

Community Connect – Register/Login, Respond to Plan Review/Resubmit Documents

*Note – Community Connect works best in Chrome.

***If you already received a login email or have a login setup, please skip to #1**

Note – when creating a login you must use the same email address you used in your application or the permit won't show for you.

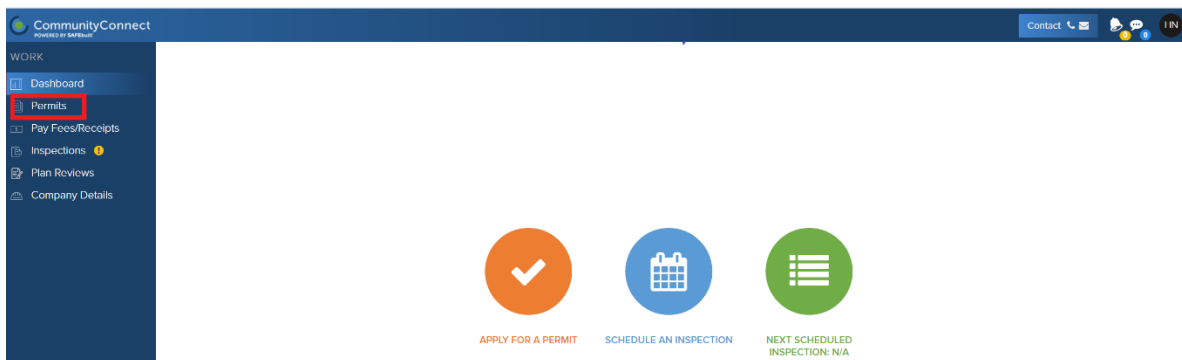
If you do not already have a login username and password for our building permitting system (Community Connect), please click on this link and follow the login instructions.

<https://app.communitycore.com/app/account/register/b3ed002d-e02b-4b4e-b5c7-8d6387f2d627/select-user-type?name=Ketchum>

- Community Members, homeowners please register as a "Community Member"
- Contractors, Architects, Engineers please register as a "Contractor"

Once you have registered, you should be able to view the permit(s) where you/your email is listed as the owner, applicant, contractor, architect, engineer for the project. If there is a permit you believe you should see that you don't please email building@ketchumidaho.org and we will look into the issue and work to get you added to that permit.

1. When you are logged in, your dashboard should look similar to the below image, though you may only see "apply for a permit" if you are a brand-new user and do not already have active permits in our system. While on in your dashboard, you will want to click on "Permits" which is on the left side in the blue bar.



2. Once in "Permits" click on the building permit you would like to access the plan review(s) and resubmit documents/revised plans.

PERMIT NUMBER	ADDRESS	JURISDICTION	PERMIT TYPE	STATUS	EXPIRES
24-KET-00009	TEST 140 DOLLAR DR, KETCHUM	Ketchum	ROW Encroachment	City Council Approval: Pending	07/14/2024
24-KET-1-0000	TEST 191 W 5TH ST, KETCHUM	Ketchum	Remodel Internal Only: Commercial	Construction Activity Plan Review: Resubmittal Required	07/16/2024
24-KET-1-0000h	TEST 140 DOLLAR DR, KETCHUM	Ketchum	New Construction-Residential	Inspections: Pending	07/20/2024

- When you select a permit, you will automatically be taken to the “Workflow” Tab. There are three different status’ you will see – Approved, Approved with Conditions and Resubmittal Required. When Plan Reviewers have Approved with Conditions or Require Resubmittal, they will upload the conditions/resubmittal requirements into “Documents”

STEP	ASSIGNED TO	STATUS
1 Application	Heather Nicolai	Accepted
2 Received by PT-Submittal Created/Invoice for Fees	Heather Nicolai	Complete
Construction Activity Plan Review	Robyn Mattison	Resubmittal Required
SAFEbuilt Plan Review	Paige Nied	Approved 1 Submittal
Planning Review	Unassigned	Resubmittal Required
3 Fire Plan Review	Paige Nied	Approved with Conditions
Streets Plan Review	Paige Nied	Approved
Utilities Plan Review	Paige Nied	Approved with Conditions
Wastewater Plan Review	Paige Nied	Approved with Conditions
4 Permit Issuance	Unassigned	Not Started

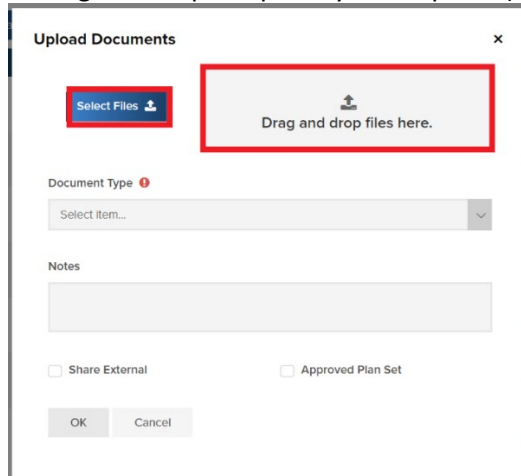
- Once you are in the permit click on “Documents.” All submittal documents, plans and plan reviews are in “Documents.” You will want to be sure to look for the document type “Plan Review Document.” You can view and download any document.

DOC NAME	DOC TYPE	UPLOADED ON	UPLOADED BY	EXTERNAL	NOTES
Building Review #1	Plan Review Document	01/18/2024	Heather Nicolai		
Planning Review #1	Plan Review Document	01/18/2024	Heather Nicolai		
Engineering Review #1	Plan Review Document	01/18/2024	Heather Nicolai		
CAP Review #1	Plan Review Document	01/18/2024	Heather Nicolai		
Fire Approved with Conditions	Plan Review Document	01/18/2024	Heather Nicolai		

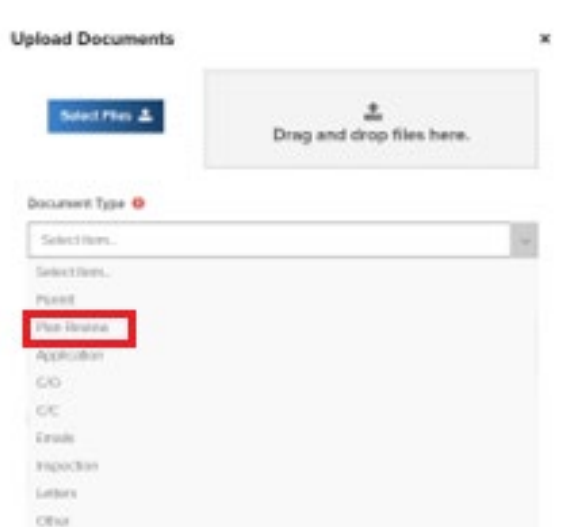
- Once you have reviewed the plan review documents, you will want to download the plan reviews where resubmittal is required. Please respond to the plan reviewers comments/required action in the “Applicant Response” spaces provided. When you save the document(s) and add “Applicant Response” at the end of the file name (i.e. Planning Review #1-Applicant Response).
- When you make changes to the plans/design set. All changed areas of the building/plans must be “clouded” or otherwise marked so the plan examiner understands the proposed changes. When you save the plans/design set and add “Rev1/Rev2, etc.” at the end of the ORIGINAL file name (i.e. Design Plan Set-Rev1).
- You will need to upload your response document and reviewed plans/design set into the system. While in “Documents” click “Upload”

DOC NAME	DOC TYPE	UPLOADED ON	UPLOADED BY	EXTERNAL	NOTES
Design Plan Set-Rev1	Plan Review Document	01/18/2024	Heather Nicolai		
Planning Review #1 Applicant Response	Plan Review Document	01/18/2024	Heather Nicolai		
Construction Activity Plan-Rev1	Plan Review Document	01/18/2024	Heather Nicolai		
Building Review #1	Plan Review Document	01/18/2024	Heather Nicolai		
Planning Review #1	Plan Review Document	01/18/2024	Heather Nicolai		

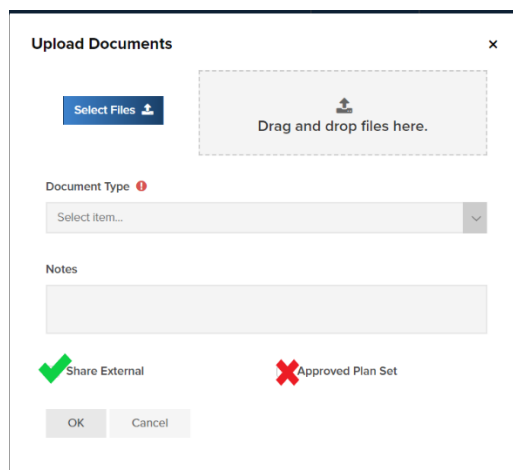
8. Click on “Select Files” or you can drag and drop to upload your response(s) and revised plan/design set.



In the drop-down list for “Document Type” select “Plan Review” or “Permit” – either is fine.



DO click the box that says “Share external” **DO NOT** click the box that says “Approved Plan Set” and then click “OK”



Your resubmittal will then be launched back out for review with the remaining plan reviewer(s) who have not yet approved the permit.