

MCSJ Construction Permitting

Maintenance Setups

Service IDs are created to describe the fee to be charged on an invoice.

Go To: Billing/Collections> Misc AR> Service Maintenance

Click Add to create a unique ID. Type can be changed to determine the behavior of the fee.

- Service: A standard pricing based on quantity and unit price.
- Rate Per Unit/Flat Per Unit: A structured schedule that allows for a variable rate or amount at given quantities. This is filled in on the Rate Per Unit tab.
- Prc of Permit: A fee calculated based on a defined percent. This can be enhanced to calculate on all codes used on a permit.
- Charge Acct: A ledger account can be chosen to record a receivable upon billing or revenue upon collection based on your form of accounting.

Building Codes are created to apply to a permit and Service IDs are attached to each respective Building Code to allow them to be chosen when billing a customer.

Go To: Billing/Collections> Construction Permits/Code Enforcement> Construction Permits> Building Code Maintenance

Fee Type	Service Id	Description	Type	Unit Price	Unit Msre	Auto Select
Application	APP FEE	APPLICATION FEE	Service	25.000000		<input type="checkbox"/>
Certificate	CO FEE	CERTIFICATE OF OCCUPANCY FEE	Service	25.000000		<input type="checkbox"/>
Permit	UCCB1	BUILDING CODE FEE 1	Service	100.000000		<input checked="" type="checkbox"/>
Permit	UCCB2	BUILDING CODE FEE 2	Service	200.000000		<input checked="" type="checkbox"/>
Permit	UCCB3	BUILDING CODE FEE 3	Rate Per Unit	.000000		<input type="checkbox"/>

Choose a building code and add Service IDs based on their Fee Type on the Code. The Auto Select feature allows certain codes to populate automatically to the fees tab of the permit.

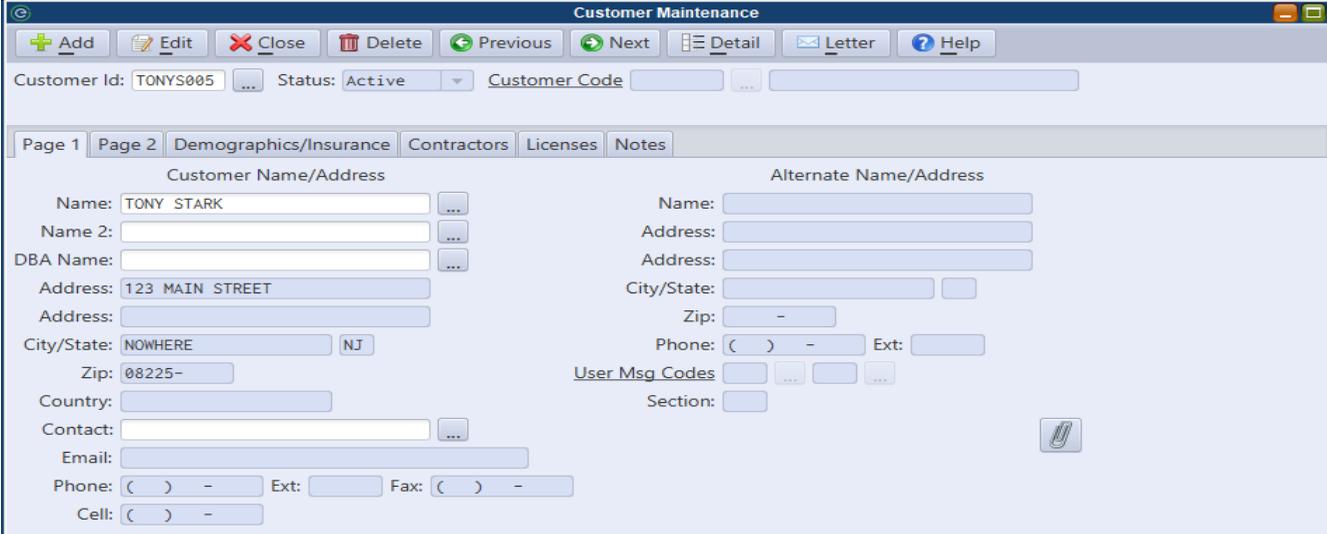
Inspectors can be added into MCSJ to be later assigned inspections throughout the Permitting and Code Enforcement module.

Go To: Billing/Collections> Misc AR> Inspector Maintenance

Click Add to create a unique ID. All relevant information can be filled in the fields. An inspector can be set up with certain availability which will prevent them from being scheduled outside availability defined.

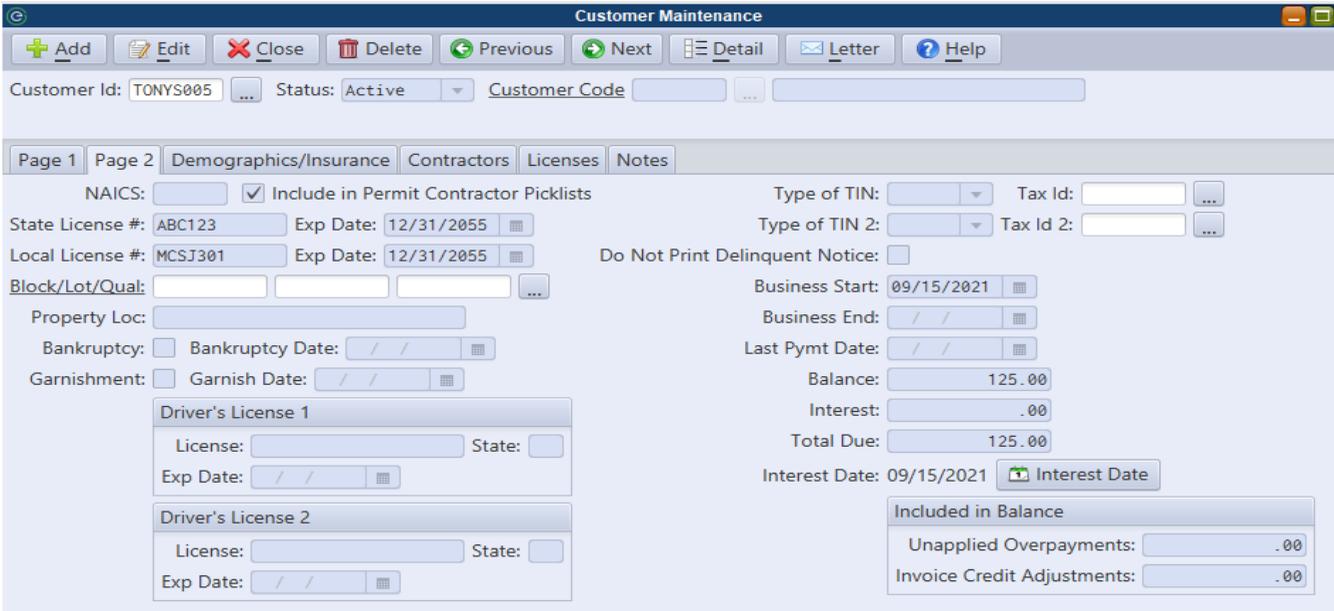
Customer Maintenance is used to add and edit Contractor or Owner information.

Go To: Billing/Collections> Misc AR> Customer Maintenance



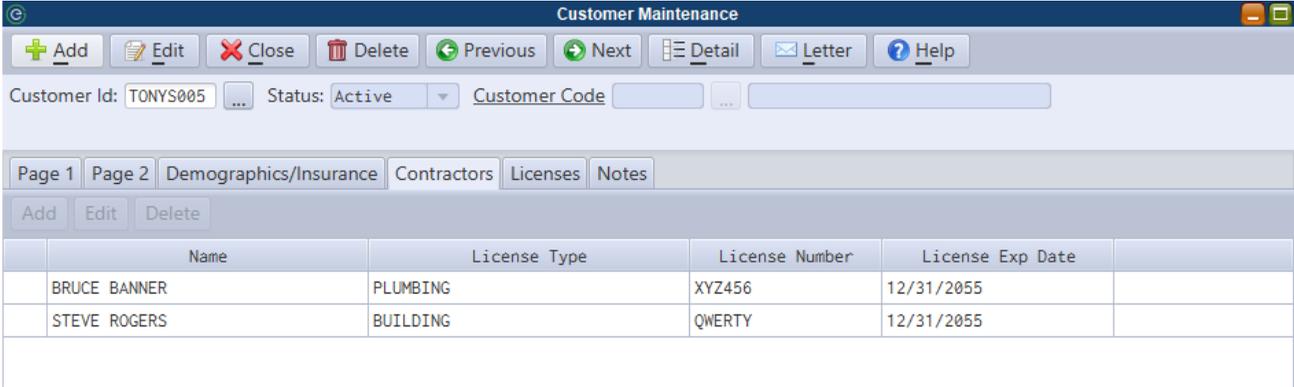
The screenshot shows the 'Customer Maintenance' application window. The title bar reads 'Customer Maintenance'. The menu bar includes 'Add', 'Edit', 'Close', 'Delete', 'Previous', 'Next', 'Detail', 'Letter', and 'Help'. The main area shows 'Customer Id: TONY005' and 'Status: Active'. Below this are tabs for 'Page 1', 'Page 2', 'Demographics/Insurance', 'Contractors', 'Licenses', and 'Notes'. The 'Page 1' tab is active, displaying a form for 'Customer Name/Address' and 'Alternate Name/Address'. The 'Customer Name/Address' section includes fields for Name (TONY STARK), Name 2, DBA Name, Address (123 MAIN STREET), City/State (NOWHERE NJ), Zip (08225-), Country, Contact, Email, Phone, Ext, Fax, and Cell. The 'Alternate Name/Address' section includes fields for Name, Address, City/State, Zip, Phone, and Ext. There are also fields for 'User Msg Codes' and 'Section'.

Page 1 will populate contact information of the customer. Page 2 will allow you to choose to add a particular customer onto the picklist for Contractors. State License, if populated, can be translated to the permit based on the customer.



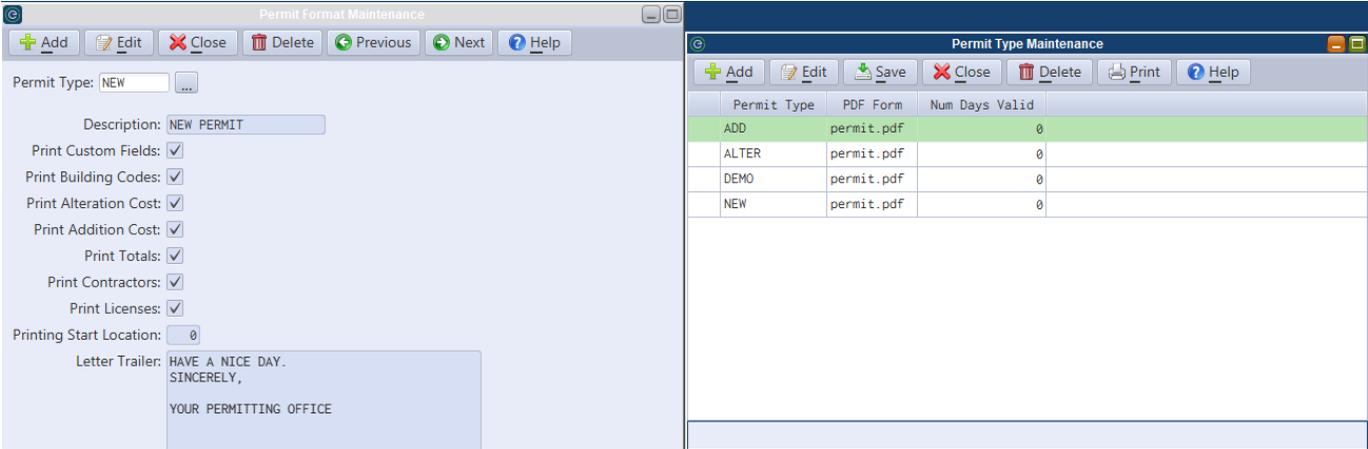
The screenshot shows the 'Customer Maintenance' application window with 'Page 2' selected. The title bar and menu bar are the same as in the previous screenshot. The main area shows 'Customer Id: TONY005' and 'Status: Active'. Below this are tabs for 'Page 1', 'Page 2', 'Demographics/Insurance', 'Contractors', 'Licenses', and 'Notes'. The 'Page 2' tab is active, displaying a form for 'Demographics/Insurance'. The form includes fields for NAICS, 'Include in Permit Contractor Picklists' (checked), State License # (ABC123), Exp Date (12/31/2055), Local License # (MCSJ301), Exp Date (12/31/2055), Block/Lot/Qual, Property Loc, Bankruptcy, Bankruptcy Date, Garnishment, Garnish Date, Driver's License 1 (License, State, Exp Date), Driver's License 2 (License, State, Exp Date), Type of TIN, Tax Id, Type of TIN 2, Tax Id 2, Do Not Print Delinquent Notice, Business Start (09/15/2021), Business End, Last Pymt Date, Balance (125.00), Interest (.00), Total Due (125.00), Interest Date (09/15/2021), and an 'Interest Date' button. There is also a section for 'Included in Balance' with 'Unapplied Overpayments' (.00) and 'Invoice Credit Adjustments' (.00).

The Contractors tab can be used to add any additional Contractors and Licenses that may be applicable to the Customer Maintenance record. Such as the example of an Agency or Company employing multiple Contractors.



Permit Format Maintenance was created to accommodate the handling of printing unlimited building codes on a permit form. For each permit type, users can specify whether or not they want to print additional building code information on their permit forms. If so, they can also specify the location on the form where they want to start printing this information. The Permit Format Maintenance also gives users the ability to print custom permit fields.

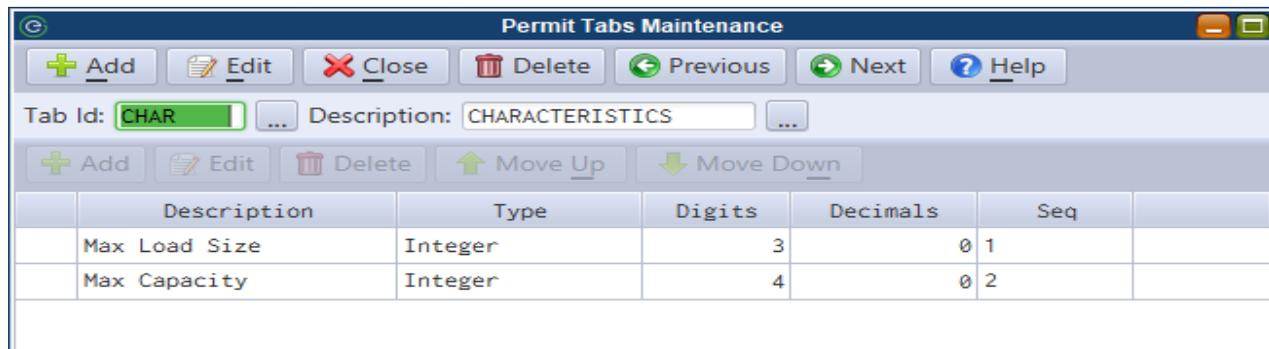
Go To: Billing/Collections> Construction Permits/Code Enforcement> Construction Permits> Permit Format Maintenance



A format type is created to be linked to the name of a permit type found in Permit Type Maintenance.

Permit Tabs Maintenance (Custom Tabs/Fields)

The Custom Fields tab in CPCE Parameter Maintenance has been removed and the functionality to add custom fields to the Permit Maintenance has been enhanced by creating the Permit Tabs Maintenance.



Through this new maintenance, users can now create their own custom tabs and fields to appear on Permit Maintenance. The Type, Digits and Decimals will dictate what the user will be able to enter from Permit Maintenance.

Permit Entry

Go To: Billing/Collections> Construction Permits/Code Enforcement>
Construction Permits> Construction Permit Maintenance

Add a permit to get an Application ID. Set the Block/Lot/Qual or Property Location. The select to either Add Owner as Customer, or choose the Lookup Type to Contractor to search Customer Maintenance for created contractors. License No can be chosen from the Contractor selected based on what is entered in State License. Select a Permit Type. At this point the permit can be saved and additional information can be entered.

Construction Permit Maintenance

Application Id:
 Application Date:

Permit No:
 Permit Issue Date:
 Permit Expiration Date:

Update No:

Building Code	Alteration Cost	Addition Cost	Contractor Id	Contractor Name	License Number
INS BUILDING	.00	.00	TONYS005	TONY STARK	

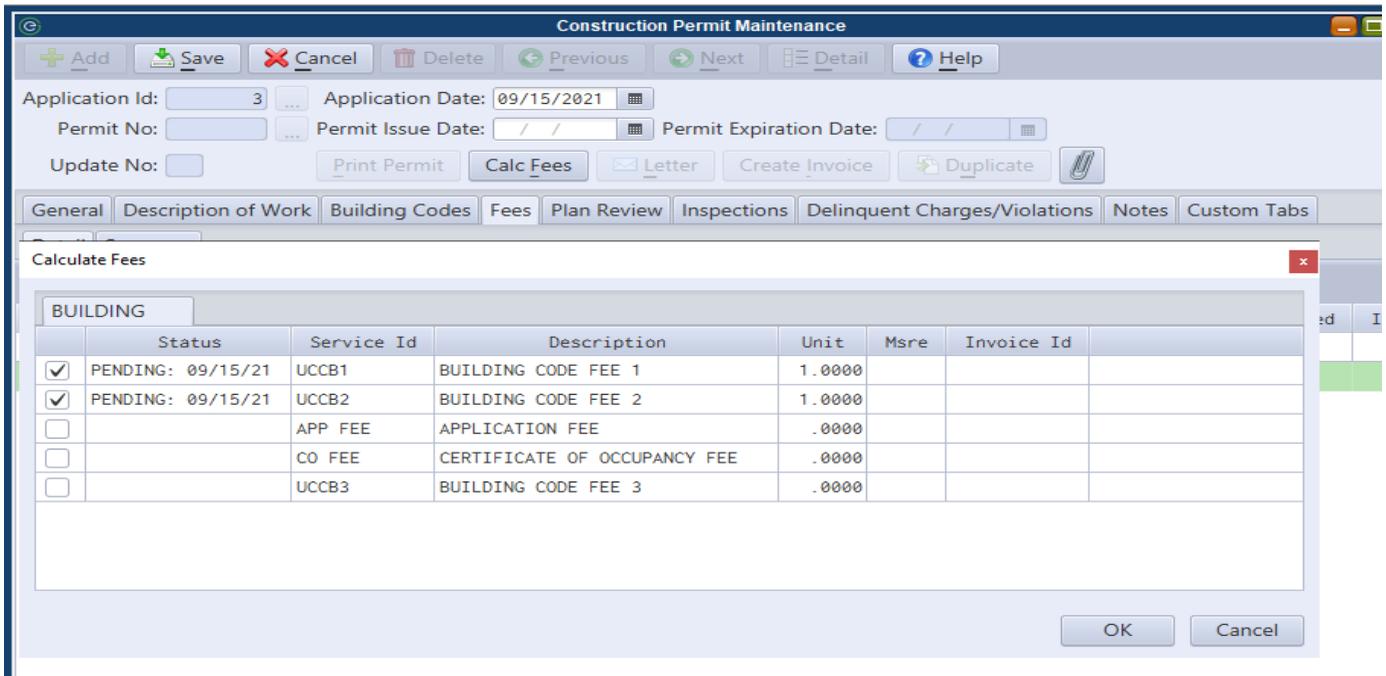
New Construction Volume:
 Advisory Board Variance:

Census Num:
 Appeal Board Decision:

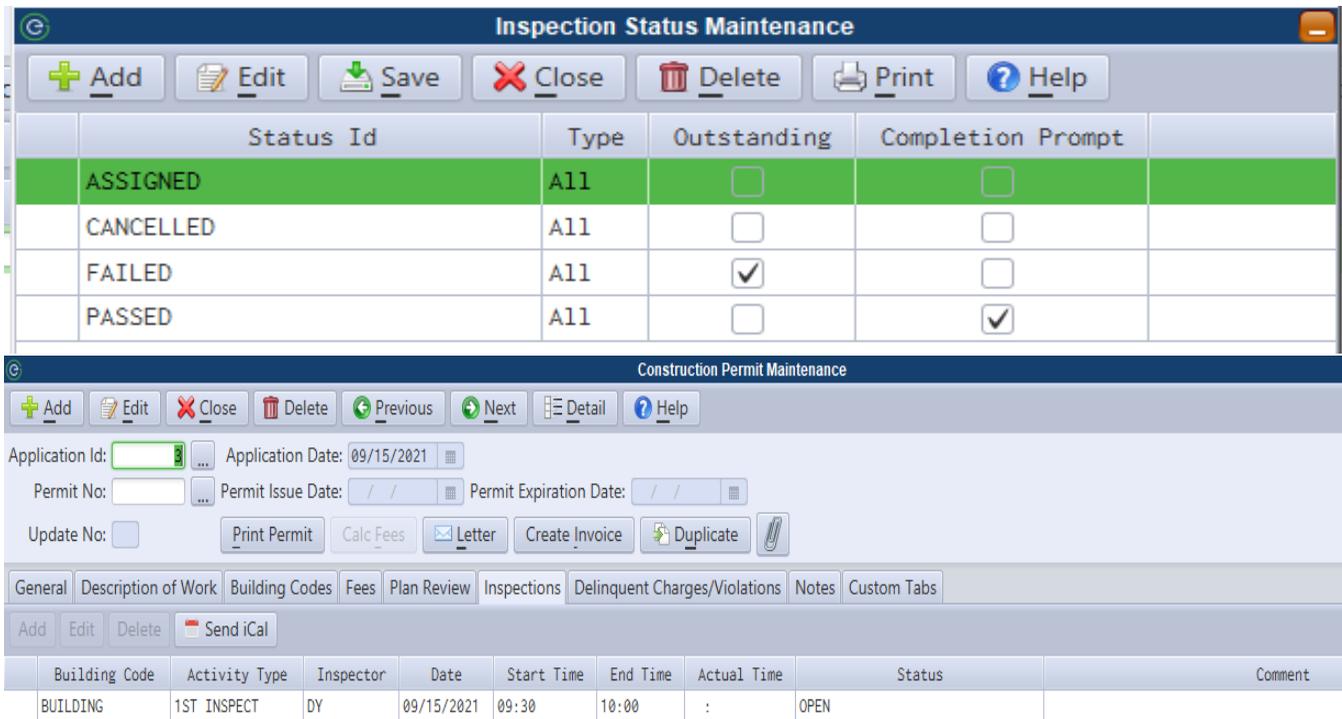
Previous Impervious Sq. Footage:
 New Impervious Sq. Footage:
 Total Impervious Sq. Footage:

An unlimited number of Building Codes can be entered. You can also attach the same building code more than once. This is beneficial if you have 2 different contractors working on the same type of sub code. Alteration and Addition Cost are also broken out. This is because some states only require state fees to be calculate on Alteration Cost or Addition Cost depending on the type of construction.

The **Calc Fees** button can be used to bring up the table of fees that are respective to each building code on the permit. Quantity can be adjusted from this menu and certain fees can have their unit price changed once assigned.



Inspections can be added. We now have a maintenance to allow for different types of Status'. This can be done by going to: **Billing/Collections> Construction Permits/Code Enforcement> Inspection Status Maintenance.**



Click add, choose the appropriate building code along with all relevant

Inspector information. F3 on the keyboard can be used to see the picklist of items under Status.

At this point the permit can be saved and an invoice can be created.

Invoice Action: Create New Invoice

Invoice Id: I-000005

Invoice Date: 09/15/2021

Due Date: 10/15/2021

Pay Invoice:

Set Issue Date:

Permit Issue Date: / /

Fee Type

Permit Application

Plan Review Certificate

Permit No: P-000006

Service Descript	Quantity	Unit Price	Line Total
BUILDING CODE FEE 1	1.0000	100.000000	100.00
BUILDING CODE FEE 2	1.0000	200.000000	200.00
APPLICATION FEE	5.0000	25.000000	125.00
Total			425.00

OK Cancel

Upon creating of the invoice, a permit number will be issued.

Inspection Results

Inspection Sheets can be printed to be handed out to each inspector to list all inspections in range.

Print Close Help

Enter the Following:

Range of Inspector Ids (Blank for All):

Range of Dates: 09/15/2021 to 09/15/2021

Report Sequence: Time

Statures

Print Conditions

Print Contractor/Customer Info

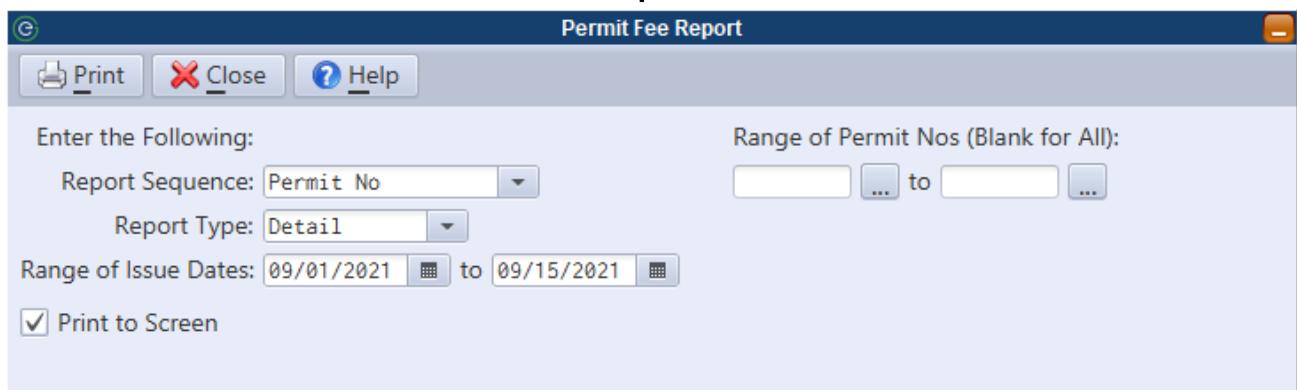
Print to Screen

Go To: Billing/Collections> Construction Permits/Code Enforcement> Inspection Sheets

Inspection Results can also be entered via the Inspection Schedule Routine or Inspection Results. Open Maintenance Button Users may now open the Permit, Violation or Rental Maintenance screens for a selected record directly from the Inspection Results window.

Permit Reports

Go To: Billing/Collections> Construction Permits/Code Enforcement> Construction Permits> Permit Fee Report



The screenshot shows a software window titled "Permit Fee Report". At the top, there are three buttons: "Print", "Close", and "Help". Below the buttons, the window is divided into two main sections. The left section is titled "Enter the Following:" and contains three input fields: "Report Sequence:" with a dropdown menu set to "Permit No", "Report Type:" with a dropdown menu set to "Detail", and "Range of Issue Dates:" with two date pickers set to "09/01/2021" and "09/15/2021". The right section is titled "Range of Permit Nos (Blank for All):" and contains two empty text boxes with ellipsis buttons and a "to" label between them. At the bottom left, there is a checked checkbox labeled "Print to Screen".

Permit Fee Report will give information on fees paid and waived summarized by the different building code types.

Just below the Fee Report is our Custom Report which can be used to build reports that are not standardized in MCSJ. Custom Reports can be exported to Excel and can be made as Templates for later prints.

MCSJ Code Enforcement

Ordinance Maintenance

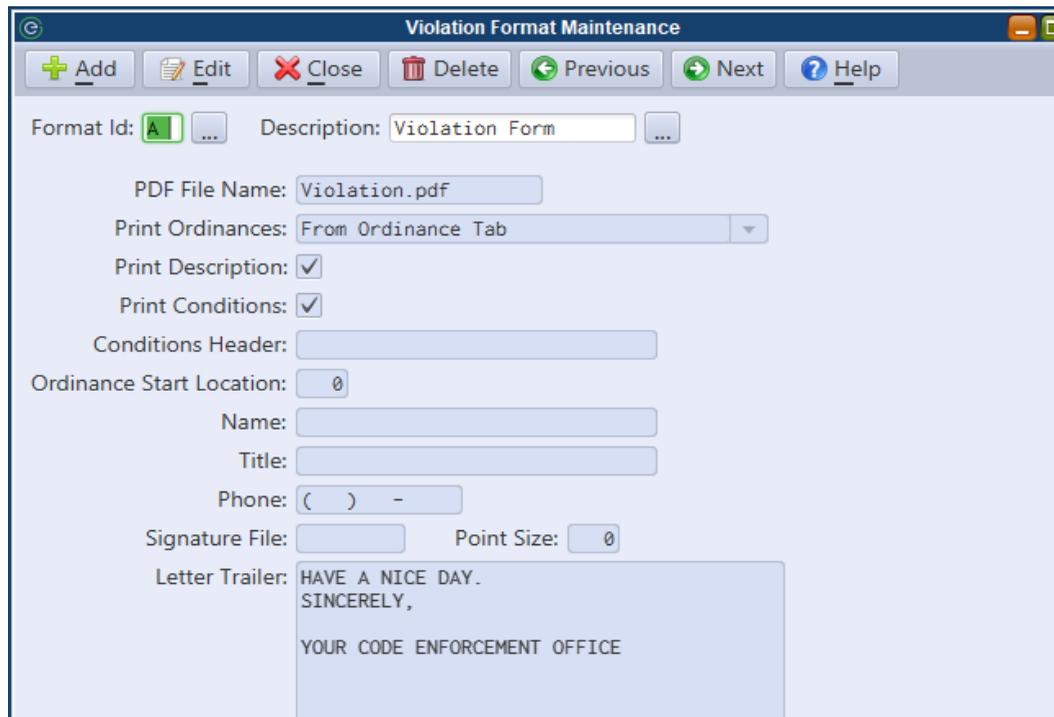
For Violations, Ordinance Maintenance is used to create IDs base on any ordinance to be described to the owner. An ID number is added and a full description of the violation can be entered. Fees built in from the Service ID Maintenance can be pulled and applied to the Ordinance Maintenance to bill the customer if applicable.

Go To: Billing/Collections> Construction Permits/Code Enforcement> Code Enforcement> Ordinance Maintenance

Service Id	Description	Unit Price	Unit Msre
INS ORD FEE	ORDINANCE FEE	100.000000	

Violation Form Maintenance helps to customize the form you print and can be created for various inspectors.

Go To: Billing/Collections> Construction Permits/Code Enforcement> Code Enforcement> Violation Format Maintenance



The screenshot shows a web application window titled "Violation Format Maintenance". The interface includes a toolbar with buttons for "Add", "Edit", "Close", "Delete", "Previous", "Next", and "Help". Below the toolbar, there are input fields for "Format Id" (containing 'A') and "Description" (containing "Violation Form"). Further down, there are fields for "PDF File Name" (containing "Violation.pdf"), "Print Ordinances" (a dropdown menu set to "From Ordinance Tab"), "Print Description" (checked), and "Print Conditions" (checked). There are also fields for "Conditions Header", "Ordinance Start Location" (containing '0'), "Name", "Title", and "Phone" (with a format "() - "). Below these are fields for "Signature File" and "Point Size" (containing '0'). At the bottom, there is a "Letter Trailer" field containing the text: "HAVE A NICE DAY.
SINCERELY,
YOUR CODE ENFORCEMENT OFFICE".

Entering Violation

Go To: Billing/Collections> Construction Permits/Code Enforcement> Code Enforcement> Violation Maintenance

The screenshot shows the 'Violation Maintenance' software interface. At the top, there are navigation buttons: Add, Edit, Close, Delete, Previous, Next, Detail, and Help. Below these, the 'Violation Id' is set to 'V-000001' and the 'Violation Date' is '09/15/2021'. There are buttons for 'Print Violation', 'Calc Fines', 'Letter', and 'Create Invoice'. The main form is divided into several sections: 'Property Information' (Block/Lot/Qual: 68 12 4, Location: 2187 BROOKSHIRE ROAD, Owner: TONY STARK, Street 1: 123 MAIN STREET, City/State/Zip: SOMEWHERE, NJ 08225-), 'Violation Type' (Parcel), 'Status' (Open), 'Primary Use Type', 'Additional Use Types', 'User Msg Codes', 'Lead Inspector' (DY), 'Entered By' (SU), and 'Do Not Purge'. There are also fields for 'Customer Id' (P-000001) and 'TONY STARK', and a 'View Map' button. A 'Complaint Information' section and a 'Tenant' section (Name: SHAWN COHEN) are also visible.

Click add to create a violation. Enter Block/Lot/Qual information or Location information. Add Owner as Customer can be used to create customer record if one does not exist. All applicable information can be added to the violation.

The screenshot shows the 'Violation Maintenance' software interface with a table of ordinances. The table has columns for Ordinance Id, Description, Compliance Deadline, Conditions, and Activity. The table contains two rows of data.

Ordinance Id	Description	Compliance Deadline	Conditions	Activity
123.1	Tall Grass	10/15/2021		
123.2	Obstruction of Sidewalks	10/15/2021		

An unlimited number of Ordinances can be added. Then Calc Fees can be used to attach any applicable fees to the violation. Inspections can be added the same way as Permits.

Rental Module

Entry of Rentals

To add a Rental Record, you would begin by hitting the “Add” button and the Rental ID will auto populate. Enter in the necessary information to complete the record.

The screenshot displays the 'Rental Maintenance' software interface. At the top, there is a toolbar with buttons for 'Add', 'Save', 'Cancel', 'Delete', 'Previous', 'Next', 'Detail', 'Letter', 'Create Invoice', and 'Help'. Below the toolbar, the 'Rental Id' is set to 'RE-00001', and there are fields for 'Registration Date' and 'Expiration Date'. The main form is divided into several sections: 'General' (with tabs for 'Property Management', 'Description', 'Delinquent Charges', 'Violations', and 'Invoices'), 'Unit Information' (with tabs for 'Units', 'Inspections', 'Tenants', and 'Fees'), and a data table. The 'General' section includes fields for 'Block/Lot/Qual' (68, 12, 4), 'Location' (2187 BROOKSHIRE ROAD), 'Status' (Active), 'Use Type', 'User Code', 'Customer Id' (P-000001), and 'Owner' (TONY STARK). The 'Unit Information' section includes a table with columns for 'Unit Num', 'Rental Type Id', 'Max Occupancy', 'Curr Occupancy', 'Status', 'Status Date', and 'Attachment'. The table is currently empty.

Go To: Billing/Collections> Construction Permits/Code Enforcement> Rentals> Rental Maintenance

To add Unit information to the Rental Record you will need to go to the bottom section of Rental Maintenance. Hit the “Add” button underneath the Units tab. The new line will then be inserted, you can enter in the unit number/letter. The rental type should also be assigned. When in the rental type section, you can hit the F3 key to pull up the rental type picklist to select the appropriate rental type. The max and current occupancy fields are optional. The status of the unit should also be set appropriately. If the unit is inactive the customer will not be billed for that unit. You can have as many units as you need for that property.

To create an invoice for their rental registration/inspection fee you can select the "Create Invoice" button on the top of Rental maintenance. Check off the Registration Check box and select the Service ID you wish to bill the customer. The Billable Units will automatically come in based on how many units you added to the record; however, you can edit this number if need be. Once you have entered in everything hit the "OK" button to generate the invoice.

Invoice Action: Create New Invoice

Invoice Id: I-000006 Invoice Date: 09/15/2021

Due Date: 10/15/2021

Fee Type

Registration Inspection

Reg Service Id: RENT FEE

Billable Units: 1

Pay Invoice:

Service Descript	Quantity	Unit Price	Line Total
RENTAL FEE	1.0000	300.000000	300.00
Total			300.00

OK Cancel

To schedule inspections, you would hit the "Add" button under the Inspections Tab on Rental Maintenance and a new line will be inserted. From there you would enter in the unit number the inspection will be on, the activity type which is the type of inspection you are doing, the name of the assigned inspector and the date the inspection will take place.

Rental Maintenance

Rental Id: RE-00001 Registration Date: / / Expiration Date: / /

Block/Lot/Qual: 68 12 4 - -

Location: 2187 BROOKSHIRE ROAD

Status: Active

Use Type:

User Code:

Customer Id: P-000001 TONY STARK

Owner: TONY STARK

Street 1: 123 MAIN STREET

Street 2:

City/St/Zip: SOMEWHERE, NJ 08225-

Country:

Phone: () - Cell: () -

Email:

Unit Information

Unit Num	Activity Type	Inspector	Date	Start Time	End Time	Actual Time	Status
1	RENTAL INS	DY	09/16/2021	10:00	10:15	:	OPEN