MIAMIBEACH

Policies and Procedures

PLANS ROUTER FINAL

POLICY

Customers that have completed the plan review process proceed to the Plans Router Final phase, the last step to verify approvals, and prepare plans for permit's issuance.

WALK-THROUGH PLANS PROCEDURE

After the plans are approved, the customer is responsible for removing the voided pages from both sets before proceeding to complete the "Plans Router Final" step. The customer will bring all the approved permit documents to the permit counter where the Permit clerks then perform the "Plans Router Final" verification process to include:

Final Paper plans

1. Both, the Job and Office sets have the same pages (verify page number and date), and all sheets are perforated.
2. Verify that all Reviewers have signed the signature stamp on the front page of both sets of plans. For plan revisions, pages must be perforated and have the signature box on each page.
3. In EnerGov under "Plan Manage my Reviews" module, search for process number and confirm that all review items are shown as "Pass".
4. Under the "Permit Workflow Details" in the "Building Plans Review" step, approve the item "Plans Router Final – Review" and change the status to "Pass".
5. Both sets of plans and the 1st page of all supporting documents will be stamped with a Plans Final Stamp.
6. Give the "Job Copy" to the customer and forward the "Office copy" to the Records' section.

E-PLAN REVIEW PROCEDURE

After plans are approved, the system will send a notification to the Records section for "Plans Router Final". The Records' clerks will then perform the "Plans Router Final" to verify the following:

In EnerGov, complete the following steps:

1. Click on the task. Click OPEN TASK TARGET at the bottom right of the task.
2. Permit status must be in "Applied" status to proceed.
3. Records' staff will confirm that each page in each set has the same Architect/Engineer's seal and date.

4. Verify that the signature's holder has been approved by all required disciplines.
5. Under "Plan Manage my Reviews", search for the process number and confirm that all review items are shown as "Pass".
6. Place the most recent approved plans into the production folder for final stamping.
7. Once plans are stamped, a link to the approved plans is e-mailed to the customer.
8. Under the "Permit Workflow Details" in the "Building Plans Review" step, approve the item "Plans Router Final – Review" and change the status to "Pass".

REFERENCE

PREPARED BY: Building Department

APPROVED BY: _____ DATE: 1/15/2019
Building Official/Director

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