



Plans User Guide

Version.5.0

ProjectDox

By
Avolve Software

dcaplanreview.nj.gov



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NJDCA ePlans

NJDCA ePlans is a web-based solution that will allow building plans to be submitted and reviewed electronically.

Getting Started

Review the standards for how to name your drawing and documents files, border spacing, acceptable file formats, etc. (See [File Standards](#), below.)

Plan Review Questions

Questions that are related to Plan Review and are not computer related or technical in nature should be directed to the team supervisor at 609-984-7850 or planreviewintake@dca.nj.gov.

Note: If you have discipline-specific, Code-related question please contact the DCA Reviewer directly.

Computer / Technical Support

For computer related / technical issues please submit an ePlans Helpdesk Request by going to <https://fs1.formsite.com/dcanet/form99/index.html>. Please be as specific as possible when describing your issue. Or you can go to the DCA ePlans web page at <https://www.nj.gov/dca/codes/offices/ePlans.shtml> and review the documentation found there.

System Requirements

- You may use, Microsoft Edge, Google Chrome, or Firefox to access the ePlans system.
- Prior to logging into ePlans, the following actions must be completed:
 - If your computer has **pop-up blockers** installed, disable pop-up blocking for the ePlans system's web address (<https://dcaplanreview.nj.gov>). If pop-up blockers are still active, when you type in your login and password and hit the Login button, the page will immediately disappear. You might have more than one pop-up blocker installed. Once the dcaplanreview.nj.gov site is allowed, you will be able to run the application.

Security Timeout

Due to security and resource concerns, the system will automatically sign you out after 60 minutes of inactivity. When you are ready to resume working with the system, click any button on the screen. The system will automatically load the login page. You can also close the web browser window and reload the login page manually in a new browser window.

File Standards

Required Files

Scope of Work – a brief narrative describing the work to be performed.

For renovations or additions to existing structures, the Scope of Work will fully describe any current existing conditions (i.e., building Use Group(s), Construction Type, Height & Area, extent of demolition, etc.), the new intended use of the structure or spaces within the structure, Project construction phasing (if applicable), and all proposed new work.

For new structures, the Scope of Work will fully describe the intended building (i.e., building Use Group(s), Construction Type, Height & Area, etc.), the intended use of the structure or spaces within the structure, Project construction phasing (if applicable), and all work to be done.

Drawing and Specification Files – All required drawings following State standards for submission (along with other information required by the **Plan Submission Checklist** found in the [Plan Review Instructions](#), available on the Bureau of Construction Project Review site <https://www.nj.gov/dca/codes/offices/bcpr.shtml>.

Index – A listing of all project drawings that must be uploaded into the **Index** sub-folder under **Drawings**. The index may be appended through the course of the project, but existing files on the index must not be renamed.

Narratives – Provide a formal narrative with initial Project submissions and the initial submissions of Project amendments. Upload the narrative into the main Document folder.

IMPORTANT: Supporting Document Files – All other required files that are part of the plan submission but are not drawing files (i.e. Drainage Calculations, Easement letter, Certifications, etc.) and will not require a DCA Release stamp.

Layout Standards

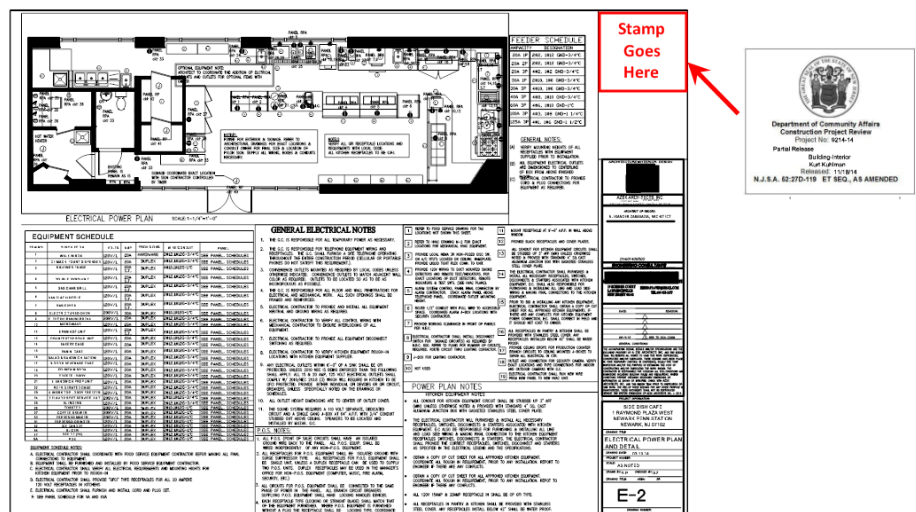
Drawings

All uploaded drawings must be configured in **LANDSCAPE** orientation.

The top right corner of all drawings must be reserved for NJDCA's electronic release stamps. Please leave the top right corner completely blank on all drawings (with the exception of the border). Stamp location box dimensions should be 3" width x 3" height (3/4" from edge of paper in both directions).

Specifications

The top right corner of the first page must be reserved for NJDCA's electronic release stamps. Please leave the top right corner completely blank (with exception of the border). Stamp location box dimensions should be 3" width x 3" height (3/4" from edge of paper in both directions).



Signatures and Seals

! Digital Seals and Signatures

As of **January 1, 2019**, the Plan Review Bureau in DCA is mandating that all signed and sealed documents are submitted with digital signatures and seals. Please see the following DCA web page for details <https://www.nj.gov/dca/codes/offices/bcpr.shtml>. Digital seal information is located under the section titled Related Form and Publications.

IMPORTANT: Plans to be uploaded should be exported as PDFs ***directly from the design software***. **Do not** print the plans, manually sign and seal them, and then scan the plans for upload into the ePlans system. Scanning the printed drawings degrades the images and causes details to be lost, making it difficult for reviewers to accurately evaluate the plans.

Scanned images will be returned for resubmittal per the above instructions.

! Final Plans

An embossed seal and wet signature are required only on the printed, released plans that will reside on the work site and that are needed for permits to be issued.

IMPORTANT: For state building projects, it is not necessary to submit printed plans to the NJ Department of Community Affairs.

File Naming Standards

! Filenames

To prevent system issues, file names **may not be more than twenty-five characters long** and **may not contain any special characters** such as ampersands (&), periods (.), asterisks (*), etc. The **file name** of any uploaded drawing **should match the drawing name/number** (Ex. A-101 First Floor.pdf). This will ensure that the file names are short and easy to identify.

File Format Standards

PDF is the required file type for plans, and it is recommended that drawings created in AutoCAD be converted to Vector PDF by using the Autodesk Vector Graphic Converter “DWG to PDF.pc3 plotter driver.”

PDF files should be optimized and should not contain layers. This improves file viewing performance and helps to reduce files size. **File size should be kept to under 5MB.** Smaller file sizes help drawings load faster in the viewer and are less likely to cause problems when being stamped for release.

If drawings are electrical, mechanical, plumbing/gas, etc., ensure that only the trade lines are dark by changing the background to grayscale prior to saving as a vector PDF file.

Supporting files may be in the following formats: PDF, DOC, DOCX, XLS, XLSX, PPT, PPS, PPTX, TIF, TIFF, JPG, PNG, IMG, or BMP.

Please submit searchable PDF files for calculations, reports and other supporting documentation (non-drawing files).

Folder Structure

The Project folder structure is separated into four main folders: **Drawings & Specifications, Documents, Amendments to Released Drawings** and **Released**.

The **Drawings & Specifications, Documents** and **Amendments to Released Drawings** folders each contain subcode folders. A small triangle icon to the left of the folders allows you to expand or contract the list of subcode folders.

Drawing & Specifications Folder



Drawings

- Each drawing must be uploaded *as a separate file* to the **appropriate subcode folder** within the **Drawings & Specifications** folder for the Project.
- The index of the drawing files is uploaded into the **Index** sub-folder.

Corrected files are uploaded into the **SAME** folders as the original files with the **SAME FILE NAMES** as the original files. The ePlans system will assign versions to each file.



Specifications

- Specifications must be saved as one **full and complete document**.
- Individual copies of this document must be uploaded into **each** of the appropriate subcode folders within the **Drawings & Specifications** folder for the **Project**.
- The associated subcode must be incorporated into each file name. This will allow each copy of the specifications to be stamped by the appropriate reviewer.

NOTE: The **Elevator Layouts** folder should only contain elevator layout drawings and elevator subcode technical sections.

Documents Folder

- Each document (for example, truss calculations, geotechnical reports, etc.) is uploaded *as a separate file* into the **appropriate sub-folder** within the **Documents** folder for the Project.

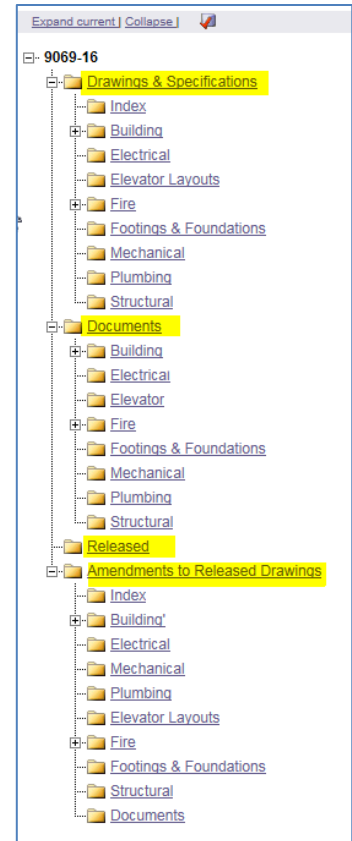
Amendments to Released Drawings Folder



- This folder is only for drawings and specifications that are associated with a Project Amendment.
- Follow the same instructions as the Drawing & Specifications Folder.

Released Folder

When all corrections are complete and the plans are released by NJDCA, they will be in the **Released** folder. Released plans may be downloaded and printed.



DOs and DON'Ts

DO “accept” a Task (by clicking on the name of the Task) before you upload new plans or files.

DO click the appropriate button to “complete” a task when you have finished it, like **Upload Complete**. If the Task is not completed, DCA will be unable to move forward with the review.

DO circle your changes, comments, or modifications in **RED**, to make it easier for reviewers to find them.

DO upload a narrative into the proper subcode folder whenever files are submitted for that subcode. **For example:** *if you are submitting (or re-submitting) files for electrical and plumbing subcodes, include a narrative for those two subcodes and save them in the corresponding documents folders.*

DO make sure to affix digital seals to all files that need to be released.

DON'T use special characters or use **more than twenty-five characters** in a file name.

DON'T upload files that contain layers and which have not been optimized for viewing.

DON'T upload files to a specific subcode review unless you have a Task for that subcode.

For example, if you recently re-submitted your Electrical drawings for subcode review; do not upload any *additional* Electrical drawings until a Task has been assigned to you for Electrical. Files *may* be uploaded for *other* subcodes (like Plumbing, Mechanical, etc.), if a Task has been assigned for the subcode. If additional drawings or files are uploaded to a sub code that is currently with DCA for review it causes confusion and may delay DCA's ability to complete a review.

DON'T leave Applicant Response fields blank when returning corrections. Use the Applicant Response boxes to address each changemark *individually*. If you have no response or if no response appears necessary, please enter *something* like **no response**, **acknowledged**, or **N/A** so the reviewer knows that you saw the comment.

Logging into DCA's ePlans System

How to get to the login screen—

Go to <http://dcaplanreview.nj.gov> – the **Welcome** screen will be displayed
or

At the DCA Website Home Page <http://www.nj.gov/dca> —

- Click on **Electronic Plan Review System**.



At the **Electronic Plan Review** page—

- Scroll down and click on **ePlans Login Page**.

ePlans Login Page

Click on the above link to access the ePlans login page.

- If you are an existing ePlan user, skip to step 3.
- If you are new to ePlan, create an ePlan account by clicking the **Create an Account** button and following the instructions on the screen.
 - Fill in all the required fields.
 - Click the **Create My Account** button.
 - Enter the **Verification Code** (that was automatically sent to the email address you entered when you click the **Create My Account** button).

- Login** using your **Email** address and **Password**.

Navigating the Home Screen/Dashboard

At the **Home** screen, you may—

- Start a new application.
- Quick access to existing projects
- View all project
- Manage existing projects using the **ACTION** Icons—

- Edit
- Copy
- Delete

PROJECT	DESCRIPTION	LOCATION	STATUS	ACTION
NAER-13220	test	State of NJ	In Review	Open
NAER-14864	2.1 Upgrade Test 9 07-01-2019	State of NJ	Applicant Updated	Open
0011-01	2.2 Upgrade Test 10 07-04-22 - 2.2 Upgrade	State of NJ	Applicant Updated	Open
0012-01	2.3 Upgrade Test 11 07-05-22 - 2.3 Upgrade	State of NJ	In Review	Open
0012-02	2.4 Upgrade Test 11 07-05-22 - 2.4 Upgrade	State of NJ	In Review	Open

PROJECT #	NAME	TYPE	UPDATED ON	ACTION
NJRP-17403	test	1. New Plan Review Application Paying by ELECTRONIC PAYMENT	05/02/2023	George Sample
NJRP-17395	123	2. New Plan Review Application Paying by PAYER CHECK	05/01/2023	George Sample
SUP-16674	Amending NJRP-15182	3. Amendment Application for Projects Started AFTER April 1st, 2019	10/06/2022	George Sample

Starting a new application

The screenshot shows a web form with a 'Type:' label and a dropdown menu. The dropdown is open, displaying five options: '1. Plan Review Application - ELECTRONIC PAYMENT OPTION', '2. Plan Review Application - PAPER CHECK PAYMENT OPTION', '3. Plan Review Application - FEE EXEMPT ENTITIES ONLY', '4. Amendment Application - All Projects', and '5. Amendment Application - Legacy Projects Only'. A 'Name:' label is visible to the left of the dropdown. A 'Start' button is partially visible at the bottom left.

4. Select a **Request Type** from the drop-down list. (**Pay close attention to payment options**)

Request types are:

- 1. Plan Review Application - ELECTRONIC PAYMENT OPTION
- 2. Plan Review Application - PAPER CHECK PAYMENT OPTION
- 3. Plan Review Application - FEE EXEMPT ENTITIES ONLY
- 4. Amendment Application – All Projects
- 5. Amendment Application – Legacy Projects Only

5. Provide a descriptive **Request Name**.

6. Click the **Start Application Process** button.

7. Agree to the **Terms and Conditions**.

- Scroll down to the bottom of the **Terms and Conditions** page.
- Click the ☒ **I have read...** check box.
- Click on the **Accept & Start My Application** button.

This will take you to the application form.

The screenshot shows a 'Terms And Conditions' page with a scrollable text area containing legal disclaimers. At the bottom, there is a checkbox labeled 'I have read, understand, and agree to the above terms and conditions' which is checked. Below the checkbox is a button labeled 'Accept & Start My Application' and a link labeled 'Back To My Home Page'.

8. Go through each **Step** in the application, completing all the required items.
9. Be sure to enter the appropriate values in all the green shaded boxes in **Step 6 – Fee Summary**.

Fees will NOT calculate automatically. You must click the Save and Calculate Administrative Fees button at the bottom of the page

The screenshot shows a button labeled 'Save & Calculate Administrative Fees' which is highlighted with a red border. Below it are two other buttons: 'Save for Later' and 'Submit Request'.

The screenshot shows the 'Step 6 – Fee Summary' form. It includes sections for 'Plan Review Fees', 'A. REGULAR NEW CONSTRUCTION & ADDITIONS', and 'B. REGULAR RENOVATION, REPAIR, ALTERATION, CHANGE OF USE, OR RECONSTRUCTION: Renovation Costs'. There are input fields for 'Number of Cubic Feet' and 'Cu. Feet * \$0.014'. There are also radio buttons for 'Are there Regular Renovation Costs?' and 'Are There Healthcare New Construction & Additions?'.

10. In **Step 7 – Sign Application and Pay Fees—**

- **OPTIONAL:** Enter **Notes and Other Requests** to add clarification to the application.
- Click the ☒ **Signature Checkbox**.
- Then click the **Submit Request** button.

At the **Billing Information** screen—

11. Update the billing information, *if necessary*.
12. Select your preferred method of payment from the **Payment Options**.
 - [Credit Card or eCheck*](#)
 - [Interstate Agency Wire Transfer \(OPTIONAL for state departments only\)**](#)

*If you selected **eCheck**, the **eCheck Payment Information** page will be displayed. You will be required to enter the bank account and routing number for the checking account you are using.

NOTE: If you elect to Pay with eCheck, please take note that the State of New Jersey's Company ID# is **1522077581**. Business with a debit block on their bank account may need to provide this number to their bank prior to processing an eCheck payment.

*If you selected **Pay by Credit Card or eCheck**, you will be redirected to the **States' ePayment Service Screen**, where you will enter your credit card or checking account information.

If you selected **Interstate Agency Wire Transfer Payment (UAT), you will be brought to the **Interstate Agency Wire Transfer Payment Info** screen, where you will enter the appropriate **UA Number**.

*The **Interstate Agency Wire Transfer Payment** process **may** be used to pay application fees when an architectural/engineering firm is submitting an ePlan application for a property owned by a State Department such as the Department of Transportation (DOT). **It is not required**. The ePlan applicant may prefer to use either the eCheck or Credit Card payment option.*

*If wire transfer is used, the funds will be automatically transferred from the property owner **DIRECTLY** to the Department of Community Affairs through the NJ Treasury system.*

*To use the wire transfer option, the architectural/engineering firm needs to work with the property owner to obtain a **UA Number**. To process the wire transfer, the applicant enters this UA Number in the **Interstate Agency Wire Transfer Payment Info** screen.*

13. Click the **Pay** or **Pay Now** button to submit your payment.

After submitting the payment, a short delay may occur while the system processes the payment.

Paper Check

If you would prefer to make payment with a paper check, you may do so by selecting Request Type “**2. Plan Review Application – PAPER CHECK PAYMENT OPTION**” when starting an application.

Upon completing the application for plan review, you will need to print & mail the confirmation page, along with your check to: NJ Department of Community Affairs, Bureau of Construction Project Review, PO Box 817, 101 South Broad Street, 4th Floor, Trenton, NJ 08625. Checks should be made payable “Treasurer, State of NJ”.

Your project review will not begin until payment is received and verified by DCA.

After the system brings you back to the **Home** page—

- You may access your by either clicking on a project in the **My Projects** section or by clicking on the **View All Projects** button.

PROJECT	DESCRIPTION	LOCATION	STATUS	TASKS (17)
NJPRP-13270	test	State of NJ	In Review	Open Assign Reviewers Task
NJPRP-14864	9-2 Upgrade Test 5 07-01-22Amendment	State of NJ	Applicant Upload	Open Prescreen Review Task
0011-22	9-2 Upgrade Test 10 07-05-22 - NJPR-14870Amendment	State of NJ	Applicant Upload	Open Assign Reviewers Task
0012-22	9-2 Upgrade Test 11 07-05-22 - NJPR-14876 - Amendment	State of NJ	In Review	Open Assign Reviewers Task (Reassigned from George Sample)
0012-22	9-2 Upgrade Test 11 07-05-22 - NJPR-14876 - Amendment	State of NJ	In Review	Open Assign Reviewers Task - Amendment (Reassigned from Administrator Temp)

1 - 5 of 50 records

You have more than 50 projects, to view all your projects, click the button below.

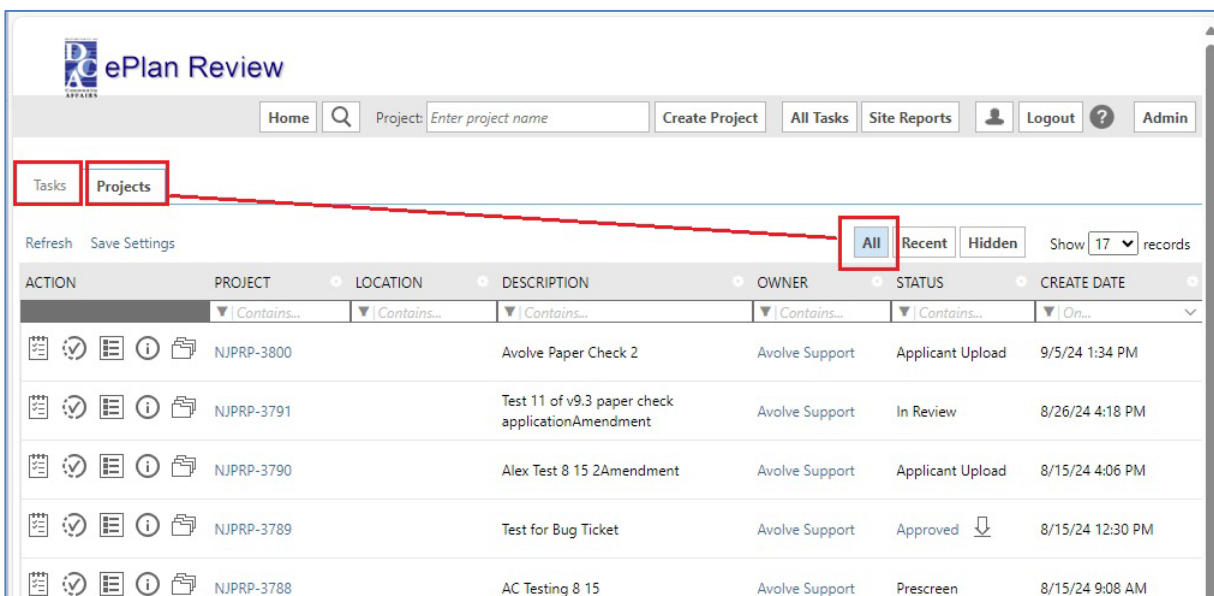
[View All Projects](#)

REQUEST #	NAME	TYPE	UPDATED ON	UPDATED BY	ACTION
NJPR-17402	new	1. New Plan Review Application Paying by ELECTRONIC PAYMENT	03/02/2023	George Sample	🔗 📄 ✕
NJPRP-17395	123	2. New Plan Review Application Paying by PAPER CHECK	03/01/2023	George Sample	🔗 📄 ✕
SUP-16674	Amending NJPRP-15182	5. Amendment Application for Projects Started AFTER April 1st, 2019	10/26/2022	George Sample	🔗 📄 ✕






















Initial Plan Submission

Finding Your Project

Projects will appear in two places: On the Task tab and the Projects tab.



The screenshot shows the ePlan Review web application. At the top, there is a navigation bar with the ePlan Review logo, a Home button, a search bar labeled 'Project: Enter project name', and buttons for 'Create Project', 'All Tasks', 'Site Reports', 'Logout', and 'Admin'. Below the navigation bar, there are two tabs: 'Tasks' and 'Projects'. The 'Projects' tab is selected. Below the tabs, there are buttons for 'Refresh' and 'Save Settings'. To the right of these buttons are three filter buttons: 'All', 'Recent', and 'Hidden'. The 'All' button is selected. To the right of the filter buttons is a dropdown menu labeled 'Show 17 records'. Below the filter buttons is a table with the following columns: ACTION, PROJECT, LOCATION, DESCRIPTION, OWNER, STATUS, and CREATE DATE. The table contains five rows of project data.

ACTION	PROJECT	LOCATION	DESCRIPTION	OWNER	STATUS	CREATE DATE
   	NJPRP-3800		Avolve Paper Check 2	Avolve Support	Applicant Upload	9/5/24 1:34 PM
   	NJPRP-3791		Test 11 of v9.3 paper check applicationAmendment	Avolve Support	In Review	8/26/24 4:18 PM
   	NJPRP-3790		Alex Test 8 15 2Amendment	Avolve Support	Applicant Upload	8/15/24 4:06 PM
   	NJPRP-3789		Test for Bug Ticket	Avolve Support	Approved 	8/15/24 12:30 PM
   	NJPRP-3788		AC Testing 8 15	Avolve Support	Prescreen	8/15/24 9:08 AM

Your project may take a few minutes to appear, but it will be on the **Task** tab at the Task status of Applicant Upload. Please note that your Project will initially have a Project Number that starts with “NJPR”. Once your Project has been assigned to the appropriate Review Team, the Project Number will be changed to reflect the team that has been assigned. The NJPR number will still be listed, but it will be part of the Project Description.

Your Project will also be listed on the **Projects** tab. After you click on the Projects tab, it’s best to then click on the **All** button. This will ensure that you see all the projects you are associated with.



Tip: The view on the landing page can be customized and saved. The columns are sortable, can be rearranged and can be hidden. Once you have the screen arranged the way you like it, just click “Save Settings”. All columns are also searchable and filterable, just click in the box below the column name.

Uploading Files

After navigating to the main landing page that lists your Tasks and Projects, click on the appropriate Task or Project. If you click on the Task, it will open the eFom for that Task. If you click on the Project, it will open the Project page.

Tip: Clicking on the Project makes it easier to see everything going on.

APPLICANT UPLOAD

Task Instructions

Select appropriate destination folder then select files to upload to selected folder. Repeat until all required submission files are uploaded. TO START REVIEW PROCESS: Please select "Upload Complete - Notify NJDCA" enabled by first selecting checkbox "Upload Task Complete". (bottom of page)

Project: AH1107

Select destination folder for files:

1 →

AH1107

Drawings & Specifications

Documents

Released

Amendments to Released Drawings

Quick Review

Released Amendments

2 →

☒ Upload Task Complete (I have uploaded all required drawings and/or documents)

3 →

Upload Complete - Notify NJDCA

Close

Select destination folder for files:

1 →

AH1107

Drawings & Specifications

Index

2 →

Building

Electrical

Elevator Layouts

Fire

Footings & Foundations



Mechanical

Plumbing

Structural

Documents

APPLICANT UPLOAD

Task Instructions

Select appropriate destination folder then select files to upload to selected folder. Repeat until all required submission files are uploaded. TO START REVIEW PROCESS: Please select "Upload Complete - Notify NJDCA" enabled by first selecting checkbox "Upload Task Complete". (bottom of page)

Project: AH1107

Select your files to upload to this folder:

3 →

Select Files to Upload

4 ←

View Folders

5 ↓

AH1107\Drawings & Specifications\Building

5 ↓

☒ Upload Task Complete (I have uploaded all required drawings and/or documents)

6 →

Upload Complete - Notify NJDCA

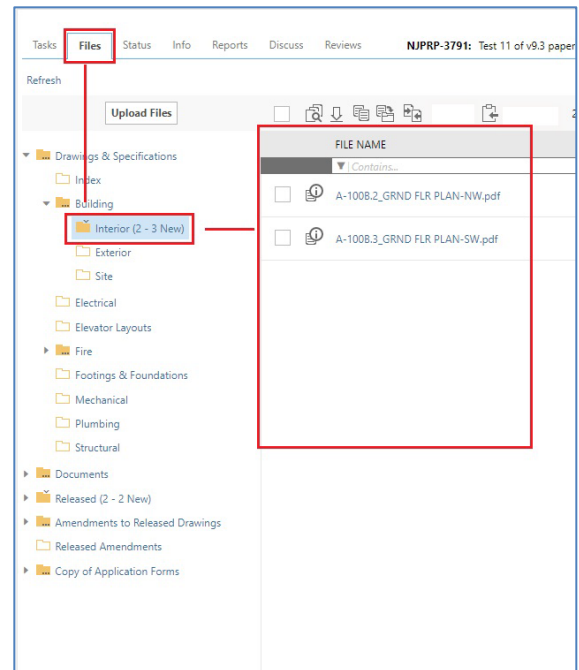
Close

1. Click the arrow next to the appropriate folder.
2. Click on the name of the appropriate sub-folder
3. Click on the "Select Files to Upload" button. A separate window will open and allow you to select the files to be uploading into the sub-folder
4. Click "View Folders" to display the full list of folders. This is important if you have to upload files into separate folders.
5. When all of the files have been upoaded check the box that indicates that.
6. Click on the "Upload Complete – Notify DCA" button. This sends the Task back to NJDCA.

Upon completing the Upload Task, a notification is sent to the NJDCA Bureau of Construction Project Review (BCPR) to start the prescreening process to determine if the submittal requirements have been met.

NOTE: You can view your uploaded files at any time. Just open the desired subcode folder to reveal the files.

Click on the file name to display the full drawing.



Prescreen Review

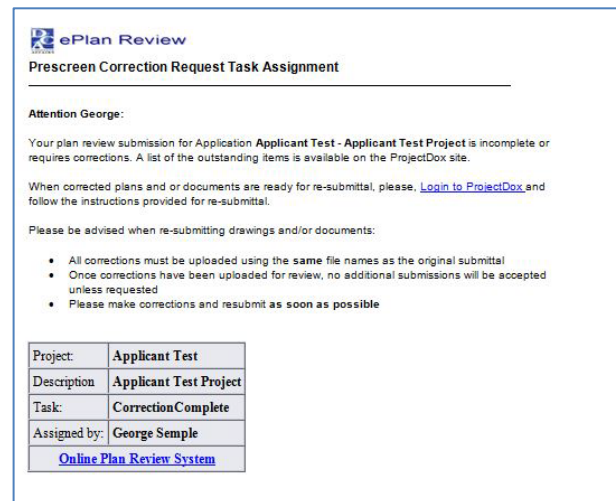
Prescreening is a cursory review by BCPR of your uploaded documents in preparation for formal review.

Allow a minimum of three (3) working days after you have uploaded your documents for the Prescreening process to begin.

Prescreen Correction Request

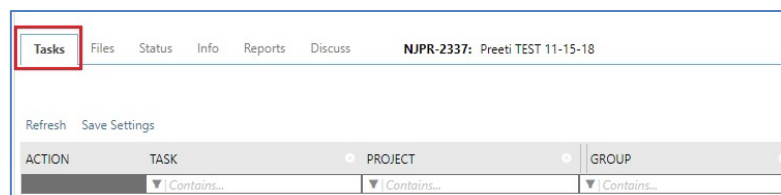
If BCPR has questions or determines that items are missing from your submittal, you will receive a **Prescreening Corrections Request** email with instructions on the changes requested and how to resubmit.

1. Click the **Online Plan Review System** link in the **Prescreen Correction Request** email to access the ePlans site.
2. Login into ePlans.

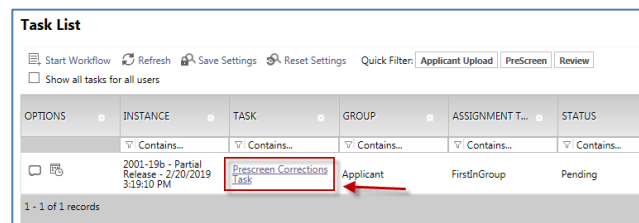


3. Once in the Project, click on the **Tasks** Tab.

This will display your task list.



4. Click the **Prescreen Corrections Task**.



The eForm should display.

1. Read any Comments that may be in the Discussion Comments section.
2. Click on the **View/Edit Checklist Items** button. Address and respond to checklist.
3. If you want to add your own comments, you can do so by clicking **Add Comment** button.

Project: 2001-19b

Select destination folder for files:

- 2001-19b
 - Drawings & Specifications
 - Documents
 - Released
 - Amendments to Released Drawings
 - Quick Review
 - Released Amendments

Discussion Comments

Add Comment

DISCUSSION COMMENT	PARTICIPANT	DATE/TIME
Please upload narrative	George Sample	2/20/2019 3:20:47 PM

1 - 1 of 1 records

☒ I have uploaded the corrected documents and/or drawings as indicated above.

Return to NJDCA **Close**

The **Intake Checklist** will display only the items that need attention.

4. Read the comments carefully to identify which requirements were noted as missing or needing modifications.
5. Click the **Save & Close** button.

Test Project 10-08-14 - Applicant

GROUPNAME	CATEGORY	COMMENT	RESPONSE	STATUS	UPDATED BY	STATUS UPDATED	REMARKS
Intake	Prescreen Review	Each drawing must have a space for release stamp on top right corner. Stamp location box dimensions should be 3" width x 2" height (3/4" from edge of paper in both directions). As outlined on pages 4 of the Plan Review User Guide which can be found at: http://www.state.nj.us/dca/divisions/codes/forms/pdf_bcprhdc		Met	George Sample	10/8/2014 11:50:50 AM	
Intake	Prescreen Review	All documents must be placed in the correct folder.		Met	George Sample	10/8/2014 11:50:50 AM	

Save **Save & Close**

6. Upload any new or corrected files, same process as **Applicant Upload**

Note: Remember that corrected files must have the **SAME NAMES** as the original files.

Select destination folder for files:

- 2001-19b
 - Drawings & Specifications
 - Documents
 - Released
 - Amendments to Released Drawings
 - Quick Review
 - Released Amendments

Project: 2001-19b

Select your files to upload to this folder:

Select Files to Upload **View Folders**

2001-19b\Drawings & Specifications\Building

7. Click the checkbox that indicates files have been corrected and uploaded.
8. Click the **Return to NJDCA** button.

☒ I have uploaded the corrected documents and/or drawings as indicated above.

Return to NJDCA **Close**

NJDCA will be notified that the files have been completed or corrected and the **Prescreen Review** process will continue.

Once the **Prescreen Review** process is complete, the **Plan Review** process will begin.

Plan Review

Applicant Resubmit

If corrections are required following the formal review cycle(s) of your drawings, you will receive an email notification from BCPR requesting revised drawings and/or documents.

1. To login into ePlans, click the **Online Plan Review System** link in the email.
2. Login to the ePlans system and then click on **Manage My Existing Projects**.

ePlan Review
Applicant Resubmit Task Assignment

Attention George:

Your plan review submission for Application **Applicant Test - Applicant Test Project** is incomplete or requires corrections. A list of the outstanding items is available on 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 drawings and/or documents:

- All corrections must be uploaded using the **same** file names as the original submittal
- Once corrections have been uploaded for review, no additional submissions will be accepted unless requested
- Please make corrections and resubmit as soon as possible
- For questions regarding plan review corrections, please contact the plan reviewer responsible for your review, which can be found in the review section of the eform related to your task.

Project:	Applicant Test
Description:	Applicant Test Project
Task:	ApplicantResubmit
Assigned by:	George Sample
Online Plan Review System	

3. Make sure you are on either the Task (PF) or Projects tab.
4. Click on either the Project number or Task Name

Tasks (PF) Tasks (PD) Projects

Refresh Save Settings Reset Settings Quick Filter: Applicant Upload PreScreen Review

OPTIONS	PROJECT	TASK	INSTANCE	GROUP
	Contains...	Contains...	Contains...	Contains...
	2001-19b	Applicant Resubmit Task	Electrical Review - Electrical - 2/21/2019 1:23:30 PM	Applicant

Your **Tasks** should be displayed.

5. Click on the **ApplicantResubmit** task.

Tip: If you do not see your Task, try clicking either the Project Tasks button or Refresh.

Project Reports Project Tasks Codes

001-19

Task List

Start Workflow Refresh Save Settings Reset Settings Quick Filter: Applicant Upload PreScreen Review

Show all tasks for all users

OPTIONS	INSTAN...	TASK	GROUP	ASSIGN...	STATUS	PRIORITY	DUE DA...	CREATED
	Contains...	Contains...	Contains...	Contains...	Contains...	Contains...	Contains...	On...
	Electrical Review - Electrical - 2/21/2019 1:23:30 PM	Applicant Resubmit Task	Applicant	FirstInGroup	Pending	Medium	2/21/2019 1:28:29 PM	

6. Click **OK** at the “Do you want to accept this task” box.

Message from webpage

Do you want to accept this task?

OK Cancel

The eForm is displayed and should list changemarks.

NOTE: If changemarks are not displayed, click on the “Click Here to Load Changemarks” link.

7. Read the text in the **Review Comments** field at the bottom of the screen.
8. Review the changemarks by clicking on the **View/Edit Changemark Items** button.

Task Instructions
After you have successfully uploaded all required plans and documents, please click the (Complete) button.

View/Edit Changemark Items (3) **View/Edit Checklist Items (0)**

Project: 2001-19b

Select destination folder for files:

- 2001-19b
 - Drawings & Specifications
 - Documents
 - Released
 - Amendments to Released Drawings
 - Quick Review
 - Released Amendments

Department	Reviewed By	Status	Reviewer Comments	Applicant Comments
Electrical Review	George Semple george.semple@dca.nj.gov	Corrections Required	Please review changemarks and make corrections.	

9. By clicking on the “Markup Name” you can open Drawings with Changemarks. From there you can publish the files for the design professional.
10. Please make sure to add an Applicant Response to each Changemark. This will let the reviewers know that it has been addressed. **Note:** Make sure to click the **Save** buttons or your comments will disappear.

Workflow Review Changemark Viewer

Refresh Save Settings Reset Settings Review Cycle: All Group: All

Show 5 records

REF #	STAT...	FILE IMAGE	DEPARTMENT	CYCLE	FILE NAME	MARKUP NAME	CHANGEMARK SU...	CHANGEMARK D...	CHANGE... DATE UPD...	APPLICANT RESPONSE
2	Unresolved		Electrical Review	1	E-2.pdf	E-2	Electrical Service	The electrical service does not meet UCC	2/21/2019 1:26:18 pm	
3	Unresolved		Electrical Review	1	E-3.pdf	E-3	Lighting	There are too many devices on the circuit.	2/21/2019 1:27:35 pm	
1	Unresolved		Electrical Review	1	E-1.pdf	E-1	Load Summary	These values appear to be wrong.	2/21/2019 1:29:12 pm	

1 - 3 of 3 records

Save Close View Full Report

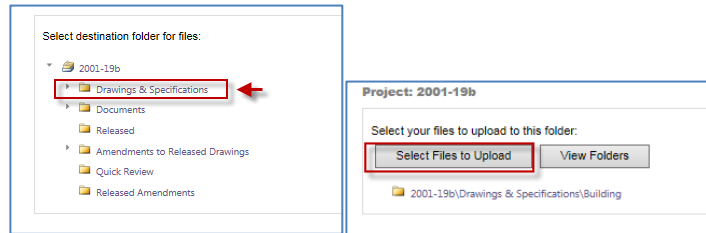
Tip: The Changemark Viewer has a number of useful features such as being able to see all the review cycle at once; Columns can be sorted, filtered and hidden.
The **View Full Report** button will generate a report that displays all of the changemarks.

Once the drawings have been modified/corrected, upload them into the ePlans system.

Note: Make the necessary changes to the drawings in whatever software application was used to create them, for example, AutoCAD. Please circle your changes, comments, or modifications in **RED**, to make it easier for reviewers to find them.

11. Upload any new or corrected files, same process as **Applicant Upload**

Note: Remember that corrected files must have the **SAME NAMES** as the original files.



12. When finished uploading all relevant files, place a checkmark in the check box at the bottom of the screen. Then click the **Complete** button.

Note: The **Complete** button will not display until the checkbox has been checked.

Department	Reviewed By	Status	Reviewer Comments	Applicant Comments
Electrical Review	George Semple george.semple@dca.nj.gov	Corrections Required	Please review changemarks and make corrections.	

Task Instructions

☒ I have completed my assigned task ^{1,2,3} and I am returning this project back to back to the jurisdiction for further review.
¹ Reviewed and addressed all Checklist Items and Changemarks where appropriate.
² Provided Applicant Responses where appropriate.
³ Uploaded revised drawings and/or documents, as a result of the review, into the appropriate folder in the project keeping the *****SAME file names***** of the original files as required.

→ **Complete** Close

Once the **Complete** button has been clicked, the Project has been sent back to NJDCA to continue the Plan Review process.

Review Cycles

The review process will continue until all corrections/modifications have been made and accepted by NJDCA.

Each time corrections/modifications are sent back to you; a new Review Cycle starts.

When corrections/modifications are required, you will receive an email informing you that you have been assigned a task in ePlans.

The **Workflow Review Changemark Viewer** displays **All** cycles, for the given subcode, by default. You can select individual Review Cycles by using the dropdown menu (A).

Reviewing Changemarks (Markups)

To view a plan, as submitted without changemarks, click on the link (B) in the File Name column. To view a plan with changemark, click on the link (C) in the Markup Name column.

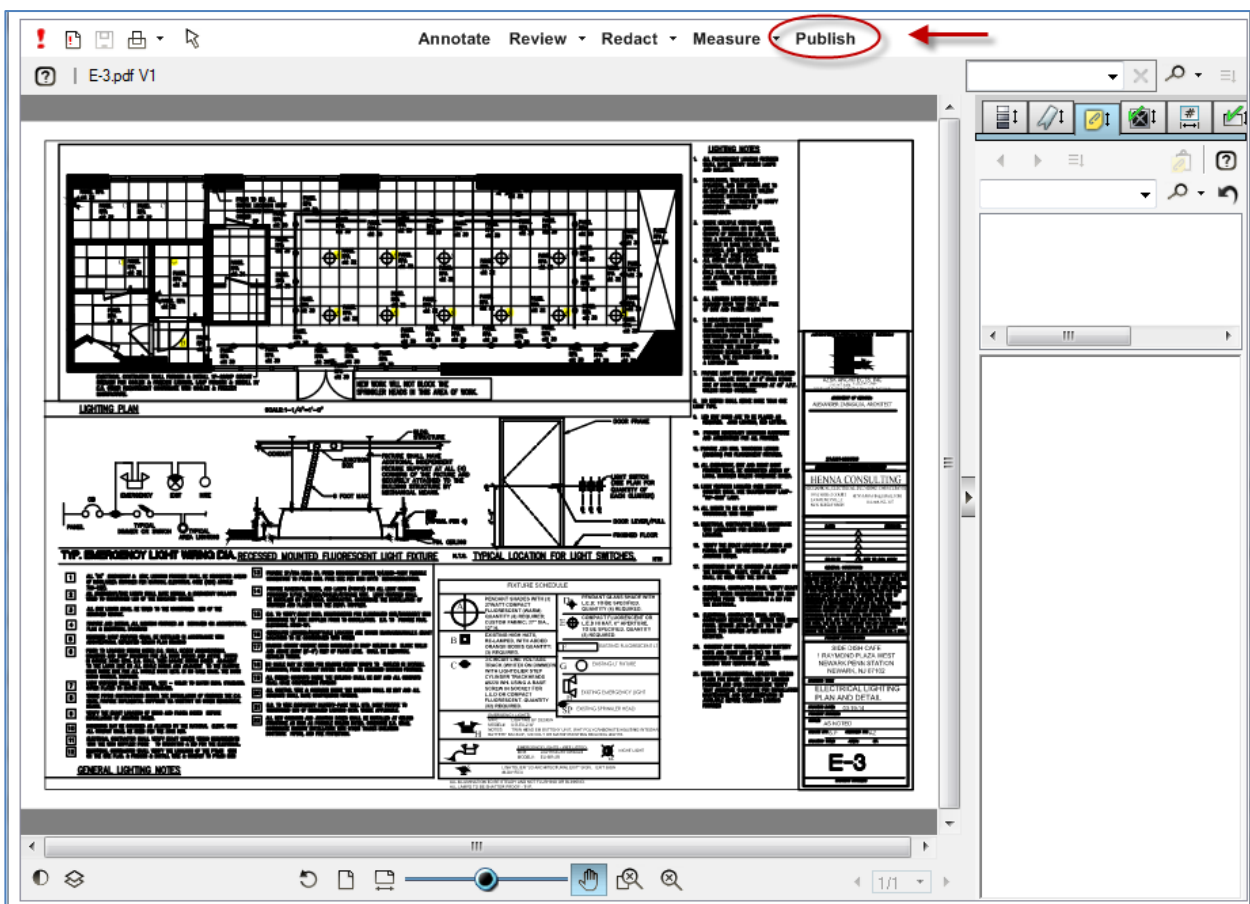
REF #	STATUS	FILE IMAGE	DEPARTMENT	CYCLE	UPDATED BY	FILE NAME	MARKUP NAME
3	Unresolved		Electrical Review	1	George Semple	E-3.pdf	E-3
2	Unresolved		Electrical Review	1	George Semple	E-2.pdf	E-2
1	Unresolved		Electrical Review	1	George Semple	E-1.pdf	E-1

Publishing Drawings with Changemarks

1. Click **Publish** to create a PDF of the changemarks overlaid on the drawing.
2. Select **Publish to PDF**.
3. Select **OK**.

In the Publish option screen—

4. Check **Burn in Changemarks**.
5. Check **Append Changemarks Notes**.
6. Click **Publish**.
7. Then choose **Save to File**.
8. Click **OK**.
9. Select the location to save the file on your computer and click **Save**.



Plan Release

When plans are released by NJDCA, you will be notified by email. All released plans will be in the **Released** folder.

Print Released Plans

After a release has been issued, the plans will be electronically stamped by the State. You will then receive an email indicating that your plans are ready for downloading. The email will include instructions on how to download and print your files. You will be required to print, sign, and seal two copies of the released plans and deliver them to the agency* that will issue the required permits.

IMPORTANT: For State-owned building projects, do not submit printed plans to the NJ Department of Community Affairs. The plans you have submitted in ePlans are sufficient.

**In most cases permits are issued by local municipalities, except for State Buildings' projects. In that case the permits are issued by the State Buildings unit within the DCA.*

Amendments to Projects

























STOP! Amendments are only applicable if either a **Partial Release** for a specific subcode or **Final Release** for the entire project has already been issued. If you are providing new files for subcodes that have been released, please follow the process below.

Amendments

Amending Projects

Step 1 - Original Project Application Number

IMPORTANT: Before submitting an Amendment Application through ePlans, you must know the Application Number of the Project that is being Amended. The Applications number will start with either “NJPR”, “NJPRE” or “NJPRP” and can be found in the original application confirmation email, other project related emails or by looking at the Project Description on Active Project List screen in ePlans.

Active Projects List		
15 project(s) out of 1583 for George Semple (George.Semple@dca.nj.gov)		
Project	Options	Description
2001-17	   	Seton Hall Univ- University Ctr Phase 1
2002-17	   	Princeton Abbey Mausoleums /NJPR-618
2003-17	   	30 Maclean St, Princeton /NJPR-763
2004-17	   	Pemberton Solar Farm - System 1 /NJPR-798
2005-17	   	Pemberton Solar Farm - System 2 /NJPR-799
2006-17	   	Township of Teaneck- Rt 4 Billboard /NJPR-802

Step 2 - Initiating an Amendment Application

- Select option #4 Amendment Application – All Projects
- Then enter a Request Name (Ex. Amendment to Project NJPR123)
- Click “Start My Application Request”
- Note:** If the project you are trying to amend is determined to be a **Legacy Project***, the system will instruct you to use option #5 Amendment Application – Legacy Projects Only.

*Legacy Projects are projects running in an older version of the ePlans software which makes them incompatible with the new amendment application process.

A → Type: ?

B → Name:

C →

[NJPR-2337](#)

1 - 5 of 50

You have m

***Legacy Projects** are projects running in an older version of the ePlans software which makes them incompatible with the new amendment application process.

As Legacy Projects are amended, they will be upgraded to run the newest version of the software. This will take the project out of Legacy Project status.

Step 3 – Agree to Terms and Conditions

After reading the Terms and Conditions, scroll to bottom of screen and ...

- Check box stating you “have read, understand, and agree” to the terms and conditions.
- Click the “Accept & Start My Application” button.

July 24, 2017

Terms And Conditions ?

TIMELINESS- The State has the right to expire, close or terminate any account that has not been used, or had activity occur on the account within a term, at the discretion of the State without notice to the account holder. It is the responsibility of the account holder to monitor and review their account for denied projects, projects with corrections, and plan approvals. Plan review requirement responses must be made using the system in a reasonable timely manner.

INDEMNITY- You agree to defend, indemnify, and hold harmless the State and its employees ("Indemnified Parties") from any and all liabilities and costs incurred by Indemnified Parties in connection with any claim arising from your use of the Site, including but not limited to, any breach by you of these Terms and Conditions of Use, including reasonable attorneys' fees and costs. You agree to cooperate as fully as may be reasonably possible in the defense of any such claim. The State reserves the right to assume, at its own expense, the exclusive defense and control of any matter otherwise subject to indemnification by you. You in turn shall not settle any matter without the written consent of the State.

DISCLAIMER OF WARRANTY- You expressly understand and agree that your use of the Site, or any material available through this Site, is at your own risk. Neither the State nor its employees warrant that the Site will be uninterrupted, problem-free, free of omissions, misstatements, or errors; nor do they make any warranty as to the results that may be obtained from the use of the Site. The content and function of the Site are provided to you "as is," without warranties of any kind, either express or implied, including, but not limited to, warranties of title, merchantability, fitness for a particular purpose or use, or "currentness".

LIMITATION OF LIABILITY- In no event will the State or its employees be liable for any incidental, indirect, special, punitive, exemplary, or consequential damages, arising out of your use of or inability to use the Site, including without limitation, loss of revenue or anticipated profits, loss of goodwill, loss of business, loss of data, failure to meet deadlines, computer failure or malfunction, or any and all other damages.

SITE MAINTENANCE- The State has the right to perform periodic maintenance on the Site, which maintenance may cause service interruption, without prior notification to you.

☐ I have read, understand, and agree to the above terms and conditions

[Accept & Start My Application](#) [Back To My Home Page](#)

Step 4 – Linking Amendment Application to Original Project

Enter Original Project Application Number. This is the number referenced in **Step 1** and will start with the letters NJPR or NJPRE or NJPRP.

1. Enter Application/NJPR number
2. Click "Start Application"

Home Profile George Semple | Admin | Logout

Amednment to 1005-19 ?

March 20, 2019

Request Name: Amednment to 1005-19 Edit

Enter Project Number that is being Amended

1 → → 2

[Start Application](#)

Your project number can be found on the Active Project screen. It will either start with NJPR or be a six-digit number in the format of XXXX – XX.

Step 5 – Submitting Amendment Application

NOTE: Project Information Screen is read only and cannot be altered.

1. Expand Step 3 and “sign” Application
2. Click “Submit Request” button. Your application for amendment will now be tied to the original Project and a new Task of Applicant Upload – Amended will be assigned. An email informing you of this Task will be sent as soon as the system processes your application. This may take a few minutes to process, so please be patient.

Home Profile

Amendment Application ?

Request Name: Am

Step 1 - Project Information

Project Location Address * 111 West Road

Municipality * abc

County * Bergen County

Lot Number

Block Number

Project Type ☐ New Construction or Addition
☐ Change or Use, Repair, Renovation, Alteration, or Reconstruction

+ Step 2 - Code Variation Request (optional)

For information on variations and exceptions please refer to N.J.A.C 5:23-2.9 through 2.13.

+ Signature

Save for Later Submit Request

Step 6 - Application Confirmation Screen

NOTE: For Amendments, there are no fees due until individual reviews have been completed. You will be notified by each sub code official, through ePlans, when review fees are due.

1. Print a copy of Application Request Confirmation for your records.

Home Profile

George Semple | Admin | Logout

July 25, 2017

Application Request Confirmation

Thank You!

Applicant: George Semple

Signature Date: 7/25/2017 2:50:30 PM

Request Number: SUP-1238

Request Name: Amendment to NJPR-1230

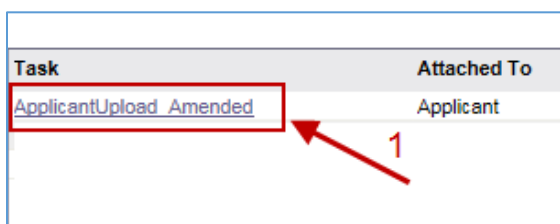
Print

IMPORTANT: If you are paying by paper check, please print this confirmation page and mail it, along with your check to: NJ Department of Community Affairs, Bureau of Construction Project Review, PO Box 817, 101 South Broad Street, 4th Floor, Trenton, NJ 08625
Your project review will not begin until payment is received

Step 7 – Uploading of Amended Plans and Completing Task

NOTE: From this step forward, the process is the same as any other Plan Review Project. Files are uploaded, reviewed, corrections required, etc.

1. Click on Task of Applicant Upload-Amended to accept Task and click on “Continue Later” button
2. Upload Files proper sub-folder(s) within the Amendments to Released Drawings folder
3. Once all files are uploaded, click on Task of Applicant Upload-Amended (same as item 1) and then click on “Upload Process Complete” button



Step 8 – Paying Review Fees & Release of Amended Plans

Before amended plans can be made available for download, the review fees must be paid. Each subcode is reviewed separately and will be billed separately. A “PayFees Amended” Task will be generated for each subcode review.

1. Click on the Task of “PayFees Amended”

Task	Attached To	Status	Priority	Due date
PayFees Amended	Applicant	Pending		

A red arrow labeled '1' points to the 'PayFees Amended' task in the table.

2. Note the Review Fees
3. Read any Reviewer Comments
4. Read and follow instructions for Payment Methods. Each method has their own procedures.
5. Select a Payment Method
6. Print a copy of this page (optional if you are paying electronically)
7. Click Pay Fees button and

The screenshot shows a 'Pay Fees' form with several sections and callouts:

- REVIEW CYCLE:** 1
- REVIEW GROUP:** APPLICANT - GEORGE SAMPLE@DCA.NJ.GOV
- CORRECTION LIST:** [VIEW CHECKLIST](#)
- REVIEW STATUS:** ☒
- REVIEW COMMENTS:** (text area)
- AMENDMENT COST (\$):** 125 (with a red arrow labeled '2' pointing to it)
- Review Comments:** Amended files have been reviewed and released, pending payment. (with a red arrow labeled '3' pointing to it)
- Added By:** George Sample
- Date:** 7/26/2017 3:45:37 PM
- Payment Methods:** (Section with instructions and a dropdown menu)
 - Red box highlights the instructions (with a red arrow labeled '4' pointing to it).
 - Dropdown menu shows 'Electronic Payment' (with a red arrow labeled '5' pointing to it).
 - [Click to Print This Page](#) (with a red arrow labeled '6' pointing to it).
 - [Pay Fees](#) button (with a red arrow labeled '7' pointing to it).

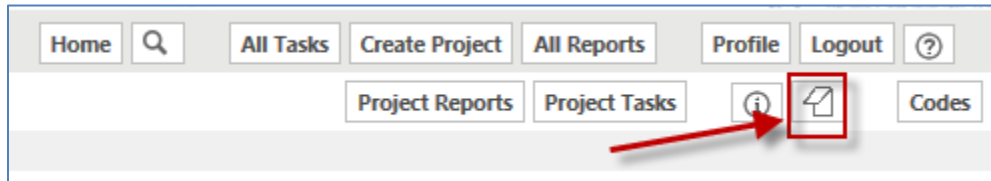
Step 9 –Downloading Amended Plans

NOTE: Amended plans that have been released will not be available for download until DCA has verified that payment for any amended review has been received. An email notification will go out to Applicant as soon as payments are verified.

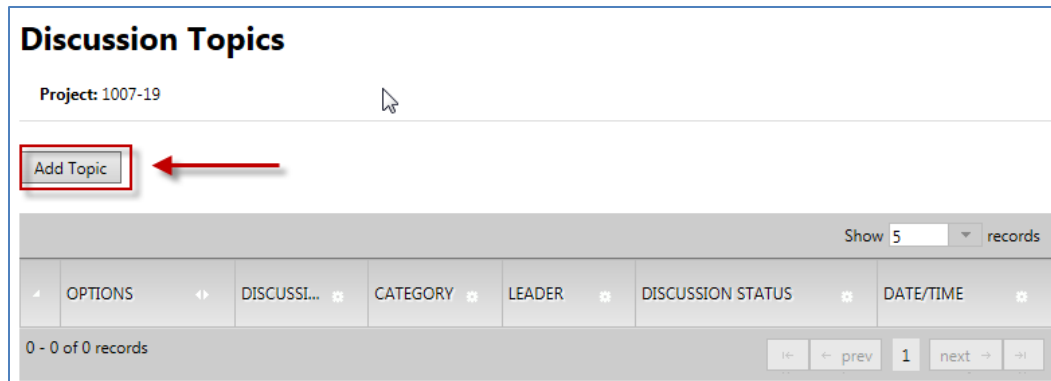
After payment is verified, files will be moved to the Released folder where they may be downloaded and printed.

Adding New* Files

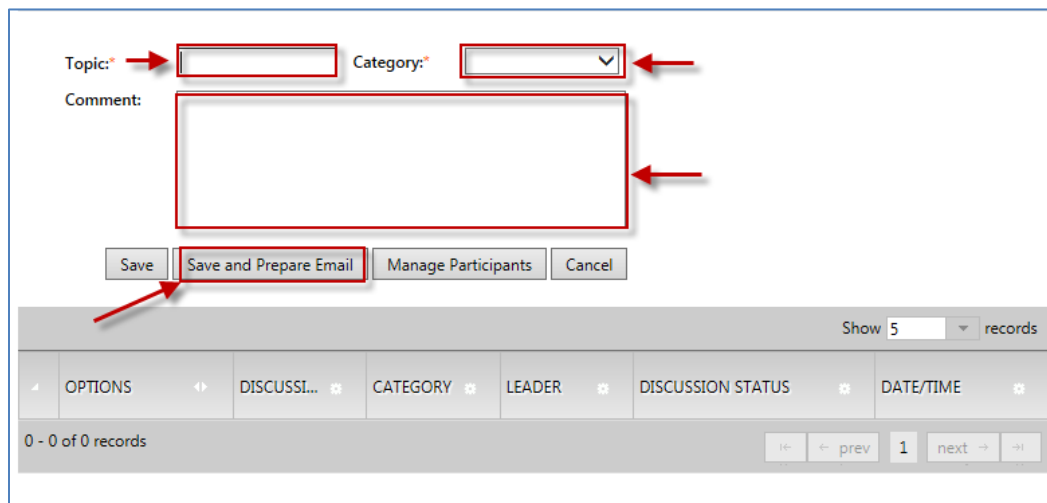
If new files (that were not part of the original submission) are being submitted for review, please notify the **Team Supervisor** and the **Reviewer** by using the **Notes** button. This will help to avoid delays in the review process and avoid confusion.



After clicking on **Notes**, click **Add Topic** button.



Then click on the **Send and Prepare Email** button and select the appropriate recipients.



- * New files are any files that must be released and were not part of the original project submission. This does **not include** revised/modified plans that are being resubmitted as a result of comments and corrections made by a reviewer.

Reports

ePlans has two levels of reports:

1. Site Wide Reports

Provides information about all projects in the DCA ePlan System.

2. Project Reports

Provides data for specific projects.

