



City of Dublin Building Standards Electronic Plan Review/ProjectDox

After you have submitted your permit application in the Accela Citizen Access Portal, 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.

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 identical 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

APPLICANT UPLOAD



Task Information | Permit Information | Contacts Information | Group Management

Task Information

Project Name: RALT-24-00057
Project Description: TEST PERMIT
Coordinator: Avolve Support
Workflow: Building ProjectFlow_Accela
Current User Login: Debra Fite (dfite@dublin.oh.us)
Task Due Date: 1/12/24 7:49 AM

Task Instructions [Watch video](#) You can click on watch video, for helpful information on your tasks.

STEP 1 of 3: Select and upload your drawing and supporting document files into this project, as required

File Upload for: RALT-24-00057

Please click appropriately for the **type of files** you are uploading. [Watch video](#)

Uploaded files: Drawings will always have to be individual PDFs instead of one PDF with multiple pages and in landscape format uploaded into the drawings folder. A document such as a spec book can be one PDF with multiple pages upload into the documents folder.

No files uploaded yet.

Your drawings need to be in order of your title index beginning with a prefix number 001, 002, 003.
Example: 001-DRAWING#-DRAWING-DESCRIPTION



Close Window

Folder: RALT-24-00057\Drawings

or drag files into this area.

You can drag and drop or browse for files. They will be showing between the two dotted lines. After everything you want to upload is listed, please click on start upload.

STEP 2 of 3: Check all to confirm you have completed this task and are now ready to submit

Confirmation

*Upload Task Complete (I have uploaded all required drawings and/or documents) *Required

After you are finished uploading, please put a check in the box and click on the submit button at the bottom of the page. This will send it back to us, and we will do a completeness review the next business day. We will email you if it is accepted for review, or if we need additional information.

STEP 3 of 3: Click the "Submit" button below to complete your task

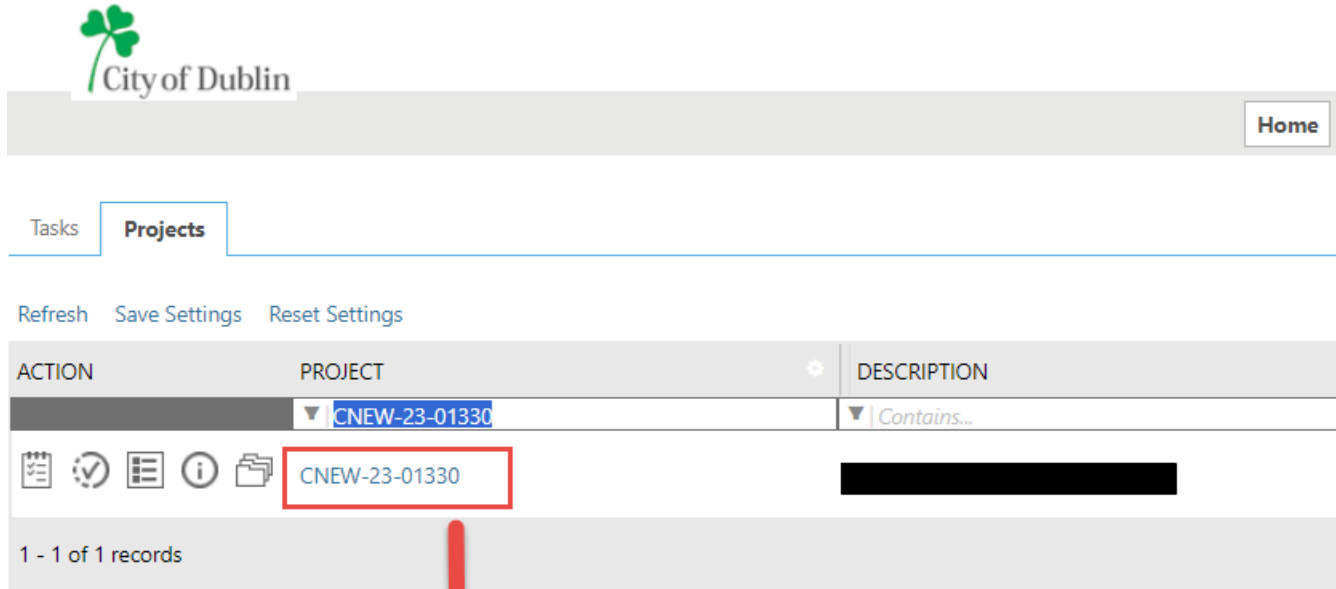
COMPLETENESS REVIEW ACCEPTED

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 for review. After your drawings and documents are accepted for review, the target plan review completion date for a first-time review is 16 calendar days. For an amendment or response to disapproval, the target plan review completion date is nine calendar days.

COMPLETENESS REVIEW REJECTED

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 accept and complete your Completeness Review Corrections task in ePlan. This will notify us you are ready for review. We will do a Completeness Review on the next business day and email you if your permit is accepted for review or if additional information is required.

VIEWING THE REJECTED COMPLETENESS REVIEW CHECKLIST



City of Dublin

Home

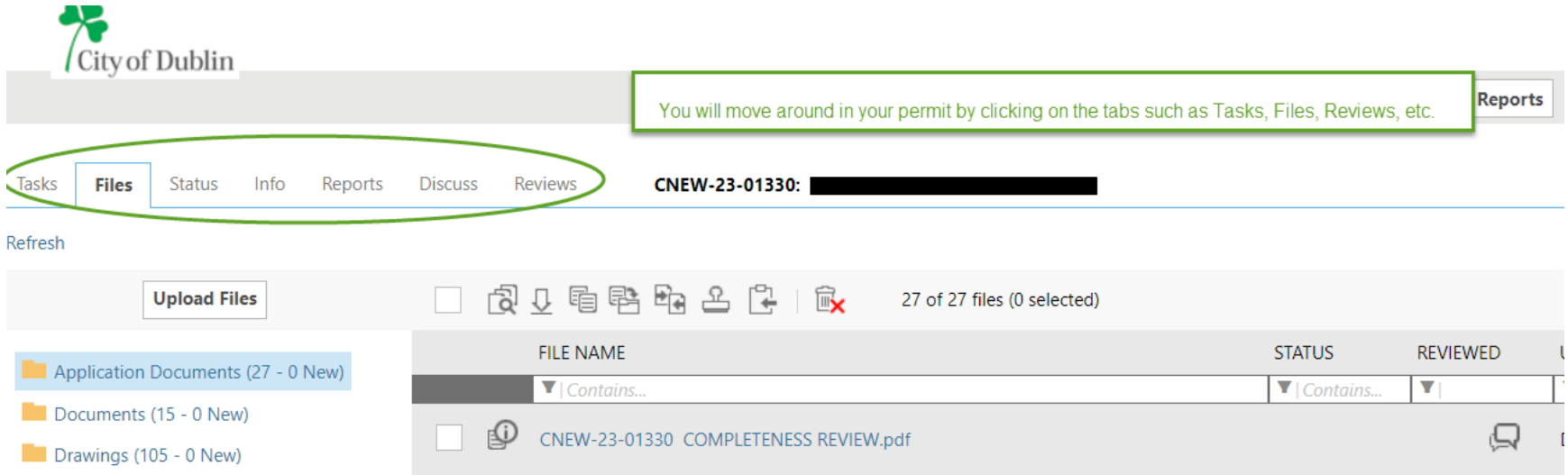
Tasks **Projects**

Refresh Save Settings Reset Settings

ACTION	PROJECT	DESCRIPTION
	CNEW-23-01330	Contains...
	CNEW-23-01330	[REDACTED]

1 - 1 of 1 records

After you login to ePlan, click on the permit number in blue writing.



City of Dublin

You will move around in your permit by clicking on the tabs such as Tasks, Files, Reviews, etc.

Reports

Tasks **Files** Status Info Reports Discuss Reviews **CNEW-23-01330:** [REDACTED]

Refresh

Upload Files 27 of 27 files (0 selected)

FILE NAME	STATUS	REVIEWED
Contains...	Contains...	
CNEW-23-01330 COMPLETENESS REVIEW.pdf		

Application Documents (27 - 0 New)
Documents (15 - 0 New)
Drawings (105 - 0 New)

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/ProjectDox <https://dublinohiousa.gov/eplan> to accept and 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.

Tasks | Files | Status | Info | Reports | Discuss | **RALT-24-00057: TEST PERMIT**

Start New Workflow

Refresh Save Settings Show all tasks for all users **All** Overdue Priority Show 9 records

ACTION	TASK	PROJECT	GROUP	STATUS	PRIORITY	DUE DATE	CREATED	DESCRIPTION	STATUS
Accept	Permit Fee Paid	RALT-24-00057	Applicant	Pending	Medium		1/11/24 8:08 AM	TEST PERMIT	In Review

1 - 1 of 1 records

Workflows Refresh

After you have paid for the permit fee in Accela, please go into ePlan to accept and complete your final 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.

PERMIT FEE PAID



Task Information | Permit Information | Contacts Information | Fees Information

Task Information

Project Name: RALT-24-00001
Project Description: TEST 11124
Coordinator: eplan dublin
Review Cycle: 1
Workflow: Building ProjectFlow_Accela
Current User Login: DEBRA FITE (dfite@dublin.oh.us)
Task Due Date: [No due date]

Task Instructions

[Watch video](#)

Your tasks have a watch video option for additional help

Please pay any outstanding permit fees. Once paid, you will need to complete this task before receiving permissions to download your approved and stamped drawings.

STEP 1 of 2: Check the box to confirm you are ready to submit

Confirmation

*I have paid the outstanding permit fees. *Required

STEP 2 of 2: Click the "Submit" button below to complete your task

Submit Save for Later

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

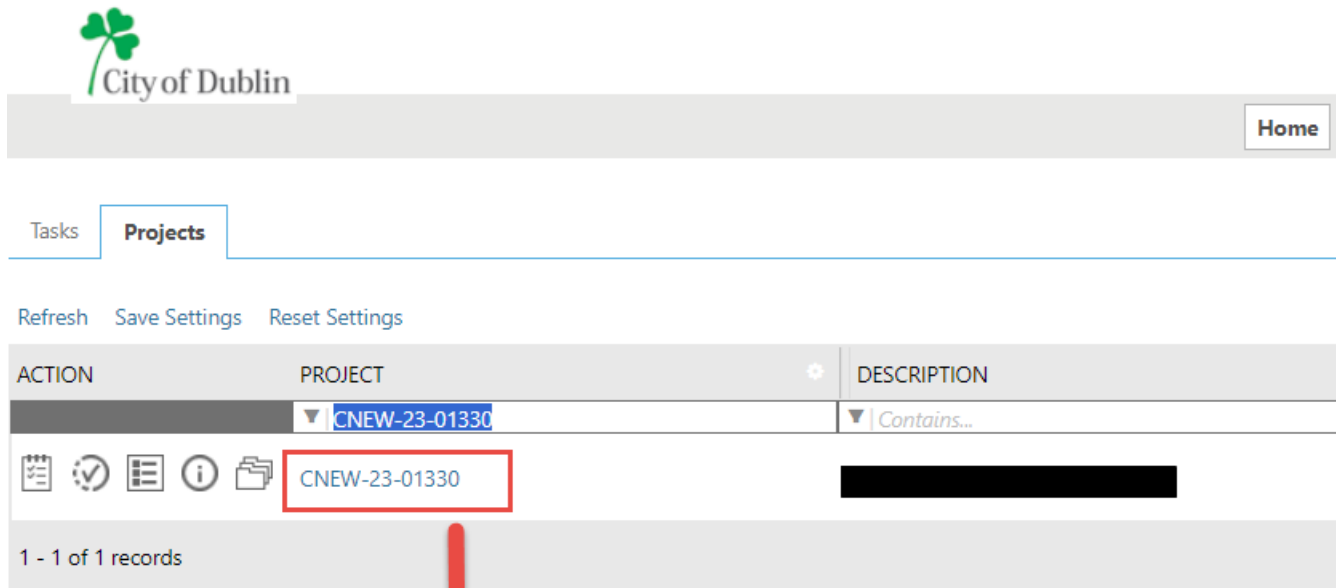
DISAPPROVED PERMIT

If your permit is disapproved, you will find **plan review letters located in the application documents folder** and may also have review comments under the **Reviews** tab. (For Site Permits only, you will also find an additional full set of drawings with comments from Engineering as well as additional documents located in the application documents folder.)

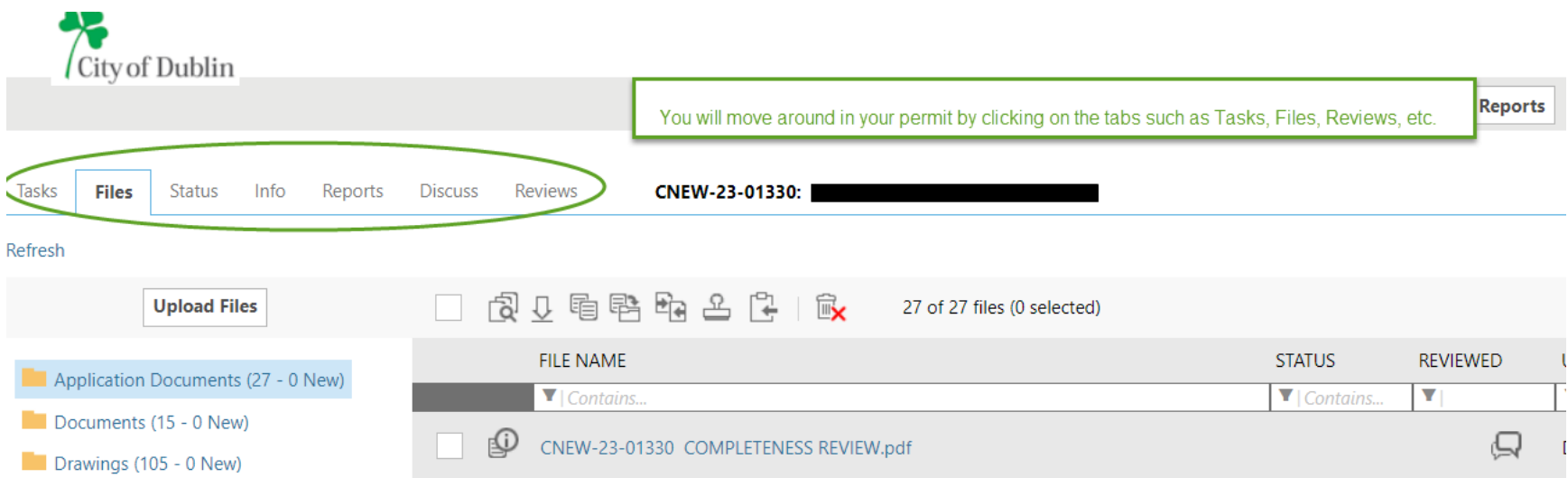
VIEWING PLAN REVIEW LETTERS AND REVIEW COMMENTS IN THE PERMIT

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 through your task. When you first log in to ePlan/ProjectDox, please click on your permit number in blue writing to enter the permit. Click on the Files tab, Application Documents folder, and the Plan Review Letter you want to view. Next, please click on the Reviews tab to see any review comments. Please see the screenshots below.

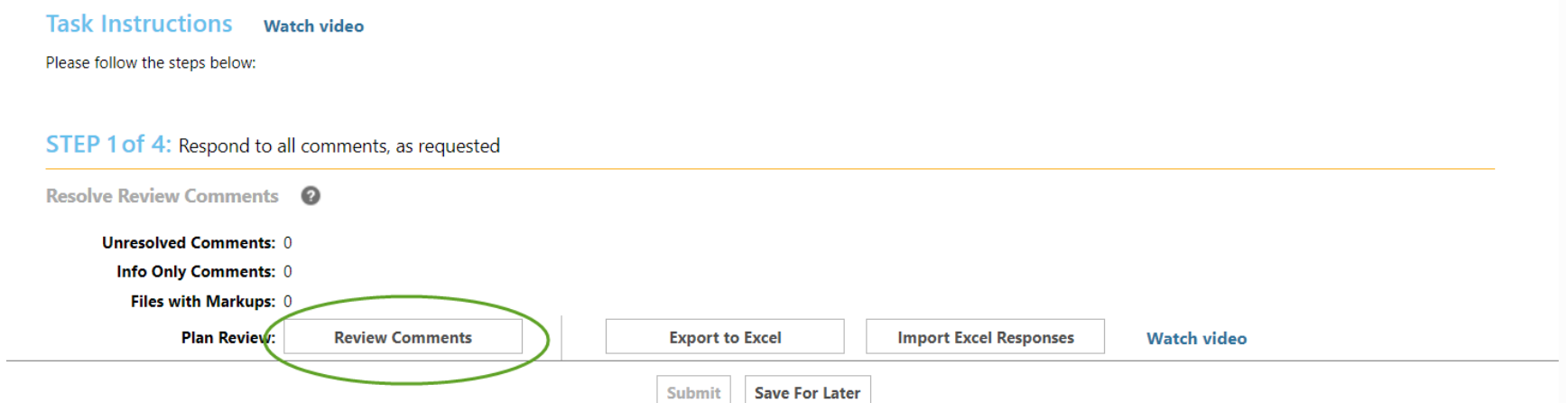
ENTERING YOUR PERMIT




After you login to ePlan, click on the permit number in blue writing.



VIEWING REVIEW COMMENTS FROM 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 point-by-point response letter into the documents folder. You can also enter directly into the permit as shown at the top of the page and click on the Reviews tab to access the review comments and respond.

						Please enter your responses ?	
<input type="checkbox"/>	Ref.# 1	bldg 01	Building Review	Brad Conway	1/4/24 1:52 PM	Cycle 1	Type your response here.
	UnResolved		004_A3_FOUNDATION PLAN.pdf				
	Markup		a. RCO 106.1.3 Construction documents shall be coordinated and of sufficient clarity to indicate the location, nature, and extent of the work proposed and show in detail that it will conform to the provisions of this code				
			Resolve the discrepancies between the floor framing layout and the foundation plan				

After you have finished uploading, please accept and complete your Applicant Resubmit Task. This will return your permit to us for review, and we will do a Completeness Review on the next business day. You can find the task in the permit under the Tasks tab or under the All Tasks tab at the top of the page. You will always have a box or boxes to check and a submit/complete button to complete a task. *The process will be identical to the previous round of review.*

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

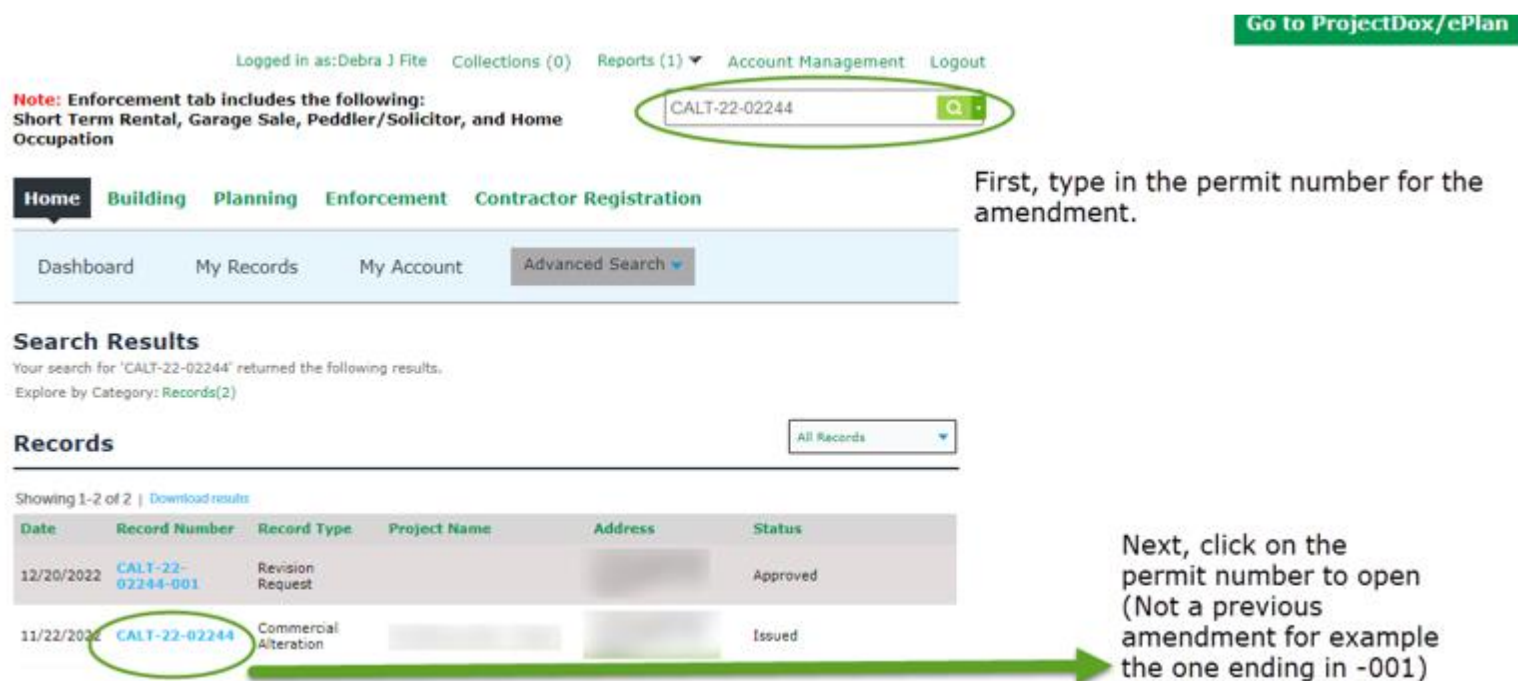
Prior to submitting an amendment in Accela, please confirm you have paid the previous permit fee in Accela <https://dublinhiousa.gov/aca> and have completed your permit fee paid task in ePlan. Login to Accela and search for the permit number. Click on the main permit number. Scroll down the page to the 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-25-00000-001. You will then receive an applicant upload task in ePlan <https://dublinhiousa.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 on the next business day. *The process will be identical to the previous round of review.*

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://dublinhiousa.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-25-00000-001. You will then receive an applicant upload task in ePlan <https://dublinhiousa.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 on the next business day. *The process will be identical to the previous round of review.*

SUBMITTING AN AMENDMENT APPLICATION IN ACCELA

<https://dublinhiousa.gov/aca>



Go to ProjectDox/ePlan

Logged in as: Debra J Fite Collections (0) Reports (1) Account Management Logout

Note: Enforcement tab includes the following: Short Term Rental, Garage Sale, Peddler/Solicitor, and Home Occupation

Home Building Planning Enforcement Contractor Registration

Dashboard My Records My Account Advanced Search

Search Results

Your search for 'CALT-22-02244' returned the following results.
Explore by Category: Records(2)

Records All Records

Date	Record Number	Record Type	Project Name	Address	Status
12/20/2022	CALT-22-02244-001	Revision Request			Approved
11/22/2022	CALT-22-02244	Commercial Alteration			Issued

First, type in the permit number for the amendment.

Next, click on the permit number to open (Not a previous amendment for example the one ending in -001)

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



Record Details

Applicant:



Licensed Professional:



More Details



Click on create amendment



Home **Building** Planning Enforcement Contractor Registration

Create an Application Search Applications Schedule an Inspection

Revision Request

1 Revision Detail	2 Review	3 Record Issuance
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Step 1: Revision Detail > Revision Information

If the proposed plans are not revisions to plans a new application will be required. Please contact Dublin Building Review Services for additional information and assistance.

* indicates a required field.

Revision Request

REVISION REQUEST

Permit Information:

CALT-22-02244

spell check

* Is this a request for a change to submitted Plans?:

Yes No

* Please describe proposed revisions:

Description of Amendment

spell check

Continue Application >>

SCROLL DOWN TO BOTTOM OF PAGE

Revision Request

REVISION REQUEST

Edit

Permit Information: CALT-22-02244
 Is this a request for a change to submitted Plans?: Yes
 Please describe proposed revisions: Description of Amendment

I am the property owner, or have been authorized by the property owner to act as the representative in all matters pertaining to the processing and approval of this application, including modification to the application. I agree to be bound by all representations and agreements made by the designated representative.

I have read and understand the contents of this application and verify the information contained in this application, attached exhibits and other information submitted is complete and in all respects true and correct to best of my knowledge and belief.

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

Date: 01/06/2023

Save and resume later

Continue Application >

Dublin
OHIO, USA

Logged in as: Debra J Fite Collections (0) Reports (1) Account Management Logout

Right of Way permits - please call Engineering at 614-410-4639

CALT-22-02244

Home **Building** Planning Enforcement Contractor Registration

Create an Application Search Applications Schedule an Inspection

Revision Request

1 Revision Detail 2 Review 3 Record Issuance

Step 3: Record Issuance



Your application has been successfully submitted.

- For all Building Permit Applications, you will receive an email from ProjectDox/ePlan with your user log in and temporary password. ProjectDox/ePlan is where you will upload your documents and drawings for a review.
- For all HVAC, Plumbing, Gas and Electric permits, your permit will be available in Accela next business day

*Note: If you do not receive the automated email, please check your spam folder. You will need to have ProjectDox/ePlan set as a trusted site and compatibility view.

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.

Thank you for using our online services.

Your Record Number is CALT-22-02244-002.

It will assign you an amendment number

You will need this number to check the status of your application or to schedule/check results of inspections.

EPLAN TIPS

SEARCHING FOR PERMITS



When you are searching for a permit, first click on the projects tab and all tab. You can search under project using the permit # or under description which is the project name for commercial or street address for residential.

Home



Project: Enter project name

Create Project

All Tasks

All Reports

Standard Task List

Tasks

Projects

Refresh Save Settings

All

Recent

ACTION	PROJECT	LOCATION	DESCRIPTION	OWNER	STATUS
	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...

CHECK STATUS OF PERMIT IN EPLAN/PROJECTDOX

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.

City of Dublin

Home

Tasks Files **Status** Info Reports Discuss Reviews **RNEW-24-00001: [REDACTED]**

To check on the status of your permit, please click on status and scroll down to the bottom of the page.

Review Type: Building
Owner: Eplan Dublin
Total Number of Files: 23

Current Non-Completed Tasks: 3

- Planning Review Department Review cycle #2: 0 days 1.5 hrs
- Engineering Review Department Review cycle #2: 0 days 1.5 hrs
- Building Review Department Review cycle #2: 0 days 1.5 hrs

For more details: [Workflow Routing Slip](#)

Project Name: **RNEW-24-00001**
 Workflow: **RNEW-24-00001 - Accela Building Template - 1/2/2024 8:28:20 AM**
 Total Review Comments: **1**
 Total Review Cycle: **2**

Time with Jurisdiction: **7 days 15.5 hrs**
 Time with Applicant: **2 days 12.5 hrs**
 Completed Submission (Prescreen): **1 days 3 hrs**
 Completed Plan Review: **Not Completed**

TASK	TASK STATUS	REVIEW STATUS	CYCLE	ASSIGNED	ACCEPTED	COMPLETED	GROUP
Applicant Resubmit Task	Completed		1	01/09/2024 07:44 AM	01/09/2024 10:00 AM	01/11/2024 01:23 PM	Applicant
Resubmit Received Task	Completed		0	01/11/2024 01:23 PM	01/12/2024 10:45 AM	01/12/2024 10:46 AM	Review Coordinator
Planning Review Department Review cycle #2	Pending		2	01/12/2024 10:46 AM			Planning Review
Engineering Review Department Review cycle #2	Pending		2	01/12/2024 10:46 AM			Engineering Review
Building Review Department Review cycle #2	Pending		2	01/12/2024 10:46 AM			Building Review

<https://dublinohiousa.gov/aca> - Accela Citizen Access Portal (Submit permit applications, payment, schedule inspections)

<https://dublinohiousa.gov/eplan> - ProjectDox ePlan Electronic Plan Review

Questions: Debra Fite, dfite@dublin.oh.us or 614/410-4608