

An aerial photograph of Tallahassee, Florida, showing a mix of urban buildings, green spaces, and a road interchange. The sky is blue with some clouds.

# GUIDE TO ONLINE PERMITTING

---

## How to Apply and Submit Documents for Electronic Plan Review



**CITY OF  
TALLAHASSEE**

# Contents

Creating an Account .....	3
Applying for a Permit .....	5
STEP 1 : LOG ON TO THE PORTAL .....	5
STEP 2 : CREATE NEW APPLICATION.....	5
STEP 3 : SELECT APPLICATION TYPE .....	6
STEP 4 : SELECT CASE TYPE AND SUB TYPE .....	7
STEP 5 : TERMS AND CONDITIONS.....	8
STEP 6 : SELECT LOCATION .....	9
STEP 7 : SELECT PEOPLE .....	10
STEP 8 : SELECT CONTRACTOR .....	11
STEP 9 : SELECT PERMIT DATA .....	12
STEP 10 : PERMIT SUMMARY .....	13
Submitting Documentation .....	14
STEP 1: PREPARING YOUR SUBMITTAL.....	14
STEP 2: ACCESSING DOCUMENT UPLOAD.....	14
STEP 3: UPLOADING DOCUMENTS .....	16
STEP 4: SUBMITTING FOR REVIEW .....	18
Paying Fees.....	19
FEE NOTIFICATION .....	19
PAYING FEES ONLINE .....	19
Monitoring Your Review .....	21
REVIEW TRACKING.....	21
PLAN REVIEW COMMENTS .....	21
Corrections & Resubmittals .....	23
CORRECTIONS.....	23
RESUBMITTALS.....	24
Downloading Your Approval Documentation .....	26

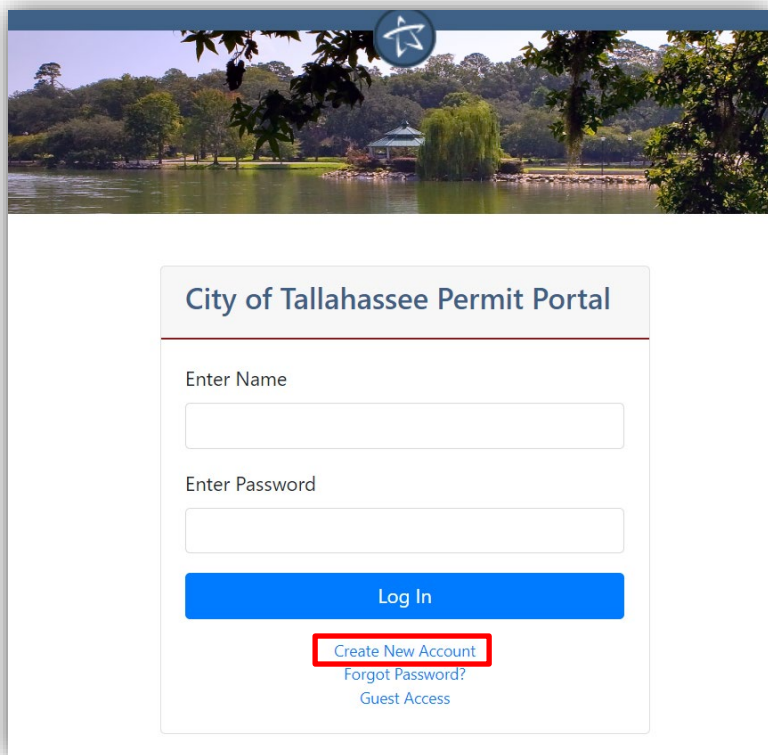
# Creating an Account

## STEP 1 :

Access the customer permitting portal at: <https://cwpll.talgov.com/TallahasseePortal>

## STEP 2 :

From the log-in screen, click the link for “Create New Account”.



City of Tallahassee Permit Portal

Enter Name

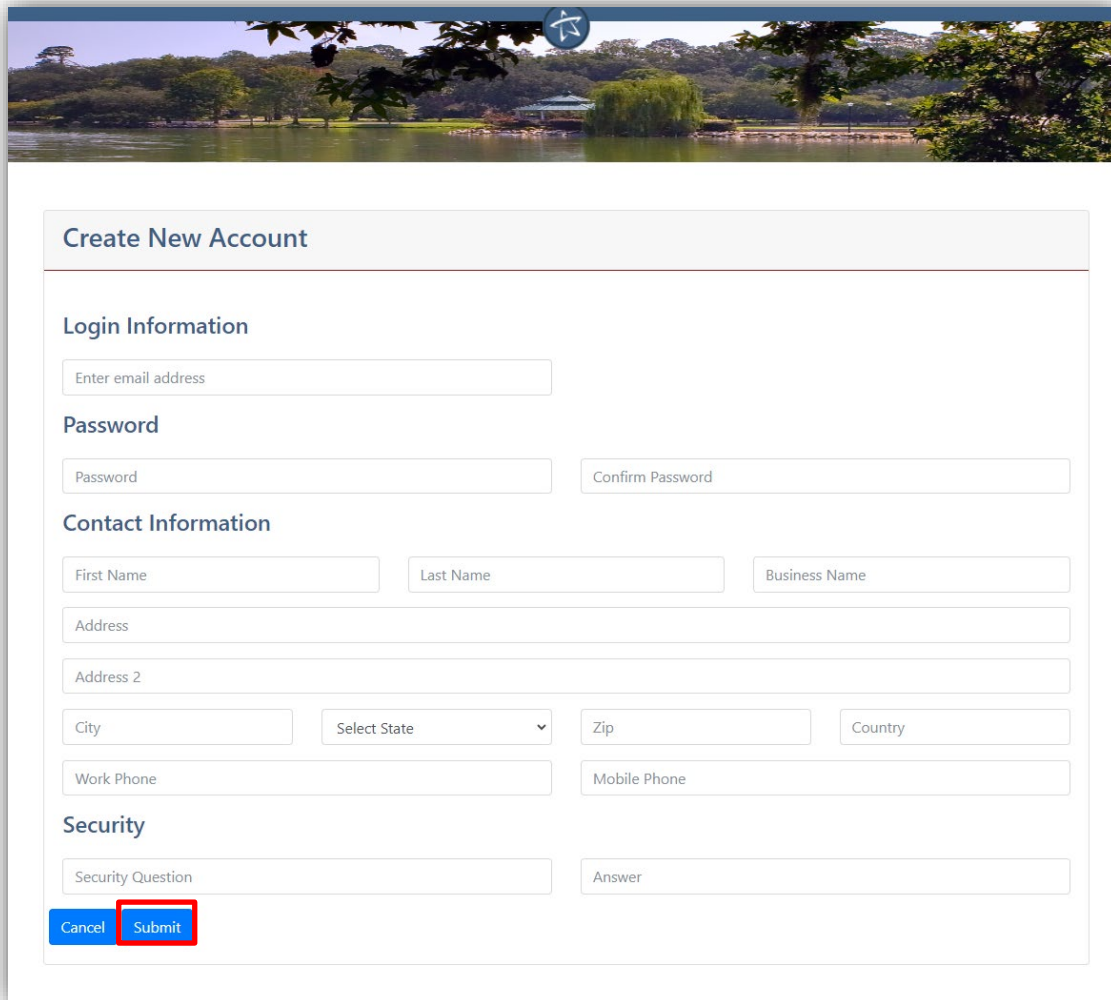
Enter Password

[Log In](#)

[Create New Account](#)  
[Forgot Password?](#)  
[Guest Access](#)

**STEP 3 :**

Enter the required information on the "Create New Account" page and click the "Submit" button.



The screenshot shows a web form titled "Create New Account" with a header image of a golf course. The form is divided into several sections:

- Login Information:** A text input field labeled "Enter email address".
- Password:** Two text input fields labeled "Password" and "Confirm Password".
- Contact Information:** Three text input fields for "First Name", "Last Name", and "Business Name"; a text input field for "Address"; a text input field for "Address 2"; a text input field for "City", a dropdown menu for "Select State", a text input field for "Zip", and a text input field for "Country"; a text input field for "Work Phone" and a text input field for "Mobile Phone".
- Security:** A text input field for "Security Question" and a text input field for "Answer".

At the bottom left of the form, there are two buttons: "Cancel" and "Submit". The "Submit" button is highlighted with a red rectangular box.

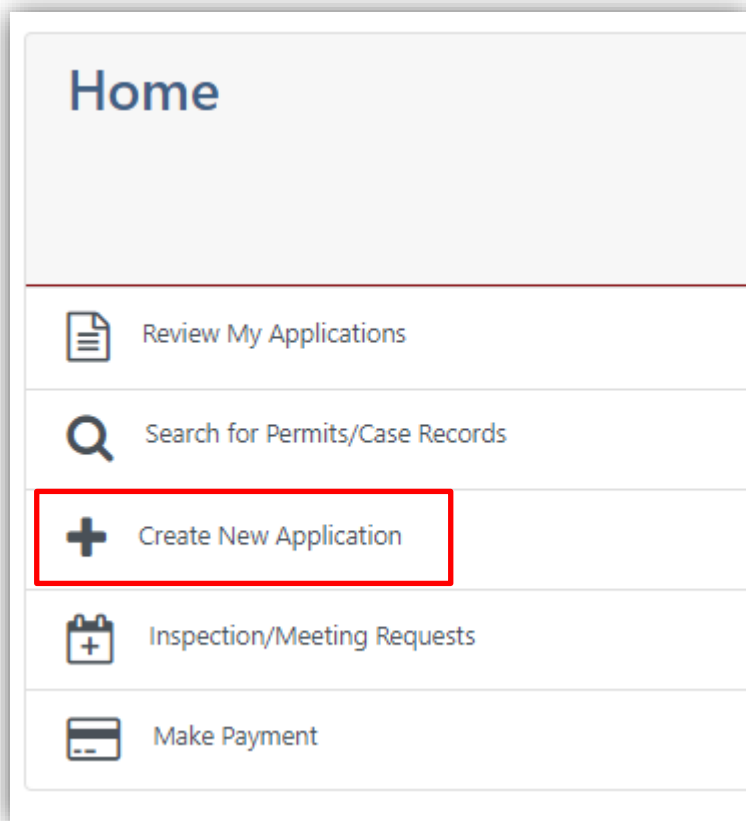
# Applying for a Permit

## STEP 1 : LOG ON TO THE PORTAL

Log in to the customer permitting portal using your account: <https://cwpl.talgov.com/TallahasseePortal>

## STEP 2 : CREATE NEW APPLICATION

Choose "Create New Application" from the "Home" menu.



## STEP 3 : SELECT APPLICATION TYPE

Choose the Application Type you wish to apply for, then click the “Next” button.

### Select Application Type

Building Permits  
Demolition | Manufactured Home | Sign | Swimming Pool | Tent / Temp Use | Retaining Wall | Window / Door / Siding | Life Safety / Fire

---

Trade Permit - associated to a Building Permit  
Electrical | Plumbing | Gas | Mechanical | Roofing | Appliance Sticker Gas | Appliance Sticker Plumbing | New Foundation | Life Safety / Fire

---

Trade Permit - not associated  
Electrical | Plumbing | Gas | Mechanical | Roofing | LC Gas | Appliance Sticker Gas | Appliance Sticker Plumbing | Appliance Sticker Purchase | Alternative Energy | Life Safety / Fire

---

Land Use Reviews  
Presubmittal | Site Plan | Subdivision | Concurrency | Zoning Verification | LUCC | Abandonment | BOAA Variance | Parking Standards Review | Stand Alone Deviation | Technical Amendment

---

Land Use Reviews - Modifications  
Major & Minor Modifications to Site Plan or Subdivision

---

Environmental Reviews  
EMP - General | EMP - Road | EMP - Land Disturbance Only | EMP - Minor | EMP - Standard | NFI Exemption Request | Environmental Impact Analysis | Environmental Permit Waiver | Environmental Variance | Tree Protection & Removal | Natural Features Inventory | Flood Zone Determination | Linear Infrastructure Variance

---

Environmental Permits  
Stormwater Operating | EMP - Closeout | EMP - Pre Construction | EMP - General Permit Activity Request

---

Public Infrastructure Permits  
Public Infrastructure ROW | Public Infrastructure MOT

---

[Environmental Permit Amendment](#)  
[Building Permit Revision](#)

## STEP 4 : SELECT CASE TYPE AND SUB TYPE

Next, choose the Case Type and Sub Type (if applicable) from the dropdown menus, enter a Project Name, and then click the “Next” button.

### Select Case Types and Sub-Types

Before you apply, please confirm that the parcel/location is located within the [City limits](#) unless you are applying for a Leon County Gas Tap. If further assistance is needed please contact our [Land Use and Environmental Services Division](#) for further verification (850) 891-7001 option 4.

It is important that you complete as much information as possible so that your application is processed efficiently.

Case Type

BI : Commercial Building Permi ▼

Sub-Type

Commercial Building ▼

Enter Project Name

Office Space for ABC123

[Cancel](#) [Previous](#) [Next](#)

## STEP 5 : TERMS AND CONDITIONS

Please READ the Terms and Conditions carefully as each type of application has unique conditions. When finished, check the box to agree to the Terms and Conditions and then click the “Next” button.

- The Multiple Building Permit Application is to be used when applying for multiple building permits associated to a single set of plans. Please note that the first building application (referenced permit) must be applied for online at <https://cwpll.talgov.com/TallahasseePortal>. Applications are to be uploaded within the Affidavits and General Information folder as a single page document and named MultiBldg\_.pdf, the \_ being the Building number, example MultiBldg2.pdf, MultiBldg3.pdf.
- An Expedited Plans Review service is available for qualifying projects. There are additional fees required for the Expedited Review at the time of application. These fees are based on the current Growth Management Fee Schedule. Please review both the Expedited Plans Review process and the Growth Management Fee Schedule prior to applying for the service. For more information, please chat with a representative.
- Utility Account Information is required prior to the approval of a Building Permit for all new construction and may be required for tenant build-out projects. A utility account must be established with the Utility Business Customer Service. When applying for a building permit you will be asked for the account holder's name, account number, a contact telephone number, preference of a master account or individual accounts (per project address), and if water and sewer tap work orders should be submitted at the issuance of the permit or delayed until a future date, provided by the applicant.
- OWNER'S ELECTRONIC SUBMISSION STATEMENT: Under penalty of perjury, I declare that all the information contained in this building permit application is true and correct.

**have read and agree to the Terms and Conditions**

Previous

Next



## STEP 6 : SELECT LOCATION

Enter a location using the "Find Address or Place" search tool. After the address is found, click the "Next" button to proceed to the next screen.

### Building Permits (BI):

- When applying for a building permit, you will need to provide an address (e.g., 435 N Macomb St). If the address is not found, double-check the address and formatting. If you still cannot find the address, please email our Permit Services Center at [permits@talgov.com](mailto:permits@talgov.com).

### Land Use and Environmental Services (LUES):

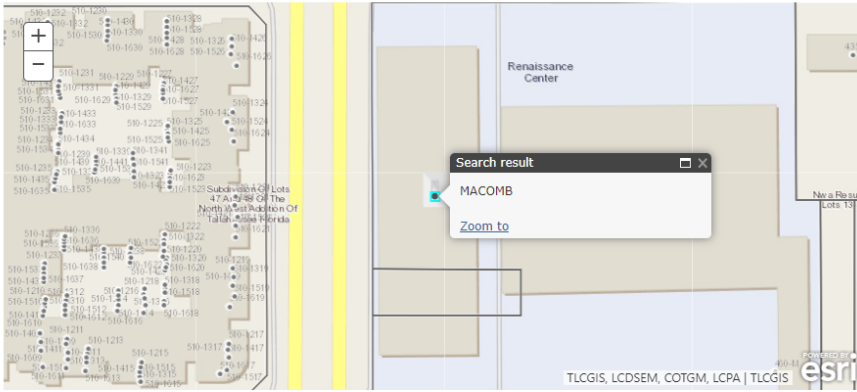
- When applying for a LUES application, you may use an address (e.g., 435 N Macomb St) or a parcel ID number (e.g., 2136500135300). If you are unable to locate your parcel on the map, please email our LUES Intake Staff at [GMLUESIntake@talgov.com](mailto:GMLUESIntake@talgov.com).

### Select Location

Address/Parcels may be selected by clicking a point on the map or by using the "Find Address or place" bar to search for a specific address/parcel. Use the drop down arrow to the left of this bar and select "Search Address" or "Search PIN" (parcel identification number), then enter the address/parcel in the open data field. After the address/parcel has been located and selected, select the Next button at the bottom of the page.

For help with addressing please call 850-891-7001 Option 4

▼ 435 N Macomb St X 🔍



**Selected Addresses**

Show 10 entries

Address	X Coord
435 N MACOMB ST	-9382916.292970594

Showing 1 to 1 of 1 entries Previous 1 Next

Remove

**Selected Parcels**

Show 10 entries

Address	Object ID	Tax ID
435 N MACOMB ST	76464	21365001

Showing 1 to 1 of 1 entries Previous 1 Next

Remove

Cancel
Previous
Next

## STEP 7 : SELECT PEOPLE

On the Select People screen, you will see that we have already identified the Property Owners and Applicant. **Most of the time, this is all that is required.** When you are ready to proceed, click the "Next" button.

If you'd like to include additional contacts, first use the "Search Name" tool to see if the person already exists in our system. If they are found, select them from the list and then click the "Add" button. After you've added them, assign them a role using the "Role" dropdown.

professional affiliation to the project.

**Search or Add People:** Please "ENTER NAME" and click the "SEARCH" button to select a contact from the table and click "ADD". If the contact does not exist, click "Add New Contact" and complete the contact details. Please ensure you have selected the applicable role for each person added. Once all people have been added, click the "Next" button. After you have selected the applicable role for each person added, click the "Add" button. After you have added the person, click the "Next" button. After you have added the person, click the "Next" button.

simoncini

Show 10 entries

Name	Address 1	Address 2	City	State	Zip	Phone	Email
Heather Simoncini	435 N Macomb St		Tallahassee	FL	32301	8508910000	Heather.Simoncini@...

Showing 1 to 1 of 1 entries 1 row selected

Add New Contact

If the person you'd like to add is not found, click the "Add New Contact" button to enter their information, then select "Add". After you've added them, assign them a role using the "Role" dropdown.

×

### Add New Contact

Name

Address 1

Address 2

City

State

Zip

Phone

Email

## STEP 8 : SELECT CONTRACTOR

This step applies only to building and trade permits and is **not required for any LUES applications**. You are only required to provide the contractor at this stage if this is a trade permit. If this is for a building permit and you do not yet know who the contractor will be, you may leave this field blank. However, you will need to provide a contractor before the permit can be issued.

To add a contractor, use the "Search by contractor name or license number" tool to search our contractor database. Once you've found the contractor, select them from the list and then click the "Add" button.

### Select Contractor

Prior to the approval of this project a licensed Florida Contractor will be required. Please list the Primary Contractor affiliated with the project. If the Applicant is the Contractor you must enter your information as the Applicant and your professional affiliation to the project.

If a licensed contractor has not been selected at time of permit application, select the "Next" button below. If the property owner will be acting as the contractor in accordance with State Statute 489.103(7), please enter OWNER in the license number field.

Search

Show 10 entries Search:

Contractor Name	Contractor Type	License Num
CONTRACTOR_999999999	CONTRACTOR	999999999

Showing 1 to 1 of 1 entries 1 row selected Previous 1 Next

Add

When you are ready to proceed, click the "Next" button.

**NOTICE:** If you cannot find your contractor in the list or if a message indicates a licensing issue, please email us at [permits@talgov.com](mailto:permits@talgov.com) for resolution steps.

## STEP 9 : SELECT PERMIT DATA

Next, you will need to provide details about your project. These details vary depending on the application type. If you have questions about the requested data, please contact us via email:

- Building Permits (BI): [permits@talgov.com](mailto:permits@talgov.com)
- Land Use and Environmental Services (LUES): [GMLUESIntake@talgov.com](mailto:GMLUESIntake@talgov.com)

When you are done, click the "Next" button to proceed to the next screen. If the system does not allow you to move forward, review your entries. Any missing or problematic data will be highlighted in red. Correct or add the necessary information and then click "Next" again to continue.

### Select Permit Data

---

Common Items All Bldg. Insp. Cases

Improvement Type:	<input type="text" value="Select an item..."/>
Building Classification:	<input type="text" value="Select an item..."/>
Valuation:	<input type="text"/>
Expedite?	<input type="radio"/> Yes <input type="radio"/> No
Unit / Suite #:	<input type="text"/>
Building #:	<input type="text"/>
Floor #:	<input type="text"/>
Subdivision:	<input type="text"/>
Is this building owned & occupied by a Government Entity?	<input type="radio"/> Yes <input type="radio"/> No
Bldg. owned & occupied by State agency? (If YES, fire plan review & inspections are handled by the State Fire Marshal's office & must be approved prior to permit issuance & certificate of completion.)	<input type="radio"/> Yes <input type="radio"/> No
Private Provider?	<input type="text" value="Select an item..."/>

## STEP 10 : PERMIT SUMMARY

This page displays all the data you've entered. Take a moment to review it for accuracy. If you need to make any corrections, use the "Previous" button at the bottom of the page to go back. If everything looks good, click the "Submit Case" button to submit your application.

Electrical work involved w/ project?

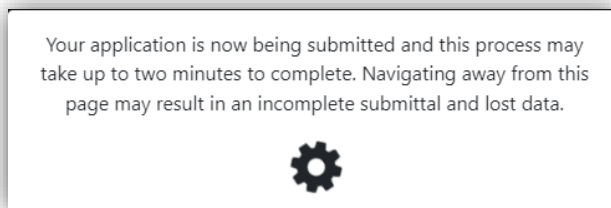
Gas work involved w/ project?

Fire work involved w/ project?

State Fire Marshall?

Cancel Previous **Submit Case**

You will then see a pop-up. While this is displayed, please do not navigate away from the page, or use the back button. It may take a few minutes for the software to finish generating your application/permit number.



Please take note of the permit number for future reference when tracking your permit's progress or contacting our staff. Depending on the type of application you have just submitted, you may be prompted to either pay fees or open a plan review. For more information on these tasks, please refer to the "Submitting Documentation" and "Paying Fees" sections of this guide.

**Permit Summary**  
**Permit Number:** TCB240321 **Location:** 435 N MACOMB ST

Your permit has been submitted. Please record the permit number: TCB240321

Please submit any required documentation by selecting the "Open Plan Review" button below.

Files uploaded for plan review must be under 50MB and should follow the file naming conventions as outlined in the [review's checklist](#). Please do not submit documents with password protections to open/edit, or you will be required to resubmit.

Once your documentation is received, our office will review the content. If applicable, fees will be calculated by our office and a notification will be sent that fees are ready to be paid. Our online payment system accepts credit cards and ACH bank transfers. Please note there is a 2.35% usage fee for credit card transactions. You will need the routing and account numbers for the bank account you choose to make payment with. If you have questions related to the fees due, please contact our office at (850) 891-7001 option 2 for Building Inspection option 4 for LUES.

Apply for new permit **Open Plan Review**

# Submitting Documentation

## STEP 1: PREPARING YOUR SUBMITTAL

Each review type has specific documentation submission requirements. For more information, including checklists, file naming conventions, and links to required forms, please visit:

**Building Inspection :** <https://www.talgov.com/growth/growth-apps-building>

**Land Use:** <https://www.talgov.com/growth/growth-apps-landuse>

**Environmental :** <https://www.talgov.com/growth/growth-apps-environ>

**Fire :** <https://www.talgov.com/growth/growth-apps-fire>

## STEP 2: ACCESSING DOCUMENT UPLOAD

- **OPTION 1:** Directly after submitting an application, select the “Open Plan Review” from the “Permit Summary” screen.

**Permit Summary**  
Permit Number: TCB240321 Location: 435 N MACOMB ST

Your permit has been submitted. Please record the permit number: TCB240321

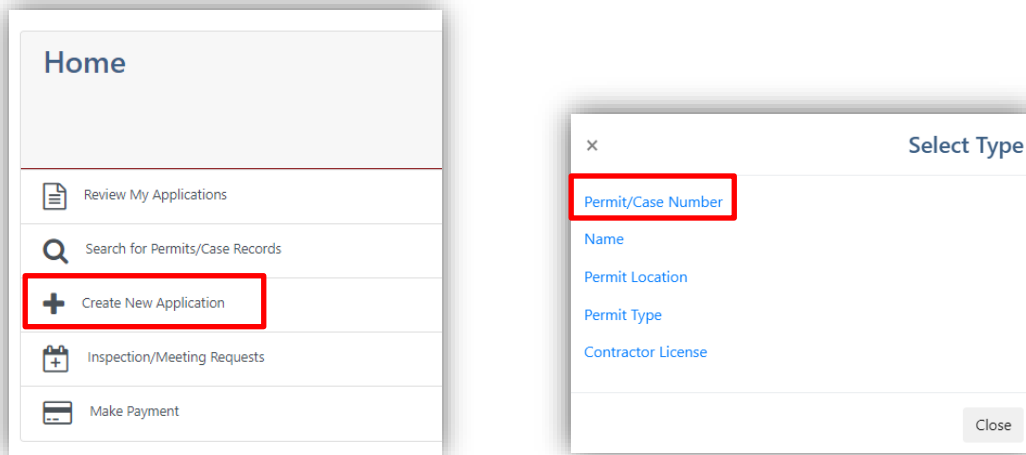
Please submit any required documentation by selecting the “Open Plan Review” button below.

Files uploaded for plan review must be under 50MB and should follow the file naming conventions as outlined in the [review's checklist](#). Please do not submit documents with password protections to open/edit, or you will be required to resubmit.

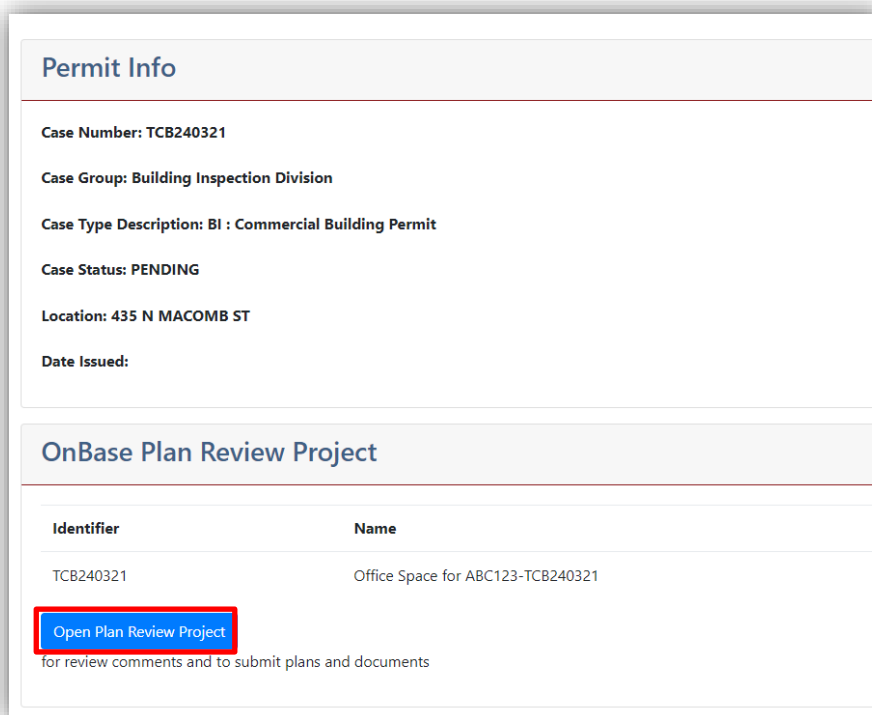
Once your documentation is received, our office will review the content. If applicable, fees will be calculated by our office and a notification will be sent that fees are ready to be paid. Our online payment system accepts credit cards and ACH bank transfers. Please note there is a 2.35% usage fee for credit card transactions. You will need the routing and account numbers for the bank account you choose to make payment with. If you have questions related to the fees due, please contact our office at (850) 891-7001 option 2 for Building Inspection option 4 for LUES.

[Apply for new permit](#) [Open Plan Review](#)

- **OPTION 2 :** From the “Home” menu, choose “Search for Permits/Case Records” and select the search type “Permit/Case Number”.

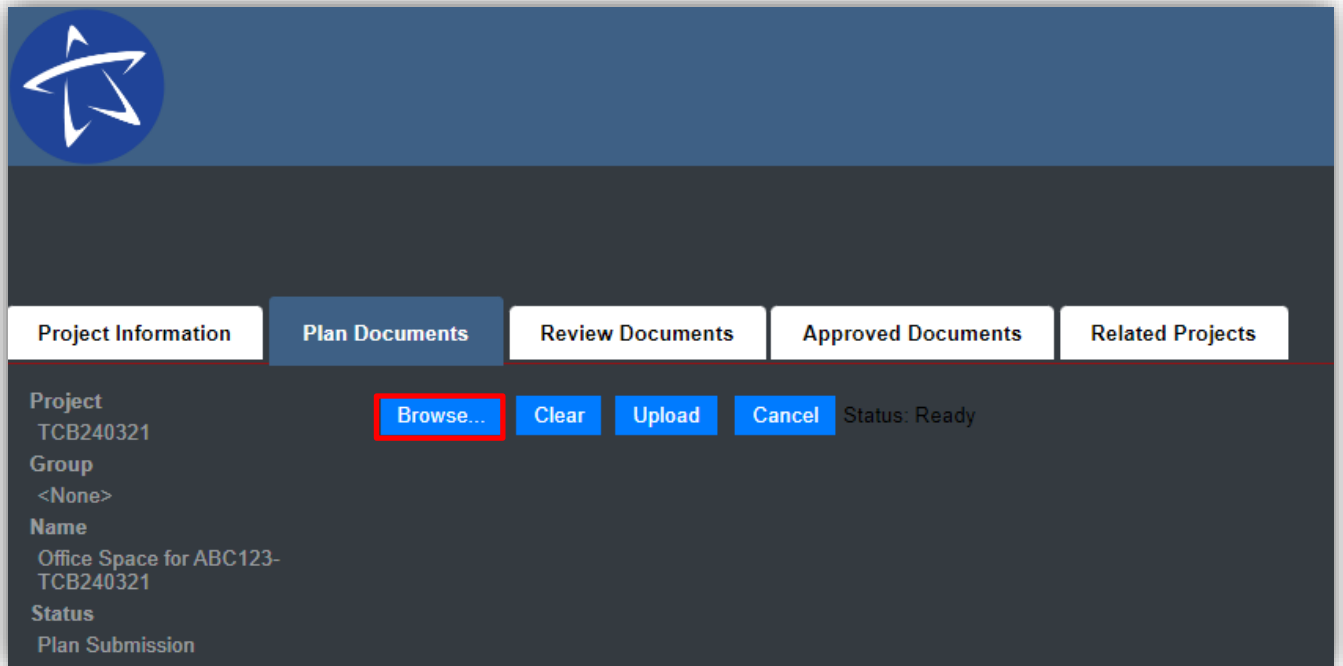


Click the button for "Open Plan Review Project".

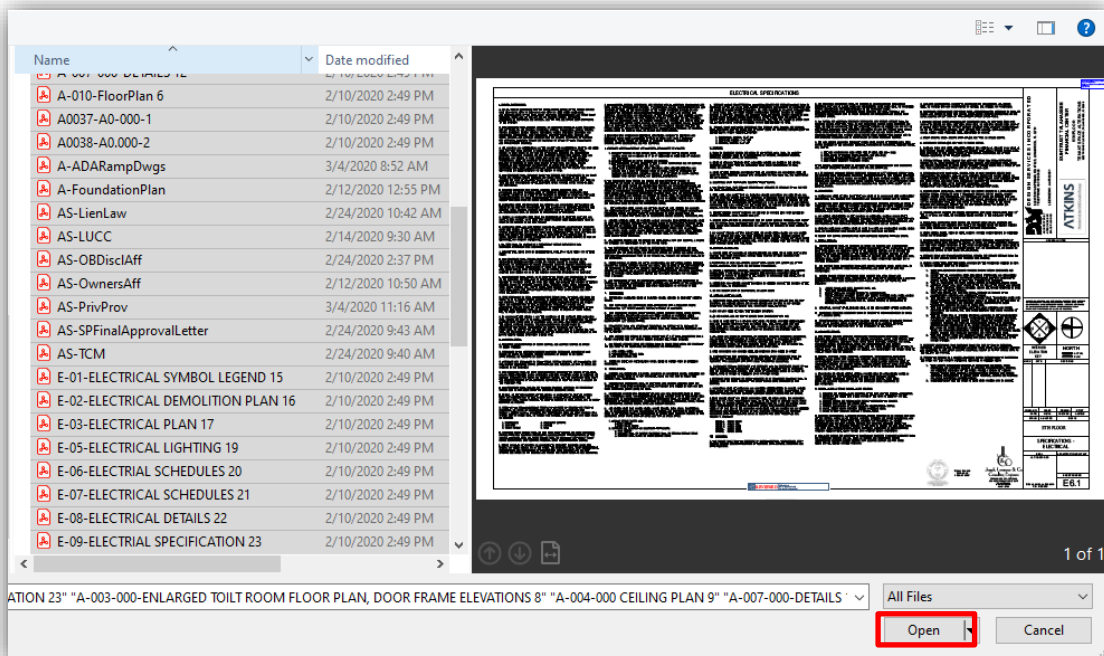


## STEP 3: UPLOADING DOCUMENTS

Click the "Browse" button.



Locate, select, and open the documents you want to upload. The appearance of this screen may vary depending on your PC or operating system.





If you've named your files using the standard naming conventions, the system should automatically assign a Discipline and/or Sheet Type. Disciplines are mandatory, so if any are missing, use the dropdown next to the file to assign one. Sheet Types are optional. Once all files have been assigned, click the "Upload" button, then select "Yes" to complete the upload.

Project Information | Plan Documents | Review Documents | Approved Documents | Related Projects

Project: TCB240321  
Group: <None>  
Name: Office Space for ABC123-TCB240321  
Status: Plan Submission

Review Status: None  
Actions: [Submit for Review](#)

Buttons: [Browse...](#) [Clear](#) [Upload](#) [Cancel](#) Status: Ready

Message: To perform a complete review of an uploaded file copy, the Reviewing Body requires permission to repurpose the file copy contents. B permission to repurpose the file copy for the purpose of reviewing your submission.

Buttons: [Yes](#) [No](#)

	Name	Discipline	Sheet Type
<input type="checkbox"/>	A-003-000-ENLARGED TOILT ROOM FLOOR PLAN, DOOR FRAME ELEVATIONS 8	Architectural	Select Sheet Type
<input type="checkbox"/>	A0037-A0-000-1	Architectural	Select Sheet Type
<input type="checkbox"/>	A0038-A0.000-2	Architectural	Select Sheet Type
<input type="checkbox"/>	A-004-000 CEILING PLAN 9	Architectural	Select Sheet Type

The Upload Status column indicates whether each file was uploaded successfully. If you encounter any errors, please try uploading again. If the issue persists, please contact us via email so we can investigate further.

Building Permits (BI): [permits@talgov.com](mailto:permits@talgov.com)

Land Use and Environmental Services (LUES): [GMLUESIntake@talgov.com](mailto:GMLUESIntake@talgov.com)

	Name	Discipline	Sheet Type	Description	Revision	Upload Status	Actions
<input type="checkbox"/>	A-003-000-ENLARGED TOILT ROOM FLOOR PLAN, DOOR FRAME ELEVATIONS 8	Architectural			1	Success	
<input type="checkbox"/>	A0037-A0-000-1	Architectural			1	Success	
<input type="checkbox"/>	A0038-A0.000-2	Architectural			1	Success	
<input type="checkbox"/>	A-004-000 CEILING PLAN 9	Architectural			1	Success	
<input type="checkbox"/>	A-007-000-DETAILS 12	Architectural			1	Success	
<input type="checkbox"/>	A-010-FloorPlan 6	Architectural			1	Success	
<input type="checkbox"/>	A-ADARampDivgs	Architectural			1	Success	
<input type="checkbox"/>	A-FoundationPlan	Architectural			1	Success	

## STEP 4: SUBMITTING FOR REVIEW

Once you have uploaded all the files you intend to include in the submittal, click the red “Submit for Review” link. Our staff will begin prescreening your submittal for review.

The screenshot shows a web application interface with four tabs: "Project Information", "Plan Documents", "Review Documents", and "Approved Documents". The "Plan Documents" tab is active. On the left side, there is a sidebar with the following information:

- Project: TCB240321
- Group: <None>
- Name: Office Space for ABC123-TCB240321
- Status: Plan Submission
- Review Status: None
- Actions: **Submit for Review** (highlighted in red)

At the top of the main content area, there are buttons: "Browse...", "Clear", "Upload", and "Cancel", followed by "Status: Done". Below these buttons is a table with a "Name" column and checkboxes. The table contains the following rows:

<input type="checkbox"/>	Name
<input type="checkbox"/>	A-003-000-ENLARGED TOILT ROOM FLOOR P
<input type="checkbox"/>	A0037-A0-000
<input type="checkbox"/>	A0038-A0.000
<input type="checkbox"/>	A-004-000 CEILING
<input type="checkbox"/>	A-007-000-DETA
<input type="checkbox"/>	A-010-FloorPla
<input type="checkbox"/>	A-ADARampD
<input type="checkbox"/>	A-FoundationF
<input type="checkbox"/>	AS-LienLav
<input type="checkbox"/>	AS-LUCC
<input type="checkbox"/>	AS-OBDisclA
<input type="checkbox"/>	AS-OwnersA

# Paying Fees

**Please Note** - Most applications are not considered “Complete” until the fees have been paid and will not be forwarded for review until the payment has been received.

## FEE NOTIFICATION

When fees are due outside of the initial application process, the applicant will receive an email like the one below:

**Subject:** City of Tallahassee Growth Management Payment Due

Dear Applicant,

You are receiving this notification because fees are due to the City of Tallahassee for the review of project TCB200582 . To access our online fee payment please go to: <https://cwpll.talgov.com/TallahasseePortal/>. If you have questions concerning fees due please contact our Permit Service Center at (850) 891-7001 option 2 or by email [GrwthMgtSvcCtr@talgov.com](mailto:GrwthMgtSvcCtr@talgov.com).

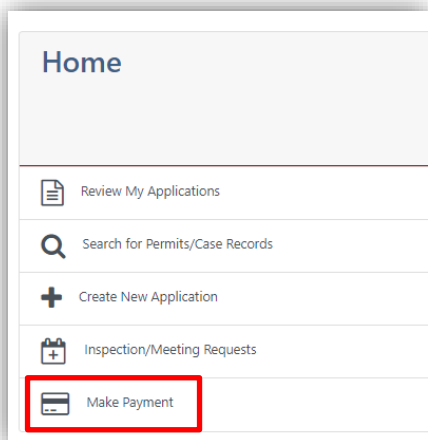
Please note: Upon the invoicing for a revision, the permit status will not allow an inspection to be scheduled until the revision fee has been paid.

Thank You,  
Growth Management Staff

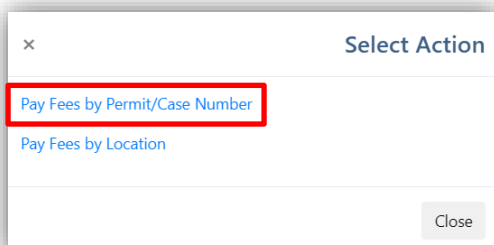
## PAYING FEES ONLINE

STEP 1 : Log on to <https://cwpll.talgov.com/TallahasseePortal> or choose the option for Guest Access.

STEP 2 : Click the menu item for “Make Payment”.



STEP 3 : Click "Pay Fees by Permit/Case Number", then search and locate your fees.



STEP 4 : Click on the “Pay Fees” button.

**Please Note** - You must pay all fees in full; partial payments are not accepted.

**Search Results**

**Case Number:** TCB240299 **Location:** 1938 VILLAGE GREEN WAY, DUMPSTER

The fees below are estimated fees and do not reflect the amount due, to see the amount of fees currentl

Show  entries

Case Number	Case Type	Fee Code	Fee Descripti
TCB240299	BI : Commercial Building Permit	GMB3009	MISC TRAININ
TCB240299	BI : Commercial Building Permit	GMB3000	STATE SURCHA
TCB240299	BI : Commercial Building Permit	GMB3001	STATE SURCHA
TCB240299	BI : Commercial Building Permit	GMB3002	STATE SURCHA
TCB240299	BI : Commercial Building Permit	GMB1300	COMMERCIAL
TCB240299	BI : Commercial Building Permit	GMB1303A	CBLD COMME
TCB240299	BI : Commercial Building Permit	GMB1303B	CBLD COMME

Showing 1 to 7 of 7 entries

STEP 5 : Enter your payment information. Credit card payments are assessed an additional 2.35% service fee. Check/ACH payments are accepted with no added fees.

Payment made with a credit card will result in a service fee charge at a rate of 2.35% of the payment amount. This fee is nonrefundable and is a separate charge on your credit card statement, and the City of Tallahassee will be the merchant. To have a receipt emailed, enter your email address.

Payment Amount \$217.71 Service Fee \$5.12 Total Payment \$222.83

**Please provide account holder's information**

First Name  \* Last Name

\* Address

Address2

\* City

\* State  \* Zip Code  Country

\* Card Number  \* CID

\* Month  \* Year  Email

\* denotes required fields

If you have questions or encounter any issues while trying to pay fees online, please contact us at :

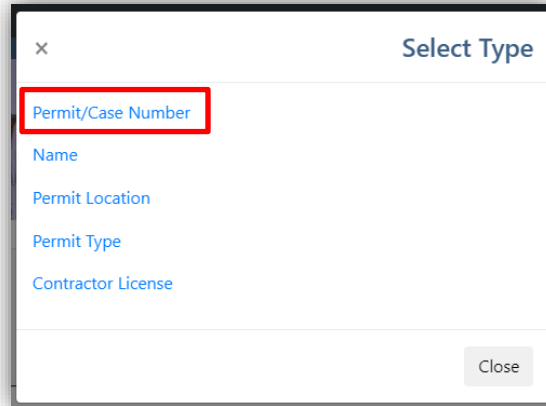
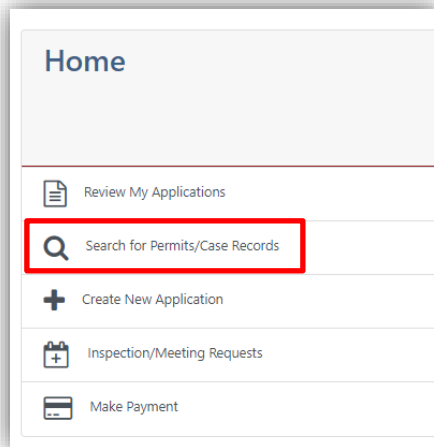
Building Permits (BI): [permits@talgov.com](mailto:permits@talgov.com)

Land Use and Environmental Services (LUES): [GMLUESIntake@talgov.com](mailto:GMLUESIntake@talgov.com)

# Monitoring Your Review

## REVIEW TRACKING

Comments and review statuses are available in real-time. From the “Home” menu, choose “Search for Permits/Case Records,” then select search type “Permit/Case Number”.



## PLAN REVIEW COMMENTS







Plan Review Comments can be monitored in real-time as they are added under the section titled “OnBase Plan Review Comments”. You can also use one of the export buttons to download them.

Once the review cycle is complete, the Applicant will receive an email notification with further instructions. For more information, refer to the “Corrections & Resubmittal” section.

 A screenshot of a web application showing a table titled "OnBase Plan Review Comments". Above the table is a "Caution" message: "The information provided herein may be incomplete. The user of this data is cautioned that the information shown is subject to change prior to issuance of receipt of an applicant's resubmittal notice. An individual should proceed at their own risk when using a list of partial draft comments to formulate responses prior to resubmittal containing the complete list of comments." Below the caution are five buttons: "Copy", "CSV", "Excel", "PDF", and "Print", which are highlighted with a red rectangular box. The table below has columns for "Document", "Department", "Comments", "Status", and "Comment Date".
 

Document	Department	Comments	Status	Comment Date
	Permit Coordinators (B)	Pending payment for Invoice 2	Resolved	4/26/2023
	Building Inspection	Advisory Comment - please acknowledge. 8-unit buildings are not a part of this permit application, and drawings specific to them will not be included in the building permit approved drawings.	Resolved	4/26/2023
	Cross Connection		Resolved	2/24/2023
	Building Inspection	For this project, north arrows at overall building floor plans are incorrect - reverse the direction of the arrows. FBC-B 107.2.1	Resolved	4/26/2023

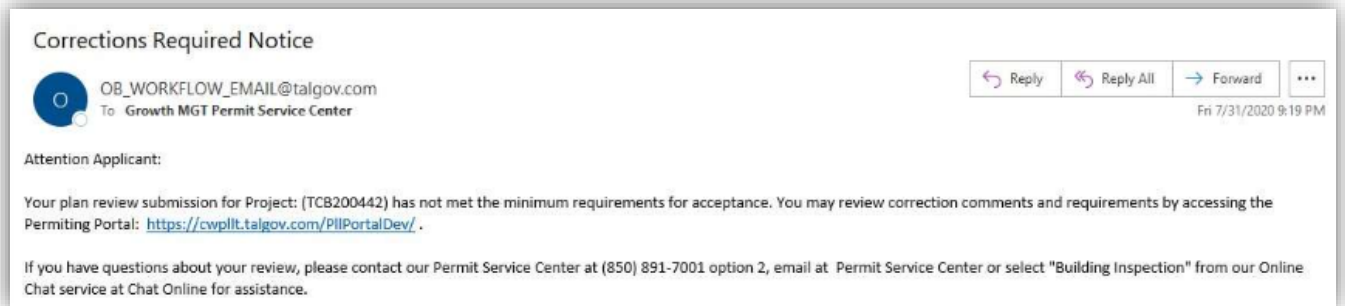
Plan Review decisions can be monitored in real time as reviewers complete their reviews under the section titled “OnBase Plan Review Workflow”.

OnBase Plan Review Workflow			
Department	Assigned Date	Decision	User Name
[Review Cycle: 1 - Start Date: 02/21/2023]	2/21/2023 10:58:02 AM		
Aquifer Protection	2/21/2023 10:58:25 AM		Sutton, Justin
Cross Connection	2/21/2023 10:58:25 AM		McKenzie, Danny
Electrical	2/21/2023 10:58:25 AM		Lockwood, Kenny
Environmental	2/21/2023 10:58:25 AM		Humowiecki, Michelle
Fire	2/21/2023 10:58:25 AM		Ferris, Babette
Mechanical	2/21/2023 10:58:25 AM		Watts, Jacqueline

# Corrections & Resubmittals

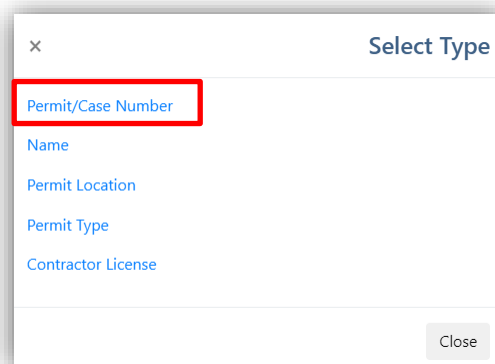
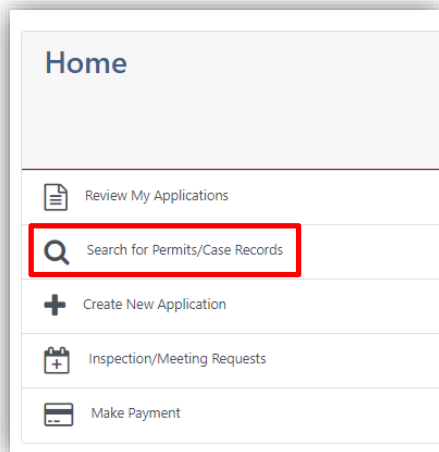
## CORRECTIONS

If information or documentation related to your initial application is deficient, the Applicant will receive an email notification similar to the one below, informing you of the issue.



### To access your submittal's deficiencies :

STEP 1 : Go to the "Home" menu and select "Search for Permits/Case Records". Choose the search type "Permit/Case Number".



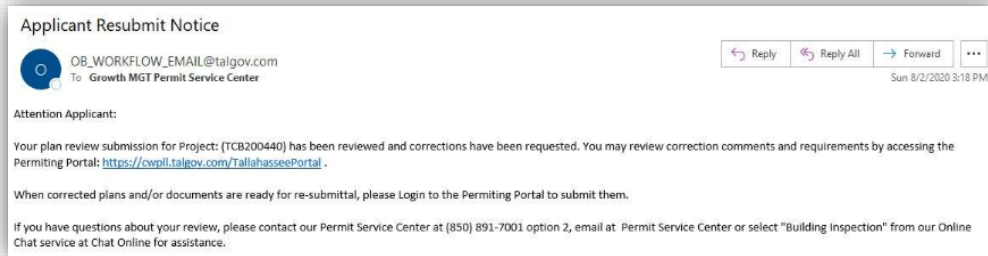
**STEP 2 :** After locating the Permit Info page, scroll down to the section labeled “OnBase Plan Review Comments”. This area displays all reviewer’s comments in real time, including information on any deficiencies in the submittal.

Document	Department	Comments	Status	Comment Date	Reviewer Follow-up
Permit Coordinators (LUES)		The submitted owner's affidavit is incomplete and requires corrections. 1. An individual is required to attest to ownership of the property. (I, _____ Name Here _____) 2. The Corporation/ LLC's Dept. of State Registration No is required as the information of registered agent(s) 3. The Acknowledgement is incomplete and requires the Corporation/LLC Name. 4. The Notary section requires the State & County This must be uploaded before this submittal is considered complete.	Resolved	6/27/2024	
Permit Coordinators (LUES)		The required owner's affidavit can be found here. <a href="https://www.talgov.com/Uploads/Public/Documents/growth/owners-affidavit.pdf">https://www.talgov.com/Uploads/Public/Documents/growth/owners-affidavit.pdf</a>	Resolved	6/18/2024	
Permit Coordinators (LUES)		The required signed & notarized Owner's Affidavit was not uploaded to the project. One must be uploaded before this submittal is considered complete.	Resolved	6/18/2024	

**STEP 3 :** When you are ready, follow the instructions under the “[Submitting Documentation](#)” section of this guide to upload additional documentation.

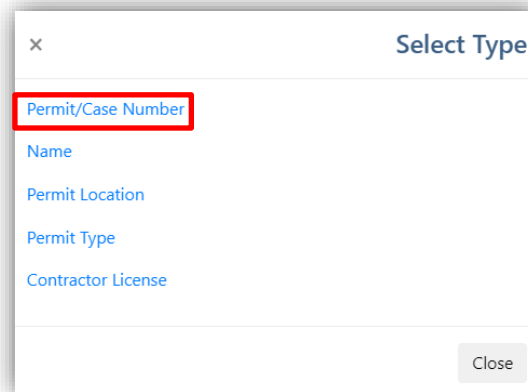
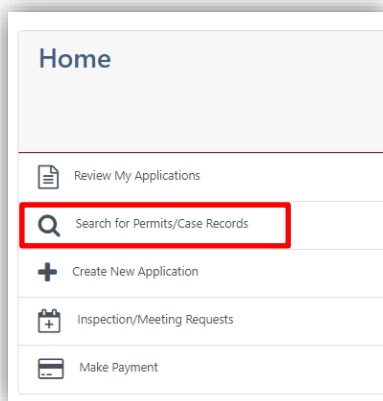
## RESUBMITTALS

Once the review is complete, if additional corrections are still required, the Applicant will receive an email similar to the one below, informing you that additional documentation is needed.



### To access your formal comment report :

**STEP 1 :** Go to the “Home” menu and select “Search for Permits/Case Records”. Choose the search type “Permit/Case Number”.





STEP 2 : Click the button labeled “Open Plan Review Project”.

### Permit Info

---

**Case Number:** TCB240321

**Case Group:** Building Inspection Division

**Case Type Description:** BI : Commercial Building Permit

**Case Status:** PENDING

**Location:** 435 N MACOMB ST

**Date Issued:**

### OnBase Plan Review Project

---

Identifier	Name
TCB240321	Office Space for ABC123-TCB240321

[Open Plan Review Project](#)  
 for review comments and to submit plans and documents

STEP 3 : Next, go to the “Review Documents” tab to download a copy.

Projects

Project Information
Plan Documents
Review Documents
Approved Documents
Related Projects

Project: TCB220007  
 Group: <None>  
 Status: Plan Review Complete

Review Cycle: All

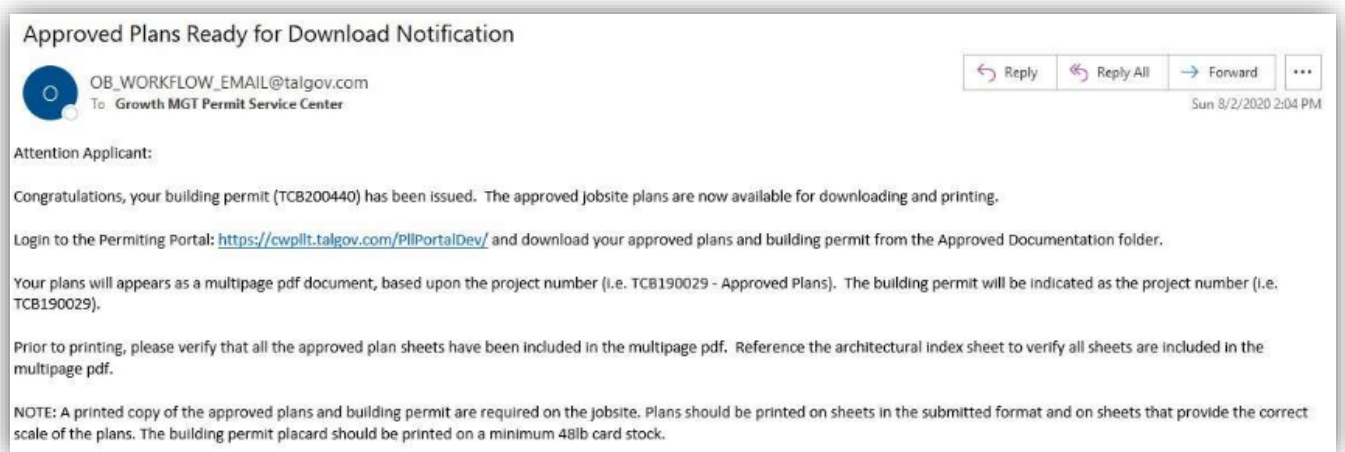
		Name	Document Date	Download
<input type="checkbox"/>		AS-ReviewerComments - TCB220007	3/18/2022	
<input type="checkbox"/>		AS-ReviewerComments - TCB220007	9/20/2022	
<input type="checkbox"/>		AS-ReviewerComments - TCB220007	10/5/2022	

STEP 4 : When you are ready, follow the instructions under the “[Submitting Documentation](#)” section of this guide to upload additional documentation.

# Downloading Your Approval Documentation

## STEP 1 : Approval Email

The applicant will receive an email notification when approval documentation is ready for download.



## STEP 2 : Access Document Upload

Access your project documents in the portal and navigate to the “Approved Documents” tab. You may find documents listed under different categories.

To download a copy, select the checkbox next to the document(s) you wish to download, then click the download icon.

