



City of
Mountain View

**ePermitsMV:
APPLICANT GUIDE**

Powered By: ProjectDox

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Getting Started

What is ePermitsMV?

ePermitsMV is the City of Mountain View’s electronic plan review program.

Community Development Services, Building Division offers to the community digital applications and the ability to receive services electronically. The City departments and divisions have the ability to review the digital applications simultaneously. The coordinated review helps to reduce review time frames and allows for the community skip a trip to City Hall, to apply for a permit.

Setup Requirements

ePermitsMV is a free service. It is a web-based program, and no special software is needed. However, there are some user requirements:

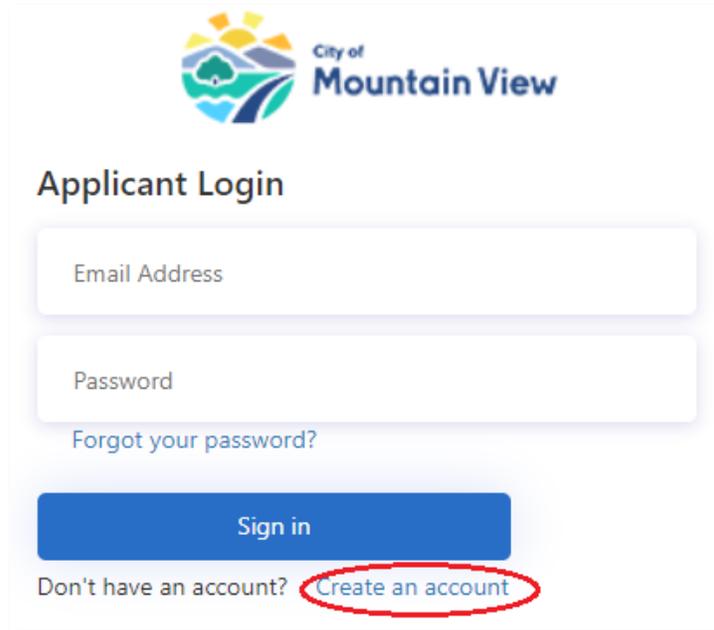
- **Create an Account** (see step-by-step instructions on the next page for creating an account).
- **Disable Pop-Up Blockers,**
ePermitsMV displays plans in pop-up windows, so you’ll need to disable your browser’s pop-up blocker before using the system.
- **Compatible Browsers**
The ePermitsMV system can be used with any modern browser (Google Chrome, Firefox, Microsoft Edge, etc.).

We do not recommend the use of Internet Explorer (IE) to access your plans. If you still prefer to use (IE), you will be required to install additional software to review your plans.

At the ePermitsMV login screen, click the “Install ProjectDox Components” link at the bottom left of the screen. This installs the ActiveX components needed to run the program.

Create an Account

- An account is required to use ePermitsMV. To set up your account, click the “Create an account” link as shown circled in red below.



City of Mountain View

Applicant Login

Email Address

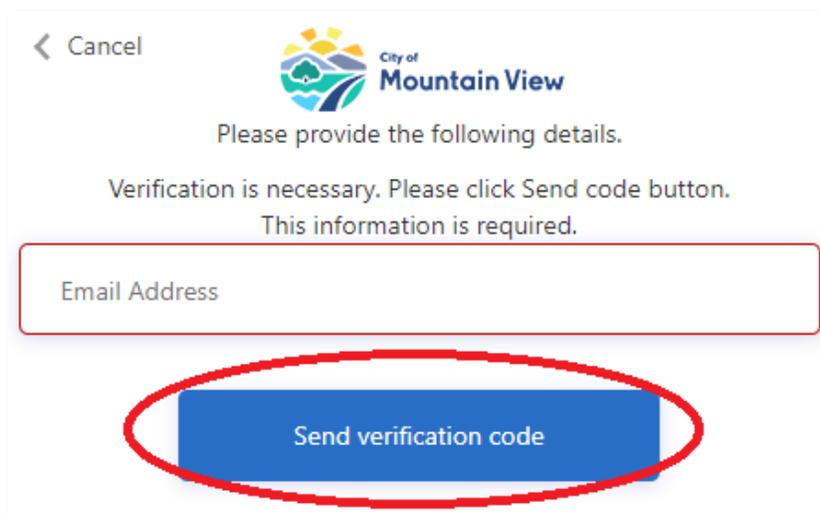
Password

[Forgot your password?](#)

[Sign in](#)

Don't have an account? [Create an account](#)

- Follow the on-screen instructions by first inputting your email address, then click the “Send verification code” button.



[Cancel](#)

City of Mountain View

Please provide the following details.

Verification is necessary. Please click Send code button.
This information is required.

Email Address

[Send verification code](#)

- Check your email for the verification code and then input into “Verification code” field. After inputting the verification code, click the “Verify code” button.

< Cancel

 City of Mountain View

Please provide the following details.

Verification code has been sent to your email inbox. Enter the code below and click the Verify code button.

testuser@mountainview.gov

123456

Verify code Send new code

- Once your email is verified, fill in the rest of the form, then click the “Create” button.

< Cancel

 City of Mountain View

Please provide the following details.

E-mail address verified. You can now continue.

[Redacted email address]

Change e-mail

First Name 1

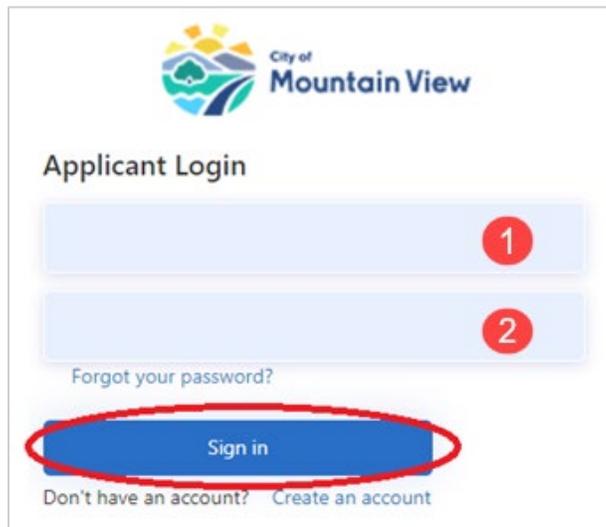
Last Name 2

Password 3

Confirm Password 4

Create

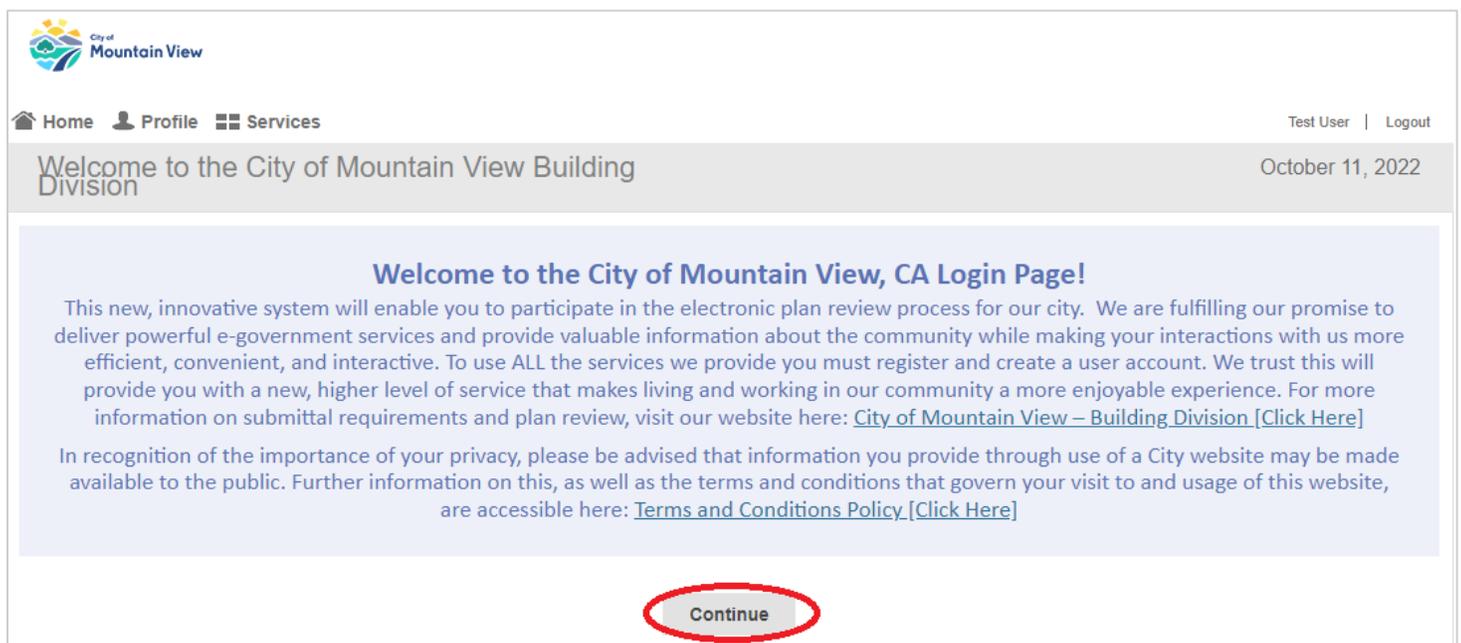
- Now you can log into the system using your email address and password, then click the “Sign in” button.



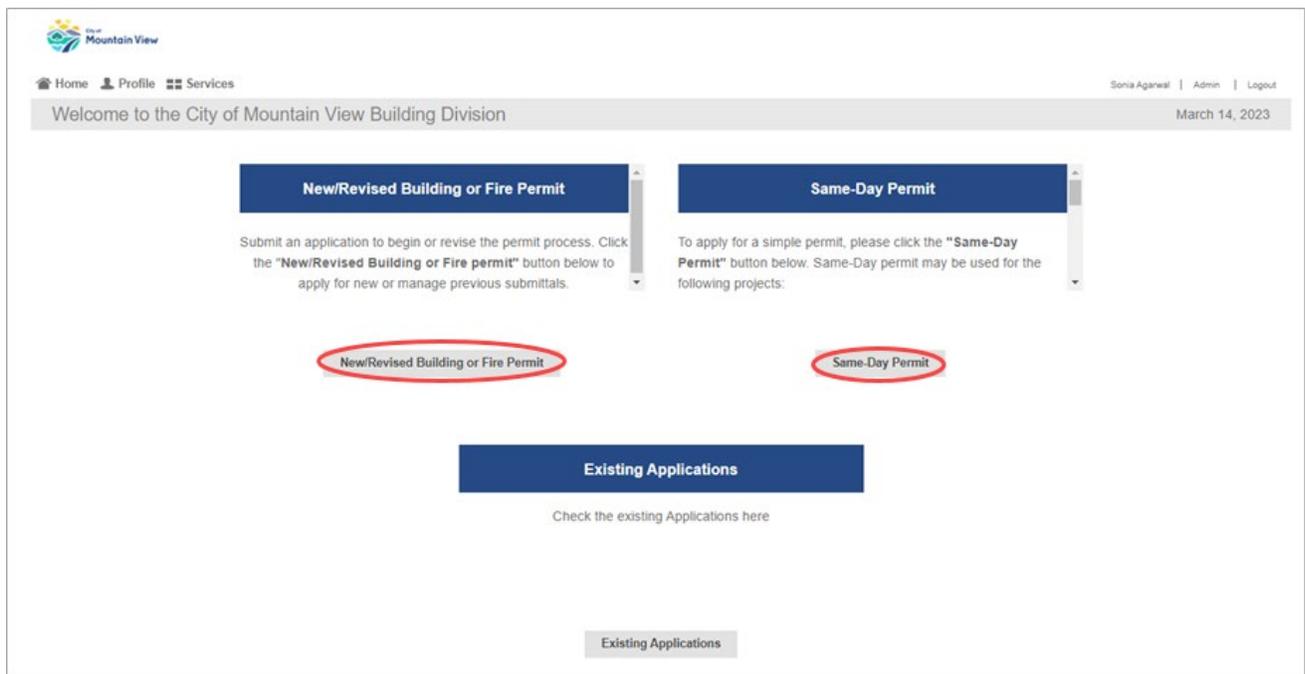
Please note: If you forget your password at any time, you can click the “Forgot your password?” link. Follow the prompts to have a password reset email sent to you.

Setting Up Your Profile

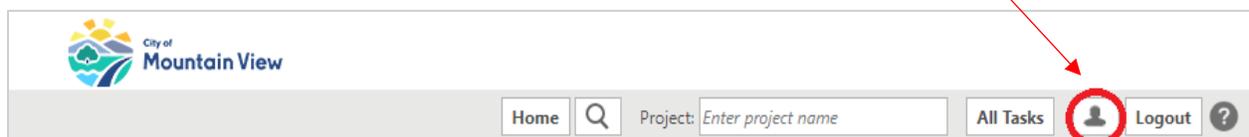
After the new account is setup, log into the system (see screen image below). Please read the Terms and Conditions, detailing the requirements to utilize the system. Then click “Continue” to proceed to the Homepage.



- The homepage should be displayed (see image below). Then select the application type and apply for a Building/Fire Permit or Same-Day Permit. Click on the grey button that is appropriate for the project type.
- Same-Day Permit: To determine if the project qualifies for a “Same-Day Permit”, use the scroll bar, and move down the page for permit descriptions. If the permit type is unavailable, please use the “Building/Fire Permit” application category to apply for permit).



- Then fill out the personal information form and click the “Save” button. **This step will only need to do be performed once.** If updates are needed, edit the profile information at any time by clicking on the profile icon at the top-right of the screen.



User Concepts

Key Concepts You Need to Know

- **Workflow:** Sequential set of business activities starting from “Upload and Submit” to downloading the approved plans.
- **Task:** An assignment in the workflow process.
- **eForm:** Online electronic form designed to capture, validate, and submit data.
- **Accepting a Task:** Accepting the task is important and a required part of the electronic plan review process. Accepting a task provides access to that task’s eForm. The user who accepts the task is responsible for completing the associated actions, including uploading files and making necessary corrections requested by the jurisdiction.
- **Completing a Task:** The completion of a task confirms the fulfillment of the requested actions. Completing a task is the only way the jurisdiction will receive notification that you are finished. Once a task is complete, no further work may be done until another task is received and accepted.
- **Terms and Conditions:** After logging into ePermitsMV, please read and accept the Terms and Conditions Policy by clicking the “Continue” button to proceed.
- **New Application or Revision:** Click on “Building/Fire Permits” button on above screen. This will display the homepage for applying and formal submittal acceptance.
- **Existing Application:** Click on “Existing Applications” button on above screen. This will display the for all existing applications in-process the account user has previously submitted.

Understanding Your Application Screen

City of Mountain View Building/Fire Permits November 10, 2022

Start New Application Request ?

Please follow the below steps:
 Step 1: Select a project type
 Step 2: Provide a scope of work description
 Step 3: Click the "Start Application Process" button below

To resubmit an existing application, click the "Open" button in the Tasks column and upload the amended information.

Project Type: ?

Scope of Work:

Start Application Process 9

My Projects 4 5 6 7 8

PROJECT	DESCRIPTION	LOCATION	STATUS	TASKS (4)
FIRE-260	test	2685 California St 210	Upload	Open Upload and Submit
BLDG-259	New three story townhome, 9 units PUD	685 Sierra Ave	Initial Payment Verification	Open Initial Payment
BLDG-247	New ADU	444 Castro St	Resubmit	Open Initial Payment
BLDG-220	Workflow IT training Oct. 04	374 Fay Way	Resubmit	Open Respond and Resubmit
BLDG-249	Add ----Testing FASD (if they see the OAS)	678 Emily Dr	In Review	

1 - 5 of 38 records

View All Projects 8

Applications: Unsubmitted ? Search:

REQUEST #	NAME	TYPE	UPDATED ON	UPDATED BY	ACTION
BLDG-241	Workflow IT training Oct. 04	Building - New Permit Application	10/05/2022	Applicant Test	10
FIRE-224	test	Fire - New Permit Application	10/03/2022	Applicant Test	
BLDG-221	IT Bluebeam training 10.04	Building - New Permit Application	09/29/2022	Applicant Test	
FIRE-183	Upload permission test	Fire - New Permit Application	09/08/2022	Applicant Test	

1 - 4 of 4 records

- Home:** Clicking this button will bring user to the Homepage (as displayed above)
- Profile:** Clicking this button allows user to update profile information
- Services:** Clicking this button will bring user to the homepage (as displayed below)

City of Mountain View Building Division

Welcome to the City of Mountain View Building Division March 14, 2023

New/Revised Building or Fire Permit

Submit an application to begin or revise the permit process. Click the "New/Revised Building or Fire permit" button below to apply for new or manage previous submittals.

Same-Day Permit

To apply for a simple permit, please click the "Same-Day Permit" button below. Same-Day permit may be used for the following projects:

Existing Applications

Check the existing Applications here

4. **Project column:** Shows project numbers
5. **Location column:** Shows the address of the projects
6. **Status column:** Will display the status of the application in the plan check process. To check the status of your plan check review, run the report “Plan Review – Assigned Reviews Status” from the **Reports** tab. Follow the steps in Reports Section of this user guide.
7. **Tasks column:** Shows pending tasks and status
 - a. **Red:** Applicant task is overdue
 - b. **Orange:** Applicant task due date is approaching
 - c. **Green:** Approved
 - d. **Blank:** No task for the applicant to perform
8. **View All Projects:** Click this button to view all the projects in ePermitsMV submitted by account user.
9. **Applications Section:** Saved applications that **are not** formally submitted.
10. **Pencil Icon:** Click this icon to start editing the application. Also, the ability to copy an application is available. Click the copy icon next to it, copy the application, and enter a **new** name for the copied application.

Understanding your ProjectDox Screen

The screenshot shows the ProjectDox interface for the City of Mountain View. It features a navigation bar with 'Tasks' and 'Projects' tabs. Below the navigation bar is a table with columns for ACTION, PROJECT, LOCATION, DESCRIPTION, OWNER, STATUS, and CREATE DATE. The table contains five rows of project data. Numbered callouts (1-12) highlight specific UI elements: 1 points to the search bar, 2 to the Home button, 3 to the All Tasks button, 4 to the Logout button, 5 to the filter dropdown, 6 to the records per page dropdown, 7 to the PROJECT column header, 8 to the OWNER column header, 9 to the Refresh button, 10 to the Save Settings button, 11 to the Projects tab, and 12 to the Tasks tab.

ACTION	PROJECT	LOCATION	DESCRIPTION	OWNER	STATUS	CREATE DATE
	BLDG-249	678 Emily Dr	Add ---Testing FASD (if they see the OAS)	MountainView DoNotReply	In Review	11/1/22 3:39 PM
	BLDG-263	685 Sierra Ave	New three story townhome, 9 units PUD	MountainView DoNotReply	In Review	10/27/22 11:02 AM
	BLDG-262	685 Sierra Ave	New three-story townhome, 9 units PUD	MountainView DoNotReply	In Review	10/27/22 10:47 AM
	FIRE-260	2685 California St 210	test	MountainView DoNotReply	Upload	10/25/22 3:48 PM
	BLDG-259	685 Sierra Ave	New three story townhome, 9 units PUD	MountainView DoNotReply	Initial Payment Verification	10/25/22 2:54 PM

1. **Search Bar:** Search project by Project number, click on the correct option from the drop down, it will open the full project record.
2. **Search Button:** Advance search for any project, by address, file name etc.
3. **All Tasks Button:** Opens all the “Tasks” in a new window
4. **Logout Button:** Logout of ePermitsMV
5. **All Button:** Shows all the submitted projects in one place; be sure to navigate to the next page if number of projects exceeds page 1 (located lower-right corner of screen).
6. **Recent Button:** Show only recently submitted projects
7. **Project Column:** Listed the project numbers in sequential order; the option to filter or search, is right under the text “Project”. The text box labeled “*Contains..*” is the location to type the search information and hit enter.
8. **Owner Column:** Click on owner info to view general contact information for the Building Division. Specific assigned team members information can be found by running a report (See “Reports” section of user guide for steps).
9. **Refresh Link:** Pressing this will refresh the screen and update information if a modification had been made in between working sessions.
10. **Save Settings Link:** The option to rearrange columns on the screen or hide those that do not provide pertinent information. After making modifications click the link, and the system will save the settings. By saving the modifications, the updated view will be the same for all the project each time user logs into a working session.
11. **Projects Tab:** Clicking here shows all of the projects
12. **Tasks Tab:** Clicking here shows all the tasks pending for applicant to perform (see image below).

City of Mountain View

Home | Search | Project: | All Tasks | Logout

Tasks | Projects

Refresh | Save Settings

All | Overdue | Priority | Show 7 records

ACTION	TASK	PROJECT	GROUP	STATUS	PRIORITY	DUE DATE	CREATED	STAFF MEMBER
Complete	Initial Payment	BLDG-259	Applicant	Accepted	Medium	11/15/22 9:36 AM	11/10/22 9:36 AM	
Complete	Initial Payment	BLDG-247	Applicant	Accepted	Medium	11/15/22 9:42 AM	11/10/22 9:42 AM	
Complete	Respond and Resubmit	BLDG-220	Applicant	Accepted	Medium	11/17/22 4:16 PM	11/9/22 4:16 PM	

1 - 3 of 3 records

1. **Task Column:** Name of the task e.g., Upload and Submit, Initial Payment
2. **All Button:** Click to view all tasks
3. **Overdue Button:** Click to view overdue tasks
4. **Priority Button:** Click to view priority tasks

Understanding Tabs Inside Project Screen

To select one project to open and begin/continue working, click the project number in the “Project” column. This will open the project and full record (e.g. BLDG-247). Be sure to note which project is open to ensure working session is applied to just one project.

1. **Tasks Tab:** Shows the task related to this one project.

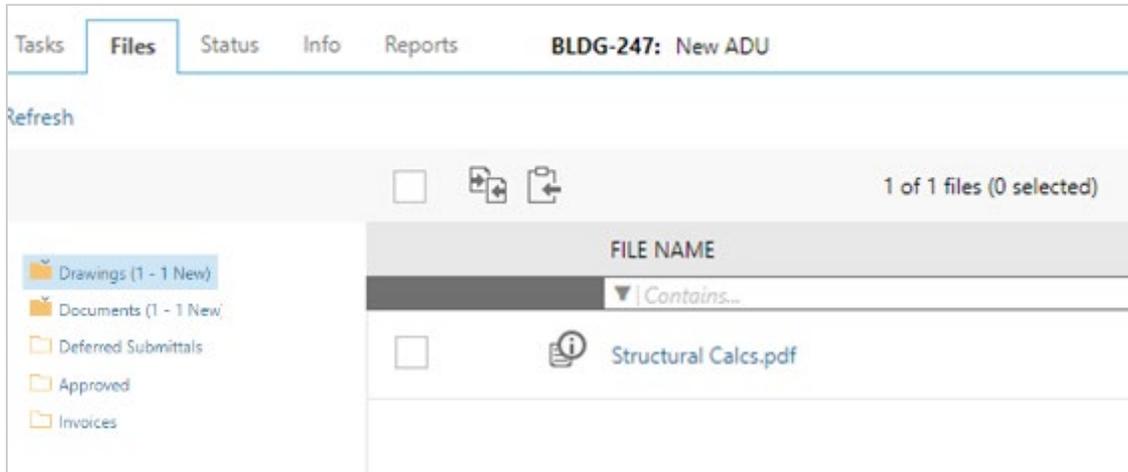
City of Mountain View

Tasks | Files | Status | Info | Reports | **BLDG-247: New ADU**

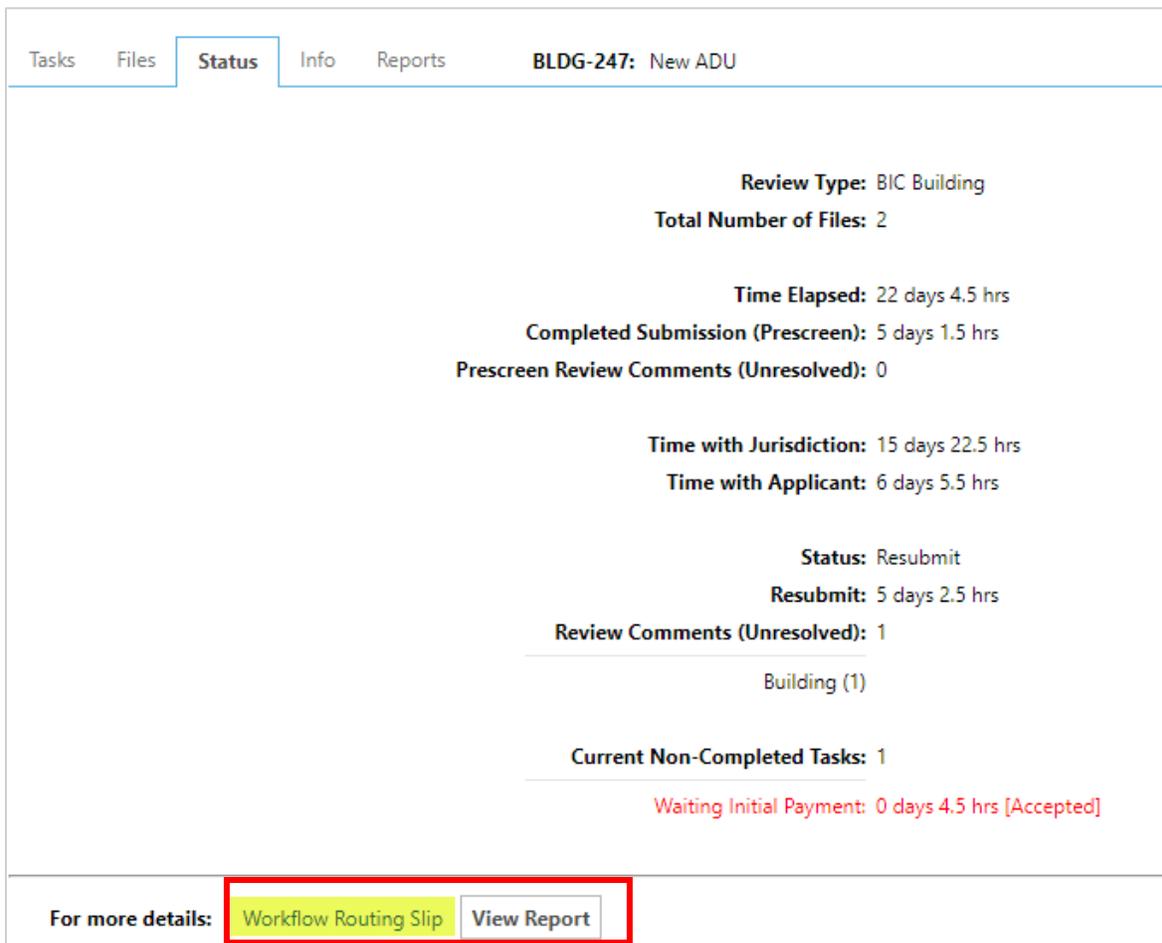
Refresh | Save Settings

ACTION	TASK	PROJECT	GROUP	STATUS
Complete	Initial Payment	BLDG-247	Applicant	Accepted

2. **Files Tab:** Shows file names and number of uploaded files in each folder.



3. **Status Tab:** Shows the details about the project. To view detailed summary on your project, click the link “Workflow Routing Slip” or “View Report.” Summary will open in a new window.



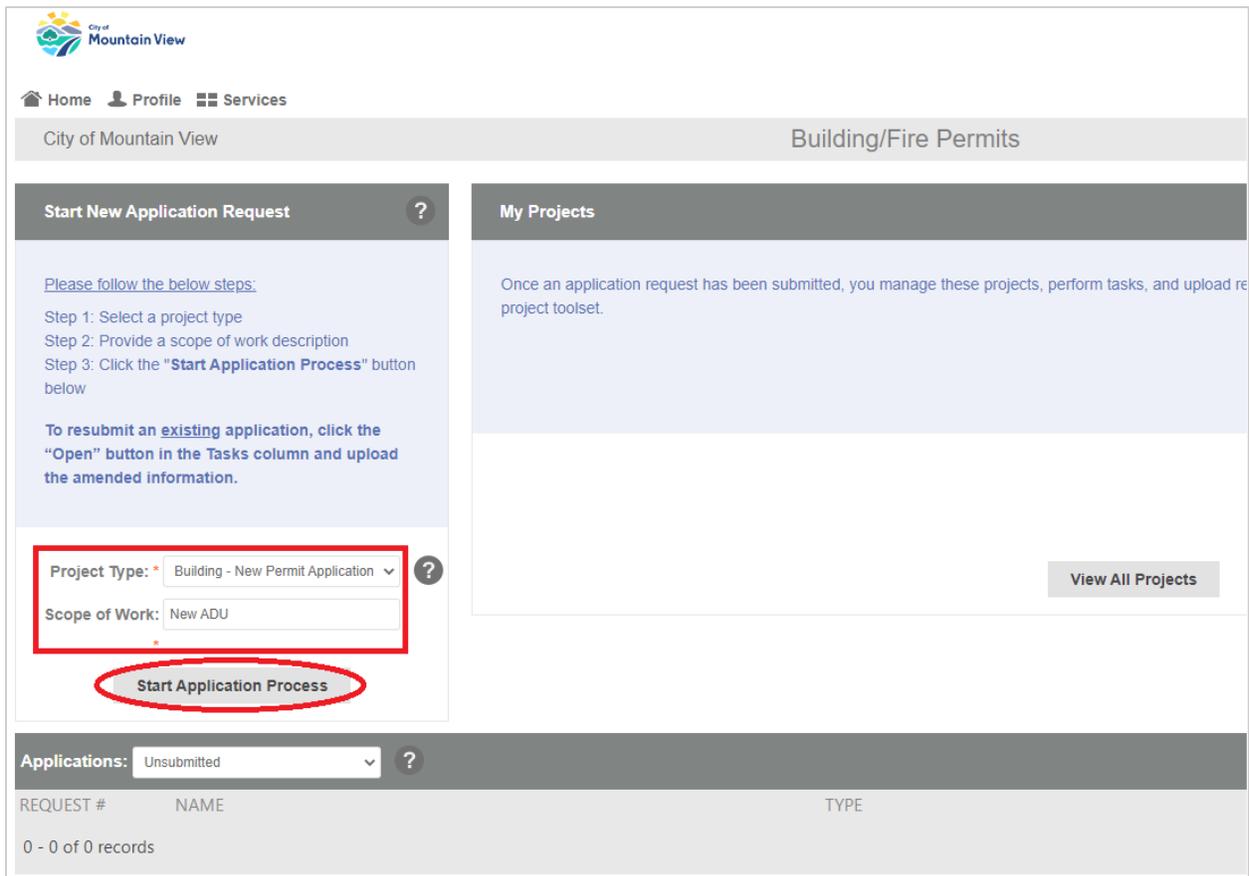
4. Info Tab: Shows information about the Applicant

5. Reports Tab: Shows the list of reports available to select and run to obtain data on a project. Select the report, hit run and the information will open in a new pop-up window.

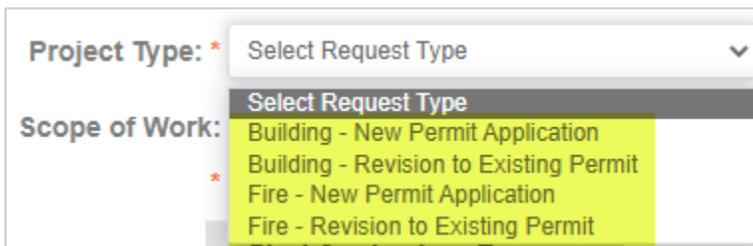
ACTION	REPORT NAME
	▼ <i>Contains...</i>
	Current Project - All Uploaded Files with Sheet Sizes
	Current Project - Unpublished Files
	Plan Review - Assigned Reviews Status
	Plan Review - Workflow Routing Slip

Apply for a Permit

Follow the on-screen steps to start a new application, revision/deferred application, then click the “Start Application Process” button to proceed.



Step 1: Select **Project Type** from the drop-down menu:



Step 2: Enter **Scope of Work** description. This field is only for your reference—in case you decide to save multiple applications.

Step 3: To continue, check the acknowledgement of understanding, by doing-so accepts the terms and conditions. Next click the “**Accept & Start My Application**” button.

City of Mountain View

Home Profile Services Test User | Logout

Terms And Conditions ?

October 11, 2022

Your access to and use of City of Mountain View Web Portal Sites, as defined below, is subject to all applicable laws and the following "Terms and Conditions" which may be updated by us from time to time without notice to you. In consideration of your use of the Sites, as defined below, you accept, without limitation or qualification, the following "Terms and Conditions." In addition, when using any particular City of Mountain View services, you will be subject to any posted guidelines or rules applicable to such services that may be posted from time to time. All such guidelines or rules are hereby incorporated by reference into these Terms and Conditions.

[Terms and Conditions Policy \[Click Here\]](#)

I have read, understand, and agree to the above terms and conditions

Accept & Start My Application [Back To My Home Page](#)

Step 4: Fill out the application information with as much detail as possible. For the project address, select from the pre-populated address list. To begin start typing in the first (4) letters of the street name (exclude: North, South, etc.). Once the address is identified, select it from the list, the remaining address information will automatically fill the application.

Building Permit Application

CITY OF MOUNTAIN VIEW

500 Castro Street, Mountain View, CA 94041

TEL: (650) 903-6313

Building Division Website [Link](#)

Information INCOMPLETE

If you cannot see your address, it may fall outside of the City of Mountain View official city limits. Address information can be verified by using City of Mountain View [GIS Website](#). If you feel your Project Address should be in the City of Mountain View, please contact the Mountain View Building Department at 650-903-6313.

Project Address * 444 Castr
444 Castro St

Project City * Mountain View

Project State * CA

Project Zip Code * 94041

Project Parcel 15810032

Project Subdivision Null

REQUIRED: Address must be clicked/selected from the dropdown menu, to populate all required fields. If all required fields (with asterisks

Step 5: Complete each subsection of the application, again with as much detail as possible. Each subsection will need contact information input and acknowledged prior to formally submitting the application.

Step 6: At the end of the application, the acknowledgement & signature box will need to be checked to proceed with submittal. Click the **“Submit Request”** button.

- Signature COMPLETE

I hereby declare that I have read and understood the above, and the information contained in this application, attached schedules, attached plans and specifications, and other documents is true to the best of my knowledge.

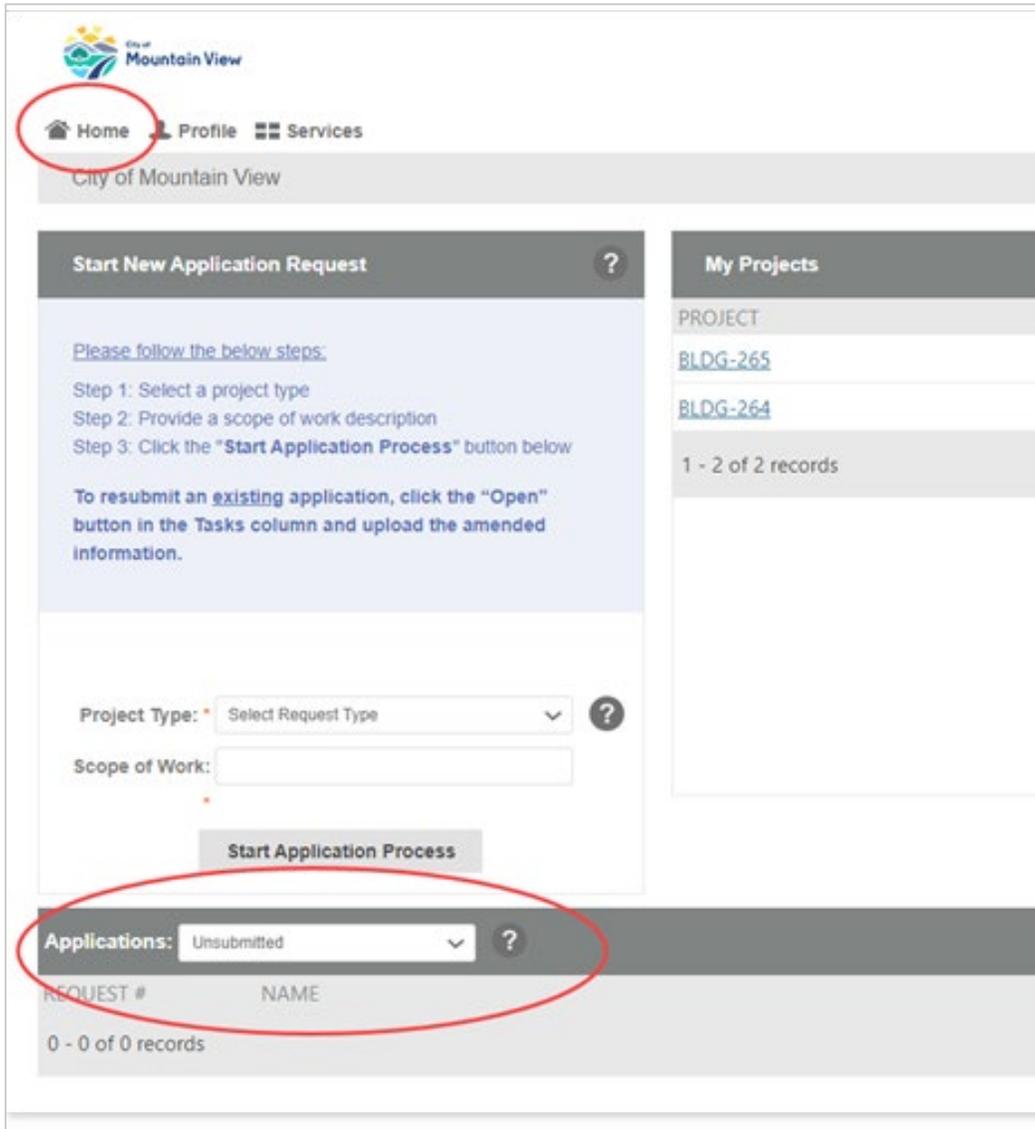
I, being the authorized applicant, acknowledge that:

1. I have personally examined and am familiar with all the information submitted in response to the questions contained in this notice, and any attachments, and attest that all information submitted is true, correct and complete; and
2. I understand and agree that clicking the box above will be deemed the equivalent of a signature in electronic form.

Applicant: Test User Signature date: 2022-10-11 9:58 AM

Save for Later Submit Request

- The “Save for Later” button, should be used if the application and submittal package is not ready for formal submittal. The work session and process will be saved in account users projects; no information regarding this work session will appear on the City side of the program.
- To locate Submitted or Unsubmitted applications, click the “Home” button. Then filter on Applications drop-down menu for Submitted or Unsubmitted to view application (see image below).



Please Note: An Unsubmitted application is not formally submitted to the City. To complete the submittal process, follow the steps below:

Accept your Task

There are multiple options to continue progress on the unsubmitted application. Utilize one of the options listed below to continue working and formally submit application to the City. Select an option and complete the steps.

Option 1:

Click the “**Home**” icon located at the top-left of the screen. Then click the “**Open**” button in the Task tab, for the project that requires updating to formally submit.

City of Mountain View Building/Fire Permits November 9, 2022

Start New Application Request

My Projects

PROJECT	DESCRIPTION	LOCATION	STATUS	TASKS (47)
BLDG-265	128 Ada Ave.	128 Ada Ave 5	Upload	Open Upload and Submit

Option 2:

Click the “**Home**” icon located at the top-left of the screen. Then click the “**View All Projects**” button at the bottom of the My Projects page. This will open a new tab in your browser with all the Projects and Tasks. In the new browser page, click on the “**Projects Tab**” and then click the project number (i.e., [BLDG-254](#)) to proceed. Then click the “**Open**” button in the “**Task**” tab, for the project that requires updating in-order to formally submit.

City of Mountain View Building/Fire Permits

Start New Application Request ?

My Projects

PROJECT	DESCRIPTION	LOCATION	STATUS
BLDG-254	Workflow IT training Oct. 18	374 Fay Way	In Review
BLDG-264	Test scope	500 Castro St	Upload
BLDG-263	New three story townhome, 9 units PUD	685 Sierra Ave	In Review
BLDG-261	New SFR	500 Castro St	In Review
BLDG-254	Workflow IT training Oct. 18	374 Fay Way	In Review

46 - 50 of 50 records

You have more than 50 projects, to view all your projects, click the button below.

View All Projects

File Naming & Requirements

File format: Files must be in PDF format and in correct orientation.

Plan Sheet Sizes: Plan sheet sizes must be a minimum of 11”x 17” and maximum of 36”x 48”.

Border & Reserved Space Requirements: It is virtually impossible to predict each individual or company’s unique border sizes and title block areas. As a result, the following locations are offered as guides to ensure that when viewed, the Approval Stamp is visible and not truncated.

Plan Sheet Size	Stamp Location	Reserved Space (Dimensions)
11” x 17”	Upper-right corner	Width 3.0” x 4.0” Length
18” x 24”	Upper-right corner	Width 3.0” x 4.0” Length
24” x 36”	Upper-right corner	Width 3.0” x 4.0” Length
36” x 48”	Upper-right corner	Width 3.0” x 4.0” Length

Drawings: All the drawings must be Flattened before uploading. Upload all plans into the projects “**Drawings**” folder. ***(Exception: Deferred Submittals, all plans, documents, etc. shall be uploaded into the “Deferred Submittal Folder”)***

Documents: Upload all documents (any non-drawing files, completed submittal checklists, site photos, neighborhood meeting documents, truss calculations, structural calculations, geotechnical reports, etc.) into the project’s “**Documents**” folder.

File Size: Each individual file must be 10MB or less.

Scale: All plans must be dimensioned/to scale, and each sheet should state the scale.

File Names: All plans must be submitted using the naming conventions listed below. Please limit the number of characters in the file name to 35 characters or less, abbreviations are acceptable.

Plans and Documents that do not meet the naming standards may be deleted before you are asked to re-upload the files, to eliminate any confusion about what submittal material is correct.

Electronic plans that do not meet these requirements will fail our prescreen review. Once all plans and documents have passed through prescreen, all resubmittals must use the EXACT same file name as the original. The resubmitted plans and documents names shall be the same as the previous submittal, this will version the information automatically and cross-compare for internal use.

PLAN CHECK SUBMITTAL PACKAGE GUIDELINES (#1):

Applicable Applications: One-to-Two Family Dwellings

- Additions and/or Remodels
- Accessory Dwelling Units
- Swimming Pools
- Landscape Improvements; BBQ, outdoor kitchen, spa, arbor, etc.
- New construction
- Demolition (full structure removed)
- Electric Vehicle Charger
- Photovoltaic System
- New or Replace Air Conditioning Unit (exterior)
- New Tankless Water Heaters
- Other (consult City staff)

Applicable Applications: Commercial Tenant Improvement, Mixed-Use, Multi-Family (3 or more units)

- Interior and/or Exterior Modifications
- HVAC Upgrades
- Accessibility Upgrades
- Seismic Upgrades
- Electric Vehicle Charger
- Photovoltaic System
- Demolition (full structure removed)
- Signage Permit Package
- Other (consult City staff)

File Naming (Upload to Drawings Folder)		
Plan Sheet	Example File Names	Format Type
Site Plan	Site Plan	Drawings
Architectural	Architectural Plan	Drawings
Floor Plan	Floor Plan	Drawings
Electrical Plan	Electrical Plan	Drawings
Mechanical Plan	Mechanical Plan	Drawings
Plumbing Plan	Plumbing Plan	Drawings
Landscape	Landscape Plan	Drawings
Elevation Plan	Elevation Plan	Drawings
Foundation Plan	Foundation Plan	Drawings
Structural Plan	Structural Plan	Drawings
<i>Drawings may be grouped together into one PDF file if they are separate pages. (This is not an all-inclusive list)</i>		
File Naming (Upload to Documents Folder)		
Document	Example File Names	
Arborist Report	Arborist Report	Documents
Site Survey	Site Survey	Documents
Structural Calculations	Structural Calculations	Documents
Geotechnical Report	Geotechnical Report	Documents
Title Report	Title Report	Documents
Truss Calculations	Truss Calculations	Documents
Misc. Document	Label per Document Title	Documents
Water, Service, Flood Applications	Water Service Application	Documents
<i>Documents must be individual PDF files and named per document title. (This is not an all-inclusive list)</i>		

PLAN CHECK SUBMITTAL PACKAGE GUIDELINES (#2):

Applicable Applications: Multi-Family (3 or more units)

- Additions and/or Remodels
- New construction
- Demolition (full structure removed)
- Electric Vehicle Charger
- Photovoltaic System
- Other (consult City staff)

Applicable Applications: Multi-Family (3 or more units), Mixed-Use, Commercial Development

- New construction
- The project shall be in volumes.
- Volumes shall be grouped together based on similar trades, following the format of: VOLUME#_TITLE

Plan Volume File Naming (Upload to Drawings Folder)			
Volume	Volume Name	File Name	Format Type
1A	Offsite Improvement Plans	VOL1A_OFFSITE_IMPROVEMENT_PLANS	Drawings
1B	Final/Parcel Map	VOL1B_FINAL/PARCEL_MAP	Drawings
2A	Rough Grading	VOL2A_ROUGH GRADING	Drawings
2B	Excavation/Shoring	VOL2B_SHORING	Drawings
2C	Onsite Civil Plans: Onsite JT, Recycled Water, Landscape	VOL2C_ONSITEJT_LANDSCAPE	Drawings
2D	Building C Civil Private Improvement Plan	VOL2D_ONSITE_CIVIL	Drawings
3A	Building Architectural Plans	VOL3A_ARCH1	Drawings
3B	Building Architecture Interior Design	VOL3B_ARCH2	Drawings
3C	Building Architecture Exterior	VOL3C_ARCH3	Drawings
4	Building Structural	VOL4_STRUCTURAL	Drawings
5A	Building Mechanical, Plumbing, Electrical	VOL5A_MECH_PLUMB_ELEC	Drawings
Document File Naming (Upload to Documents Folder)			
Document		Example File Names	
Arborist Report		Arborist Report	
Site Survey		Site Survey	
Structural Calculations		Structural Calculations	
Geotechnical Report		Geotechnical Report	
Title Report		Title Report	
Truss Calculations		Truss Calculations	
Sewer Service Application		Sewer Service Application	
Water Service Application		Water Service Application	
Misc. Document		Label per Document Title	
<i>Documents must be individual PDF files & named per document title. (This is not an all-inclusive list)</i>			

Upload Files

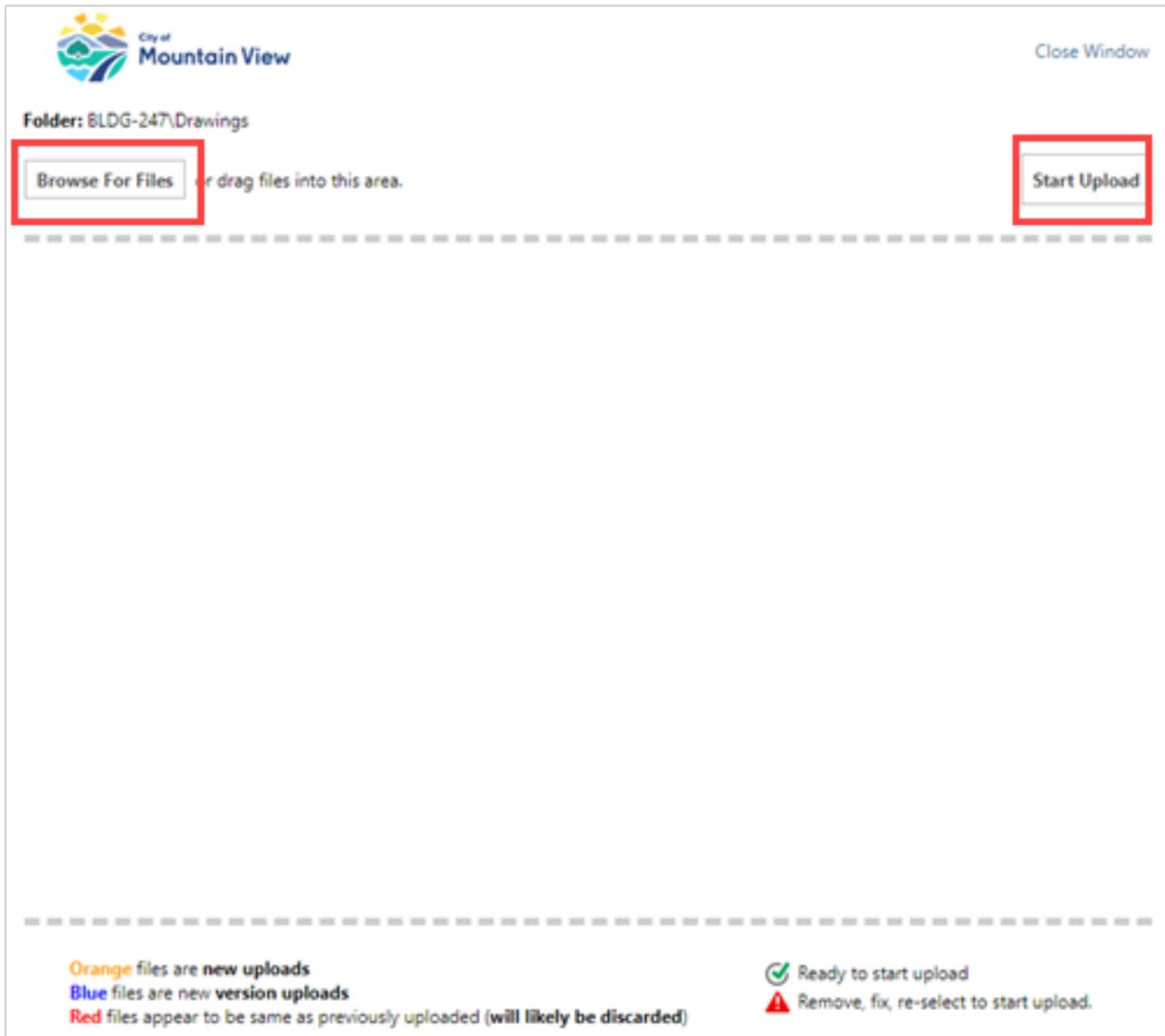
Follow File Naming & Requirements to upload the files.

Follow the on-screen step-by-step task instructions on the page to upload your files. A link to a tutorial is available, click the “[Watch video](#)” icon to launch; ensure audio is turned on the device.

Step 1: To upload, select the desired folder to upload Drawings or Documents.

The screenshot shows a web interface for file uploads. At the top, there are links for "Task Instructions" and "Watch video". Below this, a message encourages watching the video and following the steps. The main instruction is "STEP 1 of 3: Select and upload your drawing and supporting document files into this project, as required". The upload is for "BLDG-247". A sub-instruction says "Please click appropriately for the type of files you are uploading." with another "Watch video" link. Three buttons are visible: "Upload Drawings", "Upload Documents", and "Upload Deferred Submittals". The "Upload Drawings" and "Upload Documents" buttons are highlighted with red boxes. Below the buttons, there is a section for "Uploaded files:" which currently shows "No files uploaded yet."

Step 2: Click the “Browse for Files” button or drag files into the upload window. Click “Start Upload.” This step may be repeated to add additional files.



Please Note: There are restrictions to upload files in the “Drawings” folder. Sheet size shall be between 11” x 17” and 36” x 48”. The files shall be in PDF format only. If they do not comply with these requirements, you will receive an error (see image below for error).

Step 3: The files and documents upload are not per file requirements; an error message will be displayed. Click the “Remove/Get Report” button to remove all the files from upload.

The screenshot shows the City of Mountain View upload interface. At the top left is the logo and the text "City of Mountain View". To the right is a "Close Window" link. Below the logo, it says "Folder: BLDG-220\Drawings". There is a "Browse For Files" button and the text "or drag files into this area." To the right, there is a message: "To 'Start Upload', please correct: [Watch video](#)". Below this, it says "7 of 7 file(s) with submission issues." and a red-bordered button labeled "Remove / Get Report".

File Name	Size	Status
Arborist Report.pdf	0B/70.59KB	✗
Architectural Design Certified Letter.pdf	0B/42.93KB	✗
Building Permit Application.pdf	0B/423.63KB	✗
C3-Data-Form.pdf	0B/1.87MB	✗
CC&R Checklist.pdf	0B/136.98KB	✗
CC&R.pdf	0B/324.73KB	✗
Civil-Transmittal.pdf	0B/138.88KB	✗

Legend:

- Orange files are new uploads
- Blue files are new version uploads
- Red files appear to be same as previously uploaded (will likely be discarded)
- Green checkmark: Ready to start upload
- Red triangle: Remove, fix, re-select to start upload.

Step 4: The detailed report of issues will be generated. To open the file, click “Open File” link.

The screenshot shows a Windows "Downloads" folder. It contains a PDF file named "File Issues 11_10_2022 8_19_AM.pdf". Below the file name is a blue "Open file" link. At the bottom of the folder view, there is a "See more" link.

Issues Report: Contains the description of errors and the File names to be corrected.

FILES WITH SUBMISSION POLICY ISSUES REPORT

Project: BLDG-220 - Workflow IT training Oct. 04
Report Date: 11/10/22 8:46 AM

Unfortunately, these files cannot be uploaded into your plan review project because they do not satisfy one or more of the jurisdictional PDF submission policies.

To resolve, please follow the steps below

Step 1 of 2: Correct the issues

Please review the file list below with submission policy issues that were NOT successfully uploaded. Correct the issues denoted which may be any of the following:

invalid file	file cannot be read or the file may not be a PDF file
password	file appears to be password protect, please resave the file without password protection
file naming	file naming does is incorrect, check submission policy for acceptable file naming convention
sheet rotated	recreate this PDF file in landscape orientation (sheet height less than sheet width)
sheet size	recreate this PDF file to meet the minimum or maximum sheet/page size requirements
multi-page	only single page PDF files allowed, split this multi-page PDF file into one page/sheet per PDF file
not signed	file is required to be digitally signed, check submission policy for accepted digital signing methods

Files to be corrected - issues as submitted to folder: BLDG-220\Drawings (1 total)

COA-Compliance-Report.xlsx Please fix: invalid file
--

Step 2 of 2: Upload corrected files

Return to your assigned submission task to select your corrected files. They will be rescanned for submission policies and if there are no issues, you will be able to upload these files to your plan review project and complete your submission task.

Step 5: Confirm all files have been uploaded by checking the box.

STEP 2 of 3: Check all to confirm you have completed this task and are now ready to submit

Confirmation ?

*All files for this project have been uploaded *Required

STEP 3 of 3: Click the "Submit" button below to complete your task

Step 6: Complete the task by clicking the "Submit" button. If formally submitted, confirmation and receipt of the upload will be sent via email to the account user. The "Save for Later" button, should be used if the application and submittal package is not ready for formal submittal.

Project Coordinator and Plan Check Status

The Building Division will assign a staff member to project manage the application from initial acceptance, through the completion of the development post issuance. The assigned staff member “Coordinator” contact information is in the “Reports” tab. Click the reports tab and click the “Plan Review – Workflow Routing Slip” report and view the information (see example images below).

Coordinator Information

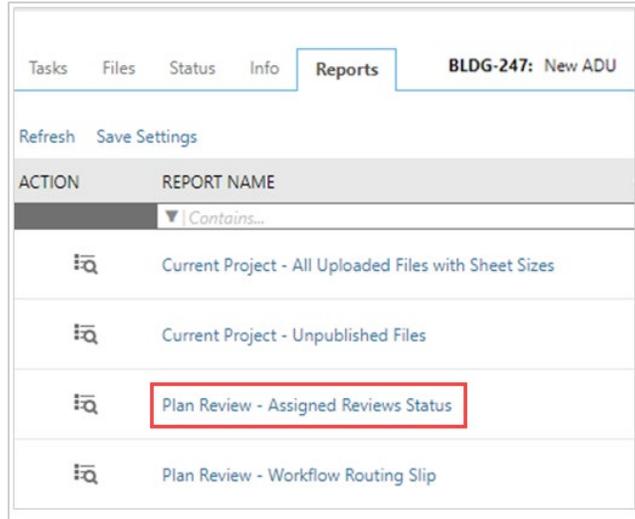
ACTION	REPORT NAME
	Current Project - All Uploaded Files with Sheet Sizes
	Current Project - Unpublished Files
	Plan Review - Assigned Reviews Status
	Plan Review - Workflow Routing Slip

Plan Review - Workflow Routing Slip

TASK	TASK STATUS	REVIEW STATUS	CYCLE	ASSIGNED	ACCEPTED	COMPLETED	GROUP	USER
Upload and Submit	Completed		0	02/21/2023 02:33 PM	02/21/2023 02:33 PM	02/21/2023 02:33 PM	Applicant	Test User
Prescreen Review	Completed		0	02/21/2023 02:33 PM	02/21/2023 02:33 PM	02/21/2023 02:33 PM	Coordinator	
Initial Payment Verification	Completed		0	02/21/2023 02:33 PM	02/21/2023 02:33 PM	02/21/2023 02:34 PM	Coordinator	
Initial Payment	Accepted		0	02/21/2023 02:34 PM	02/21/2023 02:34 PM		Applicant	Test User

Plan Check Status Report

The project plan check review status with due dates is in the **“Reports”** tab. Click the reports tab and click the **“Plan Review – Assigned Reviews Status”** report and view the information (see example images below). This report will provide information on the different departments reviewing the project, the staff members’ names and email address, the due date, and plan check status.



Plan Review - Status/Assigned Review (with Due Date)							
Cycle	Department	Task Name	Task Status	Review Status	Reviewer	Email	Date Due
	Building	Building Department Review cycle #1	Pending				1/27/2023 9:50:29 AM
	Housing	Housing Department Review cycle #1	Accepted	Corrections Required			1/27/2023 9:50:29 AM
	Environmental Safety	Environmental Safety Department Review cycle #1	Completed	Corrections Required			1/27/2023 9:50:29 AM
	Hazardous Materials	Hazardous Materials Department Review cycle #1	Completed	Corrections Required			1/27/2023 9:50:29 AM
	Community Services Assigner	Community Services Assigner Department Review cycle #1	Accepted				1/27/2023 9:50:30 AM
	Planning Assigner	Planning Assigner Department Review cycle #1	Completed	Assign Only			1/27/2023 9:50:30 AM
	PW LDE Assigner	PW LDE Assigner Department Review cycle #1	Accepted	Assign Only			1/27/2023 9:50:30 AM
	FPE Assigner	FPE Assigner Department Review cycle #1	Pending				1/27/2023 9:50:30 AM
	PW LDE - PM	PW LDE - PM Department Review cycle #1	Completed	Corrections Required			1/27/2023 10:50:01 AM
	Planning	Planning Department Review cycle #1	Pending				2/9/2023 1:14:18 PM

Prescreen Corrections

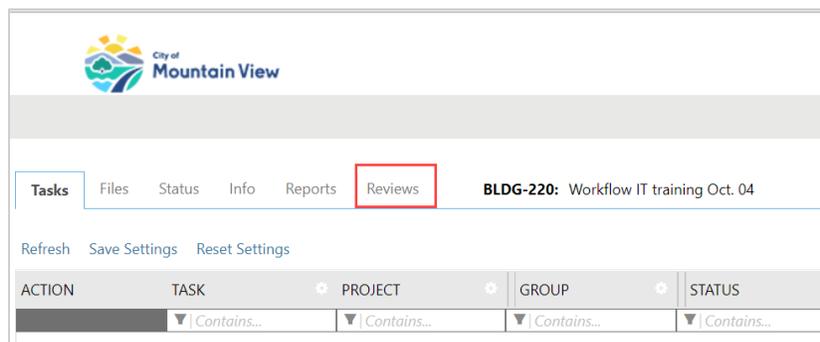
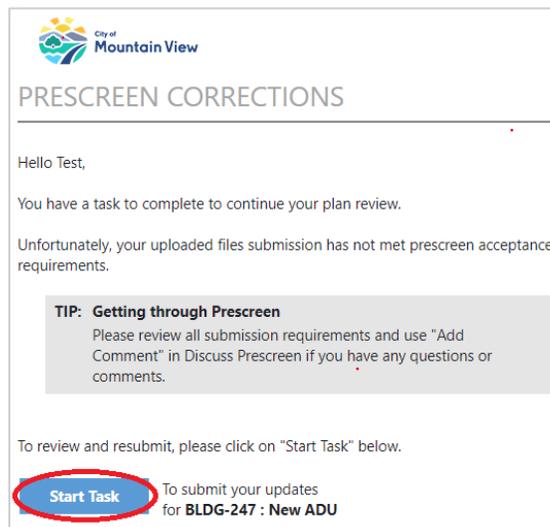
A staff member will review the documents for consideration to enter the electronic plan check process. After review and acceptance, a confirmation email and plan check deposit payment (*if applicable*) will be sent via notification email. Upon receipt of payment, the assigned staff member will provide a formal due date for a response from the City of Mountain View.

If corrections are needed, an email notification will be sent to account user, for a task to complete Prescreen Corrections. To access the corrections there are two options.

Review Corrections:

Option 1:

Click the “Start Task” from the email. Then click the “Reviews” tab to view comments.



Option 2:

Click the **“Existing Applications”** from within ePermitsMV.



New/Revised Building or Fire Permit

Submit an application to begin or revise the permit process. Click the **“New/Revised Building or Fire permit”** button below to apply for new or manage previous submittals.

New/Revised Building or Fire Permit

Same-Day Permit

To apply for a simple permit, please click the **“Same-Day Permit”** button below. Same-Day permit may be used for the following projects:

Same-Day Permit

Existing Applications

Check the existing Applications here

Existing Applications

Click the **“Tasks”** tab and Accept the action by clicking the button.

Tasks Projects

Refresh Save Settings

ACTION	TASK	PROJECT	GROUP	STATUS
<input type="button" value="Accept"/>	Assign Reviewers	FIRE22-18	Coordinator	Pending
<input type="button" value="Accept"/>	Initial Payment Verification	BLDG23-43	Coordinator	Pending

1 - 2 of 2 records

Click on the “Review Comments” button. This will open the “Reviews” tab and display all the comments provided that require solution to qualify for formal submittal acceptance.

STEP 1 of 4: Respond to any comments, as needed

Resolve Review Comments ?

Unresolved Comments: 1
Info Only Comments: 0
Files with Markups: 0

Plan Review: Review Comments [Watch video](#)

Respond to Corrections:

Option 1:

After making the requested corrections, type the response to the comment in the text field box. Comments can be filtered by department, choose from the drop-down menu “Dept”. All comments must be responded to, in order to formally resubmit.

Refresh Close Window

Dept: Show All ▼ Status: Show All ▼ Response: Show All ▼ Search:

Type: Show All ▼
 Coordinator
 Building
 Community Services Assigner
 LDE - PM
 LDE Assigner
 Planning
 Planning Assigner

Cycle: Show All ▼ Time: Show All ▼ [Watch video](#)

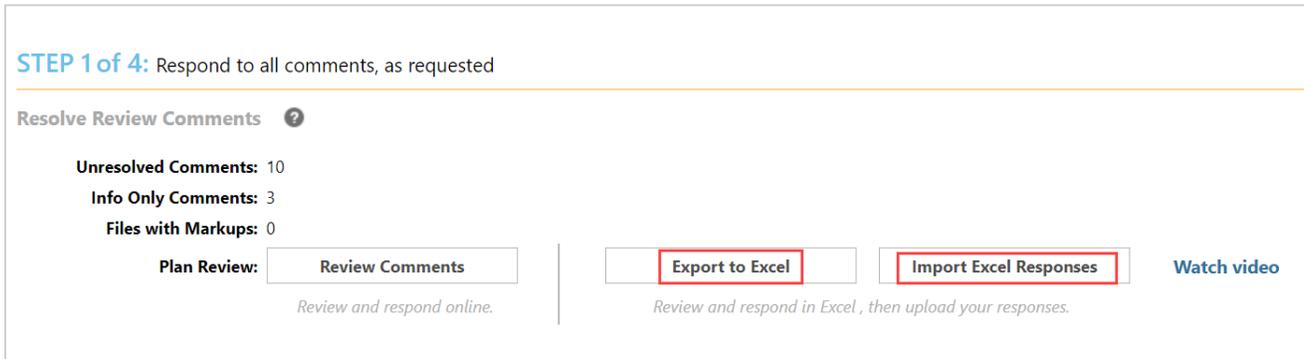
[Add Comment / Ask Question](#) **Please enter your responses** ?

Ref.#	Type	Author	Date	Cycle	Action
	Unresolved Library Comment	Sonia Agarwal	10/4/22 10:37 AM	Cycle 1	Type your response here.
	Please show on the plans the index, including all the plans provided.				
	Responded by: Applicant Test - 10/5/22 2:16 PM ok				
Ref.# 5	Unresolved Comment	Sonia Agarwal	10/4/22 10:37 AM	Cycle 1	Type your response here.
	This is my comment.				
	Responded by: Applicant Test - 10/5/22 2:16 PM done				
Ref.# 8	Unresolved Library Comment	Sonia Agarwal	10/4/22 10:38 AM	Cycle 1	Type your response here.
	Please show on the plans the construction type of the building, in accordance with the CBC (e.g. V-B). Add extra text here.				
	Responded by: Applicant Test - 10/5/22 2:16 PM ok				
Ref.# 9		Nancy Chen	10/4/22 10:38 AM	Cycle 1	Type your response here.

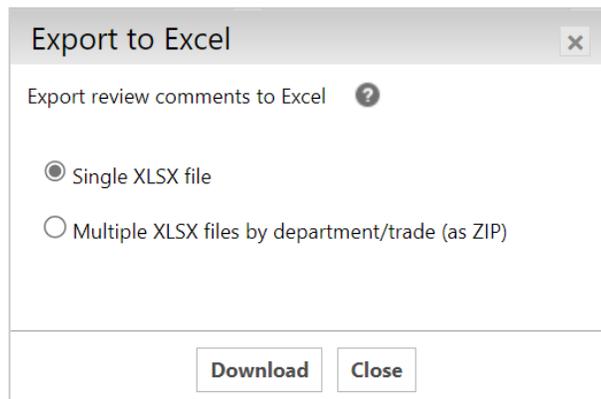
Option 2:

Is the ability to export all the comments in an excel spreadsheet (Export to Excel). Then respond directly into the excel spreadsheet and import back (Import Excel Responses) into the project. This satisfies the formal response to corrections and enables account user to resubmit.

A helpful video is available, to view click the “Watch video” link shown in the image below.

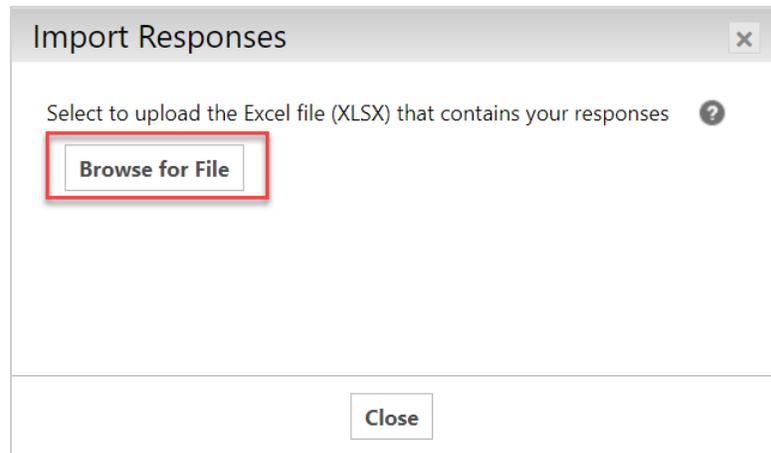


- **“Export to Excel”** button presents two options: Feel free to use any of the below options and click “Download”
 - a. Single XLSX file: all the comments in one file
 - b. Multiple XLSX file: Files by the departments.
- The comments file will be download onto the computer or device currently logged into. The download will appear in “Downloads” folder or any “Other” folder depending on the computer or device settings.

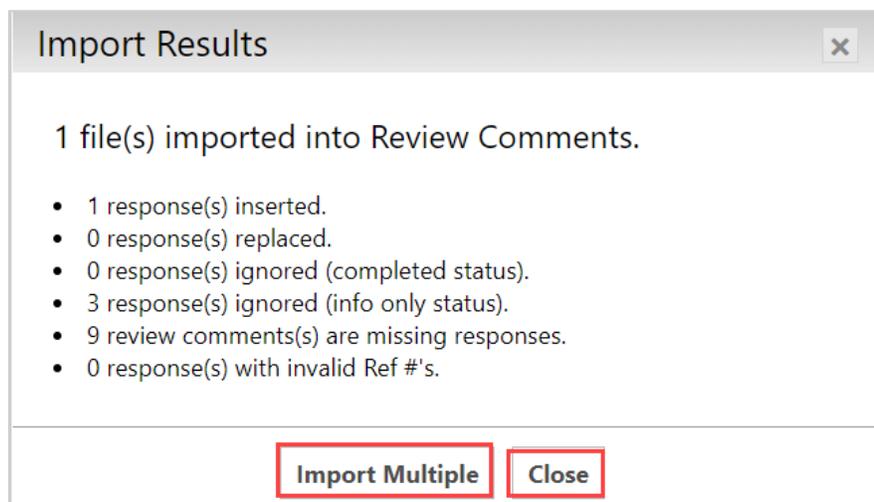


- Open the downloaded file and type in the responses. After completion, upload the file back to the project.

- Use the “Import Excel Responses” button on the task screen to upload the comments. Click the “**Browse for File**” button to select the file from your computer.



- This will provide a summary of what is being uploaded back. Click the “Import Multiple” button if more than one file is being uploaded. Otherwise, click the “Close” button.



Upload New or Versioned Files

If there are **“New Files”**, select the New Files tab and follow the same procedures as the original upload (Refer to page 24).

New Files

STEP 2 of 4: Upload any new or updated files into this project

Version Upload for: BLDG-220

Select **“Versioned Files”** to upload files as new version updates for files previously submitted and received.
Select **“New Files”** to upload any additional new file into this project as requested.

Versioned Files **New Files**

Are your updated files named exactly the same as the prior versions? [Watch video](#)

** “name-v2.pdf” is not an “exact” file name match to “name.pdf”*

Uploaded files:

Select folder to open file list.

- Drawings (1 - 1 New)
- Documents (1 - 1 New)
- Deferred Submittals
- Approved
- Invoices

Versioned Files

If there are **“Versioned Files”**, select the file naming option (**Yes or No**).

If **Yes**, follow the same procedures as the original upload (Refer to page 24).

If **No**, select the old file that will be replaced with the new version. ePermitsMV will rename the file upon upload with the same name as the prior version.

City of Mountain View Close Window

Upload File Versions

Project: BLDG-220

Select: All Project Files All project files that may require new versions Start Upload

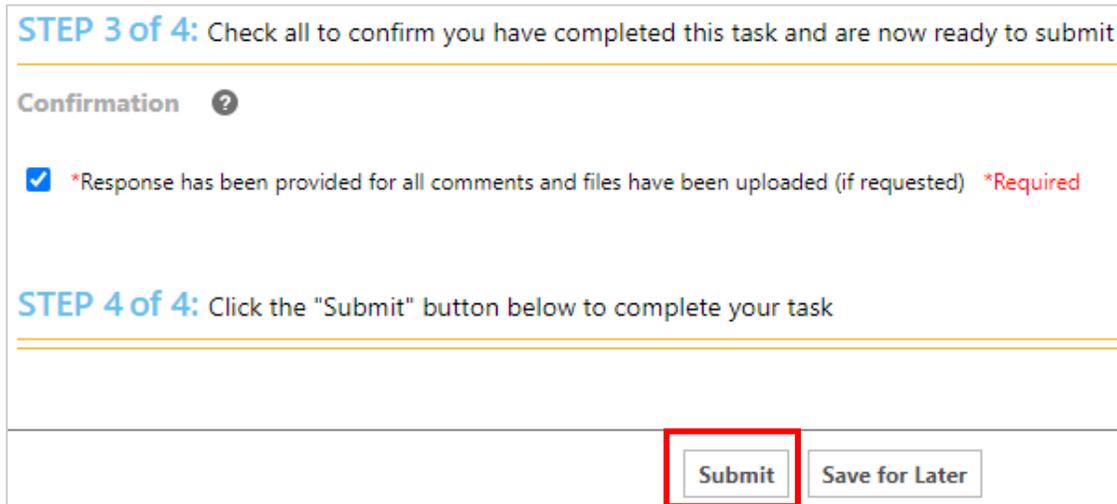
Drawings\A1-01 First Floor Plan.pdf V2 Select File

Orange files are new uploads
Blue files are new version uploads
Red files appear to be same as previously uploaded (will likely be discarded)

Confirm and Submit

A response to each “Unresolved” plan check comment will be required. Be sure after uploading the revised or new plans and documents, to check the box in Step 3 of 4 and click the submit button in Step 4 of 4.

If the submit button is not clicked, the project will not be submitted into the review process and the City does not receive notification action has been taken on this project by the applicant.



STEP 3 of 4: Check all to confirm you have completed this task and are now ready to submit

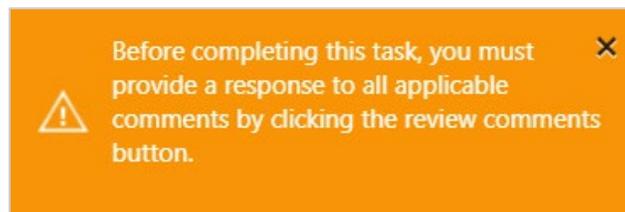
Confirmation ?

*Response has been provided for all comments and files have been uploaded (if requested) *Required

STEP 4 of 4: Click the "Submit" button below to complete your task

Submit Save for Later

Note: All comments require a response, the following notification will appear if this step has not been completed; project will not be accepted into formal plan check.



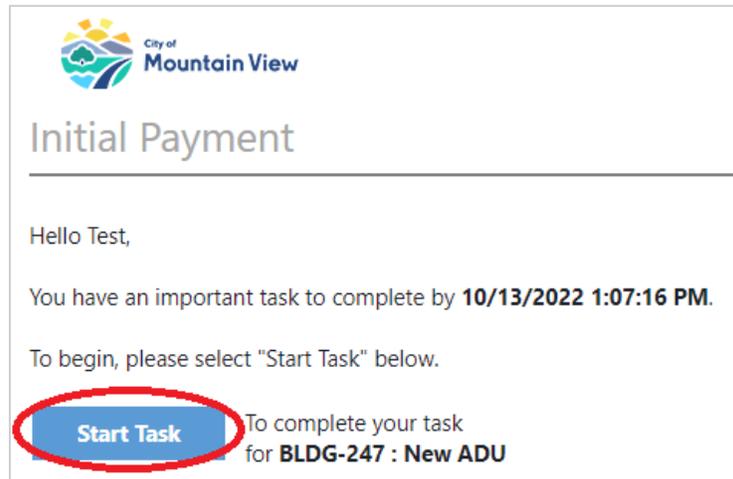
The **Prescreen Corrections** process can be repeated as many times as necessary until all corrections have been rectified and the project accepted formally into plan check. An email will be sent to the account user, the project has been accepted and review has begun.

Plan Check Deposit Fee (Initial Payment)

If a plan check deposit fee is required, an email notification for the “Initial Payment” task will appear as pending in ePermitsMV. There are options for accessing the payment task. *Note: Please note that the plan check deposit fee is non-refundable.*

Option 1:

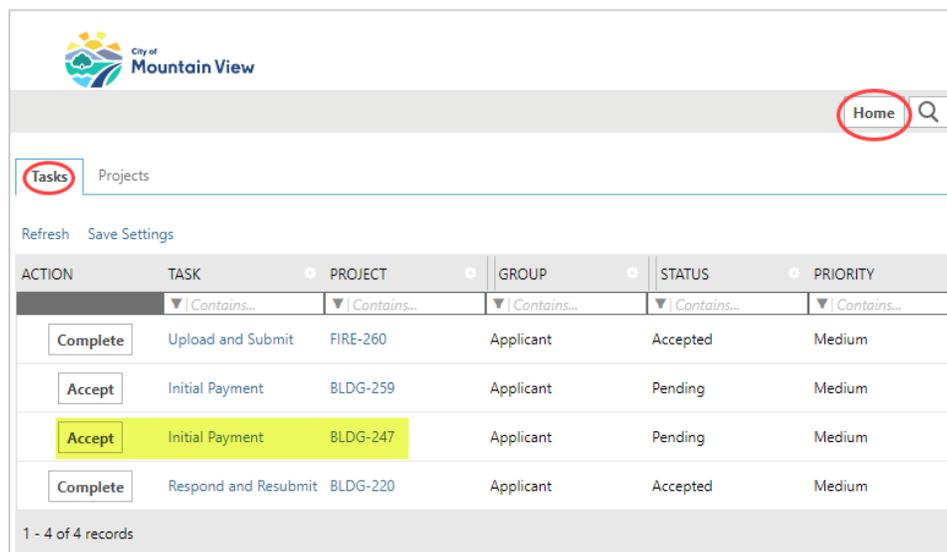
Click the “**Start Task**” button contained in the notification email.



Option 2:

To access the task list, click the “**Tasks**” tab on your “**Home**” screen. The “**Tasks**” tab will display all tasks assigned to the account user that are pending to complete.

Select the task to continue working on the project number (i.e., BLDG-247):



- This will open the task in a new window. Follow the steps on the screen to complete your task.
- The “Task Information” tab will show a discussion comment with the plan check fee amount due.

Task Information
OAS Application
Make a Payment

Task Information

Project Name: BLDG-247
Project Description: New ADU
Current User Login: Test User (lalowski05@yahoo.com)
Task Due Date: 10/13/22 1:07 PM

Task Instructions [Watch video](#)

Please follow the steps below:

To make a payment see the [Make a Payment](#) tab above.

STEP 1 of 3: Respond to comments, as needed

Initial Payment Discussion ?

[Add Comment](#)
[Watch video](#)

Show records

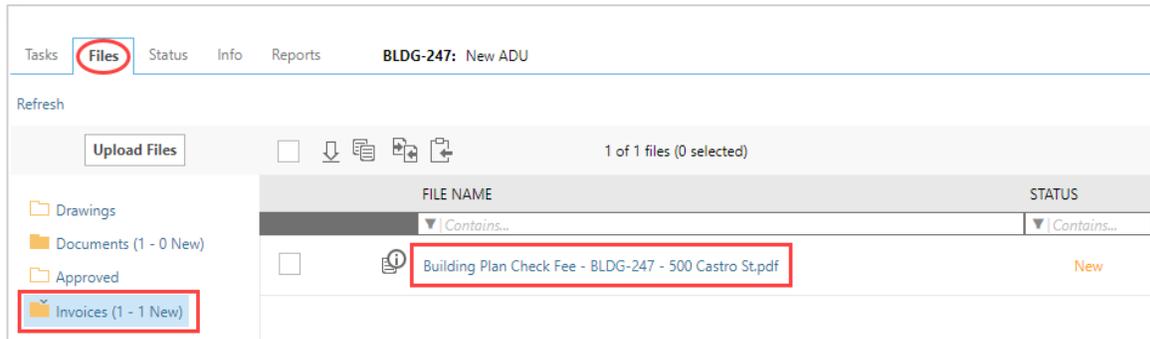
DISCUSSION COMMENT	PARTICIPANT	CREATED
Good news! The “Prescreen” of the plan check package has been deemed complete. A plan check deposit fee is required to be collected to imitate the review process. Total fees due for the plan check deposit is \$500.00. Please click on the “Make a Payment” tab to process your payment. The invoice associated with the permit for your reference is located in the “Invoice” folder in the “Files” tab.	Katrina Cristobal	10/11/22 1:07 PM

1 - 1 of 1 records

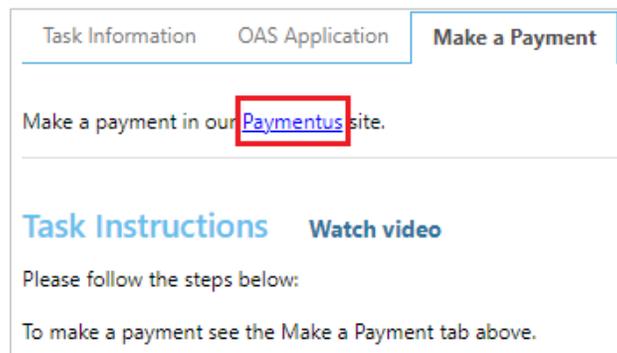
⏪
⏴ Prev
1
Next ⏵
⏩

Invoice Folder & Payment:

Step 1: To access the payment invoice click the **“Files”** tab in the project (BLDG-247). Then click the **“Invoices”** folder, and double-click the PDF file to open:



Step 2: Next click on the **“Make a Payment”** tab located on the top of the screen, then click **“Paymentus”** this opens the payment webpage:



Step 3: Paymentus webpage will open in a new tab. Select **“Building Permits”** for **“Payment Type”** from the dropdown menu. Input the information required, then click the **“Continue”** button.

The screenshot shows a form titled "Enter Account Information" with a user icon. The form has a "Payment Type" dropdown menu with "Building Permits" selected. Below this, there is a text box for "Permit # and Project Address" containing "BLDG-247 500 CASTRO ST". There are two text boxes for "Email", both containing "testuser@mountainview.gov". A blue "Continue" button is at the bottom.

Step 4: Enter the applicable Payment Information on the following screen and select the payment method. Input the amount in the “**Pay this Amount**” field from the invoice.

Note:

This online system can only accept payments up to \$25,000.00. If the permit being paid is greater than \$25,000.00, multiple online payments that total the amount owed can be made on the same permit number. For example, if the permit costs are \$46,500.00 you can make one payment of \$25,000.00 and a second payment of \$21,500.00 which totals \$46,500.00.

Enter Payment Information

All fields are required unless labeled as optional.

First Name: Test Business Name: City of Mountain View
Last Name: User ZIP Code: 94041

Optional

Pay this Amount \$ 500.00

Payment Method

- VISA MasterCard DISCOVER Credit Card
- VISA Debit MasterCard Debit Card
- echeck eCheck / Bank Account
- PayPal
- PayPal CREDIT PayPal Credit
- V Venmo

Want to pay with Venmo? Add your Venmo account to your wallet with your mobile device to pay on any device after ?

< Back Continue

Current Bill

Invoice # BLDG-247 500 Castro St

Total Amount Due \$0.00

Step 5: Click the “**Continue**” button.

- An email payment confirmation will be sent to the /account user.
- After the fees have been paid, additional steps are required to complete the submittal requirements.

Step 6: Complete Steps 2 and 3 in the “**Task information**” tab or “**Make a payment**” tab. Confirmation is required by checking the box “All fees have been paid”, then click the “**Submit**” button.

STEP 2 of 3: Check the box to confirm you are ready to submit

Confirmation ?

*All fees have been paid *Required

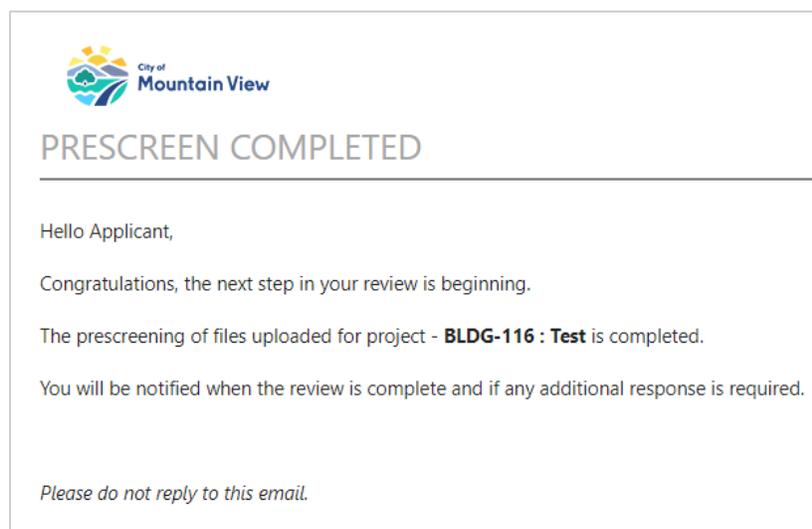
STEP 3 of 3: Click the "Submit" button below to complete your task

Submit Save for Later

- It is not a requirement to upload the payment receipt in the “**Invoice folder**” in the “**Files**” tab, but the option is available if account user chooses to do so for record retention.

Prescreen Complete

The formal submittal is complete. An email notification to the account user will indicate “Prescreen Completed” and plan check has started.



Submittal Package Contents

During Plan check review, project is routed to different departments/divisions. Departments will be checking the plan check submittal package provided to determine if contents are adequate to proceed with the review. If the submittal package provided lacks required conditions of approval and/or key components of design, the review process will stop, and project sent back to the applicant.

The account user will be notified via email, and additional information is required for the plan check to recommence.

Plan Check Review Process

Plan Check Status

The project will be reviewed for conformance with currently adopted codes and ordinances (plan check review). The plan check status of the review is available. Additionally, the contact information for the individual plan check reviewers is available, to discuss any questions or concerns and contact them directly. To obtain the information, click on the “Reports Tab, then run the “Plan Review – Assigned Reviews Status” report.

After the review has been performed and completed by each department/division, and formal approval or comment(s) have been provided to the assigned staff member, the project enters the next stage. The project will either move to approval (permit issuance) stage or corrections required stage (resubmittal required).

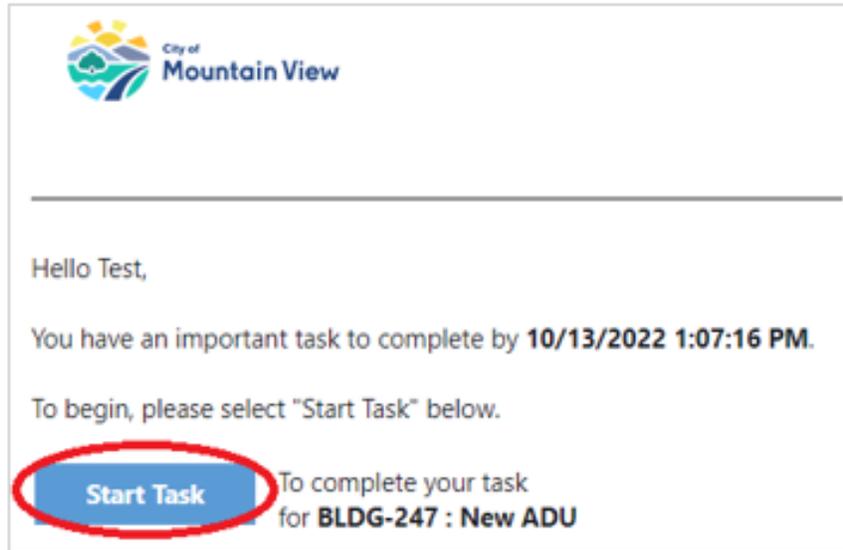
Corrections Required (Resubmit)

When there are corrections required, an email notification from the City to the account user will indicate modifications to revised drawings, documents, and responses to plan review comments are required for resubmittal. The corrections (resubmittal) process can be repeated as many times as necessary until all corrections have been rectified and obtains formal approval from the City permit issuance.

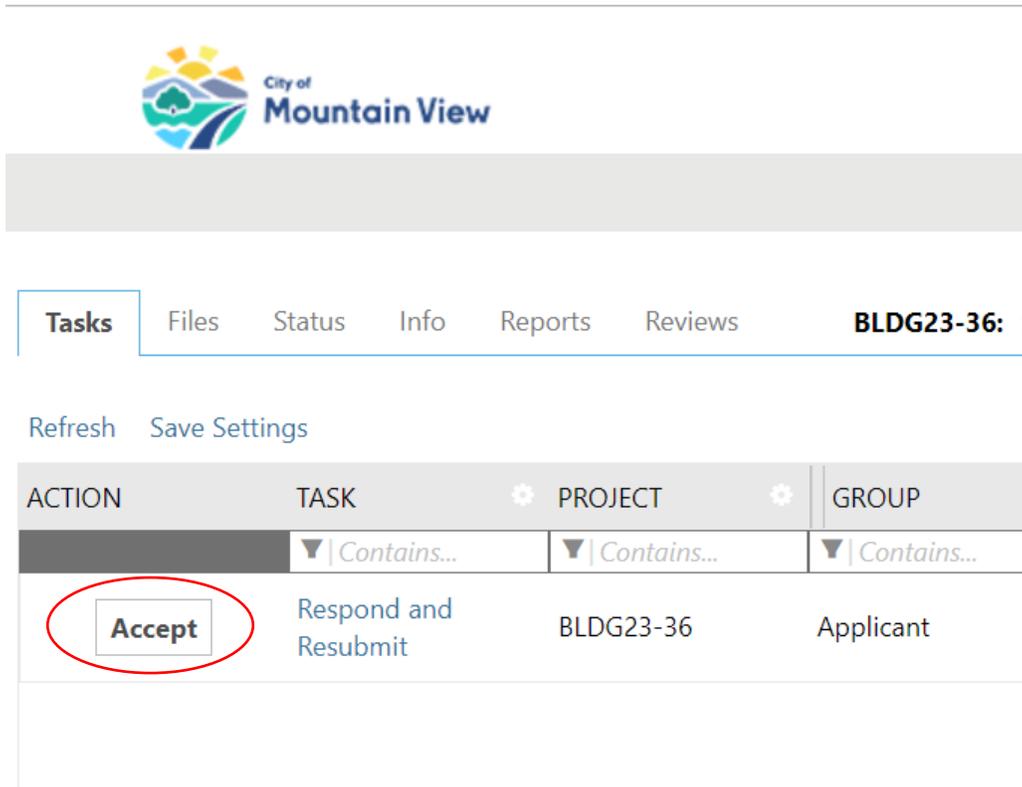
The resubmittal task is called the “Applicant Resubmit Task”. There are options for accessing the “Applicant Resubmit Task”

Option 1:

Click the “**Start Task**” button contained in the notification email.



Click the “**Accept**” button in the Tasks tab for that project and continue.



Option 2:

Step 1: Resolving Review Comments

Click the “Review Comments” button to access the Review Comments window. View and respond to the reviewer comments:

Resolve Review Comments ?

Unresolved Comments: 1
Info Only Comments: 1
Files with Markups: 1

Plan Review: Review Comments | Export to Excel | Import Excel Responses

Review and respond online. | *Review and respond in Excel, then upload your responses.*

Step 2: Click on the file name to open the drawing with markups. Add your response in the “Please enter your response” column.

Add Comment / Ask Question						Please enter your responses ?
Ref.# 2	Move door left	Mechanical	Preeti Schatzman	3/10/21 4:46 PM	Cycle 1	Type your response here.
Unresolved		A1-01 First Floor Plan.pdf				Write your response here...
Markup		Door is too close to mechanical equipment				
Ref.# 3	Mechanical		Preeti Schatzman	3/10/21 4:47 PM	Cycle 1	No response required.
Info Only	Make sure to do the following when re-submitting:					
Comment	<ul style="list-style-type: none">Item AItem BItem C					

Step 3: Upload new files. Follow the steps in [\(Click Here - Upload New or Versioned Files\)](#) section. **Note:** Name of the files should be exactly same as in earlier versions.

Step 4: Confirm all requirements have been met and check the box, then click the “Submit” button.

STEP 3 of 4: Check all to confirm you have completed this task and are now ready to submit

Confirmation ?

*Response has been provided for all comments and files have been uploaded (if requested) *Required

STEP 4 of 4: Click the "Submit" button below to complete your task

Submit Save for Later

Please note: When there are corrections required, an email notification from the City to the account user will be sent, and indicate the modifications that are required to drawings, documents, and responses. The required modifications shall be made and then uploaded into the project.

The resubmittal process can be repeated as many times as necessary until all corrections have been rectified and project complete the process of permit issuance.

Approval and Final Payment

Upon formal approval, an email notification will be sent to the account user, with instructions on the permit fees & payment task. The remaining fees due are required to be paid per the City’s guidelines. Please follow the steps for payment in the instruction manual. ([Click Here - Payment Instructions](#)).

After the payment process is complete, mark the task complete and click the “Submit” button:

Confirmation ?

*All fees have been paid *Required

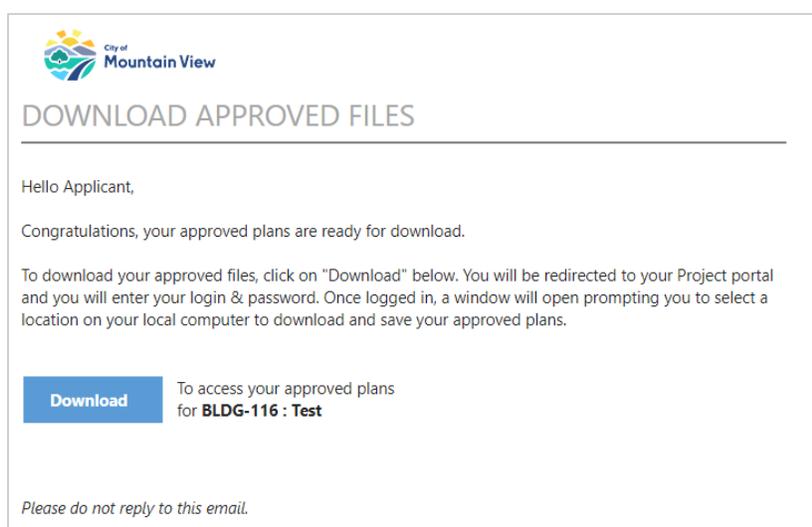
Submit Save for Later

Download Approved Plans

The approved plans and supporting documents will then be available for download. The account user will receive an email notification with instructions to download and save the approved materials.

Although the approved materials are digital, to receive inspection services, at minimum one (1) hard copy of the plans and supporting documents (*color format and to scale*) shall be onsite. This information shall be onsite and available at time of each inspection. **If the information is not onsite, the inspection shall not be performed, and inspection will be cancelled.**

Option 1: Click the link (Download) in the email notification.



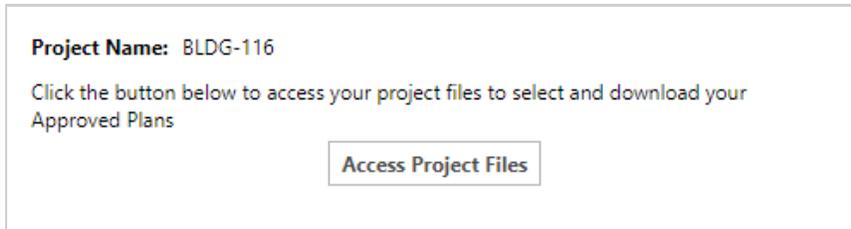
Option 2: Login to ePermitsMV, click the green “Open” button. After clicking the “Open” button it will open a new window.

My Projects				
PROJECT	DESCRIPTION	LOCATION	STATUS	TASKS (3)
BLDG-222	IT Internal Bluebeam Training Oct. 04	688 Hans Ave	In Review	
BLDG-218	Test	2434 Rock St 2	Prescreen	
BLDG-116	Test	500 Castro St	Approved	Open Download Approved Plans
BLDG-102	New bedroom	500 Castro St	Approved	Open Download Approved Plans

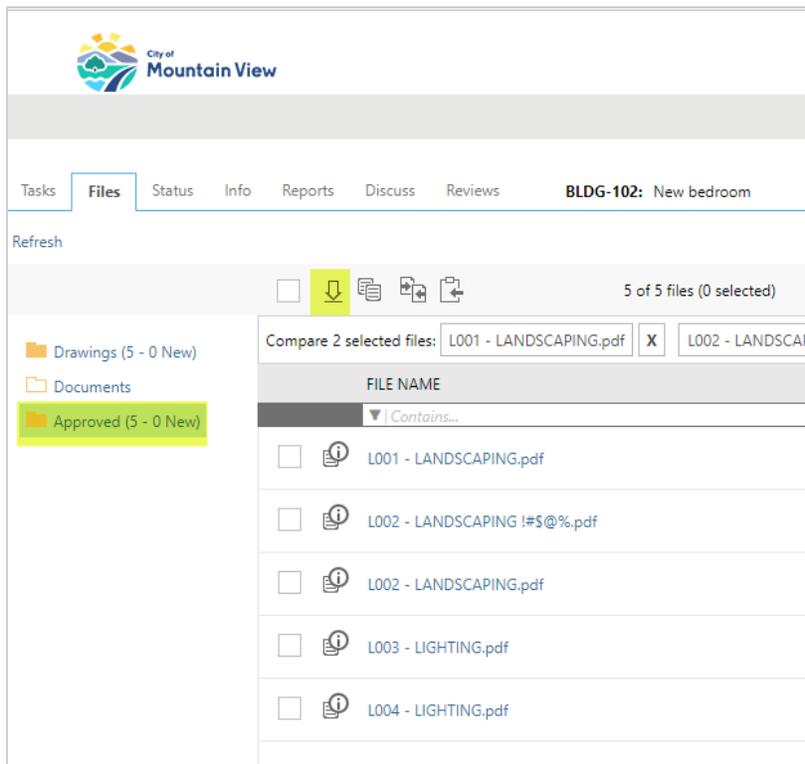
36 - 39 of 39 records

Navigation: [Back] [Prev] 4 5 6 7 8 [Next] [Forward]

- Click “Access project Files” button



It will open the Files folder. Then select the files (check each box) you want to download and click the download button. “Save” to the computer or device.



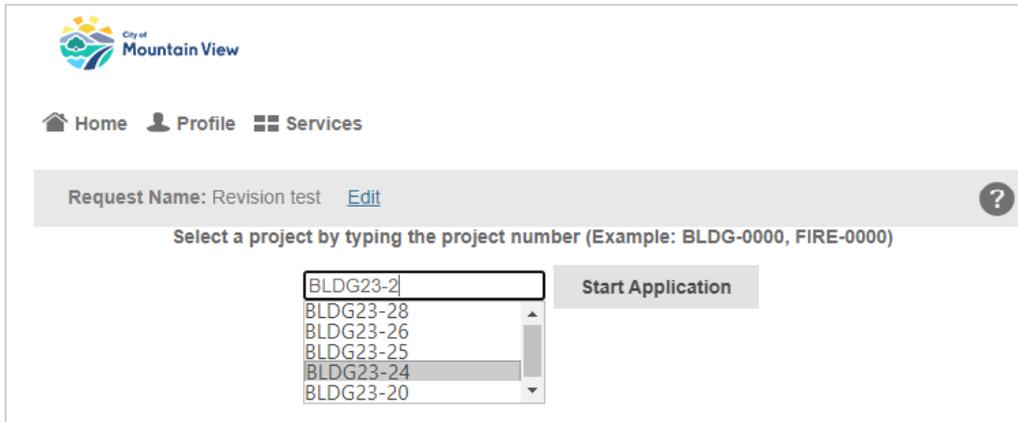
Revisions to Existing Permit

Step 1: Start New Application

Step 2: Select “Building or Fire Revision” to existing Permit Option.

Step 3: Enter a name for “Scope of Work” and click on “Start Application Process” button.

Step 4: Lookup the existing “Project Number” and “Start Application”.



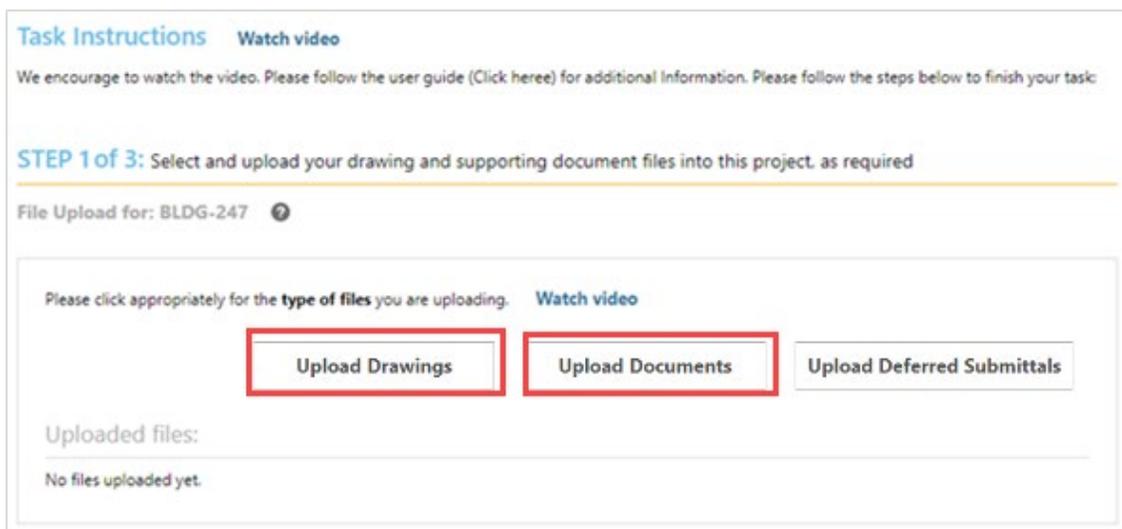
The screenshot shows the City of Mountain View application portal. At the top left is the logo and name "City of Mountain View". Below it are navigation links: "Home", "Profile", and "Services". A grey bar contains the text "Request Name: Revision test" with an "Edit" link and a help icon. Below this is the instruction "Select a project by typing the project number (Example: BLDG-0000, FIRE-0000)". A search input field contains "BLDG23-2" and a dropdown menu is open, listing "BLDG23-28", "BLDG23-26", "BLDG23-25", "BLDG23-24", and "BLDG23-20". To the right of the dropdown is a "Start Application" button.

- Application is automatically filled out from last submission, modify the information needed.

Step 5: Follow [File Naming & Requirements](#) to upload the files.

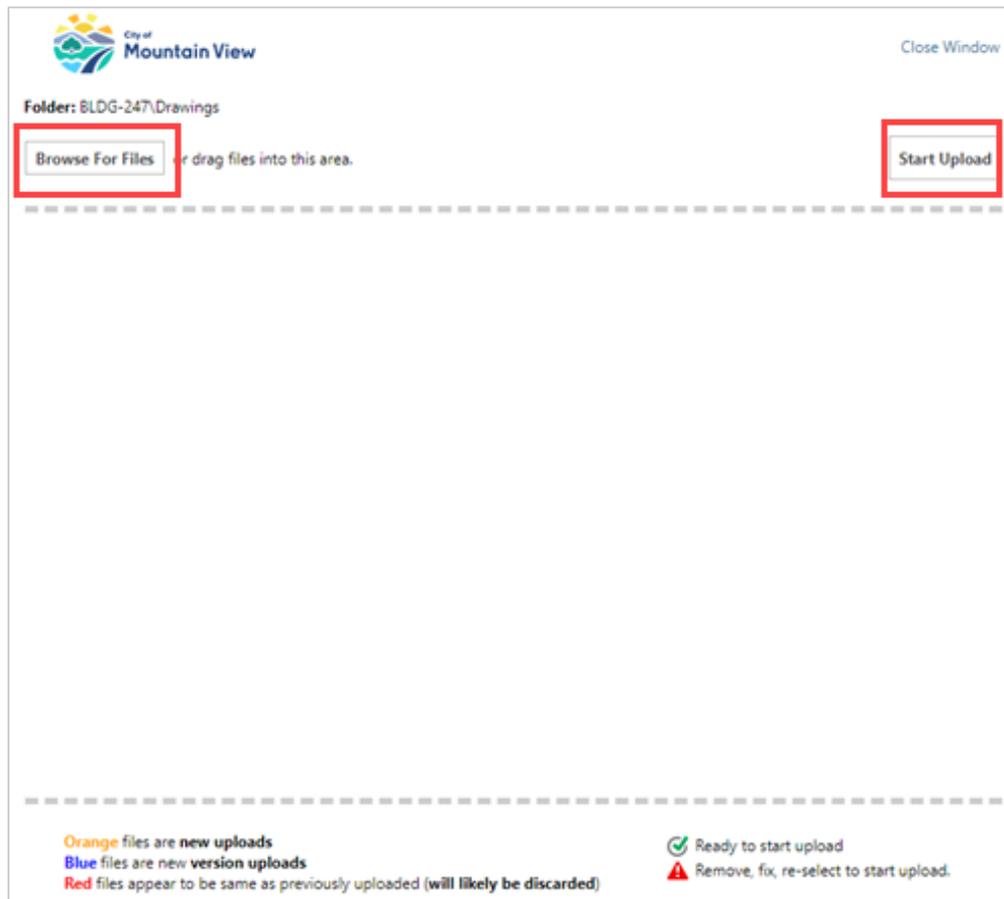
Step 6: Follow the on-screen step-by-step task instructions on the page to upload the files. The option to watch a video is available, click the “Watch video” link for the tutorial.

- To upload, select the desired folder to upload Drawings or Documents.



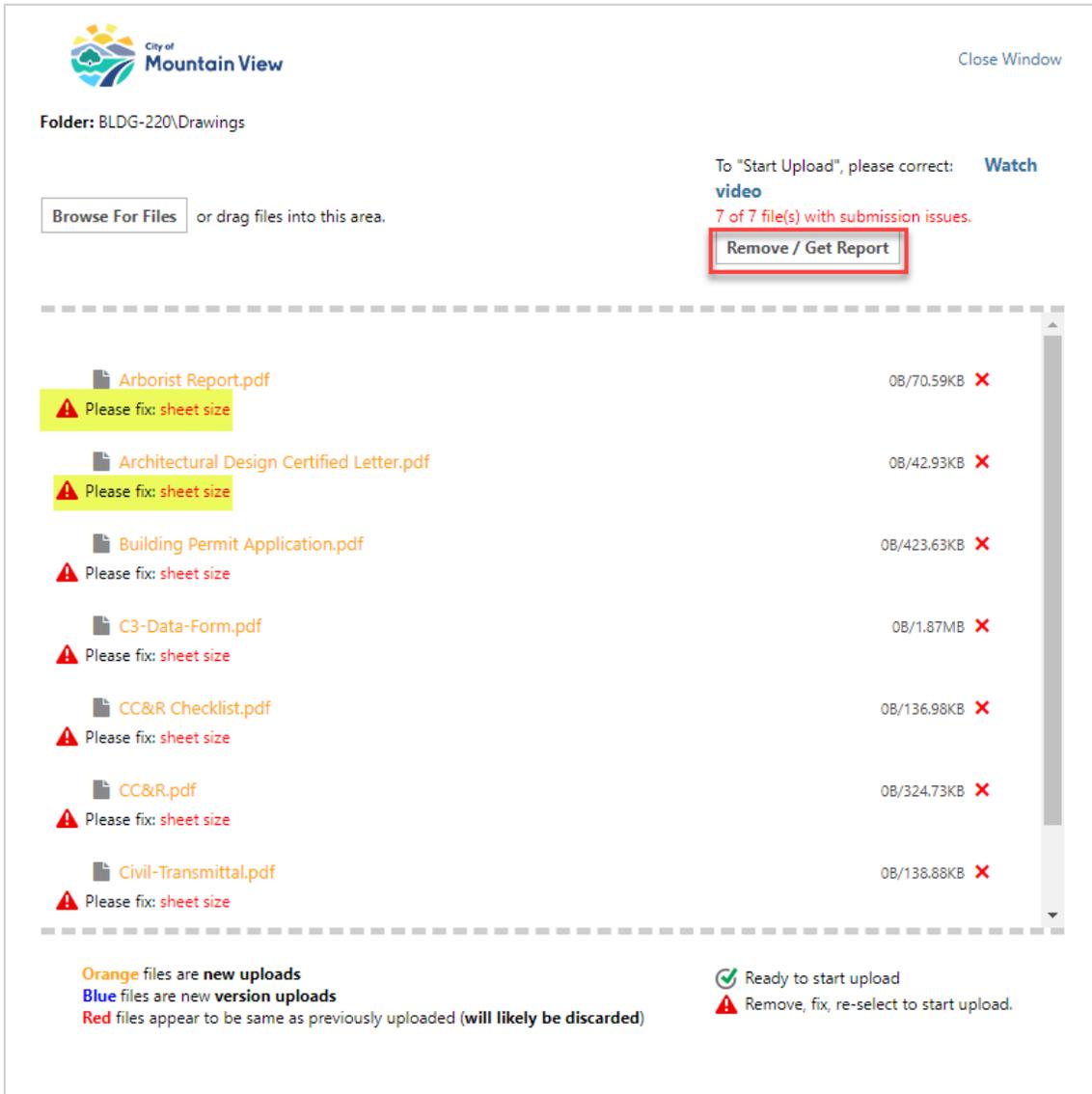
The screenshot shows the "Task Instructions" page. At the top left is the text "Task Instructions" with a "Watch video" link. Below it is a paragraph: "We encourage to watch the video. Please follow the user guide (Click here) for additional information. Please follow the steps below to finish your task:". Below this is the heading "STEP 1 of 3: Select and upload your drawing and supporting document files into this project, as required". Below the heading is the text "File Upload for: BLDG-247" with a help icon. Below this is a box containing the text "Please click appropriately for the type of files you are uploading." with a "Watch video" link. Below this text are three buttons: "Upload Drawings", "Upload Documents", and "Upload Deferred Submittals". Below the buttons is the text "Uploaded files:" followed by "No files uploaded yet."

- Click the “Browse for Files” button or drag files into the upload window. Click “Start Upload.” This step may be repeated to add additional files.

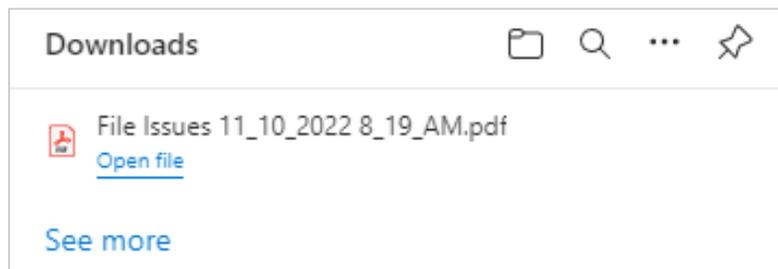


Please Note: There are restrictions on uploading files in the “Drawings” folder. Sheet size should be between 11” x 17” and 36” x 48”. Only PDF files are allowed. If they do not comply with these requirements, you will receive an error (***see image below for error***).

- Click the “Remove/Get Report” button to remove all the files from upload.



- This will download the error report and detail the issues. Open the file by clicking “Open File” link (see image for example).



- **Issues Report:** Contains the description of errors and the File names to be corrected.

FILES WITH SUBMISSION POLICY ISSUES REPORT

Project: BLDG-220 - Workflow IT training Oct. 04
Report Date: 11/10/22 8:46 AM

Unfortunately, these files cannot be uploaded into your plan review project because they do not satisfy one or more of the jurisdictional PDF submission policies.

To resolve, please follow the steps below

Step 1 of 2: Correct the issues

Please review the file list below with submission policy issues that were NOT successfully uploaded. Correct the issues denoted which may be any of the following:

invalid file file cannot be read or the file may not be a PDF file
password file appears to be password protect, please resave the file without password protection
file naming file naming does is incorrect, check submission policy for acceptable file naming convention
sheet rotated recreate this PDF file in landscape orientation (sheet height less than sheet width)
sheet size recreate this PDF file to meet the minimum or maximum sheet/page size requirements
multi-page only single page PDF files allowed, split this multi-page PDF file into one page/sheet per PDF file
not signed file is required to be digitally signed, check submission policy for accepted digital signing methods

Files to be corrected - issues as submitted to folder: BLDG-220\Drawings (1 total)

COA-Compliance-Report.xlsx
Please fix: **invalid file**

Step 2 of 2: Upload corrected files

Return to your assigned submission task to select your corrected files. They will be rescanned for submission policies and if there are no issues, you will be able to upload these files to your plan review project and complete your submission task.

Step 4: Confirm all files have been uploaded by checking the box.

STEP 2 of 3: Check all to confirm you have completed this task and are now ready to submit

Confirmation ?

*All files for this project have been uploaded *Required

STEP 3 of 3: Click the "Submit" button below to complete your task

Submit

Save for Later

Step 5: Complete the task by clicking the “Submit” button. If you think you are not ready to submit, click the “Save for Later” button and submit when you have completed all the steps. Receipt of your upload will be confirmed by email. The task will also no longer appear in the project view.

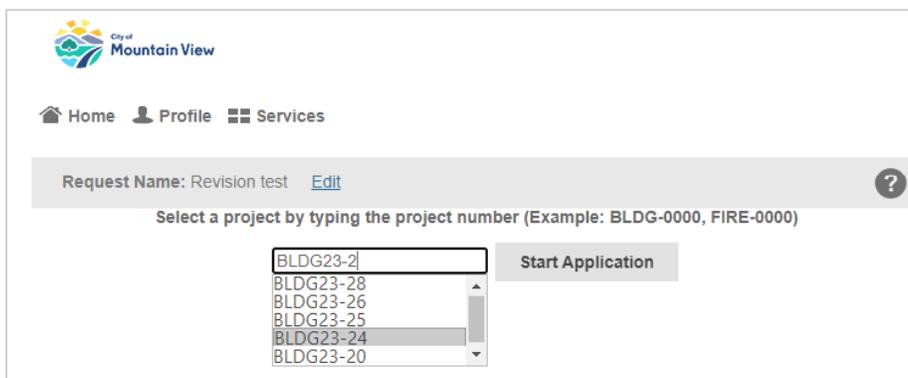
Deferred Submittal to Existing Permit

Step 1: Start New Application

Step 2: Select “Building Revision” to existing Permit Option.

Step 3: Enter a name for “Scope of Work” and click on “Start Application Process” button.

Step 4: Lookup the existing “Project Number” and “Start Application”.

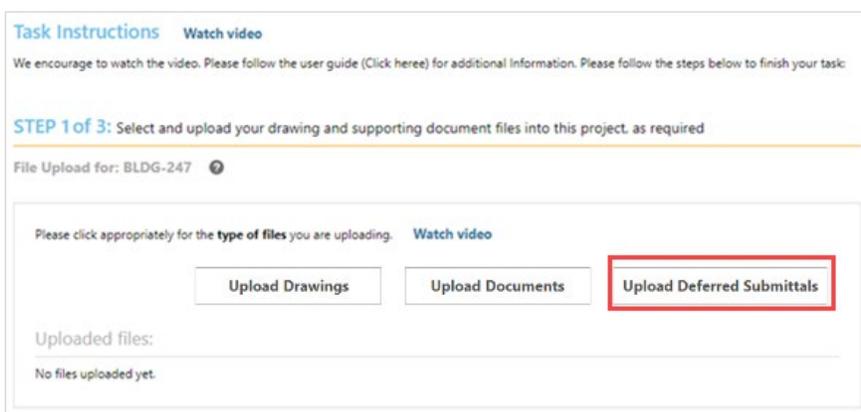


- Application is automatically filled out from last submission, modify the information needed.

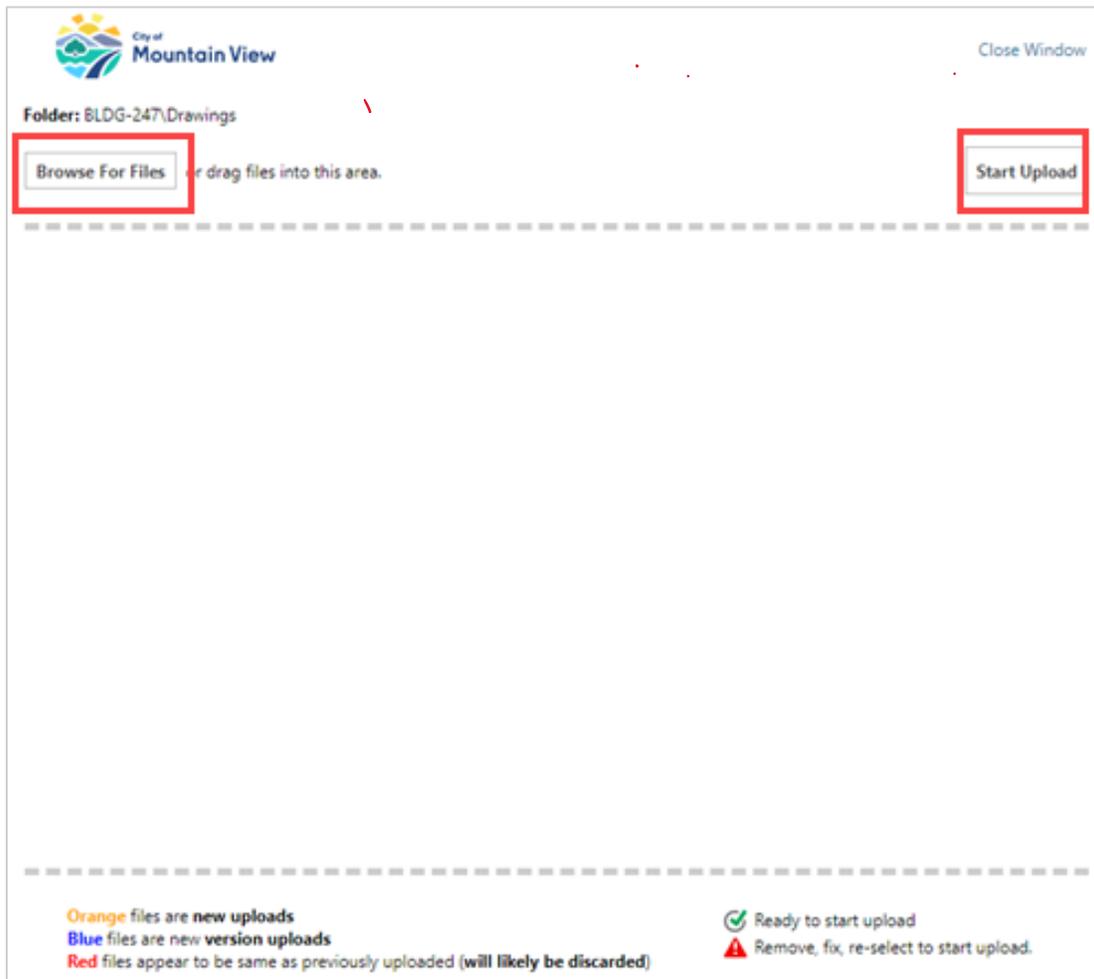
Step 5: Follow [File Naming & Requirements](#) to upload the files. Upload all submittal package contents into the “Deferred Submittal” folder i.e., plans, supplemental documents, calculations, reports, etc.

Step 6: Follow the on-screen step-by-step task instructions on the page to upload the files. The option to watch a video is available, click the “Watch video” link for the tutorial.

- To upload, select the desired folder to upload Drawings or Documents.



- Click the “Browse for Files” button or drag files into the upload window. Click “Start Upload.” This step may be repeated to add additional files.



Step 7: Confirm all files have been uploaded by checking the box.

STEP 2 of 3: Check all to confirm you have completed this task and are now ready to submit

Confirmation

*All files for this project have been uploaded *Required

STEP 3 of 3: Click the "Submit" button below to complete your task

Submit Save for Later

Step 8: Complete your task by clicking the “Submit” button.

- The “Save for Later” button, should be used if the application and submittal package is not ready for formal submittal. The work session and process will be saved in account users projects; no information regarding this work session will appear on the City side of the program.
- The formal submittal is complete. An email notification to the account user will indicate “Upload Complete”.

Invite Users and Share Project

The ePermitsMV system allows for the account user submitting the application to share the project with other team members. This feature enables access to the projects, view all submitted materials, the plan check status, comments and redlines, etc. The feature is particularly helpful to share information with developers and clients, contractors with ownership, Architects and Sub-Trade design teams.

Each project will display the “Invite Others” tab. This allows the account user to share the information, by filling in the recipient’s information. After the information has been entered click the “Invite Others” button to confirm.

Task Information OAS Application **Invite Others**

Invite/Remove Project User 

<p>Invite to Group: <input type="text" value="Applicant"/></p> <p>First Name: <input type="text"/> </p> <p>Last Name: <input type="text"/> </p> <p>Email: <input type="text"/> </p> <p><input type="button" value="Invite User"/></p>	<p>Remove from Group: <input type="text" value="Applicant"/></p> <p>Name: <input type="text" value="REDACTED"/></p> <p><input type="button" value="Remove User"/></p>
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[Task Instructions](#) [Watch video](#)

Please follow the steps below:

STEP 1 of 4: Respond to any comments, as needed

[Resolve Review Comments](#) 

The recipient will receive an email notification (see image below) requesting their confirmation of receipt. They can confirm and view the project by clicking the "Open Project" button, this will open a new window and take the recipient directly to the project.

