

How to submit a project in ePlan Review

For additional help, review the [ePlan User Guide](#).

For **discretionary projects**, find ePlan Review instruction [here](#).

1

Create an ePlan account & project

If you don't have an ePlan account, click [here](#) to create one. At the top of your account page, click "Create Project." Select "Building" as the type of project, answer the two questions, and give your project a name. Click "Create."

2

Upload your APP, PLN, & SUP files

Beside the project name in your account, click "Open." Click "Upload" (top right). Upload your three files. Be sure to click the green button to finalize the upload. Each file must contain the correct forms and information and be formatted correctly. Need help? Review the [ePlan User Guide](#).

3

Staff reviews application

Staff will check the application for formatting and content to ensure that it meets the requirements to be accepted. If the application is not accepted, an email will be sent to you explaining why. Revise your files to address the comments and upload again.

4

Application accepted

Once accepted, a building permit number is assigned (projects with multiple structures will be issued an application number for each structure), and intake fees are calculated. We will email you to pay the intake fees.

5

Pay intake fees

Payment can be made online [here](#). If your project includes multiple permit applications, e.g., a house and a retaining wall, you must pay each application's fee. Your project cannot be reviewed until all fees are paid.

6

Plans and documents reviewed

Reviewers will confirm that your project complies with code requirements. You can view reviewers' comments [here](#) as they are made. A correction letter with all comments will be sent once all reviews are completed.

7

Respond to comments and resubmit

Update your project files and resubmit through ePlan. Directions for resubmitting your application can be found on the [Resubmittal Process webpage](#). Each uploaded file must be complete and ready to be stamped by the county for issuance. See example →

8

Submit final documents

Once the application is approved, you will upload the final required documents to your APP file (e.g., school or fire fee receipt). Staff consolidates the project files and calculates the final fees.

9

Pay final fees → Print Plans & Permit Card

Pay final fees. Print the final consolidated plan set and documents from ePlan in color; these are to be kept on-site. Print your permit card as described [here](#). Construction may begin.

All ePlan files are PDFs. Most projects contain three files.

APP includes:

- PLG-230 ePlan Submittal Checklist; and
- PLG-200 Application; and
- Any other relevant documents on the checklist.

PLN is your complete plan set (flattened without layers, bookmarked, & fit to page) with stamps and signatures imbedded.

SUP contains the PLG-235 Index and supplemental documents like a soils report or structural calculations.

Upload is not complete until you click the **green button**.

Tip The most common reasons that applications aren't accepted are: files not bookmarked and layers not removed.

Typical reviewers include: Building, Zoning, Public Works, Fire, Environmental Planning, and, if on septic or well, Environmental Health.

Resubmittal Example If reviewers' comments require changes only to the project plans, then you would upload the PLN file (all sheets, not just the revised ones) and the LTR file explaining how you responded to each comment. In this example, you would not upload the APP & SUP files.