DIGITAL PLANS
REVIEW TRAINING
SESSIONS

CITY OF
ORLANDO
DIGITAL PLANNING

Objective:

At the end of this course, participants will be able to successfully navigate through the digital plans review portal by:

- Correctly uploading plans and documents
- Accepting & Completing tasks
- Tracking the progress of projects and respond to comments
- Retrieving approved plans
- Submitting revisions and document holds

DIGITAL PLANS SUBMITAL STEPS

1) Submit application: digitalpermits@cityoforlando.net
***Please allow 1-2 business days for processing**

2) Upload & submit plans after receiving email invite from *eplans*
***Follow the digital guide to correctly upload files**

3) Plans will be reviewed
***Commercial projects require a 25% deposit prior to completion of first review**

4) Email notifications will be sent to pay fees for approval or submit corrections once all reviews are completed

5) Download all items from the Approved folder and print to scale from ProjectDox once all reviews are completed and approved

Email from EPlans

- Submit your **application** via email to Digital Permits: digitalpermits@cityoforlando.net

- *For **Commercial projects only**, an invoice will be emailed for payment of the 25% plan review deposit. **This is due prior to the completion of the first review.**

- First time users will receive two email notifications from eplans. One with your account information and the other with the permit number to access the site

- Follow the instructions to submit your initial plans and documents for review to the city staff.

CITY OF ORLANDO DIGITAL PLANS

Invitation to Join City of Orlando Digital Plans Review System

Dear Eplan User:

Welcome to City of Orlando's digital plans review system. This project invitation has been sent to you in response to your application. An electronic plan review project has been created to allow you to electronically upload your drawings and documents for plan review.

NOTE:

TO ENSURE THE SITE WORKS PROPERLY, PLEASE DISABLE YOUR POP-UP BLOCKER OR ADD THE SITE TO THE TRUSTED SITES LIST IN YOUR BROWSER. IN ADDITION THIS SITE REQUIRES THE INSTALLATION OF ACTIVEX COMPONENTS ON YOUR COMPUTER FOR USE WITH INTERNET EXPLORER VERSION 10 AND 11. PLEASE CLICK ON THE **INSTALL PROJECTDOX COMPONENTS** LINK FROM THE LOGIN PAGE WHEN YOU ACCESS THE SITE FOR THE FIRST TIME.

To access your new plan review project, follow the instructions indicated below:

1. **Very Important!** Please review the link **Digital Plans System User Guide** in its entirety before starting the process. Failure to follow the appropriate submittal guidelines may result in delay or rejection of your review.
2. Click on the **Project Access Link**
3. Enter your email address and temporary password provided in this email for secured accesss to the system.
4. Set up your permanent login account for secured access to the system.
5. Click on the Project link on the *Active Projects* page
6. Click on the *Drawings* folder to upload the drawings. Supported file types are: DWG, DWF, DGN, PDF, JPEG, DOC, and DOCX etc.
7. Click the *Upload Files* button and follow the instructions to upload your drawings. Please ensure the files use required naming conventions (see **Digital Plans System User Guide**).
8. Click on the *Documents* folder to upload the documents.
9. Click the *Upload Files* button and follow the instructions to upload your documents.

**TO COMPLETE YOUR SUBMISSION TO THE CITY YOU MUST PERFORM THE BELOW STEPS**

10. Once all plans/documents have been uploaded to the appropriate folder(s) while inside the project click on the *Workflow Portals* button.
11. Click the *ApplicantUpload* link under the task column.
12. Click *Ok* to accept the task.
13. An electronic form will display. Click on the *Submission Complete* button to complete the submission of your plans and documents to the City of Orlando.

User Login	nt06@avolvesoftware.com
Temporary Password	987F658
Project Permit #	SUB2015-01237
Project Permit Access Link	

CITY OF ORLANDO DIGITAL PLANNING

Getting Started

For optimal functionality, utilize IE, uninstall Pop up blockers, & install ProjectDox Components
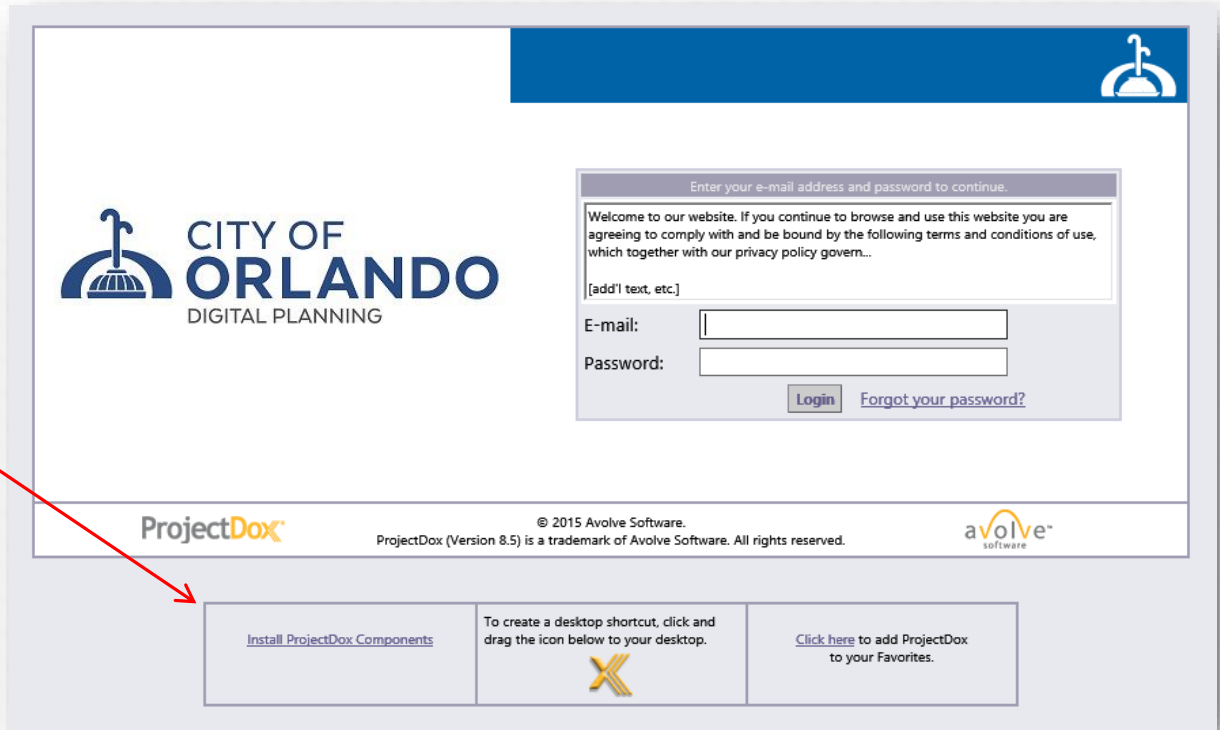
Account Profile

- First time users must complete all fields highlighted in yellow.

- New password created will be used to access the site for future logins for any permits submitted under your digital applicant sign-in.

- Remember your Security Question! This is what is used to reset your password

Welcome to ProjectDox.

Since you currently have a temporary password, you will need to change it to a permanent password and (if you have not done so) enter a security question and answer. This question/answer will be something that only you know, and will enable you to reset your password if you ever forget what it is.

Change Password:

| New password:* | | Security question: * | |
| Confirm new password:* | | Security answer: * | |

Password Reset Question & Answer:

Profile Information

| Contact Information | User Metadata | Project Membership | Group Membership |

Save

* Required field

First Name: *	Eplan	Last Name: *	User09
Email: *			
Title:			
Company: *			
Address 1:			
Address 2:			
City:			
State/Province:		Postal Code:	
Phone: *		Fax:	
Mobile:		Pager:	
Stamps:			
Language:*	en		

Select Applicant Upload task

Submit/Upload Plans and Documents

- Follow the file name included in the guide

- Upload 1 drawing sheet per file

- Upload drawings in the drawings folder and documents in the documents folder

GUIDELINES FOR PLAN SUBMITTAL

DIGITAL SIGNATURES
We accept any third party verified digital signature

PLANS ARE NOT TO EXCEED 36X48 E/O.
File names should follow a "Type-Sheet Number" format with **one drawing page per file name.** i.e., Cover-1, A-1. Please note that multipage drawing submissions will not be accepted. Max file size is 1 GB.

DRAWING TYPE	PLAN TYPE	COMPUTER FILE NAME
COVER SHEET	Cover	COVER-1; TITLE-1
GENERAL SHEET	Information	G-1
CIVIL SHEET	Site Layout	C-1; CO-001
LANDSCAPE	Landscape	L-1
ARCHITECTURAL	Architectural/Building	A-1; A1-0001
STRUCTURAL	Structural	S-1
MECHANICAL	MECH/A-C	M-1
PLUMBING	Plumbing/Gas	P-1; PG-0001
FIRE	Fire/Sprinkler	F-1; FS-0001
HARDSCAPE	Hardscape	H-1; H1-001

DOCUMENT/IMAGE FORMATS (CON'T)	EXTENSION
AutoShade Rendering File Format	RND
Bentley Reference	REF
Bentley TG4	TG4
Bitmap Graphic file	XBM
Comma Separated Values	CVS
Corel Draw	CDR
Corel Presentations	SHW
Corel WordPerfect	WP5, WP6, WPD, WPF
DataBase Formats	DBF
Extensible Markup Language	XML
Fax file	FAX, GP4
FAX CITT Group 3 Fax	FAX
Hangul Word Processor	HWP
Hyper Text Markup Language	HTML, HTM
ICA Citrix	ICA
IGC Content Secure Format	CSF
IGC Group Format	GRP
IGC Markup	MRK
IronCAD drawing – embedded PDF	ICD

CITY OF ORLANDO
DIGITAL PLANNING

Applicant Upload

Applicant Upload

Upload Files

Browse For Files

Browse for files or drag files into this area.

[Browse For Files]   **5** [Upload Files]

The following files have been uploaded:

☐ a-garage-door-spec-22501.pdf

☐ Garage Door sticker pic.pdf

☐ garage-overhead-doors-flyer-42501.pdf

1. a-garage-door-spec-22501.pdf
2. Garage Door sticker pic.pdf
3. garage-overhead-doors-flyer-42501.pdf

0 of 3 uploaded   Hide Details

6 [Close]

avolve
software

Applicant Upload

Select View Folders to upload Documents in the Documents folder

After uploading all items select And Submission Complete

Project: GAS2019-10158

Select your files to upload to this folder:

| Select Files to Upload | View Folders |

▼ 📁 GAS2019-10158\Drawings

📄 a-garage-door-spec-22501.pdf ✗

📄 Garage Door sticker pic.pdf ✗

📄 garage-overhead-doors-flyer-42501.pdf ✗

☐ I have uploaded all required drawings and/or documents.

Option to invite additional users

Add Group Members

First Name	Last Name	Email	Invite to Group	
			Applicant ▼	Invite User

Remove Group Members

| Submission Complete | Complete Later |

TIME FOR REVIEW

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DIGITAL PLANNING

Prescreen Corrections Requested

Pre-screen correction task are due to files being uploaded incorrectly or a missing narrative

Log into ProjectDox
Select the permit number
Select Project Reports
Select Pre Screen and Resubmit report (last report) to view the correction required

Pre-Screen Correction Request Task Assignment

Your plan review submission for Project: **BLD2017-05306** has not met the minimum requirements for acceptance. You may review correction comments and requirements accessing the ProjectDox site.

When corrected plans and or documents are ready for re-submittal, please, Login to ProjectDox and follow the instructions provided for re-submittal.

Please be advised when re-submitting plans and or documents:
•All corrections must be uploaded using the same file names as the original submittal
•Once corrections have been uploaded for review, no additional submissions will be accepted unless requested
•Please make corrections within 15 days of this notice.
If you do not have access to the specified folder, please contact us at 407.246.2271 or send an email to Digital Permits.

software

Project Reports Review the progress of your project, comments & review status via
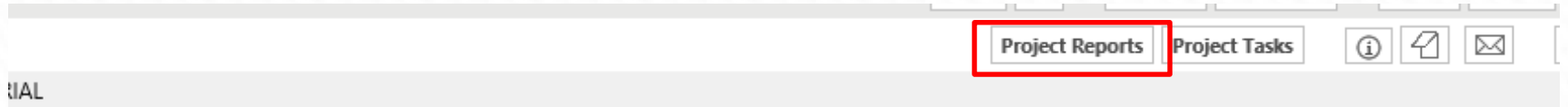
View	Report Name	Report Type	Report Description
🔍	Current Project - All Emails Sent Detailed Report	Project	All Emails Sent Detailed Report
🔍	Current Project - All Emails Sent Summary Report	Project	All Emails Sent Summary Report
🔍	Current Project - All Files Report	Project	All Uploaded Files Report
🔍	Current Project - All Group Users	Project	All Project Group Users
🔍	Current Project - All Uploaded Files with Sheet S...	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 - Unpublished Files	Project	Unpublished Files
🔍	Current Project - Users Entered By Date	Project	Users Entered By Date
🔍	ProjectFlow - Changemarks	Workflow	The Changemarks Report displays all changemarks for a workflow.
🔍	ProjectFlow - Department Review Status	Workflow	The Department Review Status Report displays the status of all reviews for a wo
🔍	ProjectFlow - Workflow Routing Slip	Workflow	The Workflow Routing Slip Report displays the sequential route of all tasks for t
🔍	ProjectFlow - Prescreen and Resubmit Comment...	Workflow	The Checklist Report displays all checklist items for a workflow.

Project Reports   Project Tasks

Example Changemark (Comment) Report

Export

ProjectDox®

Changemarks Report

Project Name:	ROW2019-10341
Workflow Started:	03/24/2019 8:40 AM
Report Generated:	03/24/2019 10:49 AM

Grouping	Cycle	Ref #	Complete?	Status	Department	Snapshot	File	Markup Name	Changemark Subject
⊟Main Workflow	⊟1	1	False	Unresolved	Site Engineering		Garage Door sticker pic.pdf	RM	Changemark #01

The Snapshot <u>cannot</u> be printed or enlarged from this report
Once all reviews are completed and an applicant task to resubmit is available, comments can be viewed on the plans themselves by selecting the Drawings folder

Department Review Status Report

ProjectDox®

Department Review Status Report

Project Name:	ROW2019-10341
Workflow Started:	03/24/2019 8:40 AM
Report Generated:	03/24/2019 12:49 PM

Cycle	Department	Reviewer	Email	Status	Reviewer Comments
⊟ 1	Site Engineering	Rachel Meng	rachel.meng@cityoforlando.net	Corrections Required	
	Traffic Control Mgr	Rachel Meng	rachel.meng@cityoforlando.net	Approved	
⊞ 2					

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DIGITAL PLANNING

Workflow Routing Slip Report: Tracks progression of plan review and tasks

ProjectDox®

Workflow Routing Slip Report

Project Name:	ROW2019-10341
Workflow Started:	03/24/2019 8:40 AM
Report Generated:	03/24/2019 12:44 PM

Task Name	Status	Cycle	Date Assigned	Date Accepted	Date Completed	Group Name	User
Applicant Upload Task	Completed		03/24/2019 8:40 AM	03/24/2019 8:52 AM	03/24/2019 8:53 AM	Applicant	Crystal Em
Prescreen Review Task	Completed		03/24/2019 8:53 AM	03/24/2019 9:26 AM	03/24/2019 9:26 AM	Permit Technicians	Crystal Em
Assign Reviewers Task	Completed		03/24/2019 9:26 AM	03/24/2019 9:26 AM	03/24/2019 9:27 AM	Permit Technicians	Crystal Em
Site Engineering Department Review cycle #1	Completed	1	03/24/2019 9:27 AM	03/24/2019 10:28 AM	03/24/2019 10:32 AM	Site Engineering	Rachel M
Traffic Control Mgr Department Review cycle #1	Completed	1	03/24/2019 9:28 AM	03/24/2019 10:32 AM	03/24/2019 10:33 AM	Traffic Control Mgr	Rachel M
Review Complete Task	Completed	1	03/24/2019 10:33 AM	03/24/2019 10:33 AM	03/24/2019 10:35 AM	Permit Technicians	Rachel M
Applicant Resubmit Task	Completed	1	03/24/2019 10:35 AM	03/24/2019 10:36 AM	03/24/2019 10:37 AM	Applicant	Crystal Em

Changemarks on Plans Comments noted in the drawings themselves can only be viewed within the drawings **after receiving a task to Resubmit Corrections**
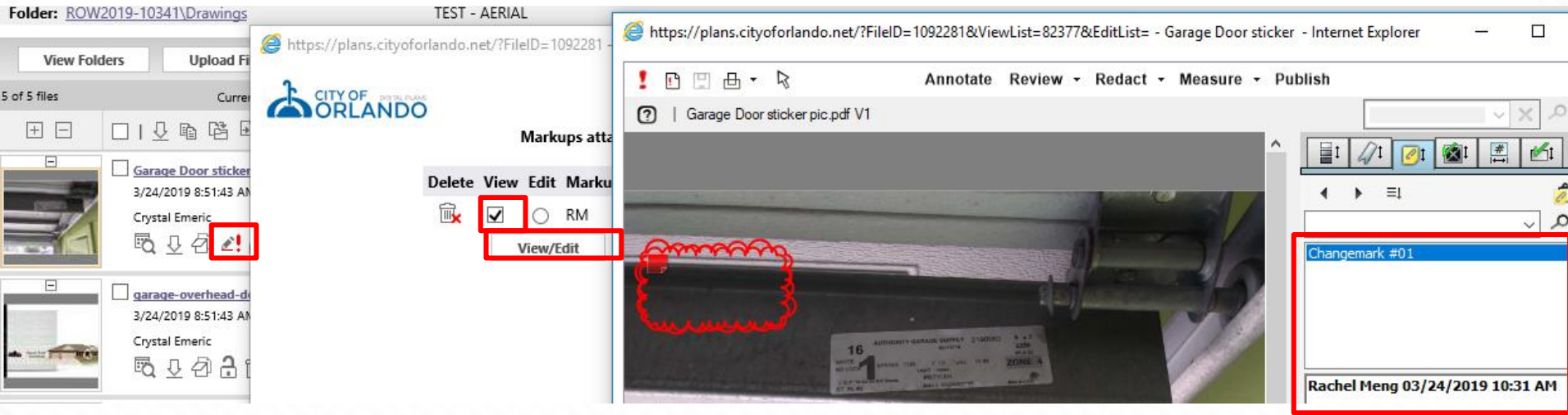
Select the permit number
Select Drawings folder
Select the Changemark icon
Select View
View comments on the plans themselves

Corrections Required

- **After all reviews are completed**, and if corrections/information is required, the applicant will receive an email notification to submit revisions

  ✓ Revisions must be uploaded to the appropriate folders using the **ORIGINAL** file name allowing for file versioning to occur.

  ✓ If correctly named, the file will automatically version

Applicant Resubmit Corrections Task: Response to comments options

Respond to comments utilizing 1 of these 3 options:

A) Upload response to comments letter in the Documents folder
B) Export the Changemarks report to Excel, Respond to comments in the Applicant Response column, set the page break to the Applicant Response Column, upload the spreadsheet in the Documents folder
C) Utilize the systems Reporting option by selecting the task, Select the Changemarks tab, save each row/column as responses are made

- Review and accept the task instructions.

- Click the Resubmit Complete button to finalize your submission back to the city.

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Applicant Resubmit Corrections Task:
Response to comments options

Task Instructions

After you have successfully uploaded all required plans and documents, please click the (Resubmit Complete) button. Once the Resubmit Complete button is selected you will no longer be able to upload additional files.

View Changemark Items (3)

Department	Reviewed By	Status	Reviewer Comments	Applicant Comments
Building	Eplan Reviewer nt02@avolvesoftware.com	Recommend for Approval		
Engineering	Eplan Reviewer04 nt04@avolvesoftware.com	Recommend for Denial	Additional comments may be added into this section for review.	
Planning	Nicole Thorne nthorne@avolvesoftware.com	Recommend for Denial		

Task Instructions

☐ I have reviewed and addressed, including responses where appropriate, all Changemark Items accessed by clicking on the "Changemark Items" button above.

☐ I have uploaded the revised drawings and/or documents required as a result of the review into the appropriate folder in the project using the SAME file names as the original files. I am ready to complete my assigned task and resubmit back to the jurisdiction for further review.

Resubmit Complete   Close

Applicant Resubmit Corrections Task: Response to comments options

Applicant Submit Fees

- Applicant will receive an email notification to Pay Fees, after all reviews are completed and approved. Fees must be paid on our City website: www.cityoforlando.net/permits

Welcome to beta.orlando.gov

This site is a work-in-progress & features a few select services. See all topics at cityoforlando.net.

Share feedback on the new website.

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Find almost anything on our website

Home / Building & Development / Permits & Inspections

Permits & Inspections

Get a Permit

Construction and renovation projects require different types of permits. View the City of Orlando permit guide to help you apply for a permit.

Get in Line or Make a Permitting Appointment

Get in line now to be seen today or select an appointment for a future time or date.

Figure Out What Permits You Need

Use our Digital Permitting guide to simplify the permitting process and to determine what permits you need for your project.

Submit Construction Project Plans

Check Permit Status

You can use your permit

File a Recorded Notice of Commencement

CITY OF ORLANDO

Permit and Planning Project Lookup

This permit and planning project lookup tool allows you to pay fees, view and schedule inspections, and review plan status.

Permit Number:

Example: BLD2017-00434

SEARCH

If you don't know your permit number, you can search using the project name, parcel number, or permit address.

Project Name: SEARCH

Parcel Number: SEARCH

Search by: ⦿ Permit ◯ Parcel   SEARCH

Street Number:

Direction: ▼

Street Name:

Street Type: ▼

CITY OF ORLANDO

VIEW INSPECTIONS | **SCHEDULE INSPECTION** | **PAY FEES** | **PLAN REVIEW** | **NEW SEARCH**

Inspection List

Permit Number: BLD2018-15154
Project: PENDANA SENIOR HOUSING
Address: 750 S TEXAS AVE Orlando FL
Description: 3 STORY TYPE V-A WOOD CONSTRUCTION FOR INDEPENDENT SENIOR APARTMENT (TAX CREDIT) WITH ENCLOSED CORRIDORS
Application Status: Open
There are DocHolds on this permit.

		Added Date	Added By
Docs Required - before CO	Sprayed Fire Resistance materials and rating shall comply with Sections 704.13.1 through 704.13.5. The FRR of the SFRM shall be consistent to include thickness and dry density of the applied SFRM, method of application per the manufacturer installation instructions. FBC 107.2.1 2017 A Document Hold will be placed for the following information below and the contractor will not be able to schedule a final inspection until provided: 1. The applicator needs to be certified to install the product 2. The product needs to be installed per manufacturers 3. On-site QC inspector needs to sign off on installation 4. QC inspector needs to have proper tools for verifying installation.	8/28/2018	Avolve - ProjectDox
Doc required before Framing inspection	Provide approved truss engineering and layout.	8/28/2018	Avolve - ProjectDox

Inspection List

Permit Number: BLD2017-01924

Project: PRES @ LAUREAT

Address:

Description: New single family home

Application Status: Finaled

Inspections	Status	Scheduled Date	Actions
600 (Final Inspection)	Approved	11/28/2017	Details
170 (Zoning Final Inspection)	Approved	11/21/2017	Details
132 (Rated Wall Inspection)	Approved	9/27/2017	Details
140 (Insulation Inspection)	Approved	9/19/2017	Details
325 (Lath / Stucco Inspection)	Approved	9/15/2017	Details
130 (Framing Inspection)	Approved	9/6/2017	Details
127 (Exterior Sheathing Inspection)	Approved	8/22/2017	Details
405 (Slab Inspection)	Approved	8/7/2017	Details
120 (Roof Decking Inspection)	Approved	7/5/2017	Details
305 (Lintel / Tie Inspection)	Approved	5/31/2017	Details

Retrieve Approved Plans and Permits

Downloading Documents

Download all items from the **Approved folder**, **print to scale** and **post** on the job site for inspections
(This folder will generate at this stage)

*Note: Plans are issued to the digital applicant that is the contractor of record or person with Power of Attorney from the contractor

Submitting Revisions / DocHolds after permit issuance

- Email Digital Permits requesting to open the portal to submit your revisions and/or Document Holds

- You will receive an email invite via eplans to upload & the initial submittal, task, review, and approval process will take place

    Remember to submit a narrative

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Additional Services

Permit Express: *Cut the review time in half! Commercial projects that are 5,000 sqft or less may qualify for this free service.*

Business Tax: *Opening a business – visit Open Counter Digital on our City website for guiding business owners before they lease a space or start their business*

QLess – Virtual Lobby Check-in: *Get in line before arriving to our lobby; updated wait times are sent directly to your phone via text or schedule an appointment*

Overtime Inspections: *Need an inspection after hours? Submit your request on our City website*

Permit Renewals: *Expired permit? Submit your request on our City website*

PreSubmittal meeting: *Design professional's can meet with our plan review team __prior__ to formally submitting plans for clarification on questions or concerns*

Thank you for attending!

digitalpermits@cityoforlando.net
407.246.3396
www.cityoforlando.net/permits