



Norcross Georgia / ePs Quick Start Guide – Change of Occupancy

Step 1 – Register New Account

Visit the [ePs Norcross website](http://eplansolution.com/norcrossga) (eplansolution.com/norcrossga)

City of Norcross and ePlan Solutions Plan Submittal and Review

City of Norcross and ePlan Solutions are providing an on-line application, plan submittal and review portal for the submittal and review process. In this web flow, you must first register for an account and additional information will follow upon account confirmation.

ePlan Solutions will provide support for registered users via telephone and email (support@eplansolution.com).

[Login to EPS...](#)

[Register new Account...](#)

Select Register New Account. Complete the User information and submit. The User will receive two emails (1) to validate your user account (2) to gain permission to send you email notification. If a User doesn't receive both notifications, check your spam and then contact ePs support.

Step 2 – Create a New Project



Select New Project and complete Step 1 and Step 2.

Create Project: Step 3 of 3

In this web flow, you are going to create a new project in EPS.

Select Project Type What type of Permit or Plan Review are you submitting?

Change of Occupancy Application

Select the tabs for additional information.

General Fee Schedule Supporting Documents Disclaimers

Change of Occupancy Application

On Step 3, from the drop-down menu, select "Change of Occupancy Application". Complete the acknowledgement and select Submit.

Step 3- Pay for the Project

Once the project application is submitted, the project page will be created. Prior to uploading plans, applicants are required to pay the fees. Select the Fee Tab then Pay Now to complete the payment process.



Once payment has been made, a confirmation page will be displayed that will have a receipt and a link (the project ID) back to your project.

Step 4 – Upload Documents for Review

After payment has been made, the project will be "F" Open to Files. Select the Manage Files button then Upload to place files into the submittal tab..



Not Ready For Review! This submittal is not ready for review.
✘ There are no files uploaded; you must upload files before you can review.

Type	Size	Create Date	Name
No files exist in this submission.			

[Manage Files](#) [Review »](#)

[New Submittal](#)

Files(0)

Select a file using the 'Upload' button to start uploading. To remove a file, click the 'Delete' button.

<input type="checkbox"/>	Type	Size	Name
There are no new files in this submittal.			

[Upload](#) [Delete](#) [Rename](#) [Merge Files](#)

File uploads not working?

Add a File tag

<input type="checkbox"/>	Type	Size	Name	Cor
<input type="checkbox"/>		104 KB	Change of Occupancy Submittal Package.pdf	<input type="checkbox"/>

[Manage Tags](#)

After completing your uploads, select "Submit for Review"

Step 5 – City Comments

The city will communicate comments thru the ePs portal. These comments will be located in the Communications Tab or the Open Files Tab.

Help and Information

All the links provided on this sheet can be found at <https://eplansolution.com/wordpress/>

For additional support contact us by email at support@eplansolution.com Or by phone at 678-898-0610.