

Overview

This process outlines the steps necessary and the information needed to complete the General Application permit process on MyBuildingPermit.com.

This process is for applications requiring plan review.

Preparation/Requirements

This process requires completion of the Pre-Application Process.

Information on the applicant, project location and project contact is required.

Certain files may need to be uploaded before the application can be submitted.

Instructions

1. Log in to MyBuildingPermit.com.
2. Click the **Drafts** tab at the top of the page.
3. Find your draft application and click the **Continue** button.
4. On the *Applicant Information* page, check that all the applicant information is complete and all required fields are filled in.
5. Click the **Save & Continue** button.
6. On the *Project Location* page, enter appropriate information in one of the fields to search for the project address. Only one field is required. Click the **Search** button.
7. From the list of addresses, select the location information by clicking on the **Select** button.
8. Click **Save & Continue** button
9. Review and edit the Parcel Owner Information, if necessary.
10. Click the **Save & Continue** button.
11. On the *Description of Work* page, fill in the fields with the project name and a description of the work. Click the **Save & Continue** button.
12. *Contractor Information Page*: This page appears when you are using a contractor to do the work. Make sure all required fields are completed. Click the **Save & Continue** button. If you are doing the work yourself, skip to step 13.
13. On the *Project Contact* page, fill in the name and contact information of the person who is the primary contact on the project. Questions and concerns from the jurisdiction regarding the project are sent to the email address listed here. If the primary contact person is the same as the applicant, click the *Same as Applicant* box.
14. Click the **Save & Continue** button.
15. On the *File Upload* page, upload all required files in PDF format. If all required files are not uploaded, the application may not be successfully submitted. If all the required files are not

ready, log out and the application will be saved. When you back in, click on the **Drafts** tab to locate the application. Use the links at the left to go back to the *File Upload* page.

16. Click **Save & Continue** button.
17. On the *Application Review* page, you will be informed of the status of your application.
 - a. If the message indicates that your application is incomplete, go back and review the indicated pages. Use the links in the box at the left to navigate back through the general application process.
 - b. If there are no pages that need attention, read the disclaimer statement in the box and click the **I agree** button.
18. Click the **Submit Application** button.
19. An order confirmation appears containing the project name and an application ID number. At this point click on the Plan Review Dashboard/Submitted tab. Click on the application ID number and view the submitted application details.