Additional Customer Information Alert:

The current version of the Permit System supports Internet Explorer Browsers version 9 and previous versions. We have noted that the new Microsoft Browser, Internet Explorer 11, has a number of new features which are not supported by the Permit System. If you need to use Microsoft Internet Explorer Version 11, please set up the Permit System to run in Compatibility View. This should allow you to complete your permit application successfully. If there are questions or problems please contact us. Contact information is provided at the end of this update bulletin.

Building Code Division Permit System Upgrade

The University of Minnesota Building Code Division has upgraded the BCD Permit System to provide additional functionality to our users and simplify the permit process. This release bulletin identifies the primary changes and provides a brief description of their impact. This bulletin corresponds to Permit System:

- BCD Version 7.2 – 3.0 (Production Release Date – 1/18/2016)

These enhancements are primarily focused on changes to allow the use of a Work Order and/or a Project Number reference as part of the customer application process. Additionally, this update includes security updates for our Credit Card payments, to increase security for our customers who are paying permit fees via the On-Line Credit Card payment features.

Other changes provided as part of this release are focused on configuration updates, revised help text, and other usability enhancements. Changes are described in detail within this release bulletin.

Major Functional Additions

Updated Credit Card Process

The Building Code Division has updated the Credit Card Payment process. Customers electing to pay permit fees using the On-Line Credit Card payment method will notice changes in the payment screen presented for entry of Credit Card information. This change increases the security for customer credit card transactions, as the entire transaction is now processed using secure Credit Card processing services provided by Authorize.Net.

Additional instructions describing the Credit Card Payment feature are provided in Attachment – A of this release bulletin.
Addition of Work Order / Project Number Identifiers
The Building Code Division has modified the permit application entry process to allow the entry of a Work Order number or a Project Number or both to be used when entering the permit description of work (Detail) information. These are entered on the second page of the application. With this change, customers will see the following changes:

- Project Number field and Work Order Number field will be presented within the application Detail Information presented
- There is no longer a field for the Project Title, this may be entered as part of the description of work
- All email notifications will include both the Project Number and Work Order
- Any letters sent from the Permit System will note both the Project Number and Work Order
- If the customer application does not include either a Project Number or a Work Order number, an error message will be presented indicating that one of these numbers is required

Additional instructions describing the entry of the Work Order and/or Project Number feature are provided in Attachment – B of this release bulletin.

Additional Email of Inspection Results to the Contractors Field Contact
An additional email will be sent to the Contractors Field Representative for all permit inspection results, when the Contact information for this individual is entered into the permit application contact section. These emails provide immediate visibility to the field contact of all inspection results, and will appear in the contacts email. Please ensure that the email address specified for the contact is proper, otherwise, the email will be lost.

Additional instructions describing the setup of the Contact Information to utilize this feature are provided in Attachment – C of this release bulletin.
**Additional Features / Fixes / Configuration Changes**

This release includes the following requested features and fixes.

### Customer Changes

<table>
<thead>
<tr>
<th>Reference Change Id.</th>
<th>Description / Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>CO-00227</td>
<td>Updates to On-Line Permit Application process Help Text to provide additional</td>
</tr>
<tr>
<td></td>
<td>instructions / clarity to customers completing the permit application.</td>
</tr>
<tr>
<td>CO-00228</td>
<td>The Sent from email address for all notifications sent from the permit system are being</td>
</tr>
<tr>
<td></td>
<td>sent from “<a href="mailto:MESSAGE-CENTER@BCD.UMN.EDU">MESSAGE-CENTER@BCD.UMN.EDU</a>”. In addition, a complete history of the</td>
</tr>
<tr>
<td></td>
<td>sent email messages and the email address they are sent to is maintained by BCD.</td>
</tr>
<tr>
<td>CO-00231</td>
<td>Additional email messages are sent to UHS Environmental Compliance for Building, Demolition and Utility permits.</td>
</tr>
<tr>
<td></td>
<td>Email will be sent at the time of Application Submittal</td>
</tr>
<tr>
<td></td>
<td>Email will be sent when the permit is closed</td>
</tr>
<tr>
<td>CO-00240</td>
<td>The Announcement feature available as part of the On-Line Permit Application site will be</td>
</tr>
<tr>
<td></td>
<td>utilized for notifying customers of changes.</td>
</tr>
<tr>
<td>CO-00243</td>
<td>An Inspection Result email will be provided to the Contractor Field Contact if they have</td>
</tr>
<tr>
<td></td>
<td>been added as a contact on the permit application.</td>
</tr>
</tbody>
</table>

### BCD Internal Changes

<table>
<thead>
<tr>
<th>Reference Change Id.</th>
<th>Description / Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>CO-00222</td>
<td>Addition of a review group for electrical permits.</td>
</tr>
<tr>
<td>CO-00238</td>
<td>Final Inspection results script has been corrected to ensure it is properly advancing to the Certificate of Occupancy Task once the Final Inspection is passed.</td>
</tr>
<tr>
<td>CO-00225</td>
<td>A new inspection result is available to indicate that the inspection was not needed. The new inspection result code “Not Applicable” may be entered. A comment should be added to indicate why the inspection is not needed. The “Not Applicable” result code is treated as a “Passed” inspection.</td>
</tr>
</tbody>
</table>
To support the implementation of work order or project number feature, the following internal system changes have been implemented to support BCD operations.

- Modification of the Record Search function to allow better format / presentation of search options
- Addition of Applicant Last Name search functionality in the Record Search selections
- Reformatting of all Record List display items. These now present the most useful information as requested by BCD personnel at the beginning of the record to reduce screen horizontal scrolling
- Reformatting of all Task Specific information to automatically display the Permit Number, Work Order Number, Locater (Campus – Building Number) and Building Name

Additional (New) Email Notifications
Additional Email notifications will be sent to applicants when a Certificate of Occupancy issued. These Email Notifications include:

<table>
<thead>
<tr>
<th>Notification</th>
<th>Description / Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>EML00024</td>
<td>A Building, Demolition or Utility permit has been received and should be reviewed for Environmental Compliance concerns</td>
</tr>
<tr>
<td>EML00025</td>
<td>The final inspection for a Building, Demolition or Utility permit has been received and should be reviewed for Environmental Compliance concerns</td>
</tr>
</tbody>
</table>

If you have any questions or problems relating to these changes please feel free to contact the Building Code Division personnel noted below for support:

- Peggy Kristyniak  
  (612) 625-2437
- Stephen Vickery  
  (612) 626-3352
Appendix – A

Credit Card Payments

The Credit Card Payment process has changed. The information below describes each screen used as part of these payments. After you have logged into the On-Line Permit system, complete a Credit Card payment.

1. Select the Search Applications option after log in.

2. Click on the “Pay Fees Due” Action associated to the permit that you will be paying.

3. The fees associated to the permit are displayed. Click on the “Continue Application” Button to complete the transaction.
4. The payment page is presented indicating the total amount to be charged to the credit card. Click on the “Submit Payment” button to enter your Credit Card Information. Once selected, the transaction processing is handled by the Authorize.Net service.

5. This page indicates that the payment is being directed to the Authorize.Net secure payment service. This message may not appear for you depending on your browser version and settings. You do not need to take any action on this page; once the redirect is complete the Credit Card information page will be displayed.

6. To complete the Credit Card Transaction, enter your Credit Card number, the expiration date (Format MM/YY) and the Card Code. When complete, click on the “Pay Now” Button.

7. The transaction will be completed. The page shown on the right may or may not be presented depending on your Internet Browser version and setting. If it does, simply click on the “Here” link or “Yes” button to return to the BCD Permit Application.
8. Final transaction verification. The next page displayed confirms that the Application Fees have been paid and the application is now issued. Additionally, as noted a receipt for the payment has been sent to your email address.

On this page options available include:

- Print the Permit Record
- View the Record Details

Note: the Permit Record and the Inspection Record can be printed using the Reports selection which appears immediately below the page banner.

Credit Card Payment Receipt:
The receipt for the Credit Card payment is sent to your email address. The receipt will appear as shown below.

NOTE:
- The email is sent from “noreply@mail.authorize.net, the Credit Card processing service
- The references to “Jonathan Hong” in the Email will be replace by “Peggy Kristyniak”
Attachment – B

Entering the Project Number / Work Order

The Project Number and Work Order Number information is entered on page (Step) 2 of the Permit Application process within the “Detail Information” section. The entry of this information is described below:

1. Enter the Project Number to which the work is to be applied. (If there is no project number, a Work Order Number will be needed).
2. Enter the Work Order Number to which the work is to be applied. (If there is no work order number, a Project Number will be needed)
   a. If the work has both a Project and Work Order, they should both be entered
   b. If neither number is entered, an error message will be displayed. At least one of these numbers is necessary to complete the application process.
3. Complete the Detailed Description of the work. Note, this may include the Project Title if desired as well as the detailed description of the work. The description may be up to 4000 characters in length.
Attachment – C

Setting up the Contractors Field Contact

The Contractors Field Contact can now be sent an email after each inspection result has been recorded. These emails are sent to the individual set up in the Contact section of the permit application as the “Contractors Field Contact”. This is the first section of the permit application to be entered. This setup is completed as shown below.

1. Select the “Contractors Field Contact” type from the drop down list provided. The dropdown list identifies all valid contact types and includes:
   a. Applicant – Required for all permit applications
   b. Contractors Field Contact (Optional – When selected receives all inspection result emails)
   c. Contractors Office Contact (Optional)
   d. Contractors Project Manager (Optional)
   e. U of M Applicants Agent (Optional – When selected receives all emails sent to the applicant)
2. Enter the Contractors Field Contact First Name information (Required)
3. Enter the Contractors Field Contact Last Name information (Required)
4. Enter the Contractors Field Contact E-Mail Address Information (Required)
5. Enter the Contractors Field Contact Primary Phone Information (Required)
6. Once completed, click on the “Save Record” Button
7. Once the Save Record has been completed, the list of contacts appears as shown. The inspection result email will be sent to both the Applicant and the Contractors Field Contact.