

Frequently Asked Questions- E-Plans Portal

Did I upload my application correctly?

- In order to complete your application, be sure all 4 tiles have been completed and your progress bar is at 100%. If any tile is not completed, you will not be able to fully submit your application. The most common issue is that there are no plans under the required field of 'electronic plans' under tile #2. If the application is complete, the permit status will read 'Pending Intake Review'.

I paid for my permit, where is it?

- The Building Card and Permit will be automatically emailed once the permit fees have been paid.

Where are my approved plans?

- Your approved plans are checked back into the portal when your invoice is processed. You will see a download button next to the plans under tile #2. This is the exact same place where you initially uploaded the plans.

Where are my comments?

- In addition to email, your comments are now available in the portal. They are stored in tile #3 and labeled 'Comment Letter- For Office Use Only'. You will be able to download your comment letter from the portal at any time in your permit process.

For any other questions regarding the E-Plans Portal please contact Permitting at [941-263-6494](tel:941-263-6494).