

ePlan

Applicant User Guide

Your Guide to the Online Permit Application Process

ePlan is a web-based solution that will allow your building plans to be submitted electronically, improve the plan review process, reduce costs associated with obtaining residential and commercial construction permits, as well as support green initiatives.

ePlan Applicant User Guide

Table of Contents

<u>Introduction to ePlan</u>	1
<u>Electronic Plan Submission</u>	2
<u>ePlan Invitation Email</u>	2
<u>Installing the Required ePlan Components & Logging into ePlan</u>	3
<u>Standards</u>	5
<u>Drawing and Document File Naming Standards</u>	5
<u>File Type Standards</u>	6
<u>Design Professional Stamps and Signature Standards</u>	6
<u>Folder Structure in ePlan</u>	7
<u>Graphic Scale Standards</u>	7
<u>Drawing File Size and Orientation Standards</u>	7
<u>Uploading Plan Drawings and Documents</u>	8
<u>Prescreening</u>	13
<u>Rejected Prescreens and Accepting the “Correction Complete” Task</u>	13
<u>Correction Requests and Resubmitting Plans</u>	15
<u>Outside User Access</u>	16
<u>Markups and Changemarks</u>	17
<u>How to Open Files with Markups</u>	18
<u>Upload Corrections</u>	21
<u>Plan Review Approval</u>	24
<u>Revisions to Approved Plans</u>	26
Appendix A – D (Installing ePlan in Windows and Mac Operating Systems)	

Introduction to ePlan

ePlan is the City of Dublin’s Electronic Plan Review system. It is a web-based solution that allows documents and drawings to be submitted electronically, replacing the traditional paper-based plan review method. ePlan improves the plan review cycle, reduces costs associated with obtaining permit approvals and supports the City of Dublin’s green initiatives.

This user guide provides basic documentation on the various steps involved in the ePlan application, plan review and permitting process. It has been prepared as a general reference guide and is not intended to present every detail or situation of the process. Text descriptions and screen images are provided showing many of the step-by-step tasks required to complete a plan submittal and review of a permit application using ePlan.

Please call or e-mail a Review Coordinator if you have any questions concerning the ePlan system. They will be glad to answer any questions you may have about the use of ePlan.

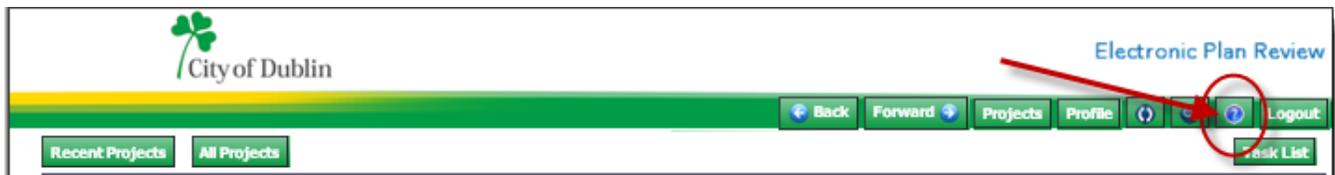
City of Dublin – Building Standards – Review Coordinators

Telephone: (614) 410-4670

E-mail: eplan@dublin.oh.us

ePlan Web Portal: <https://eplan.dublin.oh.us/EPR>

In addition to this user guide, additional help documentation is available within the ePlan Review Web portal by clicking the Help icon shown below.



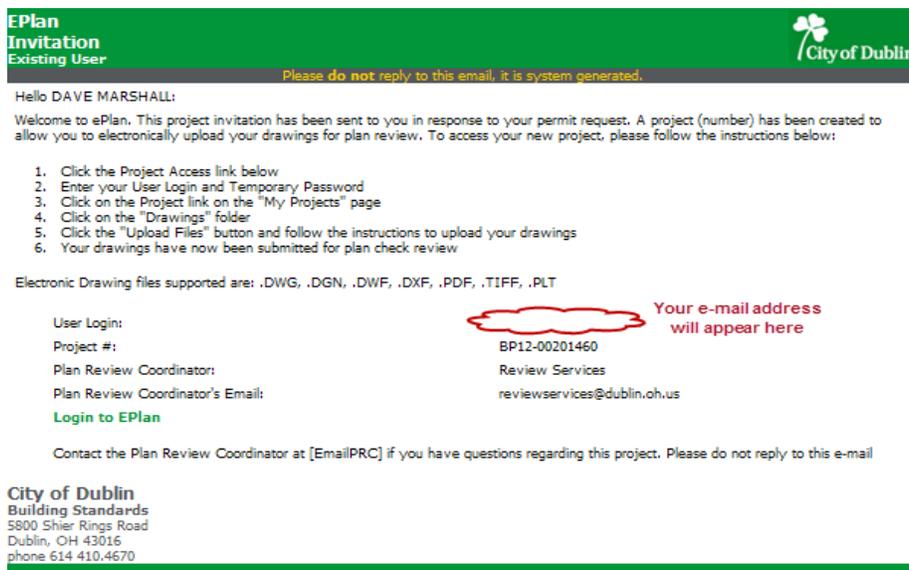
Electronic Plan Submission

Please review the following information thoroughly before attempting to access ePlan:

- **Before electronically submitting your drawings and documents** a permit application number must first be assigned to the project by completing and emailing the appropriate City of Dublin permit application form. Additional requirements including the payment of a plan review fee may be necessary depending on the type of permit application. Please contact Building Standards at (614) 410-4670 or by email at eplan@dublin.oh.us for additional information about the specific requirements for each type of permit application. Instructions will be provided on how to email your permit application to eplan@dublin.oh.us and initiate the ePlan review process.
- **Before formatting any Drawings or Documents for use with ePlan please be sure to review the entire "Standards" section of this user guide** for important information regarding the naming of all Drawing and Document files, required sheet sizes, accepted file types, Drawing/document orientation, etc.

ePlan Invitation Email

Once an e-mailed application form has been received and an ePlan application number has been assigned, an ePlan Invitation email will be sent to the e-mail address of the applicant listed on the application form as the Project Contact. For first time users of the ePlan system the invitation e-mail will contain login information, a temporary password, basic information about the project and the link to the ePlan web portal. (<https://eplan.dublin.oh.us/EPR>)



EPlan Invitation Existing User 

Please do not reply to this email, it is system generated.

Hello DAVE MARSHALL:

Welcome to ePlan. This project invitation has been sent to you in response to your permit request. A project (number) has been created to allow you to electronically upload your drawings for plan review. To access your new project, please follow the instructions below:

1. Click the Project Access link below
2. Enter your User Login and Temporary Password
3. Click on the Project link on the "My Projects" page
4. Click on the "Drawings" folder
5. Click the "Upload Files" button and follow the instructions to upload your drawings
6. Your drawings have now been submitted for plan check review

Electronic Drawing files supported are: .DWG, .DGN, .DWF, .DXF, .PDF, .TIFF, .PLT

User Login:		Your e-mail address will appear here
Project #:	BP12-00201460	
Plan Review Coordinator:	Review Services	
Plan Review Coordinator's Email:	reviewservices@dublin.oh.us	

[Login to EPlan](#)

Contact the Plan Review Coordinator at [EmailPRC] if you have questions regarding this project. Please do not reply to this e-mail

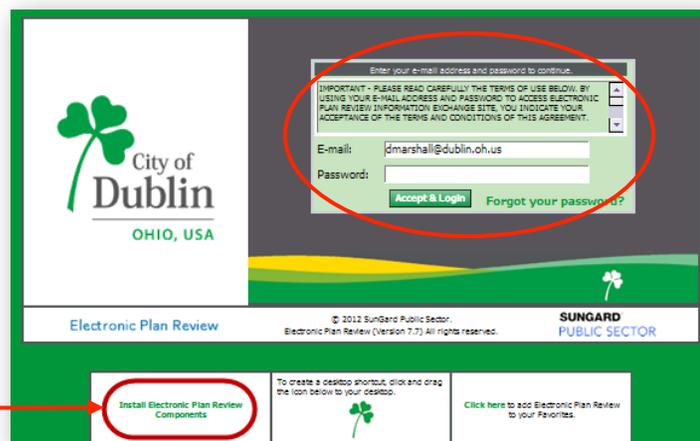
City of Dublin
Building Standards
5800 Shier Rings Road
Dublin, OH 43016
phone 614 410.4670

Installing the Required ePlan Components & Logging In to ePlan

1. Prior to logging into the ePlan web portal for the first time, the following actions must first be completed:

- Please refer to Appendix A through D for installation instructions for the use of ePlan on Windows XP, Windows 7 & Vista, Windows 8 and Mac OS operating systems. Some operating systems require User Account Controls (UAC) to be turned off prior to the installation of the ActiveX controls described below. The User Account Controls may be reactivated if desired after all ActiveX controls are allowed to install and ePlan has been accessed successfully.
- The ePlan login page contains a link to a Microsoft Silent Install (MSI) component that is required for the installation of Electronic Plan Review ActiveX controls. This installation is required for each computer that will be used to access ePlan.
- After the MSI components are installed, log into the ePlan web site (<https://eplan.dublin.oh.us/EPR>) and allow the new ActiveX components to be installed. Follow any additional prompts that may appear. Similar prompts may appear at other times aside from the ePlan login, such as when viewing a project folder, and should be accepted.
- ePlan uses pop-up windows, meaning windows with no toolbars. If the user email field and and/or the password field do not appear when attempting to login to ePlan a pop-up blocker is most likely in use. Pop-up blocking must be disabled in order to utilize the ePlan software. Pop-up blockers will typically allow the user to disable pop-up blocking for specific sites. If so, leave the pop-up blocking active but exclude its use when using ePlan.

2. To log in to ePlan enter the email address and the temporary password that is provided on the ePlan invitation email. Click the "Accept & Login" button as shown in the image below:



- When the “Welcome to Electronic Plan Review” screen opens you will be asked to complete a user profile as shown below. Please create a new password and complete the personal account information. All fields in yellow are required. Please click on the “Save” button to save the user profile when complete.

Settings for Building Division (test@youremailprovider.com) Highlighted fields are re

Welcome to Electronic Plan Review.

Since you currently have a temporary password, you will need to change it to a permanent password and (if you have not done so) enter a security question and answer. This question/answer will be something that only you know, and will enable you to reset your password if you ever forget what it is.

After you have changed your password you will be taken to the main Projects View.

Change Password:

New password* Password Reset Question & Answer:

Security question*

Confirm new password* Security answer*

Password must not contain special characters, must contain at least one digit and one alphabetic character, and must be between 8 and

Profile Information

Contact Information | **User Metadata** | Project Membership | Group Membership

* Required field

First Name:	Building	Last Name:	Division
Email:	test@youremailprovider.com <input type="checkbox"/> HTML format		
Title:			
Company:	Semnole County Growth Management		
Address 1:	1101 E. 1st Street		
Address 2:			
City:	Sanford		
State/Province:	FL	Postal Code:	32771
Phone:	407-485-7650	Fax:	
Mobile:		Pager:	
Stamps:			
Language:	en		

Logging In - Existing Users

Returning users of ePlan can login to ePlan web portal (<https://eplan.dublin.oh.us/EPR>) with their e-mail address and personal password. If you have forgotten your password, click on the “Forgot Password” button found on the log in screen. You will then be able to retrieve it by answering your personal security question. No one at the City of Dublin has access to the personal passwords or answer to security questions. If you cannot access ePlan after attempting to retrieve your account information, please call (614) 410-4670 and ask to speak with a Review Coordinator to have your password reset. Requests to reset passwords can also be emailed to eplan@dublin.oh.us.

Important!

Remember that passwords used to access ePlan are case-sensitive.

Standards

Drawing and Document File Naming Standards

All documentation that is uploaded by an applicant into ePlan is classified either as a "Drawing" or a "Document" file. When preparing Drawing and Document files for uploading please be certain to use the following file naming structure:

Drawing Files

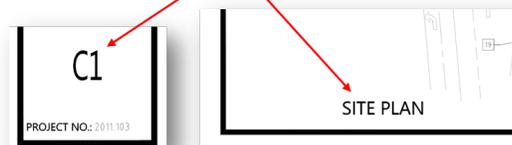
1. All drawings must be uploaded as individual Drawing files with a designated file name. All drawings must be saved or scanned to open in the same viewing orientation of the original drawing. (For Example: a 24" by 36" "landscape-oriented" drawing must be saved or scanned in a horizontal orientation before the Drawing file is uploaded into ePlan.)
2. All "Drawing" file names must begin with three digit sheet numbers that follow the same sequence as the drawings are listed on the Sheet Index of the drawing set. For Example: **001**, **002**, **003** etc. **The Cover Sheet of the plans must always begin with 001.** The Index of Drawings must always begin with 002 unless it is combined with the Cover Sheet on Drawing file 001. (If additional drawing files may have to be uploaded at a later time for a subsequent phase of the project please contact a Review Coordinator at eplan@dublin.oh.us before numbering the drawing files for uploading.)
3. The next part of the file name will be any alpha-numeric number assigned to each sheet (if any.) For Example: **L1** for the Landscape Plan or **E1** for an Electrical Floor Plan, etc.
4. The last part of the file name will be the title of the drawing. For Example: **Building Elevations**, **Site Lighting Plan**, **Foundation Plan**, etc.

Below is a sample of sheet names using the required ePlan sequence number with an alpha-numeric sheet # and drawing title:

ePlan Sequence Number **_** **Alpha-Numeric Sheet #** **_** **Sheet-Title**

001 **_** **CV** **_** **COVER-SHEET-AND-INDEX**

002 **_** **C1** **_** **SITE-PLAN**



IMPORTANT!

Exercise great care when naming and saving Drawing and Document files. All file names in ePlan are case and space sensitive. The use of UPPER CASE LETTERS is recommended when feasible. One underscore (_) should be placed between the **ePlan Sequence Number**, the **Alpha Numeric Sheet Number** and the **Drawing Title**. One hyphen (-) should be used to replace any spaces between individual words. Inconsistent use of upper/lower case letters or random blank spaces will generate extraneous files in the Drawing and Document folders. The creation of these extraneous files is sufficient cause for the plans to be rejected by the City of Dublin and returned to the applicant for correction.

For all Drawings larger than 11 x 17 in size a 3-inch square clear space must be reserved 3-inches to the left of the upper right corner of the drawing and 1-inch from the top edge of the sheet. This clear space is reserved for the purpose batch stamping all Approved Drawings with a dated approval stamp by the City of Dublin. For all other Drawings and Documents the City of Dublin approval stamp will be placed in the lower right hand corner of the drawing/document.

For Document Files

All supplemental documentation (*spec books, truss engineering, energy calculations, product approval forms, geotechnical reports, stormwater reports, etc*) should be uploaded as multiple-page Vector PDF files. (One PDF per document) However, each document must be individually named and uploaded as a separate Document file. Each Document must have a designated file name that consists of the **name or description** of the document. One hyphen (-) should be used to replace any spaces between individual words in the document name or description.

Example: CERTIFICATE-OF-ZONING.pdf

File Type Standards

- Only searchable “vector” PDF files are accepted for calculations, reports and other supporting plan documentation (Document files).
- Both vector PDF and Design Web Format (DWF) files will be accepted for Drawing files. Since AutoCAD software is commonly used to create Drawing files, converting a DWG to DWF file print ready is the preferred secure file format. Files must be 2D DWF file print ready. The DWF must be saved as Auto CAD version 10 or lower format. ePlan does not support 3D DWF.
- If you choose to create PDF files, please convert AutoCAD files to a Vector PDF. It is recommended that drawings created in AutoCAD be converted to a Vector PDF within the AutoCAD program itself. In addition, the newest Adobe Acrobat (*not the free version of **Adobe Reader***) will accommodate the creation of a Vector PDF file.

Why Vector PDF's?

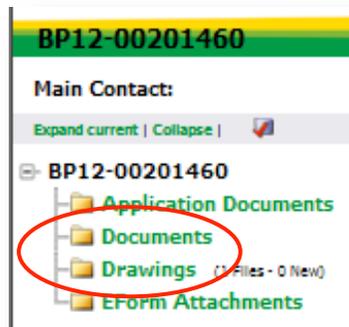
Vector based PDF's can be scaled by any amount without degrading image quality. It allows the plans to be reviewed using a much higher level of clarity on a computer screen and allows individual drawing layers to be turned off. This helps expedite the plan review process.

Design Professional Stamp and Signature Standards

All construction documents submitted electronically to the City of Dublin by licensed design professionals must be sealed and signed electronically in accordance with the applicable requirements of the State of Ohio. For information on seal requirements for Architect's and Landscape Architect's please refer to <http://arc.ohio.gov> ; for Engineer's and Surveyor's please refer to www.peps.ohio.gov .

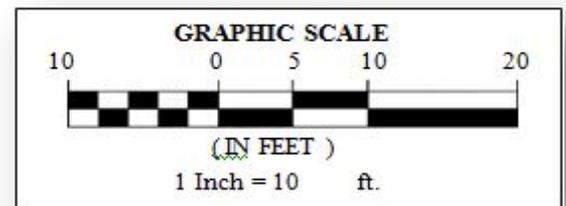
Folder Structure in ePlan

- All permit application forms (*those first e-mailed to the City by the applicant*) and all related application documents will be uploaded into the "Application Documents" folder by the city staff.
- All Drawing files for each project must be uploaded into the "Drawings" folder by the Applicant.
- All Document files must be uploaded into the "Documents" folder by the Applicant.
- The "eForm Attachments" folder is not used for the initial uploading of files into ePlan. The eForm Attachments folder is used for responses to correction requests made by the City of Dublin plan review staff. (Please refer to the **Change Requests and Resubmitting Plans** in this user guide for additional information.)



Graphic Scale Standards

- Each scaled drawing should have a typical graphic scale similar to the image shown to the right.
- Each scaled drawing or scaled detail on a drawing should clearly identify the scale being used.
- All scaled drawings must be drawn to a standard architect's or engineer's scale.



Drawing File Size and Orientation Standards

- **With the specific exception of the civil engineered site drawings for Commercial Building and Site-Only Permit applications**, all Drawing files for Building, Site-Only, Fire and Sign Permit applications must be drawn and dimensioned to an acceptable scale and must be saved or scanned in the same orientation as the original drawing was intended to be viewed. No drawings less than 8.5" x 11" inches in size will be accepted
- **All Drawing files for civil engineered site drawings for Commercial Building and Site-Only Permit applications must be drawn and formatted for a horizontal "landscape" 22" x 34" sheet.**

Uploading Plan Drawings and Documents

1. All applicants must submit a completed copy of the applicable permit application form to the City of Dublin before uploading any drawings and documents to ePlan for a new project. The application form can be submitted in person to the Building Standards Permit Counter, by mail or by email to eplan@dublin.oh.us . The City Staff will then determine if additional information will be required before an ePlan permit application number is assigned. Applications for Commercial Building and Site-Only Permits also require a completed Certificate of Zoning Plan Approval form. Please note that a required plan review fee (based on the square footage of a proposed commercial structure) must be paid in advance before an ePlan Application Number will be assigned for a commercial building permit application. Plan review fees are not required for Site-Only Permits, Residential Building Permits, Fire Permit or Sign Permit Applications. When required, plan review fees may be paid by cash, check or credit card. Please contact Building Standards at (614) 410-4670 for additional information regarding payment of the plan review fee.
2. After an ePlan permit application number has been assigned, the applicant will receive a system-generated e-mail invitation to log on to ePlan and upload Drawing and Document Files.

Electronic Plan Review Invitation
New User

Please **do not** reply to this email, it is system generated.

Hello

Welcome to ePlan. This project invitation has been sent to you in response to your permit request. A project (number) has been created to allow you to electronically upload your drawings for plan review. To access your new project, follow the instructions below:

1. Click the Project Access link below
2. Enter your User Login and Temporary Password
3. Click on the Project link on the "My Projects" page
4. Click on the "Drawings" folder
5. Click the "Upload Files" button and follow the instructions to upload your drawings
6. Click the "Upload Files" button and follow the instructions to upload your supporting documents.
7. Your drawings have now been submitted for plan pre-screen review

Electronic drawing files supported are: .DWG, .DGN, .DWF, .DXF, .PDF, .TIFF, .PLT

User Login:

Temporary Password:

Project #: BP13-00200

Plan Review Coordinator: Review Services

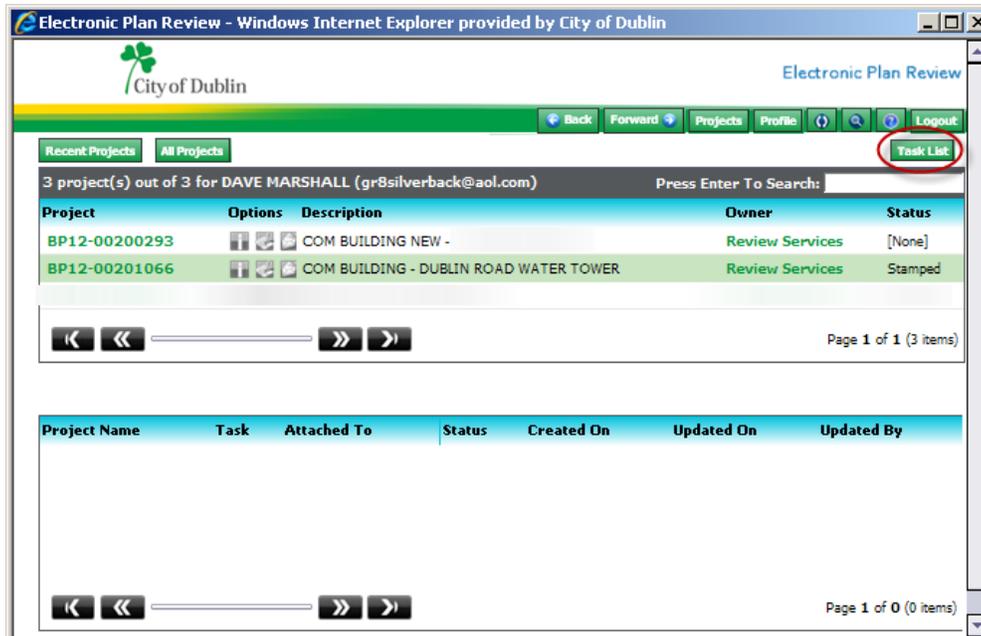
Plan Review Coordinator's Email: reviewservices@dublin.oh.us

[Login to EPlan](#)

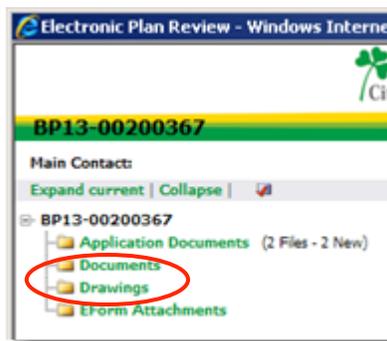
Please contact the Plan Review Coordinator at [EmailPRC] if you have questions regarding this project. Please do not reply to this e-mail.

City of Dublin
Building Standards
5800 Shier Rings Road
Dublin, OH 43016
phone 614 410.4670

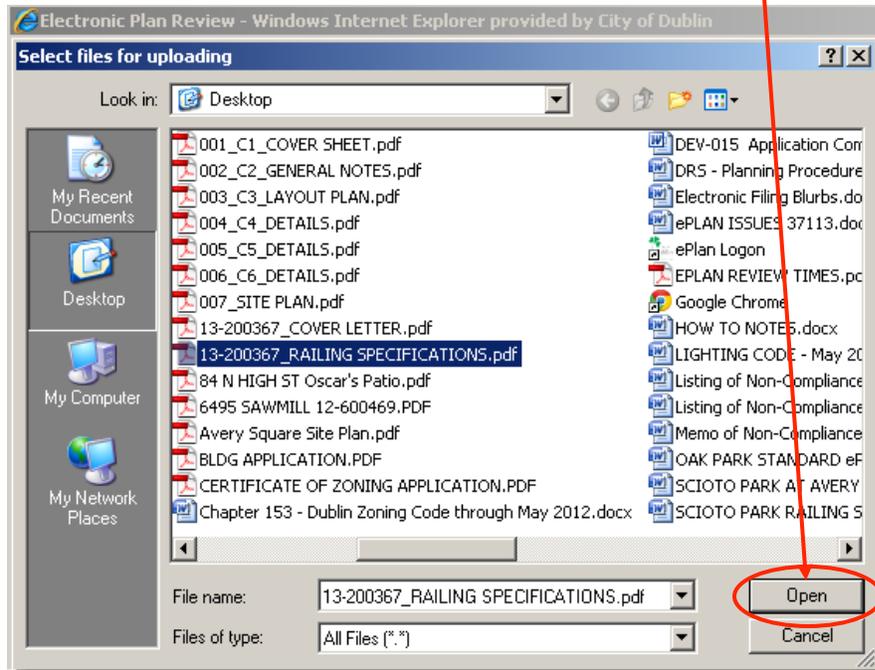
- Once logged in to ePlan, a screen listing the applicant's project(s) will open, as shown below. Any outstanding tasks that require attention by the applicant can be seen by clicking the "Task List" button. Select the specific project that corresponds to the Drawing and Document files that are to be uploaded by clicking on the project number. The projects are listed in order by application number. Click "All Projects" if the assigned application number does not appear at first.



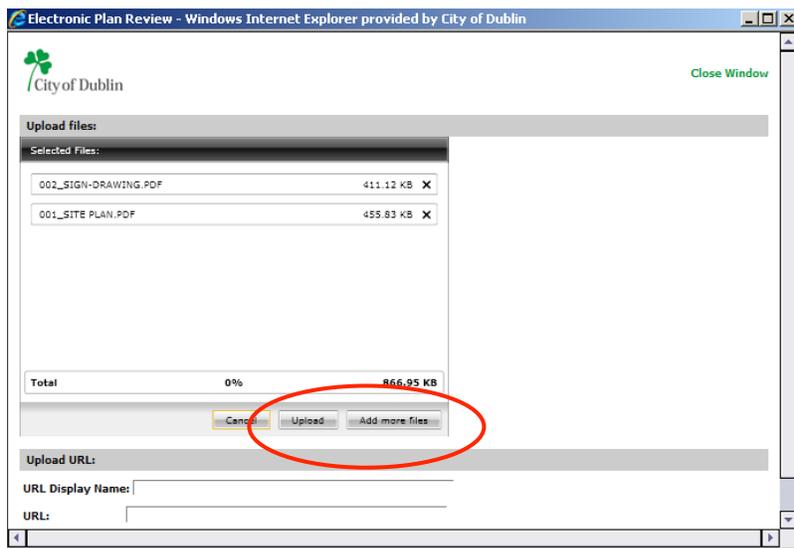
- Click the "Drawings" folder to upload the Drawings and the "Documents" folder to upload supporting Documents. Follow the prompts to upload the appropriate files to both folders.



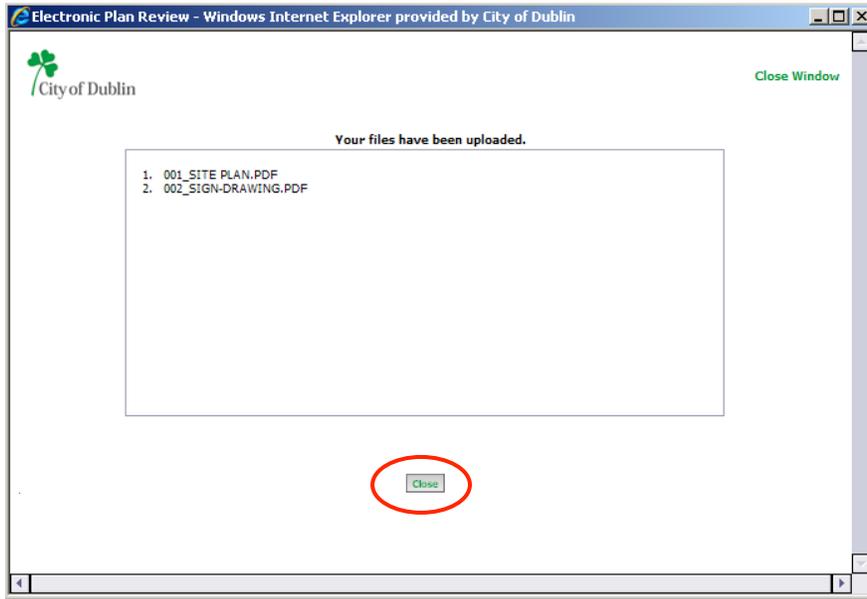
5. Select or browse to the file location on your computer. Select or highlight the files to be uploaded; multiple files can be selected by using your Shift or Ctrl keys. Click the "Open" button.



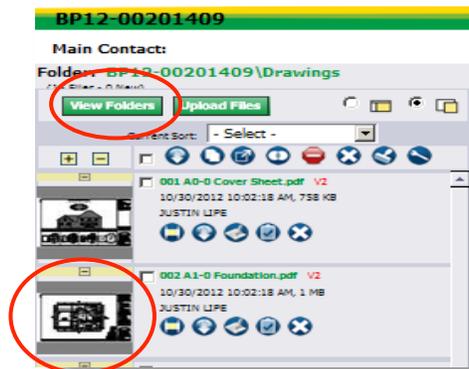
After reviewing the files, click the "Add More Files" if needed or click the "Upload" button. The files will be copied to the upload window. Please note that when large numbers of files are to be uploaded it may be necessary to upload them in multiples that will not exceed the maximum data limits of the Internet connection.



6. Click on the "Close" button to close out of the dialog box. This process must be completed for both the Drawing and Document folders if drawing and document files are to be uploaded.



7. Once files are uploaded to either the "Drawing" and/or "Document" folders, the folder list will be populated with "thumbnail" images of the files contained in that folder. Please click "View Folders" to verify the contents of the folders are complete and to confirm that all drawings and documents upload properly. Please contact a Review Coordinator to resolve any difficulties with uploaded files.

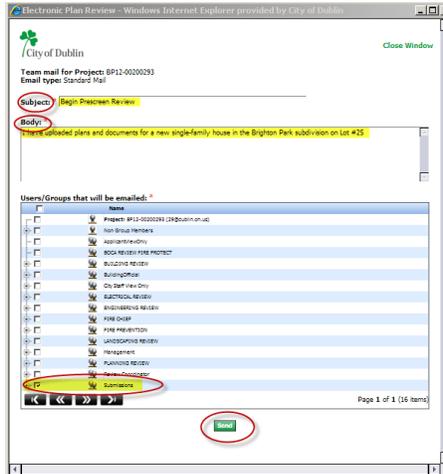


IMPORTANT! This does not complete the upload process.
Please see Step #8 on the following page!

8. **PLEASE NOTE! Once all Document and Drawing files have been uploaded, the Review Coordinators of the City of Dublin must be notified by e-mail that the plans have been uploaded and are ready to begin the Prescreening process.** Do this by clicking the e-mail icon  near the top right corner of the My Projects window in ePlan.



9. A pop up window will open as shown below
 10. Enter "**Begin Prescreen Review**" in the "**Subject**" field
 11. Enter a brief description of the project in the "**Body**" field noting that plans have been uploaded
 12. Place a checkmark in the "**Review Coordinator**" box and click "**Send**".



Electronic Plan Review - Windows Internet Explorer provided by City of Dublin

City of Dublin

Team mail for Project: EP12-00200293
 Email type: Standard Mail

Subject:

Body:

Users/Groups that will be emailed:

Review Coordinator	Name
<input type="checkbox"/>	Project: EP12-00200293 (City of Dublin on-loc)
<input type="checkbox"/>	Non Group Members
<input type="checkbox"/>	Administrators
<input type="checkbox"/>	BOCA REVIEW FIRM PROJECT
<input type="checkbox"/>	BUILDING REVIEW
<input type="checkbox"/>	City Staff on-loc
<input type="checkbox"/>	ELECTRICAL REVIEW
<input type="checkbox"/>	ENVIRONMENTAL REVIEW
<input type="checkbox"/>	INSPECTION
<input type="checkbox"/>	PLAN REVISION
<input type="checkbox"/>	LANDSCAPE REVIEW
<input type="checkbox"/>	MANAGEMENT
<input type="checkbox"/>	PURCHASING REVIEW
<input checked="" type="checkbox"/>	Review Coordinator

Send

When the City of Dublin receives your e-mail the uploaded drawings and documents will be prescreened.

Security Timeout

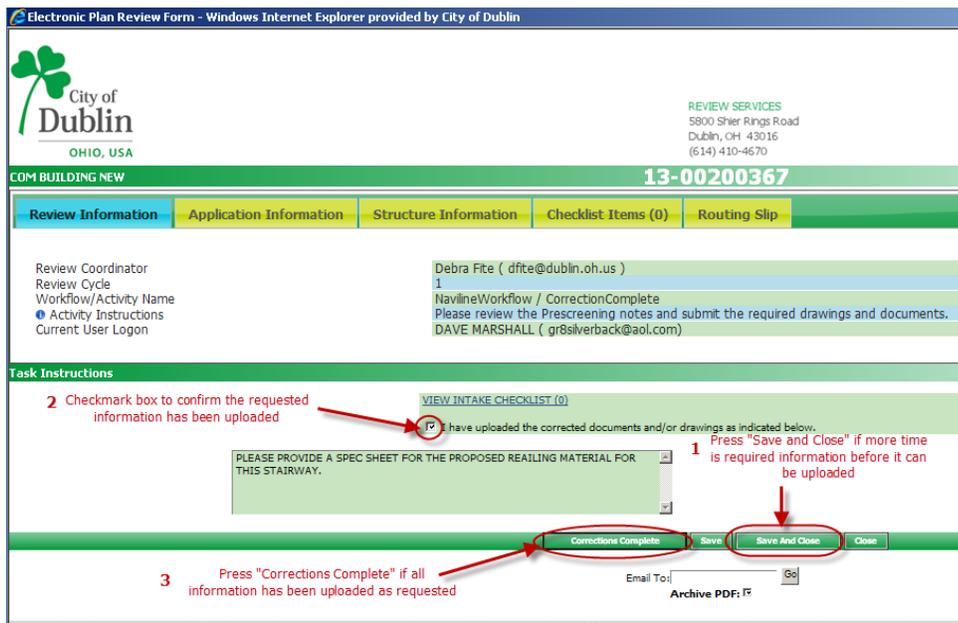
Due to security and resource concerns, ePlan will automatically sign you out after 90 minutes of inactivity. When you are ready to resume working with the system, click any button on the ePlan screen. The system automatically will load the sign-in page. You also have the option of closing the web browser window and reloading the sign-in page manually at a later time. The address of the City of Dublin ePlan Web Portal is <https://eplan.dublin.oh.us/EPR>.

Prescreening

After the Review Coordinators receive your e-mail that files have been uploaded they will perform a "prescreen" or cursory check of the uploaded files in the Drawings and Documents folders. The purpose of the prescreen process is to confirm that the files are properly formatted and that all required information is available for plan review to begin. If the initial submittal does not meet minimum submittal requirements, an automated system e-mail notification will be sent to the applicant stating that the prescreening has been rejected and that corrections or additional information are needed.

Rejected Prescreen - In the event the prescreen is rejected (and accepting the "Correction Complete" Task)

1. Go to the ePlan Web Portal at <HTTPS://eplan.dublin.oh.us/EPR> and login.
2. Click the project application number and "**Task List.**" Click the "**CorrectionComplete**" task and accept it. The "eForm" page will open as shown below.
3. Review the items listed in the "**Task Instructions**" text box. If time is needed to prepare the corrected or supplemental Drawing or Document files that have been requested, click the "**Save and Close**" button at the bottom of the screen until the files are ready to be uploaded.
4. After all issues related to the Drawings and/or Documents in question have been addressed, login to ePlan and click on the application number to open the project page.
5. Upload the missing/corrected drawings and/or documents as instructed in this guide.
6. Click on the "**Task List**" button in the project view and select the "**CorrectionComplete**" task.
7. When satisfied that all required files have been uploaded, scroll to the bottom of the eForm page **check mark the applicant statement at the bottom of the page** and click the "**Corrections Complete**" button at the bottom of the form.



The screenshot displays the 'Electronic Plan Review Form' interface. At the top, it shows the City of Dublin logo and contact information for Review Services. The application number '13-00200367' is prominently displayed. Below this, there are tabs for 'Review Information', 'Application Information', 'Structure Information', 'Checklist Items (0)', and 'Routing Slip'. The 'Review Information' tab is active, showing details for the Review Coordinator (Debra Fite) and the Review Cycle (1). The 'Task Instructions' section contains a message: '2 Checkmark box to confirm the requested information has been uploaded' with a red arrow pointing to a checkbox. Below this is a text box with the instruction: 'PLEASE PROVIDE A SPEC SHEET FOR THE PROPOSED REAILING MATERIAL FOR THIS STAIRWAY.' At the bottom of the form, there are three buttons: 'Corrections Complete', 'Save', and 'Save And Close'. A red arrow points to the 'Corrections Complete' button with the instruction: '3 Press "Corrections Complete" if all information has been uploaded as requested'. Another red arrow points to the 'Save And Close' button with the instruction: '1 Press "Save and Close" if more time is required information before it can be uploaded'.

8. **PLEASE NOTE!** Once all Document and Drawing files have been uploaded, the Review Coordinators of the City of Dublin must be notified that your plans are ready to begin the Prescreening process again. Do this by clicking the email icon  near the top right corner of the ePlan window.



9. A pop up window will open as shown below.
10. Enter "**Begin Prescreen Review**" in the "**Subject**" field.
11. Enter a brief description of the project in the "**Body**" field noting that plans have been uploaded.
12. Place checkmarks in the "**Review Coordinator**" box and click "**Send**".



City of Dublin
Team mail for Project: BP13-00200367
Email type: Standard Mail

Subject:

Body:

Users/Groups that will be emailed:

Checked	Name
<input type="checkbox"/>	Project: BP13-00200367 (135@Dublin-oh.us)
<input checked="" type="checkbox"/>	Non Group Members
<input type="checkbox"/>	ApplicantsOnly
<input checked="" type="checkbox"/>	BOCA REVIEW FIRE PROTECT
<input type="checkbox"/>	BUILDING REVIEW
<input type="checkbox"/>	BuildingOffice
<input type="checkbox"/>	City Staff View Only
<input type="checkbox"/>	ELECTRICAL REVIEW
<input type="checkbox"/>	ENGINEERING REVIEW
<input type="checkbox"/>	FIRE CHIEF REVIEW
<input type="checkbox"/>	FIRE PREVENTION
<input type="checkbox"/>	LANDSCAPING REVIEW
<input type="checkbox"/>	Management
<input type="checkbox"/>	PLANNING DIVISION
<input checked="" type="checkbox"/>	Review Coordinator
<input type="checkbox"/>	Submitters

Page 1 of 1 (16 Items)

The Prescreen process will be repeated until the step is successfully completed and the plans and documents are ready to be reviewed. When the prescreen process is complete and the plans are made available for plan review the applicant will receive a system e-mail confirming the prescreen has been approved.

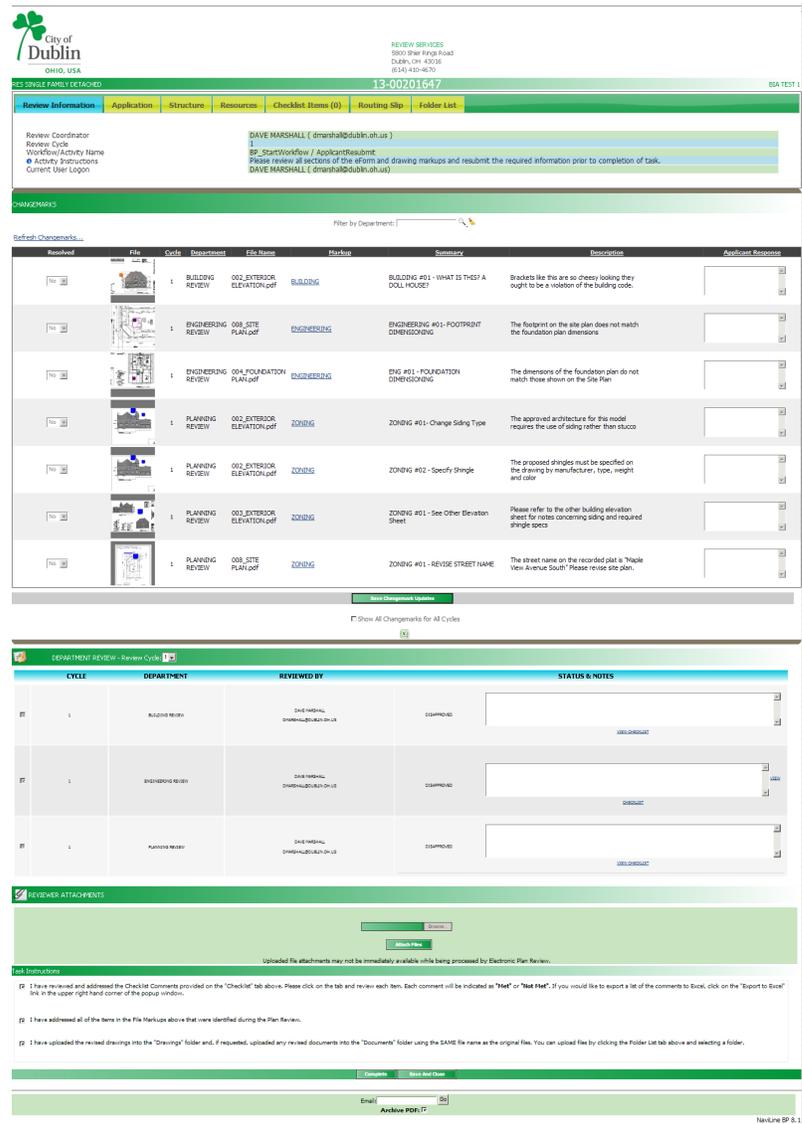
IMPORTANT!

Once the prescreen step is successfully completed, an applicant's ability to upload additional documents and drawings is temporarily suspended until the plan review staff has completed the review of the project. Please be sure to carefully review the Drawing and Document files you intend to upload to verify that all plans and details are complete and correct. If you discover that documents or drawings have been omitted from the uploaded files after the prescreen has been accepted, please login to ePlan, click the project number and click on the email icon . Check the box for "Review Coordinator" and advise them of the missing documentation. You may request to terminate the current round of review and ask to have your upload rights restored. If you choose this option you will receive a system e-mail confirming that the project has been "disapproved." You may then upload any missing drawings and documents and the plan review process will begin again.

Correction Requests and Resubmitting Plans

Once the plan review staff has completed its review of the uploaded project, corrections and/or additional information may be required before the permit can be approved. The Applicant of Record is responsible for reviewing all plan review comments, plan markups and any check list items before making the appropriate corrections and uploading revised or supplemental Drawing and Document files.

1. If a correction request is necessary the applicant will receive an e-mail notification from the Plan Review Coordinator requesting corrected or supplemental drawings and/or documents.
2. Click the link "Log in to Electronic Plan Review" in the email or login to <HTTPS://eplan.dublin.oh.us/EPR> to access the project.
3. Click the project application number and select the "**ApplicantResubmit**" task for the project and open the "**eForm**" page as shown below to access the corrections requested.



City of Dublin
DUBLIN, IRELAND

REVIEW SERVICES
2810 NEW FORD ROAD
DUBLIN, OH 43036
(614) 451-9270

13-00201647

Review Information - Application - Structures - Resources - Checklist Items (0) - Routing Slip - Folder List

Review Coordinator: DAVE MARSHALL (dmarshall@dublin.oh.us)
Review Cycle: 1
Workflow/Activity Name: RP_StartWorkflow / ApplicantResubmit
Activity Instructions: Please review all sections of the eForm and drawing markups and resubmit the required information prior to completion of task.
Current User Logon: DAVE MARSHALL (dmarshall@dublin.oh.us)

CHANGEMARKS

Refresh Changemarks

Reviewed	File	Cycle	Department	File Name	Markup	Summary	Description	Applicant Response
<input type="checkbox"/>		1	BUILDING REVIEW	001_EXTERIOR ELEVATION.pdf	BUILDING	BUILDING #01 - WHAT IS THIS? A DOLL HOUSE?	Brackets like this are so cheesy looking they ought to be a violation of the building code.	<input type="checkbox"/>
<input type="checkbox"/>		1	ENGINEERING REVIEW	008_SITE PLAN.pdf	ENGINEERING	ENGINEERING #01- FOOTPRINT DIMENSIONING	The footprint on the site plan does not match the foundation plan dimensions	<input type="checkbox"/>
<input type="checkbox"/>		1	ENGINEERING REVIEW	004_FOUNDATION PLAN.pdf	ENGINEERING	ENG #01 - FOUNDATION DIMENSIONING	The dimensions of the foundation plan do not match those shown on the Site Plan	<input type="checkbox"/>
<input type="checkbox"/>		1	PLANNING REVIEW	002_EXTERIOR ELEVATION.pdf	ZONING	ZONING #01- Change Siding Type	The approved architecture for this model requires the use of siding rather than stucco	<input type="checkbox"/>
<input type="checkbox"/>		1	PLANNING REVIEW	002_EXTERIOR ELEVATION.pdf	ZONING	ZONING #02 - Specify Shingle	The proposed shingles must be specified on the drawing by manufacturer, type, weight and color	<input type="checkbox"/>
<input type="checkbox"/>		1	PLANNING REVIEW	002_EXTERIOR ELEVATION.pdf	ZONING	ZONING #01 - See Other Elevation Sheet	Please refer to the other building elevation sheet for notes concerning siding and required shingle specs	<input type="checkbox"/>
<input type="checkbox"/>		1	PLANNING REVIEW	008_SITE PLAN.pdf	ZONING	ZONING #01 - REVERSE STREET NAME	The street name on the recorded plat is "Triple View Avenue South" Please revise site plan.	<input type="checkbox"/>

Save Changemark Update

Show All Changemarks for All Cycles

DEPARTMENT REVIEW - Review Cycle 1

CYCLE	DEPARTMENT	REVIEWED BY	STATUS & NOTES
01	BUILDING REVIEW	DAVE MARSHALL dmarshall@dublin.oh.us	COMPLETED View Details
01	ENGINEERING REVIEW	DAVE MARSHALL dmarshall@dublin.oh.us	COMPLETED View Details
01	PLANNING REVIEW	DAVE MARSHALL dmarshall@dublin.oh.us	COMPLETED View Details

REVIEWED ATTACHMENTS

Upload the attachments may not be immediately available while being processed by Electronic Plan Review.

Block File

Task Instructions

Upload the attachments may not be immediately available while being processed by Electronic Plan Review.

I have reviewed and addressed the Checklist Comments provided on the "Checklist" tab above. Please click on the tab and review each item. Each comment will be indicated as "Met" or "Not Met". If you would like to export a list of the comments to Excel, click on the "Export to Excel" link in the upper right hand corner of the popup window.

I have addressed all of the items in the File Markups above that were identified during the Plan Review.

I have uploaded the revised drawings into the "Drawings" folder and, if requested, uploaded any revised documents into the "Documents" folder using the SAME file name as the original file. You can upload file by clicking the Folder List tab above and selecting a folder.

Complete Save and Close

Email:

Archive PDF:

NavLine SP 6.1

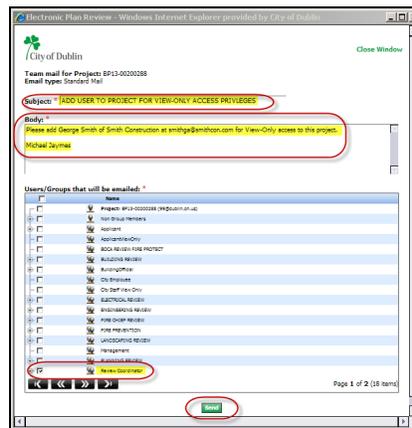
- The eForm (see previous page) has four sections that provide you with correction request information:
 - Tab Section
 - Changemark Summary (of the correction comments made by the plan review staff)
 - Department Review Summary (identifies which departments approved/disapproved plans)
 - Task Instructions (for use after revised plans have been uploaded)
- After reviewing the changemarks for the Drawings and Documents click the **"Save and Close"** button at the bottom of the screen to exit the eForm.
- Correct the Drawings and/or Documents as requested. Please refer to the following sections of this user guide for additional information on how to review markups/changemarks from the eForm.

The Applicant can request at any time to allow other interested parties to have "Applicant View-Only" access to the Drawings, Documents, markups, changemarks and any other requested corrections. (Architects, engineers, contractors, owner representatives, etc.) Members of the Applicant View-Only group can access ePlan from their computers to view plans and markups but cannot upload revised drawings or documents to the project. To add members to the Applicant View Only group the Applicant must follow the steps outlined below:

1. Notify the City of Dublin that an additional user(s) is to be added to the project to allow "Applicant View Only" access. Open the My Projects page in ePlan and click the  icon near the top right corner of the ePlan window.



2. When the pop up window opens type "Add user to 'Applicant View Only' group" in the Subject Line. In the section labeled "Body" please list the individual's first and last names and their e-mail address. Check the box for "Review Coordinator" and then click "Send."



Please allow a minimum of one to two business days for the staff to add the names and e-mail addresses of any "Applicant View Only" users for the project. Applicant View Only users will receive an e-mail invitation to log on to ePlan using a temporary password. After installing the ePlan software, logging on and completing the user profile, Applicant View Only users will be able to access the designated ePlan project and related changemarks. However, only members of the Applicant group in project are able to upload revised drawing and document files in response to requested mark ups and changemarks.

Markups and Changemarks

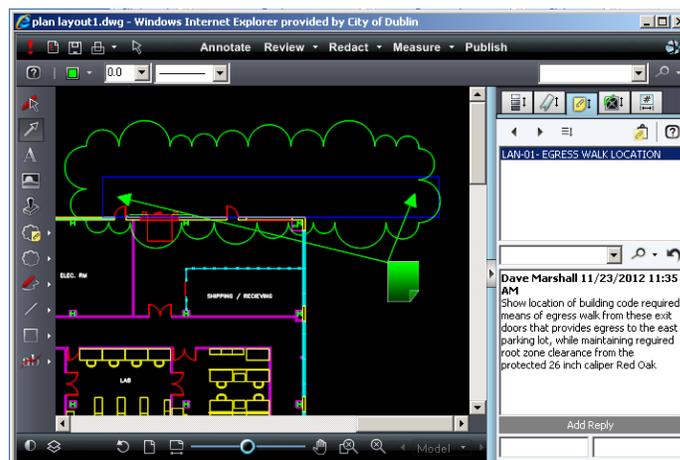
A "markup" is digital overlay of one plan reviewer's comments on any one Drawing or Document file. Standard markup names and colors are used for each reviewing agency for ease of identification. (See the table on the following page for more information on the names and colors used for markups)

- A markup can have one or more “changemarks.”
- A “changemark” is a specific plan callout created by a plan reviewer to quickly identify a plan review issue and any associated comments. (See “Sample Changemark on Markup” on the following page)
- Changemarks are added to quickly identify a required revision and/or to provide associated plan review comments from one plan reviewer.
- Each reviewing “agency” changemark will be numbered starting from 01 for each Drawing or Document file.

Markup Name and Changemark Color Standards for Building Permits

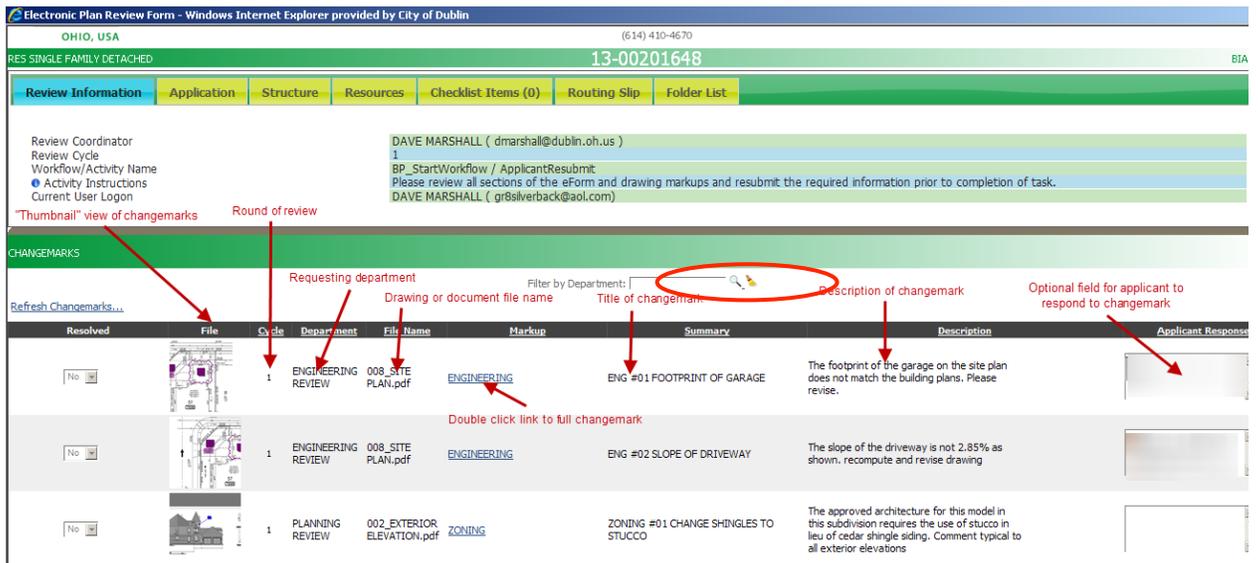
REVIEW AGENCY	MARKUP NAME	CHANGEMARK TITLE	MARKUP COLOR
BUILDING	BLDG	BLDG 01-Issue Name	Orange
ELECTRICAL	ELEC	ELEC 01-Issue Name	Brown
FIRE	FIRE	FIRE 01-Issue Name	Red
ENGINEERING	ENG	ENG 01-Issue Name	Purple
LANDSCAPING	LAN	LAN 01-Issue Name	Green
PLANNING & ZONING	ZON	ZON 01-Issue Name	Blue

Sample Changemark on a Markup



How to Open Files with Markups

From the **"Applicant Resubmit"** eForm page, thumbnail views of all changemarks can be seen as shown below. The changemark section lists the round of review, the department requesting the plan change, the drawing/document file name, the title of the changemark, a description, and an applicant response field. To view the full changemark click the related link in the "Markup" column and the changemark will open in a separate window.



The screenshot shows the "Electronic Plan Review Form" interface. At the top, it displays "OHIO, USA" and the phone number "(614) 410-4670". The project details include "RES SINGLE FAMILY DETACHED" and the application number "13-00201648". The interface has several tabs: "Review Information", "Application", "Structure", "Resources", "Checklist Items (0)", "Routing Slip", and "Folder List".

The "Review Information" section shows:

- Review Coordinator: DAVE MARSHALL (dmarshall@dublin.oh.us)
- Review Cycle: 1
- Workflow/Activity Name: BP_StartWorkflow / ApplicantResubmit
- Activity Instructions: Please review all sections of the eForm and drawing markups and resubmit the required information prior to completion of task.
- Current User Logon: DAVE MARSHALL (gr8silverback@aol.com)

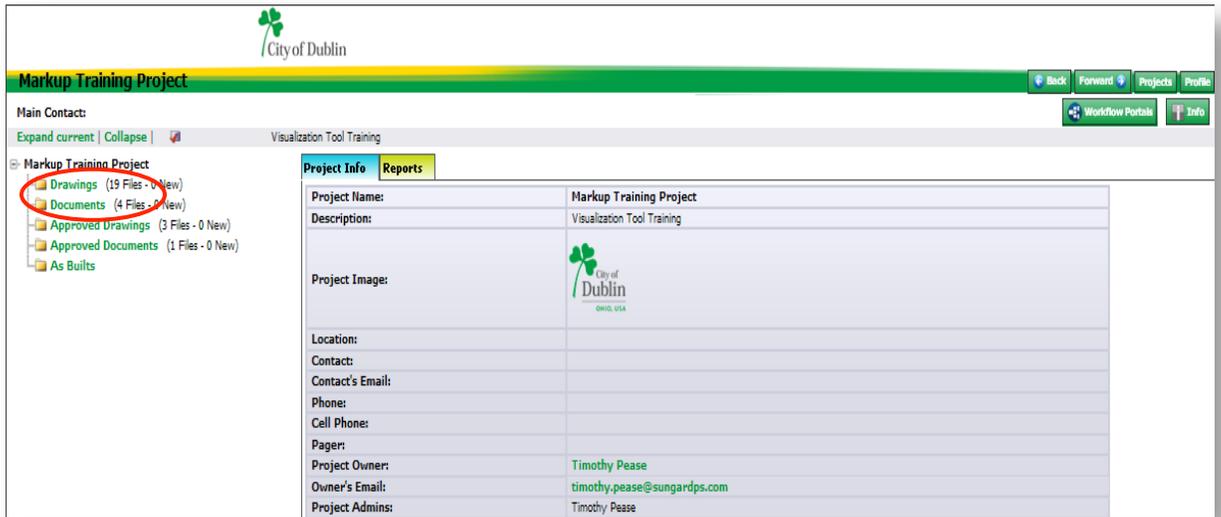
The "CHANGEMARKS" section features a "Thumbnail" view of changemarks. A table lists the following items:

Resolved	File	Cycle	Department	File Name	Markup	Summary	Description	Applicant Response
No		1	ENGINEERING REVIEW	008_SITE PLAN.pdf	ENGINEERING	ENG #01 FOOTPRINT OF GARAGE	The footprint of the garage on the site plan does not match the building plans. Please revise.	
No		1	ENGINEERING REVIEW	008_SITE PLAN.pdf	ENGINEERING	ENG #02 SLOPE OF DRIVEWAY	The slope of the driveway is not 2.85% as shown. recompute and revise drawing	
No		1	PLANNING REVIEW	002_EXTERIOR ELEVATION.pdf	ZONING	ZONING #01 CHANGE SHINGLES TO STUCCO	The approved architecture for this model in this subdivision requires the use of stucco in lieu of cedar shingle siding. Comment typical to all exterior elevations	

Annotations in the screenshot include:

- A red circle around the search icon in the "Filter by Department" dropdown.
- Red arrows pointing to the "Thumbnail" view, "Round of review", "Requesting department", "Drawing or document file name", "Title of changemark", "Description of changemark", and "Optional field for applicant to respond to changemark".
- A red arrow pointing to the "ENGINEERING" link in the Markup column with the text "Double click link to full changemark".

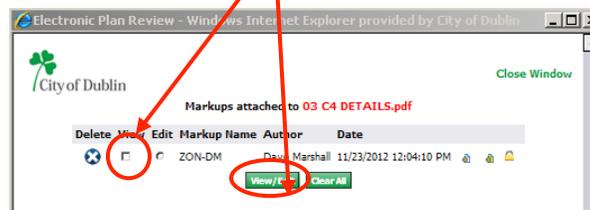
An alternative method of viewing changemarks can be found by opening files from the "Projects Page." After selecting the project application number from the Projects Page, left click the appropriate folders to open and access the list of files in that folder.



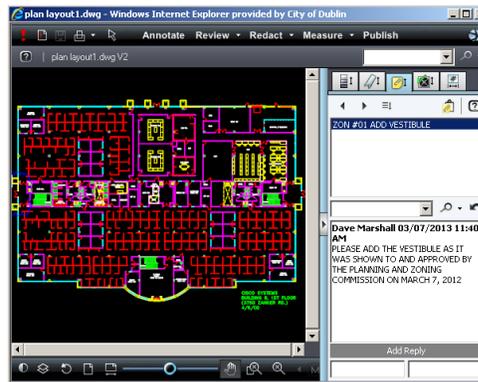
If one or more markups exist on a file the markup icon  will be displayed as shown below.



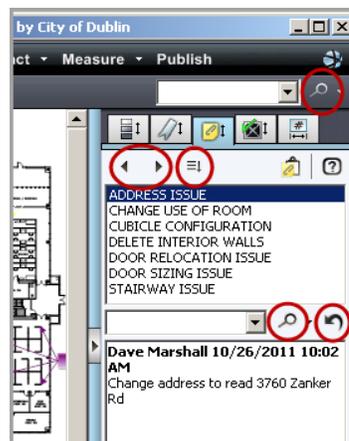
1. Click the markups icon  to open the list of markups attached to the file.
2. To view the markups on the file, click the "View" box beside each markup name and then click the "View" button. 



3. A separate window of the drawing or document will appear with changemarks listed to the right



Please Note: If the changemark fails to open, an alternative method of viewing changemarks is as follows: Left click the thumbnail view of the drawing or document instead of the  icon. When the drawing or document window opens click the heading titled **Review**. A new window will open titled "Markup Open for Review." Select/highlight the desired markup and click . The markup will open in a new window with changemarks listed to the right side (similar to that shown above.)

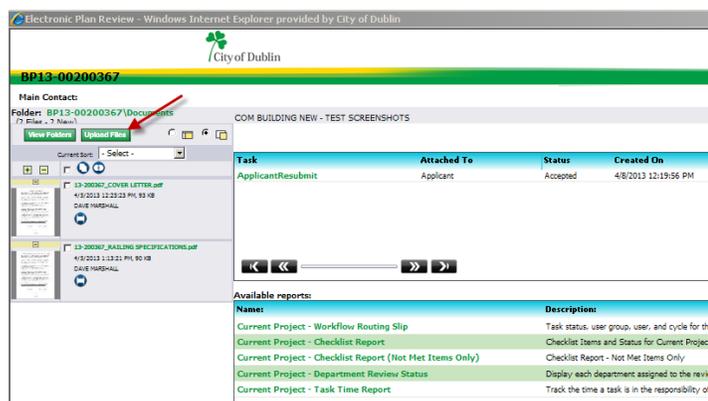


4. The "Sort By" icon  sorts the changemarks in the order that they appear in the Document pages. Changemarks can be sorted by title, author, date, type, or position by selecting the desired sorting order from the drop down list.
5. Using the "Find" icon  you can search and filter changemarks notes by content and/or title by entering a word or phrase in the search text box. (Click the "Show All" icon  to return all changemark notes to the list.)
6. Click on a resulting changemark note that you wish to view. The original changemark text displays in the panel's lower frame, including any discussion replies that have been added.
7. You can progress sequentially through the changemarks notes by using the **Next** and **Previous** arrow buttons .
8. The view of the changemark will appear to the left at the same magnification level as when the author created them.

9. You can extract information from one or all changemarks notes contained in a document through the copy changemarks dialog. Click the "Copy Changemarks" icon  and select the information that is to be copied to your clip board. You can then open another program such as Microsoft Word and paste the information into a new document.
10. You can also click any hyperlinks that may be present in the changemarks panel. The specified URL will then open in a separate browser window.

Upload Corrections

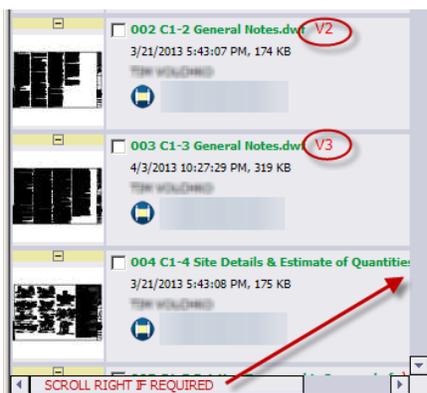
1. Before uploading corrections please verify that all Drawings and Documents that have markups have been corrected. Failure to submit corrected Drawings and Documents will result in a submittal being returned to the applicant for corrections. If the Design Professional in Charge feels that a changemark or mark up has been requested in error a response letter explaining the reason that the changemark/mark up has not been revised should be uploaded to the Document folder in ePlan as a new document for review by the affected plan reviewer(s.)
2. **PLEASE NOTE!** Please verify that the corrected or revised Drawings and Documents retain the exact same file name and drawing/document size and file extension as the original Drawing and Document files. Do not change the original file name in any way to reflect that it has been revised or changed. The ePlan system will automatically tag the uploaded file as new version of an earlier drawing or document file.
3. New/additional Drawings and Documents may be uploaded as part of a resubmittal. Please e-mail the Review Coordinators in ePlan for additional information about the required file naming convention that is used to insert new drawings into an existing Drawing File Numbering Sequence in ePlan.
4. Login to the ePlan Web Portal (<HTTPS://eplan.dublin.oh.us/EPR>) to upload the corrected drawing(s) and/or document(s). **Please read the following information carefully!**



IMPORTANT!

Simply uploading drawing and/or document files to the ePlan system does not complete the Applicant Resubmit Task. Without completing the following steps the City of Dublin will not be notified that revised information has been uploaded and the plans cannot move forward for review by the plan review staff.

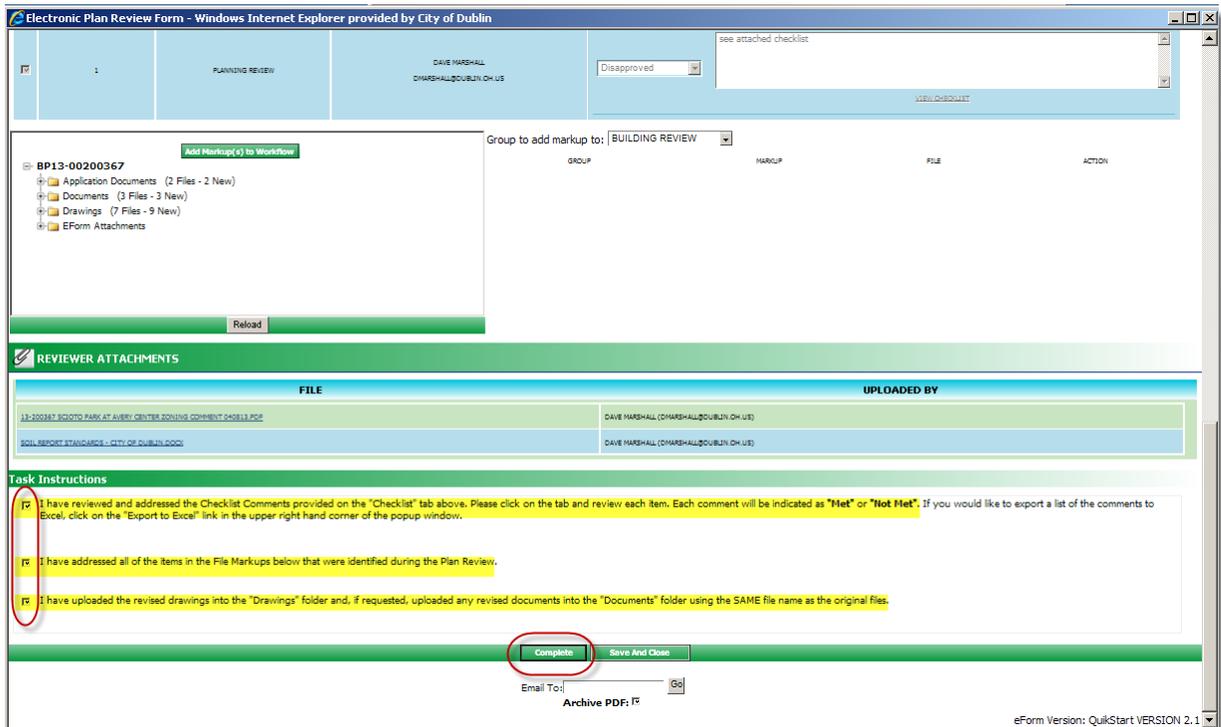
- A cover letter or other written narrative explaining all plan corrections should be uploaded into the Documents folder confirming all but the most basic plan revisions. This new file should be named "RESPONSE-LETTER" followed by the date of the letter (For example: RESPONSE-LETTER-021214)
 - All other Drawings and Documents must be uploaded to the correct Drawing and/or Document folders for the project. **PLEASE NOTE: Revised Drawings and Documents must use the exact same file name as the file that was uploaded originally. Do not change the original file name in any way to reflect that it has been revised or changed. The ePlan system will automatically tag the uploaded file as new version of an earlier drawing or document file.**
5. When the corrected drawings and/or documents have been uploaded into the Drawing and/or Document folders, please verify that the revised drawings and/or documents have been successfully uploaded by opening and viewing the affected folder(s). A red **V2** (or **V3**, etc) will be shown at the end of a Drawing or Document file name in the thumbnail display if the new "version" of the file has been uploaded. Depending on the length of the file name in question, it may be necessary to scroll to the right (using the scroll bar at the bottom of the screen) to see the red "V" indicator. The original uploaded version of the document/drawing is considered to be "V1" and is never indicated in the ePlan thumbnail display.



6. **PLEASE NOTE! The applicant must click, accept and complete the "Applicant Resubmit" task for the upload of any revised information to be complete. To locate the "Applicant Resubmit" task click on the "Task List" button from the Projects Page. Select the desired application number if needed. The screen will look as follows:**



7. Click "Applicant Resubmit" to open the e-Form page as shown below. Scroll to the bottom of the screen and read the three statements below the heading of "Task Instructions." Place a checkmark in each of the three boxes as shown below and click "Complete." If you cannot affirm each of the three questions please click "Save and Close" and complete the task when able.

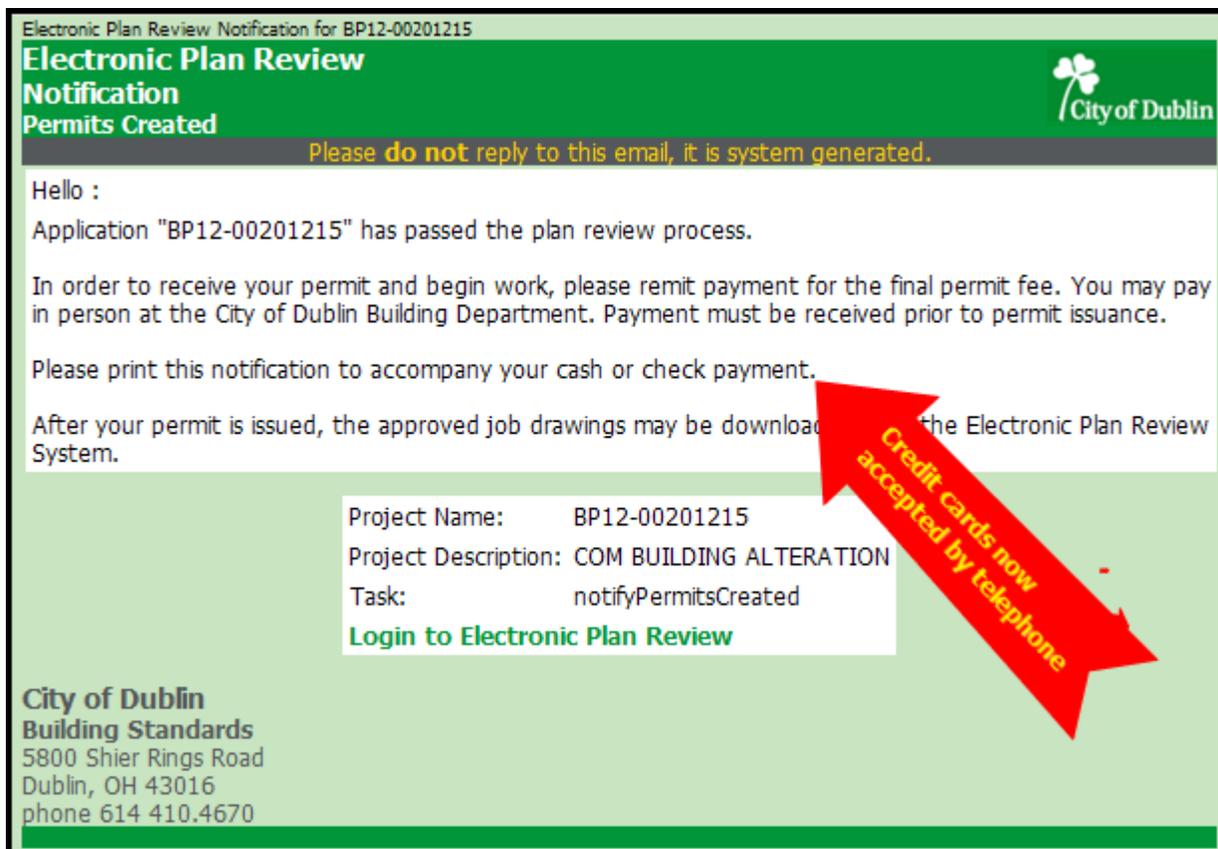


Plan Review Approval

Permit Approval

When revised and/or supplement drawings and documents are successfully uploaded the plan review staff will re-examine the plans for all applicable code requirements. If subsequent revisions are required the Mark Up and Changemark process will be repeated. Assuming the revised drawings and documents are found to comply with all applicable code requirements, the staff will begin creating the required permit documents for final approval.

- Some Commercial Building and Site-Only permit applications may involve the approval of civil engineered drawings that must be signed by the City Engineer and Director of Planning. The civil/professional engineer of record for such a project will be contacted by the plan review staff with additional instructions when the civil drawings are ready to be approved.
- For all other Commercial, Residential, Fire and Sign Permit ePlan applications the Applicant will be notified by email to contact the City of Dublin for final payment of the applicable permit fee(s). A copy of the e-mail notification is attached below.



Electronic Plan Review Notification for BP12-00201215

Electronic Plan Review Notification
Permits Created

Please **do not** reply to this email, it is system generated.

Hello :

Application "BP12-00201215" has passed the plan review process.

In order to receive your permit and begin work, please remit payment for the final permit fee. You may pay in person at the City of Dublin Building Department. Payment must be received prior to permit issuance.

Please print this notification to accompany your cash or check payment.

After your permit is issued, the approved job drawings may be downloaded from the Electronic Plan Review System.

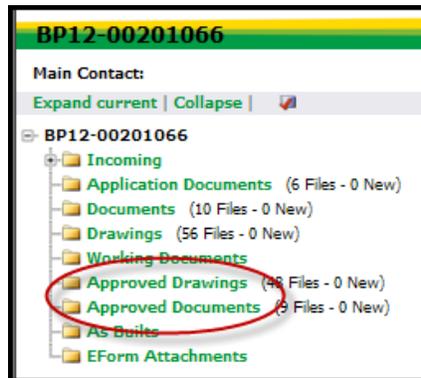
Project Name: BP12-00201215
Project Description: COM BUILDING ALTERATION
Task: notifyPermitsCreated

[Login to Electronic Plan Review](#)

City of Dublin
Building Standards
5800 Shier Rings Road
Dublin, OH 43016
phone 614 410.4670

Credit cards now accepted by telephone

- After payment for the permit has been received and processed the Applicant will be notified by e-mail that the Approved Drawings and Approved Documents are available for download in the "Approved Drawings" and "Approved Documents" folders. Please note that the Approved Drawing and Approved Documents folders do not appear on an applicant's Project Page until the permit has been formally approved.



- Click on the "Approved Drawings" and "Approved Documents" folder to view, download and print the entire contents of both the Approved Drawings and Approved Documents folders.

Important!

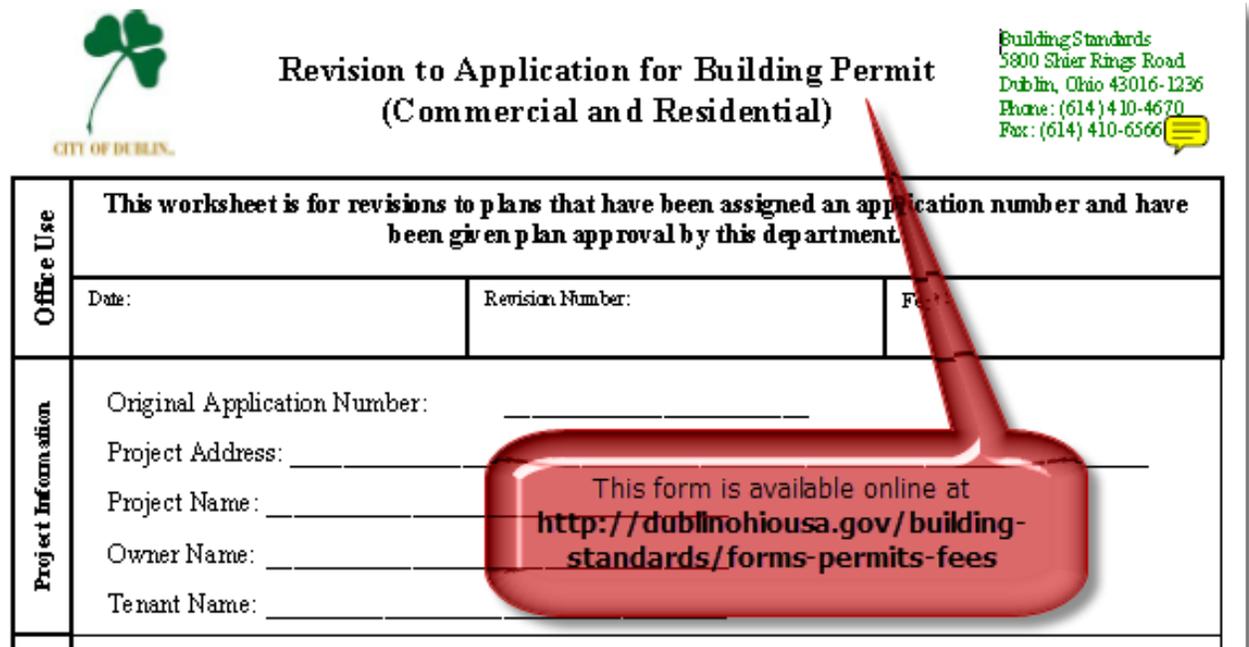
One (1) complete full-size printed set of the Approved Drawings and Approved Documents must be kept on the job site as the Field Permit Set. This set of plans must be kept on site through all phases of construction and must be made available to the City of Dublin and Washington Township Fire Inspection staff upon request.

All drawings and documents must be printed to full size. Please verify that all pages of all downloaded approved PDF documents are printed and are attached to the Field Permit Set for use during all on-site inspections. If you are not able to print large scale plans you will need to have the stamped plans printed at a print shop.

Revisions to Approved Plans

After plans have been approved conditions may arise that require the approved plans to be revised. To submit plan revisions for an approved permit please follow the steps outlined below:

1. Send an e-mail to eplan@dublin.oh.us requesting a "Revision to Application for Building Permit" Please attach a PDF of the following form with the e-mailed request:



 **Revision to Application for Building Permit
(Commercial and Residential)**

Building Standards
5800 Shier Kings Road
Dublin, Ohio 43016-1236
Phone: (614) 410-4670
Fax: (614) 410-6566

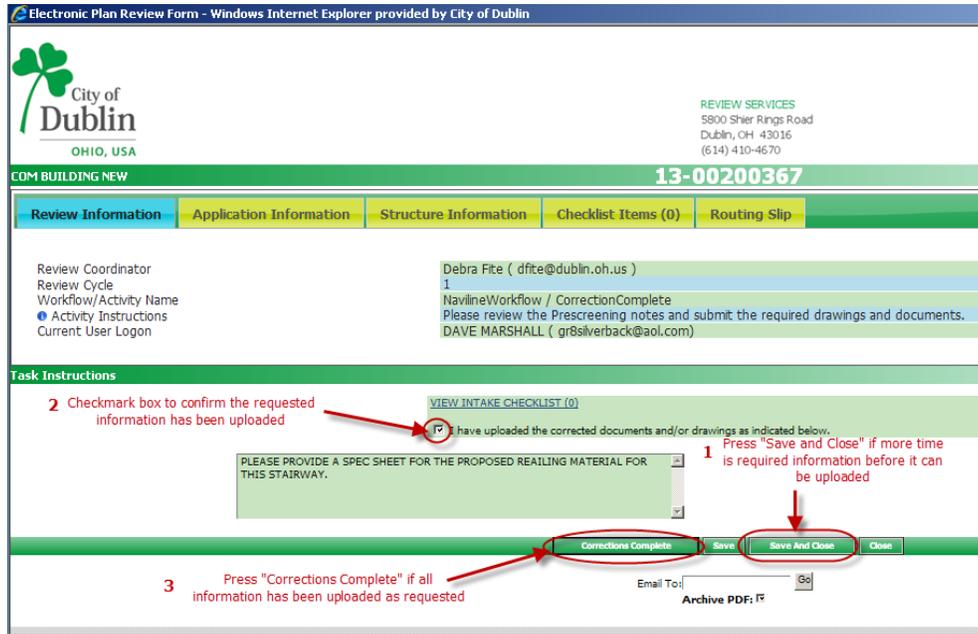
Office Use	This worksheet is for revisions to plans that have been assigned an application number and have been given plan approval by this department.		
	Date:	Revision Number:	Fee:
Project Information	Original Application Number: _____		
	Project Address: _____		
	Project Name: _____		
	Owner Name: _____		
	Tenant Name: _____		

This form is available online at <http://dublinohiousa.gov/building-standards/forms-permits-fees>

A PDF of this form is available at <http://dublinohiousa.gov/building-standards> under "Forms/Permits/Fees" or by contacting a Review Coordinator using the e-mail icon in ePlan.

2. When the City of Dublin receives and reviews the request the project will be re-opened and an e-mail notification will be sent. Log on to ePlan and open the project. Accept the "CorrectionComplete" task to open the eForm page and follow the instructions provided. When naming revised drawing or document files from the previously approved plans please be certain to use the exact same file that was used previously. Do not change any original file names in any way.

- After uploading the revised Drawings and/or Documents and checking the file folders to confirm that they uploaded properly, please check the box on the eForm page acknowledging that revised Documents/Drawings have been uploaded. Click "Corrections Complete" at the bottom of the screen as shown below.

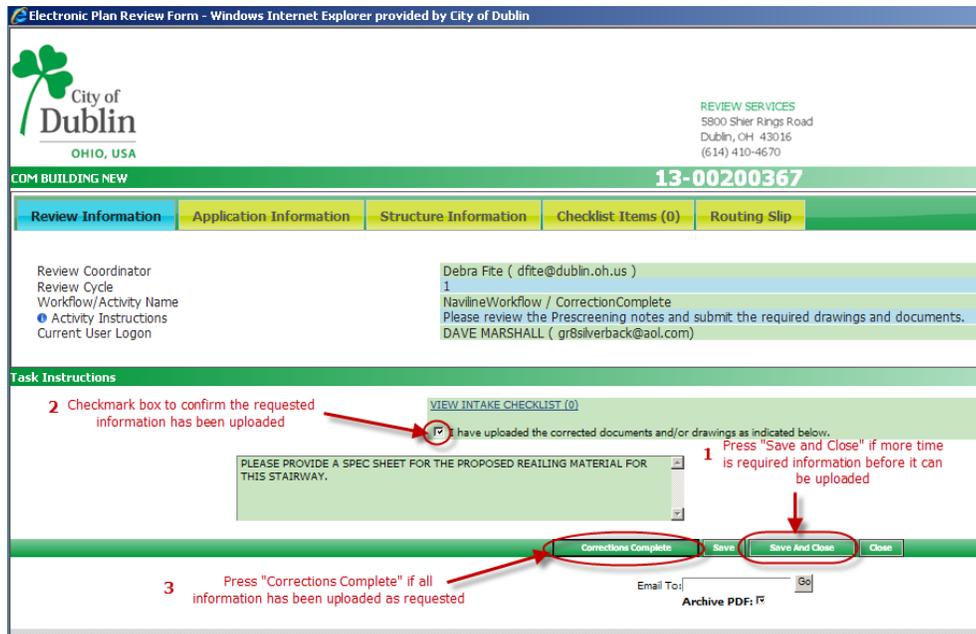


- PLEASE NOTE! Once all Document and Drawing files have been uploaded, the Review Coordinators of the City of Dublin must be notified by e-mail that the plans have been uploaded and are ready to begin the Prescreening process. Do this by clicking the e-mail icon  near the top right corner of the ePlan window and follow the steps listed on Page 12 of this guide.**



- When the e-mail notification from the applicant is received by the Review Coordinators the revised drawings and/or documents will be prescreened to verify that all required information has been submitted for review.
- When the prescreen process has been successfully completed the revised documentation will be forwarded on to the plan review staff for their review and approval. Subject to the results of that review, the previously described plan correction request and/or approval process will take place.
- Once the proposed revisions are completed and approved, one (1) complete set of the stamped plans and/or documents containing the approved revisions must be downloaded and printed. The revised approved construction documents must be kept on the job site for required inspections.

- After uploading the revised Drawings and/or Documents and checking the file folders to confirm that they uploaded properly, please check the box on the eForm page acknowledging that revised Documents/Drawings have been uploaded. Click "Corrections Complete" at the bottom of the screen as shown below.



- PLEASE NOTE! Once all Document and Drawing files have been uploaded, the Review Coordinators of the City of Dublin must be notified by e-mail that the plans have been uploaded and are ready to begin the Prescreening process. Do this by clicking the e-mail icon  near the top right corner of the ePlan window and follow the steps listed on Page 12 of this guide.**



- When the e-mail notification from the applicant is received by the Review Coordinators the revised drawings and/or documents will be prescreened to verify that all required information has been submitted for review.
- When the prescreen process has been successfully completed the revised documentation will be forwarded on to the plan review staff for their review and approval. Subject to the results of that review, the previously described plan correction request and/or approval process will take place.
- Once the proposed revisions are completed and approved, one (1) complete set of the stamped plans and/or documents containing the approved revisions must be downloaded and printed. The revised approved construction documents must be kept on the job site for required inspections.

Windows XP Installation Instructions for ePlan

Windows XP Setup



- **Step 1: Disable pop-up blocking.** ePlan Review utilizes pop-ups. If you have a pop-up blocker enabled (enabled by default on Internet Explorer), you will have to either disable the blocker or allow an exception for the ePlan Review site.

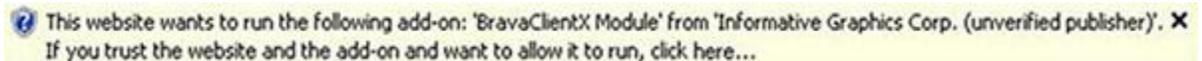
To disable the blocker go to the Tools menu, Pop-up Blocker, and choose "Turn Off Pop-up Blocker." Alternatively, you can keep the pop-up blocker enabled and allow an exception by:

1. In Internet Explorer, go to the Tools menu (if you don't see it, press the "Alt" key) – Pop-up Blocker – Pop-up Blocker Settings
2. In the "Address of website to allow" field, type in "https://eplan.dublin.oh.us" then click "Add."
3. Click the "Close" button in the lower-right corner.

Note: Other toolbars in Internet Explorer, such as Google, Yahoo, etc. often have their own pop-up blockers as well. Those toolbars, if installed, will also need to have their pop-up blockers disabled or set to allow eplan.dublin.oh.us for the site to work. Please refer to the help section of your toolbar for more information.

- **Step 2: Install the components.**

- Click the Install ePlan Review Components link at the bottom of the ePlan Review login page.
- After the components are installed, log into ePlan and allow any new ActiveX components to be installed as prompted (additional prompts may appear when uploading or viewing a file). When viewing or uploading a drawing or document for the first time on your computer, you may be prompted with an information bar similar to the message below. Click on the bar and choose to allow the add-on to run on all sites.



- Once you've completed these steps, your computer will be properly set up to use ePlan Review.

Windows 7 & Vista Installation Instructions for ePlan

Windows 7 and Vista Setup



- **Step 1: Disable User Account Control (UAC).**
 - IMPORTANT! User Account Control (UAC) must be turned off PRIOR to installing the ePlan Review Components. User Account Control may be turned back on after ePlan has been successfully run and allowed to install all ActiveX controls.
- **Step 2: Restart your computer.** This is required to ensure disabling UAC does not affect the installation of the components.
- **Step 3: Enable Compatibility View.** Many computers have received Windows updates that install the new Internet Explorer 10 which requires Compatibility View to be enabled for ePlan to work properly.
 - Open Internet Explorer and go to <https://eplan.dublin.oh.us/EPR>
 - To enable Compatibility View, go to the Tools menu (if you don't see it, press the "Alt" key), then click on "Compatibility View".
- **Step 4: Disable pop-up blocking.** ePlan review utilizes pop-ups. If you have a pop-up blocker enabled (enabled by default on Internet Explorer), you will have to either disable the blocker or allow an exception for the ePlan Review site.
 - To disable the blocker go to the Tools menu, Pop-up Blocker, and choose "Turn Off Pop-up Blocker." Alternatively, you can keep the pop-up blocker enabled and allow an exception by:
 1. In Internet Explorer, go to the Tools menu (if you don't see it, press the "Alt" key) – Pop-up Blocker – Pop-up Blocker Settings
 2. In the "Address of website to allow" field, type in "<https://eplan.dublin.oh.us/EPR>" then click "Add."
 3. Click the "Close" button in the lower-right corner.
 - Note: Other toolbars in Internet Explorer, such as Google, Yahoo, etc. often have their own pop-up blockers as well. Those toolbars, if installed, will also need to have their pop-up blockers disabled or set to allow <https://eplan.dublin.oh.us/EPR> for the site to work. Please refer to the help section of your toolbar for more information.
- **Step 5: Install the components.**
 - Click the "Install Electronic Plan Review Components" link at the bottom of the ePlan Review login page. (Left of the shamrock logo)

(Continued)

Windows 7 & Vista Installation Instructions for ePlan

- After the components are installed, log into ePlan. When viewing or uploading a drawing or document for the first time on your computer, you may be prompted with a pop-up, similar to the message below. Click "Install".



Once you've completed these steps, your computer will be properly set up to use ePlan Review.

PLEASE NOTE!

These installation instructions are in draft form as they are based on an original document prepared by Seminole County Florida, another user of the ePlan system. Text references to "Seminole County" have been replaced by similar references to the City of Dublin. However, the graphics and screen shots in this document have not been replaced with actual screen shots taken from the City of Dublin web page so references in those screen shots will still refer to Seminole County. The Dublin ePlan system was just upgraded this week and we have not had time to prepare a customized user guide of our own so this draft version is being provided to you as an interim measure. Please call or e-mail if you have any questions.

Dave Marshall
(614) 410-4664
dmarshall@dublin.oh.us

Windows 8 Setup Instructions



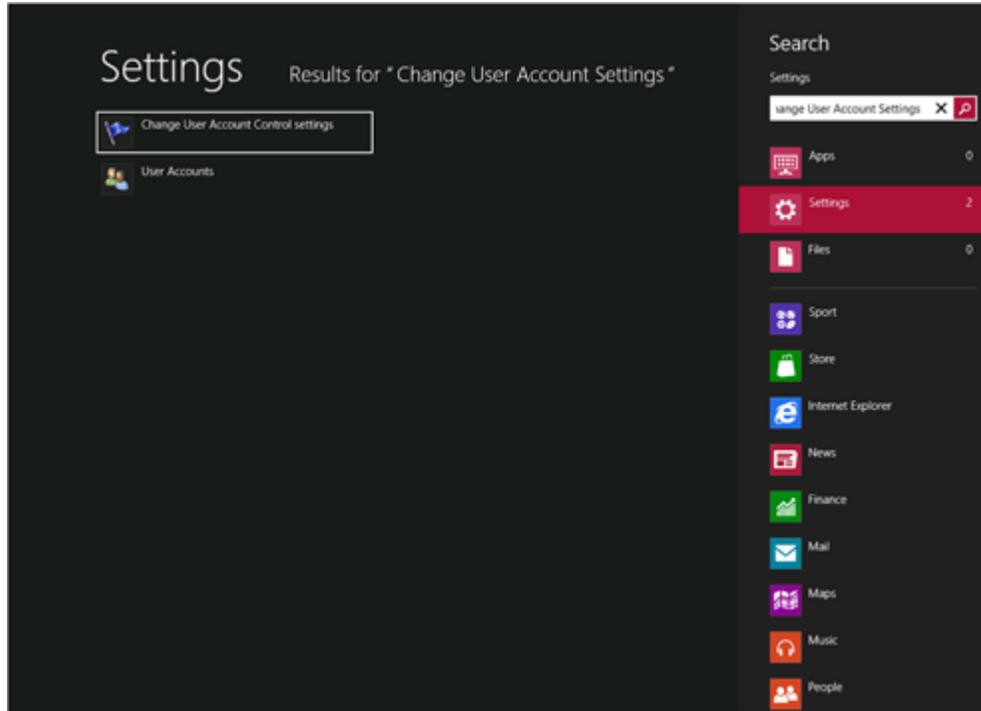
IMPORTANT!! The **City of Dublin's** electronic plan review system (ePlan) is not certified to work with Windows 8 or Internet Explorer 10. These instructions are provided as a work-around, allowing ePlan to work with Windows 8 and Internet Explorer 10 (32 bit) and are not certified by our ePlan Software Vendor, or supported by the City of Dublin. Users choosing to interact with the **Dublin** ePlan system using Windows 8 and/or Internet Explorer (32 bit) are doing so with the understanding that we may not be able to assist you with difficulties you encounter and you do so at your own risk.

- **Step 1: Disable User Account Control (UAC).**

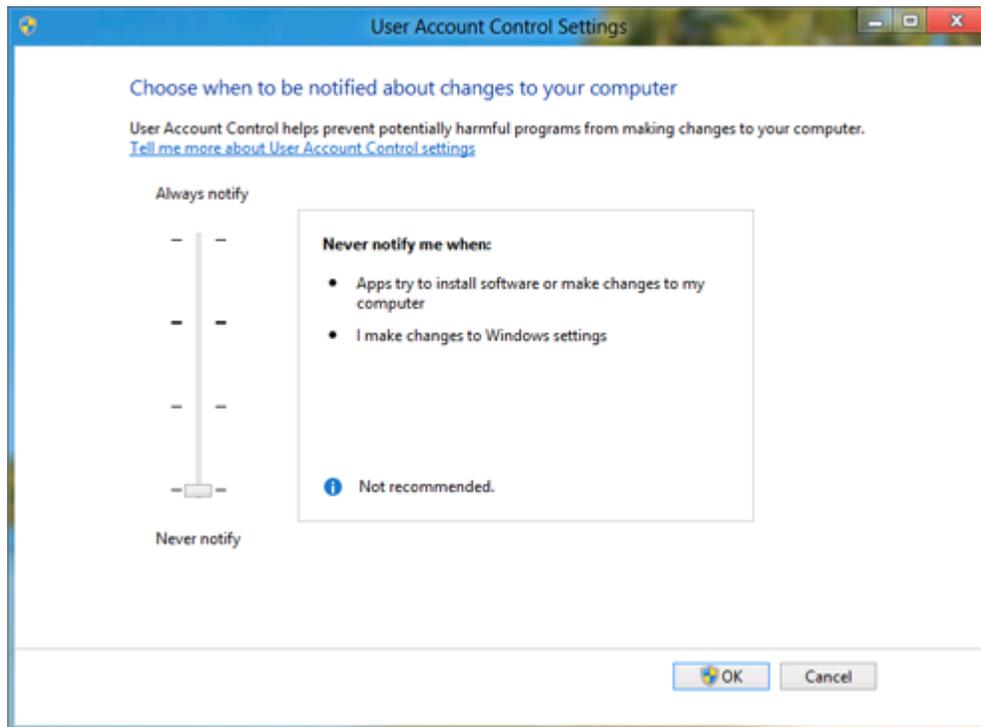
IMPORTANT! User Account Control (UAC) must be turned off PRIOR to installing the ePlan Review Components. User Account Control may be turned back on after ePlan has been successfully run and allowed to install all ActiveX controls.

1. Go to the Search Charm and type "Change User Account Settings":

Windows 8 ePlan Installation Instructions



2. To disable it, lower the slider to "Never notify":



3. Click "OK".

Windows 8 ePlan Installation Instructions

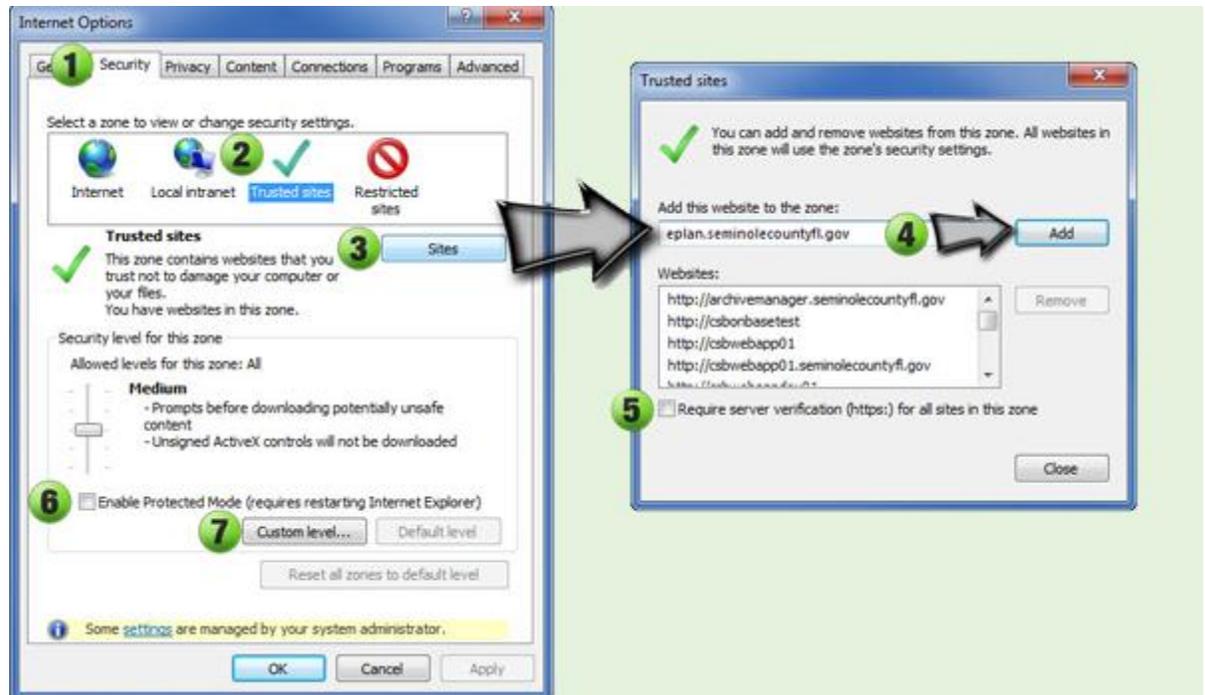
- **Step 2: Restart Your Computer.** This is required to complete the disabling of UAC so it does not affect the installation of the components.

- **Step 3: Enable Compatibility View.** The new Internet Explorer 10 requires Compatibility View to be enabled for ePlan to work properly.
 - Open Internet Explorer from the Desktop (not the one on the Metro interface) and go to <https://eplan.dublin.oh.us/EPR>
 - To enable Compatibility View, go to the Tools menu (if you don't see it, press the "Alt" key), then click on "Compatibility View".

- **Step 4: Disable Pop-up Blocking.** ePlan Review utilizes pop-ups. If you have a pop-up blocker enabled (enabled by default on Internet Explorer), you will have to either disable the blocker or allow an exception for the ePlan Review site.
 - To disable the pop-up blocker, go to the Tools menu (if you don't see it, press the "Alt" key), "Pop-up Blocker", and choose "Turn off Pop-up Blocker".
 - Alternatively, you can keep the pop-up blocker enabled and allow an exception by:
 1. In Internet Explorer, go to the Tools menu (if you don't see it, press the "Alt" key) – "Pop-up Blocker" – "Pop-up Blocker Settings".
 2. In the "Address of website to allow" field, type in "eplan.dublin.oh.us" then click "Add".
 3. Click the "Close" button in the lower-right corner.
 - Note: Other toolbars in Internet Explorer, such as Google, Yahoo, etc. often have their own pop-up blockers as well. Those toolbars, if installed, will also need to have their pop-up blockers disabled or set to allow eplan.dublin.oh.us for the site to work. Please refer to the help section of your toolbar for more information.

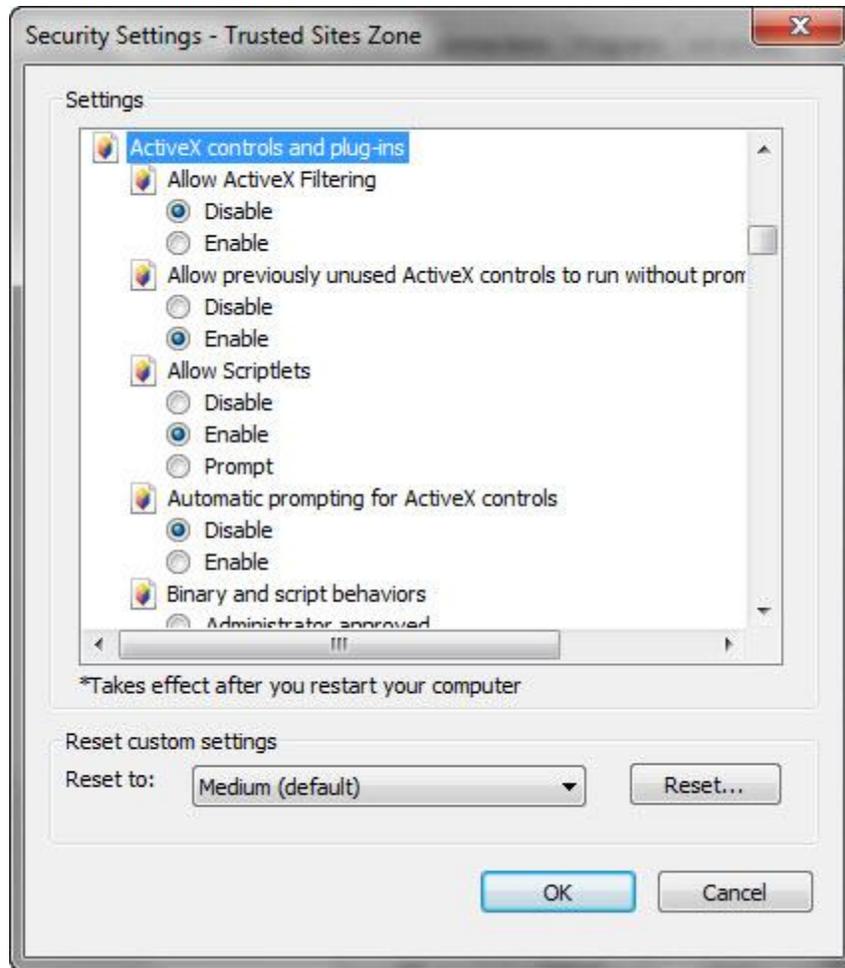
- **Step 5: Adjust Internet Explorer Security Settings.** These settings must be changed to allow the required ePlan Active X controls to install.
 0. In Internet Explorer, go to the Tools menu (if you don't see it, press the "Alt" key) – "Internet Options" – Click the "Security" tab.
 1. Click on "Trusted Sites".
 2. Click on "Sites".
 3. Add "eplan.dublin.oh.us" to the zone. Next, uncheck the box "Require server verification (https:) for all sites in this zone" then "Close".

Windows 8 ePlan Installation Instructions

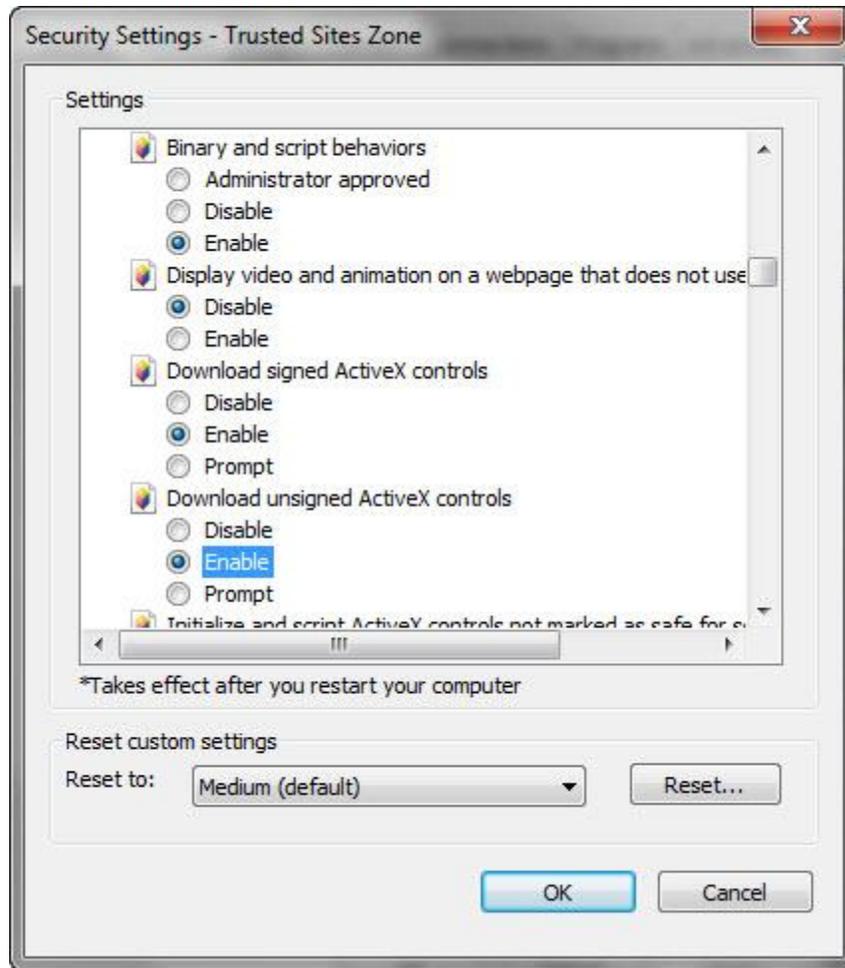


4. Uncheck "Enable Protected Mode".
5. Click on "Custom level..."
6. Scroll down to "Active X Control Settings" and mirror the settings shown below.

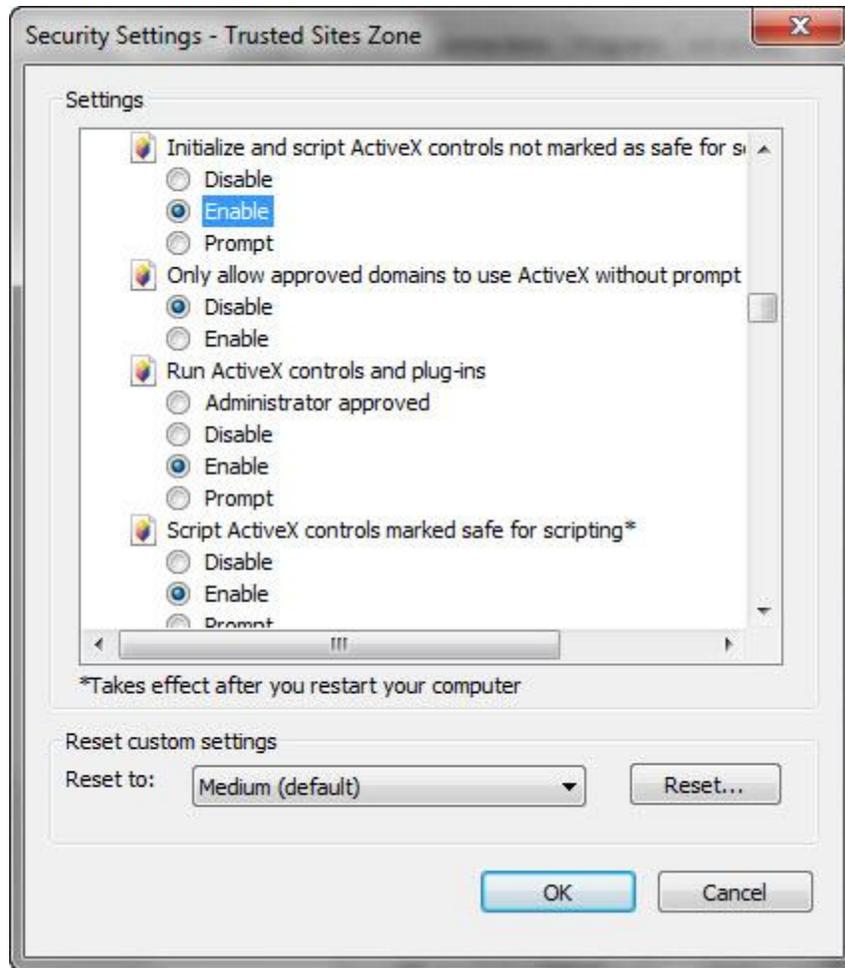
Windows 8 ePlan Installation Instructions



Windows 8 ePlan Installation Instructions



Windows 8 ePlan Installation Instructions



7. Reboot your computer.

Mac OS Installation Instructions for ePlan

Mac OS Setup



- **Step 1: Install Microsoft Silverlight.** On a Macintosh system, the following requirements must be met:
 - Mac System requirements for Silverlight 5 -
 - Macintosh OS 10.5.7+ (Intel-based), Browsers supported: Firefox 3.6+ and Safari 4+
 - <http://www.microsoft.com/getsilverlight/Get-Started/Install/Default.aspx>
 - Mac System requirements for Silverlight 4 -
 - Macintosh OS 10.4.11+ (Intel-based), Browsers supported: Firefox 3+ and Safari 3+
 - <http://www.microsoft.com/getsilverlight/locale/en-us/html/installation-win-SL4.html>

- **Step 2: Install Adobe Flash Player.**
 - Adobe Flash Player is required to be installed for viewing files in ePlan.

Once you've completed these steps, your computer will be properly set up to use ePlan Review.