#### Permit Notes from 5/26/2016 meeting

# Application

Applicant information

If the applicant is a contractor,

* have the ability to enter their CCB # (with best fit validation) or by Contractor Name.
* If found, then populate their name, address, phone from the state CCB information (ideally) or our own internal table (non-sophistcated).
* display outstanding, active permits…highlight those with expired permits

If property owner or other, then the user types in their name, address, phone. No need to retain this information for future permits.

Affidavat validation

Allow the ability to have the user enter by affidavit id or property address

If affidavit id, use best fit validation/selection as they type(AUTO COMPLETE).

If property address,

* allow partial entry search
* Display search result set

Upon selection (Find/Search), display

* Affidavit information for validation (affidavit id; inspection date; property address, etc)
* Automatic fee computation based on permit rate and min/max fees.
* Warn permit
  + if affidavit has clear walk as a repair cost
* Disallow Permit
  + if the affidavit is in City Repair (not sure if current app has this ability to know this)
  + Only one permit per affidavit. Never charge twice.
  + If the affidavit is inactive

Permit Process

* Be able to select deal with multiple application submissions from several computers
* Be able to process multiple applications from one user and make a single payment
* input data
  + issue date
  + issued by (only 3 characters in current sw\_posting table)
  + permit expiration (prefill with first Friday after 90 days)
  + payment method
    - cash [exact amount; no change given]
    - check; check number
    - credit/debit card; approval code
  + status
    - accepted
    - not accepted
  + permit note (free form; put notes on why permit not accepted; special notation)
* do not use affidavit number as the permit number. Instead, use a sequential number like what is currently used for each permit application. This wil be system maintained. Accepted permit number is auto incremented; rejected permit does not receive a number
* other data filled from applicant information
  + affidavit
  + applicant type
  + ccb #
  + name/address/phone
* Save
  + Store history of every submission for review
* Print - for current version with existing Centura app, print two copies of the permit. One for the customer and the other for the field (pink). Green is not necessary since it exists electronically.

Financial Report

* Be able to provide financial report to accounting of permit revenue (for the day or historically)

Existings Permits

* allow the ability to view existing permit information
* allow the ability to transfer permit ownership from one entity to another
* allow the ability to print the revised permit.
* Since no finincial impact, no information is passed on to accounting