

ePlans Applicant User Guide



City of Bend
Community
Development
Department

City of Bend Applicant User Guide

Introduction

To our citizens, development community and future customers, this user-friendly, innovative, web- based, paperless process will allow for the electronic submission of all your plan-related documents.

Benefits Include

- Reduced overall costs (paper, printing, transportation, storage space).
- Reduced time (delivery of documents and re-submittal documents).
- Increased efficiency and responsiveness in customer service (enhanced teamwork, communication, and collaboration).
- Support for green initiatives.

Web-Enabled Collaboration



The following pages, we will provide you with all the details and information you need to join us in transforming the way you do business here at the City and the way government provides services and support for you, our customer.

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Electronic Plan Submission

Before you can complete your customer upload, please complete the following:

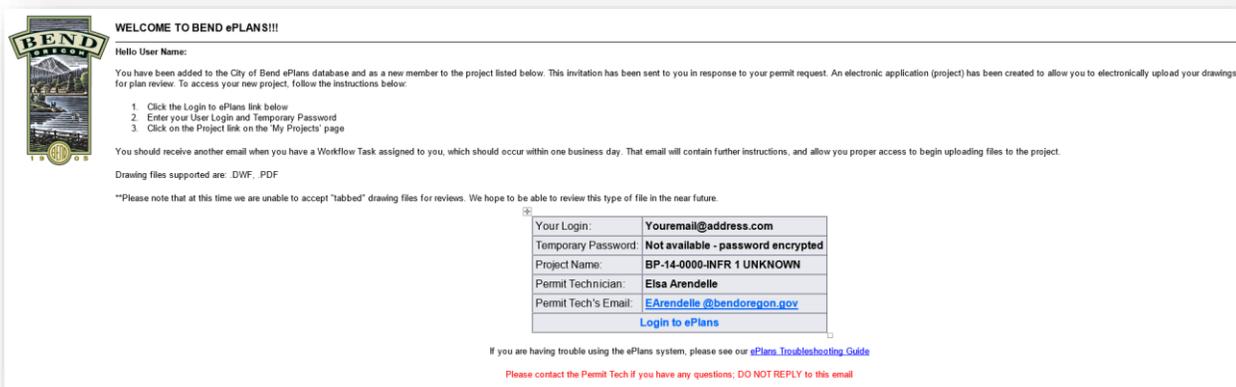
- Review the “Standards” section of this guide. We provide standards for naming your digital documents and files, reserved location for the City’s digital Approval stamp, acceptable file formats, etc.
- Submit your permit applications (including Deferred submittal checklist if applicable) to the City of Bend Permit Center via email. Pay any applicable plan review fees via [Click2Gov](#) or at the Permit Center, which is located on the main floor at:

710 NW. Wall St.
Bend, OR 97703
Fax: (541) 388-5519
building@bendoregon.gov

Logging on to ePlans

For first time users, you will need an ePlans Login password to access the online ePlans site.

1. Submit your application to the Permit Center
2. Shortly after submission you will receive an email invite similar to the image below. For first time users, this invitation includes your login and temporary password.



WELCOME TO BEND ePLANS!!!

Hello User Name:

You have been added to the City of Bend ePlans database and as a new member to the project listed below. This invitation has been sent to you in response to your permit request. An electronic application (project) has been created to allow you to electronically upload your drawings for plan review. To access your new project, follow the instructions below:

1. Click the Login to ePlans link below
2. Enter your User Login and Temporary Password
3. Click on the Project link on the 'My Projects' page

You should receive another email when you have a Workflow Task assigned to you, which should occur within one business day. That email will contain further instructions, and allow you proper access to begin uploading files to the project.

Drawing files supported are: DWF, PDF

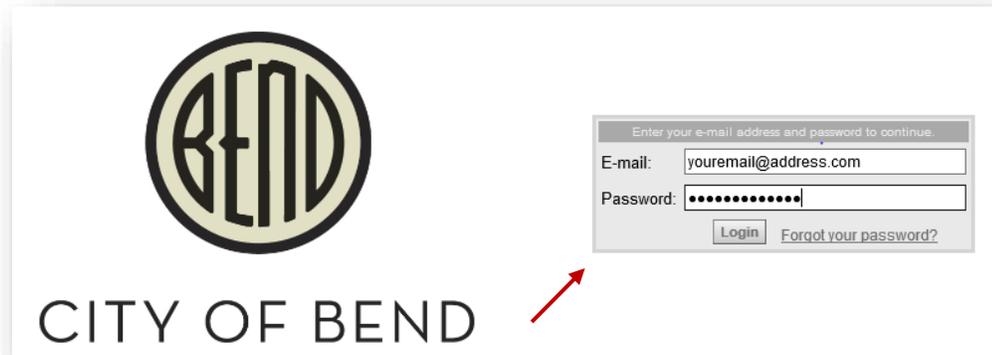
**Please note that at this time we are unable to accept "tabbed" drawing files for reviews. We hope to be able to review this type of file in the near future.

Your Login:	Youremail@address.com
Temporary Password:	Not available - password encrypted
Project Name:	BP-14-0000-INFR 1 UNKNOWN
Permit Technician:	Elsa Arendelle
Permit Tech's Email:	EArendelle@bendoregon.gov
	Login to ePlans

If you are having trouble using the ePlans system, please see our [ePlans Troubleshooting Guide](#)

Please contact the Permit Tech if you have any questions; DO NOT REPLY to this email

3. After clicking on the login to ePlans link a webpage will display similar to the image below
4. Enter your email address and ePlans password and select the Login button



Standards

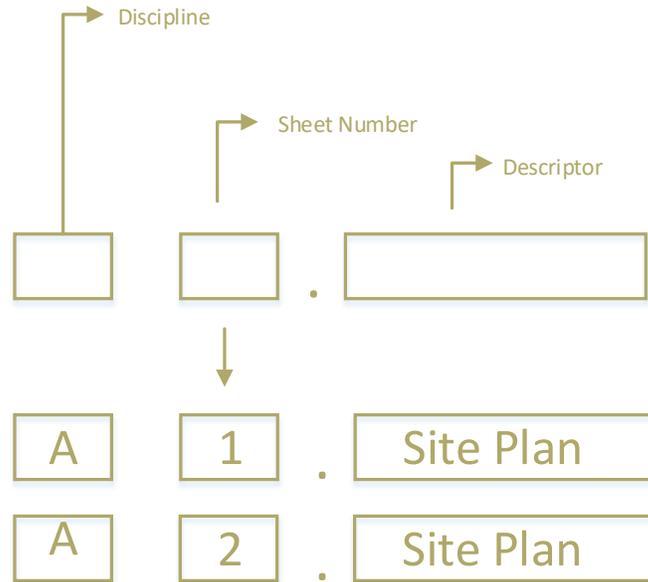
Standards allow for easy identification of drawings by naming convention: vector file types facilitate the most efficient viewing of documents. Color coding of reviewer markups provides easier visual identification of departments and disciplines. Only one party is allowed to submit plan sets, other parties can be added as 3rd party viewers who can view the progress of the project.

Digital File Requirements

- Drawing Files: Each sheet / page of the drawing shall be uploaded as a separate file. Drawing files will be rejected if uploaded as a multi-page document.
- Supporting Document Files: All files required as part of the application submission, other than drawing files, e.g., Structural Calculations, Geo-Tech Reports, Easement Letters, and Certifications, shall be uploaded as individual multipage documents.
- All file names on re-submitted documents for both drawings and documents shall remain the same. Please **DO NOT** "version" or rename files when uploading resubmitted files...these files will be rejected. The ePlans software will automatically add a version number, as you will see on a later page.
- To facilitate rapid recognition and retrieval of files by our Plan Review teams, each sheet (file) name shall follow the naming requirements described on the following page. A discipline-specific prefix, page number, and suffix will allow for greater clarity and structured sorting.

Example

Drawing File Naming Requirements



Examples:

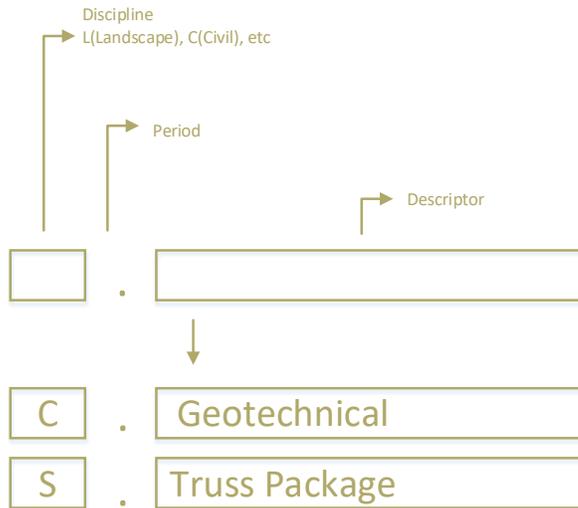
Discipline	Designation
Architectural	A
Civil	C
Contractor/Shop Drawings	Z
Electrical	E
Equipment	Q
Fire Suppression	FS
Fire Alarm	FA
General	G
Hazardous	H
Landscape	L
Mechanical	M
Other Disciplines	X
Plumbing	P
Process	D
Signs	N
Structural	S
Survey/Mapping	V
Telecommunications	T

- A2.Floor Plan
- A2.2.Floor Plan
- C0.1.Utilities
- E2.25.Lighting
- FS1.0.Fire Sprinkler
- FA.1.Fire Alarm
- M1.HVAC
- S6.0.Details

Descriptor	Designation
Architectural Demolition Protection And Removal	Demo
Architectural Elements General Architectural	General
Architectural Finishes	Finish
Architectural Graphics	Graphic
Architectural Interiors	Interior
Architectural Site	Site Plan
Civil Demolition Structure Removal And Site Clearing	Demo
Civil Grading Excavation, Grading, Drainage, Retention Ponds	Grading Drainage
Civil Improvements Pavers, Flagstone, Exterior Tile, Furnishings, Retaining Walls, And Water Features	Improvements
Civil Paving Roads, Bridges, Drives, And Parking Lots	Row
Civil Survey (Site) Plats, Topographic, Dimension Control	Site Plan
Civil Transportation Waterway Construction, Wharves, Docks, Trams, Railway Systems, And People Movers	Civil Transport
Civil Utilities Water, Sanitary Sewer, Storm Sewer, Power, And Communications	Utilities
Electrical Auxiliary Systems Alarms, Nurse Call, Security, Cctv, Pa, Music, Clock, And Program	Auxiliary
Electrical Demolition Protection, Termination, And Removal	Demo
Electrical Instrumentation Controls, Relays, Instrumentation, And Measurement Devices	Instrumentation
Electrical Lighting	Lighting
Electrical Power	Power
Electrical Site Utility Tunnels, Site Lighting	Utilities
Electrical Telecommunications Telephone, Network, Voice, And Data Cables	Telecommunications
Fire Detection And Alarm	Detection Alarm
Fire Suppression Fire Extinguishing Systems And Equipment	Suppression Equipment
General Contractual Phasing	Phase
General Informational List	General
General Resource	Resource
Landscape Demolition Protection And Removal Of Existing Landscaping	Demo
Landscape Irrigation	Irrigation
Landscape Planting	Planting
Mechanical Demolition Protection, Termination, And Removal	Demo
Mechanical Hvac Ductwork, Air Devices, And Equipment	Hvac
Mechanical Instrumentation And Controls	Instrumentation
Mechanical Piping Chilled And Heating Water, Steam	Piping
Mechanical Site Utility Tunnels And Piping Between Facilities	Utilities
Plumbing Domestic Water, Sanitary And Storm Drainage, Fixtures	Fixtures
Plumbing Site Extension And Connections To Civil Utilities	Site Utilities
Process /Plumbing Demolition Protection, Termination, And Removal	Plumbing Demo
Process Electrical Exclusively Associated With A Process And Not The Facility	Electrical
Process Instrumentation, Measurement, Recorders, Devices, And Controllers (Electrical And Mechanical)	Instrumentation
Process Piping, Valves, Insulation, Tanks, Pumps	Piping
Process Systems And Equipment For Thermal, Electrical, Materials Handling, Assembly, Refrigeration, Etc.	Systems
Structural Demolition Protection And Removal	Demo
Structural Framing Floors And Roofs	Framing
Structural Site	Site Plan
Structural Substructure Foundations, Piers, Slabs, And Retaining Walls	Substructure

Supplemental File Naming Requirements

Below is an example of the supplemental files naming requirements. Each file can be uploaded as one document and do not need to be broken into individual sheets. Please group these supplemental files into their respective disciplines.

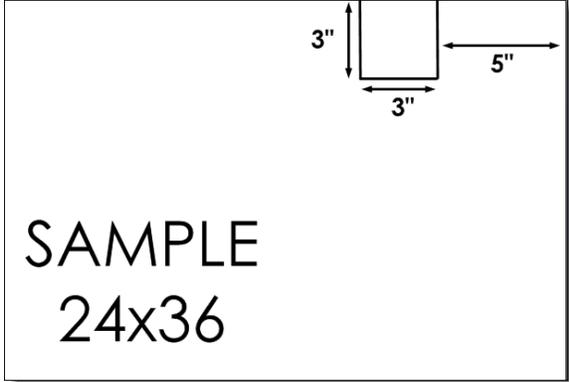


Border and Reserved Space Standards

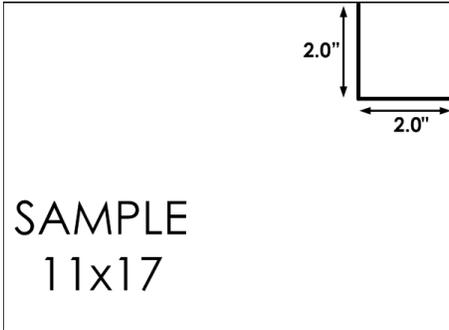
It is virtually impossible to predict each individual or company's unique border sizes and title block areas. As a result, the following locations are offered as guides to ensure that when printed, the Approval Stamp is visible and not truncated.

Sheet Size	Stamp Location	Reserved Space (Dimensions)
8.5" x 11"	Upper right corner	2.0" x 2.0"
11" x 17"	Upper right corner	2.0" x 2.0"
24" x 36"	5" from upper right edge of page inset to 8" Top edge inset down 3"	3.0" x 3.0"
36" x 48"	5" from upper right edge of page inset to 8" Top edge inset down 3"	3.0" x 3.0"

- An area located at the top right corner of all drawings shall be reserved for the City of Bend electronic stamp. Our stamp location will allow for a ½" border.



SAMPLE
24x36



SAMPLE
11x17

File Type Standards

- Supporting Documents: Searchable PDF files are preferred for calculations, reports and other non-drawing files.
- Drawing files: must be .PDF
 - Files must be 2D “print ready”, i.e., set up properly for printing with title block, no extra data outside the print page area, etc.
 - Files must be properly oriented in landscape view.

The following table highlights acceptable formats.

Drawings	.PDF
Supporting Documents	.PDF, .TIFF, .PLT

Electronic Stamps and Signature Standards

- All files must be electronically stamped with a signature per Oregon Statutes and Oregon Administrative Rules. There are specific provisions for electronic signatures within the Rules and Regulations which Architects and Engineers are required to meet. The following links are provided for further information:

Architects: ([Oregon Secretary of State Archives Division](#))

Engineers: ([Oregon Secretary of State Archives Division](#))

- Electronic stamps and signatures shall be inserted as a JPEG image.

Folder Structure Standards

- All drawing files and supplemental files shall be uploaded into the “Review Docs” folder for each project. All other files shall be uploaded to the “Documentation” folder.
- All responses to any corrections requested by plan examiners shall be uploaded to the “Review Docs” folder.
- All deferred submittals will go into the “Deferred Upload” folder. Applicants will have view rights only to deferred sub-folders.
- All file names on re-submitted documents (responses) for both drawings and supplemental files shall remain the same. **Please DO NOT version or rename files when uploading resubmitted files...these files will be rejected.**
- The “Final” folder contains all City of Bend stamped and approved drawings and documents.



Drawing Scale Standards

- All plans must be drawn to scale.
- All drawings must be calibrated. This calibration shall be saved in the drawing ensuring it is available to the reviewer.
- Each sheet must have an independent scale i.e., 1in = 80ft or 1/8in = 1ft.
- When more than one scale is used on a sheet, an independent scale must accompany the applicable detail.

Markup Name and Color Standards

- Standard markup names and colors will be used for each reviewing discipline for easy identification. A markup can have one or more “Changemarks.” Changemarks are created to quickly identify a markup and associated comments.
- Each reviewer Changemark is prefaced with the Changemark Title followed by the reviewer’s first initial / last name. It also includes a time and date stamp for quick review and sorting.

Division	Markup Color
Building Safety	Red
Planning	Blue
Engineering	Green
Permit Center	Purple
Fire	Maroon

INDEX TO DRAWING

SITE PLAN	A1
MARKET STUDY	A2
UPPER FLOOR PLAN	A3
EXTERIOR ELEVATIONS	A4
EXTERIOR ELEVATIONS	A5
BUILDING SECTION	A6
ROOF PLAN	A7
DETAILS	A8
DETAILS	A9
FOUNDATION	S1
FLOOR FRAMING	S2
BRICK WALL PLAN	S3
TRUSS LAYOUT	S4
	S5

Area Tabulation

Lot Area:	8,275 SF
Main Living:	1,525 SF
Upper Living:	1,085 SF
Total Living:	2,610 SF
Garage/Mech:	690 SF
Deck:	165 SF
Proposed Footprint:	CR 482 2,437 SF
Allowable Footprint:	CR 500 2,696 SF

Site Symbol Legend

3/8" = 1'	SEWER TRENCH
1/2" = 1'	WATER TRENCH
1/4" = 1'	ELECTRICAL TRENCH

FAR Calculation

Lot Area:	8,275 SF
Main Level:	1,585 SF
Upper Level:	1,085 SF
Lower Level: (Area Value 0.00)	0 SF
Attic:	0 SF
Total Area:	CR 500 3,180 SF
Allowable Area:	CR 482 3,072 SF
Included FAR Area (shown in Yellow/Pink Shading on Site Plan):	

Drainage Calculation

Roof Area:	3,190 SF
Main and Drive Area:	300 SF
Total Impervious Area:	3,490 SF
Determination Required:	5,650 SF(4.2)*750 CF
Area A:	342 SF(2)*542 CF
Area B:	342 SF(2)*542 CF
Area C:	150 SF(2)*450 CF
Total Area Provided:	854 CF

BRONCO BLVD.

PERMITS PROTECT DESIGN

PLAN SUBMITAL EXAMPLE
BEND, OREGON CDD

REVISIONS

ORIGINAL DATE

SHEET DESCRIPTION
Site Plan/General
DRAWING SCALE
1"=40'-0"

SHEET NUMBER
A1

NORTH

Best Practice Checklist

To ensure acceptance of your drawings the first time:

- ✓ All drawing files shall be submitted in AutoCAD or .PDF file format. If you are unable to meet this request, applicants shall notify the Permit Technician at (541) 388-5580 or building@bendoregon.gov.
- ✓ All non-drawing documents can be submitted in PDF, TIFF or PLT.
- ✓ Include a sheet index for each discipline/permit submitted.
- ✓ Ensure all sheets have been uploaded per the sheet index.
- ✓ Ensure all revisions to plans are “clouded”
- ✓ Ensure layers can be turned on and off by the reviewer.
- ✓ Clean and purge all extraneous layers from the drawings.
- ✓ Minimize the number of layers included in the drawings (100 or less recommended).
- ✓ Minimize the amount of hatching and/or convert to a less processor-intensive format type.
- ✓ Provide drawing calibration settings for each sheet.
- ✓ Drawings shall be saved and submitted in landscape view.
- ✓ Ensure reserved space for the City stamp is located as required.
- ✓ Once the "Submit" button is selected, the City will be notified that your upload is complete and the folder will be locked down to prevent further uploads.
- ✓ A project team member can be removed from the ePlans system and access to client files rescinded when the City is notified.
- ✓ Ensure plan submittal includes the completed plan review checklist items. Partial submittals will be rejected.

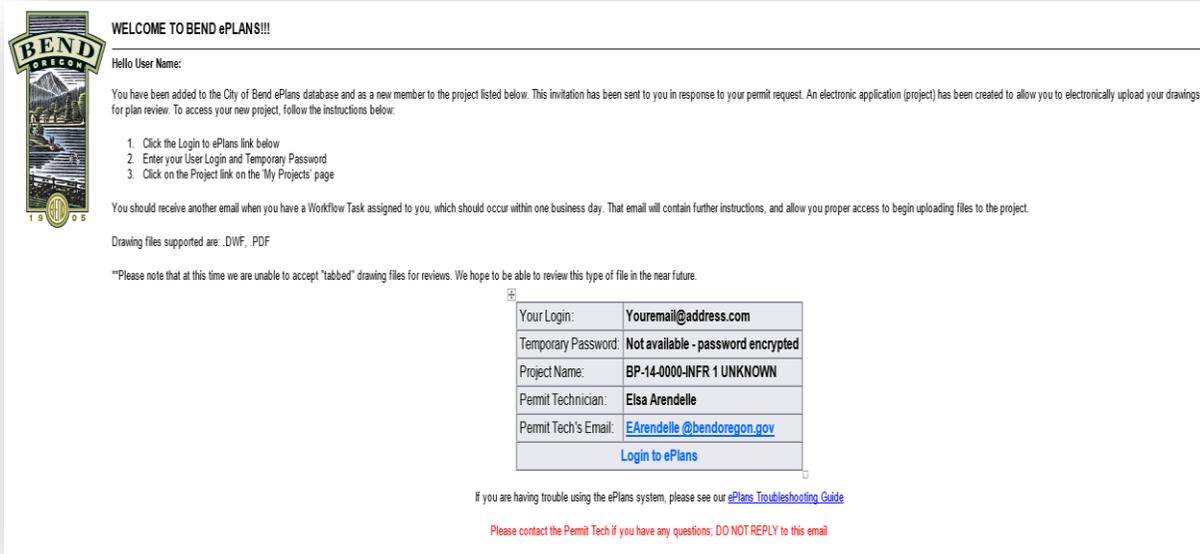
[Residential Submittal Requirements](#)

[Commercial Submittal Requirements](#)

Uploading Plan Drawings and Documents

ePlan Review Invitation

When your online permit application is submitted, an ePlan Review invitation will be sent to your email address similar to the image below. This email will contain your login criteria and information about the project, including a link to the project.



WELCOME TO BEND ePLANS!!!

Hello User Name:

You have been added to the City of Bend ePlans database and as a new member to the project listed below. This invitation has been sent to you in response to your permit request. An electronic application (project) has been created to allow you to electronically upload your drawings for plan review. To access your new project, follow the instructions below:

1. Click the Login to ePlans link below
2. Enter your User Login and Temporary Password
3. Click on the Project link on the 'My Projects' page

You should receive another email when you have a Workflow Task assigned to you, which should occur within one business day. That email will contain further instructions, and allow you proper access to begin uploading files to the project.

Drawing files supported are: .DWF, .PDF

****Please note that at this time we are unable to accept "tabbed" drawing files for reviews. We hope to be able to review this type of file in the near future.**

Your Login:	Youremail@address.com
Temporary Password:	Not available - password encrypted
Project Name:	BP-14-0000-INFR 1 UNKNOWN
Permit Technician:	Elsa Arendelle
Permit Tech's Email:	EArendelle@bendoregon.gov
Login to ePlans	

If you are having trouble using the ePlans system, please see our [ePlans Troubleshooting Guide](#)

Please contact the Permit Tech if you have any questions; DO NOT REPLY to this email

Logging In: New Users

1. Prior to logging into the ePlans application, the following actions must be completed:

Note: The instructions and examples shown using Internet Explorer on a PC, and your experience may vary when connecting via a different browser.

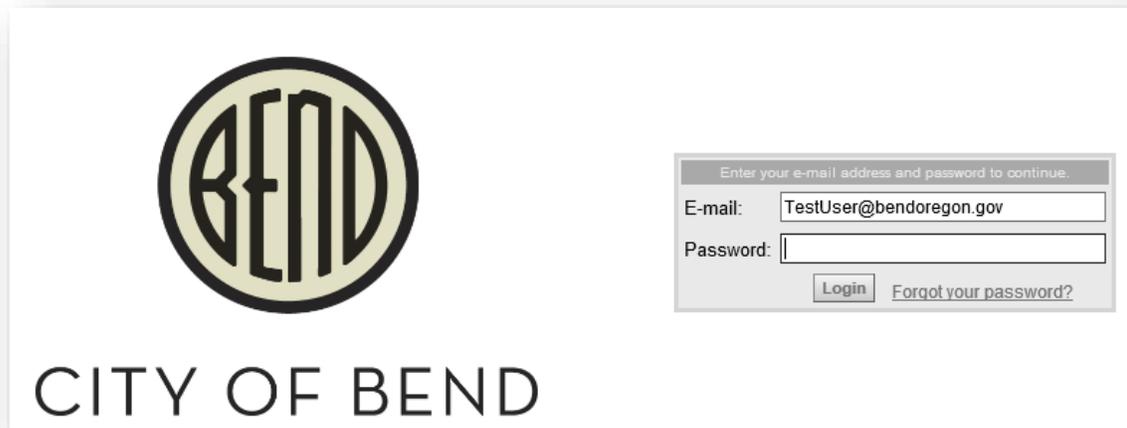
1.1 If your computer has pop-up blockers installed, you will need to disable pop-up blocking in order to utilize ePlans. Disabling pop-up blocking will be required for each login instance, unless you select the “always allow pop-ups” option (recommended).



1.2 The login page has an MSI (Microsoft Silent Install) component required to install all necessary ePlans ActiveX controls. This installation will only need to be done once; if you utilize a different computer it will require another installation for each computer (see below).
1.3 You can drag the shortcut to your desktop or add to favorites (see below).



- 2 Log in by entering your email address and temporary password (provided in the invitation email) and click the “Login” button.



The image shows the login page for the City of Bend. On the left is the City of Bend logo, a circular emblem with the word "BEND" inside, and below it the text "CITY OF BEND". On the right is a login form with the heading "Enter your e-mail address and password to continue." It contains two input fields: "E-mail:" with the value "TestUser@bendoregon.gov" and "Password:". Below the fields are two buttons: "Login" and "Forgot your password?".

- 3 After logging into ePlans click the “Profile” button located in the upper right of the page.



- 4 Enter your new password and personal account information. Items with a **red *** are required fields. Explore the tabs “Project Membership” and “Group Membership”. These will provide information about the projects you are able to access. Be sure to click on the “Save” button to save your profile.

BEND
OREGON

Settings for **Jesse Thomas** (jthomas@bendoregon.gov)

Change Password:

Current password: Password Reset Question & Answer:

New password: Security question:

Confirm new password: Security answer:

Password must be 6-20 characters in length, and must contain at least one number and one letter.

Profile Information

*** Required field**

First Name: *	<input type="text" value="Elsa"/>	Last Name: *	<input type="text" value="Arendelle"/>
Email: *	<input type="text" value="TestAccount@youremail.com"/>	<input checked="" type="checkbox"/> HTML format	<input type="button" value="i"/>
Title:	<input type="text" value="Snow Queen"/>		
Company: *	<input type="text" value="Acme Construction"/>		
Address 1:	<input type="text"/>		
Address 2:	<input type="text"/>		
City:	<input type="text"/>		
State/Province:	<input type="text"/>	Postal Code:	<input type="text"/>
Country:	<input type="text"/>		
Phone: *	<input type="text" value="(541)-867-5309"/>	Fax:	<input type="text"/>
Mobile:	<input type="text"/>	Pager:	<input type="text"/>
Stamps:	<input type="text"/>		

- 5 Store your login, passwords and security question answer in a secure location so they may be retrieved at a later date.

Logging In: Existing Users

If you are a returning user, log in to ePlans with your full email address and password. If you have forgotten your password, click on the “Forgot Password” button to see your security questions (your first and last name must match exactly how it was initially created in the previous step). Your password can also be reset at that time.

Uploading Your Files

1. When you have successfully logged in to ePlans, the “Active Project List” screen will display. Any active projects for which you have access will display in this list. Any outstanding tasks that require your action are displayed in the “Active Task List” area below the project list.

Active Projects List		
6 recently entered project(s) out of 8 for Jesse Thomas (jthomas@bendoregon.gov)		
	Recent Projects	All Projects
Project	Options	Description
BP-14-4740-INFR 1 UNKNOWN	  	PINNACLE ENG JIM STORMO Rock Ridge Park Subdivision
BP-14-5109-SFDA 0 NE HIGH DESERT LN LOT 124	  	NEW SFD W-GARAGE -MASTER LT124
PZ-14-1058-SPOSTO MICHAEL DUPLEX TYPE I	  	ST HELENS PLACE 214 NW - SPOSTO MICHAEL DUPLEX TYPE I
BP-08-3097-RADD 62630 LARKVIEW RD	  	SUNROOM ADDITION *PAPER*
BP-14-4493-SFD 2439 NW DROUILLARD AVE	  	NEW SFD W-GARGE L801
PZ-14-1061-J2 MILL VIEW LLC - 4 LOT SUBDIVISION	  	THEATER DR 833, 841, 849 - J2 MILL VIEW LLC - 4 LOT SUBDIVISION

Active Task List

Project Name	Task	Attached To	Status	Priority	Due date	Created On	Updated On
WF TEST BP-14-5030-SFD 61084 BACHELOR VIEW RD	DepartmentReview	/ for A_Techs	Accepted	2		12/19/2014 3:03:42 PM	12/19/2014 3:04:50 PM
WF TEST BP-14-5030-SFD 61084 BACHELOR VIEW RD	PreScreenReview	A_PreScreen	Accepted	6		12/19/2014 3:10:59 PM	12/19/2014 3:11:14 PM
WF TEST BP-14-5030-SFD 61084 BACHELOR VIEW RD	AssionReview	A_AssignedTech	Pending	10		12/19/2014 3:08:48 PM	12/19/2014 3:08:48 PM

Select the specific project that corresponds to the plans or documents you will be uploading. The projects are listed by permit number i.e., 14-5030. Each column can be sorted to your preference. You will also receive an invitation email to upload your files.

2. Click the “Review Docs” folder to upload your plan drawings or supplemental documents.

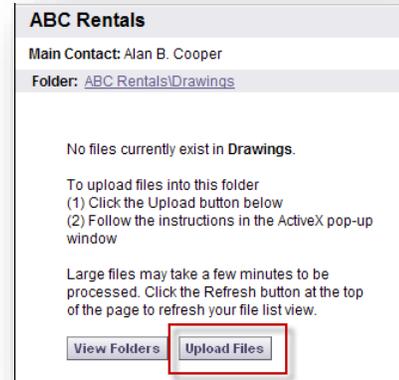


3. Follow the prompts for uploading your plans and documents.

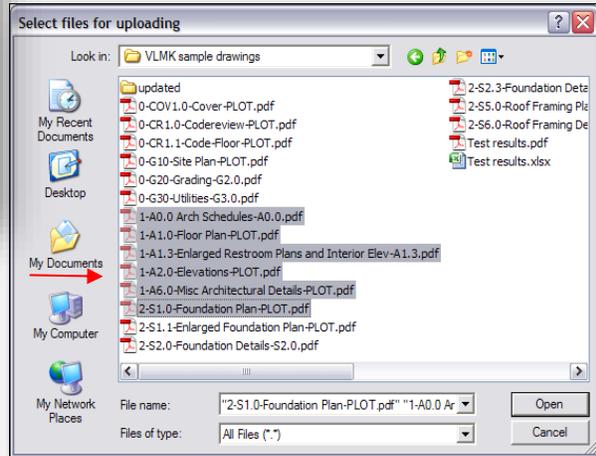
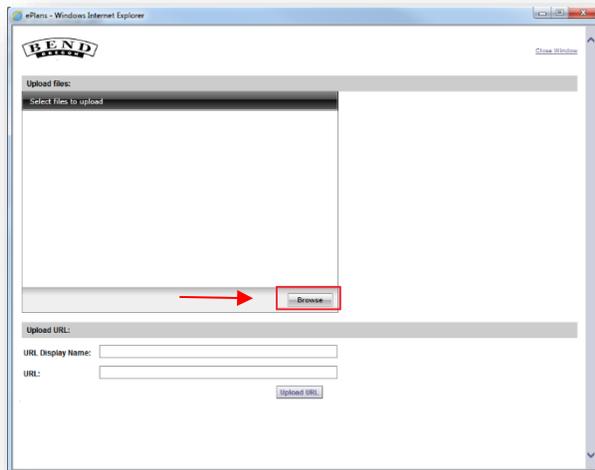
4. Click the “Upload Files” button and navigate to your file storage location.

NOTE: You may encounter a Silverlight recommendation, and in order to facilitate a more efficient upload of multiple files, we recommend you install Microsoft Silverlight 4.1 or higher from the following link:

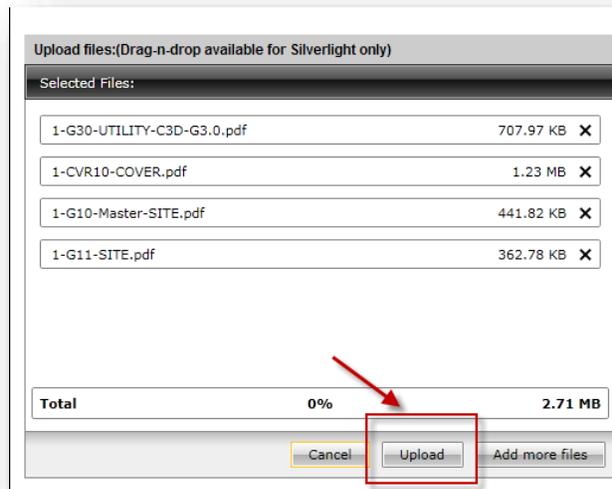
www.microsoft.com/silverlight



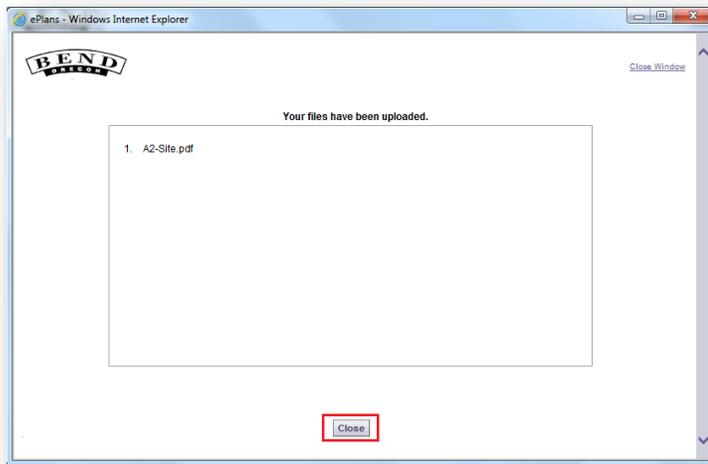
5. Browse to the files on your computer (**red arrow**) and select the file(s) location on your computer, then select or highlight the files you want to upload. Multiple files (preferred) can be selected by using your Shift or Ctrl keys. Click the “Open” button. **NOTE:** You can also drag and drop files.



6. Once the files are displayed, select the "Upload" button.



7. Once the files have been uploaded to the upload window, click the "Close" button to close out of the dialog box.



8. Once files are uploaded to the folder, the folder list is replaced by thumbnail images of each file contained in the folder. Adjacent to each thumbnail, the file name, author, date, and any relevant file icons display as indicated in the image to the right.

9. After the files are uploaded you must complete the task in ePlans. The task will appear at the bottom of the Projects screen below your current projects (Home Page) in the Active Task List pane. Select the "ApplicantUpload" task. This will open the form where you will complete the task (red arrows).

Active Task List

Project Name	Task	Attached To	Status	Priority	Due date	Created On
WF TEST BP-14-5030-SFD 61084 BACHELOR VIEW RD	ApplicantUpload	A_Submitter	Accepted	2		12/30/2014 10:24:30 AM

Navigation: [Home] [Previous] [Next] [End]



COMMUNITY DEVELOPMENT BUILDING SAFETY DIVISION



[Click Here to Save Eform as PDF...](#)

- Review Information
- Permit Information
- Project Notes
- Resources
- Checklist Report (0)
- Routing Slip

Review Coordinator	
Review Cycle	1
Workflow/Activity Name	Start_Building_Plan_Review / ApplicantUpload
Activity Instructions	Please upload all required plans and documents.
Current User Logon	
BPPYER	13
BPPCNB	4869
HTE Fees	0.00

SUBMITTAL TYPE

Important: Please choose the appropriate submittal type.

After you have successfully uploaded all required plans/documents please select (Upload Complete) button.

Building Process V1

10. You have successfully finished part one of submitting your plans electronically.

11. Please log out after your session.

Prescreening

Prescreening is a cursory review of your uploaded documents in preparation for a formal review. Allow a minimum of three (3) working days after you have uploaded your documents for the Prescreening process to take place.

If Prescreening Has Been Rejected

If your submittal requirements are not complete, you will receive a "Prescreen Correction Request Task Assignment" email notification that prescreening has been denied and corrections are needed as seen below.

1. Click the link in your email to access the ePlans site and log in as previously demonstrated (red arrows).

BEND OREGON

Pre-Screen Correction Request Task Assignment

Attention Test User:

Your plan review submission for Project: **WF TEST BP-14-5030-SFD 61084 BACHELOR VIEW RD** has not met the minimum requirements for acceptance. 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

Project:	WF TEST BP-14-5030-SFD 61084 BACHELOR VIEW RD
Description:	NEW SFD W-GARAGE L1000
Task:	CorrectionComplete
Assigned by:	Test User
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.

- The task will appear in the Active Task List screen below your active project list (Home Page). Select the new task.

Active Task List

Project Name	Task	Attached To	Status	Priority	Due date	Created On
WF TEST BP-14-5030-SFD 61084 BACHELOR VIEW RD	PreScreenCorrection	A_Submitter	Pending	2		12/31/2014 8:22:47 AM

Navigation buttons: Home, Back, Forward, Refresh

- The corrections eForm, as shown below, will open in a new window. After reviewing the information, select the "Checklist Report (5)" tab. This tab indicates the number of checklist items that need your attention. To respond to items click the "View Intake Checklist Link".

Review Information | Permit Information | Project Notes | Resources | Checklist Report (5) | Routing Slip

Cycle	ID	Group	Comment Text	Status	Updated	Update
1	110	A_PreScreen	Property line locations identified.	Met	Jesse Thomas	1/2/2015 3:01:24 PM
1	111	A_PreScreen	Location of existing & proposed utilities (water, sewer, power, gas, phone, cable/broadband) with dimensions to property line and surrounding items to accurately show locations are provided.	Met	Jesse Thomas	1/2/2015 3:01:24 PM
1	112	A_PreScreen	All adjacent street names are identified.	Met	Jesse Thomas	1/2/2015 3:01:24 PM
1	113	A_PreScreen	Outline of existing & proposed structures with distances to property lines and between structures, including cantilevers and eaves, are provided.	Met	Jesse Thomas	1/2/2015 3:01:24 PM
1	114	A_PreScreen	Setbacks identified with written dimensions.	NotMet	Jesse Thomas	1/2/2015 2:55:03 PM

Task Instructions

[VIEW INTAKE CHECKLIST \(5\)](#)

4. After you have compiled the missing or corrected drawings and/or documents to upload, log in to ePlans (if not already logged in) and enter the project.
 - a. Upload the missing and/or corrected drawings and documents (see the “Uploading Your Files” section for instructions).
 - b. Select the eForm with your task assignment as shown below.

NOTE: If the eForm is closed, you must initiate the “PreScreenCorrection” task identified previously.
 - c. Place a checkmark in the “I have uploaded the corrected...” and the “Corrections Complete” button will become active. Upon completion, the City will be notified that the files have been uploaded and will continue with the Prescreening process.



COMMUNITY DEVELOPMENT

BUILDING SAFETY DIVISION



[Click Here to Save Eform as PDF...](#)

Review Information
Permit Information
Project Notes
Resources
Checklist Report (0)
Routing Slip

Review Coordinator Review Cycle Workflow/Activity Name Activity Instructions	Jesse Thomas (jthomas@bendoregon.gov) 1 Start_Building_Plan_Review / CorrectionComplete Please review the Permit Clerks notes and submit the required drawings and documents.
Current User Logon BPPYER BPPCNB HTE Fees	Jesse Thomas (jthomas@bendoregon.gov) 13 4869 0.00

Task Instructions

[VIEW INTAKE CHECKLIST \(0\)](#)

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

Rejected

Corrections Complete
Save And Close

If Prescreening is Approved

If your submittal is approved, it will immediately move into the formal review process you will receive an email notification of this activity.



Pre-Screen Approved

Attention Test User:

Your plan review submission for Project: **14-5030** has met the requirements for acceptance.

To track the status of your review, please log in and view the report titled "Workflow - Department Review Status". You can see the report by clicking on the project, then the reports tab next to the project info tab. Click the

Project:	WF TEST BP-14-5030-SFD 61084 BACHELOR VIEW RD
Description:	NEW SFD W-GARAGE L1000
Task:	CorrectionComplete
Assigned by:	Test User
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.

Change Notification and Plan Resubmit

Plan Review has generated requested corrections

If corrections are requested following the formal review cycle(s) of your documents, you will receive an email notification from the City requesting revised documents as shown below. (NOTE: Ensure all changes to drawings are “clouded” before uploading corrections).

- Select the link in your email to access the ePlans site.

BEND
OREGON

Review Correction Request Task Assignment

Attention Test User:

Your plan review submission for Project: **WF TEST BP-14-5030-SFD 61084 BACHELOR VIEW RD** 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 prevent your application from expiring.

Project:	WF TEST BP-14-5030-SFD 61084 BACHELOR VIEW RD
Description:	NEW SFD W-GARAGE L1000
Task:	ApplicantResubmit
Assigned by:	Test User

[Project Access](#) | [Login to ProjectDox](#)

- The “ApplicantResubmit” task will display in the Active Task List with your project number under the heading “Project Name”, i.e., *14-5030*. Click on Applicant/Resubmit to access comments and mark-ups.

Active Task List

Project Name	Task	Attached To	Status	Priority	Due date	Created On
WF TEST BP-14-5030-SFD 61084 BACHELOR VIEW RD	ApplicantResubmit	A_Submitter	Pending	2		12/31/2014 8:22:47 AM

NOTE: If you have entered the project first, then select the “Workflow Portals” button in the upper right corner which will show you the list of task assignments. Select the “Applicant/Resubmit” task as indicated in the previous step and the second screen shot below.

BEND OREGON City of Bend ePlans

WF TEST BP-14-5030-SFD 61084 BACHELOR VIEW RD

Main Contact: NEW SFD W-GARAGE L1000

Project Reports | **Workflow Portals** | Info | Notes | Edit

Expand current | Collapse

WF TEST BP-14-5030-SFD 61084 BACHELOR VIEW RD

- Submittal (5 Files - 1 New)
- Deferred Submittal
- Finance
- Final

Project Info	Reports
Project Name:	WF TEST BP-14-5030-SFD 61084 BACHELOR VIEW RD
Description:	NEW SFD W-GARAGE L1000
Project Image:	No image exists
Map Config Name:	
Location:	
Contact:	
Contact's Email:	
Phone:	
Cell Phone:	
Pager:	
Project Owner:	EPlans_Test2
Owner's Email:	eplanstest2@bendoregon.gov
Project Admins:	Mike Niles, Steve Alexander, EPlans Test2, Jesse Thomas
Status:	Resubmit Request
Status Info:	1 - Initial
Project Start/End:	Start: 12/17/2014 10:05:10 AM End: 6/17/2015 10:04:57 AM
Pass-Through:	.mov,.wmv,.avi,.htm,.html
Incoming Files:	Fax: Email: 12763@eplans.ci.bend.or.us
Versioning:	Enabled for this project

BEND OREGON City of Bend ePlans

WF TEST BP-14-5030-SFD 61084 BACHELOR VIEW RD

Main Contact: NEW SFD W-GARAGE L1000

Project Reports | Workflow Portals | Info | Notes | Edit

Expand current | Collapse

WF TEST BP-14-5030-SFD 61084 BACHELOR VIEW RD

- Submittal (5 Files - 0 New)
- Deferred Submittal
- Finance
- Final

Task	Attached To	Status	Priority	Due date	Created On	Updated On	Updated By	Action
Applicant/Resubmit	A_Submitter	Accepted	2		12/17/2014 8:22:47 AM	12/17/2014 8:28:46 AM	jthomas@bendoregon.gov	Reason

Start Workflows

Page 1 of 1 (1 Items)

Accessing Checklist Items and Changemarks

1. Open eForm to view and download all Project Changemarks.
2. Open Drawings to view all Project related Changemarks.
3. Upload Revised Drawing(s), add response comments to the eForm, and complete submittal.

1. Open eForm to view and download all Project-related Checklist and/or Changemarks.

1.1. The eForm and drawing markups provide a complete correction package from all reviewing divisions and disciplines. Changemarks are located below the project information tabs.

CHANGEMARKS - Review Cycle: 1

Filter Changemarks by Keyword: [SEARCH](#) [SHOW ALL](#)

[Click Here to Load Changemarks...](#)

[Click Here to Publish Changemarks to PDF...](#)

Resolved	Status	File	Cycle	Department	File	Markup	Description	Details	Applicant Response
Yes No	No		1	A_Techs	A1-Site.pdf	Changes	Changemarks note #01	Please review	<input type="text"/>
Yes No	No		1	A_Techs	Bancroft-Truss Layout.pdf	Truss Changes	Changemarks note #01	Please review	<input type="text"/>
Yes No	No		1	A_Techs	A1-Site.pdf	Changes 3	Changemarks note #01	Please Review	<input type="text"/>

1.2. One or more departments may use the “Changemark” features in the eForm. To export the Changemarks follow the steps below:

- 1.2.1 Select “Click here to Publish Changemark to PDF” or the Excel icon, (identified with **red arrows** above) to view the associated report.
- 1.2.2 The reports will attempt to open via the web browser. Be sure to look for any security pop-ups that may block the file from opening.



1.2.3 The files will list the information from the grid.

Resolved	Status	File	Cycle	Department	File	Markup	Description	Details
Yes No	No		1	A Techs	A1-Site.pdf	Changes	Changemarks note #01	Please review
Yes No	No		1	A Techs	Bancroft-Truss Layout.pdf	Truss Changes	Changemarks note #01	Please review
Yes No	No		1	A Techs	A1-Site.pdf	Changes 3	Changemarks note #01	Please Review

NOTE: How to respond to the City for Checklist and or Changemark revisions is explained under Step 3: [Upload Revised Drawing\(s\), re-open eForm and complete submittal.](#)

IMPORTANT: These reports are provided for reference only.

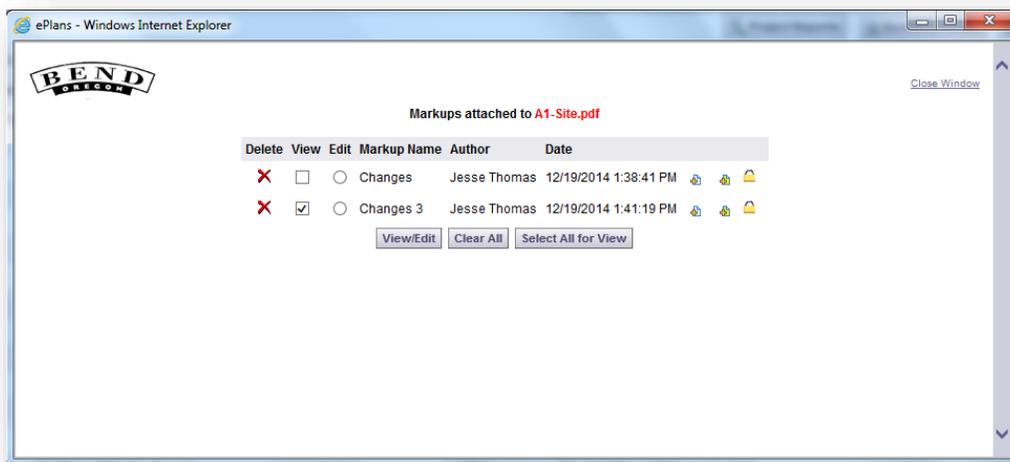
All responses for Checklist items and Changemarks, in addition to uploaded revised drawings, will be added to the eForm in the location provided (see hotlink above).

2. Open Drawings to view all Project related Changemarks

2.1. If you are in the Drawings Folder reviewing your drawings, you can access the Changemarks by selecting the **red exclamation** as indicated here. If no red exclamation is present, then there are no associated Changemarks on that drawing sheet.



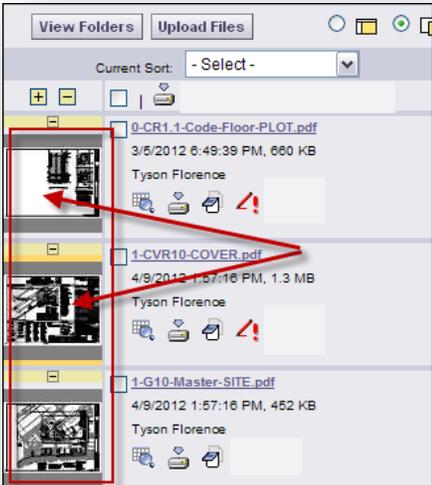
2.2. After selecting the exclamation mark to open the Markups screen, select the discipline you want to review. If multiple disciplines appear, select the ones of interest and click the “View” button.



The table below is provided as reference for markup colors per discipline.

Division	Markup Color
Building Safety	Red
Planning	Blue
Engineering	Green
Permit Center	Purple
Fire	Maroon

2.6. **NOTE:** If you do not see any Changemarks on your drawings, you selected the drawing (thumbnail) or drawing hotlink instead of the red exclamation point. Close the drawing and go back to Step 2.

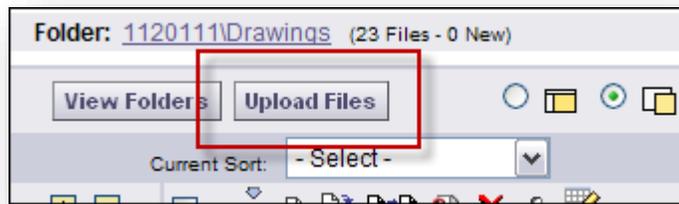


3. Upload Revised Drawings, add response comments to the eform and complete your submittal.

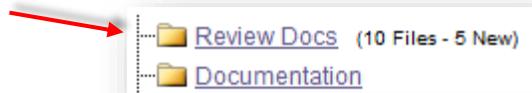
UPLOAD REVISED DRAWINGS

3.1. Upload your revised drawings (see page 14).

IMPORTANT: File names **must** be the same as previously submitted.



3.2. Ensure revised drawings are uploaded to the Review Docs folder as identified below:

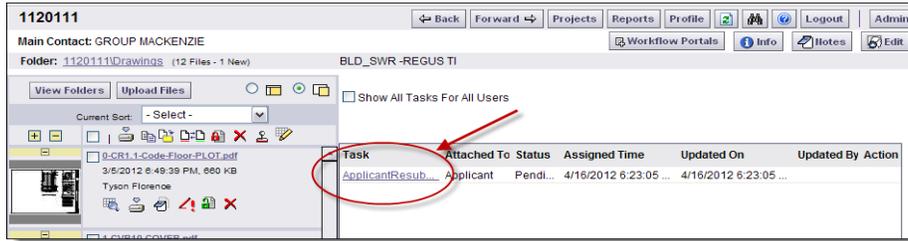


3.3. When successfully uploaded, all revised drawings and or documents will depict a version as illustrated below:



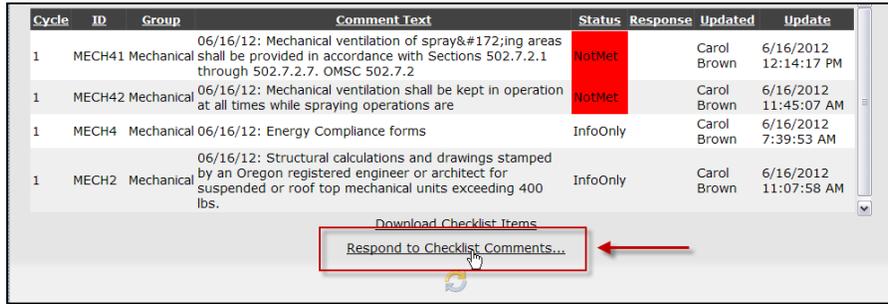
IMPORTANT: If you do not see a red **V2** or **V3** etc., depending on the number of re-submittals, your files were not named the same and must be resubmitted. If a file is exactly the same with no changes that file will be skipped. Renamed files will be rejected.

3.4. If the eForm is not open, select the associated workflow task below:



RESPOND TO CHECKLIST ITEMS

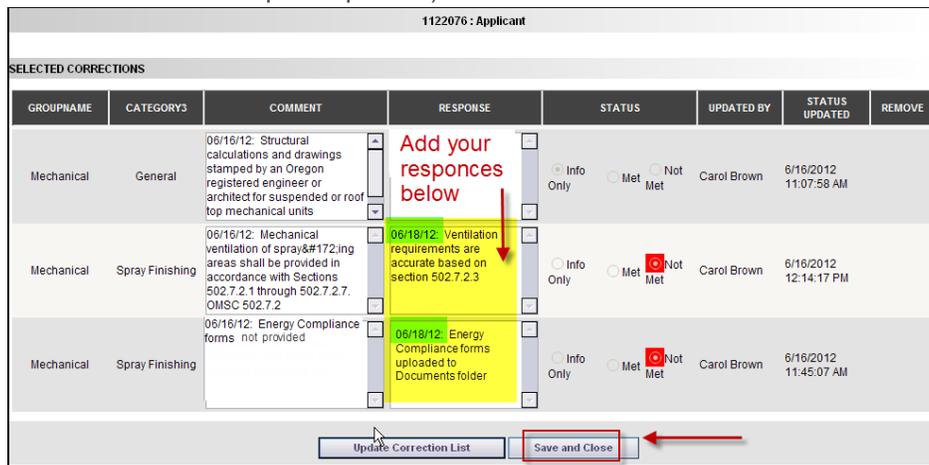
3.5. Once the eForm opens, on the Checklist Tab, select the “Respond to Checklist Comments”.



NOTE: In addition to uploading new drawings if required, all “Not Met” items must be responded to.

3.6. The following form will open in a separate window. Insert the current date and add your responses where indicated below and select “Save and Close”.

3.6.1. If multiple responses are made between review cycles to the same item, insert the most current date / response at the beginning (in front of) the previous comment (example below does not reflect multiple responses).



RESPOND TO CHANGEMARK ITEMS

3.7. To see previous comments, select the “Show All Changemarks for All Cycles”.

3.8. Continue to scroll down to the “CHANGEMARKS” section. Add the current date and responses to the “Applicant Response” column.

3.8.1. If multiple responses are made between review cycles to the same item, insert the most current date / response at the beginning (in front of) the previous comment (example below does not reflect multiple responses).

Resolved	File	Cycle	Department	File Name	Markup	Summary	Description	Applicant Response
No		1	Fire and Life Safety	A2-12.dwf	FLS-CBROWN	Range hood	06/16/12: Please revise plans to provide a domestic hood exhausted to the outside with equipment cut sheets for review and approval.	06/18/12: Equipment cut sheets provided, plans revised as required.
No		1	Fire and Life Safety	A2-12.dwf	FLS-CBROWN	Range	06/16/12: Please provide the residential range cut sheets for review and approval.	Provide response here.

Show All Changemarks for All Cycles

[Download Changemark Items](#)

NOTE: The following section **should not be** completed until your **revised** drawings and **responses** to Checklist comments and Changemark items have been uploaded.

3.9. The Task Instruction section at the bottom of the eForm contains 4 checkboxes that must be checked before you can complete the revised submittal process.

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**", "**Not Met**" or "**Info Only**". If you would like to export a list of the comments to Excel, click on the "Export to Excel" link in the lower left hand corner of the checklist items panel.
- I have clouded all plan changes and a revision delta has been provided indicating the revision date.
- I have responded to all plan review items in writing, uploaded the response document to the "Documents" folder and incorporated all applicable changes on the plans.
- 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.

4.0 When you are ready to complete the task and exit the eForm, select the "Complete" button.

Approval

When the plans are approved by all reviewers, you will receive an email with final fee payment due and instructions from the City of Bend.

Print Approved Plans

You will receive an email indicating that your approved drawings and documents are ready with instructions on how to download and print your files. Approved drawing and/or document files will be in the "Finals" folder. You will be required to print one copy of approved drawings to documents to have available on site for inspection(s).

Drawing Files – Plans shall be printed in their original sheet size (24"x36", 36"x48", etc.). But in no case shall be smaller than 11" X 17".

Supporting Files – Document files shall be printed in their original sheet size. But in no case shall be smaller than 8 ½" X 11".

All approved documents shall be displayed in the correct order (per Index) and kept on site for inspection.



Approved Plans Ready for Download Notification

Attention Test User:

Congratulations! Your approved plans are ready for download for Project WF TEST BP-14-5030-SFD 61084 BACHELOR VIEW RD.

To download your approved plans, please [Login to ProjectDox](#) and download your plans from the **Approved** folder.

Project:	WF TEST BP-14-5030-SFD 61084 BACHELOR VIEW RD
Description:	NEW SFD W-GARAGE L1000
Task:	NotifyDownload
Assigned by:	Test User
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.

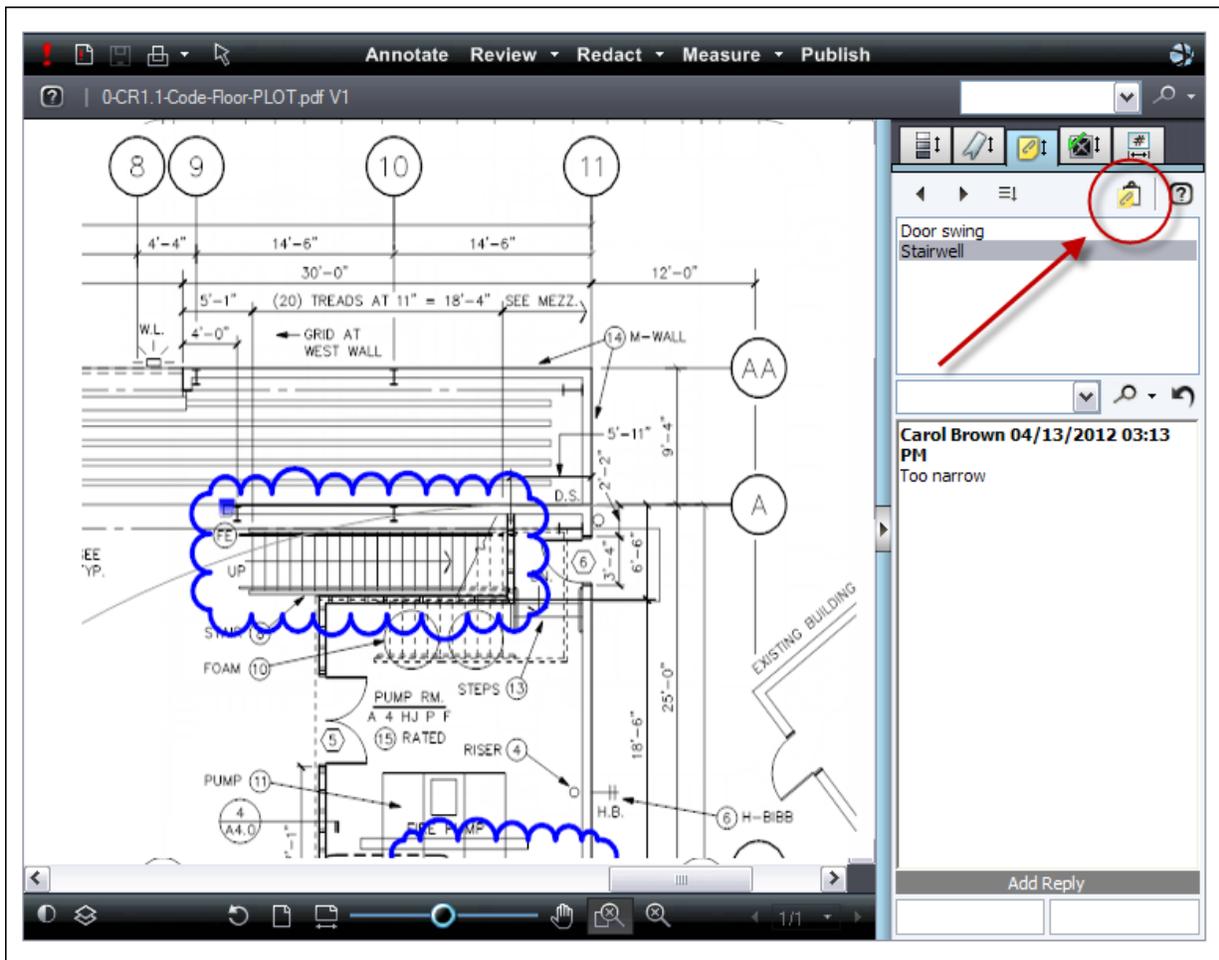
Optional: Export and Save Changemarks per sheet.

The following optional items provide the applicant with the ability to download individual sheet Changemarks. **These are not intended to be used as the official response to reviewer Changemarks.**

There are two (2) options to print out markups.

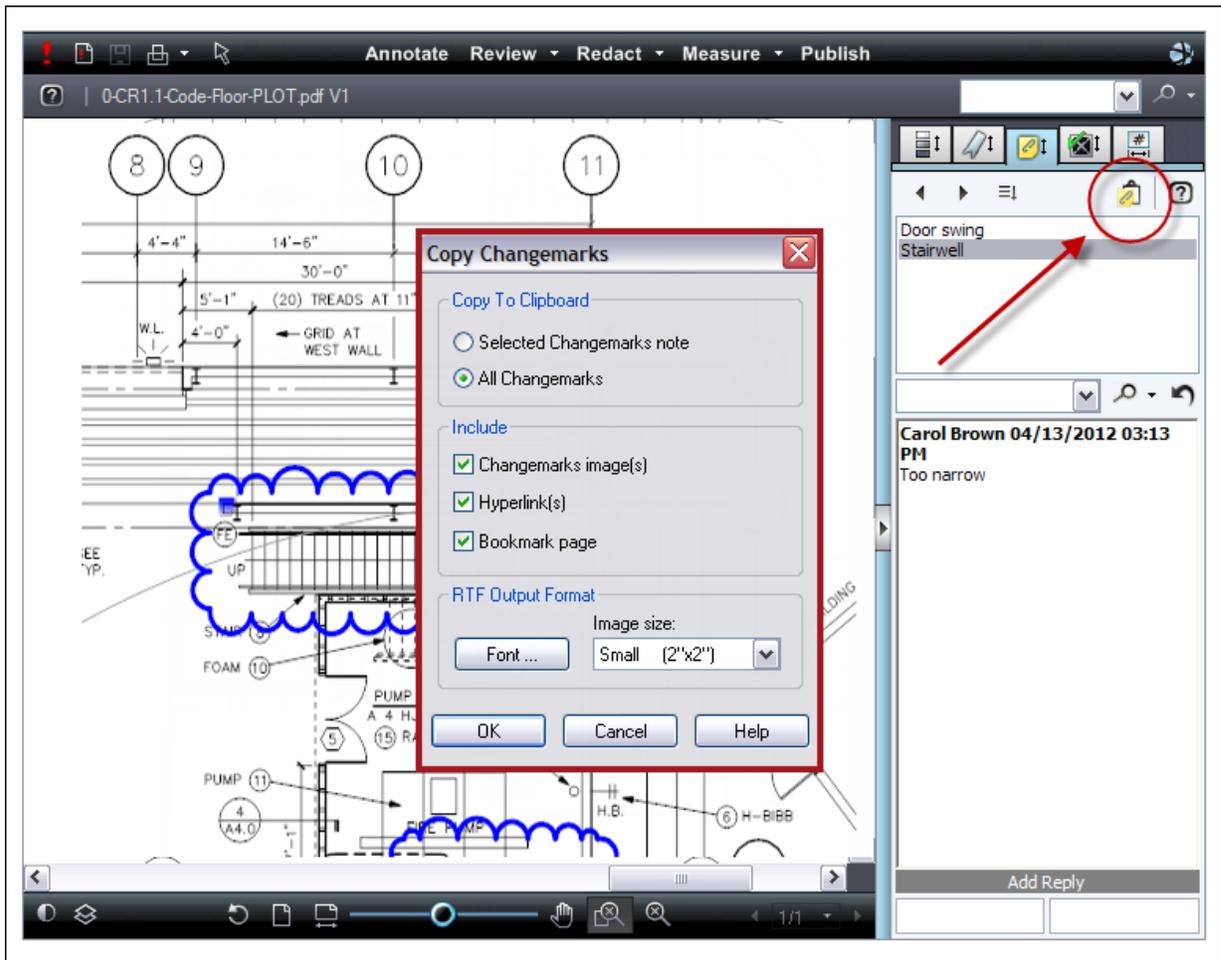
Option 1

1. Select the "Copy Changemarks" button indicated by the red arrow below.



2. When the “Copy Changemarks” box opens:

- a. Select the “All Changemarks” button.
- b. Check all boxes and change image size for larger thumbnails of markups.



3. Open a new Word document and right click to paste.

- a. The first page will show an index of all Comments as indicated below.
- b. Each Comment is an active hotlink that will jump to the corresponding page. Hover over each hotlink and select the Ctrl + Click to follow the link.

List of Comments

[1 phase pole A44](#) (John Doe Monday, April 25, 2012 1:38:23 PM)

[Future span guy pole](#) (John Doe Monday, April 25, 2012 1:40:19 PM)

[Tree Location](#) (John Doe Monday, May 09, 2012 7:43:14 PM)

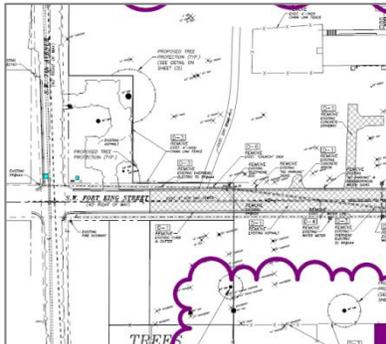
[ROW Access](#) (John Doe Monday, May 09, 2012 7:41:24 PM)

[Meter Detail](#) (John Doe Monday, May 09, 2012 7:36:07 PM)

- c. Each page will include a thumbnail of the comment area and details of markup as indicated below

1 phase pole A44

[\(Back to List\)](#)



Comment by Jane Doe on Monday, Jan 21, 2011 1:38:23 PM

Customer has requested 3 phase service be installed underground from this pole to the future pad mount transformer location. 3 phase 120/208V service is not available from this point.

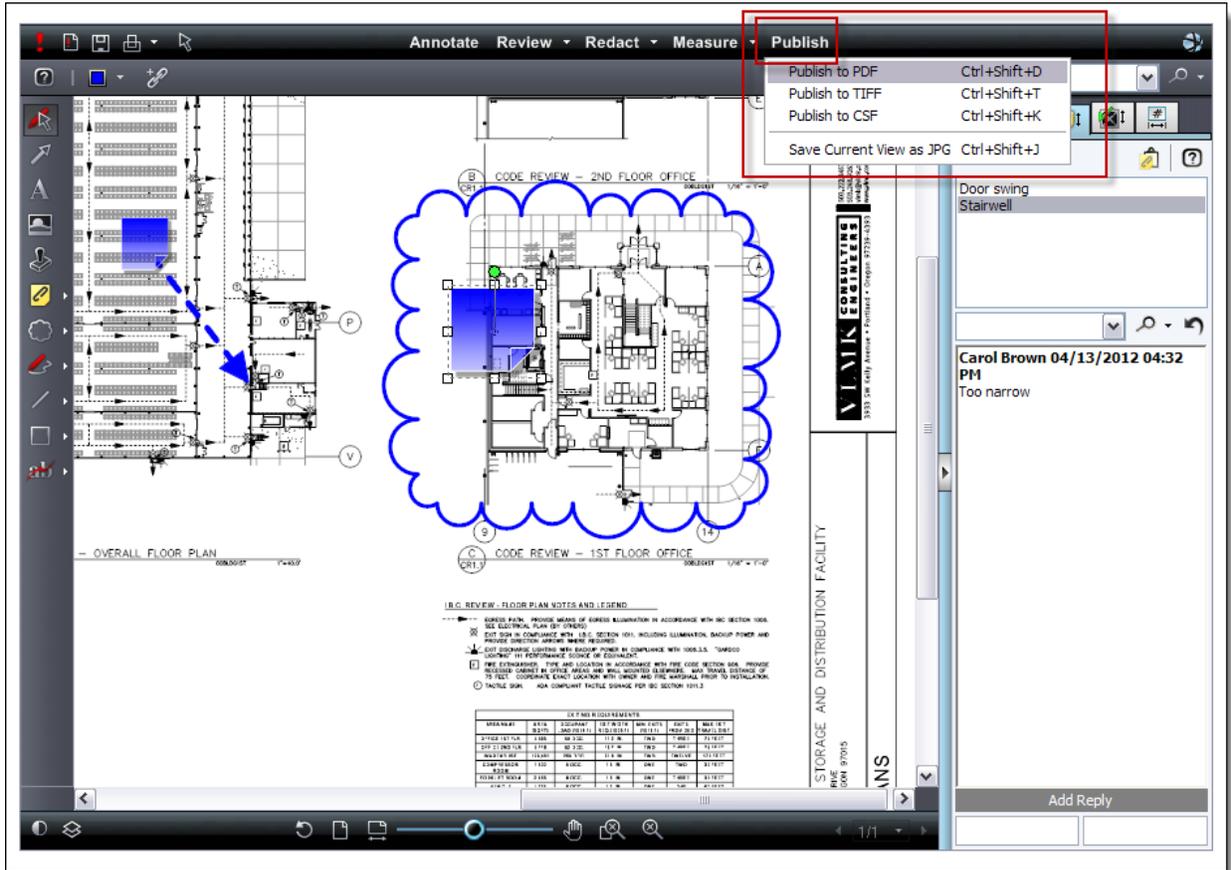
All overhead primary and secondary from this point to the east will be removed per customer's request.

[\(Back to List\)](#)

Option 2

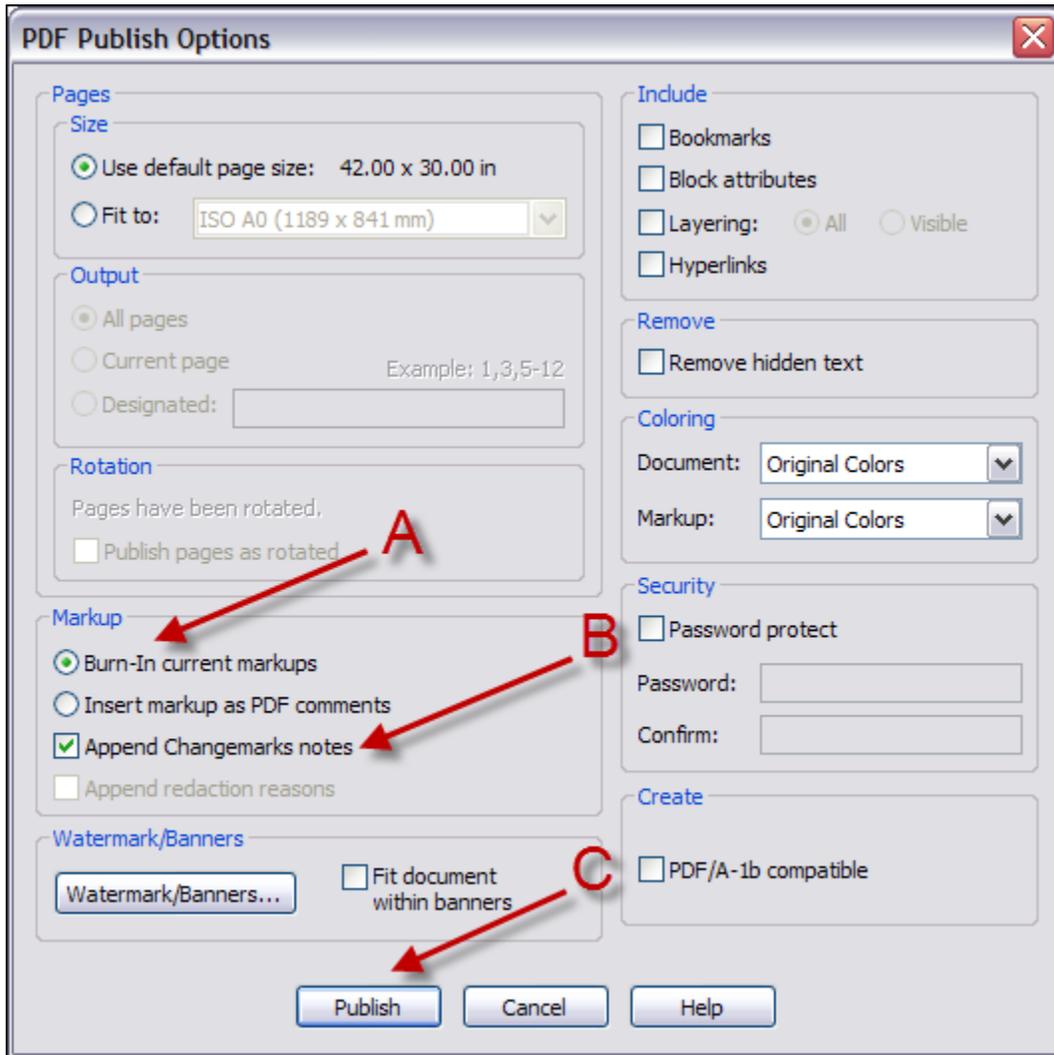
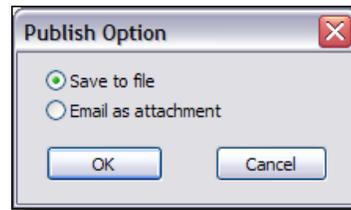
To print the Markups in the original drawing format:

1. Select “Publish” in the upper ribbon bar.
2. Select “Publish to PDF”.
3. Select “OK”.



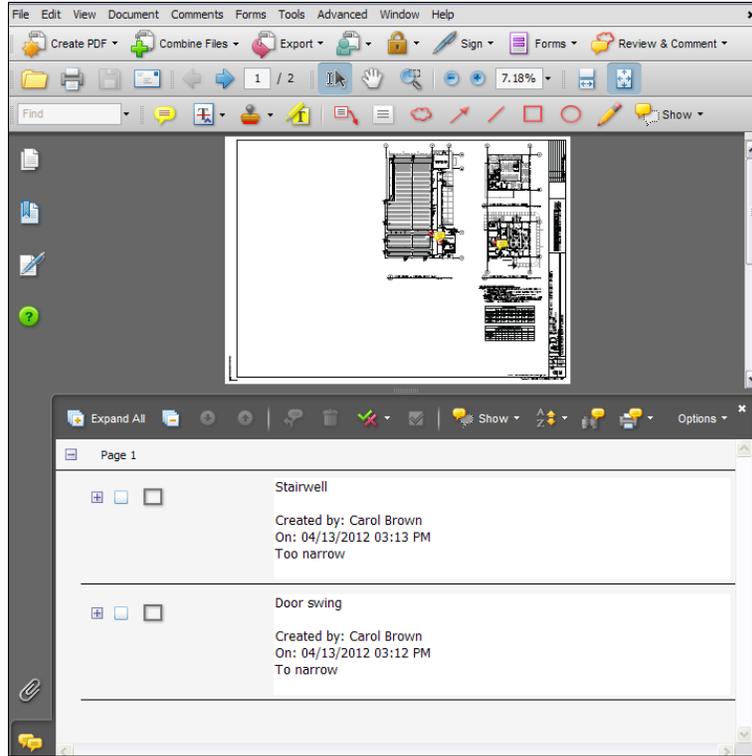
4. In the “PDF Publish Options” screen:

- A. Check “Burn-In” change marks.
- B. Check the “Append Changemarks Notes”.
- C. Select “Publish”.



- D. Choose “Save to File” and click “OK”. Select the location to save the file on your computer. Print from the new PDF file.

- E. Open your PDF
- F. Select “View”, “Toolbars”, “Comment & Markup”.



Troubleshooting Your Installation.

Software conflicts can sometimes cause issues while trying to use ePlans. If you experience trouble with the software please reference the [user troubleshooting guide](#).