

Building Standards

Electronic Filing Requirements

Building Permit Applications



City of Dublin Building Permit Applications Electronic Filing Requirements

Commercial and residential building permit applications for properties located within the City of Dublin may be submitted electronically using the “ePlan” electronic plan review system. The purpose of this document is to outline the ePlan submittal process for the convenience of property owners, business owners and contractors that want or need to submit a building permit application for a new or existing commercial or residential structure in the City of Dublin. Detailed explanations and screen shots of the ePlan system can be found in the ePlan User Guide. The ePlan User Guide is available on-line:

<http://dublinohiousa.gov/building-standards>

Outline of Sign Permit Process

1. Create Electronic Document and Drawing Files
2. E-Mail the Building Permit Application Form
3. Install ePlan, Log In and Upload Files
4. Prescreen Process (*By the City of Dublin*)
5. Markups and Changemarks for Disapproved Applications
6. Upload Revisions for Disapproved Building Permit Applications
7. Payment of Required Fees
8. Download and Print the Approved Building Permit
9. Submitting Revisions to Approved Building Permits



Create Electronic Document and Drawing Files

- Save the building permit application, all drawings and related document files as PDFs
- Save all building, civil and landscape drawings as "Drawings" files
- Save all "Drawings" files to scale and in their correct viewing orientation as separate PDFs
- Name "Drawing" files using the required naming protocol (*Example: 01_SP1_SITE-PLAN.PDF*)
- Save all other documentation as "Documents" files
- Save "Documents" as PDFs (*multiple page PDFs are allowed for Document files only*)
- Name all "Document" files using the required naming protocol (*Example: SOILS-REPORT.PDF*)


E-Mail the Building Permit Application Form

- List the applicant's first/last name and e-mail address on the building permit application
- Save the completed application form as a PDF (*titled "APPLICATION-FORM.PDF"*)
- E-mail the application PDF to eplan@dublin.oh.us and request an application number
- Wait for an E-mailed invitation to log in to the ePlan web page

Install ePlan Software, Log In and Upload Files (for first time users of ePlan)


- Determine the operating system of the computer(s) that will be used to access ePlan
- Follow the ePlan installation instructions (*see attached Appendix A- D or the ePlan User Guide*)
- Open the ePlan web page (*listed on the system-generated e-mail invitation to ePlan*)
(If needed, the web address of the ePlan web page is: <https://eplan.dublin.oh.us/EPR>)
- Click the  link on web page
- Use the e-mail address and temporary password to log in (*listed on the ePlan invitation*)
- Complete the user profile in ePlan when prompted
- *****Accept any prompts to install the "Brava Viewer" if they occur while on line*****
- Click on the assigned application number (*listed on ePlan invitation*)
- Upload all building, civil and landscape "Drawing" files to the "Drawings" folder
- Upload all other "Document" files to the "Documents" folder
- Click the "E-mail" icon  on the My Projects Screen in ePlan
- Type "**Upload Complete**" in subject line, type message in body of the form, checkmark "Review Coordinators" and click "Send." - **(Important)**

Log In and Upload Files (Repeat users of ePlan)

- Log in to the ePlan web page (<https://eplan.dublin.oh.us/EPR>)
- Use your personal ePlan password and e-mail address to log in to ePlan
- Click on the assigned application number (*listed on the ePlan invitation*)
- Upload all building, civil and landscape "Drawing" files to the "Drawings" folder
- Upload all other "Documents" to the "Documents" folder
- Click the "E-mail" icon  on the My Projects Screen in ePlan
- Type "**Upload Complete**" in subject line, type message in body of the form, checkmark "Review Coordinators" and click "Send." - **(Important)**

Prescreen Process *(The Prescreen process is performed by city staff)*

All new building permit applications and drawings are prescreened by the City of Dublin after the "Upload Complete" e-mail is received from the applicant. **Applicants with approved prescreens** receive a system-generated e-mail confirming that the prescreen has been approved and that the submitted application will be reviewed. **Applicants with disapproved prescreens** receive a system-generated e-mail indicating that the prescreen has been rejected. If a notice of a rejected prescreen is received:

- Log in to ePlan and click the subject application number
- Scroll to the bottom of the page and accept the "Corrections Complete" task
- Review the "Task Instructions" section of the eForm page when it opens
- Prepare revised or new "Drawing" and/or "Document" files as required
- Upload any revised files or new files to the correct Drawings and/or Documents folders *(Be sure to use the exact original file names for any revised files and to use the required file naming protocol for any new files)*
- If necessary, log in to ePlan again and re-accept the "Corrections Complete" task
- Scroll to the bottom of the "eForm Page" *(the eForm page opens when a task is accepted)*
- Checkmark the statement confirming that revised files have been uploaded
- Click the "Corrections Complete" button
- Click the "E-mail" icon  on the My Projects Screen in ePlan
- Type "**Request Another Prescreen**" in subject line type message in body of the form, checkmark "Review Coordinators" and click "Send." - ***(Important)***


Markups and Changemarks for Disapproved Applications

Applicants whose building permit applications and plans have been disapproved are notified of the disapproval by a system-generated e-mail. If a notice of disapproval is received:

- Log in to ePlan, select the application number and accept the "Applicant Resubmit" task
- The eForm page will open and will display all changemarks indicating required changes
- Review all changemarks and any correction request letters found in the "Application Documents" folder.
- Revise any "Drawing" and "Document" files as required
- Save all revised and new files *(using the exact original file names for any revised files)*

Upload Revisions for Disapproved Building Permit Applications

When all revised and new "Drawing" and "Document" files are ready to be uploaded for review:

- Log in to ePlan, select the application number and accept the "Applicant Resubmit" task
- Upload all required files to the Drawings and Document folders and return to the eForm Page
- Scroll to the bottom of the eForm page. Checkmark the three statements at the bottom of the page and click "Complete" Click the "E-mail" icon  on the My Projects Screen in ePlan
- Type "**Revised Plans Uploaded**" in subject line, type message in body of the form, checkmark "Review Coordinators" and click "Send." - ***(Important)***

Payment of Required Fees

When the building permit plans have been reviewed and are ready to be approved applicants are advised of the plan review approval by a system-generated e-mail. When the notification is received:

- Follow the instructions regarding payment of required fees when requested
- Contractor registration must be completed and paid before a permit can be issued


Download and Print the Approved Building Permit

When all required fees have been paid and the building permit is formally approved, applicants are advised by a system-generated e-mail. The applicant must then log in to ePlan, download and print the approved building permit. When logging in to ePlan and opening the folder page, the approved permit Drawings and Documents will appear in two new folders titled: "Approved Drawings" and "Approved Documents."

- Download the contents of both "Approved" folders
- Print one full size copy of all "Approved Drawings"
- Print one complete set of all "Approved Documents" (*including all multiple page PDFs*)
- Print the required Inspection Sign Off Card found in the Approved Documents folder
- **Keep one set of all Approved Drawings/Documents/Inspection Card on site**
- **Schedule and successfully complete all required inspections as indicated**
- **Return the completed inspection card to the Building Standards Permit Counter**

Submitting Revisions to Previously Approved Building Permits

If the need arises to submit a revision to a previously approved building drawing before the final inspection is completed and the inspection card is returned to Building Standards a revision to the approved building permit must be submitted for review and approval. To submit a revision to an open building permit:

- E-mail a "Revision Request" form to eplan@dublin.oh.us (*see attached*)
- Wait to receive a system-generated e-mail confirming that the request was received
- Log in to ePlan and accept the "Corrections Complete" task
- Upload any revised/additional "Drawings/Documents" files to their correct folders
- Scroll to the bottom of the eForm page
- Checkmark the single statement at the bottom of the and click "Complete"
- Click the "E-mail" icon  on the My Projects Screen in ePlan
- Type "**Revised Plans Uploaded**" in subject line, type message in body of the form, checkmark "Review Coordinators" and click "Send." - **(Important)**
- Follow the instructions of any subsequent e-mails after the revised plans are reviewed
- Download any revised contents in the "Approved" folders when notified
- **Keep one set of all Approved Drawings/Documents/Inspection Card on site**
- **Schedule and successfully complete all required inspections as directed**
- **Return the completed inspection card to the Building Standards Permit Counter**