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Overview

The MyBuildingPermit.com Plan Review Dashboard displays the status and details of an application as it moves through the review process.

The dashboard is used to check the status of an application, submit documents and revisions when required, assign delegates, and to view and pay invoices.

Applications that have been started but not submitted appear under the **Drafts** tab and do not show on the Customer Plan Review Dashboard.

Access Plan Review Dashboard

To access the Plan Review Dashboard:

1. Log on to MyBuildingPermit.com.
2. Click the **Plan Review Dashboard** tab at the top of the page.

Plan Review Dashboard Tabs and Status Definitions

Each plan review application is assigned a dashboard status as it proceeds through the application process. The applications on the dashboard appear under one or more of the seven tabs, according to their status.

Dashboard Status Tabs

Needs Attention	Submitted	Not Accepted	Screened	In Review	Issued	Closed

Needs Attention

The application requires some action. Applications under this tab are also found under one of the other dashboard tabs. Check the *Recent Activity* column for a description of the activity.

Submitted

The application has been submitted but has not yet been accepted or rejected by the jurisdiction.

Not Accepted

The application was not accepted by the jurisdiction. An email notification is sent from the jurisdiction explaining why it was not accepted. After necessary changes are made, the application must be resubmitted to continue the process.

Screened

The application has been accepted by the jurisdiction, but submittal fees have not yet been paid. Plan review does not begin until submittal fees are paid.

In Review

Submittal fees have been paid and the application is in the review process.

Issued

The permit or approval has been issued and the final plans uploaded (if applicable). Revisions can still be submitted.

Closed

The project has been completed in accordance with the approved plans and/or associated condition, the applicant cancelled the project or the project was not resubmitted after being rejected. Closed applications are removed from the dashboard after 90 days.

Dashboard Columns

The dashboard displays eight columns. The columns are the same under each dashboard tab and display key information for each application. Use the arrows next to each column name to sort the list.

Dashboard – Needs Attention Tab View

Needs Attention | Submitted | Not Accepted | Screened | In Review | Issued | Closed

Jurisdiction: All

Viewing 3 of 3

Recent Activity	Permit #/App.ID	Jurisdiction	Application Type	Proj. Name	Proj. Contact	Submit Date	Jurisdiction Status
Document(s)	13 109936 SA	BELLEVUE	Sign	Sign on Dock	S King	6/20/2013	Not Available
Document(s)	13 109682 LO	BELLEVUE	Land Use	KD Test Land Use 5-15	Kim Tester	5/15/2013	Not Available
Unpaid Invoice	13 109682 LO	BELLEVUE	Land Use	KD Test Land Use 5-15	Kim Tester	5/15/2013	Not Available

Recent Activity

This column displays activities that have occurred for a specific application. The activities listed require some action. Once the required action is completed, the activity no longer appears in the *Recent Activity* column.

- **Not Accepted** – The jurisdiction has rejected the application and the Dashboard status has been changed to *Not Accepted*. The application must be revised and resubmitted.
- **Document(s)** – Documents have been uploaded by the jurisdiction. Documents must be viewed and actions may need to be taken to continue the review process.
- **Unpaid Invoice** – An invoice has been submitted by the jurisdiction and has not yet been paid. An application may not be vested until all submittal fees are paid. The approval documents will not be uploaded until all fees are paid.
- **Issued** – The jurisdiction has uploaded the permit or approval and the final approved plans (if applicable). The Dashboard status has been changed to *Issued.*

Permit #/App.ID

This is the application ID or the permit number assigned to the project. The number is the link to the Application Detail page.

Jurisdiction

The jurisdiction that will issue the permit or approval.

Application Type

This is the type of application that has been submitted (building, plumbing, mechanical, fire, etc.)

Project Name

The name given to the project by the applicant when the application was submitted.

Project Contact

The primary contact on the project. Questions and concerns from the jurisdiction regarding the project will be sent to the project contact. The project contact can be the same as the applicant.

Submit Date

The date the application was submitted to the jurisdiction.

Jurisdiction Status

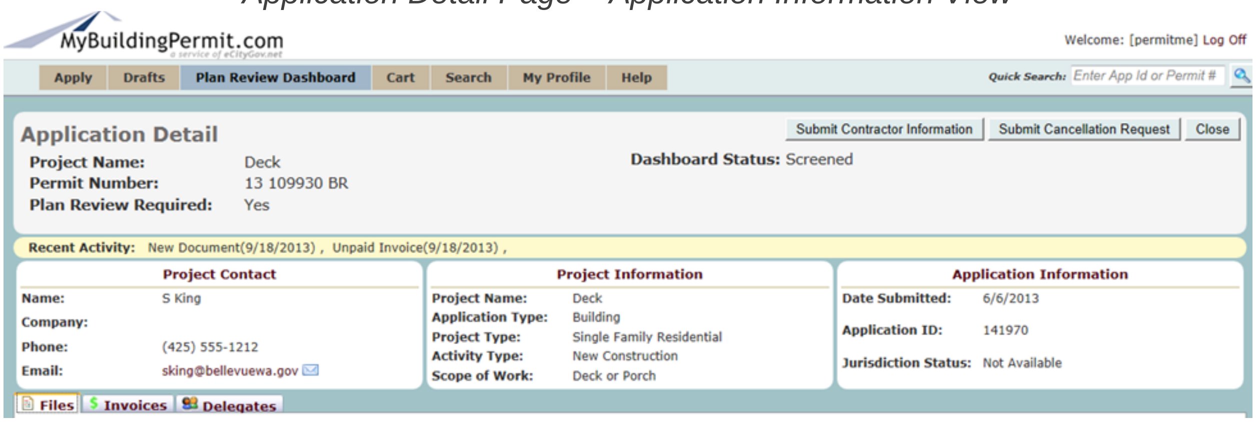
This column indicates the status assigned to the application by the jurisdiction's internal tracking system. This status is only available by those jurisdictions that are currently active on the status site. If available, the link takes you to the MyBuildingPermit.com status site.

Note: Not all jurisdictions are currently active on the status site. When the jurisdiction is not on the status site or when a status has not been assigned, the jurisdiction status is displayed as Not Available.

Application Detail Page

Complete application information is viewed on the *Application Detail* page. To view the details of an application within any of the dashboard status tabs, click on the Permit#/App. ID link on the dashboard status tab view.

Application Detail Page – Application Information View

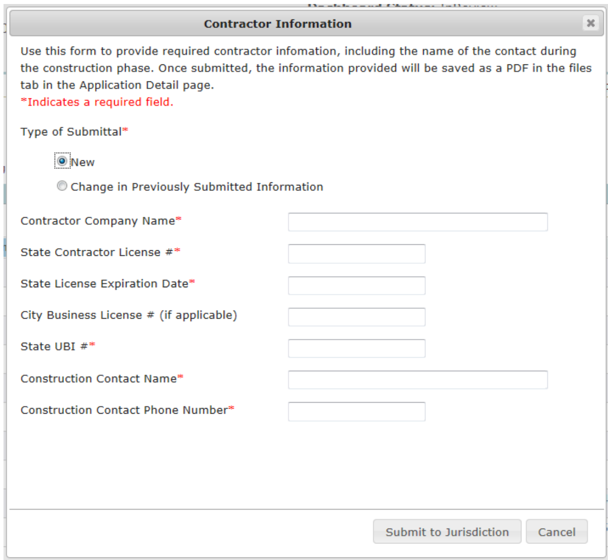


This page contains:

- Project name, permit number, project information and application information.
- Project contact information.
- Dashboard status.
- Recent Activity information. This is the same information that appears in the *Recent Activity* column. On the *Application Detail Page*, it is displayed in the yellow line directly above the *Project Contact* box. The activity is cleared once action has been taken. If there has been no recent activity, the yellow line does not appear.
- Buttons for submitting contractor information or cancelling the project.
- The **Files** tab, which contains a PDF of the application, application instructions, a list of uploaded files and a link to view each file.
- The **$ Invoices** tab, where you can view and pay invoices.
- The **Delegates** tab, containing contact information on delegates who have been given access to the project application.

Submit Contractor Information

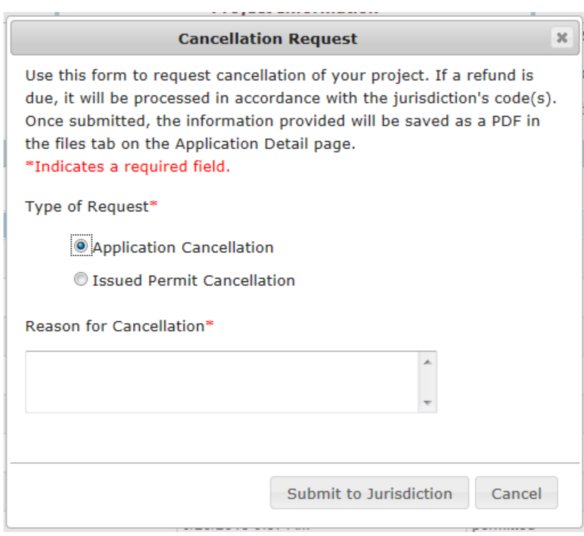
1. Click the Submit Contractor Information button.
2. On the form, enter the required contractor information. Fields with a red asterisk are required.



3. Click the Submit to Jurisdiction button. The information provided will be saved as a PDF under the Files tab.

Submit Cancellation Request

1. Click the Submit Cancellation Request button.
2. Fill out the form to request cancellation of your project. Fields with a red asterisk are required.



3. Click the Submit to Jurisdiction button. If a refund is due, it will be processed in accordance with the jurisdiction code(s). The information submitted will be saved as a PDF under the Files tab.

Files

Under the **Files** tab, you can view a PDF of the application, the application instructions, files that have been submitted and files uploaded by the jurisdiction. Files that have been reviewed and accepted by the jurisdiction may be removed from the dashboard.

Application Detail Page – Files Tab

Files | Invoices | Delegates

Submit Additional Files

Document Type	Date	Uploaded By	File Size	Actions
Value of Improvements Form	6/6/2013 12:04 PM	permitme	0.678 (MB)	View
Survey - Boundary and Topographic	6/6/2013 12:03 PM	permitme	0.678 (MB)	View
Structural Plan	6/6/2013 12:03 PM	permitme	0.678 (MB)	View
Structural or Lateral Calculations	6/6/2013 12:03 PM	permitme	0.674 (MB)	View
Storm Water Site Plan	6/6/2013 12:03 PM	permitme	0.678 (MB)	View
Site Plan	6/6/2013 12:03 PM	permitme	0.617 (MB)	View
Invoice	9/18/2013 9:33 AM	sking	0.304 (MB)	View
Energy Code Sheet or Envelope Summary	6/6/2013 12:03 PM	permitme	0.562 (MB)	View
Architectural Plan	6/6/2013 12:03 PM	permitme	0.798 (MB)	View
Application Instructions	6/6/2013 12:04 PM	System	0.254 (MB)	View
Application	6/6/2013 12:04 PM	System	0.346 (MB)	View

Add Files

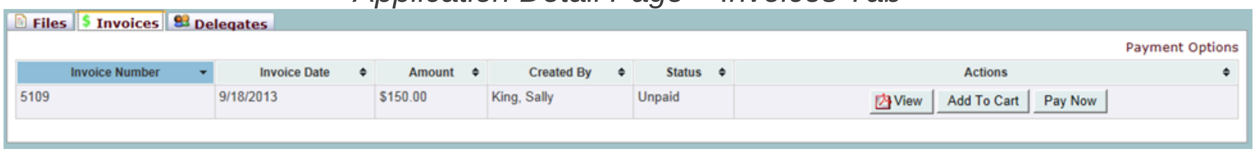
1. Click the **Submit Additional Files** button to upload additional files as requested by the jurisdiction.
2. Fill in the form with all required information. Fields with a red asterisk are required.
3. Select the document type.
4. Click the **Upload** button to upload a file from your computer. **Note: All files must be in PDF format and no larger than 250 mb in size.**
5. Repeat the process to upload more files. Remember to select a new document type after each upload.
6. Click the **Submit to Jurisdiction** button.

Invoices

Outstanding invoices are listed under the **Invoices** tab.

- Click the **View** button to view the invoice.
- Click the **Add To Cart** button to add the invoice to your cart to pay later. If the invoice has already been added to the cart, the **Add To Cart** button will not display.
- Click the **Pay Now** button to add the invoice to your cart and pay it now. When you click this button, your cart will open. All outstanding invoices that you have added to your cart will be displayed.

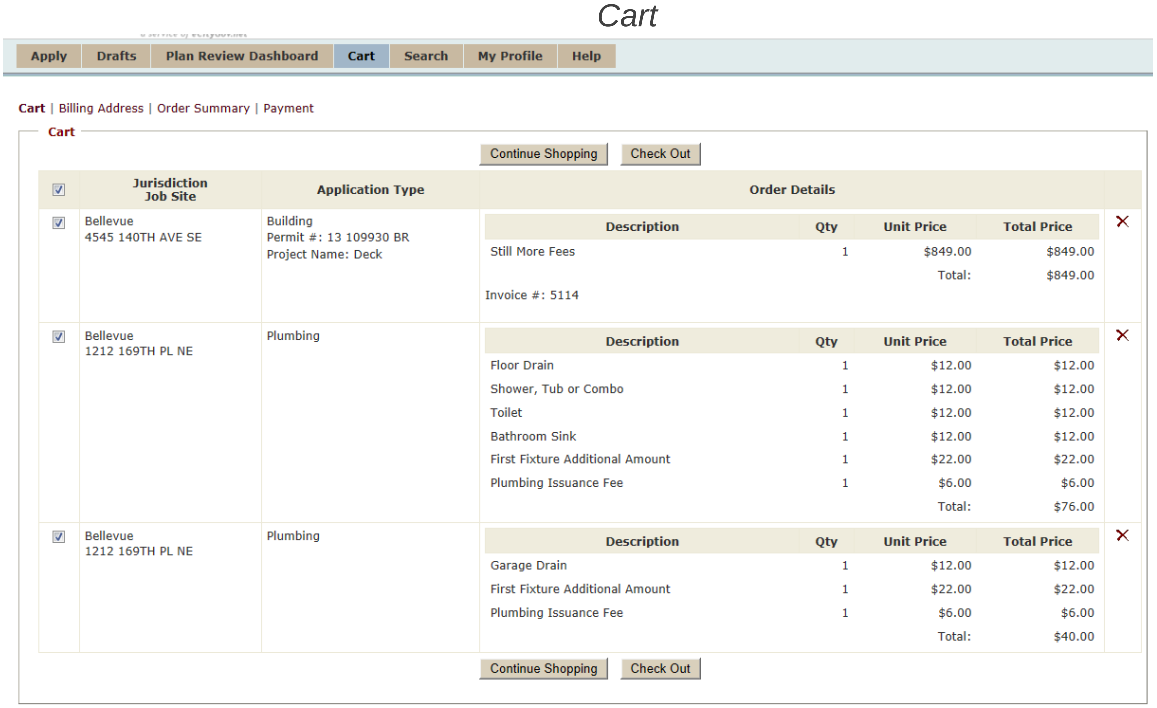
Application Detail Page – Invoices Tab



<u>Pay an Invoice</u>

1. If you are not already in the Cart, click the **Cart** button at the top of the page. Outstanding invoices that have been added to your cart will be displayed.

Cart

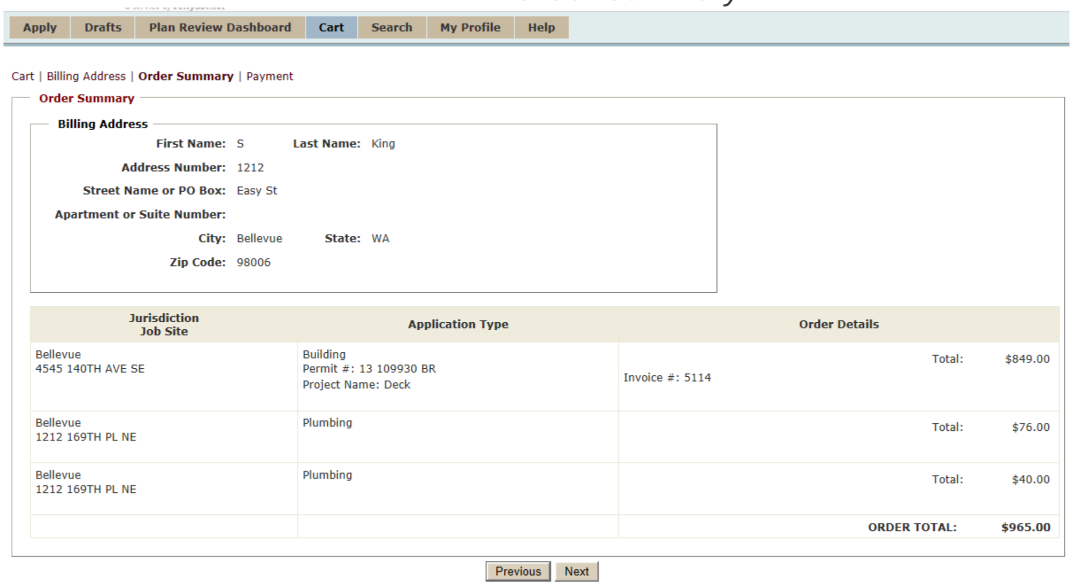


2. Click on the boxes on the left to select or deselect an invoice. If you wish to select all the invoices, click the box in the top left corner of the Cart.
3. Click the **Check Out** button.

4. One or more billing addresses will be displayed. Click the **Pick the Address** button next to the correct billing address.

5. Click the **Next** button. The order summary will be displayed containing the billing name and address, job site address, application information and the amount of the invoice.

Order Summary



Apply | Drafts | Plan Review Dashboard | Cart | Search | My Profile | Help

Cart | Billing Address | **Order Summary** | Payment

Order Summary

Billing Address

First Name: S **Last Name:** King
Address Number: 1212
Street Name or PO Box: Easy St
Apartment or Suite Number:
City: Bellevue **State:** WA
Zip Code: 98006

Jurisdiction Job Site	Application Type	Order Details		
Bellevue 4545 140TH AVE SE	Building Permit #: 13 109930 BR Project Name: Deck	Invoice #: 5114	Total:	$849.00
Bellevue 1212 169TH PL NE	Plumbing		Total:	$76.00
Bellevue 1212 169TH PL NE	Plumbing		Total:	$40.00
			ORDER TOTAL:	$965.00

Previous | Next

6. Verify that all information on the order summary is correct. Click the **Next** button.
7. Enter your credit card information. Note that fields with a red asterisk are required.
8. Click the **Submit Payment** button **ONCE.** If clicked more than once, multiple credit card charges may occur. It may take up to 30 seconds to complete the transaction.
9. The next screen will display an order confirmation with an order tracking number. A confirmation email receipt will be sent to the project applicant.

Order Confirmation

Your transaction is complete and the order tracking number is **127772**. This number is different from your permit number and is used only for administrative and processing purposes.

Your receipt will be emailed within the next few minutes.

If this transaction includes an over-the-counter (OTC) permit, the permit should be received within 3 hours.

If you do not receive the receipt or permit within 24 hours please contact egovsupport@ecitygov.net.

Delegates

An applicant may assign a Delegate a specific project application. The delegate is authorized to pay invoices, upload files and perform any other actions related to the application.

Delegates have complete access to the project and can perform the same actions as the applicant, including cancelling the project.

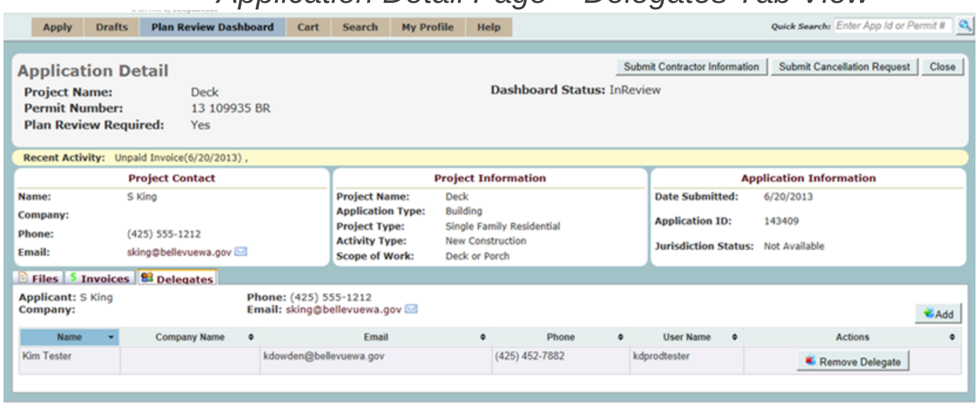
Delegates are copied on all emails sent to the project contact.

Delegates assigned to a project application can be found under the *Delegates* tab on the *Application Detail* page.

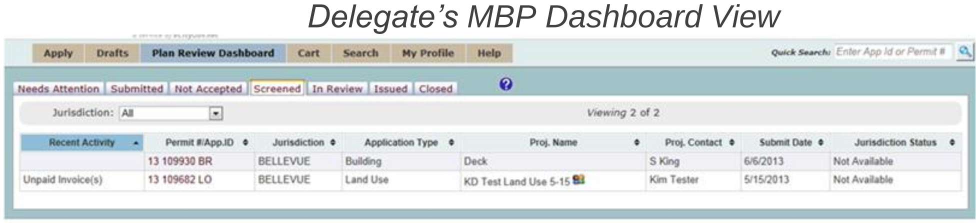
<u>Add Delegates</u>

A Delegate must have a separate account profile on MyBuildingPermit.com. You must have access to a delegate's user name to add them to your application. A delegate assigned to an application can view that application from their own MBP dashboard. This icon appears next to the project name on the delegate's dashboard.

Application Detail Page – Delegates Tab View



Delegate's MBP Dashboard View



From the Application Detail screen:

1. Click the **Delegates** tab
2. Click the **Add** button.
3. Enter the user name and click the **Find** button.
4. When the user details are displayed, click the **Add User as Delegate** button.
5. To remove a delegate from the application, click the **Remove Delegate** button under the Delegates tab.

Email Notifications

System generated email notifications are sent to customers and jurisdictions throughout the plan review process. Notifications are triggered by specific actions on the Dashboard.

Who	Action	Email Subject	Recipient
Applicant	Submits or resubmits a plan review application	Application Confirmation	Applicant, Project Contact
Applicant	Submits or resubmits a plan review application	New Application	Jurisdiction
Jurisdiction	Rejects a plan review application	Application Not Accepted	Applicant, Project Contact
Jurisdiction	Submits a new invoice	Payment Due	Applicant, Project Contact, Delegates
Applicant, Delegate	Pays an invoice	Payment Confirmation	Applicant
Jurisdiction	Uploads documents	New Document(s)	Applicant, Project Contact, Delegates
Applicant, Delegate	Uploads documents	New Document(s)	Jurisdiction
Applicant, Delegate	Submits contractor information or cancellation request	New Document(s)	Jurisdiction