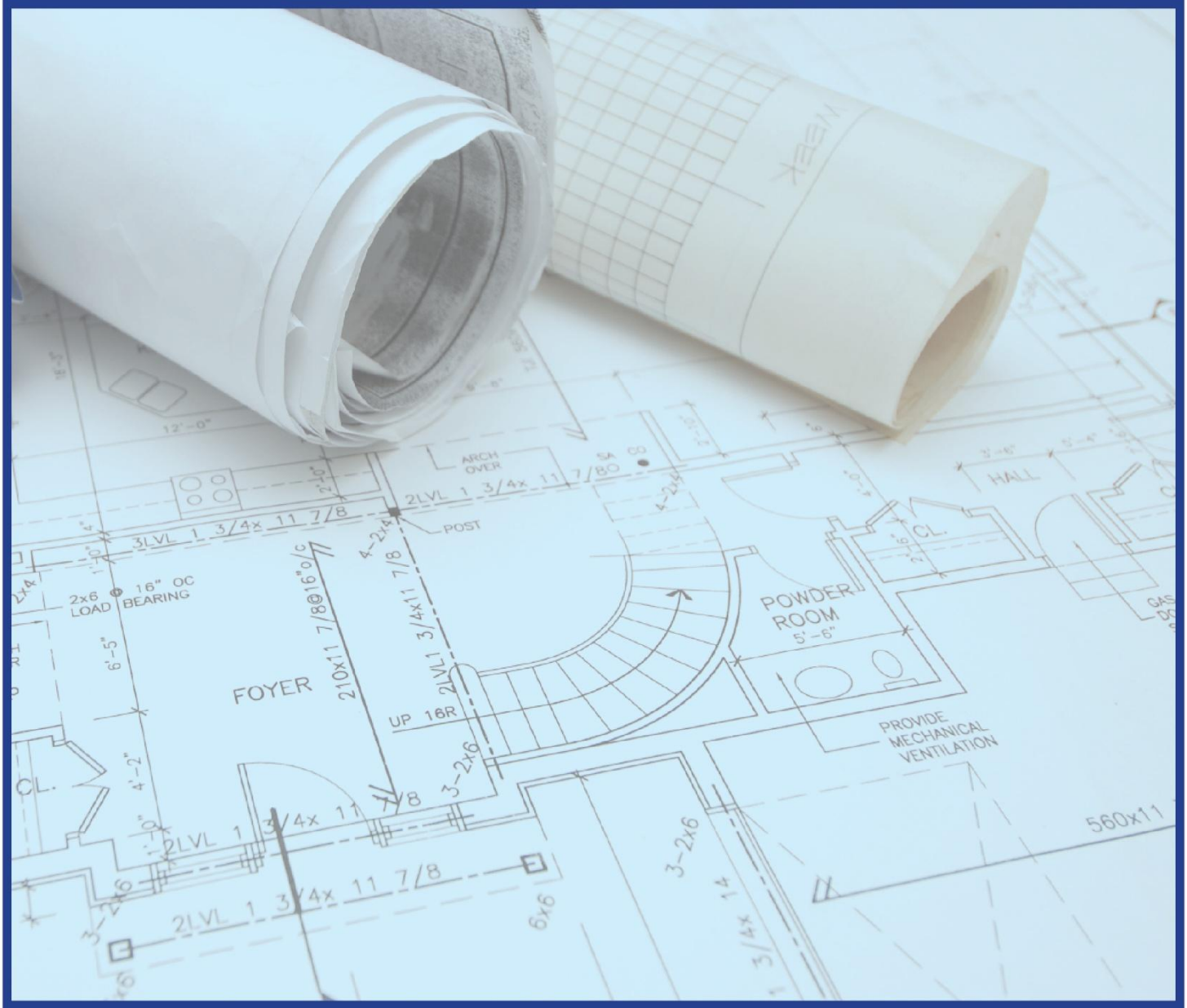
SEMINOLE COUNTY
FLORIDA'S NATURAL CHOICE

Electronic PLAN REVIEW



Applicant User Guide

DEVELOPMENT SERVICES DEPARTMENT

Table of Contents

Introduction to ePlan..... 2

Electronic Plan Submission..... 3-11

ePlan Review Invitation..... 3

Installing the Required ePlan Components..... 4

Logging In..... 4-5

Standards..... 6-11

Plan File Naming..... 6

File Type..... 7

Design Professional Seals and Signatures..... 8-9

Folder Structure..... 10

Graphic Scale..... 10

File Sheet Size and Orientation..... 10-11

Uploading Plan Drawings and Documents..... 12-14

Notifying Submissions to Begin Prescreening..... 15

Security Timeout..... 16

Prescreening..... 16

Prescreening Has Been Returned..... 16-18

Change Requests and Plan Resubmit 19-25

Accepting the Applicant Resubmit Task 17-18

Markups and Changemarks 20-22

Outside User Access 23

Uploading Corrections and Completing the Applicant Resubmit Task..... 25

Approval 28

Building Permits - Completing the Payment Selection Task..... 28

Building Permit Approval..... 29

Planning & Development Project Approval..... 30

Plan Revisions During Construction..... 31-32

Introduction to ePlan

Electronic Plan Review (ePlan) is a web-based solution that allows plans for Building Permits and Development Projects to be submitted electronically, replacing the traditional paper-based review 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 basic 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 System Administrator in one of the following divisions:

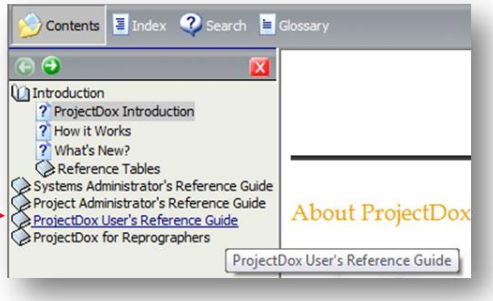
Development Services Department

Planning and Development Division
407-665-7371
eplandesk@seminolecountyfl.gov

Building Division
407-665-7050
bpcustomerservice@seminolecountyfl.gov

ePlan Web Address
https://eplan.seminolecountyfl.gov/epr

NOTE: In addition to this user manual, please reference the help documentation available within the ePlan Review Web portal for further assistance.



Electronic Plan Submission

Please complete the following prior to getting started:

- For **Building Permits**, review the "How to Apply for Your Permit Online" guide for instructions on submitting an application online. You **must receive an email invitation to use ePlan** before electronically uploading your plan drawings and documents.
- For **Planning & Development projects**, please visit the "Electronic Plan Review" webpage for instructions on submitting an application.
- Review the standards for naming your drawing and document files, sheet sizes, file formats accepted, etc. (**Review the entire "Standards" section of this guide.**)

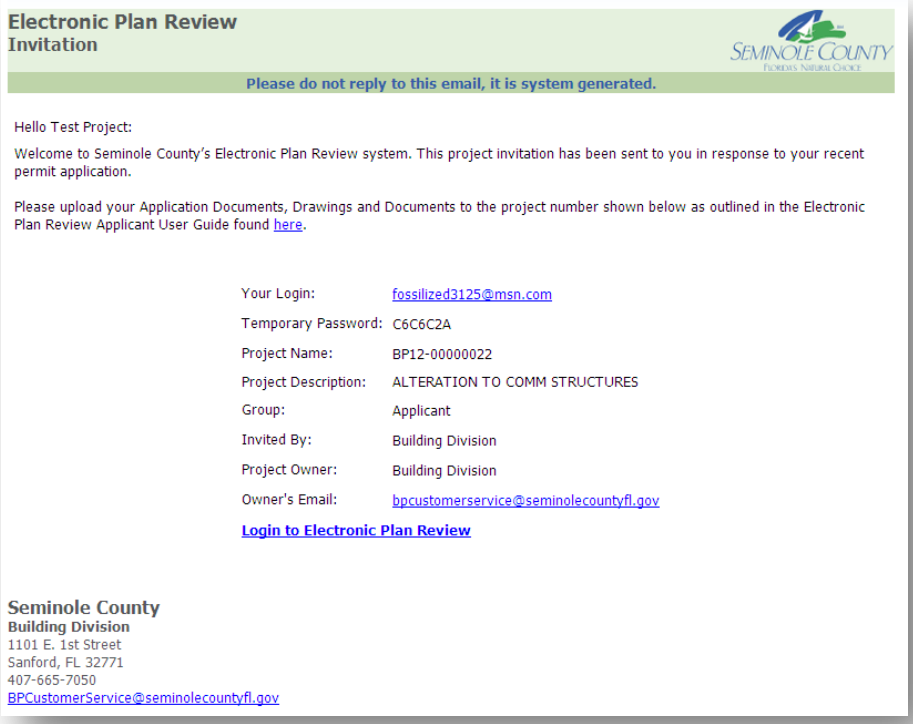
ePlan Review Invitation Email

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.

TIP!

ePlan is designed to function using Internet Explorer (IE).

In addition, limited functionality is now available using (Chrome, Firefox, and Safari) without the need to install ePlan Review software components.



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
Project Owner:	Building Division
Owner's Email:	bpcustomerservice@seminolecountyfl.gov

Login to Electronic Plan Review

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

Logging In

New Users First Time Login (Internet Explorer Users)

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.

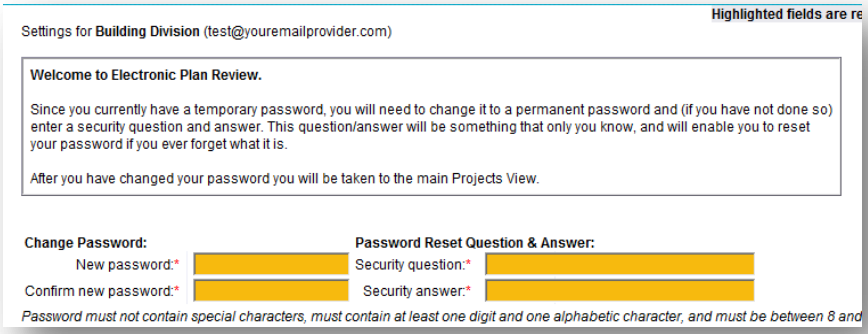
   - The login page has an MSI (Microsoft Silent Install) component required to install Electronic Plan Review ActiveX controls when using Internet Explorer (see image below). This installation will only need to be done once; if you utilize a different computer, it will require another installation of the components for that computer.

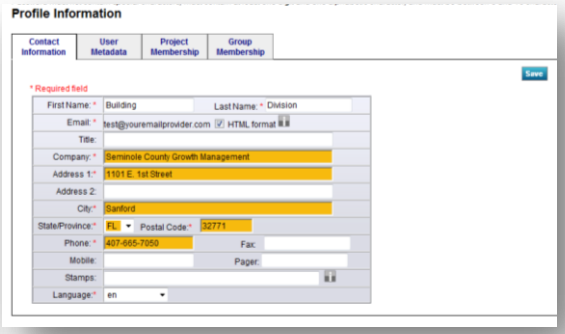
TIP!

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

2. To sign in, enter your email address and temporary password provided in the invitation email. Click the "Accept & Login" button shown in the image of the login screen above.

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





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.

TIPS!

Passwords are case-sensitive!

Utilizing a generic email account that can be accessed by multiple designated staff within a company is preferred to prevent later system access issues by your team members. However, keep in mind that doing so limits Seminole County's ability to determine who may have taken certain actions within the customer's tasks in the ePlan site.

Standards

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 file names will begin with an ePlan three digit number that flows in sequence. Example: 001, 002, 003 etc. IMPORTANT NOTE: The plan Cover Sheet must always begin with 001 and the Index Sheet must always begin with 002 (unless combined with the cover sheet). (**DO NOT use any special characters or quotations in your file names other than decimals.**)
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.

TIP!

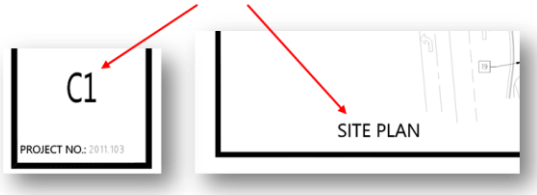
Use a decimal to insert a plan page into the existing plans in the order you wish it to appear.

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

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

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

001 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.

- 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?

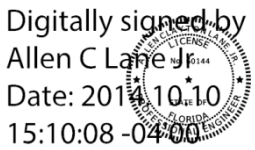
Vector based PDF's can be scaled by any amount without any degrading image quality. It allows the plans to be reviewed in a much higher level of clarity on a computer screen.

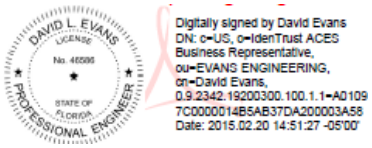
Digital Signatures - Design Professional Stamps and Signature Standards

- Digital signatures are permitted by the State of Florida Administrative Code that governs each design professional's 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) and contain an image representing the design professional's seal as described in the Florida Administrative Code and/or Florida statutes for each discipline, their license number and their name.

Here are two embedded Digital Signature Image Samples Contained in Seminole County Public Records:





- Files signed with a digital signature will have the digital signature applied to the file in such a way as it is visible and embedded in the originating PDF or DWF document. Scanned files of applied digital signatures are **not accepted** as valid.

- Digital signature certificates for Engineers cannot be self-validated / self-issued per the Electronic Signatures Act of 1996 and Chapter Florida Statute 668. Seminole County requires all design professionals to have certificates issued by a 3rd party CA.

- It is highly recommended that design professionals **provide their digital signature certificate in advance** before submitting their work to Seminole County. Doing so allows their digital signature certificate to be authenticated and distributed to appropriate review staff to add to their list of trusted certificates. Digital Signature Affidavit & instructions located here. This action does not preclude design professionals from signing their submitted work for final approval.

TIP!

It may take 1 to 2 weeks to have your identity verified and receive your digital signature certificate from the certification authority you have contracted with. Keep this in mind when planning to submit applications to Seminole County.

- 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 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.

- 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.

Electronic Signatures – Professional's Electronic Data Delivery System (PEDDS)

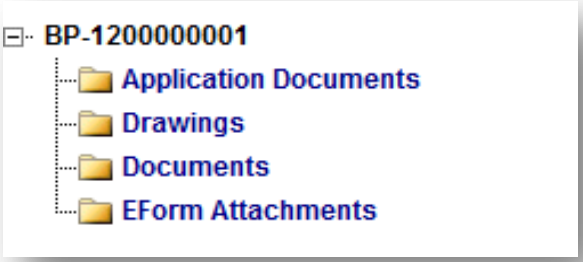
- **Effective June 30, 2015, the use of PEDDS 3.7 by design professionals as a paperless signing method expired.** This coincided with the Florida Department of Transportation's sunsetting of the PEDDS Client in favor of digital signature certificates issued by a 3rd party CA. FDOT will no longer provide technical support for the PEDDS Client.

- PEDDS is a free program that is used to electronically sign and seal documents and may be used in lieu of a digital signature on electronic files for **any permit or project applied for on or before June 30, 2015**. PEDDS does NOT place a visual indicator on the files and requires two hard copy reports be printed, signed and sealed. After signing and sealing the reports, they should be scanned with the following naming format: PEDDS [last name] [signing date]. The PEDDS reports should be uploaded to the "Documents" folder in the ePlan Review System by the ePlan Review applicant. The hard copies are to be retained by the design professional in their secure project folder structure for later access if necessary.

- PEDDS has the ability to authenticate a signing by interacting with the PEDDS client. If nothing on the project files has changed after the initial signing, the authentication process will yield a report indicating that no changes have been made since the last signing.

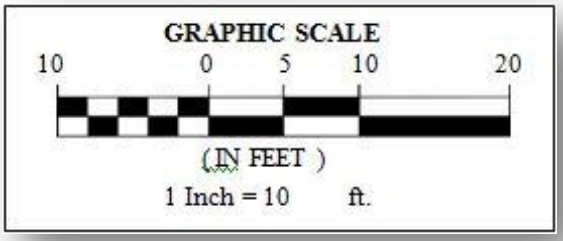
- PEDDS can be downloaded here. Please refer to the PEDDS Visual User Guide for detailed instructions.

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

TIP!

Please read this entire section before attempting to upload. Once all required items are uploaded, you MUST notify the Submissions Group (see steps 7-12).

scale jobs (pool enclosures, pools, termite repairs, etc.).

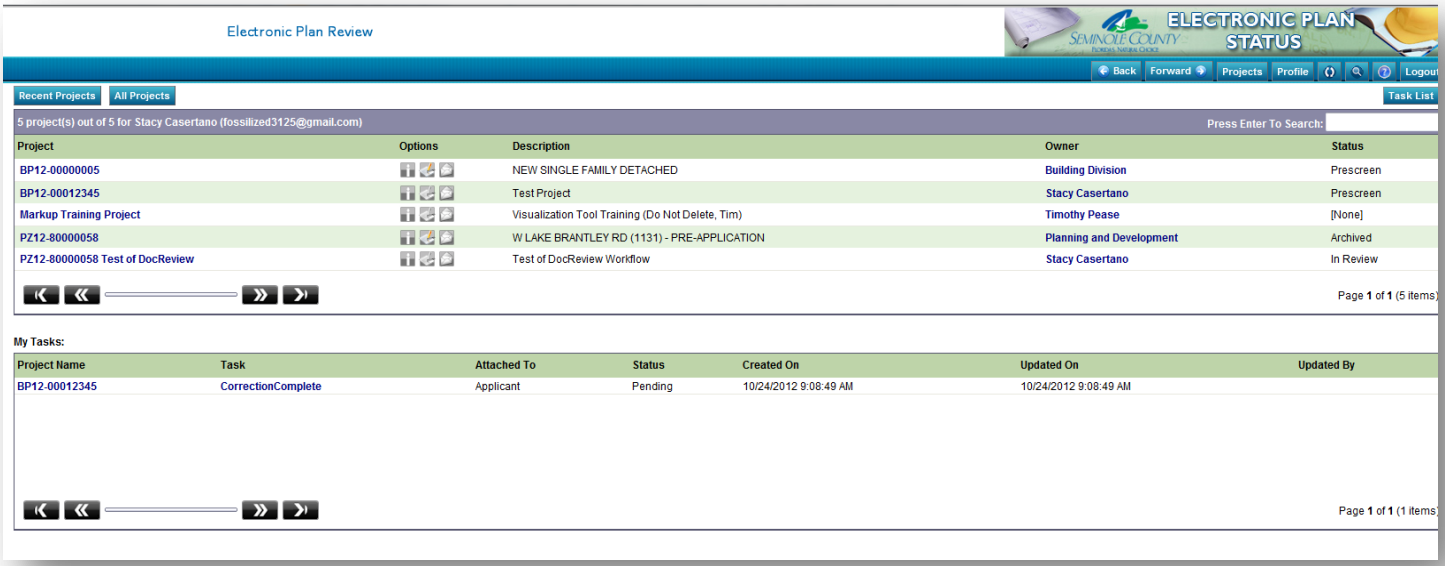
- **The use of hyperlinks to point to details and call outs on drawings is highly encouraged and makes the review process quicker.**

- 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 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.)

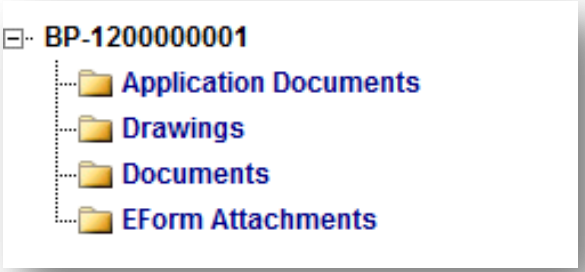
  - **The use of bookmarks in multi-page documents is highly encouraged and speeds the review process as well.**

Uploading Plan Drawings and Documents

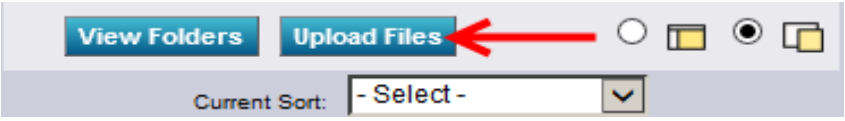
1. When you have successfully logged in to ePlan, the "Project" screen will display. Any projects for which you have access will display in this list. Any outstanding tasks that require your action are displayed in the "My Tasks" area below the project list. Select the specific project that corresponds 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).



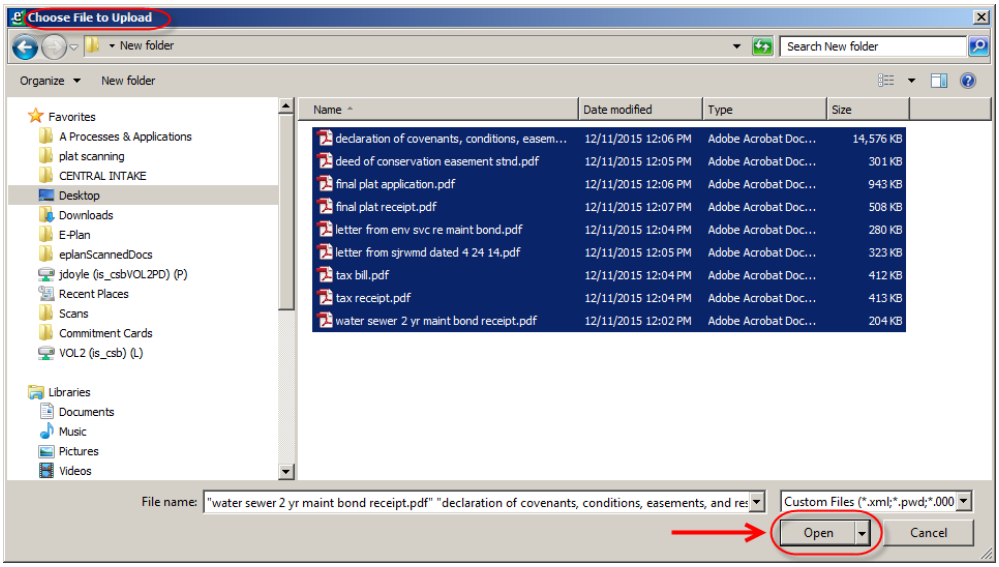
2. Click the "Drawings" folder name to upload your plans or the "Documents" folder name to upload supporting plan documents or the "Application Documents" folder name for all forms related to the project application. Follow the prompts for uploading your plans and documents.

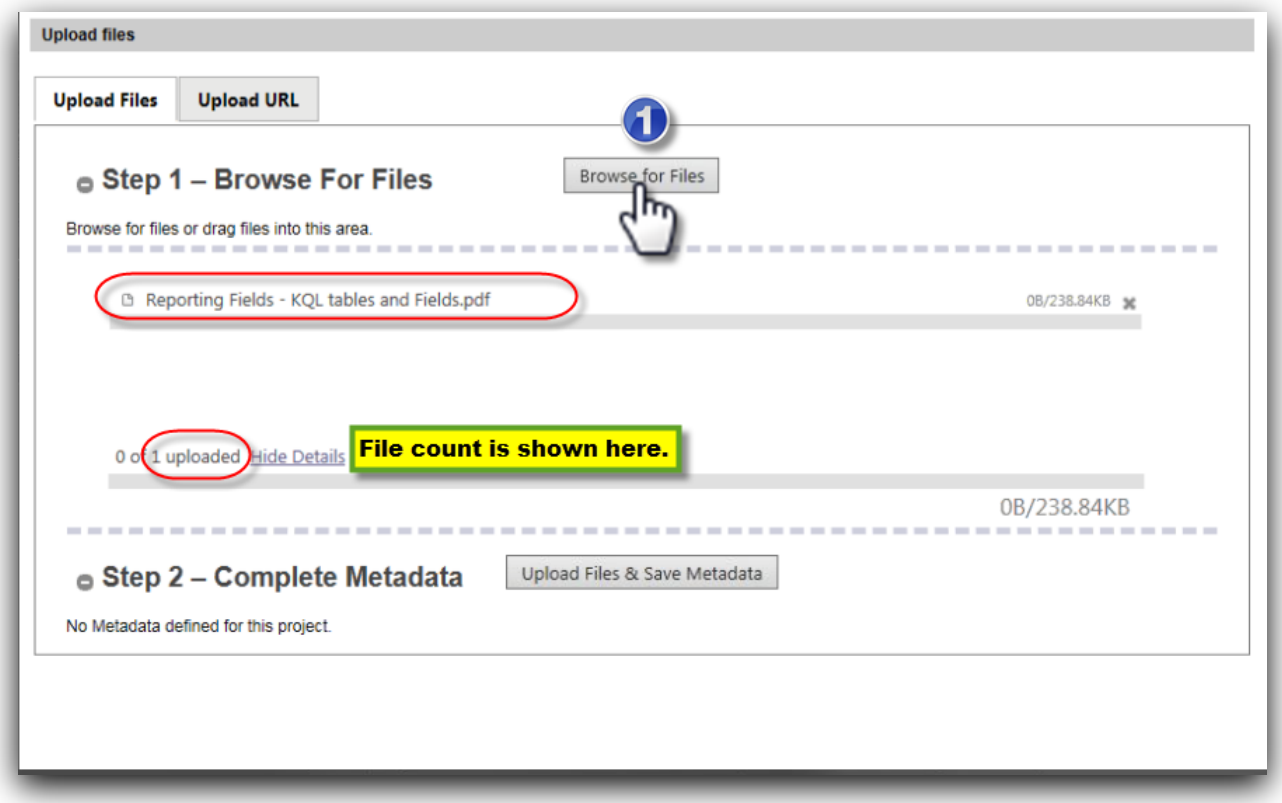


3. Click the "Upload Files" button located in the top left margin area within the given folder.



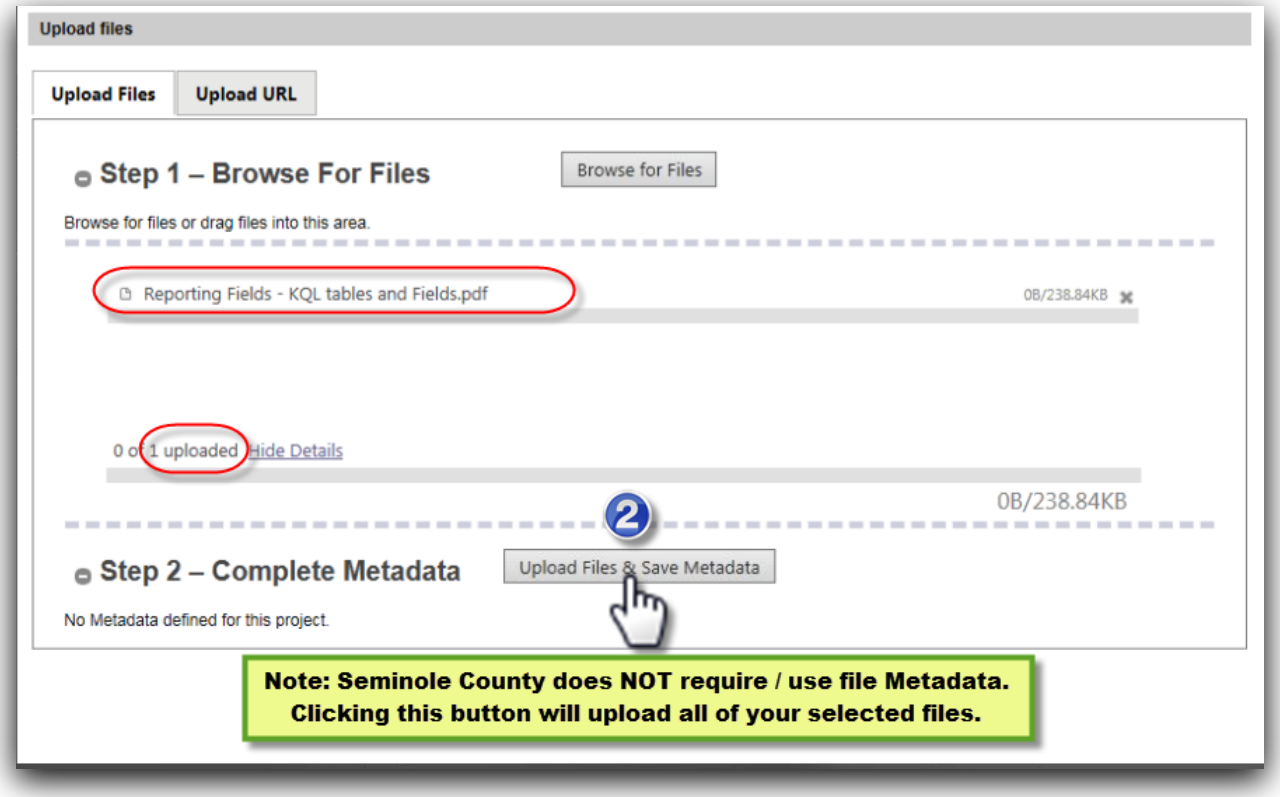
4. Select or browse to the file location on your computer. Select or highlight the files you want to upload; multiple files can be selected by using your Shift or Ctrl keys. Click the "Open" button.



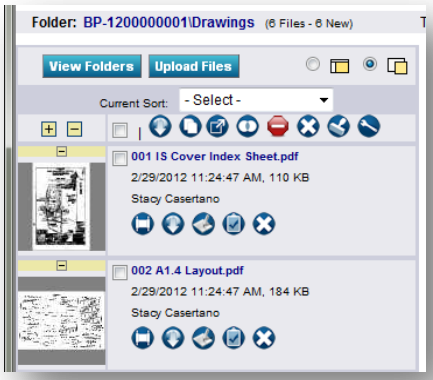


NOTE: Seminole County requires that all <u>drawings</u> be uploaded as individual files and in landscape orientation, by sheet name according to the file naming standards contained in this guide. All documents shall be uploaded in portrait orientation. See pages 6 & 9 respectively.

5. After reviewing the files, click the "Upload Files and Save Metadata" button. The files will be copied to the upload window. Click on the "Close" button to close out of the dialog box.



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

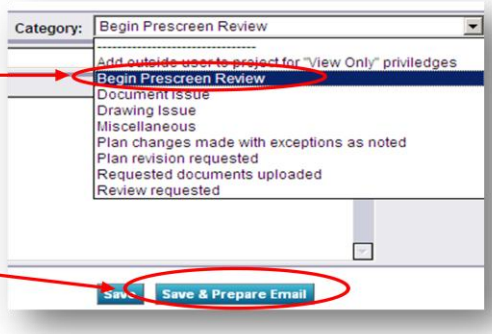


7. Once all documents and drawings have been uploaded, the Submissions Group needs to know that you are ready to begin the Prescreening process. Do this by clicking the

icon near the top right corner of the ePlan window.

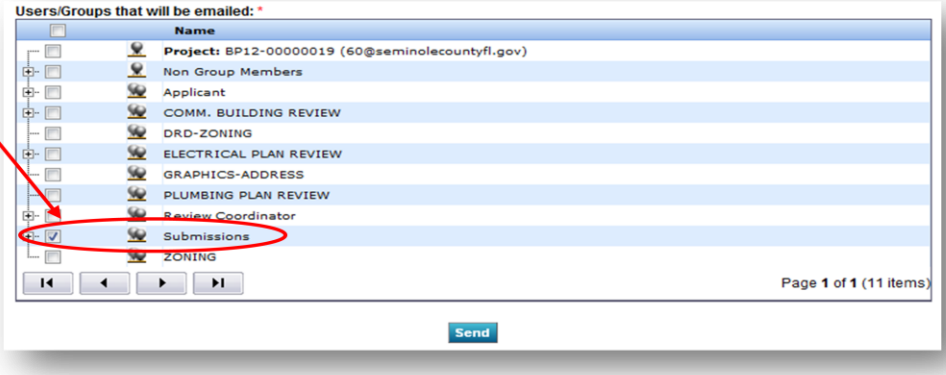
8. A window will pop up; click the "Add Topic" button.

9. Select the "Begin Prescreen Review" category from the drop down menu.



10. Enter a subject and brief description then choose "Save & Prepare Email".

11. Place a checkmark in the "Submissions" group and click "Send".



12. You have successfully finished part one of submitting your plans electronically.

13. Please logout after your session is complete.

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.

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.

https://eplan.seminolecountyfl.gov/epr

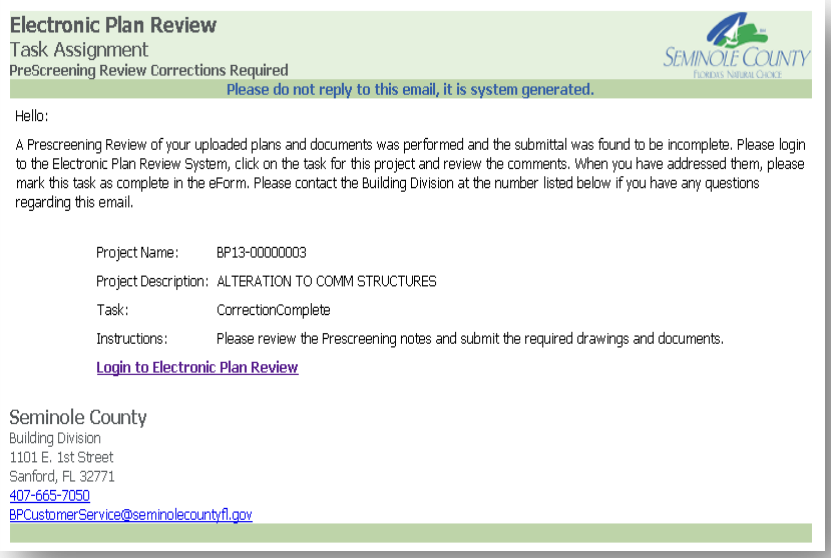
Prescreening

Prescreening 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.

Prescreening Has Been Returned

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



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

Hello:

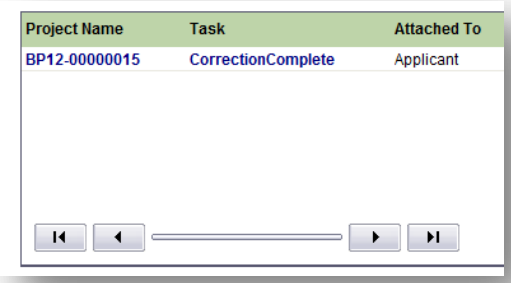
A Prescreening Review of your uploaded plans and documents was performed and the submittal was found to be incomplete. Please login to the Electronic Plan Review System, click on the task for this project and review the comments. When you have addressed them, please mark this task as complete in the 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

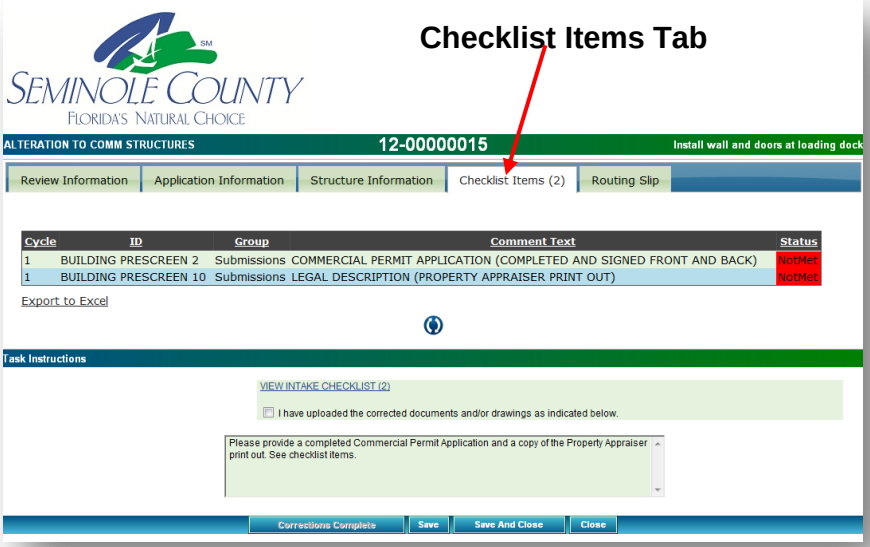
Seminole County
Building Division
1101 E. 1st Street
Sanford, FL 32771
407-665-7050
BPCustomerService@seminolecountyfl.gov

1. Login to Electronic Plan Review. Find the project and associated task in the Task List, click the "CorrectionComplete" task name and accept it.



2. Review the checklist items (if any) by clicking on the Checklist Items tab 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 Instructions text box

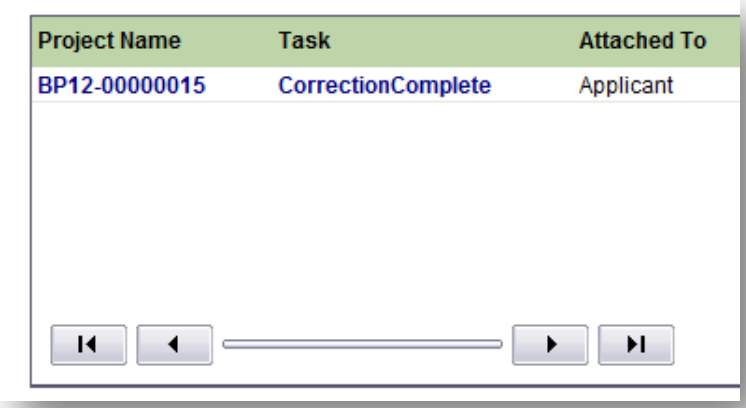


3. After you have identified the missing or corrected drawings and/or documents to upload, click on the project to open the project page.

TIP! **If using a browser other than Internet Explorer, the eForm (shown above) may look slightly different but still contain the same content.**

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.



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 Prescreen Review again.

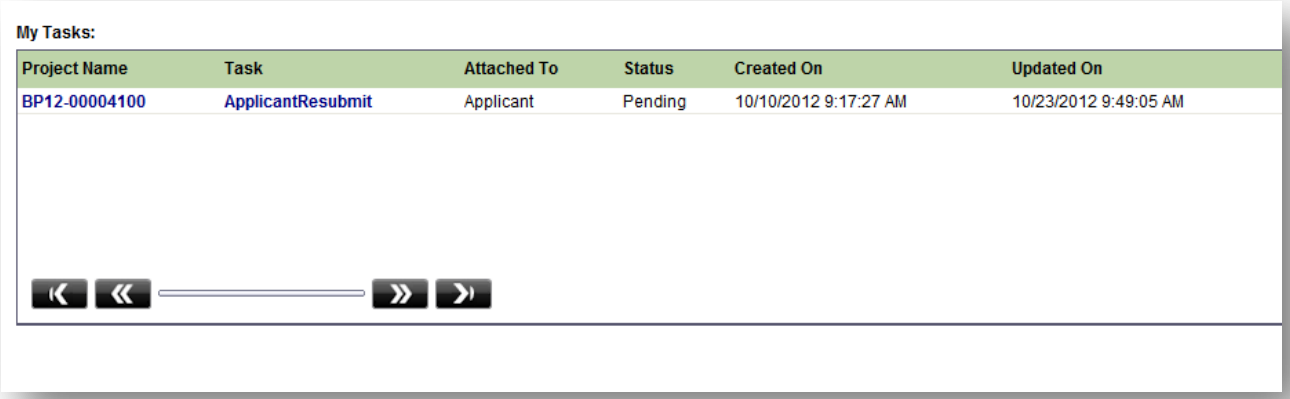
Change Requests and Plan Resubmit

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.

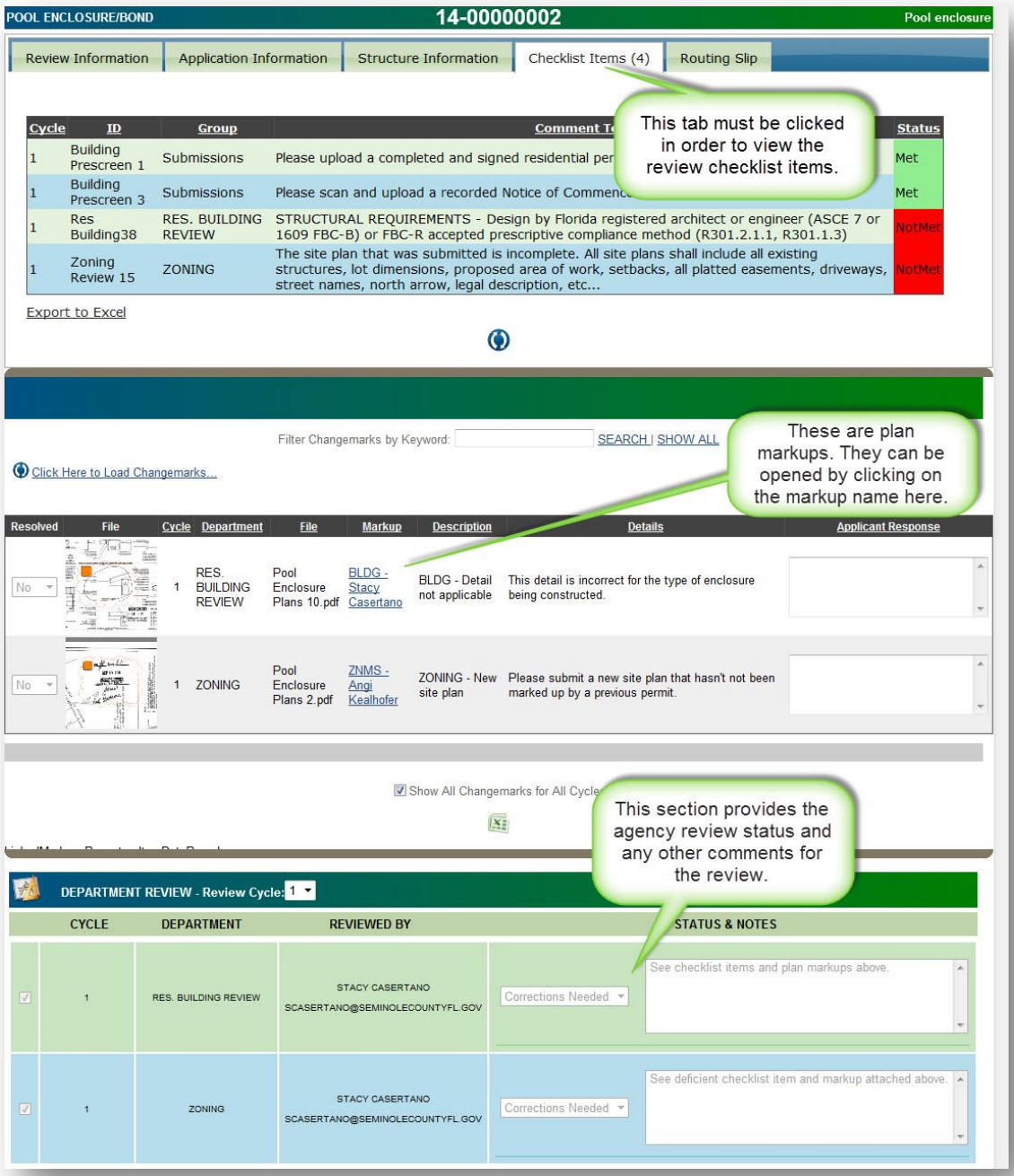
2. Click the link "Log in to Electronic Plan Review" in the email to access your projects.

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

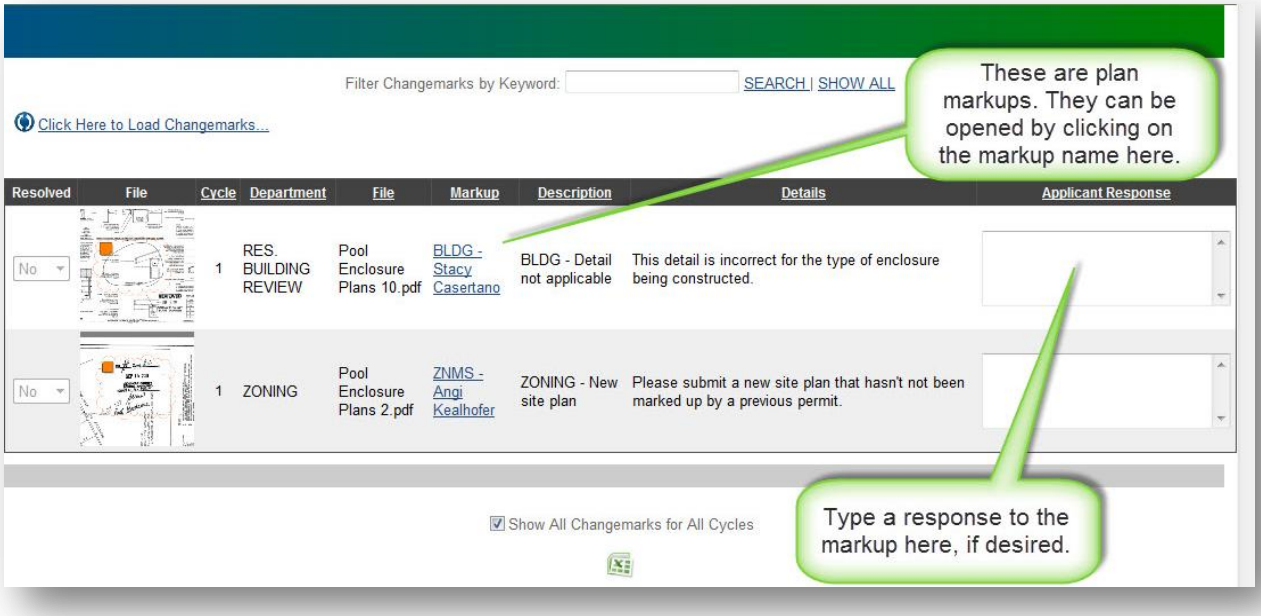
4. The eForm has three important sections that provide you with correction information:
   - The "Checklist Items" Tab
   - The "Markups" section
   - The "Status & Notes" section



5. If there are markups attached, you will see the markup links in the Changemarks section in the middle of the eForm (see above image). In the “Department Review” section, the review agencies are displayed.

6. Click on the “Save And Close” button at the bottom to exit the eForm until you are ready to submit your corrected drawings/documents back to Seminole County.

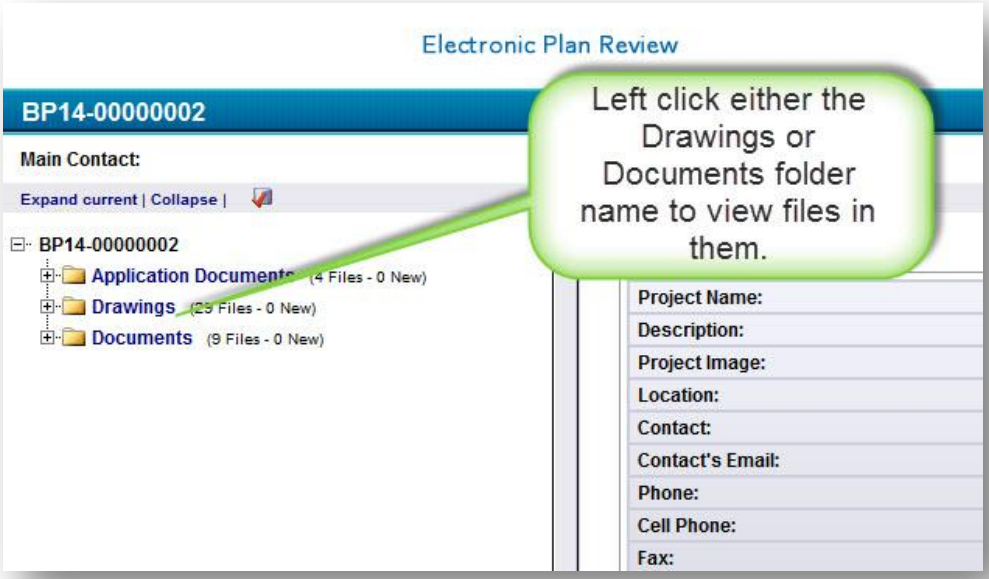
7. Correct the plan drawing(s) as requested.



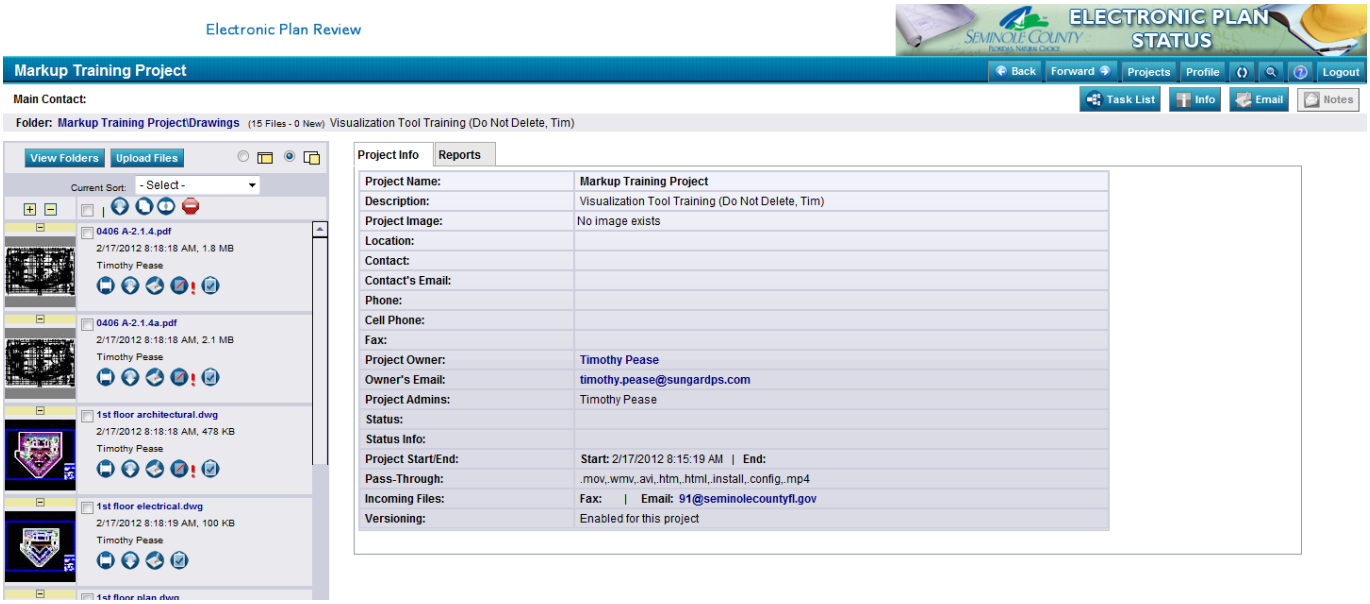
How to Open Markups From the eForm

1. From the "Applicant Resubmit" eForm, click the review link in the Changemark section to open the file that contains markups for your review and correction.

2. Another way to open the files is from the main "Projects" page. After selecting the project you want to work with from the projects page, you must left click the appropriate folder name to open and access the list of files in the folder.

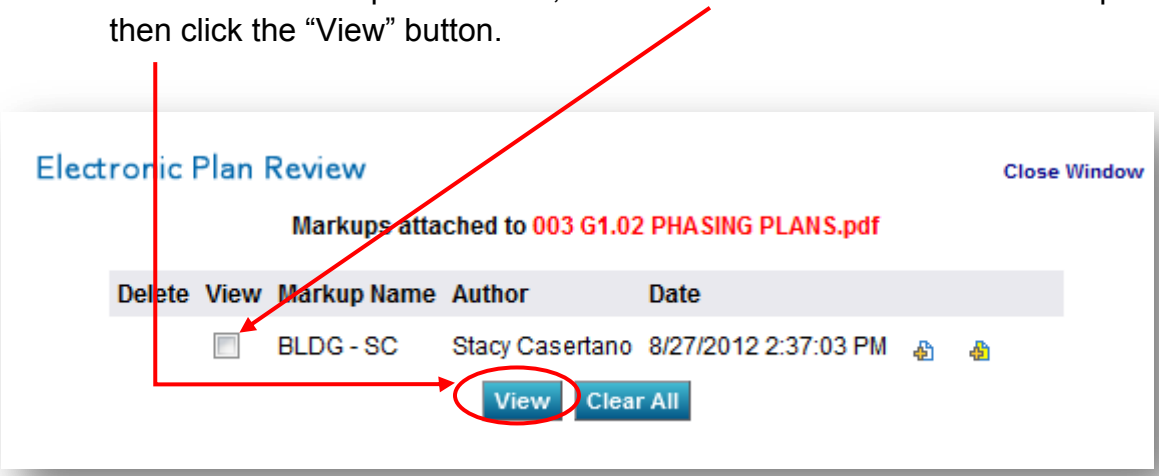


3. If markups exist on the file a markup icon will be displayed.

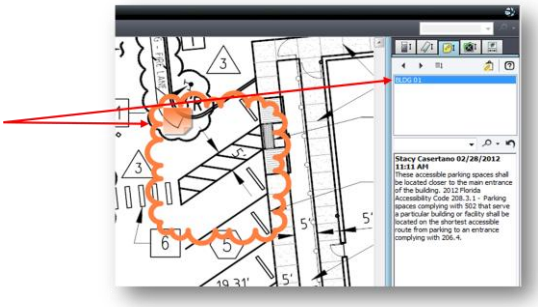


4. Click the markups icon to open the list of markups attached to the file.

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

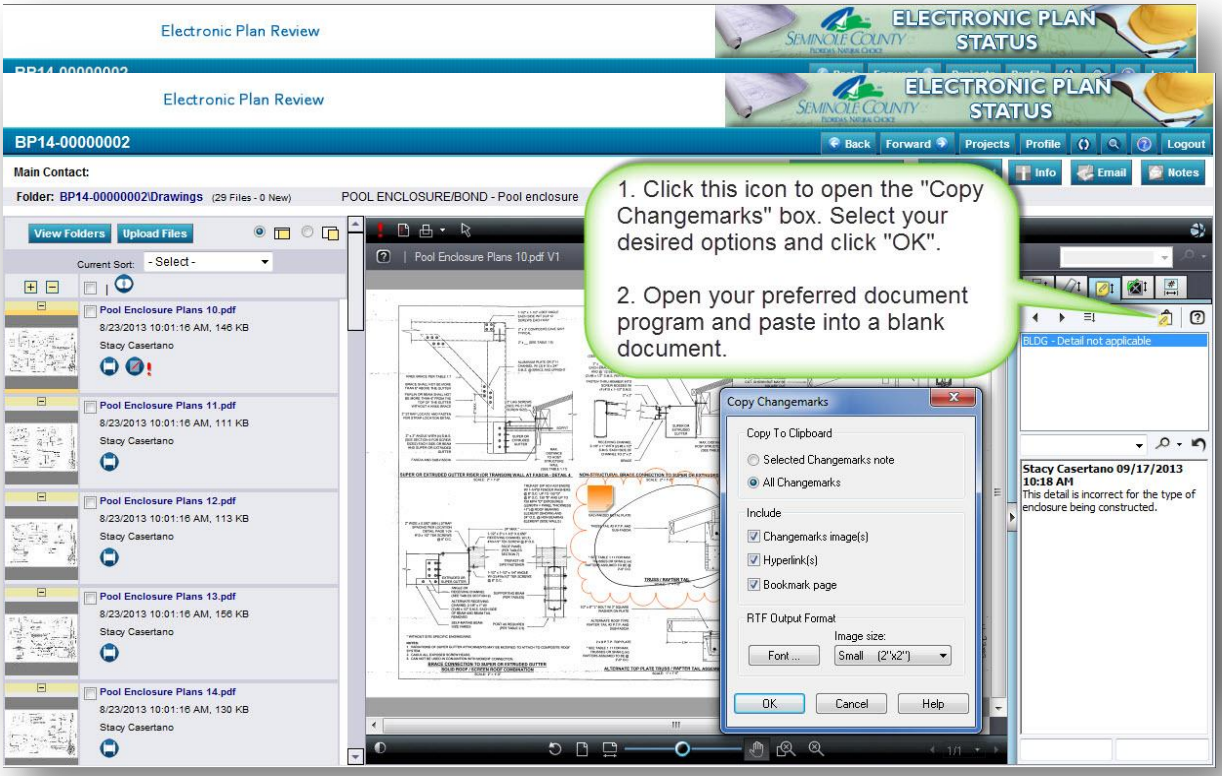


Sample Changemark



How to Open Markups on a File Already Open:

1. Click "Review" and markups open for review will appear.



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).

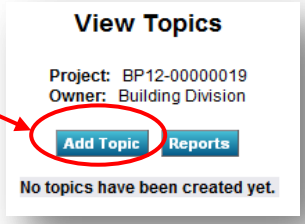
Outside User Project Access

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:

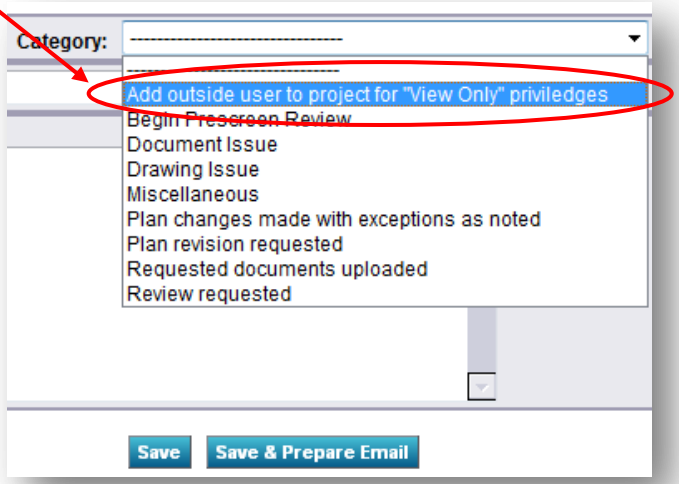
1. The Submissions Group needs to know that you would like to add a user to the project for viewing access only. Do this by clicking the

icon near the top right corner of the ePlan window.

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

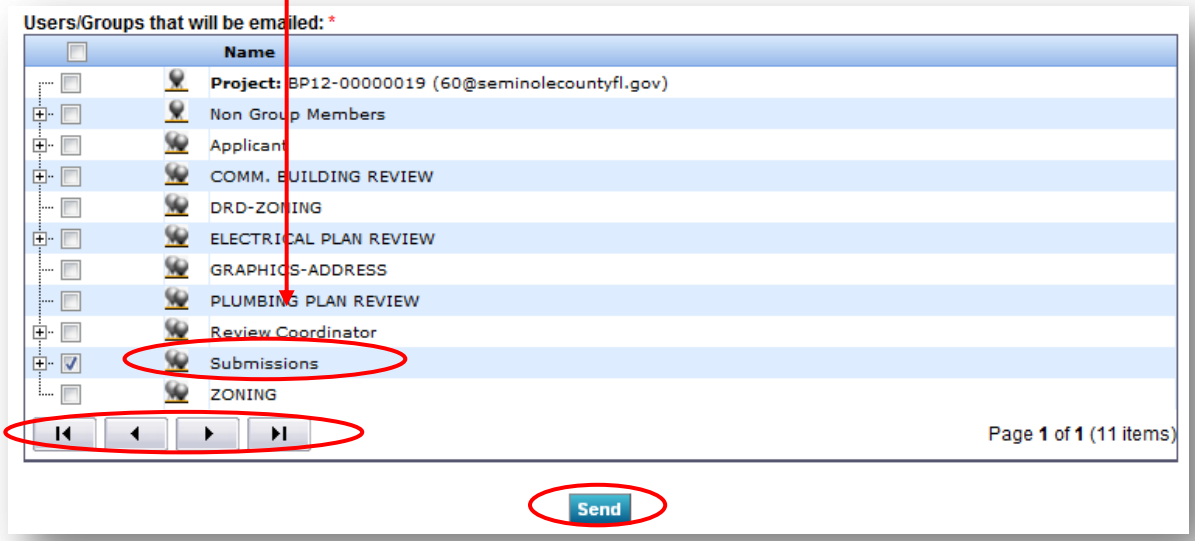


3. Select the "Add outside user to project for "View Only" privileges" category from the drop down menu.



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).

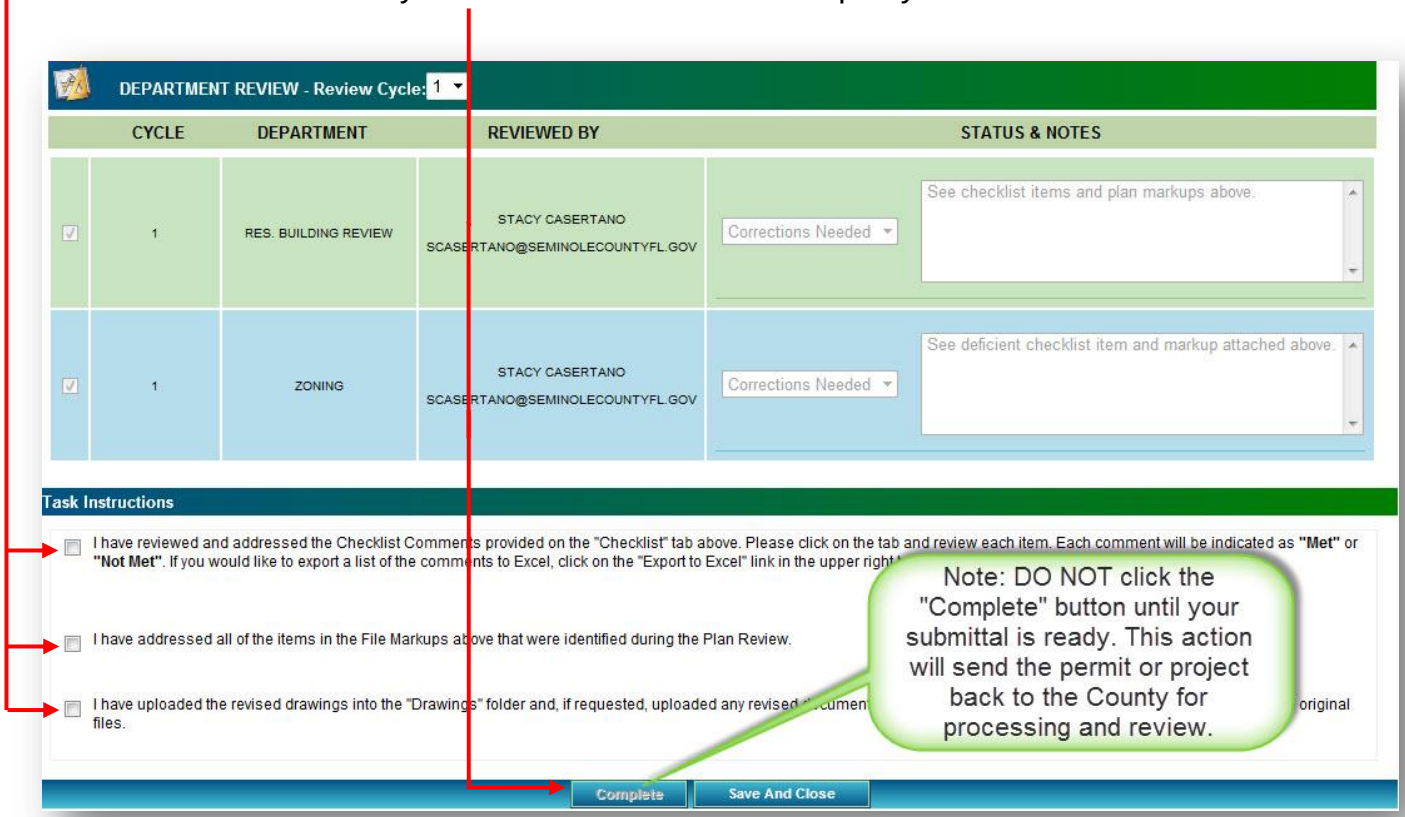
2. Ensure that the corrected drawings retain the same file name and size as the originals.

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.



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

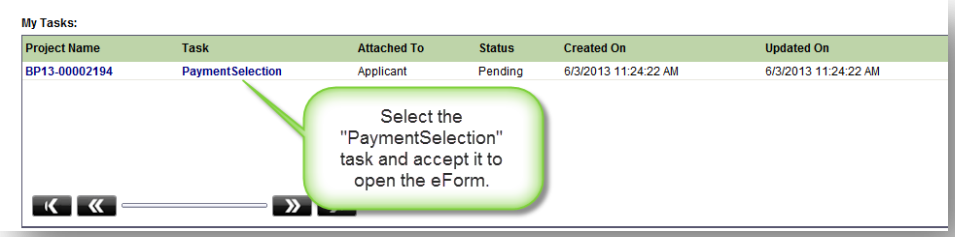
Markup Name and Changemark Color Standards for Building Permits

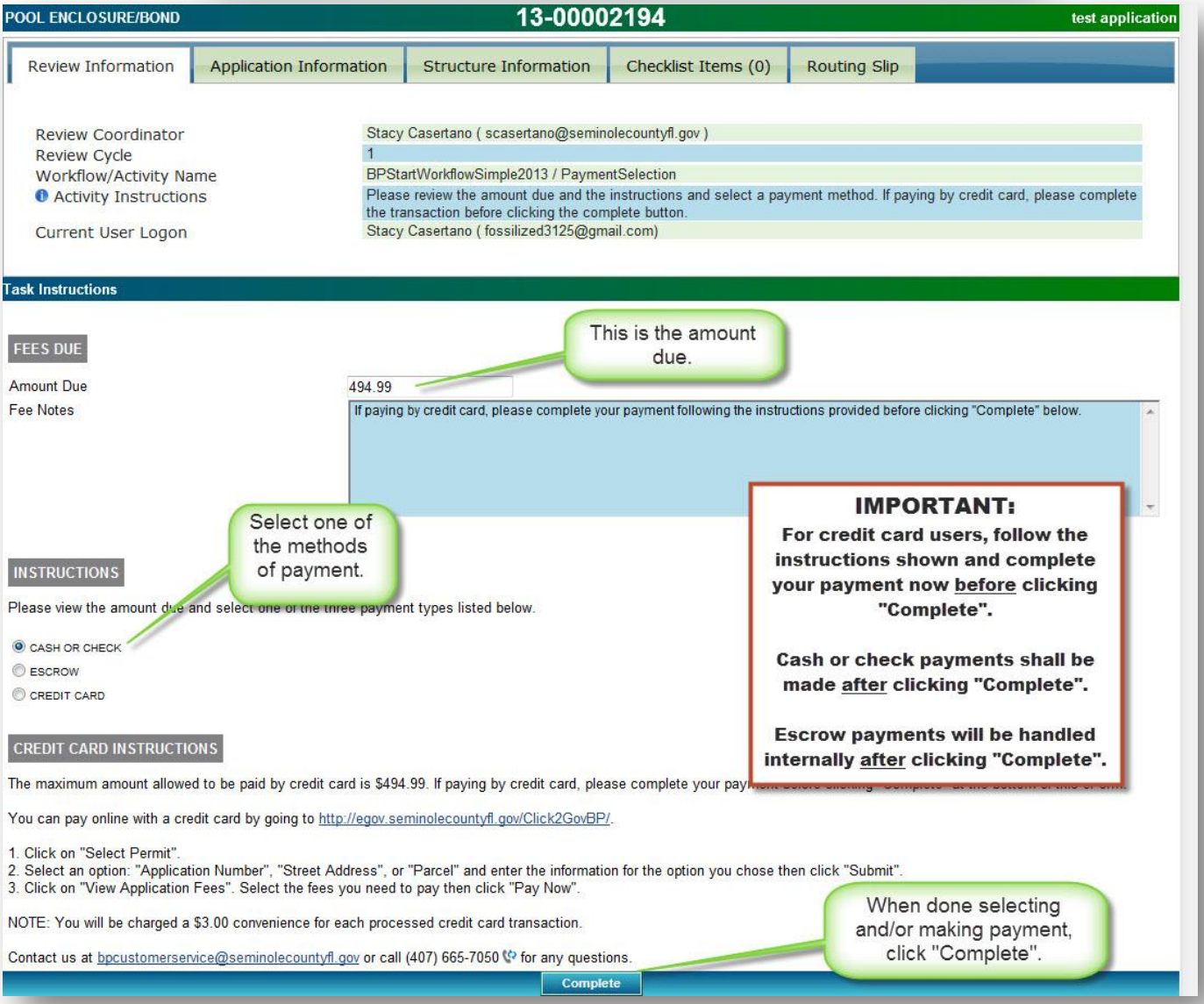
REVIEW AGENCY	MARKUP NAME – Reviewer Initials	CHANGEMARK TITLE	MARKUP COLOR
Arbor	ARBOR	ARBOR 01-Issue Name	Green
Building	BLDG	BLDG 01-Issue Name	Orange
Electrical	ELEC	ELEC 01-Issue Name	Yellow
Fire	FIRE	FIRE 01-Issue Name	Red
Flood Prone	FLOOD	FLOOD 01-Issue Name	Blue
Fuel Tanks	TANKS	FUEL 01-Issue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

Approval

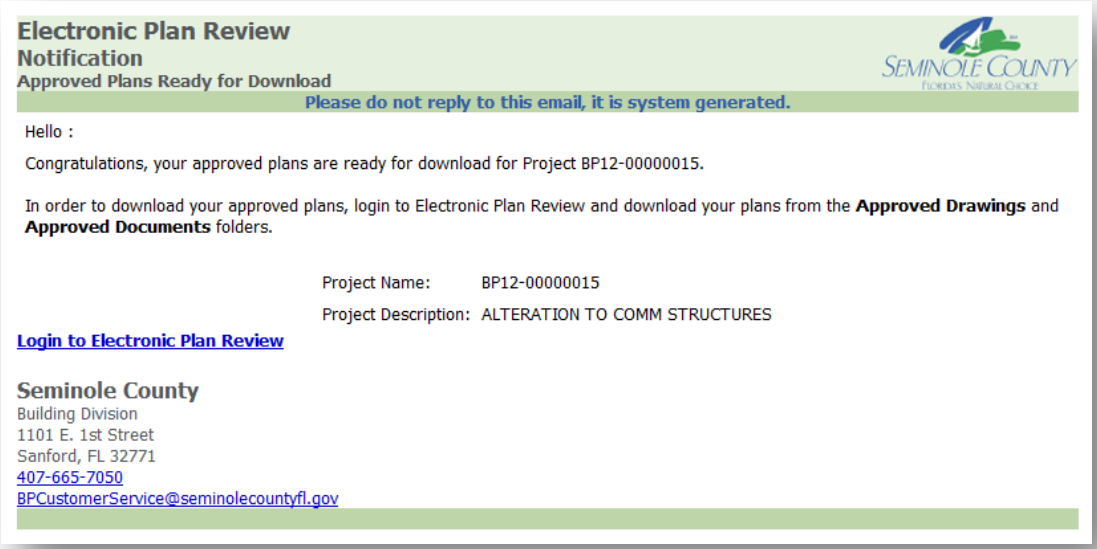
Building Permits

- 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).





- 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 and clicking on the printer icon as shown below.

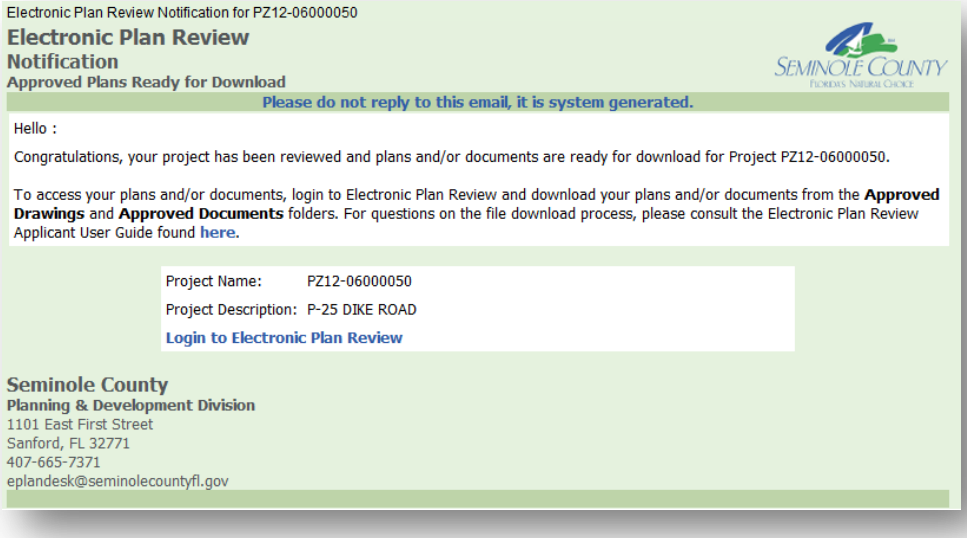
- NOTE: If you aren't able to print large scale plans, you will need to have the stamped plans printed at your local print shop. You can download all the files using the download icon in the project window.

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.


Electronic Plan Review Notification for PZ12-06000050

Electronic Plan Review
Notification
Approved Plans Ready for Download

SEMINOLE COUNTY
FLORIDA'S NATURAL CHOICE

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

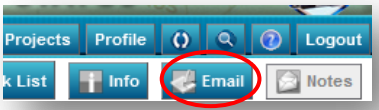
- Click on Approved Drawings and/or Approved Documents folder to view/download/print the files.

Plan Revisions During Construction

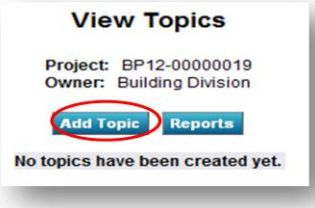
After your plans have been approved and construction has begun, sometimes changes arise that require revisions to your approved plans or documents.

1. To do so, login to ePlan and enter the project for which you wish to submit a revision.

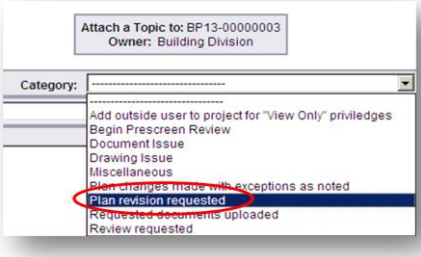
2. Click the "Email" icon near the top right corner of the ePlan window.



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

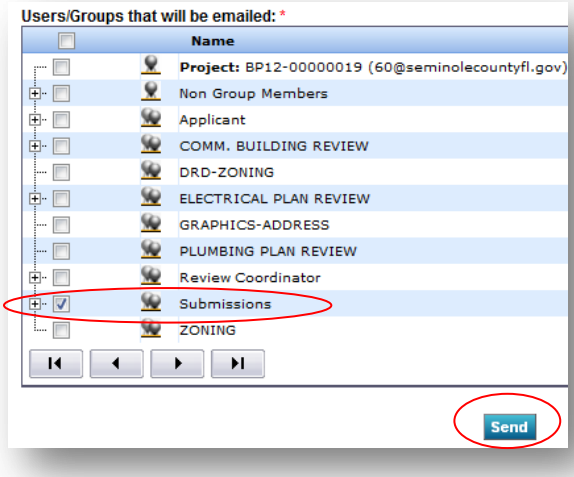


4. Select the "Plan revision requested" category from the drop down menu.

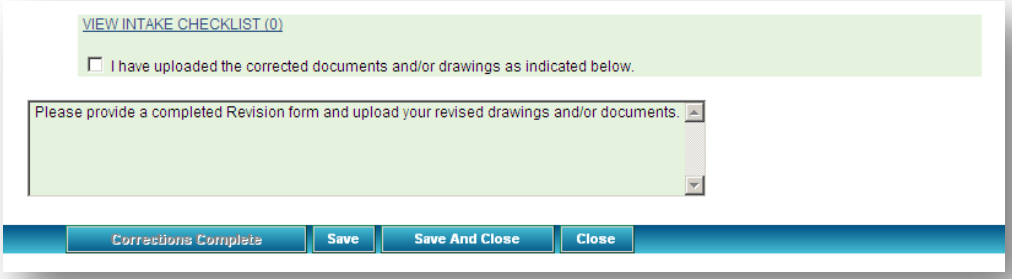


5. Enter a subject and brief description then choose "Save & Prepare Email".

6. Scroll to and place a checkmark in the "Submissions" Group and click "Send".



7. Once the Submissions Group reviews the request, the project will be re-opened and returned to the applicant. Click on the "CorrectionComplete" task in the ePlan project dash board under the "Active Task List" heading. The task eForm will open. Follow the instructions provided.



8. 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.)

9. Upload form(s) and all the revised plans and/or documents, check the box acknowledging the upload and click "Corrections Complete".

    - 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.

10. 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.