



CITY OF SPRINGFIELD, MO
WORKING WITH THE COMMUNITY

e-planS

Electronic Plan Submittal

User Guide

Public Works
and
Environmental Services
Department

Applicant's User Guide
January 2015

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 Public Works and Environmental 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.

Please complete the following prior to getting started:

1. Review the online user guides at <http://www.springfieldmo.gov/developer/> for instructions on using ProjectDox.
2. Complete an application online at <http://www.springfieldmo.gov/2083/Public-Works-Improvement-Application> . You must complete an application before electronically uploading your plan drawings and documents. Review the standards for naming your drawing and document files, border spacing, file formats accepted, etc. (See the “Standards” section of this guide.)

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ELECTRONIC PLAN SUBMITTAL AND PROJECTDOX

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

The sheet number suffix must be preceded by the public improvement plan number. This number will be provided to the applicant following completion of the PWI application. The file name must match the plan sheet name. A 3 digit prefix may be added to the files to make them sort in the correct order. For multiple sheets, the cover sheet with the sheet index should appear first and the order of the sheets should match the sheet index.

Example public improvement plan number: 2010PW0155 ;

where 2010 is the year designation and 155 is the 155th public improvement plan for that year.

Discipline	Name	Sheet ID	Sheet Number	Example File Names
Street/Traffic/ Sidewalk	2010PW0155	T	001-999	2010PW0155t1 2010PW0155t2 2010PW0155t3
Stormwater	2010PW0155	W	001-999	2010PW0155w1 2010PW0155w2 2010PW0155w3
Sanitary Sewer	2010PW0155	S	001-999	2010PW0155s1 2010PW0155s2
Erosion Control	2010PW0155	E	001-999	2010PW0155e1 2010PW0155e2

The file name shall be shown on the title block. For filing purposes the plans can be filed as 2010PW0155tswe indicating that these plans include street, storm sewer, erosion control and sanitary sewer improvements.



STANDARDS

File Naming Standards

Border Standards

All Drawing Files

Use the [downloadable City of Springfield Public Works title block](#) for all drawings. 24" x 36" plan sheets are the only size accepted.

File Type Standards

- Searchable PDF files are preferred for calculations, reports and other supporting documentation (non-drawing files).
- Both vector PDF and Design Web Format(DWF) files will be accepted for drawing files. Since AutoCAD software is commonly used to create drawing files, converting a DWG to DWF file print ready is the preferred secured file format. Files must be 2D DWF file print ready, i.e. setup properly for printing with title block, no extra data outside the print page area, etc. The DWF must be saved as Auto CAD version 10 or lower format. ProjectDox does not support 3D DWF files.
- If you choose to create PDF files, you will need to convert your AutoCAD files to a vector PDF by using the AutoDesk Vector Graphic Converter "DWG to PDF.pc3 Plotter Driver."
- If paper drawings are delivered for submittal, the plans will have to be scanned in. Allow an additional 5 days for the scanning to be completed.
- Confirm that the lines are dark by changing the background to grayscale prior to saving each page as a separate DWF file with correct pen widths for printing.

Electronic Stamps and Signature

- All files must be electronically stamped with signature per Missouri Statutes and Missouri Administrative Code. There are specific provisions for electronic signatures within the Rules and Regulations. Architects and Engineers are responsible to meet the rules <http://pr.mo.gov/apelsla.asp>.

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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. The file name needs to include the Public Works Improvement number. Reports to be uploaded to Supporting Documents folder in ProjectDox. Easements to be uploaded to Easements folder.

Document Type	Alpha	Example
Specifications	SP	2013PW0001SP
Plan Review Response letter	R	2013PW0001R
Special Inspection Report	SI	2013PW0001SI
Geo-Technical Report	G	2013PW0001G
Stormwater Report	SW	2013PW0001SW
Easements	ESMT	2013PW0001ESMT

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.

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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
Supporting Documents	documents (multi-page files)	Portrait
Easements	Permanent and temporary easements	Portrait
Bids	Construction Bids	Portrait

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ONLINE FEE PAYMENTS

Once plans have been reviewed and approved and all supporting documents and calculations have been approved, the applicant is required to submit a construction bid for review. This needs to be broken down by type of improvement, i.e., stormwater, sanitary sewer, street, sidewalk and erosion control. The bid is used to determine the amount of the engineering and inspection fees which are 5% of the construction amount. Other fees may be required in addition to the engineering and inspection fees such as;

- Application/technology fee for Projectdox – 0.34% of the contract amount (updated yearly with fee ordinance)
- Sewer Trunkline connection fees
- Pump station maintenance fees

After the contract has been approved, these fees will be calculated and the Applicant/engineer will be notified by email how much these fees are.

These fees can be paid in person at the Busch Building on the second floor or [online](#).

There may be other fees associated with a public improvement that are not included with the engineering and inspection fees such as;

- Land Disturbance Permit
- Stormwater buy-outs
- Sewer Extension Cost Recovery(SECR) fees.

Once the fees have been paid, the plans will be batch stamped and the applicant/engineer is then provided with a link to download digital copies of the approved and filed plans.

City of Springfield, Missouri Developers Resource Center



CITY OF SPRINGFIELD, MO
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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.

2013PW0131

Hello Joe-Applicant:

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:	Joe-applicant@springfieldmo.gov
Project #:	2013PW0131

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UPLOADING PLAN DRAWINGS AND DOCUMENTS

Electronic Plan Review Invitation

Project Coordinator:	Springfield Public Works
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/>

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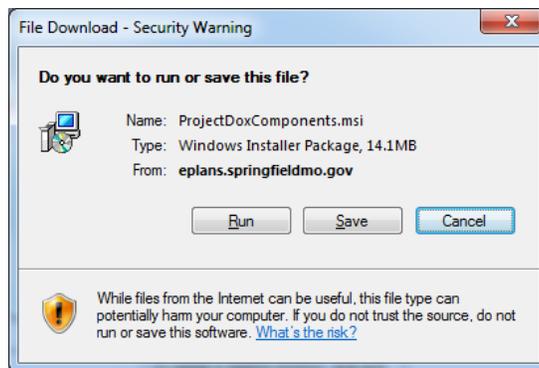
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UPLOADING PLAN DRAWINGS AND DOCUMENTS

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



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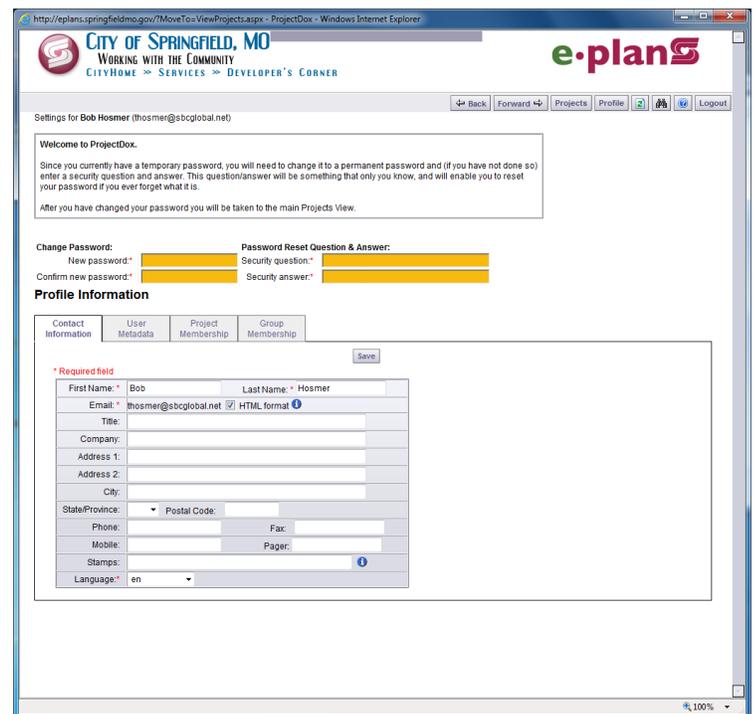
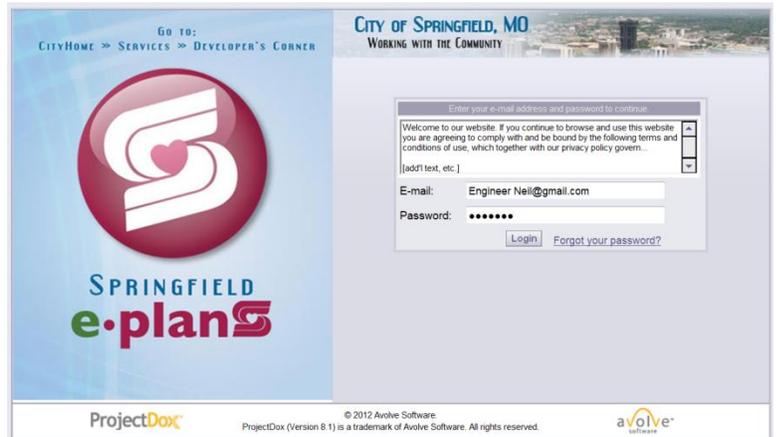


UPLOADING PLAN DRAWINGS AND DOCUMENTS

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.



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UPLOADING PLAN DRAWINGS AND DOCUMENT

Upload Your Files Continued

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 DOCUMENT

Upload Your Files Continued

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 "CITY OF SPRINGFIELD, MO WORKING WITH THE COMMUNITY CITYHOME >> SERVICES >> DEVELOPER'S CORNER". The e-plans logo is also present. Below the navigation bar, there are buttons for "Back", "Forward", "Projects", "Profile", "Logout", and "Admin". There are also buttons for "Task To Do", "Create Project", and "View Archived Projects".

The main content area displays a list of 15 recently entered project(s) out of 1657 for Matt Taylor (MTaylor@springfieldmo.gov). The list is organized into columns: Project, Options, Description, Staff, and Status. The projects listed include various sewer extensions, office buildings, and residential developments.

Below the project list, there is a table with the following columns: Project No, Task To Do, Attached To, Status, Created On, Updated On, Updated By, Zon, Date Dt, and Description. A red arrow points to the "Attached To" column for the first row, which shows "MTaylor@springf...".

Project	Options	Description	Staff	Status
2013PW0041		Overland Heights County Sewer District 212 of Section 15	Springfield PublicWorks	Request Bid Submittal
2014PW0005		County Sewer Extension for 5886 S Foxboro Trail	Springfield PublicWorks	Correction Requested
2014PW0008		SANITARY SEWER EXTENSION FOR SUSAN COULTER	Springfield PublicWorks	In Review
PRJ2014-00234		SINGLE STORY OFFICE BUILDING/3720 E SEMINOLE ST	Springfield Building	In Review
PLN2013-00365		Final development plan (Administrative)PD 313	Bob Hosmer	Resubmit Request
2013PW0082		BIG O TIRES / SEWER EXTENSION / 1543 W REPUBLIC	Springfield PublicWorks	Correction Requested
PLN2014-00053		PD 313 Final Development Plan Unit 1	Alana Owen	In Review
PLN2014-00050		Final Plat, TerraGreen Condominium Phase II, 2305 S. Blackman Rd.	Bob Hosmer	In Review
PRJ2014-00214		NEW RESIDENTIAL DUPLEX, 2 STORIES, BUILT TO RESIDENTIAL CODES/615-617 S Kickapoo	Springfield Building	In Review
PRJ2013-00829		REMOVE & REPLACE EXISTING ANTENNAS & ACCESSORY EQUIP. / 2660 E SEMINOLE	Springfield Building	Correction Requested
PLN2014-00003		Preliminary Plat, TerraGreen Condominiums Phase II, 2305 S. Blackman Rd.	Daniel Neal	Review Complete
PRE2014-00023		NEW MULTI-FAMILY DEVELOPMENT / 2420 W GRAND	Springfield Building	In Review
PRJ2013-00990		CAMBRIDGE MOTORSPORTS NEW BUILDING / 431 W BRYANT ST	Springfield Building	In Review
PRE2013-00096		NEW OFFICE BUILDING/755 N Franklin Ave	Springfield Building	Review Complete
PRJ2013-00845		CART WASH ADDITION MERCY ORTHO	Springfield Building	Approved

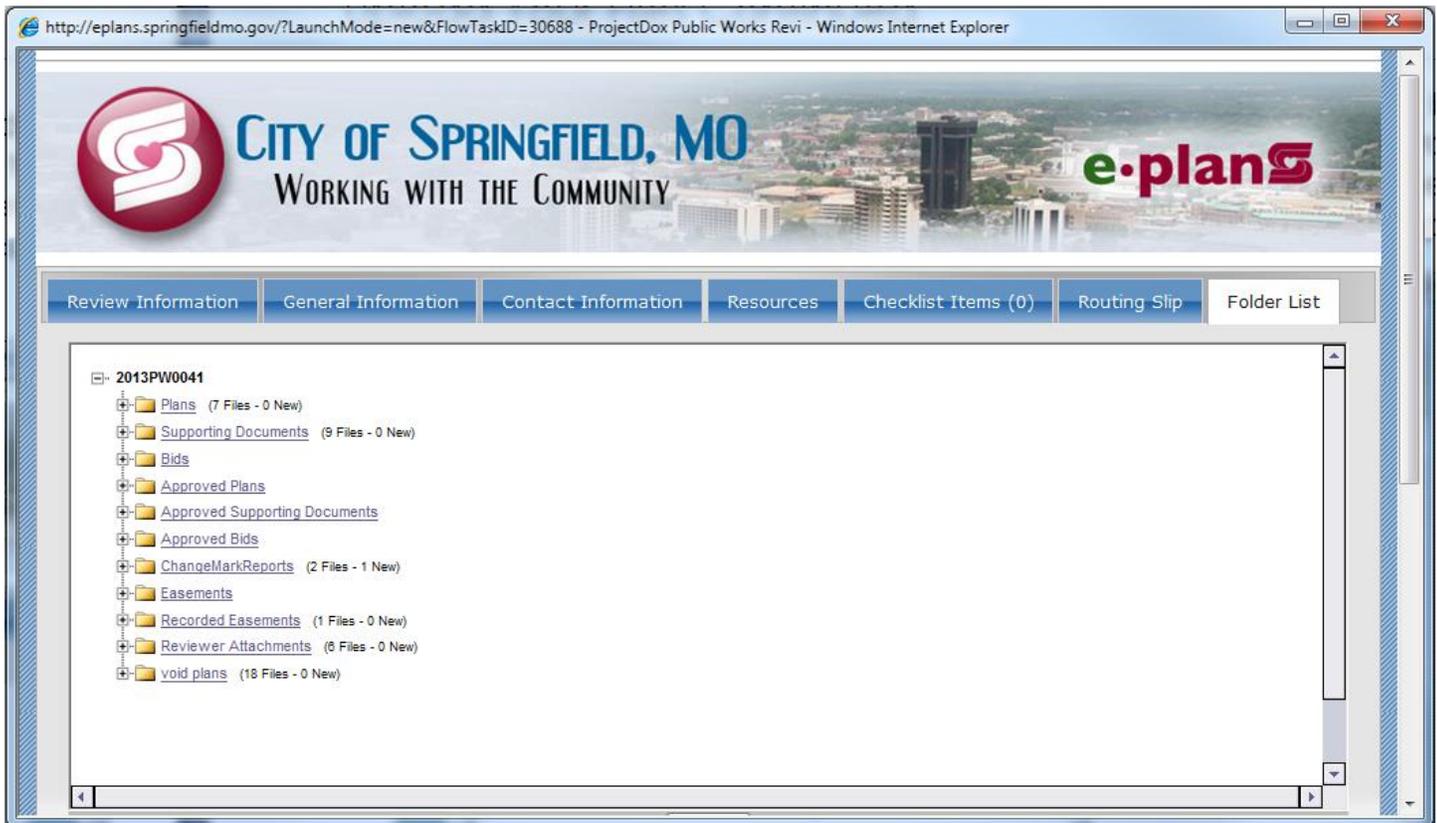
Project No	Task To Do	Attached To	Status	Created On	Updated On	Updated By	Zon	Date Dt	Description
PLN2014...	Department...	MTaylor@springf...	Pe...	2/26/2014 10:...	2/26/2014 10:...			03/03...	Request to rezone from R-LD COD #38 and GM to R-LD with COD to limit D.U. to 10 per acre (10) 4 PLEX ...
PLN2014...	Department...	ES - Clean Water...	Pe...	2/25/2014 4:1...	2/25/2014 4:1...				Final Plat of Cottages at All Saints, 2701 E. Galloway St.
2013PW...	ApplicantBid...	Applicant	Pe...	2/25/2014 10:...	2/28/2014 1:0...	MTaylor@springf...		02/28...	Overland Heights County Sewer District 212 of Section 15
PLN2014...	Department...	ES - Clean Water...	Pe...	2/24/2014 11:...	2/24/2014 11:...				Administrative Replat - Residential, 1504 S. Rogers Ave.



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.



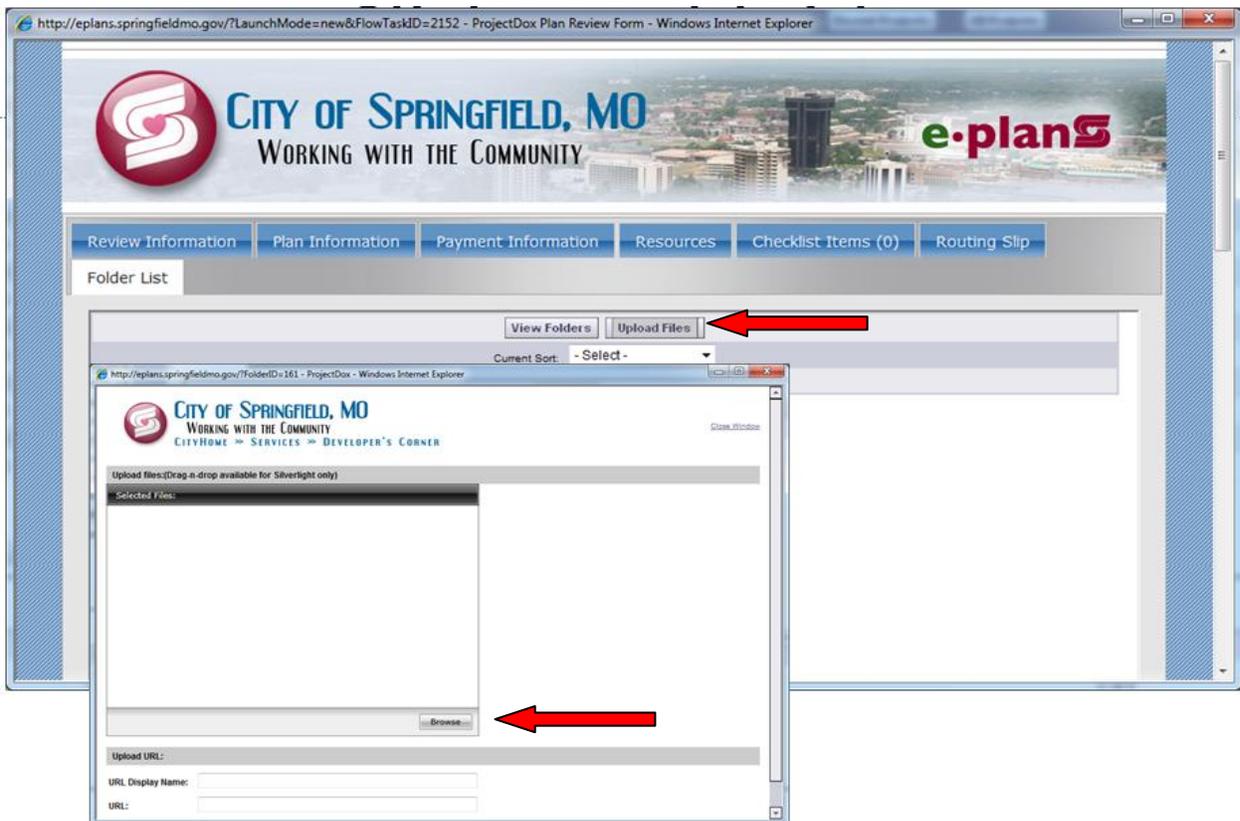
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UPLOADING PLAN DRAWINGS AND DOCUMENT

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.

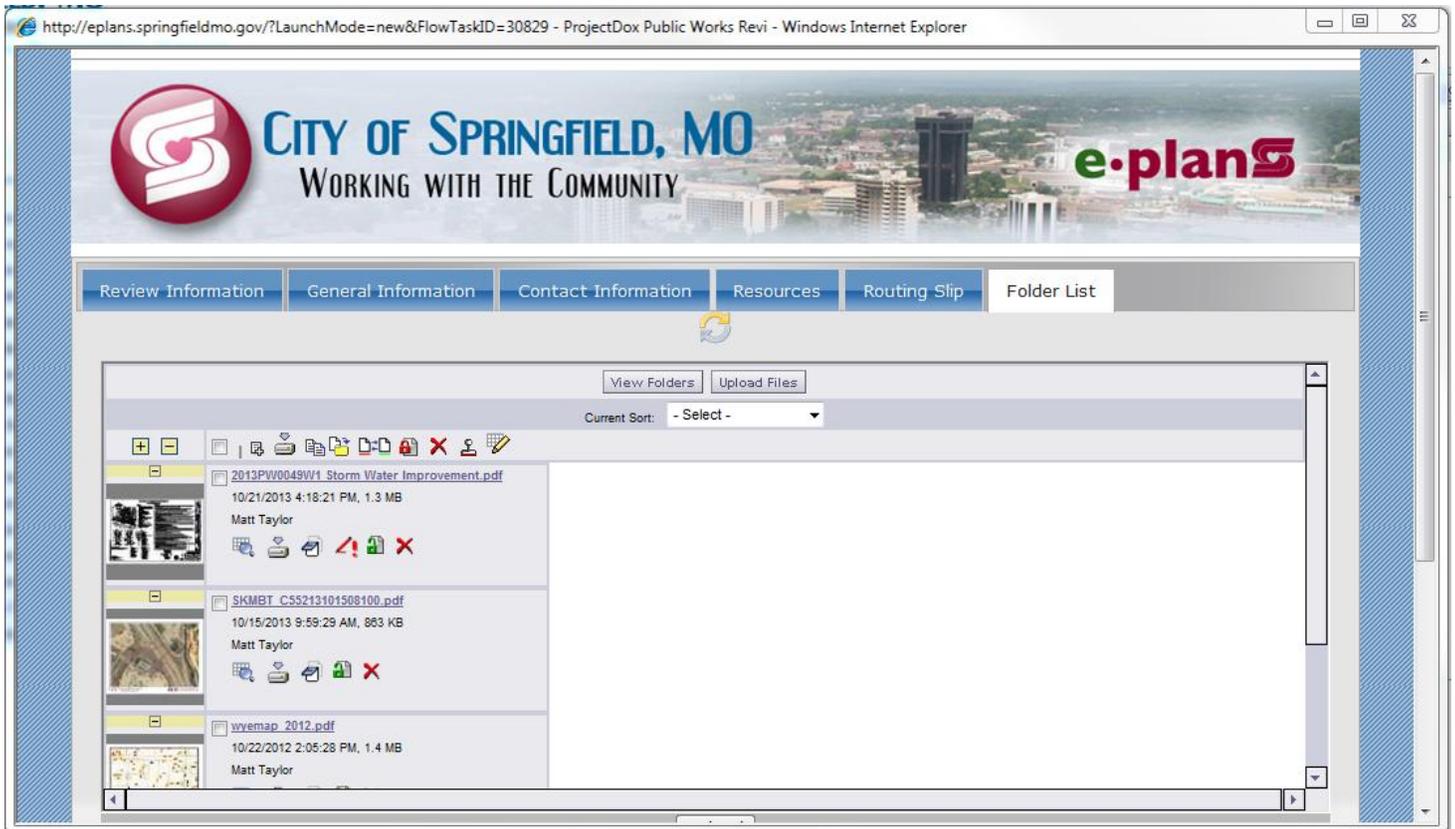




UPLOADING PLAN DRAWINGS AND DOCUMENT

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.



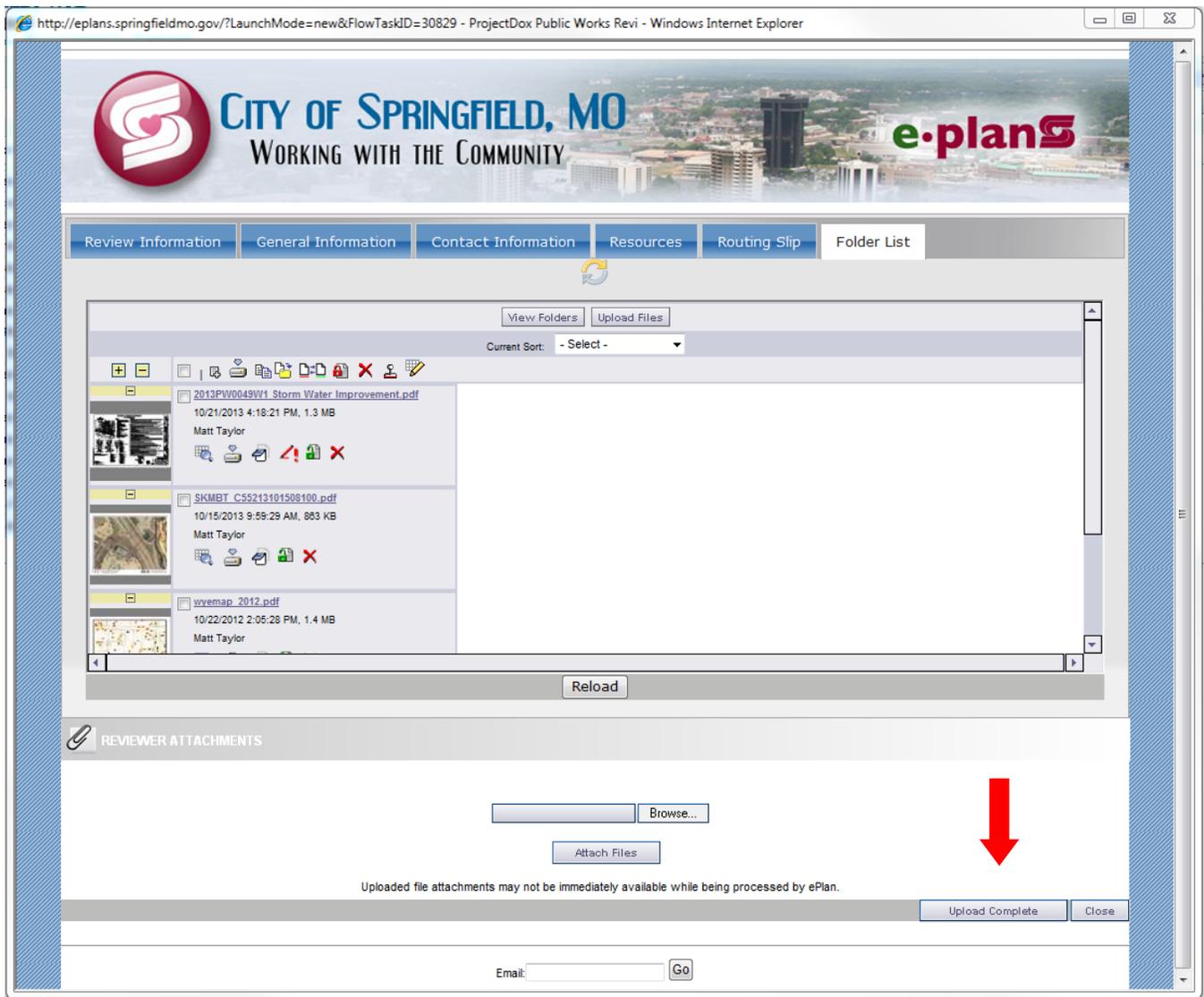
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Upload Your Files Continued

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.

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PRESCREENING

Prescreen Review Correction

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 Correction

ProjectDox Pre-Screen Correction Request Task Assignment for 2012PW0054 - Message (HTML)

Message Laserfiche Adobe PDF

Reply Reply to All Forward Delete Move to Folder Create Rule Other Actions Block Sender Not Junk Junk E-mail Safe Lists Categorize Follow Up Mark as Unread Find Related Select

From: ProjectDox@springfieldmo.gov
To: Taylor, Matt
Cc:
Subject: ProjectDox Pre-Screen Correction Request Task Assignment for 2012PW0054
Sent: Wed 2/26/2014 2:20 PM

Pre-Screen Correction Request Task Assignment

Attention Matt:

Your plan review submission for Project: **2012PW0054** has not met the minimum requirements for acceptance. You may review correction comments and requirements accessing the ProjectDox site.

When corrected plans and or documents are ready for re-submittal, please, [Login to ProjectDox](#), and follow the instructions provided for re-submittal.

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

- All corrections must be uploaded using the same file names as the original submittal
- Once corrections have been uploaded, check "I have uploaded the corrected documents and/or drawings as indicated below." on the task and click "Corrections Complete". No additional submissions will be accepted unless requested.
- Please make corrections within 180 days of this notice to avoid your Application from expiring.

Project:	2012PW0054
Task:	Correction Complete
Assigned by:	Matt Taylor
Project Access	Login to ProjectDox

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

Please do not reply to this email.

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PRESCREENING

Prescreen Review Correction

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 "CITY OF SPRINGFIELD, MO WORKING WITH THE COMMUNITY CITYHOME >> SERVICES >> DEVELOPER'S CORNER". The e-plans logo is also present. Below the navigation bar, there are buttons for "Back", "Forward", "Projects", "Profile", "Logout", and "Admin".

The main content area displays a list of 15 recently entered projects. The table below shows the details of these projects:

Project	Options	Description	Staff	Status
2012PW0054		PW FEE TEST	Springfield PublicWorks	Resubmit Request
2013PW0041		Overland Heights County Sewer District 212 of Section 15	Springfield PublicWorks	Request Bid Submittal
PLN2014-00008		Preliminary Plat, National Commons Condominium, 4109 S. National Ave.	Daniel Neal	Review Complete
2014PW0005		County Sewer Extension for 5886 S Foxboro Trail	Springfield PublicWorks	Correction Requested
2014PW0008		SANITARY SEWER EXTENSION FOR SUSAN COULTER	Springfield PublicWorks	In Review
PRJ2014-00234		SINGLE STORY OFFICE BUILDING/3720 E SEMINOLE ST	Springfield Building	In Review
PLN2013-00365		Final development plan (Administrative)PD 313	Bob Hosmer	Resubmit Request
2013PW0082		BIG O TIRES / SEWER EXTENSION / 1543 W REPUBLIC	Springfield PublicWorks	Correction Requested
PLN2014-00053		PD 313 Final Development Plan Unit 1	Alana Owen	In Review
PLN2014-00050		Final Plat, TerraGreen Condominium Phase II, 2305 S. Blackman Rd.	Bob Hosmer	In Review
PRJ2014-00214		NEW RESIDENTIAL DUPLEX , 2 STORIES, BUILT TO RESIDENTIAL CODES/615-617 S Kickapoo	Springfield Building	In Review
PRJ2013-00829		REMOVE & REPLACE EXISTING ANTENNAS & ACCESSORY EQUIP. / 2660 E SEMINOLE	Springfield Building	Correction Requested
PLN2014-00003		Preliminary Plat, TerraGreen Condominiums Phase II, 2305 S. Blackman Rd.	Daniel Neal	Review Complete
PRE2014-00023		NEW MULTI-FAMILY DEVELOPMENT / 2420 W GRAND	Springfield Building	In Review
PRJ2013-00990		CAMBRIDGE MOTORSPORTS NEW BUILDING / 431 W BRYANT ST	Springfield Building	In Review

Below the project list, there is a pagination control showing "Page 1 of 1 (15 items)".

A red arrow points to the "Task To Do" column in the detailed view table below:

Project Name	Task To Do	Attached To	Stati	Created On	Updated On	Updated By	Zor	Date D	Description
2012PW0054	CorrectionComplete	Applicant	Pe...	2/26/2014 2:...	2/26/2014 2:...	MTaylor@sprin...			PW FEE TEST
PLN2014-00064	DepartmentReview	ES - Clean Wat...	Pe...	2/26/2014 1:...	2/26/2014 1:...		03/0...		Pre-Subdivision, Preliminary Plat, 3171 N. Park Ave.
PLN2014-00060	DepartmentReview	MTaylor@sprin...	Pe...	2/26/2014 1:...	2/26/2014 1:...		03/0...		Request to rezone from R-LD COD #38 and GM to R-LD with COD to limit D.U. to 10 per acre (10...
PLN2014-00031	DepartmentReview	ES - Clean Wat...	Pe...	2/25/2014 4:...	2/25/2014 4:...				Final Plat of Cottages at All Saints, 2701 E. Galloway St.
2013PW0041	ApplicantBidSubmittal	Applicant	Pe...	2/25/2014 1:...	2/26/2014 1:...	MTaylor@sprin...	02/2...		Overland Heights County Sewer District 212 of Section 15
PLN2014-00032	DepartmentReview	ES - Clean Wat...	Pe...	2/24/2014 1:...	2/24/2014 1:...				Administrative Replat - Residential, 1504 S. Rogers Ave.

Below the detailed view table, there is another pagination control showing "Page 1 of 1 (6 items)".

At the bottom of the browser window, there is a status bar with "Trusted sites | Protected Mode: Off" and a zoom level of "99%".

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 | CityUtilities - 831-8888
 Environmental Services - 864-1919 | Public Works - 864-1900 | Zoning and Subdivision - 864-1031



PRESCREENING

Prescreen Review Correction

The screenshot shows a web browser window with the URL <http://eplans.springfieldmo.gov/?LaunchMode=new&FlowTaskID=3918>. The page title is "ProjectDox Building Review Fo". The browser's address bar shows "ChangeMarkReports".

At the top of the page, there is a "Reload" button. Below it is a section titled "REVIEWER ATTACHMENTS" with a paperclip icon. This section contains a "Browse..." button and an "Attach Files" button. A message states: "Uploaded file attachments may not be immediately available while being processed by ePlan."

The "Task Instructions" section contains a checkbox that is checked, with a red arrow pointing to it. The text next to the checkbox is: "I have uploaded the corrected documents and/or drawings as indicated below." Below this checkbox is a text area containing the text: "The drawing was not sealed by the design professional."

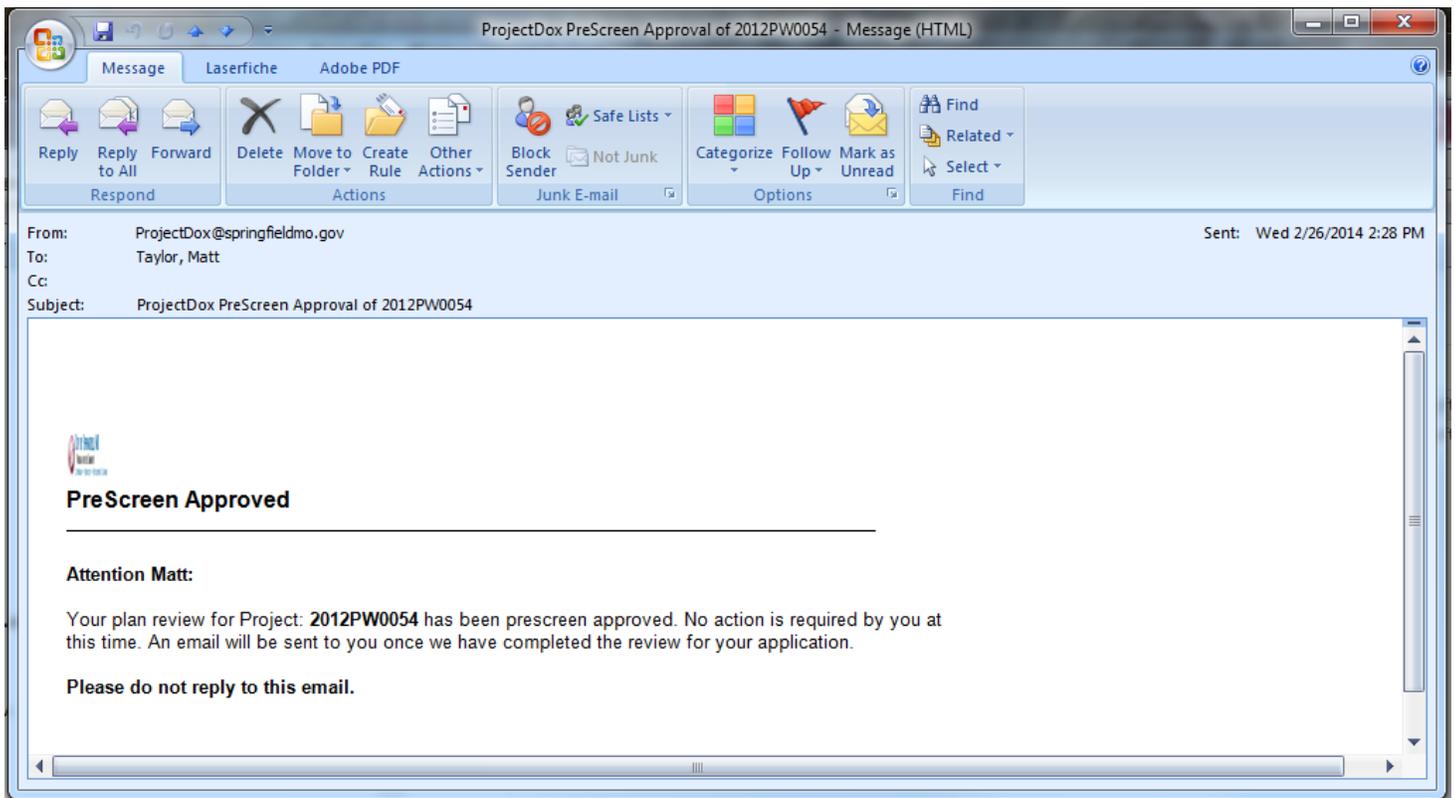
At the bottom of the page, there are four buttons: "Complete", "Save", "Save And Close", and "Close". Below these buttons is an "Email:" label followed by an input field and a "Go" button.



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

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.

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RESUBMITTALS AND REVISIONS

Review Requested Corrections

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

Filter by Department: []

[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

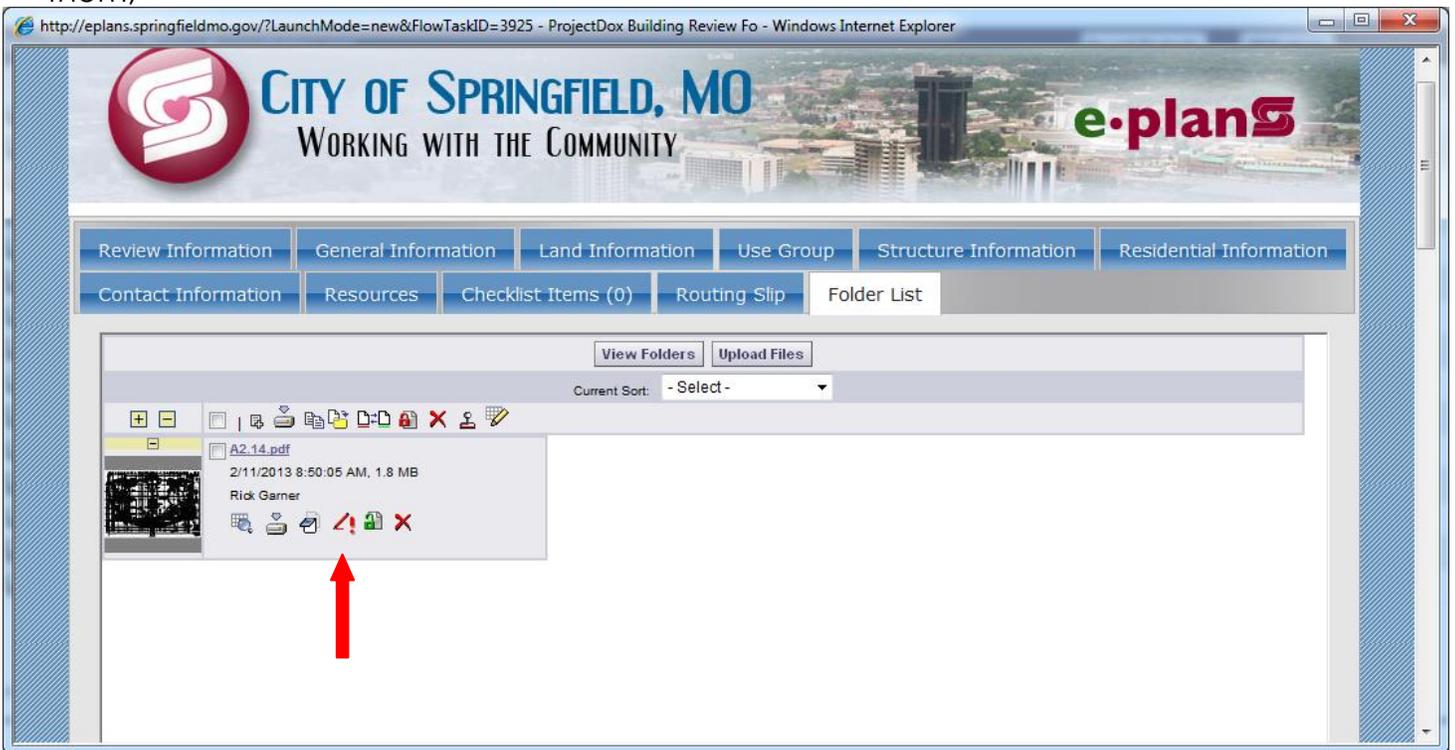
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RESUBMITTALS AND REVISIONS

Review Requested 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;

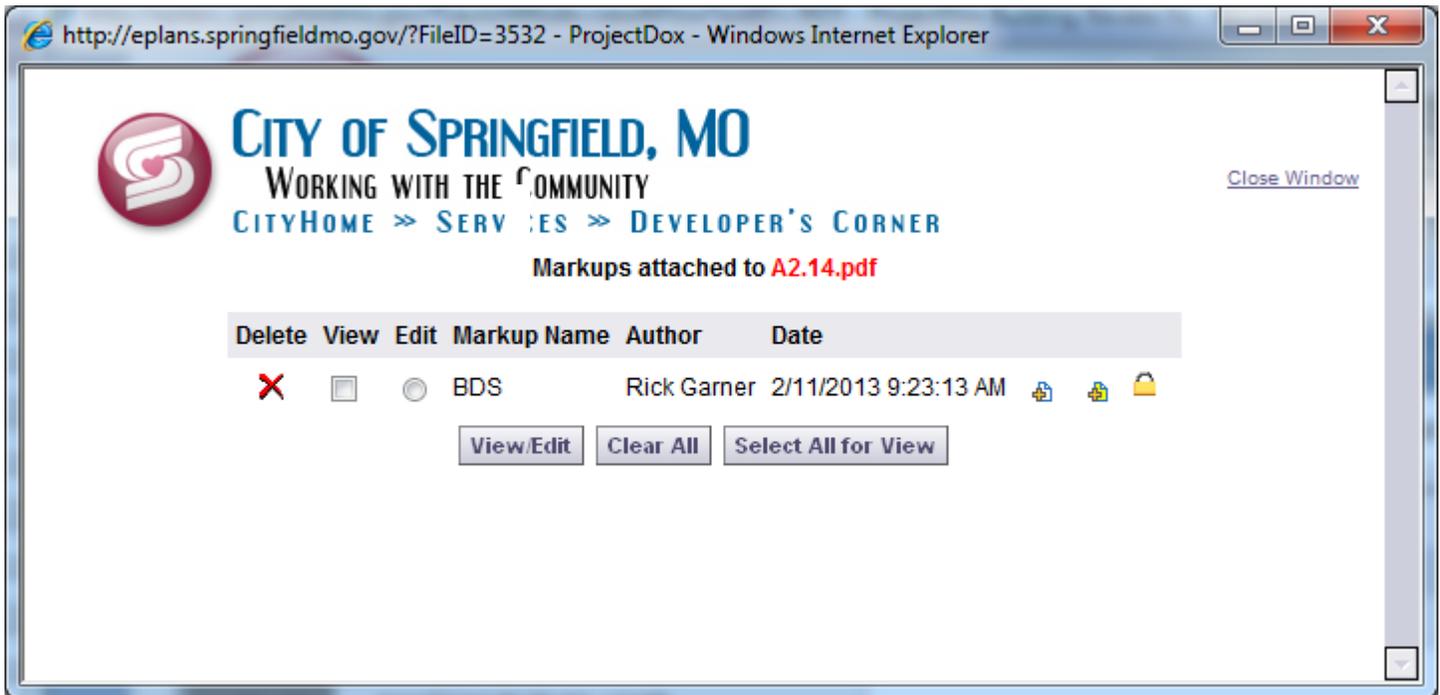


7. Select the **red mark-up icon**, this will prompt a Mark-Up pop-up window.



RESUBMITTALS AND REVISIONS

Review Requested 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.

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RESUBMITTALS AND REVISIONS

Review Requested 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

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

EXPANSION JOINT

DECK

MEETING ROOM 2

MEETING ROOM 1

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

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

PLUMBING LOCATION TO BE CONFIRMED IN SITE

OVERFLOW SCUPPER

NEW TRELLIS W/RE DETAIL

GATEWAY VILLA CASINO HOTEL & CONVENTION CENTRE

4331 & 4431 DOMINION STREET, BURNABY, BC

Project Title

City of Springfield

BDS CM1

Rick Garner 02/11/2013 09:23 AM

Need to provide occupant load information to verify 2 doors are adequate.

Add Reply

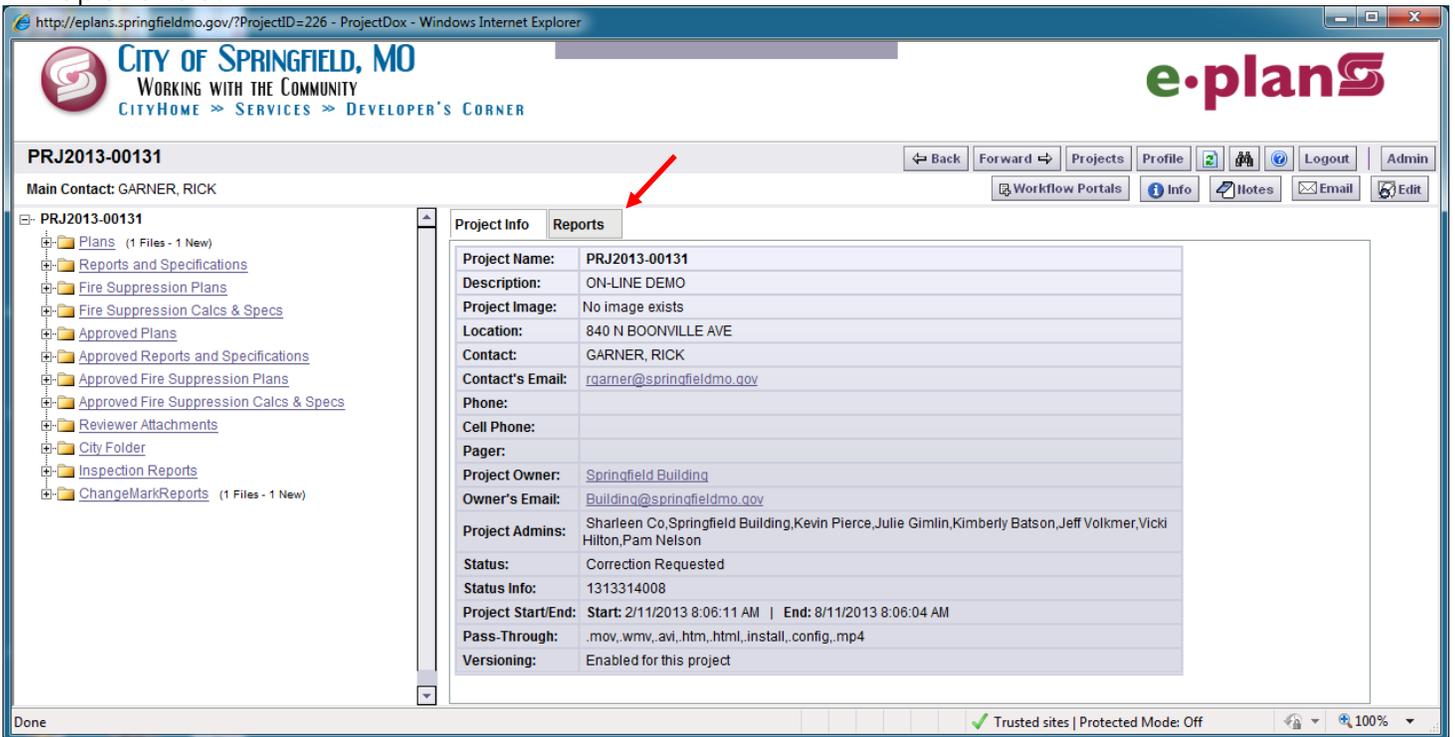
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RESUBMITTALS AND REVISIONS

Review Requested 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

Review Requested Corrections

The screenshot shows the e-plans web application interface for project PRJ2013-00131. The left sidebar displays a folder tree with 'ChangeMarkReports' highlighted. The main content area shows a table of available reports. Red arrows point from the 'ChangeMarkReports' folder to the 'Current Project - Department Review Status' and 'Current Project - Project Markups Listing' reports in the table.

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 checkboxes, both of which are checked:

- 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.

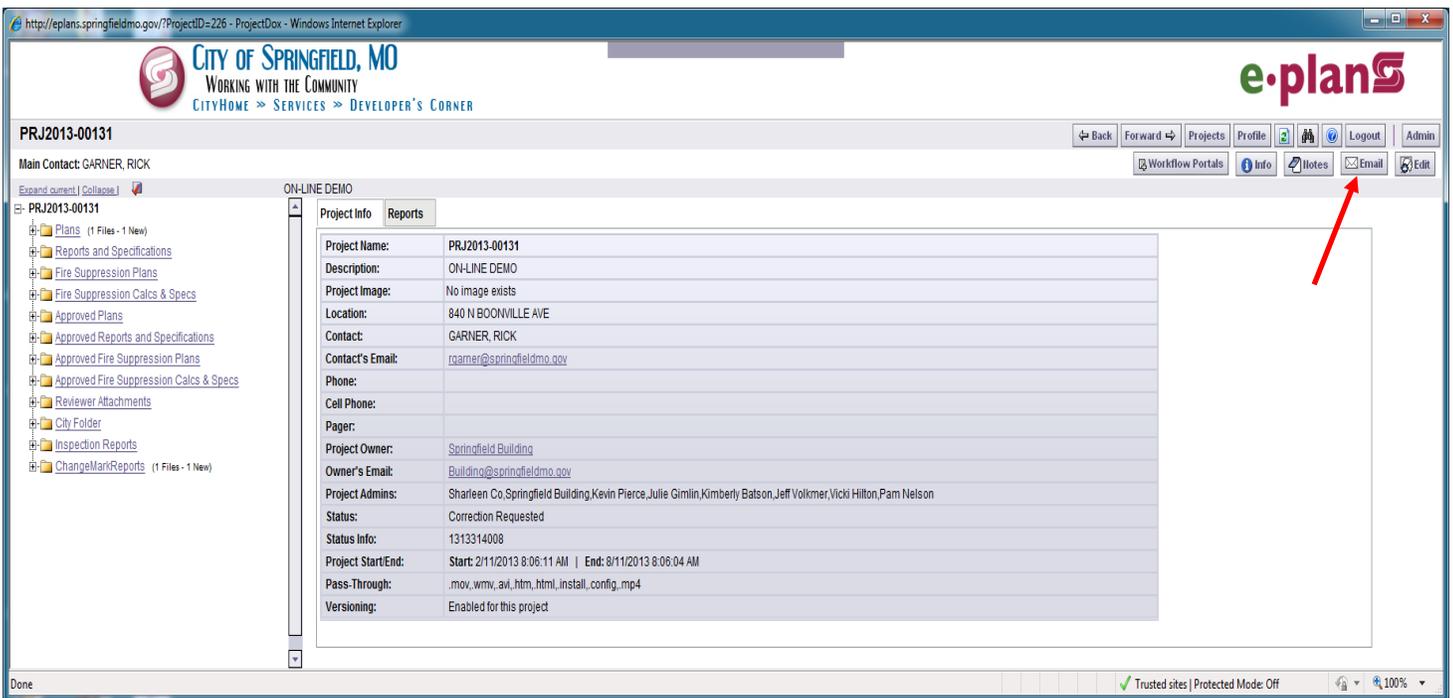
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RESUBMITTALS AND REVISIONS

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.





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.

The plans are then routed for review again and the reviewers will either approve or disapprove the newly uploaded plans. This process will continue until all plan reviewers have approved the plans.

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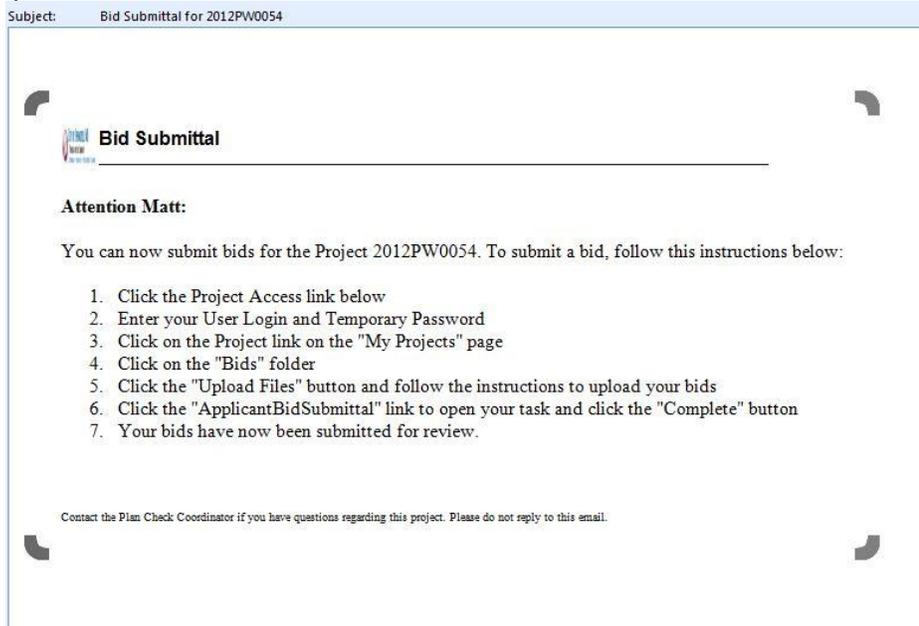
PLAN APPROVALS

Plan Approval and Bid Upload

Once all comments have been addressed and all reviewers have approved the plans, the applicant will receive a notification that the plans are approvable.

Before the project can begin construction, the applicant has to pay all required fees before the plans can be filed. These will include Engineering and Inspection fees and possibly trunkline connection fees, pump station maintenance fees, and stormwater fees. The Engineering and Inspection fees are 5% of the construction contract for the public improvements. In order to calculate this, the applicant has to upload a valid construction contract or bid for review.

After the plan approval notification is sent, the applicant will also receive an invitation to upload a construction contract.

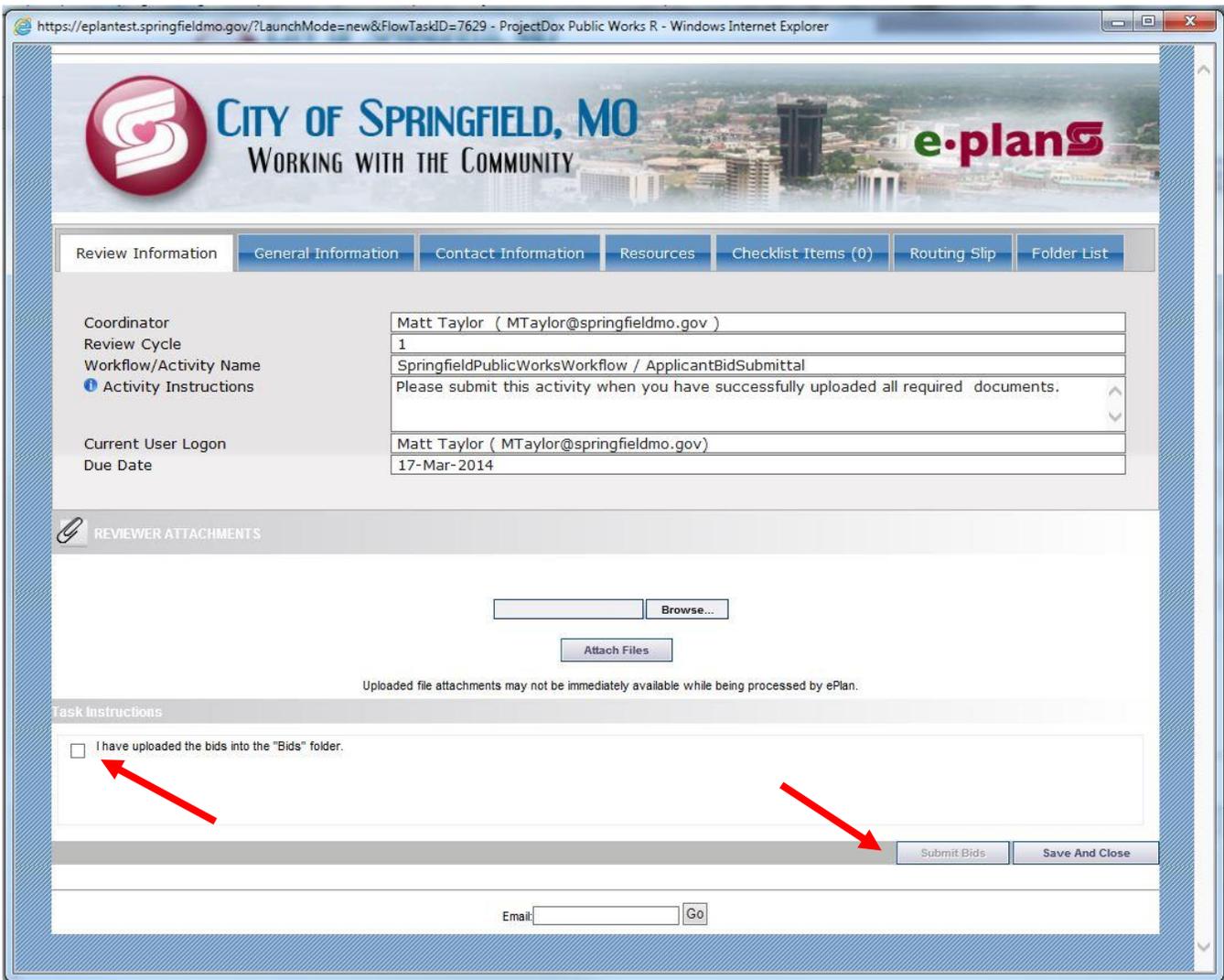




PLAN APPROVALS

Plan Approval and Bid Upload

These are uploaded into the “bids” folder on the project folder listing. The applicant also has a task that has to be completed just like the plan upload procedure. Be sure to check “upload complete” and then the “submit bids” button. The “submit bids” button will not be selectable until the upload button has been checked.



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PLAN APPROVALS

Bid Approval and Paying of Fees

The uploaded contract or bid must be itemized and broken down by type of improvement, i.e., street, stormwater, sidewalk, grading, erosion control and sanitary sewer.

Before the bid can be approved, all required easements, engineering reports, stormwater calcs, consent to annexations or other required documents must be submitted and approved.

Once the bid is approved, the fees will be calculated and the applicant will receive an email with the total amount due. The email will also include instructions for paying the fee online however payments can still be taken in person or by mail.



Project Review Approval Notification

Attention Matt:

Thank you for using the City of Springfield e-Plan Review System.

Congratulations, Project "2012PW0054" has passed the plan review process.

The approved plans and documents can be downloaded after all pending plan review fees have been paid. The amount due for the review is \$2,467.05. You have 2 years to pay for the amount, otherwise the application will be closed.

Project:	2012PW0054
Task:	PendingPayment
Assigned by:	Matt Taylor
Project Access	Login to ProjectDox

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

Please do not reply to this email.

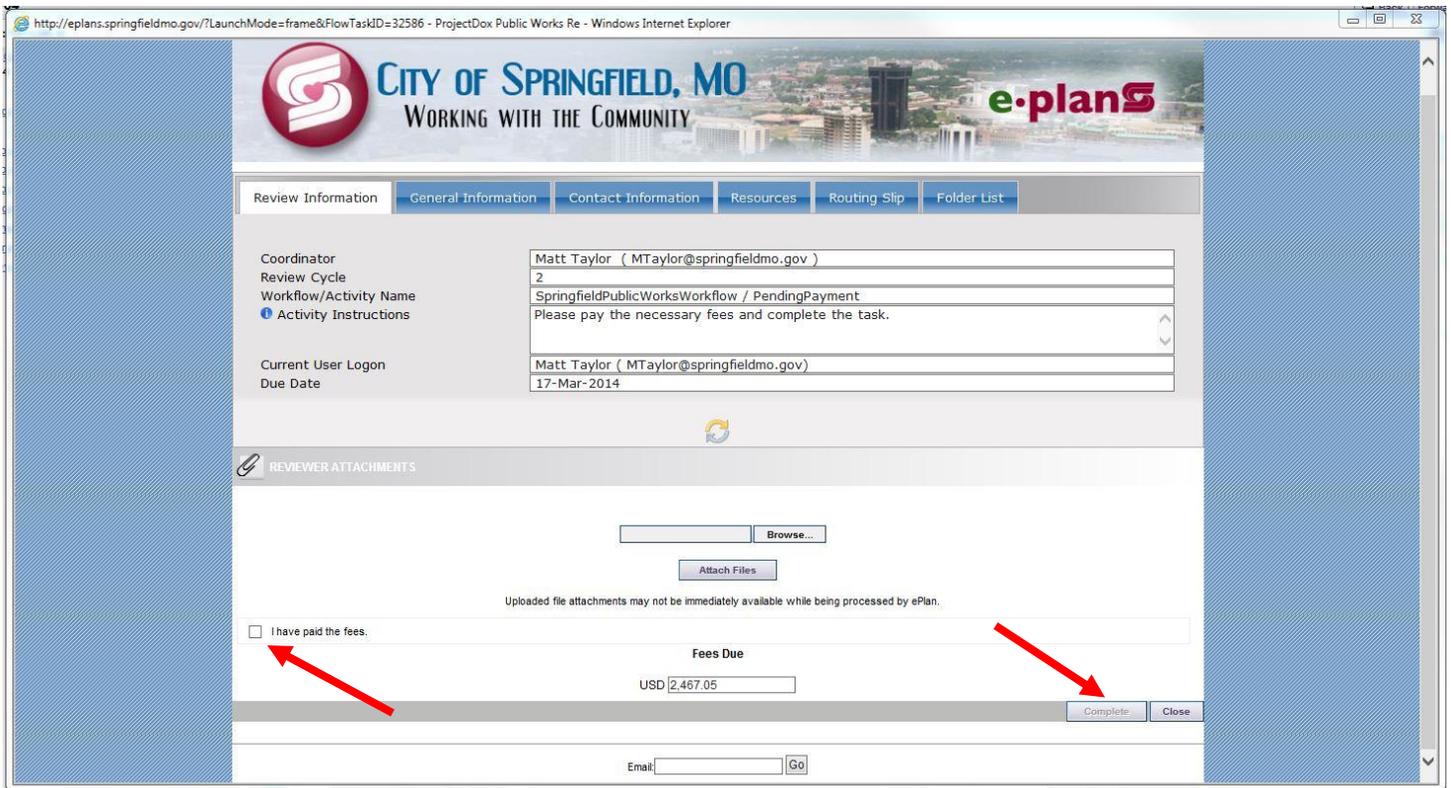
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PLAN APPROVALS

Bid Approval and Payment of Fees

When the bid is approved, the applicant will also receive a task that needs to be completed in ProjectDox. The project fees need to be paid before this task can be completed. The applicant will need to check the "fees paid" button and then click the "complete" button to complete the task. The "complete" button will not be selectable until the city has verified that payment has been made and the applicant has selected the "fees paid" button.



http://eplans.springfieldmo.gov/?LaunchMode=frame&FlowTaskID=32586 - ProjectDox Public Works Re - Windows Internet Explorer

CITY OF SPRINGFIELD, MO
WORKING WITH THE COMMUNITY

e-plans

Review Information | General Information | Contact Information | Resources | Routing Slip | Folder List

Coordinator: Matt Taylor (MTaylor@springfieldmo.gov)
 Review Cycle: 2
 Workflow/Activity Name: SpringfieldPublicWorksWorkflow / PendingPayment
 Activity Instructions: Please pay the necessary fees and complete the task.
 Current User Logon: Matt Taylor (MTaylor@springfieldmo.gov)
 Due Date: 17-Mar-2014

REVIEWER ATTACHMENTS

Browse...
 Attach Files

Uploaded file attachments may not be immediately available while being processed by ePlan.

I have paid the fees.

Fees Due
 USD 2,467.05

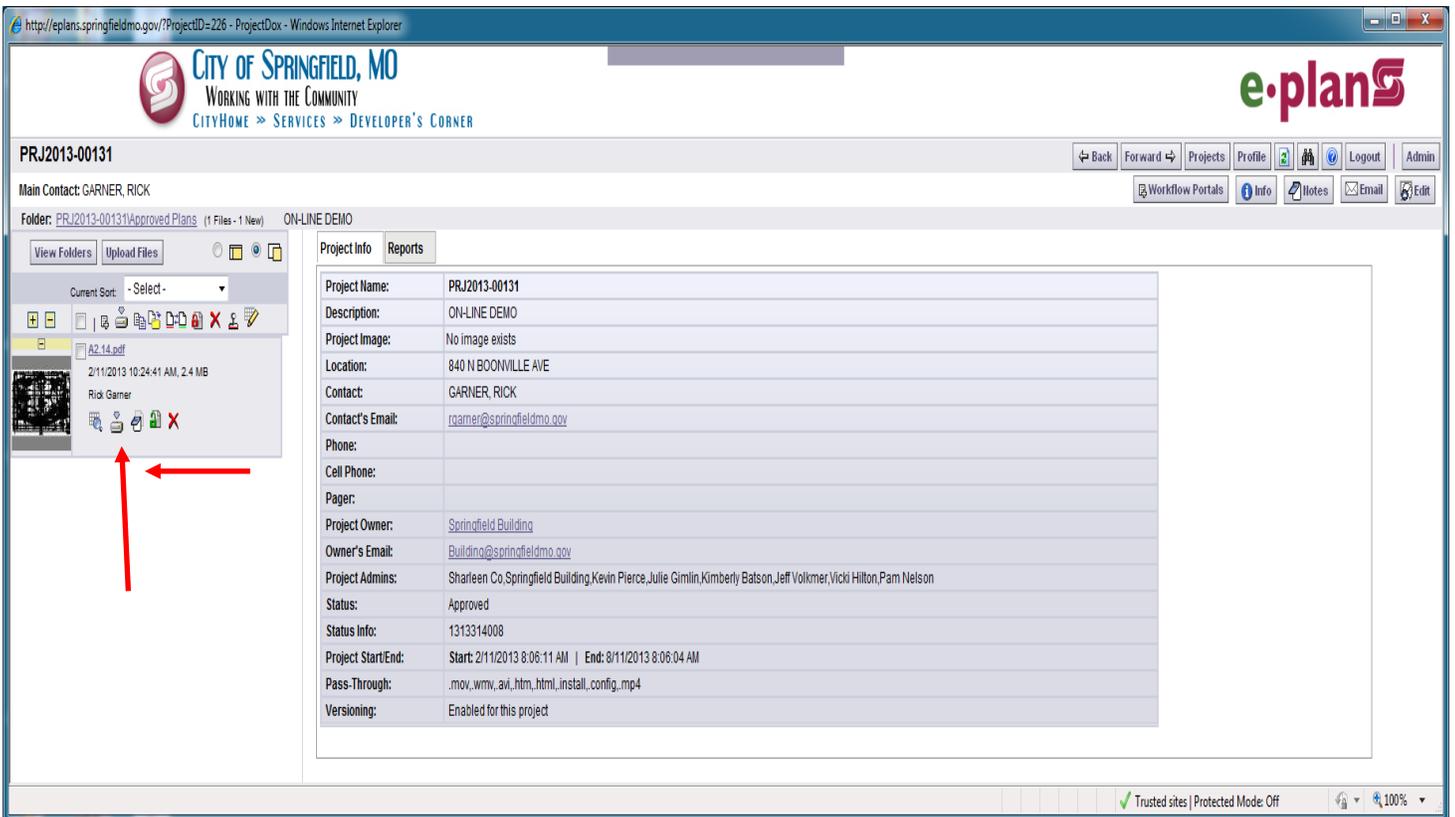
Complete Close

Email: [] Go

PLAN APPROVALS

Plans Stamped and Approved for Downloading

When your engineering and inspection fees are paid, the plans are programmatically stamped and copied to the "Approved Plans" folder. You will receive an email notification that the plans are available for download. You can now download the approved plans by selecting the files to download and using the download button.



The plan review process is now complete and can proceed to construction after arranging for inspection.



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/permitstatus>

For all questions regarding sanitary sewer permit status, contact:

Department of Environmental Services

Phone: 417-864-1921

Email: city@springfieldmo.gov

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

Department of Public Works

Phone: 417-864-1901

Email: city@springfieldmo.gov

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