

Commercial Building Permits Online Guide

General Permit Application Guide &
Electronic Plan Review Document
Submittal Requirements

City of Omaha Planning, Building and Development

Updated 4/06/2018

Commercial Online Permit Instructions

Introduction

This guide contains guidelines and required forms for completing an online commercial or multi-family project in the City of Omaha. Please note that the information enclosed represents the minimum documentation that is generally necessary to apply for a commercial permit Online in Omaha. As every project is unique, additional information may be requested of you when necessary to show compliance with current codes and policies. This guide should not be used as a substitute for codes, standards, and regulations. The applicant is responsible for compliance with all code and rule requirements, whether or not described in this guide.

Contact Us

General Inquiries: 402-444-5350
 City website: <https://permits.cityofomaha.org/>
 Online Permits: www.omahapermits.com

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 1819 Farnam St suite 1110
 Omaha, NE 68183



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- Additional Information Field 6
- Job Value = \$0 Leave this blank as it is calculated using the valuation calculator..... 6
- Construction Type Codes = 437- Additions, Alterations and Conversions – Non-residential and No-housekeeping)..... 6
- Housing Units = 0 Number of Building = 1 6
- Valuation Calculator..... 6
- Enter the Occupancy Type and Sq Ft of the building type in which you are adding the addition..... 6
- Example: the chart to the right shows 2000 Sq Ft has been entered for an office addition. 6
- Plans Required - COMMERCIAL CANOPY (Valuation Calculator Job Value) 7
 - Additional Information Field 7
 - Job Value = \$0 Leave this blank as it is calculated using the valuation calculator..... 7
 - Construction Type Codes = 437- Additions, Alterations and Conversions – Non-residential and No-housekeeping)..... 7
 - Housing Units = 0 Number of Building = 1 7
 - Valuation Calculator..... 7
 - Enter the Occupancy Type and Sq Ft of the building type in which you are adding the addition..... 7
 - Example: the chart to the right shows 2000 Sq Ft has been entered for an office addition. 7
- Plans Required - COMMERCIAL Cell Tower (Contractor Estimated Job Value) 8
 - Additional Information Field 8
 - Job Value = Fill in based on total estimated cost of job including labor and materials..... 8
 - Construction Type Codes = 329- Structures Other Than Buildings 8
 - Housing Units = 0 Number of Building = 1 8
 - 8
- Plans Required - COMMERCIAL Footing and Foundation (Contractor Estimated Job Value)..... 8
 - Additional Information Field 8
 - Job Value = Fill in based on total estimated cost of job including labor and materials..... 8
 - Construction Type Codes = Value is based on type of building being constructed 8
 - Housing Units = 0 Number of Building = 1 8
- Plans Required - COMMERCIAL New Building (uses valuation calculator) 9
 - Additional Information Field 9
 - Job Value = \$0 Leave this blank as it is calculated using the valuation calculator..... 9
 - Construction Type Codes = Value is based on type of building being constructed 9
 - Housing Units = 0 (Housing units will be populated if this is an apartment building ex. Housing Units = 20)..... 9
 - Number of Building = 1 9
 - 9



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- Valuation Calculator..... 9
- Enter the Occupancy Type and Sq Ft of the building type in which you are adding the addition..... 9
- Example: the chart to the right shows 2000 Sq Ft office 9
- Plans Required - COMMERCIAL NEW TENANT FINISH (Contractor Estimated Job Value)10
- Additional Information Field..... 10
- Job Value = Fill in based on total estimated cost of job including labor and materials.....10
- Construction Type Codes = Value is based on type of building being constructed 10
- Housing Units = 0 Number of Building = 1 10
- Plans Required - COMMERCIAL PARKING LOT (Contractor Estimated Job Value).....10
- Additional Information Field..... 10
- Job Value = Fill in based on total estimated cost of job including labor and materials.....10
- Construction Type Codes = 329- Structures Other Than Buildings 10
- Housing Units = 0 Number of Building = 0 10
- COMMERCIAL RE-ROOF (Contractor Estimated Job Value).....11
- Additional Information Field..... 11
- Job Value = Fill in based on total estimated cost of job including labor and materials..... 11
- Construction Type Codes = 437- Additions, Alterations and Conversions – Non-residential and No-housekeeping)..... 11
- Housing Units = 0 Number of Building = 1 11
- Plans Required - COMMERCIAL REMODEL EXISTING SPACE (Contractor Estimated Job Value).....11
- Additional Information Field..... 11
- Job Value = Fill in based on total estimated cost of job including labor and materials..... 11
- Construction Type Codes = 437- Additions, Alterations and Conversions – Non-residential and No-housekeeping)..... 11
- Housing Units = 0 Number of Building = 1 11
- Plans Required - COMMERCIAL SHELL ONLY or SUPERSTRUCTURE (uses valuation calculator).....12
- Additional Information Field..... 12
- Job Value = \$0 Leave this blank as it is calculated using the valuation calculator..... 12
- Construction Type Codes = Value is based on type of building being constructed 12
- Housing Units = 0 (Housing units will be populated if this is an apartment building ex. Housing Units = 20).....12
- Number of Building = 1 12
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- Valuation Calculator..... 13
- Enter the Occupancy Type of Shell Only and the Sq Ft. of the total building.....13
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Commercial Online Permit Instructions

General Guide

During the online commercial permit application please refer to this document for instructions regarding what permit you should be applying for, and the information related to job value and construction type.

Commercial Permit Definitions

Please use the following definitions to identify what permit you should apply for based on the work being done.

Plans Required - COMMERCIAL ADDITION

- Any addition to an existing commercial building.

Plans Required - COMMERCIAL CANOPY

- Any open air roof like cover.
(e.g., Gas station pump cover, ATM or bank drive through cover, Hotel entrance cover)

Plans Required - COMMERCIAL CELL TOWER

- Cellular telephone site where antennae and electronic communications equipment are placed typically on a radio mast, tower, or other raised structure — to create a cell (or adjacent cells) in a cellular network.

Plans Required - COMMERCIAL FOOTING AND FOUNDATION

- Allows foundation to be started while the building plans are still in the final design process.

* A Commercial New Building Permit will also be required

Plans Required - COMMERCIAL NEW BUILDING

- Any new commercial building with all plans included and the tenant is known. (e.g., New grocery store, Retail store, Office building, Apartment Building, Hospital)
- Apartment definition (More than two dwelling units in the same building and does not meet the Townhouse definition. Typically units are rented and not owned)
- A separate permit is required for each apartment building within a complex.

Plans Required - COMMERCIAL NEW TENANT FINISH

- FIRST TIME the space is being occupied. Site had a Commercial Shell only or Superstructure permit prior to this.

* A Certificate of Occupancy will also be required

Plans Required - COMMERCIAL PARKING LOT

- Any parking to be modified or constructed relating to a commercial building

COMMERCIAL RE-ROOF

- Reroof of a commercial building

Plans Required - COMMERCIAL REMODEL EXISTING SPACE

- Remodel of existing space and the occupancy will not change

Plans Required - COMMERCIAL SHELL ONLY or SUPERSTRUCTURE

- Core and shell only, tenants are not known at the time of construction

Commercial Online Permit Instructions

Job Cost, Construction Type Code, Housing Units, Number of Buildings - Definition

- Job cost is the basis for calculating the permit cost for each permit. Commercial Permits either use a valuation unit cost per sqft or a contractor estimated cost for Job Value.
- Construction Type Code is the use type used for metric reporting by many state and federal agencies
- Housing Units is the actual number of units within each building (ex. 1 apartment building has 6 housing units)
- Number of Buildings is the number of buildings for this permit. (This should almost always be 1)

Job Cost, Construction Type Code, Housing Units, Number of Buildings – Permit Values

Plans Required - COMMERCIAL ADDITION (Valuation Calculator Job Value)

Additional Information Field

Job Value = \$0 Leave this blank as it is calculated using the valuation calculator

Construction Type Codes = 437- Additions, Alterations and Conversions – Non-residential and No-housekeeping)

Housing Units = 0 **Number of Building** = 1

*Construction Type Codes: ?

437-Additions, Alterations and Conversions - Non-residential and No-housekeeping

*Job Value(\$): ? *Housing Units: ? *Number of Buildings: ?

0 0 1

Medical Office	General	0	Sq Ft.	\$86.00	\$0.00
Nursing Home (1-2 Stories)	General	0	Sq Ft.	\$86.00	\$0.00
Nursing Home (3+ Stories)	General	0	Sq Ft.	\$103.00	\$0.00
Office	General	2000	Sq Ft.	\$86.00	\$172,000.00
Parking Garage	General	0	Sq Ft.	\$46.00	\$0.00
Restaurant	General	0	Sq Ft.	\$71.00	\$0.00
Retail Store	General	0	Sq Ft.	\$63.00	\$0.00
Schools	General	0	Sq Ft.	\$95.00	\$0.00
Service Station	General	0	Sq Ft.	\$47.00	\$0.00
Shell Only	General	0	Sq Ft.	\$46.00	\$0.00
Theater	General	0	Sq Ft.	\$95.00	\$0.00
Townhomes	General	0	Sq Ft.	\$42.00	\$0.00
Warehouse	General	0	Sq Ft.	\$46.00	\$0.00

Total Job Value: \$172,000.00

Valuation Calculator

Enter the Occupancy Type and Sq Ft of the building type in which you are adding the addition

Example: the chart to the right shows 2000 Sq Ft has been entered for an office addition.

Save and resume later

Continue Application →

Commercial Online Permit Instructions

Plans Required - COMMERCIAL CANOPY (Valuation Calculator Job Value)

Additional Information Field

Job Value = \$0 Leave this blank as it is calculated using the valuation calculator

Construction Type Codes = 437- Additions, Alterations and Conversions – Non-residential and No-housekeeping)

Housing Units = 0

Number of Building = 1

* Construction Type Codes: ?
 437-Additions, Alterations and Conversions - Non-residential and No-housekeeping

* Job Value(\$): ?
 * Housing Units: ?
 * Number of Buildings: ?

Medical Office	General	0	Sq Ft.	\$86.00	\$0.00
Nursing Home (1-2 Stories)	General	0	Sq Ft.	\$86.00	\$0.00
Nursing Home (3+ Stories)	General	0	Sq Ft.	\$103.00	\$0.00
Office	General	2000	Sq Ft.	\$86.00	\$172,000.00
Parking Garage	General	0	Sq Ft.	\$46.00	\$0.00
Restaurant	General	0	Sq Ft.	\$71.00	\$0.00
Retail Store	General	0	Sq Ft.	\$63.00	\$0.00
Schools	General	0	Sq Ft.	\$95.00	\$0.00
Service Station	General	0	Sq Ft.	\$47.00	\$0.00
Shell Only	General	0	Sq Ft.	\$46.00	\$0.00
Theater	General	0	Sq Ft.	\$95.00	\$0.00
Townhomes	General	0	Sq Ft.	\$42.00	\$0.00
Warehouse	General	0	Sq Ft.	\$46.00	\$0.00

Total Job Value: \$172,000.00

Valuation Calculator

Enter the Occupancy Type and Sq Ft of the building type in which you are adding the addition

Example: the chart to the right shows 2000 Sq Ft has been entered for an office addition. For a Canopy you would add the total Sq Ft in the Canopy line.

Save and resume later

Continue Application →

Electronic Plan Review Document Submittal Requirements

Plans Required - COMMERCIAL Cell Tower (Contractor Estimated Job Value)

Additional Information Field

Job Value = Fill in based on total estimated cost of job including labor and materials

Construction Type Codes = 329- Structures Other Than Buildings

Housing Units = 0 **Number of Building** = 1

* Construction Type Codes: ?
329-Structures Other Than Buildings

* Job Value(\$): ? * Housing Units: ? * Number of Buildings: ?
0 0 1

Plans Required - COMMERCIAL Footing and Foundation (Contractor Estimated Job Value)

Additional Information Field

Job Value = Fill in based on total estimated cost of job including labor and materials

Construction Type Codes = Value is based on type of building being constructed

Housing Units = 0 **Number of Building** = 1

* Construction Type Codes: ?
324-Office, Bank, and Professional Buildings

* Job Value(\$): ? * Housing Units: ? * Number of Buildings: ?
0 0 1

Electronic Plan Review Document Submittal Requirements

Plans Required - COMMERCIAL New Building (uses valuation calculator)

Additional Information Field

Job Value = \$0 Leave this blank as it is calculated using the valuation calculator

Construction Type Codes = Value is based on type of building being constructed

Housing Units = 0 (Housing units will be populated if this is an apartment building ex. Housing Units = 20)

Number of Building = 1

* Construction Type Codes: ?
 324-Office, Bank, and Professional Buildings ▼

* Job Value(\$): ?
 * Housing Units: ?
 * Number of Buildings: ?

Medical Office	General	<input type="text" value="0"/>	Sq Ft.	\$86.00	\$0.00
Nursing Home (1-2 Stories)	General	<input type="text" value="0"/>	Sq Ft.	\$86.00	\$0.00
Nursing Home (3+ Stories)	General	<input type="text" value="0"/>	Sq Ft.	\$103.00	\$0.00
Office	General	<input type="text" value="2000"/>	Sq Ft.	\$86.00	\$172,000.00
Parking Garage	General	<input type="text" value="0"/>	Sq Ft.	\$46.00	\$0.00
Restaurant	General	<input type="text" value="0"/>	Sq Ft.	\$71.00	\$0.00
Retail Store	General	<input type="text" value="0"/>	Sq Ft.	\$63.00	\$0.00
Schools	General	<input type="text" value="0"/>	Sq Ft.	\$95.00	\$0.00
Service Station	General	<input type="text" value="0"/>	Sq Ft.	\$47.00	\$0.00
Shell Only	General	<input type="text" value="0"/>	Sq Ft.	\$46.00	\$0.00
Theater	General	<input type="text" value="0"/>	Sq Ft.	\$95.00	\$0.00
Townhomes	General	<input type="text" value="0"/>	Sq Ft.	\$42.00	\$0.00
Warehouse	General	<input type="text" value="0"/>	Sq Ft.	\$46.00	\$0.00

Total Job Value: \$172,000.00

Valuation Calculator

Enter the Occupancy Type and Sq Ft of the building type in which you are adding the addition

Example: the chart to the right shows 2000 Sq Ft office.

Save and resume later

Continue Application →

Electronic Plan Review Document Submittal Requirements

Plans Required - COMMERCIAL NEW TENANT FINISH (Contractor Estimated Job Value)

Additional Information Field

Job Value = Fill in based on total estimated cost of job including labor and materials

Construction Type Codes = Value is based on type of building being constructed

Housing Units = 0 **Number of Building** = 1

* Construction Type Codes: ?
324-Office, Bank, and Professional Buildings ▼

* Job Value(\$): ? * Housing Units: ? * Number of Buildings: ?
0 0 1

Plans Required - COMMERCIAL PARKING LOT (Contractor Estimated Job Value)

*Surface Parking Only – Parking Garage permits are pulled as Commercial New Building

Additional Information Field

Job Value = Fill in based on total estimated cost of job including labor and materials

Construction Type Codes = 329- Structures Other Than Buildings

Housing Units = 0 **Number of Building** = 0

* Construction Type Codes: ?
329-Structures Other Than Buildings ▼

* Job Value(\$): ? * Housing Units: ? * Number of Buildings: ?
0 0 1

Electronic Plan Review Document Submittal Requirements

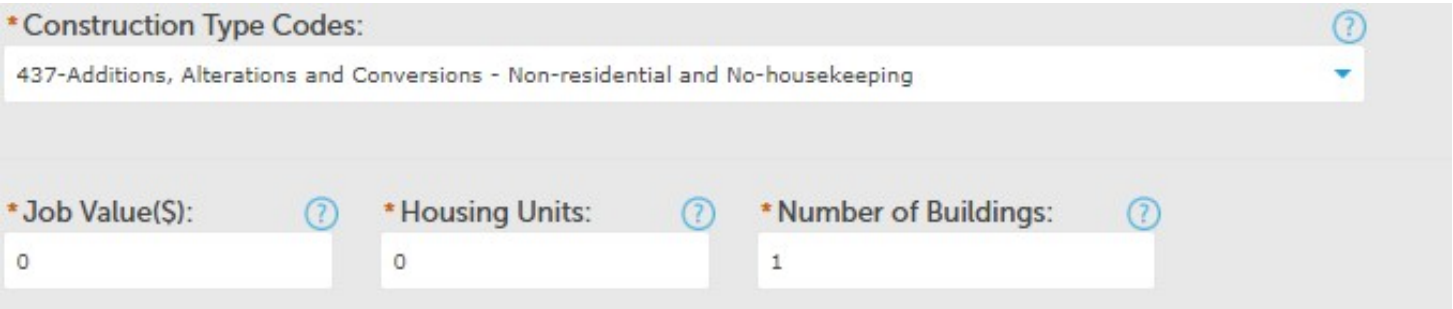
COMMERCIAL RE-ROOF (Contractor Estimated Job Value)

Additional Information Field

Job Value = Fill in based on total estimated cost of job including labor and materials

Construction Type Codes = 437- Additions, Alterations and Conversions – Non-residential and No-housekeeping)

Housing Units = 0 **Number of Building** = 1



* Construction Type Codes: ?
437-Additions, Alterations and Conversions - Non-residential and No-housekeeping

* Job Value(\$): ? * Housing Units: ? * Number of Buildings: ?
0 0 1

Plans Required - COMMERCIAL REMODEL EXISTING SPACE (Contractor Estimated Job Value)

Additional Information Field

Job Value = Fill in based on total estimated cost of job including labor and materials

Construction Type Codes = 437- Additions, Alterations and Conversions – Non-residential and No-housekeeping)

Housing Units = 0 **Number of Building** = 1

Electronic Plan Review Document Submittal Requirements

*** Construction Type Codes:** ?
 324-Office, Bank, and Professional Buildings ▼

*** Job Value(\$):** ?
*** Housing Units:** ?
*** Number of Buildings:** ?

Medical Office	General	<input type="text" value="0"/>	Sq Ft.	\$86.00	\$0.00
Nursing Home (1-2 Stories)	General	<input type="text" value="0"/>	Sq Ft.	\$86.00	\$0.00
Nursing Home (3+ Stories)	General	<input type="text" value="0"/>	Sq Ft.	\$103.00	\$0.00
Office	General	<input type="text" value="2000"/>	Sq Ft.	\$86.00	\$172,000.00
Parking Garage	General	<input type="text" value="0"/>	Sq Ft.	\$46.00	\$0.00
Restaurant	General	<input type="text" value="0"/>	Sq Ft.	\$71.00	\$0.00
Retail Store	General	<input type="text" value="0"/>	Sq Ft.	\$63.00	\$0.00
Schools	General	<input type="text" value="0"/>	Sq Ft.	\$95.00	\$0.00
Service Station	General	<input type="text" value="0"/>	Sq Ft.	\$47.00	\$0.00
Shell Only	General	<input type="text" value="0"/>	Sq Ft.	\$46.00	\$0.00
Theater	General	<input type="text" value="0"/>	Sq Ft.	\$95.00	\$0.00
Townhomes	General	<input type="text" value="0"/>	Sq Ft.	\$42.00	\$0.00
Warehouse	General	<input type="text" value="0"/>	Sq Ft.	\$46.00	\$0.00

Total Job Value: \$172,000.00

Save and resume later
Continue Application →

Valuation Calculator

Enter the Occupancy Type of **Shell Only** and the Sq Ft. of the total building

Electronic Plan Review Document Submittal Requirements

In an effort to streamline the plan submittal process, reduce paper waste and reduce expense and inconvenience of printing and shipping multiple copies of the construction documents, Omaha Planning has developed an Electronic Plan Check (EPC) program. Electronic plan check will allow concurrent reviews by planning staff which should reduce review turnaround times and will support a consolidated corrections list that clients can use to track and respond to comments. It will also facilitate more complete and comprehensive plan check comments as well as providing feedback on areas where submittals are consistently in need of correction or focus.

Electronic Plan Review Document Submittal Requirements

Applicants wishing to participate in this program must coordinate and organize their submittal package into bookmarked PDF files arranged in the manner described below.

Submittal Packages

Please use the following instructions to prepare your documents for electronic plan check. Note that Plans and supplemental documents/attachments have different submittal recommendations.

SUBMITTING PLANS AND PLAN SETS

Each Plan set must be saved in **PDF format** and each file should ideally be **under 195MB in size**. **Flatten the drawing layers** in your CAD program before creating the PDF. Pages must be straight, clear with no streaks; sheets must be contrasting with the background and not too light or dark. **PDF bookmarks of each sheet are required;** bookmark names must include the plan sheet number and sheet title. See below for additional information and requirements.

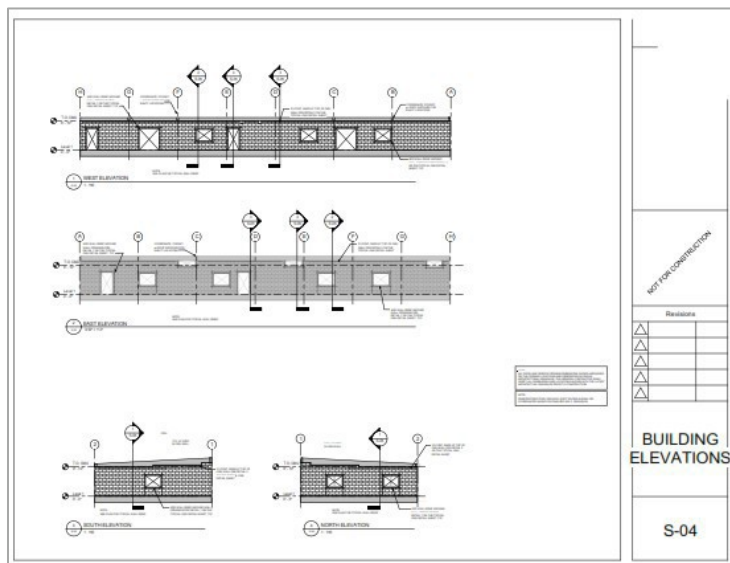
1. All plan review construction plans must be a single PDF/A document, the file name must be the project address followed by the word PLAN, and must be in all caps with no spaces :

<i>Small Project Filename Recommendations</i>
1819FARNAMSTPLAN.pdf
1905N195AVPLAN.pdf
1300S10STPLAN.pdf
10000CALIFORNIASTPLAN.pdf

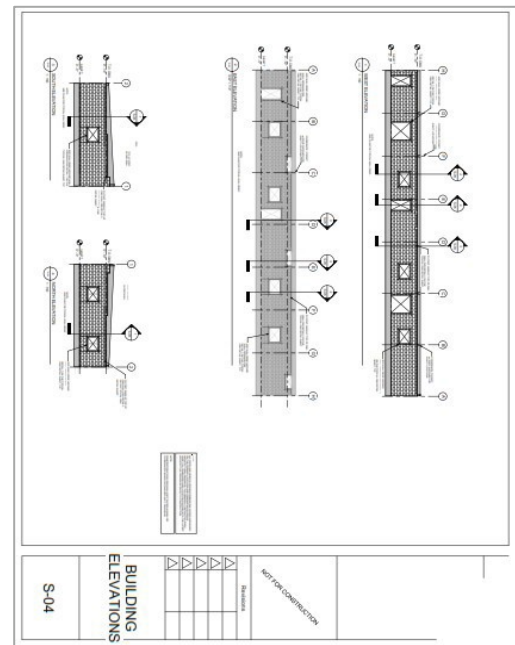
Electronic Plan Review Document Submittal Requirements

SUBMITTING PLANS AND PLAN SETS cont.

2. Submitted plans must all be properly *oriented*, meaning face up, not sideways or upside down, so that the document can be viewed without rotating it. PDF documents should not be rotated after they are created by your CAD program unless the file metadata start coordinates 0, 0 have been reset to bottom-left. Failure to submit correctly oriented plans may result in the submittal being returned, which will delay review.



CORRECT



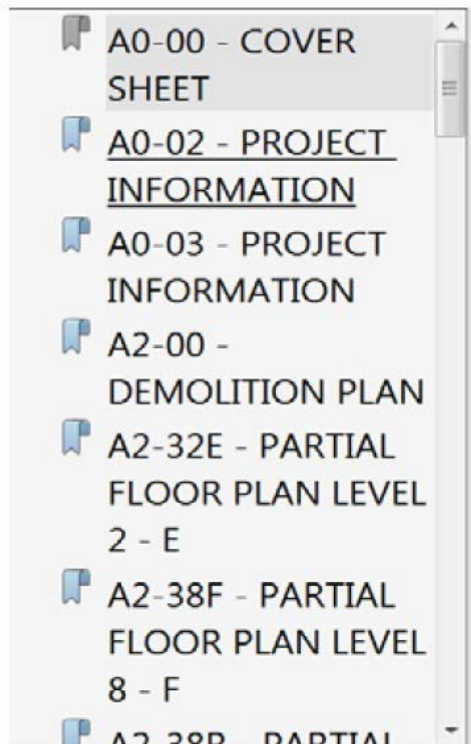
NOT CORRECT

3. Alignment: Plan drawings must be created in your CAD program so that **drawing perimeters line up exactly** when overlaid electronically. Overlays are used to compare the differences between plans.
 - A. Revised/corrected plans must 'line up' with the original submittal to facilitate comparing versions electronically.
4. Plans must be saved at full-size and "to-scale" (100%) to ensure proper measuring of lines and areas electronically.

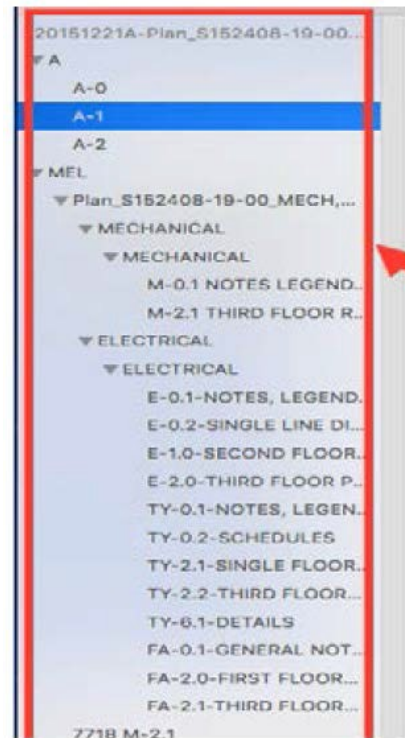
Electronic Plan Review Document Submittal Requirements

SUBMITTING PLANS AND PLAN SETS cont.

5. Do not submit 'password protected' or 'locked' documents.
6. Paper plans scanned from a photocopy to PDF format *are acceptable*, but should be clearly legible and follow the same rules above. PDF-compliant with the origin point for the coordinate system located at the bottom-left corner of the document is required.
7. Bookmarks: Each sheet must be provided with 'bookmarks' that list the sheet number and sheet title. Bookmarks must not be created in folders and subfolders:



CORRECT



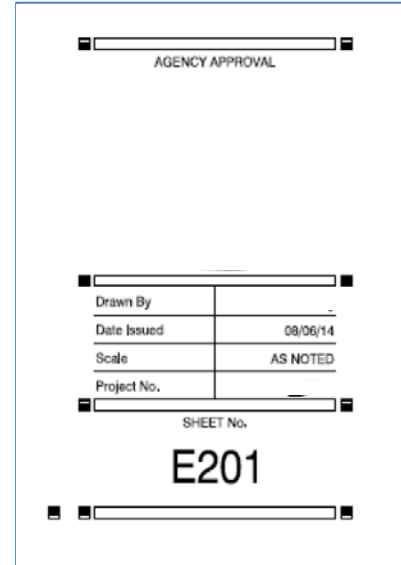
NOT CORRECT

Electronic Plan Review Document Submittal Requirements

SUBMITTING PLANS AND PLAN SETS cont.

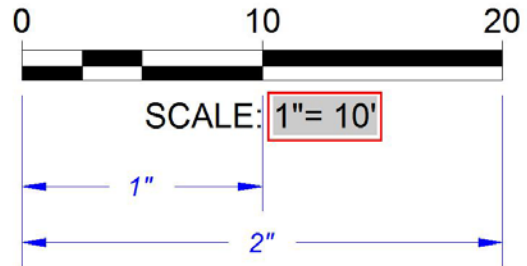
Digital Stamps: To facilitate digital stamping a 3" x 4" Omaha Planning Approval Stamp Space is required on each sheet. This space must be located in the proximity of the right edge of the sheet or within or immediately adjacent to the overall title block area.

The Omaha Planning Approval Stamp Space must be located in the same exact location on each sheet.



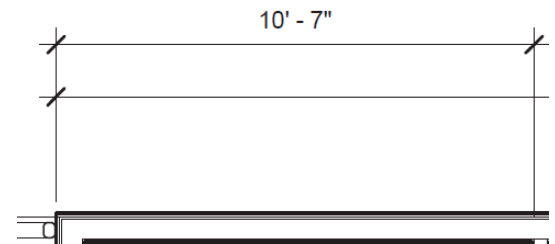
SCALE BARS

Scale bars are required for every scale listed and on each page of the plan set.



Dimensions

All drawings must have dimensions to reference on each page. This helps make sure the plan set is drawn to scale.





Electronic Plan Review Document Submittal Requirements

SUPPLEMENTAL DOCUMENTS

Supplemental documents or attachments consist of any files that are not part of the actual home design plans as shown below. These include the SID Receipt, Envelope ComCheck, Lighting ComCheck, Mechanical ComCheck, and Site Plan. These must also be submitted in **PDF format with a specific naming Convention and Type as outlined below.**

<i>Document Type</i>	<i>Separator</i>	<i>Main Plan Filename</i>	<i>Submitted Filenames w/ Document Code</i>
SID Receipt	Underscore	1905N195AVPLAN	SIDReceipt_1905N195AVPLAN.pdf
Envelope ComCheck	Underscore	1905N195AVPLAN	EnvComCheck_1905N195AVPLAN.pdf
Lighting ComCheck	Underscore	1905N195AVPLAN	LightComCheck_1905N195AVPLAN.pdf
Mechanical ComCheck	Underscore	1905N195AVPLAN	MechComCheck_1905N195AVPLAN.pdf
Site Plan	Underscore	1905N195AVPLAN	SitePlan_1905N195AVPLAN.pdf

Electronic Plan Review Document Submittal Requirements

SUBMITTING BACKCHECK REVISIONS/CORRECTED/UPDATED DOCUMENTS

1. Corrected Plans – The entire set of corrected plans must be re-submitted for review and approval. Do not re-submit only the corrected sheets. Please maintain and update bookmarks on each sheet.
2. **Use the EXACT same base filename as the original submittal.** DO NOT change the base file names when submitting new *versions*. Maintaining consistent filenames will expedite the review process. (Filenames must follow the File Naming Convention Spreadsheet in Appendix A.)
3. DO NOT reorder, extract or insert pages in your corrected plans. For example, if a 4-page set of construction plans was returned to you for corrections, re-submit a 4-page set of corrected construction plans in the same page order. If, in response to comments additional plan sheets are required, see section 5 below.
 - A. Rearranging, extracting or inserting pages out of order will cause delays in completing your plan review; plans that have been rearranged, had sheets extracted or had sheets inserted will be returned.
5. If new plan sheets or plan sets are being submitted:
 - A. Revised/corrected plans **must** be submitted in the same page order as the previous submittal.
 - B. Place new plan sheets at the end of the corrected plan set document. DO NOT place new pages in the middle or beginning of the submittal.
6. If a plan sheet is deleted, revised/corrected plans must include a blank page placeholder in place of the deleted sheet with the words "DELETED SHEET" included on the page.

Electronic Plan Review Document Submittal Requirements

SUBMITTING BACKCHECK REVISIONS/CORRECTED/UPDATED DOCUMENTS cont.

Below are examples of how the 1st Submittal files should be named and how subsequent revised submittals should be named. If additional pages are added these pages **MUST** be added at the end of the submittal document. Supplemental documents requested that are not part of the construction drawing need to be uploaded separately. If in the event a page in the original drawing has to be completely deleted a blank page must be added in its spot for review of the revisions by staff. *see note below

1 st Submittal Filename (Original)	Pages	2 nd , 3 rd , ... Submittal Filenames (Revisions)	Pages
1905N195AVPLAN.pdf	14	1905N195AVPLAN_REVISED.pdf	15
1905N195AVPLAN.pdf	14	1905N195AVPLAN_REVISED_2nd.pdf	15

Why is this important?

Resubmitting the pages in the original page order with the proper filenames ensures that the Plan Checkers review comments and sketches are properly carried forward to the newer submittal/version by the electronic plan review software. This allows for more accurate document reviews and allows the entire review process to be expedited.

Commercial Online Permit Instructions

Example screen shot of all files uploaded during the online permit process for a Commercial New Building Submitted

Name	Type	Action	Document Status	Status Date	Description
1819FARNAMSTPLAN.pdf	Commercial Plans	Actions ▼	Uploaded	03/23/2018	
EnvComCheck_1819FARNAMSTPLAN.pdf	Envelope ComCheck	Actions ▼	Uploaded	03/23/2018	
LightComCheck_1819FARNAMSTPLAN.pdf	Lighting ComCheck	Actions ▼	Uploaded	03/23/2018	
MechComCheck_1819FARNAMSTPLAN.pdf	Mechanical ComCheck	Actions ▼	Uploaded	03/23/2018	
SIDReceipt_1819FARNAMSTPLAN.pdf	SID Receipt	Actions ▼	Uploaded	03/23/2018	
SitePlan_1819FARNAMSTPLAN.pdf	Site Plan	Actions ▼	Uploaded	03/23/2018	

[Add Documents](#)

Example screen shot of all files uploaded during the online re-submission process for a Commercial New Building Submitted

Name	Action	Type	Document Status	Upload Date	Review Status
EnvComCheck_1819FARNAMSTPLAN.pdf	Actions ▼	Envelope ComCheck	Uploaded	03/23/2018	
LightComCheck_1819FARNAMSTPLAN.pdf	Actions ▼	Lighting ComCheck	Uploaded	03/23/2018	
MechComCheck_1819FARNAMSTPLAN.pdf	Actions ▼	Mechanical ComCheck	Uploaded	03/23/2018	
SIDReceipt_1819FARNAMSTPLAN.pdf	Actions ▼	SID Receipt	Uploaded	03/23/2018	
SitePlan_1819FARNAMSTPLAN.pdf	Actions ▼	Site Plan	Uploaded	03/23/2018	
BLD-18-02304 Corrections - All Depts - All Submittals.pdf	Actions ▼	Commercial Plans	Uploaded	03/23/2018	
1819FARNAMSTPLAN20180323151002[1].pdf	Resubmit Actions ▼	Commercial Plans	Uploaded	03/23/2018	
1819FARNAMSTPLAN.pdf	Actions ▼	Commercial Plans	Routed for Review	03/23/2018	Plans on hold Plans on Hold

[Add Documents](#)