ePermits Tutororial

ePermits

Public portal
- View information on building permits by address

Resident portal
- Request and manage permits
- Schedule inspections

Contractors portal
- Request and manage permits
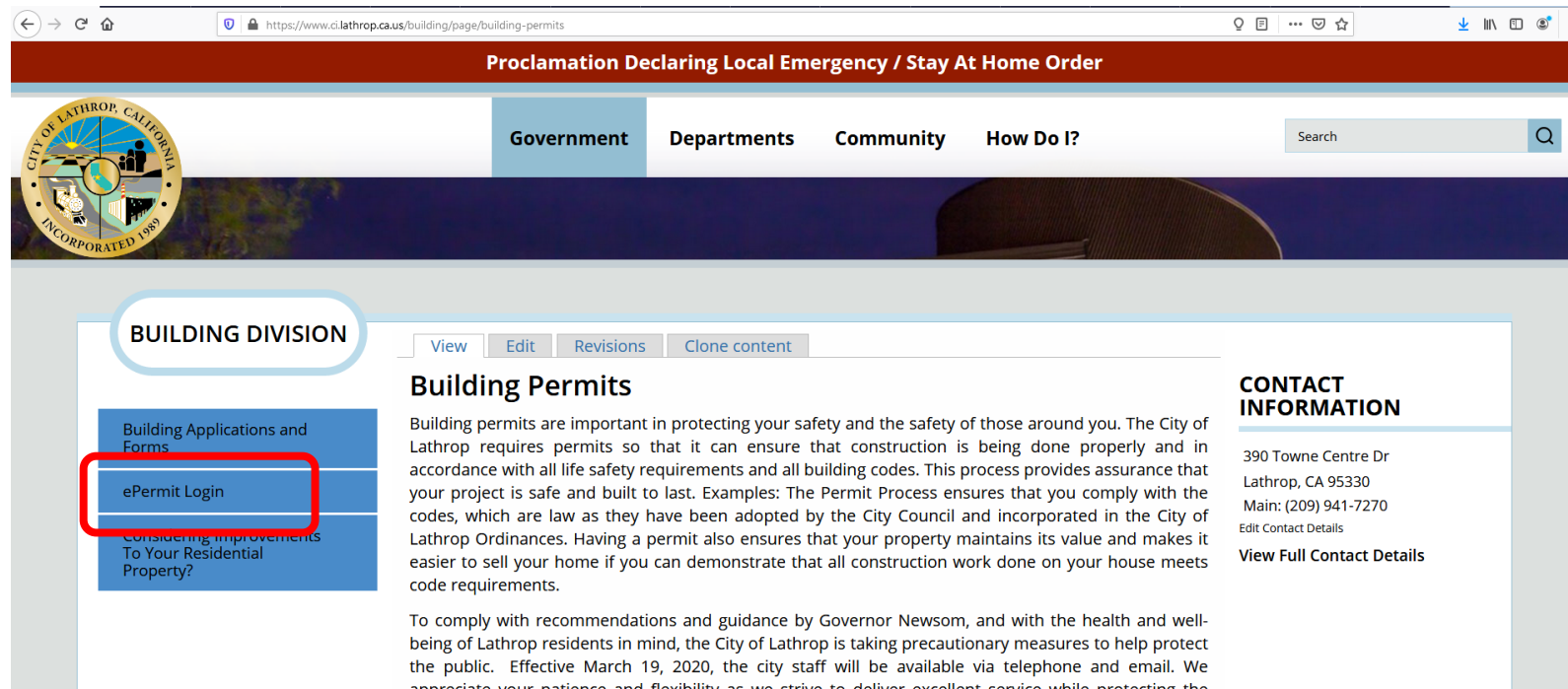- Schedule inspections

What the ePermits System Provides:

- *Request your permits online*
- *Check on status of plan check*
- *Ability to see corrections*
- *Process payment and view billing* **COMING SOON**
- *Schedule inspections*
- *View inspection results, real time.*
- *Upload associated documentation*
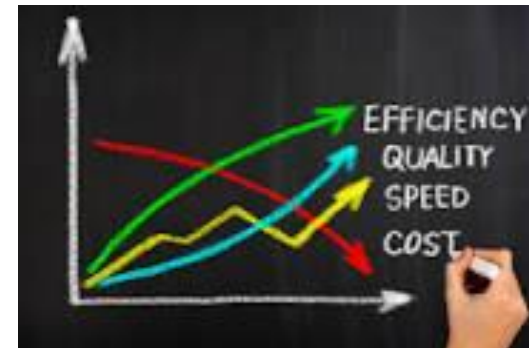
How to Access ePermits:

- *Go to **www.ci.Lathrop.ca.us***
  - ***Departments** Tab*
  - Click on ***Building Division***
  - Click on ***Building Permits***
  - Then Click on ***ePermits***

Welcome to ePermits!

- ***City of Lathrop ePermits can be accessed by:***
  - ***Public*** *– For an Information Search*
  - ***Contractors*** *– Access through Business Account*

City of Lathrop Permits
Powered by Tyler Technologies

City of Lathrop ePermits

You have successfully logged out.

Public Information Search

The PRA section is currently under construction. We hope to have this available soon.

Permit Type [▼]

Permit Number [   ]

Service Address [*Begin typing...*   ]

[SEARCH]

Contractor Access

Username [   ]
Password [   ]

[LOG IN]

Activate Account - Contractors who are already registered with the city may activate their account online.

Forgot Username - If you have already activated your account but have forgotten your username, simply click here to retrieve it.

Forgot Password - If you have already activated your account but have forgotten your password, simply click here to reset it.

Should you have any questions or need assistance, please contact City of Lathrop Building Division at (209) 941-7274 or email buildingpermits@ci.lathrop.ca.com.

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Public Information Search:

Search:
- *You can search by **Permit Type** and select the type of permit you wish to search.*
- *You can search by **Permit Number** by entering the permit number.*
- *You can search by **Service Address** and see all the associated permits .*
- *In all searches you must click the **Search** field which will take you to your "public search" page.*

Contractor Access: *Activating Your Account*

- **Contractor Account Activation Tips**
  - *There is **one account per business**. Please share account login information with all who will be accessing the ePermit site.*
  - *You can only have **one email associated with an account** to receive updates. Make sure it is an email account that can be accessed by all who need to see change of status on a*

Contractor Access

Username [ ]
Password [ ]

LOG IN

Activate Account - Contractors who are already registered with the city may activate their account online.

Forgot Username - If you have already activated your account but have forgotten your username, simply click here to retrieve it.

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Contractor Access: *Activating Your Account*

Activate Account:

- **Contractor Account Activation**
  - **Company Identity Verification**
    - **Business Name:** *Start typing name and choose from the drop down.*
    - **Contractor License Type:** *Architect, Contractor, Designer, Engineer* **(be sure to select the appropriate License Type)**
    - **Contractor License Number:** *Only type numbers not the letters associated with the license*
    - **Check the box** *"I hereby assert that I am..."*
    - **Username:** *When choosing Desired Username it must contain 7 characters with no spaces. We recommend using your business name (First Word) and Permits, ex: LathropPermits*
    - **Password:** *When choosing your password it must contain 7 characters.*

* Business Name	John Mac Construction
* Contractor License Type	Contractor ▼ Contractor License Number 123456

☑ I hereby assert that I am an authorized agent of the business described above.

Contractor Access: *My Permits*

My Permits:

- *Lists all permits associated with your account.*
  - ***Show Active Only:*** *Shows all permits that are currently open that have not been finaled.*
  - ***Show All:*** *Shows all permits that are active, as well as, permits that have been finaled in New World.*
  - *Permits are sorted by Permit Status and then Descending by Permit #.*
  - *You can also access All Records or limit it 10 per page.*

City of Lathrop Permits
Powered by Tyler Technologies

My Permits | Request Permit | Billing & Payment | My Account   Welcome, johnnyg Logout

My Permits

Below is a list of the permits associated with your account. Click on a permit to get additional information, schedule inspections, or even make payments!

◉ Show Active Only ○ Show All   No. of permits per page [10 ▼]

Permit Number	Address	Description	Status
Single Family Residence **2015-00000317**	10183 Truckee Airport RD TRUCKEE, CA 96161	RES (3515 SF), ATT GARAGE (882 SF), DECK (262 SF)	Pending Payment
Residential Addition **2015-00000257**	10183 Truckee Airport RD TRUCKEE, CA 96161	TEST PERMIT APPLICATION	Pending Payment
Mechanical Electrical Plumbing **2015-00000256**	10183 Truckee Airport RD TRUCKEE, CA 96161	Electrical	Permit Issued
Commercial Remodel / TI **2015-00000248**	10183 Truckee Airport RD TRUCKEE, CA 96161	KITCHEN REMODEL (300 SF)	Permit Issued
Residential Addition **2015-00000248**	10183 Truckee Airport RD TRUCKEE, CA 96161	kitchen addition 200 sf	Permit Issued

Contractor Access: *Request Permit*

Permit Request:

- **Proceed to fill out the permit request**
- **Required Fields – Required fields denoted with an Asterisk ***
  (Note: Dependent on permit type more fields may be   required as mandatory)
  - *Permit Type*
  - *Worksite Address*
  - *Description of Work Being Done*
    - *If you run out of room in this section add further commentary to Comments/Additional Info.*
  - *Estimated Improvement Value*
  - *Contact Email Address*
  - *Phone Number*
  - *General Permit Information*
    - *Even if the fields are not required full detailing is appreciated.*
  - *Engineering Water Quality Details (if applicable)*
  - **See Example on next Slide**

Contractor Access: *Request Permit*

Request Permit

* Permit Type Single Family Residence

* Worksite Address 10183 Truckee Airport RD

* Description of Work Being Done Residence (2,000 SF), Attached Garage (500 SF), Deck (275 SF)

Description of Location

Comments/Additional Info Storage (50 SF) – 3 Bedrooms

By submitting this permit request you are asserting that you are an authorized agent of John Mac Construction.

You must also read and agree to the Terms and Conditions

CONTINUE...

Lot Number

Current Property Value

* Estimated Improvement Value $200000.00

* Improvement Sq. Ft. 2825.00

* Contact Email Address jgoetz@townoftruckee.com

* Phone Number (530) 582-7821

EXT.

General Permit Information

Contractor License Number 123456

Garage Sq. Ft. 500

Main Building Sq. Ft. 2000

Misc Bldg Sq. Ft.

Owner Phone Number 530-582-7821

Storage Sq. Ft. 50

* Number of Bedrooms 3

Engineering Water Quality Details

* Area of Disturbance (in Sq Ft) 3000

* Nearest Water Body Truckee River

* Approx Distance from Water Body Over 1/4 Mile

* Approx Distance to Truckee River Over 1/4 Mile

* Potential Threat to Water Qual Low

Required for New Single Family Residences & Additions Only.

Contractor Access: *Billing & Payment*

This section is currently not available. *You will receive your invoice via email, from the building department team. Contact the Building Division for assistance at (209) 941-7270 or buildingpermits@ci.lathrop.ca.us .*

Current Payment Options Include:

*   ***Pay by Phone:*** *when you are ready to pay.*
    *   *Email your invoice to billing@ci.lathrop.ca.us*
    *   *Call the Finance Department at (209) 941-7320.*
    *   *Provide the Finance representative of the invoice number.*
    *   *Please note: for debit/card payments over $1,500, a 3% fee will be assessed.*
        Pay by Check: We accept checks, money orders, cashier's checks.
*   ***By Courier/Mail (****Please expect 5-7 business days for delivery)*
    *   *Lathrop City Hall*
        390 Towne Centre Dr., Lathrop, CA 95330
        Attention: Finance Department
*   ***Night Drop Box:***
    *   *The night drop box is located outside Lathrop City Hall. Place your check, money order, or cashier's check in an envelope clearly labeled with your name and permit number. Please do not place cash in the night drop box.*
*   ***Please allow 2 business days for physical check payment processing.***

Contractor Access: *Permit Details*

Permit Details:

- *Go to **My Permits** and click on the permit you wish to view detailing/schedule inspection on.*

- *You can view the **Permit Summary, Payment Summary, Location**....*
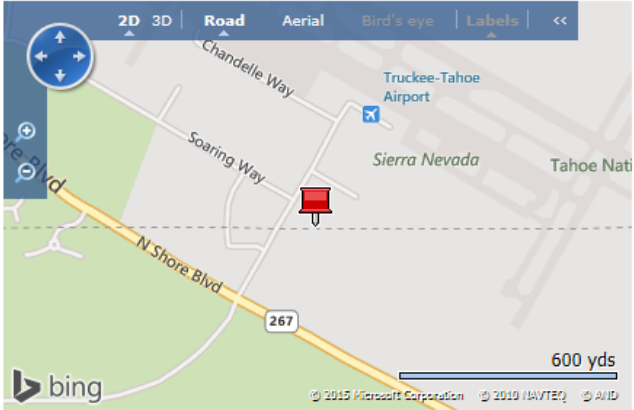
Additional Permit Details

Permit Details:
- **_Documents_** _– You can upload associated documents within the permit documents._
  - **_Select Files to Upload_** _– You can choose from your files the location in which you want to pull the document from._
  - **_Document Naming -_** _Please follow document naming convention from the next slide._
  - **_Notifications_** _– Send an email to_ epc@ci.lathrop.ca.us _to notify permit team of uploads._
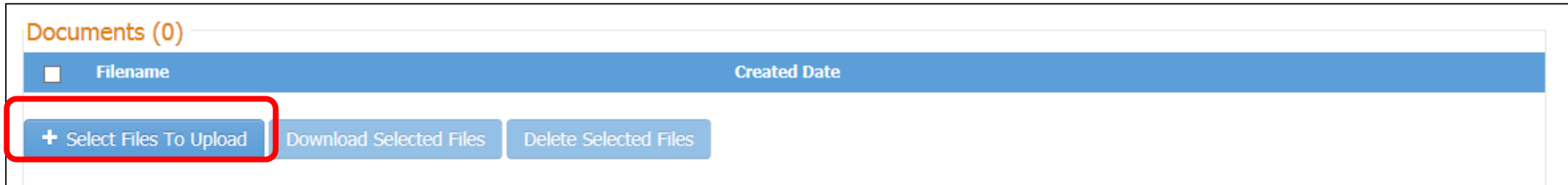
Document Naming Convention

*Please label all documents so that they begin with the **Permit # - PC_-Description**. If this is your first submission, use the sample below, and we will overwrite it with your building permit number once created.*

Examples:

2020-#### PC1_Application

2020-#### PC1_Plans

2020-#### PC1_Structural Calculations

2020-#### PC1_Engineering Calculations
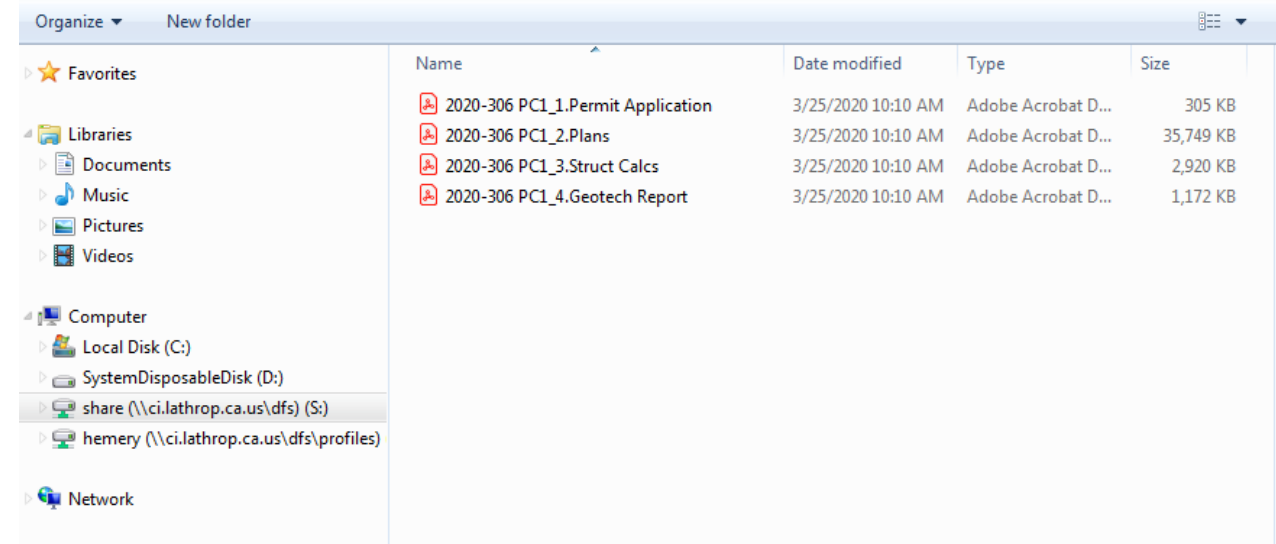
2020-#### PC1_Special Inspections Form

2020-#### PC1_Soils Report

2020-#### PC1_Title 24 / Energy Calculations

2020-#### PC1_ESCP Form

2020-#### PC1_Encroachment Permit
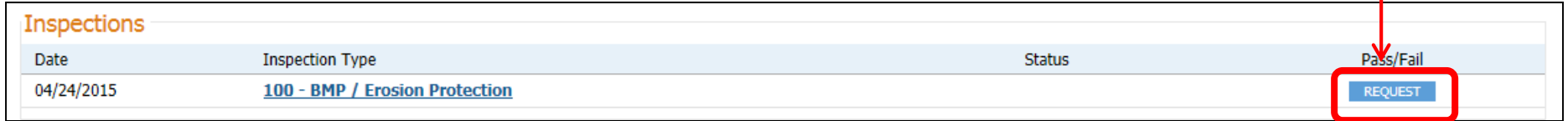
2020-#### PC1_CCR / Home Owner Association Approval

	Organize ▼	New folder				
Favorites		Name ▲	Date modified	Type	Size	
Libraries		2020-306 PC1_1.Permit Application	3/25/2020 10:10 AM	Adobe Acrobat D...	305 KB	
Documents		2020-306 PC1_2.Plans	3/25/2020 10:10 AM	Adobe Acrobat D...	35,749 KB	
Music		2020-306 PC1_3.Struct Calcs	3/25/2020 10:10 AM	Adobe Acrobat D...	2,920 KB	
Pictures		2020-306 PC1_4.Geotech Report	3/25/2020 10:10 AM	Adobe Acrobat D...	1,172 KB	
Videos						
Computer						
Local Disk (C:)						
SystemDisposableDisk (D:)						
share (\\ci.lathrop.ca.us\dfs) (S:)						
hemery (\\ci.lathrop.ca.us\dfs\profiles)						
Network						

Schedule Inspection: *Contractors or Residents*

Scheduling an Inspection:
- *Click on **Request***

- ***Request a Date** and **Time**: The calendar and "Anytime, AM or PM" will populate, and you are able to choose from the drop downs the requested date and time frame.*
- *Once completed with date and time click*

Schedule Inspection: *Contractors or Residents*

Scheduling Inspection:
- *Once Requested the Inspection will auto filter to the bottom of the Inspections list.*
- *Status will show as **Pending**.*

04/24/2015	908 - Engineering Final	REQUEST
08/27/2015	100 - BMP / Erosion Protection	Pending

Inspection Has Been Scheduled:
- **Notification Sent** *– You will be sent an email that states that status has changed on inspection listing the time.*

08/27/2015 9:00 AM	100 - BMP / Erosion Protection	Scheduled

Inspection Status Has Changed:
- **Notification Sent** *– You will be sent an email that states that status has changed on inspection (passed, failed, and comments)*

08/25/2015	407 - Ice Guard	Completed	Pass
08/24/2015	405 - Roof Nail / Ventilation	Completed	Pass

Schedule Inspection: *Contractors or Residents*

Things to note

- *Inspections must be scheduled by 4:00pm the work day before needed.*
- *Inspections are available Monday – Friday, 8:00am – 4:00pm.*
- *You can request an AM (8:00am – 12:00pm) or PM (12:00pm – 4:00pm)*
- *A list of the available inspections are on the back of your blue job card.*
- *If you do not see an inspection available to select on the portal, please call to schedule: (209) 941-7270 option 3. Please include in your message that you were unable to find the inspection on ePermits.*
- *If you need to cancel an inspection, you can do so until 7am the day of the scheduled inspection without penalty. If you are cancelling after 7am, please calling (209) 941-7270 option 4. Make sure to leave the reason for cancelling. Re-inspection fees will be charged for inspections cancelled after 7am the day scheduled.*

Questions