CITY OF DETROIT ePLANS APPLICANT USER GUIDE

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Email: eplanssupport@detroitmi.gov
Phone: 313-224-1879

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What is ePLANS

As part of our commitment to innovation and customer service, to provide a more transparent and efficient Plan Review process, The City of Detroit Buildings Safety Engineering and Environmental Department (BSEED) has launched City of Detroit ePLANS for all Conditional Use Hearings, Building Permits, requiring plan review and/or Site Plan Review Applications as part of a major effort to overhaul its permitting operation.

Applicants will be able to submit their plans electronically and check the status of plan reviews from anywhere in the world through the BSEED ePLANS web portal. Applicants will have the option of submitting plans for review via ePLANS or through traditional hard-copy blueprints. In addition to enhancing customer service and communication, this online process will save applicants thousands of dollars in reducing paper use, printing, storage, parking and travel costs, drive time and gasoline consumption, while helping to streamline the permitting process and reduce review times.

ePLANS is broken down into two portals:

The Online Application Submission (OAS) portal is used to submit applications and manage personal account information such as password or personal information.

The ProjectDox portal is used to manage projects once they have been submitted. This portal will be used for uploading drawings and documents. It will also serve as the tool to notify applicants of any actions required on their behalves.

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Getting Started

Please visit our official City of Detroit ePLANS [webpage](#) to access all necessary additional support documents needed to get started.

Please access these documents sequentially in order to maximize usability:

1. **Quick Start Guide** (This document gives a broad overview of the entire ePLANS process including support and the different file types the system can handle)
2. **System Use Requirements** (This document lists all system dependencies that need to be met to use the system fully)
3. **Create ProjectDox Account** (This document lists the ePLANS account creation process)

This combination of documents lays the foundation needed to get started with the City of Detroit ePLANS.

This guide will revisit as well as continue to build upon the fundamental knowledge received from the mentioned documents.
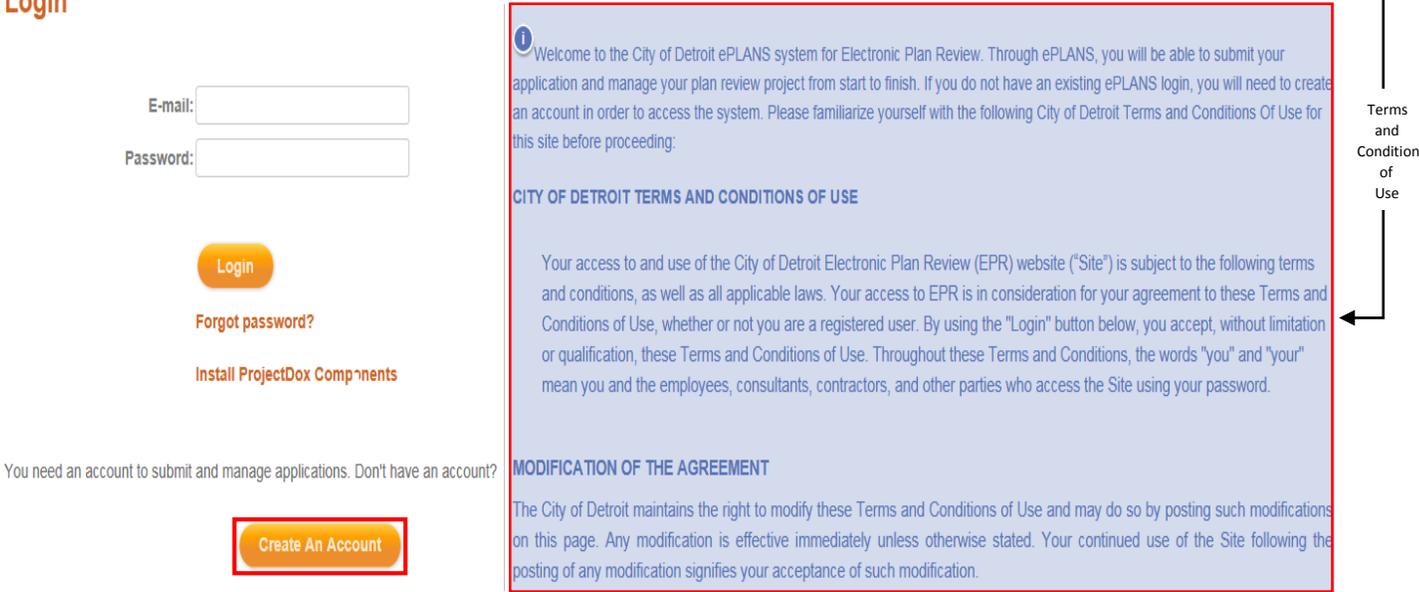
Click the **SUBMIT ePLANS** button from the City of Detroit ePLANS [webpage](#) to login to the City of Detroit ePLANS portal.

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Create an Account

<u>Note</u>: It is highly recommended to review the City of Detroit ePLANS portal Terms and Condition of Use prior to creating an account. The <u>Terms and Condition of Use</u> can be found on the right half of the login page. Be sure to scroll to the bottom of the page to view full text. Be aware that the City of Detroit reserves the right to update the Terms and Condition of Use at any time.

1. From the City of Detroit ePLANS OAS portal, click **Create An Account** near the middle left of the screen.

2. Please complete all required fields in order to establish an account. Any field name followed by a red asterisk symbol (✱) is a required field.
3. Once all fields have been completed with valid information, scroll to the bottom of the page and click the checkbox next to **I'm not a robot**. This action may prompt for completion of a captcha test which would consist of matching words to images.
4. Once the test has been completed, click **Create My Account**.

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CITY OF DETROIT
ePLANS

Create Your Account ?

First Name *	MY FIRST NAME	
Last Name *	MY LAST NAME	
Email *	myemailadress@gmail.com	
Confirm Email *	myemailadress@gmail.com	
Phone *	313 - 000 - 0000	x
Additional Phone		x
Company Name	Company I Work For	
Address 1 *	The Company's Adress	
Address 2		
Country *	United States	
Province/State *	Michigan	
City *	Detroit	
Postal Code/Zip Code *	48226	
New Password *	••••••••••••••••••	

Password must not contain special characters, must contain at least one digit, one upper case letter, one lower case letter, and must have at least 8 characters.

Confirm Password *	••••••••••••••••••

Step 2

Required Fields

Step 3

☐ I'm not a robot — reCAPTCHA Privacy - Terms

Complete Captcha Test

✓ I'm not a robot — reCAPTCHA Privacy - Terms

Create My Account   Cancel

Step 4

Create My Account   Cancel

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5. A message from **DoNotReply@avolvecloud.com** with a **Welcome to Portal** subject line will be sent to the email used to register the account. Login to the email used to sign up and click to open the message. Copy the verification code to clipboard, note that it is case sensitive.

New Account Request

Welcome to Portal! Before gaining access, you must confirm your account by clicking on the link below and entering the verification code.

User Login:	Youremailaccount@example.com
Verification Code:	69DAA4 (Good until 9/27/2017 6:52:53 PM)
Click to verify password:	https://oas.avolvecloud.com/oas/Login/RequestCode/Detroit?Email=Youremailaccount@example.com

NOTE: If the verification code provided in this email has expired, you can click on the link above and request another verification code.

Please do not reply to this email.

6. Toggle back to the City of Detroit ePLANS OAS portal and paste the verification code copied in step 5 to the **Verification Code** field. Click **Continue** to complete the account creation process.

Verification Code *   69DAA4

Enter the verification code that you received via email to complete the account verification process.

Continue   Resend Code

7. Click **OK** to continue to login.

Your account has been confirmed. Please login.

OK

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Account Management – OAS Portal

Update Personal Information

1. Click **Profile** near the left of the screen to update personal information or password.

2. Before updating any personal information, the current password on the account must be entered into the **Current Password** field. Click **Save** to confirm updates made on the account.

Personal Information	
First Name *	MY FIRST NAME
Last Name *	MY FIRST NAME
Email	Youremailaccount@example.com
Phone *	313 - 000 - 000 X
Additional Phone	X
Company Name	Company I work for
Address 1 *	Company's Address
Address 2	
Country *	United States
Province/State *	Michigan
City *	Detroit
Postal Code/Zip Code *	48226
Current Password	ENTER CURRENT PASSWORD

Save   Cancel

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Password Management

Update Password

1. From the City of Detroit ePLANS OAS Portal **Profile** menu, scroll down to the **Security** section and fill all three required fields. Once the correct **Current Password** and a **New Password** that meets the <u>security requirements</u> listed have been entered, click **Save** to update the changes.

Reset Password

2. From the City of Detroit ePLANS OAS portal login page, click **Forgot Password?**

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3. Enter the email address in the **E-mail** field and click **Go**.

E-mail: | Youremailaccount@example.com | **Go**

1. Enter your email address to re-set your password.

2. You will receive an email with a verification code and a link to re-set the password.

4. A message from **DoNotReply@avolvecloud.com** with a **Password Reset Request** subject line will be sent to the email box used to reset the account. Login to the email used to sign up and click to open the message. Copy the verification code, note that it is case sensitive.

Password Reset Request

As per your request to reset the password for your account for Portal, please follow the steps below:

a. Click on the link below to reset your password

b. Enter the verification code provided in this email below

c. You will be directed to enter your new password and confirm the new password

d. To use Portal, you will need to login with your new password

NOTE: If the verification code provided in this email has expired, you can click on the link below and request another verification code

User Login:	Youremailaccount@example.com
Verification Code:	4DB5DB (Good until 9/27/2017 9:14:37 PM)
Click to reset password:	https://oas.avolvecloud.com/oas/Login/RequestCode/Detroit?Email=Youremailaccount@example.com

If you have not requested a password reset for Portal account and you think you have received this email in error then you may continue to use your account with your existing password.

5. Toggle back to the City of Detroit ePLANS OAS portal and enter the verification code copied in step 3 to the **Verification Code** field. Click **Continue** to complete the account creation process.

Verification Code * | 4DB5DB

Enter the verification code that you received via email to complete the account verification process.

Continue **Resend Code**

Submit an Application

Begin an Application

1. Click to select one out of five application request types under the **Request Type** dropdown. This illustration shows a **Detroit Building Permit Application**.
2. Enter the site address followed by a brief description under the **Request Name** field.
3. Click **Start My Application Request** to fill the application for submission.

4. Please review our **Terms And Conditions** then scroll down to the bottom of the page and click to check the **I have read, understand, and agree to the above terms and conditions** checkbox. Once the box has been checked, please click **Accept & Start My Application** to fill the application form.

September 28, 2017

Terms And Conditions ?

Submission of an application and uploading documents does not constitute acceptance. Payment of ALL applicable fees initiates the application process. Applicant may not claim a relationship with or speak for any business, association, or other organization for which you are not authorized to claim such a relationship. Submissions must include a letter of authorization from the responsible party.
Non-payment of applicable fees will result in an administrative hold on the application until those fees are paid. Once applicable fees are paid, the application will be processed and department reviews will commence. Inactive applications may be expired by the City of Detroit if appropriate fees are not paid in a timely manner.
Electronically submitted files will be accessible to all appropriate Departments and participating Agencies for review. Unless protected by law, submitted documents, other than engineering CAD files, will be publicly available.
Electronically submitted files shall be archived in accordance with Michigan Laws and Regulations.

INDEMNITY
You agree to defend, indemnify, and hold harmless the City of Detroit and its employees from any and all liabilities and costs incurred by them in connection with any claim arising from any breach by you of these Terms and Conditions of Use, including reasonable attorneys' fees and costs. You agree to cooperate as fully as may be reasonably possible in the defense of any such claim. The City of Detroit reserves the right to assume, at its own expense, the exclusive defense and control of any matter otherwise subject to indemnification by you. You in turn shall not settle any matter without the written consent of the City of Detroit.

DISCLAIMER OF WARRANTY
You expressly understand and agree that your use of the Site, or any material available through this Site, is at your own risk. Neither the City of Detroit nor its employees warrant that the Site will be uninterrupted, problem-free, free of omissions, or error-free; nor do they make any warranty as to the results that may be obtained from the use of the Site. The content and function of the Site are provided to you "as is," without warranties of any kind, either express or implied, including, but not limited to, warranties of title, merchantability, fitness for a particular purpose or use, non-infringement, compatibility, security or accuracy.

LIMITATION OF LIABILITY
In no event will the City of Detroit or its employees be liable for any incidental, indirect, special, punitive, exemplary, or consequential damages, arising out of your use of or inability to use the Site, including without limitation, loss of revenue or anticipated profits, loss of goodwill, loss of business, loss of data, computer failure or malfunction, or any and all other damages.

SITE MAINTENANCE
The City of Detroit has the right to perform routine and periodic maintenance on the Site without prior notification to you. The City of Detroit reserves the right to temporarily or permanently discontinue the use of this Site at any time.

☑ I have read, understand, and agree to the above terms and conditions

Accept & Start My Application   Back To My Home Page

Application Form

1. A) Optionally, click **Edit** at the top right of page to make changes to the **Request Name** entered at step 2 as needed.

   Request Name: 2 Woodward Ave Addition **Edit**

   B) Click **Save** to finalize any changes made.

   Request Name: [2 Woodward Ave Redevelopment]   **Save** Cancel

2. To save the application form with all currently filled fields, scroll to the bottom of the page and click **Save for Later** at any point before finalizing the submission. A **Form has been successfully saved** prompt will appear.

   Save for Later   **Submit Request**

   Form has been successfully saved.
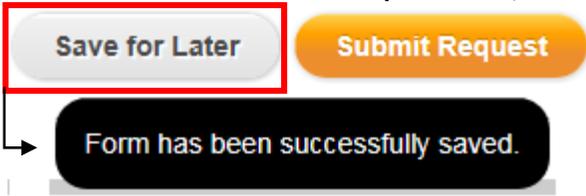
3. Click **Home** at the top left of the screen to manage saved application requests.

   Home
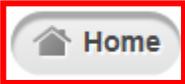
4. Scroll down to the **In Process Application Requests** section at the bottom, locate the corresponding application request and click under the **ACTION** tab to continue the application request.

In Process Application Requests ?			Filter By Application Request Type:	All	
REQUEST NUMBER	REQUEST NAME	REQUEST TYPE	STARTED ON	UPDATED ON	ACTION
BLD-2942	2 Woodward Ave Redevelopment	Detroit Building Permit Application	09/28/2017	09/28/2017	
1 - 1 of 1 records					prev 1 next

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1. Click the **+** symbol in each section to expand and fill the required fields.

2. Under the **Signature** section, read the wording to the checkbox. Click the **Checkbox** to sign. Once every applicable section's status has changed to **Complete**, click **Submit Request** to finalize the application form submission process.

BUILDING PERMIT APPLICATION
CITY OF DETROIT
BUILDINGS, SAFETY ENGINEERING & ENVIRONMENTAL DEPARTMENT
2 WOODWARD AVENUE, ROOM 409, DETROIT, MICHIGAN 48226

Date * 09/28/2017 00:00   COMPLETE

− Property Information   INCOMPLETE

Address *
Floor *
Suite #
Stories *
AKA
Lots
Subdivision
Parcel ID#(s)
Total Acres
Lot Width
Lot Depth
Current Legal Use of Property *
Proposed Use *
Are there any existing buildings or structures on this parcel?   ○ Yes   ○ No

Once Required Fields are Completed

+ Project Information   INCOMPLETE   COMPLETE

+ Identification (All Fields Required)   INCOMPLETE   COMPLETE

− Signature   INCOMPLETE   COMPLETE

I hereby declare that I have read and understood the above, and the information contained in this application, attached schedules, attached plans and specifications, and other documentation is true to the best of my knowledge.

☑ I hereby certify that the information on this application is true and correct and I agree to conform to all applicable laws and ordinances of this jurisdiction. I am aware that a permit will expire when no inspections are requested and conducted within 180 days of the date of issuance or the date of the previous inspection and that expired permits cannot be refunded.

Applicant: My Name   Signature date: 2017-09-28 6:17 AM

Save for Later   Submit Request

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Note: Application forms and document requirements may differ per request types. However a blight clearance from the Department of Administrative Hearings (DAH) is a required document for all applications. Click here for more information.

A request number, BLD-2942 in this illustration, is assigned to the submitted application. The request number will become the project number used to uniquely identify and manage the request during the plan review process.

Application Request Confirmation

Thank You!

Applicant:	My Name
Signature Date:	9/28/2017 6:04:44 AM
Request Number:	BLD-2942
Request Name:	2 Woodward Ave Redevelopment

Print

Click Home and go to Manage Existing Applications.

Applicant Upload Task

Before continuing, go to page 36 for best practices related to uploading files.

1. A message from **DoNotReply2@avolvecloud.com** with an **Applicant Upload Task Assignment** subject line will be sent to the email box used to submit the application request. Login to the mentioned email and click to open the message. Review the attached instruction steps listed and click **Login to ProjectDox**.

Project:	**BLD-2942**
Task:	**Applicant Upload**
Project Access	**Login to ProjectDox**

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2. From the City of Detroit ePLANS OAS portal login page, enter the email and password used to create the project and click **Login**.

Login

| E-mail: | Youremailaccount@example.com |
| Password: | •••••••••••• |

Login

Forgot password?

Install ProjectDox Components

3. Near the center of the screen, click **Manage My Existing Projects**

🏠 Home   👤 Profile   My Name | Logout

September 27, 2017
Detroit

Start New Application Request

ⓘ To start a new application request:
  - Select an application request type
  - Provide an application request name
  - Click the button below

Request Type: * Detroit Awning Permit Application
Request Name: *

Start My Application Request

Status of Existing Projects

ⓘ Once an application request has been submitted, you manage these projects, perform tasks, and upload required files by clicking the button below. You will be navigated to your project toolset.

Manage My Existing Projects

In Process Application Requests ❓   Filter By Application Request Type: All

REQUEST NUMBER	REQUEST NAME	TYPE	STARTED ON	UPDATED ON	ACTION

0 - 0 of 0 records |◄ ‹ prev 1 next › ►|

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Beware that some projects that have not been accessed for some time may now show on the City of Detroit ePLANS ProjectDox portal until clicking **All Projects**.

4. Scroll down near the bottom the page to the **ProjectFlow Task List** section and click **Applicant Upload** under the **Task** tab.

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5. Click **Ok** to self-assign and accept the task from the **Do you want to accept this task?** pop up window.

Consultant and **Client** are the two types of team members that can be invited to have access to a project. A **Consultant** has identical access to the project as the **Applicant** except the ability to make actions through the **ProjectFlow Task List**. A **Client** has view only access to the project. Note that the **Applicant Upload Task Assignment** and corrections phases are the only times an **Applicant** can add team members to a project. If more team members need to be added to a project further down the line, please send an email to eplanssupport@detroitmi.gov with the team member's information.

6. A) Under the **Additional Team Members Section,** enter a first name, last name and email to the corresponding fields.
   B) Under the **Invite to Group** section, select **Consultant** or **Client**.
   C) Click **Invite User.**

Task Instructions

After you have successfully uploaded all required plans and documents, please click the (Upload Complete) button.

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

Additional Team Members

First Name	Last Name	Email	Invite to Group	
Consultant First Name	Consultant Last Name	consultant@example.com	Consultant ⌄	Invite User
Client First Name	Client First Name	client@example.com	Client	

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D) Invited team members can now be seen under the **Remove Team Members** section. To remove a team member, select the group that the specified team member was added under. This can be done from the **Remove From Group** dropdown.

E) Select the specified team member under the **User** dropdown.

F) Click **Remove User**.

7. Click **Complete Later** near the bottom of the page to close the **Applicant Upload Task Assignment** window.

8. Return to **ProjectFlow Task List** as shown in step 4. Click the value under the **Project** column to access the submitted project. In this illustration, the value is **BLD-2942**.

ProjectFlow Task List

Refresh

	TASK	PROJECT	INSTANCE	GROUP	ASSIGNMEN	STATUS	PRIORITY	DUE DATE	CREATED	LOCATION
	Applicant Upload Task	BLD-2942	BLD-2942 - Detroit Building Template - 9/28/2017 9:06:51 AM	Applicant	FirstInGro...	Pending	Medi...	10/5/2017 9:06:51 AM	9/28/2017 9:06:51 AM	

1 - 1 of 1 records   prev 1 next

9. From the selected project page, click **Drawings** then click **Upload Files**.

Expand current | Collapse |

□ **BLD-2942**
  📁 Drawings (8 Files - 8 New)
  📁 Documents
  📁 Specifications
  📁 Structural Calculations
  📁 Approved
  📁 Fees

10. From the specified folder click **Upload Files**.

Folder: BLD-2942\Drawings

No files currently exist in **Documents**.

To upload files into this folder
(1) Click the Upload button below
(2) Follow the instructions in the pop-up window

Large files may take a few minutes to be processed. Click the Refresh button at the top of the page to refresh your file list view.

[View Folders]   [Upload Files]

11. Follow the sequential series of steps below to upload drawings.
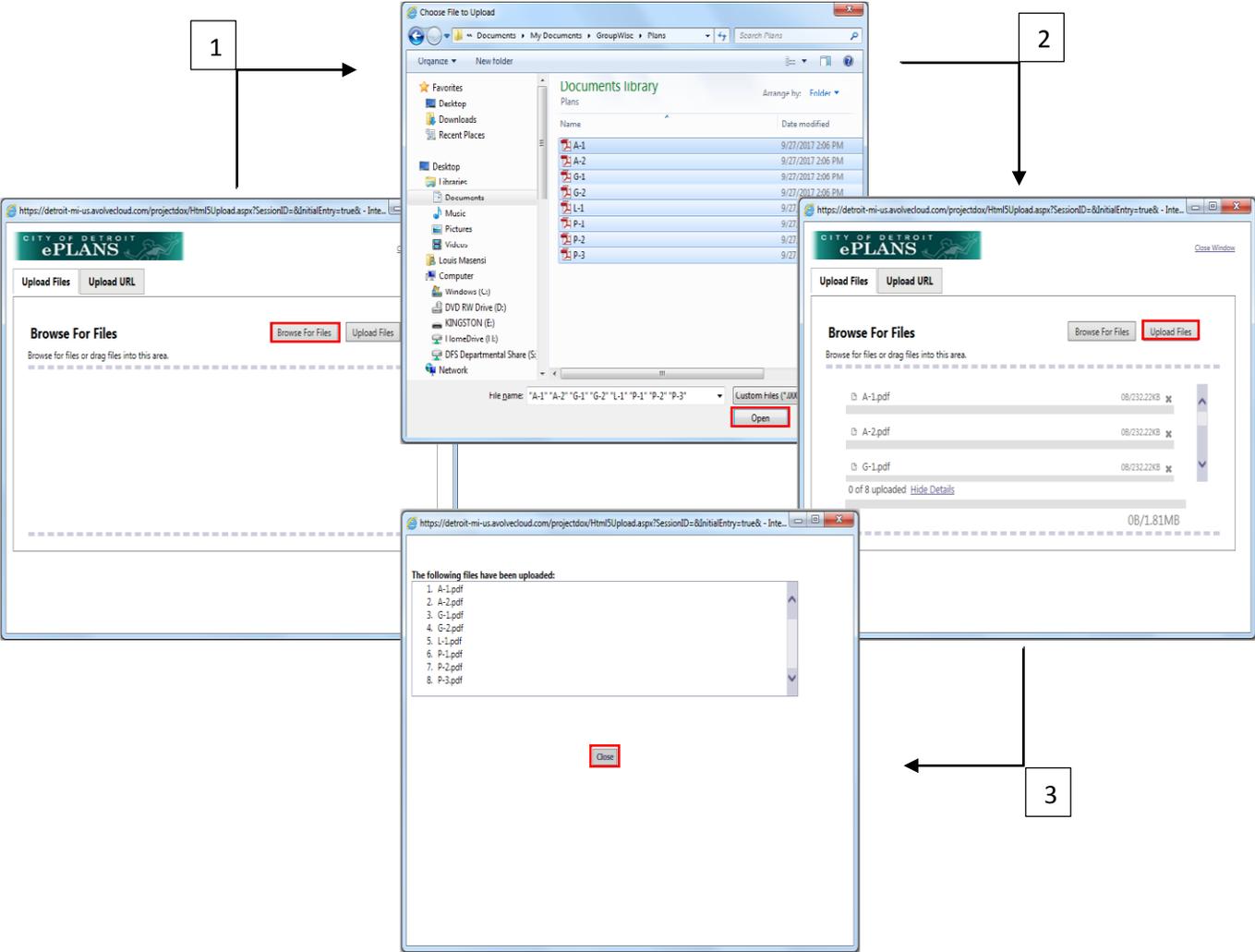
12. Click the **View Folders** button near the top left of the page then click 📁 Documents Repeat steps 10 and 11 to upload required documents.

13. Click the **Projects** button near the top right of the page to return the home portal and scroll down to the **ProjectFlow Task List** near the bottom of the page.

14. Click **Applicant Upload Task** under the **Task** tab.

	TASK	PROJECT	INSTANCE	GROUP	ASSIGNMEN	STATUS	PRIORITY	DUE DATE	CREATED	LOCATION
💬 📇	Applicant Upload Task	BLD-2942	BLD-2942 - Detroit Building Template - 9/28/2017 9:06:51 AM	Applicant	FirstInGro...	Pending	⚠ Medi...	10/5/2017 9:06:51 AM	9/28/2017 9:06:51 AM	

1 - 1 of 1 records |◄ ← prev **1** next → →|

15. Click to check **I have uploaded all required drawings and/ or documents** checkbox. Click **Upload Complete – Notify Jurisdiction** to submit attached files.

Task Instructions
After you have successfully uploaded all required plans and documents, please click the (Upload Complete) button.

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

Additional Team Members

First Name	Last Name	Email	Invite to Group	
			Consultant ▾	Invite User

Remove Team Members

Remove from Group	User	
Consultant ▾	▾	Remove User

[Upload Complete - Notify Jurisdiction] [Complete Later]

<u>Note</u>: An email with instruction will be sent out in case the City of Detroit BSEED plan review staff requires more documents.

Fee Payments

Login to the email associated to the project and click the message from **DoNotReply2@avolvecloud.com** with a subject line beginning with **Quick Review Response Assignment**. Click **Login to ProjectDox**.

Attention :

You have been assigned a task on Project: **BLD-2942**

The due date for this task is:

Please **Login to ProjectDox** to begin your task.

Project:	BLD-2942
Task:	Quick Review Response

Project Access | **Login to ProjectDox**

If you do not have access to the specified folder, please contact the **Project Administrator**.

Please do not reply to this email.

1. Login to the ePLANS portal, click the **Manage My Existing Projects** button. Scroll down to the **ProjectFlow Task List** near the bottom of the page and click **Quick Review Response** under the **Task** column.

ProjectFlow Task List

Refresh

		TASK	PROJECT	INSTANCE	GROUP	ASSIGNMENT TYPE	STATUS	PRIORITY	DUE DATE	CREATED	LOCATION
		Quick Review Response	BLD-2942	Fee Invoice 1	Applicant	Individual	Accepted	Low	10/5/2017 12:00:00 AM	9/28/2017 11:22:57 PM	

2. Click **Ok** to self-assign and accept the task from the **Do you want to accept this task?** pop up window.

CITY OF DETROIT
ePLANS
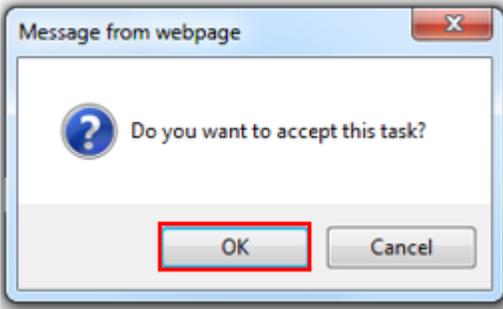
3. Click to launch the attached file and retrieve the **Case Number** as well as the **Total Amount Due**.

Task Instructions

Upon acceptance of task, please review the required drawings and provide any applicable comments and status. Please scroll to **File Comments** section below and click to launch the attached invoice under the **Thumbnail** column. Proceed to pay the total amount displayed on the invoice through our PayPal portal to begin the review process.

File Comments

THUMBNAIL	FILE NAME	SENDER COMMENTS
	Invoice 1.pdf —— Invoice Launched	

9/24/2017
7:15:45AM

Fees Associated With

Case #: **PRV2017-0000**

Fee Type	Start Date	End Date	Dept	Description	Trans Code	Revenue Account Number	Created By	Date	Amount	Due
ZONE	8/1/2004	6/30/2099		Building Code & Zoning		2490130300000	M-RA	9/22/2017	19,713.00	19,713.00
MECR	8/1/2004	6/30/2099		Mechanical Plan Review		2490130300000	M-RA	9/22/2017	2,628.40	2,628.40
ELER	8/1/2004	6/30/2099		Electrical Plan Review		2490130300000	M-RA	9/22/2017	2,628.40	2,628.40
PLMR	8/1/2004	6/30/2099		Plumbing Plan Review		2490130300000	M-RA	9/22/2017	2,628.40	2,628.40
APR	6/21/2013	6/30/2099		Fire Architectural Plan Re		1000240240000	M-RA	9/22/2017	1,971.30	1,971.30
								Total Due:		**$29,569.50**

PayPal Case Number

Total Amount Due

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Email: eplanssupport@detroitmi.gov
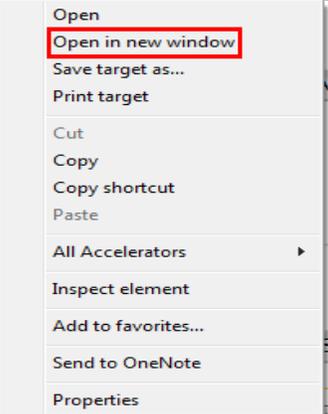Phone: 313-224-1879

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4. Close the invoice window and right click **Here** to continue to PayPal. Enter the **Case Number** and **Total Amount Due** found on the invoice into corresponding PayPal fields.

Task Instructions

Upon acceptance of task, please review the required drawings and provide any applicable comments and status. Please scroll to **File Comments** section below and click to launch the attached invoice under the **Thumbnail** column. Proceed to pay the total amount displayed on the invoice through our PayPal portal to begin the review process.

Note: It is important that you enter case number PRV2017-00000 accurately so that your payment can be applied to the proper account

Click here to access our PayPal portal and make the payment.

Open
Open in new window
Save target as...
Print target
Cut
Copy
Copy shortcut
Paste
All Accelerators ▶
Inspect element
Add to favorites...
Send to OneNote
Properties

5. Once payments have been made, toggle back to **Quick Review Response** task window and click the [Complete] on near the bottom of the screen to notify the City of Detroit plan review staff.

6. Once staff have successfully verified that payment was made in full, the review process will begin.

   <u>Note</u>: Additional invoices may be assigned to the project depending on further review findings. Please follow steps one through six with payment request

Correction Request Management

Prescreen Corrections Task

Prescreen Corrections Task refers to actions required by City of Detroit form intake analysts. Resubmitted documents **Must** be uploaded with the original file name.

1. In case any corrections are required on the submitted drawings or documents, an email from **DoNotReply@avolvecloud.com** will be sent out with a subject line of ***My Project Number*** – **ProjectDox Applicant Prescreen Corrections Notification**. Click to open the message and click **Login to ProjectDox**.

Prescreen Corrections Task Assignment

Attention :

This is a reminder that your plan review submission for Project: **BLD-2942** has been reviewed and corrections have been requested. You may review correction comments and requirements by 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 180 days of this notice to avoid having your Permit Application expire.

| Project:	BLD-2942
Description:	2 Woodward Ave Redevelopment
Task:	**Prescreen Corrections**
Assigned by:	[StarterLocalizedName]
Project Access | **Login to ProjectDox**	

2. Login to the ePLANS portal, click the **Manage My Existing Projects** button. Scroll down to the **ProjectFlow Task List** near the bottom of the page and click **Prescreen Corrections Task** under the **Task** column.

CONTACT US WITH ANY ELECTRONIC PLAN REVIEW RELATED ASSISTANCE
Email: eplanssupport@detroitmi.gov
Phone: 313-224-1879

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ProjectFlow Task List

○ Refresh

	TASK	PROJECT	INSTANCE	GROUP	ASSIGNMENT TYPE	STATUS	PRIORITY	DUE DATE	CREATED	LOCATION
🗨 🖹	Prescreen Corrections Task	BLD-2942	BLD-2942 - Detroit Building Template - 9/28/2017 9:06:51 AM	Applicant	FirstInGroup	Pending	⚠ Medium	10/6/2017 1:07:51 AM	9/29/2017 1:07:51 AM	

3. Click **Ok** to self-assign and accept the task from the **Do you want to accept this task?** pop up window.

Message from webpage

Do you want to accept this task?

OK   Cancel
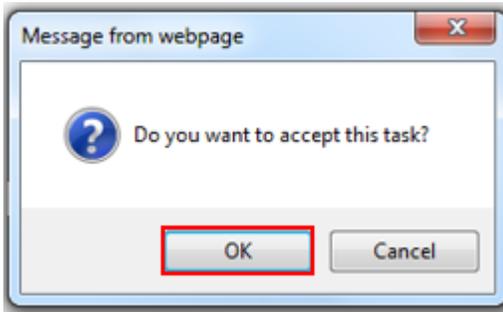
4. Click the **Click Here for Prescreen Checklist (#)** button to access actions items.

Task Instructions
After you have successfully uploaded all required plans and documents, please click the (Return to Jurisdiction) button.

Click Here for Prescreen Checklist (1)

Applicant Comments

Reviewer Comments

Reviewer Comments Last updated: 9/23/2017 5:41:10 PM

☐ I have uploaded the corrected documents and/or drawings as indicated above.

Return to Jurisdiction   Close

5. Review all listed **Checklist Action Items**. Double click the empty space underneath **Applicant Response** tab to add any comments then click **Done**. Click **Save** to add comments or **Close** to exit out of menu.

Selected Checklist Items for Review Cycle #0

PERMIT TYPE	DEPARTMENT	COMMENT TYPE	CYCLE	COMMENT TEXT	APPLICANT RESPONSE	COORDINATOR COMMENTS	STATUS	STATUS UPDATED BY	STATUS DATE UPDATED
Commercial Building Permit	Info Tech	Zoning Requirements	0	Please provide blight clearance.			Not Met	Teulaina Richardson	9/23/2017 5:38:14 PM

1 - 1 of 1 records

[Done] [Cancel]

Save Close View Full Report

6. Upload required documents and respond to each action item as applicable then repeat steps two and three. Add comments to the **Applicant Comments** field, click to check **Checkbox** and click **Return to Jurisdiction**.

Task Instructions
After you have successfully uploaded all required plans and documents, please click the (Return to Jurisdiction) button.

[Click Here for Prescreen Checklist (1)]

Applicant Comments
Add any further final comments as necessary.

Reviewer Comments

Reviewer Comments Last updated: 9/23/2017 5:41:10 PM

☑ I have uploaded the corrected documents and/or drawings as indicated above.

Additional Team Members

First Name	Last Name	Email	Invite to Group	
			Consultant ▾	Invite User

Remove Team Members

Remove from Group	User	
Consultant ▾	▾	Remove User

[Return to Jurisdiction] [Close]

<u>Note</u>: Team members can be added and removed during this task. Please review pages 19 and 20.

Applicant Resubmit Task

Applicant Resubmit Task refers to actions required by City of Detroit review staff.

1. In case any corrections are required on the submitted drawings, an email from **DoNotReply@avolvecloud.com** will be sent out with a subject line of **Applicant Resubmit Reminder**. Click to open the message and click **Login to ProjectDox**.

Applicant Resubmit Task Assignment Reminder

Attention:

This is a reminder that your plan review submission for Project: **BLD-2942** has been reviewed and corrections have been requested. You may review correction comments and requirements by 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 180 days of this notice to avoid having your Permit Application expire.

Project:	**BLD-2942**
Description:	2 Woodward Ave Redevelopment
Task:	Applicant Resubmit
Assigned by:	[StarterLocalizedName]
Project Access	Login to ProjectDox

2. Login to the ePLANS portal, click the **Manage My Existing Projects** button. Scroll down to the **ProjectFlow Task List** near the bottom of the page and click **Applicant Resubmit Task** under the **Task** column.

ProjectFlow Task List
⟳ Refresh

	TASK	PROJECT	INSTANCE	GROUP	ASSIGNMENT TYPE	STATUS	PRIORITY	DUE DATE	CREATED	LOCATION
💬 📇	Applicant Resubmit Task	BLD-2942	BLD-2942 - Detroit Building Template - 9/28/2017 9:06:51 AM	Applicant	FirstInGroup	Pending	⚠ Medium	10/6/2017 1:07:51 AM	9/29/2017 1:07:51 AM	

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Phone: 313-224-1879

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7. Click **Ok** to self-assign and accept the task from the **Do you want to accept this task?** pop up window.

Message from webpage

❓ Do you want to accept this task?

OK   Cancel
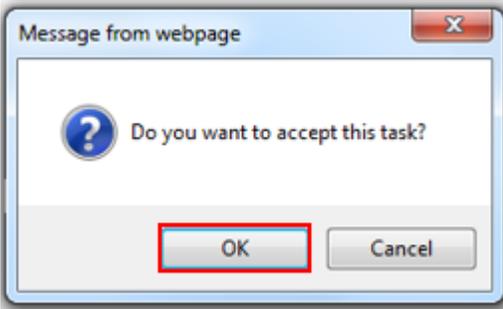
8. Click **Edit/View Checklist Items (#)**

Task Instructions

After you have successfully uploaded all required plans and documents, please click the (Resubmit Complete) button.

View Changemark Items (2)   View/Edit Checklist Items (4)

9. Review all listed **Checklist Action Items**. Double click the empty space underneath **Applicant Response** tab to add any comments then click **Done**. Click **Save** to add comments or **Close** to exit out of menu.

PERMIT TYPE	DEPARTMENT	COMMENT TYPE	CYCLE	COMMENT TEXT	APPLICANT RESPONSE	COORDINATOR COMMENTS	STATUS	STATUS UPDATED BY	STATUS DATE UPDATED
Commercial Building Permit	Mechanical	Ventilation Requirement	1	Provide residential kitchen exhaust and make up air at a rate of 100 cfm intermitent or 25cfm continious. MRC2015 Sect.1507.4			Not Met	Alan Meier	9/29/2017 12:55:08 AM
Commercial Building Permit	Mechanical	Ventilation Requirement	1	Provide required minimum tempered outdoor air to occupancy. MMC2012 Sect.403.2			Not Met	Alan Meier	9/29/2017 12:55:08 AM
Commercial Building Permit	Mechanical	Ventilation Requirement	1	Provide a blower door test showing a minimum of 5 air changes per hour for residential occupancies, or continious mechanical ventilation & exhaust with a minimum of 5 air changes per hour fresh air. MMC2012-Sect. 401.2			Not Met	Alan Meier	9/29/2017 12:55:08 AM
Commercial Building Permit	Mechanical	Ventilation Requirement	1	Provide each nail table with makeup air and a source capture with exhaust rate of not less than 50 cfm per table. MMC2012 Sect.403.3 Speciality Shop/Nail Salon.			Not Met	Alan Meier	9/29/2017 12:55:08 AM

1 - 4 of 4 records   ✓ Done   ✗ Cancel   ⏮ ← prev 1 next → ⏭
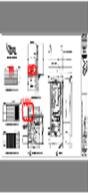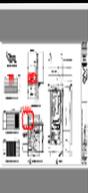
Save Close View Full Report

10. Click **View Changemark Items (#)**

Task Instructions

After you have successfully uploaded all required plans and documents,
please click the (Resubmit Complete) button.

View Changemark Items (2)	View/Edit Checklist Items (4)

11. Click the value under the <u>Markup Name</u> tab to launch an image with its associated changemarks.

STATUS	FILE IMAGE	DEPARTMENT	CYCLE	UPDATED BY	FILE NAME	MARKUP NAME	CHANGEMARK SUBJECT	CHANGEMARK DETAILS	CHANGEMARK DATE UPDATED	REVIEWER COMMENTS	COORDINATOR COMMENTS	APPLICANT RESPONSE	ROW DATE UPDATED
Unresolved		Mechanical	1	Alan Meier	M - 1.pdf	Mechanical	Changemark #01	CHANGEMARK TEXT	9/29/2017 1:05 AM				9/29/2017 1:05 AM
Unresolved		Mechanical	1	Alan Meier	M - 1.pdf	Mechanical	Changemark #02	SECOND CHANGEMARK TEXT	9/29/2017 1:05 AM				9/29/2017 1:05 AM

12. Click ▮ symbol anywhere on the image to review **Changemarks**.
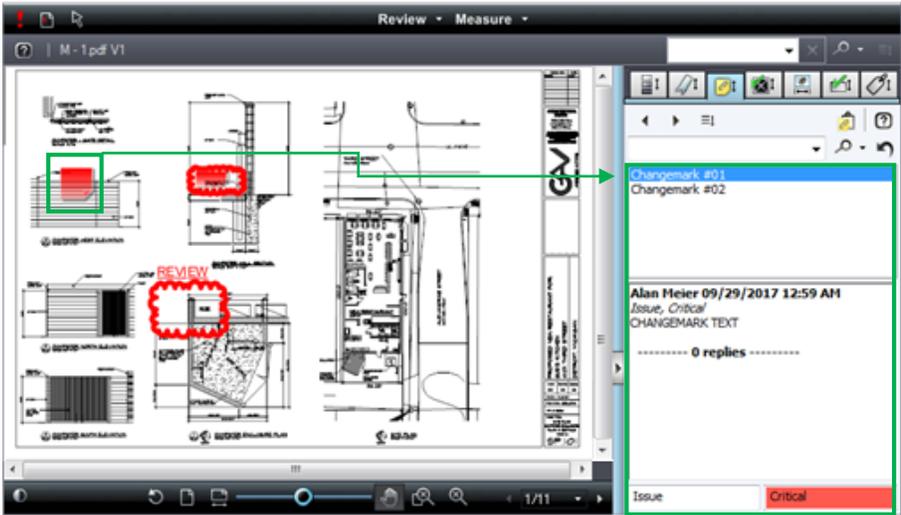
13. Toggle back to the **Workflow Review Changemark** Viewer window. Double click the empty space underneath **Applicant Response** tab to add any comments then click **Done**. Click **Save** to add comments or **Close** to exit out of menu.

STATUS	FILE IMAGE	DEPARTMENT	CYCLE	UPDATED BY	FILE NAME	MARKUP NAME	CHANGEMARK SUBJECT	CHANGEMARK DETAILS	CHANGEMARK DATE UPDATED	REVIEWER COMMENTS	COORDINATOR COMMENTS	APPLICANT RESPONSE	ROW DATE UPDATED
Unresolved		Mechanical	1	Alan Meier	M - 1.pdf	Mechanical	Changemark #01	CHANGEMARK TEXT	9/29/2017 1:05 AM				9/29/2017 1:05 AM
Unresolved		Mechanical	1	Alan Meier	M - 1.pdf	Mechanical	Changemark #02	SECOND CHANGEMARK TEXT	9/29/2017 1:05 AM				9/29/2017 1:05 AM

[Done] [Cancel]

[Save] [Close] [View Full Report]

14. Any corrected files **Must** be uploaded using the original file name.

15. Click to check all three checkboxes and click **Resubmit Complete**.

Task Instructions
After you have successfully uploaded all required plans and documents, please click the (Resubmit Complete) button.

[View Changemark Items (2)] [View/Edit Checklist Items (4)]

Department	Reviewed By	Status	Reviewer Comments	Applicant Comments
Mechanical	Alan Meier meiera@detroitmi.gov	Corrections Required	Please review mentioned checklist items and changemark. Resubmit files as needed.	

Task Instructions
☑ I have reviewed and addressed, including responses where appropriate, all Checklist Items accessed by clicking on the "Checklist Items" button above.

☑ 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.

Additional Team Members

First Name	Last Name	Email	Invite to Group	
			Consultant	[Invite User]

Remove Team Members

Remove from Group	User	
Consultant	(consultant@example.com)	[Remove User]

[Resubmit Complete] [Close]

<u>Note</u>: Team members can be added and removed during this task. Please review pages 19 and 20.

Approval Process

Once plans have been reviewed and approved by all departments, there may be additional fees due before project can be approved. Please refer to pages 35 through 37 for payment process.

1. A message from **DoNotReply@avolvecloud.com** with a subject line starting with **ProjectDox Approved Plans** will be sent to the email used to register apply for review. Login to mentioned email and click to open the message.

Approved Plans Ready for Download Notification

Attention :

Congratulations, your approved plans are ready for download for Project BLD17-270.

In order to download your approved plans Login to ProjectDox and download your plans from the **Approved** folder.

Project:	BLD17-270
Task:	Notify Applicant Download
Assigned by:	Nikki Thorne

Project Access | **Login to ProjectDox**

2. Login to the ePLANS portal, click the **Manage My Existing Projects** button. Click the value under the **Project** field to access the corresponding project.

Active Projects List

Site-Wide Tasks |

1 recently entered project(s) out of 1 for landcc.edu)   Recent Projects   All Projects   Press Enter To Search:

Project	Options	Description	Owner	Status	Create date
BLD-2942	ℹ️ ✏️ ✉️	2 Woodward Ave Redevelopment	DoNotReply Detroit	Applicant Corrections	9/28/2017 9:06:51 AM

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Phone: 313-224-1879

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3. Click **Approved**

4. Click the checkbox to select all items in the folder then click the 🖨 button to download all approved files. Each file will be stamped with a case number and date of approval.

Applicant Upload Best Practices

File Naming Guidelines

Drawings uploaded into the City of Detroit ePLANS portal should follow our established guidelines. The first drawing per discipline should begin with the discipline's first letter, followed by a dash symbol and lastly the numbers one or 100. Any further drawings uploaded per discipline should then increment positively by one. Please view the table below for more details.

DRAWING TYPE	PLAN TYPE	CPU FILE NAME
COVER SHEET	Cover	Cover
GENERAL SHEET	Information	G-1 or G-100
CIVIL SHEET	Site Layout	C-1 or C-100
LANDSCAPE	Landscape	L-1 or L-100
ARCHITECTURAL	Architectural/ Building	A-1 or A-100
STRUCTURAL	Structural	S-1 or S-100
MECHANICAL	MECH/A-C	M-1 or M-100
PLUMBING	Plumbing/Gas	P-1 or P-100
FIRE	Fire/Sprinkler	F-1 or F-100
HARDSCAPE	Hardscape	H-1 or H-100

Note: Corrected files **MUST** be resubmitted using the same file name as the original file.

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Supported File Types

Here is a list of all currently supported file types.

NEUTRAL FORMATS	EXTENSION
Portable Document Format	PDF
Content Sealed Format	CSF
Tagged Image Format	TIFF/TIF

CAD FORMATS	EXTENSION
906/907 Plot File	906/907
AutoCAD Drawing (2D) (through 2015)	DWG
AutoCAD DXF (through version 2014)	DXF
AutoCAD Web Format (through 2015)	PRT
CADKEY	CGM
Computer Graphics Metafile	G3,G4, CG4
GTX Group III, IV	RNL
HP CAD ME10 (through version 13)	CMI, MI
HPGL Plot File	000, HGL, PLT, HGPL
IGES (2D) (version 5.2)	IGC, IGES
Inventor (2D) (versions 5.3 - 2015) *	IDW
MicroStation Drawing (through Version 8.11, including XM, V8i)	DGN
MicroStation Group IV	CIT, TG4
MicroStation Runlength	RLE

DOCUMENT / IMAGE FORMATS	EXTENSION
Adobe Photoshop Document	PSD
ANSI Text File	ANS
Apple iWorks	NUMBERS
Apple Keynote	KEY
Apple Pages	PAGES
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

DOCUMENT / IMAGE FORMATS	EXTENSION
Corel WordPerfect	WP5, WP6, WPD, WPF
DataBase Formats	DBF
Extensible Markup Language	XML
Fax file	FAX, GP4
FAX CITT Group 3	FAX
Hangul Word Processor	HWP
Hyper	HTML, HTM
ICA Citrix	ICA
IGC Content Secure Format	CSF
IGC Group Format	GRP
IGC Markup	MRK
IronCAD drawing – embedded PDF	ICD
Kodak Photo CD File	PCD
Letter	LTR
LOTUS	PIC, PRZ, WK1, WK 3, WK
Macintosh Picture Image file	PICT, PCT
Macintosh Picture Image file	XGL
Micro Illustrator Uncompressed Graphic	MIL
Micrografx	DRW
Microsoft Access (2007, ACCDE, database wizard)	ACCD, ACCDE, ACCDA
Microsoft Email	MSG, EML
Microsoft Excel	XLS, XLT, XLSX, XLSM, XLSB, XLTX, XLTM
Microsoft Office Open XML	WMF, WMP
Microsoft PowerPoint	PPS, PPT, PPTX, PPTM, PPSX, PPSM, POTX, POTM, PP7
Microsoft Publisher	PUB
Microsoft Visio	VSD, VST, VDX, VSX, VTX, TGA
Microsoft Word HTML Document	DOCHTML
Microsoft Word	DOC, DOCX, DOCM, DOTX, DOTM, DOT
Microsoft Works	WDB, WPS, WDB
Microsoft Write	WRI
QuattroPro	WB1, WB2, WQ1
Rich Text Format	RTF
Targa Image file	TGA
Text file	**TXT**
Unix Manual File	MANU
Volkswriter 3 & 4	VW
Windows Metafile	WMF, WMP
Windows Write	WRI
WordStar	WS

Applicant Assistance

For more information related to the City of Detroit ePLANS system, contact eplanssupport@detroitmi.gov or call 313-224-1879.

Visit the websites below for up-to-date information related to City of Detroit ePLANS or other plan review procedures:

Official City of Detroit ePLANS page: http://www.detroitmi.gov/bseed/eplans

DAH Blight Clearance: http://detroitmi.gov/How-Do-I/Pay/Blight-Ticket-FAQ

Zoning Information: http://www.detroitmi.gov/How-Do-I/Apply-for-Permits/Zoning-Permit-Information

Building Permit Information: http://www.detroitmi.gov/How-Do-I/Apply-for-Permits/Building-Permit-Information

THANK YOU FOR YOUR PARTICIPATION IN ELECTRONIC PLAN REVIEW!