EZOP Electronic Application and Document Submittal
WORKFLOW AT A GLANCE

STEP 1: **APPLICATION SUBMITTAL**
- Permitting (EZOP), completes application and upload plans/documents, or
- Applicant visits County office and submits application and plans/documents Over-the-Counter (OTC)

STEP 2: **APPLICATION INTAKE**
County staff verifies submittal meets guidelines and coordinates with other departments to assess fees

STEP 3: **FEE PAYMENT**
Applicant pays fees
- Applicant logs into EZOP and pays fees, or
- Applicant visits County office and pays fees

STEP 4: **COUNTY REVIEW**
County staff completes concurrent reviews

Applicant interacts with staff until plans approved

STEP 5: **APPROVE FINAL PLANS**
- County staff approves final plans
- Approved plans are available for applicant to download thru EZOP

STEP 6: **APPLICANT DOWNLOADS PLANS**
Applicant downloads approved plans from EZOP

EZ Online Permitting

Electronic Document
GUIDELINES

A | ELECTRONIC DOCUMENTATION SUBMISSION METHODS

EZOP ACCELA CITIZEN PORTAL
- County staff can assist with establishing an EZOP account if applicant does not have an existing account
- Applicant must provide an email account to setup an EZOP account

OVER-THE-COUNTER
- CD/Flash Drive: County staff can upload your plans/documents to EZOP
- Paper: County staff can scan your plans/documents. However, a fee will apply. Please see fee ordinance/schedule.

B | FILE TYPES

- Plans and documents must be submitted in PDF format only
  - Layers should be flattened and made into a single image to reduce file size
  - Specifications, renderings, photos, presentations, and other supplemental information must be submitted in PDF format and should be consolidated into as few separate files as possible

C | WHEN SCANNING YOUR PAPER DOCUMENTS

- It is recommended that you convert your plans/documents into PDF format directly from the application that created them. However, when you must scan plans/documents, please follow the guidelines below:
  - Plans should be scanned at a resolution of 300 dpi
  - Supplemental materials may be scanned at lower resolutions, provided that the content remains legible

D | FILE NAMING CONVENTIONS (30 CHARACTER MAXIMUM)

- Plans and documents must be formatted in the following order:

  Document Type–File Version–Project Name
  Example: FloorPlans-v01-StonePlaza

E | MAXIMUM ELECTRONIC FILE SIZE

- 75MB, per file

F | PLAN SHEET SIZE

- The following list indicates plan sheet sizes that can be submitted electronically:

  8 ½ x 11" │ 11" x 17" │ 24" x 36" │ 30" x 42" │ 36" x 48"