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1 Gateway To Permitting Services

1.1 Mainframe Gateway

| Miam | i Dade | County | |
|-----------|-------------------------|-------------------------|-----------------------------------|
| RER Links | Miam i D | ade Links | |
| Home | Building | Permits | |
| | | | |
| | | 00000000000 | INFORMATION TECHNOLOGY DEPARTMENT |
| | | cccccccccccc | |
| | | cccc | ITD HELP DESK: 305-596-4357 |
| | MIAMI - DADE CCC | | |
| | | cccc | DATE: 09/05/13 |
| | 202020202020 2020202020 | | TIME: 16:26:08 |
| | 2222222222 222222222 | | IP ADDR: 10.210.50.57 |
| | | | LINK: TEST |
| | | | |
| | YOU | ARE CONNECTED TO MIAMI- | -DADE COUNTY MAINFRAME SYSTEMS. |
| | | THIS ACCESS IS FO | DR AUTHORIZED USE ONLY. |
| | | RESIDENT 3 | APPLICATIONS |
| | C = CRIMINA | AL JUSTICE AND COURTS | B = CRIMINAL JUSTICE BACKUP |
| | P = POLICE | SYSTEMS | W = WATER AND SEWER SYSTEMS |
| | F = FINANCI | IAL SYSTEMS | N = GATEWAY1 (SESSION MANAGER) |
| | G = GENERAL | L GOV'T SYSTEMS | K = DEVELOPMENT TSO |
| | | | |
| | PLEASE ENTER | A APPLICATION CODE: 10 | I3PG02 |
| | 6 | - | 24/040 |

Go to https://was8ste.miamidade.gov/Municipal3_PR/.



1.2 Login

| Miami | Dade (| County | | | | |
|-----------|--------------|----------------|-----------------------|----------------------|-------------------|--|
| RER Links | Miam i Da | ide Links | | | | |
| Home | Building | Permits | | | | |
| Ţ | /12 IDMSTG02 | ENTER NEXT TAS | K CODE: | | | |
| | 6 Reset | Default | E o Refresh | 02/007 Disconnect | Turn Keyboard Off | |

Enter user id as shown above.



1.3 Password

| Miam | i Dade C | County | |
|-----------|--------------------------------|---|-------------------------|
| RER Links | Miam i Dao | de Links | |
| Home | Building | Permits | |
| | IDMS DC021109 IDMS DC258002 | V12 PASSWORD MISSING OR INVALID V12 ENTER PASSWORD | |
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| | 6 | q , c | 13/010 |
| | Reset | Default Refresh Disco | nnect Turn Keyboard Off |

Enter your password.



1.4 Enter Mainframe Page – BNZA1175

| Mian | ni Dade | County | | | | | C |
|-----------|--|----------------|---------------|-----------------|------------------|---|---|
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| Home | Building | Permits | | | | _ | |
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2 Create Permit Application

2.1 Select Menu Options

| RLINKS | Miami Dade Links |
|--------|--|
| lome | Building Permits |
| | M I A M I D A D E C O U N T Y ENZM1175 09/05/2013 DEPARTMENT OF REGULATORY AND ECONOMIC RESOURCES 15:11:24 PLAN TRACKING / CANCELLATION / MUNICIPAL MENU ADD MOD DEL INQ |
| | TRACKING NO. \$ APPLICATION 02 TK/PRO 03 TK/PRO 04 TK/PRO REWORK REQUEST |
| | Immunicipal Application Intake 25 ADDR/FOL 26 PRO/PER 27 PRO 28 PRO/PER/I Immunicipal Application Intake 25 PER/ODS 30 PRO 31 PRO 32 PRO Immunicipal Revision Intake 29 PER/ODS 30 PRO 31 PRO 32 PRO I Immunicipal Revision Intake |
| | ENTER SELECTION: 25 KEY: |
| | |



2.2 Enter Permit Application Information

| Miam | i Dade (| County | | | | |
|----------|---|--------------------------------------|-------------------------------------|-------------------------------|-----------------------------------|------------------------------------|
| ER Links | Miam i Da | de Links | | | | |
| Home | Building | Permits | _ | _ | _ | _ |
| | AMUNAPPL 09/05/2013 15:17:22 CLERK INITIA | DEPARTME | NT OF REGULATORY : ADD MUNICIPAL | AND ECONOMIC L APPLICATION | RESOURCES | BNZM7050 BNZMUN |
| | ADDRESS/APT CONTRACTOR # OUALIFIER # | # 0000 | NAME | # | FOLIO 00 | 00000000000 |
| | APPLICATION CLUC CODE PROCESS NO. PERMIT TYPE PRO USE CONTACT NAME | TYPE PLANS ARE TO CATEC R/C | BE FILED WITH CORIES | 5Q FT PL TRAC | UNITS TR(Y/N) WALK PROCESSI | FLOORS THRU (Y/N) NG (Y/N/O) |
| | ADDRESS CITY A/E NAME OWNER NAME LEGAL | NT. | STATI | E ZIP EST | PHONE 0 IMATED VALUE | 00000000 |
| | PF1 = UPDATE | | = NEXT PROCESS P | F12=PLAN TRA | | TAPPL T= BZCP |
| | 6 | OR POLIC | AND PRESS ENTER | 22/063 | | |
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| miarri Da | ue county | | | | | 6 |
| RER Links | iam i Dade Links | | | | | |
| Home Build | ling Permits | | | | | |
| AMUNAPPL 09/05/2013 15:19:27 | DEPARTMENT OF REGU ADD | LATORY AND MUNICIPAL 1 | ECONOMIC RESOUR | RCE3 | BNZM7050 BNZMUN | |
| CLERK INIT | IALS BNZMUN APPLICA | TION DATE | 09052013 | PROCESS NO. | 0000000000 | |
| ADDRESS/AP CONTRACTOR QUALIFIER | I # 15150 BULL RUN RD # dryrun # 1111 | NAME | # | FOLIO | 3220230240020 | |
| APPLICATIO | N TYPE | 3 | Q FT 1000 | UNITS 1 | FLOORS 1 | |
| CLUC CODE | 0015 ENTERTAINMENT | | PL TRACK | (Y/N) Y WALP | THRU(Y/N) Y | |
| PROCESS NO | PLANS ARE TO BE FILED | WITH | | PROCESS. | ING (YM/O) Y | |
| PRO USE 10 | os R/C | | | big al | | |
| CONTACT NA | ME Pepito Perez | | | Cond of | | |
| ADDRE | 33 1122 SW 87 Ave | | | | _ | |
| cr | TY <mark>Miami</mark> | STATE | FL ZIP 3317 | 2 PHONE | 3055960000 | |
| A/E NAME D | on Shula | | | | | |
| OWNER NAME | MIAMI LAKES COUNTRY CL | UB INC | ESTI | MATED VALUE | 10000 | |
| LEGAL MIAM | I LAKES TOWN CENTER SEC | 6 | PB 118-67 | | | |
| PF1 = UPDA | TE PF8 = NEXT PI | ROCESS PF | 12=PLAN TRACK | | T APPL | |
| NEXT SCREET | N NEXT KEY | | | D | EST= BZCP | |
| ENTER INFOR | MATION AND DEPRESS PF1 T | O CREATE AP | PLICATION | | | |
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| Miami | Dade (| County | | | | C |
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| Home | Building | Permits | | | | |
| A 0 1 C Q A C Q A C Q A C Q A C Q A C Q A C Q A C Q A C Q A C Q A C Q A C Q A C Q A C Q A A C Q A A C Q A A C Q A A C Q A A A C Q A A A C Q A A A C Q A A A C Q A A A C Q A A A A | MUNAPPL 9/05/2013 5:19:27 LERK INITIAL DDRESS/AFT # ONTRACTOR # UALIFIER # PPLICATION T LUC CODE 001 ROCESS NO. F ERMIT TYPE RO USE 1905 ONTACT NAME 001 WIRE NAME DON WINER NAME MI EGAL MIAMI I PF1 = UPDATE EXT SCREEN PLICATION AL | DEPARTMENT OF REGULA ADD MUN S ENZMUN APPLICATIO 15150 BULL RUN RD DRYRUN NAM 1111 NAME YPE 01 ADD ATTACHED 5 ENTERTAINMENT LANS ARE TO BE FILED WI MBLD CATEGORIES 0001 R/C C CABANA/CHICKEE PEPITO PEREZ 1122 SW 87 AVE MIAMI SHULA AMI LAKES COUNTRY CLUB AKES TOWN CENTER SEC 6 <u>PF8 = NEXT PROC</u> NEXT KEY | TORY AND ECONOMIC ICIPAL APPLICATION N DATE 09052013 # SQ FT 1000 PL TRAC TH /GAZEBO/CLUB HOUSE STATE FL ZIP 331 INC EST PB 118-67 ESS PF12=PLAN TRA EN PF8 OR PF12 TO | RESOURCES PROCESS NO. FOLIO 3 OUNITS 1 CK(Y/N) Y WALK PROCESS /REC B BIG SH | ENZM7050 ENZMUN M2013010113 220230240020 FLOORS 1 THRU (Y/N) Y ING (Y/N/O) Y ED 3055960000 10000 MT APPL ST = EZCP | |
| 6 | Reset | Default Refres | 22/033 h Disconnect | Tum Keyboa | rd Off | |



2.3 Enter Plans Tracking Information

| LINK | s Miam i Da | ade Links | | |
|------|--|---|--|--|
| e | Building | Permits | | |
| | ATRACKNO 09/05/2013 15:25:12 TRACKING NO.: LAST NAME: BEEPER: OFFICE PHONE: COMMENTS: | DEPARIMENT OF REGULA ADD PLA 3213010113 APPLICATI Perez 000 0000000 CELLU 000 0000000 HOME PH E-MAIL: test@ | TORY AND ECONOMIC RI N TRACKING NUMBER ON DATE: 09052013 FIRST NAME: LAR: 786 3152000 DNE: 000 0000000 miamidade.gov | ESOURCES BNZM1176 BNZMUN PAGE: 1 PLANS-PAPER(P) OR CD(C): C Pepito EXPEDITE FLAG: DESC: |
| | | | | |
| | | 84 | | |
| - | PROCESS: | | | |
| 5 | PROCESS: MZ013010113 | > | | |
| 7 | PROCESS: M2013010113 | 2 | | |
| 7 | FROCESS: M2013010113 | 2 | | |
| 7 | PROCESS: M2013010113 PF1 = UPDATE | PF7 = BACKWARE | PF8 = FORWAR | D <u>PF9 = ADD FEES</u> |
| 7 | PROCESS: M2013010113 PF1 = UPDATE NEXT SCREEN | PF7 = BACKWARE NEXT REY | PF8 = FORWAR PF10 = EXIT | D <u>PF9 = ADD FEES</u> CLEAR = PREV SCRN |
| E | PROCESS: M2013010113 PF1 = UPDATE NEXT SCREEN NTER REQUIRED | PF7 = BACKWARE NEXT KEY INFORMATION AND PRESS I | PF8 = FORWAR PF10 = EXIT PF1 TO UPDATE. 08/049 | D PF9 = ADD FEES CLEAR = PREV 3CRN |



| Miam | i Dade (| County | | | |
|---------------------------------|--|--|--|---|--|
| RER Links | Miam i Da | de Links | | | |
| Home | Building | Permits | | | |
| 3 1 1 1 0 0 0 | TRACKNO 9/05/2013 5:25:12 RACKING NO.: LAST NAME: BEEFER: PFFICE PHONE: OMMENTS: PROCESS: M2013010113 | DEPARTMENT OF REGULAT ADD PLAN S213010113 APPLICATION PEREZ 000 0000000 CELLUL 000 0000000 HOME PHO E-MAIL: TEST@M | ORY AND ECONOMIC R I TRACKING NUMBER I DATE: 09052013 FIRST NAME: AR: 786 3152000 NE: 000 0000000 IAMIDADE.GOV | ESOURCES PLANS-PAPER(P) PEPITO EXPEDITE FLAG: DESC: | BNZM1176 BNZMUN PAGE: 1 OR CD(C): C |
| 1 PI | PF1 = UPDATE EXT SCREEN | PF7 = BACKWARD NEXT KEY NUMBER HAS BEEN CREATED | PF8 = FORWAR PF10 = EXIT SUCCESSFULLY | ED PF9 = A CLEAR = | <u>DD FEES</u> = PREV SCRN |
| 6 | | e 1 | 23/033 | | |
| | Reset | Default Refresh | Disconnect | Tum Keyboard (| Dff |

Detail Section:

The address or folio number entered to access this screen is validated against the PTX database, if the address or folio is found and there are not multiple folios for the address entered, the calling program returns to this function and populate the screen with the following information:

- Folio Number
- Address
- Cluc Code
- Owner Name
- Legal Description.

The permit clerk will type required information and press the PF1. Required information entered by clerk is:

- Contractor number
- Qualifier number
- Application type
- Permit type
- Categories
- Proposed use
- Square feet
- Units
- Floors



• Estimated value

Contact information is optional.

When a permit application needs to be reviewed by plan processors, the program will force the clerk to press the PF12 key to be transferred to the Plan Tracking screen, or if additional applications are going to be included in the same tracking, then the clerk will press the PF8 key to create another application. At the end, the PF12 key has to be pressed to transfer to Plan Tracking.



3 Document Upload

3.1 Login

| | _ | | | | |
|---------------------|------------------------------|--------------------------|--|-------|---|
| | evnet3 miamidade gov/rer/Doc | umentUploadWebApp/wfLogi | LASOX | - | |
| A Menu | Aliami-Dade County | Aliami-Dade County | Aunicipal e-Plan Revie | × | |
| File Edit View Favo | orites Tools Help | | | | |
| | | | | | Miami-Dade County, Florida Regulatory and Economic Resources Department Document Upload |
| | | | Username Password | | |
| | | Login | | Clear |] |
| | | | © 2013 Information Technology Departme | nt | |
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3.2 4 Steps To Upload Documents

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|--|--------------------------------|---------------------------|---------------------------|---------------------------|--|--------------------------|
| Menu | /devnet3.miamidade.gov/rer/Doc | CumentUploadWebApp/wfDoct | ImentUpload.aspx?uc=20140 | 130140546072934 | Aunicipal e-Plan Revie | |
| File Edit View F | avorites Tools Help | | | Constant of the | | |
| | | | | | M | BLX (00 - I,A,M) |
| MIAMIDADE | | | | | Regulatory and Econom | nic Resources Department |
| COUNTY | ¢ | | | | | Document Upload |
| 1 | | | Tracking Number 061 | 3010144 | | Verify Tracking Number |
| | | Select files to upload by | pressing the Browse bu | tton. When done, press | s the Upload button. | |
| 2 | | | | Brows | se | Upload Files |
| | | | Files Subm | itted | | |
| | | File Name | | | Status | |
| | | A-3.pdf Blank.pdf | | | Clean File Clean File | |
| | 4 | | ш | | | |
| 3 | I | f you do not have more f | iles to upload, press Fir | nalize Upload to finalize | e the upload process. | Finalize Upload |
| 4 | | | | | | New Upload |
| © 2013 Information Technology Department | | | | | | |
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The import process may completed in 4 easy steps. It is recommended you confirm the documents being are uploaded correspond with the tracking number. Once the documents are uploaded you cannot remove them.

- 1. Enter a tracking number and click on the "Verify Tracking Number" button. If the number is validated correctly the program will allow you to proceed to step 2.
- Browse your PC and select documents. When done click on the "Upload Files" button. If the documents pass the security scans and document validation rules the program will allow you to proceed to step 3.
- 3. Click on the "Finalize Upload" button. The program will notify you that the process is complete and submitted for review. No additional documents can be imported until the reviews are completed and a rework is requested.
- 4. Click on the "New Upload" button to refresh the screen and upload documents to another tracking number.



You are done when you see the message above.

4 Plan Revision

4.1 Login

Login as detailed in section 1 of this document and go to BNZA1175.

| Links | Miami D |)ade Links | | | | | |
|--------------------------------|---|--|---|--|--|---|---|
| ne | Building | Permits | _ | | _ | _ | _ |
| 0 | 9/24/2013 9:00:50 | M I DEPARTMENT PLAN TRA | A M I D I OF REGULA CKING / CA | A D E C C IORY AND H NCELLATION ADD |) U N T Y CONOMIC RE I / MUNICIE MOD | SOURCES PAL MENU DEL | BNZM11 BLX - INQ |
| + | TRACKING N REWORK REQ PERMIT CAN CONFIDENTI SEARCH BY RESTART TR RESTART CP | O. & APPLICATIC UEST CELLATION REQUE AL MAILING ADDR ADDRESS ACKING BATCH JC P BATCH JOB | N 05 ST 15 ESS 09 B 40 41 | PRO PER ADDR TK TK | 02 TK/PRO 06 PRO 16 PRO 20 PRO | 03 TK/PRO 07 PRO 17 PRO | 04 TK/PRO 08 PRO 18 PRO 22 PRO |
| | MUNICIPAL MUNICIPAL FOL = FOLIO TK = TRACK PRO = PROCE | APPLICATION INT REVISION INTAKE NO. (NUMERI ING NO. (NUMERI SS NO. (ALPHAN ENTER | AKE 25 29 C 13) C 10) UMERIC 11) SELECTION | ADDR/FOL PER/ODS ADDR = PER = ODS = | 26 PRO/PE 30 PRO ADDRESS PERMIT NO. FIRE NO. | R 27 PRO 31 PRO (ALPHAN (NUMERI (NUMERI | 28 PRO/PER, ODS 32 PRO NUMERIC 33) C 10) C 10) |

Enter the permit number to be revised.



4.2 Enter Revision Information

| Mian | ni Dade | County | | | | | | C |
|----------|--|--|--|---|--|---|---|---|
| RER Link | ks 🛛 Miami D | ade Links | | | | | | |
| Home | Building | Permits | | | | | | |
| | ARVMUNAP 09/24/2013 10:47:59 CLERK INITIAL PERMIT NO. 20 NEW CONTR NEW QUALT R PLAN REVI X FIRE X DE CONTACT NAME ADDRESS CITY PREVIOUS REVI DRIGINAL PERM A/E NAME CONTRACTOR 20ALIFIER OWNER NAME TO ADDRESS 6601 PF1 = UPDATE NEXT SCREEN PPL ADDEDE | DEPARTMENT ADD S BLX 13052097 BI NO FIER SSN 000 SION RE- RM PEPITO PEREZ 5680 SW 87 AV MIAMI ******* SION FEE IT FEE WN OF MIAMI I MAIN ST PF5= NEX NTER NEXT KEY | OF REGULATO MUNICIPAL RI DG CODE STAMP I E S: * PERMIT INH PRE' 264.00 INSI AKES ADD FEES T KEY THEN PF8 O | RY AND EC EVISE PER RE-ISSUE TATE FL FORMATION VIOUS REN PECTIONS PES = R PF12 TO | CONOMIC RESOUR MIT APPLICATION PROCESS APPLICATION COUNTY AGEN ZIP 33173 ******* EWAL FEE N EXPIRED N EXPIRED NEXT PROCESS FINISH | CES ON NO. M20131 TION DATE NCY PL2 PHONE 30 N <u>PF12=PLA</u> | BNZM7054 BLX 010118 9/24/2013 AN TRACK Y 052753333 | |
| 6 | Ď | | Q) | | 22/033 | | | |

Enter required data and press PF1. Then you must press PF12 to finalize the process.



Enter Plans Tracking Information

| Miami Da | ade County | | |
|--|---|---|--|
| RER Links | Miami Dade Links | | |
| Home Buil | ding Permits | | |
| ATRACKNO 09/24/20 10:50:12 TRACKING LAST BE OFFICE P COMMENTS | DEPARTMENI 13 NO.: 3213010118 NAME: <mark>PEREZ</mark> EPER: 000 0000000 HONE: 000 0000000 : E-MA | C OF REGULATORY AND ECONOMI ADD PLAN TRACKING NUMBE APPLICATION DATE: 092420 FIRST NAN CELLULAR: 305 275333 HOME PHONE: 000 000000 ALL: XX@XX.COM | C RESOURCES BNZM1176 R BLX PAGE: 1 13 PLANS-PAPER(P) OR CD(C): C HE: PEPITO 3 EXPEDITE FLAG: 0 DESC: |
| PROCESS M201301 | : 0118 | | |
| <u>PF1 = UPI</u> | DATE PF7 = | BACKWARD PF8 = FORW PF10 = EX | VARD PF9 = ADD FEES |
| NEXT SCR | EEN NEX | IT KEY | |
| PLANS TRA | CKING NUMBER HAS B | EEN CREATED SUCCESSFULLY | |
| 6 | | R) 23/03 | 33 |

Enter required data and press PF1.



5 Digital Signing and Sealing

The following was copied from the MDC portal at http://www.miamidade.gov/development/plans/submittal-signatures.asp:

Plans, specifications, plats, reports, or other documents submitted in electronic format for review must be signed and sealed electronically.

Scanned copies of signed and sealed documents are not an accepted electronic submittal method.

There are many different accepted methods for digitally signing and sealing a plan using commonly accepted public / private key technology provided by various vendors. It is important that any method that is utilized be accompanied by a signed and sealed statement from the professional that the method and software that have been utilized to sign and seal the plans complies with the intent of the Board Rules.

Plans examiners cannot approve your plans without the appropriate Electronic Signature and Seal.

Related Regulations

Electronic submissions must meet state law requirements as described in the Florida Statutes Chapter 471.025, 481.221, and 668.001-006.

Specifically, with reference to Florida Statutes Chapter 481 and Florida Administrative Rule 61G1-16.005 for Architects, or Florida Statutes Chapter 471 and Florida Administrative Code Rule 61G15- 23.003 for Engineers, these documents must be submitted in original format to be scanned along with the permit application.

6 Definitions & Acronyms

6.1 MDC Acronyms

BCCO – Office Building Code Compliance. An office in Miami-Dade County. **BNZ System** – Building and Zoning. IDMS mainframe application used by the Building Department, Department of Planning and Zoning, Office Building Code Compliance (BCCO), DERM, Public Works Department and the Fire Department.

CAD - Computer Aided Design.

CPP - Concurrent Plans Processing.

CRS – Central Registration System. IDMS mainframe application used to assign user ids and security access.

DERM – Department of Environmental Resources Management

ITD – Information Technology Department

MDC - Miami-Dade County

6.2 MDC Definitions

Acceptance Criteria – See legal document.



Address – A designation of a place where a parcel of real property is located. An example is 10100 NW 25 Ave.

Application Folder – The CPP relational table containing permit application information.

Category – Class related to a trade or permit type. Together with permit type determines type of work.

Certification – An endorsement or guarantee of accuracy and authenticity of a document, drawing or plan.

Collaboration – the delegation of an assignment/work item to someone who was not on the original process. Can only be accomplished if the authority is granted.

Commercial – Property improvements relating to all structures that are not classified as single family residence or duplex.

Contractor – a sole proprietor, partnership or corporation that works in one or more disciplines in the construction industry.

Contractor License Number - A nine character alphanumeric field used to uniquely identify a contractor.

Contractor Suspended – A contractor whose license has a suspension flag. The license has been suspended by BCCO.

Program - software code developed to enhance or create features not available in the base product, and required by a customer.

Dialog – An IDMS online program usually attached to a map and is used to navigate and update an IDMS database.

Discipline – See trade.

Disposition – The status of a decision on a review. Valid values are ' ', 'A', 'D', 'N'.

Document Folder - The CPP relational table containing document index information.

Drawing – A graphic representation or design. Also known as plans. May or may not be signed and sealed.

Dynamic Workflow – The ability to insert or remove reviews at any time within a workflow package.

Fee Code – A four character alphanumeric field beginning with a letter used to designate a formula used in establishing a fee or charge. Fee codes are grouped in categories relating to permit type. Fee codes are stored in a user defined BNZ table.

Fee Sheet – A worksheet or form by permit type used by the applicant to determine the categories and provide the units for specific permit types.

Folio Number – A thirteen byte numeric field used as the key to a piece of land in the county records. It may begin with a "0" zero. A folio number may have more than one address (commercial). A folio number may not have an address (vacant land).

Job Copy - All approved plan files containing all markups, stamps and signatures.

Map – An IDMS screen defining field positions used to interface between the user and the IDMS database. A map is connected to one or more dialogs. A map may also be a geographical image of a parcel of land generated by a GIS application.

Master Permit - A permit that does not have another permit related to it as a parent but may have permit(s) related to it as children. For this project the permit type must be building (BLDG). **Notarization** – To certify the authenticity of the signer of the document.

Notice of Acceptance (NOA) – A written document indicating product control approval has been granted.

Plans - A graphic representation or design. Also known as drawings. May or may not be signed and sealed.

Plan File – A electronic file containing a plan page or sheet.

Plan File Name - The native file name of a plan page at the operating system level conforming to the National CAD Standard file naming convention. This name is imported into a CPP table column and is used to sequence a plan set.

Plan Page – A plan sheet contained in a plan file name.

Plan Package – A unit of work grouped by a tracking number that may consist of multiple permit applications (process numbers) and a plan set.



Plan Set – A collection of plan pages.

Permit – A written order granting permission.

Permit Application – A form to apply for a permit.

Permit Extension – An application to extend the expiration date on a valid permit.

Process Number – An eleven character alphanumeric field assigned to the permit application after required information is validated successfully.

Proposed Use – A four character numeric field used to determine the use of property. The values are stored in a user defined BNZ table.

Permit Re-inspection – An application requesting to pay re-inspection fee.

Permit Types – A classification of permits defined by the skill or trade. See Trade.

Processing – A one character alphanumeric field used to determine if processing is required. Valid values are "Y", "N" or "O". Plans must be reviewed by processor when field is equal to "Y". It is a standalone permit when the field is equal to "O".

Product Control Approval (PCA) – A building material that has been tested and approved by a independent laboratory to meet or exceed the building code. Product approvals are managed by BCCO.

Professional Layer – A layer or markup of a document containing stamps, seals and signatures. **Qualifier** – The individual authorized to sign a permit application for the contractor.

Qualifier Number– A nine character numeric field used to uniquely identify a qualifier. It is the social security number.

Residential – The use of property as a single family home or duplex.

Rework – Any plan page that has a disposition of disapproved is eligible for rework.

Review – A formal processing or examination of plans and drawings or a requirement for a formal examination.

Seal – An emblem, figure or stamp of authenticity along with a signature found on drawings and plans.

Stand Alone Permit- An isolated permit. No other permits are connected to it.

It can become a master permit.

Stamps – An impression or marking affixed to a document.

Subsidiary Permit – A permit connected to another permit.

Supporting Documents – A collection of documents by discipline containing information necessary to validate a plan set

Tracking Number – A ten digit alphanumeric field assigned to a plan set and used to track the flow of the plans among plans examiners in the Building Department's Plans Tracking System. A tracking number may be related to one or many process numbers.

Trade – An occupation of skilled manual or mechanical work. Examples are: building (BLDG), electrical (ELEC), mechanical (MECH), plumbing (PLUM), gas (LPGX).

User Group - An administrator defined group of users (elec, bldg etc.).

Walk Thru – A one character alphanumeric field used to classify the complexity of a project. **Work Flow** - a method to build workflows to manage and route folders containing objects

(documents, pictures, graphics, sound, video) through the use of an electronic version of a manila folder.

Work Item - an object requiring processing in a member's Work List.

Work List - a list for each workflow member that contains pending assignments.

6.3 MDC Key Fields

| Name | Data Type | Length | Description / Example |
|----------------|--------------|--------|-----------------------|
| Address | alphanumeric | 33 | 10100 NW 25 Ave |
| Folio Number | numeric | 13 | 0101080901170 |
| Permit Number | numeric | 10 | 1999001795 |
| Process Number | alphanumeric | 11 | S2000003394 |
| Plan Page | alphanumeric | 50 | 1standAmenities.pdf |



| Tracking Number | alphanumeric | 10 | 0000123456 |
|-----------------|--------------|----|------------|
|-----------------|--------------|----|------------|

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