

USER MANUAL

ADMINISTRATOR

FOR E-PERMIT WEB APPLICATION SYSTEM

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Prepared By



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PREFACE

ABOUT THIS MANUAL

The Administrative Manual serves as a guide to assist employees in an institution with their day-to-day performance of administrative and management functions.

The manual contains instructions for registering new building permit applications, and other functionalities like processing applications for permit, granting of development permits, managing permits etc.

This guide will give you detailed insight into each module and feature in the system.

CONTENT

Login

1. Dashboard

- 1.1 My profile
- 1.2 Change Password
- 1.3 Logout

2. Main menu

- 2.1 Application Summary
- 2.2 E-Permit: What to Know

3. Settings

- 3.1 General
- 3.2 Locations
 - 3.2.1 Add New Location
 - 3.2.2 Location Lists (Edit & Delete)
- 3.3 Application Category
 - 3.3.1 Add New Category
 - 3.3.2 Category Lists (Edit & Delete)
- 3.4 Land Use
 - 3.4.1 Add New Land Use
 - 3.4.2 Land use Lists (Edit & Delete)
- 3.5 Check Lists
 - 3.5.1 Add Checklist Item
 - 3.5.2 Checklist (Edit & Delete)

4. System Users

- 4.1 Add New User
- 4.2 Accounts
 - 4.2.1 Register New Admin
- 4.3 Log Lists

5. Permit Applications

5.1 Add New Application

5.2 Process Application

5.3 Application Lists

5.4 Pending Lists

6. Transactions

6.1 Grant New Permit

6.2 Review Applications

6.3 Permits Granted

7. Committee Decisions

7.1 Approve Application

7.2 Defer Application

8. Site Inspections

8.1 List of Site Inspected

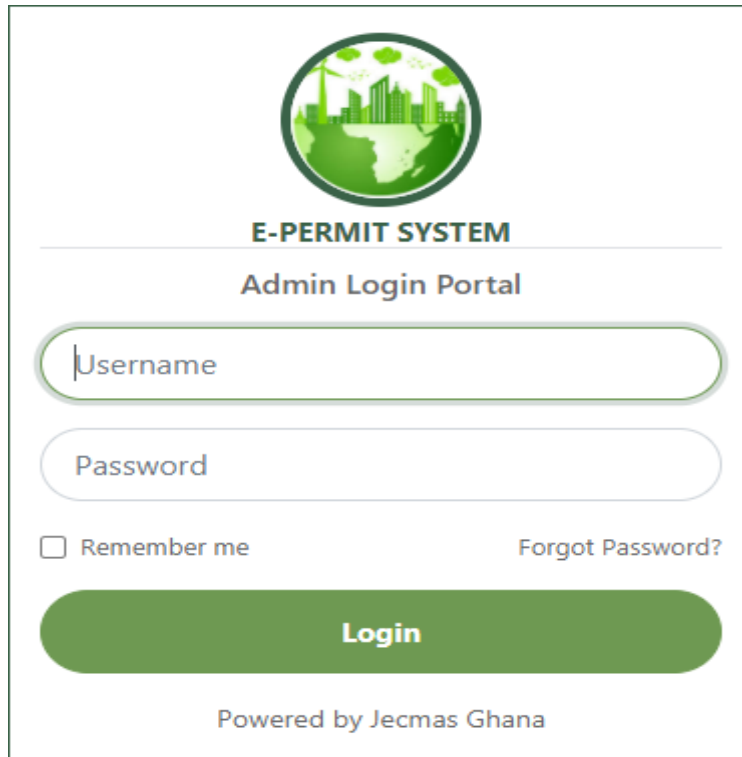
8.2 Carry Site Inspections

9. Logout

Appendix

Login

When you start the application, you will be directed to the login page. Here, you should enter your username and password in the form and click **"Login"** button to access the application.

The image shows a login portal for the E-PERMIT SYSTEM. At the top is a circular logo with a green globe and a city skyline. Below the logo, the text "E-PERMIT SYSTEM" is displayed in bold, followed by "Admin Login Portal". There are two input fields: "Username" and "Password". Below the "Username" field is a checkbox labeled "Remember me" and a link "Forgot Password?". At the bottom is a large green button labeled "Login". The footer text "Powered by Jecmas Ghana" is centered at the bottom.

E-PERMIT SYSTEM

Admin Login Portal

Username

Password

☐ Remember me [Forgot Password?](#)

Login

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1.1 My Profile

Once you have an admin account already setup, you can login to the system. At the top-right corner of the dashboard, your name will be displayed to you. Hover the mouse on your name, you will see a drop down list menu click on **"My Profile"** and a new page will be shown to you with details of your account. Here, you can change your full name, email, phone number and username and click on the "Update Profile" button to update your profile info. Click "Cancel" button to cancel the action.

UPPER WEST AKIM DISTRICT ASSEMBLY, ADEISO

Howdy, Jecmas Ghana

Main Menu

Settings

System Users

Permit Applications

Transactions

Committee Decisions

Site Inspections

Logout

USER PROFILE

Personal Info

Full Name

Jecmas Ghana

E-mail

jecmasghana@gmail.com

Phone number

0555428455

Account Info

Username

jecmas

Password

Status

Active

Date Registered

05 Feb, 2021

Update Profile

Cancel

1.2 Change Password

At the top-right corner of the dashboard, your name will be displayed to you. Hover the mouse on your name, you will see a drop down list menu click on **"Change Password"** and a new page will be shown to you with a form of the following fields, (username, old password, new password, confirm password).

UPPER WEST AKIM DISTRICT ASSEMBLY, ADEISO

Howdy, Jecmas Ghana

Login As: Admin!

Online

Main Menu

Settings

System Users

Permit Applications

Transactions

Committee Decisions

Site Inspections

Logout

E-Permit > Main Menu > User Settings > Change Password

CHANGE PASSWORD

Account Info

Username

jecmas

Old Password

Enter your old password

New Password

Enter your new password

Confirm New Password

Confirm your new password

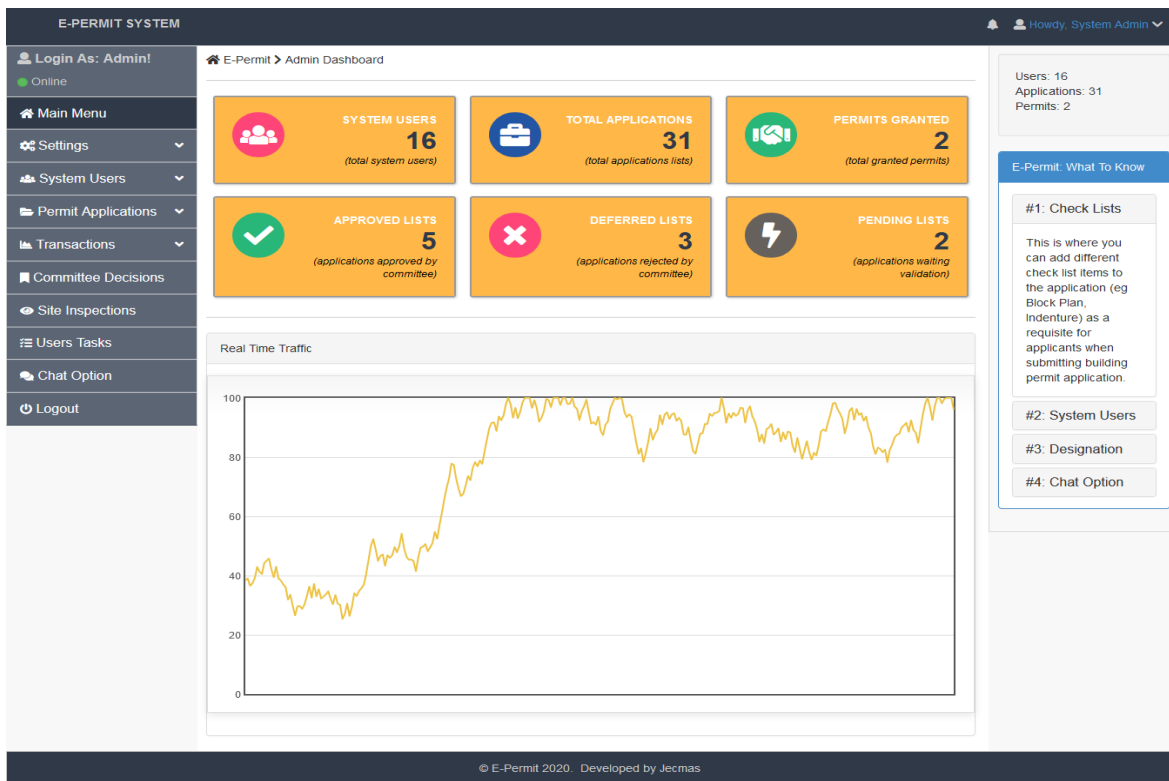
Change Password

Cancel

Fill in the details for the fields above and click the **"Change Password"** button to change your password. You can click the **"Cancel"** button to cancel the process.

2.1 Main Menu: Application Summary

This is the main application dashboard where you will be shown the summary of all the processes carried out, such as total applications, total permits granted, applications on pending, total deferred applications, total users, etc.



2.2 E-Permit: What to Know

This is collapsible menu with blue panel header displayed as a right sidebar in the main dashboard. It has items such as checklist, system users, grant permits, etc.

3. Settings

3.1 General

In the left sidebar menu, you will see a menu item **"Settings"** click on it and you will see sub-menu items under it, click on the **"General"** menu item and a new page with forms of the fields (name of district, town of district, address and department to use system).

UPPER WEST AKIM DISTRICT ASSEMBLY, ADEISO

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Login As: Admin!
Online

Main Menu

Settings

System Users

Permit Applications

Transactions

Committee Decisions

Site Inspections

Logout

E-Permit > General App Settings

Main Menu

General Settings

District name: Upper West Akim District Assembly

Town of district: Adeiso

Address or location: Tiokrom, Off Asamankese Nsawam Road

Name of Department to use System: Physical Planning Department

Save Settings

Fill the details of the form above and click on the "Save Settings" button to save the settings information for the application. You can also click on the "Cancel" button to go back to the previous page.

3.2 Locations

A sub-menu item under the settings menu. Click on it and new page with the list of all locations will be displayed in a table.

3.2.1 Add New Location

In the locations page, click on "Add New Location" button you will see a form with the following fields (location name).

The screenshot shows the 'ADD NEW LOCATION' form. On the left is a sidebar menu with options: Login As: Admin! (Online), Main Menu, Settings, System Users, Permit Applications, Transactions, Committee Decisions, Site Inspections, and Logout. The main header shows 'UPPER WEST AKIM DISTRICT ASSEMBLY, ADEISO' and a user profile 'Howdy, Jecmas Ghana'. The breadcrumb trail is 'E-Permit > Main Menu > Locations > Add New'. Below the breadcrumb is a 'Go Back' button. The form title is 'ADD NEW LOCATION'. It contains a text input field labeled 'Location or Community Name' with a placeholder 'Provide name of location (eg. Adeiso)'. To the right of the input field is a green 'Save' button.

Fill the details for the form by adding the name of the location you want to add and click on "Save" button to save record.

3.2.2 Location Lists

The screenshot shows the 'LIST OF LOCATIONS/COMMUNITIES' table. The sidebar menu is the same as in the previous screenshot. The main header shows 'UPPER WEST AKIM DISTRICT ASSEMBLY, ADEISO' and a user profile 'Howdy, Jecmas Ghana'. The breadcrumb trail is 'E-Permit > Main Menu > Settings > Locations'. Below the breadcrumb is a '+ Add New Location' button. The table title is 'LIST OF LOCATIONS/COMMUNITIES'. Above the table are 'Excel' and 'PDF' buttons and a search bar. The table has three columns: 'No.', 'Location Name', and 'Action'. It contains three rows of data. Below the table, it says 'Showing 1 to 3 of 3 entries'. At the bottom right, there are 'Previous', '1', and 'Next' buttons.

No.	Location Name	Action
1	Adeiso	Edit Delete
2	Asuotwene	Edit Delete
3	Esukyerema	Edit Delete

This shows the list of all locations. Beside each list item, you will see "Edit" and "Delete" buttons.

Click on the 'edit' button to make changes to the location. **OR** Click on the 'delete' button to delete the location from system.

3.3 Application Category

A sub-menu item under the settings menu. Click on it and new page with the list of all application category will be displayed in a table.

3.3.1 Add New Category

In the category page, click on "Add New Category" button you will see a form with the following fields (category name).

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Login As: Admin!
Online

Main Menu

Settings

System Users

Permit Applications

Transactions

Committee Decisions

Site Inspections

Logout

E-Permit > Main Menu > Application Category > Add New

Go Back

Add Application Category

Application Category Name

Provide name of application type(eg. individual)

Save

Fill the details for the form by adding the application category name you want to add and click on "Save" button to save record.

3.3.2 Category Lists

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Login As: Admin!
Online

Main Menu

Settings

System Users

Permit Applications

Transactions

Committee Decisions

Site Inspections

Logout

E-Permit > Main Menu > Settings > Application Category

Add New Category

APPLICATION TYPES

Loading, please wait...

Search

No.	Category of Application	Action
1	Individual	Edit Delete
2	Organization	Edit Delete

Showing 1 to 2 of 2 rows

This shows the list of all categories. Beside each list item, you will see "Edit" and "Delete" buttons.

Click on the 'edit' button to make changes to the category. **OR**
Click on the 'delete' button to delete the category from system.

3.4 Land Use

A sub-menu item under the settings menu. Click on it and new page with the list of all land use will be displayed in a table.

3.4.1 Add New Landuse

In the landuse page, click on "Add New Landuse" button you will see a form with the following fields (landuse name, description).

UPPER WEST AKIM DISTRICT ASSEMBLY, ADEISO

Howdy, Jecmas Ghana

Login As: Admin!
Online

Main Menu

Settings

System Users

Permit Applications

Transactions

Committee Decisions

Site Inspections

Logout

E-Permit > Main Menu > Landuse > Add New

Go Back

Add Landuse

Landuse name

Description

Provide description of landuse

Save

Fill the details for the form by adding the landuse name and description and click on "Save" button to save record.

3.4.2 Landuse Lists

UPPER WEST AKIM DISTRICT ASSEMBLY, ADEISO

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Login As: Admin!
Online

Main Menu

Settings

System Users

Permit Applications

Transactions

Committee Decisions

Site Inspections

Logout

E-Permit > Main Menu > Settings > Land Use

Add New Landuse

LAND USE

Loading, please wait...

Search

No.	Land Use	Description	Action
1	Civic And Culture	Land use for cultural and social activities such as culture center, police station, etc.	Edit Delete
2	Residential	Land use for housing purposes	Edit Delete

Showing 1 to 2 of 2 rows

This shows the list of all landuse. Beside each list item, you will see "Edit" and "Delete" buttons.

Click on the 'edit' button to make changes to the landuse. **OR** Click on the 'delete' button to delete the landuse from system.

3.5 Checklists

A sub-menu item under the settings menu. Click on it and new page with the list of all checklist items will be displayed in a table.

3.5.1 Add New Checklist

In the checklist page, click on "Add New Checklist" button you will see a form with the following fields (checklist name, description).

UPPER WEST AKIM DISTRICT ASSEMBLY, ADEISO

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Login As: Admin!
Online

Main Menu

Settings

System Users

Permit Applications

Transactions

Committee Decisions

Site Inspections

Logout

E-Permit > Main Menu > Checklist > Add New

Go Back

Add Checklist Item

Checklist Item Name

Description

Provide description of checklist item

Save Record

Fill the details for the form by adding the checklist name and description and click on "Save Record" button to save record.

3.5.2 Checklist Items

UPPER WEST AKIM DISTRICT ASSEMBLY, ADEISO

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Login As: Admin!
Online

Main Menu

Settings

System Users

Permit Applications

Transactions

Committee Decisions

Site Inspections

Logout

E-Permit > Main Menu > Settings > Checklist Items

+ Add New Checklist

Excel PDF Search:

No.	Checklist Name	Description of Item	Action
1	Building Plan	Document indicating project site plan	Edit Delete
2	Fire Certificate	It describes fire permit from the national fire service	Edit Delete

Showing 1 to 2 of 2 entries

Previous 1 Next

This shows the list of all checklist items. Beside each list item, you will see "Edit" and "Delete" buttons.

Click on the 'edit' button to make changes to the checklist. **OR** Click on the 'delete' button to delete the checklist from system.

4 System Users

4.1 Add New User

In the left sidebar menu, you will see a menu item "System Users" click on it and you will see sub-menu items under it, click on the "Add New User" menu item and you will be shown a new page with form of the fields

- First name,
- Last name,
- Email,
- Phone number,
- User type, and
- Department name

Figure: Add New User

UPPER WEST AKIM DISTRICT ASSEMBLY, ADEISO

Howdy, Jecmas Ghana

Settings System Users Permit Applications Transactions Committee Decisions Site Inspections Logout

Personal Information

Firstname

Lastname

E-mail

Phone number

Department Name:

Account Information

User Type:

Username

Password

Enter the above details and choose the user type and department name applicable to this new entry. Then click '**Register**' to register the new user. **NB:** Login Username and Password will be generated for every user you register or create.

4.2 Accounts

This shows the list of all system users (admin, officer, and user) of the system. The list is categorized into 'Admin Account' and 'Users Account'.

UPPER WEST AKIM DISTRICT ASSEMBLY, ADEISO

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Settings System Users Permit Applications Transactions Committee Decisions Site Inspections Logout

SYSTEM USERS ACCOUNTS

[Register New Admin](#)

Admin Accounts

No.	Full Name	Mobile No	Email	Username	Status	Registered Date	Action
1	Jecmas Ghana	0555428455	jecmasghana@gmail.com	jecmas	Active	05 Feb, 2021	Lock Delete
2	sys admin	0320201000	sysadmin@eps.org	sysadm	Inactive	05 Feb, 2021	Unlock Delete

User Accounts

No.	Full Name	Mobile No	Email	Username	Role	Status	Date Added	Action
-----	-----------	-----------	-------	----------	------	--------	------------	--------

Beside each list item, you will see "Lock", "Unlock" and "Delete" buttons.

Click on the 'lock' button if you want to lock the account (it means user cannot access the system). OR

Click on the 'Unlock' button to unlock an account that was previously locked (it means user can access the system). **OR**

Click on the 'delete' button to delete the user from system.

4.2 Register New Admin

In the accounts page, click on "Register New Admin" button you will see a dialog form with the following fields (first name, last name, email, phone number, username, password, retype password).

Enter the details of the admin you want to create or register and click on the 'Register' button to save the record or click on the 'Cancel' to dismiss/close the dialog box.

4.2 Log Lists

This module shows system logs list details of users of the system indicating their names and login date time.

5 Permit Applications

5.1 Add New Application

In the left sidebar menu, you will see a menu item "Permit Applications" click on it and you will see sub-menu items under it, click on the "Add New Application" menu item and you will be shown a new page with form of the fields

- | | | |
|------------------------|------------------|-------------------|
| 1. Applicant Fullname, | 5. Site Location | 9. Landuse Type |
| 2 Gender | 6 Project Name | 10. Category Type |
| 3 Phone Number | 7 Contact Name | 11. Date Encoded |
| 4. Town of Residence | 8 Contact Number | 12. Occupation |

UPPER WEST AKIM DISTRICT ASSEMBLY, ADEISO
Howdy, Jecmas Ghana

Login As: Admin!
Online
Main Menu
Settings
System Users
Permit Applications
Transactions
Committee Decisions
Site Inspections
Logout

E-Permit > Main Menu > Applications > Add New

ADD NEW APPLICATION

Please Note: All fields marked with * are required

Applicant Details

Applicant Full Name *
Full Name

Gender *
Male
Female

Phone number *
Phone number

Town of Residence *
Place of residence

Occupation *
Occupation of applicant

Name of Contact Person *
Emergency contact name

Contact Mobile Number *
Emergency contact number

Building or Structure Details

Site Location *
--Select--

Project Development Name *

Legend Details

Landuse Type *
--Select--

Application Category *
--Select--

Date Encoded *
mm / dd / yyyy

Save Application
Cancel

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Fill the form by providing all necessary information and click on the 'Save Application' to save the record. You can click on 'Cancel' to cancel and close the operation. **NB:** Application ID or Numbers will be automatically generated for every new application you add, (this is to easy track the application).

5.2 Process Application

In the left sidebar menu, you will see a menu item "Permit Applications" click on it and you will see sub-menu items under it, click on the "Process Application" menu item and you will be shown a new page with the list of all new applications in the current year (as shown in the figure below).

UPPER WEST AKIM DISTRICT ASSEMBLY, ADEISO

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Login As: Admin!
Online

Main Menu

Settings

System Users

Permit Applications

Transactions

Committee Decisions

Site Inspections

Logout

E-Permit > Main Menu > Applications > Process Application

PROCESS APPLICATIONS

Loading, please wait...

Search

No.	Applicant Name	Application No.	Project Development Name	Location	Status	Action
1	MARY AMISSAH	0001/21	PROPOSED SINGLE STOREY	Adeiso	New	→ Process Hold

Showing 1 to 1 of 1 rows

Beside each application item, you will see two buttons namely: "Process" and "Hold".

Process Application - To process an application, click on the 'Process' button and you will be directed to the page where you will attach and confirm inclusion of all required checklist items for the application.

See the figure below:

UPPER WEST AKIM DISTRICT ASSEMBLY, ADEISO

Howdy, Jecmas Ghana

Login As: Admin!

Online

Main Menu

Settings

System Users

Permit Applications

Transactions

Committee Decisions

Site Inspections

Logout

E-Permit > Main Menu > Applications > Process Application

Go Back

PROCESS APPLICATION

Application Details with ID: 1

App. Number	Applicant Name	Mobile No.	Project Name	Site Location	Category	Landuse Type
0001/21	MARY AMISSAH	0245123123	PROPOSED SINGLE STOREY	Adeiso	Individual	Residential

Checklists File Attachments

Please, you must check the corresponding checkbox for all **required and submitted** checklist items for this application. In case any **required checklist item** is not yet presented, kindly go back and put the application on hold.

No.	Checklist Name	Is Attached?
1	Building Plan	<input type="checkbox"/> Yes
2	Fire Certificate	<input type="checkbox"/> Yes

Terms & Conditions

Please read the terms and conditions of the assembly.

An application received can be reviewed only if all documents, drawings and information provided are proven to be true and valid; and does not bare any falsehood. Please be informed that, any forgery whatsoever found will make your application rejected liable to possible prosecution.

It is also recommended that all checklist items are validated to ensure that the applicant meet all required details and/or information needed for ease processing of the application. In case of unavailable document or paper, kindly put the application on hold and request for all needed files before processing an application for a client/applicant.

By clicking the submit or process button, you are indicating that the Planning Officer has read and interpreted this agreement and privacy policy to the client/applicant; and that the client accepts and agrees to the terms and conditions.

☐ I confirm

ProcessCancel

Check the checkbox **'Yes'** if required checklist item has been attached to the application, confirm and click on the **'Process'** button to complete the process.

Hold Application - To hold an application, click on the 'Hold' button and you will be directed to a page as shown in the figure below:

UPPER WEST AKIM DISTRICT ASSEMBLY, ADEISO

Howdy, Jecmas Ghana

Login As: Admin!
Online

Main Menu

Settings

System Users

Permit Applications

Transactions

Committee Decisions

Site Inspections

Logout

E-Permit > Main Menu > Applications > Hold Application

Go Back

HOLD AN APPLICATION

Application Details with ID: 1

App. Number	Applicant Name	Gender	Mobile No.	Project Name	Site Location
0001/21	MARY AMISSAH	Female	0245123123	PROPOSED SINGLE STOREY	Adeiso

Application Holding Reason

Specify Reason

Confirm Hold

Here, you specify the reason for putting the application on hold and click on the 'Confirm Hold' button to complete request.

5.3 Application Lists

This menu item is a sub-menu under the "Permit Applications" menu which shows the list of all applications (New, Pending, Approved, Granted & Submitted). Beside each list item, you will see "Edit" and "Delete" buttons.

Click the 'edit' button to make changes to the application. **OR** Click the 'delete' button to delete the application from system. See the figure below:

UPPER WEST AKIM DISTRICT ASSEMBLY, ADEISO

Howdy, Jecmas Ghana

Login As: Admin!
 Online

Main Menu
 Settings
 System Users
 Permit Applications
 Transactions
 Committee Decisions
 Site Inspections
 Logout

E-Permit > Main Menu > Received Applications

Get Current Applications

APPLICATION LISTS

Excel PDF

Search:

LIST OF APPLICATIONS

No.	Applicant Name	Mobile No	Project Name	App. Number	Date Encoded	Status	Operation
1	MARY AMISSAH	0245123123	PROPOSED SINGLE STOREY	0001/21	05 Feb, 2021	New	

Showing 1 to 1 of 1 entries

Previous 1 Next

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5.4 Pending Lists

This shows the list of all applications on pending or hold status. To validate the application, click the **'Validate'** button beside the application to make it available for further processing. Enter the reason and click on **'Confirm'** button.

UPPER WEST AKIM DISTRICT ASSEMBLY, ADEISO

Howdy, Jecmas Ghana

Login As: Admin!
 Online

Main Menu
 Settings
 System Users
 Permit Applications
 Transactions
 Committee Decisions
 Site Inspections
 Logout

E-Permit > Main Menu > Applications > Hold Application

Go Back

HOLD AN APPLICATION

Application Details with ID: 1

App. Number	Applicant Name	Gender	Mobile No.	Project Name	Site Location
0001/21	MARY AMISSAH	Female	0245123123	PROPOSED SINGLE STOREY	Adeiso

Application Holding Reason

Specify Reason

Confirm Hold

6 Transactions

6.1 Grant New Permit

In the left sidebar menu, you will see a menu item **"Transactions"** click on it and you will see sub-menu items under it, click on the first namely; **"Grant New Permit"** menu item and you will be shown a new page with the list of all applications approved by the technical & spatial planning committee which can be granted permit (as shown in the figure below).

UPPER WEST AKIM DISTRICT ASSEMBLY, ADEISO

Howdy, sys admin

Login As: Admin! Online

Main Menu

Settings

System Users

Permit Applications

Transactions

Committee Decisions

Site Inspections

Logout

E-Permit > Main Menu > Transactions > Grant Permit

GRANT DEVELOPMENT PERMIT

Loading, please wait...

Search

No.	Applicant Name	App. Number	Project Development Name	Location	Status	Action
1	DREAM COSMETICS	2020/0077	PROPOSED PROCESSING CENTER	Obeng Yaw	Approved	Grant →
2	EBENEZER TAMATEY	2020/0060	PROPOSED STORE FACILITY	Adelso	Approved	Grant →
3	TESTING SYSTEM	2020/0069	PROPOSED WAREHOUSE	Kwame Awuku	Approved	Grant →
4	UPPER WEST AKIM	2020/0070	PROPOSED TOILET FACILITY	Kwame Awuku	Approved	Grant →

Showing 1 to 4 of 4 rows

For each application you want to grant permit, click on the **'Grant'** button go to next page (i.e. assign permit) with a form as shown in the figure below.

UPPER WEST AKIM DISTRICT ASSEMBLY, ADEISO

Howdy, sys admin

Login As: Admin! Online

Main Menu

Settings

System Users

Permit Applications

Transactions

Committee Decisions

Site Inspections

Logout

E-Permit > Transactions > Assign Building Development Permit

Go Back

BUILDING DEVELOPMENT PERMIT APPROVAL

Application Details

Application Number: 2020/0077

Applicant Name: DREAM COSMETICS

Mobile Number: 0310202003

Project Name: PROPOSED PROCESSING CENTER

Site Location: Obeng Yaw

Building Development Approval Details

Permit Development No. *

Town Sheet No.

Zoning

Grant Permit Cancel

In the form above, enter the permit development number, town sheet number, and zoning name; now click the '**Grant Permit**' button to assign permit to this application.

6.2 Review Application

Under the "**Transactions**" menu item, click on it and you will see sub-menu items under it, click on the second namely; "**Review Applications**" menu item and you will be shown a new page with the list of all applications that have been deferred by the technical & spatial planning committee (as shown in the figure below).

UPPER WEST AKIM DISTRICT ASSEMBLY, ADEISO

Howdy, sys admin

Login As: Admin!
Online

Main Menu

Settings

System Users

Permit Applications

Transactions

Committee Decisions

Site Inspections

Logout

E-Permit > Main Menu > Transactions > Review Applications

REVIEW DEFERRED APPLICATIONS

Loading, please wait...

Search

No.	Applicant Name	App. Number	Project Development Name	Location	Status	Action
1	JOYCE TAMATEY	2020/0083	PROPOSED SINGLE STOREY BUILDING	Asikasu	Deferred	Review
2	NANCY CUDJOE	2020/0066	PROPOSE TWO BEDROOM HOUSE	Asikasu	Deferred	Review
3	OHENBA KENTE ADEPA	2020/0073	PROPOSED MEDIA CENTER	Obeng Yaw	Deferred	Review

Showing 1 to 3 of 3 rows

In the list above, for each of the deferred application click on the "**Review**" button to examine again the application. You will see a new page with the details of the application you want to review. Click the 'Confirm Review' button to complete the action.

Reviewing an application means you can now process the application and grant building development permit.

6.2 Permit Granted

Under the **"Transactions"** menu item, click on it and you will see sub-menu items under it, click on the third namely; **"Permit Granted"** menu item and you will be shown a new page with the list of all applications that have been granted or assigned building development permits (as shown in the figure below).

UPPER WEST AKIM DISTRICT ASSEMBLY, ADEISO

Login As: Admin! Online

Main Menu

Settings

System Users

Permit Applications

Transactions

Committee Decisions

Site Inspections

Logout

E-Permit > Main Menu > Transactions > Permits

Manage Permits

BUILDING DEVELOPMENT PERMITS

Excel PDF

Search:

LISTS OF PERMITS GRANTED

No.	App. Number	Applicant Name	Phone No.	Project Development Name	Development Permit Number	Date Applied	Date Granted
1	2020/0071	ERIC AKOMPONG	0240410138	PROPOSED TWO BEDROOM HOUSE	UWADA/PPD/ADE/2020/002	13 Sep, 2020	03 Nov, 2020
2	2020/0061	BLESS ESHUN	0554102222	PROPOSED RESIDENTIAL AND STORES	UWADA/PPD/ADE/2020/001	03 Sep, 2020	17 Nov, 2020
3	0004/21	FREDERICK REALSTUDIOS	0554210245	PROPOSED WEB DEVELOPMENT CENTER	UWADA/PPD/ADE/2020/28	02 Feb, 2021	03 Feb, 2021
4	0005/21	HDFG REQ	0242701474	RTUYMDYE RDYEYU	UWADA/PPD/ADE/2020/002	03 Feb, 2021	03 Feb, 2021

If you have granted permits to applications, you will see a page like the above.

If you have not granted any permits, you will see an empty page with the comment 'no data available in table'.

At the top left corner, you will see a button namely "Manage Permits". Click on it, you will see a new page as shown below:

UPPER WEST AKIM DISTRICT ASSEMBLY, ADEISO

Login As: Admin! Online

Main Menu

Settings

System Users

Permit Applications

Transactions

Committee Decisions

Site Inspections

Logout

E-Permit > Main Menu > Transactions > Permits

Go Back

BUILDING APPLICATIONS GRANTED PERMITS

Excel PDF

Search:

MANAGE APPLICATIONS GRANTED PERMITS

No.	Application #	Applicant Name	Project Name	Permit Number	Date Assigned	Action
1	0001/21	MARY AMISSAH	PROPOSED SINGLE STOREY	UWADA/PPD/ADE/2020/001	07 Feb, 2021	HO

Showing 1 to 1 of 1 entries

Previous 1 Next

7 Committee Decisions

Click on the “**Committee Decisions**” menu item in the left sidebar menu and you will see a new page with the list of applications submitted to spatial planning committee for approval for permits. See the figure below;

UPPER WEST AKIM DISTRICT ASSEMBLY, ADEISO

Howdy, my admin

Login As: Admin!
Online

Main Menu

Settings

System Users

Permit Applications

Transactions

Committee Decisions

Site Inspections

Logout

E-Permit > Main Menu > Statutory Planning Committee > Decisions & Remarks

COMMITTEE DECISIONS & REMARKS

Excel PDF Search:

LISTS OF SUBMITTED APPLICATIONS

No.	Applicant Name	App. Number	Project Development Name	Location	Status	Decision Operation
1	ANGELINA APPIAH	2020/0082	PROPOSED SINGLE STOREY BUILDING	Asuaba	Submitted	Approve Defer
2	DORIS AMETERKPEY	2020/0084	PROPOSED TWO BEDROOM HOUSE	Asuotwene	Submitted	Approve Defer
3	EMMANUEL KOR NOBLE	2020/0093	PROPOSED TWO BEDROOM HOUSE	Adeiso	Submitted	Approve Defer
4	GABY DARKO	2020/0095	PROPOSED TWO BEDROOM SELF CONTAIN	Domponiase	Submitted	Approve Defer
5	JAMES ABBAN	2020/0079	PROPOSED SELF CONTAIN HOUSE	Adeiso	Submitted	Approve Defer
6	KOFI ADAMS	2020/0074	PROPOSED TWO STOREY BUILDING	Sukrong Canaan	Submitted	Approve Defer
7	MARY YORKE	2020/0080	PROPOSED RESIDENTIAL AND STORE	Mepom	Submitted	Approve Defer

7.1 Approve Application

To approve an application for development permit, click on the ‘**Approve**’ button, you will see a page like shown in the figure below:

UPPER WEST AKIM DISTRICT ASSEMBLY, ADEISO

Howdy, Jecmas Ghana

Login As: Admin!
Online

Main Menu

Settings

System Users

Permit Applications

Transactions

Committee Decisions

Site Inspections

Logout

E-Permit > Main Menu > Committee Decisions on Applications > Approval Remarks

Go Back

APPROVE APPLICATION BASED ON COMMITTEE DECISION

Application Details with ID: 1

App. Number	Applicant Name	Gender	Mobile No.	Project Name	Site Location
0001/21	MARY AMISSAH	Female	0245123123	PROPOSED SINGLE STOREY	Adeiso

Application Approval Remarks

Enter Committee Decision / Remarks

Approve

In the figure above, enter the committee remarks passed on this application and click 'Approve for Permit' to make application available for awarding development permit.

7.2 Defer Application

To defer an application, click on the 'Defer' button, you will see a page like shown in the figure below:

The screenshot shows the 'UPPER WEST AKIM DISTRICT ASSEMBLY, ADEISO' header. The user is logged in as 'Admin!' and is viewing the 'Defer Application' page. The left sidebar contains navigation options: Login As: Admin! (Online), Main Menu, Settings, System Users, Permit Applications, Transactions, Committee Decisions, Site Inspections, and Logout. The main content area shows the breadcrumb 'E-Permit > Main Menu > Committee Decisions on Applications > Defer Application' and a 'Go Back' button. The title is 'DEFER APPLICATION BASED ON COMMITTEE DECISION'. Below this, 'Application Details with ID: 1' are shown in a table:

App. Number	Applicant Name	Gender	Mobile No.	Project Name	Site Location
0001/21	MARY AMISSAH	Female	0245123123	PROPOSED SINGLE STOREY	Adeiso

Below the table, the 'Application Defer Reason' section contains a text input field labeled 'Enter Committee Decision / Defer Reason' and a red 'Confirm Defer' button. The footer indicates '© E-Permit 2020. Developed by Jecmas'.

In the above form, specify the committee reason for deferring this application and click the 'Confirm Defer' button to defer or reject the application.

8 Site Inspections

8.1 List of Site Inspected

Click on the "Site Inspections" menu item in the left sidebar menu and you will see a new page with the list of sites (applications) that have been inspected/visited by the physical planning team and therefor can be granted development permits.

NB: Site inspections is necessary to be carried out on an application before it can be granted or awarded or assigned permit. See the figure below;

The screenshot displays the E-Permit System interface. At the top, the header shows 'UPPER WEST AKIM DISTRICT ASSEMBLY, ADEISO' and a user profile 'Howdy, Jecmas Ghana'. The left sidebar contains navigation options: 'Login As: Admin!', 'Online', 'Main Menu', 'Settings', 'System Users', 'Permit Applications', 'Transactions', 'Committee Decisions', 'Site Inspections', and 'Logout'. The main content area shows a breadcrumb trail 'E-Permit > Main Menu > Applications > Site Inspections' and a 'Carry Site Inspection' button. Below this is a section titled 'SITE INSPECTIONS' with export options (CSV, Excel, PDF) and a search bar. A table titled 'LISTS OF SITES INSPECTED' contains one entry:

No.	App. Number	Applicant Name	Project Development Name	Location	Inspection Remarks	Inspection Date	Inspected By
1	0001/21	MARY AMISSAH	PROPOSED SINGLE STOREY	Adeiso	applicant has abided with the building plan	07 Feb, 2021	Jecmas Ghana

Below the table, it says 'Showing 1 to 1 of 1 entries' and includes 'Previous', '1', and 'Next' navigation links. The footer of the interface states '© E-Permit 2020. Developed by Jecmas'.

8.2 Carry Site Inspection

Click on the **"Carry New Inspection"** button on the top of the page as shown above and you will see a new page with the list of applications that must or you can carry site inspections on before approving for permits. See the figure below;

UPPER WEST AKIM DISTRICT ASSEMBLY, ADEISO

Howdy, Jecmas Ghana

Login As: Admin!
Online

Main Menu

Settings

System Users

Permit Applications

Transactions

Committee Decisions

Site Inspections

Logout

E-Permit > Main Menu > Site Inspections > Carry Inspections

Go Back

CARRY SITE INSPECTIONS

Search:

No.	Applicant Name	Application No.	Project Development Name	Site Location	Status	Action
1	MARY AMISSAH	0001/21	PROPOSED SINGLE STOREY	Adeiso	Approved	<button>Inspect</button>

Showing 1 to 1 of 1 entries

Previous1Next

© E-Permit 2020. Developed by Jecmas

Click the 'Inspect' button to add site inspection record or details to the application you want to; you will be directed to the page shown in the figure below:

UPPER WEST AKIM DISTRICT ASSEMBLY, ADEISO

Howdy, Jecmas Ghana

Login As: Admin!
Online

Main Menu

Settings

System Users

Permit Applications

Transactions

Committee Decisions

Site Inspections

Logout

E-Permit > Site Inspections > Add Inspection

Go Back

ADD SITE INSPECTION

Application Details

Application Number:

0001/21

Applicant Name:

MARY AMISSAH

Mobile Number:

0245123123

Project Name:

PROPOSED SINGLE STOREY

Site Location:

Adeiso

Site Inspection Details

Inspection Remarks

Enter remarks or recommendation

Inspection Date

mm / dd / yyyy

Save Record

Cancel

© E-Permit 2020. Developed by Jecmas

In the form above, enter the inspection remarks and inspection date in the respective fields and click on 'Save Record' to complete the action.

9 Logout

Click on the "**Logout**" menu item in the left sidebar menu list (the last item) to successfully logout your session from the e-permit system.

Appendix

Application - it describes new entry of application filed by a client for a building development permit.

Approve - to give permission or commend an application for a development permit.

Category - it describes the types of application like individual, organization in the e-permit system.

Checklist - it describes the required documents or files that must be attached to an application before it can be processed for development permit.

Committee Decision - it describes the comments, remarks or recommendation passed by the spatial planning committee on applications.

Defer - to reject an application for permit because it does not meet requirements or something fishy is found.

Delete - to remove a record from the e-permit system.

Edit - to make changes to a record (such as application, land use, checklist, etc.) in the e-permit system.

Land use - it describes the purpose for which the site or land is being used for (example residential or commercial).

Location - it describes the communities or locality found within the district.

Login - to access the e-permit system by using your account username and password.

Logout - to close out your session from the e-permit system.

Pending - it describes the applications that have been put on hold because it does not have checklist items attachments like indenture, fire certificate.

Permit - it describes the unique building development number granted to an application/applicant to proceed on the project.

Process Application - it describes a particular course of action to move an application to technical/spatial committee for approval for permit.

Review - it describes the action taken to re-examine an application after it has been rejected/deferred by the committee for development permit.

Users - it describes the types of eligible system users (people/members) who can access the e-permit system.

Application Status

New - it describes a new entry of application into the e-permit system.

Pending - it describes an application that has been put on hold due to insufficient document attachment for further processing.

Submitted - it describes an application that has been process for the committee to approve or defer.

Approved - it describes an application commended by committee to be granted permit.

Granted - it describes an application that has been successfully granted development permit.