



# City of Dublin Building Standards ePlan Quick Guide

Citizen Access Application Portal: <https://acasupp3.accela.com/dublinoh/default.aspx>

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

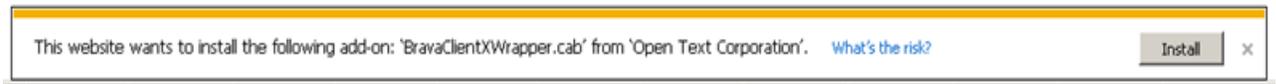
# ePlan Quick Guide

## Electronic Plan Review

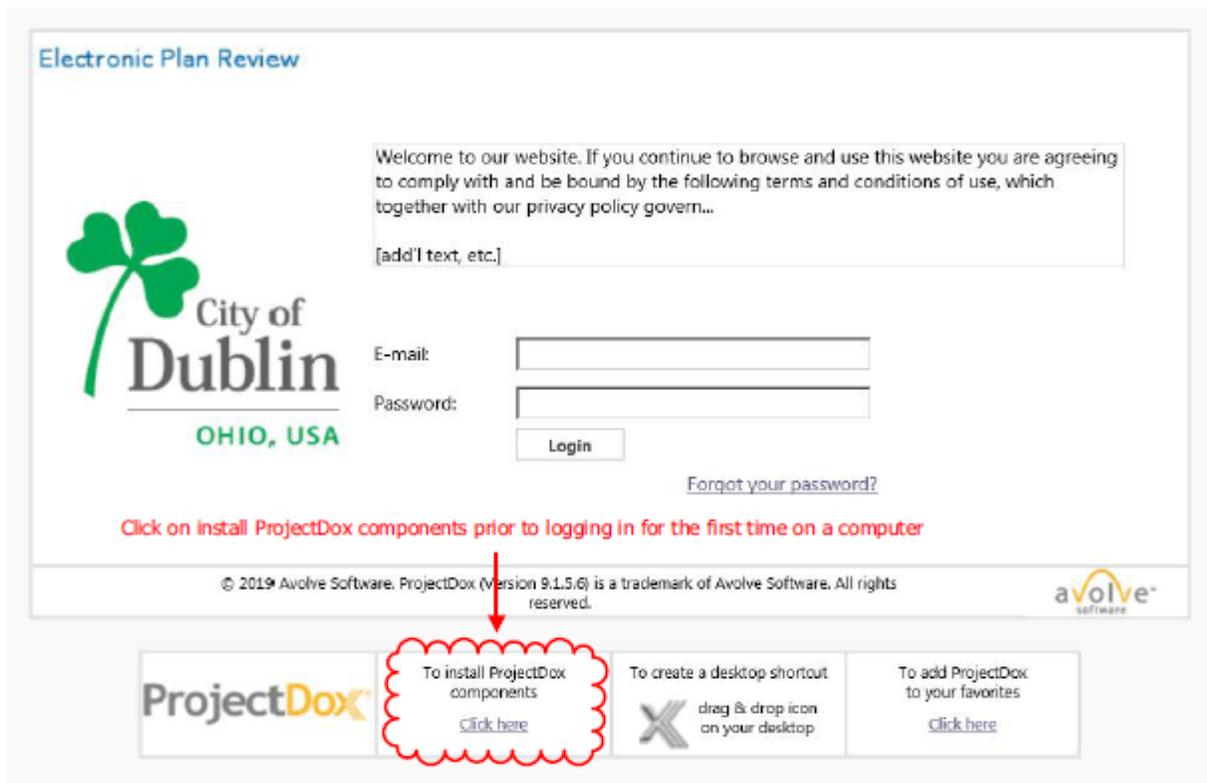
### Computer Setup for ePlan

After you have completed your online application and paid for any permit fees required on the Citizen Access site <https://acasupp3.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 as you have previously. It will also look the same as the previous version of ePlan.**

## Building Permit Submission

1. After you have completed your online application <https://acasupp3.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 one applicant. You will be able to add additional people as applicant view only in ePlan, they have all rights except uploading.**
2. 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.**

Tasks (PF) Permits Submitted After 12/9/19      Tasks (PD) Permits Submitted Prior to 12/9/19

City of Dublin      Electronic Plan

Home    All Tasks    Create Project    All Reports    Profile    Logout

Tasks (PF)    Tasks (PD)    Projects

Refresh    Save Settings

You can search on any of these tabs      You can also access all tasks from this button

| TASK                  | PROJECT       | INSTANCE  | GROUP     | ASSIGNEE     | STATUS   | PRIORITY | DUE DATE             | CREATED              | DESCRIPTION                        | STATUS           |
|-----------------------|---------------|---|-----------|--------------|----------|----------|----------------------|----------------------|------------------------------------|------------------|
| Applicant Upload Task | CALT-19-00118 | CALT-19-00118 - Accela Building Template - 8/21/2019 8:42:35 AM | Applicant | FirstInGroup | Accepted | Medium   | 8/29/2019 8:42:35 AM | 8/21/2019 8:42:35 AM | AUGUST 21 CALT                     | Applicant Upload |
| Applicant Upload Task | FALM-19-00005 | FALM-19-00005 - Accela Building Template - 8/21/2019 8:57:35 AM | Applicant | FirstInGroup | Pending  | Medium   | 8/29/2019 8:57:35 AM | 8/21/2019 8:57:35 AM | AUGUST 21 FIRE DETECTION           | Applicant Upload |
| Applicant Upload Task | FHSU-19-00001 | FHSU-19-00001 - Accela Building Template - 8/21/2019 9:07:35 AM | Applicant | FirstInGroup | Pending  | Medium   | 8/29/2019 9:07:35 AM | 8/21/2019 9:07:35 AM | AUGUST 21 KITCHEN HOOD SUPPRESSION | Applicant Upload |
| Applicant Upload Task | FSUP-19-00001 | FSUP-19-00001 - Accela Building Template - 8/21/2019 9:22:35 AM | Applicant | FirstInGroup | Pending  | Medium   | 8/29/2019 9:22:35 AM | 8/21/2019 9:22:35 AM | AUGUST 21 FIRE SUPPRESSION         | Applicant Upload |
| Applicant Upload Task | SITE-19-00002 | SITE-19-00002 - Accela Building Template - 8/21/2019 9:27:35 AM | Applicant | FirstInGroup | Pending  | Medium   | 8/29/2019 9:27:35 AM | 8/21/2019 9:27:35 AM | AUGUST 21 SITE                     | Applicant Upload |
| Applicant Upload Task | TSTR-19-00001 | TSTR-19-00001 - Accela Building Template - 8/21/2019 9:32:35 AM | Applicant | FirstInGroup | Pending  | Medium   | 8/29/2019 9:32:35 AM | 8/21/2019 9:32:35 AM | AUGUST 21 TENT                     | Applicant Upload |

1 - 6 of 11 records

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

### DRAWING NAMING CONVENTIONS

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:

- ▼ CALT-19-00118
  - Application Documents
  - Documents
  - Drawings
  - Working Documents
  - Approved Drawings
  - Approved Documents
  - As Builts
  - EForm Attachments

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.

Documents can be multiple page PDFs  
Drawings must be individual PDFs

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

### Add Group Members

| First Name           | Last Name            | Email                |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

### Remove Group Members

| Remove from Group                              | User                 |
|--|----------------------|
| <input type="text" value="ApplicantViewOnly"/> | <input type="text"/> |

## 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:

 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                                    |  |
|----------------------|----------------------|----------------------|--|--|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="button" value="ApplicantViewOnly"/> ▾ | <input type="button" value="Invite User"/> |

### Remove Group Members

| Remove from Group                                  | User                              |  |
|--|-----------------------------------|--|
| <input type="button" value="ApplicantViewOnly"/> ▾ | <input type="button" value=""/> ▾ | <input type="button" value="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 Task Complete (I have uploaded all required drawings and/or documents)

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



|   |                    |                      |
|---|--------------------|----------------------|
| Review Information  | Permit Information | Contacts Information |
| <p><b>Project Name:</b> RNEW-19-00202<br/><b>Project Description:</b> NSFH<br/><b>Coordinator:</b> eplan dublin<br/><b>Workflow/Activity Name:</b> Building ProjectFlow_Accela/Completeness Review Corrections<br/><b>Current User Login:</b> DEBRA FITE (dfite@dublin.oh.us)</p> |                    |                      |

#### 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   |             |
|----------------------|----------------------|----------------------|-------------------|-------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | 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



1. **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 <https://acasupp3.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.
2. **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



**CALT-19-00118**

**Main Contact:**

**Folder:** [CALT-19-00118\Drawings](#)

AUGUST 2:

View Folders Upload Files

of 1 files Current Sort: - Select -

EXAMPLE VIEW CHANGEMARKS.pdf  
9/9/2019 12:45:40 PM, 381 KB  
DEBRA FITE

Left click on red exclamation point

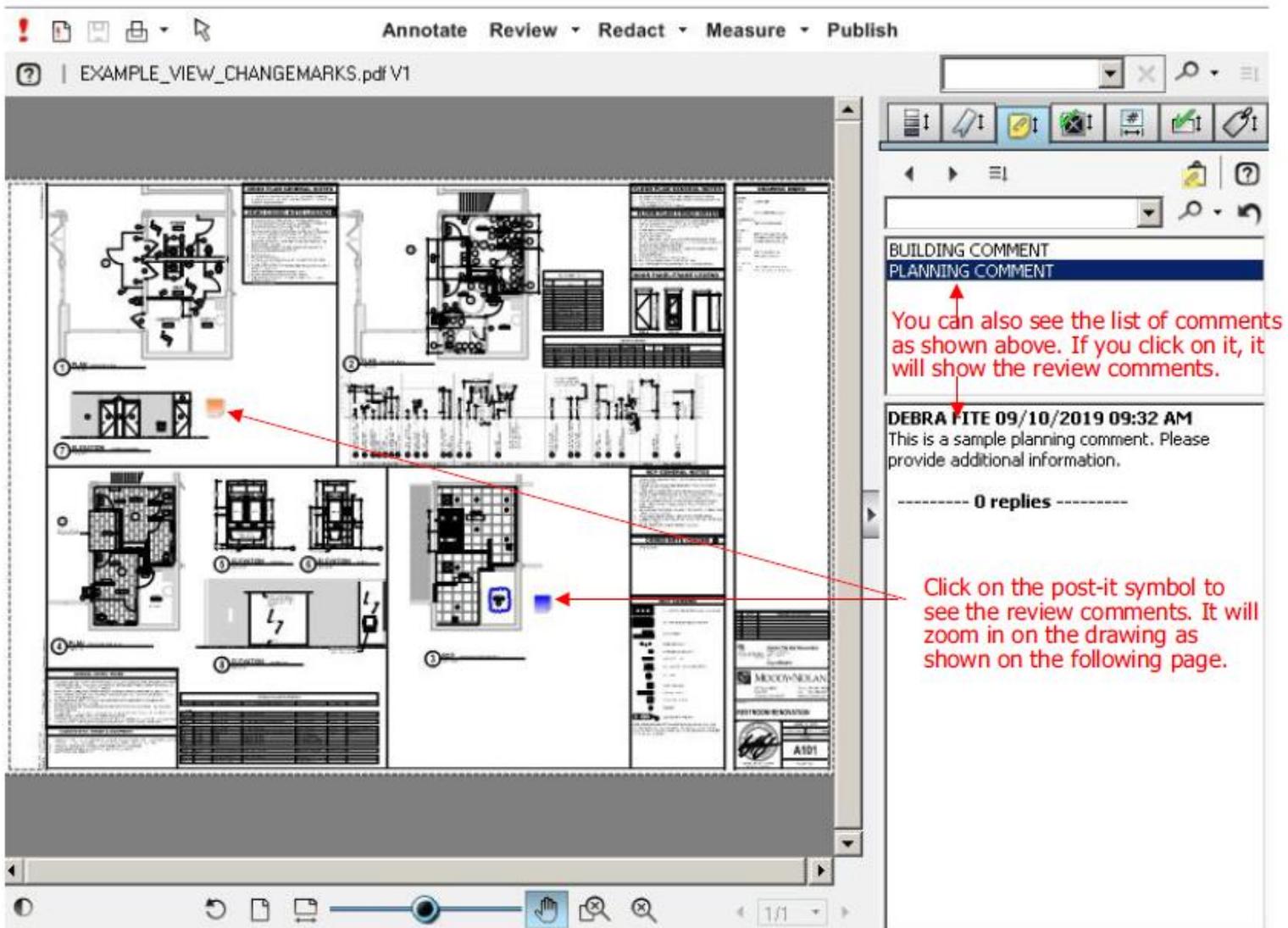
Markups attached to **EXAMPLE\_VIEW\_CHANGEMARKS.pdf**

| Delete | View                                | Edit                  | Markup Name | Author     | Date                |  |  |  |
|--------|-------------------------------------|-----------------------|-------------|------------|---------------------|--|--|--|
|        | <input checked="" type="checkbox"/> | <input type="radio"/> | PLANNING    | DEBRA FITE | 9/9/2019 1:51:23 PM |  |  |  |
|        | <input checked="" type="checkbox"/> | <input type="radio"/> | BUILDING    | DEBRA FITE | 9/9/2019 1:53:07 PM |  |  |  |

View/Edit    Clear All    Select All for View

Put checkmark in view box

Click on view button



The screenshot shows a PDF viewer interface with a toolbar at the top containing icons for Annotate, Review, Redact, Measure, and Publish. The main area displays architectural drawings with various annotations. On the right side, a comment panel is open, showing a list of comments. The top comment is titled 'BUILDING COMMENT' and 'PLANNING COMMENT'. Below it, a comment by 'DEBRA FITE' dated '09/10/2019 09:32 AM' is visible, with the text 'This is a sample planning comment. Please provide additional information.' and '0 replies'. A red arrow points from the comment panel to a blue post-it symbol on the drawing, indicating that clicking the post-it symbol will zoom in on the drawing.

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

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

! [Icons] Annotate Review Redact Measure Publish

EXAMPLE\_VIEW\_CHANGEMARKS.pdf V1

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.

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.



## APPLICANT RESUBMIT

ProjectFlow  
BUILDING



avolve  
software

| Review Information  | Permit Information | Contacts Information |
|---|--------------------|----------------------|
| <p><b>Project Name:</b> RNEW-19-00202<br/><b>Project Description:</b> NSFH<br/><b>Coordinator:</b> eplan dublin<br/><b>Review Cycle:</b> 1<br/><b>Workflow/Activity Name:</b> Building ProjectFlow_Accela/Applicant Resubmit<br/><b>Current User Login:</b> DEBRA FITE (dfite@dublin.oh.us)</p> |                    |                      |

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<br>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.

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

1. Please go to the Citizen Access portal <https://acasupp3.accela.com/dublinoh/default.aspx> . This is the same portal you filled out the original application online.
2. Search for your permit number that previously was issued an approval or phased approval.
3. 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

The screenshot shows the City of Dublin ePlan system interface. At the top, there is a green header with the City of Dublin logo (a four-leaf clover) and the text "City of Dublin OHIO, USA". To the right of the logo, it says "Planning, Zoning, Code Enforcement 614-410-4600" and "Building: 614-410-4670". There is a "Return to" button in the top right corner. Below the header, there is a navigation bar with "Home", "Building" (highlighted), "Planning", "Enforcement", and "License\_Registration". Below the navigation bar, there is a green bar with "Create an Application", "Search Applications", and "Schedule an Inspection". Below the green bar, there is a "Records" section. In the "Records" section, there is a "Show on Map" button. Below the button, it says "Showing 21-30 of 78 | [Download results](#) | [Add to collection](#)". Below this, there is a table with the following columns: "Date", "Record Number", "Record Type", "Project Name", "Address", "Status", and "Action".

| <input type="checkbox"/> | Date       | Record Number                 | Record Type                    | Project Name   | Address                       | Status             | Action                 |
|--------------------------|------------|-------------------------------|--------------------------------|----------------|-------------------------------|--------------------|------------------------|
| <input type="checkbox"/> | 10/22/2019 | <a href="#">CACC-19-00231</a> | Commercial Accessory Structure | CACC102219     | 5800 POST Rd, DUBLIN OH 43017 | Submitted          |                        |
| <input type="checkbox"/> | 08/21/2019 | <a href="#">CALT-19-00118</a> | Commercial Alteration          | AUGUST 21 CALT | 5800 POST Rd, DUBLIN OH 43017 | Revisions Required | <a href="#">Amendr</a> |

## STEP 2



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](#)

### 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 Dublin 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

[Home](#) **[Building](#)** [Planning](#) [Enforcement](#) [License\\_Reglstration](#)

[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](mailto:dfite@dublin.oh.us) with any questions regarding the ePlan process.