

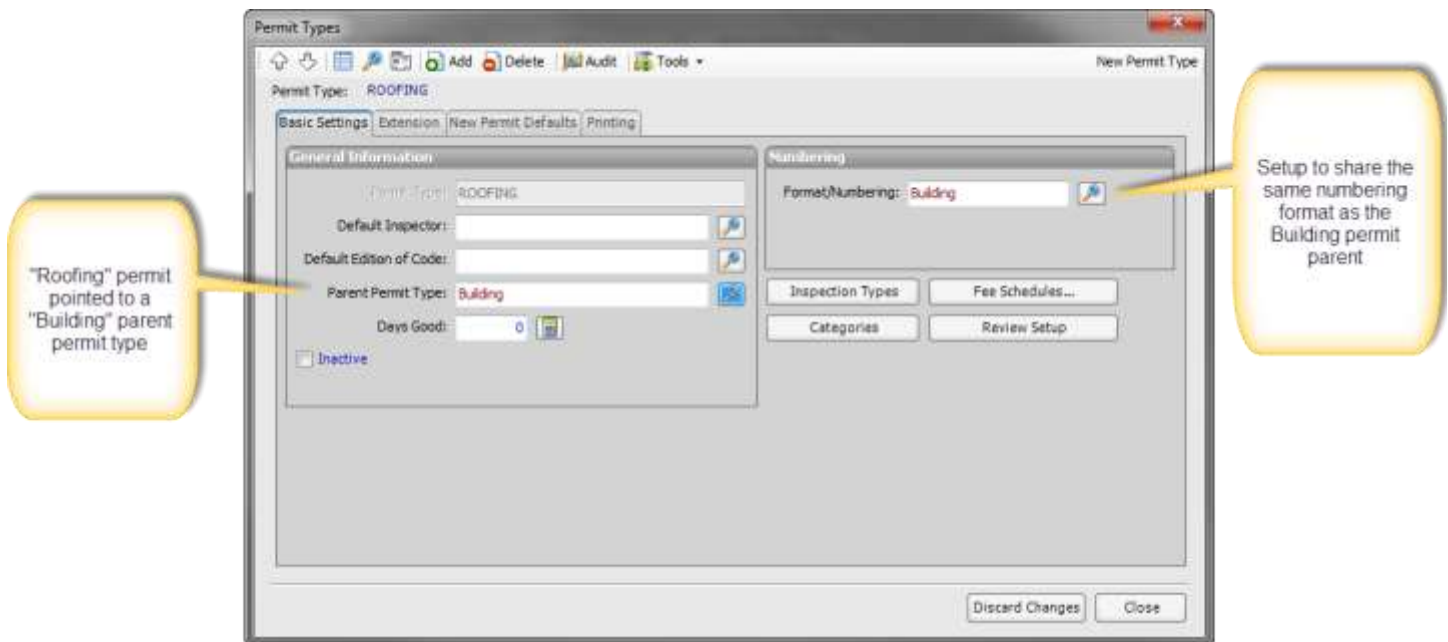
# Parent Permit Types

Questions? From your BS&A program, go to **Help>Contact Customer Support** and select **Request Support Phone Call** or **Email Support**. Or, you may call us at (855) 272-7638 and ask for the appropriate support department. Questions for our I.T. department may be submitted by phone (same number), or by emailing [tech@bsasoftware.com](mailto:tech@bsasoftware.com).

## Advantages of Parent Permit Types

The Parent Permit Type setting on Database Setup>Permit Types allows you to break permits into different types while still sharing the same pool of licensees. This is done by assigning a Parent Permit Type to a new Permit Type, making the licensees from the parent available for selection. For example, a standalone "Roofing" permit type can be created with the normal "Building" permit type set as the parent. It is also recommended that you use the same Format/Numbering on the new permit type that is used on the parent. This allows both types to share the same numbering and prevent diverging data.

In the following example, we have set up a Roofing permit type and selected Building as the parent. This would make all "Building" contractors and licensees "Roofing" contractors and licensees as well, thus saving duplicate data entry and preventing the need to set up roofing-specific contractors/licensees. The Roofing permit also uses Building's Format/Numbering so they are grouped appropriately in the program for reporting and such:



Using Parent Permit Types in your database has several additional purposes/advantages:

- Improved Tracking/Reporting

Separating permits (such as our Roofing example) allows for further tracking of the different work being done. While this is normally broken down by the permit's Category, entirely separate permit types can make for more precise tracking.

- AccessMyGov

Applying for permits online using AccessMyGov.com is a great tool for both contractors and a municipality's office staff. However, it can present challenges that are normally not seen on BD .NET. For example, applying for a Building permit for a New Residential Home is a much more complex and involved process than simply applying for a Building permit for new Roofing. By separating them into different permits, each type can have its settings adjusted to make the process easier (e.g., if separated, a Roofing permit could be set to be automatically inserted into the program and its fees set to the correct default, creating an almost completely hands-off permit process. The process of applying for a New Residential Home, however, would be a completely different procedure that would almost certainly require review by an office staff member before being approved.

- Separate Settings

Permit settings can be broken down into more specific options for different permit types. Not using Parent Permit Types forces the same blanket settings to be used for all permit types, whereas separating them allows for greater flexibility. Some common examples of this are Census information (setting which Holds are necessary), what information is required (Basic Usage, Building Info), Prerequisites, and Fees.

## Setup

To set up a Parent permit type on a new "child" permit type, go to Program Setup>1. Database Setup>Permit Types and locate that child permit. On the Basic Settings tab in the General Information pane, find the box for Parent Permit Type and select the appropriate type. In the Numbering pane, select the parent permit type's Format/Numbering.