

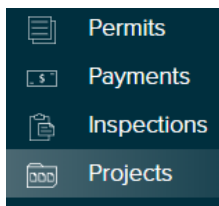
# PROJECT PLAN REVIEW FOR EXTERNAL USERS

Get access to the portal from your contact for your plan review process – they will need your email address. Open the email you get from CommunityCore and create your password so you can log in – \*Make sure you click on the link in your email within 24 hours to setup your profile and password. Once you’ve logged into CommunityConnect, any projects (and the associated jobs and submittals) you submit will be visible, and you can submit new projects or new jobs for existing projects, as well as submit plans and resubmit plans in response to plan review comments.

Helpful Tip: Bookmark the CommunityConnect website for easy access after you’ve completed your profile: <https://app.communitycore.com>

**Important:** Make sure you are using a Chrome Browser to work in CommunityConnect – it is optimized for this browser so if you try to work in another browser (Internet Explorer, Edge, Safari, etc.) you may not be able to see everything.

## Home Page Navigation:



**Projects** – Click on the Project link on the left navigation to view all projects associated with your company. All jobs and submittals will be associated with a Project so you’ll want to click here first (and ignore the “Permits, Payments, and Inspections” section). All your work will be within the Projects Tab. Click on the Project Name to see project details, including associated jobs and submittals.



## Create/submit a NEW Project for review (New Job and Submittal created automatically):



Click on the “Create Project” button at the top right side of your screen.

Project ID*	Project Name*	Improvement Type*	Use Type*	Estimated Valuation*
<input type="text" value="Enter a Project ID"/>	<input type="text" value="Enter a Name"/>	<input type="text" value="Select Item..."/>	<input type="text" value="Select Item..."/>	<input type="text"/>

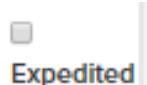
Anything with a \* is required. Project ID is a short identifier you can create (and it might be changed by the reviewing agency.) Select the Improvement Type and Use Type from the dropdown options and enter the Job valuation (whole numbers, no decimals or commas).

**Create Project**

Project ID MALL13	Project Name Mall on 13th Street	Construction Type IA	Occupancy Classification M Mercantile
Address 1 9058 Wallaby Way		Address 2	
City Blue Bay	State FL	Zip code 10254	
Latitude	Longitude	Applicant Name: Mr. Big, Relationship: Architect/Designer, Email: mrbig@email.com, Phone: (123) 456-7890	
Improvement Type Addition	Use Type Commercial	Estimated Valuation 2300000	Address 12 Big Apple Way
	City New York City	State NY	Zip code 06541

Fill out as much as possible at this time, as the details are not editable in the future without contacting the reviewing agency. Click Submit at the bottom.

**Key Note:** Expedited plan reviews are not available everywhere AND there may be an additional/higher fee for this type of review – please check with your reviewing agency for your specific rules.



Once your submittal is created, click on the Documents Tab on the left side of the screen and upload all your electronic plans using the Upload Documents button at the top right side of the screen. If only uploading one plan at a time, a name is required, if uploading multiple plans the system will name the plans by file name. You can upload plans/documents until the reviewing agency begins their review. Once a review has begun you cannot upload any additional documents – all additional documents/comments will have to be uploaded as a resubmittal after the reviewing agency has completed their full plan review.

Submittal Details

Documents

Upload Documents

Upload Documents

Select Files

Document Name\*

Notes

OK Cancel

## Navigation within Projects:

**Barracks (Barracks)**

Details | Permits | Jobs | Submittals

Project Details | Project ID: Barracks

Jobsite Details | Project Name: Barracks

Contacts | Address 1: 963 Blueber

Contractors

Project Fees

Additional Contacts

Project Details, Jobsite Details, etc. along the left side of the Details Tab on a project will show you a lot of information – once you have submitted your plans for review please be aware that any changes to these details must be done by the reviewing agency.

Details | Permits | **Jobs** | Submittals

Job Details	SUBMITTAL NAME	SUBMITTAL NUMBER	STATUS	DUE DATE
Submittals	Northwest Castle #3	3	Pending	10/25/2019
	Northwest Castle #2	2	Delivered	06/28/2019
	Northwest Castle	1	Delivered	06/04/2019

Click on the “Jobs” tab at the top of a project to see the individual jobs associated with a project and click on the Job ID to see Job Details.

**Northwest Castle (TestProj23)**

Details | Permits | Jobs | **Submittals**

SUBMITTAL NAME	JOB ID	JOB SITE ADDRESS	STATUS	REVISION NU...	SUBMIT
Northwest Castle #3	TestProj23-FC19-0089		Pending		3
Northwest Castle #2	TestProj23-FC19-0089		Delivered		2
Stable Addition	TestProj23-FC19-0092		In Review		1
Northwest Castle	TestProj23-FC19-0089		Delivered		1

Click on the “Submittals” tab at the top of a project to see the individual submittals (in all jobs) associated with a project and click on the Submittal Name to see submittal details, status, etc.

## Navigation within Jobs:

Details | Permits | **Jobs** | Submittals

Job Details | Job Id: Barracks-FC19-0103

Submittals | Improvement Type: Remodel

When you click on a Job ID you will be inside the job and see the job details (most of which you had the option to fill out when creating a project or job. These job details affect the due dates of Plan Reviews so if you have any questions about these details get in touch with your primary contact.

## Navigation within Submittals in “Pending” or “In Review Status”:

Job Details

Submittals

SUBMITTAL NAME

[South Castle Complex #2](#)

[South Castle Complex](#)

The submittals tab within a Job will list the individual submittals associated with that job. Click on the Submittal Name to see the overall plan review status, individual discipline status, comments/approvals for the plan review and documents/plans for any job you have submitted. This is also the tab you will go to view redlines and resubmit plans in answer to plan review comments – submittals will be numbered ascendingly so you can quickly find the most recent submittal.

New Submittal (Pending Status)

Parent Job ID: Barracks-FC19-0103 Submittal #: 1

Submittal Details

Submittal Name

Status

Barracks

Pending

Documents

Received Date

06/17/2019

Scope of Work

Barracks Remodel

Upload Document

After you have created a new submittal and until the submittal has been accepted for review you'll be able to view information in the Submittal Tab AND upload and edit additional documents. Once the plans are in review the documents tab will not be available.

Submittal Details

Documents

DOC NAME	DATE U...	UPLOADED BY	NOTES	
Plans	06/17/2019	Wizard Jones	Notes here	
PR Tracking Migration Email 1 - Internal Users	06/17/2019	Wizard Jones	Multiple Files	
Overall Process Diagram	06/17/2019	Wizard Jones	Multiple Files	
Workflow_updated	06/17/2019	Wizard Jones	Multiple Files	

Active Submittal (In Review Status)

Parent Job ID: TestProj23- Submittal #: 1

Due Date: 06/05/2019

[FC19-0092](#)

Submittal Details

Submittal Name

Status

Location of Plans

Stable Addition

In Review

Emailed in

Received Date

05/30/2019

SLA Days

3

Due Date

06/05/2019

Expedited

Scope of Work

After the submittal has been accepted you will see more details in the Submittal Details Tab (received date, review days, and Due Date, as well as the status of the submittal). You will not be able to upload or view documents when a submittal is in review.

## View/Navigation within Completed Submittals:

Complete Submittal (Ready to Deliver or Delivered Status)

Parent Job ID: TestProj23- Submittal #: 2

Due Date: 06/28/2019

[FC19-0089](#)

Submittal Details

DOC NAME DATE U... UPLOADED BY NOTES

plans

06/06/2019

Wizard Jones

Plan Reviews

Redlined Plans

06/17/2019

Project Permit Tech

REDLINE

Documents

Once the plan review is complete and the status is “Ready to Deliver” or “Delivered” you will be able to view and download the documents/plans on the documents tab.

Parent Job ID: TestProj23- Submittal #: 2

Due Date: 06/28/2019

[FC19-0089](#)

Submittal Details

DISCIPLINES ASSIGNED TO STATUS

Building, Mechanical, Plumbing

Unassigned

Resubmittal Required

Plan Reviews

Electrical

Project Plan Reviewer

Approved As Is

Documents

Parent Job ID: TestProj23- Submittal #: 2

Due Date: 06/28/2019

[FC19-0089](#)

Submittal Details

Status

Assigned To

Internal Notes

Resubmittal Required

Unassigned

Plan Reviews

Comments

Comment 1 to be addressed on plans  
Comment 2 - be sure to address this, too  
Final Comment

Documents

Discipline: Building, Mechanical, Plumbing Completed Date: 06/17/2019

There will also now be a Plan Reviews Tab where you can see the individual Plan Reviews (disciplines) and the individual comments and status of each discipline. Click on the discipline to see the details on the comments

\* Not all submittals will have multiple disciplines and you may only have one or two listed with all comments.

## Create/Submit a new Job for an existing Project (Submittal created automatically):

Details
Permits
Jobs
Submittals

Project Summary ▼
Create Job

JOB ID	JOB NAME
<a href="#">CASTLE-EAT19-0006</a>	Guest Quarters
<a href="#">CASTLE-EAT19-0001</a>	South Castle Complex

Navigate to the Jobs Tab within your Project and click on the “Create Job” button at the top right side of the screen. Fill out the details on the following screen and click “Save” at the bottom. You have just created a new job and will be on the submittal page so you can upload documents to the new submittal.

<b>Job Id</b>	<b>Job Name*</b>	<b>Status</b>
<input type="text"/>	<input type="text"/>	<input style="border: none; background-color: #f0f0f0;" type="text" value="In Progress"/> ▼
<b>Improvement Type*</b>	<b>Estimated Valuation*</b>	<b>Use Type*</b>
<input type="text" value="Select item..."/> ▼	<input type="text"/>	<input type="text" value="Select item..."/> ▼
<b>Square Footage</b>	<b>Construction Type</b>	<b>Occupancy Classification</b>
<input type="text"/>	<input type="text" value="Select item..."/> ▼	<input type="text" value="Select item..."/> ▼
<b>Permit #</b>	<b>Job Site Address</b>	<b>Start Date*</b>
<input type="text"/>	<input type="text" value="4561 Mountain Lane Eaton"/>	<input type="text" value="month/day/year"/>
<b>Description</b>		
<input style="width: 100%; height: 20px;" type="text"/>		

### Key Terms:

- Project**
  - Refers to an individual project for which the Reviewing Agency is reviewing plans
  - Could be a large campus with multiple buildings or a new single family home or a deck on a residential home
- Job**
  - Refers to a portion of a project
  - A building on a campus, a new home, a deck
  - One or more jobs within a project
- Submittal** - A package of one or more plan reviews submitted by an applicant
- Resubmittal** - Response to plan review comments
- Revision**
  - A change to approved plans
  - Results in a new job that is tied to the original job
- Deferred Submittal** - A portion of the building that was not yet designed when the original submittal was provided
  - For example, a window wall that is fully designed later and must be reviewed, Above Ground Work on a Job that only had a footing and foundation plan approved, etc.
  - Treated exactly like a revision in CommunityCore