

# Plan Submittal & Review Process

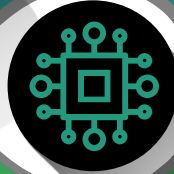
## S-1 APPLICANT

Applicant goes to [eastforktahoedouglas.idtplans.com](http://eastforktahoedouglas.idtplans.com) to register. Once registered, an application and all required documents can be uploaded and submitted for acceptance



## S-1 EFFPD

EFFPD is notified that a project has been uploaded into the portal and therefore is considered submitted for acceptance. All required documents shall be provided for acceptance to occur



## S-2 APPLICANT

Applicant is notified of acceptance. Once the project has been accepted, applicant calls the District Office at 775-782-9040 to submit payment for the project



## S-2 EFFPD

As accepted and payment received: The plan review process can begin. If rejected, applicant is notified to correct



## S-3 APPLICANT

Applicant shall receive a correction notice and noted issues. All issues shall be addressed and an entire plan set resubmitted, including corrections, for second review



## S-3 EFFPD

Once issues are corrected and the entire set resubmitted, the plan review process starts again



## S-4 APPLICANT

Applicant can continue to monitor status of the review



## S-4 EFFPD

If approved, applicant shall receive an approval notice and the plans are electronically stamped



## S-5 APPLICANT

Applicant is notified of approval and permit issued. All required persons are notified: applicant, DCBD



## S-5 EFFPD

EFFPD waits for applicant/contractor to schedule required inspections for the project



# Electronic Inspection Process

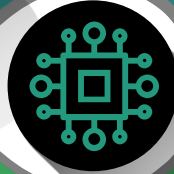
## I-1 EFFPD

Approved project gets assigned an inspection based on the type of project



## I-1 APPLICANT

Applicant may request the time and date to schedule the required inspection through idtPlans portal



## I-2 EFFPD

EFFPD coordinates inspection with applicant



## I-2 APPLICANT

Applicant and EFFPD meet – review job-site, set of plans and printed permit: inspection(s) is completed



## I-3 EFFPD

EFFPD adds inspection results in idtPlans system and project is signed off if approved



## I-3 APPLICANT

If the inspection is failed, then additional inspection(s)/re-inspection(s) are scheduled



## I-4 EFFPD

Re-inspection(s)/follow-up inspection(s) are performed and project approved. Project signed off as approved in idtPlans system. Required persons notified: DCBD, Owner, Contractor, etc



## I-4 APPLICANT

Inspections/project are approved. All required persons are notified of final approval: DCBD, Owner, Contractor, etc



## I-5 EFFPD

EFFPD enters project into RMS for records and closes out project



## I-5 APPLICANT

Applicant is able to apply for Temporary C of O or C of O through DCBD for project

