**NOTE: FOR RESUBMITTALS – UPLOAD COMPLETE SET OF PLANS INCLUDING REVISED SHEETS (DO NOT SUBMIT ORIGINAL SHEETS THAT NEEDED CORRECTIONS).**

How to Submit a Commercial 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":
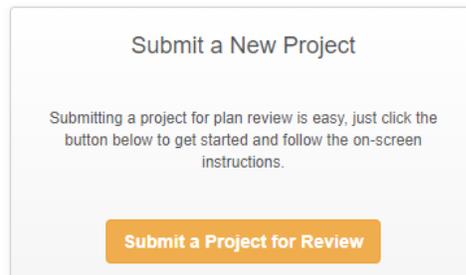
3. For application type, choose the correct application type from the dropdown menu, choose "Permit Review" workflow, then enter the project address

   **The other workflow, "REVISION REQUEST" is how you would submit a plan modification once the project is approved.

4. 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.

   **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.

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

6. Choose "Add Files" and then select the files you want to upload.
   ** NOTE: Please submit the application (available on our website as a fillable form) and associated documentation (checklist, lien agent, workers comp, etc.) as a single PDF named Application.pdf
   Pay careful attention to naming of plans. **File name MUST indicate what drawings are in that file. We prefer plan sheets to be uploaded as (1) PDF per trade (For example: Architectural.pdf, Electrical.pdf, Mechanical.pdf etc.).

   Then choose "Start Upload":
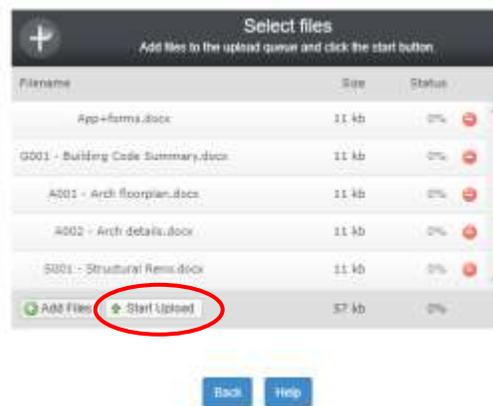
   Once uploaded you'll have the option to save and continue.

   **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.

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

8. Confirm and submit – but **YOU ARE NOT DONE**.
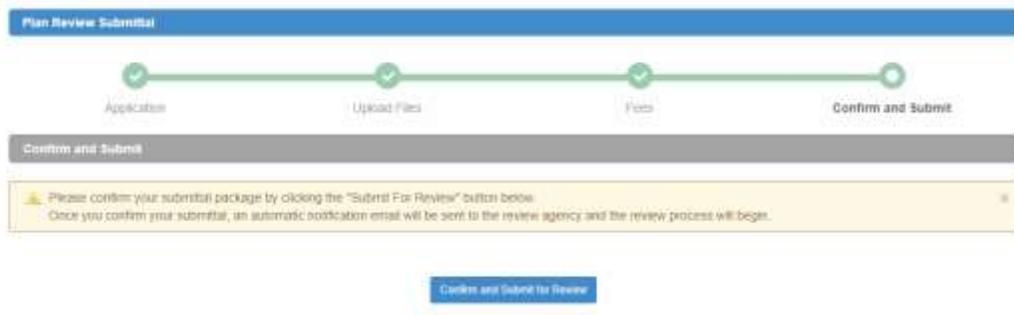
9. Once submitted, the paperwork will be reviewed by Permitting staff. If all the paperwork is completed accurately, they will create the permit in New World and send you information about paying the Plan Review fees.

   ***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":
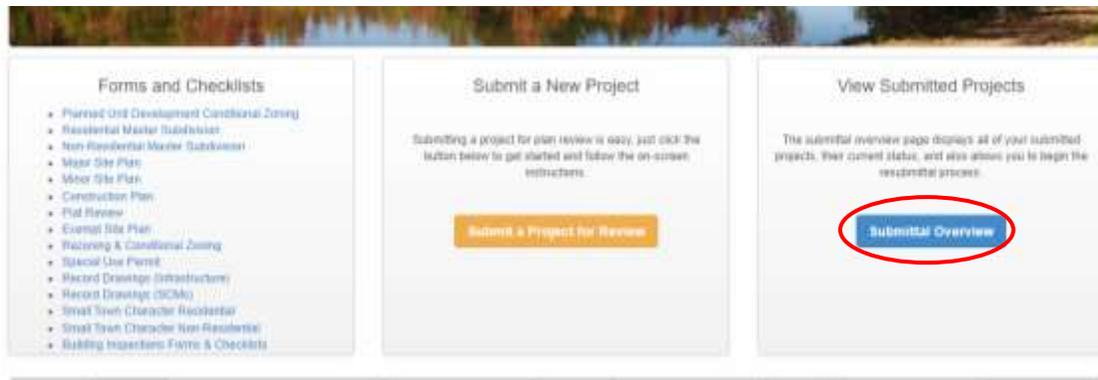
2. Submit entire set of plans by trade – not just the revised pages.
   Do not include the original sheet that required the revision.

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 reviewer's comments. This is especially helpful if your response is complicated or results in more than the noted change.

Click on the Issues Button, then the Reviewer name:

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.

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.