Building Electronic Plan Review process

EMAIL NOTIFICATIONS	ACTIONS	DETAILS
	PRELIMINARY REVIEW MEETING	• Concept plans are discussed with Building Plan Review Staff Members • Potential issues and concerns are identified
	SUBMIT BUILDING PERMIT APPLICATION	• Application submitted to DSI • Staff reviews application and opens an electronic file • Applicant can pay application fee in person or online at stpaul.gov/pay-my-bill
• Applicant receives Project Welcome Email • Applicant receives Upload Plans Task		
	SUBMIT PLANS	• Full plan set and required documents uploaded to ProjectDox (civil, landscape, architectural and MEP plans, signed submission checklist, etc.)
• Applicant notified of any missing items with a Prescreen Corrections Task • Applicant notified when plans have been accepted for department review		
	PLANS REVIEWED	• Review Coordinator routes plans to appropriate reviewers electronically
	CORRECTIONS REQUIRED	• Reviewers submit corrections/comments to Review Coordinator to be sent to Applicant
• Applicant receives Corrections Task		
	PLANS UPDATED	• Applicant will respond to reviewer comments in ProjectDox • Applicant will upload updated plans and required documents
	UPDATED PLANS REVIEWED	• Reviewers review updates and sign off on plans
	REVIEW COMPLETE	• Review Coordinator approves plans and sends it on for payment
• Applicant receives invoice for any outstanding fees		
	FINAL FEES PAID	• Fees can be paid in person at DSI or online at stpaul.gov/pay-my-bill
• After fee is paid applicant receives email with building permit attached and a link to download approved plans.		
	STAMPED PLANS AVAIL. FOR DOWNLOAD	

REPEAT IF NECESSARY

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Electronic PlanReview
CITY OF SAINT PAUL

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04/07/2020