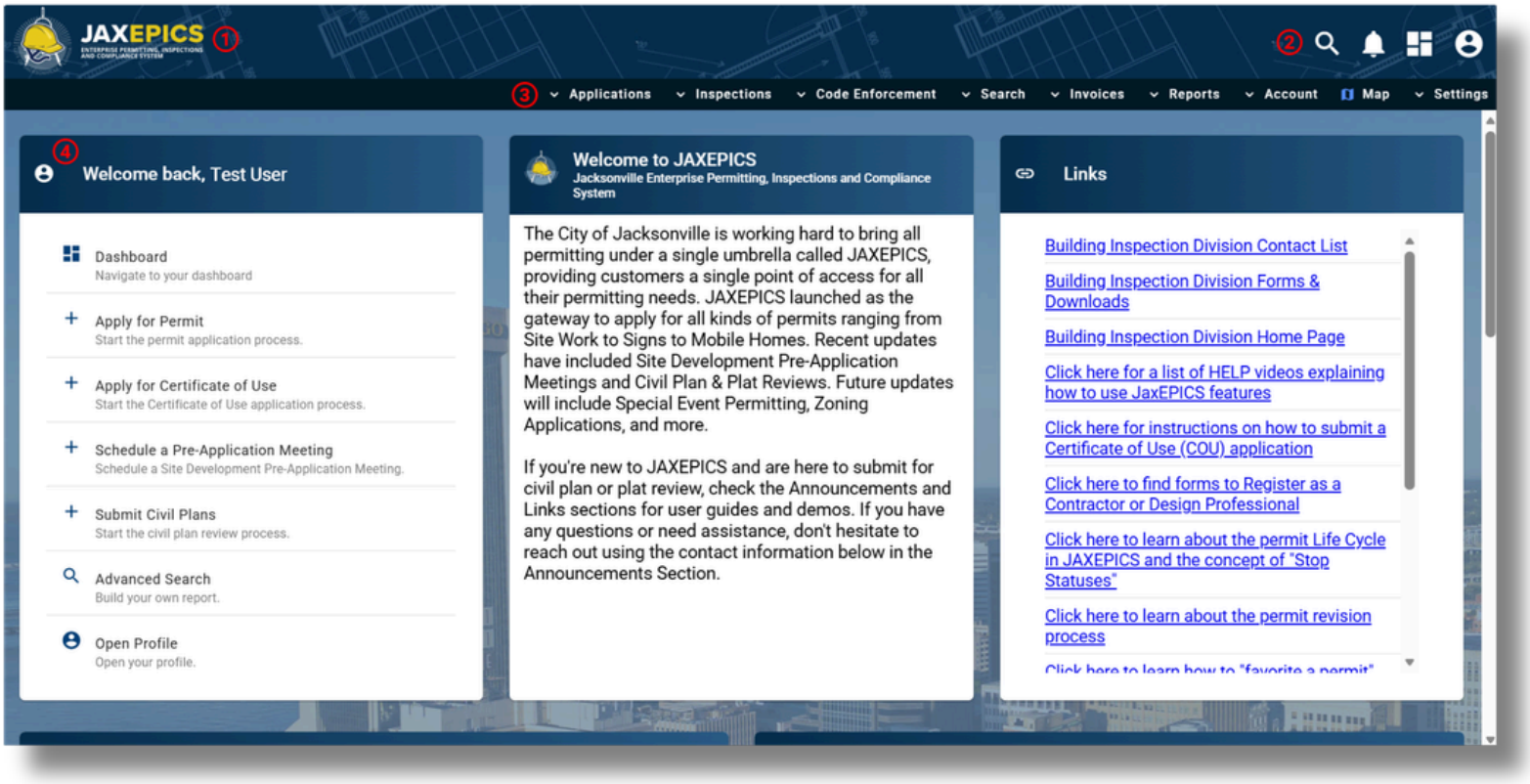
JAXEPICS
ENTERPRISE PERMITTING, INSPECTIONS AND COMPLIANCE SYSTEM

GETTING STARTED
(CIVIL PROFESSIONAL)

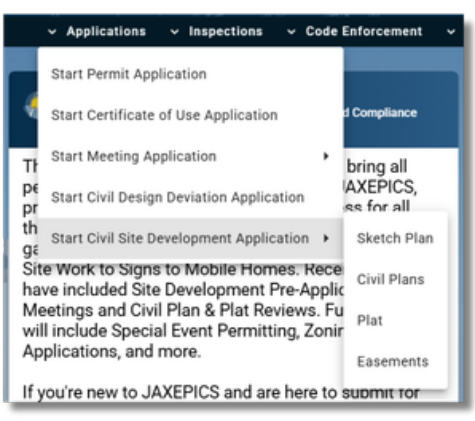
Accounts
To submit and manage sketch plans, civil plans, plats, and easements, you need a Civil Professional account in JaxEPICS. If you had an account in the Jax Civil Plan system, follow these instructions to migrate your account. If you are new to submitting plans/plats in Jacksonville, please reach out to ReviewGrp@coj.net to set up a new account.

Navigating the Site
Below is a screenshot of the home page. See the list below for explanations of the sections with red number labels.



1. The **logo** is always accessible from every JaxEPICS page. Clicking on it will take you to the JaxEPICS home page.
2. The **header icons** are always accessible from every JaxEPICS page. From here you can do a quick search, see your notifications, navigate to your dashboard, or open your profile page.
3. The **application toolbar** is always accessible from every JaxEPICS page. From here you can start applications, search for existing applications by CDN, or search for existing projects on the map, amongst other things.
4. Once you're logged in, the top left card on the home page provides you with **quick links** to common tasks. The Dashboard and Profile links are always available using the header icons (#2). The other links take you directly to pages that can otherwise be found in the toolbar (#3) under dropdown menus.

Starting Applications/Submittals
The **+ Submit Civil Plans** quick link will take you directly to the first step of the civil plan submittal process. For other civil submittals, click the Applications menu in the application toolbar, select Start Civil Site Development Application, and then select the type of application you would like to start (see screenshot on the right). For more information about how to complete a submittal, please refer to the other quick user guides.



Finding Your Applications/Submittals

You can find your old or in-progress applications on your **Profile Page** and on your **Dashboard**, which are both accessible through the header icons or the home page quick links. Below are instructions on how to find applications using your dashboard, which reference the red number labels in the screenshot below.

After you login, you will be directed to your dashboard. If your dashboard doesn't say Civil Professional Dashboard as shown below (#1), you can get to this view by clicking Select Dashboard (#2) and selecting Civil Professional Dashboard. This dashboard is tailored to Civil Professionals who submit civil plans or plats, while the Company Dashboard is tailored to Contractors and Design Professionals who submit permit applications. If you prefer one over the other, you can set the one you see when you login by clicking Set Default Dashboard (#3) and selecting your preferred dashboard.

Each white box in the dashboard is called a widget. The first widget (as shown below) by default shows all sketch plan and civil plan submittals for which your account is listed as a contact that require applicant action. This includes applications that have not yet been submitted, submittals that are pending payment, and submittals that have been Returned for Corrections. To open the submittal, click the blue link under Application Number (#6). That will open up the Development Plan with the correct application tab already selected. If you click the blue link under Development Plan Number (#7), a new tab will open the Development Plan on the Overview tab. For more information about how applications are grouped under Development Plans, please refer to the provided tutorial video and/or reference guide.

If you want to see only sketch plans or only civil plans, select the search filter dropdown (#4) and select/deselect application types using the checkboxes. Then click the magnifying glass icon (#5) to search using your modified filters. If you are a surveyor looking for plats/easements, you can scroll down to the second widget, which shows plats and easements by default.

The other widgets on the Civil Professional Dashboard show your Civil Design Deviation applications, pending invoices, a list of *all* civil applications for which your account is listed as contact, and any JaxEPICS applications of any type (civil plans, plats, permits, etc.) you have favorited.

