munis®
a tyler erp solution

Munis® Permits & Code Enforcement

Tyler's Munis® Permits and Code Enforcement is designed for Building Department Permits as well as Planning & Zoning, Tank Removal, Fire Departments, Signs, and miscellaneous user-defined permit types. Permits and Code Enforcement is integrated with Munis Business Licenses, Accounts Receivable & Collections, Tax Parcel, Utility Billing, and General Ledger—but can also work stand-alone as well. The application also interacts with GIS in several areas, such as abutters' lists, and mapping. Munis Scheduler automates certain reports, periodic inspections, and violation notices. Additionally, users can set up configurable event notifications in key programs/processes in the module.

Central Property Master File

- Information tracked includes:
  - » Location, legal, and ownership data
  - » Use & zoning
  - » Development/subdivision codes
  - » Setbacks and lot dimensions
  - » Building/construction detail
  - » User-defined restrictions and hazards
  - » Legal use
  - » Vacant building/condemned fields
  - » Occupancy detail by floor
  - » Parking/buffering
  - » Septic and Well
  - » GIS Interface
  - » Building safety systems
- Create new properties or inactivate others with batch import process
- Central Addressing programs allow you to maintain detailed street and subdivision information
  - » Combine street and subdivision information to create a location, or address, that is then associated with a Parcel ID
  - » Verify locations as well as parcels

Permits

- Supports multiple permit types, including:
  - » Construction
  - » Business
  - » Property
  - » Planning/zoning
  - » Site-defined
- Citizen Self Service
  - » Application Inquiry
  - » Permits
  - » Inspection Details
  - » Apply for a basic application on-line
- Department / Board Reviews
- Contractor ID, state license #, insurance bonding, and Business/Occupational License information stored with each permit
- Applications can be paper-based forms
- Manage the plan review process for an application by creating plan review status codes, plan review comment codes, or default plan review departments
- You can also scan paper-based forms, sketches, blueprints, site plans, etc., and view them with optional Munis Office

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Permits (Cont.)

- Property Master files provide information during application/ project entry, such as owner name, building restrictions, environmental restrictions, setback, etc.

- Warnings based on prior permit history, complaint/violation history, delinquent accounts receivables, contractor licensing

- As application information is entered, the subsidiary permit and inspection records are automatically created based on project type defaults

- Allows an unlimited number of user-defined permits per project, such as building, plumbing, electrical, gas, mechanical, etc.

- Permits for the same project may be applied for and granted at different times, and to different contractors

- Quick Issue allows easy issue of multiple permits associated with an application

- Certificate of Occupancy, Plan Review Fees, and Cash Bond Fees are created as separate permit types

- Fee amounts automatically calculate based on user-defined fee tables, estimated cost, square footage, number of fixtures, percentage of another permit's fee, and/or other statistics

- Apply a single payment to multiple permits and inspection records in the same project; you can also apply credits at time of payment

- Contractors can be granted credit, post escrow money, and draw and report against this in a statement-like print function. Munis General Billing invoices can also be created individually or in batch

- Manage required licenses and certification based on North American Industry Classification System (NAICS) code or license type

  » Create a list of required licenses and certification for contractors and tradesmen

  » Requirements are associated with contractor or tradesman when a license type of NAICS code is assigned

  » Program displays a list of required licenses with the contractor or tradesman associate with a permit

- Create related work orders to collect money such as "security deposits" from contractors, for example. Money can be returned or invoices generated to handle positive or negative balances

- User-defined forms for printing available with optional Tyler Form Processing

- Track approvals required before permits can be issued with a prerequisites list you establish. This workflow offers e-mail notifications to both internal and external parties

- Create work orders to hold deposit amounts

- Blanket bond and bond tracking

- Create Department/Board Review files to process hearings related to an application

- Estimate permit and inspection fees for a project prior to entry of a permit application

Inspections

- Supports all inspection types: permit, violation, and periodic business/building

- Inspection scheduling allows automatic assignment of inspectors based on area of town and type of inspection

- Export inspections to a laptop computer for field processing, import inspection results when finished

- Annual business/building inspections can be automatically generated from a scheduling file

- Assign a fee to any inspection or re-inspection

- Re-inspection fees can be set based on a sliding scale

- Rapid entry of inspection results allows easy processing for inspectors at end of day

Complaints, Violations & Code Enforcement

- Ability to track all complaints and violations related to a permit, business, or property

- Enforcement steps (business rules) are pre-established by violation type

- Ability to send out violation notices, schedule hearings, issue fines, and track events

Inquiries and Reports

- Standard reports include:

  » Permit Fees Collected Report

  » Unpaid Fees Report

  » MTD/YTD Analysis Reports of Permits

  » Assessors List of completed projects for addition to the Tax Roll or CAMA Files

  » Inspection Reports for upcoming or completed inspections

  » Complaints/Violations Report

- Mail merge information with Microsoft Office templates you define to create the following (with optional Munis Office):

  » Certificate of Inspection Notice

  » Violation Entry

  » Denial Letters

  » Department Board Review

  » Inactivity Report

  » Inspection Entry

  » Permits Issued Analysis Report

  » Property Form

- Inquiry by location, business, complaint or violation

- Inquiry by scheduled or unscheduled inspections

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