
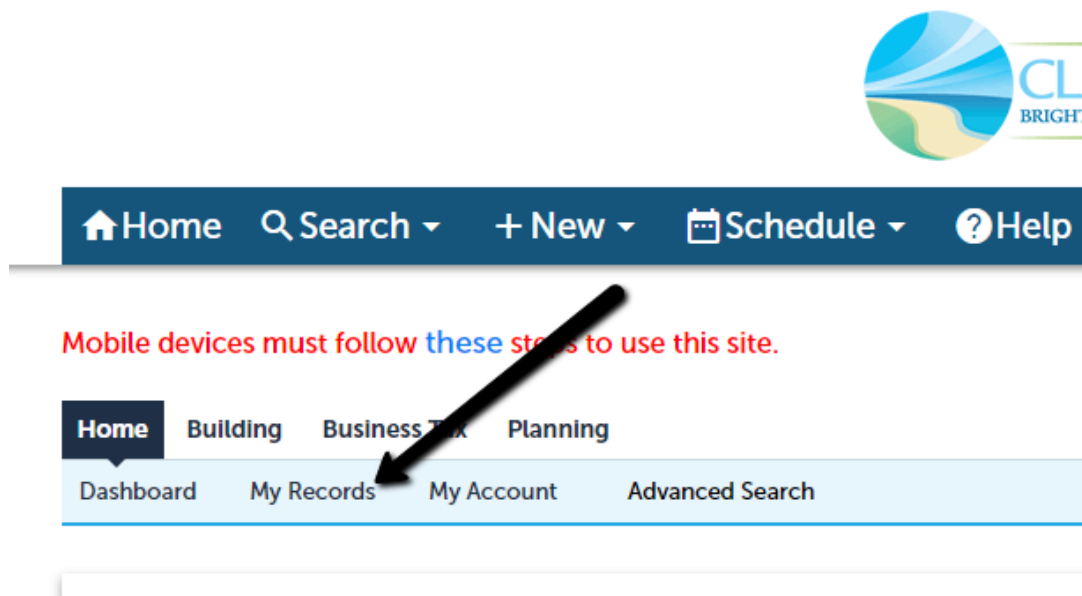


## How to Download Approved Plans

 Tip: Recommended browsers are Chrome, Firefox, Edge or Safari.

Access the record via one of the following methods:

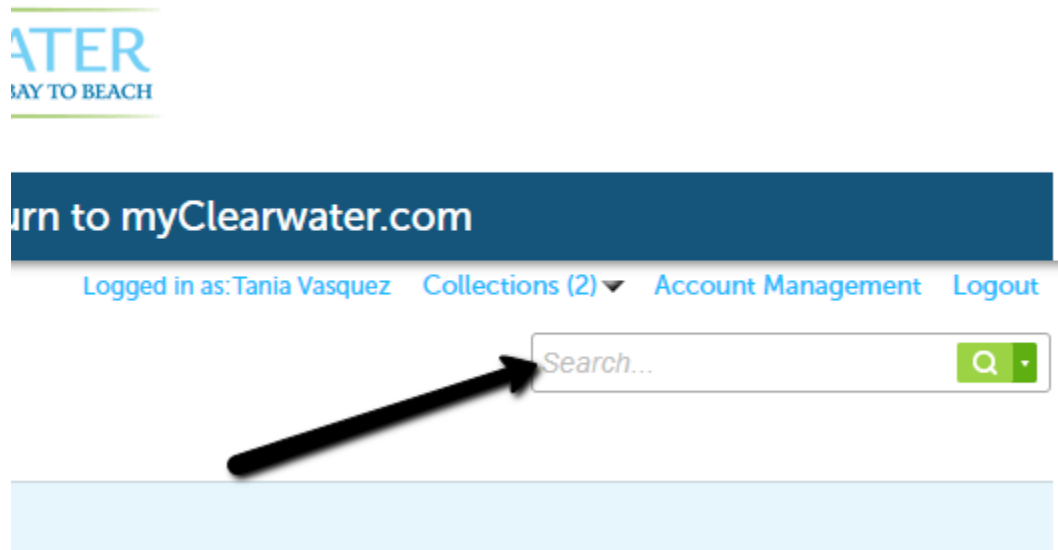
1. Proceed to “My Records” to see a list of all records you are associated with. Click on the record of choice to go to that record’s summary page.



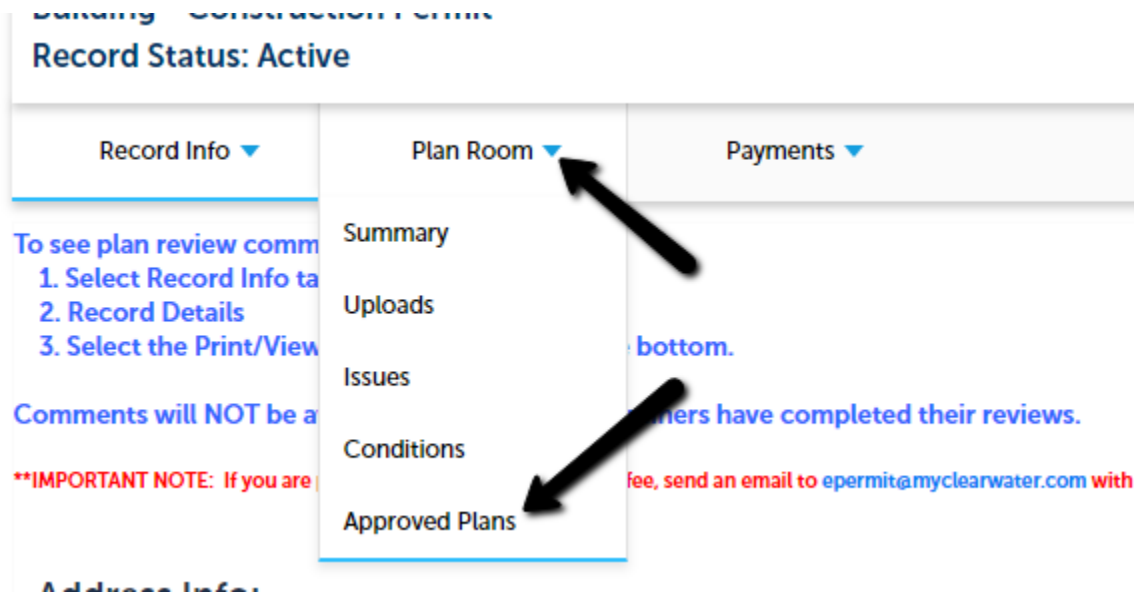
--or--

2. Type the full record number in the global search box towards the top right of the webpage. If the record is found, you will be automatically directed to the record’s summary page. If there is more than one search result, you will see a list of results from which you can click the desired record to proceed to the record’s summary page.

## How to Download Approved Plans



Once you land on the record's summary page, click the "Plan Room" link followed by the "Approved Plans" link.



A list with all approved files will display on the next page. When a record is issued, plans are combined in one file and supporting documents are combined in a separate file. The types of files listed will depend on your type of submittal. Click the download link to download the file(s). For Building Construction Permits, please print these documents and have them posted on the job site.

## How to Download Approved Plans

This page shows a list of plans for this project.

### Approved Plans

Name	Description	Type	Created date	
APPROVED DOCUMENTS:BCP2019-110120	Approved documents for permit BCP2019-110120	Approved Supporting Documents	11/18/2019, 2:42:55 PM	
APPROVED:BCP2019-110120	Approved plans for BCP2019-110120	Approved Plans	11/18/2019, 2:42:55 PM	

To view all documents, including those that were not accepted during plan review, the record's complete document history can be found in the Attachments section. On the record's summary page, click on "Record Info" followed by "Attachments."

**Record Status: Active**

Record Info ▼    Plan Room ▼    Payments ▼

Record Details

Processing Status

Attachments

Inspections

ents:  
b above

Conditions button at the bottom.

available until all plans examiners have completed th

paying a \$200.00 expired permit fee, send an email to [epermit@my](mailto:epermit@my)