Input Hard Copy MEPs Permit Application

Search for Address (F6) or Ctrl+F (for Permit Number)

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Add new Permit Application-In the tree look for the Permit Application Type

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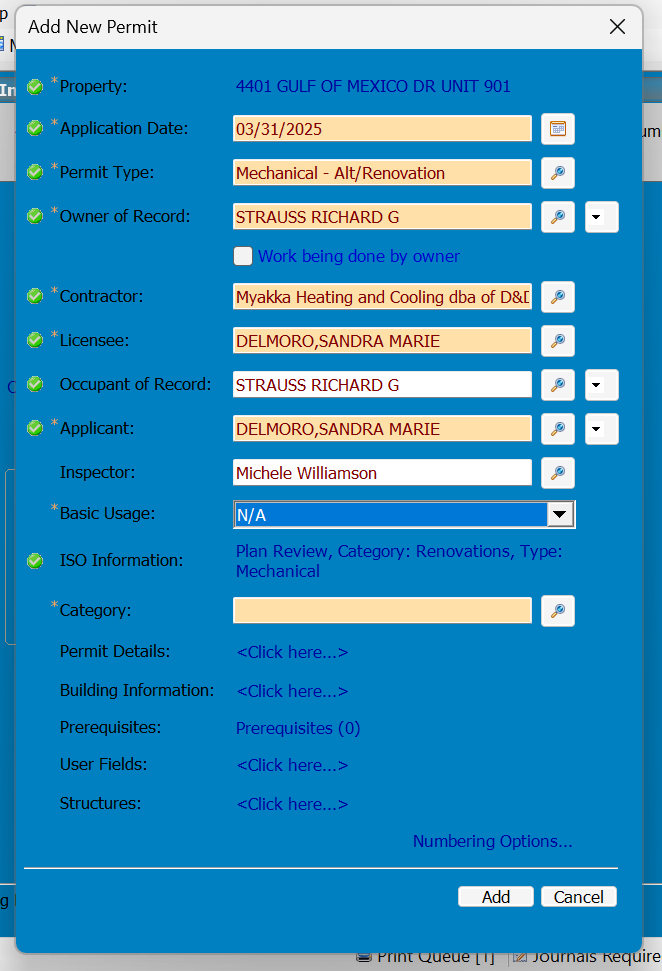
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Contractor-Search for the Contractor by putting the name of the Company in search mode.

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Click OK and this will automatically populate the information.



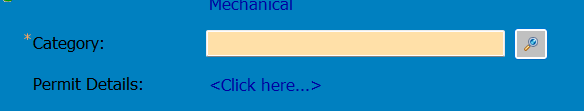
Basic Usage you will choose either Commercial or Residential

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Category

You will choose either Alteration or A/C Change Out



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Click OK

Permit Details you will put the work description in

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In the General Tab

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In the Miscellaneous Fields Tab, you will fill out the required information.

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In the Construction Details the Basic Usage automatically populates, you will need to add the Construction Value amount, you will find that on front page of the Hardcopy Application.

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Click OK

Then click Add

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Select Optional Process Steps

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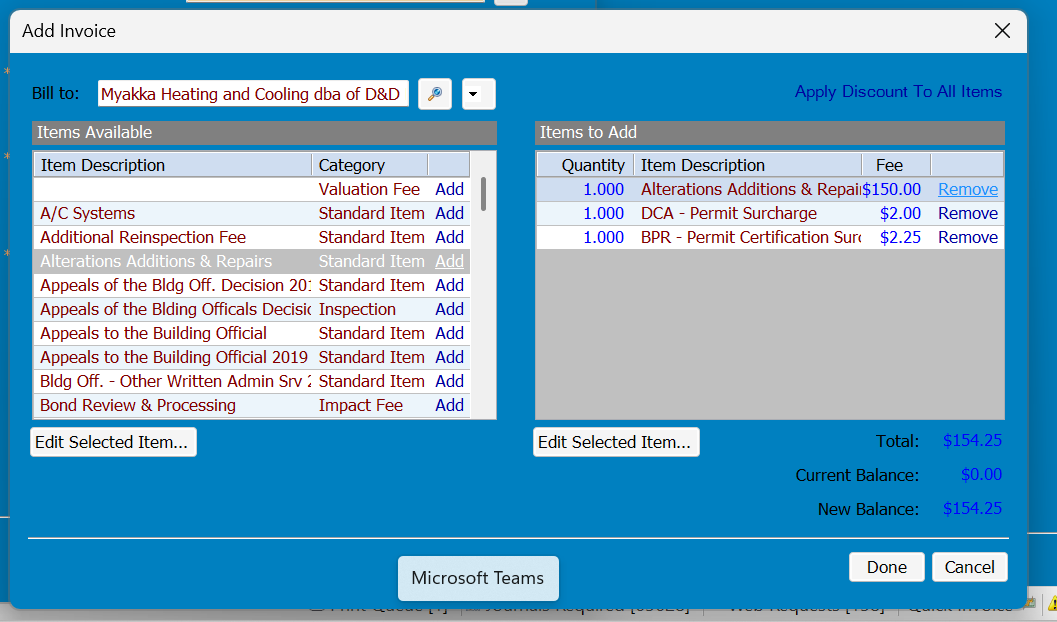
Click Cancel

Add Invoice

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This is an alteration permit, so you will choose the Alterations Additions & Repairs fee amount.



Then click Done

It will then take you back to the permit.

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Scan the hard copy permit application and upload the documents.

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Add the documents

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Attach External Documents and click OK

When attaching the documents you will click open on the correct file and rename it-Permit Application.

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Click OK

Back under the tree you will then choose the Mechanical-Alt/Renovation Permit Reviews, Not Started

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From there you will attach the application and send to E-Plan.

Documents-Click Add Documents

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Under Filed As, but the name of the document (Permit Application)

Attachment: Attach Document, is where you will upload the document-View the Document and then click Add

A computer screen shot of a application

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After that you will send the document to E-Plan.

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Click the Start Step and Send Documents to EPlanReview

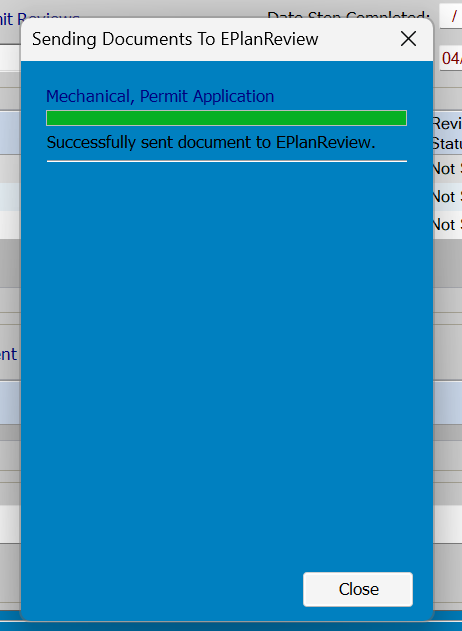
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Click OK



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Double check and make sure the Reviewer’s name is Patti Fige.