



Department of Building & Fire Prevention

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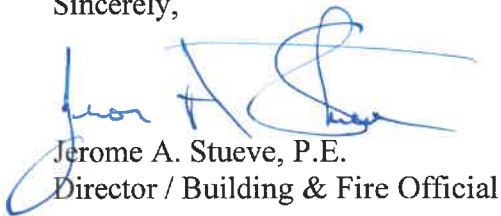
NOTICE TO INDUSTRY

Subject: New Electronic Plan Review System ePermitHub

On March 8, 2021, Building & Fire Prevention will be transitioning to a new electronic plan review system called ePermitHub, which we believe will provide a better customer experience. To accommodate the transition to the new system, the Citizen Access Portal will be unavailable beginning at 5:00 p.m. on Thursday, March 4, through 7:00 a.m. on Monday, March 8, 2021.

Beginning at 7:01 a.m. on Monday, March 8, 2021, all new permit applications must be submitted through the **Citizen Access Portal using the new ePermitHub PLAN ROOM** button. In addition, applications that were submitted prior to March 8, 2021, but that were not yet accepted by Building & Fire Prevention (i.e., not yet in "In Review" status), will be converted to the new ePermitHub PLAN ROOM by our department. However, any plans that were already submitted and in "In Review" status prior to March 8th will continue to be processed through **Citizen Access using the existing EDR attachment process**.

Sincerely,



Jerome A. Stueve, P.E.
Director / Building & Fire Official

JAS/ta