

Building and Safety Plan Check Process

Note: Building and Safety is not accepting any paper plans back from corrections, until further notice.

Existing **paper** plans submitted prior to 3/23/2020

If your plans are not yet plan check approved and corrections are required we ask the following;

1. If you have been given and picked up those corrections and are ready to resubmit you must submit those corrections electronically. See the [Upload](#) tile for instructions.
2. If your paper plans have corrections, we will either mail or Fed Ex those paper plans to you, depending on size and permit type, but they must be resubmitted electronically.
3. If you are still in plan check and have not yet received corrections and wish to receive your corrections electronically, we can scan those plans for you, do the plan check and convert your remaining plan check electronically and online. Please inform your plan checker and they will help convert the permit while in plan check.
4. The [Upload](#) tile will give you additional information on uploading guidelines and requirements, but please remember to only upload corrections to the existing permit, do not create a new permit for uploads and your plan checker will be notified by the system when an upload occurs.