EPIS for Secure Access Washington users Class B Labels

Updated June 2024

It is easy to purchase Class B Labels online!

Close all tabs, except for the EPIS account, on your browser before purchasing

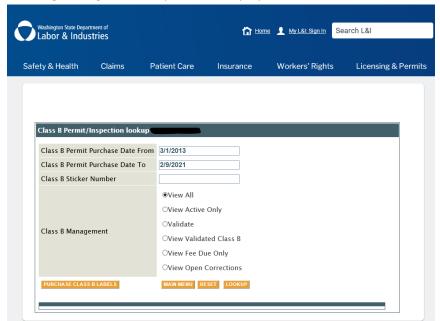
Before beginning work, you must validate a label. After validation, you can either print the label to post on the jobsite or just post the label number in a conspicuous permanent manner. See WAC 296-46B-908(2)



Manage Class B Labels/Permits (Purchased after 3/1/2013)



Selecting Manage Class B option will display a sub menu:



Submenu definitions:

- View All Displays all Class B permits issued within the selected date range
- **View Active Only** Displays Class B that are in "active status". Permits that have been inspected or voided will not be displayed.
- Validate Displays Class B's that have not yet been validated. (no address information entered)
- View Validated Class B Displays Class B permits that have been validated.
- **View Fee Due Only** Class B permits where an inspection has been performed and corrections were written requiring a fee due being assessed.
- **View Open Corrections** Displays a list of Class B permits that have been inspected and have open corrections.

View all – will display all class B labels in the list. This is restricted to Class B books sold after 3/1/2013 and within the date range entered. The example below is test data only.

Permits – 240 records found.											
Class B Sticker	Purchase Date	Validation Date	Requested Date	Inspected Date	Open Correction	Site Owner	Site Address	Site City	Site County	Status	Description
3243005B	2/5/2021	2/9/2021			No	Borcio Steve	1716 Hays Ave NW	OLYMPIA	34	True	This is the example of the work description
3243004B					No				-1	True	
3243003B	2/5/2021				No				-1	True	
3243002B	2/5/2021				No				-1	True	

Select the permit from the list, by clicking on the number on the left hand side to view, validate or pay fee dues.

VALIDATING a Class B Permit

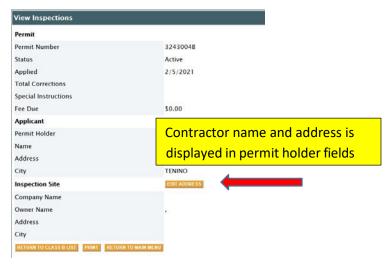
One of the changes to the WAC 296-46B-908 requires the customer to "validate" a Class B label/permit when it is used using EPIS through My L&I: Sign In.

To "validate" a Class B permit either:

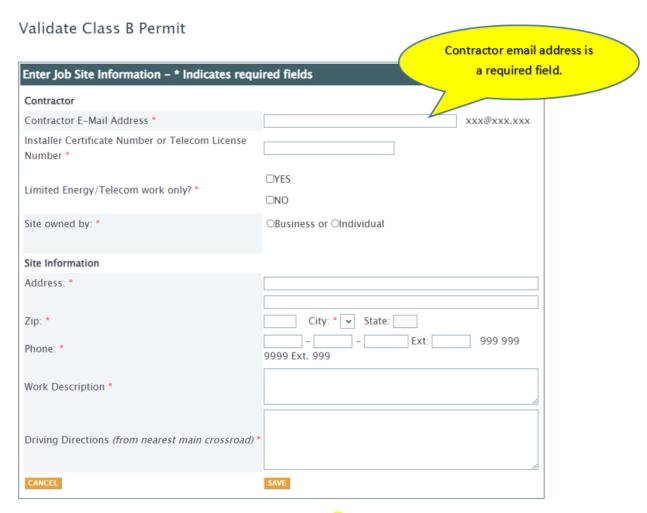
- 1. Select the sticker/label/permit from the list using Validate or View all
- 2. **OR** enter the number in the Class B Sticker Number field as shown below:



Entering the number in the field then selecting LOOKUP will check that the number is valid, that it belongs to the contractor license number associated with the account, and that it has an applied dated of 3/1/2013 and later. If all is true the page is displayed. If the address has not been added, Edit Address button is available. When selected the Validate Class B Labels page is displayed as shown:

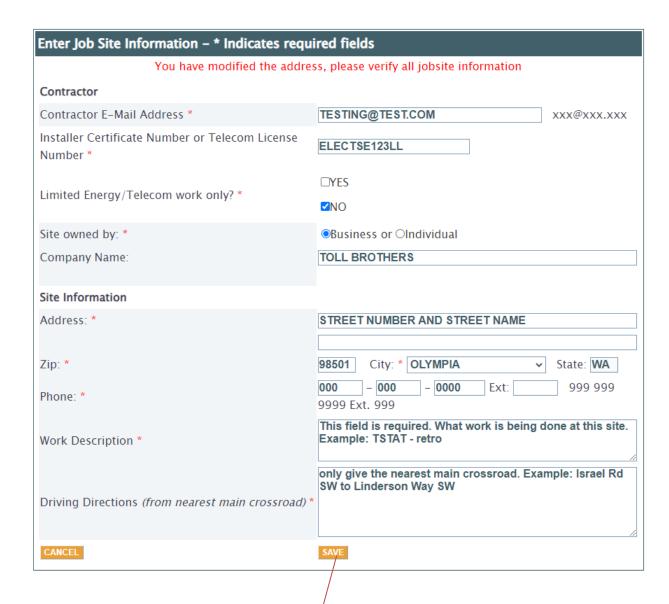


Selecting Edit Address will display Validate Class B Labels page.



- When validating, complete all fields that have an * displayed.
- Contractor E-mail address enables L&I to notify you of inspection results.
- You must answer the "Limited/Energy or Telecom work only?" question. Answer No if the installation includes any line voltage work.
- Installer Certificate Number or telecommunications license field: Not all Class B work requires a certified person (i.e.: telecom work). If the work is for telecom the user should just enter "Telecom, not required", or enter the Electrician's certificate that is doing the installation.

Validate Class B Permit



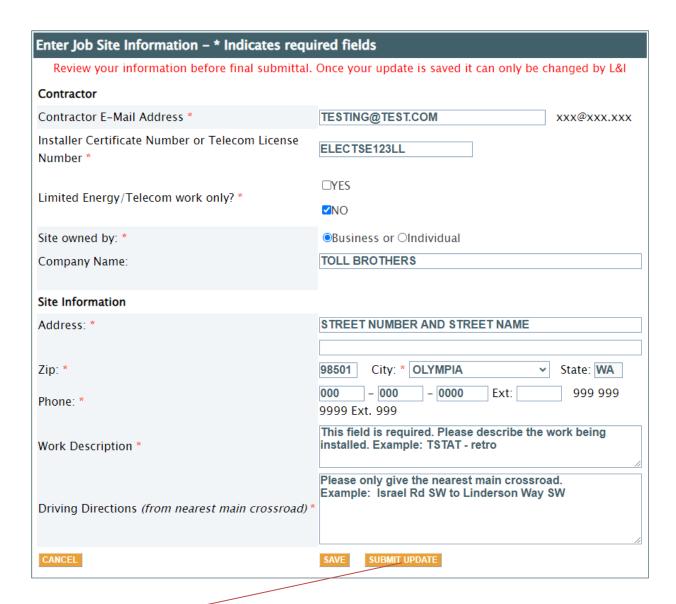
After completing the information and selecting <u>SAVE</u>, the page is redisplayed with a message at the top:

Enter Job Site Information - * Indicates required fields

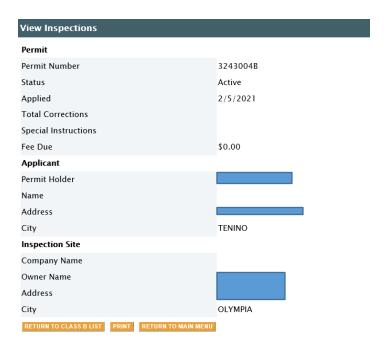
Review your information before final submittal. Once your update is saved it can only be changed by L&I

The **SUBMIT UPDATE** button is displayed at the bottom of the page:

Validate Class B Permit



When the <u>SUBMIT UPDATE</u> button is selected the user is taken back to see the results. You cannot make any changes to the permit once it has been submitted. Any correction to the address or other fields will have to be done by L&I staff.



From here, select Return to Class B List, to continue validating other Class B Labels.

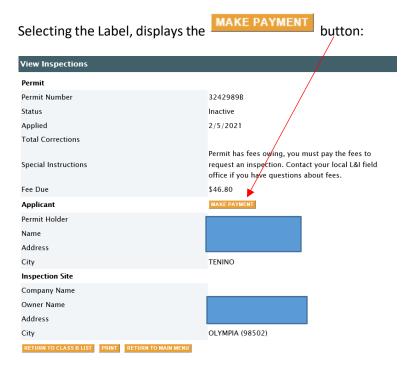
- Selecting Print will print the page.
- Selecting Return to Main Menu, will take you back to the main page.

Selecting View Active Only will display only Class B Labels that have not been inspected and completed and have no unpaid fees due.

Selecting View Fee Due Only will display any Class B Labels that have an unpaid fee due.



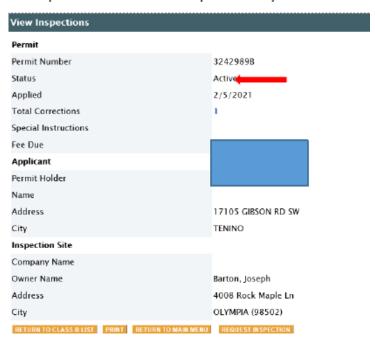
Select the Label in fee due status and pay the fee due online.



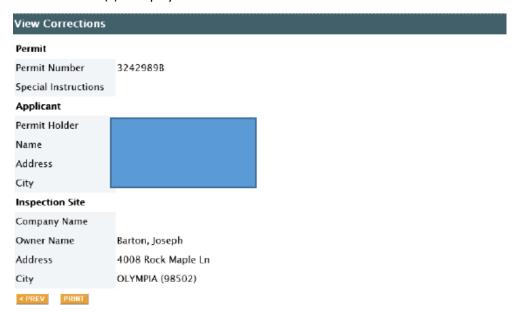
Class B Permit Purchase Date From	3/1/2013				
Class B Permit Purchase Date To	2/9/2021				
Class B Sticker Number					
	OView All				
	OView Active Only				
Class P Managament	OValidate				
Class B Management	OView Validated Class B				
	OView Fee Due Only				
PURCHASE CLASS B LABELS	MAIN MENU RESET LOOKUP				

Permits – 2 records found.											
Class B Sticker	Purchase Date	Validation Date	Requested Date	Inspected Date	Open Correction	Site Owner	Site Address	Site City	Site County	Status	Description
3242989B	2/5/2021	2/8/2021	2/9/2021	2/9/2021	Yes	Barton Joseph	4008 Rock Maple Ln	OLYMPIA (98502)	34	True	circuits
3242988B	2/5/2021	2/8/2021	2/9/2021	2/9/2021	Yes	Munson Aaron	3245 Cedrona Dr NW	OLYMPIA	34	False	circuits

View the corrections by selecting the label, then selecting the correction from the label. (This is the same process used in standard permit view)



The correction(s) is displayed:



Corrections								
Regulation	Comment	Date Written	Completed	Date Completed				
2019 WAC 296 .46B -908(2)(b)(i)	An incomplete Class B label is not a valid permit. Purchase a standard electrical work permit for this installation. Post a standard permit or permit number on site and request inspection.	2/9/2021	No					