How to Submit Electronic Plans for Building Permits

Prior to submitting plans for electronic plan review, the following steps must be completed. Remember, Planning Division review and approvals (if needed), a building permit application, and payment of estimated plan review fees must be completed <u>prior</u> to submittal of electronic plans.

For this process to work efficiently, please ensure that all related documents are provided. If items are missing or if instructions are not followed, this will delay the review of your project.

After completing the application process, you may proceed to the City's Building Division Electronic Plan Submittal Portal called GoPost. You will need an electronic copy of your processed and valid application, and proof of paid fees ready to upload into the Portal.

<u>Once the above steps are completed, please move forward and read the below information.</u>

To Begin Using GoPost:

1. Go to the City's Online Submittal Portal: GoPost

2. Click "Create an Account" on the right hand side, and follow the prompts to create your account. (Returning users will simply log in.)

3. Create your project and fill out your project information. For detailed instructions, please follow the STEP BY STEP Guidelines

4. Select one of the accepted application types and complete the application page.

5. You can submit and track multiple applications under one user account. Please ensure that you are submitting to the correct City portal.

6. Upload your plans and required supporting documents in PDF format. Please read through our Electronic Submittal Recommendation flyer for more information on how your files should be named.

7. Projects can be submitted 24/7, but if they are submitted outside of normal business hours, review will not begin until the following business day.

8. Please keep in mind that a permit application Expiration Date is based on the date you filed the permit application with the City, <u>not</u> the day that you submit plans through the portal.

9. The following must also be part of your submittal package before it is accepted for plan check. Once everything is checked off, you are ready to submit. Please follow STEP BY STEP Guidelines   on how to submit your plans.

☐ Copy of application(s) showing plan check number and fees paid

☐ Plans (must follow the instructions from the ELECTRONIC SUBMITTAL RECOMMENDATIONS flyer)

☐ Related documents (calcs, reports, etc.)

The Building Division is making every effort to complete each project review in a timely manner, however, please give wait two business days following submittals before placing further inquiries as staff will be handling each email application in the order received.