



ePlan Users Guide



Table of Contents

Introduction to ePlan	3
Electronic Plan Submission	4-13
Standards	4-7
Plan File Naming.....	4-5
File Type.....	5
Design Professional Stamps and Signature.....	5
Folder Structure.....	5
Graphic Scale.....	6
File Printing Size.....	6
Markup Name and Color.....	6
Installing the ePlan software	7-14
Turning off Windows user account control.....	7-10
Installing ePlan components	11-22
Uploading Plan Drawings and Documents	23-41
ePlan Review Invitation.....	23
Logging In.....	35
Uploading Your Files.....	41
Prescreening	42
View Plan Comments – Permit numbers lower than 13 - 5845	44
View Plan Comments – Permit numbers higher than 13 – 5845	48
Printing & Saving Plan Comments	43-46
Applicant Resubmit	47-48
Alternate Method for Viewing Markup Text	49-50
Download and print approved files	59-65
Plan Revisions after the permit is issued	66

Introduction to ePlan

Electronic Plan Review (ePlan) is a web-based solution that allows plans for Building Permits and Development Projects to be submitted electronically, replacing the traditional paper-based review method. ePlan will improve the plan review cycle, reduce costs associated with obtaining building permits and development approvals as well as support green initiatives.

This manual provides basic documentation on the steps involved in the Electronic Plan Review (ePlan) process. It has been prepared as a general reference guide and is not designed to present every detail or situations on every element of the process. There are text descriptions and screen images of the step-by-step tasks necessary to complete a submittal and review using ePlan.

If at any time in the process you have questions or concerns, do not hesitate to call. Be sure to ask to speak to a System Administrator.

David Quercia 954 786 4673 david.quercia@copbfl.com

Chris Feltgen 954 786 5592 christopher.feltgen@copbfl.com

Forms and Applications: Visit our website at www.pompanobeachfl.gov

ePlan web site: <http://epr.pompanobeachfl.gov>

To pay fees online go to <https://c2g.pompanobeachfl.gov/Click2GovBP/index.html>

Electronic Plan Submission

- You must first obtain an application number before electronically uploading your drawings and documents.
- Please review the naming conventions for your drawings and documents.
- Verify that all drawings are saved in PDF vector file, single page landscape orientation.
- Verify that all documents are saved in PDF multi-page portrait orientation.

Standards

Plan File Naming Standards

When preparing to upload your drawings / plan pages to the ePlan system, please follow the file naming structure shown below:

1. All file names will begin with an ePlan three digit number that flows in sequence. Example: 001, 002, 003 etc. **IMPORTANT NOTE:** The plan Cover Sheet must always begin with 001 and the Index Sheet must always begin with 002 (unless combined with the cover sheet).
2. The second part of the file name will be any alpha-numeric number you have assigned to each page. Example: L1 Landscaping, E1 Electrical, etc.
3. The third part of the file name will be the title that you have given each sheet. Example: Building Elevation Detail, Electrical Riser, Site Lighting, Foundation, etc.

TIP!

Use a decimal to insert a plan page into the existing plans in the order you wish it to appear.

Example:

001 CS Cover Sheet and Index

001.5 C.5 Inserted Page

002 SP1 Site Plan

See below for a sample of sheet names using the requested ePlan numerical sequence with your individual alpha-numeric sheet # and sheet titles:

ePlan sequence number **Your Alpha-Numeric Sheet #** **Your Sheet Title**

001 CS Cover Sheet and Index

002 C1 Site Plan



APPLICATIONS: EACH APPLICATION MUST BE SAVED AS MULTIPAGE PDF

Building Application	APP BL	Irrigation	APP PL IRR
Roof	APP BL ROOF	Fire Sprinkler	APP PL FS
Fence	APP BL FENCE	Gas	APP PL GAS
Electrical Application	APP EL	Site drainage	APP PL SITE DR
Low Voltage Phone	APP EL PHONE	Mechanical	APP MECH
Security	APP EL SEC	Hood	APP MECH HOOD
Data	APP EL DATA	Fire Plan	APP FIRE
Engineering App.	APP ENG	Review	
Plumbing Application	APP PL		

DOCUMENTS:

Capitol Recovery Fee	CRF	Notice of Commencement-	NOC
Fire Sprinkler Calcs	FS CALCS	Survey	SURVEY
Product Approvals	NOA Shutters	Fire Alarm	FA CUT SHEETS
	NOA Doors	cut sheets	
	NOA Windows	PEDDS	PEDDS (Designer name)
Truss Drawings	TRUSS		
Energy Calculations	EN CALCS		

Design Professional Stamps and Signature Standards

- Architects and Engineers may submit their certification of the drawings through the PEDDS system. This can be accessed here: <http://www.dot.state.fl.us/ecso/downloads/publications/applications/pedds/default.shtm>
- The PEDDS document must be submitted at the time of submittal and again at the end of the review if any changes or corrections were made to the original plans submitted. This document may be mailed in or delivered in person.
- Adobe acrobat digital signatures are also acceptable for electronic submittal

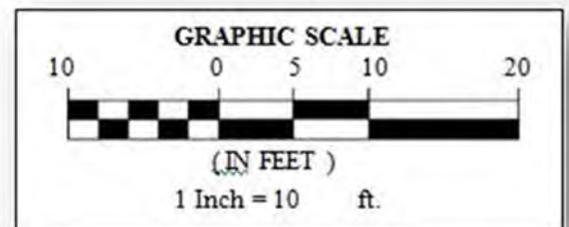
Folder Structure Standards

- All drawings must be uploaded to the Drawings folder.
- All Applications and supporting documents must be uploaded into the Documents folder. Sample document types would be truss engineering, energy calculations, product approval forms.
 - Written responses to comments may also be uploaded to the Documents folder.
- All approved drawings and documents will be found in the Approved folder. Approved documents will have a City of Pompano Beach stamp affixed to them.



Graphic Scale Standards

- Each sheet should have a typical graphic scale as shown in the image to the right.



- When more than one scale is used on a sheet, an independent graphic scale must accompany the applicable detail.
- All plans must be drawn to scale.

File Printing Size Standards

- All drawing files must be drawn and formatted for a minimum horizontal 24” x 36” sheet file or horizontal 11” x 17” sheet file for smaller scale jobs (pool enclosures, pools, termite repairs, etc.)

Markup Name and Color Standards

Standard markup names and colors will be used for each reviewing discipline for easy identification. A markup can have one or more “changemarks.” A changemark is a plan callout created by Pompano Beach review staff to quickly identify a markup and associated comments.

TITLE	MARKUP	COLOR
ELECTRICAL	ELEC	PURPLE
FIRE PROTECTION	FP	RED
PLUMBING	PLUM	DARK BLUE
MECHANICAL	MECH	ORANGE
STRUCTURAL	STRU	LIGHT GREEN
ZONING	ZONING	TEAL
URBAN FORESTER	UF	DARK GREEN
ENGINEERING	ENG	LIGHT BLUE

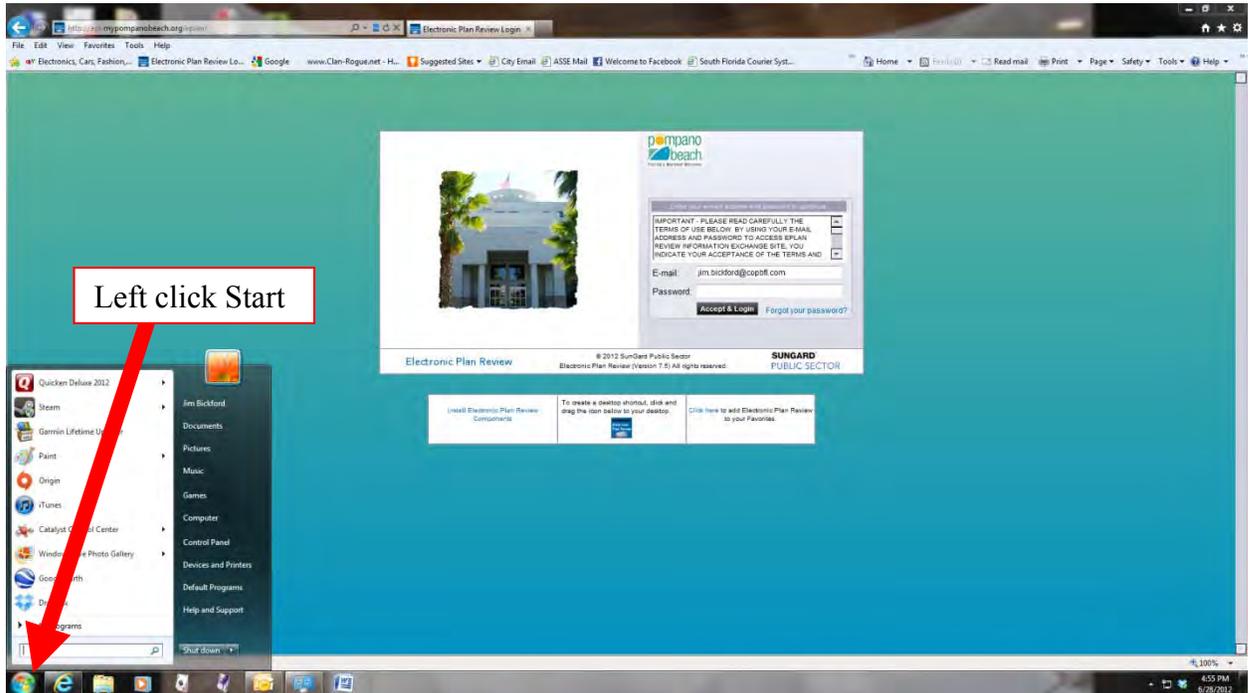
Installing the ePlan software

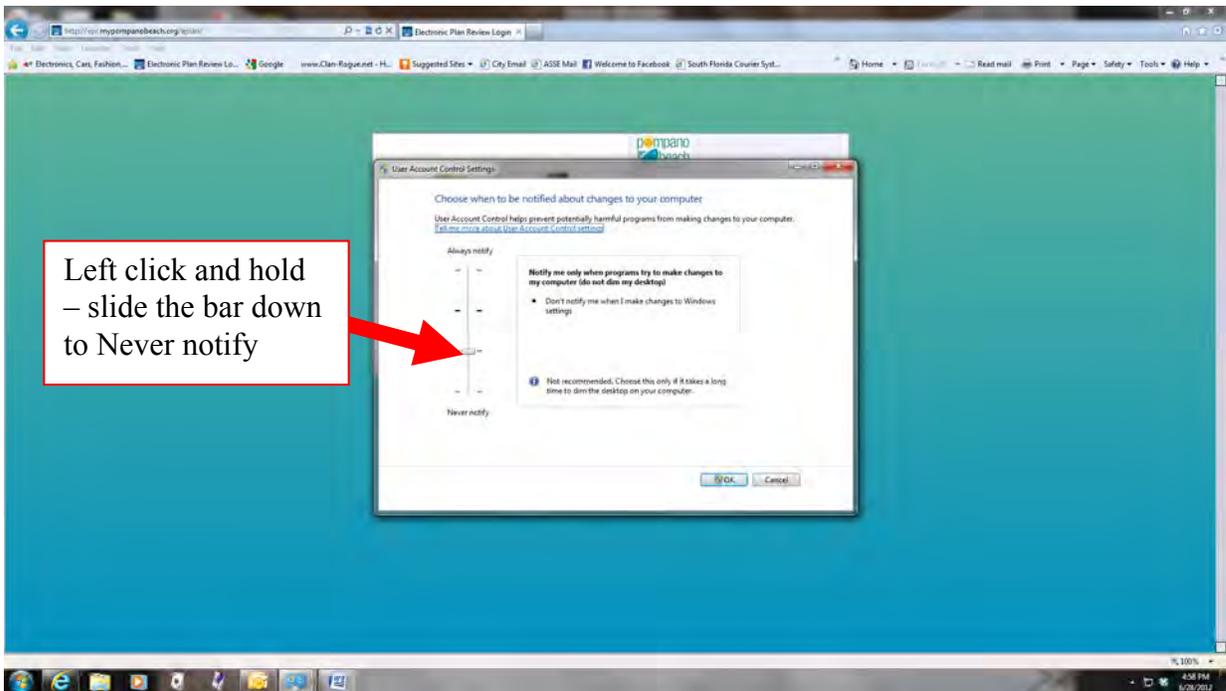
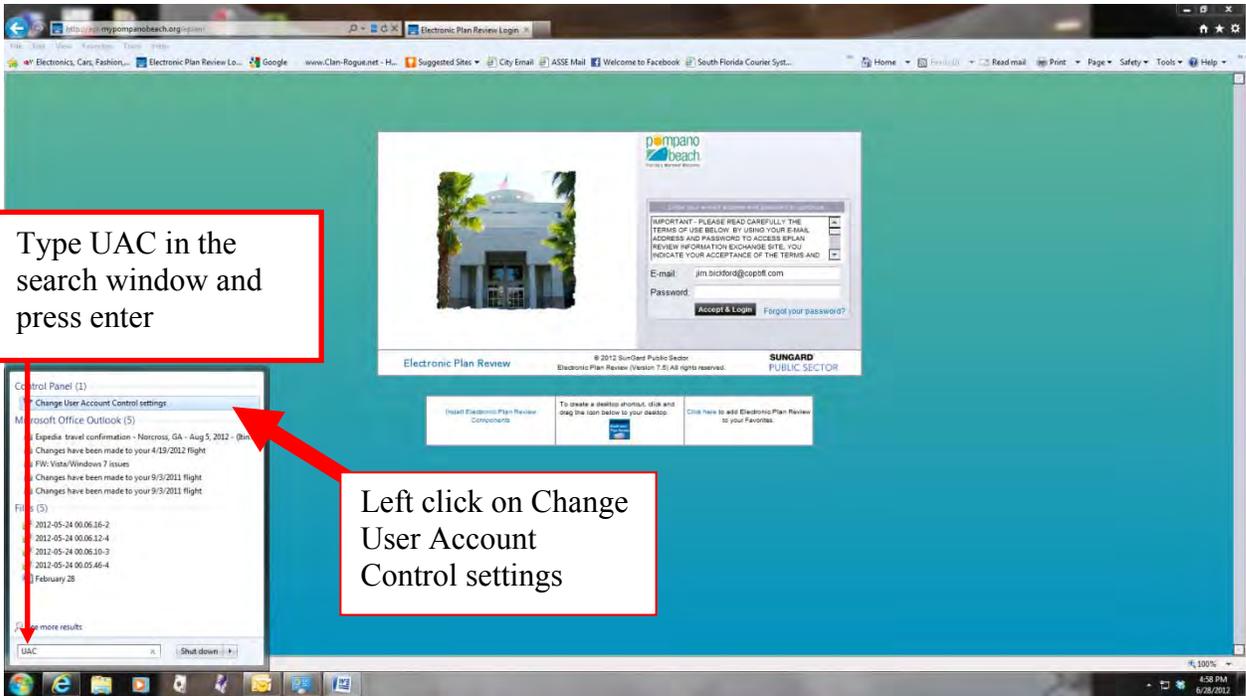
Windows Vista (Windows 7 and 8 users can skip to page 15)

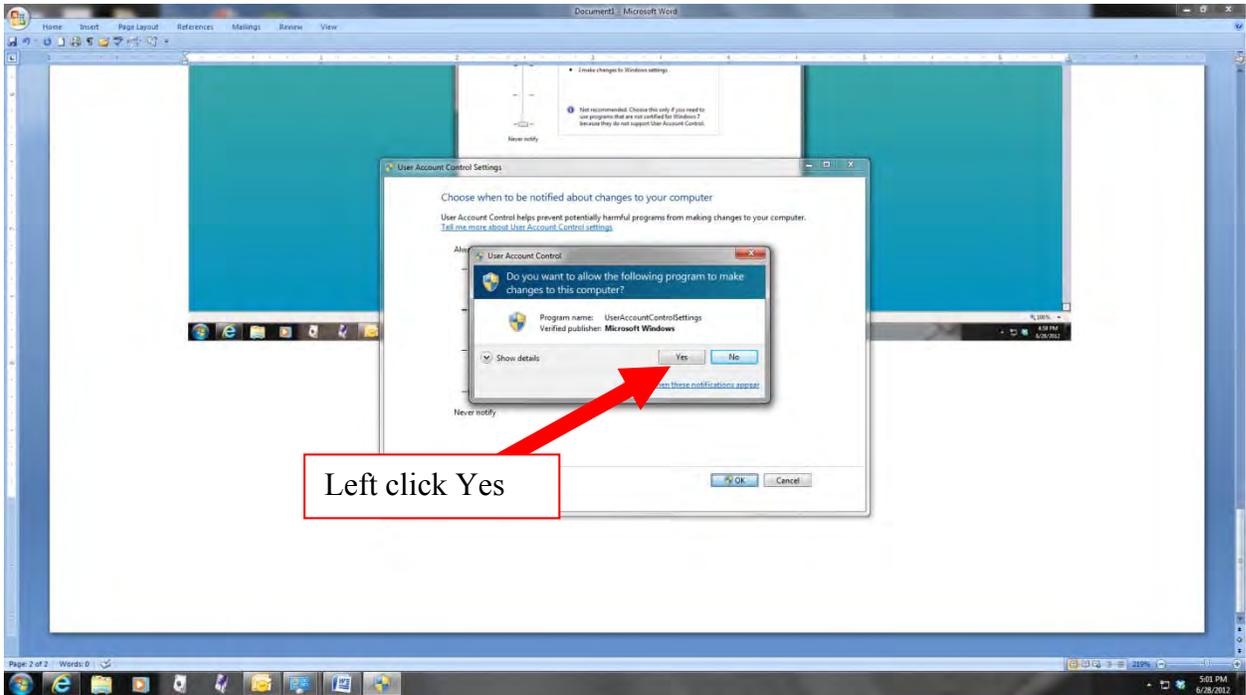
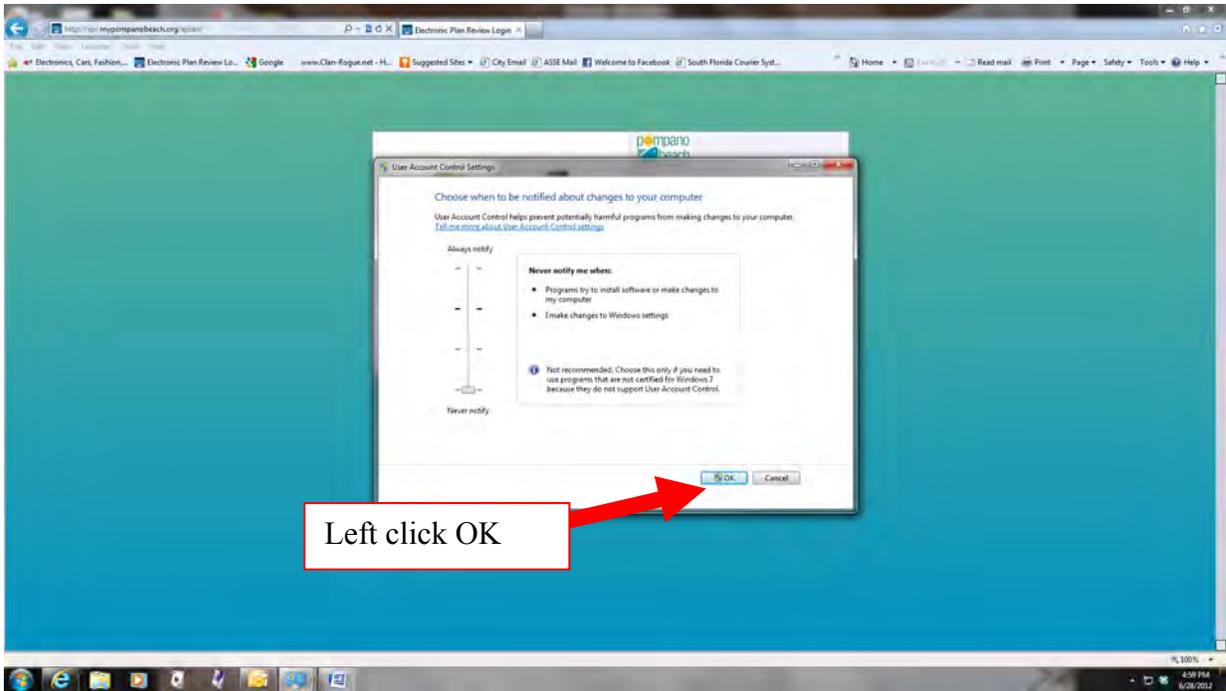
You will only need to install the software one time on each computer.

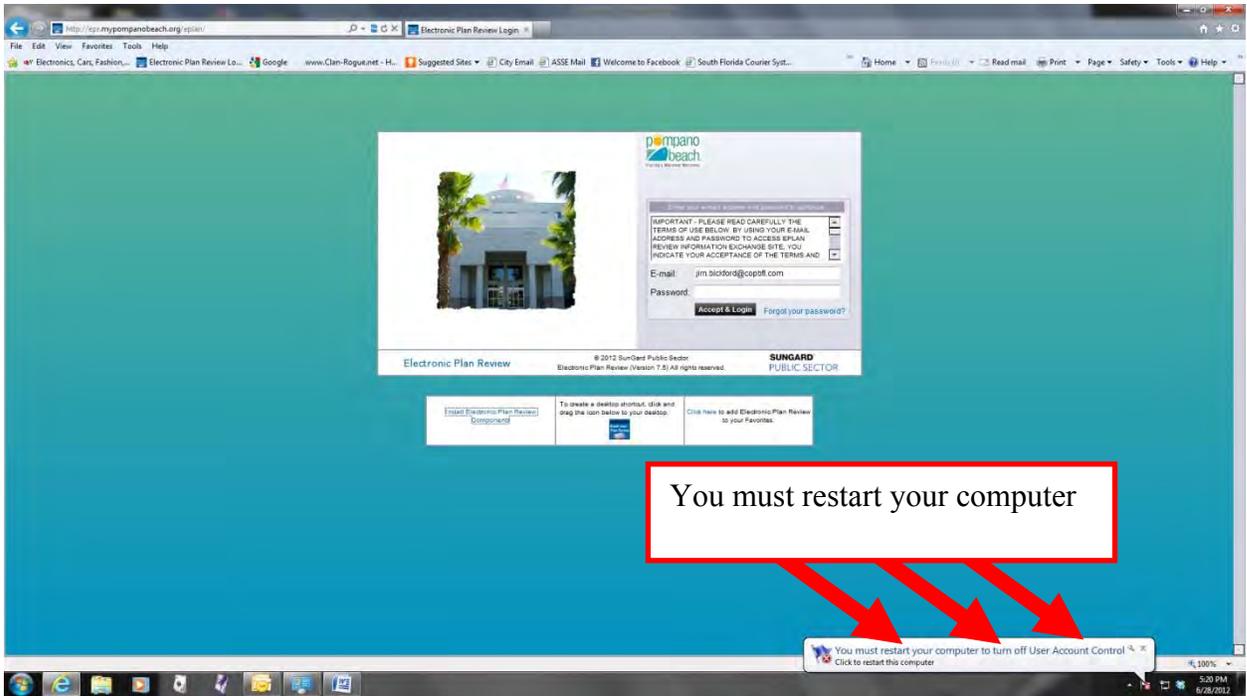
Windows Vista users must turn off UAC

HOW TO TURN OFF WINDOWS USER ACCOUNT CONTROL (UAC)



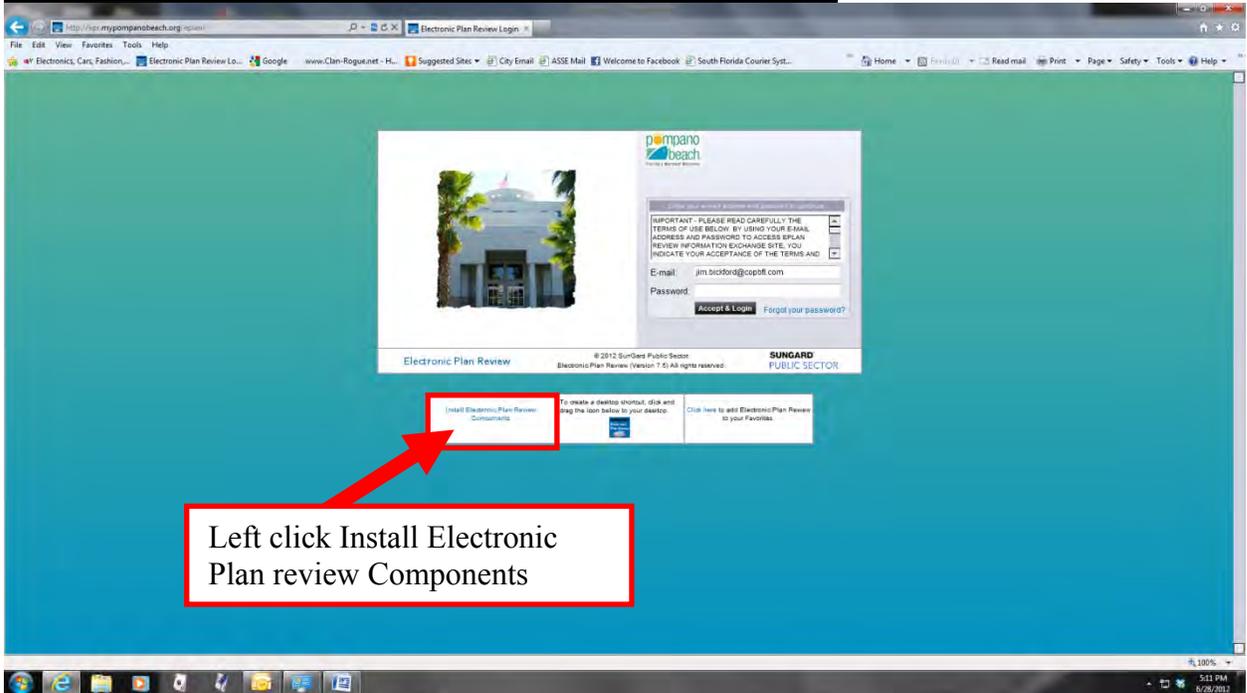




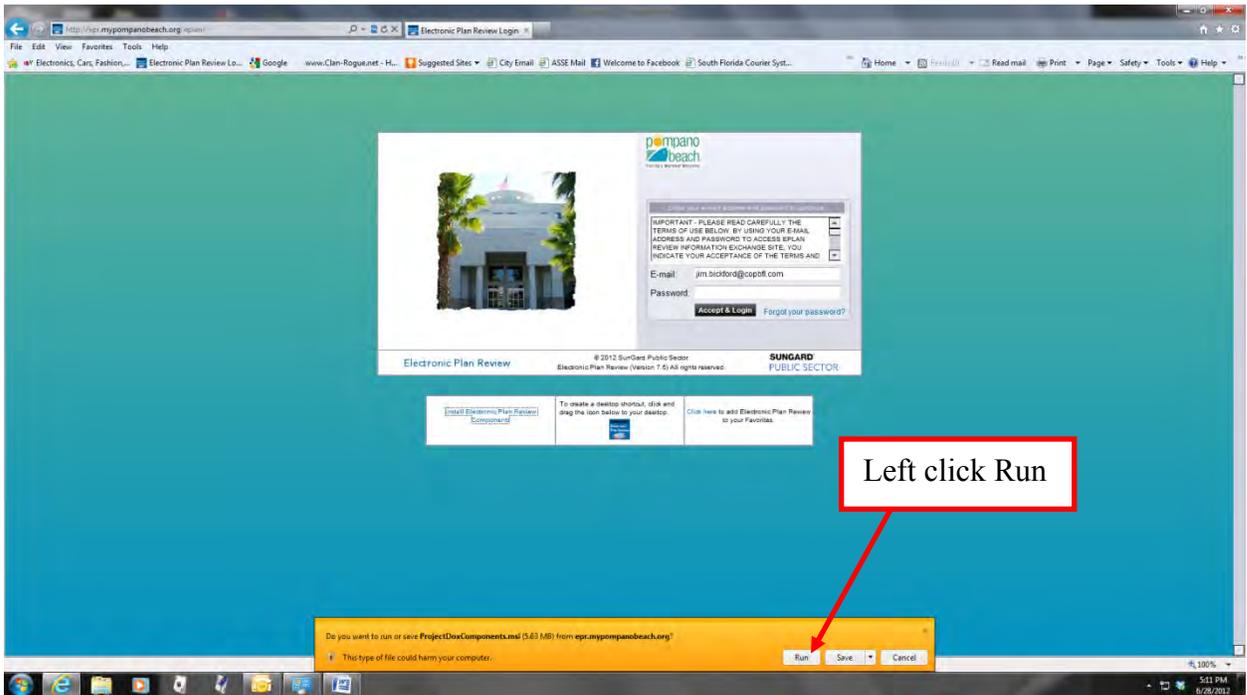


DO NOT INSTALL ELECTRONIC PLAN REVIEW COMPONENTS UNTIL AFTER YOU RESTART YOUR COMPUTER. IF UAC WAS ALREADY TURNED OFF YOU DO NOT NEED TO RESTART YOUR COMPUTER.

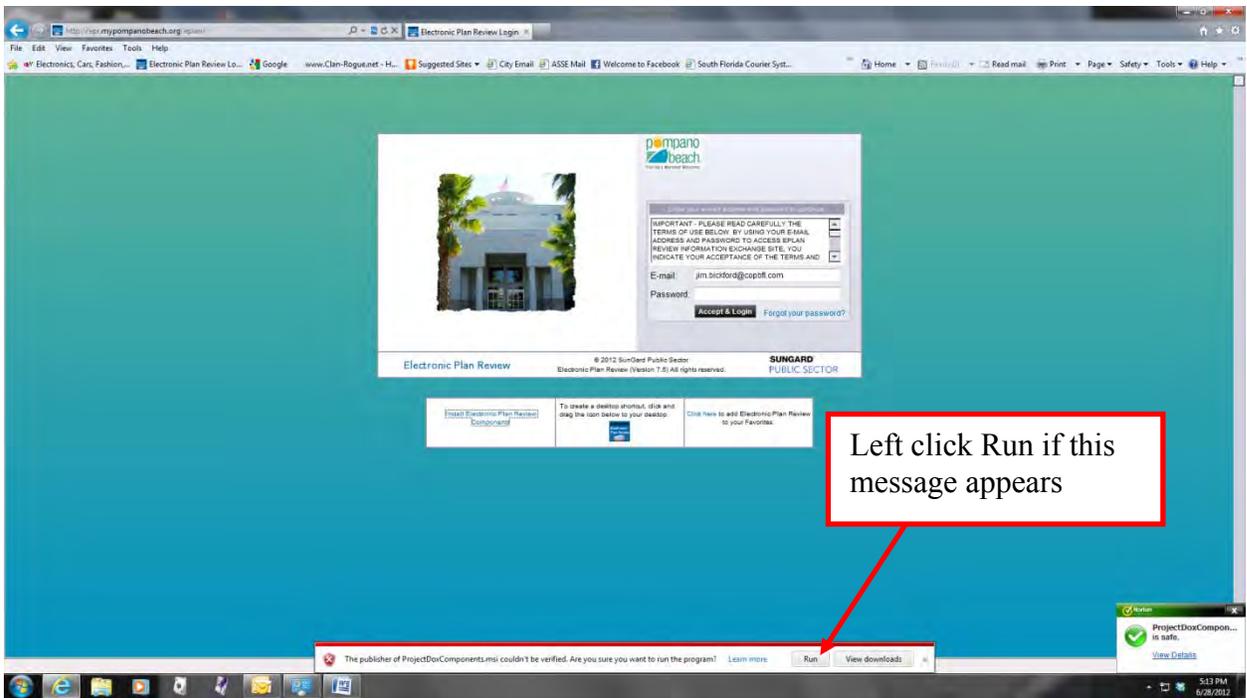
INSTALL ELECTRONIC PLAN REVIEW COMPONENTS



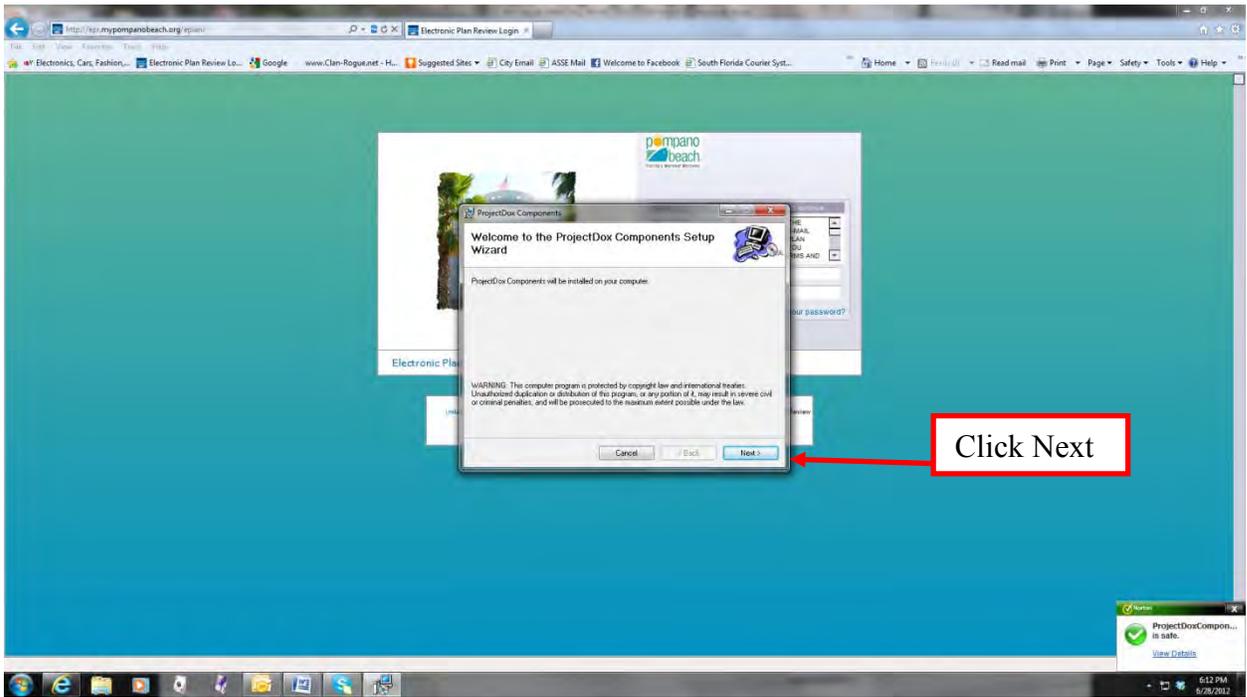
Left click Install Electronic Plan review Components



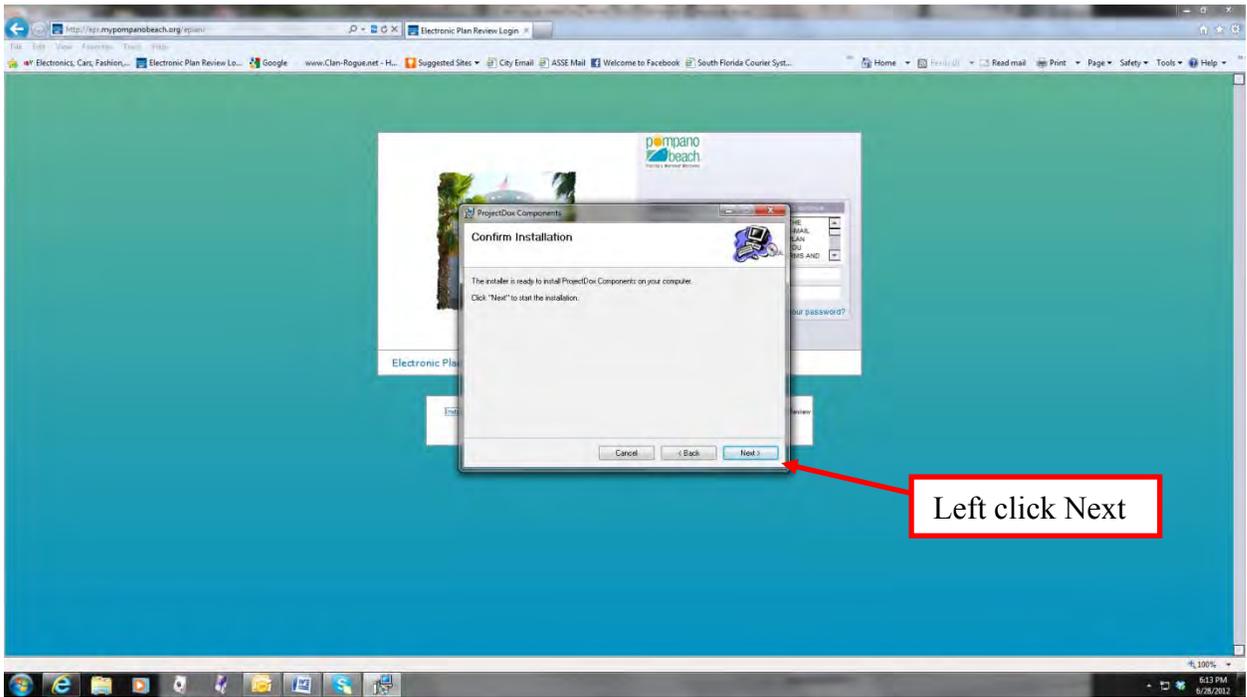
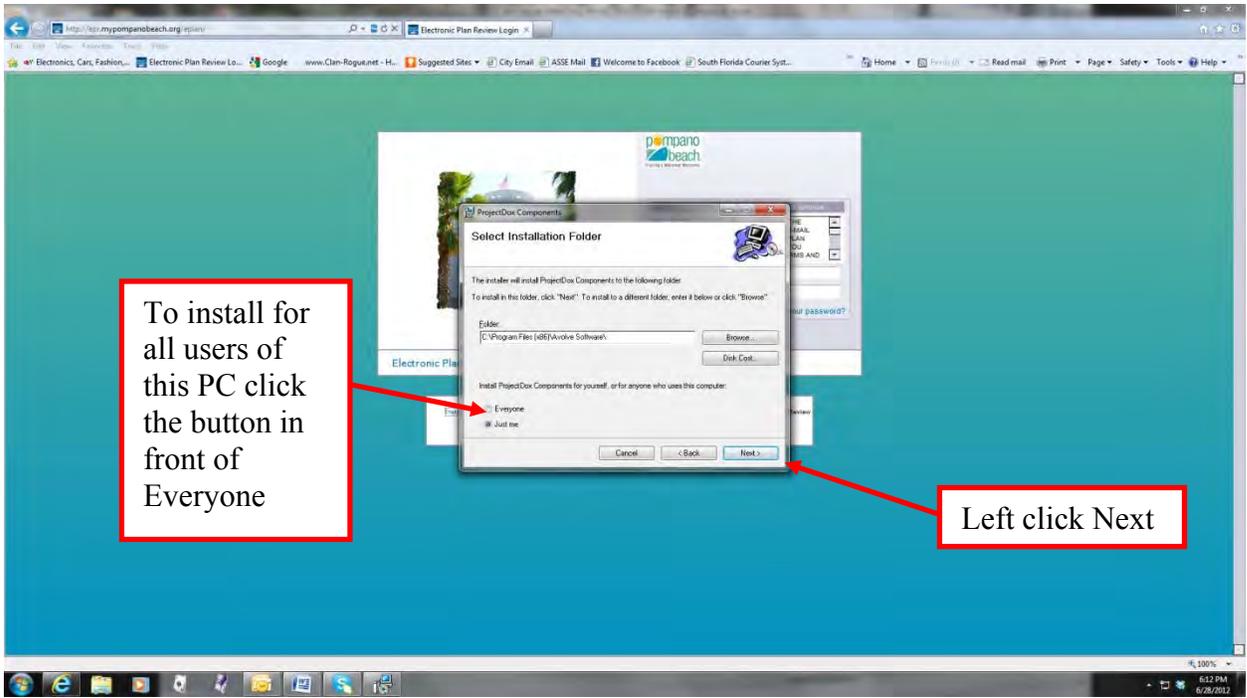
Left click Run

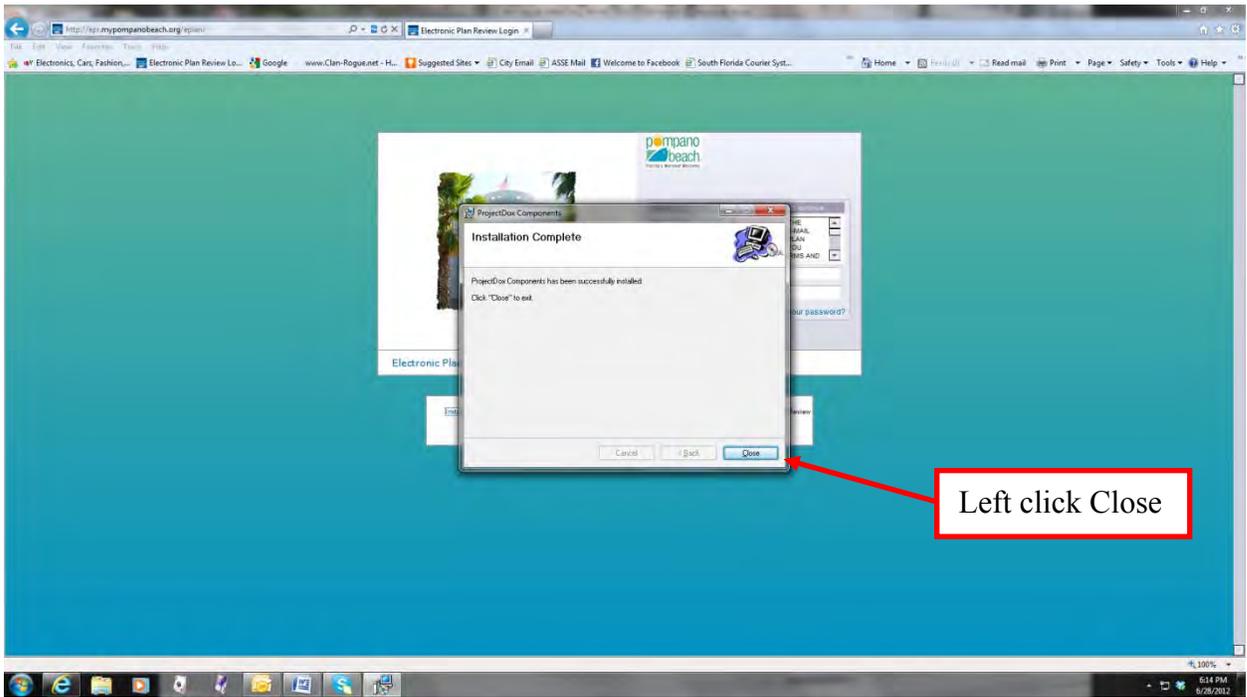
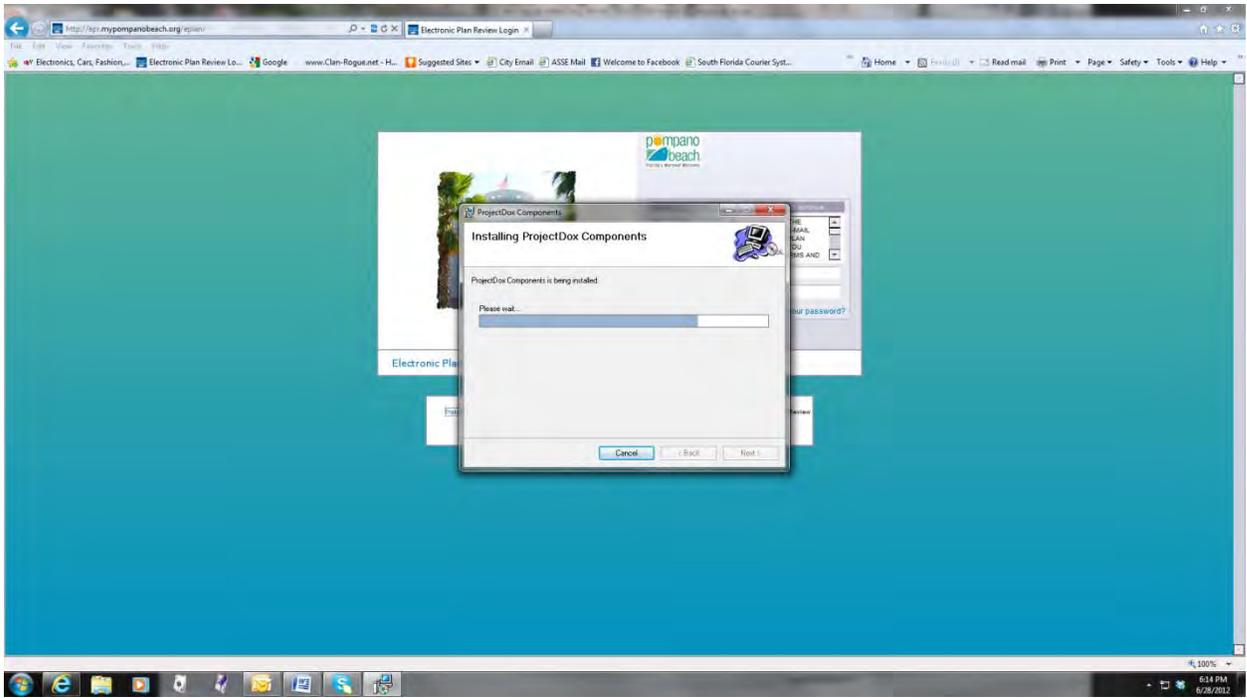


Left click Run if this message appears



Click Next



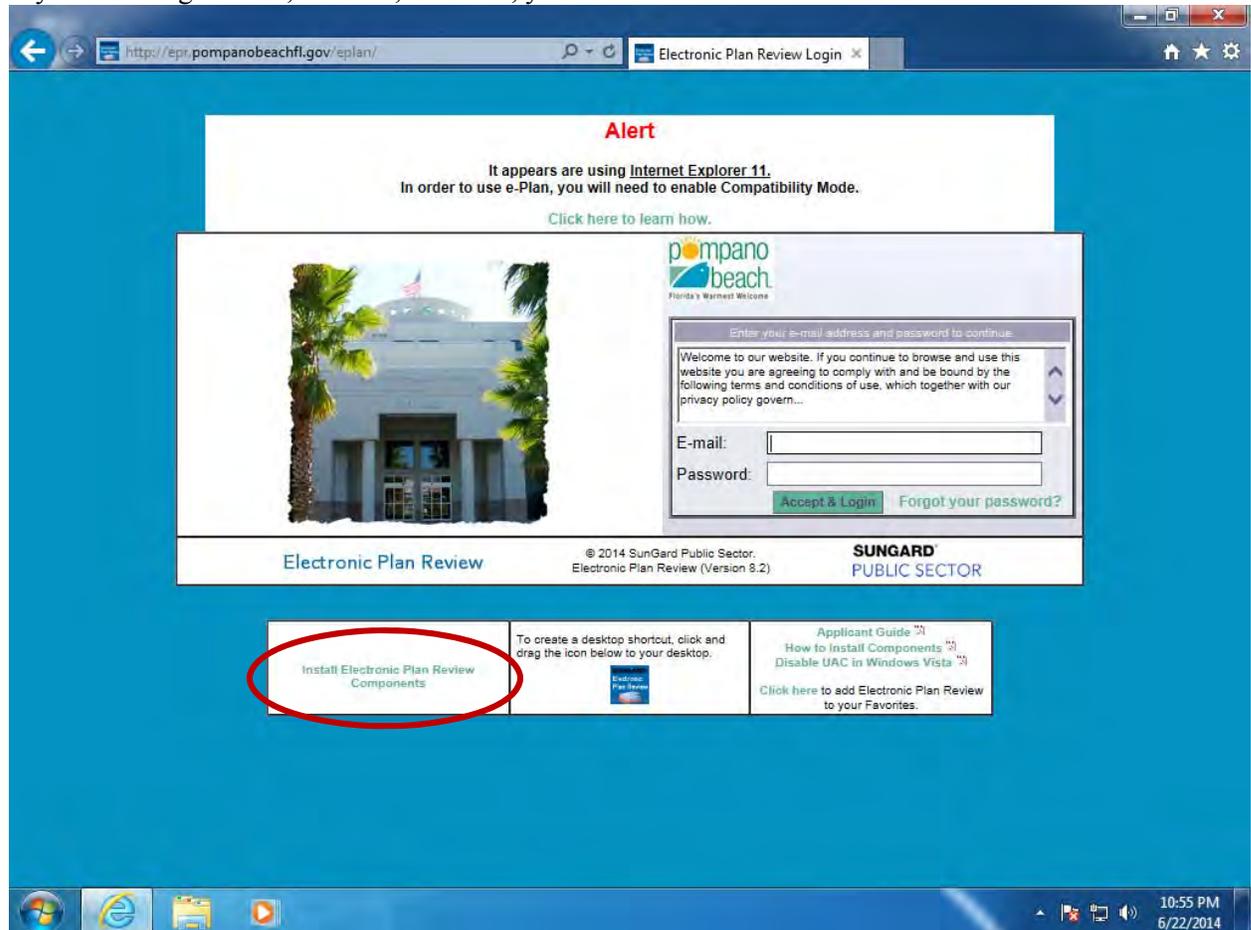


YOU CAN NOW TURN USER ACCOUNT CONTROL BACK TO IT'S ORIGINAL SETTINGS
YOU CAN LOG IN TO POMPANO BEACH EPLAN <http://epr.pompanobeachfl.gov>

Setting up Internet Explorer 11 in Windows 7 and Windows 8

This section is for Windows 7 and Windows 8.

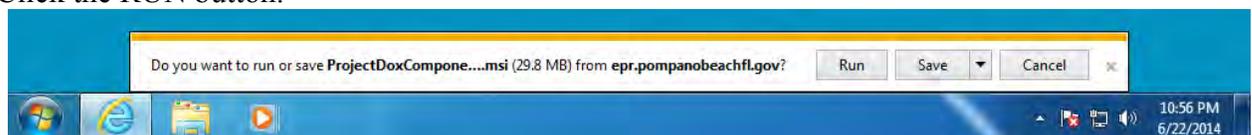
If you are using Firefox, Chrome, or Safari, you do not need to install these tools.

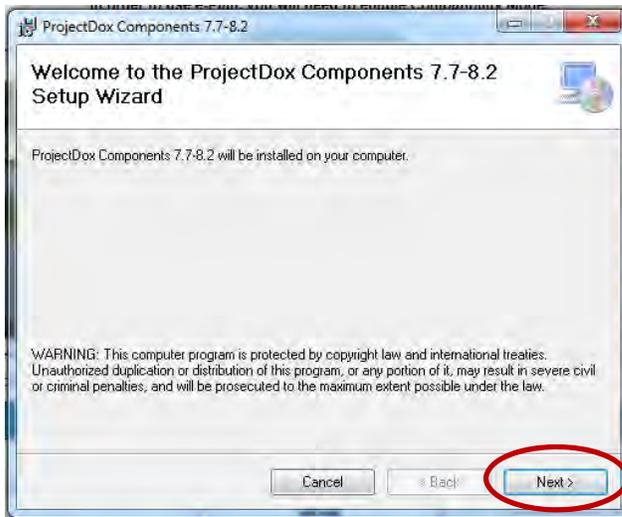


To begin, click the “*Install Electronic Plan Review Components*” button located toward the bottom left section on the page

At the very bottom of the page, you might receive a popup box asking if you want to run the program.

Click the RUN button.





Once the program has finished downloading, you should see SETUP WIZARD window open up.

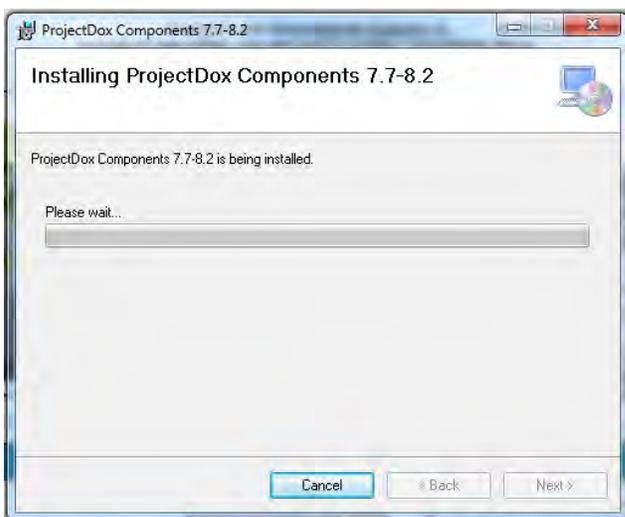
Click the NEXT button to begin the installation.



Before you continue past this screen, you can decide if you want to install the tools for everyone, or just yourself.

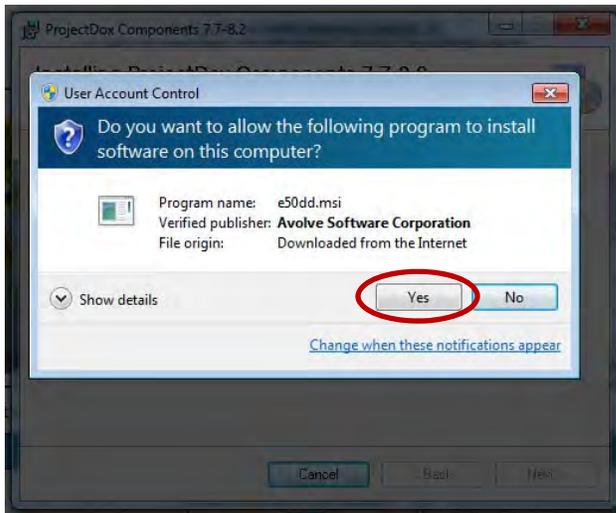
It's recommended that you install the tools for everyone, but is not required.

Click the NEXT button at the bottom when you are ready to continue.



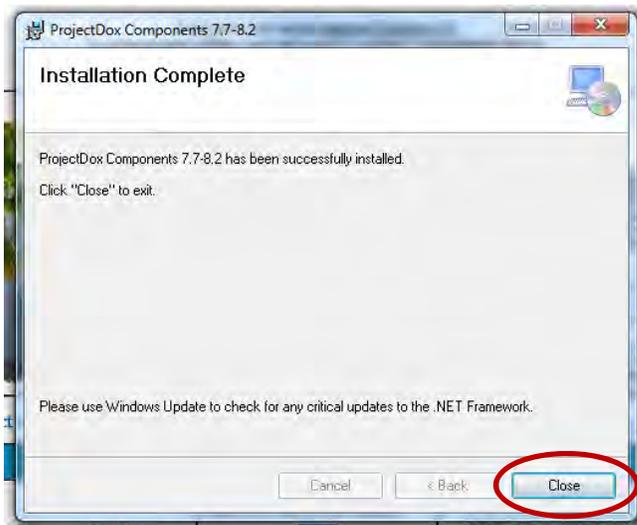
ProjectDox will now install the ePlan software. Depending on your computer, this can take anywhere from a few second to a minute or two.

During the install, you may receive a 'User Account Control' pop-up like the one shown in the next step.

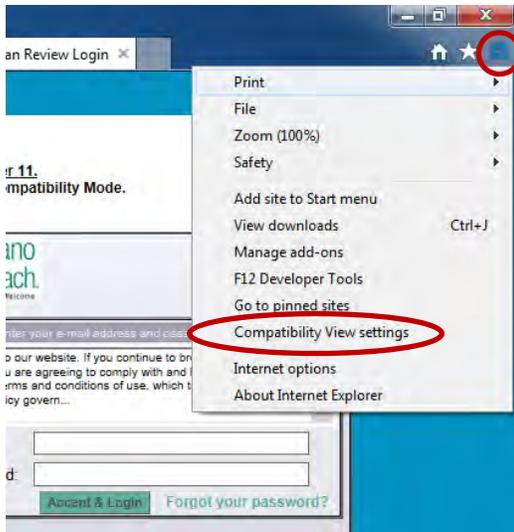


Click **YES** if you see this pop-up appear.

(This alert is asking that you are sure you want to install the tools you just downloaded.)



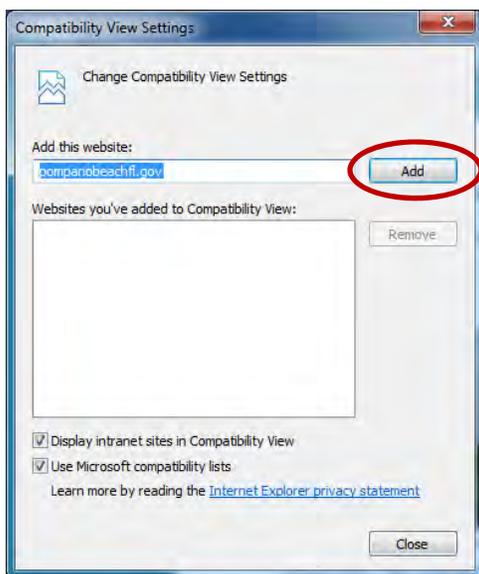
Once the installation is done, click the **CLOSE** button.



Next, you will need to enable Compatibility Mode if you are using Internet Explorer 10 or 11.

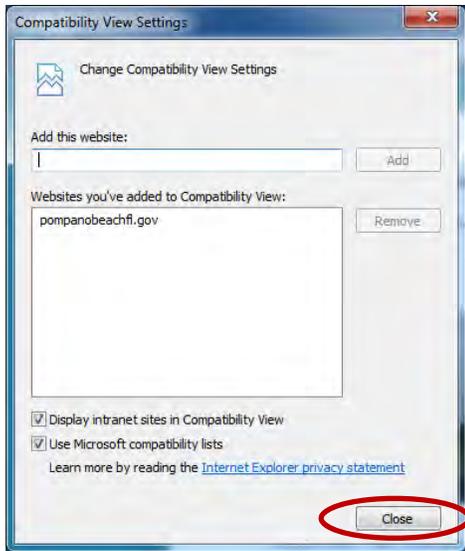
Click on the **Tools** button. It will either be an image of a gear in the top right corner of your window, or a button called **TOOLS** in your Menu bar (Near the File and Edit button)

Once you have the Tools menu open, click on **Compatibility View Settings**.

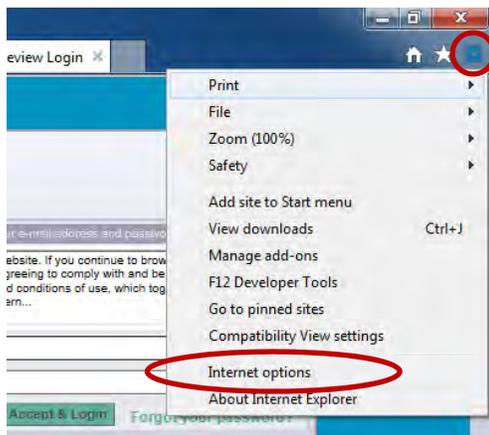


Click the **ADD** button.

This will add the Pompano Beach website to a list of websites that Internet Explorer specially manage.

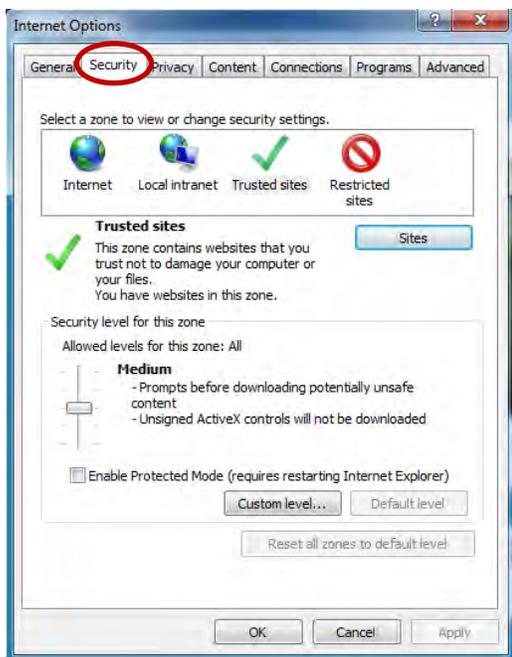


Once you have the Pompano Beach website on your Compatibility List, click the **CLOSE** button.

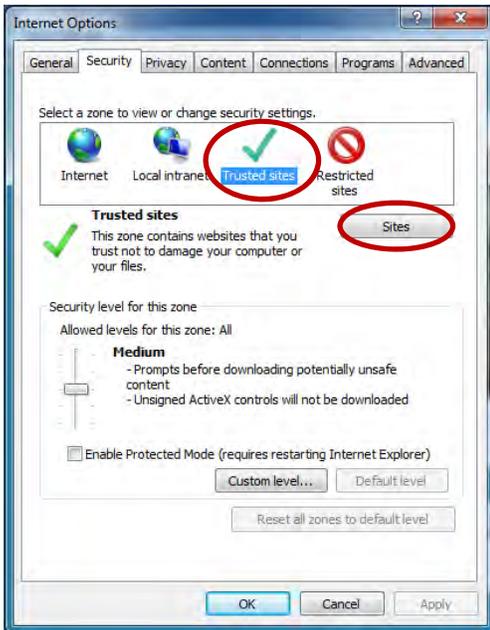


Now, head back into the **TOOLS** menu and click **Internet Options**.

We are going to take care of your pop-up blocker, as well as add the ePlan website to a list of trusted websites so the plugin can run.

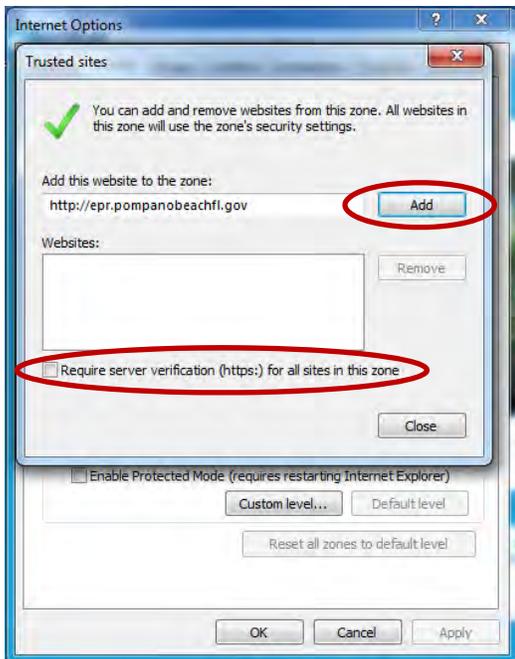


Click the **SECURITY** tab at the top on the Internet Options window



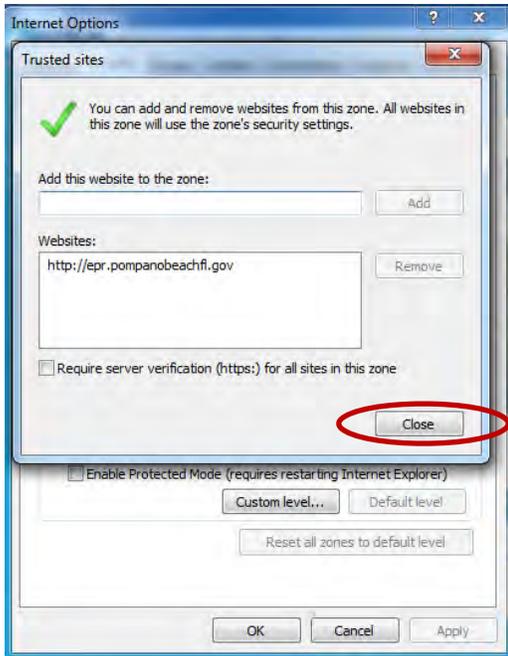
Click on the **TRUSTED SITES** button with the green checkmark.

Next, click the **SITES** button button.

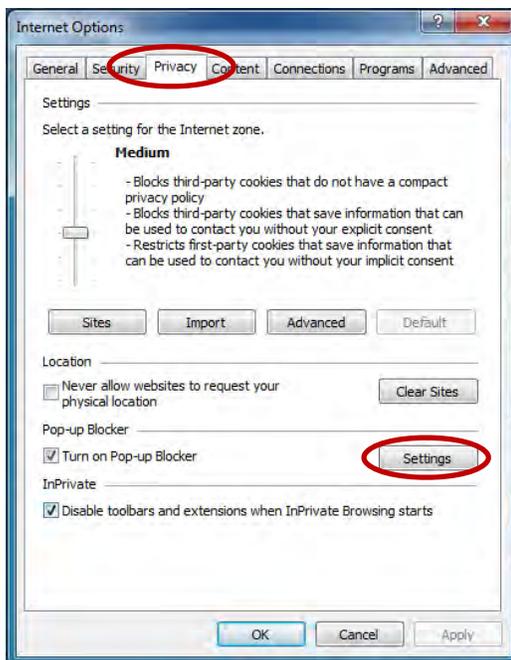


First, uncheck the box for 'Require server verification' at the bottom of the window.

Second, click the **ADD** button.

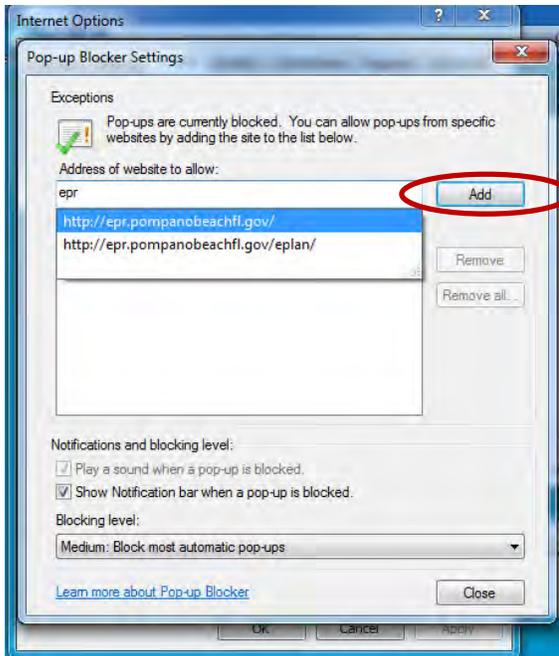


Once you have the Pompano Beach website on your Trusted Sites List, click the **CLOSE** button



Now, click the **PRIVACY** tab at the top on the Internet Options window.

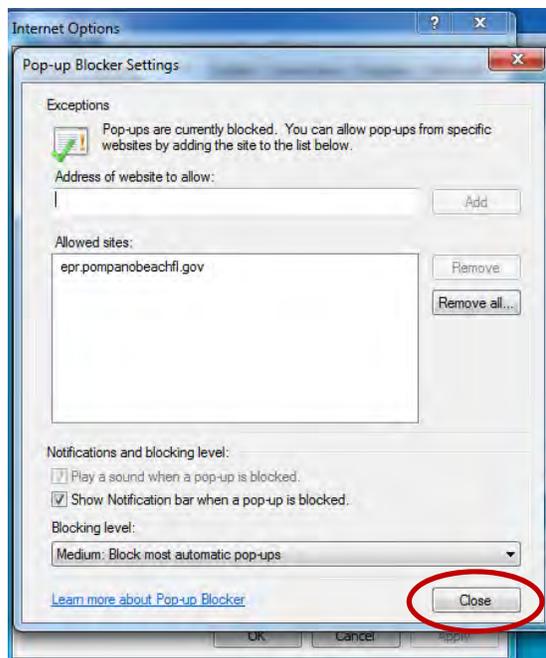
Then, click the **SETTINGS** buttons for your Pop-up Blocker



Begin to type the letters ‘EPR’ in the top box.

You should see a list of sites you have visited appear as you type.

Select <http://epr.pompanobeachfl.gov> from the list, and click the **ADD** button.



Finally click the **CLOSE** button.

Your computer should now be ready to use ePlan with Internet Explorer.

How to submit an application online using Click 2 Gov.

Navigate to www.pompanobeachfl.gov





Building Department

Home
Select Permit
Schedule/Cancel Insp.
Submit Application
Master Account Login
Forgot PIN
Create Master Account
Email Us

Welcome to the Building Permits System

Click on Submit Application

100 West Atlantic Boulevard, Pompano Beach, Florida 33060 954.786.4600
Copyright 1998 - 2012 © Pompano Beach Online - All America City Winner

Building Department

Home
Select Permit
Schedule/Cancel Insp.
Submit Application
Master Account Login
Forgot PIN
Create Master Account
Email Us

Submit Application - Parcel Search

Select the method you'd like to use to search for the property for your application.

* - required fields

Search Method: Search Method:

- Address
- Address
- Parcel
- Owner

Address Search

Street Number:

Direction:

Name: *

Not Used:

100 West Atlantic Boulevard, Pompano Beach, Florida 33060 954.786.4600
Copyright 1998 - 2012 © Pompano Beach Online - All America City Winner

Click on the pull down menu and select your search method



Building Department

Home
Select Permit
Schedule/Cancel Insp.
Submit Application
Master Account Login
Forgot PIN
Create Master Account
Email Us

Submit Application - Parcel Search

Select the method you'd like to use to search for the property for your application.

* - required fields

Search Method:

Address Search

Street Number:

Direction:

Name: *

Not Used:

- EAST
- NORTH
- NORTH EAST**
- NORTH WEST
- SOUTH
- SOUTH EAST
- SOUTH WEST
- WEST

Click on the pull down menu for direction and select the direction

100 West Atlantic Boulevard, Pompano Beach, Florida 33060 954.786.4600
Copyright: 1998 - 2012 © Pompano Beach Online - All America City Winner



Building Department

Home
Select Permit
Schedule/Cancel Insp.
Submit Application
Master Account Login
Forgot PIN
Create Master Account
Email Us

Submit Application - Parcel Search

Select the method you'd like to use to search for the property for your application.

* - required fields

Search Method:

Address Search

Street Number:

Direction:

Name: *

Not Used:

Type in the street name and suffix on this line. You must use one of the two letter abbreviations below.

ST=Street AV=Ave
TE=Terrace WY=Way
MA=Manor CC=Circle
CT=Court RD=Road
HY=Highway TR=Trace
BL=Boulevard PL=Place

100 West Atlantic Boulevard, Pompano Beach, Florida 33060 954.786.4600
Copyright 1998 - 2012 © Pompano Beach Online - All America City Winner



Building Department

Home
Select Permit
Schedule/Cancel Insp.
Submit Application
Master Account Login
Forgot PIN
Create Master Account
Email Us

Submit Application - Parcel Search Results

Address	Owner Name	Parcel Number
1396 NE 25 CT	JOE HOMEOWNER	8224-11-009

Click on the address

100 West Atlantic Boulevard, Pompano Beach, Florida 33060 954.786.4600
Copyright 1998 - 2012 © Pompano Beach Online - All America City Winner

Building Department

Submit Application - Application Details

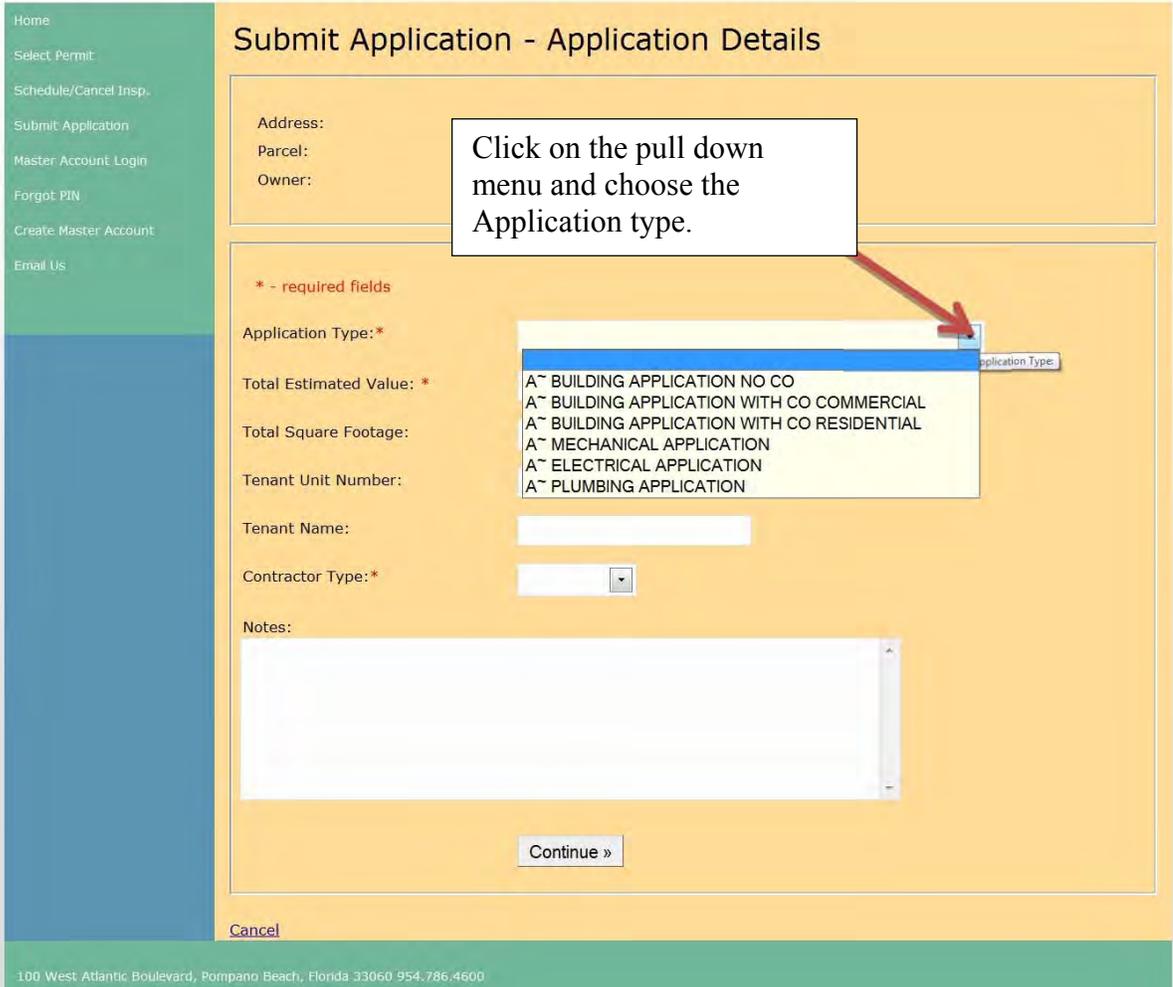
Home
Select Permit
Schedule/Cancel Insp.
Submit Application
Master Account Login
Forgot PIN
Create Master Account
Email Us

Address:
Parcel:
Owner:

*** - required fields**

Application Type: *
Total Estimated Value: *
Total Square Footage:
Tenant Unit Number:
Tenant Name:
Contractor Type: *
Notes:
Continue »
Cancel

100 West Atlantic Boulevard, Pompano Beach, Florida 33060 954.786.4600



Building Department

Home
Select Permit
Schedule/Cancel Insp.
Submit Application
Master Account Login
Forgot PIN
Create Master Account
Email Us

Submit Application - Application Details

Address:
Parcel:
Owner:

* - required fields

Application Type: *

Total Estimated Value: *

Total Square Footage:

Tenant Unit Number:

Tenant Name:

Contractor Type: *

Notes:

[Cancel](#)

Enter the entire job value here. (Cost to customer)

Type a brief description of the work here

Click the pull down menu and choose contractor or owner.



Building Department

Submit Application - Contractor Search

Address:
Parcel:
Owner:

* - required fields

Match Name:

Contractor Name:*

« Back Continue »

[Cancel](#)

Type in the Contractor Name. A partial name will return all contractors names which contain the input.

100 West Atlantic Boulevard, Pompano Beach, Florida 33060 954.786.4600
Copyright 1998 - 2012 © Pompano Beach Online - All America City Winner



Building Department

Home
Select Permit
Schedule/Cancel Insp.
Submit Application
Master Account Login
Forgot PIN
Create Master Account
Email Us

Submit Application - Contractor Search Results

Address:
Parcel:
Owner:

*** - required fields**

Select*	Name	Type
<input type="radio"/>	BOB COLE PLUMBING INC	CF PLUMBING STATE CERT

« Back Continue »

[Cancel](#)

100 West Atlantic Boulevard, Pompano Beach, Florida 33060 954.786.4600
Copyright: 1998 - 2012 © Pompano Beach Online - All America City Winner

Click the button in front of the correct contractor.

Home
 Select Permit
 Schedule/Cancel Insp.
 Submit Application
 Master Account Login
 Forgot PIN
 Create Master Account
 Email Us

Submit Application - Application Contact

* - required fields

Address:
 Parcel:
 Owner:

Contractor: BOB COLE PLUMBING INC

Contact Name:* JOHN APPLESEED

Address: 100 SE 1 ST
 FORT LAUDERDALE

Zip: 33309

Work Phone: * 954 555 5555

Home Phone:

Cell Phone:

Misc Phone:

Email ID:* johnappleseed@permits.com

I will submit plans electronically

« Back Continue »

Cancel

100 West Atlantic Boulevard, Pompano Beach, Florida 33060 954.786.4600
 Copyright 1998 - 2012 © Pompano Beach Online - All America City Winner

Fill in the Applicant information in the appropriate fields. This is the contact person for the permit. This does not need to be the Contractor.

Please be sure that the email address is correct before clicking continue.

Check the box if you will be uploading your files.



Building Department

Home
Select Permit
Schedule/Cancel Insp.
Submit Application
Master Account Login
Forgot PIN
Create Master Account
Email Us

Click2Gov Building Permit - Structure Information

Address:
Parcel:
Owner:

You are required to upload electronic plans.
* - required fields

Contractor: BOB COLE PLUMBING INC

Structure Description

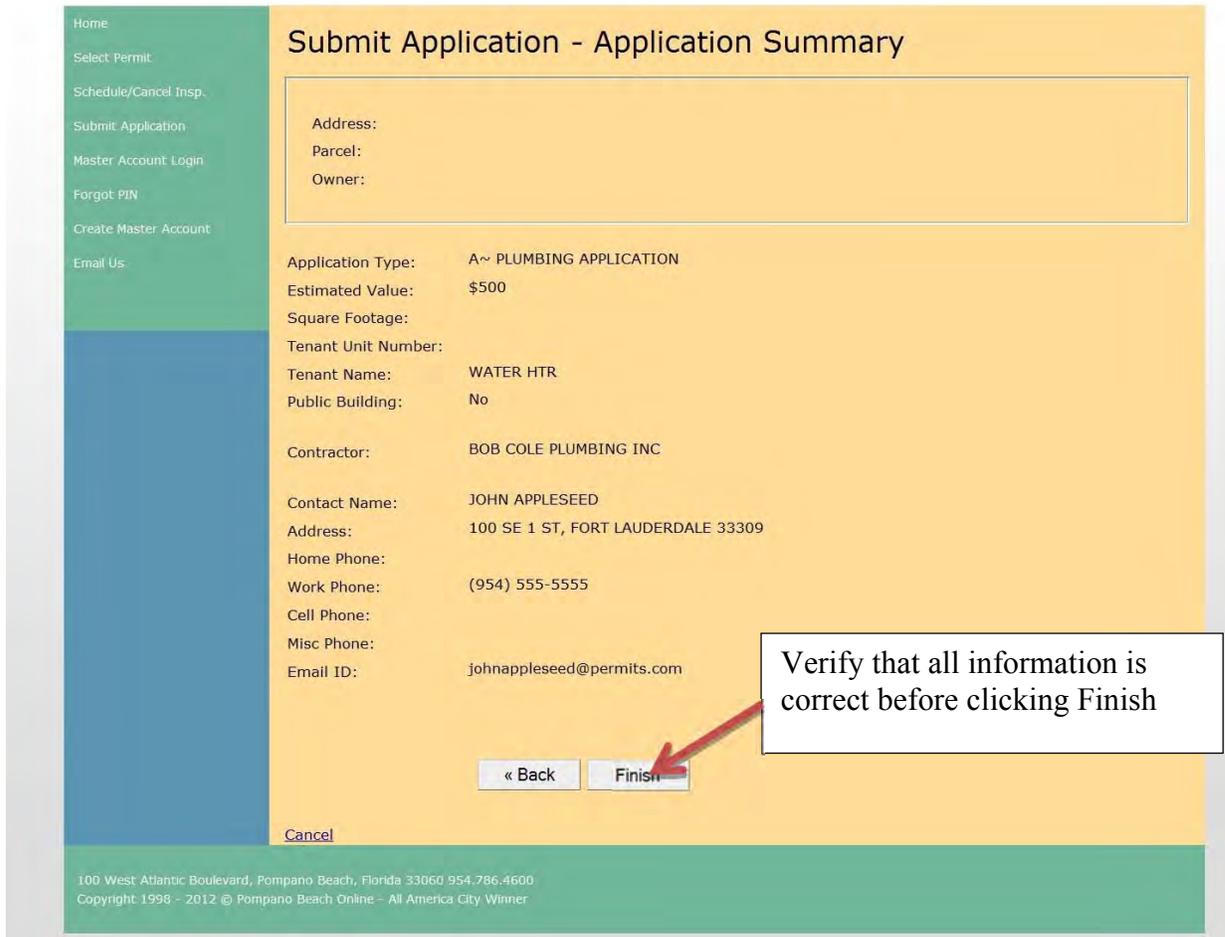
« Back Continue »

[Cancel](#)

Type a brief description of the structure or type NONE.

100 West Atlantic Boulevard, Pompano Beach, Florida 33060 954.786.4600
Copyright 1998 - 2012 © Pompano Beach Online - All America City Winner

Building Department



Home
Select Permit
Schedule/Cancel Insp.
Submit Application
Master Account Login
Forgot PIN
Create Master Account
Email Us

Submit Application - Application Summary

Address:
Parcel:
Owner:

Application Type: A~ PLUMBING APPLICATION
Estimated Value: \$500
Square Footage:
Tenant Unit Number:
Tenant Name: WATER HTR
Public Building: No

Contractor: BOB COLE PLUMBING INC

Contact Name: JOHN APPLESEED
Address: 100 SE 1 ST, FORT LAUDERDALE 33309
Home Phone:
Work Phone: (954) 555-5555
Cell Phone:
Misc Phone:
Email ID: johnappleseed@permits.com

« Back Finish

[Cancel](#)

100 West Atlantic Boulevard, Pompano Beach, Florida 33060 954.786.4600
Copyright: 1998 - 2012 © Pompano Beach Online - All America City Winner

Verify that all information is correct before clicking Finish

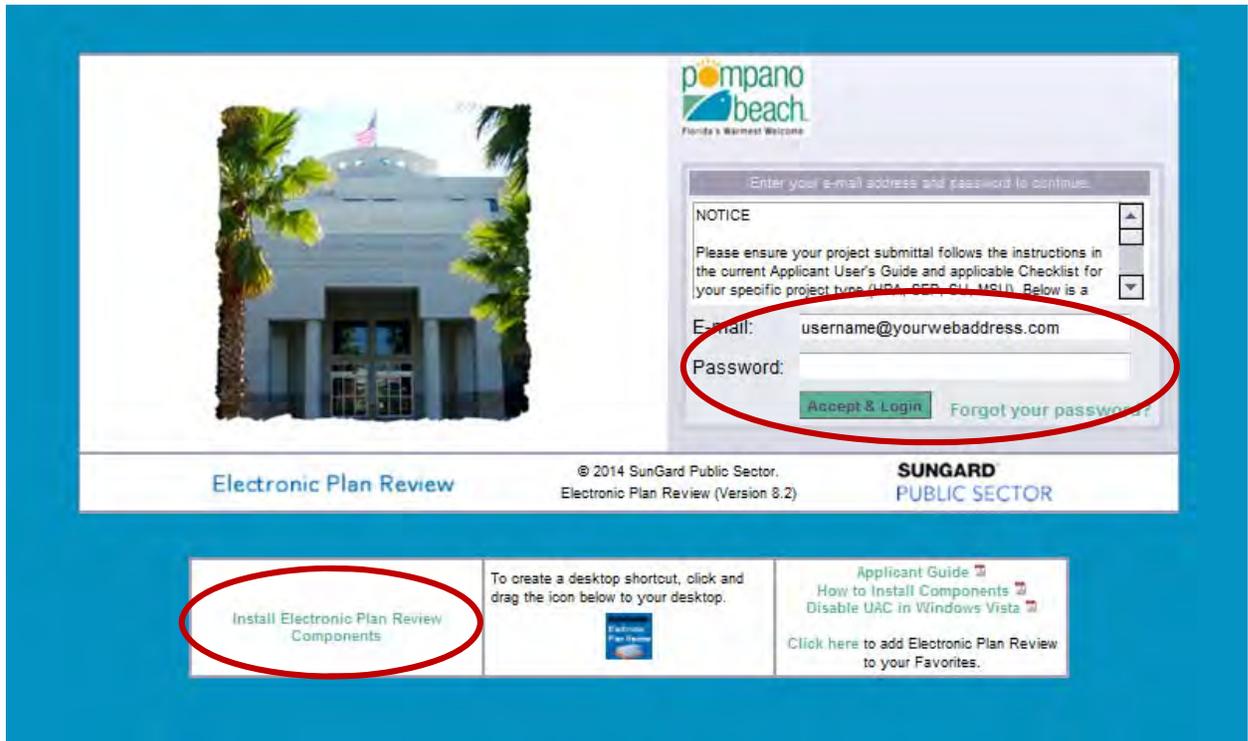
Logging In

New Users

1. Prior to logging into the Electronic Plan Review web portal, the following actions must be completed:
 - Electronic Plan Review uses pop-up windows. You will need to disable pop-up blocking in order to utilize the ePlan application. (Pop-up blockers allow you to disable pop-up blocking for specified sites if you wish to leave it on and exclude ePlan.) Please note that Google toolbar and Yahoo toolbar have their own popup blockers that will also need to be disabled.

- The login page has an MSI (Microsoft Silent Install) component required to install all necessary Electronic Plan Review ActiveX controls. This installation will only need to be done once; if you utilize a different computer it will require another installation for each unique computer. Window Vista and Windows 7 and 8 users must disable User Account Control (UAC) prior to installing the Electronic Plan Review Components.

2. To sign in, enter your e-mail address and temporary password provided in your invitation email and click the “Login” button, as shown in the image below:



3. Enter your new password and personal account information. All fields in yellow are required. Click on the “Save” button to save your profile.



Existing Users

If you are a returning user, login to ePlan with your full e-mail address and password. If you have forgotten your password, click on the “Forgot Password” button so that you can retrieve it through your security question. No one, including Pompano Beach System Administrators can see your password or security question answer. If you cannot access your account after trying to retrieve your account information, contact a Pompano Beach ePlan Administrator at 954 786 5592 to have your password reset.

Uploading Plan Drawings and Documents

ePlan Review Invitation

When your application for a Building Permit is reviewed and accepted, an Electronic Plan Review invitation will be sent to your e-mail address. For first time users, the invitation e-mail will contain your login information, temporary password and information about the project, including a link to the ePlan web portal.

Permit Project Plan Check Invitation

Hello

Welcome to the permit project electronic plan check system. This project invitation has been sent to you in response to your construction permit request. A permit project has been created to allow you to electronically upload your CAD drawings for permit plan check review. To access your new permit project, follow this instructions below.

1. Click the Project Access link below
2. Enter your User Login and Temporary Password
3. Click on the Project link on the "My Projects" page
4. Click on the "Drawings" folder
5. Click the "Upload Files" button and follow the instructions to upload your CAD drawings
6. Your drawings have now been submitted for plan check review

CAD Drawing files supported are: DWG, DGN, DWF, DXF, PDF, TIFF, PLT

User Login	User@youremail.com
Temporary Password	AE369D4
Project Permit #	BP12-00005599
Plan Check Coordinator	Development Services
Plan Check Coordinator's Email	pompanobeach.developmentservice@copbf.com

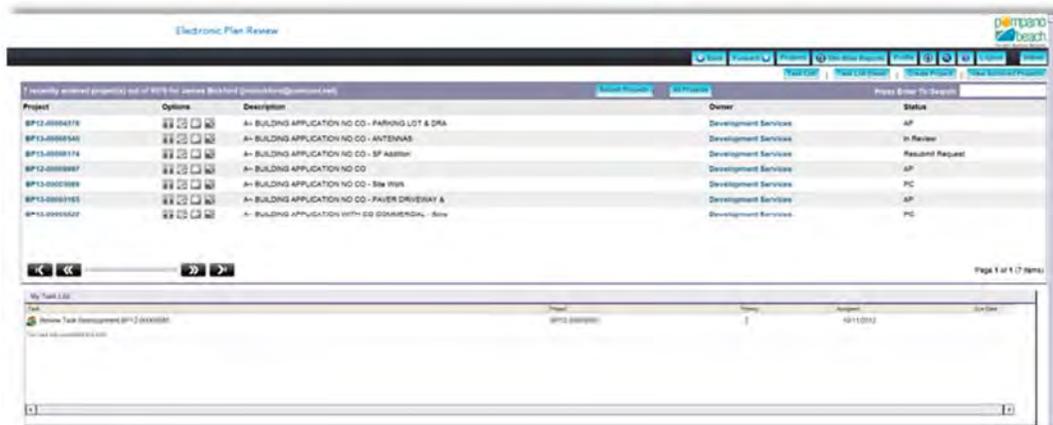
[Project Permit Access Link](#)

Contact the Plan Check Coordinator if you have questions regarding this project. Please do not reply to this email.

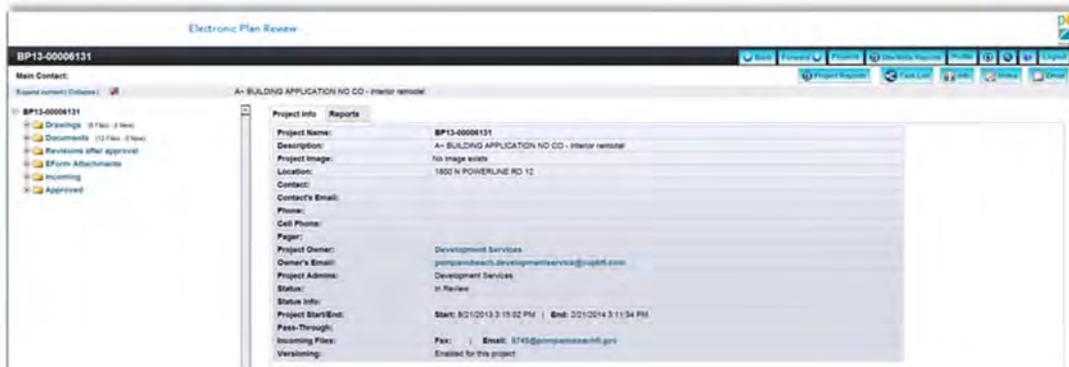
Uploading Your Files

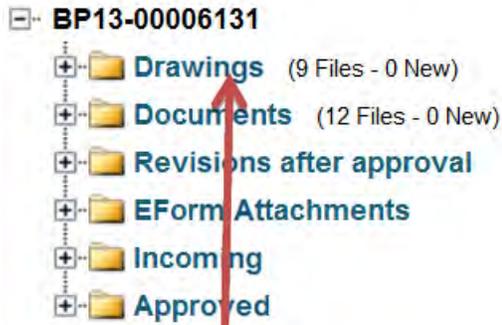
Please read this entire section before attempting to upload. Once all required items are uploaded, you must notify the Submissions Group (see steps 8-12).

1. When you have successfully logged in to ePlan, the “Project” screen will display. Any projects for which you have access will display in this list. Any outstanding tasks that require your action are displayed in the “My Tasks” area below the project list. Select the specific project that corresponds to the plans you will be uploading by clicking on the project number. If you don’t see the project number you are looking for click the ALL PROJECTS button.



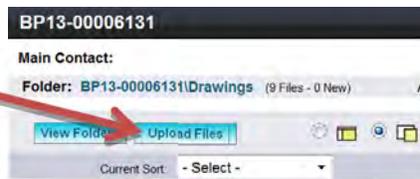
2. Click on the project number and you will see the project info screen





3. Click the “Drawings” folder to upload your plans or the “Documents” folder to upload supporting documents related to the project application. Follow the prompts for uploading your plans and documents.

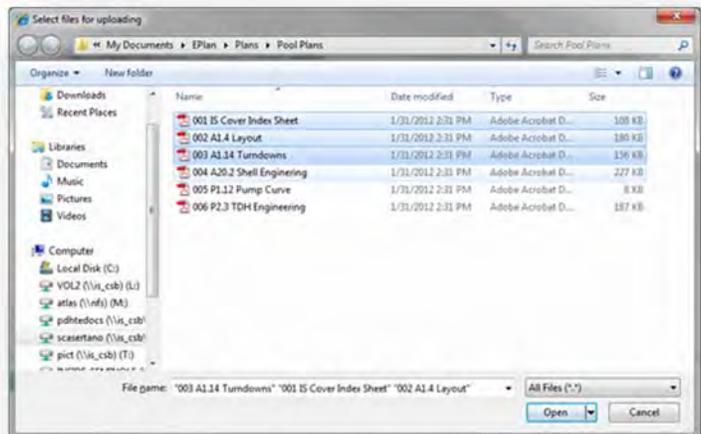
4. Click the “Upload Files” button.



5. Click Browse

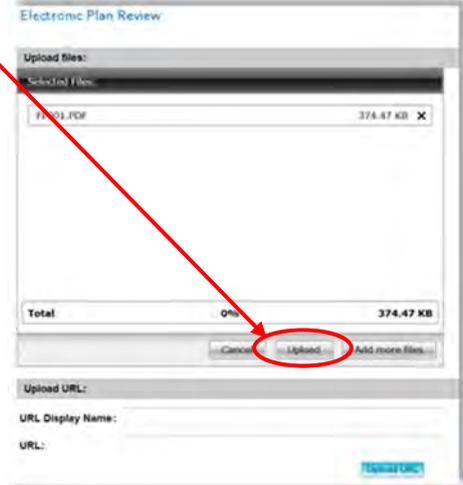
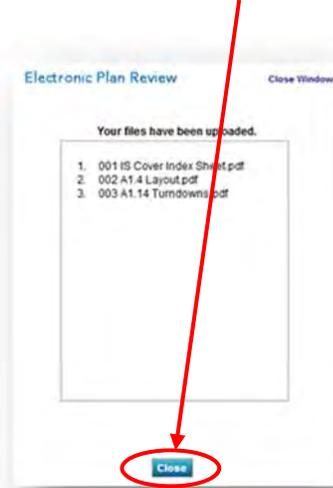


6. Select or browse to the file location on your computer. Select or highlight the files you want to upload; multiple files can be selected by using your Shift or Ctrl keys. Click the “Open” button.



NOTE: Pompano Beach requires that all drawings be uploaded as single page PDF vector files. The plans must be in landscape format (horizontal orientation). Please see naming conventions for how to name your files.

7. After reviewing the files, click the “Upload” button. The files will be copied to the upload window. Click on the “Close” button to close out of the dialog box.



8. Once files are uploaded to the folder(s), the folder list is populated with thumbnail images of each file contained in the folder. Under each thumbnail, the file name, author, date, and any relevant file icons display.
9. Once all documents and drawings have been uploaded, the Submissions Group needs to know that you are ready to begin the Prescreening process. Do this by clicking the  icon near the top right corner of the ePlan window.



(Continued on next page...)

10. Enter a subject (such as 'File Upload Complete') and a brief description.

Electronic Plan Review Close Window

Team mail for Project: BP14-00006887
Email type: Standard Mail

Subject: * File Upload Complete

Body:
All documents and drawings have been uploaded!

Users/Groups that will be emailed (includes groups that contain users and have permissions): *

<input type="checkbox"/>	Name
<input type="checkbox"/>	Project: BP14-00006887 (18492@pompanobeachfl.gov)
<input type="checkbox"/>	Non Group Members
<input type="checkbox"/>	Applicant
<input type="checkbox"/>	BUILDING DIVISION
<input type="checkbox"/>	ELECTRICAL DIVISION
<input type="checkbox"/>	ENGINEERING DEPARTMENT
<input type="checkbox"/>	FIRE DEPARTMENT
<input type="checkbox"/>	LANDSCAPE REVIEW
<input type="checkbox"/>	Management
<input type="checkbox"/>	MECHANICAL DIVISION
<input type="checkbox"/>	PLAN TRACKING
<input type="checkbox"/>	PLANNING AND ZONING DEPT
<input type="checkbox"/>	PLUMBING DIVISION
<input type="checkbox"/>	Review Coordinator
<input checked="" type="checkbox"/>	Submissions
<input type="checkbox"/>	UTILITIES
<input type="checkbox"/>	View Only

Page 1 of 1 (17 items)

11. Select the 'SUBMISSIONS' Group from the list of users you can email.

12. With the SUBMISSIONS group selected, click the Send button at the bottom of the page.

13. You have successfully finished part one of submitting your plans electronically.

14. Please logout after your session is complete.

Prescreening

Prescreening Has Been Approved

- If your submittal is approved, your plans and documents will continue through the ePlan system for review by Pompano Beach.

Prescreening Has Been Returned

If your submittal requirements were not complete, you will receive an e-mail notification that prescreening has been denied and corrections are needed.



1. Login to Electronic Plan Review. Find the project and associated task in the Task List, click the “Prescreening Review for:” task.



2. The Prescreening Review form will open. DO NOT click the checkbox until you have completed uploading your documents or drawings.

Electronic Plan Review

Prescreening Review

Application Information BP11-00008278

Type: A- BUILDING ATTACHMENT WITH NO COMMERCIAL	Address: 600 W ATLANTIC BL. HURL.	Applicant: Jim Ballard
Description: Test for Electronic Plan Review	Parcel: 3002-06-25-111000200HLL	Email: jim.ballard@cityofpompano.com
Date: 8/26/2013	Zone:	Owner: CITY OF POMPAHO BEACH
Status: IN PLAY-READY	Valuation: 0	Contractor: CITY OF POMPAHO BEACH
Group:	Sign: 4123	Tenant: 123 TEST PERMIT FOR DRUAN

Instructions: Please review the notes. In the of case, complete the requirements and click the Complete button to readjust your corrections.

Date Received: 2/17/2012 2:29:00 PM

Comments: I have read the prescreening comments and have corrected the plans per the reviewer's comments above.

Plan Review Fees: Plan Review Fee Due Now: \$0.00

Applicant Notification: **Do NOT press the Complete button, until you have uploaded corrected documents and drawings and/or have paid required fees.**

Minimize the Prescreening form and return to the project page.

3. After you have identified the missing drawings and/or documents to upload, click on the project to open the project page.
4. Upload the missing drawings and/or documents.
5. Reopen the Prescreening Review page.
6. After you are satisfied that all the requirements have been met, select the “I have read the prescreening comments and have corrected the plans per the reviewer’s comments above.” box and click the “Complete” button below the checkbox. This will notify the Electronic Plan Review Submission Group that you are ready for Prescreen Review again.

Applicant Notification

Do NOT press the Complete button, until you have uploaded corrected documents and drawings and/or have paid required fees.

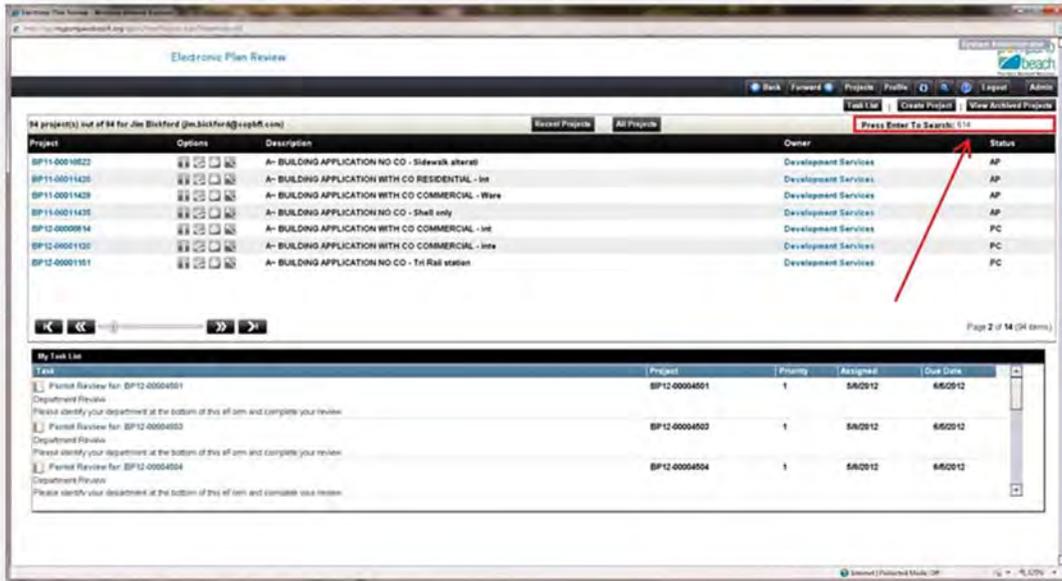
I have read the prescreening comments and have corrected the plans per the reviewer's comments above.

Complete Cancel View Project

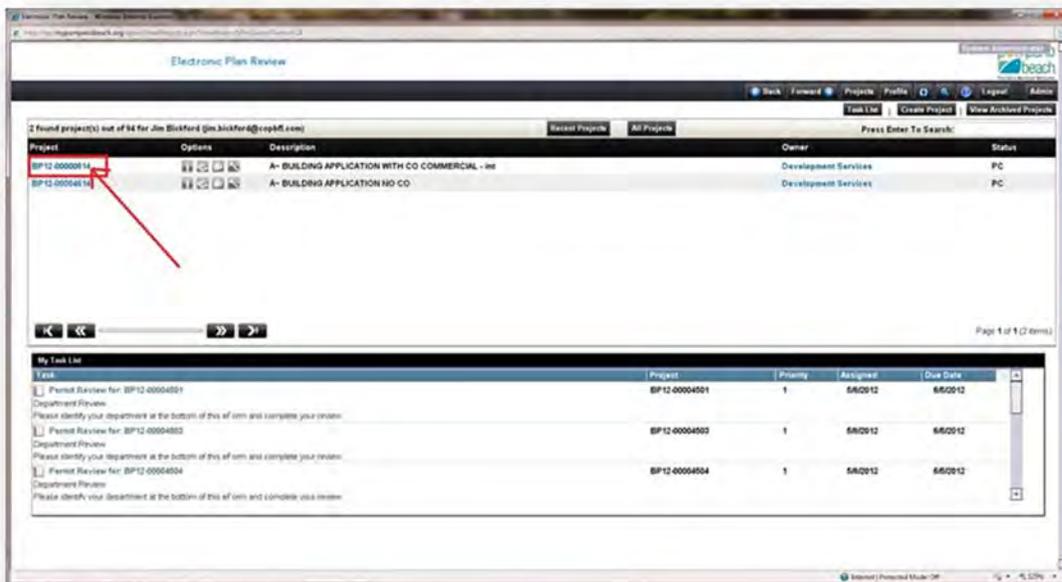
VIEW PLAN REVIEW COMMENTS (OLD WORKFLOW SYSTEM)

Applies to all permit numbers lower than 13-5845

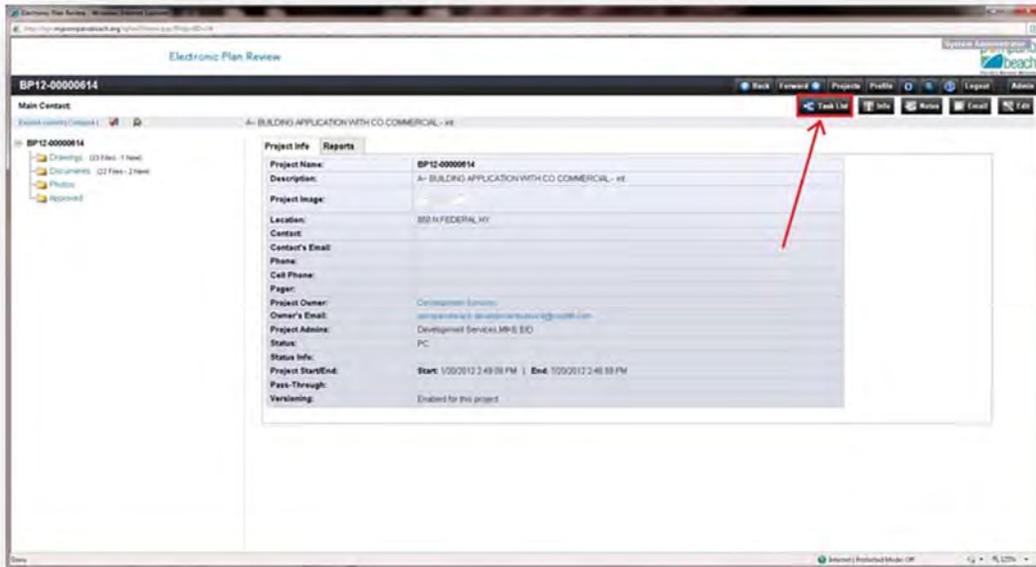
If your permit number is higher than 13-5845 skip to View Plan Review Comments (NEW WORKFLOW)



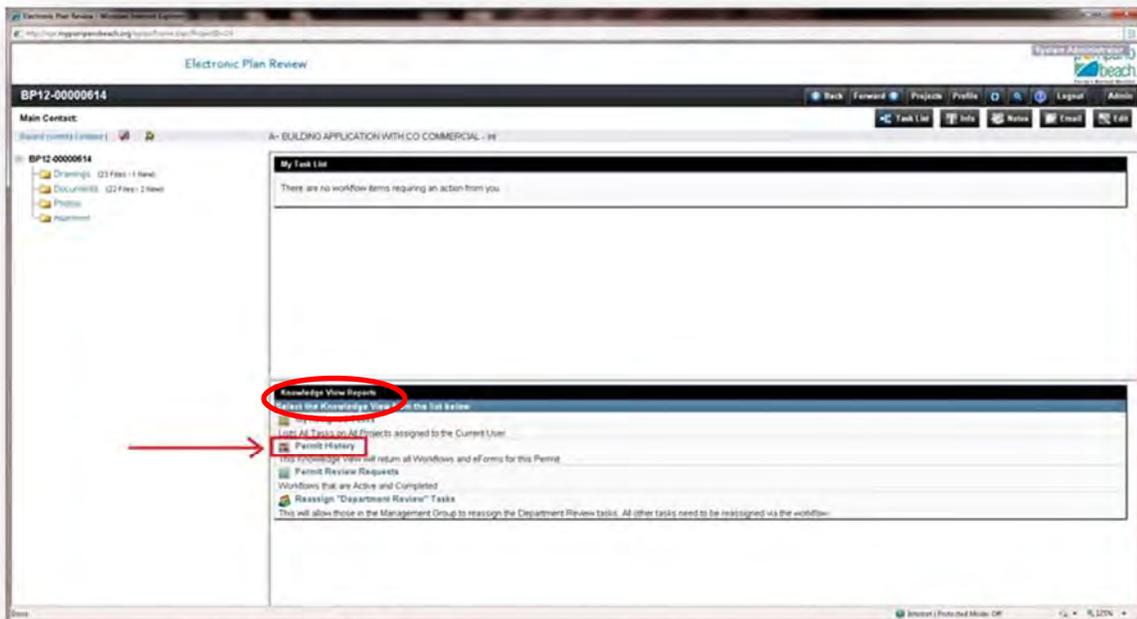
Left click on the search box and type in the application number. You don't need to enter the BP or the application year. Hit enter. Entering 614 will return results of all application numbers containing 614. (see below)



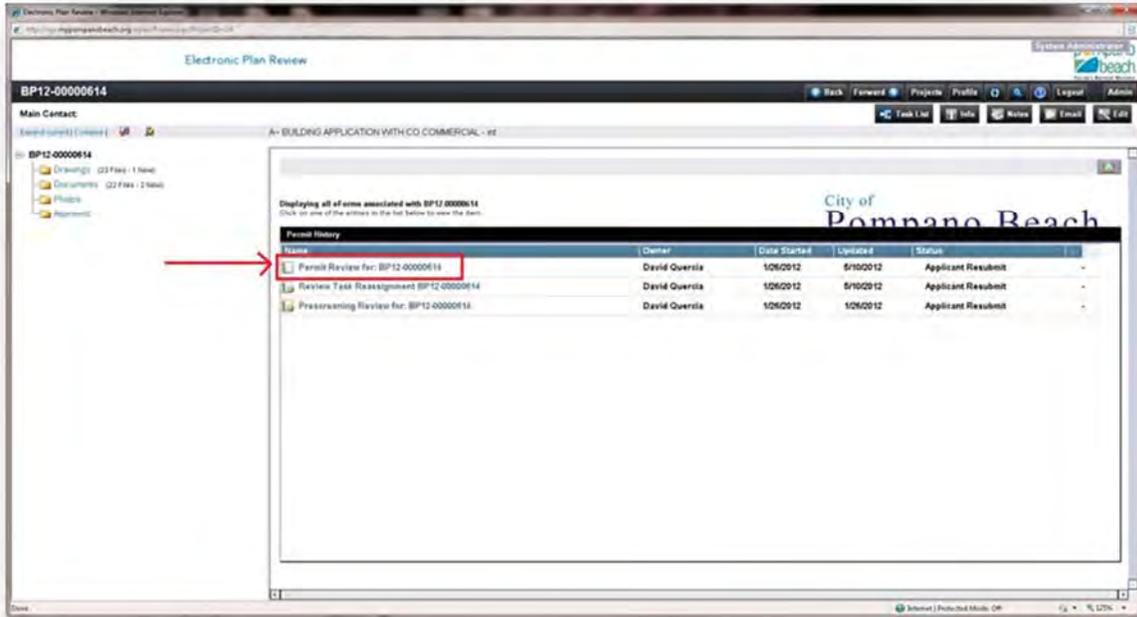
Left click on the application number that you want to view comments for. This will open the project screen.



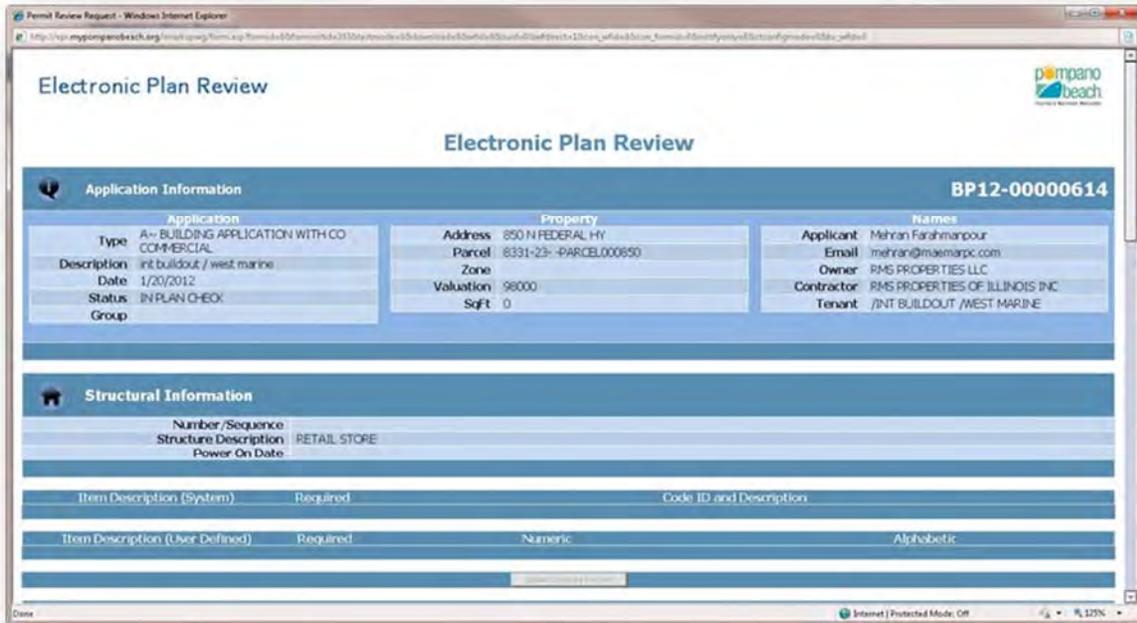
Left click on the Task List button, Knowledge view Reports will open at the bottom of your screen. (see below)



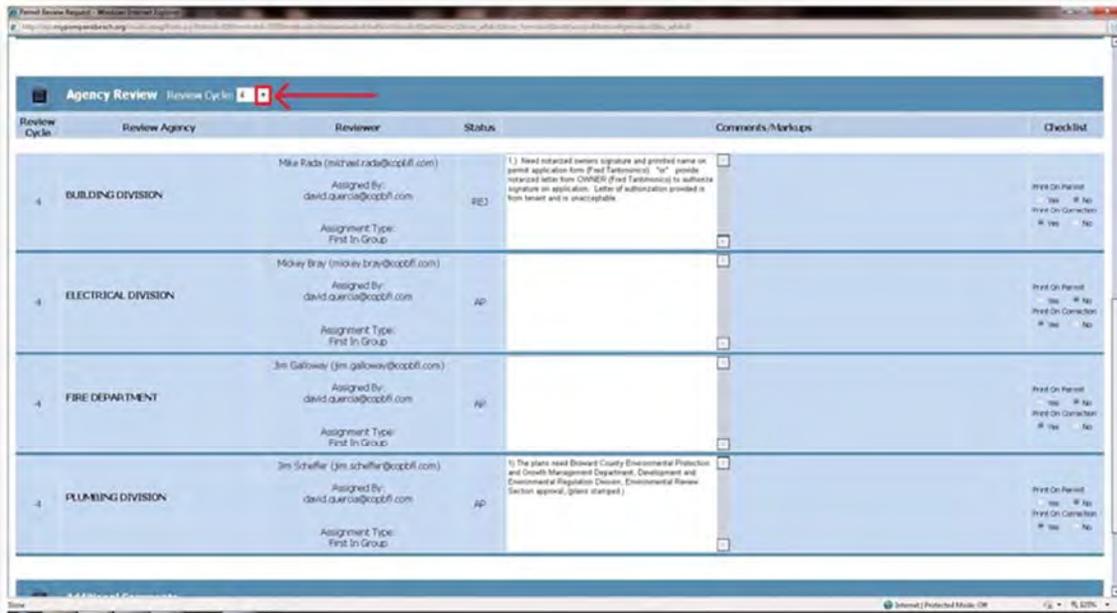
Left click on Permit History, the eForm selection page will appear.



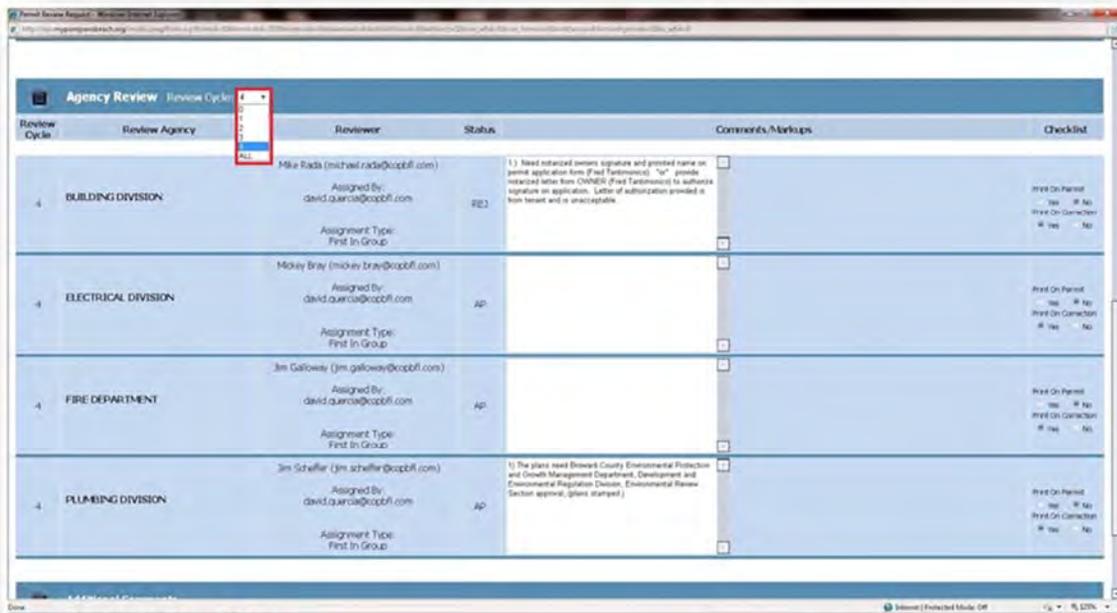
Left click on Permit Review for: and the Electronic Plan Review eForm will open.



Scroll down the page



The review comments will display the most recent review cycle. (See Page 50 for a breakdown of the Status codes) To view previous review cycle comments left click the down arrow next to the Review Cycle box.



Left click on the previous review cycle that you wish to see or left click on ALL to see all previous review cycles. Note that clicking on ALL will display all trades for each review cycle starting with review cycle 0 and ending with the last review cycle.

VIEW PLAN REVIEW COMMENTS (NEW WORKFLOW)

This section applies to all permits higher than 13-5845

Enter the last four or five numbers of the application numbers into the search box



Click on the permit number



Click on the Project reports button



Click on the blue View button next to “Workflow – Department Review status”

Electronic Plan Review

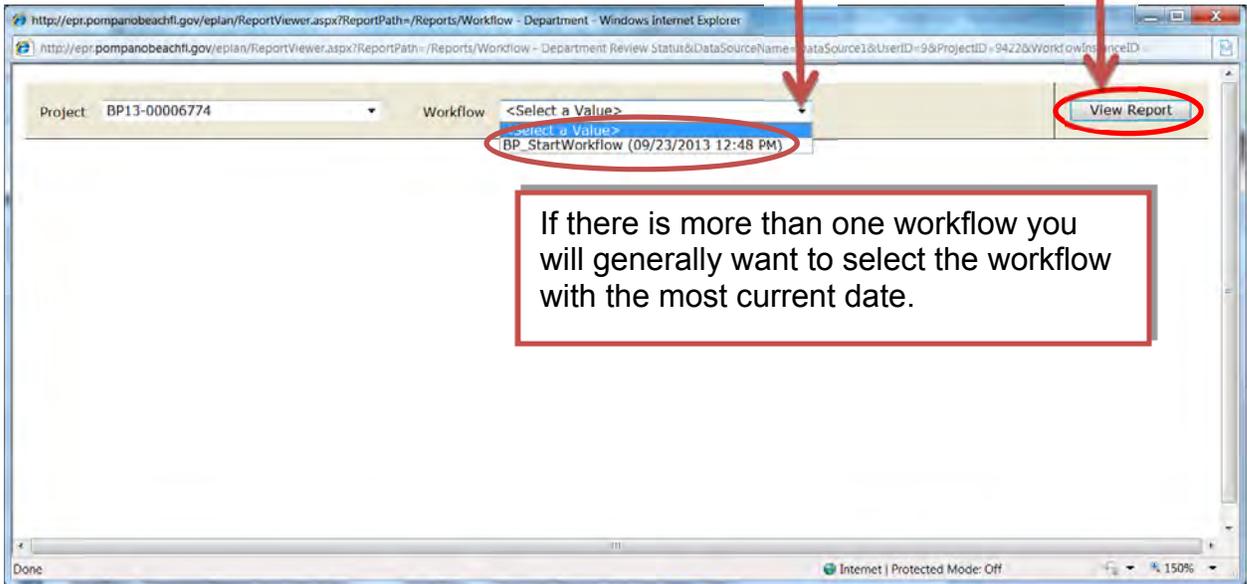
Close Window

Project and Workflow Reports for BP13-00006774

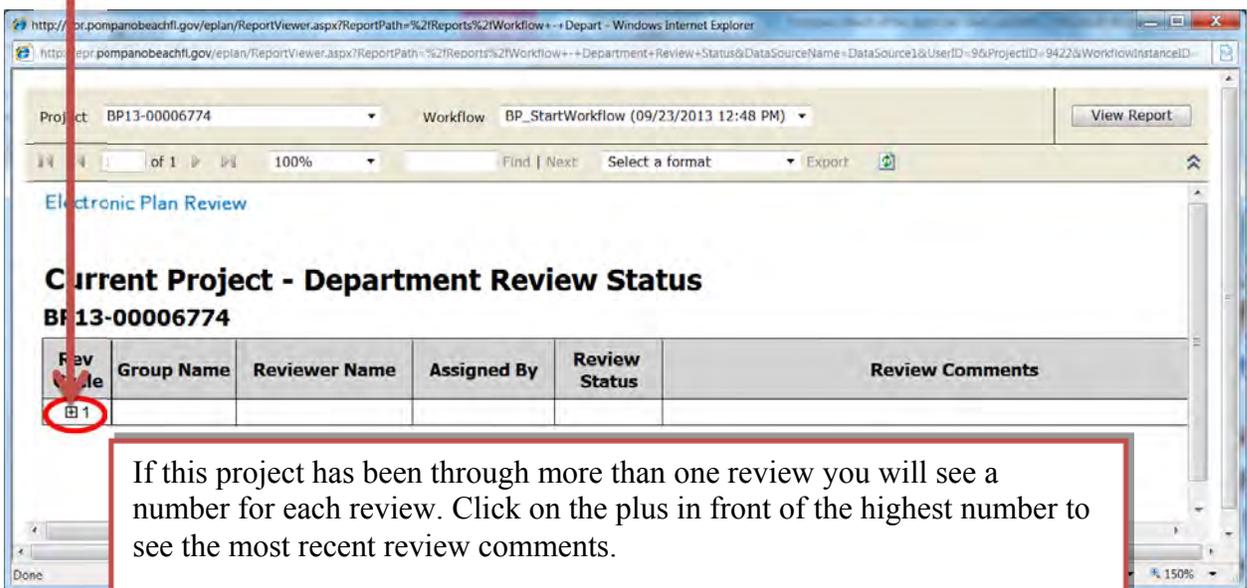
View	Report Name	Report Type	Report Description
	Current Project - All Uploaded Files with Sh...	Project	All Uploaded Files with Sheet Sizes
	Current Project - Project Markups Listing	Project	All File Markups Listing
	Workflow - Department Review Status	Workflow	Department Review Status
	Workflow - Routing Slip	Workflow	Workflow Routing Slip

Page 1 of 1 (4 items)

Select the workflow you would like to view -----Then click “View Report”



Click on the plus sign



Your comments will be displayed by department.

Current Project - Department Review Status
BP13-00006774

Rev Cycle	Group Name	Reviewer Name	Assigned By	Review Status	Review Comments
1	FIRE DEPARTMENT	Jim Galloway jim.galloway@copbfl.com	kenneth.mcintyre@copbfl.com	REJ	() - Submit City of Pompano Beach Fire Plan Review Application with all sections completed. Including fire protection systems existing or to be installed, square footage of entire building and area of work. Complete attached fire plan review application. () - provide fire sprinkler plans include system desing and location of hose stations.
	MECHANICAL DIVISION	Scott Maxwell scott.maxwell@copbfl.com	kenneth.mcintyre@copbfl.com	REJ	1. PROVIDE A MECHANICAL PERMIT APPLICATION FROM A LICENSED MECHANICAL CONTRACTOR. 2. PROVIDE CURRENT ENERGY CALCUALTIONS. 3. PROVIDE A MANUAL N OR EQUAL HEATLOAD. 4. PROVIDE STURCTURAL ENGINEERING PER 2010 FBC FOR THE CURB AND RTU
	ELECTRICAL DIVISION	Mickey Bray mickey.bray@copbfl.com	kenneth.mcintyre@copbfl.com	REJ	provide an electrical, a low voltage and a fire alastrm application.
	BUILDING DIVISION	Floyd Kelly floyd.kelly@copbfl.com	kenneth.mcintyre@copbfl.com	REJ	
	PLUMBING DIVISION	Jim Scheffer jim.scheffer@copbfl.com	kenneth.mcintyre@copbfl.com	REJ	1) The plans need Broward County Planning and Environmental Regulation Division approval. Submit a copy of their approval form with their application number on it. 2) Submit fire sprinkler plans for the proposed alterations. 3) Submit a completed plumbing application from a licensed fire sprinkler contractor. Check with our contractor registration dep't (954-788-4633) to confirm that the contractor is current with his licenses & insurances. 4) Submit a completed plumbing application from a licensed plumbing contractor. Check with our contractor registration department (954-788-4633) to confirm that the contractor is current with his licenses & insurances.

Review Status Codes Legend

ASI - Assigned

The project has been assigned to this division, and is awaiting review.

IP - In Progress

A Plan Reviewer has begun working on the project, but has not completed their review.

AP - Approved

Your project has been approved by this division.

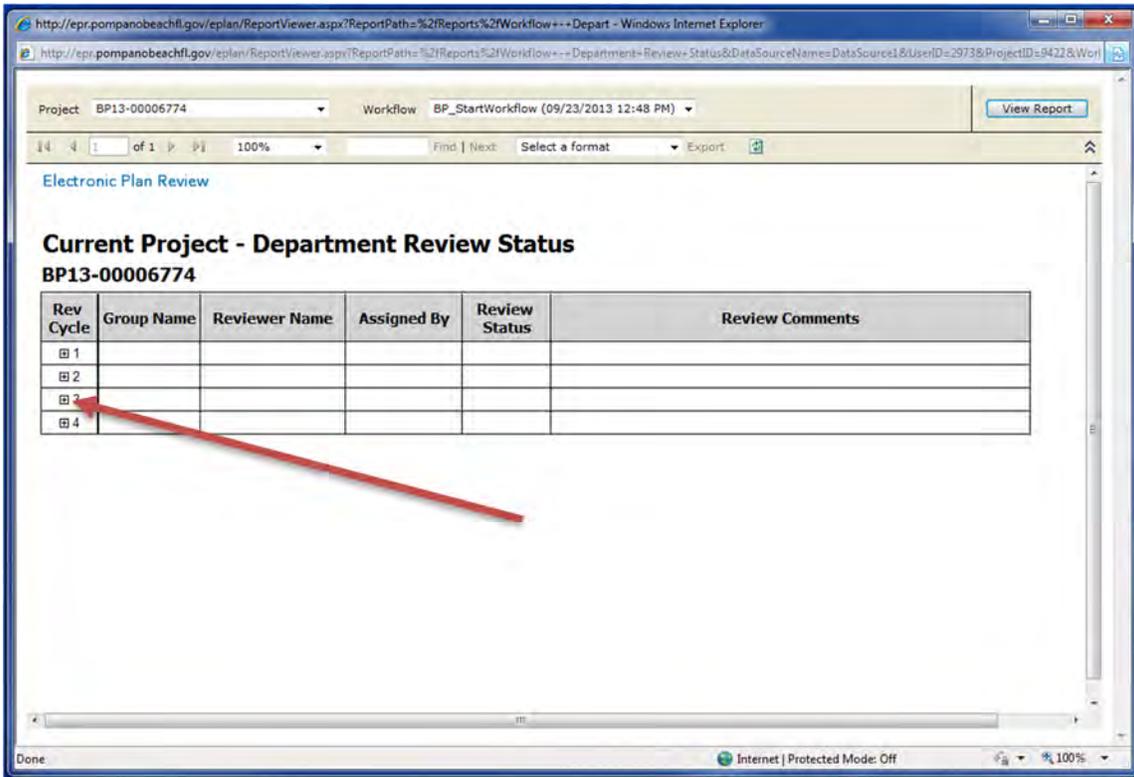
REJ - Rejected

The division has found a few issues with the permit that need to be fixed. See comments for a list of corrections.

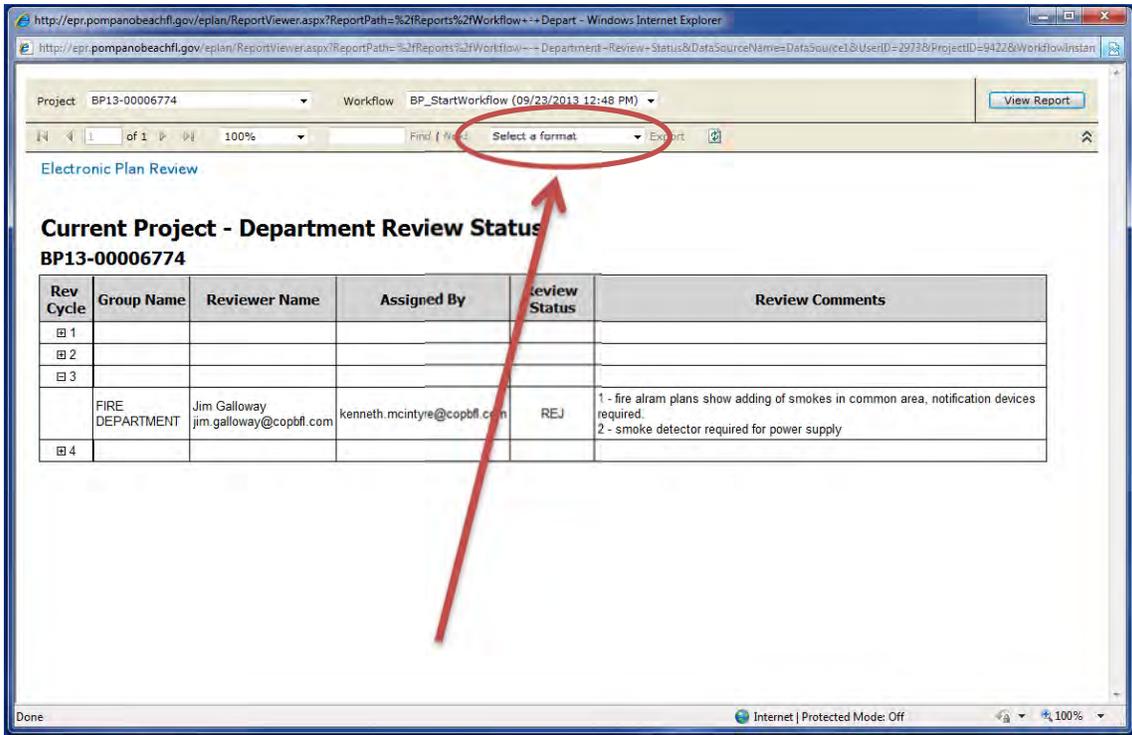
PRINTING & SAVING PLAN COMMENTS

If you would like to either save or print the comments that the reviewers have left you, follow these steps. In this example, we'll be printing the 3rd Review cycle.

Start by selecting the plus symbol (+) next to the revision number you want to print, as shown below.



Once you have selected which Rev. Cycles you want to print, move your mouse the dropdown menu that says "Select a format" towards the top of the window.



Warning: If you try to print from your browser, the Review Comments section will be cut off of the page. You will need to keep following this guide in order to properly print this report.

Project: BP13-00006774 Workflow: BP_StartWorkflow (09/23/2013 12:48 PM) View Report

Electronic Plan Review

Current Project - Department Review Status

BP13-00006774

Rev Cycle	Group Name	Reviewer Name	Review
1			
2			
3			
4	FIRE DEPARTMENT	Jim Galloway jim.galloway@copbfl.com	

From the drop menu, you can select which format you would like to save the Review Report as.

Our recommendation is to open/save it as an Acrobat PDF file, but you can also use Word, XML, or Excel if you wish.

In this guide, we'll select PDF.

Project: BP13-00006774 Workflow: BP_StartWorkflow (09/23/2013 12:48 PM) View Report

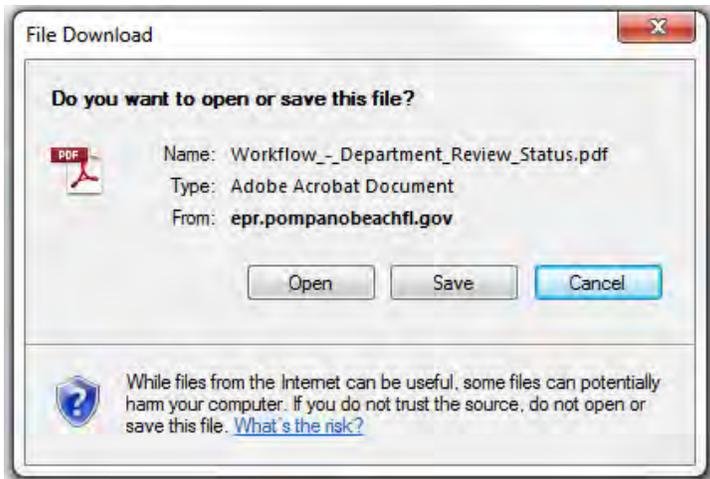
Electronic Plan Review

Current Project - Department Review Status

BP13-00006774

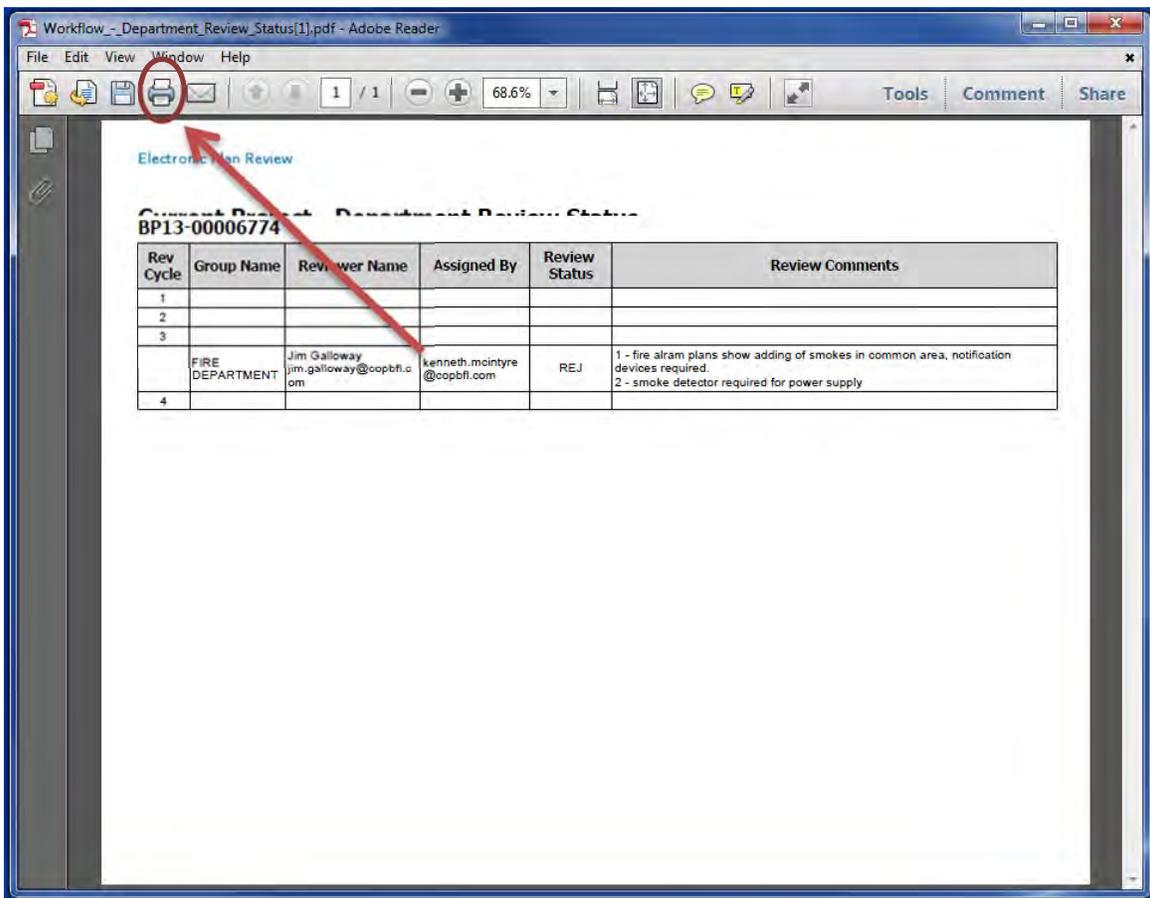
Rev Cycle	Group Name	Reviewer Name	Assigned By	Review Status
1				
2				
3				
4	FIRE DEPARTMENT	Jim Galloway jim.galloway@copbfl.com	kenneth.mcintyre@copbfl.com	REJ

Once you have selected your file format, click the EXPORT button shown here.



At this point, you can save the document to your computer by clicking the Save button, or Print it by selecting the Open button from the box on the right.

If you have Adobe Reader installed, the PDF file should open in a Window like the one shown below. Select the PRINT icon, and your document will begin printing.



Applicant Resubmit

After plan review for your project is complete, change requests and/or review comments may require plan corrections or changes.

Electronic Plan Review
Notification
Request for Revised Documents

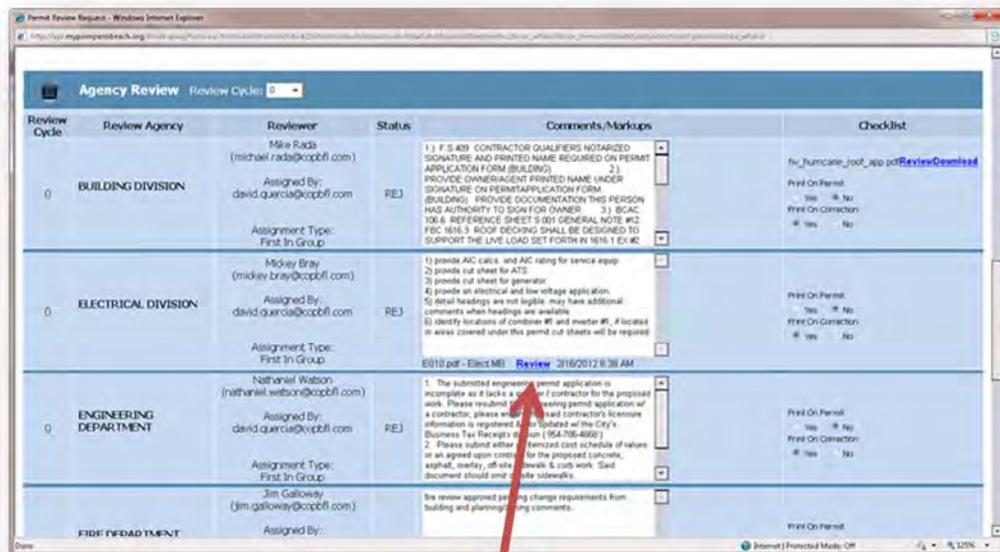
Hello Jim Galloway:
Your project application BP11-0000278 is in the review process; however, revised and/or additional documents are needed to continue. Please login to Electronic Plan Review to receive your review comments. All required agencies have participated in the review. Please correct all items referenced in the review comments and/or associated markup and upload the corrected items.

Important Note: You are limited to one upload per review cycle. Please be sure that all documents necessary for the re-review are included. The corrected files must be uploaded using the same naming convention as the original submittal.

Task: **Applicant Resubmit**
Please resubmit the required updated files as specified in the Review process. After uploading the files into ePlan Review, click the Complete button at the bottom of the eForm to send to the Reviewers.

Application: BP11-0000278
Type/Address: A- BUILDING APPLICATION WITH CO COMMERCIAL - 100 WYATANTIC BL HALL
[Link to Electronic Plan Review](#)

1. You may receive an e-mail notification from the Review Coordinator requesting corrected plans and/or documents.
2. Click the link “Log in to Electronic Plan Review” in the email to access your projects.
3. Once logged in, select the “Applicant Resubmit” task for the project requiring corrections to accept it and open the eForm and access the corrections requested.
4. Review the comments and make the necessary corrections to the drawings.



5. In the “Agency Review” section, the agency requesting the corrections is displayed. If there are markups attached, you will see the markup links in the comments/markup section at the bottom of the eForm.

6. Click on the “Save And Close” button to exit the eForm.
7. Correct the plan drawing(s) as requested. Upload all corrected drawings and documents to the appropriate folder **USING THE EXACT SAME NAME AS THE ORIGINAL FILE.**

When all corrections are made and you are done uploading the drawings you **MUST** complete the task by checking the two checkboxes on the eForm. **DO NOT CHECK THE BOXES OR CLICK RESUBMIT COMPLETE BUTTON UNTIL AFTER ALL FILES HAVE BEEN UPLOADED.**

Revised File Upload

Step 1: I have addressed all of the pending review items indicated above.

Step 2: I have uploaded the revised "Drawings" and "Documents" into their respective folders, using the SAME file name as the original documents.

Instructions:

1. Review the Comments and Markups in the above "Agency Review" section. Make the necessary changes to your documents and plans and check the Step 1 box to indicate that you have addressed all issues.
2. Upload your **REVISED** drawings into the "Drawings" and "Documents" folders, using the **SAME** file name as you used before so the drawings and documents will be versioned by Electronic Plan Review. Check the Step 2 box to indicate that you have done so.
3. Click the "Resubmit Complete" button. This will notify the Intake Specialist that your revised drawings and documents have been uploaded into the Project.

Note: To exit this form before completing all of the steps, click the "Close Form" button. This will leave this as a Task on your Task List so you can return to it later.

If you have any questions, please contact the City of Pompano Beach.

You must place a check in Steps 1 and 2 prior to selecting the Resubmit Complete button.

Then click on “Resubmit Complete” button.

For newer permit numbers you will have three checkbox’s. See below

[VIEW CHECKLIST](#)

Task Instructions

I have reviewed and addressed the Checklist Comments provided on the "Checklist" tab above. Please click on the tab and review each item. Each comment will be indicated as "Met" or "Not Met". If you would like to export a list of the comments to Excel, click on the "Export to Excel" link in the upper right hand corner of the popup window.

I have addressed all of the items in the File Markups above that were identified during the Plan Review.

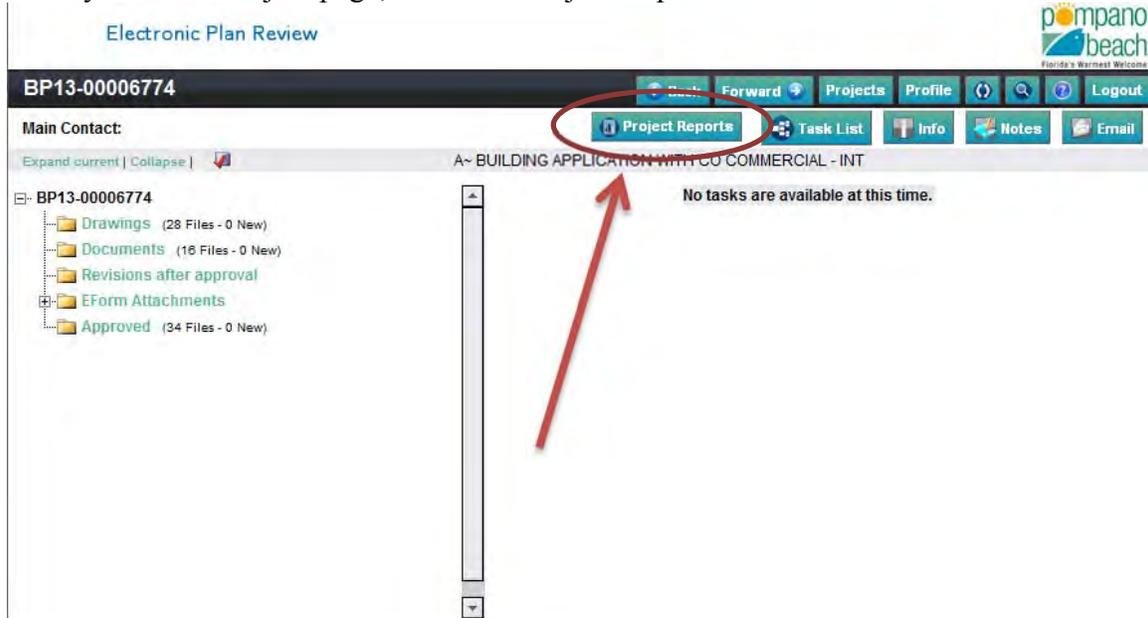
I have uploaded the revised drawings into the "Drawings" folder and, if requested, uploaded any revised documents into the "Documents" folder using the SAME file name as the original files. You can upload files by clicking the Folder List tab above and selecting a folder.

Then click complete

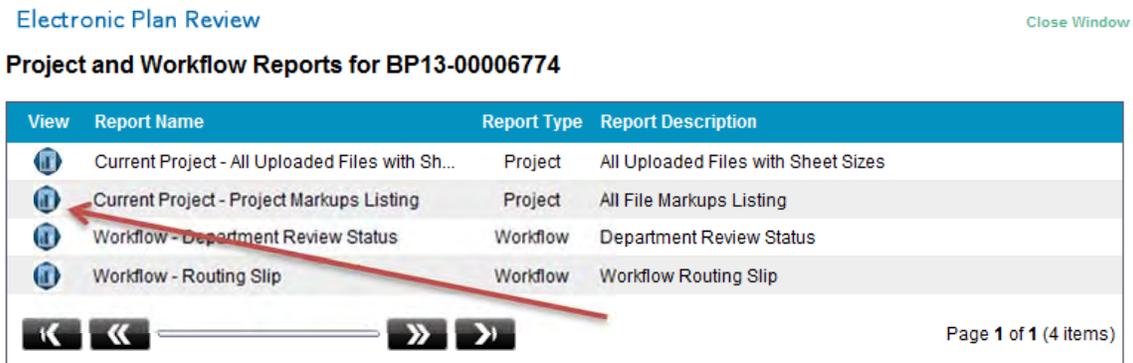
Alternate Method – Viewing Markup Text

If you're having difficulty using the e-Plan website to open and view any markups that were left by our reviewers, you can use this alternative method to see what was written on your documents.

From your main Project page, select the Project Reports button shown below...



Next, click the small blue 'View' button next to the 'Current Project – Project Markups Listing' option...



From this page, you can view all of the markups that have been left on every document. You can also see when the Markup was created, and by who. You can compare this page to the documents you have uploaded to ePlan.

Electronic Plan Review

Current Project - Project Markups Listing
BP13-00006774

File Name	Markup Name	Markup Text	Markup Date	Created by
025 FA 1 FIRE ALARM PLAN.pdf	fs		12/30/2013	Jim Galloway
026 FA 2 FIRE ALARM PLAN.pdf	fs		12/30/2013	Jim Galloway
016-E2-1.PDF	fs		11/21/2013	Jim Galloway
025 FA 1 FIRE ALARM PLAN.pdf	JPG - fire alarm	power supply requires smoke detector.	11/21/2013	Jim Galloway
025 FA 1 FIRE ALARM PLAN.pdf	JPG - fire alarm		11/21/2013	Jim Galloway
025 FA 1 FIRE ALARM PLAN.pdf	JPG - fire alarm		11/21/2013	Jim Galloway
025 FA 1 FIRE ALARM PLAN.pdf	JPG - fire alarm	notification devices required in common areas.	11/21/2013	Jim Galloway
024 FP 1.1 Fire Protection Plan.pdf	fs		11/21/2013	Jim Galloway
APP BL.pdf	floyd kelly		09/27/2013	Floyd Kelly
APP BL.pdf	floyd kelly	1) APPLICATION DATA, ETC: BCAC 105.3 Need to complete building information/job value data on the back of building permit application form.	09/27/2013	Floyd Kelly

File Name – Shows the name of the document that has a markup on it. In the above example, you can see that Jim Galloway has left a note on the file ‘025 FA 1 FIRE ALARM PLAN.pdf’

Markup Name – Shows the title that the reviewer has called this note.

Markup Text – Contains the note that a reviewer has left.

If the box is blank, then the reviewer has left a mark on the document to highlight an area, but did not attach a note to it. This is commonly done when a reviewer is pointing out multiple areas that fall under the same issue.

Markup Date – Shows the date that the markup was published.

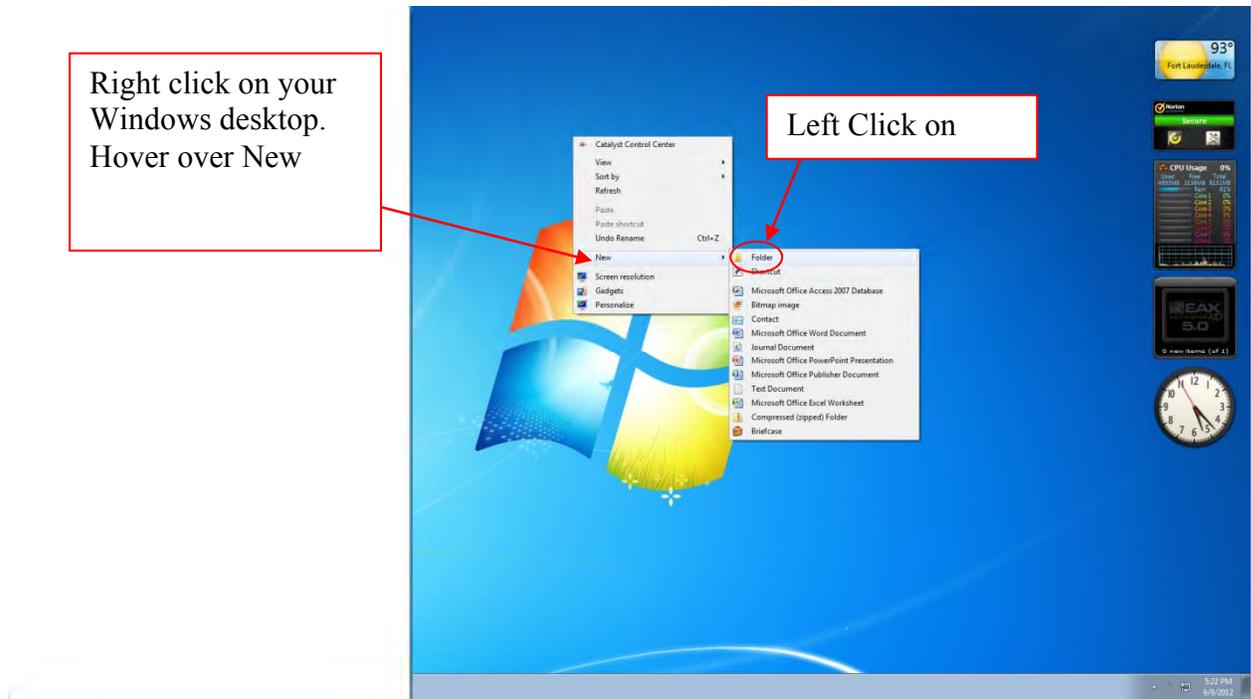
In the above example, you can see three separate dates (09/27/2013, 11/21/2013, 12/30/2013). Each date represents a review cycle. The September date would be the first cycle, and the November date would be the second cycle. The most recent review cycle will have the most recent date.

Created By – Displays the name of the reviewer that created the markup note.

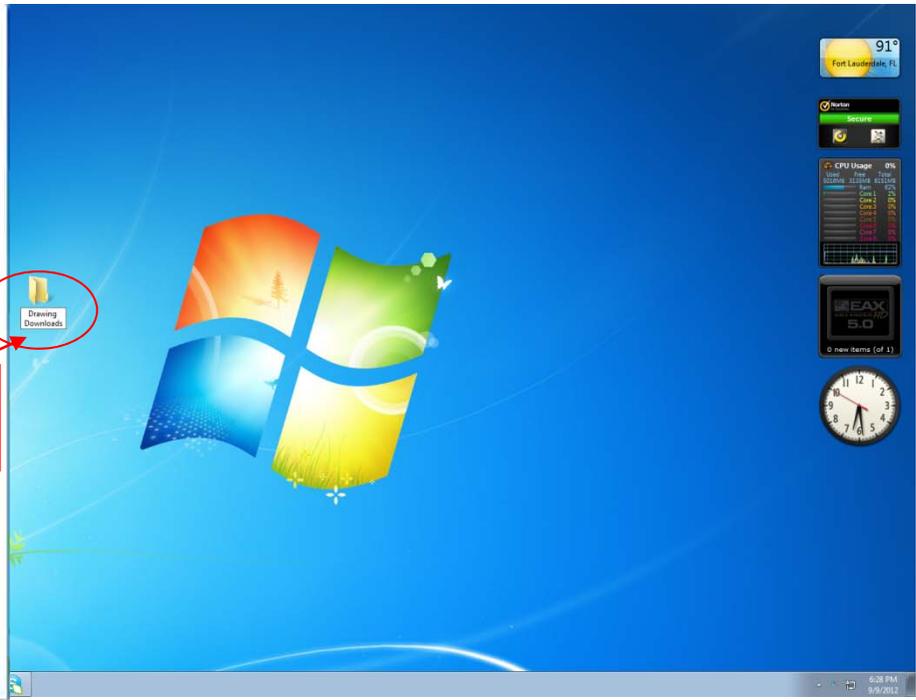
DOWNLOAD APPROVED DRAWINGS, DOCUMENTS AND PERMIT CARD

STEP 1 CREATE A FOLDER ON YOUR DESKTOP

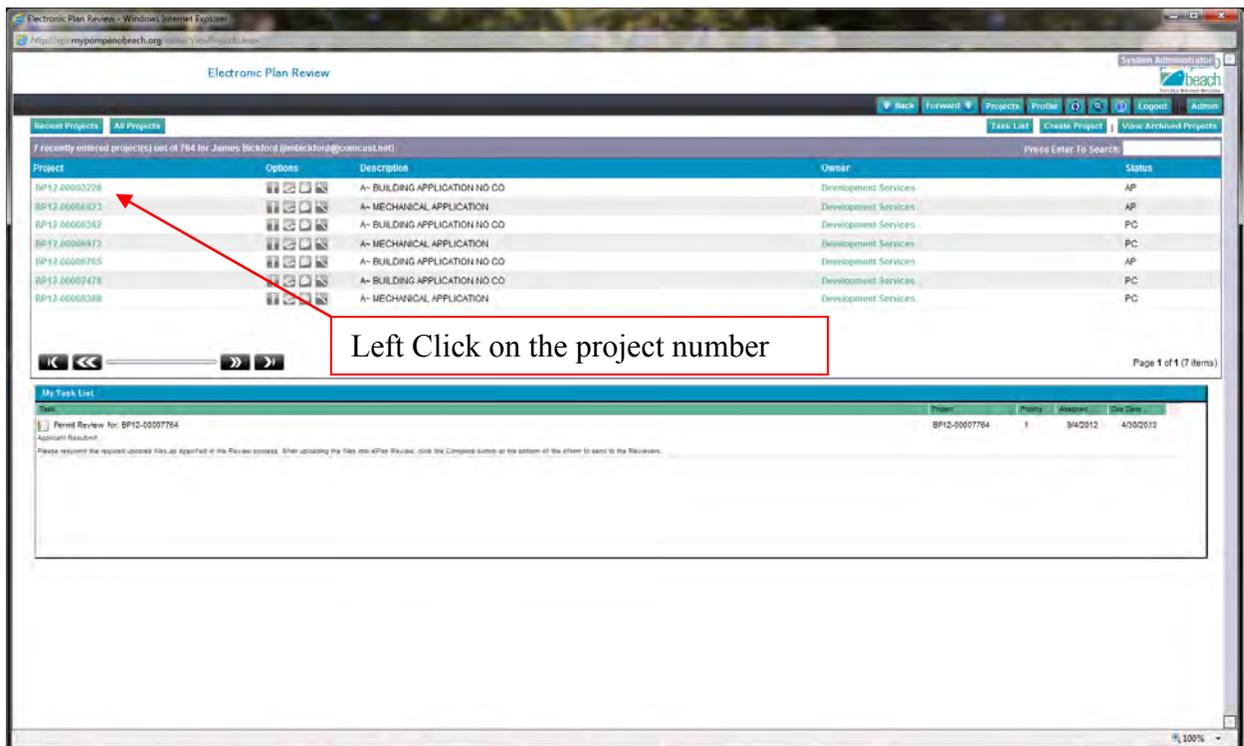
(If you already have a destination folder created you can skip this step)

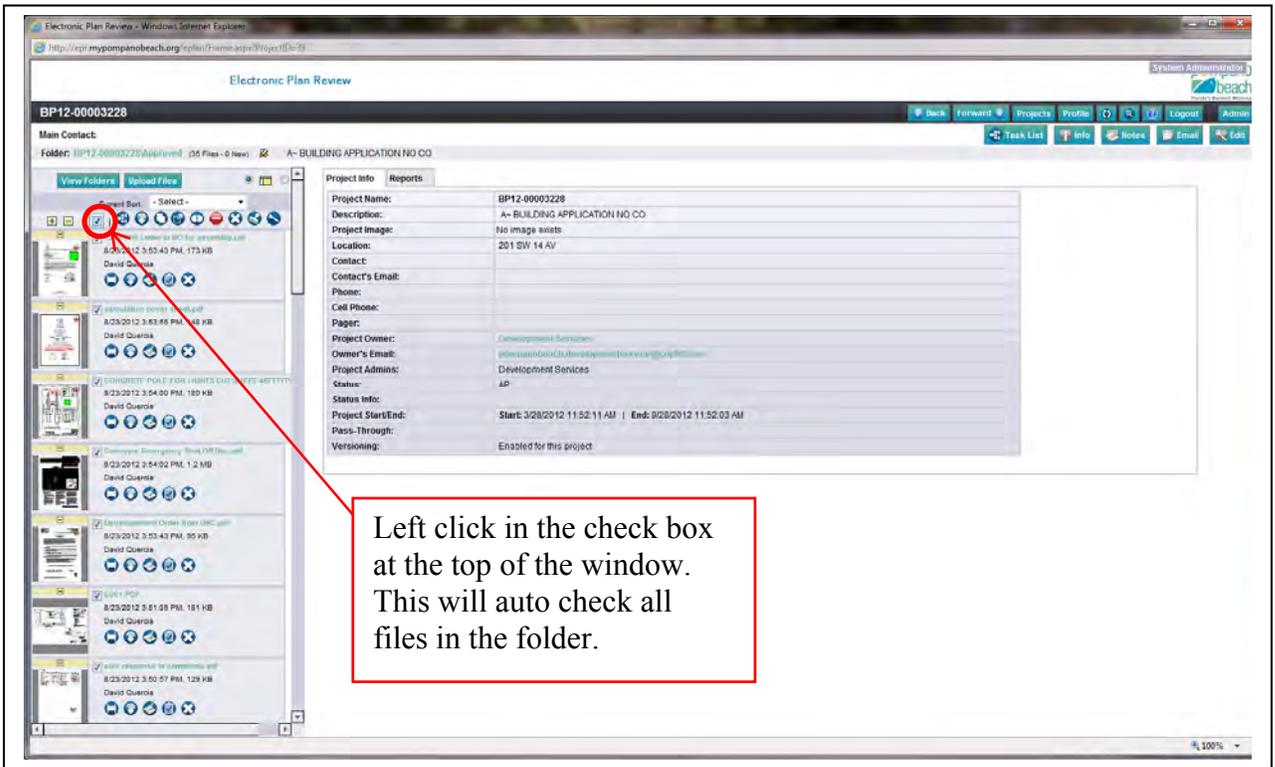
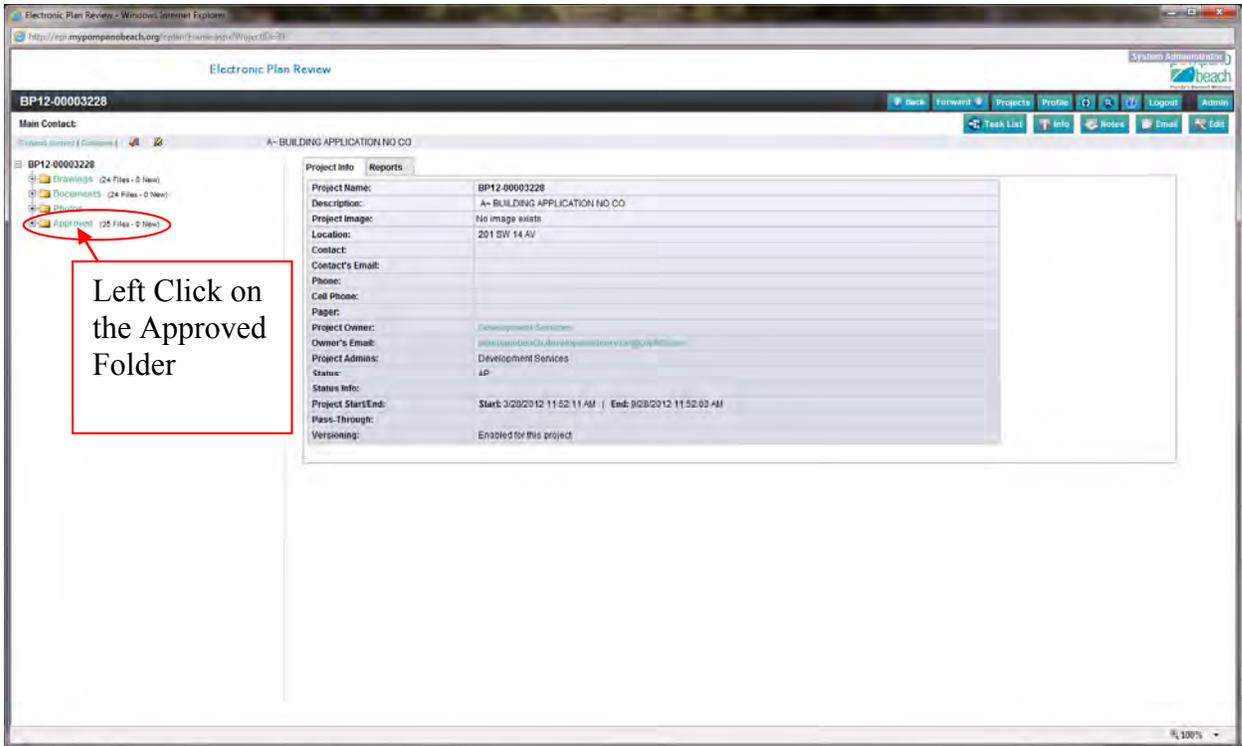


Name the Folder
"Drawing Downloads"

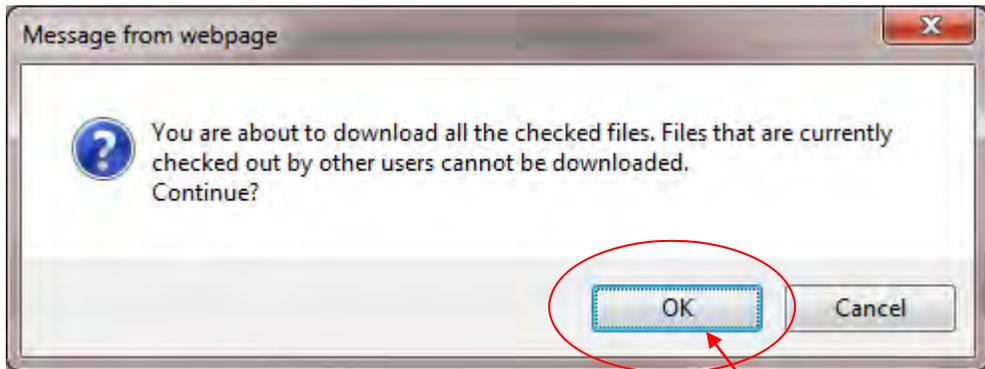
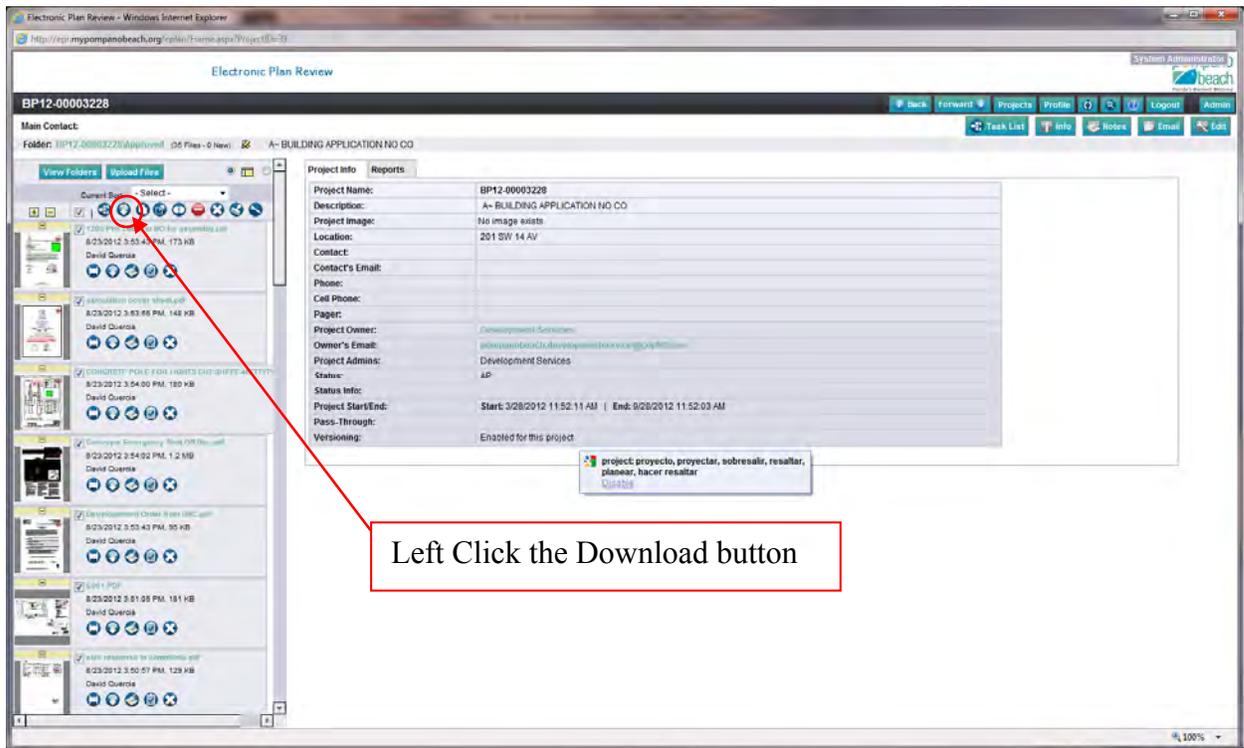


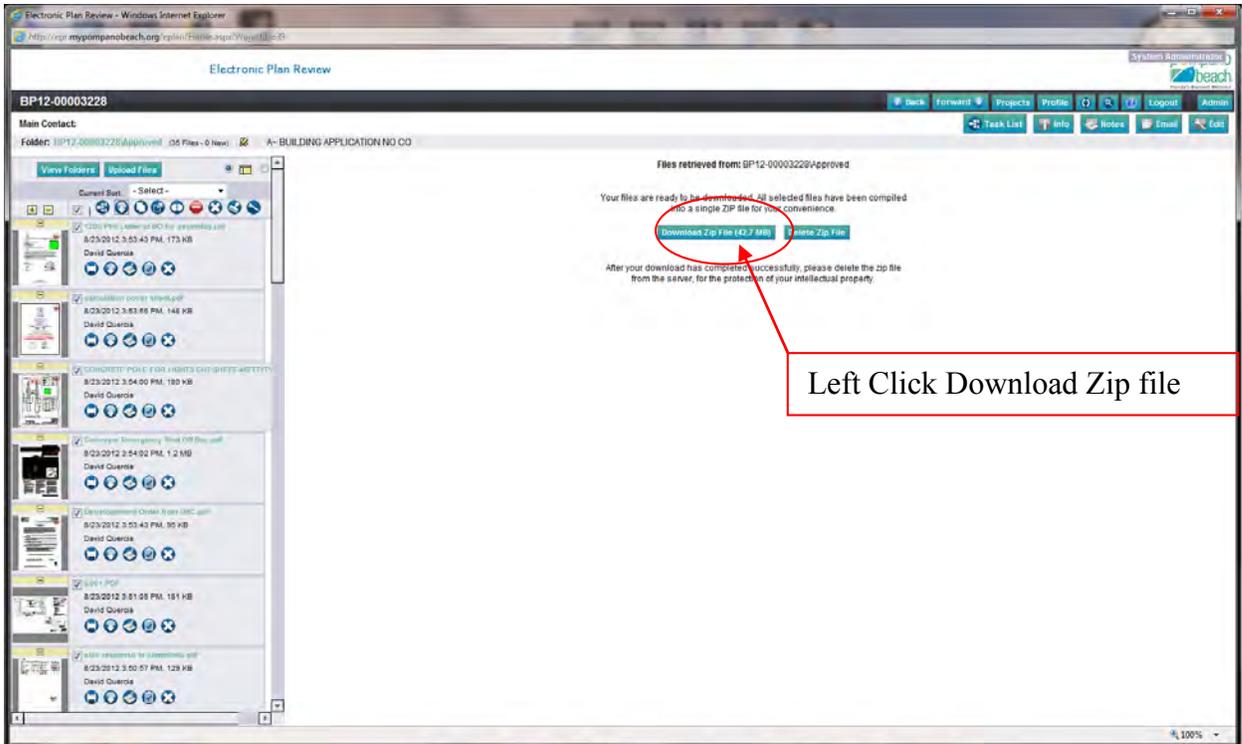
STEP 2 SELECT THE FILES TO DOWNLOAD



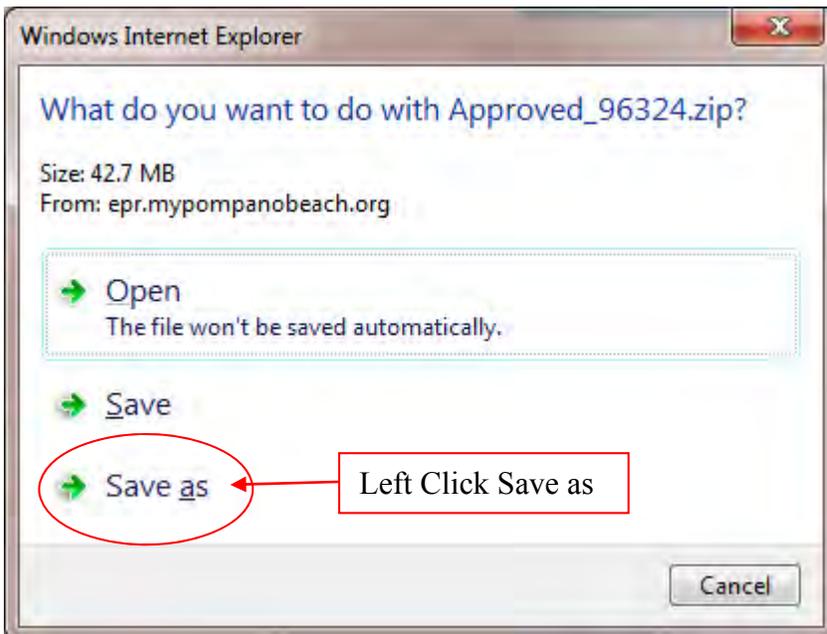


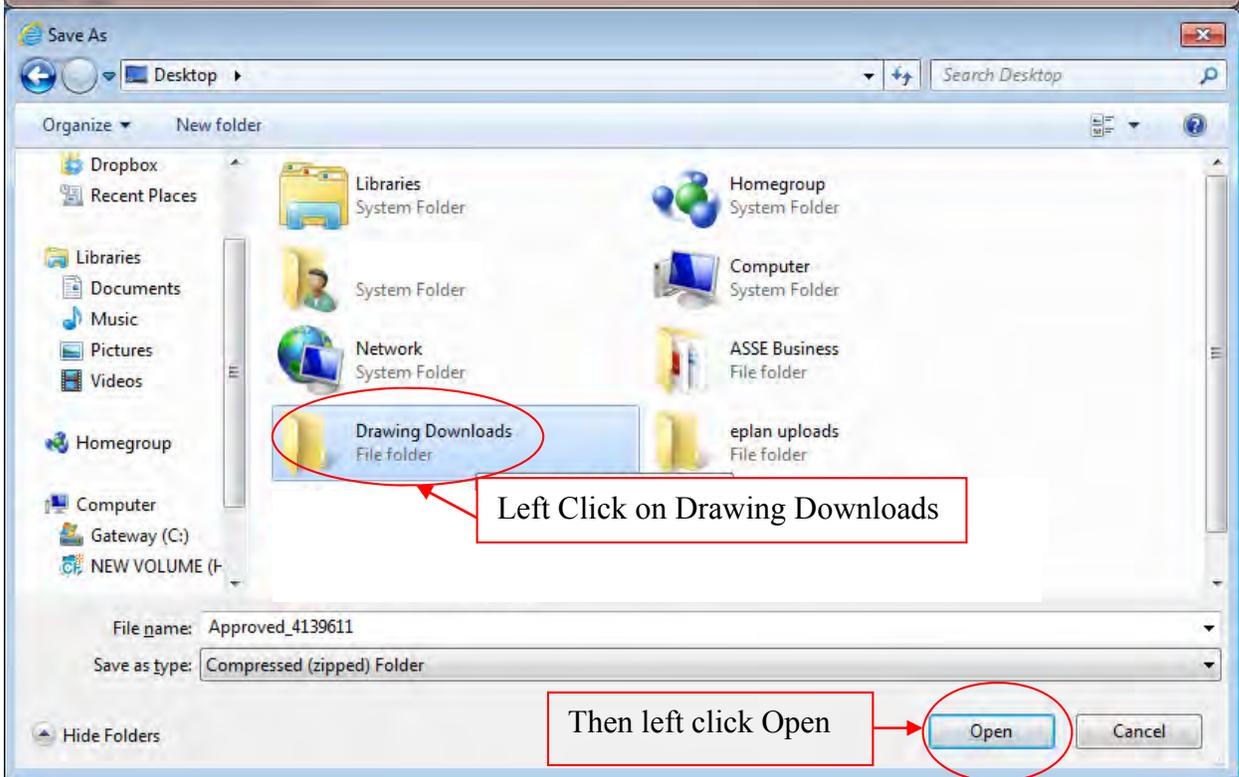
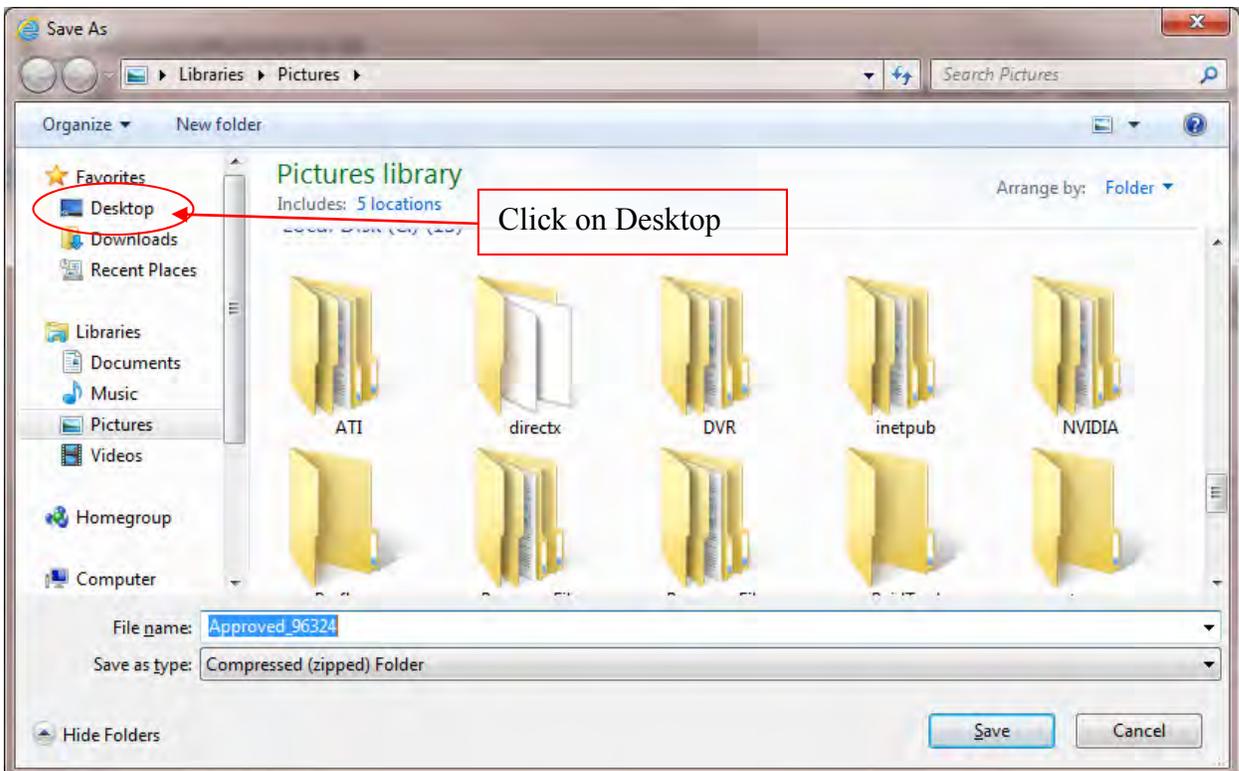
STEP 3 DOWNLOAD THE SELECTED FILES

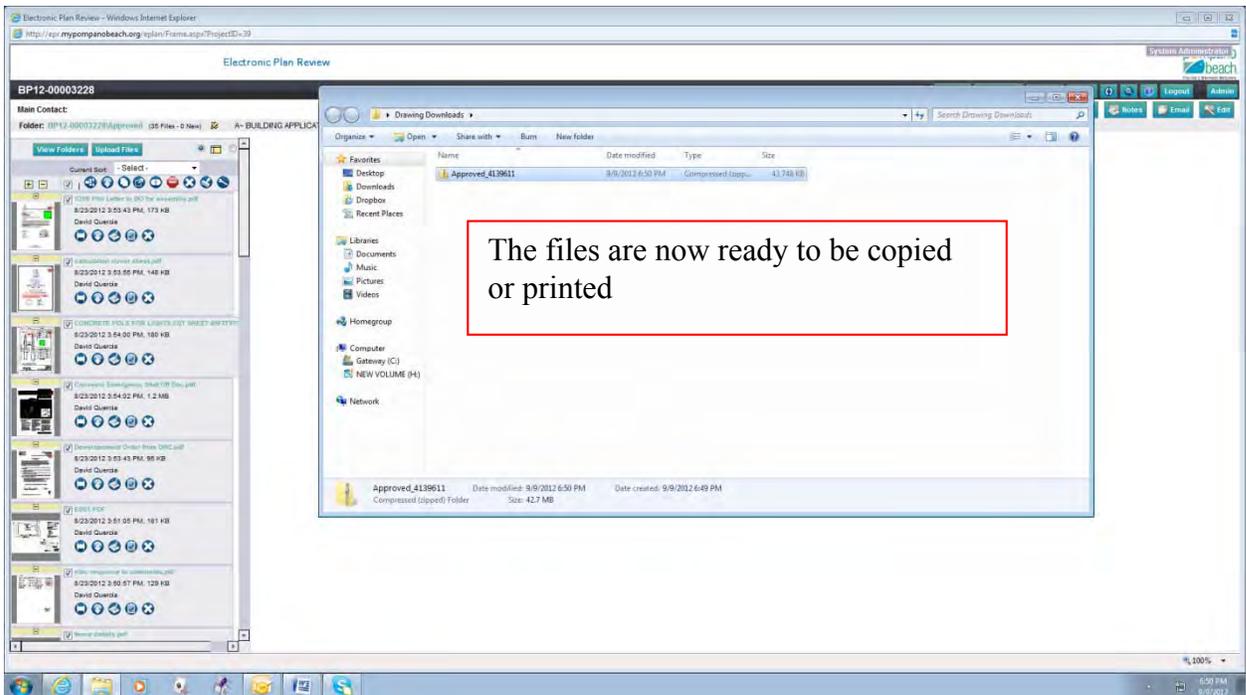
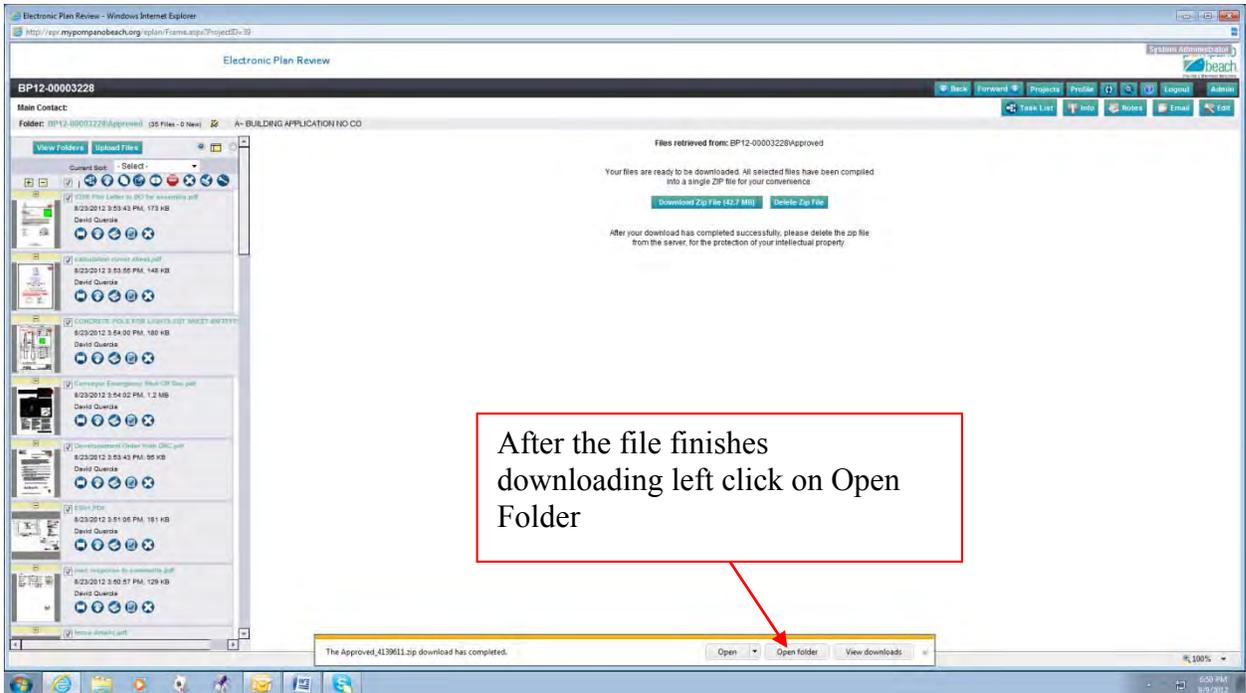




STEP 4 INDICATE WHERE TO SAVE THE DOWNLOAD



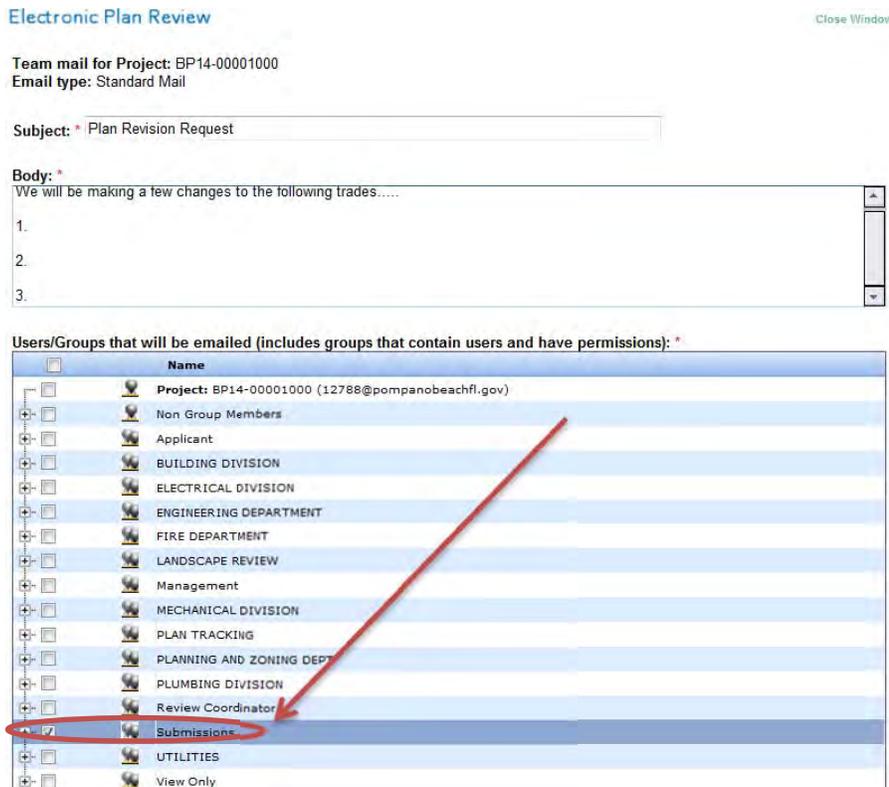




Plan Revisions after the permit is issued

After the plans have been approved and construction has begun, sometimes changes arise that require revisions to the approved plans or documents.

1. The applicant will notify the “submissions group” by e-mail that they would like a revision by putting “Plan Revision Requested” in the subject line and in the body of the email indicate what trades they need a revision for.



Once you send the email, we will need a day or so to process it, and prepare your project for uploading.

2. You will be notified via email to go ahead and upload your revisions once we are ready.
3. When you are done with your upload, complete the ‘CorrectionComplete’ task, this will begin the new workflow for the revision.