



ePlan Review is a web-based solution that will allow building plans to be submitted electronically, improve the plan review cycle, reduce costs associated with obtaining residential and commercial construction permits, as well as support green initiatives.

Applicant User Guide

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

Contents

Prerequisite.....	4
System Requirements	4
ProjectDox Component Installation.....	4
For Windows XP	4
For Windows Vista or Windows 7	4
Standards	6
Required Files.....	6
File Naming Standards	6
Border Standards	7
File Type Standards	7
Folder Structure	8
Markup Name and Color Standards.....	8
Login to ProjectDox.....	9
ePlan Review Invitation	9
New Users	9
Existing Users	11
Uploading Files	11
Security Timeout	16
Prescreening	17
Rejected	17
Fees Due.....	18
Prescreening Complete	19
Plan Resubmital	20
Corrections Requested.....	20
(1) Review Cycle	22
(2) Consolidated department checklist	22
(3) Review Markups (click link to access markups)	22
(4) Supporting attachments	24
(5) Step 1 and Step 2	24
(6 & 7) Upload Links	24
(8) Resubmit Complete	25
Approval.....	26
Print Approved Plans	26

Prerequisite

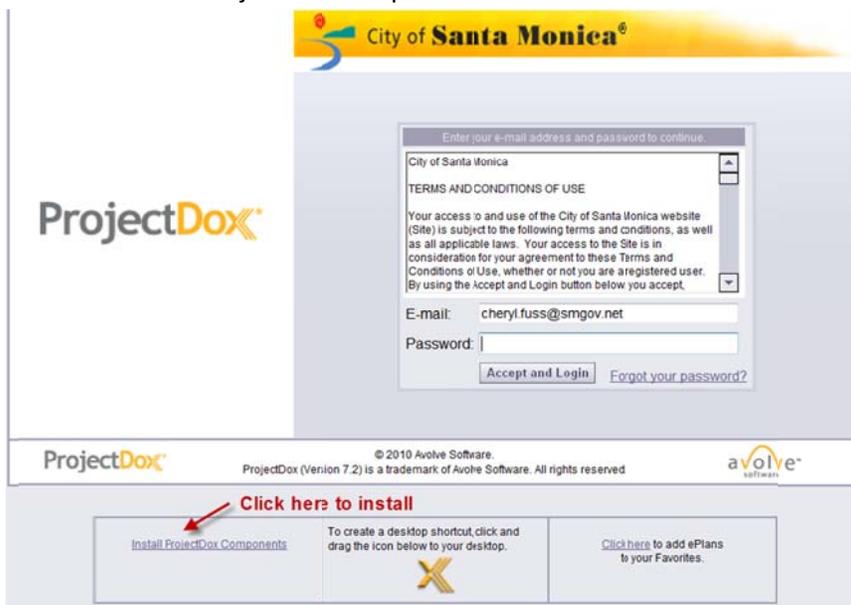
System Requirements

- Internet Explorer Version 6 or greater, running on a Windows OS.
- Installation of ProjectDox Component. Follow the next article to complete the installation of ProjectDox Component

ProjectDox Component Installation

For Windows XP

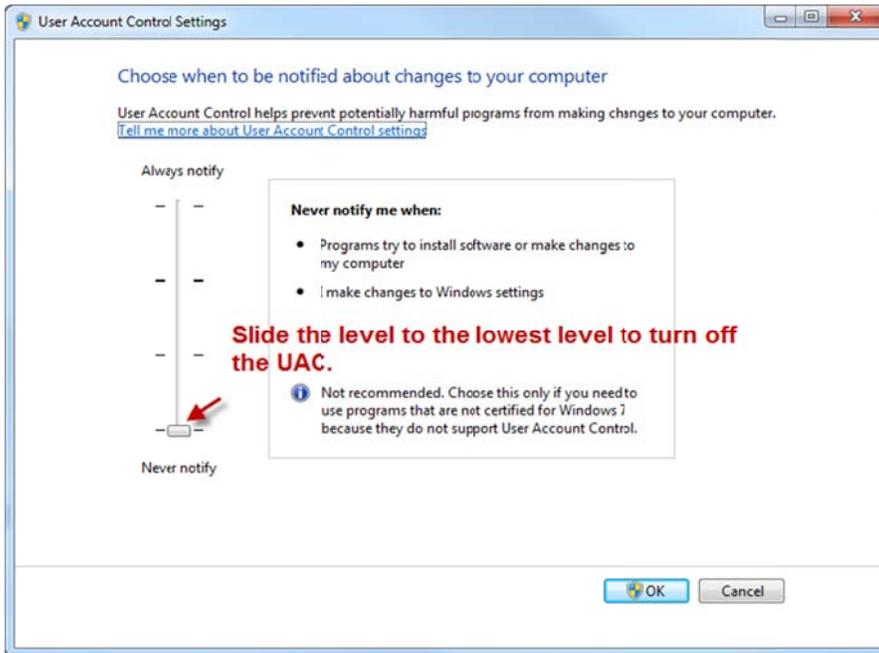
- Make sure you are the administrator on your computer to install this component.
- Open your browser and go to <http://eplans.smgov.net/projectdox>
- Turn off the pop-up blockers in Internet explorer and any other tool bars that are active in your browser.
- Click the “Install ProjectDox Components” link as shown below:



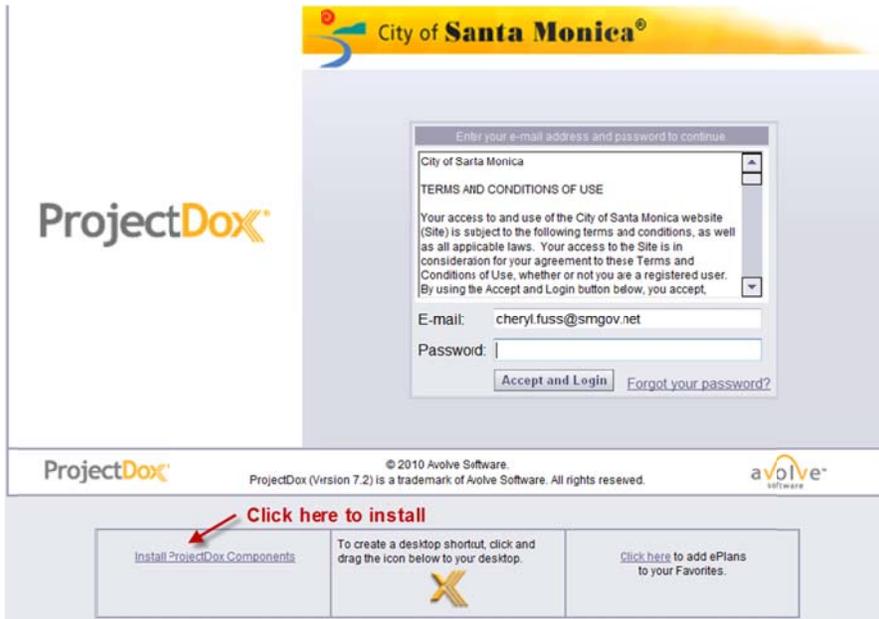
- ProjectDox Components Installation will begin and follow the steps to complete the installation.

For Windows Vista or Windows 7

- Make sure you are the administrator on your computer to install this component.
- Open UAC (User Account Control) setting and turn off UAC prior the ProjectDox MSI installation.



- Open your browser and go to <http://eplans.smgov.net/projectdox>
- Turn off the pop-up blockers in Internet explorer and any other tool bars that are active in your browser.
- Click the “Install ProjectDox Components” link as shown below:



- ProjectDox Components Installation will begin and follow the steps to complete the installation.

Standards

Standards allow for easy identification of drawing by naming convention, vector file types in order to facilitate the most efficient review, color coding of comments for visual identification of departments and so on.

Required Files

1. An index of drawings must be included, generally on the title sheet (along with other information required by the City’s checklist).
2. Cover Sheet – project cover sheet must be included in the submittal.
3. Index Sheet – project index sheet must include all plans with title designations. Example: A002-Second Level Floor Plan

File Naming Standards

Filenames for drawings submitted through ePlan Review should include the first characters of the discipline name, followed by a 3-digit sheet number.

PLAN FOLDER – Must be in Landscape View Only

A0.1- cover sheet
A1.0 - all site plans, incl. site demo plan, enlarged area site plans, etc.
A2.0 - demo plans, floor plans, RCPs, roof plans, furniture plans, floor finish plans
A3.0 - large scale sections
A4.0 - exterior elevations
A5.0 - enlarged plans and sections (stairs, and wall sections, for example)
A6.0 - details
A7.0 - door and window schedule and type sheets; could also include fixture and appliance schedules, etc.
A8.0 - interior elevations
A9.0 - control systems
SURVEY
Civil – C1.0; C1.1; C1.2; etc.
Electrical – E1.0; E1.1; E1.2; etc.
GN 1.0 – General Notes; GN 1.1 – General Notes, etc.
Mechanical – M1.0; M1.1; M1.2; etc.
Plumbing – P1.0; P1.1; P1.2; etc.
Structural – S1.0; S1.1; S1.2; etc.
Lighting
Fire Protection
Security / A/V
Signage / Graphics
Landscaping
Interiors

DOC FOLDER – 8 ½’ by 11”

Alternate Method
Title 24 Energy
Soils Report
Structural Calculations

Border Standards

Cover Sheet Files

- The top middle of the cover sheet must be reserved for the City of Santa Monica electronic stamp. Please leave the top middle completely blank on all cover sheets.
 - Dimensions 2" width x 2" height

All Drawing Files

- **All Drawing Files MUST BE SAVED IN LANDSCAPE ORIENTATION.**
- The top middle of all drawings must be reserved for the City of Santa Monica electronic stamp. Please leave the top middle completely blank on all drawings.
 - Dimensions 2" width x 2" height

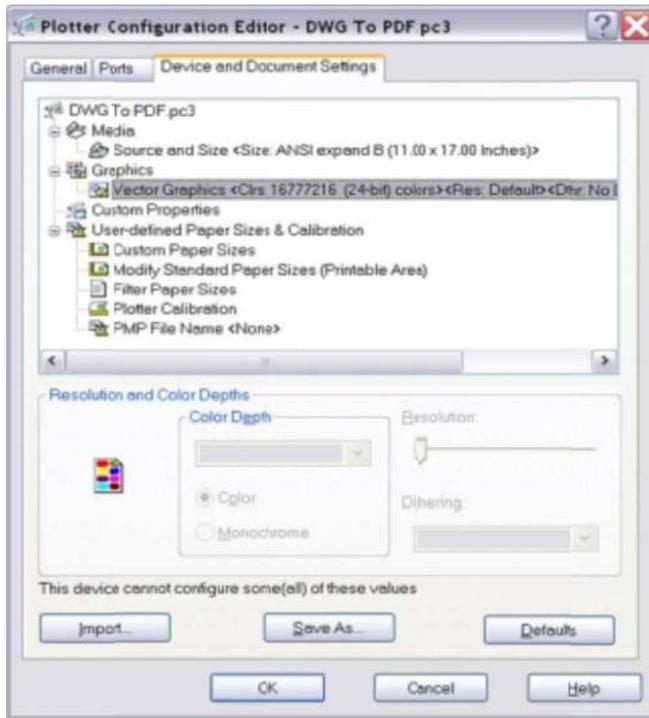
File Type Standards

The preferred Supporting Document file format is searchable PDF, but Word, Excel and other formats can be uploaded.

The only Plan Drawing file formats accepted by the City of Santa Monica are DWF, vector PDF and print-ready DWG files. **Multi-page plans are not accepted, single pages are required.**

AutoCAD software is commonly used to create drawing files. It is recommended that drawings created in AutoCAD are converted to Vector PDF by using the Autodesk Vector Graphic Converter "DWG to PDF.pc3 plotter driver."

If drawings are electrical, mechanical, or plumbing/gas, confirm that only the trade lines are dark by changing the background to grayscale prior to saving as a vector PDF file.



Folder Structure

- All documentation (any non-drawing files, truss calculations, geotechnical reports, etc.) should be uploaded into the “Supporting Docs” folder for each project.
- All drawings should be uploaded to the “Plans” folder for each project.

Markup Name and Color Standards

- Standard markup names and colors will be used for each reviewing department for easy identification. A markup can have one or more “Changemarks.” Changemarks are created to quickly identify a markup and associated comments.
- Corrected files should always be re-submitted with the **SAME FILE NAME** as the original submittal.

MARKUP NAME	MARKUP COLOR
BS Arch and Str	Light Blue
BS Mechanical	Magenta
BS Electrical	Bright Green
BS Plumbing	Magenta
Transportation	Orange
Public Landscape	Fuscia
City Planning	Purple
Fire Prevention	Red
PW Engineering	Dark Blue
PW Solid Waste	Brown
Office of Sustainability	Dark Green

#

Login to ProjectDox

ePlan Review Invitation

When your online permit application is processed, an ePlan Review invitation will be sent to your e-mail address. The e-mail will contain your login information and information about your project, including a link to the project.

City of Santa Monica ePlan Review New User Invitation for 10PC0382

From: **DO_NOT_REPLY@santa-monica.org**
Sent: Thu 10/07/10 7:52 PM
To: andy_pong@hotmail.com


Invitation to Join ePlans Review Project
10PC0382 - TEST FOR PROJECTDOX: -- Remodel of Single Family Home.

Hello ANDY PONG:

Welcome to City of Santa Monica's ePlan Review system. Your application request has been received and a project has been created to allow you to electronically upload your drawings for our review. To access your new project, please follow the instructions indicated and ensure that you take time to read and perform the directions in the note below if this is your first time accessing the ePlan Review site.

Upon logging into the site for the first time you will be asked to complete your "User Profile" information. Only the fields in highlighted are required but please feel free to complete your profile in order to provide us with additional means to contact you.

If you have any questions in regards to the application please contact the following departments:

For Building and Safety Plan Check Application, call ☎️ - 310.458.8355 📞
For Planning Application, call ☎️ - 310.458.8341 📞

ACCEPTABLE FILE FORMAT:
FOR DRAWING FILES: The only Plan Drawing file formats accepted by the City of Santa Monica are DWF, vector PDF and print-ready DWG files. Multi-page drawing plans are not accepted, single pages are required.
FOR SUPPORTING DOCS: The preferred supporting document file format is PDF, but Word, Excel and other formats can be uploaded.

PROJECT INFORMATION		RESOURCE LINKS
Your User Login:	andy_pong@hotmail.com	Applicant ePlan User's Guide Coming Soon
Project Number:	10PC0382	
Invited By:	The City of Santa Monica	
Project Access:	Project Login	

INSTRUCTIONS

1. Click the [Project Access](#) link to access your Project.
2. Enter your USER LOGIN and the TEMPORARY PASSWORD provided above.
3. When the PROFILE page displays, you will be asked to change your password. You must enter the new password twice (All Passwords are Case Sensitive).
4. Complete the required information on the PROFILE page and then click SAVE button. You will be taken to the ACTIVE PROJECT page.
5. Click on the PROJECT NUMBER that you are working with.
6. Click on the FOLDER that you would like the file to upload to.
7. Click the UPLOAD FILES button and follow the instructions to upload your files.

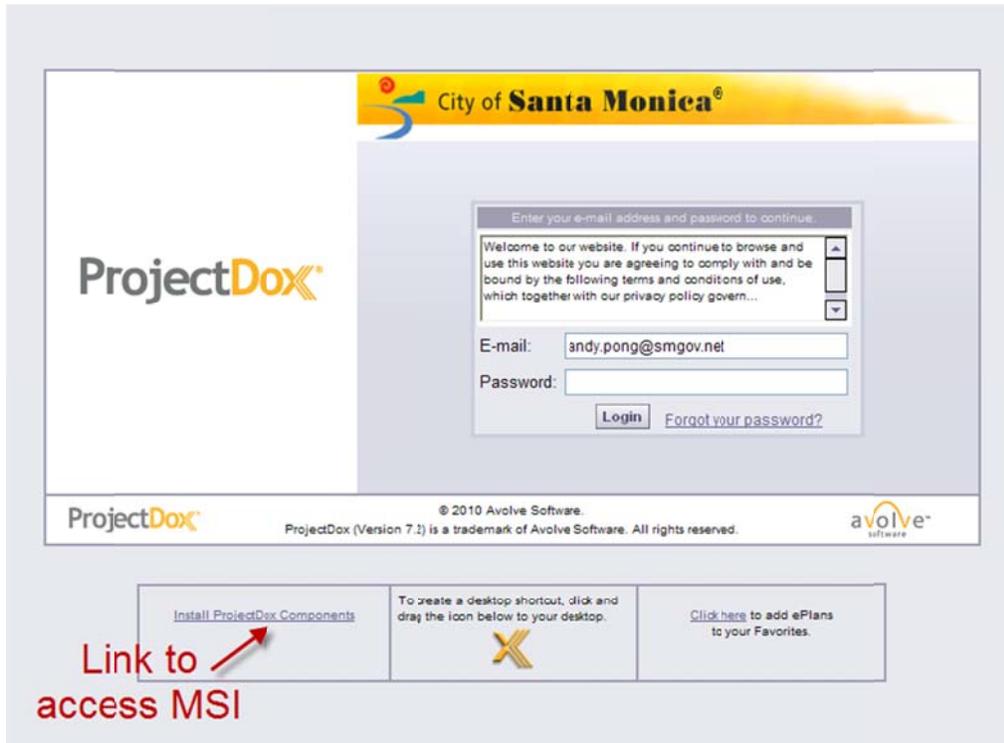
PLEASE DO NOT REPLY TO THIS EMAIL

New Users

1. Prior to logging into the ProjectDox application, the following actions must be completed (see the "[ProjectDox Component Installation](#)" section for instructions):
 - If your computer has pop-up blockers installed, you will need to disable pop-up blocking for the ProjectDox web address. The indicator that this has not been done will occur when you type in your login and password, then hit the Login button and the page immediately disappears. It is not uncommon to have more than one pop-up blocker installed (Internet

Explorer, Google Task Bar, etc). Once the ProjectDox site is allowed, you will be able to utilize the application.

- The login page has a MSI (Microsoft Silent Install) component required to install all the necessary ProjectDox 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. For VISTA and WINDOWS 7 users, please turn off UAC (User Account Control) prior the ProjectDox MSI installation.
2. To sign in, enter your e-mail address and temporary password and click the Login button, as shown below:



3. Enter your new password and reconfirm the new password, personal account information. Yellow highlighted fields are required but a full Profile record is ideal, then click the Save button at the bottom of the screen.

Highlighted fields are required and must be completed before continuing.

Settings for **Sample User** (sample.user@smgov.net)

Welcome to ePlans.

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:	Password Reset Question & Answer:
New password:* <input type="password" value="*****"/>	Security question:* <input type="text" value="what was your dream job as a child"/>
Confirm new password:* <input type="password" value="*****"/>	Security answer:* <input type="password" value="*****"/>

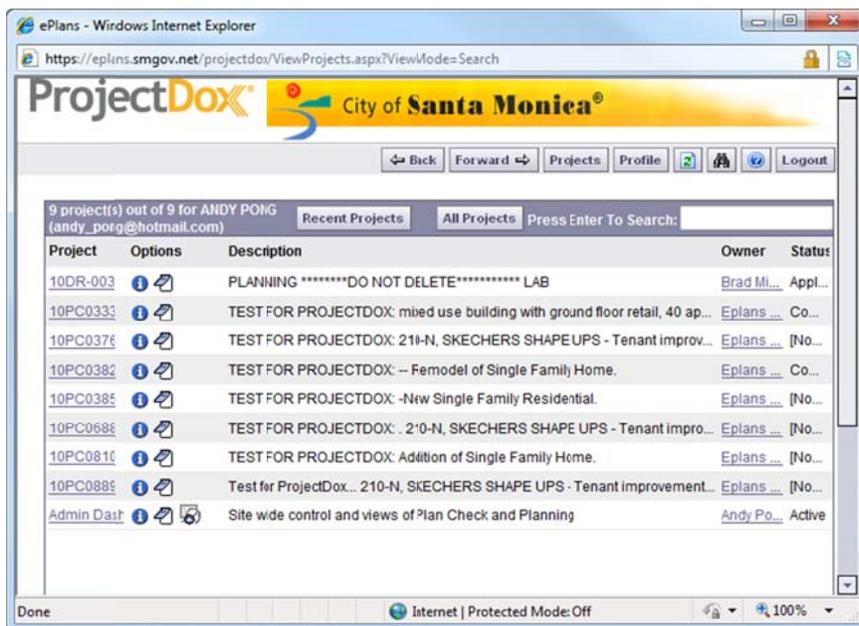
Contact Information:	Group Membership:																																																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>First Name: *</td> <td><input type="text" value="Sample"/></td> <td>Last Name: *</td> <td><input type="text" value="User"/></td> </tr> <tr> <td>Email: *</td> <td><input type="text" value="sample.user@smgov.net"/></td> <td><input checked="" type="checkbox"/> HTML format</td> <td>?</td> </tr> <tr> <td>Title:</td> <td colspan="3"><input type="text"/></td> </tr> <tr> <td>Company:</td> <td colspan="3"><input type="text"/></td> </tr> <tr> <td>Address 1:</td> <td colspan="3"><input type="text"/></td> </tr> <tr> <td>Address 2:</td> <td colspan="3"><input type="text"/></td> </tr> <tr> <td>City:</td> <td colspan="3"><input type="text"/></td> </tr> <tr> <td>State/Province:</td> <td><input type="text"/></td> <td>Postal Code:</td> <td><input type="text"/></td> </tr> <tr> <td>Phone: *</td> <td><input type="text" value="310-928-5555"/></td> <td>Fax:</td> <td><input type="text"/></td> </tr> <tr> <td>Mobile:</td> <td><input type="text"/></td> <td>Pager:</td> <td><input type="text"/></td> </tr> <tr> <td>Stamps:</td> <td colspan="3"><input type="text"/> <input type="button" value="Browse..."/> ?</td> </tr> <tr> <td>Language:</td> <td colspan="3"><input type="text" value="en"/></td> </tr> </table>	First Name: *	<input type="text" value="Sample"/>	Last Name: *	<input type="text" value="User"/>	Email: *	<input type="text" value="sample.user@smgov.net"/>	<input checked="" type="checkbox"/> HTML format	?	Title:	<input type="text"/>			Company:	<input type="text"/>			Address 1:	<input type="text"/>			Address 2:	<input type="text"/>			City:	<input type="text"/>			State/Province:	<input type="text"/>	Postal Code:	<input type="text"/>	Phone: *	<input type="text" value="310-928-5555"/>	Fax:	<input type="text"/>	Mobile:	<input type="text"/>	Pager:	<input type="text"/>	Stamps:	<input type="text"/> <input type="button" value="Browse..."/> ?			Language:	<input type="text" value="en"/>			<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Group Name</th> <th>Private</th> <th>Gi</th> </tr> </thead> <tbody> <tr> <td>Default</td> <td style="text-align: center;">NO</td> <td>Si</td> </tr> <tr> <td>Permit Specialists</td> <td style="text-align: center;">NO</td> <td>Pi</td> </tr> </tbody> </table>	Group Name	Private	Gi	Default	NO	Si	Permit Specialists	NO	Pi
First Name: *	<input type="text" value="Sample"/>	Last Name: *	<input type="text" value="User"/>																																																							
Email: *	<input type="text" value="sample.user@smgov.net"/>	<input checked="" type="checkbox"/> HTML format	?																																																							
Title:	<input type="text"/>																																																									
Company:	<input type="text"/>																																																									
Address 1:	<input type="text"/>																																																									
Address 2:	<input type="text"/>																																																									
City:	<input type="text"/>																																																									
State/Province:	<input type="text"/>	Postal Code:	<input type="text"/>																																																							
Phone: *	<input type="text" value="310-928-5555"/>	Fax:	<input type="text"/>																																																							
Mobile:	<input type="text"/>	Pager:	<input type="text"/>																																																							
Stamps:	<input type="text"/> <input type="button" value="Browse..."/> ?																																																									
Language:	<input type="text" value="en"/>																																																									
Group Name	Private	Gi																																																								
Default	NO	Si																																																								
Permit Specialists	NO	Pi																																																								

Existing Users

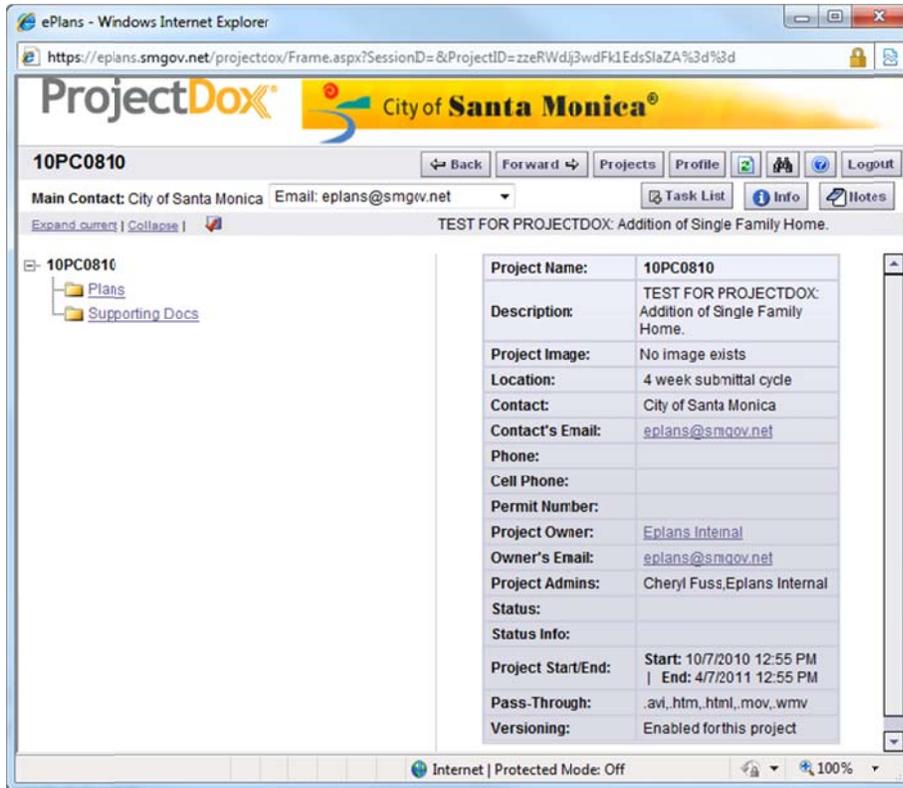
If you are a returning user, login to ePlan Review with your full e-mail address and password. If you have forgotten your password, click on the “Forgot Password” button so that it can be e-mailed to you. This will work only if you have logged in once and added a security question and answer.

Uploading Files

1. When you have successfully logged into ProjectDox, the projects screen will display. Any projects for which you have access will display in the list. Any outstanding tasks that require your action are displayed in the My 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 plan application number.



- Click the “Plans” folder to upload your plan drawings or “Supporting Docs” folder to upload supporting project documents.



- Upon entering either folder, you will be presented with two buttons, View Folders and Upload Files.



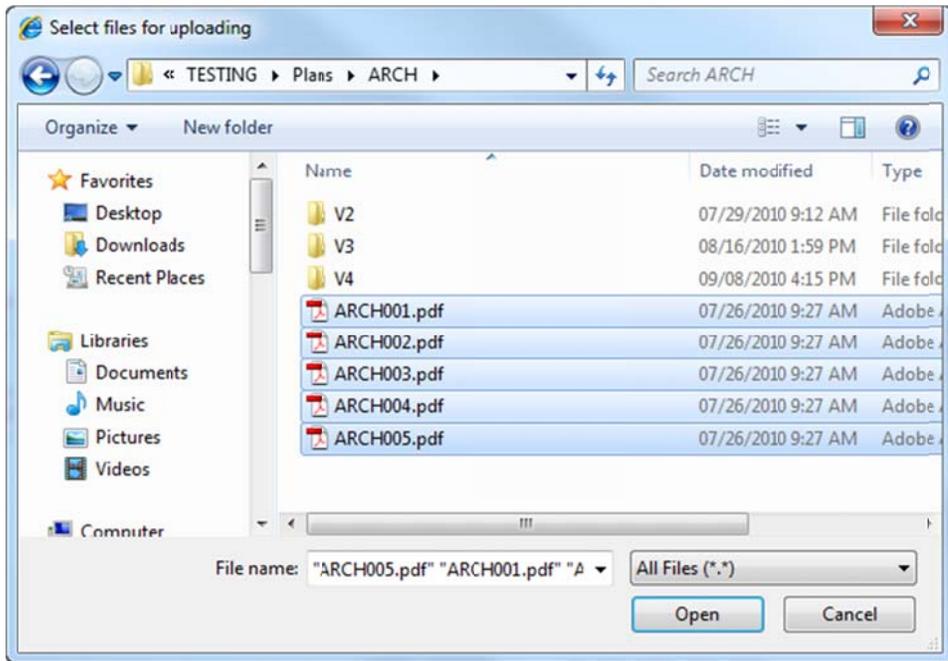
No files currently exist in **Plans**.

To upload files into this folder
 (1) Click the Upload button below
 (2) Follow the instructions in the ActiveX pop-up window

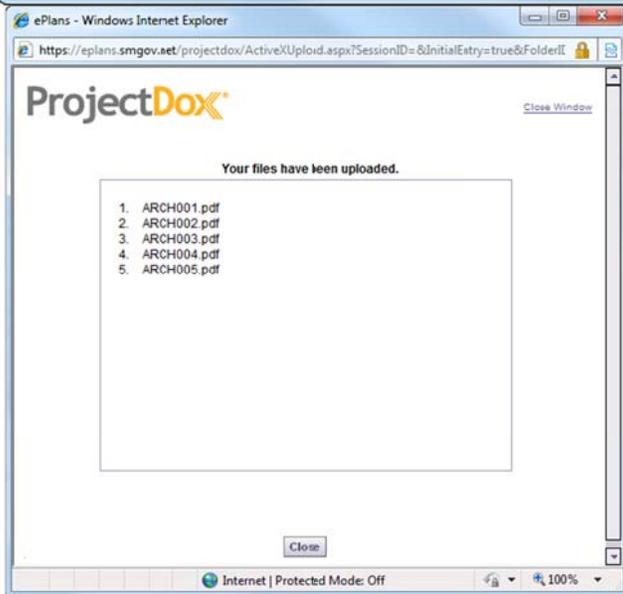
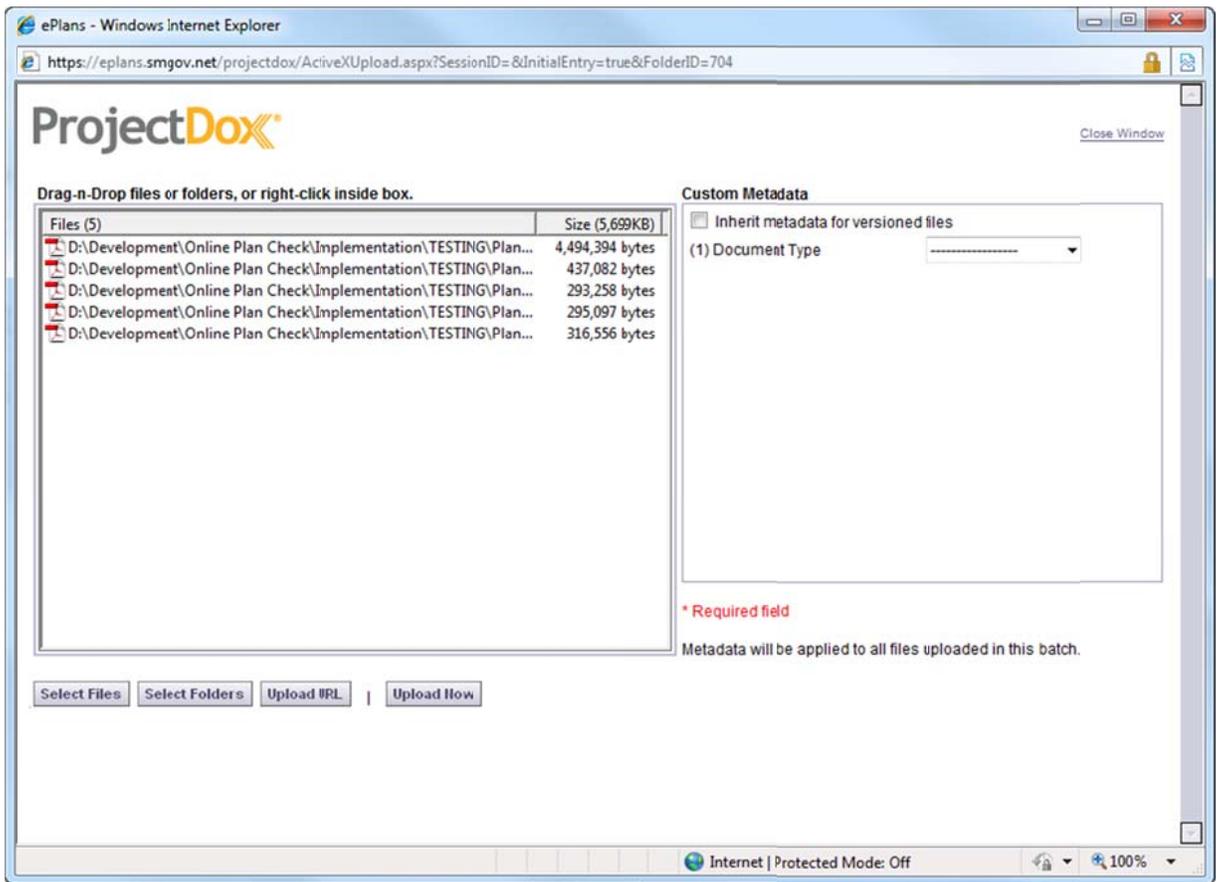
Large files may take a few minutes to be processed. Click the Refresh button at the top of the page to refresh your file list view.



- Click the “Upload Files” button. “Select Files for Uploading” will automatically display. Select the file location on your computer. Select or highlight files you want to upload; multiple files can be selected by using your Shift or Ctrl keys. Click the “Open” button. The files will then be copied to the upload window.



5. Click the "Upload Now" button and the files will be copied to the upload window. Click the "Close" button to close out of the file upload complete dialog box.



- Once the files are uploaded to the folder, the folder list is replaced by thumbnail images of each file contained in the folder. Next to each thumbnail, the file name, author, date uploaded, file size, and History icon displays.

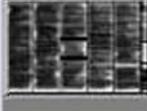
10PC0810

Main Contact: City of Santa Monica Email: eplans@smgov.net

Folder: [10PC0810\Plans](#) (5 Files - 5 New)

View Folders Upload Files

Current Sort: - Select -

	<input type="checkbox"/> ARCH001.pdf 10/11/2010 11:52:12 AM, 4.4 MB ANDY PONG 
	<input type="checkbox"/> ARCH002.pdf 10/11/2010 11:52:13 AM, 437 KB ANDY PONG 
	<input type="checkbox"/> ARCH003.pdf 10/11/2010 11:52:13 AM, 293 KB ANDY PONG 
	<input type="checkbox"/> ARCH004.pdf 10/11/2010 11:52:13 AM, 295 KB ANDY PONG 
	<input type="checkbox"/> ARCH005.pdf 10/11/2010 11:52:13 AM, 316 KB ANDY PONG 

7. Congratulations! You have successfully finished part one of submitting your plans electronically. Please logout after your session is complete. A notification has been sent to the Permit Specialist to start the prescreening process to determine if the submittal requirements have been met.

Security Timeout

Due to security and resource concerns, the system will automatically sign you out after 60 minutes of inactivity. When you are ready to resume working with the system, click any button on the screen. The system automatically loads the login page for you. You can also close the web browser window and reload the login page manually in a new browser window.

Prescreening

Prescreening is a cursory review of your uploaded documents in preparation for formal review. Allow a minimum of 4 business hours after you have uploaded your documents for the Prescreening process to take place. If there are questions or missing items from your submittal, you will receive a “Pre-screening correction request for: “XXXXXXXX” e-mail (where “XXXXXXXX” is your project number). If you have met all submittal requirements, you will receive a “Notification for: XXXXXXXX” e-mail.

Rejected

If your submittal requirements were not complete, you will receive an e-mail notification that prescreening has been rejected.

Pre-screen correction request for: '10PC0382'

From: **Do_Not_Reply@santa-monica.org** ⓘ
Sent: Thu 10/07/10 7:58 PM
To: andy_pong@hotmail.com



Hello ANDY PONG

You have been notified to submit corrections as noted on the eForm for Project Number: 10PC0382

Please make corrections per comments included in the eForm.

Project Number:	10PC0382
Project Description:	TEST FOR PROJECTDOX: -- Remodel of Single Family Home.
City Contact Name:	Cheryl Fuss
City Contact Email:	cheryl.fuss@smgcv.net

[Login to Plan Review](#)

1. Click the link in the e-mail to access the Prescreening information. Login to ProjectDox.
2. Click on the Task button in the project view and select the Prescreening task in My Task List.

My Task List			
Task	Workgroup	Priority	Assigned
 Prescreen PLCK 10PC0810 Complete Corrections Please make corrections per comments included in the eForm.	10PC0810	1	10/11/2010

3. The Prescreening corrections request eForm will open.

Checklist							
 Please make corrections per comments included in this eForm.							
Code Compliance Required	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No						
Date Received	2/24/2010						
Fee Balance	\$						
References	Comment Log						
Comments	<input type="text"/> <input type="button" value="Click to Log Comment"/>						
	<table border="1"> <thead> <tr> <th>User</th> <th>Date</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>Lb01 Benedict</td> <td>2/24/2010 10:16 AM</td> <td>Missing electrical plans.</td> </tr> </tbody> </table>	User	Date	Comment	Lb01 Benedict	2/24/2010 10:16 AM	Missing electrical plans.
User	Date	Comment					
Lb01 Benedict	2/24/2010 10:16 AM	Missing electrical plans.					

4. Review the Comment Log to identify which requirements were noted as missing.
5. After you have identified the missing drawings and/or documents to upload, login to ProjectDox and enter the project.
6. Upload the missing documents (see the [“Uploading Files”](#) section for instructions).
7. Click on the Task button in the project view and select the Prescreening task in My Task List.

My Task List			
Task	Workgroup	Priority	Assigned
 Prescreen PLCK 10PC0810 Complete Corrections Please make corrections per comments included in the eForm.	10PC0810	1	10/11/2010

8. When the eForm opens, place a checkmark in the “I have read...” and the Submit button will display for you to click to complete your task. Upon completion, the City will be notified that the files have been completed or corrected and will continue with the Prescreening process.

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

Fees Due

If you have outstanding fee balance, you will receive a “Fees Due for: XXXXXXXX” e-mail notification which includes the amount of the plan review fee and instruction to pay the fees online.

Fees Due for: '10PC0382'

From: Do_Not_Reply@santa-monica.org
Sent: Thu 10/07/10 8:00 PM
To: andy_pong@hotmail.com



Hello ANDY PONG

Fees are assessed against Project Number 10PC0382 and can be paid via [Velocity Hall](#). Please deliver your receipt as proof of payment to the City Staff below.

Please pay plan review fees through Velocity Hall. Upon payment received, formal plan review will begin.

Project Number:	10PC0382
Project Description:	TEST FOR PROJECTDOX: -- Remodel of Single Family Home.
City Staff Contact:	Cheryl Fuss
City Staff Contact Email:	cheryl.fuss@smgov.net
Fees Due:	\$124,395.72
Login to Plan Review	

Prescreening Complete

If your submittal requirements were complete, you will receive an e-mail notification that the prescreening process is completed and the formal review process will start.

Notification for: '10PC0382'

From: Do_Not_Reply@santa-monica.org
Sent: Thu 10/07/10 8:00 PM
To: andy_pong@hotmail.com



Hello ANDY PONG

This is a notification for Project Number: 10PC0382

We have received a complete set of plans and all the necessary supporting documents. We will now start the formal review process.

Project Number:	10PC0382
Project Description:	TEST FOR PROJECTDOX: -- Remodel of Single Family Home.
City Staff Contact:	Cheryl Fuss
City Staff Contact Email:	cheryl.fuss@smgov.net
Login to Plan Review	

Plan Resubmital

Corrections Requested

If corrections are requested following the formal review cycle(s) of your drawings, follow the steps below:

1. You will receive an e-mail notification from the Permit Specialist requesting revised documents.

Corrections requested for: '10PC0382'

From: **Do_Not_Reply@santa-monica.org** 
Sent: Thu 10/07/10 8:08 PM
To: andy_pong@hotmail.com



Hello ANDY PONG

You have been notified that corrections are requested for Project Number: 10PC0382

Please resubmit the required updated files as specified in the Review process. After uploading the files into ProjectDox, click the 'Resubmit Complete' button at the bottom of the eform to send to the Reviewers.

Project Number:	10PC0382
Project Description:	TEST FOR PROJECTDOX: -- Remodel of Single Family Home.
City Staff Contact:	Cheryl Fuss
City Staff Contact Email:	cheryl.fuss@smgov.net

[Login to Plan Review](#)

2. Click the link in your e-mail to access the corrections requested in ProjectDox.
3. Login to ProjectDox. The Plan Resubmit task will display at the bottom of the main page with your Plan Review number in the name (ie. 10PC0810).

My Task List

Task
 PLCK: 10PC0810 Applicant Resubmit <small>Please resubmit the required updated files as specified in the Review process. After uploading the files into ProjectDox, click the 'Resubmit Complete' button at the bottom of the eform to send to the Reviewers.</small>

4. The eForm provides a complete correction package from all reviewing departments:

Department Review

Review Cycle: 1 1

Applicant Checklist Link: [10PCD123 - Checklist Comments](#) 2

Step 1: I have read all reviewer's comments by clicking on the Checklist Comments link and reviewed the comments in this electronic form.

Review Cycle	Review Department	Reviewer	Status / Elapsed Time	Reviewer Comments
1	PublicLandscape	Lb04 Benedict	Current Status: RCC	Refer to the drawing markups concerning tree placement. <input type="checkbox"/> electrical plan.pdf - Public Landscape Review 2/26/2010 9:21 AM 3 Current tree placement.jpg Review Download 4
1	City Planning	Lb06 Benedict	Current Status: RCC	Refer to the markup in the drawings listed below. <input type="checkbox"/> electrical plan.pdf - Planning Review 2/26/2010 9:17 AM

Revised Document Upload

Step 2: I have uploaded the revised drawings into the "Plans" folder and, if requested, uploaded any revised documents into the "SupportingDocs" folder using the SAME file name as the original files. Files can be uploaded by accessing the Plan Review Project directly or by clicking on the appropriate button below.

6
7

Resubmit Instructions:

- Review the Comments and Markups in the above "Department Review" table and the Review Checklist if applicable. Check the box to indicate that you have addressed all issues.
- Upload your REVISED drawings or documents into the "Drawings" or "Documents" folder, using the SAME file name as you used before so the files will be versioned by ePlan. Check the box to indicate that you have done so.
- Click the "Resubmit Complete" button. This will notify the Administrator that your revised drawings have been uploaded into the project.

Note: To exit this form and before completing all of the steps, click the "Close Form" button. This will leave this as a Task on your Task List. If you have any questions, please call 352.334.5050.

8

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

- 1) Review cycle
- 2) Consolidated department checklist
- 3) Review Markups (click link to access markups)
- 4) Supporting attachments
- 5) Steps 1 and 2 are confirmation that you have read and corrected the issues
- 6) Direct link to upload corrected plans
- 7) Direct link to upload corrected documents
- 8) Resubmit Complete button

(1) Review Cycle

The Review Cycle dropdown allows the user to review one cycle at a time or all cycles. By selecting the desired cycle, only that cycle will display unless you choose “All”. The Review cycle also displays in the first column of the Department Review table.



(2) Consolidated department checklist

One or more departments may use the Checklist feature in the eForm. A consolidated list of all feedback not related to a red line are available for the applicant’s review. When the item is correct or adjusted, simply place a checkmark in the Completed checkbox. As the review cycles continue, any corrected line item will be moved to the Met list.

3	BL023	Building and Safety Lb05 Benedict 1/30/2010 3:16:32 PM	Met <input type="radio"/> Not Met <input type="radio"/> <i>(Place a check in the box below if you have addressed this item)</i> <input checked="" type="checkbox"/> Completed	Opening for scuppers mechanical equipment vents and similar openings shall be protected per Section 716 where openings are required to be protected. [704.14]
3	BL187	BS-Electrical Lb10 Benedict 1/30/2010 3:22:33 PM	Met <input type="radio"/> Not Met <input type="radio"/> <i>(Place a check in the box below if you have addressed this item)</i> <input checked="" type="checkbox"/> Completed	The electrical plans are incomplete. Provide complete electrical plans which include a panel schedule with load calculations branch circuit, receptacle, luminaires, and switch locations, and method of grounding at the service. Provide a single line diagram when using sub-panels. Additional corrections may apply.

You can view the comments by Met, Not Met, by department, or by all comments all departments, all cycles.

Review Checklist Filter

Department: BS-Electrical ▼

Met / Not Met: Not Met ▼

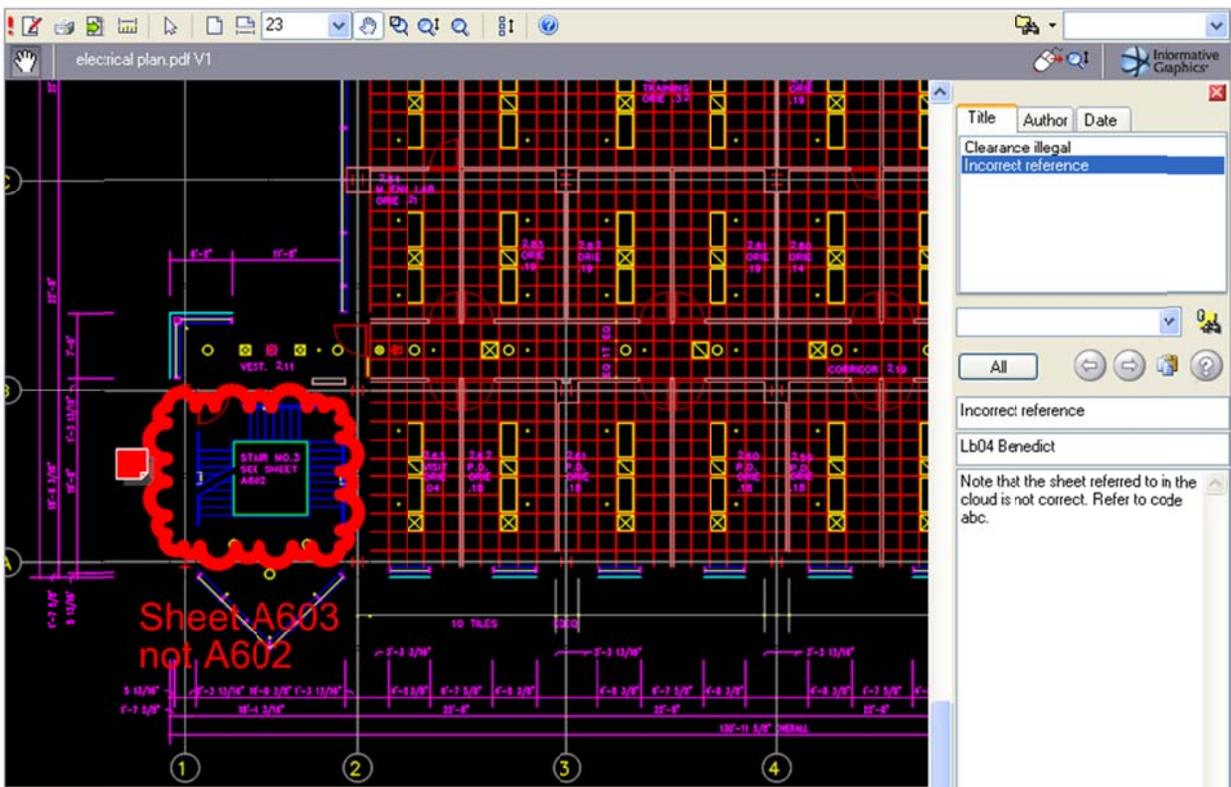
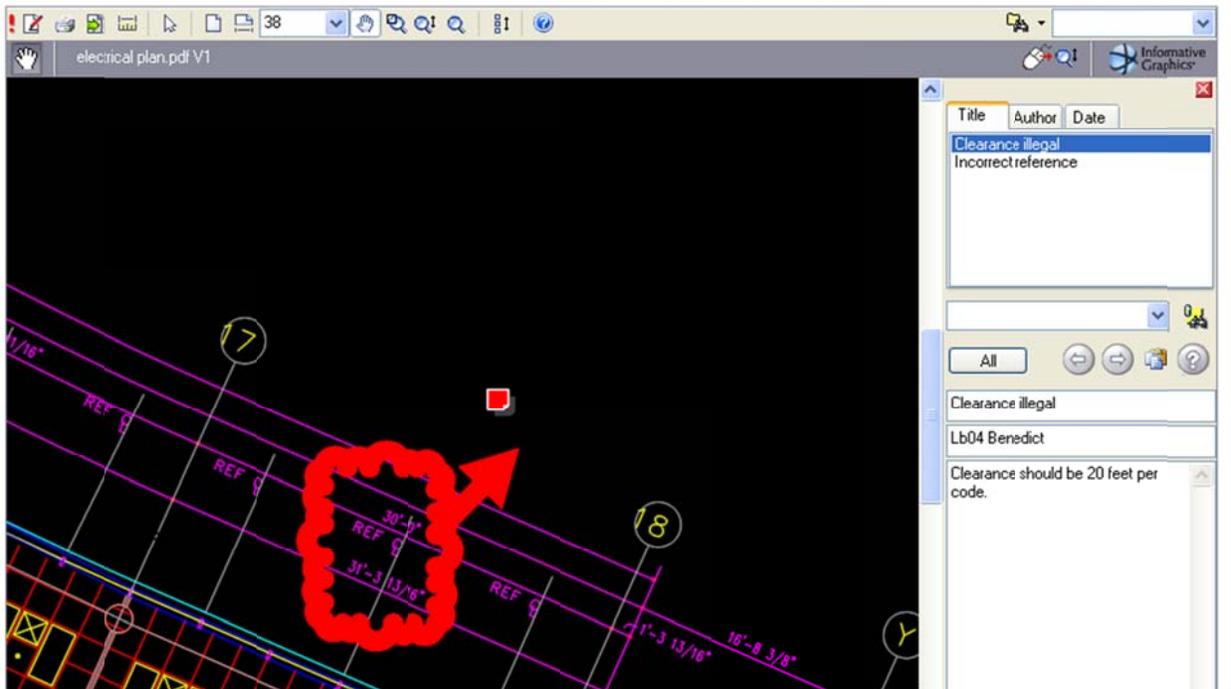
Apply Filter
Remove Filter

(3) Review Markups (click link to access markups)

To view a plan markup, click on the Review link in the department row as shown in the two examples.

3	Building and Safety	Lb05 Benedict	Current Status: RCC	Multiple comments added to the checklist. <input type="checkbox"/>
3	BS-Electrical	Lb10 Benedict	Current Status: RCC	Please refer to Checklist Comments and file markups link below: <input type="checkbox"/> electrical plan.pdf - Review 3/30/2010 3:24 PM

All changemarks will display in the right hand pane and as you review, click on each changemark and you will zoom directly into the red line from the reviewer.



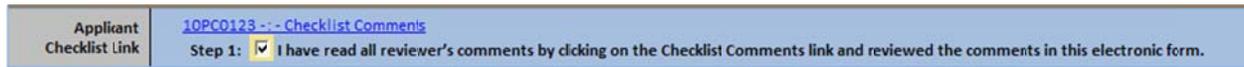
(4) Supporting attachments

In addition to the changemarks, the reviewer may attach a PDF document that, for example, may be required to Download and complete then return to the city. In the sample below L012_2.pdf is available for download.



(5) Step 1 and Step 2

Step 1 asks for confirmation that the checklist and the comments in the eForm have been reviewed. This checkmark displays with yellow highlights as an indicator that it is required.

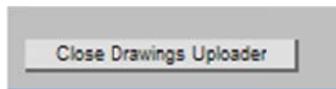


(6 & 7) Upload Links

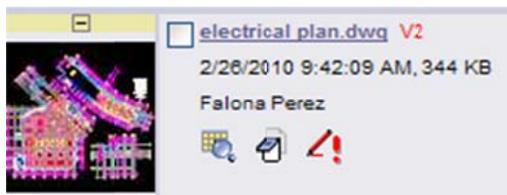
Step 2 asks for confirmation that you have corrected the plans and/or documents per the reviewer's request and that you have uploaded them into the appropriate folder.



The Upload dialog is identical to your initial upload. When you have uploaded your corrections, click on the "Close Drawings Uploader" or "Close Plans Uploader" button.



The file will display the version number, V2 for example, because the correction was uploaded with the SAME FILE NAME as the original file name.



Instructions appear at the bottom of the eForm once again, to reconfirm the requirements and a support phone number is available for additional comments or coaching.

Resubmit Instructions:

1. Review the Comments and Markups in the above "Department Review" table and the Review Checklist if applicable. Check the Step 1 box to indicate that you have addressed all issues.
2. Upload your REVISED plans or documents using the SAME file name as you used before so the files will be versioned by ePlan. Check the Step 2 box to indicate that you have done so.
3. Click the "Resubmit Complete" button. This will notify the Permit Specialist that your revised drawings have been uploaded into the project.

Note: To exit this form and before completing all of the steps, click the "Close Form" button. This will leave this as a Task on your Task List. All files and documents uploaded will be saved. If you have any questions, please call 310-458-8355.



(8) Resubmit Complete

When you are ready to exit the form, click "Resubmit Complete" button.

Approval

When the plan review is approved by all reviewers, you will be notified for final fee payment for plan review. You will receive a “Fees Due” e-mail with instructions. Fees can be paid on line as has been available in the past.

Print Approved Plans

After final payment is made, you will receive an e-mail indicating that your plans are approved and ready for download. There will be instructions for how to print and download your files. One set of plans will need to be printed.

Plans are approved and ready for download for: '10PC0382'

From: Do_Not_Reply@santa-monica.org 

Sent: Thu 10/07/10 8:55 PM

To: andy_pong@hotmail.com



Hello ANDY PONG

You have been notified that plans are approved and ready for download for Project Number: 10PC0382

This is a notification that the final files have been checked in as a permanent record and are now available for download. One set of plans will need to be printed with wet stamps and ink signatures. Please bring the plans with you to the City of Santa Monica so that your Building Permit can be issued.

Project Number:	10PC0382
Project Description:	TEST FOR PROJECTDOX: -- Remodel of Single Family Home.
City Staff Contact:	Cheryl Fuss
City Staff Contact Email:	cheryl.fuss@smgov.net
Login to Plan Review	

Building Permit Issuance

Please bring the plans with you to the City of Santa Monica so that your Building Permit can be issued.