

You will need to sign into ePlan and pull up the main screen – please note it is in two sections. The top portion shows the “**active projects list**” and the bottom portion has the “**standard workflow task list**”. On the bottom under Standard Workflow task list there are multiple columns listed, “**Project Name**” which is the permit number, “**Task**” which is the part of the process we are in, “**Attached To**” which in your case will be the applicant and the “**Status**” column which should show as pending or accepted.

Electronic Plan Review



Active Projects List

15 recently entered project(s) out of 50 for Karen Freggens (karen.freggens@stpete.org)

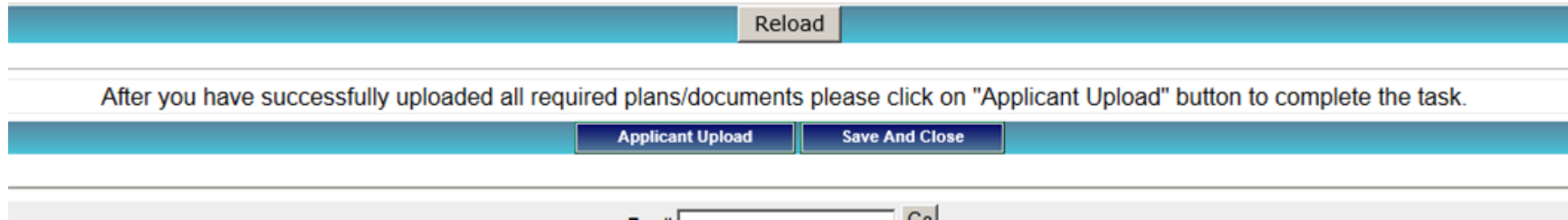
Project	Options	Description
<a href="#">BP17-03001845</a>		NONRESID/NONHOUSEKEEPING ADDNS & ALTERATIONS
<a href="#">BP17-04001225</a>		PARKING/PAVING/LANDSCAPING
<a href="#">BP17-05001773</a>		SINGLE FAMILY RESIDENCE, NEW
<a href="#">BP17-06000184</a>		WINDOW AND/OR DOOR REPLACEMENT PERMIT
<a href="#">BP17-04001227</a>		OTHER NON RESIDENTIAL BUILDINGS - NEW
<a href="#">BP16-10000902</a>		WINDOW AND/OR DOOR REPLACEMENT PERMIT
<a href="#">BP17-03000733</a>		NONRESID/NONHOUSEKEEPING ADDNS & ALTERATIONS
<a href="#">BP17-06000597</a>		SOLAR PHOTOVOLTAIC SYSTEM RESIDENTIAL
<a href="#">BP17-05001528</a>		WINDOW AND/OR DOOR REPLACEMENT PERMIT
<a href="#">BP17-05000279</a>		SATELLITE DISH/ANTENNA/CELL TOWER
<a href="#">BP17-03000698</a>		OTHER NON RESIDENTIAL BUILDINGS - NEW
<a href="#">BP16-12000984</a>		COMMERCIAL A/C REPLACE>STON W/ EPLAN REVIEW
<a href="#">BP17-04000409</a>		NONRESID/NONHOUSEKEEPING ADDNS & ALTERATIONS
<a href="#">BP17-05000325</a>		RESIDENTIAL ADDITIONS AND ALTERATIONS
<a href="#">BP17-05000588</a>		DEMOLITION OF SINGLE FAMILY RESIDENCE



Standard Workflow Task List

Project Name	Task	Attached To	Status	Prior
<a href="#">BP17-01000539</a>	<a href="#">ResubmitReceived</a>	Submissions	Pending	
<a href="#">BP17-06000168</a>	<a href="#">ReviewQA</a>	Plan Routing	Pending	
<a href="#">BP17-05001810</a>	<a href="#">DepartmentReview</a>	ADDRESS ASSIGNMENT NEEDED	Pending	
<a href="#">BP17-04000444</a>	<a href="#">AwaitingFinalPayment</a>	Submissions	Pending	
<a href="#">BP17-04000445</a>	<a href="#">AwaitingFinalPayment</a>	Submissions	Pending	

Both statuses indicate the permit application is still with you. If your status is pending it means you need to click on the “task” column to accept the task. Once you accept the “Applicant Upload” you will need to upload the permit application, plans or corrections to the correct folder. Then select the “**Applicant Upload**” button to return it to us.



Once your task is completed the section on the bottom of the screen should show no projects/tasks for you. If it does then you have not completed the task.

ePlan is a task driven process so the Applicant must complete the tasks assigned to them before it will return to us for the actual plan review.