

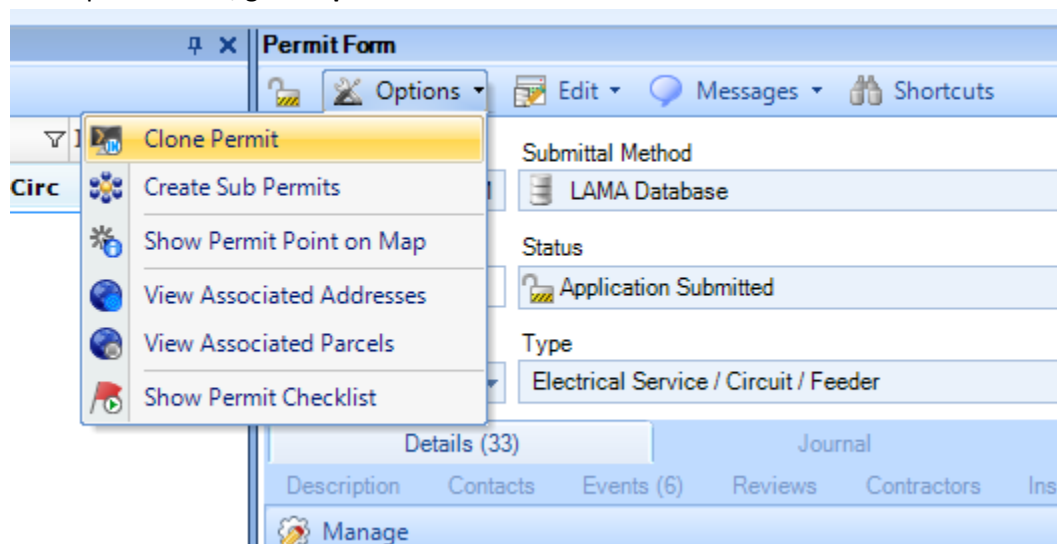
Cloning Multiple Permits on One Address

Steps to create multiple permits on one address or parcel. For example, when buildings with multiple meters all need their own permit (and unit number), or when there is new construction on one site with multiple addresses that aren't in GIS yet.

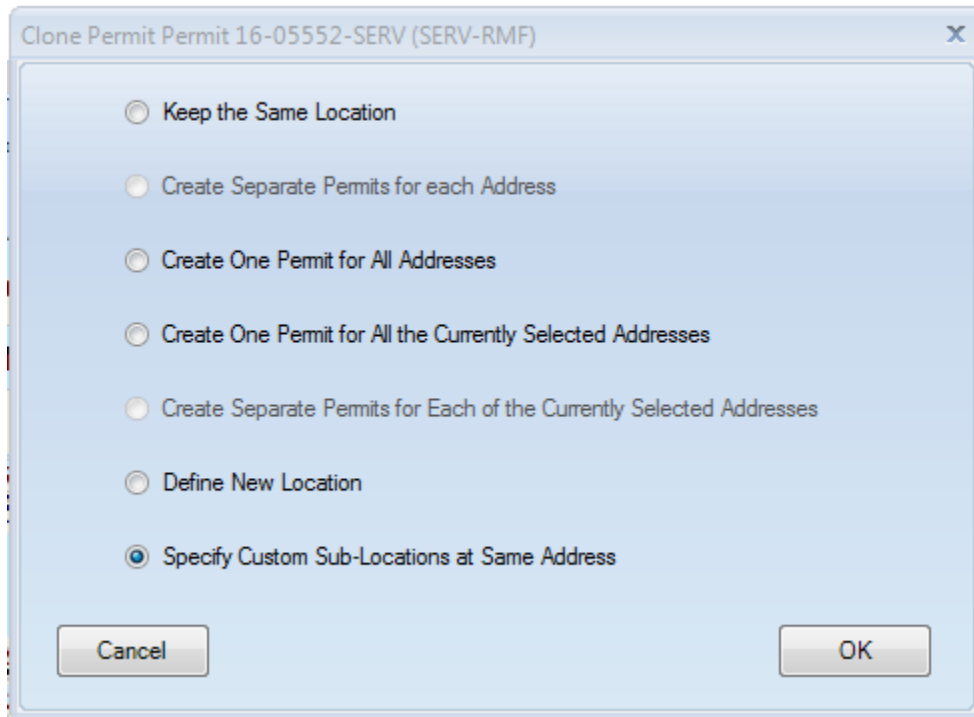
All clones will have the same description and details as the first permit.

Documents are *not* copied over from the first permit to all the clones.

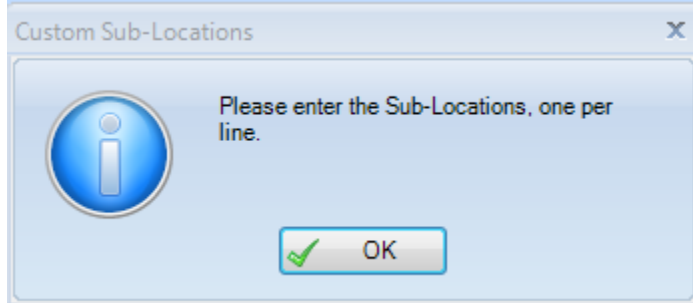
1. Create the first permit as you would normally.
2. In the permit form, go to **Options** and then to **Clone Permit**:



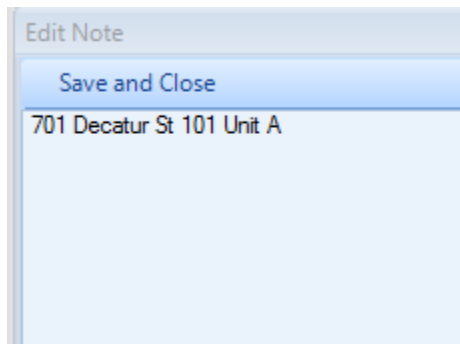
3. In the **Clone Permit** pop-up window, select **Specify Custom Sub-Locations at Same Address**, and click **OK**:



4. Click **OK** in the **Custom Sub-Locations** pop-up to continue:



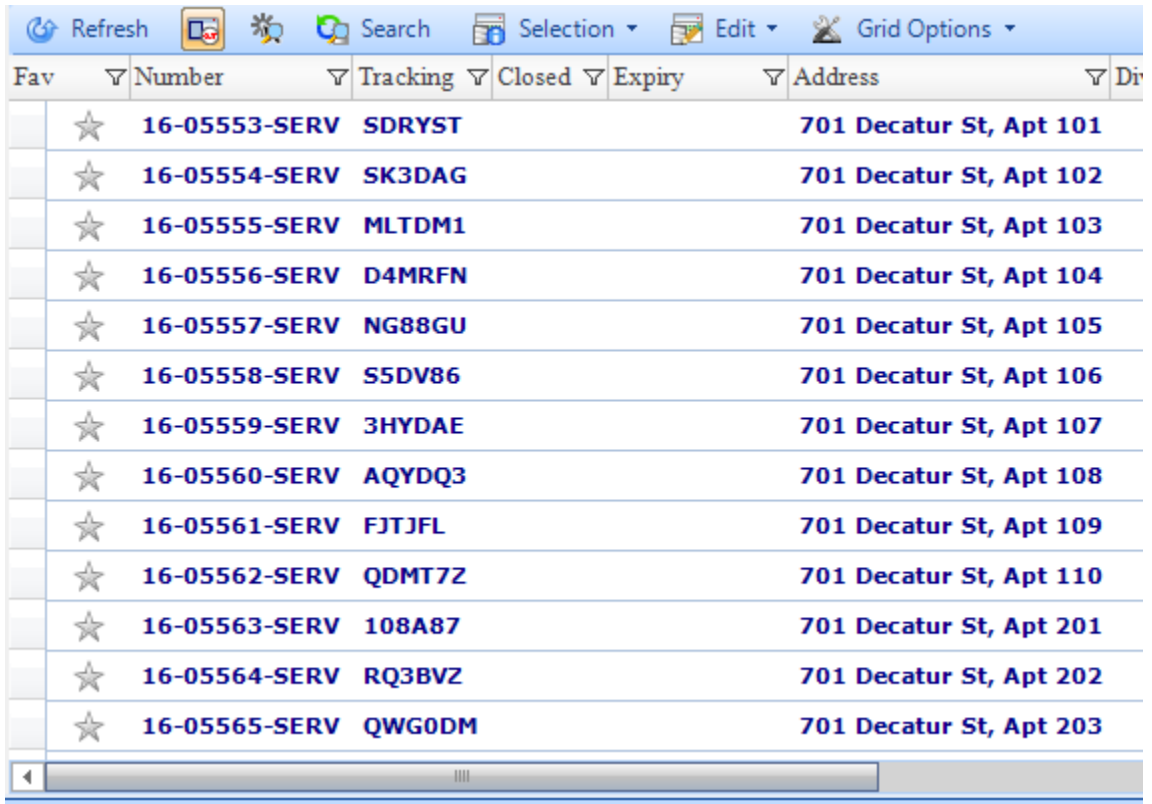
5. A text editing window will open with the first address already entered, followed by "Unit A" – you can change this entry to whatever you need it to say:



6. Enter each address you need on a new line in the text box. **TIP:** If you already have a list of addresses in Excel, Word, or an email, you can copy and paste them into the text editor:

The screenshot shows the Microsoft Word ribbon with the Home tab selected. The ribbon includes the File tab, Home tab, Insert tab, Page Layout tab, Formulas tab, and Data tab. The Home tab is active, showing the Clipboard group (Cut, Copy, Paste, Format Painter) and the Font group (Calibri, 11, Bold, Italic, Underline, Paragraph, Styles). Below the ribbon is an Excel spreadsheet with column headers A, B, C, D and row numbers 1-20. Column A contains addresses from '701 Decatur St, Apt 101' to '701 Decatur St, Apt 210'. An 'Edit Note' dialog box is open over the spreadsheet, containing a 'Save and Close' button and a list of the same addresses as in column A.

7. When you've entered all the addresses you need, click **Save and Close** at the top of the **Edit Note** window, and a new permit will be created for each line you entered:



Fav	Number	Tracking	Closed	Expiry	Address	Dir
★	16-05553-SERV	SDRYST			701 Decatur St, Apt 101	
★	16-05554-SERV	SK3DAG			701 Decatur St, Apt 102	
★	16-05555-SERV	MLTDM1			701 Decatur St, Apt 103	
★	16-05556-SERV	D4MRFN			701 Decatur St, Apt 104	
★	16-05557-SERV	NG88GU			701 Decatur St, Apt 105	
★	16-05558-SERV	S5DV86			701 Decatur St, Apt 106	
★	16-05559-SERV	3HYDAE			701 Decatur St, Apt 107	
★	16-05560-SERV	AQYDQ3			701 Decatur St, Apt 108	
★	16-05561-SERV	FJTJFL			701 Decatur St, Apt 109	
★	16-05562-SERV	QDMT7Z			701 Decatur St, Apt 110	
★	16-05563-SERV	108A87			701 Decatur St, Apt 201	
★	16-05564-SERV	RQ3BVZ			701 Decatur St, Apt 202	
★	16-05565-SERV	QWG0DM			701 Decatur St, Apt 203	