

ePlan User Guide 2023

ProjectFlow Review System

Contents

Logging into ePlan & Navigation	3
Navigating Inside a Project	5
Applicant Upload Task	7
Prescreen Corrections / Applicant Resubmit Tasks	8
Uploading Corrections	10
Contractor Updates Task	12
Fee Payment Task	13
Downloading Approved Permit Files	14
REFERENCE: File Naming Standards	15

Logging into ePlan & Navigation

The login page for ePlan can be found at <u>https://epr.pompanobeachfl.gov</u>. You will need an invitation email from ePlan in order to gain access to project, as you cannot create your own account from here.

penpano beach. ePlan	
Welcome to the Pompano Beach ePlan Portal	June 13, 2023
Login E-mail: cfeltgen@gmail.com Password: Login	Welcome to the City of Pompano Beach ePlan System! This new, innovative site will enable you to participate in the electronic plan review process for our city. Our electronic plan review process increases efficiencies, reduces costs, and accelerates community development. For more information on electronic plan review and submittals, please <u>Click Here.</u>
You need an account to access your projects. Contact the Jurisdiction if you don't have an account login.	TERMS AND CONDITIONS OF USE Your access to and use of City of Pompano Beach ePlan is subject

After you login (*and setup your account if this is your first time using ePlan*), you will be taken to your ProjectDox Dashboard, which will list every project you have access to, along with any tasks that may be needed from you:

Profile				CHRISTOPHE	R FELTGEN Logou
ProjectDox Dashboard					June 13, 2023
My Projects					2
PROJECT	DESCRIPTION	LOCATION	STATUS	TASKS (1)	
BP23-00004704	PROJECTFLOW BETA TEST	100 W ATLANTIC BL TEST-	Applicant Upload	Open	Applicant Uploa Task
BP23-00004918	PROJECTFLOW BETA TEST - Demo	100 W ATLANTIC BL TEMP1	Scanning Paper Submittal		
BP23-00004762	PROJECTFLOW BETA TEST - ONLINE SUBMITAL	100 W ATLANTIC BL TEMP1	Approved	Open	Download Approved Plans
BP23-00004763	PROJECTFLOW BETA TEST - PAPER SUBMITAL	100 W ATLANTIC BL TEMP1	AP		
BP23-00004747	PROJECTFLOW BETA TEST	100 W ATLANTIC BL TEST-	Contractor Updates Submitted		
BP23-00004309	A~ BUILDING APPLICATION NO CO- KITCHEN REMODEL	804 CYPRESS GROVE LA 301	Resubmittal</font 		
BP23-00004110	A~ BUILDING APPLICATION NO CO	TEST	Active - Waiting for Initial Upload		
BP23-00004109	A~ BUILDING APPLICATION NO CO - IMPACT DOOR	1130 W CYPRESS DR V16	Resubmittal</font 		
BP23-00001958	PROJECTFLOW BETA TEST - Markup Comments Test	100 W ATLANTIC BL TEST-	Applicant Corrections		
BP22-00012072	PROJECTFLOW BETA TEST - FEE STEP DEBUGING	100 W ATLANTIC BL TEST-	Scanning Paper Submittal		
1 - 10 of 14 records			ie 🔳	Prev 1	2 Next 🕨 🕂

From here, you can click on the **Project** number on the left to open that Project, or click the '**Open'** button next to any Task to immediately start working on that Projects tasks.

You can also click on **View all Projects** at the bottom to be taken to the full ePlan site.

Clicking the View all Projects will take you to the homepage for ePlan, which has 3 main tabs at the top-left:

1. Legacy Task List: List of older permits started under our legacy 'Standard Workflow' system. These projects will continue to be reviewed under this system until convert to the new ProjectFlow system in the future. (These older projects are not covered in this guide.)

				Home	2 Proje	ct: Enter project name	Create Pro	ject All T	asks All Reports	Log	out 🕜	Admin
Legacy Task L	st Tasks (Projec	tFlow Review) Project	s									
Project Name	Task	Attached To	Status	Revision	Due Date	Created On	Updated On	Updated By	Description			
Project Name BP23-00001861	Task BatchStamps	Attached To Review Coordinator	Status Pending	Revision I	Due Date 5/30/2023	Created On 6/13/2023 1:35:41 PM	Updated On 6/13/2023 1:35:41 PM	Updated By	Description	ATION NO CO	- KITCHE	N AND BATH
Project Name BP23-00001861 BP23-00003032	Task BatchStamps ReviewQA	Attached To Review Coordinator Review Coordinator	Status Pending Pending	Revision I	Due Date 5/30/2023 4/12/2023	Created On 6/13/2023 1:35:41 PM 6/13/2023 1:32:05 PM	Updated On 6/13/2023 1:35:41 PM 6/13/2023 1:32:05 PM	Updated By	Description A~ BUILDING APPLICA A~ BUILDING APPLICA	ATION NO CO ATION NO CO	- KITCHE	N AND BATH
Project Name BP23-00001861 BP23-00003032 BP20-00007797	Task BatchStamps ReviewQA ReviewQA	Attached To Review Coordinator Review Coordinator Review Coordinator	Status Pending Pending Pending	Revision 5	Due Date 5/30/2023 4/12/2023	Created On 6/13/2023 1:35:41 PM 6/13/2023 1:32:05 PM 6/13/2023 1:31:31 PM	Updated On 6/13/2023 1:35:41 PM 6/13/2023 1:32:05 PM 6/13/2023 1:31:31 PM	Updated By	Description A~ BUILDING APPLICA A~ BUILDING APPLICA A~ BUILDING APPLICA	ATION NO CO ATION NO CO ATION WITH (- KITCHE - PORCH	N AND BATH COLUMN RI

2. Tasks (ProjectFlow Review): This tab contains Tasks for any newer project that currently needs your attention. Clicking *Accept* or the name of the task next to the *Accept* button will let you begin working on that task immediately. Clicking the Project name will take you inside the project instead.

Legacy Task List	Tasks (Project	Flow Review)	Projects								
efresh Save Se	ettings							[All Overdue	Priority Show	17 💙 rec
CTION	TASK	PROJECT	GROUP	STATUS	PRIORITY	DUE DATE	CREATED	DESCRIPTION	STATUS	PLAN EXPEDITER	LOCATIO
	▼ Contains	▼ Contains	▼ Contains	▼ Contains	▼ Contains	▼ On ~	▼ 0n	▼ Contains	▼ Contains	▼ Contains	▼ Conta
Accept	Scanning Submittal	BP23- 00004918	Submissions	Pending		6/14/23 12:02 PM	6/13/23 12:02 PM	PROJECTFLOW BETA TEST - Demo	Scanning Paper Submittal	Waiting to be Assigned	100 W ATLANTI TEMP1

 Projects: Lets you browse and search every project you have access to.
 *Please note the All Projects and Recently Entered Projects buttons on the right side. If the list is set to Recently Entered Projects, you may not see a newer project you just applied for. Change to All Projects to see everything.

				Home	Q Project	Enter project name	All Tasks	Logout
Legacy Task List Tasks (ProjectFlow	Review) Projects	:						
Refresh Save Settings					All Projects	Recently Entered Projects	Archived Show S	▼ records
ACTION PROJECT		LOCATION	DESCRIPTION	• OWNER		STATUS	CREATE DATE	
T Conta	775	T Contains	▼ Contains	T Contain	s	T Contains.	▼ On	~
🗒 🗭 🗉 🛈 🖻 BP23-000	04918	100 W ATLANTIC BL TEMP1	PROJECTFLOW BETA TEST - Demo	Developme	nt Services	Scanning Paper Submittal	6/13/23 12:02 PM	
🗄 🕜 🗉 🛈 🗗 BP23-000	04762	100 W ATLANTIC BL TEMP1	PROJECTFLOW BETA TEST - ONLINE SUBMITAL	Developme	nt Services	Approved D	6/8/23 7:56 AM	
🗄 🕜 🗉 🛈 🗗 BP23-000	04763	100 W ATLANTIC BL TEMP1	PROJECTFLOW BETA TEST - PAPER SUBM	ITAL Developme	nt Services	AP	6/8/23 7:56 AM	
🗄 🕜 🖹 🛈 🎒 BP23-000)4747	100 W ATLANTIC BL TEST-	PROJECTFLOW BETA TEST	Developme	nt Services	Contractor Updates Submitted	6/7/23 5:14 PM	
🗄 🕜 🖻 🛈 🛱 BP23-000	04704	100 W ATLANTIC BL TEST-	PROJECTFLOW BETA TEST	Christopher	Feltgen	Applicant Upload	6/7/23 8:26 AM	
1 - 5 of 14 records						- Ie-	4 Prev 1 2 3	Next≱ →

Navigating Inside a Project

When inside a project, you will see a number of Tabs that you can switch between:

	Home Q Project: Enter project nor	me		All Tasks	Lo Lo	gout 🕜
Tasks Files Status Info	Reports Discuss Reviews BP23-00004762: PROJECTFLOW B	BETA TEST -	ONLINE	SUBMITAL - 10	0 W ATLAN	TIC BL TEN
fresh						
	□ 🛱 🖳 📴 🚰 🚺 19 of 19 files (0 selected	i)				
Devices (f. ONIS)	FILE NAME	STATUS	REVIE	UPLOADED	DATE	SIGNED
Drawings (1 - 0 New)	▼ Contains	T Conta	¥	▼ Contains	Y	Y
Documents (19 - 0 New) Revisions after approval	APP BL CABANAS.pdf			CHRISTOPHER FELTGEN	6/8/23 8:06 AM	Not Found
EForm Attachments Approved (20 - 0 New)	APP BL CONTAINER BAR.pdf			CHRISTOPHER FELTGEN	6/8/23 8:06 AM	Not Found
CO Documents	APP BL DECK.pdf		CHRISTOPHER FELTGEN	6/8/23 8:06 AM	Not Found	
	APP BL ROOF.pdf			CHRISTOPHER FELTGEN	6/8/23 8:06 AM	Not Found
	APP BL SITE AMENITIES.pdf			CHRISTOPHER FFI TGEN	6/8/23 8:06 AM	Not Found

- 1. Tasks Contains any tasks for this project that need your currently attention. (Applicant Upload / Prescreen Corrections / Applicant Resubmit / Fee Payments)
- 2. Files Folders containing all of the submitted Drawings and Documents in review. From here you can upload files when given permission to do so.
- **3.** Status Gives a brief summary of how long the project has been in review, who the project is currently waiting on, and the number of unresolved comments generated in review.



4. Info – Shows information regarding the application, including the assigned Plan Expeditor.

5. **Reports** – On demands reports that can give a complete list of all comments and the routing slip for the project's history. See the Report Description below for an explanation of each report:

	На	me Q Project: Enter project	ect name All Tasks 💄 Logout 🕜
Tasks Files	Status Info Reports Discuss Reviews	BP23-00004763: PROJECTF	LOW BETA TEST - PAPER SUBMITAL - 100 W ATLANTIC BL TEMP1
Refresh Save Se	ttings		
ACTION	REPORT NAME	REPORT TYPE	REPORT DESCRIPTION
	Contains	Contains	V Contains
ŀō	Current Project - All Uploaded Files with Sheet Sizes	Project	All uploaded files with sheet sizes within this project
ŀō	Plan Review - Department Review Status	ProjectFlow	Status of departmental reviews for a specified workflow
ŀο	Plan Review - Review Comments	ProjectFlow	Lists the review comments, checklist and changemark details for a workflow instance review cycles.
ŀō	Plan Review - Review Details	ProjectFlow	Displays the Workflow Routing Slip with a list of review comments
ŀō	Plan Review - Workflow Routing Slip	ProjectFlow	Displays the sequential routing and times for completed or current plan review tasks
1 - 5 of 5 records			K ← ◀Prev 1 Next ▶ →

- 6. Discuss Discussion Board where staff and applicants can communicate back and forth regarding this project.
- 7. Reviews When comments become available, the Reviews Tab will appear and list all comments for your application. (Covered in detail later in this guide.)

							Home	Q	Project:	Enter proje	ct name		All	Tasks	1	Logou	t 🕜
Tasks	Files S	tatus	Info Reports	Disc	uss R	eviews	в	P23-00	004763:	PROJECTFL	OW BETA TEST -	PAPEF	R SUBMIT	TAL - 100) W ATLA	ANTIC B	L TEMP1
	Dept:	Show A	All	~	Status:	Show A		✓ Res	sponse:	Show All		~	Search:	Enter k	eyword		
	Type:	Show A	All	*	Cycle:	Show A		•	Time:	Show All		•					
Refresh																	
- 6	0 sele	cted)												Ple re	ease ei espons	nter ye es 🛛 🖗	our)
	Ref.#	1	Review Coordinator Christopher Feltgen 6/6/23 10:27 AM									ŕ					
	Resolve Comme	d nt	Need Plumbing Ap	plicati	on												I.
			Responded by: CHR OK	ISTOP	HER FELTO	5EN - 6/8	/23 10:34	АМ									
	Ref.#	2	Review Coordinato	r				Chri	stopher i	Feltgen	6/8/23 10:28 AM						-Ľ
	Resolve	d	Pay Submittal Fee														
	Comme	nt															
												1					

Applicant Upload Task

When you submit a new permit applicant online, you will be invited to ePlan with an *Applicant Upload* Task assigned to you. When you open this Task, you will see an **Upload Drawings** and **Upload Documents** button under Step 1 of 3.

APPLICANT UPLOAD	BUILDING					
Task Information						
Project Name: BP23-00004704 Project Description: PROJECTELOW BETA TEST Review Coordinator: Christopher Enbigen Workflow: Project-Flow Building Current User Login: CristOpher Rt1CKN (rdebgen@gmail.com) Task Due Date: 7/3/23 113 PM						
STEP 1 of 3: Select and upload your drawing and supporting document files into this project, as required						
File Upload for: BP23-00004704						
Please click appropriately for the type of files you are uploading. Upload Drawings Upload Documents						
Select folier to open file list						
Image: Second and S						
Documents (2 - 0 New)						
Revisions after approval Q						
E Form Attachments						
CO Documents						
STEP 2 of 3: Check all to confirm you have completed this task and are now ready to submit						
Confirmation 0						
"Upload Task Complete () have uploaded all required drawings and/or documents) "Required.						
STEP 3 of 3: Click "Submit' button below to complete your task						
Submit						

Clicking either Upload button will open the upload tool, where you can browse and select which files you want to upload from your computer. Once the files are selected, click **Start Upload** to upload all files.

For help with naming files for your submission, see the REFERENCE page at the end of this guide for Naming Standards.

Electronic Plan Review	Close Window
Folder: BP23-00004704\Documents	
Browse For Files or drag files into this area.	Start Upload
APP BLDG 23-2605.pdf	08/1.73MB ×
0 of 1 uploaded Hide Details	
	0B/1.73MB

Once you have uploaded everything for review, you will need to check the Upload Task Complete box under Step 2, and then click the **Submit** button at the bottom of the page to officially submit your application into review.

Prescreen Corrections / Applicant Resubmit Tasks

When a review is completed and corrections are needed from the Applicant, an email notice will be sent for either a **Prescreen Corrections Task**, or an **Applicant Resubmit Task** for a full review.

Both tasks are relatively the same, with the main difference being the **Applicant Resubmit Tasks** shows the results of each Division who reviewed your project first.

Prescreen Corrections	Applicant Resubmit
PRESCREEN CORRECTIONS BUILDING	APPLICANT RESUBMIT
Task Information Project Name: BP23-00004918 Project Description: PROJECTFLOW BETA TEST - Demo Review Coordinator: Christopher Feltgen Workflow: ProjectFlow Bluiding Current User Login: CHRISTOPHER FELTGEN (cfeitgen@gmail.com) Task Due Date: 8/12/23 4/20 PM	Task Information Project Name: 8P23-00004918 Project Description: PROJECTFLOW BETA TEST - Demo Review Coordinator: Christopher Felligen Review Coordinator: Christopher Felligen Review Cycle: 1 Workflow: ProjectFlow Building Current User Login: CHISTOPHER FELTIGEN (cfeltgen@gmail.com) Task Due Date: 8/13/23 7:48 AM
Resolve Review Comments Ourresolved Comments: 2 Info Only Comments: 1	STEP 1 of 5: Review Results Department Review Results
Files with Markups: 0	DEPARTMENT REVIEWED BY STATUS
Plan Review: Review Comments	BUILDING DIVISION Christopher Feitgen - christopher.feitgen@copbfi.com Corrections Required
	ELECTRICAL DIVISION Christopher Feltgen - christopher.feltgen@copbfl.com Approved
STEP 2 of 4: Upload any new or updated files into this project Submit	STEP 2 of 5: Respond to all comments, as requested

To see why your permit application wasn't accepted, click the **Review Comments** button to see a list of all comments, markups, and issues that need to be addressed. You can also get to this page by clicking the **Reviews** tab inside your project:

		Home Q Project: Enter project name Create Project A	II Tasks All Reports 💄 Logout 🕜 Admin
Tasks	Files Status	Info Reports Discuss Reviews BP23-00004918: PROJECTFLOW BE	TA TEST - Demo - 100 W ATLANTIC BL TEMP1
	Dept: Show Al	Status: Show All Response: Show All	Search: Enter keyword
	Type: Show Al	Cycle: Show All V Time: Show All	~
Refresh			
	Apply	(0 selected) Add Comment Add Checklist Items	Please enter your responses 🛛 🔞
	Ref.# 1	Review Coordinator Christopher Feltgen 6/13/23 3:28 PM	Type your response here.
	Unresolved	The following items must be uploaded before review can begin: 1. Building Permit Application. 2. Zoning Compliance Application. 3. Fire Prevention Application.	
Ê×			
	Ref.# 2	Review Coordinator Christopher Feltgen 6/13/23 3:28 PM	Type your response here.
	Unresolved Comment	Drawings must be uploaded as Single Sheet PDF files.	
Ê×			
	Ref.# 3	Review Coordinator Christopher Feltgen 6/13/23 3:29 PM	No response required.
	Info Only	Contractor updates will be required prior to final permit approval for the following Contractors: 1. Example 1	
	Comment	2. Example 2 3. Example 3	
Î x			

Comments can sometimes be entered as a Markup on a plan as shown below. A thumbnail will appear next to any markup that you can click to see a larger preview of. To open the Drawing or Document with the markup, click on the file name.

The Changemark note from the reviewer is shown directly below the file name.

Ref.# 6	Bad Scope of Work	BUILDING DIVISION	Christopher Feltgen	6/14/23 9:17 AM	Cycle 1	Type your response here.	
Unresolved		001 A1 EXIST SITE PLAN SCHED.pdf	DRAWING INDEX				
Markup		Scope of work needs to	of work needs to be more descriptive.				
Ref.# 3	BUILDING DIVISION		Christopher Feltgen	6/14/23 9:11 AM	Cycle 1	Type your response here.	
Unresolved	Prior to Building approval, Floodplain review is required.						
Comment							
Ref.# 5	BUILDING DIVISION Christopher 6/14/23 Feltgen 6/14/23				Cycle 1	Type your response here.	
Unresolved	FBC [A] 111.1 Use and occupancy: A building or structure shall not be used or occupied, and a change in the existing use or occupancy classification of a building or structure or portion thereof shall not be made, until the building official has issued a certificate of						
brary Comment	occupancy therefor as provide	d herein.					



Uploading Corrections

Corrections can be uploaded in two locations: from within the Prescreen Correction Task/Applicant Upload Task, or on the Project File Tab.

asks Files	tatus Info	Reports	Discuss	Reviews	BP23-00004918: P	ROJECTFLOW B	ETA
fresh							
Upload I	iles		2 U 🖻		2 of 2 file	es (0 selected)	
			FILE NA	AME		STATUS	
Drawings (2 - 0	New)		V Cor	ntains		V Contai	ns.
Documents (11	- 1 New) approval		D 200-A-	1001-ENLARGE	D SITE PLAN.pdf	V2	
EForm Attachm	ents		₽ 200-G-	0000-COVER.pd	df		

The Upload Files button appears at the top of the Folder list inside your Project Files when you have permission to upload new items.

Uploading new files is disabled when a project is in the middle of a review cycle.

If you need to replace an old file with a new one, called 'Versioning', you will need to upload your new file with the SAME exact name as the old one. Do not add 'V2', 'Revised', or the date to the end of the file, or it will not replace the old file.

We recommend using the new Upload tool found inside the **Prescreen Corrections Task** and **Applicant Resubmit Task** page. Using this tool will let you replace any file inside the project without you having to rename the file yourself.

The Upload Tool inside your task will let you upload both Versioned Files and New Files. If you select 'No' to the same name question, you'll be taken to the version upload tool (see next page).

ersion Upload f	for: BP23-00004918 🕜
elect "Versioned Fil	es" to upload files as new version updates for files previously submitted and received
elect "New Files" to	upload any additional new file into this project as requested.
Versioned Files	New Files
Are your updat	ed files named exactly
the same* as th	e prior versions? Yes No
* "name-v2.pdf	" is not an "exact" file name match to "name.pdf"
* "name-v2.pdf	" is not an "exact" file name match to "name.pdf"
* "name-v2.pdf Uploaded f	" is not an "exact" file name match to "name.pdf" iles:
* "name-v2.pdf Uploaded f Select folder to o	" is not an "exact" file name match to "name.pdf" iles: open file list.

This tool will let you Select any file you want to replace with a new one on your computer to upload. The names do not need to match with this tool.

If there are files with Markups, only those files will be listed as they are assumed to be the mostly likely to need replacing. You can however switch to All Project files using the dropdown menu at the top to see everything in your project.

fect: BP23-00004918 ect: All Project Files All project files that may require new versions	Start Up
Drawings\200-A-1001-ENLARGED SITE PLAN.pdf V2	Select File
Drawings\200-G-0000-COVER.pdf	Select File
Documents\APP ASPHALT.pdf	Select File
Documents\APP CONCRETE TARGETS.pdf	Select File
Documents\APP CONCRETE.pdf New V2	Select File
Documents\APP CONST FENCE.pdf	Select File
Documents\APP DEWATERING odf	Select File

Contractor Updates Task

Prior to being issue your permit, you may receive a Task requesting Contractor updates be submitted to our Business Tax Division.

Updates can be submitted online here: <u>https://app.oncamino.com/pompanobeach_fl/dashboard/new</u>

Please wait for confirmation from the BTR Division that updates are complete before completing your Contractor Update Task.

Details as to which contractors need updates can be found on the **Review Comments** page.

CONTRA	ACTOR UPDATES	ProjectFlow BUILDING
Task Information		
Project Name:	BP23-00004918	
Project Description:	PROJECTFLOW BETA TEST - Demo	
Review Coordinator:	Christopher Feltgen	
Review Cycle:	3	
Workflow:	ProjectFlow Building	
Current User Login:	CHRISTOPHER FELTGEN (cfeltgen@gmail.com)	
Task Due Date:	7/14/23 2:54 PM	
Unresolved C	omments: 1 omments: 0	
Files with	Markups: 0	
Pla	n Review: Review Comments	
STEP 2 of 2: Or accepted, please co	ice you receive coonfirmation back from the B implete this task for final checks by staff.	TR Divison that your updates have been
	Complete Close	7

Fee Payment Task

Once your permit has been approved by all divisions, you will receive an email notifying you to submit payment for permit fees. Payment can be made online using Click2Gov:

Click2Gov Building Permit (pompanobeachfl.gov)

Once payment is made and the balance due is \$0.00, you can open and complete the **Fee Payment Task** for your permit in order to release the permit for download right away. You no longer need to wait for staff to process the payment, or contact Customer Service to release the permit.

Please note that this task cannot be completed until the Amount due is \$0.00.

Task Information		
Project Name:	BP23-00004918	
Project Description:	PROJECTFLOW BETA TEST - Demo	
Review Coordinator:	Christopher Feltgen	
Review Cycle:	3	
Workflow:	ProjectFlow Building	
Current User Login:	Christopher Feltgen (christopher.feltgen@copbfl.com)	
Task Due Date:	0/15/25 2:53 PM	
Your permit has been Click here to pay your Once done, you can re	approved and is ready for final payment. Permit Fees online via Click2Gov. turn here to release the permit for download once the Am	ount Due below shows \$0.00.
Your permit has been Click here to pay your Once done, you can re Amount due	approved and is ready for final payment. Permit Fees online via Click2Gov. turn here to release the permit for download once the Am	ount Due below shows \$0.00.
Your permit has been Click here to pay your Once done, you can re Amount due \$71.00	approved and is ready for final payment. Permit Fees online via Click2Gov. turn here to release the permit for download once the Am	ount Due below shows \$0.00.
Your permit has been Click here to pay your Once done, you can re Amount due \$71.00 Payment Confirm:	approved and is ready for final payment. Permit Fees online via Click2Gov. turn here to release the permit for download once the Am	ount Due below shows \$0.00.
Your permit has been Click here to pay your Once done, you can re Amount due \$71.00 Payment Confirma	approved and is ready for final payment. Permit Fees online via Click2Gov. turn here to release the permit for download once the Am ation	ount Due below shows \$0.00.

Downloading Approved Permit Files

To download your approved permit, open your project and head to the Files tab. Then, click on the Approved folder to see your approved permit set.

Once inside the Approved Folder, you click the checkbox at the top of the file list to select all files in the folder, and then click the Download button $\stackrel{[]}{ o}$ to download all of the checked files in a single ZIP package:

Tasks	Files Status In	fo Reports Discuss Review	BP23-00004762:	PROJECTFLOW BETA TEST - OI	NLINE SUBMITA	L - 100 W ATLAN
Refresh						
			20 of 2	0 files (20 selected)		
Dr	awings (1 - 0 New)	FILE NAME		STATUS	REVIEWED	UPLOADED
		▼ Contains		▼ Contains		▼ Contains
 Do Re 	visions after approval	006 E-1 ELECTRIC	Download Files		×	Christopher 6 Feltgen 7
🗀 EF	orm Attachments		Files retrieved from: BP2	3-00004762\Approved		Christopher (
📕 Ap	proved (20 - 0 New)		All selected files have beer	n compiled into a single ZIP file		Feltgen /
C) Documents	P 💽 😰 APP BL CONTAINE	Down	nload ZIP (27888.1KB)		Christopher 6 Feltgen /
		P 💽 😰 APP BL DECK.pdf				Christopher (Feltgen)
		P 💽 😰 APP BL ROOF.pdf				Christopher (Feltgen)
						Christopher (Feltgen)
		APP BL SITE IMPRO		Close		Christopher (Feltgen)
		APP BL TEMP FENC	E.pdf			Christopher (Feltgen /

REFERENCE: File Naming Standards

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

All drawing 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).

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.

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.

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

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



Documents should be named as so:

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 Con	nmencement- NOC
Fire Sprinkler Cales	FS CALCS	Survey	SURVEY
Product Approvals	NOA Shutters	Fire Alarm	FA CUT SHEETS
	NOA Doors	cut sheets	
	NOA Windows		
Truss Drawings	TRUSS		
Energy Calculations	EN CALCS		