



Building ePlan Applicant User Guide

v9.2

SEMINOLE COUNTY
DEVELOPMENT SERVICES DEPARTMENT

BUILDING DIVISION

Building ePlan Applicant User Guide

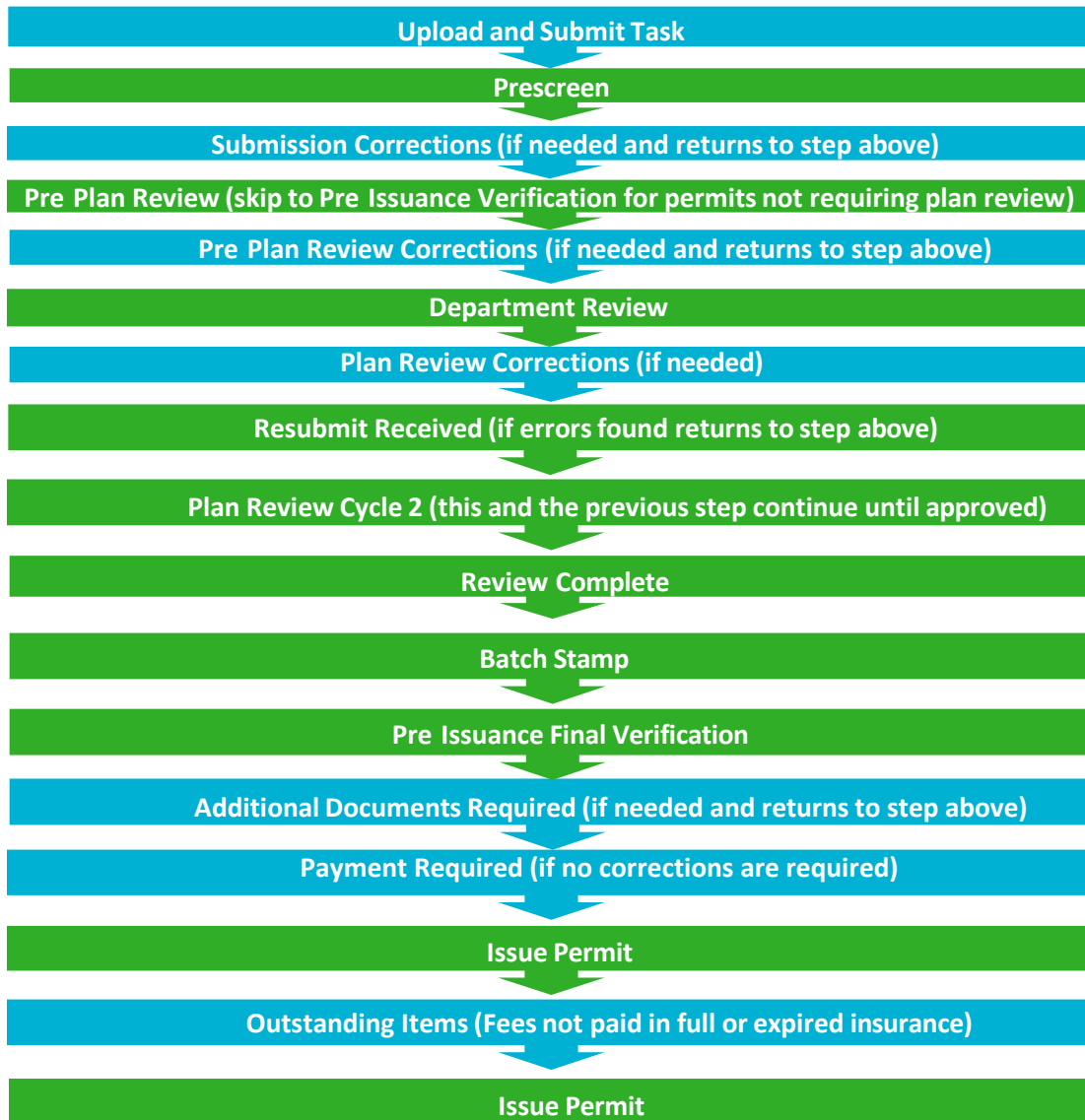
Topics

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2. [Apply Online and Invitation Email](#)
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16. [Project Reports](#)- check status, ability to export comments if applicable, plus other helpful information pertaining to your project

If you are unable to locate the answer to your question, you may contact us at BPCustomerService@SeminoleCountyFL.gov or the ePlan line at 407-665-7050.

Section 1: Overview of the ePlan Task Process

Blue is an Applicant task and green is a County task.



Things to know:

Applicants receive email notifications for every task. There is no longer a need to email Seminole County unless you have a question or need to request a revision. When the Applicant completes a task it will automatically notify Seminole County.

- Tasks not completed will cause a delay in receiving your approved permit. Completing a task is how you notify Seminole County you are ready for review
- This guide has every email and eForm the Applicant may possibly see
- This guide indicates the steps on each eForm required to complete each task
- County staff issues and uploads permit cards daily into ePlan. There is a lapse of time between the Payment Required task being completed and receiving your issued permit. Please wait for Permit Issued email shown below.
- All files are to be uploaded as individual pdf properly named files. See Resources tab or folder for naming convention
- All files uploaded for corrections MUST be named exactly the same as the original file
- Verify digital signature requirements for design professionals under the Resources tab or folder in the project.
- Always ensure you do not have any projects listed under the "Tasks(New)" or "Tasks (Old)" tabs or the County is waiting for you to complete the task to proceed
- The Internet Explorer (IE 11) browser will give the most functionality for this system

Section 2: Apply Online and Invitation Email

- Apply on [BPOnline](#) to Submit Request for Application Number. A [step by step guide](#) may be found on our website to initiate the online permitting process.
- All communication will be from the same email account that was provided in the initial request on [BPOnline](#).
- The first email is your invitation.

Invitation email for Project

Electronic Plan Review
Team Mail

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

Attention:
You have received the following Team Mail through the project listed below.

Project Name: BP23-00009567
Project Description: ALTERATION COMMERCIAL
Author: Avolve Support

[Login to Electronic Plan Review](#)

Message:

A new project has recently been created. You are assigned to receive this notification email in the ProjectDox configuration.

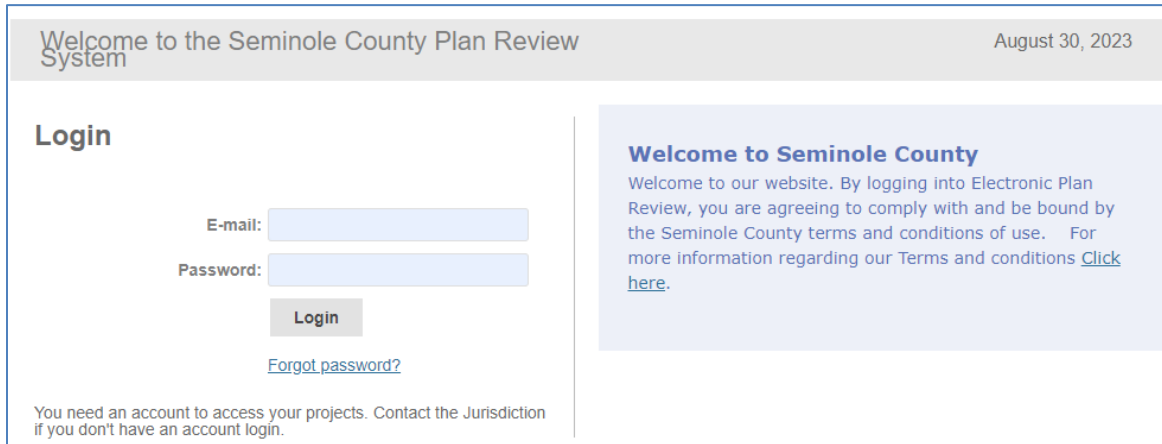
If you do not have access to the specified folder, please contact the Project Administrator.

Seminole County
Building Division
1101 E. 1st Street
Sanford, FL 32771
407-665-7050
BPCustomerService@seminolecountyfl.gov

- You will click on *Project Permit Access Link* and enter the User Login and Temporary password to login into the ePlan system. IMPORTANT: Existing users will not have a temporary password.

Section 3: Logging in to EPLAN/PROJECTDOX

1. From the invitation, click on “**Project Permit Access Link**”. This will open a web browser and take you directly to the login screen. You can also open a web browser and type <https://eplan.seminolecountyfl.gov>. **Note: Please ensure that the pop-up blocker is turned off and that you indicate that ProjectDox is a trusted site.**



Welcome to the Seminole County Plan Review System August 30, 2023

Login

E-mail:

Password:

Login

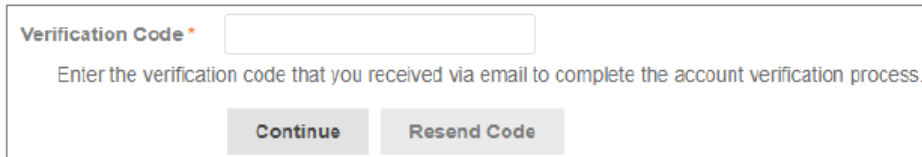
[Forgot password?](#)

You need an account to access your projects. Contact the Jurisdiction if you don't have an account login.

Welcome to Seminole County

Welcome to our website. By logging into Electronic Plan Review, you are agreeing to comply with and be bound by the Seminole County terms and conditions of use. For more information regarding our Terms and conditions [Click here](#).

- 2.
3. If this is your first-time logging in, you will receive an additional email with a verification code that is required to set up your account.
4. Initial Login to ProjectDox
Click the Login button and enter the Verification Code from the email. Click Continue.



Verification Code *

Enter the verification code that you received via email to complete the account verification process.

Continue Resend Code

5. Your e-mail address will be your username. For new users, see your invitation e-mail for your temporary password. For existing users, enter your password and click “Accept & Login”. **The password is case sensitive.**
6. Fill in the required information, including your new password. Click Create My Account.

Create Your Account ? March 2, 2021

First Name ^{*}

Last Name ^{*}

Email ^{*}

Confirm Email ^{*}

Phone ^{*} x

Additional Phone x

Company Name

Address 1 ^{*}

Address 2

Country ^{*}

Province/State ^{*}

City ^{*}


Postal Code/Zip Code ^{*}

New Password ^{*}

Confirm Password ^{*}

Password must contain at least one each of: uppercase letter, lowercase letter, number, special character from: \$@!%*#?& Password length: 10-15 characters.

- After logging in, you will be taken to your landing page (also referred to as your ProjectDox Dashboard). Here you can either open you task directly or go to the Home Page by clicking on “View All Projects” button will take you to your Home Page as shown on the next page.



This is your landing page when you login to EPlan

ARCHANA VIRMANI | Logout

ProjectDox Dashboard
September 7, 2023

My Projects

PROJECT	DESCRIPTION	LOCATION	STATUS	TASKS (1)
BP23-00009440	ACCESS CONTROL (GATES OR DOORS)	1101 E 1ST ST TEST	Submission Corrections	<input type="button" value="Open"/> <input type="button" value="Submission Corrections"/>
BP23-00009563	ELECTRICAL - RESIDENTIAL	1101 E 1ST ST TEST	Document Verification	
BP23-00003082	FENCE/WALL RESIDENTIAL	1101 E 1ST ST TEST	VO	
BP22-00010859	ACCESSORY DWELLING UNIT	1101 E 1ST ST TEST	VO	
BP22-00021369	WINDOW / DOOR REPLACEMENT - Test - AGV - 12/24/22	1101 E 1ST ST TEST	VO	
BP22-00021368	WINDOW / DOOR REPLACEMENT - Test - AGV - 12/24/22	1101 E 1ST ST TEST	VO	
BP22-00021367	WINDOW / DOOR REPLACEMENT - Test	1101 E 1ST ST TEST	VO	
BP22-00021366	WINDOW / DOOR REPLACEMENT - TEST	1101 E 1ST ST TEST	VO	
BP22-00019847	HURRICANE / RES REROOF - TEST Project	1101 E 1ST ST TEST	VO	
BP22-00019848	RANGE HOOD - TEST	1101 E 1ST ST TEST	VO	

1 - 10 of 25 records

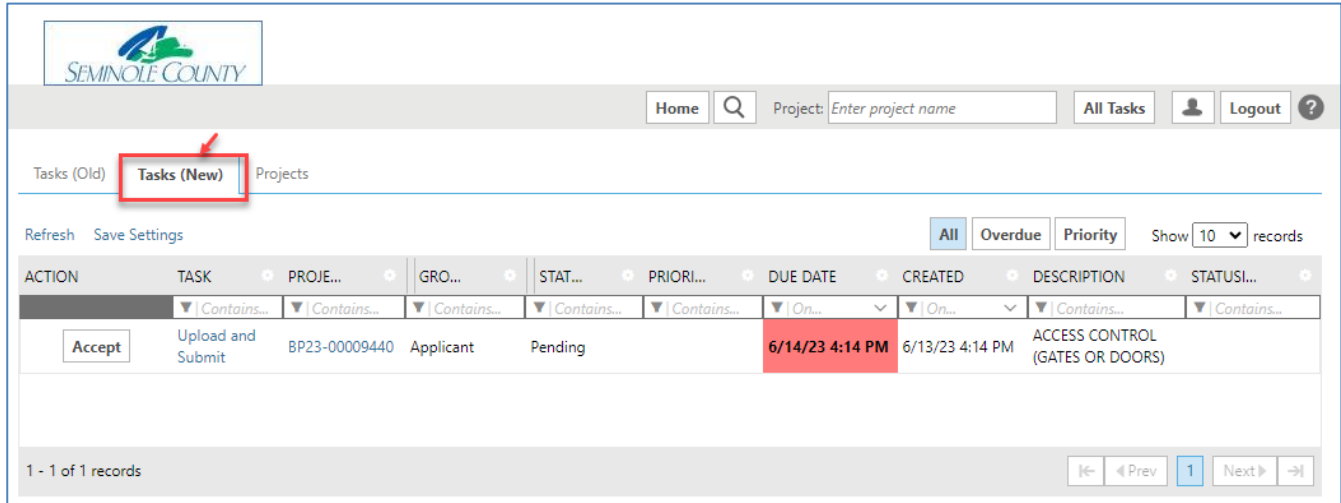
Clicking on this button will take you to your home page

Clicking here will take you directly to the task for this project

Section 4: Home Page

TASKS (New)

Tasks (New) are projects created after **September 28th, 2020**. These tasks are assigned to you as the Applicant. You may reduce the number of columns, move columns in a different order and sort columns. **Important:** Overdue tasks will immediately be placed at the top of the list and turn red.



SEMINOLE COUNTY


Home All Tasks Logout

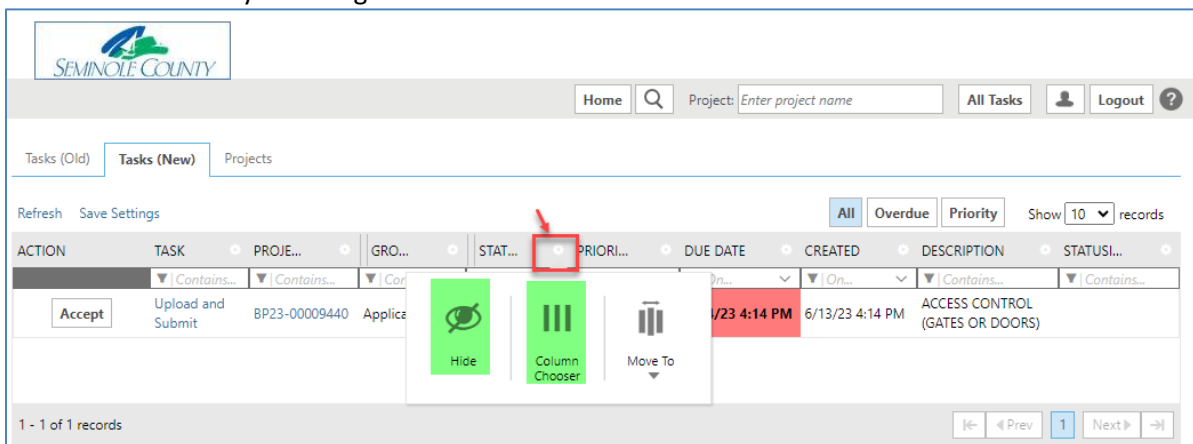
Tasks (Old) **Tasks (New)** Projects

Refresh Save Settings All Overdue Priority Show 10 records

ACTION	TASK	PROJE...	GRO...	STAT...	PRIORI...	DUE DATE	CREATED	DESCRIPTION	STATUS...
Accept	Upload and Submit	BP23-00009440	Applicant	Pending		6/14/23 4:14 PM	6/13/23 4:14 PM	ACCESS CONTROL (GATES OR DOORS)	

1 - 1 of 1 records ← Prev 1 Next →

Hide or remove columns: click the Settings buttons  next to the column and select Hide. You may hide more than one column at a time by selecting Column Chooser.



SEMINOLE COUNTY


Home All Tasks Logout


Tasks (Old) **Tasks (New)** Projects

Refresh Save Settings All Overdue Priority Show 10 records

ACTION	TASK	PROJE...	GRO...	STAT...	PRIORI...	DUE DATE	CREATED	DESCRIPTION	STATUS...
Accept	Upload and Submit	BP23-00009440	Applica	Hide	Column Chooser	Move To	6/13/23 4:14 PM	6/13/23 4:14 PM	ACCESS CONTROL (GATES OR DOORS)

1 - 1 of 1 records ← Prev 1 Next →

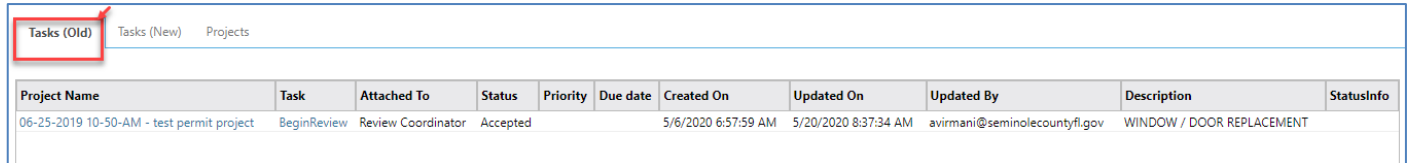
Move columns: click the Settings buttons  next to the column and select Move To. You may also select the column name by clicking on it, holding and then dragging it to the order you prefer.

Sort columns: click on the Column name to sort the column Clicking once will sort Ascending, clicking a second time will sort Descending. Once you have hidden, adjusted and sorted columns, click  Save Settings

Home Page

TASKS (Old)

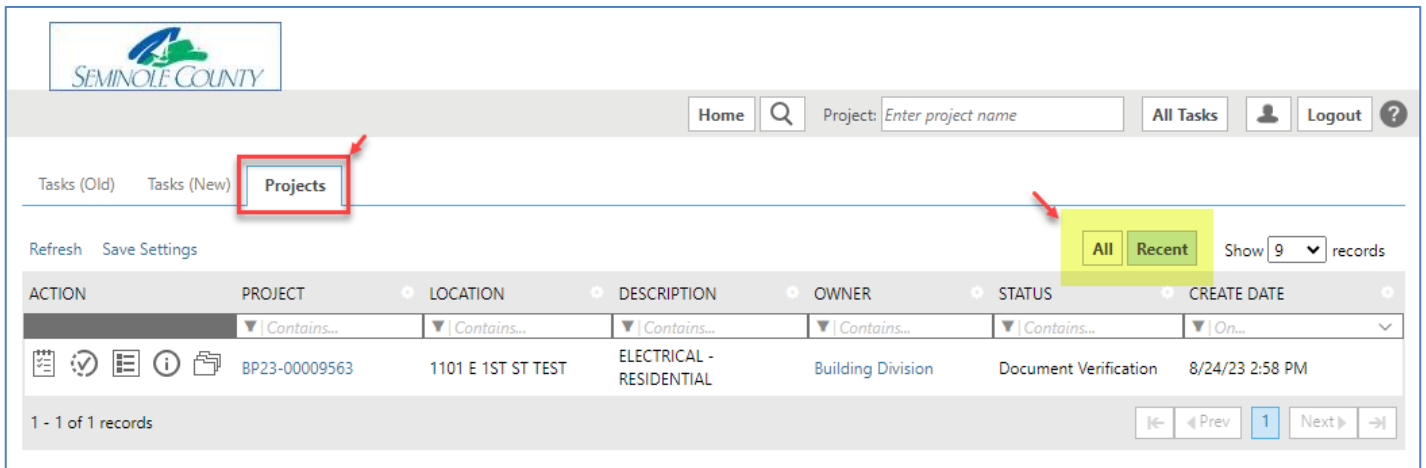
Tasks (Old) are projects created before **September 28th, 2020**. To view project tasks created prior to **September 28th, 2020**, please select the Tasks (Old) tab.



Project Name	Task	Attached To	Status	Priority	Due date	Created On	Updated On	Updated By	Description	StatusInfo
06-25-2019 10:50-AM - test permit project	BeginReview	Review Coordinator	Accepted			5/6/2020 6:57:59 AM	5/20/2020 8:37:34 AM	avirmani@seminolecountyfl.gov	WINDOW / DOOR REPLACEMENT	

Projects

This is a list of all projects in ePlan also known as ProjectDox. You may select *Recent Projects* to see the last 15 projects you have opened recently. *All Projects* will show everything under the email address used to login to ePlan. Both buttons, shown highlighted in yellow, are in the upper right-hand corner. Once you select a button you can then use the sort and search in each of the columns highlighted in red. The project status will be found under the Projects tab. Task tabs will show task status not the project.



SEMINOLE COUNTY

Home All Tasks Logout

Tasks (Old) Tasks (New) **Projects**

Refresh Save Settings **All** **Recent** Show 9 records

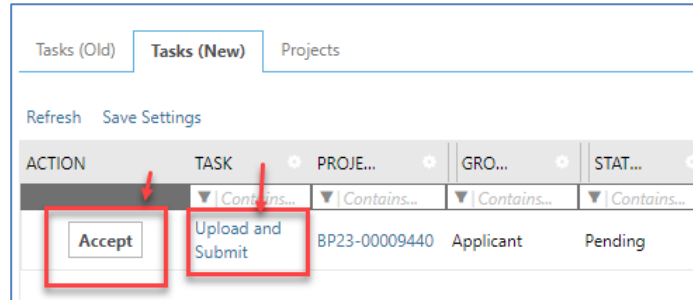
ACTION	PROJECT	LOCATION	DESCRIPTION	OWNER	STATUS	CREATE DATE
	BP23-00009563	1101 E 1ST ST TEST	ELECTRICAL - RESIDENTIAL	Building Division	Document Verification	8/24/23 2:58 PM

1 - 1 of 1 records

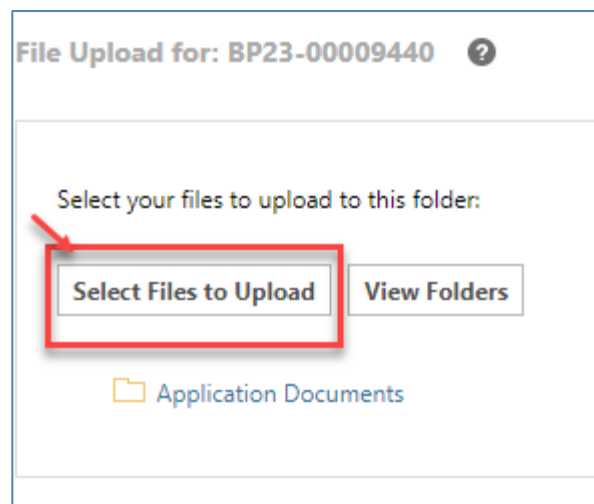
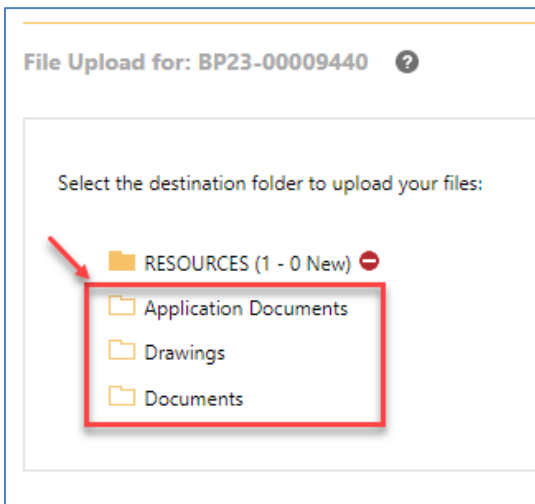
Section 5: How to Upload

You will receive an email with a link to start your Upload and Submit task. Click **Start Task** within the email to open the ProjectDox login screen in your browser. Once logged in, your task eForm will open.

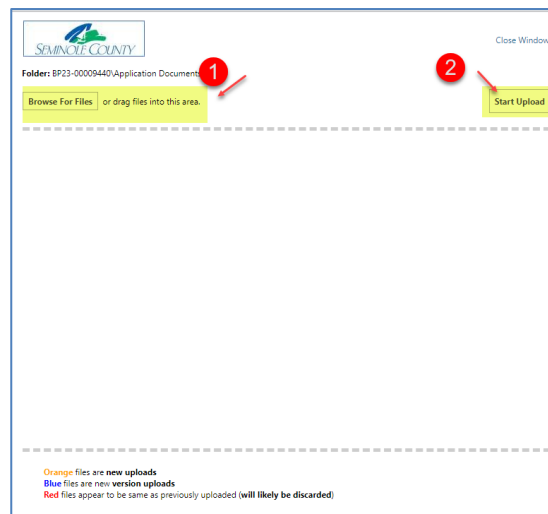
You can also accept the task and open the eForm by clicking on **Accept** or the Upload and Submit link on the Home Page Tasks tab. **You will NOT be able to upload unless there is a task assigned to the applicant.**



Step 1: To Upload, select the desired folder then click on **Select Files to Upload**



Step 2: Click Browse for **Files** or drag files into the upload window. Click **Start Upload**. This step may be repeated to add additional files.



Electronic Plan Review Close

Folder: BP20-00005250\Application Documents

Upload Files **Upload URL**

Browse For Files Browse For Files Upload Files

Browse for files or drag files into this area.

📁 Geotech.pdf	0B/15.90MB ✕
📁 Signed and Sealed private provider pages.pdf	0B/1.45MB ✕

0 of 2 uploaded [Hide Details](#)

Click the X highlighted in orange to delete a file before clicking *Upload Files* to your project.

The following files have been uploaded:

1. 001 Brief Description Page#.pdf
2. 002 Brief Description Page#.pdf

After clicking *Upload Files*, this confirms what has been uploaded to your project. **Important:** If uploading corrections, they should be named **exactly the same** as the original file and will appear in blue if named correctly. If there have been no changes then the page will **NOT** upload the file.

The following files have been uploaded:

1. 001 Brief Description Page#.pdf
2. 002 Brief Description Page#.pdf

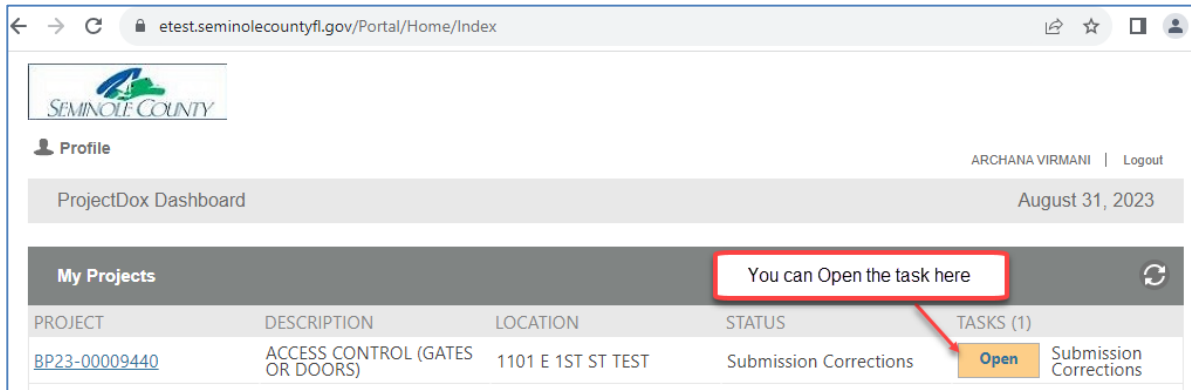
Orange files are new uploads
Blue files are new version uploads
Red files appear to be same as previously uploaded (will likely be discarded)

Click on **Submit** button to notify the county that your files have been uploaded and the task has been completed.

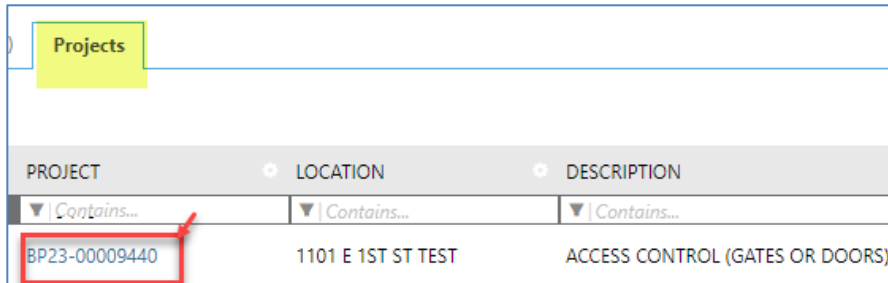
Submit
Save For Later

Section 6: ACCEPTING AND COMPLETING TASKS

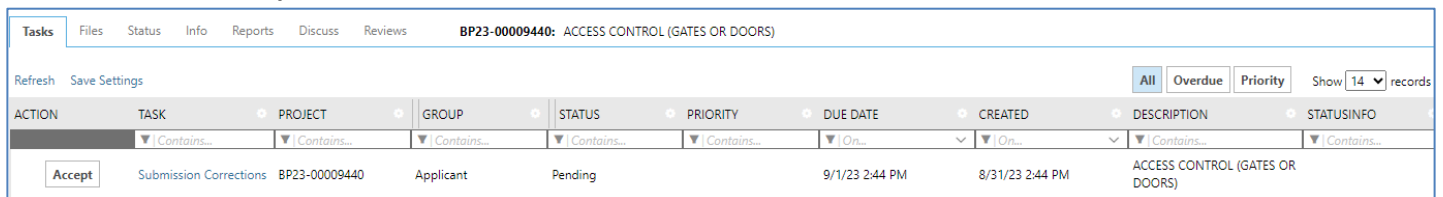
When you login to the ProjectDox Plan dashboard you can open the task directly



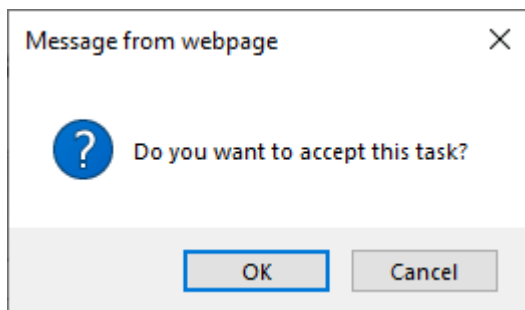
Alternatively, you can also go to the Projects tab and click on the Project Number to enter the project.



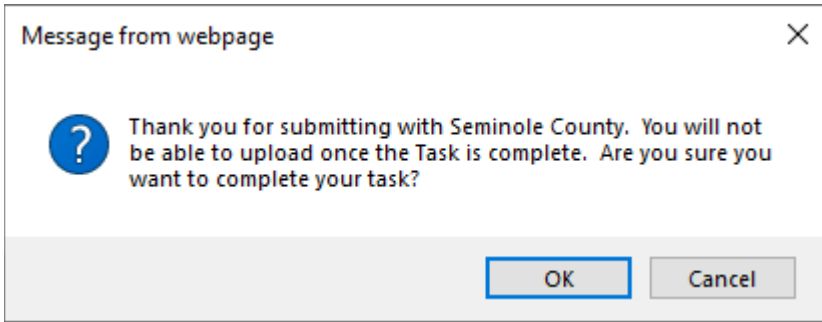
And then click on **Accept** button or the Task Name



When you click on any task, a confirmation box will ask if you are sure you want to accept this task. Click OK. If you are in the project, you may click on the highlighted dialogue box for your task instructions prior to accepting the task.



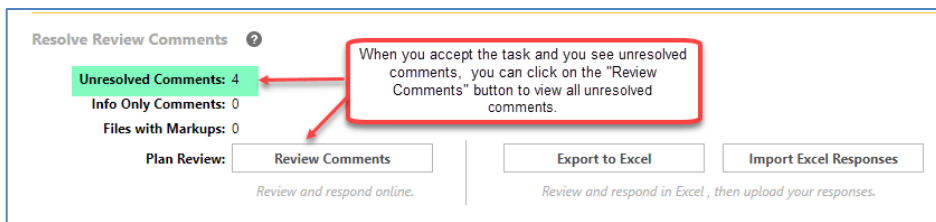
When you complete a task, you will receive a confirmation box as well. Once you click OK, you will **not** be able to upload any files.



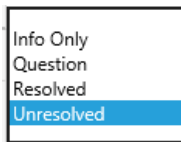
Now, the task has been removed from your Tasks (New) and Tasks (Old) tab and placed on Seminole County's task queue. When you complete a task, it notifies Seminole County you are ready for review. If you still have a task listed under either Tasks tabs then it is not complete. By not completing the task, it will cause delay in approval and issuance of your permit. If you need assistance, please contact us BPCustomerService@SeminoleCountyFL.gov or 407.665.7050.

Section 7: Checklist for Corrections

When you have accepted a task and see unresolved comments, you can review the comments by clicking on “Review Comments” button. You can also export the comments to a spreadsheet to share with your design professionals.

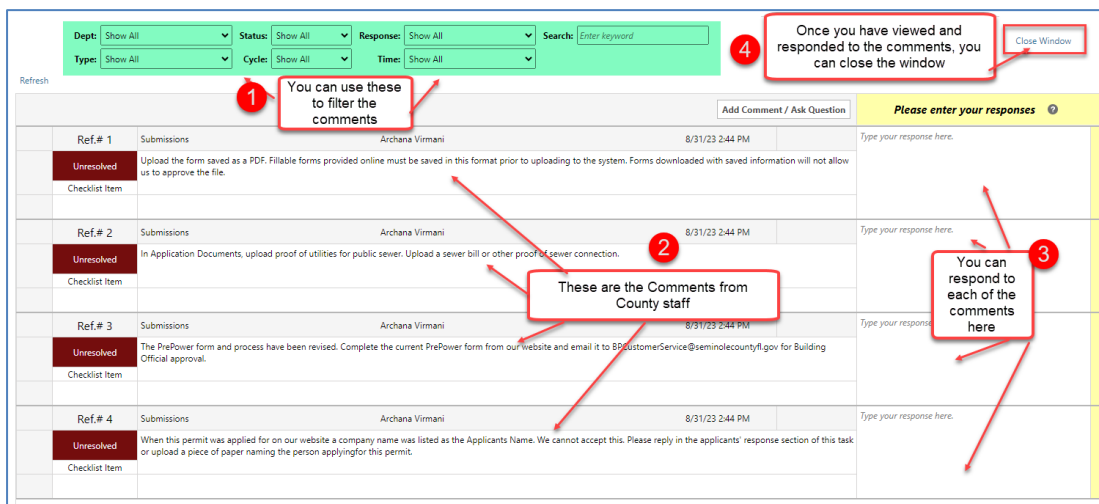


Review Comments button will allow you to view the reviewer comments and markups if any corrections are needed at any point throughout the review process. The leftmost column in the table will indicate if the comment is Unresolved, Resolved, Question or Info Only (Informational).



Info only – pertains to plan issuance and/ or certificate of completion or occupancy.
Question – if there is a question
Resolved - already addressed, nothing more is needed
Unresolved - needs to be addressed

See below for other important parts of the checklist. The middle column shows who send the checklist comment, the date and the checklist comment itself. The third column is where you can respond to the checklist comment. After making the requested corrections, type your response in the text field box. To ask a question of the County click Add Comment/Ask Question. It may be required to respond to all comments.



This will NOT take the place of a file that requires an approval stamp for the jobsite, it’s only for communication.

If there are New Files, select the New Files tab and follow the same procedures as the initial upload in [Section 5: How to Upload](#)

If there are versioned files, select the file naming option (Yes or No)

- If Yes, follow the same procedures as initial upload
- If No, select the new file that will be a new version of the existing file. ProjectDox will rename the file upon upload with the same name as prior version.


Versioned Files New Files

Are your updated files named exactly the same* as the prior versions? [Learn how](#)

* "name-v2.pdf" is not an "exact" file name match to "name.pdf"


Please click appropriately for the **type of files** you are uploading. [Learn how](#)

Note: If all review comments require a response and they have not been provided, you will see the following notification and will not be able to complete your task until required responses have been entered.

 Before completing this task, you must provide a response to all applicable comments by clicking the review comments button. ✕

Section 8: Upload and Submit Email and Task

The first task in ePlan is assigned to the applicant to Upload and Submit. The applicant is notified via an email generated by ePlan a.k.a ProjectDox that they have a task to complete. The applicant will enter their project through one of the two ways shown below on the email.



Upload and Submit

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

Attention Tanya:

The Upload and Submit task has been sent to you in response to your recent permit application request. Log in to accept your task in ePlan ProjectDox. Task Instructions to complete your task are provided on the eForm when you click on and accept the task. This will guide you in uploading and completing your task to notify Seminole County Building you are ready for review. See the Resources folder within the project in ePlan ProjectDox for our file naming convention and other helpful links.



You have 10 business days from the date this request was submitted before this reservation expires and is voided.

If this task is for a revision of a previously issued permit, upload the [Revision Form](#) found on our website along with the applicable plan changes. Remember, all new revised files MUST have the exact file name as the original approved file to version over the previously uploaded file. Any new, not previously submitted, files will continue following our naming convention in sequential order.

See our submittal guides under [Forms and Applications](#) for more information regarding your scope of work.

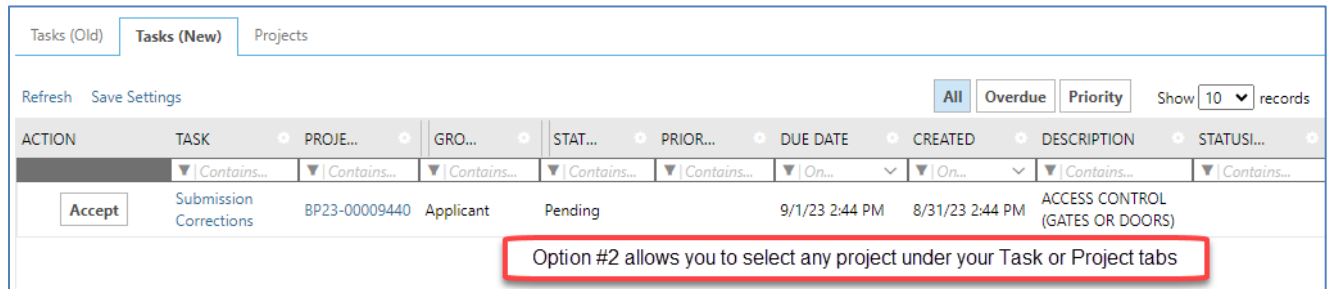
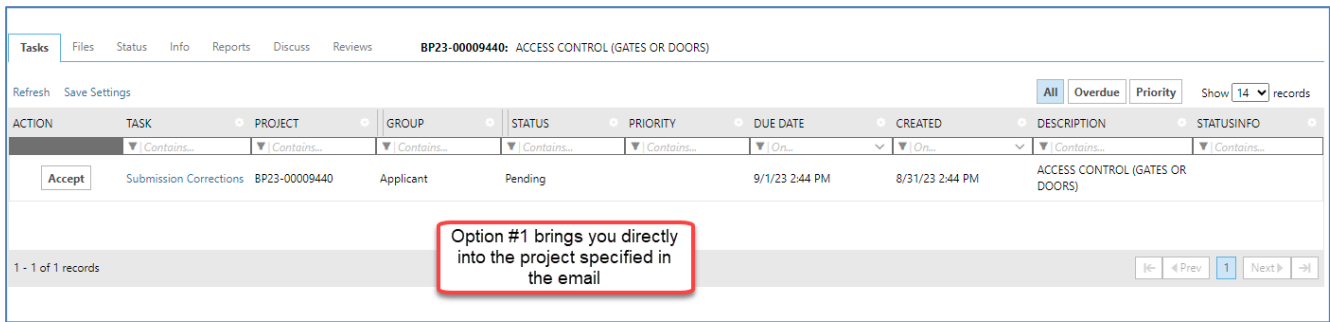
IMPORTANT: After your upload is complete, you must click on "Upload Complete" to proceed to review. If you do not complete your task this will result in a delay in reviews and/or permit issuance.

Project:	BP23-00009569
Project Description:	DOCK - BOATHOUSE
Task:	Upload and Submit
Assigned by:	PD Reserved
Project Access Log in to Electronic Plan Review	

1  **2** 

[ePlan Applicant User Guide](#)
Please contact us if you need assistance.

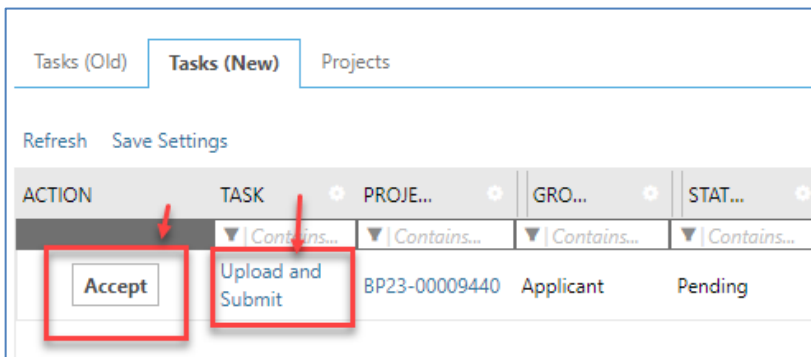
Thank you,
Seminole County Building Division
1101 E. 1st St.
Sanford, FL 32771
407-665-7050
[BP Customer Service](#)



Both of the above options will require you to login in first before proceeding.

Upload and Submit Task

You will need to scan or download all your files to your computer to prepare for uploading. Please do not drag and drop from an email. Once you are ready to upload you will click on the **Accept** button or on the task name .




See screen shot below of the eForm that opens after accepting the task. If you need assistance uploading, please see above on "How to Upload." Reminder, any required signed and sealed files **MUST** be digitally signed and sealed to be uploaded by you, the Applicant. Seminole County Building Division will upload the original wet or embossed sealed page for an additional fee.

If the Task Instructions on each eForm are followed, then the task will be complete. Some of the eForms have check boxes that must be checked in order for the complete button to become available to select. You will not see any projects under either Task tabs if the task has been completed. This notifies Seminole County the project is ready for review.

Upload and Submit Task

UPLOAD AND SUBMIT

ProjectFlow BUILDING  avolve[®] software

Task Information Application Information Structure Information Routing Slip Resources

Task Information 2

Project Name: BP23-00009557
Project Description: ALTERATION COMMERCIAL - AGV Test Proj for UAT 8/23/2023
Coordinator: PD Reserved
Workflow: Building Workflow
Current User Login: Archana Virmani
Task Due Date: 8/24/23 1:36 PM

Task Instructions 1

Please follow the steps below:

STEP 1 of 3: <

- Click on the **Application Documents** folder to upload and submit these files individually:
 - A completed and signed Application (**Required**).
 - Property Appraiser printout (**Required**).
 - Notarized Power of Attorney **if someone other than the license holder** is applying and signing documents (**Required**).
 - Additional documents may be required (see Checklist/Guidelines under our Forms and Applications on the Building webpage).
- Optionally, you may upload these files if needed for your scope of work.
 - Digitally signed and sealed plan sheets as individual files in the **Drawings** folder. Our naming convention is found under the Resources tab or folder. You will follow the plan index, naming the first file 001 page number brief description, 002 page number brief description, 003 page number brief description, and so on until the entire plan set is uploaded as individual PDFs. If you have digitally signed and sealed plans, they must be signed and sealed individually by your design professional. If you receive a multiple-page file and then split it into individual files, it will break the digital signature for verification.
 - Site plans, Gas worksheets, Product approval forms, Energy calculations, truss engineering, and other plan review related files as individual files to the **Documents** folder. A truss engineering package for example is one file though it's multiple sheets.
- Confirm all files are properly named and the complete package has been uploaded.
- Click **'Upload Complete - Submit'** button to notify Seminole County you are ready for review.
Not completing the task will cause a delay in the permit issuance

Note: If this is a **revision after permit issuance**, all revised file(s) MUST be named **exactly** the same as the original approved file. A **Revision form**, from our website, is **REQUIRED** to be uploaded in the Application Documents folder before completing your Upload and Submit task.

File Upload for: BP23-00009557 ?

Select the destination folder to upload your files:

- File Upload Errors
- File Upload Errors 2
- RESOURCES
- Application Documents
- Drawings 3
- Documents
- Approved Drawings
- Approved Documents

STEP 2 of 3: Check all to confirm you have completed this task and are now ready to submit

STEP 3 of 3: Click the "Submit" button below to complete your task

4

Section 9: Submission Corrections Task



Submission Corrections

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

Attention ARCHANA:

You are receiving this email regarding corrections for BP23-00009440.

You have not met the minimum requirements to proceed in the submission approval process.

Click on the Project Access link below to log in to ePlan ProjectDox. Remember, all new revised or corrected files MUST have the exact file name as the original uploaded file to version properly over the old, incorrect file. Complete your task when you have finished uploading. This will notify us you are ready to proceed with the review process. If you do not complete the task it will cause a delay in the review and issuance of the permit.

You may use the "Resources" tab on the eForm or the folder in your ePlan project to assist you. The [ePlan Applicant User Guide](#) is also a great reference for information on how to use our online permitting system.

IMPORTANT: After your upload is complete, you must complete your task to be placed back in the queue. If you do not complete your task this will result in a delay in permit issuance.



Project:	BP23-00009440
Project Description:	ACCESS CONTROL (GATES OR DOORS)
Task:	Submission Corrections
Assigned by:	Building Division
Project Access Log in to Electronic Plan Review	

Please contact us if you need assistance.

Thank you,
Seminole County Building Division
1101 E. 1st St.
Sanford, FL 32771
407-665-7050
[BP Customer Service](#)

When you accept the Submission Corrections Task, you will come to the Submission Corrections Eform. On instructions on how to review comments go to [Section 7: Checklist for Corrections](#)

SUBMISSION CORRECTIONS

ProjectFlow BUILDING  

Task Information | Application Information | Structure Information | Routing Slip | Resources

Task Information

Project Name: BP23-00009581
Project Description: ACCESS CONTROL (GATES OR DOORS)
Coordinator: PD Reserved
Workflow: Building Workflow
Current User Login: ARCHANA VIRMANI
Task Due Date: 9/11/23 12:41 PM

Task Instructions

Follow the steps below

STEP 1 of 4:

1. Click the **Review Comments** button to view corrections. Address all **Unresolved** items. **Informational** items from the **Submissions Group** will be required prior to payment for permit issuance. Note: If all review comments require a response and they have not been provided, you will not be able to complete your task until required responses have been entered.
2. If applicable, click on **Add Comment/Ask Question** button to add a **Discussion Comment** or **ask a question** then click 'Save.'
3. Upload files into the appropriate folders below (if requested). If there are new files, select the **New Files** tab and follow the same procedures as the initial upload. If there are versioned files, select the file naming option (Yes or No).
4. For detailed instructions, refer the Resource Tab.

Resolve Review Comments

Unresolved Comments: 3
Info Only Comments: 0
Files with Markups: 0

Plan Review | **Review Comments** | **Export to Excel** | **Import Excel Responses**

Review and respond online. | *Review and respond in Excel, then upload your responses.*

STEP 2 of 4: Upload any new or updated files into this project

Version Upload for: BP23-00009581

Select "Versioned Files" to upload files as new version updates for files previously submitted and received.
Select "New Files" to upload any additional new file into this project as requested.

Versioned Files | **New Files**

Are your updated files named exactly the same* as the prior versions? Yes No

* "name-v2.pdf" is not an "exact" file name match to "name.pdf"

Uploaded files:

- RESOURCES
- Application Documents (3 - 0 New)
- Drawings
- Documents

STEP 3 of 4: Check all to confirm you have completed this task and are now ready to submit

Confirmation

*Response provided for all comments and files have been uploaded (if requested). *Required

STEP 4 of 4: Click the "Submit" button below to complete your task

Submit | **Save For Later**

The Submission Corrections task can be repeated as many times as necessary until all corrections have been accepted.

Section 9.1: Pass Prescreen Review Email



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

Hello Archana:

You are receiving this email regarding BP23-00009555.

You have now passed the Prescreen review! Your application submittal is now being verified for the drawing names and digital signatures, if applicable. If plan review is not required for your scope of work, then you will receive a Payment Required task to complete once fees have been paid.

If a plan review is required, you will receive an email notification once Pre-Plan Review is approved. That notification will let you know your project has been sent to the required review agencies with the Department Review task for the scope of work you submitted.

If corrections are needed, you will receive an email notification that the Pre-Plan Review Corrections task is waiting for you to accept and complete in the ePlan ProjectDox system to proceed in the review process.

You may view the Project Reports to monitor your project at any time without an Applicant task present.

Project:	BP23-00009555
Project Description:	ELECTRICAL - RESIDENTIAL - TEST Project for AGV - do not touch
Project Access Log in to ProjectDox	

Please contact us if you need assistance.

Thank you,
Seminole County Building Division
1101 E. 1st St.
Sanford, FL 32771
407-665-7050
[BP Customer Service](#)

Section 10: Pre-Review Corrections

Pre-Review Corrections

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

Attention Applicant:

You are receiving this email regarding corrections for BP23-00009576.

You have not met the minimum requirements to proceed to the plan review queue for approval.

Click on the Project Access link below to log in to the ePlan ProjectDox system. Task Instructions to complete your task are provided on the eForm when you click on and accept the task. Complete your task when you have finished uploading. This will notify us you are ready to proceed with the review process. If you do not complete the task it will cause a delay in the review and issuance of the permit.

Remember, all new revised or corrected files MUST have the exact file name as the originally uploaded file to version properly over the old, incorrect file.

IMPORTANT: After your upload is complete, you must complete your task to be placed back in the queue. If you do not complete your task this will result in a delay in permit issuance.

You may use the "Resources" tab on the eForm or the folder in your ePlan project to assist you. The [ePlan Applicant User Guide](#) is also a great reference for information on how to use our online permitting system.



Project:	BP23-00009576
Project Description:	UNDERGROUND FIRE MAIN INSTALLATION - test
Task:	Pre-Review Corrections
Assigned by:	Building Division
Project Access Login to Electronic Plan Review	

Please contact us if you need assistance.

Thank you,
Seminole County Building Division
1101 E. 1st St.
Sanford, FL 32771
407-665-7050
[BP Customer Service](#)

When you accept the Pre-Review Corrections Task, you will come to the Pre-Review Corrections Eform. On instructions on how to review comments go to [Section 7: Checklist for Corrections](#)

PRE-REVIEW CORRECTIONS



Task Information | Application Information | Structure Information | Routing Slip | Resources

Task Information

Project Name: BP23-00009581
Project Description: ACCESS CONTROL (GATES OR DOORS)
Coordinator: PD Reserved
Workflow: Building Workflow
Current User Login: ARCHANA VIRMANI (|
Task Due Date: 9/11/23 1:11 PM

Task Instructions

Follow the steps below

STEP 1 of 4:

1. Click the **'Review Comments'** button to view corrections. Address all **Unresolved** items. Note: If all review comments require a response and they have not been provided, you will not be able to complete your task until required responses have been entered.
2. If applicable, click on **'Add Comment'** button to add a **Discussion Comment** then click 'Save.'
3. For detailed instructions, refer the Resource Tab.

Resolve Review Comments

Unresolved Comments: 1 1

Submitter Questions: 1
Info Only Comments: 1
Files with Markups: 0

Plan Review: Review Comments Export to Excel Import Excel Responses

Review and respond online. | Review and respond in Excel, then upload your responses.

STEP 2 of 4: Upload any new or updated files into this project

Version Upload for: BP23-00009581

Select "Versioned Files" to upload files as new version updates for files previously submitted and received.
Select "New Files" to upload any additional new file into this project as requested.

Versioned Files | New Files 3

Select the destination folder to upload your files:

- 📁 RESOURCES
- 📁 Application Documents (3 - 0 New)
- 📁 Drawings
- 📁 Documents

STEP 3 of 4: Check all to confirm you have completed this task and are now ready to submit

STEP 4 of 4: Click the "Submit" button below to complete your task

Submit Save for Later 5

The Pre-Review Corrections task can be repeated as many times as necessary until all corrections have been accepted.

Section 11: Plan Review Corrections Task

Plan Review Corrections

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

Attention Applicant:

You are receiving this email regarding corrections for BP23-00009576.

You have not met the minimum requirements to proceed in the plan approval process.

Click on the Project Access link below to log in to ePlan. Task Instructions to complete your task are provided on the eForm when you click on and accept the task. Remember, all new revised or corrected files MUST have the exact file name as the original uploaded file to version properly over the old, incorrect file. Complete your task when you have finished uploading. This will notify us you are ready to proceed with the review process. If you do not complete the task, it will cause a delay in the review and issuance of the permit.

When you click on your task, you may find your reviewer's direct contact information by viewing the Check List or Discussion Comments. For this information, you may also view the Project Report, Department Review Status. There are other project reports for you to use and monitor your project at any time without an Applicant task present.

IMPORTANT: After your upload is complete, you must complete your task to be placed back in the queue. If you do not complete your task this will result in a delay in permit issuance.

You may use the "Resources" tab on the eForm or the folder in your ePlan project to assist you. The [ePlan Applicant User Guide](#) is also a great reference for information on how to use our online permitting system.

Project:	BP23-00009576
Project Description:	UNDERGROUND FIRE MAIN INSTALLATION
Task:	Plan Review Corrections
Assigned by:	Building Division
Project Access Login to Electronic Plan Review	

Please contact us if you need assistance.

Thank you,
Seminole County Building Division
1101 E. 1st St.
Sanford, FL 32771
407-665-7050
[BP Customer Service](#)

When you accept the Plan Review Corrections Task, you will come to the Plan Review Corrections Eform. On instructions on how to review comments go to [Section 7: Checklist for Corrections](#)

PLAN REVIEW CORRECTIONS

Task Information

[Application Information](#)
[Structure Information](#)
[Routing Slip](#)
[Resources](#)

Task Information

Project Name: BP23-00009581

Project Description: ACCESS CONTROL (GATES OR DOORS)

Coordinator: PD Reserved

Review Cycle: 1

Workflow: Building Workflow

Current User Login: ARCHANA VIRMANI

Task Due Date: 9/11/23 1:40 PM

Task Instructions

Follow the steps below

Department Review Results

DEPARTMENT	REVIEWED BY	STATUS
ADDRESSING	Archana Virmani - avirmani@seminolecountyfl.gov	Approved
ELECTRICAL PLAN REVIEW	Archana Virmani - avirmani@seminolecountyfl.gov	No Review Required
FIRE	Archana Virmani - avirmani@seminolecountyfl.gov	Corrections Required

STEP 1 of 4:

1. Click the "Review Comments" button to view corrections. Address all **Unresolved** items. Note: If all review comments require a response and they have not been provided, you will not be able to complete your task until required responses have been entered.
2. If applicable, click on the file name to open the drawing with markups to view corrections.
3. If applicable, click on "Add Comment" button to add a **Discussion Comment** then click "Save."
4. For detailed instructions, including digital signature and file naming convention, refer the Resource Tab

Resolve Review Comments

Unresolved Comments: 3

Submitter Questions: 1

Info Only Comments: 1

Files with Markups: 0

Plan Review: Review Comments

Review and respond online.

Export to Excel Import Excel Responses

Review and respond in Excel, then upload your responses.

STEP 2 of 4: Upload any new or updated files into this project

Version Upload for: BP23-00009581

Select "Versioned Files" to upload files as new version updates for files previously submitted and received.
 Select "New Files" to upload any additional new file into this project as requested.

Versioned Files New Files

Are your updated files named exactly the same* as the prior versions? Yes No

* "name-v2.pdf" is not an "exact" file name match to "name.pdf"

Uploaded files:

- ▢ RESOURCES
- Application Documents (3 - 0 New)
- Drawings (2 - 0 New)
- ▢ Documents

STEP 3 of 4: Check all to confirm you have completed this task and are now ready to submit

Confirmation

*I have reviewed and addressed, including responses where appropriate, all Checklist items accessed by clicking on the 'Checklist Items' button above. **Required*

*I have reviewed and addressed, including responses where appropriate, all Changemark items accessed by clicking on the 'Changemark Items' button above. **Required*

*I have uploaded the revised drawings and/or documents required as a result of the review into the appropriate folder in the project using the SAME file names as the original files. I am ready to complete my assigned task and resubmit back to the jurisdiction for further review. **Required*

STEP 4 of 4: Click the "Submit" button below to complete your task

Submit Save For Later

The Plan Review Corrections task can be repeated as many times as necessary until all corrections have been accepted.

SEMINOLE COUNTY BUILDING EPLAN/ PROJECTDOX v9.2 USER GUIDE

REVISED 9.22.2023

Section 12: Additional Documents Required

Additional Documents Required

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

Attention Amie:

You are receiving this email in regard to BP20-00005250.

It looks like you were missing something. Additional documents are required to proceed in the review process. You will upload these to the Application Documents folder. Complete your task when you have finished uploading. This will notify us you are ready to proceed with the review process. If you do not complete the task, it will cause a delay with the review and issuance of the permit.

Click on the Project Access link below to log in to the ePlan ProjectDox system. Task Instructions to complete your task are provided on the eForm when you click on and accept the task.

Remember, all revised or corrected files MUST be named exactly, the same as the original uploaded file.

IMPORTANT: After your upload is complete, you must complete your task to be placed back in the queue. If you do not complete your task this will result in a delay in permit issuance.

You may use the "Resources" tab on the eForm or the folder in your ePlan project to assist you. The [ePlan Applicant User Guide](#) is also a great reference for information on how to use our online permitting system.


Project:	BP20-00005250
Project Description:	UNDERGROUND FIRE MAIN INSTALLATION
Task:	Additional Documents Required
Assigned by:	Building Division
Project Access Login to Electronic Plan Review	

Please contact us if you need assistance.

Thank you,
Seminole County Building Division
1101 E. 1st St.
Sanford, FL 32771
407-665-7050
[BP Customer Service](#)

When you accept the Additional Documents Task, you will come to the Additional Documents Required Eform. On instructions on how to review comments go to [Section 7: Checklist for Corrections](#)

ADDITIONAL DOCUMENTS REQUIRED

ProjectFlow BUILDING  **avolve** SOFTWARE

Task Information | Application Information | Structure Information | Routing Slip | Resources

Task Information


Project Name: BP23-00009581
Project Description: ACCESS CONTROL (GATES OR DOORS)
Coordinator: PD Reserved
Review Cycle: 2
Workflow: Building Workflow
Current User Login: ARCHANA VIRMANI
Task Due Date: 9/11/23 2:09 PM


Task Instructions

Follow the steps below


STEP 1 of 4:

1. Click the ' **Review Comments** ' button to view corrections. Address all **Unresolved** items. Note: If all review comments require a response and they have not been provided, you will not be able to complete your task until required responses have been entered.
2. If applicable, click on ' **Add Comment** ' button to add a **Discussion Comment** then click 'Save.'
3. For detailed instructions, refer the Resource Tab

Resolve Review Comments 


Unresolved Comments: 2 

Submitter Questions: 1
Info Only Comments: 1
Files with Markups: 0


Plan Review:  | |

Review and respond online. | *Review and respond in Excel, then upload your responses.*

STEP 2 of 4: Upload any new or updated files into this project

Version Upload for: BP23-00009581 




Select "Versioned Files" to upload files as new version updates for files previously submitted and received.
Select "New Files" to upload any additional new file into this project as requested.

Versioned Files | **New Files** 


Are your updated files named exactly the same* as the prior versions?


** "name-v2.pdf" is not an "exact" file name match to "name.pdf"*

Uploaded files:


- RESOURCES 
- Application Documents (3 - 0 New)
- Drawings (2 - 0 New) 
- Documents 

STEP 3 of 4: Check all to confirm you have completed this task and are now ready to submit

Confirmation 

 *I have completed all outstanding items. **Required*

STEP 4 of 4: Click the "Submit" button below to complete your task



Section 13: Payment Required Task

Payment Required

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

Attention Amie:

You are receiving this email regarding payment on BP20-00005250.

Click on the Project Access link below to log in to ePlan. Instructions to complete your task are provided when you open the task. You may pay online or at the office. Once payment is made then complete your task to notify us to issue your permit. If you do not complete your task after payment, it will cause a delay in receiving your permit.

You may use the "Resources" tab on the eForm or the folder in your ePlan project to assist you. The [ePlan Applicant User Guide](#) is also a great reference for information on how to use our online permitting system.

IMPORTANT: After your upload is complete, you must complete your task to be placed back in the queue. If you do not complete your task this will result in a delay in permit issuance

Project:	BP20-00005250
Project Description:	UNDERGROUND FIRE MAIN INSTALLATION
Task:	Payment Required
Assigned by:	Building Division
Project Access Login to Electronic Plan Review	

Please contact us if you need assistance.

Thank you,
Seminole County Building Division
1101 E. 1st St.
Sanford, FL 32771
407-665-7050
[BP Customer Service](#)

PAYMENT REQUIRED

Task Information Application Information Structure Information Routing Slip Resources

Task Information

Project Name: BP23-00009581
Project Description: ACCESS CONTROL (GATES OR DOORS)
Coordinator: PD Reserved
Review Cycle: 2
Workflow: Building Workflow
Current User Login: ARCHANA VIRMANI (
Task Due Date: 9/15/23 2:15 PM

Task Instructions

Follow the steps below

STEP 1 of 3:

1. Pay all outstanding fees.
2. You may make payment by one of the following methods:
 - o Credit card [online](#)
 - o Cash or Check submitted to the office, or
 - o Add a comment in the Discussion Comment box (Click 'Save') to notify the County to use your escrow account.
3. Confirm all fees have been paid by selecting the checkbox at the bottom.

Note: Once all outstanding fees have been paid and the task has been completed the project is placed in queue for issuing. The County will manually issue and upload your permit card. An email notification will be sent when the permit has been issued and you have access to download and print the approved files in the approved folders.

Issue Permit

Comment:

1

Show 5 records

DISCUSSION COMMENT	PARTICIPANT	CREATED
0 - 0 of 0 records		

STEP 2 of 3: Check the box to confirm you are ready to submit

Confirmation

*I have paid the outstanding fees. *Required

2

STEP 3 of 3: Click the "Submit" button below to complete your task

3

Section 14: Outstanding Items Task

Outstanding Items

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

Attention Amie:

You are receiving this email in regards to Outstanding Items on BP20-00005250.

You are almost there! The Outstanding Items task was sent to you regarding your permit application submittal. Click on the Project Access link below to log in to the ePlan ProjectDox system.

Task Instructions to complete your task are provided on the eForm when you click on and accept the task.

Additional information or fee payment is required. Additional Information may be uploaded to the Application Documents folder only. Complete your task when you have finished uploading. This will notify us you are ready to proceed with the review process. If you do not complete the task it will cause a delay with the review and issuance of the permit.

You may use the "Resources" tab on the eForm or the folder in your ePlan project to assist you. The [ePlan Applicant User Guide](#) is also a great reference for information on how to use our online permitting system.

IMPORTANT: After your upload is complete, you must complete your task to be placed back in the queue. If you do not complete your task this will result in a delay in permit issuance.



Project:	BP20-00005250
Project Description:	UNDERGROUND FIRE MAIN INSTALLATION
Task:	Outstanding Items
Assigned by:	Building Division
Project Access Login to Electronic Plan Review	

Please contact us if you need assistance.

Thank you,
Seminole County Building Division
1101 E. 1st St.
Sanford, FL 32771
407-665-7050
[BP Customer Service](#)

When you accept the Outstanding Items Task, you will come to the Outstanding Items Eform. On instructions on how to review comments go to [Section 7: Checklist for Corrections](#)

OUTSTANDING ITEMS

Task Information | Application Information | Structure Information | Routing Slip | Resources

Task Information

Project Name: BP23-00009581
Project Description: ACCESS CONTROL (GATES OR DOORS)
Coordinator: PD Reserved
Review Cycle: 2
Workflow: Building Workflow
Current User Login: ARCHANA VIRMANI
Task Due Date: 9/22/23 2:21 PM

Task Instructions

1. Complete outstanding items as requested.
2. If applicable, click on **'Add Comment'** button to add a **Discussion Comment** then click 'Save.'

Issue Permit

Show 5 records

DISCUSSION COMMENT	PARTICIPANT	CREATED
\$144 has been withdrawn from escrow	Archana Virmani	9/9/23 2:21 PM

1 - 1 of 1 records

« Prev 1 Next »

STEP 1 of 4:

1. Complete outstanding items as requested.
2. If applicable, click on **'Add Comment'** button to add a **Discussion Comment** then click 'Save.'

Resolve: Review Comments

Unresolved Comments: 0
Submitter Questions: 1
Info Only Comments: 1
Files with Markups: 0

Plan Review:

Review and respond online. | *Review and respond in Excel, then upload your responses.*

STEP 2 of 4:

- Upload files into the **Application Documents** folder (if requested).
- Confirm all uploading is complete by selecting the checkbox at the bottom.

Version Upload for: BP23-00009581

Select "Versioned Files" to upload files as new version updates for files previously submitted and received.
Select "New Files" to upload any additional new file into this project as requested.

Versioned Files | **New Files**

Are your updated files named exactly the same* as the prior versions?

* "name-v2.pdf" is not an "exact" file name match to "name.pdf"

Uploaded files:

- RESOURCES
- Application Documents (3 - 0 New)
- Drawings (2 - 0 New)
- Documents

STEP 3 of 4: Check all to confirm you have completed this task and are now ready to submit

Confirmation

*I have completed the outstanding items as requested. *Required

STEP 4 of 4: Click the "Submit" button below to complete your task

Section 15: Permit Issuance Email and Approved folders

Please do not reply to this email, it is system

generated. Hello Amie:

You are receiving this email regarding application BP23-00009581.

Congratulations! Your permit has been issued. Log in to ePlan and download all available files in the **Approved Documents** and **Approved Drawings** folders for your job site.

If a revision is required for your approved scope of work after issuance, you may email through your project in the ePlan ProjectDox system or by emailing BPCustomerService@seminolecountyfl.gov requesting a revision.

An email notification will be sent for you to upload the [Revision form](#) found on our website along with the applicable plan changes. Remember, all new revised files MUST be named exactly, the same as the original approved file.

You may use the "Resources" tab on the eForm or the folder in your ePlan project to assist you. The [ePlan Applicant User Guide](#) is also a great reference for information on how to use our online permitting system.

Project:	BP23-00009581
Project Description:	ACCESS CONTROL (GATES OR DOORS)
Task:	Notify Download
Project Access Log in to Electronic Plan Review	

Please contact us if you need assistance.

Thank you,
Seminole County Building Division
1101 E. 1st St.
Sanford, FL 32771
407-665-7050
[BP Customer Service](#)

This email will notify you that your permit has been issued. You will see your Approved Drawings and Approved Documents folders in your project. Please note, staff prints and uploads the permit card to the Approved Documents folder. This is not an automated system feature. Print all approved files for the job site.

If you have not received this email, then check the status of your application in the Project Reports. DO NOT START WORK. You may be at risk of a code violation for unpermitted construction. If you need assistance please contact the Building Division at BPCustomerService@SeminoleCountyFL.gov or 407.665.7050.

Section 16: Project Reports

ACTION	REPORT NAME	REPORT TYPE	REPORT DESCRIPTION
	Current Project - All Emails Sent	Project	All template emails sent from within this project
	Current Project - All Group Users	Project	All project users listed by group and name
	Current Project - All Logged Events	Project	All logged events for a project between specified dates
	Current Project - All Uploaded Files with Sheet Sizes	Project	All uploaded files with sheet sizes within this project
	Current Project - Combined Discussions	Project	Project discussion comments, discuss file and workflow form discussions
	Current Project - Discussion Comments with All Participants	Project	Project discussion comments listing all topic participants
	Current Project - Unpublished Files	Project	All unpublished files within this project
	Current Project - User Activity History by Date	Project	All logged project events by a named user between specified dates
	Plan Review - Department Review Status	ProjectFlow	Status of departmental reviews for a specified workflow
	Plan Review - Discussion Board Plan Review	ProjectFlow	Discussions within workflow task forms used within this project
	Plan Review - Review Comments	ProjectFlow	Lists the review comments, checklist and changemark details for a workflow instance review cycles.
	Plan Review - Review Details	ProjectFlow	Displays the Workflow Routing Slip with a list of review comments
	Plan Review - Workflow Routing Slip	ProjectFlow	Displays the sequential routing and times for completed or current plan review tasks
	Quick Review - Details	ProjectFlow	All quick review comments and responses per a specified workflow

1 - 14 of 14 records

The Project Reports will give you real time updates on the status of your permit. If you receive a corrections task, these reports will allow you to download the checklist or changemarks to give to your design professional. You may view these reports without having a task on your side. Take a moment to look at the Project Reports in your project for helpful information that may a call or email. If you are unable to find your answer you may contact us at BPCustomerService@SeminoleCountyFL.gov or 407.665.7050.