



CITY OF SPRINGFIELD, MO
WORKING WITH THE COMMUNITY

e-planS

Electronic Plan Submittal

User Guide

Building Development Services
Department

Applicant's User Guide
February 2013

City of Springfield, Missouri Developers Resource Center

840 Boonville Ave. P.O. Box 8368 | Springfield, Missouri 65801 | Phone: (417) 864-1000 | www.springfieldmo.gov/developer/
Building Development Services - 864-1059 | Business Licensing - 864-1617 | City Utilities - 831-8888
Environmental Services - 864-1919 | Public Works - 864-1900 | Zoning and Subdivision - 864-1031



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ELECTRONIC PLAN SUBMITTAL AND PROJECTDOX

Electronic plan submittal is a web-based solution which allows Building Development Services to review plans and documents electronically via ProjectDox, an electronic plan review software program. This new process known as e-plans; will improve the plan review process, reduce costs associated with obtaining project approvals and support green initiatives with reduced printing costs.

E-plans User Requirements

Disable Pop-up Blockers

E-plans uses pop-up windows (browser windows with no toolbars). If you login but no e-plans window appears, you probably have a pop-up blocker enabled that is preventing the main project window from opening. You need to disable pop-up blocking for the e-plans site.

Add As Trusted Site

You will need to set your browser security setting to a minimum level that allows certain e-plans technologies to function. Add the e-plans site to the list of Trusted Sites of your Internet browser. For Internet Explorer, follow the steps below:

1. Click on the **Tools** menu and select **Internet Options**
2. In the Internet Options dialog box, click the **Security** tab
3. In the Security tab, click the **Trusted Sites** icon and then the **Sites** button.
4. Type in the main URL for the site you are trying to view, for example:
<http://eplans.springfieldmo.gov/projectdox/>
5. Click the **Add** button to add the site to the list
6. Close all open dialogs by clicking **OK**



STANDARDS

File Naming Standards

Plan Sheets

Files for plan sheets shall be labeled and named in accordance with an alpha-numerical scheme. The file name must match the plan sheet name. Plan file sheets will need to be single file for each plan sheet. A table of contents must be provided as part of the cover sheets. The alpha component indicates the discipline. The numeric component is used to sort within the discipline. Use a 3 digit numbering component. Use a **Zero** to force the cover sheets to sort first. See the table below:

<i>Discipline</i>	<i>Alpha</i>	<i>Example</i>
Cover sheets / Table of Contents	OCS	OCS001 or OCS1.00
Architectural	A	A001 or A1.00
Civil	C	C001 or C1.00
Structural	S	S001 or S1.00
Mechanical	M	M001 or M1.00
Electrical	E	E001 or E1.00
Mechanical, Electrical & Plumbing	MEP	MEP001 or MEP1.00
Site Utilities	SU	SU001 or SU1.00
Life Safety	LS	LS001 or LS1.00
Erosion and Sediment Control	ESC	ESC001 or ESC1.00
Landscaping	L	L001 or L1.00
Fire Protection	FP	FP001 or FP1.00
Survey	SV	SV001 or SV1.00
Storm water or grading	ST	ST001 or ST1.00
Site Plans	SP	SP001 or SP1.00
Other	Contact BDS	



STANDARDS

File Naming Standards

Reports, Specifications, Response Letters, Miscellaneous Documents

Files for these documents need to be a multi-page .pdf type or word document. They will need to be searchable. The file name needs to include the Permit or Project number

Document Type	Alpha	Example
Specifications	SP	PRJ2013-00001SP
Plan Review Response letter	R	PRJ2013-00001R
Special Inspection Report	SI	PRJ2013-00001SI
Geo-Technical Report	G	PRJ2013-00001G
Stormwater Report	SW	PRJ2013-00001SW

FAILURE TO PROPERLY LABEL YOUR FILES WILL RESULT IN REJECTION OF YOUR PROJECT DURING THE PRESCREENING PHASE (PRELIMINARY CONTENT REVIEW) OF THE SUBMITTAL PROCESS AND DELAY THE REVIEW.



STANDARDS

Border Standards

Sheet sizes

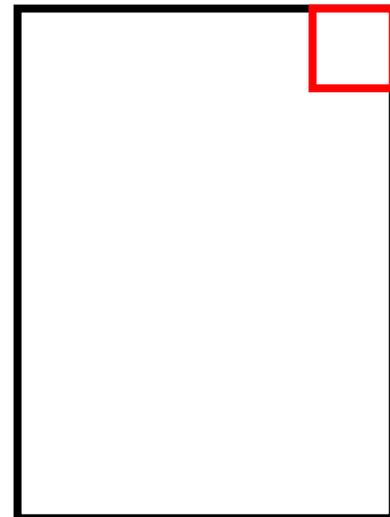
Plan file sheets will need to be a minimum of 11 X 17. 24 X36 is the preferred size, but any industry standard is acceptable. These will need to be in landscape orientation. Reports, specifications, and other documents can be in 8 ½ X 11 sheet size. These will need to be in portrait orientation.

E-plans will programmatically stamp the documents when they are approved. The stamp will be placed in the upper right hand corner of each plan sheet and on the 1st page of any document. An area of 2 ½ by 2 ½ inches will need to be reserved for the approval stamp.

Plan Sheet



Document





STANDARDS

Border Standards

Acceptable File Types

Acceptable file types for plan sheets are:

1. Files converted to Portable Vector format i.e. PDF or DWF
2. Native Files i.e. DWG/ DGN
3. Scanned or pdf created via a pdf writer are acceptable, but can delay the review of revisions.

Acceptable file types for document submittals are:

1. A searchable PDF or word document

All electronic submittals must be signed and sealed by the design professional in accordance with the State of Missouri licensure regulations. For more information visit <http://pr.mo.gov/apelsla.asp>

STANDARDS

Folder Structure Standards

The following table is used to determine what type of document is uploaded into the particular folder

Folder	Document type	Orientation
Plans	Plan Sheets (single page files)	Landscape
Reports and Specifications	documents (multi-page files)	Portrait
Fire Suppression Plans	Plan Sheets for Fire Suppression Systems (single page files)	Landscape
Fire Suppression Calcs and Specs	Specifications and hydraulic calculations (multi-page files)	Portrait



ONLINE APPLICATIONS AND PAYMENTS

1. This site is still under construction.



CITY OF SPRINGFIELD, MO
WORKING WITH THE COMMUNITY

e-plan

UPLOADING PLAN DRAWINGS AND DOCUMENTS

Electronic Plan Review Invitation

When your project application is submitted, an e-plan invitation will be sent to your email address. The email will contain your login information, temporary password (if you are a first time user), project name and instructions on how to upload your project information. It may take several minutes from when you receive this e-mail and the task appears on your project list. If you upload and do not complete the task, we cannot process the project. If you do not receive a task within 30 minutes of this e-mail, you will need to contact BDS.

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UPLOADING PLAN DRAWINGS AND DOCUMENTS

Electronic Plan Review Invitation



Invitation to Upload Plans

Please do not upload plans until you receive an "ApplicantUpload" task.

PRJ2013-00131

Hello Rick Garner:

Welcome to the City of Springfield ePlans review system. This invitation has been sent in response to your Application for Commercial Plan Review and Permits. A project has been created to allow you to electronically upload your construction drawings and documents for plan review. To access your new project, follow the instructions below:

1. Click the [Login to ProjectDox](#) link.
2. Enter your User Login (email address) and Password. If this is your first time logging into ProjectDox, a temporary password is provided below. After logging in, you will be prompted to change your temporary password.
3. Scroll to the bottom of the ProjectDox home screen window and Click on the task "Applicant Upload"

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UPLOADING PLAN DRAWINGS AND DOCUMENTS

Electronic Plan Review Invitation

(Do not click on the Project Number). If you do not see an "Applicant Upload" task for this project please [email us](#).

4. Click on "OK" to accept the task. This will create the EForm.
5. Click on the "Folders List" tab in the EForm.
6. Click on the "Plans" folder.
7. Click the "Upload Files" button. A window will open allowing you to browse and select files to upload. Only upload individual drawing files into the Plans folder. After files are selected click the "Upload" button. Close the window.
8. Click the "ApplicantUpload" link to open your task and click the "Upload Complete" button
9. Click on "View Folders" button to return to all folders.
10. Click on "Reports and Specifications" folder.
11. Click the "Upload Files" button and upload document files from your computer. This folder is for all other documents such as, soil reports, specifications, easements, detention documents, etc.
12. After uploading ALL files scroll to the bottom of the EForm page and click the "Upload Complete" button. Completing this step will notify BDS to begin the review process. Note: after clicking on the "Upload Complete" button no additional files can be uploaded.
13. Congratulations, your drawings and documents have now been submitted for plan review. You can monitor the progress of the review via ProjectDox or [Permit Status](#) on the City™s website.

Refer to file/sheet naming standards.

Drawing files supported are: .DWG, .DWF, .PDF

Document files must be a searchable .PDF file

User Login:	Rgarner@springfieldmo.gov
Project #:	PRJ2013-00131



UPLOADING PLAN DRAWINGS AND DOCUMENTS

Electronic Plan Review Invitation

Project Coordinator:	Springfield Building
Project Coordinator's Email:	Building@springfieldmo.gov
Login to ProjectDox	

Contact the [Project Coordinator](#) if you have questions regarding this project. Please do not reply to this email.



UPLOADING PLAN DRAWINGS AND DOCUMENTS

Logging In-New Users

1. After you have clicked the link from your e-plan invitation, you will be directed to the e-plans login screen. Prior to logging in, you will want to install the necessary "ProjectDox" components to enable e-plans to run correctly.



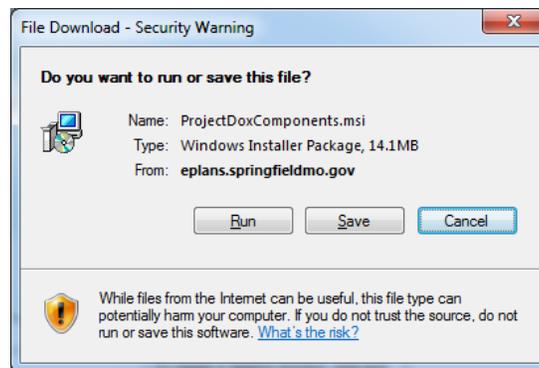
Please Note: If your computer uses Windows Vista, Windows 7, or Internet Explorer 8 you may need follow additional steps. Navigate to this link for a document with additional instructions:
<http://www.springfieldmo.gov/developer/>



UPLOADING PLAN DRAWINGS AND DOCUMENTS

Logging In-New Users Continued

2. When prompted by the File Download dialog box, click Run



3. When prompted by the Internet Security Warning, click Run



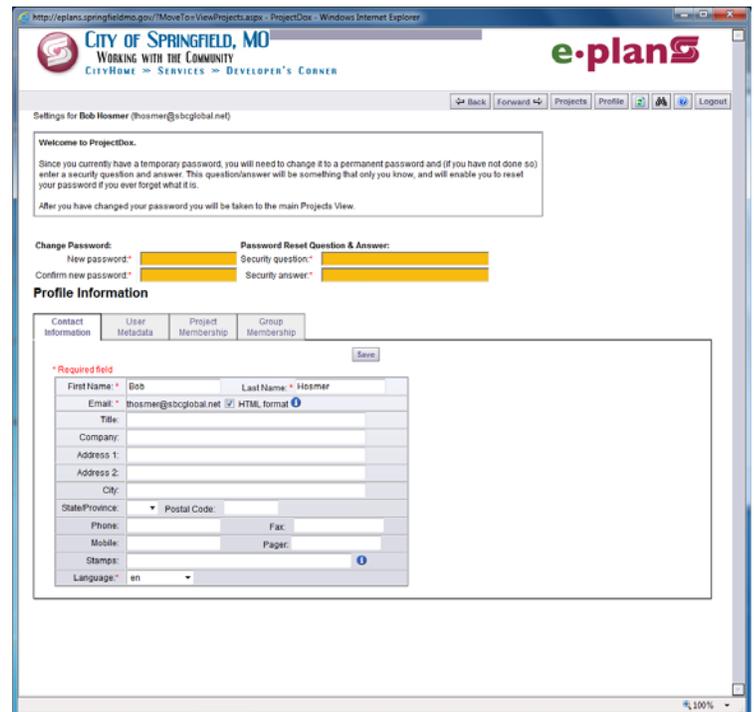
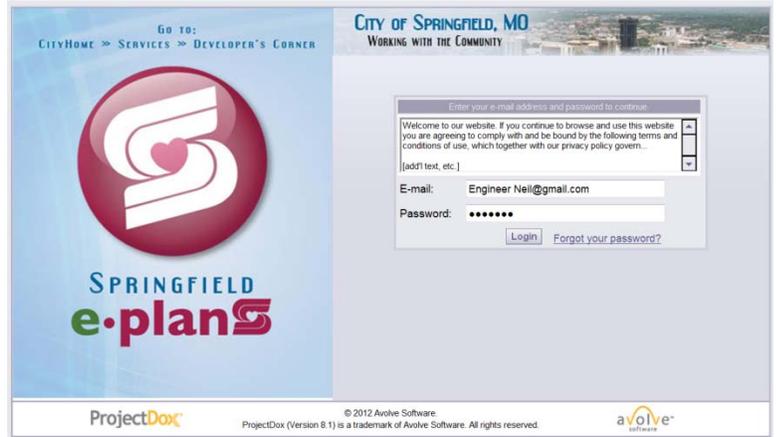


UPLOADING PLAN DRAWINGS AND DOCUMENTS

Logging In-New Users Continued

- You will return to the login screen. Type in your user name (email address) and temporary password provided in the e-plans invitation.
- At this time, you will be prompted to create a new permanent password, security question and answer in your e-plans profile. Fill in all applicable data, and save your profile for all future project logins.

*When choosing a password, follow these standards: It must **not** contain special characters. Passwords must contain **at least one digit** and **one alphabetic** character and be between **8 and 10** characters long.





UPLOADING PLAN DRAWINGS AND DOCUMENTS

Logging In-Existing Users

If you are a returning user, login to e-plans with your email address and password. If you have forgotten your password, click the "Forgot Your Password" link and it will be emailed to you.

Upload Your Files

When you have logged into e-plans, the projects screen will display. Any projects for which you have access will display in this list. Any projects that require further action after the initial uploading of plans are displayed in the "Task to Do" list area below the project list. Select the "ApplicantUpload" task under the "Task to Do" that corresponds to the plans you will be uploading. Projects are listed in order by application number



UPLOADING PLAN DRAWINGS AND DOCUMENTS

Logging In-Existing Users

The screenshot shows the e-planS web application interface. At the top, there is a navigation bar with the City of Springfield logo and the text "CITYHOME » SERVICES » DEVELOPER'S CORNER". The main content area displays a list of 15 recently entered projects. Below this list, there is a detailed view of tasks for a specific project, with a red arrow pointing to the "Task To Do" column.

Project	Options	Description	Owner	Status
PRJ2013-00131		ON-LINE DEMO	Springfield Building	Pending Upload
PRJ2013-00120		ERROR TEST CASE	Springfield Building	Closed
PRE2013-00014		NEW CREDIT UNION	Springfield Building	Review Complete
PRJ2013-00122		BUGSY MALONE'S CERTIFICATE OF OCCUPANCY. NO CONSTRUCTION REQUIRED / 400 S. SOUTH AVE, #110	Springfield Building	In Review
2013PW0007		EARLY CHILDHOOD CTR II, SANITARY SEWER	Springfield PublicWorks	In Review
PLN2013-00026		ARC, Interpretation of PD 194 - 2nd Am., 1935 S. Campbell Ave.	Springfield Planning	In Review
PRJ2012-00925		TOWNPLACE SUITES NEW BUILDING / 2009 S. NATIONAL AVE.	Springfield Building	In Review
SGN2013-00032		NEW PROJECTING SIGN FOR TITAN TITLE & CLOSING LLC / 2925 E. BATTLEFIELD	Springfield Building	In Review
PRE2013-00012		EAS INVESTMENT ENTERPRISES, INC. PROPOSED USE: HOTEL	Springfield Building	In Review
PRJ2013-00049		AMBULATORY SURGERY CNTR REMODEL, 3045 S National Ave Ste 100	Springfield Building	Approved
PRJ2013-00003		TACO BELL RENOVATION - 601 S. National	Springfield Building	Approved
PRJ2013-00050		ELECTRICAL FOR EXTERIOR DIRECTIONAL SIGNS - SEE PLANS 2055 S. FREMONT, 1235 E CHEROKEE, 1229 E SEMINOLE, 2144 S KICKAPOO	Springfield Building	Approved
PRJ2013-00121		OFFICE INFILL / 2445 N. AIRPORT PLAZA AVE.	Springfield Building	In Review
PRJ2013-00098		HILLCREST HIGH SCHOOL HVAC RENOVATIONS / 3319 N. GRANT	Springfield Building	In Review
SGN2013-00033		NEW ON PREMISE DETACHED SIGN / 3109 S. CAMPBELL	Springfield Building	In Review

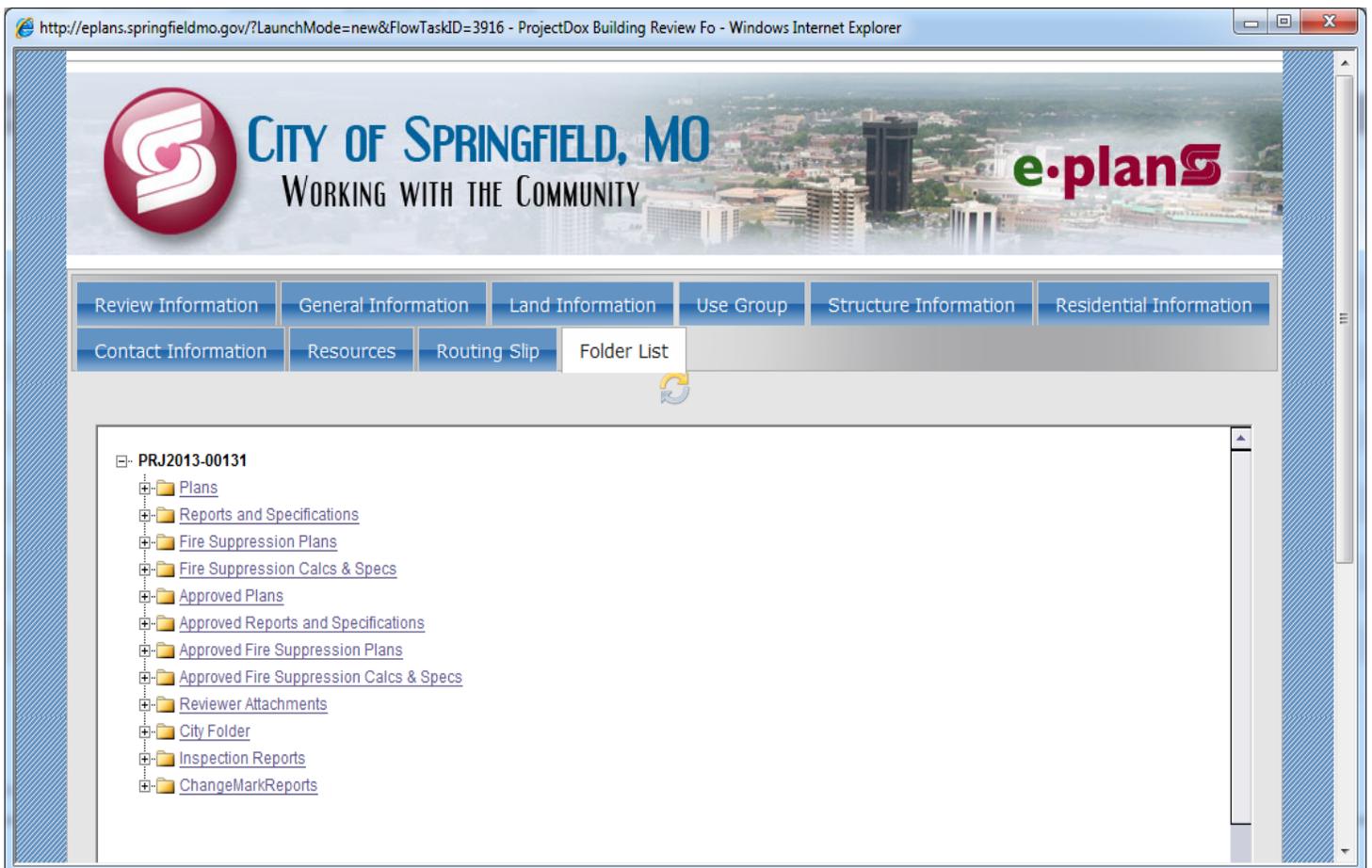
Project Name	Task To Do	Attached To	Status	Created On	Updated On	Updated By	Due Date	Inspection Zone
PRJ2013-00131	ApplicantUpload	Applicant	Pending	2/11/2013 8:21:59 AM	2/11/2013 8:21:59 AM		2/14/2013 8:21:59 AM	B
SGN2013-00035	DepartmentReview	Sign - Structural	Pending	2/8/2013 4:01:40 PM	2/8/2013 4:01:40 PM		2/25/2013 4:01:40 PM	
PRJ2013-00060	DepartmentReview	Floodplain	Pending	2/8/2013 2:04:43 PM	2/8/2013 2:04:43 PM		2/25/2013 2:04:43 PM	A
PRJ2013-00060	DepartmentReview	Addressing	Pending	2/8/2013 2:04:43 PM	2/8/2013 2:04:43 PM		2/25/2013 2:04:43 PM	A
PRJ2013-00122	DepartmentReview	Rgamer@springfieldmo.gov	Pending	2/8/2013 1:57:34 PM	2/8/2013 1:57:34 PM		2/25/2013 1:57:34 PM	B
SGN2013-00032	DepartmentReview	Sign - Structural	Pending	2/8/2013 1:39:41 PM	2/8/2013 1:39:41 PM		2/25/2013 1:39:41 PM	
PRJ2013-00121	DepartmentReview	Floodplain	Pending	2/7/2013 4:55:27 PM	2/7/2013 4:55:27 PM		2/22/2013 4:55:27 PM	A



UPLOADING PLAN DRAWINGS AND DOCUMENT

Upload Your Files Continued

This will open your projects E-Form. Click the blue "Folder List" tab and then click on the appropriate folder link to upload your documents. Refer to the folder structure standards to determine which folder to upload documents to. Files can only be uploaded to one folder at a time, but multiple files can be selected and uploaded into the folder.



City of Springfield, Missouri Developers Resource Center

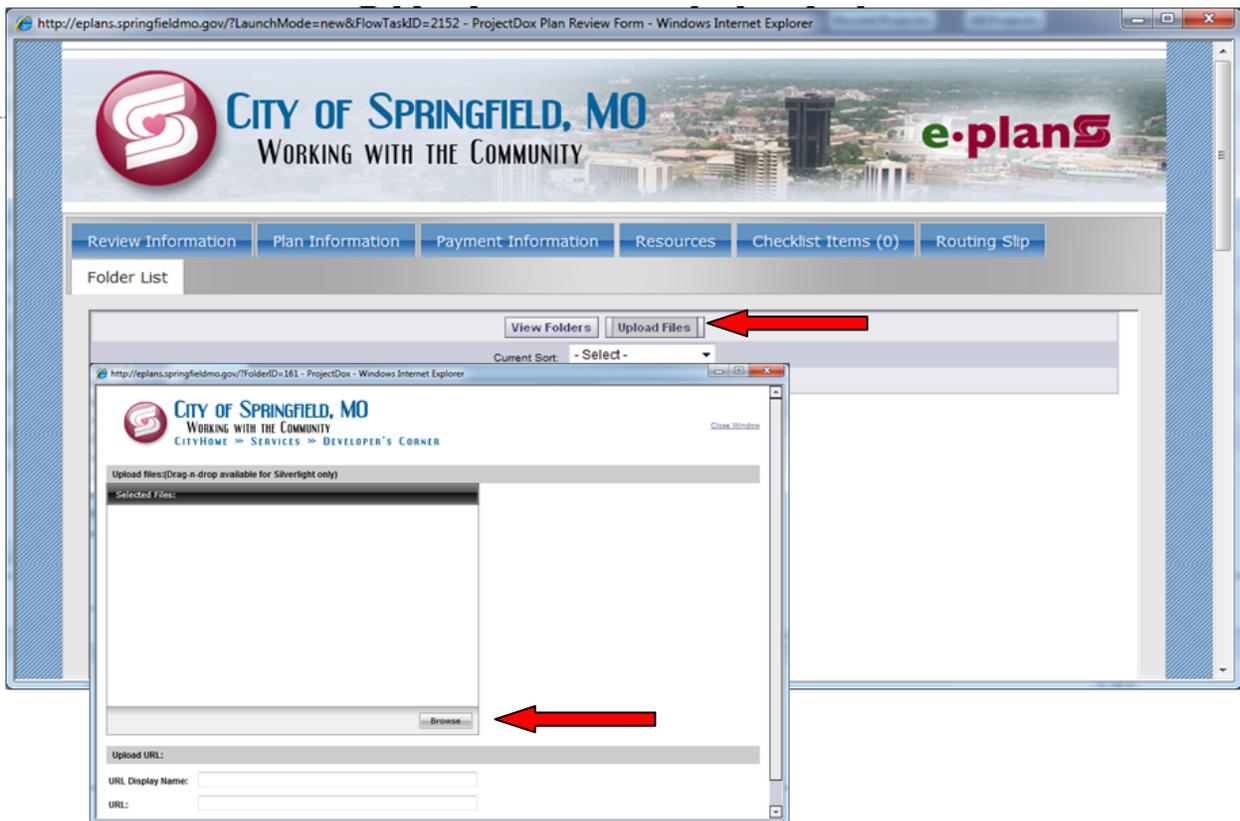
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UPLOADING PLAN DRAWINGS AND DOCUMENT

Upload Your Files Continued

Click on the "Upload Files" button and then click on the "Browse" button to locate your files to be uploaded from your computer. Follow the prompts for uploading your plans and documents. Upload each plan drawing sheet as an individual file in landscape and all documents as multiple page files in portrait.





UPLOADING PLAN DRAWINGS AND DOCUMENT

Upload Your Files Continued

Once the files are uploaded to the folder(s), the folder list is replaced by thumbnail images of each file contained in the folder. Under each thumbnail the file name, author, date, and any relevant icons will display. You will also notice that in your folders display, it will indicate how many files are in each folder.

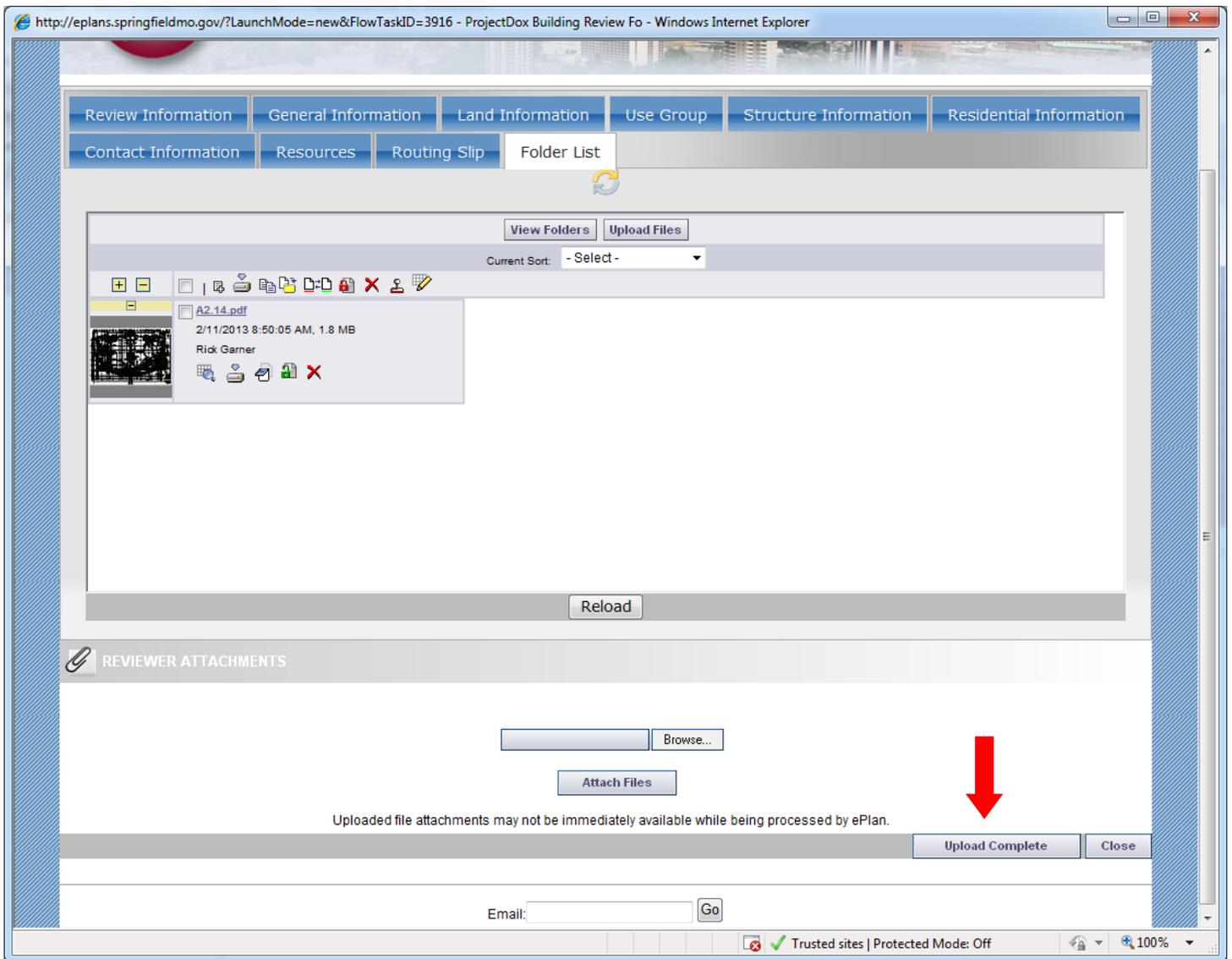




UPLOADING PLAN DRAWINGS AND DOCUMENT

Upload Your Files Continued

At the bottom of the E-form select the "Upload Complete" button.





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UPLOADING PLAN DRAWINGS AND DOCUMENT

Upload Your Files Continued

Congratulations! You have successfully finished part one of submitting your plans electronically. Please logout after your session is complete. A notification has been sent to the Plan Review Coordinator to start Prescreening to determine if submittal requirements have been met.



PRESCREENING

Prescreen Review Rejected

If your submittal was not complete or did not meet the minimum submittal requirements, you will receive an email notification that the Pre-screening has been rejected.

1. Click the "Project Access" link in your email notification to access the project.
2. After logging in, you will notice on your Projects page that your project is in a status of "Correction Complete" and that you have a task in the My "Tasks to Do" List.
3. Select "Correction Complete" **under** the My "Tasks to Do" List to open the E-Form.
4. Follow the directions in the E-form text box
5. After you have made the necessary plan corrections and uploaded the revised or additional drawings or documents as requested.
 - a. Note: If you are uploading corrections to a file you've uploaded previously, be sure to keep the same file name and orientation (landscape or portrait) as originally uploaded.
6. After you have uploaded your corrected/additional files, go to the bottom of the page and **check the box** "*I have uploaded the corrected documents and/or drawings as indicated below*" and then select the "Correction Complete" button.
 - a. Note: The "Save" and "Save and Close" button should only be used if you are not finished with making requested corrections.
7. Check your "Task to Do" list. There should be **no** task for you to complete.

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PRESCREENING

Prescreen Review Rejected

ProjectDox Pre-Screen Correction Request Task Assignment for PRJ2013-00131 - Message (HTML)

From: ProjectDox@springfieldmo.gov
To: Garner, Rick
Cc: ProjectDox Pre-Screen Correction Request Task Assignment for PRJ2013-00131
Subject: ProjectDox Pre-Screen Correction Request Task Assignment for PRJ2013-00131
Sent: Mon 2/11/2013 8:56 AM

Pre-Screen Correction Request Task Assignment
PRJ2013-00131

Attention Rick:

The drawings and/or documents uploaded for Project: PRJ2013-00131 do not meet the minimum requirements for acceptance. Please follow the steps below to review and correct the deficiencies:

1. [Login to ProjectDox](#)
2. Scroll to the bottom of the ProjectDox home screen window and click on the task "CorrectionComplete" (Do not click on the project number).
3. Click "ok" to accept the task. This will open the EForm for your review.
4. Click on the "Checklist Items" tab to view the prescreen checklist items that have not been met.
5. Scroll to the bottom of the Eform to view any additional prescreen comments that may be included in the Task Instructions window.
6. Make requested corrections to the drawings and/or documents.
7. When corrected drawings and/or documents are ready for re-submittal, please, [Login to ProjectDox](#) and click on the task "CorrectionComplete" to bring up the EForm.
8. Click on the "Folder List" tab in the EForm.
9. Select the appropriate folder and click the "Upload Files" button and upload the revised files.
10. After uploading ALL corrected items into the appropriate files scroll to the bottom of the EForm.
11. Check the box "I have uploaded the corrected documents and/or drawings as indicated below."
12. Click the "Complete" button. Completing this step will notify BDS to continue with the review process.

Please be advised when re-submitting plans and or documents:

- All corrections must be uploaded using the same file names as the original submittal, except in those cases where the filename was incorrect.
- Once corrections have been uploaded for review, no additional submissions will be accepted.
- Please make corrections within 180 days of this notice to avoid your Application from expiring.

Project:	PRJ2013-00131
Task:	CorrectionComplete
Assigned by:	Rick Garner
Login to ProjectDox	



PRESCREENING

Prescreen Review Rejected

The screenshot shows the e-plans web application interface. At the top, there are navigation buttons: Back, Forward, Projects, Profile, Logout, and Admin. Below these are buttons for Task To Do, Create Project, and View Archived Projects. The main content area displays a list of 15 recently entered projects. A red arrow points from the 'Task To Do' column of the first project in the list to a detailed task list below.

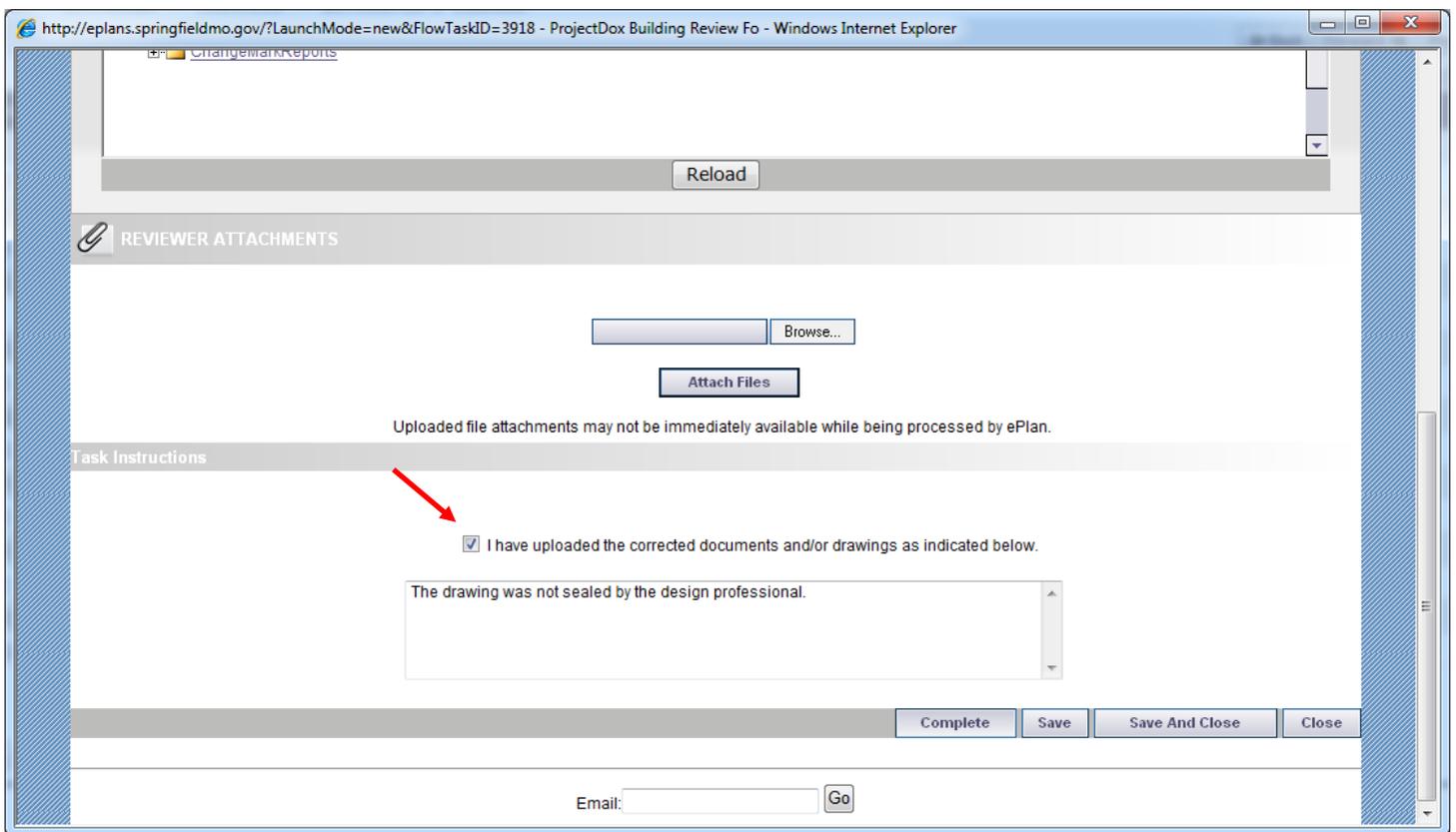
Project	Options	Description	Owner	Status
PRJ2013-00131		ON-LINE DEMO	Springfield Building	Resubmit Request
PRJ2013-00120		ERROR TEST CASE	Springfield Building	Closed
PRE2013-00014		NEW CREDIT UNION	Springfield Building	Review Complete
PRJ2013-00122		BUGSY MALONE'S CERTIFICATE OF OCCUPANCY. NO CONSTRUCTION REQUIRED / 400 S. SOUTH AVE, #110	Springfield Building	In Review
2013PW0007		EARLY CHILDHOOD CTR II, SANITARY SEWER	Springfield PublicWorks	In Review
PLN2013-00026		ARC, Interpretation of PD 194 - 2nd Am., 1935 S. Campbell Ave.	Springfield Planning	In Review
PRJ2012-00925		TOWNSHIP SUITES NEW BUILDING / 2009 S. NATIONAL AVE.	Springfield Building	In Review
SGN2013-00032		NEW PROJECTING SIGN FOR TITAN TITLE & CLOSING LLC / 2925 E. BATTLEFIELD	Springfield Building	In Review
PRE2013-00012		EAS INVESTMENT ENTERPRISES, INC. PROPOSED USE: HOTEL	Springfield Building	In Review
PRJ2013-00049		AMBULATORY SURGERY CNTR REMODEL, 3045 S National Ave Ste 100	Springfield Building	Approved
PRJ2013-00003		TACO BELL RENOVATION - 601 S. National	Springfield Building	Approved
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PRJ2013-00121		OFFICE INFILL / 2445 N. AIRPORT PLAZA AVE.	Springfield Building	In Review
PRJ2013-00098		HILLCREST HIGH SCHOOL HVAC RENOVATIONS / 3319 N. GRANT	Springfield Building	In Review
SGN2013-00033		NEW ON PREMISE DETACHED SIGN / 3109 S. CAMPBELL	Springfield Building	In Review

Project Name	Task To Do	Attached To	Status	Created On	Updated On	Updated By	Due Date	Inspection Zone
PRJ2013-00131	CorrectionComplete	Applicant	Pending	2/11/2013 8:56:10 AM	2/11/2013 8:56:10 AM		10/28/2013 8:56:10 AM	B
SGN2013-00035	DepartmentReview	Sign - Structural	Pending	2/8/2013 4:01:40 PM	2/8/2013 4:01:40 PM		2/25/2013 4:01:40 PM	
PRJ2013-00060	DepartmentReview	Floodplain	Pending	2/8/2013 2:04:43 PM	2/8/2013 2:04:43 PM		2/25/2013 2:04:43 PM	A
PRJ2013-00060	DepartmentReview	Addressing	Pending	2/8/2013 2:04:43 PM	2/8/2013 2:04:43 PM		2/25/2013 2:04:43 PM	A
PRJ2013-00122	DepartmentReview	Rgarner@springfieldmo.gov	Pending	2/8/2013 1:57:34 PM	2/8/2013 1:57:34 PM		2/25/2013 1:57:34 PM	B
SGN2013-00032	DepartmentReview	Sign - Structural	Pending	2/8/2013 1:39:41 PM	2/8/2013 1:39:41 PM		2/25/2013 1:39:41 PM	
PRJ2013-00121	DepartmentReview	Floodplain	Pending	2/7/2013 4:55:27 PM	2/7/2013 4:55:27 PM		2/22/2013 4:55:27 PM	A



PRESCREENING

Prescreen Review Rejected

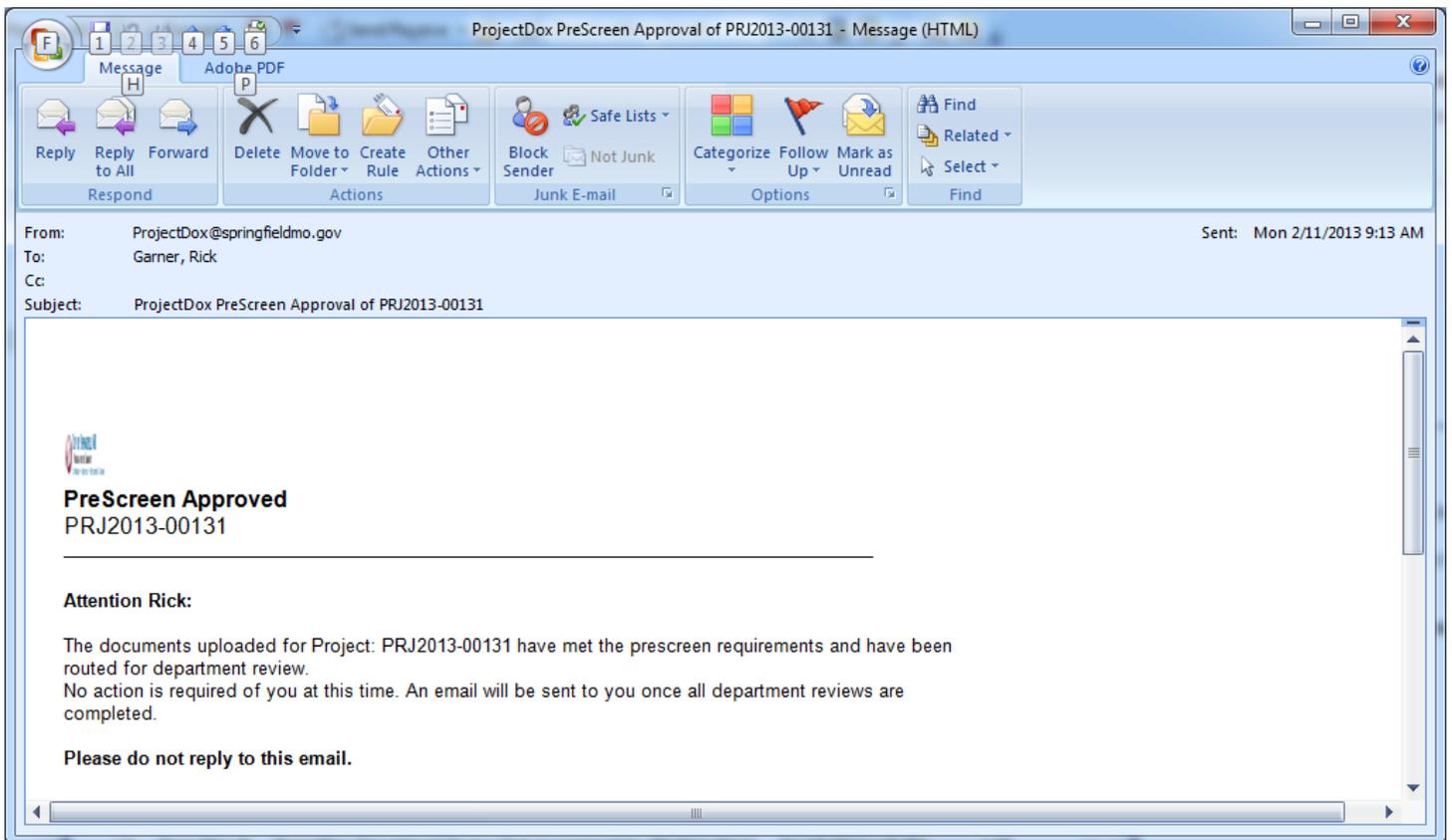




PRESCREENING

Prescreen Review Approved

1. If your submittal is accepted, you will receive an email notification that Prescreening has been approved. The BDS coordinator will route the documents to the applicable departments for review.





RESUBMITTALS AND REVISIONS

Upload Corrections

Review Requested Corrections

If corrections or revisions are requested for your plans or documents, follow the steps below:

1. You will receive an email notification from the coordinator requesting corrected/revised documents.
2. Click the "Project Access" link in your email notification to access the corrections requested in e-plans.
3. Login to e-plans. You will be automatically directed to the corresponding project.
4. Select the "Applicant Resubmit" task under the "Tasks to Do" List. This will bring up the "Applicant Resubmit" E-Form. Review the E-Form. The E-Form will have a link to the changemarks and also show the comments that were not changemarks.



RESUBMITTALS AND REVISIONS

Upload Corrections

http://eplans.springfieldmo.gov/?LaunchMode=new&FlowTaskID=3925 - ProjectDox Building Review Fo - Windows Internet Explorer

Refresh Changemarks...

File	Cycle	Department	File Name	Markup	Summary	Description	Resolved
	1	Building Development Services	A2.14.pdf	BDS	BDS CM1	Need to provide occupant load information to verify 2 doors are adequate.	No

Show All Changemarks for All Cycles

DEPARTMENT REVIEW - Review Cycle: 1

CYCLE	DEPARTMENT	REVIEWED BY	STATUS & NOTES
<input checked="" type="checkbox"/>	1	BUILDING DEVELOPMENT SERVICES RICK GARNER RGARNER@SPRINGFIELDMO.GOV	DENIED See changemark. <input type="checkbox"/> PLAN REVIEW AND/OR ASSIGNMENT COMPLETE
<input checked="" type="checkbox"/>	1	FLOODPLAIN RICK GARNER RGARNER@SPRINGFIELDMO.GOV	APPROVED No floodplain issues <input type="checkbox"/> PLAN REVIEW AND/OR ASSIGNMENT COMPLETE

RESUBMITTALS AND REVISIONS

Upload Corrections

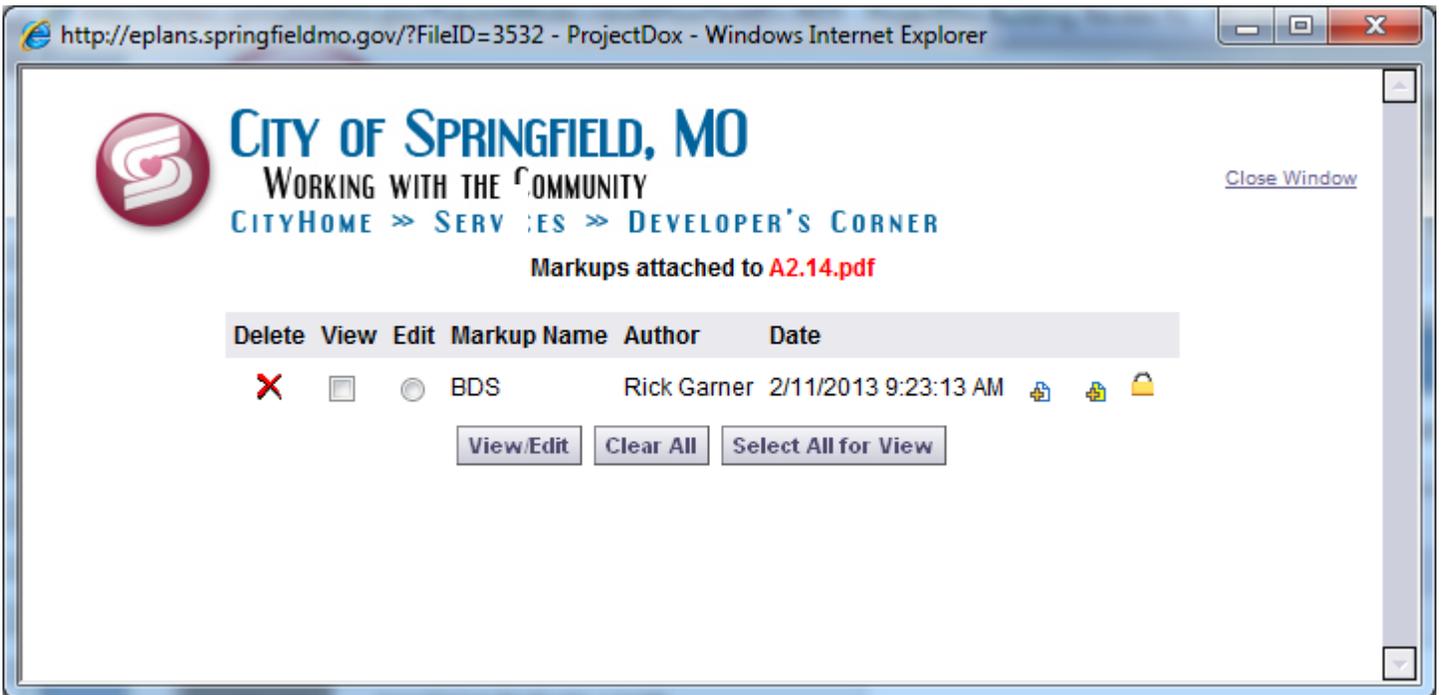
5. You can also open the appropriate folders to review your plan mark-ups.
6. Notice the plan sheets that have been marked-up now have a red mark-up icon next to them



7. Select the **red mark-up icon**, this will prompt a Mark-Up pop-up window.

RESUBMITTALS AND REVISIONS

Upload Corrections



8. Check the "View" box (s) of each reviewer and select the "View" button at the bottom.
9. You can view specific "ChangeMarks" comments on the plans by clicking on the comments from each reviewer on the right-hand side of the view screen.



RESUBMITTALS AND REVISIONS

Upload Corrections

http://eplans.springfieldmo.gov/?FileID=3532&ViewList=395&EditList=- A2.14.pdf - Windows Internet Explorer

Annotate Review Redact Measure Publish

A2.14.pdf V1

32'-3 3/4" EXPANSION JOINT

EXISTING WALL & GLAZING TO BE REMOVED, TYPICAL OF 4 UNITS

EL. 100.2

DECK

MEETING ROOM 2 [18-8]

MEETING ROOM 1 [18-8]

REMOVE EXISTING GARBAGE CHUTE (FILL IN FLOOR AS REQD FOR 2HR P

MEETING RMS REFER TO DWG A-3.2.3 & A-3.1.3

PLUMBING LOCATION TO BE CONFIRMED IN SITE

OVERFLOW SCUPPER

NEW TRELLIS W/RE METAL

City of Springfield

Project Title

GATEWAY VILLA CASINO HOTEL & CONVENTION CENTRE

4331 & 4431 DOMINION STREET, BURNABY, BC

BDS CM1

Rick Garner 02/11/2013 09:23 AM
Need to provide occupant load information to verify 2 doors are adequate.

Add Reply

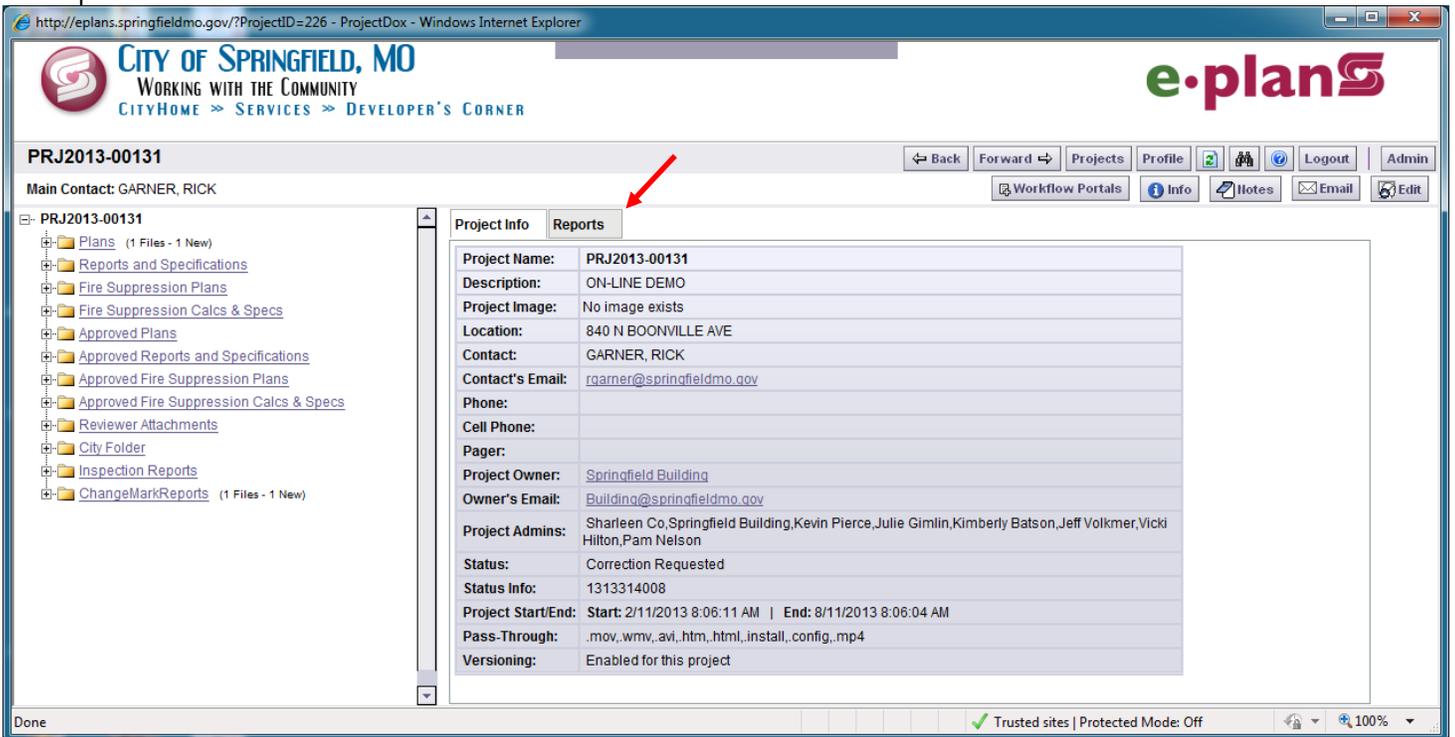
City of Springfield, Missouri Developers Resource Center

840 Boonville Ave. P.O. Box 8368 | Springfield, Missouri 65801 | Phone: (417) 864-1000 | www.springfieldmo.gov/developer/
Building Development Services - 864-1059 | Business Licensing - 864-1617 | City Utilities - 831-8888
Environmental Services - 864-1919 | Public Works - 864-1900 | Zoning and Subdivision - 864-1031

RESUBMITTALS AND REVISIONS

Upload Corrections

10. You can also review comments in the “ChangeMark Reports” folder as well as in the “Report” tab for Department Review Status Comments. The reports are accessed through the main project list. Click on your project name to access the reports. Click on the reports tab.



http://eplans.springfieldmo.gov/?ProjectID=226 - ProjectDox - Windows Internet Explorer

CITY OF SPRINGFIELD, MO
WORKING WITH THE COMMUNITY
CITYHOME » SERVICES » DEVELOPER'S CORNER

e-plans

PRJ2013-00131

Main Contact: GARNER, RICK

Back Forward Projects Profile Logout Admin

Workflow Portals Info Notes Email Edit

PRJ2013-00131

- Plans (1 Files - 1 New)
- Reports and Specifications
- Fire Suppression Plans
- Fire Suppression Calcs & Specs
- Approved Plans
- Approved Reports and Specifications
- Approved Fire Suppression Plans
- Approved Fire Suppression Calcs & Specs
- Reviewer Attachments
- City Folder
- Inspection Reports
- ChangeMarkReports (1 Files - 1 New)

Project Info **Reports**

Project Name:	PRJ2013-00131
Description:	ON-LINE DEMO
Project Image:	No image exists
Location:	840 N BOONVILLE AVE
Contact:	GARNER, RICK
Contact's Email:	rgarner@springfieldmo.gov
Phone:	
Cell Phone:	
Pager:	
Project Owner:	Springfield Building
Owner's Email:	Building@springfieldmo.gov
Project Admins:	Sharleen Co, Springfield Building, Kevin Pierce, Julie Gimlin, Kimberly Batson, Jeff Volkmer, Vicki Hilton, Pam Nelson
Status:	Correction Requested
Status Info:	1313314008
Project Start/End:	Start: 2/11/2013 8:06:11 AM End: 8/11/2013 8:06:04 AM
Pass-Through:	.mov, .wmv, .avi, .htm, .html, .install, .config, .mp4
Versioning:	Enabled for this project

Done

Trusted sites | Protected Mode: Off



RESUBMITTALS AND REVISIONS

Upload Corrections

PRJ2013-00131

Main Contact: GARNER, RICK

Project Info Reports

Available reports:

View:	Report Name:	Report Type:	Report Description:
	Current Project - All Emails Sent Detailed R...	Project	All Emails Sent Detailed Report
	Current Project - All Emails Sent Summary ...	Project	All Emails Sent Summary Report
	Current Project - All Files Report	Project	All Uploaded Files Report
	Current Project - All Project Users	Project	All Project Users
	Current Project - All Uploaded Files with Sh...	Project	All Uploaded Files with Sheet Sizes
	Current Project - Checklist Report (Not Met It...	Project	Checklist Report (Not Met Items Only)
	Current Project - Checklist Report	Project	Checklist Report (Met and Not Met)
	Current Project - Department Review Status	Project	Display Departments Assigned to Review and the Status
	Current Project - Entered (last 30 days)	Project	Entered (last 30 days)
	Current Project - Entered (last 7 days)	Project	Entered (last 7 days)
	Current Project - Files Viewed (last 30 days)	Project	Files Viewed (last 30 days)
	Current Project - Folders Entered (last 30 da...	Project	Folders Entered (last 30 days)
	Current Project - Folders Entered (last 7 days)	Project	Folders Entered (last 7 days)
	Current Project - Project Markups Listing	Project	All File Markups Listing
	Current Project - Task Time Report	Project	Task Time Report
	Current Project - Unpublished Files	Project	Unpublished Files
	Current Project - Workflow Routing Slip	Project	Workflow Routing Slip
	Current Project - Task History Report	Project	Task History Report

The ChangeMarkReports folder will have a report that summarizes all of the file markups. The Department review status report will summarize all of the comments that were not changemarks. The Project Markups Listing will provide a summary of what files had markups and comments based on those markups.



RESUBMITTALS AND REVISIONS

Upload Corrections

11. After you have made the necessary corrections to your plans and documents, re-upload them just as explained in the Prescreening process in the same format and name as before.
12. Once the revisions are uploaded and everything is addressed, **check the two boxes** at the bottom of the E-form and select the **“Complete”** button. Note: The Save and Close button should only be used if you are **not** ready to submit your corrections.
13. Check your “Task to Do” list. There should be **no** task for you to complete.

The screenshot shows a web browser window with the URL <http://eplans.springfieldmo.gov/?LaunchMode=frame&FlowTaskID=3925>. The page title is "ProjectDox Building Review - Windows Internet Explorer". The main content area is titled "Task Instructions" and contains two checked checkboxes:

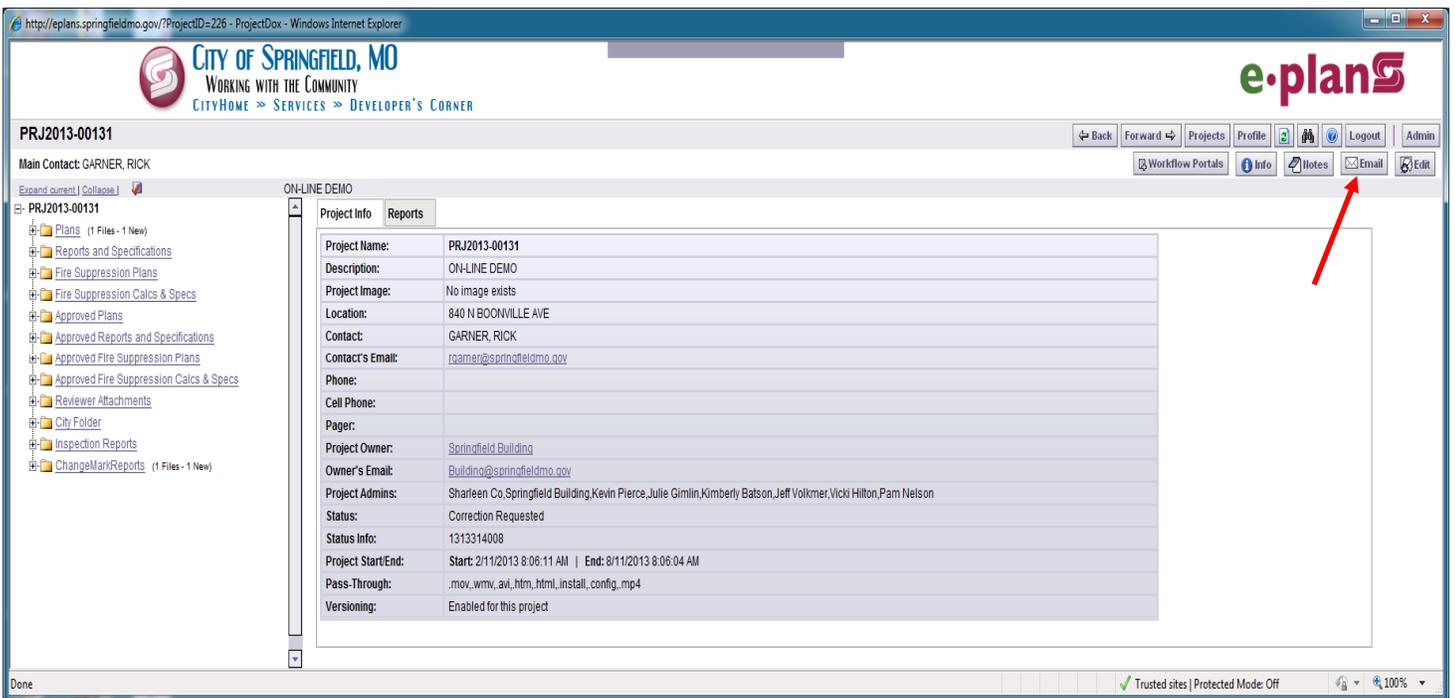
- I have addressed all of the items in the File Markups below that were identified during the Plan Review.
- I have uploaded the revised drawings into the "Plans" folder and, if requested, uploaded any revised documents into the "Reports and Specifications" folder using the SAME file name as the original files.

At the bottom right of the form, there are two buttons: "Complete" and "Save And Close". Below the form, there is an "Email:" label, an empty text input field, and a "Go" button.

RESUBMITTALS AND REVISIONS

Upload Corrections

You can only upload when you have a task requiring an upload. You can request the ability to upload for addendums and or deferred submittals, such as fire suppression system documents. The coordinator can grant upload rights when a review cycle is not currently being processed. To request upload rights, you will need to send a Team Mail to the coordinator. To send a team mail, click on the Email button at the top right of your project screen.



The screenshot shows the e-plans web application interface for project PRJ2013-00131. The top navigation bar includes buttons for Back, Forward, Projects, Profile, Logout, and Admin. Below this, there are buttons for Workflow Portals, Info, Notes, Email, and Edit. A red arrow points to the Email button. The main content area displays project information for PRJ2013-00131, including Project Name, Description, Location, Contact, and Status.

Project Info	
Project Name:	PRJ2013-00131
Description:	ON-LINE DEMO
Project Image:	No image exists
Location:	840 N BOONVILLE AVE
Contact:	GARNER, RICK
Contact's Email:	rgarner@springfieldmo.gov
Phone:	
Cell Phone:	
Pager:	
Project Owner:	Springfield Building
Owner's Email:	Building@springfieldmo.gov
Project Admins:	Sharfeen Co, Springfield Building, Kevin Pierce, Julie Gimlin, Kimberly Balson, Jeff Volkmer, Vicki Hilton, Pam Nelson
Status:	Correction Requested
Status Info:	1313314008
Project Start/End:	Start: 2/11/2013 8:06:11 AM End: 8/11/2013 8:06:04 AM
Pass-Through:	.mov, .wmv, .avi, .htm, .html, .install, .config, .mp4
Versioning:	Enabled for this project



RESUBMITTALS AND REVISIONS

Upload Corrections

http://eplans.springfieldmo.gov/?SessionID=&ProjectID=226 - ProjectDox - Windows Internet Explorer

CITYHOME » SERVICES » DEVELOPER'S CORNER

Team mail for Project: PRJ2013-00131
Email type: Standard Mail

Subject: * Addendum for project

Body: *
We have an addendum to upload for this project.

Users/Groups that will be emailed (includes groups that contain users and have permissions): *

<input type="checkbox"/>	Name
<input type="checkbox"/>	Non Group Members
<input type="checkbox"/>	Addressing
<input type="checkbox"/>	Applicant
<input type="checkbox"/>	Building Development Services
<input type="checkbox"/>	City Utilities - Developer Services
<input type="checkbox"/>	City Utilities - Electric
<input type="checkbox"/>	City Utilities - Gas-Water
<input type="checkbox"/>	City Utilities - Springnet
<input checked="" type="checkbox"/>	Coordinator
<input type="checkbox"/>	Coordinators Notification
<input type="checkbox"/>	ES - Clean Water Services
<input type="checkbox"/>	ES - Sediment Erosion Control
<input type="checkbox"/>	Fire
<input type="checkbox"/>	Floodplain



RESUBMITTALS AND REVISIONS

Upload Corrections

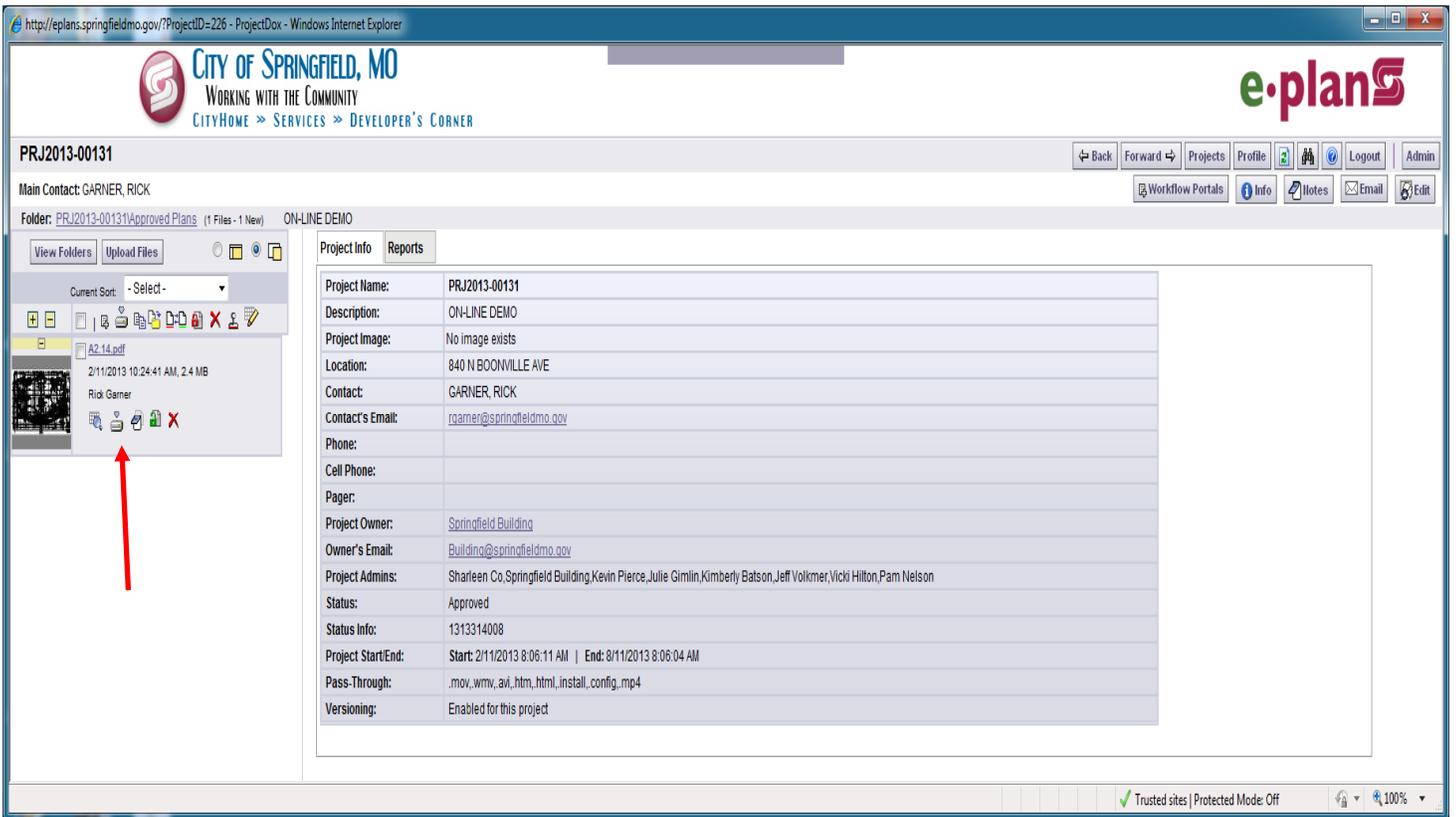
Scroll to the bottom of the form and click the send button.

The coordinator will check to see if a workflow cycle is not being processed. If one is being processed, they will inform you. When the workflow cycle is completed, the coordinator will grant upload rights to the folders. You will receive an e-mail when documents can be uploaded into the folder.

PLAN APPROVALS

Download and Printing of Approved Plans

When your plans are approved, they are programmatically stamped and copied to the appropriate approved folder. You can download the approved plans by selecting the files to download and using the download button.



The screenshot shows the e-plans web application interface for project PRJ2013-00131. The interface includes a navigation menu, a main contact field (GARNER, RICK), and a folder view for 'Approved Plans'. A file named 'A2_14.pdf' is listed with a download icon highlighted by a red arrow. The 'Project Info' tab is active, displaying the following details:

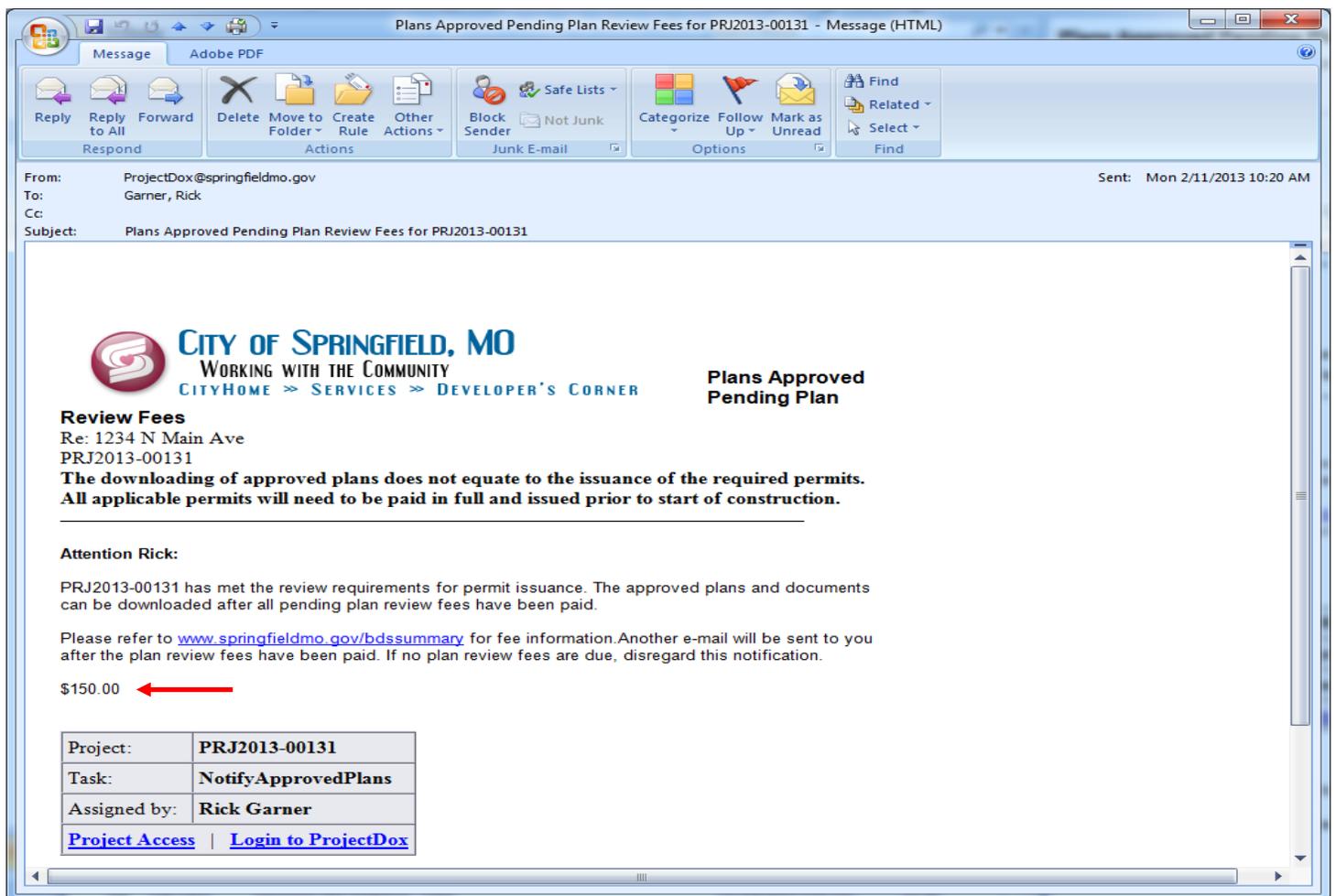
Project Name:	PRJ2013-00131
Description:	ON-LINE DEMO
Project Image:	No image exists
Location:	840 N BOONVILLE AVE
Contact:	GARNER, RICK
Contact's Email:	rgarner@springfieldmo.gov
Phone:	
Cell Phone:	
Pager:	
Project Owner:	Springfield Building
Owner's Email:	Building@springfieldmo.gov
Project Admins:	Sharleen Co, Springfield Building, Kevin Pierce, Julie Gimlin, Kimberly Batson, Jeff Volkmer, Vicki Hilton, Pam Nelson
Status:	Approved
Status Info:	1313314008
Project Start/End:	Start: 2/11/2013 8:06:11 AM End: 8/11/2013 8:06:04 AM
Pass-Through:	.mov, .wmv, .avi, .htm, .html, .install, .config, .mp4
Versioning:	Enabled for this project



PLAN APPROVALS

Download and Printing of Approved Plans

Before plans and documents can be approved, you will need to pay all outstanding plan review fees if applicable. An e-mail will be sent advising you of any plan review fees that may be due.





USER ASSISTANCE AND CITY CONTACTS

Electronic Plan Review User Help

For all questions related to how to use the City of Springfield's e-plans system and the functionality of the Electronic Plan Review process;

for Planning contact:

Planning and Development Department

Phone: 417.864.1180.

Email: zoning@springfieldmo.gov

For all questions regarding building permit status, plan review requirements or general permit questions contact:

Building Development Services

Phone: 417.864.1056

Email: city@springfieldmo.gov

Check permit status online:

<http://www.springfieldmo.gov/webapps/permitstat/index.jsp>

For all questions regarding sanitary sewer permit status, contact:

Department of Environmental Services

Phone: 417-864-1921

Email: engineering@springfieldmo.gov

For all questions regarding Traffic, Engineering and Public Improvement status, contact:

Department of Public Works

Phone: 417-864-1900

Email: engineering@springfieldmo.gov

Email: streetsinfo@springfieldmo.gov

City of Springfield, Missouri Developers Resource Center

840 Boonville Ave. P.O. Box 8368 | Springfield, Missouri 65801 | Phone: (417) 864-1000 | www.springfieldmo.gov/developer/
Building Development Services - 864-1059 | Business Licensing - 864-1617 | City Utilities - 831-8888
Environmental Services - 864-1919 | Public Works - 864-1900 | Zoning and Subdivision - 864-1031