



Electronic Plans

Quick Start Guide

Step 1

SUBMIT AN APPLICATION FOR PERMIT OR PROJECT

The quickest way to submit an application for Permit or Project is to use the City's iMS website. iMS is the City's Permitting / Planning tracking software. You will be able to apply and track the status of your permitting process and inspections from the iMS site. <https://ims.lakelandgov.net/>

Step 2

RECEIVE A LOGIN WITH TEMPORARY PASSWORD

When you submit a Permit application for a Building Permit that requires a plan review, you will automatically receive an invitation to the login to the ePlan site. *If this is your first time using ePlan, you will receive an email with a temporary password and you will need to complete Steps 3 and 4.*

When submitting a Project application, the staff will review your application and email you an invitation to the ePlan software when the application is approved.

Do not login to the site yet, until you have completed step 3 and 4.

Step 3 (Setup)

SETUP YOUR COMPUTER BEFORE YOU LOGIN

ePlan ProjectDox software is designed to run best on Internet Explorer as other browsers will not have all available functions and will run slower.

Before logging into the website, ALL POP-UP BLOCKERS must be turned OFF and the COMPATIBILITY VIEW must be turned ON with the Login Portal webpage: <https://eplan.lakelandgov.net> site added to both.

Next, add <https://eplan.lakelandgov.net> to your TRUSTED SITES in the Internet Options under the Security tab. For larger projects with a large quantity of plans and documents you should install Microsoft SilverLight to speed the uploads.

See the IE Quick Set-up Guide on our website for detailed instructions.

Step 4 (Setup)

INSTALL THE PROJECTDOX COMPONENTS

You will now be able to install the "ProjectDox Components" Software (Active X Control and Brava Viewer)

This free software will allow you to view and upload electronic plans into the ePlan ProjectDox website.

Look for the second row of boxes beneath the Login Portal on the ePlan ProjectDox Login Portal webpage.

Click the link Install the ProjectDox Components. You can now fully Login to the ePlan ProjectDox system.



Step 5 (Submittal)

PREPARE FILES FOR SUBMITTAL

A. File Types - PDFs or Vector PDFs are the recommended file types for the ePlan Review.

B. Submit the Correct Plan Sizes - Standard sizes are 8-1/2" x11", 8-1/2"x14", 11"x17" and 24"x36" ***IMPORTANT - NEVER CHANGE THE PLAN SIZE WHEN SUBMITTING CORRECTED DRAWINGS.**

C. Create Folders (recommended) – Create a New folder on your computer hard drive and name it your "Project Name or the Customer's Name or Address". Create three sub-folders in that new folder: "Drawings", "Documents", and "Corrections" if needed. This will allow you to resubmit corrected drawings and documents from the Corrections folder using the exact same file names that were used in the first submittal from the Drawing and Documents folders.

D. Name the Drawing Files Correctly - See the File Naming Chart in the appendix for examples, e.g. A000 – Cover, A001 – Wall Detail, P001 – Plumbing, E001 – Electrical. Incorrect file names may be rejected.

The Reason: When placing a new file with the exact same file name in the same folder on your computer, your computer sees it as a duplicate and will automatically rename it "the filename(2)" or it will ask you to replace the original.

Only one drawing page per file name. **Multi page batch drawings are not allowed.** Please make sure the computer file name matches what the design professional named and numbered the drawing. If the sheet number A1.2 is called Layout, then the computer file name is A1.2 – Layout

STEP 6 (Submittal)

DIGITAL SIGNATURES AND SEALS

(Engineers, Architects, Surveyors and Interior Designers should allow 30-45 minutes set up time)

When completed Engineers, Architects, Surveyors and Interior Designers can easily email you Digitally Signed and Sealed Drawings. Digitally Signed and Sealed Plans **MUST** be uploaded in their original Digital format. Scanned Digitally Sealed Plans will not be accepted as scanning removes the digital signature and seal.

Every engineered drawing uploaded for review to the City of Lakeland ePlan's website must have a Digital Seal and Signature combo. The City of Lakeland accepts Digitally Signed and Sealed drawings using Adobe Products, Cosign, DocuSign, Entrust, Nitro, and VeriSign as third party digital signature companies that place the Digital Signature and Seal combos on each page.

All design professionals will also need to have their identity authenticated by a Certification Authority per State Statute 471.025 & Florida Administrative Code 61G15-23.003.

Step 7 (Submittal)

BEGIN UPLOADING PLANS AND DOCUMENTS

Uploading the specific files and documents can thus begin. First time uploaders can contact Building Inspection for help if needed.

*****VERY IMPORTANT*****

- After you Login to ePlan, click on the Project Link
- Click the **Workflow Portals** button.
- Select the **APPLICANT UPLOAD** link.
- Click Ok to accept the task.
- A new page will appear with the ePlan Workflow.
- **DO NOT COMPLETE YOUR TASK YET!**
- Click the **SAVE** and **CLOSE** button. You will return to complete the task after your files are uploaded.
- Click on the **DRAWINGS** folder link on the left.
- Click on the **Upload Files** button to select your Drawings Files for upload.
- Upload your files.
- Click on the View Folders button.
- Click on the **DOCUMENTS** folder link on the left to upload any Documents.

After the upload is complete you must the complete your task.

- Click the **Workflow Portals** button.
- Select the **APPLICANT UPLOAD** link once more.
- The page will appear with the ePlan Workflow.



- Now CLICK the green **UPLOAD COMPLETE** button at the bottom of the form to start your review process. **If this button is not clicked we will never see the upload and the plan review will never start.**


The City of Lakeland will then review the plans and documents accordingly. Each department will have access to the plans in ePlan ProjectDox, and use the ProjectDox workflow, collaboration and view/markup tools to complete the plan reviews. The original plan files themselves are protected and archived in order to ensure they are never altered or modified in any way. All red-lines, changemarks, markups and annotations for corrections that are applied to the plan files occur on virtual layers stacked on top of the original plans within ePlan ProjectDox. Reports and review status progress are also available in ePlan ProjectDox system.

Step 8 (Corrections)

IF CORRECTIONS ARE NEEDED

You will be emailed a notice to login and review the changemarks noted on the drawings to make the necessary corrections.

VERY IMPORTANT – To VIEW the MARKUPS

- Click the  button
- select the hyperlink "APPLICANT RESUBMIT".
- Click Ok to accept the task.
- The ePlan Workflow form will appear with the "REVIEW INFORMATION" tab highlighted.
- Next, select the "LOAD CHANGEMARKS Hyperlink" and review the markups.
- Click the **Save and Close** button to close the form. Do NOT complete the task now, you need to submit corrected file first. (see step 9)

Changemarks can also be viewed by clicking the red pencil next to the drawings icons in the drawings folder. You can also print a Project Changemarks report from the "Project Reports" button. Email your Engineer, Architect or Designer the Markups and they will make the necessary corrections and email you the newly corrected drawings and documents to resubmit into ePlan ProjectDox website again for review. If needed, they too can be added to the project to view the changemarks.

Step 9 (Corrections)

RESUBMITTING CORRECTED PLANS

IMPORTANT - NEVER CHANGE THE FILE NAME WHEN RESUBMITTING CORRECTIONS.

The corrected files will automatically appear with a V2 after the file name denoting it was resubmitted correctly with the same file name.

***VERY IMPORTANT - AFTER YOU UPLOAD THE CORRECTED FILES, you must complete your task.**

- Click the  button.
- Select the **APPLICANT RESUBMIT** link.

- A page will appear with the ePlan Workflow.
- Verify that the information on the form has been corrected.
- Click the 3 Check Boxes to make the **Task Complete** button turn green.
- Now CLICK the green **>>>Task Complete<<<** button at the bottom of the form to continue your review process. **If this button is not clicked, the plan review will not continue.**

The review cycle continues until all the regulatory requirements are satisfied and the jurisdiction grants approval for the plans and the permit. When the project is approved you will be notified via email for payment.

STEP 10 (Approval)


PAY FOR PERMIT FEES

In order to receive your permit and begin work, the outstanding permit fees must be paid in full. You will be emailed with an approval notification that your plans have been stamped and placed in the Approval folder after the Fees have been paid. The Permit and Inspection Card will be made available for download in iMS.

STEP 11 (Approval)

PRINT YOUR PLANS

After you receive the Approval email from ProjectDox, look for the small download/print icon (blue arrow pointing down to a

tiny grey computer)  that appears next to the little blue magnifying glass on each drawing file name in the Approved Drawings and Approved Documents folders. Save the files to your computer's hard drive then print. You are required to print one set of plans to be placed in a Permit Box or kept available on the job site. Local vendors are available to print large plan sizes, just Google "Blueprint printing".

STEP 12 (Approval)

PRINT OUT YOUR OWN PERMIT

After payment the Permit Card will be made available on iMS. The Permit Card must be posted in plain sight on the job site, visible from the street or right of way at all times until the completion of the project.

APPENDIX – FILE NAMING

These are examples of how the Engineers and Architects name drawings and how your **Computer File Name** should look.

Drawing Type	Plan Type	Page #	Computer File Name
CIVIL = C	Cover Sheet	0	<i>C000 - COVER</i>
CIVIL = C	Site Layout	1	<i>C001 - SITE LAYOUT</i>
CIVIL = C	"	2	<i>C002 - SITE LAYOUT</i>
CIVIL = C	Drainage/Grading	3	<i>C003 - GRADING</i>
CIVIL = C	"	4	<i>C004 - GRADING</i>
CIVIL = C	"	5	<i>C005 - GRADING</i>
CIVIL = C	Utility	6	<i>C006 - UTILITY</i>
CIVIL = C	Details	7	<i>C007 - DETAILS</i>
CIVIL = C	"	8	<i>C008 - DETAILS</i>
CIVIL = C	Erosion Control	9	<i>C009 - EC</i>
CIVIL = C	Survey	10	<i>C010 - SURVEY</i>
CATEGORY			
LANDSCAPE = L	Landscape	1	<i>L001 - IRRIGATION</i>
LANDSCAPE = L	"	2	<i>L002 - IRRIGATION</i>
LANDSCAPE = L	"	3	<i>L003 - IRRIGATION</i>
CATEGORY			
Drawing Type	Plan Type	Page #	Computer File Name
ARCHITECTURAL = A	Cover Sheet	0	<i>A000 - COVER</i>
ARCHITECTURAL = A	Floor Plan	1	<i>A001 - FLOOR PLAN</i>
ARCHITECTURAL = A	"	2	<i>A002 - FLOOR PLAN</i>
ARCHITECTURAL = A	Foundation	3	<i>A003 - FOUNDATION</i>
ARCHITECTURAL = A	Elevations	4	<i>A004 - ELEVATIONS</i>
ARCHITECTURAL = A	Details	5	<i>A005 - DETAILS</i>
ARCHITECTURAL = A	"	6	<i>A006 - DETAILS</i>
CATEGORY			
INTERIOR DESIGN = I	Interior designs	1	<i>I001 - INTDS</i>
INTERIOR DESIGN = I	"	2	<i>I002 - INTDS</i>
CATEGORY			
STRUCTURAL = S	Structure, Shoring, etc	1	<i>S001 - STEEL BLDG</i>
STRUCTURAL = S	Simpson Ties, Strapping	2	<i>S002 - TIE, STRAPE DETAIL</i>
CATEGORY			
PLUMBING = P	Plumbing	1	<i>P001 - PLUMB</i>
CATEGORY			
ELECTRICAL = E	Electric	1	<i>E001 - ELEC</i>
CATEGORY			
MECHANICAL = M	Mechanical	1	<i>M001 - MECH</i>
CATEGORY			
FIRE = F	Fire Protection	1	<i>F001 - FIRE SPRINKLER</i>
FIRE = F	"	2	<i>F002 - FIRE ALARM</i>
These are only examples, your Plan Types and File Names may differ according to your project			