August, 2018

ePlan Quick Guide

Sign/Tent/Fire Building Permit

BUILDING STANDARDS

City of Dublin
Electronic Filing Requirements
Sign/Tent/Fire Building Permit

The purpose of this document is to outline the ePlan permit submittal process for your convenience when submitting for a 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.us 614/410-4608.

Submitting for a New Permit in ePlan

1. E-Mail a PDF of the completed permit application only to eplan@dublin.oh.us.

2. Create electronic document and drawing files. Please name for example: 001_SIGN_DRAWING, 002_SITE_PLAN, 003_SIGN_DIMENSIONS. 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 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 under the login area before logging in. Also please verify your security/browser settings are set up per the eGuide at http://dublinohiousa.gov. Accept any prompts to install 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. The 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 the plans for completeness the next business day and let you know if we need any additional information.

6. Once the 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 you can 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. (If the plans are disapproved, you will receive an email and can follow the directions below on resubmitting a disapproval.)

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 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.
   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 or 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. 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 permit fee. You will receive another email when you can 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.