defaults File
BPS.XLCK	File Group Lockout File
BPS.BBP	Building Permit File
BPS.BFE	Building Permit Fee Master File
BPS.BPA	Plan Application Master File
BPS.BPS	Plan Check Status File
BPS.BTR	Building Permit Transaction History
BPS.BTX	Building Permit Transaction Text
BPS.BTD	Plan Review Department Transaction History File
BPS.BTI	Inspection Transaction History File
BPS.BIS	Inspection Status File

13.0 Building Permit System Error Messages

The Application Date cannot be greater than today's date.
Enter a correct date.

The hi-lighted field contains an unknown or invalid value.
Enter the correct value.

Permit is being printed.
You cannot update this application. The building permit is being printed.

The high lighted field is invalid. Not found in Value Table Master file.
Enter a valid response. You may want to check the VTM listing for appropriate values.

The high lighted field is required. Blank is not allowed.
You must make an entry into this field.

Unknown Permit Number. There is no Permit for this Plan Check Number.
You may want to check the selection screen to select another permit number.

Invalid Date. Date format is "mm dd yy".
You must enter the date in the six-digit "month-day-year" format.

Unknown Plan Check Number. Not found in the Plan Application Master file.
You may want to check the selection screen to select another plan check number.

Invalid value entered for an option number.
The number you've entered is not an option on this screen. Reenter a valid option number.

The Application Date for this Plan is past any existing Fee records.
There are no effective fees for this application date. You may wish to update the Fee Master File.

This Plan Check Number already exists with a different Permit Number.
You may want to check the selection screen to select another plan check number.

This Permit Number already exists with a different Plan Check Number.
You may want to check the selection screen to select another permit number.

The high lighted field is required. Blank is not allowed.
You must make an entry into this field.

There are currently no transaction records for this plan.

Building Permit System Error Messages

You have tried to update transaction history for a plan with no entered transactions.

Empty fields were filled with default values.
There is no response for this message.

There are 98 lines of text for this Transaction. No more are allowed.
You have entered the maximum amount of text for the transaction. If you wish, you may revise and abbreviate the text.

The code value entered is invalid - out of the range for User Def Fields.
The entry you've made is not one of the possible valid codes defined for the field in the VTM. Check the listing for that field for correct entries.

The Code entered is the wrong length for this table.
You have entered an invalid or disallowed code. Check the definition for allowable entries.

The Alpha or Numeric definition field requires an "A" or an "N".
You must define the field as either "A" for "alphabetic entry only allowed" or "N" for "numeric entry only allowed".

The only valid Code Lengths are 1, 2, 3, 4, 5, or 6.
You have defined a code that is an valid length (seven or higher).

Codes exist for this Table. Tables cannot be Deleted while Codes exist.

This is a safeguard. Records may exist using the codes defined for this table. If you could delete the table, those records would be invalid.

1 to 3 is the valid range for the number of diskette drives.
Enter 1, 2, or 3 for the number of diskette drives you use.

0 to 2 is the valid range for the number of magazine drives.
Enter 0, 1, 2, or 3 for the number of magazine drives you use.

0 to 2 is the valid range for the number of tape drives.
Enter 0, 1, or 2 for the number of tape drives you use.

1 to 5 is the valid range for the File Build/Extend Factor.
Enter 1, 2, 3, 4, or 5 for the file build/extend factor you want.

Blank is invalid for the hi-lighted field. A default value has been used.

The field is a required entry. The system supplied a default value.

The hi-lighted field is invalid. The valid values are shown in the ().
Select a value from those shown in the parentheses.

Unknown Table Name.

The table name is not already in the Value Table Master File. You may want to define the table using the Value Table Master File Maintenance procedure on menu PBMEN9.

Unknown Transaction Type.

This transaction is not defined in the Value Table Master File. You may want to define a new transaction history type using the Value Table Master File Maintenance procedure on menu PBMEN9.

Appendix A:

14.0 Appendix A:

14.1 Value Table Master File Information

This appendix will concentrate on each individual table code in detail. It will show the table that is to contain these codes; the description of the table; the size of the codes you will create that will belong to that table; the number of characters available for code definition; examples; and how this code figures into the system.

To quickly cover these terms:

Description

The description of the table code itself will be given first.

Size

This size designation represents the number of characters that are available to you to enter your defined code under the above table code. This will be represented by a number followed by one of two labels. They are: Alpha and Numeric.

'Alpha' means you may enter an alphanumeric code. That is, alphabetic letters or numbers (or both) may be used in this code.

'Numeric' means you may use only numbers in this code.

Description Length

This is simply the number of characters available to you to best describe this code. This is mainly for your information.

Examples

In addition to the table code description, examples will be given of possible code descriptions to insure that you have a firm understanding of what the table code represents.

Explanations

It may help you to know how these codes are used throughout the system, and what special ramifications they may have upon certain areas. This information could help in the organization of your code development.

APST

Definition..... APPLICATION STATUS

Size..... 3 Alphanumeric Characters

Description Length.... 30 characters

Examples..... APP=Application entry;PMT=Permit;CO=Certificate of
Occupancy;CAN=Cancelled;HLD=Held;INF=Information required;REV=Review
process;INS=Inspection process.

Explanations..... Describes the status of the plan application.

ARTP

Definition..... AREA TYPE CODES

Size..... 3 Alphanumeric Characters

Description Length.... 30 characters

Examples..... DCK=DECK/PATIO;GAR=GARAGE;BAS=BASEMENT;RUF=ROOF

Explanations..... Used for describing the area for which the permit
application is being submitted. Areas can typically have different
costs associated with each type of area.

ATYP

Definition..... APPLICATION TYPE

Size..... 3 Alphanumeric Characters

Description Length.... 30 characters

Examples..... BLD=Building Permit; PLM=Plumbing; ELE=Electrical;
MEC=Mechanical Occupancy; HAV=Heating and Ventilation.

Explanations..... Describes the type of the plan application.

CNTP

Definition..... CONSTRUCTION TYPE CODES

Size..... 6 Alphanumeric Characters

Description Length.... 30 characters

Examples..... BRICK=BRICK AND MORTAR;VN=WOOD FRAME 5 HR.

Explanations..... Used for describing the type of construction being
done.

Appendix A:

GPCD**Definition**..... GENERAL PLAN CODES**Size**..... 6 Alphanumeric Characters**Description Length**.... 30**Examples**..... LR=LOW RESIDENTIAL;VLR=VERY LOW RESIDENTIAL**Explanations**..... Represents the general plan associated with the area or development for which the permit was issued.

IINT

Definition..... INSPECTED BY**Size**..... 3 Alphanumeric Characters**Description Length**.... 30**Examples**..... JOS=JOHN O. SMITH**Explanations**..... Initials or abbreviated title for person doing inspection.

ISTS

Definition..... INSPECTION STATUS CODES**Size**..... 3 Alphanumeric Characters**Description Length**.... 30**Examples**..... REQ=Requested; OK=Inspection OK; REI=Reinspection required.**Explanations**..... These codes describe the status of the inspections requested or the results of the inspections done.

ITYP

Definition..... INSPECTION TYPE**Size**..... 3 Alphanumeric Characters**Description Length**.... 30**Examples**..... BLD100=Building rough in; BLD200=Foundation;
BLD900=Building final; ELE100=Electrical rough in; ELE900=Electrical final.**Explanations**..... These are the inspection types listed when you go into the Inspection Status Maintenance screens.

Appendix A:

JURS

Definition..... JURISDICTION CODES

Size..... 3 Alphanumeric Characters

Description Length.... 30 characters

Examples..... ANY=ANYTOWN CALIF; WIN=WINEBURG CALIF; R1; R2;

Explanations..... Used to describe the jurisdiction the parcel is in.

NAME

Definition..... NAME AND ADDRESS CODES

Size..... 6 Alphanumeric Characters

Description Length.... Name Address lines

Examples..... 200 = JOE N. CONTRACTOR LIC 33333
1234 MAIN STREET
ANYTOWN USA 99999

Explanations..... Used to represent building and other contractors (architects).

OCGK

Definition..... OCCUPATIONAL GROUP CODES

Size..... 3 Alphanumeric Characters

Description Length.... 30 characters

Examples..... R1=SINGLE FAMILY;R2=DUPLEX;R5=MULTI-FAMILY

Explanations..... Used to describe the type of occupation of the structure.

PINT

Definition..... PLAN REVIEWER INITIALS

Size..... 3 Alphanumeric Characters

Description Length.... 30 characters

Examples..... JOS=John O. Smith

Explanations..... Used identify where or who received the plans.

Appendix A:

PLCK**Definition**..... PLAN REVIEW DEPARTMENTS**Size**..... 6 Alphanumeric Characters**Description Length**.... 30 characters**Examples**..... ARCH=ARCHITECTURAL REVIEW BRD; FIRE=FIRE DEPT
ELEC=Electrical review; PLUM=Plumbing Review**Explanations**..... These are the Plan Review Departments listed when
you go into the Plan Status Maintenance screens. These codes
represent the departments reviewing the plans.
-----**PSTS****Definition**..... PLAN CHECK STATUS CODES**Size**..... 3 Alphanumeric Characters**Description Length**.... 30 characters**Examples**..... APP=APPROVED; OUT=OUT FOR REVIEW; RET=RETURNED
DEN=Denied**Explanations**..... Used during Plan Check Status procedures, these
codes represent the status of the plan within the approval process.
-----**SBDV****Definition**..... SUBDIVISION NAMES**Size**..... 6 Alphanumeric Characters**Description Length**.... 30 characters**Examples**..... ALMGR1=ALMOND GROVE 1; DLTPNT=DELTA POINT**Explanations**..... Used to specify the subdivision this parcel is in.
-----**SCOP****Definition**..... SCOPE OF WORK CODES**Size**..... 3 Alphanumeric Characters**Description Length**.... 30 characters**Examples**..... ADD=ADDITION; DEM=DEMOLITION; REM=REMODEL
ERT=Erect; PAV=Pave; INS=Install; NEW=New Construction**Explanations**..... Used to describe the scope of work for which the
permit application has been submitted.

STRC**Definition**..... STRUCTURE TYPE CODES**Size**..... 6 Alphanumeric Characters**Description Length**.... 30 characters**Examples**..... WOODF=WOOD FRAME; VN=5 HOUR FRAME**Explanations**..... Used to describe the type of construction the application entails.

SITE

Definition..... STATE CODES**Size**..... 2 Alphanumeric Characters**Description Length**.... 30 characters**Examples**..... CA=CALIFORNIA; HI=HAWAII**Explanations**..... Define these as the standard two-letter state abbreviations. The system will verify all entries in addresses against this table. (currently not used)

TRIP

Definition..... TRANSACTION HISTORY TYPE CODES**Size**..... 3 Alphanumeric Characters**Description Length**.... 30 characters**Examples**..... INS=Inspection; SGN=Sign permit; PI=Permit Issued;
CO=Certificate of Occupancy; SIT=Site plans;**Explanations**..... Used to specify the type of transactions associated with the application. These transactions are used record different facts about the application. They carry an effective and expired date used to selectively report on applications with similiar facts recorded within the date range specified.

UDSP

Definition.....,.... USER DISPLAY DEFAULTS**Size**..... 6 Alphanumeric Characters**Description Length**.... 30 characters**Explanations**..... Used to set the display station format for each user ID. The agency defaults will be used if these codes are not entered.

Appendix A:

UFLD**Definition**..... USER FIELD**Size**..... 6 Alphanumeric Characters**Description Length**... 12**Explanations**..... This table does NOT contain any codes, it is just used to provide a title for a field on the Plan Status and Inspection Status transaction history screens. In this manual it has a title TIME OF DAY.

UOFM

Definition..... UNIT OF MEASURE CODES**Size**..... 3 Alphanumeric Characters**Description Length**... 30 characters**Examples**..... ACR=ACRES; CUB=CUBI FEET; SF=SQUARE FEET**Explanations**..... Used to validate the allowable units for measuring the parcel, the structure, or other fields that you may define to reference this table.

USGR

Definition..... USE GROUP CODES**Size**..... 3 Alphanumeric Characters**Description Length**... 30**Examples**..... COM=COMMERCIAL; RES=RESIDENTIAL**Explanations**..... Used to specify the use group this parcel is in.

USRB

Definition..... BLDG PERMIT SYS USER DEF FLDS**Size** Prompt: Field Definition:
(see Value Table Maintenance chapter for sizes)**Description Length**... Field labels (the actual on-screen prompts) can be up to 18 characters.**Explanations**..... Define any prompts you want on the Plan Application detail screens. You need to assign the title with the field that has the appropriate field size and type associated with it.

 UFLD

Definition..... USER FIELD

Size..... 6 Alphanumeric Characters

Description Length.... 12

Explanations..... This table does NOT contain any codes, it is just used to provide a title for a field on the Plan Status and Inspection Status transaction history screens. In this manual it has a title TIME OF DAY.

 UOFM

Definition..... UNIT OF MEASURE CODES

Size..... 3 Alphanumeric Characters

Description Length.... 30 characters

Examples..... ACR=ACRES; CUB=CUBI FEET; SF=SQUARE FEET

Explanations..... Used to validate the allowable units for measuring the parcel, the structure, or other fields that you may define to reference this table.

 USGR

Definition..... USE GROUP CODES

Size..... 3 Alphanumeric Characters

Description Length.... 30

Examples..... COM=COMMERCIAL; RES=RESIDENTIAL

Explanations..... Used to specify the use group this parcel is in.

 USRB

Definition..... BLDG PERMIT SYS USER DEF FLDS

Size Prompt: Field Definition:
 (see Value Table Maintenance chapter for sizes)

Description Length.... Field labels (the actual on-screen prompts) can be up to 18 characters.

Explanations..... Define any prompts you want on the Plan Application detail screens. You need to assign the title with the field that has the appropriate field size and type associated with it.

USRP**Definition.....** PARCEL SYSTEM USER DEF FLDS**Size** Prompt: Field Definition:
(see Value Table Maintenance chapter for sizes)**Description Length....** Field labels (the actual on-screen prompts)
can be up to 18 characters.**Explanations.....** Define any prompts you want on the Parcel
Maintenance detail screens. You need to assign the title with the
field that has the appropriate field size and type associated with it.
-----**ZONE****Definition.....** ZONING TYPE CODES**Size.....** 6 Alphanumeric Characters**Description Length....** 30**Examples.....** R1-20=R1-20,000; R1-40=R1-40,000**Explanations.....** Used to denote the type of zone the parcel is in.

Appendix B:

15.0 Appendix B:

15.1 Printer Override Features

15.1.1 Printer Override Selections

PE200-99 WC *SELECT*	CITY OF ANYCITY ----- BUILDING PERMIT -----	2/03/93 14.58.54
Printer Override Selections		
Submit to JOBQ: Y	(Y/N)	
Number of Copies: 1	(1-9)	
Priority: 1	(0-5, 0=Hold)	
Characters per Inch: 10	(10/15)	
Lines per Inch: 6	(4/6/8)	
Lines per Page: 66	(1-112)	
Printer ID: _____		
Forms Name: _____		
Report Title: _____	Report Title	
Cmd1-No Change		

This screen displays if you pressed <Cmd14> from the selection criteria screen for reports. Use it to override the default values for the print formatting for each of the reports within the system.

The chart on the right of the screen displays the standard lines per inch and lines per page for the different characters-per-inch print types.

15.1.1.1 Command Keys

Cmd1 Keep the default values.

15.1.1.2 Prompts

Submit to JOBQ: (Y/N)

Enter 'N' to submit run this job interactively from this workstation. The default value is 'Y' and this job will be submitted to the job queue.

Number of Copies

Enter the number of copies (1 through 9) you wish printed of this permit.

Appendix B:

Priority

Enter the one-digit priority to be assigned to this permit in the print queue. Enter '0' if you wish to hold the printing. (Refer to your IBM manual for additional information.)

Characters per Inch

Enter the number of characters per inch you wish to print. (Refer to the chart for the appropriate type size.)

<u>Enter:</u>	<u>To print:</u>
10	10 characters per inch, or pica type
15	15 characters per inch, or condensed type

Lines per Inch

Enter the number of lines per vertical inch you wish printed on the report. (Refer to the screen chart for the appropriate amount.)

<u>Enter:</u>	<u>To print:</u>
4	four line per inch
6	six lines per inch
8	eight lines per inch

Lines per Page

Enter a number from 1 to 112 to define the number of lines you want printed on each page. Please refer to the chart for the appropriate number.

Printer ID

Enter the two-character ID for the printer which will print the permits.

Forms Name

Enter up to four characters for the type of forms on which to print. You may request BOND, WHIT, and so on. The default is blank.

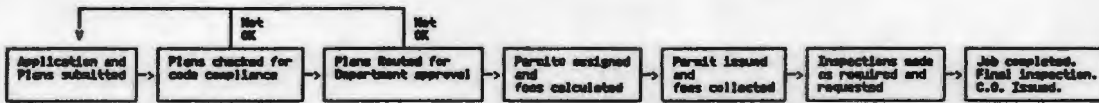
Report Title

Enter up to 35 characters (including special characters, such as the hyphens in the screen example) to be printed at the top of the report.

Appendix C:

16.0 Appendix C:

16.1 Typical Building Permit Flow Diagram



Application phase	Plan Check/Review Phase	Fee Calculation phase	Permit Issuance phase	Inspection phase
<ul style="list-style-type: none"> ▪ Logs application, job, site, applicant info. ▪ Verifies contractor ▪ Check job site history 	<ul style="list-style-type: none"> ▪ Tracks plan review progress ▪ Identifies required review steps 	<ul style="list-style-type: none"> ▪ Calculates fees 	<ul style="list-style-type: none"> ▪ Prints permit 	<ul style="list-style-type: none"> ▪ Tracks inspection progress ▪ Identifies inspections required

17.0 Glossary

B

Backup

Saved files are your backups. Another good term is "insurance". Use the Save procedure to make a "recording" of all the information stored on the computer's disk storage device.

It is good insurance to have a recorded backup of your data available to you should you ever need to restore clean, accurate data that is essential to smooth systems operations. Your backup can be restored, replacing any data that is lacking or missing.

C

Character

A letter, digit, or symbol.

Clear

When you clear data from the screen, you erase it from the screen only; it is not (in Update Mode) deleted from or (in Entry Mode) added to the file in the data base.

Command Keys

Each display screen is controlled, to a certain extent, by command keys. Command keys are certain keys that may perform functions. You will use command keys to display specific screens, to file away a record, and so on.

These functions are usually constant:

For key: This is the function:

Cmd7	End this job.
Cmd10	Switch to Entry Mode to create new records.
Cmd11	Switch to Update Mode to revise data.

Cursor

The cursor is the pointer or marker on your display screen. When you are entering data, it is the "tip of the pencil" that places your characters at its position.

D

Data

"Data" is information.

Default

A value that is stored in the system and is used when no other value is specified. In many cases, when you first set up the system you will define the default value that the system will use.

Glossary

Delete

To erase or purge data from a file. When you perform a delete - either by requesting a purge or delete procedure, or by <Cmd4> - the data is removed permanently from a file in the data base. Do not confuse this process with clear.

Disk

The magnetic storage device on which your information (this system, the operating system, and so on) is stored.

Display

(N) A display the visual presentation of information on your terminal screen.

(V) "To display" is to show information on the display screen.

Display Field

A filled-in field that is displayed and into which you cannot enter data.

Display Screen

Your video terminal screen.

E**Edit**

To check the accuracy of the data you enter. The system edits certain codes to ensure they're valid (defined).

Enter

To type in information on the terminal keyboard and to press <Enter> in order to send the information to the computer.

<Enter>

Press this key to send the information you enter to the computer to process and file. If editing is part of the program, the system will edit (verify) your data when you press <Enter>.

F**FED**

Refer to LED.

Field

One or more spaces on a display that are there to allow you to enter related information. Fields are like the "blanks" on a paper form.

<Field Exit>

The key you press to align the text you enter (sometimes adding leading zeroes automatically) and to go on to the next field.

Glossary

I

Initialize

To prepare diskettes for use. Initialize your diskettes before you Save files on them.

Inquiry

Inquiry is a procedure that searches the Master file for certain records you wish displayed. You enter the criteria to search for - either specific or general. The records containing the criteria will be displayed.

J

Job

A job is a unit of work to be done by the system. Examples are entering a record or printing a file.

Job queue

A list of jobs on the disk that are waiting to be processed by the system. When you do not submit jobs to the job queue, the job is run interactively from your terminal.

L

LED

The LED is the last effective date of a fee or group of fees. This date is used by the system when selecting fees to apply. It is used as the last effective day of the defined fees and, also, as the first effective date for the next set of fees (with the next sequential LED).

M

Master File

The Master File contains all of the information that you enter about transactions. This is your permanent record. After you have entered data, you print it out and verify it, and then post it to this file.

MMDDYY format

A six-digit date where "MM" is the month, "DD" is the date, and "YY" is the year.

Mode

"Mode" is the method of operation, such as Entry Mode and Update Mode.

Glossary

P**Parameters**

In the strictest definition: A constant value that is referred to to determine variable values. For example: The variable we will use is a penalty charge. If you are 10 days or fewer late with a payment, you will be charged a minimum of \$5 as a penalty charge. If you are more than 10 days late, you will be charged the minimum of \$5 plus \$1 for each additional day you are late. These values - \$5, 10 days, \$1 - are the penalty parameters. These parameters will be referred to to determine the variable penalty charge.

R**Record**

A group of fields treated as a unit. Think of a record as a form (one or more pages) containing information that should be filed away as a unit.

Restore

To restore your Saved backups onto the disk. Contact BRC before you perform a Restore.

Roll Keys

Use the <Shift> and the up and down "arrow" keys for the roll keys. They are used to scroll through the displayed data. Roll down - as you would pull down a window shade - to view data at the top of the screen or list. Roll up, again, like the window shade, to view data at the bottom.

S**Save**

The Save procedure makes a "recording" of all the information stored on the computer's disk storage device and places that recording on a magnetic diskette, a magnetic tape, or a magnetic diskette magazine - whichever your system uses.

Just as when you make a tape recording of a record, all the original information is left on the disk intact.

Special Character

Any character that is not a number or a letter - such as an asterisk (*) - is a special character.

System Control File

The parameters defined in the System Control File drive various internal functions (depending on the application) ranging from the agency name and special headings to penalty percentages used when calculating a penalty. The control file concept allows flexibility while maintaining the integrity of the data and the programs.

T

Transaction

Any item of business is a transaction. Examples are payments, billings, adjustments, abatements.

V

Valid Codes

Valid codes are codes that you have already defined and filed into the data base.

Index

18.0 Index

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Index

Index

A

agency record 184

B

build alternate indexes 153
build data files 153
building activity listing 128
build the system library 12

C

comprehensive plan listing 96
copy all files to new file prefix 164
copy fees over for a new year 42

D

delete alternate indexes 153
delete data files 153
delete duplicates and relink XREF file 164
delete individual information 154

E

effective transactions listing 123
expired transactions listing 125

F

fees by fee type listing 114
fees by permit listing 118
fee schedule listing 37
fee schedule maintenance 19
fix 40404040 in parcel size field 165

I

initialize data files 168

Index

Index

A

agency record 184

B

build alternate indexes 153
build data files 153
building activity listing 128
build the system library 12

C

comprehensive plan listing 96
copy all files to new file prefix 164
copy fees over for a new year 42

D

delete alternate indexes 153
delete data files 153
delete duplicates and relink XREF file 164
delete individual information 154

E

effective transactions listing 123
expired transactions listing 125

F

fees by fee type listing 114
fees by permit listing 118
fee schedule listing 37
fee schedule maintenance 19
fix 40404040 in parcel size field 165

I

initialize data files 168

Index

inspection report 110
inspection status listing 135
inspection status maintenance 87
inspection status types 185
inspection transaction listing 131
install a software update 140
introduction 2.0

K

keysort file indexes 153

L

listings and reports (see reports)

M

menus

building permit master menu 16, 44
fee schedule menu 18
parcel system master menu 166
setup menu 167
sign on menu 15
special circumstances menu 160
system management menu 139

P

plan application maintenance 44
plan fee maintenance 69
plan review departments 184
plan status listing 100
plan status maintenance 59
print a permit 104

R

rebuild fee totals in plan application master file 165
record copy utility 161
remove/list duplicate master records 164
reorganize file indexes 153

Index

inspection report 110
inspection status listing 135
inspection status maintenance 87
inspection status types 185
inspection transaction listing 131
install a software update 140
introduction 2.0

K

keysort file indexes 153

L

listings and reports (see reports)

M

menus

building permit master menu 16, 44
fee schedule menu 18
parcel system master menu 166
setup menu 167
sign on menu 15
special circumstances menu 160
system management menu 139

P

plan application maintenance 44
plan fee maintenance 69
plan review departments 184
plan status listing 100
plan status maintenance 59
print a permit 104

R

rebuild fee totals in plan application master file 165
record copy utility 161
remove/list duplicate master records 164
reorganize file indexes 153

Index

reports

- building activity listing 130
- comprehensive plan listing 98
- effective transaction listing 124
- expiring transaction listing 127
- fee by fee type detail listing 116
- fee by fee type summary listing 117
- fee by permit detail listing 121
- fee by permit summary listing 122
- inspection report 113
- inspection status listing 138
- inspection transaction listing 134
- permit sample A 106
- permit sample B 107
- permit sample C 108
- permit sample D (no labels) 109
- plan status detail listing 103
- plan status summary listing 102
- value table master file index 201
- value table master file listing 202
- restore data files 147
- resync XREF file due to maintenance bug 164

S

- save data files 141, 142
- save library 149
- special tables
 - agency record 184
 - inspection status types 185
 - plan review departments 184
 - user display defaults 197
 - user-defined building permit field tables 185
 - user-defined parcel field tables 191
- system startup and processing steps 13

T

- transaction maintenance 78

U

- user display defaults 197
- user-defined building permit field table 185
- user-defined parcel field table 191

Index

reports

- building activity listing 130
- comprehensive plan listing 98
- effective transaction listing 124
- expiring transaction listing 127
- fee by fee type detail listing 116
- fee by fee type summary listing 117
- fee by permit detail listing 121
- fee by permit summary listing 122
- inspection report 113
- inspection status listing 138
- inspection transaction listing 134
- permit sample A 106
- permit sample B 107
- permit sample C 108
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- resync XREF file due to maintenance bug 164

S

- save data files 141, 142
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 - agency record 184
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 - plan review departments 184
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T

- transaction maintenance 78

U

- user display defaults 197
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V

value table master file maintenance 168

V

value table master file maintenance 168

USRP

Definition..... PARCEL SYSTEM USER DEF FLDS

Size Prompt: Field Definition:
(see Value Table Maintenance chapter for sizes)

Description Length.... Field labels (the actual on-screen prompts)
can be up to 18 characters.

Explanations..... Define any prompts you want on the Parcel
Maintenance detail screens. You need to assign the title with the
field that has the appropriate field size and type associated with it.

ZONE

Definition..... ZONING TYPE CODES

Size..... 6 Alphanumeric Characters

Description Length.... 30

Examples..... R1-20=R1-20,000; R1-40=R1-40,000

Explanations..... Used to denote the type of zone the parcel is in.

Appendix B:

Priority

Enter the one-digit priority to be assigned to this permit in the print queue. Enter '0' if you wish to hold the printing. (Refer to your IBM manual for additional information.)

Characters per Inch

Enter the number of characters per inch you wish to print. (Refer to the chart for the appropriate type size.)

<u>Enter:</u>	<u>To print:</u>
10	10 characters per inch, or pica type
15	15 characters per inch, or condensed type

Lines per Inch

Enter the number of lines per vertical inch you wish printed on the report. (Refer to the screen chart for the appropriate amount.)

<u>Enter:</u>	<u>To print:</u>
4	four line per inch
6	six lines per inch
8	eight lines per inch

Lines per Page

Enter a number from 1 to 112 to define the number of lines you want printed on each page. Please refer to the chart for the appropriate number.

Printer ID

Enter the two-character ID for the printer which will print the permits.

Forms Name

Enter up to four characters for the type of forms on which to print. You may request BOND, WHIT, and so on. The default is blank.

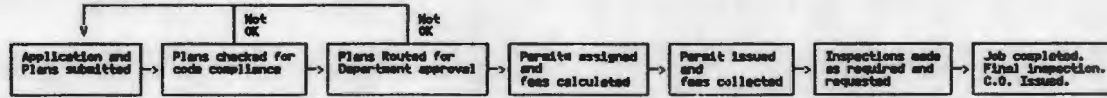
Report Title

Enter up to 35 characters (including special characters, such as the hyphens in the screen example) to be printed at the top of the report.

Appendix C:

16.0 Appendix C:

16.1 Typical Building Permit Flow Diagram



Application phase	Plan Check Review Phase	Fee Calculation phase	Permit issuance phase	Inspection phase
<ul style="list-style-type: none"> ▪ Logs application, job, site, applicant info. ▪ Verifies contractor ▪ Check job site history 	<ul style="list-style-type: none"> ▪ Tracks plan review progress ▪ Identifies required review steps 	<ul style="list-style-type: none"> ▪ Calculates fees 	<ul style="list-style-type: none"> ▪ Prints permit 	<ul style="list-style-type: none"> ▪ Tracks inspection progress ▪ Identifies inspections required

17.0 Glossary

B**Backup**

Saved files are your backups. Another good term is "insurance". Use the Save procedure to make a "recording" of all the information stored on the computer's disk storage device.

It is good insurance to have a recorded backup of your data available to you should you ever need to restore clean, accurate data that is essential to smooth systems operations. Your backup can be restored, replacing any data that is lacking or missing.

C**Character**

A letter, digit, or symbol.

Clear

When you clear data from the screen, you erase it from the screen only; it is not (in Update Mode) deleted from or (in Entry Mode) added to the file in the data base.

Command Keys

Each display screen is controlled, to a certain extent, by command keys. Command keys are certain keys that may perform functions. You will use command keys to display specific screens, to file away a record, and so on.

These functions are usually constant:

For key: This is the function:

Cmd7	End this job.
Cmd10	Switch to Entry Mode to create new records.
Cmd11	Switch to Update Mode to revise data.

Cursor

The cursor is the pointer or marker on your display screen. When you are entering data, it is the "tip of the pencil" that places your characters at its position.

D**Data**

"Data" is information.

Default

A value that is stored in the system and is used when no other value is specified. In many cases, when you first set up the system you will define the default value that the system will use.

Glossary

Delete

To erase or purge data from a file. When you perform a delete - either by requesting a purge or delete procedure, or by <Cmd4> - the data is removed permanently from a file in the data base. Do not confuse this process with clear.

Disk

The magnetic storage device on which your information (this system, the operating system, and so on) is stored.

Display

(N) A display the visual presentation of information on your terminal screen.

(V) "To display" is to show information on the display screen.

Display Field

A filled-in field that is displayed and into which you cannot enter data.

Display Screen

Your video terminal screen.

E**Edit**

To check the accuracy of the data you enter. The system edits certain codes to ensure they're valid (defined).

Enter

To type in information on the terminal keyboard and to press <Enter> in order to send the information to the computer.

<Enter>

Press this key to send the information you enter to the computer to process and file. If editing is part of the program, the system will edit (verify) your data when you press <Enter>.

F**FED**

Refer to LED.

Field

One or more spaces on a display that are there to allow you to enter related information. Fields are like the "blanks" on a paper form.

<Field Exit>

The key you press to align the text you enter (sometimes adding leading zeroes automatically) and to go on to the next field.

Glossary

I

Initialize

To prepare diskettes for use. Initialize your diskettes before you Save files on them.

Inquiry

Inquiry is a procedure that searches the Master file for certain records you wish displayed. You enter the criteria to search for - either specific or general. The records containing the criteria will be displayed.

J

Job

A job is a unit of work to be done by the system. Examples are entering a record or printing a file.

Job queue

A list of jobs on the disk that are waiting to be processed by the system. When you do not submit jobs to the job queue, the job is run interactively from your terminal.

L

LED

The LED is the last effective date of a fee or group of fees. This date is used by the system when selecting fees to apply. It is used as the last effective day of the defined fees and, also, as the first effective date for the next set of fees (with the next sequential LED).

M

Master File

The Master File contains all of the information that you enter about transactions. This is your permanent record. After you have entered data, you print it out and verify it, and then post it to this file.

MMDDYY format

A six-digit date where "MM" is the month, "DD" is the date, and "YY" is the year.

Mode

"Mode" is the method of operation, such as Entry Mode and Update Mode.

Glossary

P

Parameters

In the strictest definition: A constant value that is referred to to determine variable values. For example: The variable we will use is a penalty charge. If you are 10 days or fewer late with a payment, you will be charged a minimum of \$5 as a penalty charge. If you are more than 10 days late, you will be charged the minimum of \$5 plus \$1 for each additional day you are late. These values - \$5, 10 days, \$1 - are the penalty parameters. These parameters will be referred to to determine the variable penalty charge.

R

Record

A group of fields treated as a unit. Think of a record as a form (one or more pages) containing information that should be filed away as a unit.

Restore

To restore your Saved backups onto the disk. Contact BRC before you perform a Restore.

Roll Keys

Use the <Shift> and the up and down "arrow" keys for the roll keys. They are used to scroll through the displayed data. Roll down - as you would pull down a window shade - to view data at the top of the screen or list. Roll up, again, like the window shade, to view data at the bottom.

S

Save

The Save procedure makes a "recording" of all the information stored on the computer's disk storage device and places that recording on a magnetic diskette, a magnetic tape, or a magnetic diskette magazine - whichever your system uses.

Just as when you make a tape recording of a record, all the original information is left on the disk intact.

Special Character

Any character that is not a number or a letter - such as an asterisk (*) - is a special character.

System Control File

The parameters defined in the System Control File drive various internal functions (depending on the application) ranging from the agency name and special headings to penalty percentages used when calculating a penalty. The control file concept allows flexibility while maintaining the integrity of the data and the programs.

Glossary

T

Transaction

Any item of business is a transaction. Examples are payments, billings, adjustments, abatements.

V

Valid Codes

Valid codes are codes that you have already defined and filed into the data base.

Index

18.0 Index

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