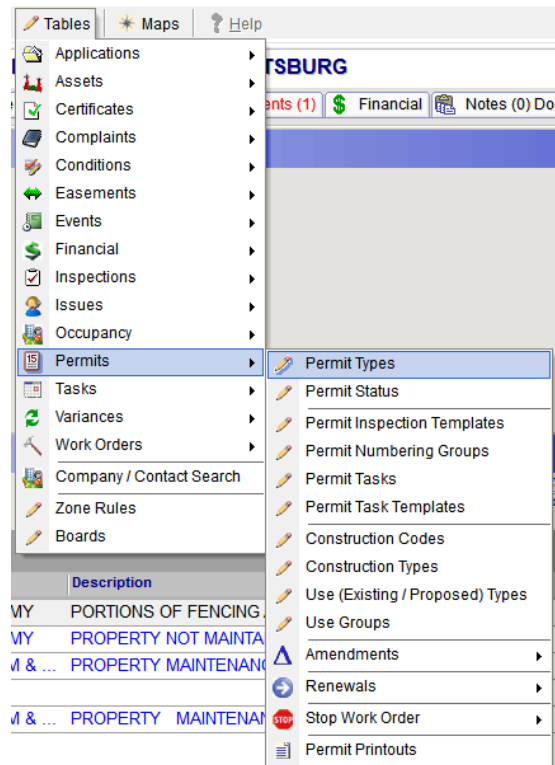


## Creating a New Permit Type

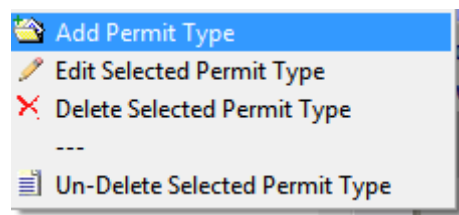
To create a new permit type, go to the Building section of Municipity (the hardhat icon). Once there, you will see a series of buttons just under the buttons for the different sections of the program.



Clicking on the Tables button will open a menu with several different options. Highlighting the “Permits” option will open a submenu.



From the submenu, click on “Permit Types” to open a list of all existing permit types. Right click on this list to bring up a menu. Choose “Add Permit Type” from the menu to open a blank permit type editor.



Once you have the editor open, you can fill in the information for the new permit type. Certain fields will need to be filled in to have a working permit type. These are the following:

Permit / Application Type Editor

Save and Close

Permit Type Information | Print Out Files | Fees to be Collected

Deleted

Permit Type: **New Permit Type**

Const. Code: [ ]

Application Tasks Template: [ ]

Application Inspection Template: [ ]

Permit Tasks Template: [ ]

Permit Inspection Template: [ ]

Stop Work Order Followup Inspection: [ ]

Numbering Text: [ ] Number Group: [ ]

Expiration Length: [ ] Days Extension Length: [ ] Days

Action Must Be Taken on Application Within: [ ] Days

Work Must Start Within: [ ] Days

Business Days (Not Calendar Days)

Requires a (CO / CC) CO/CC Type: [ ]

Description: [ ]

1. The permit type's name (seen above highlighted in blue)

Permit / Application Type Editor

Save and Close

Permit Type Information | Print Out Files | Fees to be Collected

Printer Tray: [ ]

Permit: **WB Building Permit**

Permit Tag w/ Assoc Perms: [ ]

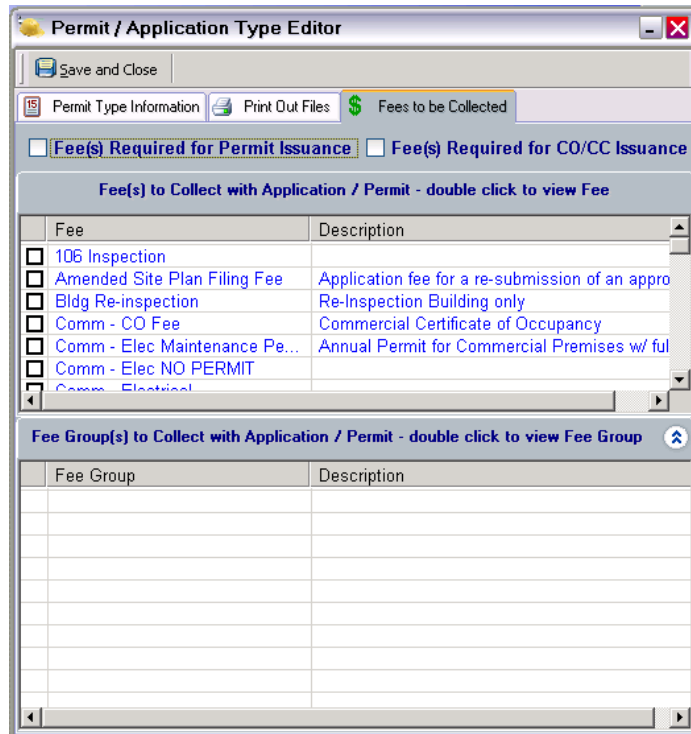
Renewal Letter: [ ]

Temporary Permit: [ ]

Denial Letter: [ ]

Stop Work Order: [ ]

2. On the "Print Out Files" tab, the Permit printout must be set to "WB Building Permit" as seen above



- On the "Fees to Be Collected" tab, mark the check box next to the fees that you want to automatically be prompted for when creating the permit. If none, do not mark any.

The last thing you need to do is click on "Save and Close" to commit your new permit type. Once you create a new permit or application, your new permit type will appear in the list of available types to choose from.