

# **User Manual**





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# 1. Getting Started

# 1.1 Logging In

When your account is organized you will receive an email with your username and password. This email can sometimes go into your spam folder. The username will always be the email address used to organize the account and the password is randomly generated.

Email and password fields are located in the upper right-hand corner of the website. Checking the "Remember me" box will save your login credentials for 30 days. If you visit Construction Monitor's website on the same device at least every 30 days, you will stay logged in.

You can use Construction Monitor's website on any device with access to a web browser including desktops, laptops, tablets, and smartphones.

### **1.2 Terms Of Service**

On your first login you will need to accept the Terms of Service and Copyright. The Terms of Service contains common language seen in other agreements, such as not sharing your account with other companies, or other locations different than your physical location.

### **1.3 Device Verification**

To help prevent misuse of the data, each device used to log into an account will need to be verified the first time it is used to access your Construction Monitor account. Once the login credentials are entered a device verification request will be sent to the email on file for the account. There will be a link in the verification email to allow access for the requesting device.

### **1.4 Password Reset**

The password provided at setup can be changed by clicking on the red 'Manage Account' button. If you are the account owner this is also where you would see your receipt for payment.



# 2. Construction Monitor Tools

### 2.1 Weekly Editions

For many years the Construction Monitor Weekly Editions were typed, printed, and mailed to our customers. The current weekly edition is exportable in either PDF or CSV format and contains all permits published in an area every week. If you are looking to see every permit published for a given week, the Weekly Edition tool will be most useful to you. The Weekly Edition tool also allows the ability to export all subscribed areas to a ZIP file containing a PDF or CSV of every publish week for any given week.

Construction Monitor has 3 non-publish weeks because of government holidays. These weeks are the 4<sup>th</sup> of July, Thanksgiving, and Christmas.

Download all files	Weekly Editions View Here
Week       11       Year       2018       File Type       PDF       Oownload ZIP Archive         This tool will prepare a zip archive for you to download. If there is not a file for the selected week it will be skipped, this means if an area hasn't been published yet for the week, it won't be included in the file. Please be patient, it can take up to a minute or longer to generate large requests.	Tutorial How to download the most current edition of the Construction Monitor for your subscription area. We also show you how to access previous weekly files and editions in our archives.

Area	Week	Adobe Reader PDF Format	Spreadsheet CSV Format	Past Editions
AK - Alaska	11	Download PDF	Download CSV	View Archive
AZ - Northern Arizona	11	Download PDF	Download CSV	View Archive
AZ - Phoenix Metro	12	Download PDF	Download CSV	View Archive



### 2.1.1 Archive Data

By clicking on the Archive link you will be able to download all of the editions from the previous year or select individual weeks. Editions can be downloaded in PDF or CSV format for All Permits, Commercial Permits, Swimming Pool Permits, and Solar Permits, based on your subscription.

Publication	Date	All Permits (PDF) Multi-Download	All Permits (CSV) Multi-Download	Commercial Permits (PDF) Multi-Download	Commercial Permits (CSV) Multi-Download	Swimming Pool Permits (PDF) Multi-Download	Swimming Pool Permits (CSV) Multi-Download	Solar Permits (PDF) Multi-Download	Solar Permits (CSV) Multi-Download
2018-17	04/25/2018	CA-la-2018-17- all.pdf	CA-la-2018-17- all-2.csv	CA-la-2018-17- comm.pdf	CA-la-2018-17- comm-2.csv	CA-la-2018-17- pool.pdf	CA-la-2018-17- pool-2.csv	CA-la-2018-17- solar.pdf	CA-la-2018-17- solar-2.csv
2018-16	04/18/2018	CA-la-2018-16- all.pdf	CA-la-2018-16- all-2.csv	CA-la-2018-16- comm.pdf	CA-la-2018-16- comm-2.csv	CA-la-2018-16- pool.pdf	CA-la-2018-16- pool-2.csv	CA-la-2018-16- solar.pdf	CA-la-2018-16- solar-2.csv
2018-15	04/11/2018	CA-la-2018-15- all.pdf	CA-la-2018-15- all-2.csv	CA-la-2018-15- comm.pdf	CA-la-2018-15- comm-2.csv	CA-la-2018-15- pool.pdf	CA-la-2018-15- pool-2.csv	CA-la-2018-15- solar.pdf	CA-la-2018-15- solar-2.csv
2018-14	04/04/2018	CA-la-2018-14- all.pdf	CA-la-2018-14- all-2.csv	CA-la-2018-14- comm.pdf	CA-la-2018-14- comm-2.csv	CA-la-2018-14- pool.pdf	CA-la-2018-14- pool-2.csv	CA-la-2018-14- solar.pdf	CA-la-2018-14- solar-2.csv

### 2.1.2 Back Issue Date

Everybody who has a subscription with Construction Monitor has a back issue date. This date represents the amount of historical information that can be accessed on the logged in account. This date is important to note, as all website tools will use this date to determine access. If searches or reports are ran with dates prior to your back issue date, you will see incorrect results or no results at all. You may purchase additional historical access by contacting your Construction Monitor representative or one of our Customer Service agents.

Return to Weekly Editions	Back Issue Date: Sacramento Valley - All: 01/01/1990
Previous 12 Months View	Sacramento Valley - Solar: 01/01/1990
The mulit-download button will prepare a zip archive for you to download. If you don't have access to the file it will be skipped. Please be patient, it can take up to a minute or longer to generate large requests.	If you would like access to older data, please contact us



### 2.2 Powersearch

Powersearch is the preferred tool to generate targeted search results. The detailed search fields allow you to customize permit results specific to your business or territory, and also to find the one-in-a-million type of projects your business is looking for.

You can access the Powersearch by going to: https://www.constructionmonitor.com/permittools/search

wersearch				54.2	Weekly Editions	
Contractor 🗸	Begins With	~				
Permit Description					Powersearch	
Permit Number	Equals	~			Mailing Labels	
Publish Week						
Permit Date Range	01/01/2018	to 07/11/2018		earch b	Real-time Leads	a
Construction Class	All	Terrer Landson and State	~		New Company Reports	
Construction Type	All Agricultural Building Alternative Commen Alternative Residen Apartments & Como Auto/Truck Sales &	rcial Energy tial Energy dos	Î		Permit Insights Mapping	
Area	All AK - Alaska AZ - Northern Arizo AZ - Phoenix Metro AZ - Tucson Metro CA - Central Coast					
County	All		^			
			~			
Jurisdiction	All					
Jurisdiction	All		~			
Jurisdiction			>			
City		and				
City Zip Code		and	×			
City Zip Code Value between		and	> > >			
City Zip Code Value between Permit Status	All Begins With		> > >			
City Zip Code Value between Permit Status House/Bldg Number	All Begins With Begins With	~	>			
City Zip Code Value between Permit Status House/Bldg Number Street Name	All Begins With Begins With Begins With	×	> > >			
City Zip Code Value between Permit Status House/Bldg Number Street Name Subdivision	All Begins With Begins With Begins With Company		>			

or Tools > Powersearch.



# 2.2.1 Running A Powersearch

The first row on the Powersearch page is for searching different contact types. By default, the value will be set to Contractor. Leaving the default as Contractor and the right box blank will include all permit results. You can change the drop down to only include permits that contain a contact type, such as architects or owners. This is useful if you only want to see permits that have an architect or owner listed.

The far right box is a search field. This can be used to search for specific contractors, architects, etc. Because individuals filing for permits may use variations of their name, it is best to search for the beginning portion of a contractor, architect, or owner. For example, if a contractor's name is "ABC Construction Inc" a search for "ABC const" may return more results than the full name.

Powersearch				
Contractor	~	Begins With	~	

#### **Permit Description:**

The description field allows you the ability to search by keyword. You can use multiple keywords by separating them with a comma and no space. For example, if you wanted to search for new nursing home projects you may want to search for "assisted living,convalescence,senior,nursing,retirement".

Permit Description				
Permit Number	Equals	~		
Publish Week				
Permit Date Range	05/01/2017	to	05/02/2018	
Construction Class	All			~



### **Permit Number:**

Search for a permit by the number allocated by the city.

### Publish Week:

Entering a week number into the Publish Week box is the best way to make sure you don't miss any permits. The majority of the permits are reported weekly, but some jurisdictions report bi-weekly or monthly. A search for the last 30 days might miss these bi-weekly and monthly reported jurisdictions. When you put in a publish week number, the search will ignore the Permit Date Range below. Week 1 is always the first week of a new year.

### **Construction Class:**

Limit results to residential, commercial, solar, all. Residential is classed as any project where somebody would live. IE: single family homes, apartments and residential remodels.

### **Construction Type:**

Customize your search by construction types. Leaving this category on "All" will include construction type from the Construction Class selected above. You can select blocks of types by holding the shift key, or individual types by holding the control key. Construction Types are entered for each permit by our Data Entry staff.

Construction Type	Reroof Residential Res Rmdl, Addn, Int Fin Retail/Whsl/Dining/Personal Care Single Family Homes	^
	Swimming Pools & Spas Utilities (gas elect wtr swr)	~



### Area:

This shows the geographical area or areas you are currently subscribed to. If you have access to more than one area you can hold the shift key down and then click on blocks of multiple areas. Alternatively you can hold down the control key and click on specific multiple areas, one at a time. Or, if you want to search all of the areas you can leave it on the default of 'All'. As areas are selected, counties in those areas will automatically be populated below.

### County:

This area enables you to select which counties you want to work within. You can leave it on 'All', to see every county available or you can hold the shift key down and then click on blocks of multiple counties. Alternatively you can hold down the control key and click on specific counties, one at a time. As Counties are selected, jurisdictions collected in those counties will be populated below.

### Jurisdiction:

Search by legal jurisdiction of where the permit application was submitted and filed. The legal jurisdiction where the permit application was submitted is sometimes not the city where the project is being constructed. To find permits taking place in a specific city use the city field below.

### City:

This field is used to define the city or cities you want to target. For multiple cities, use a comma with no space between them. For example: Cedar City,Enoch,Parowan. This field is not case sensitive.

### Zip Code:

This field is used to define the zip codes you want to target. For multiple zip codes, use a comma with no space between them. For example: 84720,84761,84760.

City	Cedar City, Enoch, Parowan
Zip Code	84095,84094,84093



### Value Between:

Search for projects above, below, or within a specified value range. Permit valuation rules differ by jurisdiction, but typically only include cost of construction and not lot value. As a very rough guide if you double the permit value, that will enable you to get closer to the true cost. For example: A permit value of \$250,000 may result in a finished value of around \$500,000. If you are looking for single family homes with finished values over \$1 million, you may want to start with a \$500,000 permit value. Permit value to finished value differences vary heavily on area and construction type, with projects built in high land value areas such as Los Angeles having much larger differences than rural areas.

Value between		and	
Permit Status	All		~

### **Permit Status:**

The default selection from this drop down is 'All'. By leaving it on "All" when running a search, all permit types will be shown. Drop down options include Approved, Pending, and Renewal.

Approved permits are the most common that are collected. Pending permits are not yet approved by jurisdiction at the time of publication and may never be approved. The availability of pending permits varies by jurisdiction. Renewal permits are most common in metropolitan areas. Renewal permits are required in some jurisdictions when a project takes longer to complete than a specified amount of time.

### Address Field:

Search by house number, street name, or subdivision. Often less letters are better in these fields. A search for "Zaragoza Street" may turn up less "Zaragoza Street" results than a search for "Zaragoza" in the street field. Generally this is because permits may be filled out differently. For example, Zaragoza Street versus Zaragoza St.



### Sort By:

Choose how to view your search results. Sorting in descending order when searching for 'Permit Valuation' would put the higher valuation numbers on top, for example.

House/Bldg Number	Begins With	~		
Street Name	Begins With	~		
Subdivision	Begins With	~		
Sort by	Company	~	Ascending	~
Rows per page	50			
	Search		Clear A	Il Fields

### **Rows Per Page:**

Select the number of rows displayed on the results page. This is set to 50 by default for performance. Higher rows per page may slow search results.

### **Clear Fields:**

Clicking this link will reset all criteria in the search field.

### Search:

Clicking on this button will take you to the Powersearch Results page where you can see the data matching the criteria selected in this search.



S

# 2.2.2 Saved Searches

Each user can create up to 30 saved searches by clicking the blue "Create Saved Search" button on the top right of the

ave	d Searches			
•	Create Saved Search			
	Tucson Single family	~	Load	Manage

Powersearch page. Clicking that button will bring up a page very similar to the Powersearch page, with 3 new sections at the top. These sections include "Saved Search Name", "Weekly Notice", and "Notice Email(s)". Users can name searches, elect to receive notifications of new results each week, and which email(s) should receive these notifications. After creating saved searches, you can Load, Manage, and Delete them by clicking on the buttons which are found at the top right of the Powersearch page.

Saved Search Managen	nent	
Saved Search Name Weekly Notice Notice email(s)	Do not send weekly notice	~

### Saved Search Examples:

You have worked with a contractor before and want to be notified when they are going to be starting a new project. In this example it may be worth receiving an email notification as the search is specific. For example, you want to be notified when your client "ABC Construction" pulls a permit in a neighboring city.

You are a salesperson who has a territory based on zip codes and only want to see those projects. In this example you would likely want to load results each week, but may not want to receive notifications.



# 2.2.3 Powersearch Results

Results show a summary view of projects that met the search parameters.

Export Powersearch Results: You can export Powersearch results in several formats.

- **Detailed Listing**: A PDF of all the project information from the search. This can be saved and printed out.
- **Detailed Listing With Notes**: A PDF of all the project information with space to write in notes. Can be saved and printed out.
- **Single Page Layout**: Each permit is on its own page, leaving you plenty of room for notes, or to distribute each page throughout your team.
- **Spreadsheet:** This produces a CSV file of all the project results from your search which can then be uploaded to a CRM or other programs.
- Address Labels: Create mailing labels for Builder, Owner, or Designer. Save and print the results to Avery 5160 labels or the generic version of those. These export automatically, removing addresses seen on multiple permits, which reduces duplication.

button to export			
Detailed Listing	Detailed Listing with notes	Single Page Layout	Spreadsheet
Builder Address Labels	Owner Address Labels	Designer Address Labels	

### **Project Details:**

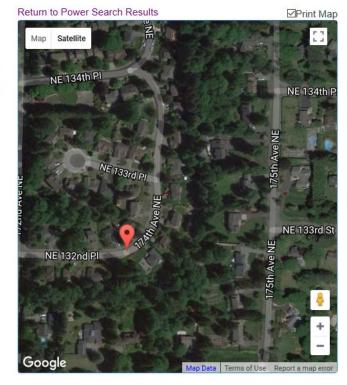
The top of each record includes details based on each permit including: Project Name, Valuation, Permit Number, Square Footage (when available), and Permit Date/Publish Week.

### Location:

Construction Monitor automatically assigns 9 digit zip codes and geocode information whenever possible. That information is linked on this page to Google Maps to help sales professionals locate projects. We also have an add-on product called "Permit Insights" that maps all projects together. Because we collect frequently in many jurisdictions, a permit may sometimes be in our database before the USPS assigns a street that can be mapped to.



Puget Sound					
King County					
Redmond					
Single Fam	ily Homes				
New Home - 2 Story					
Valuation:\$436,813	Pmt#:BLDG-				
11510 174th Ave NE	2018-01910				
Redmond WA	3497 sf				
98052-1642	04/23/2018 wk 17				
6 hAWTHORNE IANE					
Contr-C	Owner				
Rick Burnstead Const	425-454-1900				
Paula Judson					
11980 NE 24th St Unit	Fax:425-454-2625				
200	lic:RICKBBC915RH				
Bellevue WA					
98005-1516					
info@burnstead.com					
http://burnstead.com/					
Engir	neer				
Voelker Engineering	425-451-4946				
Charles Voelker					
1911 116th Ave NE	Fax:425-451-4956				
Bellevue WA	lic:23280				
98004-3046					



View on Google Maps

Show Source Image(s)

#### **Contact Information:**

This page also shows contact information for that specific permit. Clicking on the company name, when clickable, can bring up additional contact information for that company that we have collected from previous permits. This is a useful tool which shows other projects that have previously been permitted, enabling you at a glance to see the types of projects the company typically works on. You can also see if you have missed other projects that they had and provides an excellent source for relationship building. Clicking on the back button on your browser will take you back to the search results page.



### Show Source Image:

Where we have the image of the actual permit a blue 'Show Source Image' box will become visible just below the project information box. You can click on the blue box to see the actual permit or source document for that permit. Source images may have pieces of information that are valuable to you La Verne CA 91750-5101

Show Source Image(s)

NC State Lin # - 25714/01-	Electrical Contractor:	rive Suite 200 Houston			ne #; ( 843-952-2497	
U	and a start water and the start of the start	GTAKLOR B	Leenizic II	AC Phor	Zip: 102 704-1746-3034	-
NC State Lic. #: 20342	Address: 117 1/31. Mechanical Contractor:	Southern Mechanical	D. MOORAY	the N(	Zip: 78 71 e#: ( 615-242-8003	
	Address: 1060 Acom Dr.	Nashville TN, 27210				
NO State Lic. # :	Plumbing Contractor				Zip:	
08020		WP Rose Plumbing In		Phone	a #: - 336-570-6958	
	Address: 809 E. Parker	St., Graham NC, 2725	3		Zip:	
00	NSTRUCTION	FORMERIC			the second s	
Prist Dans 1 al	NSTRUCTION IN		I-ALL boxes	must be	filled out	
Brief Description	or Class Of Work	New Square Footage	Total Square Footage	Add kitchen?	# of New Bedrooms	
Build out Per	Units;	Heated: 4545D	Exist:	VES	101	1
37	LEVEL 2	Unheated:	Nev52700	)	101	
# of New Bathrooms	Adding/moving # of Plumbing Fixtures	Electrical Amps or # of lights, switches, & outlets	Heating/A/C Type	Insulate (Yes or No?)	Construction Cost	\$2.510.00
101	413	NIA	24/sput Skotem	YES	\$ 5,000,000	\$2,510.00 part ar 01/30/2018



## 2.3 Mailing Labels

The Mailing Labels tool is an extension of other tools that allow the creation of mailing labels, but with extra functionality specific to labels. You can use this tool to pick from other address types not exported from other tools, such as site address, tenant address, or applicant address. At the bottom of the tool, you will notice a Custom Label field. This can be used to create a generic name to go with addresses, such as "Current Resident", "Solar Customer", or "Pool Owner". Once the form is complete you can export the results to a PDF printable to Avery

5160 or comparable generic label, or a CSV for the purpose of a mail merge.

Permit Status	Approved
Output Format	PDF
Custom Label	
	Get MailIng Labels

### 2.4 Real Time Leads

The Real-time Leads tool allows users to see permits as they are entered into our database and before they are published. Each permit listed on this tool is raw and in real-time, and may be later checked for quality. This tool is useful for individuals that want to get to permits as soon as possible, or for finding permits that aren't yet published. Permits listed here will not yet appear in any other tool because they have not yet been published.

	II Subscribed Areas II Construction Types	V Update					
Permit Number	Description	Companies	People	Area	Jurisdiction	Valuation	Date and Time Entered
BR18-000135	New Home			Wasatch Front	Spanish Fork	\$287,078	May 3, 2018 - 3:54 PM
BLD2018-02363	Demolition Residential			Michigan	Detroit	\$0	May 3, 2018 - 3:54 PM
P18-005349	Swimming Pool & Spa			Florida Central	Osceola County	\$25,000	May 3, 2018 - 3:53 PM
100759901	Install Elevator	Otis Elevator (Contractor)		Illinois	Chicago	\$84,900	May 3, 2018 - 3:53 PM
2018-43103	New Home	Pulte Group (Contr-Owner)		Austin Metro	Georgetown	\$200,380	May 3, 2018 - 3:53 PM



# **3. Construction Monitor Statistics**

The millions of building and solar permits that we collect across the United States allow us to create powerful statistical tools to help companies track trends, compare areas, monitor builder activity, and assist in predictive analytics. You can access these statistical tools from the Stats drop down.



### **3.1 Basic Statistics**

Basic Statistics provide an overview of all construction. You can select the type of Company, Construction Type, Counties, Jurisdictions, Date Range. Once you click on the 'Update' button, the results will show the Top 15 of the Company Type fields and the Building Permit Summary for the criteria selected. Only one construction type can be selected at a time. To be able to select multiple construction types, use the detailed statistics section.

Company Type	General Contractors				
Construction Type	Single Family Homes				
Area	CO - Denver Metro				
County	Denver County	001		~	
Jurisdiction	All			~	
Date Range	01/01/2018	to	05/03/2018		



# **3.2 Detailed Statistics**

Detailed Statistics provide a comprehensive overview of construction. You can choose from the geographical areas that you are subscribed to and drill down to County or even jurisdiction level. Pick your Date Range or you can enter the week numbers that are relevant to your criteria. Entering week numbers will automatically ignore the Date Range fields. You can compare periods of time and see at a glance where construction is growing.

Once you click on the 'Update' button it will produce the Building Permit Report split into segments by construction class and type. This tool summarizes the number of permits, permit valuations, and number of units, including totals listed at the bottom. There is also a Print button on this page if you prefer to have a hard copy of the report. It is located near the top right of the web page.

Like many of our tools, you can click on any hyper linked word to see more details of what is included. For detailed statistics the construction type would be the clickable link. For example, if you click Single Family Homes, you will be able to see all the Single Family Homes within your criteria.

Building Permit Report			
Residential	Permits	Value	Units
Single Family Homes	2,265	\$448,708,962	2,265
Demolition	226	\$16,800	0
Grading & Dust	9	\$7,020,000	0
Footing & Foundation Residential	89	\$761,802	0
Duplexes & Twin Homes	8	\$1,830,405	16
Apartments & Condos	35	\$130,095,184	1,552



# 3.3 Top Company Report

Top Company Reports are designed to show at a glance the top builders in a geographical region or regions over a specified time frame.

# 3.3.1 Running A Top Company Report

### Area:

This shows the geographical area or areas you are currently subscribed to. If you have access to more than one area you can hold the shift key down and then select blocks of multiple areas. Alternatively you can hold down the control key and click on specific areas, one at a time. Or, if you want to search all of the areas you can click on the default of 'All'.

### County:

This enables you to select which counties you want the report for. You can leave it on 'All', to see every county available or you can hold the shift key down and then select blocks of multiple counties. Alternatively you can hold down the control key and click on specific multiple counties, one at a time.

### Jurisdiction:

Search by legal Jurisdiction of where the permit application was filed and submitted. Some permits may be pulled in other jurisdictions. For example, homes in Glendale, California may be pulled at the Los Angeles County office.

### Date Range:

Select a date range for the report.

### Publish Week:

Select publish weeks for the report. Selecting publish weeks will automatically override the Date Range fields.



### **Publish Year:**

Enter in the year for the report. Back issue access determines how far back you can search.

### **Combine Subsidiaries:**

Having this option to 'yes' will aim to combine subsidiaries of a parent company to the best of our ability.

### Company Types:

Choose the type of company for the report. Top General Contractors is the most reliable search type as general contractors are typically required on a permit. The number of Architects/Designers, Engineers, and Applicants/Agents listed on permits varies by jurisdiction.

Date Range	01/01/2018	to	05/07/2018
Publish Week		to	
Publish Year	2018		
Combine Subsidiaries	Yes		<b>v</b>
Company Types	Top General Co	ntractors	
1	○ Top Architects/D	esigners)	
	O Top Engineers		
	<ul> <li>Top Applicants/A</li> </ul>	Agents	1
Construction Class	All		~
Construction Types	All		^
	Agricultural Buildi Alternative Comm		
	Alternative Reside		
	Apartments & Cor	ndos	¥
	(Hold CtrL key to se	elect mult	iple)
Show	Summary View		~
Number of Companies	1000		~
Sort by	Total Valuation		~
	View Top Compan	y Report	

### **Construction Class:**

Limit results to residential, commercial, solar or all. We base our residential categories on permits related to places of occupancy, including apartments and condos.



### Construction Type:

Limit searches to construction type. You can leave it on 'All', to see every construction type. Or you can hold the shift key down to select blocks of multiple construction types. Alternatively you can hold down the control key and click on specific construction types, one at a time.

### Show:

Summary view displays the names of the companies, Total Value, Units, Permits and the Average Values by the number of units and permits on the results page. Detailed view will display contact information on the results page.

### Number Of Companies:

Select the number of companies to be generated by the report. If you require over 1,000 companies, please contact your representative or Customer Service.

### Sort By:

Search results can be sorted by: Total Valuation - the sum value of all projects built by each company, Average Permit Valuation – average value per project built by each company, and Units – the number of units built per company.



# 3.3.2 Report Results

Report results will display a high level overview of each company and also include a couple of export options. To see a profile for any company, including permits pulled over the specified time frame, click on a company name. Companies may be listed more than once if they have multiple offices listed on permits. This is common for national builders.

### **Company Profile:**

When any company name is clicked, a new screen will load with all known contact details. We include addresses, names, phone numbers, fax numbers, email addresses, websites, and license numbers whenever available. This page also contains a list of projects over the specified time frame so that you can understand which projects are associated with that company.

### **Project Information:**

Click on the permit number to view more information on a specific project, including a map showing the location of the project site.

### **Export To Spreadsheet:**

Export results to a CSV file which can import into any program that can take CSV files, which includes most CRM programs. (Customer Relationship Management programs)

### Mailing Labels:

Export results to Avery 5160 format or comparable generic version to be printed out for a mailing campaign.

	Company	Total Value	Number of Units	Average Value (by unit)	Permits	Average Value (by permit)
1	Pentalon Construction (Wasatch Front)	\$100,748,686	67	\$1,503,712	28	\$3,598,167
2	Ivory Homes (Wasatch Front)	\$75,182,174	306	\$245,693	280	\$268,508
3	Edge Homes (Wasatch Front)	\$66,693,585	361	\$184,747	156	\$427,523
4	Jacobsen Const (Wasatch Front)	\$49,247,807	0	\$16,415,936	3	\$16,415,936
5	D R Horton Inc (Wasatch Front)	\$33,785,089	173	\$195,290	140	\$241,322



# 3.4 Summary Reports

Area Summary Reports provide a statistical overview of a geographical area quarterly.

Residential	Permits	Value	Units
Single Family Homes	1,161	\$472,142,615	1161
Demolition	78	\$515,009	0
Duplexes & Twin Homes	2	\$1,845,241	4
Apartments & Condos	15	\$89,784,467	804
Other Residential Structures	34	\$1,338,936	0
Swimming Pools & Spas	412	\$15,257,920	0
Alternative Residential Energy	2	\$64,031	0
Garages & Carports	52	\$2,738,311	0
Res Rmdl, Addn, Int Fin	285	\$19,548,355	0
Reroof Residential	14	\$528,369	0
Total Residential Const	2,055	\$603,763,264	1,969
Commercial	Permits	Value	Units
Offices/Banks/R&D/Professional	10	\$11,773,365	0
Demolition (Commercial)	23	\$401,600	0
Grading & Dust (Commercial)	1	\$1,900,000	0
Footing & Foundation Commercial	5	\$30,909,298	0
Retail/Whsl/Dining/Personal Care	31	\$32,403,690	0
Auto/Truck Sales & Service	3	\$1,165,833	0
Motels, Hotels, & RV Parks	3	\$180,953,726	0
Indus-Manuf, Whse-Shops, Transp	1	\$294,000	0
Hospitals & Other Institutions	3	\$40,193,500	0
Utilities (gas elect wtr swr)	22	\$3,668,349	0
Parks, Recreation, Entertain, Arts	20	\$3,392,089	0
Agricultural Buildings & Sheds	2	\$135,360	0
Other Non-Residential Buildings	22	\$167,961,916	0
Comm Structures Other Than	71	\$26,809,694	0
Comm Rmdl, Addn, Int Fin	359	\$193,699,031	0
Reroof Commercial	5	\$2,467,264	0
Total Commercial Const	581	\$698,128,704	0
Total Orange County Const	2,636	\$1,301,892,096	1,969

#### Area:

Select the geographical area that you want to run the report on.

#### Year:

Type in the year you would like to see the data on.

### Quarter:

Select which quarter of the above year you want information on. This will create a report running through that quarter, so 4th quarter will include year end stats.

#### Report:

There are four types of reports. The default selection is 'Building Permit Summary'. The other selections are 'Builder City Report, Top Builders, and Complete Report'.

Once you click on the 'Get Report' button a pop up window will appear where you can save the report as a PDF. Depending on the size of the summary report, it can take some time to load.

The Building Permit Summary report shows the overall statistics of each construction class and type, plus the total permit valuation, the number of permits issued and a count for the number of units. The subsequent pages provide the same information broken down by each jurisdiction.



# 4. Construction Monitor Support

### 4.1 Tutorials

There are several short videos available on the website on how to use some of the tools. They are found under the Support tab.

### **4.2 Customer Support**

You can contact our Customer Service team from 8 AM to 6 PM MT from any of the methods below:

Phone: (800) 925-6085 ext: 0

Email: <a href="mailto:support@constructionmonitor.com">support@constructionmonitor.com</a>

Chat: Blue "?" at bottom right of any Construction Monitor web page

If you have a Sales Representative, you may also reach out to them directly.

# **4.3 Technical Support**

Phone: (800) 925-6085 ext: 4

Email: <a href="mailto:techsupport@constructionmonitor.com">techsupport@constructionmonitor.com</a> (preferred)

### **4.4 Web Demonstrations**

For a customized website demonstration, specific to you and your company, please contact your Sales Representative or our Customer Service department at any time.

We appreciate you as a customer and look forward to your success!