



City of St. Petersburg ePlan Review New Features

11/20/20

Getting Started- installing the components

- ▶ ePlan/ProjectDox uses pop-up windows. If no ProjectDox window appears when logging on there may be a pop-up blocker installed that is preventing the main window from opening. Please ensure that the pop-up blocker is turned off and that you make <https://eplanreview.stpete.org/ProjectDox/> a trusted site. Make sure “Compatibility Mode” is turned off.
- ▶ The login page has a link for quick and easy downloading and installation of all necessary components. Select the Install ProjectDox Components link to run the installation.
- ▶ After you have installed the components, sign in with your email address and password.

City of St. Petersburg Electronic Plan Review



Welcome to our e-Plan site. By continuing to browse and use this site you are agreeing to the City's web and privacy policy https://www.stpete.org/web_and_privacy_policy

E-mail:

Password:

Login

[Forgot your password?](#)

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THE SYSTEM HAS BEEN UPGRADED ON 11/19/20, PLEASE MAKE SURE TO CLEAR THE CACHE OF YOUR BROWSER BEFORE YOU LOG IN. YOU MUST INSTALL THE COMPONENTS, CLICK HERE "To Download ProjectDox Component's"

	To install ProjectDox components Click here	To create a desktop shortcut  drag & drop icon on your desktop	To add ProjectDox to your favorites Click here
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Navigation

- ▶ New Home Page – Task Tabs
- ▶ Dual Workflow Task Tabs
- ▶ Project Tabs

Tasks (PF)	Tasks (PD)	Projects				
Recent Projects Refresh Save Settings		Recent Projects All Projects Archived Project				
						Show 4 <input type="text"/> record
PROJECT	OPTIONS	DESCRIPTION	OWNER	STATUS	CREATE DATE	
Contains...		Contains...	Contains...	Contains...	On...	
BP25-11000017		SINGLE FAMILY RESIDENCE, NEW <1400SF FLAT FEE	Construction Services & Permitting	Upload	11/21/2020 2:36:09 PM	

Tasks (PF)

Tasks (PD)

- ▶ Tasks (PF) are projects created after November 20, 2020. These tasks are assigned to you as the Applicant. Please note: ANY PAST DUE tasks will be placed at the top of your task list and turn red.
- ▶ Tasks (PD) are projects created before November 20, 2020. To view and complete project tasks created prior to November 20th please select the Tasks(PD) tab. The new features don't apply to these projects.
- ▶ PLEASE NOTE: Existing users will now have tasks under both tabs until your projects that were created prior to the upgrade are completed.

Tasks (PF) Tasks (PD) Projects

Refresh Save Settings Quick Filter: Select One

TASK	PROJECT
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Tasks (PF) Tasks (PD) Projects

Refresh Save Settings Quick Filter: Select One

Projects Tab













- ▶ The Projects Tab is a list of all projects associated with your user account (email address) in ePlan.
- ▶ The Recent Projects tab lets you see the most recent projects you have opened. **Projects will only show in recent projects if you clicked on the project button while completing your task**
- ▶ ALL Projects tab lets you see all projects under the user account and allows you to search by project numbers

Tasks (PF) Tasks (PD) Projects

Recent Projects Refresh Save Settings

Recent Projects All Projects Archived Projects

Show 4 records

PROJECT	OPTIONS	DESCRIPTION	OWNER	STATUS	CREATE DATE
<input type="text" value="Contains..."/>		<input type="text" value="Contains..."/>	<input type="text" value="Contains..."/>	<input type="text" value="Contains..."/>	<input type="text" value="On..."/>
BP25-11000017	  	SINGLE FAMILY RESIDENCE, NEW <1400SF FLAT FEE	Construction Services & Permitting	Upload	11/21/2020 2:36:09 PM
Markup Training Project	  	Visualization Tool Training	Timothy Pease	AP	11/7/2012 1:59:44 PM
BP25-02000002	  	NONRESID/NONHOUSEKEEPING RENOV/ALTERATIONS - Test	Construction Services & Permitting	In Review	2/26/2020 9:36:47 AM
BP25-11000015	  	SOLAR PHOTOVOLTAIC SYSTEM RESIDENTIAL	Construction Services & Permitting	Approved	11/21/2020 10:09:36 AM

1 - 4 of 125 records

Pg 1 of 32

► New Buttons

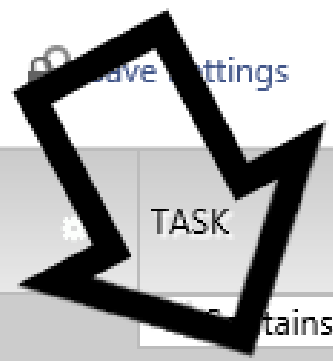
Main Navigation Buttons - Old



Main Navigation Buttons - New



Tasks (PF)		Tasks (PD)		Projects	
Refresh		Save Settings		Quick Filter: Select One	
* TASK *	PROJECT *	INSTANCE *	GROUP *	ASSIGNM... *	
	Contains...	Contains...	Contains...	Contains...	
 Upload and Submit Task	BP25-11000017	BP25-11000017 - Building Template Residential PF - 11/21/2020 2:36:09 PM	Applicant	FirstInGroup	
 BUILDING RESIDENTIAL Department Review cycle #2	BP25-11000012	REVISION 1	BUILDING RESIDENTIAL	Individual	



Applicant Upload Task – Tasks (PF) tab

ACCEPT THE TASK FROM THE TASK TAB

UPLOAD AND SUBMIT

Review Information Permit Information Structure Information Resources Global File Compare

Project Name: BP25-1100017
Project Description: SINGLE FAMILY RESIDENCE, NEW <1400SF FLAT FEE
Coordinator: Construction Services & Permitting
Workflow/Activity Name: BIC Building Workflow/Upload and Submit
Current User Login: Karen Freggens (karen.freggens@stpete.org)

Task Instructions

1. Upload plans to the Plans folders and documents to the Documents folder below
2. For online help documents with ePlan review please use this [LINK](#)
3. Confirm completion by selecting the checkbox at the bottom
4. Click 'Upload Complete - Submit' to submit your files
5. Click this [Link](#) for information about payments.

Project: BP25-1100017

Select destination folder for files:

- BP25-1100017
 - Start Here- ePlan Help Guides
 - Frequently Used Forms
 - Plans
 - Documents
 - Narrative Letter
 - Correction Comment Attachments
 - Approved

Upload Task Complete (I have uploaded all required drawings and/or documents)

Upla

Upload and Submit task

Check the “Upload Task Complete” box

Click the “Upload Complete Submit” button to return to us

Upload Task Complete (I have uploaded all required drawings and/or documents)

Upload Complete - Submit

Save For Later

Applicant Upload Task – Tasks (PD) tab

- ▶ Click the Task Column and accept the task. Process as you have done before the upgrade.

Tasks (PF)		Tasks (PD)		Projects			
Project Name	Task	Attached To	Status	Priority	Due date	Created On	Updated
BP20-040001440	ApplicantResubmit	Applicant	Pending			10/12/2020 7:12:27 AM	10/12/2020
BP20-07000029	ApplicantResubmit	Applicant	Pending			11/13/2020 3:05:44 PM	11/13/2020
BP17-08000022	ApplicantResubmit	Applicant	Pending	4		11/17/2020 1:21:11 PM	11/17/2020
BP20-04000297	ApplicantResubmit	Applicant	Pending			6/26/2020 9:12:11 PM	6/26/2020
BP20-04000254	ApplicantResubmit	Applicant	Pending			8/20/2020 10:59:38 AM	8/20/2020

Resubmit/corrections needed task

Electronic Plan Review

Respond and Resubmit Task Assignment

Attention MICKEY:

Your plans for **BP21-03000090** have been reviewed and generated some comments that require your response.

Please perform the following actions:

- Review and respond to all comments
- Upload corrected files using the **SAME** file names as the original submittal
- Upload a narrative letter in the narrative letter file addressing the review comments
- Complete the task to resubmit
- **DO NOT SEND YOUR CORRECTIONS TO THE PLAN REVIEWER ALL CORRECTIONS MUST BE UPLOADED THROUGH EPLAN**

Click the "Project Access" link below to open directly to the task list for this project.

Project:	BP21-03000090
Description:	SINGLE FAMILY RESIDENCE, NEW <1400SF FLAT FEE
Task:	Respond and Resubmit Task
Status:	Resubmit
Project Access Login to ProjectDox	

Please do not reply to this email.

Finding correction comments

Accept the task

Tasks (PF) | Tasks (PD) | Projects

Refresh Save Settings Quick Filter: Select One

* TASK *	* PROJECT *	IN
Contains...	Contains...	
Respond and Resubmit Task	BP25-11000017	BP Be Re

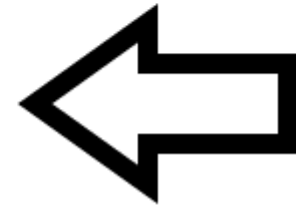
View any Change mark or Checklist Items by clicking on the button

Task Instructions

1. Respond to all changemarks and checklist items
2. Upload the Narrative Letter in the Narrative Letter folder
3. Upload new or revised files into the appropriate folders below (if requested)
4. Upload narrative letter to Narrative Letter folder
 - If uploading revised files, use the same name as the original
5. Confirm completion by selecting the checkboxes at the bottom
6. Click 'Upload Complete - Resubmit' to submit your files

View/Edit Changemark Items (0)

View/Edit Checklist Items (1)



Applicant response to checklist items

Workflow Review Checklist Item Viewer

Refresh

Selected Checklist Items for All Review Cycles

Review Cycle: All Save Settings

Repeat steps 2 (add response) and 3 (Save) for each Checklist item.

Show 50 records

REF #	PERMIT TYPE	DEPARTMENT	COMMENT TYPE	CYCLE	COMMENT TEXT	APPLICANT RESPONSE	COORDINATOR COMMENTS	DATE UPDATED
1	Building Permit	Building Intake	Submission Review		FILE NAME – files names must clearly identify the drawings or documents consistent with the city's published requirements – see the City Forms folder in your project for specific requirements. The file names must be consistent with the Sheet Index.	File names corrected.		9/22/2019 2:48:36 PM
2	Building Permit	Building Intake	Submission Review		ORIENTATION – all drawings and documents must be uploaded in an orientation that does not require rotating for viewing or printing.			9/22/2019 2:48:36 PM
3	Building Permit	Building Intake	Submission Review		SINGLE DRAWINGS – drawings must be uploaded as a single drawing per each file. Multiple drawings in a single file cannot be accepted.			9/22/2019 2:48:36 PM

1 - 3 of 3 records

Save Close View Full Report

4 5

View/Edit Changemark Items (0)

View/Edit Checklist Items (1)

Project: BP25-11000017

Select your files to upload to this folder:

Select Files to Upload

View Folders

BP25-11000017\Plans

0815-02 A6.2 Restroom and Interior Elevations.pdf ✖

Department	Reviewed By	Status	Reviewer Comments	Applicant Comments
BUILDING RESIDENTIAL	Karen Freggens karen.freggens@stpete.org	READY FOR CORRECTIONS	see checklist items	plan corrected

Task Instructions

- I have reviewed and addressed, including responses where appropriate, all Checklist Items accessed by clicking on the "Checklist Items" button above.
- I have reviewed and addressed, including responses where appropriate, all Changemark Items accessed by clicking on the "Changemark Items" button above.
- I have uploaded the revised drawings and/or documents required as a result of the review into the appropriate folder in the project using the SAME file names as the original files. I am ready to complete my assigned task and resubmit back to the jurisdiction for further review.

Response Complete - Resubmit

Save For Later

After corrections have been made and uploaded select the check boxes and click the "Response Complete-Resubmit" Button to return to us.

Electronic Plan Review

Payment Due

Attention MICKEY:

Congratulations, application "BP25-11000005" has passed the plan review process. In order to receive your permit and begin work, please remit payment for the final permit fee. You may pay on-line at the City of St. Petersburg website or in person at the City of St. Petersburg Construction Services & Permitting Department. Payment must be received before your permit issuance. Once payment has been made please complete your task to notify us so your approved plans can be released.

To pay fees click [HERE](#)

Project:	BP25-11000005
Description:	SINGLE FAMILY RESIDENCE, NEW <1400SF FLAT FEE
Task:	Final Payment
Assigned by:	Construction Services & Permitting
Project Access Login to ProjectDox	

If you do not have access to the specified folder, please contact the [Project Administrator](#).

Please do not reply to this email.

Plans have been approved- new payment due step for projects on the Task (PF) tab

You will now get a task telling you payment is due for your project. Once payment has been made complete your task and return to us so we can release your plans.

Task Instructions

1. Pay all final fees. To pay fees, schedule inspections, apply for online permit or ePlan review please click [HERE](#)
2. Respond to discussion board comments
3. Confirm completion by selecting the checkbox at the bottom
4. Click 'Complete' to submit for verification

Discussion Comments

Add Comment

				Show 5
DISCUSSION COMMENT	PARTICIPANT	DATE/TIME		
0 - 0 of 0 records				← prev 1

All fees have been paid.


Complete

Save For Later

Approved Plans Ready for Download Notification for BP25-11000012



eplanreview@stpete.org

To  Karen E. Freggens

Electronic Plan Review

Approved Plans Ready for Download Notification

Attention Karen:

Congratulations, your approved plans for **BP25-11000012** are ready to download.

Click the "Project Access" link below to open the project and find your files in the **Approved** folder.

Project:	BP25-11000012
Description:	RESIDENTIAL RENOVATION/ALTERATIONS
Status:	Approved
Project Access Login to ProjectDox	



If you do not have access to the specified folder, please contact the [Project Administrator](#).

Please do not reply to this email.

- To download your plans just click the "Project Access" button in the download notification email and your project will open.
- Go the Approved folder and download your approved plans.