*e*PlanReview

City of Boise | Planning & Development Services

Electronic Plan Review

User's Guide

Submit Application

Upload Files

Plan Review

Project Approval

Getting Started

What is ePlanReview?

ePlanReview is the City of Boise's electronic plan review program.

Planning & Development Services customers can submit projects electronically. City departments and other agencies can review projects simultaneously, which helps reduce review time frames and also lets customers skip a trip to City Hall.

pds.cityofboise.org/ePlanReview

Fig 1: ePlanReview login screen

Setup Requirements

ePlanReview is a free service. It is a web-based program and no special software is needed. However, there are some requirements:

• **Create an ePlanReview Account**

   Applicants need an ePlanReview account. After submitting the application, you'll receive an e-mail with a temporary password and directions for creating an account. To keep your information secure, be sure to change your password after logging in for the first time.

• **Disable Pop-Up Blockers**

   ePlanReview displays plans in pop-up windows, so you'll need to disable your browser's pop-up blocker before using the system.

• **Install ProjectDox Components (if using Internet Explorer)**

   We use ProjectDox software to review plans. At the ePlanReview login screen (Fig. 1), click the "Install ProjectDox Components" link at the bottom left of the screen. This installs the ActiveX components needed to run the program.

   Note: If you do not have "Administrator" rights to your computer, you may need to contact your IT staff for help with this step.

Submit Application

Submit Application (eApply)

eApply: Submitting an application is the first step of electronic plan review. The eApply section of our PDS Online website makes it easy to submit data and track previous applications.

- **PDS Online Account**

  Applicants must have a free PDS Online account. After registering, you can type within the application fields, save the data and keep a record of all your applications.
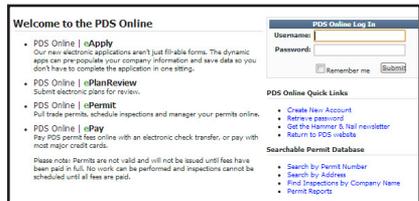
  PDS Online login screen

  Sign Up: http://pdsonline.cityofboise.org/pdspermits

  Need Help?
  Call the permit desk at (208) 384-3802 if you need help signing up.

  Why are there two logins? PDS Online and ePlanReview are two different websites and each requires a separate login. See the "What's the Difference" section for details.

- **Additional Forms**

  Applications are listed at pds.cityofboise.org. They are numbered and grouped together by discipline. Each application has a checklist of required submittal items.

  All PDS applications & forms are available at http://pds.cityofboise.org/documents

- **Are You the Primary Contact?**

  Are you the person responsible for uploading files and communicating with the City? *Make sure you mark yourself as the project's "Primary Contact" on the application form, or you won't receive our e-mails and be given rights to upload files*.

- **Submittal Standards**

  To pass our pre-screen review, all plans and documents must meet the requirements listed in the **Electronic Plan Review Submittal Standards**. Incomplete documents will not be accepted.

  More information is available at pds.cityofboise.org/ePlanReview.

- **Submit Online**

  Submitting your application online isn't just easier, it's also faster. Your data goes directly to our database, and a case is created as soon as you hit the "Submit" button. We don't have to manually create the case and type in your information.

  Paper Submittals: Although we prefer electronic, we'll accept paper submittals. If you want to type within the form, use the PDS Online version then print a copy. Otherwise, print the "Application Preview" version and fill it out by hand. Please note that the drop down boxes shown in the paper "Application Preview" version do not display the choices listed in the online version.

Upload Files

After receiving the application, we'll send an e-mail with the case number and a link to upload files. You'll have temporary rights to upload files. After submitting the files, your rights change to "read only."

If it's your first time using ePlanReview, you'll also get a temporary password so you can log in and create an account.

Upload Files

- **Plans and Drawings**
    - ✓ File names must meet the requirements outlined in the submittal standards document
    - ✓ Each plan sheet must be uploaded as a separate file
    - ✓ Plans must use "Landscape" orientation
    - ✓ Files must be .pdf format
    - ✓ All drawings must reserve a space on the bottom right corner for City approval stamps
    - ✓ Upload plans into the "Drawings" folder

- **Documents**
    - ✓ Files must be .pdf format
    - ✓ Upload into the "Documents" folder

Submit Files

After uploading files, you need to formally submit them for review by completing the "Upload Confirmation" task. Find tasks under the "Tasks" button (Fig. 3).

- **Complete Task**

    Important! You must complete the "Upload Confirmation" task to submit files. *We cannot begin our review until you complete this task.*

Note: You won't be able to upload additional files after completing the task.
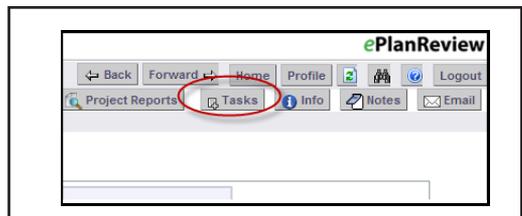

Fig 3: Click the "Tasks" button to find a list of your tasks.

Pre-Screen Review

Prior to acceptance, we perform a cursory review of the application and plans to ensure they meet all submittal requirements.

* All files must meet the requirements specified in the "**Electronic Plan Review Submittal Standards.**" Electronic files that do not meet these requirements will not pass pre-screen review.

Fees Due

Fees are calculated after the project passes pre-screen review. All fees must be paid before we can begin reviewing plans.

* **Applicable Fees**
  All Planning and Building Plan Review fees must be paid prior to the start of review. Permit fees are due when obtaining the permit.

* **Payment Options**
  All fees can be paid with a credit card or an electronic check transfer.

* **ePay**
  pds.cityofboise.org/epay

Plan Review Process

Plan Review

After you've uploaded plans and paid the fees, we can begin our review.

* Planning & Development Services, other City departments and outside agencies will review the plans simultaneously.

* Plan reviewers will mark changes, corrections or red lines on the plans electronically.

* The applicant can watch the review in progress.

Resubmittals

If the plans do not pass review, we'll ask for corrections. You'll receive an e-mail with instructions and a list of tasks to complete.

*   **Don't forget!** Applicants must complete the "Applicant Resubmit" task to submit the corrected files. We cannot begin our review until *you complete the task*.

Project Approval

Download Plans

You can download the approved set of plans after the project passes review.

*   **Building Division Projects**

    *   **Permit Required**: After plan review, the project has been approved but the building permit has not been issued. *The applicant/contractor is responsible for permit issuance.*

    *   **Download and Print Approved Plans**: After plan review is complete, the architect/applicant must download the approved plans and documents and provide a full size copy of the approved plan set to the contractor. *An approved paper plan set must be on the job site at all times during construction*.

*   **Planning Division Projects**

    The approval letter is available for download. There is a ten day appeal period. See approval letter for details.

Need Help?

Need More Help?
Visit our website at pds.cityofboise.org/ePlanReview.

*   ePlanReview Quick Guides: How to Log In, Upload Files etc.

*   Frequently Asked Questions

*   ePlanReview News

PDS Online and ePlanReview:
What's the Difference?

ePlanReview

pds.cityofboise.org/ePlanReview

- **ePlanReview**: The website that runs ProjectDox.

- **ProjectDox**: Program used to review electronic plans.

- **Secure Information**: Uses a secure server.

- **Restricted Access**: PDS controls who has access to the data; you can only view your own projects.

- **Private Data**: Applicant's plans are not available to the general public.

PDS Online

pdsonline.cityofboise.org/pdspermits

- **PDS Online**: Portal to our permit database

- **Searchable Database**: Search permit information; membership not required.

- **Membership**: Registered users can submit applications, manage permits and schedule inspections online.

- **eApply**: Submit electronic applications; requires free membership account.

City of Boise • Planning & Development Services
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