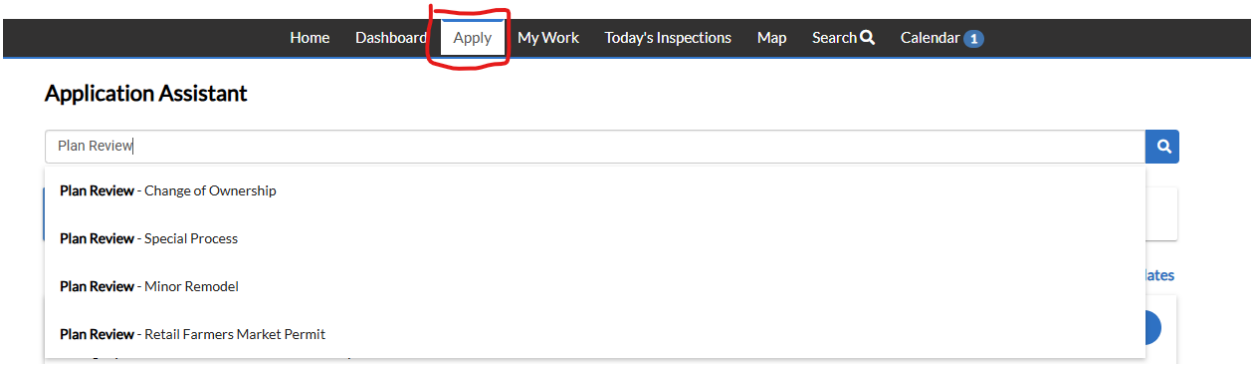
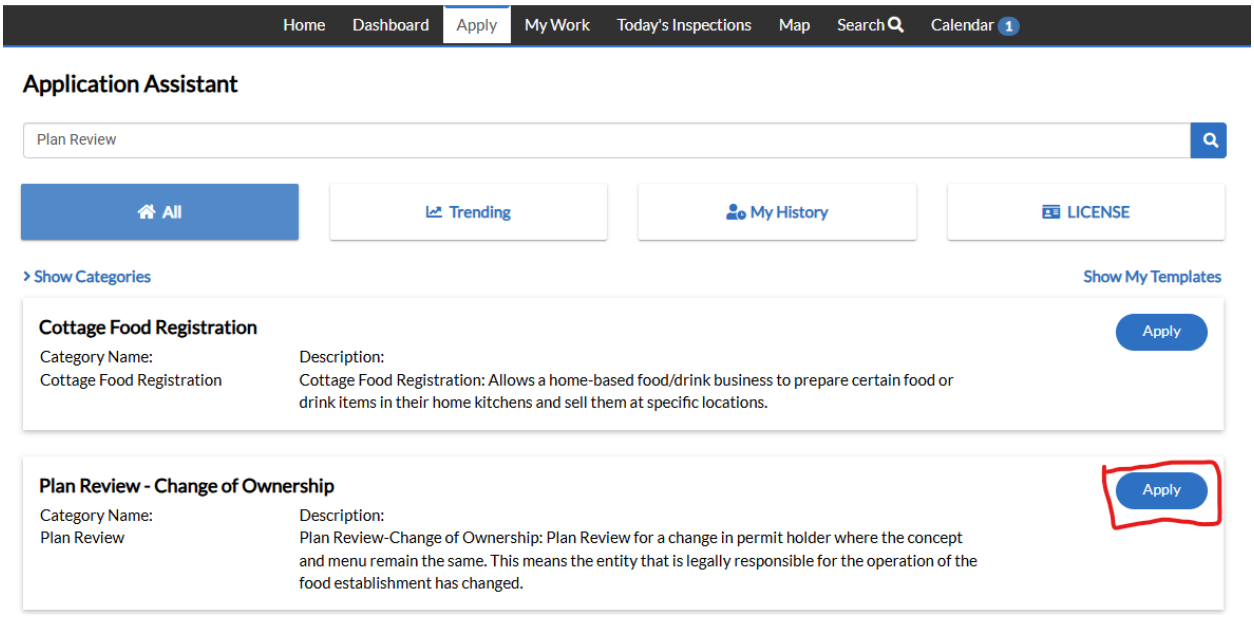
How to submit a Plan Review application (you must have a Civic Access account first)

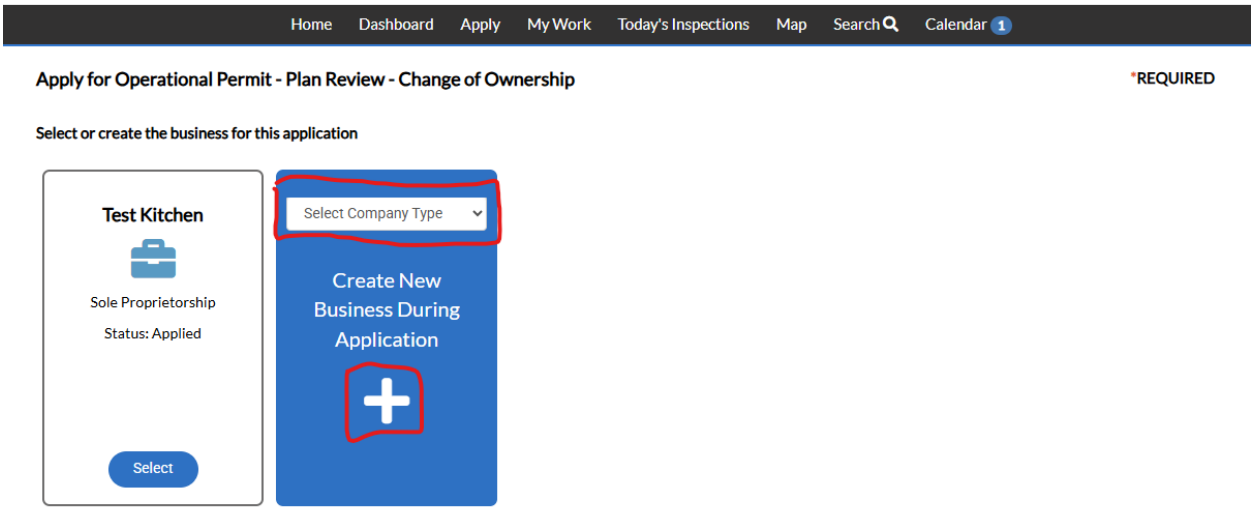
Log in to Civic Access, you will be directed to the home page below, click on "Apply," then type "Plan Review" into the search bar and select either New Construction or Conversion of Existing Structures, Change of Ownership, Extensive Remodel, Minor Remodel, Special Process, or Retail Farmers Market Permit. *If you are unsure which one is needed, contact our office for assistance.*



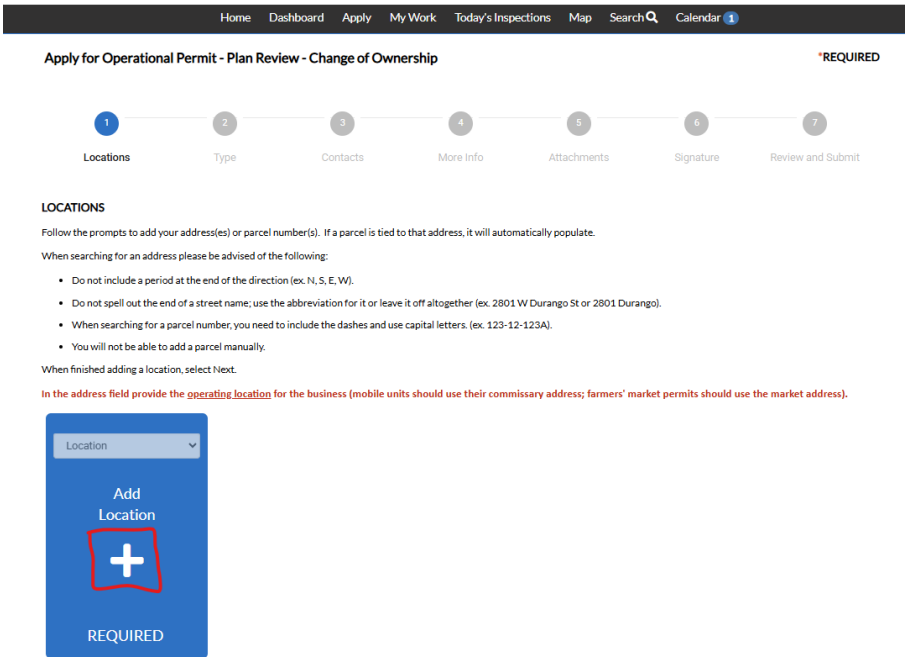
Once you have selected the correct jurisdiction, click on "Apply"



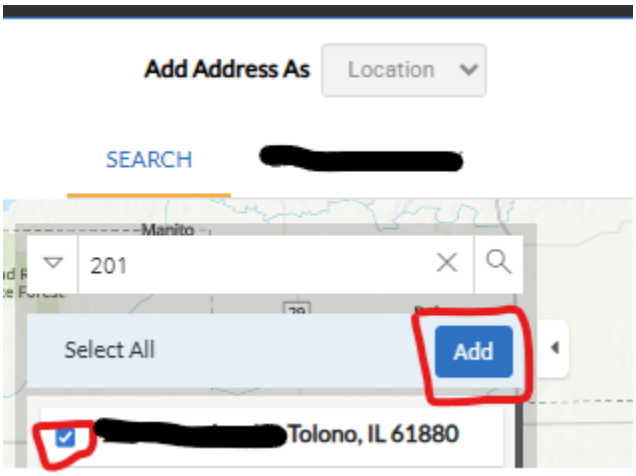
On the next page you will need to select the company type, then click on the plus sign below that.



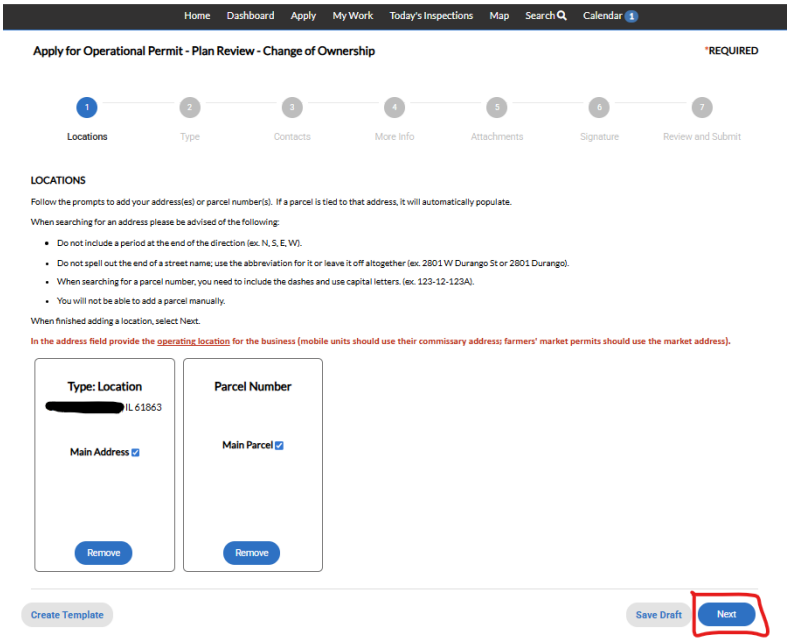
The next screen is for the business location. Click on the plus sign below "Add Location." Pay close attention to the directions for how an address should be entered.



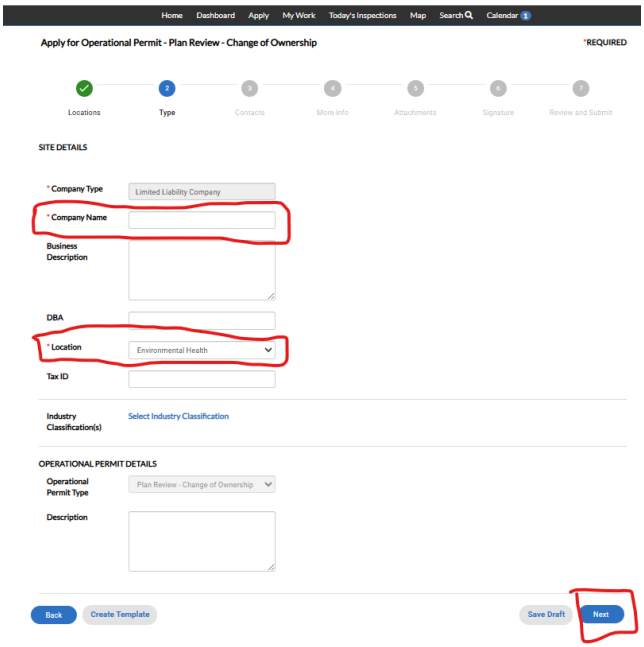
Enter the address into the search bar (or just enter the numbers, the options will appear in a list below). Select the correct address by checking the box to the left of it and clicking on “Add.”



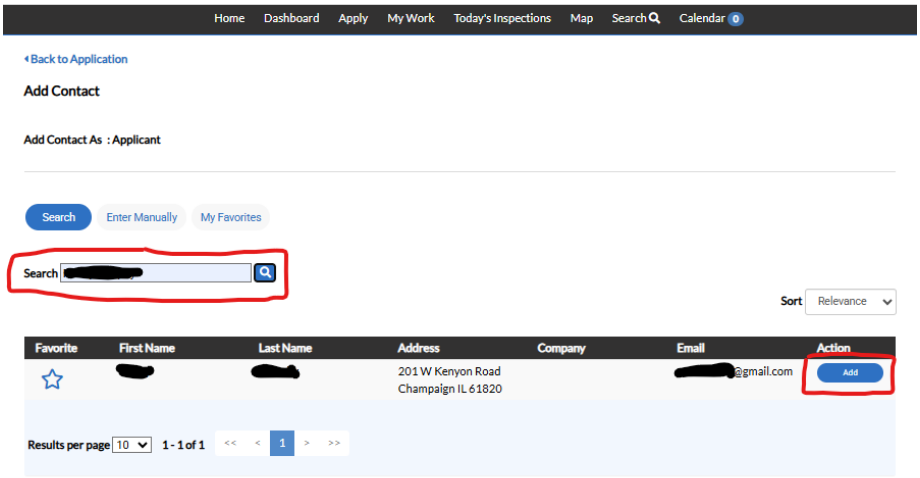
If the address is correct on the next screen, click “Next.”



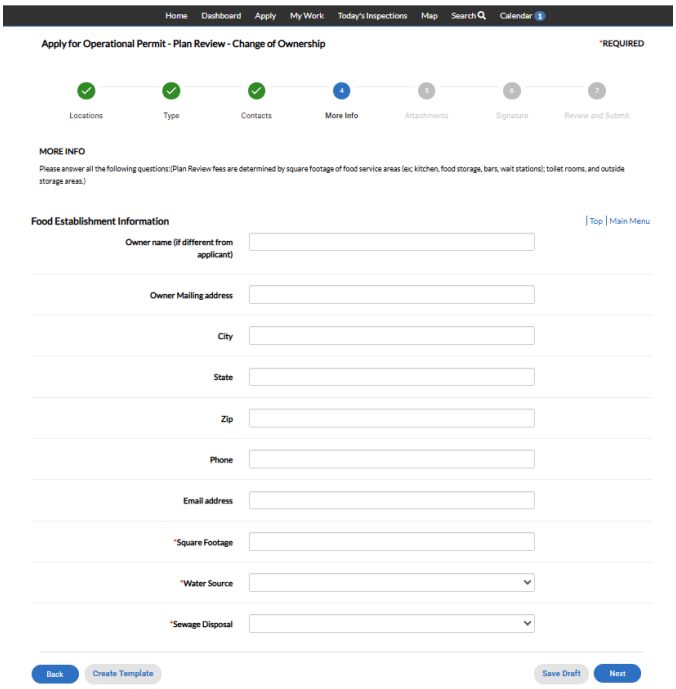
On page 2, the required information to be filled out is the Company Name and the Location. The Location is a drop-down box with only one option (Environmental Health), but it must be selected. Lastly, click on “Next.”



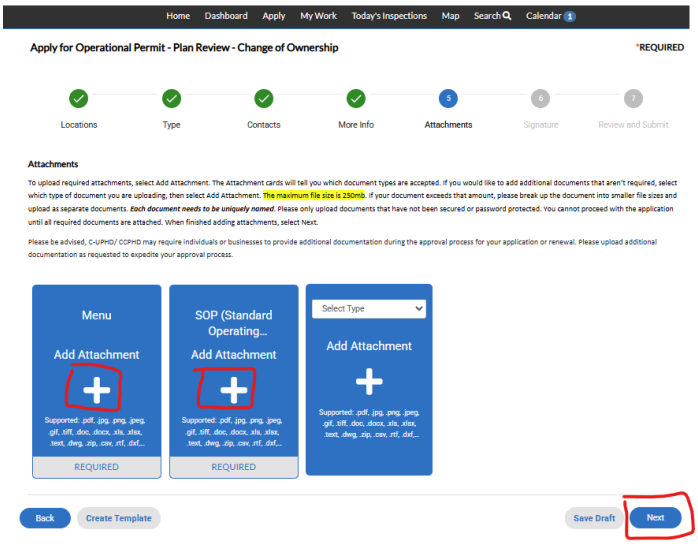
Page 3 is where you will add contact information. Any contact that you wish to add to this business must already have an account setup with Civic Access. You can add the same contact for more than one category as well. Click on the plus sign below “Add Contact” to start. Type the name into the search bar and click on the magnifying glass symbol to search. Select the correct contact and click on “Add.” Do this for all required contacts and click on “Next.”



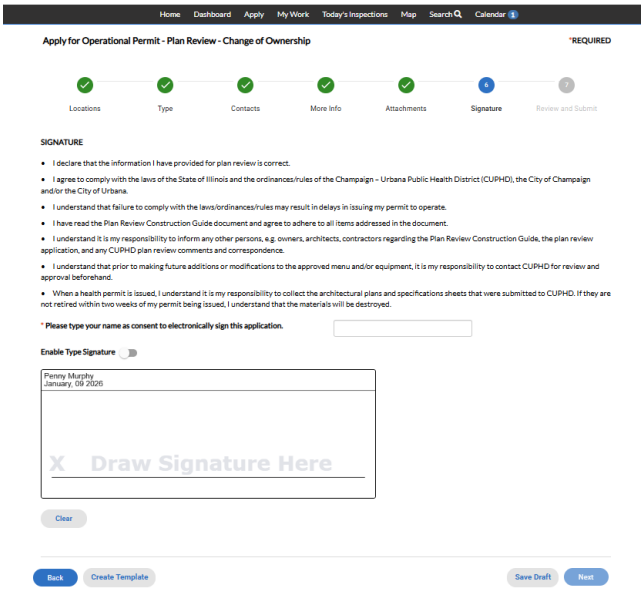
Page 4 is for specific information for your facility. Fill in all required information and click on “Next.”



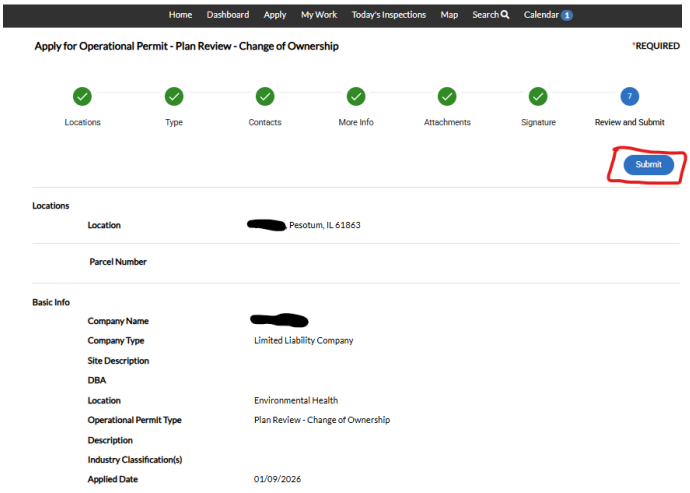
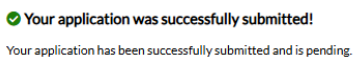
Page 5 is where you can attach paperwork. If items are required, they will be marked. Note that if you click on “Save Draft” after attaching documents, these will not be saved. Click “Next” when you are done.



Page 6 is the signature page. Type your name into the top signature line, then either draw your signature in the bottom box or click on the “Enable Type Signature” toggle and type it. When you are done, click on “Next.”



Page 7 will be a summary of your application. If any items are incorrect, use the back button and make the necessary changes. If everything is accurate, click on the “Submit” button on the top of the page.



Your application will then be sent to our office for review. If everything is in order, you will be sent an invoice and will receive notification of this in your email