



Plan Review and Re-Submittal Process

The application, documents and plans will be reviewed by staff for completeness. Once the submittal has been deemed complete, it will be electronically routed to all applicable reviewers. The goal of the department is to have all initial reviews for building permits completed within 10 days and for conceptual review cases 14 days.

The status of a plan review can be seen by going to the E – Permit Center website at www.epermits.adcogov.org.

Login to your E – Permit Center Account and look up the permit/case, using the number issued after the application was accepted. Each reviewer’s comments are shown. Those comments requiring corrections will be compiled by the plan coordinator and sent to the contact person listed on the permit application. The contact person must coordinate a complete re-submittal that addresses all comments. Partial submittals will not be accepted.

The applicant will receive auto-generated emails from the E – Permit system throughout the process. These emails will provide notification to the applicant when the application has been accepted and moved into the review process, if additional items/fees are needed as well as when the application has been approved and is ready for permit issuance.

Re-submittal Process

- Once an initial review is completed, any corrections will be noted by Adams County Reviewers as comments and markups on the electronic plans and documents.
- Re-submittals shall consist of a complete set of corrected plans and/or documents and uploaded to the applicable permit/case in the E – Permit Center. This includes those sheets and/or documents that were not changed.
- The Building Permit Re-Submittal Form sent by the Plans Coordinator or the Re-Submittal Form sent by the Case Manager must also be included.
- All corrections shall be identified. It is recommended a response letter be included with the resubmitted plans. The response letter should clearly describe how and where comments have been addressed.

Once all reviews are complete and plans are approved by all reviewers, the PDF will be electronically stamped “approved” and attached as a permanent archived copy to the project record in the E – Permit Center. For a Building Permit, a hard copy of these final stamped approved plans as well as a hard copy of the permit and the Plan Review Comment Report must be available onsite for reference by a Building Inspector. Failing to have all of these items onsite will result in an inspection being canceled.