City of St. Petersburg
ePlan Review New Features

11/20/20
ePlan/ProjectDox uses pop-up windows. If no Project Dox window appears when logging on there may be a pop-up blocker installed that is preventing the main window from opening. Please ensure that the pop-up blocker is turned off and that you make https://eplanreview.stpete.org/ProjectDox/ a trusted site. Make sure “Compatibility Mode” is turned off.

The login page has a link for quick and easy downloading and installation of all necessary components. Select the Install ProjectDox Components link to run the installation.

After you have installed the components, sign in with your email address and password.
Navigation

- New Home Page – Task Tabs
- Dual Workflow Task Tabs
- Project Tabs
Tasks (PF)
Tasks (PD)

- Tasks (PF) are projects created after November 20, 2020. These tasks are assigned to you as the Applicant. Please note: ANY PAST DUE tasks will be placed at the top of your task list and turn red.

- Tasks (PD) are projects created before November 20, 2020. To view and complete project tasks created prior to November 20th please select the Tasks(PD) tab. The new features don't apply to these projects.

- PLEASE NOTE: Existing users will now have tasks under both tabs until your projects that were created prior to the upgrade are completed.
The Projects Tab is a list of all projects associated with your user account (email address) in ePlan.

The Recent Projects tab lets you see the most recent projects you have opened. **Projects will only show in recent projects if you clicked on the project button while completing your task.**

**ALL Projects tab** lets you see all projects under the user account and allows you to search by project numbers.
New Buttons

Main Navigation Buttons - Old

Main Navigation Buttons - New
Applicant Upload Task – Tasks (PF) tab

<table>
<thead>
<tr>
<th>TASK</th>
<th>PROJECT</th>
<th>INSTANCE</th>
<th>GROUP</th>
<th>ASSIGNMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Builds Residential Department Review cycle #2</td>
<td>BP25-11000012</td>
<td>REVISION 1</td>
<td>BUILDING RESIDENTIAL</td>
<td>Individual</td>
</tr>
<tr>
<td></td>
<td>BP25-11000017</td>
<td></td>
<td>Applicant</td>
<td>FirstInGroup</td>
</tr>
</tbody>
</table>

ACCEPT THE TASK FROM THE TASK TAB
Upload and Submit task

Check the “Upload Task Complete” box

Click the “Upload Complete Submit” button to return to us

Upload Task Complete (I have uploaded all required drawings and/or documents)
Click the Task Column and accept the task. Process as you have done before the upgrade.

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Task</th>
<th>Attached To</th>
<th>Status</th>
<th>Priority</th>
<th>Due Date</th>
<th>Created On</th>
<th>Updated On</th>
</tr>
</thead>
<tbody>
<tr>
<td>BP20-0801440</td>
<td>Applicant</td>
<td>Applicant</td>
<td>Pending</td>
<td></td>
<td>11/12/2020 7:12:27 AM</td>
<td>10/12/2020 7:12:27 AM</td>
<td></td>
</tr>
<tr>
<td>BP20-0700555</td>
<td>Applicant</td>
<td>Applicant</td>
<td>Pending</td>
<td></td>
<td>11/13/2020 3:05:44 PM</td>
<td>11/13/2020 3:05:44 PM</td>
<td></td>
</tr>
</tbody>
</table>
Electronic Plan Review

Respond and Resubmit Task Assignment

Attention MICKEY:

Your plans for BP21-03000090 have been reviewed and generated some comments that require your response.

Please perform the following actions:

- Review and respond to all comments
- Upload corrected files using the SAME file names as the original submittal
- Upload a narrative letter in the narrative letter file addressing the review comments
- Complete the task to resubmit
- DO NOT SEND YOUR CORRECTIONS TO THE PLAN REVIEWER. ALL CORRECTIONS MUST BE UPLOADED THROUGH EPLAN

Click the "Project Access" link below to open directly to the task list for this project.

<table>
<thead>
<tr>
<th>Project:</th>
<th>BP21-03000090</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description:</td>
<td>SINGLE FAMILY RESIDENCE, NEW &lt;1400SF FLAT FEE</td>
</tr>
<tr>
<td>Task:</td>
<td>Respond and Resubmit Task</td>
</tr>
<tr>
<td>Status:</td>
<td>Resubmit</td>
</tr>
</tbody>
</table>

Please do not reply to this email.
Finding correction comments

Accept the task

View any Change mark or Checklist Items by clicking on the button

Task Instructions

1. Respond to all changemarks and checklist items
2. Upload the Narrative Letter in the Narrative Letter folder
3. Upload new or revised files into the appropriate folders below (if requested)
4. Upload narrative letter to Narrative Letter folder
   * If uploading revised files, use the same name as the original
5. Confirm completion by selecting the checkboxes at the bottom
6. Click ‘Upload Complete - Resubmit’ to submit your files

View/Edit Changemark Items (0)  View/Edit Checklist Items (1)
Applicant response to checklist items

Repeat steps 2 (add response) and 3 (Save) for each Checklist item.
After corrections have been made and uploaded select the check boxes and click the “Response Complete- Resubmit” Button to return to us.

**Task Instructions**

- I have reviewed and addressed, including responses where appropriate, all Checklist Items accessed by clicking on the "Checklist Items" button above.
- I have reviewed and addressed, including responses where appropriate, all Changemark Items accessed by clicking on the "Changemark Items" button above.
- 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.
Attention MICKEY:

Congratulations, application "BP25-11000005" has passed the plan review process. In order to receive your permit and begin work, please remit payment for the final permit fee. You may pay online at the City of St. Petersburg website or in person at the City of St. Petersburg Construction Services & Permitting Department. Payment must be received before your permit issuance. Once payment has been made please complete your task to notify us so your approved plans can be released. To pay fees click [HERE](#).

<table>
<thead>
<tr>
<th>Project:</th>
<th>BP25-11000005</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description:</td>
<td>SINGLE FAMILY RESIDENCE, NEW &lt;1400SF FLAT FEE</td>
</tr>
<tr>
<td>Task:</td>
<td>Final Payment</td>
</tr>
<tr>
<td>Assigned by:</td>
<td>Construction Services &amp; Permitting</td>
</tr>
</tbody>
</table>

If you do not have access to the specified folder, please contact the [Project Administrator](#).

Please do not reply to this email.
You will now get a task telling you payment is due for your project. Once payment has been made complete your task and return to us so we can release your plans.

Task Instructions

1. Pay all final fees. To pay fees, schedule inspections, apply for online permit or ePlan review please click HERE
2. Respond to discussion board comments
3. Confirm completion by selecting the checkbox at the bottom
4. Click 'Complete' to submit for verification

Discussion Comments

Add Comment

<table>
<thead>
<tr>
<th>DISCUSSION COMMENT</th>
<th>PARTICIPANT</th>
<th>DATE/TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 0 of 0 records</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- All fees have been paid.
To download your plans just click the “Project Access” button in the download notification email and your project will open.

Go the Approved folder and download your approved plans.