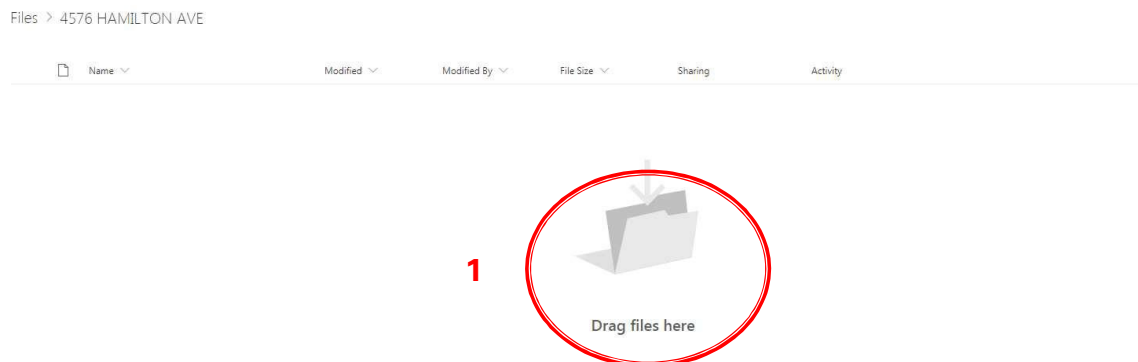


# ELECTRONIC DOCUMENT SUBMISSION GUIDELINES

**Due to COVID-19 we are now requesting all customers to submit their plans digitally.**

## I. HOW DO I APPLY FOR MY PERMIT?

1. Email application to [CCPBPERMITCENTER@Cincinnati-oh.gov](mailto:CCPBPERMITCENTER@Cincinnati-oh.gov). All applications and forms can be found by going to <https://www.cincinnati-oh.gov/buildings/application-forms/>.
  - The application must be filled out completely and **MUST** include an accurate email address for the primary contact. The primary contact listed on the application will be the person contacted to submit digital files.
2. Once your application is received, you will be sent a link to upload your documents into OneDrive.
  - You will be able to either drag and drop or upload the files into the folder.
  - You will be given 24 hours to submit your documents. *Please Note:* Your permission to the folder will be restricted once you have submitted your documents.



## II. HOW TO SUBMIT DIGITAL DOCUMENTS?

**Digital Document Submittal Assistant** is a program that can be downloaded to your PC and allows you to tag each file/drawing with the 4 pieces of information that is required by the Permit Center.

- Download the Digital Document Submittal Assistant by going to the following address:
  - <http://cagisperm.hamilton-co.org/docimport/> and install it on your computer.
  - Accepted file types are PDF, JPG, and TIFF.
    - EXE and ZIP files are **not** accepted
- Each page with a drawing must be represented by a single digital file.
  - No layered drawing or hyperlinks

The Digital Document Submittal Assistant will ask for the location of the drawings on your computer, it is best to have a single folder containing all the drawings saved on your desktop. Once you point the program to the folder with the correct set of drawings, the following details will need to be filled in:

- **Document Status** – for new documents use only APPLIED

- **Document Type** - a general Architectural Type, a drop-down box is provided for you to choose from.
- **Index** - Identify each sheet, typically with a number/letter combination in the title block. (Example G001, or M203)
  - Index field should be unique and is important to submit revisions.
  - You must keep inventory of this index tag for future use.
  - DO NOT use the quick change all feature here.
- **Document Description** - Identify the description of each sheet.
  - Typically this would be title block.
  - Please note that only “Specifications” can be multiple page documents but need to represent a single physical book.

Once all the tagging is complete and the submittal file is accepted, please upload all files **including the submittal.xml** to the OneDrive Folder.

Another option is to mail a disc with your files to 805 Central Avenue, Suite 500, Cincinnati, Ohio 45202. Place the disk in a protective cover and label the disk with the following information

- Project Address
- Contact Information – Company Name, Address, Phone and Contact Person’s name

### III. MAKING ELECTRONIC REVISIONS & ENGINEERING CHANGES

When you are ready to submit a revision, please email [CCPBPERMITCENTER@Cincinnati-oh.gov](mailto:CCPBPERMITCENTER@Cincinnati-oh.gov) to request a link to the OneDrive folder.

**Revisions** - The index field is the computer’s way of identifying which drawing to replace.

- The original drawing and the replacement drawing must have the same number/letter combination
  - Revised submittals must consist of complete sets containing revised sheets and any additional sheets

**Engineering Changes** – Engineering Changes are considered new drawings

- The index must indicate this by adding a “-EC” to the end of the index and description
- Revisions to Engineering Changes follow the same procedures as the Revisions process

Once you have filled in the information based on the appropriate procedure, click the “Create submittal.xml” button. When the submittal file is accepted, please upload all files including the submittal.xml file to the OneDrive Folder.

#### **IV. HOW TO TRACK YOUR PROJECT ONLINE**

EzTrak is an online service that can be used to track the status of your Building Permits, including agency review status and comments. You can also track complaints and apply online for a limited set of permits. Check it out at:

- <https://cagis.hamilton-co.org/opal/>
- Use the Quick Search option in the Review Records section to review the status of a permit

#### **V. WHAT DO I DO WHEN IT IS TIME TO PICK UP MY PERMIT?**

When your permit is ready to be issued, you will receive a call from Permit Center staff to collect payment over the phone via checking account or by credit card. After the payment has been made the primary contact will receive an email invite to review and download the approved plans from ProjectDox.

If you do not already have a ProjectDox account, the invitation will also contain a temporary password to use when you login the first time.

For additional assistance, please call 513-352-3271 and select OPTION 1 to speak to a customer service representative.