



Cityworks
On-Line
Permitting
User Guide
2015

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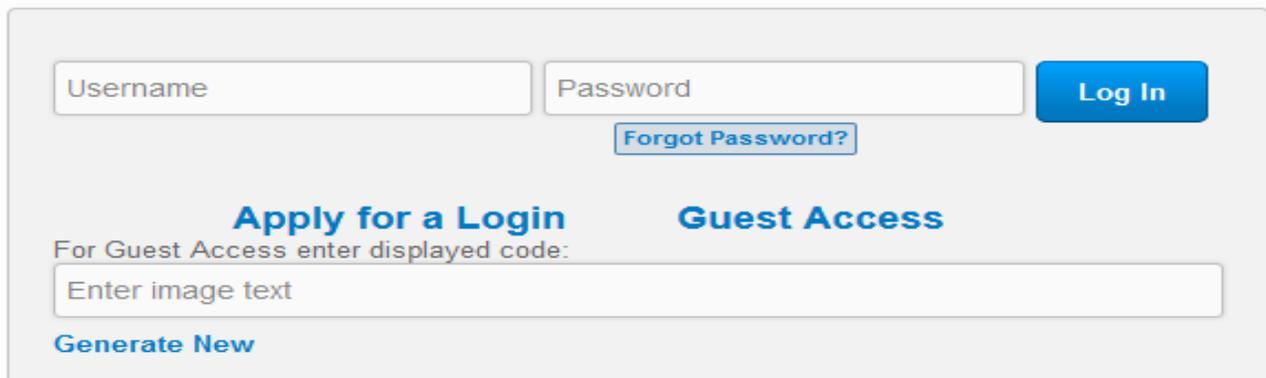
1. Introduction

This program will enable the Electrical, Mechanical, Plumbing & Fire System contractors, who work on properties within the city limits of Kalispell, to apply and pay for permits (by credit card) through our new on-line program. It is important to note that this program will enable the contractor who creates the permit to track the progress of inspections, and view photographs and additional information related to their jobs. If you choose not to use the on-line program we will still accept applications and payments by check and credit cards in our office.

The following information is a step-by-step guide on how the on-line program works and the information that will be required.

2. Applying for a Login

*It is important to use Mozilla Firefox as your browser for this program. On the City of Kalispell's website, www.kalispell.com select the Building Department and on the department's home page there is a link to the on-line permitting program. The page below will open. *Please note: We have disabled the Guest Access so if you do not wish to apply for a login you can continue to come into our office for your permits.**



The screenshot shows a web form with the following elements:

- Two input fields: "Username" and "Password".
- A blue "Log In" button.
- A blue "Forgot Password?" link.
- Two blue links: "Apply for a Login" and "Guest Access".
- Text: "For Guest Access enter displayed code:"
- A large input field with the placeholder text "Enter image text".
- A blue link: "Generate New".

Select "Apply for a Login" and the following screen will appear. Complete the information requested then select submit.

Apply for a login

Required

Required
 Required

Name, Address

Required
 Required

Required

Required
 Required

Required

Required

The Building Department then receives a request for your login, then we will check to be sure that your state license is current, and then process your login request, and add your contact information to the list of contractors.

3. Password Recovery/Change Your Password

If down the road you can't remember your password click the Forgot Password? Button and the Change Password screen will appear. Enter your email address then select submit and your password will be reset and a new password will be emailed to you.

Change Password

Required

If you want to change the password that the program assigned to you log into the program using their password. On the Home page on the right hand side you will see "Welcome: Your company name". Select the dropdown and the account page opens – Select the change password – next to Edit Account Details and the page that enables you to change your password will appear (See below). Complete the requested information and select save. Your password will then be changed.

Account Information - Michelle Anderson

Edit Account Details

Change Password

Login ID: manderson@kalispell.com

Old Password

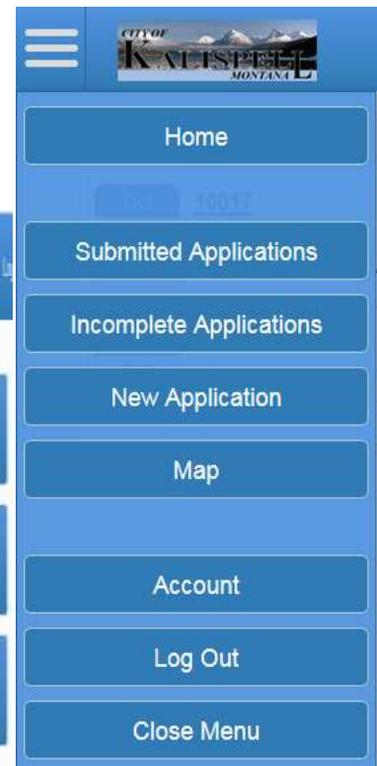
New Password

Confirm Password

Save

4. Home Page

So after you login the following choices below will appear. The 3 gray bars on the left next to the city's logo opens the Home Page Directory as shown on the right and gives you additional options to proceed to the map, your account, to log out of the program or close the menu.



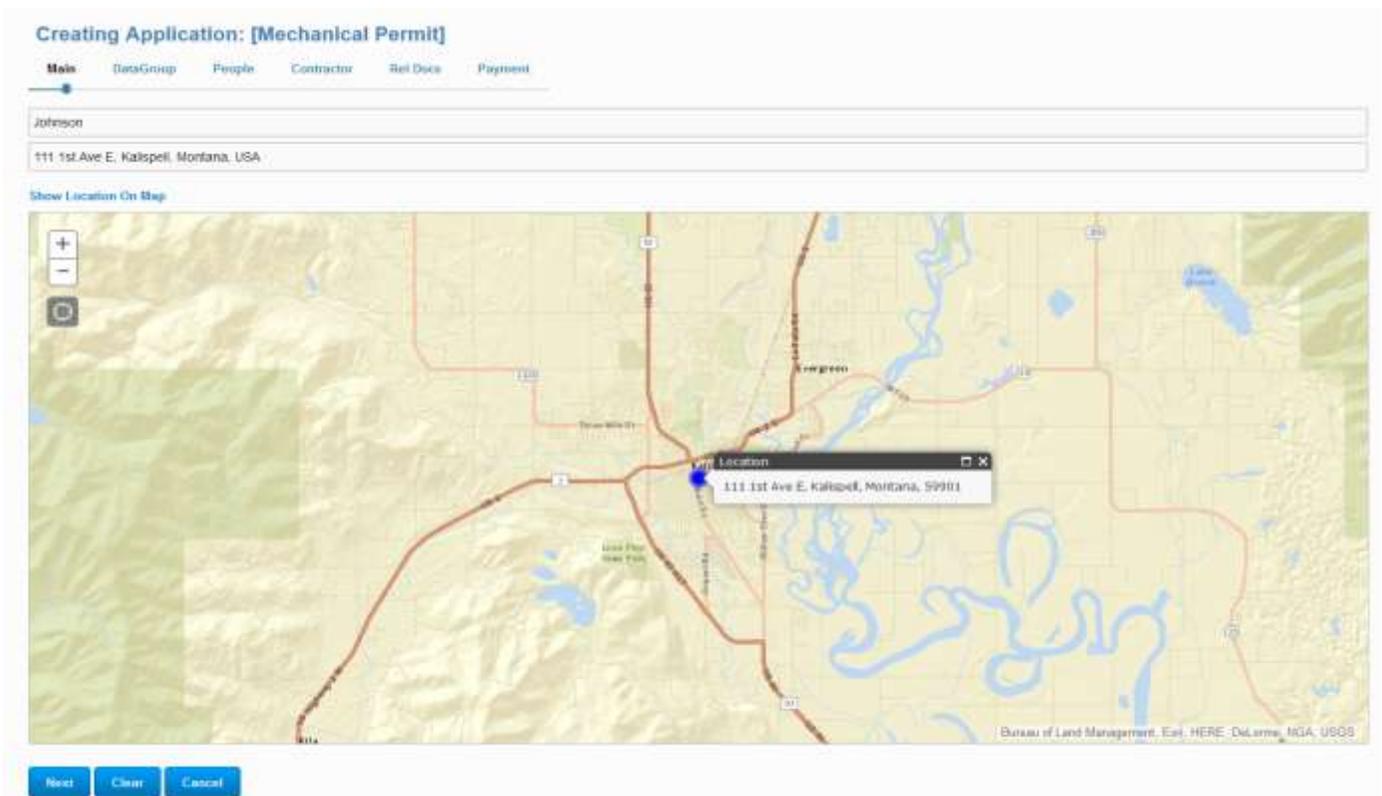
5. Submit a new application(Create a permit)

Select the Submit a new application bar and the list of application types will appear.



5.a. Main

Select the type of permit you want to create and the “Main” window below will pop up. The example used here is for a Mechanical Permit. You should fill in the Case field as it will help you to identify the permit after it is created. In this example the last name of the customer (Johnson) was used. Then type in the address and a dropdown will appear that will give you several selections for that address. Be sure and select the address identified as in Kalispell, Montana. Select “Show Location On Map” and the location of the property pops up on the map (See below). **Please note: If you are not sure whether the property is inside the city limits of Kalispell – give us a call and we can look it up for you. (406) 758-7730.** Then scroll down to the bottom of the page and select next.



5.b. DataGroup

The DataGroup window (below) will appear. Complete the information requested under Use of Building, Class of work, and Project value (the cost of labor and materials). Then select the type of equipment that will be installed from the Mechanical equipment list by indicating the quantity for each piece of equipment. *Note: The example below is only a portion of the list. Also, do not enter anything under Rate or Value.* When finished selecting the equipment select next at the bottom of the page.

Creating Application: [Mechanical Permit]

Main
DataGroup
People
Contractor
Rel Docs
Payment

Grand Sum

ReCal

	USEOFBLDG : Use of Building	Group Sum	Sum Flag
	Building Uses --select--	<input style="width: 80px;" type="text"/>	<input style="width: 40px;" type="text"/>
	CLASSOFWRK : Class of Work	Group Sum	Sum Flag
	Class of Work --select--	<input style="width: 80px;" type="text"/>	<input style="width: 40px;" type="text"/>
	PROJVALUE : Project Valuation	Group Sum	Sum Flag
	Project Valuation	<input style="width: 80px;" type="text"/>	<input style="width: 40px;" type="text"/>
	Qty: <input style="width: 80px;" type="text"/> Rate: <input style="width: 80px; text-align: center; value: 1;" type="text"/> Value: <input style="width: 80px;" type="text"/>		
	MECEQUIPMT : Mechanical Equipment	Group Sum	Sum Flag
	Air Conditioner	<input style="width: 80px;" type="text"/>	<input style="width: 40px;" type="text"/>
	Qty: <input style="width: 80px;" type="text"/> Rate: <input style="width: 80px;" type="text"/> Value: <input style="width: 80px;" type="text"/>		
	Air Handler	<input style="width: 80px;" type="text"/>	<input style="width: 40px;" type="text"/>
	Qty: <input style="width: 80px;" type="text"/> Rate: <input style="width: 80px;" type="text"/> Value: <input style="width: 80px;" type="text"/>		
	Boiler	<input style="width: 80px;" type="text"/>	<input style="width: 40px;" type="text"/>
	Qty: <input style="width: 80px;" type="text"/> Rate: <input style="width: 80px;" type="text"/> Value: <input style="width: 80px;" type="text"/>		
	Clothes Dryer	<input style="width: 80px;" type="text"/>	<input style="width: 40px;" type="text"/>
	Qty: <input style="width: 80px;" type="text"/> Rate: <input style="width: 80px;" type="text"/> Value: <input style="width: 80px;" type="text"/>		
	Furnace	<input style="width: 80px;" type="text"/>	<input style="width: 40px;" type="text"/>
	Qty: <input style="width: 80px; text-align: center; value: 1.00;" type="text"/> Rate: <input style="width: 80px;" type="text"/> Value: <input style="width: 80px;" type="text"/>		
	Gas Fuel Piping	<input style="width: 80px;" type="text"/>	<input style="width: 40px;" type="text"/>
	Qty: <input style="width: 80px;" type="text"/> Rate: <input style="width: 80px;" type="text"/> Value: <input style="width: 80px;" type="text"/>		
	Gas Stove - Freestanding	<input style="width: 80px;" type="text"/>	<input style="width: 40px;" type="text"/>
	Qty: <input style="width: 80px;" type="text"/> Rate: <input style="width: 80px;" type="text"/> Value: <input style="width: 80px;" type="text"/>		
	Heat Pump	<input style="width: 80px;" type="text"/>	<input style="width: 40px;" type="text"/>
	Qty: <input style="width: 80px; text-align: center; value: 1.00;" type="text"/> Rate: <input style="width: 80px;" type="text"/> Value: <input style="width: 80px;" type="text"/>		
	Heat Pump - Air Source	<input style="width: 80px;" type="text"/>	<input style="width: 40px;" type="text"/>
	Qty: <input style="width: 80px;" type="text"/> Rate: <input style="width: 80px;" type="text"/> Value: <input style="width: 80px;" type="text"/>		
	Heater - Space	<input style="width: 80px;" type="text"/>	<input style="width: 40px;" type="text"/>
	Qty: <input style="width: 80px;" type="text"/> Rate: <input style="width: 80px;" type="text"/> Value: <input style="width: 80px;" type="text"/>		

Previous
Next
Clear
Cancel

5.c. People (Owner)

The People page will open. Enter the name of the owner of the property not the tenant. If you are unsure who the owner is you can call our office and we can assist you. The fields required would be the name, address & phone number. If you have the email address you can add it, or if you want to put in a comment you can, however, you can still proceed without those fields. Then Select Next.

Creating Application: [Mechanical Permit]

Main DataGroup **People** Contractor Rel Docs Payment

Owner [more....](#)

Mr. & Mrs. Johnson

111 1st Ave E

Kalispell MT 59901

406-755-5555 Phone (Mobile)

mjohnson@yahoo.com

Comment

Previous Next Clear Cancel

5.d. Contractor

The contractor page (shown below) will open. After you have created your login, and the Building Department has accepted your login request and verified your state license, your business name is added to the dropdown list of contractors. Click on “Select Contractor(s)...” and the list will appear. Simply find and select your company then select “Submit” at the bottom of the page.

Creating Application: [Mechanical Permit]

Main DataGroup People **Contractor** Rel Docs Payment

Select Contractor(s)...

Previous Next Clear Cancel

State License Search

Business Name	Type	License	Expiration
<input type="checkbox"/> 4J Builders	GENERAL	ERIC LEGASSEY	
<input type="checkbox"/> A to Z Construction	GENERAL	BRANDON ABRAMOVITZ	
<input type="checkbox"/> Ace Heating & Air	HVAC	ACE HEATING	
<input type="checkbox"/> Advanced Refrigeration	HVAC	ADVANCED REFRIG	
<input type="checkbox"/> Advanced Roofing	GENERAL	ADVANCED	
<input type="checkbox"/> AES Mechanical Services Group	HVAC	AES MECHANICAL	
<input type="checkbox"/> AES Mechanical Services Group	HVAC	AES	
<input type="checkbox"/> Airworks	HVAC	2015-009	12/31/2015
<input type="checkbox"/> American Electric, Inc.	FIRE_PRTCT	AMERICAN ELECTRIC	
<input type="checkbox"/> AMI Construction	GENERAL	KEVIN TIKKA	
<input type="checkbox"/> Anderson Masonry Heath & Home	HVAC	ANDERSON	

Submit Cancel

Your business name will then appear as the contractor (noted below). If you selected the wrong business simply select the X and you will have the ability to select your business. Select Next.

The screenshot shows the 'Creating Application: [Mechanical Permit]' interface with the 'Contractor' tab selected. A progress bar at the top indicates the current step. Below the progress bar, a table titled 'Select Contractor(s)...' lists a contractor named 'Ace Heating & Air' with a type of 'HVAC' and a license of 'ACE HEATING'. An 'X' icon is visible in the right corner of the table row. Below the table are four buttons: 'Previous', 'Next', 'Clear', and 'Cancel'.

Business Name	Type	License	Expiration
Ace Heating & Air	HVAC	ACE HEATING	X

5.e. Related Documents

Then select the Related Documents Tab (shown as Rel Docs) and the screen below will appear. If the inspectors have change notices, photographs or other documents that relate to your project they will be attached here for your review. You, the contractor cannot attach related documents to the permit but you can send open the ones that the Building Department has attached. If you have documents, etc. that you want to attach to your permit either send them to the inspector or the front office and we can attach them for you. Select next for the payment information.

The screenshot shows the 'Creating Application: [Mechanical Permit]' interface with the 'Rel Docs' tab selected. A progress bar at the top indicates the current step. Below the progress bar, there is a section for managing attachments. It includes three buttons: '+ Add attachments...', 'Remove all attachments', and 'Hide'. Below these buttons is a large grey area with the text 'Drag and drop files here to attach them.' At the bottom of the interface are four buttons: 'Previous', 'Next', 'Clear', and 'Cancel'.

5.f. Payment

It is important to note that unless you are certain you will be performing the work that the permit covers, and that the information that has been entered is correct, you should not pay for and submit the permit. That way the permit will be placed in the “Incomplete Applications” and can be changed or deleted (if necessary) or completed and paid for at a later time.

If you want to proceed with payment the screen below will appear indicating the cost of the permit. At this point review the Payment Terms and Conditions, select the box, then select Pay Now.

Creating Application: [Mechanical Permit]

Main DataGroup People Contractor Rel Docs **Payment**

Fee	Amount
Mechanical Fees	\$110.00
Total: \$110.00	

Payment Amount:

Credit Card
 Pay Pal

Payment Terms and Conditions

The PayPal page (example below) will open prompting you to either create a PayPal account or login as a current user. Complete the payment information.

uid@email.com

Your order summary

Descriptions	Amount
Payment Amount Item price: \$110.00 Quantity: 1	\$110.00
Item total	\$110.00
Total \$110.00 USD	

Choose a way to pay

[Pay with my PayPal account](#)  Log in to your account to complete the purchase

[Create a PayPal account](#)
And pay with your debit or credit card

[Learn more about PayPal](#) - the faster, safer way to pay.

Country

Card number

Payment types    

Expiration date mm / yy
 /

CSC
[What is this?](#)

First name

Last name

Address line 1

Address line 2 (optional)

City/State

ZIP code

Phone type
[Why is this needed?](#)

Phone number

5.g. Submit the application to the Building Department.

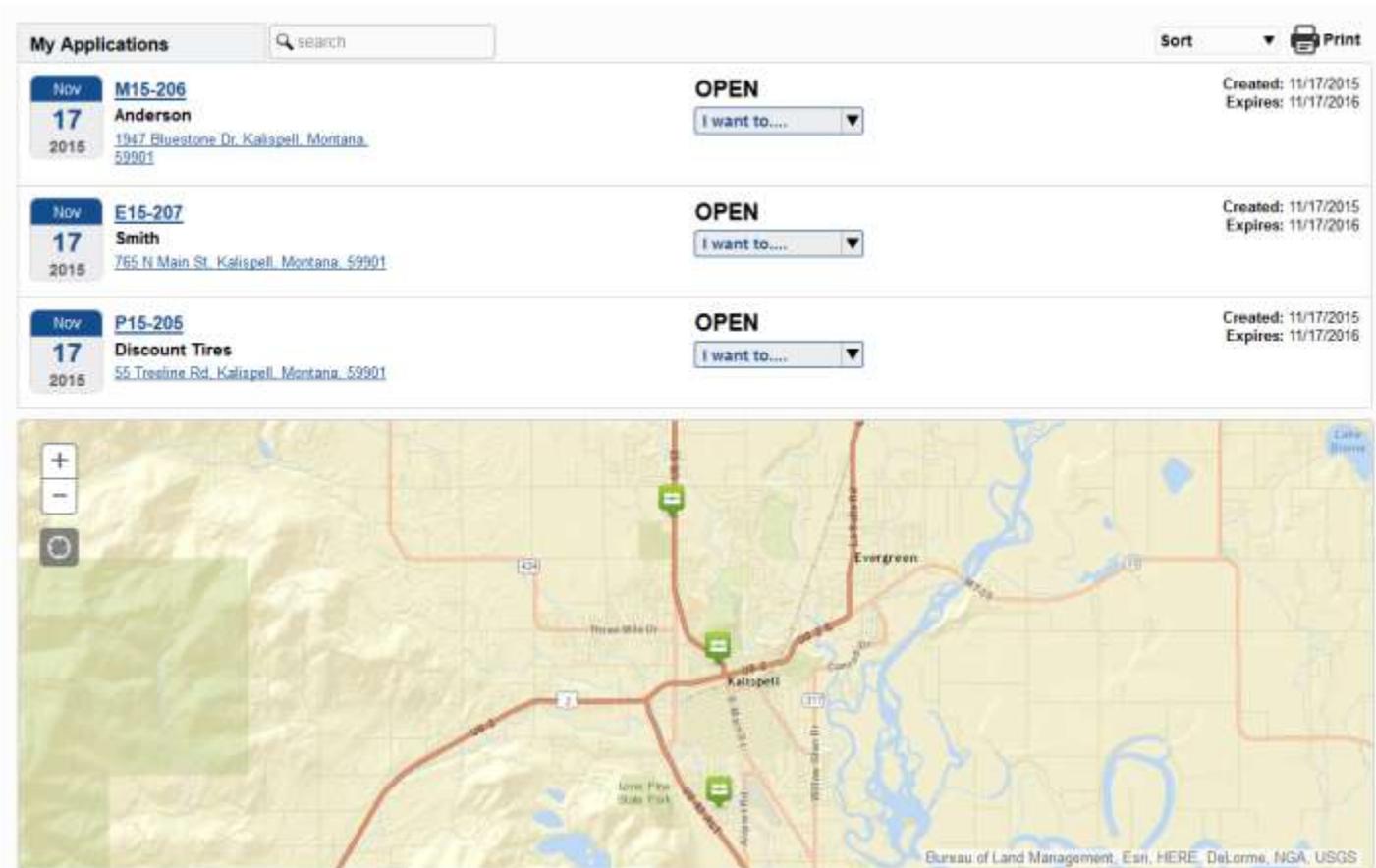
Please Note: Once the application for a permit is submitted you do not have the ability to change or delete the application. In either case you would need to contact the Kalispell Building Department at (406) 758-7730 and we can change or delete the application and if necessary issue a refund.

6. Submitted Applications Tab

Once the application is submitted the Building Department will review the permit to ensure the location is within the city limits; verify the owners contact information and then issue the permit. In order to determine whether or not a permit has been issued you would open the “Review your submitted applications” tab (see below)



The information displayed is a list of permits that are either issued (BPISSUED) or they are OPEN (which means they still need to be paid for and submitted). The drop down “I want to...” will give you the option to Check Case Status or to Pay Fees. In addition a map is displayed which indicates the location of all permits that your business has submitted.



The screenshot displays the "My Applications" section of a web application. At the top left, there is a search bar and a "Sort" dropdown menu. To the right of the search bar is a "Print" icon. Below this, there is a list of three permit entries, each with a date badge (Nov 17 2015), a permit ID, the applicant's name, and a status of "OPEN". Each entry also includes a "Created" and "Expires" date (both 11/17/2015) and a dropdown menu labeled "I want to...".

Permit ID	Applicant Name	Status	Created	Expires
M15-206	Anderson	OPEN	11/17/2015	11/17/2016
E15-207	Smith	OPEN	11/17/2015	11/17/2016
P15-205	Discount Tires	OPEN	11/17/2015	11/17/2016

Below the list is a map of Kalispell, Montana, showing the locations of the submitted permits marked with green icons. The map includes street names like "1947 Bluestone Dr" and "765 N Main St", and landmarks like "Lowie Pine State Park" and "Evergreen". The map is credited to the Bureau of Land Management, Esri, HERE, DeLorme, NGA, USGS.

7. Review Incomplete Applications Tab

The applications listed under the incomplete applications tab will always show as OPEN status and the “I want to...” drop down will give you the option to either continue the application or delete it.

The screenshot shows a table of incomplete applications. Each entry includes a date, a permit number, the applicant name, address, status, and creation/expiration dates.

Date	Permit #	Applicant	Address	Status	Created	Expires
Oct 23 2018	10006	Robinson Test	1547 Bluestone Dr, Kalispell, Montana, 59901	OPEN	10/23/2015	10/23/2016
Oct 29 2018	10017	Johnson	111 1st Ave E, Kalispell, Montana, 59901	OPEN	10/29/2015	10/29/2016

8. Modifying incomplete applications

Unless the permit has been submitted you will be able to make modifications to the Main, People and Contractor pages. Unfortunately the DataGroup page cannot be changed after the information has been added. A good rule is to always verify the property information and fixtures/equipment and services that will be required for each job before the application is added.

9. Summary Page & Checking the Status of Issued Permits

After a permit is submitted & issued by the Building Department you can open the permit by selecting the permit number and a summary page will open (see this page and the one below).

The screenshot shows a detailed view of an issued permit. It includes sections for application details, data, workflow, payments, and related documents.

Application: E15-173, Test - City of Kalispell, 201 1ST AVE E, Status: BISSUED.

Data:

Category	Group Sum	Sum Flag
USECFBLOG : Use of Building		
Building Uses	Commercial	
CLASSOFWRK : Class of Work		
Class of Work	New	
ENGFAMAMP : Electric Single Family Amp Service		
Single Family 100 - 200 Amp Service		
Qty: Rate: 1,000.00 Value:		
Single Family 201-401 Amp Service		
Qty: Rate: 1,000.00 Value:		
ELECSPREW : Electric SF Interior Rewire Only or New		
Elec SF Interior Rewire or New AddItas		
Qty: Rate: 1,000.00 Value:		
ELECSRESOS : Electric Residential Change of Ser		
Electric Residential Change of Service		
Qty: Rate: 1,000.00 Value:		
ELECDUPLEX : Electric Duplex Amp Service		
Electric Duplex 100 - 200 Amp Service		
Qty: Rate: 1,000.00 Value:		

Workflow:

Description	Result	Target End	Completed
Issue Permit	BISSUED	10/30/2015 8:26AM	10/23/2015 9:38AM
Residential Temp Construction Power to Meter Main	NSPFA		10/23/2015 9:44AM
Commercial Temp Construction Power to Meter Main	NSPPASS		10/23/2015 9:43AM
Electric Rough In			
Misc. Inspection			
Final Inspector			

Payments:

Payment Type	Received By	Payment
No payments to display.		\$0.00
		Total: \$0.00

Related Documents:

Document	Comment	Uploaded
255 Summit Ridge Dr - Fire Sprinkler Permit.pdf		10/23/2015 8:45AM

Electric Duplex 201 - 400 Amp Service			
Qty	Rate	Value	
	1.0000		
ELECACBBLD - Electric Accessory Building Group Sum Sum Flag			
Accessory Building 1-200 Amp Service			
Qty	Rate	Value	
	1.0000		
Accessory Building 201-300 Amp Service			
Qty	Rate	Value	
	1.0000		
Accessory Building 301 or More Amp Service			
Qty	Rate	Value	
	1.0000		
ELECMOBHOME - Electric Mobile/Modular Home Group Sum Sum Flag			
Elec Individual Mobile/Modular Home Located in a Court			
Qty	Rate	Value	
	1.0000		
Elec Individual Mobile/Modular Home Located Outside of a Court			
Qty	Rate	Value	
	1.0000		
Elec Individual Mobile/Module Home w/Basement or Addition(wired same time)			
Qty	Rate	Value	
	1.0000		
ELECTMPCON - Electric Temporary Construction Group Sum Sum Flag			
Electric Temporary Construction Service			
Qty	Rate	Value	
	1.0000		
ELEDPERMRN - Electric Permit Renewal Group Sum Sum Flag			
Electric Permit Renewal			
Qty	Rate	Value	
	1.0000		
ELECCOMPCS - Electric Commercial Valuation Group Sum Sum Flag			
Electric Commercial Project Fee			
Qty	Rate	Value	
120000.00	1.0000	120000.0000	

People

Title	Name	Address
Dues	City of Kalamazoo	PO Box 1937, Kalamazoo, MI 49001

Contractors

Business Name	Type	License	Expiration
Sparks Electric	ELECTRIC	SPARKS ELECTRIC	

Fees

Fee	Amount
Misc. Fee	\$0.00
Single Family 100-200 Amp Service Fee	\$0.00
Single Family 201-400 Amp Service Fee	\$0.00
Accessory Bldg 0-200 Amp Service Fee	\$0.00
Accessory Bldg 201-300 Amp Service Fee	\$0.00
Accessory Bldg 301 or More Amp Serv Fee	\$0.00
Ele 1 Mob/Mod Home in Court Amp Sen Fee	\$0.00
1 Mob/Mod Home Outside Court Amp Sen Fee	\$0.00
1 Mob/Mod Home Basement/Add Amp Sen Fee	\$0.00
Resident Int Revers Only or New Add Fee	\$0.00
Residential Change of Service Fee	\$0.00
Temporary Construction Service Fee	\$0.00
Permit Renewal Fee	\$0.00
Electric Insurance Fee	\$25.00
Duplex 100-200 Amp Service Fee	\$0.00
Duplex 201-400 Amp Service Fee	\$0.00
Electric Commercial Fee	\$000.00
Total: \$405.00	

You will note that you can now see the information that you submitted including the equipment/services/fixtures selected for the permit and the fees calculation. Along with that you are now able to check the status of your permit under the workflow tab, which is the inspections required for your job – those inspections that have been completed and those inspections that still need to be completed. You can also view the payment information for the permit and any documents that are related to this specific job.

10. Scheduling Inspections

At this time you will continue to schedule inspections by calling the **Front Desk** of the Building Department at (406) 758-7730.

If you have any questions or suggestions regarding this guide please email us @ bldgdept@kalispell.com