City of Jasper Fire Marshal / ePs Quick Start Guide

Step 1 – Register New Account

Visit the ePs Jasper website
(https://jasperga.eps.cloud/eps/index.html)

City of Norcross and ePlan Solutions Plan Submittal and Revie

City of Norcross and ePlan Solutions are providing an on-line application, plan submittal and review portal for the sub 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.

Submittal 1

| Type | Size | Create Date | Name |

No files exist in this submission.

Manage Files   Review »

| Type | Size | Name |

There are no new files in this submittal.

Upload   Delete   Back to FM2016-005   Review »

Files should be named appropriately and grouped by type or discipline. ExampFile Naming

Add a File tag

| Type | Size | Name | |
| | 9 MB | 02 Architectural r1.pdf | 🏷 Manage Tags |

After completing your uploads, select "Submit for Review"

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 5 – Complete the Project Requirements

On the Project Page, select the "Holds / Requirements" tab. Review the project requirements and upload them to the Open Files tab.

Holds / Requirements (1)   Details   Open Files (0)   Com

There are no active holds.

Requirements (1)

✗ General Contractor Affidavit
The applicant has uploaded the General Contractor Affidavit

Holds / Requirements (1)   Details   Open Files (0)

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

| Type | Size | Create Date | Name (Click |

There are no files to display.

Add   File upload not working?

When uploading a file to the Open Files tab, there may be a designated location (bucket) for that file. To upload to the bucket, select the "Add" Under the designated bucket.

Business License The applicant / contractors business license m
Add   There is no file.

Contractor State Card The contractors state card must be uplo
Remove   ⓘ Contractor Card.pdf (622 KB)

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

Step 6 – Pay City Fees

Once the project has been processed by the City, a fee will be posted in the Fee tab. Pay the Fee by selecting the Pay Now button in the Fee Tab.

Holds / Requirements (1)   Details   Open Files (0)   Communication   Fees ($100.00)   In

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

Total Account Balance: $100.00

$100.00 - Electrical Permit Fee (2018-05-24)
Electrical Permit A
💳 Pay Now

NOTE: City Fees may be required to be paid in Step 3.

Once payment has been made, a confirmation page will be dis-played that will have a receipt and a back to your project.	
Step 4 – Upload Plan for Review This step is only for permits types that require plan review, for permits that do not require plan review go to step 5. After payment has been made, the project will be "F" Open to Files. Select the Manage Files button then Upload to place files into the submittal tab..	**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)
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× 🔴	33 KB	2018-07-11	⬇ permit_2018-07-11.pdf	

	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.