

# Permit processing instructions

Folders on Building Inspector laptop - password PBI

/C:

User

Building Inspector

Plainfield

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|         |                |              |            |       |        |                |             |                 |       |       |
|---------|----------------|--------------|------------|-------|--------|----------------|-------------|-----------------|-------|-------|
| 20XX    | Time/Permits   | Certificates | To Print   | Codes | Emails | Cloud          | Scanned     | Permit Info.    |       |       |
| Current | Previous Years |              |            |       |        |                |             | Old Permit Logs |       |       |
| Permits | Time/Permits   |              |            |       |        |                |             |                 |       |       |
|         |                | Renewals     | Permit Exp | CC's  | CO's   | Active Permits | All Permits | BI Forms        | 100's | 200's |
|         |                |              |            |       |        |                |             |                 |       |       |

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|  |  |  |                      |  |  |                       |  |                                |  |  |
|--|--|--|----------------------|--|--|-----------------------|--|--------------------------------|--|--|
|  |  |  | Code forms & letters |  |  | Permit Status letters |  | Plainfield Building Dept Forms |  |  |
|--|--|--|----------------------|--|--|-----------------------|--|--------------------------------|--|--|



