

## **Building and Safety Commercial Building Permit Review Process**

1. The applicant applies for a new permit through Accela Citizen Access at this link <https://permits.lincoln.ne.gov/CitizenAccess/Default.aspx>.
  - a. The applicant email address used to apply for the building permit is the only email address that will have access to the comments, plans, etc. in ProjectDox during the review process.
2. Once the applicant has completed the online application process through Accela Citizen Access, plan review will be notified of the newly created permit (record) number.
3. That new number will be randomly assigned to one of the plan coordinators.
4. The plan coordinator assigned will assess the fees (if possible) and create the ProjectDox number (same number as the building permit)
5. The plan coordinator will then contact the applicant by email to pay the fees and/or if any additional information is needed at that time. The email address used is supplied by the applicant during their initial application in Accela Citizen Access.
6. The applicant will be sent an automated email invitation to the new project from the ProjectDox system. That email will include a link to a task in the ProjectDox system called “applicant upload”.
7. The applicant will upload the plans and following required forms using the required naming convention as noted on the Online Submittal File Naming Requirements page link: <https://www.lincoln.ne.gov/City/Departments/Building-Safety/Commercial-Building/Online-Submittal-File-Naming-Requirements> (Please click the beginning of the link or else this link will not work.)
  - a. Review Request Form link:  
<https://www.lincoln.ne.gov/files/sharedassets/public/v/1/building-amp-safety/permits/review-request.pdf>
  - b. Impact Fee Form link:  
<https://www.lincoln.ne.gov/City/Departments/LTU/Transportation/ROW-Services/Impact-Fees/Fees/Determination-Form>
8. The applicant will complete the task and an automated email will be sent by ProjectDox to the plan coordinator that the task has been completed.
9. The plan coordinator will verify the plans and forms are uploaded correctly. If so, they will route the plans for review. If not done correctly the applicant will be notified to correct any issue through the ProjectDox system.

- a. The applicant will not have the right to upload additional plans during the current review process.
10. Once the review process is complete the applicant will be notified that the current round of reviews is complete.
- a. If the plans are approved in that round of reviews the plan coordination will notify the applicant to pay any additional fees. If there are no additional fees, the permit will be issued and the applicant will be notified that the approved plans and yellow card are available for them to download and print to have on site for the inspectors. The plan review process will be complete.
  - b. If the plans have corrections required, the applicant will receive an automated email from ProjectDox with a new “applicant corrections” task. The applicant can review the comments to be addressed and will be granted rights to upload revised plans.
    - i. Once the applicant uploads revised plans and completes their task, the system will notify the plan coordinator
    - ii. The plan coordinator will then verify the revised plans are uploaded correctly
      - 1. If the revised plans are uploaded correctly, the plans will be re-routed for re-review
      - 2. If the revised plans are not uploaded correctly the applicant will be notified to rectify any issue
      - 3. This process will repeat until letter (a) above is reached.