Current Process: Creating New Encroachment Permit
(For Permits Under Blanket Permit)

Application / TCP Submitted to city

New Encroachment added in Vivasoft:
- +"ADD NEW" encroachment

If Under Blanket Permit:
- Open blanket permit
- ADD Encroachment

Prep New Encroachment:
- Data Entry (SAVE generates EP#)
- Prepare TCP
- Generate Permit

Assign to Engineering for Review:
- Put all Documents in "To Be Approved" attachments folder
- Change Status to "TCP Review" and assign
- Create a Plan Check for TCP Review and assign

Engineering Review

Revised TCP submitted to city

Approved TCP:
- Attach approved TCP
- Sign and Attach approved permit
- Assign Plan Check "Approved" → ADMIN
- Assign permit → ADMIN

Rejected TCP:
- Attach rejected TCP
- Assign Plan Check "Denied" → ADMIN
- Permit status "Rejected → ADMIN

Approved TCP:
- ADMIN email approved permit and TCP back to permittee
- Permit status "Issued"
- Assign to inspector
- Unassign Plan Check

Rejected TCP:
- ADMIN email Rejected TCP back to permittee

Extensions / Revisions:
Processed as needed using steps above
**for many older permits, confirm with the Engineering team there are no conflicts with the work location with the permit extension*