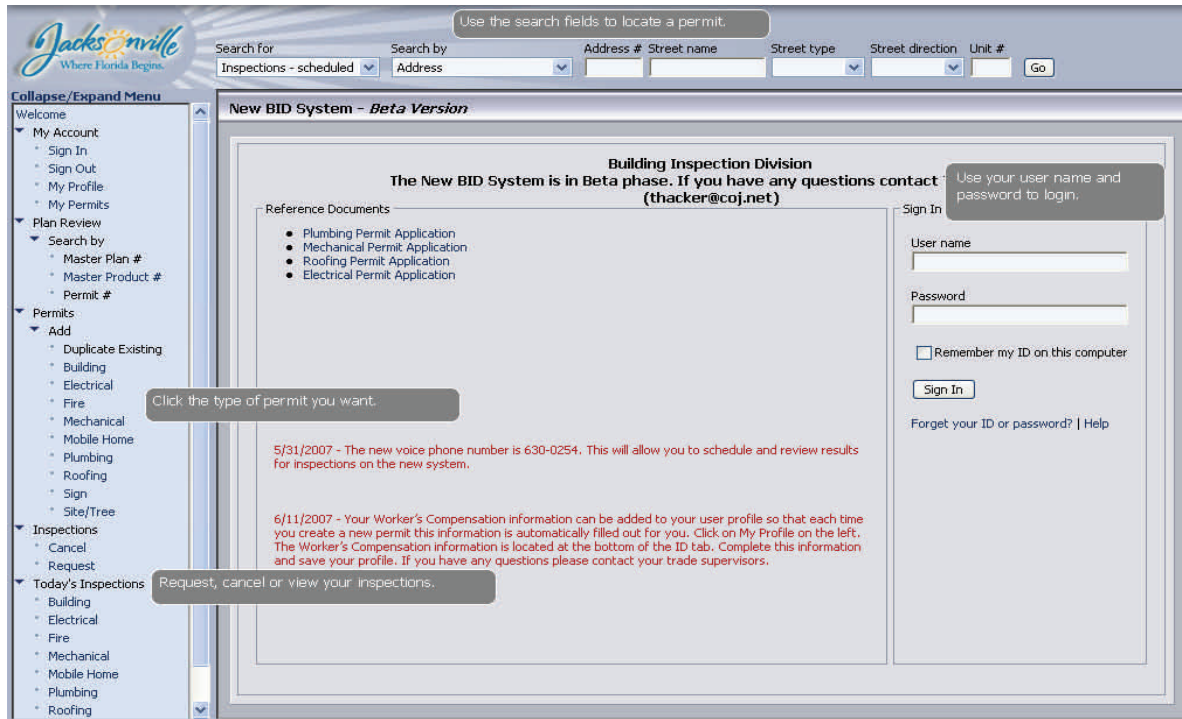




Getting started

The first place to begin is to access the system. Open an internet browser and enter this web address:

<http://buildinginspections.coj.net> Refer to the procedures in this guide to login and navigate the application. After you access the system, enter your city-supplied User Name and password in the appropriate fields, then click Sign In. The User Name is your City ID #, a temporary password will be provided. Once you log-in please change your password.

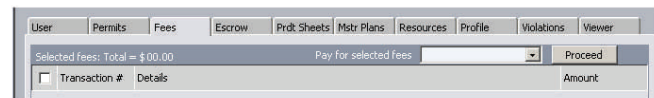


How to start a permit

- 1 After you access the system, click the type of permit you want under the **Permits > Add** tree on the left navigation menu.
Result: The permit application appears in a series of tabulated windows.
- 2 Complete the entry fields on the permit application. Click along the tabulated windows to access new entry fields.
Note: Do not enter data in the Plan Review, Prereq, Fees, Insp, or Reg tabs since these are administrative fields.
- 3 Click the **Save** button above the tabs when you reach a stopping point.
Result: The system saves the information you entered up to this point and creates a permit number if sufficient information has been provided. Be sure to record the permit number. You may log-in later and return to the point in which you stopped to complete the application.
- 4 For Internet Permits, click the **Submit** button above the table when you're ready to send the permit application to the city for approval.
Result: The Permit Manager receives the application, reviews it, and determines whether to approve it. You need to check your permit under **My Permits** to determine if the application has been approved/declined.
- 5 When your are completing a permit there is a **Print** button at the top left so you can print the application to have it completed and signed if you have to bring it to our office at 214 Hogan Street North, 2nd floor.

How to pay for an Internet permit

The Building Inspection Division must approve the application before you can pay via the internet. Be prepared to pay with a credit card or escrow if you pay online. Otherwise, pay cash in person. You will need to make a deposit in a **separate escrow account for the new system** using a [deposit slip for the new system only](#). Funds remaining in the old escrow system will be returned to you.



- 1 Click **User Profile** under the **My Account** tree on the left navigation menu. **Result:** The user information, list of permits, and fee/escrow information appears in a series of tabulated windows.
- 2 Click the **Fees** tab. **Result:** A list of transactions appear.
- 3 Check the checkbox(es) next to the transaction numbers for which you want to pay.
- 4 Select **Credit Card** in the **Pay for Selected Fees** list box. If you selected **Escrow** as the payment method while completing the permit, the fee will be deducted when approved.
- 5 Click **Proceed**. **Result:** A confirmation page appears with transaction data.
- 6 Click **Checkout**. **Result:** A receipt page appears, which you may print.

How to schedule an inspection

Before you can schedule an inspection, the following conditions must be met in this order:

- 1) complete and submit the Permit Application (either a paper version or an online version) to the Building Inspection Division ,
- 2) wait for BID to approve the permit, and
- 3) pay the permit fee.

Note: Read the procedures on the other side of this sheet for instructions on starting a permit application, and paying for an approved permit.

- 1 Click **Request** under **Inspections** on the left navigation menu.
Result: The Inspection Request window appears.

- 2 Select the type of permit application in the **Type** field.

- 3 Select the year in which the application was submitted to the city.
Result: The system will insert "Type" and the year in the first two fields of the Permit Number area.

- 4 Enter the remainder of the permit number in the proper fields.

- 5 Click the **Find** button to show inspections available for the permit.

- 6 Select the date in which you want to schedule the inspection in the calendar. Note that you must select an inspection date no later than 30 days from the current date.

- 7 Enter the inspection contact information in the **Name** and **Phone** fields.

- 8 If you request a partial inspection, then select the checkbox. Enter any notes or comments to the city inspector in the textbox.

- 9 Click **Submit**.

Result: The system sends a request to the city's Building Inspection Division. A confirmation number appears on the screen.

How to cancel a scheduled inspection

- 1 Click **Cancel** under **Inspections** on the left navigation menu.

Result: The Inspection Cancellation Request window appears.

- 2 Perform one of the following tasks:

- Enter the confirmation number that you received when you scheduled the inspection, or
- Select the type of permit application in the **Type** field. Select the year in which the application was submitted to the city. Enter the remainder of the permit number in the proper fields.

- 3 Click **Find** to locate any scheduled inspections for that permit.

- 4 Click **Submit**.
Result: The inspections are cancelled.

How to search for a permit

The system features a robust search element that allows you to search by document, scheduled inspections, permits, plan reviews, or code enforcement.

- 1 Select the proper search criteria in the **Search For** list.
Result: A corresponding list of search criteria appears in the Search by list.
- 2 Select the proper search criteria in the **Search by** list.

- If you search by address, then enter the property address details in the proper fields.

- If you search by permit number, then enter the permit details in the proper fields.

How to view an inspection request

- 1 Click **My Inspections** under the **Inspections > View** tree on the left navigation menu.
Result: The Inspection Schedule window appears.

- 2 You may filter the view of the inspection using the Show Result or Show Date list.