

## Introduction to GoPost

**NOTE: Failure to include the Building Permit application at: <https://www.ci.billings.mt.us/DocumentCenter/View/1275/Building-Permit-Application> with your submission will result in rejection or delay of your project.**

Follow this link to create or access your account at GoPost: <https://gopost-billings.eplanssoftreview.com/#/login?portal=billings>.

## Starting a Project

Begin by clicking the green + button in the lower right portion of the screen

The screenshot shows the GoPost dashboard for Billings, MT. The dashboard includes a sidebar with 'Dashboard' and 'Projects' options. The main content area is titled 'Dashboard' and contains several sections:

- INSTRUCTIONS:** A section providing guidance on document submittal requirements and the process of creating a new application.
- DOCUMENT SUBMITTAL RECOMMENDATIONS:** A section for recommendations related to document submittal.
- PENDING PROJECTS:** A table listing pending projects. The table has columns for ID, Number, Name, Address, City, Status, Created At, Updated On, Contact, and Portal. One project is listed with ID 7, Name 'TEST PROJECT 2', Address '1234 Main', City 'Billings', and Status 'Pending'.
- RECENT PROJECTS:** A table listing recent projects. The table has columns for ID, Number, Name, Address, City, Status, Created At, Updated On, Contact, and Portal. Two projects are listed: one with ID 7, Name 'TEST PROJECT 2', and Status 'Pending'; and another with ID 4, Name 'TEST PERMIT-001', and Status 'APPR'.

A green + button is circled in the bottom right corner of the dashboard.

Fill in the information on page. *Fields with \* are mandatory to continue the process. Please be as specific as possible in the Scope of Work field.*

The screenshot shows the 'New Project' form in GoPost. The form is divided into several sections:

- Revision:** A section asking if the project is a revision of an existing project. The 'No, this is a new project.' option is selected.
- Details:** A section containing fields for Project Number (BP-), Project Name, Project Type, Project Cost, and Scope of Work. Red arrows point to the Project Name, Project Type, Project Cost, and Scope of Work fields.
- Property Location:** A section containing fields for Site Name, Parcel #, Lot #, Tract #, Street #, Direction, Street Name, Street Type, and City. A red arrow points to the Property Location section.

A red box highlights the Project Name field with the following text: **It is highly recommended that you give your project a name. It makes it easier to get into it to edit or add documents.**

Commercial projects must

## Project Type = Permit Type



Search

- For Permitting - Commercial Addition
- For Permitting - Commercial Remodel
- For Permitting - New Commercial Building
- For Permitting - New Residential Building
- For Permitting - Residential Addition
- For Permitting - Residential Remodel

### Options:

- New Commercial Building
- Commercial Addition
- Commercial Remodel
- New Residential Building
- Residential Addition
- Residential Remodel

You will choose from 6 different types of permits at this time. [Staff will determine how to further refine this at intake.](#)

Clicking SAVE  Submit  in the upper right corner will take you to the next tab (Contacts). You will click the green "+person" icon in the lower right corner to add contacts to the project:



You can check the box beside "Add self as contact" to automatically add your account contact info. Click Next. You must choose a Role. Click Add Contact when finished.

### Choose Contact

- Add New User    Add Existing User    Add Self

CANCEL

**NEXT**

### Add Self as Contact

Role \*

Email  
clmackie13@gmail.com

- Primary Contact    Transfer Ownership

CANCEL

BACK

**ADD CONTACT**

Please be aware that ALL contacts will receive communication sent by GoPost

New Project ? Leigh Mackie

← 8: TEST PROJECT 3 Status: **Created**   
 1234 Main, Billings MT 59101

INFORMATION CONTACTS DOCUMENTS COMMENTS REVISIONS

First Name	Last Name	Role	Email	Primary Phone	Company	Professional License	Primary
Leigh	Mackie	Project Owner	[REDACTED]	4066578241	BUILDING TEST		✓

Items per page: 25 1 - 1 of 1 |< < > >|

At this time, the application has been created and will be saved as Created on your Dashboard *until submitted*.

## Uploading Documents

**Please read the Documents instructions carefully. Failure to follow these directions will result in rejection or delay of accepting your project into the EPR.**

Click on the Documents tab

INFORMATION CONTACTS **DOCUMENTS** COMMENTS REVISIONS

There are two (2) tabs of document types that can be uploaded; Plans and Attachments. Plans are architectural, civil, structural, floor plans, etc. Attachments are anything that is not a drawing of some kind. Click the green “up” arrow icon at the bottom right of the screen.

***Drawing documents MUST be combined into a SINGLE PDF file, uploaded to Plans tab.***

New Project ? Leigh Mackie

← 8: TEST PROJECT 3 Status: **Created**   
 1234 Main, Billings MT 59101

INFORMATION CONTACTS DOCUMENTS COMMENTS REVISIONS

**INSTRUCTIONS**

Before you upload your first submittal, read the Electronic Document Submittal Recommendations using the link below.

Documents that will undergo a plan review must be saved in PDF format. Supporting attachments such as calculations, images, etc. should be given a descriptive file name and can be submitted in any file format. *Failure to follow these instructions will delay the acceptance of your project.*


Reviewed plans that require changes will be flagged accordingly.

*You must use the 'Upload New Version' button to provide your corrected plans as the 'next submittal'.*

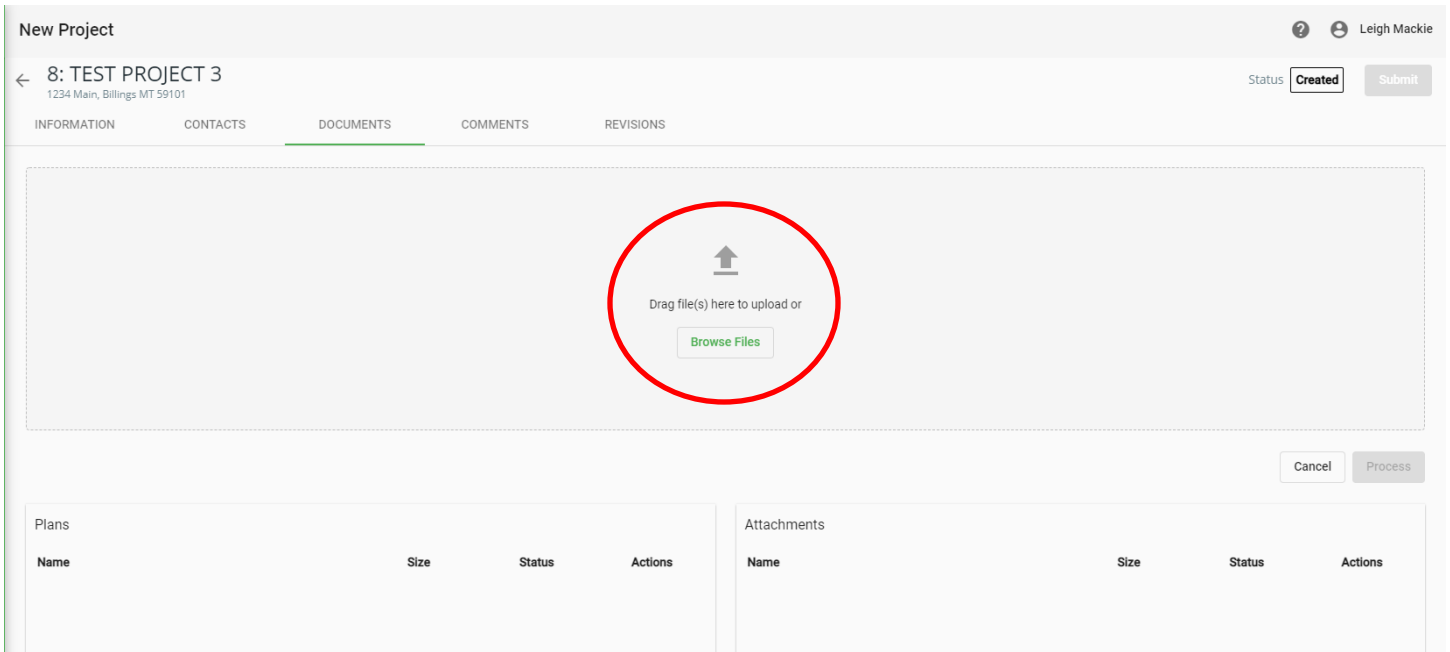
[DOCUMENT SUBMITTAL RECOMMENDATIONS](#)

PLANS ATTACHMENTS

Begin uploading documents by clicking the green upload button in the lower right portion of the screen



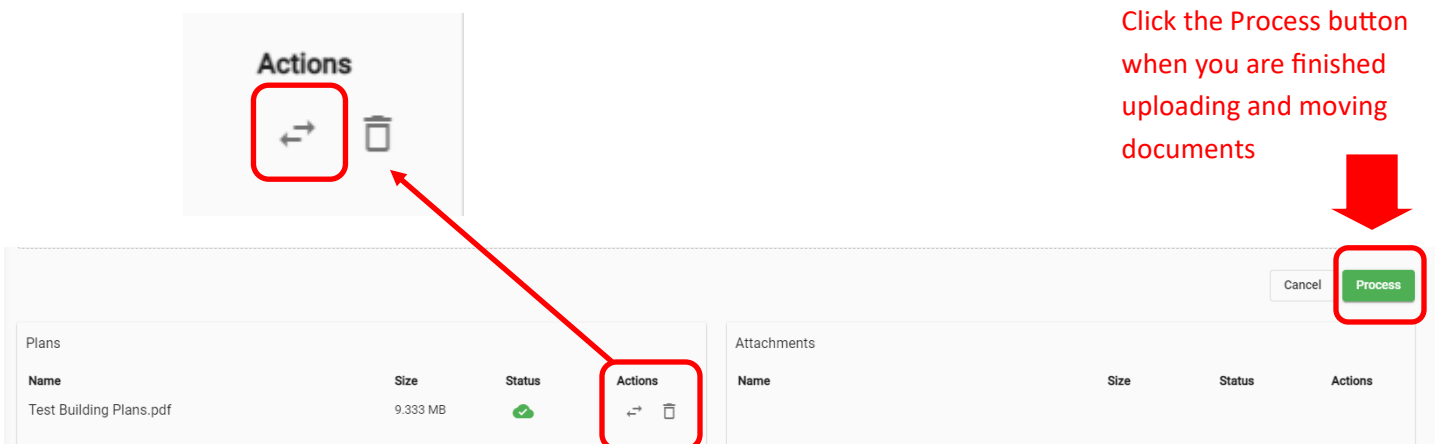
You can drag and drop the files from an open file location or search for files using the “Browse Files” button.



**!** *You must include a completed permit application in the ATTACHMENTS tab. Failure to include this document will result in rejection or delay of your project.*

*IMPORTANT NOTE: The system assumes that anything that is a PDF is a Plan and therefore, it is very important that you make sure to use the double arrows icon to shift non-plan documents from Plans to Attachments. The Plans tab is ONLY for documents that need to be marked up. The garbage can icon will delete the file.*

*You must shift documents BEFORE clicking the Process button. Once that happens, you are unable to move the files without deleting and reuploading.*



**!** *FILES CANNOT BE RENAMED AFTER UPLOADING. PLEASE MAKE SURE TO PROPERLY NAME FILES BEFORE UPLOADING.*

Size	Status	Action
1.412 MB		
2.804 MB		

If you upload a document and see a red triangle with an exclamation point symbol, click on the symbol to see why the file can't be uploaded. Most often it has to do with special characters in the file name but there are other reasons, too.



You will not be able to submit your project without uploading at least one document.

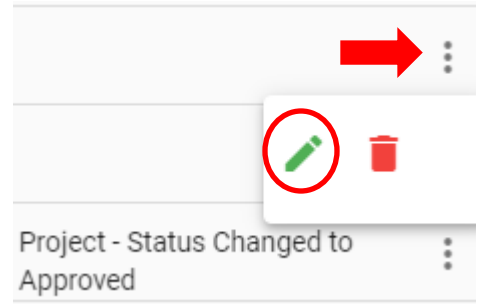
When you are finished uploading documents, click the green Submit button in the upper right corner. We cannot process your application until you click Submit. If you upload new or corrected documents, you will also need to click Process and Submit again.

To edit your project:



From the Dashboard—click the project name, if you've given your project a name. If not....

From the Projects tab—click the 3 vertical dots on the right side of your project and choose the pencil icon



**Note:** Staff will review your project for completeness and may notify you of missing items. Below are possible project statuses and what they mean:

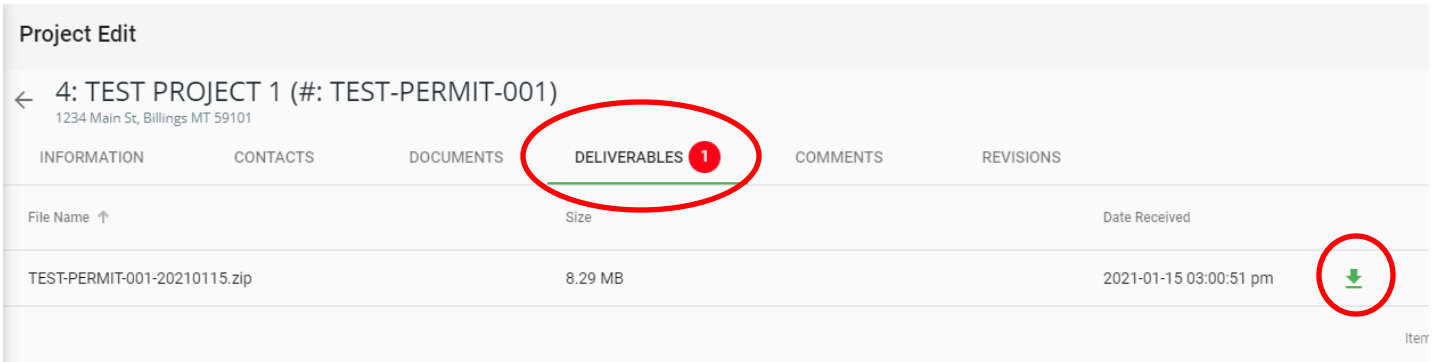
### Possible Project Statuses and what they mean

	Project has been accepted for <u>Plan Review</u>		Project has been approved		Project needs corrections
	Project has been created but not submitted		Project has been denied		Project is completed and cannot be added to
	There is a problem with your submission		Project is pending intake		Payment is needed before project can be processed further

## Project Deliverables

When your project has completed the plan review process, you will receive an email from GoPost that tells you a Package is ready. The email you receive will have instructions on your next steps based on whether or not your project is approved or needs corrections.


Log in to GoPost and click on the project that is ready. Go to the Deliverables tab.



Project Edit

← 4: TEST PROJECT 1 (#: TEST-PERMIT-001)  
1234 Main St, Billings MT 59101

INFORMATION CONTACTS DOCUMENTS **DELIVERABLES 1** COMMENTS REVISIONS

File Name ↑	Size	Date Received	
TEST-PERMIT-001-20210115.zip	8.29 MB	2021-01-15 03:00:51 pm	

Click on the download icon to download the zip file which will contain documents.

If your project has been **approved**, your zip file will include your approved stamped plan set and all backup documentation in the Attachments folder.

If your project needs **corrections**, your zip file will contain a correction letter explaining what corrections are needed. This letter is found in the Attachments folder.

***A full size, complete set of paper plans and all documentation (permit, etc.) must be available on the jobsite. Failure to have plans on the jobsite will result in a delay of inspections and approvals.***







***All inspection requests must be emailed to [inspections@billingsmt.gov](mailto:inspections@billingsmt.gov) at least 24 hours in advance. Please include all the information that your inspector will need in the body of your email.***

## If Corrections or Other Documents Are Needed

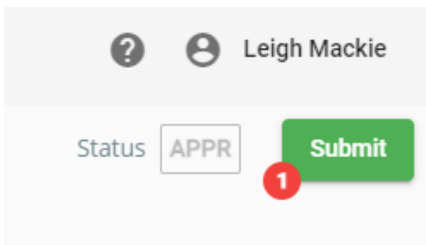
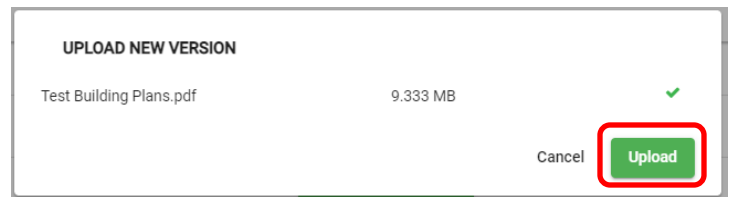
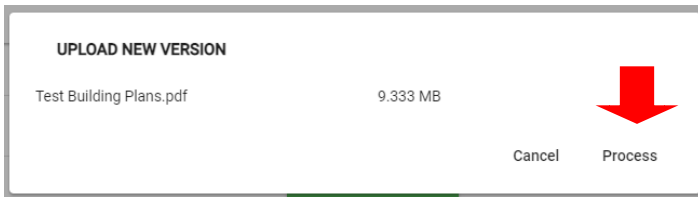
Please note that you will no longer receive individual correction notices from individual departments. All needed corrections will be on a single correction letter in your deliverables package.

You will need to resubmit documents after making corrections or if staff request more documentation.

Click on the green “Upload New Version” button and search for the file you want to upload.

PLANS		ATTACHMENTS			
Document	Action	Status	Version	Upload Date	
> Test Building Plans.pdf			1st Submittal	2021-01-05 11:48:47 am	
> New Permit Application Fillable TEST.pdf			1st Submittal	2021-01-11 02:58:00 pm	
> New Account Form.pdf			2nd Submittal	2021-01-15 02:46:49 pm	

Drawings must be resubmitted in full. Individual sheets will not be accepted.



**!** You must click the green Submit button in the upper right whenever you upload new documents. The project will not trigger Pending until you click Submit.

Your project will have a status of Pending again and intake staff will process it as usual.

If you have any questions about [the GoPost online submittal portal](#), please contact Leigh Mackie at MackieC@billingsmt.gov. For questions about requested corrections, please contact the reviewer directly.