City of Dublin Building Standards ePlan Quick Guide

Citizen Access Application Portal: https://aca3.accela.com/dublinoh/default.aspx

ePlan Electronic Plan Review: https://dublin-oh-us.avolvecloud.com/ProjectDox/

ePlan Quick Guide
Electronic Plan Review

Computer Setup for ePlan

After you have completed your online application and paid for any permit fees required on the Citizen Access site **https://aca3.accela.com/dublinoh/default.aspx**, you will receive an automated email from ePlan. Prior to logging into ePlan for the first time, please see the following information:

- ePlan Version 9.1 is compatible with all browsers such as Internet Explorer 11, Edge, Chrome, Firefox, and Safari, but we recommend using Internet Explorer. You will need to install ProjectDox Components. Please click on "To Install ProjectDox components" button under the log in area. This installation will only need to be done once. If you use another computer it will require another installation for each computer.

- If your computer has pop-up blockers installed, you will need to disable the pop-up blocker for the ePlan review (ProjectDox). It is not uncommon to have more than one pop-up blocker installed (Internet Explorer, Google, Task Bar, etc.) Once the ePlan site (ProjectDox) is allowed, you will be able to utilize the application.

- If you receive a request to install BravaXWrapperClient.cab, please install.

1. You can enter ePlan through the automated email with your temporary password. To sign in, enter your email address and temporary password (first time user) and click on the login button.
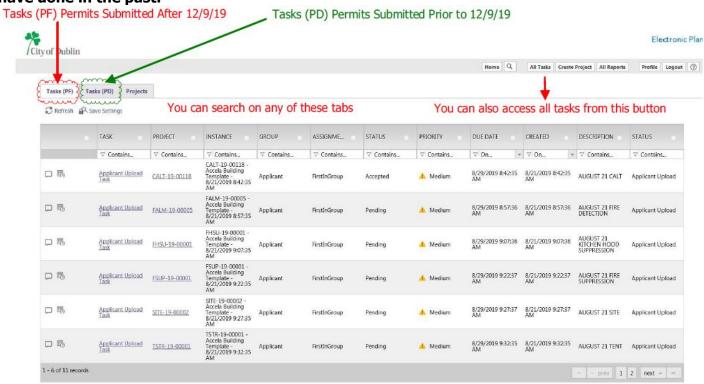

Permits submitted prior to 12/9/19: You will follow the same process as you have in the past. All of your tasks will be under (PD) tasks as shown below. You will accept and complete tasks has you have previously. It will also look the same as the previous version of ePlan.

Building Permit Submission

After you have completed your online application **https://aca3.accela.com/dublinoh/default.aspx** and paid for any review fees required on the Citizen Access portal, you will receive an automated email from ePlan. You can enter ePlan directly from the email. **The person listed as the applicant in the online application system will receive the email and task with upload rights. There can only be <u>one</u> applicant. You will be able to add additional people as applicant view only in ePlan, they have all rights except uploading.**

1. After you have logged in, you will see the following screen. You will find your tasks for permits prior to 12/9/19 under the Tasks (PD) tab and any tasks for projects submitted after 12/9/19 will be under the Tasks (PF) tab. **For all projects prior to 12/9/19 (PF), you will accept and complete your tasks as you have done in the past.**

- Create electronic document and drawing files to upload.
- **Upload the drawings to scale, in their correct viewing orientation, and as <u>separate</u> PDFs in the same order as your drawing index**. **Documents can be multiple page PDFs.**

<div align="center">

DRAWING NAMING CONVENTIONS

</div>

1. Three digit prefix – 001_, 002_, etc. in order of your drawing index
2. Underscore
3. Number of drawing (use all caps if possible)
4. Underscore
5. Drawing title (use all caps with underscore between words)
6. List the drawings in the same order as your drawing index. Please see the example below:

   001_G0.1_COVER_SHEET
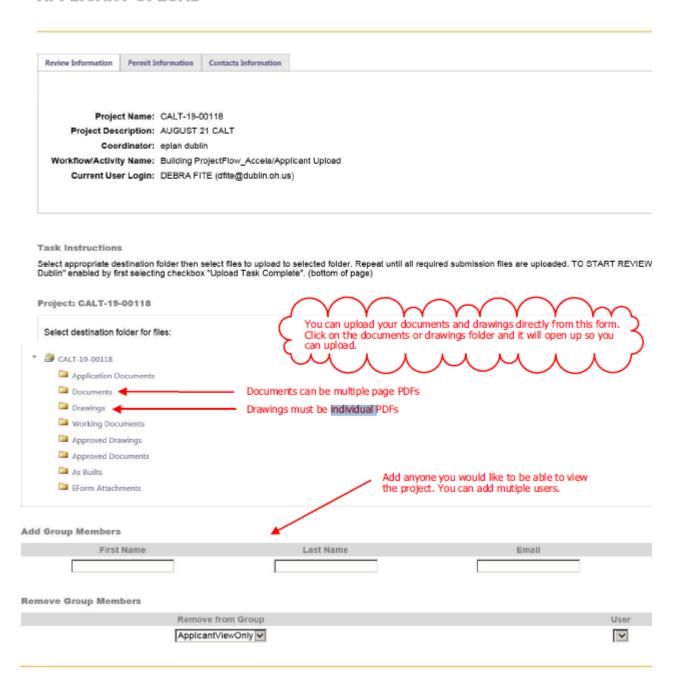
   002_A1.1_FIRST_FLOOR_PLAN

   003_A1.2_ELEVATIONS

NOTE: Permits submitted prior to 12/9/19 will look the same as the previous version of ePlan. You will find your tasks under **Task (PD)** as shown above in green.

After you have named your documents (can be multiple page) and drawings (individual PDFs) you can upload from your task:

APPLICANT UPLOAD

Review Information	Permit Information	Contacts Information

Project Name: CALT-19-00118
Project Description: AUGUST 21 CALT
Coordinator: eplan dublin
Workflow/Activity Name: Building ProjectFlow_Accela/Applicant Upload
Current User Login: DEBRA FITE (dfite@dublin.oh.us)

Task Instructions

Select appropriate destination folder then select files to upload to selected folder. Repeat until all required submission files are uploaded. TO START REVIEW Dublin" enabled by first selecting checkbox "Upload Task Complete". (bottom of page)

Project: CALT-19-00118

Select destination folder for files:

You can upload your documents and drawings directly from this form. Click on the documents or drawings folder and it will open up so you can upload.

- 📁 CALT-19-00118
  - 📁 Application Documents
  - 📁 Documents ← *Documents can be multiple page PDFs*
  - 📁 Drawings ← *Drawings must be individual PDFs*
  - 📁 Working Documents
  - 📁 Approved Drawings
  - 📁 Approved Documents
  - 📁 As Builts
  - 📁 EForm Attachments

Add anyone you would like to be able to view the project. You can add mutiple users.

Add Group Members

First Name	Last Name	Email

Remove Group Members

Remove from Group	User
ApplicantViewOnly ▾	▾

After you click on the documents or drawings folder when you are ready to upload:

Task Instructions

Select appropriate destination folder then select files to upload to selected folder. Repeat until all required submission files are uploaded. TO START REVIEW PROCESS: Please select "Upload Complete - Notify City of Dublin" enabled by first selecting checkbox "Upload Task Complete". (bottom of page)

Project: CALT-19-00118

Select your files to upload to this folder:

Select Files to Upload	View Folders

📁 CALT-19-00118\Approved Drawings   When you click on the drawings or documents folder you will see this and can upload

Add Group Members

First Name	Last Name	Email	Invite to Group	
			ApplicantViewOnly ⌄	Invite User

Remove Group Members

Remove from Group	User	
ApplicantViewOnly ⌄	⌄	Remove User

After you are finished uploading put a check in box and the gray tab below will change to Upload Complete - Notify City of Dublin. Click on the Upload Complete - Notify City of Dublin. The completeness review will be the next business day.

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

Upload Complete - Notify City of Dublin	Save For Later

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

Upload Complete - Notify City of Dublin	Save For Later

We will check your plans for completeness the next business day and let you know if we need any additional information. You will receive an email stating your plans are accepted for review or if the completeness review is rejected if we need additional information. The target plan review completion time for a first time review is **16 days** and **nine days** for revisions. Please remember to always use ePlan email to contact plan review staff or Review Coordinators. It keeps a log of emails so we prefer you send through ePlan instead of regular email.

If your completeness review is rejected, you will receive this task:

If your completeness review is rejected, you will receive a completeness review corrections task. Please see the completeness review checklist in the application documents folder for requested revised or additional information required for review.
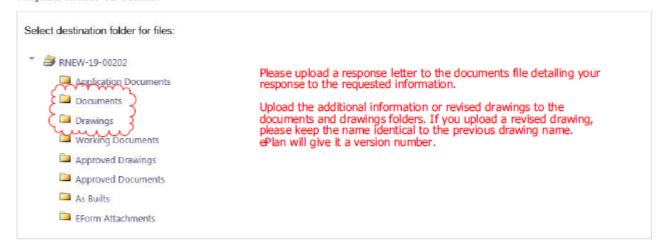
COMPLETENESS REVIEW CORRECTIONS

ProjectFlow
BUILDING
avolve software

Review Information	Permit Information	Contacts Information

Project Name: RNEW-19-00202
Project Description: NSFH
Coordinator: eplan dublin
Workflow/Activity Name: Building ProjectFlow_Accela/Completeness Review Corrections
Current User Login: DEBRA FITE (dfite@dublin.oh.us)

Project: RNEW-19-00202

Select destination folder for files:

- RNEW-19-00202
  - Application Documents
  - Documents
  - Drawings
  - Working Documents
  - Approved Drawings
  - Approved Documents
  - As Builts
  - EForm Attachments

Please upload a response letter to the documents file detailing your response to the requested information.

Upload the additional information or revised drawings to the documents and drawings folders. If you upload a revised drawing, please keep the name identical to the previous drawing name. ePlan will give it a version number.

Add Group Members

First Name	Last Name	Email	Invite to Group	
			ApplicantViewOnly ▾	Invite User

Remove Group Members

Remove from Group	User	
ApplicantViewOnly ▾	▾	Remove User

☑ I have uploaded the corrected documents and/or drawings as indicated above.

After you are finished uploading and ready for review, please put a check in the box and click on the Return to the City of Dublin button. We will not be notified you have uploaded and the workflow can't continue unless you complete these two steps. The completeness review will be the next business day.

| Return to City of Dublin | Save For Later |

You can check where your plans on in the permitting process:

If you would like to check where your permit is in the workflow, click on the symbol.

Workflow Instance: CALT-19-00118 - Accela Building Template - 8/21/2019 8:42:35 AM

Refresh   Set Global Tabs   Set Global Tab Properties   Process Instance
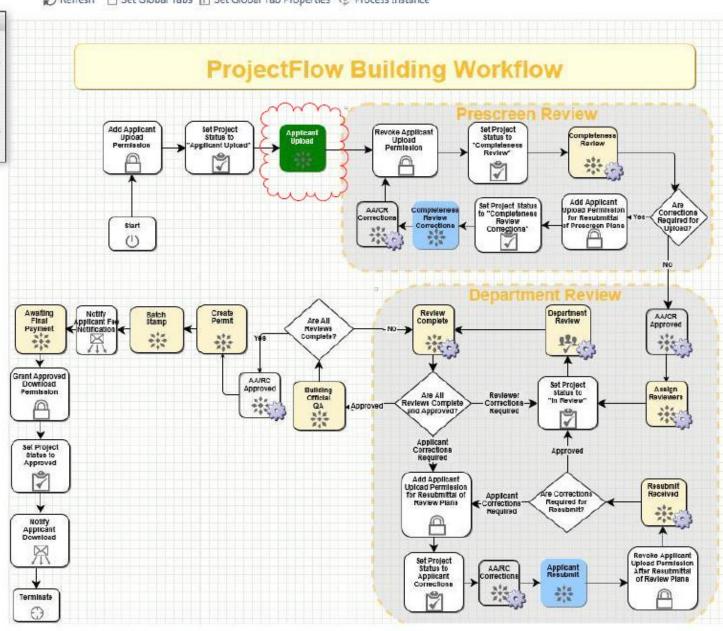

The applicant upload task has not been completed. The current workflow task will always show in green.
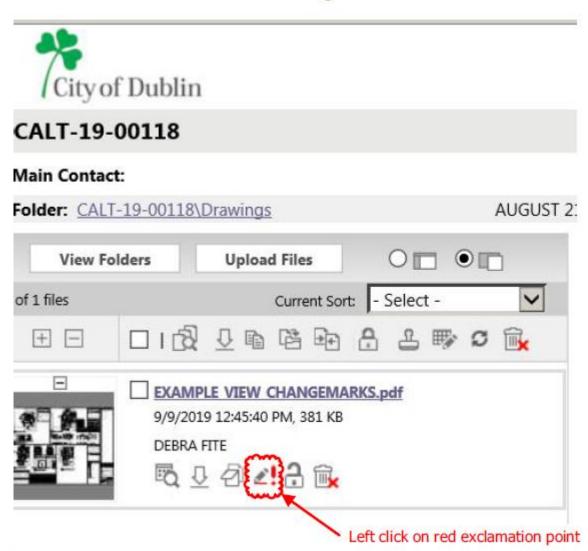
If the permit is approved, you will receive an email notifying you fees are due. After you pay the fees online at the Citizen Access porta l **https://aca3.accela.com/dublinoh/default.aspx**, you will go into ePlan and complete your last task permit fee paid. You will receive an email notifying you that you can download/print the approved documents and approved drawings. A copy of all approved documents and drawings must be located on site.
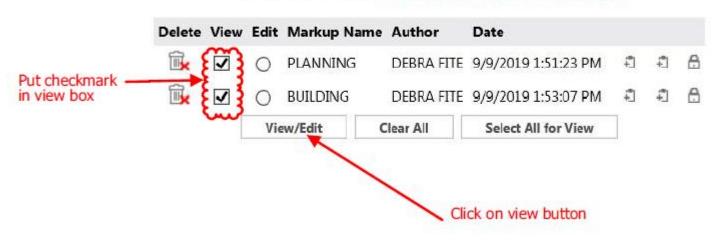
1. **If your permit is disapproved and revisions are required**, you will receive an email and "applicant resubmit" task to upload revised/additional drawings and information. You will find reviewer comment letters in the application documents folder and/or changemark comments on the drawings. Please keep revised drawing names identical to what is already in the drawings folder. ePlan will give it a version number.
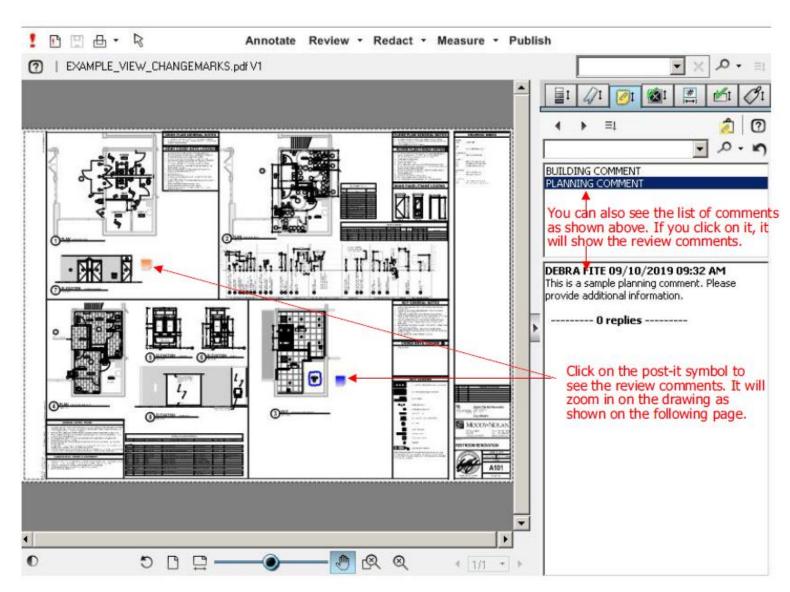
How to Read Review Changemark Comments on Documents/Drawings

City of Dublin
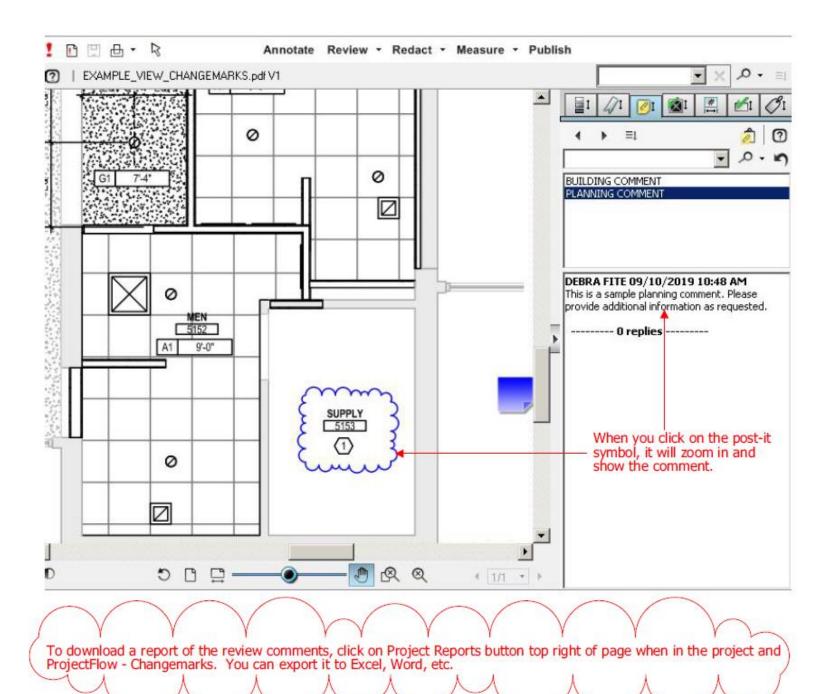
Markups attached to EXAMPLE_VIEW_CHANGEMARKS.pdf

Delete	View	Edit	Markup Name	Author	Date			
🗑✖	☑	○	PLANNING	DEBRA FITE	9/9/2019 1:51:23 PM			🔒
🗑✖	☑	○	BUILDING	DEBRA FITE	9/9/2019 1:53:07 PM			🔒

Put checkmark in view box →

View/Edit	Clear All	Select All for View

Click on view button

Annotate   Review ▾   Redact ▾   Measure ▾   Publish

| EXAMPLE_VIEW_CHANGEMARKS.pdf V1

BUILDING COMMENT
PLANNING COMMENT

You can also see the list of comments as shown above. If you click on it, it will show the review comments.

DEBRA FITE 09/10/2019 09:32 AM
This is a sample planning comment. Please provide additional information.

--------- 0 replies ---------

Click on the post-it symbol to see the review comments. It will zoom in on the drawing as shown on the following page.

A101

1/1

G1   7'-4"

MEN
5152
A1   9'-0"

SUPPLY
5153
①

BUILDING COMMENT
PLANNING COMMENT

DEBRA FITE 09/10/2019 10:48 AM
This is a sample planning comment. Please provide additional information as requested.

--------- **0 replies** ---------

When you click on the post-it symbol, it will zoom in and show the comment.

1/1

To download a report of the review comments, click on Project Reports button top right of page when in the project and ProjectFlow - Changemarks. You can export it to Excel, Word, etc.

If your permit is disapproved and revisions are required you will receive this task:

If your project requires revisions, you will receive an applicant resubmit task. Please see the plan review letters in the Application Documents folder and/or changemark comments on the drawings.

C+□ APPLICANT RESUBMIT

ProjectFlow
BUILDING avolve

Review Information	Permit Information	Contacts Information

Project Name: RNEW-19-00202
Project Description: NSFH
Coordinator: eplan dublin
Review Cycle: 1
Workflow/Activity Name: Building ProjectFlow_Accela/Applicant Resubmit
Current User Login: DEBRA FITE (dfite@dublin.oh.us)

Select destination folder for files:

▾ 📁 RNEW-19-00202
   📁 Application Documents
   📁 Documents
   📁 Drawings
   📁 Working Documents
   📁 Approved Drawings
   📁 Approved Documents
   📁 As Builts
   📁 EForm Attachments

Please upload a response letter to the documents file detailing your response to the requested revised/additional information.

Upload the requested additional information or revised drawings to the documents and drawings folders. If you upload a revised drawing, please keep the name identical to the previous drawing name. ePlan will give it a version number.

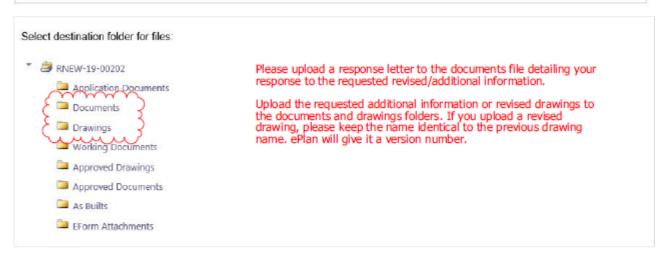| Department	Reviewed By	Status	Reviewer Comments	Applicant Comments
Building Review	DEBRA FITE dfite@dublin.oh.us	Revisions Required		

☑ I have reviewed and addressed, including responses where appropriate, all Checklist Items accessed by clicking on the "Checklist Items" button above.

☑ I have reviewed and addressed, including responses where appropriate, all Changemark Items accessed by clicking on the "Changemark Items" button above.

☑ I have uploaded the revised drawings and/or documents required as a result of the review into the appropriate folder in the project using the SAME file names as the original files. I am ready to complete my assigned task and resubmit back to the jurisdiction for further review.

After you are finished uploading and ready for review, please put a check in all three boxes and click on the Complete button. We will not be notified you have uploaded and the workflow can't continue unless you complete these two steps. The completeness review will be the next business day.
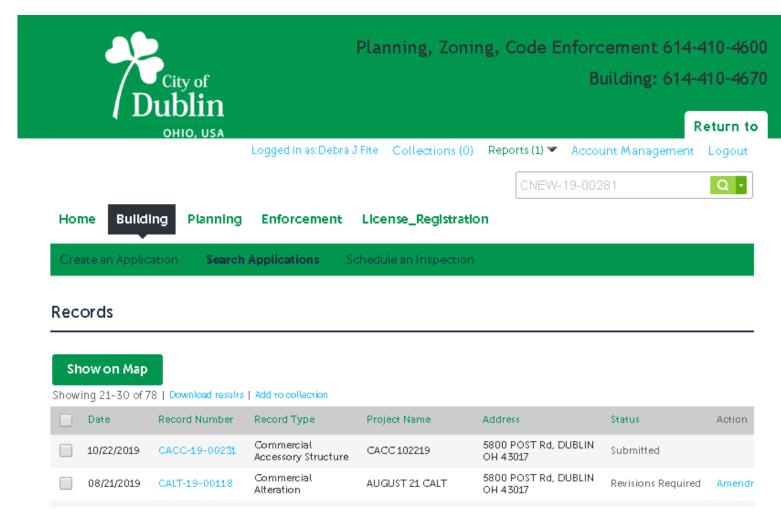
[Complete] [Save For Later]

The review process will follow the same workflow as the original submittal.

Submitting an Amendment/Revision to a Previously Approved/Phased Approval
and
Submitting Amendment Requesting Phased to Full Approval

Please go to the Citizen Access portal **https://aca3.accela.com/dublinoh/default.aspx**. This is the same portal where you completed your original application online.

1. If you need to request an amendment for a permit that was created prior to December 9, 2019, please send an email to the Review Coordinators through ePlan email with the permit number you would like added to your Citizen Access account. We will need to add the existing permit to Citizen Access for you. Note: If you have not already set up your account in Citizen Access, you will need to do so before sending the email request.
2. Search for your permit number that previously was issued an approval or phased approval. Click on "amendment" as shown in the example below under the Action tab. Next, you will receive an email and task from ePlan and the process will continue with same instructions as noted above with a new permit submittal. The target date for plan review completion is **nine** days.

Step 1

Planning, Zoning, Code Enforcement 614-410-4600

Building: 614-410-4670

Return to

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

CNEW-19-00281

Home   **Building**   Planning   Enforcement   License_Registration

Create an Application   **Search Applications**   Schedule an Inspection

Records

Show on Map

Showing 21-30 of 78 | Download results | Add to collection

	Date	Record Number	Record Type	Project Name	Address	Status	Action
☐	10/22/2019	CACC-19-00231	Commercial Accessory Structure	CACC 102219	5800 POST Rd, DUBLIN OH 43017	Submitted	
☐	08/21/2019	CALT-19-00118	Commercial Alteration	AUGUST 21 CALT	5800 POST Rd, DUBLIN OH 43017	Revisions Required	Amendr

STEP 2

Planning, Zoning, Code Enforcement 614-410-4600

Building: 614-410-4670

City of Dublin
OHIO, USA

Return to

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

CNEW-19-00281 [🔍] [▾]

Home   **Building**   Planning   Enforcement   License_Registration

Create an Application   Search Applications   Schedule an Inspection

Revision Request

1 Revision Detail	2 Review	3 Pay Fees	4 Record Issuance

Step 1 : Revision Detail > Revision Information

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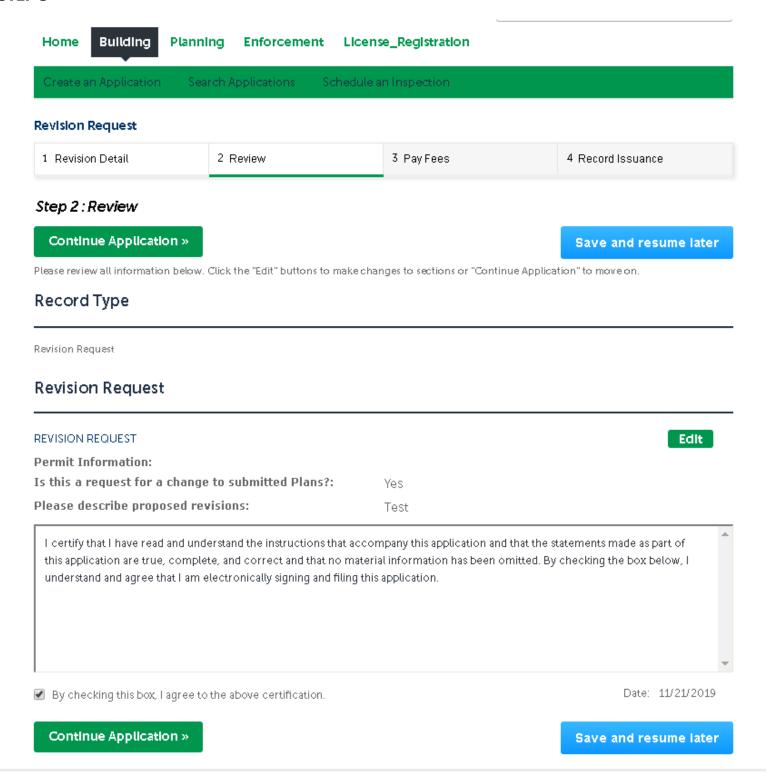
* indicates a required field.

Revision Request
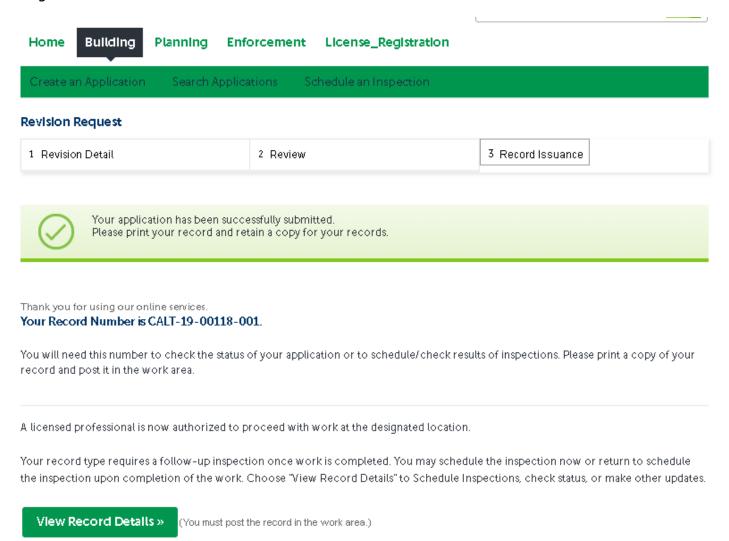
REVISION REQUEST

Permit Information:

[   ]

spell check

* Is this a request for a change to submitted Plans?:   ◯ Yes ◯ No

* Please describe proposed revisions:

[   ]

spell check

Continue Application »   **Save and resume later**

STEP 3

Create an Application   Search Applications   Schedule an Inspection

Revision Request

1 Revision Detail	2 Review	3 Pay Fees	4 Record Issuance

Step 2 : Review

Continue Application »   **Save and resume later**

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Revision Request

Revision Request

REVISION REQUEST   **Edit**

Permit Information:

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

Please describe proposed revisions: Test

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

☑ By checking this box, I agree to the above certification.   Date: 11/21/2019

Continue Application »   **Save and resume later**

Please note that your amendment to a permit previously issued an approval/phased approval will have the same permit # but show the amendment number at the end of the number. This example was issued an approval for permit CALT-19-00118 and now the amendment is number CALT-19-00118-001. The ePlan process will be identical to the original submission.

Home **Building** Planning Enforcement License_Registration

Create an Application   Search Applications   Schedule an Inspection

Revision Request

1 Revision Detail	2 Review	3 Record Issuance

✓ Your application has been successfully submitted.
Please print your record and retain a copy for your records.

Thank you for using our online services.
Your Record Number is CALT-19-00118-001.

You will need this number to check the status of your application or to schedule/check results of inspections. Please print a copy of your record and post it in the work area.

A licensed professional is now authorized to proceed with work at the designated location.

Your record type requires a follow-up inspection once work is completed. You may schedule the inspection now or return to schedule the inspection upon completion of the work. Choose "View Record Details" to Schedule Inspections, check status, or make other updates.

View Record Details »   (You must post the record in the work area.)

Please call Debra Fite, 614/410-4608 or email dfite@dublin.oh.us with any questions regarding the ePlan process.

Version 9.1 Implemented 12/9/19
Updated 11/27/19