

Proven, Municipal Enterprise Permitting and License Management Software

Thank you for contacting us about our Permit2CO Software. We are a 100% web based application, allowing you and your staff to use many different devices. We set ourselves apart from the other software products because we manage the day to day documents, letters and files in addition to the "data" and reporting. We found that many officials spend far too much time cutting and pasting information into documents, so we made most of them a few button clicks. You can make new templates and add to your list of quick and easy documents.

Permit2CO is for use by building departments as a complete solution. By using Permit2CO, the daily processes of creating and issuing permits and final certificates of occupancy, inspections, follow ups to violations and reporting is made more manageable and efficient for today's minimally staffed and overburdened offices. Our code enforcement section handles complaints, violations, legal actions and court documents.

We are enclosing for your convenience this marketing information packet which provides an overview of the system and functions. The system is large yet easy to use and navigate. The largest installation is in a city with over 54,000 parcels, has over 60 users and creates an average of 90 documents every day. The smallest is a village with 2,000 parcels and five users.

Please feel free to contact me regarding any further information or assistance that you will need. I look forward to hearing from you.

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Fully Integrated

Permit2CO is a powerful tool for organizing an entire history of permitting activity and property data in a single place. The system provides an online repository of all official paperwork and digital files concerning all properties in your municipality. Data is secure in a relational database and files are unchangeable except through the system.

Easy to Use

Permit2CO is very structured. You will find similar menus and functions throughout the system. Add people and businesses like owners and contractors once and eliminate multiple data entry and errors. Forms fill in most values automatically. Enter your municipal codes once and insert to documents with a single check.

Affordable

Permit2CO is very attractively priced for budget conscious small to medium sized villages and towns. And, as our customer list grows, features are added which all users benefit from.

The Top 10 Reasons to use Permit2CO

1. Easily enter application for permit. Automatically calculate fees and track from inspection and referrals to certificate of completion
2. Search your online database of properties and contacts for historic information from file search inspections to payment check number
3. Increase services to residents and businesses through efficient inspection scheduling and handling of complaints
4. Increase fee revenues by tightly managing reoccurring inspections
5. Spend less time on your accounting chores by using powerful financial payment capture and report tools
6. Create attractive, customized documents and automatically, securely store those documents online
7. When violations are not corrected, quickly generate court summons and deposition documents that automatically pull in the inspection, violation and legal action information
8. Store all correspondence concerning a property or individual online including photographs and CAD files
9. Offers an easy, affordable pricing plan that includes all features of the program by number of users hosted by you or at our secure facilities
10. The system was designed for the web since the very beginning, so all systems are available in the field by laptop and air-card.



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Simple basis for a complex job

Simply put, the Permit2CO system uses a database, generates documents and tracks information. The Microsoft Word documents which are automatically generated contain information pulled from the database. Prior to the actual document creation, the system will allow you to edit parts which need specific information. After the generation, you can also make changes if necessary.

Your world, your information in an organized, secure, single spot

The data in the database starts with people, businesses and properties. These will be people, businesses and properties in your town or village. People apply for permits and new information is created. There are dates and activities like application reviews, permit expiration and referrals in the new information.

When requirements are satisfied, you print documents. The physical documents as well as the information behind the documents are saved in the system. So, the result is an automatic paper trail associated with a permit, inspection, license or operating permit.

What is required for Startup?

Permit2CO is tailored to your municipality. You may already have some type of database. Basically, the Permit2CO database needs to be prepared.

In one method or another, the parcels are loaded and checked, the history of permits are loaded and checked, people and businesses are loaded and checked.

Many permit fees are straightforward and can be setup by you using the administration section. Some really unique fee structures might need customization, but not usually.

The standard documents could have your logo inserted and used as a watermark. Most lists such as inspections and inspection subtypes are ok to use as is. These can be modified by you as necessary. Inspection and review document codes are revised by you.

A short period of testing and training can be made available, but once you see how everything basically repeats this becomes unnecessary. One morning will be the start date, and you will wonder how you ever lived without Permit2CO!

PERMITS

Permits have a lot in common, yet are very different

Permit Application

The application form is similar for all permit types. Adding a permit from the property (block / lot) page automatically fills in some items.

There are relatively few required fields. The applicant needs to be identified, and if it is a new person or business, the "add new" contact screen is available right from the page and will insert the new contact onto the application.



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Fees are set up according to your specifications and the program automatically calculates amounts. Expiration dates can be a length of time (for example: 6 months) or a set calendar date (for example: on 12/31).

Application numbers are automatically calculated and are unique to each permit. They also are designed to allow for easy identification and sequencing. When the permit is issued, it is given a unique permit number, as are Certificate of Occupancy and Completion.

Permit Review

Building permit reviews are required in order to proceed to create the permit. An approved review is not necessary for plumbing, electrical or other minor permits.

A rejected review declines the permit and generates a letter. Both rejected and accepted reviews step through a list of your building codes which can be inserted into the letter just by clicking the code. Should you return later to the review the codes are remembered.

INSPECTIONS

Inspections are always linked with a property, but can stand on their own, or are linked to permits, complaints or renewals.

Inspections are a central part of Permit2CO. All the important processes (permits, complaints, inspections) can perform one inspection or more.

Add Multiple Inspections and Follow-Up Inspections

There will be a unique inspection id for every new inspection. Sub inspections under that inspection will share that id. The Ids are automatically generated, and contain a code that helps tie them to the thing they belong to.

On performing an inspection, you typically describe what the inspection concerns by way of both pull down menus and an "Initial Comment". This comment will be passed to any sub inspections.

Findings are entered separately. In the event of a violation, the findings are automatically transferred to the violation description. Many inspections can be entered and not all will have violations.

Powerful reports exist. Scheduled inspections and inspection result reports each allow multiple criteria to narrow the results. On the inspection result details report, a hyperlink brings that inspection up in a second window to allow edits or reference.

COMPLAINTS

Complaints are the result of some kind of reported problem on a property.

A new complaint is added via the block lot screen. The new complaint will automatically create an inspection and referral. The status of a new inspection is always "To Be Inspected" which facilitates searching in reports.



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Field Report

The complaint page generates a form for taking into the field. (With Permit2CO remember you can take your laptop with you and using a common air-card can fill in the report in a single step.)

When warranted, the system will create a document to save and merge with your municipal codes. These documents are safely kept in the repository for future reference, once delivered to the property.

The inspections that are associated with complaints work as with all other types of inspections. They link back to the original complaint, can have sub inspections, or can create additional inspections of a different nature for the same complaint. These can have violations and legal actions as usual, and create summons and depositions automatically.

CODE ENFORCEMENT

There can be more than one type of inspection, and inspections have follow ups, and follow ups can have more inspections. The system won't lose them! They stay in your summary lists and reports!

Violations

Violations might be found during the course of an inspection. Open violations stay open with an open date. And yes, there is a report to help you stay on top of them.

Legal Actions

Violations didn't get corrected? Not a problem for you, because next thing you add is a Legal Action. Not only that, generate a summons and deposition out of the violations system data and you have done your job in half (a third? a quarter?) of the time.

LICENSE MANAGEMENT

The purpose of the renewals system is to easily track any type of permit or operating license issued which is meant to be renewed on a regular basis.

Examples vary from sign permits, to fire inspections, to parking permits and dog licenses. As with everything else, the fees are automatically calculated. Late notices can be created if needed. Monies collected are allocated to the correct financial accounts.

Periodic Fire Inspections

The renewals system automates the tasks of tracking "who and when" and frees municipal employees to do the inspections and provide services to homeowners and businesses. Permit2CO helps to track and schedule state mandated fire and safety inspections.

Permits are renewed once a year, or at variable intervals over time, such as every 18 months or every three years. The renewals system maintains a list which relates to each permit to renew (or inspection to be retaken, etc.) It is not the permit itself, but rather is information about when the permit period began and expires.



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FINANCIAL INTEGRATION

This section is about the collection, allocation and reporting of revenues.

First, the system has already calculated the cost of your permit / renewal license / sign or other fee. And this thing could have several cost components allocated to different departments or financial accounts. Now your client (the builder, resident or architect) hands you a check. You click the payments button, enter a couple of things and save it.

That's it. Done. Permit2CO provides a simple way to perform a complicated accounting task: allocation of deposits to the proper financial accounts. It's called 'clicking save.'

The system handles the simple one-for-one transactions as well as a complex transaction. For example, a permit has the potential for part of its fees to go to the building department account, the zoning department account and a legalization penalty account among others.

Maybe you don't have all these accounts. You might still set up the 'buckets' in order to get a better view of what activity is happening.

You or the system automatically will execute the End of Day / Close of Business system activity and will then have detailed financial reports literally at your fingertips. If your finance department isn't so worried about the daily reconciliations that the COB function provides, Permit2CO can be configured to automatically execute the end of day processing. You get all the benefits of the transaction allocations with no effort whatsoever.

PLANNING / ZONING

Building permits can select from a long list of departments to start a referrals process. Included are the Zoning and Planning Boards. Any referral added will change the status of a permit. A Zoning or Planning referral can be searched for and updated by the proper authority.

Building permit reviews have fields to include case and resolution numbers from the Zoning, Planning, City Council and Landmarks Boards directly onto the permit.

PROPERTY MANAGEMENT

All functions are tied together under the property and provide all information specific to the property. For instance, under "permits" are listed the history of permits for the property.

System Hierarchy

Properties (also known for short as 'Block Lots'), people and businesses (also known as 'Contacts') and permits (also known as 'Permit Applications') form the main players.

It could be argued that properties are the only main players because everything more or less starts with a property. An owner is linked to the property, and permits are linked to the property.



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But this is designed as a permit tracking system, not a property tracking system. (The property isn't going anywhere is it?) The dates, events, individuals and costs associated with permits and renewing licenses are the interesting things.

In the end, you do end up tracking everything that happens to a property. Consider that a free extra feature!

Building the hierarchy

More things that attach to properties are complaints, inspections and correspondence. Inspections attach to complaints and inspections usually attach to permits too.

Reoccurring inspections are also part of permit or license renewals. Inspections don't attach to contacts, and complaints don't attach to contacts (but that might be a good enhancement for a police department!)

Find Block Lot

The first screen on login is always the block lot search screen. When a single property matches the criteria the detail page comes up.

The search result lands you on the "details" page, detailing all the property values. The current owner is also listed. You can hyperlink to the person or business for easy review or updates.

There are several command buttons which directly begin the primary functions like "Add Complaint, Inspection and Permit".

UNLIMITED DOCUMENT TEMPLATES

This is a partial list of the system generated and secure documents of Permit2CO.

- *Amendment Survey Denial*
- *Appearance Ticket, Summons*
- *Building Application Review*
- *Building, Electric, Plumbing and other Permit*
- *Certificate of Completion*
- *Certificate of Occupancy*
- *Continuing Violation*
- *Dance & Show Inspection*
- *Expiration of Building Permit*
- *Failed Inspection Notice*
- *File for Final or Extension of CO*
- *File New Plans*
- *Inspection Results*
- *Newly Vacated Businesses*
- *Notice Letter*
- *Notice of Violation*
- *Notice Permit Extension*
- *Notice Permit Issuance*
- *Operating WO CO or Dance Hall or Show License*
- *Stop Work Violation*
- *Temporary Certificate of Occupancy*
- *Violation With Hearing*
- *Voided Application for Permit*
- *Work Complete - File for CO*

Some can carry your logo for a Watermark or Logo in the header. Practically any document you require can be incorporated into the Permit2CO system.



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CORRESPONDENCE

An email or quickly typed memo are just two of the bits of correspondence you might want to save. This function saves any file type from your computer to the secure repository.

Now you can load pictures, CAD documents, spreadsheets or mail attachments and actually find them again! There are correspondence functions with properties, permits, contacts and inspections. Correspondence is sorted by date. Just two simple steps upload the file that is now accessible to every Permit2CO user.

AFFORDABLE

Setting up your municipality is as important to us as it is to you. We make sure permit pricing models are correct. We give you opportunity to test and train using your own data before going live.

We digitize your municipal symbol and customize a set of documents using it as a logo or watermark. We provide unlimited email support and an on line help system for registered users. Enhancements are continuously being added which all users benefit from at no additional cost! Custom requests are considered, and can be added for minimal or no fees depending on the size of your contract.

Pricing depends on the number of users. Reasonable startup fees can be reduced by entering the data yourself. Minimum startup fee applies.



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PERMITS

INSPECTIONS

COMPLAINTS

CODE
ENFORCEMENT

LICENSE
MANAGEMENT

FINANCIAL
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PLANNING/
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UNLIMITED
DOCUMENT
TEMPLATES

PERIODIC
BILLING AND
COLLECTIONS

DOCUMENT
MANAGEMENT

AFFORDABLE

THE BOTTOM LINE

Ask yourself, and demand better!

"I want my office to be better organized!"

"I'm really tired of retyping the same things. And I really want to get some better looking and more complete final documents!"

"There has got to be an easier way to keep stuff together. And, I have got to get into the 21st century with my scheduling software!"

"On top of everything else, I've got to enter data AGAIN in spreadsheets. I want reports that I can just hand over to finance and the Mayor's office!"

Are these issues swirling around in your head?

Demand better!

Look closely at Permit2CO for the answers!



No Offshore Development. Never have, never will.