



Version 7.0 SR4

ePLANS

Applicant User Guide

August, 2008

In addition to this user manual, please reference the help documentation available within the ePlans web application for further assistance

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I. ePLANS Preliminary Checklist

Please complete the following prior to getting started:

- Submit permit application for BLC3 (*commercial alterations Only*)
- Review [Checklist guidelines](http://www.atlantaga.gov/client_resources/government/planning/buildings/commercial_alts01_2007.pdf)
(http://www.atlantaga.gov/client_resources/government/planning/buildings/commercial_alts01_2007.pdf)
- Submit Notarized [Cost of Construction form](http://apps.atlantaga.gov/ebuilding/PDFForms/ProjectedCostConstruction.pdf)
(<http://apps.atlantaga.gov/ebuilding/PDFForms/ProjectedCostConstruction.pdf>)
- Review Naming conventions (*See Naming Conventions section*)
- Disable pop-ups (***Note:** *the ePLANS website is not compatible with FireFox browser*)

Naming Conventions

Filenames for drawings submitted through ePLANS should include the sheet number, by discipline, and the sheet title. An index of drawings must be included, generally on the title sheet (along with other information required by our checklists). Standard discipline designations would be:

DRAWING TYPE	FILE NAME	DISCIPLINE	CODE	SHEET NUMBER	SHEET DESCRIPTION	EXAMPLE OF FULL NAME
Architectural	Movie Town (Ex.)	A	01	001 – 010	Cover Page	Movie Town A.01.001 Cover Sheet
			02	001 - 010	Index	Movie Town A.02.001 Index
			03	001 - 010	General Notes	Movie Town A.03.001 General Notes
			04	001 - 099	Site Plan	Movie Town A.04.001 Site Plan
			05	001 - 999	Existing Floor Plan	Movie Town A.05.001 Existing Floor Plan
			06	001 - 999	New Floor Plans	Movie Town A.06.001 New Floor Plans
			07	001 - 999	Exterior Elevations	Movie Town A.07.001 Exterior Elevations
			08	001-999	Interior Elevation	Movie Town A.08.001 Interior
			09	001-999	Building Section	Movie Town A.09.001 Building
			10	001-999	Detail	Movie Town A.10.001 Detail
			11	001-999	Schedules	Movie Town A.11.001 Schedules
			12	001-999	Specification	Movie Town A.12.001 Specification
			13	001-999		Movie Town A.13.001
Structural	Movie Town	S	01	001-999	Title/ Cover	Movie Town S. 01.001 Title/ Cover
			02	001-999	Index	Movie Town S. 02.001 Index
			03	001-999	General Notes	Movie Town S. 03.001 General Notes
			04	001-999	Site Plans	Movie Town S. 04.001 Site Plans
			05	001-999	Existing Floor Plans	Movie Town S. 05.001 Existing Floor Plans
			06	001-999	New Floor Plans	Movie Town S. 06.001 New Floor Plans
Civil	Movie Town	C	01	001-999	Title/ Cover	Movie Town C. 01.001 Title/ Cover
Landscape	Movie Town	L	01	001-999	Title/Cover	Movie Town L. 01.001 Title/ Cover
Electrical	Movie Town	E	01	001-999	Title/Cover	Movie Town E. 01.001 Title/ Cover
Mechanical	Movie Town	M	01	001-999		Movie Town M. 01.001 Title/ Cover
Plumbing	Movie Town	P	01	001-999	Title/Cover	Movie Town P. 01.001 Title/ Cover

NOTE: CAD Drawing files supported are: .DWF, .PDF, .TIF, .DGN

1. When the permit application is approved, an ePlans User Invitation will be sent to your email address. If you are a new user go to **Step 1a**. Otherwise, go to **Step 2**:

PART I. New Users:

1a. Prior to logging into the ePlans site, the following actions must be completed:

- If your computer has pop-up blockers installed, you will need to disable pop-up blocking for the ePlans application in order to utilize the system. This will be required for each logon instance, unless you select “always allow pop-ups” option (*recommended*).
- The login page has an MSI (Microsoft Silent Install) component required to install all necessary ProjectDox ActiveX controls. This will only need to be installed once; if you utilize a different computer it will require another installation for each unique computer. (*see 1c below*)

1b. Retrieve your temporary password and login information. Click on the project access link: <http://eplans.atlantaga.gov/projectdox>

Login	mhumphries@atlantaga.gov
Temporary Password	VAQ1UH
Project	ACAP Create shortcut
Invited by	Karen Cicio
Project Owner	Karen Cicio
Owner's Email	kcicio@atlantaga.gov
Project Access	https://eplans.atlantaga.gov/ProjectDox

1c. Install the Projectdox components

The screenshot shows three panels of installation instructions:

- Panel 1: "Install ProjectDox Components" with a red arrow pointing to "Click here and follow the prompts".
- Panel 2: "To create a desktop shortcut, click and drag the icon below to your desktop." with a red arrow pointing to a "Create shortcut here" button.
- Panel 3: "Click here to add ProjectDox SR4 to your Favorites." with a red arrow pointing to a "Click here" link.

1d. Login to the system with your temporary username and password

The screenshot shows the ePlans login interface:

- A red arrow points to the "ePLANS HELP" link with the text "Click here to access the Help references and guidelines for site usage".
- Another red arrow points to the "You must read and agree to the terms and conditions of ePlans prior to logging into the system" message.
- Red boxes highlight the "E-mail" field (containing "youremail@yahoo.com") and the "Password" field (containing "*****").
- Red boxes also highlight the "Login" button and the "Forgot your password?" link.

1d. Enter your personal account information and Save the profile.

Settings for WILLIAM TURNER
Email: mrossvaughn@yahoo.com

Welcome to ProjectDox SR4!

Since you currently have a temporary password, you will need to change it to a permanent password and (if you have not done so) enter a security question and answer. This question/answer will be something that only you know, and will enable you to reset your password if you ever forget what it is.

After you have changed your password you will be taken to the main Projects View.

Change Password

Current password: 1611045
New password:
Confirm new password:

Password Reset Question & Answer

Security question: What is it I'm Getting
Security answer: justgettingit

Contact Information

First Name: John Last Name: Doe
Job Title: Architect
Company: Get Rich Today
Address1:
Address2:
City:
State: Postal Code:
Country: USA
Phone: (404) 555-5555 Fax:
Mobile: Pager:
Stamps: Browse...
Save

Highlighted fields are required and must be completed before continuing.

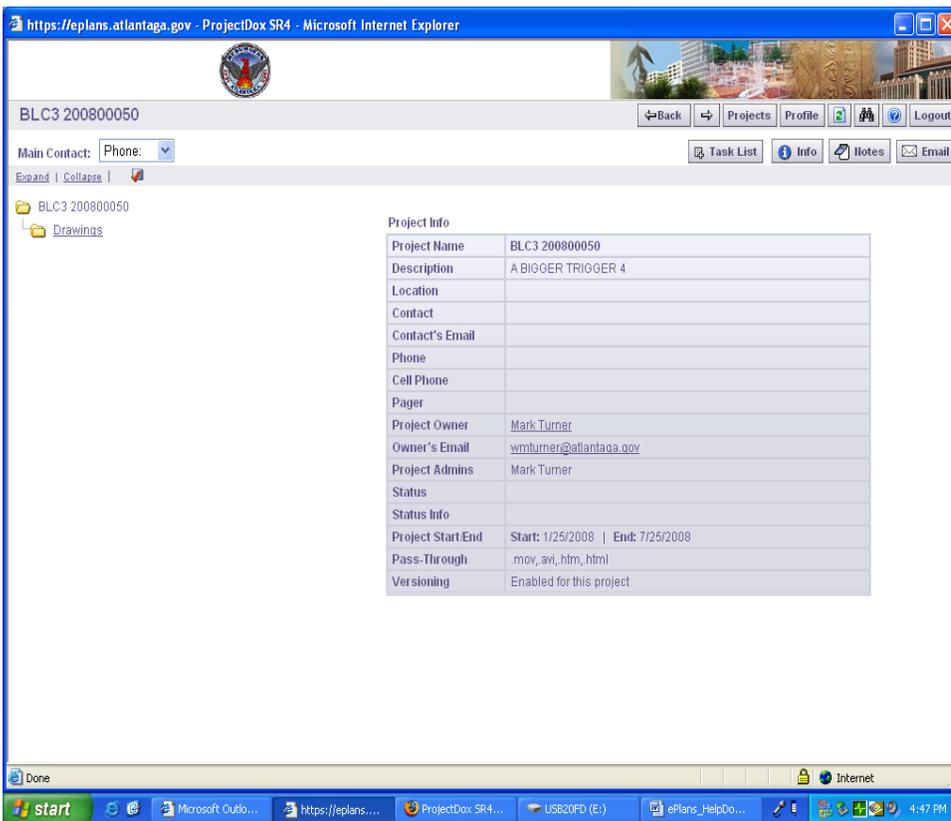
Existing Users:

1. If you are a returning user, login to ePlans (<http://eplans.atlantaga.gov/projectdox>) with your full email address and password. If you have forgotten your password, click on the “forgot password” button so that it can be emailed to you.

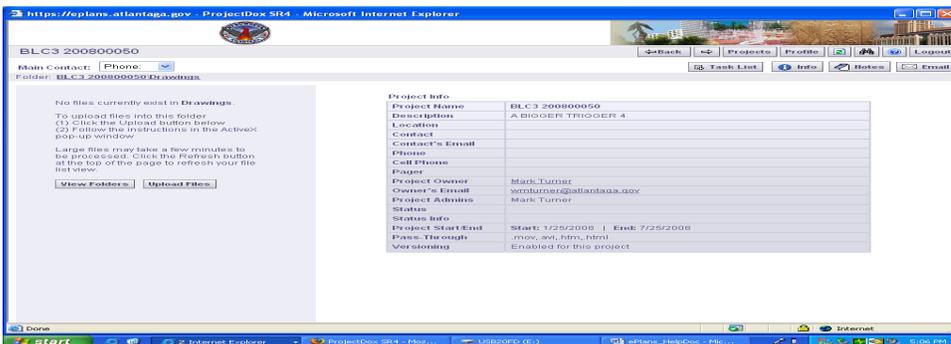
- When you have successfully logged into ePLANS, the Projects screen will display. Any projects for which you have access will display in this list. Any outstanding tasks that require your action are displayed in the **Task List** area below the project list. Select the specific project that corresponds to the plans you will be uploading. The projects are listed in order by application number (i.e. BLC3 20008000001)

Project	Options	Description	Owner	Status
BLC3 110107	   	Champions House	Chuck Adair	[None]
BLC3 110107B	   	Champions House B	Malika Humphries	[None]

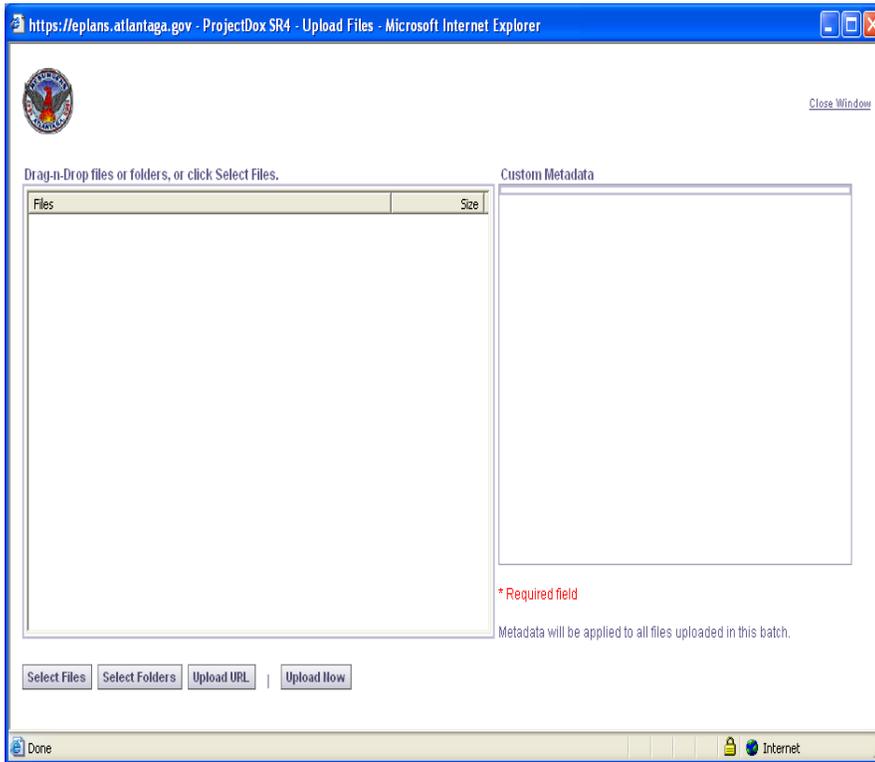
- Click the Drawings Folder and follow the prompts for uploading your plans and documents.



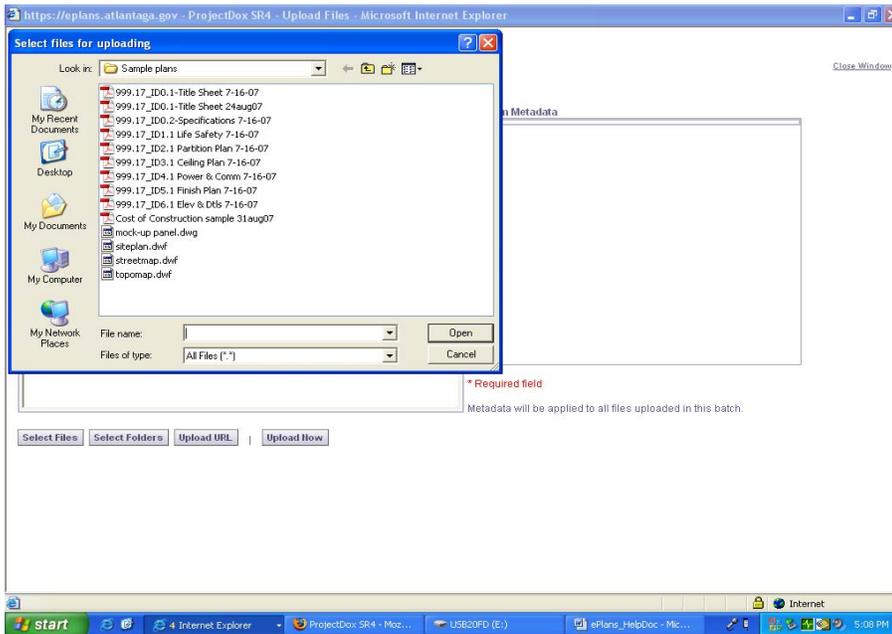
- Click on the **“Upload Files”** button:



5. Click on “Select Files” button and browse to the location of the plans and documents to be uploaded:

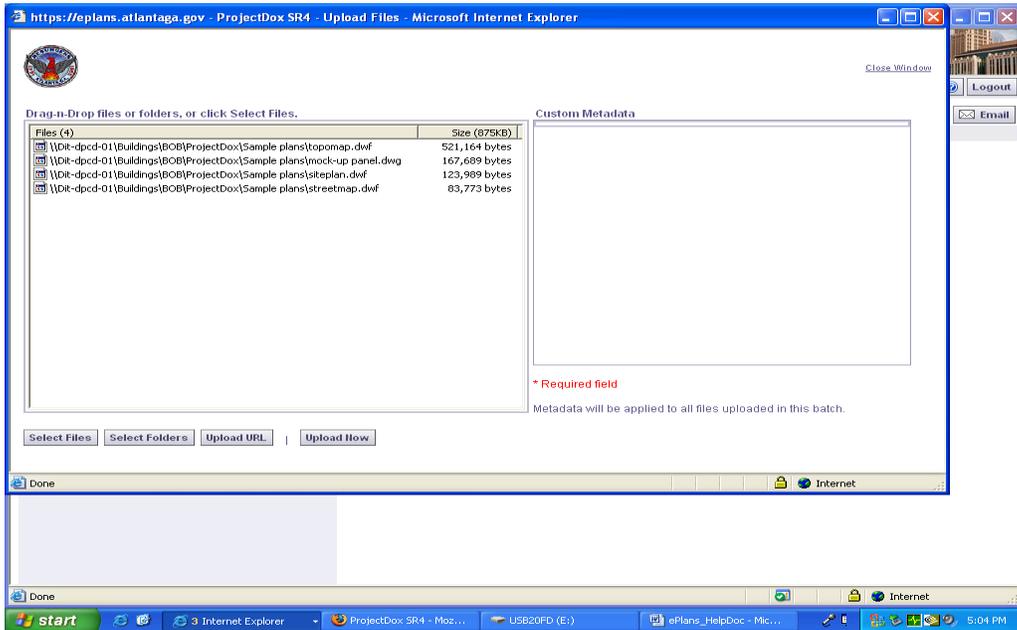


7. Select the file location on your computer:

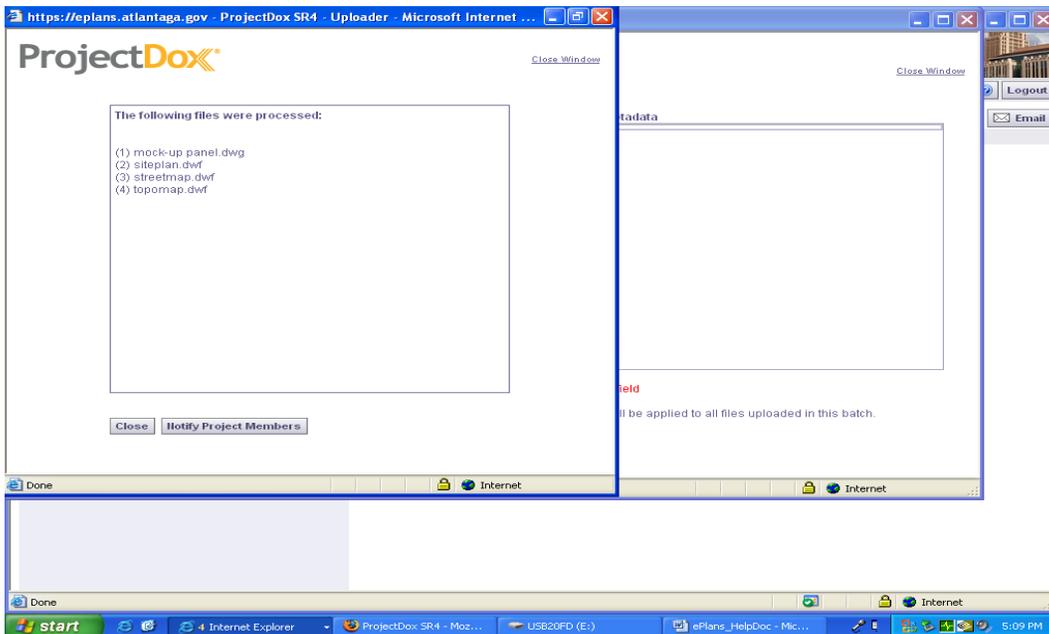


8. Select or highlight the files you want to upload; multiple files can be selected by

using your Shift or Ctrl keys. Click on **Open**. The files will then be copied to the upload window. Then click the **“Upload Now”** button:



9. Click on the **Close Button** to close out of the file upload complete dialog box

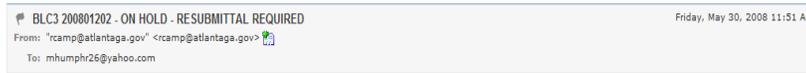


10. You have successfully finished part one of submitting your plans electronically! Please logout after your session is complete. The project will be assigned to a reviewer to complete the review electronically. Once the review is complete an email notification will be sent detailing the next steps which are outlined in Part II.

PART II. REVISIONS REQUIRED

If revisions are required to your drawings, follow the steps below:

1. You will receive an e-mail notification that revisions are required.



On Hold - Resubmittal Required

Assigned Task
Me Rashid,

Your plans have been placed On Hold - revisions are required. To perform your task click on the link below and follow the instructions provided.

[Task:Resubmit Request](#)

Please resubmit the appropriate files

Priority:1

Due Date:

Object:Permit Review: BLC3 200801202 - Initiated by rcamp@atlantaga.gov

Resubmittal Requested by: rcamp@atlantaga.gov for: BLC3 200801202

Workflow: BLC3 Review Workflow (Permit Review: BLC3 200801202 - Initiated by rcamp@atlantaga.gov, Resubmittal Requested by: rcamp@atlantaga.gov for:)

2. Click the link in your email to access the plan revision information. Login to ProjectDox. After logging in, the Drawing Resubmittal Request e-form will open.



Drawing Resubmittal Requested
Commercial Permits (BLC3)

Please resubmit the appropriate files

City of Atlanta
Bureau of Buildings
55 Trinity Avenue, Suite 3900
Atlanta, GA 30303
404-330-6150 (Office)
404-GO-EPLAN (Fax)

Applicant Information
Name: M HUMPHRIES
Email: mhumphr26@yahoo.com
Phone: _____

Notify Applicant or Contractor

Contact(s): Choose the applicant or contractor and other persons to assign the Drawing Resubmit workflow:

Request Information

Application #: BLC3 200801202

Enter Date: 05/30/2008

Review Requested By:

<input type="checkbox"/> Building	<input checked="" type="checkbox"/> Zoning	<input type="checkbox"/> Arborist	<input checked="" type="checkbox"/> Planning	<input type="checkbox"/> Fire	<input type="checkbox"/> Traffic	<input type="checkbox"/> Sewer	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Grease Trap
<input type="checkbox"/> Site Dev	<input type="checkbox"/> Soil & Water	<input type="checkbox"/> Sanitation	<input type="checkbox"/> Health	<input type="checkbox"/> Electrical	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Fire Marshall		

Resubmit Request Description: Please click each review link below to see the comments provided. After you have made the necessary revisions to your drawings, upload them to your project.

Resubmit Request Initiated by: ROBIN CAMP

Re-Review Departments

Select Department to Review after Revision:

<input type="checkbox"/> Building	<input checked="" type="checkbox"/> Zoning	<input type="checkbox"/> Arborist	<input type="checkbox"/> Planning	<input type="checkbox"/> Fire	<input type="checkbox"/> Traffic	<input type="checkbox"/> Sewer	<input type="checkbox"/> Plumbing	<input type="checkbox"/> Grease Trap
<input type="checkbox"/> Site Dev	<input type="checkbox"/> Soil & Water	<input type="checkbox"/> Sanitation	<input type="checkbox"/> Health	<input type="checkbox"/> Electrical	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Fire Marshall		

Review Markups

Zoning Enforcement: C1.1.1.pdf - Zonrev1 [Review](#)
 Assigned In Review On Hold Revision Approved No Review Required
 Please revise plans accordingly.

Planning: Assigned In Review On Hold Revision Approved No Review Required

Comments

Comment(s) Log:

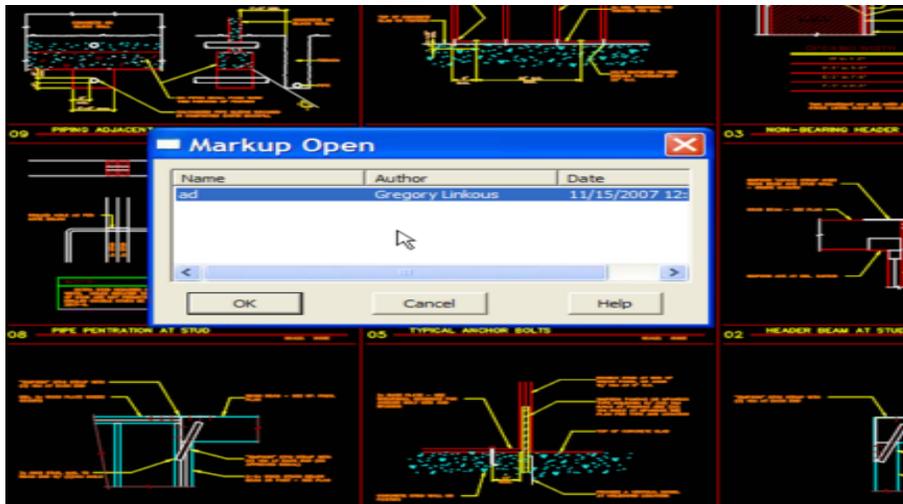
Please **DO NOT** click on the "Resubmit Complete" button until you have uploaded your **REVISED** drawings into the "Drawings" folder, using the **SAME** file name as you used before so the drawings will be versioned by ProjectDox™. To exit the form after you are done viewing the attachments, you may click on the "Close Form" button to exit the form and leave this Task on your Task List. Once you have uploaded the necessary drawings then you can click on this Task in your Task List and then click on the "Resubmit Complete" button to notify the Administrator that your revised drawings have been uploaded into the Project.

Hidden Form Fields:
DDOX_ShowDebug 1

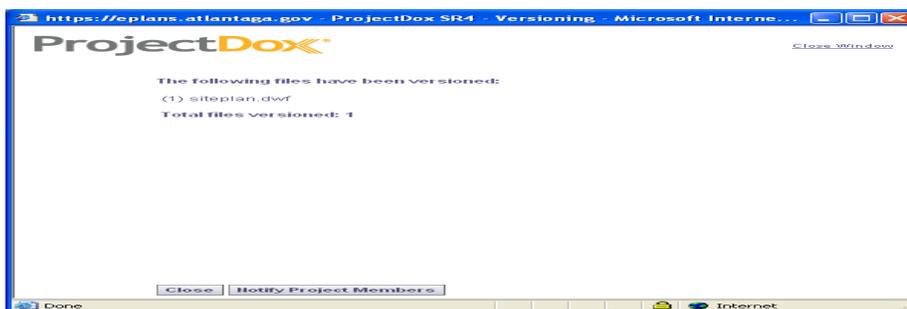
3. Click on the **Review** link in the “**Review Markups**” section. Your drawings should appear.
4. Click on the open icon to open the mark-up



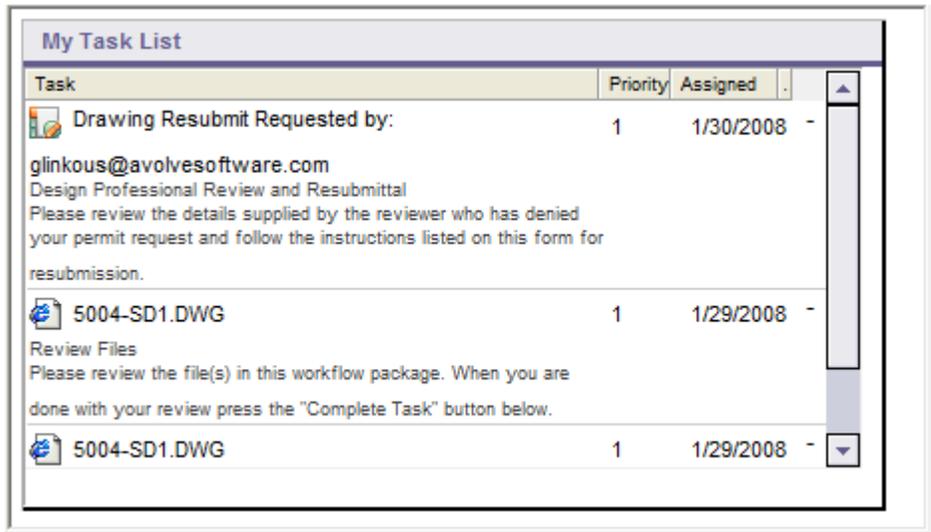
5. Select the drawing name in the pop-up window to view the mark-ups in their entirety. After completing the review of the mark-ups, make the required changes in your original (CAD) software.



6. Once you have completed making the modifications in your software application, save the newly modified document with the same exact name (**DO NOT CHANGE THE NAME OF THE DOCUMENT**).
7. Log in to ePlans, Click on the specific project to load the project page
8. Follow steps 4-11 to upload your revised drawing (**Remember that the file name DOES NOT CHANGE**)
9. Click the “**Close Button**” to exit the file upload complete dialog box:



- Click on the “Task List” button in the project view and select the “Drawing Resubmit” task in the My task list section.



- Once the form opens, select the “Resubmit Complete” button to send the revised drawings to the reviewer. If more revisions are required you will repeat steps 1-13 under the “REVISIONS REQUIRED” section of this document. You are now **Finished** the resubmittal process!



Drawing Resubmittal Requested
Commercial Permits (BLC3)

Please resubmit the appropriate files.

City of Atlanta
Bureau of Buildings
55 Trinity Avenue, Suite 3900
Atlanta, GA 30303
404-330-6150 (Office)
404-GO-ePLAN (Fax)

Applicant Information
Name: M HUMPHRES
Email: mhumphr26@yahoo.com
Phone:

Notify Applicant or Contractor	
Contact(s)	Choose the applicant or contractor and other persons to assign the Drawing Resubmit workflow: <small>(Use Resubmit)</small>
Request Information	
Application #	BLC3 200801202
Enter Date	1/29/2008
Review Requested By	<input type="checkbox"/> Building <input checked="" type="checkbox"/> Zoning <input type="checkbox"/> Arborist <input type="checkbox"/> Planning <input type="checkbox"/> Fire <input type="checkbox"/> Traffic <input type="checkbox"/> Sewer <input type="checkbox"/> Plumbing <input type="checkbox"/> Grease Trap <input type="checkbox"/> Site Dev <input type="checkbox"/> Soil & Water <input type="checkbox"/> Sanitation <input type="checkbox"/> Health <input type="checkbox"/> Electrical <input type="checkbox"/> Mechanical <input type="checkbox"/> Fire Marshall
Resubmit Request Description	Please click each review link below to see the comments provided. After you have made the necessary revisions to your drawings, upload them to your project.
Resubmit Request Initiated by	ROBIN CAMP
Re-Review Departments	
Select Department to Review after Revision	<input type="checkbox"/> Building <input checked="" type="checkbox"/> Zoning <input type="checkbox"/> Arborist <input type="checkbox"/> Planning <input type="checkbox"/> Fire <input type="checkbox"/> Traffic <input type="checkbox"/> Sewer <input type="checkbox"/> Plumbing <input type="checkbox"/> Grease Trap <input type="checkbox"/> Site Dev <input type="checkbox"/> Soil & Water <input type="checkbox"/> Sanitation <input type="checkbox"/> Health <input type="checkbox"/> Electrical <input type="checkbox"/> Mechanical <input type="checkbox"/> Fire Marshall
Review Markups	
Zoning Enforcement	<input checked="" type="radio"/> Assigned <input type="radio"/> In Review <input type="radio"/> On Hold <input type="radio"/> Revision <input type="radio"/> Approved <input type="radio"/> No Review Required Please revise plans accordingly.
Planning	<input checked="" type="radio"/> Assigned <input type="radio"/> In Review <input type="radio"/> On Hold <input type="radio"/> Revision <input type="radio"/> Approved <input type="radio"/> No Review Required
Comments	
Comment(s) Log	<input type="text"/> <input type="button" value="Add Comment"/>

NO REVISIONS REQUIRED:

1. Once the final approval is complete, you will receive an email notification to pick up your permit and follow the normal process for picking up your permit. Once fees have been collected, you will receive an email notification to download the approved set of plans.
2. Log into ePLANS with your credentials and Select the specific project.
3. Once the project page loads, select the “Drawings” folder.
4. Click on the “Approved Plans” folder and follow the prompts for downloading the plans.
5. **CONGRATULATIONS**, you have completed the electronic plan review process!