NEW JERSEY DEPARTMENT of COMMUNITY AFFAIRS

ELECTRONIC PLAN REVIEW

ProjectFlow
and
ProjectDox
By
Avolve Software

http://dcaplanreview.nj.gov

Applicant User Guide – V.3.0

March 20, 2019

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NJDCA ePlans

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

See DOs and DON'Ts on page 9.

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

Question that are related to Plan Review and are not computer related or technical in nature should be directed to the team supervisor at 609-633-0800 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/divisions/codes/offices/ePlans.html and review the documentation found there.

System Requirements

- You may use Internet Explorer v10.0 or higher, 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 (http://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 (Internet Explorer, Google Task Bar, etc.). Once the dcaplanreview.nj.gov site is allowed, you will be able to run the application.
  - If you are using **Internet Explorer**, a link to a Microsoft Silent Install (MSI) component (required to install all the necessary ProjectDox ActiveX controls) is available on the login page. This installation will only need to be done once per computer. If use a different computer to access ePlans, you will need to install the ProjectDox ActiveX controls on that computer, too. Please refer to the Vista and Windows 7 Install Instructions on page 51 if you are running Windows 7 or Vista on your computer.

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 http://www.nj.gov/dca/divisions/codes/offices/bcpr.html).

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.

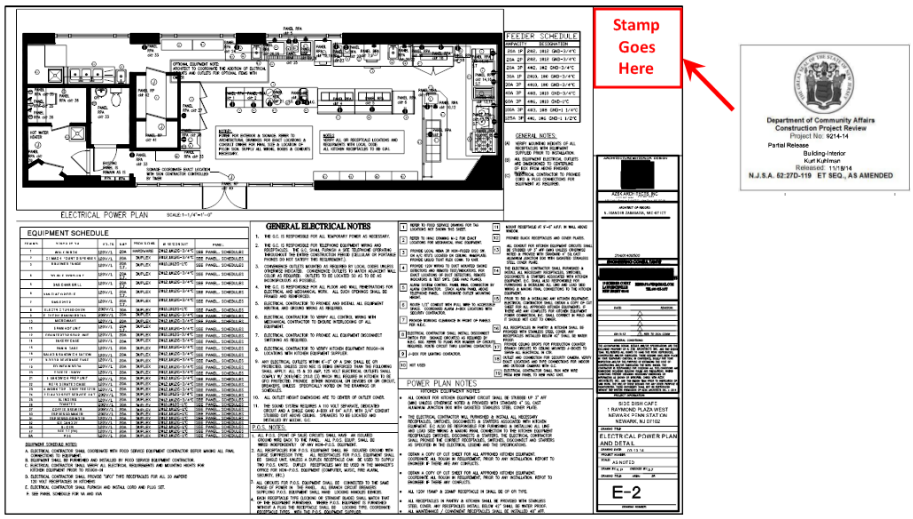
IMPORTANT: Supporting Document Files – All other required files that are part of the plan submission but are not drawing files (i.e. Drainage Calculations, Easement letter, Certifications, etc.) and will not require a DCA Release stamp.

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/divisions/codes/offices/bcpr.html . 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**.

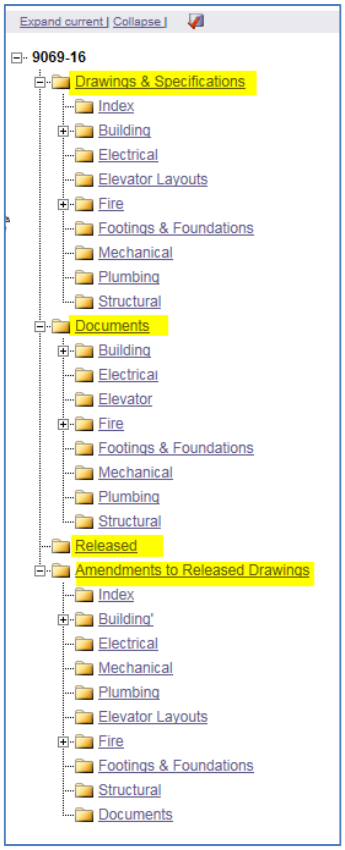
The **Drawings & Specifications**, **Documents** and **Amendments to Released Drawings** folders each contain subcode folders. Plus (+) and minus (-) signs to the left of the folder icons allow you to expand or contract the list of subcode folders.

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 particular 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

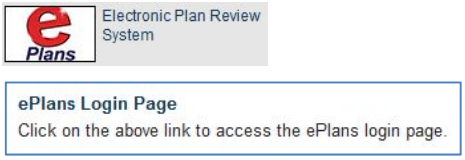
How to get to the login screen—

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

or

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

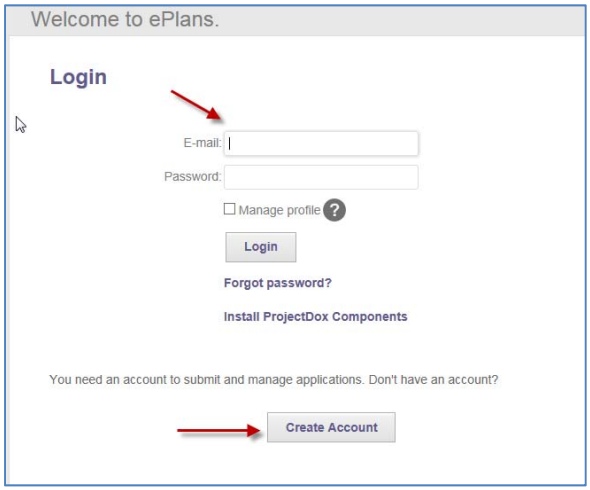
- Click on **Electronic Plan Review System**.



At the **Electronic Plan Review** page—

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

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



Navigating the Home Screen/Dashboard

At the **Home** screen, you may—

a. Start a new application.

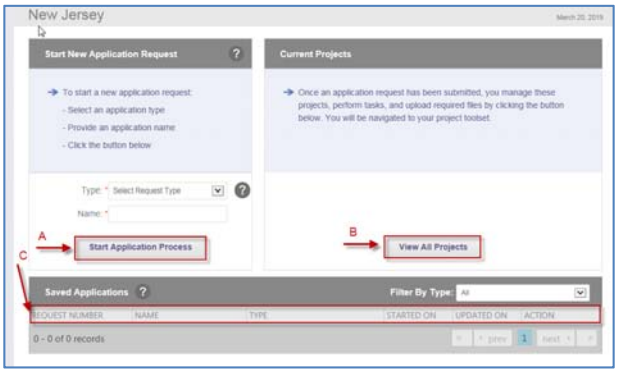
b. Continue working on an existing application.

c. Manage existing projects using the **ACTION** Icons—

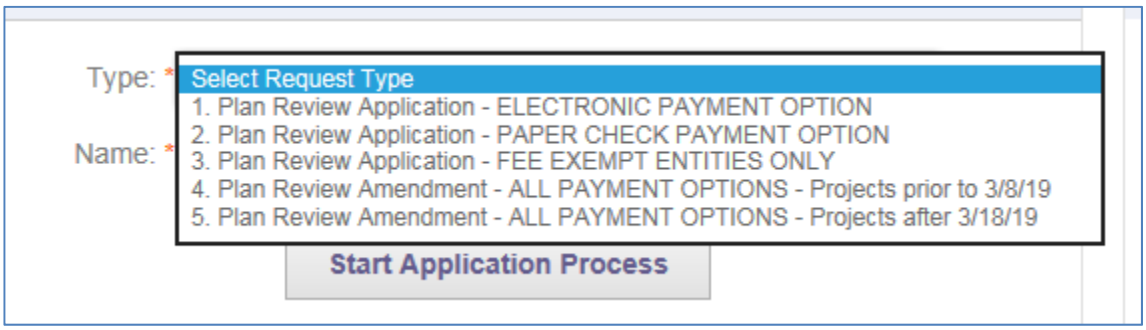
Edit

Copy

Delete



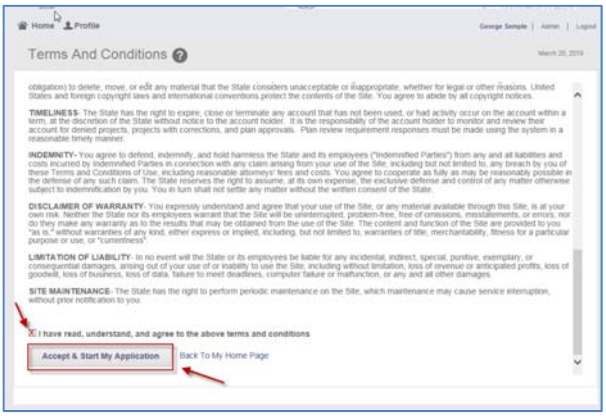
Starting a new application



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 PAMENT OPTION
   - 3. Plan Review Application - FEE EXEMPT ENTITIES ONLY
   - 4. Plan Review Amendment – ALL PAYMENT OPTIONS - Projects prior to 04/01/19
   - 5. Plan Review Amendment – ALL PAYMENT OPTIONS - Projects after 04/01/19
5. Provide a descriptive **Request Name**.
6. Click the **Start Application Process** button.

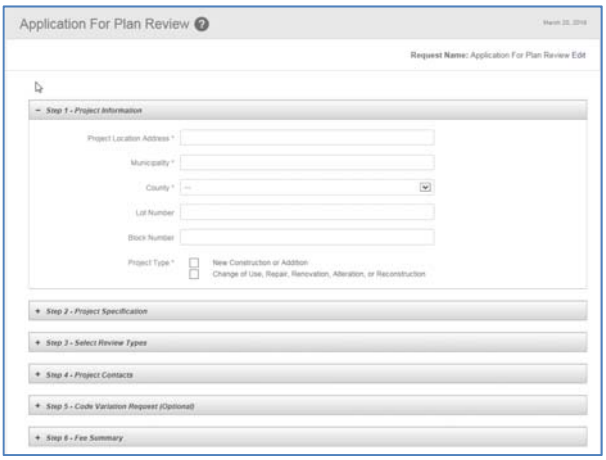
7. Agree to the **Terms and Conditions**.
   - Scroll down to the bottom of the **Terms and Conditions** page.
   - Click the ☑ **I have read…** check box.
   - Click on the **Accept & Start My Application** button.

This will take you to the application form.

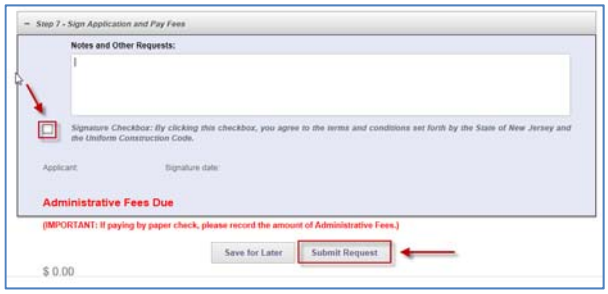


8. Go through each **Step** in the application, completing all the required items.
9. Be sure to enter the appropriate values in all the green shaded boxes in **Step 6 – Fee Summary**.

The System will automatically calculate the totals.

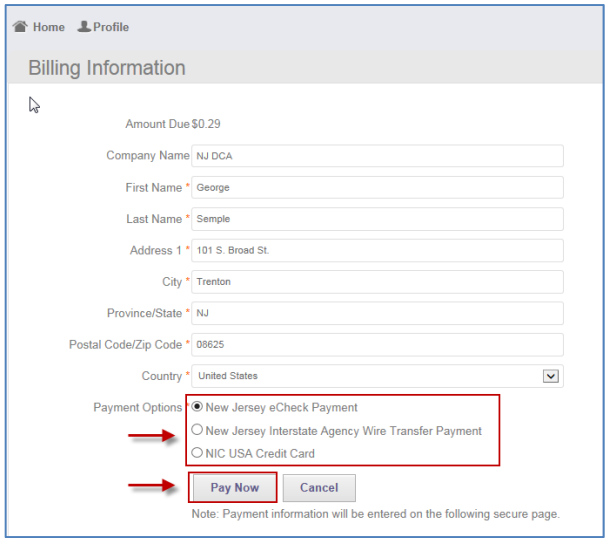


10. In **Step 7 – Sign Application and Pay Fees**—
    - **OPTIONAL**: Enter **Notes and Other Requests** to add clarification to the application.
    - Click the ☑ **Signature Checkbox**.
    - Then click the **Submit Request** button.



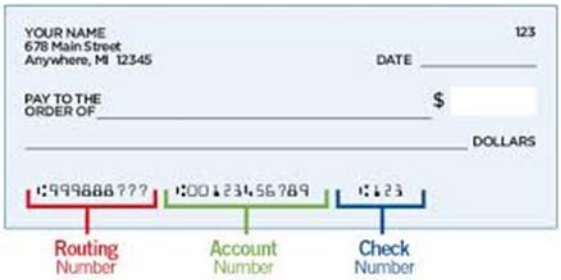
At the **Billing Information** screen—

11. Update the billing information, *if necessary*.
12. Select your preferred method of payment from the **Payment Options**.
    - eCheck*
    - Credit Card**
    - 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 **7216000928**. Business with a debit block on their bank account must provide this number to their bank prior to processing an eCheck payment.



If you selected **Credit Card, you will be redirected to the **NIC USA Payment Service Screen**, where you will enter your credit card 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

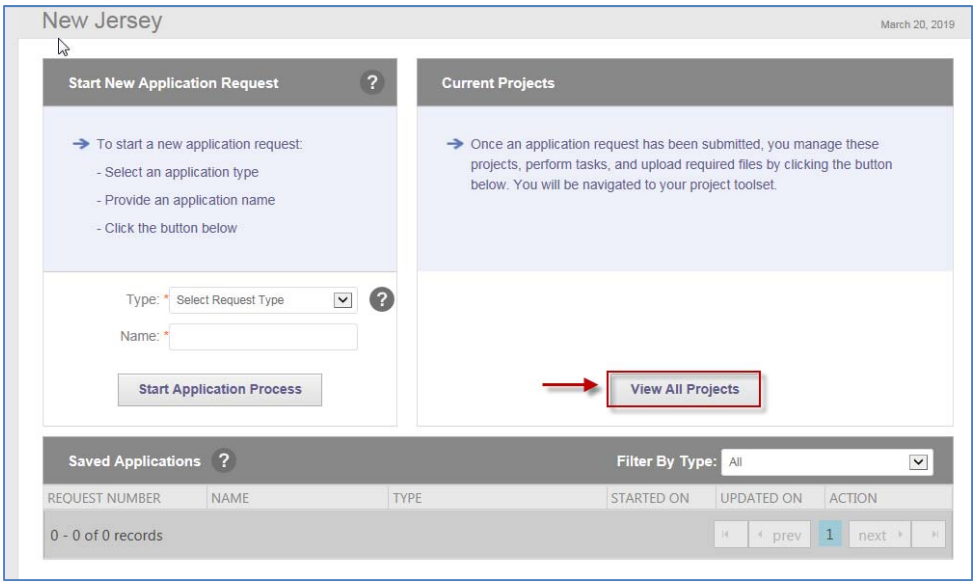
If you would prefer to make payment with a paper check, you may do so by selecting Request Type "**2. Plan Review Application – PAPER CHECK PAYMENT OPTION**" when starting an application.

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—

- Click on **Manage My Existing Projects** button
- Start the **Initial Plan Submission**



STOP!: Please read before proceding.

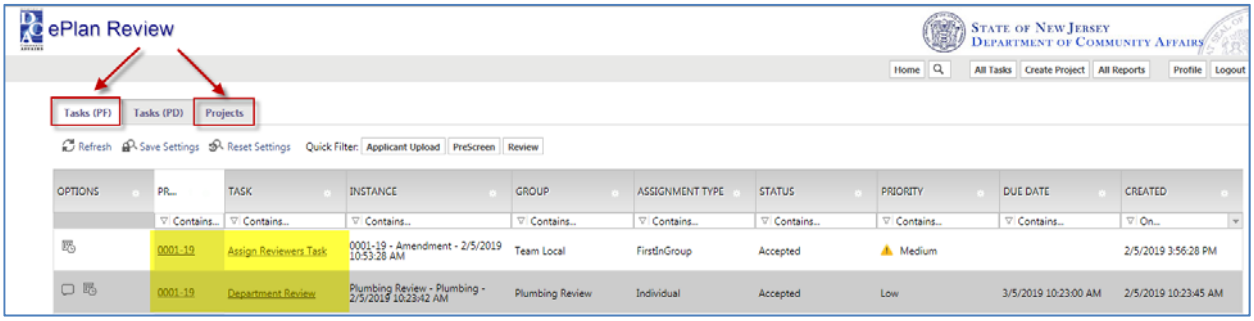
As of **April 1, 2019**, there are **two versions of ePlans** in use. All **new projects** started **on or after April 1, 2019** will be automatically using ePlans **Version 9.0**. Instructions for 9.0 start directly below. All **projects started prior to March 8, 2019** will continue to use **Version 8.3**. **Instructions for 8.3 start on page 25.** The main difference between the two versions is how the eForm functions. In the new version, 9.0, all files are uploaded directly through the eForm instead of uploading files through the folders on the far-left side of the Project Screen. There are also some cosmetic differences.

ePlans Version 9.0

Initial Plan Submission

Finding Your Project

Your new Project will appear in two places: The Task (PF) tab and the Projects tab.



Your project may take a few minutes to appear, but it will be on the **Task (PF)** 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.

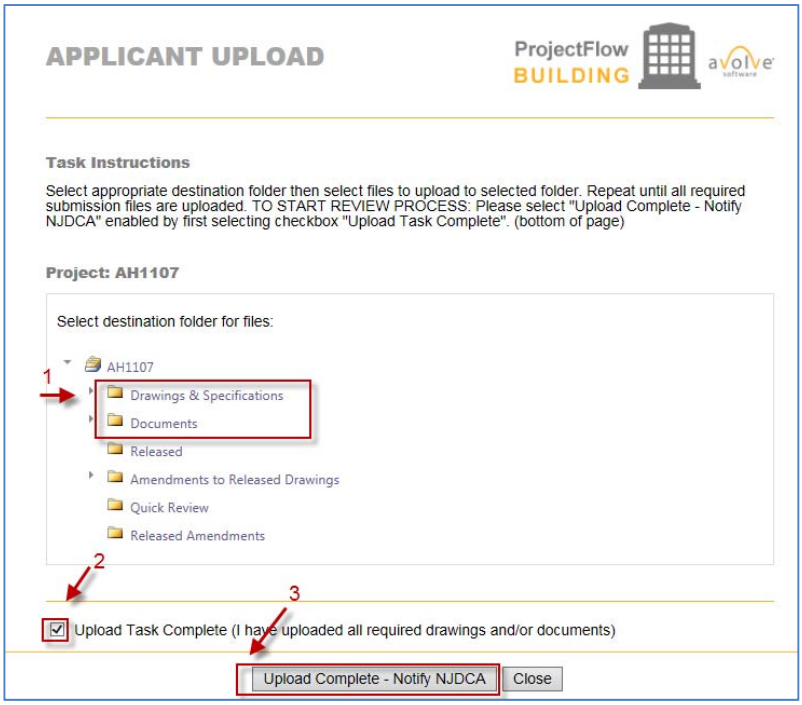
Your Project will also be listed on the **Projects tab.** After you click on the Projects tab, it's best to then click on the **All Projects** button. This will ensure that you see all the projects you are associated with.

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.

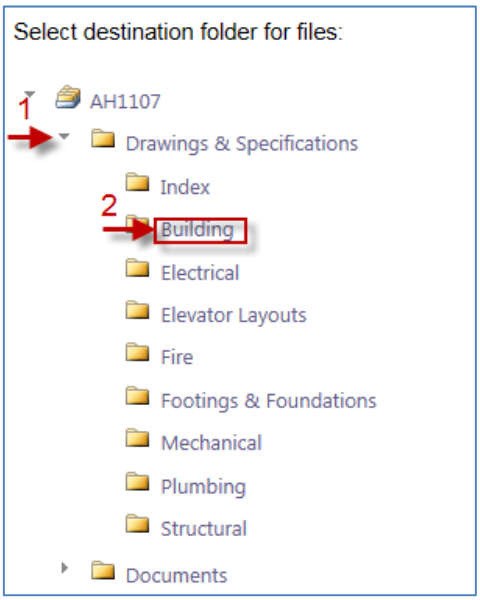
Uploading Files

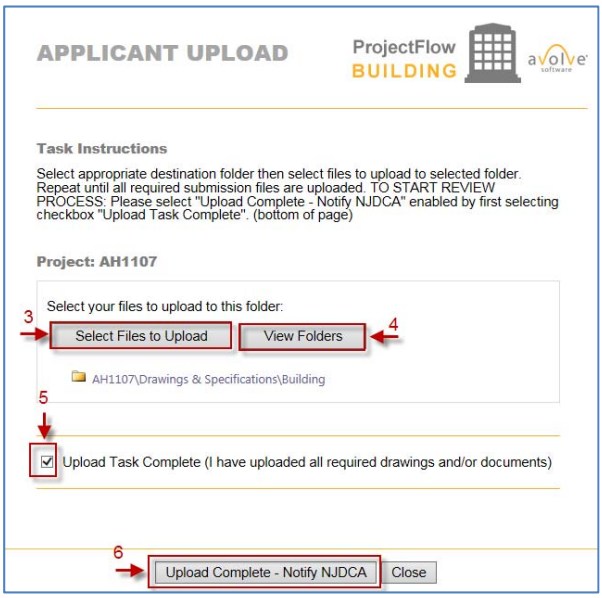
After navigating to the main landing page that lists your Tasks and Projects, click on the appropriate Task or Project. If you click on the Task, it will open the eFom for that Task. If you click on the Project, it will open the Project page.

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



Note: In version 9.0, all the uploading and task completion happens within the eForm.





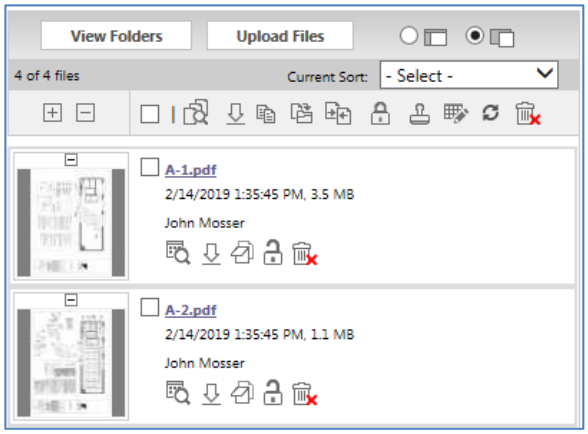
1. Click the arrow next to the appropriate folder.
2. Click on the name of the appropriate sub-folder
3. Click on the “Select Files to Upload” button. A separate window will open and allow you to select the files to be uploading into the sub-folder
4. Click “View Folders” to display the full list of 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 thumbnails of each drawing.

Next to each thumbnail, the file name, author, date uploaded, file size, and History icon are shown.

Click on a **thumbnail** to display the full drawing.



Prescreen Review

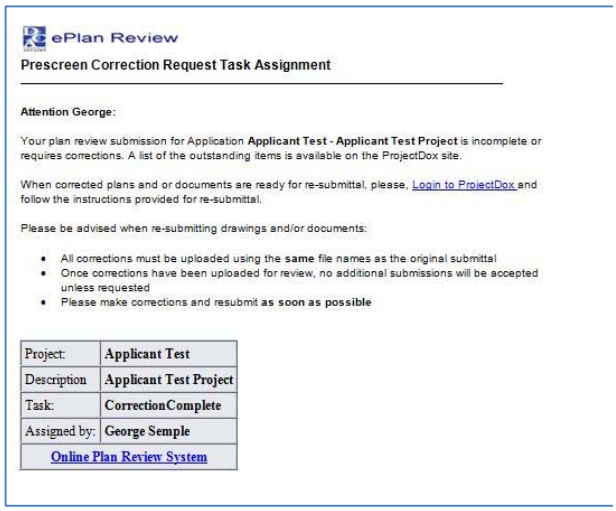
Prescreening is a cursory review by BCPR of your uploaded documents in preparation for formal review.

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.



ePlan Review

Prescreen Correction Request 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.

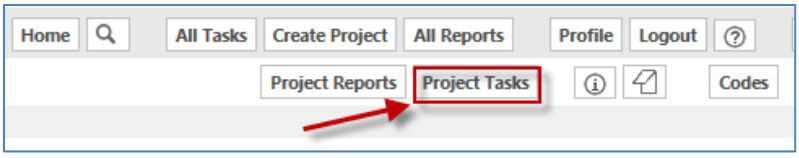
Please be advised when re-submitting drawings and/or documents:

- 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**

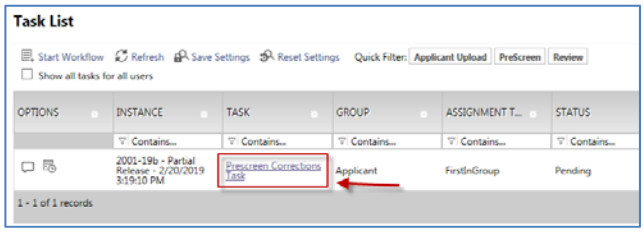
Project:	**Applicant Test**
Description	**Applicant Test Project**
Task:	**CorrectionComplete**
Assigned by:	**George Semple**
Online Plan Review System	

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

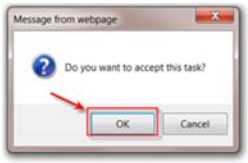
This will display your task list.



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

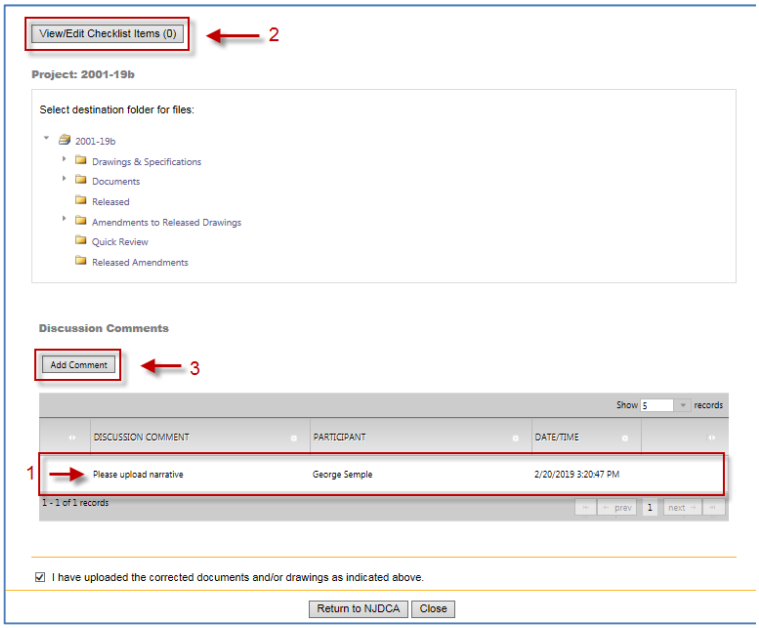


5. Click **OK** to accept the task.



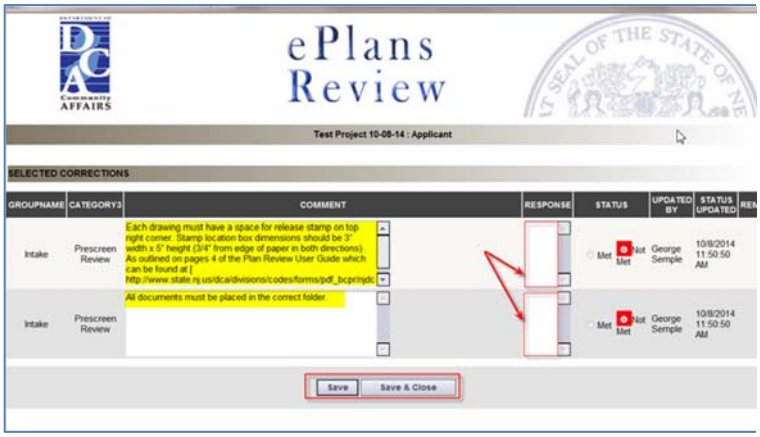
The eForm should display.

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.



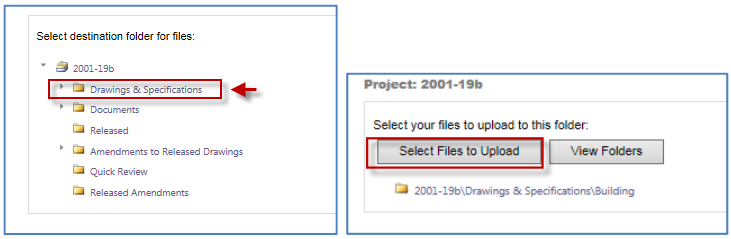
The **Intake Checklist** will display only the items that need attention.

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

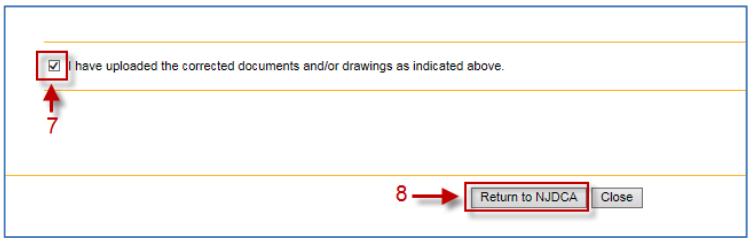


6. Upload any new or corrected files, same process as **Applicant Upload**

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



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



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

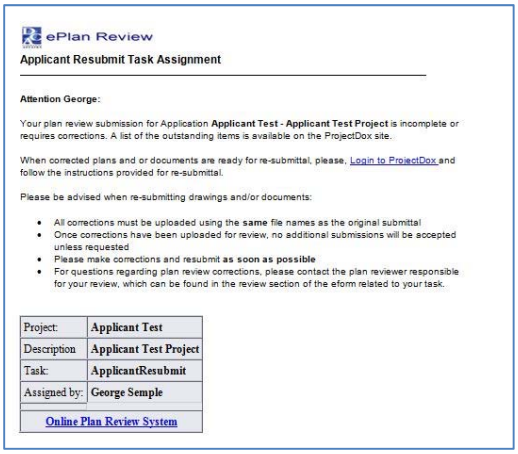
Once the **Prescreen Review** process is complete, the **Plan Review** process will begin.

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.

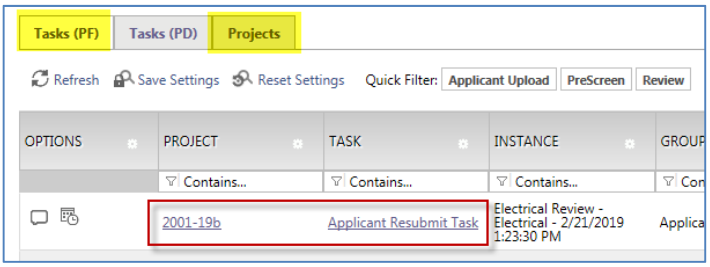
When corrected plans and or documents are ready for re-submittal, **please**, Login to ProjectDox and follow the instructions provided for re-submittal.

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 Semple**
Online Plan Review System	

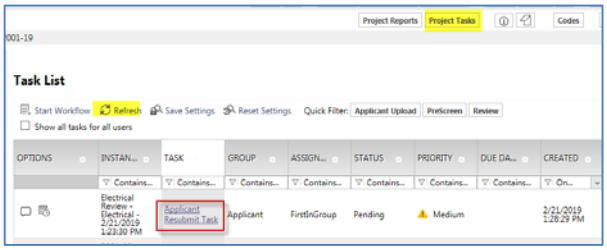
3. Make sure you are on either the Task (PF) or Projects tab.
4. Click on either the Project number or Task Name



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.

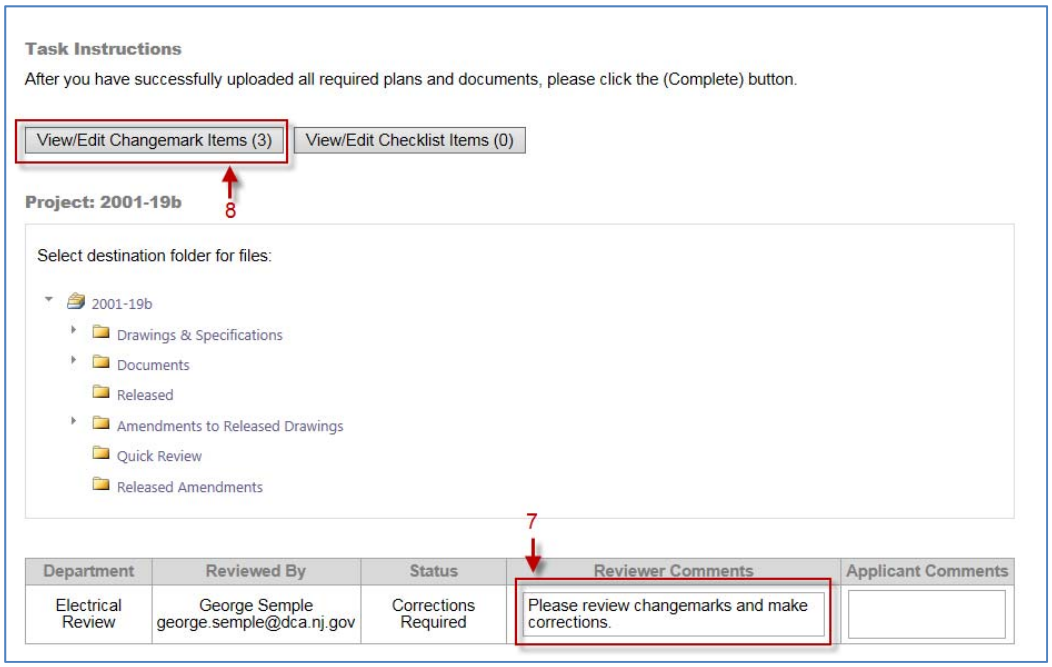


6. Click **OK** at the "Do you want to accept this task" box.

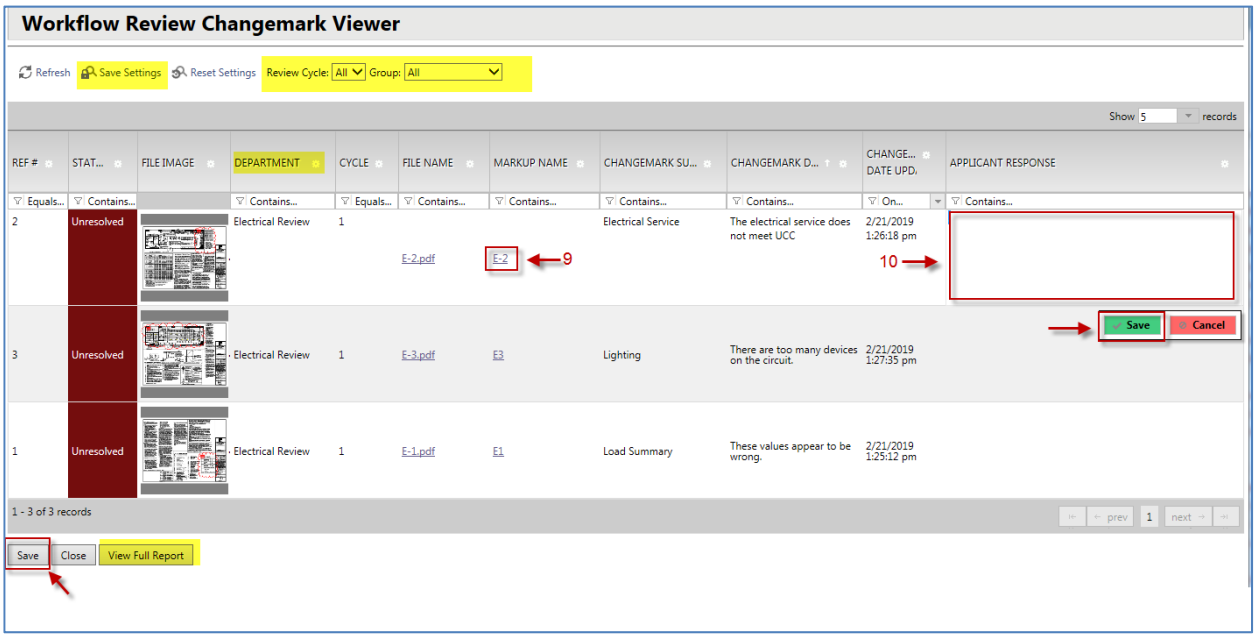
The eForm is displayed and should list changemarks.

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.



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 disapear.



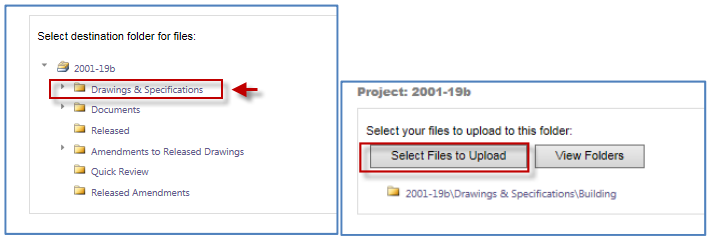
Tip: The Changemark Viewer has anumber of useful features such as being able to see all the review cycle at once; Columns can be sorted, filtered and hidden.
The **View Full Report** button will generate a report that displays all of the changemarks.

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

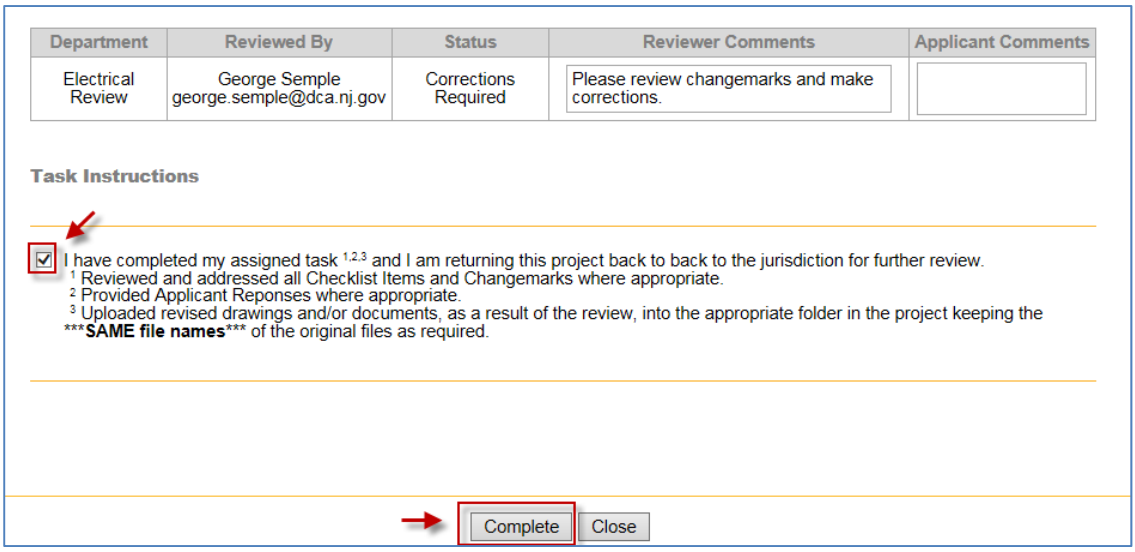
Note: Make the necessary changes to the drawings in whatever software application was used to create them, for example, AutoCAD. Please circle your changes, comments, or modifications in **RED**, to make it easier for reviewers to find them.

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 Reponses 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.

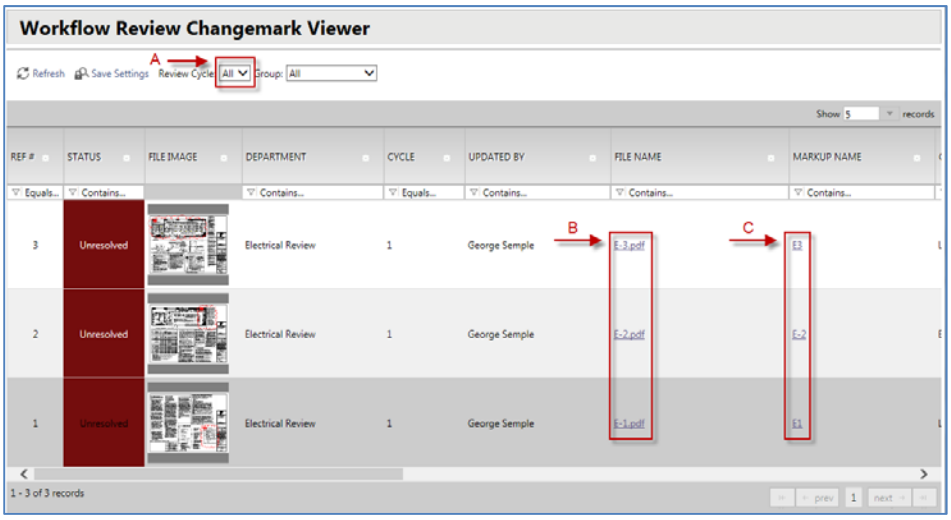
Each time corrections/modifications are sent back to you; a new Review Cycle starts.

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.

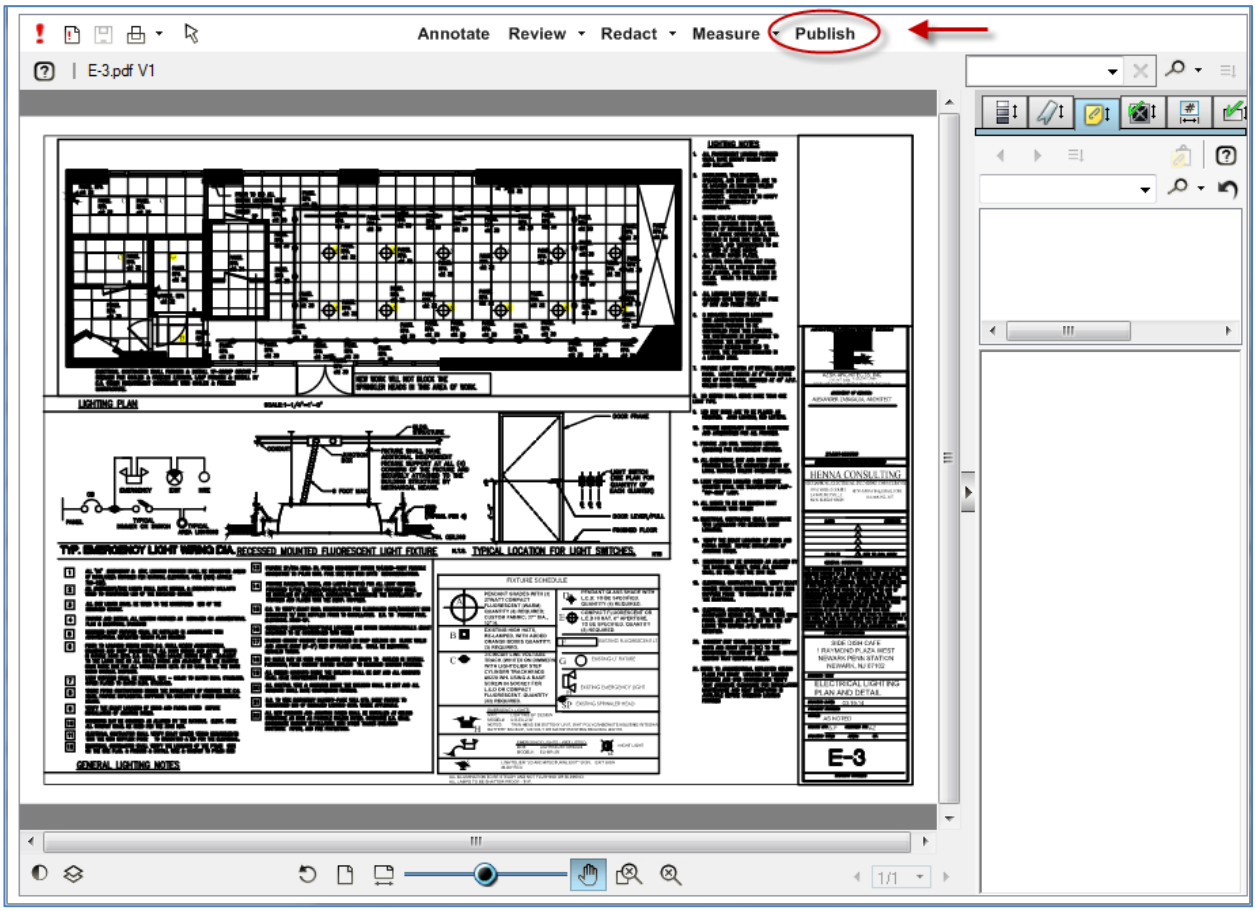


Publishing Drawings with Changemarks

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.

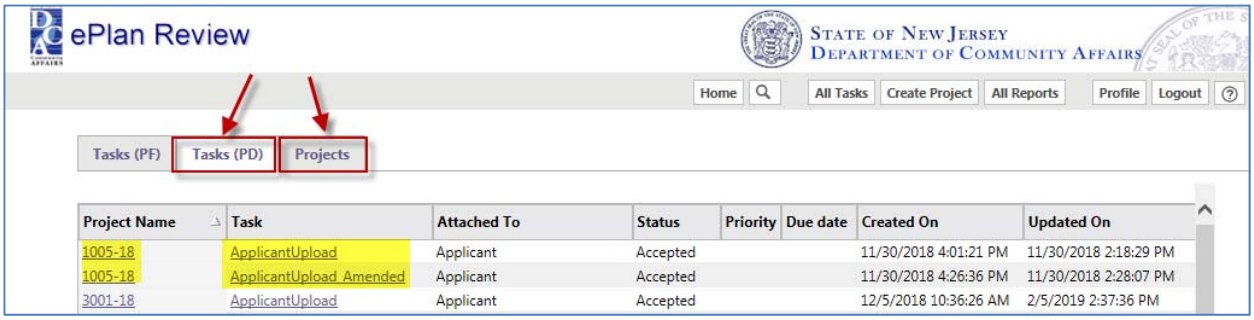
**In most cases permits are issued by local municipalities, except for State Buildings' projects. In that case the permits are issued by the State Buildings unit within the DCA.*

ePlans Version 8.3

Initial Plan Submission

Uploading Files

When you have successfully logged into ePlans and navigate to “My Existing Projects”, you’ll be taken to a screen that lists assigned Tasks and Projects. By default, the **Tasks (PF)** tab will display. Task PF is for Tasks on projects created on or after 04/01/2019. All Project Tasks on Projects started prior to this date are on the **Task (PD)** tab.

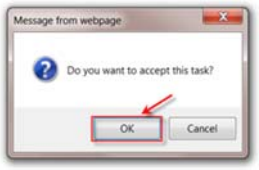


1. Click the **Task (PD)** tab . This will bring up your task list.
2. Click on either the **Task** or **Project Name**.

Note: 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 Projects** button. This will ensure that you see all the projects you are associated with.

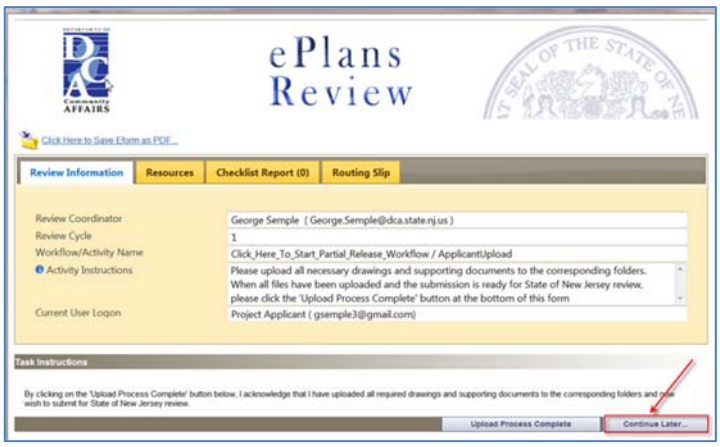
3. Click **OK** to accept the task.

When you click **OK**, the eForm will be displayed.

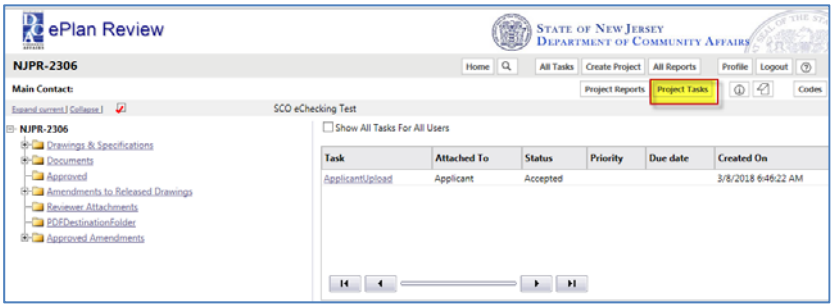


4. Click the **Continue Later** button.

The eForm will close and you’ll be back at the previous screen.



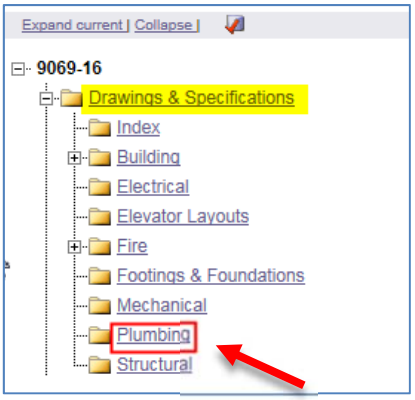
5. If you click on the **Project Name** (Number), you will be taken to the Project screen. All assigned Tasks should display automatically. If they don't, then click on the **Project Tasks** button.



You will be uploading drawings into the appropriate **Drawings and Specifications** subcode folder, including the index of all the drawings. Upload **narratives** for each corresponding subcode into the appropriate Documents subcode folder.

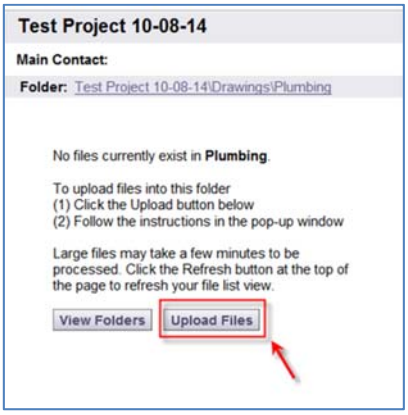
You will be uploading supporting Project documents into the appropriate **Documents** subcode folder.

6. To begin uploading a drawing, click the plus sign [+] next to the **Drawings** folder. This will expand to display a list of subcode folders.
7. Click on a subcode folder to display the upload function.



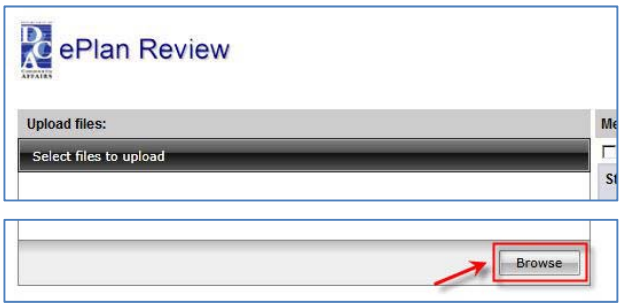
The upload screen will display two buttons, **View Folders** and **Upload Files**.

8. Click on the **Upload Files** button.

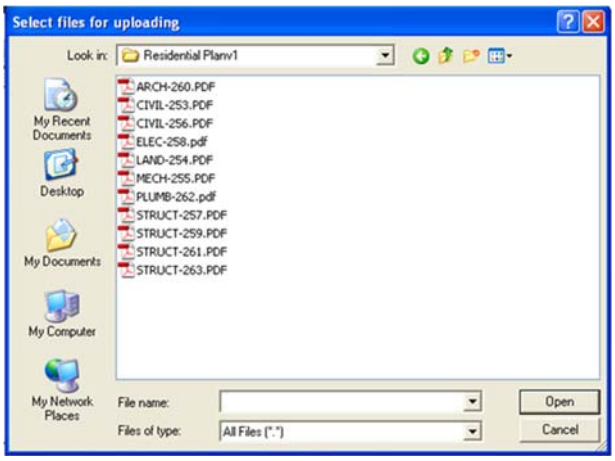


The **Select files to upload** box will display.

9. Click the **Browse** button.

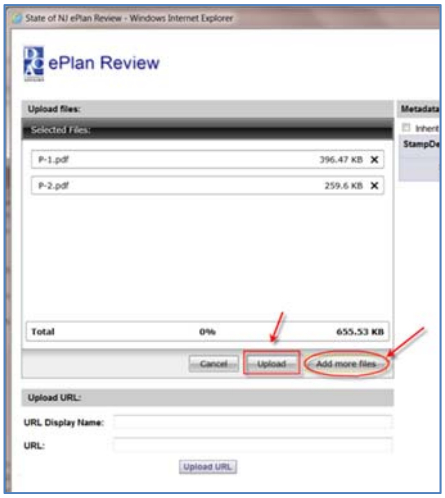


10. Navigate to the file location on your computer and select or highlight the files you want to upload. Select multiple files by using the **Shift** or **Ctrl** keys while clicking with your mouse.
11. Click the **Open** button and the files selected will be copied to the upload window.



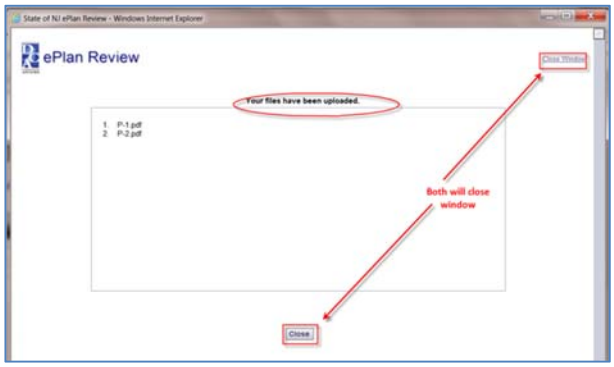
At this point, you can either **Upload** the files you have selected or **Add more files**. (If you want to add more files to the upload window, click **Add more files**.)

12. To upload the files, click the **Upload** button.



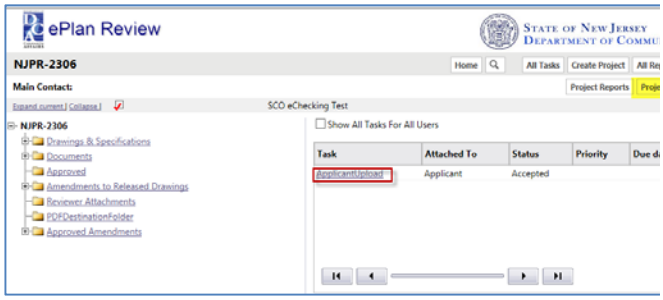
A confirmation screen will appear, stating "Your files have been uploaded" with a list of those files.

13. Close the confirmation screen by clicking the **Close** button.

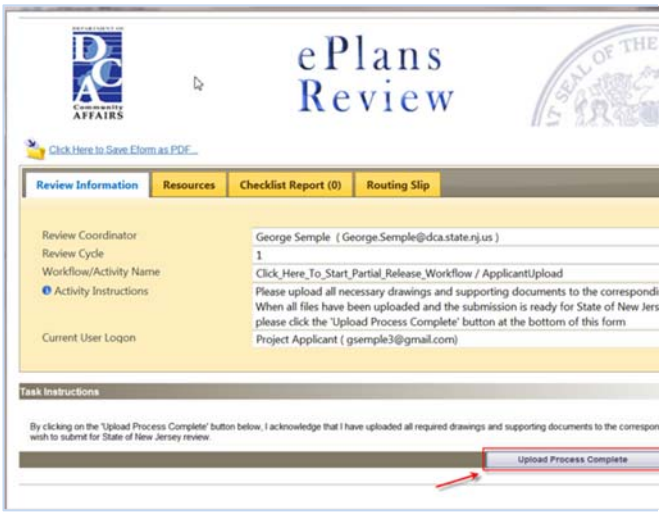


You will be back at Project screen.

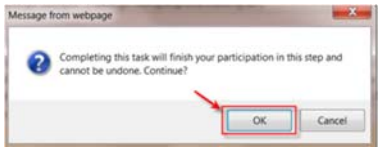
14. Click on the **Applicant Upload** task, to reopen the eForm.
    Note: If you don't see a Task, click the Project Tasks button.



15. Click the **Upload Process Complete** button.



A popup box will ask, "Completing this task will finish your participation in this step and cannot be undone. Continue?"



16. Click **OK**.

You have successfully finished the **Initial Plan Submission** step of submitting your plans electronically.

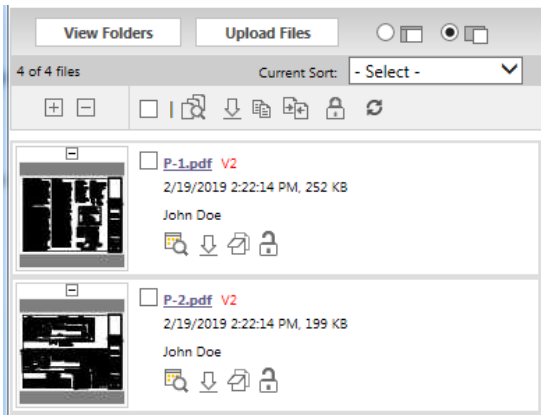
17. **Logout** after your session is complete.

A notification will have been 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: If you want to review your uploaded files, click on the desired subcode folder to reveal thumbnails of each drawing.

Next to each thumbnail, the file name, author, date uploaded, file size, and History icon are shown.

Click on a **thumbnail** to display the full drawing.



Prescreen Review

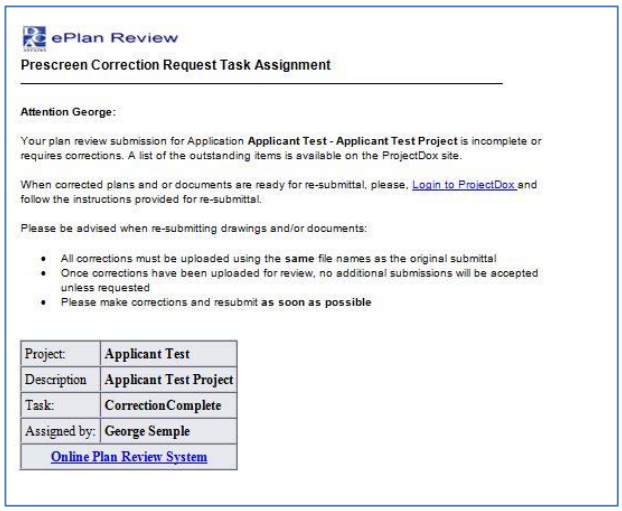
Prescreening is a cursory review by BCPR of your uploaded documents in preparation for formal review.

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.

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



ePlan Review

Prescreen Correction Request 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.

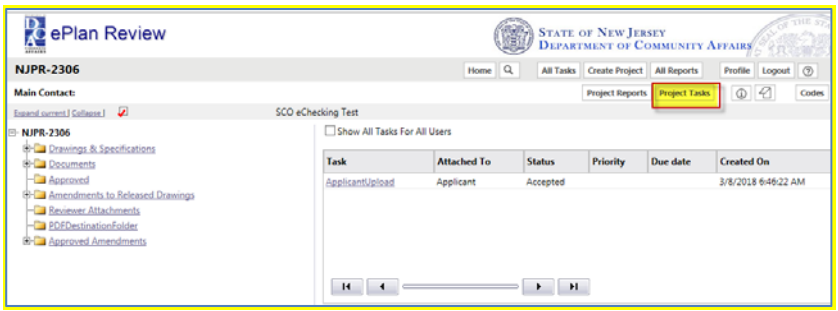
When corrected plans and or documents are ready for re-submittal, please, Login to ProjectDox and follow the instructions provided for re-submittal.

Please be advised when re-submitting drawings and/or documents:

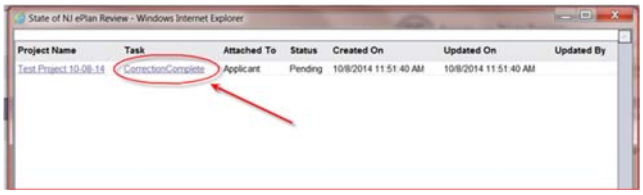
- All corrections must be uploaded using the **same** file names as the original submittal
- Once corrections have been uploaded for review, no additional submissions will be accepted unless requested
- Please make corrections and resubmit **as soon as possible**

Project:	**Applicant Test**
Description	**Applicant Test Project**
Task:	**CorrectionComplete**
Assigned by:	**George Semple**
Online Plan Review System	

20. All assigned Tasks should display automatically. If they don't, then click on the **Project Tasks** button.



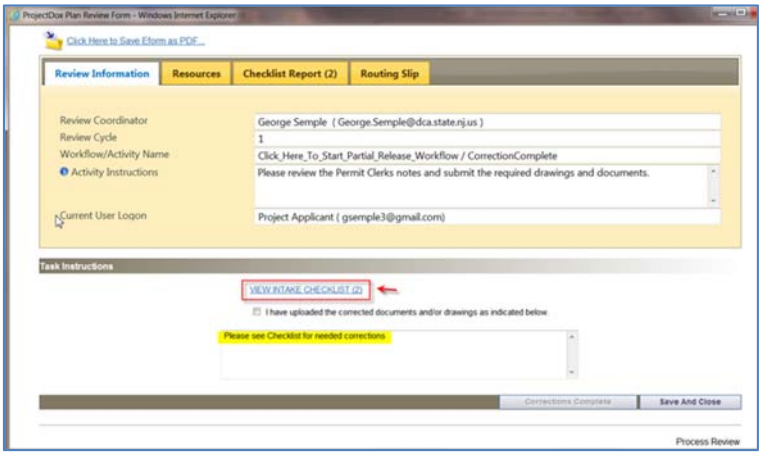
21. Click the **CorrectionsComplete** task.



22. Click **OK** to accept the task.

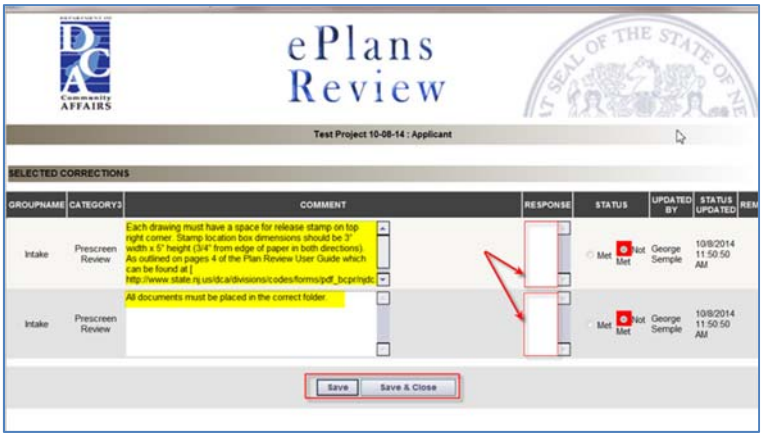
The eForm is displayed.

23. Read the information in the text field.
24. Click on the **View Intake Checklist** link.



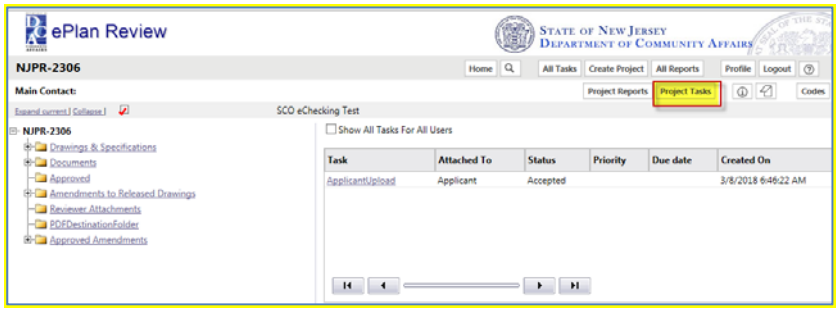
The **Intake Checklist** will display only the items that need attention.

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



27. Back at the eForm, click **Save & Close**.

The main Project screen will be displayed when you **Save & Close** the eForm.



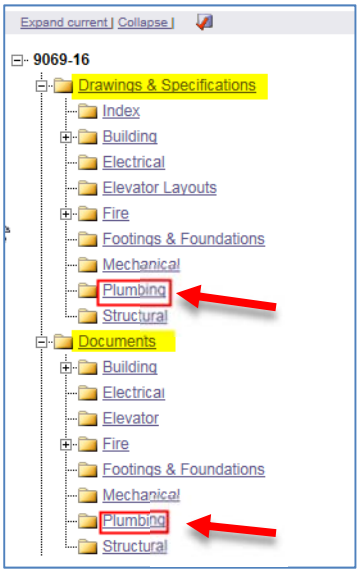
After you have made the checklist corrections, log back into ePlans and upload the corrected files.

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

You will be uploading drawings into the appropriate subcode folder.

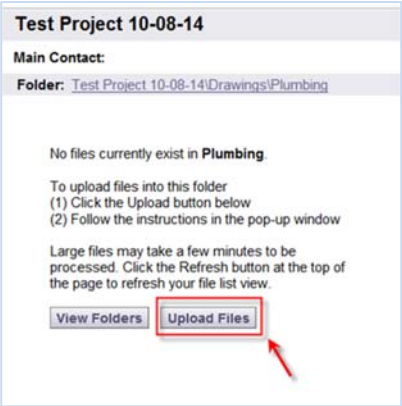
You will be uploading supporting Project documents into the appropriate subcode folder under the **Documents** folder.

28. Click the plus sign [+] next to the **Drawings** folder. This will expand to display a list of subcode folders.
29. Click on a subcode folder to display the upload function.



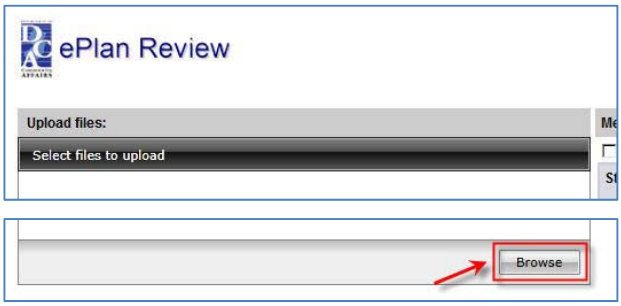
When you open the folder, you will see two buttons, **View Folders** and **Upload Files**.

30. Click the **Upload Files** button.

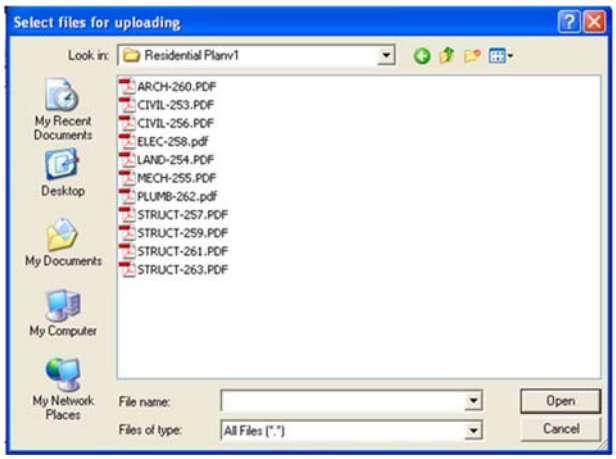


The **Select files to upload** box will display.

31. Click the **Browse** button.

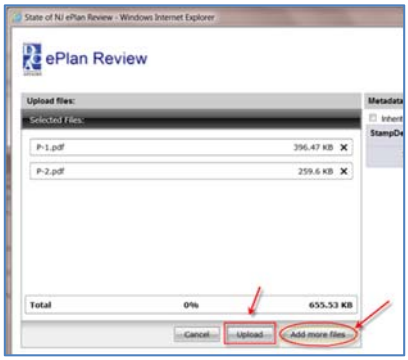


32. Navigate to the file location on your computer and select or highlight files you want to upload. Select multiple files by using the **Shift** or **Ctrl** keys while clicking with your mouse.
33. Click the **Open** button and the files selected will then be copied to the upload window.



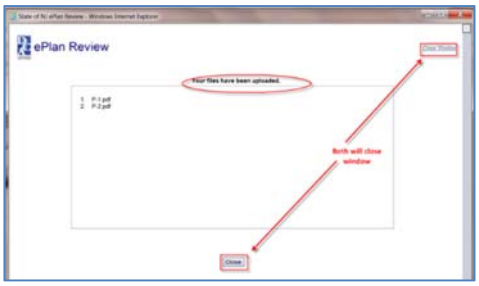
At this point, you can either **Upload** the files you have selected or **Add more files**. (If you want to add more files to the upload window, click **Add more files**.)

34. To upload the files, click the **Upload** button.



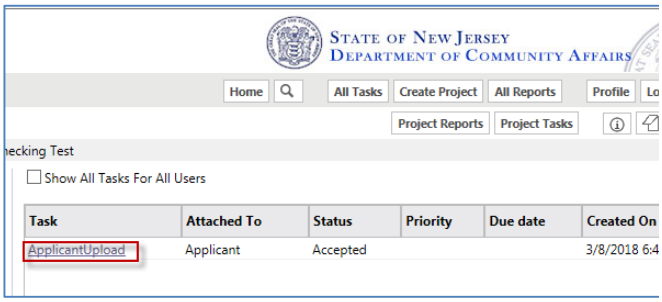
A confirmation screen will appear, stating "Your files have been uploaded" with a list of those files.

Close the confirmation screen by clicking the **Close** button.



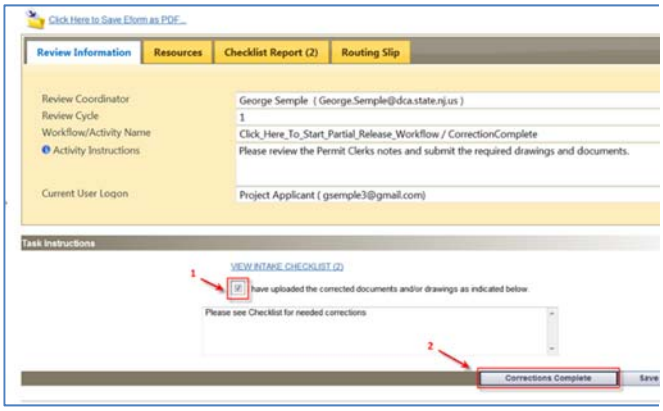
You will be back at Project screen.

35. Click on the **Corrections Complete** task. This will reopen the eForm.

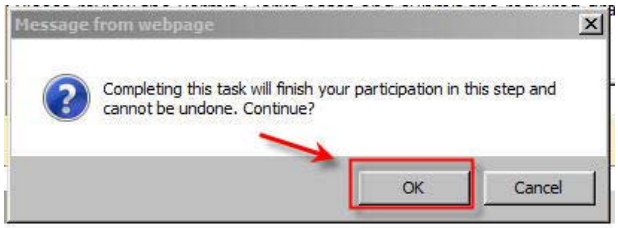


36. When the eForm opens, place a checkmark in the "I have uploaded the corrected…" and the Corrections Complete button will display.

37. Click the **Corrections Complete** button.



38. Click **OK** at the confirmation box.



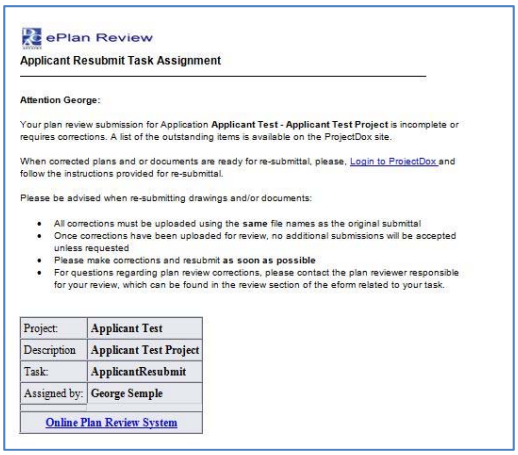
NJDCA will be notified that the files have been completed or corrected and the **Prescreen Review** process will continue.

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.



39. To login into ePlans, click the **Online Plan Review System** link in the email.
40. Login to the ePlans system.

41. Click on the **Project Tasks** button.

Your **Tasks** will be displayed.

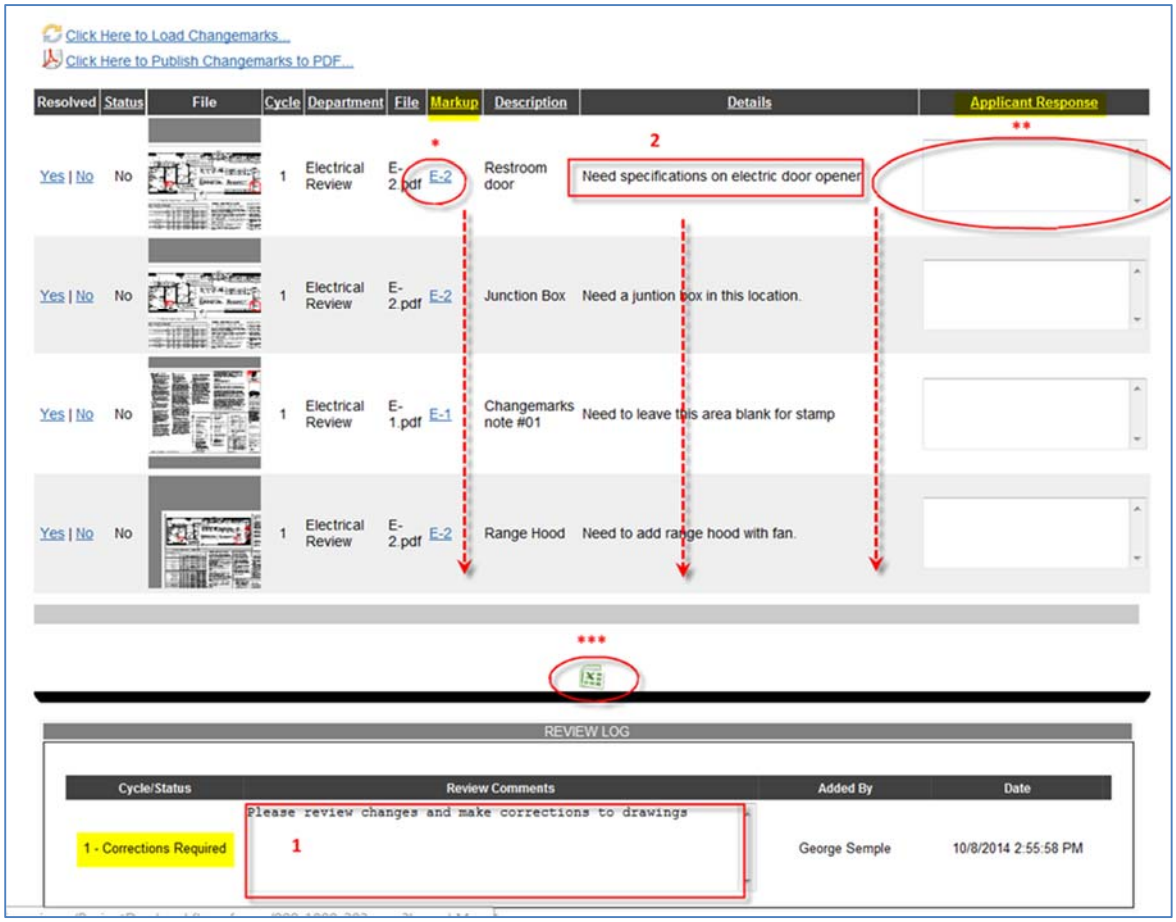
42. Click on the **ApplicantResubmit** task.

43. Click **OK** at the "Do you want to accept this task" box.

The eForm is displayed and should list changemarks.

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

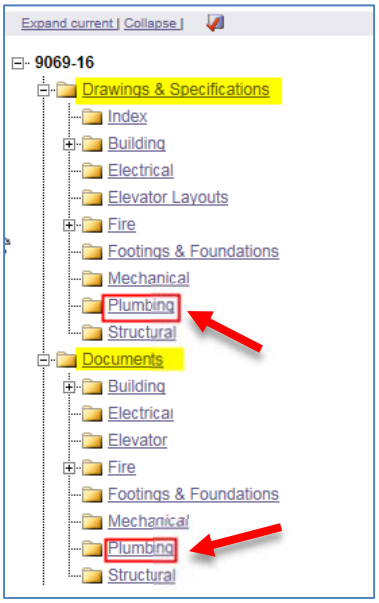
44. Read the text in the **Review Comments** field at the bottom of the screen.
45. Review the changemarks.
    - If you click a link in the **Markup** column, the full drawing with changemarks will display.
    - The **Details** column displays only the changemarks.
    - Please enter explanatory text in the **Applicant Response** box.
      If no response is necessary, enter N/A. This helps expedite the review process.
    - If you make any comments, make sure to **Save**.
46. Click the **Save & Close** button.



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.

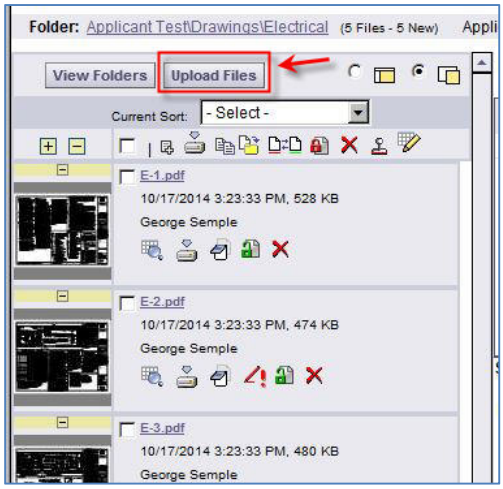
Once the drawings have been modified/corrected, upload them into the ePlans system.

47. At the Main Project screen, click the plus sign [+] next to the **Drawings** folder. This will expand to display a list of subcode folders.
   - You will be uploading drawings into the appropriate subcode folder.
   - If necessary, you may upload an updated Index.
   - You will be uploading supporting Project documents into the appropriate subcode folder under the **Documents** folder.
48. Click on a subcode folder to display the upload function.



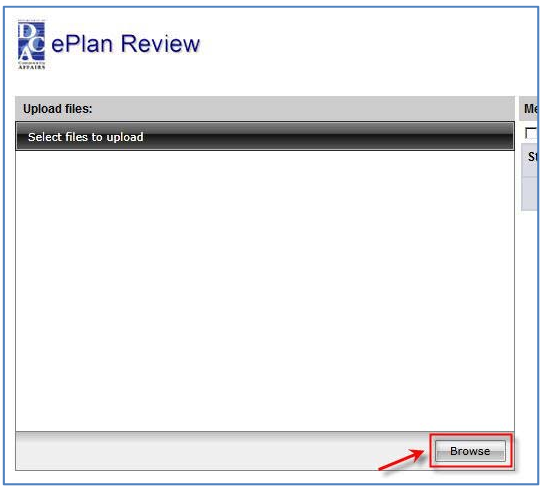
When you open the folder, you will see two buttons, **View Folders** and **Upload Files**.

49. Click on the **Upload Files** button.



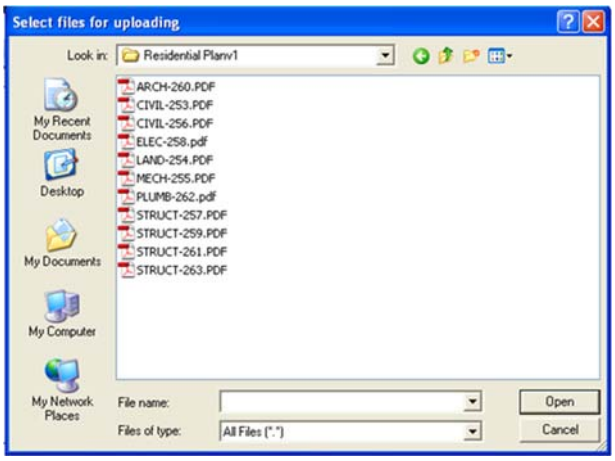
The **Select files to upload** box will display.

50. Click the **Browse** button.



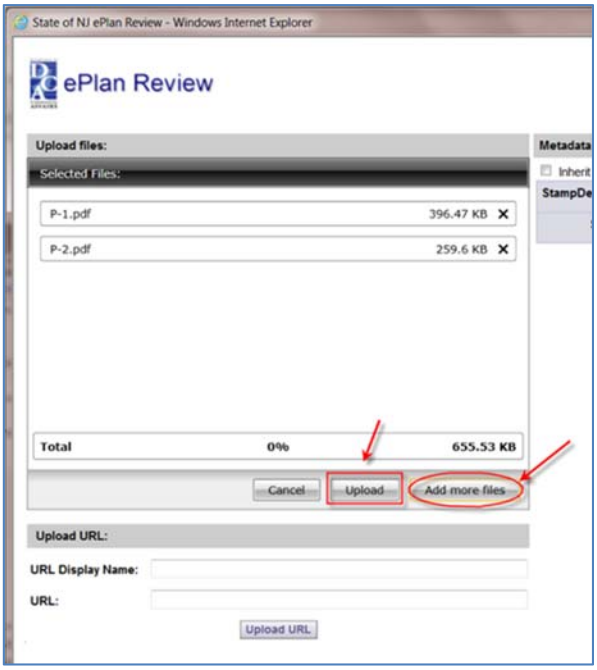
51. Navigate to the file location on your computer and select or highlight files you want to upload. Select multiple files by using the **Shift** or **Ctrl** keys while clicking with your mouse.

52. Click the **Open** button and the files selected will then be copied to the upload window.



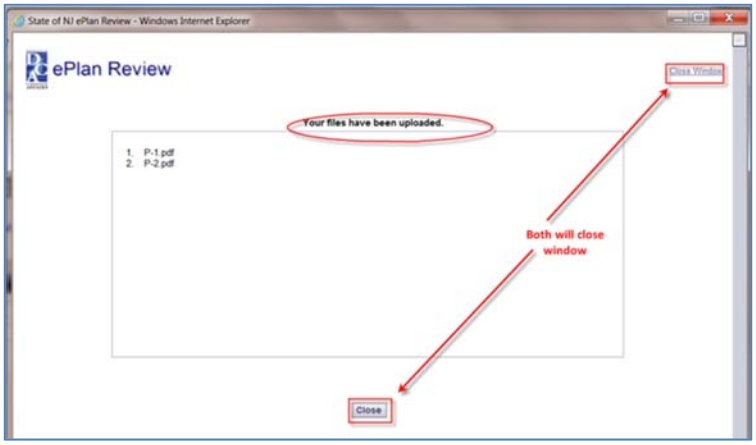
At this point, you can either **Upload** or **Add more files**. (If you want to add more files to the upload window, click **Add more files**.)

53. To upload the files, click the **Upload** button.



A confirmation screen will appear, stating "Your files have been uploaded" with a list of those files.

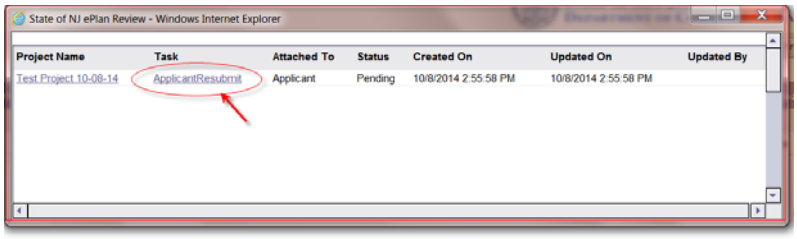
54. Close the confirmation screen by clicking the **Close** button.



You will be back at the **Main Project** screen.

55. Click on the **Applicant Resubmit** task.

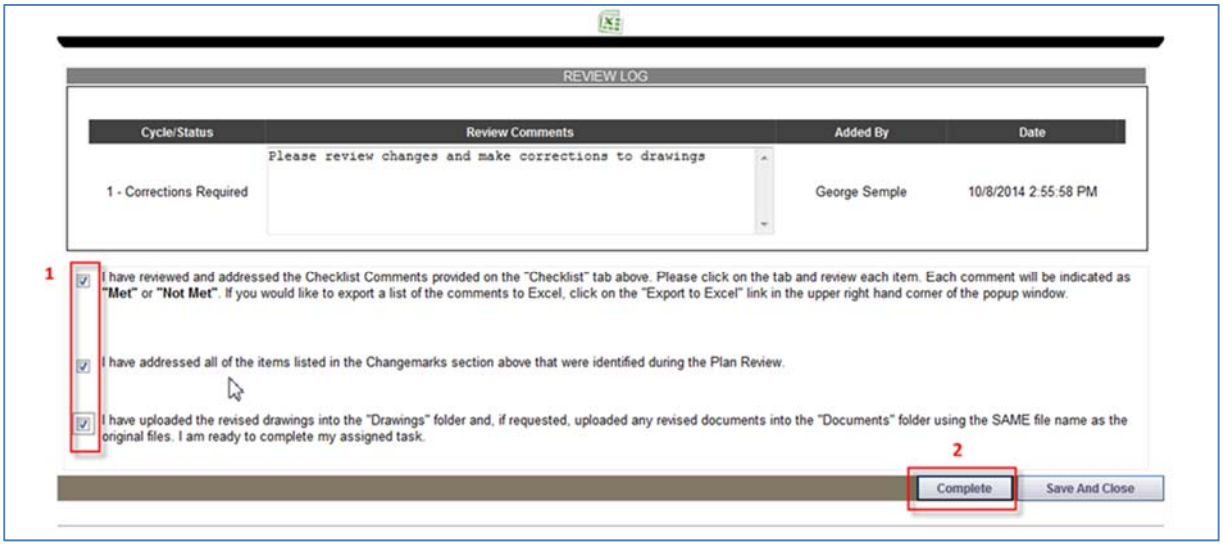
This will reopen the eForm.



56. When the **eForm** opens, place a checkmark in each of the three check boxes at the bottom of the screen.

57. Click the **Complete** button.

NOTE: the **Complete** button will not display until all three checkboxes have been checked.



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

Review Cycles

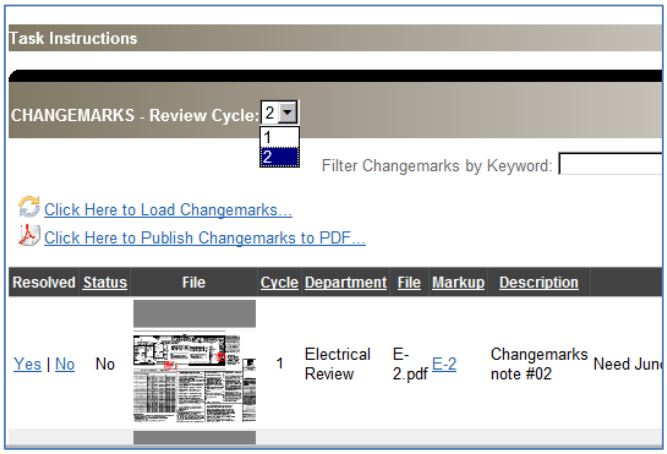
The review process will continue until all corrections/modifications have been made and accepted by NJDCA.

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.

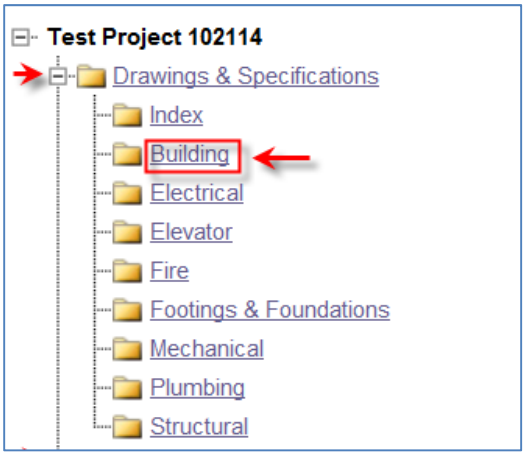
At this point, repeat the Applicant Resubmit process that starts on page 19.

The **Review Cycle** dropdown will allow you to examine any Review Cycle information.

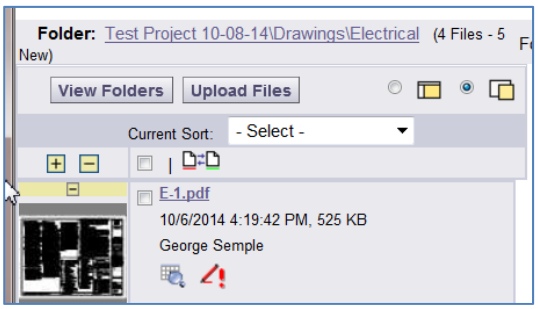


Reviewing Changemarks (Markups)

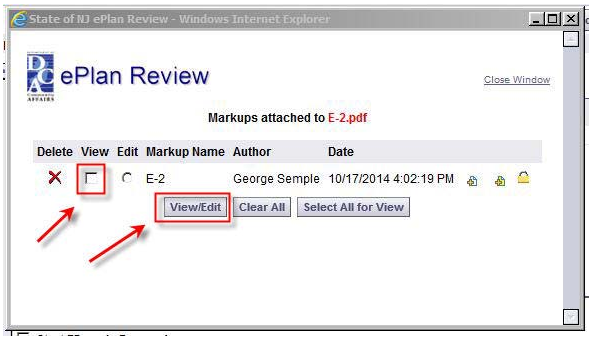
1. At the Main Project screen, click the plus sign [+] next to the **Drawings** folder. This will expand to display a list of subcode folders.
2. Click on a subcode folder to display thumbnails of drawings.



3. To view a plan markup, click on the changemark icon next to the drawing, as shown.

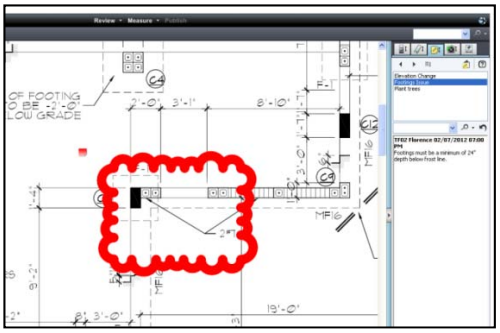


4. Select the **Markup** file and click the **ViewEdit** button.



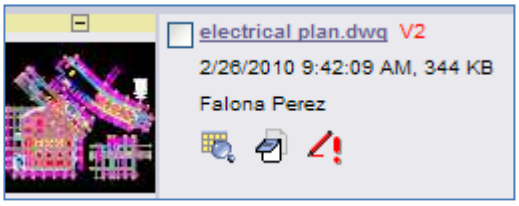
All changemarks will display in the right-hand pane.

5. As you review, click on each changemark and you will zoom directly into the red line from the reviewer.

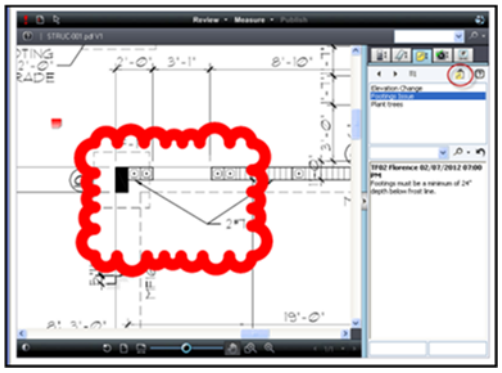


File Versions

The file will display the most current version number of the file, for example, the drawing to the right is version 2 (i.e., V2). Versions can only be managed when corrections are uploaded with the **SAME FILE NAME** as the original file name.



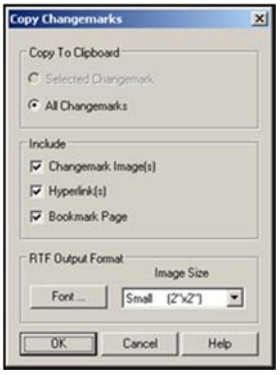
To see previous versions of the file, click the magnifying glass icon.



Printing Changemarks

Option One (Pasting into a Word document)

1. Select the **Copy Changemarks** button.



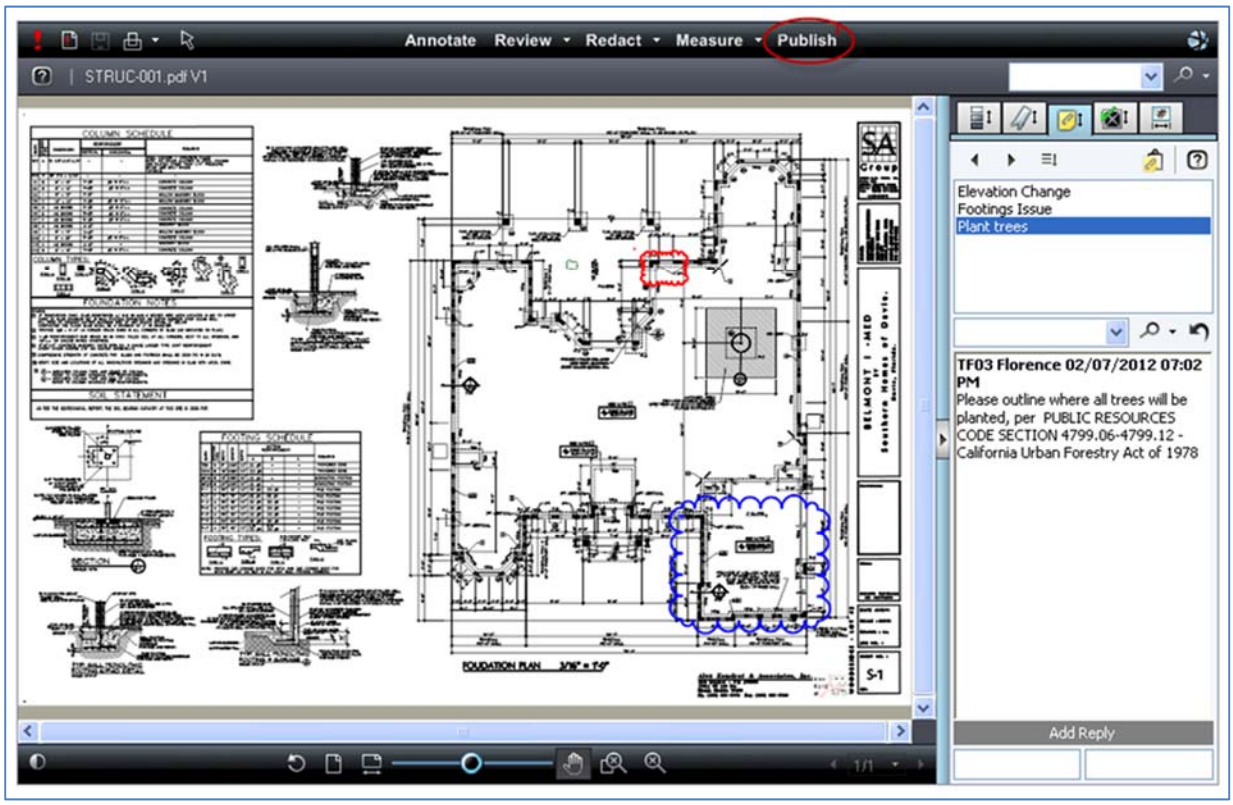
2. Check all boxes and change **Image Size** for larger thumbnails of markups.
3. Click **OK**.
4. Create a new Word document and paste the changemarks into the document.

Option Two (Creating a PDF file)

5. Click **Publish** to create a PDF of the changemarks overlaid on the drawing.
6. Select **Publish to PDF**.
7. Select **OK**.

In the Publish option screen—

8. Check **Burn in Changemarks**.
9. Check **Append Changemarks Notes**.
10. Click **Publish**.
11. Then choose **Save to File**.
12. Click **OK**.
13. 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.

IMPORTANT! Online Amendments will only work with Projects that were initiated online by applicants through the ePlans system. If DCA created a Project from a paper application, online amendments will not work. You should follow the **Paper Application** process.

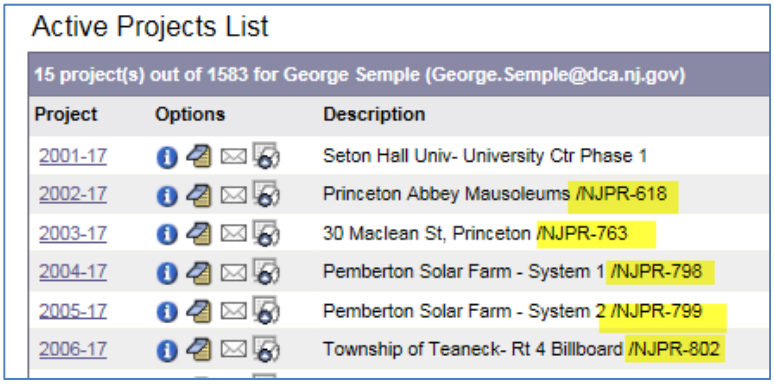
Online Amendments

Amending Projects that were initiated through ePlans

If your project application was submitted through ePlans, you may use the Online Amendment feature. The procedure below outlines the entire Online Amendment process from application to release.

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.



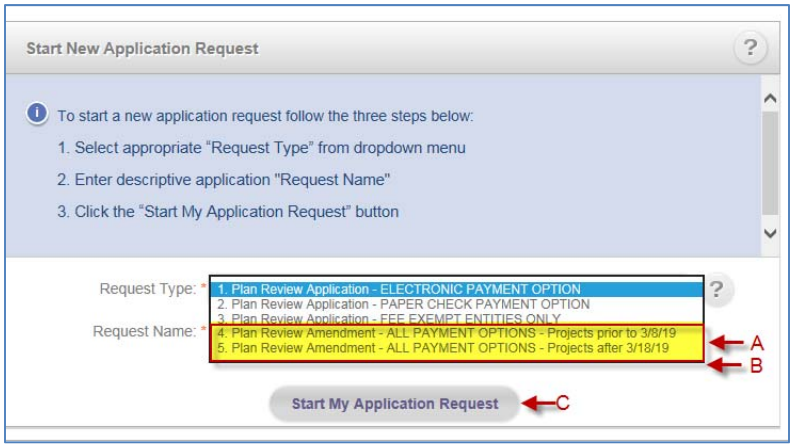
Step 2 - Initiating an Amendment Application

On the main landing page of ePlans in the section "Start New Application Request",

A. First select the **proper Request Type** of:
   - **4. Plan Review Amendment – ALL PAYMENT OPTIONS – Project prior to 04/01/19 or**
   - **5. Plan Review Amendment – ALL PAYMENT OPTIONS – Project after 04/01/19**

B. Then enter a Request Name (Ex. Amendment to Project NJPR123)

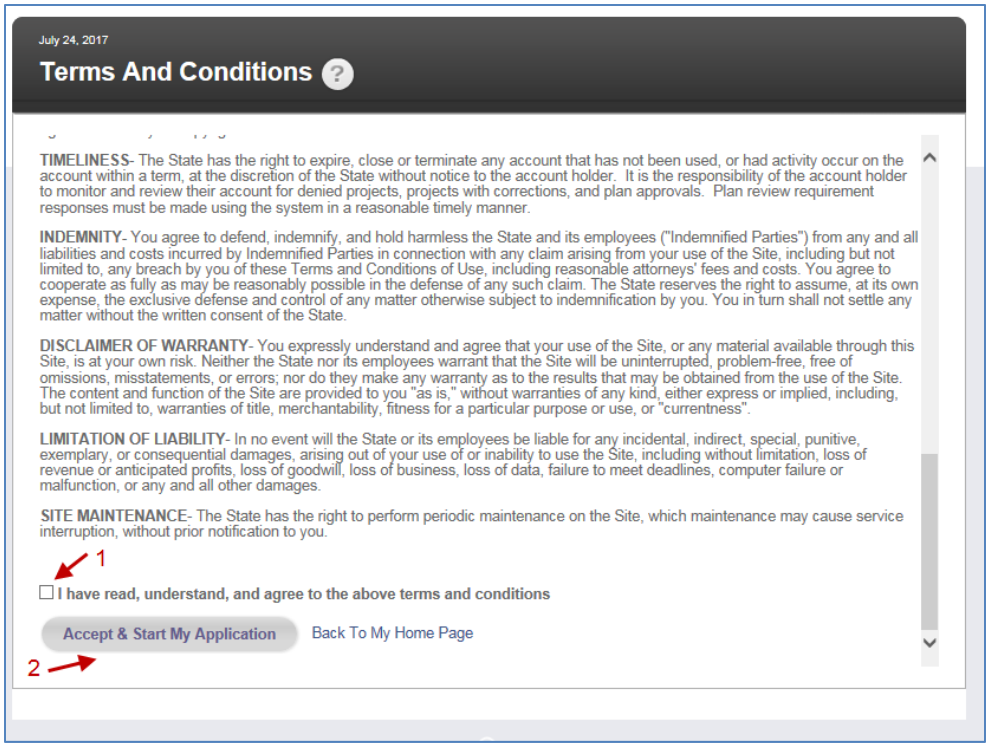
C. Click "Start My Application Request"



Step 3 – Agree to Terms and Conditions

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

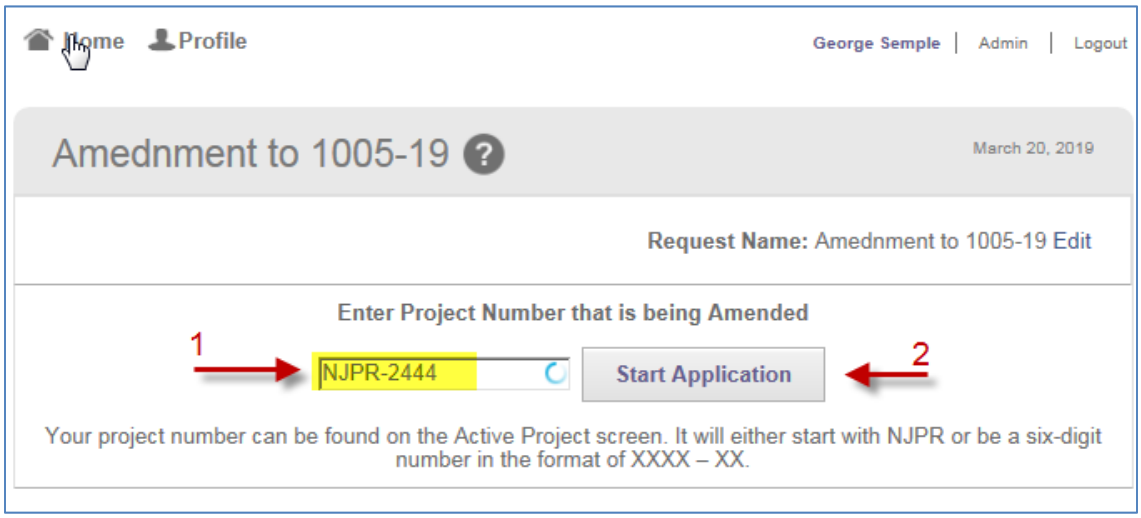
1. Check box stating you "have read, understand, and agree" to the terms and conditions.
2. Click the "Accept & Start My Application" button.



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.

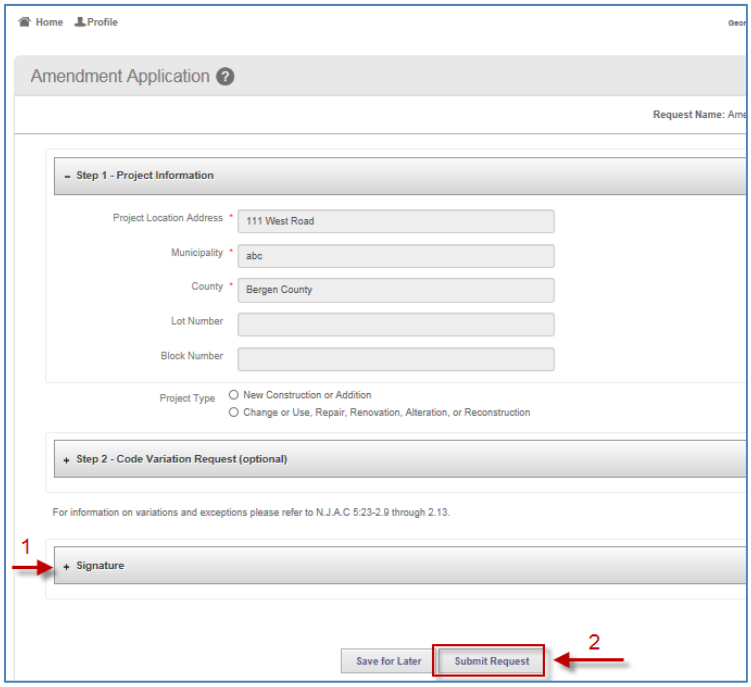
1. Enter Application/NJPR number
2. Click "Start Application"



Step 5 – Submitting Amendment Application

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

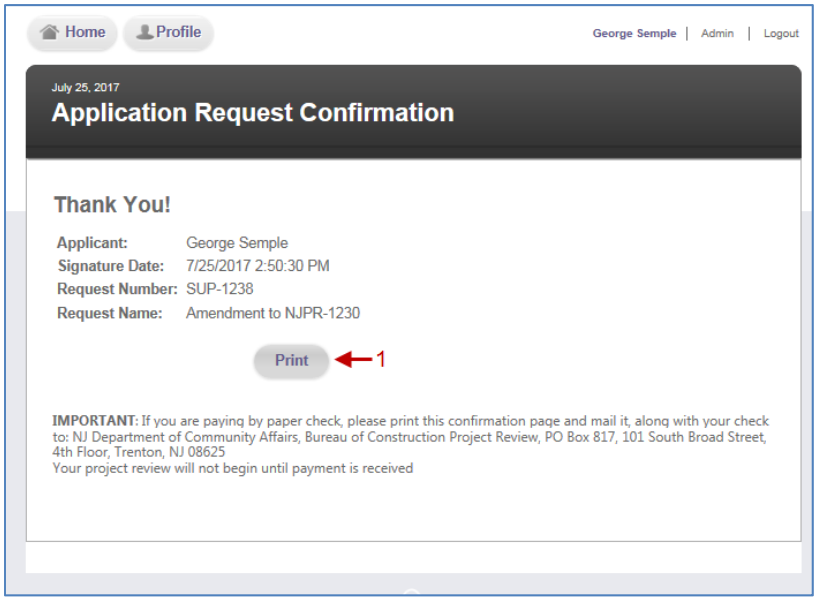
1. Expand Step 3 and "sign" Application
2. Click "Submit Request" button. Your application for amendment will now be tied to the original Project and a new Task of Applicant Upload – Amended will be assigned. An email informing you of this Task will be sent as soon as the system processes your application.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



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.

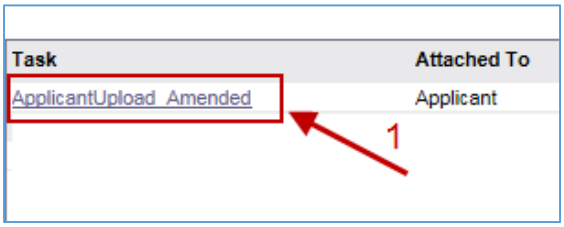
1. Print a copy of Application Request Confirmation for your records.

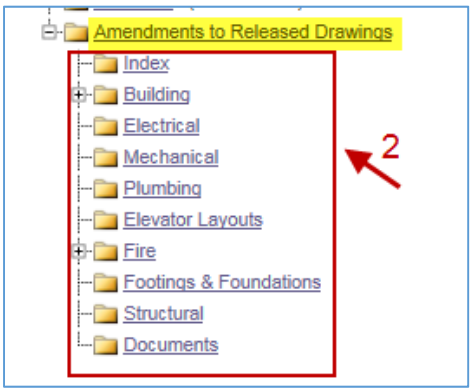


Step 7 – Uploading of Amended Plans and Completing Task

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

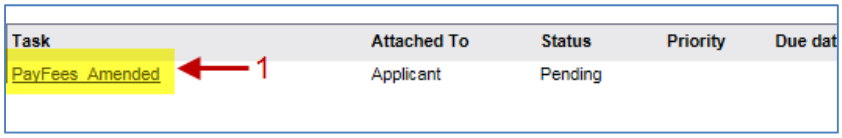




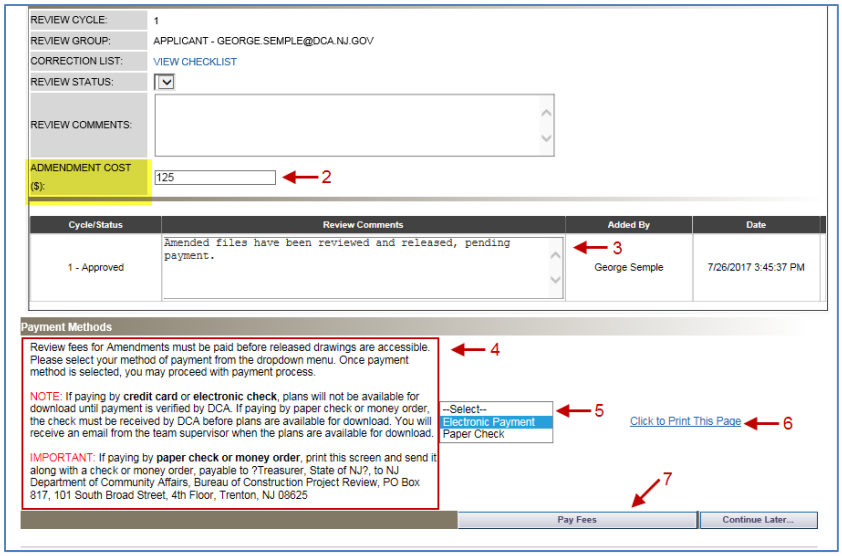
Step 8 – Paying Review Fees & Release of Amended Plans

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"



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



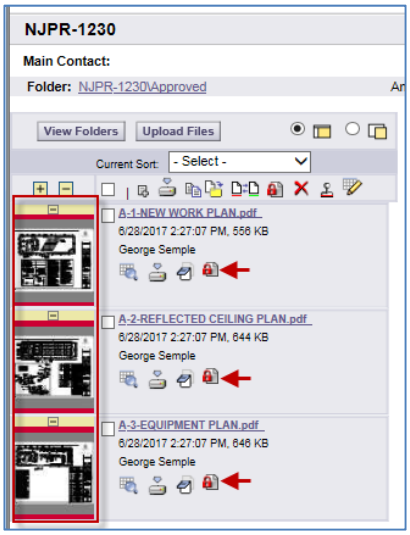
Step 9 –Downloading Amended Plans

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

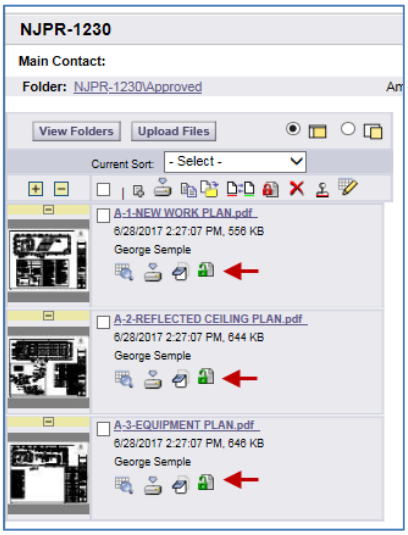
Until payment is verified, files will be locked and unavailable for download. Locked files are indicated by a red padlock icon and red border around the Thumbnail of file.

Once files are unlocked they may be downloaded and printed.

Locked Files



Unlocked Files



Paper Application Amendments

Amending Projects that were created using a paper Project Review Application

(Projects without NJPR or NJPRE or NJPRP numbers)

Amending Final Releases

When you need to submit an Amendment to a project with a Final Release, follow the following process—

1. Complete **Project Review Application**.
   d. Enter the **Associated DCA Project Number** in the appropriate space.
   e. Fill out **Section #1**.
   f. Check ✓ the **Amendment** box in **Section #2**.
   g. Check ✓ appropriate **Release Types** in **Section #4**.
2. Email application to planreviewintake@dca.nj.gov.
3. Wait to receive a **Task** in **ePlans** so that you can upload files within the workflow.
4. Upload files to the Amendments to Released Drawings folder.
   a. A new workflow will be started.
   b. You will be assigned the **Task** of **Applicant Upload**.
5. If fees are applicable, you will be notified and must pay before plans can be released.

Amending Partial Releases

When you need to submit an Amendment to a project with a Partial Release, follow the following process—

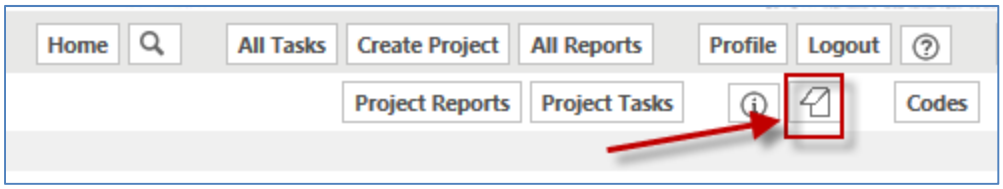
1. Complete **Project Review Application**.
   c. Enter the **Associated DCA Project Number** in the appropriate space.
   d. Fill out **Section #1**.
   e. Check ✓ the **Amendment** box in **Section #2**.
   f. Check ✓ appropriate **Release Types** in **Section #4**.
2. Email application to planreviewintake@dca.nj.gov.
3. Upload files to the Amendments to Released Drawings folder.
4. If fees are applicable, you will be notified and must pay before plans can be released.

Questions or Problems

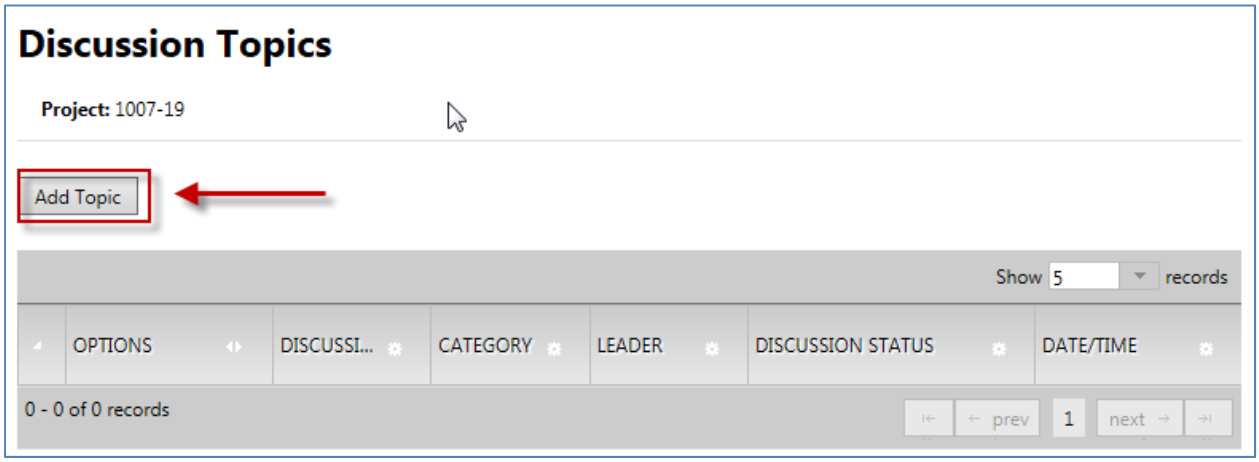
Call Plan Review at 609-633-0800 or email planreviewintake@dca.nj.gov.

Adding New* Files

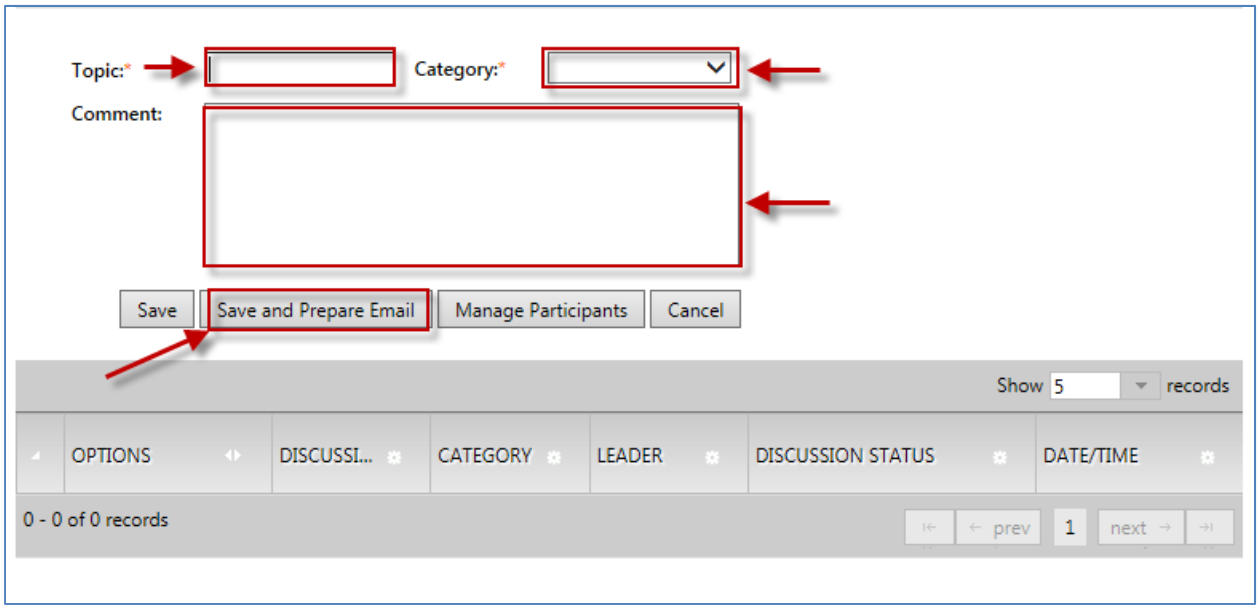
If new files (that were not part of the original submission) are being submitted for review, please notify the **Team Supervisor** and the **Reviewer** by using the **Notes** button. This will help to avoid delays in the review process and avoid confusion.



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

ePlan has two levels of reports:

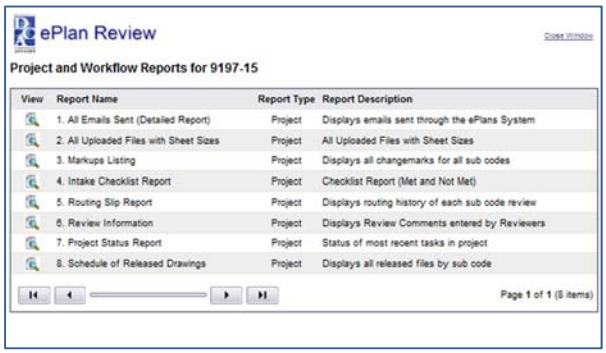
Site Wide Reports

provide information about all projects in the DCA ePlan System.

Menu

To run a report—

- Click on the icon next to the desired report



List of Reports

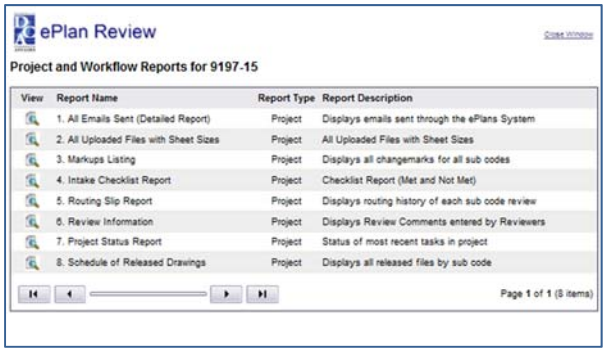
Project Reports

display data for specific projects.

Menu

Some useful **Project Reports** include —

- **All emails Sent**
  Lists every email, either system generated or manually sent through ePlan using the email function, including recipient, date sent, and full email content.
- **All Uploaded Files with Sheet Sizes**
  Lists every single file that has been uploaded, including folder name, file name, sheet size, number of pages, version, submitter, and date uploaded.
- **Markups Listing**
  Lists each individual change mark made by a reviewer, including file name, change mark text, date created, and reviewer's name.



Most of the report columns can be sorted by clicking the column heading.

All reports can be exported as CSV, PDF, Excel, Word, etc.

- **Intake Checklist Report**
  Lists all Intake comments met/not met for Prescreen Review.
- **Routing Slip Report**
  Shows the detailed history of individual subcode reviews, including the task name, status, date created, date updated, users (reviewer and applicant), review cycle, time to complete each.
- **Review Information**
  Summarizes the Routing Slip Report, including subcode, start date, cycle & status, reviewer's summary comments, reviewer's email, and Intake Prescreen Comments.
- **Project Status Report**
  Illustrates the most recent activity for each subcode review, including subcode name, start date, task name, task status, review status, date assigned, date updated, group name, user name, date completed.
- **Schedule of Released Drawings**
  Lists every released drawing associated with a project organized by subcode.

Vista and Windows 7 Install Instruction

Sometimes users will encounter errors or issues as a result of incomplete installation of the client components. This is often caused by permissions issues. The instructions below have proved useful in resolving the security/permissions issues and getting a successful installation. (The account executing these steps will need administrative privileges on the computer).

Uninstall-reinstall DCA Electronic Plan Review components

If the operating system is Vista or Windows 7, the user will need to turn OFF User Account Control (UAC) first.

Additionally, if using IE 8, you will need to turn off protected mode. *Turning of UAC in Windows 7 also disables protected mode for IE8.*

Turning Off UAC in Windows Vista and Windows 7

The following link explains how to control UAC in Windows Vista and in Windows 7. You'll only need the first few directions and screen shots, the rest is blog.

http://www.howtogeek.com/howto/windows-vista/disable-user-account-control-uac-the-easy-way-on-windows-vista/

Turning off Protected mode in IE8

The next link explains turning off protected mode in IE8 (apparently turning off UAC in Windows 7 also disables protected mode for IE8)

http://www.sevenforums.com/tutorials/63141-internet-explorer-protected-mode-turn-off.html

Then follow these steps:

Remove ALL ProjectDox components on the client:

1. Check for presence of program, and remove if found, using either a. or b. depending on version of operating system you are using:
    a. VISTA, Windows 7 - Using Control Panel (in classic view) -> Program Features, if ProjectDox Components is listed then REMOVE
    b. XP – Using Control Panel -> Add/Remove Programs, if ProjectDox Components is listed then REMOVE
2. In Internet Explorer (Internet Options->Browser History->Settings->View Objects - remove anything Brava, ProjectDox, or Xupload).
3. After the above is completed, delete these directories and their contents: **IGC** (in Windows Vista or 7, do a search for the filename IGC to locate, then delete)
    a. In XP Documents and Settings->User Account->**IGC**
    b. In XP Program Files->Avolve->**Components**).