Electronic plan Submittal Process

For electronic plan submittals, please upload to our online portal HERE

When submitting please make sure ...

- you have the correct application
- Include all relevant plans
- Include material specs & cut sheets

Online submittal process:

1. Correct Application and documents uploaded to portal
2. Review of uploaded documents for quality check
3. Upon completion of quality check, applicant invoiced
4. Applicant notified via email that they have a "balance due"
5. Balance may be paid via our portal or in person
6. Payments can be made via Check or credit card
7. Payments may also be made via email with our credit card authorization form
8. Once payment is received plans will be placed in queue
9. Plans are reviewed in the order which they are received

If you would like more information, contact Permit Technicians @ PERMITTECH@CCCFPD.ORG

As of this time we are only expediting hard copy plans