



USER GUIDE

Municipal Corporations

VERSION 1.4

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Ministry of Planning and Development

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CONTENTS

1	INTRODUCTION.....	7
1.1	About this Guide	7
1.2	Purpose of the Guide.....	7
1.3	Scope.....	8
1.4	Document Conventions	9
2	GETTING STARTED	10
2.1	Log In	10
2.2	Log Out.....	14
2.3	Option Menu.....	14
3	MUNICIPAL CORPORATION PROCESS FLOW	16
4	MUNICIPAL CORPORATION INSPECTOR	18
4.1	Dashboard	18
4.2	E-Services/Applications	20
4.3	Building Permit Request	21
4.3.1	Steps to Process a Building Permit Request	23
4.4	Inspection Scheduled - Building Permit	34
4.4.1	Steps to Process an Inspection Scheduled - Building Permit	34
4.5	Notice of Commencement	38
4.5.1	Steps to Process a Notice of Commencement	38
4.6	Inspection Scheduled - Notice of Commencement.....	41
4.6.1	Steps to Process an 'Inspection Scheduled - Notice of Commencement'	41
4.7	Notice of Discontinuance	44
4.7.1	Steps to Process a 'Notice of Discontinuance' application:.....	44
4.8	Completion Certificate Request Applications	47
4.8.1	Steps to Process a Completion Certificate Request	47
4.9	Inspection Scheduled - Completion Certificate	50
4.9.1	Steps to Process an 'Inspection Scheduled - Completion Certificate' application:.....	50
4.10	Queried Completion Certificate Request	52
4.10.1	Steps to Process a 'Queried Completion Certificate Request'	52

4.11	Search Applications	54
5	MUNICIPAL CORPORATION ENGINEER	55
5.1	Dashboard	55
5.2	E-Services/Applications	57
5.3	Building Permit Request	58
5.3.1	Steps to Process a Building Permit Request application as Final Approver:	60
5.3.2	Steps to Process a Building Permit Request application as Second Level Approver:.....	68
5.4	Completion Certificate Request	71
5.4.1	Steps to Process a 'Completion Certificate Request' as Final Approver:	71
5.4.2	Steps to process a 'Completion Certificate Request' as Second Level Approver:.....	73
5.5	Queried Completion Certificate Request	76
5.5.1	Steps to Process a 'Queried Completion Certificate Request' application:.....	76
5.6	Search Applications	78
6	MUNICIPAL CORPORATION CHIEF EXECUTIVE OFFICER	79
6.1	Dashboard	79
6.2	E-Services/Applications	80
6.3	Building Permit Request	81
6.3.1	Steps to Process a 'Building Permit Request' application:.....	83
6.4	Completion Certificate Request	91
6.4.1	Steps to Process a 'Completion Certificate Request':.....	91
6.5	Search Applications	94
7	MUNICIPAL CORPORATION CASHIER.....	95
7.1	Dashboard	95
7.2	E-Services/Applications	96
7.3	Building Permit Payment Request	97
7.3.1	Steps to Process a Building Permit Request	98
7.4	Completion Certificate Payment Request.....	106
7.4.1	Steps to Process a Completion Certificate Payment Request.....	106
7.5	Search Applications	109

8	MUNICIPAL CORPORATION ADMINISTRATOR	110
8.1	Dashboard	110
8.2	Unlock Applications	111
	Steps to Unlock an application	112
8.3	Inspection Checklist	113
	Job Form Template	114
	Job Report Template	119
	APPENDIX	125
	Search Application Page	125
	About the Site Location	128
	Map	
	Icons.....	128
	How to Schedule an Inspection.....	131
	Steps to Schedule an Inspection.....	131
	After the Inspection is Performed.....	135
	Using DevelopTT Mobile Application.....	138
	PDFTron	144
	Possible Errors.....	147

ABBREVIATIONS AND DEFINITIONS

Abbreviation	Description
ACPS	Automated Construction Permit System
CEO	Chief Executive Officer
CMOH	County Medical Officers of Health
GEID	Government Electrical Inspectorate Division
EMA	Environmental Management Authority
MEEI	Ministry of Energy and Energy Industries
MPD	Ministry of Planning and Development
MTI	Ministry of Trade and Industry
OGA	Other Government Agencies
SLA	Service Level Agreement
TCPD	Town and Country Planning Division
THA	Tobago House of Assembly
T&TEC	Trinidad and Tobago Electricity Commission
WASA	Water and Sewerage Authority

TERMS AND DEFINITIONS

Term	Definitions
Administrator	The administrator is a super user for the Municipal Corporation on DevelopTT. This role can unlock assigned applications and reassign to another approver when necessary.
Approver	Any user that is not an applicant is considered an approver. All Municipal Corporation staff are considered DevelopTT approvers.
Flagged	A flag appears when an application has been on the dashboard past its SLA for the assessment.
Planning Permission	Planning Permission is needed for all categories of development such as Building operations, Engineering options, Mining operations, Subdivision of land, Reclamation of land.

1 INTRODUCTION

1.1 ABOUT THIS GUIDE

Welcome to the DevelopTT, the online portal for the Automated Construction Permit System (ACPS), user guide. DevelopTT is designed to fulfil the objectives of reducing the administrative burden placed on individuals and the business community; to improve the quality of service to builders, property owners and developers, and to provide accurate and timely information to decision makers, managers, and staff throughout the system. This manual is intended to aid the various Municipal Corporations of Trinidad and Tobago during their use of the system.

1.2 PURPOSE OF THE GUIDE

The purpose of this user guide is to explain the process and steps involved in utilizing the system as a Municipal Corporation staff member. It describes the features of the system and how its online method mimics the manual procedure for processing applications.

In DevelopTT, there are two categories of users: applicant and approvers. All Municipal Corporation roles are considered approver roles or levels and would be referred to as such in this guide. The applicant submits applications electronically to TCPD staff who process, approve (or refuse) applications. On approval, TCPD forwards the application to the respective Municipal Corporation, who can then process it in the following ways: query the applicant, forward the application, query other Municipal Corporation staff, give approval etc.

This document gives the Municipal Corporation staff a step by step guide for performing all actions on the system, with an emphasis on their approver functions, and in accessing features of the system which enhance their job where processing applications is concerned.

The Municipal Corporation Approver levels covered in this guide are Cashier, Engineer, Inspector and Chief Executive Officer.

The Municipal Corporations that will utilize the DevelopTT portal are:

- Arima Borough Corporation
- Chaguanas Borough Corporation
- Couva/Tabaquite/Talparo Regional Corporation
- Diego Martin Regional Corporation
- Mayaro/Rio Claro Regional Corporation
- Penal/Debe Regional Corporation
- Point Fortin Borough Corporation
- Port of Spain Corporation
- Princess Town Regional Corporation
- San Fernando City Corporation
- Sangre Grande Regional Corporation
- San Juan/Laventille Regional Corporation
- Siparia Regional Corporation
- Tunapuna/Piarco Regional Corporation

1.3 SCOPE

The user guide covers all the features that are available to Municipal Corporation staff at various levels represented on DevelopTT. It aims to help staff efficiently perform the below tasks while using DevelopTT:

- Process Applications
- Issue Building Permit
- Issue Completion Certificate
- Search Applications
- Query Applications

1.4 DOCUMENT CONVENTIONS

This section is designed to help user become familiar with the visual aids used throughout the platform and are replicated in this user guide.

Hyperlinks

All topics mentioned in the user guide's content are hyperlinked. Hold the 'Ctrl' button on your keyboard and click on the hyperlink to view the referring topic such as [Introduction](#).

Callouts

Callouts are presented differently from the original content and highlight certain information.

There are two types of callouts: tips and warnings.

GOOD TO KNOW:



A Tip provides good-to-know information that helps users complete a task or procedure.

WARNING:



A Warning refers to information that may be critical to the system's functionality and might affect data or system stability.

2 GETTING STARTED

This chapter covers the following topics:

- Log In
- Log Out
- Options Menu

The chapter describes how w to log in and out of the system in detail. Refer to this section to familiarize yourself with DevelopTT Interface.

2.1 LOG IN

To log in to the DevelopTT as a Municipal Corporation staff:

1. Go to the DevelopTT Approver's website https://www.developtt.gov.tt/ttacps_appr

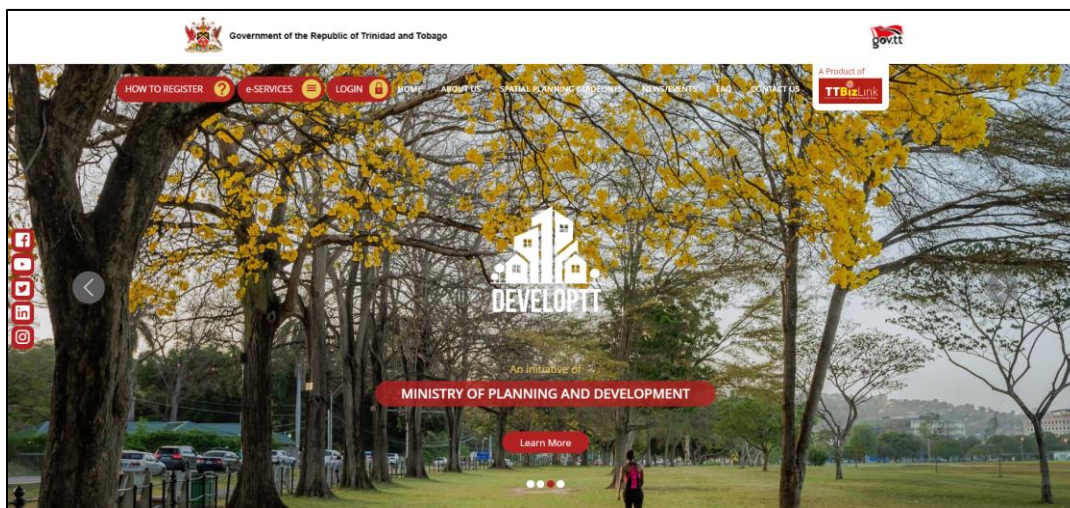



Figure 1: DevelopTT Homepage

2. Click the login button  on the top left of the screen to access the Login window shown in [Figure 2](#).

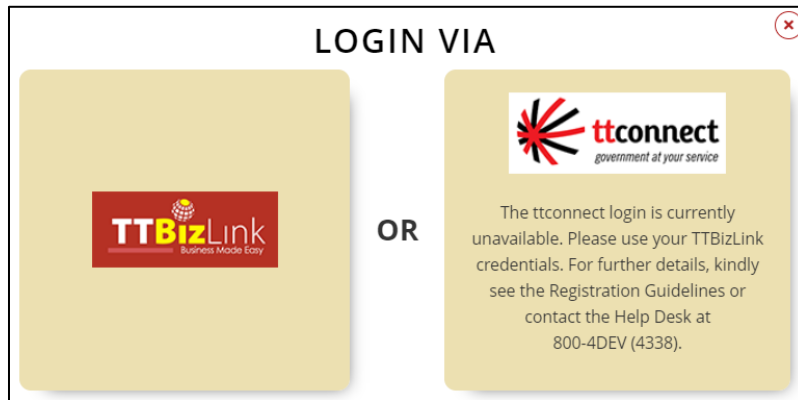


Figure 2: Login Window

3. Click TTBizLink logo or ttconnect logo to log in via the respective portals. For this User Guide, we will login via TTBizLink.

GOOD TO KNOW:



- If you are using TTBizLink option to login, your username would be the email attached to your TTBizLink account.
- If you are using the ttconnect option to login, your username would be the email attached to your ttconnect account.

4. You will be redirected to the TTBizLink login webpage seen in [Figure 3](#). Enter the username and password in the fields provided and click the **LOG IN** button.



Figure 3: TTBizLink Login Page

- Upon successful login, you will be redirected to your DevelopTT dashboard (example shown in [Figure 4: Municipal Corporation Dashboard Example](#)).

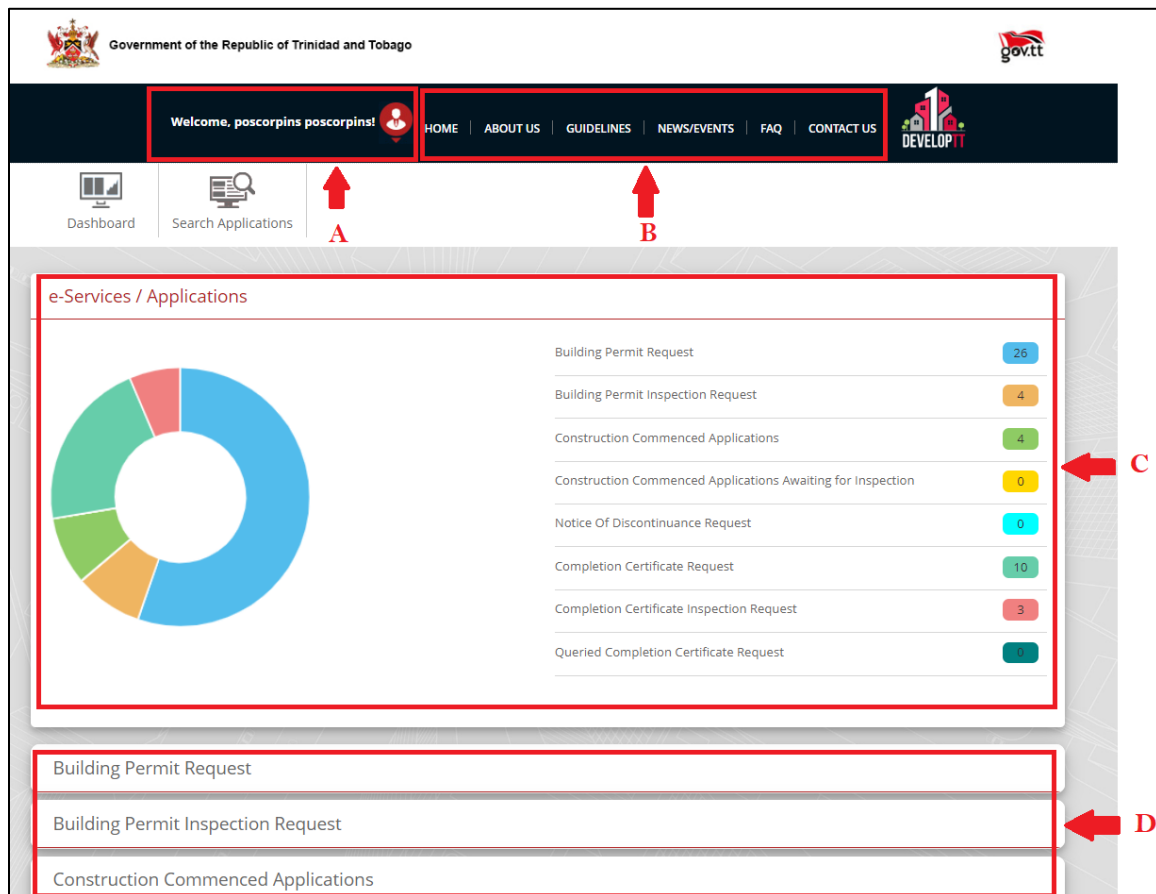



Figure 4: Municipal Corporation Dashboard Example


A – Welcome message and Option Menu icon: On the left of the page, you would see the Welcome message displayed along with your full name. Next to your name, there is the icon for the Options Menu,  which would be described below.

B – Main Menu: It contains links to information throughout the website.

C – e-Services/Applications section: This section displays the Application Statuses Chart on the left and gives a count of applications at specific levels by different categories.

D – Categorized Applications sections: Different sections, minimized in Figure 4, list applications grouped in different categories for your attention. From these sections, you would be able to interact with a specific application.

2.2 LOG OUT

This function allows the user to log out of the system at any time. The user can log out by clicking the  button next to their username.

1. This will open the Option Menu as seen in [Figure 5](#) below. Click 'Log out' at the bottom of the menu.

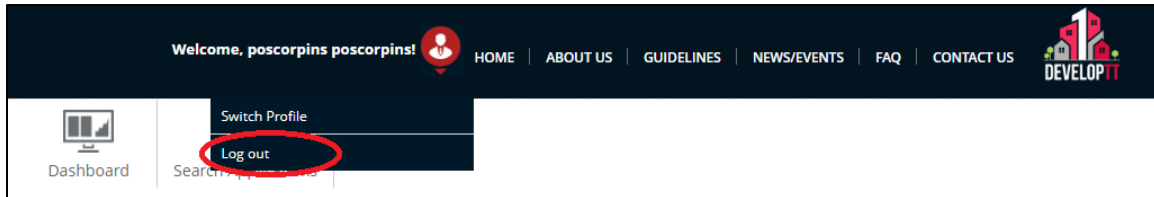



Figure 5: Log out of DevelopTT

Once logged out, you would be directed to DevelopTT Approver Homepage, shown in [Figure 1](#): DevelopTT Homepage.

2.3 OPTION MENU

Switch Profile

The user can switch from one role to another (if assigned multiple roles in the system) by clicking the down arrow on the Option Menu icon  available at the upper left corner of the main menu and select **SWITCH PROFILE** (refer to [Figure 6](#) below).

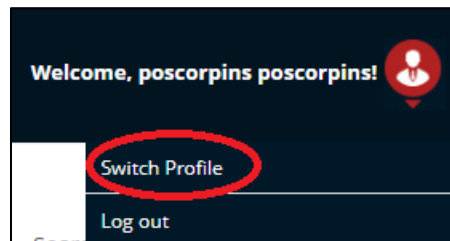
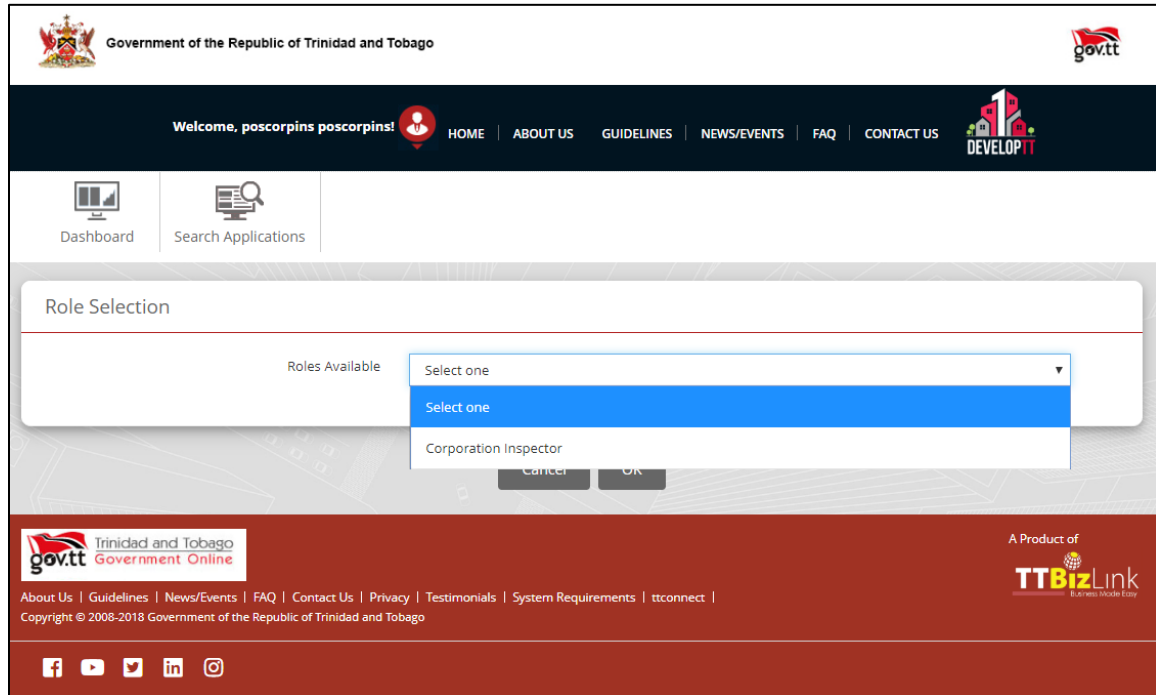


Figure 6: Main Menu showing Switch Profile and Log Out options

- a. You will be redirected to the 'Role Selection' page. Select the appropriate role (refer to [Figure 7](#) below) from the drop-down list and click '**OK**' to login as a different user; the new user's dashboard would load.



Government of the Republic of Trinidad and Tobago

Welcome, poscorpins poscorpins!

HOME | ABOUT US | GUIDELINES | NEWS/EVENTS | FAQ | CONTACT US

Dashboard | Search Applications

Role Selection

Roles Available

Select one

Select one

Corporation Inspector

Cancel OK

gov.tt Trinidad and Tobago Government Online

About Us | Guidelines | News/Events | FAQ | Contact Us | Privacy | Testimonials | System Requirements | ttconnect |

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TTBizLink Business Made Easy

Figure 7: Role Switch page

3 MUNICIPAL CORPORATION PROCESS FLOW

The Municipal Corporation acts only on the applications which are approved by the Town and Country Planning Division (TCPD) officials. Once the application is approved by TCPD it is forwarded to the Municipal Corporation and conditioned to any applicable Other Government Agencies (OGAs) for further assessment.

There can be two or three levels of processing before approval in the Municipal Corporation. If Engineer is the final assessment, then there are two (2) levels to approval; if Chief Executive Officer (CEO) is the final assessment, there are three (3) levels.

- Inspector
- Engineer
- CEO

When an application is approved by the final Municipal Corporation approver, the application is sent to the Municipal Corporation Cashier. Figure 8 below shows the flow of an application through DevelopTT regarding the Municipal Corporations.

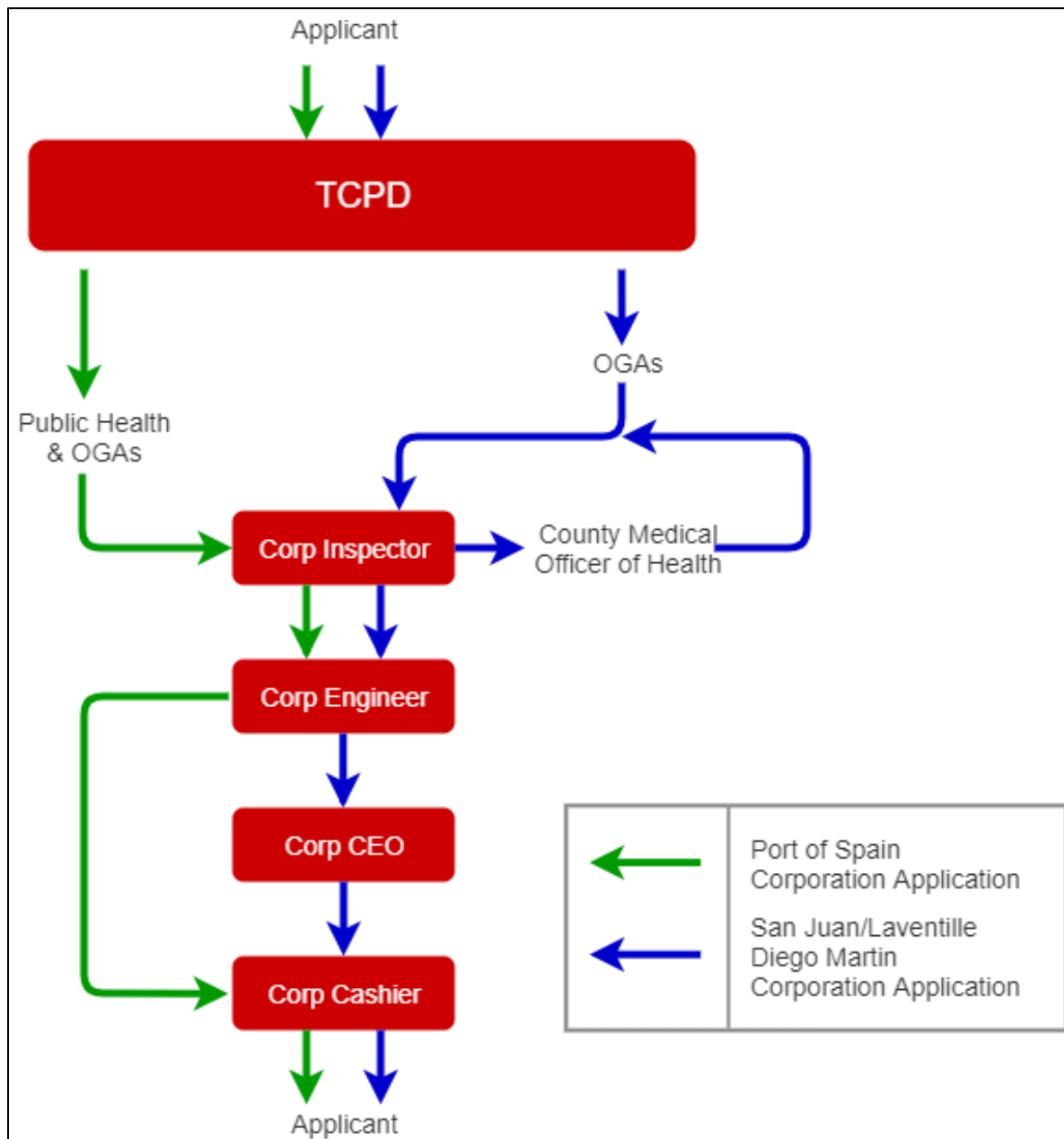


Figure 8: Municipal Corporation Process Flow

4 MUNICIPAL CORPORATION INSPECTOR

The Inspector is the first assessment level at the Municipal Corporation for applications which are conditionally approved and sent to them by the TCPD Planner. The Municipal Corporation Inspector assesses applications approved by TCPD **and** Other Government Agencies (OGAs) by either rejecting, querying, or forwarding them to the Municipal Corporation Engineer.

4.1 DASHBOARD

The dashboard is the default screen that will be displayed to the Inspector after login (see [Figure 9](#)). The dashboard consists of e-Services/Applications, with eight (8) Categorized Application Sections: Building Permit Requests, Inspection Scheduled - Building Permit, Notice of Commencement, Inspection Scheduled - Notice of Commencement, Stop Work Notice, Completion Certificate Request Applications, Inspection Scheduled - Completion Certificate and Queried Completion Certificate Requests. You can click on a section title anywhere on DevelopTT to expand the section.

Building Permit Requests: A list of all Planning Permission applications forwarded by TCPD which have not been processed, will be found in this application section.

Inspection Scheduled - Building Permit: A list of all the applications for Building Permit which the Inspector submitted for self-inspection.

Notice of Commencement: A list of applications forwarded from the applicant notifying the Municipal Corporation that construction works commenced.

Inspection Scheduled - Notice of Commencement: A list of applications for Notice of Commencement which the Inspector submitted for self-inspection.

Notice of Discontinuance Served: A list of applications which the Inspector instructed that construction works cease due to discrepancies.

Completion Certificate Request: A list of applications forwarded from the applicant requesting a Completion Certificate after construction has been completed without any discrepancies.

Inspection Scheduled - Completion Certificate: A list of all the applications for Completion Certificate which the Inspector submitted for self-inspection.

Queried Completion Certification Request: A list of applications for Completion Certificate that were queried by the Municipal Corporation Engineer.

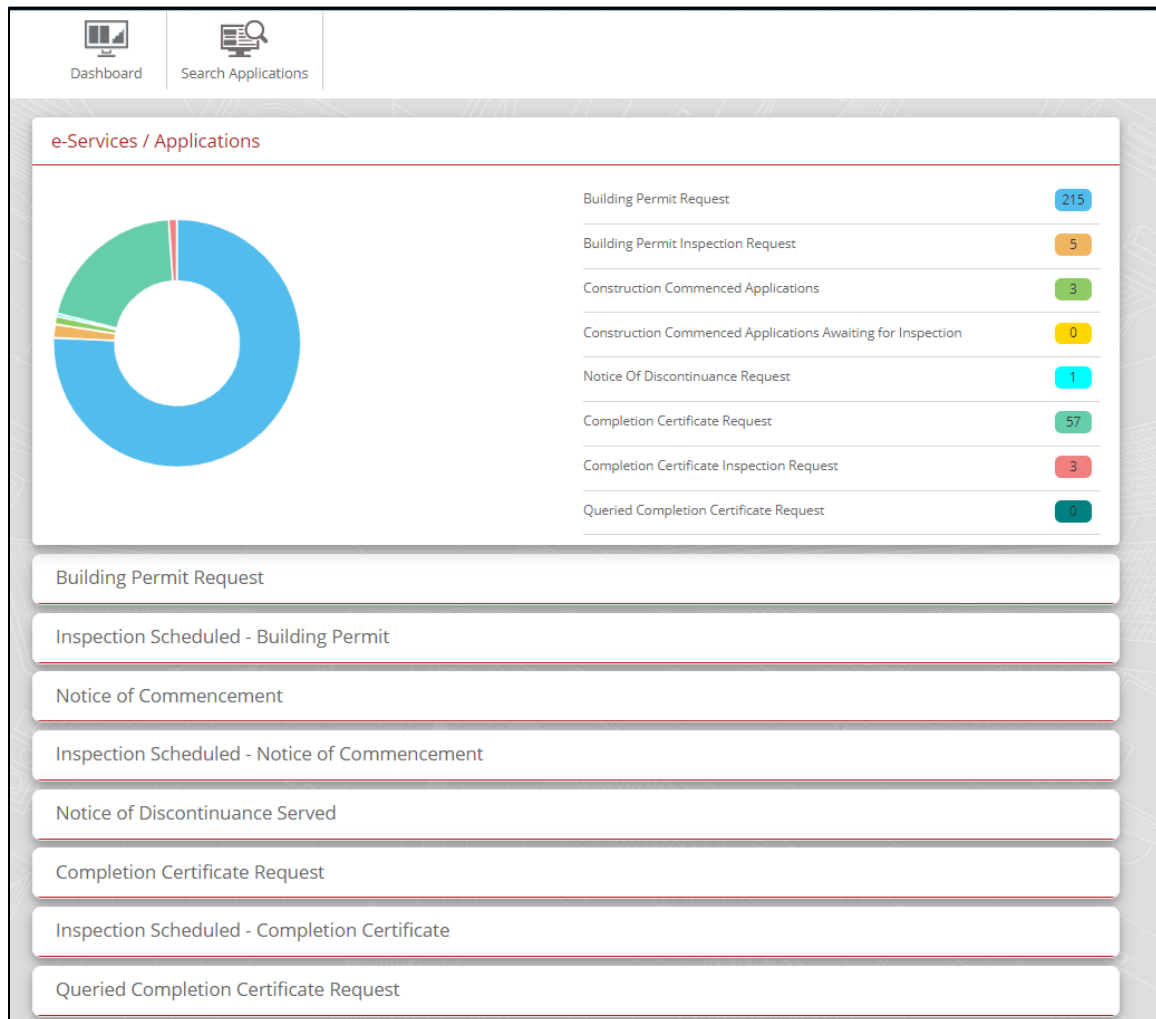


Figure 9: Municipal Corporation Inspector Dashboard

4.2 E-SERVICES/APPLICATIONS

Application Statuses Chart

Application Statuses chart is configured to indicate the status of the applications (see [Figure 10](#) below). Hover the mouse on the coloured zone of the Application Statuses chart to view the application details.

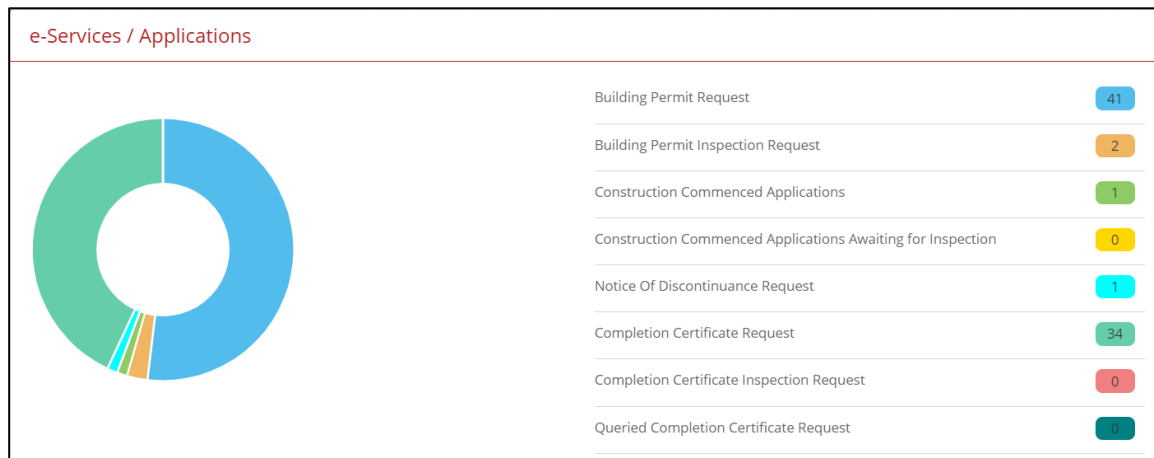


Figure 10: Municipal Corporation Inspector Application Statuses Chart

The colour denotations are listed below:

Table 1: Inspector Application Statuses Chart Colour Codes

Colour	Representation
	Building Permit Request
	Inspection Scheduled - Building Permit
	Notice of Commencement
	Inspection Scheduled - Notice of Commencement
	Notice of Discontinuance Served
	Completion Certificate Request
	Inspection Scheduled - Completion Certificate
	Queried Completion Certificate Request

4.3 BUILDING PERMIT REQUEST

The 'Building Permit Request' section displays all the applications for **Building Permit** awaiting processing by the Inspector (see [Figure 11](#) below). The applications are listed in a section with different column headings which are explained below.


Building Permit Request										
Reference Number	Application Type	Saved Date	Community	Category of Development	Land Use Proposed	Status	Action By Date	Referred Agencies	Agency Response received	Action
PPR2019091305117	Planning Application	13 Sep 2019	Ariapita	New Buildings		Building Permit Requested	11 Dec 2019	0	0	
PPR2019120406580	Planning Application	04 Dec 2019	Ariapita	Subdivision	Industrial	Building Permit Requested	24 Dec 2019	3	0	
PPR2019121606870	Planning Application	16 Dec 2019	Ariapita	New Buildings	Utilities	Building Permit Requested	19 Dec 2019	0	0	


Figure 11: Municipal Corporation Inspector Building Permit Request Section

GOOD TO KNOW:



Navigating through Sections:

- The **Reference Number** column contains all the relevant application reference numbers to this section. Reference Numbers are unique to each application and are automatically generated by the DevelopTT platform when an application is created. An application's reference number is consistent across all the site's agencies; however, Agencies and Municipal Corporations have the option to add their own internal reference numbers if required.
- The **Application Type** column states the type of the application such as Planning Application or Outline + Planning Application.
- The **Saved Date** column shows the date that the application was submitted by the applicant.

- The **Community** column shows the community to which the applicant's site location belongs.
- The **Category of Development** shows the type of development that will take place at the site location, e.g. a new building or subdivision of land.
- The **Land Use Proposed** column shows the proposed use of the land at the applicant's site location.
- The **Status** column shows the status of the application at the relevant level.
- The **Action By Date** refers to the date by which the application should be processed. The Municipal Corporation has an SLA of twenty-one (21) days within which they should perform some action on the application. In case of SLA breach, the applications are flagged in **RED**  under the **Action column**, indicated in [Figure 12](#) below. The flag indicates that this application requires immediate action.
- The **Referred Agencies** column shows the number of agencies that the application was referred to. For example, EMA, WASA, etc.
- The **Agency Response Received** column shows the number of agencies that have responded. **N.B.** An application cannot be processed without responses from all the referred agencies.
- **NOTE:** For Municipal Corporations with internal Public Health, these applications **CANNOT** be processed unless they have been approved by Public Health.




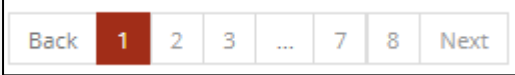


Reference Number	Application Type	Saved Date	Community	Category of Development	Land Use Proposed	Status	Action By Date	Referred Agencies	Agency Response received	Action
PPR2019091305117	Planning Application	13 Sep 2019	Ariapita	New Buildings		Building Permit Requested	11 Dec 2019	0	0	
PPR2019120406580	Planning Application	04 Dec 2019	Ariapita	Subdivision	Industrial	Building Permit Requested	24 Dec 2019	3	0	
PPR2019121606870	Planning Application	16 Dec 2019	Ariapita	New Buildings	Utilities	Building Permit Requested	19 Dec 2019	0	0	

Figure 12: Flagged and Locked Applications

- A locked application is one which is already being processed by another user at the same approver level. An application can only be unlocked by the user who started its assessment or by the Municipal Corporation Administrator. Locked applications are denoted by a  lock icon in the **Action** column as highlighted by the red square in [Figure 12](#).
- Tap  icon to sort applications in ascending or descending order.
- Up to 10 records are displayed in the application sections at a time.
- Click on the navigation buttons  or click a specific page number to navigate between various pages. Click  to go to the Next page  and to go to the previous page.

4.3.1 STEPS TO PROCESS A BUILDING PERMIT REQUEST

- Click the **Reference Number** (first column of [Figure 11](#)) to view and process the application. All the applications are prefixed with 'PPR' and all reference numbers are hyperlinks.
- Click on each tab to review the application information and attachments.

APPLICATION TABS:

- a. **Tab 1 - Assessment History:** Any remarks or comments made on the application previously would appear in this section e.g. Remarks made on application by Public Health/ CMOH staff or applicant response to any queries made previously. The processing history is also detailed in this tab e.g. TCPD Clerk forwarded to TCPD Planner.

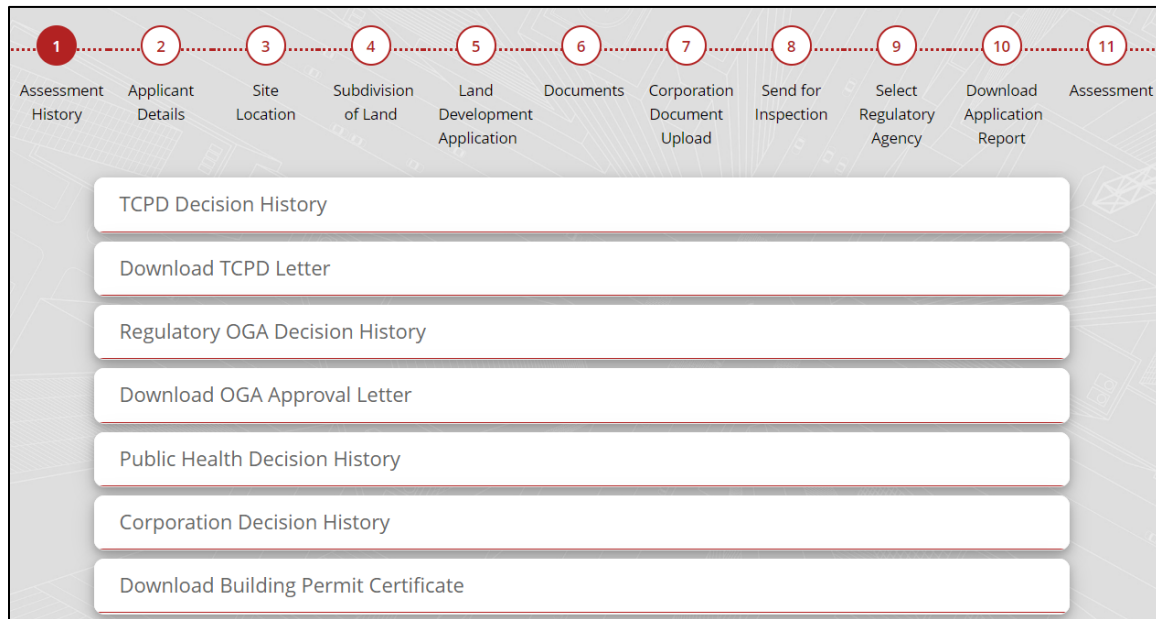


Figure 13: Assessment History tab

- b. **Tab 2 - Applicant Details:** Applicants are required to supply personal information, a brief description of their proposal, land details, purpose for which land or new/ altered/ extended building are proposed to be used and purpose for which land and/ or building are now used. In the Description of Proposal section, the Category of Development will be chosen, whether it is a New Building or Subdivision etc. Depending on category chosen, tab 5 would have different information.

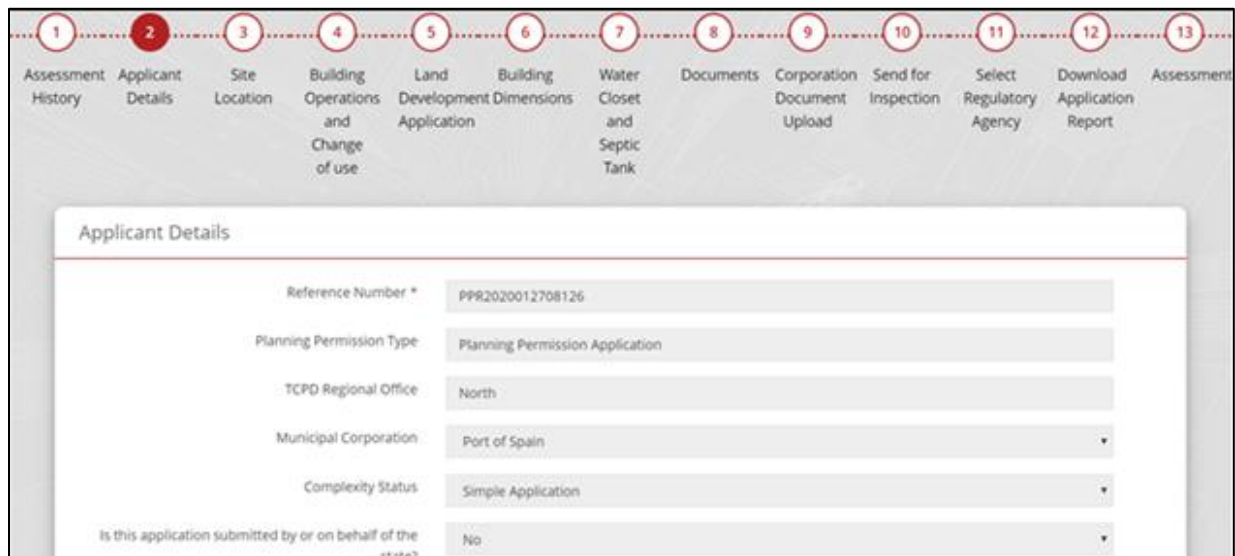


Figure 14: Applicant Details tab

- c. **Tab 3 - Site Location:** Displays a map where the applicant should have plotted their proposed site location. The system automatically zooms into the plotted area.

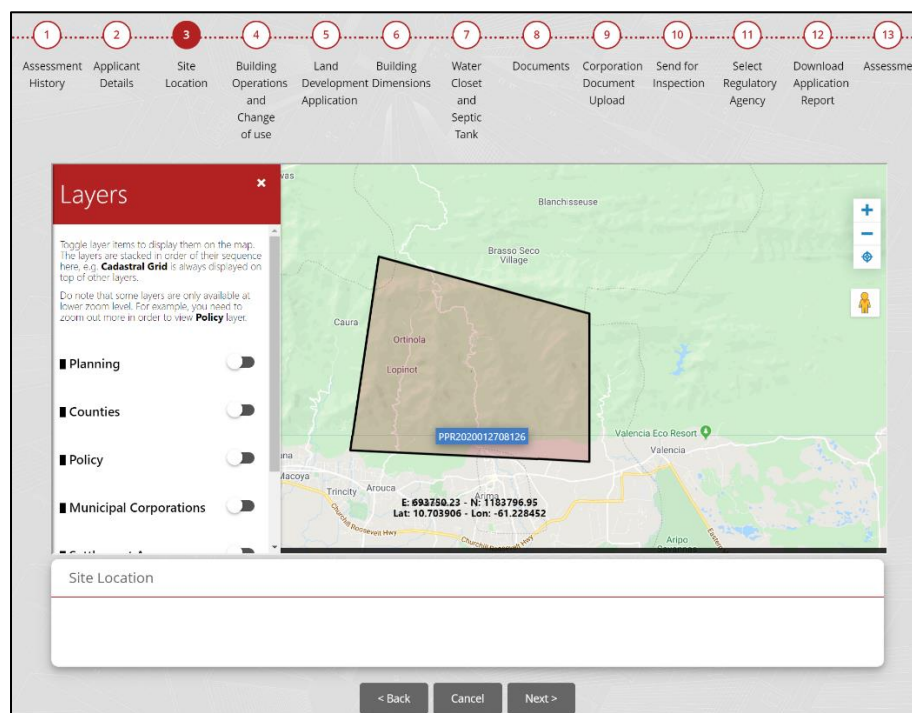


Figure 15: Site Location tab

- d. **Tab 4:** Information presented would depend on Category of Development.
- **Building Operations and Change of Use:** This tab provides general information about the site, such as total area and intended use of building. Available services on the site includes electricity, water and drainage, and the details of the stated use of the site, e.g. commercial use details.
 - **Subdivision of Land** - Applicants are required to supply information concerning their subdivision of land. They supply information on the person who prepared design of layout, area, adjacent property owners and access details.

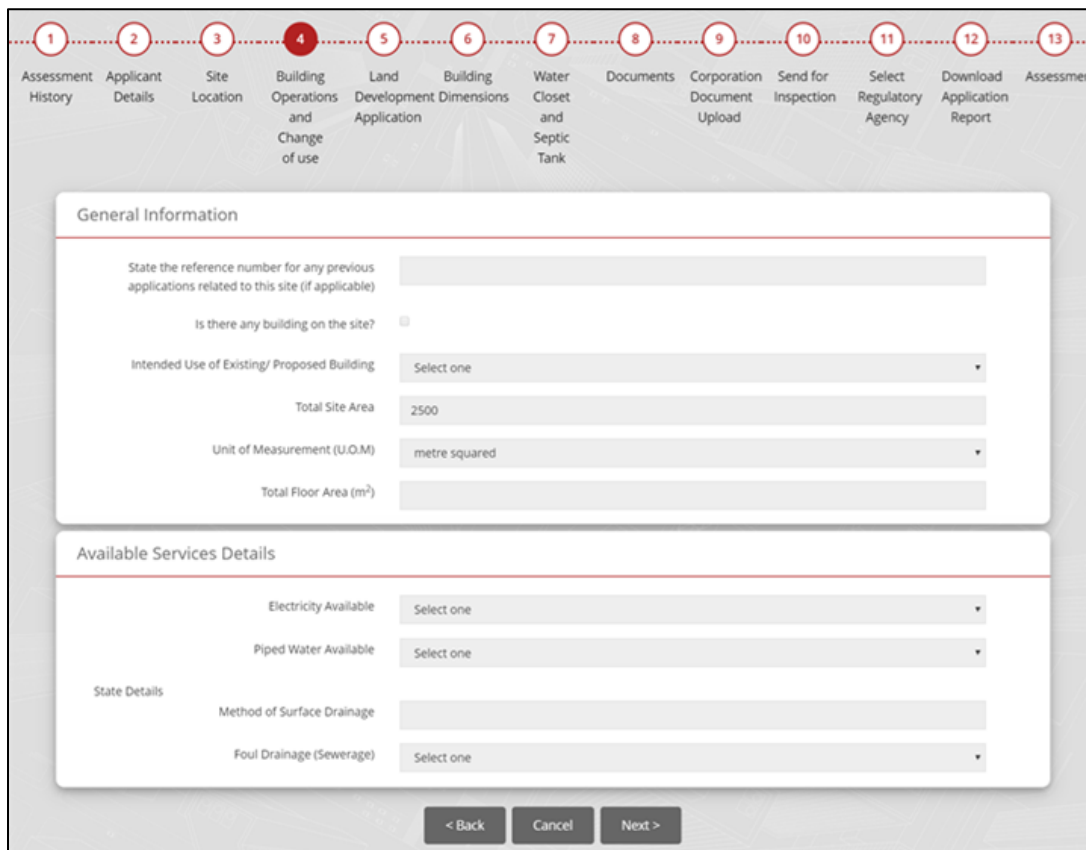
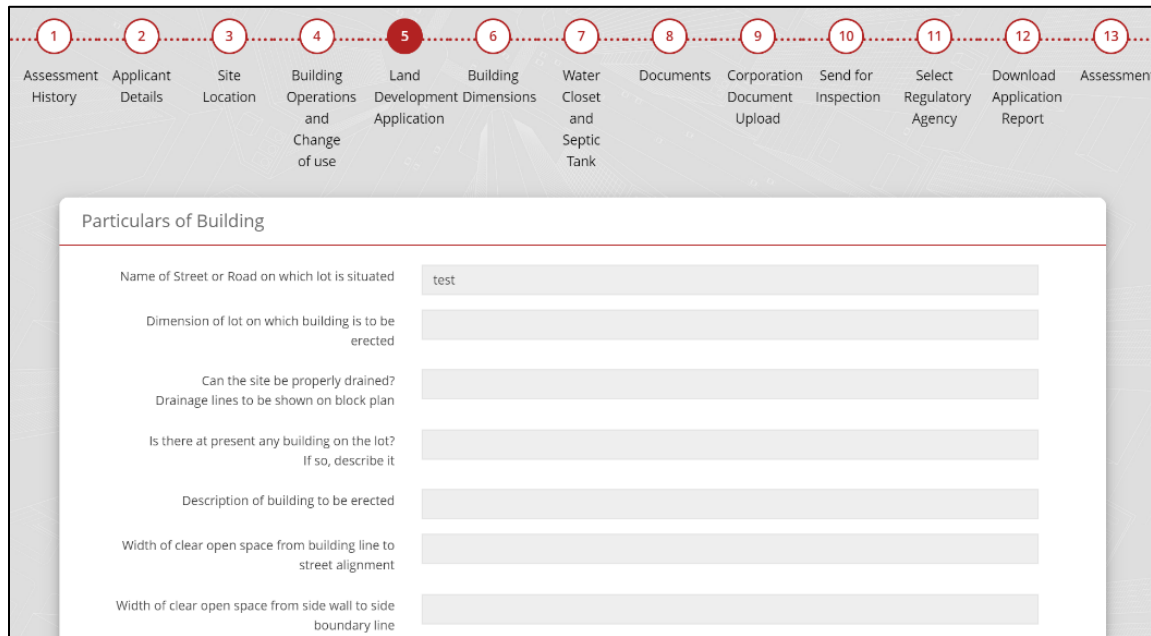


Figure 16: Building Operations and Change of Use tab

- e. **Tab 5 – Land Development Application:** Building details like the street name, nearby owners, number of rooms and others.



1 Assessment History 2 Applicant Details 3 Site Location 4 Building Operations and Change of use 5 Land Development Application 6 Building Dimensions 7 Water Closet and Septic Tank 8 Documents 9 Corporation Document Upload 10 Send for Inspection 11 Select Regulatory Agency 12 Download Application Report 13 Assessment

Particulars of Building

Name of Street or Road on which lot is situated

Dimension of lot on which building is to be erected

Can the site be properly drained?
Drainage lines to be shown on block plan

Is there at present any building on the lot?
If so, describe it

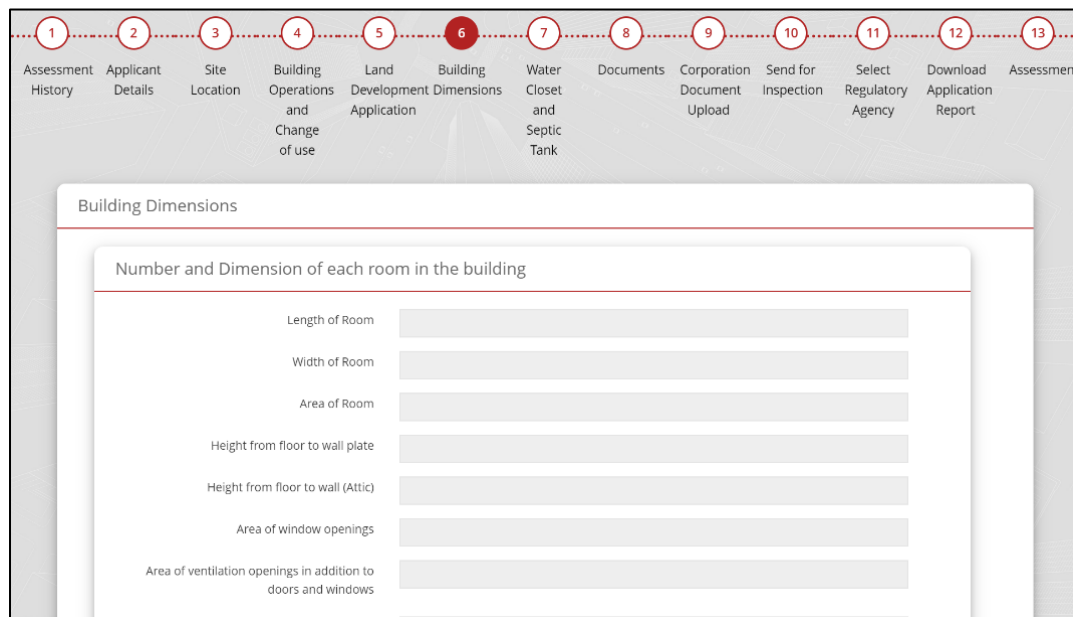
Description of building to be erected

Width of clear open space from building line to street alignment

Width of clear open space from side wall to side boundary line

Figure 17: Land Development and Application tab

f. **Tab 6 – Building Dimensions:** Number and dimension of each room in the building.



1 Assessment History 2 Applicant Details 3 Site Location 4 Building Operations and Change of use 5 Land Development Application 6 Building Dimensions 7 Water Closet and Septic Tank 8 Documents 9 Corporation Document Upload 10 Send for Inspection 11 Select Regulatory Agency 12 Download Application Report 13 Assessment

Building Dimensions

Number and Dimension of each room in the building

Length of Room

Width of Room

Area of Room

Height from floor to wall plate

Height from floor to wall (Attic)

Area of window openings

Area of ventilation openings in addition to doors and windows

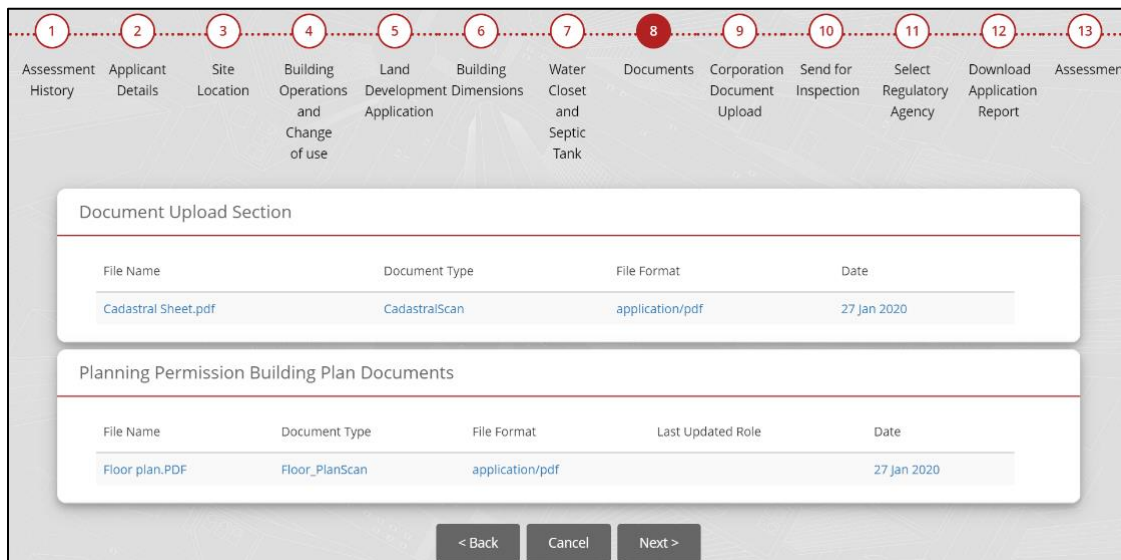
Figure 18: Building Dimension tab

g. **Tab 7 – Water Closet and Septic Tank:** Details about the water closet and septic tank.



Figure 19: Water Closet and Septic Tank

- h. **Tab 8 – Documents:** Plans uploaded by the applicant would be listed here. The Inspector may utilize the PDFTron tool to process plans. PDFTron's measurement tool allows the Inspector to verify scales and distances. Detailed information on the tool can be found in the [PDFTron section](#) (Appendix).



File Name	Document Type	File Format	Date
Cadastral Sheet.pdf	CadastralScan	application/pdf	27 Jan 2020

File Name	Document Type	File Format	Last Updated Role	Date
Floor plan.PDF	Floor_PlanScan	application/pdf		27 Jan 2020

Figure 20: Documents tab

- i. **Tab 9 – Corporation Document Upload:** Any additional documents requested by the Municipal Corporation would be uploaded here.
- j. **Tab 10 – Send for Inspection:** The Inspector may or may not desire to carry out a physical inspection of the site. In this tab, he/she can schedule an inspection. This tab would be discussed in step 3 below.
- k. **Tab 11 – Select Regulatory Agency:** The Inspector may select additional Regulatory agencies to address the application to. This tab would be discussed in step 4.
- l. **Tab 12 – Download Application Report:** Once an inspection is carried out, the Inspector can review his inspection on this tab. This would be discussed in detail in step 5 as the Inspector would need to interact closely with this tab.
- m. **Tab 13 – Assessment:** The Inspector can enter remarks as well as necessary documents then query or forward the applicant. This tab would be explained in detail in step 6 as the Inspector is required to enter information based on his/her assessment of the application.

3. Click tab 10 Send for Inspection tab. If the Inspector wishes to perform an inspection, go to [How to Schedule an Inspection](#) section for instructions on scheduling. If the Inspector does not wish to perform an inspection, click 'Next' to continue.

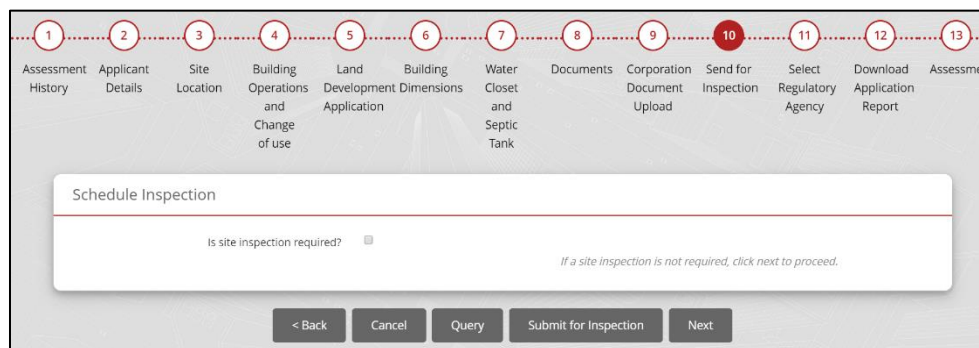
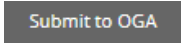


Figure 21: Send for Inspection tab

4. Click 'Next' or Select Regulatory Agency tab. The Inspector may condition Regulatory Agencies to send the application to. Agencies that were previously conditioned by TCPD would not be listed here.
Click  button and upon validation, a success message is displayed.

Selected Regulatory Agencies

Agency	TCPD Remarks
Fire Prevention Division	Please advise
Occupational Safety and Health Agency	Please advise
Trinidad and Tobago Civil Aviation Authority	Please advise
Water and Essential Services Unit	Please advise
Environment Management Agency	Please advise

Select Regulatory Agency

Add Regulatory Agency Details

Select Regulatory Agency *

Select one

TCPD Remarks *

Attach Document

Add files

Start upload

Clear files

Drop files here or click to upload.

Reset

Add

Agency

TCPD Remarks

Attach Document

Electrical Inspectorate Division		Remove
Ministry of Works and Transport- Construction Division		Remove

< Back

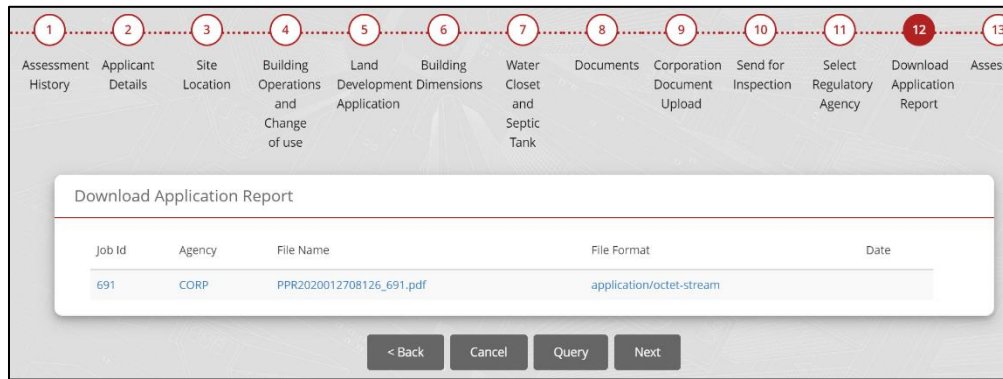
Cancel

Submit to OGA

Next

Figure 22: Select Regulatory Agency tab

- Click 'Next' or Download Application Report tab. All inspection reports would be found listed in this tab as seen in [Figure 23](#) below. Click on report to view; the report should open in another tab.



Job Id	Agency	File Name	File Format	Date
691	CORP	PPR2020012708126_691.pdf	application/octet-stream	

Figure 23: Download Application Report tab

6. Click 'Next' or Assessment tab and fill in the relevant remarks. Municipal Corporations with internal Public Health (e.g. Port of Spain) will need approval from Public Health before processing applications. Applications without approval will not display an Assessment tab.

There are TWO sections:

- **Remarks Section** – The Inspector can enter a Municipal Corporation Internal Reference Number, Building Permit Fees Amount (to be entered by the Inspector), along with Internal and External remarks. Internal Remarks are those which can only be seen by staff within the Municipal Corporation. External Remarks are those which can be seen by users outside of the Municipal Corporation including applicants.
- **Additional Document(s) Upload Section** - The Inspector can also attach relevant documents (optional) pertaining to the application for reference. Please note that document(s) uploaded in this section would be visible to applicants and all approvers with access to the application.

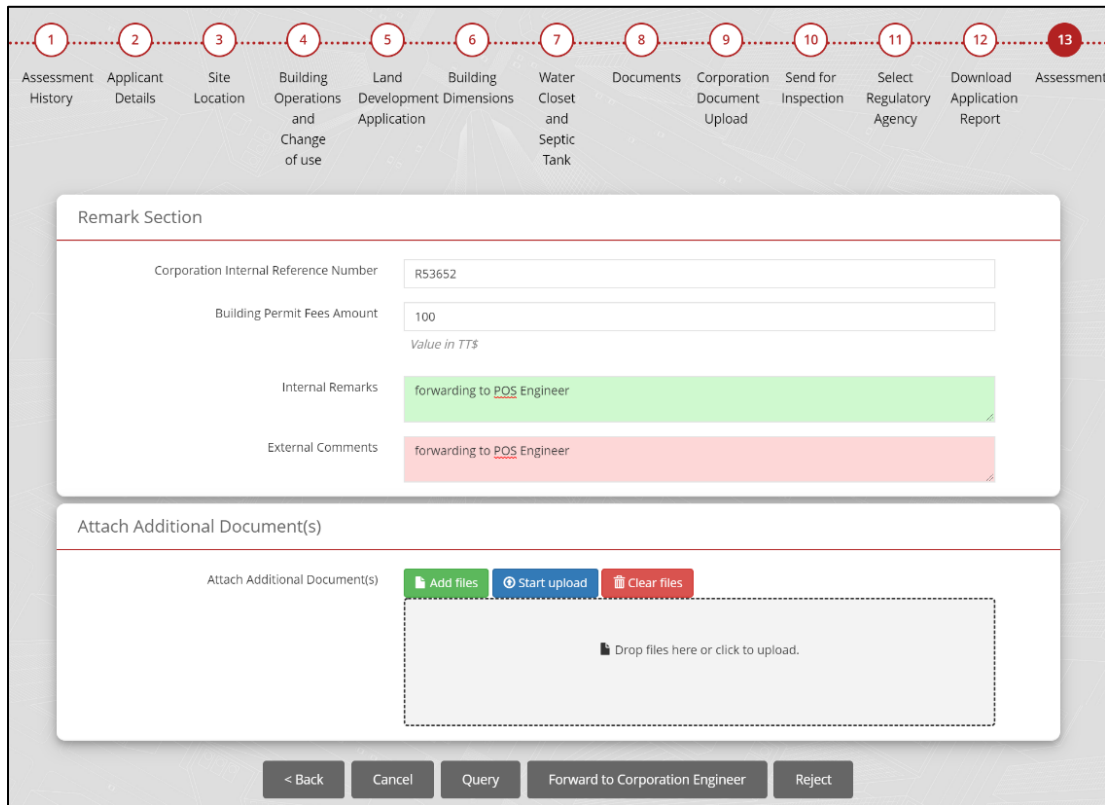


Figure 24: Assessment tab

- a. **Query Applicant** – If there is a need for additional information, the Inspector can query the applicant. On the Assessment tab, enter the query in External Comments and click the **Query** button and the application will be redirected to the applicant. Upon validation, a success message is displayed (refer to [Figure 25](#)).

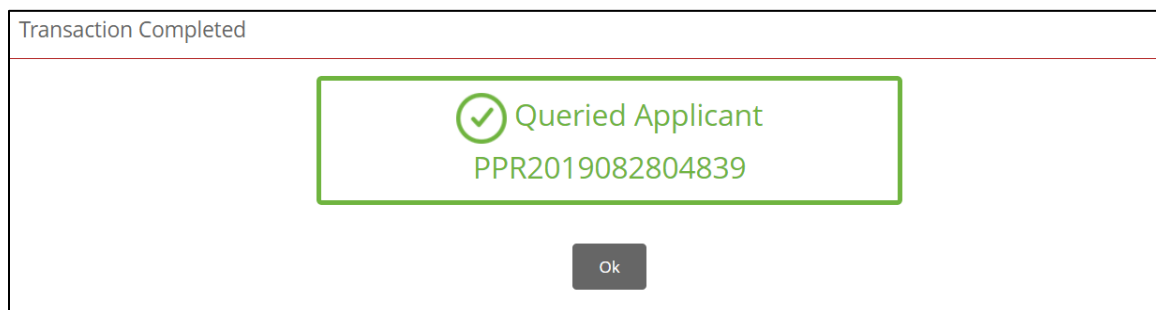


Figure 25: Building Permit Request - Inspector Queried Applicant Success Message

- b. **Forward to Engineer** – If all the information provided by the applicant is correct, click the **Forward to Corporation Engineer** button to forward the application to the Municipal Corporation Engineer. Upon validation, a success message is displayed (see [Figure 26](#)).

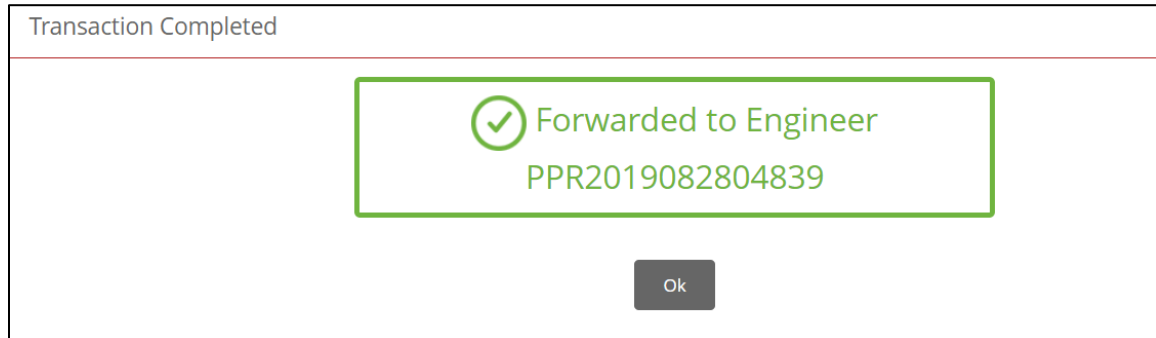


Figure 26: Building Permit Request - Inspector Forwarded to Engineer Success Message

- c. **Reject** – If the Inspector wishes to reject an application, enter rejection details in the Internal and/or External remarks section, then click the Reject button.

4.4 INSPECTION SCHEDULED - BUILDING PERMIT

The 'Inspection Scheduled - Building Permit' section (see [Figure 27](#)) contains applications for **Building Permit** that were submitted for inspection. Refer to [Navigating Sections](#) for added information on navigating this section.



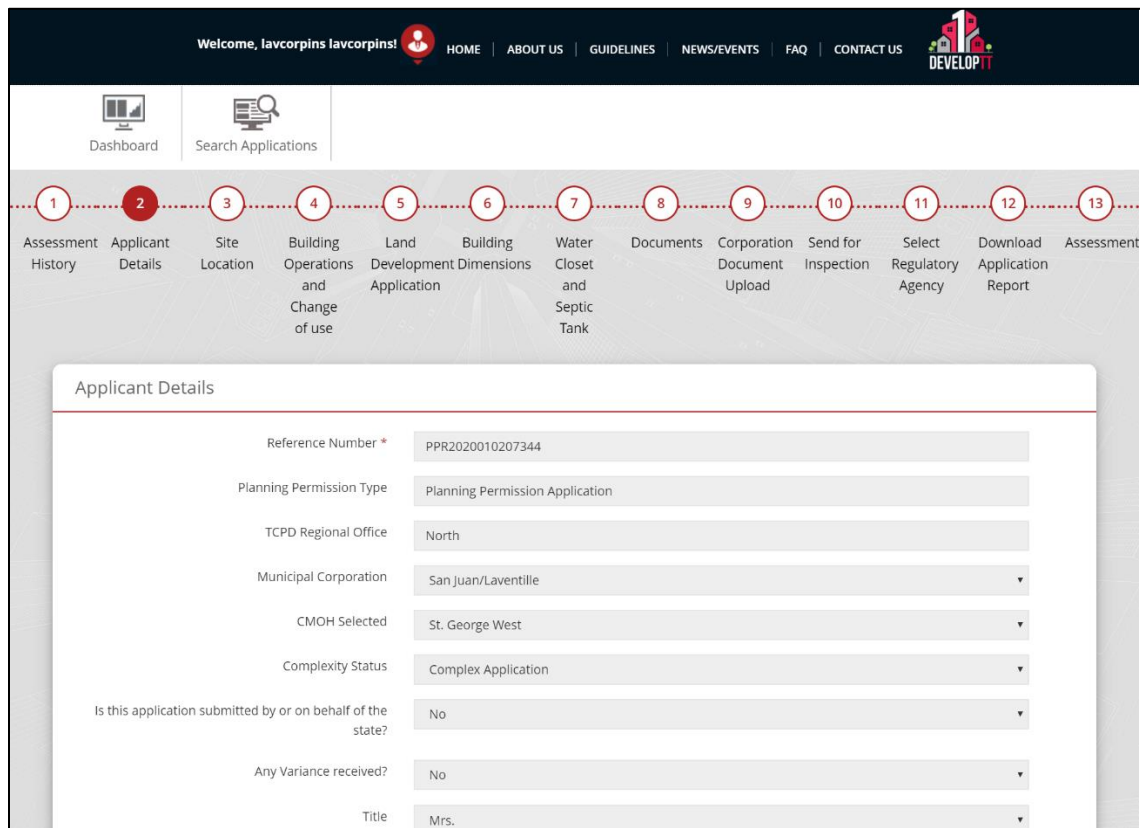
Inspection Scheduled - Building Permit							
Reference Number	Application Type	Submission Date	Community	Category of Development	Land Use Proposed	Status	Action
PPR2019090904998	Planning Application	09 Sep 2019	Ariapita	New Buildings		Awaiting Inspection by Corporation Inspector	
PPR2019092705253	Planning Application	27 Sep 2019	Ariapita	New Buildings		Awaiting Inspection by Corporation Inspector	
PPR2019092705256	Planning Application	27 Sep 2019	Ariapita	New Buildings		Awaiting Inspection by Corporation Inspector	

Figure 27: Inspection Scheduled - Building Permit Section

4.4.1 STEPS TO PROCESS AN INSPECTION SCHEDULED - BUILDING PERMIT

1. Click the **Reference Number** (first column in [Figure 27](#)) to view and process the application.



Step	Step Name
1	Assessment History
2	Applicant Details
3	Site Location
4	Building Operations and Change of use
5	Land Development Application
6	Building Dimensions
7	Water Closet and Septic Tank
8	Documents
9	Corporation Document Upload
10	Send for Inspection
11	Select Regulatory Agency
12	Download Application Report
13	Assessment

Applicant Details	
Reference Number *	PPR2020010207344
Planning Permission Type	Planning Permission Application
TCPD Regional Office	North
Municipal Corporation	San Juan/Laventille
CMOH Selected	St. George West
Complexity Status	Complex Application
Is this application submitted by or on behalf of the state?	No
Any Variance received?	No
Title	Mrs.

Figure 28: Inspection Scheduled - Building Permit - Applicant Details tab

2. Click on each tab to review the application information and attachments (see [Figure 28](#) above).
3. If an inspection was performed, go to the '**Download Application Report**' tab to view and/or save a PDF of the site inspection. If an inspection needs to be re-scheduled refer to [How to Schedule an Inspection](#) section.
4. Go to **Assessment Tab** (see [Figure 29](#)) to give the decision on the application. There are TWO sections:
 - **Remarks Section** – Shows Municipal Corporation Internal Reference Number, Building Permit Fees Amount (to be entered by the Inspector), along with Internal and External remarks. Internal Remarks are those which can only be seen by users within the Municipal Corporation. External Remarks can be seen by users outside of the Municipal Corporation including applicants.

- **Additional Document Section** – The Inspector can upload supporting documents (if required). Please note that document(s) uploaded in this section would be visible to applicants and all approvers with access to the application.

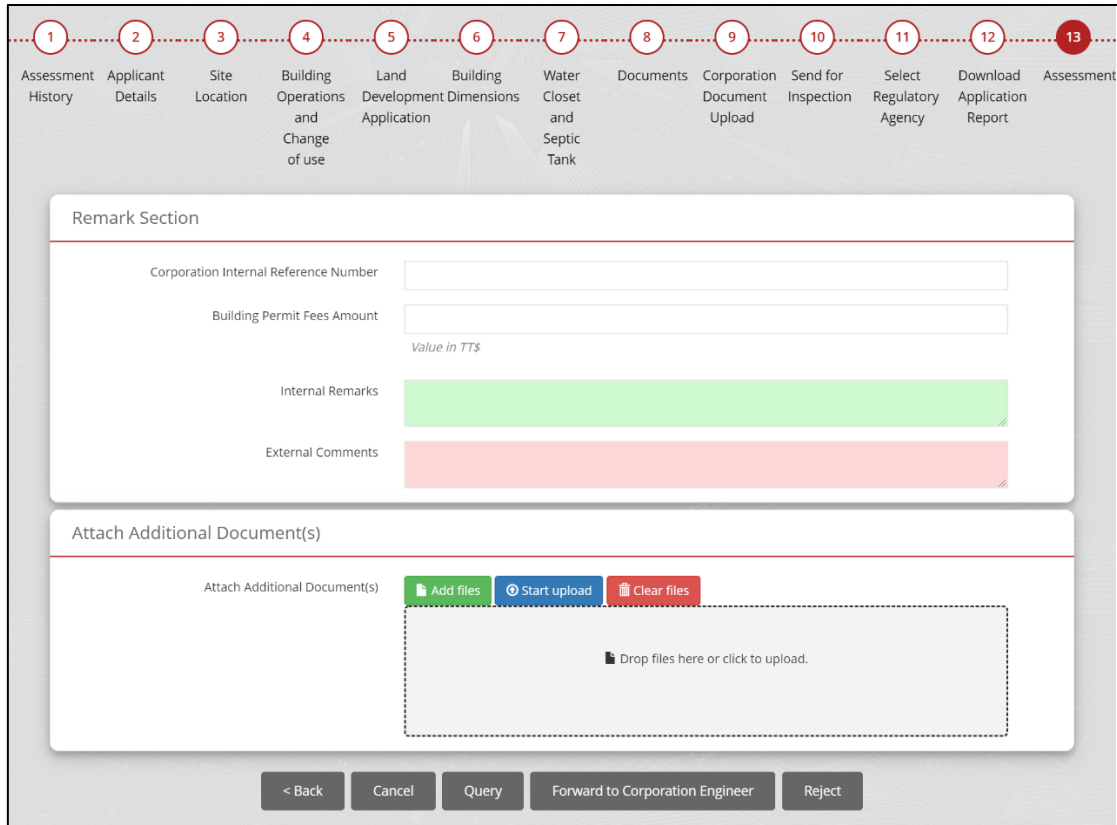


Figure 29: Inspection Scheduled - Building Permit - Assessment Tab

In case of any missing or additional information, enter the details in the external comments section then click the query button and the application will be redirected to the applicant. Upon validation, a success message is displayed (see [Figure 30](#) below).

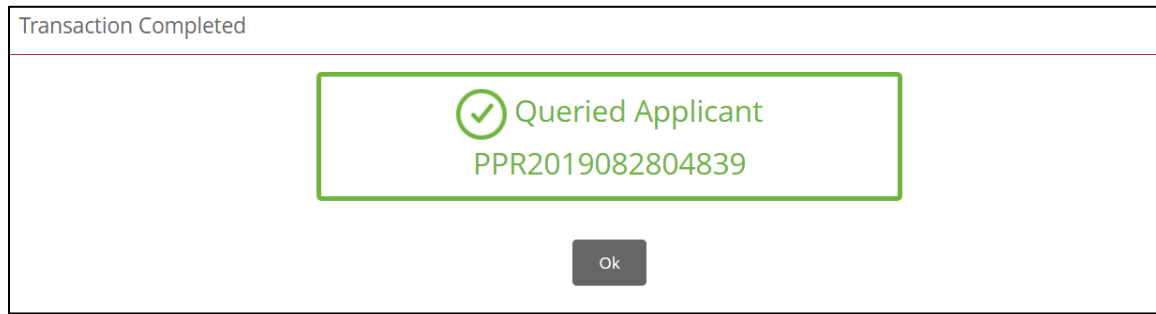


Figure 30: Inspection Scheduled - Building Permit - Inspector Queried Applicant Success Message

Otherwise, if the information provided by the applicant is sufficient, click the **Forward to Corporation Engineer** button to forward the application to the Municipal Corporation Engineer. Upon validation, a success message is displayed (see [Figure 31](#)).

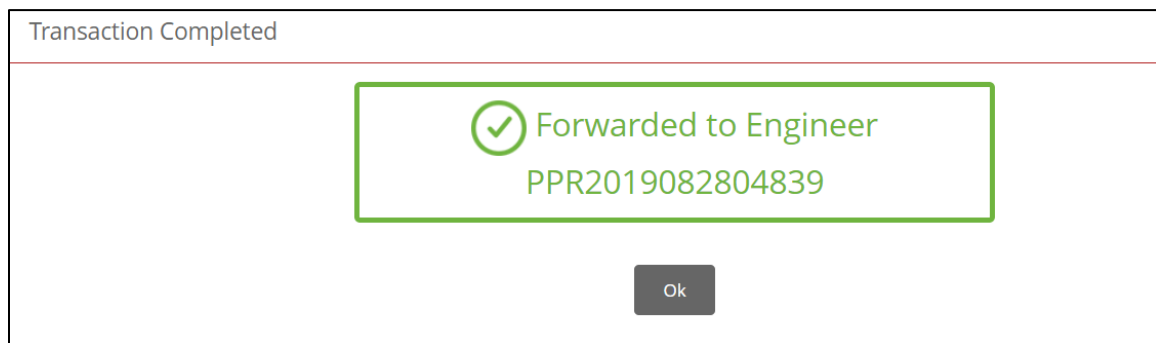


Figure 31: Inspection Scheduled - Building Permit – Inspector Forwarded to Engineer Success Message

4.5 NOTICE OF COMMENCEMENT

The 'Notice of Commencement' section displays applications for **Building Permit** forwarded from applicants after being granted Building Permits. These applications serve to notify the Municipal Corporation that construction has commenced. They are listed in a section below with relevant column headings (refer to [Figure 32](#)). Refer to [Navigating Sections](#) for added information on navigating the 'Notice of Commencement' section.

Notice of Commencement								
Reference Number ⬆	Application Type ⬆	Saved Date ⬆	Community ⬆	Category of Development ⬆	Land Use Proposed ⬆	Status ⬆	Action By Date	Action ⬆
PPR2019112106100	Planning Application	21 Nov 2019	Ariapita	Addition to existing structure		Commencement Notified	26 Nov 2019	
PPR2019112106104	Planning Application	21 Nov 2019	Ariapita	Change of Use		Commencement Notified	26 Nov 2019	
PPR2019121606881	Planning Application	16 Dec 2019	Ariapita	New Buildings	Residential	Commencement Notified	20 Dec 2019	

Figure 32: Notice of Commencement Section

4.5.1 STEPS TO PROCESS A NOTICE OF COMMENCEMENT

1. Click the **Reference Number** (first column in [Figure 32](#)) to view and process the notification.
2. Click on each tab to review the information and attachments.
3. If a site inspection is required, refer to [How to Schedule an Inspection](#) section for instructions. Otherwise, proceed to the next step.
4. Go to **Assessment Tab** (see [Figure 33](#)) to give the decision on the Notice of Commencement. There are TWO sections:
 - **Other Comments Section** – includes the Internal and External remarks. Internal Remarks can only be seen by users within the Municipal Corporation. External Remarks are be seen by users outside of the Municipal Corporation, including applicants.
 - **Additional Document Section** – The CEO can upload supporting documents (if required). Please note that document(s) uploaded in this section would be visible to applicants and all approvers with access to the application.

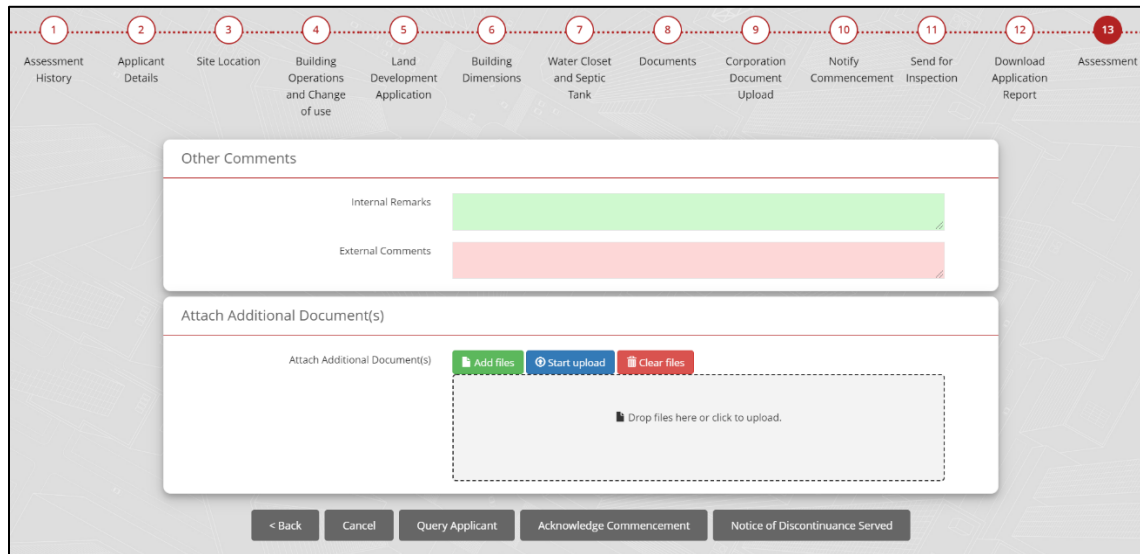


Figure 33: Notice of Commencement - Assessment Tab

If information provided in the notice is sufficient, the assessment can be completed by clicking the **Acknowledge Commencement** button. Acknowledged notifications return to the applicant who can proceed with building. When the Inspector clicks the acknowledge commencement button, a success message is displayed (see [Figure 34](#)).

In an instance where someone's building is not in accordance with the approved plans, the Inspector can intervene and stop construction. The application can be discontinued by clicking the **Notice of Discontinuance Served** button (see [Figure 35](#)). Discontinued applications remain on the Municipal Corporation Inspector's Dashboard as well as the applicant's Dashboard. The applicant will be notified of this decision by email alert.

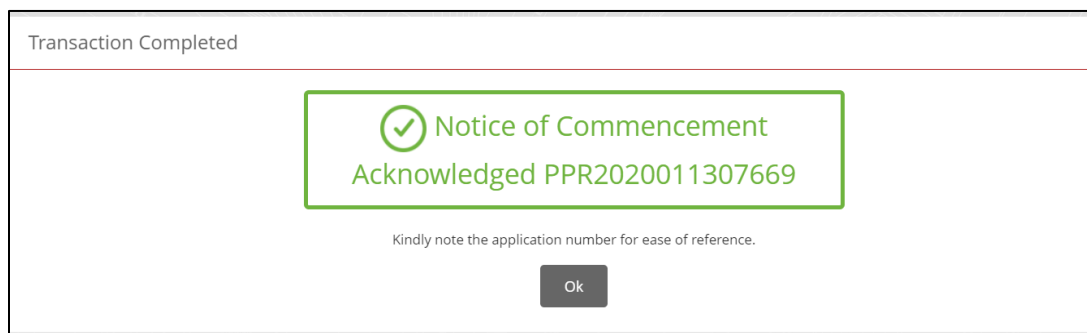


Figure 34: Notice of Commencement - Success Message

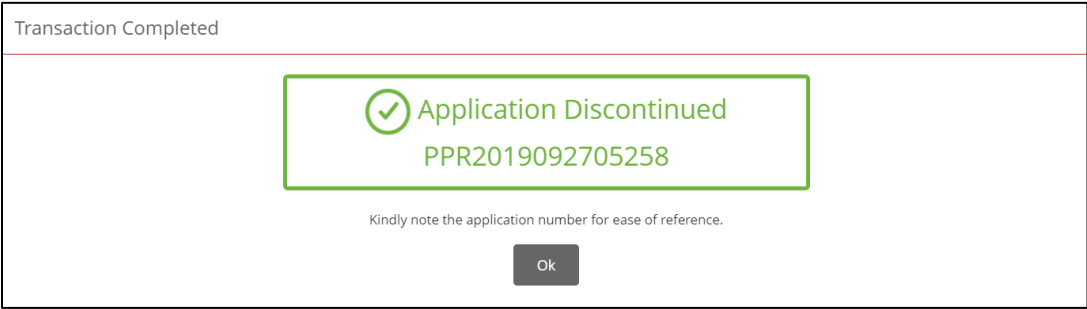


Figure 35: Notice of Commencement - Stop Work Notice Success Message

4.6 INSPECTION SCHEDULED - NOTICE OF COMMENCEMENT

The 'Inspection Scheduled - Notice of Commencement' section contains applications for Notice of Commencement that were submitted for inspection (refer to [Navigating Sections](#) for added information on navigating the Inspection Scheduled - Notice of Commencement' section).

Inspection Scheduled - Notice of Commencement						
Reference Number	Application Type	Submission Date	Community	Category of Development	Land Use Proposed	Status
No Records Found						

Figure 36 - Inspection Scheduled - Notice of Commencement section

4.6.1 STEPS TO PROCESS AN 'INSPECTION SCHEDULED - NOTICE OF COMMENCEMENT'

1. Click the **Reference Number** to view and process the notification.
2. Click on each tab to review application information and attachments (see [Application Tabs](#) for further information).
3. If an inspection was performed, go to the "**Download Application Report**" tab to view and/or save a PDF of the site inspection. If an inspection needs to be scheduled and/or performed refer to [How to Schedule an Inspection](#) section.
4. Go to **Assessment Tab** (see [Figure 37](#)) to give the decision on the notification. Municipal Corporations with internal Public Health (e.g. Port of Spain Municipal Corporation) will need approval from Public Health before processing applications. Applications without approval will **not** display an Assessment tab.

There are TWO sections:

- **Remarks Section** – Shows Municipal Corporation Internal Reference Number, Building Permit Fees Amount (entered by the Inspector) along with Internal and External remarks. Internal Remarks can only be seen by users within the Municipal Corporation. External Remarks are seen by users outside of the Municipal Corporation including applicants.

- **Additional Document Section** – The Inspector can upload supporting documents (if required). Please note that document(s) uploaded in this section would be visible to applicants and all approvers with access to the application.

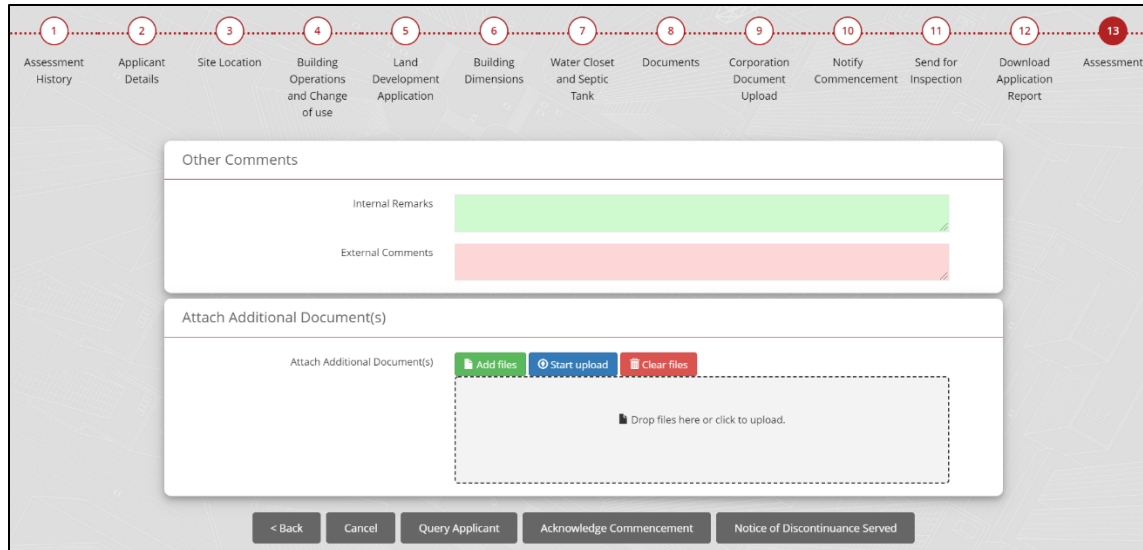



Figure 37: Inspection Scheduled - Notice of Commencement - Assessment Tab

In case of any missing or additional information, click the  button and the application will be redirected to the applicant. Upon validation, a success message is displayed (see [Figure 38](#) below).

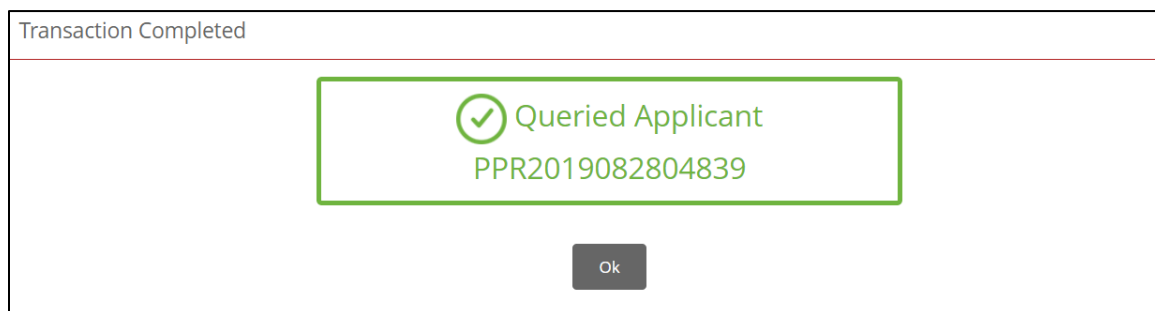


Figure 38: Inspection Scheduled - Notice of Commencement – Inspector Queried Applicant Success Message

If all the information provided by the applicant is correct, then click the **Forward to Corporation Engineer** button to forward the notification to the Municipal Corporation Engineer. Upon validation, a success message is displayed (see [Figure 39](#)).

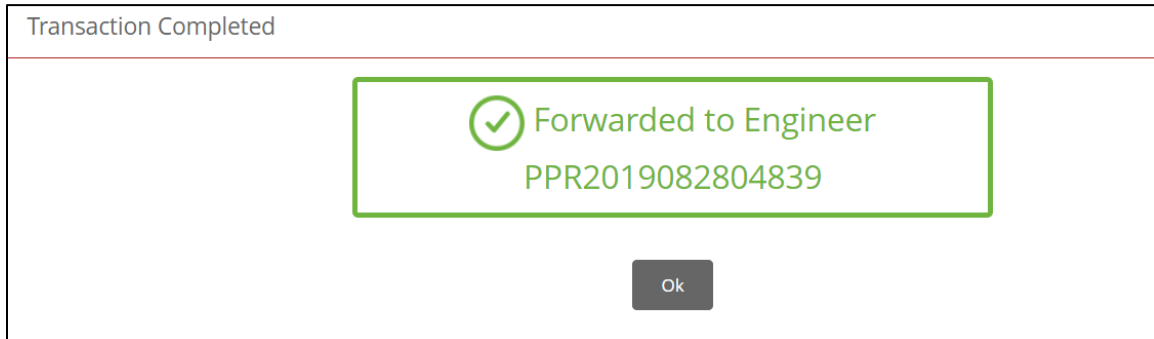


Figure 39: Inspection Scheduled - Notice of Commencement - Inspector Forwarded to Engineer Success Message

4.7 NOTICE OF DISCONTINUANCE

The 'Notice of Discontinuance' section displays all applications which the Inspector has issued a Notice of Discontinuance on. This notice is sent to the applicant when any faults, flaws or deviations are noticed. If the applicant does not address the notice, the Building Permit is revoked permanently. In instances where the faults, flaws or deviations are addressed offline, the Inspector can confirm the start of the construction. [Figure 40](#) below shows the 'Notice of Discontinuance' section with all of the discontinued applications. Refer to [Navigating Sections](#) for further information on navigating the Notice of Discontinuance section.


Notice of Discontinuance Served							
Reference Number	Application Type	Saved Date	Community	Category of Development	Land Use Proposed	Status	Action
PPR2019092705258	Planning Application	27 Sep 2019	Chacachacare	New Buildings	Office	Application Discontinued	
PPR2019121606931	Planning Application	16 Dec 2019	Ariapita	New Buildings	Recreation	Application Discontinued	

Figure 40: Notice of Discontinuance Section

4.7.1 STEPS TO PROCESS A 'NOTICE OF DISCONTINUANCE' APPLICATION:

1. Click the **Reference Number** (first column in [Figure 40](#)) to view and process the notification.
2. Click on each tab to review the application information and attachments (see [Application Tabs](#) for help).

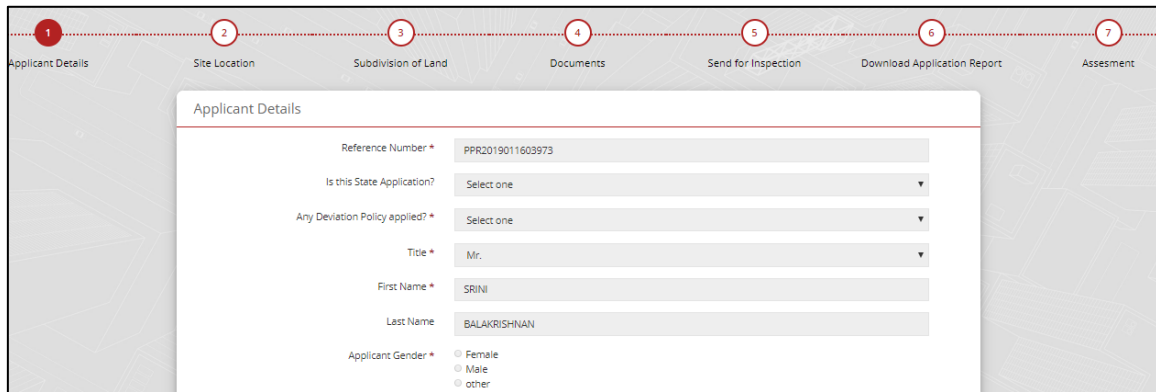
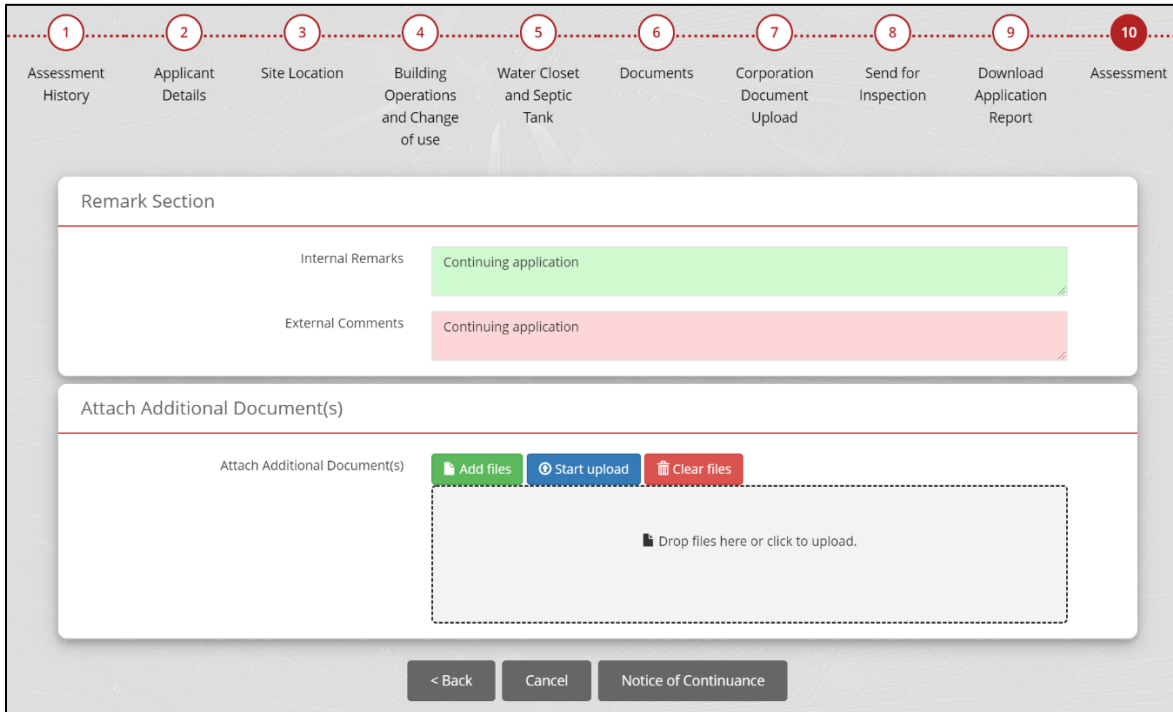


Figure 41: Notice of Discontinuance - Applicant Details Tab

3. The Inspector can perform any number of inspections to verify the construction progress at a given site. Go to the **Send for Inspection** tab and click the checkbox in the 'Schedule Inspection' section to start the Inspection Process (refer to [How to Schedule an Inspection](#) section).
4. Go to **Assessment Tab** to give the decision on the notification (see [Figure 42](#)). There are TWO sections:
 - **Remarks Section** – Shows Internal and External remarks. Internal Remarks can only be seen by users within the Municipal Corporation. External Remarks are seen by users outside of the Municipal Corporation including applicants.
 - **Additional Document Section** – The Inspector can upload supporting documents (if required). Please note that document(s) uploaded in this section would be visible to applicants and all approvers with access to the application.



The screenshot displays the 'Assessment' tab (step 10) in the DEVELOP TT system. The top navigation bar includes steps 1 through 10: Assessment History, Applicant Details, Site Location, Building Operations and Change of use, Water Closet and Septic Tank, Documents, Corporation Document Upload, Send for Inspection, Download Application Report, and Assessment. The main content area is divided into two sections: 'Remark Section' and 'Attach Additional Document(s)'. The 'Remark Section' contains two text boxes: 'Internal Remarks' and 'External Comments', both containing the text 'Continuing application'. The 'Attach Additional Document(s)' section includes buttons for 'Add files', 'Start upload', and 'Clear files', and a large dashed box with the text 'Drop files here or click to upload.' At the bottom of the form are three buttons: '< Back', 'Cancel', and 'Notice of Continuance'.

Figure 42: Notice of Discontinuance - Assessment Tab

5. If the Inspector wishes to issue a Notice of Continuance, this can be done by clicking the **Notice of Continuance** button. The notice will then go back to the applicant where he/she can request a Completion Certificate after building is completed.

4.8 COMPLETION CERTIFICATE REQUEST APPLICATIONS

The 'Completion Certificate Request Applications' section displays all the applications with requests for Completion Certificates from applicants. These requests can only occur after construction has commenced, as indicated by the applicant, and acknowledged, as stated by the Municipal Corporation (refer to [Figure 43](#)). Refer to [Navigating Sections](#) for further information on navigating the 'Completion Certificate Request' applications section.




Reference Number	Application Type	Saved Date	Community	Category of Development	Land Use Proposed	Status	Action By Date	Referred Agencies	Agency Response received	Action
PPR2020010907614	Planning Application	09 Jan 2020	Ariapita	Subdivision	Agriculture/Forestry /Fishing	Requested Completion Certificate	15 Jan 2020	1	1	
PPR2020010907608	Planning Application	09 Jan 2020	Ariapita	Subdivision	Recreation	Requested Completion Certificate	14 Jan 2020	1	0	
PPR2020010907604	Planning Application	09 Jan 2020	Ariapita	Subdivision	Residential	Requested Completion Certificate	14 Jan 2020	1	0	

Figure 43: Completion Certificate Request Section

4.8.1 STEPS TO PROCESS A COMPLETION CERTIFICATE REQUEST

1. Click the **Reference Number** (first column in [Figure 43](#)) to view and process the application.
2. The first tab, Assessment History, highlights comments and remarks made by staff in Municipal Corporation and Public Health/ CMOH. The history should display when the application was first processed by the Municipal Corporation for a Building Permit along with any internal or external comments(see [Figure 44](#) below).

Updated By	Corporation Stage	Status	Internal Remarks	External Comments	Additional Documents	Updated Date	Applicant Query Response	Applicant Response Date
Inspector - Municipal Corporations	Building Permission	Forwarded to Corporation Engineer				05 Feb 2020		
Engineer - Municipal Corporations	Building Permission	Issued Building Permit				05 Feb 2020		
Cashier - Municipal Corporations	Building Permission	Payment Received during Building Permit				05 Feb 2020		
Inspector - Municipal Corporations	Building Commencement	Granted Clearance for Completion				05 Feb 2020		

Figure 44: Assessment History tab – Municipal Corporation Decision History

- Click on each tab to review the application information and attachments (see [Application Tabs](#) for more information).
- The Inspector can perform any number of inspections to verify that the construction for the site is in accordance with its approved Building Plans. Go to the **Send for Inspection** Tab and click the checkbox in the “Schedule Inspection” section to start the Inspection process. For information on how to add and schedule inspection jobs, refer to [How to Schedule an Inspection](#).
- Go to **Assessment** tab to give the decision on the Application (see [Figure 45](#)). There are TWO sections in Assessment Tab,
 - Remarks Section** – Shows Municipal Corporation Internal Reference Number, Building Permit Fees Amount (entered previously), Completion Certificate Fees Amount (Inspector to enter) along with Internal and External remarks. Internal Remarks can only be seen by users within the Municipal Corporation. External Remarks are seen by users outside of the Municipal Corporation including applicants.
 - Additional Document Section** – The Inspector can upload supporting documents (if required). Please note that document(s) uploaded in this section would be visible to applicants and all approvers with access to the application.

Remark Section

Corporation Internal Reference Number

R10134

Building Permit Fees Amount

100

Value in TT\$

Completion Certificate Fees Amount

500

Value in TT\$

Internal Remarks

For processing

External Comments

Attach additional document

Attach additional document

Add files

Start upload

Clear files

Drop files here or click to upload.

< Back

Cancel

Query Applicant

Forward to Corporation Engineer

Figure 45: Completion Certificate Request - Assessment Tab

In case of any missing information, you can query the applicant by clicking the **Query Applicant** button. If the application information is sufficient then click the **Forward to Corporation Engineer** button. Upon validation, a success message is displayed (see [Figure 46](#)).

Transaction Completed

✓

Forwarded to Engineer

PPR2019082804839

Ok

Figure 46: Completion Certificate Request - Inspector Forwarded to Engineer

4.9 INSPECTION SCHEDULED - COMPLETION CERTIFICATE

The 'Inspection Scheduled - Completion Certificate' section displays applications the Inspector has scheduled for inspection before the issuance of a Completion Certificate. The certificate is granted by the Municipal Corporation Engineer or CEO stating that it has been constructed according to the approved building plan and that it meets all the necessary standards. [Figure 47](#) following shows the Inspection Scheduled - Completion Certificate section.



Reference Number	Application Type	Submission Date	Community	Category of Development	Land Use Proposed	Status	Action
PPR2019092705253	Planning Application	27 Sep 2019	Ariapita	New Buildings		Awaiting Inspection by Corporation Inspector	
PPR2019092705256	Planning Application	27 Sep 2019	Ariapita	New Buildings		Awaiting Inspection by Corporation Inspector	
PPR2019112506236	Planning Application	25 Nov 2019	Ariapita	Change of Use	Residential	Awaiting Inspection by Corporation Inspector	

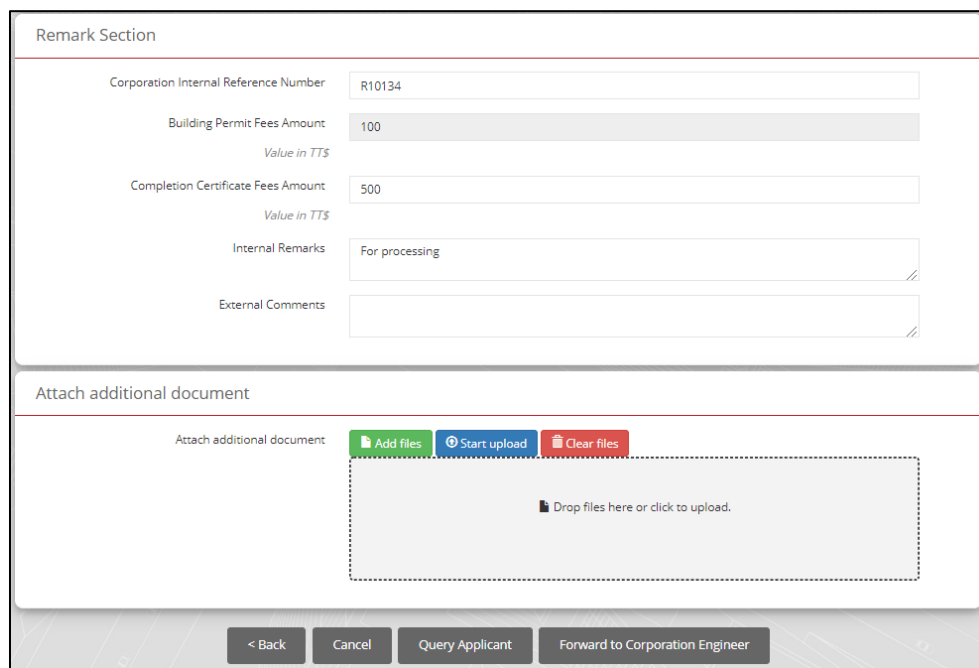
Figure 47: Inspection Scheduled - Completion Certificate Section

4.9.1 STEPS TO PROCESS AN 'INSPECTION SCHEDULED - COMPLETION CERTIFICATE' APPLICATION:

1. Click the **Reference Number** (first column in [Figure 47](#)) to view and process the application.
2. Click on each tab to review the application information and attachments (see [Application Tabs](#) for more information).
3. The Inspector can perform any number of inspections to verify the construction progress. Go to **Send for Inspection** tab and click the checkbox in the Schedule Inspection section to start the Inspection process. (refer to [How to Schedule an Inspection](#) for how to schedule an inspection).
4. Go to **Assessment** tab to give the decision on the Application (see [Figure 48](#)). There are TWO sections in Assessment tab,
 - **Remarks Section** – Shows Municipal Corporation Internal Reference Number, Building Permit Fees Amount (entered previously), Completion Certificate Fees Amount (Inspector to enter) along with Internal and External remarks. Internal

Remarks are only be seen by users within the Municipal Corporation. External Remarks are can be seen by users outside of the Municipal Corporation including applicants.

- **Additional Document Section** – The Inspector can upload supporting documents (if required). Please note that document(s) uploaded in this section would be visible to applicants and all approvers with access to the application.



The screenshot displays the 'Remark Section' and 'Attach additional document' interface. The 'Remark Section' includes fields for 'Corporation Internal Reference Number' (R10134), 'Building Permit Fees Amount' (100, Value in TT\$), 'Completion Certificate Fees Amount' (500, Value in TT\$), 'Internal Remarks' (For processing), and 'External Comments'. The 'Attach additional document' section features buttons for 'Add files', 'Start upload', and 'Clear files', along with a dashed box for dropping files. At the bottom, there are navigation buttons: '< Back', 'Cancel', 'Query Applicant', and 'Forward to Corporation Engineer'.

Figure 48: Inspection Scheduled - Completion Certificate - Assessment Tab

4.10 QUERIED COMPLETION CERTIFICATE REQUEST

The 'Queried Completion Certificate Request' section contains applications queried by the Municipal Corporation Engineer. [Figure 49](#) shows the section containing these applications.

Queried Completion Certificate Request						
Reference Number	Application Type	Saved Date	Community	Category of Development	Land Use Proposed	Status
PPR2019111105949	Planning Application	11 Nov 2019	Ariapita	New Buildings		Queried Corporation Inspector
PPR2019121006695	Planning Application	10 Dec 2019	Ariapita	New Buildings	Residential	Queried Corporation Inspector
PPR2019121106719	Planning Application	11 Dec 2019	Woodbrook	New Buildings	Residential	Queried Corporation Inspector

Figure 49: Queried Completion Certificate Request Section

4.10.1 STEPS TO PROCESS A 'QUERIED COMPLETION CERTIFICATE REQUEST'

1. Click the **Reference Number** (first column in [Figure 49](#)) to view and process the application.
2. The query message will be displayed in the **Assessment History** tab, an example is shown in [Figure 50](#) below.

Corporation Decision History								
Updated By	Corporation Stage	Status	Internal Remarks	External Comments	Additional Documents	Updated Date	Applicant Query Response	Applicant Response Date
Inspector - Municipal Corporations	Building Permission	Forwarded to Corporation Engineer				29 Jan 2020		
Engineer - Municipal Corporations	Building Permission	Queried Corporation Inspector	Please check Building Permit Fees amount			04 Feb 2020		

Figure 50: Assessment History – Municipal Corporation Decision History Section

3. Click on each tab to review the application information and attachments (see [Application Tabs](#) for help).

4. The Inspector can perform any number of inspections to gain information to respond to the query. Go to **Send for Inspection** tab and click the checkbox in the Schedule Inspection section to start the Inspection process. (refer to [How to Schedule an Inspection](#) for how to schedule an inspection).
5. Go to **Assessment** tab to give the decision on the Application (see [Figure 51](#)).
There are TWO sections in Assessment tab:
 - **Remarks Section** – Shows Municipal Corporation Internal Reference Number, Building Permit Fees Amount (Inspector to enter), Completion Certificate Fees Amount (Inspector to enter) along with Internal and External remarks. Internal Remarks can only be seen by users within the Municipal Corporation. External Remarks are seen by users outside of the Municipal Corporation including applicants.
 - **Additional Document Section** – The Inspector can upload supporting documents (if required). Please note that document(s) uploaded in this section would be visible to applicants and all approvers with access to the application.

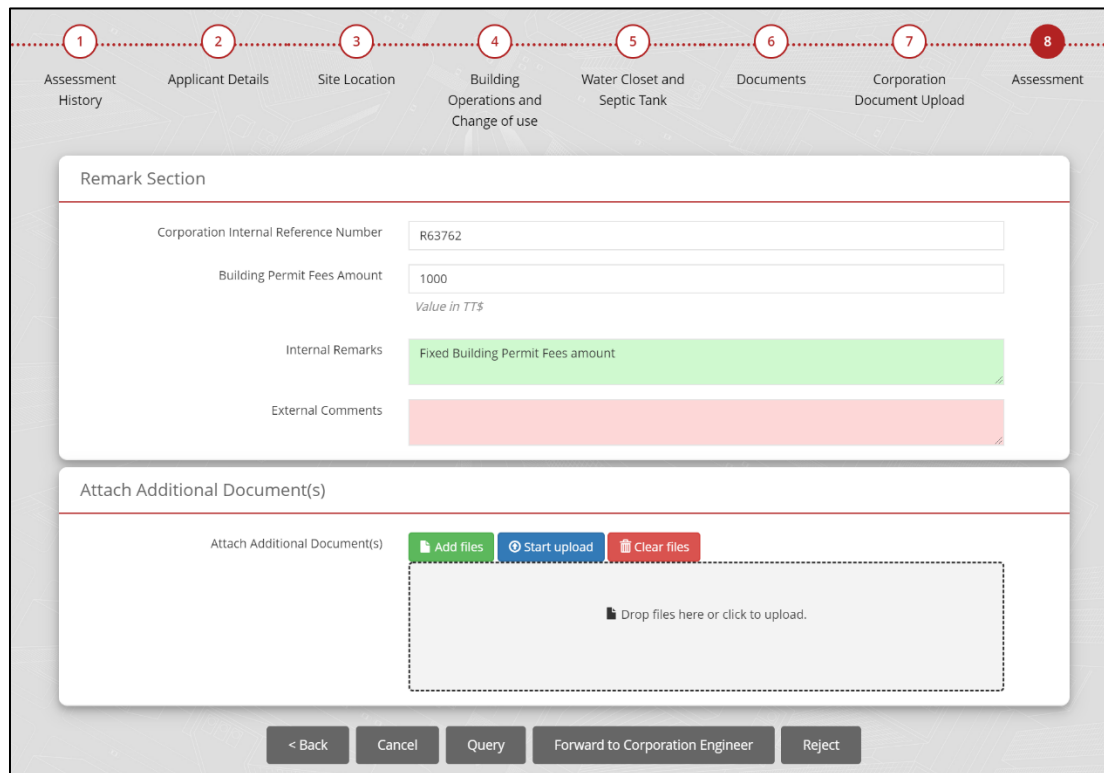
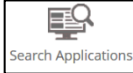


Figure 51: Queried Completion Certificate Request - Assessment Tab

4.11 SEARCH APPLICATIONS

The “Search Application” function allows the Inspector to search for any application in the system using the appropriate search criteria.

To search for an application:

- a. Select  from the menu and the Search page is displayed (see [Figure 52](#) below). Please refer to the Appendix [Search Application Page](#) for more information.

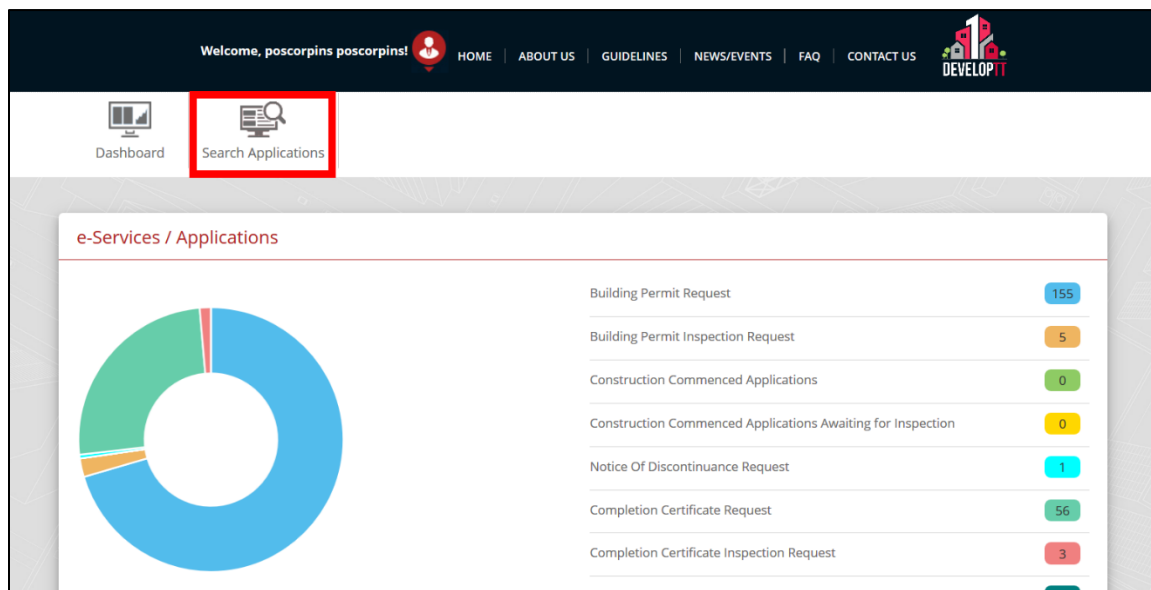


Figure 52: Search Application Button

5 MUNICIPAL CORPORATION ENGINEER

The Engineer is the second or final level of assessment for applications at the Municipal Corporation. If the Engineer is the final level approver (e.g. Port of Spain Corporation), the application is either approved and sent to the cashier for payment or queried. Otherwise, the Engineer reviews the application submitted by the Inspector and it is either queried or forwarded to the Municipal Corporation CEO.

5.1 DASHBOARD

The dashboard is the default screen that will be displayed to the Engineer after login. The dashboard consists of e-Services/Applications with three (3) Categorized Application sections: Building Permit Requests, Completion Certificate Requests and Queried Completion Certificate Requests.

Building Permit Requests: A list of all Planning Permission applications forwarded by Inspector which have not been processed, will be found in this application section.

Completion Certificate Request: A list of applications forwarded from the Inspector requesting a Completion Certificate after construction has been completed.

Queried Completion Certification Request: A list of applications for Completion Certificate that were queried by the Municipal Corporation CEO.

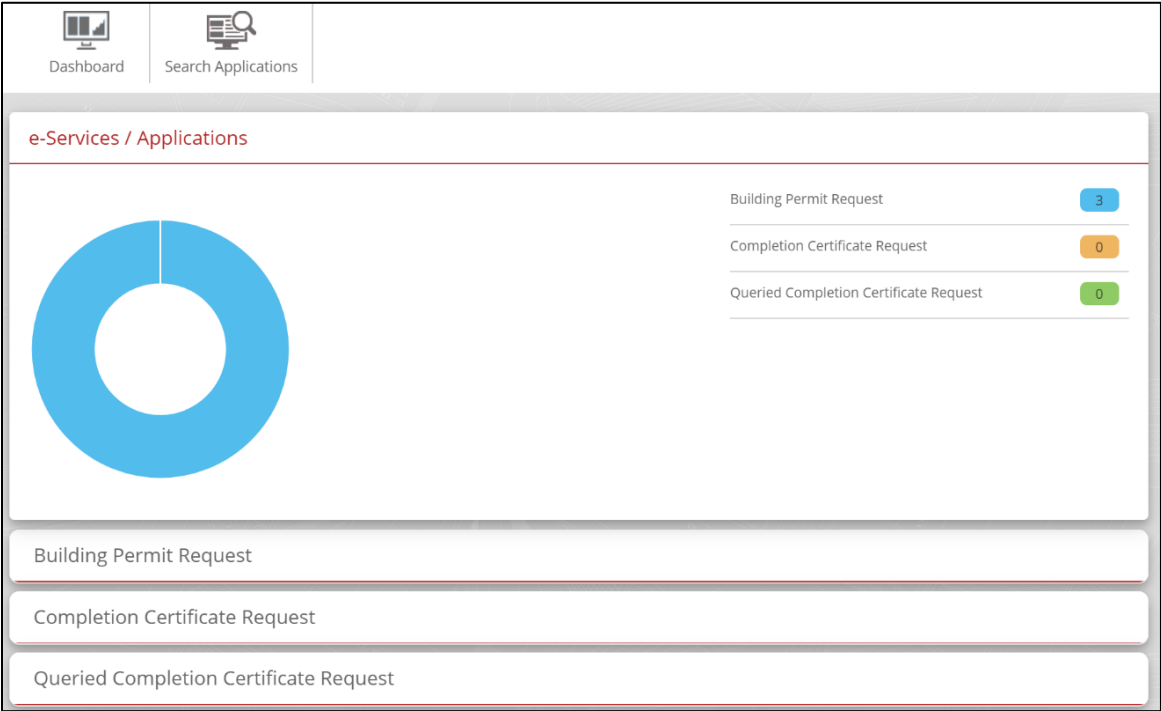


Figure 53: Municipal Corporation Engineer Dashboard

5.2 E-SERVICES/APPLICATIONS

Application Statuses Chart

The Application Statuses chart is configured to indicate the status of the applications received at the Municipal Corporation Engineer level (see [Figure 54](#)). Hover the mouse on the coloured zone of the Application Statuses chart to view which status it represents.

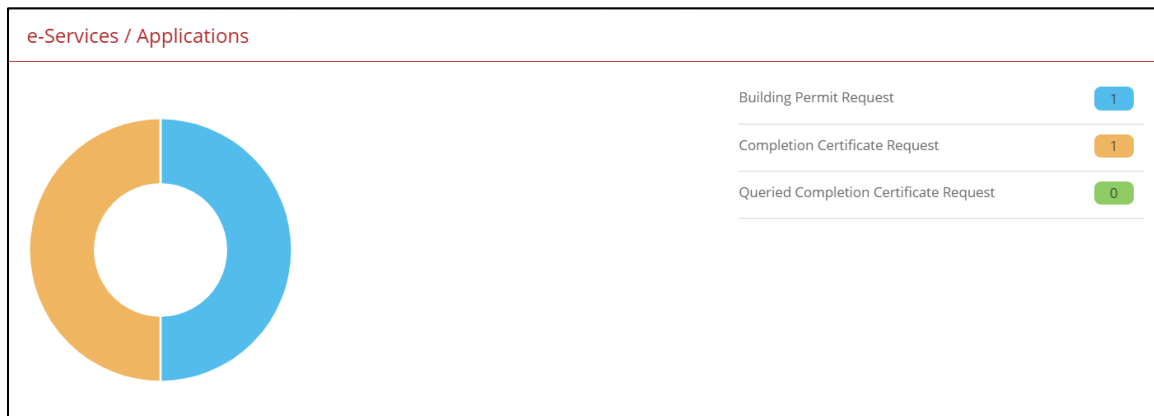





Figure 54: Municipal Corporation Engineer Application Statuses Chart

The colour denotations are listed below:

Table 2: Engineer Application Statuses Chart Colour Codes

Colour	Representation
	Building Permit Request
	Completion Certificate Request
	Queried Completion Certificate Request


5.3 BUILDING PERMIT REQUEST

The 'Building Permit Request' section displays all the applications forwarded from the Municipal Corporation Inspector (see [Figure 56](#) below). Refer to [Navigating Sections](#) for further information on navigating the Building Permit Request applications section.

NAVIGATING SECTIONS:



- i. The **Reference Number** column contains all the relevant application reference numbers to this section. Reference Numbers are unique to each application and are automatically generated by the DevelopTT platform when an application is created. An application's reference number is consistent across all the site's agencies however, Agencies and Municipal Corporations have the option to add their own internal reference numbers if required.
- ii. The **Application Type** column states the type of the application such as Planning Application or Outline + Planning Application.
- iii. The **Saved Date** column shows the date that the application was submitted by the applicant.
- iv. The **Community** column shows the community to which the applicant's site location belongs.
- v. The **Category of Development** shows the type of development that will take place at the site location, e.g. a new building or subdivision of land.
- vi. The **Land Use Proposed** column shows the proposed use of the land at the applicant's site location.
- vii. The **Status** column shows the status of the application at the relevant level.

- iii. The **Action By Date** refers to the date by which the application should be processed. The approver has an SLA of certain days within which they should perform some action on the application. In case of SLA breach, the applications are flagged in **RED** under the **Action**  **column**, indicated in [Figure 54](#) below. This indicates immediate action needs to be taken.
- x. The **Referred Agencies** column shows the number of agencies that the application was referred to for example, EMA, WASA, etc.
- x. The **Agency Response Received** column shows how many agencies responded since an application cannot be processed without responses from its referred agencies.
- xi. **NOTE:** Applications **CANNOT** be processed by the Municipal Corporation unless they have been approved by all referred agencies.







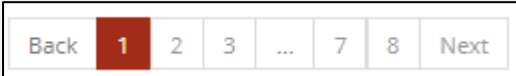


Reference Number	Application Type	Saved Date	Community	Category of Development	Land Use Proposed	Status	Action By Date	Referred Agencies	Agency Response received	Action
PPR2019091305117	Planning Application	13 Sep 2019	Ariapita	New Buildings		Building Permit Requested	11 Dec 2019 	0	0	
PPR2019120406580	Planning Application	04 Dec 2019	Ariapita	Subdivision	Industrial	Building Permit Requested	24 Dec 2019 	3	0	
PPR2019121606870	Planning Application	16 Dec 2019	Ariapita	New Buildings	Utilities	Building Permit Requested	19 Dec 2019 	0	0	

Figure 55: Flagged and Locked Application

- A locked application is one which is already being processed by another user at the same approver level. An application can only be unlocked by the user who started its assessment or the Municipal Corporation Administrator. Locked applications are  denoted by a lock icon in the **Action** column as highlighted by the red square in [Figure 55](#).
- ii. Tap  icon to sort applications in ascending or descending order.
- iii. Up to 10 records are displayed in the sections.

v. Click on the navigation buttons  or click a specific page number to navigate between various pages. Click  to go to the Next page  and to go to the previous page.


Building Permit Request								
Reference Number	Application Type	Saved Date	Community	Category of Development	Land Use Proposed	Status	Action By Date	Action
PPR2020010207308	Planning Application	02 Jan 2020	Ariapita	New Buildings	Industrial	Forwarded to Corporation Engineer	04 Feb 2020	
PPR2020010207340	Planning Application	02 Jan 2020	Ariapita	New Buildings	Residential	Forwarded to Corporation Engineer	04 Feb 2020	
PPR2020010207346	Planning Application	02 Jan 2020	Ariapita	New Buildings	Residential	Forwarded to Corporation Engineer	04 Feb 2020	

Figure 56: Municipal Corporation Engineer Building Permit Request Section

5.3.1 STEPS TO PROCESS A BUILDING PERMIT REQUEST APPLICATION AS FINAL APPROVER:

1. Click the **Reference Number** (see [Figure 56](#) above) to view and process the application.
2. Click on each tab to review the application information and attachments (see [Application Tabs](#) below). The Assessment History tab will show when the application was processed by the Municipal Corporation Inspector along with any relevant internal or external comments (see [Figure 57](#) below).

Corporation Decision History							
Updated By	Corporation Stage	Status	Internal Remarks	External Comments	Additional Documents	Updated Date	Applicant Query Response
Inspector - Municipal Corporations	Building Permission	Forwarded to Corporation Engineer				29 Jan 2020	

Figure 57: Assessment History tab - Corporation Decision History

APPLICATION TABS:

- a. **Tab 1 - Assessment History:** Any remarks or comments made on the application previously would appear in this section e.g. Remarks made on application by Public Health/ CMOH staff or applicant response to any queries made previously.

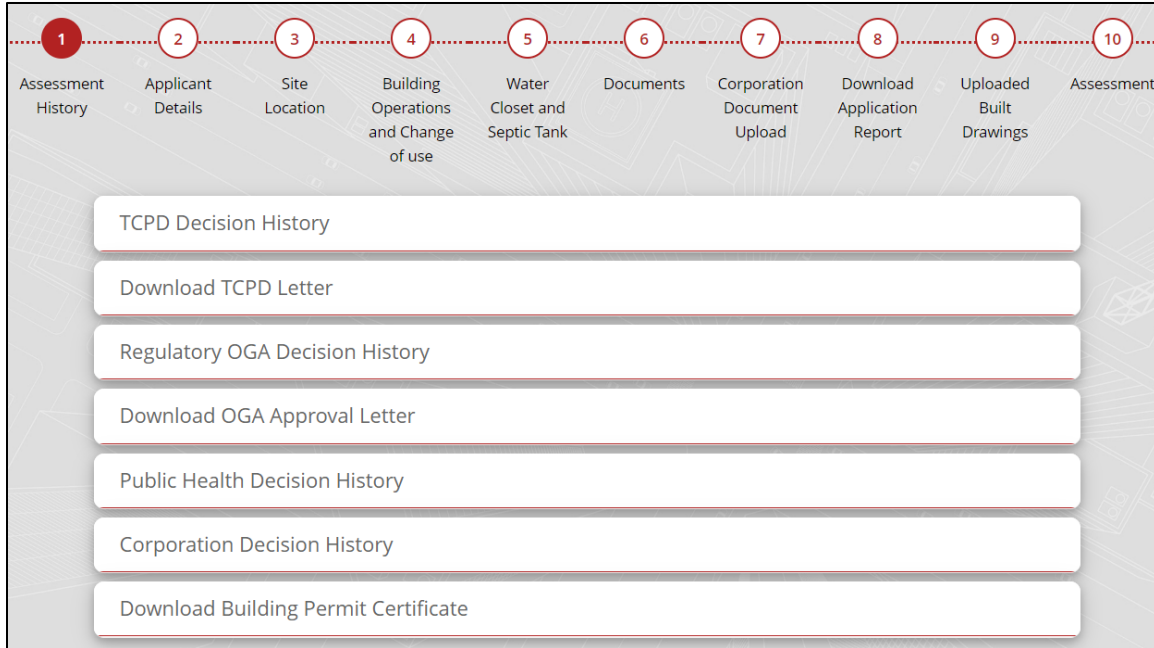


Figure 58: Assessment History tab

- b. **Tab 2 - Applicant Details:** Applicants are required to supply personal information, a brief description of their proposal, land details, purpose for which land or new/ altered/ extended building are proposed to be used and purpose for which land and/ or building are now used. In the Description of Proposal section, the Category of Development will be chosen, whether it is a New Building or Subdivision etc. Depending on category chosen, tab 4 would have different information.

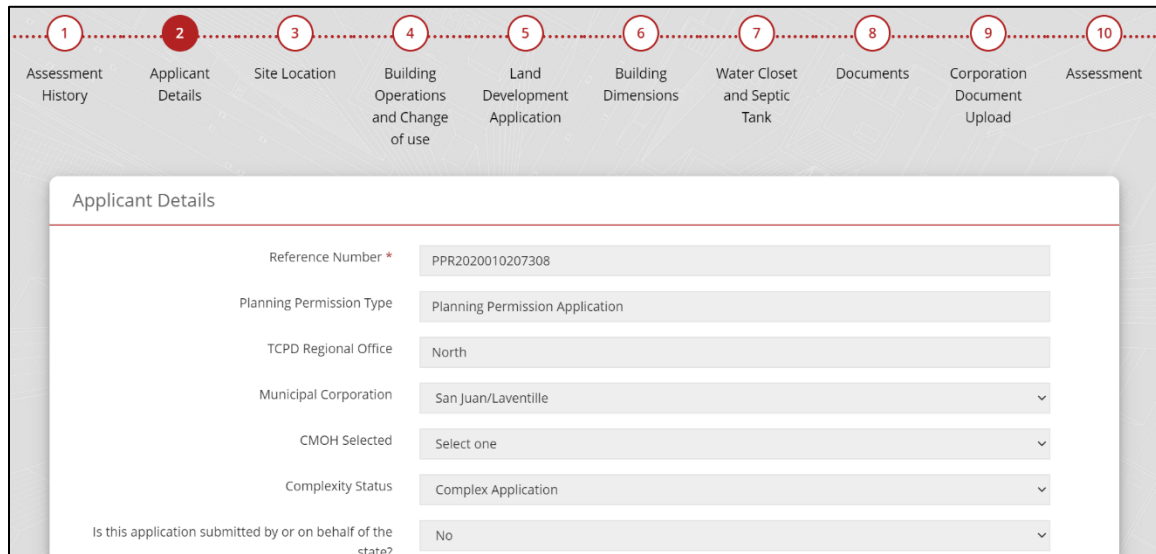


Figure 59: Applicant Details tab

- c. **Tab 3 – Site Location:** Displays a map where the applicant should have plotted their proposal site location. The plotter would have inspected the plotted location and added Cross-Reference information, Co-ordinates and Geographic features that impact the site.

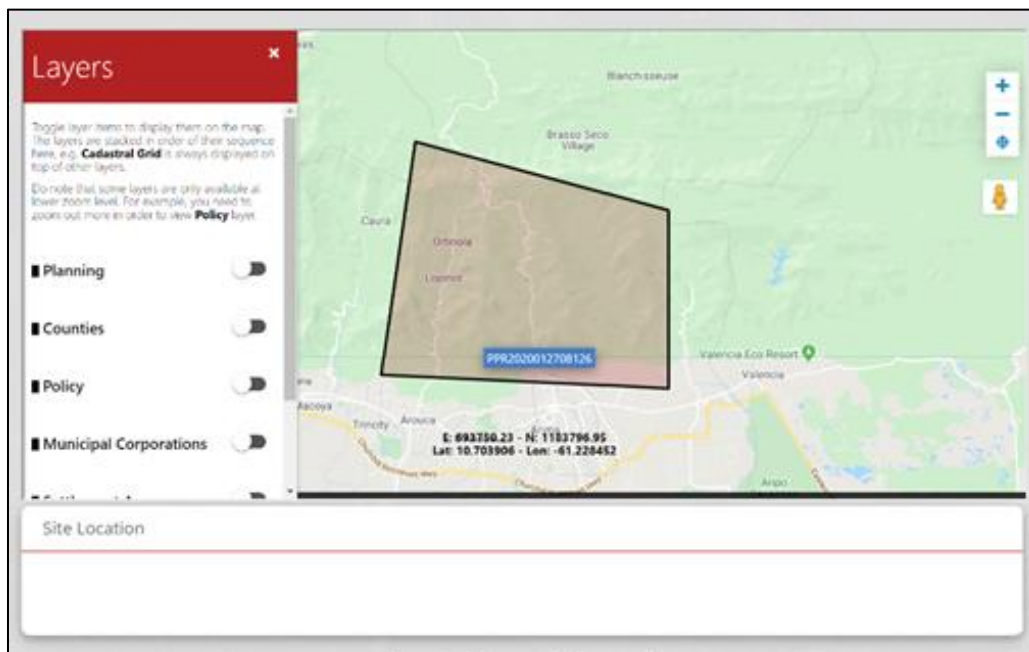
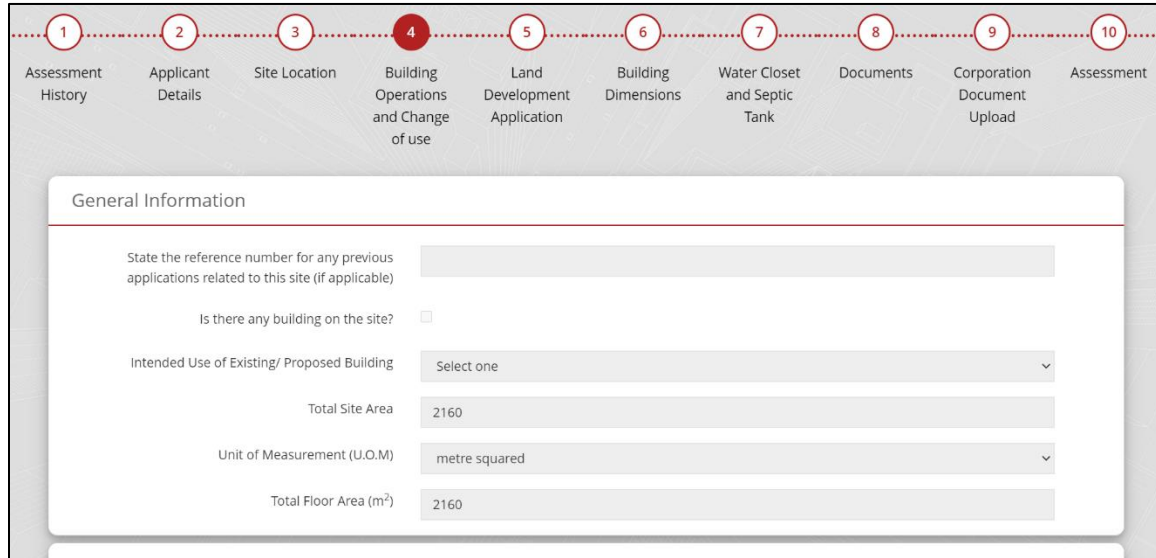


Figure 60: Site Location tab

- d. **Tab 4 - Building Operations and Change of Use:** General information about the site, such as total area, intended use of building. Available services on the site, e.g. electricity, water and drainage, and the details of the stated use of the site, e.g. commercial use details.



1 Assessment History 2 Applicant Details 3 Site Location 4 Building Operations and Change of use 5 Land Development Application 6 Building Dimensions 7 Water Closet and Septic Tank 8 Documents 9 Corporation Document Upload 10 Assessment

General Information

State the reference number for any previous applications related to this site (if applicable)

Is there any building on the site? ☐

Intended Use of Existing/ Proposed Building

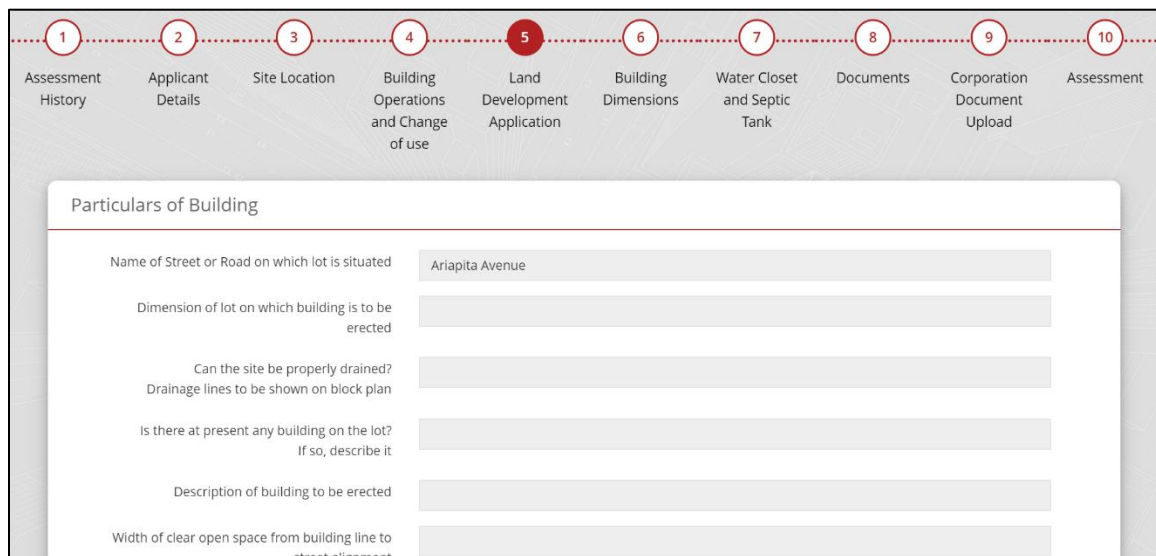
Total Site Area

Unit of Measurement (U.O.M)

Total Floor Area (m²)

Figure 61: Building Operations and Change of Use tab

- e. **Tab 5 - Land Development Application:** Building details like the street name, nearby owners, number of rooms and others.



1 Assessment History 2 Applicant Details 3 Site Location 4 Building Operations and Change of use 5 Land Development Application 6 Building Dimensions 7 Water Closet and Septic Tank 8 Documents 9 Corporation Document Upload 10 Assessment

Particulars of Building

Name of Street or Road on which lot is situated

Dimension of lot on which building is to be erected

Can the site be properly drained?
Drainage lines to be shown on block plan

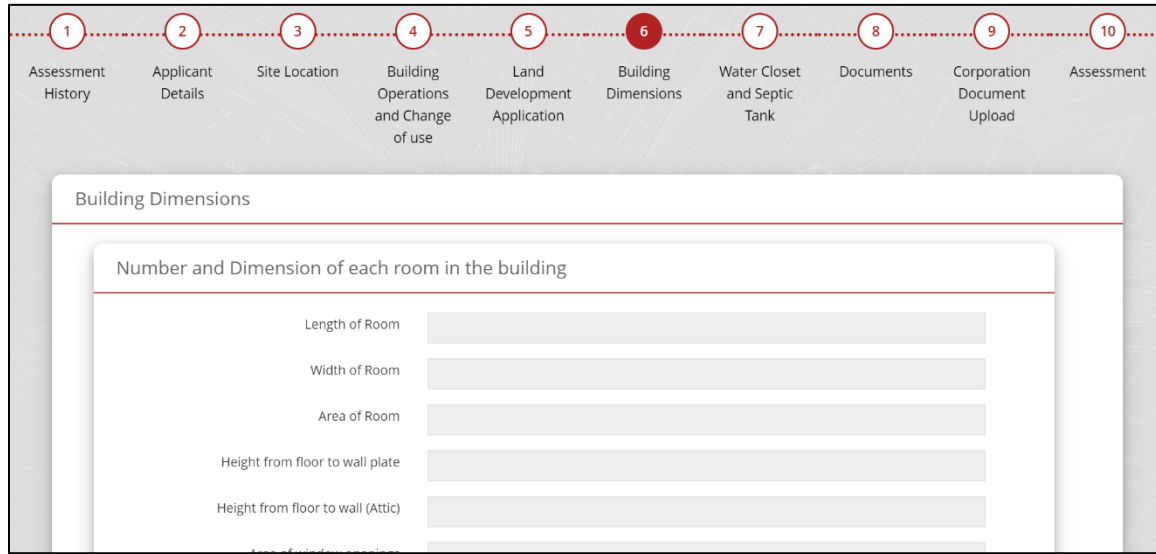
Is there at present any building on the lot?
If so, describe it

Description of building to be erected

Width of clear open space from building line to street alignment

Figure 62: Land Development Application tab

f. **Tab 6 - Building Dimensions:** Number and dimension of each room in the building.



1 Assessment History 2 Applicant Details 3 Site Location 4 Building Operations and Change of use 5 Land Development Application 6 Building Dimensions 7 Water Closet and Septic Tank 8 Documents 9 Corporation Document Upload 10 Assessment

Building Dimensions

Number and Dimension of each room in the building

Length of Room

Width of Room

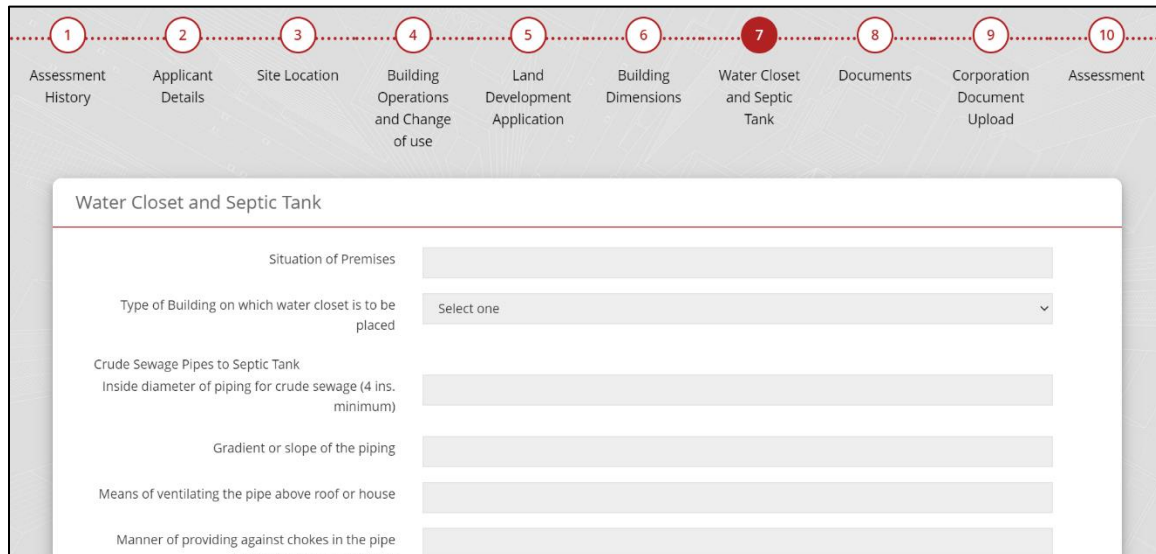
Area of Room

Height from floor to wall plate

Height from floor to wall (Attic)

Figure 63: Building Dimensions tab

g. **Tab 7 - Water Closet and Septic Tank:** Details about the water closet and septic tank.



1 Assessment History 2 Applicant Details 3 Site Location 4 Building Operations and Change of use 5 Land Development Application 6 Building Dimensions 7 Water Closet and Septic Tank 8 Documents 9 Corporation Document Upload 10 Assessment

Water Closet and Septic Tank

Situation of Premises

Type of Building on which water closet is to be placed

Crude Sewage Pipes to Septic Tank

Inside diameter of piping for crude sewage (4 ins. minimum)

Gradient or slope of the piping

Means of ventilating the pipe above roof or house

Manner of providing against chokes in the pipe

Figure 64: Water Closet and Septic Tank

- h. **Tab 8 - Documents:** Additional plans to be uploaded. The Inspector may utilize the PDFTron tool to process plans. PDFTron's measurement tool allows the Inspector to verify scales and distances. Detailed information on the tool can be found in the [PDFTron section](#) (Appendix).

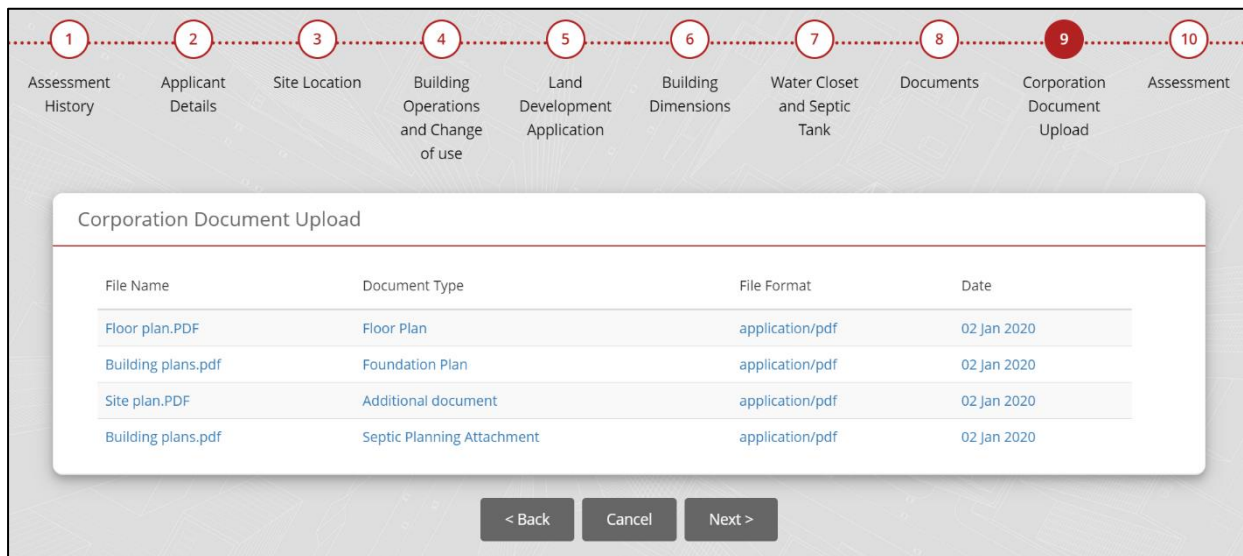
1	2	3	4	5	6	7	8	9	10
Assessment History	Applicant Details	Site Location	Building Operations and Change of use	Land Development Application	Building Dimensions	Water Closet and Septic Tank	Documents	Corporation Document Upload	Assessment

Document Upload Section			
File Name	Document Type	File Format	Date
Cadastral.PDF	CadastralScan	application/pdf	02 Jan 2020
Deed.PDF	DeedScan	application/pdf	02 Jan 2020

Planning Permission Building Plan Documents				
File Name	Document Type	File Format	Last Updated Role	Date
Floor plan.PDF	Floor_PlanScan	application/pdf		02 Jan 2020
Site plan.PDF	SiteOrBlock_PlanScan	application/pdf		02 Jan 2020

Figure 65: Documents tab

- i. **Tab 9 – Corporation Document Upload:** Additional documents uploaded for the attention of Municipal Corporation. This tab would take similar format as the documents tab.



File Name	Document Type	File Format	Date
Floor plan.PDF	Floor Plan	application/pdf	02 Jan 2020
Building plans.pdf	Foundation Plan	application/pdf	02 Jan 2020
Site plan.PDF	Additional document	application/pdf	02 Jan 2020
Building plans.pdf	Septic Planning Attachment	application/pdf	02 Jan 2020

Figure 66: Municipal Corporation Document Upload tab

- j. **Tab 10 - Assessment:** The approver can either query the applicant or Inspector or issue building permit. This tab would be discussed further in step 3.
3. Go to **Assessment Tab** to give the decision on the Application (see [Figure 67](#)). There are TWO sections:
 - **Remarks Section** – Shows Municipal Corporation Internal Reference Number, Building Permit Fees Amount (entered previously) along with Internal and External remarks. Internal Remarks can only be seen by users within the Municipal Corporation. External Remarks are seen by users outside of the Municipal Corporation including applicants.
 - **Additional Document Section** – The Engineer can upload supporting documents (if required). Please note that document(s) uploaded in this section would be visible to applicants and all approvers with access to the application.

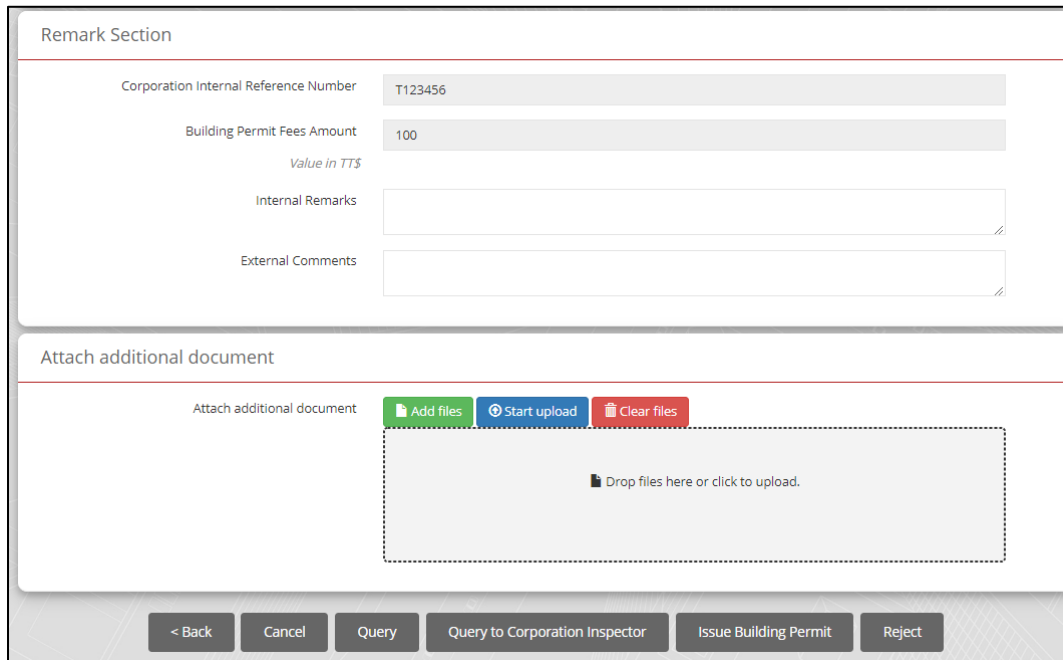


Figure 67: Building Permit Request - Assessment Tab for Municipal Corporation Engineer as Final Approver

- a) **Query Applicant** – If there is a need for additional information, the Engineer can query the applicant. On the Assessment tab, enter the query in External Comments and click the query button **Query** located at the bottom of the page.

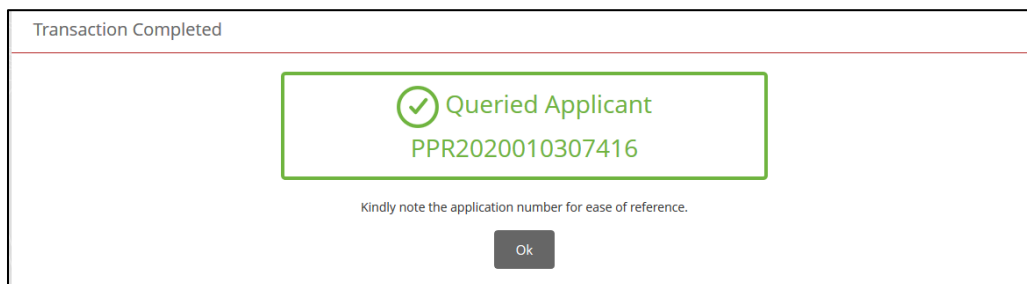


Figure 68: Building Permit Request – Municipal Corporation Engineer Queried Applicant

- b) **Query to Inspector** – The Engineer can also query the Inspector for any clarification needed concerning the application. Click the **Query to Corporation Inspector** button located at the bottom of the page to submit the query.
- c) **Approve** – Once the application is complete and satisfactory, the Engineer can issue the Building Permit. Click the **Issue Building Permit** button for

approval. The application would be directed to the Municipal Corporation Cashier for payment. Upon validation, a success message is displayed (see [Figure 69](#)).

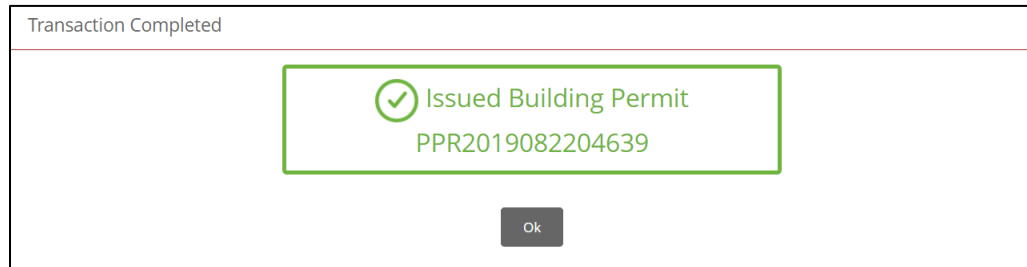


Figure 69: Building Permit Request - Success Message for Corporation Engineer as Final Approver

5.3.2 STEPS TO PROCESS A BUILDING PERMIT REQUEST APPLICATION AS SECOND LEVEL APPROVER:

1. Click the **Reference Number** (see [Figure 69](#) above) to view and process the application.
2. Click on each tab to review the application information and attachments (see [Application Tabs](#) for more information).
3. Go to **Assessment Tab** to give the decision on the application (see [Figure 70](#))
 - **Remarks Section** – Shows Municipal Corporation Internal Reference Number, Building Permit Fees Amount (entered previously) along with Internal and External remarks. Internal Remarks can only be seen by users within the Municipal Corporation. External Remarks are seen by users outside of the Municipal Corporation including applicants.
 - **Additional Document Section** – The Engineer can upload supporting documents (if required). Please note that document(s) uploaded in this section would be visible to applicants and all approvers with access to the application.

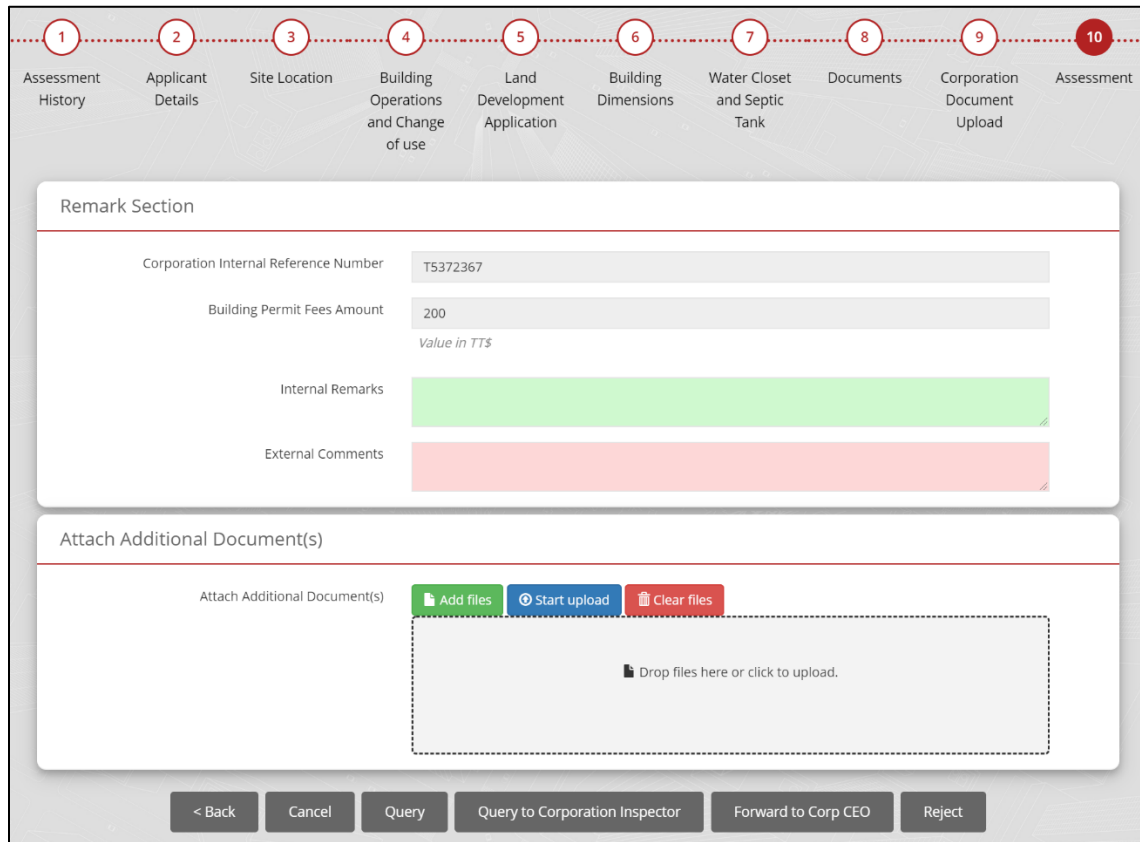


Figure 70: Building Permit Request Section - Assessment Tab for Municipal Corporation Engineer as Secondary Approver

- a) **Query Applicant** – If there is a need for additional information, the Engineer can query the applicant. On the Assessment tab, enter the query in External Comments and click the query **Query** button located at the bottom of the page.

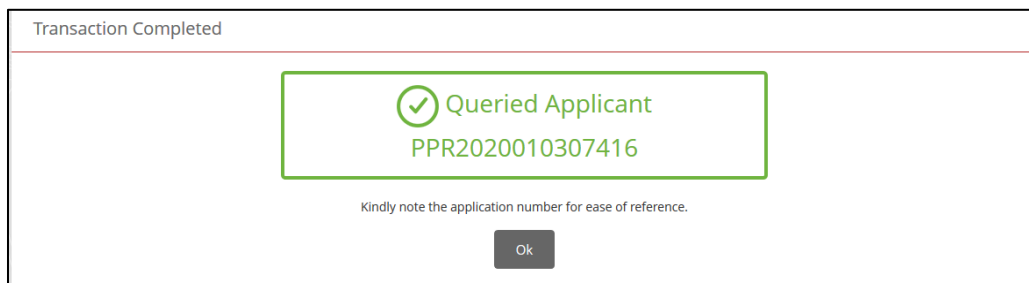
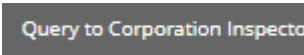



Figure 71: Building Permit Request – Corporation Engineer Queried Applicant

- **Query to Inspector** – The Engineer can also query the Inspector for any clarification needed concerning the application. Click the  button located at the bottom of the page to submit the query.

- **Approve** – Once the application is complete and satisfactory, the Engineer can forward the application to the CEO. Enter any remarks and click the  button.

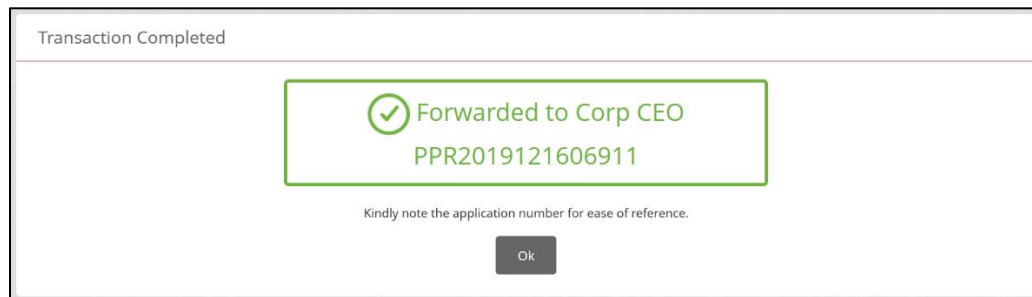


Figure 72: Building Permit Request - Success Message for Corporation Engineer as Secondary Approver

5.4 COMPLETION CERTIFICATE REQUEST

The 'Completion Certificate Request' section displays all the applications with requests for Completion Certificates that were processed and forwarded by the Inspector. If the Engineer is the final approver, a Completion Certificate is issued after the inspection of a building, stating that it has been constructed according to the approved building plan and that it meets all the necessary standards. Refer to [Navigating Sections](#) for help navigating the Completion Certificate Request applications section. [Figure 73](#) below shows the section which will contain the Completion Certificate Request applications.


Completion Certificate Request								
Reference Number	Application Type	Saved Date	Community	Category of Development	Land Use Proposed	Status	Action By Date	Action
PPR2019111406000	Planning Application	14 Nov 2019	Chacachacare	New Buildings		Forwarded to Corporation Engineer	03 Feb 2020	

Figure 73: Municipal Corporation Engineer Completion Certificate Request Section

5.4.1 STEPS TO PROCESS A 'COMPLETION CERTIFICATE REQUEST' AS FINAL APPROVER:

1. Click the **Reference Number** (first column in [Figure 73](#)) to view and process the application.
2. Click on each tab to review the application information and attachments (see [Application Tabs](#) for help).
3. Go to **Assessment Tab** to give the decision on the application (see [Figure 74](#)). There are TWO sections:
 - **Remarks Section** – Shows Municipal Corporation Internal Reference Number, Building Permit Fees Amount (entered previously), Completion Certificate Fees Amount (also entered previously) along with Internal and External remarks. Internal Remarks can only be seen by users within the Municipal Corporation. External Remarks are seen by users outside of the Municipal Corporation including applicants.
 - **Additional Document Section** – The Engineer can upload supporting documents (if required). Please note that document(s) uploaded in this section would be visible to applicants and all approvers with access to the application.

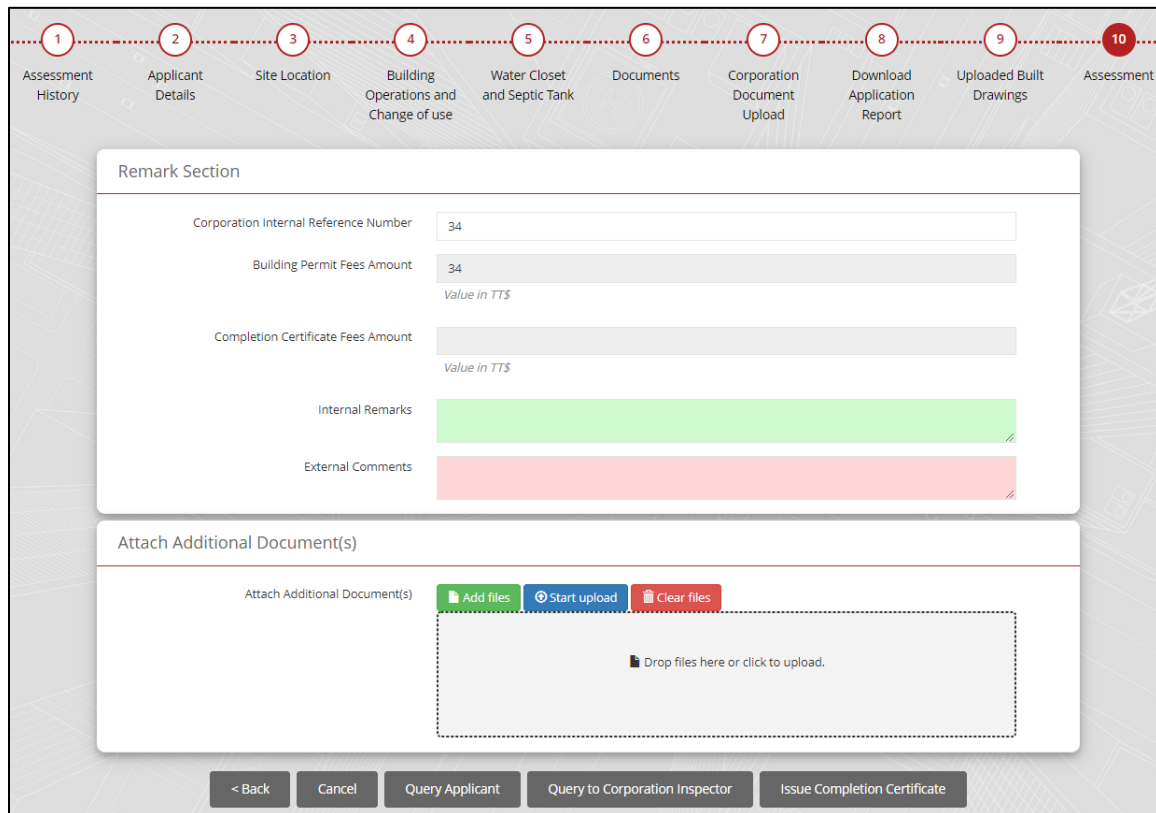

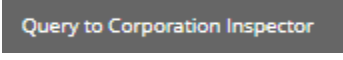



Figure 74: Completion Certificate Request-Assessment Tab for Municipal Corporation Engineer as Final Level

- a) **Query Applicant** – If there is a need for additional information, the Engineer can query the applicant. On the Assessment tab, enter the query in External Comments and click the query  button located at the bottom of the page.
- b) **Query Inspector** – The Engineer can also query the Inspector for any clarification needed concerning the application. Click the  button located at the bottom of the page to submit the query.
- c) **Approve** – Once the application is complete and satisfactory, the Engineer can issue the Building Permit. Click the  button for approval. The application would be directed to the Municipal Corporation Cashier for payment. Upon validation, a success message is displayed (see [Figure 75](#)).

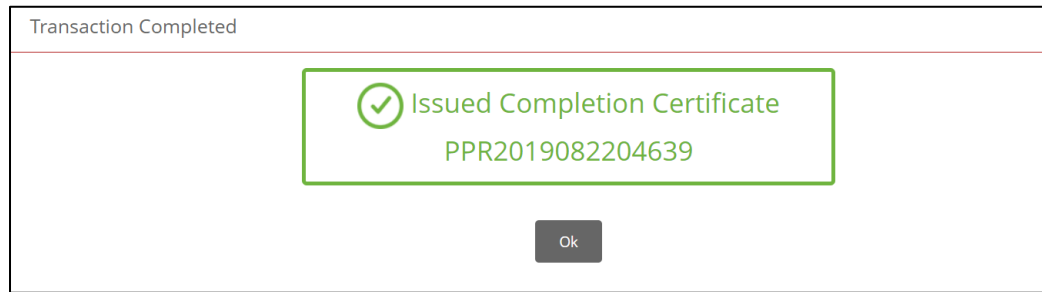


Figure 75: Completion Certificate Request - Success Message for Municipal Corporation Engineer as Final Approver

5.4.2 STEPS TO PROCESS A 'COMPLETION CERTIFICATE REQUEST' AS SECOND LEVEL APPROVER:

1. Click the **Reference Number** to view and process the application.
2. Click on each tab to review the application information and attachments (see [Application Tabs](#) for help).
3. Go to **Assessment Tab** to give the decision on the application (see [Figure 76](#)). There are TWO sections:
 - **Remarks Section** – Shows Municipal Corporation Internal Reference Number, Building Permit Fees Amount (entered previously), Completion Certificate Fees Amount (also entered previously) along with Internal and External remarks. Internal Remarks can only be seen by users within the Municipal Corporation. External Remarks are seen by users outside of the Municipal Corporation including applicants.
 - **Additional Document Section** – The Engineer can upload supporting documents (if required). Please note that document(s) uploaded in this section would be visible to applicants and all approvers with access to the application.

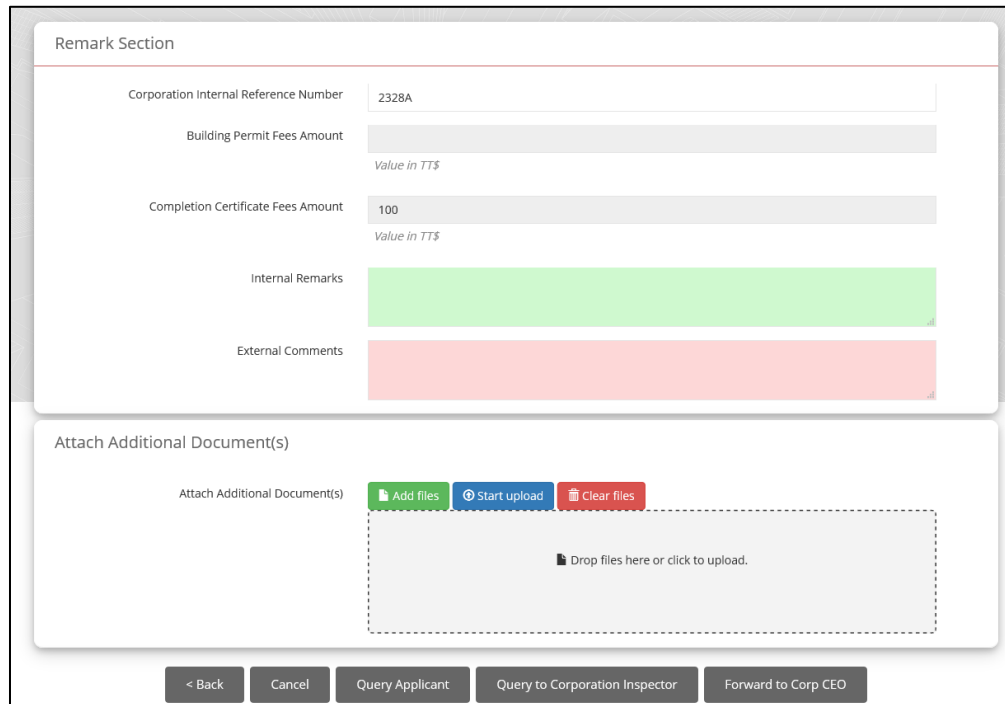


Figure 76: Completion Certificate Request - Assessment Tab for Corporation Engineer as Secondary Approver

- Query Applicant** – If there is a need for additional information, the Engineer can query the applicant. On the Assessment tab, enter the query in External Comments and click the query **Query Applicant** button located at the bottom of the page.
- Query Inspector** – The Engineer can also query the Inspector for any clarification needed concerning the application. Click the **Query to Corporation Inspector** button located at the bottom of the page to submit the query.
- Approve** – Once the application is complete and satisfactory, the Engineer can forward the application to the CEO. Enter any remarks and click the **Forward to Corp CEO** button. The application would be directed to the Municipal Corporation Cashier for payment. Upon validation, a success message is displayed (see [Figure 77](#)).

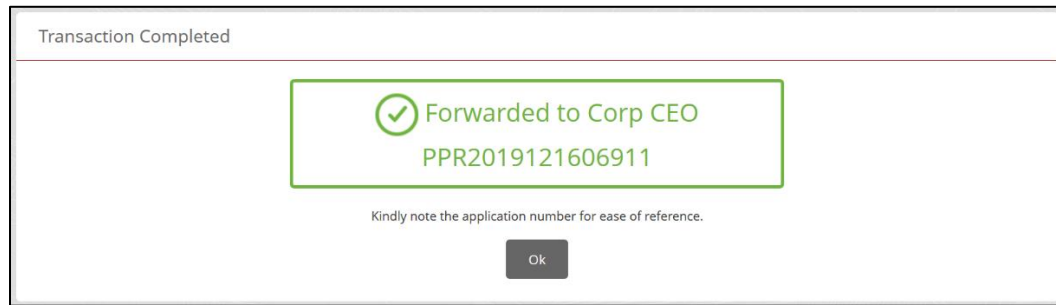


Figure 77: Completion Certificate Request - Success Message for Municipal Corporation Engineer as Secondary Approver

5.5 QUERIED COMPLETION CERTIFICATE REQUEST

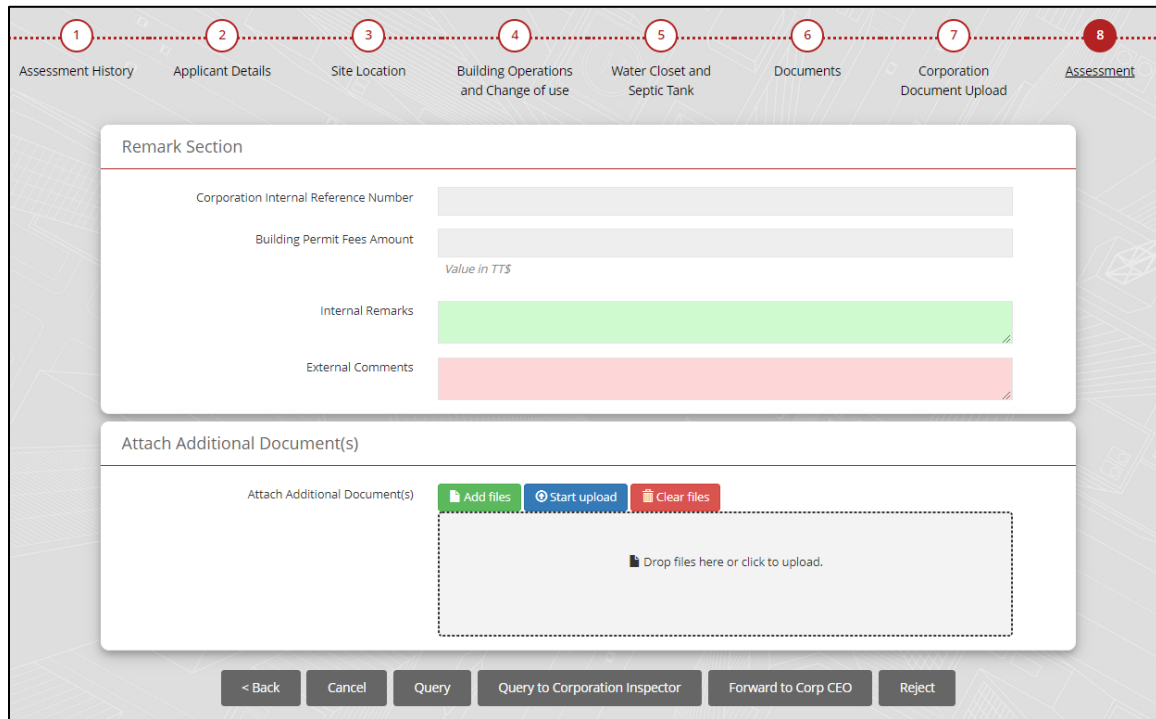
The 'Queried Completion Certificate Request' section contains the applications which are queried by Municipal Corporation Chief Executive Officer for further clarifications (see [Figure 78](#) below). Refer to [Navigating Sections](#) for help navigating the Queried Inspection Scheduled - Completion Certificate applications section.

Queried Completion Certificate Request						
Reference Number	Application Type	Saved Date	Area	Category of Development	Land Use Proposed	Status
PPR2018111671	Planning Permission	16 Nov 2018	COC	New Buildings		Queried Chief Inspector

Figure 78: Municipal Corporation Engineer Queried Completion Certificate Request Section

5.5.1 STEPS TO PROCESS A 'QUERIED COMPLETION CERTIFICATE REQUEST' APPLICATION:

1. Click the **Reference Number** to access application.
2. Check each tab and review the application information and attachments. All tabs remain the same as the previous section Completion Certificate Request, including the Assessment tab. CEO's comments would be updated in tab 1: Assessment History.
3. Go to **Assessment Tab** to give the decision on the application.



1 Assessment History 2 Applicant Details 3 Site Location 4 Building Operations and Change of use 5 Water Closet and Septic Tank 6 Documents 7 Corporation Document Upload 8 Assessment

Remark Section

Corporation Internal Reference Number

Building Permit Fees Amount
Value in TT\$

Internal Remarks

External Comments

Attach Additional Document(s)

Attach Additional Document(s) Add files Start upload Clear files

Drop files here or click to upload.

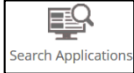
< Back Cancel Query Query to Corporation Inspector Forward to Corp CEO Reject

Figure 79: Queried Completion Certificate Request - Assessment Tab for Municipal Corporation Engineer

5.6 SEARCH APPLICATIONS

“Search Application” function allows the Engineer to search for any application in the system using the appropriate search criteria.

To search for an application:

- a. Select  from the menu and the Search page is displayed (see [Figure 80](#) below). Please refer to the Appendix [Search Application Page](#) for more information.

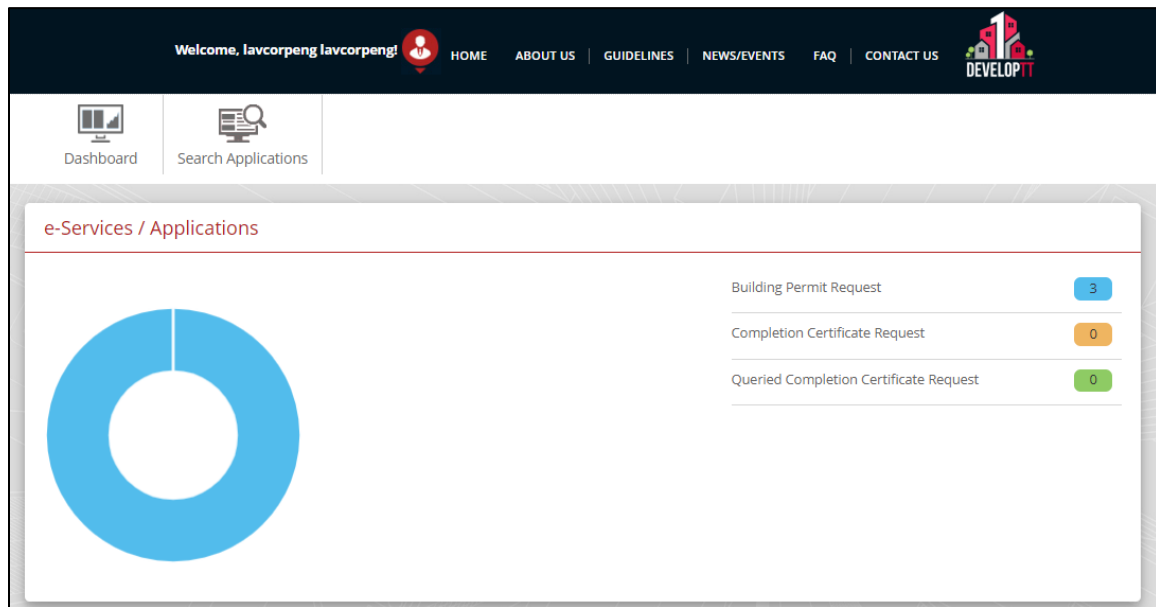


Figure 80: Search Application Button

6 MUNICIPAL CORPORATION CHIEF EXECUTIVE OFFICER

The Chief Executive Officer (CEO) is the **FINAL** assessment level for applications in the Municipal Corporation. The application is forwarded by the Engineer to the CEO who reviews and assesses the application by either querying or issuing the permit or certificate requested.

6.1 DASHBOARD

The dashboard is the default screen that will be displayed to the Chief Executive Officer after logging in. It consists of e-Services/Applications, with two (2) Categorized Application sections: Building Permit Requests and Completion Certificate Requests.

Building Permit Requests: A list of all applications forwarded by Engineer which have not been processed, will be found in this application section.

Completion Certificate Request: A list of applications forwarded from the Engineer requesting a Completion Certificate after construction has been completed.

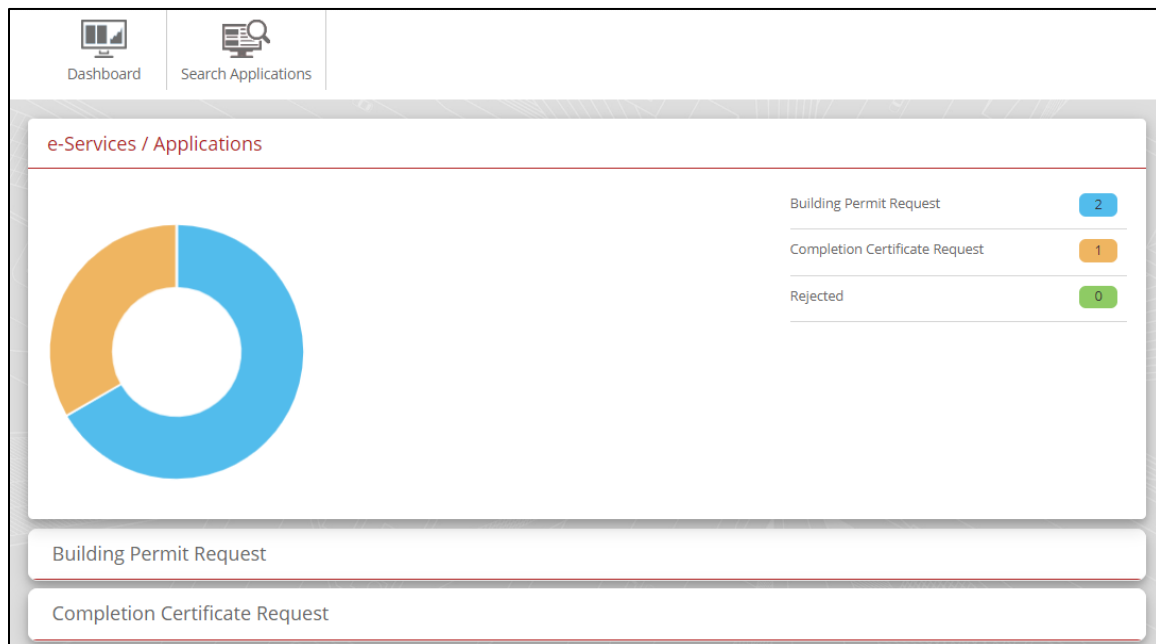


Figure 81: Chief Executive Officer Dashboard

6.2 E-SERVICES/APPLICATIONS

Application Statuses Chart




The Application Statuses chart is configured to indicate the status of the applications received at the Municipal Corporation CEO level. Hover the mouse on the coloured zone of the Application Statuses chart to view the application details.



Figure 82: Chief Executive Officer Application Statuses Chart

The colour denotations are listed below:

Table 3: CEO Application Statuses Chart Colour Codes

Colour	Representation
	Building Permit Request
	Completion Certificate Request
	Reject


6.3 BUILDING PERMIT REQUEST

The 'Building Permit Request' section displays all the applications forwarded from the Municipal Corporation Engineer (see [Figure 84](#) below). Refer to [Navigating Sections](#) for help navigating the 'Building Permit Request' applications section.

NAVIGATING SECTIONS:



- A. The **Reference Number** column contains all the relevant application reference numbers to this section. Reference Numbers are unique to each application and are automatically generated by the DevelopTT platform when an application is created. An application's reference number is consistent across all the site's agencies however, Agencies and Municipal Corporations have the option to add their own internal reference numbers if required.
- B. The **Application Type** column states the type of the application such as Planning Application or Outline + Planning Application.
- C. The **Saved Date** column shows the date that the application was submitted by the applicant.
- D. The **Community** column shows the community to which the applicant's site location belongs.
- E. The **Category of Development** shows the type of development that will take place at the site location, e.g. a new building or subdivision of land.
- F. The **Land Use Proposed** column shows the proposed use of the land at the applicant's site location.
- G. The **Status** column shows the status of the application at the relevant level.

- H. The **Action By Date** refers to the date by which the application should be processed. The approver has an SLA of certain days within which they should perform some action on the application. In case of SLA breach, the applications are flagged in **RED** under the **Action**  **column**, indicated in [Figure 83](#) below. This indicates immediate action needs to be taken.
- I. The **Referred Agencies** column shows the number of agencies that the application was referred to for example, EMA, WASA, etc.
- J. The **Agency Response Received** column shows how many agencies responded since an application cannot be processed without responses from its referred agencies.
- K. **NOTE:** Applications **CANNOT** be processed by the Municipal Corporation unless they have been approved by all referred agencies.










Reference Number	Application Type	Saved Date	Community	Category of Development	Land Use Proposed	Status	Action By Date	Referred Agencies	Agency Response received	Action
PPR2019091305117	Planning Application	13 Sep 2019	Ariapita	New Buildings		Building Permit Requested	11 Dec 2019 	0	0	
PPR2019120406580	Planning Application	04 Dec 2019	Ariapita	Subdivision	Industrial	Building Permit Requested	24 Dec 2019 	3	0	
PPR2019121606870	Planning Application	16 Dec 2019	Ariapita	New Buildings	Utilities	Building Permit Requested	19 Dec 2019 	0	0	

Figure 83: Flagged and Locked Application

- A locked application is one which is already being processed by another user at the same approver level. An application can only be unlocked by the user who started its assessment or the Municipal Corporation Administrator. Locked  applications are denoted by a lock icon in the **Action** column as highlighted by the red square in [Figure 83](#).
- L. Tap  icon to sort applications in ascending or descending order.
- M. Up to 10 records are displayed in the sections.

N. Click on the navigation buttons  or click a specific page number to navigate between various pages. Click  to go to the Next page  and to go to the previous page.

Building Permit Request								
Reference Number ⌵	Application Type ⌵	Saved Date ⌵	Community ⌵	Category of Development ⌵	Land Use Proposed ⌵	Status ⌵	Action By Date	Action ⌵
PPR2019082204663	Planning Permission	22 Aug 2019	Ariapita	New Buildings		Forwarded to CEO	29 Aug 2019	
PPR2019082804839	Planning Permission	28 Aug 2019	Ariapita	New Buildings		Forwarded to CEO	04 Sep 2019	

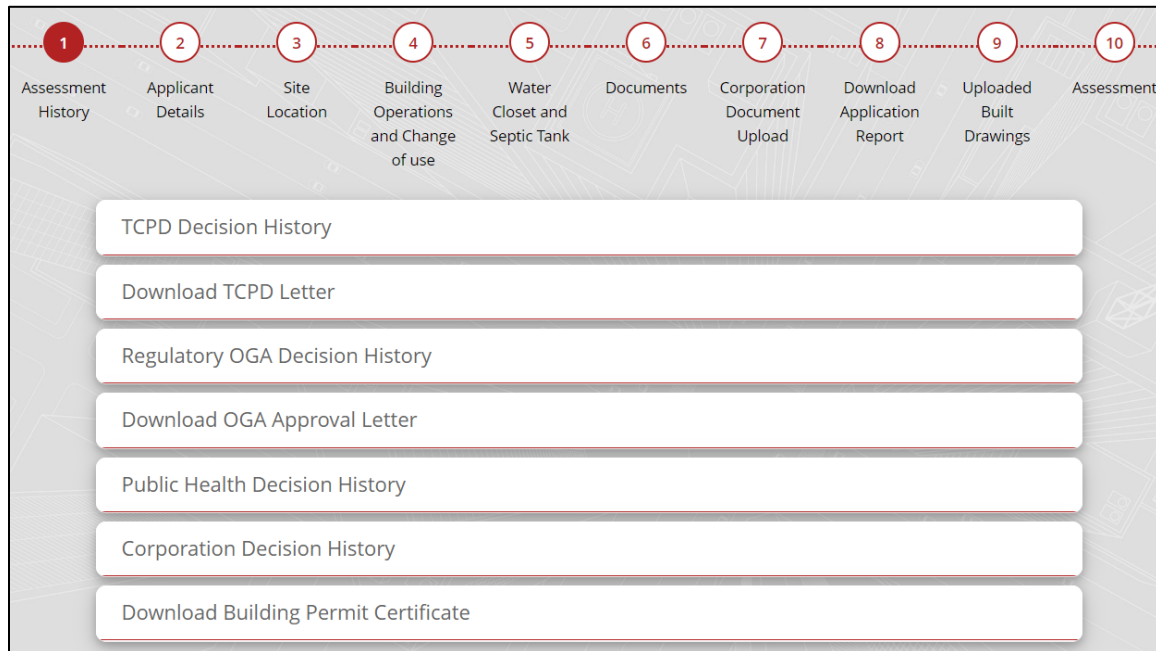
Figure 84: Municipal Corporation CEO Building Permit Request Section

6.3.1 STEPS TO PROCESS A 'BUILDING PERMIT REQUEST' APPLICATION:

1. Click the **Reference Number** to view and process the application.
2. Click on each tab to verify the accuracy of the application information and attachments (see [Figure 85](#) below).

APPLICATION TABS:

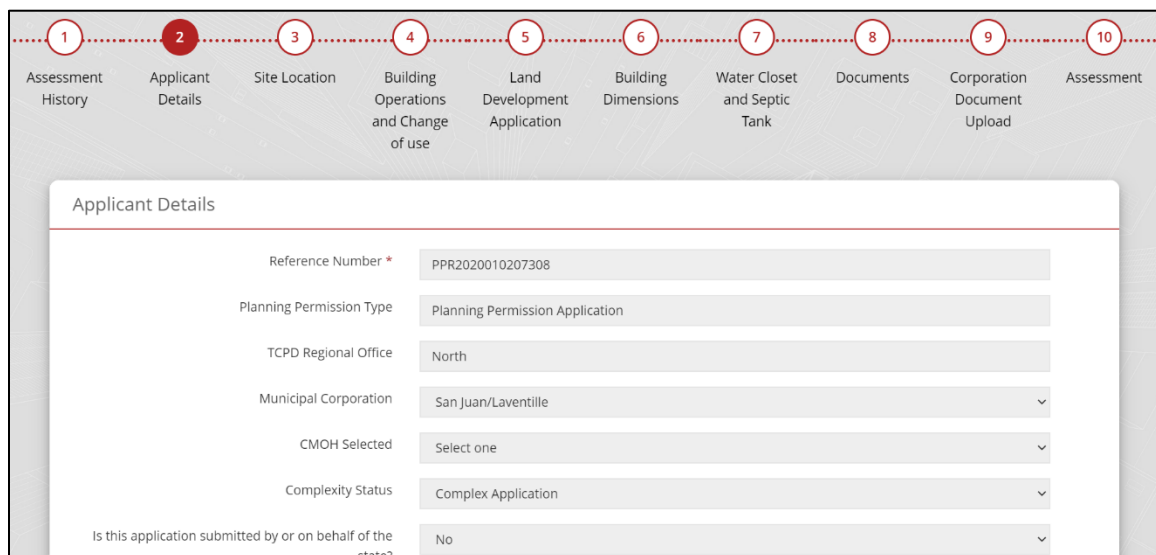
- a. **Tab 1 - Assessment History:** Any remarks or comments made on the application previously would appear in this section e.g. Remarks made on application by Public Health/ CMOH staff or applicant response to any queries made previously.



1	2	3	4	5	6	7	8	9	10
Assessment History	Applicant Details	Site Location	Building Operations and Change of use	Water Closet and Septic Tank	Documents	Corporation Document Upload	Download Application Report	Uploaded Built Drawings	Assessment
TCPD Decision History									
Download TCPD Letter									
Regulatory OGA Decision History									
Download OGA Approval Letter									
Public Health Decision History									
Corporation Decision History									
Download Building Permit Certificate									

Figure 85: Assessment History tab

- b. **Tab 2 - Applicant Details:** Applicants are required to supply personal information, a brief description of their proposal, land details, purpose for which land or new/ altered/ extended building are proposed to be used and purpose for which land and/ or building are now used. In the Description of Proposal section, the Category of Development will be chosen, whether it is a New Building or Subdivision etc. Depending on category chosen, tab 4 would have different information.



1	2	3	4	5	6	7	8	9	10
Assessment History	Applicant Details	Site Location	Building Operations and Change of use	Land Development Application	Building Dimensions	Water Closet and Septic Tank	Documents	Corporation Document Upload	Assessment
Applicant Details									
Reference Number * PPR2020010207308									
Planning Permission Type Planning Permission Application									
TCPD Regional Office North									
Municipal Corporation San Juan/Laventille									
CMOH Selected Select one									
Complexity Status Complex Application									
Is this application submitted by or on behalf of the state? No									

Figure 86: Applicant Details tab

- c. **Tab 3 – Site Location:** Displays a map where the applicant should have plotted their proposal site location. The plotter would have inspected the plotted location and added Cross-Reference information, Co-ordinates and Geographic features that impact the site.

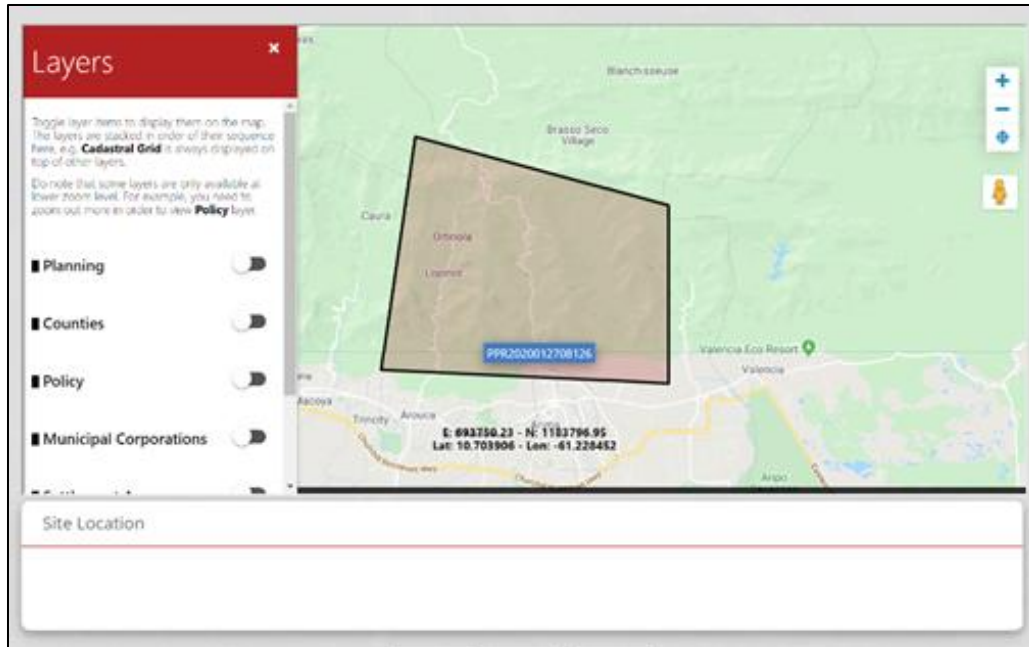


Figure 87: Site Location tab

- d. **Tab 4 - Building Operations and Change of Use** – General information about the site, such as total area, intended use of building. Available services on the site, e.g. electricity, water and drainage, and the details of the stated use of the site, e.g. commercial use details.

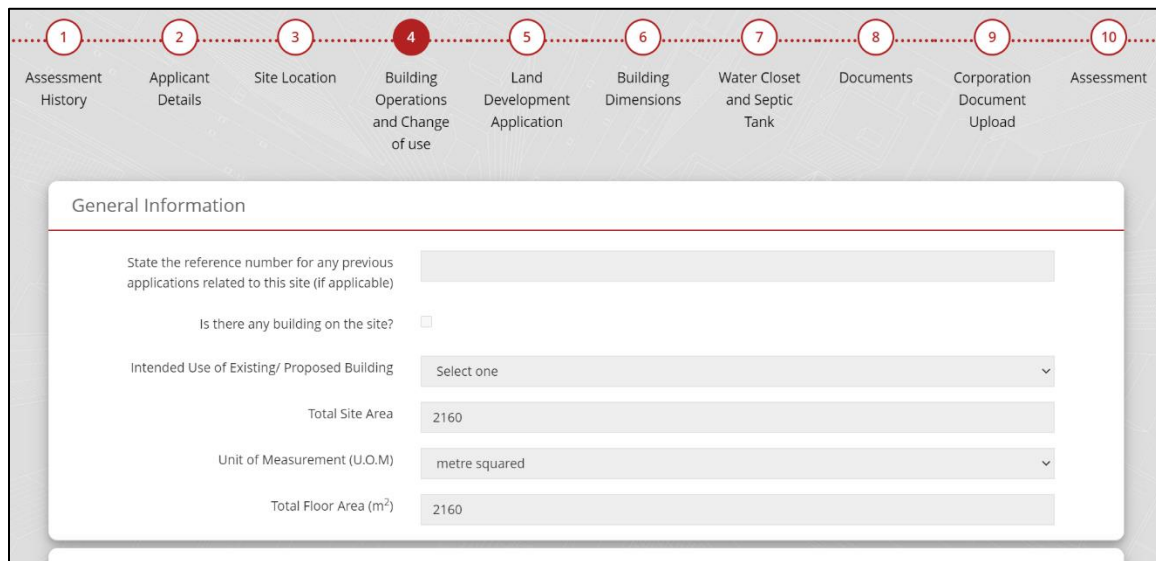


Figure 88: Building Operations and Change of Use tab

- e. **Tab 5 - Land Development Application:** Building details like the street name, nearby owners, number of rooms and others.

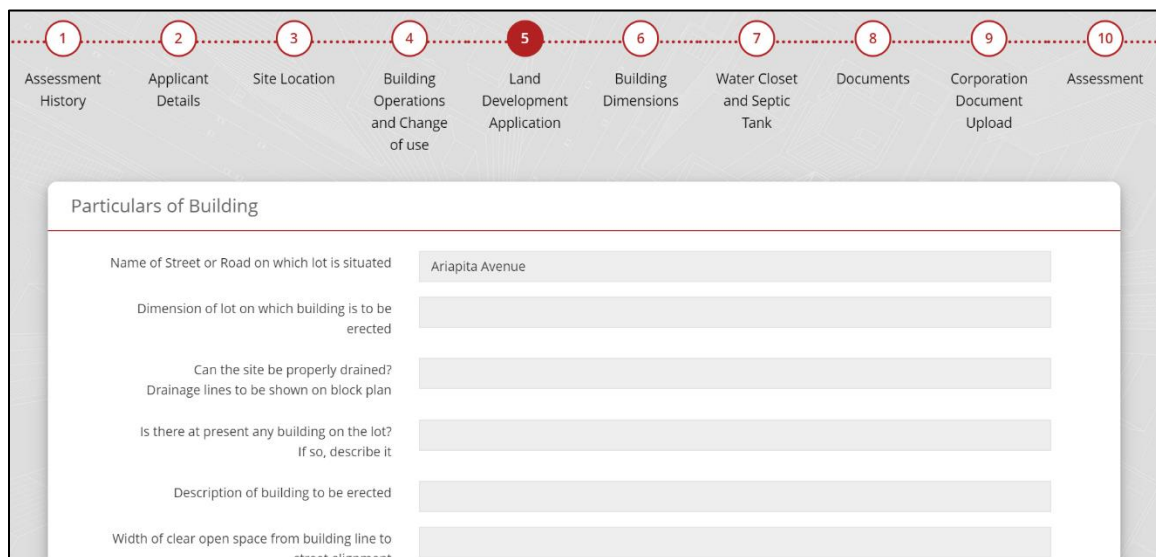


Figure 89: Land Development Application tab

- f. **Tab 6 - Building Dimensions:** Number and dimension of each room in the building.

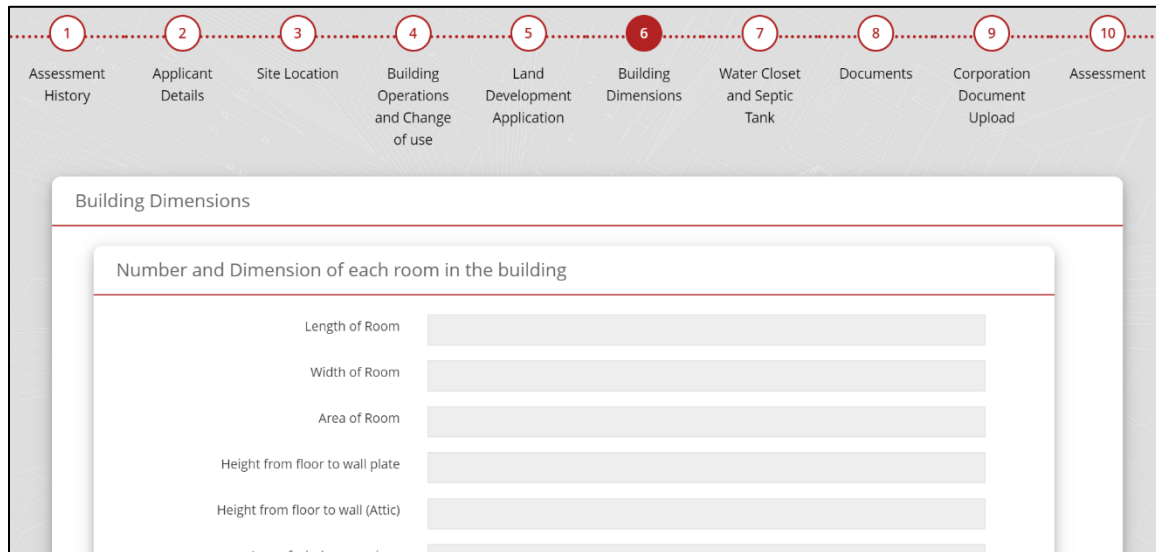


Figure 90: Building Dimensions tab

- g. **Tab 7 - Water Closet and Septic Tank:** Details about the water closet and septic tank.

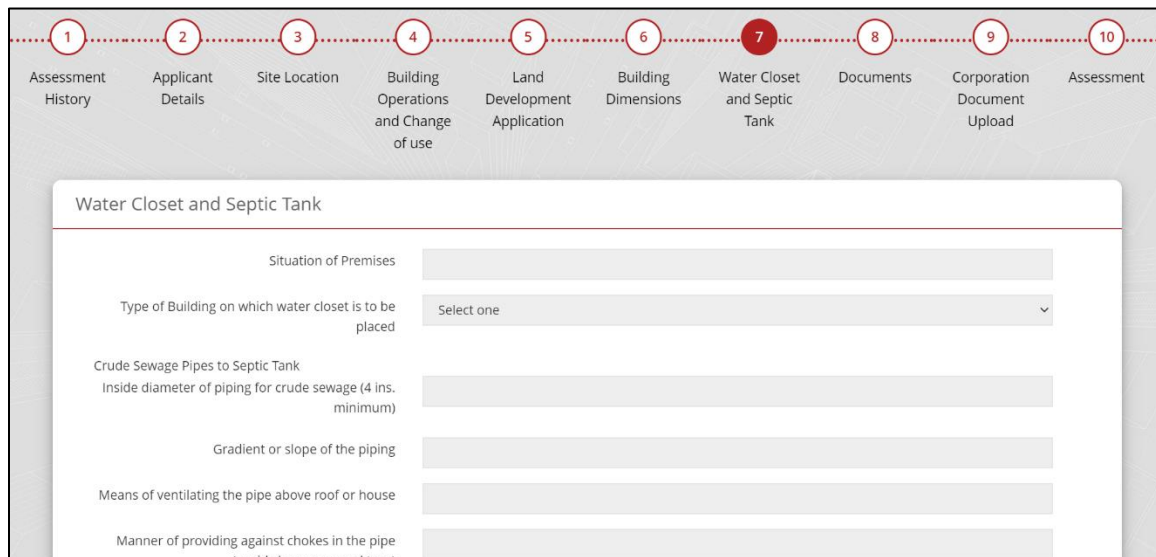
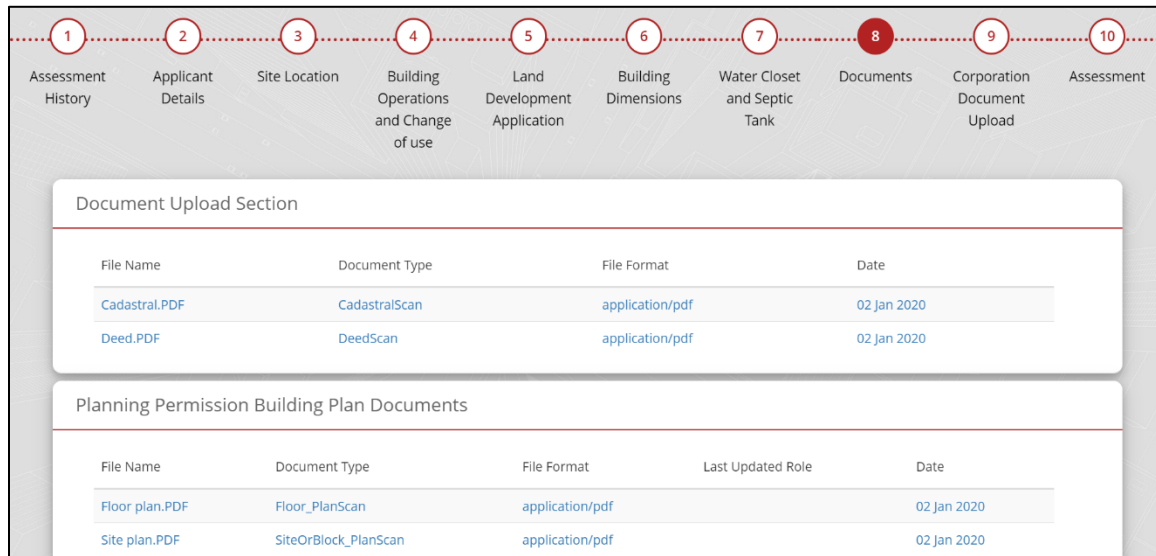


Figure 91: Water Closet and Septic Tank

- h. **Tab 8 - Documents:** Additional plans to be uploaded. The Inspector may utilize the PDFTron tool to process plans. PDFTron's measurement tool allows the Inspector to verify scales and distances. Detailed information on the tool can be found in the [PDFTron section](#) (Appendix).

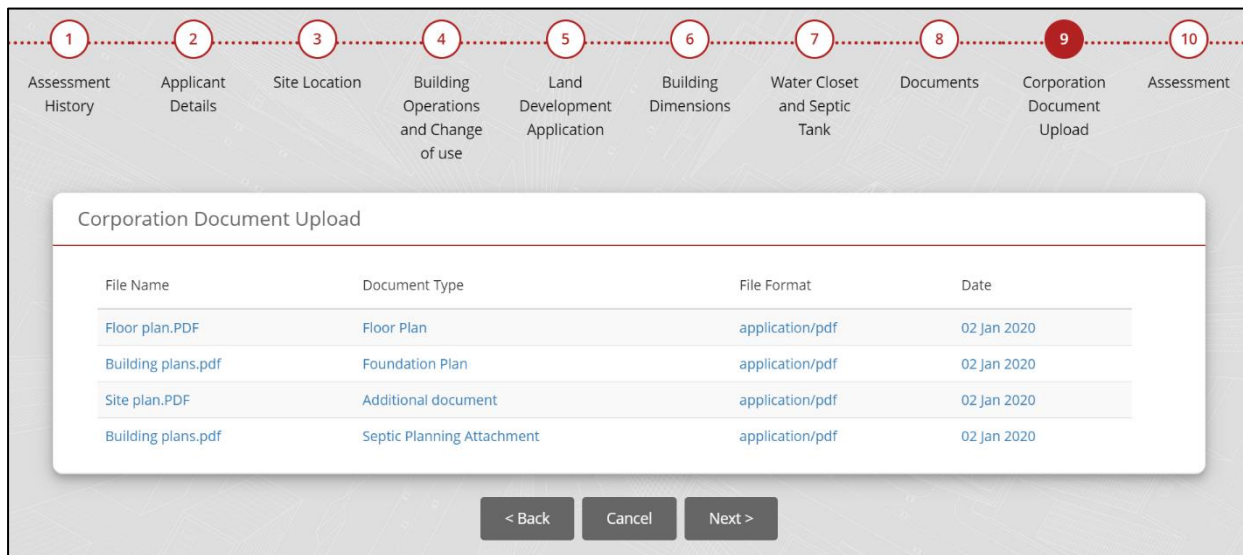


File Name	Document Type	File Format	Date
Cadastral.PDF	CadastralScan	application/pdf	02 Jan 2020
Deed.PDF	DeedScan	application/pdf	02 Jan 2020

File Name	Document Type	File Format	Last Updated Role	Date
Floor plan.PDF	Floor_PlanScan	application/pdf		02 Jan 2020
Site plan.PDF	SiteOrBlock_PlanScan	application/pdf		02 Jan 2020

Figure 92: Documents tab

- i. **Tab 9 – Corporation Document Upload:** Additional documents uploaded for the attention of Municipal Corporation. This tab would take similar format as the Documents tab.



File Name	Document Type	File Format	Date
Floor plan.PDF	Floor Plan	application/pdf	02 Jan 2020
Building plans.pdf	Foundation Plan	application/pdf	02 Jan 2020
Site plan.PDF	Additional document	application/pdf	02 Jan 2020
Building plans.pdf	Septic Planning Attachment	application/pdf	02 Jan 2020

< Back Cancel Next >

Figure 93: Municipal Corporation Document Upload tab

- j. **Tab 10 - Assessment:** The approver can either query the applicant or Engineer or issue building permit. This tab would be discussed further in step 3.

3. Go to **Assessment Tab** to give the decision on the application (see [Figure 94](#)). There are TWO sections:
 - **Remarks Section** – Shows Municipal Corporation Internal Reference Number, Building Permit Fees Amount (entered previously) along with Internal and External remarks. Internal Remarks can only be seen by users within the Municipal Corporation. External Remarks are seen by users outside of the Municipal Corporation including applicants.
 - **Additional Document Section** – The Engineer can upload supporting documents (if required).

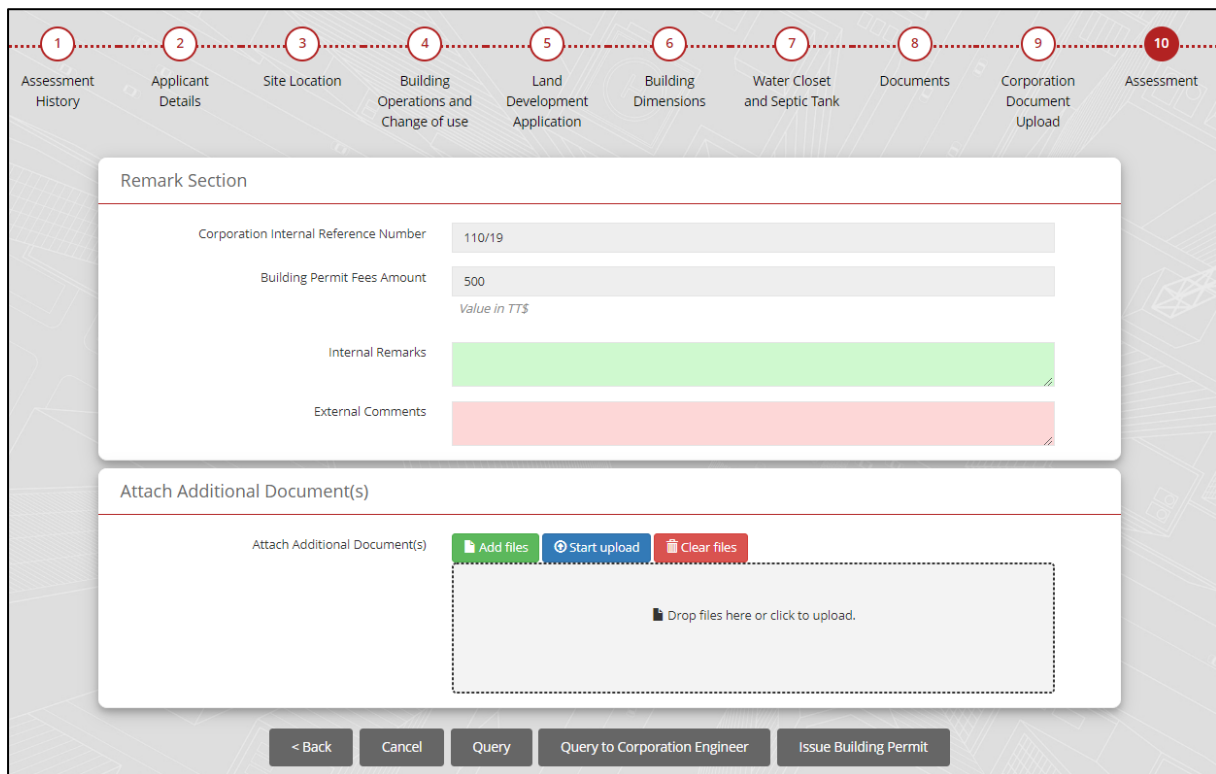



Figure 94: Building Permit Request - Assessment Tab for Municipal Corporation CEO

- a) **Query Applicant** – If there is a need for additional information, the CEO can query the applicant. On the Assessment tab, enter the query in External Comments and click the query button  located at the bottom of the page.

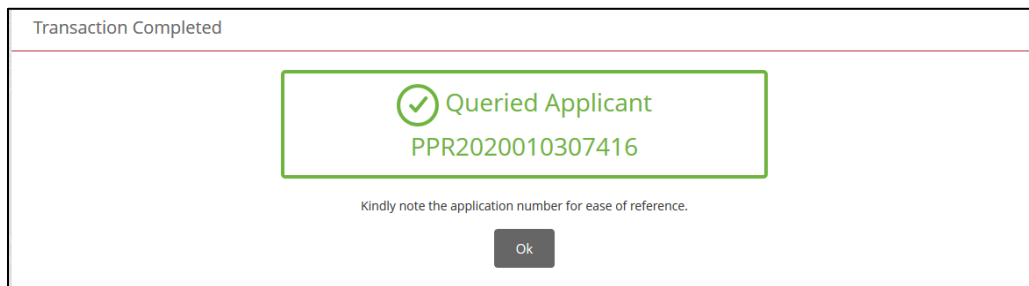


Figure 95: Building Permit Request – Corporation Engineer Queried Applicant

b) **Query to Engineer** – The CEO can also query the Engineer for any clarification needed concerning the application. Click the **Query to Corporation Engineer** button located at the bottom of the page to submit the query.

c) **Approve** – Once the application is complete and satisfactory, the CEO can issue the Building Permit. Click the **Issue Building Permit** button for approval. The application would be directed to the Municipal Corporation Cashier for payment. Upon validation, a success message is displayed (see [Figure 96](#)).

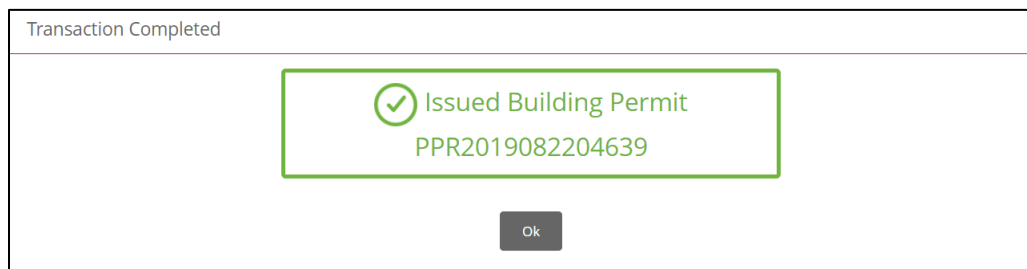


Figure 96: Building Permit Request - Success Message for Municipal CEO

6.4 COMPLETION CERTIFICATE REQUEST

The 'Completion Certificate Request' section displays all the applications with requests for Completion Certificates that were processed and forwarded by the Engineer. A Completion Certificate is issued after the inspection of a building, stating that it has been constructed according to the approved building plan and that it meets all the necessary standards. Refer to [Navigating Sections](#) for help navigating the Completion Certificate Request applications section. [Figure 97](#) below shows the section which will contain the Completion Certificate Request applications.


Completion Certificate Request								
Reference Number	Application Type	Saved Date	Community	Category of Development	Land Use Proposed	Status	Action By Date	Action
PPR2019082204673	Planning Permission	22 Aug 2019	Ariapita	New Buildings		Forwarded to CEO	29 Aug 2019	
PPR2019082804839	Planning Permission	28 Aug 2019	Ariapita	New Buildings		Forwarded to CEO	04 Sep 2019	

Figure 97: Municipal Corporation Chief Engineer Officer Completion Certificate Section

6.4.1 STEPS TO PROCESS A 'COMPLETION CERTIFICATE REQUEST':

1. Click the **Reference Number** to view and process the application.
2. Click on each tab to verify the accuracy of the application information and attachments (refer to [Application Tabs](#)).
3. Go to **Assessment Tab** (see [Figure 98](#)) to give the decision on the Application. There are TWO sections in Assessment Tab,
 - **Remarks Section** – The CEO can enter the Reference Number along with any Internal and External remarks. Building Permit and Completion Certificate Fees are also displayed here. Internal Remarks can only be seen by users within the Municipal Corporation. External Remarks are seen by users outside of the Municipal Corporation including applicants.
 - **Additional Document Section** – The CEO can upload the supporting Documents (if required).

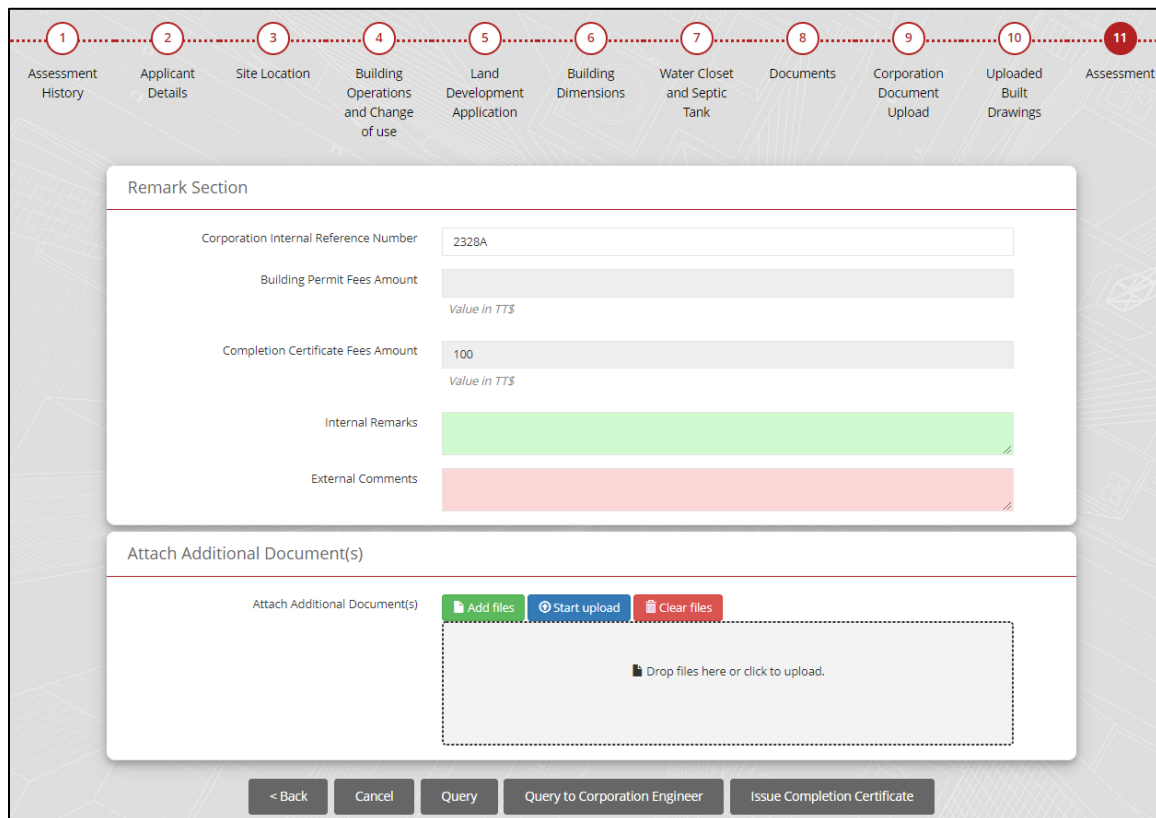


Figure 98: Municipal Corporation CEO Completion Certificate Request - Assessment Tab

- a) **Query Applicant** – If there is a need for additional information, the CEO can query the applicant. On the Assessment tab, enter the query in External Comments and click the query **Query Applicant** button located at the bottom of the page.
- b) **Query Inspector** – The CEO can also query the Inspector for any clarification needed concerning the application. Click the **Query to Corporation Engineer** button located at the bottom of the page to submit the query.
- c) **Approve** – Once the application is complete and satisfactory, the CEO can issue the Completion Certificate. Enter any remarks and click the **Issue Completion Certificate** button. The application would be directed to the Municipal Corporation Cashier for payment. Upon validation, a success message is displayed (see [Figure 99](#)).

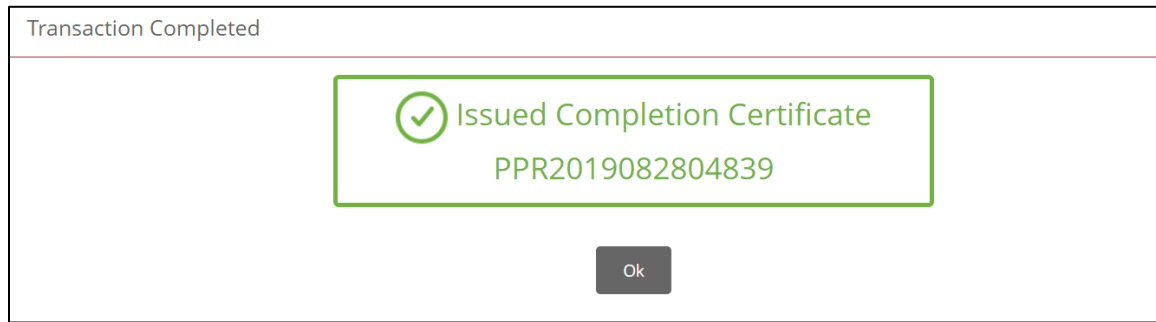
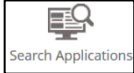


Figure 99: Municipal Corporation CEO Completion Certificate Request – CEO Issue Completion Certificate Success Message

6.5 SEARCH APPLICATIONS

“Search Application” function allows the CEO to search for any application in the system using the appropriate search criteria.

To search for an application:

- a. Select  from the menu and the Search page is displayed (see [Figure 100](#) below). Please refer to the Appendix [Search Application Page](#) for more information.

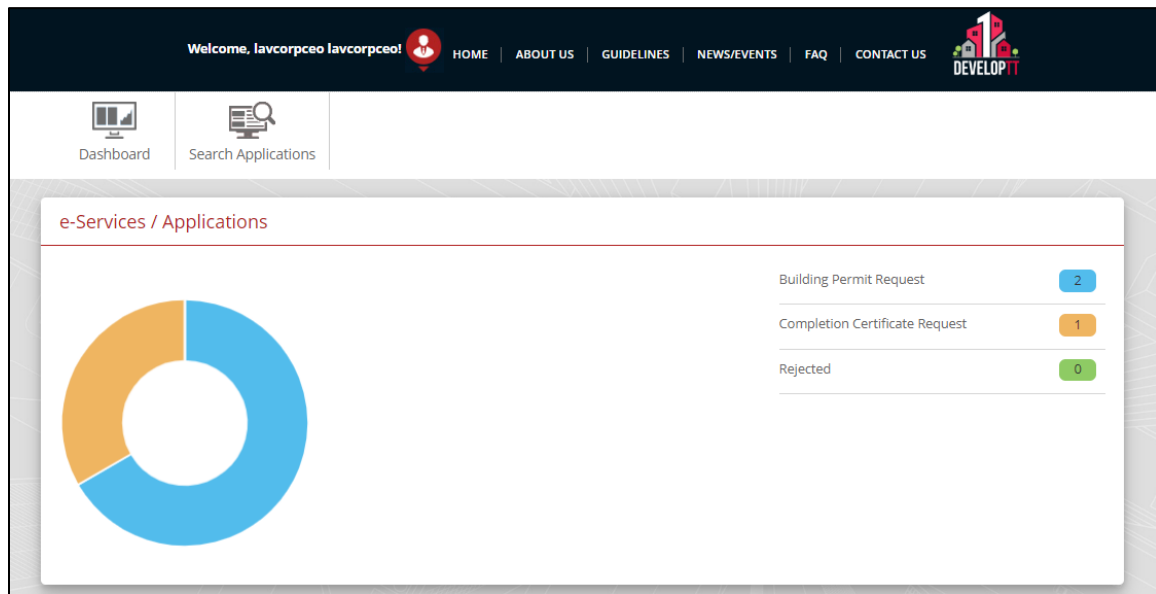


Figure 100: Search Application Button

7 MUNICIPAL CORPORATION CASHIER

The Cashier is the final level for applications in the Municipal Corporation. After the issuance of a Building Permit or Completion Certificate, the Municipal Corporation Cashier processes the relevant payment fees.

7.1 DASHBOARD

The dashboard is the default screen that will be displayed to the Cashier after logging in. It consists of e-Services/Applications, with two (2) Categorized Application sections: Building Permit Payment Request and Completion Certificate Payment Request.

Building Permit Payment Request: A list of all applications for Building Permit which have been processed and forwarded for payment, will be found in this application section.

Completion Certificate Payment Request: A list of all applications for Completion Certificate which have been processed and forwarded for payment, will be found in this application section.

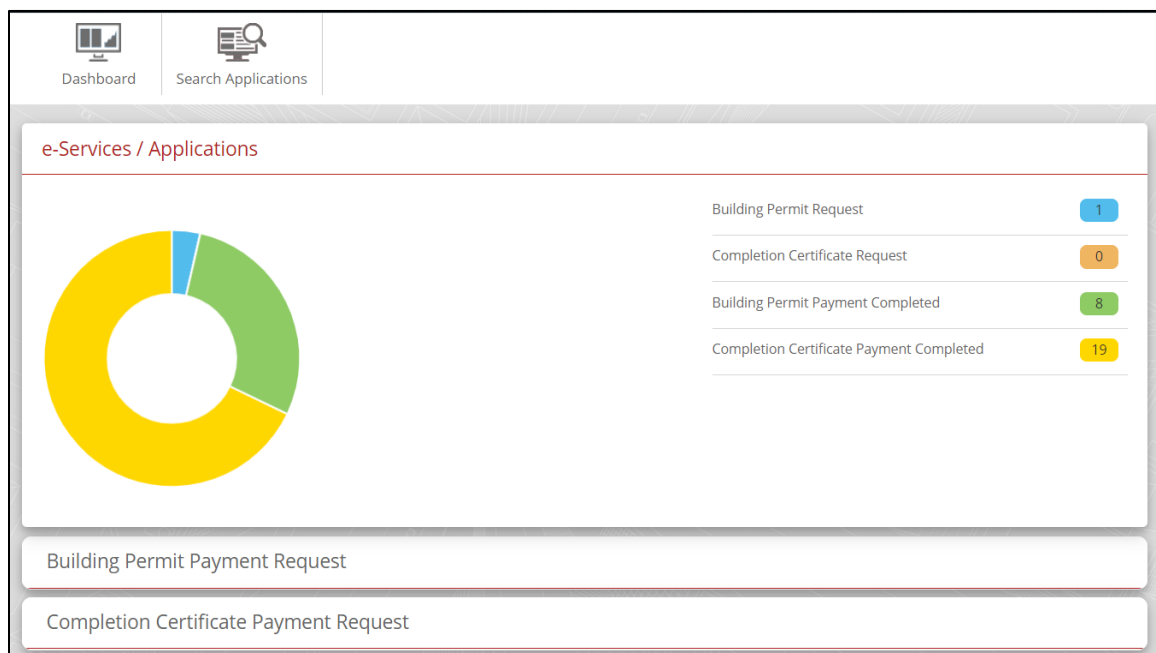


Figure 101: Municipal Corporation Cashier Dashboard

7.2 E-SERVICES/APPLICATIONS

Application Statuses Chart

The Application Statuses chart is configured to indicate the status of the applications received at the Municipal Corporation Cashier level (see [Figure 102](#)). Hover the mouse on the coloured zone of the Application Statuses chart to view the application details.

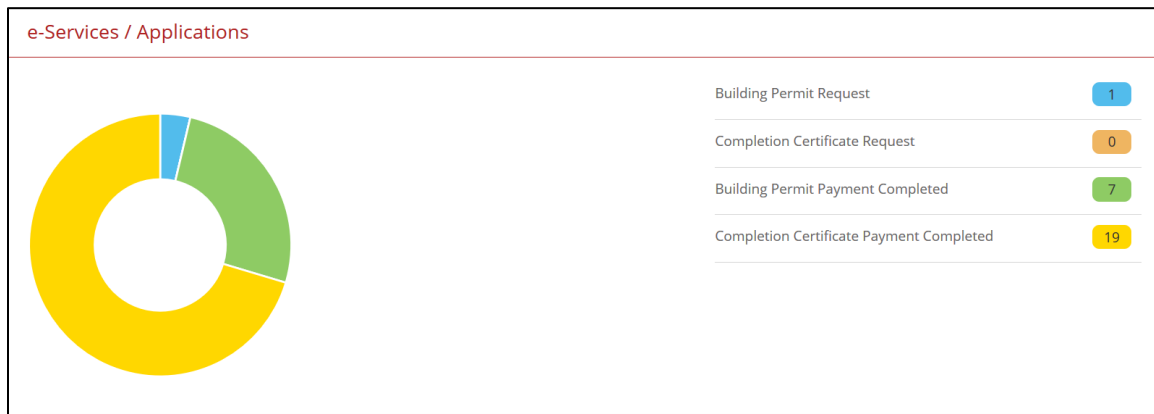

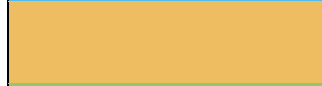




Figure 102: Corporation Cashier Application Statuses Chart

The Colour denotations are listed below:

Table 4: Cashier Application Statuses Chart Colour Codes

Colour	Representation
	Building Permit Request
	Completion Certificate Request
	Building Permit Payment Completed
	Completion Certificate Payment Completed


7.3 BUILDING PERMIT PAYMENT REQUEST


The 'Building Permit Payment Request' section displays all the applications which were issued Building Permits and awaiting payment (see [Figure 103](#)). For help navigating this section, refer to [Navigating Sections](#).

NAVIGATING SECTIONS:






- A. The **Reference Number** column contains all the relevant application reference numbers to this section. Reference Numbers are unique to each application and are automatically generated by the DevelopTT platform when an application is created. An application's reference number is consistent across all the site's agencies however, Agencies and Municipal Corporations have the option to add their own internal reference numbers if required.
- B. The **Application Type** column states the type of the application such as Planning Application or Outline + Planning Application.
- C. The **Saved Date** column shows the date that the application was submitted by the applicant.
- D. The **Community** column shows the community to which the applicant's site location belongs.
- E. The **Category of Development** shows the type of development that will take place at the site location, e.g. a new building or subdivision of land.
- F. The **Land Use Proposed** column shows the proposed use of the land at the applicant's site location.
- G. The **Status** column shows the status of the application at the relevant level.

H. The **Action** column shows whether an application is locked or not. A locked application is one which is already being processed by another user at the same approver level. An application can only be unlocked by the user who started its assessment or the Municipal Corporation Administrator. Locked applications are denoted by a lock icon  as highlighted by the red square in [Figure 100](#).

I. Tap  icon to sort applications in ascending or descending order.

J. Up to 10 records are displayed in the sections.

K. Click on the navigation buttons  or click a specific page number to navigate between various pages. Click  to go to the Next page  and to go to the previous page.


Building Permit Payment Request							
Reference Number ⬇	Application Type ⬇	Saved Date ⬇	Community ⬇	Category of Development ⬇	Land Use Proposed ⬇	Status ⬇	Action ⬇
PPR2019080703996	Planning Permission	07 Aug 2019	Chacachacare	New Buildings		Issued Building Permit	
PPR2019082104568	Planning Permission	21 Aug 2019	Ariapita	New Buildings		Issued Building Permit	
PPR2019082604817	Planning Permission	26 Aug 2019	Ariapita	New Buildings		Issued Building Permit	
PPR2019082804839	Planning Permission	28 Aug 2019	Ariapita	New Buildings		Issued Building Permit	

Figure 103: Municipal Corporation Cashier - Building Permit Request Section

7.3.1 STEPS TO PROCESS A BUILDING PERMIT REQUEST

1. Click the **Reference Number** to view and process the application.
2. Click on each tab to review of the application information and attachments.

APPLICATION TABS:

- a. **Tab 1: Assessment History** – The decision histories of the Municipal Corporation as well as all agencies that have processed the application and applicant's responses.

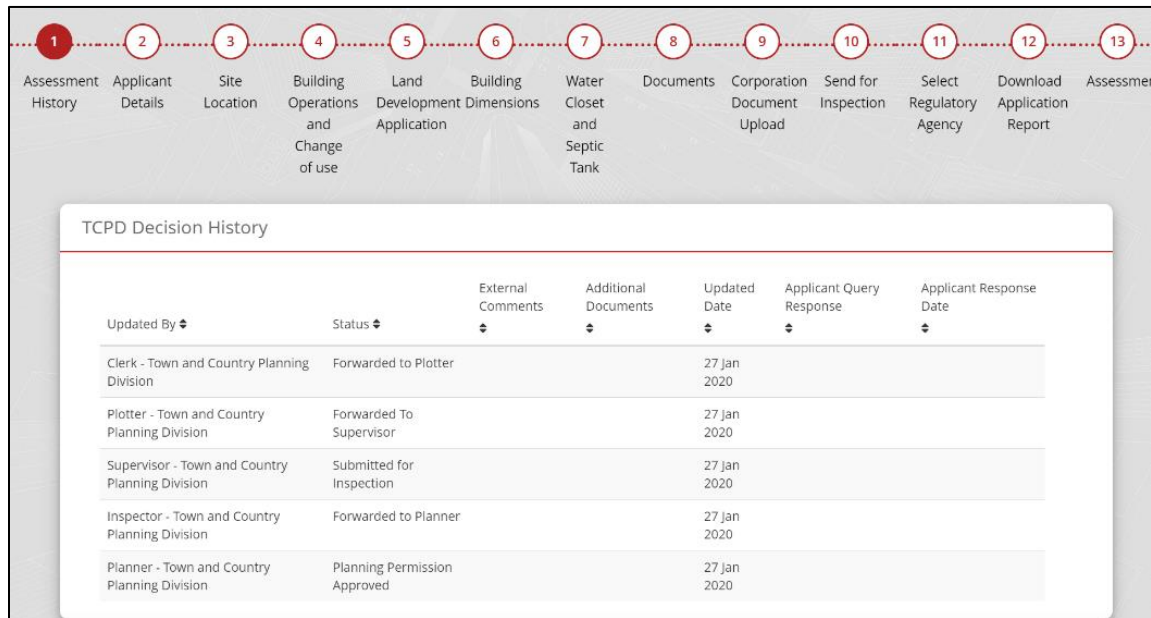


Figure 104: Assessment History tab

- b. **Tab 2: Applicant Details** – Applicant and site information along with the purpose of development.

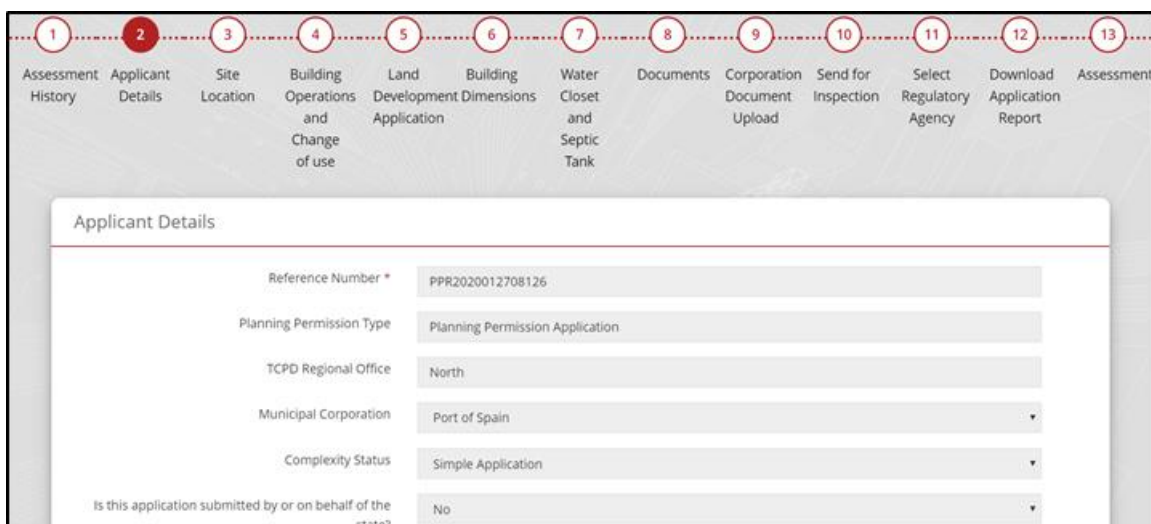


Figure 105: Applicant Details tab

- c. **Tab 3: Site Location** – A visual representation of the applicant's site area including cross-references and coordinates.

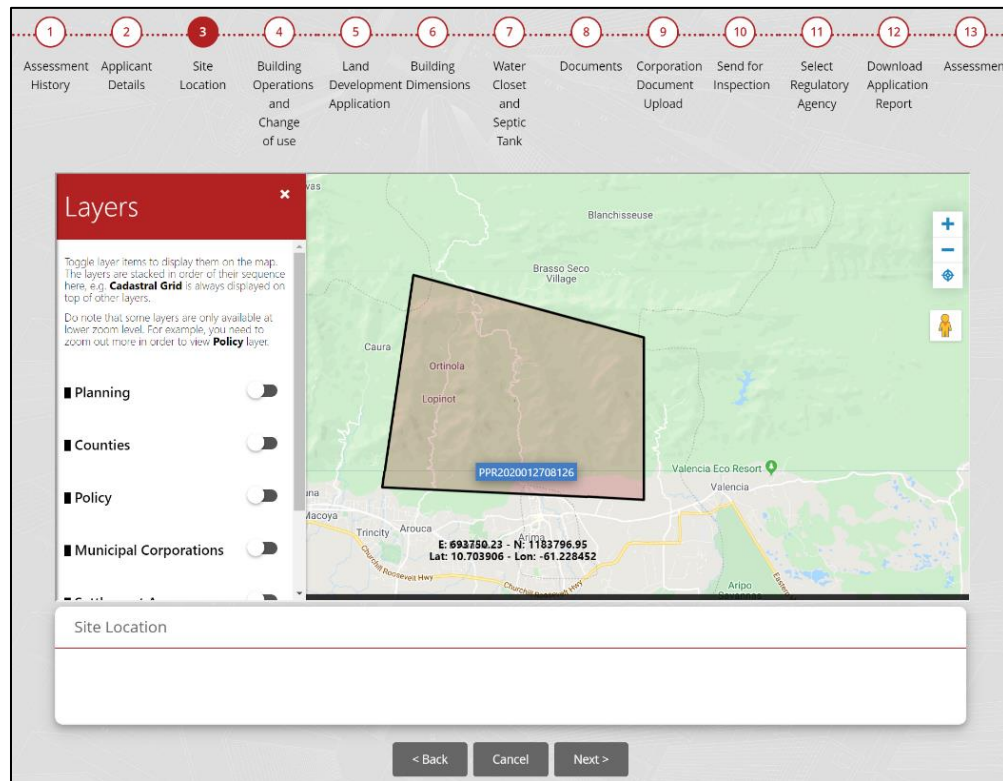
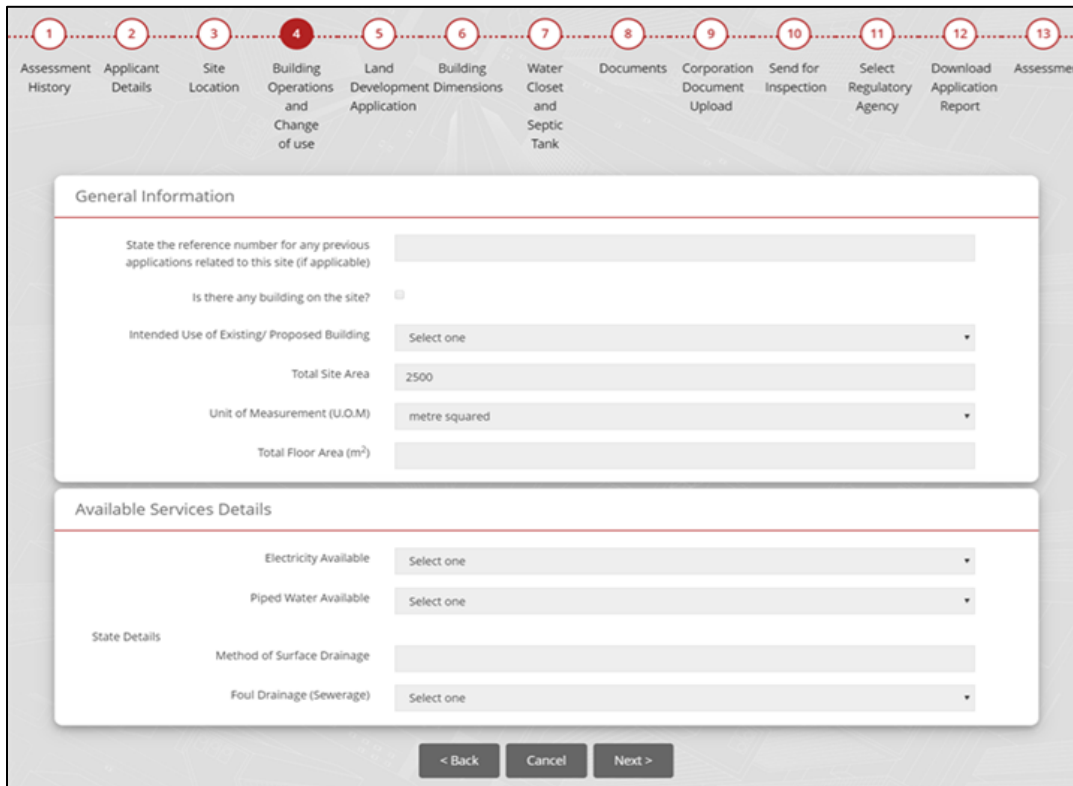


Figure 106: Site Location tab

- d. **Tab 4: Building Operations and Change of Use** – General information about the site, such as total area, intended use of building. Available services on the site, e.g. electricity, water and drainage, and the details of the stated use of the site, e.g. commercial use details.



1 Assessment History 2 Applicant Details 3 Site Location 4 Building Operations and Change of use 5 Land Development Application 6 Building Dimensions 7 Water Closet and Septic Tank 8 Documents 9 Corporation Document Upload 10 Send for Inspection 11 Select Regulatory Agency 12 Download Application Report 13 Assessment

General Information

State the reference number for any previous applications related to this site (if applicable)

Is there any building on the site? ☐

Intended Use of Existing/ Proposed Building

Total Site Area

Unit of Measurement (U.O.M)

Total Floor Area (m²)

Available Services Details

Electricity Available

Piped Water Available

State Details

Method of Surface Drainage

Foul Drainage (Sewerage)

< Back Cancel Next >

Figure 107: Building Operations and Change of Use tab

- e. **Tab 5: Land Development Application** – Building details like the street name, nearby owners, number of rooms and others.

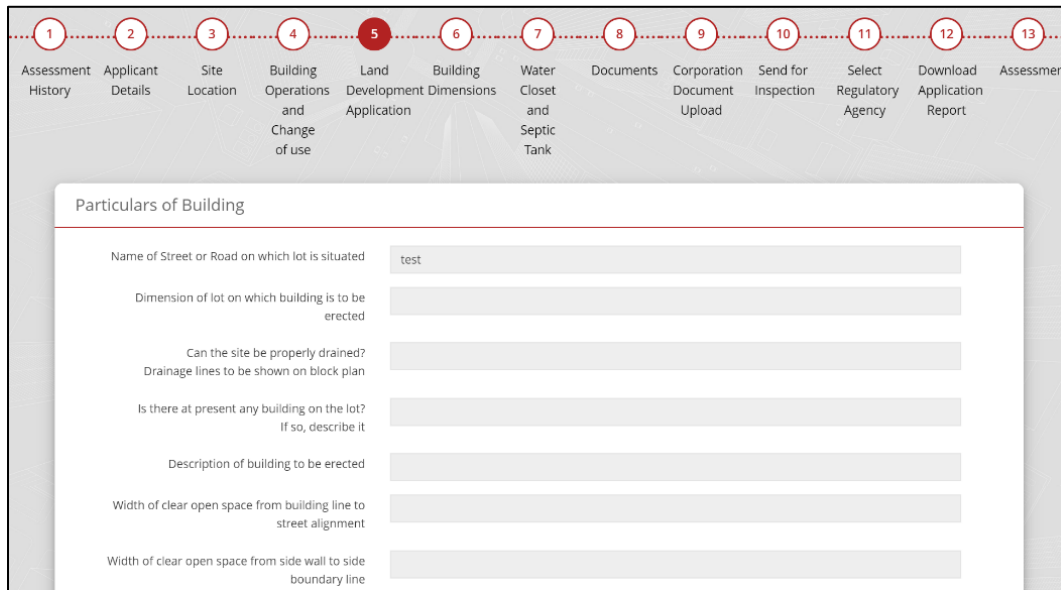


Figure 108: Land Development Application tab

f. **Tab 6: Building Dimensions** – Number and dimension of each room in the building.

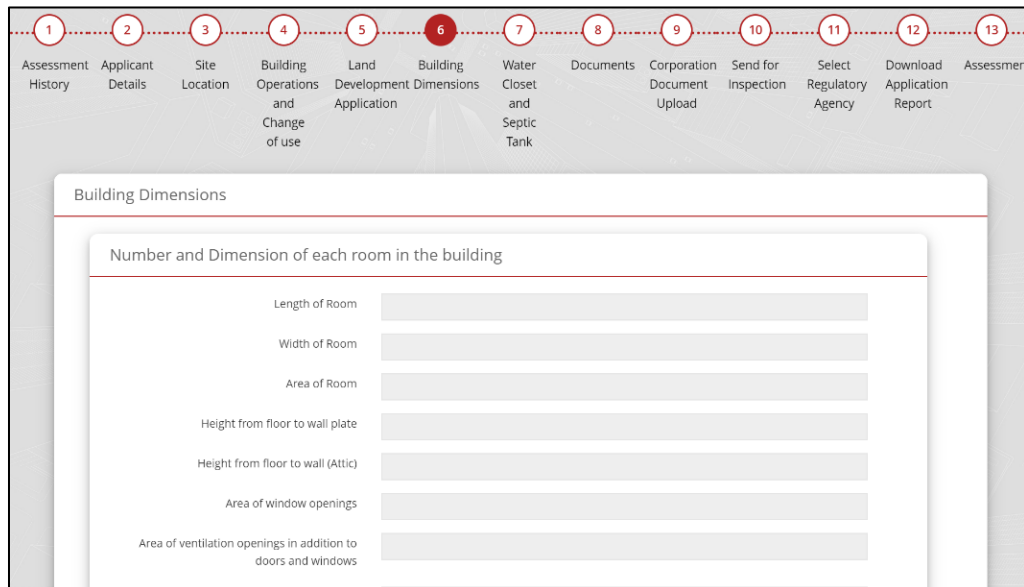


Figure 109: Building Dimensions tab

g. **Tab 7: Water Closet and Septic Tank** – Details about the water closet and septic tank.



Figure 110: Water Closet and Septic Tank tab

- h. **Tab 8: Documents** – Additional plans to be uploaded such as roof, floor and other building plans.

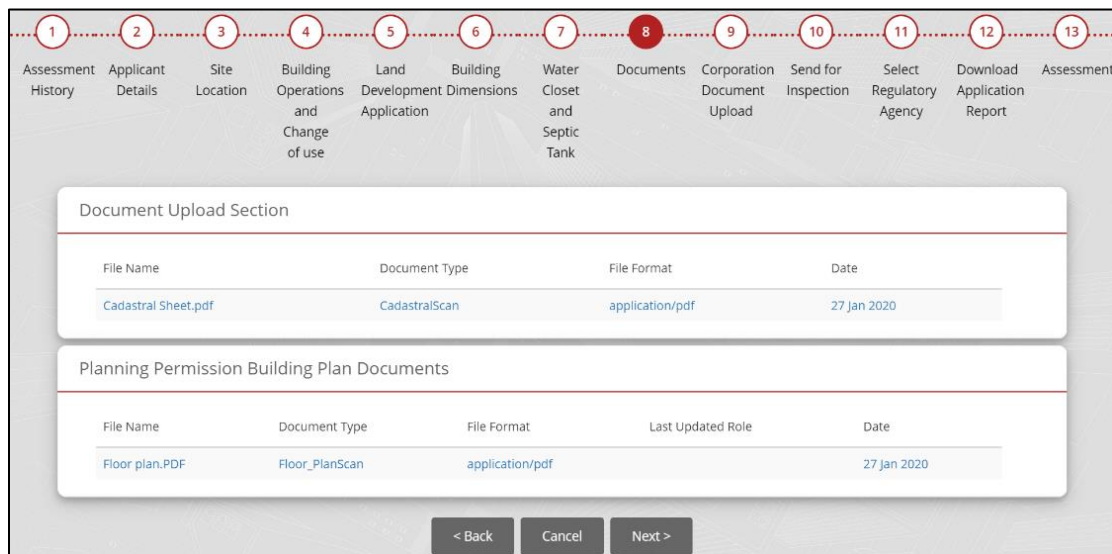


Figure 111: Documents tab

- i. **Tab 9: Corporation Document Upload** – Another document tab like tab 8.
 - j. **Tab 10: Assessment** – The cashier can indicate here that payment was made and upload receipt if necessary.
3. Go to **Assessment Tab** (see [Figure 112](#)) to process payment for the application.
There are THREE sections in Assessment Tab,

- **Remarks Section** – Shows Municipal Corporation Internal Reference Number (entered by Inspector) along with Internal and External remarks (for Cashier remarks). Internal Remarks can only be seen by users within the Municipal Corporation. External Remarks are seen by users outside of the Municipal Corporation including applicants.
- **Additional Document Section** – The Cashier can upload supporting documents such as receipt (if required).
- **Payment Details** – The Cashier should select Date of Payment. This section also shows the amount to be paid for Building Permit application.

@

- In case there is a need to go to previous tab, the Cashier can click < Back.
- In case the Cashier needs to close application and return to the dashboard without processing, click Cancel.

After payment is received, the chashier can process the application by clicking the Payment Received button.

Remark Section

Corporation Internal Reference Number

56656A

Internal Remarks

External Comments

Attach Additional Document(s)

Attach Additional Document(s)

Add files

Start upload

Clear files

Drop files here or click to upload.

Payment Details

Date of Payment

24/01/2020

Building Permit Fees Amount

100

Value in TT\$

< Back

Cancel

Payment Received

Figure 112: Municipal Corporation Cashier Building Permit Request - Assessment Tab

Upon validation, a success message is displayed (see [Figure 113](#)).

Transaction Completed

✓ Payment Received

PPR2019082804839

Ok

Figure 113: Municipal Corporation Cashier Building Permit Payment Success Message

7.4 COMPLETION CERTIFICATE PAYMENT REQUEST

The 'Completion Certificate Payment Request' section displays all the applications which were issued Completion Certificates and awaiting payment (see [Figure 114](#)). For help navigating this section, refer to [Navigating Sections](#).

Completion Certificate Payment Request							
Reference Number ⌵	Application Type ⌵	Saved Date ⌵	Community ⌵	Category of Development ⌵	Land Use Proposed ⌵	Status ⌵	Action ⌵
PPR2019082804839	Planning Permission	28 Aug 2019	Ariapita	New Buildings		Issued Completion Certificate	

Figure 114: Municipal Corporation Cashier Completion Certificate Payment Request Section

7.4.1 STEPS TO PROCESS A COMPLETION CERTIFICATE PAYMENT REQUEST

1. Click the **Reference Number** to view and process the application.
2. Click on each tab to review the application information and attachments (see [Application Tabs](#) for further information).
3. Go to **Assessment Tab** (see [Figure 115](#)) to process payment for the application.
There are THREE sections in Assessment Tab,
 - **Remarks Section** – The Cashier can enter Internal and External remarks. The Municipal Corporation Internal Reference Number is also displayed in this section. Internal Remarks can only be seen by users within the Municipal Corporation. External Remarks are seen by users outside of the Municipal Corporation including applicants.
 - **Additional Document Section** - Upload the supporting documents (if required).
 - **Payment Details** – The Cashier should select Date of Payment. This section also shows the amount paid for Building Permit as well as the amount to be paid for Completion Certificate application.

Remark Section

Corporation Internal Reference Number
R10134

Internal Remarks

External Comments

Attach additional document

Attach additional document

Add files
Start upload
Clear files

Drop files here or click to upload.

Payment Details

Date of Payment

Building Permit Fees Amount
100
Value in TT\$

Completion Certificate Fees Amount
500
Value in TT\$

< Back
Cancel
Payment Received

Figure 115: Municipal Corporation Cashier Completion Certificate Request - Assessment Tab

GOOD TO KNOW:

@

- In case there is a need to go to previous tab, the Cashier can click

< Back

.
- In case the Cashier needs to close application and return to the dashboard without processing, click

Cancel

.

Once payment is received, the cashier can process the application by clicking the

Payment Received

 button. Upon validation of decision, a success message is displayed (see [Figure 116](#)).

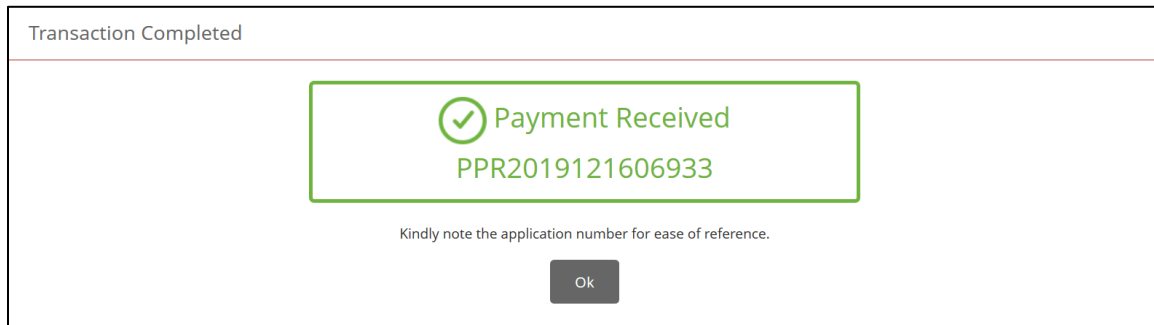
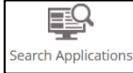


Figure 116: Municipal Corporation Cashier - Completion Certificate Success Message for Payment Received

7.5 SEARCH APPLICATIONS

“Search Application” function allows the Inspector to search for any application in the system using the appropriate search criteria.

To search for an application:

- a. Select  from the menu and the Search page is displayed (see [Figure 117](#) below). Please refer to the Appendix [Search Application Page](#) for more information.

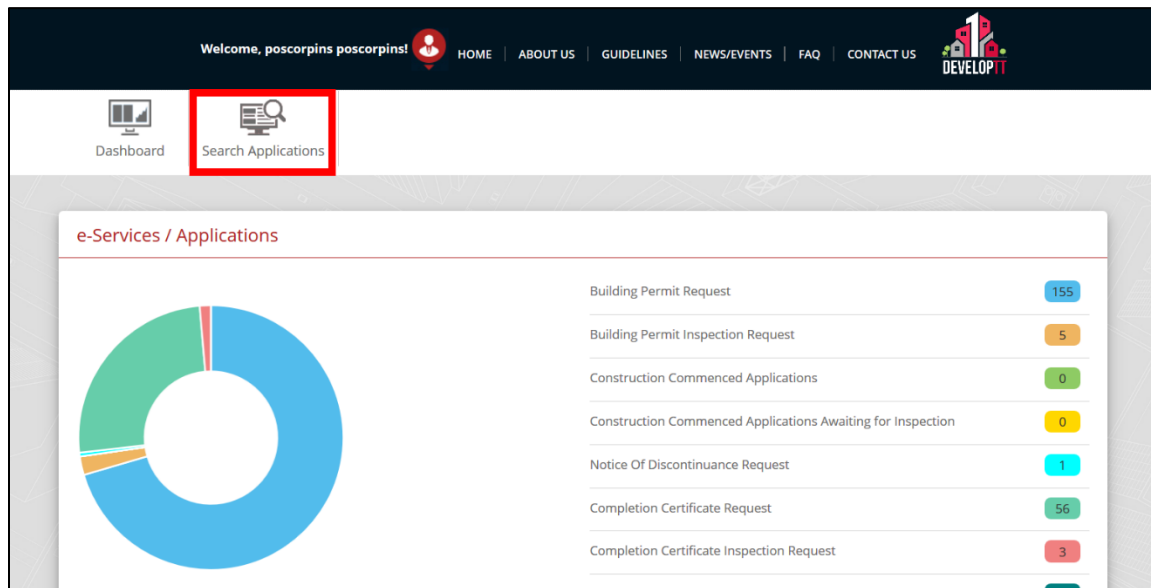


Figure 117: Search Application Button

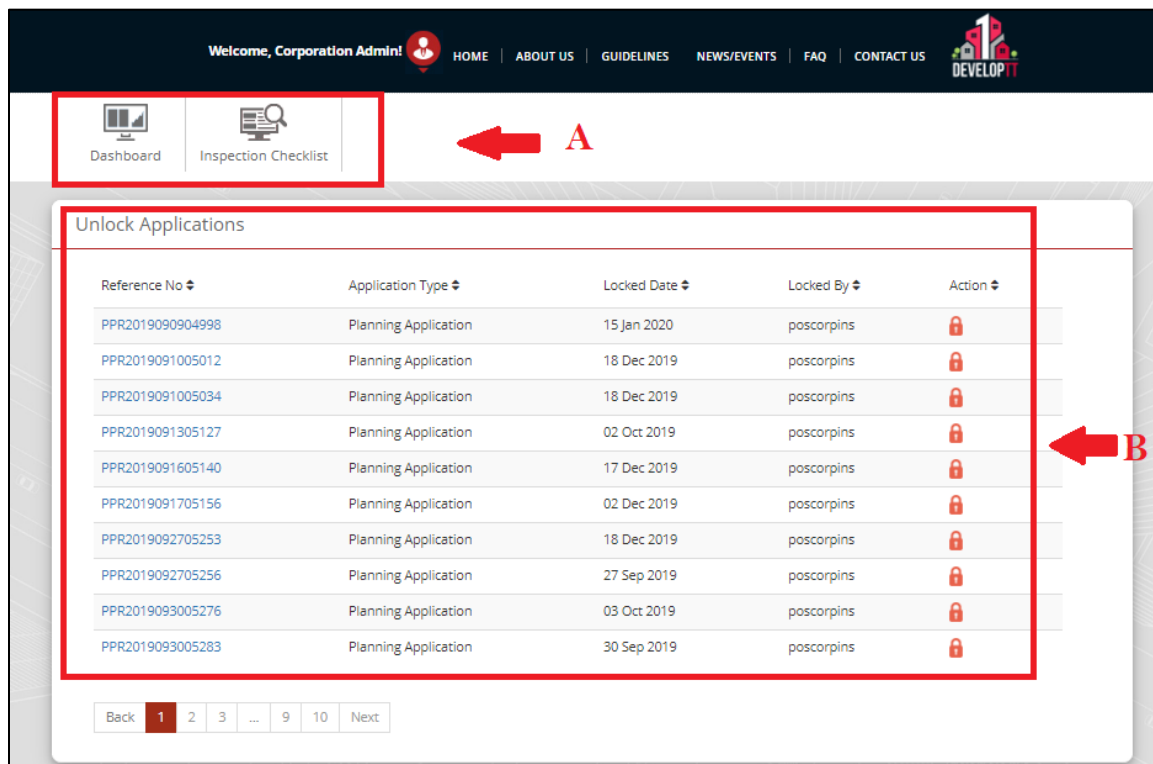
8 MUNICIPAL CORPORATION ADMINISTRATOR



The Municipal Corporation Administrator acts as a super user for the Municipal Corporation who has the ability to unlock applications locked to any approving level as well as create, edit, modify or delete inspection form and/or report templates.

Municipal Corporations have many approving levels on DevelopTT. Once an application is forwarded to the Municipal Corporation, and an approving user opens the application, it is locked to the specific user. Other users can view the application but cannot process the application unless it is unlocked by the user or administrator.

8.1 DASHBOARD

The dashboard is the default screen that will be displayed to the Administrator after logging in (refer to [Figure 118](#) below). It shows the sub-navigation bar (indicated as A) along with a list of locked applications (indicated as B).













Welcome, Corporation Admin!  [HOME](#) | [ABOUT US](#) | [GUIDELINES](#) | [NEWS/EVENTS](#) | [FAQ](#) | [CONTACT US](#) 

A

Dashboard Inspection Checklist

B











Reference No	Application Type	Locked Date	Locked By	Action
PPR2019090904998	Planning Application	15 Jan 2020	poscorpins	
PPR2019091005012	Planning Application	18 Dec 2019	poscorpins	
PPR2019091005034	Planning Application	18 Dec 2019	poscorpins	
PPR2019091305127	Planning Application	02 Oct 2019	poscorpins	
PPR2019091605140	Planning Application	17 Dec 2019	poscorpins	
PPR2019091705156	Planning Application	02 Dec 2019	poscorpins	
PPR2019092705253	Planning Application	18 Dec 2019	poscorpins	
PPR2019092705256	Planning Application	27 Sep 2019	poscorpins	
PPR2019093005276	Planning Application	03 Oct 2019	poscorpins	
PPR2019093005283	Planning Application	30 Sep 2019	poscorpins	

Back 1 2 3 ... 9 10 Next

Figure 118: Municipal Corporation Administrator Dashboard

8.2 UNLOCK APPLICATIONS

As stated earlier, an application gets locked once it is opened by an approver. The 'Unlock Applications' section lists the applications which are in locked mode (see [Figure 119](#) below). You can view the Reference Number and the user the application is locked to.


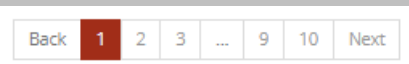
Reference No ↕	Application Type ↕	Locked Date ↕	Locked By ↕	Action ↕
PPR2020011007618	Planning Application	11 Feb 2020	poscorpeng	
PPR2020021009382	Planning Application	11 Feb 2020	poscorpins	
PPR2020020609019	Planning Application	06 Feb 2020	poscorpins	
PPR2020020508871	Planning Application	05 Feb 2020	poscorpins	
PPR2020012708214	Planning Application	05 Feb 2020	poscorpins	
PPR2020010907592	Planning Application	30 Jan 2020	poscorpins	
PPR2020013008797	Planning Application	30 Jan 2020	poscorpins	
PPR2020013008703	Planning Application	30 Jan 2020	poscorpins	
PPR2019121807114	Planning Application	28 Jan 2020	poscorpins	
PPR2020010307443	Planning Application	28 Jan 2020	poscorpins	

Back 1 2 3 ... 9 10 Next

Figure 119: Municipal Corporation Administrator - Unlock Applications Section

GOOD TO KNOW:




- Tap the  icon to sort applications in ascending or descending order.
- Up to 10 records are displayed in the 'Unlock Applications' pane.
- Click on the navigation buttons  or click a specific page number to navigate between various pages. Click '**NEXT**' to go to the next page and '**BACK**' to go to the previous page. (Indicated as C in Figure 10)

For instance, if a Municipal Corporation Inspector forwards an application, the application would show up on the dashboards of all Municipal Corporation Engineers. Once an Engineer opens the application (before other Engineers), it is locked to that Engineer for processing.

Once that application is opened, it appears on the administrator's 'Unlock Applications' section. Other Engineers may view the application but would not be able to process it. If the Engineer is unable to unlock the application, the administrator has the ability to unlock the application to allow another Engineer to process it.

STEPS TO UNLOCK AN APPLICATION

1. Search the list of applications for the relevant application by reference number.
To view the application details, click the reference number.
2. Click the lock icon  that corresponds to the application. A confirmation message would appear as in [Figure 120](#).

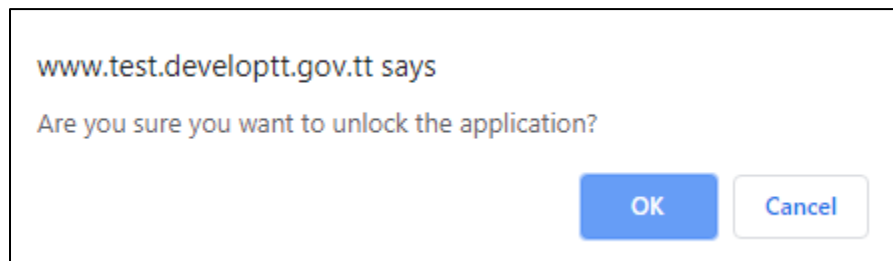


Figure 120: Unlock Application Confirmation Message

3. Click 'OK'. Click 'Dashboard' button in sub-navigation bar to refresh the page. Once successful, application would be removed from the list (see [Figure 121](#) below).






Unlock Applications				
Reference No ↕	Application Type ↕	Locked Date ↕	Locked By ↕	Action ↕
PPR2020011007618	Planning Application	11 Feb 2020	poscorpeng	
PPR2020021009382	Planning Application	11 Feb 2020	poscorpins	
PPR2020020508871	Planning Application	05 Feb 2020	poscorpins	
PPR2020012708214	Planning Application	05 Feb 2020	poscorpins	
PPR2020010907592	Planning Application	30 Jan 2020	poscorpins	

Figure 121: Unlock Application section after PPR20200609019 was unlocked

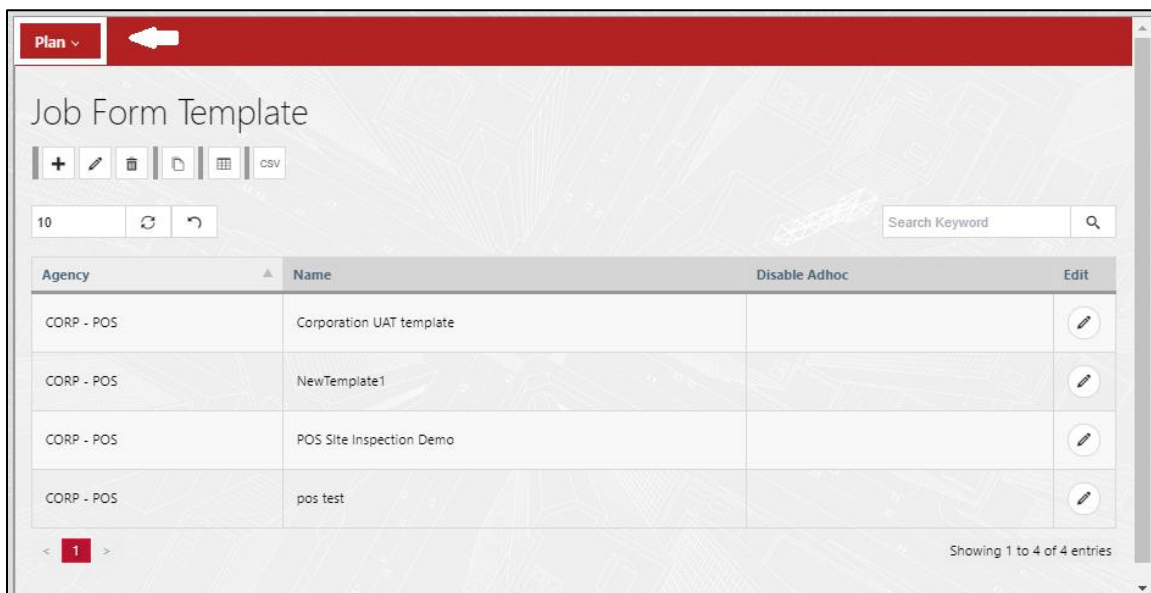
8.3 INSPECTION CHECKLIST

This function allows the Municipal Corporation Administrator to manage templates for inspection job forms (to be used by Municipal Corporation Inspectors for inspections) and reports.



Inspection Checklist

On clicking Inspection Checklist button , you would be taken to the Job Form Template screen. You can click the 'Plan' button (indicated in [Figure 122](#) below) to switch between the two (2) functions.







Agency	Name	Disable Adhoc	Edit
CORP - POS	Corporation UAT template		
CORP - POS	NewTemplate1		
CORP - POS	POS Site Inspection Demo		
CORP - POS	pos test		

Figure 122: Inspection Checklist window

JOB FORM TEMPLATE

Form Templates are used to capture information when performing an inspection. A corresponding report template must be created to view information entered on the form.

1. Select **Plan** icon and a dropdown list will be shown, select from the list '**Job Form Template**'. You would be presented with a table containing a list of job forms templates as seen in [Figure 123](#).

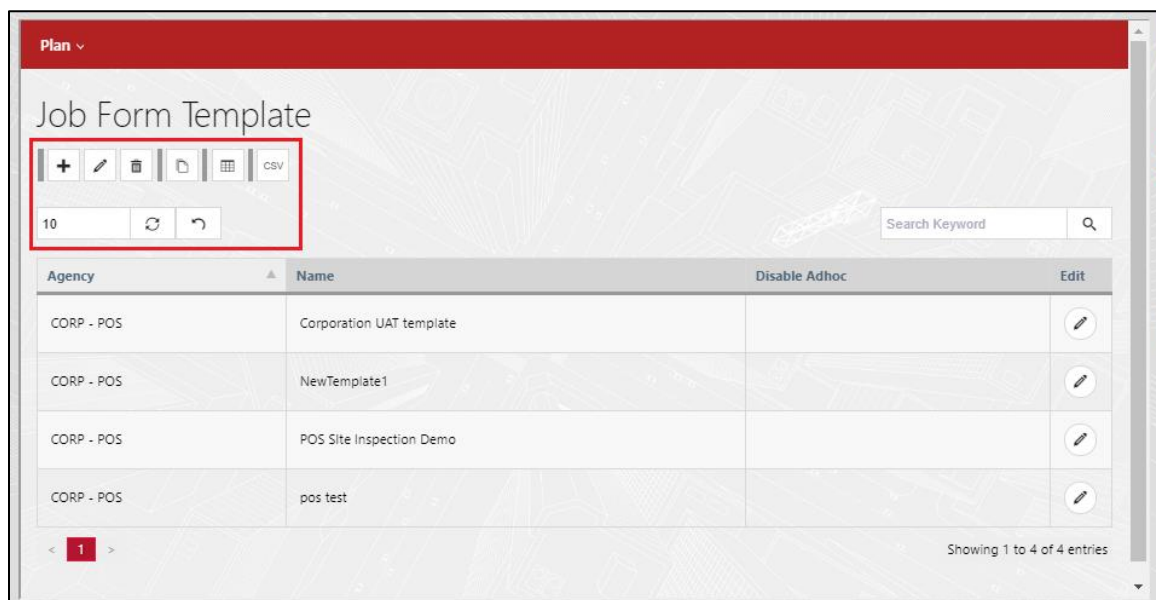














Figure 123: Job Form Template window

Icons Explained

Table 5: Job Form/Report Template Icons Explained

 	Create a new Job Form/Report Template
 	Edit an existing Job Form/Report Template
 	Delete a Job Form/Report Template

	Copy an existing Job Form/Report Template
	Select or unselect all records in the table
	Download list of table records
	Indicate number of records to show in table at a time
	Refresh table
	Undo last action on table

- Click the 'Add' button to create a new template. The 'Add Job Form Template' would be shown (see [Figure 124](#) below). The Agency would be automatically populated.

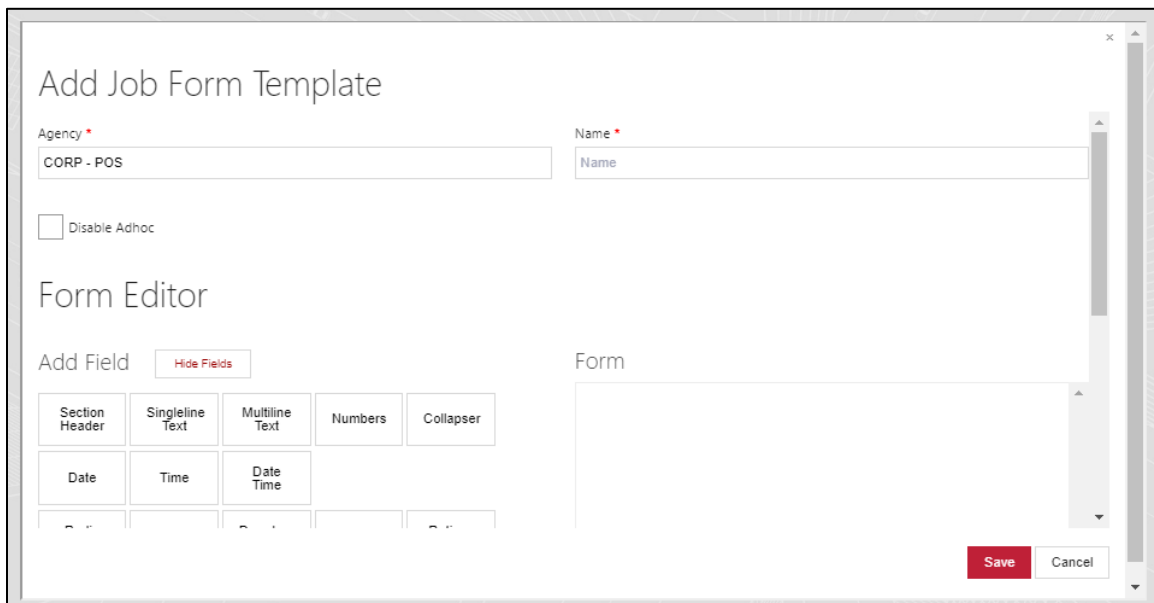


Figure 124: Add Job Form Template

3. Enter a name for the job form.
4. Select necessary fields from Form Editor section (see [Figure 125](#) below) and add to form.
 - a. Click on a field button under the 'Add Field' section. The field should appear under the 'Form' section to the right.

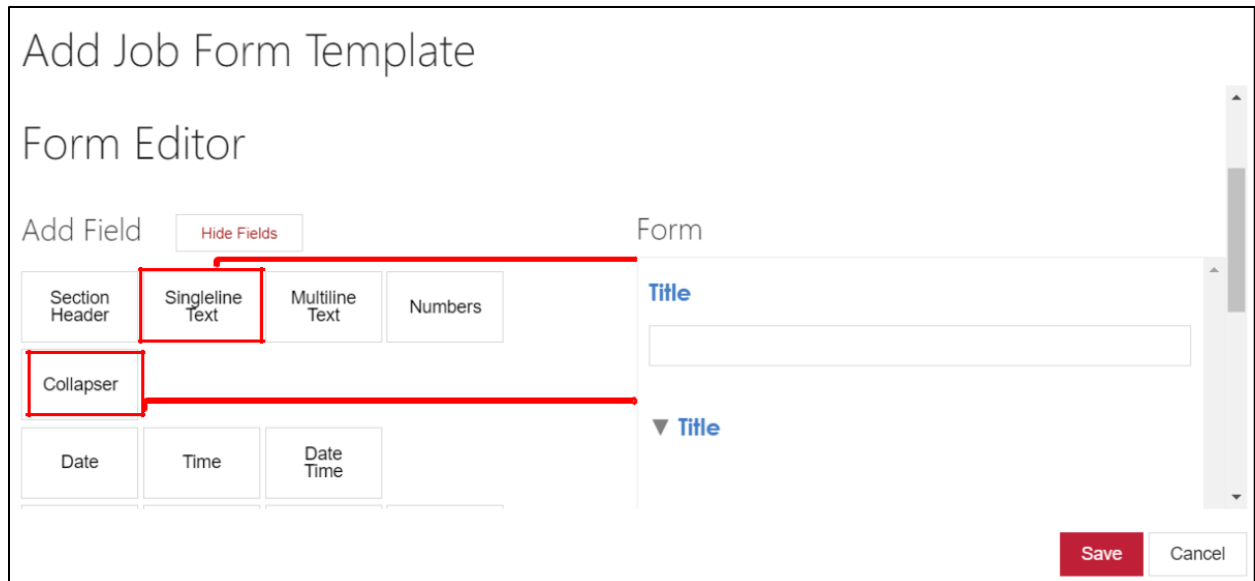


Figure 125: Form Editor with Field Types

- b. Click on the field under 'Form' section and settings would appear to the left under the 'Form Editor' section in the section 'Label' (refer to [Figure 126](#) below).

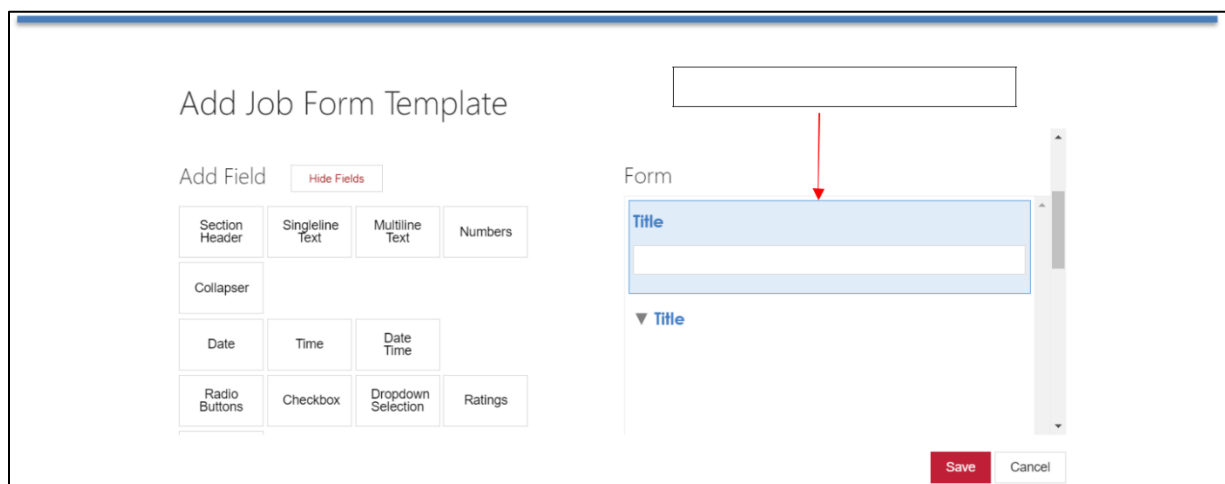


Figure 126: Editing a Field

Scroll down to the bottom of the window to edit the field settings. Some field settings as seen in [Figure 127](#) are:

Title – Name of field.

Mandatory - The field can be made Mandatory by checking the box seen

Editable - Enables a response to be entered during inspection.

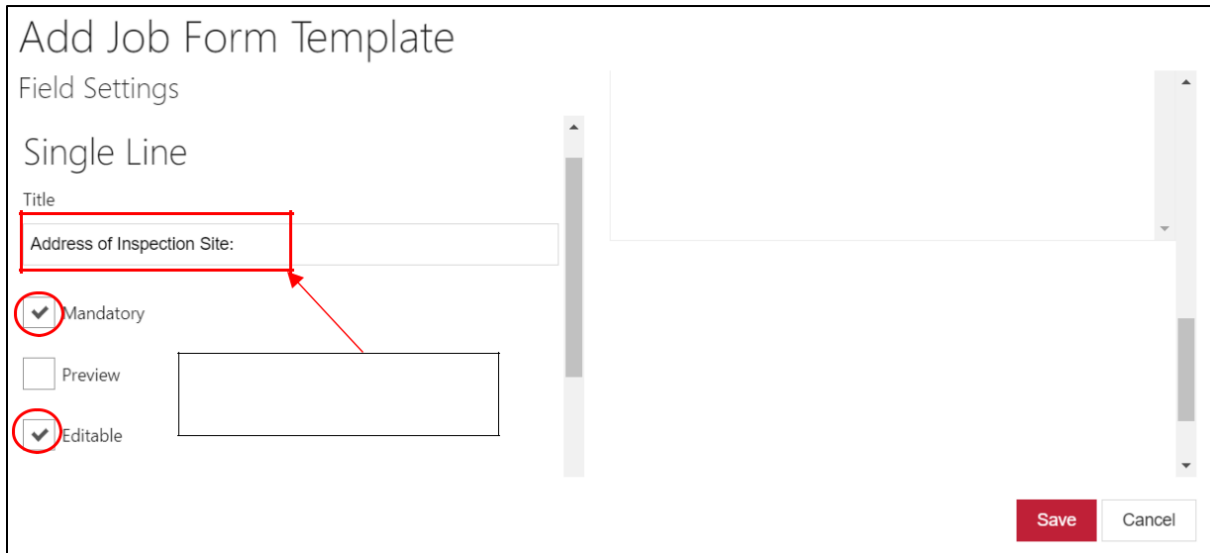


Figure 127: Adding Field Information

- c. Once you have successfully entered all required field settings, scroll to the top under heading Form. The newly edited fields will be shown on the right-hand side under Form (see [Figure 128](#)).

Add Job Form Template

Add Field

Hide Fields

Section Header

Singleline Text

Multiline Text

Numbers

Collapser

Date

Time

Date Time

Radio Buttons

Checkbox

Dropdown Selection

Ratings

Form

Address of Inspection Site: *

▼ Inspection Details

Date of Inspection

Save

Cancel

Figure 128: Edited Fields

- d. Select the 'Save' button to save the form template created. A success message would appear (see [Figure 129](#)) and the new form would be seen in the Job Form Template table.

Plan ▾

Job Form Template

+ ✎ 🗑️ 📄 📊 CSV

10 ↺ ↻

🔍

Agency	Name	Disable Adhoc	Edit
CORP - POS	Corporation UAT template		✎
CORP - POS	NewTemplate1		✎
CORP - POS	POS Site Inspection Demo		✎
CORP - POS	pos test		✎
CORP - POS	User Guide Manual Test		✎

Figure 129: Job Form Template Success Message

JOB REPORT TEMPLATE

Report Templates are used to display the report of an inspection that was carried out in the field. It has a corresponding form template, where information would be pulled from to populate the report.

1. Select **Plan** icon and a dropdown list will be shown, select from the list '**Job Report Template**'. You would be presented with a table containing a list of job report templates as seen in [Figure 130](#). The icons are the same as the [Job Form Template](#) icons.
2. Click the 'Add' button to create a new template. The 'Add Job Report Template' would be shown. The Agency would be automatically populated.

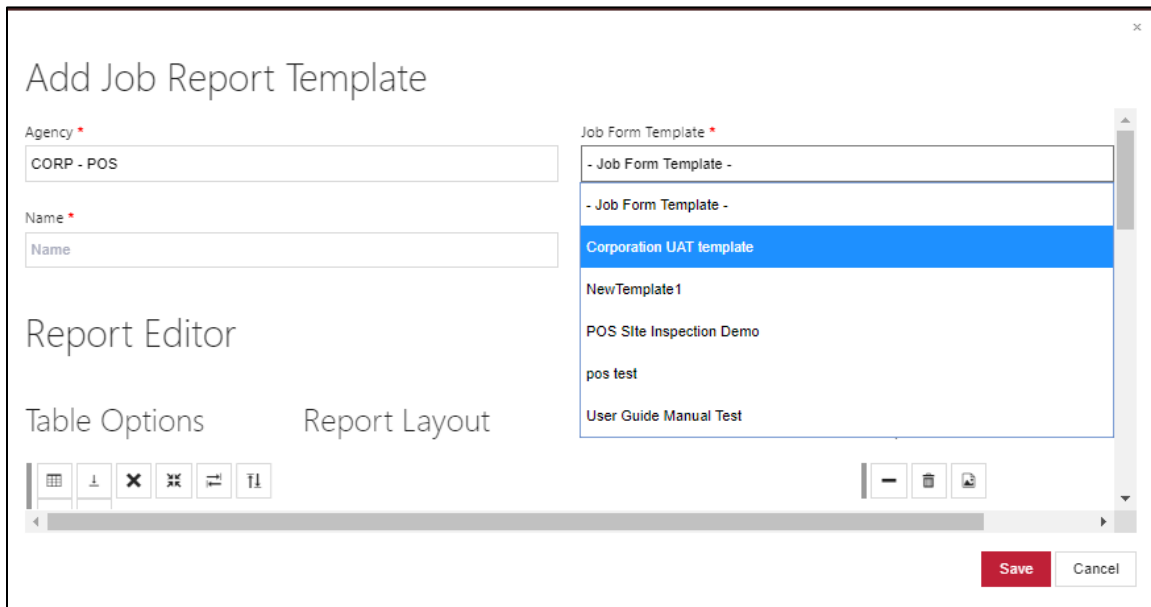






Figure 130: Add Job Report Template window


3. Select a Job Form Template you which to create the report for.
4. Enter a name for the job report.
5. Specify size of table for report. Enter the number of Rows and Columns needed then click on the table icon (see [Figure 131](#)).

Add Job Report Template

Select No. of Columns

Table Options







Select Orientation




Figure 131: Job Report Grid Layout

After creating table, it should appear under the Report Layout section in the middle (see [Figure 132](#) below).

Report Editor

Table Options

Select Orientation

Report Layout

2 rows x 2 columns

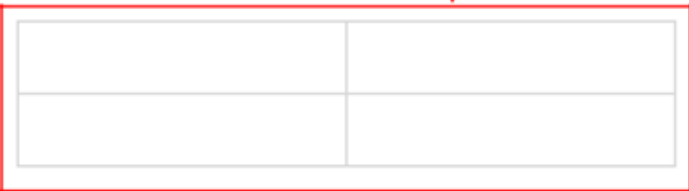


































Figure 132: Job Report Layout

Report Editor Icons

Table Options (Left of window)	
     	Create table button. The number of rows and columns MUST be specified before clicking the button.
    	Add a row to the report table.
   	Delete a row from the report table.

   Merge Cell	Merge cells in the report table.
  Split Column	Split merged column in report table.
 Split Row	Split merged row in report table.
  Clear Table	Clears entire table
Report Tools (right of window)	
   Remove Field	Remove a particular field. Field must be selected before clicking this button.
  	Clear the entire table.
   System Fields Add Logo	Add a logo to the report.

6. Select necessary fields from Report Tools section on the right to be added to report.

- a. Fields created on the form template would be found under 'User Fields'. Click on 'Select User Field To Insert To' (indicated in the red box) to view the



- b. On the report layout, select the cell where the first field is to be placed. It should be highlighted blue (see [Figure 133](#)).

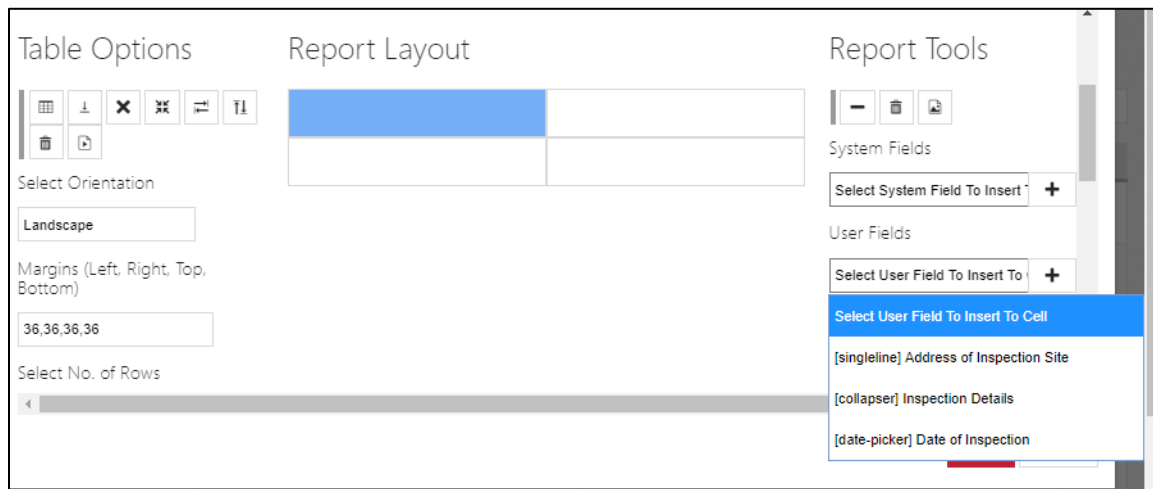


Figure 133: Cell Selected and User Field Drop-Down List shown

- c. Click the field from the list which you wish to add and it would appear in the report table (see [Figure 134](#)).

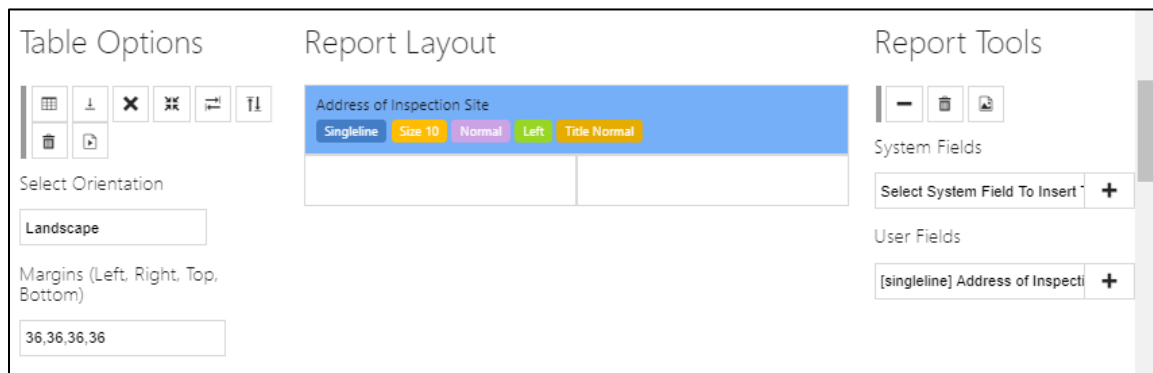



Figure 134: Field added to report table

- d. With field still highlighted, scroll to the bottom left, down to 'Cell Options' section (see [Figure 135](#)). You may change font size, style, alignment or title style here. Once you have entered the desired setting, click the arrow next to it for changes to show. Click on the field again to deselect it.
- e. Repeat steps a – d to add other fields to the report table.



Add Job Report Template

Cell Options

Border Option

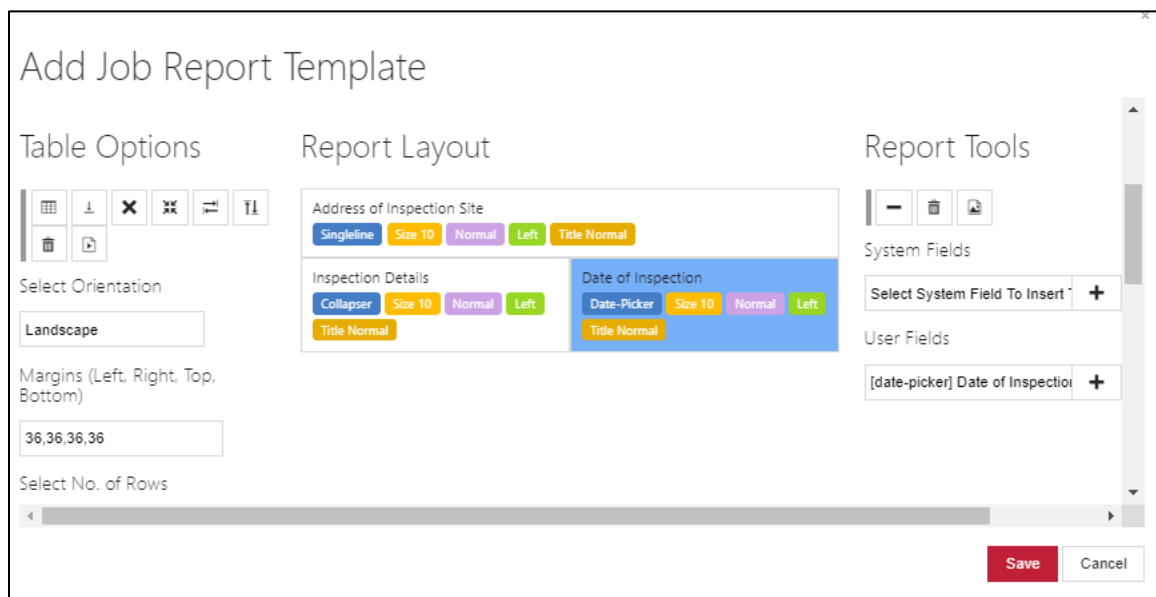
Font Size: 10

Font Style: Normal

Alignment

Save Cancel

Figure 135: Cell Options



Add Job Report Template

Table Options

Select Orientation: Landscape

Margins (Left, Right, Top, Bottom): 36,36,36,36

Select No. of Rows

Report Layout

Address of Inspection Site

Inspection Details

Date of Inspection

Report Tools

System Fields

User Fields

Save Cancel

Figure 136: Complete Report Template

- f. Once you have successfully filled out the report template, click 'Save' button. A success message would appear (see [Figure 137](#)) and the new form would be seen in the Job Report Template table.

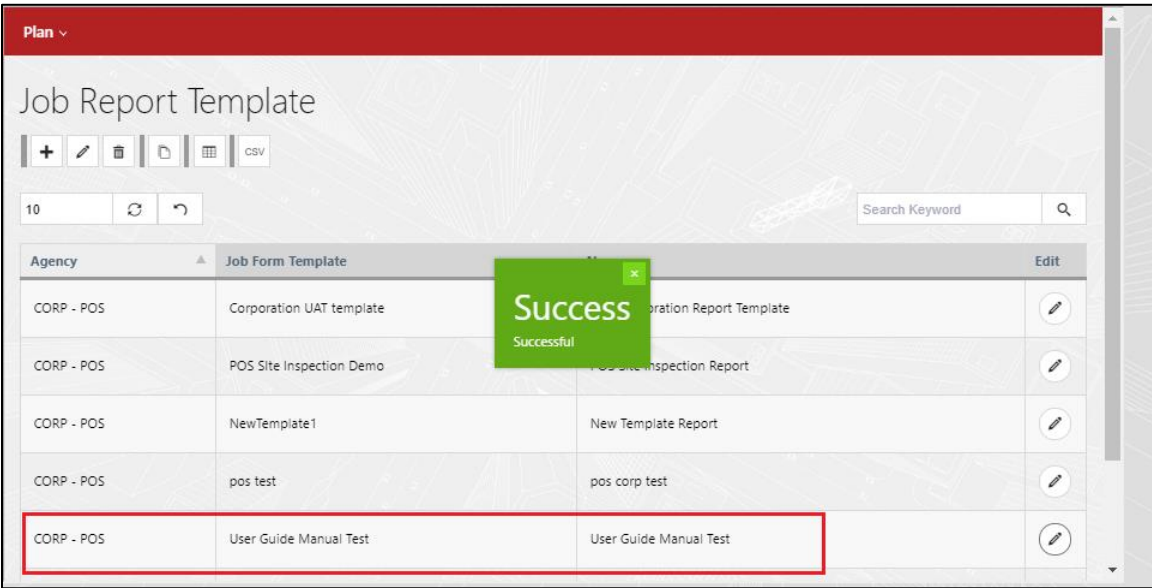


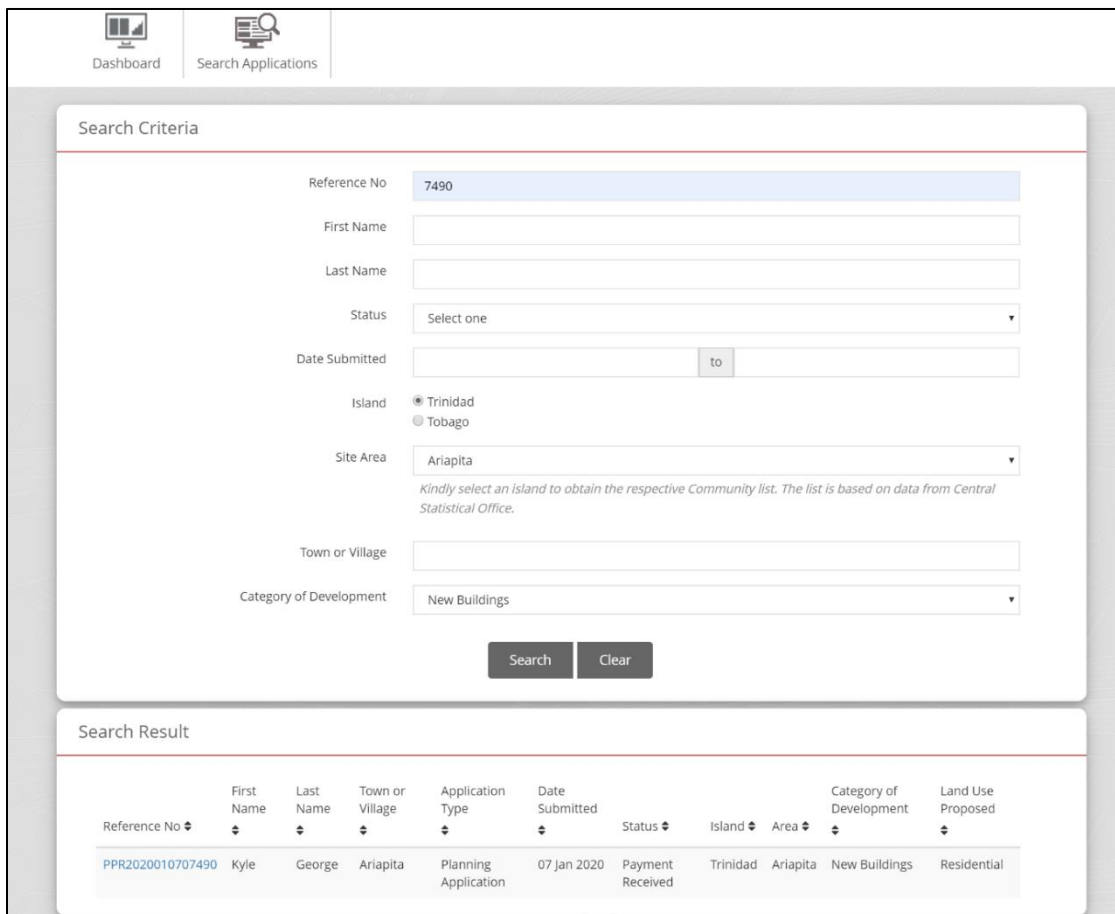
Figure 137: Job Report Template Success Message

APPENDIX

SEARCH APPLICATION PAGE

The 'Search Application' function allows a user to search for an application using the appropriate search criteria. Once an application was forwarded by TCPD to the Municipal Corporation, any Municipal Corporation approver would be able to search for and view the application.

1. Click on 'Search Applications' icon  from the menu. The search page would be displayed as seen in [Figure 138](#) below.



The screenshot shows the 'Search Applications' page. At the top, there are two tabs: 'Dashboard' and 'Search Applications'. The 'Search Applications' tab is active. Below the tabs is a 'Search Criteria' section with various input fields:

- Reference No: 7490
- First Name: (empty)
- Last Name: (empty)
- Status: Select one (dropdown menu)
- Date Submitted: (empty) to (empty)
- Island: ☒ Trinidad, ☐ Tobago
- Site Area: Ariapita (dropdown menu)
- Town or Village: (empty)
- Category of Development: New Buildings (dropdown menu)

Below the search criteria is a 'Search Result' section. It contains a table with the following data:

Reference No	First Name	Last Name	Town or Village	Application Type	Date Submitted	Status	Island	Area	Category of Development	Land Use Proposed
PPR2020010707490	Kyle	George	Ariapita	Planning Application	07 Jan 2020	Payment Received	Trinidad	Ariapita	New Buildings	Residential

Figure 138: Search Application page

2. Enter at least ONE search criterion to perform the Search operation. The different search criteria are seen in [Figure 138](#). There are lists to choose from for two (2) of the criteria (see [Figure 139](#) and [Figure 140](#)):

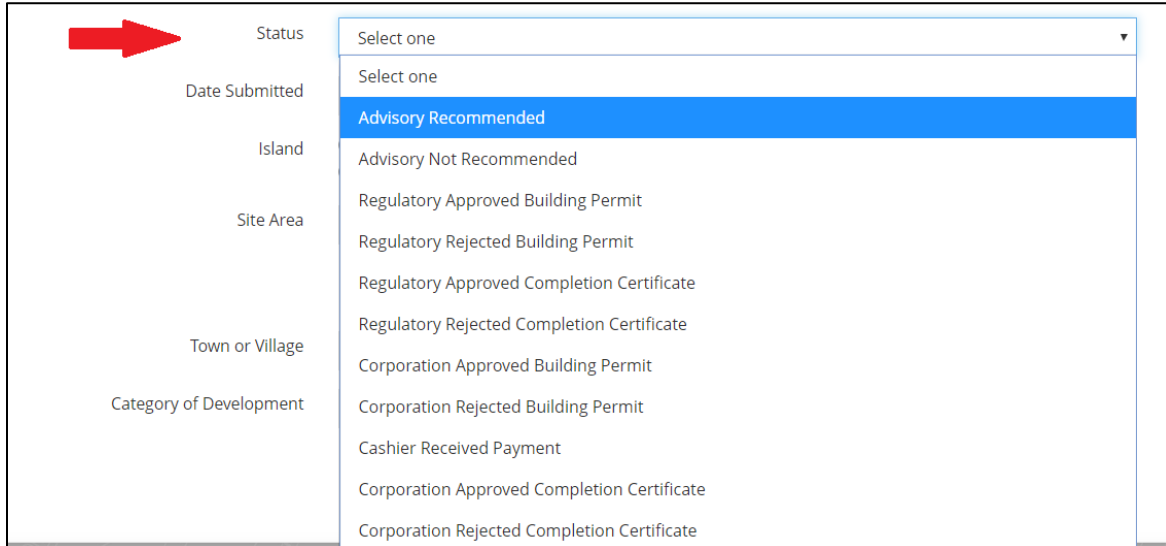


Figure 139: Status drop-down list

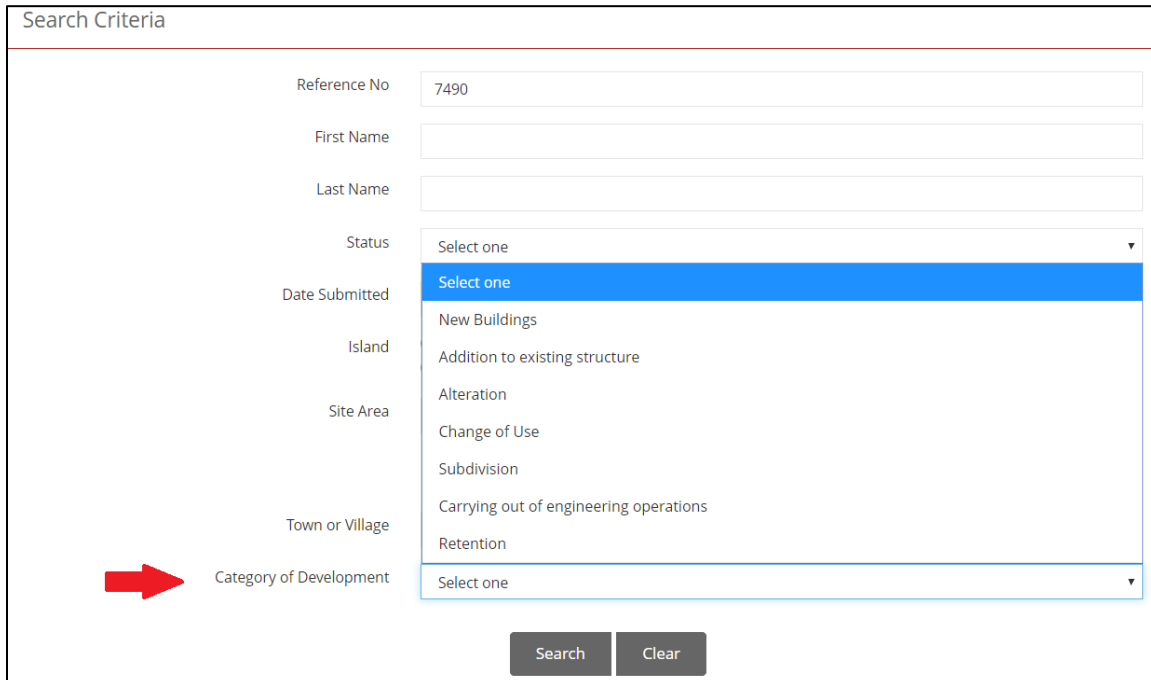


Figure 140: Category of Development drop-down list

Search

3. Click Search button and the results will be displayed in the 'Search Result' section below.
4. Results would be provided three (3) per results page. Click Next or a page number to view another results page.

A sample search is shown in [Figure 141](#) below.

Search Criteria

Reference No

First Name

Last Name

Status

Select one

Date Submitted

to

Island

☐ Trinidad
☐ Tobago

Site Area

Select one

Town or Village

Category of Development

New Buildings

Search

Clear

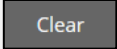
Kindly select an island to obtain the respective Community list. The list is based on data from Central Statistical Office.

Search Result

Reference No	First Name	Last Name	Town or Village	Application Type	Date Submitted	Status	Island	Area	Category of Development	Land Use Proposed
PPR2020010707490	Kyle	George	Ariapita	Planning Application	07 Jan 2020	Payment Received	Trinidad	Ariapita	New Buildings	Residential

Figure 141: Sample Search with results




- The  button allows you to clear the web form by removing the values from all fields by "resetting" the form to its default appearance.
- Any part of an Application Reference Number can be used as a search criterion. E.g. application 'PPR2019090904998' can be found by searching '4998'

ABOUT THE SITE LOCATION

The Site Location tool function allows applicants to define a “virtual boundary of a plot” around a real-world geographic area. This enables DevelopTT approvers to ascertain the exact location of the site in question. The plotter is also able to plot a site location on the map.

Map Icons

Click the 'X' next to Site Location on the left, . Your map will appear with icons on the left and right side as seen in [Figure 142](#) below.

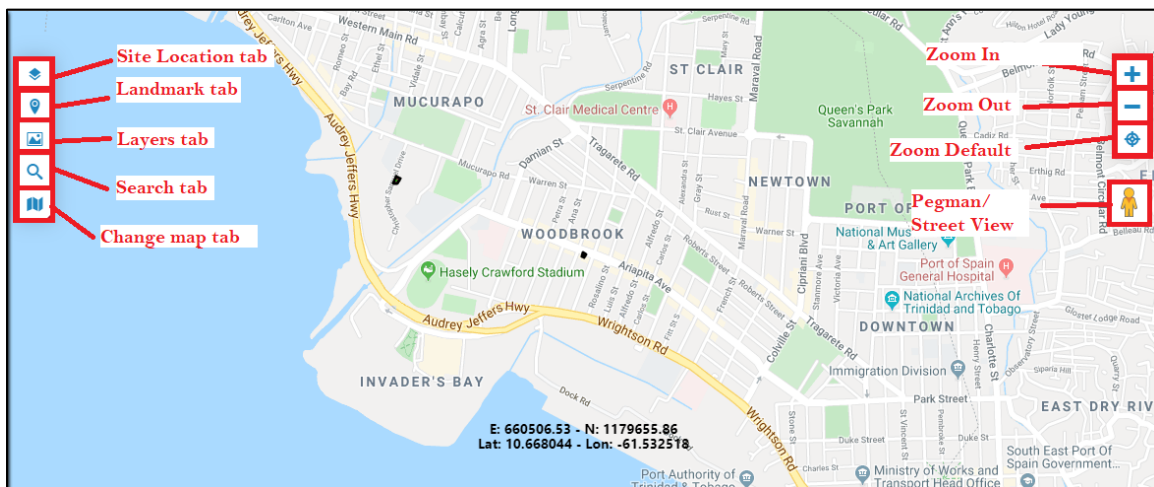


Figure 142 - Site Location

- Site Location tab** – As seen in [Figure 142](#) above, all maps for DevelopTT approvers would have this tab open by default.
- Layers tab** – There are six (6) layers. You can toggle on and off any of the layers. In [Figure 143](#), Planning (TCPD Planning Regions) layer is on. You can see a legend provided to the top right and the different layers displayed. Click 'X' next to Layers to exit.

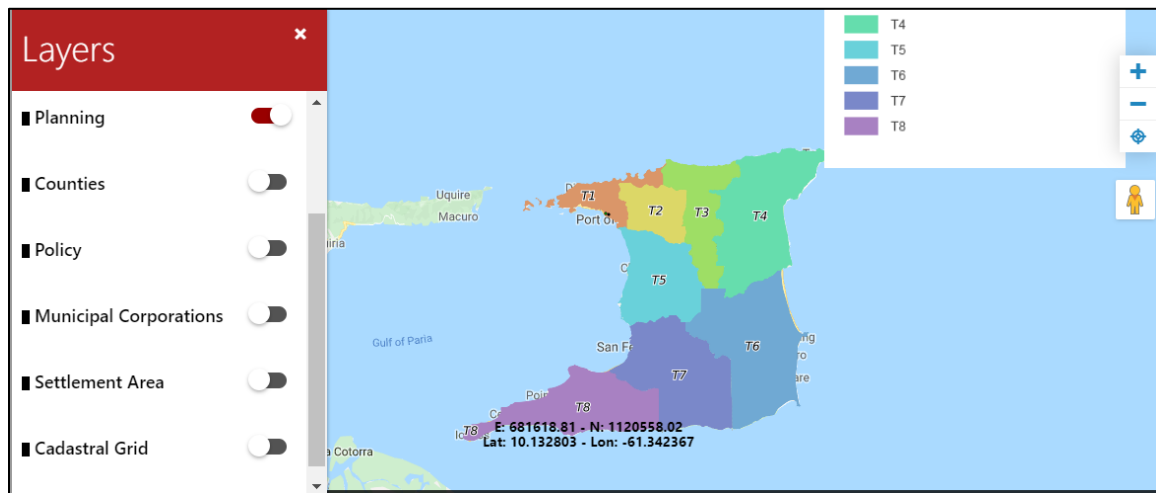


Figure 143 - Site Location Layers tab

- c) **Search tab** – You can search the map as seen in [Figure 144](#) below. Enter the start or the full name of what you want to find and click Enter; the green pin (circled in [Figure 144](#) below) shows the exact location.

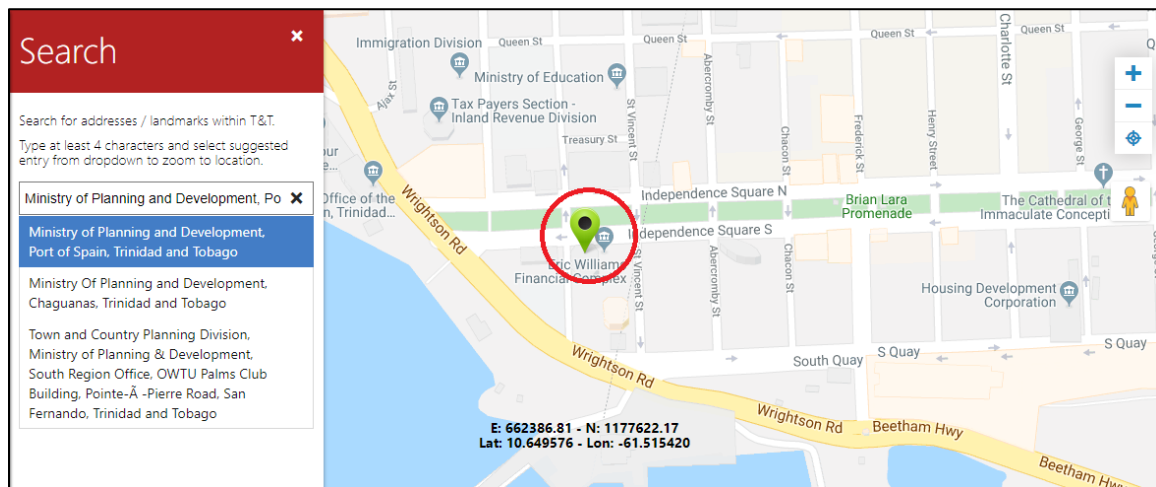


Figure 144 - Site Location Search tab

- d) **Change map tab** – This feature allows you to see the map in four (4) different ways: Normal, Terrain, Satellite and Hybrid. We have been looking at the map in Normal view mode (see [Figure 145](#)).

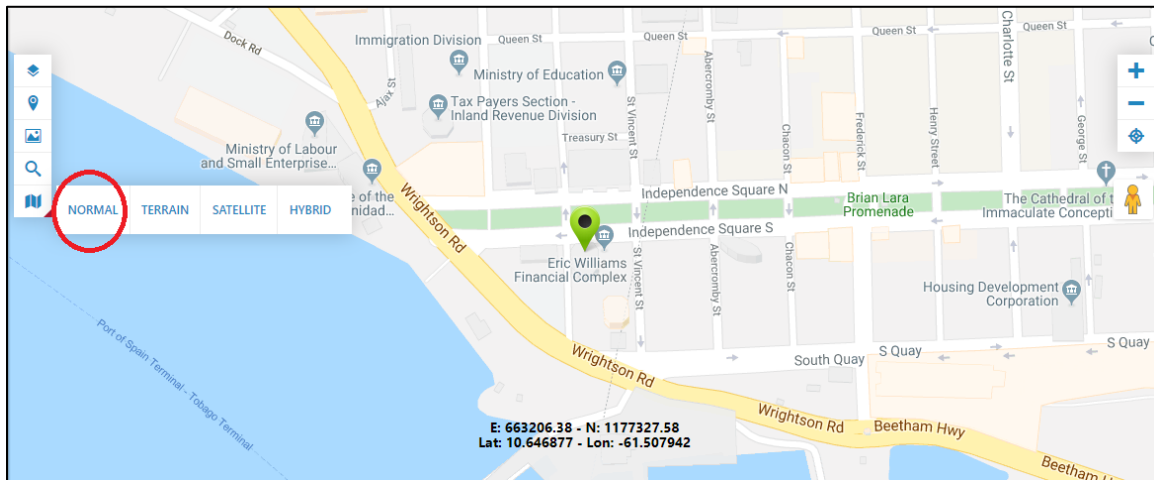


Figure 145 - Site Location Change Map tab

HOW TO SCHEDULE AN INSPECTION

How to Schedule an Inspection

A Develop^{TT} approver may desire to carry out an inspection on the site before processing the application. These steps provide details on scheduling an inspection.

GOOD TO KNOW:



- More than one inspection can be scheduled and performed for a single application.
- An inspection **MUST** be scheduled before going on site with the mobile application. If it is not scheduled, it will not show up on Develop^{TT} mobile application.

STEPS TO SCHEDULE AN INSPECTION

1. Click on the reference number to view the application.
2. Click 'Next' or go to the Send for Inspection tab. Click the checkbox indicated in the Inspection tab (see [Figure 146](#) below). If no inspection is required, click Next.

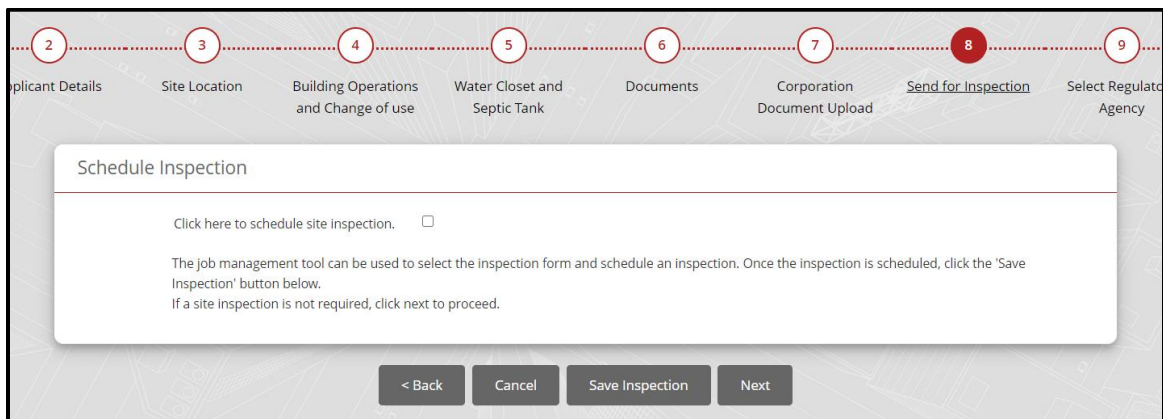
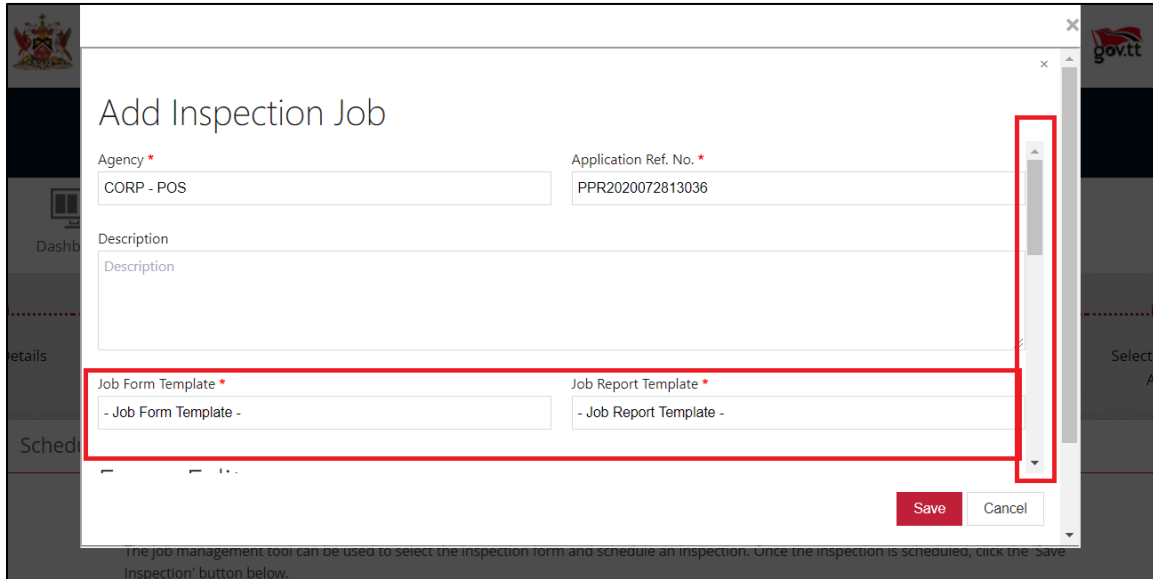


Figure 146 - Schedule Inspection tab

When the approver checks the checkbox in [Figure 146](#), the inspection window pops up to the 'Add Inspection Job' window as seen in [Figure 147](#). The Application Ref. No. would be automatically populated. Agency would always be the relevant code for Corporation, e.g. 'CORP-POS' for Port of Spain City Corporation.

3. Select Job Form Template and Job Report Template from the drop-down list. The previously created job form would show up below; scroll down to view the form (Figure 147).



The screenshot shows the 'Add Inspection Job' form. The form has a header section with 'Agency' (CORP - POS) and 'Application Ref. No.' (PPR2020072813036). Below this is a 'Description' field. The 'Job Form Template' and 'Job Report Template' dropdowns are highlighted with a red box. A vertical scrollbar is visible on the right side of the form, indicating that the content is scrollable.

Figure 147: Add an Inspection Job

4. Click 'Save' and the approver will see a success message and be redirected to the Inspection Job window (Figure 148). Scroll down and you would see the table with the job.

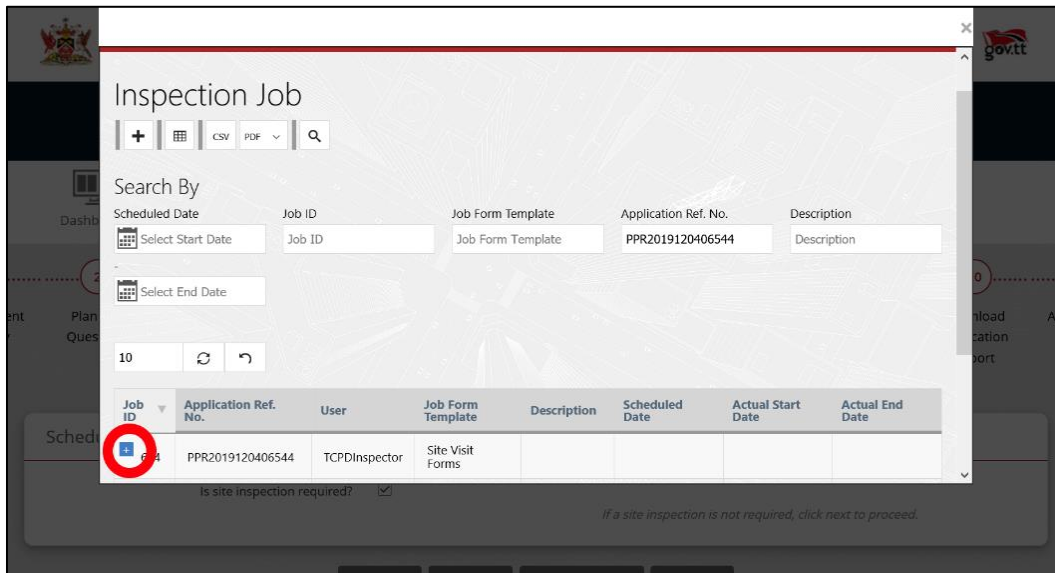




Figure 148: Inspection Job Window

5. Scroll down and you would see the table with the job. Click the cross in the blue

box  to expand shown in [Figure 149](#) below. Click the edit button  to change the job form or report selected. You would be taken back to the Add Inspection Job window.

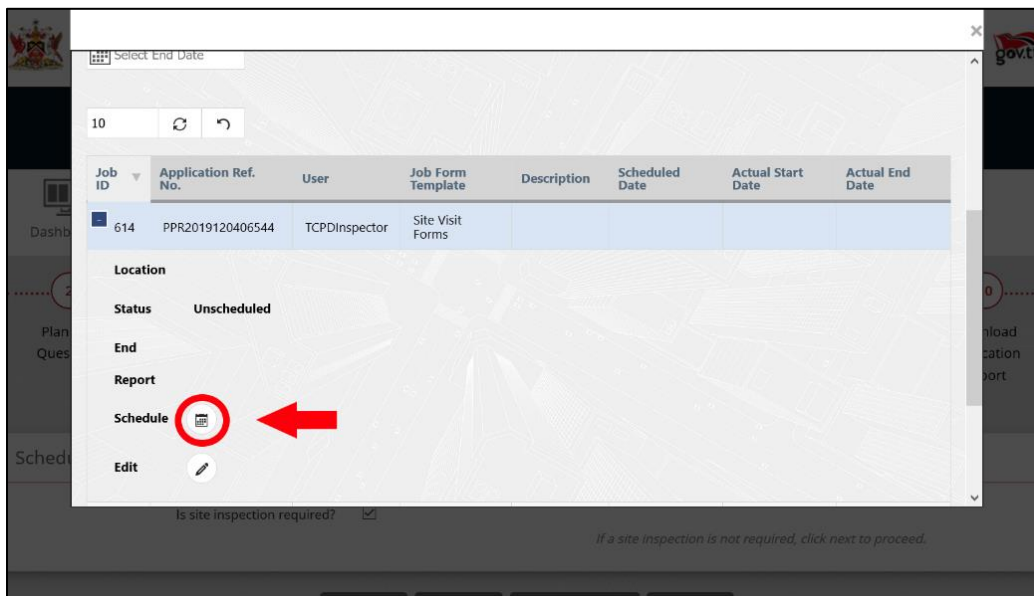

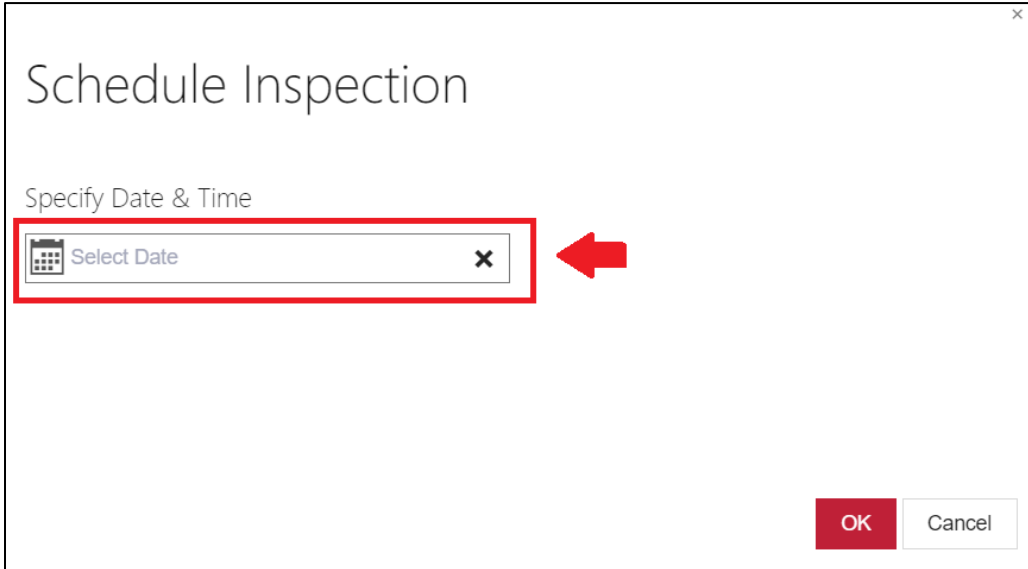


Figure 149: Unscheduled Inspection Job

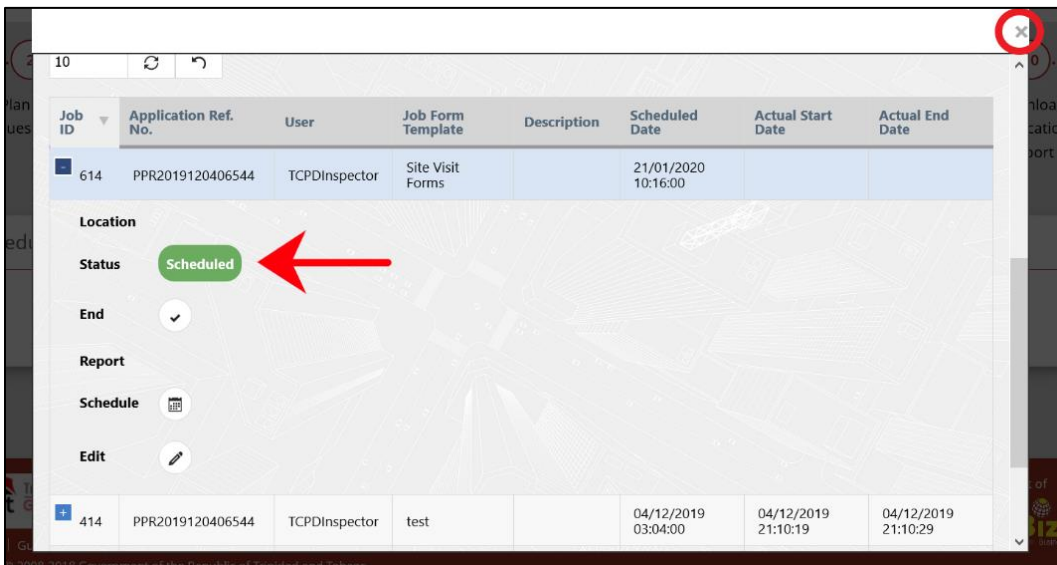
6. Click the schedule button  to schedule the inspection. The Schedule Inspection window would pop up. Click in Specify Date and Time textbox shown in Figure 150 below and choose a date and time for the inspection and click OK.



The 'Schedule Inspection' window is displayed. It features a title bar with a close button (X). Below the title, the text 'Specify Date & Time' is shown. A date and time selection field is highlighted with a red rectangle and a red arrow pointing to it. This field contains a calendar icon, the text 'Select Date', and a close button (X). At the bottom right of the window, there are two buttons: 'OK' (in red) and 'Cancel'.

Figure 150: Schedule Inspection Window


You will get a Success message and be redirected to the Inspection Job window where the status of the job would have changed to 'Scheduled' and scheduled inspection date added to table as seen in Figure 151.



The 'Inspection Job' window is displayed, showing a list of inspection jobs. The first job is highlighted in blue. A red arrow points to the 'Scheduled' status of this job. The window also includes a map view and a sidebar with various icons.

Job ID	Application Ref. No.	User	Job Form Template	Description	Scheduled Date	Actual Start Date	Actual End Date
614	PPR2019120406544	TCPDInspector	Site Visit Forms		21/01/2020 10:16:00		
414	PPR2019120406544	TCPDInspector	test		04/12/2019 03:04:00	04/12/2019 21:10:19	04/12/2019 21:10:29

Figure 151: Scheduled Inspection

7. Click the  button to close the Inspection Job section.
8. Click the **Submit for Inspection** button located at the bottom of the page (see Figure 152). The status of the application will be changed to 'Self Inspection' and the application would be found in the **Inspection Scheduled - Building Permit** section of the Inspector's dashboard.

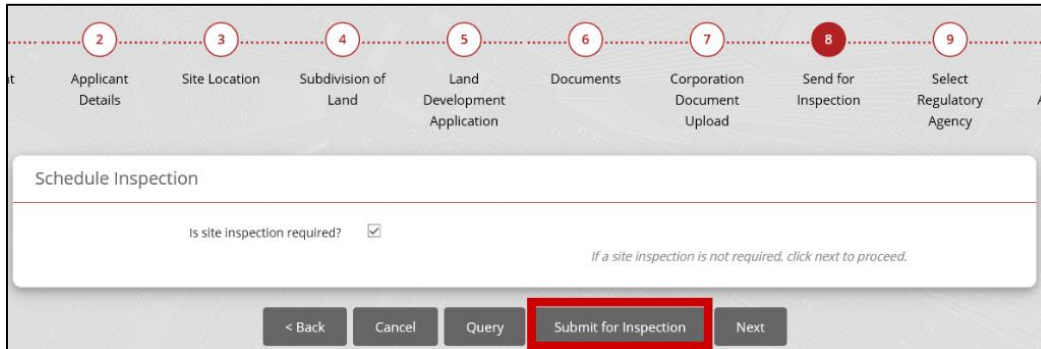


Figure 152: Submit for Inspection button

The approver can now go to the mobile application to carry out the inspection. This would be described in detail in the DevelopTT Mobile Application section.

AFTER THE INSPECTION IS PERFORMED

After an approver carries out an inspection, he/she is required to save the form. Once the mobile device is connected to the internet, the form would automatically be uploaded to the website and report generated by the system. An approver can view the report in two ways:

1. Schedule Inspection tab

If the approver has carried out the inspection themselves, they would be able to use this option.


- a. Go to the Schedule Inspection tab and click the checkbox.
- b. Navigate to the Inspection Job window as seen in [Figure 148](#) above.
- c. Scroll down to view the list of inspection jobs. You would see an Actual End Date for your completed inspection (Figure 153 below).
- d. Click the cross in the blue box, indicated in [Figure 148](#) above, to expand the record. You will notice the status of the job has changed to '**Ended**' and a PDF icon appeared next to Report ([Figure 153](#) below)

ID	No.	User	Template	Description	Date	Date	Date
614	PPR2019120406544	TCPDInspector	Site Visit Forms				
414	PPR2019120406544	TCPDInspector	test		04/12/2019 03:04:00	04/12/2019 21:10:19	04/12/2019 21:10:29


Location

Status **Ended**

End

Report 

Schedule

Edit 

413	PPR2019120406544	TCPDInspector	Site Visit Forms		31/12/2019 15:11:00	04/12/2019 15:12:25	04/12/2019 15:13:00
-----	------------------	---------------	------------------	--	---------------------	---------------------	---------------------

Showing 1 to 3 of 3 entries 1 row selected


Figure 153: Inspection Job Status 'Ended'

If the report is in the process of being uploaded, the status will display '**Uploading**' as seen in Figure 154 below.


413	PPR2019120406544	TCPDInspector	Site Visit Forms		31/12/2019 15:11:00	04/12/2019 15:12:25	04/12/2019 15:13:00
-----	------------------	---------------	------------------	--	---------------------	---------------------	---------------------

Location

Status **Uploading**

End 

Report

Schedule 

Edit

Showing 1 to 3 of 3 entries 2 rows selected

Figure 154: Inspection Job Status 'Uploading'

- Click the PDF icon to view the Inspection Job Report. A new webpage will open and your report will be displayed ([Figure 156](#) below).

2. Download Application Report tab

Only DevelopTT approvers that can view inspection reports would be able to view this tab.

- Go to Download Application Form Report tab. You will see a list of reports by Job ID ([Figure 155](#) below).
- Click on the Job ID and the report will open in PDF format ([Figure 156](#) below).

Download Application Report

JobId	Agency	File Name	File Format	Date
296	CORP	PPR2019082804839_296.pdf	application/octet-stream	
295	CORP	PPR2019082804839_295.pdf	application/octet-stream	

< Back

Cancel

Next >

Figure 155: Download Application Report tab



Setback	Setback from Road: 15m	Measurements: 2m wide
Signature	Photograph	Drainage Condition:
		<input checked="" type="checkbox"/> Good <input type="checkbox"/> Bad <input type="checkbox"/> Moderate
Building Ventilation:	27/01/20 11:10:07	
<input checked="" type="checkbox"/> Windows <input type="checkbox"/> Sun Roof <input type="checkbox"/> Doors		

Figure 156: Sample PDF Inspection Report

USING DEVELOP TT MOBILE APPLICATION

The DevelopTT Mobile Application was created to allow reports from site inspections to be uploaded to DevelopTT automatically. Inspection forms and reports are created by an administrator. The inspection on the DevelopTT app can be conducted with or without connection to a network.

1. After successfully scheduling your inspection, open the DevelopTT app on the tablet assigned. The app will open to the Login page as seen in Figure 157.

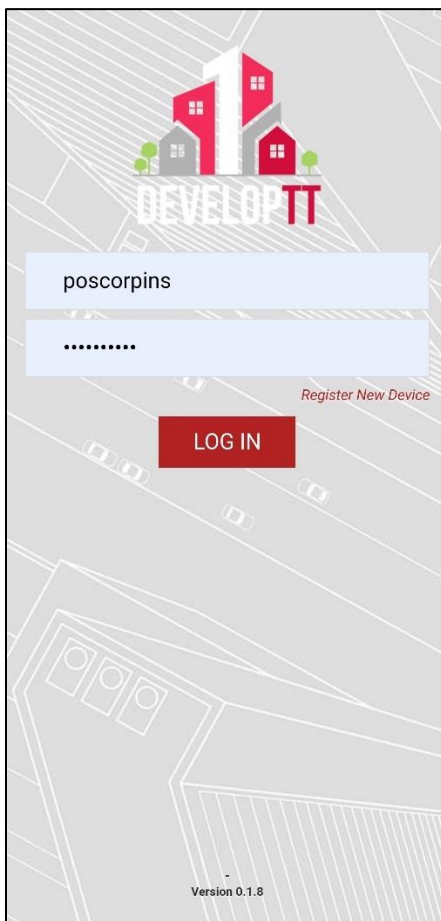


Figure 157 - DevelopTT App Login Page

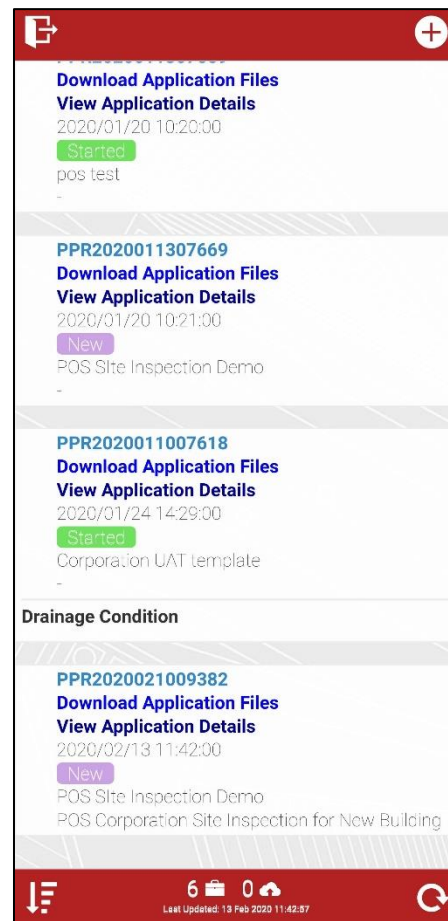


Figure 158 - DevelopTT App dashboard

2. Enter your DevelopTT credentials and click the Log In button. You will be directed to the dashboard which will show a list of all inspections that you have scheduled

(see [Figure 158](#) previously). The dashboard would be explained in greater detail below (see [Figure 159](#)).

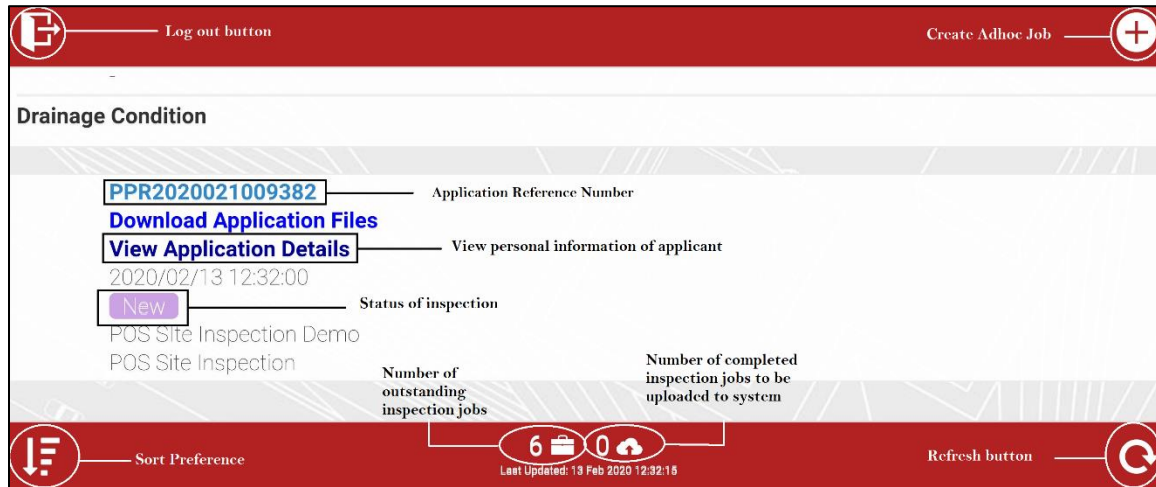


Figure 159 - Dashboard explained

From your dashboard, you may

- Create an Ad hoc Job from the mobile app ([Figure 160](#)). You would be able to select the form template to use from those created by the admin ([Figure 161](#)).
- View the personal information of the applicant ([Figure 162](#)).
- Change preference from automatic to manual and change the order of inspection jobs ([Figure 163](#)).

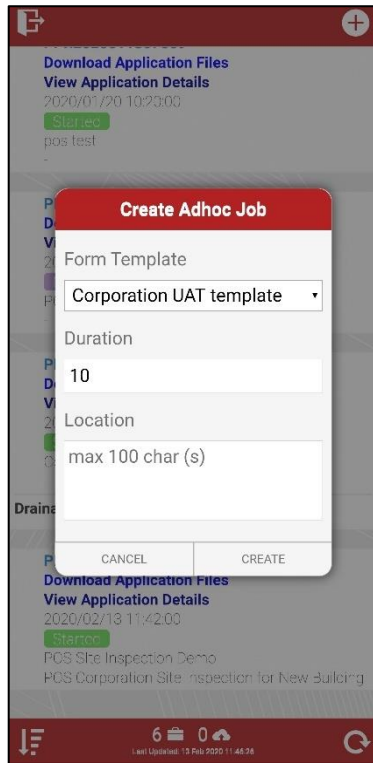


Figure 160 - Create Ad hoc Job

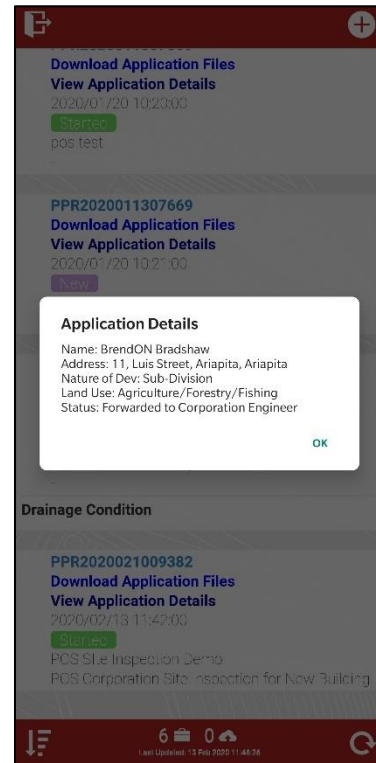


Figure 162 - View Application Details

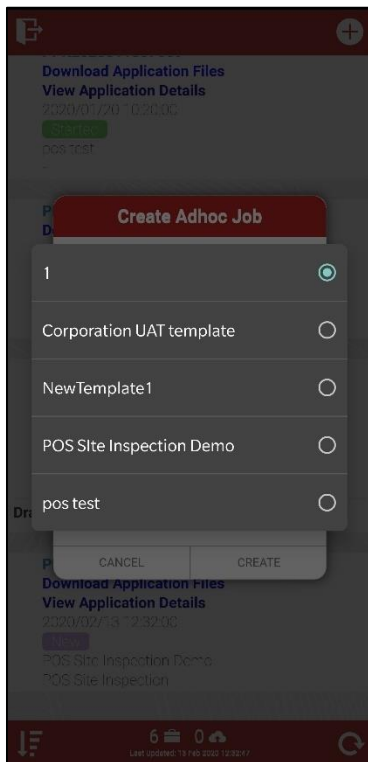


Figure 161 - Select form for Ad hoc Job

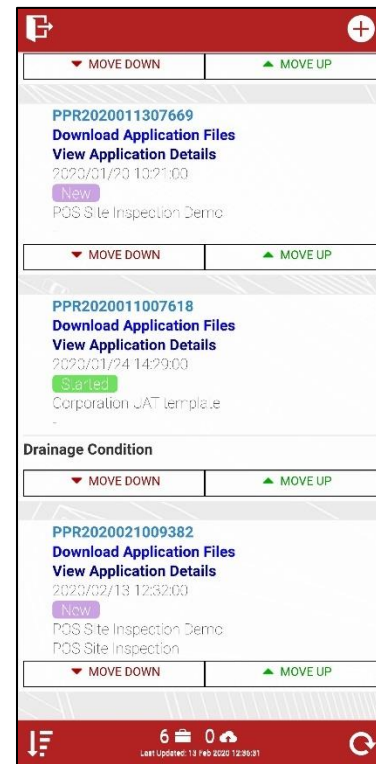


Figure 163 - Sort Preference

- Click the application number to start the inspection. You will be prompted with a confirmation message seen in [Figure 164](#) below. Click '**CANCEL**' to return to the dashboard; click '**OK**' to start inspection.

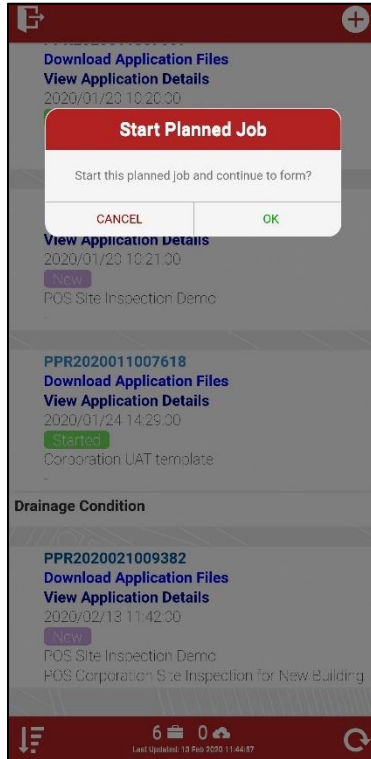


Figure 164 - Start job confirmation message

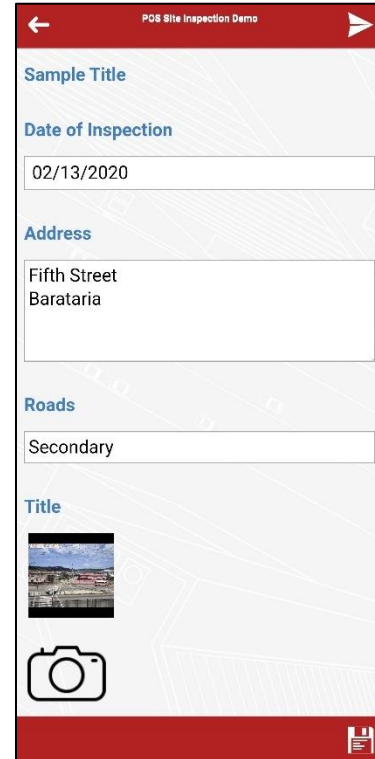




Figure 165 - Sample inspection form in app

- Complete the form (seen in [Figure 165](#)). You may Save the form by clicking on the save icon  whilst filling out the form. If you return to the dashboard by clicking back button  before submitting, you will see the status of the job has changed to 'Started' (see [Figure 167](#)).

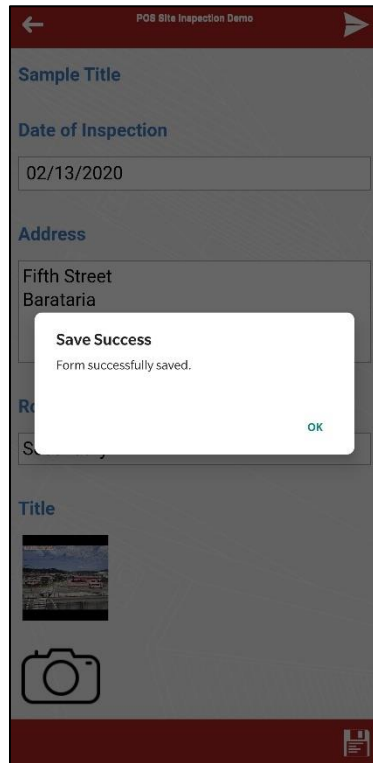


Figure 166 - Successful Save message

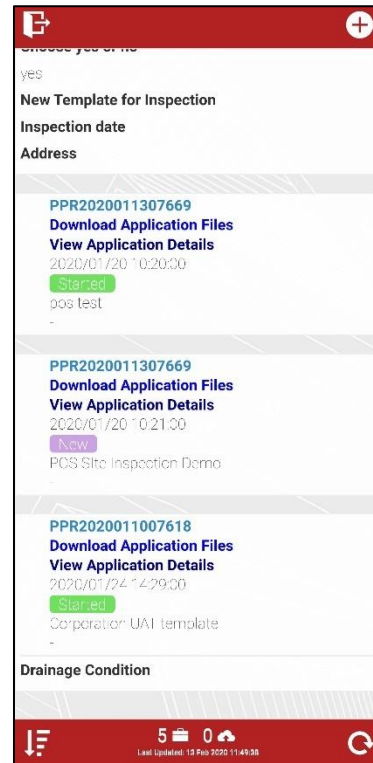



Figure 167 - Dashboard with Updated Status

- Once the form is completed, hit the Submit icon  to the top right. You will be prompted with a confirmation message ([Figure 168](#)); click **CANCEL** to stay on form; click **OK** to submit form. If you click OK, you will be directed to the dashboard. Your inspection would no longer be on your dashboard however, you would notice that the number of completed inspections to be uploaded has been incremented by 1 ([Figure 169](#)).

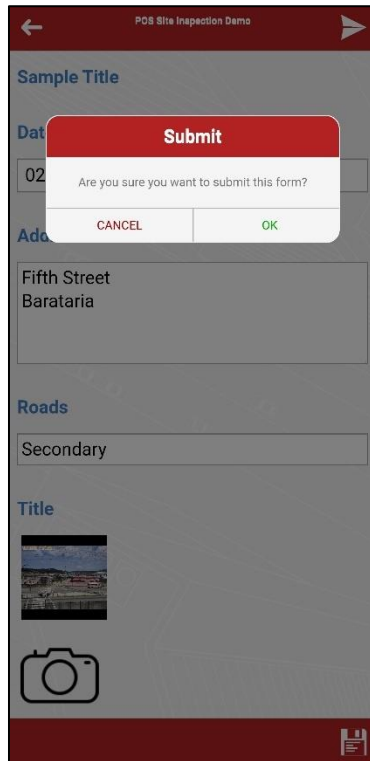


Figure 168 - Submit form confirmation message



Figure 169 - Updated dashboard (completed inspection removed)

6. Return to the web application to view the report.

Once connected to the internet, the application would automatically upload the report to DevelopTT system and you would be able to access the report from the web application.

PDFTron

PDFTron contains the following tools to help the user to navigate through the application.

The Left Menu contains the following options explained in detail below (see [Figure 17070](#)):

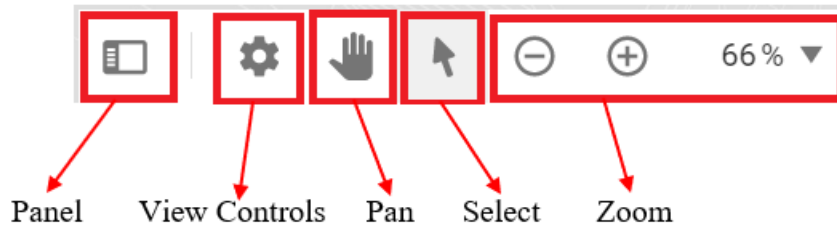


Figure 170 - Menu (left)

Panel – The Panel displays

- Thumbnails of all pages in the document
- Outlines of all pages in the document
- Notes/ Annotations in the document

View Controls – The user is presented with tools for

- Page transitions – Allows the user to view the PDF document page by page or continuously
- Layout – Allows the user to view the document by single pages, double pages or just the cover page.
- Rotate – Allows the user to rotate counter-clockwise or clockwise

Pan – Panning and scrolling are additional ways to view specific areas of the document. If the user decides to work at high magnification levels or with large drawings, the whole drawing may not be seen. Panning and scrolling allow the user to move the page around in the drawing window to view previously hidden areas.

Select – The Select tool is designed to select regions from the document to allow the user to work on them.

Zoom – These controls allow the user to zoom in to get a closer look or zoom out to see more of the document. With the zoom option, the user can determine the amount of detail they want.

The Right Menu contains the following options explained in detail below (see [Figure 1711](#)):

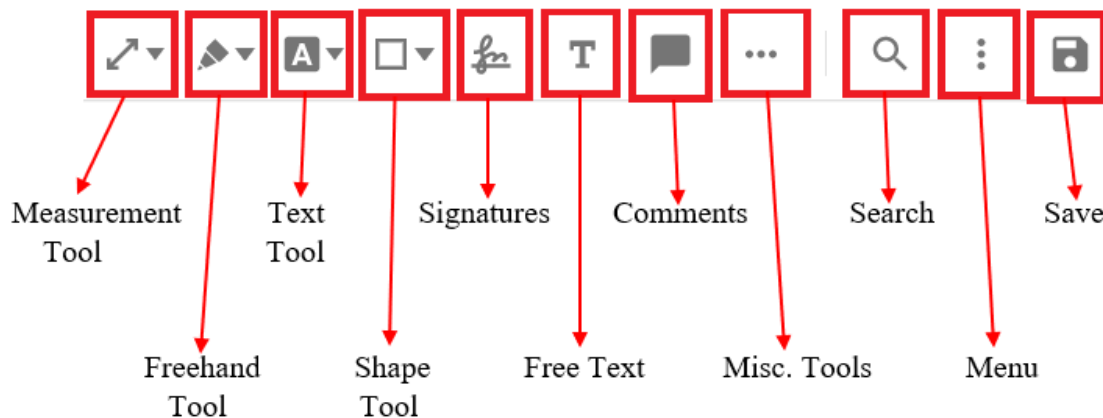


Figure 171 - Menu (right)

Measurement Tool – This tool gives the user the ability to measure distance, trace a perimeter or calculate the area. It enables accurate measurement with snap-to-point and adjusts the scale of measurement to meet drawing specs. Opacity, thickness, scale and precision can be selected by the user.

- **Opacity** – There is a scale that allows the user to choose the opacity level. Opacity is measured by percentage.
- **Thickness** – There is a scale that allows the user to choose the thickness of the lines.
- **Scale** – There are two scales within the tool. The first scale is scaled to document size. This gives options to measure in inches, millimetres, centimetres and points. The second scale is scaled to lifesize scale. This gives options to measure in inches, millimetres, centimetres, points, feet, metres, yards, kilometres and miles. The user can select any of these option and enter the figure.
- **Precision** – The user can select how precise the scale should be. It can be precise to 0.1, 0.01, 0.001 or 0.0001.

Freehand Tool – This tool allows the user to draw freely on the document in a number of colours. A number of different colours, thickness and different percentage of opacity can be chosen.

Text Tool – This tool allows the user to highlight, underline or place a strikethrough any text on the document. A number of different colours and different percentage of opacity can be chosen.

Shape Tool – This tool allows the user to draw various shapes on the document. Opacity and thickness can be selected by the user.

Signatures – This tool allows the user to create and save signatures. These signatures can be selected and placed anywhere on the document.

Free Text – This tool allows you to add text to the document. Opacity, thickness, text size can be selected by the user.

Comments – This tool allows a user to create an annotation on the document.

Misc. Tools – This tool enables the user to add a callout or stamp (as image) to the document.

Search – This tool allows the user to search for words in the document.

Menu – This tool gives the user options for Full Screen, Download and Print.

Save – The user can Save the document after annotations have been completed. The user can click Stay button to remain on page or Close button to save annotations and close page.

POSSIBLE ERRORS

There are a few errors that you may get while using DevelopTT. These errors and their fixes would be listed below.

- **Missing Information error** – Certain fields within the application form are mandatory. If a user attempts to forward the application without filling out all mandatory fields, they will receive an error message. An example is seen in [Figure 172](#) below.

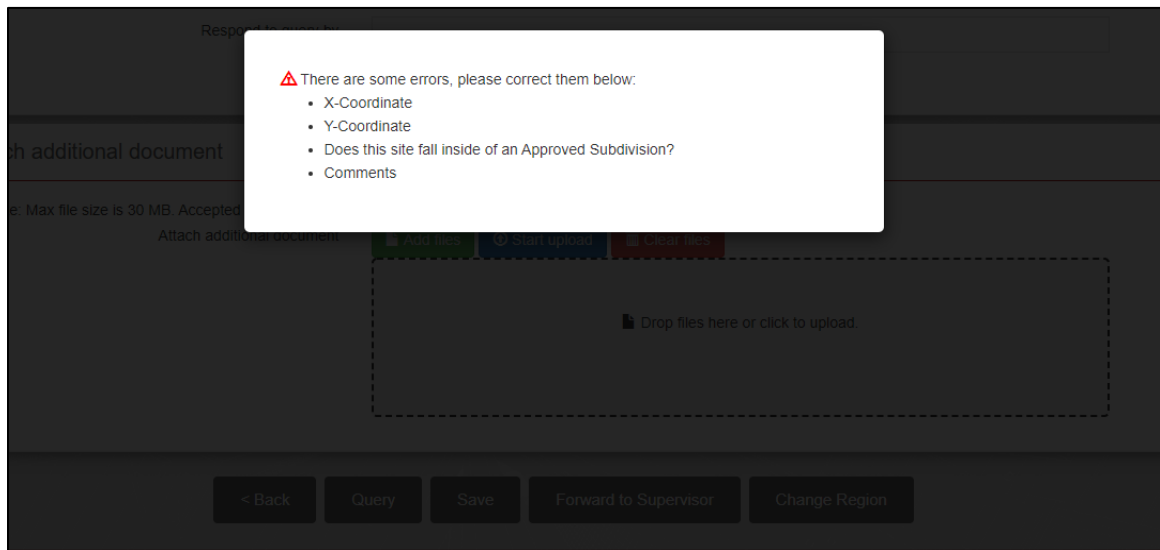


Figure 172 - Missing Information error

In this example, the plotter is attempting to forward the application to the supervisor but has not filled out the mandatory Site Location information. The error message lists the fields that are missing.

Solution: Click on the field to be taken to the tab with the field and fill out it.

- **Server Error 401** – A user may get this error if, after leaving DevelopTT idle for an extended time, they are logged out of the system (session timeout – explained below) and attempt to complete a function without login. An example is shown in [Figure 173](#).

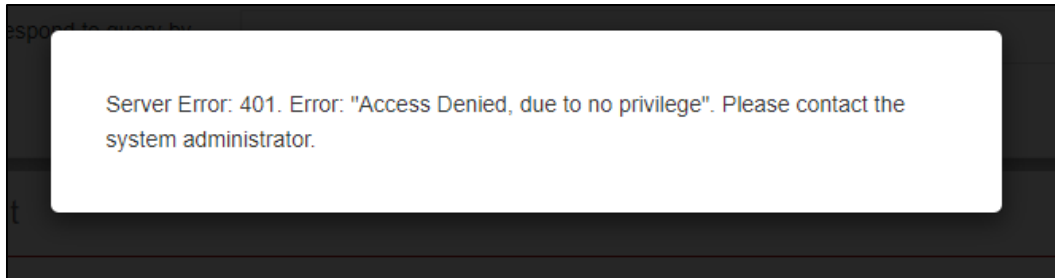


Figure 173 - Server Error 401

Solution: Refresh the webpage. After this is done, you will be taken to the Homepage to log in.

- **Session Timeout** - A session is created when a user logs in to DevelopTT. Each session is given a specific ID and a session ends when the user logs out. If a user remains idle on DevelopTT for an extended period, the system can end a user's session. Users would be given notifications when the system is going to end a session (session timeout, see [Figure 174](#)).

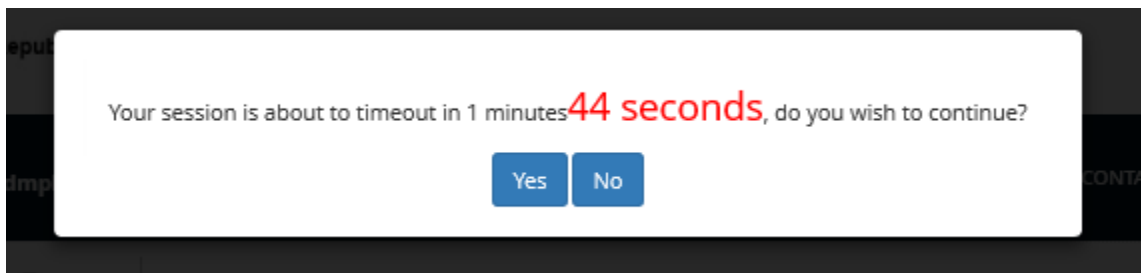


Figure 174 - Session Timeout

Session Timeout prompt will be shown after 60 minutes of inactivity. Idleness can be interrupted by simply clicking a button on the website. The countdown timer would start from 10 minutes 0 seconds. Click **Yes** to return to the website logged in; click **No** to log out. When the system ends the session, the webpage would be redirected to the homepage.

- **Server Error 500** – This error is presented when the server faces an unexpected condition that prevents it from fulfilling a request (example shown in [Figure 175](#)).

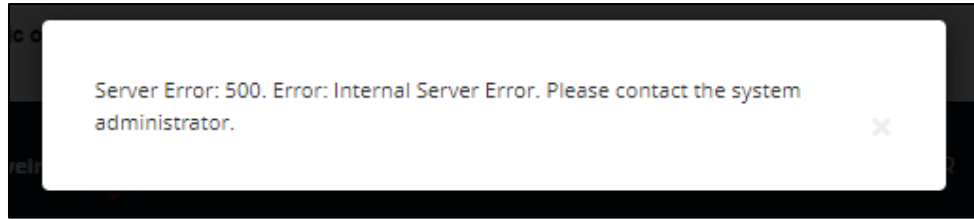


Figure 175 - Server Error 500

Solution: There are a few steps to follow with this error. Follow the steps in the order given below. Perform one step and attempt to process your application to see if issue is solved.

- i. Reload the webpage.
- ii. Clean your cache.
- iii. Clear browser cookies.
- iv. Restart the browser.
- v. Contact your system administrator.