**OnSchedule Plan Review Cycle Timeline**

Applicant submits

- **PROJECT CREATION**
  - 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)

Applicant accepts

- **ESTIMATION Complete**
  - Coordinator assigned
  - Coordinator proposes tentative schedule based on applicant’s "Plans Ready" date and review time estimation

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

- **CANCELLATION DEADLINE**
  - Applicant can cancel schedule without cancellation fee penalty – subject to new schedule timeline
  - All est. project fees must be received – 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)

Applicant submits

- **GATE DUE DATE**
  - All project files uploaded to EPM. Fees secured (pymt./LOA)
  - Project triaged for submittal / formatting reqm’ts by Controllers
  - Project meets min. submittal criteria

- **PROJECT GATES**
  - Gate notes posted listing submittal criteria defects (emailed to proj. manager and on dashboard)
  - GATE opens - applicant to address submittal defects and resubmit

- **PROJECT REVIEW CYCLE**
  - Non-conforming project returned to GATE = Addressing all prior GATE RETURN NOTES = meets min. submittal criteria
  - 1st day of scheduled review

**Project Lead Time**

- 1-2+/- business days
- 2 business days
- 5 business days - by 4pm
- 2 business days - by noon
- 1 business day - by noon

**Disapproved = Comments/Resubmit**

- End cycle

**Approved = Permit**

- Last revised 6/13/2018