



CITY OF IRVINE CUSTOMER ONLINE PLAN SUBMISSION USER MANUAL

Background

To use the City of Irvine's online permitting process you will go to the Irvine Online Plan Submission portal <https://gopost-irvine.eplansoftreview.com/#/login?portal=irvine> and login. If you don't already have an account you can create one. Your account will house all of your projects. If you represent multiple companies, we recommend you have one account for each company that you represent. You will need to use Chrome, as it is the preferred browser. Please see below submission steps:

- [CREATING A PROJECT](#)
- [DOWNLOADING CORRECTIONS](#)
- [RESUBMITTALS](#)
- [DOWNLOADING DELIVERABLES](#)
- [REVISIONS](#)

Creating a Project:

1. Login to your account. Make sure that you carefully read all Document Submittal Requirements and follow all instructions. The Dashboard is separated into two sections: Pending Projects and Recent Projects. Pending projects are projects that are awaiting Intake by City of Irvine staff. Recent projects are projects that were recently submitted to the City of Irvine. All of your projects will be located on the Projects tab:

The screenshot displays the goPost - Dashboard interface. It features a sidebar on the left with 'Dashboard' and 'Projects' tabs. The main content area includes an 'INSTRUCTIONS' section with text about downloading requirements and creating applications. Below this is a 'DOCUMENT SUBMITTAL RECOMMENDATIONS' section. The dashboard is divided into two main sections: 'PENDING PROJECTS' and 'RECENT PROJECTS', each with a table listing project details such as ID, Number, Name, Address, City, Status, Created At, Contact, and Portal. The Pending Projects table is currently empty. The Recent Projects table also appears to be empty. At the bottom right of the dashboard, there is a green circular button with a white plus sign.





- After you have read the Document Submittal Requirements and you are ready to add a project, click on the GREEN button with a plus sign at the right lower corner of the page. You will be taken to an information page that looks like this:

The screenshot shows the 'New Project' form in the City of Irvine system. The form is divided into two main sections: 'Details' and 'Property Location'. The 'Details' section includes fields for 'Project Name', 'Scope of Work', and 'Project Type'. The 'Property Location' section includes fields for 'Site Name', 'Parcel #', 'Lot #', 'Tract #', 'Street #', 'Direction', 'Street Name', 'Street Type', 'City', 'State', 'Zip/Postal Code', and 'Country'. A green 'SAVE' button is visible in the top right corner.

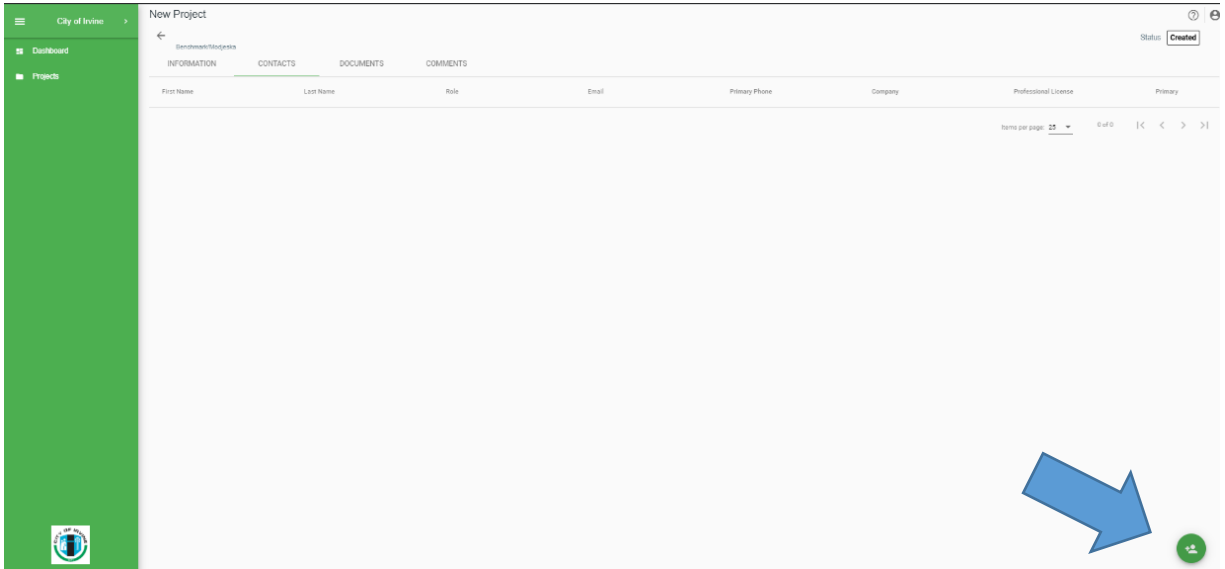
- The only fields required are the project type and address. If you are unsure of the project type select “For Permitting – Other” and City of Irvine staff will correct it at Intake. If your project does not have a designated address put the cross streets in the Parcel field:

The screenshot shows the 'New Project' form in the City of Irvine system. The 'Project Type' is set to 'For Permitting - Other'. The 'Parcel #' field contains 'Benchmark/Modjeska'. A blue arrow points to the 'Parcel #' field. The 'City' field is set to 'Irvine'.





- After you have selected the "Project Type" and filled in the address for your project, the next step is to press the green "Save" button in the upper right corner. This will create your project. **NOTE: YOU HAVE NOT SUBMITTED YOUR PROJECT YET.** Next, you will need to add contact information. Add your information by clicking on the Green button at the right bottom corner:



ADD/EDIT CONTACT

Fill with my Information Primary Contact [RESET](#)

Role *

Email *

First Name * Last Name *

Primary Phone * Secondary Phone

Company Name Professional License #

Street # Direction Street Name *

Street Type City *

State Zip/Postal Code *

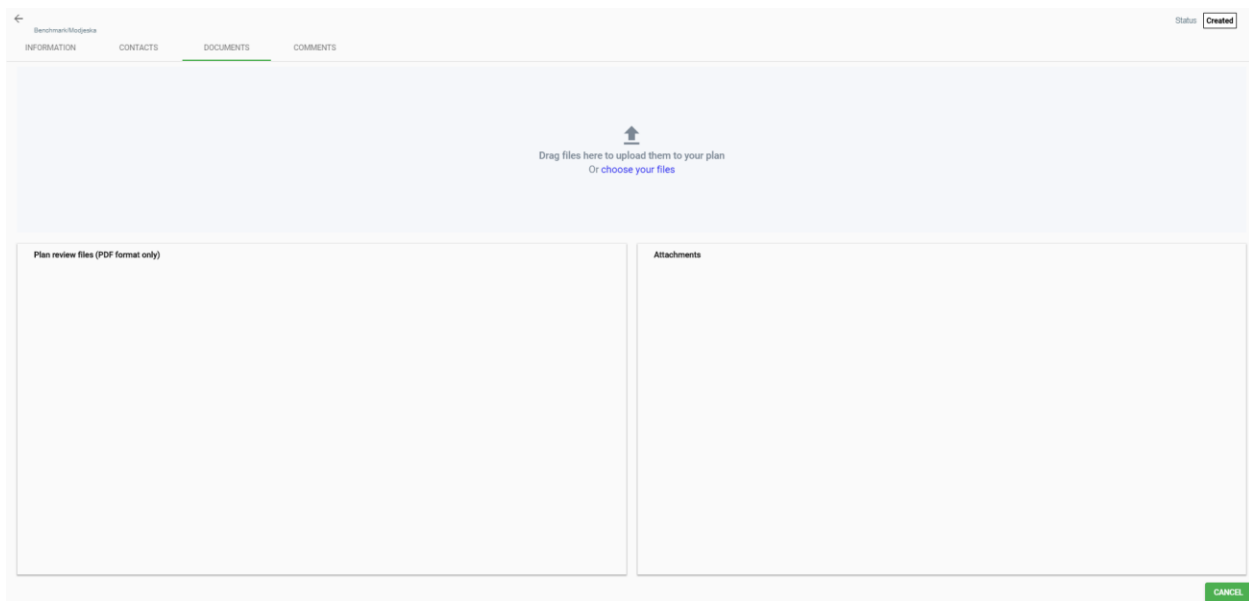
0 / 10

[CANCEL](#) [SAVE](#)





5. After you have added your contact information, you can go to the “Documents” tab to start uploading your plans and required documents. Make sure you go over the “DOCUMENT SUBMITTAL RECOMMENDATIONS” and follow them. It is very important that ALL PLAN PAGES be uploaded as a PDF and are uploaded to the “PLANS” tab. Upload all other documents under the “ATTACHMENTS” tab, including City of Irvine Application and associated forms. If you are unsure what forms need to be completed please refer to the checklist associated to your project type for detailed instructions. All forms must be completely filled out.
6. To upload plans click on the Green arrow in the lower right corner of the screen. You will see the following:





7. You will notice that all PDF's will automatically be uploaded under the "Plan Review Tab":

The screenshot shows a web interface for a project. At the top, there are tabs for 'INFORMATION', 'CONTACTS', 'DOCUMENTS', and 'COMMENTS'. Below the tabs is a large area with an upload icon and the text 'Drag files here to upload them to your plan Or choose your files'. Below this is a table of 'Plan review files (PDF format only)'. The table has columns for 'Title', 'Size', and 'Status'. The files listed are: ARCH.pdf (8.309 MB), ELEC.pdf (4.095 MB), MECH.pdf (0.787 MB), PLUMB.pdf (0.611 MB), SPECIFICATIONS.pdf (1.877 MB), SUMMARY SHEET.pdf (0.030 MB), TITLE SHEET.pdf (0.016 MB), WAPB SCREEN FORM.pdf (0.165 MB), Wkg app.pdf (0.019 MB), and BUILDING DATA SHEET.pdf (0.148 MB). There are green arrows pointing right in the 'Status' column for each file. To the right of the table is an empty 'Attachments' section. At the bottom right, there are 'CANCEL' and 'PROCESS' buttons.

Title	Size	Status
ARCH.pdf	8.309 MB	→
ELEC.pdf	4.095 MB	→
MECH.pdf	0.787 MB	→
PLUMB.pdf	0.611 MB	→
SPECIFICATIONS.pdf	1.877 MB	→
SUMMARY SHEET.pdf	0.030 MB	→
TITLE SHEET.pdf	0.016 MB	→
WAPB SCREEN FORM.pdf	0.165 MB	→
Wkg app.pdf	0.019 MB	→
BUILDING DATA SHEET.pdf	0.148 MB	→
11 total		

8. Click on the green arrows to move the files to the appropriate side and press the green 'PROCESS' button:

The screenshot shows the same web interface as above, but now with a sidebar on the left containing 'City of Irvine', 'Dashboard', and 'Projects'. The 'Plan review files' table now has 8 files, and the 'Attachments' table has 7 files. The files in the 'Attachments' table are: gmetech.pdf (45.558 MB), structural calcs.pdf (190.042 MB), Wkg app.pdf (0.019 MB), BUILDING DATA SHEET.pdf (0.148 MB), oofa screen check.pdf (0.005 MB), WAPB SCREEN FORM.pdf (0.165 MB), and COMMERCIAL TAKE OFF SHEET.pdf (0.255 MB). There are green checkmarks in the 'Status' column for all files in both tables. At the bottom right, there are 'CANCEL' and 'FINISH' buttons.

Title	Size	Status
arch.pdf	78.65 MB	✓ →
cal green.pdf	1.382 MB	✓ →
elec.pdf	26.221 MB	✓ →
mech.pdf	9.007 MB	✓ →
plumb.pdf	4.096 MB	✓ →
sheet index.pdf	0.043 MB	✓ →
structural.pdf	18.08 MB	✓ →
waterproofing.pdf	4.005 MB	✓ →
8 total		

Title	Size	Status
← gmetech.pdf	45.558 MB	
← structural calcs.pdf	190.042 MB	
← Wkg app.pdf	0.019 MB	
← BUILDING DATA SHEET.pdf	0.148 MB	
← oofa screen check.pdf	0.005 MB	
← WAPB SCREEN FORM.pdf	0.165 MB	
← COMMERCIAL TAKE OFF SHEET.pdf	0.255 MB	
7 total		

NOTE: If the status of all your files have a green check mark under the status column, skip to step 9.





8a. If you have any files that have an error under the status column delete the file(s), fix them and re-upload them:

↑
Drag files here to upload them to your plan
Or [choose your files](#)

Plan review files (PDF format only)		
Title	Size	Status
Structural Plans - Roof Deck Landscape Structures.pdf	14.92 MB	→
1 total		

Attachments		
Title	Size	Status
Structural Calculations - Roof Deck Landscape Structures.pdf	6.068 MB	
1 total		

[CANCEL](#) [FINISH](#)

NOTE: If you are unsure why 'Scout' rejected your file click the and a screen will pop up showing what is wrong with your file:

STATUS

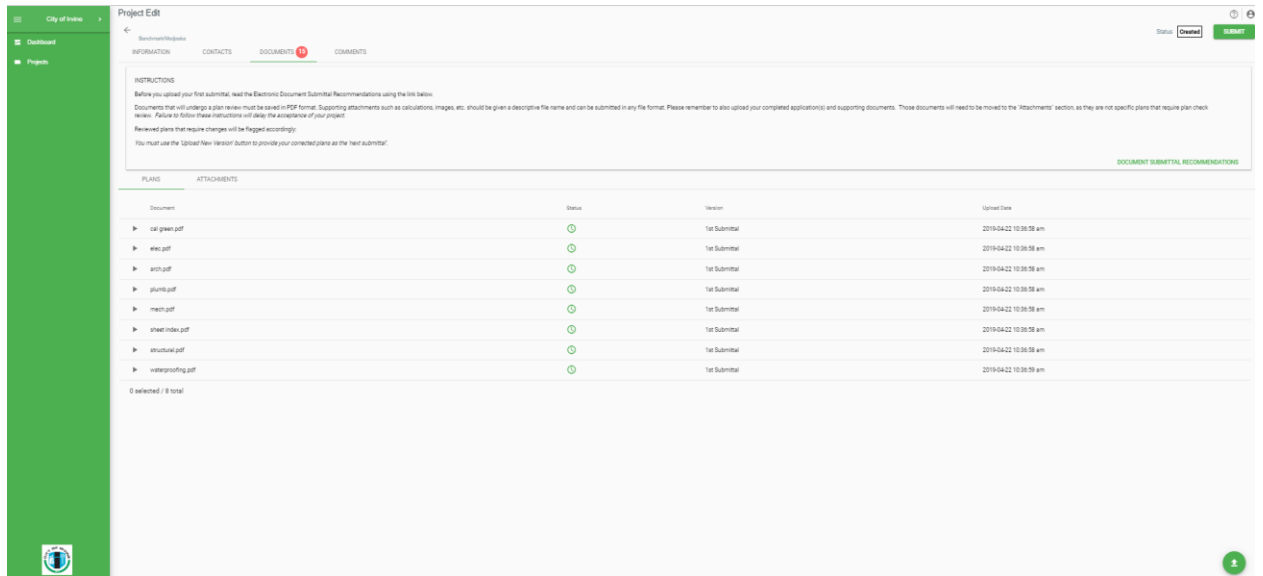
- ✓ This file is accessible.
- ✓ This pdf version is okay: 1.6
- ✓ This file is optimized
- ✓ This file size is okay: 14.92MB
- ✓ All pages have the same orientation.
- Unexpected annotations in pages: Page 1: AUTOCAD_SHX x58. ,Page 2: AUTOCAD_SHX x9.
- ✓ All pages are readable.
- ✓ This file has good resolution.





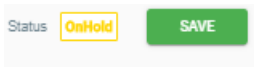
- After you have all your plans in the correct columns press the GREEN FINISH BUTTON in the bottom right corner. **NOTE: YOUR PROJECT HAS NOT YET BEEN SUBMITTED.**

Next, you will click the GREEN SUBMIT button in the upper right hand corner of the screen. Please note that this is the last opportunity you have to move plans around or upload any plans. Once you submit, you will have to wait for the review cycle to be completed before you can add or edit any sheets:



The status of your project will indicate PENDING in the upper right corner of the page. At this time, the City of Irvine has been notified that you have submitted your project. They will review all the plans, attachments and applications that you have submitted. When the City of Irvine Permit Specialist begins to look over your project for completeness, you will receive an email indicating that they have started working on your project. You will either receive a follow-up email with additional questions regarding your scope of work if needed by the COI Permit Specialist, or a billing with fees that are due. The status of your project will be changed from

“Pending” to “Intake Hold”





- If your status has been changed to ‘Intake Hold – pending files’, you will receive an email notification. Under documents in Online Plan Submission, you will have an error notification and a message with further instructions.





9b. To correct files incorrectly uploaded, select the dropdown for the file with the error, delete the file, and upload a new version and place it under the correct column:

Document	Size	Version	# Pages	Upload Date	Action
geotech.pdf	45.54 MB	1st Submittal	64	2019-04-30 10:37:24 am	 

1 total

[UPLOAD VERSION](#)

9c. If the COI Permit Specialist is asking for additional information, upload those plans/documents by clicking on the 'Green' upload arrow at bottom right corner of your screen:

Project Edit

← project name

111 Irvine Center, IRVINE

Status: On Hold

INFORMATION CONTACTS DOCUMENTS COMMENTS

INSTRUCTIONS










Before you upload your first submittal, read the Electronic Document Submittal Recommendations using the link below.

Documents that will undergo a plan review must be saved in PDF format. Supporting attachments such as calculations, images, etc. should be given a descriptive file name and can be submitted in any file format. Please remember to also upload your completed application(s) and supporting documents. Those documents will need to be moved to the 'Attachments' section, as they are not specific plans that require plan check review. Failure to follow these instructions will delay the acceptance of your project.


Reviewed plans that require changes will be flagged accordingly.

You must use the Upload New Version button to provide your corrected plans as the 'next submittal'.

[DOCUMENT SUBMITTAL RECOMMENDATIONS](#)

Document	Status	Version	Upload Date
arch.pdf		1st Submittal	2019-04-30 08:27:34 am
elec.pdf		1st Submittal	2019-04-30 08:27:34 am
cal green.pdf		1st Submittal	2019-04-30 08:27:34 am
waterproofing.pdf		1st Submittal	2019-04-30 08:27:34 am
geotech.pdf		1st Submittal	2019-04-30 02:43:06 pm
plumb.pdf		1st Submittal	2019-04-30 08:27:34 am
mech.pdf		1st Submittal	2019-04-30 08:27:34 am
sheet index.pdf		1st Submittal	2019-04-30 08:27:34 am
structural.pdf		1st Submittal	2019-04-30 08:27:35 am

0 selected / 9 total



10. If your status has been changed to “Intake Hold – Payment Pending”, you will receive an additional email directly after that notification with a copy of the billing for the fees that are due on the project. The email will give you instructions on how to make your payment.

10a. Once your payment has been made, you will receive your plan check number, receipt, and target date. At this time, the status of your project will change from “Intake Hold” to “Accepted”.



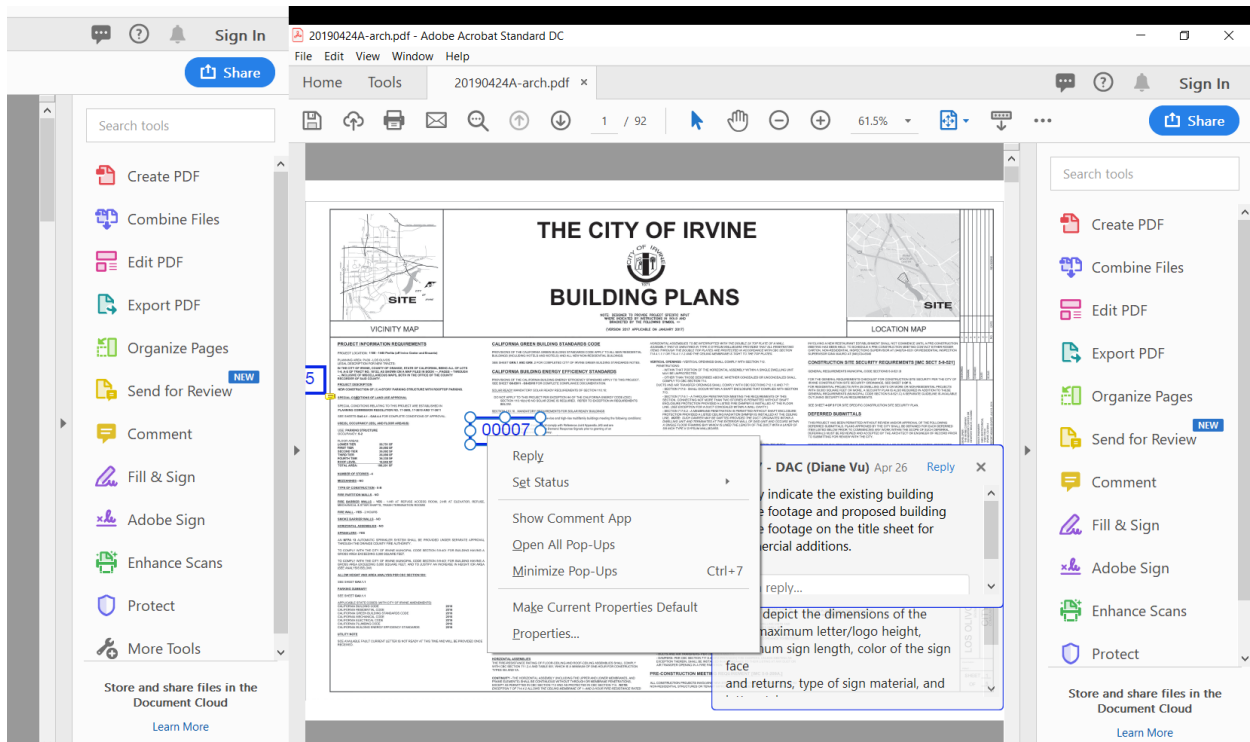


DOWNLOADING CORRECTIONS

You will be emailed a link with your deliverable package that can be forwarded to other agencies if required. You can also log into our Online Plan Submission portal and download the zipfile that contains your corrections under the deliverables tab:

Name	Type	Compressed size	Password ...	Size
Attachments	File folder			
20190430A-MECH_mech.pdf	Adobe Acrobat Document	6,756 KB	No	
20190430A-STRU_structural.pdf	Adobe Acrobat Document	14,653 KB	No	
info.txt	Text Document	1 KB	No	

1. The folder with the “Attachments” will have a Corrections Report listing all comments.
2. To view mark-ups and comments on plans, right click the plans and select “Show Comment App.”:





- When you click on the comment on the side of the page, it will take you to the page that the comment is located on:


The screenshot shows a document viewer interface. The main area displays architectural plans with two callouts: '00003' pointing to a specific section and '00004' pointing to another. The right sidebar shows a comment thread with two entries:

- 00003 - BLDG (Jesse ... Apr 26)**: A horizontal exit may not serve as the only exit from a portion of a building. See corrections on plans for more information. (CBC 1026.1)
- 00004 - BLDG (Jesse ... Apr 26)**: Identify and reference all sections and details as to their location on the plan and elevation views.

At the bottom of the document, there is a table with the following structure:

PANEL SCHEDULE INDEX		SPECIFIC PANEL SCHEDULE NOTES	PANEL SCHEDULE NOTES
INVS	GSEV1		
GSEM	GSEV2		
	GSEV3		

RESUBMITTALS

- Log into the Online Plan Submission portal. The status of your project should say “RESB” for resub. Select your project and go to the ‘Documents’ tab.
- Only upload a new version for files that had corrections or changes. Corrections are indicated by .
- Expand the drop down for the file that has corrections and select “Upload Version”. **Please do not version the name of the file.** The file should have the exact same name each time a new version is uploaded:

The screenshot shows a document management interface. At the top, there is a header with a red warning triangle icon and the text '2nd Submittal' and '2019-04-29 04:54:02 pm'. Below this is a table with the following data:

Document	Size	Version	# Pages	Upload Date	Action
waterproofing.pdf	4.01 MB	1st Submittal	6	2019-04-29 12:54:49 pm	
waterproofing.pdf	4.02 MB	2nd Submittal	6	2019-04-29 12:54:49 pm	

Below the table, there is a summary row: '2 total'. A blue arrow points to the 'UPLOAD VERSION' button.





If you are adding new files or supporting documents that haven't been reviewed yet, use the green arrow in the lower corner of your screen:

INSTRUCTIONS

Before you upload your first submittal, read the Electronic Document Submittal Recommendations using the link below.

Documents that will undergo a plan review must be saved in PDF format. Supporting attachments such as calculations, images, etc. should be given a descriptive file name and can be submitted in any file format. Please remember to also upload your completed application(s) and supporting documents. Those documents will need to be moved to the 'Attachments' section, as they are not specific plans that require plan check review. Failure to follow these instructions will delay the acceptance of your project.

Reviewed plans that require changes will be flagged accordingly.

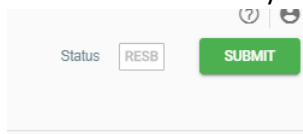
You must use the 'Upload New Version' button to provide your corrected plans as the 'next submittal'.

[DOCUMENT SUBMITTAL RECOMMENDATIONS](#)

Document	Status	Version	Upload Date
cal green.pdf	<input checked="" type="checkbox"/>	2nd Submittal	2019-04-29 04:02:12 pm
elec.pdf	<input checked="" type="checkbox"/>	2nd Submittal	2019-04-29 01:20:03 pm
arch.pdf	<input checked="" type="checkbox"/>	2nd Submittal	2019-04-29 01:57:12 pm
plumb.pdf	<input checked="" type="checkbox"/>	2nd Submittal	2019-04-29 01:19:07 pm
mech.pdf	<input checked="" type="checkbox"/>	2nd Submittal	2019-04-29 04:07:10 pm
sheet index.pdf	<input checked="" type="checkbox"/>	2nd Submittal	2019-04-29 04:24:55 pm
structural.pdf	<input checked="" type="checkbox"/>	2nd Submittal	2019-04-29 01:19:32 pm
waterproofing.pdf	<input checked="" type="checkbox"/>	2nd Submittal	2019-04-30 06:58:37 am

1 selected / 8 total

- You can also use this method (shown above) to resubmit a new version of a file, as long as the file has the same name as it did when it was originally submitted. There is no need to version your files, as Eplansoft will automatically version the file, as long as the name stays identical to how it was originally submitted.
- Once all files are ready to go press the 'SUBMIT' button in the upper right corner of the screen:



- The City of Irvine will review your files. If no additional fees are due, they will process your resubmittal. You will receive an email with your new target date once the Permit Specialist accepts your resubmittal. If there are updates that need to be made to your project, or additional fees are due, you will be notified and a billing will be created. Once the additional fees are paid (you will receive instructions on how to pay via email), your resubmittal will be accepted and you will receive your target date.





DOWNLOADING DELIVERABLES

1. When your project is approved and fees have been paid, you will receive an email from a City of Irvine Permit Specialist with instructions on how to download your approved plans and permits.

REVISIONS

1. Log into the Online Plan Submission portal and create a new project. (Treat as new submittal)
2. Upload revised sheets under “plans”, and any supporting documents, calculations and Revision Form under “attachments”.
3. City staff will review the documents and revision description and email you with a billing.
4. Once fees are paid, a COI Permit Specialist will give you a target date and new plan check number (Revision __ + your original plan check number).

