

Void Screen - This screen allows users to void a permit.

- A permit must be voided by someone other than the individual that issued the permit.
- A clear and informative description of void reason will be required.
- When a voided permit is replaced by another permit, the replacement permit number will be shown in the void reason.

Simply click on the Void permit

Type in either the company name (first three letters) or the permit number (example: 000125454) click on the search button

Select the permit that needs to be voided.

The user **MUST** type in a valid reason in the **VOID REASON** field for voiding the permit. Also include a replacement permit number.

