

# ePermits Center Project Collections

## What are project collections?

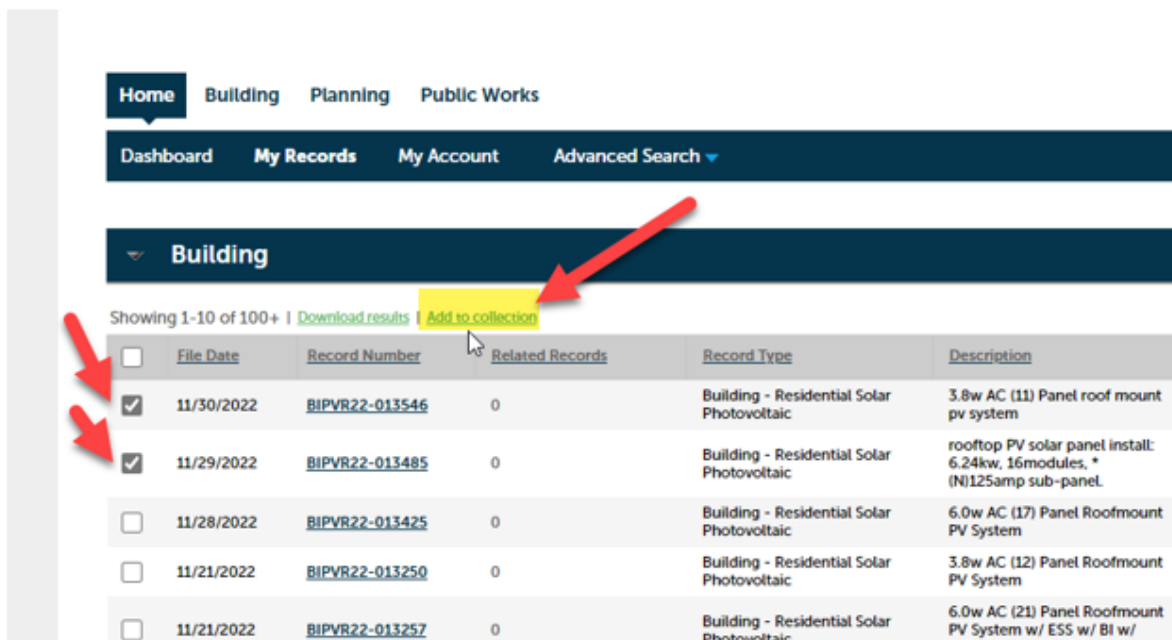
Project Collections are a way to group and manage your records. You can group your records based on your own criteria such as:

- Projects of the same type of scope such as all solar permits or all additions
- Projects for the same address or city
- Projects for a particular contractor if you work with multiple contractors
- Projects by year filed

## How to make a new collection

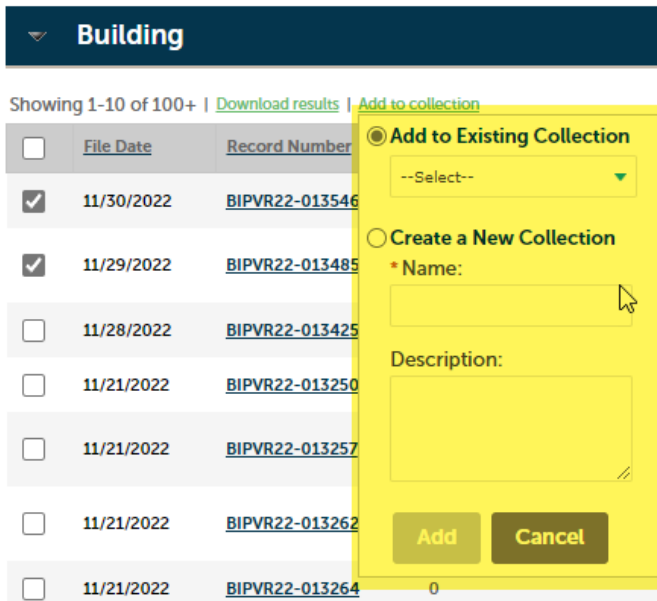
Log in to the ePermits Center

On your record list, check the box for the records that will be added to a collection. Click the **Add to Collection** hyperlink.



In the window that appears,

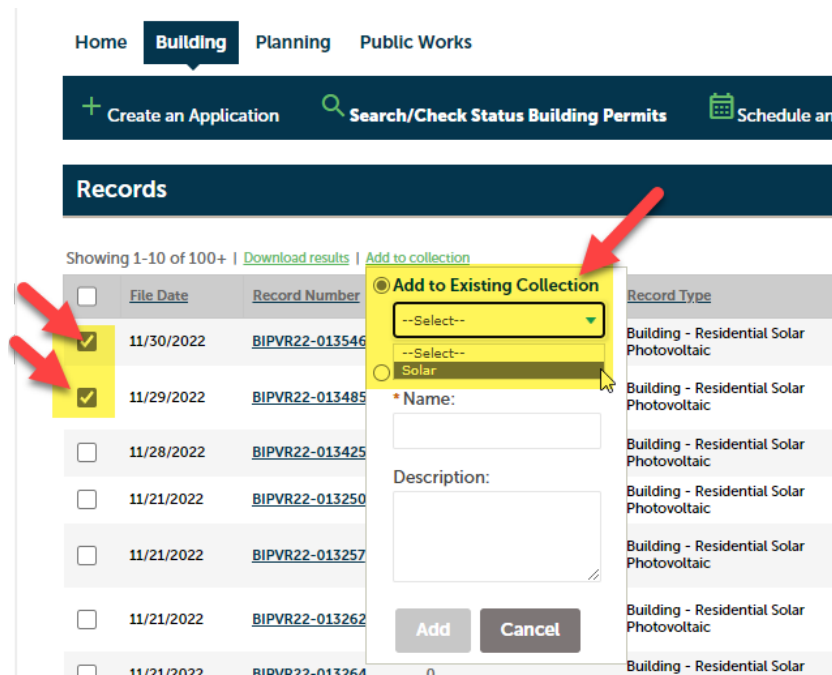
1. Click Create a New Collection option
2. Enter a name for the collection
3. Add a description for the collection then click Add



## How to add records to an existing collection

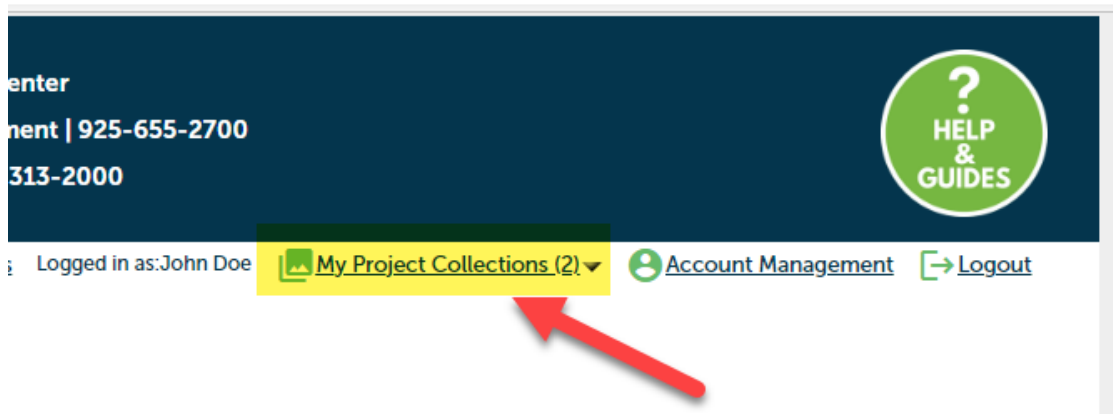
If you have an existing collection and want to add new records:

1. Choose the Add to Collection link then choose Add to Existing Collection option
2. Select the name of the collection from the dropdown list.
3. Click Add

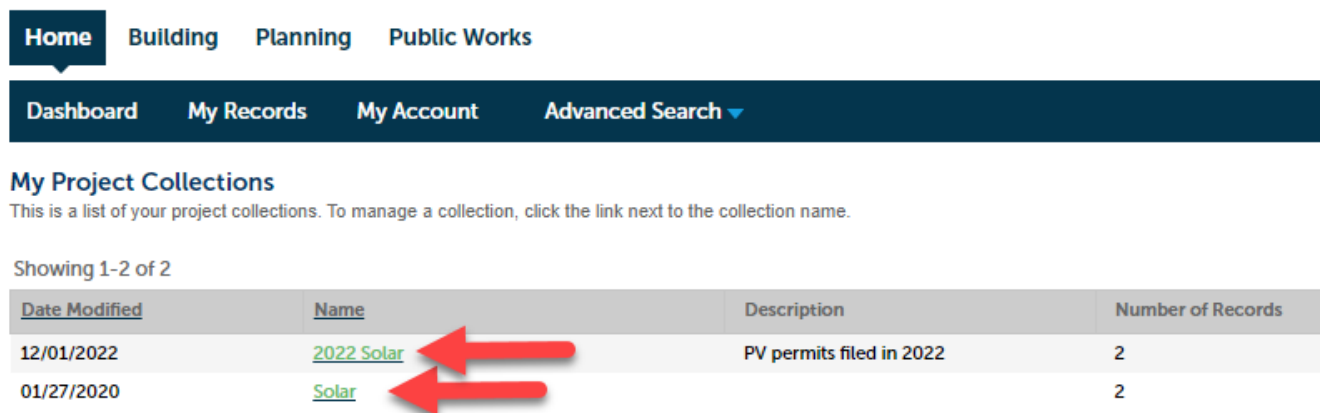


## How to view your collections

While logged in click the My Project Collections link on the top right of the screen next to your login name



Click the hyperlink name of the collection you want to view



In the collection screen, you will be able to do the following:

- View if a fee balance is due
- Rename or delete collection
- Move or Copy the records to a new or existing collection
- Delete the records from the collection
- Click on the record number hyperlink to view that record's details

**\*\*NOTE\*\*** Deleting the collection name or deleting the record from the collection does not delete the actual record from the ePermits Center.

PV permits filed in 2022  
Total Records: 2 (2 Building)  
Inspections Summary: 0 (0 Scheduled, 0 Rescheduled, 0 Approved, 0 Denied, 0 Pending, 0 Cancelled)  
Fees Summary: \$0.00 Paid, \$0.00 Due

Rename Collection Delete Collection

Building

[Move to...](#) | [Copy to...](#) | [Remove](#)  
Showing 1-2 of 2 | [Download results](#)

<input type="checkbox"/>	File Date	Record Number	Related Records	Record Type	Description	Address	Status	Action
<input type="checkbox"/>	11/30/2022	<a href="#">BIPVR22-013546</a>	0	Building - Residential Solar Photovoltaic		14 GOREE CT, MARTINEZ CA 945532119	Applied-Pending	
<input type="checkbox"/>	11/29/2022	<a href="#">BIPVR22-013485</a>	0	Building - Residential Solar Photovoltaic		38 BERKELEY AVE, ORINDA CA 945632104	Applied-Pending	