Step By Step Guideline to Submitting Your Plans Electronically

INFORMATION TAB: (all items with an asterisk * MUST BE FILLED OUT, all others are optional)

1. Input your project number (plan check number you received from the City)
2. Project Name (This will be the project address)
3. Project Type (A dropdown menu will allow you to select the following: building, electrical, mechanical, grading plumbing, public works)
4. Project Cost (valuation of the project as shown on your application)
5. Scope of work (Description should be concise)
6. (Optional) Input the parcel, tract, and lot #
7. Fill out address information for the project
8. Hit save.

CONTACTS TAB:

1. Hit the "+" button on the bottom right hand corner.
2. If the information that you initially filled out for your application is still the same, you can check off the "Fill with my information" box as well as the primary contact (unless there is another person who is also a primary contact)
3. Indicate what your role for this project is
    a. Architect/engineer
    b. Project owner (this can be any other position other than architect/engineer)
4. You can list as many contacts as you'd like, but one contact is enough. Primary contacts will be the person receiving emails of status updates.

DOCUMENTS TAB:

1. This is where you will be submitting your plans and any supplemental documents pertaining to your project.
2. Click the "↑" on the bottom right hand corner to submit your documents.
3. As a reminder, go over the submittal recommendations to ensure that your plan files will be accepted https://gopost-transtech.eplansoftreview.com/api/vendor/submittalRecommendation/purpose/ForPermitting
4. All plan files will go to the left panel under "Plan review files (PDF format only)" and supplemental files will go on the right panel under "Attachments"
5. You can use the green arrows to switch your files to the appropriate files.
6. Attachment files can include, but are not limited to the following:
    a. Calculations
    b. Reports
    c. Copy of plan check application showing the fees paid, and plan check number assigned
    d. Planning decision letter/Conditions of approval (if not already on plans)
7. Once all documents are uploaded, hit the "Process" button
8. The system will process the documents, and if a green check mark appears on all the documents submitted, then you can click the "Finish" button.
    a. In the case that you do not get a green check mark, but instead you get a red X, please recheck your file.

9. You will be redirected back to the document submittal page.
10. Once all documents are uploaded, hit the “Submit” button to complete your submittal.
11. Your plans will be reviewed for completeness, and if accepted, you will receive an email stating it has been accepted and no additional steps will be required on your end.
    a. If your plans are rejected/declined, you will receive an email explaining what items are pending.