Application Validation Overview

This new step introduces a role in the Permit Application System for University Representatives and Project Managers. This is the University of Minnesota employee who is the responsible for the project, and ensures the project is ready for permitting including:

- Project Manager
- Project Coordinator
- Team Manager
- Others as assigned & approved by the appropriate campus and department

In all cases this is the person who is responsible to ensure the work is ready for the permitting process to begin.

The Application Validation step informs University Representatives or Project Managers responsible for the project that the application for permit has been submitted. It also provides an opportunity for the University Rep or PM to validate the completeness and accuracy of the permit application and reduces the overall time for the permit.

Accessing the BCD Permit Application System

University Reps or PMs are notified that they need to take action on a permit after receiving an email. This email is automatically generated when the applicant selects the University Rep or PM on the permit application.

1. Using Internet Explorer, click, or copy & paste, the link in the email to access the BCD Permit Application system.
2. In the Agency field, type in UMINN.
3. In the User Name field, type in your U of M Internet ID.
4. In the Password field, type in your U of M internet password.
Validating & Submitting the Permit Application

The example below is for a Building Permit. All Trades will follow a shorter version of validation. A list of permits that need to be reviewed by any Project Manager or U of M Representative for your campus displays in the My Tasks area of the screen. Each campus has a QuickQuery that can be selected from the drop-down menu.

1. In the My QuickQueries field, select your application that was referenced in the e-mail and click on the Application Validation link.

ASSIGNING A CPPM COORDINATOR. Only bldg. applications and CPPM employees.

   In the CPPM Coordinator field select the correct name from the drop-down list.
   In the New Status field, select Assign to Coordinator from the drop-down list.
   Click the Submit button to assign the permit to the CPPM Coordinator (this task will be sent to the coordinator selected and an email will be sent).

ALL: VERIFYING TASK SPECIFIC INFORMATION

1. **ALL**: Verify that the project number, location, and all valuations are correct for this permit.

2. **BLDG**: Verify if CPPM, Disability Services, Environmental Health and Safety, or Energy Management have completed a review of this permit if this is necessary. Select your response from the drop-down list.

3. **BLDG**: Select whether or not a pre-submittal code review has been completed. If yes, identify the BCD reviewer (if known).

4. **BLDG**: Select whether or not a Special Inspection Agreement is needed.

ALL: VERIFYING TASK SPECIFIC INFORMATION

1. In the New Status field, select Complete from the drop-down list.

2. Click the Submit button to submit the permit.

3. Log out of the Permit Application system by clicking Sign Out in the upper-right hand corner of the screen.