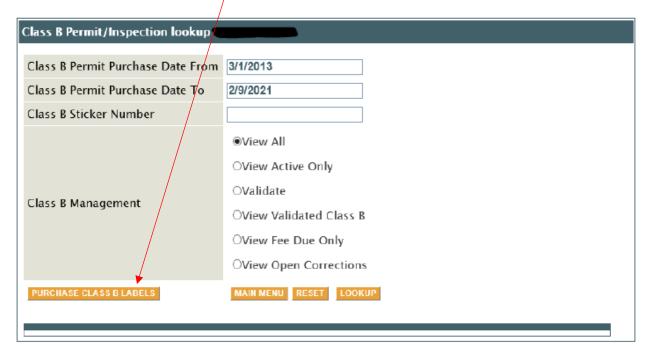
Changes to EPIS for the SecureAccess Washington user to Support Class B Labels

Updated February 2021

A new item:

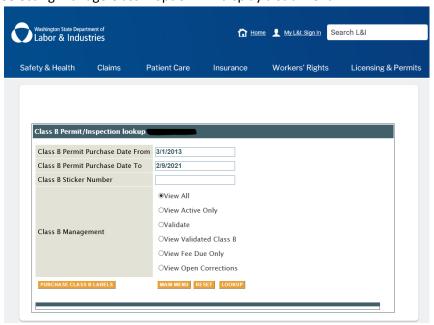
Class B Labels are <u>now available to purchase online!</u> No more label books to keep track of, everything is electronic! Find them under <u>Manage Class B Permits/Labels</u>. After validation, you can either print a label image to post on the jobsite or just post the label number there.



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.										
Purchase Date	Validation Date	Requested Date	Inspected Date	Open Correction	Site Owner	Site Address	Site City	Site County	Status	Description
2/5/2021	2/9/2021			No	Borcio Steve	1716 Hays Ave NW	OLYMPIA	34	True	This is the example of the work description
				No				-1	True	
2/5/2021				No				-1	True	
2/5/2021				No				-1	True	
	Purchase Date 2/5/2021 2/5/2021	Purchase Date Validation Date 2/5/2021 2/9/2021 2/5/2021	Purchase Date Validation Date Pute Validation Date Validation Validation Date	Purchase Date Validation Date Date Inspected Date Date Date Date Date Date Date	Purchase Date Validation Date Date Date Correction 2/5/2021 2/9/2021 No 2/5/2021 No No No No	Purchase Date Validation Date Requested Date Inspected Date Open Correction Site Owner 2/5/2021 2/9/2021 No Borcio Steve No No No	Purchase Date Validation Date Requested Date Inspected Date Open Correction Site Address 2/5/2021 2/9/2021 No Borcio Steve 1716 Hays Ave NW No No No	Purchase Date Validation Date Requested Date Inspected Date Open Correction Site Owner Site Address Site City 2/5/2021 2/9/2021 No Borcio Steve 1716 Hays Ave NW OLYMPIA 2/5/2021 No No No Image: No Image: No 2/5/2021 No No Image: No Image: No	Purchase Date Validation Date Requested Date Inspected Date Open Correction Site Owner Site Address Site City County 2/5/2021 2/9/2021 No Borcio Steve 1716 Hays Ave NW OLYMPIA 34 2/5/2021 No No -1 2/5/2021 No No -1	Purchase Date Validation Date Requested Date Inspected Date Open Correction Site Owner Site Address Site City Site County Status 2/5/2021 2/9/2021 No Borcio Steve 1716 Hays Ave NW OLYMPIA 34 True 2/5/2021 No No -1 True 2/5/2021 No 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

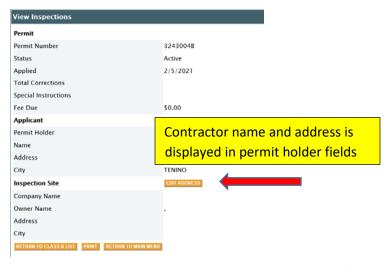
One of the changes to the WAC 296-46B-908 requires the customer to "validate" a Class B label/permit when it is used using EPIS through My L&I: Sign In.

To "validate" a Class B permit either:

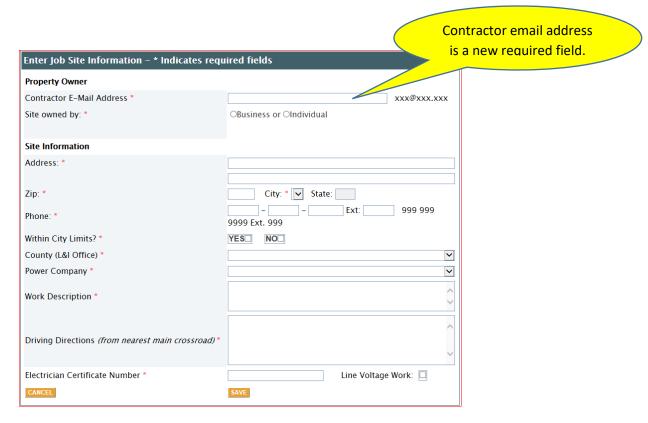
- 1. Select the sticker/label/permit from the list using Validate or View all
- 2. **OR** enter the number in the Class B Sticker Number field as shown below:



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 Label/Permit page is displayed as shown:



Selecting Edit Address will display Validate Class B Label/Permit page.



To Validate a Class B Permit the user must complete all fields that have an * displayed. Most of this is the same information required when completing any permit. (Site information) The new items added are:

Contractor E-mail address; Enables L&I to notify you when an inspection is performed on the Class B Label/Permit, just like the other permits you purchase:

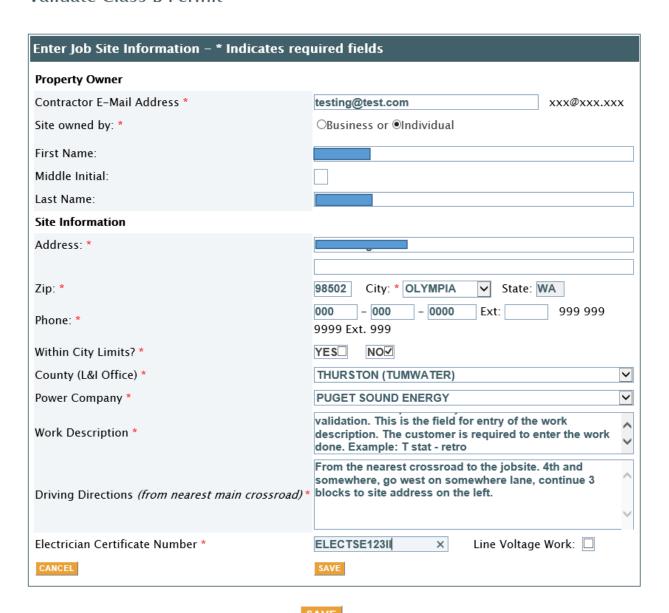
☐ *Electrician Certificate Number*:

• This is a free form field. Not all Class B work requires a certified person to perform the installation (i.e.: telecom work) If the work is for telecom the user should just enter "not req", in the Electrician Certificate Number field. A check box for Line Voltage Work.

Line Voltage Work:

Select the line voltage box when applicable.

Validate Class B Permit

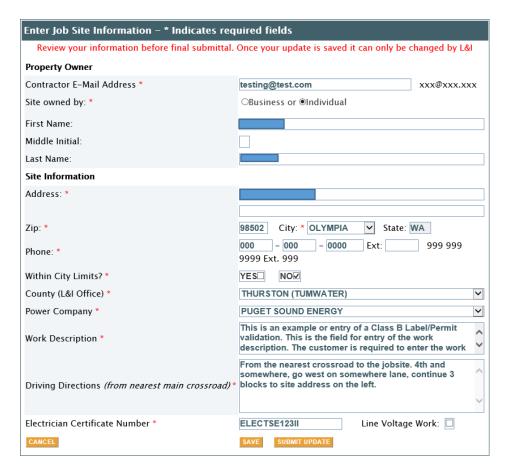


After completing the information and selecting save , the page is redisplayed with a message at the top:

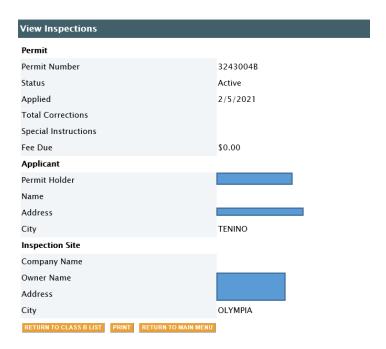
Enter Job Site Information - * Indicates required fields

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:



When the **SUBMIT UPDATE** 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.

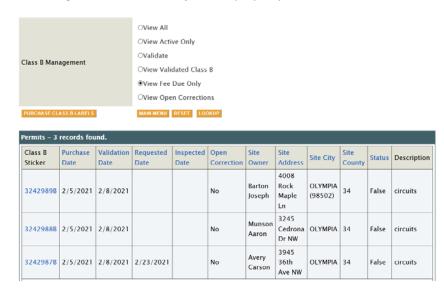


From here, select Return to Class B List, to continue validating other Class B Labels/Permits.

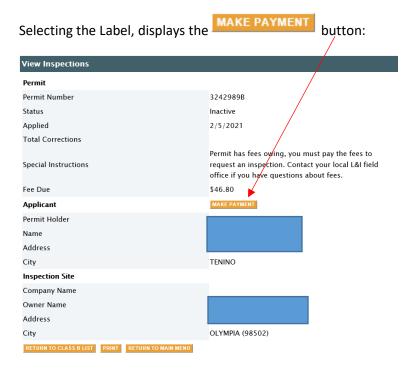
- Selecting Print will print the page.
- Selecting Return to Main Menu, will take you back to the main page.

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

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



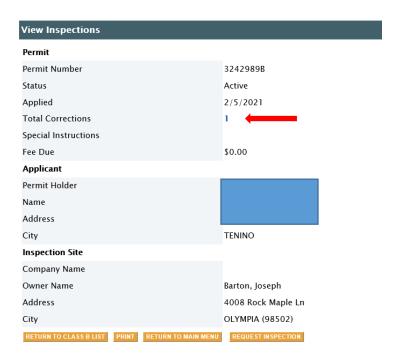
Select the Label in fee due status and pay the fee due online.



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 D. Managaran	OValidate
Class B Management	OView Validated Class B
	OView Fee Due Only
	●View Open Corrections
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/permit, then selecting the correction from the label/permit. (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					