

Plan Review Division

STANDARD OPERATING PROCEDURE

Submitting Permit Applications Online

Purpose: To assist the permit applicant with the process of submitting permit applications online.

Summary: When submitting for permit applications online the City of Detroit utilizes two different systems to accomplish the submittal and review of plans, **eLaps** (Accela) for application submittal and **ePlans** (ProjectDox) for uploading of documents for review.

Person Responsible: Permit Applicant

Procedure:

If you do not already have an **ePlans** (ProjectDox) account, once you successfully create an **eLaps** (Accela) account and successfully submit an **eLaps** (Accela) permit application an account will automatically be created for you in **ePlans** (ProjectDox) so that you can upload your files for review. The account creation in **ePlans** (ProjectDox) will take 24 to 48 hours after your submittal of your application in **eLaps** (Accela). You will receive email notification of this event by email from **ePlans** (ProjectDox). The project number created in **ePlans** (ProjectDox) will be the same as project number created in **eLaps** (Accela).

If you already have an **ePlans** (ProjectDox) account. Then you must use the same email address when creating your **eLaps** (Accela) account. Your existing **ePlans** (ProjectDox) account will be connected to your **eLaps** (Accela) account through the email address. When logging into **ePlans** (ProjectDox) use your current login for **ePlans** (ProjectDox).

If you have never had an **ePlans** (ProjectDox) account, when you receive email notification from **ePlans** (ProjectDox) of the creation of a project. The email will also contain a User Login for ePlans (ProjectDox). At this point you will need to request your **temporary password**. This can be done by sending an email request to DRC@detroitmi.gov with phrase "**Password**" in the subject line. Once you login to ePlans (ProjectDox) with this temporary password you will be required to reset your password.

Use this link below to access **eLaps** (Accela). (Ignore link stated in video. Update needed)

<https://aca-prod.accela.com/Detroit>

Use this link to view video on how to create an **eLaps** (Accela) account:

https://www.youtube.com/watch?v=vqJl_dQtNI

Use this link below to access **ePlans** (ProjectDox)

<https://detroit-mi-us.avolvecloud.com/ProjectDox/>

Use this link to view video on how to upload **ePlans** (ProjectDox) Documents and Submit for Review:

<https://www.youtube.com/watch?v=Ys2ZUSzdvdQ&feature=youtu.be>

(06/10/2020)