

ContractorConnect™

The most complete and easiest-to-use online & mobile permitting®

Registering Site: <https://mypermits.meritagesystems.com>

- **One time registration – Register with same email used for Registering in Office**
 - ✓ Select “Not Yet Registered”
 - ✓ Enter valid Email address
 - ✓ Select password (must be 6-20 characters with at least 1 uppercase, 1 lowercase and 1 number OR special character)
 - ✓ Read the “Terms and conditions” then check the box and select Register
 - ✓ Once logged in you will set your profile – Enter main contact name, address and phone information
 - ✓ Make sure “Subscript to Email Notification” is turned on
 - ✓ If registering as a Contractor, turn on, select the trade you are and enter company name
- **You are now ready to enter permits**

The screenshot shows the Meritage Systems logo at the top left. The main heading is "BUILDING PERMIT" with the subtext "Proven online solutions for local government". Below this are two input fields: "Email ID" and "Password". A note below the password field states: "Please enter password of 6-20 chars. with at least 1 uppercase, 1 lowercase and 1 number or special character". There are two checkboxes: "Show Characters" and "I agree to all terms and conditions". At the bottom is a red "REGISTER" button.

“After a spring hailstorm we processed over 700 permits for repairs. I don’t know what we would have done without Meritage Systems online permitting.”

Joy Liberty
Town of Windsor, CO

The screenshot shows the "PROFILE" page with a search bar at the top. The profile form includes fields for "First Name", "Last Name", "Street Address", "Address Line 2 (Unit, Apt., Suite, etc.)", "City", "State", "Zip", and "Phone". There is a "Subscribe to Email Notification" toggle switch which is turned on, and a "I am a Contractor" toggle switch which is also turned on. A red "Submit" button is at the bottom of the form.

✓ Simple, Complete, PC and mobile

MY DASHBOARD

08 Active Permits

05 Upcoming Inspections

02 Payment Due Permits

Permit Step	Status	Permit Number	Address	Permit Type
Application Acceptance	Pending	LVCB-14-0023	10460 Wyandot St, Northglenn, CO 80234	Addition
Building Department Review	Pending	LVRB-14-0024		
		LVRB-14-0090		
		LVRB-14-0088		
		LVCB-14-0006		

✓ PermitWizard™
Guided Application Process

DASHBOARD

UPCOMING INSPECTIONS

- 18 NOV 2014 10:00 AM 14SMA-B0015 2170 S El Molino Ave, San Marino, CA 91108
- 18 NOV 2014 10:00 AM 14SMA-B0015 2170 S El Molino Ave, San Marino, CA 91108
- 18 NOV 2014 02:00 PM 14SMA-B0014 2135 Valedrine Pl, San Marino, CA 91108
- 19 NOV 2014 09:00 AM 14SMA-B0015 2170 S El Molino Ave, San Marino, CA 91108
- 19 NOV 2014 01:00 PM 14SMA-B0015 2170 S El Molino Ave, San Marino, CA 91108

NEW PERMIT

CONTACT INFORMATION

OWNER INFORMATION

First Name: Gary, Last Name: Kaiser

Street Address: 440 Lane Ave

Address Line 2 (Unit, Apt, Suite, etc.):

City: Longview, State: WA, Zip: 98432

Phone: 360 555 1234

APPLY PERMIT

OWNER INFORMATION

FIRST NAME: Bob

LAST NAME: Davis

STREET ADDRESS: 1510 Charlton

ADDRESS 2 (Unit, Apt, Suite, etc.):

CITY: San Marino, STATE: CA

ZIP CODE: 91108

PHONE: 626 444-3434

ALTERNATE PHONE:

MY PERMITS

- 14SMA-HVAC0005: 1510 Charlton Rd, San Marino, CA 91108. Accessory Building - New. Pending.
- 14SMA-RB0001: 865 Chester Ave, San Marino, CA 91108. Fire Life Safety Permit. Pending.
- 14SMA-CB0003: 1450 Old Mill Rd, San Marino, CA 91108. Fire Underground Permit. Ready for Scheduling.
- 14SMA-HVAC0001: 1450 Old Mill Lane, San Marino, CA 91108.

SCHEDULE INSPECTION

Required Inspections: 13BRY-00001

Select Inspections to Schedule

- Inspection Meter: [On]
- Inspection - Engineer Letter Required: [On]
- Service: [Off]
- Service: [Off]

INSPECTION DETAILS

Setbacks: 14SMA-RB0002

865 Chester Ave, San Marino, CA 91108

Failed: Not Ready

The means of egress including exit discharge shall be illuminated at all times the building space served by the means of egress is occupied. Failure to provide means of egress illumination. Permit NOT posted on Job Site.

Confirmed New Time: Please knock and ring doorbell OK to enter backyard

Confirmed New Time: Please knock and ring doorbell OK to enter backyard

Reinstated: This inspection was reinstated and is required.

RESCHEDULE

MAKE PAYMENTS

- 14WIN-01624: 726 Apple Ct., Windsor, CO 80550. Fee: \$ 52.90
- 14WIN-01641: 410 Chimney Park., Windsor, CO 80550. Fee: \$ 384.26

Total: \$ 437.16

NEXT

DASHBOARD

14SMA-CB0003 - Fire Underground Permit

1450 Old Mill Rd, San Marino, CA 91108

✓ Inspection Scheduling & Results

✓ Online Payments

✓ GeoServices™