



2010 Business Permits Survey (BPS)

Main menu: ¹

¹This main menu screen is currently just a shell and there will be a “start” button under “Action” and additional information will be added under each column header.

The screenshot shows the main menu for the 2010 Business Permits Survey. At the top left is the U.S. Department of Commerce Bureau of the Census logo. The main title is "Building Permits Survey" with three images of buildings. Below the title is a navigation bar with links: "Main Menu", "Change Password", "About Survey", "Contact Us", and "Logout". A help telephone number is provided: 1-800-845-8244 (7:00am-4:30pm EST/M-F). The "Label/Contact Information" section lists contact details for John Doe, County Zoning Officer, including address, phone numbers, email, and website. A "Main Menu" section follows. Below are two tables for "2010 Survey Forms" and "2009 Survey Forms", both with columns for Action, Status, Reporting Period, and View/Print Form as PDF. The 2009 table has a blue bar under the Action column and a PDF icon. At the bottom, there are links for Burden Statement, Accessibility, Privacy, and Security, along with form number C-404, OMB No. 0907-0094, and an approval expiration date of 03/31/2013.

				
<h1>Building Permits Survey</h1>				
				
Main Menu	Change Password	About Survey	Contact Us	Logout
Help Telephone: 1-800-845-8244 (7:00am-4:30pm EST/M-F)				
<h3>Label/Contact Information</h3>				
John Doe County Zoning Officer For: 1234 1st Street anytown, AA 11111-1111 (111)-123-1231 (111)-123-1222 john.doe@anytown.gov www.anytown.gov Edit Label				
<h3>Main Menu</h3>				
<h3>2010 Survey Forms</h3>				
Action	Status	Reporting Period	View/Print Form as PDF	
<h3>2009 Survey Forms</h3>				
Action	Status	Reporting Period	View/Print Form as PDF	
Form Number: C-404 OMB No.: 0907-0094 Approval Expires: 03/31/2013				
Burden Statement	Accessibility	Privacy	Security	

Example question screen: ²

²The contact information that is on file will be pre-printed above this question.

Building Permits Survey

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS

Main Menu Change Password About Survey Contact Us Logout

Help Telephone: 1-800-845-8244
(7:00am-4:30pm EST/M-F)

Label/Contact Information

Please correct the label/contact information if needed, and then NEXT to continue.

Name:

Title:

For:

Street Address:

City:

State:

Zip Code:

Telephone Number:

Fax Number:

Email:

Internet Web Address:

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Form Number: C-404
OMB No.: 0607-0094
Approval Expires: 03/31/2013

[Burden Statement](#) [Accessibility](#) [Privacy](#) [Security](#)

Example question screen:³

³The wording presenting the various examples will be made consistent (“i.e.” vs. “for example”).

Building Permits Survey

Main Menu Change Password About Survey Contact Us Logout

Help Telephone: 1-800-845-8244
(7:00am-4:30pm EST/M-F)

Geographic Coverage

This is the latest information on your jurisdiction's geographic coverage:

Please indicate any changes in geographic coverage, or click NEXT to continue.

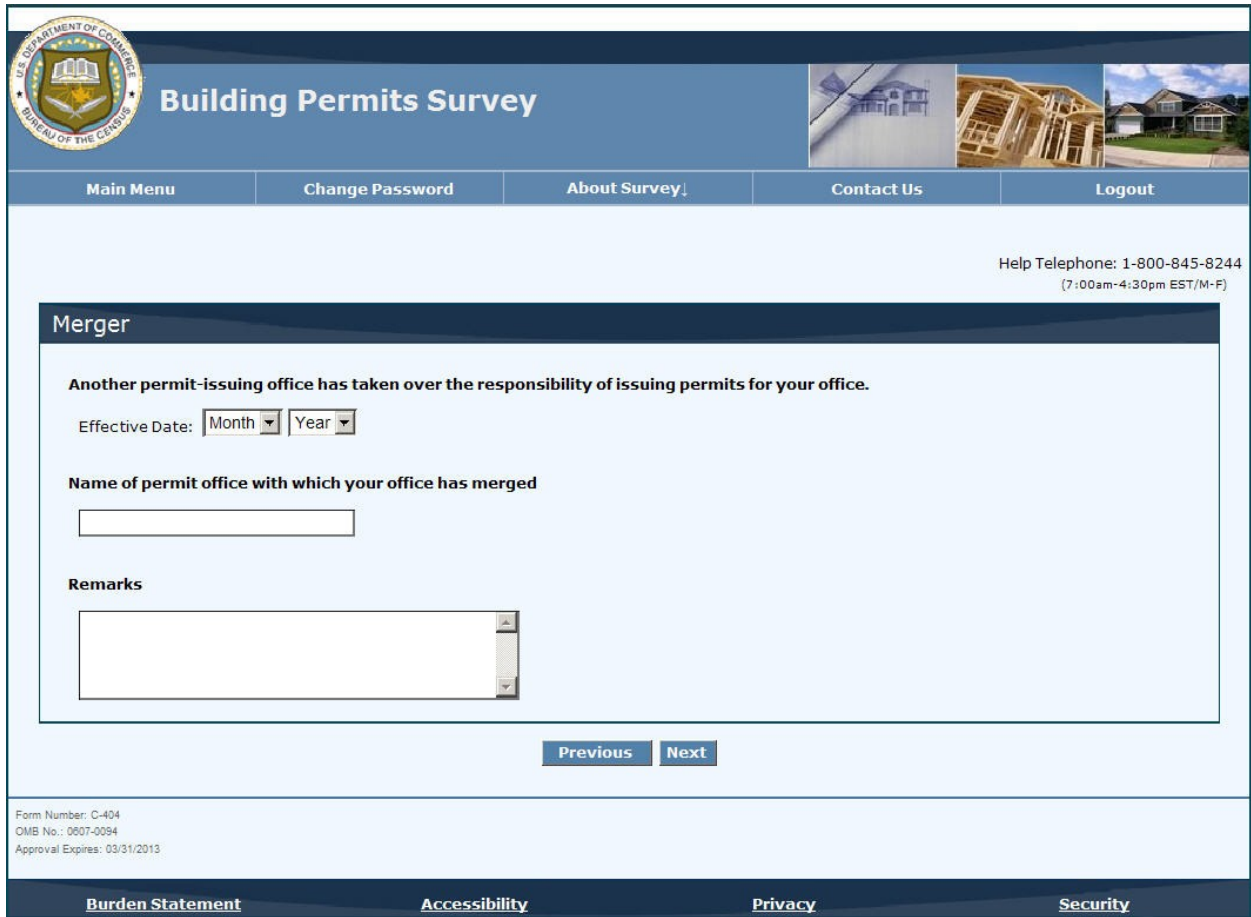
- Permit system discontinued — Permits are no longer required to build new residential buildings (i.e. new homes, new apartments)
- Merger — Permit office has merged with another permit-issuing jurisdiction (For example, the city, town, or village's permits are now issued by the county)
- Split — Permit office has split into two or more permit jurisdictions (For example, the county no longer issues the permits for a city, town, village, etc.)
- Extraterritorial jurisdiction (ETJ)/Annexation — Jurisdiction annexed additional miles around its boundaries
- Place name change — Name change, spelling correction, or political description change (i.e. change from a city to town, etc.)
- No Change

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Form Number: C-404
OMB No.: 0607-0094
Approval Expires: 03/31/2013

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Example question screen:



The image shows a web-based survey form titled "Building Permits Survey". At the top left is the seal of the U.S. Department of Commerce, Bureau of the Census. The title "Building Permits Survey" is prominently displayed in the header. To the right of the title are three small images: a blue architectural drawing of a house, the wooden frame of a house under construction, and a completed modern house. Below the header is a navigation bar with five buttons: "Main Menu", "Change Password", "About Survey", "Contact Us", and "Logout". On the right side of the page, there is a "Help Telephone: 1-800-845-8244" with the hours "(7:00am-4:30pm EST/M-F)".

The main content area is titled "Merger" and contains the following text and form elements:

Another permit-issuing office has taken over the responsibility of issuing permits for your office.

Effective Date:

Name of permit office with which your office has merged

Remarks

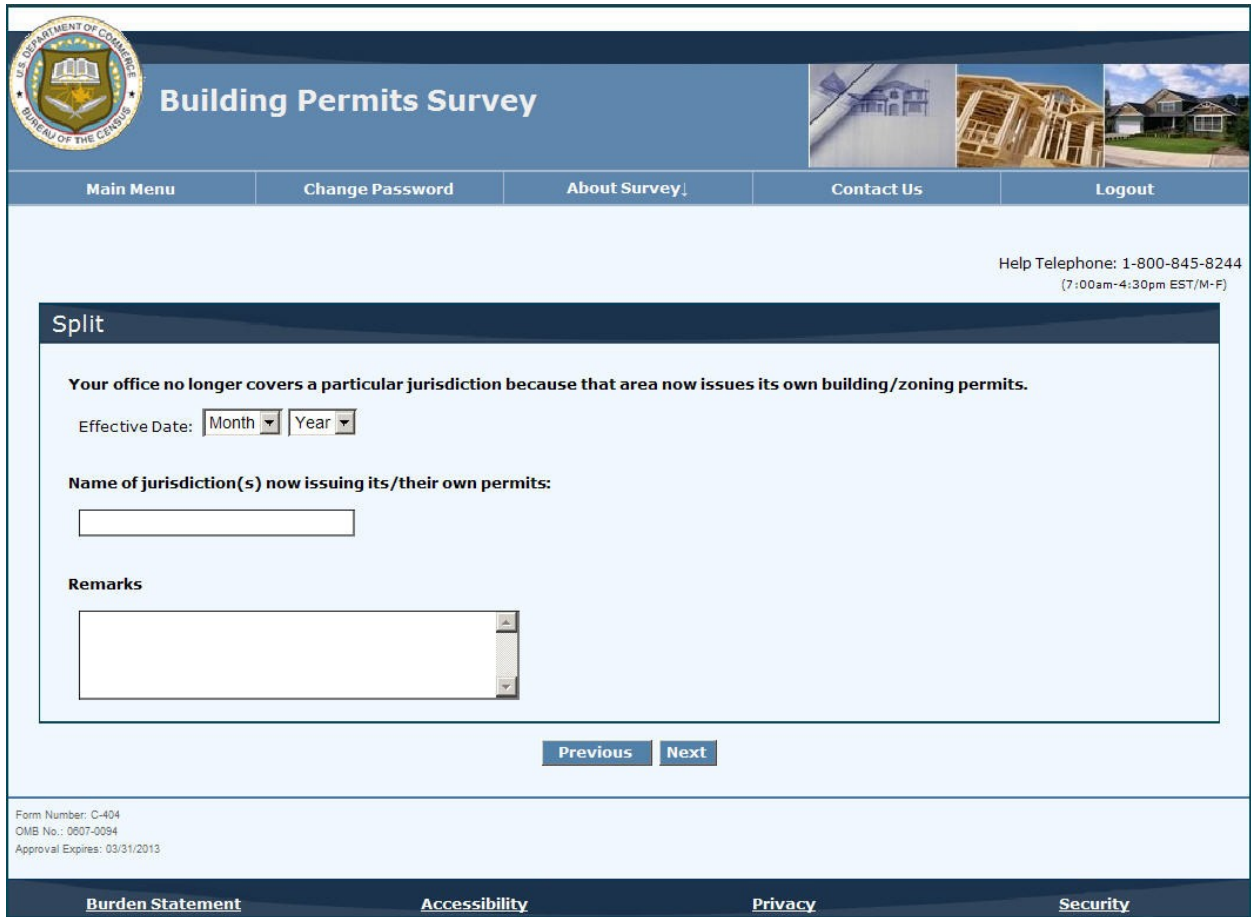
At the bottom of the form area are two buttons: "Previous" and "Next".

At the very bottom of the page, there is a footer with the following text:

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Approval Expires: 03/31/2013

Below the footer are four links: "Burden Statement", "Accessibility", "Privacy", and "Security".

Example question screen:



The screenshot shows a web-based survey interface for the U.S. Department of Commerce, Bureau of the Census. The page title is "Building Permits Survey". The header includes a navigation menu with "Main Menu", "Change Password", "About Survey", "Contact Us", and "Logout". A help telephone number is provided: "Help Telephone: 1-800-845-8244 (7:00am-4:30pm EST/M-F)".

The main content area is titled "Split" and contains the following text: "Your office no longer covers a particular jurisdiction because that area now issues its own building/zoning permits." Below this text are two dropdown menus for "Effective Date: Month" and "Year".

There is a text input field for "Name of jurisdiction(s) now issuing its/their own permits:" and a larger text area for "Remarks".

At the bottom of the form area are two buttons: "Previous" and "Next".

At the very bottom of the page, there is a footer with the following text: "Form Number: C-404", "OMB No.: 0607-0094", and "Approval Expires: 03/31/2013". Below this footer are four links: "Burden Statement", "Accessibility", "Privacy", and "Security".

Example question screen: ⁴

⁴The large text box under “Define ETJ or annexation in miles” will be replaced with “ _____ miles.”

The screenshot displays the 'Building Permits Survey' interface. At the top left is the U.S. Department of Commerce, Bureau of the Census logo. The main header contains the title 'Building Permits Survey' and three images: a house blueprint, a wooden house frame, and a completed house. A navigation bar below the header includes links for 'Main Menu', 'Change Password', 'About Survey', 'Contact Us', and 'Logout'. On the right side, there is a 'Help Telephone: 1-800-845-8244 (7:00am-4:30pm EST/M-F)'.

The main content area is titled 'Extraterritorial Jurisdiction (ETJ)/Annexation'. It contains the following text and form elements:

- Your permit office is now responsible for additional land outside of its original boundaries.**
- Effective Date:
- Define ETJ or annexation in miles:**
- A large, empty text input box for entering the number of miles.

At the bottom of the main content area are two buttons: 'Previous' and 'Next'. The footer of the page includes the following text:

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Approval Expires: 03/31/2013

Navigation links at the bottom of the page are: [Burden Statement](#), [Accessibility](#), [Privacy](#), and [Security](#).

Example question screen: ⁵

⁵The title of this page, "Valuation Table," will be changed to something more recognizable; the items will be lettered correctly (starting with "a" instead of "b"); the questions will be changed to better match the response boxes; and the "." before each of the last response boxes will be deleted.

The screenshot shows a web form titled "Building Permits Survey" from the U.S. Department of Commerce, Bureau of the Census. The form is titled "Valuation Table" and contains four sections for different building types, each with a question and input fields for "Housing Units" and "Total Valuation \$,000".

Valuation Table

Single Family Houses

b. How many permits were issued for **detached and attached** single family houses?

Housing Units Total Valuation \$,000

Two-unit buildings

c. How many permits were issued for **Two-unit** buildings?

Buildings Housing Units Total Valuation \$,000

Three-Four unit buildings

d. How many permits were issued for **Three-Four** unit buildings?

Buildings Housing Units Total Valuation \$,000

Five-or-more unit buildings

e. How many permits were issued for **Five-or-more** unit buildings?

Buildings Housing Units Total Valuation \$,000

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Review screen: ⁶

⁶All individual pages will be listed on this page and pages with errors will be indicated.

The screenshot shows the 'Review Your Responses' screen of the Building Permits Survey. At the top left is the U.S. Department of Commerce Bureau of the Census logo. The main header reads 'Building Permits Survey' and includes three images: a blueprint, a wooden house frame, and a completed house. A navigation bar contains 'Main Menu', 'Change Password', 'About Survey', 'Contact Us', and 'Logout'. On the right, the help telephone number is 1-800-845-8244 (7:00am-4:30pm EST/M-F). The central content area has a dark header 'Review Your Responses' and a text box stating: 'The following pages have the indicated number of errors. You may click on a page name to return to that page and correct any issues, or click the Submit Data button below to finalize this form.' Below this is a 'Submit Data' button. At the bottom left, form information is provided: Form Number: C-404, OMB No.: 0007-0094, Approval Expires: 03/31/2013. The footer contains links for 'Burden Statement', 'Accessibility', 'Privacy', and 'Security'.

Example question screen:

The screenshot shows the 'Comments' screen of the Building Permits Survey. It features the same header and navigation as the previous screen. The central content area has a dark header 'Comments' and a text box with the instruction: 'Please enter any comments or remarks you may have. If no comments, select Next.' Below the text box is a large empty text input field. At the bottom of the input area are 'Previous' and 'Next' buttons. The footer and form information are identical to the previous screen.

Submission confirmation screen:⁷

⁷The submission confirmation screen will look similar to the submission confirmation screen for the Annual Wholesale Trade Report. The company information and contact person will be completed. The label of “company information” will be replaced with “business permit office information” or similar label.



The screenshot displays the submission confirmation screen for the Annual Wholesale Trade Report 2009. At the top left is the U.S. Department of Commerce Bureau of the Census logo. The main header reads "Annual Wholesale Trade Report 2009" and includes three images: a gavel, cardboard boxes, and oranges. A navigation bar contains links for "Main Menu", "Change Password", "About Survey", "Contact Us", and "Logout". A help telephone number is provided: "Help Telephone: 1-800-327-4389 (option 3) (8:30am-4:30pm EST/M-F)".

Submission Confirmation

Thank you for completing the Annual Wholesale Trade Report. The U.S. Census Bureau has received your data. We suggest you keep a copy of this form for your records.

Submission Date & Time: Thursday, May 06, 2010, 04:34:55 PM EDT

Company Information:

Company Contact Person:

Phone:
FAX:

At the bottom of the confirmation area are three buttons: "Print Confirmation Screen", "View/Print Report as PDF", and "Return to Main Menu".

A note at the bottom states: "The letters PDF or the  icon indicate a document is in the [Portable Document Format \(PDF\)](#). To view the file you will need the [Adobe® Reader](#), which is available for **free** from the Adobe web site."

At the very bottom, the OMB No.: 0907-0195 and Approval Expires: 09/30/2011 are listed. A footer bar contains links for "Burden Statement", "Accessibility", "Privacy", and "Security".