

Electronic Plan Review

Electronic Plan Review: Electronic plan review or *eplans* as it is known within the MOA is a web-based application where plans are submitted via the internet for plan review.

Software: The eplans software, known as ProjectDox, was created and is maintained by Avolve Software. Having been implemented in over 100 cities, counties and states, ProjectDox is proven and is the most widely used electronic plan review software in the U.S. Jurisdictions include Chicago, Houston, Honolulu and many others.

Process:

1. The applicant fills out the permit application and pay fees. Generally this will be done in person at the building department; however applications can also be faxed or mailed to the department when coordinated in advance with a permit tech. For assistance, please call 343-8211.
2. Once the application is loaded in IPS (Infor Public Sector, formally known as Hansen), the applicant will receive an email invitation to upload plans. The invitation comes with instructions, plus a link on the **Resources Tab** to the **User Applicant Guide**. Please read the instructions and consult the Applicant Guide to ensure the plans are uploaded correctly.
3. Once plans are uploaded, a permit tech will pre-review for completeness, proper drawing type, drawing orientation, proper file naming and errors. Corrections will be sent back to the applicant.
4. Clearing pre-review, the plans will be routed to relevant review disciplines. Once routed for review, the applicant cannot upload additional information.
5. After all reviews are complete, comments are automatically sent to the permit applicant. The applicant may now respond to comments, submit additional information and upload revised plans. It is recommended that the applicant respond to all plan review disciplines at once because once the applicant completes the upload process, additional information cannot be submitted until that particular review cycle is complete. This structured process, which is based on best practices learned from serving more than 100 jurisdictions over the past 10 years, provides for improved tracking, reporting and accountability. **Important: When revising plans, please retain the exact drawing locations on the sheets. This facilitates the use of the overlay function which greatly speeds up the review of resubmitted plan sheets.**
6. Once all reviews are approved, the plans will be stamped and placed in the approved plans folder. The applicant may print as many copies as they want whenever they want. The approved plans will be archived indefinitely in the system.

Advantages for the applicant:

- The obvious advantage to electronic plan review is a tremendous savings in paper and the cost of printing multiple sets for review.
- One will be able to access eplans anywhere internet is available to monitor the status of their plan review.
- Less time spent at the permit center. Applicants will be able to respond to comments and upload re-submittals, change orders and deferred submittals from their office.

- The sharp reduction in traffic to the permit center will reduce wait times for those transactions that must be conducted in our facility.
- Since plan review comments will primarily consist of mark-ups on plans, the comments will be easier to understand. The reviewer no longer needs to describe the location of the issue. The applicant can view the comments from their office and consult with the plan reviewer over the phone while viewing the comments.

Advantages to building safety:

- Permit techs currently spend substantial time locating plans. Initially, when eplans is voluntary, there will be a reduction in time spent locating plans. Eventually, when eplans becomes mandatory, this wasted time will end thus allowing the techs to spend time managing permits as originally intended.
- Plan reviewers will no longer waste time locating plans.
- Any number of reviews can occur simultaneously, while in the past we were limited by the 3 sets of plans.
- Since the plan reviewer no longer needs to describe the location of the issue, it will take substantially less time to write comments.
- The software includes an overlay function that highlights plan changes allowing for a fast check of re-submitted sheets.
- No need to scan paper plans to archive. Electronic plan files will be saved indefinitely to meet municipality archive needs.