

CONTRACTOR PERMIT PROCESS

WELCOME PAGE—FIRST SCREEN WHEN ENTERING eSUITE

City of Brooklyn Park Permits

Powered by NWS

Contractor Access

CONTRACTORS ARE REQUIRED TO REGISTER OR LOG IN BEFORE APPLYING FOR AN ON-LINE PERMIT. YOU MUST HAVE A CURRENT CONTRACTORS LICENSE ON FILE AT THE CITY OF BROOKLYN PARK TO USE ePERMITS. IF YOU ARE A CONTRACTOR AND DO NOT HAVE AN ePERMIT ACCOUNT PLEASE REGISTER BELOW BY CLICKING THE "ACTIVATE ACCOUNT" BUTTON. YOU MUST HAVE A VALID VISA, MASTERCARD OR DISCOVER CARD TO COMPLETE THE ON-LINE PERMIT TRANSACTION.

Username
Password

ACTIVATE A NEW ACCOUNT

[Activate Account](#) - Contractors who are already registered with the city may activate their account online.

[Forgot Password](#) - If you have already activated your account but have forgotten your password, simply click here to reset it.

IF YOU NEED ANY ASSISTANCE, CONTACT THE CITY OF BROOKLYN PARK BUILDING DIVISION AT 763-488-6379 OR VIA E-MAIL AT BPBLDGCODE@BROOKLYNPARK.ORG

eSuite Permits

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Begin typing in business name— then select from dropdown.

* Business Name
Contractor License Type
that I am an authorized agent of the business described above.

Contractor Account Activation

PLEASE ENTER YOUR NAME AND CONTRACTORS LICENSE TYPE AND LICENSE NUMBER TO CREATE YOUR ACCOUNT. IF YOU ARE A PLUMBER ENTER YOUR MASTER PLUMBER LICENSE NUMBER. THEN CHOOSE A USER NAME AND PASSWORD AND ENTER YOUR E-MAIL ADDRESS.

Company Identity Verification

Please answer the following questions to help us verify you are an authorized agent.

* Business Name
* Contractor License Type Contractor License Number

I hereby assert that I am an authorized agent of the business described above.

Enter license type and license number beginning with BC for General and PM or WC for Plumber (This must match what the city has on file.)

Contractor Account Profile

Please fill in the following information to create your account.

* Desired Username 7-100 letters and numbers only
* Desired Password 7-24 characters
* Confirm Password
* Email Address Used for official communications only

Create your user name and password and enter your –e-mail info.

When completed you will receive verification that the account was successfully create.

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Welcome Page

Contractor Account Activation

PLEASE ENTER YOUR NAME AND CONTRACTORS LICENSE TYPE AND LICENSE NUMBER TO CREATE YOUR ACCOUNT. IF YOU ARE A PLUMBER ENTER YOUR MASTER PLUMBER LICENSE NUMBER. THEN CHOOSE A USER NAME AND PASSWORD AND ENTER YOUR E-MAIL ADDRESS.

Account created successfully.

Company Identity Verification

Please answer the following questions to help us verify you are an authorized agent.

* Business Name
* Contractor License Type Contractor License Number

I hereby assert that I am an authorized agent of the business described above.

Contractor Account Profile

Please fill in the following information to create your account.

* Desired Username 7-100 letters and numbers only
* Desired Password 7-24 characters
* Confirm Password
* Email Address Used for official communications only

Then click here to log in and apply for a permit.

LOG IN AND CREATE A PERMIT

Enter user name and password.

Resident Access

YOU MUST BE THE HOMEOWNER AND OCCUPY THE HOME TO APPLY FOR AN ON-LINE PERMIT. IF YOU ARE A HOMEOWNER, YOU DO NOT HAVE TO REGISTER TO USE THIS SERVICE. ANY FIELDS WITH AN * MUST BE FILLED IN. YOU MUST HAVE A VALID VISA, MASTERCARD OR DISCOVER CARD TO COMPLETE THE ON-LINE PERMIT TRANSACTION.

REQUEST A PERMIT

ACCESS MY PERMITS

Public Information Search

PLEASE SELECT A PERMIT TYPE FROM THE DROP DOWN LIST BELOW OR ENTER A PERMIT NUMBER OR SERVICE ADDRESS TO SEARCH.

Permit Type

Permit Number

Service Address

SEARCH

Contractor Access

CONTRACTORS ARE REQUIRED TO REGISTER OR LOG IN BEFORE APPLYING FOR AN ON-LINE PERMIT. YOU MUST HAVE A CURRENT CONTRACTORS LICENSE ON FILE AT THE CITY OF BROOKLYN PARK TO USE ePERMITS. IF YOU ARE A CONTRACTOR AND DO NOT HAVE AN ePERMIT ACCOUNT PLEASE REGISTER BELOW BY CLICKING THE "ACTIVATE ACCOUNT" BUTTON. YOU MUST HAVE A VALID VISA, MASTERCARD OR DISCOVER CARD TO COMPLETE THE ON-LINE PERMIT TRANSACTION.

Username

Password

LOG IN

[Activate Account](#) - Contractors who are already registered with the city may activate their account online.

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IF YOU NEED ANY ASSISTANCE, CONTACT THE CITY OF BROOKLYN PARK BUILDING DIVISION AT 763-488-6379 OR VIA E-MAIL AT BPBLDGCODE@BROOKLYNPARK.ORG

© 2014 eSuite

Click on "Request Permit"

My Permits **Request Permit** Billing & Payment My Account

Welcome, CONTRACTORJO Logout

My Permits

Below is a list of the permits associated with your account. Click on a permit to get additional information, schedule inspections, or even make payments!

Show Active Only Show All

No. of permits per page

Permits found: 0

Select your permit type.

My Permits **Request Permit** Billing & Payment My Account

Welcome, CONTRACTORJO Logout

Request Permit

* Permit Type

- Esuite - Res Water Heater - C
- Esuite - Res Water Softener - C
- Esuite - Roof - C
- Esuite - Roof/Siding - C
- Esuite - Roof/Siding/Windows - C
- Esuite - Roof/Windows - C
- Esuite - Siding - C
- Esuite - Siding/Windows - C
- Esuite - Windows - C

* Description of Work Being Done

Description of Location

Comments/Additional Info

* Worksite Address

Lot Number

Current Property Value

Est. Improvement Value

Improvement Sq. Ft.

By submitting this permit request you are asserting that you are an authorized agent of JO'S CONTRACTING.

You must also read and agree to the [Terms and Conditions](#)

CONTINUE...

CREATE A PERMIT—CONTINUED

eSuite Permits

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My Permits Request Permit Billing & Payment My Account Welcome, CONTRACTORJO Logout

Request Permit

Enter worksite address.

* Permit Type

* Description of Work Being Done

Enter a brief description of work, location specifics and any comments.

Description of Location

Comments/Additional Info

* Worksite Address

Lot Number

Current Property Value

Est. Improvement Value

Improvement Sq. Ft.

These fields do not need to be entered.

By submitting this permit request you are asserting that you are an authorized agent of JO'S CONTRACTING.

You must also read and agree to the [Terms and Conditions](#)

[CONTINUE...](#)

Review the Terms and Conditions and then click on "Continue"

Privacy Statement and Terms and Conditions window showing sections: PRIVACY STATEMENT, DATA PRACTICES ACT, and PAYMENT TERMS AND CONDITIONS.

eSuite Permits

Powered by NWS

My Permits Request Permit Billing & Payment My Account

Billing & Payment

Selected Items

The following items are selected to be paid during this transaction. You may also select additional items (below) to be included in this transaction.

<input checked="" type="checkbox"/>	2014-00000992 - Esuite - Roof - C		\$84.46
	Esuite - State Surcharge	\$1.00	\$1.00
	Contractor Fee	\$5.00	\$5.00
	Esuite - Roof	\$78.46	\$78.46
	Total		\$84.46

[REQUEST PERMIT...](#)

[COMPLETE PAYMENT...](#)

Additional Unpaid Items

There are no unpaid permits.

If you would like to add more permits, click "Request Permit" otherwise if you are ready to make your payment click "Complete Payment"

PAYMENT PROCESS

Payment Information

Billing Contact Information

Please provide the following information as it appears on your credit card statement.

Company Name: Jo's Contracting

Name (First, Last): [] []

* Address: 123 Main Street

* City, * State, * Zip: Anoka MN 55303

Email: myname@gmail.com

Credit Card Information

* Card Type: Visa

* Card Number: 4007

* Expiration Date: February 2017

* Security Code: 999 [What's this?](#)

Include your e-mail address to receive confirmation of payment.

Fill in Billing and Credit Card information.

Payment Summary

2014-00000992 - Esuite - Roof - C		\$84.46
Esuite - State Surcharge	\$1.00	
Contractor Fee	\$5.00	
Esuite - Roof	\$78.46	
Total		\$84.46

I have read and agree to the [Terms and Conditions](#) of this online payment.

Read and check "Terms and Conditions"

[COMPLETE PAYMENT](#)
or [go back and make changes](#)

When you press "Complete Payment" your credit card will be charged the amount shown above. **Press Only Once!**

Thank you for using ePermits.

Please print out your permit and have your inspection record available at your inspection appointment.

Once your permit work is completed, you can request an inspection date via ePermits. We cannot guarantee your requested inspection date, but we will try to schedule at the nearest available date. You will receive an e-mail with the date and time that has been scheduled for your inspection. If the time or date does not work, please contact the City at 763-488-6379 to reschedule the appointment.

You will receive an e-mail confirming your payment.

eSuite Permits

Powered by NWS

My Permits Request Permit Billing & Payment My Account

Welcome, CONTRACTORJO Logout

Your Payment Was Successfully Submitted

Summary of Payment

Confirmation # 000000
Payer Jo's Contracting
Payment Amount \$84.46
Paid Date 6/3/2014

Thank you for using our online Permit Payment Service. Your payment has been successfully received and will be posted to your account within the next 48 hours.

Please keep the confirmation number above for your records.

A confirmation email has been sent to joann.millette@brooklynpark.org.

Paid Permits

 2014-00000992 - Esuite - Roof - C		\$84.46
Esuite - State Surcharge	\$1.00	
Contractor Fee	\$5.00	
Esuite - Roof	\$78.46	
Total		\$84.46

You can now print off your permit.

ON LINE PERMIT IS GENERATED FOR CONTRACTOR TO PRINT AND DISPLAY ON SITE

View Permit -- Webpage Dialog



City of Brooklyn Park
 Building Inspections Division
 5200 85th Avenue North / Brooklyn Park, MN 55443
 Phone:(763) 488-6379 / Fax:(763) 493 8171

Online Permit

Permit Number: 2014-00000992
 Date Issued: 6/3/2014
 Permit Type: E - R - Cont
 Permit Description: Esuite - Roof - C
 Description Of Work: Replace roof and reshingle shed

Site Address: 5200 85TH AVE N Location: House and Garage
 888888888

Charge Description	Charge	Paid	Balance
Contractor Fee	\$5.00	\$5.00	\$0.00
Esuite - Roof	\$78.46	\$78.46	\$0.00
Esuite - State Surcharge \$1.00	\$1.00	\$1.00	\$0.00
TOTALS:	\$84.46	\$84.46	\$0.00

Permits become invalid unless work is commenced with 180 days of issuance, or if work is suspended for a period of greater than 180 days.

Owner: CITY OF BROOKLYN PARK

Applicant: JO'S CONTRACTING

CONTRACTOR WILL RECEIVE E-MAILS CONFIRMING PAYMENT AND CONFIRMING THE PERMIT WAS ISSUED

From: bpbdgcode@brooklynpark.org Sent: Tue 6/3/2014 9:30 AM
 To: JoAnn Millette
 Cc:
 Subject: ePermit Payment Confirmation

The City of Brooklyn Park has received payment for your ePermit. Thank you for using this service.

Payment received.
 Name: Jo's Contracting
 Payment Amount: \$84.46
 Confirmation Number: 000000

If you would like more information, please email the City of Brooklyn Park Building Division at bpbdgcode@brooklynpark.org or call 763-488-6379.

From: bpbdgcode@brooklynpark.org Sent: Tue 6/3/2014 9:30 AM
 To: JoAnn Millette
 Cc:
 Subject: The status of E - R - Cont - 2014-00000992 has changed.

You are receiving this email because your ePermit status has changed.

Permit E - R - Cont - 2014-00000992 has been issued.

Permit Type and Number: E - R - Cont - 2014-00000992
 Address: 5200 85TH AVE N
 BROOKLYN PARK, MN 55443
 Parcel: 888888888
 Subdivision:
 Lot:
 Description: Esuite - Roof - C
 Amount Due: 0.0000

If you would like more information, please email the City of Brooklyn Park Building Division at bpbdgcode@brooklynpark.org or call 763-488-6379.

REQUESTING AN ON-LINE INSPECTION

My Permits Request Permit Billing & Payment My Account Welcome, CONTRACTORJO Logout

My Permits

Below is a list of the permits associated with your account. Click on a permit to get additional information, schedule inspections, or even make payments!

Show Active Only Show All No. of permits per page 10

Permit Number	Address	Description	Status
Esuite - Roof - C 2014-0000992	5200 85TH AVE N BROOKLYN PARK, MN 55443	Replace roof and reshingle shed	Permit Issued

1 | Permits found: 1

Select "My Permits" from eSuite home page. Select the permit you wish to request an inspection for.

Click on the inspection tab.

Permit Summary

Permit Type: Esuite - Roof - C
Permit #: 2014-0000992
Application #: [blank]
Status: **Permit Issued on 06/03/2014**
Issued To: Contractor

Permit Details

Description: Replace roof and reshingle shed

Current Property Value: \$0.00
Est. Improvement Value: \$0.00
Improvement Sq. Ft.: 0

Payment Summary

Total Charges: \$84.46
Amount Collected: \$84.46
Total Due: \$0.00
Paid On: 06/03/2014

Location Summary **Inspections (1)** Notes (0)

Primary Owner: CITY OF BROOKLYN PARK
Address: 5200 85TH AVE N
BROOKLYN PARK, MN 55443
Parcel: 888888888
Description: House and Garage
Lot Number: [blank]
Subdivision: [blank]

Map showing location at 85th Ave N, 109.

Date	Inspection Type	Status	Pass/Fail
06/03/2014	Building Final with Photos	Not Scheduled	SCHEDULE

Click on the "Schedule" button

REQUESTING AN ON-LINE INSPECTION—CONTINUED

Select your requested inspection date and submit.

Location Summary Inspections (1) Notes (0)

Date	Inspection Type	Status	Pass/Fail
06/03/2014	Building Final with Photos	Not Scheduled	

* Requested Date SUBMIT CANCEL

June, 2014

Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Inspection will show up as pending once inspection is requested.

Location Summary Inspections (1) Notes (0)

Date	Inspection Type	Status	Pass/Fail
06/09/2014	Building Final with Photos	Pending	

REQUESTING AN ON-LINE INSPECTION—CONTINUED

Subject: eSuite Inspection

The City has received your request for an inspection associated with your ePermit at 4553 83rd Cir N.

Your inspection is scheduled for: Monday, June 9, 2014
at: 11:00 a.m.
with: Fred Hanauer.

If this time or date does not work for you, please contact the City of Brooklyn Park Building Inspection Division at 763-488-6379 to reschedule as soon as possible.

Thank you for using ePermits.

City of Brooklyn Park Building Division
5200 85th Avenue North | Brooklyn Park, MN 55443

PHONE 763-488-6379
FAX 763-493-8391
WEB www.brooklynpark.org

Brooklyn Park, a thriving community inspiring pride where opportunities exist for all.

You will receive an e-mail from the City of Brooklyn Park with the specific time and date of your inspection. If this time/date does not work please contact the City to reschedule.

eSuite Permits

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My Permits Request Permit Billing & Payment My Account Welcome, CONTRACTORJO Logout

Permit Summary

Permit Type Esuite - Roof - C
Permit # 2014-0000992
Application #
Status **Permit Complete on 06/03/2014**
Issued To Contractor

Permit Details

Description
Replace roof and reshingle shed

Current Property Value \$0.00
Est. Improvement Value \$0.00
Improvement Sq. Ft. 0

Printed
Master Permit
Comments

Payment Summary

Total Charges \$84.46
Amount Collected \$84.46
Total Due \$0.00
Paid On 06/03/2014

Date	Inspection Type	Status	Pass/Fail
06/03/2014	Building Final with Photos	Completed	Pass

Once the inspection has been completed, you can see if it was a pass or fail.