ELECTRONIC PLAN SUBMITTAL FOR BUILDING DIVISION

PLAN REVIEW GUIDELINES

Prior to submit plans online for Building Division plan review your project must have approval by the Planning Division and you must have a plan check application filed and paid to Building Division to be able to submit your project plans via this portal.

TO BEGIN, PLEASE CREATE A FREE ACCOUNT AT:

https://gopost-transtech.eplansoftreview.com/#/login?portal=TempleCity

Plans Accepted for Review:

- Building
- Electrical
- Final Map
- Grading
- Lot Line Adjustment/Lot Merger
- Mechanical
- Plumbing
- Public Works - Building Review

Before you begin your application, download the Document Submittal Recommendations at https://gopost-transtech.eplansoftreview.com/api/vendor/submittalRecommendation/purpose/ForPermitting for instructions on naming and saving your plans in PDF format. Then, use the button on the bottom right hand corner ("+ sign") to create a new application for your project.

Failure to follow the submittal instructions will result in a delay to the project turnaround.

After you have completed the project application and uploaded your plan review documents, goPost will allow you to submit the documents for a completeness check. Our staff will notify you via email when the project has been accepted or with instructions to provide missing documentation should that be necessary.

REMINDER:

- Projects can be submitted 24/7, but if they are submitted outside of regular business hours (Monday to Friday: 8am to 5pm, they will not be reviewed for completeness until the following business day).
- Plans submitted for building review expire 1 year from the **APPLICATION DATE**, which means the day that you pay for the plan check is when the clock starts counting for your project, not the day that you submit through this portal.

The following must also be part of your submittal package before it is accepted for plan check:

- Copy of application(s) showing plan check number and fees paid.
- Planning Resolution/Conditions of Approval (if it is not on the plans already).
- Copy of application showing plan check number and plan check fees paid
- Planning decision letter/resolution/conditions of approval (as applicable)
- When naming your plan file name, please name it as the following: (Street Name) (Street Number) (Type of Plan: i.e. Building, Electrical, Mechanical, Plumbing, Grading)

To get started, use the button on the bottom right hand corner ("+ sign") to create a new application for your project.