

# 2014

ePlan Review is a web-based solution that will allow building plans to be submitted electronically, improve the plan review cycle, reduce costs associated with obtaining residential and commercial construction permits, as well as support green initiatives.

## City of Gresham ePlan Review Applicant User Guide Amended Construction Documents/ Deferred Submittal Items

# ePlan

## Electronic Review

### City of Gresham Contact Information

#### Community Development

*Permit Services*

*Building Division*

(503)618-2845

*Version 4*

City of Gresham

May 2014

# Table of Contents – Amended Construction Documents (Field Revisions)/Deferred Submittals

This guide will help you submit any Amended Construction Documents (Field Revisions) or Deferred Submittal Items.

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## City of Gresham ePlan Review – Amended Construction Docs (Field Revisions)/Deferred Submittal Items

### Amended Construction Docs (Field Revisions)

If your project requires the submission of field revisions, upload them to the 'Amended Construction Docs (Field Revisions)' folder. Drawings and documents may be uploaded to the same folder. Drawings must still be separate files. After uploading, send an email to [permitcenter@greshamoregon.gov](mailto:permitcenter@greshamoregon.gov) and type the words '**FIELD REVISIONS**' and the Application number (Example: 14-1234) of the project in the subject line. Type an explanation of the revision in the body of the email.

Example:

Sheet 003-L1.3–Revised to show different plantings along Burnside Rd.

Sheet 022-A2.1-Revised Steel Access Door Location.

Sheet 026-S5.1-Revised Footing Detail.

The field revision will be reviewed by a plan reviewer(s). If corrections are needed, the plan reviewer(s) will make changemarks to the drawings/documents and email you to let you know to go review the drawings/documents. You **WILL NOT** receive any automatic emails/tasks from ePlan Review as you did with the main submittal. There are no workflows associated so everything will be through normal email. You will upload revisions until all plan reviewers can approve. When approved, the drawings/documents will be moved to the 'Approved' folder. You will receive an email from the Permit Tech when ready to print. Approved '**FIELD REVISIONS**' must be printed for the job site.

**City of Gresham ePlan Review – Amended Construction Docs  
(Field Revisions)/Deferred Submittal Items**

## **Deferred Submittals-After Main Project Has Been Issued**

When ready to submit deferred items please fill out the Deferred Submittal Information Form (available on our website) and email it to [eplanreview@greshamoregon.gov](mailto:eplanreview@greshamoregon.gov). A new project number will be created and the normal process for submitting projects will be followed.

Deferred submittal items may include, but are not limited to, curtain wall system, exit illumination, glazing system, plumbing, mechanical, electrical, fire sprinkler, fire alarm, etc.

Deferred submittal items will need to be submitted by the registered design professional in responsible charge (see code section below) of the project or we will accept submittals from contractors, or other design professionals with some type of notation from the registered design professional in responsible charge that the deferred item is compatible with the design of the building. This could be a letter, email or a stamp on the drawings.

### **107.4.3.1**

The *registered design professional in responsible charge* shall be responsible for reviewing and coordinating submittal documents prepared by others, including phased and **deferred submittal items**, for compatibility with the design of the building. The deferred submittal items shall not be installed until the deferred submittal documents have been *approved* by the *building official*.