

How to Use Citizen Access and ePlan Review

Welcome to Citizen Access and ePlan Review! Providing citizens, businesses, and visitors access to services online, 24 hours a day, 7 days a week.

1 Citizen Access

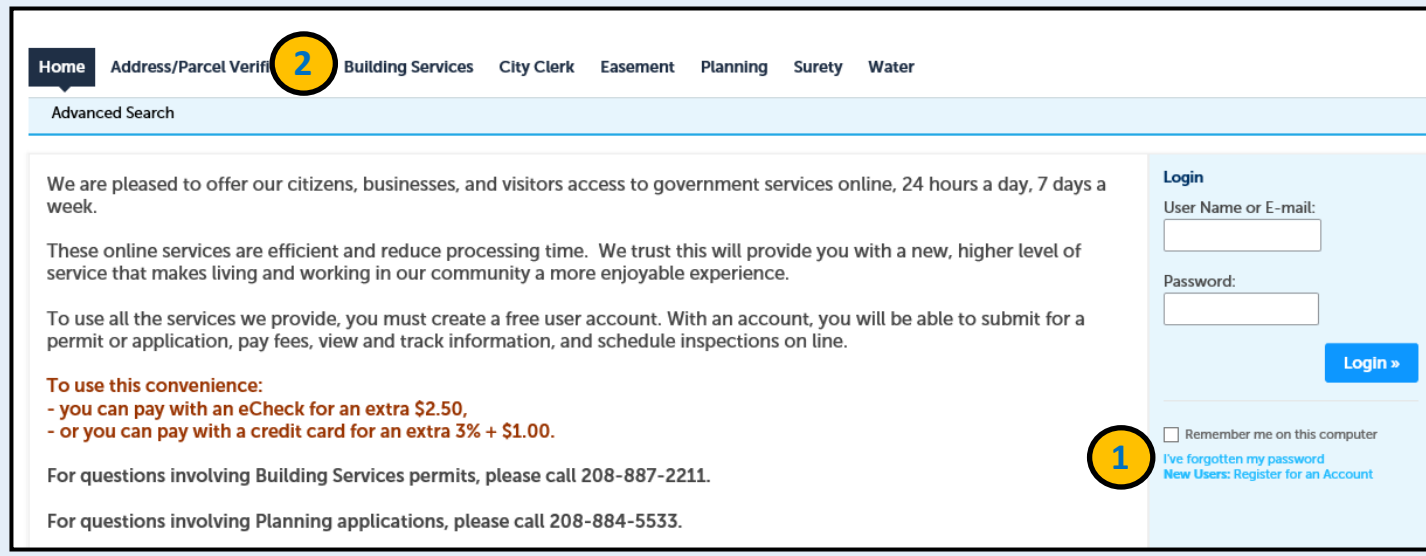
➔ <https://citizenportal.meridiancity.org/CitizenAccess/Default.aspx>

- Login into your existing account or Register for an Account
- New Users, once registered, check your email to activate your account

2 Create Permit

- Click Building Services tab
- Click Apply for a Permit
- Choose Permit Type
- Enter all required information
- Pay fees

You are temporarily finished in Citizen Access & will login into ePlan Review.



For Mechanical, Electrical, and Plumbing permits, skip to step 6

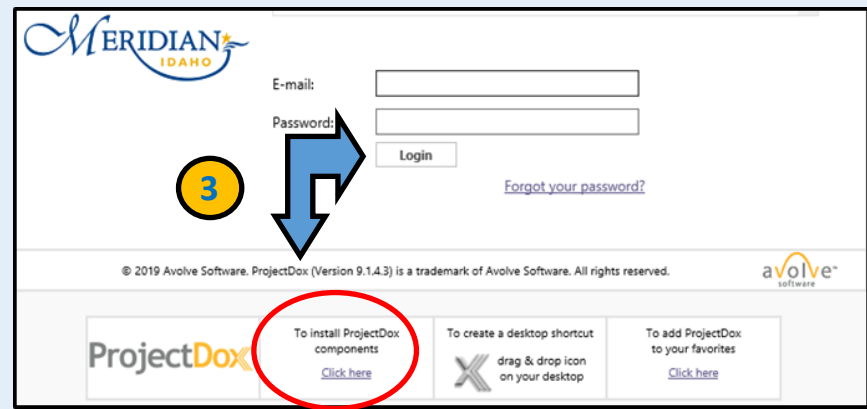
3 ePlan Review

➔ <https://eplanreview.meridiancity.org/ProjectDox/index.aspx>

- You will receive an email from ePlan Review for all your tasks - check your spam filters
- Install ProjectDox Components (one-time install— This is Browser Specific and may not be required)
- Login into your existing account or Register for an Account
- Click Task List, Accept Task, Complete Task - Scroll and click SUBMIT after each task
- Upload Plans to Drawing folder and Documents to Documents folder - all submittals **MUST** meet the Standard Naming Convention in the **Submittal Standards**
- Click on View/Edit Changemark or Checklist Items to see Full report of Changemark/ Checklist items requested

*If you have Corrections or Resubmittals this process will repeat until approved

- Once plans are approved, you will receive an email that fees are due




4 Paying Fees

- Login into and Click Building Services tab
- Scroll and click Records - Find your Permit
- Under Action click Pay Fees Due
- Click checkout to pay fees
- You will receive an email that Approved plans are ready to Download and Print

<input type="checkbox"/>	Date	Permit Number	Permit Type	Project Name	Address	Status	Action
<input type="checkbox"/>	03/15/2019	R-NEW-2019-0401	New Single Family Residential			In Progress	4 Pay Fees Due

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5 ePlan Review

- Login and Download Approved Plans from the Approved folder
- * Hard copies of Approved plans are required on site in order for us to conduct inspections

6 Schedule an Inspection

- Login and Click Building Services tab -- refer to Step 1 or 4 in this handout
- Scroll down to General Search area
- Enter permit number and click search
- Click Record Info
- From the drop-down menu, choose Inspections
- Click Schedule or Request and Inspection
- Select inspection type
- Provide all required information
- Click Finish
- * Reinspection fees will be applied if you are not ready for a scheduled inspection

If you need additional assistance, please call 208-887-2211