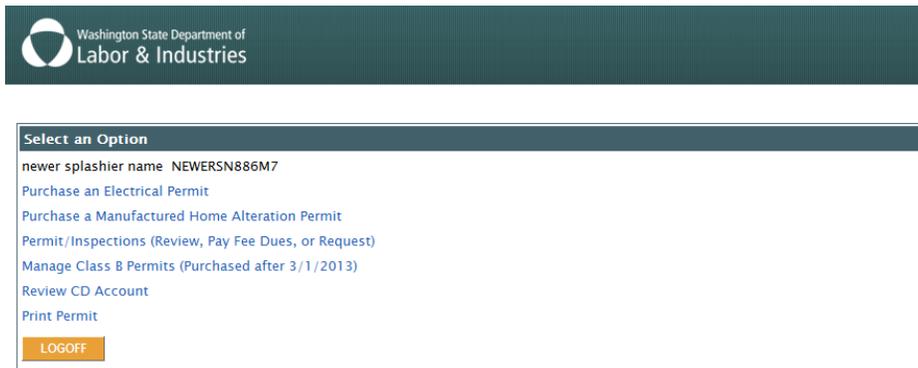


Changes to EPIS for the SecureAccess Washington user to Support Class B Permits

Effective March 1, 2013

A new item on the menu:

Manage Class B Permits (Purchased after 3/1/2013)



Washington State Department of Labor & Industries

Select an Option

newer splashier name NEWERSN886M7

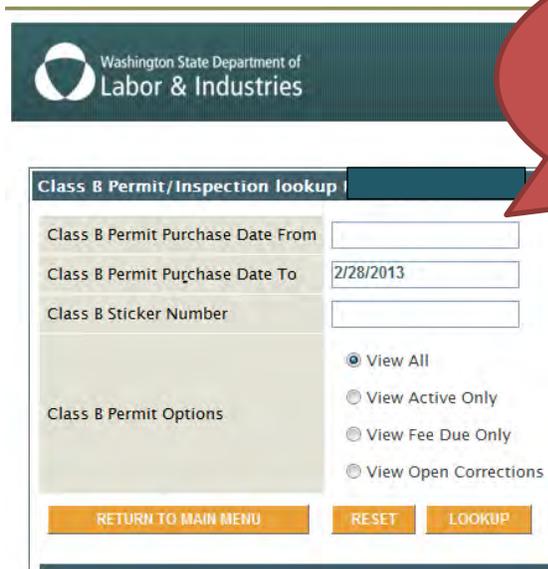
- Purchase an Electrical Permit
- Purchase a Manufactured Home Alteration Permit
- Permit/Inspections (Review, Pay Fee Dues, or Request)
- Manage Class B Permits (Purchased after 3/1/2013)
- Review CD Account
- Print Permit

LOGOFF

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Access Washington
Official State Government Web

Selecting that option will display a sub menu:



Washington State Department of Labor & Industries

Class B Permit/Inspection lookup

Class B Permit Purchase Date From

Class B Permit Purchase Date To

Class B Sticker Number

Class B Permit Options

- View All
- View Active Only
- View Fee Due Only
- View Open Corrections

RETURN TO MAIN MENU RESET LOOKUP

You must enter a purchase from date. The system will prefill the end (to) date with the current date.

View all – will display all class B labels in the list. This is restricted to Class B books sold after 3/1/2013 and within the date range entered. The example below is test data only.

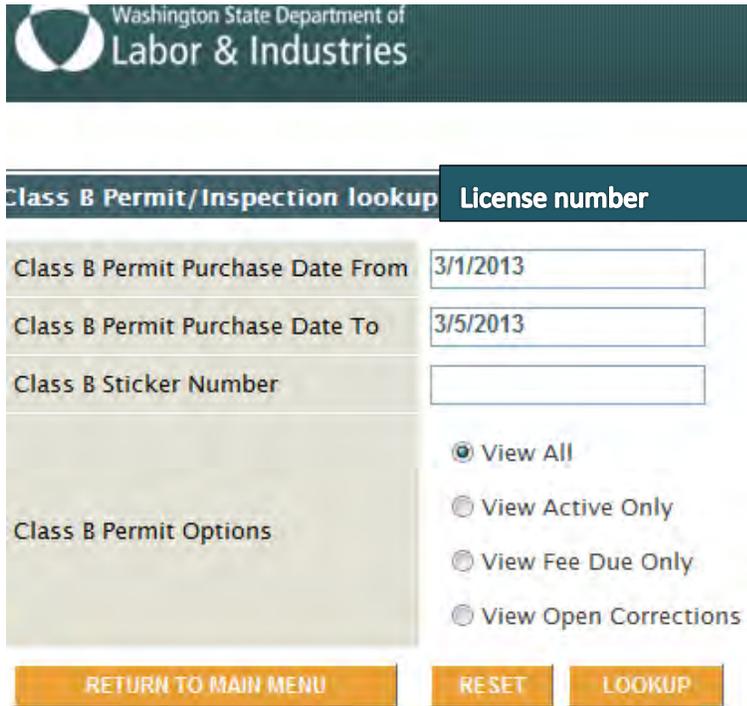
Permits – 40 records found.										
Class B Sticker	Applied	Requested	Inspected	Open Correction	Site Owner	Site Address	Site City	Site County	Status	Description
B000412340	2/7/2013			No	Change stuff	New Address	SHORELINE	KING	Active	24
B000412339	2/7/2013			No	sad	asd asd	SHORELINE	KING	Active	243
B000412338	2/7/2013	2/9/2013		No	name	s	AMBOY	CHELAN	Active	324
B000412337	2/7/2013			No	Validating class b	This is the address of the site	CHELATCHIE	KITSAP	Active	changing address
B000412336	2/7/2013	3/1/2013		No	change	update external	ADELMA BEACH	CLARK	Active	erwaer
B000412335	2/7/2013			No	Name of the property owner	asdjlajdkfjkj	PIONEER SQUARE	KING	Active	23423
B000412334	2/7/2013			No					Active	
B000412333	2/7/2013			No	name	adf	AUBURN	CHELAN	Active	234
B000412332				No					Active	
B000412331	2/7/2013			No	name	4409 234th Ave SE	ROCHESTER	THURSTON	Active	tets

Select the permit from the list, by clicking on the number on the left hand side to view, validate or pay fee dues.

VALIDATING a Class B Permit

One of the changes to the WAC 296-46B-908 requires the customer to “validate” a Class B label/permit when it is used using EPIS through SecureAccess Washington.

To “validate” a Class B permit either select the sticker/label/permit from the list using View all, **OR** enter the number in the Class B Sticker Number field as shown below:



The screenshot shows the Washington State Department of Labor & Industries logo at the top. Below it is a form titled "Class B Permit/Inspection lookup" with a "License number" field. The form includes the following fields and options:

- Class B Permit Purchase Date From: 3/1/2013
- Class B Permit Purchase Date To: 3/5/2013
- Class B Sticker Number: (empty field)
- Class B Permit Options:
 - View All
 - View Active Only
 - View Fee Due Only
 - View Open Corrections

At the bottom of the form are three buttons: "RETURN TO MAIN MENU", "RESET", and "LOOKUP".

Entering the number in the field then selecting **LookUp** will check that the number is valid, that it belongs to the contractor license number associated with the account, and that it has an applied date of 3/1/2013 and later. If all is true the page is displayed. If the address has not been added, Edit Address button is available. When selected the Validate Class B Permit page is displayed as shown.

View Inspections

Permit

Permit Number 8010111157
Status Active
Applied 2/28/2013
Total Corrections
Special Instructions
Fee Due \$0.00

Applicant

Permit Holder
Name
Address
City

Contractor name and address is displayed

Inspection Site

 **EDIT ADDRESS**

Company Name
Owner Name
Address
City

RETURN TO CLASS B LIST **PRINT** **RETURN TO MAIN MENU**

Selecting Edit Address will display the Validate Class B Permit page.

Washington State Department of Labor & Industries

Validate Class B Permit

Enter Job Site Information – * Indicates required fields

Property Owner
Site owned by: * Business or Individual

Site Information
Address: *

Zip: * City: * State:
Phone: * - - Ext: 999 999 9999 Ext. 999
Within City Limits? * YES NO
County (L&I Office) *
Power Company *
Work Description *

Driving Directions (from nearest main crossroad) *

Electrician Certificate Number * Line Voltage Work:

CANCEL **SAVE**

To Validate a Class B Permit the user must complete all fields that have an  displayed. Most of this is the same information required when completing any permit. (Site information) The new items added are:

- **Electrician Certificate Number:**
 - This is a free form field. Not all Class B work requires a certified person to perform the installation (i.e.: telecom work) If the work is for telecom the user should just enter “not req”, in the Electrician Certificate Number field.
- A check box for Line Voltage Work.

Line Voltage Work:

Select the line voltage box when applicable.



Validate Class B Permit

Enter Job Site Information – * Indicates required fields	
Property Owner	
Site owned by: *	<input checked="" type="radio"/> Business or <input type="radio"/> Individual
Company Name:	Johnson's Market
Site Information	
Address: *	123 Somewhere Lane
Zip: *	99201 City: * SPOKANE State: WA
Phone: *	234 - 234 - 2342 Ext: 999 999 9999 Ext. 999
Within City Limits? *	YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>
County (L&I Office) *	SPOKANE (SPOKANE)
Power Company *	Avista (Spokane)
Work Description *	<p>This is an example of entry of a Class B permit validation. This is the field for entry of the Work description. The customer is required to enter the work done. Example: T stat - retro</p>
Driving Directions (from nearest main crossroad) *	From the nearest crossroad to the jobsite. 4th and Somewhere, go west on Somewhere lane, continue 3 blocks to site address on the left.
Electrician Certificate Number *	ELECTSE123II Line Voltage Work: <input type="checkbox"/>
<input type="button" value="CANCEL"/>	<input type="button" value="SAVE"/>

After completing the information and selecting **Save**, the page is redisplayed with a message at the top "Review your information before final submittal. Once your update is saved it can only be changed by L&I." The **Submit Update** button is displayed at the bottom of the page.

Enter Job Site Information – * Indicates required fields

Review your information before final submittal. Once your update is saved it can only be changed by L&I

Property Owner

Site owned by: * Business or Individual

Company Name: Johnson's Market

Site Information

Address: * 123 Somewhere Lane

Zip: * 99201 City: * SPOKANE State: WA

Phone: * 234 - 234 - 2342 Ext: 999 999 9999 Ext. 999

Within City Limits? * YES NO

County (L&I Office) * SPOKANE (SPOKANE)

Power Company * Avista (Spokane)

Work Description * This is an example of entry of a Class B permit validation. This is the field for entry of the Work description. The customer is required to enter the work done. Example: T stat retro

Driving Directions (from nearest main crossroad) * From the nearest crossroad to the jobsite. 4th and Somewhere, go west on Somewhere lane, continue 3 blocks to site address on the left.

Electrician Certificate Number * ELECTSE123II Line Voltage Work:

CANCEL **SAVE** **SUBMIT UPDATE**

When the Submit Update button is selected the user is taken back to see the results. You cannot make any changes to the permit once it has been submitted. Any correction to the address etc. will have to be done by L&I staff.

View Inspections

Permit

Permit Number B010111149
 Status Active
 Applied 2/28/2013
 Total Corrections
 Special Instructions
 Fee Due \$0.00

Applicant

Permit Holder Contractor name and address is displayed
 Name
 Address
 City

Inspection Site

Company Name Johnson Test
 Owner Name
 Address 123 Somewhere Lane
 City AMBOY

RETURN TO CLASS B LIST PRINT RETURN TO MAIN MENU

From here select **Return to Class B list**, to continue validating other Class B permits; **Print** to print the page, or **Return to Main Menu** which returns to the main page.

Selecting View Active Only will display only Class B's that have not been inspected and completed and have no unpaid fees due.

Selecting View Fee Due Only will display any Class B permits that have an unpaid fee due.

Class B Permit Options

View Active Only
 View Fee Due Only
 View Open Corrections

RETURN TO MAIN MENU RESET LOOKUP

Permits – 3 records found.

Class B Sticker	Applied	Requested	Inspected	Open Correction	Site Owner	Site Address	Site City	Site County	Status	Description
B000000340	2/7/2013	2/28/2013		No	change	New site address	SHORELINE	KITSAP	Inactive	243
B000000334	2/7/2013	2/26/2013		No	nsmrq	adf	AUBURN	KITSAP	Inactive	4
B000000321	2/7/2013	2/26/2013		No	name	w	SHORELINE	WHITMAN	Inactive	42445q345

1

Select the permit in fee due status and pay the fee due online.

Selecting the permit, displays the Make Payment button:

Washington State Department of Labor & Industries

View Inspections

Permit

Permit Number	B005151460
Status	Inactive
Applied	2/13/2013
Total Corrections	
Special Instructions	Permit has fees owing, you must pay the fees to request an inspection. Contact your local L&I field office if you have questions about fees.
Fee Due	\$44.90

Applicant

MAKE PAYMENT

Permit Holder Name: Contractor name and address is displayed
Address: Contractor name and address is displayed
City: Contractor name and address is displayed

Inspection Site

Company Name	
Owner Name	Doe, John
Address	123 Anywhere Lane
City	NISQUALLY

Requests

Created	Requested	Reason	Status	Action
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Select a payment type

Amount due: **\$44.90**

Please select a payment type below

- Contractor Deposit - Available balance: \$3,739.24
- Credit Card

After completing the process print the receipt.



Washington State Department of Labor and Industries

Receipt
Permit Number: B000555041
Payment Date: 2/15/2013
Payment: \$45.90

Selecting **View Open Corrections** will display only Class B permits where an inspection has occurred and a correction has been written that has not yet been completed.

Class B Permit Purchase Date From

Class B Permit Purchase Date To

Class B Sticker Number

Class B Permit Options

- View All
- View Active Only
- View Fee Due Only
- View Open Corrections

Permits - 2 records found.

Class B Sticker	Applied	Requested	Inspected	Open Correction	Site Owner	Site Address	Site City	Site County	Status	Description
B000555060	2/15/2013	2/21/2013	2/20/2013	Yes	Johnson's Market	123 Somewhere Ln	SPOKANE	SPOKANE	Active	This is an example entry of a Class B permit validation. This is the field for entry of a Work description. The customer required enter the work description. Example: stat - ret
B003002147	2/7/2013	2/21/2013	2/15/2013	Yes	owner	mo	SPOKANE	SPOKANE	Active	56

View the corrections by selecting the permit, then selecting the correction from the permit. (This is the same process used in standard permit review)

View Inspections

Permit

Permit Number: B010111144

Status: Inactive

Applied: 2/28/2013

Total Corrections: **1** ←

Special Instructions: Permit has fees owing, you must pay the fees to request an inspection. Contact your local L&I field office if you have questions about fees.

Fee Due: \$44.90

Applicant

Permit Holder Name: Contractor name and address is displayed

Address: Contractor name and address is displayed

City: Contractor name and address is displayed

Inspection Site

Company Name: New Company Testing

Owner Name: New Company Testing

Address: 123 ANY Street

City: YAKIMA

The correction(s) is displayed

View Corrections	
Permit	
Permit Number	B010111144
Special Instructions	This permit has not been fully paid for yet, please contact field office to resolve this.
Applicant	
Permit Holder Name Address City	Contractor name and address is displayed
Inspection Site	
Company Name	New Company Testing
Owner Name Address City	123 ANY Street YAKIMA
< PREV PRINT	

Corrections				
Regulation	Comment	Date Written	Completed	Date Corrected
2005 RCW 19 .28 -101(4)(SIT.3)	Inspector was unable to gain access to perform inspection. Key, gate code, or other access must be provided. Equipment or conductors shall not be concealed until inspected and approved.	3/4/2013	No	