

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

Updated February 2021

A new item:

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

Class B Permit/Inspection lookup [REDACTED]

Class B Permit Purchase Date From	<input type="text" value="3/1/2013"/>
Class B Permit Purchase Date To	<input type="text" value="2/9/2021"/>
Class B Sticker Number	<input type="text"/>

Class B Management

- View All
- View Active Only
- Validate
- View Validated Class B
- View Fee Due Only
- View Open Corrections

PURCHASE CLASS B LABELS **MAIN MENU** **RESET** **LOOKUP**

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

Washington State Department of Labor & Industries

Select an Option

newer splashier name NEWERSN886M7

Purchase an Electrical Permit

Purchase a Manufactured Home Alteration Permit

Permit/Inspections (Review, Pay Fee Dues, or Request)

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

Review CD Account

Print Permit

LOGOFF

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Access Washington
Official State Government Web

Selecting Manage Class B option will display a sub menu:

Washington State Department of Labor & Industries

Home My L&I: Sign In Search L&I

Safety & Health Claims Patient Care Insurance Workers' Rights Licensing & Permits

Class B Permit/Inspection lookup

Class B Permit Purchase Date From 3/1/2013

Class B Permit Purchase Date To 2/9/2021

Class B Sticker Number

Class B Management

View All

View Active Only

Validate

View Validated Class B

View Fee Due Only

View Open Corrections

PURCHASE CLASS B LABELS MAIN MENU RESET LOOKUP

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:

Class B Permit/Inspection lookup

Class B Permit Purchase Date From	<input type="text" value="3/1/2013"/>
Class B Permit Purchase Date To	<input type="text" value="2/9/2021"/>
Class B Sticker Number	<input type="text"/>

Class B Management

View All

View Active Only

Validate

View Validated Class B

View Fee Due Only

View Open Corrections

PURCHASE CLASS B LABELS
MAIN MENU
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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:

View Inspections

Permit

Permit Number: 32430048
 Status: Active
 Applied: 2/5/2021
 Total Corrections:
 Special Instructions:
 Fee Due: \$0.00

Applicant

Permit Holder: [Redacted]
 Name: [Redacted]
 Address: [Redacted]
 City: TENINO

Inspection Site

Company Name: [Redacted]
 Owner Name: [Redacted]
 Address: [Redacted]
 City: [Redacted]

RETURN TO CLASS B LIST PRINT RETURN TO MAIN MENU

Contractor name and address is displayed in permit holder fields



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

Enter Job Site Information – * Indicates required fields

Property Owner

Contractor E-Mail Address * xxx@xxx.xxx
 Site owned by: * Business or Individual

Site Information

Address: *

Zip: * City: * State:
 - - Ext: 999 999

Phone: * 9999 Ext. 999

Within City Limits? * YES NO

County (L&I Office) *

Power Company *

Work Description *

Driving Directions (from nearest main crossroad) *

Electrician Certificate Number * Line Voltage Work:

CANCEL SAVE

Contractor email address is a new required field.

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

Enter Job Site Information – * Indicates required fields

Property Owner

Contractor E-Mail Address * xxx@xxx.xxx

Site owned by: * Business or Individual

First Name:

Middle Initial:

Last Name:

Site Information

Address: *

Zip: * City: * State:

Phone: * - - Ext: 999 999
9999 Ext. 999

Within City Limits? * YES NO

County (L&I Office) *

Power Company *

Work Description *

Driving Directions (from nearest main crossroad) *

Electrician Certificate Number * Line Voltage Work:

After completing the information and selecting , 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:

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

Property Owner

Contractor E-Mail Address * xxx@xxx.xxx

Site owned by: * Business or Individual

First Name:

Middle Initial:

Last Name:

Site Information

Address: *

Zip: * City: * State:

Phone: * - - Ext: 999 999
9999 Ext. 999

Within City Limits? * YES NO

County (L&I Office) *

Power Company *

Work Description *

Driving Directions (from nearest main crossroad) *

Electrician Certificate Number * Line Voltage Work:

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.

View Inspections

Permit

Permit Number 3243004B
 Status Active
 Applied 2/5/2021
 Total Corrections
 Special Instructions
 Fee Due \$0.00

Applicant

Permit Holder [Redacted]
 Name [Redacted]
 Address [Redacted]
 City TENINO

Inspection Site

Company Name [Redacted]
 Owner Name [Redacted]
 Address [Redacted]
 City OLYMPIA

[RETURN TO CLASS B LIST](#) [PRINT](#) [RETURN TO MAIN MENU](#)

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.

Class B Management

- View All
- View Active Only
- Validate
- View Validated Class B
- View Fee Due Only
- View Open Corrections

[PURCHASE CLASS B LABELS](#) [MAIN MENU](#) [RESET](#) [LOOKUP](#)

Permits - 3 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			No	Barton Joseph	4008 Rock Maple Ln	OLYMPIA (98502)	34	False	circuits
3242988B	2/5/2021	2/8/2021			No	Munson Aaron	3245 Cedrona Dr NW	OLYMPIA	34	False	circuits
3242987B	2/5/2021	2/8/2021	2/23/2021		No	Avery Carson	3945 36th Ave NW	OLYMPIA	34	False	circuits

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

Selecting the Label, displays the **MAKE PAYMENT** button:

View Inspections

Permit

Permit Number 3242989B
 Status Inactive
 Applied 2/5/2021
 Total Corrections
 Special Instructions Permit has fees owing, you must pay the fees to request an inspection. Contact your local L&I field office if you have questions about fees.
 Fee Due \$46.80

Applicant

Permit Holder **MAKE PAYMENT**
 Name
 Address
 City TENINO

Inspection Site

Company Name
 Owner Name
 Address
 City OLYMPIA (98502)

[RETURN TO CLASS B LIST](#) [PRINT](#) [RETURN TO MAIN MENU](#)

Class B Permit Purchase Date From

Class B Permit Purchase Date To

Class B Sticker Number

Class B Management

View All
 View Active Only
 Validate
 View Validated Class B
 View 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)

View Inspections

Permit

Permit Number 3242989B
Status Active
Applied 2/5/2021
Total Corrections 1 
Special Instructions
Fee Due \$0.00

Applicant

Permit Holder 
Name 
Address 
City TENINO

Inspection Site

Company Name
Owner Name Barton, Joseph
Address 4008 Rock Maple Ln
City OLYMPIA (98502)

[RETURN TO CLASS B LIST](#) [PRINT](#) [RETURN TO MAIN MENU](#) [REQUEST INSPECTION](#)

The correction(s) is displayed:

View Corrections

Permit

Permit Number 3242989B
Special Instructions

Applicant

Permit Holder 
Name 
Address 
City 

Inspection Site

Company Name
Owner Name Barton, Joseph
Address 4008 Rock Maple Ln
City OLYMPIA (98502)

[< PREV](#) [PRINT](#)

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	