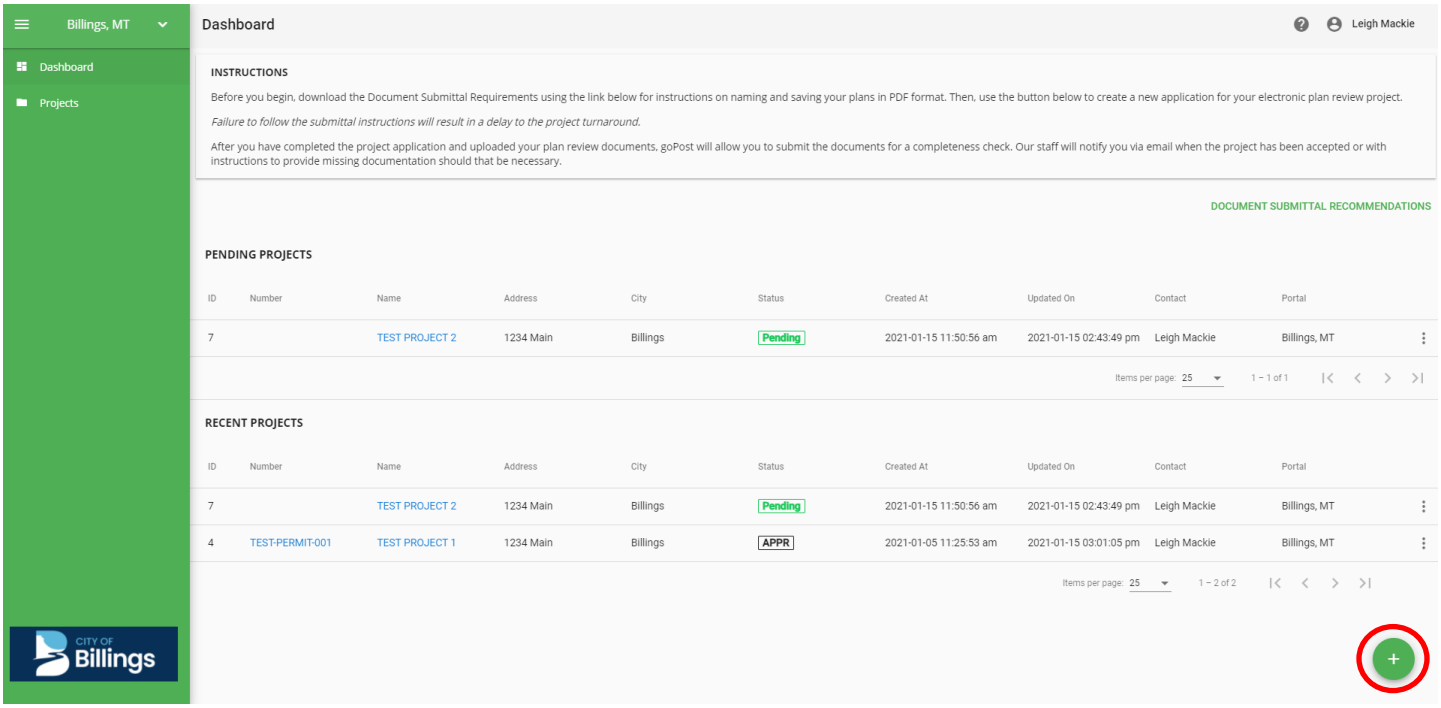
Introduction to GoPost

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.

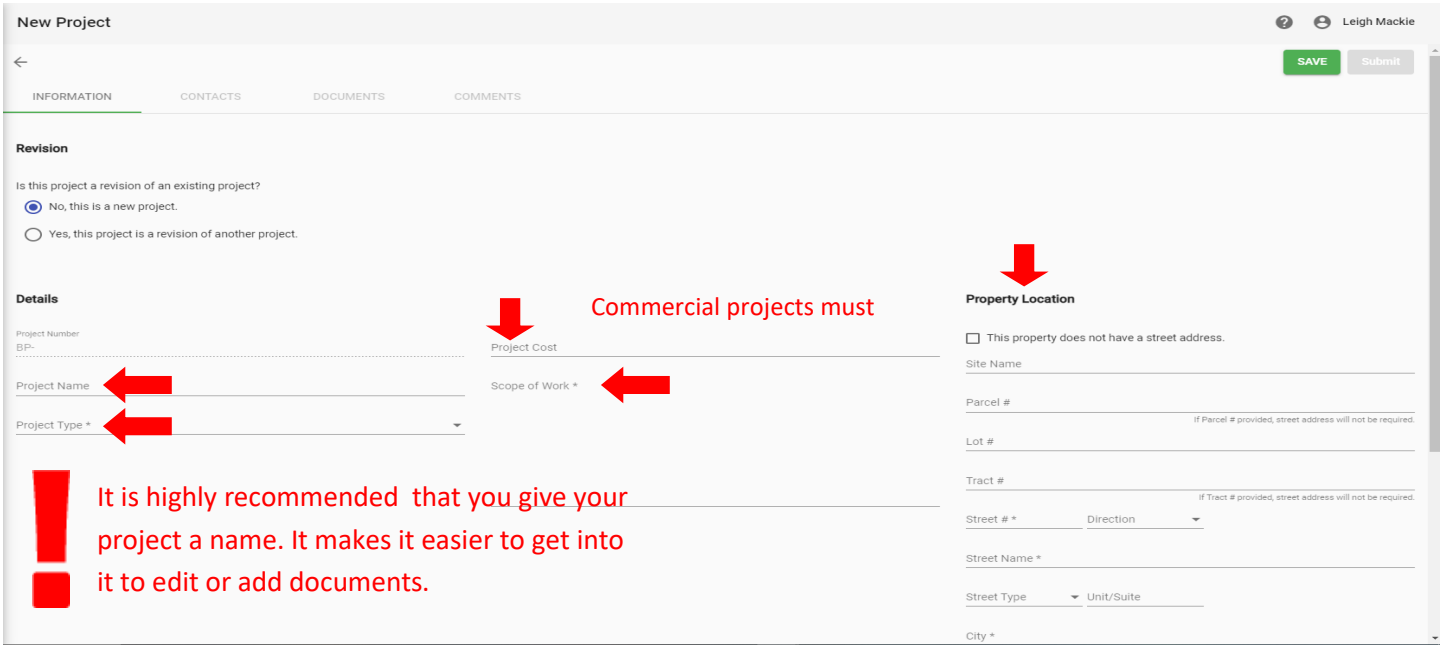
Follow this link to create or access your account at GoPost: https://gopost-billings.eplansoftreview.com/#/login?portal=billings.

Starting a Project

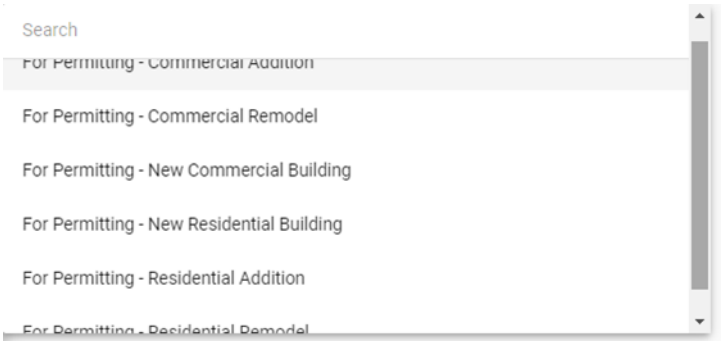
Begin by clicking the green + button in the lower right portion of the screen



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.*



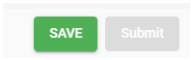
Project Type = Permit Type



Options:

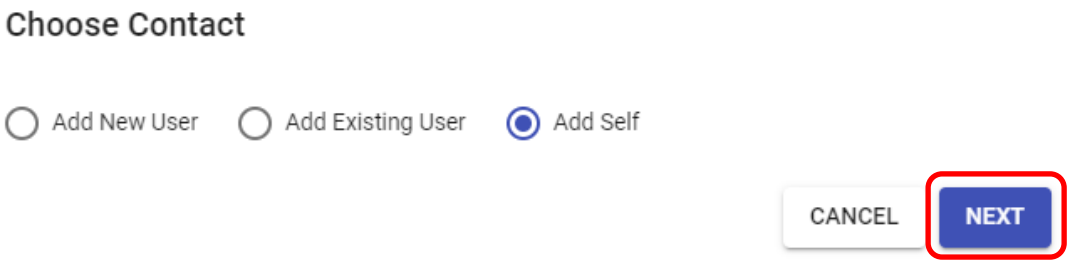
New Commercial Building
Commercial Addition
Commercial Remodel
New Residential Building
Residential Addition
Residential Remodel

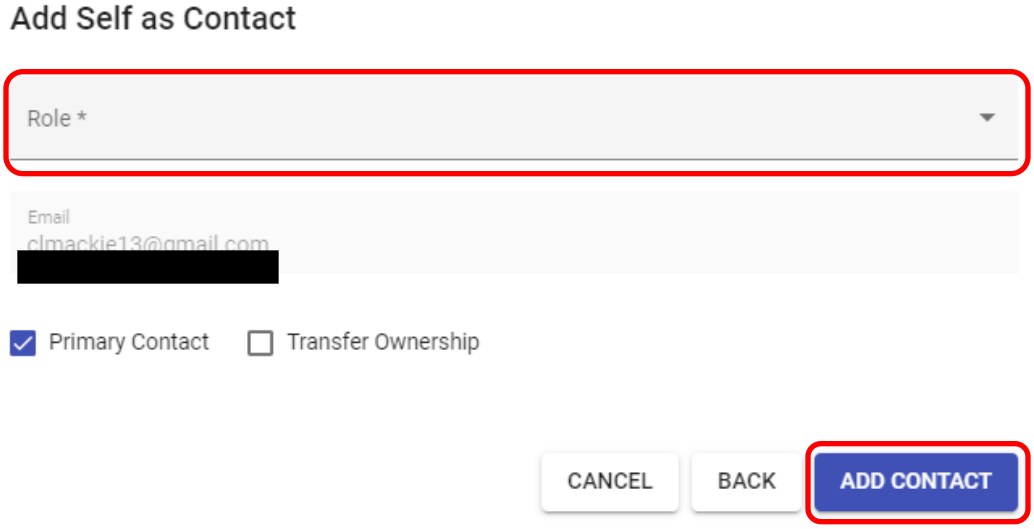
You will choose from 6 different types of permits at this time. *Staff will determine how to further refine this at intake*.

Clicking SAVE 

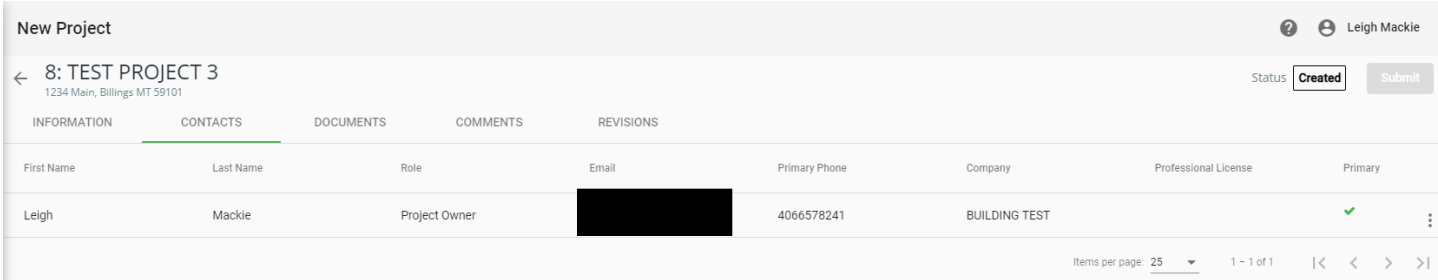
in the upper right corner will take you to the next tab (Contacts). You will click the green "+person" icon in the lower right corner to add contacts to the project:

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.





Please be aware that ALL contacts will receive communica-tion sent by GoPost

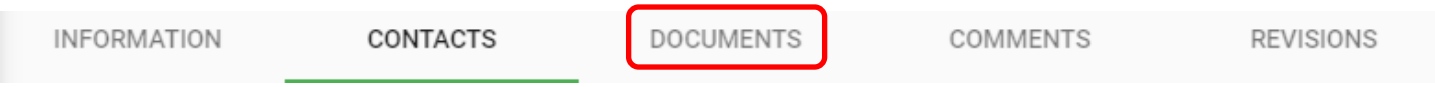


At this time, the application has been <u>created</u> and will be saved as Created on your Dashboard *until submitted.*

Uploading Documents

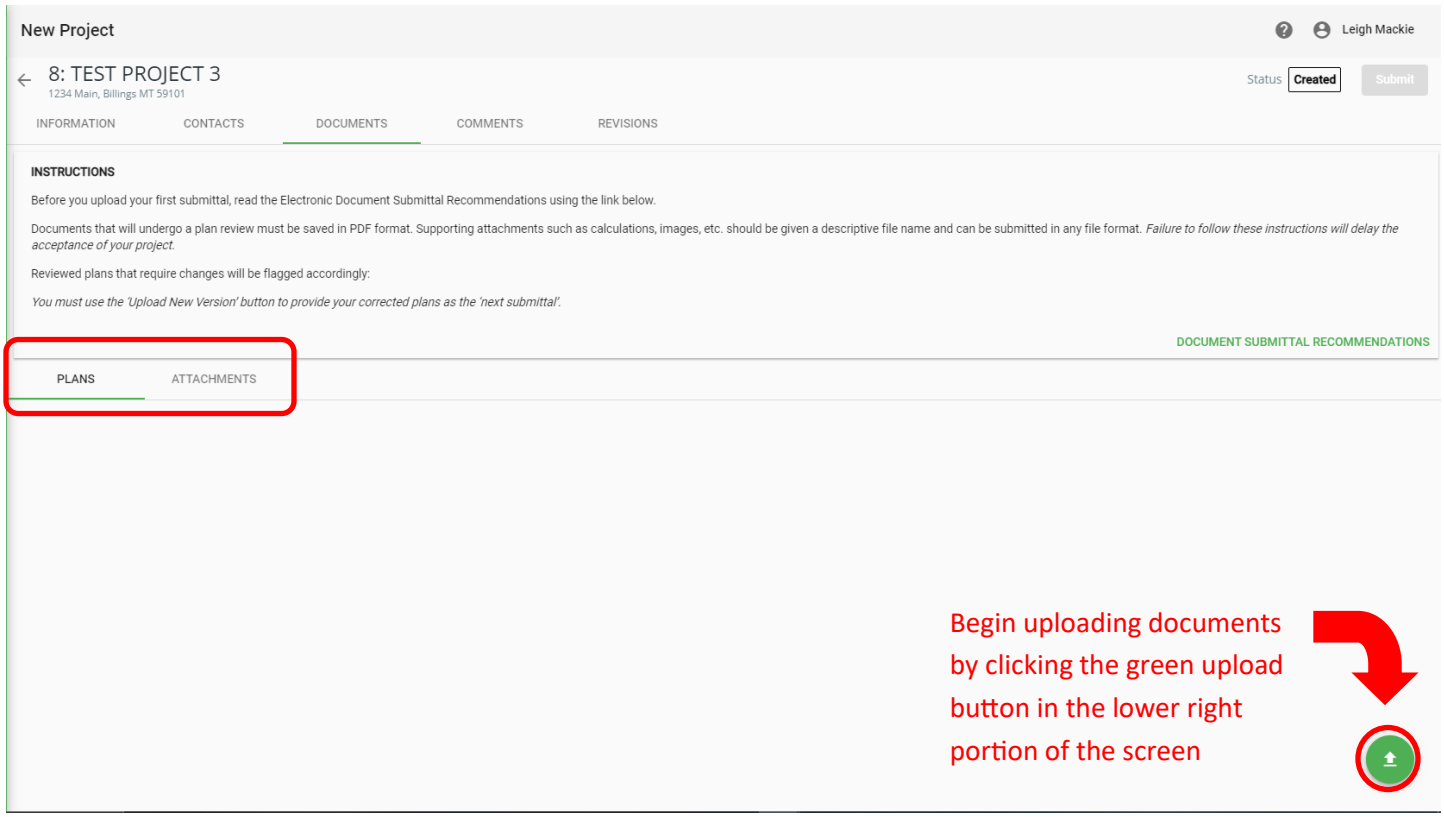
Please read the Documents instructions carefully. Failure to follow these directions will result in rejection or delay of accepting your project into the EPR.

Click on the Documents tab

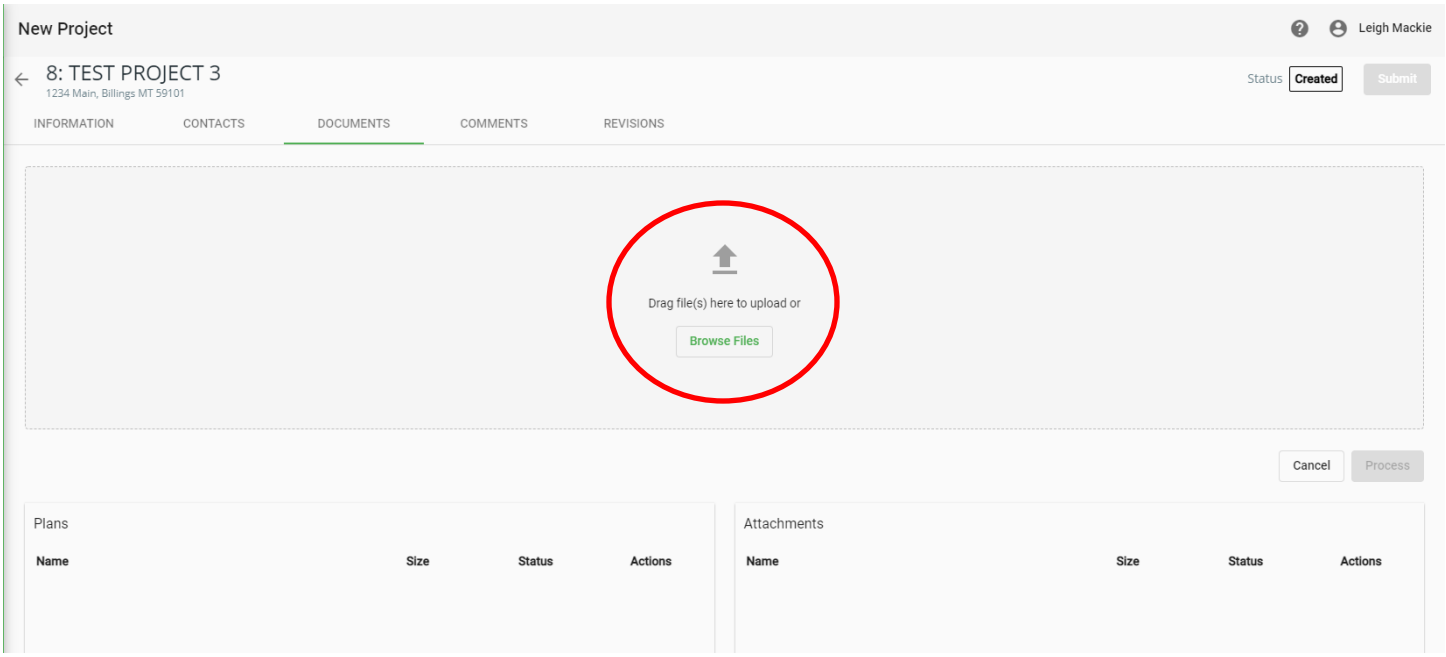


There are two (2) tabs of document types that can be uploaded; Plans and Attachments. Plans are architectural, civil, structural, floor plans, etc. Attachments are anything that is not a drawing of some kind. Click the green "up" arrow icon at the bottom right of the screen.

Drawing documents <u>MUST</u> be combined into a SINGLE PDF file, uploaded to Plans tab.



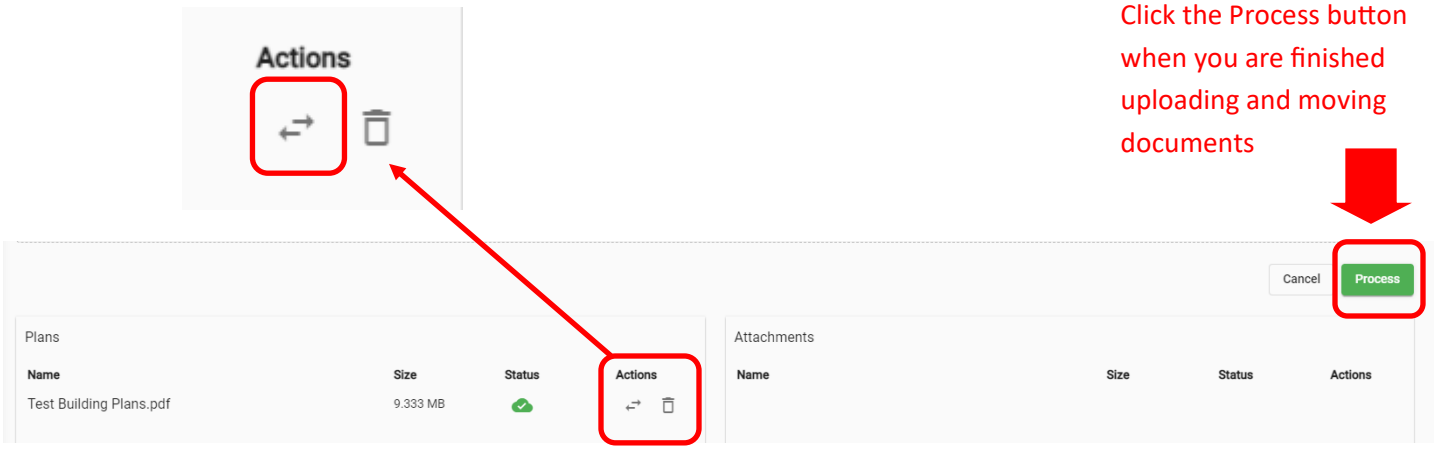
You can drag and drop the files from an open file location or search for files using the "Browse Files" button.



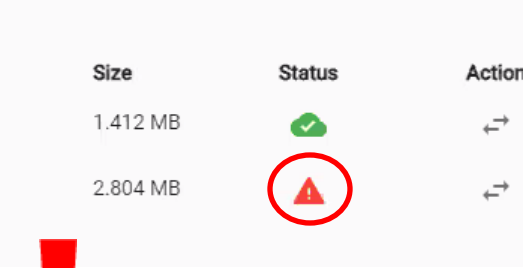
You must include a completed permit application in the ATTACHMENTS tab. Failure to include this document will result in rejection or delay of your project.

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.



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.

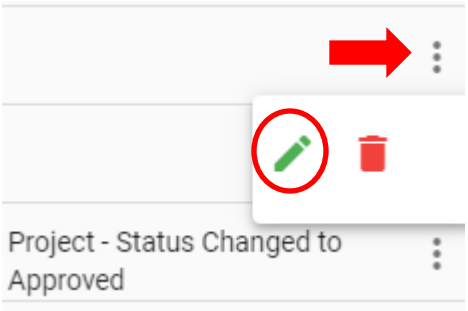
You will not be able to submit your project without uploading at least one document.

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:

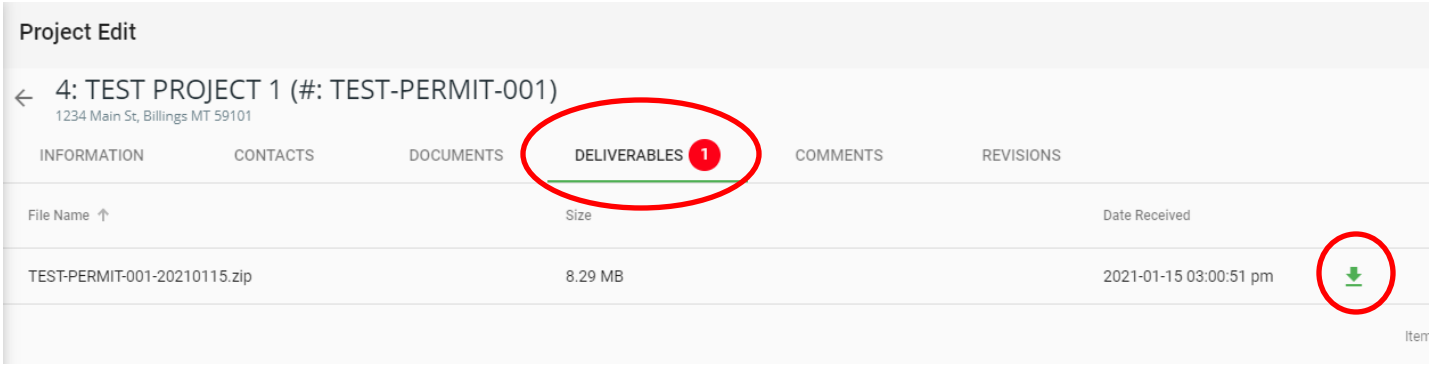
Possible Project Statuses and what they mean

Accepted	Project has been accepted for Plan Review	APPR	Project has been approved	CORR	Project needs corrections
Created	Project has been created but not submitted	Denied	Project has been denied	FIN	Project is completed and cannot be added to
Pending Link	There is a problem with your submission	Pending	Project is pending intake	PYMT	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.



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.***

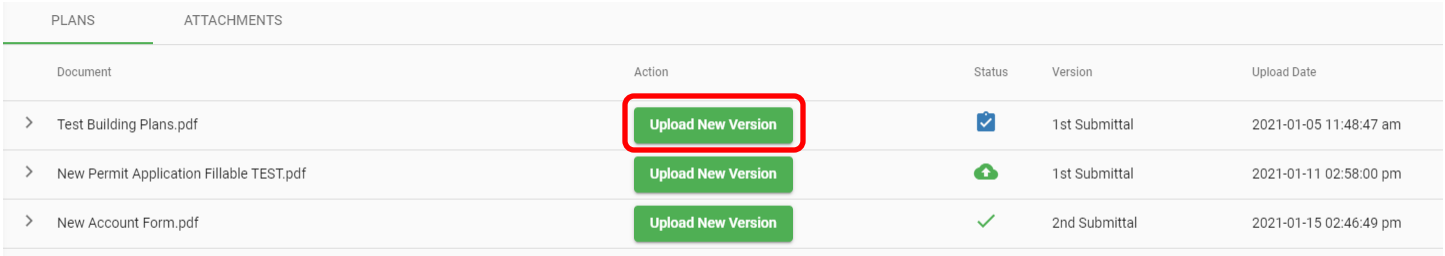
> ***All inspection requests must be emailed to inspections@billingsmt.gov at least 24 hours in advance. Please include all the information that your inspector will need in the body of your email.***

If Corrections or Other Documents Are Needed

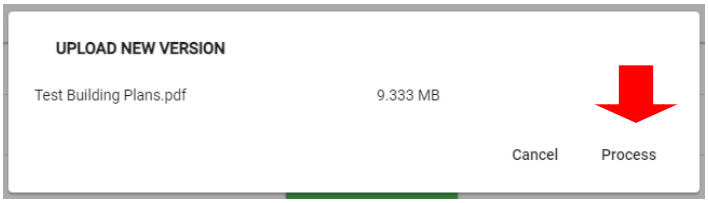
Please note that you will no longer receive individual correction notices from individual departments. All needed corrections will be on a single correction letter in your deliverables package.

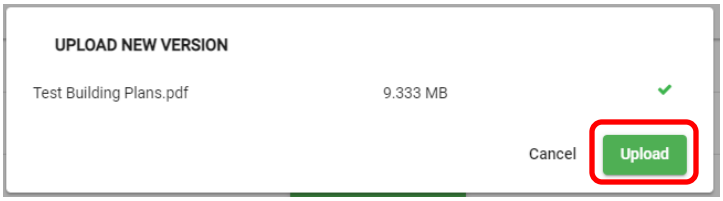
You will need to resubmit documents after making corrections or if staff request more documentation.

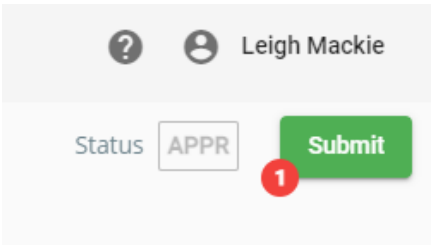
Click on the green “Upload New Version” button and search for the file you want to upload.



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.