



HOW TO: VIEW RECORD DETAILS ON LAUDERBUILD

This guide outlines the steps for viewing record details on **LauderBuild**. The **Record Detail** page is where users may find more information about the record such as the record number, the address, any attachments (such as pictures or documents), and/or any related licensed professionals, fees, permits or other records. You may access this type of information by performing a search for or by selecting your own records from the **My Records** page.

The main **Record Detail** page shows a quick summary of the record. The type of information found on this page will depend on the type of record. In this example we will review a building **Permit** record. Here you will see:

1. Record number
2. Record type
3. Status (and expiration if applicable)
4. Work or violation location address
5. Application contact(s)
6. Related licensed professional (contractor(s))
7. Project description
8. Associated property owner

Permit Record Details Example

The screenshot shows a web interface for a permit record. The record number is BLD-RPSF-19040003. The permit title is Residential Pool-Spa-Fountain Permit. The status is Open with an expiration date of 04/11/2019. The work location is 700 SW 19 ST, FORT LAUDERDALE 333152052. The applicant is Bill Shatneer, and the licensed professional is Rodan Godzilla. The project description is 'Build a pool with fountain in center' and the owner is GLISTA, CARRIE.



More Details

This list, on the main results page, may be expanded to show further case detail of **Related Contacts** and additional **Application** and **Parcel** information. You may use the arrows and plus signs to expand and view more information.

By expanding the details on this page users may see information such as **Contract / Job Value** (or cost of project), **Parcel Information** and other project details.

More Record Details

More Details

- Related Contacts
- Application Information
- Parcel Information

More Details

- Related Contacts**

| | |
|---|---|
| Designer of Record information Bill Shatneer 123 Sesame St Columbus, OH, 43204 Work Phone: 7777777777 E-mail: JTKirk@enterprise.com | Authorized Agent / Owner information Bill Shatneer 123 Sesame St Columbus, OH, 43204 Work Phone: 7777777777 E-mail: JTKirk@enterprise.com |
|---|---|
- Application Information**

| | |
|--|-------|
| GENERAL INFORMATION | |
| Contract Value: | 50000 |
| PXA1-Permit by Affidavit (Inspection Only): | No |
| PXA2-Permit by Affidavit (Inspection and Plan Review): | No |
| LANDSCAPE INFORMATION | |
| Landscape Installation Permit: | No |
| Landscape Tree Removal-Relocation Permit: | No |
| Specimen Tree Removal: | No |
| Specimen Tree Relocation: | No |
| ENGINEERING INFORMATION | |
| Site Plans Attached: | No |
| Survey Attached: | No |
| FLOOD INFORMATION | |
| Storm Related: | No |
- Parcel Information**



Record Info

The **Record Info** menu shows additional details about the **Processing Status** and **Related Records** and allows users to view and manage **Attachments** and **Inspections**.

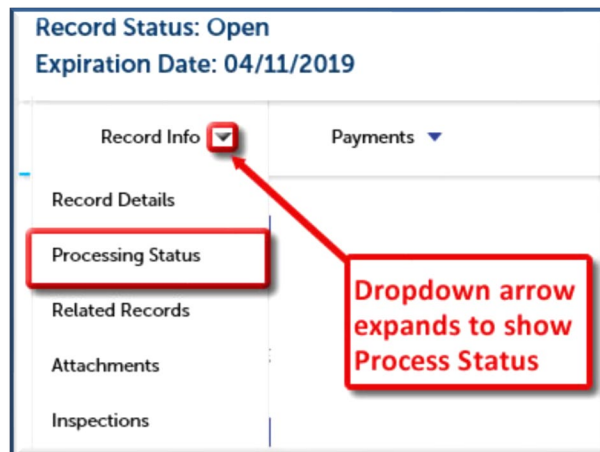
Record Info Menu



Processing Status

The **Processing Status** page displays the full business processes of the record. The steps in the business process will differ based on record type.

Processing Status Menu





Status Icons

The status icons show activity on a particular process. You can click on the arrow to expand these to show further details such as due dates, approvals, etc.



Green Checkmark: Marks that the step has been completed.



Hourglass: Means that the step is currently active / pending;



Orange Asterisk: This notation will be seen on cases that were created prior to the LauderBuild system. It means that this step was once active but has now been completed.

NOTE: Please be aware that the Green Checkmark only means that the task is Completed. IT DOES NOT DESIGNATE WHETHER THAT TASK HAS BEEN ACCEPTED, APPROVED, PASSED, ETC. Please expand the details for more information.

Processing Status Page

The screenshot shows a 'Processing Status' page with a list of review steps. Each step has a status icon: a green checkmark for completed, an hourglass for active/pending, or an orange asterisk for previously active. The 'Building Review' step is expanded, showing a dropdown menu with a red box and arrows pointing to it. A red text box says 'Click on arrows and + signs to expand selections to see more details such as approval status and comments'. The expanded details for 'Building Review' include:

- Due on TBD, assigned to rabif
- Marked as Approved on 01/16/2018 by rabif
- Due on TBD, assigned to rabif
- Marked as Approved on 01/29/2019 by rabif
- Comment: [Detailed fire separation and occupancy group requirements text]
- Due on TBD, assigned to josep
- Marked as Approved on 09/24/2019 by josep
- Comment: REVISION IS TO CORRECT THE ADA RESTROOM DIMENSIONS --REQUIRED

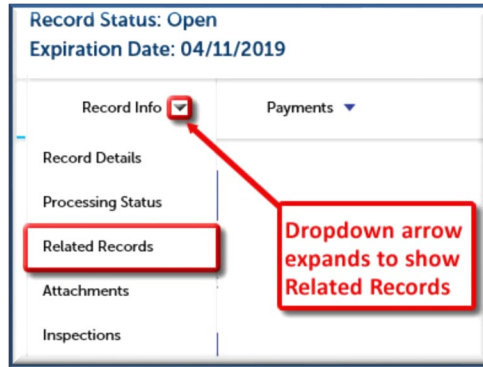
 Other steps listed include Application Submittal, Initial Zoning Review, Initial Airport Review, Initial HP Review, Building Enforcement Review, Plans Distribution, ATF Review, Electrical Review, Engineering Review, Fire Review, Flood Review, Historic Preservation Review, Landscape Review, Mechanical Review, Plumbing Review, Zoning Review, Business Tax Review, Permit Issuance, Inspection, and Certification.



Related Records

The **Related Records** page is where you can view a record's "genealogy". Related Records are records that share common cause with the active record.

Related Records Menu

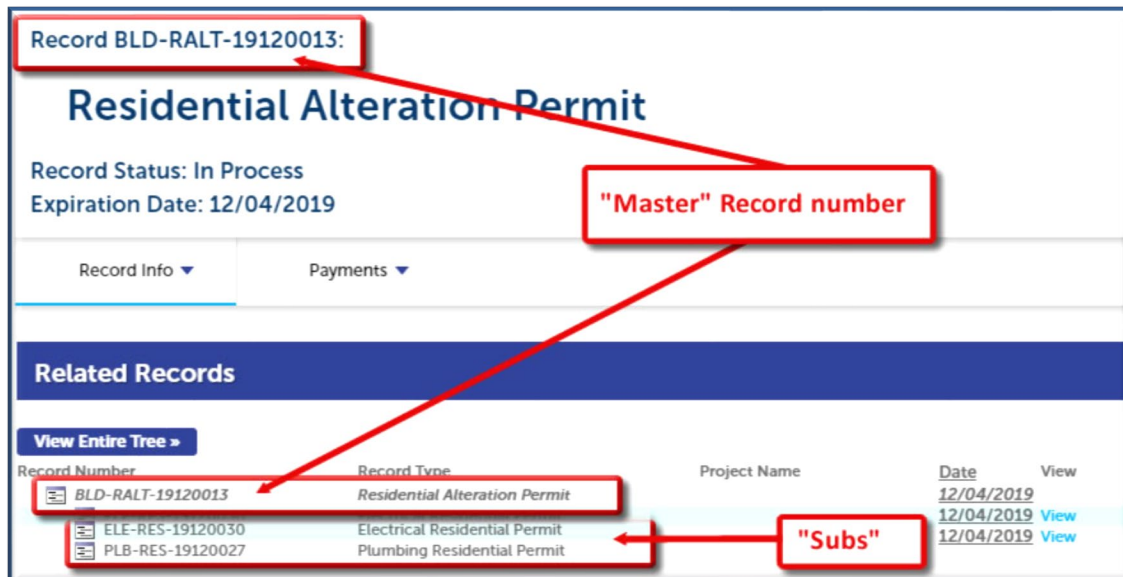


Related Records Page



The main record, which will show at the top of the record list or "Tree", may be referred to as a **Parent** or "**Master**" record, while the associated records underneath are referred to as the **Child** or "**Sub**". The active record will be shown as bold and italicized.

Related Records – Parent/Master





Related Records – Child/Sub

Record PLB-RES-19120027:

Plumbing Residential Permit

Record Status: In Process
Expiration Date: 12/04/2019

Record Info ▾ Payments ▾

Related Records

[View Entire Tree >](#)

| Record Number | Record Type | Project Name | Date | View |
|-------------------|-------------------------------|--------------|------------|----------------------|
| BLD-RALT-19120013 | Residential Alteration Permit | | 12/04/2019 | View |
| PLB-RES-19120027 | Plumbing Residential Permit | | 12/04/2019 | View |

In the following example, the **Residential Alteration Permit** is the parent has a related child record for **Plumbing Residential**. Click on the **View** link to see the details of the child record.

Related Records – View Other Records

Related Records

[View Entire Tree >](#)

| Record Number | Record Type | Project Name | Date | View |
|-------------------|-------------------------------|--------------|------------|----------------------|
| BLD-RALT-19120013 | Residential Alteration Permit | | 12/04/2019 | View |
| ELE-RES-19120030 | Electrical Residential Permit | | 12/04/2019 | View |
| PLB-RES-19120027 | Plumbing Residential Permit | | 12/04/2019 | View |

HOT TIP: Viewing Other Records

If you don't want to lose your original record page, right-click on the **View** link and select "Open link in new tab". This will open the item in a new page. You can open multiple pages in your browser and you can click the tabs to go back and forth.



View Code Case Record Details

The next example is a code case, but the icons and where to find information is the same for all types of records.

Code Case Record Sample

Record CE19091764:

Code Case

Record Status: Closed

Record Info ▾ Payments ▾

Click "+" to expand for more details

Record Details

Project Description:
BOCA ISLAND LLC % TUYEN DO
OVERFLOWING TRASH CARTS, LEAVING TRASH OUTSIDE THE TRASH CARTS & RECYCLE BINS IS OUT BEFORE PICKUP

Owner:
BOCA ISLAND LLC % TUYEN DO
110 3 AVE 1B
NEW YORK NY 10003

▼ **More Details**

Application Information

CASE INFORMATION
Description:
OVERFLOWING TRASH CARTS, LEAVING TRASH OUTSIDE THE TRASH CARTS & RECYCLE BINS IS OUT BEFORE PICKUP

Application Information Table

VIOLATIONS

| | |
|-----------------|------------|
| Violation Date: | 10/01/2019 |
| Violation Code: | TRASH |
| Citation: | CE19091764 |

Parcel Information



Record CE19091764:

Code Case

Record Status: Closed

Record Info ▾ Payments ▾

Processing Status

- ✓ ▾ Initial Investigation
 - Due on TBD, assigned to CREATE
 - Marked as Schedule Inspection on 09/30/2019 by CREATE
- ✓ ▾ Reinspection
 - Due on TBD, assigned to TBD
 - Marked as Complied on 10/17/2019 by Manuel Garcia
 - Comment: Closed by IRSA
- ⌚ ▸ Special Magistrate
 - City Commission
 - Broward County Records

Click the arrow and "+" to expand for more details

Record CE19091764:

Code Case

Record Status: Closed

Record Info ▾ Payments ▾

Related Records

[View Entire Tree >](#)

| Record Number | Record Type | Project Name | Date | View |
|------------------|------------------------|----------------------------|------------|----------------------|
| CE19091764 | Code Case | BOCA ISLAND LLC % TUYEN DO | 09/30/2019 | |
| VIO-CE19091764_1 | Violation-CODE Hearing | BOCA ISLAND LLC % TUYEN DO | 09/30/2019 | View |

Click the "View" link to see Related Records