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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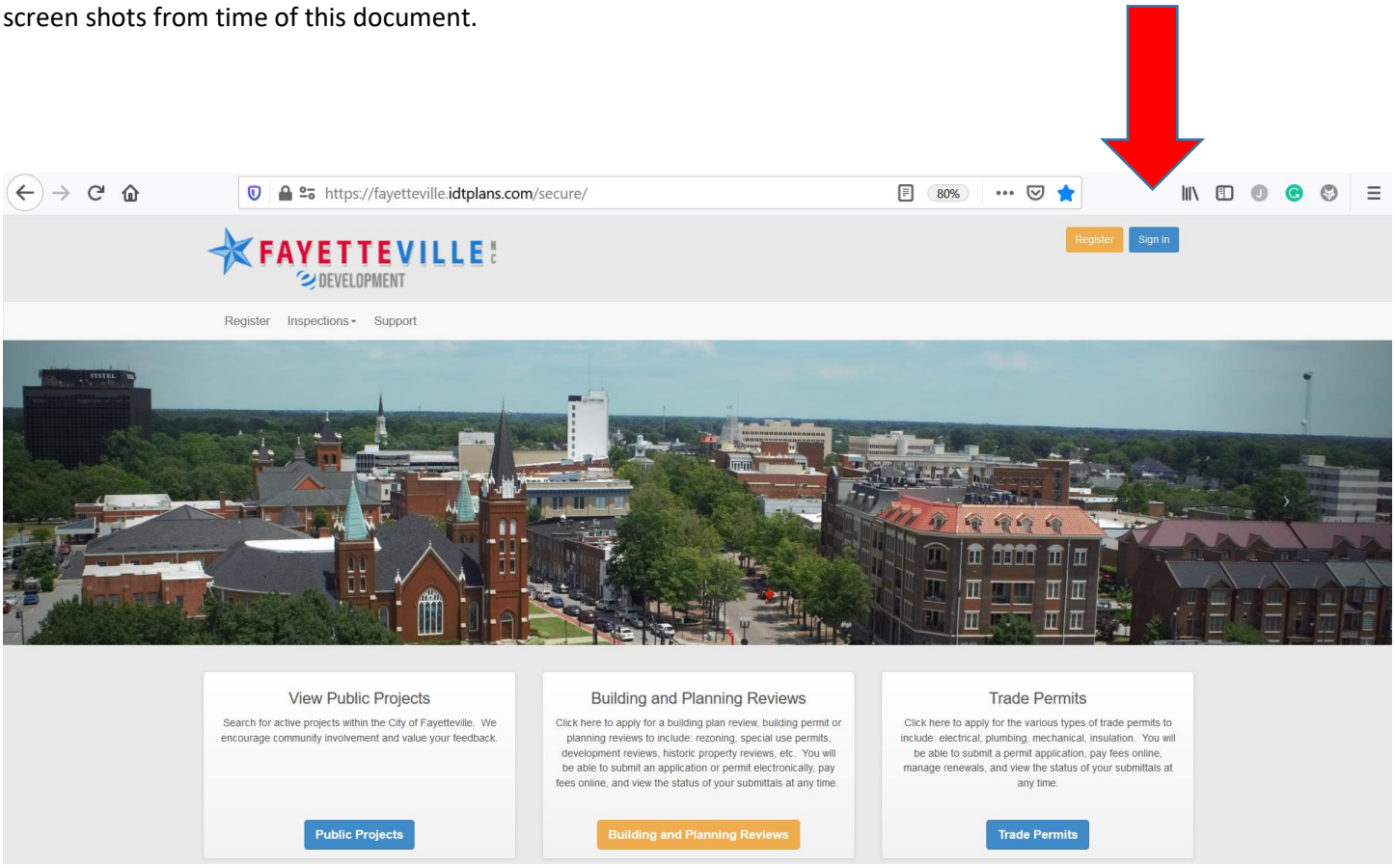
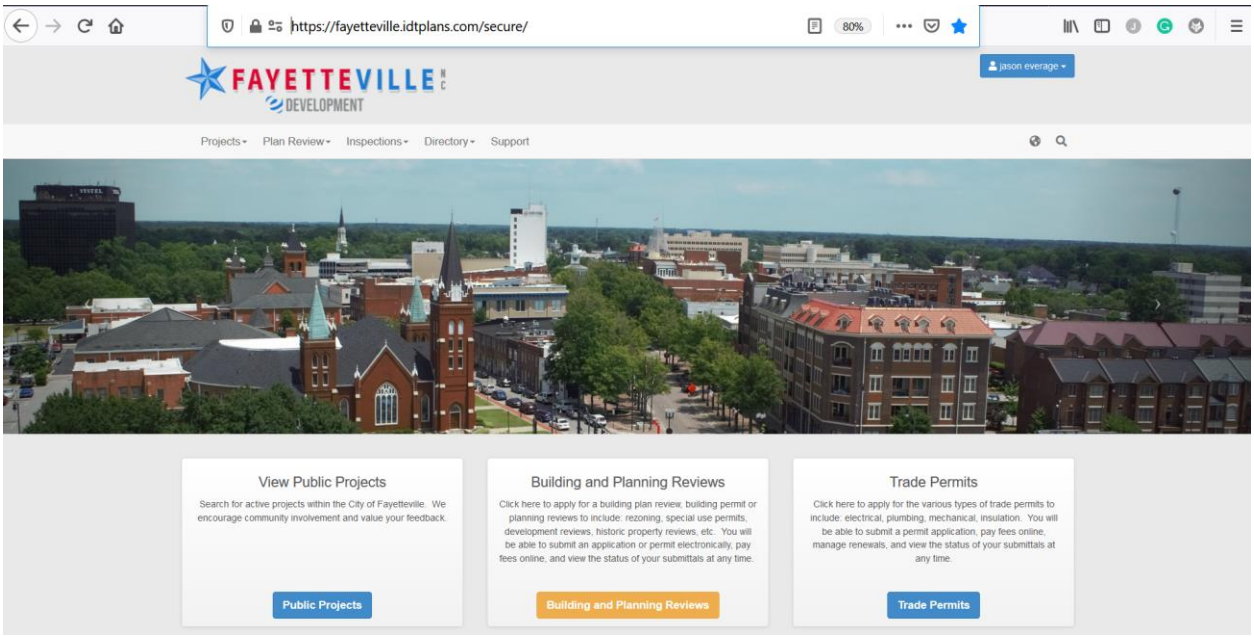
How to submit construction plans through the E-Development Portal

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.





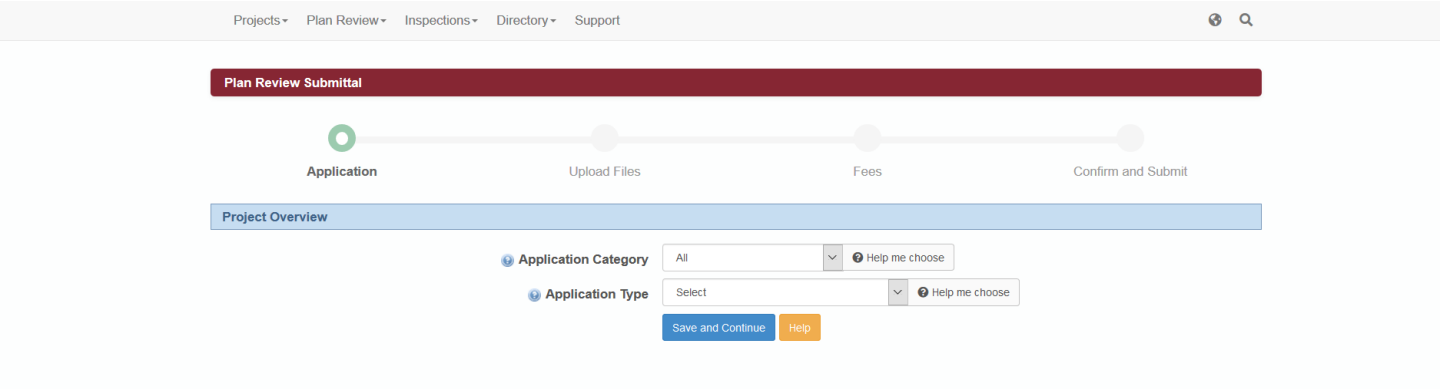
Here you will find two options to choose from:

1. **PUBLIC PROJECTS**: *Used as a public portal to view projects*

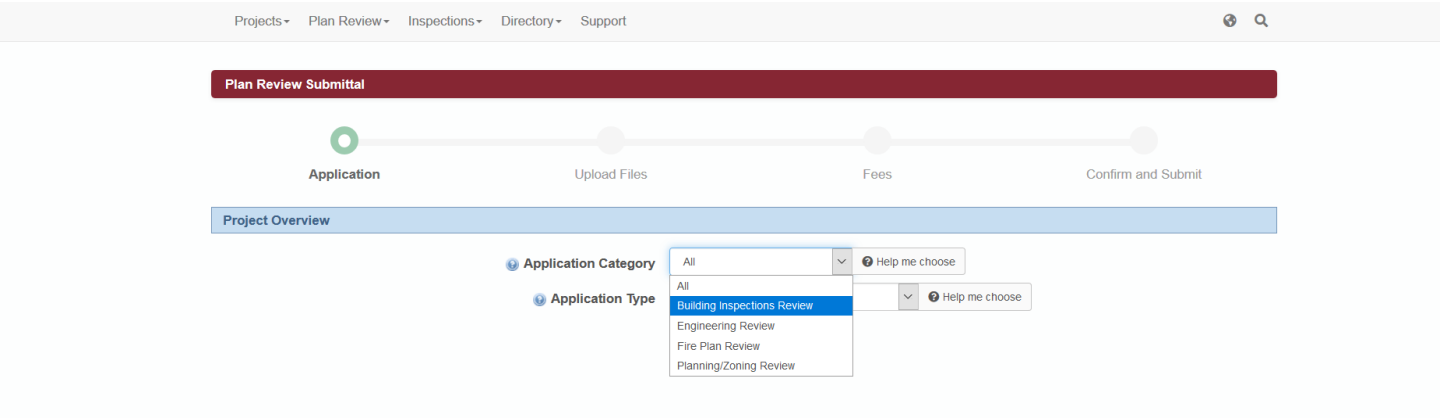
2. **BUILDING AND PLANNING REVIEWS**: *This is where plans are submitted to be reviewed*

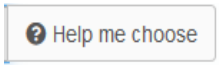
Choose **BUILDING AND PLANNING REVIEWS**

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



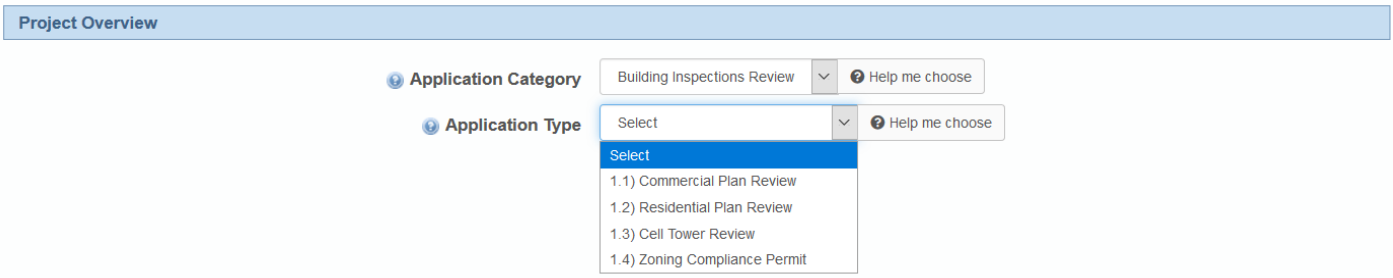
Application Categories:

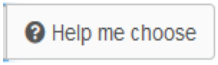


For building construction plans; choose ***Building Inspections Review*****.** If you are not sure, the 

tab will list information in regards to the selection.

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



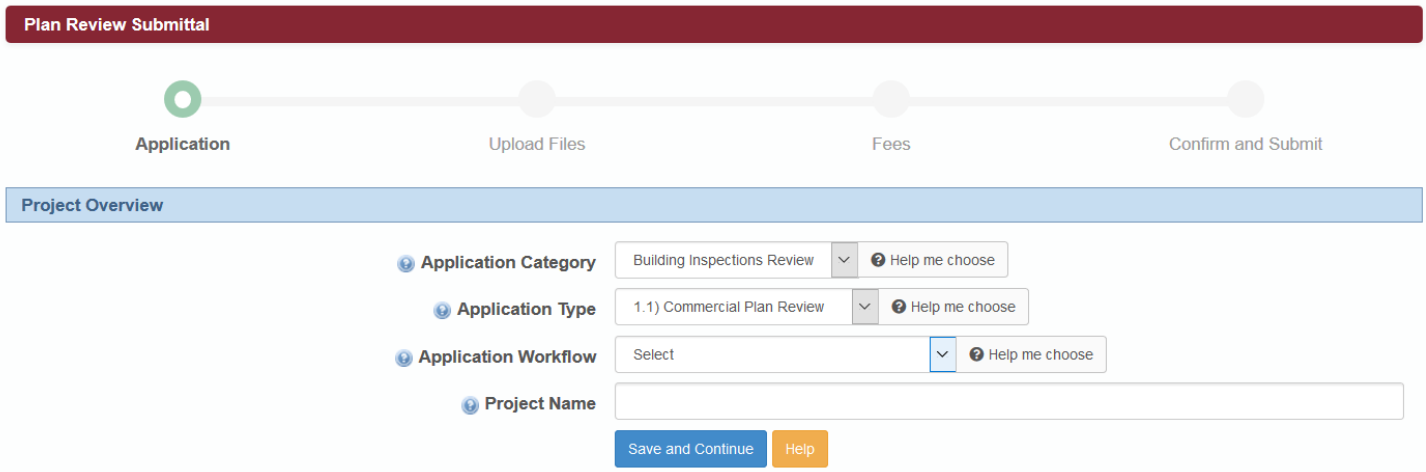
Again, if you are unsure, the 

is available to assist you.

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.

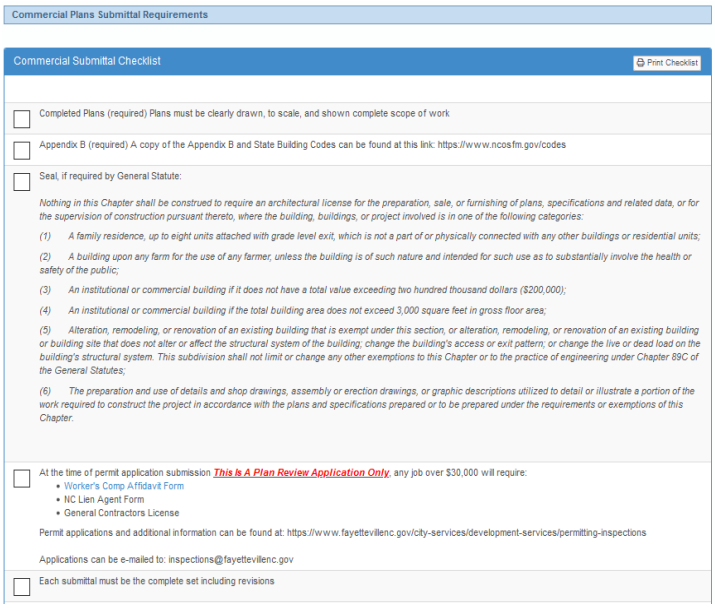


Application Workflow; select : *Commercial Plans check – Building Review*

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

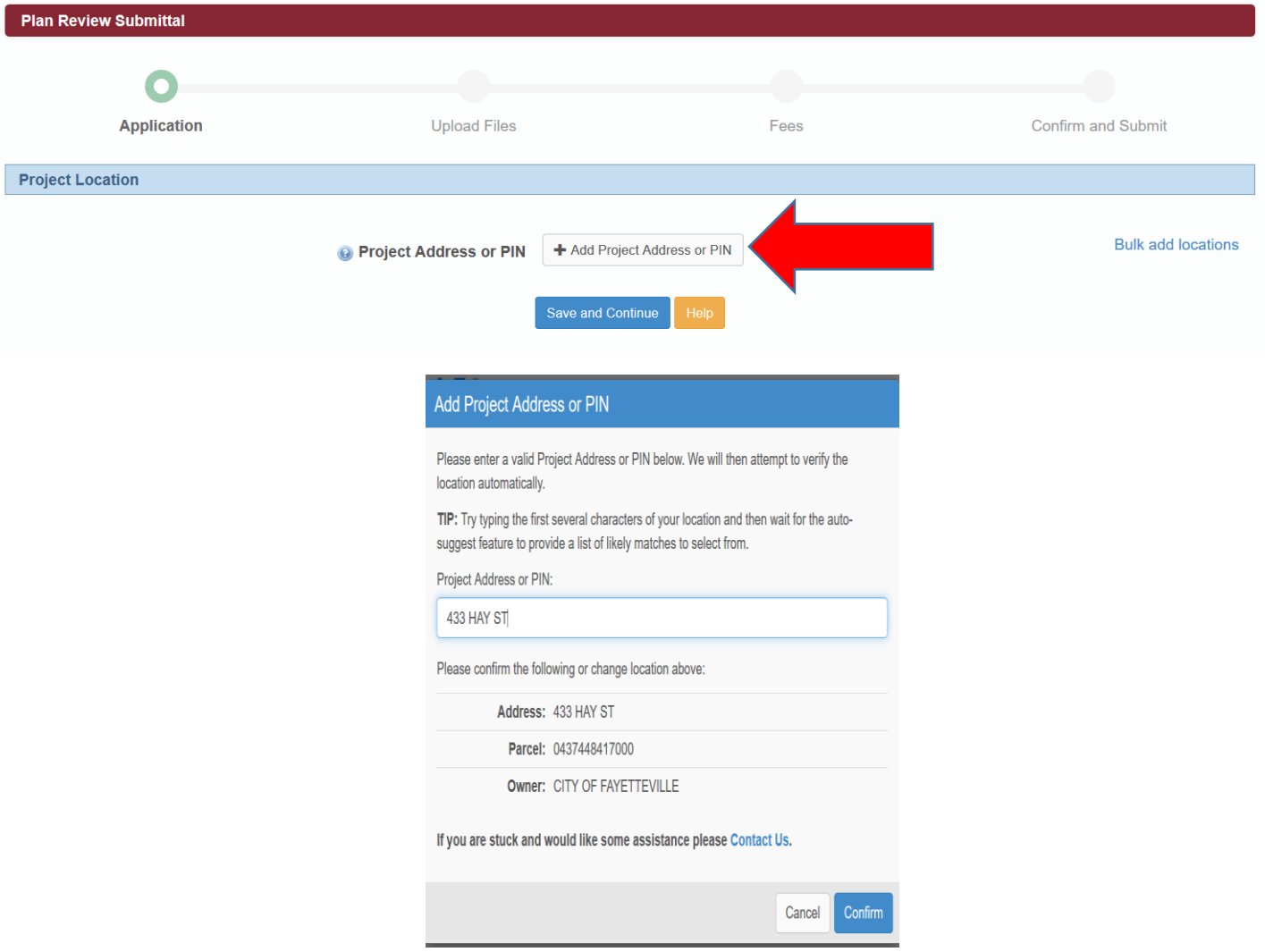
After you have selected this and choose

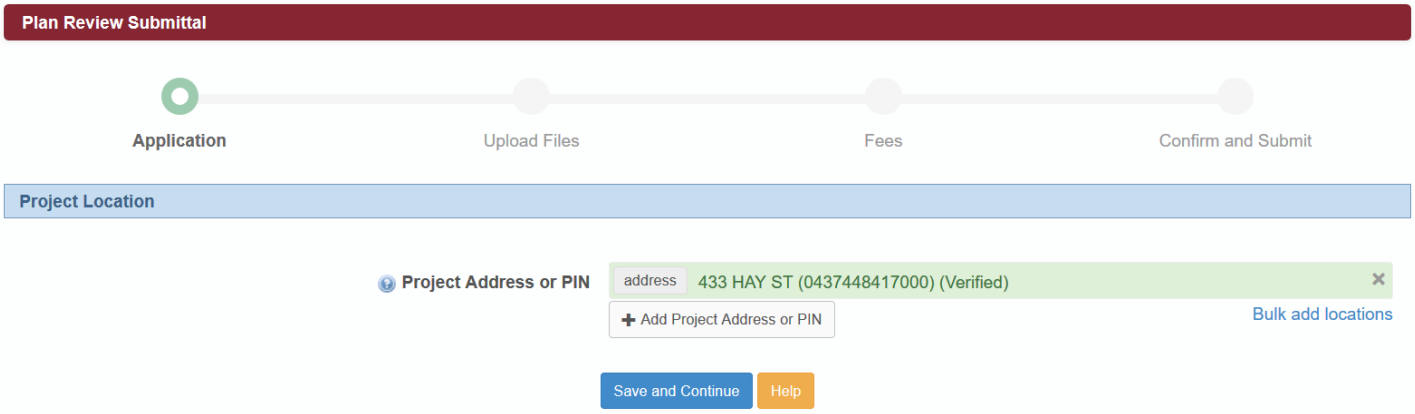
; A checklist screen will appear to show what will be required and the format of the plans:



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.

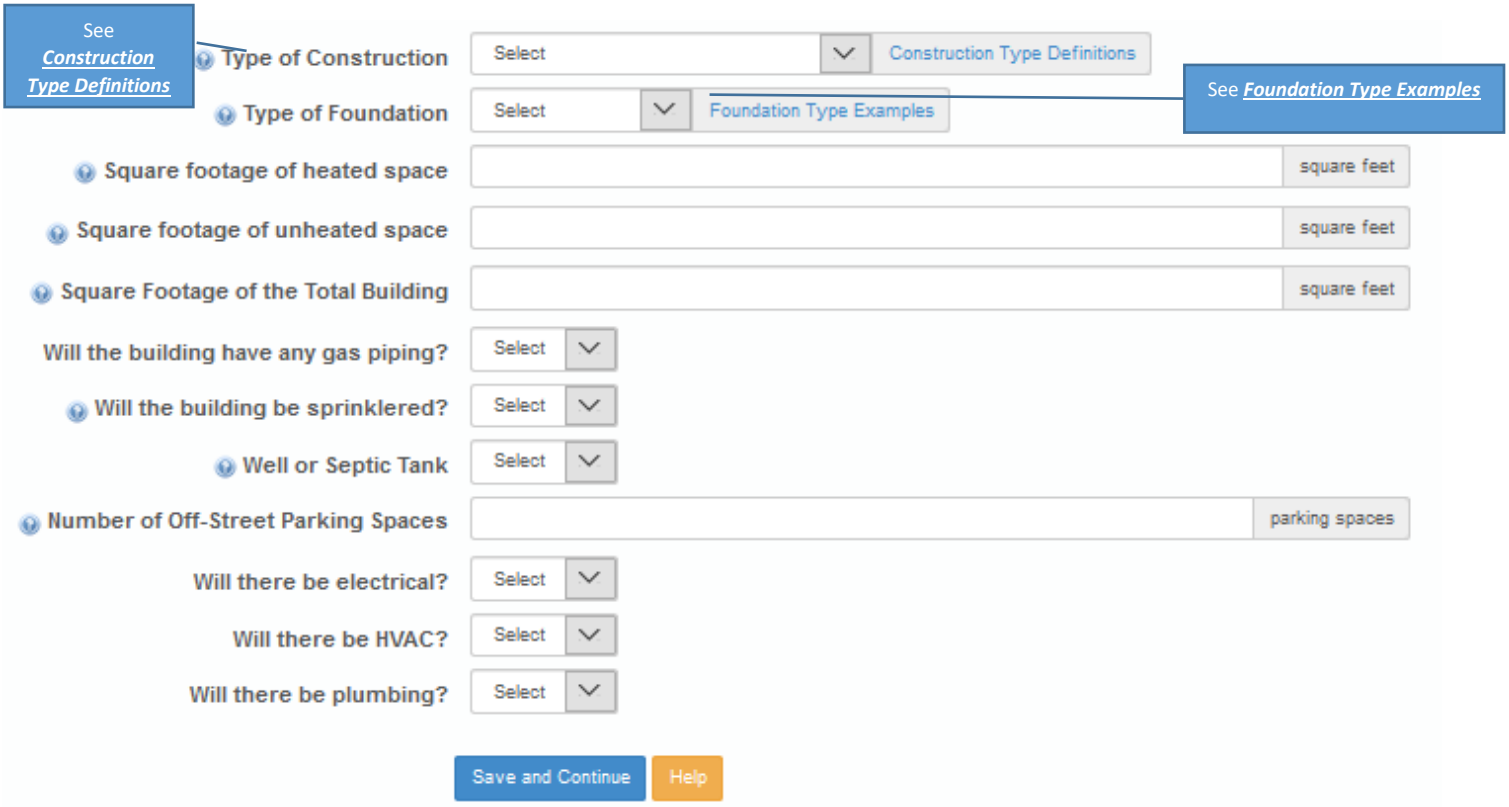




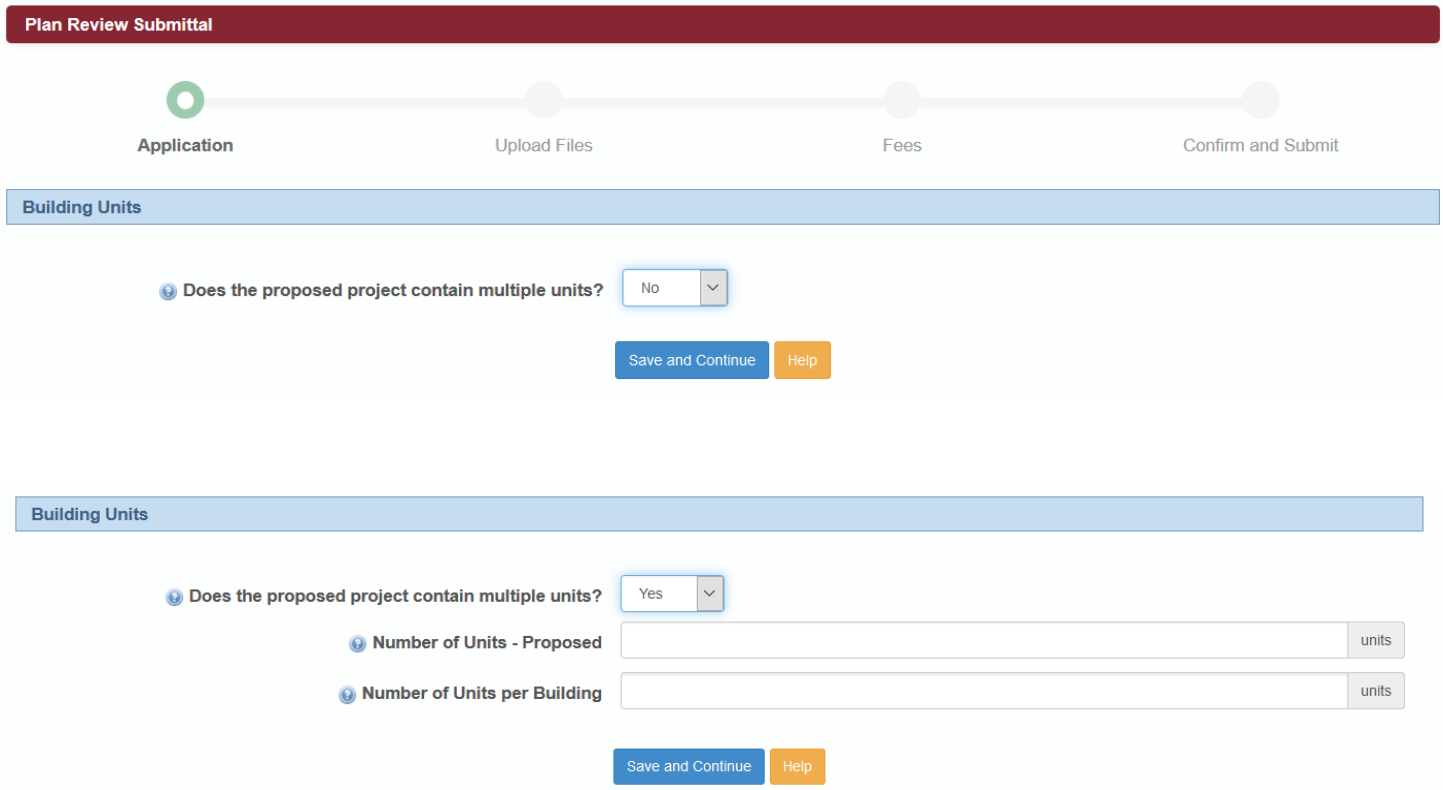
Only one address per submittal is allowed. If you are unsure of the address, the City of Fayetteville's Zoning Division can assist you (910-433-1612)

The next screen is the building data information.

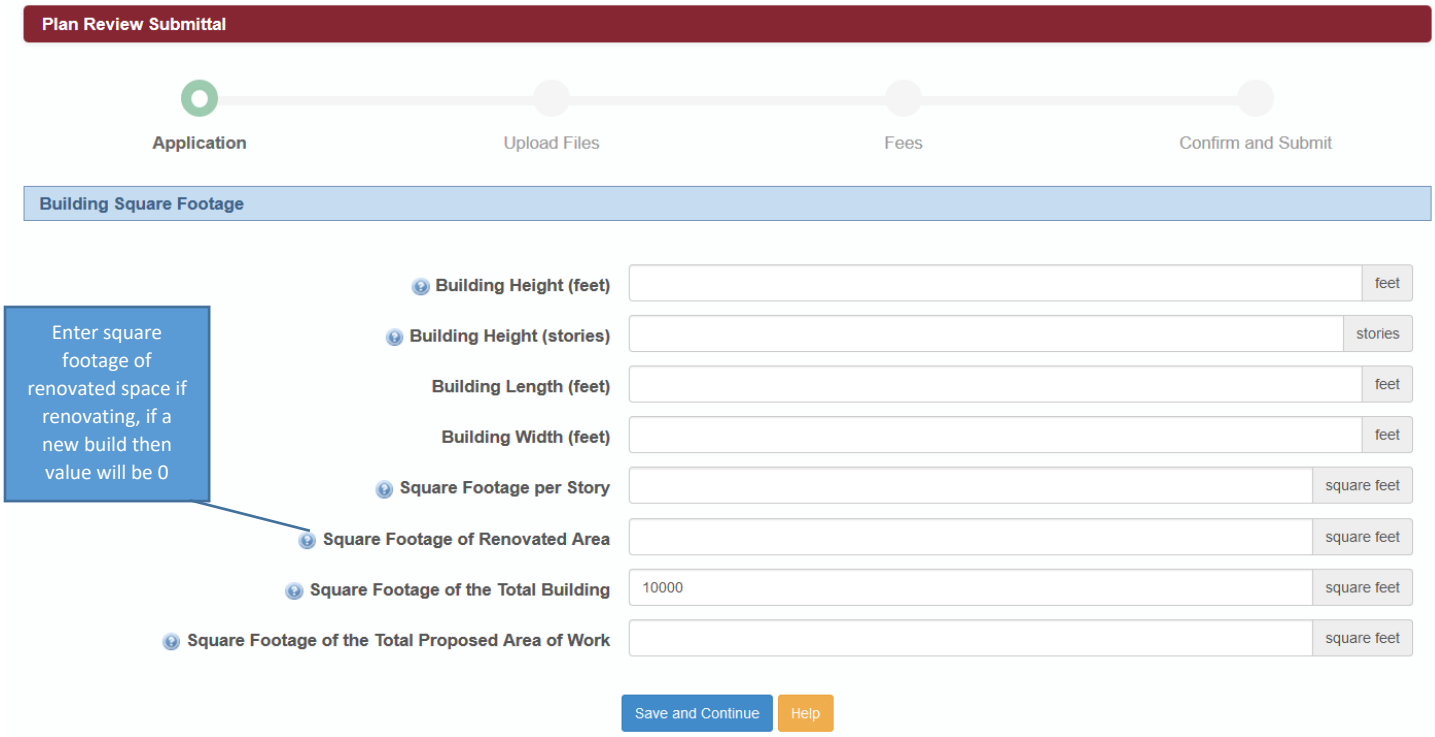
Plan Review Submittal
Application
Upload Files
Fees
Confirm and Submit
New Commercial Building Data
Is this property located in the Historic/Landmark Overlay District or on the National Historic Register?
Select
You can contact the City of Fayetteville's Planning Division to find this information at:
910-433-1612
Type of Improvement
New Construction
Upfit
Shell
Pool
Addition
Fire Damage
Renovation
Change of Occupancy
Commercial Roof
Other
See Definitions for the Above Options
This area if for the scope of the project. You can select See Definitions for the Above Options for help with each type of selection
Project Description
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 CLASSIFICATON. 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



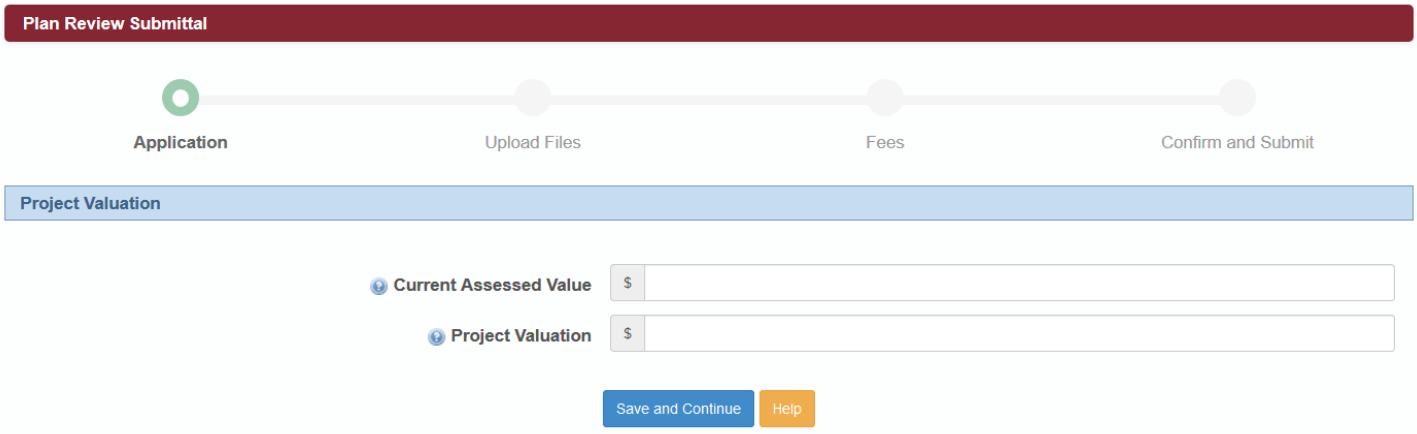
The next screen will be for multiple units. Examples will be apartments, motels, dormitories, strip mall, etc.



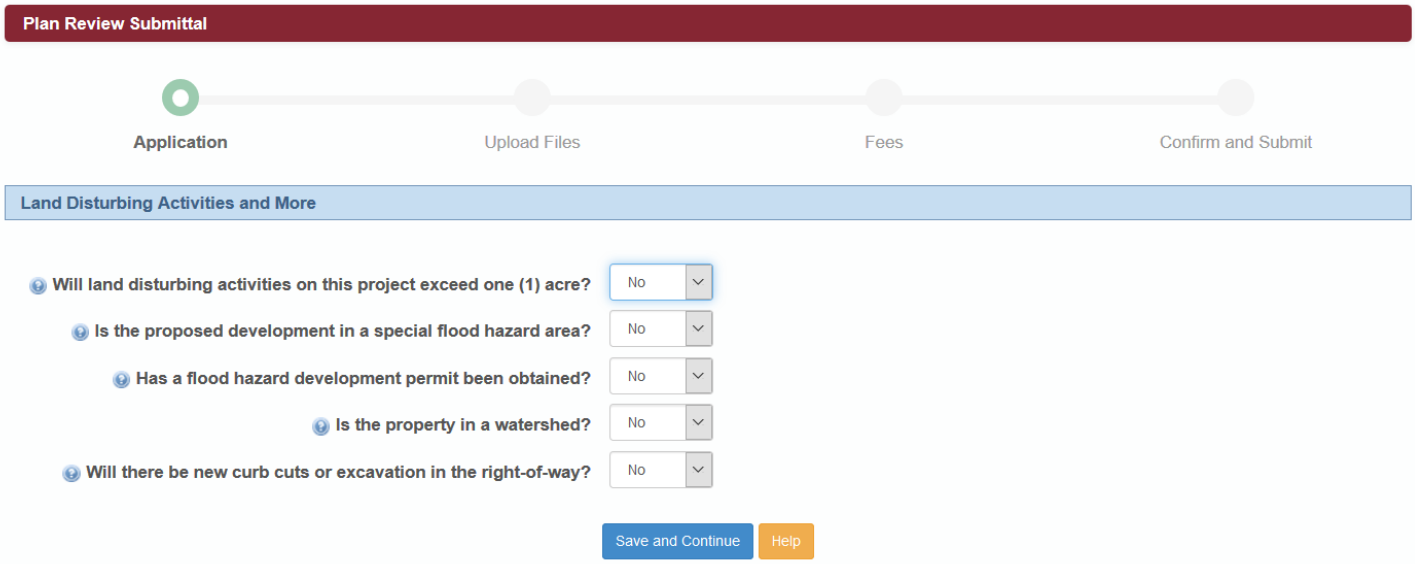
The next screen will be where the building square footage is entered.



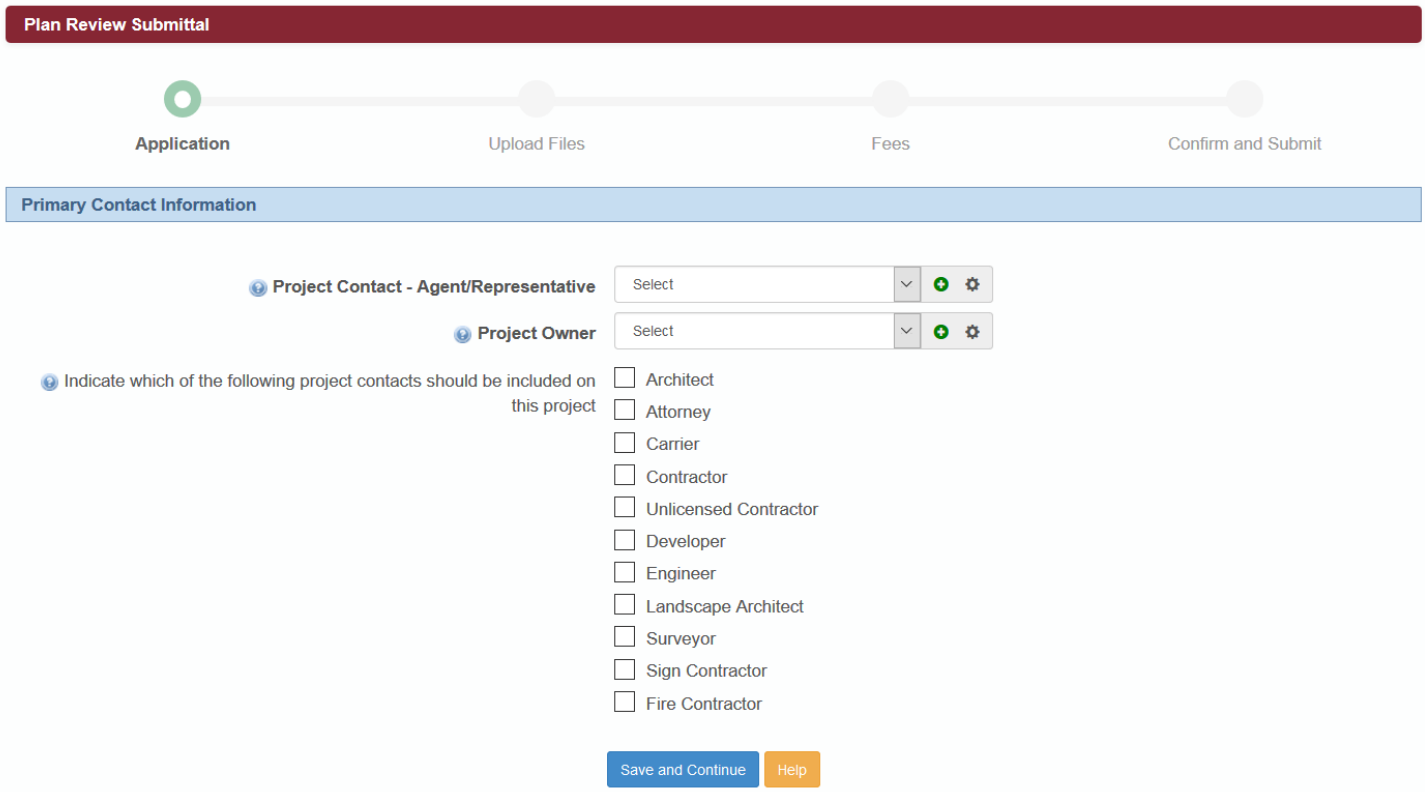
This screen is where the current assessed value is entered (Cumberland County Tax Office will have this information) and Project Valuation is what the assessed value will be after construction.



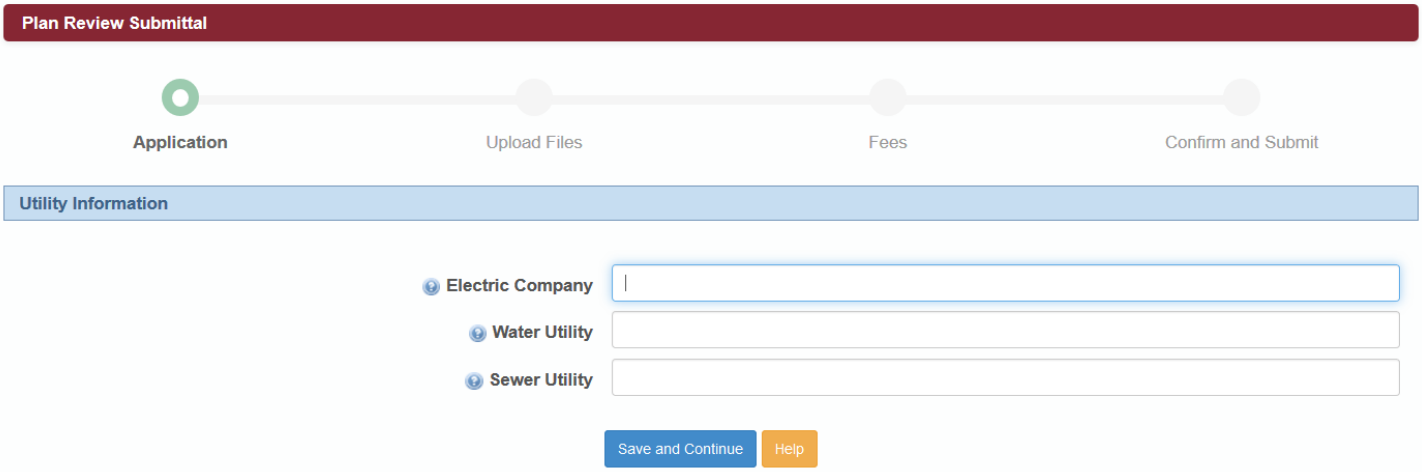
The next screen is where you will enter any land disturbing information. If you have questions in regards to this section, you can contact the City of Fayetteville's Public Services Department at: 910-433-1586/ 1656.



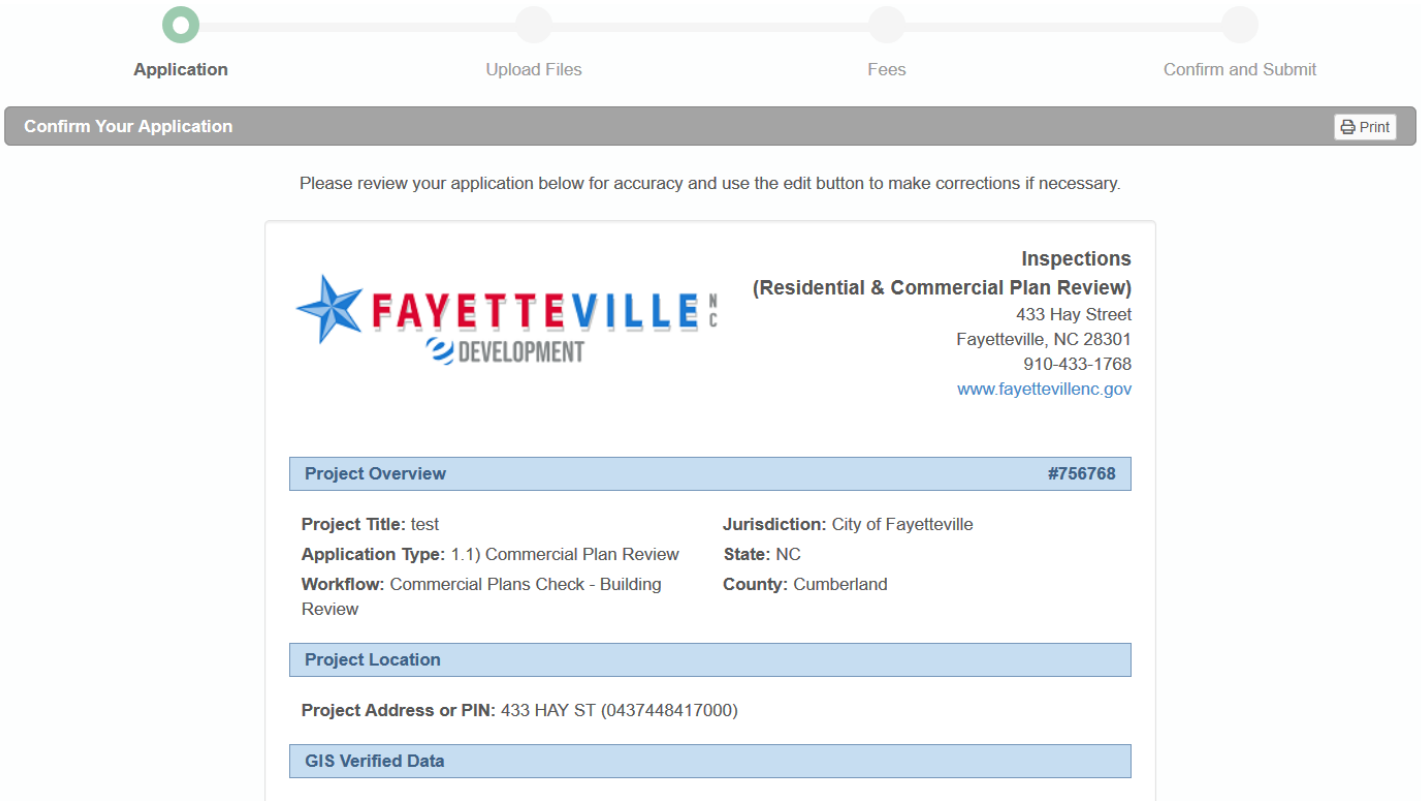
The next screen is where you will enter your details. Please enter all contact information for anyone involved with the project as The City of Fayetteville CANNOT grant access for anyone to view your project. You can also invite people to view your project once it has been approved from the specific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



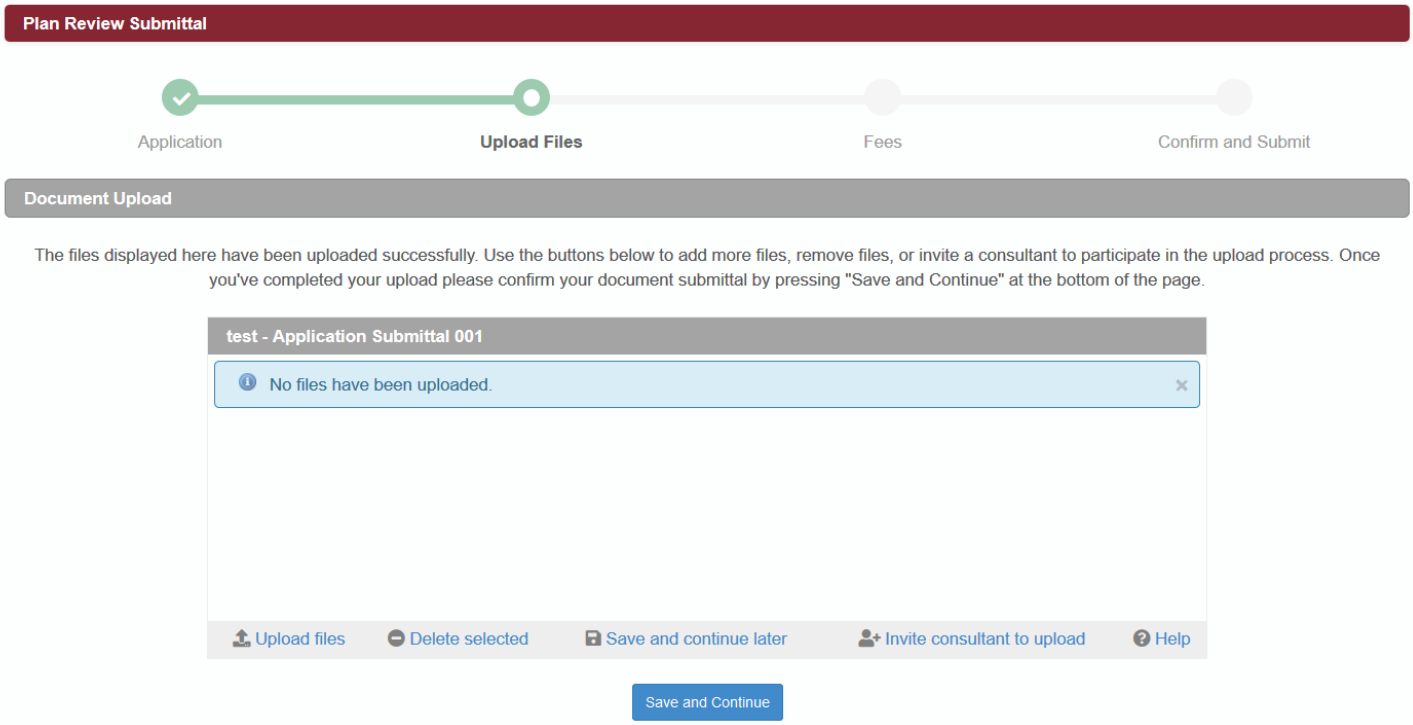
The next screen is where you will enter the utilities information.



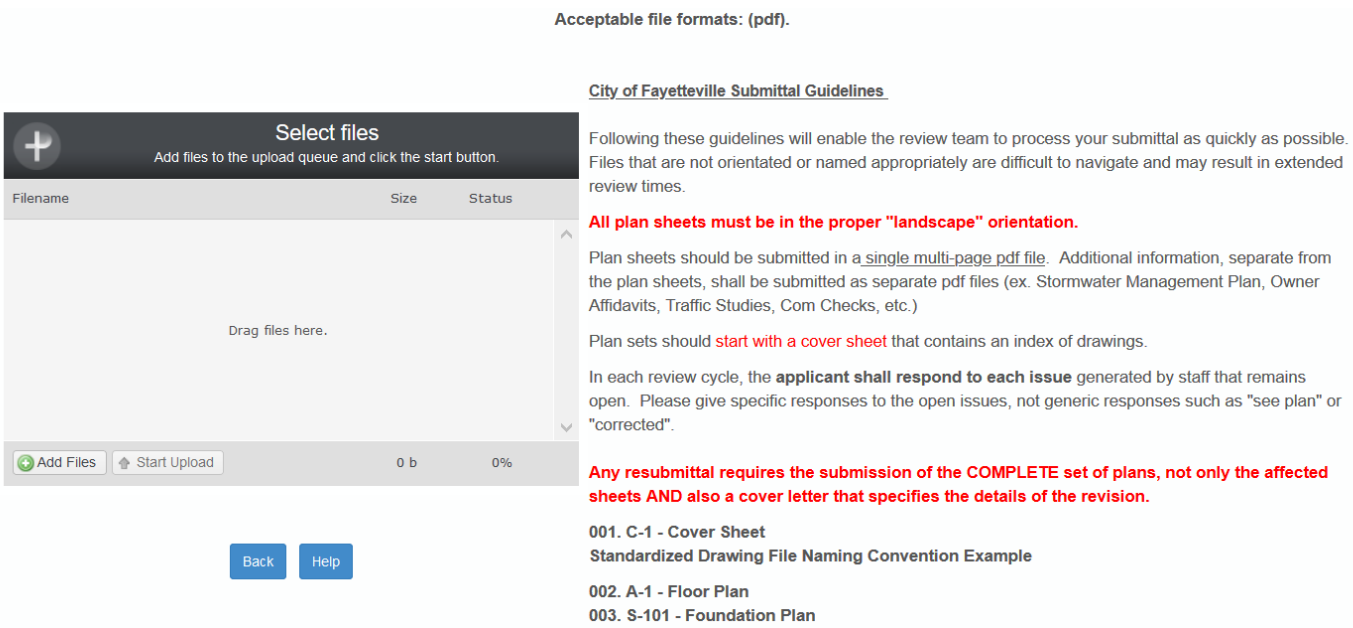
The next screen will be for you to confirm your application.



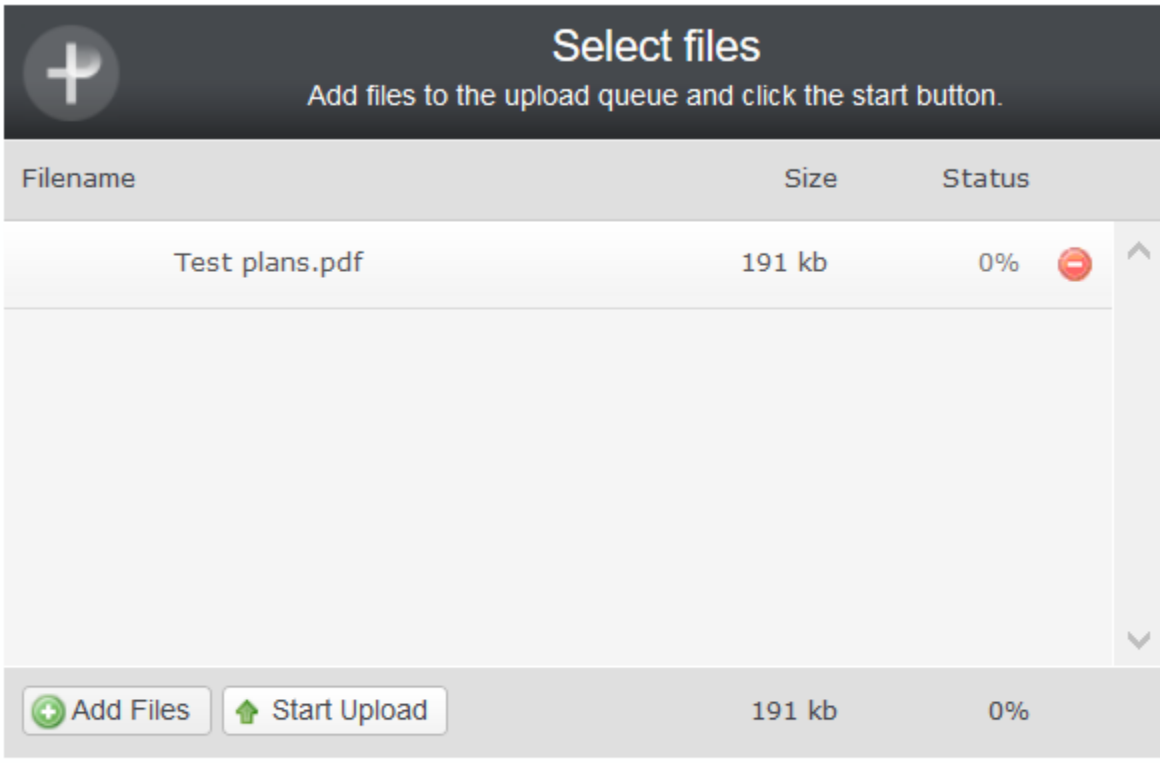
The next screen is where you will upload your digital plans to be reviewed (PDF only).



Select ***UPLOAD FILES***

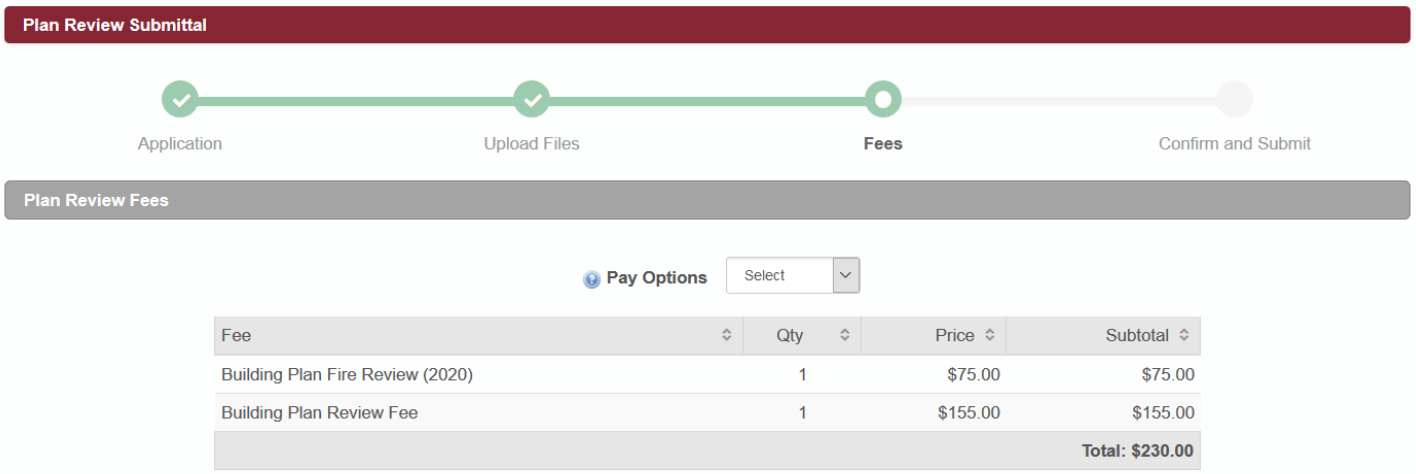


PLEASE REMEMBER TO CLICK "START UPLOAD"

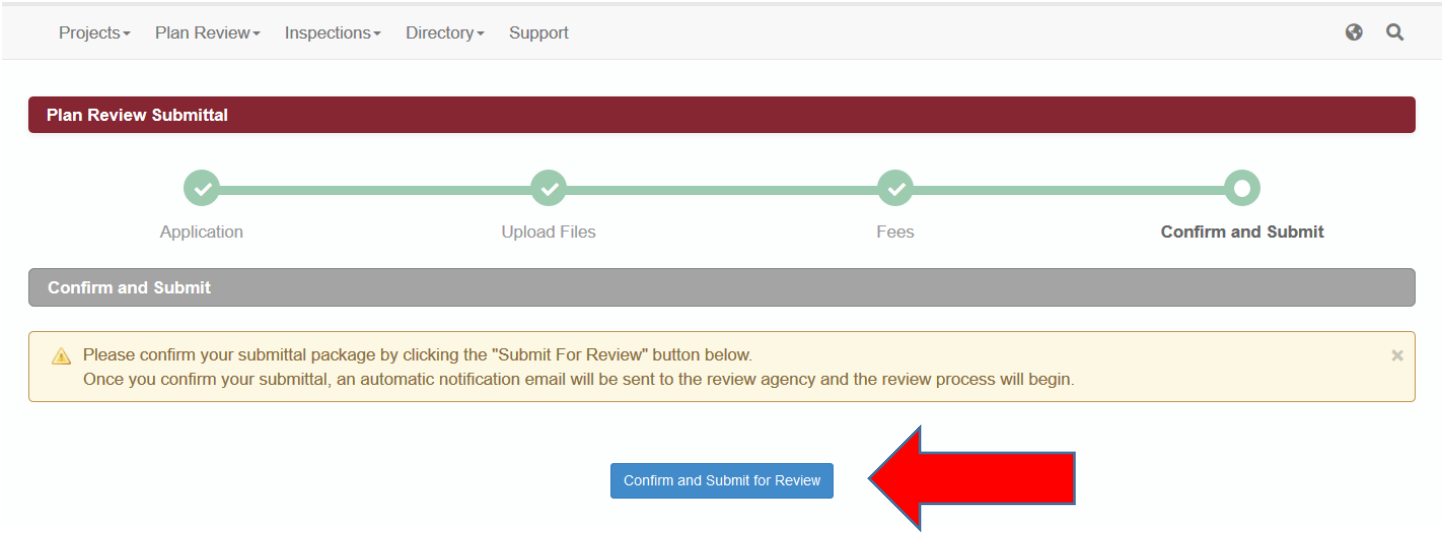


The screen will show if the file has been successfully uploaded.

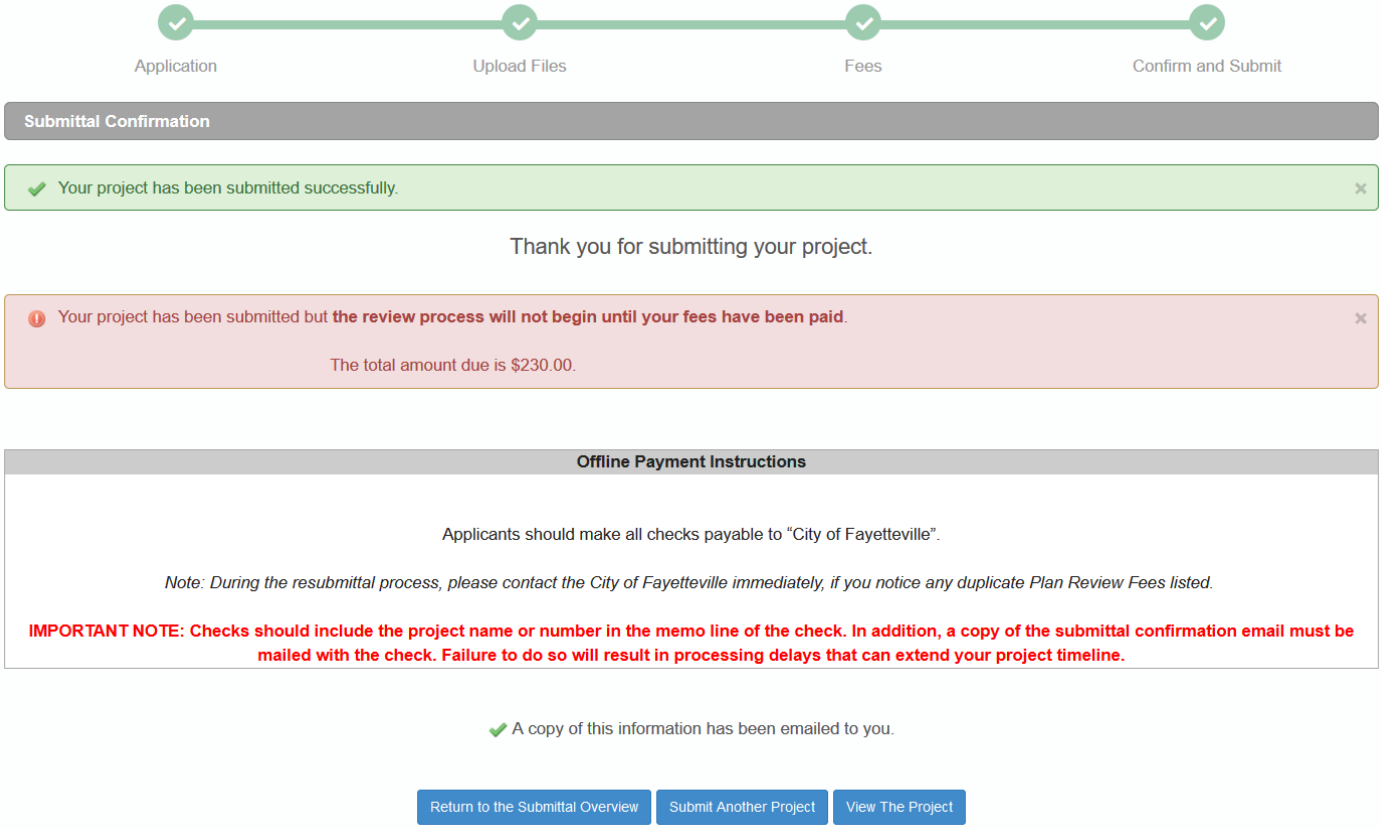
The next screen is where you will pay for the review. You can select ***Pay Online*** to pay for by credit card or; select ***Pay offline*** to pay for by check. ***Please note that if you are paying by check to include the project number, address of the project, and notate for building plan review!!!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



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



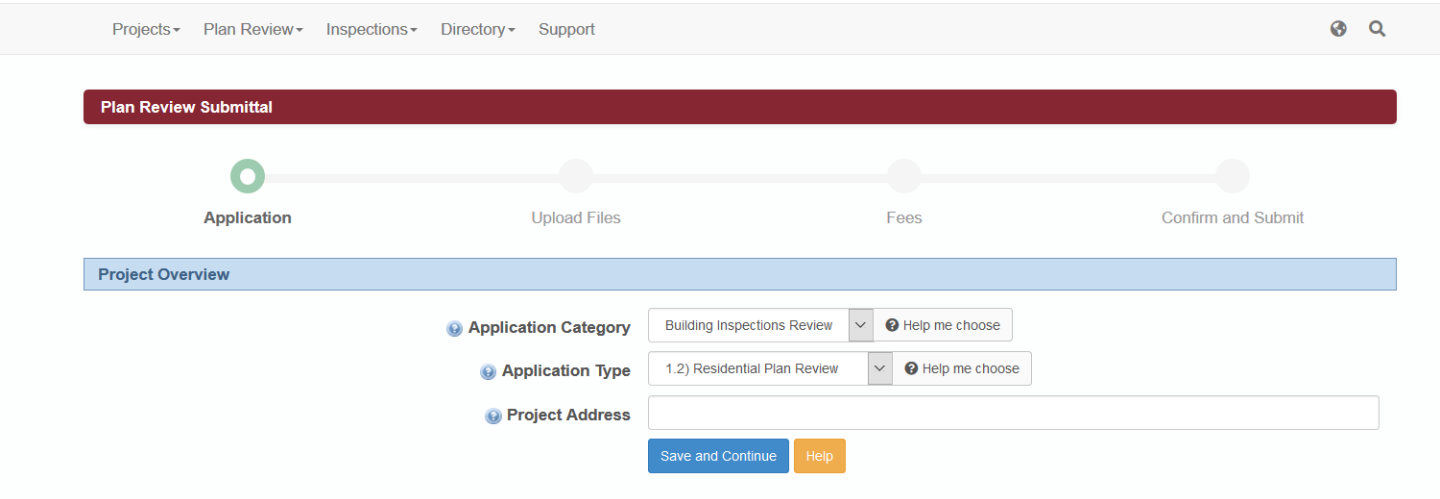
The next screen will be a confirmation of your submittal



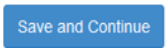
You can now view your project and review comments from reviewers. You will also receive an e-mail once the City of Fayetteville accepts or declines your submittal. Please check your spam folder and whitelist the e-mail from: noreply@idtplans.com

How to submit RESIDENTIAL plans for review

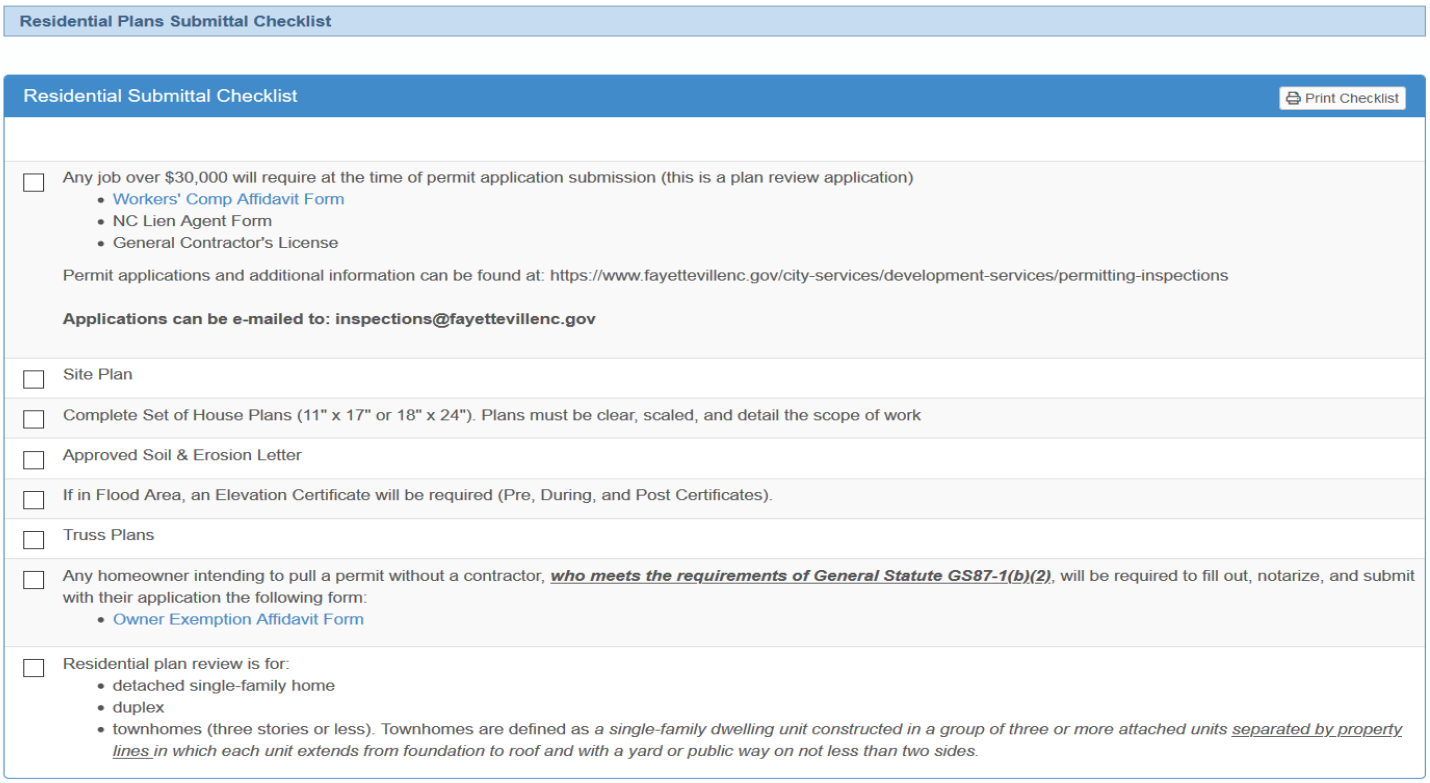
At the ***Application Type***, choose *Residential Plan Review*.



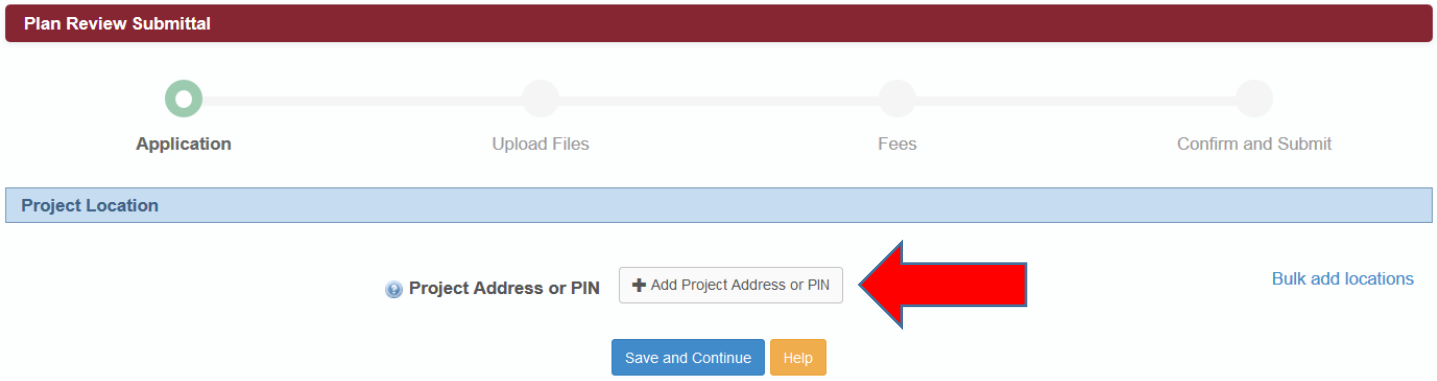
Enter the address at ***Project Address***.

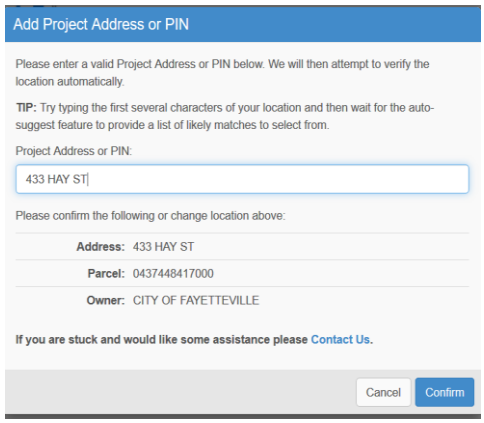
After entering the address and selecting 

, the checklist screen will show.

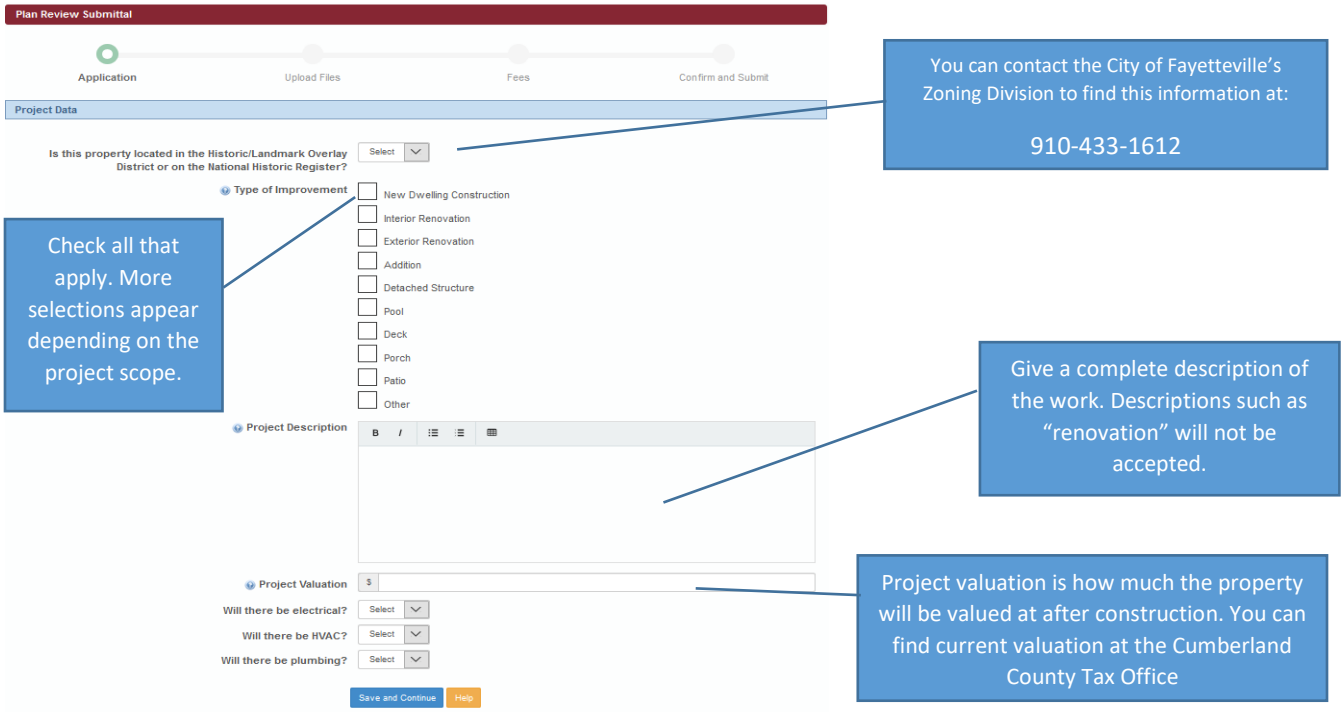


The next screen you will enter the address again.

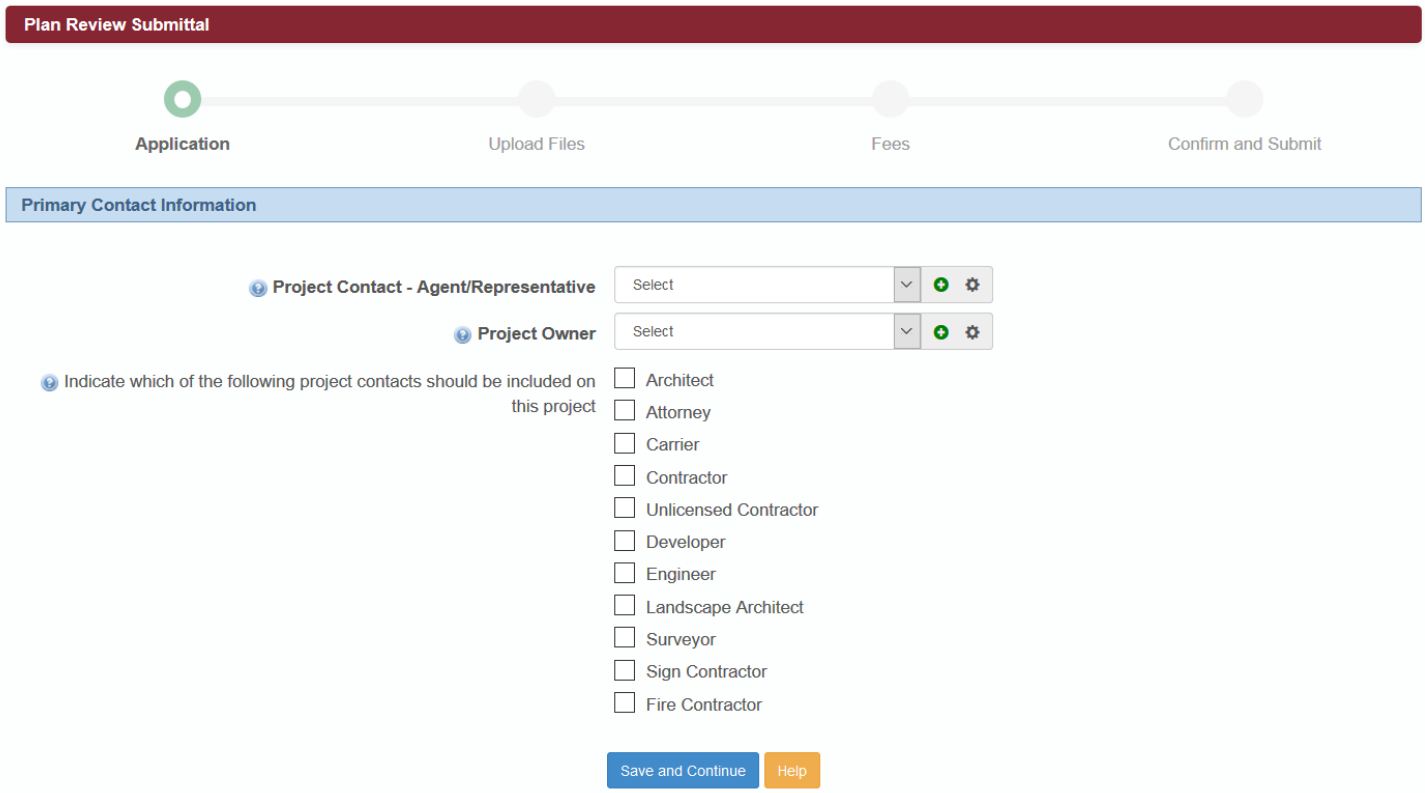




After confirming the address select Save and Continue, the project data screen will appear



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.



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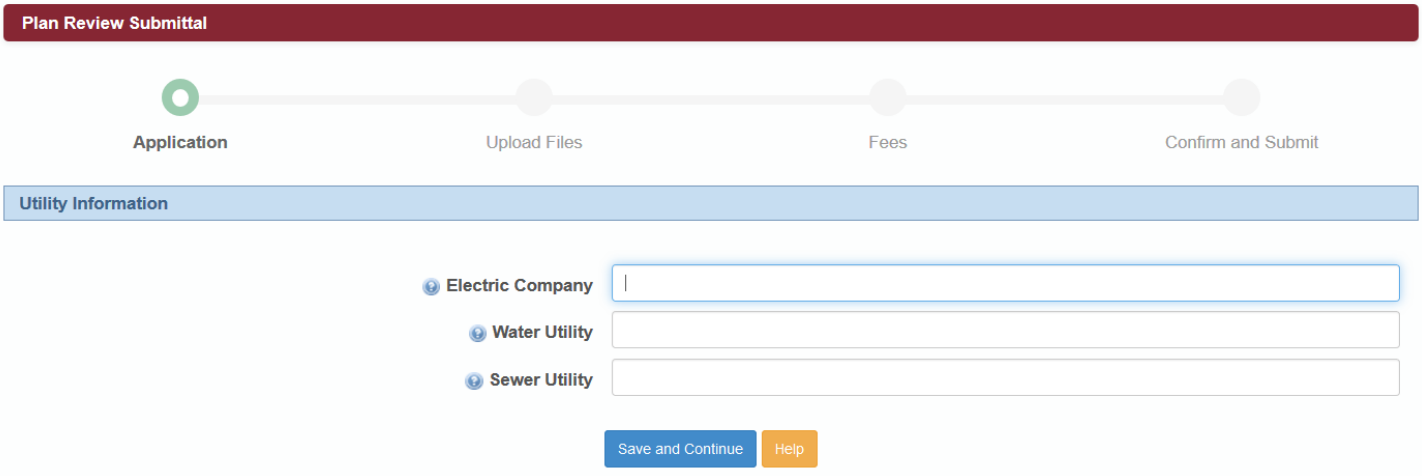
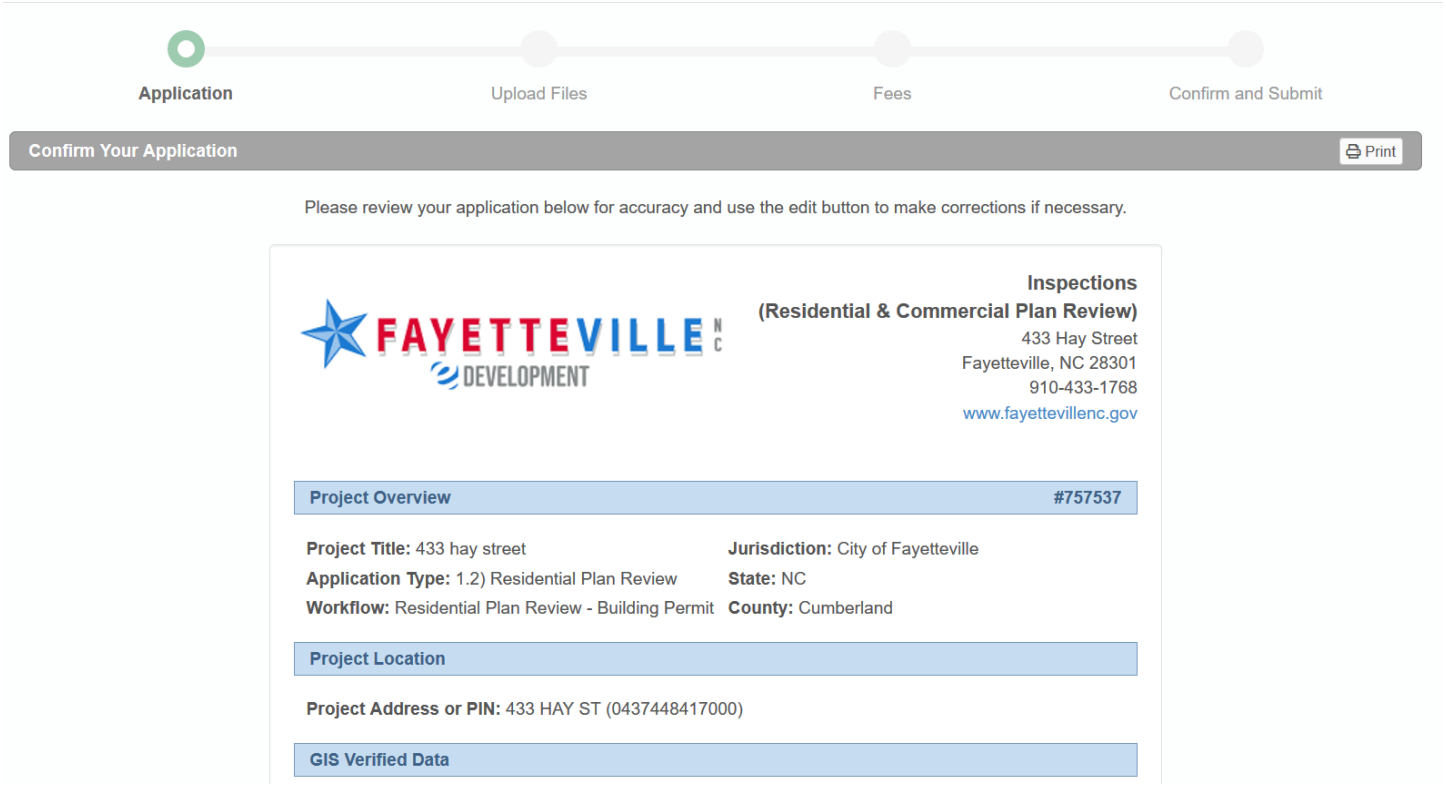


The next screen is to confirm your application.



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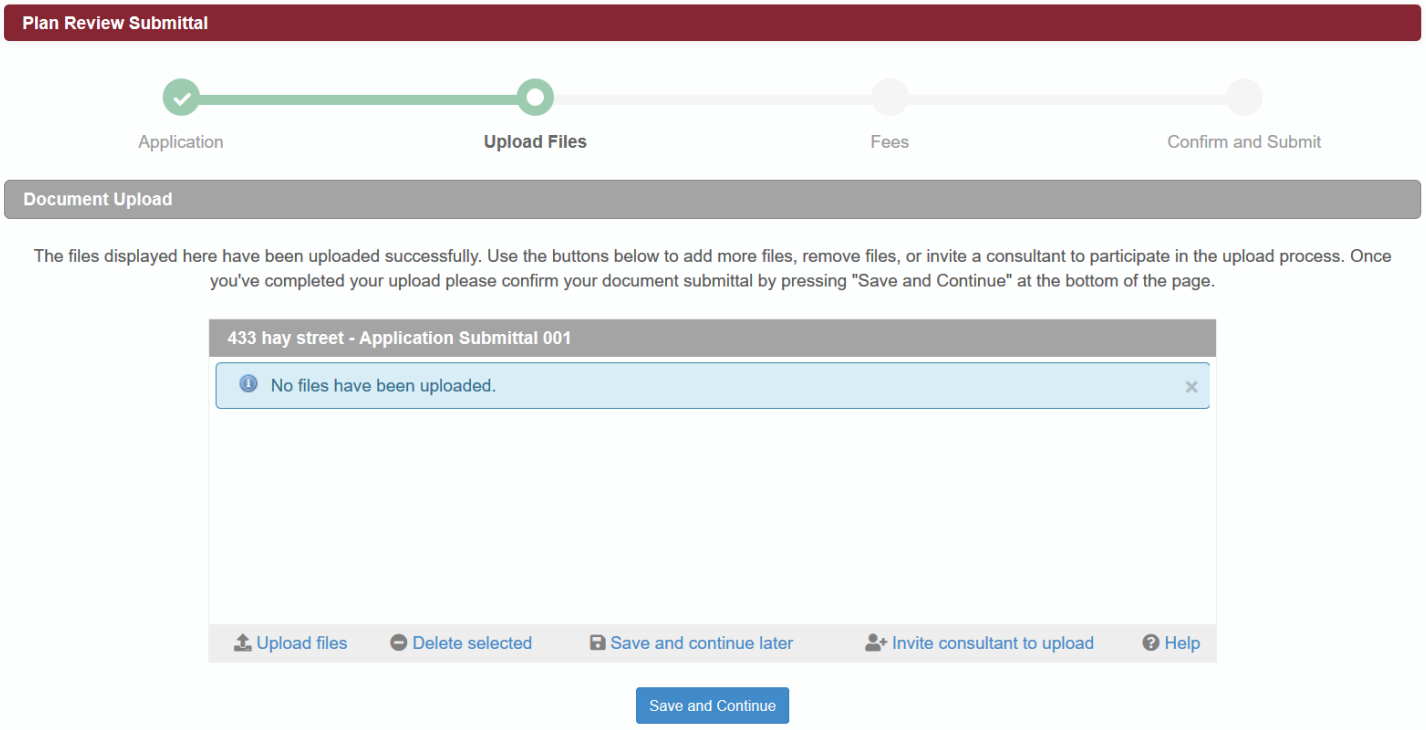
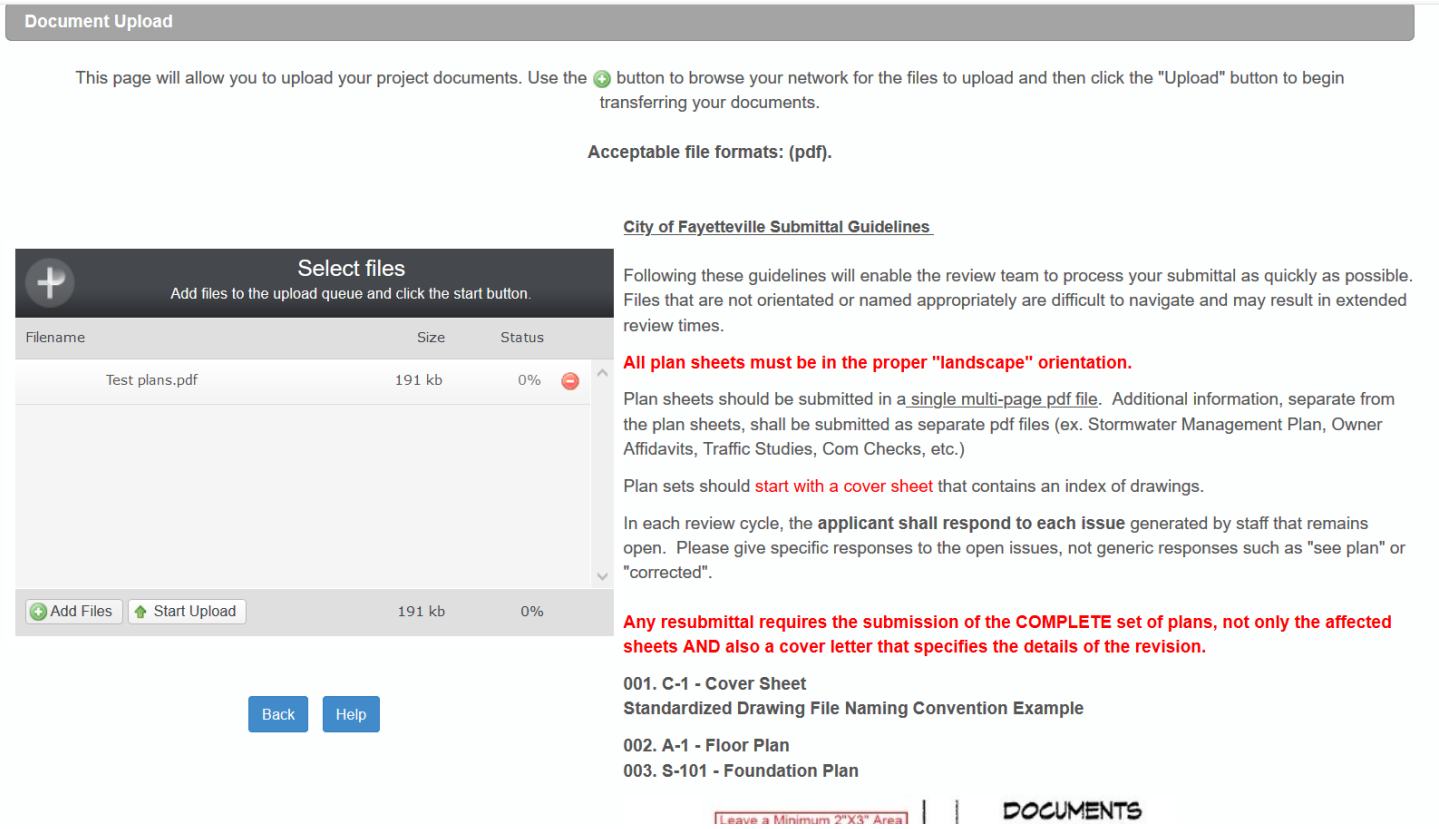
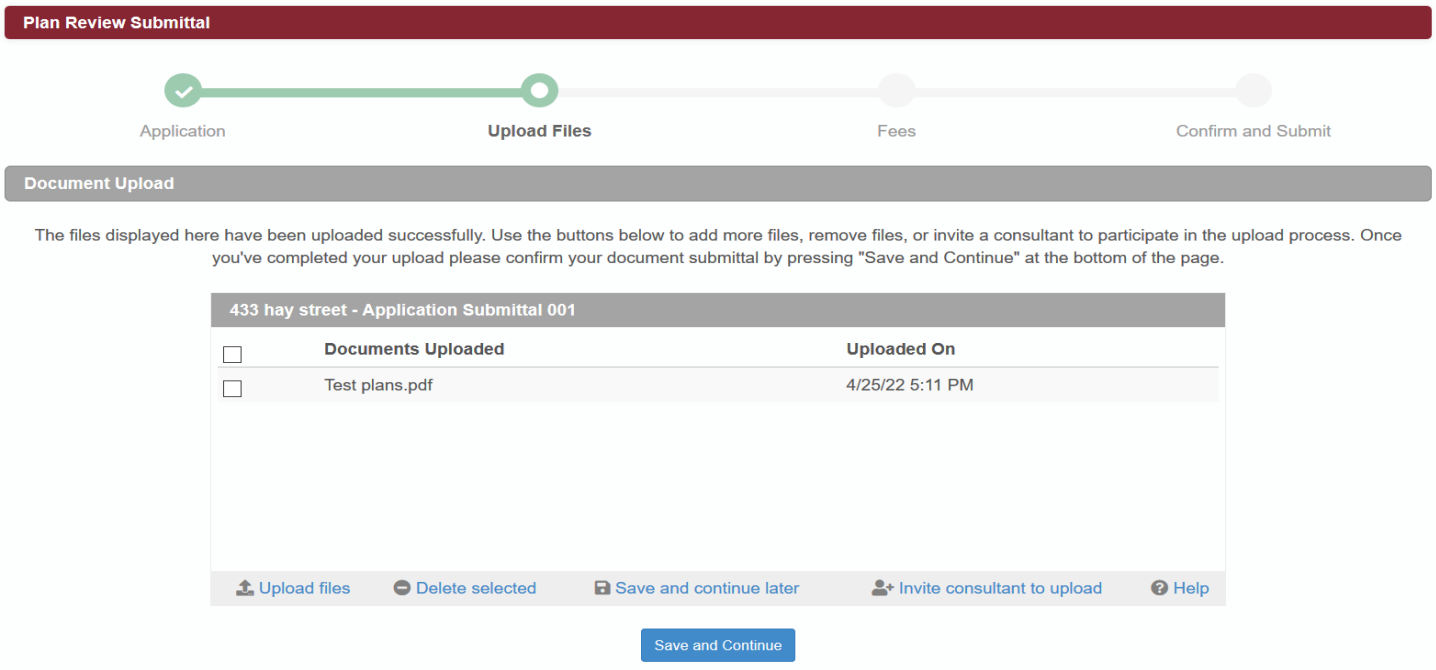


Select Upload Files.

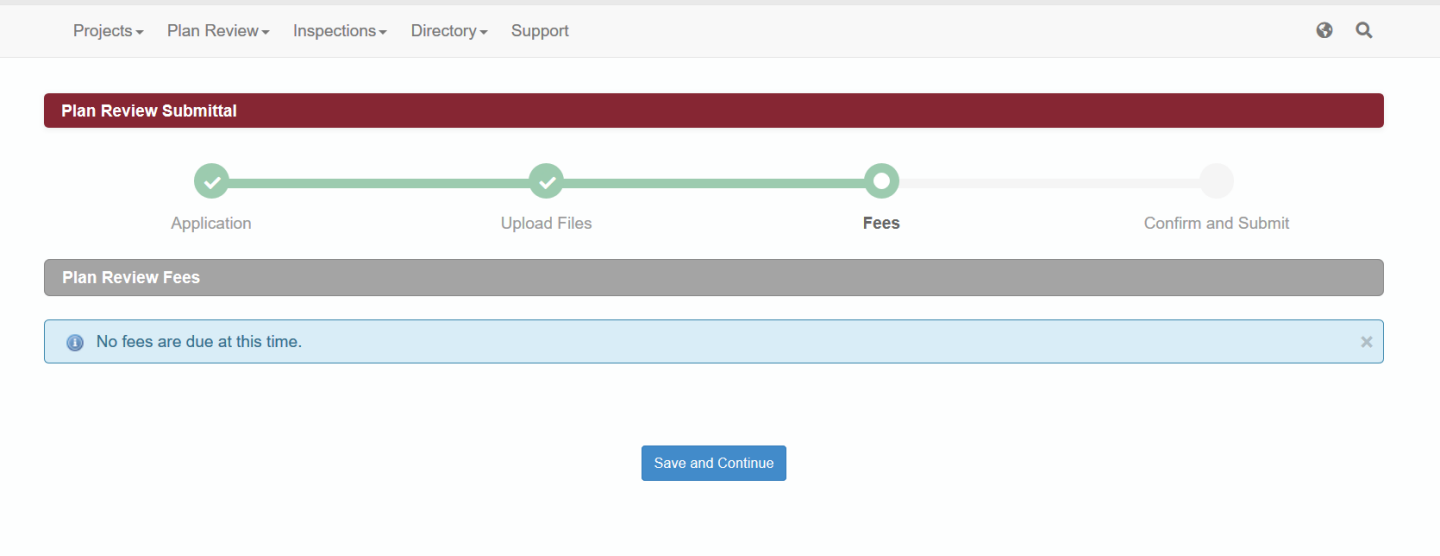


Remember to select ***Start Upload***.

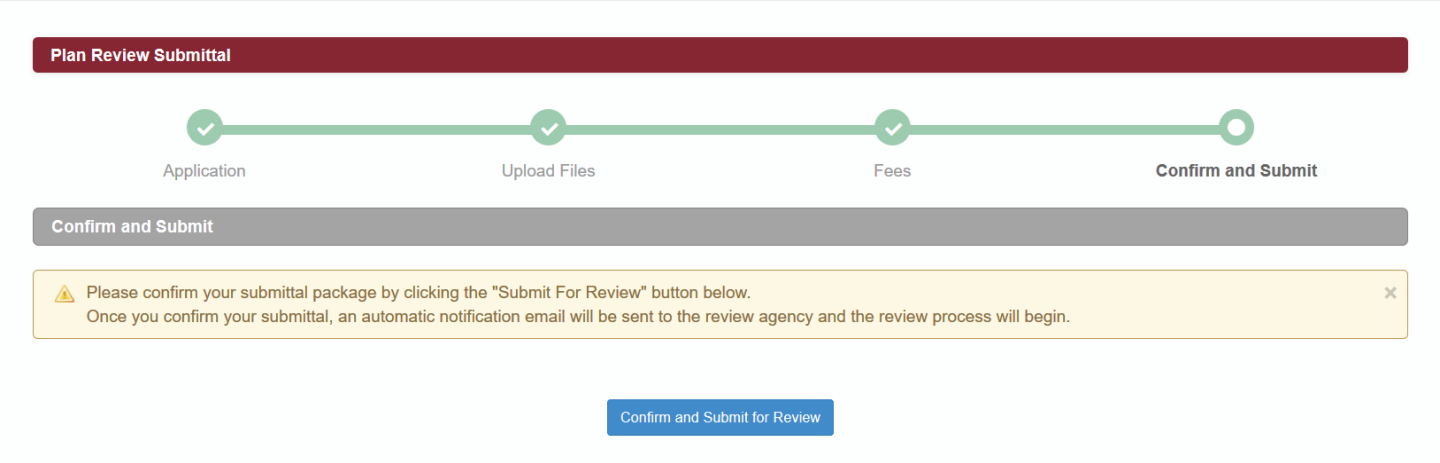
This screen shows that the plans have been successfully uploaded.



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



Select Confirm and Submit for Review, The plans will not be submitted unless selected.



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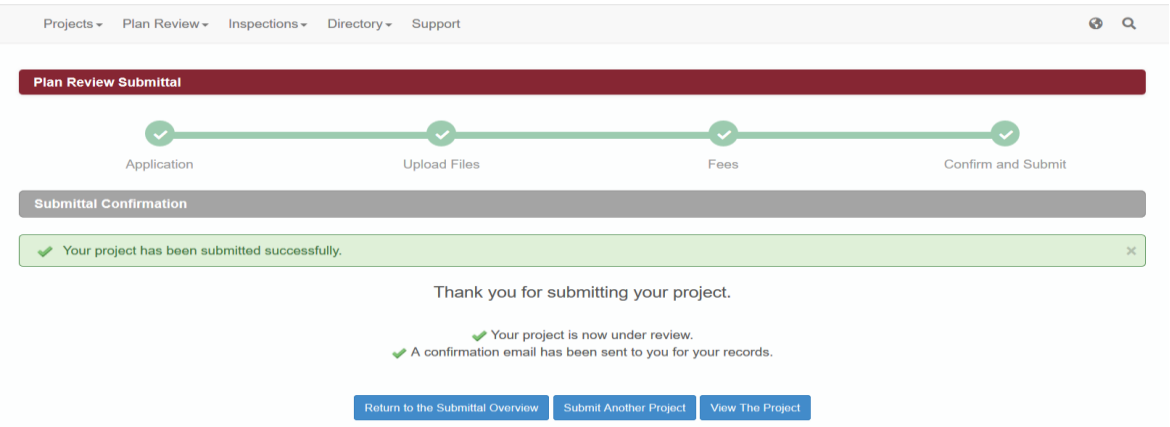
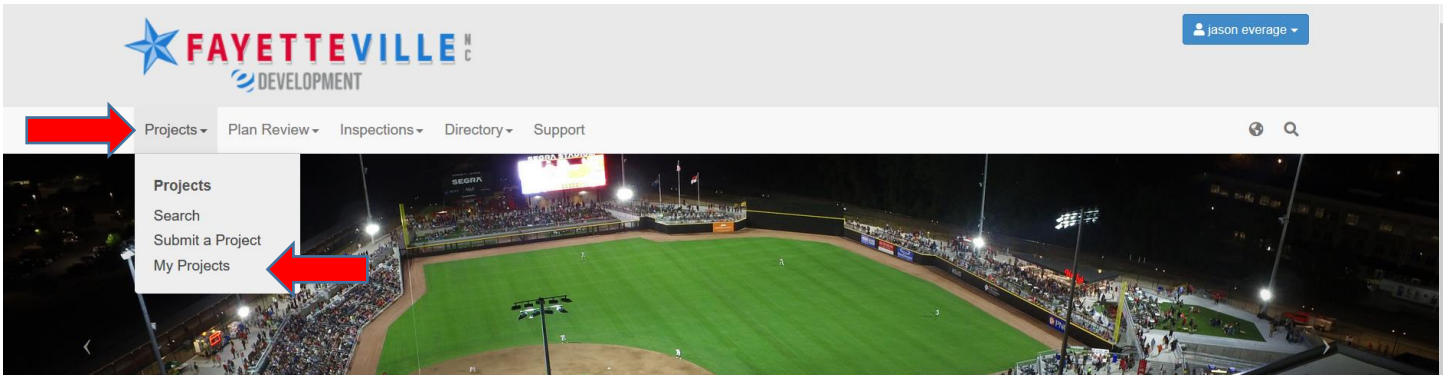
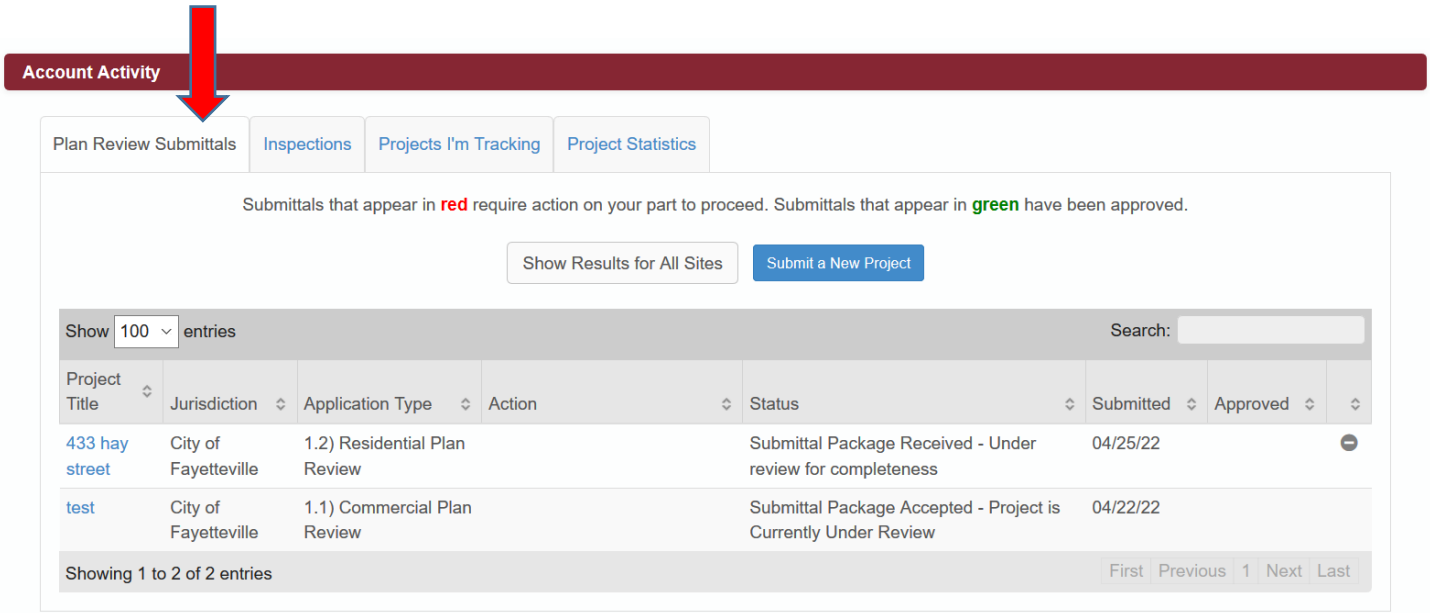


Viewing the Overview of Projects page



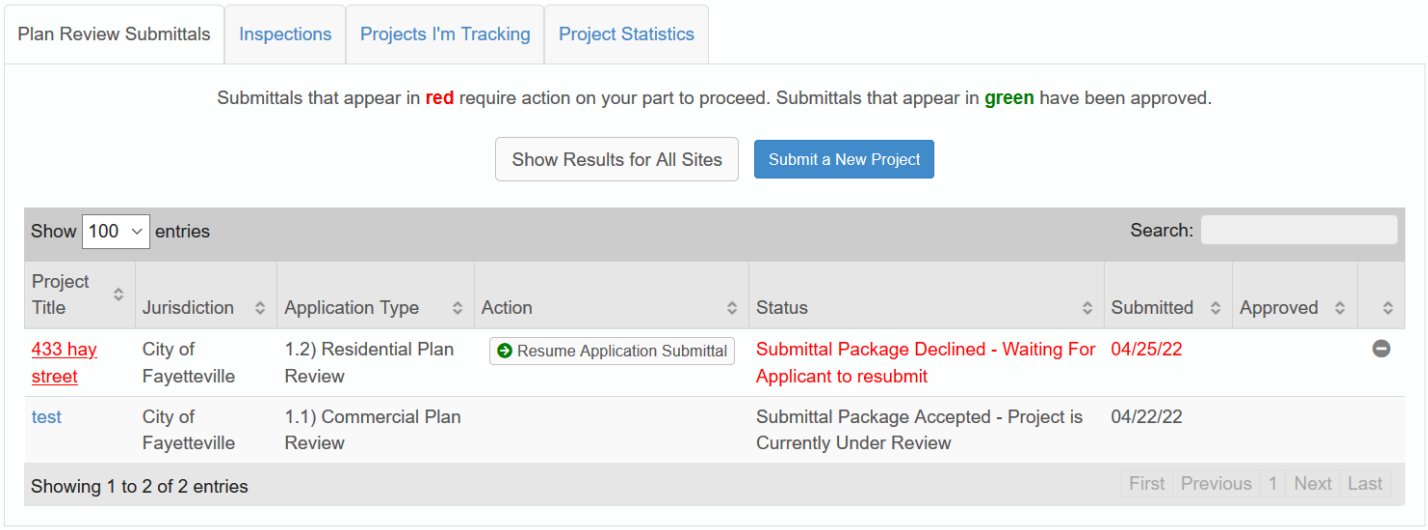
This is where you have an overview of the projects you have submitted.

Select ***My Projects***.

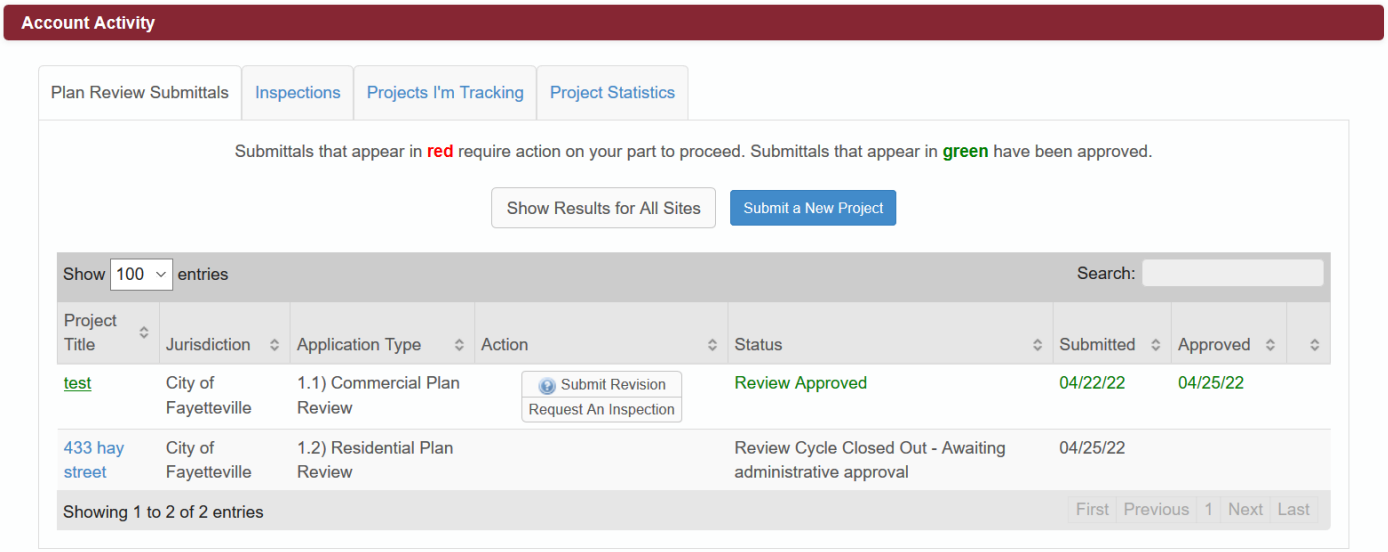


At this screen, you can view the status of all the projects you have submitted.

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.**

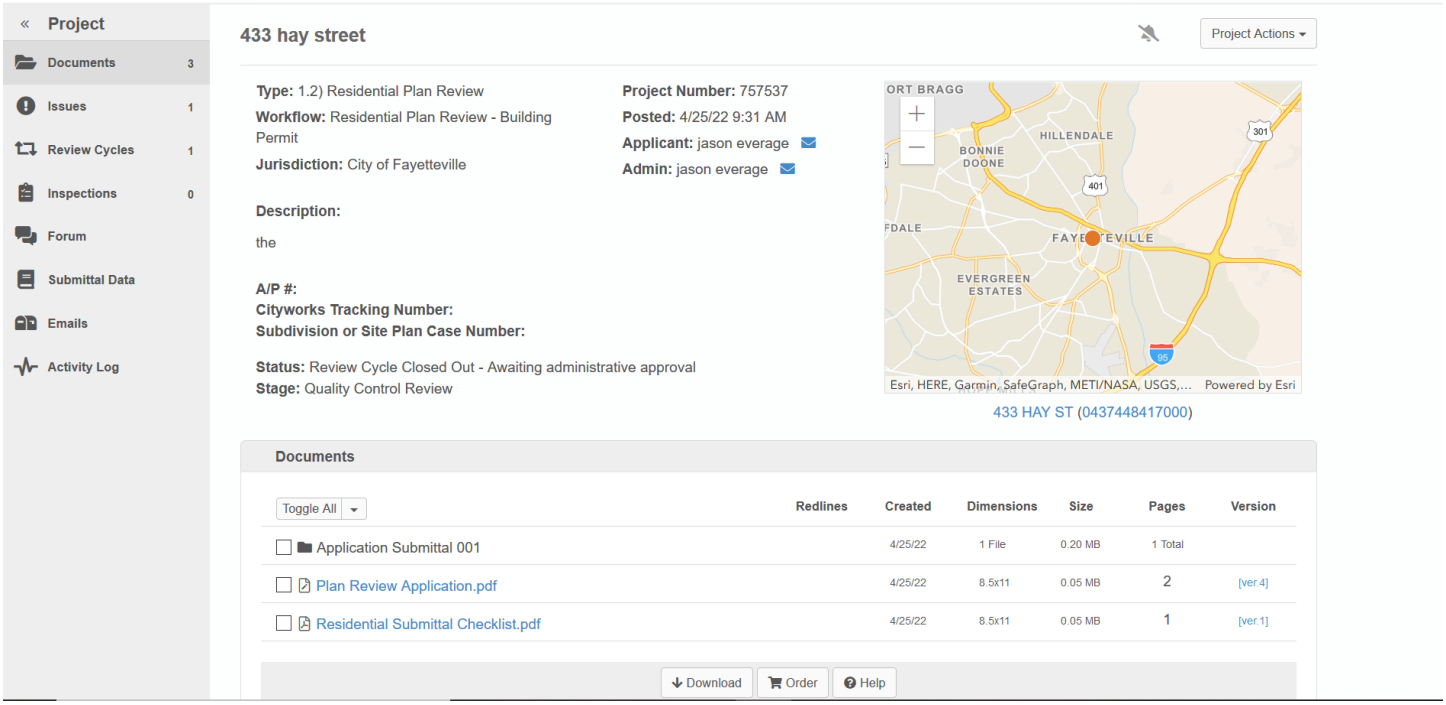


This screen shows when a project has been approved. **If revisions are needed, use the *Submit Revision* selection on the project. Do not create a new submittal as this will create new fees.** *Note: See https://www.fayettevillenc.gov/city-services/development-services/permitting-inspections for more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

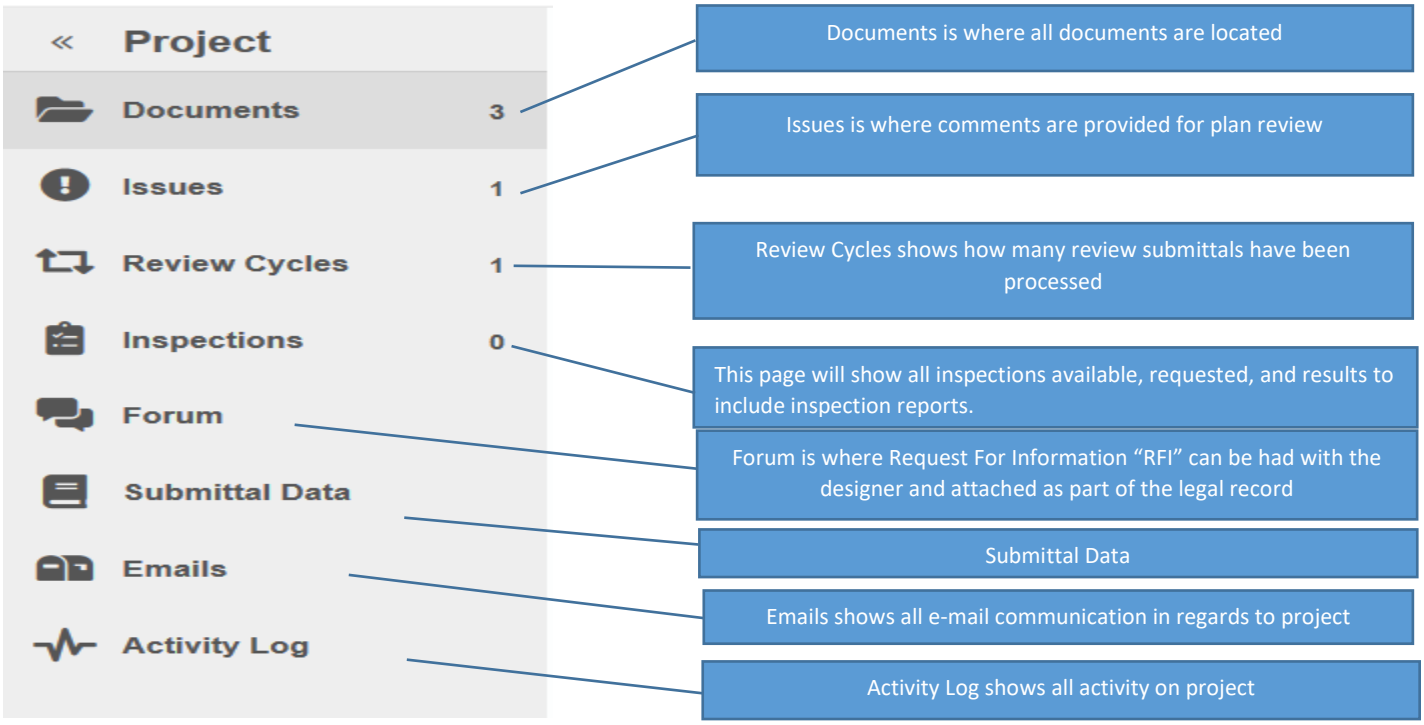


Viewing the specific project page

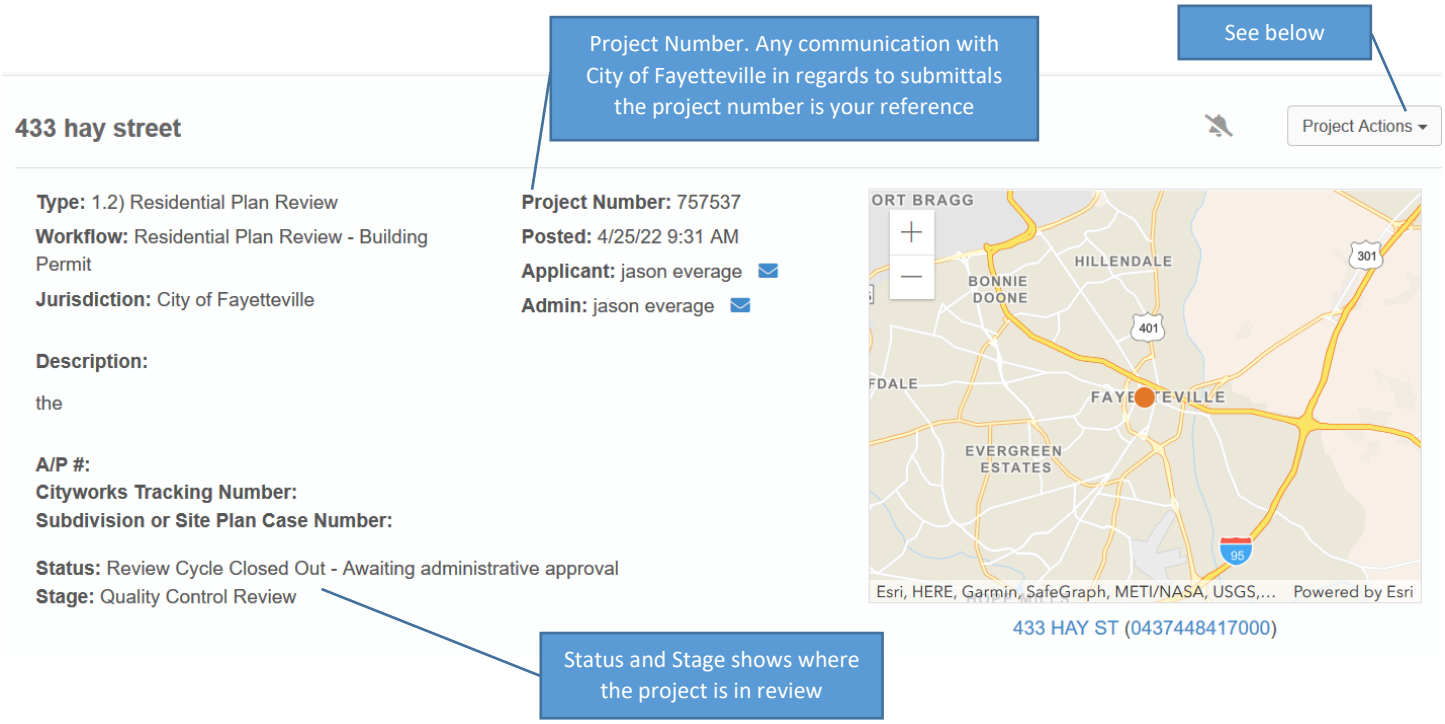
You can select a specific project from the projects overview page to go to the specific project to see more information. This is commonly called your “project page”.



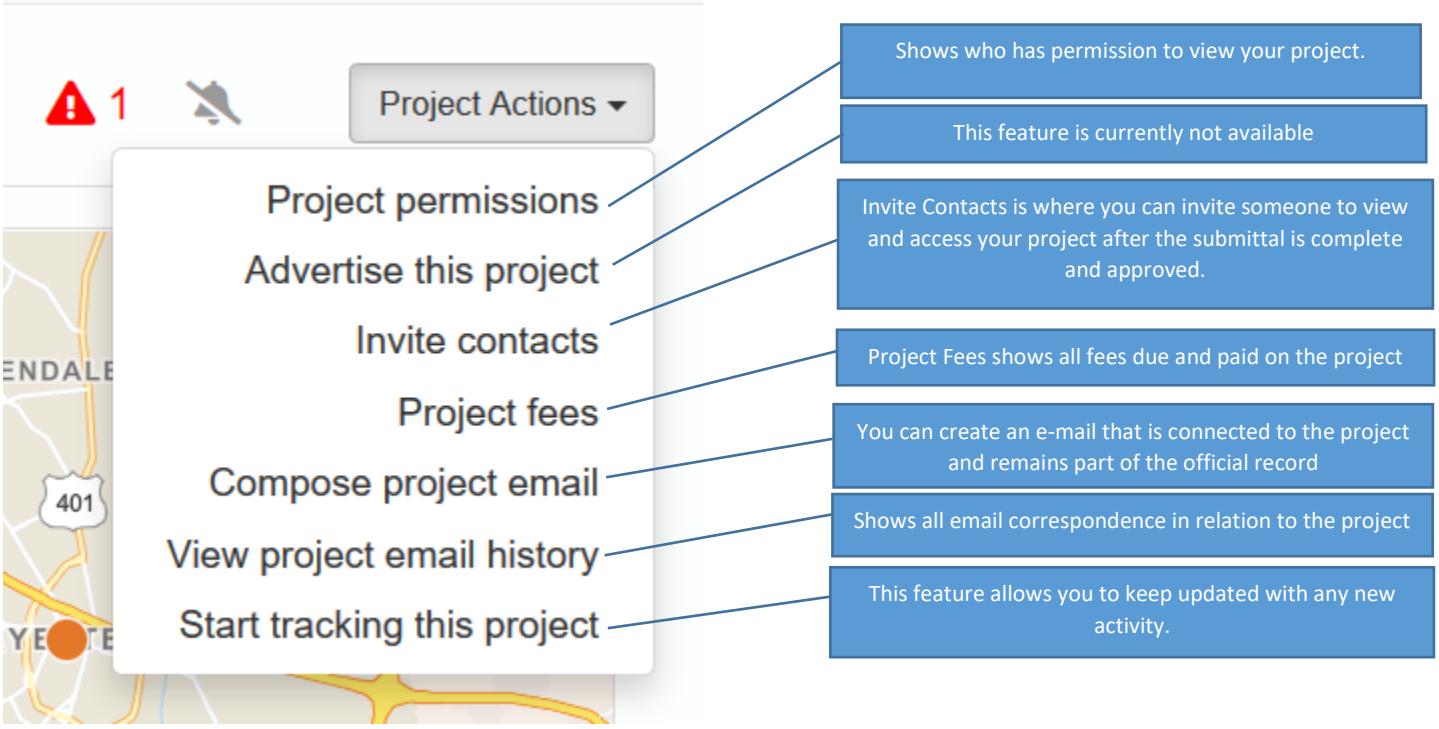
Looking at the features to the left of screen:



Looking at the center:

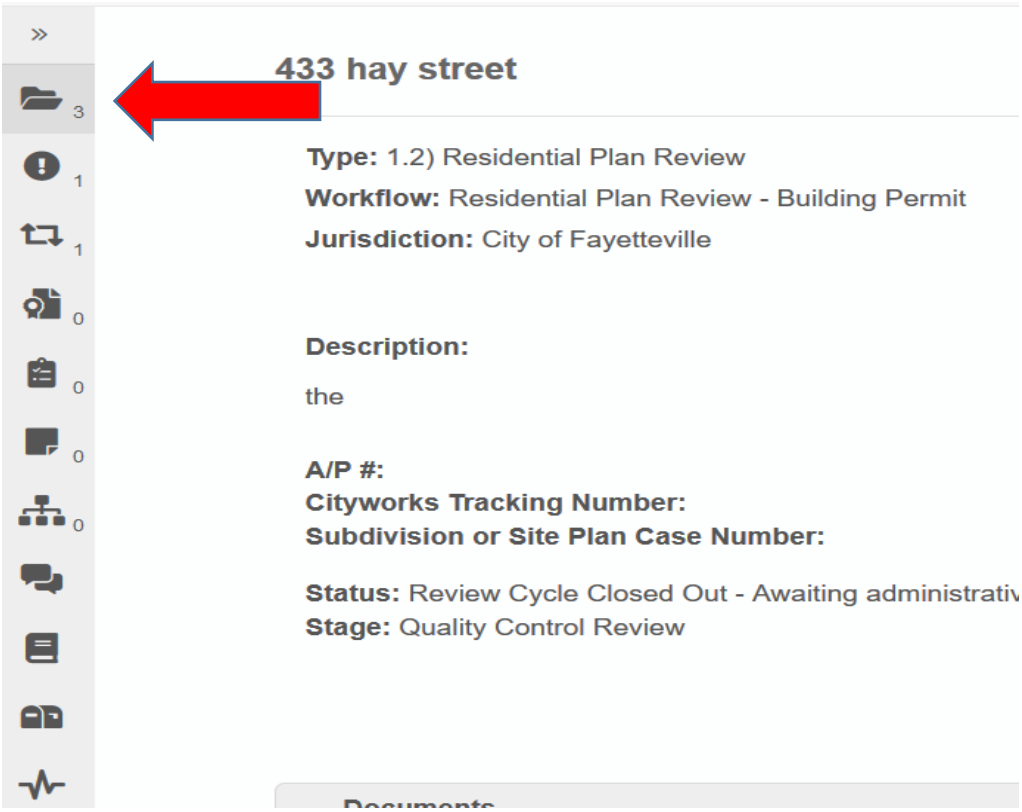


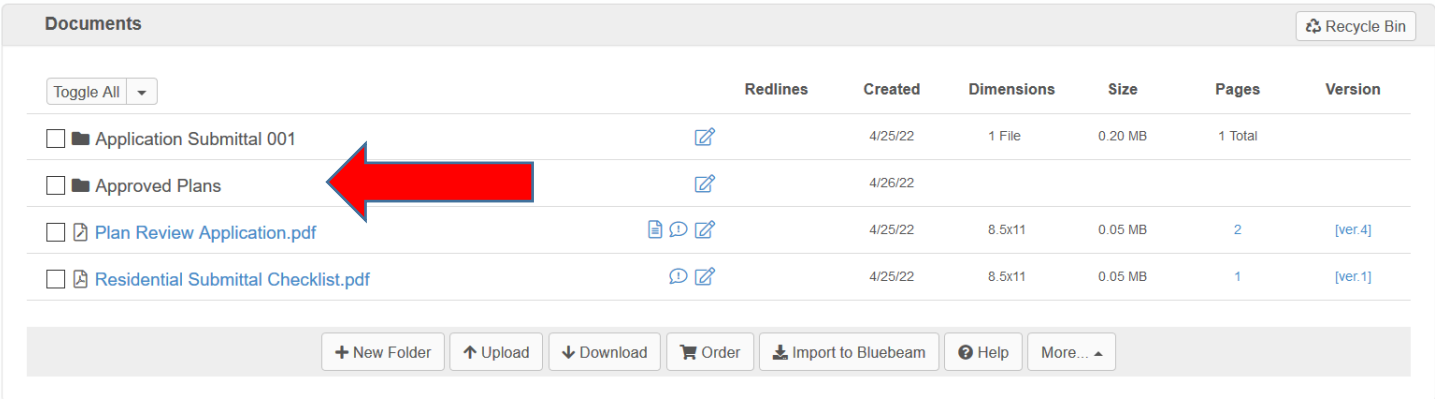
Looking at "***Project Actions***":



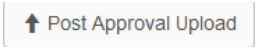
Where to find approved plans

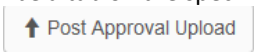
When plans are approved by the City of Fayetteville, you can go to the specific project page and open the documents folder. There will be a separate folder named “Approved Plans”. This is the location of the City of Fayetteville approved stamped plans. It is the responsibility of the applicant to have 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.



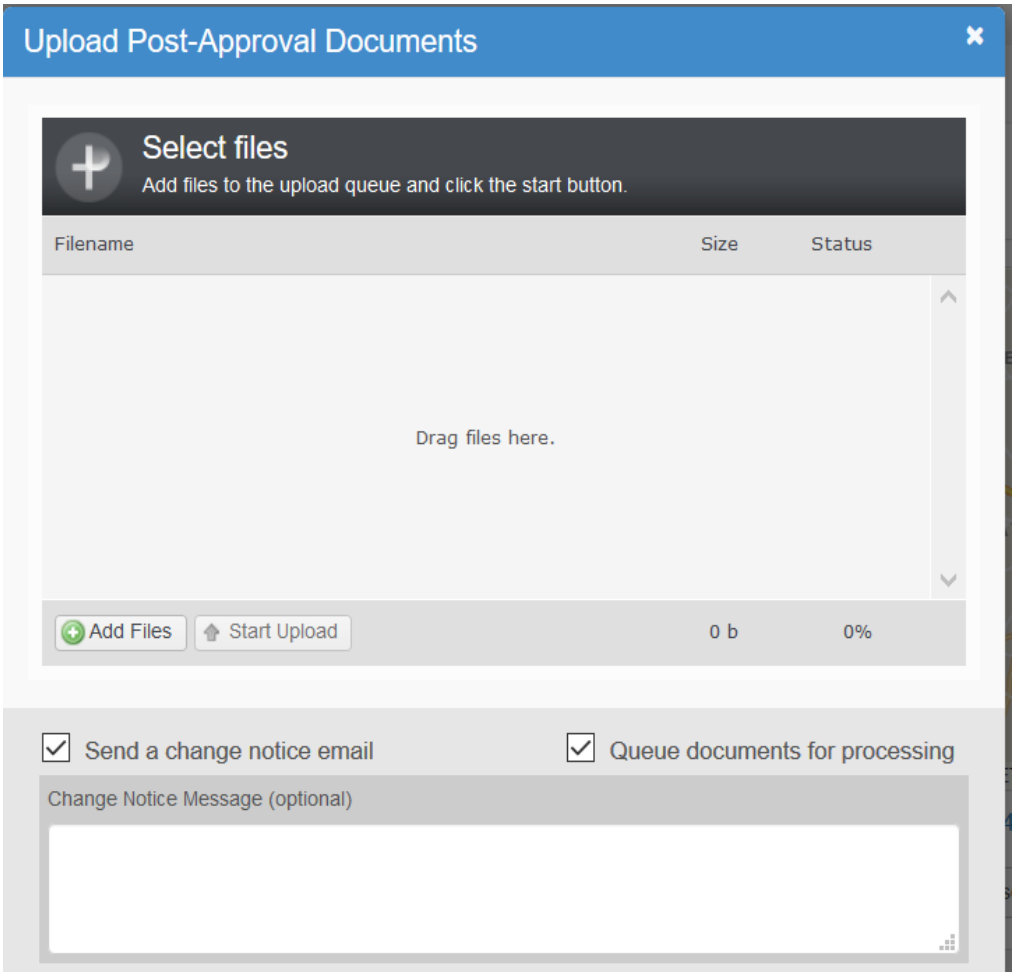


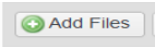
How to submit permit applications

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 

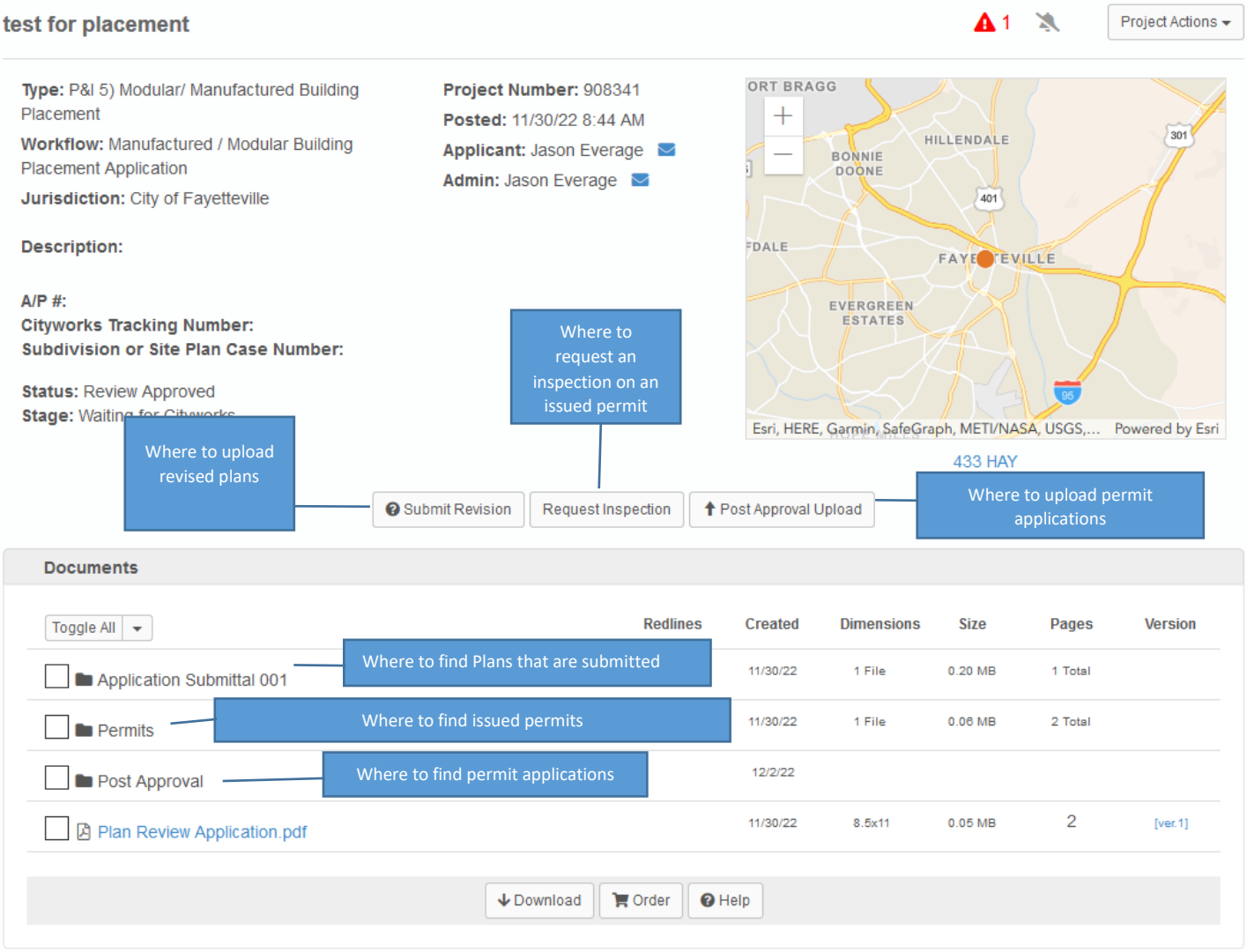
is selected this will appear:



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.

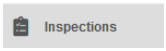


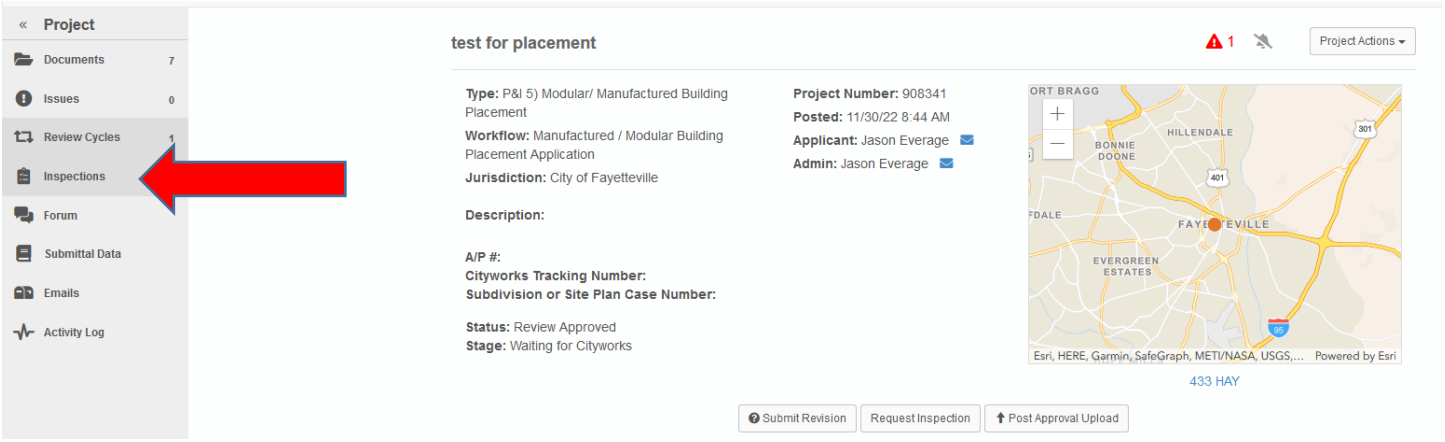
E-Development Portal web address: https://fayetteville.idtplans.com/secure

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

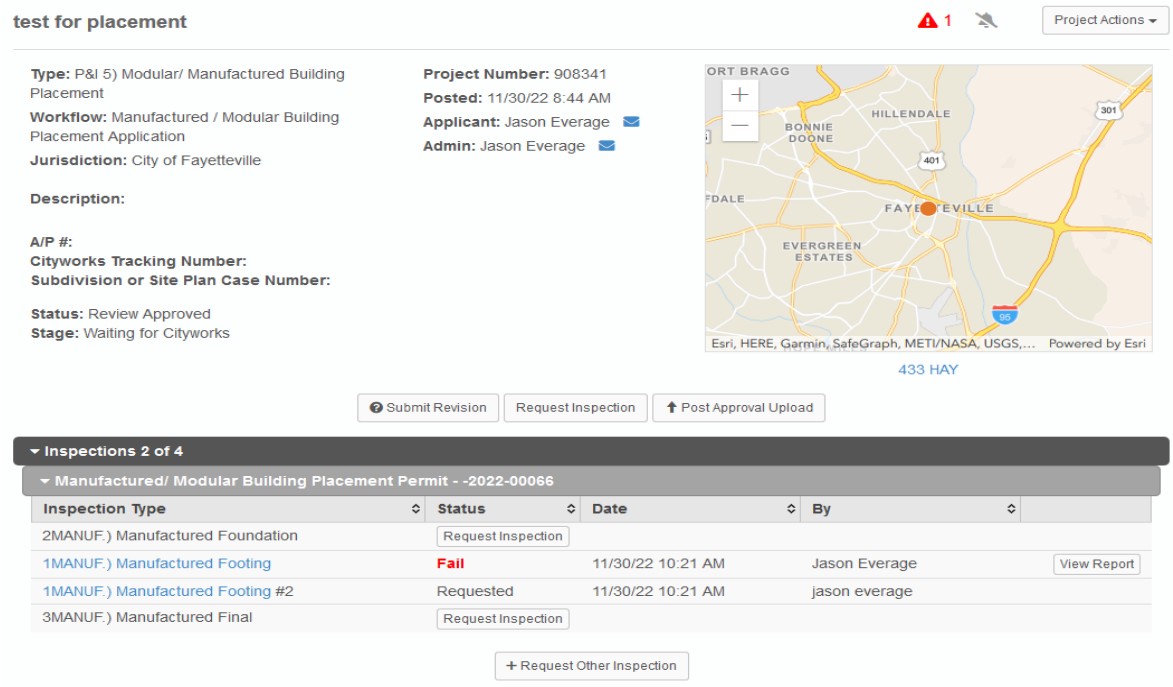
E-Development Help: https://www.fayettevillenc.gov/city-services/development-services/permitting-inspections/idt-plans-and-fayworx-help

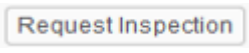
How to request an Inspection

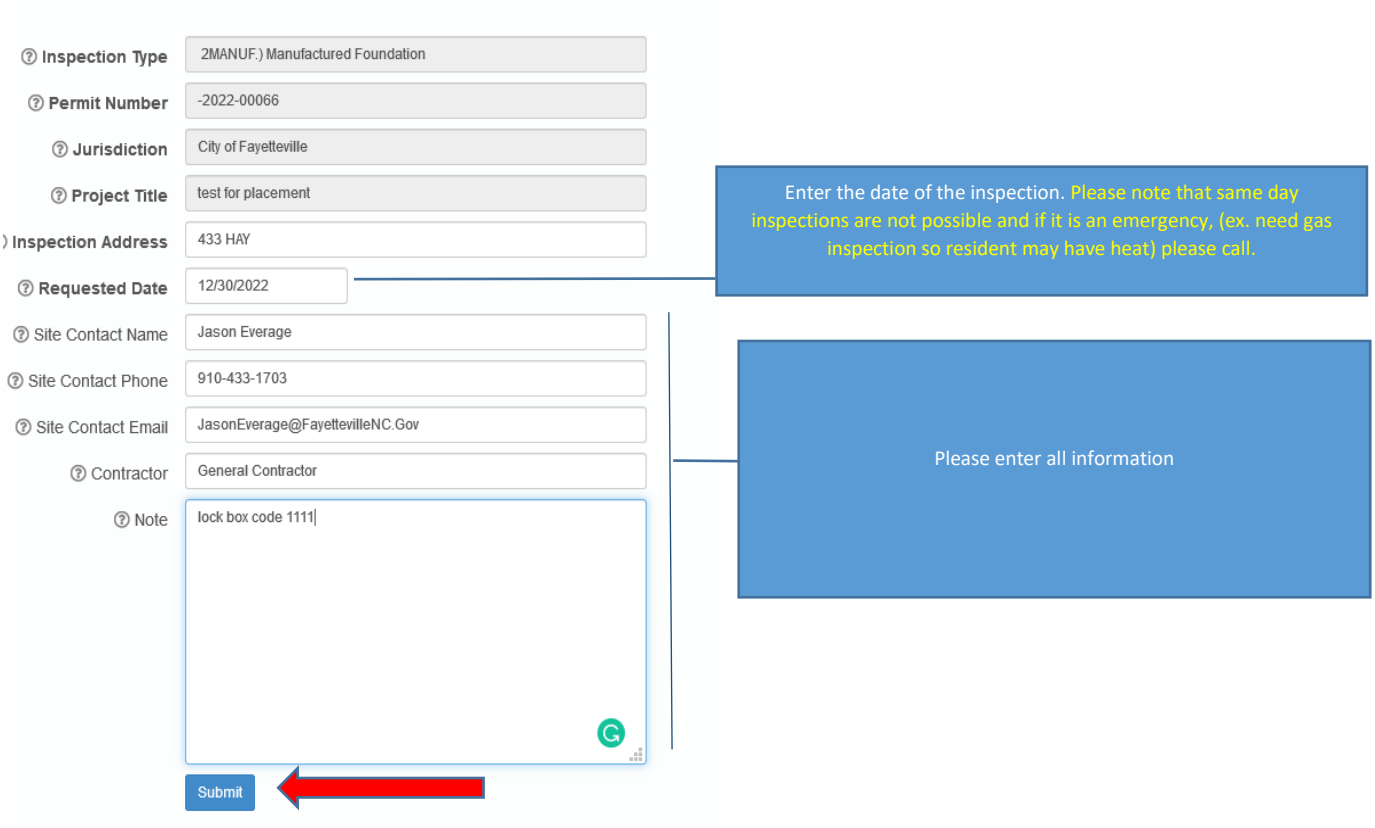
On the specific project page, select 



Here the inspections page will appear:

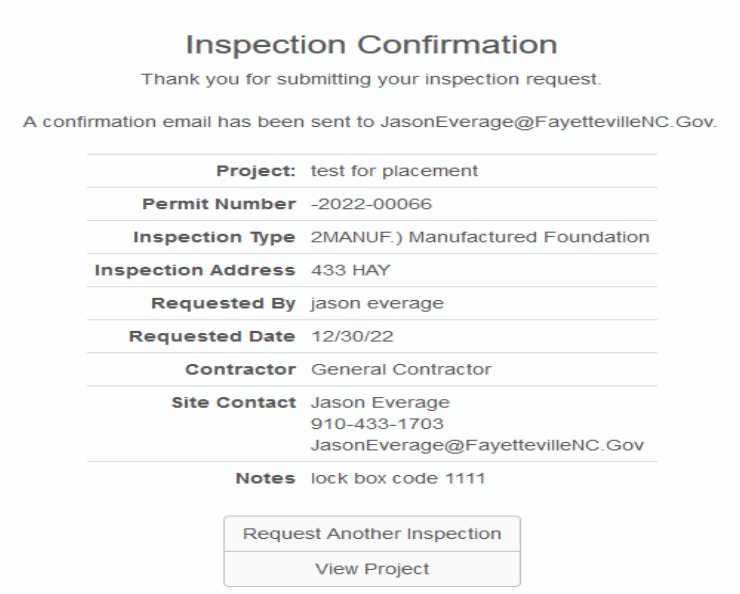


Select  in the appropriate inspection type and the request screen will appear:



Select Submit .

A confirmation screen will appear:



In addition, you will receive an e-mail:

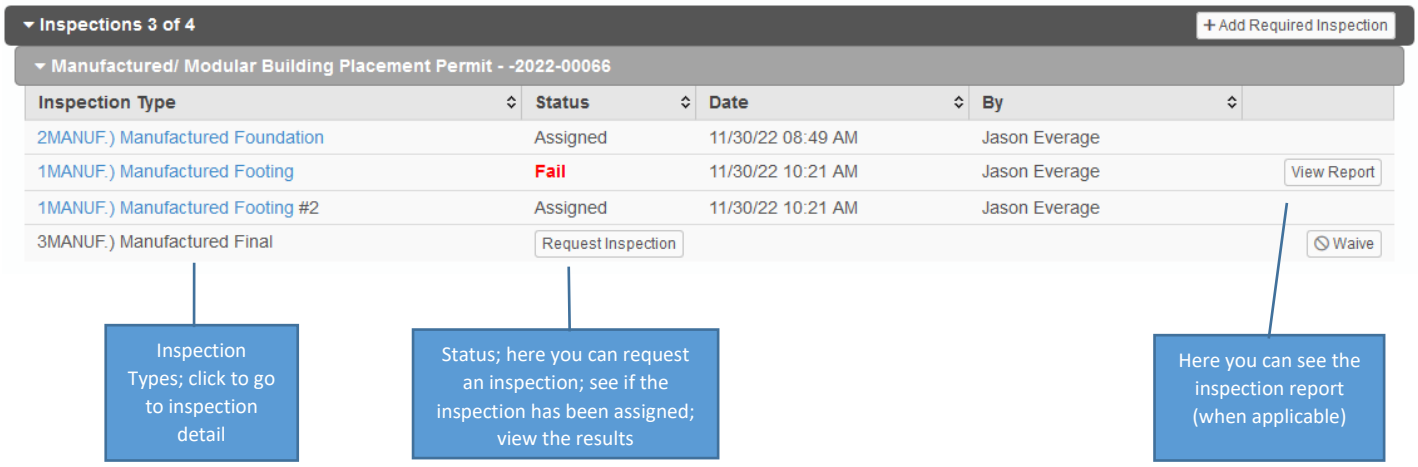
Hello jason everage, Thank you for REQUESTING an inspection. Staff will review the request to verify that all required fees have been paid and the sequence is in the correct order before scheduling the inspection with the Inspector.

- *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.*

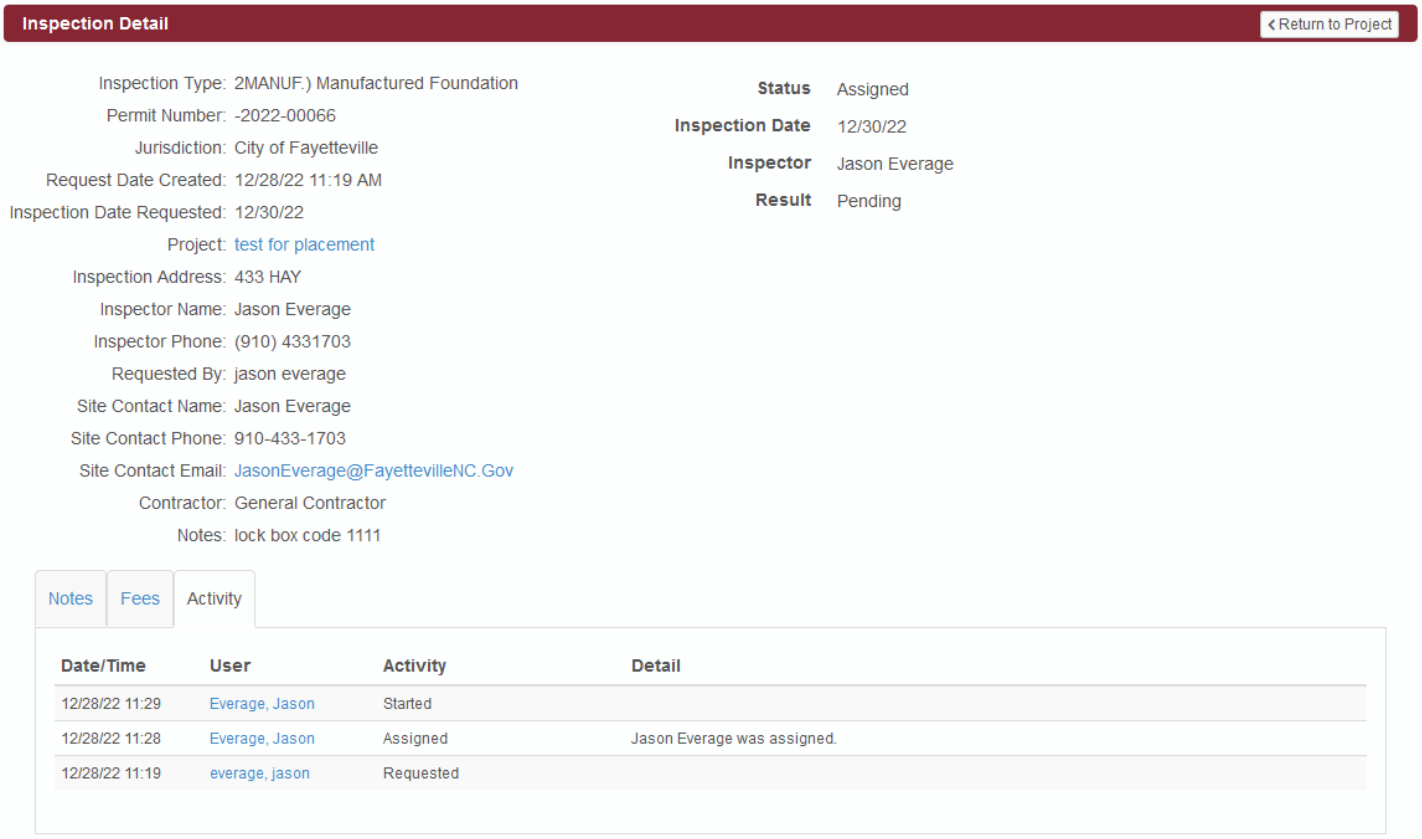
Inspection Type: 1MANUF.) Manufactured Footing #2
Permit Number: -2022-00066
Jurisdiction: City of Fayetteville
Request Date Created: 12/28/22 11:01 AM
Inspection Date Requested: 12/29/22
Project: test for placement
Inspection Address: 433 HAY
Requested By: jason everage
Site Contact Name: Jason Everage
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:



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



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.