






ePlanReview

City of Boise | Planning and Development Services

Electronic Plan Review User's Guide *Sign Applications*

-  Getting Started
-  Submit Application
-  Upload Files
-  Plan Review
-  Project Approval



Planning & Development Services

PDSOnline | ePlanReview • <http://pds.cityofboise.org>

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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 lets customers skip a trip to City Hall.

<http://pds.cityofboise.org/ePlanReview>

CITY of BOISE PLANNING AND DEVELOPMENT SERVICES

In recognition of the importance of your privacy, please be advised that information you provide through use of a City website may be made available to the public. Further information on this, as well as the terms and conditions that govern your visit to and usage of this website, are accessible here:
<http://cityattorney.cityofboise.org/terms-of-use/>

E-mail:

Password:

[Forgot your password?](#)

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[Click for Help](#)

ProjectDox

To install ProjectDox components [Click here](#)

To create a desktop shortcut drag & drop icon on your desktop

To add ProjectDox to your favorites [Click here](#)

Setup Requirements

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

- **Activate your ePlanReview Account**
Applicants need an ePlanReview account. After submitting the application in PDS Online, you'll receive an email with a temporary password and directions for setting up an ePlanReview account. To keep your information secure, be sure to change your password after logging in for the first time.

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.

- **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.



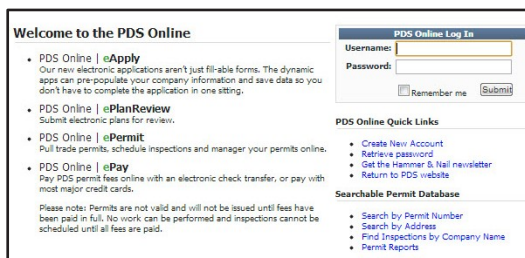
- **Other Browsers**

Many of the needed features in ProjectDox will be most successful in Internet Explorer. Popular browsers, such as Chrome, Safari, Firefox & MS Edge can also be used, but may limit some useful features.

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. Applications are listed at pds.cityofboise.org. Simply select the desired application to get started.



- **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.

Need Help?

Call the permit desk at (208) 608-7070 if you need help signing up.

- **Additional Forms**

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

[Home](#) / [Documents](#) / [Applications](#) / 100 - Planning & Zoning

100 - PLANNING & ZONING

- ▣ 101 - Accessory Dwelling Unit
- ▣ 102 - Administrative Review
- ▣ 103 - Comprehensive Plan Amendment
- ▣ 104 - Zoning Ordinance Amendment
- ▣ 105 - Annexation and Rezone
- ▣ 106 - Appeal Application

- **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 emails and be given rights to upload files.

- **Submittal Standards**

To pass our prescreen review, all drawings 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.

Upload Files

After receiving the application, we'll send an email 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 set up your ePlanReview account.

Upload Files

The Applicant's first step is to upload all required drawings & documents for their project. Follow the links within your invitation email to access the case.

Please review and follow the [Electronic Plan Review Submittal Standards](#).

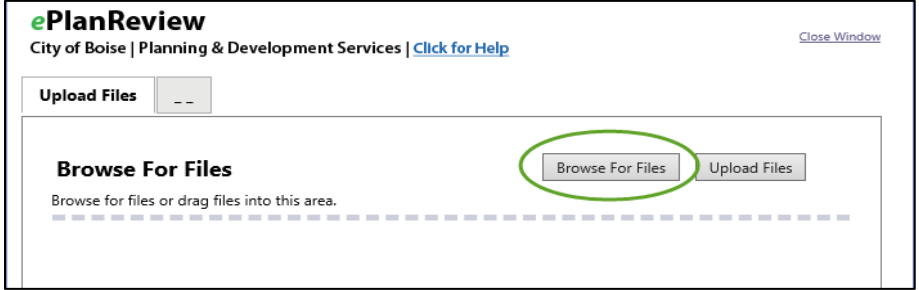
Documents that do not meet standards will not be accepted and may be deleted in the system.

Select the **Drawings** folder to begin your upload.

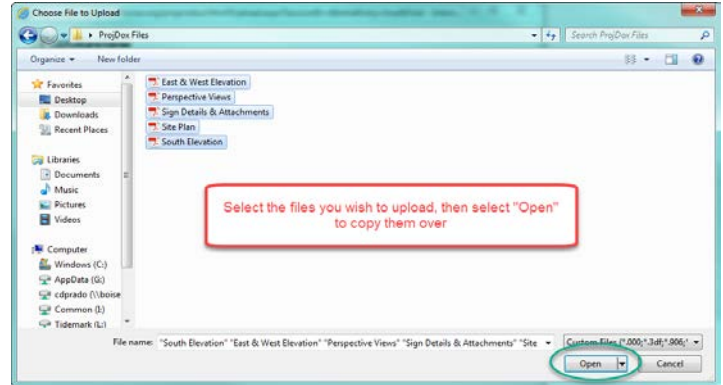
Note: If you have your drawings and documents ready when you accept the Applicant Upload task, you can now upload them inside the task window.

- **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

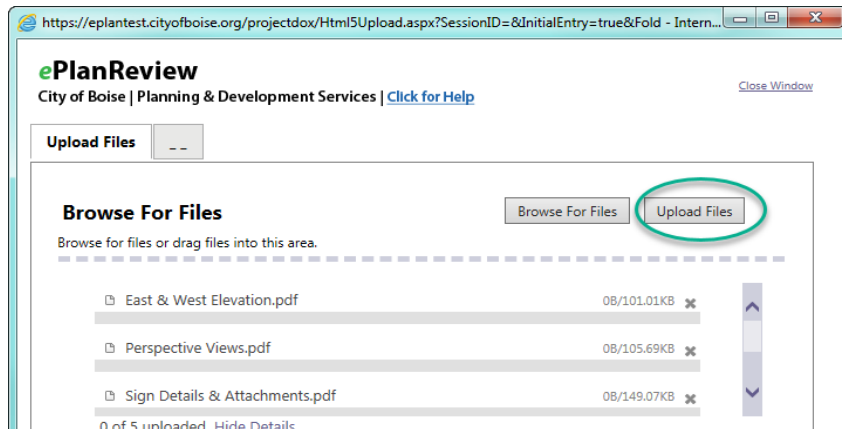
A pop-up window will open allowing you to search your computer for files.



Select all appropriate files, then select "Open" to copy them over.



Select "Upload Files" to then transfer the selected files into the ePlanReview program.



Once all files have been uploaded, select "Close" to return the ePlanReview.

The following files have been uploaded:

1. East & West Elevation.pdf
2. Perspective Views.pdf
3. Sign Details & Attachments.pdf
4. Site Plan.pdf
5. South Elevation.pdf



Select "View Folders" to access the Document Folder. Repeat the upload steps until all required documents have been uploaded.

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

ePlanReview
City of Boise | Planning & Development Services | [Click for Help](#)

CUP39-00101

Main Contact: Christina Prado

Folder: [CUP39-00101\Drawings](#) 109 - test

View Folders

2 of 2 files Current Sort: - Select -

	<input type="checkbox"/> DWG SITE PLAN.pdf 10/30/2018 4:17:07 PM, 211 KB Christina Alfredo
	<input type="checkbox"/> DWG UTILITY & DRAINAGE PLAN.pdf 10/30/2018 4:17:07 PM, 287 KB Christina Alfredo

Submit Files

After uploading files, you need to formally submit them for review by completing the "Applicant Upload Task." Click on the task name and confirm that you wish to accept the task.

Task List

Refresh Save Settings

OPTIONS	TASK	CASE #	INST...	GROUP	ASSI...	STATUS	PRIO...	DUE ...	CREA...	ADD...	CASE ...	CONT...
	Applicant Upload Task	BLD39-00609	BLD39-00609 - Building Residential Template - 10/18/2018 8:22:16 AM	Applicant	FirstInGroup	Pending	Medium	10/23/2018 8:22:20 AM	10/18/2018 8:22:21 AM	150 N Capitol Blvd, Boise, ID 83702	Test Residential Building Permit	Tyson Florence

1 - 1 of 1 records

Do you want to accept this task?

OK Cancel

Workflow Instances

NAME	COORDINATOR GROUP	STATE	VERSION	STARTED	COMPLETED
BLD39-00609 - Building Residential Template - 10/18/2018 8:22:16 AM	Review Coordinator	Active	Non-Integrated with 9.1 changes (Version 3)	10/18/2018 8:22:16 AM	

1 - 1 of 1 records

Accepting the "Applicant Upload Task" will open a pop-up window. Check the box to confirm you have completed the upload.

Select "Upload Complete – SUBMIT PLANS" to send the files to City of Boise for review.

APPLICANT UPLOAD



Task Instructions

After you have successfully uploaded all required plans and documents, please click the 'Upload Complete - SUBMIT PLANS' button.

Project: BLD39-00609

Select your files to upload to this folder

Select Files to Upload View Folders

BLD39-00609\Drawings

I have uploaded all required drawings and/or documents.



- **Important!** You must complete the "Applicant Upload 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.

Once you confirm that your account says "no tasks are available at this time," you can log out.



The screenshot shows a web application interface with a sidebar on the left containing a tree view with folders for 'Drawings (5 Files - 5 New)', 'Documents (1 File - 1 New)', and 'Agency Comments'. The main content area is titled 'Sign Test' and contains a 'ProjectFlow Task List' section with a 'Refresh' button and a message: 'No tasks are available at this time.' Below this is a 'Workflow Instances' table.

	NAME	COORDINATOR GROUP	STATE	VERSION	STARTED	COMPLETED
#	CSN39-00001 - Building Signs Template - 8/21/2017 10:19:57 AM	Permit Technician	Executing	2	8/21/2017 10:19:59 AM	

1 - 1 of 1 records

Applicant will now wait for notification from the City of Boise, either for corrections needed or that pre-screen has passed and fees are now due

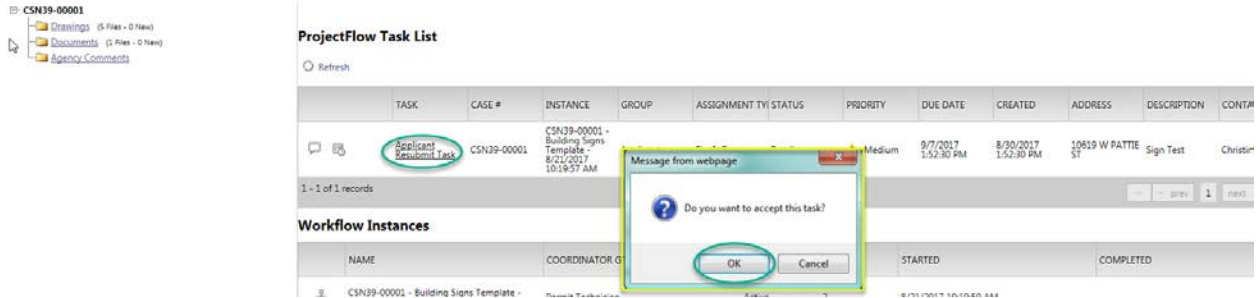
Prescreen Review

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 prescreen review.

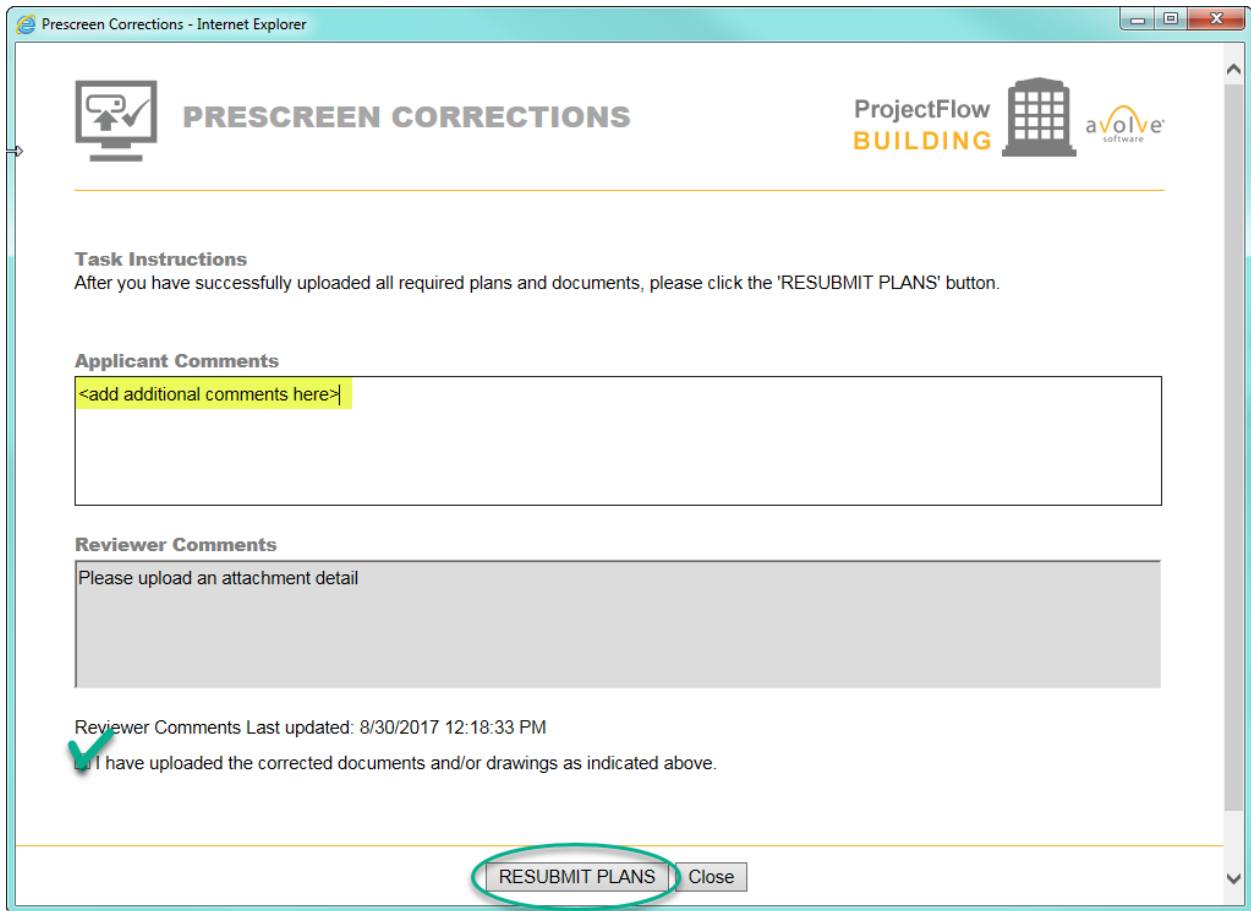
If Corrections are required, the Applicant will receive an email notification to complete the "Pre-Screen Corrections Task." Follow the links within your email to access the case.

Accept "Prescreen Corrections Task" to view comments. Select the affirmative response to open the task window.



Follow the upload instructions listed above to upload any corrected files, or upload directly from your task.

Select the check box, then “RESUBMIT PLANS” once all corrections have been made and the files uploaded. You can also add any desired notes to the reviewer at this time.



- **Note:** You won't be able to upload additional files after completing the task.
- **Note:** This “Correction Task” can cycle through multiple times until the submittal is complete

Fees Due

Applicant is notified via email that the Prescreen is approved. All fees must be paid before we can begin reviewing plans. Follow the ePay link within your email to pay all required fees.

Permit Details

- **Task Instructions:** Pay permit fees.
- **Case Number:** CSN39-00001
- **Address:** 10619 W PATTIE ST
- **Applicant:** JIM TOOMBS
- **Description:**
Sign Test
- **Pay permit fees with ePay**

[New User's Guide](#)

Questions?

Email: eplanreview@cityofboise.org

Phone: 208-608-7070

Don't forget! We can't begin our review until your fees are paid.

[Log in to CSN39-00001](#)

Thank you for helping to make Boise the most livable city in the country.

Questions? Email: eplanreview@cityofboise.org



City of Boise | 150 N. Capitol Blvd. | Boise, Idaho 83702 | 208-608-7070 | www.cityofboise.org/pds

Plan Review

Plan Review

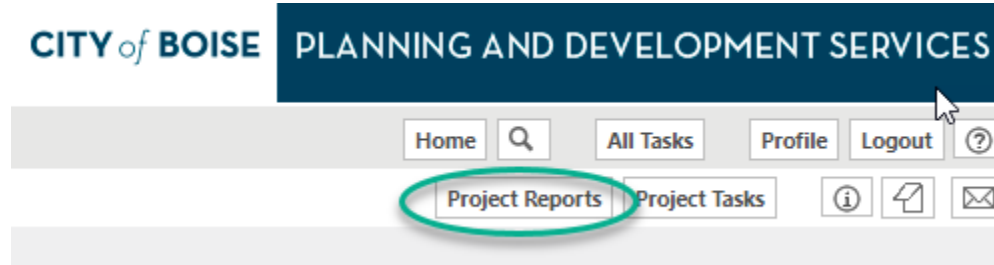
After your prescreen is approved and you have paid your intake fees, we can begin our review. Planning & Development Services, other City departments and outside agencies will review the plans simultaneously.

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



Project Status

During an active review, the Applicant has a few options to check the project's status.



The most common are:

- ProjectFlow – Department Review Status
- ProjectFlow – Workflow Routing Slip Reviews
- ProjectFlow – Changemarks.

Resubmittals

If the plans do not pass review, we'll ask for corrections.

As the Applicant, you will receive an email notification once the first review has been completed. If corrections are required, you will receive a notice to complete the "Applicant Resubmit Task."

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.

Select "Applicant Resubmit Task" to view the correction items.

ProjectFlow Task List

[Refresh](#)

	TASK	CASE #	INSTANCE	GROUP	ASSIGNMEN	STATUS	PRIORITY	DUE DATE	CREATED	DESCRIPTIO	CONTACT
	Applicant Resubmit Task	BLD17-00204	BLD17-00204 - Building Residential Template - 7/25/2017 10:50:24 AM	Applicant	FirstInGr...	Pending	⚠ Medi...	8/1/2017 3:58:07 PM	7/25/2017 3:58:07 PM	402-1232131232	Christina Prado

1 - 1 of 1 records

← prev 1 next →

Select "View Changemark Items" to get a list of corrections required.



Task Instructions

After you have successfully uploaded all required plans and documents, please click the 'RESUBMIT PLANS' button.

View Changemark Items (1)

Note: Applicant can print a list of changemarks for further review and/or open the files directly by selecting the file or selecting View Full Report.

Workflow Review Changemark Viewer

Refresh Review Cycle: All Group: All

Show 5 records

STATUS	FILE IMAGE	DEPARTMENT	CYCLE	UPDATED BY	FILE NAME	MARKUP NAME
Unresolved		Building Plan Reviewer	2	JILL TEST Permit Tech	13-1_Electrical.pdf	Building Plan Rev

1 - 1 of 1 records

Save and Close Close View Full Report

Full Report View:

1 of 1 100% Find | Next

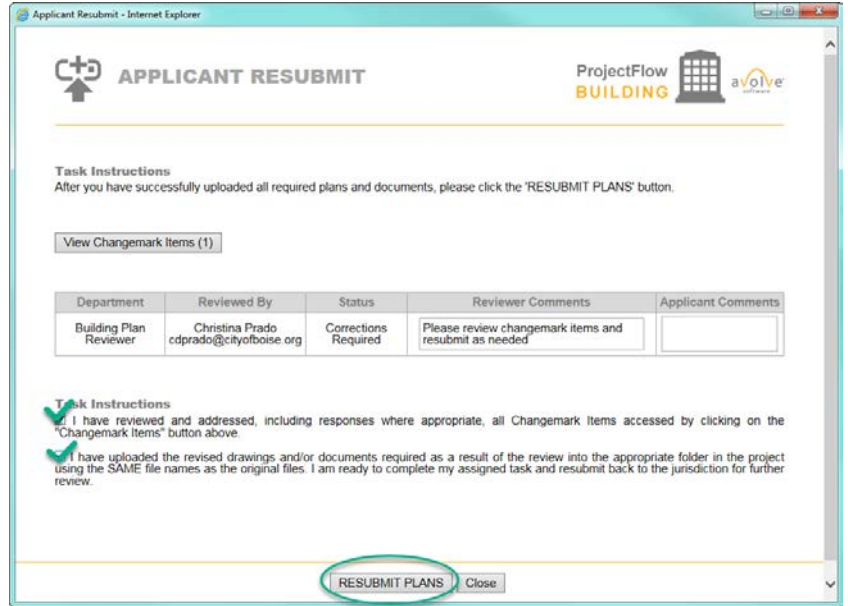
Changemarks Report

Project Name: BLD17-00199
Workflow Started: 07/19/2017 4:34 PM
Report Generated: 07/26/2017 04:57 PM

Cycle	Complete?	Status	Department	Snapshot	File	Markup Name	Changemark Subject	Changemark Details	
2	False	Unresolved	Building Plan Reviewer		13-1 Electrical.pdf	Building Plan Review	Changemark #01	Please update stairway lighting	0

Once all changemarks have been addressed and files are uploaded, check both "Task Instruction" boxes, then select "RESUBMIT PLANS" to return the project to City of Boise for additional review.

Note: This "Applicant Resubmit Task" can cycle through multiple times until all necessary documents/changes are submitted.



Permit Required: Once the review is approved, the Applicant will receive an email notification with instructions on how to get the permit issued.

Project Approval

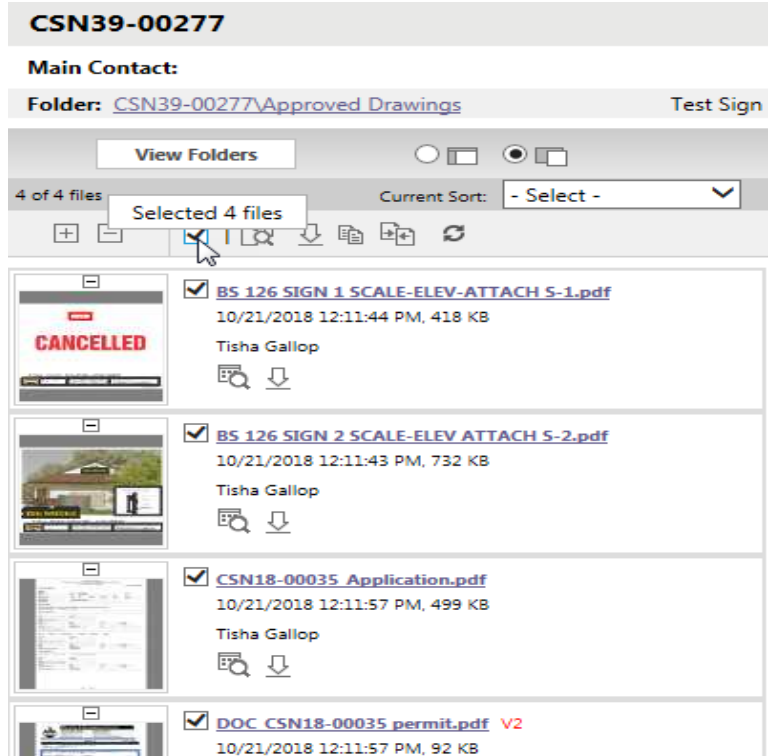
Download Approved Drawings

Once the review is complete and the project is approved, the Applicant will receive an email notification from the City of Boise with instructions on how to download the approved drawings. Follow the links within your email to access the case.

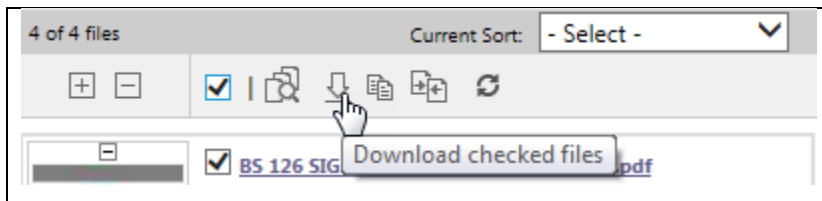
Click on the Approved Drawings Folder



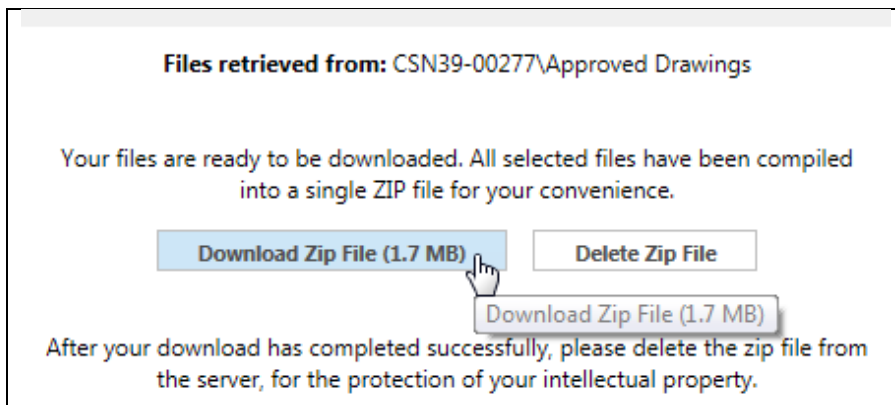
Select the Check Box icon in the top row to select all files. You can also select them individually if you prefer.



Select the Download icon to compress files into a zip folder, select the affirmative when prompted.



Select Download Zip File to transfer files to your PC



Need Help?

Visit our website at pds.cityofboise.org/ePlanReview.