



City of Broken Arrow

Guide to know & navigate your application

This guide will help you navigate your applications to find important information and resubmit your plans through the Customer Self Service Portal. Access to the Portal can be found with this link.

https://selfservice.brokenarrowok.gov/EnerGov_Prod/SelfService#/home

Each application will show you the following information:

- Progress of the application
- Any fees that have been assessed
- The reviewers and a way to contact them
- All files associated with the application
- All persons attached to the application
- Any holds that have been placed on your application or on the project in general.

You are also able to view information and applications associated with your project.

All applications are available through your dashboard:

Dashboard Home Apply My Work Request Inspections Today's Inspections Map Fee Estimator Pay Invoices Search Calendar City of Broken Arrow

Welcome to the City of Broken Arrow Citizen's Self Service website.

My Permits

Attention	Pending	Active	Recent	Draft
1	1	0	1	0
Floodplain Develop... 1	Floodplain Develop... 1		Floodplain Develop... 1	

• View My Permits

My Plans

Attention	Pending	Active	Recent	Draft
6	3	1	1	0
Engineering Review 4 Comprehensive Pla... 1 Site Plan 1	Site Plan 2 Easements and Righ... 1	Fee-In-Lieu of Dete... 1	Site Plan 1	

• View My Plans

Plan Number: SITE-xxxxxx-20xx

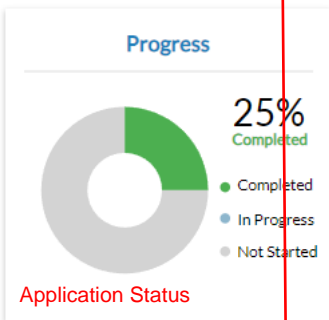
Any Holds on the application can be found on the HOLD tab.
 Directions on how to resolve the hold will be included on each Active Hold in the application

Add to Cart

Plan Details | Tab Elements | Main Menu

Type: Site Plan	Status: In Review	Project Name: Example
IVR Number:	Applied Date: 06/10/2024	Expiration Date: 12/07/2024
District: 4	Assigned To:	Completion Date:
Description: -Mixed Use Development. Coworking, Office, Short Term Rental, Event Space		

- Summary
- Locations
- Fees
- Reviews !
- Attachments
- Contacts
- Sub-Records
- Holds
- More Info



Available Actions

To find the review comments and to resubmit the files you will need to click on the Attachments Tab

If have have questions for your reviewer their name can be found under the REVIEWS tab. The Blue letter icon will allow you to contact them directly.

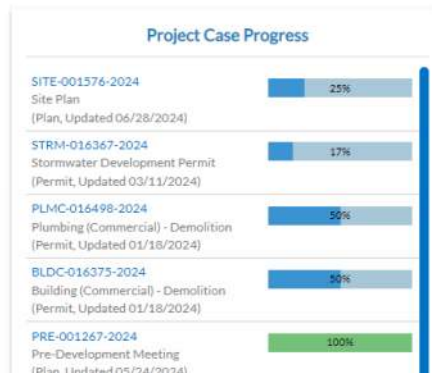
Click on the link to go to the Project, here you will find the project number and all applications associated with your project and the status of each application in the review process

Project: Example PR-xxxxxx-20xx

Project Details | Tab Elements | Main Menu

Project Name: Example
Type: Commercial
Start Date: 01/17/2024

- Summary
- Locations
- Fees
- Attachments
- Contacts



On the fees tab you will see all fees that have been assessed to the project and the status. Approved Site plans and NET Engineering Reviews will not be released until fees are paid.

Fee Summary

Total Fees:	\$400.00	Paid Fees:	\$400.00	Unpaid Fees:	\$0.00
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Remaining Fees

Fee	Invoice	Computed
No records to display.		

Paid Fees

Fee	Invoice	Computed
Engineering Administrative Fee	INV-00023735	\$200.00
Planning Administrative Fee	INV-00023735	\$100.00
Site Plan/Landscape Plan Fee	INV-00023735	\$100.00

Plan Number: SITE-xxxxxx-20xx

Add to Cart

Plan Details | Tab Elements | Main Menu

Type: Site Plan	Status: In Review	Project Name:
IVR Number:	Applied Date: 06/10/2024	Expiration Date: 12/07/2024
District: 4	Assigned To:	Completion Date:
Description: Mixed Use Development. Coworking, Office, Short Term Rental, Event Space		

Summary Locations Fees Reviews 1 Attachments Contacts Sub-Records Holds More Info

Attachments | Next Tab | Plan Details | Main Menu

Attachments

Sort Needs Action

Additional Supporting Documentation
Applicant submitted document
Version: 1
Status: Corrections Added

Additional Supporting Documentation
Applicant submitted document
Version: 1
Status: Corrections Added

Additional Supporting Documentation
Applicant submitted document
Version: 1
Status: Corrections Added

Attachment
Example Exceptions Summary .PDF
Uploaded: 06/27/2024
Notes: v1 checklist

Attachment
Example Plans.PDF
Uploaded: 06/27/2024
Notes: Extracted sheets fro set with comments

Site Plan
Applicant submitted document
Version: 1
Status: Under Review
Markups

Site Plan Checklist
Applicant submitted document
Version: 1
Status: Corrections Added

Select Type

Add Attachment

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .docx...

All text in blue is a click-able link

Click on the link to download the file, This will be in a format that has the markups in a list, along with images of the plans.

When a review is completed the status of the file is changed by the system to "Corrections Added" and is for system tracking. The Markups button will only be available IF markups were added to the PDF.

The "Notes" will indicate that it is the checklist.

Click on the link to download the file with the markups on the sheets

Staff document of the applicants file with comments, these may have an additional label indicating that it is engineering or planning only comments

Click on the Markups button and you will see a table of all the comments

Submit

Text	Added By	Page	Respond
Include this sheet	Jason Dickerson	3	Respond
E07 The FDD number is the application number the DD number can be found in the application and on the letter provided. Include the FDD number and the DD number.	Jason Dickerson	15	Respond
Include this sheet	Jason Dickerson	14	Respond
P12: Site plan cannot be approved, until a Specific Use Permit is approved by City Council to allow for the use.	Henry Blbelheimer	1	Respond

In order to upload the new file, each comment will need to be addressed by using the Respond button located next to each item. After all items have been addressed, a new button will be available to upload the revised document. The Submit button will then be active