



## How Do I submit my Building Permit application through the E – Permit Center?

The E – Permit Center allows applicants to apply for permits, pay fees, upload documents for review and receive/answer comments online for all building permits. Permits can be applied for and obtained without ever coming to the Government Center.

The plan review process for the E – Permit Center will be performed in the same manner as a standard paper submittal; however, E – Permits will, now, allow the applicant to track the status of their permit online and electronically view redline and plan comments as the plans reviewer provides those comments.

## E – Permit Center Submittal Guidelines

If you haven't done so already, you will need to create an E – Permit Center account. Go to Save a Trip and click on E – Permit Center. Click on Register for an Account to create your E – Permit Center account.

- Log in to your E – Permit Center account
- Click on Create an Application located in the Building Permits tile or click +New, located along the top and select Building Permit
- Read and accept the terms, click on Continue Application
- Select the building permit type and click Continue Application.
- Fill in the required permit information.

When you get to the Documents tab, you will be prompted to upload the electronic plans and supporting documents (e.g. soil report, engineering calculations, etc.) before your application is deemed complete. ***An incomplete submittal may cause delays in the application and review process or and may even result in your application being rejected.*** Please follow the submittal guidelines listed below:

### Initial Submittal Documents

- All files shall be in PDF format
- Size
  - PDF files shall not exceed 30MB each and must be reduced to the smallest size available to provide quick access to the files.

Example: Within Acrobat 11 Pro, select “Save As Other” then “Optimized PDF”, settings “Mobile” with a “Make compatible with: **Acrobat 10.0 or later.**”

- If any file should exceed the 30MB maximum, please contact the Development Services Team at 720-523-6800 or email [epermitcenter@adcogov.org](mailto:epermitcenter@adcogov.org) for assistance **prior** to submittal or re-submittal.



- Bookmarks
  - Make sure to be in the “fit on full page to window view” prior to bookmark creation.
  - All plan sets, including soils reports and correspondence, should be uploaded as 1 file.
  - Individual pages do not need to be bookmarked; only the sections need to be bookmarked.
  - Naming convention for bookmarks.

For initial submittals, see below

- 123 Main Street – BDP 1 – Site/Landscape Plan
- 123 Main Street – BDP 1 – Architectural Plans
- 123 Main Street – BDP 1 – Structural/Foundation Plans
- 123 Main Street – BDP 1 – Plumbing Plans
- 123 Main Street – BDP 1 – Electrical Plans
- 123 Main Street – BDP 1 – Mechanical Plans
- 123 Main Street – BDP 1 – Soils Report
- 123 Main Street – BDP 1 – Correspondence (Permits/approvals from other entities)

Subsequent submittals should be named the same with the next higher submittal number

- 123 Main Street – BDP 2 – Site/Landscape Plan
- 123 Main Street – BDP 2 – Architectural Plans
- 123 Main Street – BDP 2 – Structural/Foundation Plans
- 123 Main Street – BDP 2 – Plumbing Plans
- 123 Main Street – BDP 2 – Electrical Plans
- 123 Main Street – BDP 2 – Mechanical Plans
- 123 Main Street – BDP 2 – Soils Report
- 123 Main Street – BDP 2 – Correspondence (Permits/approvals from other entities)

- Supporting documents such as Structural Calculations, Energy Compliance Certifications, etc. shall be submitted as a single combined multipage, bookmarked file

- Page Orientation/Scale
  - Plans shall be set to landscape view, oriented so that North is always at the top of the monitor
  - Document files may be oriented either landscape or portrait view so that the top of the page is always at the top of the monitor
  - Plans shall be generated to scale (e.g.  $\frac{1}{4}''=1'$ ,  $\frac{1}{8}''=1'$  or 1:10)
- Security
  - PDF files shall have permissions to allow Annotations, Form Fill and Signing or Stamping by County staff



- Signatures
  - Plans prepared by Design Professionals shall contain an information block with name, license number, signature and contact information
  - Plans and documents prepared by Design Professionals may be signed electronically
  - Electronic signatures (including Adobe self-certified signatures) or an image containing the electronic stamp and wet signature **must be applied** to every sheet on the plans and, where appropriate, on associated documents. Documents that are not correctly signed/stamped will not be accepted.

### Uploading Documents

- Click Add
- Click Select Files
- Browse for the applicable documents, select them and click Open
- When the file(s) complete the uploading process, click Continue
- Complete a short description of the document(s)
- Click Save
- When all documents have been uploaded and saved, click Continue Application
- Review all information and click Continue Application

### Fee Payment

- Review all fees and click Continue Application
- Choose your payment type, click Submit Payment
- The website will be redirected to the third party payment website
- Read through the Terms and Conditions and click Accept
- Review the Payer Information, enter the required Payment Option and click Continue
- Review the information and click Submit
- When the payment has processed, a receipt will be available to print for recordkeeping

### Plan Review Process

The application, documents and plans will be reviewed by staff for completeness. Once the submittal has been deemed complete, it will be electronically routed to all applicable reviewers. The goal of the department is to have all initial reviews for building permits completed within 10 days.

The status of a plan review can be seen by going to our E – Permit Center on our website at [www.adcogov.org/epermitcenter](http://www.adcogov.org/epermitcenter).

First, login using the E – Permit Center account you created. Look up the permit/case, using the number issued after the application was accepted. Each reviewer's comments are shown. Those comments requiring corrections will be compiled by the plan coordinator and sent to the contact person listed on the permit application. The contact person must coordinate a complete re-submittal that addresses all comments. Partial submittals will not be accepted.



The applicant will receive auto-generated emails from the Accela system throughout the process. These emails will provide notification to the applicant when the application has been accepted and moved into the review process, if additional items/fees are needed as well as when the application has been approved and is ready for permit issuance.

#### **Re-submittal Process**

- Once an initial review is completed, any corrections will be noted by Adams County Reviewers as comments and markups on the electronic plans and documents.
- Re-submittals shall consist of a complete set of corrected plans and documents and uploaded to ACA. This includes those sheets and/or documents that were not changed.
- The Building Permit Re-Submittal Form sent by the Plans Coordinator must also be included.
- All corrections shall be identified. It is recommended a response letter be included with the resubmitted plans. The response letter should clearly describe how and where comments have been addressed.

Once all reviews are complete and plans are approved by all reviewers, the PDF will be electronically stamped “approved” and attached as a permanent archived copy to the project record in the E – Permit Center. A hard copy of these final stamped approved plans as well as a hard copy of the permit and the Plan Review Comment Report must be available onsite for reference by a Building Inspector. Failing to have all of these items onsite will result in the inspection being canceled.