Memo

Date: October 19, 2012

To: Contractors/account holders

Re: **NEW DOCUMENT UPLOAD FEATURE**

If you have an account with us we have recently added a feature to your contractor dashboard that will allow you to upload documents for inspectors in the field without having them posted on site and the field inspector can then review with the inspection request, this includes engineering letters; soil verification or stucco certification letters; life safety certifications such as alarm and sprinkler or any other additional information that is needed during the construction process. The recommend format is PDF due to size limitations. The following steps walk you through the process of uploading a document to a permit or at time of inspection request:

<u>Go to your sign in screen off www.meckpermit.com and log into the system</u>:

Please be patient while we strive to meet your inspection needs. As a result of reduced staffing, our inspection response time goals are now 85% of requested inspections on the scheduled date. If your inspection request involves homeowner access coordination and an appointment is needed, you should contact your assigned inspector. Our priority inspection guidelines and current inspection response times can be found on our website at meckpermit.com. We apologize for any inconvenience this may cause.

FORGOT YOUR PASSWORD? Use the **Automatic Password Reset**
Provide your account number and e-mail address.
NOTE: Passwords are case sensitive. Please enter your password exactly as assigned.

Use of this system requires a Permit Fee Account.

Contractor New Quarter Failure Rate Available

Contractor Last Quarter Failure Rate Available

Third Quarter 2012 **Contractor Activity Type and Top 5 Defects** Available

Second Quarter 2012 **Inspector Inspection Results by Contractor** Available

Once on your dashboard you can go to "view my permits" on the left side margin:

After opening up your permits you will be able to select the permit itself and upload the document or you can select the **Go** button to request an inspection and then upload:

Under the permit information or at time of request you simply go to the bottom of the screen and you will see the new feature with a header "**Upload documents for inspector review**". You select "**Add**" and you will see several features. The first step is to go to "**Get a File**" and upload your document. The second step is to select a document type for quick reference when the inspector reviews. The third option you might use is the "**Comments**" section where you can add notes for additional information you need to convey to your Inspector. Once ready hit submit at the top or bottom of the screen and this will submit to the system along with a date the document was created. You can delete your document the same day created, however; the next day your document is locked into the system and cannot be removed. If an error occurred on the document selected, a new document will need to be uploaded as a replacement, which will be assigned a current date. When an inspector pulls up this request on their screen they will be able to retrieve your uploaded documents and information for review.