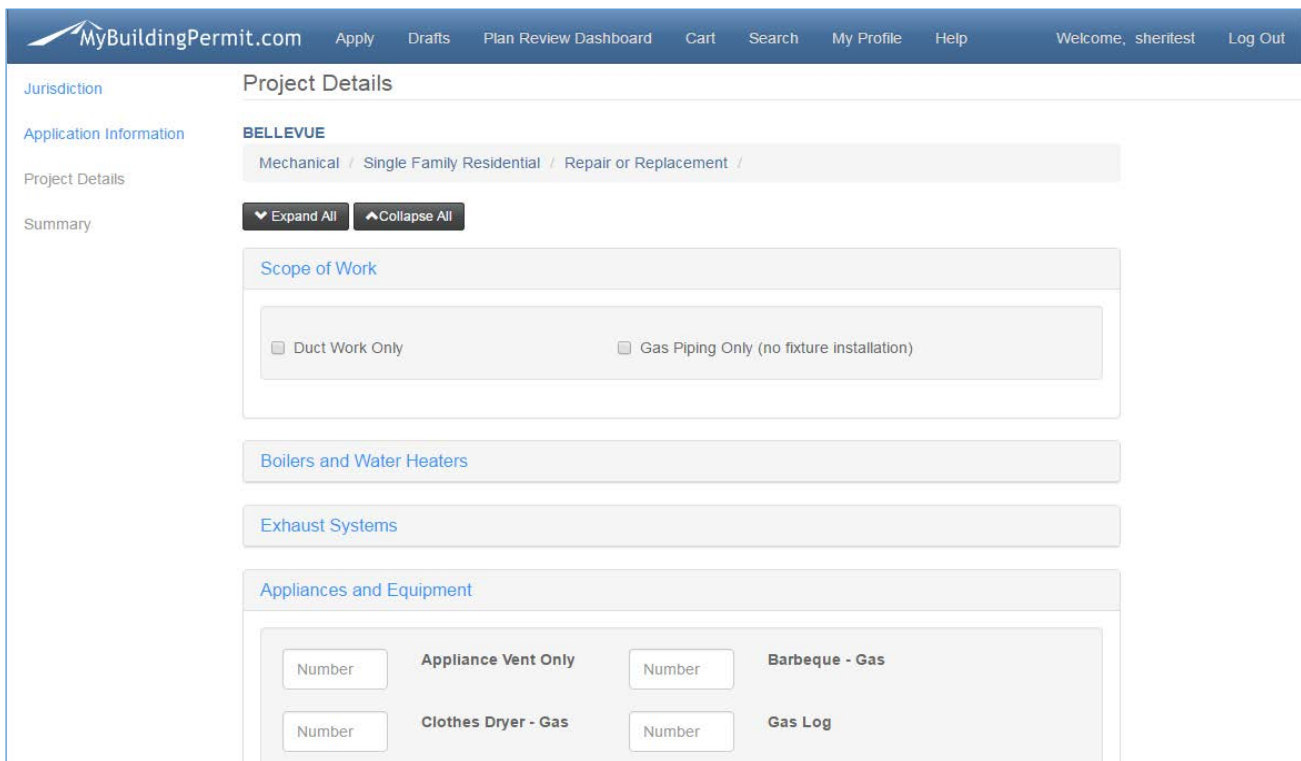


## Look what's new in MyBuildingPermit as of May 2016!

### Updated Look and Feel for Modules

- Login
- Register New User
- Applying Process

Many MyBuildingPermit.com (MyBuildingPermit) Modules will now have a new, updated look and feel. Additional modules will be updated in the future.



The screenshot shows the 'Project Details' page in the MyBuildingPermit.com application. The page has a dark blue header with navigation links: Apply, Drafts, Plan Review Dashboard, Cart, Search, My Profile, Help, Welcome, sheritest, and Log Out. The main content area is divided into a left sidebar with links for Jurisdiction, Application Information, Project Details, and Summary, and a main content area. The main content area is titled 'Project Details' and shows the jurisdiction as 'BELLEVUE'. Below this, there are breadcrumb links: Mechanical / Single Family Residential / Repair or Replacement. There are two buttons: 'Expand All' and 'Collapse All'. The 'Scope of Work' section has two checkboxes: 'Duct Work Only' and 'Gas Piping Only (no fixture installation)'. Below this are sections for 'Boilers and Water Heaters', 'Exhaust Systems', and 'Appliances and Equipment'. The 'Appliances and Equipment' section has four input fields with labels: 'Appliance Vent Only', 'Barbeque - Gas', 'Clothes Dryer - Gas', and 'Gas Log'.

### Login First

You now must log into MyBuildingPermit prior to beginning your application. This allows the system to pre-populate certain information and saves you time. This also enables a Draft to be saved in your Dashboard should your application process be interrupted.

## Contractor Licenses and Registration

A direct connection between MyBuildingPermit and the Department of Labor and Industries will keep Contractor License data up to date. New Contractors registering on MyBuildingPermit will have their Washington State License validated immediately. Jurisdictions that require local licensing will still have to approve new Contractor registrations.

### Contractor Registration

Enter the WA State UBI for the contracting company:\*

(required 9 digits - no space)

3-D ELECTRIC INC (3DELEEI942J8) is currently registered with MyBuildingPermit.com. Would you like to create a user account associated with this company?

Yes(Continue)

Cancel

## Associate with multiple Contractor/Companies

You now have the ability to associate your User Profile with more than one (1) Contractor/Company. This gives users the ability to have one MyBuildingPermit login account and create permits for multiple companies.

## User Profiles

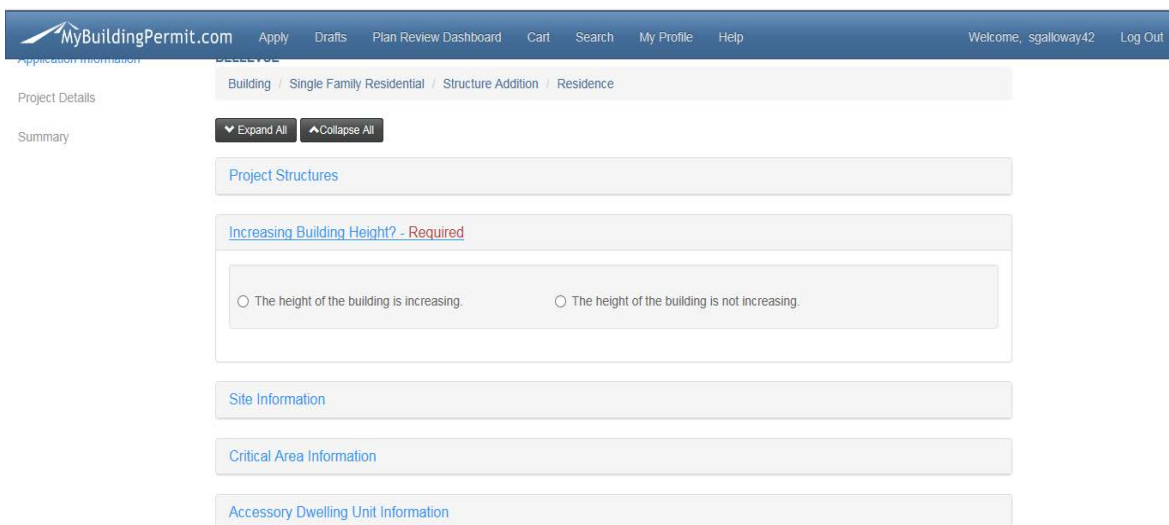
Creating and Managing your profile page has been enhanced. You can now manage your Billing Address and Associated Companies from the My Profile.

Associated Companies	
Company	Remove Association
3-D ELECTRIC INC	
The City of Bellevue TEST	

[+ Add Association With Another Company](#)

## Project Details Page

The Project Details page can now be collapsed down to the Category level. If there is a required entry in a Category, you'll see a red notification.



The screenshot shows the MyBuildingPermit.com interface. The top navigation bar includes links for Apply, Drafts, Plan Review Dashboard, Cart, Search, My Profile, and Help. The user is logged in as 'Welcome, sgalloway42'. The breadcrumb trail indicates the current location: Building / Single Family Residential / Structure Addition / Residence. The page is titled 'Project Details' and has a 'Summary' section. There are buttons for 'Expand All' and 'Collapse All'. The 'Project Structures' section is expanded, showing a notification: 'Increasing Building Height? - Required'. Below this notification are two radio button options: 'The height of the building is increasing.' and 'The height of the building is not increasing.'. Other sections visible include 'Site Information', 'Critical Area Information', and 'Accessory Dwelling Unit Information'.

## Clone/Same Permit for a different address

When creating Non-Review applications, you may now loop through the location selection and create the same permit for more than one address.

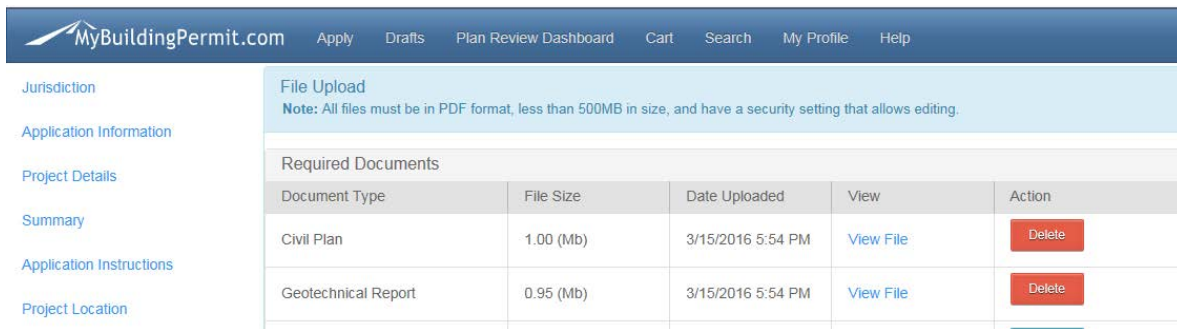
## Automatic Saving

Your application will now automatically be saved as you proceed through the steps. Un-submitted applications can be found on your DRAFT's list.

Jurisdiction	Application Type	Occupancy Type	Job Site Address	ProjectName	Last Updated	Actions
Snoqualmie	Building	Nonresidential			4/25/2016 2:53:00 PM	<a href="#">Continue</a> <a href="#">Delete</a>
Snoqualmie	Fire	Nonresidential	100 MEADOWBROOK WAY SE FLOOR: 1 UNIT: 1 Snoqualmie		4/26/2016 11:32:00 AM	<a href="#">Continue</a> <a href="#">Delete</a>

## Files Uploads

PDF documents up to 500 MB files can now be uploaded. Also a Delete button is now on the Upload Screen.

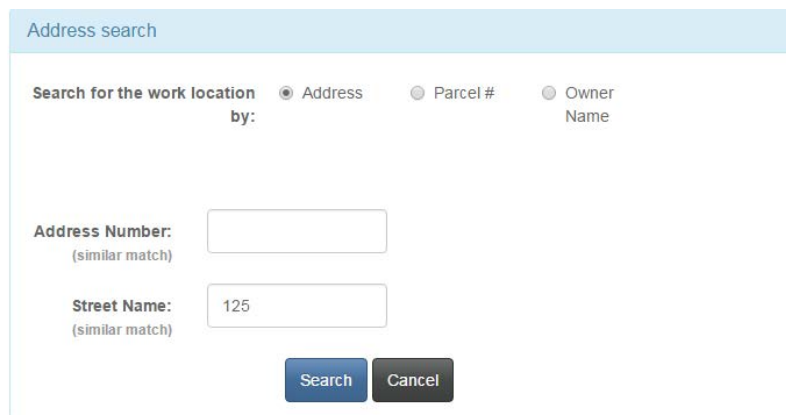


The screenshot shows the 'File Upload' section of the application. It includes a navigation menu on the left with options like 'Jurisdiction', 'Application Information', 'Project Details', 'Summary', 'Application Instructions', and 'Project Location'. The main content area is titled 'File Upload' and contains a note: 'Note: All files must be in PDF format, less than 500MB in size, and have a security setting that allows editing.' Below this is a table of 'Required Documents'.

Document Type	File Size	Date Uploaded	View	Action
Civil Plan	1.00 (Mb)	3/15/2016 5:54 PM	<a href="#">View File</a>	<a href="#">Delete</a>
Geotechnical Report	0.95 (Mb)	3/15/2016 5:54 PM	<a href="#">View File</a>	<a href="#">Delete</a>

## Address Search has been simplified

Entering a portion of the Address or Street number, Parcel Number or Owner Name will return a listing of matching addresses from which you may choose.



The screenshot shows the 'Address search' form. It has three radio buttons for 'Search for the work location by:': 'Address' (selected), 'Parcel #', and 'Owner Name'. Below these are two input fields: 'Address Number: (similar match)' and 'Street Name: (similar match)'. The 'Street Name' field contains the text '125'. At the bottom are 'Search' and 'Cancel' buttons.

	Parcel No.	Address Number	Street Name	Unit #	Jurisdiction	Zip Code	Owner's First Name	Owner's Last Name
<a href="#">Select</a>	9542400050	1405	125TH AVE SE		BELLEVUE	98005	John E	Bach
<a href="#">Select</a>	9542400085	1414	125TH AVE SE		BELLEVUE	98005	Pentti & Anna Liisa	Rinne
<a href="#">Select</a>	9542400045	1415	125TH AVE SE		BELLEVUE	98005	Adam G & Janna Leigh	Snyder

## Cart Enhancements

- View and Add Unpaid Plan Review Invoices**

If you have unpaid plan review invoices, you may now view and add them from the Cart.
- Notice of Permits which exceed the Jurisdiction maximum limit**

Some jurisdictions limit the amount a customer may pay using a credit card. Previously, the transactions over the limit would fail although it appeared all the transactions failed which could cause duplication of permits. Now, if one permit in the cart exceeds that jurisdiction's credit card maximum, only that permit will be removed from the cart and the other permits can still be successfully paid for.
- Delete Permit**

You may also delete permits from the CART. (Use caution, this deletes them completely from MyBuildingPermit.)

Cart / [Billing Address](#) / [Order Summary](#) / [Payment Information](#) / [Order Confirmation](#)

Cart

[View Unpaid Invoices](#) 0

The highlighted items in your cart exceed the transaction limit of the respective jurisdiction.  
Please remove/delete these items from the cart and contact the concerned jurisdiction directly to pay for these items.

Select to Pay	Jurisdiction & Address	Application Information	Order Details				
			Description	Qty	Unit Price	Total Price	
<input type="checkbox"/>	Issaquah 625 WILDERNESS PEAK DR NW	Mechanical	Exhaust Fan with duct - Bath	3	\$8.00	\$24.00	<a href="#">Delete Permit</a>
			Exhaust Fan with duct - Kitchen - SF	2	\$12.00	\$24.00	

## Separate Email for each Permit

Each Permit file will arrive in a separate email even if created and paid in one transaction. This alleviates the email being rejected by your email provided due to size limitations.