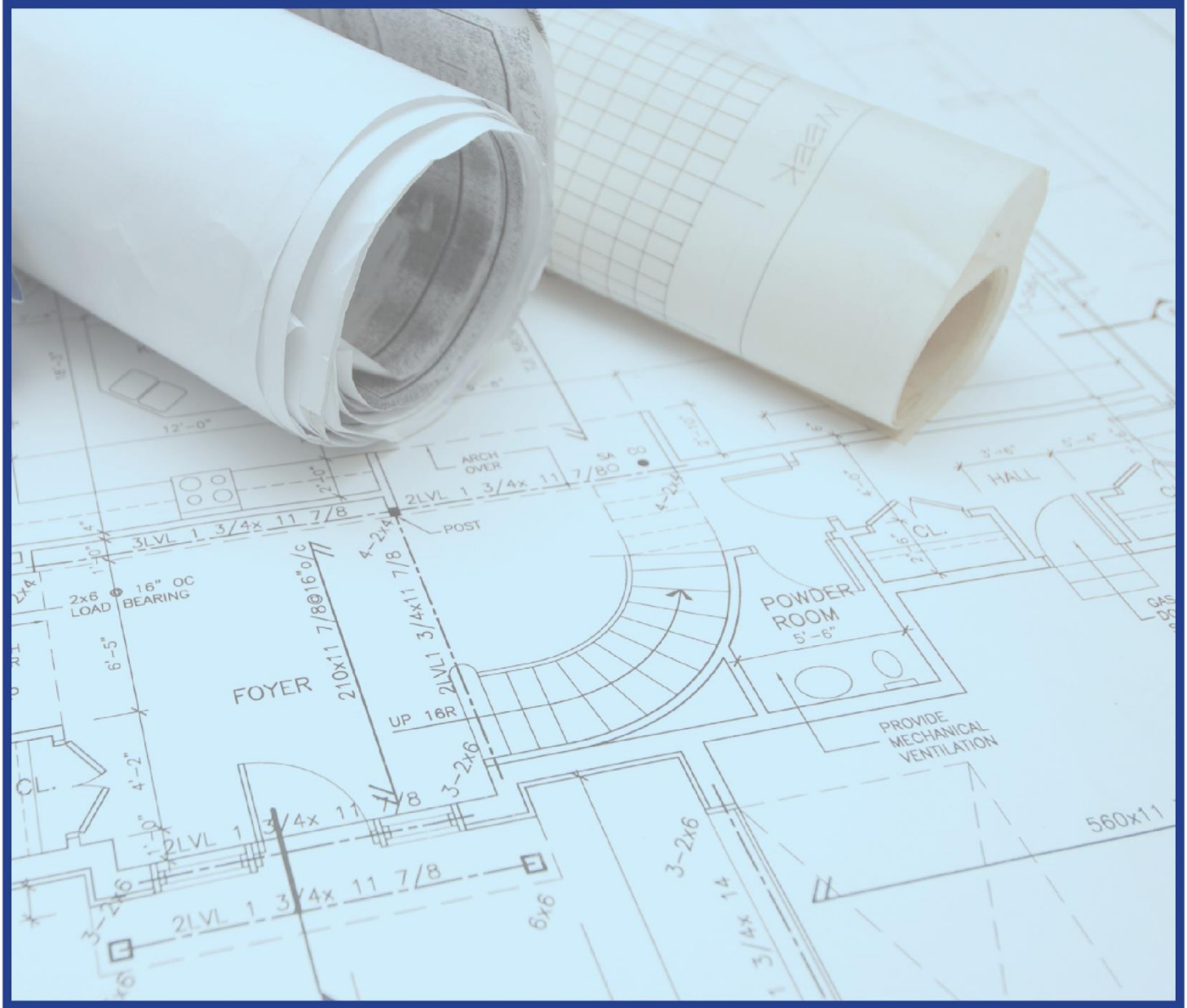
SEMINOLE COUNTY
FLORIDA'S NATURAL CHOICE

Electronic PLAN REVIEW



Applicant User Guide

DEVELOPMENT SERVICES DEPARTMENT

Table of Contents

Introduction to ePlan and link to video tutorials……..... 2
Electronic Plan Submission……..... 3-8
Access…… 3
Browsers You Can Use and Installing the Required ePlan Components when using IE ……. 3
Logging In…… 3-6
Learning ePlan Resources…… 4
Making Application…… 4
Sample ePlan Invitation email…….. 4
Existing Users…… 6
The Nature of a Task Driven eFile System…… 6
NEW! Applicant Upload Task…….. 6
Communicate with the County in Writing Using the Permit or Project Email …….. 6
Building Division Applicant Tasks…… 7
Planning Division and Development Review Division Applicant Tasks…… 8
Standards…….. 9-16
Plan File Naming……..... 9
File Type…….. 10
Design Professional Seals and Signatures…….. 11-12
Folder Structure…… 13
Graphic Scale……..... 13
File Sheet Size and Orientation…… 14
Standard Colors for Markups and Changemarks…… 15-16
Status Codes by Division…… 16
Uploading Plan Drawings and Documents…… 17-19
Applicant Upload Task……..... 19
Pre-screening…… 20-21
Pre-screening Has Been Returned…… 20-21
Change Requests and Plan Resubmit ……... 22-28
Accepting the Applicant Resubmit Task ……... 22-23
Markups and Changemarks …… 23-26
Outside User Access …… 27
Uploading Corrections and Completing the Applicant Resubmit Task…… 28
Approval …….. 29-31
Plan Revisions During Construction……..... 32
ePlan Reports……... 33
Security Time Out…… 33

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.stml

   - 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!

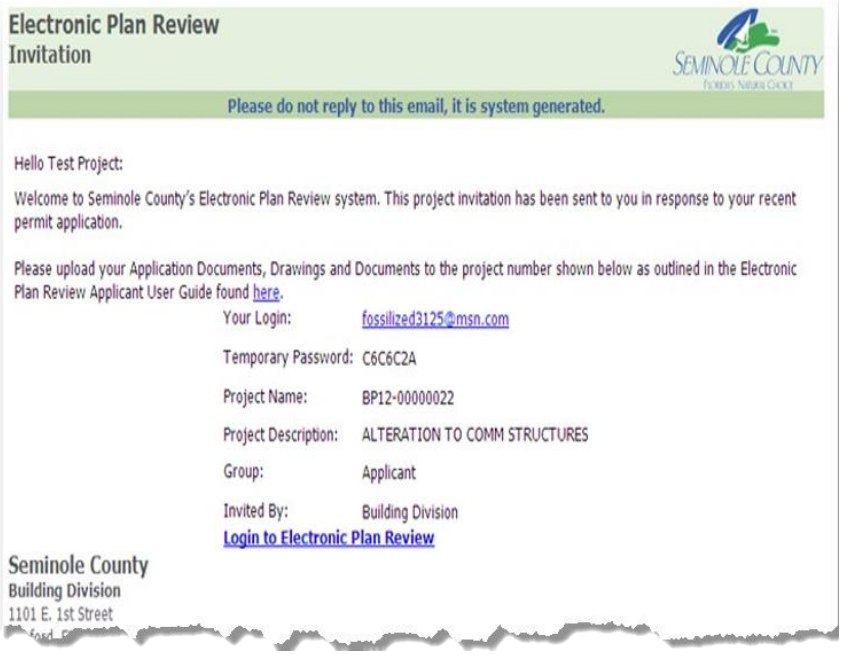
- **Building Permits:** review the available video tutorials, or the "How to Apply for Your Permit Online" guide for instructions on submitting an application online.
- **Planning & Development and Development Review projects:** please visit the "Electronic Plan Review" webpage for instructions on submitting 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 BPOnline* (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.



Electronic Plan Review
Invitation

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

Hello Test Project:

Welcome to Seminole County's Electronic Plan Review system. This project invitation has been sent to you in response to your recent permit application.

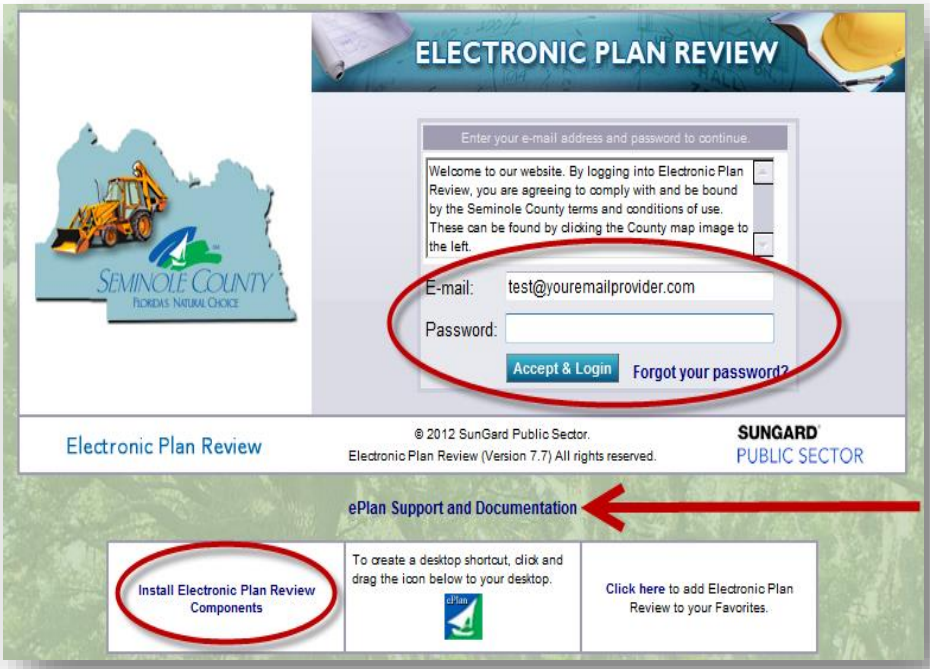
Please upload your Application Documents, Drawings and Documents to the project number shown below as outlined in the Electronic Plan Review Applicant User Guide found here.

Your Login:	fossilized3125@msn.com
Temporary Password:	C6C6C2A
Project Name:	BP12-00000022
Project Description:	ALTERATION TO COMM STRUCTURES
Group:	Applicant
Invited By:	Building Division

Login to Electronic Plan Review

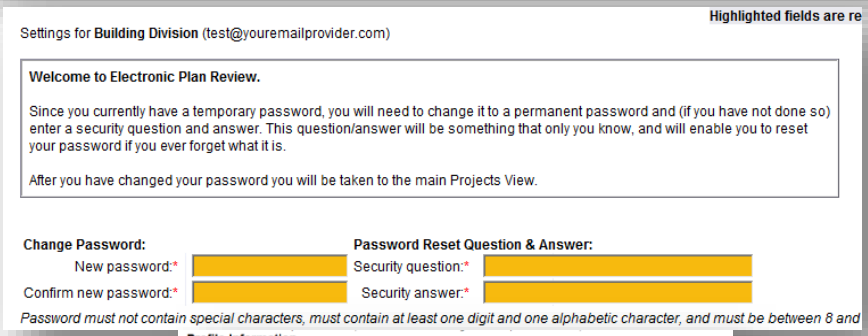
Seminole County
Building Division
1101 E. 1st Street

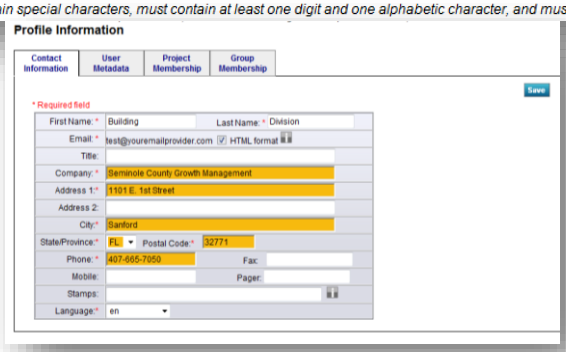
After the login screens opens, enter your email address and temporary password provided in that email. Click the "Accept & Login" button shown in the image of the login screen shown below. Then you will be prompted to complete your profile and create a new password.



TIP!

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





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.

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**. 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 Email button> then Add Topic > Choose a "Category" from the dropdown list> Enter a "Subject"> Enter a Description> Click Save & Prepare Email > Scroll to select the **Submissions Group only**.

Building Division Applicant Tasks:

Applicant Task Name	Task Explanation / Description
Applicant Upload	This is the first task you will receive on a new ePlan Permit Application Request submitted through BPOnline. The following is required; • 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" If you do not complete the task it will **NOT** be returned to the Building Division for the initial pre-screen processing.
Corrections Complete	If you receive this task, it means you have additional items or questions required to begin the Pre-screen Review. The following is required; • 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 "Complete" button If you do not complete the task it will **NOT** be returned to the Building Division for further Pre-screen Review.
Applicant Resubmit	If you receive this task, it means you have corrections required for the plans you previously submitted. • 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" If you do not complete the task it will **NOT** be returned to the Building Division for plan review.
Additional Requirements	If you receive this task, it means the permit application submittal has been updated and additional items are required, prior to permit issuance. • 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. If you do not complete the task it will **NOT** be returned to the Building Division for review.
Payment Selection	When you receive this task, it means your permit is ready for issuance, upon receipt of payment. • 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. If you do not complete the task it will **NOT** be returned to the Building Division for permit issuance.
*****You will receive an EMAIL NOTIFICATION when your permit is issued and then you must download your permit package from the Approved Documents and/or Approved Drawings folders required for the jobsite.*****	

Planning and Development & Development Review Applicant Tasks:

Applicant Task Name	Task Explanation / Description
Applicant Upload	This is the first task you will receive on a new ePlan Application. • 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" If you do not complete the task it will **NOT** be returned to the Planning Division for the intial pre-screen processing.
Corrections Complete	Pre-screen Review results advising you of additional items required from you prior to beginning the review process. • 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 If you do not complete the task it will **NOT** be returned to the Planning Division for further Pre-screen Review.
Applicant Resubmit	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. • 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 • Click **all three buttons**, and then click "Complete" If you do not complete the task it will **NOT** be returned to the Planning Division for further plan review.
*****You will receive an EMAIL NOTIFICATION when your project is approved and then you <u>must</u> download your Documents and/or Drawings from the Approved folders. This will occur following the Pre-construction meeting for site plans and subdivisions*****	

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. All drawing file names will begin with a 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). (DO NOT use any dates, special characters, quotations in your file names other than decimals.) File names shall not be longer than 70 characters as this can cause file upload issues.
5. 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.
6. 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.
7. 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

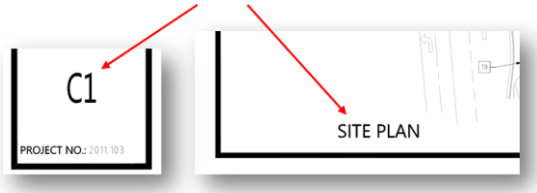
TIP!

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.

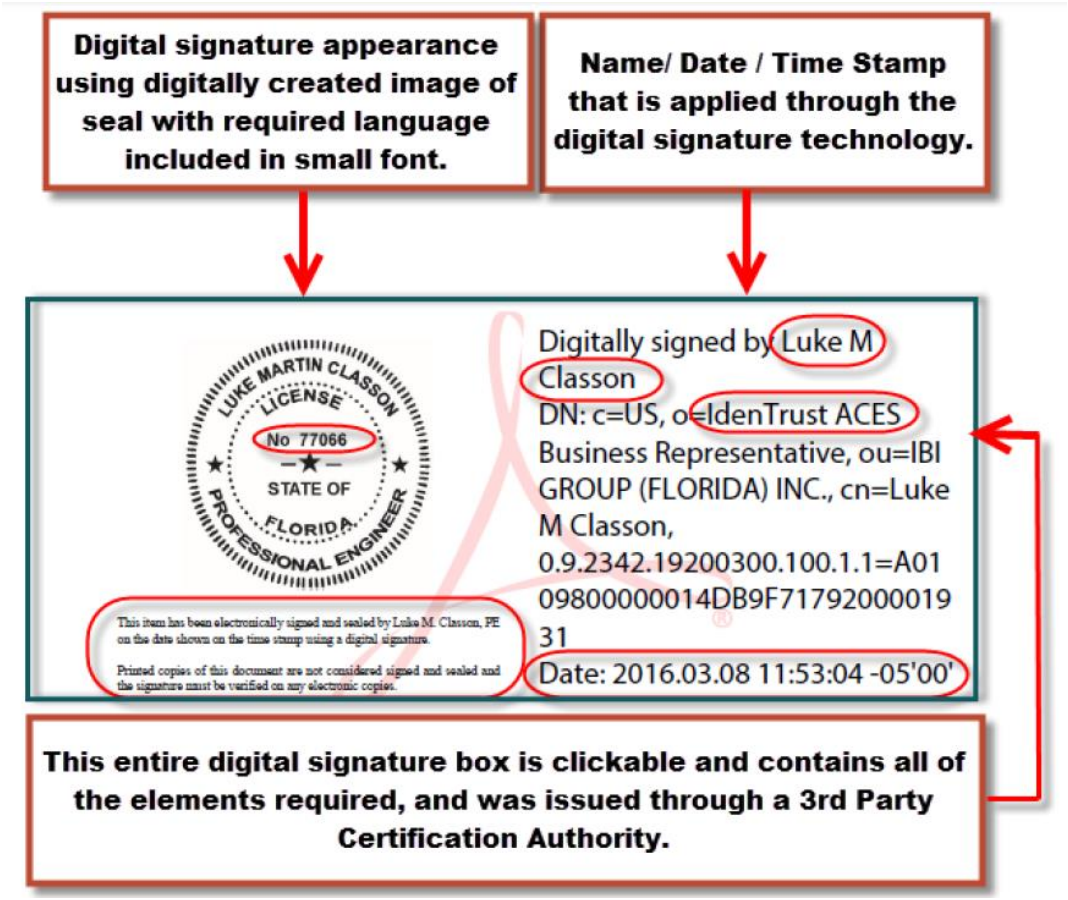
WHY VECTOR PDF'S?

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, and/or Professional Surveyor and Mapper license.

- 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 we 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, Landscapte Architects and Professional Surveyors and Mappers 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.

- 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 their digital signature certificate to be verified and distributed to appropriate review staff to add to their list of trusted certificates. 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.

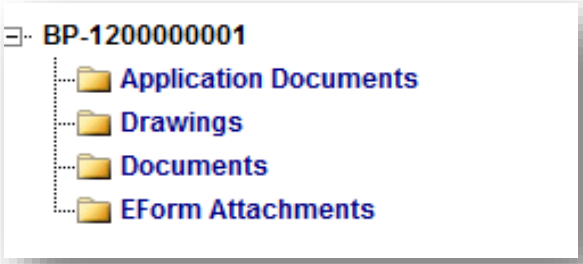
- A trusted 3rd party Certification Authority is a non-biased commercial entity that verifies the design professional's identity using various methods. Once the design professional's identity has been verified by the CA, the CA issues a digital signature security certificate also referred to as a digital ID to the design professional for a fee. The digital signature has both a Private and Public Key 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.

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.

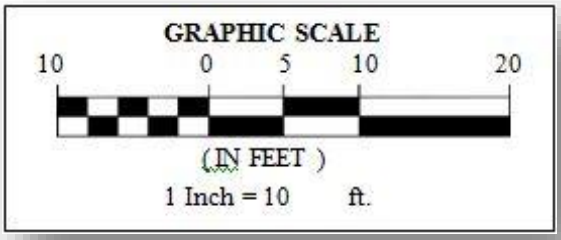
Folder Structure Standards



- 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

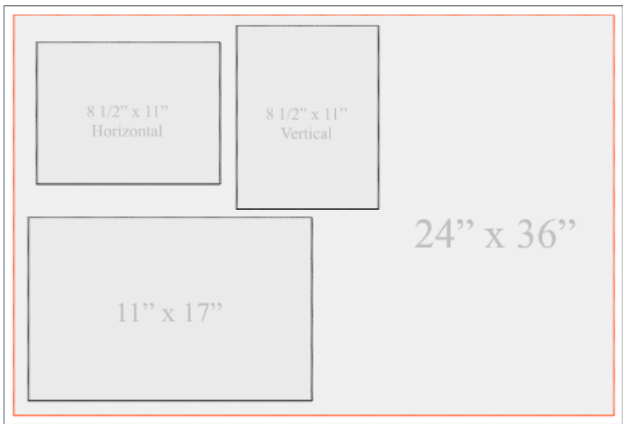
- For Development Projects, all drawing files must be drawn and formatted for a minimum landscape 24" x 36" sheet file, except Plats which are drawn to a 20"x24" sheet file. Any exceptions must be approved by the Planning & Development Division.

- 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.

- Plan pages shall be saved and uploaded in landscape orientation as individual single page files.

- 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 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)
- Changemarks are created to quickly identify a markup and associated comments.
- 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

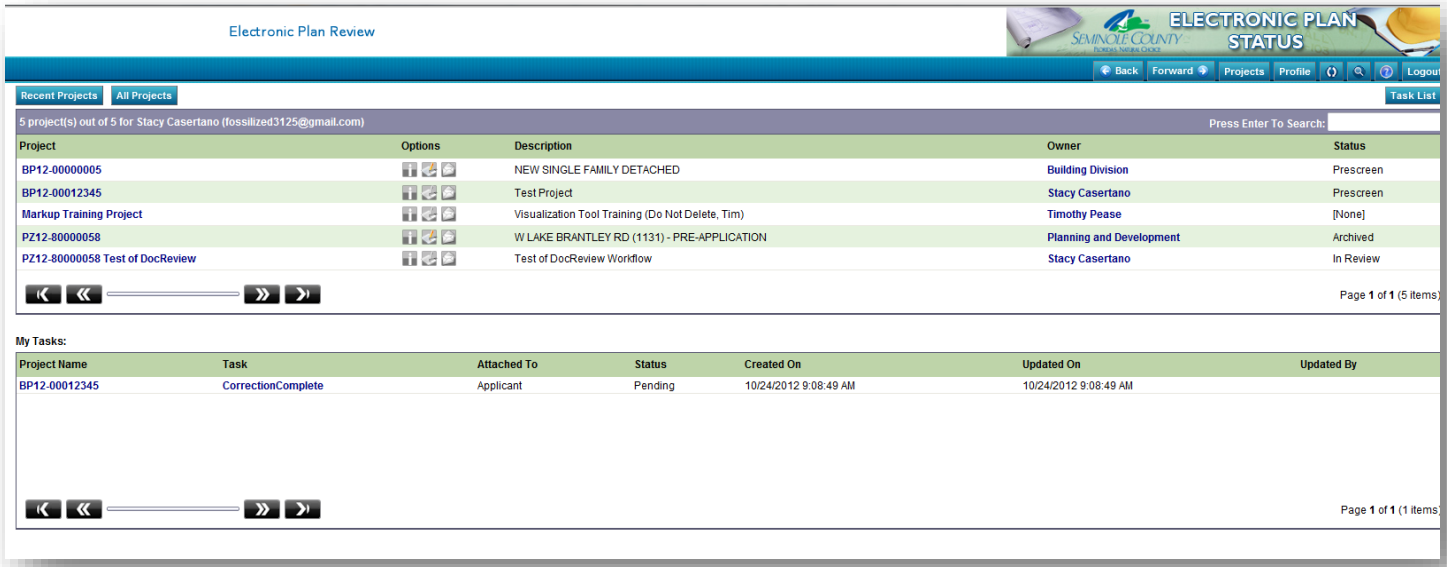
REVIEW AGENCY	MARKUP NAME – Reviewer Initials	CHANGEMARK TITLE	MARKUP COLOR
Arbor	ARBOR	ARBOR 01-Issue Name	Green
Building	BLDG	BLDG 01-Issue Name	Orange
Electrical	ELEC	ELEC 01-Issue Name	Yellow
Fire	FIRE	FIRE 01-Issue Name	Red
Flood Prone	FLOOD	FLOOD 01-Issue Name	Blue
Fuel Tanks	TANKS	FUEL 01-Issue 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

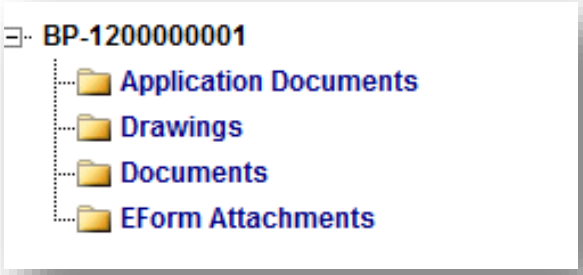
BUILDING DIVISION	PLANNING & DEVELOPMENT
PC = PRE-SCREEN AND PLAN CHECK	**IN REVIEW** = IN PLAN REVIEW
PI = PERMIT ISSUED	**RESUBMIT REQUEST** = APPLICANT RESUBMIT TASK ISSUED
AP = APPROVED (AWAITING UPDATING)	**RESUBMITTAL** = NEW REVIEW CYCLE IN PLAN REVIEW
DN = PERMIT COMPLETED	**BATCH STAMP** = PROJECT 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

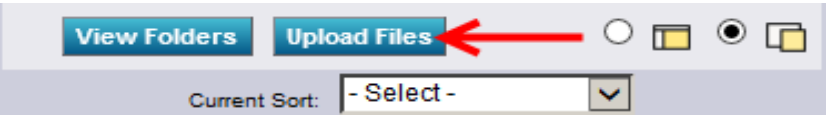
1. When you have successfully logged in to ePlan, the "Project" screen will display. Any projects for which you have access will display in this list. Any outstanding tasks that require your action are displayed in the "Active Task List" area below the project list and or via the Task Lists button. Select 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).



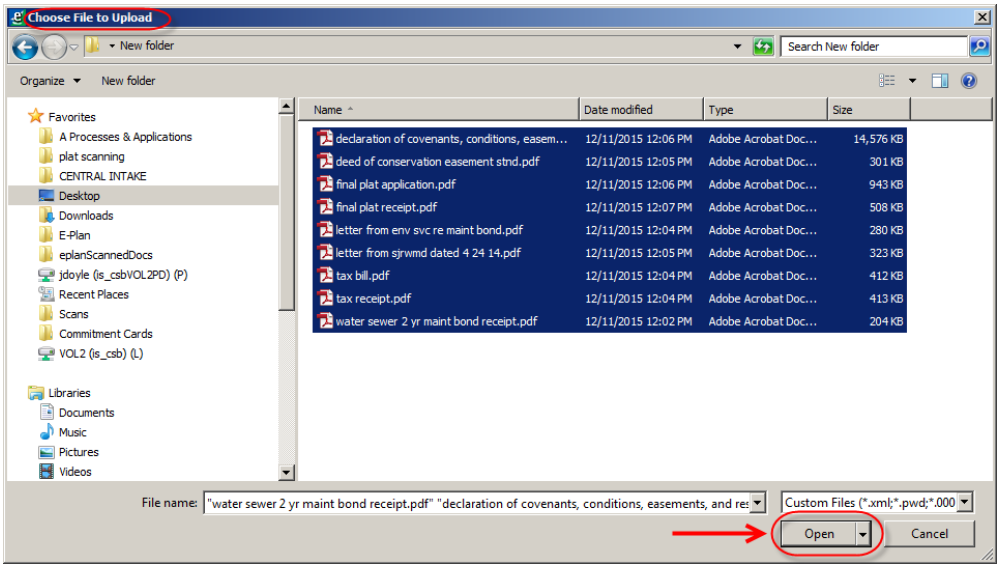
2. Click the "Drawings" folder name to upload your plans or the "Documents" folder name to upload supporting plan documents or the "Application Documents" folder name for all forms related to the project application. Follow the prompts for uploading your plans and documents.

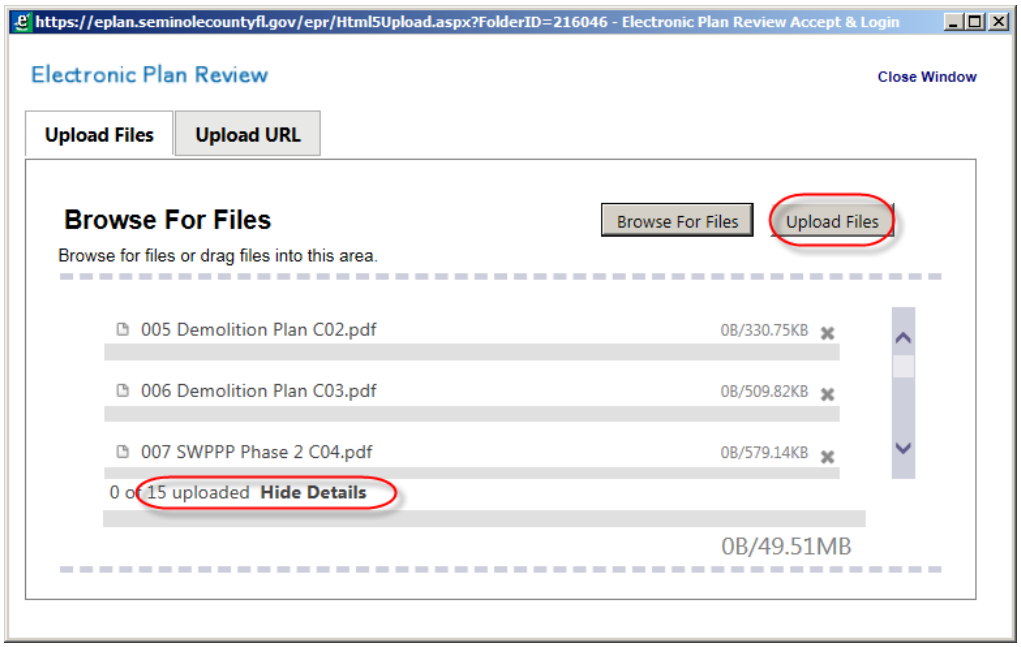


3. Click the "Upload Files" button located in the top left margin area within the given folder.



4. 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.

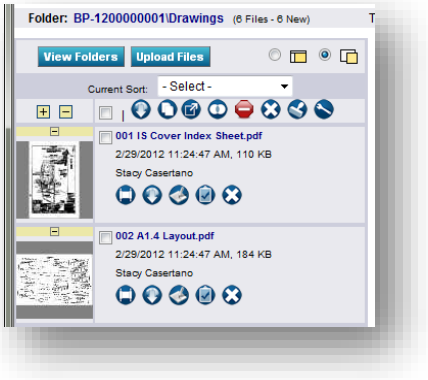




NOTE: Seminole County requires that all <u>drawings</u> be uploaded as individual files. It is best if uploaded in landscape orientation.

All <u>documents</u> 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.

7. A visual "X" or triangle with an exclamation point in the thumbnail image may indicate there is an issue with the file. Conact the County to assist you if you see these symbols in place of file thumbnails **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.
   b. For workflows started prior to April 4th, please send an email notification to the County using the email

button in the project dash board window.

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).

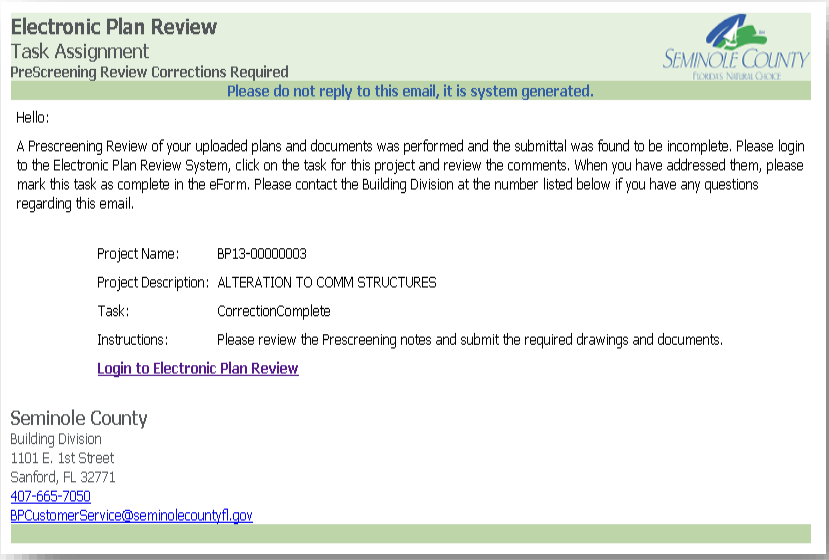
Pre-screening

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.
-



Electronic Plan Review
Task Assignment
PreScreening Review Corrections Required
Please do not reply to this email, it is system generated.

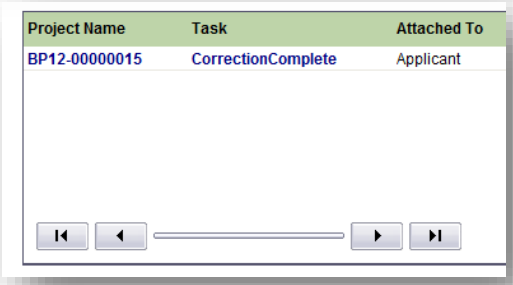
Hello:

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 Building Division at the number listed below if you have any questions regarding this email.

Project Name: BP13-00000003
Project Description: ALTERATION TO COMM STRUCTURES
Task: CorrectionComplete
Instructions: Please review the Prescreening notes and submit the required drawings and documents.
Login to Electronic Plan Review

Seminole County
Building Division
1101 E. 1st Street
Sanford, FL 32771
407-665-7050
BPCustomerService@seminolecountyfl.gov

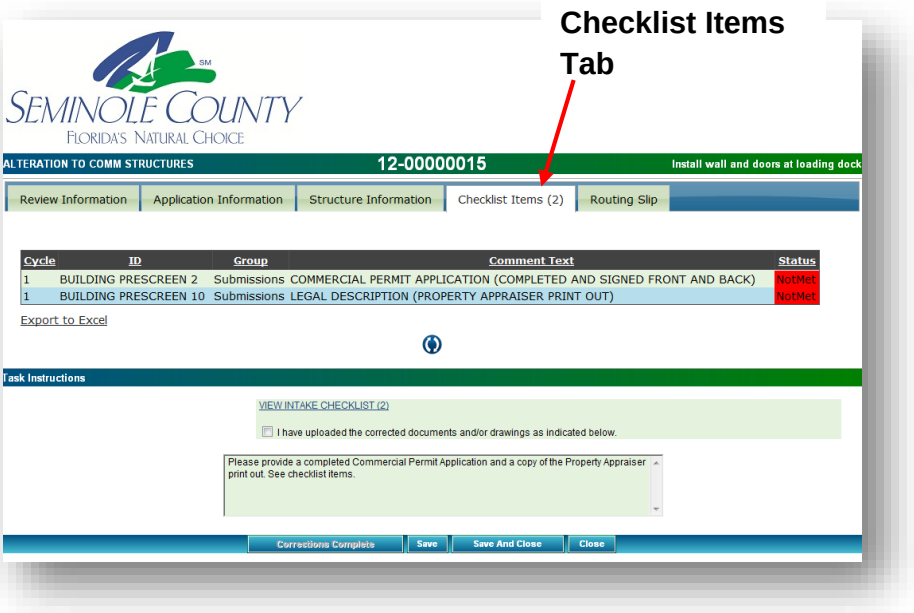
1. Login to Electronic Plan Review. Find the project and associated task in the Task List, click the "CorrectionComplete" task name and accept it. The task eForm will open. <u>Do not sign off on the eForm until your have completed your upload</u>. Doing so closes you out of the folders and sends the County a task to perform.



Project Name	Task	Attached To
BP12-00000015	CorrectionComplete	Applicant

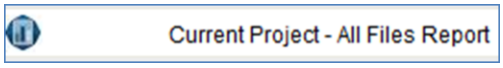
2. Review the checklist items (if any) by clicking on the Checklist Items tab and look for and read any items listed in the Task Instructions text box. Click the "Save And Close" button at the bottom of the screen until you are ready to upload missing or corrected drawings and/or documents.

Task eForm Instructions text box

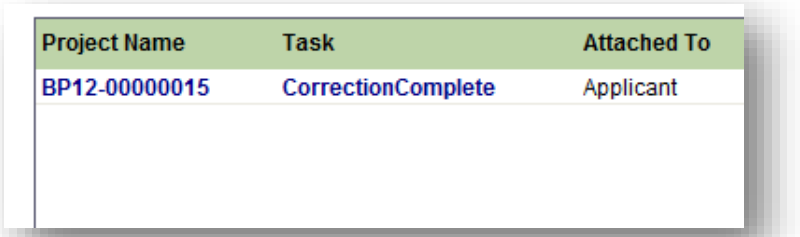


3. After you have identified the missing or corrected drawings and/or documents to upload, click on the Project Name to open the project page.
4. Upload the drawings and/or documents as instructed earlier in this guide.
5. Click on the "Task List" button in the project view and select the "CorrectionComplete" task in the Task List section.

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



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



Project Name	Task	Attached To
BP12-00000015	CorrectionComplete	Applicant

6. 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.

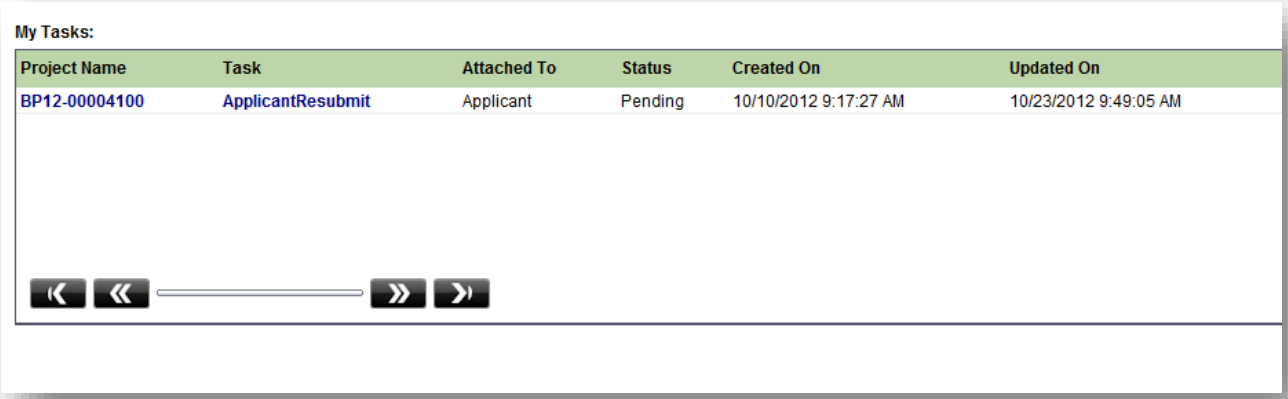
Change Requests and Plan Resubmit

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.

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.



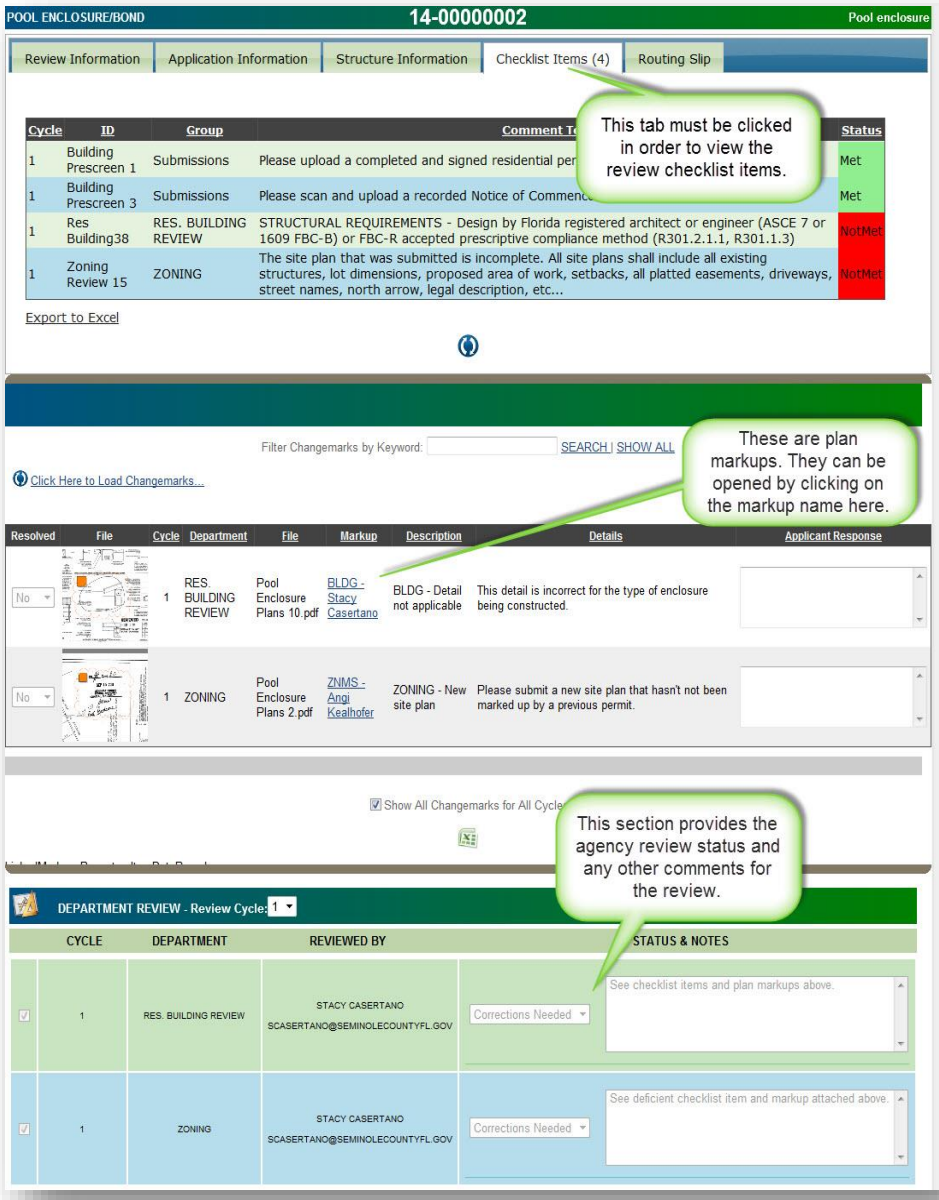
My Tasks:

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

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.)

5. 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.

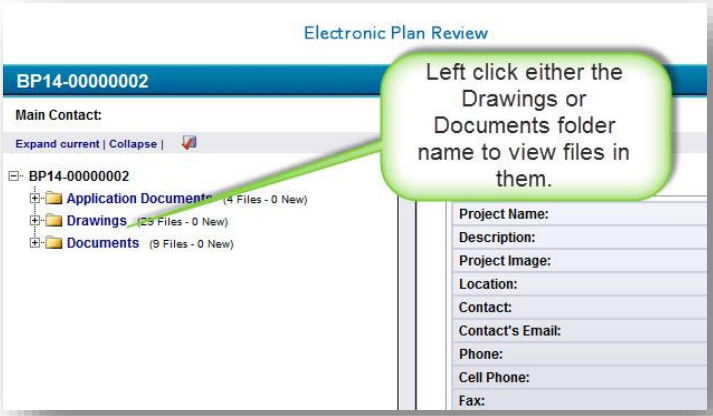


6. Click on the “Save And Close” button at the bottom to exit the eForm.

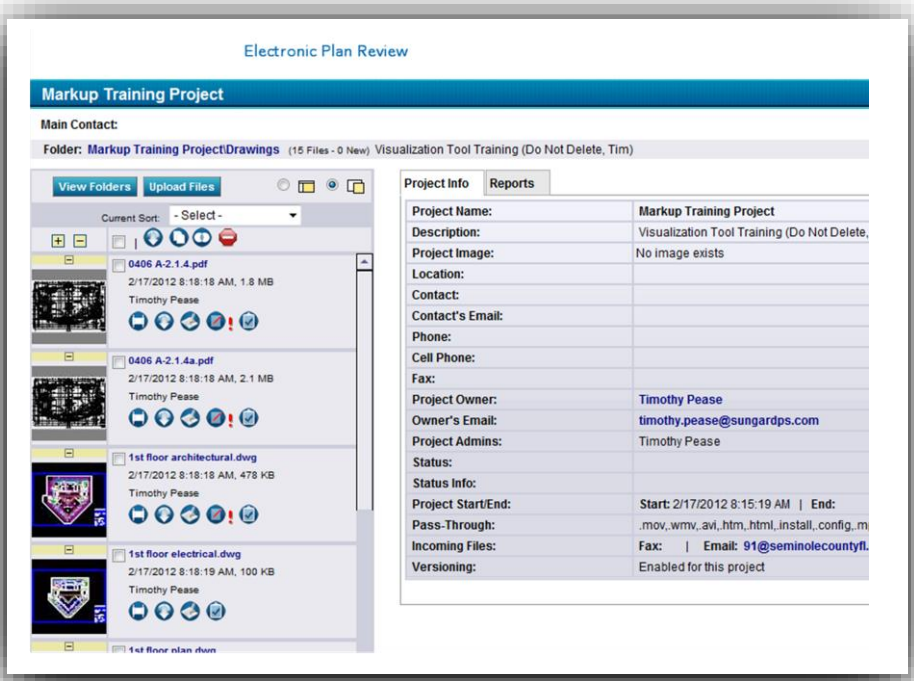
7. Once you have made all corrections, are finished uploading and ready to submit your corrected drawings/documents back to Seminole County for further review re-open this task and scroll to the bottom and click the “Complete” button.

How to Open Markups on Files in an Open Folder:

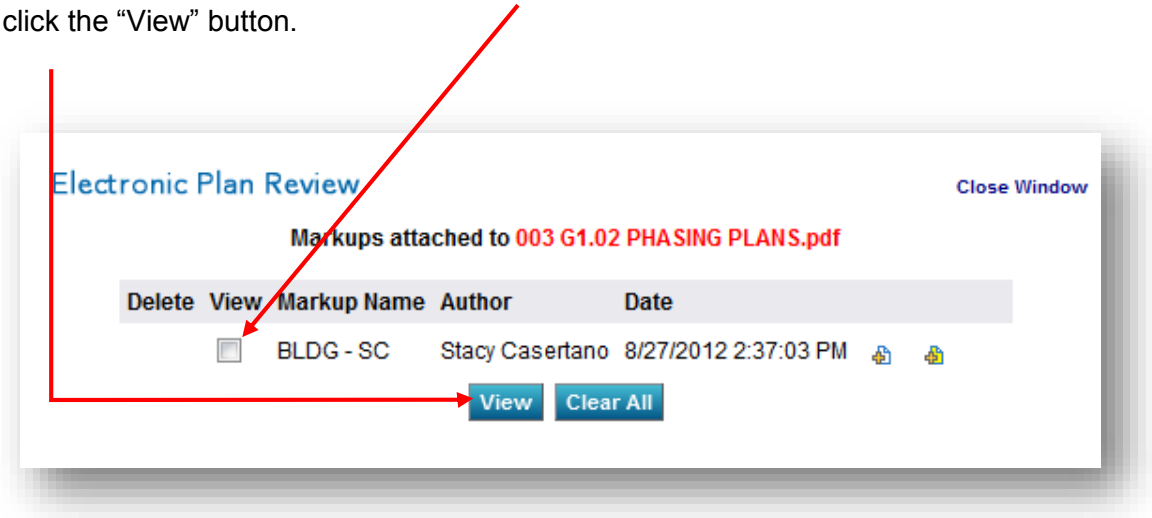
1. Click the folder name.



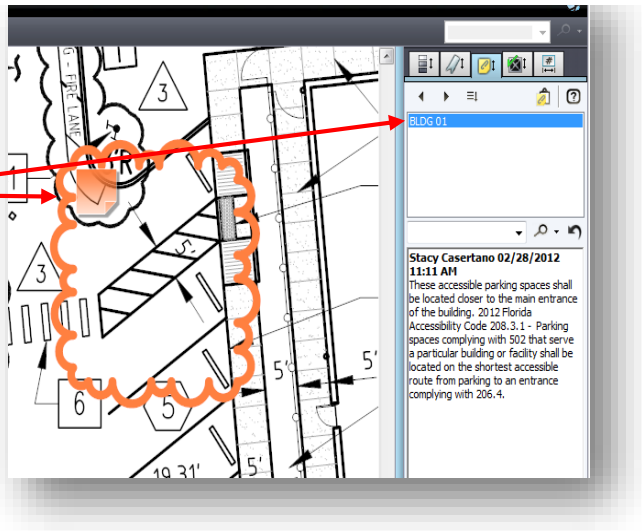
2. Click the markups icon to open the list of markups made by review staff that are attached to the file.



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



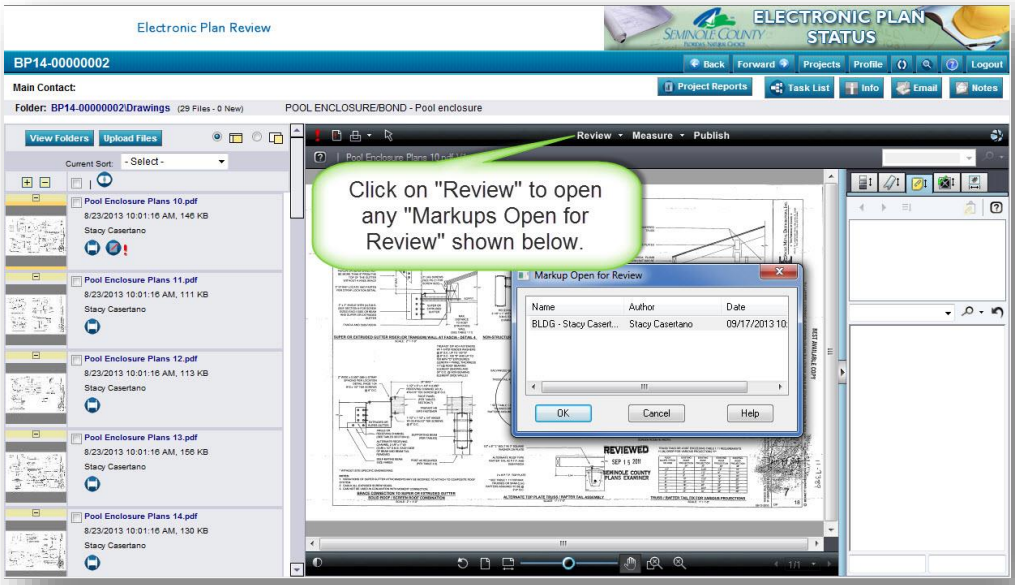
Sample Changemark with the corrective instructions.

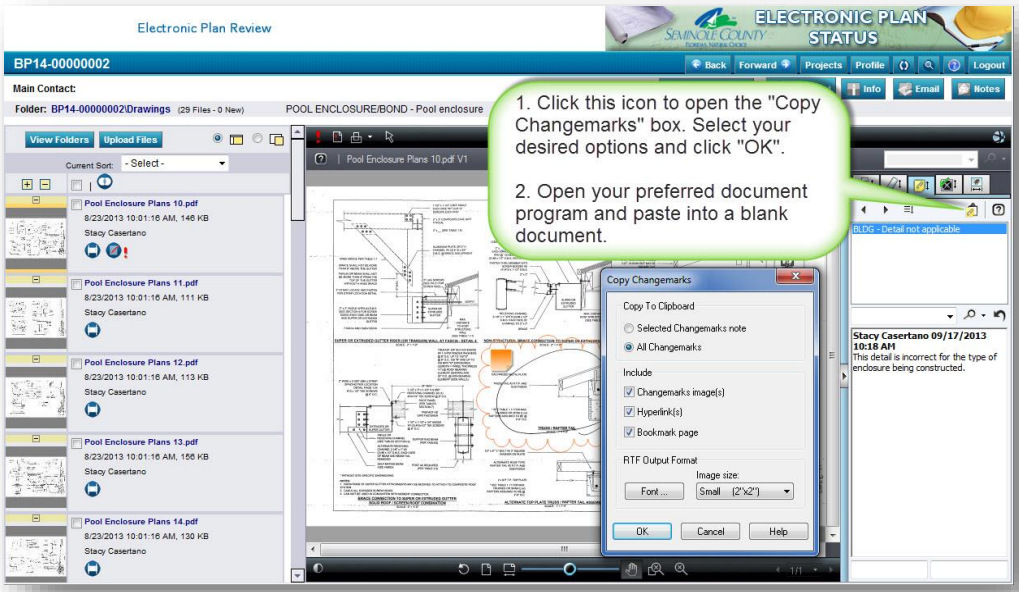


How to View and Export Markups on an Open File:

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).



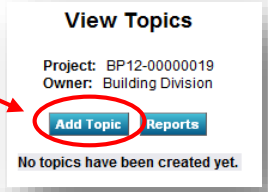


Outside User Project Access

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 Email icon near the top right corner of the ePlan window.

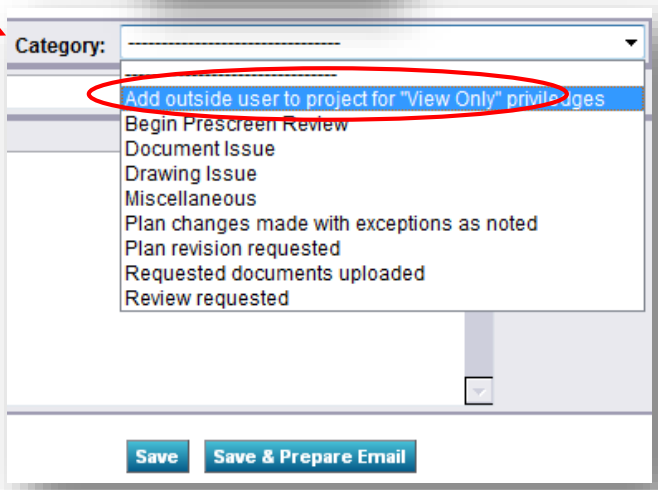
2. A window will pop up; click the "Add Topic" button.

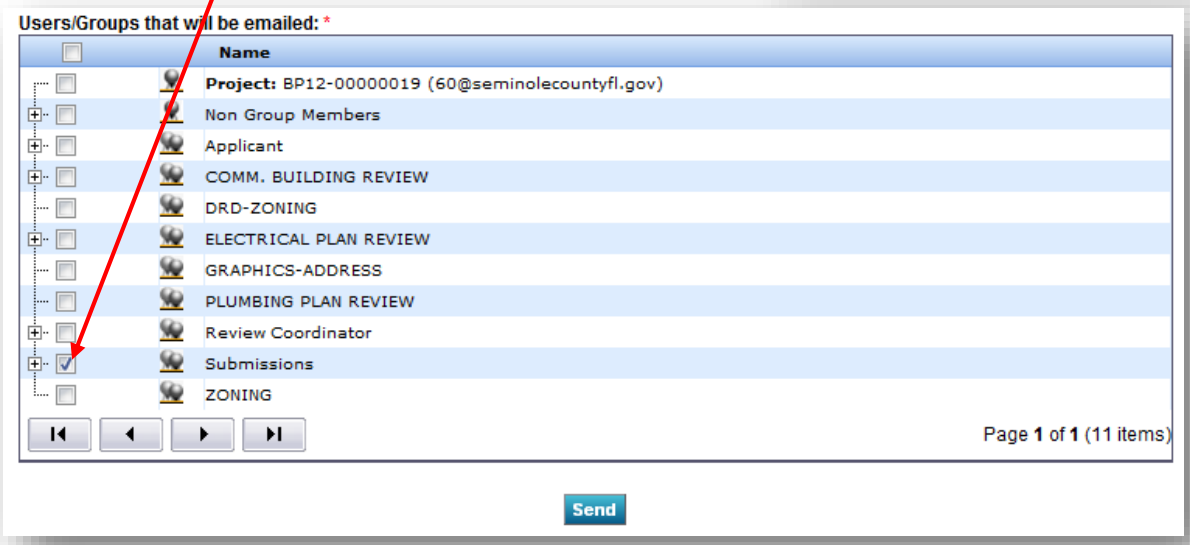


3. Select the "Add outside user to project for "View Only" privileges" Category from the drop down menu.

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).

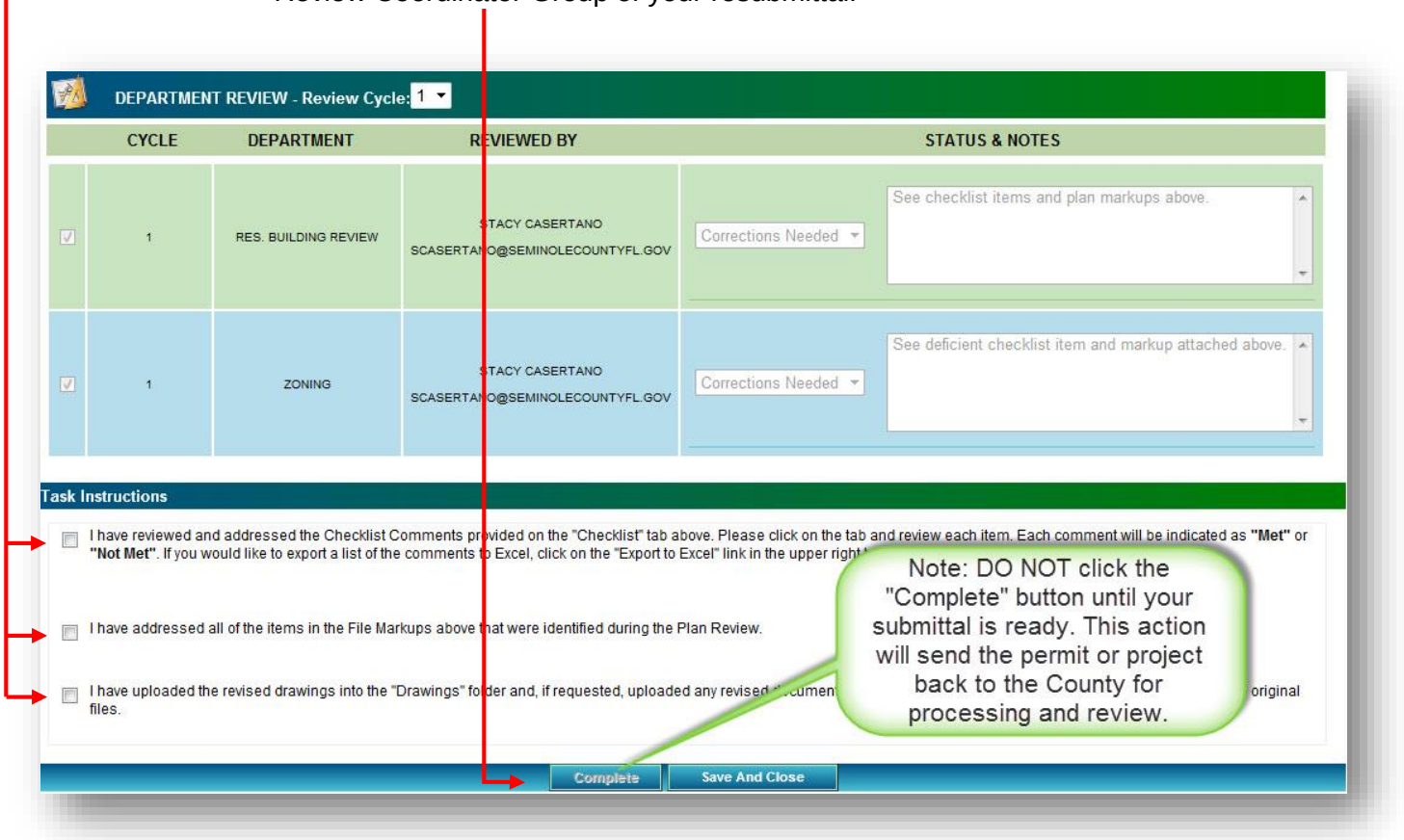
2. Ensure that the corrected drawings retain the EXACT same file name, size and orientation as the originals.

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.

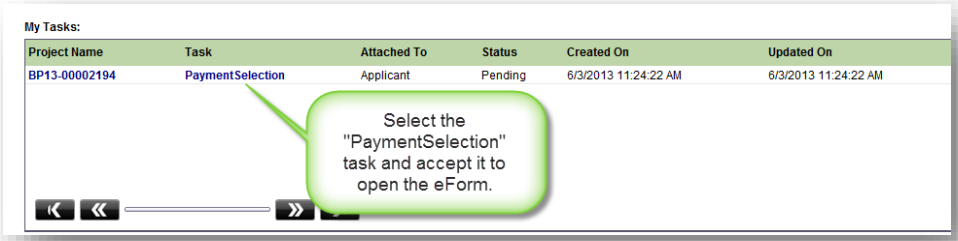
   - Confirm you have completed all task steps by <u>reading and checking</u> each box.
   - Click the "Complete" button. **<u>IMPORTANT</u>**: Without completing this step, you're application **<u>WILL NOT</u>** move forward in the review process. This action will notify the Review Coordinator Group of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

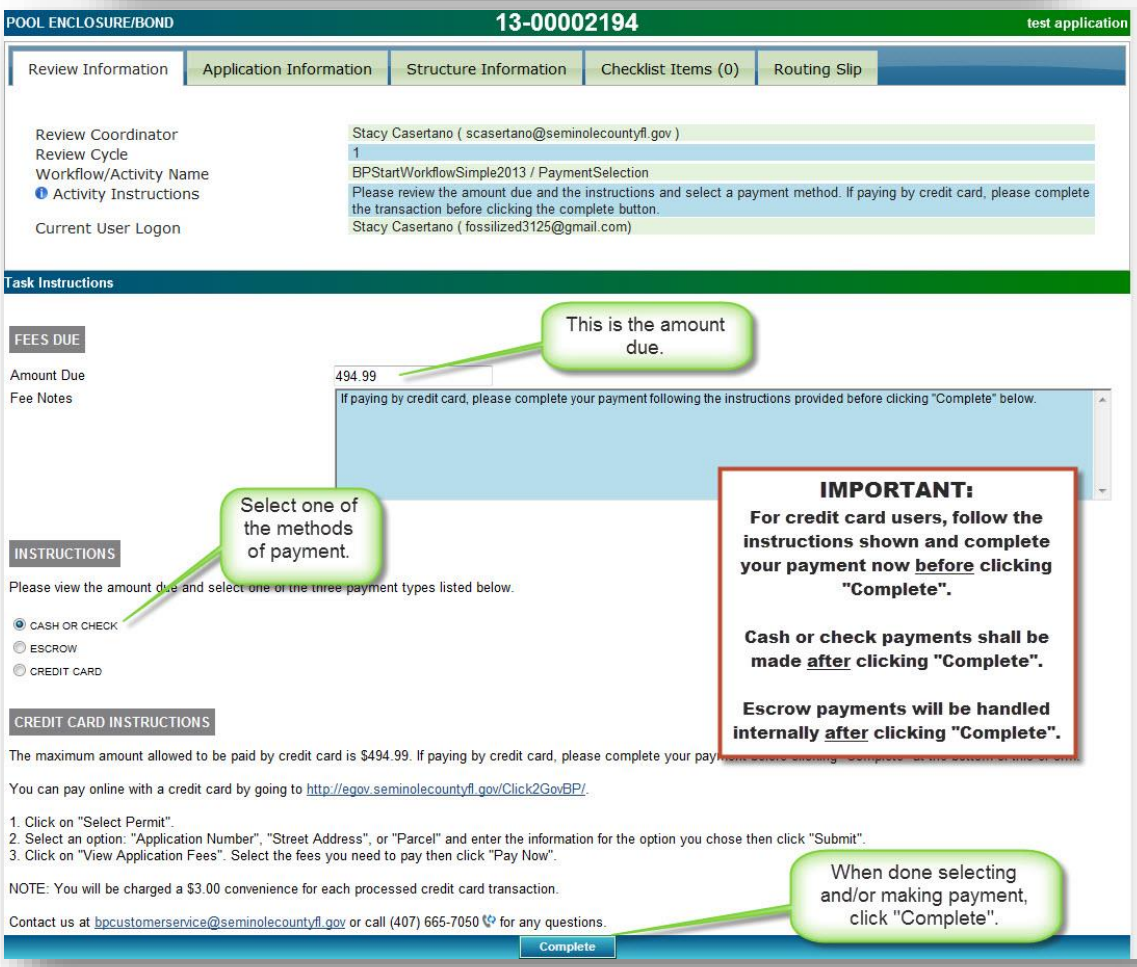


Approval

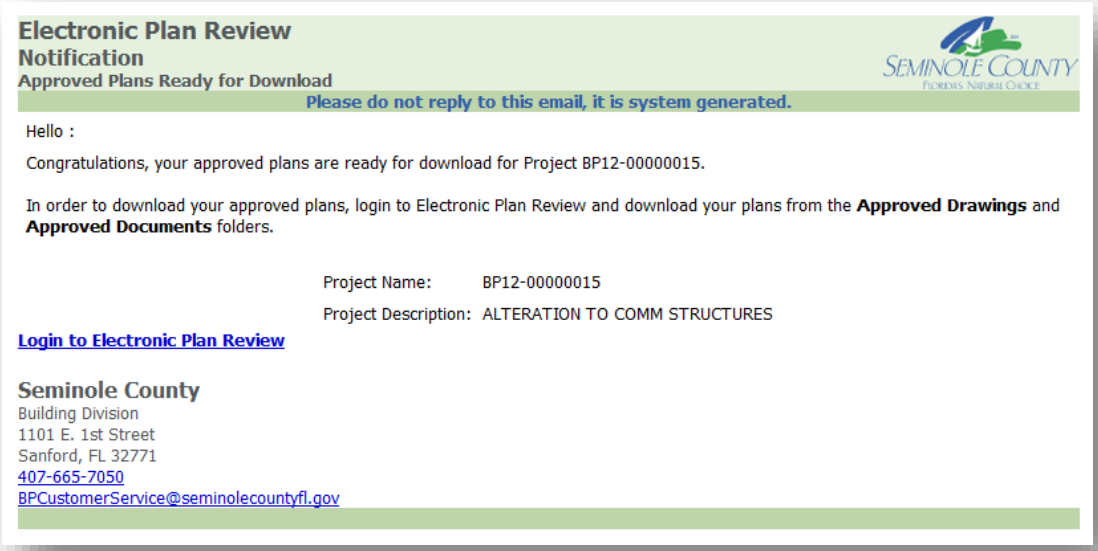
Building Permits

- 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).





- 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).



Electronic Plan Review
Notification
Approved Plans Ready for Download

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

Hello :

Congratulations, your approved plans are ready for download for Project BP12-00000015.

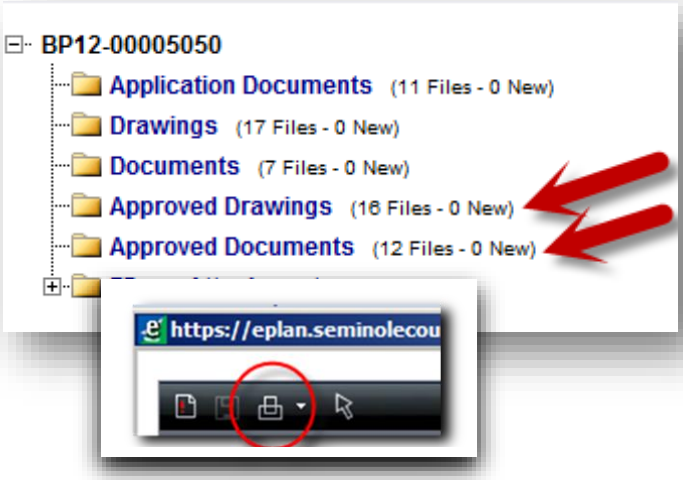
In order to download your approved plans, login to Electronic Plan Review and download your plans from the **Approved Drawings** and **Approved Documents** folders.

Project Name: BP12-00000015
Project Description: ALTERATION TO COMM STRUCTURES

Login to Electronic Plan Review

Seminole County
Building Division
1101 E. 1st Street
Sanford, FL 32771
407-665-7050
BPCustomerService@seminolecountyfl.gov

- 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.



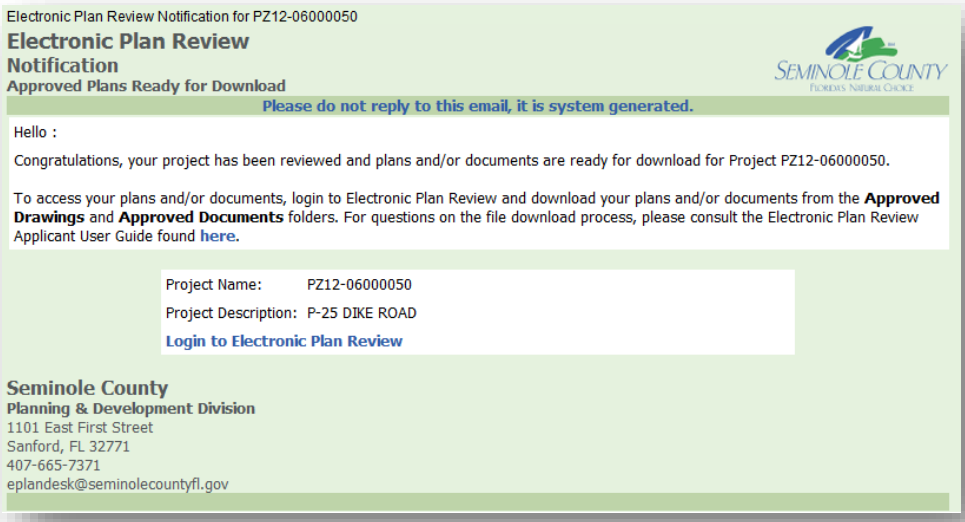
- NOTE: If you aren't able to print large scale plans, you will need to have the stamped plans printed at your local print shop. You can download all the files using the download icon in the project window by the file thumbnails and save them to a digital storage location of your choosing.

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.


Electronic Plan Review Notification for PZ12-06000050

Electronic Plan Review
Notification
Approved Plans Ready for Download

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

Hello :

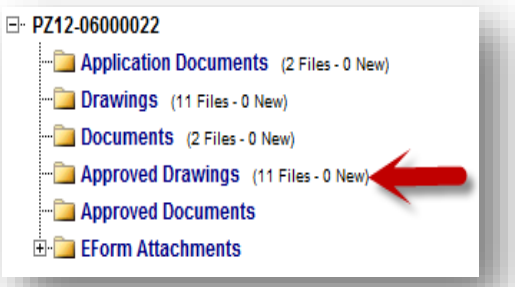
Congratulations, your project has been reviewed and plans and/or documents are ready for download for Project PZ12-06000050.

To access your plans and/or documents, login to Electronic Plan Review and download your plans and/or documents from the **Approved Drawings** and **Approved Documents** folders. For questions on the file download process, please consult the Electronic Plan Review Applicant User Guide found here.

Project Name: PZ12-06000050
Project Description: P-25 DIKE ROAD
Login to Electronic Plan Review

Seminole County
Planning & Development Division
1101 East First Street
Sanford, FL 32771
407-665-7371
eplandesk@seminolecountyfl.gov

- 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 dash board 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.

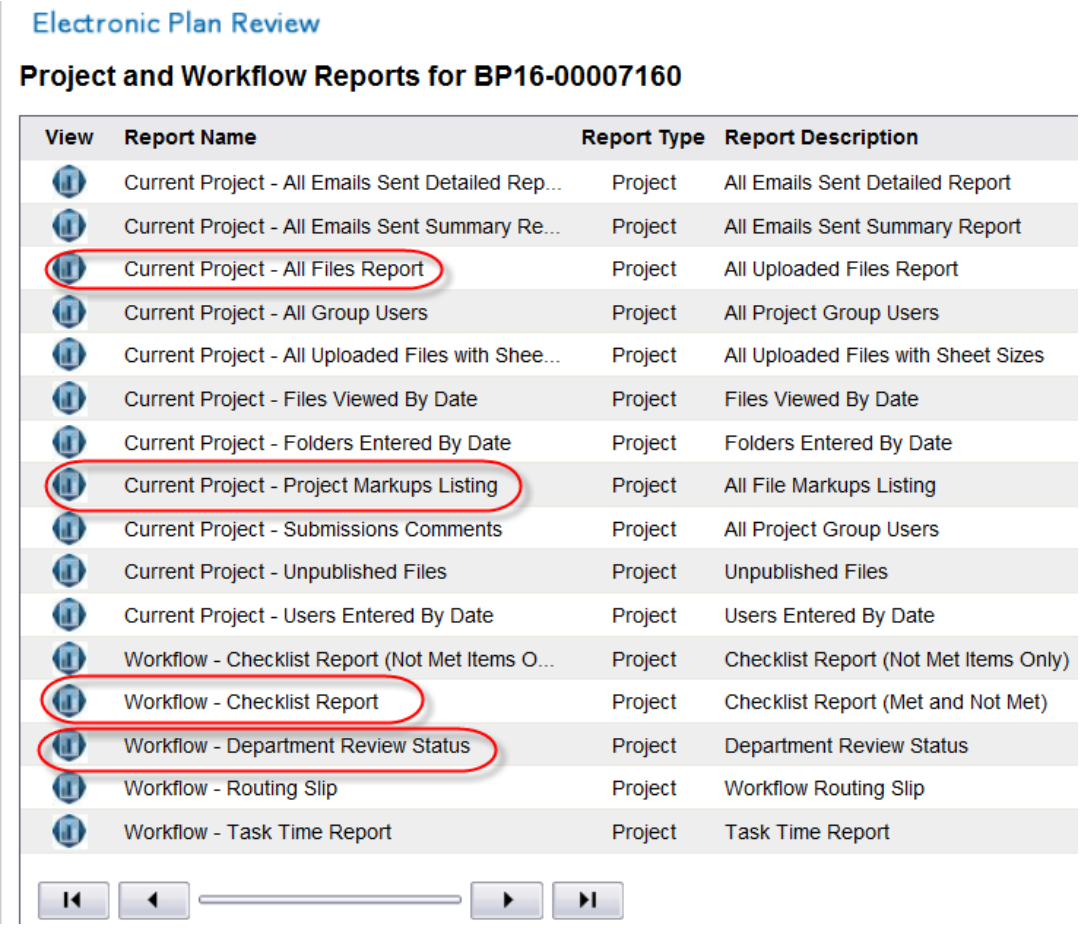
4. The review process of the plan revision will begin and the approval process outlined on earlier in this guide will take place. The stamped plan revisions will need to be printed and present on the jobsite.

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

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.