

Steps for Electronic Plan Review Submittal

Access will be through our online software: <https://PlanReview.MobileCounty.net/PlanReview>

Set up a profile with your contact information.

We will provide a copy of our current information sheet for you (or your clients) to fill out. (This form may go away at some time, but it will remain part of our transitional procedure for now.)

The procedure will be something like this:

1. Scan and email the completed information sheet, list subdivision and lot#, along with the site plan, proof of ownership (recorded deed), Board of Health approval (if septic tank) or lateral number, and elevation certificate (if needed) to Permits@mobilecounty.net, Put 'ADDRESS' in the subject line.
2. We will verify all information and have an address assigned to the property (this may take an hour, or a few days, depending on the individual property and situation)
3. Once the address has been assigned, we will email you that we are ready to receive the plans.
4. Please upload PDF files only, and use only Internet Explorer, the plan review software will not work with Chrome, Edge, or Foxfire
5. Upload all plans, specs, truss package etc., Also include the information sheet, site plan, and elevation certificate again with this submittal (deed info will not need to be submitted this time)
All plan drawings should be submitted and labeled as an individual PDF for each page.
Truss packages can be uploaded as 1 PDF.
6. Wait for a reply.

We will complete a review and, if revisions are needed, we'll return a marked up copy of the pages needing revision, make the changes on your original plan page and resubmit. Be sure that the name that you give the plan page PDF doesn't change when resubmitting revisions

Once approved, we will create an approved set and digitally stamp each page as approved, you (or your client) can come in and purchase the permit, and you can print as many copies as you (or your client) needs.

Feel free to sign on the website and get yourself set up, and familiarize yourself with the software. Once signed in, select from the drop down, building permit application, click add project, and fill out as much info as possible, (use blue boxes for drop downs where available) Then select residential, click add project, and continue to fill out info, and upload plans The owner/builder/designer/engineer profile info will need to be filled out for each of your clients who are submitting plans. You will eventually build up a list of each, and will be able to choose one previously entered.