

Portal Entry for a Master Plan

Step 1 Permit Application – Description and Type

1. Application Type – Master Plan
2. Nature of work auto fills with New
3. Describe Work – A brief description such as Master Plan 1234
4. Master Plan Section - Choose the appropriate Master Plan type
5. Filing – insert the subdivision Filing number
6. Model – The builders model name or number
7. Number of Stories – Enter the number of stories
8. Number of Units – Enter 1 for Single Family Detached SFD or the number of units in a townhouse SFA or multi-family MF
9. Phase – The phase in which the project is being built
10. Subdivision – Name of subdivision
11. Building Use – Auto populates
12. Code Year – Check the box
13. Total Sq. Ft. - enter total sq. ft.
14. Owner Builder – Select No (this is for our homeowner projects)
15. Next Step

Step 2 Work Items

1. Check the box next to Master Plan
2. Next Step

Step 3 Description of Work

1. Please enter a 0 in all fields.
2. Next Step

Step 4 Location of Work Being Done

1. Enter 100 Civic Center Dr.
2. Next Step

Step 5 Contacts

1. The applicant will auto populate using your registration information. In addition to the applicant please add a contact from the address book and insert the building contractor name. **Please Do Not Add a New Contact**
2. Next Step

Step 6 Upload Files

1. Please combine files as instructed in the attached Submittal Packaging Requirements and upload.
2. Next Step

Step 7 Review and Submit

1. Review your application and make any corrections
2. Read and sign the application using the “Do you agree?” drop down box
3. Complete the Captcha
4. Submit application

This completes the submittal process.

PLEASE NOTE: Incomplete applications or incorrectly packaged plans will be rejected!

Packaging Requirements for Master Plan Submittal

The following grouping shall be used for submittal of plans on the portal.

A single PDF of the following shall be submitted

1. A single PDF containing all Architectural Plans (Please title PDF as Architectural Submittal 1). Upload to Construction Plans
2. A single PDF containing all Structural Plans (Please title PDF as Structural Submittal 1). Upload to Construction Plans
3. A single PDF containing all Truss drawings and layouts for each elevation (Please title PDF as Truss Submittal 1). Upload to Construction Plans
4. A single PDF containing Manual J, a single PDF containing Manual D, a single PDF containing Manual S and a single PDF containing all Energy Reports. Upload to Energy Compliance Reports
5. A single PDF containing Soils Reports (Please title PDF as Soils Submittal 1). Upload to Soils Report

There are 2 ways to upload multiple documents to a submittal type.

The first way is to select the Browse button for the requirement type, highlight the document title on your computer and select the Open button. Repeat this process for the next document to be uploaded to the requirement type.

The second way is to hit the browse button and then using the Control (Ctrl) key select each document on your computer for the requirement type.

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