



## IMPORTANT E-PERMIT CENTER UPDATE

As of January 1<sup>st</sup>, 2022, we have a new plan review software. This document identifies the changes in the application submittal process and walk you through the new process.

- All new permit applications will initially be submitted without documents.
- You will receive an email after you submit instructing you to upload the documents.
- You will upload your documents through the **“Plan Review”** tab in stead of **“Attachments”**.
- All permits submitted prior to January 1, 2022 will still follow the old process and use **“Attachments”**.

**NOTE:** The email address you use to log into your E-Permit Center account ***must be the same*** as what is listed in the applicant field of the contacts (i.e., general email address to login, personal email in contacts). You will not be able to see the **“Plan Review”** tab if the email addresses are different. If you do not see the **“Plan Review”** tab, please notify us.

### Instructions:

1. Login to your E – Permit Center account
2. Click on My Records
3. Click on the Record Number
4. Click on Plan Review Tab

Record BDP21-1954:

Building Permit - Plan Review Required

Record Status: Received



### Plan Review

To do task: **Upload and Submit**

The applicant should only click here to stay on the epermit center.

### Plan Review Status:

5. Click on the Task : **Upload & Submit**
6. A second E-window will pop up with additional instruction to submit your documents.
7. Make sure to check the box that reads **“All files for this project have been uploaded”** (below)

**STEP 2 of 3:** Confirm drawings and supporting document files have been uploaded by checking the box below.

Confirmation ⓘ

\*All files for this project have been uploaded \*Required

**STEP 3 of 3:** Click Submit below to continue.

Submit Save for Later

Once that has been completed, the application will be ready for us to process through to review. Without doing this step, your permit(s) will not move forward in the application process. Let us know if you have any questions or concerns moving forward. We are available by phone (720.523.6800) or email (epermitcenter@adcogov.org) as well if you need additional help.