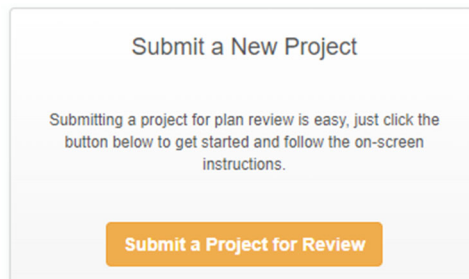


## How to Submit an Addition/Alteration/Accessory Structure application into IDT for permitting.

1. Log into IDT: <https://townofapex.idtplans.com/secure/>
  - a. This homepage has instructions in case you do not yet have an account.
  - b. You can bookmark the page or find it on the Building Inspections webpage.  
**\*\*\*\*NOTE:** If you use IDT for submittals to multiple jurisdictions, your accounts are linked. Once logged in, you will be able to see all your projects from all jurisdictions. You will only be able to take action (pay, submit, etc.) for projects that belong to the jurisdiction you are logged into (designated by the banner at the top of the screen.)
2. Click on the yellow button in the center of the page to “Submit a new project for review”:



3. For application type, choose “Single Family Additions and Alterations” from the dropdown menu, then enter your address, subdivision and lot number (if known):

**\*\*The address is used to name your project, so please take the time to get it entered correctly to ensure that plans aren't lost.**

4. Next enter a contact for the project. The list will prepopulate with your name (from your login) and previous contacts you've listed. You will also have the option to add a new contact here.

5. Next enter the location or pin number. You can just reenter the address here. There's also a link to allow you to send staff an email to request help:

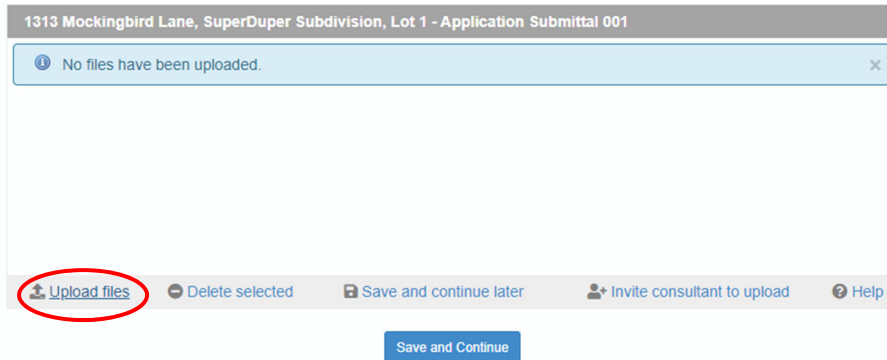
6. The next screen will summarize the information you've entered and ask you to verify that you have the authorization to submit the plans. Check the box and then confirm.

I, acting as agent for the owner/developer/organization hereby submit the above application for review. I understand that failure to address any item listed above shall result in the application not meeting the minimum submission requirements and said application shall be returned to me for revision and resubmission prior to review.

[Confirm](#) [Edit](#)

**\*\*NOTE:** IDT does not check the address you entered with GIS or our permitting software. It will allow you to submit a project at an address that is not yet entered into our main software. If that happens, the application will be denied upon initial review because we cannot process it without a valid address.

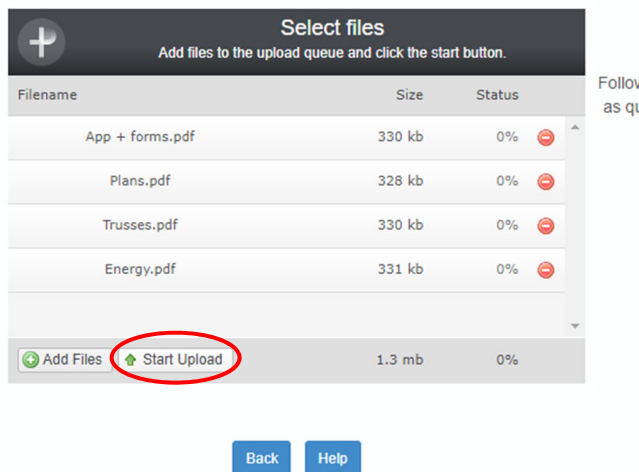
7. Next, we are going to upload the files needed for the project. Choose "Upload files" in the bottom left:



8. Choose "Add Files" and then select the files you want to upload.

**\*\* NOTE:** Please submit plans in the following format – application and all associated paperwork (lien agent forms, S&E forms, etc.) as one file, building plans as one file, and the plot plan separately. If corrections are needed, we will ask you to submit in this format as well.

Then choose "Start Upload":



Once uploaded you'll have the option to save and continue.

**\*\*Note** – you also have the option to ask a consultant to upload documents. If you have an engineer or consultant who has plans, you can invite them directly to this project to upload their documentation themselves. They will have to create an account, but will have access to this project from an emailed link.

9. The next page is about fees. Currently we cannot accept payments in IDT, so this page will indicate that no fees are due.

10. Confirm and submit – but YOU ARE NOT DONE.

The screenshot shows a progress bar for 'Plan Review Submittal' with four steps: 'Application', 'Upload Files', 'Fees', and 'Confirm and Submit'. The first three steps are marked with green checkmarks, while the fourth is a white circle. Below the progress bar is a grey header for 'Confirm and Submit'. A yellow warning box contains the text: 'Please confirm your submittal package by clicking the "Submit For Review" button below. Once you confirm your submittal, an automatic notification email will be sent to the review agency and the review process will begin.' At the bottom center is a blue button labeled 'Confirm and Submit for Review'.

11. Once submitted, the paperwork will be reviewed by Permitting staff. If all the paperwork is completed accurately, they will create the permit in New World and send you information about paying the Plan Review fees.

**\*\*\*NOTE: Plan review will not begin until the plan review fees are paid. The date you pay the fees is your official submittal date.**

### Resubmittals:

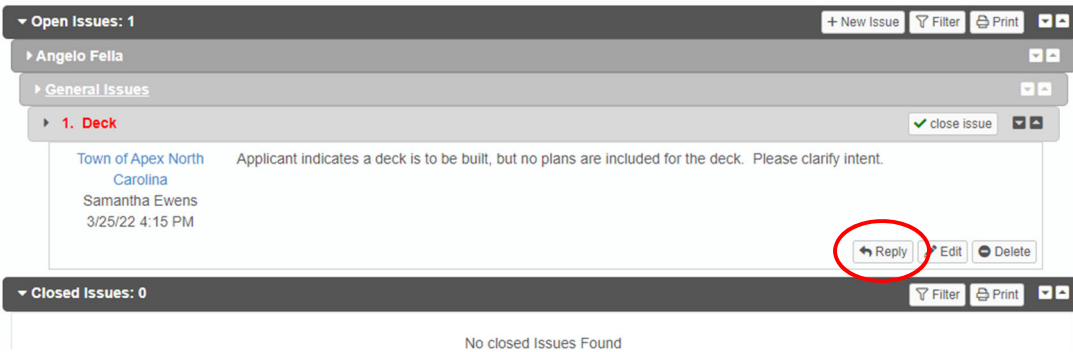
If corrections are needed, you will receive an email with a link. The process is similar to original submittal, but there are a few suggestions.

1. Be sure to submit new plans as a second submittal of the original submittal. You do not want to create a new project because it won't be tied to the application/permit number you've already been assigned. You can always log into IDT and access any submitted projects using the "Submittal Overview":

The screenshot shows a user interface with three main panels. The first panel, 'Forms and Checklists', lists various project types like 'Planned Unit Development Conditional Zoning' and 'Residential Master Subdivision'. The second panel, 'Submit a New Project', has a blue button labeled 'Submit a Project for Review'. The third panel, 'View Submitted Projects', has a blue button labeled 'Submittal Overview' which is circled in red.

2. Submit an entire file package unless asked to do something different by the Plans Reviewer. So if you need to correct a plan sheet, upload the entire Plans file not just the correct sheet.
3. If you need multiple resubmittals that result in additional plan review fees, the plans will be held until those fees are paid.

4. You have the ability within the system to respond directly to the plan reviewers comments. This is especially helpful if your response is complicated or results in more than the noted change:



5. **Please do not send responses by email.** Responding directly in the IDT system allows us to more easily track communications on projects and comply with state records retention rules.

### Approvals:

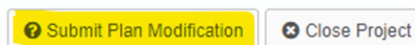
Once approved by plan review, the Permitting staff will prepare the permit fees in New World. You will receive an email noting that the permit is ready to be issued and stating the fees. Log into ePermits to pay your fees.

**\*\*\*NOTE: you must pay the fees and receive the permit card by email from Permit staff before your permit is valid.**

You can print as many copies of the approved plans as needed from the Approved folder in IDT. However, please expect that the field inspectors will be inspecting from the electronic plans on their tablets.

### Plan Modifications:

Once a permit is approved, you have the option of submitting a plan modification. Just access the project in IDT and click on "Submit Plan Modification". You will need to submit the Plan Modification application as well as new plans for whatever part of the project you want to change. You will also need to pay the plan modification fee before the submittal is accepted for review – just like you did when originally submitting the project.



Documents		Recycle Bin					
Toggle All		Redlines	Created	Dimensions	Size	Pages	Version
<input type="checkbox"/>	Application Submittal 001		9/27/22	1 File	0.85 MB	4 Total	

If the original plans were submitted in the office (not in IDT), you can still submit the plan modification in IDT if you'd like! Just submit the plan modification application and paperwork like you would a new project – include "Plan Mod" in the project title and list your permit number on the application so we can link it to the original project. Once approved, you will need to print the approved, stamped plans and have them in the field when you call inspections – along with the original plans.