

## B-PERMIT PLAN CHECK MANUAL

### 14.9 PLAN PROCESSING

When plans have reached the final plan check stage and are approved for the final routing, the Bureau of Engineering plan checker will send to the private engineer the "Final Signature Routing Slip" by fax or e-mail, or send it with the last checked set of plans. This routing slip informs the private engineer where to take the ready for signature plans for final signature from various Departments that are involved in the approval of the plan.

The ready for signature plans and the routing slip are first taken by the engineer to one of the departments indicated on the slip. The ready for signature plans will then sent internally to the other involved departments indicated on the routing slip via city mail.

When the ready for signature plans are returned to the District Office, the Bureau of Engineering plan checker and the District Engineer can now add the final signatures. These signed plans are then scanned, upload and sent to indexing.

After the plans have been scanned, the following steps must be performed to upload the plan and send it to indexing:

1. On the computer go to "Create New Plan" and type in the B-Permit number and project name. Then click "Submit Plan" on the screen.
2. The next screen will be "View Plan" and you should click "Upload Image".
3. Once the plan has been uploaded go to clearances and select the departments that are to be cleared. The Vault and Microfilm are always last.
4. Go to plan review status and click on the department you want to clear.
5. Edit plan processing.
6. Fill out on the screen the type of plan, District, date received, new plan, department clearance - yes and the date sent. Then click on "Update Plan".

Do this for all the departments that need clearing. The only departments you will not able to clear are the Vault and Microfilm. (See [Exhibit No.6](#))

The actual completely signed must be sent to indexing and you need to put this on the Status Card. The information needed to be entered on the Status is the date of approval by the District, the date the completely signed plan was sent to indexing and number of plan pages.

There are three forms that need to be filled out as follows:

1. A standard Inter-department Correspondence "Plan Processing Transmittal Memo" that will be the outside cover over the mylars and contain the job title the type of plan being transmitted, etc.
2. A Photo Reproduction Order Form.
3. A Micrograph Services Job Control Ticket.

Once the plans have been indexed and uploaded to the internet, you will receive an e-mail from the Vault letting you know the Index Number for the submitted B-Permit plan. This Index Number must be inputted in the status card.