



Public Works

PUBLIC WORKS ENGINEERING – ELECTRONIC PLAN SUBMITTAL PROCESS GOPOST

Submitting your application

- To begin, create an account on the GoPost portal here:
 - <https://anaheim.eplansoftreview.com/#/login?portal=anaheim>
 - Please note the portal is open for plan submittals Monday through Thursday, 12:00 am to 2:00 pm (excluding holidays)
- Follow this walkthrough video for a guide on how to set up your project:
 - <https://www.youtube.com/watch?v=EeDPsGL2tUQ>

Submission Review

- After you have submitted your project application and documents, the project status will change from *Created* to *Pending*.
 - Please allow 3-4 business days for the processing of your documents.
- Permitting staff will change the status of your project to *Intake* and review the submitted documents to determine whether the project is acceptable.
- Once your application is reviewed for completeness, you will be requested to make a deposit. You will receive an email with instructions on how to make the payment. After receiving the deposit payment, the project will be accepted and processed for plan check review.

Plan Review

- Your project is assigned to a Development Services engineer and once review begins, the project status will update to *INPR* (In Plan Review)
 - Please allow up to 20 business days for review of all plans and documents.
 - Review time may vary depending on the submittal type.

Corrections

- If the plans are not approved, you will receive an email notification stating corrections are required.
- Log in to your GoPost portal to view the engineer's comments.
 - The corrections file can be found in the *Deliverables* tab as a downloadable zip folder.
- Address the corrections and resubmit your project for review.
 - Please allow up to 15 business days for review of your resubmittal.
 - Review time may vary depending on the submittal type.

Approval

- Once your project is approved, further instructions will be provided via GoPost or by email, depending on your project type.

Issuance (if applicable)

- Issued permit and plans will be provided via email from pwpermits@anaheim.net
- After permit issuance, contractors must schedule a Pre-Construction Inspection before commencing the project.

Anaheim NEXT

Register for an account on our Anaheim NEXT portal at <https://aca.anaheim.net/CitizenAccess/Default.aspx> to:

- Schedule a Public Works Inspection.
- Track your permit status.
- Request access to view Public Works Records.
- Make online payments using a credit card.

If you require further assistance or have questions, please call (714) 765-5176 or email pwpermits@anaheim.net.