

1/6

Add Permit Fields details

These are the fields required to submit application

Permit Fields

Occupancy Classification ⓘ	Total Square Footage
R-3 Residential, one- and two-family	2000
Estimated Valuation	
\$200,000.00	
<input type="button" value="Save"/>	<input type="button" value="Cancel"/>

If you don't know the estimated evaluation please put \$1.00 and it will be adjusted during plan review

Upload plans for review

- After upload has been completed click "Accept Application"

The screenshot shows the 'Upload Documents' dialog box with the following elements:

- 1**: Arrow pointing to the 'Upload Documents' button in the sidebar.
- 2**: Arrow pointing to the 'Select Files' button.
- 3**: Arrow pointing to the 'Document Type' dropdown menu.
- 4**: Arrow pointing to the 'OK' button.

To the right of the dialog box, an arrow points to the 'Accept Application' button.

Workflow activation

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

The screenshot shows the workflow process for 'TEST-21TIM-MP00001' with the following steps:

STEP	ASSIGNED TO	STATUS
1 Master Plan Accepted by City/Town	Unassigned	Pending
2 Received by SAFEbuilt	Unassigned	Not Started
3 SAFEbuilt Plan Review	Unassigned	Not Started
4 Returned to City/Town	Unassigned	Not Started
5 Master Plan Issued	Unassigned	Not Started

An arrow points from the 'Pending' status of Step 1 to the 'Update Step' dialog box. In the dialog box, the 'Status' dropdown is set to 'Accepted' (circled with a yellow circle and labeled **2**).