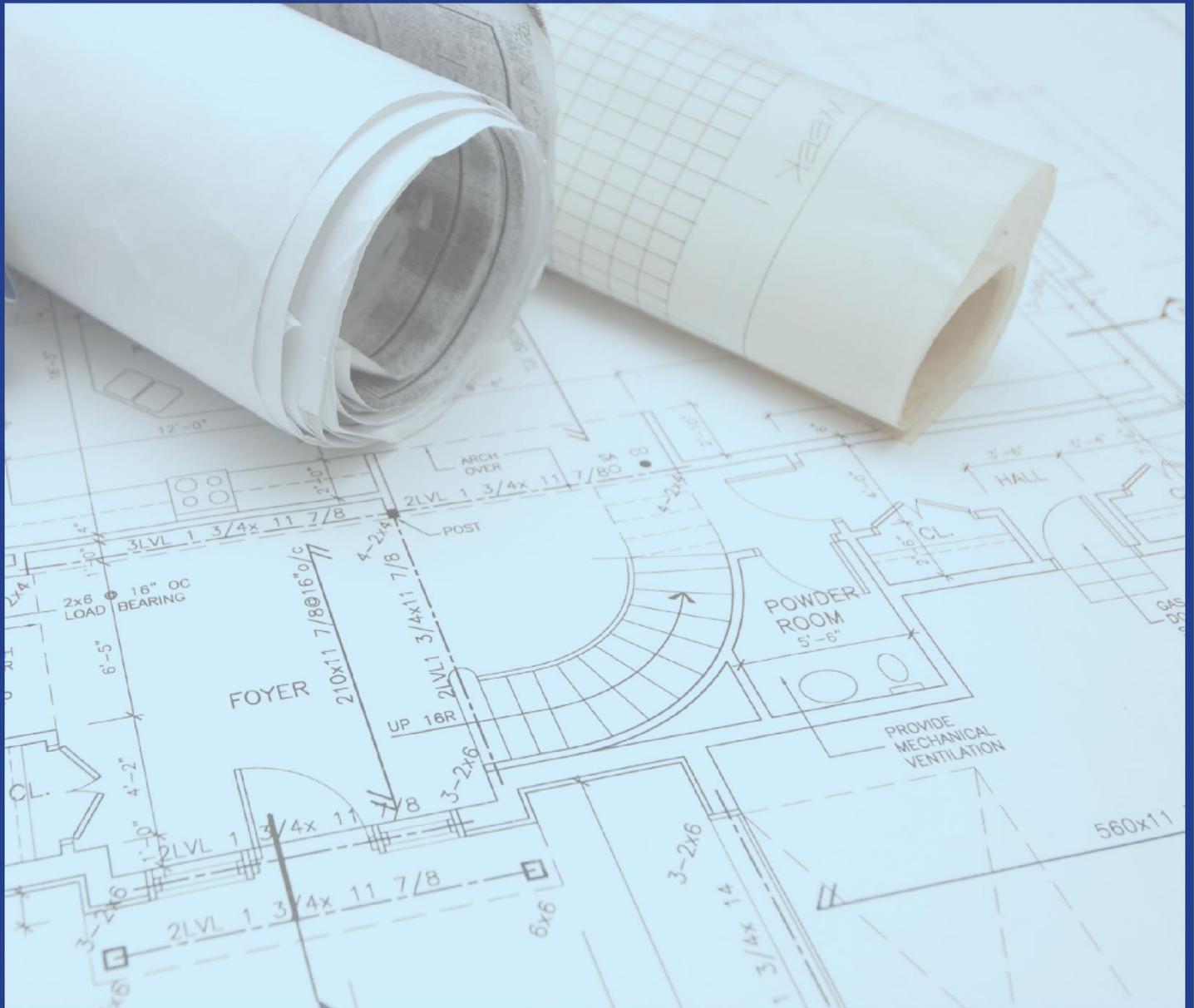




Electronic **PLAN** **REVIEW**



Applicant User Guide

DEVELOPMENT SERVICES DEPARTMENT



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Introduction to ePlan

Electronic Plan Review (ePlan) is a web-based solution that allows plans for Building Permits and Development Projects to be submitted and reviewed electronically, replacing the traditional paper-based method. ePlan will improve the plan review cycle, reduce costs associated with obtaining building permits and development approvals as well as support green initiatives.

This manual provides documentation on the steps involved in the Electronic Plan Review (ePlan) process. It has been prepared as a general reference guide and is not designed to present every detail or situations on every element of the process. There are text descriptions and screen images of the step-by-step tasks necessary to complete a submittal and review using ePlan.

If at any time in the process you have questions or concerns, do not hesitate to call. Be sure to ask to speak to a Project or System Administrator in one of the following divisions:

Development Services Department

Building Division
407-665-7050

bpcustomerservice@seminolecountyfl.gov

Planning and Development Division (Including Development Review Division Applications)
407-665-7371

eplandesk@seminolecountyfl.gov

ePlan Web Address

<https://eplan.seminolecountyfl.gov/epr>

“HOW TO” Video Tutorials Click [HERE](#)

By learning the Seminole County ePlan System, you prevent the added time of driving to the County because you can submit nearly everything from the comfort of any location that has internet access, and on many devices.



SAVES DRIVE TIME!

Electronic Plan Submission

Access:

Access to the ePlan Review system is given through an email invitation after your application is accepted by the County.

Logging In - New Users First Time Login (Internet Explorer Users)

Which Browser Should Be Used:

Internet Explorer (IE)

EPlan Review is intended to be used with Internet Explorer for the most robust system experience. This browser requires a download of ePlan Review System components from a link on the ePlan Review login page.

Google Chrome, Fire Fox and Safari

These browsers do not require the download of System components . The difference is noticed in the File viewer window and use with these browsers does not provide as robust an experience with the ePlan Review system. Some features are not present with these browsers.

For use with Internet Explorer:

1. Prior to logging into Electronic Plan Review (ePlan), your computer must be configured properly. For detailed configuration instructions, please visit:
<http://www.seminolecountyfl.gov/departments-services/development-services/planning-development/electronic-plan-review/electronic-plan-review-setup/index.shtml>
 - User Account Control (UAC) must be turned off initially for the ePlan installation to occur correctly. It can be reset back to the previous setting following installation.
 - If using a computer with Internet Explorer (IE) 9 or 10 or 11, you must enable Compatibility View.
 - Pop-ups must be disabled in your browser or an exception added to allow pop-ups for eplan.seminolecountyfl.gov. If you login to ePlan and no ePlan window appears, you probably have a pop-up blocker in use that is preventing the main project window from opening.
 - The login page has an MSI (Microsoft Silent Install) component required to install Electronic Plan Review ActiveX controls when using Internet Explorer (see image below). This installation will only need to be done once; if you utilize a different computer, it will require another installation of the components for that computer.

Take Time to Learn and Save Time Using the Following Resources!

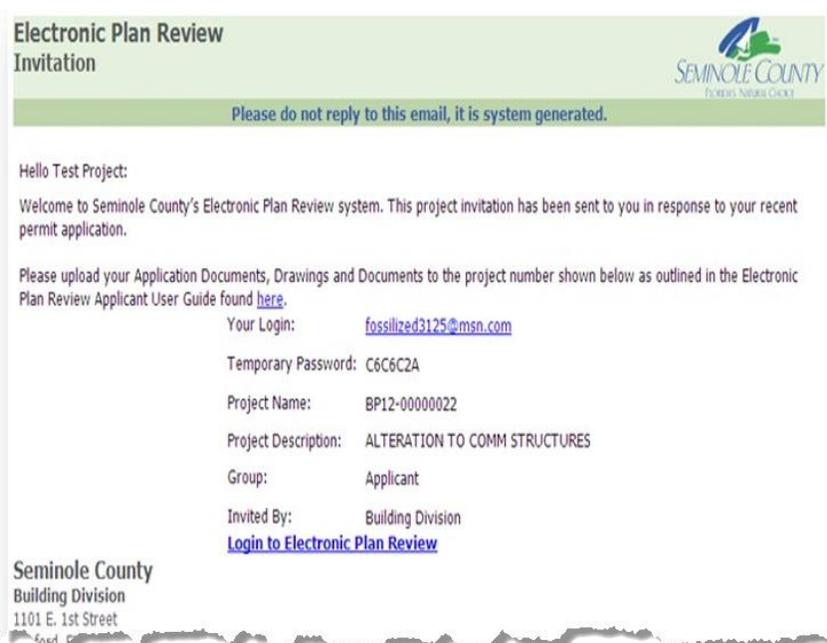
- **Building Permits:** review the available [video tutorials](#), or the “[How to Apply for Your Permit Online](#)” guide for instructions on submitting an application online.
- **Planning & Development and Development Review projects:** please visit the “[Electronic Plan Review](#)” webpage for instructions on submitting an application and review the available [video tutorials](#).
- **Important (to avoid delays):** Review all of the standards for naming your drawing and document files, sheet sizes, file formats accepted, etc.
(Review the entire “Standards” section of this guide.)

Making Application to Seminole County:

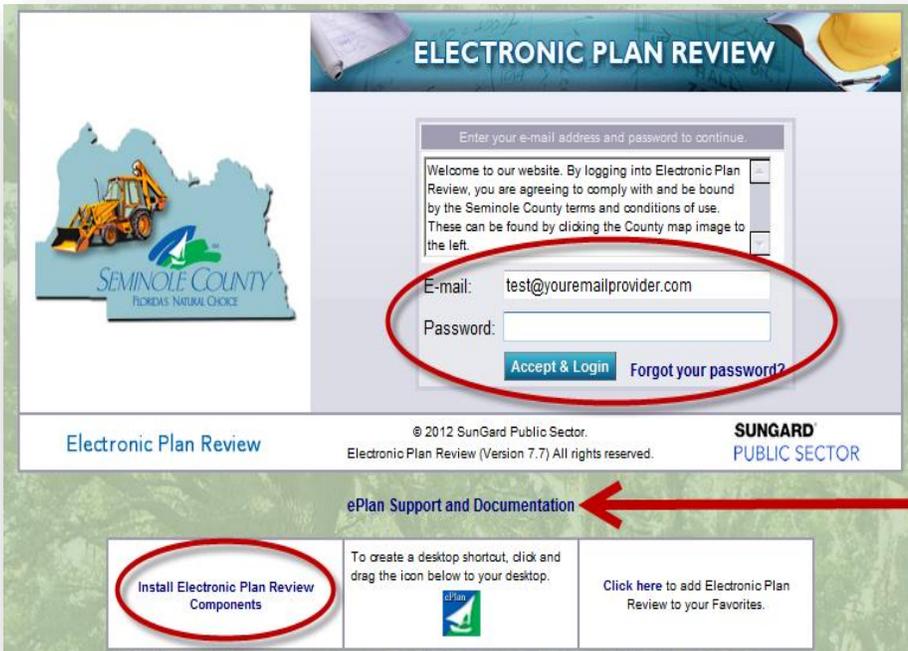
After you **Apply (Planning Division)** or **Submit a Request for Application through BPOne (Building Permitting)**, you will receive an invitation email followed soon after by an Applicant Upload Task that you will have to complete (see table below for ALL applicant tasks you may experience located in the section titled “The Nature of a Task Driven eFile System”).

Sample ePlan Invitation Email

When your application for a Building Permit or Development Project is reviewed and accepted, an Electronic Plan Review invitation will be sent to the ePlan email address provided to Seminole County on your application. For first time users, the invitation email will contain your login information, 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 your invitation email.



After the login screens opens, enter your email address and temporary password provided in that email. Click the “Accept & Login” button shown in the image of the login screen shown below. Then you will be prompted to complete your profile and create a new password.



TIP!

Click the ePlan Support and Documentation link shown here to access the County ePlan informational webpage.

Settings for **Building Division** (test@youremailprovider.com) Highlighted fields are re

Welcome to Electronic Plan Review.

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:* Security question:*

Confirm new password:* Security answer:*

Password must not contain special characters, must contain at least one digit and one alphabetic character, and must be between 8 and

TIP!

All Fields in Yellow must be completed.

Consider a generic corporate email account as the login to prevent later access issues due to staff turnover.

Profile Information

Contact Information	User Metadata	Project Membership	Group Membership
<p>* Required field</p> <p>First Name* Building Last Name* Division</p> <p>Email* test@youremailprovider.com <input checked="" type="checkbox"/> HTML format <input type="text"/></p> <p>Title:</p> <p>Company* Seminole County Growth Management</p> <p>Address 1* 1101 E. 1st Street</p> <p>Address 2:</p> <p>City* Sanford</p> <p>State/Province* FL Postal Code* 32771</p> <p>Phone* 407-665-7950 Fax:</p> <p>Mobile: Pager:</p> <p>Stamps:</p> <p>Language* en</p>			

Existing Users

- If you are a returning user, login to ePlan with your full email 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 a Seminole County ePlan Administrator at 407-665-7050 for Building Permits or 407-665-7371 for Development Projects to have your password reset. An email will be automatically generated and sent to the account holder login/email address with a temporary password.

The Nature of a Task Driven e-File System

In a task driven electronic filing or submission system, Applicants will be required to complete certain tasks by logging in to their ePlan Review System dashboard and checking their **Active Task List**. Every task sends an email to the Applicant informing them to complete the given task. There are tasks set up for Applicant completion for both Building Division and Planning and Development Divisions (see table on page 7 and 8). Other email notifications you may get are reminders to complete your tasks. **After upload, if you do not complete your task by signing off on the bottom of the task eForm, the task stays in the Applicant queue and DOES NOT return to Seminole County** for further review or action causing you delays so check your task queue often and especially after you believe you have completed your task..

NEW! Applicant Upload Task

As of April 4, 2016, the ePlan Review System was enhanced with an Applicant Upload Task as shown in the task tables below. This task documents the date and time of your upload and must be completed by you in order for the County to perform the initial Pre-screen Review of your application for a building permit or development project. To accept the task from your task list, click on the task name “ApplicantUpload”. View any instructions contained in the task eForm. Complete the task **only after your upload is completed by clicking on the Applicant Upload button in the task eForm**. For Building Permits, this upload must be completed within 12 Calendar Days or the Online request for a Building Permit Application will be voided.

Communicate with the County in Writing, Send Emails in ePlan!

With the Applicant Upload task, it is no longer necessary to send an email to the County notifying us that your upload is complete. However, there may be other reasons you want to communicate from within the ePlan Review system. If that need occurs, use these procedures to successfully send an email from within your permit or project dash board using these instructions:

Click the  button> then  > Choose a “Category” from the dropdown list> Enter a “Subject”> Enter a Description> Click  > Scroll to select the **Submissions Group only**.



Building Division Applicant Tasks:

Applicant Task Name	Task Explanation / Description
Applicant Upload	<p>This is the first task you will receive on a new ePlan Permit Application Request submitted through BPOneLine. The following is required;</p> <ul style="list-style-type: none"> • Click the folder name and the "Upload" button to upload the required documents/drawings • Complete the "Applicant Upload" task, by clicking on the task name "Applicant Upload" under the Active Task List for the given permit number • Click the button "Applicant Upload" <p>If you do not complete the task it will NOT be returned to the Building Division for the initial pre-screen processing.</p>
Corrections Complete	<p>If you receive this task, it means you have additional items or questions required to begin the Pre-screen Review. The following is required;</p> <ul style="list-style-type: none"> • Click on the "Additional Information" task name under the Active Task List • View checklist item tab located at the top • Upload the required items • Click the "Corrections Complete" button <p>If you do not complete the task it will NOT be returned to the Building Division for further Pre-screen Review.</p>
Applicant Resubmit	<p>If you receive this task, it means you have corrections required for the plans you previously submitted.</p> <ul style="list-style-type: none"> • Click on the "ApplicantResubmit", under the Active Task List • View all checklist and markup items contained in the Task eForm • Upload the revised documents/drawings using the EXACT file name(s) as the original submittal, so it will version properly • Click all three buttons, and then click "Complete" <p>If you do not complete the task it will NOT be returned to the Building Division for plan review.</p>
Additional Requirements	<p>If you receive this task, it means the permit application submittal has been updated and additional items are required, prior to permit issuance.</p> <ul style="list-style-type: none"> • Complete the task by clicking on the "AdditionalRequirements" task under the Active Task List • Verify requirements under "Submission Comments" • Upload the required items • Click the "Add'l Requirements Complete" button at the bottom of the form. <p>If you do not complete the task it will NOT be returned to the Building Division for review.</p>
Payment Selection	<p>When you receive this task, it means your permit is ready for issuance, upon receipt of payment.</p> <ul style="list-style-type: none"> • If paying by credit card, please go online to https://apps.seminolecountyfl.gov/cms/cms_application_placeholder.aspx?page=BuildingPermitInquiry and make payment, prior to completing the task. • Click on the "PaymentSelection" task, selecting the type of payment • Click the "Complete" button at the bottom of the form. <p>If you do not complete the task it will NOT be returned to the Building Division for permit issuance.</p>
<p>***You will receive an EMAIL NOTIFICATION when your permit is issued and then you must download and print your permit package from the Approved Documents and/or Approved Drawings folders required for the jobsite.***</p>	



Planning and Development & Development Review Applicant Tasks:

Applicant Task Name	Task Explanation / Description
<i>Applicant Upload</i>	<p>This is the first task you will receive on a new ePlan Application.</p> <ul style="list-style-type: none"> Click the folder name and the "Upload" button to upload the required documents/drawings Complete the "Applicant Upload" task, by clicking on the Task List button, then "Applicant Upload" under the Active Task List for the given project number Click the button "Applicant Upload" <p>If you do not complete the task it will NOT be returned to the Planning Division for the initial pre-screen processing.</p>
<i>Corrections Complete</i>	<p>Pre-screen Review results advising you of additional items required from you prior to beginning the review process.</p> <ul style="list-style-type: none"> Click on the "Additional Information" task under the Active Task List View checklist item tab located at the top Upload the required items Click the "Complete" button <p>If you do not complete the task it will NOT be returned to the Planning Division for further Pre-screen Review.</p>
<i>Applicant Resubmit</i>	<p>This task will come back to you in a new review cycle if your project required corrections that have been noted in a given plan review cycle.</p> <ul style="list-style-type: none"> Click on the "ApplicantResubmit", under the Task List View all checklist and markup items contained in the Task eForm Upload the revised documents/drawings using the EXACT file name(s) as the original submittal, so it will version properly <ul style="list-style-type: none"> Click all three buttons, and then click "Complete" <p>If you do not complete the task it will NOT be returned to the Planning Division for further plan review.</p>
<p>***You will receive an EMAIL NOTIFICATION when your project is approved and then you <u>must</u> download and print your Documents and/or Drawings from the Approved folders. This will occur following the Pre-construction meeting for site plans and subdivisions***</p>	

Submittal Standards = Review Efficiency

Plan File Naming Standards

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

Drawings

1. All drawings must be uploaded as individual PDF or DWF file types to the “Drawings” folder and saved in a landscape orientation, by sheet name. DWF files types must be saved with only one “view” prior to upload to ePlan.
2. Vector and non-vector PDF are accepted.
3. To retain layers on files converted to PDF from CAD extensions, make sure compatibility is set to Acrobat 6.0 (PDF 1.5) or higher. Users should also make sure that “Create Acrobat Layers” is selected in the Export Adobe PDF dialogue box.
4. Each State Licensed Design Professional (Architect, Engineers, etc.) shall name, save and digitally sign/seal all drawing file names so that they begin with a three digit number that flows in sequence. For example, the primary design professional on any job such as an Architect or Engineer should use the prefix of 001, 002, 003, etc. for each sheet. The next design professional could use a prefix of 101, 102, 103 and the next could use 201, 202, 203, and so on.
5. The next part of the file name will be the sheet number and title that you have given each sheet. See example below. ***(Intuitive abbreviations are accepted!)***
6. If you have multiple disciplines on a single drawing sheet, abbreviate the discipline names and list them all in the file name. Example: Elec_Mech_Arch

TIP!

For responses to corrections in a resubmittal, use a decimal to insert a new plan page into existing plans in the order you wish it to appear.

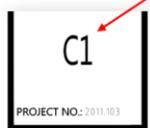
Sample:

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

Your Sheet Title

001 CV Cover Sheet and Index

002 C1 Site Plan



Documents

1. Documents containing multiple pages such as truss engineering, energy calculations, product approval forms, geotechnical reports, stormwater reports, etc. must be uploaded to the "Documents" folder as multipage files and the file name shall indicate what the document is.
2. Separate document types shall be uploaded as separate files.

File Type Standards

- Searchable PDF files are preferred for calculations, reports and other supporting plan documentation (non-drawing files).
- Both vector PDF and non-vector PDF files will be accepted for drawing files. Since AutoCAD software is commonly used to create drawing files, converting a DWG to PDF file print ready is the preferred secured file format and works well for digital signatures discussed later in this guide.
- Converting your AutoCAD files to a Vector PDF is preferred to speed up the review process. 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.
- Customers whose AutoCAD system does not have the capability to create Vector PDF files may upload standard PDF's generated directly from AutoCAD.
- For AutoCAD file types, Seminole County will only accept DWF extensions. Other extension types may interfere with applying an embedded digital signature certificate to the file. Please see the next section regarding Digital Signatures that have been verified through a 3rd Party Certification Authority.

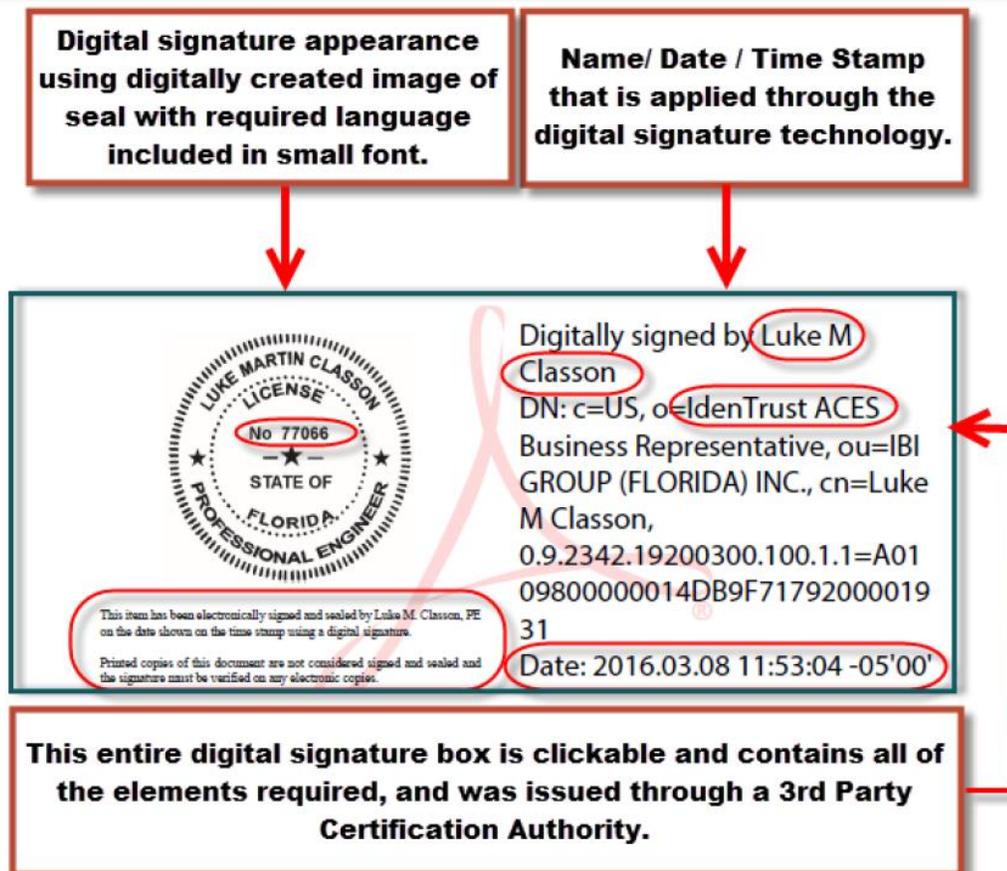
WHY VECTOR PDF'S?

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.



Digital Signatures - Design Professional Stamps and Signature Standards

- Digital signatures are permitted by the State of Florida Administrative Code that governs each Professional Engineer, Architect, Professional Surveyor and Mapper, Professional Geologist, and so on.
- Effective July 1, 2015, all files prepared for upload to the Seminole County ePlan Review System by any licensed design professionals shall contain a digital signature certificate that has been issued by a valid 3rd party Certification Authority (CA). The files must also contain a digitally created image of the seal (or alternate language in lieu of seal - Professional Engineers only) that is sized correctly per each governing Board Rule. In addition, the file should contain certain language intended to prevent the electronic file from ever being refiled as an original document in the future. This language is required of all State Licensed design professionals and can be found on the County Digital Signature web page found [here](#). The following sample includes all required elements in the digital signature block. The seal and additional required language may also fall outside the digital signature block in the location of where the file would be signed/sealed if in hard copy.



- Seminole County review staff members must be able to access the digital signature certificate using the “Public Key” which is available through the PKI Technology. (PKI stands for Public Key Infrastructure).
- The Public Key is an automation tool contained in the embedded digital signature certificate that is used by County review staff to access the digital security certificate to verify its authenticity and ensure no changes were made to the file since it was digitally signed/sealed.
- It is best if the files signed/sealed with a digital signature have the digital signature block applied to the file such that it is visible and embedded in the originating PDF or DWF document by the signer. Digital signing occurs using a password encrypted Private Key. Scanned files or flat PDF’s of applied digital signature images are not accepted as valid and will be returned for correction.
- Files signed and sealed with a digital signature must be locked by the signer at the time of signing.
- Digital signature certificates cannot be self-validated. Seminole County requires all State Licensed Professional Engineers, Registered Architects, Landscape Architects, Professional Surveyors and Mappers, Professional Geologist and so on, to obtain a digital signature security certificate through a 3rd Party Certification Authority firm which has verified their identity. We will check for this on every file that requires signing/sealing and if it is not present, you will be notified to correct this.
- A trusted 3rd party Certification Authority is a non-biased commercial entity that verifies the design professional’s identity using various methods. Once the design professional’s identity has been verified by the CA, the CA issues a digital signature security certificate also referred to as a digital ID to the design professional for a fee. The digital signature has both a Private and Public Key, the required SHA-1 Digest and an expiration period.
- The Private key issued by the CA is known only to the design professional for their sole use as described in the Florida Administrative Code.

Let us Check Your Digital Signature

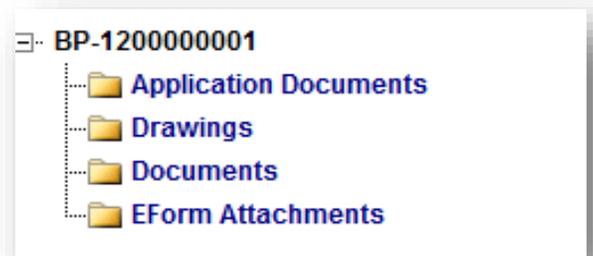
Would you like us to check your new digital signature to ensure it meets requirements before you submit any digitally signed/sealed files? Doing so allows the digital signature certificate to be verified and prevent later delays if not prepared correctly. If you wish to do this, please digitally sign/seal the [Digital Signature Delivery Form](#) and email it to the ePlandesk@seminolecountyfl.gov. This action does not preclude design professionals from digitally signing/sealing their submitted work for final approval.

Electronic Signatures – Professional’s Electronic Data Delivery System (PEDDS) is No Longer an Available Signing Option

- **Effective June 30, 2015, the use of PEDDS 3.7 by design professionals as a paperless signing method expired.** This coincided with the Florida Department of Transportation’s sunsetting of the PEDDS Client in favor of 3rd Party Verified digital signatures.

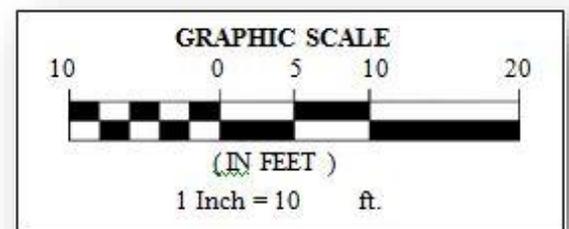
Folder Structure Standards

- All Building permit or Development project application forms must be uploaded into the “Application Documents” folder for each project.
- All drawing files must be uploaded into the “Drawings” folder for each project.
- All supporting documents must be uploaded into the “Documents” folder for each project. Sample document types would be truss engineering, energy calculations, product approval forms, geotechnical reports, stormwater reports, etc.
- The eForm Attachments folder is **not** used for uploading of files.



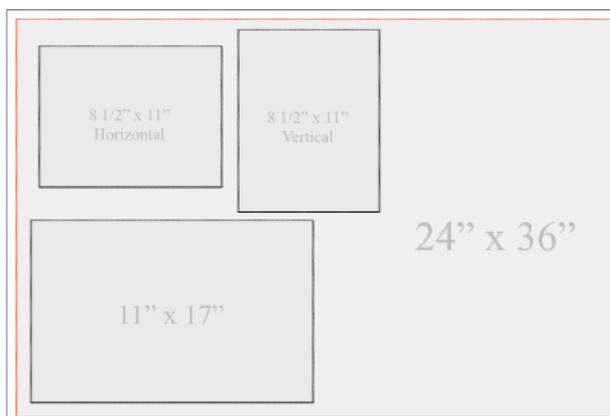
Graphic Scale Standards

- 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 Development Projects, all drawing files must be drawn and formatted for a minimum landscape 24" x 36" sheet file, except Plats which are drawn to a 20"x24" sheet file. Any exceptions must be approved by the Planning & Development Division.
- For Building Permits, all drawing files must be drawn and formatted for a minimum landscape 24" x 36" sheet file or landscape 11" x 17" sheet file for smaller scale jobs (pool enclosures, pools, termite repairs, etc.).
 - **The use of hyperlinks to point to details and call outs on drawings is highly encouraged and makes the review process quicker.**
- Application Documents shall be saved and uploaded in portrait orientation as individual files and named what the document is.
- Plan pages shall be saved and uploaded in landscape orientation as individual single page files and named according to the file naming instructions found earlier in this guide.
- Documents shall be saved and uploaded in portrait orientation. If a document contains multiple pages, it may be uploaded as a multipage file, the file name describing what it is (truss engineering, energy calculations, stormwater reports, etc.)
 - **The use of bookmarks in multi-page documents is highly encouraged and speeds the review process as well.**



Standard Colors for Markups and Changemarks:

- Standard markup names and colors will be used for each reviewing agency for easy identification. (See tables below and on the following page.)
- A markup file layer, shown as this icon in the file list: , can have one or more changemarks.
- A changemark is a plan callout created by County review staff to quickly identify a markup and associated comments. (See sample changemark on the following page)
- Each agency changemark will be numbered starting from 01 for each sheet/file.

Markup Name and Changemark Color Standards for:

Planning & Development Projects

REVIEW AGENCY	MARKUP NAME – Reviewer Initials	CHANGEMARK TITLE	MARKUP COLOR
Building Division	BLDG	BLDG 01-Issue Name	Orange
Environmental Services	ENV	ENV 01-Issue Name	Brown
Health Department	HEALTH	HEALTH 01-Issue Name	Yellow
Impact Analysis	IMPT	IMPT 01-Issue Name	Light Blue
Natural Resources	NAT	NAT 01-Issue Name	Green
Project Manager	PM	PM 01-Issue Name	Light Green
Public Safety - Fire	FIRE	FIRE 01-Issue Name	Red
Public Safety - Addressing	ADDR	ADDR 01-Issue Name	Pink
Public Works - Engineering	ENG	ENG 01-Issue Name	Purple
Telecommunications	TELE	TELE 01-Issue Name	Gray
Utilities	UTIL	UTIL 01-Issue Name	Blue
Public Works - Vacate	ENG	VAC 01-Issue Name	TEAL
Public Works - Survey	ENG	SVY 01-Issue Name	Dark Blue



Building Permits

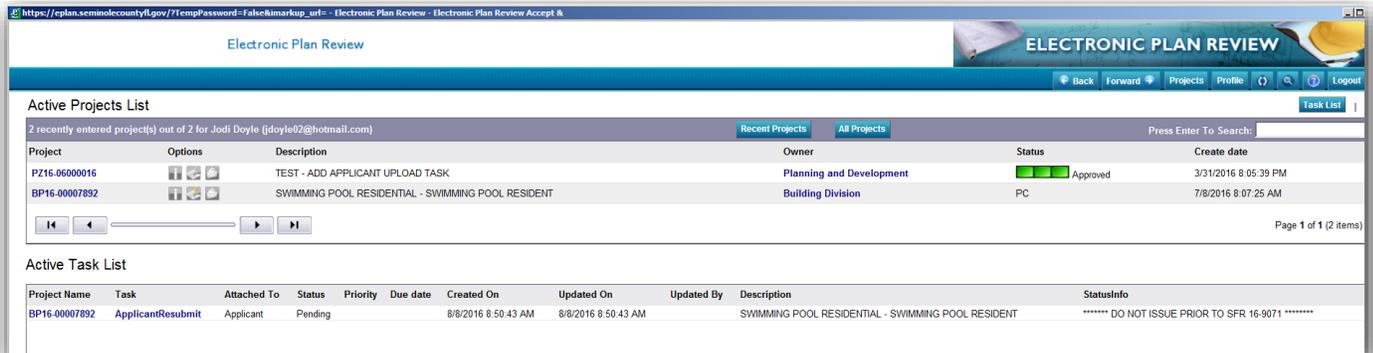
REVIEW AGENCY	MARKUP NAME – Reviewer Initials	CHANGEMARK TITLE	MARKUP COLOR
Arbor	ARBOR	ARBOR 01-Issue Name	Green
Building	BLDG	BLDG 01-Issue Name	Orange
Electrical	ELEC	ELEC 01-Issue Name	Yellow
Fire	FIRE	FIRE 01-Issue Name	Red
Flood Prone	FLOOD	FLOOD 01-Issue Name	Blue
Fuel Tanks	TANKS	FUEL 01-Issue Name	Gray
Graphics-Address	ADDR	ADDR 01-Issue Name	Pink
Mechanical	MECH	MECH 01-Issue Name	Blue
Plumbing	PLBG	PLBG 01-Issue Name	Light Brown
Product Approval	PA	PA 01-Issue Name	Dark Brown
P&D-Boat Dock	DOCK	DOCK 01-Issue Name	Light Green
P&D-Extended Review	PDEXT	PDEXT 01-Issue Name	Light Green
P&D-Impact Fees	IMPT	IMPT 01-Issue Name	Light Blue
P&D-Site Plan Review	PDSP	PDSP 01-Issue Name	Light Green
P&D-Zoning	PDZN	PDZN 01-Issue Name	Light Green
Signs-Zoning	SIGN	SIGN 01-Issue Name	Teal
Zoning	BDZN	BDZN 01-Issue Name	Purple

Status Codes by Division

BUILDING DIVISION	PLANNING & DEVELOPMENT
PC = PRE-SCREEN AND PLAN CHECK	IN REVIEW = IN PLAN REVIEW
PI = PERMIT ISSUED	RESUBMIT REQUEST = APPLICANT RESUBMIT TASK ISSUED
AP = APPROVED (AWAITING UPDATING)	RESUBMITTAL = NEW REVIEW CYCLE IN PLAN REVIEW
DN = PERMIT COMPLETED	BATCH STAMP = PROJECT IS TENTATIVELY APPROVED AND READY FOR BATCH STAMPING
PA = NOTIFICATION OF ONLINE APPLICATION REQUEST	APPROVED = PROJECT APPROVED
CC = CERTIFICATE OF COMPLETION	DENIED = PROJECT DENIED
CO = CERTIFICATE OF OCCPANCY	

Uploading Plan Drawings and Documents

- When you have successfully logged in to ePlan, the Project dash board 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 “Active Task List” area below the project list and or via the Task List button. Select the specific project that corresponds to the plans you will be uploading by clicking on the project number. The projects are listed in order by application number (i.e. BP11-00001234, Planning & Development projects will have a PZ prefix). Click  at any time to receive a listing of every unarchived project under your user login/profile.



The screenshot shows the 'Electronic Plan Review' dashboard. At the top, there's a navigation bar with 'Back', 'Forward', 'Projects', 'Profile', and 'Logout' buttons. Below this is the 'Active Projects List' section, which shows 2 recently entered projects. The first project is 'PZ16-06000016' with a description 'TEST - ADD APPLICANT UPLOAD TASK' and status 'Approved'. The second project is 'BP16-00007892' with a description 'SWIMMING POOL RESIDENTIAL - SWIMMING POOL RESIDENT' and status 'PC'. Below the project list is the 'Active Task List' section, which shows a task for 'BP16-00007892' with the task name 'ApplicantResubmit', status 'Pending', and a due date of 8/8/2016 8:50:43 AM.

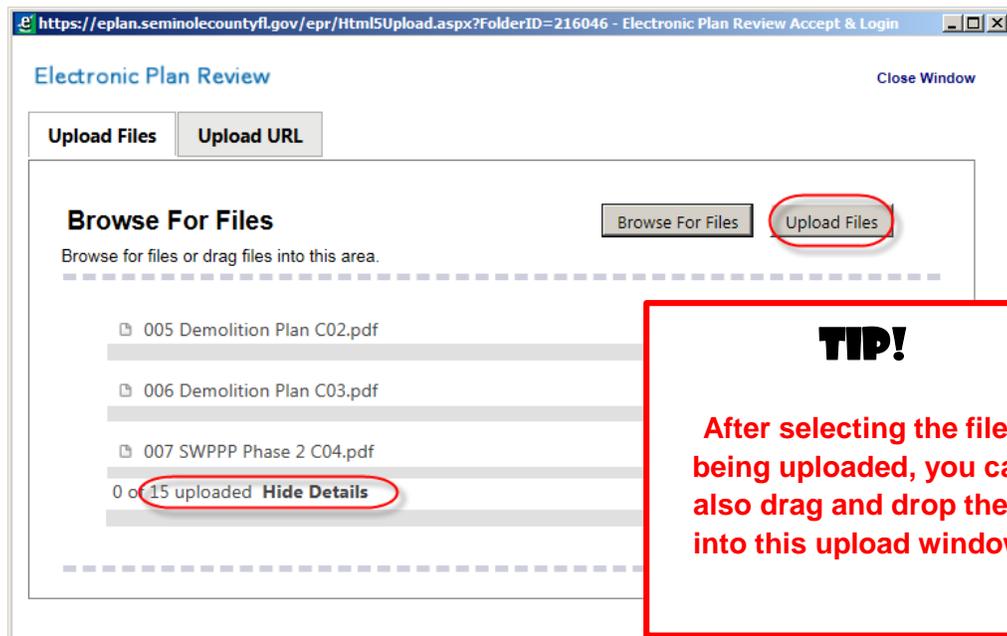
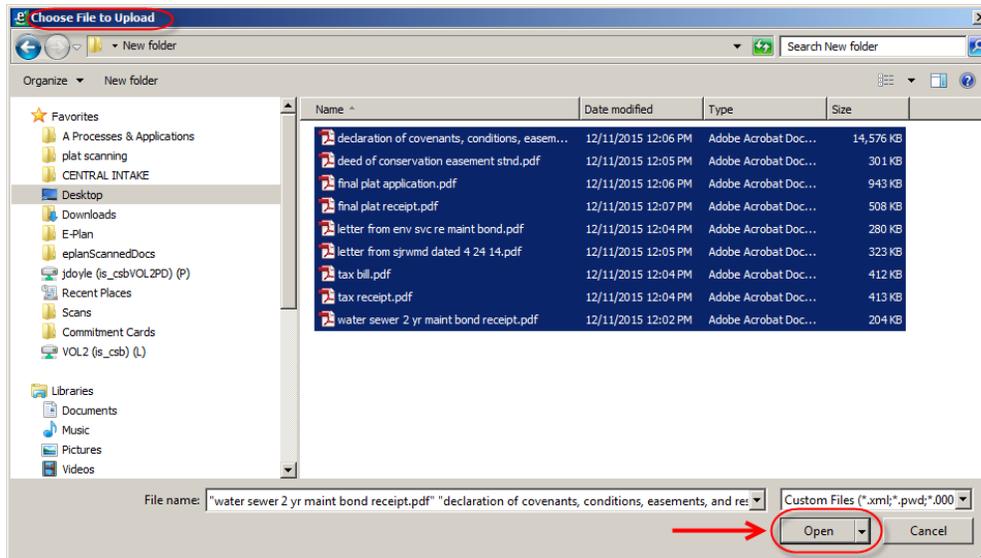
- Click the “Drawings” folder name to upload your plans or the “Documents” folder name to upload supporting plan documents or the “Application Documents” folder name for all forms related to the project application. Follow the prompts for uploading your plans and documents.
- Click the “Upload Files” button located in the top left margin area within the given folder. Access to the Upload Files button is only given when the Applicant has a task to complete.



TIP!

Applicants are only given access to the Upload button when an Applicant task is in your queue.

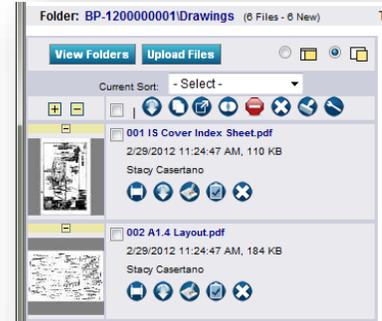
- Select or browse to the file location on your computer. Select or highlight the files you want to upload; multiple files can be selected by using your Shift or Ctrl keys. Click the “Open” button for the selected files, then in the next window click the “Upload Files” button.



NOTE: Seminole County requires that all drawings be uploaded as individual files. It is best if uploaded in landscape orientation.

All documents shall be uploaded in portrait orientation.

5. After reviewing the files, click the “Upload Files” button. The files will be copied to the upload window. Click on the “Close” button to close out of the dialog box.
6. Notice that after 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 based on permission settings.



7. A visual “X” , or triangle with an exclamation point  in the thumbnail image may indicate there is an issue with the file. Contact the County to assist you if you see these symbols in place of file thumbnails REMINDER: **Please keep file names less than 70 characters and do not use dates in your file names.**
8. **After all documents and drawings have been uploaded, it is important that you complete your Applicant Upload task eForm.** Completing this task will notify the Submissions Group that you are ready to begin the Pre-screening process and will send the County a task back informing them you are ready for this.
 - a. Click on project number> click the task list button> click the task name shown and a task eForm will open in another window> after your upload is complete, scroll to the bottom of that eForm and click the Applicant Upload button.

NOTE: For Planning & Development projects, fees must be paid at the time of application submittal.

NOTE: For Building Division permits, plan review deposits are required to be made prior to plan review by cash/check or by setting up an escrow account.

Check File Uploads Using Reports Available for Your Use in ePlan Review

Click the Project Reports Button  to open the available reports in the permit or project. Select the “Current Project All Files Report” by clicking on the blue dot  to the left of the report name. You can use this report to double check your upload, check file sheet size, or to assist you with other activities like naming files for resubmittal correctly (resubmitted files must be named EXACTLY the same as the original submittal so that they will version over the prior file upload).

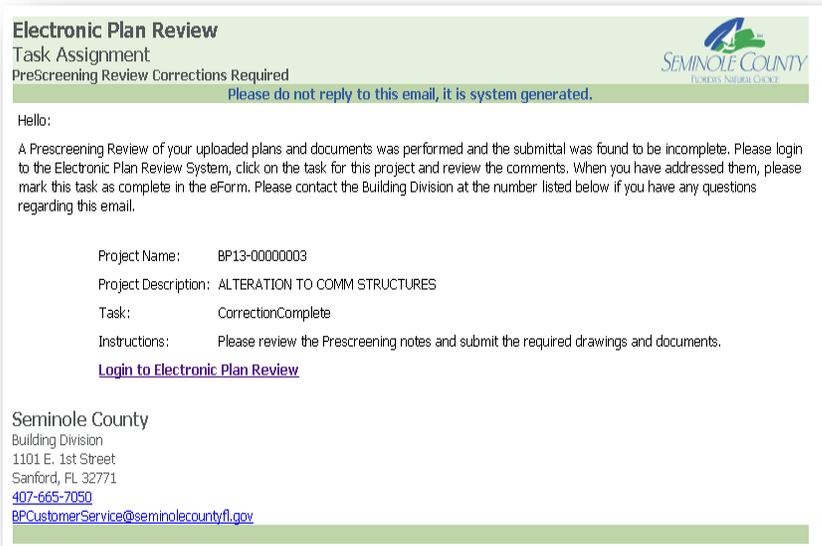
Pre-screening

Pre-screening Has Been Approved

- If your submittal is sufficient to begin the review process, your plans and documents will continue through the ePlan system for review by Seminole County.

Pre-screening Has Been Returned

- If your submittal requirements were not sufficient, you will receive an email notification that Pre-screening has been denied and corrections are needed. You will have a CorrectionsComplete task you must complete as described in the following steps.



1. Login to Electronic Plan Review. Find the project and associated task in the Task List, click the Project Name (number) to go into the project dashboard. Click the task name "Corrections Complete".

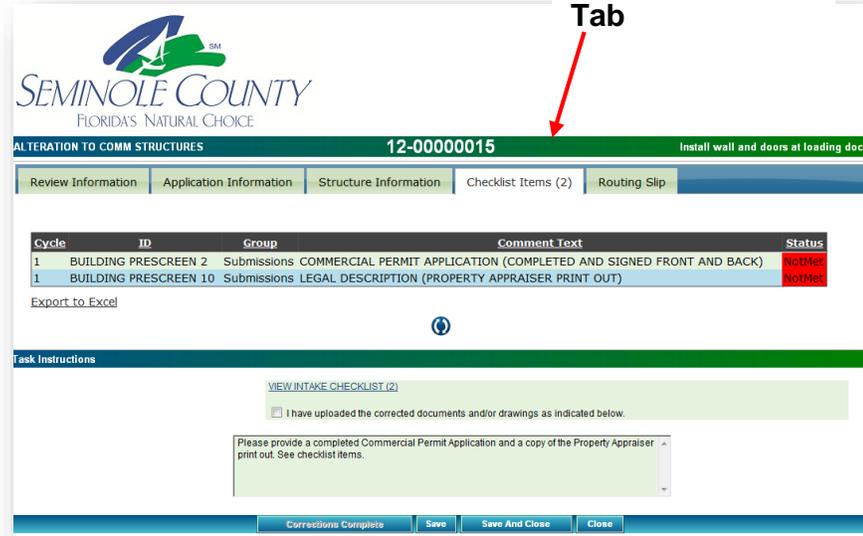
TIP! Do NOT sign off on the task eForm until you have completed uploading any corrections!

Project Name	Task	Attached To
BP12-00000015	CorrectionComplete	Applicant

- In the task eForm, review the checklist items (if any) by clicking on the Checklist Items tab. Use the scroll bar to look for and read any items listed. Also check the Task Instructions text box. Click the “Save And Close” button at the bottom of the screen until you are ready to upload missing or corrected drawings and/or documents.

**Task eForm
Instructions
text box**

**Checklist Items
Tab**



Cycle	ID	Group	Comment Text	Status
1	BUILDING PRESCREEN 2	Submissions	COMMERCIAL PERMIT APPLICATION (COMPLETED AND SIGNED FRONT AND BACK)	NotMet
1	BUILDING PRESCREEN 10	Submissions	LEGAL DESCRIPTION (PROPERTY APPRAISER PRINT OUT)	NotMet

[Export to Excel](#)

Task Instructions

[VIEW INTAKE CHECKLIST \(2\)](#)

I have uploaded the corrected documents and/or drawings as indicated below.

Please provide a completed Commercial Permit Application and a copy of the Property Appraiser print out. See checklist items.

Corrections Complete Save Save And Close Close

- After you have identified the missing or corrected drawings and/or documents to upload, click on the Project Name to open the project page.
- Upload the drawings and/or documents as instructed earlier in this guide.
- Click on the “Task List” button in the project view and select the “CorrectionComplete” task in the Task List section.
- After you 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. This will notify the Electronic Plan Review Submission Group that you are ready for Pre-screen Review again. This process back and forth will continue until you have everything uploaded as requested. You will get notification emails if you have a task, but you can also look in your task list at any time upon logging in.

Project Name	Task	Attached To
BP12-00000015	CorrectionComplete	Applicant

Change Requests and Plan Resubmit

After plan review for your project is complete, change requests and/or review comments may require plan corrections or changes.

1. You will receive an ePlan email notification from the Review Coordinator requesting corrected plans and/or documents, and a task will be shown in your task list queue in ePlan.
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. Click “Yes” to accept the task and open the eForm to access the corrections requested.

My Tasks:

Project Name	Task	Attached To	Status	Created On	Updated On
BP12-00004100	ApplicantResubmit	Applicant	Pending	10/10/2012 9:17:27 AM	10/23/2012 9:49:05 AM

Navigation: << < > >>

4. The eForm has three important sections that provide you with correction information:
 - The “Checklist Items” Tab
 - The “Markups” section
 - The “Status & Notes” section that also indicates each agency involved in the review

(See the next page for a example of each of these sections shown on the task eForm.)

TIP! Use the Reports tab or Project Reports button in ePlan and select the



to copy and paste EXACT file names you’re updating.



- Any markups created will be shown in the Changemarks section in the middle of the eForm as shown in the image below. Click the link to open the markup layer and view the required correction. There are additional methods to open markups discussed later in this section.

POOL ENCLOSURE/BOND **14-0000002** Pool enclosure

Review Information | Application Information | Structure Information | Checklist Items (4) | Routing Slip

Cycle	ID	Group	Comment Text	Status
1	Building Prescreen 1	Submissions	Please upload a completed and signed residential permit application.	Met
1	Building Prescreen 3	Submissions	Please scan and upload a recorded Notice of Commencement.	Met
1	Res Building38	RES. BUILDING REVIEW	STRUCTURAL REQUIREMENTS - Design by Florida registered architect or engineer (ASCE 7 or 1609 FBC-B) or FBC-R accepted prescriptive compliance method (R301.2.1.1, R301.1.3)	NotMet
1	Zoning Review 15	ZONING	The site plan that was submitted is incomplete. All site plans shall include all existing structures, lot dimensions, proposed area of work, setbacks, all platted easements, driveways, street names, north arrow, legal description, etc...	NotMet

Export to Excel

Filter Changemarks by Keyword: SEARCH | SHOW ALL

Click Here to Load Changemarks...

Resolved	File	Cycle	Department	File	Markup	Description	Details	Applicant Response
No		1	RES. BUILDING REVIEW	Pool Enclosure Plans 10.pdf	BLDG - Stacy Casertano	BLDG - Detail not applicable	This detail is incorrect for the type of enclosure being constructed.	
No		1	ZONING	Pool Enclosure Plans 2.pdf	ZNMS - Angi Kealhofer	ZONING - New site plan	Please submit a new site plan that hasn't not been marked up by a previous permit.	

Show All Changemarks for All Cycles

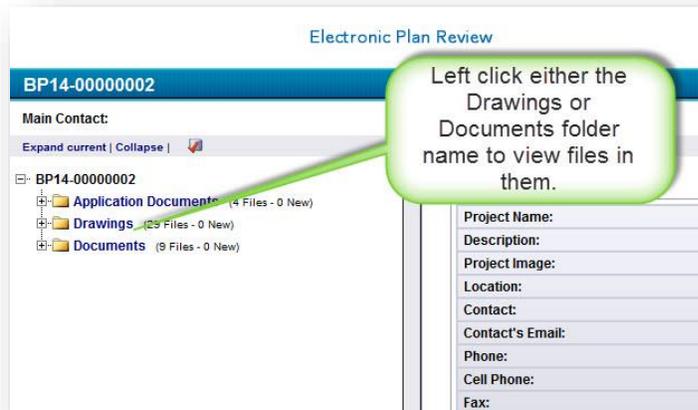
DEPARTMENT REVIEW - Review Cycle: 1

CYCLE	DEPARTMENT	REVIEWED BY	STATUS & NOTES
1	RES. BUILDING REVIEW	STACY CASERTANO SCASERTANO@SEMINOLECOUNTYFL.GOV	See checklist items and plan markups above. Corrections Needed
1	ZONING	STACY CASERTANO SCASERTANO@SEMINOLECOUNTYFL.GOV	See deficient checklist item and markup attached above. Corrections Needed

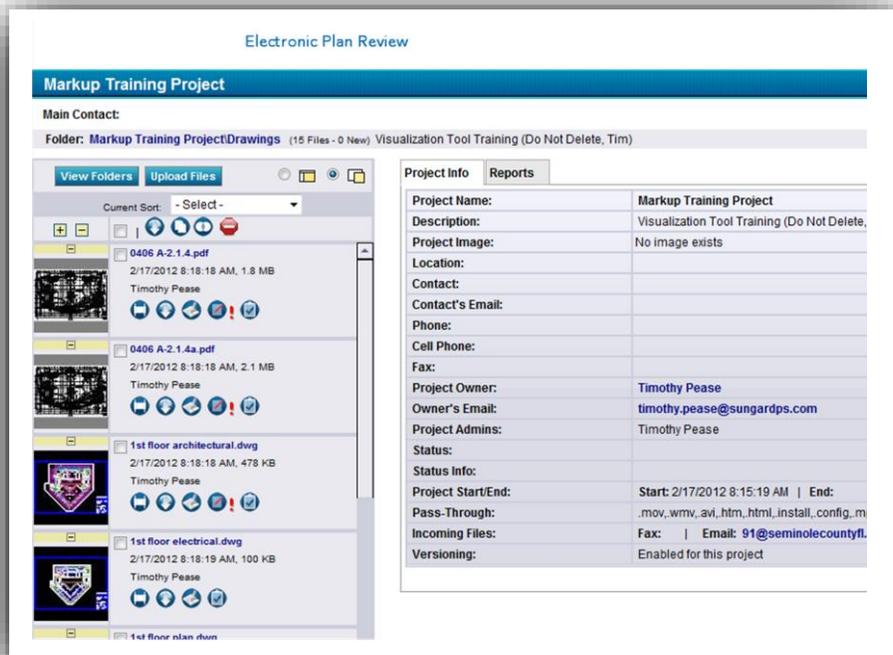
- Click on the "Save And Close" button at the bottom to exit the eForm.
- Once you have made all corrections, are finished uploading and ready to submit your corrected drawings/documents back to Seminole County for further review re-open this task and scroll to the bottom and click the "Complete" button.

How to Open Markups on Files in an Open Folder:

1. Click the folder name.

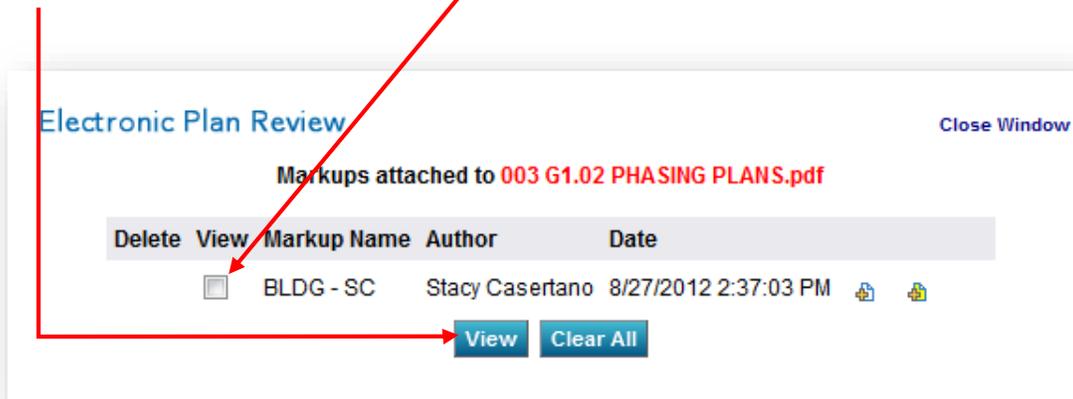


2. Click the markups icon  to open the list of markups made by review staff that are attached to the file.

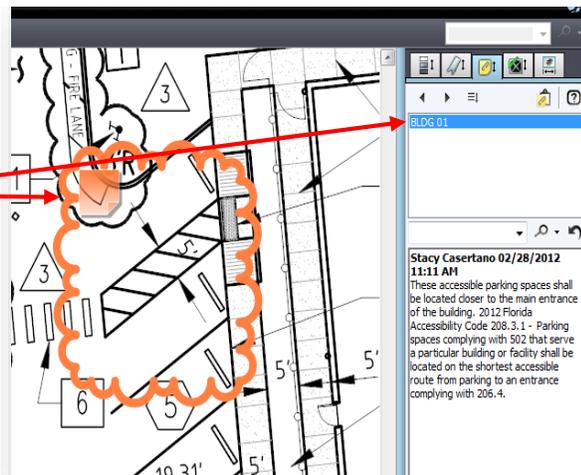




- To view the markups on the file, click the "View" box beside the markup name(s) and then click the "View" button.

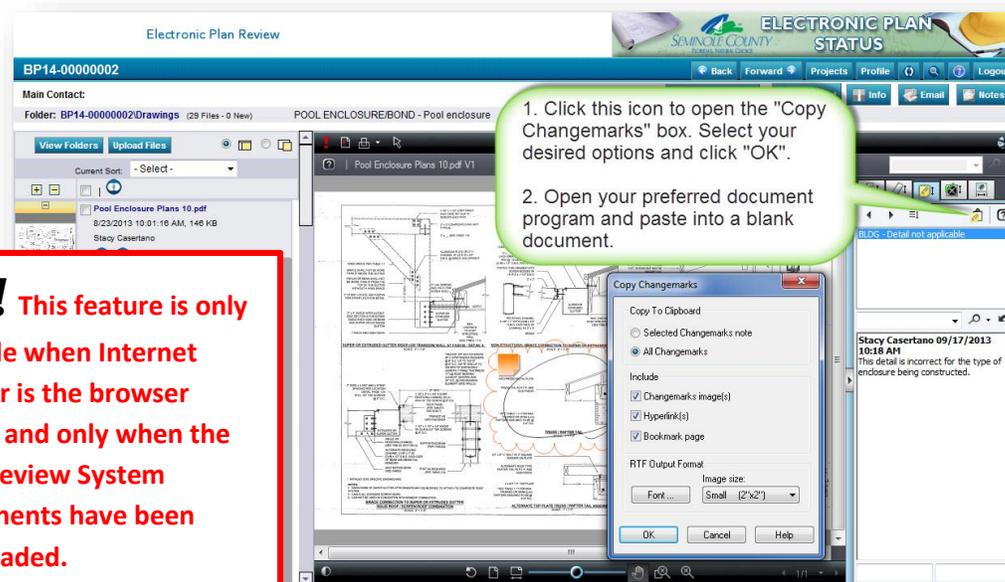
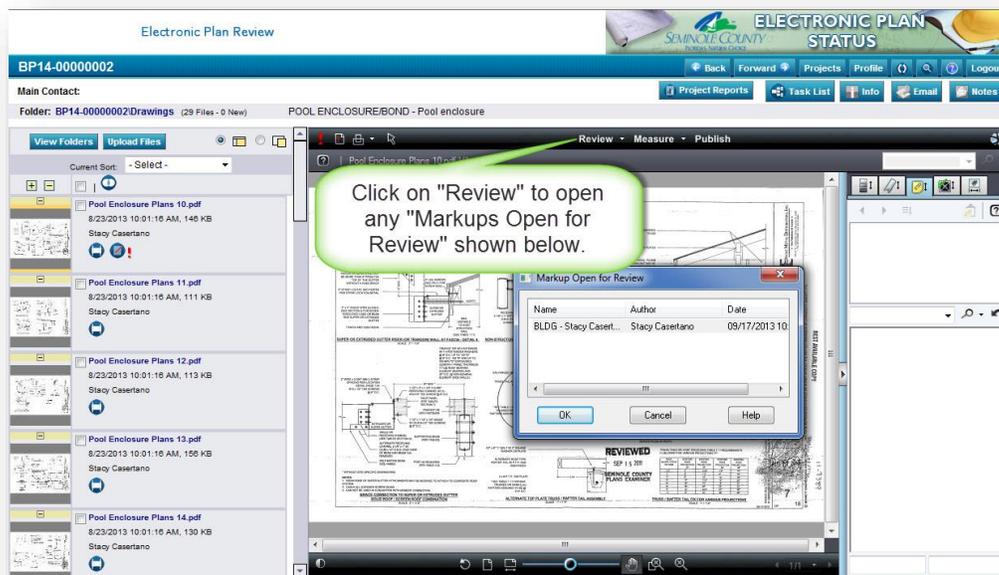


Sample Changemark
with the corrective
instructions.



How to View and Export Markups on an Open File:

1. Click "Review" from the viewer window menu and any markups open for review will appear in a pop up dialog box.
2. Click on the markup(s) you wish to display and click "OK". Markups can be exported to your preferred document program (Word, Outlook, etc).

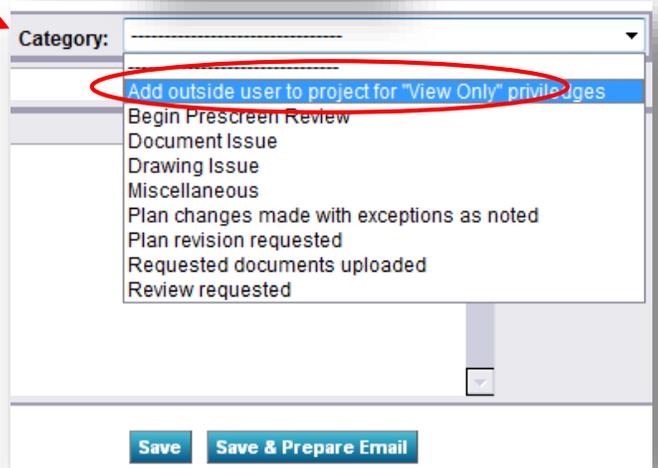
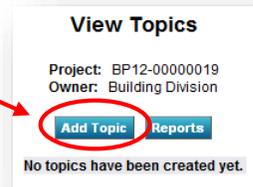


TIP! This feature is only available when Internet Explorer is the browser utilized and only when the ePlan Review System Components have been downloaded.

Outside User Project Access

To request an outside user (design professional, consultant, etc.) have access to your drawings, changemarks and any other requested corrections, follow the steps outlined below:

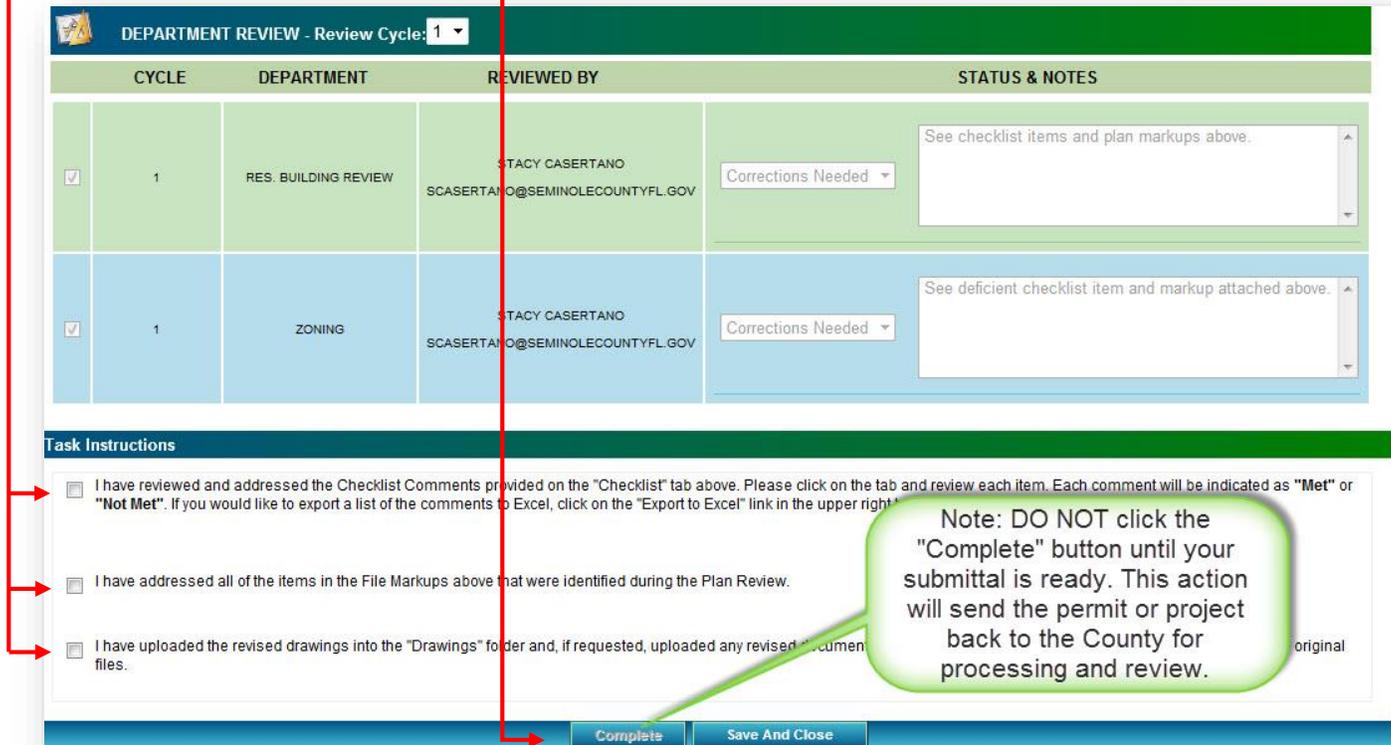
1. The Submissions Group needs to know that you would like to add a user to the project for viewing access only. Do this by clicking the  icon near the top right corner of the ePlan window.
2. A window will pop up; click the “Add Topic” button.
3. Select the “Add outside user to project for “View Only” privileges” Category from the drop down menu.
4. Enter a **subject** and in the **description** list their complete name and email address, then choose “Save & Prepare Email”.
5. Use the arrow keys to scroll to, and place a checkmark in the “Submissions” group and click “Send”.



Upload Corrections

1. Login to Electronic Plan Review to upload the corrected drawing(s) and/or document(s).
2. Ensure that the corrected drawings retain the EXACT same file name, size and orientation as the originals.
3. Check if a new version number is created when you upload. If no new version number is created, confirm the file actually changed. **If there were no changes to the file, a new version will not be created and the file will NOT upload.**
4. Verify all plans and documents that have markups have been corrected. Failure to submit corrected plans will result in a submittal being returned for corrections.
5. When your corrected document(s) or drawing(s) have been successfully uploaded into the correct folders, click on "Applicant Resubmit" task to open the eForm and go to the "Review Information" tab.

- Confirm you have completed all task steps by reading and checking each box.
- Click the "Complete" button. **IMPORTANT:** Without completing this step, you're application **WILL NOT** move forward in the review process. This action will notify the Review Coordinator Group of your resubmittal.



DEPARTMENT REVIEW - Review Cycle: 1

CYCLE	DEPARTMENT	REVIEWED BY	STATUS & NOTES
<input checked="" type="checkbox"/>	1	RES. BUILDING REVIEW	STACY CASERTANO SCASERTANO@SEMINOLECOUNTYFL.GOV Corrections Needed See checklist items and plan markups above.
<input checked="" type="checkbox"/>	1	ZONING	STACY CASERTANO SCASERTANO@SEMINOLECOUNTYFL.GOV Corrections Needed See deficient checklist item and markup attached above.

Task Instructions

- I have reviewed and addressed the Checklist Comments provided on the "Checklist" tab above. Please click on the tab and review each item. Each comment will be indicated as "Met" or "Not Met". If you would like to export a list of the comments to Excel, click on the "Export to Excel" link in the upper right.
- I have addressed all of the items in the File Markups above that were identified during the Plan Review.
- I have uploaded the revised drawings into the "Drawings" folder and, if requested, uploaded any revised document files.

Note: DO NOT click the "Complete" button until your submittal is ready. This action will send the permit or project back to the County for processing and review.

Complete **Save And Close**

Approval

Building Permits

- When the plan review is approved by all reviewers and the permits have been created, you will receive a task in ePlan to select your method of payment (Building Permits only).

My Tasks:

Project Name	Task	Attached To	Status	Created On	Updated On
BP13-00002194	PaymentSelection	Applicant	Pending	6/3/2013 11:24:22 AM	6/3/2013 11:24:22 AM

Select the "PaymentSelection" task and accept it to open the eForm.

POOL ENCLOSURE/BOND 13-00002194 test application

Review Information | **Application Information** | Structure Information | Checklist Items (0) | Routing Slip

Review Coordinator: Stacy Casertano (scasertano@seminolecountyfl.gov)
 Review Cycle: 1
 Workflow/Activity Name: BPStartWorkflowSimple2013 / PaymentSelection
 Activity Instructions: Please review the amount due and the instructions and select a payment method. If paying by credit card, please complete the transaction before clicking the complete button.
 Current User Logon: Stacy Casertano (fossilized3125@gmail.com)

Task Instructions

FEES DUE
 Amount Due: 494.99
 Fee Notes: If paying by credit card, please complete your payment following the instructions provided before clicking "Complete" below.

INSTRUCTIONS
 Please view the amount due and select one of the three payment types listed below.

CASH OR CHECK
 ESCROW
 CREDIT CARD

CREDIT CARD INSTRUCTIONS
 The maximum amount allowed to be paid by credit card is \$494.99. If paying by credit card, please complete your payment before clicking the complete button.
 You can pay online with a credit card by going to <http://egov.seminolecountyfl.gov/Click2GovBP/>.

1. Click on "Select Permit".
 2. Select an option: "Application Number", "Street Address", or "Parcel" and enter the information for the option you chose then click "Submit".
 3. Click on "View Application Fees". Select the fees you need to pay then click "Pay Now".

NOTE: You will be charged a \$3.00 convenience for each processed credit card transaction.
 Contact us at bpcustomerservice@seminolecountyfl.gov or call (407) 665-7050 for any questions.

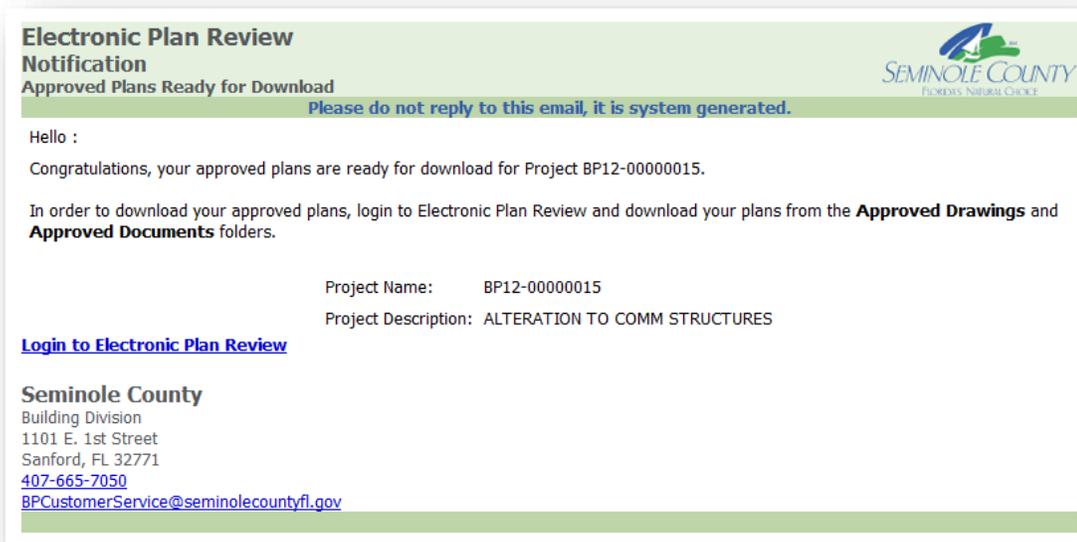
IMPORTANT:
 For credit card users, follow the instructions shown and complete your payment now **before** clicking "Complete".
 Cash or check payments shall be made **after** clicking "Complete".
 Escrow payments will be handled internally **after** clicking "Complete".

When done selecting and/or making payment, click "Complete".

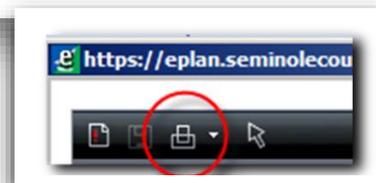
Complete



- In certain circumstances, it is necessary for County staff to collect more information from you at the end of the Plan Review process and prior to final approval. This requires the completion of a new “Additional Requirements” task.
- After payment for the building permit has been processed internally, you will receive an email notification that your approved plans and documents are available for download in the Approved Drawings and/or Approved Documents folder(s).



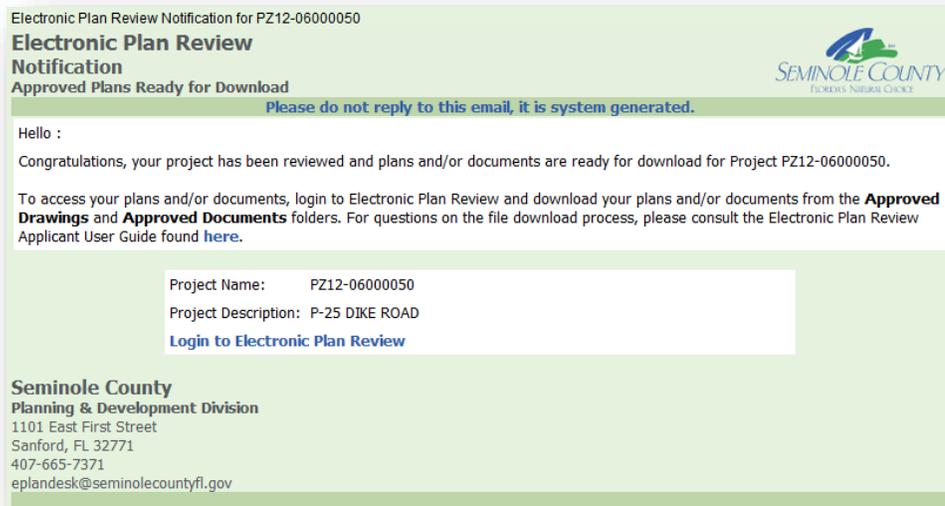
- The plans and associated specifications / documents need to be present on the jobsite. You can print files by opening them in the viewer window and clicking on the printer icon as shown.



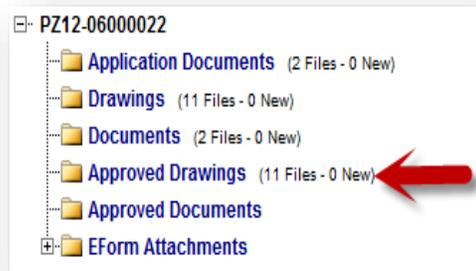
- NOTE: If you aren't able to print large scale plans, you will need to have the stamped plans printed at your local print shop. You can download all the files using the download icon  in the project window by the file thumbnails and save them to a digital storage location of your choosing.

Planning & Development Projects

- When the plan review is approved by all reviewers, you will receive an approval letter in writing via postal mail or email.
- If a Pre-Construction meeting is required for your project, scheduling instructions for this meeting will be included in the approval letter. Your Approved Drawings and/or Approved Documents will not be made available to you until the assigned Project Manager in the Planning & Development Division has been notified by the Public Works Development Inspections Team that a site permit was issued.
- When you receive the system generated email shown below, this is an indication that you have access to the Approved Drawings and/or Approved Documents and can download them.



- Click on Approved Drawings and/or Approved Documents folder to view/download/print the files.



Plan Revisions During Construction

After your plans have been approved and construction has begun, sometimes changes arise that require a formal revision to the approved drawings and a restart of the original workflow.

For Building Permits, this is a [Revision After Issuance](#) (RAI). Send an email from the ePlan project dashboard using the  button to the Submissions Group notifying them of the need for a RAI.

For the Planning and Development Division, this is a [Construction Revision](#).

For both Divisions, ensure you send in the appropriate Revision Request forms as required in each Division's web page under the Forms sections and note any payment requirements.

1. Once the Submissions Group reviews the request, the project will be re-opened and returned to the applicant with an Applicant Upload Task.
2. Name any revised drawings as indicated earlier in this guide being careful to name them the same as they were in the last upload with the addition of the Construction Revision # as a prefix on the file name (for example: **CR1 001 Cover Sheet**, **CR1 002 Notes/Index**, etc.)
3. Upload form(s) including a detailed description of the change and all the revised plans and/or documents and complete your task.
 - For the Planning and Development Division, it is necessary to submit the Construction Revision Request Form and make full payment for the Construction Revision before the submittal will be routed for review through the workflow.
 - For the Building Division, payment must be made at time the revision approval is received by the applicant.
4. The review process of the plan revision will begin and the approval process outlined earlier in this guide will take place. The stamped plan revisions will need to be printed and present on the jobsite.

ePlan Reports

The Seminole County ePlan system has reports that are useful to Applicants. These reports can provide you with real-time updates on the status of your permit or development project.

The Building Division Planning and Development and Development Reviews all post to the following reports as part of their plan review.

IMPORTANT! These reports are not considered final until you have received an Application Task back requesting further corrections:

Electronic Plan Review

Project and Workflow Reports for BP16-00007160

View	Report Name	Report Type	Report Description
	Current Project - All Emails Sent Detailed Rep...	Project	All Emails Sent Detailed Report
	Current Project - All Emails Sent Summary Re...	Project	All Emails Sent Summary Report
	Current Project - All Files Report	Project	All Uploaded Files Report
	Current Project - All Group Users	Project	All Project Group Users
	Current Project - All Uploaded Files with Shee...	Project	All Uploaded Files with Sheet Sizes
	Current Project - Files Viewed By Date	Project	Files Viewed By Date
	Current Project - Folders Entered By Date	Project	Folders Entered By Date
	Current Project - Project Markups Listing	Project	All File Markups Listing
	Current Project - Submissions Comments	Project	All Project Group Users
	Current Project - Unpublished Files	Project	Unpublished Files
	Current Project - Users Entered By Date	Project	Users Entered By Date
	Workflow - Checklist Report (Not Met Items O...	Project	Checklist Report (Not Met Items Only)
	Workflow - Checklist Report	Project	Checklist Report (Met and Not Met)
	Workflow - Department Review Status	Project	Department Review Status
	Workflow - Routing Slip	Project	Workflow Routing Slip
	Workflow - Task Time Report	Project	Task Time Report

Navigation: [Previous] [Next] [Home] [End]

Security Timeout

Due to security and resource concerns, the system will automatically sign you out after 90 minutes of inactivity. When you are ready to resume working with the system, click any button on the ePlan screen. The system will automatically load the sign-in page for you. You can also close the web browser window and reload the sign-in page manually in a new browser window. To do this enter the following web address in your browser: <https://eplan.seminolecountyfl.gov/epr>.