
DeKalb Development Services

ePlans Applicant Upload



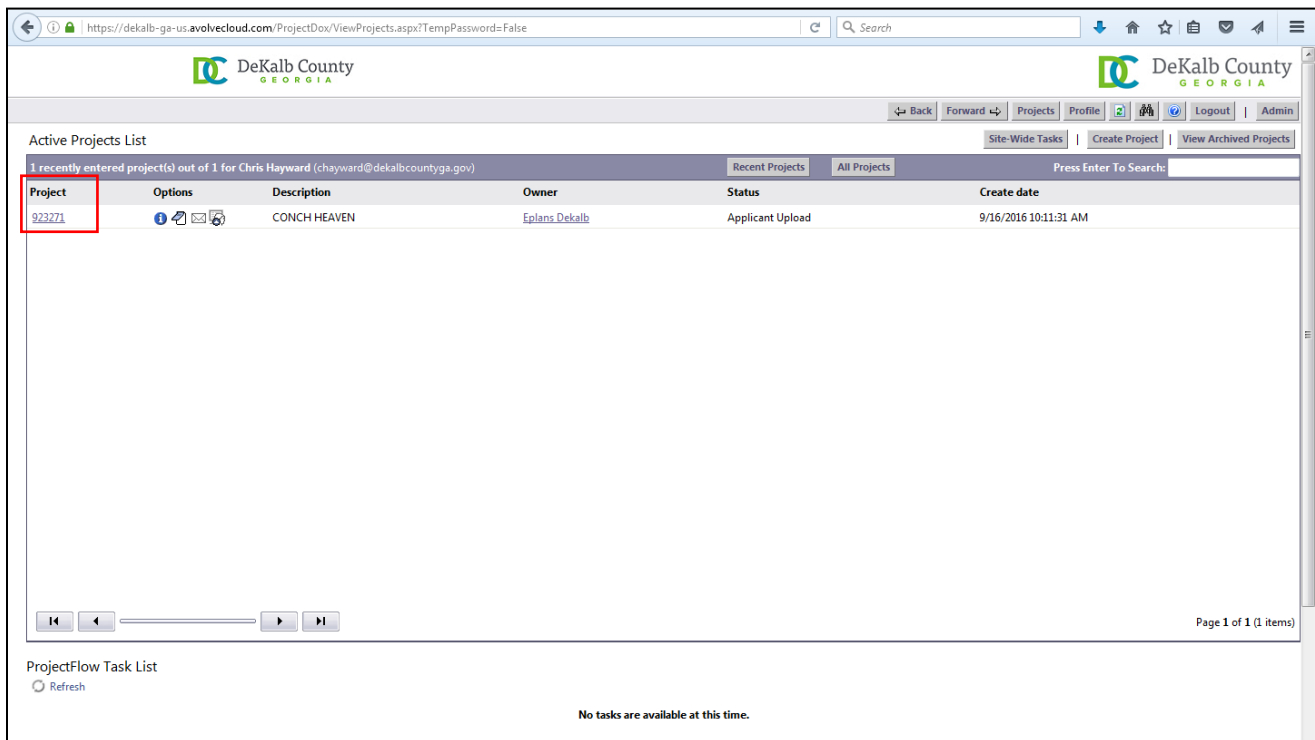
Revised 7/18/2019

1. Applicant Upload

Once you have successfully logged into ePlans and configured your internet settings, your next step will be to upload your plans and complete the Applicant Upload Task.

a. Uploading Plans

The ePlans homepage is divided into two main parts: an Active Projects List on the top half of the page and a ProjectFlow Task list on the bottom half of the page. You will want to begin by clicking on the project number (highlighted below in red) for which you would like to upload plans.



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If you do not see the project number, try clicking All Projects or Refresh buttons (highlighted in red below).

The screenshot shows the 'Active Projects List' interface. At the top, there is a navigation bar with 'Back', 'Forward', 'Projects', 'Profile', 'Logout', and 'Admin' buttons. Below this is a search bar and a 'Press Enter To Search:' prompt. The main content area displays a table with columns: Project, Options, Description, Owner, Status, and Create date. A single project is listed with ID 923271, description 'CONCH HEAVEN', owner 'Eplans Dekalb', status 'Applicant Upload', and create date '9/16/2016 10:11:31 AM'. Below the table is a 'ProjectFlow Task List' section with a 'Refresh' button highlighted in red. The page footer indicates 'Page 1 of 1 (1 items)'.

Once you have clicked on the Project Number, click on the drawings folder (highlighted in red below).

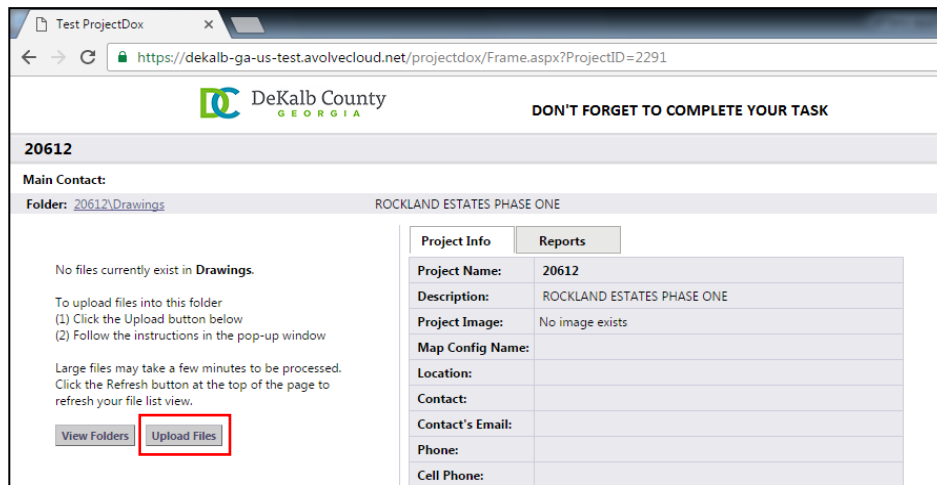
The screenshot shows the project details for project 923544. The main contact is 'HANCOCK HEIGHTS - LOT 29'. The left-hand navigation pane shows a tree view with folders: Drawings, Documents (1 Files - 1 New), As Built, Approved, and Permit and Reports. The 'Drawings' folder is highlighted in red. The right-hand pane displays project information:

Project Info	Reports
Project Name:	923544
Description:	HANCOCK HEIGHTS - LOT 29
Project Image:	No image exists
Map Config Name:	
Location:	
Contact:	
Contact's Email:	
Phone:	
Cell Phone:	
Pager:	
Project Owner:	Eplans Dekalb
Owner's Email:	ePlans@dekalbcountyga.gov
Project Admins:	Administrator Temp,Preeti Schatzman,Rafael Santana,Hector Sanchez,Keedra Raines,Sandra Weaver,Winston Mangaroo,Dorna Sanders,Eplans Dekalb,Chris Hayward
Status:	Applicant Upload
Status Info:	
Project Start/End:	Start: 10/7/2016 4:21:39 PM End: 4/7/2017 4:21:08 PM
Pass-Through:	.mov,.wmv,.avi,.htm,.html,.install,.config,.mp4
Versioning:	Enabled for this project

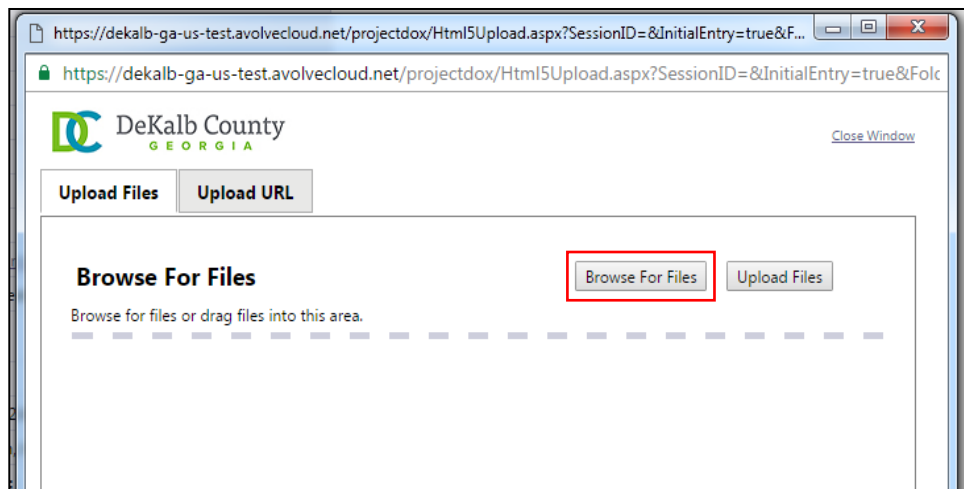
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Then click Upload Files.



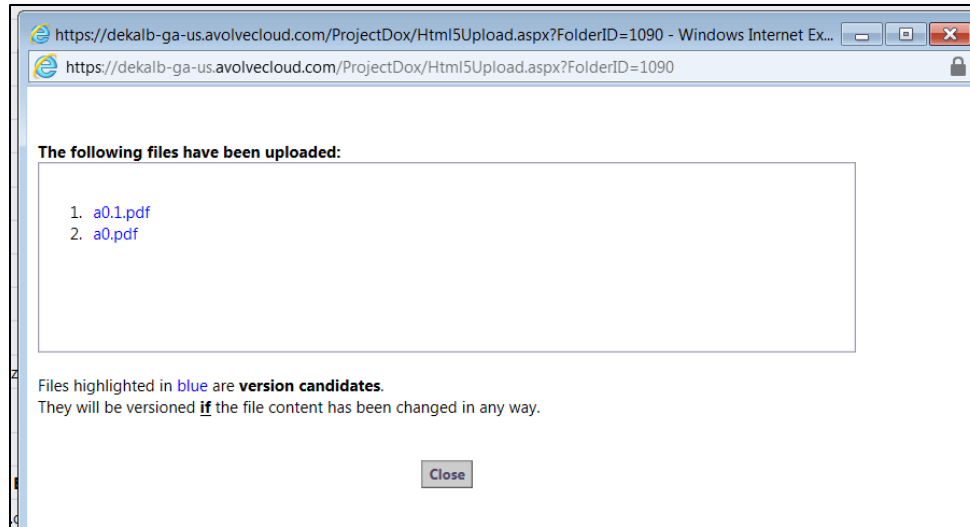
Next, click Browse for Files to find your drawings.



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Once the files have been uploaded, a popup box will appear that shows which files were uploaded and you will be able to see those files in your Drawings folder.



Next, go to the Documents folder and upload any supporting documentation, such as specifications, an Engineer's Letter, or other documents. The upload process works the same for documents as it does for plans.

File Requirements

It is critical that you follow DeKalb County guidelines when uploading plans and documents. Files that do not meet DeKalb County guidelines will not be accepted.

- **PDF Files Only:** Only PDF files will be accepted for electronic plan review. PDFs converted from electronic files are preferable to scanned paper copies to facilitate a faster review process.
- **One File per Sheet:** Make sure to upload each sheet of your plan set as a separate file. It is critical that each sheet from the plan set be saved as a different file to enable ePlans to function properly. Any reports or other documents uploaded by the applicant to the drawings folder may be uploaded as multi-page PDFs.
- **Naming Convention:** Each file in the plan set should begin with the page number written as a three digit number. For example, if the file name is plumbing-8212016



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and it is the 24th page in the plan set, the file name should be saved as 024-plumbing-8212016.

- Leave Room for an Electronic Stamp:** Each page of the approved plan set will be stamped by the County to show that the drawings have been approved. To ensure there is space on your plans for the County's stamp, the customer must leave a clear space of 2.5" width x 4.5" height, offset 1" from the top and 3.5" from the right of the page. The offset allows space for the customer's title block. See picture below for example.

The diagram illustrates the required layout for a permit stamp and project responsibility schedule. The stamp is a rectangular box with a height of 4.5 inches and a width of 2.5 inches. It is positioned 1.0 inch from the top and 3.5 inches from the right edge of the page. The stamp contains the DeKalb County logo, the text 'DEVELOPMENT SERVICES APPROVED', and fields for 'AP' and 'DATE'. Below the stamp is a 'PROJECT RESPONSIBILITY SCHEDULE' table with columns for 'RVC', 'RVC'S THIRD PARTY VENDOR', 'UP-IT DC', 'LANDLORD', 'RVC'S WATER VENDOR', and 'COMMENTS'. To the right of the stamp is a circular seal for the 'STATE OF GEORGIA REGISTERED ARCHITECT' with a 'PLACE NAME HERE' field and a 'CERTIFICATE NO. 123456' field.

RVC	RVC'S THIRD PARTY VENDOR	UP-IT DC	LANDLORD	RVC'S WATER VENDOR	COMMENTS

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Note on Multifamily Projects for Building Permits:

For Townhomes and Apartment Complexes, one project will be created in ePlans for each building. Applicants should submit the plan set and supporting documentation associated with each building, as indicated in the Project Name.

b. Completing the Applicant Upload Task

ePlans is managed through the completion of tasks. Once you have uploaded all drawings and supporting documentation, accept the Applicant Upload Task. You can find your tasks in two different places in ePlans. If you go to the home page (also called the projects page), you will see all of your tasks at the bottom of the page under ProjectFlow Task List. To accept the task, click on the name of the task (highlighted in red below).

The screenshot displays the ePlans interface. At the top, there is a header for 'Active Projects List' with a search bar and navigation tabs for 'Recent Projects' and 'All Projects'. Below this is a table with columns: Project, Options, Description, Owner, Status, and Create date. A single project is listed with ID 924075, description 'TEST PROJ D-ALT REST', owner 'Eplans DeKalb', status 'Applicant Corrections', and create date '9/29/2016 3:15:43 PM'. Below the project list is a 'ProjectFlow Task List' section with a 'Refresh' button and a table with columns: TASK, PROJECT, INSTANCE, GROUP, ASSIGNMENT TYPE, STATUS, PRIORITY, DUE DATE, and CREATED. A single task is listed with the name 'Applicant Resubmit Task' (highlighted in red), project ID 924075, instance '924075 - Building Plan Review Template - 9/29/2016 3:15:43 PM', group 'Applicant', assignment type 'FirstnGroup', status 'Pending', priority 'Medium', due date '10/28/2016 2:45:36 PM', and created date '10/9/2016 2:45:36 PM'. The bottom of the task list shows '1 - 1 of 1 records' and navigation controls.

Resubmittals

After you have revised the plans consistent with department requests, log into ePlans, select your project number, select the drawings folder, and upload only the revised plan sheets. **Revised plan sheets must be saved using the exact same name as the original sheets.** For example, if sheet 24, the Plumbing Plan, was originally saved as 024-plumbing-8212016, the revised sheet must be saved as 024-plumbing-8212016. This enables ePlans to automatically create a Version 2 of the sheet, allowing staff to open only the sheets that have been modified by the applicant for review after resubmittal.

