Submitting a Building ePlan

1. Please log into your ePortal account, and click on the APPLY menu item.

2. To submit your plan, you'll need to apply through the permit. From the list of available permits you can apply for, you can filter from the category list to narrow the list or scroll down the full list until you find the permit you need. Once you have found the permit you need, click on the APPLY button to start the process.

   Please note: Each permit has a detailed description listed. Please take a moment to read the description to make sure you have selected the appropriate permit for the job.

3. The first step in the process is to add a location for the permit. You'll note that at least one location is required. Click on ADD LOCATION.

   Please note: There will be messages or instructions listed at the top of each page. In most cases it will provide direction on what we expect you to do on this page.
You may either add a location using the parcel number or address. Under most circumstances the address is the way to go and the search section defaults to Address search.

In the search box enter the address you are looking for. Please limit the information to just the street number and street name. **DO NOT enter a unit or suite or street type (like DR, ST, RD, etc.).** You do not need to enter the full address it can be a partial address.

From the results of the search, select the address you want to add to the permit.
Once you have verified the location information is correct, click on NEXT to go to the next step.

Please note: At this time we do NOT recommend you save your permit as a DRAFT due to a bug in this version of the application which causes issues when trying to retrieve your draft permit. However, if you do save it as a draft and later have issues retrieving your draft permit, please contact the Building Development office and we will be able to correct the issue without you losing the draft information.

4. After verifying the location, the next step is Type. You'll notice the “Permit Type” is already populated for you based on the permit you selected to apply for. The fields with an asterisk, such as the Description or Valuation, are required. Enter a brief description of the work that is being performed, square footage (if appl), and enter the Valuation (cost of the job).
Please do not use commas or decimal points in the Valuation or Square Footage fields. When you are finished, click NEXT.

5. The next step is to verify and add any additional contacts related to your permit. You as the person logged into the application are automatically added as the Applicant. You are the only person/contact that cannot be removed.
If you need to add an additional contact, first select the contact type from the dropdown list, then click on the “card” to ADD CONTACT.

Please note: For co-workers within the same company or organization, please select Authorized Agent.

The Contact Type you selected appears at the top. There are two ways to find the contact you want to add... first by searching for a contact using the name, email or company.

You can then “ADD” the contact... AND if it's a contact you use on a regular basis... you can also ADD that contact to your Favorites by clicking on the STAR in the Favorites column.

Pro Tip! If you add the contact to your favorites, then the next time you need to add that contact to a plan, select MY FAVORITES, and your list of most used contacts appears and you don’t have to search for them.
Once you are finished adding in your contacts, select NEXT to move on.

6. The next step is to update the permit with the work you plan to perform. You do that by populating the appropriate fields on the permit. Scroll down the list of custom fields and update those that are appropriate for the work you are applying for.

For the Permit Name, please enter the name of the business or development if it's a commercial site, and the last name of the owner along with what they are building if it's a residential site (example: SMITH DECK). Remember to enter the Plan Code Book and Plan Code Year that the work is being done under.

**Please note:** There will be messages or instructions at the top of some sections within the list of custom fields. Please take a moment to read the notes/messages as some will provide instructions on what we expect you to enter within some custom fields.
Please note: In some cases you will see the following fields... don't worry... these are usually calculated “total” field which update within the application once you've submitted your permit. Just ignore these types of fields if you see one.

In other cases, depending on the permit case you selected, you will see fields which are highlighted in “red”... those are required custom fields and need to be populated prior to proceeding to the next step. Below is an example of what one might look like.

Once you are finished updating the fields, select NEXT to move on.

7. The next section are for your attachments. It is VERY IMPORTANT that you review the note/message at the top of the section. This note will list the documents you will need to attach to the permit in order pass quality control and not delay the review of your application. Select NEXT to continue after you have attached your documents.

Please note: Please make sure to follow the “File Naming Convention” found on Page 3 of 4 of the “Customer Electronic Plan Review Guide”. The examples pictured below DO NOT reflect those standards.
8. Prior to getting to the final “Summary” page for your review, you will be required to “sign” the application you are submitting. Please read the statement and sign the application in order to continue. Depending on the trade permit type you are applying for, the signature statement will be different with each type of application.

Please note: You do not need to “draw” the signature. You can switch the “Enable type signature” on and that will allow you to “type” the signature.
9. The final page is a Summary page for your review. Carefully scroll down the information and confirm everything is correct prior to submitting. If you need to make changes you can go “BACK” by clicking on the BACK button at the bottom of the page. ( )

Please note: Do not click on the browser “back” button or you will lose the updates you have made up until that point. If you need to go back to fix something, please click on the “BACK” button at the bottom of the screen.
Please note: The system does display “estimated fees”. These are just “estimated” and may be subject to change once the application has been reviewed.

Once you are satisfied with the application, click on the SUBMIT button.
10. After a short wait, the permit screen will re-appear with a permit number and all the information that was submitted. Note that the permit Status is shown as Draft.

At this point, the permit with its plan has been submitted to the county to be processed. It may take 1-3 business days for quality control to be completed. You will receive notification when your filing fee has been invoiced for payment. **The plans will not be distributed for review until payment is received.**
Please note: If you review your case online after submitting it and do not see any of your attachments, don't worry. They were received but they need to be reviewed by staff and made available to the customer before you'll be able to see them on your case.
How to Pay for the Plan Filing Fee (or any other fee related to any case)

When your filing fee is ready for payment, you will receive an email to let you know that payment can now be made. To do so, log into ePortal and go to your DASHBOARD.

1. Scroll down to MY INVOICES on the DASHBOARD. You can add all due fees at the same time by adding the total to the cart. Or if you wish to view the invoices first, click on VIEW MY INVOICES.

2. From the list of invoiced fees, you may select all you wish to pay for. From this screen you can select to pay for more than one invoice at a time.

3. Once you have added fees to your cart, you'll notice that the cart icon next to your name appears with the number of invoices in the cart. If you click on that cart, the list of what is in your cart displays. From this list you can remove invoices from the cart or proceed with check out.
4. Click on “Check Out” button... the MyGovPay screen will open. Fill in the required fields, then select Process Payment.

**Please note:** At this time we are only accepting Credit Card payments but hope to expand that to eChecks in the near future.

A confirmation page will appear. Select Return to Citizen Access Portal to return to CSS.
You should receive a copy of your receipt in your email.

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**Please note:** There is anywhere from 30 seconds to a two minute delay from the time the payment is completed and it displays as “paid” on your case(s) and Dashboard. Please be patient and refresh your browser screen after a couple of minutes and you’ll see that the screen updates.

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**Please note:** Although the application allows you to create “Template” plans/permits for those instances where you want to save time when applying. At this time we do NOT recommend you create any templates due to a bug in this version of the application which causes issues when trying to update or use your permit/plan template.
Submitting Subsequent Submissions and Revisions To Approved Plans

When the 1st submission of your plan passes quality control and is distributed for review, you will receive a Plan Application Receipt which contains your plan number. Sample shown below:

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**PLAN APPLICATION RECEIPT**

Plan Number: BPR2021-00008                  Date Submitted: 08/24/2020
Associated Permit Number(s): BLD2021-00048
Plan/Permit Name: Rainbow Connections
Project Type: Building Plan C - Tenant Layout
Projected Completion Date*: 09/08/2020            Received By: EnerGov Service

* Please note this is an estimate. Actual review periods may be longer due to volume of applications.

Please monitor the status of your review by going Online to www.pwegov.org/ePortal/

You can log into your account and select your plan case or you can search for your plan.

All subsequent submissions as well as revisions to approved plans should be uploaded to the “plan” case, **not** the “permit”. Staff will receive notification that an attachment to the plan was submitted.

**Step 1:** To attach your subsequent submission or revision, you first need to query up the plan case either by searching for it, or by finding it within pending (not yet approved plan) or active (approved plans) cases on your dashboard.

**Option 1: Search Bar**

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Option 2: Dashboard

My Plans

![My Plans dashboard with various categories and counts including Attention, Pending, Active, Draft, and Recent]

> View My Plans

My Plans

![My Plans search bar with a list of plan cases]

Display: Pending

Select Case Type

Plan Number: BPR2021-00008

Plan Details | Tab Elements | Main Menu

Plan Number: BPR2021-00008

Plan Details | Tab Elements | Main Menu

Type: Building Commercial

Status: Pending

Project Name:

Summary | Locations | Fees | Reviews | Inspections | Attachments

Attachments | Next Tab | Plan Details | Main Menu

Attachments

Add Attachment

Step 2: Open the plan case and click on the Attachments tab.
**Step 3:** Add your attachment by clicking on the ADD ATTACHMENT card on the screen. You can find and select the files you want to attach or drag and drop the files onto the card.

**Step 4:** Once you have finished attaching the subsequent submission or revision to the plan case (along with any other required documents), select SUBMIT to upload the document(s).

At this point, the plan has been submitted to the county to be processed. It may take 1-3 business days for quality control to be completed. You will receive notification when your resubmission or revision fee has been invoiced for payment. **The plans will not be distributed for review until payment is received.**