ePLAN REVIEW

APPLICANT GUIDE

INTRODUCTION

What is ePlan Review?

ePlan Review is the City of Gainesville's digital development review solution. This software solution allows developers & contractors to electronically submit and monitor development projects as they go through the city's review for utility, building, zoning, and planning compliance. ePlan Review allows city departments and other agencies to review projects simultaneously, which help to resolve conflicting reviewer commentary and reduce review time, all the while ensuring an efficient and transparent review process overall.

The ePlan Review Process includes Seven Key Tasks

1. Application Submission
2. PC Set-up & Preparing for *ProjectDox*
3. Logging into *ProjectDox*
4. Preparing your Digital Plans and Documents
5. Applicant Upload Task and Submitting Files
6. The City's Plan Review Process
7. Project Approval

APPLICATION SUBMISSION

The ePlan review process is available via http://www.cityofgainesville.org/BuildingInspection/ePlanReview.aspx.

- Fees must be paid at the time of application submittal in one of the following ways:
    - Check or Credit Card at the Thomas Center - Building B, 306 NE 6th Ave. Gainesville, FL 32601 (in person, delivery service, or US mail)
    - Credit Card Online
    - Credit Card & Check by Phone
    - NO CASH Payments Accepted

PC SET-UP & PREPARING FOR *ProjectDox*

What you need to do prior to Logging in

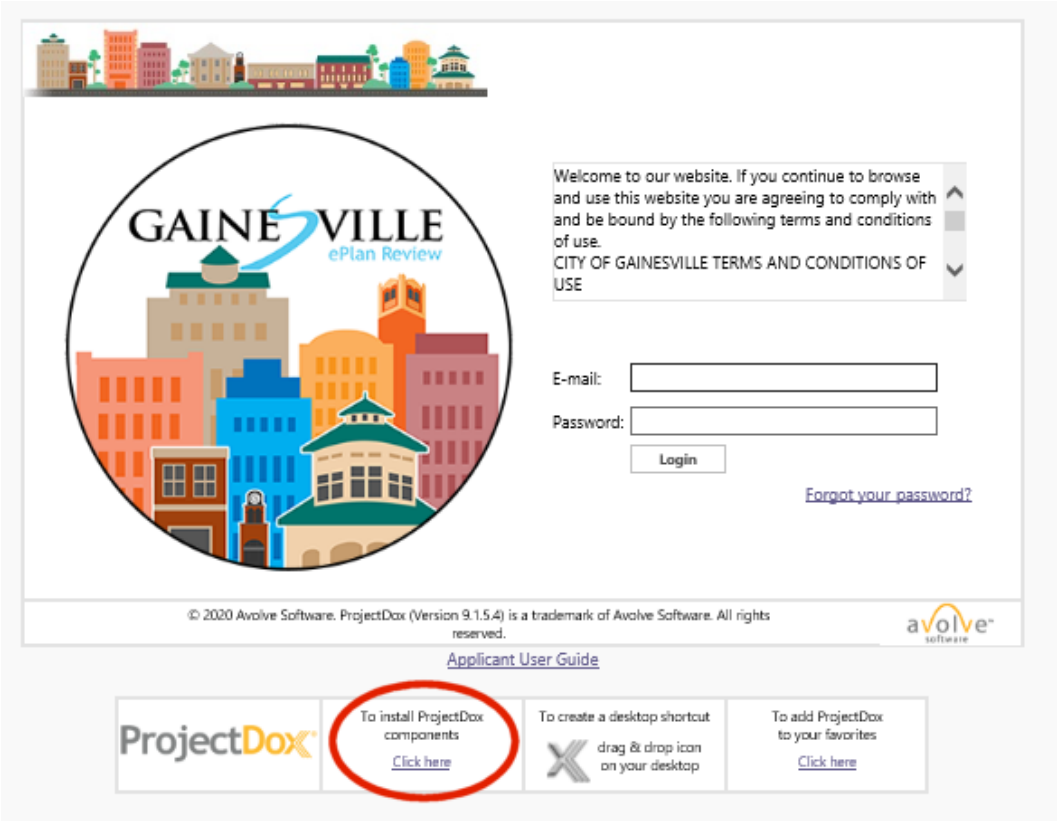
Credentials

Have your username and password ready.

Pop-Up Blockers

Disable any programs, such as firewalls or pop-up blockers that will prevent additional screens from opening.

Install *ProjectDox* Components (not required if using Windows 10 & Microsoft Edge)



Note: If you do not have "Administrator" rights to your computer, you may need to contact your IT staff for help with this step.

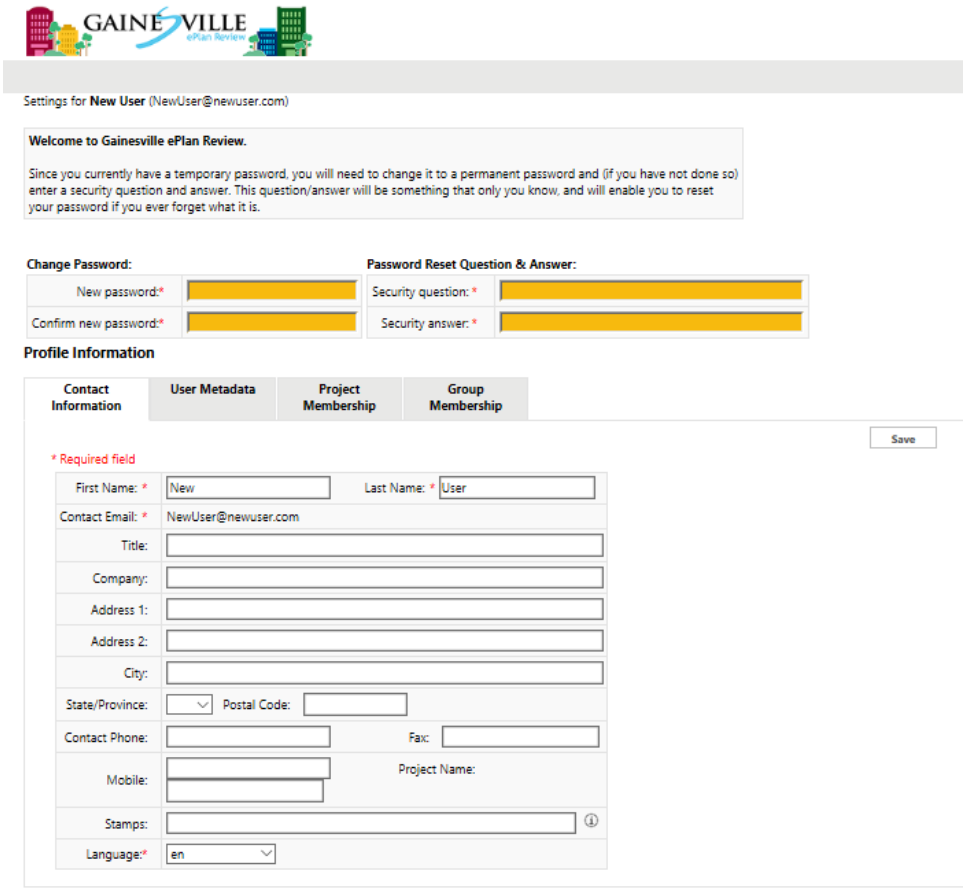
ProjectDox is best viewed in Internet Explorer 11, but will work on other browsers.

LOGGING INTO *ProjectDox*

EMAIL NOTIFICATION - After submitting your application, you will receive an email prompting you to log in to your ePlan Review account using *ProjectDox*.

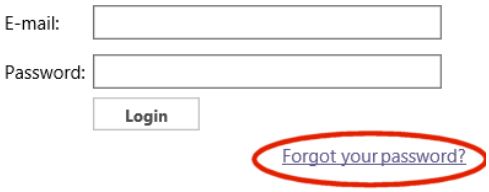
LINK to ProjectDox - https://gainesville-fl-us.avolvecloud.com/ProjectDox/

FIRST TIME USERS - If you've never logged into *ProjectDox* before, you will be provided with a temporary password, which you will need to change on your first login.



LOGGING IN

To log in, enter your email address and password and click "Login," or press enter. If you are a first-time user, you will land on the Profile page (shown above), where you will be prompted to reset your password and set up your security Q&A. If you've logged in before, you will land on the "Task (PF) & Project" (aka Home) page.



If you forgot your password, click "Forgot your password?" and a temporary password will be sent to you by email.

PREPARING YOUR DIGITAL PLANS AND DOCUMENTS

A Quality Submittal will Result in an Accurate and Timely Review Process

The following guidelines are established to provide uniformity in applicant submittals for the ePlan review process.

Applicants must provide a Sheet Index showing the Drawing Number & Sheet Name. The file names & the Index must match.

DRAWING STANDARDS

Site Plan Review - sheet size:	24x36
Building Permits - sheet size:	11x17 (minimum) and all standards sizes
City Approval Stamp:	Top right corner – leave 3" x 3" white space
Drawing File Types:	Single files in DWG, PDF, DWF, DNG
Naming Convention:	Consistent with Naming Standards below

1. Naming Standards for Individual Drawings

Drawing Type	Discipline	Sorting # (optional)	Example File Names
Demo	D	001	D.000 - Demo
Architectural	A	002	A.001 - Architectural
Fire – Life Safety	F	003	F.001 - Life Safety
Landscape	L	004	L.002 - Landscape
Structural	S	005	S.002 - Structural
Electrical	E	006	E.004 - Electrical
Plumbing	P	007	P.002 - Plumbing
Civil	C	008	C.007 – Civil

2. **Optional Sorting #** - The file name may be preceded by a 3-digit number (sorting #) to assist in sorting the files in a numeric order within the Drawings Folder.

Example: 001 - D.000 - Demo
002 - A.001 - Architectural
003 - L.002 - Landscape
004 - F.001 - Life Safety

3. **<u>Length of File Names</u>** – *ProjectDox* will allow up to 70 characters in the file name. It is recommended to limit file names to 40 characters, abbreviations are acceptable.

4. **Do Not Use** underscores, dates, special characters, commas, or other punctuation in the file name. The use of a single space character, a period, or a hyphen is acceptable. Using a double space or a space at the end of the file name creates problems and should be avoided.

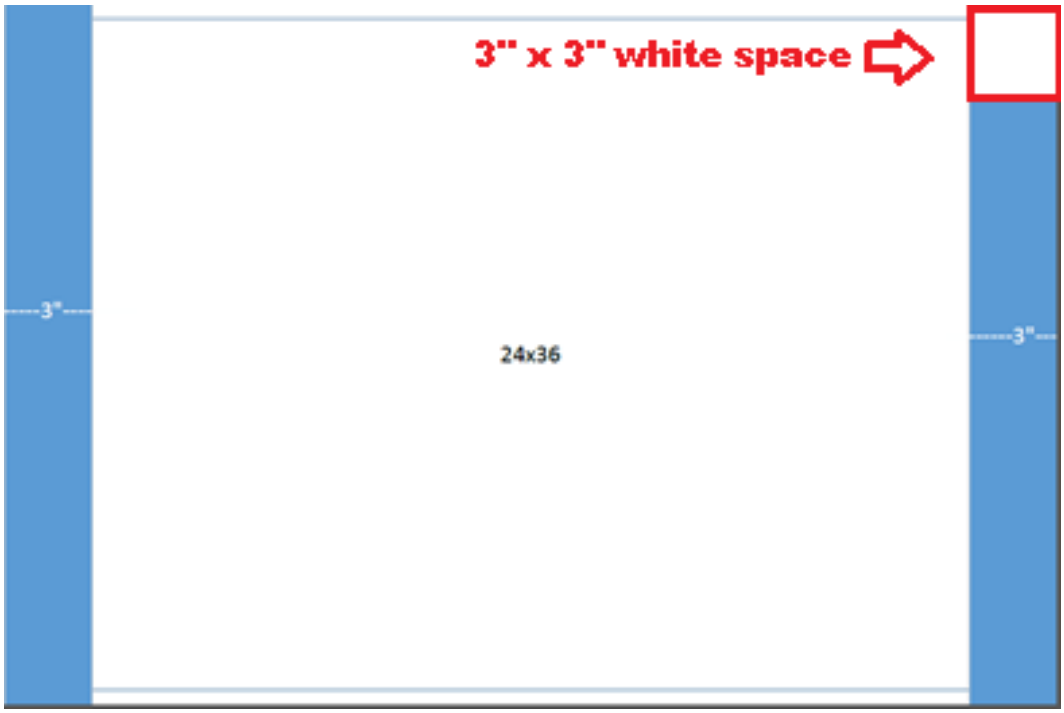
Acceptable Example:	001 - D.000 – Demo **<u>or</u>** D.000 – Demo Plan
Unacceptable Example:	Scan10254986214_001
Cryptic Example:	20191225_a150.4ss (rev) 3jan20

Note: Cryptic files names are confusing and delay the review process.

<u>SEE PAGE 12 FOR DESIGN PROFESSIONAL REQUIREMENTS FOR DIGITALLY SIGNING PLANS</u>

BATCH STAMP – PLEASE RESERVE THIS AREA FOR CITY APPROVAL STAMPS

Project plans must include a 3x3" white space at the top-right of all plans that will be reserved for a batch stamp to be placed upon approval. Optional locations may be acceptable – Please check with City Staff.

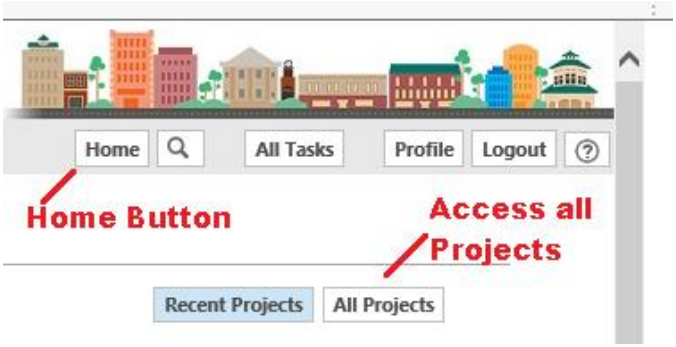


APPLICANT UPLOAD TASK AND SUBMITTING FILES

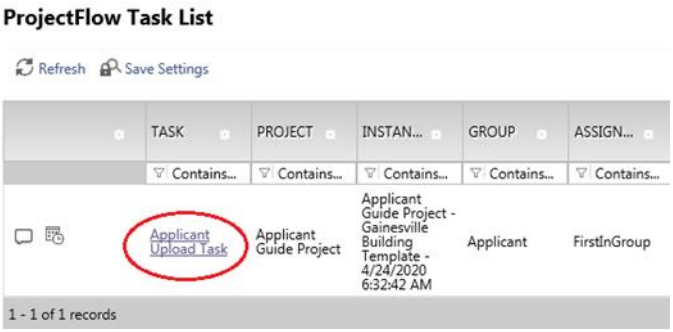
Once logged into *ProjectDox*, you will land on the **Tasks & Active Projects** screen. You will need to submit your project files (plans, documents, etc.) and complete the **Applicant Upload Task**. Once these steps are complete, the City will be automatically notified by *ProjectDox* to perform a Prescreen Review.

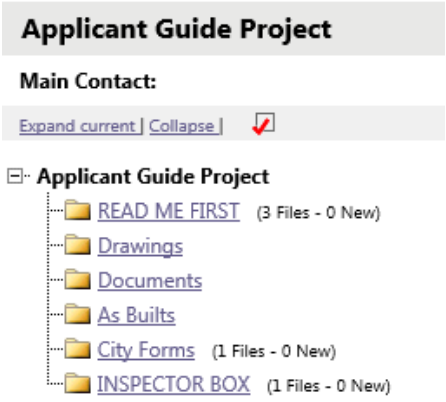
Follow these steps to submit files:

1. Select the Project Name link from the Active Project screen.
    a. The Home Button will return you to your Tasks (PF) & Projects Screen.
    b. If you do not see the project name, select the "All Projects" button on the right-hand side of the screen.



2. The file folders will be displayed on the left-hand side of the screen. The folder list may vary depending on your project scope and type. All projects will show the Drawings & Documents Folders.



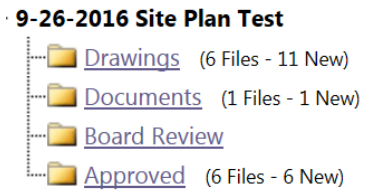


3. You will be able to engage with files in three ways:

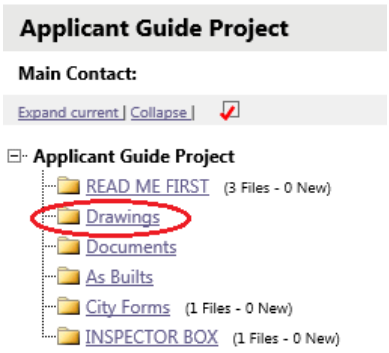
   Drawings: Use the "Drawings" folder to upload plan drawings.

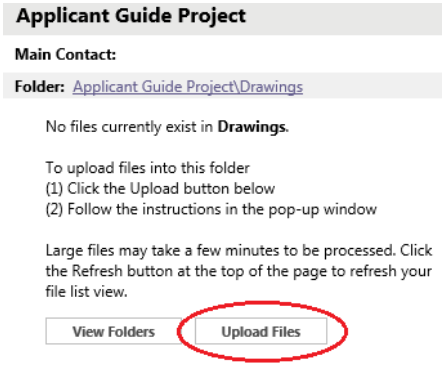
   Documents: The left-hand panel also contains a "Documents" folder, which you can use to required forms and documents relevant to your project.

   Approved Plans: This folder contains completed plans that have been batch-stamped (Approved). This folder is not made available until the project has been approved and the final plans have been stamped.

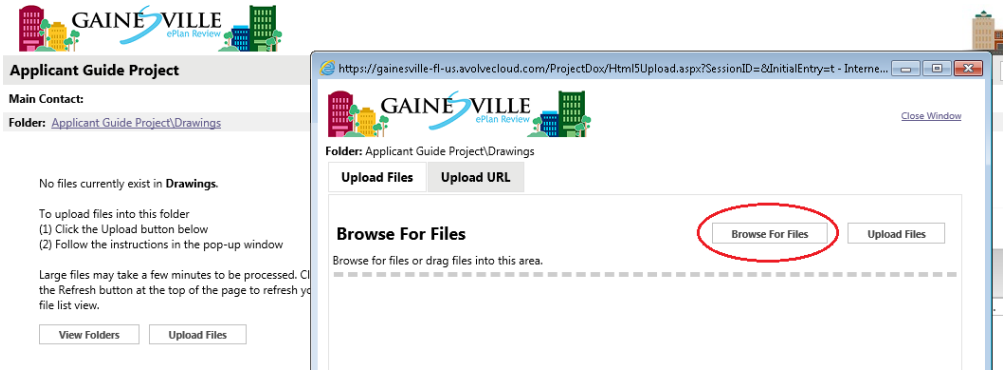


4. Select the desired folder's name/link to open the folder.
5. Select the 'Upload Files' button - a new window opens.



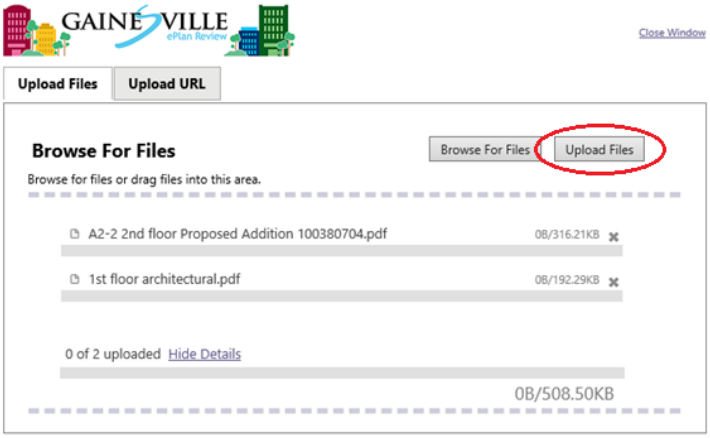


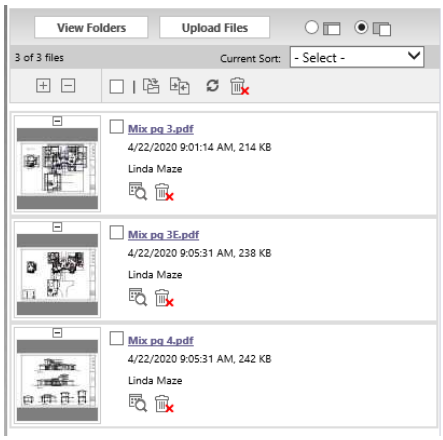
6. You can browse to select a file on your computer or you can drag and drop multiple files onto the upload screen.



7. Select the “Upload Files” button and close the window after confirmation the files were uploaded.

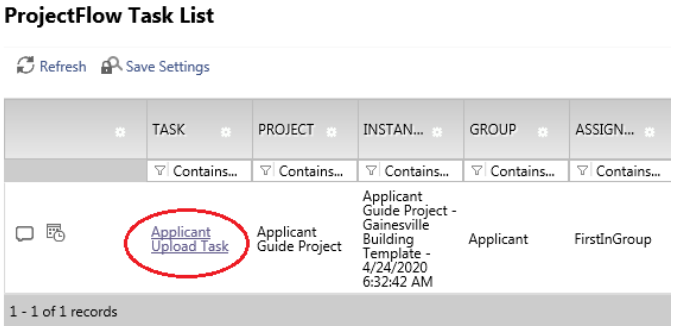
8. Your files will be displayed on the left side of the screen in the selected folder.





Follow these steps to complete the Applicant Upload Task:

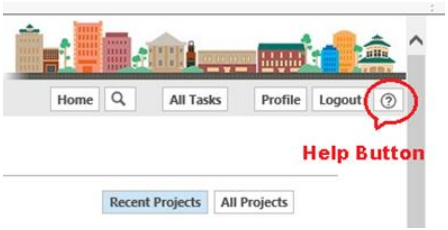
1. Find your project and your **Applicant Upload Tasks** ***Remember the Home Button?*** Home



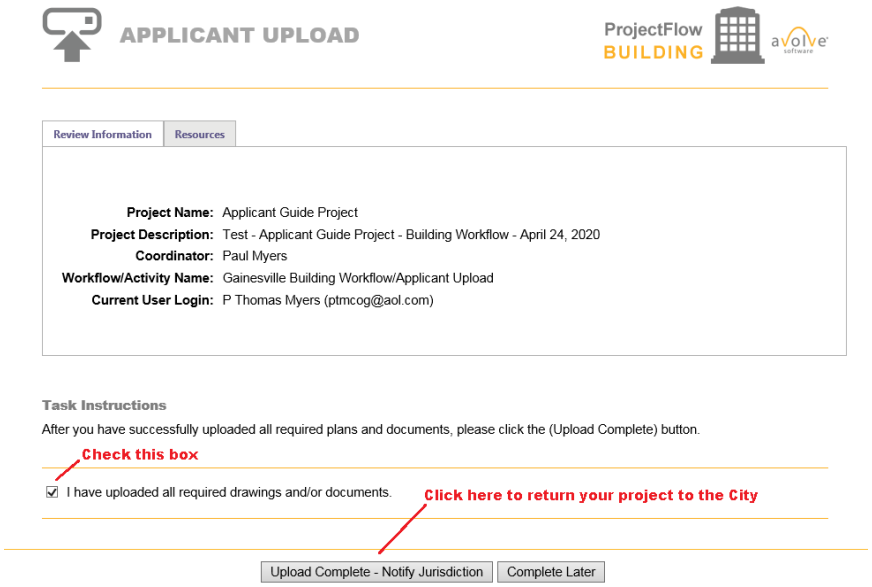
Get Help Using ePlan Review

Help Button

For more help and in-depth directions, click the “Help” icon in the top right navigation bar of the *ProjectDox*.



2. Follow the on-screen directions – Once your files have been uploaded and your **Applicant Upload Task** has been completed, *ProjectDox* will lock down your permissions from uploading any new files until certain steps in the process have been reached.

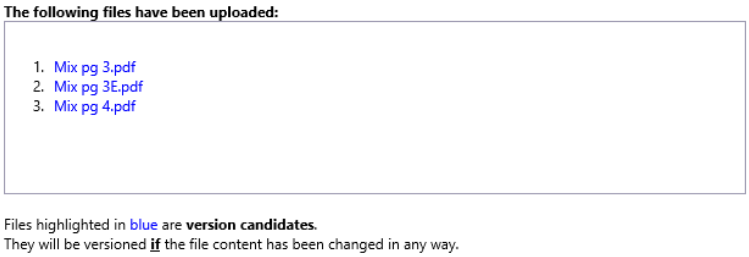


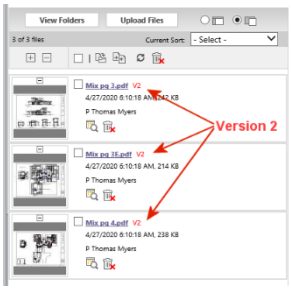
Prior to the approval of your project, you may receive a new task to provide additional information and/or to make corrections to the plans submitted to the City.

1. **Prescreen Corrections:** if you receive a **Prescreen Corrections** email notification, this signifies that you have not met sufficiency review and additional information is needed to start the review process.

2. **Applicant Resubmit:** If you receive an **Applicant Resubmit** email notification, this signifies that all departments have reviewed and corrections are needed.

To upload a revised document or drawing, follow the same steps as shown above. The file name of the revised version of a drawing or document must be identical to that of the original submission to be processed as a revision, rather than a new submission for review. Files highlighted in **blue** are version candidates and will show as the next version, V2, V3, V4…



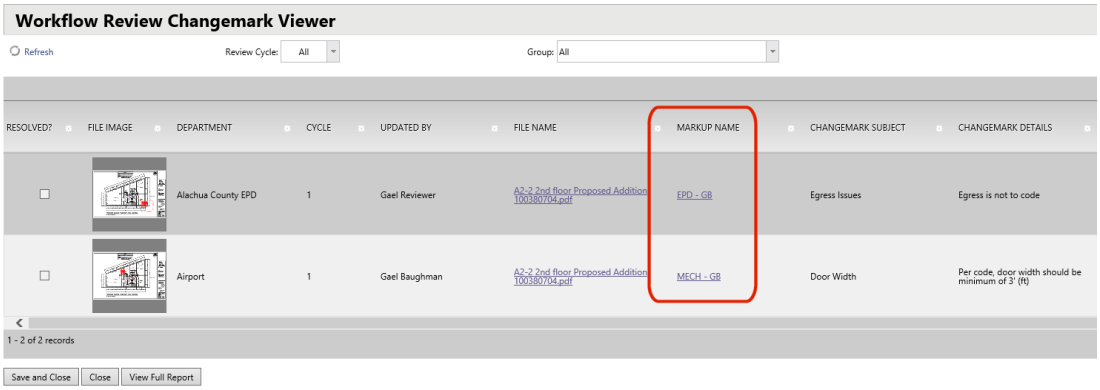


THE CITY'S PLAN REVIEW PROCESS

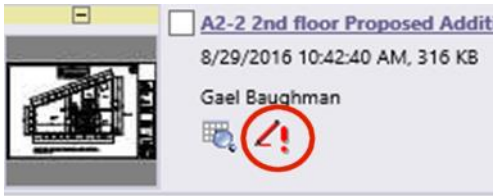
When you get the **Applicant Resubmit Task**, there may be ChangeMarks made on the submitted plans that note what revisions are being requested. There are two ways to review ChangeMarks.

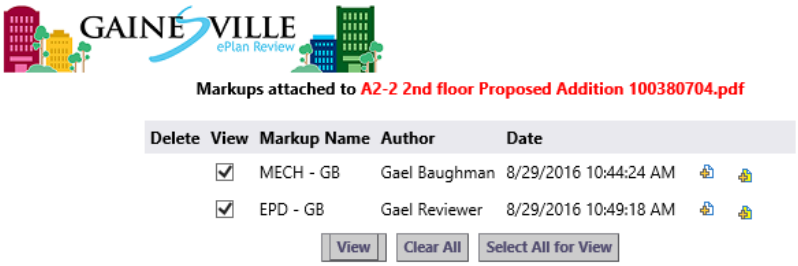
CHANGEMARKS ITEMS

1. **From the Applicant Resubmit Task**
    a. Open the project link.
    b. Select the "Tasks (PF)" tab.
    c. Select the **Applicant Resubmit Task** link - a new window opens.
    d. Select the "**View Changemark Items**" button - a new window opens.
    e. Select the **"MARKUP NAME"** link to open the file with the ChangeMarks.



2. **From the Drawing Folder file(s)**
    a. Open the project link.
    b. Open the Drawings folder
    c. Locate the ChangeMarks icon by the file
    d. Click the ChangeMark icon – a new window opens.
    e. Select the ChangeMarks and click on the View button.
    f. The plan file opens with the ChangeMarks listed and displayed on the file.





CHECKLIST ITEMS

When you get the **Applicant Resubmit Task**, there may be "Checklist Items" requested by the Reviewer.

ADDING COMMENTS IN ProjectDox

You can add comments back to the City by scrolling to the right of the ChangeMark or Checklist Viewer window and double clicking in the row under the **APPLICANT RESPONSE** column.

This is an effective method for communicating with the Plan Reviewer in explaining how you corrected the plan, your position on the compliance issue, or other pertinent comments.

MARK UP COLORS

Each Department performing plan reviews is assigned a specific color to use with Markups.

Department	Mark Up Color	Mark Up Color Name
Building		Brick
Planning		Purple
Fire		Plum
Public Works		Tan
Electric		Red
Gas		Yellow
GruCom		Orange
Water		Blue
Landscape & Environ.		Green
Real Estate		Aqua

PROJECT APPROVAL

When your plans are reviewed and approved, they will be stamped as Approved and filed in the "Approved" folder in *ProjectDox*. When this happens, you will be issued a notice of approval via email and will then be able to download and print all the Approved plans and documents.

Downloading Plans & Construction Documents

In the "Approved" folder in *ProjectDox*, you can access your new stamped plans. Click the "Download" icon to save files to your computer or device.

Revisions

Once a *ProjectDox* permit has been approved and issued, all revisions, deferred submittals, and additional info is submitted through a new *ProjectDox* workflow. You can initiate the new workflow by sending an email to bldg@cityofgainesville.org and staff will guide you through the process. Please include the permit number and your contact information.

Procedures for Digitally Signing and Sealing

Architects – Florida Statute 481.221 Seals; display of certificate number.—

(2) Each registered architect shall obtain one seal in a form approved by rule of the board and may, in addition, register her or his seal electronically in accordance with ss. 668.001-668.006. All final construction documents and instruments of service which include drawings, plans, specifications, or reports prepared or issued by the registered architect and being filed for public record shall bear the signature and seal of the registered architect who prepared or approved the document and the date on which they were sealed. The signature, date, and seal shall be evidence of the authenticity of that to which they are affixed. Final plans, specifications, or reports prepared or issued by a registered architect may be transmitted electronically and may be signed by the registered architect, dated, and sealed electronically with the seal in accordance with ss. 668.001-668.006.

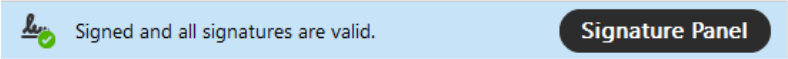
Engineer – Florida Statute 471.025 Seals.—

(1) The board shall prescribe, by rule, one or more forms of seal to be used by licensees. Each licensee shall obtain at least one seal in the form approved by rule of the board and may, in addition, register his or her seal electronically in accordance with ss. 668.001-668.006. All final drawings, specifications, plans, reports, or documents prepared or issued by the licensee and being filed for public record and all final documents provided to the owner or the owner's representative shall be signed by the licensee, dated, and sealed with said seal. Such signature, date, and seal shall be evidence of the authenticity of that to which they are affixed. Drawings, specifications, plans, reports, final documents, or documents prepared or issued by a licensee may be transmitted electronically and may be signed by the licensee, dated, and sealed electronically with said seal in accordance with ss. 668.001-668.006.

Surveyor – Florida Statute 472.025 Seals.—

(1) The board shall adopt, by rule, a form of seal to be used by all registrants holding valid certificates of registration, whether the registrants are corporations, partnerships, or individuals. Each registrant shall obtain a seal in that form; and all final drawings, plans, specifications, plats, or reports prepared or issued by the registrant in accordance with the standards of practice established by the board shall be signed by the registrant, dated, and stamped with his or her seal. This signature, date, and seal shall be evidence of the authenticity of that to which they are affixed. Each registrant may in addition register his or her seal electronically in accordance with ss. 668.001-668.006. Drawings, plans, specifications, reports, or documents prepared or issued by a registrant may be transmitted electronically and may be signed by the registrant, dated, and stamped electronically with such seal in accordance with ss. 668.001-668.006.

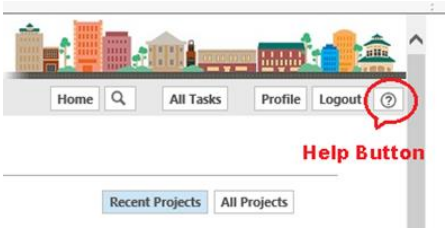
Example of a Valid Digital Signature using Adobe Reader



Get Help Using ePlan Review

Help Button

For more help and in-depth directions, click the "Help" icon in the top right navigation bar of the *ProjectDox*.



CONTACT US

Website	*Email*	*Phone*
http://www.cityofgainesville.org/BuildingInspection/ePlanReview.aspx	bldg@cityofgainesville.org	352-334-5050