

Registration/Logging In

NOTE: If you have already registered you can skip this section.

NOTE: The account you create will last for 400 days from the date of the last login.

NOTE: City of Madison Licenses & Permits link:

<https://elam.cityofmadison.com/citizenaccess/>

Registration

To register for an account with the City of Madison Licenses and Permits, click on **Register for an Account**.



Disclaimer

Read the disclaimer, and if you agree check the box below the disclaimer and click **Continue Registration**.

Account Registration

Anyone can use this site to research licenses & permit records and related activities, however, only registered users can use this site to apply for permits or request inspections.

Contractors, Architects, and Engineers will benefit from registering as they will gain a listing of the most recent permits associated to their license once they have added their license information to their account. Adding the license information can be done in Account Management upon login. This will provide the ability for appropriately licensed professionals to request inspections and purchase some permit types online, too.

It will be helpful if you have the following information available before continuing:

- Choose a user name and password
- Enter account and contact information
- Add Professional Licenses (optional)

General Disclaimer

Please use the following links to view the disclaimers.

[Conditions & Use](#)
[Accessibility](#)
[Privacy](#)
[Security Policy](#)

Once you have viewed the appropriate disclaimers check the 'I have read and

I have read and accepted the above terms.

[Continue Registration »](#)

Enter Account Information

On the next screen enter the pertinent information to setup an account, and click **Continue Registration**.

NOTE: Please be as complete as possible in filling out fields.

NOTE: It is important to supply a valid email address. Successful completion of this process will end with a validation email sent to this address. This email allows the activation of the account.

The screenshot displays a registration form with two main sections: "Login Information" and "Contact Information".

Login Information:

- *User Name: [text input] (4-32 characters may contain letters, numbers, and the following four: @ _ - special characters)
- *email Address: [text input]
- *Password: [text input] (8-20 characters)
- *Type Password Again: [text input]
- *Select a Security Question: [dropdown menu] (used for identification if you forget your login information)
- *Answer: [text input] (20 characters maximum)

Contact Information:

- *First: [text input] Middle: [text input] *Last: [text input]
- Name of Business: [text input]
- *Address Line 1: [text input]
- *City: [text input]
- *State: [dropdown menu]
- *Zip: [text input]
- Home Phone: [text input] Work Phone: [text input] Mobile Phone: [text input]
- Fax: [text input] *Preferred Method of Contact: [dropdown menu]

Success

The success screen will be displayed. An email will be sent to the email address entered during the registration process.

Activate

You will receive an email after entering your account information, with a link at the bottom for account activation. Click the link to activate your account.

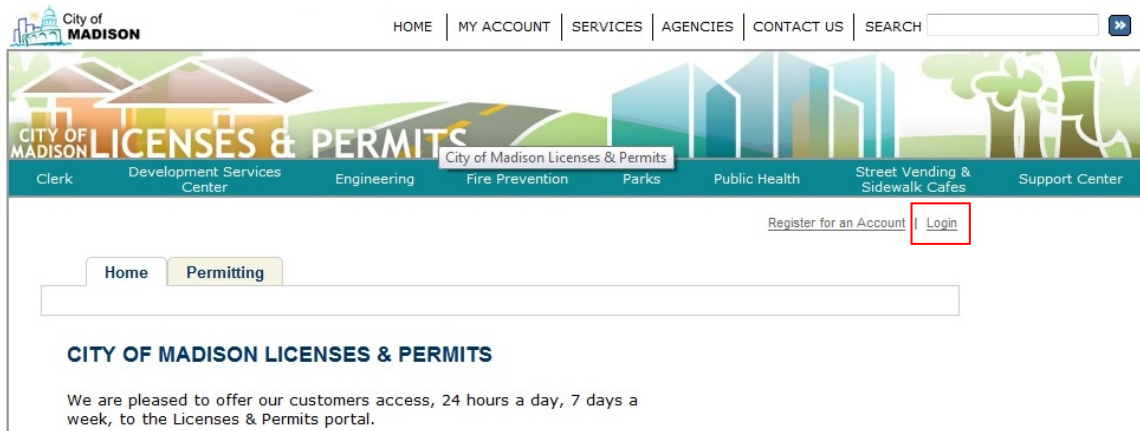
NOTE: Check your emails SPAM/JUNK folder if you don't find the email in your Inbox.

Once the link is clicked a browser window will open to City of Madison Licenses & Permits Login screen, and a welcome email is sent with the link to City of Madison Licenses and Permits website for future use.

Logging In

To login, click on Login in the upper right hand corner, then enter the User Name and Password that you selected when registering.

NOTE: The User Name or E-Mail box will accept either the user name you created when registering or the email address you used when registering.



ACCOUNT VERIFICATION

Welcome. If you are an existing user, please enter your user name and password in the LOGIN box. To add a license to your account, please click on the Account Management link after login and follow the prompts.

If you've forgotten your password, please click on the "I've forgotten my password" link, enter your email address and a new password will be sent to you. Please be sure to change your password once you have logged in with the password we have provided for you.

New Users

If you do not have an account, but would like to apply for a permit, you will need to register for an account. Please click on the "Register Now" button below to register. Once you have an account, you will have the added benefits of seeing a history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

Login

User Name or E-mail:

Password:

Remember me on this computer

[I've forgotten my password](#)
[New Users: Register for an Account](#)

Inspections

This section covers how to complete an inspection for an Erosion Control Permit.

If you are the contractor associated with the permit, and this is your first time using the system, you will need to contact City Engineering staff to link the project to your account.

If you are a third party inspector who will be performing inspections for a contractor, and this is your first time performing inspections for the contractor, once your account has been created, contact the contractor to be granted access to their projects (assigned as a delegate to their online account).

NOTE: for steps to add a delegate click [here](#).

Once logged in, to access the Erosion Control Permit, click on either the **Permitting** tab or **Search Permit Application** to see a list of permits associated with your account.

The screenshot shows a web interface with three navigation tabs: 'Home', 'Permitting', and 'Licenses/Registrations'. Below the tabs, there is a 'Welcome Jeff Moyer' message indicating the user is logged in. To the right, a 'Cart (0)' notification states 'Your cart is empty.' Below these, a prompt says 'To get started, select one of the services listed below:'. Two service categories are displayed in light blue boxes: 'Permitting' with links for 'Search Permit Applications', 'Obtain a Fee Estimate', and 'Apply for a Permit'; and 'Licenses/Registrations' with links for 'Apply for a License/Registration', 'Search Licenses/Registrations', and 'Renew Rental Property Contact'.

The list of permits will contain all permits and inspections associated with your account. If you are a delegate for another user you will also see their permits and inspections.

NOTE: for steps to add a delegate click [here](#).

The Erosion Control permits will display an **Amendment** button under the **Action** column. To complete the Inspection for the associated Erosion Control permit click on the **Amendment** button.

NOTE: The Permit list may get quite long. It may help to sort the list. Click a column header once to sort the list by that column ascending. Click a column header twice to sort the list by that column descending.

For instruction on how to search for a permit click [here](#).

For instruction on how to create a collection of Active Erosion Control permits click [here](#).

Home
Permitting
Licenses/Registrations

[Search Permit Applications](#) | [Obtain a Fee Estimate](#) | [Apply for a Permit](#)

Records

[Show on Map](#)

Showing 1-1 of 1 | [Add to collection](#) | [Add to cart](#) | [Copy Record](#)

<input type="checkbox"/> Date	Record Number	Record Type	Description	Project Name	Status	Action
<input type="checkbox"/>	12/17/2012	ENG100-2012-01486	Engineering - Erosion Control	fgdfgsdfg	Permit Issued	Amendment

Completing an Inspection

After clicking the Amendment button the first of 3 steps that needs to be completed is selecting a Contractor on the Inspection Information step.

Using the Auto-fill is the easiest way to populate this information. You can select from your account information, associated contacts, or delegates.

Note: for steps to add a delegate click [here](#).

After the required information is completed click on the **Continue Application** button.

Step 1: Create a New Inspection > Select Inspector

Using the Auto-fill is the easiest way to populate this information. You can select from your account information, associated contacts, or delegates.

* indicates a required field.

Authorized Inspector

Auto-fill with Jeff Moyer

* First: Jeff

Name of Business

* Address Line 1: 201 Main St

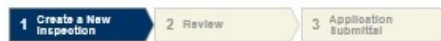
Jeff Moyer
 --Logged In User Account Information--
Jeff Moyer
 --Associated License--
 DOROWS SEPTIC SERVICE - 1098
 --Associated Contact--
 AARON THOMPSON
 Jeff Moyer

The next step is to enter the **Inspection Details**. The **Details** section is completed by filling in the appropriate information and the **Attachment** section is used for uploading needed documentation or photos for the Inspection.

Each BMP in the Items section needs to be updated with the inspection result. If a new condition needing inspection arises, you may need to add an additional BMP to the inspection record. Do not delete active BMPs. Note them as not applicable.

Details on this are below.

Engineering - Erosion Control Inspection



Step 1 : Create a New Inspection > Enter Inspection

Please enter the date the inspection occurred and the reason for the inspection. You may also enter any relevant weather information.

Each BMP in the Inspection Items section needs to be updated. You can update each BMP individually from the [Actions](#) link or update them as a group by placing a checkmark next to all the records you wish to update then click Edit Selected.

* indicates a required field.

Inspection Information

INSPECTION DETAILS

*Inspection Date:

*Reason for Inspection:

Weather Notes:

[spell check](#)

Inspection Items

BMP

Showing 1-5 of 5

<input type="checkbox"/> Category	BMP	Description	Condition	Comments	Actions
<input type="checkbox"/>	Construction Entrance	Rock Construction/Tracking Pads	Rock construction tracking pad		Actions
<input type="checkbox"/>	Perimeter Control	Silt Fence	Standard Silt Fence		Actions
<input type="checkbox"/>	Inlet Protection	Inlet Protection	Standard Inlet Protection		Actions
<input type="checkbox"/>	Temporary Slope Stabilization	Erosion Control Mats	Erosion Control Mats		Actions
<input type="checkbox"/>	Velocity Check	Stone Check Dam	Min 2 feet high, 3-6 inches RIP RAP w/ 1 foot Thickness of 2 inch on upstream side		Actions

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

Attachment

After selecting the files you wish to attach please click Save before Continuing. Permitting Information.

Name	Type	Size	Latest Update	Action
------	------	------	---------------	--------

No records found.

[Browse](#)

[Continue Application](#)

Save and resume later:

Each Item needs to be updated with the inspection result. There are 2 ways to update items:

An individual update is accomplished by clicking the Actions button and selecting Edit.

Items				
BMP				
Showing 1-5 of 5				
<input type="checkbox"/> Category	BMP	Description	Condition	Comments
<input type="checkbox"/>	Construction Entrance	Rock Construction/Tracking Pads	Rock construction tracking pad	Actions ▾
<input type="checkbox"/>	Perimeter Control	Silt Fence	Standard Silt Fence	Edit Delete Actions ▾
<input type="checkbox"/>	Inlet Protection	Inlet Protection	Standard Inlet Protection	Actions ▾
<input type="checkbox"/>	Temporary Slope Stabilization	Erosion Control Mats	Erosion Control Mats	Actions ▾
<input type="checkbox"/>	Velocity Check	Stone Check Dam	Min 2 feet high, 3-6 inches RIP RAP w/ 1 foot Thickness of 2 inch on upstream side	Actions ▾

A multiple update is accomplished by placing a checkmark in the checkbox next to all the records you wish to update then clicking Edit Selected.

Items				
BMP				
Showing 1-5 of 5				
<input type="checkbox"/> Category	BMP	Description	Condition	Comments
<input checked="" type="checkbox"/>	Construction Entrance	Rock Construction/Tracking Pads	Rock construction tracking pad	Actions ▾
<input checked="" type="checkbox"/>	Perimeter Control	Silt Fence	Standard Silt Fence	Actions ▾
<input checked="" type="checkbox"/>	Inlet Protection	Inlet Protection	Standard Inlet Protection	Actions ▾
<input type="checkbox"/>	Temporary Slope Stabilization	Erosion Control Mats	Erosion Control Mats	Actions ▾
<input type="checkbox"/>	Velocity Check	Stone Check Dam	Min 2 feet high, 3-6 inches RIP RAP w/ 1 foot Thickness of 2 inch on upstream side	Actions ▾

In either case a window will form will open that will allow you to update each item.

When the changes are complete click the **Submit** button to close the form and continue.

When all updates are complete for the Inspection Information click the **Continue Application**.

The next step is Review of the information submitted. Verify the information, and check to make sure that files that you uploaded are listed. Click the **Continue Application**.

The last page informs you that you were successful.

Appendix A

Add a Delegate

A delegate can perform actions in City of Madison Licenses & Permits on your behalf.

To add a delegate to your account or manage account information, click on the **Account Management** button. In Account Management click on **Add a Delegate**.



The following form will display. Complete the form and click the **Invite a Delegate** button to send an invitation to the email selected. The email address must be an email address that is registered with City of Madison Licenses & Permits.

Add a Delegate ✕

Enter the name and e-mail address of the person to whom you would like to grant delegate access to your account.

* Name * E-mail Address

Set Delegate Permission
 Delegates can view records across all categories unless you choose to restrict them to specific categories.
 View Records in all categories [\(Change\)](#)

For the following permissions, the available categories are limited to the ones that you have granted the delegate access to view records.

- Create Applications in all categories [\(Change\)](#)
- Renew Records in all categories [\(Change\)](#)
- Amend Records in all categories [\(Change\)](#)
- Manage Inspections in all categories [\(Change\)](#)
- Manage Documents in all categories [\(Change\)](#)
- Make Payments in all categories [\(Change\)](#)

Add Personal Note

Enter the words below

An email will be sent and the recipient must agree to be a delegate.

Edit any of the information by clicking the “Edit” button next to the desired information.

Manage Your Account

Your current account information is shown below. Click an Edit button to update information within a section.

Account Type

Licensed Professional Account

Login Information

Edit

User Name:
e-Mail:
Password:
Security Question:

Contact Information

Edit

Jeff Public	Home Phone:
Personal	Work Phone:
	Mobile Phone:
	Fax:
	E-mail

License Information

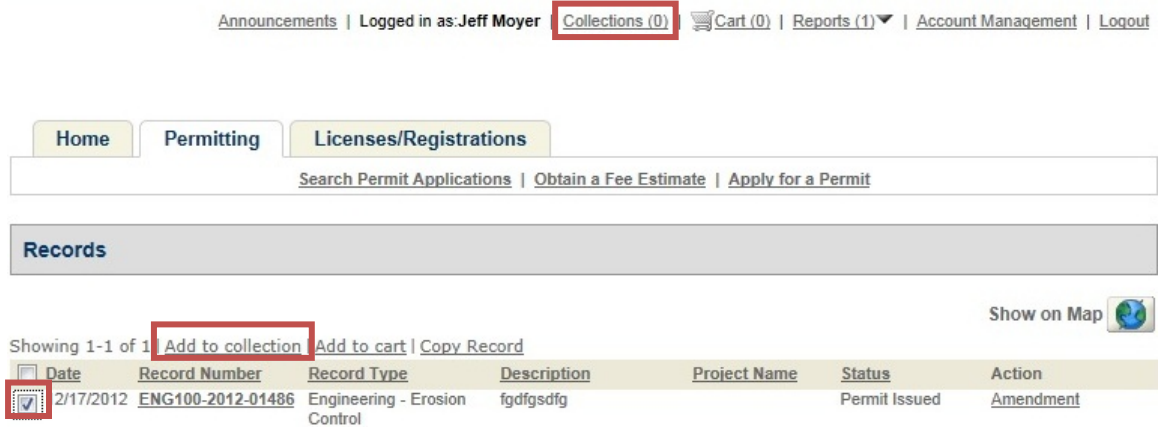
You may add professional license(s) to your public user account by clicking the Add a License button. Your professional license(s) may need to be validated by the agency before you can use it.

Appendix B

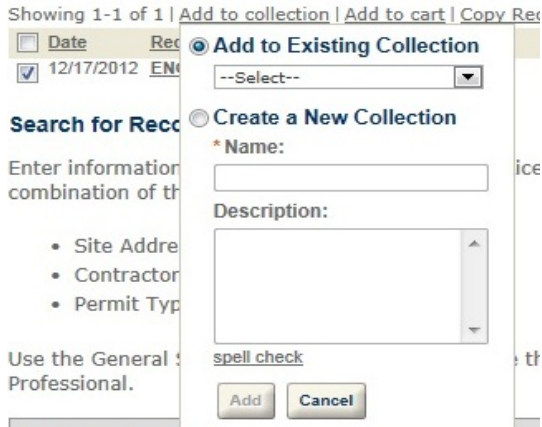
Create Active Erosion Control Collection

A collection is a quick way to group and search for records used often.

Once logged in, to access the Erosion Control Permit, click on either the **Permitting** tab or **Search Permit Application** to see a list of permits associated with your account.



To add a permit(s) to a collection check the checkbox next to the desired permits. Click the Add to collection button. At this point you can create the Active Erosion control Permits collection if it doesn't exist. If it does exist you can select it from the Existing Collection drop down.



Easily access/manage a collection by clicking on the **Collections** button on the toolbar across the top of your screen.

Appendix C

Permit Search

Search for Records

Enter information to search the City of Madison's Licenses & Permit Records. Search for records by entering in any combination of the following information:

- Site Address
- Contractor License Information
- Permit Type

Use the General Search dropdown menu to change the Search type if you would like to search by Address or Licensed Professional.

General Search
General Search ▾

Search my records only

Permit Type: --Select-- ▾	Record Number: <input type="text"/>
Project Name: <input type="text"/>	
Start Date: <input type="text" value="02/19/1961"/> ?	End Date: <input type="text" value="02/26/2013"/> ?

Street No.: <input type="text"/>	Direction: <input type="text" value="--Select--"/> ?	Street Name: <input type="text"/>	Street Type: <input type="text" value="--Select--"/> ?
Unit Type: <input type="text" value="--Select--"/> ?	Unit No.: <input type="text"/> ?	Parcel No.: <input type="text"/>	
City: <input type="text"/>	State: <input type="text" value="--Select--"/>	Zip: <input type="text"/>	

License Type: --Select-- ▾	License Number: <input type="text"/>
Name of Business: <input type="text"/>	Business License #: <input type="text"/>
First: <input type="text"/>	Last: <input type="text"/>

Based on the type of search selected, type in the appropriate information then click the **Search** button and the results will be displayed.

Note: selecting the **Search my records only** checkbox will limit the search results to records associated with your account.

Note: selecting the **Permit Type** of Erosion Control will limit the search results to records that are Erosion Control.

12

21 Record results matching your search results

Click any of the results below to view more details.

Show on Map 

Showing 1-10 of 21 | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Status	Action
<input type="checkbox"/>	02/12/2013	ENG100-2013-00234	Engineering - Erosion Control	Internal AA Check		Inspection Failed	
<input type="checkbox"/>	02/12/2013	ENG100-2013-00218	Engineering - Erosion Control			Permit Issued	Amendment
<input type="checkbox"/>	02/08/2013	ENG100-2013-00216	Engineering - Erosion Control			Open	
<input type="checkbox"/>	02/08/2013	ENG100-2013-00215	Engineering - Erosion Control			Open	
<input type="checkbox"/>	02/08/2013	ENG100-2013-00214	Engineering - Erosion Control			Open	
<input type="checkbox"/>	02/08/2013	ENG100-2013-00213	Engineering - Erosion Control			Open	
<input type="checkbox"/>	02/08/2013	ENG100-2013-00212	Engineering - Erosion Control			Open	
<input type="checkbox"/>	02/08/2013	ENG100-2013-00211	Engineering - Erosion Control			Open	
<input type="checkbox"/>	01/24/2013	ENG100-2013-00140	Engineering - Erosion Control	11th Addition to Nine Springs WWTP		Maintenance Needed	
<input type="checkbox"/>	01/24/2013	ENG100-2013-00139	Engineering - Erosion Control			Open	

< Prev 1 2 3 Next >

If the search returns more than 10 Permits the pages will be listed below. The maximum number of Permits that can be returned is 100.

A Permit can be selected by clicking on the Permit number of the desired Permit.