



# **City of Dublin Building Standards ePlan Quick Guide**

**Citizen Access Application Portal:** <https://dublinohiousa.gov/aca>

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

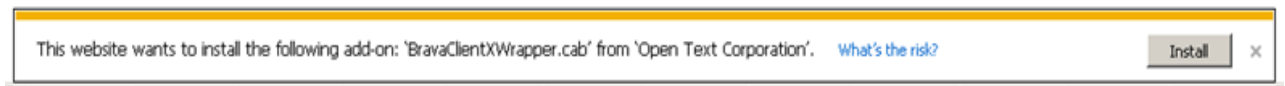
# ePlan Quick Guide

## 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://dublinohiousa.gov/aca>, you will receive an automated email from ePlan. If you do not receive email, please check your spam filter. 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 when using Internet Explorer. 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. Also, please add to your trusted sites and compatibility view on your browser. 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.

Electronic Plan Review

Welcome to our website. If you continue to browse and use this website you are agreeing to comply with and be bound by the following terms and conditions of use, which together with our privacy policy govern...

[add'l text, etc.]

 City of Dublin  
OHIO, USA

E-mail:

Password:

Login

[Forgot your password?](#)

Click on install ProjectDox components prior to logging in for the first time on a computer

© 2019 Avolve Software. ProjectDox (version 9.1.5.6) is a trademark of Avolve Software. All rights reserved.

 To install ProjectDox components [Click here](#)

 To create a desktop shortcut drag & drop icon on your desktop

To add ProjectDox to your favorites [Click here](#)

## Building Permit Submission

After you have completed your online application <https://dublinohiousa.gov/aca> 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.**

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.**

Tasks (PF) Permits Submitted After 12/9/19

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

City of Dublin

Home | Search | 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 8:57:36 AM	8/21/2019 8:57:36 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 9:07:36 AM	8/21/2019 9:07:36 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 9:22:37 AM	8/21/2019 9:22:37 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 9:27:37 AM	8/21/2019 9:27:37 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. Hyphen -
3. Number of drawing (use all caps if possible)
4. Hyphen -
5. Drawing title (use all caps with hyphen-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

After you have named your documents (can be multiple page) and drawings (individual PDFs not one PDF with multiple pages) you can upload from your task or you can login into ePlan, click on your permit number, and upload into the documents folder and drawings folder:

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:

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	
<input type="text"/>	<input type="text"/>	<input type="text"/>	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)

Save For Later

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

Upload Complete - Notify City of Dublin

Save For Later

**UPLOADING** - you can also login to ePlan, click on the permit number, and it will open up the permit. You will see the application documents, documents, and drawings folders. Click on the folder you want to upload into and upload files.

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 task is not accepted and completed after uploading, we will not be notified you are done uploading and ready for completeness review.**


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





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

Remove Group Members

Remove from Group	User	
ApplicantViewOnly		<input type="button" value="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

If your task is not accepted and completed after uploading, we will not be notified you are done uploading and ready for completeness review.

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

City of Dublin Electronic Plan Review

CALT-19-00118

Main Contact: AUGUST 21 CALT

ProjectFlow Task List

TASK	PROJECT	DISTANCE	GROUP	ASSIGNMENT	STATUS	PRIORITY	DUE DATE	CREATED	DESCRIPTION	STATUS
Applicant Upload	CALT-19-00118	CALT-19-00118 - Accela Building Template - 8/21/2019 8:42:35 AM	Applicant	FirstGroup	Accepted	Medium	8/21/2019 8:42:35 AM	8/21/2019 8:42:35 AM	AUGUST 21 CALT	Applicant Upload

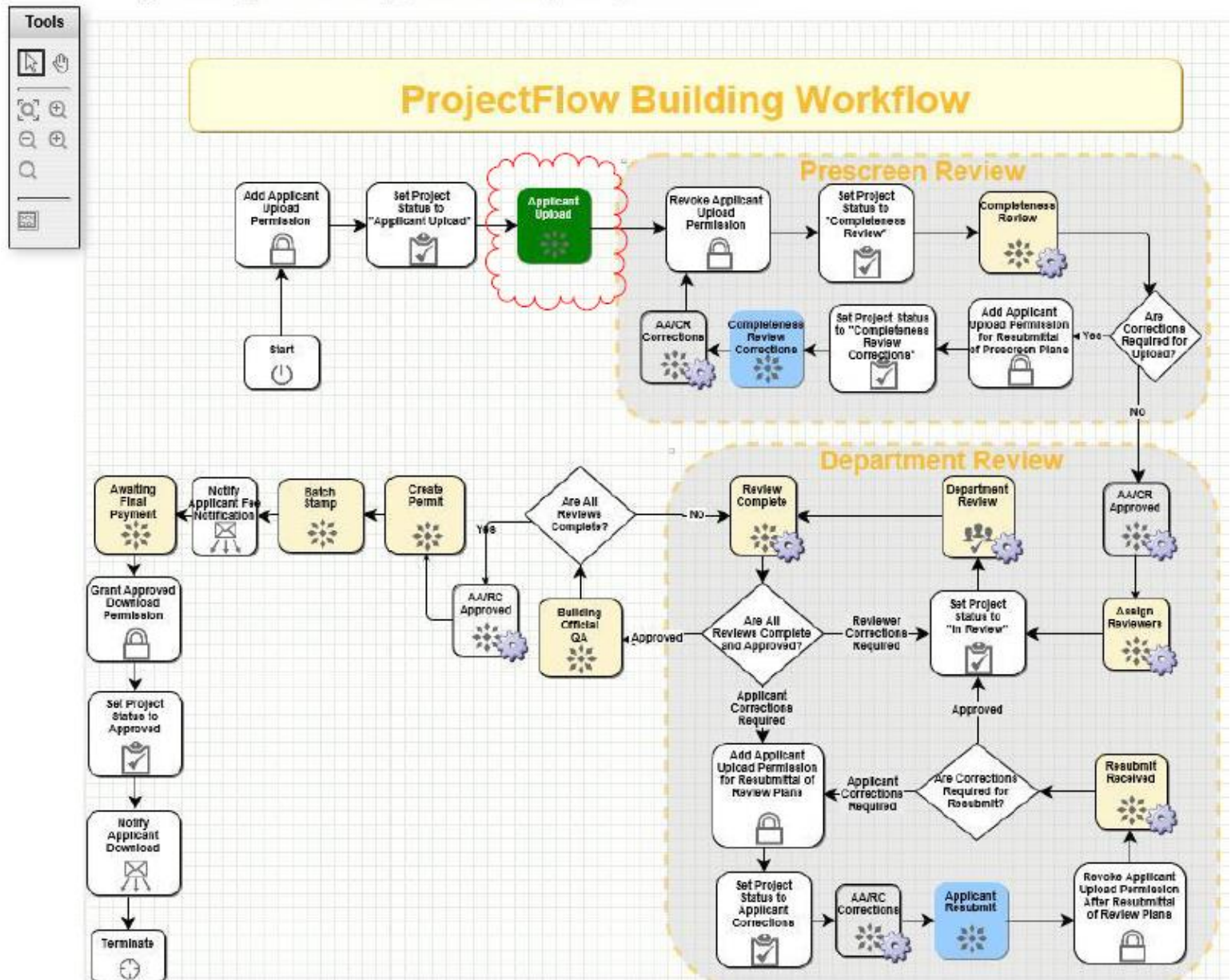
Workflow Instances

NAME	COORDINATOR GROUP	STATE	INTEGRATION MODE	VERSION	STARTED	COMPLETED
CALT-19-00118 - Accela Building Template - 8/21/2019 8:42:35 AM	Review Coordinator	Active	Production	Version #1.0 (Version 1)	8/21/2019 8:42:35 AM	

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 portal <https://dublinohiousa.gov/aca>, you will go into ePlan <https://dublinohiousa.gov/eplan> and complete your permit fee paid task. **For permits that you paid the permit fee when submitting the application (Sign/Fire) or if there are no permit fees due, you are still required to go into ePlan and complete the permit fee paid task.** This releases the permit. When the permit fee paid task is complete, you have access to stamped approved documents and approved drawings. 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 with no revision #, etc. 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**

Put checkmark in view box

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

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.

! [Icons] Annotate Review Redact Measure Publish

EXAMPLE\_VIEW\_CHANGEMARKS.pdf V1

The screenshot displays a software interface for reviewing project changes. The main area shows a floor plan with several annotations: a hatched rectangle labeled 'G1 7'-4"', a square with an 'X' labeled 'MEN 5152', a rectangle labeled 'A1 9'-0"', and a cloud-shaped callout labeled 'SUPPLY 5153' with a circled '1' below it. The right sidebar contains a comment panel with a search bar, a list of comment types ('BUILDING COMMENT', 'PLANNING COMMENT'), and a specific comment from 'DEBRA FITE' dated '09/10/2019 10:48 AM'. The comment text reads: 'This is a sample planning comment. Please provide additional information as requested.' Below the comment, it says '0 replies'. A red arrow points from the text 'When you click on the post-it symbol, it will zoom in and show the comment.' to a blue post-it note icon on the floor plan. Another red arrow points from the same text to the '0 replies' line. The bottom of the interface features a navigation bar with icons for navigation and a page indicator '1/1'.

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



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


If your task is not accepted and completed after uploading, we will not be notified you are done uploading and ready for completeness review.

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

Please go to the Citizen Access portal <https://dublinohiousa.gov/aca>. This is the same portal where you completed your original application online.

1. **Permits prior to 12/9/19**, please send an email to the Review Coordinators through ePlan email with the permit number you would like linked to your Citizen Access account. We will need to link the existing permit in Citizen Access. If you have not already set up your account in Citizen Access, you will need to do so before sending the email request. After you are linked in Citizen Access, login into Citizen Access, click on My Records tab, search for your permit number, and blue "amendment." Click on Amendment, type in permit number such as CALT-20-xxxxx, check yes in box, and a brief description. Citizen Access will assign an amendment number such as CALT-20-xxxxx-001. *You will have to email Review Coordinators through ePlan email, to notify us to manually restore your upload rights after Citizen Access assigns you the amendment number.*
2. **Permits after 12/9/19**, please login into Citizen Access, click on My Records tab, search for your permit number, and blue "amendment." Click on Amendment, type in permit number such as CALT-20-xxxxx, check yes in box, and a brief description. Citizen Access will assign an amendment number such as CALT-20-xxxxx-001. 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



City of  
Dublin  
OHIO, USA

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

<input type="checkbox"/>	Date	Record Number	Record Type	Project Name	Address	Status	Action
<input type="checkbox"/>	10/22/2019	CACC-19-00231	Commercial Accessory Structure	CACC 102219	5800 POST Rd, DUBLIN OH 43017	Submitted	
<input type="checkbox"/>	08/21/2019	CALT-19-00118	Commercial Alteration	AUGUST 21 CALT	5800 POST Rd, DUBLIN OH 43017	Revisions Required	<a href="#">Amendr</a>

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

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 ApplicationSearch ApplicationsSchedule 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.

**Citizen Access Application Portal:** <https://dublinohiousa.gov/aca>

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

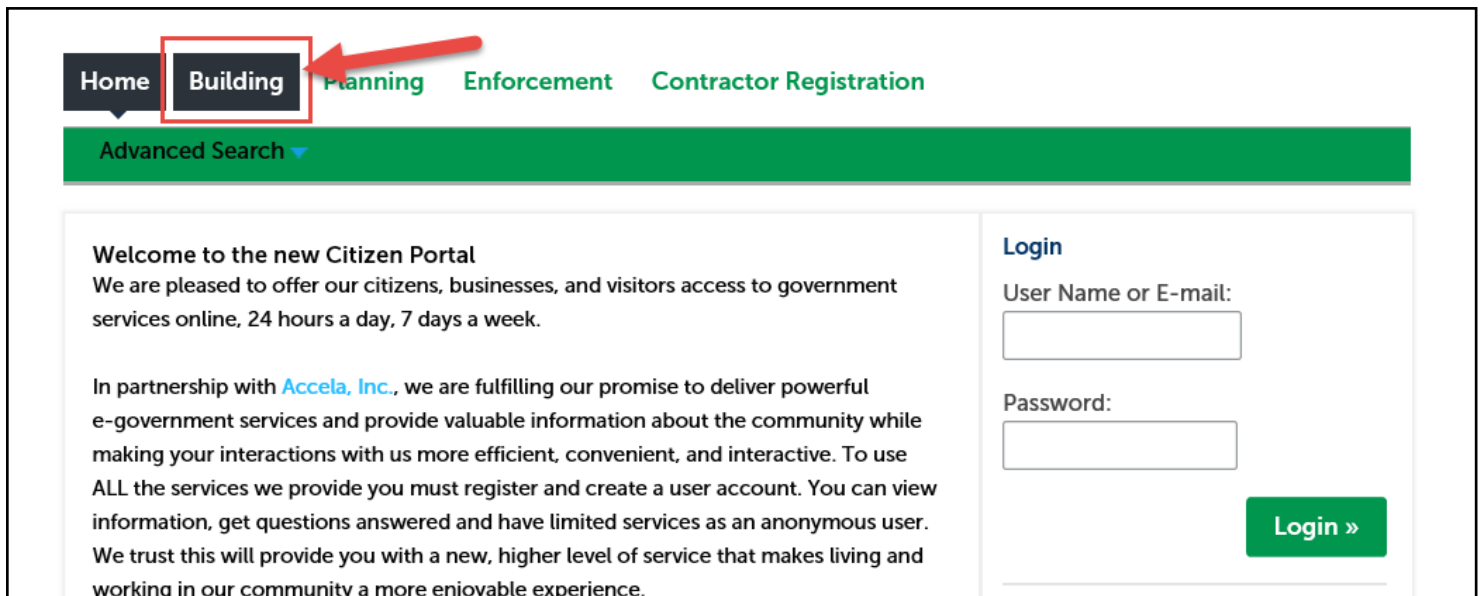
# INSTRUCTIONS FOR PAYING BUILDING PERMIT FEES IN ACCELA CITIZEN ACCESS PORTAL

1. Go to the Accela Citizen Access Portal at:

<https://aca3.accela.com/dublinoh/default.aspx>

2. Log in using your Username/Password. If you do not have an account, you can still pay fee.

3. Click on Building



Home Building Planning Enforcement Contractor Registration

Advanced Search ▼

**Welcome to the new Citizen Portal**  
We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

In partnership with [Accela, Inc.](#), we are fulfilling our promise to deliver powerful e-government services and provide valuable information about the community while making your interactions with us more efficient, convenient, and interactive. To use ALL the services we provide you must register and create a user account. You can view information, get questions answered and have limited services as an anonymous user. We trust this will provide you with a new, higher level of service that makes living and working in our community a more enjoyable experience.

**Login**  
User Name or E-mail:  
  
Password:

4. Type in your Building Permit Number. Please be sure to add any prefixes if your permit has it such as RALT, CALT, RNEW, CNEW, etc. If it can't find your project by permit number, you can search by address. ONLY fill in the From Street No and Street Name fields. Click Search

General Search

General Search

1

Record Number:

Record Type:  

--Select--

Project Name:

Start Date:  
03/28/2018

End Date:  
03/27/2020

License Type:  

--Select--

State License Number:

First:

Last:

Name of Business:

Street No.:  

From - To

Direction:  

--Select--

Street Name:

Street Type:  

--Select--

Unit Type:  

--Select--

Unit No.:

Parcel No.:

City:

State:

Zip:

2

Search

Clear

5. Once you located your permit, click on Payments, then Fees

Search Applications

Schedule an Inspection

Record

Historic Permits

Record Status: CofO Issued

Record Info

1

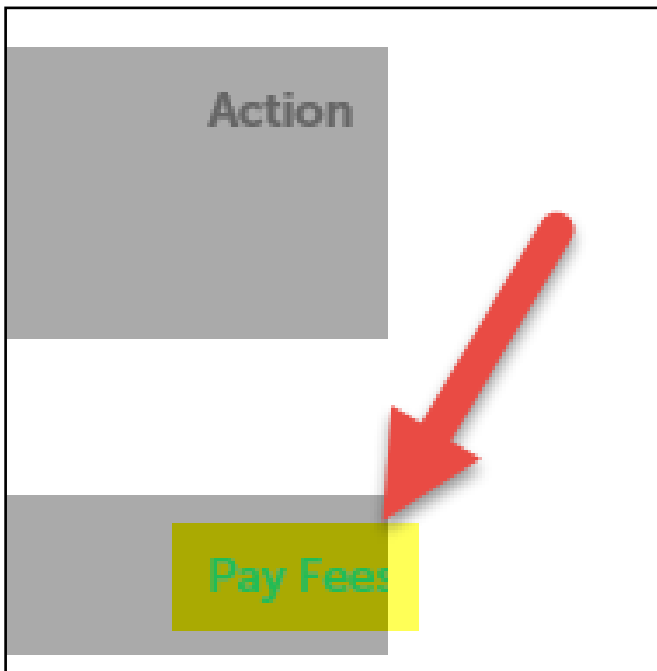
Payments

2

Fees

Custom Component

6. This will populate a list of project (including revisions). Beside your main permit number you will see a blue Pay Fees. Click that link to continue to the next screen which will list your fee amount due.



7. Verify the fee type and fee amounts on this screen then click Continue Application. If the fees do not look correct for any reason, please do not proceed and call the office at 614-410-4670.

[Home](#) **Building** [Planning](#) [Enforcement](#) [Contractor Registration](#)

[Search Applications](#) [Schedule an Inspection](#)

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

**Application Fees**

Fees	Qty.	Amount
[REDACTED]	1	[REDACTED]

**TOTAL FEES:** [REDACTED]

Note: This does not include additional inspection fees which may be assessed later.

[Continue Application »](#)

## 8. Select your method of payment:

Pay with Credit Card

Pay with Bank Account

Then proceed filling out any sections with a red asterisk. Click Submit Payment.

Amount to be charged:

1

☒ Pay with Credit Card  
☐ Pay with Bank Account

Select your type of payment

**Credit Card Information:**

\* Card Type:  
--Select--

\* Card Number:

\* Security Code: [?](#)

\* Name on Card:

\* Exp. Date:  

01

2020

**Credit Card Holder Information:**

Country:  

United States

\* Street Address:

\* City:

\* State:  
--Select--

\* Zip:

\* Phone:

E-mail:

Submit Payment »

9. If this is an Eplan project, you will then proceed to Project Dox and accept the task that you've paid so your Approved Documents/Plans can be released for download.