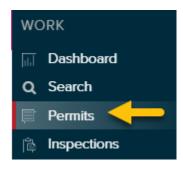
# **How to Enter Master Plans**

### Steps to enter a Master Plan

When entering Master Plans:

• Each Master model will be entered as a separate Permit so each will have it's own permit number for tracking.

### Create a new Permit





# Permit Application for Timnath Category Other Master Plan Review Select Item... Master Plan Review

## Enter Permit Application Information \*\*

- Enter Applicant Name
- Enter Email
- Enter Phone
- Property Owner
  - Click boxes next to same as applicant & same ase property address

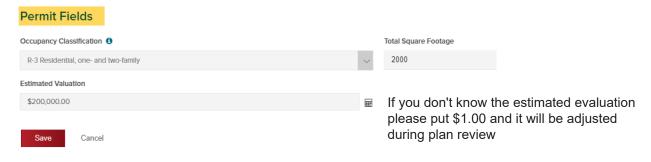
\*\*Please use all caps for entering for Severance

In the address area please put model number of master and builder, not an address.

# Permit Application for Timnath Permit Type: Master Plan Review Applicant Name Harley Quinn Description of Work Fire House Model 2022 Jobsite Address Look Up Address Look Up Address Firehouse Builder- Model 2022 Lattude Property Owner Name Same as Applicant Harley Quinn Address 2 Address 2 Address 2 Property Owner Name Same as Applicant Harley Quinn Address Same as Reporty Address Address Same as Reporty Address Firehouse Builder- Model 2022 City State Zip code Property Owner Name Same as Applicant Harley Quinn Address Same as Reporty Address Address Same as Reporty Address Firehouse Builder- Model 2022 City State Zip code City State Zip code Cocham IIII

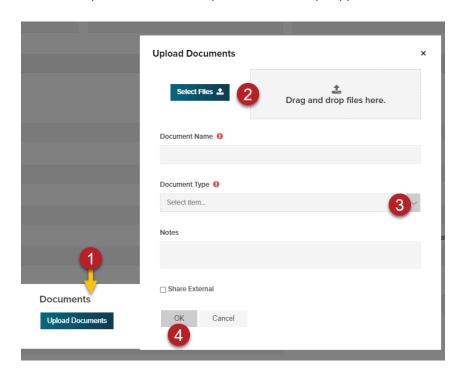
### Add Permit Fields details

These are the fields required to submit application



# Upload plans for review

• After upload has been completed click "Accept Application"





### Workflow activation

- Town starts workflow process by selecting accepted
  - this sends SB an email notification that a review is waiting

