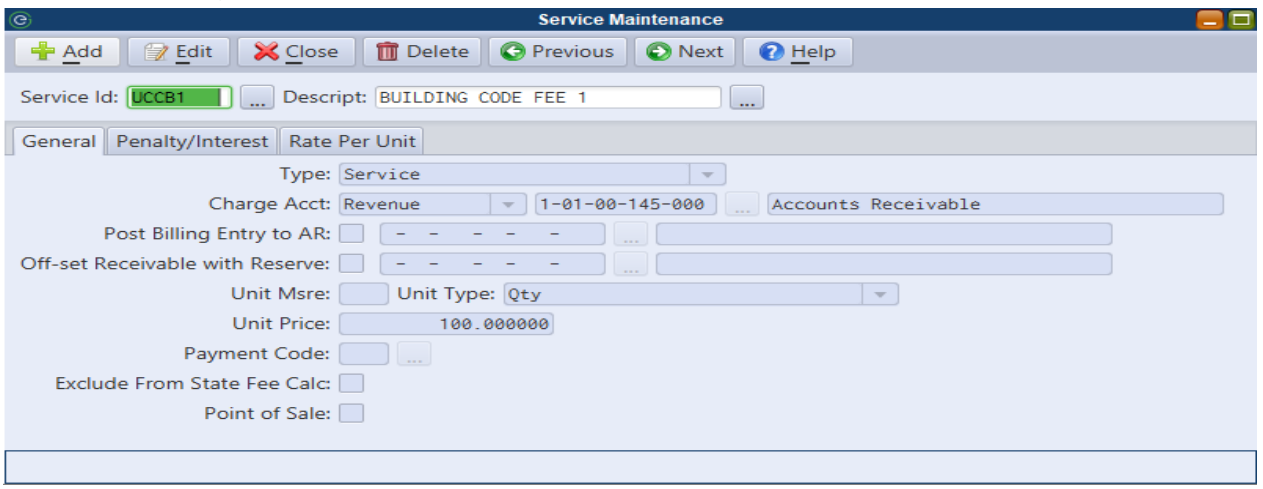
MCSJ Construction Permitting

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.

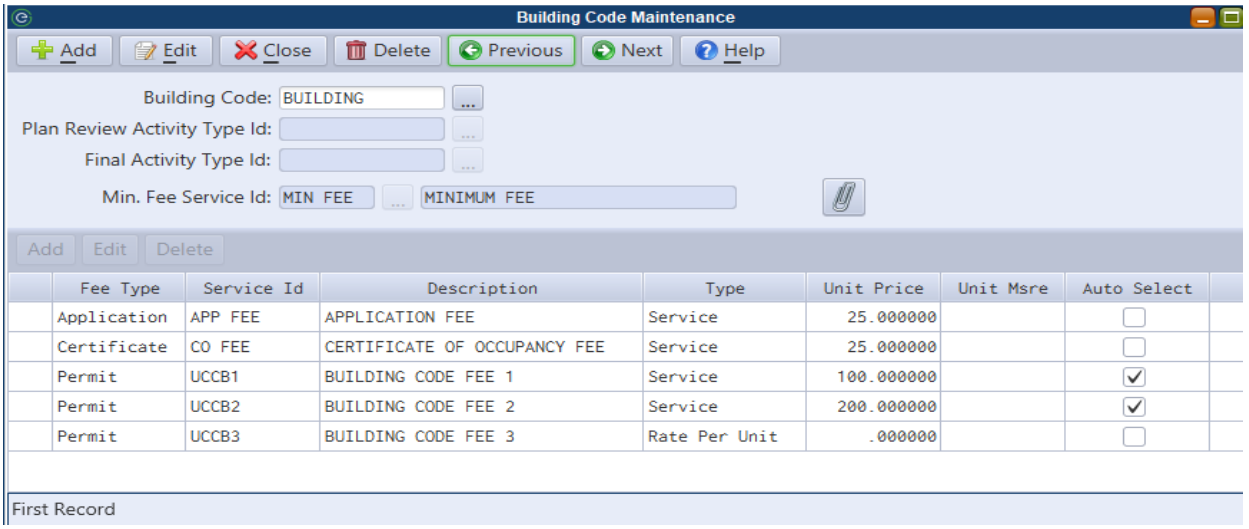
-Rate Per Unit/Flat Per Unit: A structured schedule that allows for a variable rate or amount at given quantities. This is filled in on the Rate Per Unit tab.

-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.

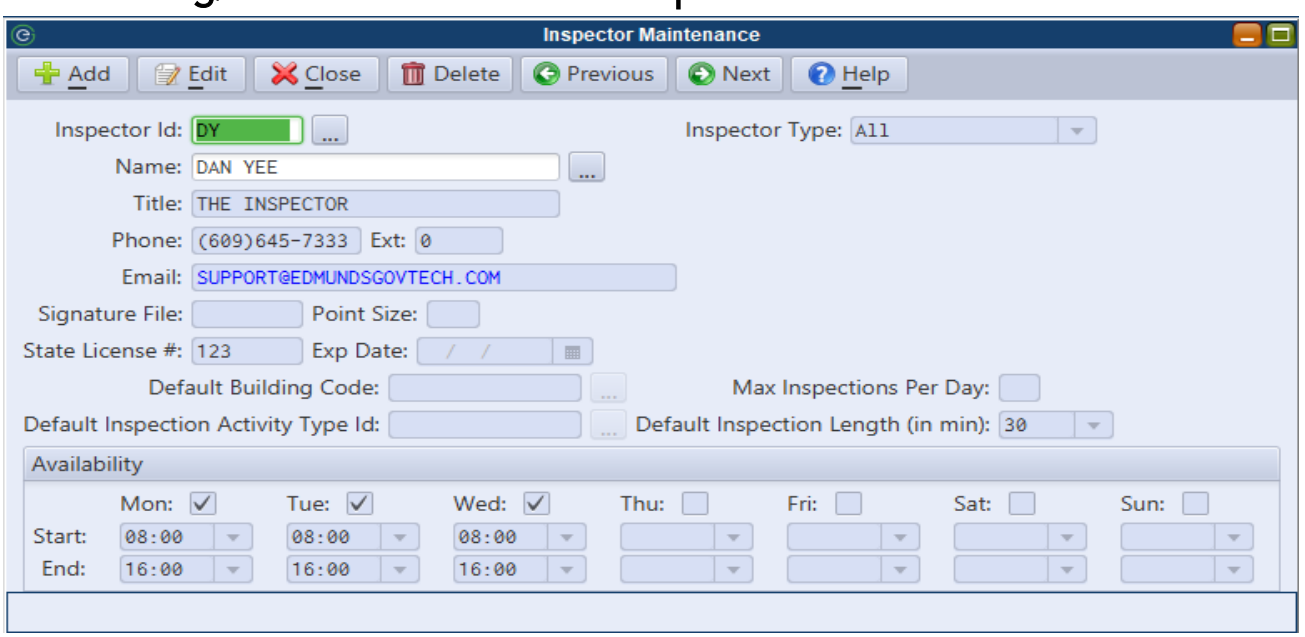
Go To: Billing/Collections> Construction Permits/Code Enforcement> Construction Permits> Building Code Maintenance



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.

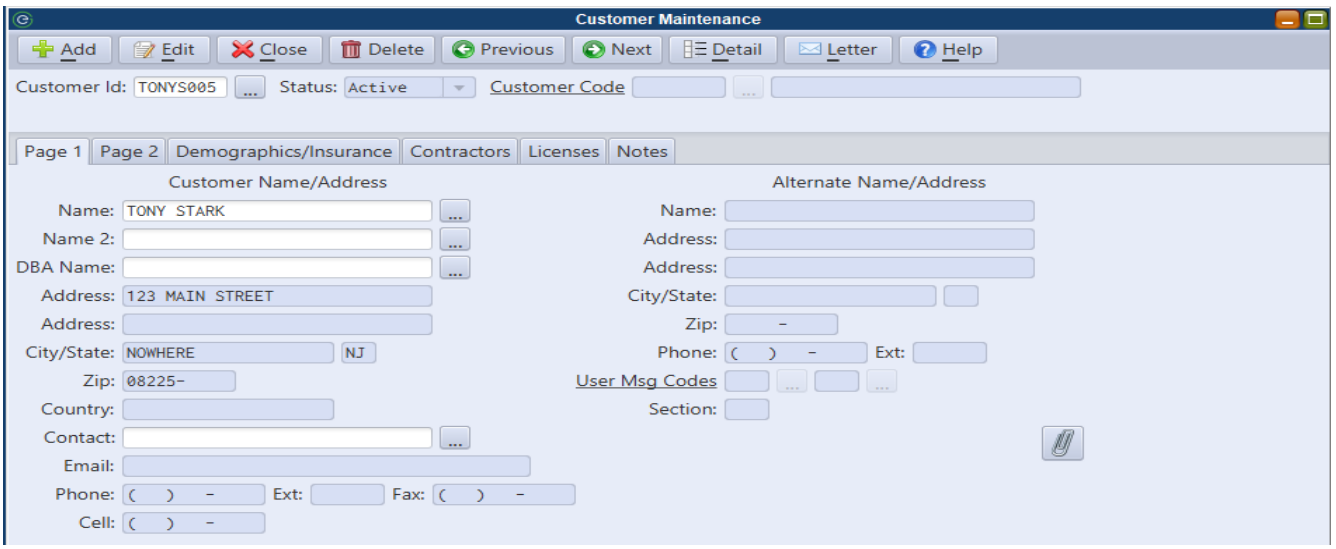
Go To: Billing/Collections> Misc AR> Inspector Maintenance



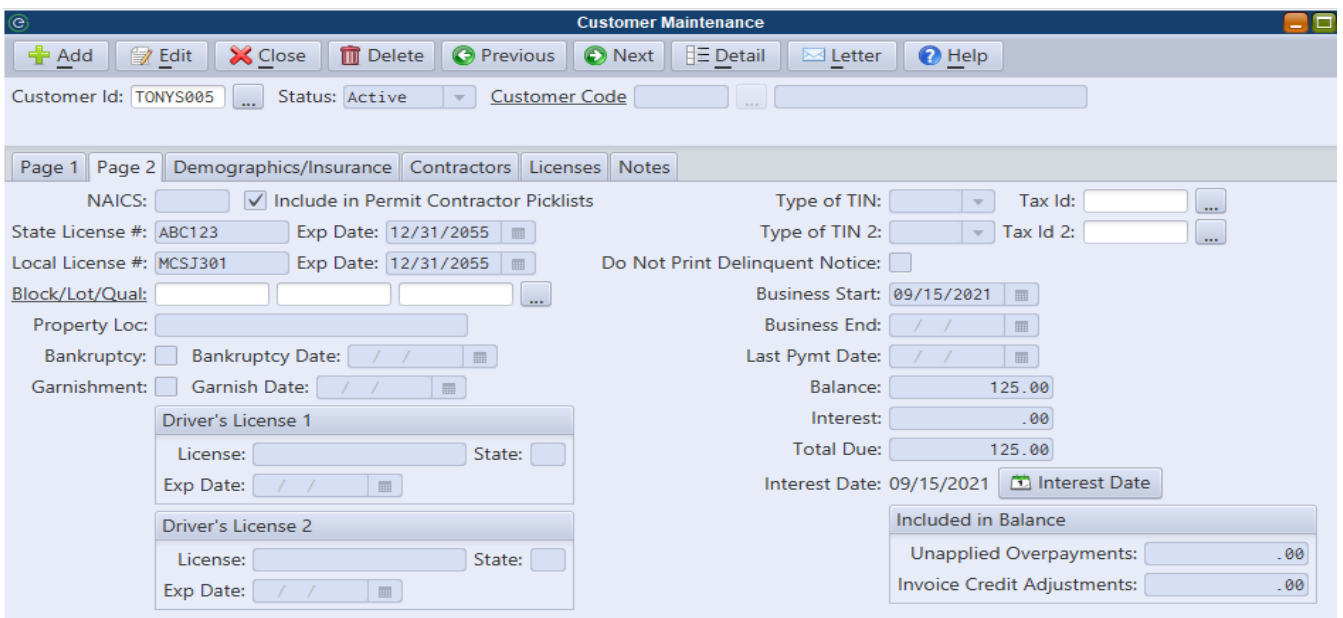
Click Add to create a unique ID. All relevant information can be filled in the fields. An inspector can be set up with certain availability which will prevent them from being scheduled outside availability defined.

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

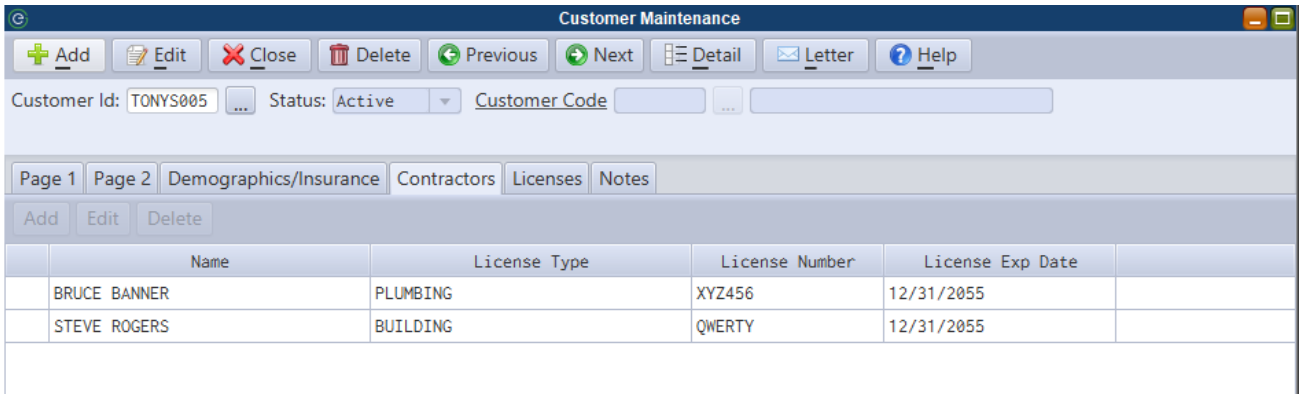
Go To: Billing/Collections> Misc AR> Customer Maintenance



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.

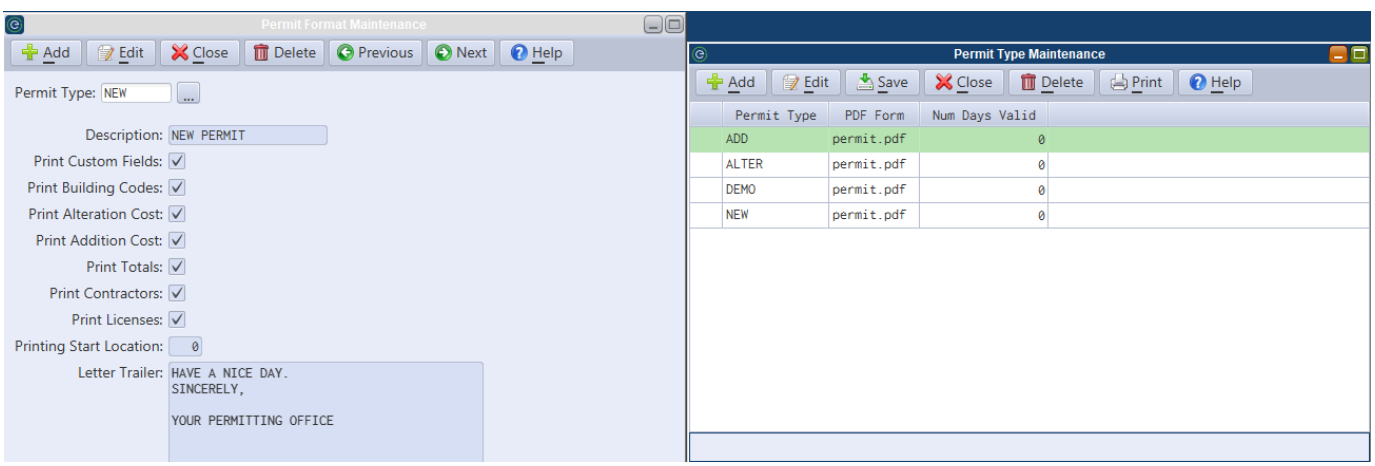


The Contractors tab can be used to add any additional Contractors and Licenses that may be applicable to the Customer Maintenance record. Such as the example of an Agency or Company employing multiple Contractors.



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.

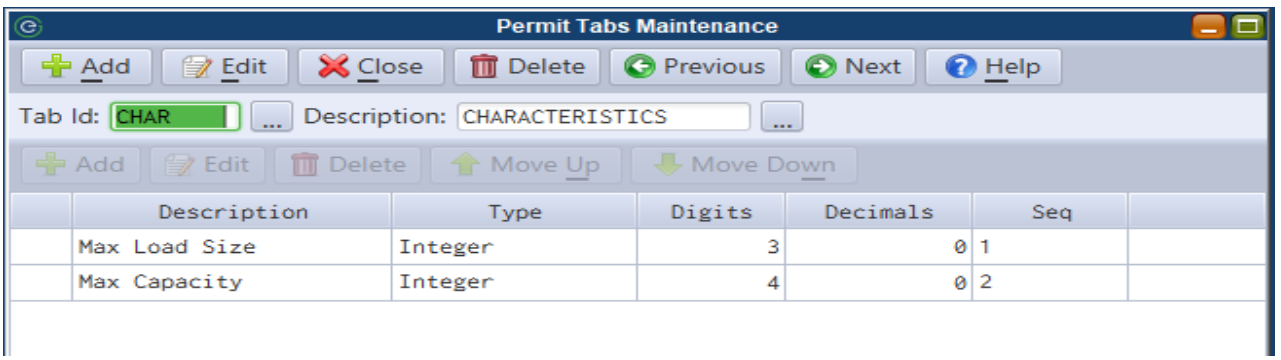
Go To: Billing/Collections> Construction Permits/Code Enforcement> Construction Permits> Permit Format Maintenance



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)

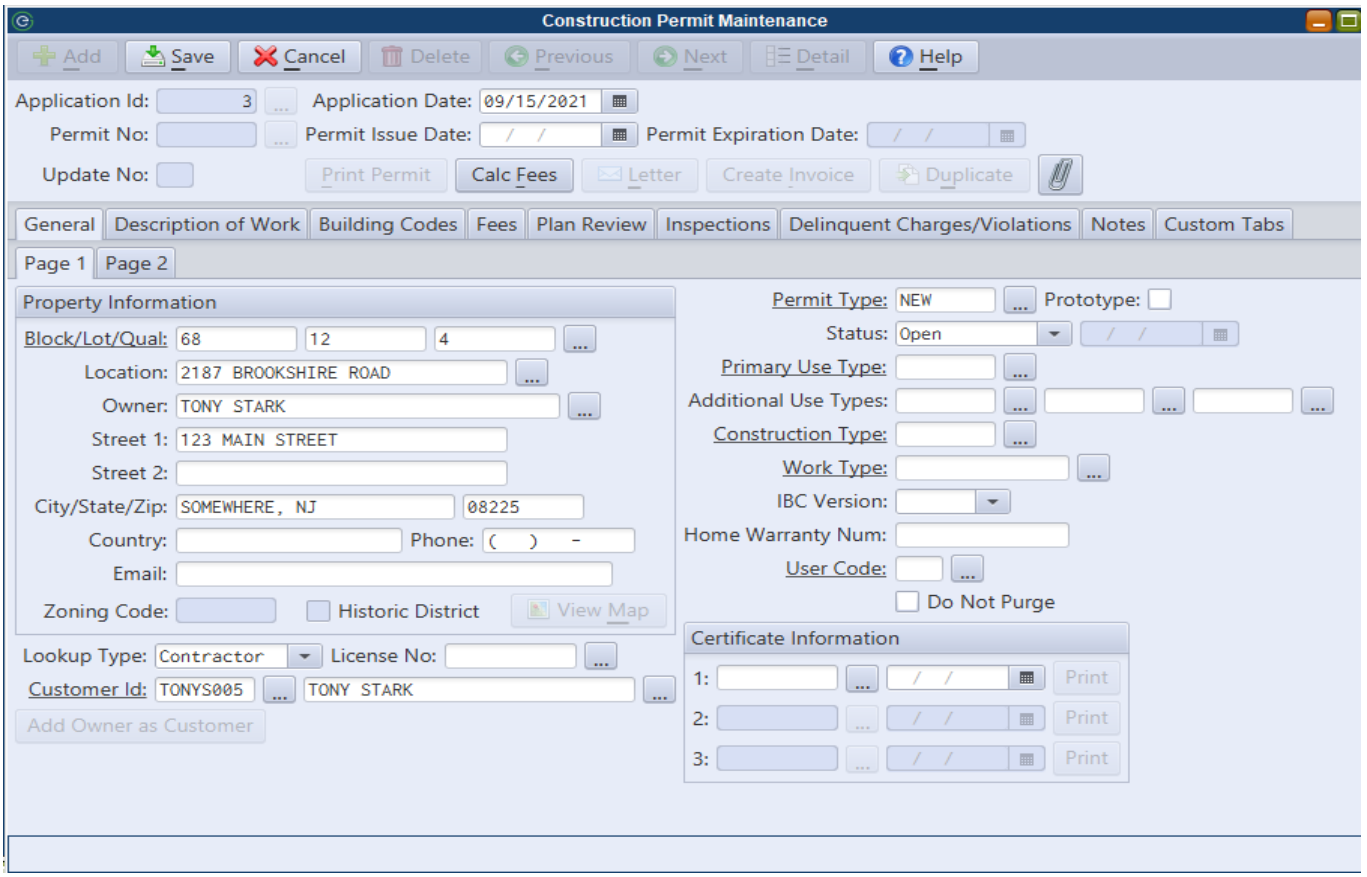
The Custom Fields tab in CPCE Parameter Maintenance has been removed and the functionality to add custom fields to the Permit Maintenance has been enhanced by creating the Permit Tabs Maintenance.



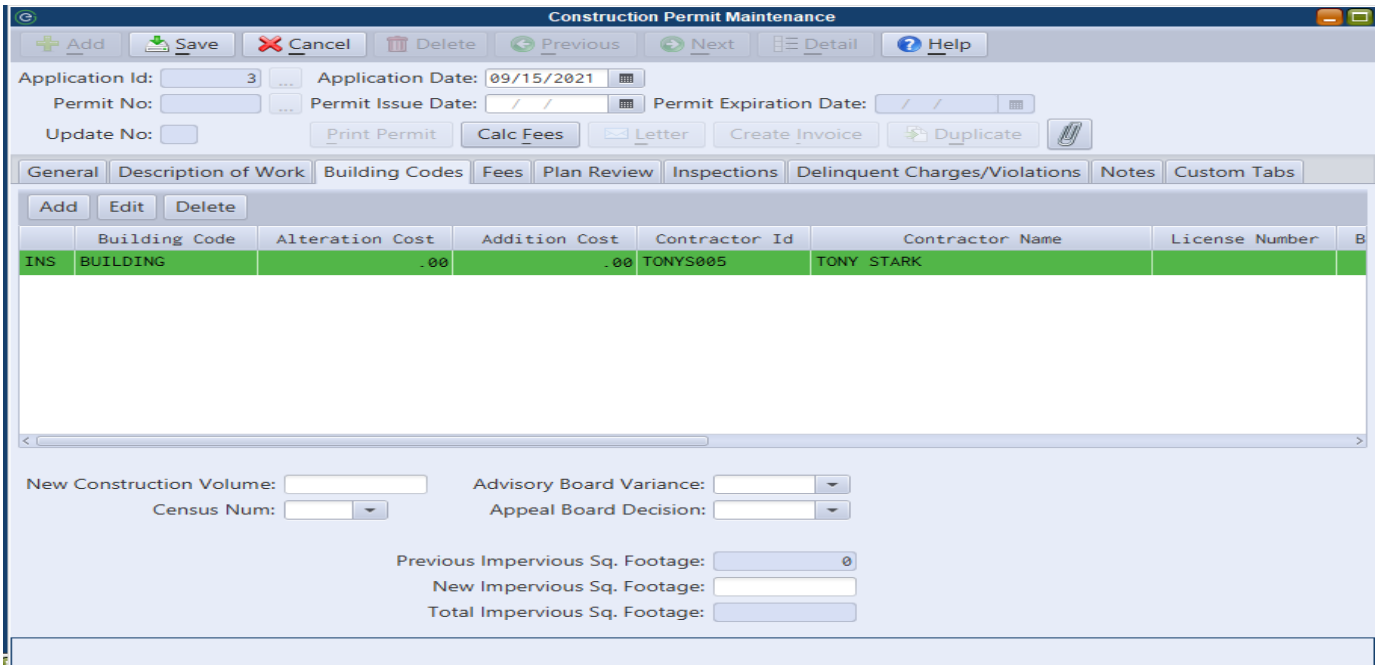
Through this new maintenance, users can now create their own custom tabs and fields to appear on Permit Maintenance. The Type, Digits and Decimals will dictate what the user will be able to enter from Permit Maintenance.

Permit Entry

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

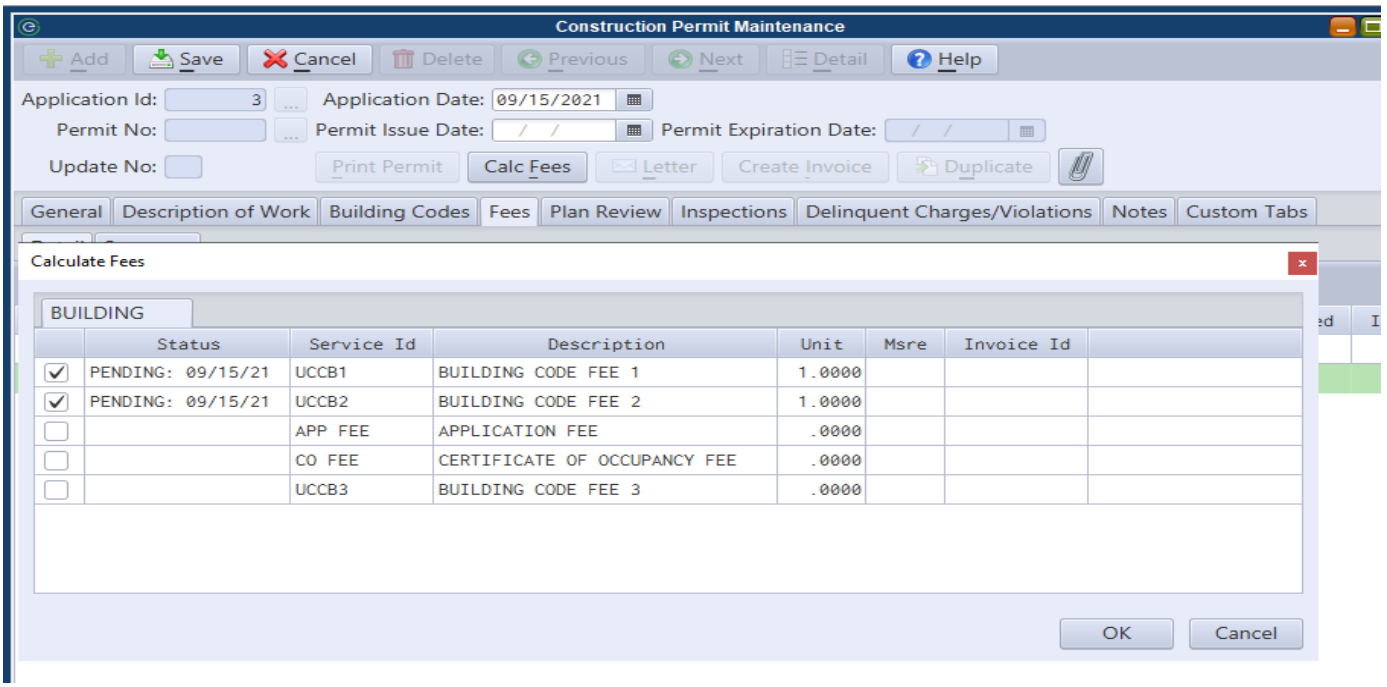


Add a permit to get an Application ID. Set the Block/Lot/Qual or Property Location. The select to either Add Owner as Customer, or choose the Lookup Type to Contractor to search Customer Maintenance for created contractors. License No can be chosen from the Contractor selected based on what is entered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

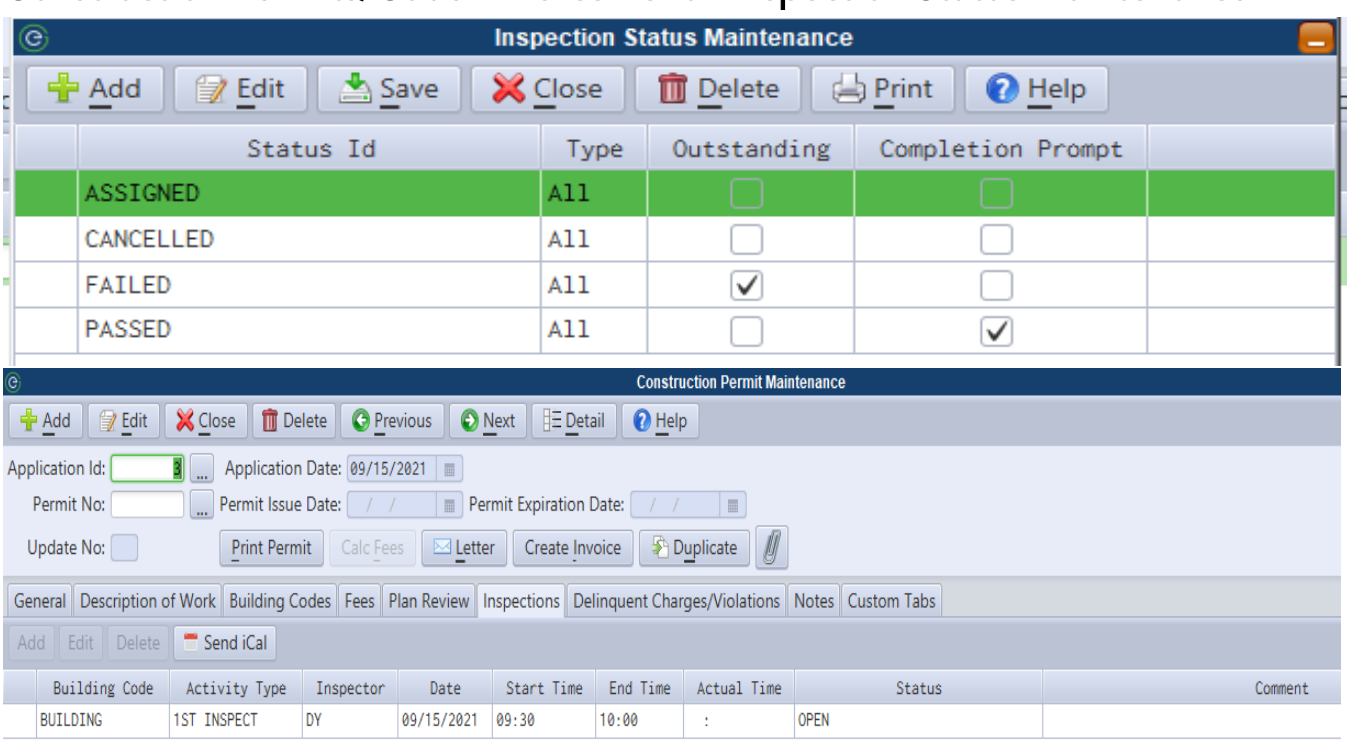


An unlimited number of Building Codes can be entered. You can also attach the same building code more than once. This is beneficial if you have 2 different contractors working on the same type of sub code. Alteration and Addition Cost are also broken out. This is because some sates only require state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



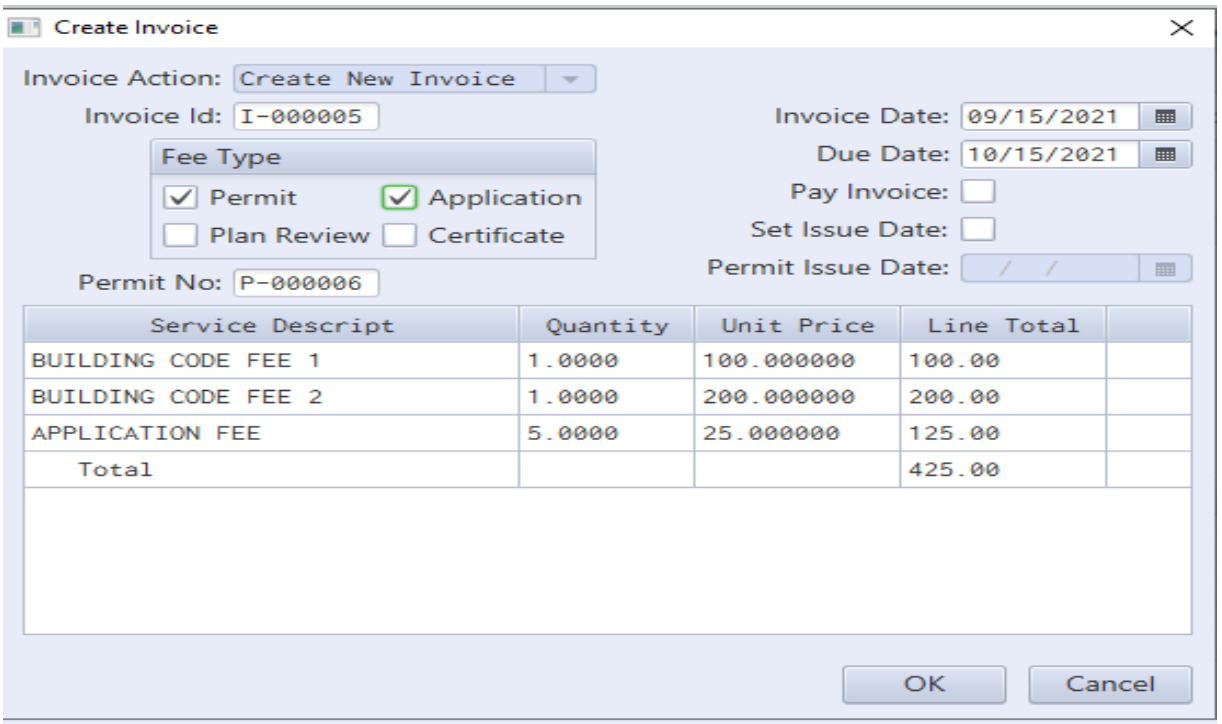
Inspections can be added. We now have a maintenance to allow for different types of Status'. This can be done by going to: **Billing/Collections> Construction Permits/Code Enforcement> Inspection Status Maintenance.**



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.

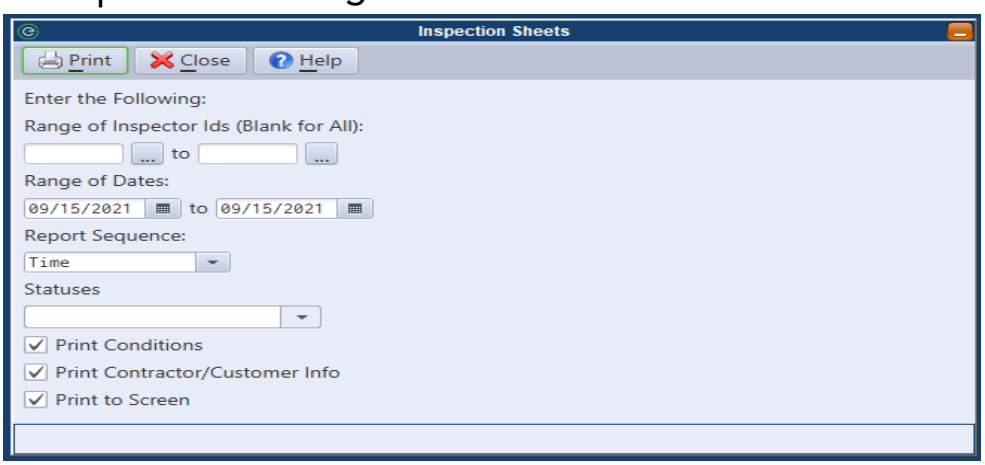
At this point the permit can be saved and an invoice can be created.



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.



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

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

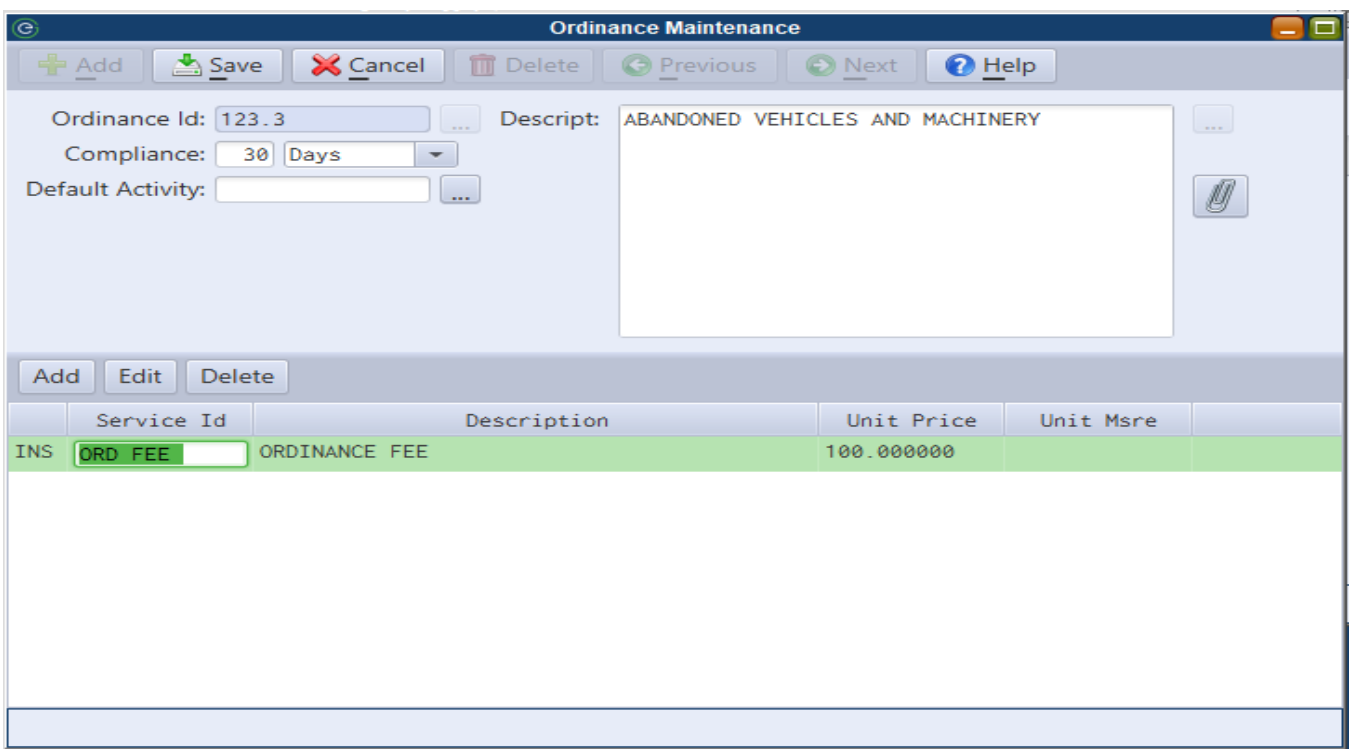
Just below the Fee Report is our Custom Report which can be used to build reports that are not standardized in MCSJ. Custom Reports can be exported to Excel and can be made as Templates for later prints.

MCSJ Code Enforcement

Ordinance Maintenance

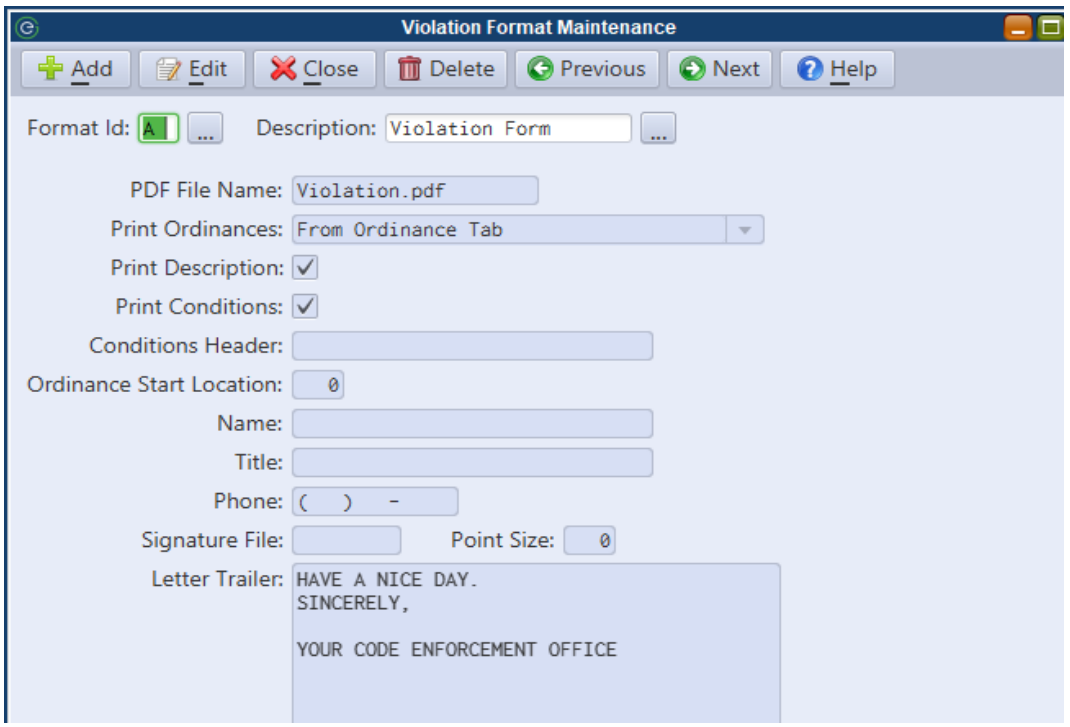
For Violations, Ordinance Maintenance is used to create IDs base on any ordinance to be described to the owner. An ID number is added and a full description of the violation can be entered. Fees built in from the Service ID Maintenance can be pulled and applied to the Ordinance Maintenance to bill the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

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



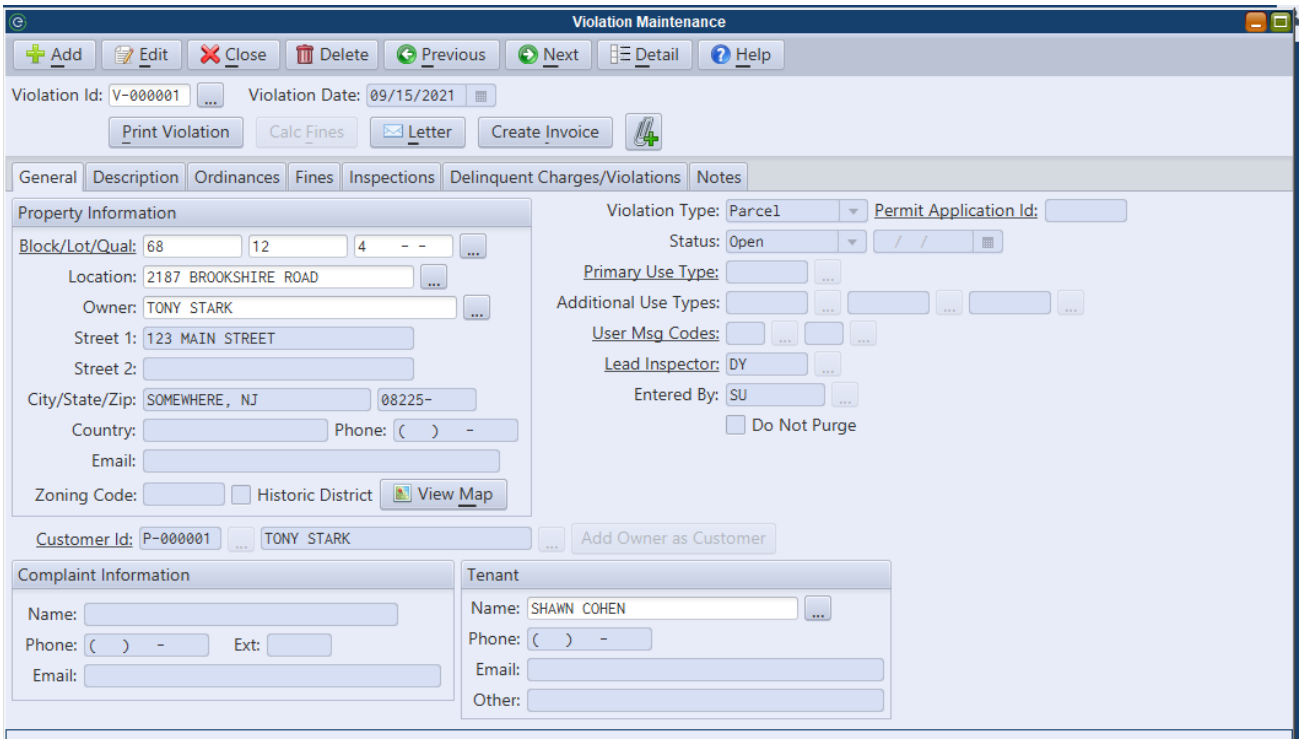
Violation Form Maintenance helps to customize the form you print and can be created for various inspectors.

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

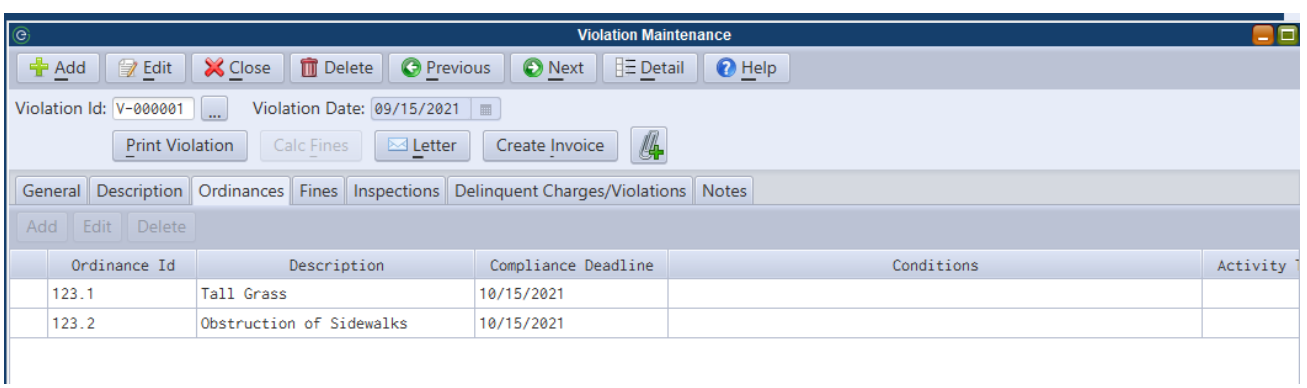


Entering Violation

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



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.

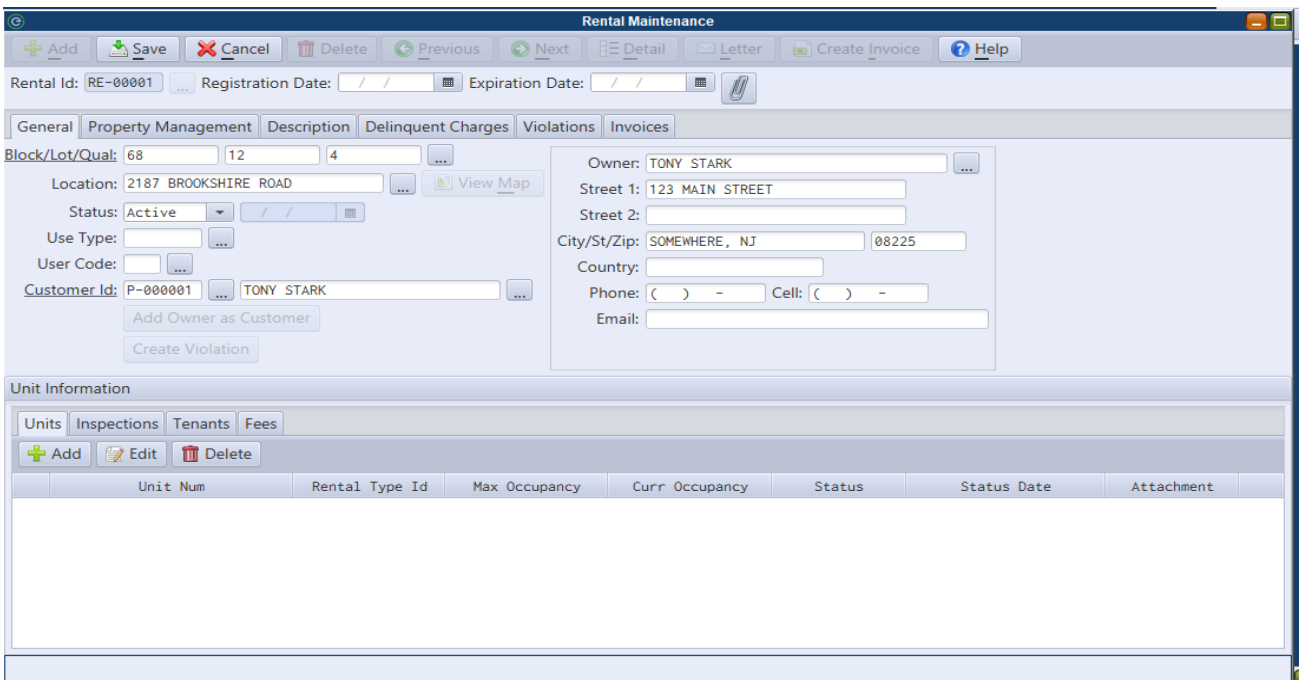


An unlimited number of Ordinances can be added. Then Calc Fees can be used to attach any applicable fees to the violation. Inspections can be add the same way as Permits.

Rental Module

Entry of Rentals

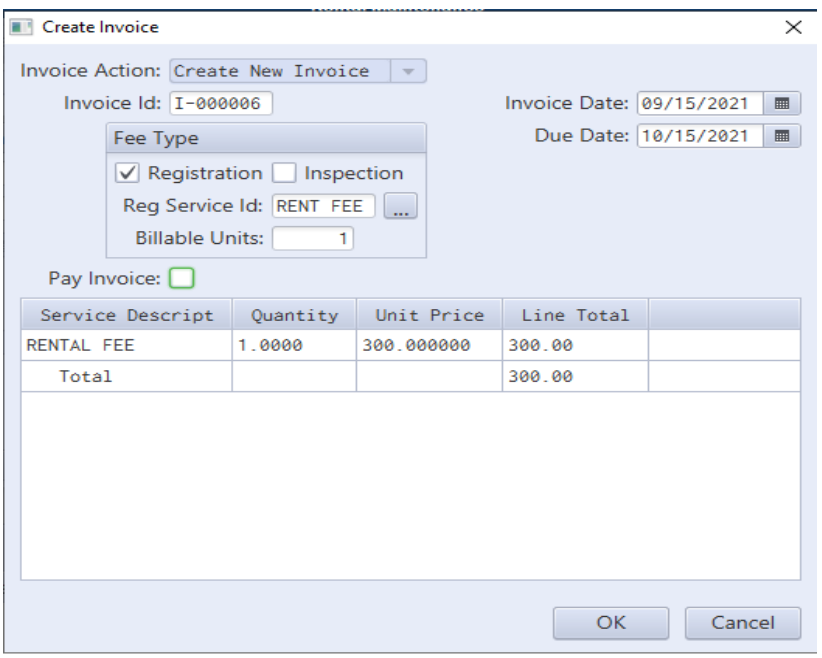
To add a Rental Record, you would begin by hitting the "Add" button and the Rental ID will auto populate. Enter in the necessary information to complete the record.



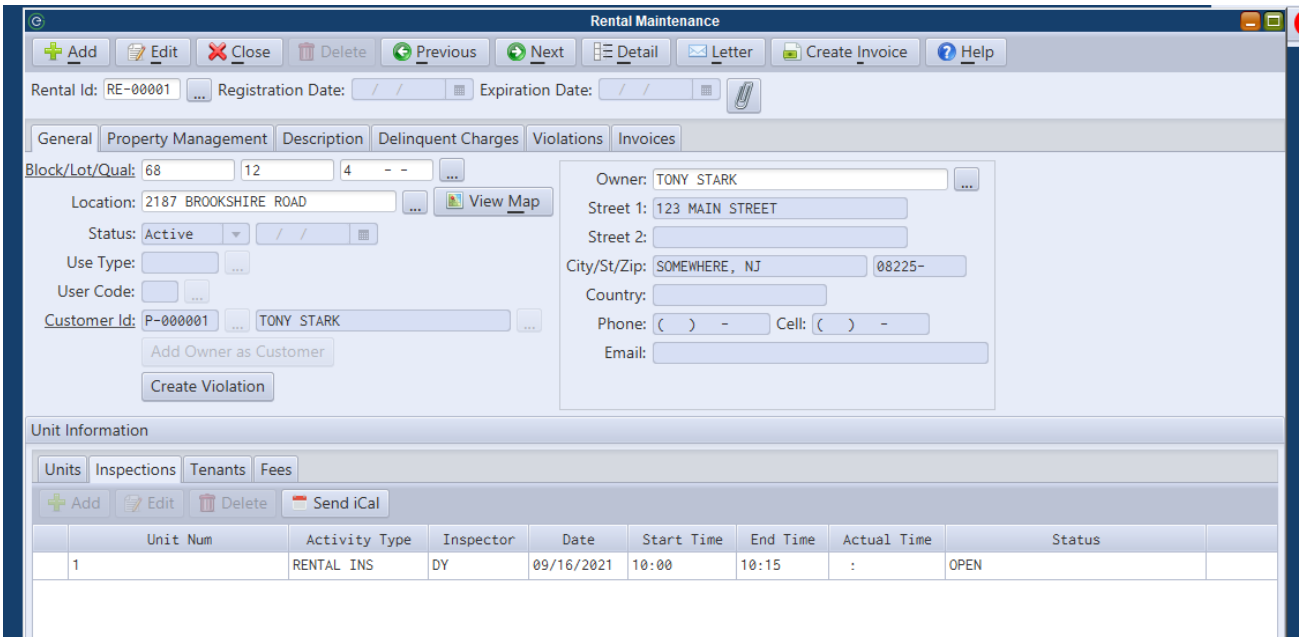
Go To: Billing/Collections> Construction Permits/Code Enforcement> Rentals> Rental Maintenance

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.



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
Add
Edit
Close
Delete
Previous
Next
Detail
Letter
Create Invoice
Help
Rental Id: RE-00001
Registration Date:
Expiration Date:
General
Property Management
Description
Delinquent Charges
Violations
Invoices
Block/Lot/Qual: 68 12 4
Location: 2187 BROOKSHIRE ROAD
View Map
Status: Active
Use Type:
User Code:
Customer Id: P-000001 TONY STARK
Add Owner as Customer
Create Violation
Owner: TONY STARK
Street 1: 123 MAIN STREET
Street 2:
City/St/Zip: SOMEWHERE, NJ 08225-
Country:
Phone:
Cell:
Email:
Unit Information
Units
Inspections
Tenants
Fees
Add
Edit
Delete
Send iCal
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