DEVELOPMENT SERVICES DEPARTMENT

Building Safety Division

GoPost User Manual

Background

To use the City of Manteca's online permitting process you will go the Manteca goPost portal https://gopost-manteca.eplansoftreview.com/#/login?portal=manteca and login. If you don't already have an account you can create one. Your account will house all of your projects. If you represent multiple companies, we recommend you have one account per company in which you represent. You will need to use Chrome, as it is the preferred browser. Please see below submission steps:

- CREATING A PROJECT
- DOWNLOADING CORRECTIONS
- RESUBMITTALS
- DOWNLOADING DELIVERABLES
- REVISIONS

Creating a Project:

1. Login to your account. Make sure that you carefully read all Document Submittal Requirements and follow all instructions. The Dashboard is separated into two sections: Pending Projects and Recent Projects. Pending projects are projects that are awaiting Intake by City of Manteca staff. Recent projects are projects that were recently submitted to the City of Manteca. All of your projects will be located on the Projects tab.
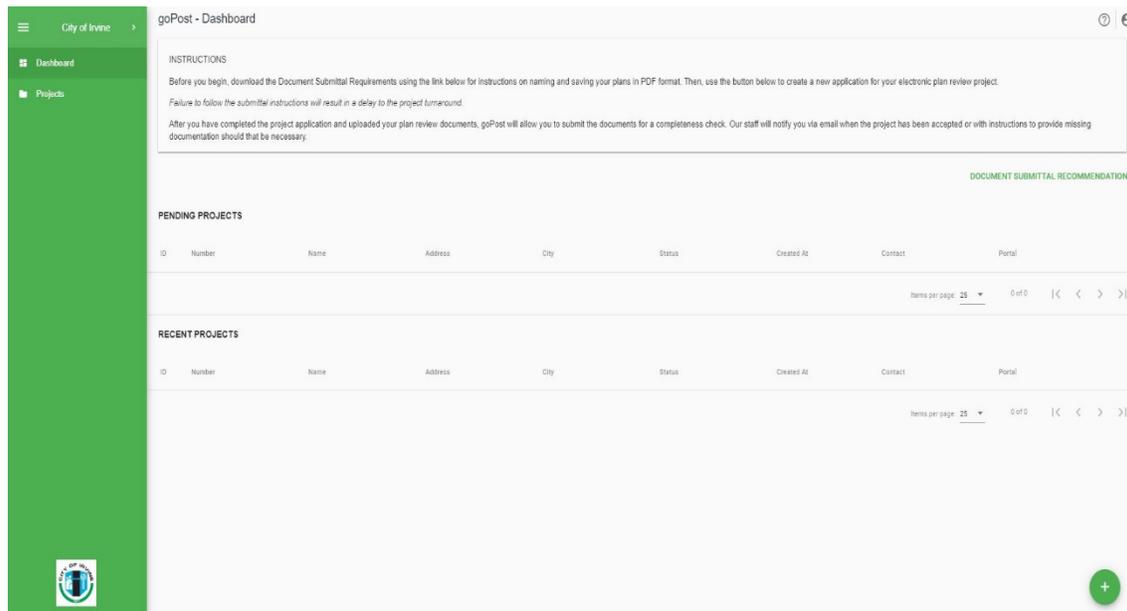
2. After you have read the Document Submittal Requirements and you are ready to add a project, click on the GREEN button with a plus sign at the right lower corner of the page. You will be taken to an information page that looks like this:

3. The only fields required are the project type and address. If you are unsure of the project type select "For Permitting – Other" and City of Manteca staff will correct it at Intake. If your project does not have a designated address put the cross streets in the Parcel field.

4. After you have selected the "Project Type" and filled in the address for your project, the next step is to press the green "Save" button in the upper right corner. This will create your project. **NOTE: YOU HAVE NOT SUBMITTED YOUR PROJECT YET.** Next, you will need to add contact information. Add your information by clicking on the Green button at the right bottom corner.

5. After you have added your contact information, you can go to the "Documents" tab to start uploading your plans and required documents. Make sure you go over the "DOCUMENT SUBMITTAL REQUIREMENTS" and follow them. It is very important that ALL PLAN PAGES be uploaded as a PDF and are uploaded to the "PLANS" tab. Upload all other documents under the "ATTACHMENTS" tab, including City of Manteca Building Permit Application and associated forms. All forms must be completely filled out.
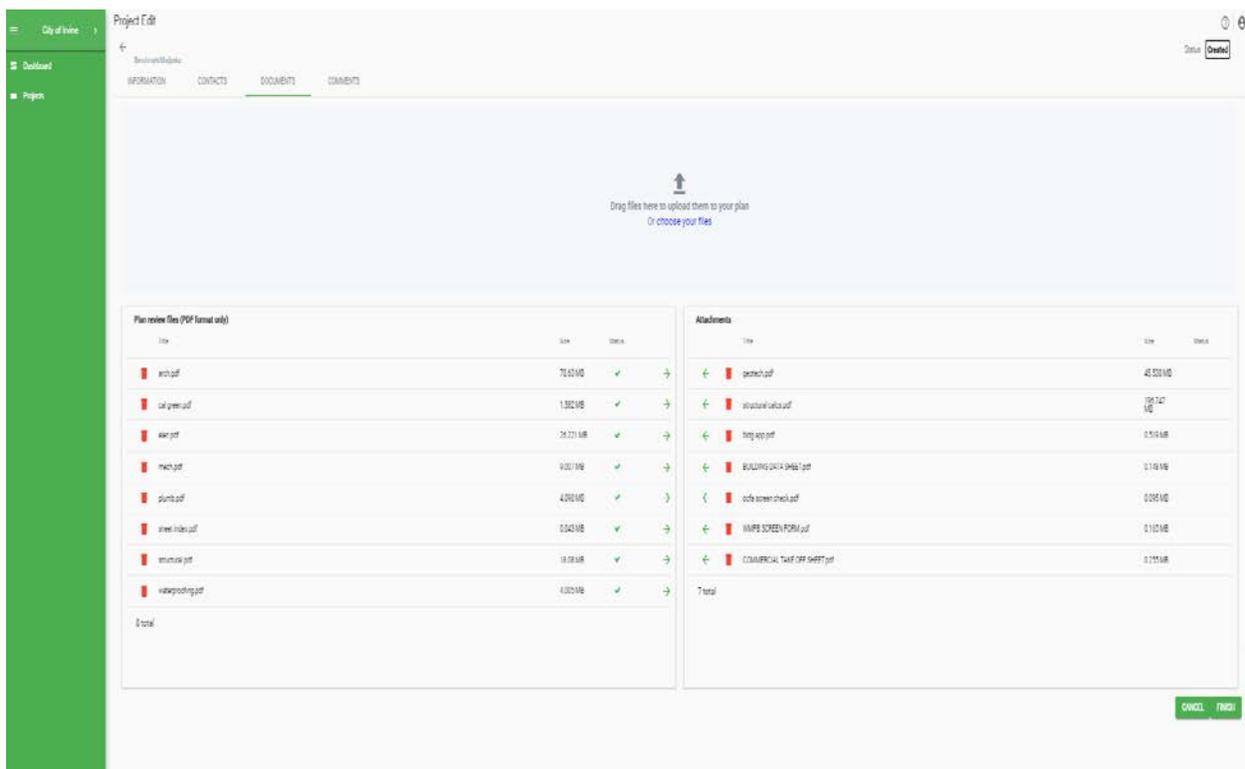
6. To upload plans click on the Green arrow in the lower right corner of the screen. You will see the following:
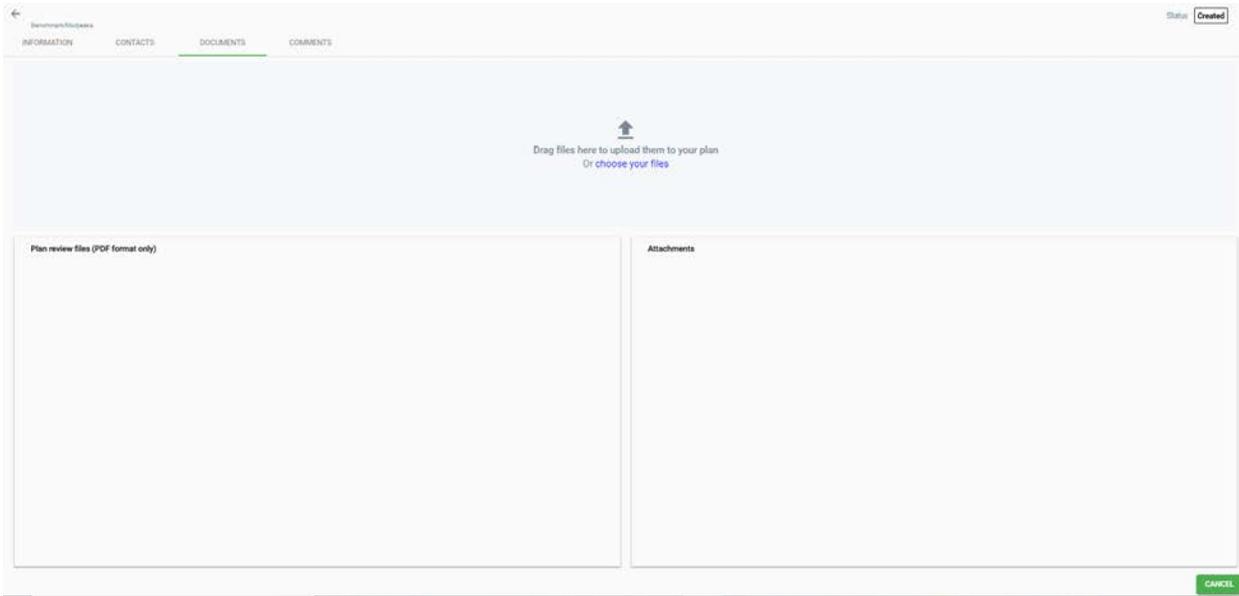
7. You will notice that all PDF's will automatically be uploaded under the "Plan Review Tab"
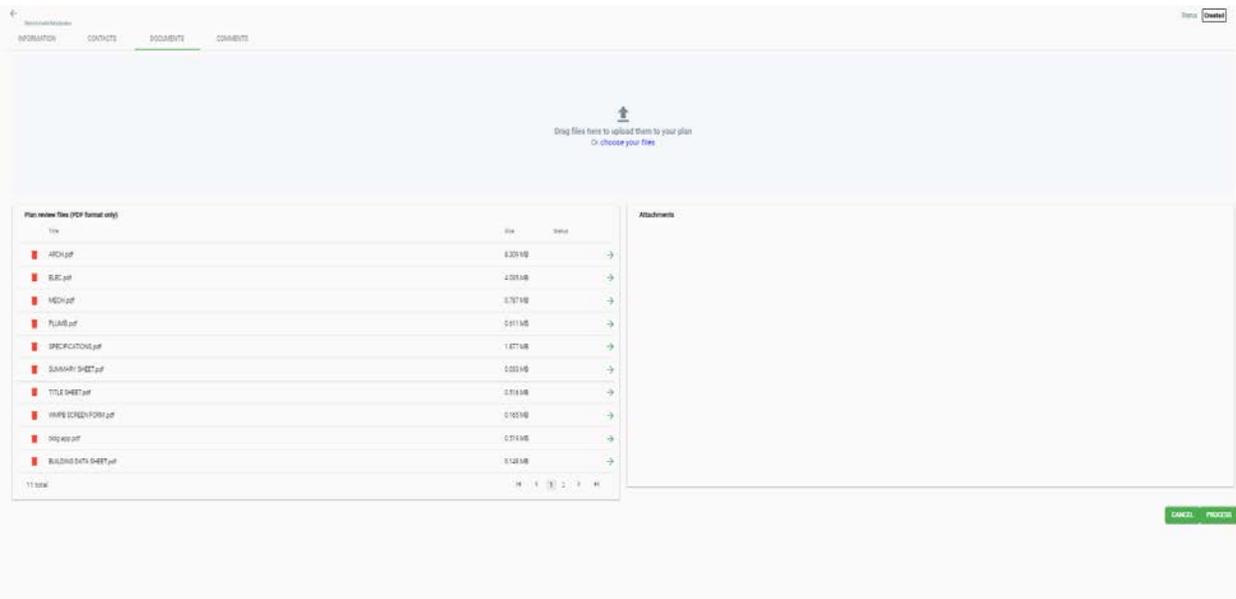
8. Click on the green arrows to move the files to the appropriate side and press the green 'PROCESS' button:

NOTE: If the status of all your files have a green check mark under the status column, skip to step 9.

8a. If you have any files that have an error under the status column delete the file(s), fix them and re-upload them.


(If you are unsure why 'Scout' rejected your file click the ⚠ and a screen will pop up showing what is wrong with your file.)

STATUS

✔ This file is accessible.

✔ This pdf version is okay: 1.6

✔ This file is optimized

✔ This file size is okay: 14.92MB

✔ All pages have the same orientation.

⚠ Unexpected annotations in pages: Page 1: AUTOCAD_SHX x58. ,Page 2: AUTOCAD_SHX x9.

✔ All pages are readable.

✔ This file has good resolution.

9. After you have all your plans in the correct columns press the GREEN FINISH BUTTON in the bottom right corner. **NOTE: YOU STILL HAVE NOT SUBMITTED YOUR PROJECT YET.**

   Next, you will click the GREEN SUBMIT button in the upper right hand corner of the screen. Please note that this is the last opportunity you have to move plans around or upload any plans. Once you submit, you will have to wait for the review cycle to be completed before you can add or edit any sheets.
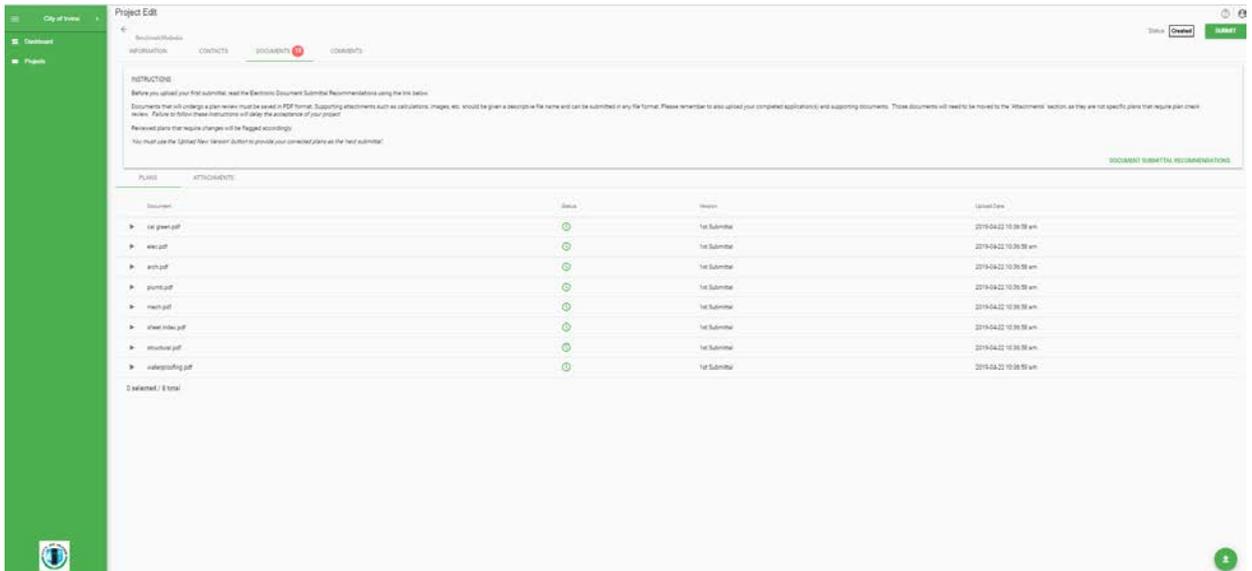
The status of your project will indicate PENDING in the upper right corner of the page. At this time the City of Manteca has been notified that you have submitted your project. They will review all the plans, attachments, and applications that you submitted. When the City of Irvine Permit Specialist begins to look over your project for completeness, you will receive an email indicating that they have started working on your project. You will either receive a follow up email with additional questions regarding your scope of work if needed by the COI Permit Specialist or a billing with fees that are due. At this time the status of your project will be

changed from "Pending" to "Intake Hold" .

   9a. If your status has been changed to 'Intake Hold – pending files' you will receive an email notification and under documents in goPost you will have an error notification and a message with further instructions.

   9b. To correct files incorrectly uploaded select the dropdown for the file with the error, delete the file, and upload a new version and place it under the correct column.

9c. If the Development Services Technician is asking for additional information upload those plans/documents by clicking on the 'Green' upload arrow at bottom right corner of your screen.

10. If your status has been changed to "Intake Hold – Payment Pending". You will receive an additional email directly after that notification with a copy of the billing for the fees that are due on the project. The email will give you instructions on how to make your payment.

   10a. Once your payment has been made you will receive your plan check number, receipt, and target date. Payments made by 3pm on COI business days will receive a target date based on day of payment or receive their deliverables by EOB, while payments after 3 pm will get a target day or their deliverable package by end of next business day. At this time, the status of your project will change from "Intake Hold" to "Accepted".

DOWNLOADING CORRECTIONS

You will be emailed a link with your deliverable package that can be forwarded to other agencies if required. You can also log into goPost and download the zipfile that contains your corrections under the deliverables tab.2. d '

1. The folder with the "Attachments" will have a list version of the comments.

2. To view corrections on plans right click the plans and select "Show Comment App."
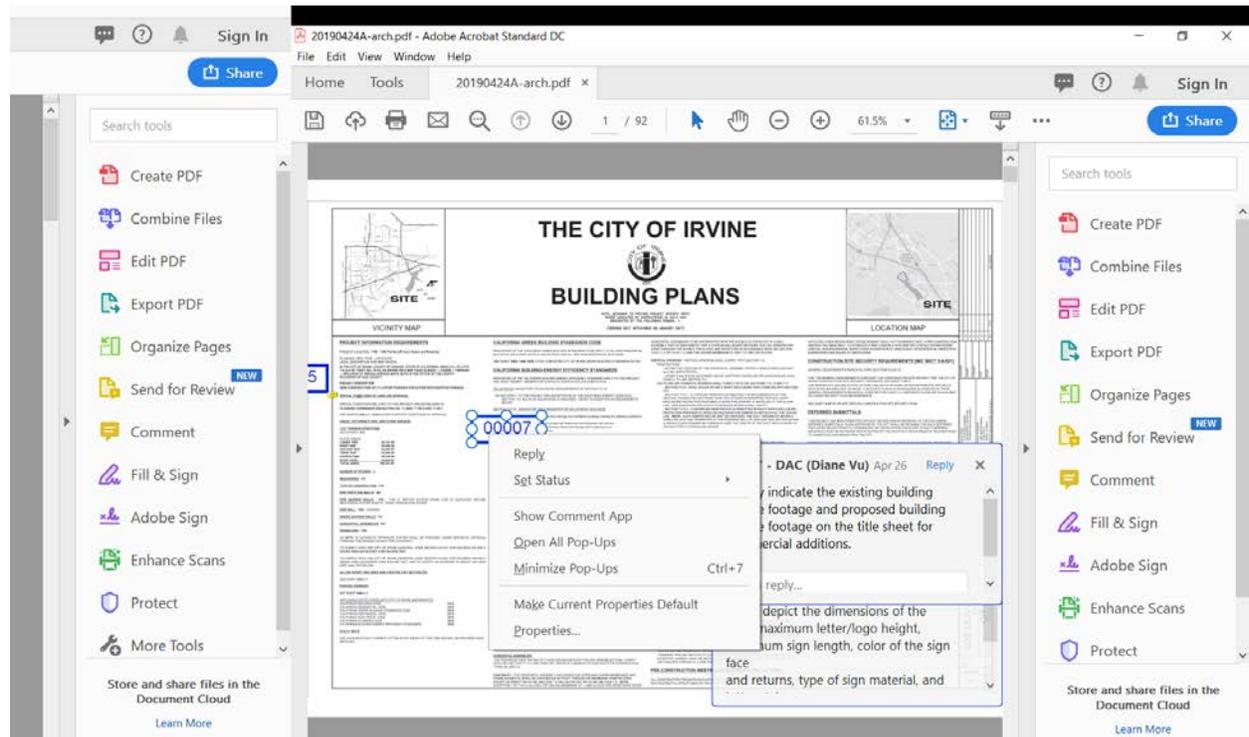
3. When you click on the comment on the side of the page it will take you to the page that the comment is located on.

RESUBMITTALS

1. Log into goPost. The status of your project should say "RESB" for resub. Select your project and go to the 'Documents' tab.

2. Only upload a new version for files that had corrections or changes. Corrections are indicated by .

3. Expand the drop down for the file that has corrections and select upload new version. **Please do not version the name of the file.** The file should have the exact same name each time a new version is uploaded.

If you are adding new files or supporting documents that haven't been reviewed yet use the green arrow in the lower corner of your screen.
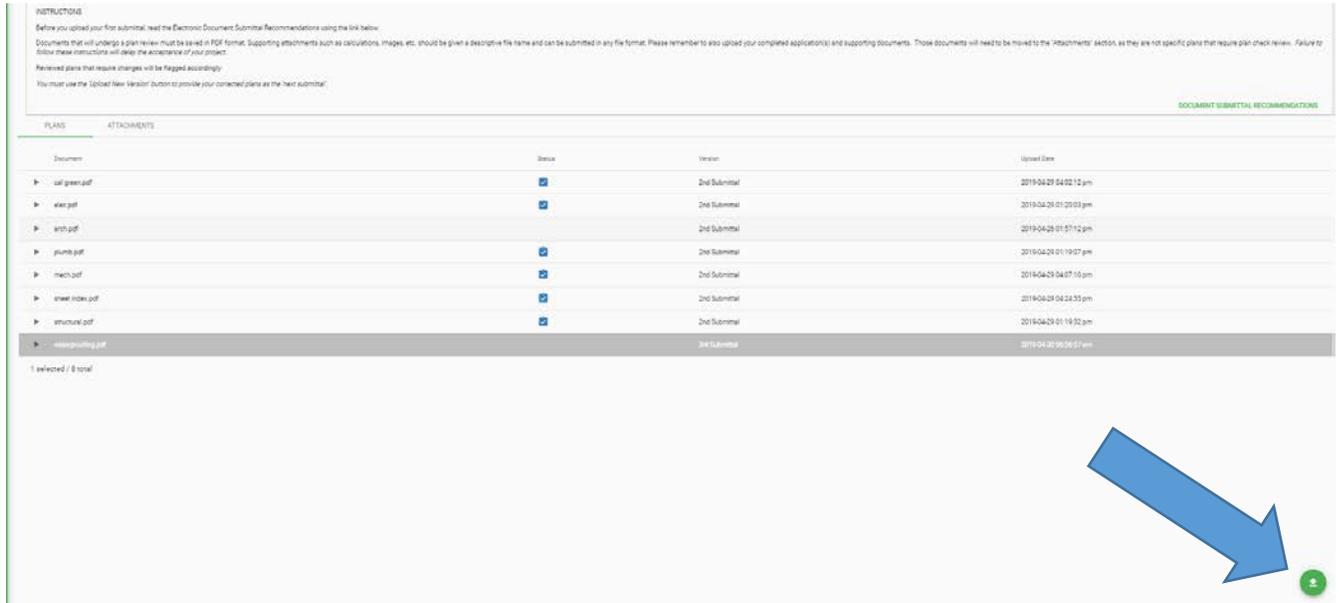
4. You can also use this method (#4) to resubmit a new version of a file if the file has the same name as it was originally submitted with. There is no need to version your files, Eplansoft will automatically version the file as long as the name stays identical to how it was submitted.

5. Once all files are ready to go press the 'SUBMIT' button in the upper right corner of the screen.

6. The City of Manteca will review your files and if no additional fees are due they will process your resubmittal. You will be emailed when the City of Irvine Permit Specialist accepts your resubmittal with the new target date. If there are updates that need to be made to your project or additional fees are due you will be notified and a billing will be created. Once the additional fees are paid (you will receive instructions on how to pay via email) your resubmittal will be accepted and you will receive your target date.

DOWNLOADING DELIVERABLES

1. When your project is approved and fees have been paid you will receive an email from a City of Manteca Development Services Technician with instructions on how to download your approved plans and permits.

REVISIONS

1. Log into goPost and create a new project. (Treat as new submittal)

2. Upload revised sheets under plans and any supporting documents, calculations and revision form under attachments.

3. City staff will review description and email you with a billing.

4. Once fees are paid Development Services Technician will give you a target date and new plan check number (Revision __ + your original plan check number).