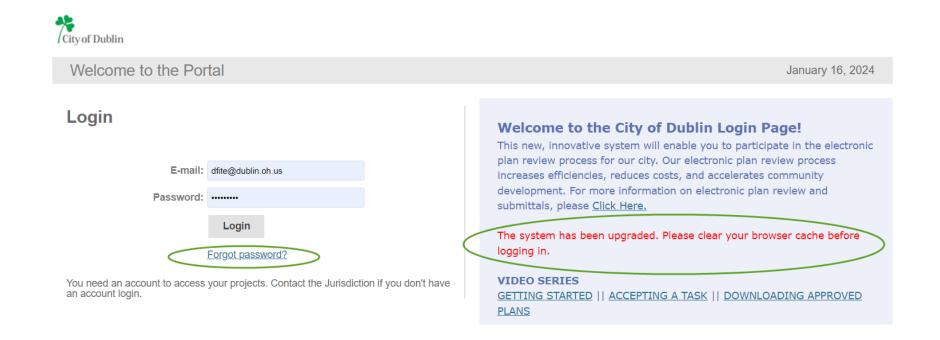
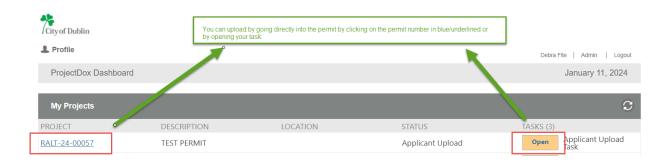


City of Dublin Building Standards Electronic Plan Review

After you have submitted your permit application in Accela, you will receive an automated email from ePlan/ProjectDox with your temporary password. If you do not see the automated email from ProjectDox, please check your junk mail and add Avolve to your browser as a trusted site. **Due to a recent ePlan upgrade**, **please clear your cache (browser history) before logging in.**



DRAWING/DOCUMENT UPLOADING



DRAWING NAMING CONVENTIONS

Drawings need to be individual PDFs (in landscape format) not multiple pages in one PDF. If you have a drawing index, drawings need to be in the same order as the index. For example, the first page would be 001-PAGE#-DESCRIPTION. If you have drawings without page numbers, please name 001-DESCRIPTION, 002-DESCRIPTION, etc. The documents folder is for documents such as a response letter or spec book which can each be one PDF with multiple pages. Please do not upload any drawings or revised drawings into the documents folder. Revised drawings need to have the <u>identical</u> prefix #/name as the original drawing already in ePlan with no changes or revision numbers. ePlan will recognize it is a revised drawing and give it a version number. If you are uploading a new drawing that you would like to put between two existing drawings, you could name for example 003-A3-EXISTING-DRAWING, 004.1-#-NEW-DRAWING, 004-A4-EXISTING-DRAWING.

DRAWING NAMING CONVENTIONS

- 1. Three-digit prefix 001, 002 in order of your drawing index if you have an index
- 2. Hyphen
- 3. Number of the drawing if your drawings have page numbers
- 4. Hyphen
- 5. Brief description of the drawing (use all caps with hyphen between words)

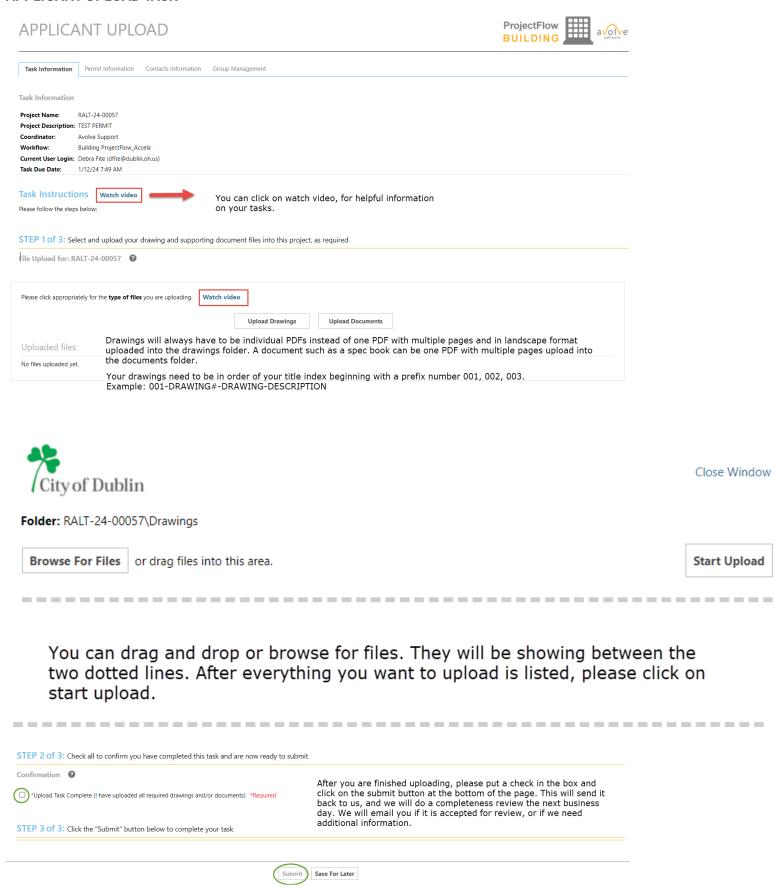
Example:

001-C.1-COVER-SHEET

002-A1.1-FLOOR-PLAN

003-A1.2-ELEVATIONS

APPLICANT UPLOAD TASK



COMPLETENESS REVIEW

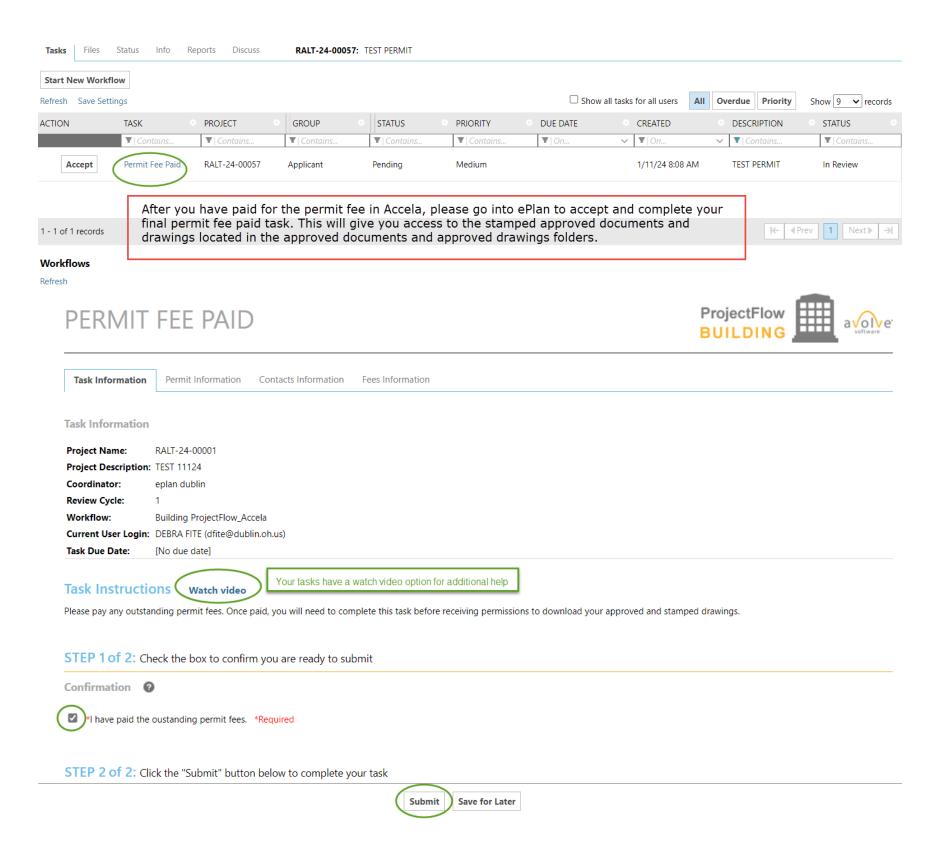
After you complete your applicant upload task, we will do a completeness review the next business day. We will email you when your permit is accepted for review or if additional information is required. After the completeness review is accepted, the target plan review completion date for a first-time review is sixteen calendar days. For an amendment or response to a disapproval it is nine calendar days.

REJECTED COMPLETENESS REVIEW

If your completeness review is rejected, you will find the completeness review checklist located in the application documents folder. It will have the information requested from the reviewer. After you upload the requested information, please complete your completeness review corrections task in ePlan. This will notify us you are ready for review. We will do a completeness review the next business day and email you if your permit is accepted for review or if additional information is required.

APPROVED PERMIT

After your permit is approved, you will receive notification to pay your permit fee in Accela https://dublinohiousa.gov/aca. After making payment in Accela, please return to ePlan https://dublinohiousa.gov/eplan to complete your permit fee paid task. This will give you access to the stamped approved documents and drawings located in the approved documents and approved drawings folders. Please print everything in the approved documents and drawings folder for the field set.



Please print the stamped documents and drawings in the approved documents and approved drawings folders for the field set.

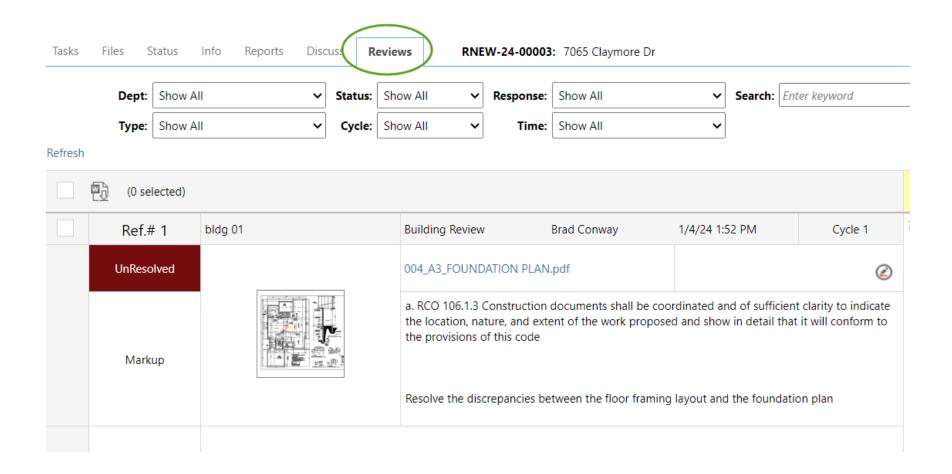
DISAPPROVED PERMIT

If your permit is disapproved, you will find **plan review letters located in the application documents folder** and may also have review comments on the documents/drawings.

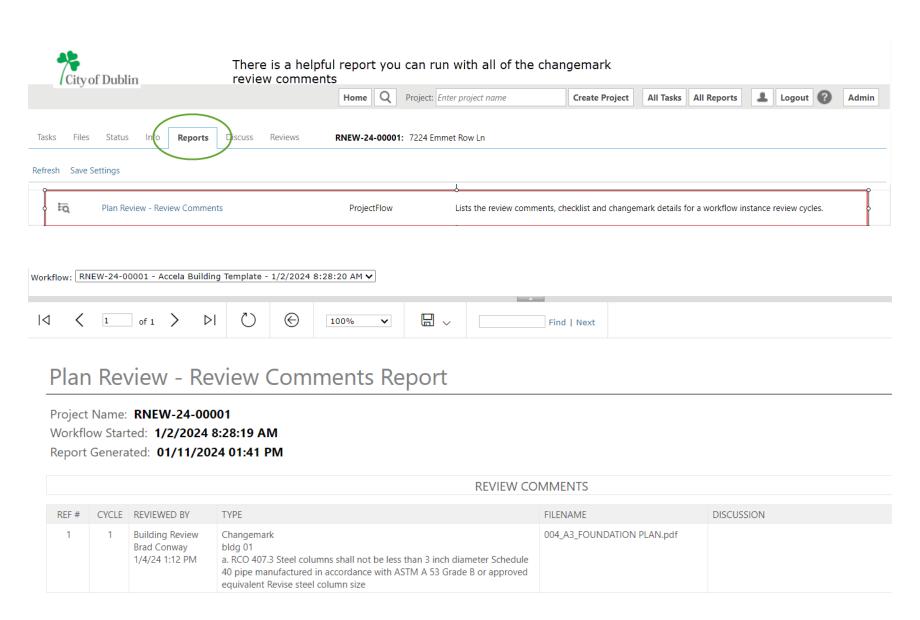
READING REVIEW COMMENTS

Please check if there are review comments in addition to the plan review letters in the application documents folder. You can access the review comments in the permit or when you open your task. There is also a report that you can run for review comments.

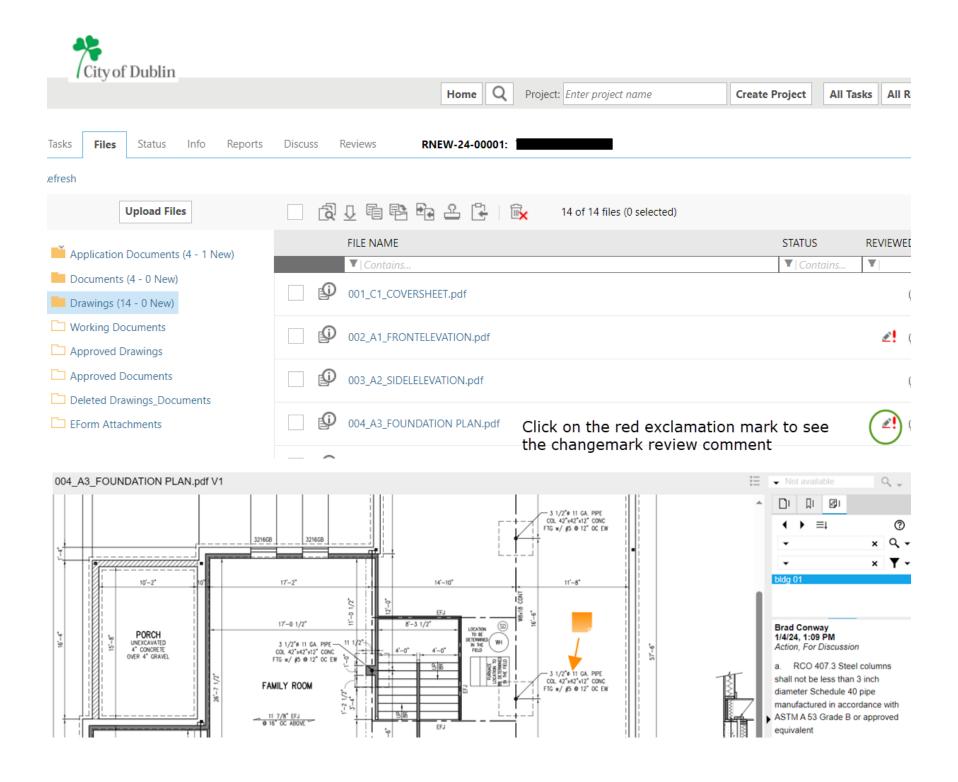
VIEW REVIEW COMMENTS IN PERMIT



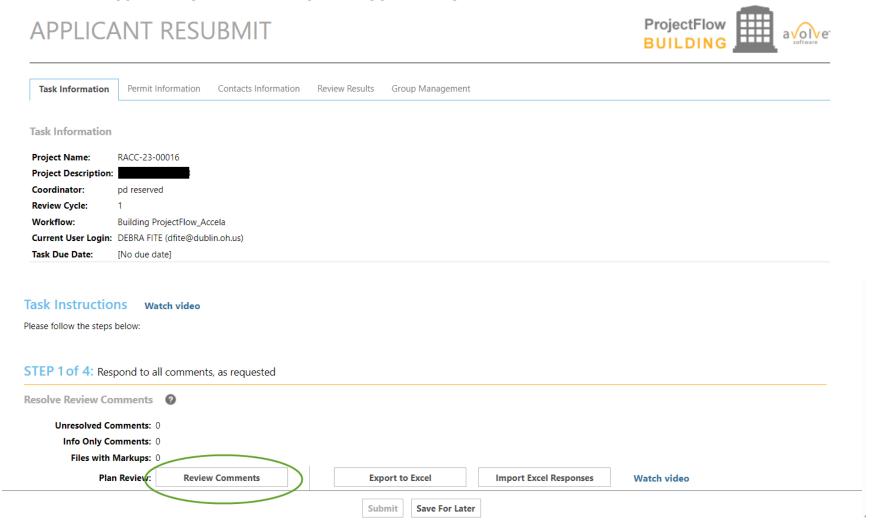
VIEW REVIEW COMMENTS REPORT IN PERMIT



VIEW REVIEW COMMENTS DIRECTLY FROM THE DOCUMENT/DRAWING IN THE PERMIT



VIEW REVIEW COMMENTS IN THE APPLICANT RESUBMIT TASK

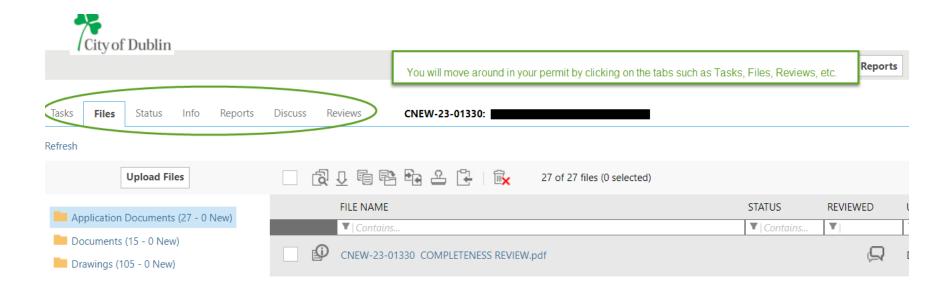


If there are any review comments, please type your written response to the review comments in the area as shown in the screenshot below. If you are responding to a commercial permit disapproval, in addition to this you will still need to upload a response letter into the documents folder.

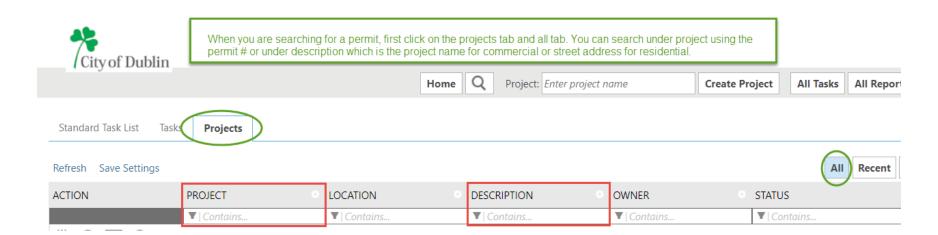


After you have finished uploading, please complete your applicant resubmit task. This will return your permit to us for review, and we will do a completeness review the next business day. The process will be identical to the first time review.

NAVIGATING IN PERMIT

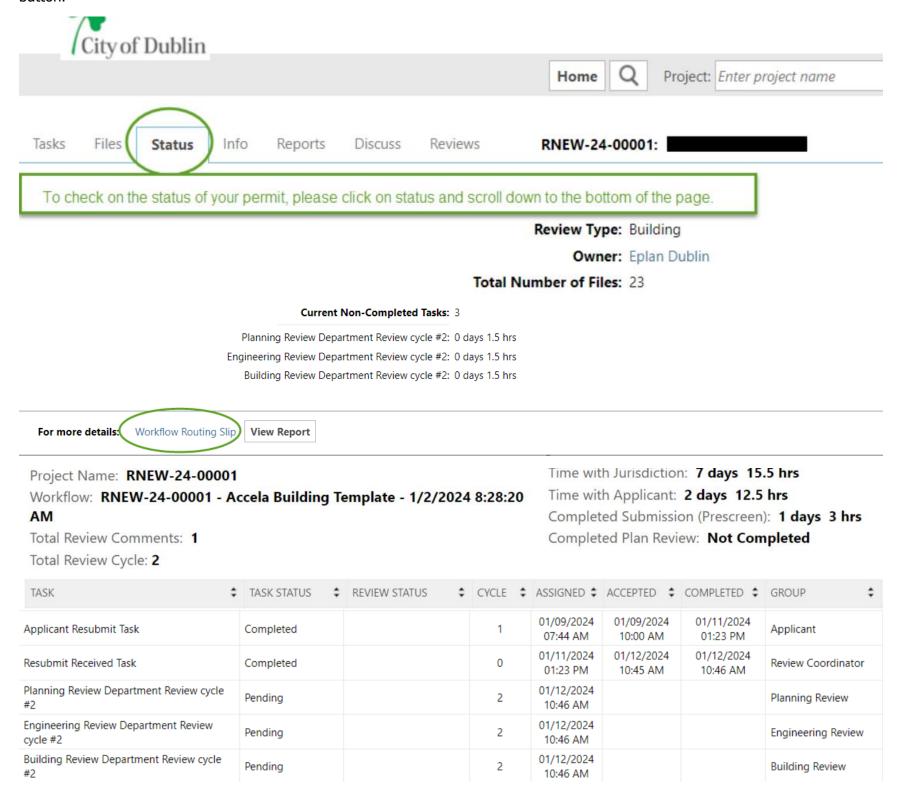


SEARCHING FOR PERMITS



CHECK STATUS OF PERMIT

You can check the status of your permit in ePlan by entering your permit, clicking on the status tab, and the workflow routing slip button.



SUBMITTING AN AMENDMENT APPLICATION TO A PERMIT PREVIOUSLY APPROVED/PHASED APPROVAL

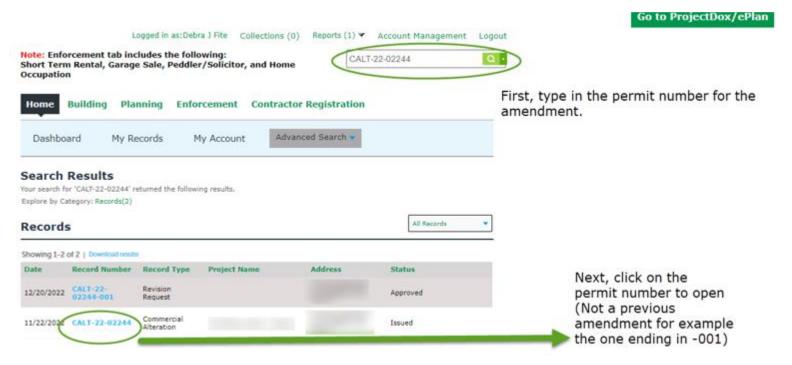
Prior to submitting an amendment in Accela, please confirm you have paid the previous permit fee in Accela https://dublinohiousa.gov/aca and have completed your permit fee paid task in ePlan. Login to Accela and search for the permit number. Click on the main permit number. Scroll down the page to the create amendment button. Click on create amendment, enter permit number, check box yes, and a brief description. Accela will assign you an amendment number such as CALT-24-00000-001. You will then receive an applicant upload task in ePlan https://dublinohiousa.gov/eplan. After you have finished uploading, please complete your applicant upload task in ePlan to send it back to us. The completeness review will be the next business day.

SUBMITTING AN AMENDMENT APPLICATION FOR PHASED TO FULL APPROVAL

Prior to submitting an amendment in Accela, please confirm you have paid the previous permit fee in Accela https://dublinohiousa.gov/aca and have completed your permit fee paid task in ePlan. Next, submit the phased to full amendment in Accela. Login to Accela and search for the permit number. Click on the main permit number. Scroll down the page to the create amendment button. Click on create amendment, enter permit number, check box yes, and a brief description of phased to full approval request. Accela will assign you an amendment number such as CALT-24-00000-001. You will then receive an applicant upload task in ePlan https://dublinohiousa.gov/eplan. If you are not uploading anything additional, please accept and complete your applicant upload task in ePlan to send it back to us. The completeness review will be the next business day.

SUBMITTING AN AMENDMENT APPLICATION IN ACCELA

https://dublinohiousa.gov/aca



SCROLL DOWN TO THE BOTTOM OF THE PAGE, AND YOU WILL SEE THE CREATE AMENDMENT BUTTON.



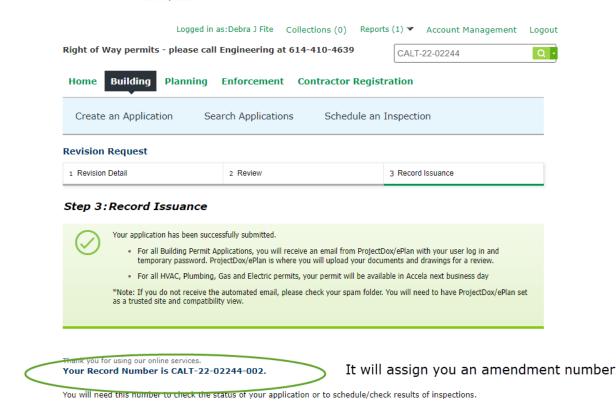
By checking this box, I agree to the above certification.

Save and resume later

Date: 01/06/2023

Continue Application »





Go to ProjectDox/ePlan

You can go to ProjectDox/ePlan to upload your documents/drawings. After you are finished uploading, please accept and complete your task. The completeness review will be the next business day.

https://dublinohiousa.gov/aca - Accela Citizen Access Portal (Submit permit applications, payment, schedule inspections)
 https://dublinohiousa.gov/eplan - ProjectDox ePlan Electronic Plan Review
 ePlan 9.2 1/17/24