



Permits Online

What's New in Permits Online 3.5 (Industry Members)

April 18, 2013

The following enhancements in functionality and interface are included in Version 3.5 of the Permits Online system:

- **Business Name Displayed in Records List** – You may now view the Business Name in the Permits Online Records list.

Business Name Displayed in Records List

Date	Tracking Number	Application Type	Business Name	Address	Status	Action
02/21/2013	BR-2913-99917	Application for New Brewery, Micro Brewery, or Brewpub	POM Brewery	1234 Main St, Fairfax, VA 22032	Pending	

- **New Application Data Detail Report** – You may now generate and save an Application Data Detail report in XML format to share information with other agencies such as state and local governments. This allows you to provide these agencies proof of your TTB application in a format that lets them input that information in their own systems.

The Application Data Detail report includes the following information that is relevant to the generated application:

- Premise Address Information
- Contact Information
- Application Information
- Application Table Information

► **Note:** Please refer to [Generate and Save an Application Data Detail Report](#) for detailed steps on how to obtain this report in XML format to provide other agencies.

► **Note:** Please make sure to check with your state or local government to determine if they will accept your TTB application data in electronic format.

Application Data Detail Report

```
<?xml version="1.0" encoding="WINDOWS-1252" ?>
<!-- Generated by Oracle Reports version 11.1.1.6.0 -->
- <INDSTYMBRINFOFORSHARING_NEW>
- <LIST_G_TRACKID>
  - <G_TRACKID>
    <TrackingID>IW-2013-00023</TrackingID>
    <ApplicationType>Application for New Wholesaler and/or Importer</ApplicationType>
    <ApplicationStatus>Pending</ApplicationStatus>
    <BusinessName>GENERIC WHOLESALE STORE</BusinessName>
    <EIN />
    <StreetName>Main</StreetName>
    <City>Lexington</City>
    <State>KY</State>
    <Zip>405051111</Zip>
  </G_TRACKID>
</LIST_G_TRACKID>
- <LIST_CONTACT_TYPE>
  - <G_CONTACT_TYPE>
    <CONTACT_TYPE>Application Contact</CONTACT_TYPE>
  - <LIST_G_FNAME>
    - <G_FNAME>
      <FULL_NAME>John Doe M</FULL_NAME>
      <ADDRESS>10 Main Street</ADDRESS>
      <CITY>Lexington</CITY>
      <STATE>KY</STATE>
      <ZIP>405051111</ZIP>
      <FAX />
      <EMAIL>john.doe@ttb.gov</EMAIL>
    </G_FNAME>
  </LIST_G_FNAME>
</G_CONTACT_TYPE>
  - <G_CONTACT_TYPE>
    <CONTACT_TYPE>Business Headquarters</CONTACT_TYPE>
  - <LIST_G_FNAME>
    - <G_FNAME>
      <FULL_NAME />
      <ADDRESS>10 Main Street</ADDRESS>
      <CITY>Lexington</CITY>
      <STATE>KY</STATE>
      <ZIP>405051111</ZIP>
      <FAX />
      <EMAIL>john.doe@ttb.gov</EMAIL>
    </G_FNAME>
  </LIST_G_FNAME>
</G_CONTACT_TYPE>
  - <G_CONTACT_TYPE>
    <CONTACT_TYPE>Mailing Address</CONTACT_TYPE>
  - <LIST_G_FNAME>
    - <G_FNAME>
      <FULL_NAME />
      <ADDRESS>P.O. Box</ADDRESS>
```

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- **Mandatory Entry in Minimum of One Row in Required Tables** – You must now enter data in at least one row for each Application Specific Information Table (ASIT) section in Permits Online. If you do not enter data in at least one row for each ASIT section, an error message displays.

Mandatory Entry in Minimum of One Row in Required Tables

The screenshot shows the 'Application for New Brewery, Micro Brewery, or Brewpub' interface. At the top, there are navigation tabs for 'Home', 'Alcohol Permits & Registrations', and 'Tobacco Permits & Firearms Registration'. Below these is a search bar with 'Create a New Application | Search Your Applications'. A yellow error message box is highlighted with a red circle, containing the text: 'An error has occurred. You must enter at least one Signing Authority. You must enter at least one Owner or Officer'. Below the error message is a progress bar with five steps: 1. Contacts & Location, 2. Application Information (highlighted), 3. Business Information, 4. Review and Submit, and 5. Record Submitted. The current step is 'Step 2: Application Information > Officer-Owner Information'. A note indicates that an asterisk (*) indicates a required field. The 'Application Information' section includes instructions for 'OFFICER/OWNERSHIP INFORMATION' and 'ALTERATION OF PREMISES', each with an 'Add row' button. The 'ALTERATION OF PROPRIETORS' section also includes instructions and an 'Add row' button.

- **Print Cover Sheets for Tobacco Applications Within Application Review** – You may now print cover sheets for Tobacco applications from within the application review. Previously, you had to use the Reports link to print cover sheets for Tobacco applications. Now, you may select the **Print Cover Sheet** button within the application review.

Print Cover Sheets for Tobacco Applications Within Application Review

The screenshot shows the 'AFFIRMATION' section of the application review. The text reads: 'Under penalties of perjury, I declare that I have examined this application, including accompanying statements, and to the best of my knowledge and belief, it is true, correct, and complete. The applicant must immediately notify the TTB official with whom this application is filed of any change in ownership, management, or control of the applicant (in the case of a corporation, any change in the officers, directors, or persons holding 10 percent or more of the corporate stock). The business for which this application is made does not violate the law of the State in which the business will be conducted. In addition, if this application is approved, the applicant will conduct operations within a reasonable period of time and maintain such operations in conformity with Federal law. I understand that the information supplied by me in connection with this application will be used by TTB to make a determination on the application. Where such disclosure is not prohibited, TTB officers may disclose this information to other Federal, State, foreign, and local law enforcement and regulatory agency personnel to verify information on the application, and for enforcement of the laws of such other agency. This information may be disclosed to the Justice Department if the application appears to be false or misleading. TTB officers may disclose the information to individuals to verify information on the application where such disclosure is not prohibited. I understand that if I fail to supply the information requested TTB may delay or deny the issuance of the permit. I understand that TTB is asking for my Employer Identification Number and/or my Social Security Number for identification purposes. If I do not supply the numbers, I understand my application may be delayed.' At the bottom of the section, there are two buttons: 'Print Cover Sheet' (highlighted with a red circle) and 'Copy Record'.

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- **Attachment Instructions Update** – You may now view attachment instructions that state Permits Online accepts **.docx** and **.xlsx** files, as well as **.doc**, **.pdf**, **.jpg**, and **.xls** files.

Attachment Instructions Update

Attachment

Use the Attachment table to *upload* supplemental documents. Select "Upload a New Attachment" for each supplemental document that you are uploading. Contact TTB for more information or support about this table at 1-855-TTB-PONL (1-855-882-7665) M-F 9am - 4pm EST or click [here](#) to access the PONL Customer Reference Guide.

Attachment List

Files can be up to 16MB in size. Acceptable file types include .doc, .docx, .pdf, .jpg, .xls, .xlsx

Name	Type	Size	Date	Action
No records found.				

► [Upload a New Attachment](#)

[Continue Application >](#) Save and resume later:

- **Renamed Alcohol - Change in Building Amendment** – You may now submit the “Alcohol - Change in Building” amendment as the “Change in Bonded Premises (extended, curtailed, or modify)” amendment. The amendment has been renamed in Permits Online.