

Applicant Guide



Overview

The ePermits system is a web-based solution that allows plans for Building Permits, Engineering Permits and Zoning Projects to be submitted electronically, replacing the traditional paper-based review method. ePermits will improve the plan review cycle and reduce costs associated with obtaining building permits and development approvals as well as support green initiatives.

This manual provides basic instructions on the steps involved in the ePermits process. It has been prepared as a general reference guide, including instructions and screen images of the step-by-step tasks necessary to complete a submittal and review using ePermits.



If at any time in the process you have questions or concerns, do not hesitate to call the department below of where your permit is located.

Building Department	Planning & Zoning Division	Engineering Division
(954) 597 3420	(954) 597 3530	(954) 597 3712
epermitting@tamarac.org	eplanning@tamarac.org	engineering@tamarac.org
http://www.tamarac.org/epermits	http://www.tamarac.org/engineering	http://www.tamarac.org/PlanningandZoning

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Apply for a Permit

- Click this link to apply for a [Permit Online](#)

ePermits Invitation

After submitting a new permit application for a Building Permit, Engineering Permit or Zoning Project and it is reviewed and accepted, an Electronic Plan Review invitation will be sent to your email address.

For first time users, the invitation email will contain your login information, temporary password and information about the project, including a link to the ePermits web portal.

When your application for a Building Permit, Engineering Permit or Zoning Project is reviewed and accepted, an Electronic Plan Review invitation will be sent to your email address.

For first time users, the invitation email will contain your login information, temporary password and information about the project, including a link to the ePermits web portal.

Permit Project Plan Check Invitation

Hello Donald Duct:

Welcome to the permit project electronic plan check system. This project invitation has been sent to you in response to your construction permit request. A permit project has been created to allow you to electronically upload your CAD drawings for permit plan check review. To access your new permit project, follow this instructions below:

1. Click the Project Access link below
2. Enter your User Login and Temporary Password
3. Click on the Project link on the "My Projects" page
4. Click on the "Drawings" folder
5. Click the "Upload Files" button and follow the instructions to upload your CAD drawings
6. Your drawings have now been submitted for plan check review

CAD Drawing files supported are: .DWG, .DGN, .DWF, .DXF, .PDF, .TIFF, .PLT

User Login	donaldd@tamarac.org
Temporary Password	2C9C8FC
Project Permit #	BP13-00001280
Plan Check Coordinator	Building Department
Plan Check Coordinator's Email	epermits@tamarac.org
Project Permit Access Link	

Logging in – New Users

Prior to logging into the Electronic Plan Review web portal, the following actions **must** be completed:

- The login page has an MSI (Microsoft Silent Install) component required to install all necessary Electronic Plan Review ActiveX controls (see image below). This installation will only need to be done once; however, if you utilize a different computer it will require another installation for each different computer used for ePermits
- Click on the link below to Install Electronic Plan Review Components.

TAMARAC
The City For Your Life

Enter your e-mail address and password to continue.

Welcome to our website. If you continue to browse and use this website you are agreeing to comply with and be bound by the following terms and conditions of use, which together with our privacy policy govern...

E-mail: Donalddd@tamarac.org

Password: *****

[Accept & Login](#) [Forgot your password?](#)

Electronic Plan Review

© 2013 SunGard Public Sector.
Electronic Plan Review (Version 8.1).

SUNGARD
PUBLIC SECTOR

[Install Electronic Plan Review Components](#)

To create a desktop shortcut, click and drag the icon below to your desktop.

[Click here to add Electronic Plan Review to your Favorites.](#)

- To sign in, enter your email address and temporary password provided in your invitation email and click the “Login” button, as shown in the image below:
- Enter your new password and personal account information. All fields in yellow are required. Click on the “Save” button to save your profile.

REMEMBER!

Passwords are case-sensitive.

Settings for Donald Duct (donaldd@tamarac.org)

Welcome to Electronic Plan Review.

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.

After you have changed your password you will be taken to the main Projects View.

Change Password:

New password:*

Confirm new password:*

Password Reset Question & Answer:

Security question:*

Security answer:*

Password must not contain special characters, must contain at least one digit and one alphabetic character, and must be between 6 and 16 characters

Profile Information

Contact Information	User Metadata	Project Membership	Group Membership
Save			
* Required field			
First Name: *	Donald	Last Name: *	Duct
Email: *	donaldd@tamarac.org <input checked="" type="checkbox"/> HTML format <input type="checkbox"/>		
Title:	<input type="text"/>		
Company: *	<input type="text"/>		
Address 1: *	<input type="text"/>		
Address 2:	<input type="text"/>		
City: *	<input type="text"/>		
State/Province: *	<input type="text"/>	Postal Code: *	<input type="text"/>
Phone: *	<input type="text"/>	Fax:	<input type="text"/>
Mobile:	<input type="text"/>	Pager:	<input type="text"/>
Stamps:	<input type="text"/>		
Language: *	en <input type="text"/>		

Logging in Existing Users

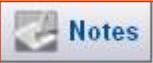
- If you are a returning user, login to ePermits with your full email address and password.
- If you have forgotten your password, click on the “Forgot Password” button so that you can retrieve it using your security question.
- NOTE: No one can see your password or security question answer. If you cannot access your account after trying to retrieve your account information, email us at epermitting@tamarac.org to reset your password. An email will be automatically generated and sent to the account holder email address with a temporary password.

For any additional forms and applications that will be needed for your project click this link below:

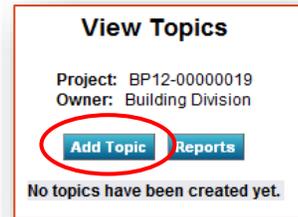
[Permitting Forms and Applications](#)

Adding an Authorized User to your Project

To request that an authorized user have access to your plans documents and any other requested corrections, follow the steps outlined below:

- The Submissions Group needs to know that you would like to add a user to the project for viewing access only. Do this by clicking the  icon near the top right corner of the ePermits window.

- A window will pop up; click the “Add Topic” button.



- Select the “Request Additional User” category from the drop down menu and Click Save & Prepare Email.

The screenshot shows a form titled 'Attach a Topic to: BP13-00001283' with 'Owner: Building Department'. The form has fields for 'Author: Donald Duct', 'Date: 11/5/2013', 'Subject:', and 'Description:'. A dropdown menu is open under the 'Category:' field, showing options: 'Drawing Issue', 'Miscellaneous Issue', 'Request Additional User', and 'Upload Complete'. The 'Request Additional User' option is highlighted. At the bottom of the form, there are two buttons: 'Save' and 'Save & Prepare Email'. The 'Save & Prepare Email' button is circled in red.

- Enter a subject and in the description list their complete name, company name, phone number and email address, then choose “Save & Prepare Email”.

Author: Donald Duct	Category: -----	Date: 11/5/2013
Subject: add user		
Description: Please add John Smith to this project. Email address john.smith@aol.com company Name John Smith Construction (954)555-1212		
Save		Save & Prepare Email

- Place a checkmark in the “Submissions” group and click “Send”. By placing a checkmark in the Submission box it will provide the user with “view” and download rights to the “Approved” folder.

Users/Groups that will be emailed (includes groups that contain users and have permissions): *

<input type="checkbox"/>	Name
<input type="checkbox"/>	Project: BP13-00001283 (24@tamarac.org)
<input type="checkbox"/>	Non Group Members
<input type="checkbox"/>	Applicant
<input type="checkbox"/>	BLDG-STRUCTURAL
<input type="checkbox"/>	ELECTRICAL
<input type="checkbox"/>	ENGINEERING
<input type="checkbox"/>	FIRE
<input type="checkbox"/>	MECHANICAL
<input type="checkbox"/>	PLUMBING
<input type="checkbox"/>	Review Coordinator
<input checked="" type="checkbox"/>	Submissions
<input type="checkbox"/>	ZONING

Send

Please click this link for Instructions on [Uploading Drawings and Documents](#)

When you have finished uploading your plans and documents and completing the Applicant Upload Task, You have successfully finished the first part of submitting your plans electronically.

Prescreening

Prescreening Has Been Approved

- If all the requirements are met your submittal is approved and plan review fees are paid, your plans and documents will continue through the ePermits system for review by City of Tamarac.

Prescreening Has Been Returned

- If your submittal requirements were not complete, you will receive an e-mail notification that prescreening has been denied and corrections are needed.

Electronic Plan Review
Task Assignment



PreScreening Review Corrections Required
 Please do not reply to this email, it is system generated.

Hello:

A Prescreening Review of your uploaded plans and documents was performed, and the submittal was found to be incomplete. Please login to the Electronic Plan Review System, click on the task for this project and review the comments. When you have addressed them, please mark this task as complete in the eForm. Please contact the Building Department at the number listed below if you have any questions regarding this email.

Project Name: BP13-00001280

Project Description: NEW RESIDENTIAL SINGLE FAMILY - New Home

Task: CorrectionComplete

Instructions: Please review the notes and checklist items, then submit the required drawings and documents.

[Login to Electronic Plan Review](#)

City of Tamarac
Building Department
 6011 Nob Hill Road 1st Floor
 Tamarac, Florida 33321-6200
 Phone: (954) 597-3420
epermits@tamarac.org

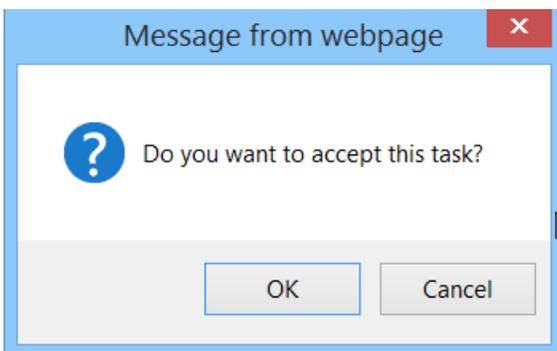
- Log in to Electronic Plan Review. Find the project and associated task in the Task List, click on the CorrectionComplete task.

The screenshot shows the Electronic Plan Review web application interface. The browser address bar displays the URL: <https://eplan.tamarac.org/?ProjectID=jA5TNUhxgCr74HSSx0KxUQ%3d%3d>. The page title is "Electronic Plan Review - Internet Explorer". The application header includes the "ELECTRONIC PLAN REVIEW" logo and the "TAMARAC The City For Your Life" logo. The main content area shows the project ID "BP99-00004245" and the project name "ELECTRICAL METER CAN REPLACEMENT - Testing auto wo". A task list table is displayed with the following data:

Task	Attached To	Status	Priority	Due date	Created On	Updated On	Updated By	Action
CorrectionComplete	Applicant	Accepted			1/30/2015 8:31:34 AM	1/30/2015 8:32:23 AM	Luanne.Christiano@tamarac.org	Reassign
PreScreenReview	Submissions	Complete			1/30/2015 8:29:05 AM	1/30/2015 8:31:32 AM	Luanne.Christiano@tamarac.org	
ApplicantUpload	Applicant	Complete			1/30/2015 8:27:42 AM	1/30/2015 8:29:02 AM	Luanne.Christiano@tamarac.org	

The "CorrectionComplete" task is circled in red. Below the table, there are navigation controls and a "Start Workflows:" section with a link "BP_StartWorkflow". The page footer indicates "Page 1 of 1 (3 items)" and a zoom level of "100%".

- Click OK to accept the task



- An eForm will open showing the items to be corrected. Click on the Checklist Items tab and read any items in the Task Instructions section. Once completed click on Corrections Complete at the bottom of the page or if you are not ready to complete this correction Click the “Save and Close” button at the bottom of the screen until you are ready to respond to the items needing corrections.

The screenshot shows a web browser window with the URL <https://eplan.tamarac.org/?LaunchMode=frame&FlowTaskID=58147>. The page header includes the Tamarac logo and the text "The City For Your Life". The main content area is titled "ELECTRICAL METER CAN REPLACEMENT" with a project ID of "99-00004245". A navigation bar contains tabs for "Review Information", "Application", "Structure", "Resources", "Checklist Items (0)", "Routing Slip", and "Folder List". Below the navigation bar is an "Export to Excel" link. A section titled "REVIEWER ATTACHMENTS" contains a "Browse..." button and an "Attach Files" button. A message states: "Uploaded file attachments may not be immediately available while being processed by Electronic Plan Review." The "Task Instructions" section includes a link for "VIEW INTAKE CHECKLIST (0)" and a checkbox labeled "I have uploaded the corrected documents and/or drawings as indicated below." Below this is a scrollable list of items, with one item highlighted: "Missing Building Permit Application and the drawings are not in landscape format". At the bottom of the form are buttons for "Corrections Complete", "Save", "Save And Close", and "Close". An email field with a "Go" button and an "Archive PDF" checkbox are also visible.

- After you have identified the items that need corrections, go to the project window and click on the project. Upload the corrections. Corrected plans and/or documents **MUST be re-submitted with the EXACT file name as the original submitted file**. The system will automatically add a version number to the resubmitted plans and/or documents. If no changes were made to the file, a new version will not be created.
- Once you have satisfied all requirements, click on the CorrectionComplete task and select the “I have uploaded the corrected documents and/or drawings as indicated below”. Click the “Corrections Complete” button at the bottom of the form.

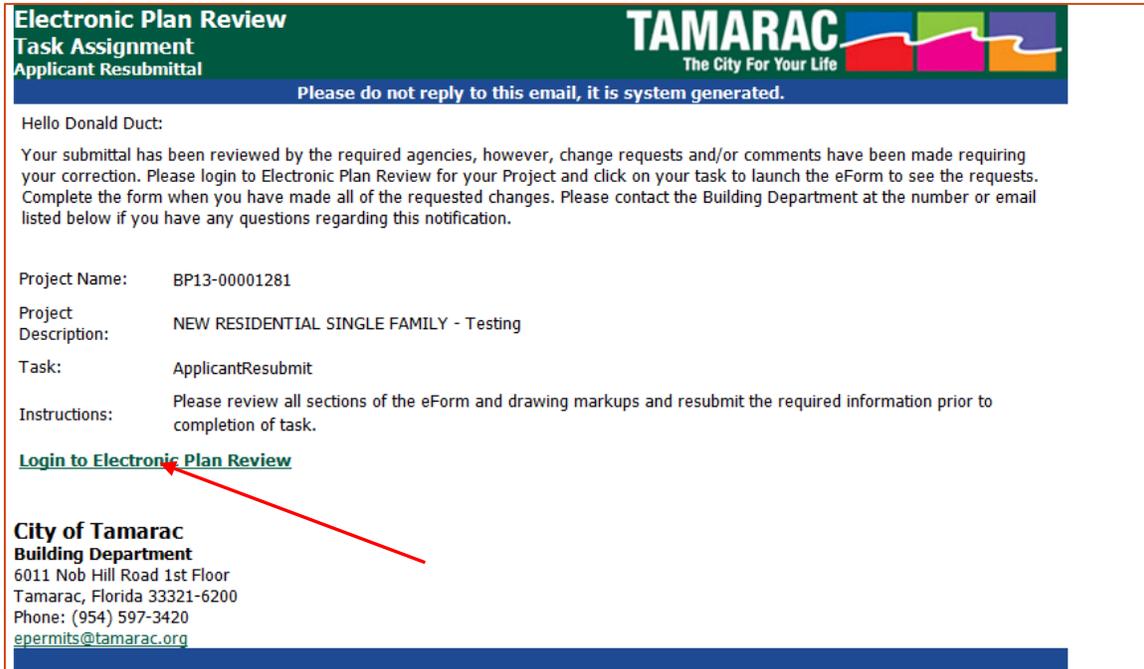
This screenshot shows the same form as the previous one, but the checkbox "I have uploaded the corrected documents and/or drawings as indicated below." is now checked. The "VIEW INTAKE CHECKLIST (1)" link is visible. The "Corrections Complete" button now has a red star icon next to it, indicating that the correction has been marked as complete. The rest of the form, including the "Save", "Save And Close", and "Close" buttons, the email field, and the "Archive PDF" checkbox, remains the same.

- This will notify the Electronic Plan Review Submission Group that you are ready for Prescreen Review again.

Correction Items and Plan Resubmit

After plan review for your project is completed, correction items and/or review comments may require plan corrections or changes.

- You will receive a system generated email notification requesting corrected plans and/or documents.
- Click the link “Login to Electronic Plan Review” in the email to access your projects.



Electronic Plan Review
Task Assignment
Applicant Resubmittal

TAMARAC
The City For Your Life

Please do not reply to this email, it is system generated.

Hello Donald Duct:

Your submittal has been reviewed by the required agencies, however, change requests and/or comments have been made requiring your correction. Please login to Electronic Plan Review for your Project and click on your task to launch the eForm to see the requests. Complete the form when you have made all of the requested changes. Please contact the Building Department at the number or email listed below if you have any questions regarding this notification.

Project Name: BP13-00001281

Project Description: NEW RESIDENTIAL SINGLE FAMILY - Testing

Task: ApplicantResubmit

Instructions: Please review all sections of the eForm and drawing markups and resubmit the required information prior to completion of task.

[Login to Electronic Plan Review](#)

City of Tamarac
Building Department
6011 Nob Hill Road 1st Floor
Tamarac, Florida 33321-6200
Phone: (954) 597-3420
epermits@tamarac.org

- Once logged in, select the “ApplicantResubmit” task for the project requiring correction to accept it and open the eForm to show the corrections requested.

The screenshot shows the 'ELECTRONIC PLAN REVIEW' interface for project BP99-00004245. The main content area displays a table of tasks. The 'ApplicantResubmit' task is circled in red. Below the table, there are navigation controls and a 'Start Workflows' section with a link to 'BP_StartWorkflow'.

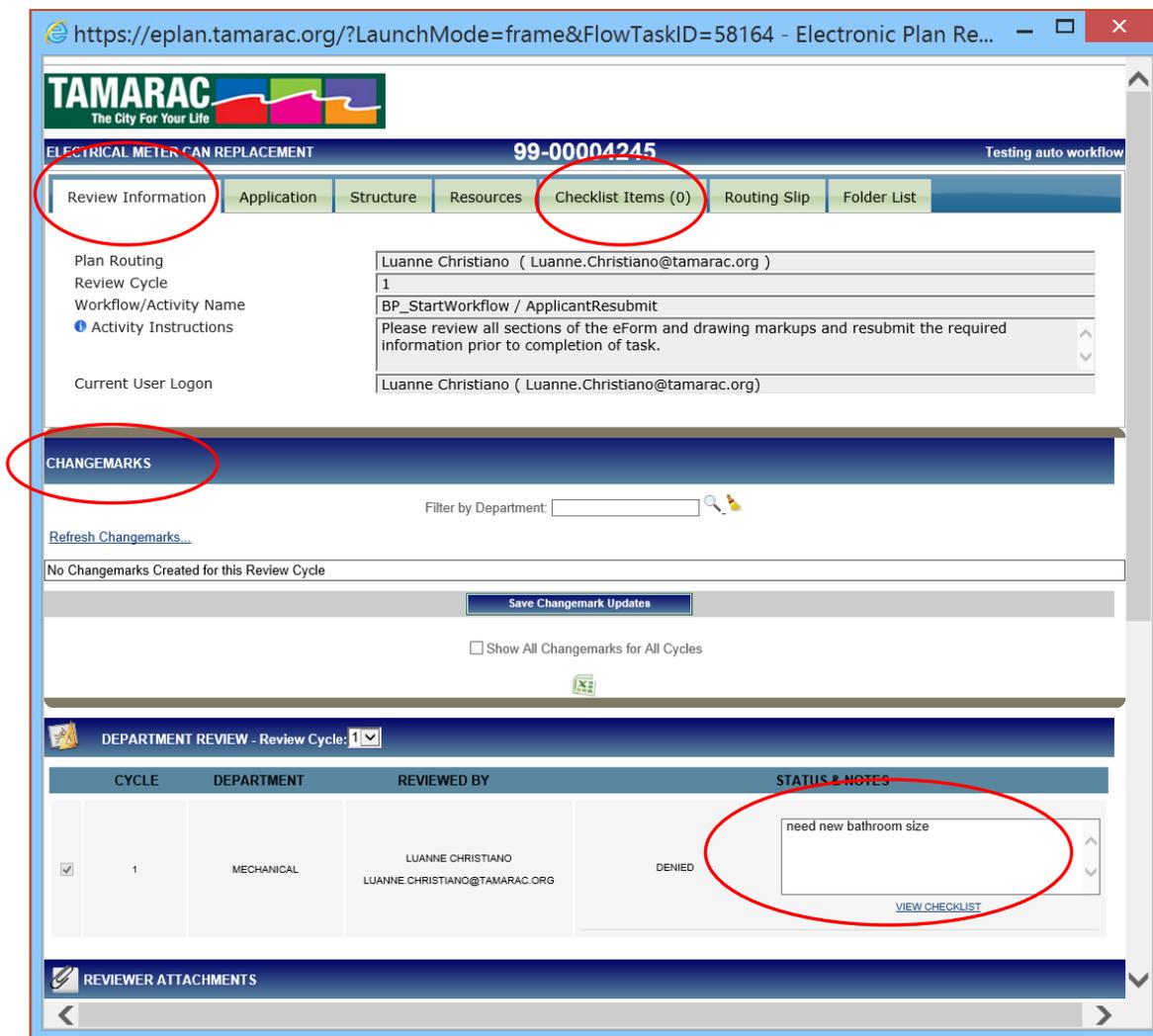
Task	Attached To	Status	Priority	Due date	Created On	Updated On	Updated By	Action
ApplicantResubmit	Applicant	Pending			1/30/2015 9:21:20 AM	1/30/2015 9:21:20 AM		
ReviewComplete	Review Coordinator	Complete			1/30/2015 9:08:18 AM	1/30/2015 9:21:17 AM	Luanne.Christiano@tamarac.org	
ReviewQA	Review Coordinator	Complete			1/30/2015 9:06:29 AM	1/30/2015 9:08:17 AM	Luanne.Christiano@tamarac.org	
DepartmentReview	MECHANICAL	Complete			1/30/2015 9:01:23 AM	1/30/2015 9:06:28 AM	Luanne.Christiano@tamarac.org	
BeginReview	Review Coordinator	Complete			1/30/2015 8:58:49 AM	1/30/2015 9:01:21 AM	Luanne.Christiano@tamarac.org	
PreScreenReview	Submissions	Complete			1/30/2015 8:46:12 AM	1/30/2015 8:58:48 AM	Luanne.Christiano@tamarac.org	
CorrectionComplete	Applicant	Complete			1/30/2015 8:41:47 AM	1/30/2015 8:46:09 AM	Luanne.Christiano@tamarac.org	

Page 1 of 2 (11 items)

Start Workflows:
[BP_StartWorkflow](#)

- The eForm has four sections that provide you with correction information:
 1. **Review Information**
 2. Correction List Items (located on the “**Checklist Items**” tab at the top of the eForm)
 3. Changemarks (click refresh changemarks link to access markups)
 4. Department Review section (who requested the corrections)

In the “Department Review” section, the agency requesting the corrections is displayed. If there are markups attached, you will see the markup links in the comments/markup section at the bottom of the eForm



- Corrected plans and/or documents **MUST be re-submitted with the EXACT file name as the original submitted file**. The system will automatically add a version number to the resubmitted plans and/or documents. If no changes were made to the file, a new version will not be created.
- After all corrections are made ensure you check the 3 boxes in the Task Instruction area and then click Complete

DEPARTMENT REVIEW - Review Cycle: 1

CYCLE	DEPARTMENT	REVIEWED BY	STATUS & NOTES
1	ELECTRICAL	LUANNE CHRISTIANO <small>LUANNE.CHRISTIANO@TAMARAC.ORG</small>	DENIED

[VIEW CHECKLIST](#)

REVIEWER ATTACHMENTS

Browse...
Attach Files

Uploaded file attachments may not be immediately available while being processed by Electronic Plan Review.

Task Instructions

I have reviewed and addressed the Checklist Comments provided on the "Checklist" tab above. Please click on the tab and review each item. Each comment will be indicated as "Met" or "Not Met". If you would like to export a list of the comments to Excel, click on the "Export to Excel" link in the upper right hand corner of the popup window.

I have addressed all of the items in the File Markups above that were identified during the Plan Review.

I have uploaded the revised drawings into the "Drawings" folder and, if requested, uploaded any revised documents into the "Documents" folder using the SAME file name as the original files. You can upload files by clicking the Folder List tab above and selecting a folder.

Review Coordinator Notes

Complete
Save And Close

Plan Review Status Report

The Plan Review Status Report gives you information about the plan review comments. When you receive, an Applicant Resubmit Task, you can then follow the instructions below to run this report:

- Click on the Project

The screenshot shows the 'Electronic Plan Review - Internet Explorer' window. At the top, there is a navigation bar with buttons for 'Back', 'Forward', 'Projects', 'Site-Wide Reports', 'Profile', 'Logout', and 'Admin'. Below this is a search bar and a 'Task List' button. The main content area is titled 'Active Projects List' and contains a table with 15 rows. The first row is circled in red. The table columns are: Project, Options, Description, Owner, Status, and Create date.

Project	Options	Description	Owner	Status	Create date
BP14-0000387	[Info] [Print] [Email] [Refresh]	SMC—ALTER RESIDENTIAL SINGLE FAMILY - INTERIOR RENOVAT	Building Department	Resubmittal	10/24/2014 1:45:57 PM
BP15-00000202	[Info] [Print] [Email] [Refresh]	GARAGE DOOR - REPLACE GARAGE DOOR	Building Department	[None]	1/16/2015 3:02:43 PM
BP14-00001856	[Info] [Print] [Email] [Refresh]	KITCHEN CABINETS	Building Department	Approved	5/30/2014 12:57:38 PM
PE14-10000003	[Info] [Print] [Email] [Refresh]	MCDONALD'S DRIVE THRU - ADMIN MRSP	Community Development	Approved	2/3/2014 5:21:31 PM
PE15-10000005	[Info] [Print] [Email] [Refresh]	WENDY'S ADMIN MRSP	Community Development	In Review	3/4/2015 10:30:33 AM
PE15-10000004	[Info] [Print] [Email] [Refresh]	MIDWAY PLAZA-ADMIN MINOR REVISED SITE PLAN	Community Development	Approved	2/26/2015 3:03:06 PM
PE15-10000001	[Info] [Print] [Email] [Refresh]	CENTRAL PARC SOUTH-MAJOR REVISED SITE PLAN	Community Development	Resubmit Request	1/5/2015 4:46:58 PM
BP15-00000481	[Info] [Print] [Email] [Refresh]	BATCH STAMPED MOD A RIGHT	Building Department	AP	2/2/2015 11:59:40 AM
BP14-00001481	[Info] [Print] [Email] [Refresh]	ROOF REPAIRS - INST. SILICONE COATING(MAINT)	Building Department	Approved	4/28/2014 1:47:05 PM
PE14-10000027	[Info] [Print] [Email] [Refresh]	GOLFMEW TOWNHOMES-NDSP	Community Development	In Review	9/30/2014 10:32:44 AM
EN15-33300015	[Info] [Print] [Email] [Refresh]	PWE SIDEWALK ONLY	Engineering Division	CA	2/25/2015 1:29:48 PM
BP15-00000913	[Info] [Print] [Email] [Refresh]	REMODEL,ALTERATION COMM TENANT IMPROVEMENTS - FIRE	Building Department	In Review	3/4/2015 10:05:34 AM
BP15-00000674	[Info] [Print] [Email] [Refresh]	FENCE	Building Department	Resubmittal	2/13/2015 8:03:51 AM
BP15-00000108	[Info] [Print] [Email] [Refresh]	MECHANICAL A.C. RES	Building Department	[None]	1/12/2015 3:32:30 PM
BP15-00000136	[Info] [Print] [Email] [Refresh]	MECHANICAL A.C. COMM -A/C CHANGE OUT	Building Department	[None]	1/20/2015 2:28:17 PM

- Click on Project Reports

The screenshot shows a navigation bar with several buttons: 'Back', 'Forward', 'Projects', 'Site-Wide Reports', 'Profile', 'Logout', and 'Admin'. Below this bar is a secondary row of buttons: 'Project Reports', 'Workflow Portals', 'Info', 'Notes', 'Email', and 'Edit'. A mouse cursor is pointing to the 'Project Reports' button.

- Click on the blue icon to run Workflow-Department Review Status

https://eplan.tamarac.org/?SessionID=&ProjectID=jA5TNU...

ELECTRONIC PLAN REVIEW

Close Window

Project and Workflow Reports for BP99-00004245

View	Report Name	Report Type	Report Description
	Current Project - All Emails Sent Detailed Re...	Project	All Emails Sent Detailed Report
	Current Project - All Emails Sent Summary R...	Project	All Emails Sent Summary Report
	Current Project - All Files Report	Project	All Uploaded Files Report
	Current Project - All Group Users	Project	All Project Users
	Current Project - All Uploaded Files with She...	Project	All Uploaded Files with Sheet Sizes
	Current Project - Files Viewed By Date	Project	Files Viewed (last 30 days)
	Current Project - Folders Entered By Date	Project	Folders Entered (last 30 days)
	Current Project - Project Markups Listing	Project	All File Markups Listing
	Current Project - Unpublished Files	Project	Unpublished Files
	Current Project - Users Entered By Date	Project	Entered (last 30 days)
	Workflow - Checklist Report (Not Met Items ...	Workflow	Checklist Report (Not Met Items Only)
	Workflow - Checklist Report	Project	Checklist Report (Met and Not Met)
	Workflow - Department Review Status	Workflow	Display Departments Assigned to Review and the Status
	Workflow - Routing Slip	Workflow	Workflow Routing Slip
	Workflow - Task Time Report	Project	Task Time Report

Page 1 of 1 (15 items)

- Select the workflow and click View Report

Project: BP14-00001428

Workflow: BP_StartWorkflow (04/25/2014 03:25 PM)

View Report

1 of 1 100% Find Next Select a format Export

- You will see the screen below with all of the current review cycles

Electronic Plan Review

Current Project - Department Review Status

BP14-00001428

Rev Cycle	Group Name	Reviewer Name	Assigned By	Review Status	Review Comments
1					
2					
3					
4					

- Click on each Review Cycle to see the comments

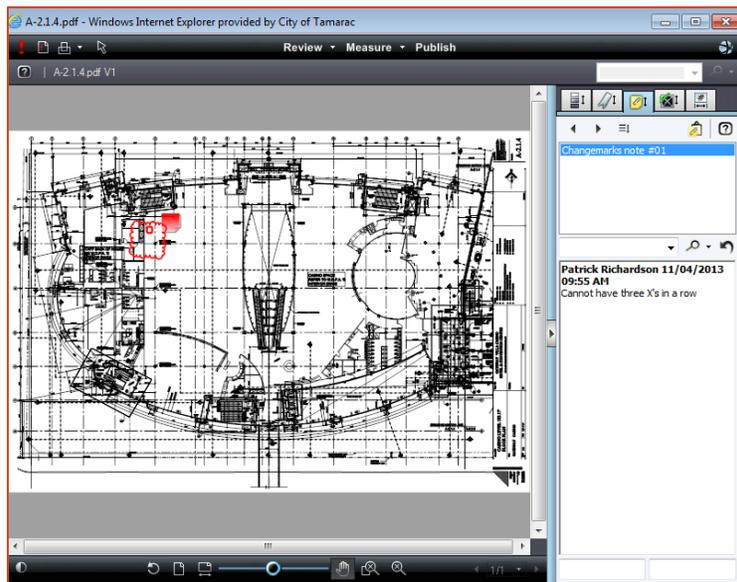
Rev Cycle	Group Name	Reviewer Name	Assigned By	Review Status	Review Comments
1					
	BLDG-STRUCTURAL	Rick Anderson Ricky.Anderson@tamarac.org	Christine.Bosco@tamarac.org	DN	Please provide paper plans and documents in addition to the electronic submittal.
	PLUMBING	Cary Bauer Cary.Bauer@tamarac.org	Christine.Bosco@tamarac.org	AP	Plans approved by PLBG just need application for Plumbing Work to be done CLB
	MECHANICAL	Johnny Cruz Johnny.Cruz@Tamarac.org	Christine.Bosco@tamarac.org	DN	PLEASE INCLUDE IN YOUR PLANS THE FOLLOWING DETAILS: 1. AIR CONDITIONING EQUIPMENT DATA, EQUIPMENT TONNAGE, CFM's, MANUFACTURER'S, MODEL NUMBERS, ETC. 2. DUCT SMOKE DETECTOR (REMOTE KEY TEST STATION) LOCATIONS ARE REQUIRED. 3. SHOW IN YOUR PLANS IF YOU ARE INSTALLING NEW ROOF TOP CURBS FOR THE A/C PACKAGE UNITS. 4. PLEASE SHOW IN YOUR PLANS THE DISTANCES FROM THE ROOF TOP MOUNTED A/C PACKAGE UNITS AND ALSO THE OTHER MECHANICAL EQUIPMENT, (CONDENSERS, EXHAUST FANS, ETC. FROM THE EDGE OF THE ROOF. NOTE, A TEN FOOT CLEARANCE IS REQUIRED. 5. ALSO PLEASE SHOW A TEN FOOT CLEARANCE FROM THE ROOF MOUNTED A/C EQUIPMENT'S (OUTSIDE MAKE-UP AIR, INTAKE LOUVER) TO ANY VENTS OF ANY KIND. 6. PLEASE MAKE A NOTE IN YOUR PLANS INDICATING (NO COMBUSTIBLES OVER 25/50 FLAME SPREAD/SMOKE DEVELOPED ARE ALLOWED IN THE AIR CONDITIONING PLENUM AND/OR RETURN OR SUPPLY AIR STREAM.

Markups and Changemarks

Color Standards

REVIEW AGENCY	MARKUP NAME	CHANGEMARK TITLE	MARKUP COLOR
BUILDING	BLDG-Initials	Issue Name	ORANGE
ELECTRICAL	ELEC- Initials	Issue Name	TEAL
ENGINEERING	ENG - Initials	Issue Name	BROWN
FIRE	FIRE- Initials	Issue Name	RED
ZONING	ZONE- Initials	Issue Name	YELLOW
HISTORIC	HIST- Initials	Issue Name	VIOLET
MECHANICAL	MECH- Initials	Issue Name	PINK
PLUMBING	PLBG- Initials	Issue Name	BLUE
GAS	GAS- Initials	Issue Name	GREEN

- Standard markup names and colors will be used for each reviewing agency for easy identification.
- A markup can have one or more changemarks.
- A changemark is a plan callout created by review staff to quickly identify a markup and associated comments.
- Each agency changemark will be titled with an issue name for each sheet/file.



How to Open Files with Markups

- Click the task link “ApplicantResubmit”. Click the review link in the “markup” section to open the file that contains markups for your review and correction.

Project Name	Task	Attached To	Status	Created On	Updated On	Updated By	Description	Status
BP13-00001281	ApplicantResubmit	Applicant	Accepted	10/21/2013 11:00:08 AM	10/21/2013 11:17:29 AM	donald.duct@tamarac.org	NEW RESIDENTIAL SINGLE FAMILY - Testing	Resubmit Request

Page 1 of 1 (1 items)

- Clicking the Markup link opens the plans and shows the markup section.

NEW RESIDENTIAL SINGLE FAMILY 13-00001281 Testing

Review Information | **Application** | Structure | Resources | Checklist Items (1) | Routing Slip | Folder List

Plan Routing: Luanne Christiano (Luanne.Christiano@tamarac.org)
 Review Cycle: 1
 Workflow/Activity Name: BP_StartWorkflow / ApplicantResubmit
 Activity Instructions: Please review all sections of the eForm and drawing markups and resubmit the required information prior to completion of task.
 Current User Logon: Donald Duct (donald.duct@tamarac.org)

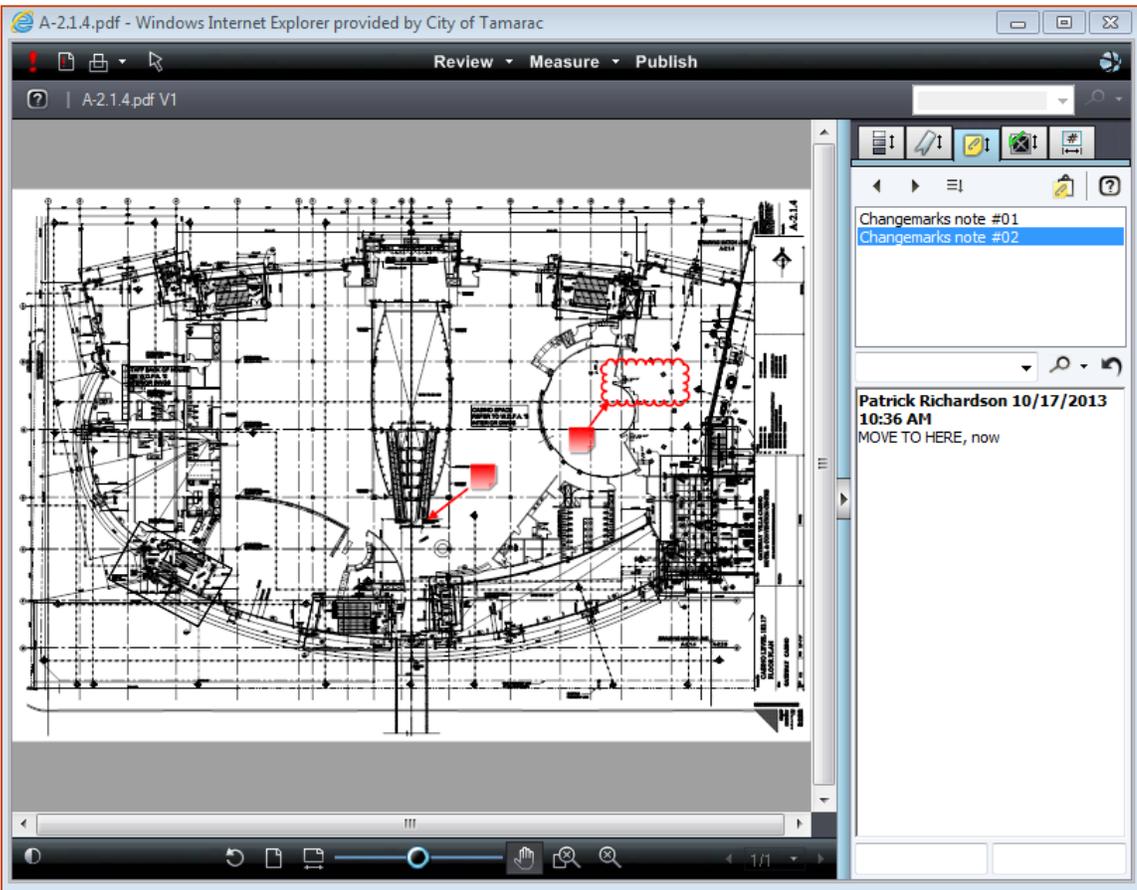
CHANGEMARKS

Filter by Department:

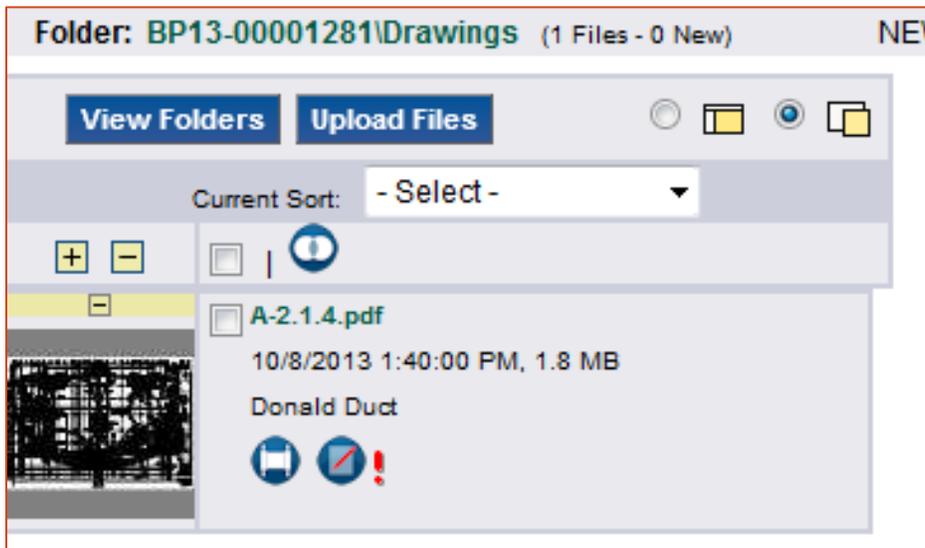
[Refresh Changemarks...](#)

Resolved	File	Cycle	Department	File Name	Markup	Summary	Description	Applicant Response
No		1	ELECTRICAL	A-2.1.4.pdf	ELEC PFR	Changemarks note #01	you are here, MOVE	<input type="text"/>
No		1	ELECTRICAL	A-2.1.4.pdf	ELEC PFR	Changemarks note #02	MOVE TO HERE, now	<input type="text"/>

[Save Changemark Updates](#)

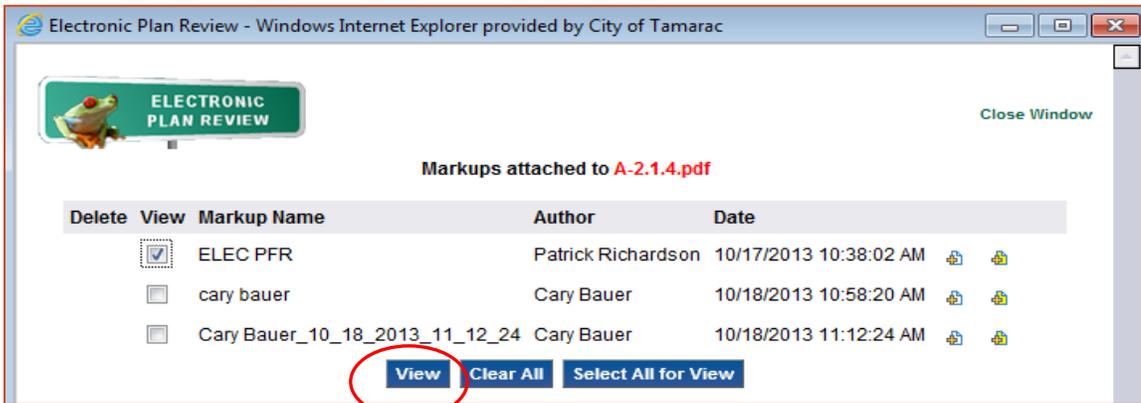


- Or from your task list click the permit number to open the folder view. Select your project number and left click any folder with a markup icon. If markups exist on the file a markup icon  will be displayed.

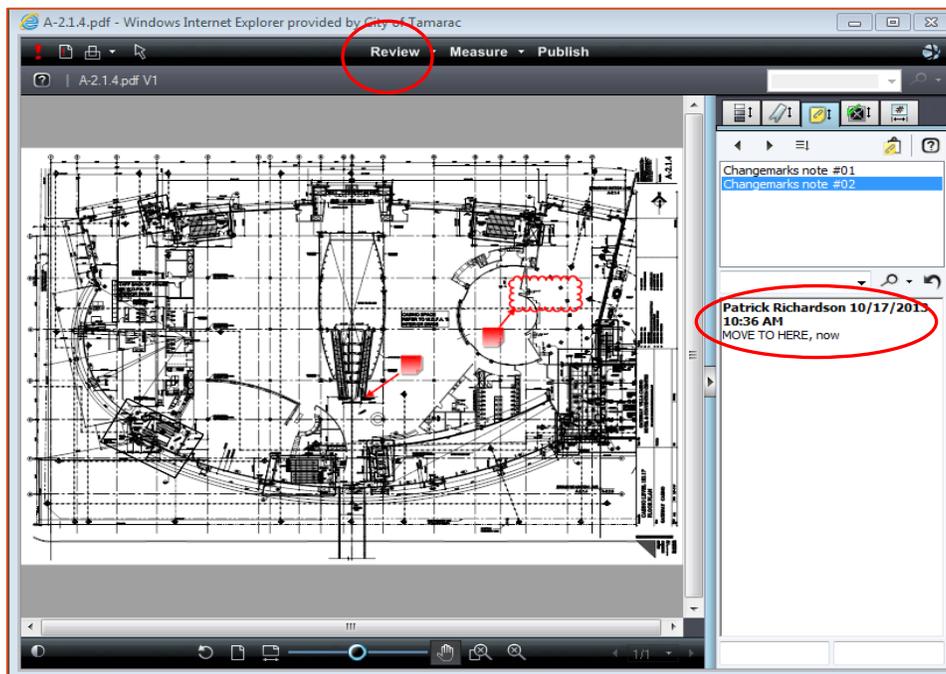


How to Open Existing Markups

- Double click the markups icon  to open the list of markups attached to the file. To view the markups on the file, check the “View” box beside the markup name(s) and then click the “View” button. If there are multiple markups, check all of the “View” boxes and click the “Select All for View”.



- Click “Review” and, if applicable, you can select any additional markups open for review. Click on “Publish” to save markup as a PDF. (This option also allows you to save the markup as a file or email attachment).



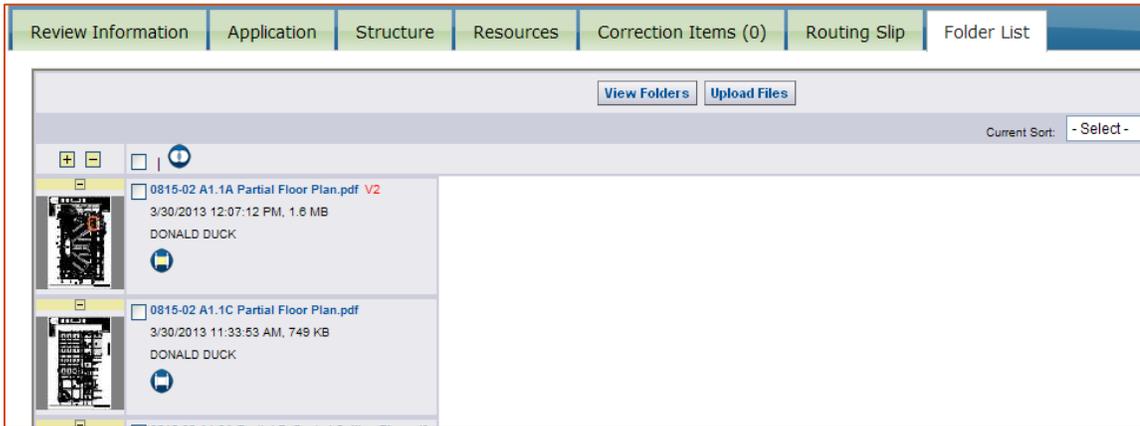
- Correction Items can be exported to Excel by selecting the “Checklist Items” tab and selecting the “Export to Excel” link.

Created	ID	Group	Comment Text	Status	Response	Updated	Update
1	ELEC002	ELECTRICAL	Smoke Detectors; Require smoke detectors inside and outside existing bedrooms, 120 volts, battery back-up and interconnected, 2010 FBC-R 314.3.1. Both bedrooms.	NotMet	Patrick Richardson	10/17/2013 10:45:56 AM	

Export to Excel (circled in red)

Uploading Corrections

- After corrections have been made to the Plans and/or documents, you are ready to upload again.
- Corrected plans and/or documents **MUST be re-submitted with the EXACT file name as the original submitted file**. The system will automatically add a version number to the resubmitted plans and/or documents. If no changes were made to the file, a new version will not be created.



- Verify all corrected plans and documents that have markups or comments have been corrected.

Failure to submit corrected plans with the same exact name will result in your re-submittal being returned for corrections again, please click

Drawings and Documents Naming Standards

- Applicant comments may be added in the “Applicant Response” box located in the “changemark” section of the eForm. If you are submitting a narrative explaining the plan corrections, it should be submitted to the document folder and labeled as Plan Corrections Narrative.

- Once you have successfully uploaded plans and documents into the correct folders, click on the “ApplicantResubmit” task. If navigating from the eForm, you can be in any of the following tabs “Review Information”, “Correction Item” or “Folder List”.

- Scroll down and confirm you have completed all tasks by reading and checking the box. In the Task Instructions area, click the “Complete” button to move your application forward in the review process.

CYCLE	DEPARTMENT	REVIEWED BY	STATUS & NOTES
<input checked="" type="checkbox"/>	1	LUANNE CHRISTIANO LUANNE.CHRISTIANO@TAMARAC.ORG	DENIED VIEW CHECKLIST

REVIEWER ATTACHMENTS

Uploaded file attachments may not be immediately available while being processed by Electronic Plan Review.

Task Instructions

I have reviewed and addressed the Checklist Comments provided on the "Checklist" tab above. Please click on the tab and review each item. Each comment will be indicated as "Met" or "Not Met". If you would like to export a list of the comments to Excel, click on the "Export to Excel" link in the upper right hand corner of the popup window.

I have addressed all of the items in the File Markups above that were identified during the Plan Review.

I have uploaded the revised drawings into the "Drawings" folder and, if requested, uploaded any revised documents into the "Documents" folder using the SAME file name as the original files. You can upload files by clicking the Folder List tab above and selecting a folder.

Review Coordinator Notes

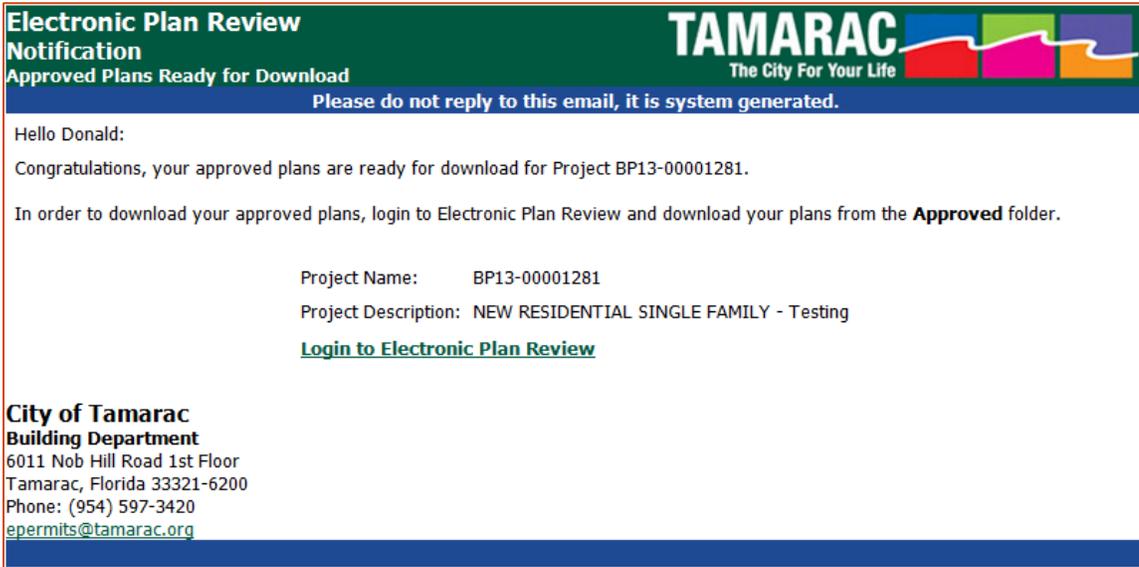
Email:

Archive PDF:

NaviLine BP 9.0

Approved Plans

- When all agencies have approved the plans, you will receive an email notifying you that the review is complete.



- You will receive an email that final payment is due. Fees can be paid online at <https://e-gov.tamarac.org/Click2GovBP/index.html>.
- Once payment is made, you will need to send the Submission Group an email advising that permit fees have been paid. Login to Electronic Plan Review. Click on your project. Review and click the  icon. This will open the Team Mail window.

7 project(s) out of 7 for Mickey Mouse (permits@stpete.org)

Project	Options	Description
BP12-11000823	  	SINGLE FAMILY RESIDENCE, NEW
BP12-11000839	  	SINGLE FAMILY RESIDENCE, NEW
BP12-11000840	  	SINGLE FAMILY RESIDENCE, NEW
BP12-11000841	  	NONRESID AND NONHOUSEKEEPING ADDNS & A
BP13-03000003	  	SINGLE FAMILY RESIDENCE, NEW - SINGLE FAMIL
BP13-03000005	  	NONRESID AND NONHOUSEKEEPING ADDNS & A
BP13-11000004	  	NONRESID AND NONHOUSEKEEPING ADDNS & A

Navigation:     

- Check the box for “Submissions” and put Fees Paid in the subject and body of the email.

https://eplanreview.stpete.org/?SessionID=&ProjectID=61 - Electronic Plan Review - Windows Int...

Electronic Plan Review Close Window

Team mail for Project: BP13-03000035
Email type: Standard Mail

Subject: * Fees Paid

Body: *
Fees Paid

Users/Groups that will be emailed (includes groups that contain users and have permissions): *

<input type="checkbox"/>	Name
<input type="checkbox"/>	FIRE DEPARTMENT
<input type="checkbox"/>	HISTORIC PRESERVATION COM
<input type="checkbox"/>	LANDSCAPING
<input type="checkbox"/>	MECHANICAL
<input type="checkbox"/>	MECHANICAL RESIDENTIAL
<input type="checkbox"/>	PARKING PAVING
<input type="checkbox"/>	Plan Routing
<input type="checkbox"/>	PLUMBING
<input type="checkbox"/>	PLUMBING RESIDENTIAL
<input checked="" type="checkbox"/>	Submissions
<input type="checkbox"/>	T&P TIFF REVIEW
<input type="checkbox"/>	THRESHOLD BLDG

- Once payment is verified, you will receive an email notifying you that your plans are ready to be downloaded. **All plans in the Approved folder must be printed and on the job site before construction begins.** Your permit card, required inspections and access codes and any other approved documents are also in the Approved folder.



Downloading Approved Plans

- Click on Approved folder to view/download/print the files. Check the “Select All” box and click the download button  to download the files.

BP13-00001283

Main Contact:

Folder: BP13-00001283\Approved (3 Files - 3 New) NEW

View Folders

Current Sort: - Select -

Thumbnail	File Name	Date/Time	Size	Author	Actions
	<input type="checkbox"/> 2013-04-09 Electronic Plan Review Hardware Requirem	11/5/2013 8:02:27 AM	48 KB	Luanne Christiano	
	<input type="checkbox"/> A-2.1.4.pdf	11/5/2013 8:01:28 AM	2.2 MB	Luanne Christiano	
	<input type="checkbox"/> Donald Duct Electronic Signature Affidavit.pdf	11/5/2013 8:02:27 AM	307 KB	Luanne Christiano	

Plan Revisions during Construction

If changes arise that require revisions to your approved plans or documents after your plans have been approved and construction has begun, please follow the steps below:

- Login to Electronic Plan Review
- ePermits and open the project for which you wish to submit a revision.
- Click the “Email” icon near the top right corner of the ePermits window. In the subject line, put “Plan Revision Requested”, and in the body of the email, indicate what trades you need a revision for.
- Select the Submissions group and click “Send”.
- Once the Submissions Group reviews the request, the project will be re-opened and returned to the applicant. Accept the “Applicant Upload” ask to open the eForm.

The screenshot displays the ePermits system interface for project BP50-0000012. The main content area shows a table of tasks. The 'ApplicantUpload' task is highlighted with a red circle. The table has the following columns: Task, Attached To, Status, Revisor, Due date, Created On, Updated On, Updated By, and Action.

Task	Attached To	Status	Revisor	Due date	Created On	Updated On	Updated By	Action
ApplicantUpload	Applicant	Accept...	1		1/11/2017 9:49:2...	1/11/2017 9:53:1...	Luanne.Christiano@tamar...	Reassi...

Below the table, there are navigation controls (back, forward, search) and a 'Start Workflows' section with a link to 'BP_RevisionsWorkflow'. The page number 'Page 1 of 1 (1 items)' is displayed at the bottom right.

- After uploading the revised plans and/or documents to the correct Revision folder (Ex. Revision 1 Structural NOA) Click "Upload Process Complete".
- Please make sure to include a completed permit application indicating the type of revision.
- Click on Upload Process Complete

Electronic Plan Review Form - Internet Explorer

TAMARAC
The City For Your Life

Click Here to Save Eform as PDF...

BURGLAR ALARM COMMERCIAL **50-0000012** for testing purposes only

Review Information | Application | Structure | Resources | Checklist Items (0) | Routing Slip

Folder List

Plan Routing: Luanne Christiano (Luanne.Christiano@tamarac.org)

Review Cycle: 1

Workflow/Activity Name: BP_RevisionsWorkflow / ApplicantUpload

Activity Instructions: Please upload all necessary drawings and supporting documents to the corresponding folders. When all files have been uploaded and the submission is ready, please click the 'Upload Process Complete'

Current User Logon: Luanne Christiano (Luanne.Christiano@tamarac.org)

Revision: < >

REVIEWER ATTACHMENTS

Browse... Attach Files

Uploaded file attachments may not be immediately available while being processed by Electronic Plan Review.

Task Instructions

By clicking on the 'Upload Process Complete' button below, I acknowledge that I have uploaded all required drawings and supporting documents to the corresponding folders and now wish to submit for review.

Upload Process Complete Continue Later...

Email: Go

Archive PDF:

Navil ine RP 9 0

- The review process for the plan revision will begin, you will receive a system generated email when the plan review is complete.