



**August, 2018**

# **ePlan Quick Guide**

## **Residential Building Permit**

**BUILDING STANDARDS**



EVERYTHING GROWS HERE.

## **City of Dublin Electronic Filing Requirements Residential Building Permit**

The purpose of this document is to outline the ePlan permit submittal process for your convenience when submitting for a residential 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](mailto:dfite@dublin.oh). 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](mailto:eplan@dublin.oh.us).
2. Create electronic document and drawing files. Please name for example: 001\_COVER\_SHEET, 002\_SITE\_PLAN, 003\_FRONT\_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 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 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. If you would like to add additional people to the applicant 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 on 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.
8. Once your permit has been issued a Certificate of Occupancy, you will be able to access it in the Approved Documents folder.

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

S/Review Services/EPLAN/EPLAN QUICK GUIDE RESIDENTIAL PERMITS

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