

DIGITAL SUBMISSION GUIDE

CITY OF SYRACUSE



INTRODUCTION TO THE CITY OF SYRACUSE DIGITAL SUBMISSIONS

It is now easier than ever to submit plan sets and supporting documents to the City of Syracuse for review! The City of Syracuse has made a transition to digital document submission. The *goPost* portal allows users to manage plan review projects and submit plan review documents and supporting attachments for electronic plan review. Projects created in *goPost* are passed to *ePlanSoft Review* (EPR) for plan review.

GETTING STARTED

- Watch this [video](#) which demonstrates the submittal process.
- Open [goPost](#).
- Create a new user account.
- Log into your account.
- Click on **Projects** on the left hand side.
- Click on the (+) sign in the bottom right corner of the screen.
- Fill in the blanks to the best of your ability under the “Information” tab.
- Fill in your contact information.
- Click on the **Documents** tab.
 - Under the Documents tab, you, will upload your plan sets and supporting attachments.
 - All plans must be uploaded under **Plans** and all supporting documents must be uploaded under **Attachments**.
 - Please ensure the following best practices are followed when submitting:
 - Documents must be submitted in PDF version only.
 - Use large, easy to read fonts.
 - Provide adequate white space between each character in the bottom-right corner around sheet number.
 - High quality images are preferred.
 - A dynamic scale bar or graphical scale is required for each plan detail and section detail drawing.
 - Files should be named as follows: Project Address - Project Name - Document Type.
- Submit the project to intake staff by clicking “Submit” in top-right corner.
 - Please note that there is a **400 MB** file size limit to submissions.

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RECEIVING DELIVERABLES FROM THE CITY

- All primary contacts associated with a project are notified by email when plans have been reviewed and either approved for issuance or revisions are required.
 - If revisions are required, a deliverables package will be checked into your project, containing annotated plans and a corrections report.
- Login to [goPost](#) to download the deliverable package within the **Deliverables** tab.

SUBMITTING REVISIONS

- Projects that require changes/corrections are uploaded to goPost.
- In order to submit revisions, please do so by clicking on **Upload New Version** within the **Documents** tab:
 - Please ensure the following best practices are followed when resubmitting:
 - You may only submit the same or more number of pages.
 - Revised plan sets must maintain pages in the same order.
 - New pages must be submitted at the end of a plan set.
 - Omitted pages must be maintained and voided explicitly.
 - The cycle repeats until the plans are deemed acceptable by the City of Syracuse.

TROUBLESHOOTING

If you are experiencing any difficulties with your submission, please contact:

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