st.petersburg
www.stpete.org

# City of St. Petersburg Electronic Plan Review

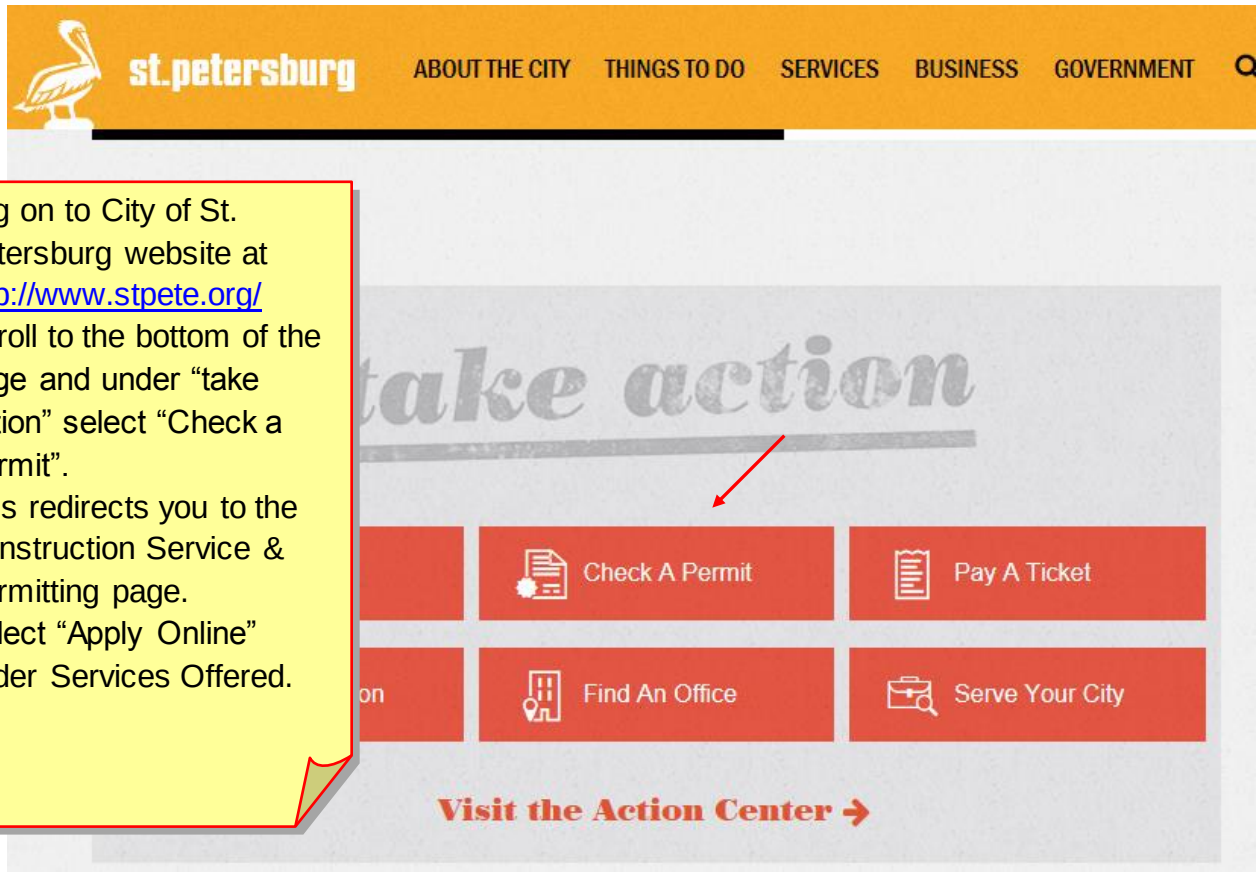


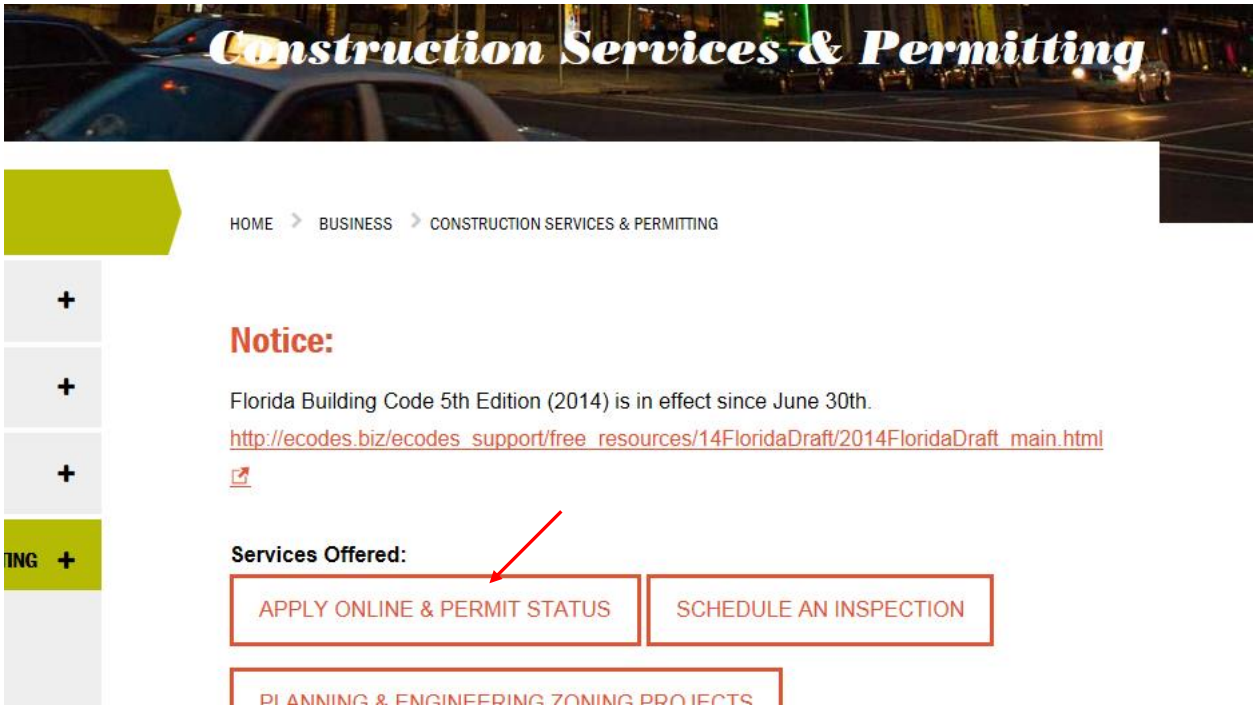

## How to apply for an ePlan Review Permit Online

## Users Guide

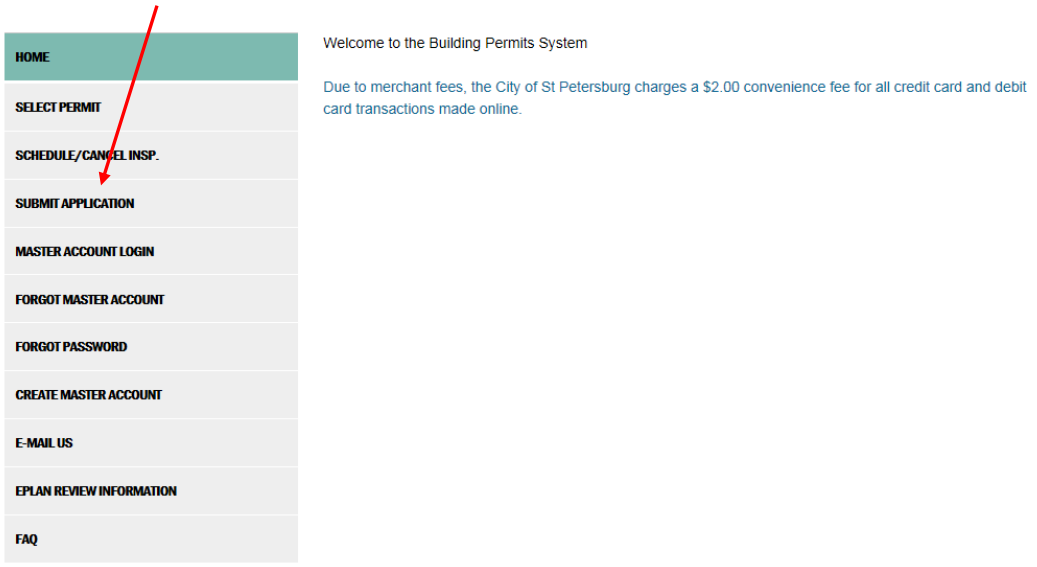
## Construction Services & Permitting Division

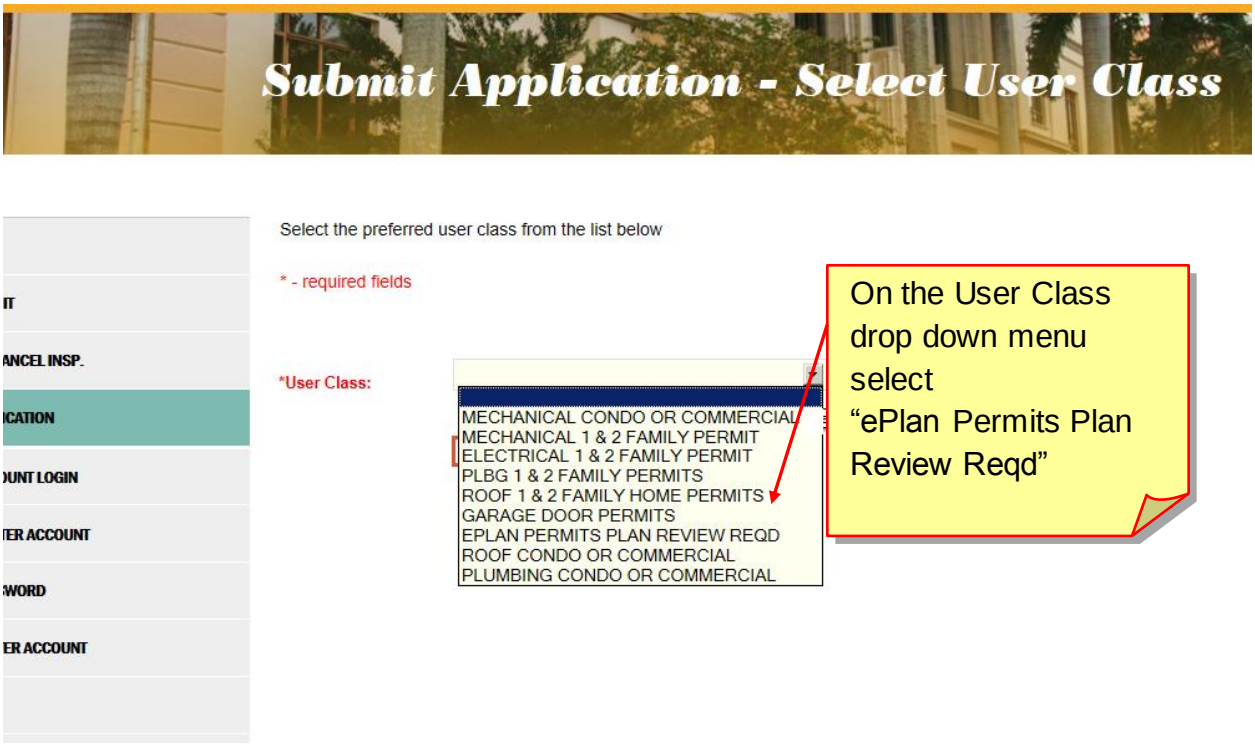
1. Log on to City of St. Petersburg website at http://www.stpete.org/
2. Scroll to the bottom of the page and under “take action” select “Check a Permit”.
3. This redirects you to the Construction Service & Permitting page.
4. Select “Apply Online” under Services Offered.



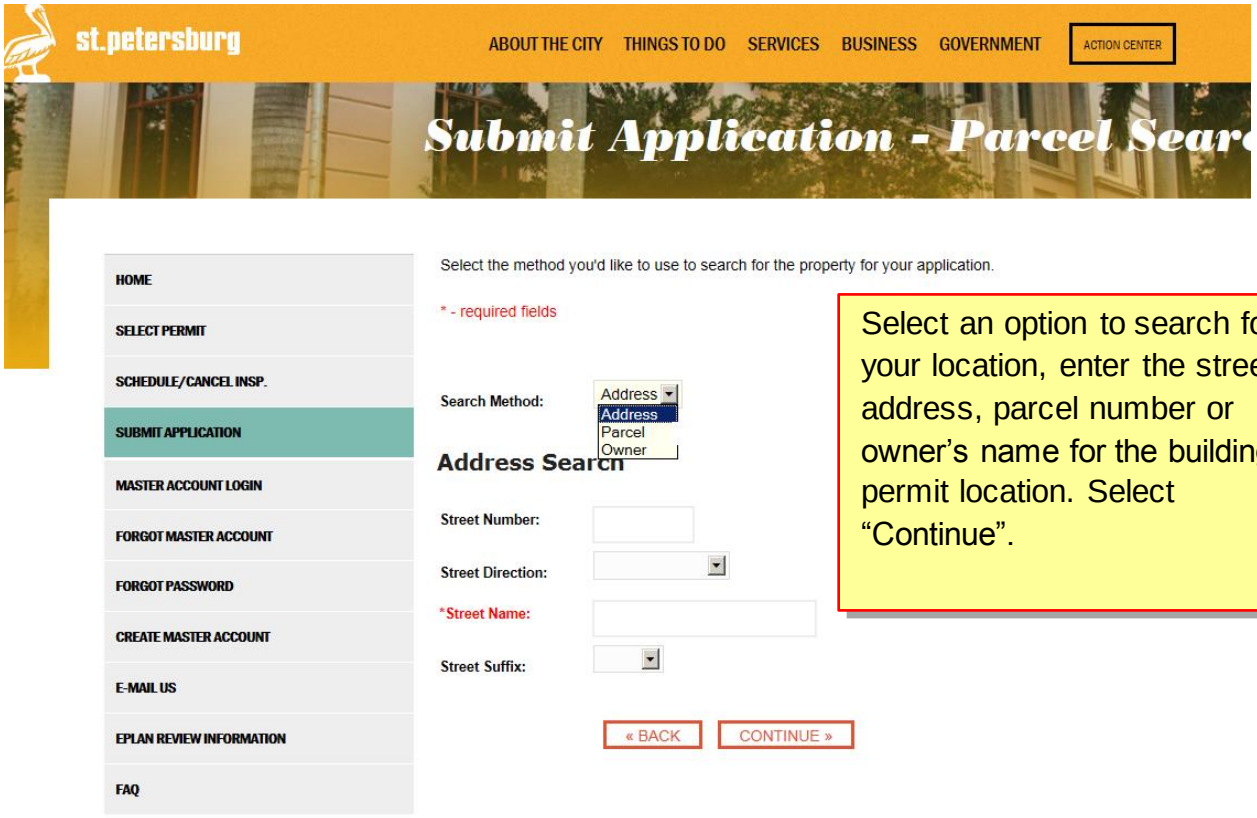



Click on "Submit Application" to begin your application online.

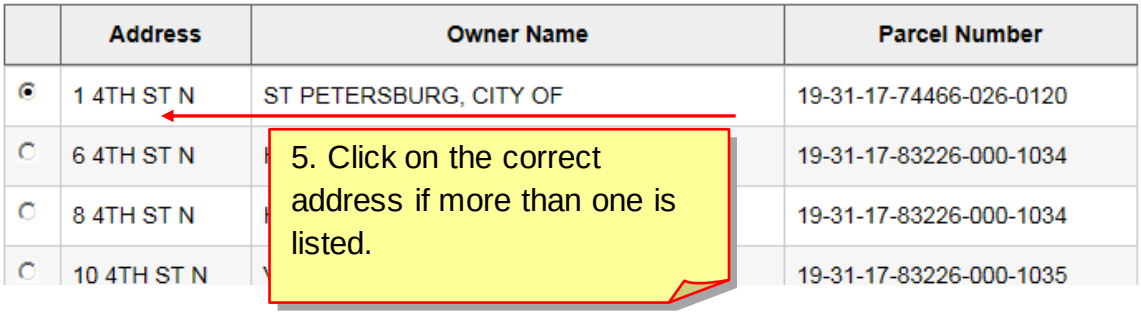



On the User Class drop down menu select "ePlan Permits Plan Review Reqd"

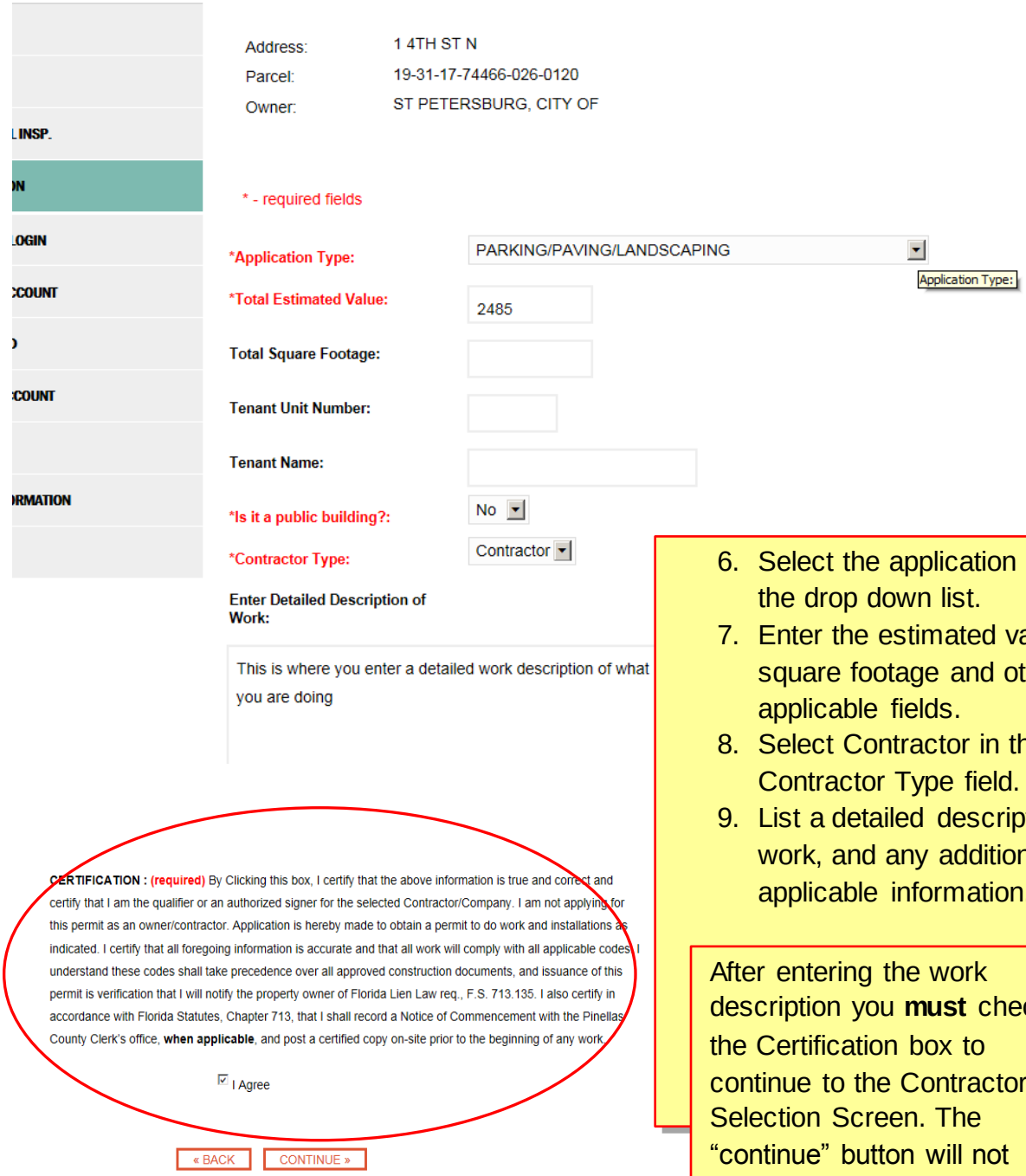



Select an option to search for your location, enter the street address, parcel number or owner's name for the building permit location. Select "Continue".



| | Address | Owner Name | Parcel Number |
|---|---|---|---|
| ◉ | 1 4TH ST N | ST PETERSBURG, CITY OF | 19-31-17-74466-026-0120 |
| ○ | 6 4TH ST N | | 19-31-17-83226-000-1034 |
| ○ | 8 4TH ST N | | 19-31-17-83226-000-1034 |
| ○ | 10 4TH ST N | | 19-31-17-83226-000-1035 |

5. Click on the correct address if more than one is listed.




6. Select the application type from the drop down list.
7. Enter the estimated value, total square footage and other applicable fields.
8. Select Contractor in the Contractor Type field.
9. List a detailed description of work, and any additional applicable information.

After entering the work description you **must** check the Certification box to continue to the Contractor Selection Screen. The "continue" button will not show up until the certification box is selected.




Click on the contractor/company name hyperlink to choose that contractor.
**If your contractor/company name does not show up your contractor registration needs to be updated.**
You will need to register with our office prior to pulling a permit online. The contractor affidavit is located at:
http://www.stpete.org/development/applications_and_forms/docs/Contractor_Affidavit.pdf

Address: 1 4TH ST N
Parcel: 19-31-17-74466-026-0120
Owner: ST PETERSBURG, CITY OF

**NOTE: If no contractor has been selected yet choose "To be determined ePlan review" for the contractor. Contractor will need to be added prior to permit issuance.**

* - required fields

**Match Name:** Contains

***Contractor Name:** Karen

« BACK CONTINUE »

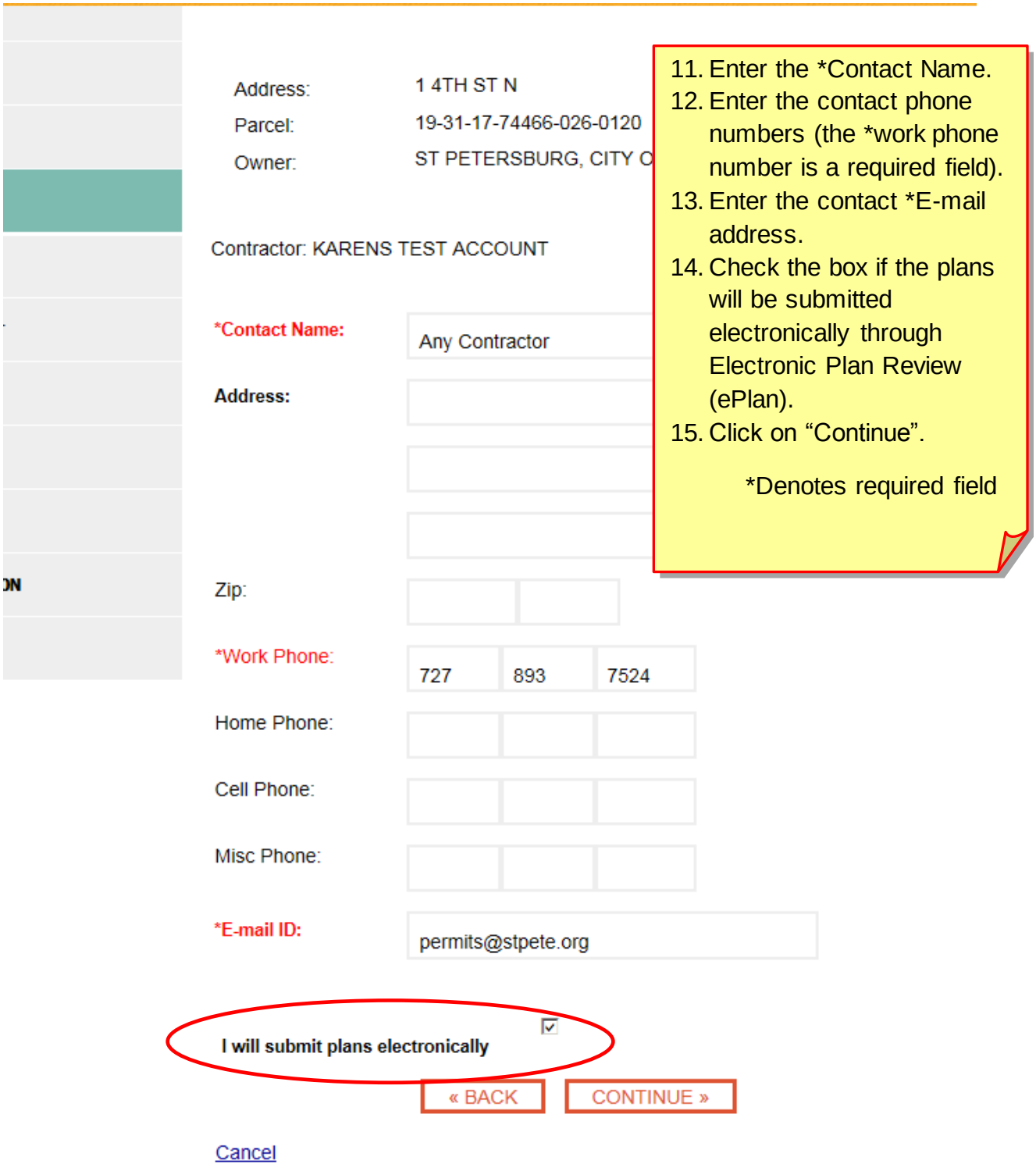
Address: 1 4TH ST N
Parcel: 19-31-17-74466-026-0120
Owner: ST PETERSBURG, CITY OF

10. Click on the correct contractor name if more than one is listed.

* - required fields

| Select* | Name | Number | Type |
|---|---|---|---|
| ○ | KAREN TEST 8.0 | 0016027 | ROOF CONTRACTOR |
| ◉ | KARENS TEST ACCOUNT | 0013053 | BUILDING CONTRACTOR |

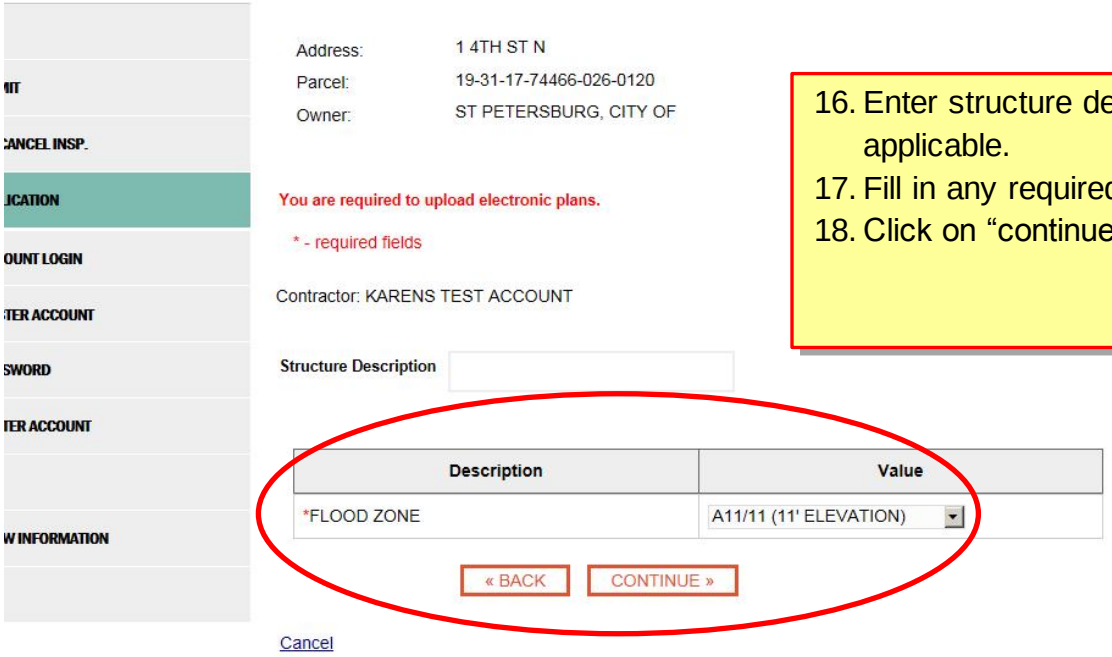
« BACK CONTINUE »



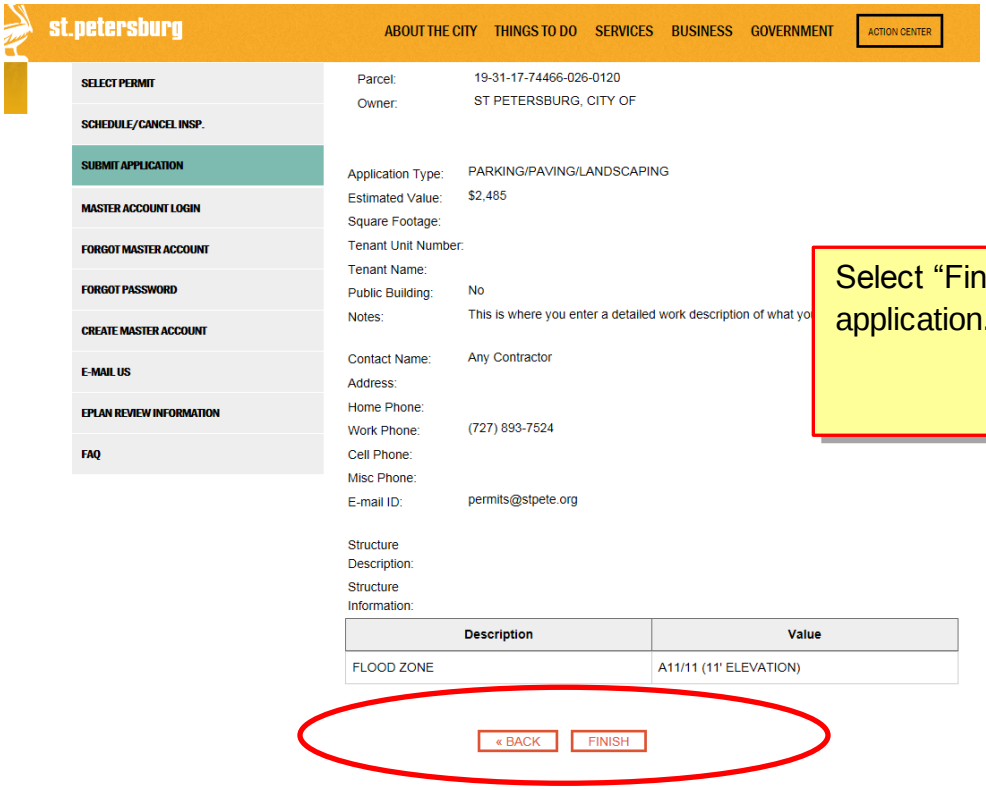

11. Enter the *Contact Name.
12. Enter the contact phone numbers (the *work phone number is a required field).
13. Enter the contact *E-mail address.
14. Check the box if the plans will be submitted electronically through Electronic Plan Review (ePlan).
15. Click on “Continue”.

*Denotes required field

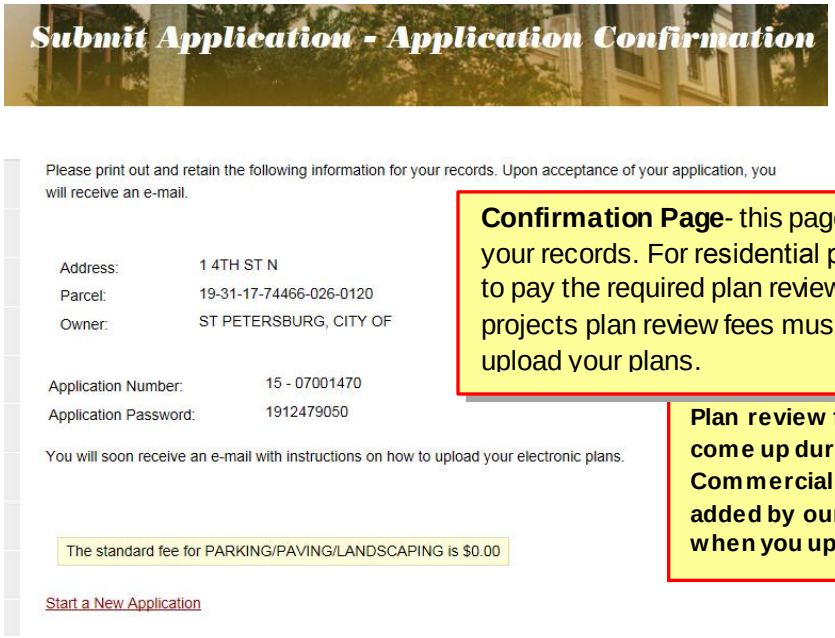



16. Enter structure description if applicable.
17. Fill in any required fields.
18. Click on “continue”.




Select “Finish” to submit your application.

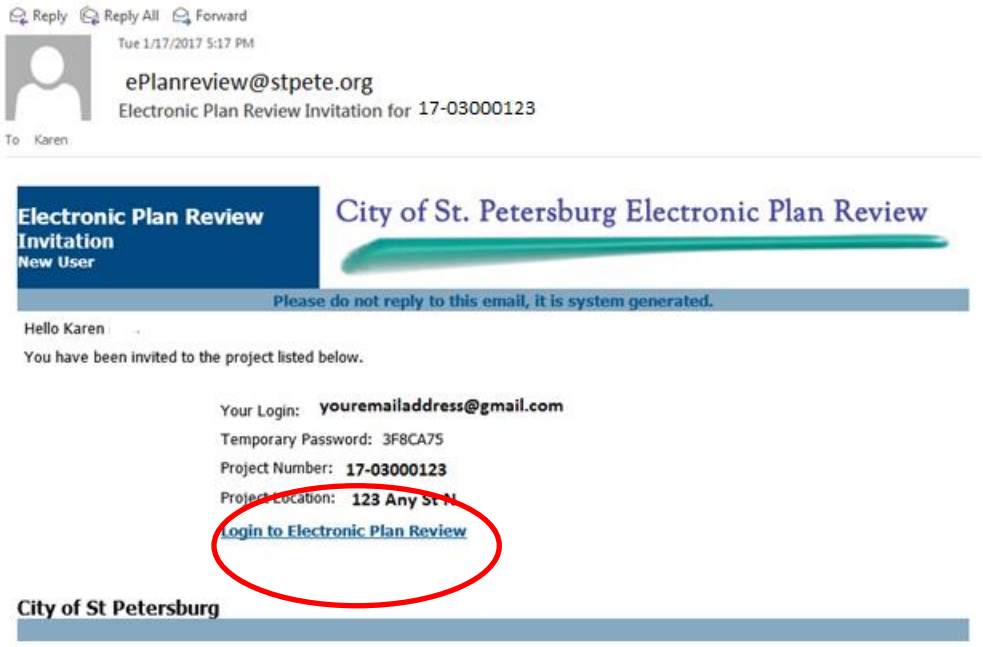



**Confirmation Page**- this page should be printed for your records. For residential projects Select "PayNow" to pay the required plan review fees. For commercial projects plan review fees must be paid when you upload your plans.

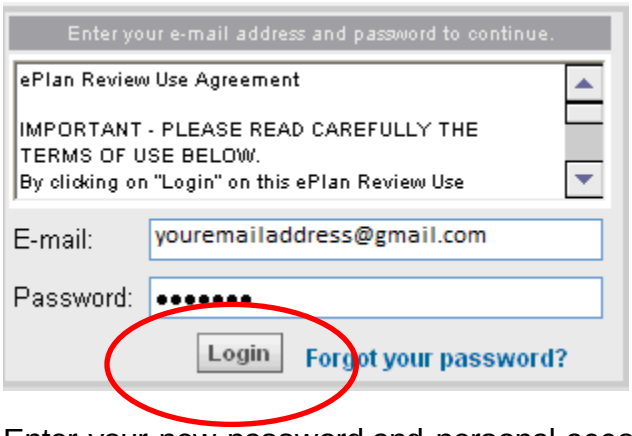
**Plan review fees for residential will come up during your submittal. Commercial plan review fees will be added by our staff and must be paid when you upload the plans**.

## Next Steps - ePlan Invitation Email

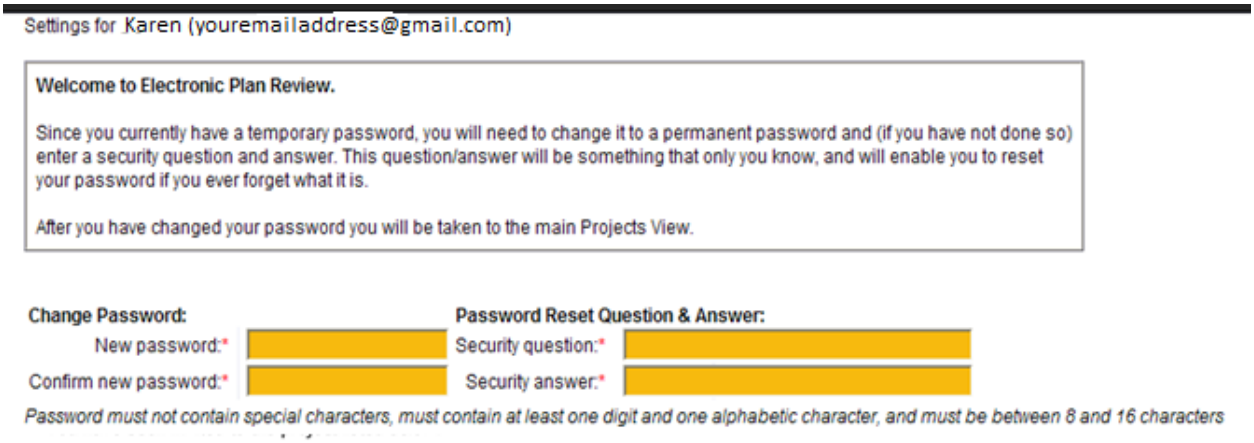
After your application for a Building Permit has been accepted, an Electronic Plan Review Invitation will be sent to the Applicant email address provided in the contact information section. For first time users, the invitation email will contain your login information, a temporary password and information about the project, including a link to the ePlan web portal. To sign in, use the link to the ePlan Internet login page found inside the invitation email.



To sign in, enter your e-mail address and temporary password provided in your invitation email and click the “Login” button, as shown in the image below:




Enter your new password and personal account information. All fields in yellow are required. Click on the “Save” button to save your profile.




**TIPS!**

**Passwords are case-sensitive. Make your password something you can easily remember**

## Existing Users

- If you are a returning user, login to ePlan with your full e-mail address and password.
- If you have forgotten your password, click on the “Forgot Password” button so that you can retrieve it through your security question.
- NOTE: No one can see your password or security question answer. If you cannot access your account after trying to retrieve your account information, contact us at (727)893-7231 for Building Permits to have our administrator reset your password. An email will be automatically generated and sent to the account holder email address with a temporary password.

**NEW!! APPLICANT UPLOAD TASK ENHANCEMENT- THIS IS NOW THE FIRST STEP**

**We recently upgraded our ePlan review system April 1, 2017. As part of our upgrade there is a new “Applicant Upload Task”. Below is the email you will now receive -**

**Electronic Plan Review**
**Task Assignment**
**Applicant Upload**

**Please do not reply to this email, it is system generated.**

Hello Karen

Welcome to ePlans! This is your portal to submitting and reviewing your building plans with the City of St Petersburg. Your project application has been created and we are ready for you to upload your files and pay any plan review fees that are due. Please contact the Construction Services & Permitting Dept. at the number or email listed below if you have any questions regarding this notification.Once you have uploaded your plans and paid your plan review fees you MUST complete the "Applicant Upload" task by clicking the "Applicant Upload" Button. If you do not complete the task it WILL NOT be submitted to us for the pre-screening process and the Plan Review will not start. YOU NO LONGER NEED TO EMAIL US THAT YOU HAVE PAID YOUR FEES AND UPLOADED YOUR PLANS.

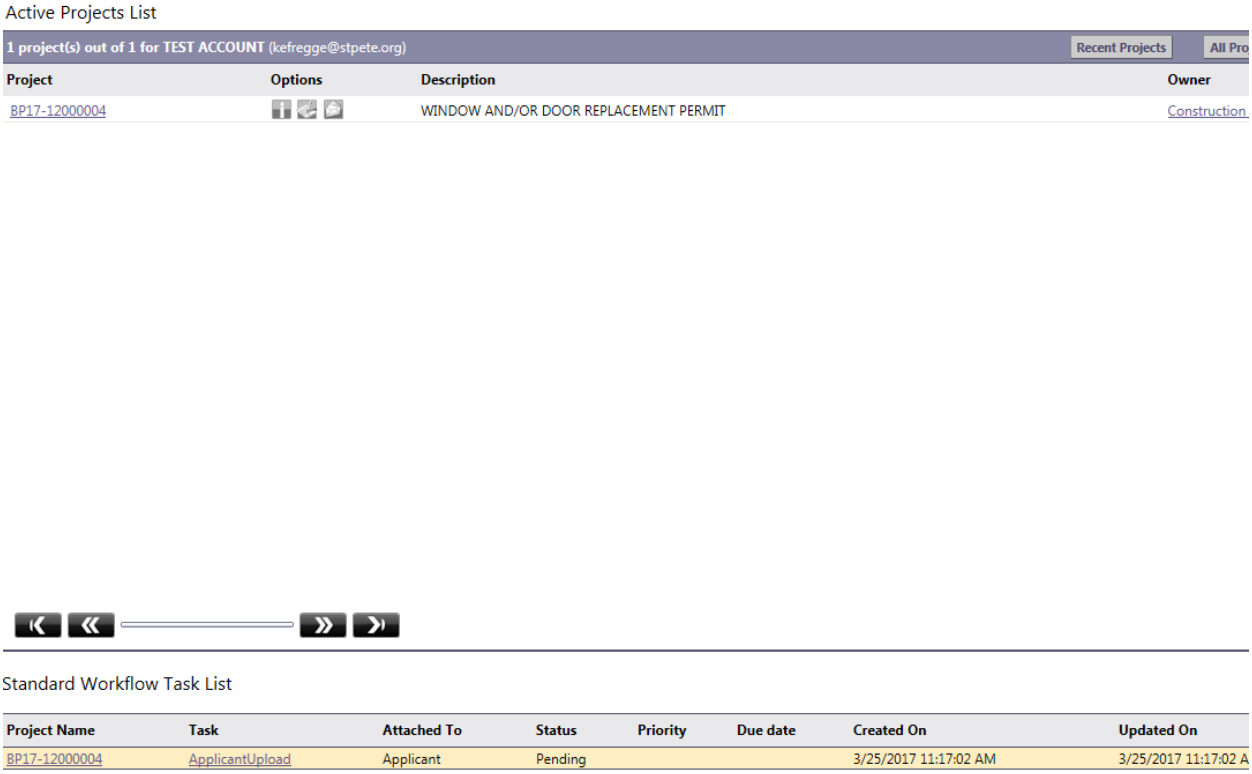
| | |
|---|---|
| Application Number: | BP17-12000002 |
| Application Type: | NONRESID/NONHOUSEKEEPING ADDNS & ALTERATIONS |
| Task: | ApplicantUpload |
| Instructions: | Please upload your plans and documents to the appropriate folders and click the Applicant Upload button to complete your submission. |

Login to Electronic Plan Review

**City of St Petersburg**
**Construction Services & Permitting**
1 4th St N
St Petersburg, FL 33701
Commercial (727)893-4129 Residential (727)892-5085
permitseplanreview@stpete.org

The “Applicant Upload” allows you to upload your plans and automatically start the workflow on your project without having to send us an email. After you have paid your plan review fees online, login to ePlan review to upload your plans.

On the Standard Workflow Task List screen select the task “ApplicantUpload”

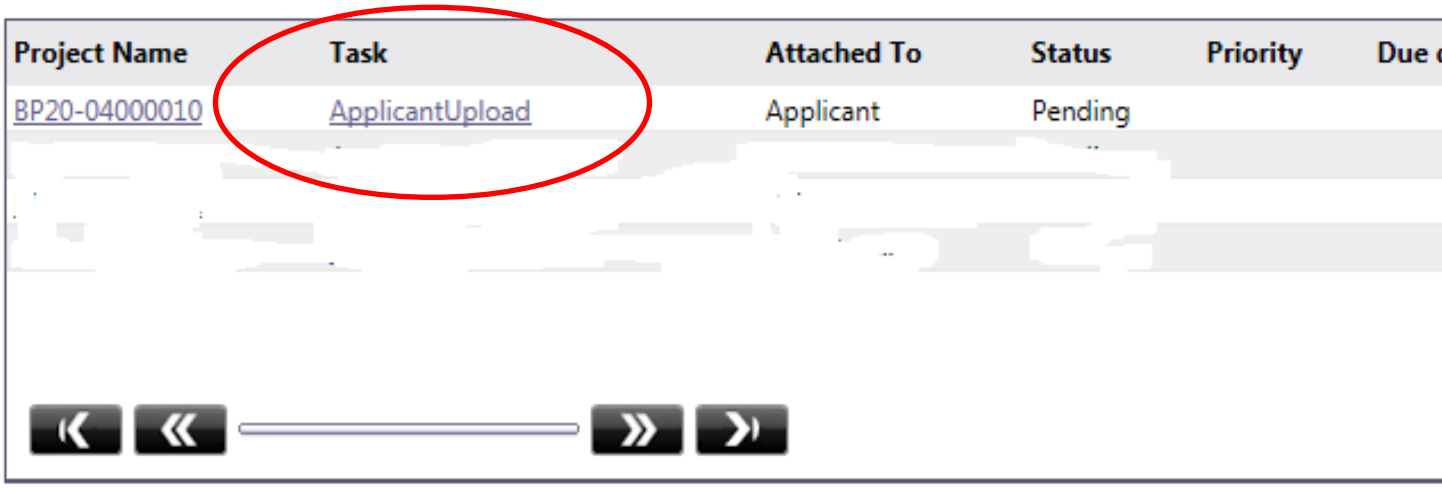

Active Projects List

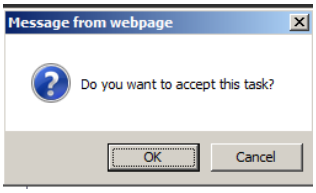
1 project(s) out of 1 for TEST ACCOUNT (kefregge@stpete.org) Recent Projects All Pro

| Project | Options | Description | Owner |
|---|---|---|---|
| BP17-12000004 | | WINDOW AND/OR DOOR REPLACEMENT PERMIT | Construction |

Standard Workflow Task List

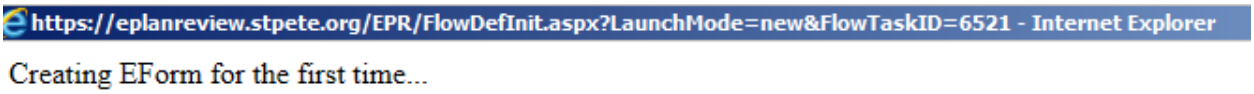
| Project Name | Task | Attached To | Status | Priority | Due date | Created On | Updated On |
|---|---|---|---|---|---|---|---|
| BP17-12000004 | ApplicantUpload | Applicant | Pending | | | 3/25/2017 11:17:02 AM | 3/25/2017 11:17:02 A |



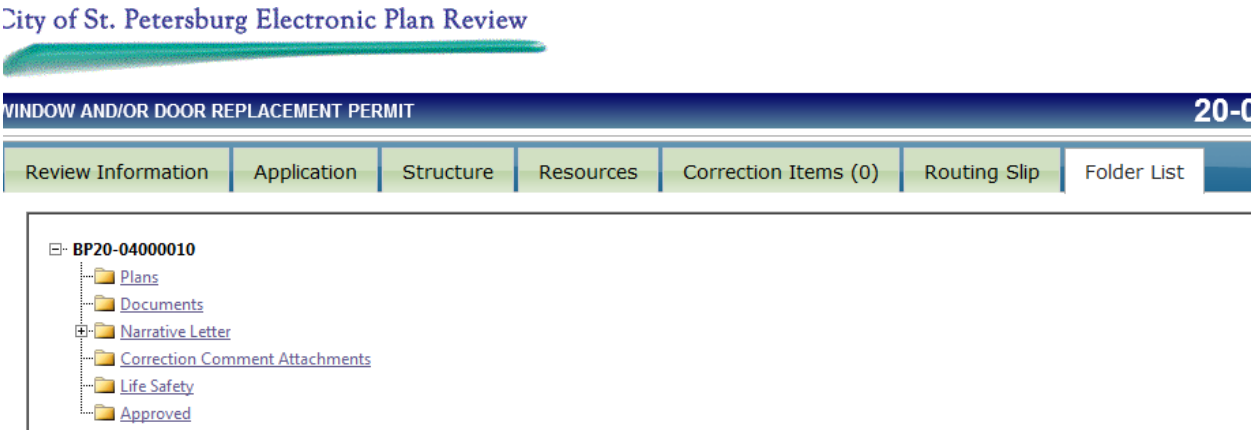



Select "OK"

A window will pop up to create the e-form- you don't have to do anything it will automatically load for you

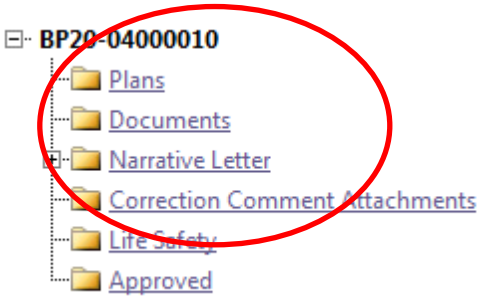



When the e-form opens – select the "folder list" tab

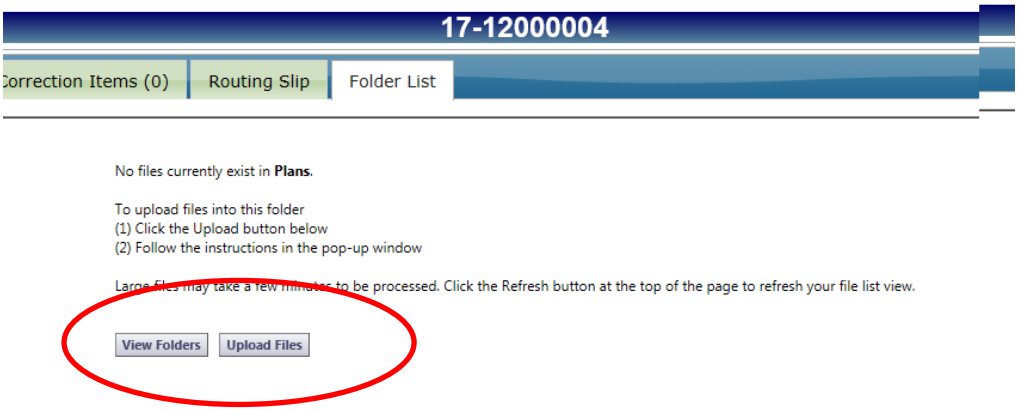



Select the correct folder and upload your documents and plans (projects created prior to system upgrade on 4/1/17 will not have the narrative letter folder)

**Plans** – this folder should be used to upload all drawing files
**Documents**- this folder should be used to upload the permit application, electronic signature affidavits, all supporting documents such as product approval forms, energy calculations, reports etc.
**Narrative Letter** – this folder should be used for resubmittal narrative letters addressing plan review comments
**Correction Comment Attachments**- this folder is used by Plan Review staff to upload plan review correction comments that are too lengthy to fit in the comment box.
**Life Safety**- this folder is currently not being used.
**Approved** – this folder is where your approved plans, permit summary and placard will be uploaded once the project is approved and permit fees have been paid. Approved documents will have a City of St. Petersburg stamp affixed to them.
.




Select the Plans or Documents folder and select "Upload Files"

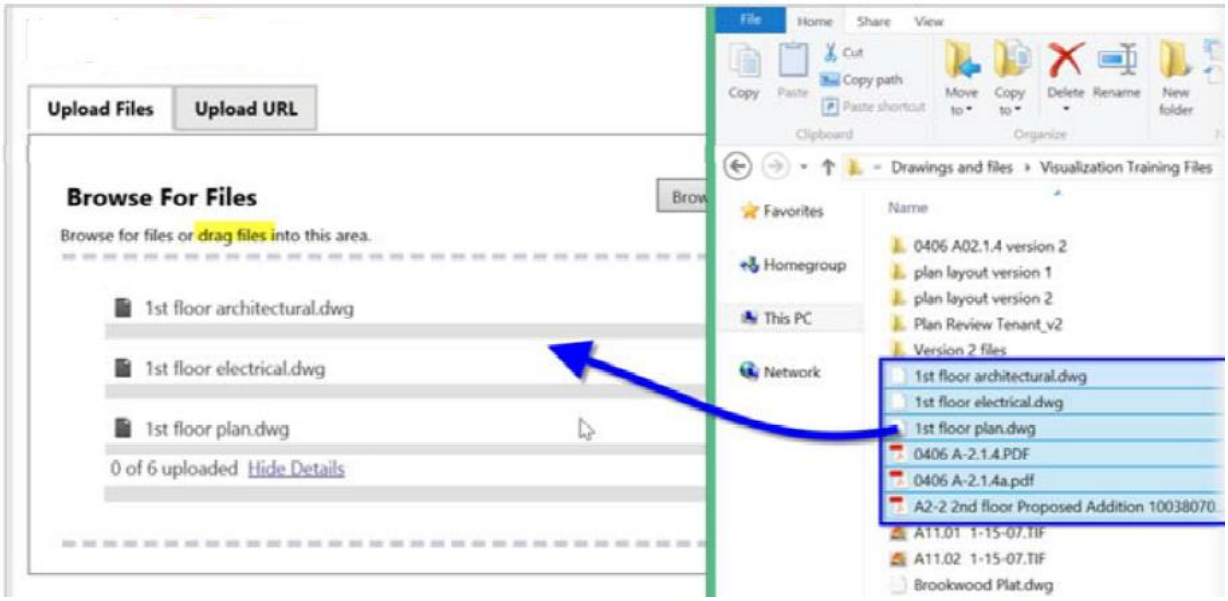



Select the "Browse for Files" option to load your files

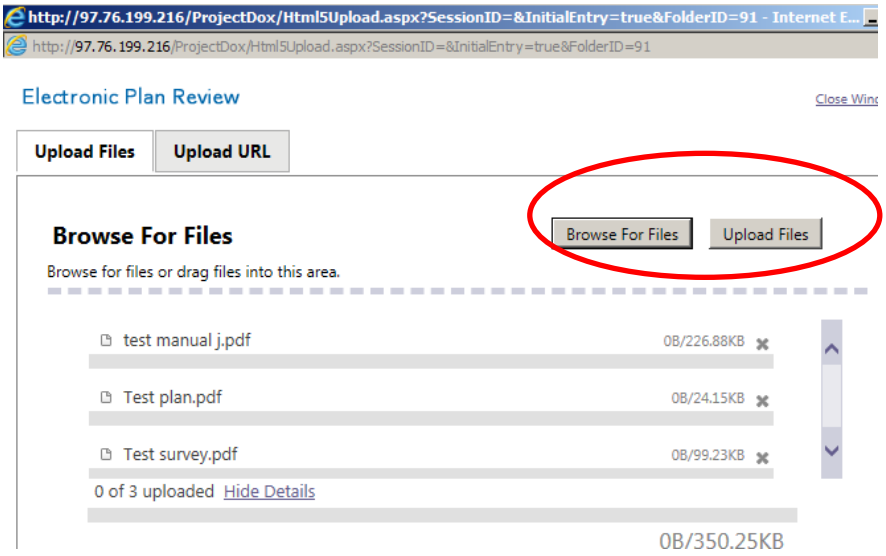


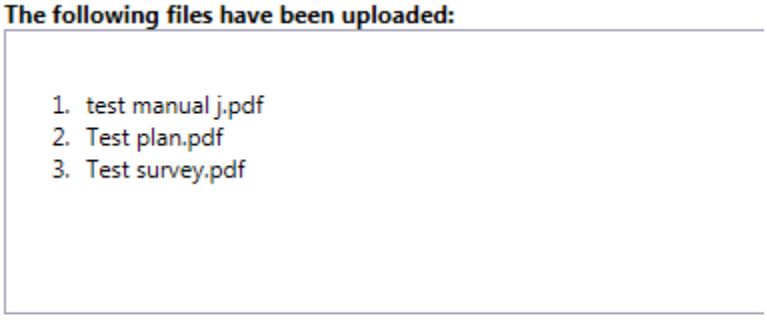

Or you can now drag and drop your files into this area.

# New Uploader – Drag and Drop

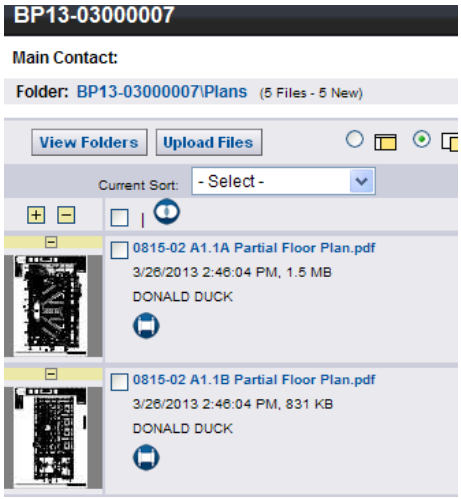



Select your files and select “Upload Files”

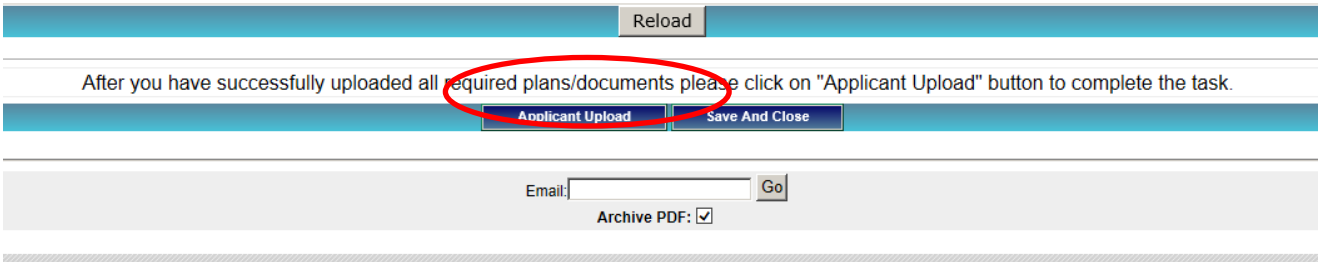





Once files are uploaded to the folder(s), the folder list is populated with thumbnail images of each file contained in the folder. Under each thumbnail, the file name, author, date, and any relevant file icons display.




**Complete this task only after you have paid your plan review fees and loaded ALL of your documents and plans. To complete the task click on "Applicant Upload" button**.



This will send it to us and the Pre-screening review will start. You no longer need to email us that you have paid your fees and uploaded the plans.

**If you do not complete this task your application stays in the queue and DOES NOT return to the City of St. Petersburg for processing or review.** Once you have successfully completed your task it should no longer be in your task queue at the bottom of your screen. If you do not complete the task the system will send you an email reminder at 3/5/7 days reminding you to upload your plans.

# Standards

## Plan File Naming Standards

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

### Drawings

1. All 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).
2. 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.
3. 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.

**TIP!**

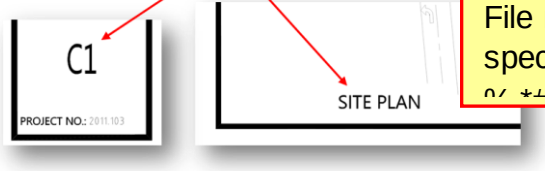
Use a decimal to insert a plan page into the existing plans in the order you wish it to appear.

Example:
001 CS Cover Sheet and Index
001.5 C.5 Inserted Page
002 C1 Site Plan

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

**ePlan sequence number** **Your Alpha-Numeric Sheet #** **Your Sheet Title**

**001 CS Cover Sheet and Index**
**002 C1 Site Plan**




File names cannot include special characters (i.e. @, %, *#, etc.)

## Index Page & Approved Stamp Template Sheet

To maximize plan review efficiency we require an index page that clearly names the sheet and location number.

An "Approved Stamp Template sheet" is also required for each large set of plans submitted through ePlan review. This template should be placed after the Index Sheet. This template provides one page for each agency to use for approval stamps.

## Applications & Documents

1. Documents that contain multiple pages such as truss engineering, energy calculations, product approval forms, geotechnical reports, storm water reports, etc. may be uploaded as multipage PDF files and the file name shall indicate what the document is.
2. Separate document types shall be uploaded as separate files. (Notice of Commencement, Cost breakdown sheet, Application, Energy Calculations etc.).
3. Application Documents shall be saved and uploaded in portrait orientation as individual files and the file name shall indicate what the document is.

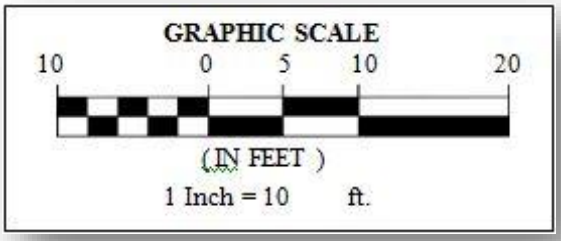
## File Type Standards

- Only searchable PDF files are accepted for calculations, reports and other supporting plan documentation (non-drawing files).
- Both vector PDF and Design Web Format (DWF) files will be accepted for drawing files. Since AutoCAD software is commonly used to create drawing files, converting a DWG to DWF file print ready is the preferred secured file format. Files must be 2D DWF file print ready. The DWF must be saved as Auto CAD version 10 or lower format. EPlan does not support 3D DWF files at this time.
- If you choose to create PDF files, you will need to convert your AutoCAD files to a Vector PDF. It is recommended that drawings created in AutoCAD are converted to a Vector PDF within the AutoCAD program itself. In addition, the newest Adobe Acrobat (not the free version of Adobe Reader) will accommodate the creation of a Vector PDF.

**WHY VECTOR PDF'S?**

Vector based PDF's can be scaled by any amount without any degrading image quality. It allows the plans to be reviewed in a much higher level of clarity on a computer screen.

## Graphic Scale Standards




- DWF and PDF plan pages should be properly oriented in landscape mode for efficient review.
- Each sheet must have a typical graphic scale as shown in the image to the right.
- When more than one scale is used on a sheet, an independent graphic scale must accompany the applicable detail.
- All plans must be drawn to scale.

## File Sheet Size and Orientation Standards

For Building Permits, all drawing files must be drawn and formatted for a minimum horizontal 24" x 36" sheet file or horizontal 11" x 17" sheet file for smaller scale jobs (pool enclosures, pools, termite repairs, etc.). Plan pages shall be properly oriented in landscape mode for an efficient review.

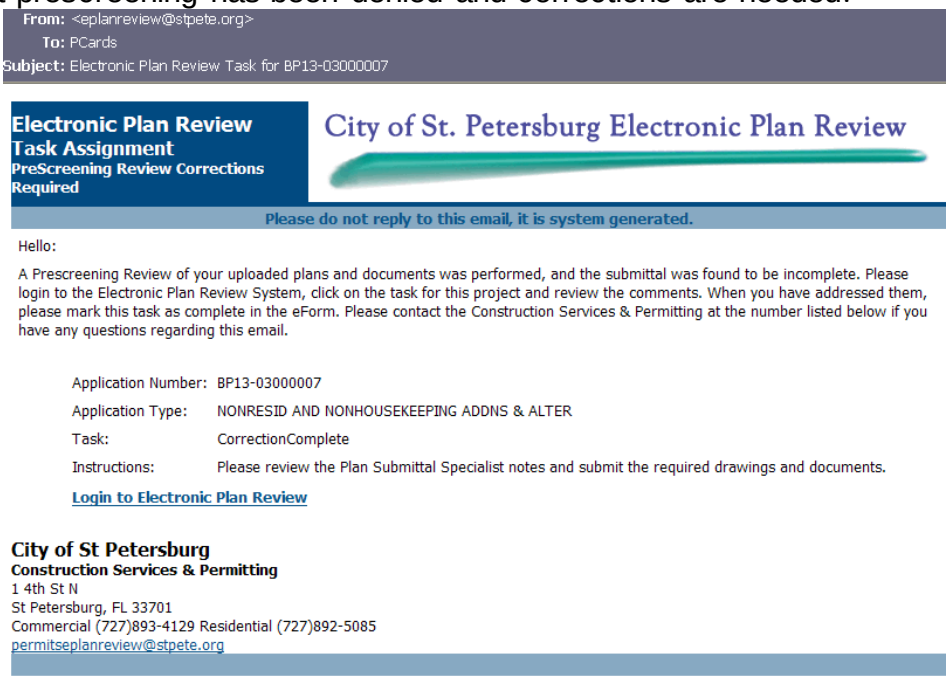
# Prescreening

### Prescreening Has Been Approved

If your submittal is approved and plan review fees are paid, your plans and documents will continue through the ePlan system for review by City of St. Petersburg.

### Prescreening Has Been Returned

If your submittal requirements were not complete, you will receive an e-mail notification that prescreening has been denied and corrections are needed.



**From:** <eplanreview@stpete.org>
**To:** PCards
**Subject:** Electronic Plan Review Task for BP13-03000007

**Electronic Plan Review Task Assignment**
**PreScreening Review Corrections Required**

City of St. Petersburg Electronic Plan Review

Please do not reply to this email, it is system generated.

Hello:

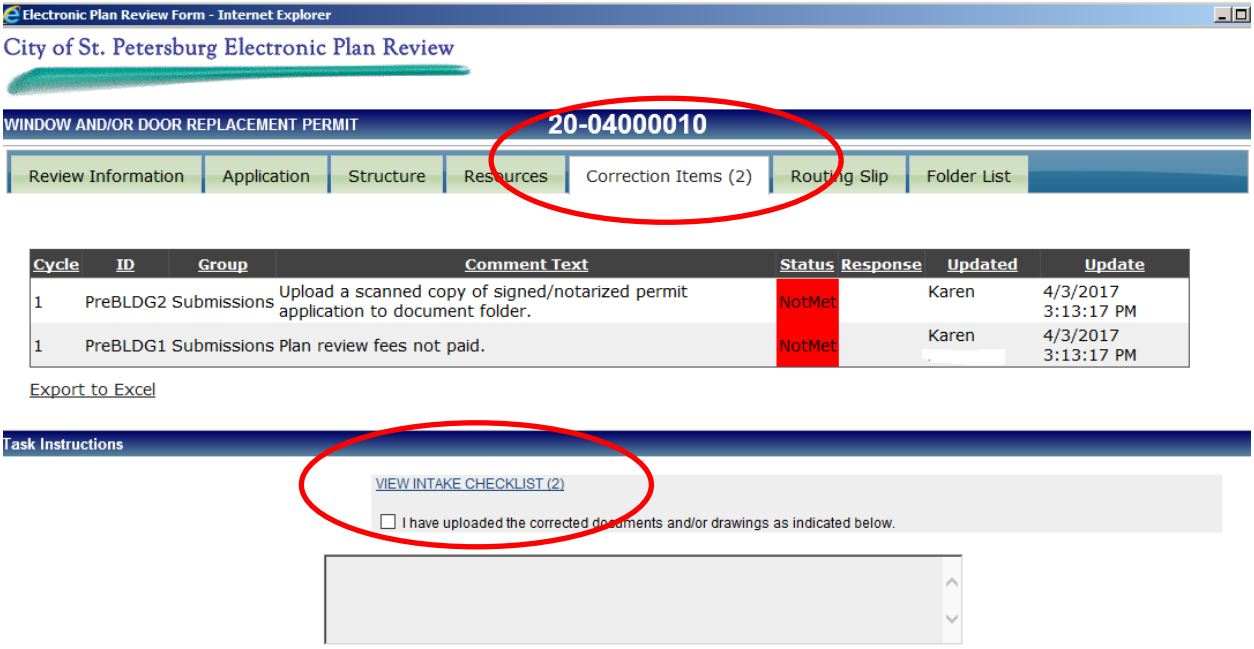
A Prescreening Review of your uploaded plans and documents was performed, and the submittal was found to be incomplete. Please login to the Electronic Plan Review System, click on the task for this project and review the comments. When you have addressed them, please mark this task as complete in the eForm. Please contact the Construction Services & Permitting at the number listed below if you have any questions regarding this email.

| | |
|---|---|
| Application Number: | BP13-03000007 |
| Application Type: | NONRESID AND NONHOUSEKEEPING ADDNS & ALTER |
| Task: | CorrectionComplete |
| Instructions: | Please review the Plan Submittal Specialist notes and submit the required drawings and documents. |

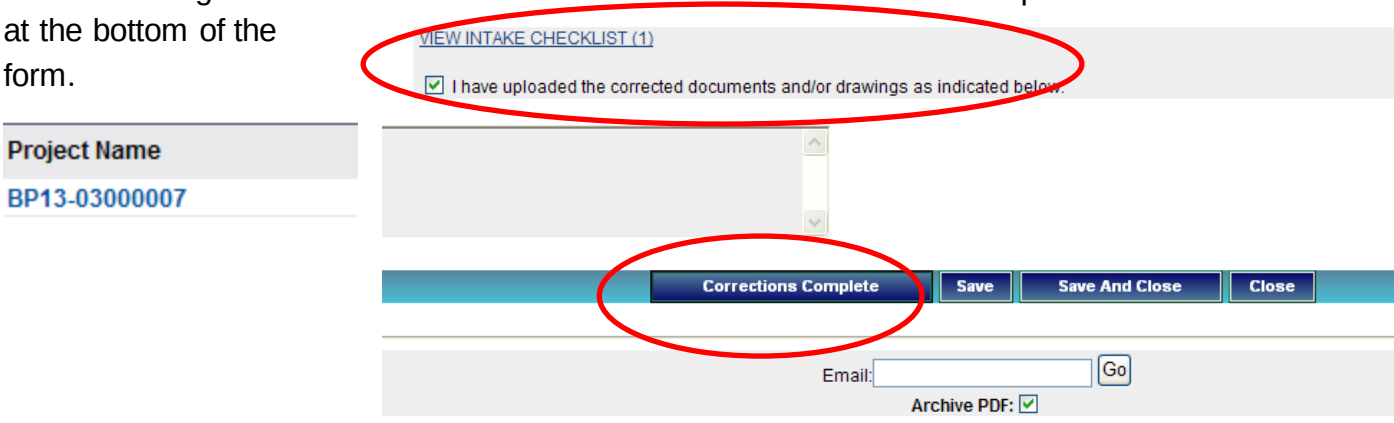
Login to Electronic Plan Review

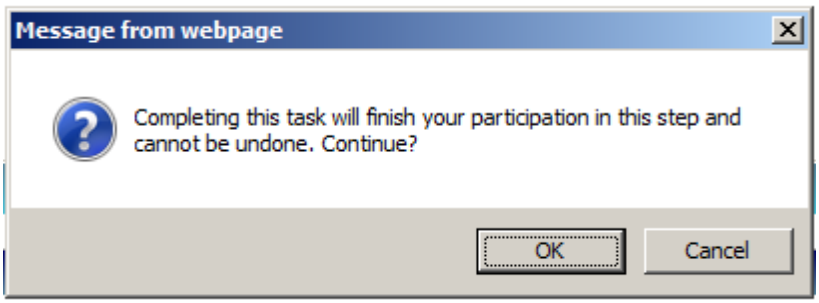
**City of St Petersburg**
**Construction Services & Permitting**
1 4th St N
St Petersburg, FL 33701
Commercial (727)893-4129 Residential (727)892-5085
permitseplanreview@stpete.org

1. Click on the Corrections Complete task to open the e-form. To view Correction items you can select the "Correction Items" tab or scroll down to the "View Intake Checklist". Both options will provide you with checklist items. The "Correction Items" tab provides an easier to read format than the "View Intake Checklist".




2. After you have identified the missing or corrected drawings and/or documents to upload, select the "Folder List" tab and Upload the drawings/plans and/or documents as previously instructed in this guide.
3. After you have uploaded drawings and/or documents and are satisfied that all the requirements have been met, select the "I have uploaded the corrected documents and/or drawings as indicated below" box and click the "Corrections Complete" button at the bottom of the form.



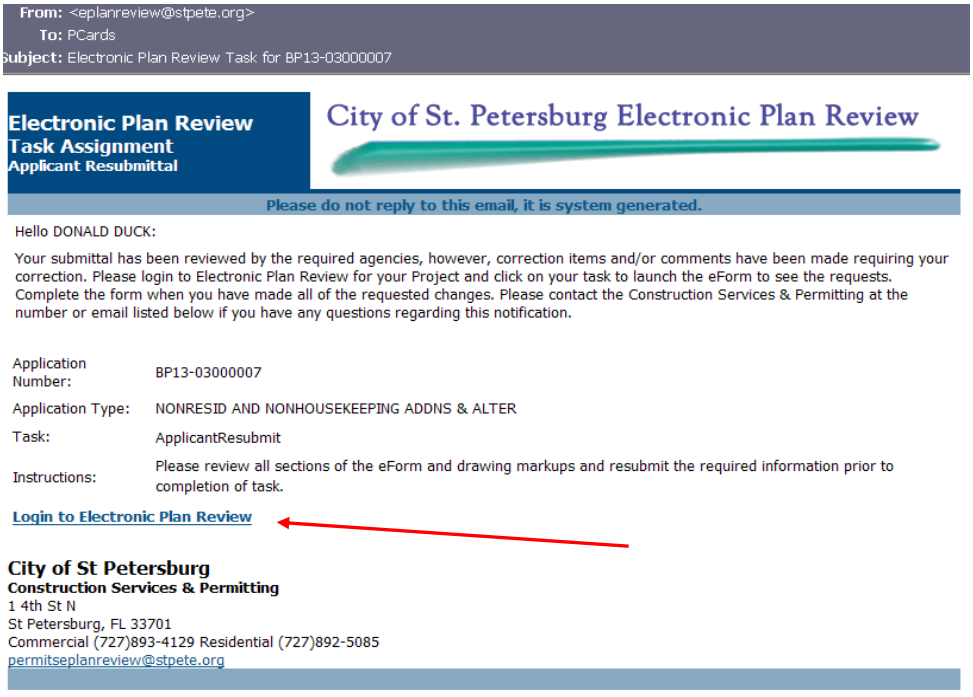



4. Select OK- this will notify the Submission Group that you are ready for Prescreen Review again.

# Correction Items and Plan Resubmit

After plan review for your project is completed, correction items and/or review comments may require plan corrections or changes.

1. You will receive an e-mail notification from the Routing Specialist requesting corrected plans and/or documents.


From: <eplanreview@stpete.org>
To: PCards
Subject: Electronic Plan Review Task for BP13-03000007

Electronic Plan Review
Task Assignment
Applicant Resubmittal

City of St. Petersburg Electronic Plan Review

Please do not reply to this email, it is system generated.

Hello DONALD DUCK:

Your submittal has been reviewed by the required agencies, however, correction items and/or comments have been made requiring your correction. Please login to Electronic Plan Review for your Project and click on your task to launch the eForm to see the requests. Complete the form when you have made all of the requested changes. Please contact the Construction Services & Permitting at the number or email listed below if you have any questions regarding this notification.

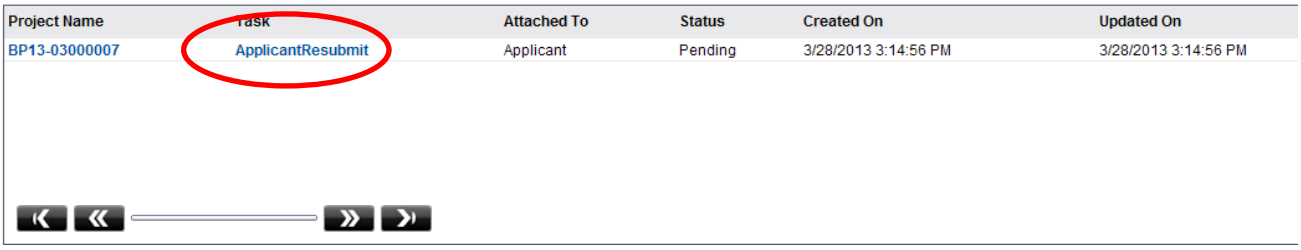
| | |
|---|---|
| Application Number: | BP13-03000007 |
| Application Type: | NONRESID AND NONHOUSEKEEPING ADDNS & ALTER |
| Task: | ApplicantResubmit |
| Instructions: | Please review all sections of the eForm and drawing markups and resubmit the required information prior to completion of task. |

Login to Electronic Plan Review

City of St Petersburg
Construction Services & Permitting
1 4th St N
St Petersburg, FL 33701
Commercial (727)893-4129 Residential (727)892-5085
permitseplanreview@stpete.org

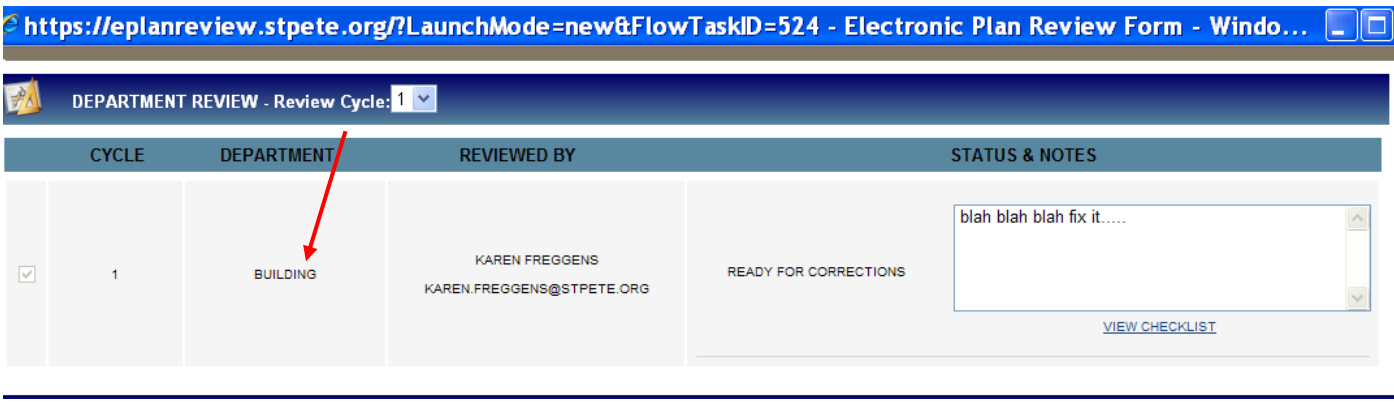
2. Click the link “Log in to Electronic Plan Review” in the email to access your projects.

3. Once logged in, select the "ApplicantResubmit" task for the project requiring corrections to accept it and open the eForm to access the corrections requested.




4. The eForm has four sections that provide you with correction information:
   - Review Status
   - Review Agency (who requested the corrections)
   - Comments/Markups (click link to access markups)
   - Correction list Items (located on the "Correction Items" tab at the top of the eForm)

5. In the "Department Review" section, the agency requesting the corrections is displayed. If there are markups attached, you will see the markup links in the comments/markup section at the bottom of the eForm.
6. Be sure to check the "Correction Comment Attachments" folder for any additional comments from the Plan Review Staff.




7. Click on the "Save and Close" button to exit the eForm.

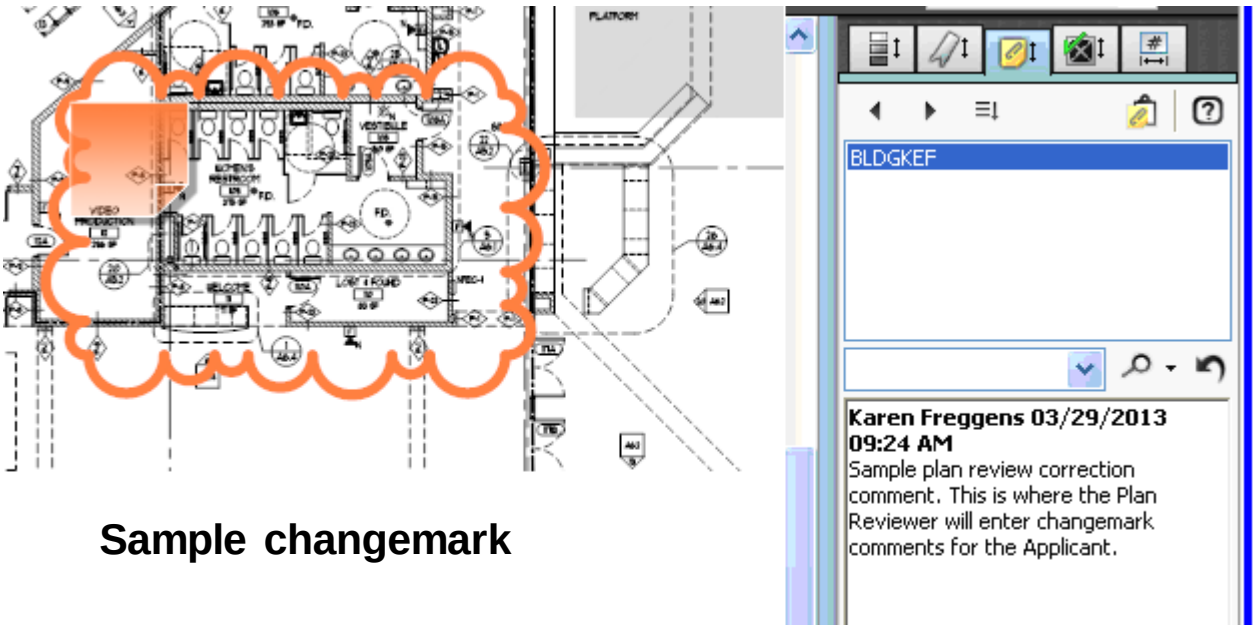
8. Correct the plan drawing(s) as requested.

# Markups and Changemarks

## Color Standards for Building Permits

| REVIEW AGENCY | MARKUP NAME | CHANGEMARK TITLE | MARKUP COLOR |
|---|---|---|---|
| BUILDING | BLDG–Initials | Issue Name | ORANGE |
| ELECTRICAL | ELEC- Initials | Issue Name | TEAL |
| ENGINEERING | ENG - Initials | Issue Name | BROWN |
| FIRE | FIRE- Initials | Issue Name | RED |
| GAS | GAS- Initials | Issue Name | YELLOW |
| HISTORIC | HIST- Initials | Issue Name | VIOLET |
| MECHANCIAL | MECH- Initials | Issue Name | PINK |
| PLUMBING | PLBG- Initials | Issue Name | BLUE |
| ZONING | ZONE- Initials | Issue Name | GREEN |

- Standard markup names and colors will be used for each reviewing agency for easy identification.
- A markup can have one or more changemarks.
- A changemark is a plan callout created by review staff to quickly identify a markup and associated comments.
- Each agency changemark will be titled with an issue name for each sheet/file.

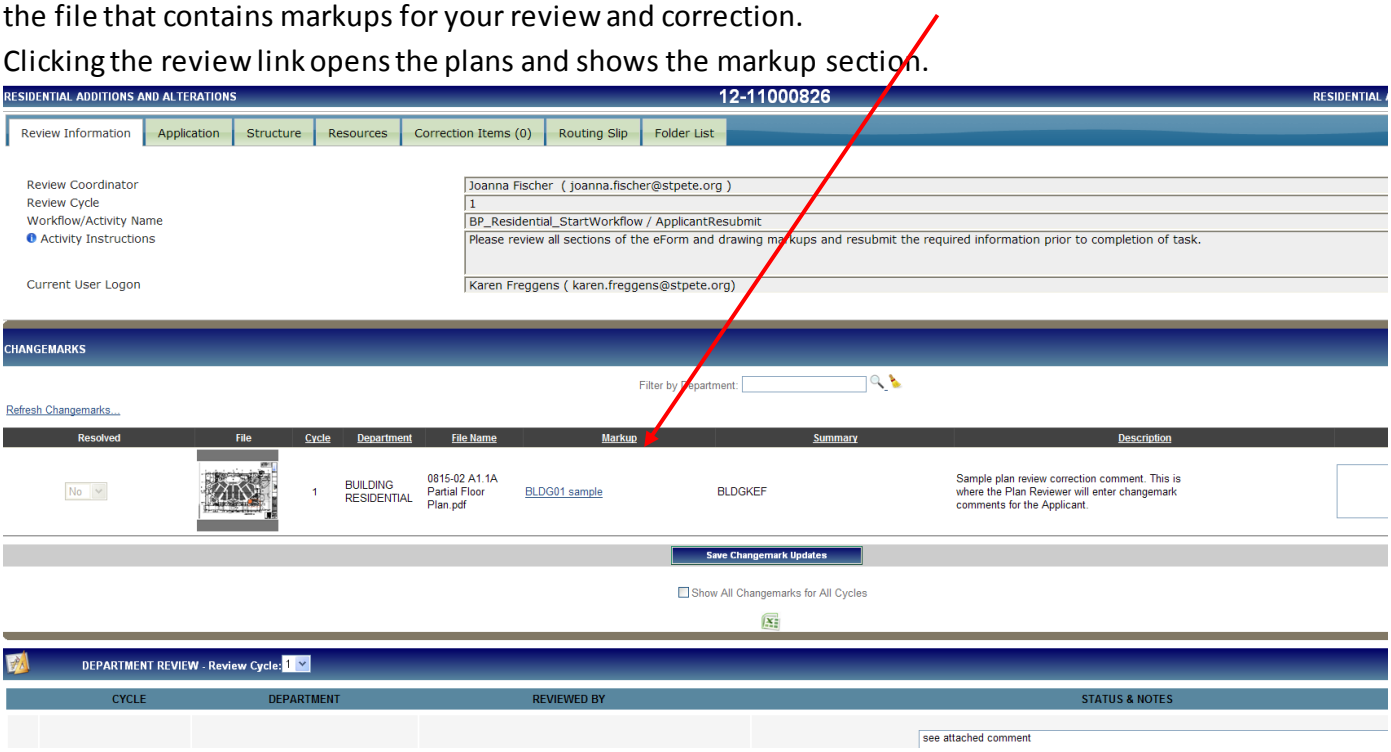


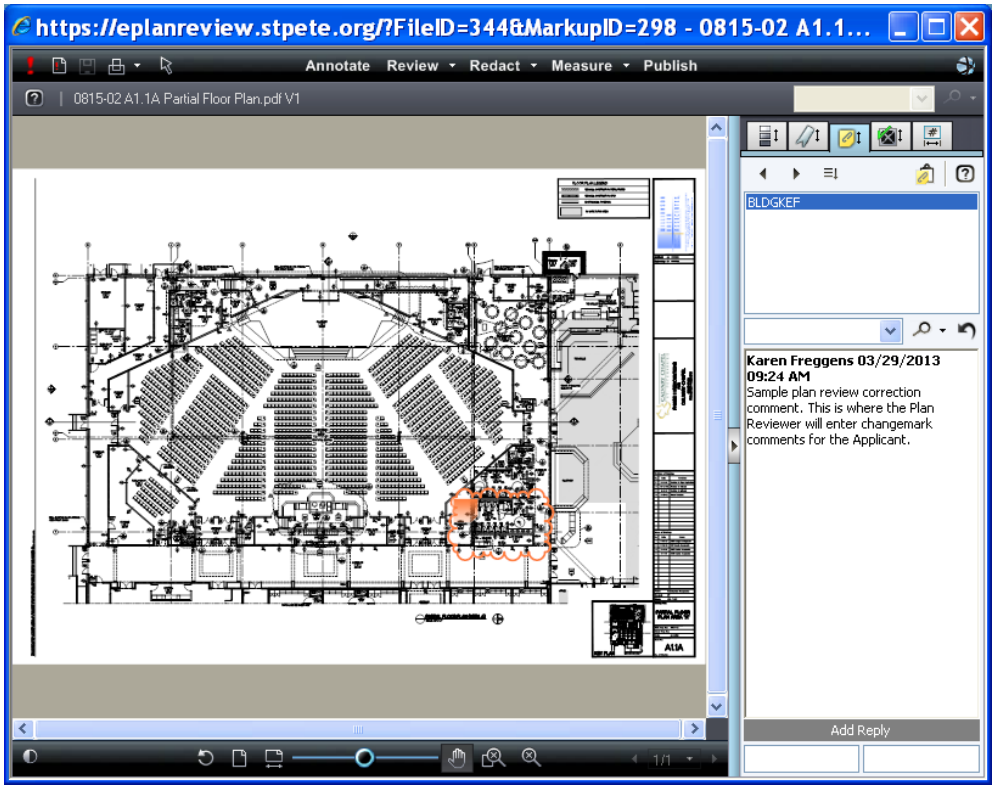

**Sample changemark**

# How to Open Files with Markups

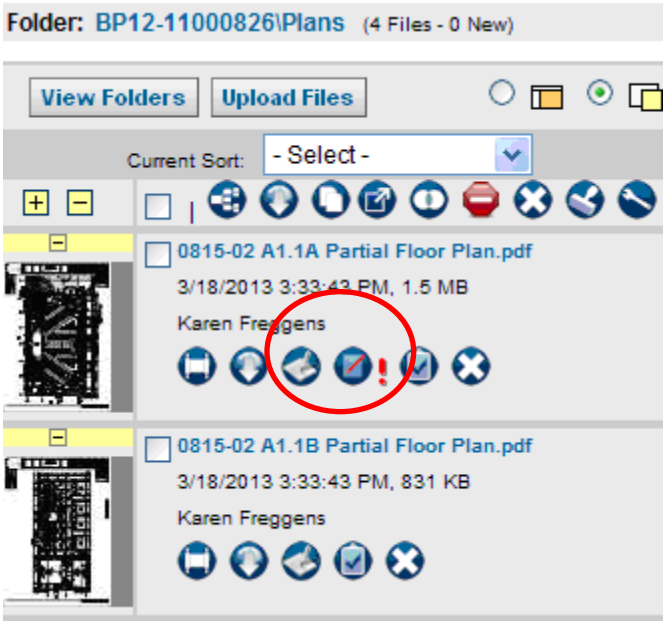
1. Click the task link “Applicant Resubmit”. Click the review link in the “markup” section to open the file that contains markups for your review and correction.

Clicking the review link opens the plans and shows the markup section.



Or from your task list click the permit number to open the folder view. Select your project number and left click any folder with a markup icon. If markups exist on the file a markup icon will be displayed.

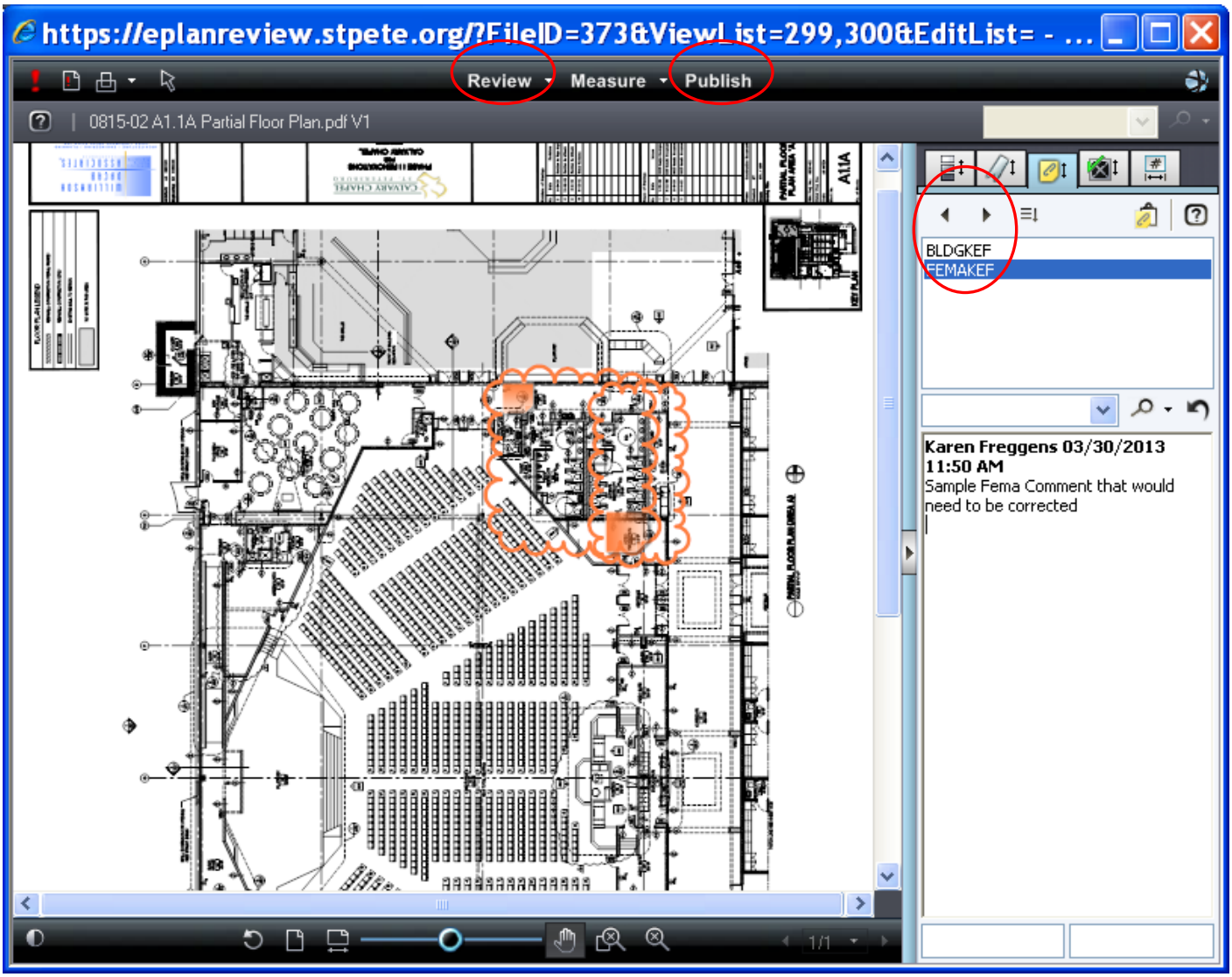



## How to Open Existing Markups:

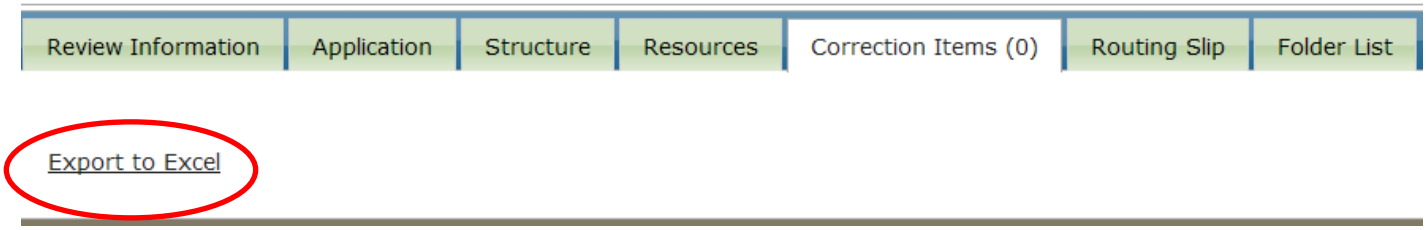
Double click the markups icon to open the list of markups attached to the file. To view the markups on the file, check the "View" box beside the markup name(s) and then click the "View" button. If there are multiple markups check all of the "View" boxes and click the "Select All for View".



This opens the markup window. Click “Review” and if applicable, you can select any additional markups open for review. Selecting any of the agencies (BLDG, ELEC etc.) moves the screen to that changemark and displays the comments. The arrow keys will also take you to the next comment/markup. Click on “Publish” to save markup as a PDF. (This option also allows you to save the markup as a file or email attachment).



Correction Items can be exported to Excel by selecting the "Correction Items" tab and selecting the "Export to Excel" link.



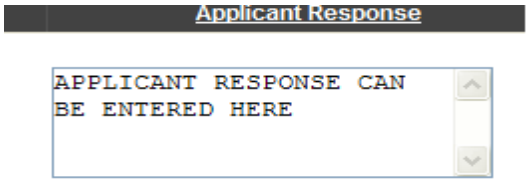

## Uploading Corrections

1. When corrections have been made to the Plans and/or documents you are ready to upload again.

   **Corrected plans and/or documents MUST be re-submitted with the EXACT file name as the original submitted file. The system will automatically add a version number to the resubmitted plans and/or documents. If no changes were made to the file a new version will not be created.**

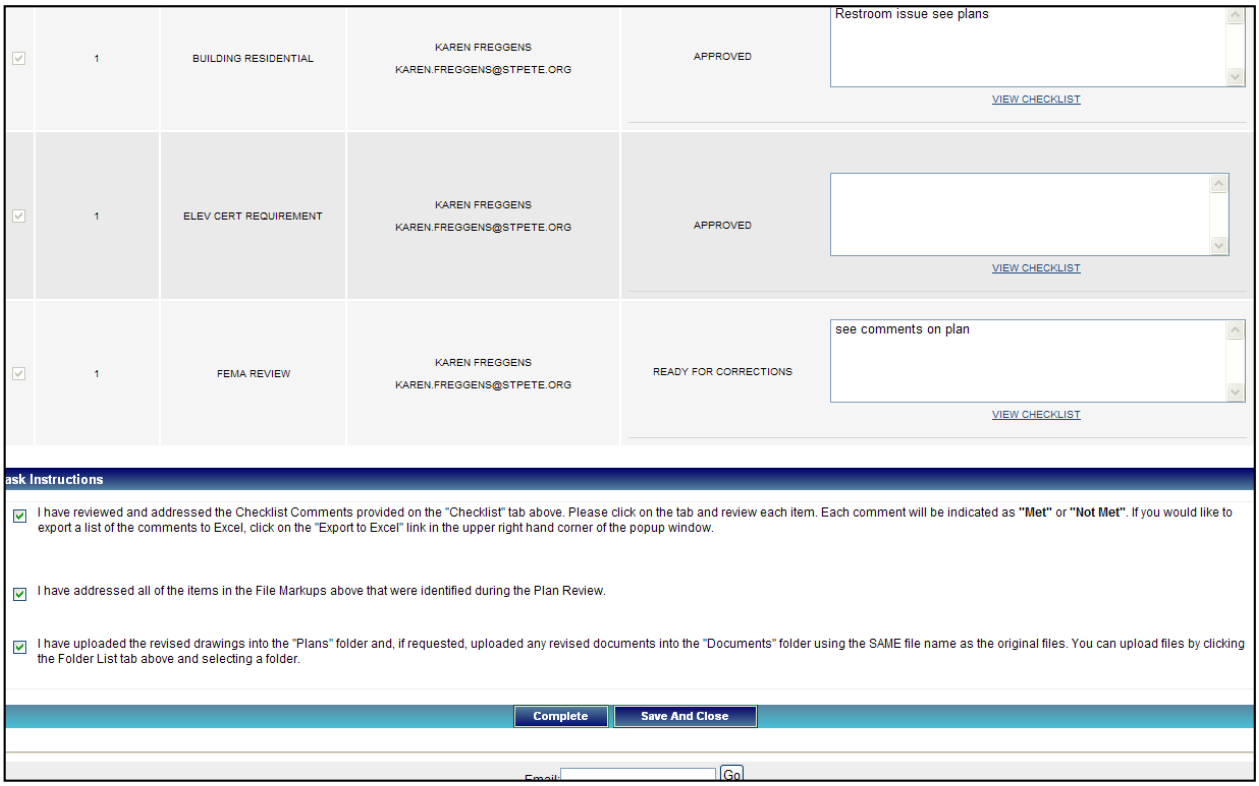
2. Verify all corrected plans and documents that have markups or comments have been corrected. Failure to submit corrected plans will result in your re-submittal being returned for corrections again.

3. Applicant comments may be added in the "Applicant Response" box located in the "changemark" section of the eform. If you are submitting a narrative explaining the plan corrections it should be submitted to the "Narrative Letter" folder and labeled as Plan Corrections Narrative.

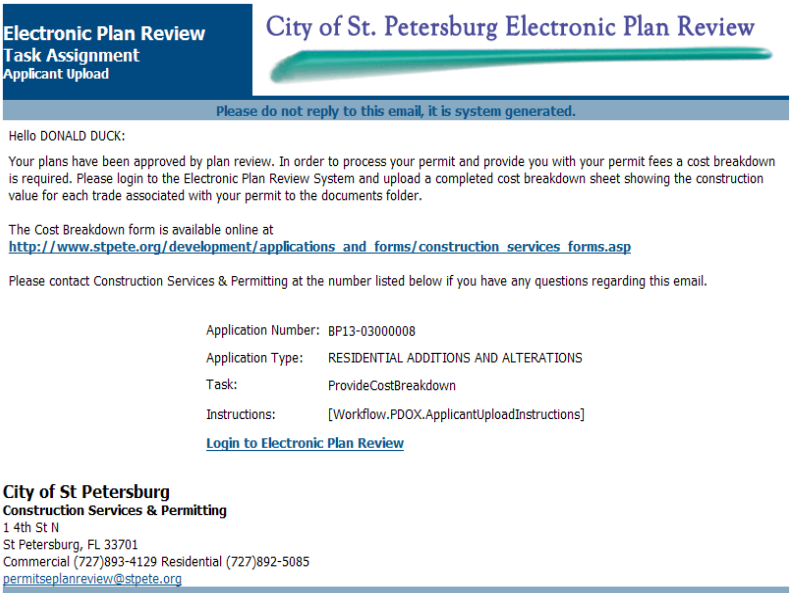



4. Once you have successfully uploaded plans and documents into the correct folders, click on the "Applicant Resubmit" task. If navigating from the e-form you can be in any of the following tabs "Review Information", "Correction Item" or "Folder List".

5. Scroll down and confirm you have completed all tasks by reading and checking each box. Click the "Complete" button to move your application forward in the review process.



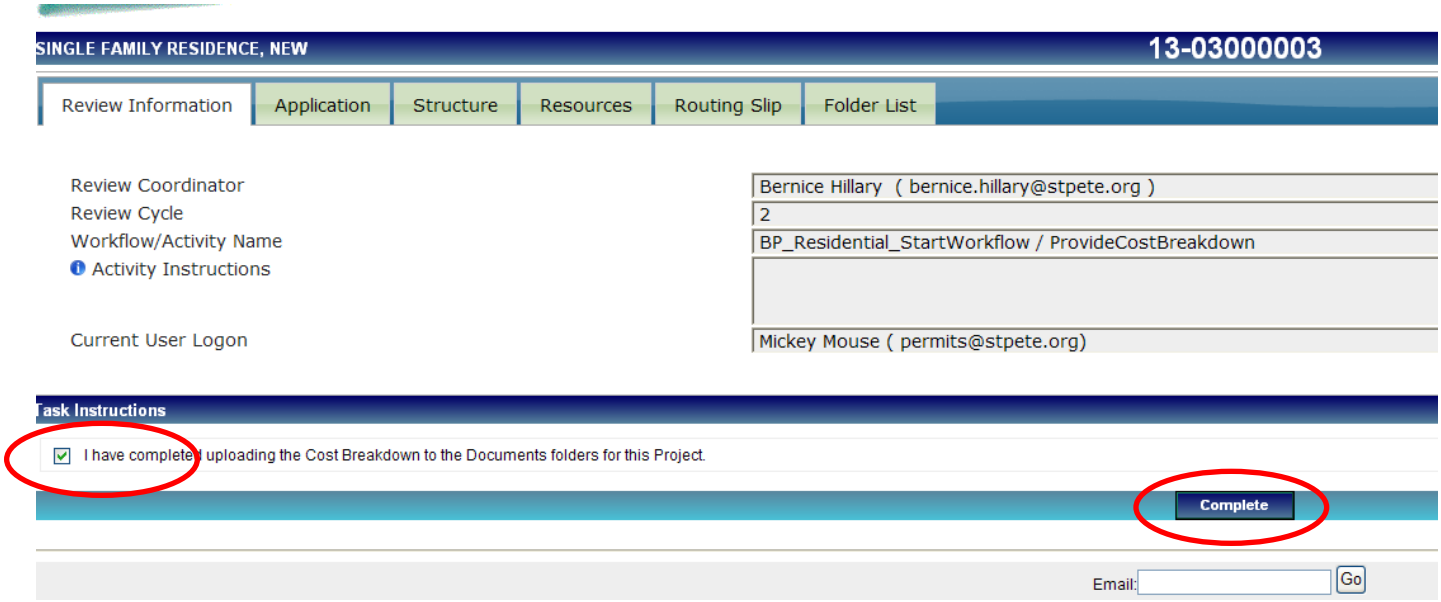

## Approved Plans



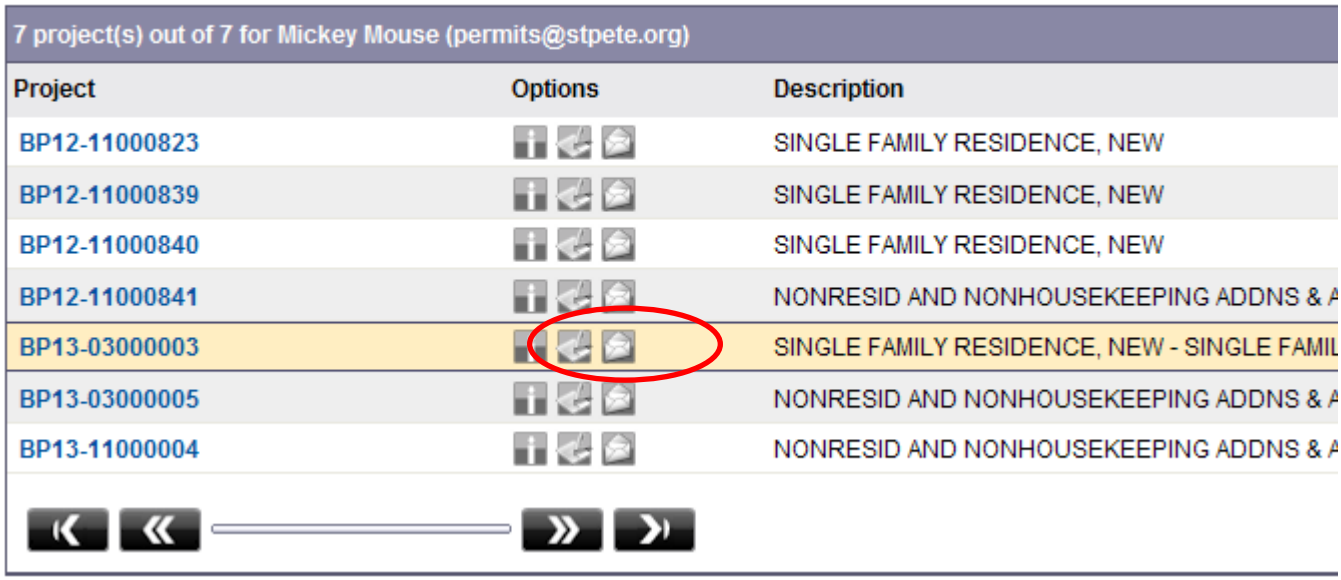

When all agencies have approved the plans you will receive an e-mail notifying you that the review is complete and a cost breakdown sheet must be submitted so that permit fees can be created. (Large projects only). Small projects will move to the next step without a cost breakdown notification.

When applicable, complete the cost breakdown worksheet located

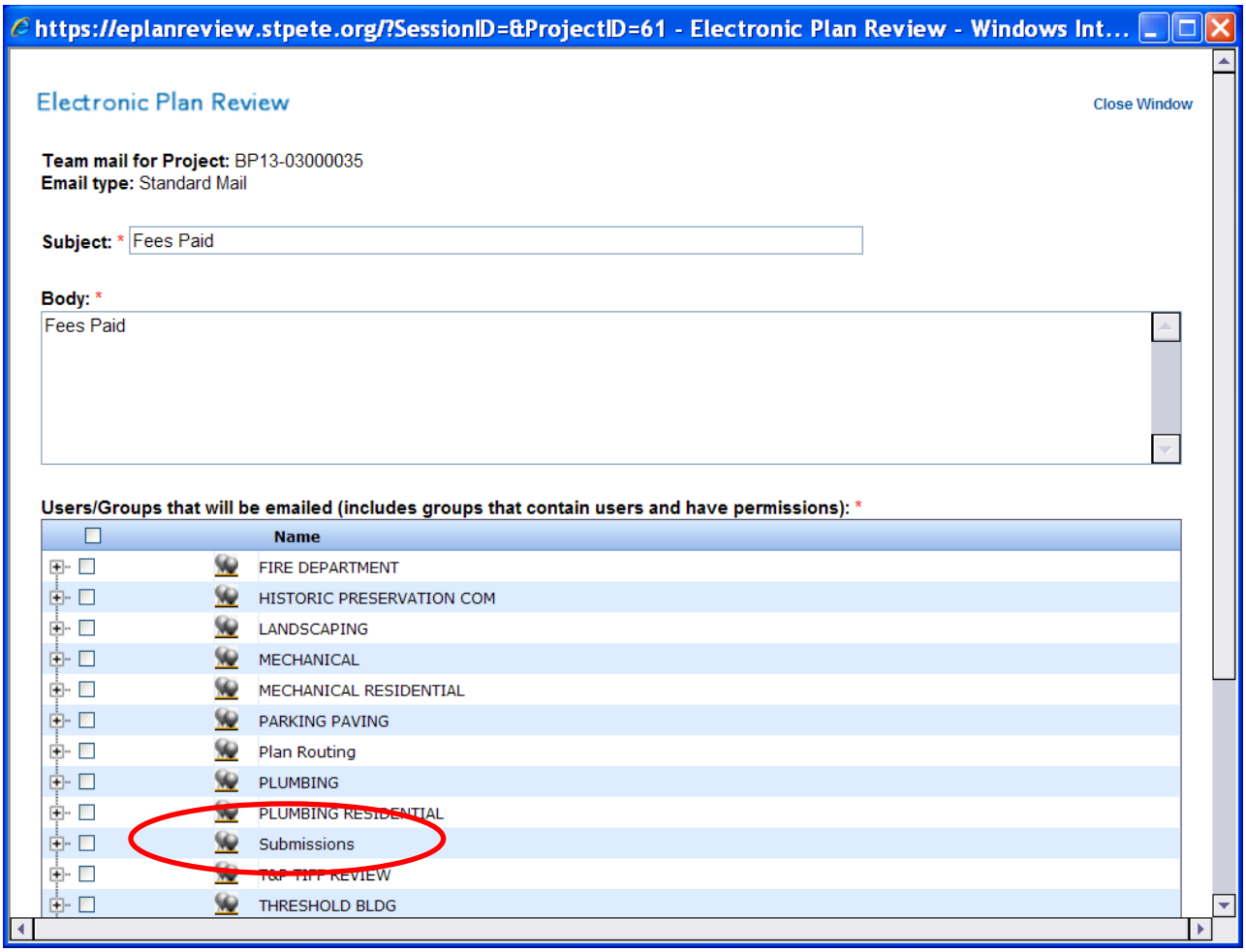
http://www.stpete.org/construction_services_and_permitting/docs/Cost_Breakdown.pdf and upload to the document folder. Check the task instruction box indicating you have uploaded the worksheet and select "Complete".



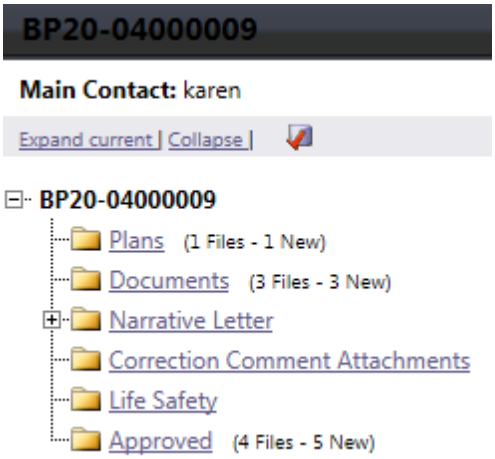

You will receive an email that final payment is due. Fees can be paid online at https://actiononline.stpete.org/Click2GovBP/index.html or in person. Once payment is made you will need to send the Submission Group an e-mail that permit fees have been paid. Login to ePlan Review and click the icon. This will open the Team Mail window.



Check the box for “Submissions” and put Fees Paid in the subject and body of the e-mail. Select Send.




You will receive an email notifying you your plans are ready to be downloaded. All plans in the approved folder must be printed and on the job site before construction begins. Your placard, permit summary and any other approved documents are also in the approved folder.




## Downloading Approved Files

Click on Approved folder to view/download/print the files. Check the "Select All" box and click the download button  to download the files.

