OnSchedule Plan Review Cycle Timeline

Applicant submits
PROJECT CREATION

ESTIMATION
Complete

Applicant accepts
REVIEW SCHEDULE

CANCELLATION DEADLINE

Applicant submits
GATE DUE DATE

PROJECT GATES

PROJECT REVIEW CYCLE

1-2+/- business days

2 business day max.

5 business days - *by 4pm*

2 business days - *by noon*

1 business day - *by noon*

1st day of scheduled review

Project Lead Time

- OnSchedule Application uploaded to EPM dashboard
- Data extracted from application - EPM Project number assigned - "Active Project" created in applicant's dashboard
- Project sent through Estimation (all trades provide feedback - review time/ applicable trades)

- Coordinator assigned
- Coordinator proposes tentative schedule based on applicant's "Plans Ready" date and review time estimation

- Applicant accepts Review Schedule
- Project portal gate (the GATE) opens on applicant's side
- Project plans and supporting documents can be submitted

- Applicant can cancel schedule without cancellation fee penalty – subject to new schedule timeline
- All est. project fees must be receipted – or a letter of authorization (LOA) uploaded by GATE DUE DATE
- All specific due dates AND est. project fees are posted on "Schedule Details" notification (emailed to project manager and on dashboard)
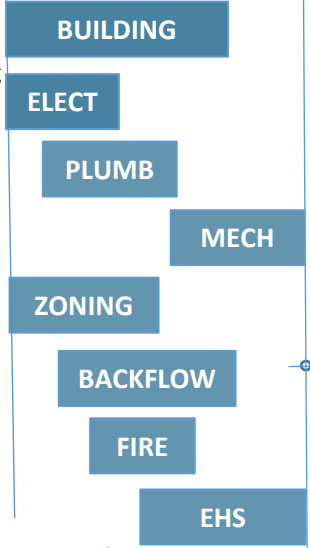
- All project files uploaded to EPM. Fees secured (pymt./LOA)
- Project triaged for submittal / formatting reqm'ts by Controllers
- Project meets min. submittal criteria
- Gate notes posted listing submittal criteria defects (emailed to proj. manager and on dashboard)
- GATE opens - applicant to address submittal defects and resubmit

- Non-conforming project returned to GATE = Addressing all prior GATE RETURN NOTES = meets min. submittal criteria

Aborted Review
(cancellation fees must be paid before review can be rescheduled)

Review Schedule Aborted

Y **N**

N

N **Y**

N **Y**

Project moves to Review Team work plates

BUILDING
ELECT
PLUMB
MECH
ZONING
BACKFLOW
FIRE
EHS

end cycle

Approved = Permit

Disapproved = Comments/Resubmit