

Local Building Department Directory (LBDD)

User Guide for Jurisdiction Administrators and Assistants

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Helpful information to begin using this guide:

Your system administrator is the key person in your jurisdiction given the responsibility for updating many of the fields for your organization in the Local Building Department Directory. Other staff can be added as editors to the directory, but need to be given a log in id from this key person in order to change entries in the directory.

The Home tab (screen) is where you can change your email address, password and choose the jurisdiction.

The Admin tab is only accessible to the system administrator. It deals with types of permits, online statements, related links and maintaining users.

The Office tab is for changing the address, phone numbers and email addresses of your office location, including branch offices.

The Staff tab is for adding and changing office staff information for jurisdictions. Each branch office has its own tab for adding new staff.

The Job Site Address tab is where you can modify and add addresses or tax lot numbers that are within your jurisdictions authority.

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Logging in

To begin, open the Local Building Department Directory application located at the following address: http://www4.cbs.state.or.us/exs/bcd/dor_juris

Login Screen Fields

The login screen contains the fields you will need to enter in order to gain access to the system

User ID

You will have your own user id, which has been assigned to you by your system administrator. Your system administrator will also be required to assign your current email address. Both the user id and email address are unique names to the system, meaning no other user can use them. Contact your system administrator to set you up an account.

Password

Your password is originally set up by your system administrator as 12345. The first time you log into the system you will be asked to change your password.

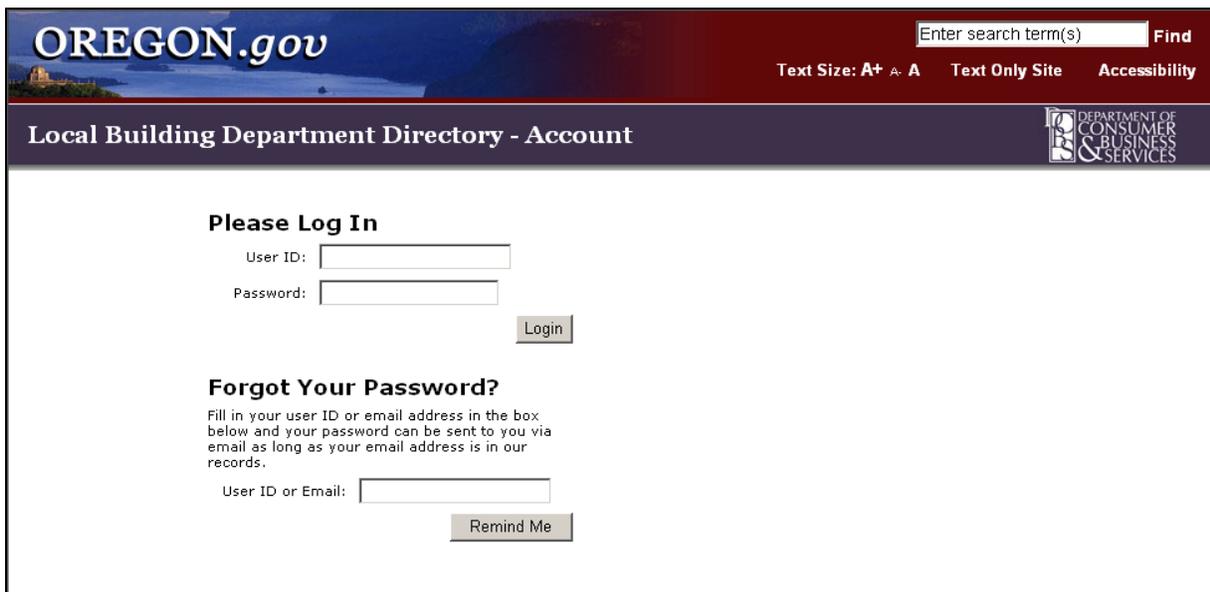
User ID or Email

This field is where you would type in your user id or email address when you have forgotten your password. If your information is located in the system, once you click the **Remind Me** button, an email will be sent directly to you with all your login information.

Logging into the system

In the **User ID** field enter your login id provided to you by your system administrator. In the **Password** field, enter your password.

Click  to log into the system.



OREGON.gov Enter search term(s) Find
Text Size: A+ A A Text Only Site Accessibility

Local Building Department Directory - Account DEPARTMENT OF CONSUMER & BUSINESS SERVICES

Please Log In

User ID:

Password:

Login

Forgot Your Password?

Fill in your user ID or email address in the box below and your password can be sent to you via email as long as your email address is in our records.

User ID or Email:

Remind Me

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The Home Screen

Once you have successfully logged into the system, you will be directed to the Home tab. This is the default start page for every user. It will remain the only tab visible until a jurisdiction name is chosen (see below)

Home Screen Fields and Controls

Jurisdiction Name

Next to this title you will see a jurisdiction name. It will be blank until you actually choose a jurisdiction (see below). The placement of this title will stay consistent throughout the application for your reference.

User Name

Next to this title you will see your first and last name. This will also remain in the same location throughout the application for your reference.

Log Out

This link will log you out of the system. It will remain in this same location throughout the application.

Change Your Email Address

This is a link that opens a new page where you can change your email address

Change Your Password

This is a link that opens a new page where you can change your password

Choose a Jurisdiction

A drop down list is provided which contains a list of jurisdiction names. The names displayed are only the names your system administrator has assigned to you. In order to continue in the application at this point, a jurisdiction must be selected.

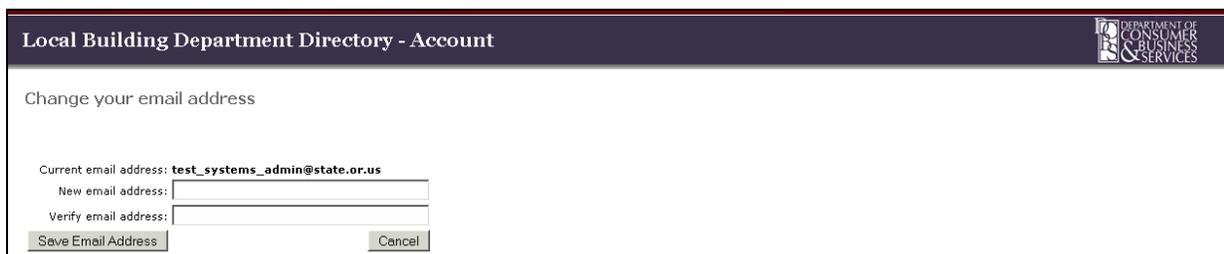
Changing your Email

The **Current Email Address** is a display of your current email address.

In the **New Email Address** field, type in your new email address.

In the **Verify Email Address** field, re-type your new email address for verification.

Click on  to save your new email address.



The screenshot shows a web interface for changing an email address. At the top, there is a dark header with the text "Local Building Department Directory - Account" on the left and a logo for the "DEPARTMENT OF CONSUMER BUSINESS & SERVICES" on the right. Below the header, the main content area is titled "Change your email address". It displays the "Current email address" as "test_systems_admin@state.or.us". There are three input fields: "New email address:", "Verify email address:", and a third field for re-typing. At the bottom of the form, there are two buttons: "Save Email Address" and "Cancel".

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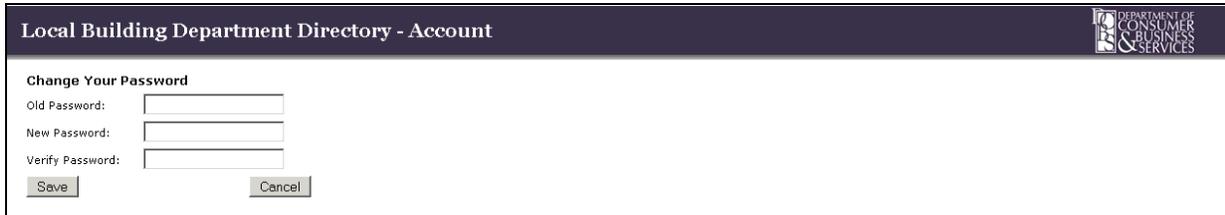
Changing Your Password

In the **Old Password** field, type in your old password.

In the **New Password** field, type in your new password.

In the **Verify Password** field, re-type your new password.

Click  to commit your new password.



The screenshot shows the 'Local Building Department Directory - Account' page. At the top right is the logo for the Department of Consumer & Business Services. The main heading is 'Change Your Password'. Below this are three input fields: 'Old Password:', 'New Password:', and 'Verify Password:'. At the bottom of the form are two buttons: 'Save' and 'Cancel'.

Choosing a Jurisdiction

Click on the **Choose a Jurisdiction** field and select the desired jurisdiction name.

Click the  button.



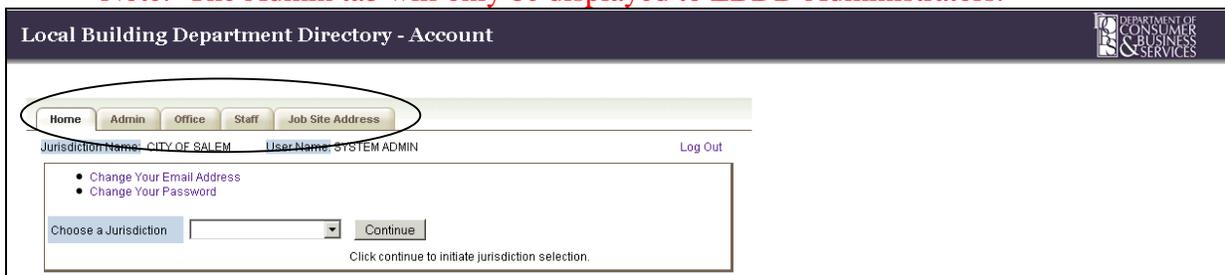
The screenshot shows the 'Local Building Department Directory - Account' page. At the top right is the logo for the Department of Consumer & Business Services. The main heading is 'Local Building Department Directory - Account'. Below this is a navigation bar with a 'Home' button circled in red. Below the navigation bar, there is a 'Jurisdiction Name:' field, a 'Welcome: SYSTEM ADMIN' message, and a 'Log Out' link. Below these are two links: 'Change Your Email Address' and 'Change Your Password'. Below these links is a 'Choose a Jurisdiction' dropdown menu and a 'Continue' button. Below the dropdown menu and button is the text 'Click continue to initiate jurisdiction selection.'

Once a jurisdiction has been selected, an additional set of tabs will appear to the right of the Home tab. These tabs can include:

- Admin**
- Office**
- Staff**
- Job Site Address**

Each of these tabs functions will be described in detail in the sections below.

Note: The Admin tab will only be displayed to LBDD Administrators.



The screenshot shows the 'Local Building Department Directory - Account' page. At the top right is the logo for the Department of Consumer & Business Services. The main heading is 'Local Building Department Directory - Account'. Below this is a navigation bar with a 'Home' button circled in red, and four additional tabs: 'Admin', 'Office', 'Staff', and 'Job Site Address'. Below the navigation bar, there is a 'Jurisdiction Name: CITY OF SALEM' field, a 'User Name: SYSTEM ADMIN' message, and a 'Log Out' link. Below these are two links: 'Change Your Email Address' and 'Change Your Password'. Below these links is a 'Choose a Jurisdiction' dropdown menu and a 'Continue' button. Below the dropdown menu and button is the text 'Click continue to initiate jurisdiction selection.'

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The Admin Screen (only available to LBDD Administrators)

Admin Screen

The Admin tab contains a set of tabs within itself. These tabs can include the following:

- Permits**
- Online Statements**
- Related Links**
- Maintain Users**

Permits Screen Fields and Controls

Permits sold by the jurisdiction are entered on this screen.

Add New Permit

This is a button that when clicked expands the screen, which allows you to input a permit.

Existing Permits

If any permits have been added for this jurisdiction, the permit's name will display as links. When you click on them, the form will expand and allow you to edit the selected permit.

Permits

This drop down list contains all the permit types that have been entered into the system for all jurisdictions.

All Services

This is a check box to show whether or not the jurisdiction provides "all services" for a selected permit type.

Sells Online

This is a check box to show whether or not the jurisdiction provides "online service" for a selected permit type.

URL Location For Paper Forms

This is the local jurisdiction's URL address where the paper form for the selected permit type can be viewed and printed from.

Save Permit

This is a button that saves the selected permit, all services, sells online and URL location for paper form information.

Create A New Permit Type Here

This field is used to create a new permit type that does not exist already in the system. When a new permit type is created here, it will be added to the list that displays in the **Permits** dropdown box.

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Entering Data Into The Permits Screen

Click  to expand the form.

Select a permit type from the **Permits** drop down list. Please note that only the permits that are not already selected for this jurisdiction will display in the drop down list. If the permit type you wish to add is not in the drop down list, and it's one that you don't already have assigned, you can add the desired permit to the system. To add this, input the name of the permit in the **Create A New Permit Type Here** field and click on .

This will add and display the new permit type in the **Permits** drop down list.

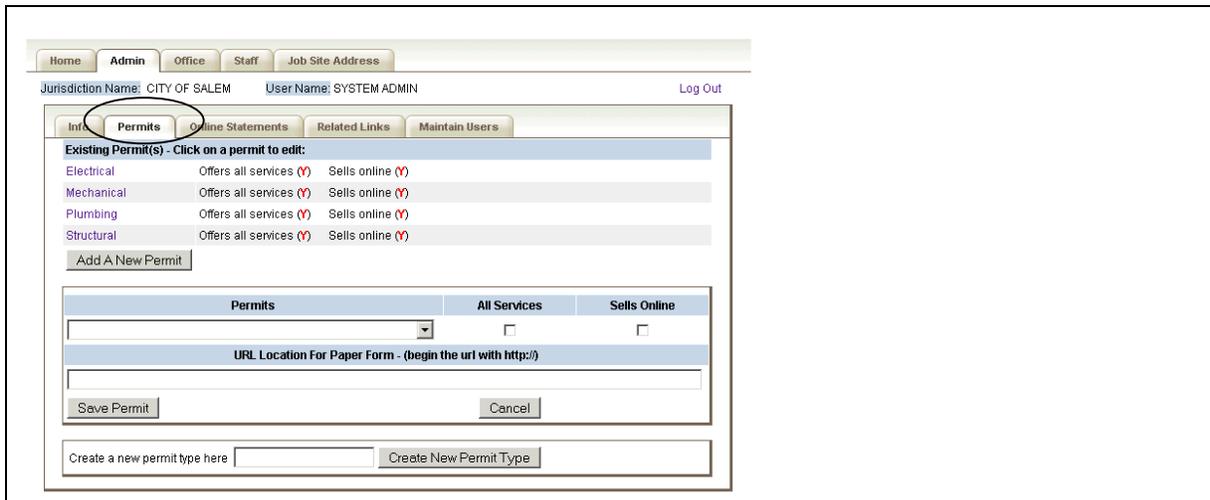
Check the **All Services** check box if applicable for this permit type.

Check the **Sells Online** check box if applicable for this permit type.

Fill in the **URL Location For Paper Form** field with the correct URL address for this permit type. Begin the URL with http://.

To commit this permit to the system click the .

Your new entry will then display as a link under the **Existing Permits** label.



The screenshot shows the 'Permits' section of the LBDD interface. At the top, there are navigation tabs: Home, Admin, Office, Staff, and Job Site Address. Below these, the user is logged in as 'SYSTEM ADMIN' for the 'CITY OF SALEM' jurisdiction. The 'Permits' tab is selected, showing a list of 'Existing Permit(s)'. The list includes Electrical, Mechanical, Plumbing, and Structural, each with 'Offers all services' and 'Sells online' checked. Below the list is an 'Add A New Permit' button. The form below the button has three columns: 'Permits' (a dropdown menu), 'All Services' (a checkbox), and 'Sells Online' (a checkbox). Below these columns is a text field for 'URL Location For Paper Form - (begin the url with http://)'. At the bottom of the form are 'Save Permit' and 'Cancel' buttons. Below the form is a text input field for 'Create a new permit type here' and a 'Create New Permit Type' button.

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Online Statements Screen Fields

Provides a generalized statement specific to each jurisdiction, and to every permit a jurisdiction sells. BCD and local jurisdiction administrators only are allowed to enter this information. The page defaults to the jurisdiction statement.

Jurisdiction/Permits

Under this heading, there will be menu list of links. The menu list will always begin with jurisdiction and be followed with all the permit types. An example would look like the following:

Jurisdiction
Electrical
Mechanical
Plumbing
Structural

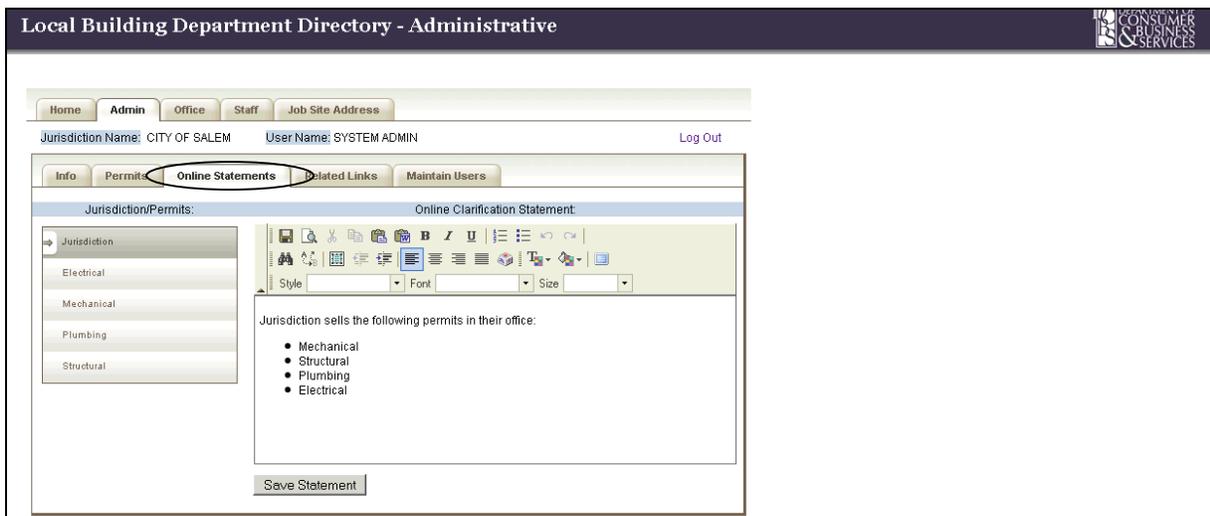
Online Clarification Statement

This is an online text editor that will allow you to type in a statement and format it the way you like. The statement is will be specific to the link provided on the left side of the screen. This again will be a statement for the jurisdiction or a permit type. The text editor will open up empty if no statement has been provided

Entering Online Statements

Click on the desired link under the navigation menu on the left side of the form labeled **Jurisdiction/Permits**.

Enter a statement related to the link you just clicked within the text editor under the **Online Clarification Statement**. The text editor is designed to allow a limited formatted statement by using the tools located on the top portion of the editor. Once the statement is complete click 



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Related Links Screen Fields and Controls

This is where additional links to web pages that prove to be useful for contractors when buying a permit can be added. Only BCD and local jurisdiction administrators have access to this page.

Click On Related Link To Edit

Under this heading, will be a list of any additional links that you have added to the system. The system has been set up to include two related links already, these being links to the Oregon State Fire Marshal and Permits Plus. Test links are also provided to ensure accuracy of entry of the URL.

Add A New Link

This button expands the form and displays data entry fields for a new related link.

Link Description

This will be the name of the related link. Make sure to name it something that will simply define the link. This is a required field.

URL

This is the URL address for the new related link.

Add Link

Clicking this button will add the new related link. Once added it will display in the list of related links under the **Click On Related Link To Edit** heading.

Delete This Link

This button only appears when in edit mode. It will remove the link being edited from the system.

Adding Related Links

Click on 

In the **Link Description** field, type in a descriptive name This field is required.

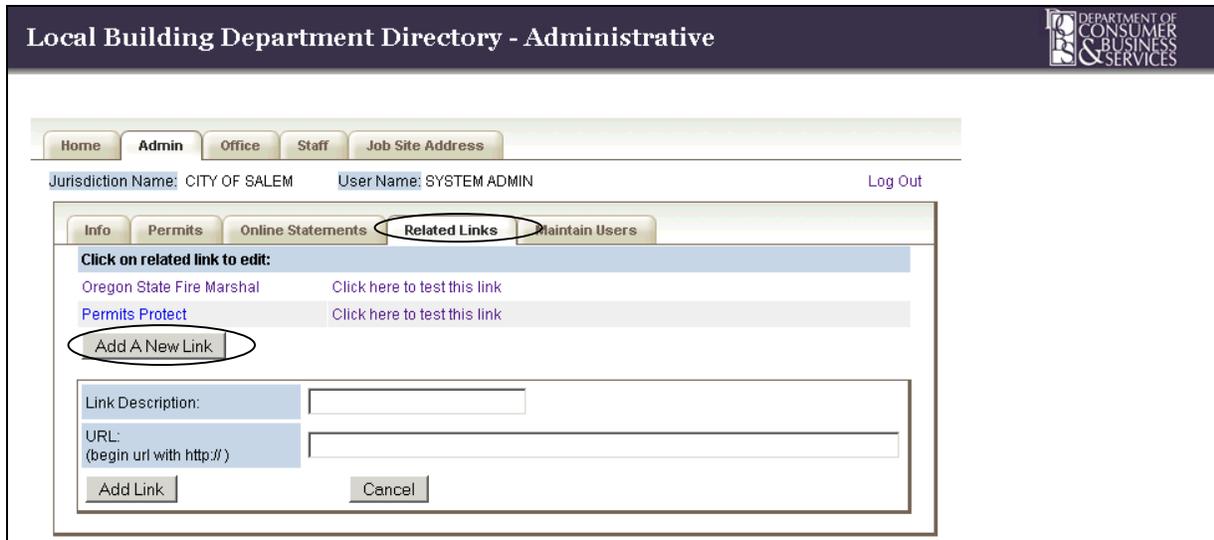
In the **URL** field, type in the URL address. Begin with http:// This field is required.

When both the **Link Description** and **URL** fields are completed, click on



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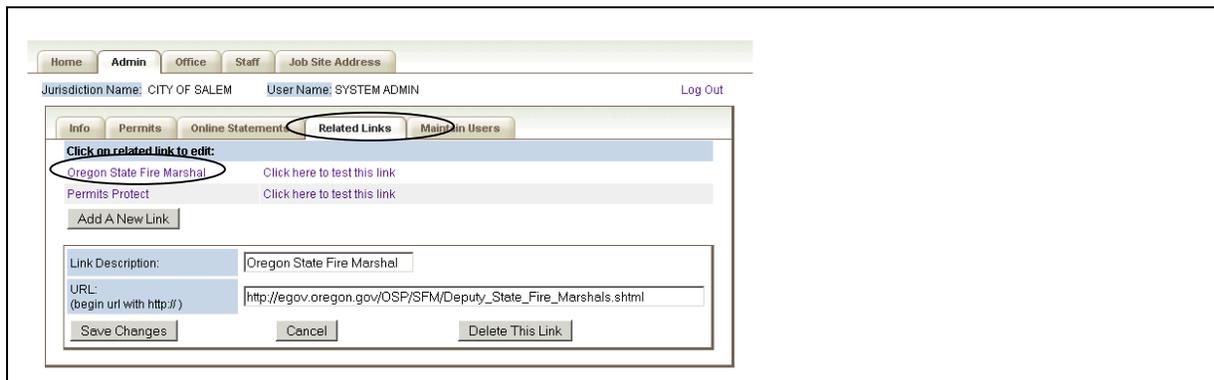
Modify Related Links

Click on the descriptive name located under the heading **Click On Related Link To Edit**.

Make any changes to either the **Link Description** or **URL** fields. Both are required.

To delete the link being modified click on the 

To save changes, click on 



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Maintain Users Screen Fields and Controls

The maintain user screen is where BCD and local jurisdiction administrators, administer users to the system. BCD administrators will have rights to assign BCD administrators, jurisdiction administrators, and jurisdiction users. Jurisdiction administrators will have rights to add jurisdiction administrators and jurisdiction users within their jurisdictions.

Click On User Name To Edit

This is a link that displays all existing users for a given jurisdiction. The link allows you to modify the users information.

Add A New User

This is a button that expands the form and provides additional fields for entering a new user.

Add Existing User

This is a button that expands the form and provided additional fields for adding an existing user from another jurisdiction.

First Name

This is the first name of the user being added to the system.

Last Name

This is the last name of the user being added to the system

Login Id

This is a login id that will be assigned to you by your system administrator. Each login id must be unique within the system.

Email

This is the email address for the user being added to the system. Email addresses can't be shared so each user must have their own unique email address.

Description

This is a role description for the user being added to the system. There are three main roles, BCD Admin, Jurisdiction Admin, and Jurisdiction User.

User Info

This is a drop down that will display a list of all existing user names with email addresses that exist in the system. This is made available so that a person can be assigned as a user to multiple jurisdictions. It will only be visible when adding an existing user.

Note: When a new user is added or an existing user has any modifications made to it, an email is sent out to the user describing any additions or changes made.

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Add A New User

Click on  This will expand the form.

Enter the **First Name** of the new user. This field is required.

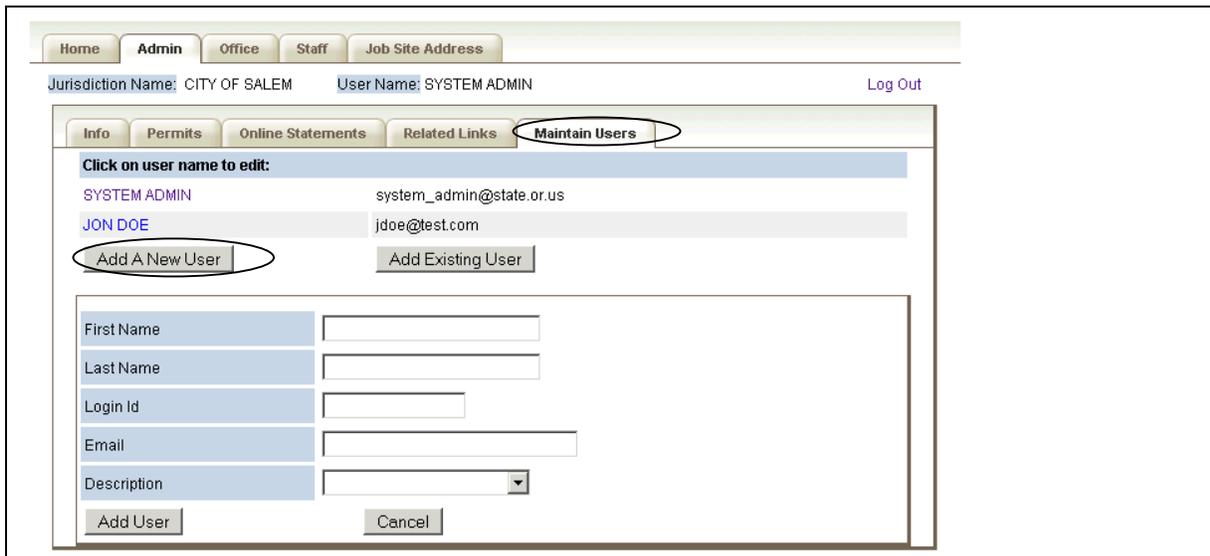
Enter the **Last Name** of the new user. This field is required.

Enter a **Login Id**. This has to be unique to the system. If you enter an id that already exist, the system will notify you and require you to choose a different id. This field is required.

Enter a valid **Email** address. The email address can't be used by any other user. If you enter an email address that is already in user, the system will notify you and require you to choose a different email address. This field is required.

Select a **Description** from the drop down list. This defines the role of the user with in the system. This field is required.

To commit this user to the system, click on 



The screenshot shows the 'Maintain Users' section of the application. At the top, there are navigation tabs: Home, Admin, Office, Staff, and Job Site Address. Below these, the current jurisdiction is 'CITY OF SALEM' and the user is 'SYSTEM ADMIN'. The 'Maintain Users' tab is selected, showing a list of users: 'SYSTEM ADMIN' (system_admin@state.or.us) and 'JON DOE' (jdoe@test.com). Below the list are two buttons: 'Add A New User' and 'Add Existing User'. The 'Add A New User' button is circled. Below the buttons is a form with the following fields: 'First Name', 'Last Name', 'Login Id', 'Email', and 'Description' (a dropdown menu). At the bottom of the form are 'Add User' and 'Cancel' buttons.

Add An Existing User

Click on  to expand the form.

Select an existing user from the **User Info** drop down menu. This field is required.

Select a **Description** from the drop down list. This defines the role of the user with in the system. This field is required.

To commit this user to the system, click on 

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Home Admin Office Staff Job Site Address

Jurisdiction Name: CITY OF SALEM User Name: SYSTEM ADMIN Log Out

Info Permits Online Statements Related Links **Maintain Users**

Click on user name to edit:

SYSTEM ADMIN	system_admin@state.or.us
JON DOE	jdoe@test.com

Add A New User Add Existing User

Check for existing user (same login id, password, and email will be applied)

User Info

Description

Add This User Cancel

Modify An Existing User

Click on the name of the user you wish to modify. This is located under the heading of **Click On User Name To Edit**.

Modify if applicable the **First Name** of the new user. This field is required.

Modify if applicable the **Last Name** of the new user. This field is required.

Modify if applicable the **Login Id**. This has to be unique to the system. If you enter an id that already exist, the system will notify you and require you to choose a different id. This field is required.

Modify if applicable the **Email** address. The email address can't be used by any other user. If you enter an email address that is already in user, the system will notify you and require you to choose a different email address. This field is required.

Modify if applicable the **Description** from the drop down list. This defines the role of the user in the system. This field is required.

To commit changes to the system, click on 

Home Admin Office Staff Job Site Address

Jurisdiction Name: CITY OF SALEM User Name: SYSTEM ADMIN Log Out

Info Permits Online Statements Related Links **Maintain Users**

Click on user name to edit:

SYSTEM ADMIN	system_admin@state.or.us
JON DOE	jdoe@test.com

Add A New User Add Existing User

First Name JON

Last Name DOE

Login Id JDOE

Email jdoe@test.com

Description JURISDICTION

Save Changes Cancel Delete This User

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Modify Office Locations

Office Screen Fields And Controls

This screen is designed to input the primary physical address, any additional branch office addresses, phone numbers and email information that is collected.

Click On An Office Address To Edit

This displays the office address as a link and is used to make modifications.

Add A New Office

This is a button that when clicked expands the form and displays data entry fields for adding an office address.

Primary Address

This is a check box that marks if the address being added is the primary physical address of the office building.

Address 1

This is the physical address of the office building.

Address 2

This is an additional address that may be related to the physical address.

City, State & Zip

The city, state & zip code where the physical building resides.

Phone

This is the main contact phone number for the office.

Fax

This is the official fax number for the office.

Cell

If the office has a cell phone number, it is represented here.

Pager

If the office has a pager number, it is represented here.

Office

This is the official email address for the office.

Alternate

If the office has any additional email addresses they are represented here.

Save Office

This is a button that saves all the office information into the system.

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Save Changes

This is a button that displays during the modification process of an office address. It will save any changes that are made.

Delete This Office

This is a button that displays only during the modification process of an office address. It will delete an office address from the system.

Add New Office Address

To begin, click on  which will expand the form for data entry.

If this address is the **Primary Address**, make sure to check the box to indicate this. Only one primary address is allowed per jurisdiction.

In the **Address 1** field, input the physical address number and street name along with any other relevant information that pertains to address 1. This field is required.

In the **Address 2** field, input any addition address information not included in address 1.

Fill in the **City**, **State**, and **Zip** code. All three of these fields are required.

In the **Phone** field, input the area code, prefix, and suffix. These are all required. The extension number is optional.

When applicable, input the area code, prefix and suffix and extension for the **Fax**, **Cell**, and **Pager**. These fields are not required.

When applicable, input the **Office** and **Alternate** email addresses. These both are not a requirement.

To save your new office, click on 

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The screenshot shows the 'Office' management page in the LBDD application. The navigation menu includes 'Home', 'Admin', 'Office', 'Staff', and 'Job Site Address'. The current user is 'SYSTEM ADMIN' and the jurisdiction is 'CITY OF SALEM'. A list of office addresses is shown, with '555 LIBERTY ST SE SALEM OR 97301 (Primary Physical Location)' selected. The 'Add A New Office' button is circled in red. Below the list is a form for adding a new office address. The form includes a checkbox for 'Primary Address', fields for 'Address 1', 'Address 2', 'City, State, Zip', a table for 'Phone Type' (PHONE, FAX, CELL, PAGER) with columns for 'Area Code', 'Prefix', 'Suffix', and 'Ext', and fields for 'Email Type' (OFFICE, ALTERNATE) and 'Email'. At the bottom of the form are 'Add Address' and 'Cancel' buttons.

Modify An Existing Office Address

Click on the office address link that you wish to modify. The link will be located under the heading **Click On An Office Address To Edit**

If this address is the **Primary Address**, make sure to check the box to indicate this. Only one primary address is allowed per jurisdiction.

In the **Address 1** field, input the physical address number and street name along with any other relevant information that pertains to address 1. This field is required.

In the **Address 2** field, input any additional address information not included in address 1.

Fill in the **City, State, and Zip** code. All three of these fields are required.

In the **Phone** field, input the area code, prefix, and suffix. These are all required. The extension number is optional.

When applicable, input the area code, prefix and suffix and extension for the **Fax, Cell, and Pager**. These fields are not required.

When applicable, input the **Office** and **Alternate** email addresses. These both are not a requirement.

To delete this office, click on 

To save your changes to this office, click on 

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Home Admin **Office** Staff Job Site Address

Jurisdiction Name: CITY OF SALEM User Name: SYSTEM ADMIN Log Out

Click on an office address to edit:

555 LIBERTY ST SE SALEM OR 97301 (Primary Physical Location)

Add A New Office

Primary Address (check for yes)

Address 1 555 LIBERTY ST SE

Address 2

City, State, Zip SALEM OR 97301

Phone Type	Area Code	Prefix	Suffix	Ext
PHONE	503	588	6256	
FAX				
CELL				
PAGER				

Email Type	Email
OFFICE	epermits@cityofsalem.net
ALTERNATE	

Save Changes Cancel Delete This Office

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Staff Screen Fields And Controls

This screen is designed to input and/or modify staff assigned to individual offices. There must be at least one office added prior to adding any staff. Within the staff screen, each office assigned to this jurisdiction will have its own tab for adding new staff members. It will default to the primary office address.

Click On A Staff Name To Edit.

This displays the office address as a link and is used to make modifications.

Add A New Staff

This is a button that when clicked expands the form and displays data entry fields for adding a new staff person.

First Name

This field represents the persons first name. It is a required field.

Last Name

This field represents the persons last name. It is a required field.

Jurisdiction Staff Description

This field is used to describe the staffs working title. This field was provided so that each jurisdiction could input their standard descriptions. This is a required field.

Show This Staff Online

This is a check box that when checked, means that you want this staff to show up on the website.

Phone

This is the main contact phone number for the staff person.

Fax

This is the main fax number for the staff person.

Cell

This would be a main cell phone number assigned to the staff person.

Pager

This would be a main pager number assigned to the staff person.

Office

This would be the staff persons official email address.

Alternate

This would be an alternate email address assigned to the staff person.

Save Staff

This is a button that saves all the staff information into the system.

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Save Changes

This is a button that displays during the modification process of any staff persons. It will save any changes that were made.

Delete This Staff

This is a button that displays only during the modification process of a staff person. Building officials can not be deleted from the system, but can be modified. Any other staff type can be deleted with this button.

Add New Staff

To begin, click on the address tab that you wish to add staff for. If there is only one office address assigned to the jurisdiction it will default to that tab.

Click on  which will expand the form for data entry.

Enter in the **First Name** of the staff person.

Enter in the **Last Name** of the staff person.

In the **Jurisdiction Description** field, enter in the working title of the staff person.

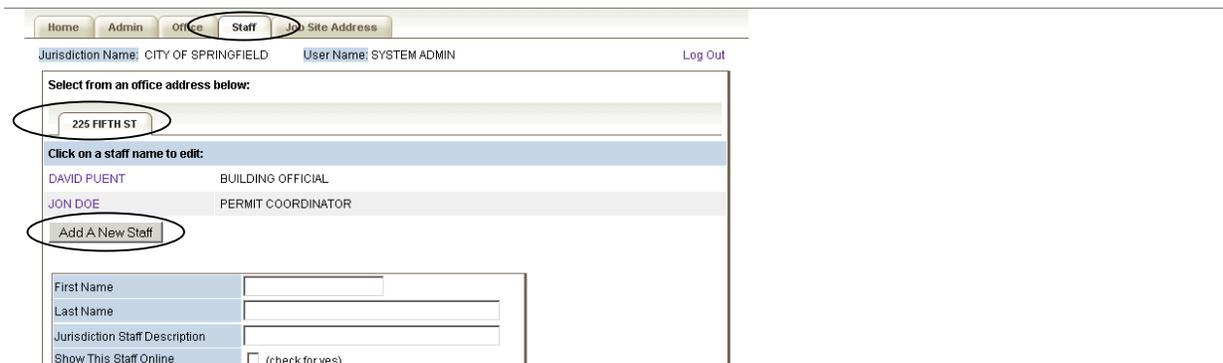
If you want to **Show This Staff Online** click on the check the box to activate.

In the field, input the area code, prefix, and suffix.

When applicable, input the area code, prefix and suffix and extension for the **Phone, Fax, Cell, and Pager**. These fields are not required.

When applicable, input the **Office** and **Alternate** email addresses. These are not a requirement.

To save your new office, click on 



The screenshot shows the web application interface with the following elements:

- Navigation tabs: Home, Admin, Office, **Staff**, Job Site Address.
- Page header: Jurisdiction Name: CITY OF SPRINGFIELD, User Name: SYSTEM ADMIN, Log Out.
- Form section: "Select from an office address below:" with a dropdown menu showing "225 FIFTH ST".
- Form section: "Click on a staff name to edit:" with a table listing staff members: DAVID PUENT (BUILDING OFFICIAL) and JON DOE (PERMIT COORDINATOR).
- Form section: "Add A New Staff" button.
- Form section: Input fields for First Name, Last Name, and Jurisdiction Staff Description.
- Form section: "Show This Staff Online" checkbox (unchecked) with the text "(check for yes)".

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Phone Type	Area Code	Prefix	Suffix	Ext
PHONE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
FAX	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CELL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
PAGER	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Email Type	Email
OFFICE	<input type="text"/>
ALTERNATE	<input type="text"/>

Modify Existing Staff

Click on the staff name link that you wish to modify. The link will be located under the heading **Click On An Staff Name To Edit**.

The form will expand and pre-populate the fields that have already been added for the selected staff. Modify any of the fields as applicable.

While in modification mode, you will have the option to delete the selected staff person. To do so, click

To save all changes to the system, click

Home Admin Office **Staff** Job Site Address

Jurisdiction Name: CITY OF SPRINGFIELD User Name: SYSTEM ADMIN Log Out

Select from an office address below:

Click on a staff name to edit:

[DAVID PUENT](#) BUILDING OFFICIAL

[JON DOE](#) PERMIT COORDINATOR

First Name	JON
Last Name	DOE
Jurisdiction Staff Description	PERMIT COORDINATOR
Show This Staff Online	<input checked="" type="checkbox"/> (check for yes)

Phone Type	Area Code	Prefix	Suffix	Ext
PHONE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
FAX	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CELL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
PAGER	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Email Type	Email
OFFICE	<input type="text"/>
ALTERNATE	<input type="text"/>

Local Building Department Directory (LBDD)

User Guide for Jurisdiction Administrators and Assistants

Job Site Address Screen

This screen contains within itself three additional screens. Within these screens are the ability to add new addresses, modify programs for a particular address and update a map tax lot with an address.

Add Address Screen Fields

The add address screen allows jurisdictions to add an address that is currently not in the system for the purpose of buying a permit online.

Number & Sub Number

This is the address number and sub number. (ex. 1234 ½)

Unit Type & Number

Addresses may contain multiple instances of building/complex type. Record each instance of building/complex type with its corresponding building/complex number when appropriate. Examples would be like APT 6 or SHOP 3A.

Direction Prefix

Directional prefix for the street, such as N, NE, E, etc. You will notice that a dropdown list is provided.

Street Name

The name of a street. Can be alpha or numeric such as Main, First, 17th, etc .

Street Type

This identifies the type of street such as drive, street, lane, etc. You will notice that a dropdown list is provided. You will notice that a dropdown list is provided.

Direction Suffix

Directional suffix for the street, such as N, NE, E, etc. You will notice that a dropdown list is provided.

City & Zip

This is the city and zip code of the address.

County

This is the county in which the address resides. You will notice that a dropdown list is provided.

Map Tax Lot

This is the parcel code that represents the section, subsection, block, lot, and sub lot. A new address can consist of just a map tax lot, however, you will also need to provide both a city and zip code.

Electrical, Mechanical, Plumbing & Structural

These are check boxes that represent which programs are sold on line.

Local Building Department Directory (LBDD)

User Guide for Jurisdiction Administrators and Assistants

Add New Address

In the **Number** and **Sub Number** fields input in your address info. The **Number** field is required.

Input any **Unit Type & Number** fields when applicable.

Choose a **Directional Prefix** from the drop down list provided. Enter a name in the **Street Name** field. This is a required field.

Select a **Street Type** from the drop down list provided.

Choose a **Directional Suffix** from the drop down list provided.

Fill in the **City** and **Zip** code fields accordingly. These are always required.

Select a **County** from the drop down list provided.

Input your **Map Tax Lot** id.

Turn off or on **Permit** types sold online for this address by clicking on the check boxes provided.

Click on 

Home Admin Office Staff **Job Site Address** Log Out

Jurisdiction Name: CITY OF SALEM User Name: SYSTEM ADMIN

Add Address Modify Programs per Address Update Map Tax Lot With Address

Number & Sub Number ex. 1234 ex. 1/2

Unit Type & Number ex. APT ex. B

Direction Prefix

Street Name & Type

Direction Suffix

City & Zip

County

Map Tax Lot ex. 083W10DD01300

The following permits are sold through Quick Permits for this address:

ELECTRICAL	<input checked="" type="checkbox"/>
MECHANICAL	<input checked="" type="checkbox"/>
PLUMBING	<input checked="" type="checkbox"/>
STRUCTURAL	<input checked="" type="checkbox"/>

Save Address Clear Form

Local Building Department Directory (LBDD)

User Guide for Jurisdiction Administrators and Assistants

Modify Programs Per Address Fields & Controls

This screen is used to look up an address so that any electrical, mechanical, plumbing or structural program that is associated with an address can be turned on or off at the discretion of any jurisdictions.

Load Street Names Beginning With

This list of 1-99 and A-Z represents the first number or letter of a street name and is provided so that the one can look up a street name quickly and not have to rely on typing the exact spelling of a street.

Street Name

This is a drop down list that is populated with street. This field becomes visible after a street name search (above) has been performed. This is a required field.

Address

This is a drop down list that is populated with street numbers related to the street name selected from the **Street Name** field. It will create a new list of addresses after each selection of a street name. This is a required field.

Show Permits

This is a button that pulls the electrical, mechanical, plumbing, and structural permits online status pertaining to the selected address. When clicked, it expands the form and displays the status of each of the permits with a check box.

Update Permit Types For Address

This is a button that updates any changes that may have been made to the permit status.

Update Permits

Search for a street name by clicking on 1-99 or a letter A – Z.

If any street names are found, they will display in the **Street Name** drop down list. Select the desired street name.

Select an address from the **Address** drop down list. This list of addresses will only represent addresses found in the system related to the chosen street name.

Change any of the check boxes on the available permits.

Click



Update Permit Types For Address

Local Building Department Directory (LBDD)

User Guide for Jurisdiction Administrators and Assistants

The screenshot shows the 'Job Site Address' tab selected in the navigation menu. Below the navigation, the 'Jurisdiction Name' is 'CITY OF SALEM' and the 'User Name' is 'SYSTEM ADMIN'. The 'Log Out' link is visible. The main content area has three tabs: 'Add Address', 'Modify Programs per Address', and 'Update Map Tax Lot With Address'. The 'Update Map Tax Lot With Address' tab is active. It displays a form with a 'Load Street Names Beginning With:' section containing a dropdown menu with letters '1-99 A B C D E F G H I J K L M N O P Q R S T U V W X Y Z'. Below this, there are two dropdown menus: 'Street Name' with 'EDGEWATER' selected and 'Address' with '1571' selected. A 'Show Permits' button is located below the dropdowns. The address '1571 EDGEWATER ST NW SALEM OR 97304' is displayed. Below the address, there is a list of permit types with checkboxes: 'ELECTRICAL' (checked), 'STRUCTURAL' (unchecked), 'MECHANICAL' (checked), and 'PLUMBING' (checked). At the bottom of the form, there are two buttons: 'Update permit types for address' and 'Cancel'.

Update Map Tax Lot With Address Fields & Controls

This screen is used to update an existing map tax lot with address information.

Input Map Tax Lot Number

This is the parcel code that represents the section, subsection, block, lot, and sub lot.

Search

This is a button that when clicked queries against that address table to see if a matching map tax lot is found. If a match is found, the form will expand and the map tax lot will display as a link. The link will then take you back to the Add Address screen where you can input the address.

Update Map Tax Lot

Input your map tax lot into the **Input Map Tax Lot Number** field.

Click on 

If a map tax lot is identified in the system, and is available for update, click on the map tax lot link. You will now be on the **Add Address** screen and the map tax lot will auto fill to the proper field. Complete the form with applicable address information.

If a map tax lot is found, but has already been assigned an address, the system will notify you. There may be times that a map tax lot will be assigned to multiple addresses. If this is the case, the system will display all address records found during the search process for your review.

Local Building Department Directory (LBDD)

User Guide for Jurisdiction Administrators and Assistants

Home Admin Office Staff **Job Site Address**

Jurisdiction Name: CITY OF SALEM User Name: SYSTEM ADMIN Log Out

Add Address Modify Programs per Address **Update Map Tax Lot With Address**

Note: In order for a map tax lot to be updated, it must exist alone, without any other address attributes.

Input Map Tax Lot Number: 00000000000000 ex. 083W10DD01300 Search

The map tax lot you have entered is available for update. Please select it below.
00000000000000

The following address(es) have already been assigned to this map tax lot.

- SALEM OR 97301

Home Admin Office Staff **Job Site Address**

Jurisdiction Name: CITY OF SALEM User Name: SYSTEM ADMIN Log Out

Add Address Modify Programs per Address Update Map Tax Lot With Address

Number & Sub Number ex. 1234 ex. 1/2

Unit Type & Number ex. APT ex. B

Direction Prefix

Street Name & Type

Direction Suffix

City & Zip

County

Map Tax Lot

The following permits are sold through Quick Permits for this address:

ELECTRICAL	<input checked="" type="checkbox"/>
MECHANICAL	<input checked="" type="checkbox"/>
PLUMBING	<input checked="" type="checkbox"/>
STRUCTURAL	<input checked="" type="checkbox"/>

Save Address Clear Form