



# DEVELOPMENT PLANS AND TERTIARY PLAN SUBMITTALS



- **How do I submit a new Tertiary plan or development plan? All new submittals MUST be submitted online. To submit online follow the steps listed below:**
  - Step One: Go to <https://energovweb.jacksoncoga.gov/EnerGovProd/SelfService/Home#/home>
  - Step Two: Register your Account. Click on the top right corner on Guest and then click Register. You will register an email address to set up a new account just follow the steps.
  - Step Three: Apply for a Plan Review. Click apply once your login in with your user name and pass word that you registered.
- **How do I resubmit after receiving comments if I originally submitted in paper form? If you original submittal was in paper form we will input your plans in the online system, however you must follow the steps listed below for us to process your plan to the online system:**
  - Step One: Upload your updated plans to a flash drive, cd or dvd in a pdf format. We already have the rest of the paperwork on file. If for some reason we are missing any paperwork we will make contact with the appropriate person.
  - Step Two: Go to <https://energovweb.jacksoncoga.gov/EnerGovProd/SelfService/Home#/home>
  - Step Two: Register your Account. Click on the top right corner on Guest and then click Register. You will register an email address to set up a new account just follow the steps.
  - Step Three: Make sure the plan designer and the owner register an account. If both parties aren't registered we wont be able to upload the plans or issue a permit.
- **What if I have a Tertiary Plan that has been approved in paper format but I am applying online for the building permit? To elevate any issues and speed up the CO site inspections at the end of the building process we are placing all Tertiary Permits in our online system. Please follow the step below to get your Tertiary Permit in the online system:**
  - Step One: Upload your approved plans to a flash drive, cd or dvd in a pdf format. The plans you upload do not need to be the stamped set by the county we will stamp them electronically. We already have the rest of the paperwork on file. If for some reason we are missing any paperwork we will make contact with the appropriate person.
  - Step Two: Go to <https://energovweb.jacksoncoga.gov/EnerGovProd/SelfService/Home#/home>
  - Step Two: Register your Account. Click on the top right corner on Guest and then click Register. You will register an email address to set up a new account just follow the steps.
  - Step Three: Make sure the plan designer and the owner register an account. If both parties aren't registered we wont be able to upload the plans or issue a permit.
- If you have any issues with Registering on the Online Portal please contact 706-367-5908.