



Norcross Georgia / ePs Quick Start Guide – Trade Permit Walk-Thru Step 1 – Register New Account

Visit the [ePs Norcross website](http://eplansolution.com/norcrossga) (eplansolution.com/norcrossga)

City of Norcross and ePlan Solutions Plan Submittal and Review

City of Norcross and ePlan Solutions are providing an on-line application, plan submittal and review portal for the user. 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 the spam or junk folders of the email application. If the email hasn't shown up, contact support.

Step 2 – Create a New Project

 **New Project**
Create a New Project

Select New Project and complete Step 1 and Step 2.

Create Project: Step 3 of 3
In this web flow, you are going to create a new project in EPS.

Project Name: TRD Walk Thru [Change](#)

Select Project Type What type of Permit or Plan Review are you submitting?

- Trade Commercial / Residential
- Building - Commercial
- Building - Residential
- Commercial Filming and Photography
- Change of Occupancy Application
- Exemption Plat
- Final Plat
- Land Disturbance and Development
- Preliminary Plat / Concept Plan
- Sign Review
- Sign Review Temporary
- Tree Removal
- Trade Commercial / Residential**

...ing for a permit that does not require plan review. The permits are typically small in the permit type contact support.

...r of Norcross for a permit to erect/alter and use a structure as described herein or accompanying plat plan and if same is granted, agree to conform to all laws and

...uction will be started no later than six months from date of permit issue
...not legally maintain private roads or driveways and will not be requested to do so.

ISSUANCE OF PERMIT(S)

...he/she is the applicant for the foregoing, and that all the above statements are true

...to the best of his/her knowledge.

8. Application is also made for certificate of occupancy or completion for the above stated use. The building for which this permit is issued is not to be occupied until a City of Norcross certificate of occupancy or completion has been issued.

Please contact City Hall at 770-448-2122 for all dumpster services.

On Step 3, from the drop-down menu, select "Trade Commercial / Residential". Complete the remaining application below the selection and instructions. Starred and Bolded items are required information.

Note: If you are unsure, you may update the project information after the project created.

Step 3- Pay for the Project

Once the project application is submitted, the project page will be created. Prior to uploading documents, applicants are required to pay the ePs fee. Select the Fee Tab then Pay Now to complete the payment process.

 Pay Now



Once payment has been made, a confirmation page will be displayed that will have a receipt and a link (the project ID) back to your project.

Step 4a – Required Documents

The following documents at a minimum are required to receive your permit.

- Business License
- Business License – Sub-Contractors
- Contractor License
- Driver’s License
- General Contractor Affidavit
- Sub-Contractor Affidavit

Step 4b – Upload Documents for Review

After payment has been made. Select the “Submittals” Tab and upload the required documents.

Project Status : Open to Files

[Holds / Requirements \(3\)](#)
[Details](#)
[Open Files \(0\)](#)
[Submittals \(1\)](#)
[Communication](#)
[Fees \(\\$0.00\)](#)
[Inspections](#)
[Other ▾](#)

Submittals
For a new submittal, starting with submittal 2, select "New Submittal". To upload files for review, select Manage Files.

Submittal 1

Not Ready For Review! This submittal is not ready for review for the following reasons:
 ✖ There are no files uploaded; you must upload at least 1 file.

Type	Size	Create Date	Name
No files exist in this submission.			

[Manage Files](#) [Review »](#)

After completing your uploads, select “Submit for Review”

Step 5 – City Fees

The city will review the application and documents and create a fee in the Fees tab. Once payment of the City Fee has been made the final processing of the permit will take place.

Total Account Balance: \$100.00

\$100.00 - Norcross Fee (2021-01-22)
Example Fee Unpaid

[Pay Now](#)

A copy of the permit will be uploaded to the Open Files tab of your project.

Step 6 – Download the Permit

A copy of the permit will be uploaded to the Open Files tab of your project.

[Holds / Requirements \(3\)](#)
[Details](#)
[Open Files \(1\)](#)
[Submittals \(1\)](#)
[Communication](#)
[Fees \(\\$100.00\)](#)
[Inspections](#)
[Other ▾](#)

Open Files
This section is for uploading/downloading any type of file, regardless of a submission. It is useful for one time file transfers, or for image/documents that exist throughout the life of a project.

Successfully removed bucket.

Add Open File Bucket: Required [Add](#)

Other Files		Type	Size	Create Date	Name (Click to Download)	Uploaded By
<input checked="" type="checkbox"/>		50 KB	2021-01-22	+ permit_2021-01-22.pdf	User, Admin	

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.