Cumming Georgia / ePs Quick Start Guide – Permits and Inspections

Step 1 – Register New Account

Visit the ePs Cumming website (eplansolution.com/cumming)

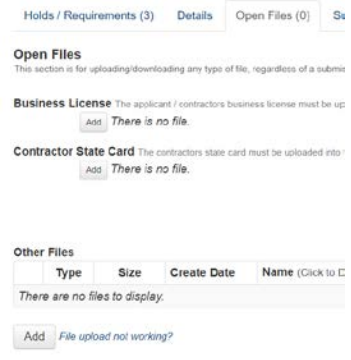you must first register for an account and additional information will follow upon account confirmation.

ePlan Solutions will provide support for registered users via telephone and email (support@eplansolution.com).

Login to EPS

Register new Account...

Select Register New Account. Complete the User information and submit. The User will receive two emails (1) to validate your user account (2) to gain permission to send you email notification. If a User doesn't receive both notifications, check your spam and then contact ePs support.

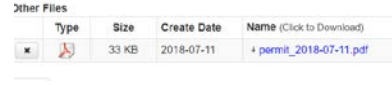Upload by selecting the correct location or general uploads can be accepted by "Add".

| Holds / Requirements (3) | Details | Open Files (0) | Su |

Open Files
This section is for uploading/downloading any type of file, regardless of a submi

Business License The applicant / contractors business license must be up
Add *There is no file.*

Contractor State Card The contractors state card must be uploaded into
Add *There is no file.*

Other Files

	Type	Size	Create Date	Name (Click to D
There are no files to display.				

Add File upload not working?

Note the City will verify the requirements have been met and mark the requirement as satisfied.

Step 2 – Create a New Project

From the ePs Home Page, Select "New Project", complete page 1 for the new project. (note: Use login information is checked for applicant and owner). On Page 2 enter the address of the project and select the correct address from the list (This is the same as Google Maps). On Page 3 Select the Permit/Plan Review type being submitted. (If you have any questions, you can contact support).
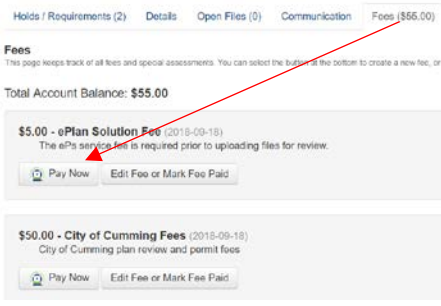
❋ Land Lot(s)

Fields that are bold and have an * are required to be completed.

Step 7 – Download the Permit Card

After the permit has been approved, a permit card will be placed into the open files tab. The permit card will have the file name "permit (date of approval)".pdf.
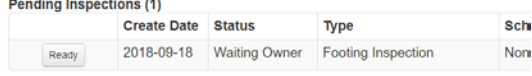
Other Files

	Type	Size	Create Date	Name (Click to Download)
✖	🅿	33 KB	2018-07-11	⤓ permit_2018-07-11.pdf

Step 3- Pay for the Project

Once the project application is submitted, the project page will be created. Prior to uploading plans, applicants are required to pay the ePs and City fees. Select the payment button and complete the payment information.

| Holds / Requirements (2) | Details | Open Files (0) | Communication | Fees ($55.00) |

Fees
This page keeps track of all fees and special assessments. You can select the button at the bottom to create a new fee, or

Total Account Balance: $55.00

$5.00 - ePlan Solution Fee (2018-09-18)
The ePs service fee is required prior to uploading files for review.
🖳 Pay Now   Edit Fee or Mark Fee Paid

$50.00 - City of Cumming Fees (2018-09-18)
City of Cumming plan review and permit fees
🖳 Pay Now   Edit Fee or Mark Fee Paid

Once payment has been made, a confirmation page will be dis-played that will have a receipt and a back to your project.

Step 8 – Request Inspections

To request the inspection, select "Ready" next to the inspection type.

Pending Inspections (1)

	Create Date	Status	Type	Sch
Ready	2018-09-18	Waiting Owner	Footing Inspection	Non

Note: If others are going to request the inspection, the creator of the project must grant access to the project to the new user.

Step 9. - Grant other users access to a project.

Select the "Details" tab, then "Change User Access Permissions".
Enter their email address in the box on the right and select "Grant".

There are no permission grants.

| new-user@gmail.com | Grant |

Step – Complete Project Requirements

Select the "Holds / Requirements" tab and complete the project requirements.

Requirements that require documentation may be satisfied by uploading the documentation to the "Open Files" tab.

Help and Information

All the links provided on this sheet can be found at
https://eplansolution.com/wordpress/
For additional support contact us by email at
support@eplansolution.com Or by phone at 678.898.0610