MPFP - Intake, Review & Decision (Municipal Pool Fence Permit)

Client | **Online Portal** | **Permitting System** | **Permit Coordinator** | **Plans Examiner** | **CBO** | **Int Dep**

Online Submission?
no
Submit Application
yes
Application Form
Applicable Law Checklist
Supporting Docs
Final Fees
Login / Register / Guest User
Begin Application
Display Case Types
Select Case Type
MPFP
Display Webform
Fill Application
Verify Input of Form Fields
Valid?
Invalid
Valid
Provide Payment (Fees & Security Deposits) & Submit
Validate Payment
Valid
Invalid
<Notify>
Valid
Valid
Valid
Generate Confirmation Email + Receipt
Display Application Summary
Receive Confirmation (EMAIL + RECEIPT)
Create Case
child
GI (PRECON)
Display Case Types
Select Case Type
Type
MPFP
Other
Display Workflow
1. Intake
2. Pre-screen (Checklist)
<Notify>
Receive Invoice
2b. Generate Invoice
Missing Items Listed
2b. Process Payment (If Offline) (Checklist)
Process Payment at Building Department Counter/Office using Point of Sale system. Attach receipt.
Additional application details included beyond POS receipt.
2a. Verify / Update Monies
<Notify>
Generate Notice of Incomplete Submission
no
Generate Notice of Complete Submission
yes
Complete Submission
Yes <Notify>
<Notify>
Review Notice of Complete/ Incomplete Submission
update submission if incomplete
Store Update
Client Resubmits, if incomplete with required items
4. Review Case
Mainly to Engineering (development)
<Notify>
No
Deficiencies
Yes
Receive Letter of Deficiencies
<Notify>
Generate Letter of Deficiencies
5. Review Recommendation
Address Items & Submit
Store Update
Generate Permit Card (Signed)
Generate Letter of Refusal (Signed)
<Notify>
Yes
Issue
Conditions
Review Decision
<Notify>
Generate Notice of Decision + Instructions
6. Send Notice of Decision to Client (if Offline)
7. Confirm Approval Package
Status Update
Decision
approval
Receive Package
<Notify>
Display Permit Card / Notice of Change (Signed)
MPFP IC

Legend

Start | End | Decision | Fork | Note
Activity / Task / Action | Object | message | on-page reference

Optional Tasks that can be added to the workflow