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 Preparing to Submit a Project

ePlan

Electronic Review

City of Gresham Contact Information

Community Development
Permit Services
Building Division
(503)618-2845

Version 4
City of Gresham
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Don't Forget – when you see***, we are bringing your attention to specific information you need in order to aid in the success of your project.**

Preparing to Submit a Project

Drawings and Documents

Drawings

For drawing files, AutoCAD software is almost exclusively used to prepare these types of files. Within the AutoCAD program, the DWF file type is preferred because it packages all pertinent files into one combined document, while maintaining AutoCAD layer information. It should be noted that the DWF file format is a plot option.

Public Facilities plans must be submitted with City of Gresham title blocks and frames. Templates are available in both AutoCAD (.dwg) and Adobe Acrobat (.pdf) on the City's ePlan main web page.

It is recommended that drawings created in AutoCAD are converted to a Vector PDF within the AutoCAD program itself. The newest **Adobe Acrobat Pro** (not the free version of Adobe Reader) will accommodate the creation of Vector PDF as well. It should be noted that the Vector PDF file format is a plot option.

Documents

Microsoft Word, Standard and/or Searchable PDF files are accepted for calculations, reports, permit applications and other supporting documentation (non-drawing files).

Stamps

When projects are required to be stamped and signed by an Engineer or Architect, the stamp can be added electronically with a digital signature. For additional information about the requirements for digital signatures, reference the Oregon Board of Examiners for Engineering and Land Surveying (OSBEELS) website at www.oregon.gov/OSBEELS or reference the Oregon Board of Architect Examiners (ORBAE) website at www.orbae.com.

Naming Conventions

***The ePlan software program sorts drawings and documents alphabetically. To ensure you can print your approved plans in the correct order, automatically, we are requesting that you add a sequence of numbers (at the beginning) to each drawing page before uploading (001, 002, 003, etc.). This also helps simplify our plan review. *** For example,

001-Cover-12345

002-Index-22345

003-A10101

004-A20101

For projects that require public facility drawings you MUST have the words "Public Facility" or "Public Works" in your sheet name. In addition, please have these sheets at the end of your numbered sheets.

***Index Page ***

To maximize plan review efficiency, we request that you have an index/index page that CLEARLY names the sheet and location number. As there is no standard naming convention in the industry, the index page becomes critical during plan review.

For projects that require public facility drawings you MUST include your public facility drawings in your comprehensive index page and have a separate index page for the public facility drawings.

***Note: Once plans have been submitted, the ePlan review software will automatically version the new sheet. Corrected files shall always be re-submitted with the **EXACT SAME** file name as the original submittal (no extra spaces, periods, etc.) The system will automatically add a version number to resubmitted drawings for you so the reviewers can easily differentiate between revisions and review the most recent drawings. ***

Additional Forms, Checklists or Documents Required for Plan Review

Before plan review can begin, we need additional information from you. We recommend including this information during your initial upload to ensure we can begin plan review in a timely manner. Missing information will cause the permit tech to "reject" your project until all information is received.

Additional information may include:

- Permit Applications
- Checklist (new construction; CTI/remodel) or Residential
- Deferred Submittal Checklist (additional fees apply for items not included in the original package)
- WSFU Fixture Count, if applicable

Initiating an ePlan Project

In order to begin the process of submitting a project through ePlan Review, you will need to complete an ePlan Review Project Information Form (available on our website). The form includes project scope, site address, contact information for you, etc. Once the form is complete, email it to eplanreview@greshamoregon.gov.

Within 24 hours, your project will be created and you will receive an invitation from ePlan Review to upload documents and drawings.

The email notification will include a project number and a link to login to **ePlan Review**.

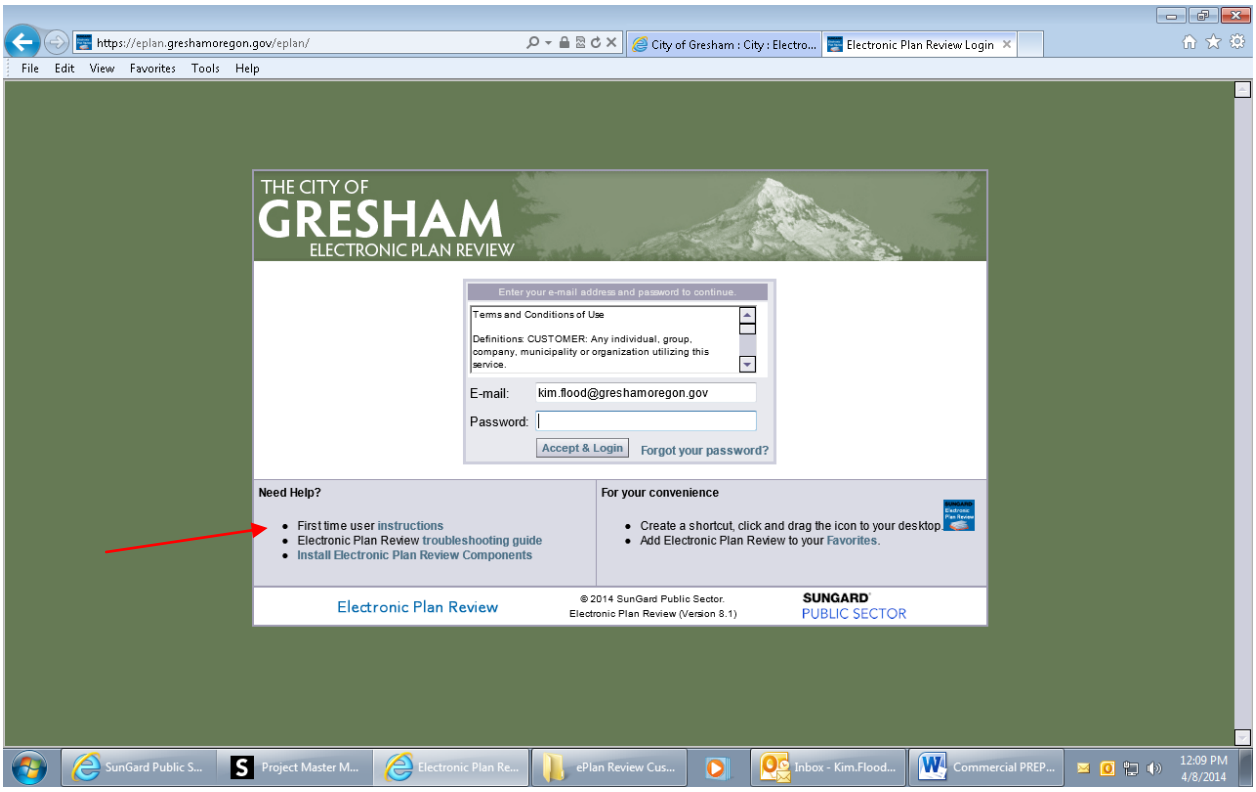
- ***NOTE: This system is driven by email notification. Once a notification is received, action must be taken or the project will not move forward. ***

Returning User

Please refer to the 'Submitting a Project' User Guide.

New User

Once you have clicked the link in the above referenced email, you will see the following screen:

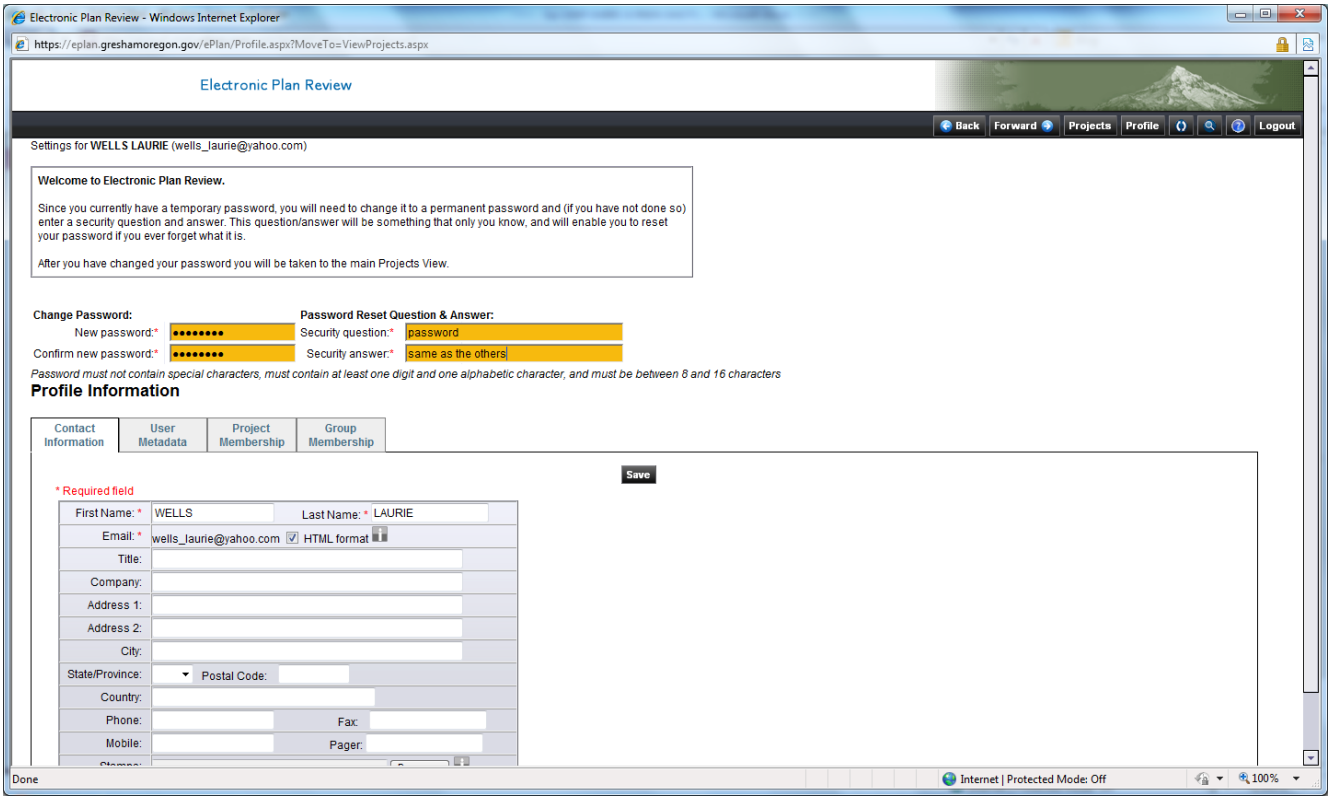


1. Click the First time user instructions link.

Follow the instructions for your specific operating system.

a. The login page has an MSI (Microsoft Silent Install) component required to install all necessary **ePlan Review** ActiveX controls. This installation will only need to be done once; if you utilize a different computer it will require another installation for each unique computer.

2. To sign in, enter <u>your</u> complete email address.
3. Enter your temporary password, which has been provided to you in your email.
4. Click the Login & Accept button.
5. You will be presented with your Profile screen.



6. In the current password box, enter your temporary password, then enter in a new password of your choice and confirm it. **Please note that your new password cannot have special characters (i.e., &, %, $, etc).**
7. Create a Security Question and answer it.
8. Fill in Contact Information boxes.
9. Click the **Save** button. You can log out now or you can begin to upload your drawings and documents. (Refer to 'Submitting a Project' User Guide for upload instructions).