

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 sut 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.



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).

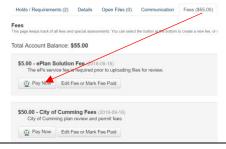
On Page 3 Select the Permit/Plan Review type being submitted. (If you have any questions, you can contact support).



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

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.





Files should be named appropriately and grouped by type or discipline. <u>ExampFile Naming</u>

Add a File tag



After completing your uploads, select "Submit for Review"

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.

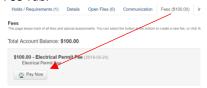


When uploading a file to the Open Files tab, there may be a designated location (bucket) for that file. To upload to the bucket, select the "Add" Under the designated bucket.



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.



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	Step 7 – Download the Permit Card
This step is only for permits types that require plan review, for permits that do not require plan review go to step 5.	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.
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	Type Size Create Date Name (Click to Download) ★ ▲ 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.