How to Submit Electronic Plans for Building Permits

Prior to submitting plans for Building Division plan review, the following steps must be completed. **Please remember that Planning Division pre-approvals (if needed), a building permit application though the Civic Access Portal, and payment of initial plan review fees must be completed prior to submittal of electronic plans for Building Division plan check.**

For this process to work efficiently, please ensure that all related documents are provided. If items are missing or if instructions are not followed, this will delay the review of your project.

After completing the application process and complete the payment of Building Division plan review fees, you may proceed to the City's Building Division Electronic Plan Submittal Portal. Please upload a PDF copy of your processed plan check application, along with your plans, into the Building Division Electronic Plan Submittal Portal.

Once the above steps are completed, please move forward and read the below information.

To Begin Using the Building Division Electronic Plan Submittal Portal:

1. Go to the City's Building Division Online Submittal Portal: GoPost
2. Click "Create an Account" on the right hand side, and follow the prompts to create your account. (Returning users will simply log in.)
3. Create your project and fill out your project information. For detailed instructions, please follow the STEP BY STEP Guidelines
4. Select one of the accepted application types and complete the application page.
5. You can submit and track multiple applications under one user account. Please ensure that you are submitting to the correct City portal.
6. Upload your plans and required supporting documents in PDF format. Please read through our Electronic Submittal Recommendation flyer for more information on how your files should be named.
7. Projects can be submitted 24/7, but if they are submitted outside of normal business hours, review will not begin until the following business day.
8. Please keep in mind that a permit application Expiration Date is based on the date you filed the permit application with the City, not the day that you submit plans through the portal.
9. The following must also be part of your submittal package before it is accepted for plan check. Once everything is checked off, you are ready to submit. Please follow STEP BY STEP Guidelines on how to submit your plans.

☐ Copy of application(s) showing plan check number and fees paid

☐ Plans (must follow the instructions from the ELECTRONIC SUBMITTAL RECOMMENDATIONS flyer)

☐ Related documents (calcs, reports, etc.)

The Building Division is making every effort to complete each project review in a timely manner, however, please allow up to two business days following submittals before placing further inquiries as staff will be handling each plan submittal in the order received.