



A comprehensive guide through the City of Fayetteville's E-Development Portal in relation to the Permitting and Inspection's Division.

Web Address: <https://fayetteville.idtplans.com/secure/>

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How to submit construction plans through the E-Development Portal

Site Address: <https://fayetteville.idtplans.com/secure/>

If you have not already created an account, please create one to use the portal. Note: screen pages may change from screen shots from time of this document.

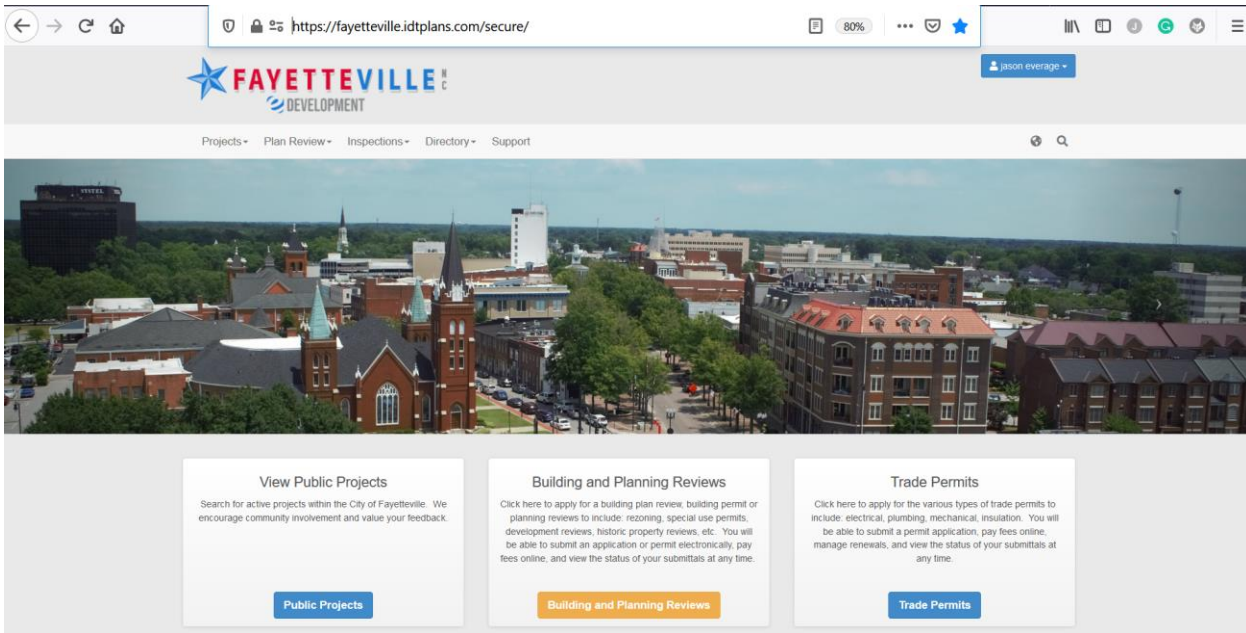


Register Inspections Support

View Public Projects
Search for active projects within the City of Fayetteville. We encourage community involvement and value your feedback.

Building and Planning Reviews
Click here to apply for a building plan review, building permit or planning reviews to include: rezoning, special use permits, development reviews, historic property reviews, etc. You will be able to submit an application or permit electronically, pay fees online, and view the status of your submittals at any time.

Trade Permits
Click here to apply for the various types of trade permits to include: electrical, plumbing, mechanical, insulation. You will be able to submit a permit application, pay fees online, manage renewals, and view the status of your submittals at any time.



Here you will find two options to choose from:

1. **PUBLIC PROJECTS:** *Used as a public portal to view projects*
2. **BUILDING AND PLANNING REVIEWS:** *This is where plans are submitted to be reviewed*

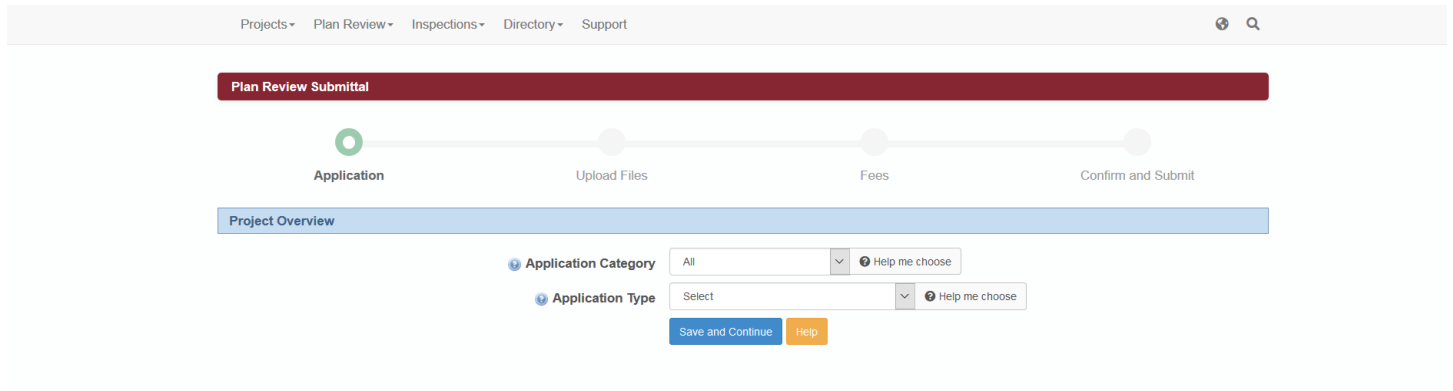
Choose **BUILDING AND PLANNING REVIEWS**

Building and Planning Reviews

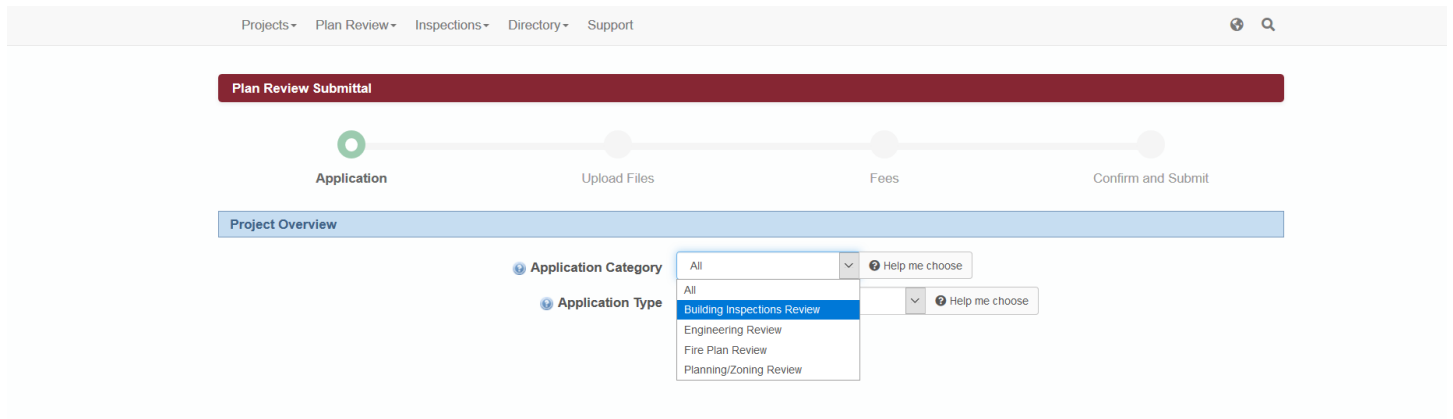
Click here to apply for a building plan review, building permit or planning reviews to include: rezoning, special use permits, development reviews, historic property reviews, etc. You will be able to submit an application or permit electronically, pay fees online, and view the status of your submittals at any time.

[Building and Planning Reviews](#)

Here you will begin the application for **PLAN REVIEW**

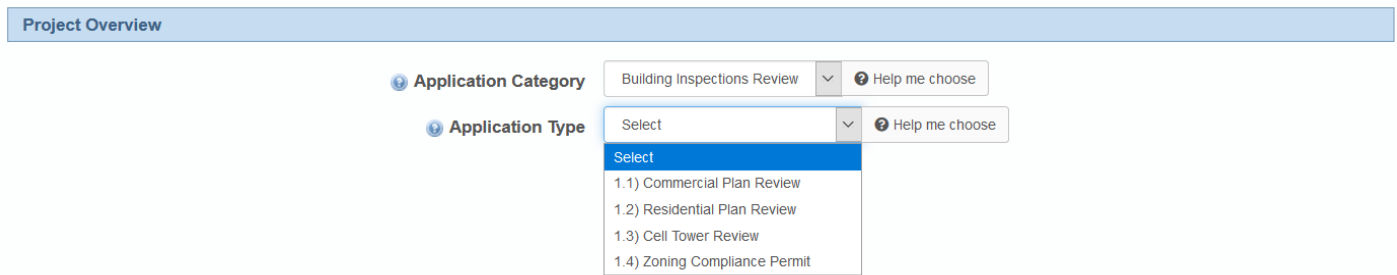


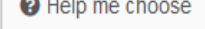
Application Categories:



For building construction plans; choose ***Building Inspections Review***. If you are not sure, the  tab will list information in regards to the selection.

After ***Building Inspections Review*** is selected; then the option for which ***Application Type*** becomes available.



Again, if you are unsure, the  is available to assist you.

Building Inspections Review

1.1) Commercial Plan Review

Commercial Plan Review applies to all building or structures other than a one or two family dwelling unit to include: new construction, interior or exterior remodeling, additions, detached structures, pools, and dumpster screenings over 6 feet in height or constructed of masonry.

1.2) Residential Plan Review

Residential Plan Review applies to all building or structures for one or two family dwelling units to include: new construction, interior or exterior remodeling, additions, pools (above ground or in-ground), porches/decks (covered or uncovered), and detached structures (sheds, gazebo, etc.) over 12 feet in dimension (under 12 feet only requires a Zoning Compliance Permit).

1.3) Cell Tower Review

Cell Tower Review applies to any building or structure that is used for telecommunication and/or internet use. These reviews will require a structural analysis for existing buildings and typically an Electrical Permit. **New stand-alone towers require a Special Use Permit, Reference: Article 30-2.C.7. Special Use Permit, Article 30-4.C. Use Specific Standards; 3.i. Telecommunications Facilities.**

1.4) Zoning Compliance Permit

A Zoning Compliance Permit is required when a Commercial or Residential Building Permit is not required. In some situations a Zoning Compliance Permit AND a Commercial or Residential Review and Permit will be required. (Example: If you are doing any of the work listed under Commercial Plan Review or Residential Plan Review AND work that is listed below.)

A Zoning Compliance Permit is required for the following:

1. Installation of a Fence (Masonry walls may required a Commercial or Residential Plan Review and Permit).
2. Installation of a Detached Structure – where no measurement on the building footprint or height exceeds 12 feet to include storage buildings/sheds, garages, and carports.
3. Dumpster Screening – If over 6 feet in height or constructed of masonry a Commercial or Residential Plan Review and Permit will be required.

The same process will apply for any submission category for the City of Fayetteville E-Development portal, however a few specific submittal processes are shown next.

How to submit COMMERCIAL plans for review

Once you select **Commercial Plan Review**, you will begin the application process.

Plan Review Submittal

Project Overview

Application Category Building Inspections Review ? Help me choose

Application Type 1.1) Commercial Plan Review ? Help me choose

Application Workflow Select ? Help me choose

Project Name

Save and Continue
Help

Application Workflow; select : *Commercial Plans check – Building Review*

Project Name refers to whatever you chose to name this project.

After you have selected this and choose Save and Continue ; A checklist screen will appear to show what will be required and the format of the plans:

Commercial Plans Submittal Requirements

Commercial Submittal Checklist Print Checklist

- Completed Plans (required) Plans must be clearly drawn, to scale, and shown complete scope of work
- Appendix B (required) A copy of the Appendix B and State Building Codes can be found at this link: <https://www.ncosfm.gov/codes>
- Seal, if required by General Statute:

Nothing in this Chapter shall be construed to require an architectural license for the preparation, sale, or furnishing of plans, specifications and related data, or for the supervision of construction pursuant thereto, where the building, buildings, or project involved is in one of the following categories:

 - (1) A family residence, up to eight units attached with grade level exit, which is not a part of or physically connected with any other buildings or residential units;
 - (2) A building upon any farm for the use of any farmer, unless the building is of such nature and intended for such use as to substantially involve the health or safety of the public;
 - (3) An institutional or commercial building if it does not have a total value exceeding two hundred thousand dollars (\$200,000);
 - (4) An institutional or commercial building if the total building area does not exceed 3,000 square feet in gross floor area;
 - (5) Alteration, remodeling, or renovation of an existing building that is exempt under this section, or alteration, remodeling, or renovation of an existing building or building site that does not alter or affect the structural system of the building, change the building's access or exit pattern, or change the live or dead load on the building's structural system. This subdivision shall not limit or change any other exemptions to this Chapter or to the practice of engineering under Chapter 89C of the General Statutes;
 - (6) The preparation and use of details and shop drawings, assembly or erection drawings, or graphic descriptions utilized to detail or illustrate a portion of the work required to construct the project in accordance with the plans and specifications prepared or to be prepared under the requirements or exemptions of this Chapter.
- At the time of permit application submission **This is A Plan Review Application Only**, any job over \$30,000 will require:
 - Worker's Comp Affidavit Form
 - NC Lien Agent Form
 - General Contractors License

Permit applications and additional information can be found at: <https://www.fayettevilenc.gov/city-services/development-services/permitting-inspections>

Applications can be e-mailed to: inspections@fayettevilenc.gov
- Each submittal must be the complete set including revisions

City of Fayetteville Submittal Guidelines.

Following these guidelines will enable the review team to process your submittal as quickly as possible. Files that are not orientated or named appropriately are difficult to navigate and may result in extended review times.

All plan sheets must be in the proper "landscape" orientation.

Plan sheets should be submitted in a [single multi-page.pdf file](#). Additional information, separate from the plan sheets, shall be submitted as separate pdf files (ex. Stormwater Management Plan, Owner Affidavits, Traffic Studies, Com Checks, etc.)

Plan sets should **start with a cover sheet** that contains an index of drawings.

In each review cycle, the applicant shall respond to each issue generated by staff that remains open. Please give specific responses to the open issues, not generic responses such as "see plan" or "corrected".

Any resubmittal requires the submission of the COMPLETE set of plans, not only the affected sheets AND also a cover letter that specifies the details of the revision.

001. C-1 - Cover Sheet
Standardized Drawing File Naming Convention Example

002. A-1 - Floor Plan
003. S-101 - Foundation Plan

Leave a Minimum 2"x3" Area CLEAR For Department Approvals In Lower Right of Every Plan Page

DOCUMENTS

DATE: _____

JOB No. _____

DRAWN BY: _____

CHECKED BY: _____

STANDARD STRUCTURAL NOTES

S-100

of _____

Each selection you will have to check signifying that you understand the requirements for the plan submittal.

The next screen is where you will enter the address.

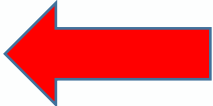
Plan Review Submittal

Application Upload Files Fees Confirm and Submit

Project Location

Project Address or PIN + Add Project Address or PIN Bulk add locations

Save and Continue Help



Add Project Address or PIN

Please enter a valid Project Address or PIN below. We will then attempt to verify the location automatically.

TIP: Try typing the first several characters of your location and then wait for the auto-suggest feature to provide a list of likely matches to select from.

Project Address or PIN:

433 HAY ST

Please confirm the following or change location above:

Address: 433 HAY ST

Parcel: 0437448417000

Owner: CITY OF FAYETTEVILLE

If you are stuck and would like some assistance please [Contact Us](#).

Cancel Confirm

Plan Review Submittal

Application Upload Files Fees Confirm and Submit

Project Location

Project Address or PIN address 433 HAY ST (0437448417000) (Verified) Bulk add locations

+ Add Project Address or PIN

Save and Continue Help

Only one address per submittal is allowed. If you are unsure of the address, the City of Fayetteville’s Zoning Division can assist you (910-433-1612)

The next screen is the building data information.



New Commercial Building Data

Is this property located in the Historic/Landmark Overlay District or on the National Historic Register?

Select

You can contact the City of Fayetteville's Planning Division to find this information at:
910-433-1612

Type of Improvement

- New Construction
- Upfit
- Shell
- Pool
- Addition
- Fire Damage
- Renovation
- Change of Occupancy
- Commercial Roof
- Other

This area is for the scope of the project. You can select [See Definitions for the Above Options](#) for help with each type of selection

Project Description

B /

Give a complete description of the work. Descriptions such as "renovation" will not be accepted.

Type of Occupancy

Business - B

Occupancy Capacity

Type of Occupancy refers to the OCCUPANCY CLASSIFICATION. You can find the different types of OCCUPANCY CLASSIFICATION in Chapter 3 of the North Carolina Building Code.

Occupancy Capacity refers to the occupant load. You can find the table for occupant load at Section 1004 of the North Carolina Building Code

See [Construction Type Definitions](#)

Type of Construction

Type of Foundation See [Foundation Type Examples](#)

Square footage of heated space square feet

Square footage of unheated space square feet

Square Footage of the Total Building square feet

Will the building have any gas piping?

Will the building be sprinklered?

Well or Septic Tank

Number of Off-Street Parking Spaces parking spaces

Will there be electrical?

Will there be HVAC?

Will there be plumbing?

The next screen will be for multiple units. Examples will be apartments, motels, dormitories, strip mall, etc.

Plan Review Submittal

Application Upload Files Fees Confirm and Submit

Building Units

Does the proposed project contain multiple units?

Building Units

Does the proposed project contain multiple units?

Number of Units - Proposed units

Number of Units per Building units

The next screen will be where the building square footage is entered.

Plan Review Submittal

Application Upload Files Fees Confirm and Submit

Building Square Footage

Enter square footage of renovated space if renovating, if a new build then value will be 0

Building Height (feet) feet

Building Height (stories) stories

Building Length (feet) feet

Building Width (feet) feet

Square Footage per Story square feet

Square Footage of Renovated Area square feet

Square Footage of the Total Building square feet

Square Footage of the Total Proposed Area of Work square feet

Save and Continue Help

This screen is where the current assessed value is entered (Cumberland County Tax Office will have this information) and Project Valuation is what the assessed value will be after construction.

Plan Review Submittal

Application Upload Files Fees Confirm and Submit

Project Valuation

Current Assessed Value \$

Project Valuation \$

Save and Continue Help

The next screen is where you will enter any land disturbing information. If you have questions in regards to this section, you can contact the City of Fayetteville’s Public Services Department at: 910-433-1586/ 1656.

Plan Review Submittal

Application Upload Files Fees Confirm and Submit

Land Disturbing Activities and More

Will land disturbing activities on this project exceed one (1) acre?

Is the proposed development in a special flood hazard area?

Has a flood hazard development permit been obtained?

Is the property in a watershed?

Will there be new curb cuts or excavation in the right-of-way?

[Save and Continue](#) [Help](#)

The next screen is where you will enter your details. **Please enter all contact information for anyone involved with the project as The City of Fayetteville CANNOT grant access for anyone to view your project. You can also invite people to view your project once it has been approved from the specific project page.**

Plan Review Submittal

Application Upload Files Fees Confirm and Submit

Primary Contact Information

Project Contact - Agent/Representative [+](#) [⚙](#)

Project Owner [+](#) [⚙](#)

Indicate which of the following project contacts should be included on this project

- Architect
- Attorney
- Carrier
- Contractor
- Unlicensed Contractor
- Developer
- Engineer
- Landscape Architect
- Surveyor
- Sign Contractor
- Fire Contractor

[Save and Continue](#) [Help](#)

The next screen is where you will enter the utilities information.

Plan Review Submittal

Application Upload Files Fees Confirm and Submit

Utility Information

Electric Company

Water Utility

Sewer Utility


Save and Continue Help

The next screen will be for you to confirm your application.

Application Upload Files Fees Confirm and Submit

Confirm Your Application Print

Please review your application below for accuracy and use the edit button to make corrections if necessary.



Inspections
(Residential & Commercial Plan Review)
433 Hay Street
Fayetteville, NC 28301
910-433-1768
www.fayettevillenc.gov

Project Overview #756768

Project Title: test **Jurisdiction:** City of Fayetteville
Application Type: 1.1) Commercial Plan Review **State:** NC
Workflow: Commercial Plans Check - Building Review **County:** Cumberland

Project Location

Project Address or PIN: 433 HAY ST (0437448417000)

GIS Verified Data

The next screen is where you will upload your digital plans to be reviewed (PDF only).

Plan Review Submittal



Document Upload

The files displayed here have been uploaded successfully. Use the buttons below to add more files, remove files, or invite a consultant to participate in the upload process. Once you've completed your upload please confirm your document submittal by pressing "Save and Continue" at the bottom of the page.

test - Application Submittal 001

No files have been uploaded.

Upload files Delete selected Save and continue later Invite consultant to upload Help

Save and Continue

Select UPLOAD FILES

Acceptable file formats: (pdf).

Select files

Add files to the upload queue and click the start button.

Filename	Size	Status
Drag files here.		

Add Files Start Upload 0 b 0%

Back Help

City of Fayetteville Submittal Guidelines

Following these guidelines will enable the review team to process your submittal as quickly as possible. Files that are not orientated or named appropriately are difficult to navigate and may result in extended review times.

All plan sheets must be in the proper "landscape" orientation.

Plan sheets should be submitted in a single multi-page pdf file. Additional information, separate from the plan sheets, shall be submitted as separate pdf files (ex. Stormwater Management Plan, Owner Affidavits, Traffic Studies, Com Checks, etc.)

Plan sets should **start with a cover sheet** that contains an index of drawings.

In each review cycle, the **applicant shall respond to each issue** generated by staff that remains open. Please give specific responses to the open issues, not generic responses such as "see plan" or "corrected".

Any resubmittal requires the submission of the COMPLETE set of plans, not only the affected sheets AND also a cover letter that specifies the details of the revision.

001. C-1 - Cover Sheet

Standardized Drawing File Naming Convention Example

002. A-1 - Floor Plan

003. S-101 - Foundation Plan

PLEASE REMEMBER TO CLICK "START UPLOAD"

Filename	Size	Status
Test plans.pdf	191 kb	0%

Buttons: Add Files, Start Upload

Summary: 191 kb, 0%

Buttons: Back, Help

The screen will show if the file has been successfully uploaded.

<input type="checkbox"/>	Documents Uploaded	Uploaded On
<input type="checkbox"/>	Test plans.pdf	4/22/22 7:26 PM

Buttons: Upload files, Delete selected, Save and continue later, Invite consultant to upload, Help

Button: Save and Continue

The next screen is where you will pay for the review. You can select **Pay Online** to pay for by credit card or; select **Pay offline** to pay for by check. **Please note that if you are paying by check to include the project number, address of the project, and notate for building plan review!!! If you do not do this, we will not know what the check is for and return it to you.**

Plan Review Submittal



Plan Review Fees

Pay Options

Fee	Qty	Price	Subtotal
Building Plan Fire Review (2020)	1	\$75.00	\$75.00
Building Plan Review Fee	1	\$155.00	\$155.00
			Total: \$230.00

Please click CONFIRM AND SUBMIT FOR REVIEW as it will not be submitted until you do.

Projects ▾ Plan Review ▾ Inspections ▾ Directory ▾ Support



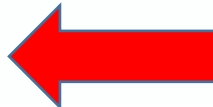
Plan Review Submittal




Confirm and Submit

⚠ Please confirm your submittal package by clicking the "Submit For Review" button below. Once you confirm your submittal, an automatic notification email will be sent to the review agency and the review process will begin. ✕

Confirm and Submit for Review



The next screen will be a confirmation of your submittal



Application Upload Files Fees Confirm and Submit

Submittal Confirmation

✔ Your project has been submitted successfully. ✕

Thank you for submitting your project.

ⓘ Your project has been submitted but **the review process will not begin until your fees have been paid.** ✕

The total amount due is \$230.00.

Offline Payment Instructions

Applicants should make all checks payable to "City of Fayetteville".

Note: During the resubmittal process, please contact the City of Fayetteville immediately, if you notice any duplicate Plan Review Fees listed.

IMPORTANT NOTE: Checks should include the project name or number in the memo line of the check. In addition, a copy of the submittal confirmation email must be mailed with the check. Failure to do so will result in processing delays that can extend your project timeline.

✔ A copy of this information has been emailed to you.

[Return to the Submittal Overview](#) [Submit Another Project](#) [View The Project](#)

You can now view your project and review comments from reviewers. You will also receive an e-mail once the City of Fayetteville accepts or declines your submittal. Please check your spam folder and whitelist the e-mail from: noreply@idtplans.com

How to submit RESIDENTIAL plans for review

At the **Application Type**, choose *Residential Plan Review*.

The screenshot shows the 'Plan Review Submittal' application interface. At the top, there is a navigation menu with 'Projects', 'Plan Review', 'Inspections', 'Directory', and 'Support'. Below this is a progress bar with four steps: 'Application' (highlighted with a green circle), 'Upload Files', 'Fees', and 'Confirm and Submit'. The main section is titled 'Project Overview' and contains three dropdown menus: 'Application Category' (set to 'Building Inspections Review'), 'Application Type' (set to '1.2) Residential Plan Review'), and 'Project Address' (empty). There are 'Save and Continue' and 'Help' buttons at the bottom.

Enter the address at **Project Address**.

After entering the address and selecting **Save and Continue**, the checklist screen will show.

The screenshot shows the 'Residential Plans Submittal Checklist' page. The title bar includes 'Residential Submittal Checklist' and a 'Print Checklist' button. The checklist items are as follows:

- Any job over \$30,000 will require at the time of permit application submission (this is a plan review application)
 - Workers' Comp Affidavit Form
 - NC Lien Agent Form
 - General Contractor's License

Permit applications and additional information can be found at: <https://www.fayettevillenc.gov/city-services/development-services/permitting-inspections>

Applications can be e-mailed to: inspections@fayettevillenc.gov
- Site Plan
- Complete Set of House Plans (11" x 17" or 18" x 24"). Plans must be clear, scaled, and detail the scope of work
- Approved Soil & Erosion Letter
- If in Flood Area, an Elevation Certificate will be required (Pre, During, and Post Certificates).
- Truss Plans
- Any homeowner intending to pull a permit without a contractor, **who meets the requirements of General Statute GS87-1(b)(2)**, will be required to fill out, notarize, and submit with their application the following form:
 - Owner Exemption Affidavit Form
- Residential plan review is for:
 - detached single-family home
 - duplex
 - townhomes (three stories or less). Townhomes are defined as a *single-family dwelling unit constructed in a group of three or more attached units separated by property lines in which each unit extends from foundation to roof and with a yard or public way on not less than two sides.*

The next screen you will enter the address again.

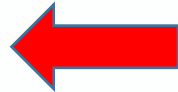
Plan Review Submittal

Application Upload Files Fees Confirm and Submit

Project Location

Project Address or PIN + Add Project Address or PIN Bulk add locations

Save and Continue Help



Add Project Address or PIN

Please enter a valid Project Address or PIN below. We will then attempt to verify the location automatically.

TIP: Try typing the first several characters of your location and then wait for the auto-suggest feature to provide a list of likely matches to select from.

Project Address or PIN:

433 HAY ST

Please confirm the following or change location above:

Address: 433 HAY ST
Parcel: 0437448417000
Owner: CITY OF FAYETTEVILLE

If you are stuck and would like some assistance please [Contact Us](#).

Cancel Confirm

After confirming the address select **Save and Continue**, the project data screen will appear

Plan Review Submittal

Application Upload Files Fees Confirm and Submit

Project Data

Is this property located in the Historic/Landmark Overlay District or on the National Historic Register? Select

Type of Improvement

- New Dwelling Construction
- Interior Renovation
- Exterior Renovation
- Addition
- Detached Structure
- Pool
- Deck
- Porch
- Patio
- Other

Project Description

Project Valuation

Will there be electrical? Select

Will there be HVAC? Select

Will there be plumbing? Select

Save and Continue Help

You can contact the City of Fayetteville's Zoning Division to find this information at:

910-433-1612

Check all that apply. More selections appear depending on the project scope.

Give a complete description of the work. Descriptions such as "renovation" will not be accepted.

Project valuation is how much the property will be valued at after construction. You can find current valuation at the Cumberland County Tax Office

The next screen is where you will enter your details. Please enter all contact information for anyone involved with the project as The City of Fayetteville CANNOT grant access for anyone to view your project. You can also invite people to view your project once it has been approved from the specific project page.

Plan Review Submittal

Application Upload Files Fees Confirm and Submit

Primary Contact Information

Project Contact - Agent/Representative + ⚙️

Project Owner + ⚙️

Indicate which of the following project contacts should be included on this project

- Architect
- Attorney
- Carrier
- Contractor
- Unlicensed Contractor
- Developer
- Engineer
- Landscape Architect
- Surveyor
- Sign Contractor
- Fire Contractor

[Save and Continue](#) [Help](#)

The next screen is where you will enter the utilities information.

Plan Review Submittal

Application Upload Files Fees Confirm and Submit

Utility Information

Electric Company

Water Utility

Sewer Utility


[Save and Continue](#) [Help](#)

The next screen is to confirm your application.

Application Upload Files Fees Confirm and Submit

Confirm Your Application Print

Please review your application below for accuracy and use the edit button to make corrections if necessary.



Inspections
(Residential & Commercial Plan Review)
433 Hay Street
Fayetteville, NC 28301
910-433-1768
www.fayettevillenc.gov

Project Overview #757537

Project Title: 433 hay street **Jurisdiction:** City of Fayetteville
Application Type: 1.2) Residential Plan Review **State:** NC
Workflow: Residential Plan Review - Building Permit **County:** Cumberland

Project Location

Project Address or PIN: 433 HAY ST (0437448417000)

GIS Verified Data

The next screen is where you will upload your digital plans to be reviewed (PDF only).

Plan Review Submittal

Application Upload Files Fees Confirm and Submit

Document Upload

The files displayed here have been uploaded successfully. Use the buttons below to add more files, remove files, or invite a consultant to participate in the upload process. Once you've completed your upload please confirm your document submittal by pressing "Save and Continue" at the bottom of the page.

433 hay street - Application Submittal 001


No files have been uploaded.

[Upload files](#) [Delete selected](#) [Save and continue later](#) [Invite consultant to upload](#) [Help](#)

Save and Continue

Select Upload Files.

Document Upload

This page will allow you to upload your project documents. Use the  button to browse your network for the files to upload and then click the "Upload" button to begin transferring your documents.

Acceptable file formats: (pdf).

City of Fayetteville Submittal Guidelines

Following these guidelines will enable the review team to process your submittal as quickly as possible. Files that are not orientated or named appropriately are difficult to navigate and may result in extended review times.

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001. C-1 - Cover Sheet

Standardized Drawing File Naming Convention Example

002. A-1 - Floor Plan


003. S-101 - Foundation Plan



Leave a Minimum 2"X3" Area

DOCUMENTS

Select files

Add files to the upload queue and click the start button.

Filename	Size	Status
Test plans.pdf	191 kb	0% 

 Add Files  Start Upload

191 kb 0%

Back

Help

Remember to select **Start Upload**.

This screen shows that the plans have been successfully uploaded.

Plan Review Submittal



Document Upload

The files displayed here have been uploaded successfully. Use the buttons below to add more files, remove files, or invite a consultant to participate in the upload process. Once you've completed your upload please confirm your document submittal by pressing "Save and Continue" at the bottom of the page.

433 hay street - Application Submittal 001		
<input type="checkbox"/>	Documents Uploaded	Uploaded On
<input type="checkbox"/>	Test plans.pdf	4/25/22 5:11 PM

 Upload files  Delete selected  Save and continue later  Invite consultant to upload  Help

Save and Continue

The next screen is if any plan review fees are due, then you will pay them.

The screenshot shows a navigation menu at the top with 'Projects', 'Plan Review', 'Inspections', 'Directory', and 'Support'. Below the menu is a progress bar titled 'Plan Review Submittal' with four steps: 'Application', 'Upload Files', 'Fees', and 'Confirm and Submit'. The 'Fees' step is currently active, indicated by a green circle with a checkmark. Below the progress bar is a grey bar titled 'Plan Review Fees' and a light blue notification box that says 'No fees are due at this time.' with a close button. At the bottom center is a blue button labeled 'Save and Continue'.

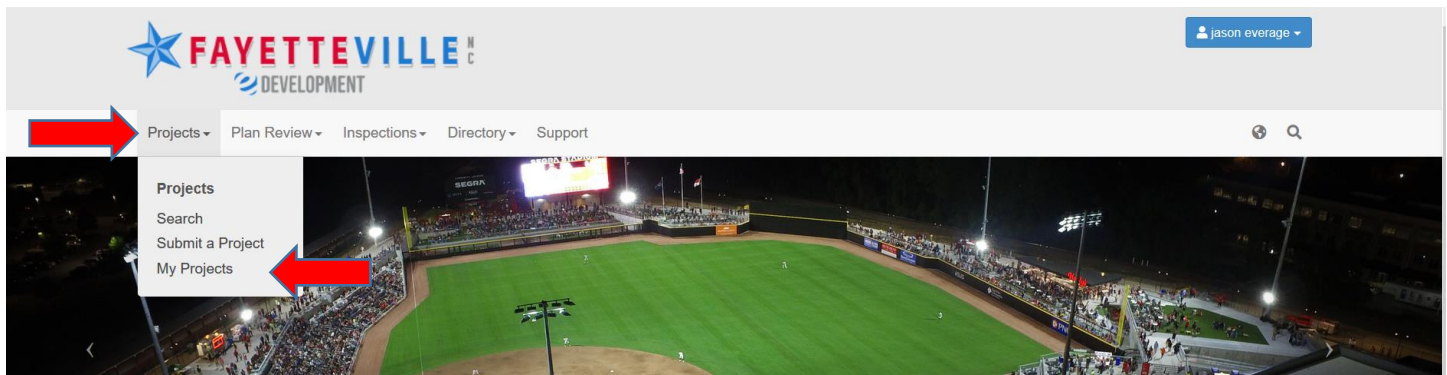
Select [Confirm and Submit for Review](#), The plans will not be submitted unless selected.

The screenshot shows the same navigation menu. The progress bar now shows all four steps ('Application', 'Upload Files', 'Fees', and 'Confirm and Submit') as completed with green checkmarks. Below the progress bar is a grey bar titled 'Confirm and Submit' and a yellow notification box with a warning icon that says: 'Please confirm your submittal package by clicking the "Submit For Review" button below. Once you confirm your submittal, an automatic notification email will be sent to the review agency and the review process will begin.' At the bottom center is a blue button labeled 'Confirm and Submit for Review'.

You can now view your project and review comments from reviewers. You will also receive an e-mail once the City of Fayetteville accepts or declines your submittal. Please check your spam folder and whitelist the e-mail from: noreply@idtplans.com

The screenshot shows the same navigation menu. Below the progress bar is a grey bar titled 'Submittal Confirmation' and a green notification box that says 'Your project has been submitted successfully.' Below the notification box is the text 'Thank you for submitting your project.' followed by three green checkmarks and their corresponding messages: 'Your project is now under review.', 'A confirmation email has been sent to you for your records.', and 'Your project is now under review.' At the bottom are three blue buttons: 'Return to the Submittal Overview', 'Submit Another Project', and 'View The Project'.

Viewing the Overview of Projects page



This is where you have an overview of the projects you have submitted.

Select **My Projects**.

A screenshot of the 'Account Activity' page. A red arrow points down to the 'Account Activity' header. Below the header are four tabs: 'Plan Review Submittals', 'Inspections', 'Projects I'm Tracking', and 'Project Statistics'. A message states: 'Submittals that appear in red require action on your part to proceed. Submittals that appear in green have been approved.' There are buttons for 'Show Results for All Sites' and 'Submit a New Project'. Below this is a table with columns: Project Title, Jurisdiction, Application Type, Action, Status, Submitted, and Approved. The table contains two entries. The first entry, '433 hay street', is in red text and has a status of 'Submittal Package Received - Under review for completeness' and a date of '04/25/22'. The second entry, 'test', is in blue text and has a status of 'Submittal Package Accepted - Project is Currently Under Review' and a date of '04/22/22'. At the bottom, it says 'Showing 1 to 2 of 2 entries' and has pagination links: 'First', 'Previous', '1', 'Next', 'Last'.

At this screen, you can view the status of all the projects you have submitted.

This screen shows that the submittal package was declined for review and an e-mail will be sent to you describing what is needed.

Click on the [Resume Application Submittal](#) to correct information or upload additional plans. **DO NOT START A NEW PROJECT SUBMITTAL AS THIS WILL CREATE NEW FEES.**

Plan Review Submittals | [Inspections](#) | [Projects I'm Tracking](#) | [Project Statistics](#)

Submittals that appear in **red** require action on your part to proceed. Submittals that appear in **green** have been approved.

[Show Results for All Sites](#) [Submit a New Project](#)

Show 100 entries Search:

Project Title	Jurisdiction	Application Type	Action	Status	Submitted	Approved
433 hay street	City of Fayetteville	1.2) Residential Plan Review	Resume Application Submittal	Submittal Package Declined - Waiting For Applicant to resubmit	04/25/22	
test	City of Fayetteville	1.1) Commercial Plan Review		Submittal Package Accepted - Project is Currently Under Review	04/22/22	

Showing 1 to 2 of 2 entries [First](#) [Previous](#) 1 [Next](#) [Last](#)

This screen shows when a project has been approved. **If revisions are needed, use the [Submit Revision](#) selection on the project. Do not create a new submittal as this will create new fees.** Note: See <https://www.fayettevillenc.gov/city-services/development-services/permitting-inspections> for more information.

Account Activity

Plan Review Submittals | [Inspections](#) | [Projects I'm Tracking](#) | [Project Statistics](#)

Submittals that appear in **red** require action on your part to proceed. Submittals that appear in **green** have been approved.

[Show Results for All Sites](#) [Submit a New Project](#)

Show 100 entries Search:

Project Title	Jurisdiction	Application Type	Action	Status	Submitted	Approved
test	City of Fayetteville	1.1) Commercial Plan Review	Submit Revision Request An Inspection	Review Approved	04/22/22	04/25/22
433 hay street	City of Fayetteville	1.2) Residential Plan Review		Review Cycle Closed Out - Awaiting administrative approval	04/25/22	

Showing 1 to 2 of 2 entries [First](#) [Previous](#) 1 [Next](#) [Last](#)

Viewing the specific project page

You can select a specific project from the projects overview page to go to the specific project to see more information. This is commonly called your “project page”.

Project 433 hay street Project Actions

Type: 1.2) Residential Plan Review
Workflow: Residential Plan Review - Building Permit
Jurisdiction: City of Fayetteville

Description:
the

A/P #:
Cityworks Tracking Number:
Subdivision or Site Plan Case Number:

Status: Review Cycle Closed Out - Awaiting administrative approval
Stage: Quality Control Review

Project Number: 757537
Posted: 4/25/22 9:31 AM
Applicant: jason everage
Admin: jason everage

Documents

	Redlines	Created	Dimensions	Size	Pages	Version
<input type="checkbox"/> Application Submittal 001		4/25/22	1 File	0.20 MB	1 Total	
<input type="checkbox"/> Plan Review Application.pdf		4/25/22	8.5x11	0.05 MB	2	[ver.4]
<input type="checkbox"/> Residential Submittal Checklist.pdf		4/25/22	8.5x11	0.05 MB	1	[ver.1]

433 HAY ST (0437448417000)

Looking at the features to the left of screen:

- Documents** (3) Documents is where all documents are located
- Issues** (1) Issues is where comments are provided for plan review
- Review Cycles** (1) Review Cycles shows how many review submittals have been processed
- Inspections** (0) This page will show all inspections available, requested, and results to include inspection reports.
- Forum** Forum is where Request For Information “RFI” can be had with the designer and attached as part of the legal record
- Submittal Data** Submittal Data
- Emails** Emails shows all e-mail communication in regards to project
- Activity Log** Activity Log shows all activity on project

Looking at the center:

433 hay street

Type: 1.2) Residential Plan Review
Workflow: Residential Plan Review - Building Permit
Jurisdiction: City of Fayetteville

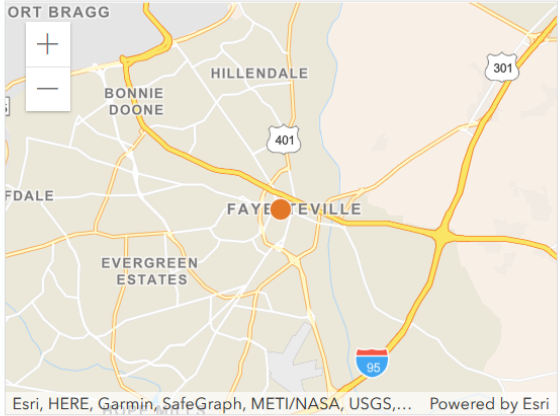
Description:
the

A/P #:
Cityworks Tracking Number:
Subdivision or Site Plan Case Number:

Status: Review Cycle Closed Out - Awaiting administrative approval
Stage: Quality Control Review

Project Number: 757537
Posted: 4/25/22 9:31 AM
Applicant: jason everage
Admin: jason everage

Project Actions



433 HAY ST (0437448417000)

Project Number. Any communication with City of Fayetteville in regards to submittals the project number is your reference

Status and Stage shows where the project is in review

Looking at "Project Actions":

Project Actions

- Project permissions
- Advertise this project
- Invite contacts
- Project fees
- Compose project email
- View project email history
- Start tracking this project

Shows who has permission to view your project.

This feature is currently not available

Invite Contacts is where you can invite someone to view and access your project after the submittal is complete and approved.

Project Fees shows all fees due and paid on the project

You can create an e-mail that is connected to the project and remains part of the official record

Shows all email correspondence in relation to the project

This feature allows you to keep updated with any new activity.

Where to find approved plans

When plans are approved by the City of Fayetteville, you can go to the specific project page and open the documents folder. There will be a separate folder named "Approved Plans". This is the location of the City of Fayetteville approved stamped plans. It is the responsibility of the applicant to have these plans printed and on the construction site (commercial projects only). Inspectors will request to see the stamped approved plans and if not on site will result in a failed inspection.

433 hay street

Type: 1.2) Residential Plan Review
Workflow: Residential Plan Review - Building Permit
Jurisdiction: City of Fayetteville

Description:
the

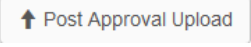
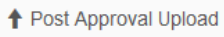
A/P #:
Cityworks Tracking Number:
Subdivision or Site Plan Case Number:

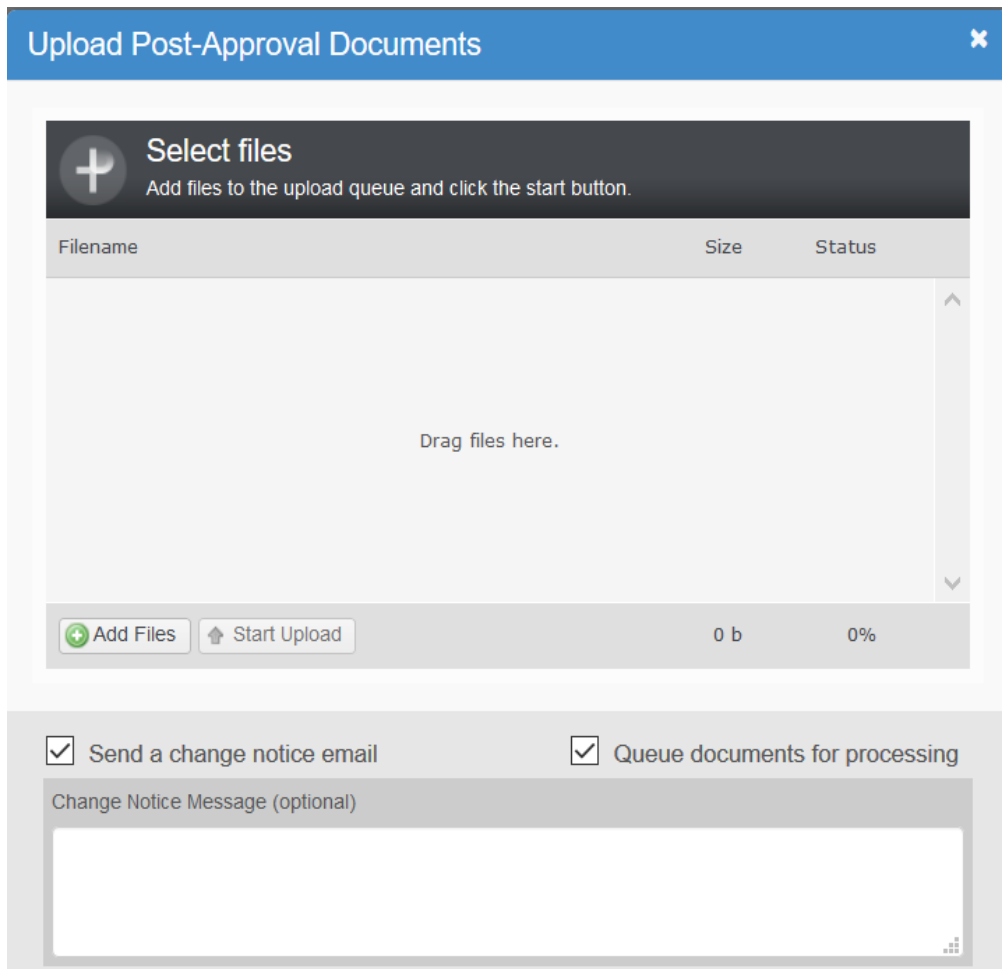
Status: Review Cycle Closed Out - Awaiting administrative
Stage: Quality Control Review

Documents		Redlines	Created	Dimensions	Size	Pages	Version
<input type="checkbox"/>	Application Submittal 001		4/25/22	1 File	0.20 MB	1 Total	
<input type="checkbox"/>	Approved Plans		4/26/22				
<input type="checkbox"/>	Plan Review Application.pdf		4/25/22	8.5x11	0.05 MB	2	[ver.4]
<input type="checkbox"/>	Residential Submittal Checklist.pdf		4/25/22	8.5x11	0.05 MB	1	[ver.1]

+ New Folder ↑ Upload ↓ Download 🛒 Order 📄 Import to Bluebeam 🆘 Help More... ▾

How to submit permit applications

When a project is approved, there will be a tab on the specific project page named . **You must have permission to access this page.** Once  is selected this will appear:



From here you will select  and attach the permit application. Once the applications are attached, select .

Once the permit application is received and processed, an e-mail will be sent for payment. Payments can be paid through the portal. If a check is mailed to the City of Fayetteville's Permitting and Inspections Division, then a copy of the invoice (found in the project fees section) must accompany the check or the check will be returned to you.

test for placement



Project Actions

Type: P&I 5) Modular/ Manufactured Building Placement

Workflow: Manufactured / Modular Building Placement Application

Jurisdiction: City of Fayetteville

Description:

A/P #:

Cityworks Tracking Number:

Subdivision or Site Plan Case Number:

Status: Review Approved

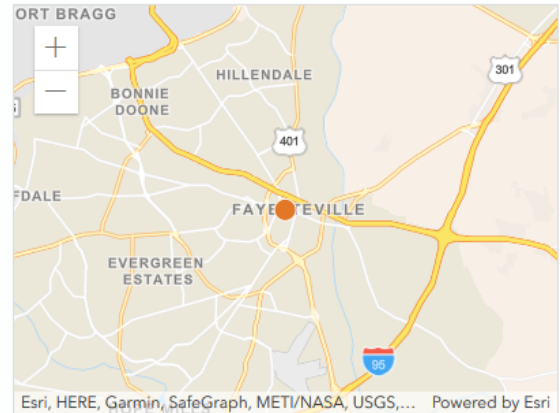
Stage: Waiting for Cityworks

Project Number: 908341

Posted: 11/30/22 8:44 AM

Applicant: Jason Everage

Admin: Jason Everage



Where to request an inspection on an issued permit

Where to upload revised plans

433 HAY

Where to upload permit applications

Submit Revision

Request Inspection

Post Approval Upload

Documents

Toggle All

Redlines

	Created	Dimensions	Size	Pages	Version
<input type="checkbox"/> Application Submittal 001	11/30/22	1 File	0.20 MB	1 Total	
<input type="checkbox"/> Permits	11/30/22	1 File	0.06 MB	2 Total	
<input type="checkbox"/> Post Approval	12/2/22				
<input type="checkbox"/> Plan Review Application.pdf	11/30/22	8.5x11	0.05 MB	2	[ver.1]

Download

Order

Help

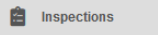
E-Development Portal web address: <https://fayetteville.idtplans.com/secure>

Permit Applications: <https://www.fayettevillenc.gov/city-services/development-services/permitting-inspections/administration-permitting/permits>

E-Development Help: <https://www.fayettevillenc.gov/city-services/development-services/permitting-inspections/idt-plans-and-fayworx-help>

How to request an Inspection

On the specific project page, select



The screenshot shows a project page for 'test for placement'. The left sidebar contains a menu with items: Project, Documents (7), Issues (0), Review Cycles (1), Inspections (highlighted with a red arrow), Forum, Submittal Data, Emails, and Activity Log. The main content area displays project details: Type: P&I 5) Modular/ Manufactured Building Placement; Workflow: Manufactured / Modular Building Placement Application; Jurisdiction: City of Fayetteville; Project Number: 908341; Posted: 11/30/22 8:44 AM; Applicant: Jason Everage; Admin: Jason Everage. A map of Fayetteville, AR is shown with a red dot at the project location. At the bottom, there are buttons for 'Submit Revision', 'Request Inspection', and 'Post Approval Upload'.

Here the inspections page will appear:

The screenshot shows the 'Inspections' page for the 'test for placement' project. It features a table with the following data:

Inspection Type	Status	Date	By
2(MANUF.) Manufactured Foundation	Request Inspection		
1(MANUF.) Manufactured Footing	Fail	11/30/22 10:21 AM	Jason Everage View Report
1(MANUF.) Manufactured Footing #2	Requested	11/30/22 10:21 AM	jason everage
3(MANUF.) Manufactured Final	Request Inspection		

Below the table is a '+ Request Other Inspection' button.

Select **Request Inspection** in the appropriate inspection type and the request screen will appear:

? Inspection Type 2(MANUF.) Manufactured Foundation
 ? Permit Number -2022-00066
 ? Jurisdiction City of Fayetteville
 ? Project Title test for placement
 Inspection Address 433 HAY
 ? Requested Date 12/30/2022
 ? Site Contact Name Jason Everage
 ? Site Contact Phone 910-433-1703
 ? Site Contact Email JasonEverage@FayettevilleNC.Gov
 ? Contractor General Contractor
 ? Note lock box code 1111

Submit

Enter the date of the inspection. Please note that same day inspections are not possible and if it is an emergency, (ex. need gas inspection so resident may have heat) please call.

Please enter all information

Select  .

A confirmation screen will appear:

Inspection Confirmation

Thank you for submitting your inspection request.

A confirmation email has been sent to JasonEverage@FayettevilleNC.Gov.

Project:	test for placement
Permit Number	-2022-00066
Inspection Type	2(MANUF.) Manufactured Foundation
Inspection Address	433 HAY
Requested By	jason everage
Requested Date	12/30/22
Contractor	General Contractor
Site Contact	Jason Everage 910-433-1703 JasonEverage@FayettevilleNC.Gov
Notes	lock box code 1111

Request Another Inspection

View Project

In addition, you will receive an e-mail:

Hello Jason Everage, Thank you for REQUESTING an inspection. Staff will review the request to verify that all required fees have been paid and the sequence is in the correct order before scheduling the inspection with the Inspector.

- **Footing Inspection:** Footing inspections shall be made after the trenches are excavated, all grade stakes are installed, all reinforcing steel and supports are in place and tied, and all necessary forms are in place and braced **BEFORE** any concrete is placed.

Inspection Type: 1MANUF.) Manufactured Footing #2
Permit Number: -2022-00066
Jurisdiction: City of Fayetteville
Request Date Created: 12/28/22 11:01 AM
Inspection Date Requested: 12/29/22
Project: [test for placement](#)
Inspection Address: 433 HAY
Requested By: Jason Everage
Site Contact Name: Jason Everage
Site Contact Phone: 910-433-1703
Site Contact Email: JasonEverage@FayettevilleNC.Gov
Contractor: General Contractor
Notes: lockbox 1111

Please use this link if you wish to cancel your inspection at any time:
<https://fayetteville.idtplans.com/secure/inspections/request/?step=cancel&token=9BCA2517-63F6-442A-8E2526E010C6BA3F>

When an inspection has been reviewed and assigned, the screen will show:

The screenshot shows a table of inspections with the following columns: Inspection Type, Status, Date, and By. The table contains four rows of inspection data. Callout boxes provide instructions for each column: 'Inspection Types; click to go to inspection detail' points to the 'Inspection Type' column; 'Status; here you can request an inspection; see if the inspection has been assigned; view the results' points to the 'Status' column; and 'Here you can see the inspection report (when applicable)' points to the 'View Report' button.

Inspection Type	Status	Date	By	
2MANUF.) Manufactured Foundation	Assigned	11/30/22 08:49 AM	Jason Everage	
1MANUF.) Manufactured Footing	Fail	11/30/22 10:21 AM	Jason Everage	View Report
1MANUF.) Manufactured Footing #2	Assigned	11/30/22 10:21 AM	Jason Everage	
3MANUF.) Manufactured Final	Request Inspection			Waive

Inspection Types; click to go to inspection detail

Status; here you can request an inspection; see if the inspection has been assigned; view the results

Here you can see the inspection report (when applicable)

If you click on the **Inspection Type**, the inspection detail will show:

Inspection Detail [← Return to Project](#)

Inspection Type: 2(MANUF.) Manufactured Foundation	Status Assigned
Permit Number: -2022-00066	Inspection Date 12/30/22
Jurisdiction: City of Fayetteville	Inspector Jason Everage
Request Date Created: 12/28/22 11:19 AM	Result Pending
Inspection Date Requested: 12/30/22	
Project: test for placement	
Inspection Address: 433 HAY	
Inspector Name: Jason Everage	
Inspector Phone: (910) 4331703	
Requested By: jason everage	
Site Contact Name: Jason Everage	
Site Contact Phone: 910-433-1703	
Site Contact Email: JasonEverage@FayettevilleNC.Gov	
Contractor: General Contractor	
Notes: lock box code 1111	

[Notes](#) [Fees](#) [Activity](#)

Date/Time	User	Activity	Detail
12/28/22 11:29	Everage, Jason	Started	
12/28/22 11:28	Everage, Jason	Assigned	Jason Everage was assigned.
12/28/22 11:19	everage, jason	Requested	

Please remember that all communications will be via the portal e-mail so that a record of the communication is preserved on the project.

Important Notes

- All uploaded documents must be in a PDF file format. If the upload is unclear, your project may be returned back to you in order to upload clear documents.
- It is the responsibility of the project submitter to invite all contractors to the project. The City of Fayetteville cannot grant access to anyone to view the project.
- Please read all items and understand before checking the checklists or submitting the project.
- Anyone with permission to view the project will be able to see everything to include inspection reports and scheduling inspections. North Carolina Administrative Code section 107.2 requires the permit holder to schedule the inspection. If someone other than the permit holder schedules the inspection and a violation fine has been assessed, the fine will have to be paid before any other inspections are scheduled regardless of who requested the inspection.