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

Updated February 2021

A new item:

Class B Labels are now available to purchase online! No more label books to keep track of, everything is electronic! Find them under Manage Class B Permits/Labels. After validation, you can either print a label image to post on the jobsite or just post the label number there.

<table>
<thead>
<tr>
<th>Class B Permit/Inspection Lookup</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class B Permit Purchase Date From</td>
</tr>
<tr>
<td>Class B Permit Purchase Date To</td>
</tr>
<tr>
<td>Class B Sticker Number</td>
</tr>
<tr>
<td>Class B Management</td>
</tr>
<tr>
<td>View All</td>
</tr>
<tr>
<td>View Active Only</td>
</tr>
<tr>
<td>Validate</td>
</tr>
<tr>
<td>View Validated Class B</td>
</tr>
<tr>
<td>View Fee Due Only</td>
</tr>
<tr>
<td>View Open Corrections</td>
</tr>
</tbody>
</table>

PURCHASE CLASS B LABELS  MAIN MENU  RESET  LOOKUP
Manage Class B Labels/Permits (Purchased after 3/1/2013)

Selecting Manage Class B option will display a sub menu:

Submenu definitions:

- **View All** – Displays all Class B permits issued within the selected date range.
- **View Active Only** – Displays Class B that are in “active status”. Permits that have been inspected or voided will not be displayed.
- **Validate** – Displays Class B’s that have not yet been validated. (no address information entered)
- **View Validated Class B** – Displays Class B permits that have been validated.
- **View Fee Due Only** – Class B permits where an inspection has been performed and corrections were written requiring a fee due being assessed.
- **View Open Corrections** – Displays a list of Class B permits that have been inspected and have open corrections.
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.

<table>
<thead>
<tr>
<th>Class B Sticker</th>
<th>Purchase Date</th>
<th>Validation Date</th>
<th>Requested Date</th>
<th>Inspected Date</th>
<th>Open Correction</th>
<th>Site Owner</th>
<th>Site Address</th>
<th>Site City</th>
<th>Site County</th>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3243005B</td>
<td>2/5/2021</td>
<td>2/9/2021</td>
<td>No</td>
<td>Borcio Steve</td>
<td>1716 Hays Ave NW</td>
<td>OLYMPIA</td>
<td>34</td>
<td>True</td>
<td></td>
<td></td>
<td>This is the example of the work description</td>
</tr>
<tr>
<td>3243004B</td>
<td></td>
<td></td>
<td>No</td>
<td></td>
<td>-1</td>
<td>True</td>
<td></td>
<td>True</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3243003B</td>
<td>2/5/2021</td>
<td></td>
<td>No</td>
<td></td>
<td>-1</td>
<td>True</td>
<td></td>
<td>True</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3243002B</td>
<td>2/5/2021</td>
<td></td>
<td>No</td>
<td></td>
<td>-1</td>
<td>True</td>
<td></td>
<td>True</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 My L&I: Sign In.

To “validate” a Class B permit either:

1. **Select the sticker/label/permit from the list using Validate or View all**
2. **OR** enter the number in the Class B Sticker Number field as shown below:

   ![Class B Permit/Inspection lookup](image)

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 dated 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 Label/Permit page is displayed as shown:
Selecting Edit Address will display Validate Class B Label/Permit page.

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:

- **Contractor E-mail address**
  - Enables L&I to notify you when an inspection is performed on the Class B Label/Permit, just like the other permits you purchase.

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:

- **Contractor E-mail address**
  - Enables L&I to notify you when an inspection is performed on the Class B Label/Permit, just like the other permits you purchase.

- **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.

Select the line voltage box when applicable.

Validate Class B Permit

Enter Job Site Information – * Indicates required fields

**Property Owner**

**Contractor E-Mail Address** *

testing@test.com

**Site owned by**: *

○ Business or ○ Individual

**First Name**:  

**Middle Initial**:  

**Last Name**:  

**Site Information**

**Address**: *

**Zip**: *

98602  City: * OLYMPIA  State: WA

**Phone**: *

000 - 000 - 0000  Ext: 9999 999 Ext. 999

**Within City Limits?** *

YES  NO

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

THURSTON (TUMWATER)  

**Power Company***

PUGET SOUND ENERGY  

**Work Description***

Validation. This is the field for entry of the work description. The customer is required to enter the work done. Example: T stat - retro

From the nearest crossroad to the jobsite. 4th and somewhere, go west on somewhere lane, continue 3 blocks to site address on the left.

**Driving Directions (from nearest main crossroad)***

**Electrician Certificate Number*** *

ELECTSE12345

**Line Voltage Work**:  

After completing the information and selecting **SAVE**, the page is redisplayed with a message at the top:
The **Submit Update** button is displayed at the bottom of the page:

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 or other fields will have to be done by L&I staff.
From here, select **Return to Class B List**, to continue validating other Class B Labels/Permits.

- Selecting **Print** will print the page.
- Selecting **Return to Main Menu**, will take you back 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 Labels/Permits that have an unpaid fee due.

Select the Label in fee due status and pay the fee due online.
Selecting the Label, displays the button:

**MAKE PAYMENT**

### View Inspections

<table>
<thead>
<tr>
<th>Permit</th>
<th>Permit Number</th>
<th>Status</th>
<th>Applied</th>
<th>Total Corrections</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>32429898</td>
<td>Inactive</td>
<td>2/5/2021</td>
<td></td>
</tr>
</tbody>
</table>

**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:** $46.80

**Applicant**

<table>
<thead>
<tr>
<th>Permit Holder</th>
<th>Name</th>
<th>Address</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Inspection Site**

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Owner Name</th>
<th>Address</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Class B Permit Purchase Date From:** 3/1/2013

**Class B Permit Purchase Date To:** 2/9/2021

**Class B Sticker Number**

Class B Management

- View All
- View Active Only
- Validate
- View Validated Class B
- View Fee Due Only
- View Open Corrections

### Permits – 2 records found.

<table>
<thead>
<tr>
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<th>Site City</th>
<th>Site County</th>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>32429888</td>
<td>2/5/2021</td>
<td>2/8/2021</td>
<td>2/9/2021</td>
<td>2/9/2021</td>
<td>Yes</td>
<td>Munson</td>
<td>3245 Cedrona Dr NW</td>
<td>OLYMPIA</td>
<td>34</td>
<td>False</td>
<td>circuits</td>
</tr>
</tbody>
</table>

View the corrections by selecting the label/permit, then selecting the correction from the label/permit. (This is the same process used in standard permit view)
The correction(s) is displayed:

### View Inspections

**Permit**
- Permit Number: 32429898
- Status: Active
- Applied: 2/5/2021
- Total Corrections: 1
- Special Instructions: 
- Fee Due: $0.00

**Applicant**
- Permit Holder: 
- Name: 
- Address: 
- City: TENINO

**Inspection Site**
- Company Name: 
- Owner Name: Barton, Joseph
- Address: 4008 Rock Maple Ln
- City: OLYMPIA (98502)

### View Corrections

**Permit**
- Permit Number: 32429898

**Applicant**
- Permit Holder: 
- Name: 
- Address: 
- City: 

**Inspection Site**
- Company Name: 
- Owner Name: Barton, Joseph
- Address: 4008 Rock Maple Ln
- City: OLYMPIA (98502)

### Corrections

<table>
<thead>
<tr>
<th>Regulation</th>
<th>Comment</th>
<th>Date Written</th>
<th>Completed</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019 WAC 296-468-908(23)(i)</td>
<td>An incomplete Class B label is not a valid permit. Purchase a standard electrical work permit for this installation. Post a standard permit or permit number on site and request inspection.</td>
<td>2/9/2021</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>