

## **CHAPTER 30 – BUILDING PERMITS**

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- 30.B** Opening the Building Permits Window
- 30.C** The Building Permit Application Fields
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## **30.A**

### **Introduction to Building Permits**

The building permit module lets you issue and track building permits and their related activities.

Through this window, you can issue and view:

Building Permits

Inspections

Visits

FirePro 2 associates each Building Permit with a Property Record.

The Building Permits window is accessed through the **Build Permit** button on the Properties window (**30.B**).

You can also locate a building permit by number. To do this, go to:

FirePro2 → Building Permits → Find Permit by Number

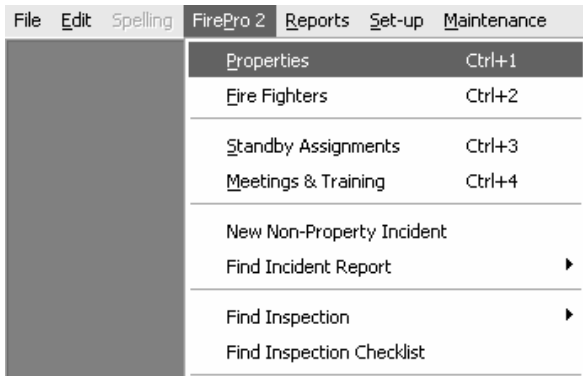
**To show building permit numbers, see:**



**20.C.10.30**

## The Building Permits Window

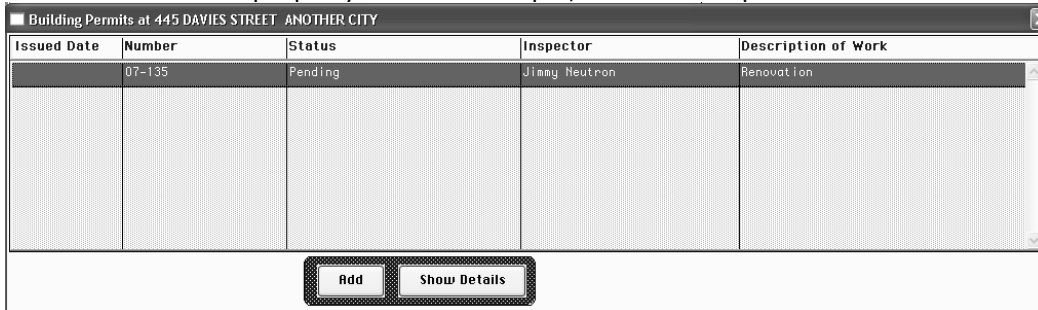
### FirePro 2 → Properties → Building Permits



To access the building permits window, go to the file menu, click on FirePro 2 to activate the drop-down menu selections, and click on Properties.



From the Properties window, click the build Permits Button. This will give you a list of any permits for the property. The number shows you how many permits have been issued for the property. In this example, there is one permit.



Double-click on a line item to display that Building Permit. Alternately, highlight a line item and click Show Details to view the related Building Permit.

Click Add to create a new Building Permit for this property.

The following is a sample of the Permit Application window

Permit Application
✕

**Project Info** | Applicant | Owner | Builder | Contacts

445 Davies Street  
Address

ANOTHER CITY      U1L 1U1  
Town or Twshp      Postal Code

2578      134577 776      5678  
Lot #      Line, Con      Plan

Balance of Legal Address

Value: 2500

Area in Square Meters: 10

Permit #: 07-135

Building Permit

Current Status: Pending

Inspector: Jimmy Neutron

Received: SEP 6 06

Issued: SEP 6 06

Closed/Archived:

**Required Inspections**

Pre-Construction Meeting - Complete, all sa

Add Inspection Types

Edit    Print    Delete

Links    0

Cancel    OK

**Other** | Notes | Values | Variance | Reminder

# of Dwellings Added: 0

# of Dwellings Removed: 0

Home Warranty #:

Purpose of Application: Renovation  Serviced with Gas

Proposed Use: Detached House

Description of Work: Alteration and impr...

Current Use: Single Dwelling Unit

Zoning:

Lot Size:

## **The Building Permit Application Fields**

### **PERMIT APPLICATION TYPES**

Select the type of application

Application	▼
Application	
Building Permit	
Investigation	

**To change or populate the Permit Application Types,**

go to  **20.20.160.30**

### **PERMIT NUMBER**

The first two digits are the year (ie: 05) and the next 4 digits are the permit number. After the first permit is entered, the permit number will automatically be created for you. To reset the numbering a new year, enter the new year and the starting number (eg. 06-0001)

### **CURRENT STATUS**

Select from the list the status of the application.

**To change or populate the Current Status,**

go to  **20.20.160.40**

### **INSPECTOR**

Select the Inspector that will be assigned to the permit.

**To change or populate the Inspector Fields,**

go to  **20.20.160.50**

### **RECEIVED**

Defaults to the current date.

### **ISSUED**

The date that the permit was issued.

### **CLOSED/ARCHIVED**

The date that the permit was closed.

***INSPECTION STATUS***

This list shows the status of all inspection items. For each type of inspection, the number of visits is noted as well as the date of the last site visit for that inspection type. To open more details about an inspection for this permit, double-click on it.

**See 30.G.30**

## 30.C.TABS

### Permit Application Tabs

The Permit Application window contains two (2) set of Tabs.  
The first set deals with the contact details for the person(s) involved with the permit:

Project Info (See: **30.C.TABS.5**)  
Applicant (See: **30.C.TABS.10.**)  
Owner (See: **30.C.TABS.15**)  
Builder (See: **30.C.TABS.20**)  
Contact (See: **30.C.TABS.30**)

The second set deals with the details of the application itself.

Other (See: **30.C.TABS.40**)  
Notes (See: **30.C.TABS.50**)  
Values (See: **30.C.TABS.75**)  
Variance (See: **30.C.TABS.80**)  
Reminders (See: **30.C.TABS.90**)

## 30.C.TABS.5

### Project Info

Information relating to the project. Much of the information will come forward from the property window.

Project Info	Applicant	Owner	Builder	Contacts
445 Davies Street				
Address				
ANOTHER CITY			U1L 1U1	
Town or Twnshp			Postal Code	
257B	134577	776	5678	
Lot #	Line, Con		Plan	
Balance of Legal Address				
		<b>Value:</b>	2500	
		<b>Area in Square Meters:</b>	10	

## 30.C.TABS.10

### Applicant

If the applicant is the owner, you can copy the information into the application by clicking the “**Copy From Owner**” button. Otherwise, you will need to fill in this section manually.

<b>Project Info</b>	<b>Applicant</b>	<b>Owner</b>	<b>Builder</b>	<b>Contacts</b>
<b>Name:</b>	Susan	Brown		
<b>Business:</b>				
<b>Address:</b>	444 Other Street			
<b>City:</b>	Your Town	<b>Prov:</b> ON	<b>PC:</b>	
<b>Phone:</b>	456-6789	<b>Fax:</b>		
<b>Email:</b>				
<input type="button" value="Copy from Owner"/>				

## 30.C.TABS.15

### Owner

The owner information for the property from the property record.

Project Info	Applicant	Owner	Builder	Contacts
<b>Name:</b> <input type="text" value="James"/> <input type="text" value="Brown"/> <small>First Last</small>				
<b>Business:</b> <input type="text"/>				
<b>Address:</b> <input type="text" value="1234 Other Street"/>				
<b>City:</b> <input type="text" value="Your Town"/> <b>Prov:</b> <input type="text" value="ON"/> <b>PC:</b> <input type="text"/>				
<b>Phone:</b> <input type="text" value="567-8910"/> <b>Fax:</b> <input type="text"/>				
<b>Email:</b> <input type="text"/>				

## 30.C.TABS.20

### Builder

If the builder is the owner or the applicant, you can copy the information into the application by clicking the **Owner** or **Applicant** button. If you have a contractor in the "Contacts" tab, you may also copy their information to this screen by clicking the **Contractor** button.

Otherwise, you will need to fill in this section manually.

Project Info	Applicant	Owner	Builder	Contacts
<b>Name:</b>	Susan First	Brown Last		
<b>Business:</b>				
<b>Address:</b>	444 Other Street			
<b>City:</b>	Your Town	<b>Prov:</b> ON	<b>PC:</b>	
<b>Phone:</b>	456-6789	<b>Fax:</b>		
<b>Email:</b>				
<b>Copy From</b>				
	<input type="button" value="Owner"/>	<input type="button" value="Applicant"/>	<input type="button" value="Contractor"/>	



## 30.C.TABS.40

### Other

This is the main Information regarding the permit.

Other	Notes	Sizes	Dates	Values	Variance	Reminder
* of Dwellings Added: <input type="text" value="0"/>						
* of Dwellings Removed: <input type="text" value="0"/>						
Home Warranty *:						
Purpose of Application		Renovation	▼	<input type="checkbox"/> Serviced with Gas		
Proposed Use		Detached House	▼			
Description of Work		Alteration and impr...	▼			
Current Use		Single Dwelling Unit	▼			
Zoning			▼			
Lot Size			▼			

To populate the lists associated with these fields, see:  **20.20.160**

To title the checkboxes go to  **25.C.10.20**

To add custom list titles go to  **25.C.10.10.**

## 30.C.TABS.50

### Notes

Other	Notes	Sizes	Dates	Values	Variance	Reminder
Enter any notes for this permit						

## 30.C.TABS.60

### Sizes

The sizes associated with the permit.

Other	Notes	Sizes	Dates	Values	Variance	Reminder
Total Area <input type="text"/>						

**This tab will not be visible unless you have defined size fields. To change any of the field names and/or populate the size fields, see**



**25.C.10.30**

## 30.C.TABS.70

### Dates

Enter the dates associated with the permit.

Other	Notes	Sizes	Dates	Values	Variance	Reminder
				Initial Contact		AUG 1 07
				Follow Up		
				Completion		

**This tab will not be visible unless you have defined date fields. To re-title any of the 10 date field names or add new fields, see:**



**25.C.10.40**

## 30.C.TABS.75

### Values

Other	Notes	Sizes	Dates	Values	Variance	Reminder
				Permit Fee:	250.00	
				GST:	17.50	

The "Permit Fee" and "GST" fields are on this tab. There are also custom fields available.

**To add custom value fields, see:**



**25.C.10.45**

## 30.C.TABS.80

### Variance

List any variances associated with the permit and the date that they are approved. The Variance, Nature, and Conditions fields are all free form fields, so you can enter anything you like here.

Other	Notes	Sizes	Dates	Values	Variance	Reminder
<b>Variance #:</b> <input type="text" value="AB-123-4567"/>						
<b>Nature:</b> <input type="text" value="Lot Setbacks"/>						
<b>Conditions:</b> <input type="text" value="Allowed to reduce the setback on the east side by 8 inches"/>						
<b>Date Approved:</b> <input type="text"/>						

## 30.C.TABS.90

### Reminder

Enter information here if you wish a reminder to go to the Fire Department regarding this permit. Select from the drop down list and enter the applicable dates. The Due date is the date the event happened (if the reminder is "Building is Granted Occupancy", the due date would be the date occupancy was approved). The Notify date is the date this reminder will show on the Reminders list.

Other	Notes	Sizes	Dates	Values	Variance	Reminder
Reminder to Fire: <input type="text" value="Building is Granted Occupancy"/>						
Due Date: AUG 7 07 <input type="button" value="Calendar"/>						
Notify Date: AUG 7 07 <input type="button" value="Calendar"/>						

**To edit the drop down list (Permit Status Types), see:**



**20.160.40 Permit Status Types**

**To set up messaging between the Building and Fire Departments, see:**



**70.C.10**

## **30.D**

### **The Building Permits Window Buttons**

This section of the Building Permits chapter provides a general overview of the buttons without focusing extensively on the details regarding the windows that they open.

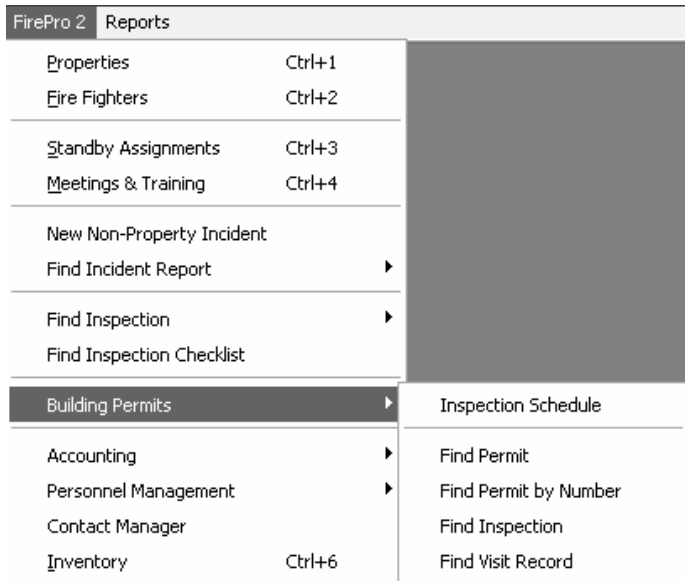
#### **30.D.10**

**Add Inspection Types**

The Add Inspection Types button brings up the Building Permits Inspection Window where you can select from a list the items you wish to add (or remove) from this permit application. **See 30.G.10**

## **The Building Permits Menu**

This section of the FP2 Building Permits Chapter examines the items and/or commands that can be performed through the FirePro2 menu items. The following shows a screenshot of how to access the drop-down list for Building Permit items:



## 30.F.10

### FirePro2 → Building Permits → Inspection Schedule

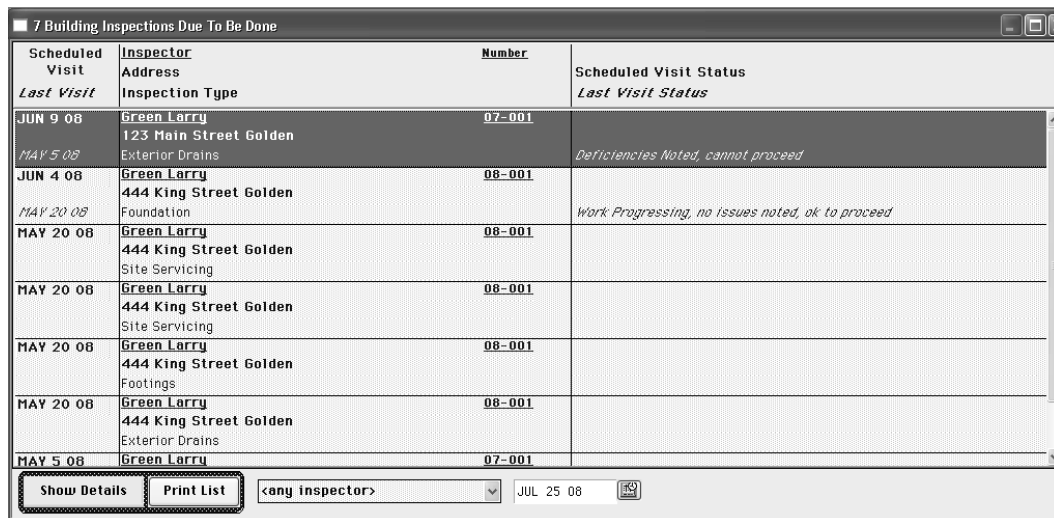
View the scheduled visits associated with all building permits, for any one day, for all or just one inspector. The system will also automatically schedule visits as required if no visit has been manually scheduled within the parameters your department has set out.

The Inspection Schedule window sorts inspections by last visit in ascending order, so the inspections with the oldest site visit will appear at the top of the list.

Double click on the item you wish to view or select it and click the **Show Details** button

#### **NOTE:**

Inspections must be scheduled through the "Add Visit Request" on the inspection screen – see **30.G.20**.



Scheduled Visit Last Visit	Inspector Address Inspection Type	Number	Scheduled Visit Status Last Visit Status
JUN 9 08 MAY 5 08	Green Larry 123 Main Street Golden Exterior Drains	07-001	Deficiencies Noted, cannot proceed
JUN 4 08 MAY 20 08	Green Larry 444 King Street Golden Foundation	08-001	Work Progressing, no issues noted, ok to proceed
MAY 20 08	Green Larry 444 King Street Golden Site Servicing	08-001	
MAY 20 08	Green Larry 444 King Street Golden Site Servicing	08-001	
MAY 20 08	Green Larry 444 King Street Golden Footings	08-001	
MAY 20 08	Green Larry 444 King Street Golden Exterior Drains	08-001	
MAY 5 08	Green Larry	07-001	

Buttons: Show Details, Print List. Filter: <any inspector>. Date: JUL 25 08.

To change the frequency and timing of automatically created visit records, see

 **25.C.10.50** and  **25.C.20**

## **30.F.10.D.10**

### **Inspection Schedule Window Buttons**

#### **Show Details**

The Scheduled Visit Status will determine which window you will see when you click the "Show Details" button – This will open the record that created the scheduled event. It is usually the Inspection Visit Window (**30.G.20**), but may also be the entire Building Permit Application (**see 30 F.30.D**) if there have been no inspections to date.

Some records are scheduled without a visit record.

## **30.F.10.D.20**

#### **Print List**

The Print List button produces a report listing the inspections scheduled to be done.

## 30.F.20

### FirePro2 → Building Permits → Find Permit

The Find Permit allows you to find and view all permits in the system.

Double click on the permit you wish to see to bring up the **Permit Application Window (30.B)**

The screenshot shows a window titled "Building Permits" with a table of permits and filter options below it. The table has columns for Inspector, Date Issued, Address, Type, and Status. Below the table are several filter fields: Date Issued (with a date range from JAN 1 05 to NOV 30 05), Number (with a range field), Business Name (with a search field and a "Contains" checkbox), and a "Rebuild List" button. There are also dropdown menus for Inspector, Application Type, Permit Type, Structure Type, and Status.

Inspector	Date Issued	Address	Type	Status
Larry Green	NOV 28 05	131 MARIN STREET	Application	Permit can be Issued
Greg Howard	NOV 28 05	131 MARIN STREET	Application	Assigned to Inspecto

#### **Sort**

You can sort by clicking the buttons along the top.

#### **Filter**

You can select the permits you wish to include by selecting the criteria in the drop down menus and other fields.

## 30.F.25

### FirePro2 → Building Permits → Find Permit by Number

The Find Permit allows you to find a permit by the permit number and open the Permit Application Window (**30.B**).

## 30.F.30

### FirePro2 → Building Permits → Find Inspection

Use the Find Inspection screen to find and view all inspections in the system. Double click on any line item to see the inspection window for that inspection (**30.G.20**)

Inspector	Type	Address	Status	Closed Date
Larry Green	Footings	131 RR1H STREET	Opened	
Larry Green	Exterior Drains	131 RR1H STREET	Opened	
Larry Green	Foundation	131 RR1H STREET	Opened	
Larry Green	Interior Drains	131 RR1H STREET	Opened	
Larry Green	Plumbing Rough-in	131 RR1H STREET	Opened	
Larry Green	HURC Rough-in	131 RR1H STREET	Opened	
Larry Green	Framing	131 RR1H STREET	Opened	
Larry Green	Riv/Vapour Barrier	131 RR1H STREET	Opened	

#### **Sort**

You can sort by clicking the buttons along the top.

#### **Filter**

You can select the inspections you wish to see by selecting the criteria in the drop down menus and the range of dates.

## 30.F.30.D

### Find Inspection Window Buttons

Show Details

When you click the Show Details Button from the Find Inspection screen, you will see the Inspections window. Here you can view or schedule (see **30.F.10.D**) inspections.

## 30.F.40

### Building Permits → Find Visit Record

Use this screen to find and view all scheduled visits in the system.

The screenshot shows a window titled "Building Inspections" with a table of records and filter controls at the bottom. The table has columns for Inspector, Permit Type, Address, Status, and Completed Date. The filter controls include a "Show Details" button, dropdown menus for "Any Type", "Any Inspector", and "Any Status", and a date range selector for "Completed Date".

Inspector	Permit Type	Address	Status	Completed Date
Greg Howard	Application	131 MAIN STREET	Inspection Request	
Larry Green	Application	131 MAIN STREET	Inspection Request	
Larry Green	Application	131 MAIN STREET	Inspection Overdue	
Larry Green	Application	131 MAIN STREET	Inspection Overdue	
Larry Green	Application	131 MAIN STREET	Inspection Overdue	
Larry Green	Application	131 MAIN STREET	Inspection Overdue	
Larry Green	Application	131 MAIN STREET	Inspection Overdue	
Larry Green	Application	131 MAIN STREET	Inspection Overdue	
Larry Green	Application	131 MAIN STREET	Inspection Overdue	
Larry Green	Application	444 DRAVIES STREET	Inspection Request	

#### Sort

You can sort by clicking the buttons along the top.

#### Filter

You can select the visits you wish to see by selecting the criteria in the drop down menus and/or by selecting a range of dates.

Double click on the visit you wish to see, or click the **Show Details** button, to bring up the **Inspection Window (30.G.30)**

## 30.G

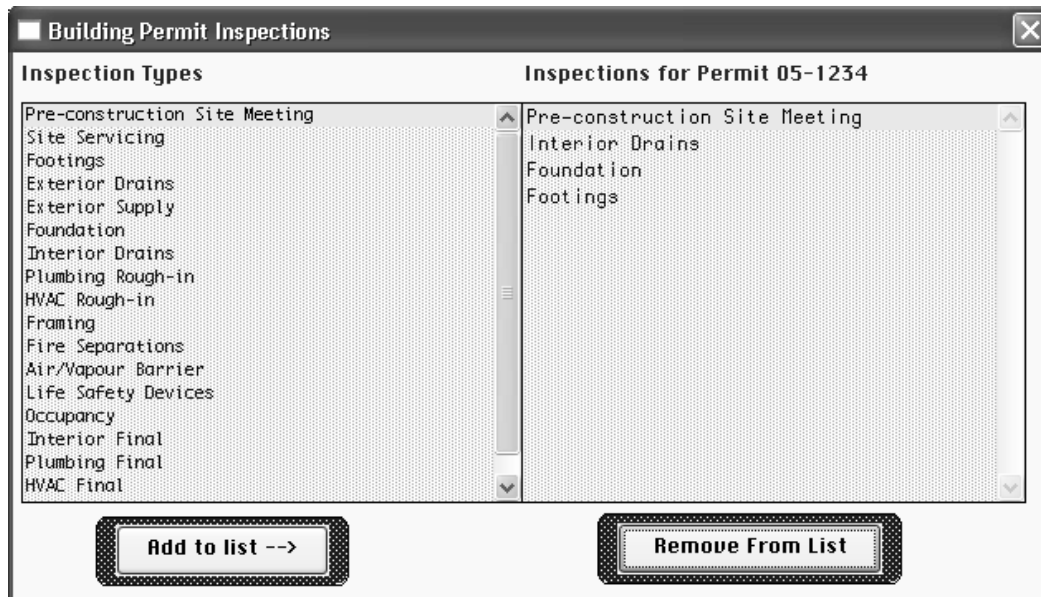
### Other Windows

This section of the Building Permits Chapter offers a detailed description of Other Windows accessed through the Building Permits window buttons (referenced from the **30.D** section of the manual).

### 30.G.10

#### Building Permit Inspections Scheduling Window

Clicking on the **Add Inspection Types** button on the Permit Application Window (see **30.G.10**) brings up the Building Permit Inspection Window. This is the window where you choose what inspections are included in this permit.



To select an "Inspection Type" to add to the list of "Inspections for Permit", click on the inspection type you wish to add then click the **Add to List** button. Alternately, you can double click on the inspection type you wish to include. Any inspection type may be added more than once if needed.

To remove an inspection type from the "Inspections for Permit", click on it once then click the **Remove from List** button.

#### Note:

To change the order of the items in the Inspections for Permit column, click on the permit type you want to move and drag it to the position you want it to be in. To view or change the status of an inspection, double click on it to access the Inspection Status Window.

**Inspection Visit Window**

The Inspection Visit window is accessed by double clicking on any of the "Required Inspections" items on the Building Permit Application window.

Scheduled	Completed	Inspector	Status:
AUG 9 07		Jimmy Neutron	Request
APR 5 07	APR 5 07	Jimmy Neutron	Complete, all satisfactory
		William Sharing	Request

Status: Complete, all satisfactory  
Completed Date: APR 5 07  
Visit State Date:  
 Complete Next Site Visit

Request | Visit

Inspector: Jimmy Neutron

Requested By: [ ] Scheduled for: AUG 9 07  
[ AUG 8 07 10:07 ]  Cancelled

Notes: [ ]

Linked Inspections  
Duplicate and Link Request/Visit

Inspection Notes  
[ ]

New Edit Delete Cancel OK

Edit New Request Delete Cancel OK

Request | Visit

Inspection Results: Complete, all satisfactory

Visit Completed on: APR 5 07

Notes | Signature

Enter notes here or select notes using the "List" button.

List

Enter Visit Details Pictures Links Cancel OK

## 30.G.20.C

### Inspection Visit Window Fields

#### **SITE VISITS**

Shows a summary list of all scheduled site visits for this inspection (pending and completed visits). Click on an item to have it's details displayed in the rest of the window.

#### **STATUS**

The status of the current site visit, based on the information entered for that visit.

#### **COMPLETED DATE**

The date that this inspection type was completed. If the Completed Date is blank, the inspection is incomplete.

#### **VISIT STALE DATE**

This date is created by the system and is the date that a visit will be scheduled by the system if one is not set up manually. This date is based on the setting in "Maximum Number of Days Between Visits", for an inspection.

**To change the setting that creates a stale date:**



**25.C.20**

#### **COMPLETE NEXT SITE VISIT**

When checked, if an inspection was done previously but needs to be followed up on, it will automatically be added to the next scheduled inspection for completion.

#### **INSPECTOR**

This is the Inspector assigned to this visit. This will automatically be the default inspector, but may be changed here.

**To edit or populate the list of inspectors:**



**20.20.160.60**

#### **REQUESTED BY**

Who requested this inspection visit and when (date and time the request was made).

#### **SCHEDULED FOR**

The date the visit is requested for.

**VISIT TAB**  
**INSPECTION RESULTS**

The current status of the inspection.

**To edit or populate the Inspection Visit Result list:**



**20.160.90**

**NOTES**

Any comments associated with this inspection visit. Enter text or click the "List" button to select notes.

**To edit or populate the items accessed by the List button:**



**20.160**

**LINKED INSPECTIONS**

Indicates if more than one visit request is linked to this particular inspection.

**30.G.20.D**

**Inspection Visit Window Buttons**

**30.G.20.D.10**

**Duplicate and Link Request/Visit**

Click the "**Duplicate and Link Request/Visit**" button to enter requests and inspection results for multiple inspections or to link inspections requests or visits. Double click on one of the inspections (or select one and click on OK) to create a new Request/Visit and copy the information from the selected one. These visits will now be linked.

**30.G.20.D.20**

**Print**

Printing from a Site Visit record will generate a report that summarizes the current site visit and lists the other site visits and the results of the visit. It is intended to be printed and provided to the builder for display at the site, and as a confirmation of the current state of the Inspection.

## Reports

This section of the Building Permits Chapter summarizes and describes all FP2 Reports that relate to Building Permits.

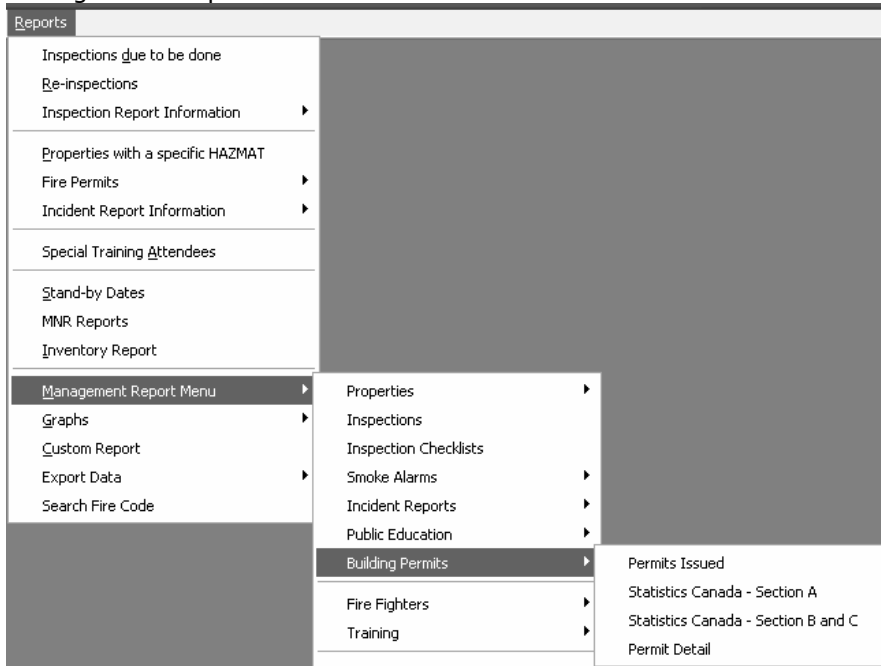
The print button on the building permit screen will produce a report for that permit. The Building Department information is used in the header for the report header.

**The header information can be changed. See:**



**25.C.30**

Reports that relate to a specific building permit can be accessed through the Management Reports menu



## **30.R.10**

### **Reports → Management Report Menu → Building Permits → Permits Issued**

This produces a report showing all permits issued within a range of dates.

## **30.R.20**

### **Reports → Management Report Menu → Building Permits → Statistics Canada – Section A**

A summary of your building permits for reporting to Statistics Canada. This report is built on a date range.

## **30.R.30**

### **Reports → Management Report Menu → Building Permits → Statistics Canada – Section B and C**

A summary of your building permits for reporting to Statistics Canada. This report is built on a date range.

## **30.R.40**

### **Reports → Management Report Menu → Building Permits → Permit Detail**

Permit Detail produces a report showing all permits issued and their pertinent details for a range of dates