August, 2018

ePlan Quick Guide

Commercial Building Permit

BUILDING STANDARDS

City of Dublin
Electronic Filing Requirements
Commercial Building Permit

The purpose of this document is to outline the ePlan permit submittal process for your convenience when submitting for a commercial permit. You can get the eGuide and all the permit application forms at http://dublinohiousa.gov. If you have any questions regarding submitting by ePlan, please contact Debra Fite, Review Services Coordinator, dfite@dublin.oh. 614/410-4608.

Submitting for a New Permit in ePlan

1. E-Mail a PDF of the completed permit application, Certificate of Zoning Approval form (must be signed by the property owner **and** owner representative) required for all commercial permits including interior only, and the phased approval request form (if requesting phased) to eplan@dublin.oh.us.

2. Create electronic document and drawing files. Please name for example: 001_COVER_SHEET, 002_SITE_PLAN, 003_INTERIOR_ELEVATIONS. Upload the drawings to scale, in their correct viewing orientation, and as separate PDFs. Documents can be multiple page PDFs.

3. You will receive an email with the plan review fee based on sq. ft. You can call 614/410-4670 to pay by credit card or at the Building Standards window. After the payment is processed, you will receive an automated email from ePlan with your temporary login, etc. You can enter ePlan directly from the email. If you are a first time user, click on the install electronic components button located under the login area before logging in. Also please verify your security/browser settings are set up per the eGuide found at http://dublinohiousa.gov. Accept any prompts to upload Brava Viewer or Silverlight. Upload your documents and drawings into the document and drawings file folders**.**

4. Since this is a new permit, please email the Review Coordinators through ePlan email that you are finished uploading and ready for review. If you would like to add additional people to the applicant group or applicant view only group, please include the first and last name and email address on this email. The email button is located on the upper right top of page in ePlan. We will not know you have uploaded until you notify us.

5. We will check your plans for completeness the next business day and let you know if we need any additional information.

6. Once your plans are complete and approved (16 day target for first time in and nine day for revisions), you will receive an e-mail notice of plan approval and the permit fee. You will receive another email when it is time to pay the fee. You can call 614/410-4670 to pay by credit card or bring in a check/cash at the Building Standards window.

7. After payment is processed, download and print everything from the Approved Documents and Approved Drawings folders.

Submitting a Response to a Previously Disapproved Permit or Incomplete Plans

1. *Disapproved Permit* - please see the changemarks on the drawings and/or the plan review comment letters in the Application Document Folder for items the plan reviewers have requested be addressed. Please call 614/410-4608, Debra Fite, if you have questions on how to read the changemarks on the drawings/documents.
   Incomplete Plans – please see the completeness review checklist located in the Application Document folder for items the plan reviewers have requested be addressed.

2. Upload your additional information and revised documents/drawings. If you are uploading a revised drawing, please keep the drawing name **identical** down to spacing, etc. ePlan will give it a version number. You will see a small red V#. Please upload a letter into the documents folder itemizing your revisions.

3. If you are submitting an additional drawing that needs to be inserted between existing drawings, you can name for example, 001_GENERAL_NOTES, **002.1_SITE_DETAIL**, 002_SITE_PLAN. The 002.1_SITE_DETAIL new drawing will be inserted below the 001_GENERAL_NOTES. If they are new drawings that do not need to be inserted, you can add to the end of your drawings such as last drawing 006, you can name 007_NEW_DRAWING.

4. After you are finished uploading, please click on your "correctioncomplete" or "applicantresubmit" task in ePlan. Scroll down and check the box/boxes that you have addressed comments, and click the corrections complete task button at the very bottom of page. We will not know you have uploaded until the task is completed.

5. We will check your plans for completeness the next business day and let you know if we need any additional information. Target Date for Plan Review Completion: First time review 16 days and revisions nine days.

Submitting a Revision to a Previously Approved Permit

1. Email the revision form only to eplan@dublin.oh.us. It will be assigned a revision number, and you will receive an email that your upload rights have been restored.

2. Upload your additional information and revised documents/drawings. If you are uploading a revised drawing, please keep the drawing name **identical** down to spacing, etc. ePlan will give it a version number. You will see a small red V#.

3. After you are finished uploading, please click on your "correctioncomplete" or "applicantresubmit" task in ePlan. Scroll down and check the box/boxes that you have addressed comments, and click the corrections complete task button at the very bottom of page. We will not know you have uploaded until the task is completed.

4. We will check your plans for completeness the next business day and let you know if we need any additional information. The target date for plan review completion is nine days.

5. Once your plans are complete and approved, you will receive an e-mail notice of plan approval and the revision fee. You will receive another email when it is time to pay the fee. You can call 614/410-4670 to pay by credit card or bring in a check/cash at the Building Standards window.

6. After payment is processed, download and print everything from the Approved Documents and Approved Drawings folders.

7. Once your permit has been issued a Certificate of Occupancy, you will be able to access it in the Approved Documents folder.

Submitting for Phased to Full Approval for a Phased Permit

1. Email the revision form only to eplan@dublin.oh.us. Please note on the form that you are requesting phased to full approval. If your permit is phased due to fire suppression or detection, please list the fire suppression and detection permit numbers on the revision form. It will be assigned a revision number, and you will receive an email that your upload rights have been restored. If no additional information is going to be uploaded, please accept and complete your task in ePlan. We will not know that you are ready for review until you accept **and** complete your task in ePlan.

2. If you have additional or revised drawings for review, please upload. If you are uploading a revised drawing, please keep the drawing name **identical** down to spacing, etc. ePlan will give it a version number. You will see a small red V#.

3. After you are finished uploading, please click on your "correctioncomplete" or "applicantresubmit" task in ePlan. Scroll down and check the box/boxes that you have addressed comments, and click the corrections complete task button at the very bottom of page. We will not know you have uploaded until the task is completed.

4. We will check your plans for completeness the next business day and let you know if we need any additional information. The target date for plan review completion is nine days.

5. Once your plans are complete and approved, you will receive an e-mail notice of plan approval and any revision fee if applicable. You will receive another email when it is time to pay the fee. You can call 614/410-4670 to pay by credit card or bring in a check/cash at the Building Standards window.

6. After payment is processed, download and print everything from the Approved Documents and Approved Drawings folders.

Submitting Response to Mylar Request/Disapproval

1. You will receive an email that plans have a mylar request/disapproval.

2. Please bring the mylar title page to the Building Standards window with a revision form.

3. Upload any revised drawings or additional information requested by plan reviewers. If you are uploading a revised drawing, please keep the drawing name **identical** down to spacing, etc. ePlan will give it a version number. You will see a small red V#.

4. After you are finished uploading, please click on your "correctioncomplete" or "applicantresubmit" task in ePlan. Scroll down and check the box/boxes that you have addressed comments, and click the corrections complete task button at the very bottom of page. We will not know you have uploaded until the task is completed.

5. If the signed title page is the only mylar being submitted, you will still need to accept and complete your task in ePlan as noted above. We will get the title sheet signed by the Engineering and Planning Directors and then upload for you into ePlan.

6. After your permit is approved, you will receive an e-mail notice of plan approval and any permit fee if applicable. You will receive another email when it is time to pay the fee. You can call 614/410-4670 to pay by credit card or bring in a check/cash at the Building Standards window.

7. After payment is processed, download and print everything from the Approved Documents and Approved Drawings folders.