

MPAS

(MC Systems Permit Application System)
A Program for Construction Officials

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Quick Help

File Permits * Inspections * Log * Tax File * Contractors * Payments * Print Lists

Here is an example of the terminology for this quick manual :

Permits > Insert

means first click on the word 'Permit' at the top of this screen, then click on the 'Insert' button.

Add/Change/Delete a Permit

Add : **Permits > Insert**
 Change : **Permits > Change**
 View : **Permits > Change**
 Delete : Prohibited, Void permit instead by writing 'VOID'; in the name field & erasing data

Complete all fields on both of the tabs General and Cost Summary
 Press F10 to save

Print a Permit, Certificate or Other

Click : **Permits > Print Hilighted Record**, then
 Click : As many items as you want to print

Add/Change/Delete an Inspection

Click : **Permits > Change**, then
 Add : **Insert**
 Change : **Change**. To change a scheduled date, click **Schedule Existing Inspection**
 View : **Change**
 Delete : **Delete**
 Complete fields and res F10 to save

Add./Change/Delete a Payment

Click : **Permits > Payments**, then
 Add : **Insert**
 Change : **Change**
 View : **Change**
 Delete : **Delete**

Complete payment fields following instructions on screen.
 Press F10 to save, then ESCape

Transmit to State

Click : **Print Lists > PrepareStateTransmittal > Prepare/Print Transmittal Record**

After reviewing printout and correcting as required click

Click : **Training Fee Letter**
 Click : **email to state**

A quick-help screen is always in front of the user



The Browse-Form Paradigm

The **Browse-Form Paradigm** is a fancy expression for one feature that makes MCSystems programs better. It is really very simple, take a look at the examples, below.

Traditional Approach

Traditional approaches vary, but most start with a form where you enter a code (e.g. a last name or a street name) for the record you want. If you guess wrong or if it is not a unique code, you then get a list of items containing the code you seek. No surrounding items are shown if you spell your entry wrong.

The example shown has one additional step: You must choose the type of search you want.

Many programs start with a form

These would be tabs in the browse-form paradigm approach shown below

Choose your search

Browse-Form Paradigm

Application#	Block/Lot	Street Name	Applicant	Project	Coded Applic. No.	Escrow No.
894	192.13/19	25 BEDFORD TER	VISCONTI			
809	94.73.07	2901 ROUTE 42 Unit A	VISION CAR			
390	194.01/41.	129 TRENT ROAD	VITALE JA			
616	185/1	115 JOHNSON RD	VITALE JO			
742	214/2/CC003	900 ROUTE 168 SUIT	VITOLA CA			
731	214/2/CB001	900 ROUTE 168 SUIT	VJ VENTURE			
734	214/2/CB002	900 ROUTE 168 SUIT	VJ VENTURE			
ZO 14492	4.06/9	6 HARVARD ST	VOLIO, ROB			
ZO 14747	214/2/CD002	900 ROUTE 168 SUIT	VOLPA, EDW	1/22/07		VIOLATION
PB 14803	112.01/7.05	120 STAGE COACH R	WACHOVIA B			PLNBRD
PB 14877	9.WILLIAMSBURG CT	WACHTEL, H				
ZO 12999	115.01/23.	3501 ROUTE 42	WALMART			
ZO 13563	159.72.01	5100 ROUTE 42	WASH CTR L			
ZO 13682	159.72.01	5100 ROUTE 42	WASH CTR L			
ZO 14190	159.72.01	5100 ROUTE 42	WASH CTR L			
ZO 14243	159.72.01	5100 ROUTE 42	WASH CTR L			
ZO 11814	129.JOHNSON ROAD	WASHINGTON				
PB 13580	82.92/25.02	321 THIES ROAD	WASHINGTON	1/09/07		PLNBRD
PB 14265	17.73.10	ENTERPRISE COURT	WASHINGTON			
PB 14657	194.12/9.04	233 GREENTREE RD	WASHINGTON			
PB 14271	85/3	Atlanta Court	WASHINGTON			
ZB 14385	448.WOODBURY-TRN	WASHINGTON				

Each tab has a locator so you can find what you are looking for. The closest match to your input is found along with surrounding records so you can scroll up/down to perfect your search

This particular browse has lots of filters you can apply: e.g. ZO for Zoning Officer, PB for Planning Board

More filters

Press Insert or Change on the browse and you proceed to a form showing all fields in the record ...

and related records

MC Systems programs start with a browse
The browse is like an open window on your database

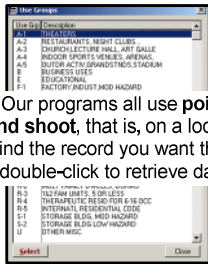


General Notes on Using the Program

This is the Main Menu

This is a Locator. Depending on which tab you are on, type something and the browse will scroll to the record you want

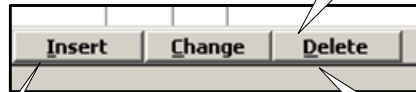
This is a light bar indicating the Highlighted Record. When you double-click on a highlighted record you're are "selecting" it



Our programs all use point and shoot, that is, on a lookup find the record you want then double-click to retrieve data

This too is a browse. This browse shows you all the valid use groups

The Insert button. It is used to add a record to the database



These are buttons you will find on the bottom of many browses

The Change button is used to change a record or to view it

Sometimes the Delete button will be disabled or omitted.

These are Tabs. On a browse, they change the sort order of the records and give you different ways to look up your data

Permit Number	Work Site Name	Fees	Approvals	Phone
20081370	PAULI & ROBI INC	Fee: 0 PD: 0		
20081371	D/O	Fee: 0 PD: 0		
20081372	90 WENDEE WAY WALTERS, LT. COL. GLENN & CARPD	Fee: 682 PD: 682	BLD	(856)881-8438
20081373	90 WENDEE WAY WALTERS, LT. COL. GLENN & CARPD	Fee: 682 PD: 0	BLD	(856)881-8438
20081374	8 TWIN PONDS COURT SMITH, ANTHONY F & FRANCINE	Fee: 57 PD: 57	BLD	(856)881-8438

This is called a Browse Screen. It is like an open door on your database. It shows many records at once and you can scroll or "browse" them using the up/down keys on your keyboard, or you can find individual records using the locator.

All MC Systems programs use a "Browse-Form Paradigm". It is a metaphor for the real world. Let me explain...

If you were looking for an ash tray in a room, you would **not** open the door a crack and reach in for it. Instead, you would open the door wide view all the items in the room, find the ash tray and grab it.

The browse shows all the items in your database and provides an easy way to find your data and grab it.

How to Enter Block/Lot

When searching or entering block and lot, use slashes to separate the items. For example, block3.01, lot1, condo C123 would be entered

3.01/1/C123

These tabs show different but related data in a browse format

Buttons and Ellipses

This is a Button

This is an Ellipsis



Buttons and ellipses just mean "more..." Click on one and you will get additional information: sometimes a lookup, sometimes a form with data.

Enter and Tab

Our programs all allow you to use either the Enter key or the Tab key to move between fields

This is a Form that has both tabs and browses. After you get used to it, you will appreciate how efficient it is. It helps you keep "context", that is, you view the related data in the context of the main data, in this case, the permit



Examine Permits Browse Screen

Select **Permits** from menu

Click here and your view will be restricted to permits with incomplete inspections

Lots of tabs. Each tab represents a sort order and a different way to look-up your data

OK, they balance

The column header tells you what is shown in the column

This blue bar is the "highlighted" permit. Remember that term

This is one way you can tell that the permit has not been paid for

This is the other way

These are the subcodes that must be finalized before a certificate is issued for this permit

This is the type of approval. NON means no approval, permit closed

This reveals that a CA was issued on 12/20/09

See page "Print for Highlighted Record" for all the great printouts from here

Copy permit instead of prototype processing. Also for updates

Keep track of who is reviewing those plans

Enter a Payment for the highlighted record

Permit No.	Block/Lot	Site	Name	Ongoing Insp.	Tagged Records	Control No.	Certify by Date	Permit Date	Query
Locate <-For this locator just start typing, e.g. 'smi' for Smith									
Permit Number	Work Site Name	Fees	Approvals	Phone Alert	Ongoing Insp Date	Next Insp			
20040316	6 TWIN PONDS CT ALT 80.01/64. 15930 Plumbing Alterations REPLACE	Fee: 46 PD: 46	// // PLU 6/21/04 // CA 6/21/04	(856)582-8199					
20060477	6 TWIN PONDS CT, Washington ALT 80.01/64.	Fee: 53 PD: 53	BLD 3/20/07 // // CA 3/20/07	(800)000-0000					
200813	SMITH, ANTHONY F & FRANCINE ALT 80.01/64.	Fee: 57 PD: 57	BLD 11/05/08 // // CD 11/05/08				Deny Permit		
20052471	22 HENRIEFIELD CIRCLE, Washing ALT 199.07/1. 22261 FINISHED BASEMENT	Fee: 222 PD: 222	BLD 12/19/05 ELE 12/19/05 // // CA 12/20/09	(856)374-1750					
	0 110 GREENTREE ROAD SUI ALT 111.09/2 7507 FIT UP INTERIOR IMPROVEMENT	Fee: 107 PD: 0	BLD // // ELE	(060)977-7626					

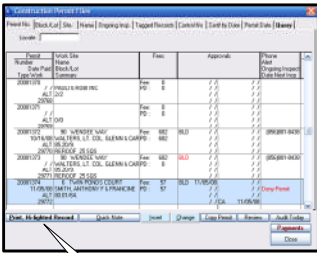
Print: Hi-ghlighted Record Quick Note Insert Change Copy Permit Review Audit Today

Payments
Close

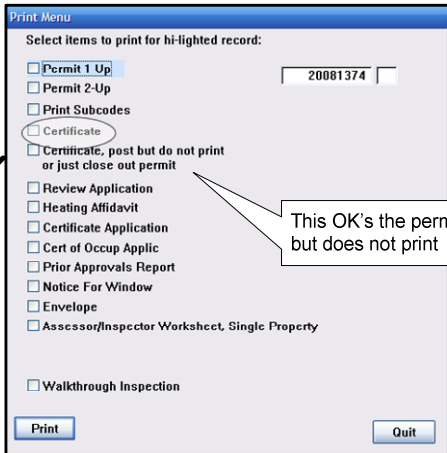
Permits Browse Screen



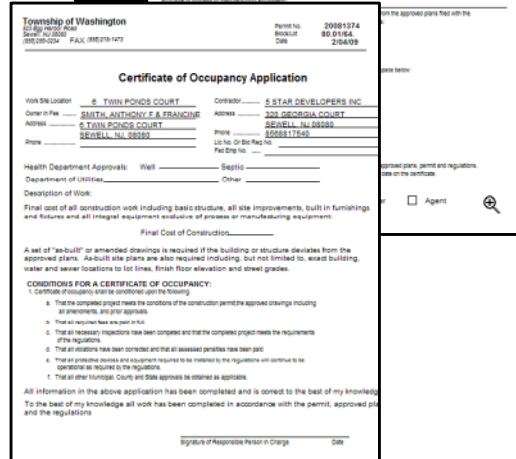
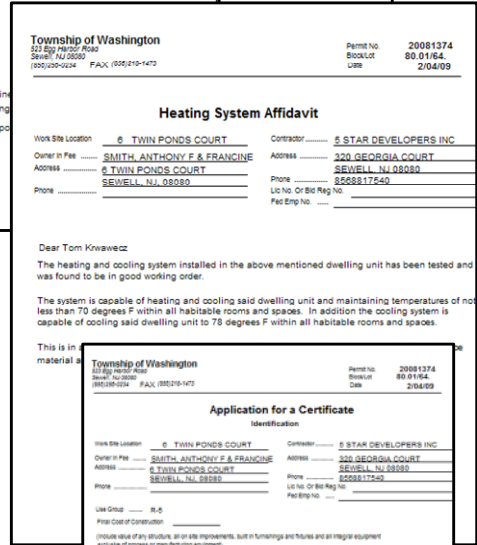
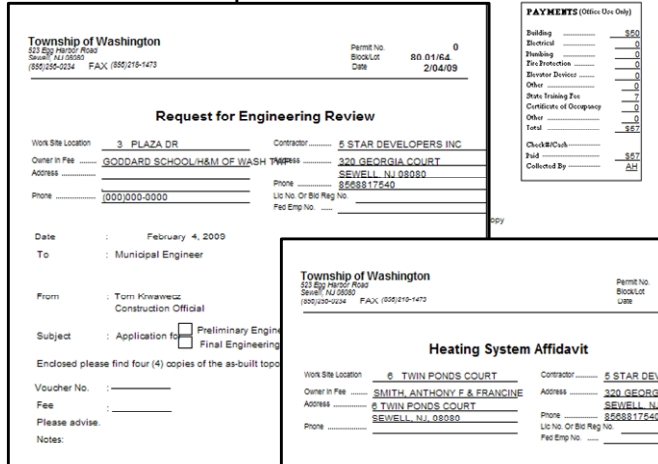
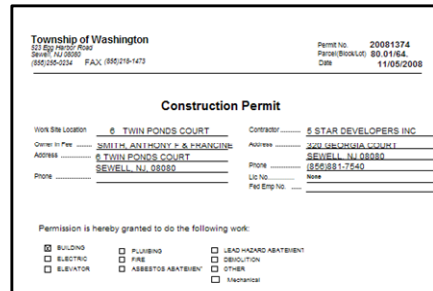
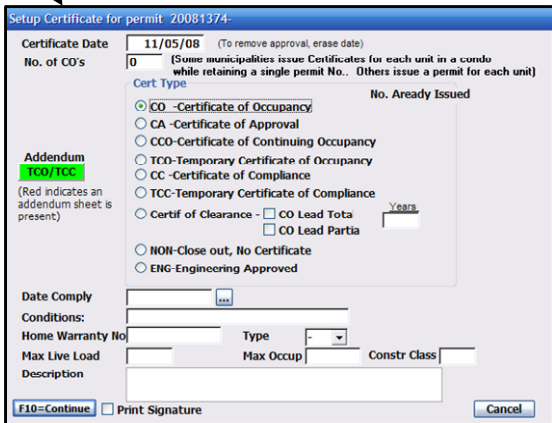
Printouts for Highlighted Record



Press button "Print for Highlighted Record"

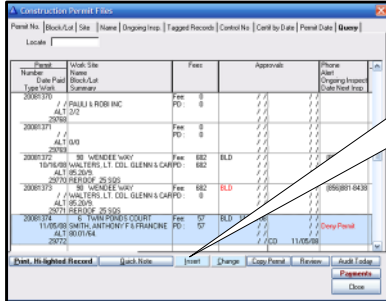


This OK's the permit but does not print

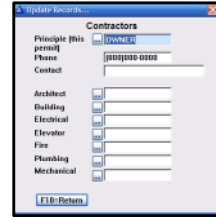


Adding Permits, Part 1

1 Select **Permits** from menu



Press Insert to insert a new record **2**

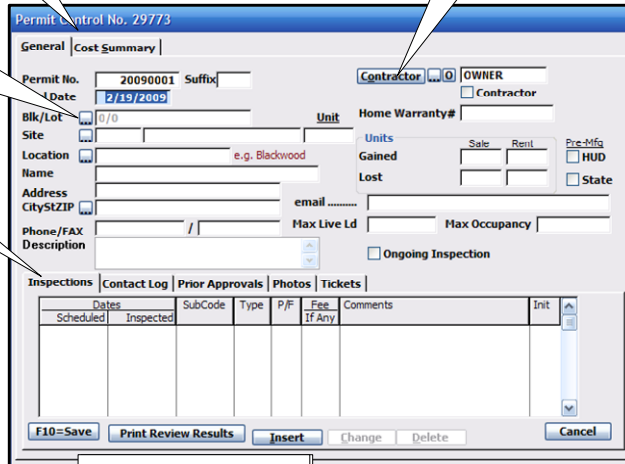


Permits Browse Screen

NOTE: Two tabs. You must complete both

3 Click on ellipsis to retrieve name & address from the tax file

These tabs will be useful later, not now



General Tab

Check each subcode necessary for this permit **7**

4 Select Cost Summary Tab

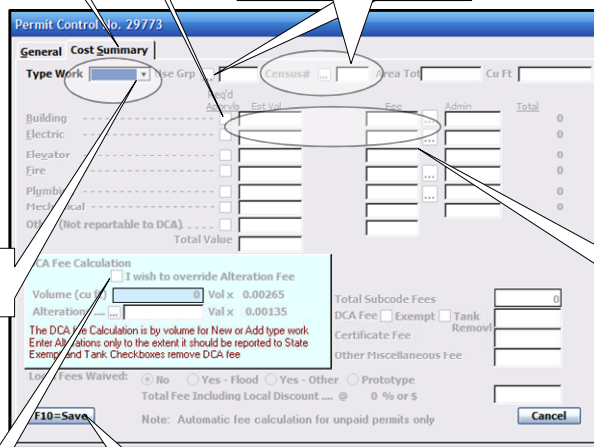
Click on Use Grp and Census buttons. These are a required items. Select Use Group. **6**

Cost Summary Tab

Cost Summary Tab required fields:
Use Group, Type Work, & Census No.

5 Type work is a required field

9 Press override checkbox only if you wish to combine an alteration with a NEW or ADD type work. Enter a value in "alteration"



8 Enter estimated cost and fee for each required subcode

10 Save your work

Cost Summary Tab, No use of subcode sheets (See next page for version for pricing subcodes)

Adding Permits, Part 2

Permit Control No: 29774

General Cost Summary

Type Work	Qty	Use Grp	Census#	Area Tot	Cu Ft	Rate	Est
Building							0
Electric							0
Regator							0
Fire							0
Plumbing							0
Mechanical							0
Total Value							0

DCA Fee Calculation

Volume (cu ft) Val: 0.00265

Alterations Val: 0.09125

Total Subcode Fees: 0

Total Fee Including Local Discount: 0 % or \$

Note: Automatic fee calculation for unpaid permits only

Record Will Be Changed (20090001)

Contractor []

Default rates shown, for others use ellipsis

D. TECHNICAL SITE DATA

Use Grip: Was New

Const Class: []

Alarm Panel Location: New Existing None

Suppression: New Existing None

Heat System: New Existing HVAC

Type: Gas Oil Electric Solar None

Location: Main Valve Flammable Combustible None

Fuel Stor. Tank: Fuel Capacity: []

CO Suppression: New Existing None

Pre-engineered Systems: New Existing None

Other Systems: New Existing None

Override Min Fee: []

Building Subcode

Record Will Be Changed (20090001)

Contractor []

Default rates shown, for others use ellipsis

B. Electrical Characteristics

Use Grip: Was New

Const Class: []

License Authority: Licensed Electrical Contractor Certified Landscape Irrigation Contractor Exempt Applicant

Lighting Fixtures: []

Receptacles: []

Switches: []

Detectors: []

Light Poles: []

Mobile Plant HP: []

Emergency Lights: []

Communication Panels: []

Alarm Devices (Use Other if non-vold rate): []

TOTAL WIREFEET: []

Pool Permit w/UV Lights: []

Staircase Pushout T-rod Pipe: []

Elect Range Receptacle: []

Overhead Station Units: []

Electric Valve Heater: []

Electric Dues Receptacle: []

Drum Heater: []

Garbage Disposal: []

Concealed Conduit Line: []

Space Heaters/Handhe: []

Barbecue Hood: []

Mobles 1 way 1 HP: []

Transformers/Generator: []

Service: []

Subpanel: []

Make Control Center: []

Elec Sign/Outlet Light: []

Administrative Surcharge: []

Minimum Fee: []

State Permit Fee: []

TOTAL FEE: []

Electrical Subcode

Record Will Be Changed (20090001)

Contractor []

Default rates shown, for others use ellipsis

D. TECHNICAL SITE DATA

Fire Safety Permit No: []

Fire Safety Installer No: []

Fire Alarm Contractor No: []

Expiration Date: []

Use Grip: Was New

Const Class: []

Alarm System: System 110v Interconnected CO Detectors, 110v

Alarm Devices (smoke, heat pulls, etc): []

Supervisor Devices: []

Signaling Devices: []

Other Devices: []

Suppression Systems: New Existing None

Fire Pump: [] GPM Type: []

Dry Pipe/Alarm Valves: 0 48 7

Pre-Action Valves: []

Sprinkler Heads, Dry and Wet: []

Stand Pipes: []

Pre-engineered Systems: New Existing None

Fire Subtotal: []

Minimum Fee: []

Override Min Fee: []

Fire Subcode

Record Will Be Changed (20090001)

Contractor []

Default rates shown, for others use ellipsis

B. Plumbing Characteristics

Use Grip: Was New

Const Class: []

Building Sewer: Public Private Septic

Water Service: Public Private Water

Solar Hot Water: []

Plumbing Estimate: []

D. TECHNICAL SITE DATA (List of Fixtures)

No.	Rate	Fixture/Equipment	Feed/Office Use/Duty
15		Water Closet	
15		Urinal/Bidet	
15		Bath T-ub	
15		Levatory	
15		Shower	
15		Floor Drain	
15		Sink	
15		Dishwasher	
15		Drinking Fountain	
15		Washing Machine	
15		Hose Bibb	
40		Water Heater	
15		Food Oil Piping	
15		Gas Piping	
50		LP_Gas Tank	
50		Shower Valve	
50		Hot Water Boiler	
65		Sewer Pump	
100		Interceptor/Separator	
7		Backflow Preventer	
100		Grease Trap	
		Sewer Connection	
75		Water Service Connection	
15		Stack	
		Chimney2	
		Other3	

Administrative Surcharge: []

Minimum Fee: []

State Permit Fee: []

TOTAL FEE: []

Plumbing Subcode



Building Subcode

If a contractor code does not appear, press ellipsis and select one or type in "owner"

New building and addition are disabled for alterations

Record Will Be Changed (20090001)

Contractor

Default rates shown, for others use ellipsis

D. TECHNICAL SITE DATA

	Rate	Fee
<input type="checkbox"/> New Building <input type="text" value="cu ft"/>	0.0200	<input type="button" value="..."/>
<input type="checkbox"/> Addition <input type="text"/>	0.0200	<input type="button" value="..."/>
<input type="checkbox"/> Alterations/Rehab \$ <input type="text"/>	0.0200	<input type="button" value="..."/>
<input type="checkbox"/> Roofing	46.000	<input type="button" value="..."/>
<input type="checkbox"/> Siding	46.000	<input type="button" value="..."/>
<input type="checkbox"/> Fence Fence LF <input type="text"/>	50.000	<input type="button" value="..."/>
<input type="checkbox"/> Sign Sign Sq Ft <input type="text"/>	1.0000	<input type="button" value="..."/>
<input type="checkbox"/> Pool	150	<input type="button" value="..."/>
<input type="checkbox"/> Asbestos Abatement	70	<input type="button" value="..."/>
<input type="checkbox"/> Lead Hazard Abatement	70.000	<input type="button" value="..."/>
<input type="checkbox"/> Radon Remediation		<input type="button" value="..."/>
<input type="checkbox"/> Other		<input type="button" value="..."/>
<input type="checkbox"/> Demolition		<input type="button" value="..."/>

Override Min Fee

Administrative Surcharge
Minimum Fee
State permit Surcharge Fee

TOTAL FEE

Individual fees will not be visible until the minimum fee has been exceeded

Use Grp: Was Now

Const Class:

Stories: Height:

Area: Entire Bldg:

Land Area:

Fence Over 6 ft:

Tank (Demo)

Est Cost, Building:

New:

Alterations:

Total:

A default rate is shown for each item on the table to the right. If you accept the default, just check the type of work involved and the calculation is made for you.

Post to Permit Application

(You may also print this code from the main permit browse)

Alteration value will not post to cost summary screen

Calculation is automatic upon selection of item and/or provision of a quantity

Building Subcode



Electrical Subcode

If a contractor code does not appear, press ellipsis and select one or type in "owner"

(20090001)

Contractor

(Contractor)
(Owner)

B. Electrical Characteristics

Use Gp Pole Pad # Temp Serv Other

Occupied as

Utility Co.

Elec Est

License Authority

Licensed Electrical Contractor
 Certified Landscape Irrigation Contractor
 Exempt Applicant

A default rate is shown for each item on the table to the right. If you accept the default, just enter a QTY and the calculation is made for you.

Post to Permit Application

(You may also print this subcode from the main permit browser)

Qty	Rate	Items	Fee
		Lighting Fixtures	
		Receptacles	
		Switches	
		Detectors	
		Light Poles	
		Motors - Fract HP	
		Emergency Lights	
		Communication Points	
		Alarm Devices / (Use Other if non-std rate)	
		TOTAL NUMBERS	
60		Pool Permit w/ UW Lights	
10		Storable Pool/Hot Tub/Spa	
10		Elect Range Recepticle	
10		Oven/Surface Units	
10		Electric Water Heater	
10		Electric Dryer Recepticle	
10		Dishwasher	
10		Garbage Disposal	
10		Central Air Cond Unit	
10		Space Heater/Air handler	
10		Baseboard Heat	
10		Motors 1 over 1 HP	
10		Transformer/Generator	
10		Service	
60 A	45	Subpanel	
60	45	Motor Control Center	
	10	Elec Sign/Outline Light	
	10	Other	
	10		
	10		
	10		
		Administrative Surcharge	\$
		Minimum Fee	\$
		TOTAL FEE	\$

Override Min Fee

Electrical Subcode

Calculation is automatic upon selection of item and/or provision of a quantity



Fire Subcode

If a contractor code does not appear, press ellipsis and select one or type in "owner"

Record Will Be Changed (20090001)

Contractor

Certified Contractor Exempt Applicant

Water Supply Source

Method of Alarm/Suppression System Supervision

Fire Safety Permit No:

Fire Safety Installer No: Expiration Date:

Fire Alarm Contractor No:

B. Fire Characteristics

	Was	Now
Use Grp	<input type="text"/>	<input type="text"/>
Constr Class	<input type="text"/>	<input type="text"/>

Alarm Panel Location:

Alarm New Existing None

Suppression New Existing None

Heat System New Existing None HVAC

Type Gas Oil Electric Solar None

Other

Location Main Valve

Fuel Stor. Tank Flamable Combustible None

Cost Fire Protection Fuel Capacity:

A default rate is shown for each item on the table to the right. If you accept the default, you need only complete the QTY field to get a fee calculation, otherwise...

To Change a Rate: Click on the rate for the item involved and select a rate from the pop-up that appears.

Post to Permit

(You may reprint this subcode from the main permit browse)

D. TECHNICAL SITE DATA

	Qty	Rate
Flammable/Combustible Tanks	<input type="text"/>	<input type="text"/>
Alarm Systems		Default rates shown, for others use ellipsis
<input type="checkbox"/> System		
<input type="checkbox"/> 110v Interconnected		
<input type="checkbox"/> CO Detectors, 110v		
Alarm Devices (smoke, heat pulls, etc)		<input type="text"/>
Supervisor Devices		<input type="text"/>
Signaling Devices 0		<input type="text"/>
Other Devices <input type="text"/>		<input type="text"/>
TOTAL		
Suppression Systems		
Fire Pump <input type="text"/> GPM Type <input type="text"/>		<input type="text"/>
Dry Pipe/Alarm Valves 0 48 7		<input type="text"/>
Pre-Action Valves		<input type="text"/>
Sprinkler Heads, Dry and Wet		<input type="text"/>
Stand Pipes		<input type="text"/>
Pre-engineered Systems		125
Wet Chemical		<input type="text"/>
Dry Chemical		<input type="text"/>
CO Suppression		<input type="text"/>
Foam Suppression		<input type="text"/>
FM200 Suppression		<input type="text"/>
Other 2 <input type="text"/>		<input type="text"/>
Other Systems		
Kitchen Hood Exhaust System		<input type="text"/>
Smoke Control System		<input type="text"/>
Fired Appliance <input type="checkbox"/> Gas <input type="checkbox"/> Oil		<input type="text"/>
Fireplace Venting Metal Chimney		<input type="text"/>
Other 3 <input type="text"/>		<input type="text"/>
Fire Subtotal:		<input type="text"/>
Minimum Fee		<input type="text"/>
<input type="checkbox"/> Override Min Fee		
TOTAL FEE		<input type="text"/>

Fire Subcode

Calculation is automatic upon selection of item and/or provision of a quantity



Plumbing Subcode

If a contractor code does not appear, press ellipsis and select one or type in "owner"

Record Will Be Changed (20090001)

Contractor

(000)000-0000 (Contractor)
(Owner)

B. Plumbing Characteristics

Use Grp Was Now

BuildingSewer Size Public Sewer: Private Septic

Water Service Size Public Water: Private Water:

Solar Hot Water:

Plumbing Estimate

A default rate is shown for each item on the table to the right. If you accept the default, you need only complete the QTY field to get a fee calculation, otherwise...

To Change a Rate: Click on the rate for the item involved and select a rate from the pop-up that appears.

Post to Permit Application

(You may reprint this subcode from the main permit browse)

Override Min Fee

Administrative Scharge
Minimum Fee
State Permit Fee
TOTAL FEE

D. TECHNICAL SITE DATA (List of Fixtures)			
No.	Rate	Fixture/Equipment	Fee(Office Use Only)
15	<input type="button" value="..."/>	Water Closet	
15	<input type="button" value="..."/>	Urinal/Bidet	
15	<input type="button" value="..."/>	Bath Tub	
15	<input type="button" value="..."/>	Lavatory	
15	<input type="button" value="..."/>	Shower	
15	<input type="button" value="..."/>	Floor Drain	
15	<input type="button" value="..."/>	Sink	
15	<input type="button" value="..."/>	Dishwasher	
15	<input type="button" value="..."/>	Drinking Fountain	
15	<input type="button" value="..."/>	Washing Machine	
15	<input type="button" value="..."/>	Hose Bibb	
45	<input type="button" value="..."/>	Water Heater	
15	<input type="button" value="..."/>	Fuel Oil Piping	
15	<input type="button" value="..."/>	Gas Piping	
	<input type="button" value="..."/>	LP_Gas Tank	
50	<input type="button" value="..."/>	Steam Boiler	
50	<input type="button" value="..."/>	Hot Water Boiler	
65	<input type="button" value="..."/>	Sewer Pump	
100	<input type="button" value="..."/>	Interceptor/Separator	
7	<input type="button" value="..."/>	Backflow Preventer	
100	<input type="button" value="..."/>	Grease Trap	
	<input type="button" value="..."/>	Sewer Connection	
75	<input type="button" value="..."/>	Water Service Connection	
15	<input type="button" value="..."/>	Stacks	
	<input type="button" value="..."/>	Other2	
	<input type="button" value="..."/>	Other3	

Default rates shown, for others use ellipsis

Plumbing Subcode

Calculation is automatic upon selection of item and/or provision of a quantity



Inspection Browse

Click on **Inspections** ①

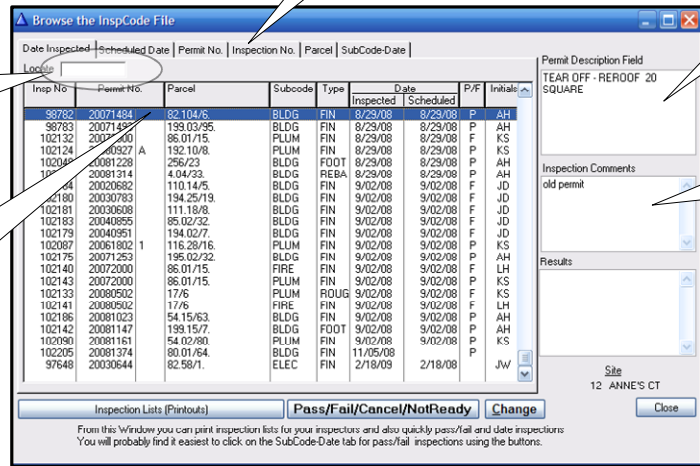
These are **Tabs**. On a browse, they change the sort order of the records and give you different ways to look up your data

This is a **Locator**. Depending on which tab you are on, type something and the browse will scroll to the record you want

This is a light bar indicating the **Highlighted Record**. When you double-click on a highlighted record you're "selecting" it

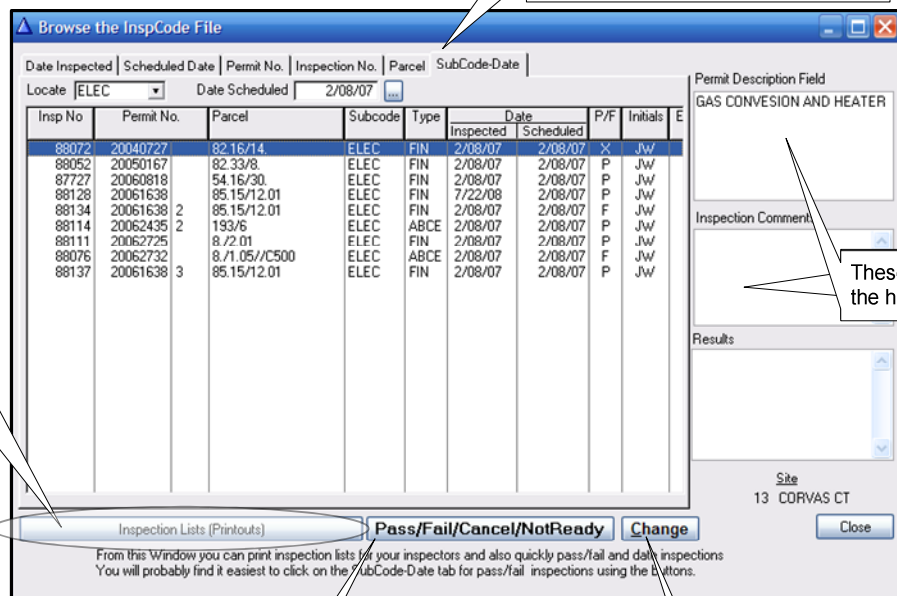
This is the permit description for the highlighted record

This is inspection instructions or notes on the highlighted inspection



This is the inspection browse screen. It is used to enter inspection results and to view inspections from various angles as indicated by the tabs. It is NOT used for original entry or scheduling. That is done from the permit screen.

② To see all the inspections for a day for a subcode, press this tab then specify the date and subcode



Printouts as noted. Can be by subcode

These comments are for the highlighted record

③ Repeated clicking on this button will change the status of the highlighted record from none to pass to fail to cancel to not ready then back again to none.

④ If you want to add a failure reason or other comment press this button

From this Window you can print inspection lists for your inspectors and also quickly pass/fail and date inspections. You will probably find it easiest to click on the SubCode-Date tab for pass/fail inspections using the buttons.



Scheduling an Inspection

Construction Permit Files

Permit Number	Work Site Name	Fees	Approvals	Phone Alert
20081370	PAULI & ROBI INC	Fee: 0 PD: 0	/ / / / / /	/ / / / / /
20081371	ALT 0/0	Fee: 0 PD: 0	/ / / / / /	/ / / / / /
20081372	90 WENDEE WAY	Fee: 682 PD: 682	BLD	(856)881-8439
20081373	90 WENDEE WAY	Fee: 682 PD: 0	BLD	(856)881-8438
20081374	6 TWIN PONDS COURT	Fee: 57 PD: 57	BLD 11/05/08	Deny Permit

Select the permit you want and press ENTER

1

Permit Control No. 29772

General | Cost Summary

Permit No. 20081374 Suffix [] Contractor 5 STAR DEV (856)881-7540

App Date 11/05/2008 Contractor

Blk/Lot 80.01/64 Unit Home Warranty# []

Site 6 TWIN PONDS COURT

Location e.g. Blackwood

Name SMITH, ANTHONY F & FRANCINE

Address 6 TWIN PONDS COURT

City/ST/ZIP SEWELL, NJ, 08080 email []

Phone/FAX [] / [] Max Live Ld [] Max Occupancy []

Description [] Ongoing Inspection

Dates	SubCode	Type	P/F	Fee	Comments	Init
Scheduled	Inspected			If Any		
/ /	11/05/08	BLDG	FIN	P		

F10=Save Print Review Results Insert Change Delete Cancel

Press INSERT

2

Select Subcode

Read and understand!!

Record Will Be Added

Unit []

Subcode BLDG BLDG, DEMO, ELEC, FIRE, PLUM, ONGO, WLK, OTH, etc.

Insp Type FIN Inspections + Re-inspections []

Note: The combination of 'FIN' in Inspection Type and 'P' for Pass, will cause the date to appear on the main browse screen showing that the subcode has been finalized.

Open, Pass, Fail, Cancel, NotReady

- P F Cancel Not Ready

Date Inspected [] Today

Inspector []

Comment []

Date Scheduled []

Results []

F10=Save Cancel

3

4

Select Inspection Type

5

Enter a Scheduled Date

6

Save



Posting Inspection Results

1 Select Inspections

2 Select Subcode-Date Tab

3 Enter choices

4 Highlight an Inspection

5 Click **Pass/Fail/Cancel/Not Ready** until the column reflects your decision

6 If you need to enter a comment, press **CHANGE**

Information for the highlighted record

7 Enter your comment here

8 Save



Ongoing Inspection Records-Adding an Inspection

Click on **Permits**

Select the Ongoing Inspection Tab **1**

A new payment is entered for each ongoing inspection

Construction Permit Files

Permit No.	Block/Lot	Site	Name	Dropping Insp.	Inspected	Records	Control No.	Certif. by Date	Permit Date	Query
20060954	250	CHAPEL HEIGHTS RD								
4/28/06	KANDLE LAND ASSOCIATES LLC	ONG	62,21/29							
20061092	815	DARRETT CT, SEWELL NJ								
5/08/06	CANTERBURY MEWS CONDO ASSPD	ONE	CA	5/17/06						
20061093	4	PARKE PLACE BLVD								
5/08/06	PARKE PLACE CONDO ASSPD	ONE	CA	5/17/06						
20061107	1	1590 HAWTHORNE CT								
5/22/06	COMMONS CONDO ASSPD	ONE	ELE	5/22/06						
20061108	82	ANNUAL POOL INSPECTION NEW								
5/11/06	THE MEADOWS	ONE	ELE	5/22/06						
20061112	2299	ANNUAL POOL INSPECTION								

Last Ongoing Inspection

Next Inspection Due – Red if Late

Click CHANGE

Follow normal payment process except choose ONG as the For entry **7**

Payments

Trans No.	Date	For	Type	Check #	Amount	Info	Comment
20061107	4/28/06	ONG	PAY		115		Permit 428017

Buttons: Receipt, Insert, Change, Close

Select Insert

Select Payments

Adding a Payments Record

For: **ONG**

Type: **PAY**

Amount: **2/18/2009**

Initials: **AC**

Buttons: F10-Save, Cancel

2

3

Press INSERT to add an inspection

Permit Control No. 23409

General | Cost Summary

Permit No. 20060954

Appl Date 4/26/2006

Site 250 CHAPEL HEIGHTS RD

Name KANDLE LAND ASSOCIATES LLC

Description ANNUAL POOL INSPECTION

Inspections Table:

Dates	SubCode	Type	P/F	Fee	Comments
6/05/06	ELEC	FIN	P		SEE PERMIT #07-0735

Buttons: F10-Save, Print Review Results, Insert, Change, Delete, Cancel

Each time a passed ongoing inspection is added, this field will be updated according to the frequency (months) specified

Read and understand!!

4

Select ONGO Inspection Type then complete form

Record Will Be Added

Subcode: **ONGO**

Insp Type: **FIN**

Date Inspected: **Today**

Inspector: []

Comment: ANNUAL POOL INSPECTION

Date Scheduled: []

Results: []

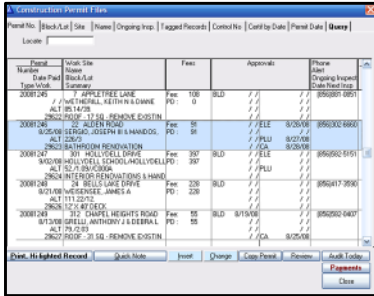
Buttons: F10-Save, Cancel

Save

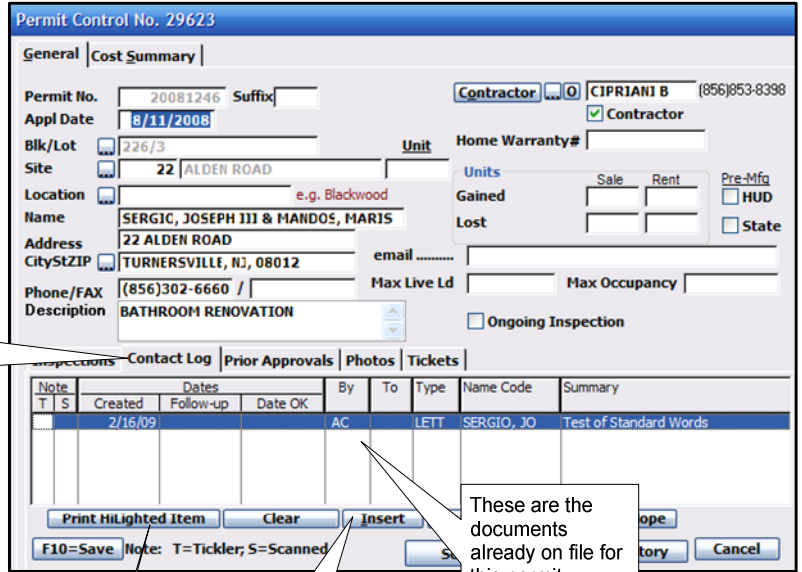
5



Adding/Changing Memo, Letters, Faxes



1 Find Permit, Press ENTER

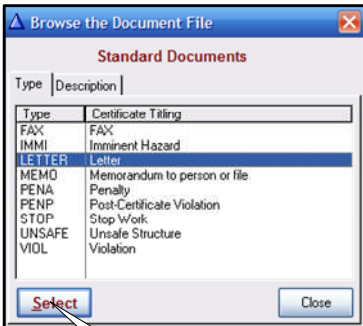


Click on Contact Log Tab

These are the documents already on file for this permit

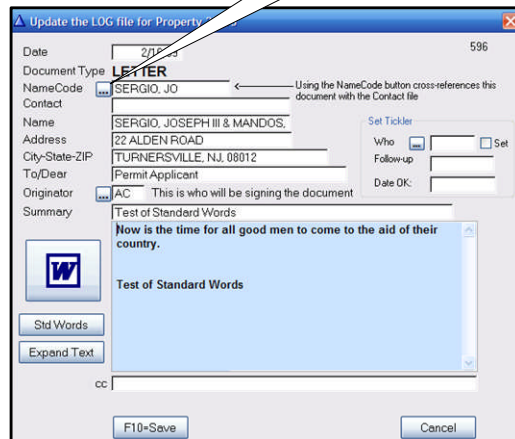
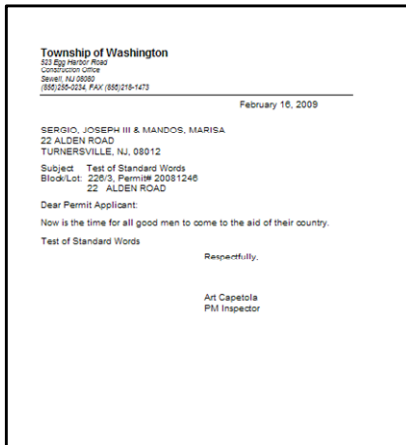
Press Insert

By default this is a letter to the owner. Press the button to re-direct it



SELECT the type document you wish to make

6 Press Button to print highlighted document



Complete this easy form. There are several formats depending on the type of document you chose



The Tickler and Activity Log

1

Click on **Log**

This is the Log Browse. It is a log of all memos, violations, letters, etc., ever issued

On this type locator, don't touch your mouse! Just start typing on the keyboard. The browse will scroll to after each keystroke

These are **Tabs**. On a browse, they change the sort order of the records and give you different ways to look up your data

T	TG	Sc	Seq#	Type	From To		Dates			Name Code	Parcel	Summary
					By	Assgn	Date	Follow-up	Date OK			
			576	DUMP	JN		8/20/08			BERNARDO	214.76.03	Dumpster/POD Permit
			577	DUMP	JN	JN	8/21/08			GATTO, RO	115.4.02	Dumpster/POD Permit
			578	VIOL	MJ	MJ	8/27/08			DEL VAL PO	85.07/8.	NO FINAL BUILDING INSP
			579	VIOL	MJ	MJ	8/28/08			ED.JOHNSO	192.18/27	WORK DONE WITH OUT I
			580	VIOL	MJ	MJ	8/28/08			CASPER PO	82.86/21.	NO FINAL INSPECTION
			581	VIOL	MJ	MJ	8/28/08			HOMEOWN	111.20/15.	NO FINAL INSPECTION
			582	VIOL	MJ	MJ	8/28/08			BUDD'S PO	6.08/22.	NO FINAL INSPECTIONS
			583	VIOL	MJ	MJ	9/03/08			DEL VAL PO	110.14/5.	NO FINAL INSPECTION
			584	VIOL	MJ	MJ	9/03/08			POOLS BY V	85.02/32.	NO FINAL INSPECTIONS
			585	VIOL	MJ	MJ	9/03/08			MR.BROWN	111.18/8.	NO FINAL INSPECTIONS
			586	VIOL	MJ	MJ	9/03/08				194.25/19	NO FINAL INSPECTION
			587	VIOL	MJ	MJ	9/03/08			DEL VAL PO	174/13	NO FINAL INSPECTIONS
			588	VIOL	MJ	MJ	9/03/08			OWNER	194.02/7.	NO FINAL INSPECTIONS
			589	LIC	AH		10/06/08			SOCIETY HI	3/1	Road Opening Permit
			591	DUMP	AH		11/05/08			SMITH, ANT	80.01/64.	Dumpster Permit
			592	FENC	AH		11/05/08			PAULI & RO	2/2	Fence or Wall Permit
			590	MEMO	AH		11/05/08			SMITH, ANT	80.01/64.	Contractor Certificate
			593	LETT	AC		2/16/09			SERGIO, JO	226/3	Test of Standard Words
			594	LETT	AC		2/16/09			SERGIO, JO	226/3	Test of Standard Words
			595	LETT	AC		2/16/09			SERGIO, JO	226/3	Test of Standard Words

This will print the highlighted record

Click on button to clear item

When the log first appears, the Tickler tab is selected and all tickle notifications are shown.



Tax File Browse

Select Tax File

You can search using these tabs - they change the sort order on screen

To find a property by Block/Lot enter it thus: "12/2" for Block 12, Lot 2

Block/Lot	Name	Site	Tagged Records
1/1	28x355	010950	
2/1	2AC	010950	
2.1.01	0.5AC	000000	
2.1.02	35x20	080951	
2/2	433x170	000000	
3/1	2049 BARNSBORO-GOOD	000000	

Image of the tax book without assessment information

Press VIEW once your property is highlighted

Tabs show information relating to the property. This information is entered elsewhere, just view it here

Blk/Lt: 1/1 Use format ##.##/###/QAAAA

Owner: COUNTY OF GLOUCESTER Bldg Desc: Land Desc: 28x355

Street: DELSEA DR ZIP: 08312 Add Lots:

City/St: CLAYTON, NJ

Locatn: No. Street

Prop Class Descript: 15C Public Property Bank Code:

Exempt Facility: 0109505/02/195711/01

Deductions: Senior citizen, Veteran, Widow of senior citizen, Surviving spouse of veteran, Totally disabled person

Please report any discrepancies to your tax assessor

Log File: MPAS, Enforcer, Planner, Assessor, Mercantile

Buttons: Print Item, History, Envelope, Insert, Change, Delete, Scan Manager

F10=Save Note: T=Tickler; Sc=Scanned Cancel



The Payments Browse-Daily Cash Reconciliation

Select **Payments** from the main menu

You can search using these tabs - they change the sort order on screen

Each tab has a locator

Browse the Payments File

Transaction No. | Date | Control No. | Payments for One Date | Check No. | Block/Lot

Locate 0

Trans#	Date	Control No.	Permit Number	Slx	Name	Block/Lot	For	Typ	Check#	Initials	Amount	Comment
29506	8/27/08	29514	20081238		GIBSON, PA	82.31/5	PER	PAY	20364	MH	112.00	
29507	8/27/08	29671	20081288		SAIA, FRAN	193.09/12	PER	PAY	2331	MH	289.00	
29508	8/27/08	29403	20081053		RANIERI, C	84.10/3	PER	PAY	3980	MH	210.00	
29509	8/27/08	29710	20081320		RUGGIERO	82.99/5	PER	PAY	710	MJ	212.00	
29510	8/27/08	29607	20081231		ANTON, JO	193.12/3	PER	PAY	CASH	MJ	102.00	
29511	8/28/08	29725	20081332		KENNEDY, J	192.10/22	PER	PAY	4636	MH	52.00	
29512	8/28/08	29521	20081160		AT&T MOBIL	116.37/16.01//CE	PER	PAY	105	MH	596.00	
29513	8/28/08	29723	20081330		WEITZMAN, I	194.08/2	PER	PAY	5106	KD	47.00	
29514	9/02/08	29624	20081247		HOLLYDELL	52.1.03//C000A	PER	PAY	4515	MH	397.00	
29515	9/02/08	29748	20081353		NUCCIO, JO	111.02/14	PER	PAY	CASH	MH	50.00	
29516	9/02/08	29633	20081308		CT SCAN/KI	81.73/06	PER	PAY	53402	MH	3,371.00	
29517	9/02/08	29606	20080667	3	CONNOLLY, J	54.5/02	PER	PAY	10529	MH	75.00	
29518	9/02/08	29705	20081315		BREWER, C	82.50/7	PER	PAY	8350	KD	55.00	
29519	9/02/08	29729	20081336		DECOSTA, J	262/10	PER	PAY	CASH	MH	76.00	
29520	9/02/08	29657	20081275		MDURADJ, A	4.05/5	PER	PAY	1303	MH	160.00	
29521	9/02/08	29716	20081325		BLDG I/ SOI	3/1	PER	PAY	24364	MJ	633.00	
29522	9/03/08	29730	20081337		ABRAMS, R	214/7	PER	PAY	8189	MH	70.00	
29523	9/03/08	29744	20081349		STERN, JEF	80.05/151	PER	PAY	21298	MH	51.00	
29524	9/03/08	29758	20081200	A	SNAP FITNE	87/3	PER	PAY	1118	MJ	231.00	
29525	10/06/08				SOCIETY HI	3/1	LIC	PAY		AH	20.00	Road Opening Pe
29526	10/16/08	29765	20081367		GUO, XIMIN	85.20/8	PER	PAY		AH	682.00	
29527	10/16/08	29770	20081372		WALTERS, S	85.20/9	PER	PAY		AH	682.00	
29528	11/05/08	29772	20081374		SMITH, ANT	80.01/64	PER	PAY		AH	57.00	
29529	11/05/08				SMITH, ANT	80.01/64	DMP	PAY		AH	50.00	Dumpster Permit
29530	11/05/08				PAULI & RO	2/2	FEN	PAY		AH	50.00	Fence or Wall Pe

List Cash | Cash Spreadsheet | Deposit | List Cash by Acct Code | Close

Print report for a date range

Select **Payments for One Date** to print a single day report

Browse the Payments File

Transaction No. | Date | Control No. | Payments for One Date | Check No. | Block/Lot

Locate

Trans#	Date	Control No.	Permit Number	Slx	Name	Block/Lot	For	Typ	Check#	Initials	Amount	Comment
25381		25780	20040167	4		156/1	OTH	PAY		MJ		
18570		19189		0		194/7	OTH	PAY	2179	mj	200.00	LICENSE FEES
22409		22976	20060565			82.25/15	PER	PAY				
22583		23147	20060575			192.18/6	PER	PAY		MJ		
22949		23588	20061129			82.20/11.08	PER	PAY				
23374		22368				82.58/5	PER	PAY				
23585		24086	20061607			0/0	PER	PAY				
25221		25307	20050761	1		53/2	PER	PAY		MJ		
25714		26171	20070522	1		85.15/12.01	PER	PAY		MJ		
25956		26372	20070798			194.27/17	PER	PAY		MJ		
26205		26581	20070964			82.11/43	PER	PAY				
27712		11963	20020297			110.05/20	PER	PAY				
27713		11963	20020297			110.05/20	PER	PAY		MJ		
9238		9892	20010254	0	HOVBROS	85/8	PER	PAY	3927	SM	921.00	
13648		14667	20030465	0	K. HOVANIA	6/20	PER	PAY		mj		

Print Screen Transactions | \$1,121.00

List Cash | Cash Spreadsheet | Deposit | List Cash by Acct Code | Close

Print daily cash report

Daily Total

Reconcile Your Cash for One Day



The Contractor Browse

2. You can search using these tabs - they change the sort order on screen

Select **Contractors** from main menu

When no entry box appears here, you don't need it. Just start typing a namecode and the browse will scroll to match at each keystroke.

Browse the Names File

Name Code | Category

Locate

Cat	Name Code	Name	License Dates		Phone	Addr1
			Local	State		
CONT	5 STAR DEV	5 STAR DEVELOPERS INC			(856)881-7540	320 GEORGIA COUR
CONT	5 STAR REM	5 STAR REMODELING			(609)988-7100	4003 L LINCOLN DR
CONT	7 OIL COMP	7 OIL COMPANY		12/31/08	(856)786-0707	1708 UNION LANDIN
CONT	A & A IRON	A & A IRONWORKS			(973)208-0030	1 TIDLAND ROAD
CONT	A & B INSU	A & B INSURANCE DAMAG		12/31/07	(856)547-1553	215 S WHITE HORS
CONT	A & C LAWN	A & C LAWN INC			(732)349-0576	1889 RT 9
CONT	A & E C001	A & E CONSTRUCTION	11/07/07		(610)449-3152	152 GARRETT ROA
CONT	A & E HE01	A & E HEATING & A/C 01			(856)582-4288	P.O. BOX 157
CONT	A & E HE07	A & E HEATING			(609)582-4288	20 N. BRENTWOOD
CONT	A & J CA01	A & J CARPETS			(856)227-1753	980 S BLACK HORSI
CONT	A & S SPRI	A & S SPRINKLER CO			(215)379-2900	101 E LAUREL AVE
CONT	A & T SP01	A & T SPRINKLERS			(609)875-5150	P.O. BOX 434
CONT	A 2 Z REPA	A 2 Z REPAIRS		12/31/07	(856)374-0321	P O BOX 8446
CONT	A B B FENC	ABB FENCE INSTALLATON			(856)468-4728	
CONT	A BRIGHTER	A BRIGHTER OUTLOOK			(856)429-1111	653 PARK DRIVE
CONT	A F CALL01	A F CALLAN CO INC			(856)795-6333	615 DEER AVENUE
CONT	A SO. JE01	A SO. JERSEY WATERPRO			(856)218-1954	251 THIES RD.

Insert Change Delete

Red record indicates that contractor is Blacklisted or license expired
Labels can be printed from Category Tab

Print Phone List
Print Permits, Highlighted Contractor
Close

Payments tab shows license payments

The primary retrieval key is NameCode. Read the screen note about this

Contact tab shows all correspondence involving this contractor

State and Local License information

Adding a Names Record

Name: _____

Name Code: _____ Quick search code for co. or person

Address: _____

Unit: _____ Phone1: (000)000-0000

City, State, ZIP: _____ Phone 2: (000)000-0000

Contact (If a company): _____ FAX: (000)000-0000

Email: _____

Federal ID/SSN: _____ Fee: _____

Contractor ID: _____ State License: _____ Date: _____

State License: _____ Date: _____

More Licenses: _____

Contractor Blacklisted or License Expired

Contact Log | Payments | Permits

Date		Type	From	Summary
Created	Date OK			

Print Highlighted Item View Clear/Unclear Item Envelope

F10=Save Cancel

Print Lists

Select Print Lists from the main menu

Print Menu

Labels to Tagged Records	Permits, NEW/ADD by Date
List Tagged Records	Permits by Perm# for Date Range
List Certificates by Date	Permits, by Address & Date
List Certs by Date 8.5 x 11	Permits, Gain/Loss Report
Summary Report	Notice to Owners - Tagged Perm.
Prepare State Transmittal	List Completed Inspections
List Cash	List Inspection Log
List Cash Spreadsheet	List Scheduled Inspections
Permits by Contractor	List Ongoing Inspections
Permits by Permit No.	Open Inspects by Subcode
Permits by Date, Version 2	Summary - Inspections
Permits by Block/Lot	List Open Items
Permits by Use & Block/Lot	

Exit

ELITE AUTO/CH ASSOCIATES INC 111 CROWN LANE MILLICA HILL, NJ 08542	CALABRESSE HOMES INC 11 TINDY ACRES ACRE SEWELL, NJ 08585	JERSEY PRIDE A/P REALTY ASSOCIA 181 DORADO AVENUE SEWELL, NJ 08585
HENRYPHILL, ROBERT J & KRISTINE H 111 WINDYVALE DR SEWELL, NJ 08585	JACKSON, KEVIN Q & MELISSA G 14 PONDKNIGHT AVENUE SEWELL, NJ 08585	GLOBAL CAFE THREE SISTERS ENTERS 140 HARVARD AVENUE WESTVILLE, NJ 08093

List of Tagged Records
Township of Washington

Permit No.	Name/Block/Lot	Subcodes	Description
20070592	ELITE AUTO/CH/AL NEW 133 DELSEA DR 1517	BLD, FIR, TCC, PLU, OTH	ELITE AUTO SALON - NEW COM
20041124	CALABRESSE HOMES NEW 11 CHRYSTANTHEMUM C 1610100	BLD, FIR, TCC, PLU, OTH	Single Family Dwellings

Certificates by Date
For the Period 2/18/08 thru 2/18/09
Township of Washington

Permit No.	Block/Lot	Permit	Cent	Use	Orp/Address	Tot Fee	Total	Work Description
20070592	22.12.02	3/04/07	2/18/08	AS1	104	104	50000	THE RESTORATION
20070592	22.12.02	4/04/07	2/18/08	AS1	CA 3-5	154	6000	ELECTRIC UPDATE FOR THE RESTORATION

NEW or ADD Permits by Date
For the Period 2/18/08 thru 2/18/09
Township of Washington

Permit No.	Permit Name	Block/Lot	Permit Type	Original	Cent Disc	Fee Other Tot Fee	Task	Area	Value	Alterat	A	B	C
2008006	SHWILL, VINCENT & SHOND 198.02661	ADD 18	0	0	445	2890	1440	17900	15000	8	21	28	
2008009	VERKAMP, JAMES G 4.07016	ADD 2	28	0	121	1256	144	17500	0	2	0	2	

Some of the reports available

Inspection Log for the Period 2/18/08 thru 2/18/09
For the Following Subcodes: BLDG ELEC ELEV FIRE PLUM OTDR
Township of Washington

Permit	Inspected/Description (Abbreviated)	Site	Parcel	Sub-code	Pass/Fails	Visits	Blgd	Elec	Fire	Plum	Other
110021214	2-18-08 ROOF, 10192, REAR OFF TO AMERICAN	10 HURFFLEA	21430	BLDG/FIR	X	1	1				
110021217	2-18-08 HEAT PUMP REPLACE	3 CARTER BRANTON BLDG	1927	ELEC/FIR	P	1	1				

Ongoing Inspection List
Township of Washington

Permit No.	Name/Block/Lot	Description	Fee 12 mo	Permit
2008095	KANDEL LAND ASS OND 1250, CHARLES WICKERS R 82 21209	ANNUAL POOL INSPECTION	Fee 12 mo Use Group	Permit 6/8/08 CA 6/8/08
2008108	CANTERBURY VIEW OND 1111 CANNETT CT 82 21102	ANNUAL POOL INSPECTION	Fee 12 mo Use Group	Permit 5/8/08 CA 5/8/08

Township of Washington
553 Egg Harbor Road
Sewell, NJ 08585
County: GLOUCESTER

February 18, 2009

To : Fiscal Officer
From : Art Capetola

Subject: State Training Fees
In accordance with N.J.S.A. 5:23-4.19 the amount \$40,823 in State Permit Fees based upon

1 exempt fee permits,
6,651,167 cubic feet of construction and
\$17,193,626 in total construction

has been collected by my office for the period:

February 18, 2008
thru
February 18, 2009

Please submit this form along with a municipal check (vouchers not accepted payable to the "Treasurer, State of New Jersey", to:

NJ Department of Community Affairs
Attn: Fiscal Officer
P.O. Box 802
Trenton, NJ 08625-0802

Art Capetola _____ Date _____

Audit Report, State Transmittal (8.5X11 in Version)
For the Period 2/18/08 thru 2/18/09
Township of Washington

Permit No.	Chr	Permit Date/Cert Date	Permit Type	04-New	05-Add	06-Alt	13-Demo	Public	Volume	Tot Val	Alterations	Use	\$ From Payments	File #			
1999023	445	C 19990202	20000609	06	CA	25	0	0	0	25	82,432	U	0	0			
1999040	649	C 19990708	20000320	06	CA	25	0	0	0	116,291	0	2325	0	0			
1999059	648	C 19990728	20000320	06	CA	25	0	0	0	80,259	0	1200	0	0			
19991027	6491	C 19990812	20000328	06	CA	54	42	35	25	20	211,194,611	6050	27600	0	0		
1999134	6592	C 19991019	20000428	06	CA	97	8	38	0	25	0	174,378	10000	9100	0	0	
19991527	7325	C 19991202	20000327	06	CA	0	0	25	0	0	0	25	1907	0	0		
20000662	8653	C 20000718	20000603	06	CA	136	0	60	0	11	25	0	231,195,013	0	13300	13300	0
20010885	10716	C 20010718	20000314	06	CA	100	0	60	0	7	0	0	167,174,020	0	9400	9400	0
20011427	11243	C 20011101	20000304	06	CA	0	28	0	0	0	0	0	25,111,922,10K	0	600	0	0
20020072	11656	C 20020118	20000603	06	CA	48	18	0	0	46	0	0	147,182,508.0K	0	13000	13000	0
20020287	9785	C 20020311	20000415	06	CA	0	35	0	0	0	0	0	55,207,10K	0	500	0	0
20020415	12244	C 20020426	20000424	06	CO	45	0	0	0	0	30	0	78,180,014	1844	6000	6000	0
20020473	12022	C 20020417	20000415	06	CA	0	45	0	0	0	0	0	45,199,1113	0	75	75	0
20020474	12251	C 20020417	20000410	06	CA	0	45	0	0	0	0	0	45,199,1112	0	75	75	0
20020479	12257	C 20020417	20000410	06	CA	0	45	0	0	0	0	0	45,108,1639	0	150	150	0
20020530	13286	C 20020814	20000410	04	CA	0	55	80	46	0	0	0	191,109,217	0	350	350	0
20020641	12863	C 20020616	20000417	06	CA	250	88	150	0	12	0	0	487,82,821	0	15400	15400	0
20020713	12807	C 20020622	20000418	06	CA	0	45	0	0	0	0	0	45,116,269	0	0	0	0
20020714	12810	C 20020622	20000410	06	CA	0	45	0	0	0	0	0	45,142,610	0	150	150	0
20020788	12798	C 20020604	20000227	06	CA	250	0	130	0	16	0	0	366,17,067	0	20100	20100	0
20020790	12696	C 20020606	20000401	06	CA	0	0	0	0	0	0	0	193,027	0	0	0	0
20020896	12920	C 20020624	20000810	06	CA	250	88	140	0	15	0	0	460,83,124	0	18300	18300	0
20020903	12926	C 20020626	20000810	06	CA	250	88	140	0	15	0	0	45,192,0141	0	15000	15000	0
20020921	12480	C 20020627	20000306	06	CA	0	45	0	0	0	0	0	45,82,2312	0	300	300	0
20020947	12379	C 20020701	20000424	06	CA	0	45	0	0	0	0	0	45,17,116	0	500	500	0
20020965	12647	C 20020703	20000227	06	CA	0	45	0	0	0	0	0	82,82,0734	0	2000	2000	0
20021037	12850	C 20020723	20000729	06	CA	0	45	0	0	0	0	0	45,192,315	0	500	500	0
20021085	12938	C 20020723	20000729	06	CA	0	45	0	0	0	0	0	45,82,4455	0	500	500	0



Program Setup

1
Select File>
Administrator>
Setup Municipality

Record Will Be Changed

Municipality	Township of Washington	State	DCA_FEE (Volume)	0.00265
Short Name	WASHINGTON TWP		DCA2_FEE (Value)	0.00135
County	GLOUCESTER		Prototype discount	20
Address 1	523 Egg Harbor Road		For example, if you offer a 20% discount on a prototype application, enter a 20 here	
Address 2	Construction Office		Waived Fee Discount:	100
City St ZIP	Sewell, NJ 08080		Certificate Fee	
Phone	(856)256-0234 FAX: (856)218-1473		Software Version	6A
District ID	0818			
	<input type="checkbox"/> Non New Jersey Municipality			
	<input type="checkbox"/> No Permit No. Until Paid			
	<input type="checkbox"/> Receipt with Distribution Sheet			
	<input checked="" type="checkbox"/> Disable Security			
Rate File Name:	C:\C6Apps\Land\Towns\GloucTwp2008\RateFile.tps			
Default Tax File				(e.g. F:\mcsystem\data\taxa.tps (Usually OK blank))
State email:	uccars@dca.state.nj.us			
To:(For State email)	Charles Pierson			
Appeals Fee	50.00			
Location of Appeal	Rt 45 & Budd Blvd, Woodbury, NJ 08096			
Construction Official Signs Name	Tom Krwawecz			
Title:	Construction Official			

Note about logos & signatures:
The program will place a logo on letters and memos if you scan one in and place it in the data directory with the name 'Logo.bmp'
The program will also place a signature on some documents if a scanned signature is in the data directory and has the name '[Initials].bmp'. For Certificates the program looks for 'Signatur.bmp'. It will always ask first about the signature

F10=Save Cancel T

DCA Fee, currently
Volume=.00265
Value = .00135

2
Complete form

3
Save

Inspection Reports

Today's Inspections by Inspector for 2/18/08 thru 2/18/09 Page 1 2/18/09
Township of Washington

Inspector Initials: JW

Permit/Sched'd	Description & Owner	Site/Contact/Block Lot	Unit	Instructions	Inspector Notes
20030644 2/18/08 0:00	Above Ground Pool 28 FT ROUND ELEC JW FINAL FOR SUBCODE CIACCIO, BENEDICT A JI	22 MAINSFIELD DR 82.58/1		P / F / X	GARAGE DOOR OPEN - GF IN GARAGE

Total Inspection Visits 1

All subcodes, by subcode, for date range

From Inspections Menu

To-Do List, Inspections by Permit No. for 2/18/08 Page 1 2/18/09
For the Following Subcodes: BLDG ELEC ELEV FIRE PLUM OTHR
Township of Washington

Permit/Sched'd	Description & Owner	Site/Contact/Block Lot	Unit	Instructions	Inspector Notes
20030644 2/18/08 0:00	Above Ground Pool 28 FT ROUND ELEC JW FINAL FOR SUBCODE CIACCIO, BENEDICT A JI	22 MAINSFIELD DR 82.58/1		P / F / X	GARAGE DOOR OPEN - GF IN GARAGE
19991316 2/18/08 0:00	ROOF - 10 SQ. TEAR OFF TO AMERICAN DISPOSAL BLDG AH FINAL FOR SUBCODE PETRONIOLOLO, JOHN	19 HURFF LA 216/30		P / F / X	
19991527 2/18/08 0:00	HEAT PUMP REPLACE ELEC JW FINAL FOR SUBCODE DURKE, JOSEPH HICA	3 CARTER BRAXTON BLDG 192/7		P / F / X	LOCK BOX - 7 5 2 0
20030918 2/18/08 0:00	HEATERS AND ALARMS ELEC JW FINAL FOR SUBCODE FRONDLICH, MICHAEL	4361 ROUTE 42 114/6		P / F / X	ALARM
20052500 2/18/08 0:00	Electrical Alterations ELEC JW SERVICE FRONDLICH, MICHAEL	453 CHAPEL HEIGHTS RD 58/18		P / F / X	
20052500 2/18/08 0:00	Electrical Alterations ELEC JW FINAL FOR SUBCODE FRONDLICH, MICHAEL	453 CHAPEL HEIGHTS RD 58/18		P / F / X	

One subcode, one day. designed for inspector to print. Permit No. order

Inspection Print Menu

- Inspections To Do by Inspector/Permit No., All Inspectors
- Inspections To Do by Subcode/Permit No.
- Outstanding Inspections by Subcode*
- List Ongoing Inspections
- Completed Inspection Log by Date Range
- Completed Inspections by Inspector for Date Range
- Completed Inspections by Date, Multi-Line, Portrait

Exit

This report may take up to a minute to generate. It includes past work that was never closed-out

Open Inspections, Inspections Entered 2/18/08 thru 2/18/09 Page 1 2/18/09
Township of Washington

SubCode ASB

Permit/Sched'd	Description & Owner	Site/Contact/Block Lot	Unit	Instructions/Inspector Notes
20080186 3/18/08	ELITE AUTO SIGNS - 1 Pylon - 2 DIRECTIONAL - 1 SERVICE MENU ASS AH FOOT	133 DELSEA DRIVE SIGN PR01 856/839-1099 15/7		one footing that was not right. last time P / F / X 80300 -

Outstanding inspections by subcode

Inspection Log for the Period 2/18/08 thru 2/18/09 Page 1 2/18/09
For the Following Subcodes: BLDG ELEC ELEV FIRE PLUM OTHR
Township of Washington

Permit	Inspected	Description (Abbreviated)	Site	Parcel	Sub-code	Pass/Fail	Visits	Blgd	Elec	Fire	Elev	Plum	Other
119991316	2/18/08	ROOF-10 SQ. TEAR OFF TO AMERICAN DISPOSAL	19 HURFF LA	216/30	BLDG FEN	X	1	1					
119991527	2/18/08	HEAT PUMP REPLACE	3 CARTER BRAXTON BLDG	192/7	ELEC FEN	P	1	1					
120030918	2/18/08	HEATERS AND ALARMS	4361 ROUTE 42	114/6	ELEC FEN	P	1	1					
120030918	2/18/08	HEATERS AND ALARMS	4361 ROUTE 42	114/6	FIRE FEN	P	1	1					
120030918	2/18/08	HEATERS AND ALARMS	4361 ROUTE 42	114/6	PLUM FEN	X	1	1					
120030918	2/18/08	HEATERS AND ALARMS	4361 ROUTE 42	114/6	ELEC FEN	P	1	1					
120052500	2/18/08	Electrical Alterations	453 CHAPEL HEIGHTS RD	58/18	ELEC SERV	P	1	1					
120052500	2/18/08	Electrical Alterations	453 CHAPEL HEIGHTS RD	58/18	ELEC FEN	P	1	1					
120051772	2/18/08	ADDITION BLK/MENT FIRST FLOOR 111-744 JOHNSON RD.	557/25	87 PLO FEN	X	1	1						
120051772	2/18/08	ADDITION BLK/MENT FIRST FLOOR 111-744 JOHNSON RD.	557/25	87 PLO FEN	X	1	1						
120052392	2/18/08	ALARM											
120052392	2/18/08	ALARM											
120060149	2/18/08	ADDITION BLK/MENT FIRST FLOOR 111-744 JOHNSON RD.	198.02.105	87 PLO FEN	P	1	1						
120060250	2/18/08	INSTALL HEATER & A/C UNIT IN ATTIC - 9 COPPO RD.	198.02.105	87 PLO FEN	P	1	1						
120060250	2/18/08	INSTALL HEATER & A/C UNIT IN ATTIC - 9 COPPO RD.	198.02.105	87 PLO FEN	P	1	1						

Concise list of inspections performed in date order

Inspections Performed in the Period 2/18/08 thru 2/18/09 Page 1 2/18/09
For the Following Subcodes: BLDG ELEC ELEV FIRE PLUM OTHR
Township of Washington

Permit	Inspector/Sched	Description	Site/Block-Lot/Contact	Pass/Fail	Instructions/Inspector Notes
19991316	2/18/08	FINAL FOR SUBCODE BLDG ROOF - 10 SQ. TEAR OFF TO AMERICAN DISPOSAL	19 HURFF LA 216/30	X	
19991527	2/18/08	FINAL FOR SUBCODE ELEC HEAT PUMP REPLACE	3 CARTER BRAXTON BLDG 192/7	P	LOCK BOX - 7 5 2 0
20030918	2/18/08	FINAL FOR SUBCODE ELEC HEATERS AND ALARMS	4361 ROUTE 42 114/6	P	ALARM
20030918	2/18/08	FINAL FOR SUBCODE FIRE HEATERS AND ALARMS	4361 ROUTE 42 114/6	P	
20030918	2/18/08	FINAL FOR SUBCODE PLUM HEATERS AND ALARMS	4361 ROUTE 42 114/6	P	
20052500	2/18/08	SERVICE ELEC Electrical Alterations	453 CHAPEL HEIGHTS RD 58/18	P	

Completed inspections, portrait version

Completed Inspections for 2/18/08 thru 2/18/09, Inspector: Page 1 2/18/09
Township of Washington

Inspected Date	Parcel	Site	Owner (Shortened)	Insp Subcode	P/F	Re-Ins
20072217	193/6	415 EGG HARBOR ROAD, Unit 29A	GAMESTOP WASHINGTON CT	BLDG	P	1
20071937	199.03/68.	2 PENNINGTON WAY	RAGOZZINO, FRANCIS A & CI	ELEC	P	1
20070895	19.02/15.	122 APPALOOSA WAY	BAYNES, ROBIN K & SHARON	PLUM	P	1
20060288				PLUM	P	1
20071672				PLUM	P	1
20071672				PLUM	F	1
20071142				PLUM	P	1
20072217				PLUM	X	1

All inspectors, new page for each.

Ongoing Inspection List Page 1 2/18/09
Township of Washington

Permit No.	Name/Site/Block/Lot	Description	Fees 12 mo. Use Group/	Permit CA Next Insp
2008095	KANDLE LAND ASS. ONG 250 CHAPEL HEIGHTS RD 58/18	ANNUAL POOL INSPECTION	Fees 12 mo. Use Group/	Permit CA Next Insp 4/28/08 5/08/08 5/01/07
2006109	CANTERBURY HILL ONG 815 DARRETT CT 83/4.02	ANNUAL POOL INSPECTION	Fees 12 mo. Use Group/	Permit CA Next Insp 5/03/08 5/18/08 5/03/07
2006109	EARLE PLACE COIL ONG	ANNUAL POOL INSPECTION	Fees 12 mo. Use Group/	Permit CA Next Insp 5/03/08 5/01/07 5/01/07
2006112				Permit CA Next Insp 5/01/07 5/01/07
2006113	155.19/12.	INSPECTION	Use Group/	Permit CA Next Insp 5/28/08 5/11/07

Printed using data from the permit file



Required Field Names

The Rate files MUST contain a value for each of the fields listed, below, in order for a rate to be available to initialize or look up from the subcode technical sheet.

Building

```
: 'NEW';
: 'ADD';
: 'REHAB';
: 'ROOF';
: 'SIDE';
: 'FENCE';
: 'SIGN';
: 'POOL';
: 'ASB';
: 'LEAD';
: 'RADON';
: 'OTHER';
: 'DEMO';
```

Electric

```
'DEVICE';
'DISH';
'DRYER';
'GARBAG';
'HVAC';
'BASEBD';
'CONTRL';
'MULTI';

'RANGE';
'SURFAC';
'WATHEAT';
'SPACE';
'SIGN';
'TRANSF';
'SERVIC';
'SUBPAN';
'OTHER2';
'OTHER3';
'POOL';
'SPA';
```

Fire

```
'FLAME';
'ALARM';
'SUPER';
'SIGNAL';
'OTHER1';
'DEVICE';
'PUMP';
'DRYPIP';
'VALVE';
'SPRINK';
'STAND';
'WET';
'DRY';
'CO';
'FOAM';
'FM200';
F 'OTHER2';
'HOOD';
'SMOKE';
'FIRED';
'VENT';
F 'OTHER3';
```

Plumbing

```
: 'TOILET';
: 'URINAL';
: 'BATH';
: 'LAU';
: 'SHOWER';
: 'DRAIN';
: 'SINK';
: 'DISH';
: 'DRINK';
: 'WASH';
: 'HOSE';
: 'WATHEA';
: 'OIL';
: 'GAS';
: 'LPG';
: 'STEAM';
: 'HWBOIL';
: 'SPUMP';
: 'INTERC';
: 'GREASE';
: 'AIRCON';
: 'STACK';
: 'OTHER';

: 'BACKF';
: 'SEWER';
: 'SERVIC';
```



The calculation of fees for the subcodes is performed by the following calculations where the prefix 'Rat' refers to the rate lookup file and the value 'Qty' is a passed parameter:

```

if Qty=<Rat:High then
  Q1=Qty;
Elsif Qty=<Rat:High2 then
  Q1=Rat:High
  Q2=Qty-Rat:High
Elsif Qty=<Rat:High3 then
  Q1=Rat:High
  Q2=Rat:High2-Rat:High
  Q3=Qty-Rat:High2
End

Case Rat:RateStyle
of 'Straight' orof ' ';
  Fee = Rat:Fixed + Rat:Variable * Q1
of 'Three';
  Fee = Rat:Fixed + Rat:Variable * Q1
  if (Qty=>Rat:Low2 and Qty=<Rat:High2) then
    Fee = Fee + Rat:Fixed2 + Rat:Variable2 * Q2
  Elif (Qty=>Rat:Low3 and Qty=<Rat:High3) then
    Fee = Fee + (Rat:Fixed2 + Rat:Variable2 * Q2) + Rat:Fixed3 + Rat:Variable3 * Q3
  End
of 'Multi';
  Fee = Rat:Fixed + Rat:Variable * Q1
  If Qty>Rat:High then
    Nolincrements =((Qty-Rat:High)/Rat:High2)
    Fee = Fee + Rat:Fixed2 * Nolincrements
  End
end
return(Fee)
  
```

**Appendix A
Calculation of
Subcode Fees**

Rate Examples

For the technically inclined...
Rate calculations are based upon the formula for a line, $Y=Mx+C$, where
Y is the calculated cost,
x is the rate each,
M is the number of items,
C is the flat amount when items are grouped, say 1 to 25.

Rate Examples

Straight
Pylon Sign, \$4 per sq ft

$$Y = Mx + C$$

A 200 sq ft sign - $900 = (200 \times \$4/sf) + 0$

Variable Increments (up to Three)
BLDG: Using the following rates: .024 from 1 to \$50,000; .012 from \$50,001 to \$100,000; .008 from \$100,001 up ...

$$Y = Mx + C$$

A \$100,000 project would fall under Level 2: $1800 = (\$50,000 \times .012/sf) + \$1,200$

Variable Increments - An example of Grouping
Deck: \$65 for under 200sf, \$120 for 200-400sf and \$160 over 400sf

$$Y = Mx + C$$

A 240 sq ft deck. Use the 'Flat' field rate of \$120: $120 = (0 \times 0) + \$120$

Uniform
ELEC: Using the following rates: \$75 for the first 50, \$25 for ea additional 25 units.
An 80 unit entry would be priced at $75 + \$25 \times 25 = \125

Y	=	Mx	+	C
First 50.....	\$75	=	(0x0)	+ \$75
Next 25.....	\$25	=	(0x0)	+ \$25
Next 5.....	\$25	=	(0x0)	+ \$25

				\$125

Finished

Straight

Multi

Three

