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Enter your assigned password here and click the OK button.

**Note:** Based on the access rights attached to your password, different menu levels will be made available to you.
0.00 PERMIT TRACKING MAIN MENU

This is the main menu used for the Permit Tracking System. You can access each option in the system from here and all processing begins with this menu.

The following options are available:

**File**
This menu allows the user to exit the Permit Tracking application.

**Processing**
From this menu you can enter, maintain and delete permits, inspections, and contractors.

**Cash**
This menu is used to enter, post, and apply payments to your permits.

**Inquiry**
This menu is used to make inquiries into the data. It allows you to view the information, but no changes can be made to it from within these programs.
Reports
This menu contains the options that generate reports for the Permit Tracking System.

Maintenance
This menu is used to define the various permit codes (which identify information about the permit).

Support
This menu contains programs that are used less frequently than other programs but are important for proper functioning of the system.

Help
This option offers different methods for contacting Municipal Support, Inc. and contains important program information.
1.00 PROCESSING

This option is used to maintain permit, inspection, and contractor detail (including entering new and editing existing information).

<table>
<thead>
<tr>
<th>Processing</th>
<th>Cash</th>
<th>Inquiry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit Entry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inspection Entry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contractor Maintenance</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Permit Entry**
This option is used to enter or modify permits.

**Inspection Entry**
This option allows you to enter or modify inspections associated with permits.

**Contractor Maintenance**
This option allows you to enter or modify contractor details.

1.10 PERMIT ENTRY

**WHAT IS PERMIT ENTRY?**
This is the program where all permits are keyed in or modified.

**HOW DO I ENTER A PERMIT?**
From the Permit Tracking System Main Menu click Processing then Permit Entry.
The following fields are used for Permit creation. After each field is input press *tab* to accept the information and proceed to the next field for entry.

**Permit Information section**
The first permit entry fields consist of your permit information.

**Permit #**
This is a unique identifier for the permit being entered. It will default to the next number defined in Support > System Defaults (see section 6.10). The program is designed to look backwards and fill in any missing permit numbers; so, if the number to default into the screen is different than what is defined in System Defaults, then this is a previously unused permit number.
**Applied**
The date the permit is applied for (this will default to the PC date but can be overwritten).

**Issued**
The date the permit is issued, if the permit status is equal to “Issued”.

**Status**
The stage this permit is in, usually Applied, Issued, or Expired. Status Codes are created in Maintenance > Permit > Status Codes (see Section 5.13).

**Permit Type**
Identifies what type of permit it is. Permit Type Codes are created in Maintenance > Permit > Type Codes (see Section 5.11).

**Type of Use**
Identifies how the permit is being used. Type of Use Codes are created in Maintenance > Permit > Type of Use Codes (see Section 5.12).

**Improvement**
Indicates what type of improvement is being made. Improvement Codes are created in Maintenance > Permit > Improvement Codes (see Section 5.14).

**Square Feet**
Enter in the total square feet of the project. This field can also be used as a multiplier for a fee code (see Fee Code Maintenance section 5.21).

**Value**
Enter in the dollar value of the construction identified on the permit.

**Build #**
Specific building identifiers were the permit is being applied.

**Unit**
Enter in the specific unit within the building which is being identified on the permit.
**Contractor Code**
Indicates which contractor(s) will be performing the work. To assign a *single* contractor simply enter the contractor id in this field or use the binoculars to lookup the contractor id:

Click the binoculars to access the look up screen. Double click the contractor you want to assign.

### PT Contractor Lookup

<table>
<thead>
<tr>
<th>Contractor #</th>
<th>Contractor Name</th>
<th>City</th>
<th>ST</th>
<th>Phone</th>
<th>Cat 1</th>
<th>Cat 2</th>
<th>Cat 3</th>
<th>Expired</th>
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</thead>
<tbody>
<tr>
<td>0030</td>
<td>FOX VALLEY FIRE AND</td>
<td>ELGIN</td>
<td>IL</td>
<td>847-695-5390</td>
<td>FAL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0031</td>
<td>ELITE PLUMBING AND</td>
<td>MARENGO</td>
<td>IL</td>
<td>815-560-6462</td>
<td>PBD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0032</td>
<td>ASPEN LAWN &amp; LANDSCAPE</td>
<td>WOODSTOCK</td>
<td>IL</td>
<td>815-334-0393</td>
<td>LND</td>
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</tr>
<tr>
<td>0036</td>
<td>FIRE CONTROL INC.</td>
<td>WHEELING</td>
<td>IL</td>
<td>847-465-4579</td>
<td>SPA</td>
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<td></td>
</tr>
<tr>
<td>0039</td>
<td>SUPERIOR HEATING &amp; VENT</td>
<td>GILBERTS</td>
<td>IL</td>
<td>847-836-0327</td>
<td>HVA</td>
<td></td>
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<tr>
<td>0044</td>
<td>GROVE ELECTRIC COMPANY</td>
<td>FOX RIVER GROVE</td>
<td>IL</td>
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<td>ELE</td>
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</tr>
<tr>
<td>0045</td>
<td>BARTON PLUMBING AND</td>
<td>HUNTLEY</td>
<td>IL</td>
<td>847-669-5684</td>
<td>PBD</td>
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<tr>
<td>0054</td>
<td>WILLIAM W. BROWN &amp; ALL</td>
<td>WEST DUNDY</td>
<td>IL</td>
<td>847-426-6483</td>
<td>ARC</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>0059</td>
<td>ARBITUA MECHANICAL</td>
<td>HUNTLEY</td>
<td>IL</td>
<td>847-669-5001</td>
<td>PLB</td>
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<tr>
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<td>FOX VALLEY EXTERMINA</td>
<td>ELGIN</td>
<td>IL</td>
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<tr>
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<td>KADLEC ELECTRIC, INC.</td>
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<td>IL</td>
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<td></td>
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<tr>
<td>0062</td>
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<td>CRYSTAL LAKE</td>
<td>IL</td>
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<td>SVR</td>
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<tr>
<td>0065</td>
<td>RON JONES ELECTRIC, INC.</td>
<td>SOUTH ELGIN</td>
<td>IL</td>
<td>847-695-7500</td>
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<tr>
<td>0066</td>
<td>MORSE ELECTRIC, INC.</td>
<td>FREEPORT</td>
<td>IL</td>
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<tr>
<td>0074</td>
<td>D. SCHWATZ HEATING, INC.</td>
<td>MARENGO</td>
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<td>815-568-5772</td>
<td>HVA</td>
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<td>0075</td>
<td>BLUE RIBBON ELECTRIC</td>
<td>HARVARD</td>
<td>IL</td>
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<td>ELE</td>
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<tr>
<td>0077</td>
<td>OFFICIAL HEATING AND</td>
<td>MC HENRY</td>
<td>IL</td>
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<td>0079</td>
<td>UNITED STATES FIRE P.</td>
<td>LAKE FOREST</td>
<td>IL</td>
<td>847-616-0050</td>
<td>FAL</td>
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<tr>
<td>0081</td>
<td>FOX VALLEY EXTERMINA</td>
<td>LAKE MARIAN</td>
<td>IL</td>
<td>847-436-5033</td>
<td>EXT</td>
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<tr>
<td>0092</td>
<td>COSTROM &amp; SONS, INC.</td>
<td>ROCKFORD</td>
<td>IL</td>
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<td>GEN</td>
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<tr>
<td>0093</td>
<td>ANCHOR PLUMBING, INC.</td>
<td>ELGIN</td>
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<td>PLB</td>
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<tr>
<td>0095</td>
<td>RUTLEDGE FENCE COMPANY</td>
<td>LAKE IN THE HILLS</td>
<td>IL</td>
<td>847-656-3023</td>
<td>FNC</td>
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<tr>
<td>0100</td>
<td>HANSEN HEATING AND P.</td>
<td>HUNTLEY</td>
<td>IL</td>
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<td>PLB</td>
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<tr>
<td>0109</td>
<td>HUGHES &amp; SONS, INC.</td>
<td>CRYSTAL LAKE</td>
<td>IL</td>
<td>815-450-1887</td>
<td>SGN</td>
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<tr>
<td>0113</td>
<td>CORD CONSTRUCTION CO.</td>
<td>ROCKFORD</td>
<td>IL</td>
<td>815-965-6630</td>
<td>GEN</td>
<td></td>
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<tr>
<td>0134</td>
<td>CARMICHAEL CONSTRUCT</td>
<td>MARENGO</td>
<td>IL</td>
<td>815-568-8337</td>
<td>GEN</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **Limit Lookup to**: 999999
- **Records Displayed**: 035
- **Filter**: Locate Value

[Refresh] [Edit] [Exit]
Contractor Code – cont.

For *multiple* contractors click on the “hammer” icon and the following screen will appear which will accept entries for more than one contractor:

![Click hammer to enter multiple contractors]

Enter the contractor group id or select it from the binoculars. Once selected all contractors assigned to the group id will be displayed in the display box.

If there are contractors you wish to add and/or remove you may use the control buttons to perform these functions.

- This button allows you to add the contractor keyed into the “Contractor #” field to your display box to be assigned to the permit.
- This button allows you to remove a contractor from the display box so it is not assigned to the permit. To do this, just highlight the contractor and click on Remove.

Once all contractor detail has been entered click OK to assign your selected contractors and return to your permit entry.
Parcel/Owner Information sections
The next permit entry fields consist of your parcel information

If you do not use the Parcel File application you may manually type the information into the fields. If you interface with Parcel Files, you may key in the parcel id or use the binoculars for a parcel id look up box. Once selected the parcel information will automatically populate.

Note: If the wrong Parcel Number is selected, that detail will populate the permit being generated. Once the proper parcel number is entered, the detail on the permit will not automatically update. You will need to key in the proper parcel and owner detail by hand.
If a Parcel ID is entered that is not valid you will receive the following message:

If you select “No”, you will be taken back to the Parcel field to enter in a valid number. If you select “Yes”, the following screen will appear for entry.

**Note:** This same screen will appear if the rolodex card icon ( ) located next to the “Parcel” field is selected. This is useful for editing parcel detail.

The following fields are used for Parcel File creation. After each field is input press tab to accept the information and proceed to the next field for entry.
Parcel Information section
Street Number – The building number
  Direction – N, S, E, or W.
  Name – Street Name where the parcel is located
City – City name
Zip Code – Postal Code associated to the parcel
Name: Last – Last name of who is living at the parcel address
First – First name of who is living at the parcel address
Print Name – defaults from your first and last name entries, but may be overridden
Print Address – defaults from address entries, but may be overridden

Owner Information sections
Name – Who owns the parcel property?
Address – Where the owner lives
Phone – Owner’s phone number

Applicant Information section
Name – Who is applying for the permit?
Address – Where the applicant lives.
Phone – Applicant’s phone number

Additional Parcel Information section
Subdivision – Unique identifier for a group of parcels
County – The County the parcel resides in.
Lot # - Lot number of the property
Block # - Block number of the property

Once all parcel detail has been entered click OK to assign it to the permit and return to permit entry.
Fee Code(s) section
These permit entry fields contain the fee detail associated with the permit.

Fee Codes:
The Fee Code field works the same as Contractors; you may assign a single fee to a permit or you may assign multiple fees.

To assign a single fee simply enter the fee code (as setup in Fee Code Maintenance, see section 5.21) manually or by selecting it from the binoculars and tab out.

For multiple fees, click on the “money” icon, and the following screen will appear:

Once your fee group (as setup in Fee Group Maintenance, see section 5.22) has been selected, click OK to return to apply it to the permit and return to the permit entry screen.
**Payment Data section**
This section displays the Permit Fees total, what amount has been paid, and what is still due.

![Payment Data Section](image)

**Other Financial Data section**
These last fields will display any fees associated with Bond, Escrow, or Deposit as setup in Fee Code Maintenance (see section 5.21 for more details).

![Other Financial Data Section](image)

**Additional screens available from within Permit Entry:**

**Comment Entry**
Click the “paper” icon to open the Comments screen. Detail keyed into the “Print Comments” will print on the permit, “Additional Comments” will not.
**Inspection Entry**
The clipboard icon allows you to add inspection information to the permit.

**Click on “Clipboard” icon to enter Inspection Detail.**

The permit information at the top of the entry screen will default from the permit entry front screen. For additional detail on how to use this screen, see section 1.20.

From the Permit Entry screen, the following buttons are available:

- **OK** - Will save your entry
- **Cancel** - Will clear what you have entered and allow re-entry
- **Delete** - This button will delete the existing entry that is displayed
- **Exit** - Exits you from this program option
- **Add** - Add Line items detail
- **Remove** - Removes/Deletes line items from details
1.20 INSPECTION ENTRY

WHAT IS INSPECTION ENTRY?

This option gives you the opportunity to schedule your inspectors, enter a completion date of the inspection, and to include the results.

HOW DO I ENTER INSPECTION INFORMATION?

From the Permit Tracking System Main Menu click on Processing then click Inspection Entry.

The following fields are used to enter inspections. After each field is input press tab to accept the information and proceed to the next field for entry.

**Permit #**
Key in the permit number for which the inspection information will be entered.

**Group**
Use this field to pull in an Inspection Group as setup in Inspection Group maintenance (see section 5.33).
# Each line of the inspection detail must be assigned a unique line number.

**Code**
Enter in the inspection code. Inspection codes are setup under the Maintenance menu. See section 5.31 for more details.

**Description**
Describes the inspection code as setup in Inspection Code Maintenance (see section 5.31).

**Inspector**
Identifies who is assigned to perform the inspection. Inspectors are setup under the Maintenance menu. See section 5.32 for details.

**Scheduled Date/Time**
When is the inspection scheduled?

**Completion Date/Time**
When was the inspection completed?

**Results**
Indicates the result of the inspection (examples: “P”ass or “F”ail).

**Comments**
Additional comments regarding the inspection. These will print on the inspection form.

- Will save your entry
- Will clear what you have entered and allow re-entry
- Exits you from this program option
- Add Line items detail
- Removes/Deletes line items from details

### 1.30 CONTRACTOR MAINTENANCE

**WHAT IS CONTRACTOR MAINTENANCE?**
This option allows you to enter and modify Contractor Information.

**HOW DO I ENTER A CONTRACTOR?**
From the Permit Tracking Toolbar Menu click “Processing” then click on Contractor Maintenance. There are 4 screens available for entry: Contractor, Owner, Insurance, and Comments.
Contractor Tab:

The following fields are used to enter contractor detail. After each field is input press *tab* to accept the information and proceed to the next field for entry.

**Contractor Number**
A unique identifier for the contractor that populates automatically if a number is assigned in the “Next Contractor Number” field in the “System Defaults” screen found under the “Support” menu (see section 6.10). This field can be alphanumeric – but if alpha characters are used, then the “Next Contractor Number” field in System Defaults should be left blank (to turn off the auto increment feature) as alpha characters cannot auto increment. If the field is populated it may cause issues with adding or editing contractor detail.

**Name**
Name of the Contractor Company

**Address**
Street address of the contractor

**City**
City where the contractor is located
State
State were the contractor is located

Zip Code
Postal code for the contractor location

Sort Name
This field is automatically populated with the same detail that was keyed into the “Name” field. It may be overwritten, but whatever is populated in this field is what will show up under the “Contractor Name” column in the Contractor Lookup screen.

Contact
Contact for the contractor company

Phone/Fax/Cell/Pager
Identifying phone numbers were the contact may be reached

E-mail
E-mail address for the contact

Fee Paid
Amount paid for contractor’s license

Paid Date
When the fee was paid

Expiration Date
When the contractor’s license expires

Certificate/Expiration
State certificate number and expiration date

License #/Expiration
State license number and expiration date

Bonded? - Expiration Date
If check off it indicates the contractor is bonded and when the bond expires

Company
Indicates who bonds the contractor

Amount
Amount for which the contractor is bonded
**Category Codes**
Identifier for what type of work this contractor performs. These codes are setup under the Maintenance Menu. See section 5.42 for more details.

**Owner Tab:**

The following fields are used to enter detail on the Owner of the contractor company. After each field is input press *tab* to accept the information and proceed to the next field for entry.

**Name**
Name of the Contract Company owner.

**Address**
Street address of the owner

**City**
City for the owner address

**State**
State for the owner address
**Zip Code**  
Postal code for the owner address

**Phone**  
Phone number for the owner

**Insurance Tab:**

The following fields are used to track the insurance carriers for the contractor. After each field is input press **tab** to accept the information and proceed to the next field for entry.

**Liability/Workmen’s Comp./Auto**  
If yes is checked, that indicates the contractor is covered by these insurances

**Company**  
Name of company that supplies the coverage

**Amount**  
Dollar amount for the coverage

**Expiration Date**  
The date the insurance expires
**Comments Tab:**

Freeform comments pertaining to the Contractor may be keyed in here.

- Will save your entry
- Will clear what you have entered and allow re-entry
- This button will delete the existing entry that is displayed
- Exits you from this program option
2.00 CASH RECEIPTS PROCESSING MENU

This menu is used to process Permit payments. It allows you to enter the cash receipts, print a listing of those entries, post the cash to the General Ledger, and update the payments to the permit detail.

The following menu options are available.

<table>
<thead>
<tr>
<th>Cash</th>
<th>Inquiry</th>
<th>Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter Cash Receipts</td>
<td>Print Cash Receipts</td>
<td>Print Distribution Journal</td>
</tr>
<tr>
<td></td>
<td>Post to General Ledger</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Update Cash Receipts</td>
<td></td>
</tr>
</tbody>
</table>

**Enter Cash Receipts**
This is where payments are input and maintained. All cash-receipt batches may be maintained until they have been updated to the permits by taking the option “Update Cash Receipts”.

**Print Cash Receipts**
This option allows you to print individual cash batch listings. It gives a detailed listing of the entries that were made for the receipt batch number selected.

**Print Distribution Journal**
This step produces a report that shows what journal entries will be posted to the General Ledger. If you do not have the MSI General Ledger System installed, this option is not used.

**Post to General Ledger**
This option is used to post the distribution journal of the cash receipts batch to the General Ledger.

**Update Cash Receipts**
This is the final step in the cash receipts process. It will apply the payments to the permits and update the “Amount Paid” field within the permits.

2.10 CASH RECEIPTS ENTRY

**WHAT IS CASH RECEIPT ENTRY?**

This program is used to enter cash receipts or maintain a cash receipts batch. These batches are considered "current" until they have been updated to the permits.

**HOW DO I ENTER A CASH RECEIPT?**

From the Permit Tracking System Main Menu click Cash, then select Cash Receipt Entry.
The following fields are used to enter a cash receipt journal. After each field is input press tab to accept the information and proceed to the next field for entry.

**Batch #**
This field is the identifying number of the receipts that are entered. A given batch number may be used only once.

**Date Paid**
The payment date of all the entries to be keyed into this cash receipts batch. The current date is automatically displayed but may be changed if needed.

**Control Total**
This field is optional. It is used to help ensure that the total amount of the receipts entered match the total value of the batch. As you enter receipts the system will track the total of the line items you have entered. If the total of the batch does not match the amount keyed into the Control Total field, you will receive a warning that the control total does not match the batch total. This warning is informational only and will not stop you from processing.

**Entry #**
The entry number indicates a detail line item; each line entry gets its own number.

**Permit #**
The number of the permit for which money has been received.
Location (default only)
This will default the location of the property assigned to the permit.

Check #
If payment is made via check, enter the check number here.

Amount
The total amount of the line item.

Note: If the line item is entered for more than what is owed on the permit you will receive the following message:

Recheck your entry and key in no more than the amount due on the permit. If a larger amount is keyed in, then the batch will hang during the update process.

Note: If the total line items do not equal the control total you will receive the following message:

This will not stop you from processing, but allows you to recheck your entry.

- Will save the receipts you have entered.
- Will clear the receipts you have entered and allow re-entry.
- This button will delete the existing receipts that are displayed, and will only allow deletion if the receipts not been posted
- Exits you from this program option
- Add Line item details to your cash receipts journal
- Removes/Deletes line items from journal entry
2.20 PRINT CASH RECEIPTS

WHAT IS A RECEIPT JOURNAL LISTING?

This option is used to print individual cash receipts journals. It allows you to generate a printed copy of the receipts for review before they are posted to the general ledger. The listing contains all the data that is entered for the batch ID(s) selected.

HOW DO I PRINT A JOURNAL LISTING?

From your Permit Tracking Toolbar Menu click Cash. Click on Print Cash Receipt; the following fields are used to print a cash receipt journal.

After each field is input press tab to accept the information and proceed to the next field for entry

- **All open Cash Receipt Batches**
  - By selecting this option the report will print all details for any batch id that has not been updated.

- **Cash Receipts for a specified batch**
  - By selecting this option you may print the report for a specified batch.
2.30 PRINT DISTRIBUTION JOURNAL

WHAT IS PRINTING A DISTRIBUTION?

This option is used to print a distribution journal before your receipts are posted to the general ledger accounts. Once posted a journal is no longer considered current. The journal should be verified for accuracy before posting. If an incorrect journal is posted, an adjusting entry must be made.

HOW DO I PRINT A JOURNAL?

From your Permit Tracking Toolbar Menu click on Cash.

Click on Print Distribution Journal; the following fields are used to print the journal.

After each field is input press tab to accept the information and proceed to the next field for entry;
**Batch Number**
The Batch id you want to post. If a valid number is entered, the corresponding data for the remaining fields will be displayed, but can be overwritten.

**Entry Date**
The date the journal selected was entered.

**Note:** If you receive the following message the system is indicating a permit is receiving more money than what is owed.

![OverPayment](Image)

One of the permits is paying more than the amount due. If the permit should have other fees applied before this payment is posted, make those changes to the permit first, then delete and re-enter the cash receipt, and then rerun the distribution journal. If you do not make the changes to the permit, the overpaid amount will be posted to the Account associated with the fee code "OP".

Any necessary changes should be made at this time.

**Journal Number**
The system will default the journal number to the pc date. All journals will have a “PT” prefix and this prefix cannot be overwritten.

**Journal Date**
Defaults to the PC date.

**Accounting Period**
The fiscal month the journal is to be applied to.

**Fiscal Year**
The fiscal year the journal was entered.

- Will print the receipt for the journal you have selected.
- Will clear the journal ID you have selected and allow re-entry.
- Exits you from this program option.
2.40 POST TO GENERAL LEDGER

WHAT IS POSTING TO THE GENERAL LEDGER?

This option is used to post the financial activity to the general ledger accounts. Once posted a journal is no longer considered current. The journal should be verified for accuracy before posting. If an incorrect journal is posted, an adjusting entry must be made.

HOW DO I POST A JOURNAL?

From your Permit Tracking Toolbar Menu click on Cash.

Click on Post to General Ledger; the following fields are used to post the journal.

The following fields will default from your entry for the distribution journal. The only items to be selected are your summary and print posted journal options.

**Batch Number**

The Batch id that will post.
Entry Date
The date the journal selected was entered.

Journal Number
The journal number equals the pc date from the printing of the distribution journal. All journals will have a “PT” prefix and this prefix cannot be overwritten.

Journal Date
Defaults to the PC date.

Accounting Period
The fiscal month the journal is to be applied to.

Fiscal Year
The fiscal year the journal was entered.

Post-Summary information Yes/No
This option determines if all details or summary line items are posted to the General Ledger.

Print the Posted Journal Yes/No
Do you want the Journal to print a report?

- Will post the journal to the General Ledger and print the Posted Journal report, if that option was selected.
- Will clear the default detail.
- Exits you from this program option.

2.50 UPDATE CASH RECEIPTS

WHAT UPDATING CASH RECEIPTS?
This option will apply the payments to the permits in the batches selected and will set the flag on the batch id to “Y”es (it has been updated).

HOW DO I UPDATE A BATCH?
From your Permit Tracking Toolbar Menu click on Cash.
Click on Update Cash Receipts; the following fields are used to update the batch.
The following fields will default from your entry for the distribution journal. The only items to be selected are your summary and print posted journal options.
All open Cash Receipt Batches
By selecting this option any batch id that has not been updated will be updated and have the payments applied.

Cash Receipts for a specified batch
By selecting this option you update a specified batch.

- Will update the payments to the permits.
- Will clear what you have entered and allow re-entry
- Exits you from this program option
**Note:** If the control total for the batch you select doesn’t equal the actual amount of the batch, you will receive the following message before the update occurs.

![Totals Not Equal](image)

The Batch Control Total does not equal the enter total, do you still want to update this batch?

[Yes] [No]

This still allows you to make any necessary changes within that batch before proceeding with the update.
3.00 INQUIRY

WHAT IS AN INQUIRY?

This menu is used to make inquiries about various data that has been entered. Each option allows you to view the data, but no changes can be made to it in these programs.

The following inquiries are available.

<table>
<thead>
<tr>
<th>Inquiry</th>
<th>Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permits</td>
<td>Permits</td>
</tr>
<tr>
<td></td>
<td>Inspections</td>
</tr>
</tbody>
</table>

Permits
This inquiry allows you to view information associated to permits that have been entered into the database.

Inspections
This allows you to view inspections recorded on a permit.

3.10 PERMIT INQUIRY

WHAT IS PERMIT INQUIRY?

This inquiry allows you to view information associated to permits that have been entered into the database. No changes can be made to the data from this menu.

HOW DO I INQUIRE ON A PERMIT?

From your Permit Tracking Toolbar Menu click Inquiry.

Click on Permit inquiry; enter the permit number you wish to inquire on and press tab.
The following icons will allow you to view specific information assigned to the permit:

- = Works the same as the “Cancel” button
- = Works the same as the “Exit” button
- = Prints the Permit
- = Opens the Lookup screen
- = Opens the Contractor Entry Screen for this Permit
- = Opens the Permit Fees Entry Screen for this Permit
- = Opens the Comments Entry Screen for this Permit
- = Opens the Inspection Entry Screen for this Permit
- = Opens the Contact MSI interface
3.20 INSPECTION INQUIRY

WHAT IS AN INSPECTION INQUIRY?

This menu is used to make inquiries into the permit inspection data entered against a permit. No changes can be made to this data from this menu.

HOW DO I INQUIRE ON AN INSPECTION?

From your Permit Tracking Toolbar Menu click Inquiry.

Click on Inspections; enter the permit number you wish to inquire on and press tab.

Permit #
The number of the permit you wish to enter inspection information for

#  Inspection line item entry.

Code
Identifies the type of inspection.

**Description**  
Describes the inspection code.

**Inspector**  
Who is assigned to perform the inspection?

**Scheduled Date/Time**  
When is the inspection scheduled?

**Completion Date/Time**  
When was the inspection completed?

**Results**  
Indicates the result of the inspection (examples: “P”ass or “F”ail).

**Comments**  
Additional comments regarding the inspection. These will print on the inspection form.
4.00 REPORTS

This menu contains the options that print reports for the Permit Tracking System. Each has a special purpose and allows the user’s to generate reports in a variety of ways. The reports programs are broken out into four different sections; Permits, Inspection, Contractor and Certificate of Occupancy. A brief description for each section is given below. (For sample reports see Appendix A)

<table>
<thead>
<tr>
<th>Reports</th>
<th>Maintenance</th>
<th>Support</th>
<th>Help</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inspection</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contractor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certificate of Occupancy</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Permit**
This option allows you to print permit forms, a summary of permits entered or a detailed report of permits entered

**Inspection**
This option allows you to print inspection forms, calls that need to be inspected or an inspection report.

**Contractor**
This option allows you to print contractor licenses and a listing of contractors

**Certificate of Occupancy**
This option allows you to print certificate forms and a listing of certificates.

4.10 PERMIT

**WHAT ARE PERMIT REPORTS?**

This option allows you to print permit forms, a summary of permits entered or a detailed report of permits entered
4.11 PERMIT FORMS

WHAT A PERMIT FORM?
This option will print the permit form for the option(s) selected.

4.12 PERMIT SUMMARY REPORT

WHAT IS A PERMIT SUMMARY REPORT?
This option will print a summarized report for permits entered. Results will be dependant from your selection criteria. The following options are available.

A range of permit numbers
The report will include all permits with the range of numbers entered. If you need to print this report for one permit simply enter that permit id as the beginning and ending number.
Permits within a range of dates – Issued/Applied
This report will include all permits issued or applied for within the range of dates you enter.

Permits for a specified address
Allows entry of a specified address for the permit to be included on the report.

Permits for a specified-
Type code(s) – Prints permits for the type codes entered
Fee Codes(s) – Prints permits for the fee codes entered
Improvement Code(s) – Prints permits for the improvement codes entered
Status Code(s) – Prints permits for the status codes entered
Subdivision – Prints permits for the subdivision you enter
Expired permits only – prints only permits that are expired

4.13 PERMIT DETAIL REPORT

WHAT A PERMIT DETAIL REPORT?
This option will print a detailed report for permits entered. Results will be dependant from your selection criteria. The following options are available.
A range of permit numbers
The report will include all permits with the range of numbers entered. If you need to print this report for one permit simply enter that permit id as the beginning and ending number.

Permits within a range of dates
This report will include all permits issued within the range of dates you enter.

Permits for a specified-
Type code(s) – Prints permits for the type codes entered
Inspection Code(s) – Prints permits for the inspection codes entered
Inspector Code(s) – Prints permits for the inspector codes entered
Status Code(s) – Prints permits for the status codes entered

4.20 INSPECTIONS

WHAT ARE INSPECTION REPORTS?
This option allows you to print inspection forms, calls that need to be inspected or an inspection report. The following options are available:

<table>
<thead>
<tr>
<th>Reports</th>
<th>Maintenance</th>
<th>Support</th>
<th>Help</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit</td>
<td></td>
<td>Forms</td>
<td></td>
</tr>
<tr>
<td>Inspection</td>
<td></td>
<td>Calls</td>
<td>Report</td>
</tr>
<tr>
<td>Contractor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certificate of Occupancy</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4.21 INSPECTION FORMS
This option will print inspection forms; which allows you inspectors to track inspection results. Results for this print will be dependant from your selection criteria. The following options are available.
**A range of permit numbers**
The report will include all permits with the range of numbers entered. If you need to print this report for one permit simply enter that permit id as the beginning and ending number.

**Permits within a range of dates**
This report will include all permits issued within the range of dates you enter.

**Permits for a specified**-
**Type code(s)** – Prints permits for the type codes entered  
**Inspection Code(s)** – Prints permits for the inspection codes entered  
**Inspector Code(s)** – Prints permits for the inspector codes entered  
**Status Code(s)** – Prints permits for the status codes entered
4.22 CALLS FOR INSPECTION

This option will print inspections scheduled for completion. Results for this report will be dependant from your selection criteria. The following options are available.

**A range of permit numbers**
The report will include all permits with the range of numbers entered. If you need to print this report for one permit simply enter that permit id as the beginning and ending number.

**Permits within a range of dates**
This report will include all permit inspections scheduled within the range of dates you enter.

**Permits for a specified**
- **Type code(s)** – Prints permits for the type codes entered
- **Inspection Code(s)** – Prints permits for the inspection codes entered
- **Inspector Code(s)** – Prints permits for the inspector codes entered
- **Status Code(s)** – Prints permits for the status codes entered
4.23 INSPECTION REPORT

This option will print a detailed inspection report. Results for this report will be dependant from your selection criteria. The following options are available.

A range of permit numbers
The report will include all permits with the range of numbers entered. If you need to print this report for one permit simply enter that permit id as the beginning and ending number.

Permits within a range of dates
This report will include all permit inspection detail within the range of dates you enter.

Permits for a specified-
Type code(s) – Prints permits for the type codes entered
Inspection Code(s) – Prints permits for the inspection codes entered
Inspector Code(s) – Prints permits for the inspector codes entered
Status Code(s) – Prints permits for the status codes entered
4.30 CONTRACTORS

This option allows you to print contractor licenses and a listing of contractors. The following options are available:

<table>
<thead>
<tr>
<th>Reports</th>
<th>Maintenance</th>
<th>Support</th>
<th>Help</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inspection</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contractor</td>
<td></td>
<td></td>
<td>Licenses</td>
</tr>
<tr>
<td>Certificate of Occupancy</td>
<td></td>
<td></td>
<td>Listing</td>
</tr>
</tbody>
</table>

4.31 LICENSES

This option will print a contract licenses. Results for this print job will be dependant from your selection criteria. The following options are available.

A single Contractor
Prints a license for the contractor id you enter.
A range of Contractor Numbers
Prints licenses for the range of contractor ids entered.

4.32 LISTING

This option will print a listing of contractors. Results for this report will be dependant from your selection criteria. The following options are available.

Contractor number Sequence
Prints in contractor number order

Contractor Sort name sequence
Prints in sort name order

Include category information
Includes all category codes assigned to contractors

Specific Category Codes
Includes on contractors with the category codes you select
Include address and phone numbers
Includes address and phone numbers

Print expired licenses
Print expired licenses only.

Print non-expired licenses
Print non-expired licenses only.

4.40 CERTIFICATE OF OCCUPANCY

This option allows you to print certificate forms and a listing of certificates. It also includes a line for signature approval. The following options are available:

<table>
<thead>
<tr>
<th>Reports</th>
<th>Maintenance</th>
<th>Support</th>
<th>Help</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inspection</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contractor</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certificate of Occupancy</td>
<td>Forms</td>
<td>Summary Report</td>
<td></td>
</tr>
</tbody>
</table>

4.41 CERTIFICATE OF OCCUPANCY FORMS

This option prints your certificate of occupancy forms. It also includes a line for signature approval. The following options are available:
**A single permit number**
Prints for one permit id.

**A range of permit numbers**
Prints for multiple permit ids within a range.

**Comments**
Allows you to print additional comments on the certificate.

### 4.42 CERTIFICATE OF OCCUPANCY LISTING

This option prints a listing of occupancies that took place within a range of dates. The following options are available:

![Certificate of Occupancy Listing](image)

- **Enter beginning/ending occupancy date**
  Prints occupancies that took place with the range of dates entered.

- **Specific subdivision code(s)**
  Prints only the subdivision code(s) entered
5.00 FILE MAINTENANCE MENU

This menu is used to define various codes for the permit tracking system. These codes will be associated to the permits that are entered. These programs are used to add, modify and/or delete any of the code data. This menu has been divided into four areas. Brief descriptions of the four areas are as follows:

<table>
<thead>
<tr>
<th>Maintenance</th>
<th>Support</th>
<th>Help</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit</td>
<td>Type Codes</td>
<td></td>
</tr>
<tr>
<td>Fee</td>
<td>Type of Use Codes</td>
<td></td>
</tr>
<tr>
<td>Inspection</td>
<td>Status Codes</td>
<td></td>
</tr>
<tr>
<td>Contractor</td>
<td>Improvement Codes</td>
<td></td>
</tr>
</tbody>
</table>

**Permits**
This program is where codes that are assigned to a permit will be entered.

**Fees**
These codes represent the fees assigned to a permit.

**Inspection**
These codes represent inspectors and inspections assigned to a permit.

**Contractors**
These codes represent the different contractors assigned to a permit.

5.10 PERMIT

**WHAT IS PERMIT CODE MAINTENANCE?**

This program is where codes that are assigned to a permit will be entered.

**HOW DO I ENTER PERMIT CODES?**

From your Permit Tracking Toolbar Menu click Maintenance.

Click on Permits; the following four options are available.

**Type Codes**
Describes the type of permit.
**Type of Use Codes**
Indicates for what the permit is being used.

**Status Codes**
Identifies the status of a permit.

**Improvement Codes**
Identifies improvements being made.

## 5.11 TYPE CODES

### WHAT IS A TYPE CODE?

Describes the type of permit. The following fields are available:

**Permit Type Code**
Unique identifier for a type of permit.

**Description**
Description of the type code.

**Inspection Group**
Assigns a group of inspectors to perform inspections for each permit assigned this type code.
5.12 TYPE OF USE CODES

WHAT IS A TYPE OF USE CODE?

Indicates for what the permit is being used. The following fields are available:

Type of Use Code
Identifies what the permit is being used for.

Description
Description of the use code.
5.13 STATUS CODES

WHAT IS A STATUS CODE?

Indicates the status of a permit. The following fields are available:

**Status Code**
Status of the Permit

**Description**
Description of the status code

**Expired Status**
Does this code indicate the permit has expired?
5.14 IMPROVEMENT CODES

WHAT IS AN IMPROVEMENT CODE?

Indicates the improvements being made by issuance of a permit. The following fields are available:

**Improvement Code**
Unique identifier for this improvement.

**Description**
Description of the code.
5.20 FEE

WHAT IS A FEE CODE?

These codes represent the fees assigned to a permit. The following two options available:

<table>
<thead>
<tr>
<th>Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Groups</td>
</tr>
</tbody>
</table>

Codes
Identifier used to assign a single fee to a permit

Groups
Identifier used to assign a group of fees to a permit

5.21 CODES

WHAT ARE CODES?

Identifier used to assign a single fee to a permit. The following fields are available:
Permit fee code
Unique identifier of the fee

Description
Describes the actual fee

Fee
How much the fee is

Account Number
General Ledger account number the fee is to be applied.

Square Footage Based
Is this fee based on square footage? If so, when the square footage is entered on the permit and the fee code is applied the system will calculate the fee. (sq. footage x Fee)

Bond/Escrow/Deposit
If checked it indicates if this specific code is for a required bond, escrow or deposit. When applied to a permit it will populate the appropriate permit field.
5.22 GROUPS

WHAT IS A GROUP?

Identifies a group of fees assigned to a permit. This option allows you to assign more than one fee to a group fee identifier so when a permit is being entered it will not require one by one manual entry.

Group Number/Description
Unique identifier to assign multiple fees

Fee code
Fees that are to be assigned to the group id

- Will save your entry
- Will clear what you have entered and allow re-entry
- This button will delete the existing entry that is displayed
- Exits you from this program option
5.30 INSPECTION

WHAT ARE INSPECTIONS?

Indicates what needs to be inspected for the permit and who is to perform the inspection. The following options are available:

<table>
<thead>
<tr>
<th>Maintenance</th>
<th>Support</th>
<th>Help</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit Fee</td>
<td>Codes</td>
<td>Inspector Codes</td>
</tr>
<tr>
<td>Inspection</td>
<td>Codes</td>
<td>Groups</td>
</tr>
<tr>
<td>Contractor</td>
<td>Inspector Codes</td>
<td>Groups</td>
</tr>
</tbody>
</table>

**Codes**
Identifier for what type of inspection needs to be performed

**Inspector Codes**
Indicates who is going to perform the inspection

**Groups**
Identifier for a group of inspections that need to be performed
5.31 CODES

Identifier for what type of inspection needs to be performed. The following fields are available:

**Inspection Code**
Unique identifier for the inspection

**Description**
A description that identifies the inspection is entered here.
5.32 INSPECTOR CODES

Identifier for who is going to perform the inspection. The following fields are available:

**Inspector Code**
Unique identifier for an inspector

**Description**
A description that identifies the inspector.
5.33 GROUPS

WHAT IS A GROUP?

Identifies a group of inspections assigned to a permit. This option allows you to assign more than one inspection code to a group inspection identifier so when a permit is being entered it will not require one by one manual entry.
5.40 CONTRACTOR

WHAT ARE CONTRACTORS?

A contractor provides services that need to be performed for a permit. The following options are available:

<table>
<thead>
<tr>
<th>Maintenance</th>
<th>Support</th>
<th>Help</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inspection</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contractor</td>
<td>Codes</td>
<td>Category Codes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Groups</td>
</tr>
</tbody>
</table>

**Codes**
A unique identifier for a contractor that provides a service.

**Category Codes**
Identifies a service a contractor can provide

**Groups**
Identifies a group of contractors assigned to a permit. This option allows you to assign more than one contractor code to a group contractor identifier so when a permit is being entered it will not require one by one manual entry.
5.41 CODES

For information on how to enter a Contractor Code, see section 1.30 CONTRACTOR MAINTENANCE on page 18.

Contractor’s License – Field information worksheet

By Authority of the
VILLAGE OF HUNTLEY
HUNTLEY, IL 60142

A Contractor Registration is Hereby issued to

A MECHANICAL, INC.
B 1114 POWER DRIVE
HUNTLEY       IL 60142

<table>
<thead>
<tr>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTRACTOR’S LICENSE #: 050-122763</td>
<td>ISSUED: 12/06/2003</td>
<td>EXPIRES: 12/31/2004</td>
</tr>
</tbody>
</table>

Currentyear

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTRACTOR #</td>
<td>04-2590</td>
<td>CATEGORY CODES</td>
<td>I PLUMBER</td>
<td></td>
</tr>
<tr>
<td>NAME</td>
<td>MECHANICAL, INC.</td>
<td>INSURANCE COMPANY</td>
<td>COUNTY MUTUAL INSURANCE</td>
<td></td>
</tr>
<tr>
<td>ADDRESS</td>
<td>1114 POWER DRIVE</td>
<td>EXPIRES</td>
<td>04/15/2004</td>
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</tr>
<tr>
<td>CITY</td>
<td>HUNTLEY</td>
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<td>L</td>
<td></td>
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<tr>
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<td>IL ZIP 60142-0000</td>
<td>Amount</td>
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</tr>
<tr>
<td>PHONE</td>
<td>(999) 555-1212</td>
<td>Expires</td>
<td>M</td>
<td></td>
</tr>
<tr>
<td>CONTACT</td>
<td>FRAK AUTO</td>
<td>State Certificate Expires</td>
<td>N</td>
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</tr>
<tr>
<td></td>
<td></td>
<td>State</td>
<td>O</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>License Expires</td>
<td>P</td>
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</tr>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

SIGNATURE: ___________________________ DATE: __________________

The letters above correspond with the Contractor screens below:
### Municipal Software, Inc. - MSI – Permit Tracking

#### User’s Guide

**PT Contractor Code Maintenance**

<table>
<thead>
<tr>
<th>Contractor Number</th>
<th>Municipal Information</th>
<th>Fee Paid</th>
<th>Expiration</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Date: 12/09/2003</td>
<td>D</td>
<td>12/31/2004</td>
</tr>
</tbody>
</table>

**State Information**

<table>
<thead>
<tr>
<th>Certificate #</th>
<th>Expiration</th>
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<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>License #</th>
<th>Expiration</th>
</tr>
</thead>
<tbody>
<tr>
<td>058-123783</td>
<td>04/30/2004</td>
</tr>
</tbody>
</table>

**Bonded?**

- Yes
- Expiration Date

**Company**

<table>
<thead>
<tr>
<th>Amount</th>
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<tbody>
<tr>
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</table>

**Category Codes**

- PLB
- PLUMBER

**PT Contractor Code Maintenance**

<table>
<thead>
<tr>
<th>Contractor Number</th>
<th>Municipal Information</th>
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<th>Expiration</th>
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<tbody>
<tr>
<td></td>
<td>Date: 12/09/2003</td>
<td>D</td>
<td>12/31/2004</td>
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</table>

**State Information**

<table>
<thead>
<tr>
<th>Certificate #</th>
<th>Expiration</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>P</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>License #</th>
<th>Expiration</th>
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</thead>
<tbody>
<tr>
<td>058-123783</td>
<td>04/30/2004</td>
</tr>
</tbody>
</table>

**Bonded?**

- Yes
- Expiration Date

**Company**

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
</tr>
</tbody>
</table>

**Category Codes**

- PLB
- PLUMBER
5.42 CATEGORY CODES

Indicates what type service a contractor may offer. The following fields are available:

**Category Code**
Unique identifier for a service being provided.

**Description**
Description of the code.
5.43 GROUPS

Identifies a group of contractors assigned to a permit. This option allows you to assign more than one contractor code to a group contractor identifier so when a permit is being entered it will not require one by one manual entry.

**Group Number/Description**
Unique identifier to assign multiple contractors.

**Contractor code**
Contractors that are to be assigned to the group id
6.00 SUPPORT MENU

This menu contains programs that are used less frequently than other programs but are important for proper functioning of the system. Each option is described below.

<table>
<thead>
<tr>
<th>Support</th>
<th>Help</th>
</tr>
</thead>
<tbody>
<tr>
<td>System Defaults</td>
<td></td>
</tr>
<tr>
<td>Delete Permit History</td>
<td></td>
</tr>
<tr>
<td>Rebuild Permit History Files</td>
<td></td>
</tr>
<tr>
<td>Permit Print Comments</td>
<td></td>
</tr>
<tr>
<td>Move Contractors to History</td>
<td></td>
</tr>
<tr>
<td>Upgrade Conversion Program</td>
<td></td>
</tr>
</tbody>
</table>

**System Defaults**
Allows default entry so manual entry is not needed.

**Delete Permit History**
This program allows you to delete permit history that has been issued on or before a specified date.

**NOTE:** If you choose to delete posted history make sure you have a complete back up of your General Ledger data.

**Rebuild Permit History Files**
This decreases the amount of disk space that is occupied by permit tracking history on the computer hard drive. This option is normally taken after the delete permit history is performed.

**Upgrade Conversion Program**
This option is available only if Municipal Software, Inc. has created a program specifically for a release upgrade.
6.10 SYSTEM DEFAULTS

WHAT ARE SYSTEM DEFAULTS?

Allows default entry so manual entry is not needed. The following fields are available:

- **Municipality Name** – Your municipality name. This will print on your permits.
- **Address** – The address of your municipality.
- **City** – City name where you are located.
- **State/Zip** – State id and postal code where your facility is located.
- **Telephone** – Your municipality phone number.
- **Earliest Inspection Time** – The time you need to call before to schedule inspections.
- **Next Permit Number** – Next available permit number if you are allowing the system to automatically assign your permit number.
- **Next Contractor Number** – Next available contractor number if you are allowing the system to automatically assign your contractor numbers.
- **Lookup Box Limit** – When performing inquiries this field directs how many records to display.
- **GL Interface** – Indicates whether you are interfacing with the General Ledger application.
- **PF Interface** – Indicates whether you are interfacing with the Parcel File application.
- **Print Forms on Letterhead?** – Indicates if your permit prints on letterhead.
- **Default Expiration Date** – Defaults the expiration dates on the permit.
6.11 DELETE PERMIT HISTORY

WHAT IS DELETING HISTORY?

This option allows you to delete old permit history that is not longer needed. The following option is available:

![Image of PT Delete Permit History window]

- **Information**: All permits and inspections will be deleted for any permits with an issue date less than the date entered. Be sure to backup your Permit Tracking data files prior to running this option.

- **Entry**:
  - Delete permit history with an issue date before: [MMDDCCYY]
  - Delete history for PERMIT number: [ ]

[Buttons: OK, Cancel, Delete, Exit]
6.12 REBUILD PERMIT HISTORY FILES

WHAT IS REBUILDING PERMIT HISTORY FILES?

Rebuilding files will condense your data files after the delete option has been taken.
## APPENDIX A – Sample Reports

### Cash receipt report

**DATE:** 09/11/02  
**TIME:** 09:58:10  
**MUNICIPAL SOFTWARE INC.**  
**PERMIT TRACKING CASH REPORT LISTING**  
**ID:** PT220000.WGW  
**BATCH #:** 020911  
**ENTRY DATE:** 09/11/2002

<table>
<thead>
<tr>
<th>PERMIT #</th>
<th>LOCATION</th>
<th>AMOUNT</th>
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<tbody>
<tr>
<td>20022702</td>
<td>968 ANGLE TARN</td>
<td>10,901.00</td>
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<tr>
<td>20001478</td>
<td>529 RYAN LN</td>
<td>50.00</td>
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**TOTAL RECEIPTS:** 10,951.00  
**CONTROL TOTAL:** 10,901.00
## Distribution Journal

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<tr>
<th>ITEM</th>
<th>ACCOUNT #</th>
<th>ACCOUNT DESCRIPTION</th>
<th>PERMIT #</th>
<th>TRANSACTION DESCRIPTION</th>
<th>DEBIT ANT</th>
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<td>2</td>
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<td>20022702</td>
<td>ALARM INSTALLATION</td>
<td>10.25</td>
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<tr>
<td>3</td>
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<td>OTHER FEES</td>
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<td>ENCLAVE SEWER TAP</td>
<td>5,500.00</td>
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<td>4</td>
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<td>ENCLAVE WATER TAP</td>
<td>3,500.00</td>
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<td></td>
<td></td>
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<td>5</td>
<td>20022702</td>
<td>PLAN REVIEW RESIDENTIAL</td>
<td>29.20</td>
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<td>6</td>
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<td>OVERPAYMENT</td>
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<td>01-00-000-1100</td>
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<tr>
<td>11</td>
<td>11-00-000-1050</td>
<td>CASH/CHECKING (0800-47707-4)</td>
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<td></td>
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**TOTALS:**

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<thead>
<tr>
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<th>CREDIT ANT</th>
</tr>
</thead>
<tbody>
<tr>
<td>10,851.00</td>
<td>10,851.00</td>
</tr>
</tbody>
</table>
PERMIT DETAIL REPORT – Range of Dates

PERMIT DETAIL REPORT
BUILDING DEPARTMENT
MUNICIPAL SOFTWARE INC.

PERMIT #: 20011480  DATE APPLIED: 10/11/2001

Approval has been given to a building permit for a
- Invalid Improvement Code -

at: 1540 TARTANS CT

Building #: Unit #: SUBDIVISION: TARTANS GLEN
This is Lot #: BLOCK #: $3,200
Tax ID/Parcel #: 0321427009
Value of the Permit Work:

If corrections are required MAIL information to:

APPLICANT: Phone:

OWNERS: MR BLUEMLE Phone: 847-836-1428
1540 TARTANS CT
WEST DUNDEE IL 60118

has certified that all submitted information is correct and agrees to
perform construction in strict compliance with all provisions of the
Ordinance & Building Regulations of MUNICIPAL SOFTWARE INC.
Owner further certifies that arrangements will be made for adequate protection
against interference with underground public utilities by calling TOLL FREE
1-800-892-0123 48 hours before digging.

________________________________________________________________________

INSPECTIONS REQUIRED

The following inspections will be made. Some of these inspections may be
combined. The applicant is required to request these inspections at least
eight (8) working hours in advance and he or his authorized agent must be
in attendance.

Seq: Type: Insp Date Time Insp# Result

001 FNL-FINAL 12/12/2001 SH A

002 FNL-FINAL

The following contractors are involved in the project:

Type: Number Name

When this permit was granted the following fees were paid. The amount
of these fees has been calculated based on the plan submitted.

Type: Fee Amount

RESIDENTIAL BASE FEE 25.00
INSPECTION FORMS – Range of Permit Numbers

PERMIT #: 20061151                      DATE FILED: 01/05/2000
SHEET
COMMERCIAL
- Invalid Improvement Code -
at: 601 RYAN LN

Building #:                      Unit #:  
This is Lot #:        BLOCK #:        SUBDIVISION: DUNDEE HIGHLANDS
Tax ID/Parcel #: 03272766006

Value of the Permit Work: $1,650

If corrections are required MAIL information to:
HEARTLAND INDUSTRIES       Phone: 847-426-9060
50 W MICHIGAN RD
S BARRINGTON        IL

HARRY SCOTT       Phone:
601 RYAN LN
WEST DUNDEE        IL 60118

-----------------------------

INSPECTIONS REQUIRED

-------------

Type:                      Insp Date  Time Insp# Result
FXL-FINAL                      01/30/2000  8

COMMENT: -------------------------------
COMMENT: -------------------------------
## CALLS FOR INSPECTION – Range of Permit Numbers

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<th>TIME</th>
<th>INSPECTOR</th>
<th>TYPE OF INSPECTION</th>
<th>PERMIT NUMBER</th>
<th>ADDRESS</th>
<th>COMMENTS</th>
<th>SCHEM. DATE</th>
<th>CONF. DATE</th>
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<td>01-TOP UNDERGROUND PLUMB</td>
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<td>10-THR R OUGH ELECTRICAL &amp; MECHANICAL</td>
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<td>11-RP ROUGH TRAM</td>
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<td>BH</td>
<td>08/08/2000</td>
<td>08/08/2000</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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<td>RJH</td>
<td>BH</td>
<td>08/24/2000</td>
<td>08/24/2000</td>
</tr>
<tr>
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<td>BH</td>
<td>09/09/2000</td>
<td>09/09/2000</td>
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<td></td>
<td></td>
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<td></td>
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<td>09/12/2000</td>
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<td></td>
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<td></td>
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<td>RJH</td>
<td>BH</td>
<td>09/13/2000</td>
<td>09/13/2000</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>CAN</td>
<td>RJH</td>
<td>BH</td>
<td>09/13/2000</td>
<td>09/13/2000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>CAN</td>
<td>RJH</td>
<td>BH</td>
<td>09/15/2000</td>
<td>09/15/2000</td>
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<td>CAN</td>
<td>RJH</td>
<td>BH</td>
<td>09/16/2000</td>
<td>09/16/2000</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>CAN</td>
<td>RJH</td>
<td>BH</td>
<td>09/18/2000</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>CAN</td>
<td>RJH</td>
<td>BH</td>
<td>12/21/2000</td>
<td>12/21/2000</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<td>RJH</td>
<td>BH</td>
<td>12/21/2000</td>
<td>12/21/2000</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>CAN</td>
<td>RJH</td>
<td>BH</td>
<td>12/21/2000</td>
<td>12/21/2000</td>
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<td></td>
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<td></td>
<td></td>
<td>CAN</td>
<td>PJL</td>
<td>LH</td>
<td>10/22/2000</td>
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<tr>
<td>20001261</td>
<td>02/01/2000</td>
<td>200 Catesfield Pkw West</td>
<td>NOC</td>
<td>CAN</td>
<td>TRF</td>
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<td>CAN</td>
<td>FDC</td>
<td>BH</td>
<td>06/22/2000</td>
<td>06/22/2000</td>
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<td></td>
<td></td>
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<td>CAN</td>
<td>FDC</td>
<td>BH</td>
<td>06/22/2000</td>
<td>06/22/2000</td>
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<td>FDC</td>
<td>BH</td>
<td>06/22/2000</td>
<td>06/22/2000</td>
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<td></td>
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<td>CAN</td>
<td>FDC</td>
<td>BH</td>
<td>06/22/2000</td>
<td>06/22/2000</td>
</tr>
</tbody>
</table>
CONTRACTOR LICENSE – Single Contractor

A Contractor Registration is Hereby Issued to
A & J CONCRETE
ELGIN    IL 60123

<table>
<thead>
<tr>
<th>CONTRACTOR'S LICENSE #:</th>
<th>ISSUED: 00/00/0000</th>
<th>EXPIRES: 00/00/0000</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONTRACTOR # 00-A&amp;J00001</td>
<td>CATEGORY CODES</td>
<td></td>
</tr>
<tr>
<td>NAME A &amp; J CONCRETE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADDRESS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CITY ELGIN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STATE IL</td>
<td>ZIP 60123-0000</td>
<td></td>
</tr>
<tr>
<td>PHONE (847) 697-6995</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CONTACT</td>
<td></td>
<td></td>
</tr>
<tr>
<td>INSURANCE COMPANY aj liabil co</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EXPIRES 10/22/2001</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BOND COMPANY</td>
<td></td>
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<td>AMOUNT $0.00</td>
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<td></td>
</tr>
<tr>
<td>EXPIRES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>STATE CERTIFICATE</td>
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<tr>
<td>EXPIRES</td>
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<td>STATE LICENSE</td>
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<tr>
<td>EXPIRES</td>
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<td></td>
</tr>
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</table>

SIGNATURE: ______________________________ DATE: ______________
## CONTRACTOR LISTING – Contractor Number Order/Include Address & Category Codes

<table>
<thead>
<tr>
<th>CONTRACTOR NUMBER</th>
<th>CONTRACTOR NAME</th>
<th>ADDRESS</th>
<th>CITY</th>
<th>STATE</th>
<th>ZIP CODE</th>
<th>PHONE</th>
<th>FAX</th>
<th>CELL</th>
<th>CATEGORY CODE</th>
<th>DESCRIPTION</th>
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</thead>
<tbody>
<tr>
<td>00000001</td>
<td>ACCURATE CONTRACTORS</td>
<td>123 MAIN STREET</td>
<td>BURLINGTON</td>
<td>IL</td>
<td>60048</td>
<td>(847) 536-6218</td>
<td>(847) 978-3455</td>
<td>(847) 978-5464</td>
<td>E</td>
<td>ELECTRICAL</td>
</tr>
<tr>
<td>00000002</td>
<td>ALL AMERICAN ROOFING</td>
<td>550 YBELERO RD</td>
<td>LIBERTYVILLE</td>
<td>IL</td>
<td>60048</td>
<td>(847) 413-4131</td>
<td></td>
<td></td>
<td>R</td>
<td>ROOFING</td>
</tr>
<tr>
<td>00000003</td>
<td>Libertyville</td>
<td>550 YBELERO RD</td>
<td>LIBERTYVILLE</td>
<td>IL</td>
<td>60048</td>
<td></td>
<td></td>
<td></td>
<td>E</td>
<td>ELECTRICAL</td>
</tr>
<tr>
<td>A&amp;A00001</td>
<td>A &amp; A CONTRACTORS, INC</td>
<td>79675 GARDEN AVE</td>
<td>BOSSELA</td>
<td>IL</td>
<td>60172</td>
<td>(830) 529-3500</td>
<td>(847) 413-4131</td>
<td></td>
<td>A</td>
<td>ALARM COMPANIES</td>
</tr>
<tr>
<td>A&amp;C00001</td>
<td>A &amp; C PLUMBING</td>
<td>120 PINE CT</td>
<td>SOUTH ELGIN</td>
<td>IL</td>
<td>60177-8901</td>
<td>(847) 931-1759</td>
<td>(847) 913-760</td>
<td>(847) 933-1761</td>
<td>S</td>
<td>PLUMBERS</td>
</tr>
<tr>
<td>A&amp;C00002</td>
<td>A &amp; C CONCRETE</td>
<td>1201 B</td>
<td></td>
<td>IL</td>
<td>60123</td>
<td>(847) 697-6995</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A&amp;A00003</td>
<td>AA AROUND THE CLOCK</td>
<td>1150 DERBY DR</td>
<td>CARPENTERSVILLE</td>
<td>IL</td>
<td>60110</td>
<td>(847) 967-6331</td>
<td></td>
<td></td>
<td></td>
<td>PLUMBERS</td>
</tr>
<tr>
<td>ABB00001</td>
<td>ABBREVIATING CO</td>
<td>2315 NIELSON RD</td>
<td>AURORA</td>
<td>IL</td>
<td>60504</td>
<td>(630) 385-7200</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>
CERTIFICATE OF OCCUPANCY – Single Permit

CERTIFICATE OF OCCUPANCY

Building Permit #: 20001269
Permit Fee: $72,840.60
Date Approved: 
Date Issued: 02/01/2000
Permit Type: NEW COMMERCIAL CONSTRUCTION

TYPE 3

Legal Desc:
Zoned: SPECIAL DEVELOPMENT DISTRICT
Stories: # Units: 22 Area: sq. ft
Bedrooms: Estimated Cost: 

At: 1000 CANTERFIELD PKW WEST
Lot Block TRADITION AT CANTERFIELD
Tax ID/Parcel #: 0334100063.10

----------------------------------------------------------------------------------------------------------------------------------

Owner: ALTMAN DEVELOPMENT CORP
2201 CORPORATE BLVD NW
BOCA RATON FL 33431
(561)997-8661

Applicant: CANTERFIELD APT'S, BLDG 10
1000 CANTERFIELD PKW WEST
WEST DUNDEE, IL 60118

----------------------------------------------------------------------------------------------------------------------------------

APPROVED BY: ____________________________
## CERTIFICATE OF OCCUPANCY – SUMMARY REPORT

Certificates of Occupancy Issued from 01/01/2002 to 01/31/2003

<table>
<thead>
<tr>
<th>Permit</th>
<th>Address</th>
<th>Parcel ID#</th>
<th>Subdivision</th>
<th>Issue Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>20001279</td>
<td>1100 CANTERFIELD Pkw West</td>
<td>0334100092.11</td>
<td>0MF</td>
<td>05/31/2002</td>
</tr>
<tr>
<td>20001279</td>
<td>1000 CANTERFIELD Pkw West</td>
<td>0334100090.10</td>
<td>0MF</td>
<td>05/31/2002</td>
</tr>
</tbody>
</table>

TOTAL CERTIFICATES ISSUED FOR KANE COUNTY  2

GRAND TOTAL CERTIFICATES ISSUED  2
APPENDIX B – HOW TO CORRECT PAYMENTS UPDATED TO A PERMIT

If a permit is accidentally overpaid and it is not caught when reviewing the cash listing reports before the cash batch is updated, then take the steps in the example below to correct the amount paid to the permit.

1. Permit 300617 has been accidentally overpaid by $25.00:
2. In order to remove the $25.00 overpayment, go to Cash > Enter Cash Receipts and key in a cash batch for that permit using a negative amount.
3. From the Cash menu, select Print Cash Receipts to list the cash batch in order to verify that the detail was entered correctly.

4. Skip the Cash menu steps to “Print the Distribution Journal” and “Post to General Ledger”.

<table>
<thead>
<tr>
<th>PERMIT #</th>
<th>LOCATION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>00300617</td>
<td>114 S LINCOLN ST</td>
<td>-25.00</td>
</tr>
</tbody>
</table>

TOTAL RECEIPTS: -25.00

CONTROL TOTAL: -25.00
5. Lastly select Update Cash Receipts from the Cash menu to apply the negative “payment” to the Permit. Once the batch is updated, the permit will reflect correctly:
APPENDIX C – HOW TO SETUP DETAIL TO PRINT ON PERMIT FORMS

There are three pages to a standard MSI Permit Form (all three pages include the standard header detail):

1. Page 1 lists the contractor detail(s)
2. Page 2 details the permit fee(s)
3. Page 3 prints the comment(s)

The user can select which of these pages will print by selecting options in the “Select Pages to Print” section in Permit Print Comments (Main Menu > Support > Permit Print Comments), see Figure C-1 below.

1. Section A (Page 1 Summary), if selected, will print Page 1.
2. Section B (w/ Signature), if selected along with Section A, will print a segment at the bottom of the first page to collect signatures from either the Owner/Applicant or an Authorized Agent. It also gives a place to write in Contact Telephone # and/or Mobile/Pager # (see Figure C-2 below).
3. Section C (Page 2 – Fees), if selected, will print Page 2.
4. Section D (PLEASE READ), if selected, will print Page 3.
5. Section E (w/ Signature), if selected along with Section D, will print a segment at the bottom of the third page to collect signatures from either the Owner/Applicant or an
Authorized Agent. It also gives a place to write in Contact Telephone # and/or Mobile/Pager # (see Figure C-2 below).

Figure C-2

<table>
<thead>
<tr>
<th>Signature: ___________________________ or Signature: ___________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>____________ or ____________</td>
</tr>
<tr>
<td>Authorized Agent (If not owner)</td>
</tr>
<tr>
<td>Contact Telephone #: ____________________ or Mobile Telephone</td>
</tr>
<tr>
<td>Mobile Telephone</td>
</tr>
<tr>
<td>____________________ or Pager #: ____________________</td>
</tr>
</tbody>
</table>

Standard Header Detail

Each of the three pages of a standard MSI Permit Form has the same detail in the top portion of the page (see Figure C-3).

There is a place for the Municipality’s logo to print on the top left-hand side of the Permit. The logo should saved in a file called “logo.bmp” and saved in the CUSTOM directory under the MSI folder on the network.

Figure C-3

<table>
<thead>
<tr>
<th>Place for logo</th>
</tr>
</thead>
<tbody>
<tr>
<td>VILLAGE OF ANYTOWN</td>
</tr>
<tr>
<td>BUILDING DEPARTMENT</td>
</tr>
<tr>
<td>1234 MAIN STREET</td>
</tr>
<tr>
<td>ANYTOWN, IL  60000</td>
</tr>
<tr>
<td>Tel # (847) 555-4321  Fax # (847) 555-1234</td>
</tr>
<tr>
<td>Issue Date : 04/30/2004</td>
</tr>
<tr>
<td>Applied for : 04/01/2004</td>
</tr>
<tr>
<td>Expires : 10/30/2004</td>
</tr>
<tr>
<td>Permit # 20040100</td>
</tr>
<tr>
<td>Type : NEW COMMERCIAL CONSTRUCTION</td>
</tr>
<tr>
<td>Parcel # 03-34-100-063-12</td>
</tr>
<tr>
<td>Address : 1200 CANTERFIELD HWY SUITE 15 SUITE 15</td>
</tr>
<tr>
<td>Owner : PITT DEVELOPMENT</td>
</tr>
<tr>
<td>2250 CORPORATE BLVD SUITE 209 BOCA RATON, FL 33431</td>
</tr>
</tbody>
</table>
This standard header detail comes from 3 different places within the Permit Tracking application:

1. #1, 3, 4, and 5 come from System Defaults (Main Menu > Support > System Defaults), see Figure C-4.

Figure C-4
2. #2 and 6 come from the “Permit Header” section of Print Permit Comments (Main Menu > Support > Permit Print Comments), see Figure C-5.
3. #7 through 14 come from Print Entry (Main Menu > Processing > Permit Entry), see Figure C-6.
As stated previously, each page will start with the standard header detail (see Figure C-3 above). The remainder of the detail that prints out on Page 1 consists mainly of the contractor detail associated with the given permit (see Figure C-7 below).

**Figure C-7**

- **Block**: 01200
- **Lot**: 00015
- **Subdivision**: TERRACE CASTLES
- **Tenant**: BRAD JOHNSMAN

**Comments**
- Construction Permits all in order.
- Need to check the electrical - make sure it is in code.
- Final inspection needed ASAP after construction is finished.

**Contractors**
- STEVE RUDER
- ABC CONCRETE CO.
- UNITED STATES FIRE PROTECTION

**NOTE**: Inspections must be arranged with the Building Department at least twenty-four (24 HRS) hours prior to desired time.

**CALL 847-555-4321 FOR INSPECTION SCHEDULING**
The Page 1 detail comes from 4 different places:

1. #15 - 18 come from Print Entry (Main Menu > Processing > Permit Entry), see Figure C-8.

Figure C-8
2. #19 comes from the “Print Comments” section of Comment Entry (Main Menu > Processing > Permit Entry > icon), see Figure C-9.
3. #20 comes from Contractor Entry (Main Menu > Processing > Permit Entry > icon), see Figure C-10.

Figure C-10
4. #21 comes from Print Permit Comments, the “Inspection Comments” section (Main Menu > Support > Permit Print Comments), see Figure C-11.
Page 2

As stated previously, each page will start with the standard header detail (see Figure C-3 above). The remainder of the detail that prints out on Page 2 consists mainly of the fee detail associated with the given permit (see Figure C-12 below).

Figure C-12

<table>
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<tr>
<th>Building</th>
<th>Value</th>
<th>Unit</th>
<th>Square Footage</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>$10,000.00</td>
<td>A</td>
<td>1,200</td>
</tr>
</tbody>
</table>

**FEE SCHEDULE**

<table>
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<tr>
<th>Fee Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRE IMPACT FEE - COMMERCIAL</td>
<td>$72.00</td>
</tr>
<tr>
<td>PERMIT</td>
<td>$120.00</td>
</tr>
<tr>
<td>WATER METER</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>PLAN REVIEW - COMMERCIAL</td>
<td>$350.00</td>
</tr>
<tr>
<td>WATER TAP</td>
<td>$1,200.00</td>
</tr>
<tr>
<td>SEWER TAP</td>
<td>$6,000.00</td>
</tr>
<tr>
<td>LIBRARY FEES</td>
<td>$250.00</td>
</tr>
<tr>
<td>MUNICIPAL FEES</td>
<td>$5,000.00</td>
</tr>
<tr>
<td>SCHOOL FEES</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>PARK FEES</td>
<td>$1,700.00</td>
</tr>
<tr>
<td><strong>SUBTOTAL FEES</strong></td>
<td>$18,192.00</td>
</tr>
<tr>
<td><strong>PAYMENTS</strong></td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>BALANCE DUE</strong></td>
<td>$18,192.00</td>
</tr>
</tbody>
</table>

**NOTE:** Fees must be paid in full prior to the permit being issued.

Make payments at the city clerk's office or by mail.
The Page 2 detail comes from 3 different places:

1. #22 - 29 come from Print Entry (Main Menu > Processing > Permit Entry), see Figure C-13.

Figure C-13
2. #30 comes from Parcel Fees entry (Main Menu > Processing > Permit Entry > $ icon), see Figure C-14.
3. #31 comes from Print Permit Comments, the “Fee Table Comments” section (Main Menu > Support > Permit Print Comments), see Figure C-15

Figure C-15

![Permit Print Comments Window]

- **Fee Table Comments**
  - NOTE: Fees must be paid in full prior to the permit being issued.
  - Make payments at the city clerk's office or by mail.

- **Inspection Comments**
  - NOTE: Inspections must be arranged with the Building Department at least twenty-four (24) hours prior to needed time.
  - CALL 847-566-4321 FOR INSPECTION SCHEDULING

- **PLEASE READ CAREFULLY**
  - I, the undersigned, certify that if a permit is issued to me, I will comply with all provisions of the Village, shall perform all work, or cause all work to be performed according to the provisions of said ordinances. I or my agent shall personally supervise the work and shall do, or cause to be done, said work according to plans, specifications, and other written information supplied as a part of this application.
  - I am familiar with the applicable ordinances and the provisions therein, and in signing this certificate do willingly become responsible for all work accomplished under the permit by all contractors, traiders, laborers and workmen, and shall call for inspections required, twenty-four (24) hours before they become due.
  - This permit shall be invalid in work does not begin within 90 days, or if work is not completed within 180 days. One extension of up to 180 days be granted by the Building commissioner upon application.

- **Buttons:** OK, Cancel, Delete, Exit
Page 3

As stated previously, each page will start with the standard header detail (see Figure C-3 above). The remainder of the detail that prints out on Page 3 consists of the comments from the “PLEASE READ CAREFULLY” section of “Print Permit Comments” (see Figure C-16 below).

Figure C-16

PLEASE READ CAREFULLY

I, the undersigned, certify that if a permit is issued to me I will comply with all provisions of the Village, shall perform all work, or cause all work to be performed according to the provisions of said ordinances. I, or my agent shall personally supervise the work and shall do, or cause to have done, said work according to plans, specifications, and other written information supplied as a part of this application.

I am familiar with the applicable ordinances and the provisions therein and in signing this certificate do willing become responsible for all work accomplished under the permit by all contractors, tradesmen, laborers and workmen, and shall call for inspections required, twenty-four (24) hours before they become due.

This permit shall be invalid in work does not begin within 60 days, or if work is not completed within 180 days. One extension of up to 180 days be granted by the Building commissioner upon application.
The Page 3 detail comes from 1 place:

1. #32 comes from Print Permit Comments, the “PLEASE READ CAREFULLY” section (Main Menu > Support > Permit Print Comments), see Figure C-17.

   ![Figure C-17](image-url)
So, below is what the above Permit Form looks like when printed all together and with signatures:

---

**VILLAGE OF ANYTOWN**
**BUILDING DEPARTMENT**
**1234 MAIN STREET**
**ANYTOWN, IL 60000**
**Tel # (847) 555-4321 Fax # (847) 555-1234**

<table>
<thead>
<tr>
<th>Issue Date</th>
<th>04/30/2004</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied for</td>
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<tr>
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<tr>
<td>Parcel #</td>
<td>03-34-100-063-12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>1200 CANTERFIELD HWY SUITE 15 ANYTOWN, IL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner</td>
<td>PITT DEVELOPMENT 2250 CORPORATE BLVD SUITE 209 BOCA RATON, FL 33431</td>
</tr>
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<table>
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<tr>
<th>Block</th>
<th>01200</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot</td>
<td>00015</td>
</tr>
<tr>
<td>Subdivision</td>
<td>TERRACE CASTLES</td>
</tr>
<tr>
<td>Tenant</td>
<td>BRAD JOHNSMAN</td>
</tr>
</tbody>
</table>

**Comments:**
- Construction Permits all in order
- Need to check the electrical - make sure it is in code.
- Final inspection needed ASAP after construction is finished.

**Contractors:**
- STEVE RUDER
- ABC CONCRETE CO.
- UNITED STATES FIRE PROTECTION

---

**NOTE:** Inspections must be arranged with the Building Department at least twenty-four (24 HRS) hours prior to desired time.

**CALL 847-555-4321 FOR INSPECTION SCHEDULING**

**Signature:**

[Signature]

*Owner/Applicant*

[Signature]

*Authorized Agent (if not owner)*

**Contact**

**Telephone #:**

[Telephone number]

**Mobile Telephone**

[Mobile telephone number]

**or Pager #:**

[Pager number]
VILLAGE OF ANYTOWN  
BUILDING DEPARTMENT  
1234 MAIN STREET  
ANYTOWN, IL  60000  
Tel #: (847) 555-4321  Fax #: (847) 555-1234

<table>
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<tr>
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SUITE 15  
ANYTOWN, IL |
|-------------|------------------------|
| Owner       | PITT DEVELOPMENT  
2250 CORPORATE BLVD  
SUITE 209  
BOCA RATON, FL  33431 |

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<tr>
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<tbody>
<tr>
<td>Unit</td>
<td>A</td>
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<tr>
<td>Value</td>
<td>$10,000.00</td>
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<tr>
<td>Square Footage</td>
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**FEE SCHEDULE**

| FIRE IMPACT FEE - COMMERCIAL | $72.00 |
| PERMIT                        | $120.00 |
| WATER METER                   | $1,500.00 |
| PLAN REVIEW - COMMERCIAL      | $350.00 |
| WATER TAP                     | $1,200.00 |
| SEWER TAP                     | $6,000.00 |
| LIBRARY FEES                  | $250.00 |
| MUNICIPAL FEES                | $5,000.00 |
| SCHOOL FEES                   | $2,000.00 |
| PARK FEES                     | $1,700.00 |
| SUBTOTAL FEES                 | $10,192.00 |
| PAYMENTS                      | $0.00 |
| BALANCE DUE                   | $10,192.00 |

NOTE: Fees must be paid in full prior to the permit being issued.

Make payments at the city clerk's office or by mail.

---

20040100
VILLAGE OF ANYTOWN  
BUILDING DEPARTMENT  
1234 MAIN STREET  
ANYTOWN, IL  60000  
Tel # (847) 555-4321  Fax # (847) 555-1234

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**PLEASE READ CAREFULLY**

I, the undersigned, certify that if a permit is issued to me I will comply with all provisions of the Village, shall perform all work, or cause all work to be performed according to the provisions of said ordinances. I, or my agent shall personally supervise the work and shall do, or cause to have done, said work according to plans, specifications, and other written information supplied as a part of this application.

I am familiar with the applicable ordinances and the provisions therein and in signing this certificate do willing become responsible for all work accomplished under the permit by all contractors, tradesmen, laborers and workmen, and shall call for inspections required, twenty-four (24) hours before they become due.

This permit shall be invalid in work does not begin within 60 days, or if work is not completed within 180 days. One extension of up to 180 days be granted by the Building commissioner upon application.

Signature: ______________________________ or Signature: ______________________________

Owner/Applicant or Authorized Agent (if not owner)

Contact Telephone: ______________________________ Mobile Telephone or Pager # : ______________________________