



# **Department of Permitting Services**

## **Electronic Plan Submission**

### **Applicant User Guide**



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## Electronic Plans Submission

“ePlans” is a web-based application that facilitates electronic plan submission and review that has been tailored to the Montgomery County Department of Services (DPS) permitting processes using ProjectDox software. ePlans allows drawings and documents to be submitted and reviewed electronically, improves the plan review cycle, and reduces costs associated with obtaining permits as well as supporting green initiatives.

DPS has the ability to receive permit applications and plans online electronically. There are a few prerequisites to using this new process. This guide will help you through the process. The initial launch of this process required the applicant to come to DPS to pay and select electronic processing. At the present moment the applicant can perform the application process for several permits without having to come to the DPS offices.

There are three steps to get started with the ePlans process:

1. Apply for your permit selecting ePlans process (in the office or online)
2. Permit Technician staff will review your application.
3. Upon acceptance of your application, you will receive an email invitation to upload electronic plans and supporting documents.

DPS ePlans website is <https://eplans.montgomerycountymd.gov>

### Supporting documents

Depending on the permit type, supporting documents will be required before reviews can be performed. You should review the requirements for supporting documents. Your submission will be rejected if the required supporting documents (plats, municipality approvals, etc..) have not been submitted electronically.

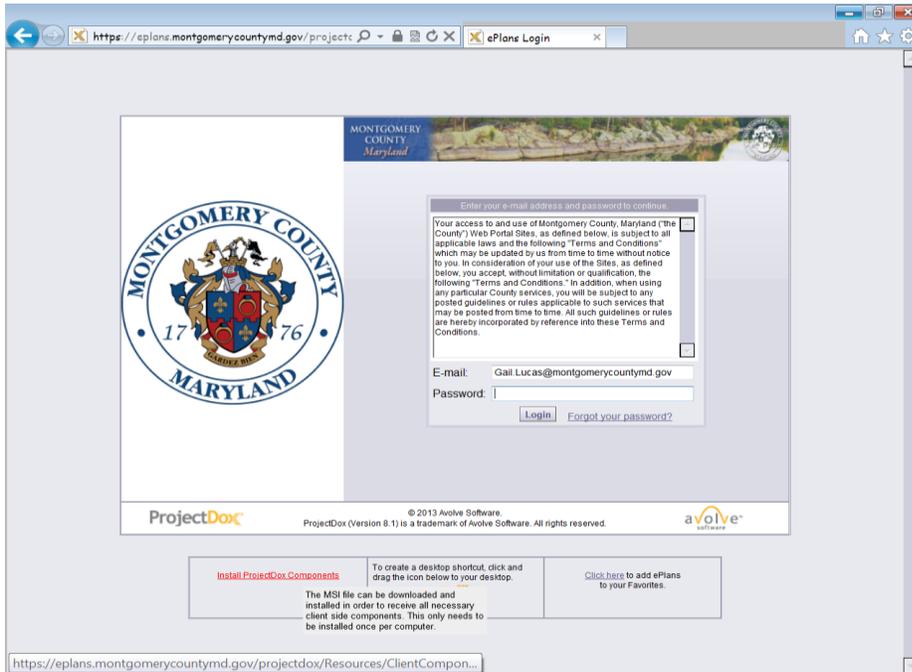
## ProjectDox System Use Requirements

Prior to logging on to the ProjectDox application, please read [ProjectDox System Use Requirements](#) document. It provides requirements needed for each browser to interact properly with ProjectDox application.

The non-IE browsers like Chrome, Firefox, Safari changes the way to display files and tools since it uses HTML Viewer. IE browser uses ActiveX for displaying the files and tools, so you will see that there are some tools that are not available in non-IE browsers, but they are available in IE. The Copy Changemarks icon is not available in non-IE browsers, so users will need to use IE in order to use this feature. Please note that some features could not be available in non-IE browsers.

## Login and Creating a Profile

You can access the login page from DPS web site or using the link provided in the emails received from ePlans.



The login page has an MSI (Microsoft Silent Install) component required to install all necessary ProjectDox ActiveX controls. This installation will only be done once. If you utilize a different computer, it will require another installation for each unique computer. Add ProjectDox as a trusted site.

First time users will use their email address and temporary password provided in the invitation email to access the site. Once logged in you will be directed to your profile page and asked to create a new password that will be used to access the application going forward. You will also be required to create a security question and answer that can be used should you ever forget your password. Once all required fields are completed and the SAVE button selected you will be directed to your projects page.

ProjectDox

Settings for Eplan Reviewer01 (nt01@avolvesoftware.com)

**Change Password:**  
 Current password:   
 New password:   
 Confirm new password:

**Password Reset Question & Answer:**  
 Security question: university  
 Security answer: <Answer has been encrypted>

**Profile Information**

Contact Information | User Metadata | Project Membership | Group Membership

\* Required field

First Name: *	Eplan	Last Name: *	Reviewer01
Email: *	nt01@avolvesoftware.com <input checked="" type="checkbox"/> HTML format ⓘ		
Title:	<input type="text"/>		
Company:	<input type="text"/>		
Address 1:	<input type="text"/>		
Address 2:	<input type="text"/>		
City:	<input type="text"/>		
State/Province:	<input type="text"/>	Postal Code:	<input type="text"/>
Phone:	602-903-3135	Fax:	<input type="text"/>
Mobile:	<input type="text"/>	Pager:	<input type="text"/>
Stamps:	<input type="text"/> ⓘ		
Language: *	en <input type="text"/>		

Save

If you are a returning user, logon to ProjectDox with your full email address and password. If you have forgotten your password, click on the Forgot Password button and follow the prompts a new password will be emailed to you. You will need to know the answer to the security question entered when first setting up the account.

## Plans and Documents Submission Standards

### Project Information

1. The following must be included with submission: a project cover sheet; detailed scope of work; design criteria; construction notes. Sheet/drawing identification shall be in the following format A002 – Second Level Floor Plan.
2. An index with sheets/drawings names must be included on the cover sheet or sheet(s) following it.

### File Naming Convention

Each sheet/drawing submitted through ProjectDox must be submitted as a single file. No multiple sheets for drawings are allowed in a single file. Each file name must be no more than 20 characters and composed of two parts - the Sheet Number and the Sheet Name.

File names for the drawings should match the sheet title if possible but they must not contain special characters ((! @ # \$ % ^ & \* \_ + { } : " | < > ?) and may not exceed 20 characters. This limit on the size of a file name's size may require the abbreviation of the Sheet Name; the Sheet Number should never be abbreviated. Do not add the extension file designation (".pdf") to the end of the file name; the system automatically appends this to the end of the file name.

Please see Appendix A for commercial projects, Appendix B for residential projects and Appendix C for Right-of-Way projects.

**File Type**

Only PDF files are accepted. Files must be print ready, i.e. setup properly for printing with title block, no extra data outside the print page area, etc.

Only searchable PDF files are accepted, for calculation, reports and other supporting documentation (non-drawing files). We will accept multiple pages for supporting documents.

**File Size**

The largest individual file size that can be uploaded at this time is 20 MB. If you have a larger file that you want to upload or you want to speed the upload process, you can compress (zip) the file(s) into one single file and upload the compressed file. The upload of a compressed file is much faster and ePlans will decompress the file and publish the individual files into the selected folder. For reference purposes, DPS uploaded a 370 MB compressed file into ePlans. The entire process (upload and decompression) took approximately 20 minutes. Your time may vary depending on your computer and network capacity.

### **Area for the DPS electronic stamp**

A 3" X 4" area must be reserved at the top center of ALL drawings for the DPS ELECTRONIC APPROVAL/REJECTION STAMP. This area must completely blank on all sheets (with exception of the borderline). This is applicable to all sheet sizes.

A 2" X 3" area must be reserved at the top center of ALL supporting documents for the DPS ELECTRONIC APPROVAL STAMP. This area must completely blank on all documents (with exception of the borderline, if any).

### **Scale**

- All drawings must be to scale. Each scaled drawing must have a graphic scale clearly indicated.
- When more than one scale is used on a sheet, an independent graphic scale must accompany the applicable detail.

### **Sheet Size**

The preferred drawings minimum size should be 24" x 36". This will help facilitate efficient review of the submission.

### **Upload Folders**

All drawings should be uploaded to the **DRAWINGS** folder for each project.

All supporting documentation should be uploaded into the **DOCUMENTS** folder for each project. Your submission will be rejected if the required supporting documents have not been submitted electronically.

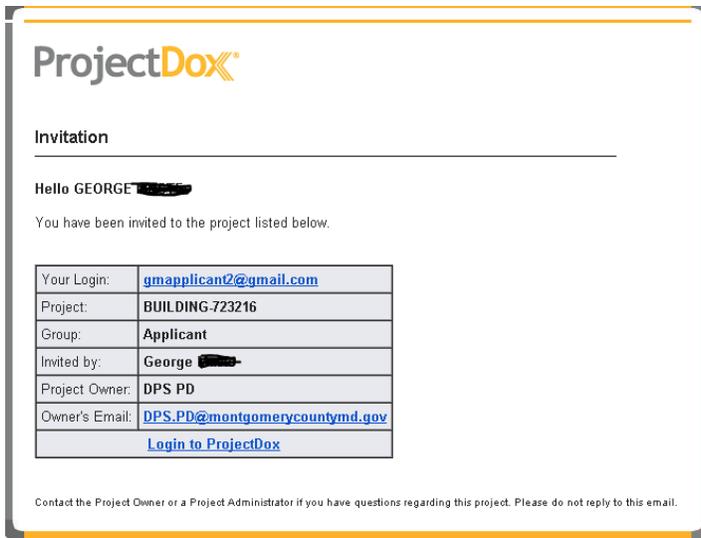
Corrected files must always be re-submitted with the **EXACT SAME FILE NAME** as the original submission. ProjectDox will automatically assign another version number.

### **Design Professional's Electronic Seal and Signature**

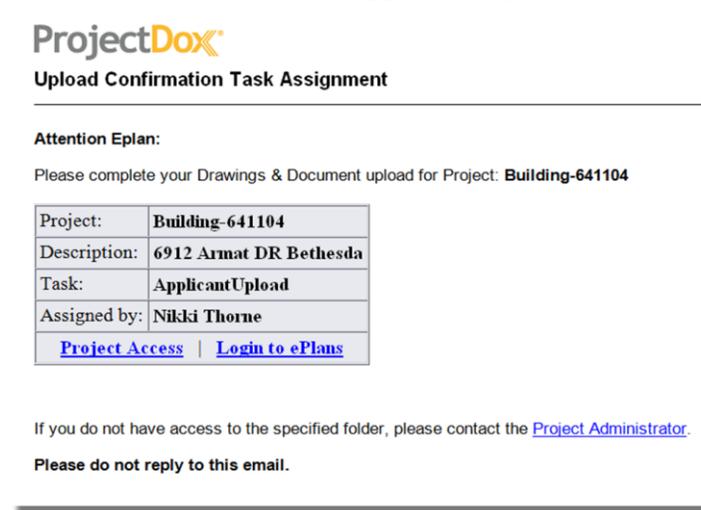
The Maryland Boards of Architects, Professional Engineers and Land Surveyors allow the use of digital signatures by design professionals. DPS accepts digital signatures of the design professionals who prepared or approved the design plans and other documents. If the design professional does not digitally sign the documents, DPS requires each plan to be electronically sealed and the design professional must upload in the Documents folder the appropriate affidavit corresponding to each processing stage on firm's official letterhead - see Attachments.

## **Initial Invitation to Upload Plans**

When the permit application is approved, an ePlans invitation will be sent to the email address entered on the application submittal. The email, from [DPS.DoNotReply@montgomerycountymd.gov](mailto:DPS.DoNotReply@montgomerycountymd.gov), will contain your login information and information about the project, including a link to the project.



Next, ePlans will send the Applicant Upload task to the email address entered on the application submittal.



## Uploading Plans/Drawings and Documents

When you have successfully logged into ProjectDox, the project list screen will display. Any projects for which you have access will be displayed in the list. Any outstanding tasks that require your action are displayed in the My Task list area below the project list. You may also access the project from the task list. The projects are listed in order by permit number. The list will show you the 15 most recent projects you worked on. If you do not see your project, click the All Projects button. You can use the directional arrows to scroll to the next screen.

ProjectDox

MONTGOMERY COUNTY Maryland

Back Forward Projects Profile Logout

Task List (PD Flow)

8 recently entered project(s) out of 12 for Eplan Reviewer01 (nt01@avolvesoftware.com)

Project	Options	Description	Owner	Status
Building-641104		6912 Armat DR Bethesda	Nikki Thorne	Pending Upload
BUILDING-649978		BUILDING RESIDENTIAL PERMIT	DPS PD	Pending Upload
PUBL-302106		PUBLIC RIGHT OF WAY	DPS PD	Submitted
ROW-301904		5700 Roosevelt ST Bethesda - Restoration of ROW	Nikki Thorne	In Review
ROW-301905		1750 Rockville Pike -Instructor Example	Nikki Thorne	Approved
BLD - Training Test		Review and Testing	Nikki Thorne	Corrections Requested
Nikki Workflow Project		Testing and Development	Nikki Thorne	In Review
ProjectDox Training		Training Project	Administrator Temp	Submitted

Page 1 of 1 (8 items)

Project Name	Task	Attached To	Status	Created On	Updated On	Updated By
Building-641104	ApplicantUpload	Applicant	Pending	10/10/2013 1:47:14 PM	10/10/2013 1:47:14 PM	

https://eplans.montgomerycountymd.gov/ProjectDox/ViewProjects.aspx

Select the specific project that corresponds to the

plans you will be uploading. The project screen displays the project information and the folder list used for uploading drawings and supporting documents.

Select Workflow Portals button

ProjectDox

MONTGOMERY COUNTY Maryland

Back Forward Projects Profile Logout

Project Reports Workflow Portals Info Notes Email

Building-641104

Main Contact: 6912 Armat DR Bethesda

Expand current | Collapse |

Building-641104

- Drawings (7 Files - 0 New)
- Documents
- Approved (6 Files - 0 New)

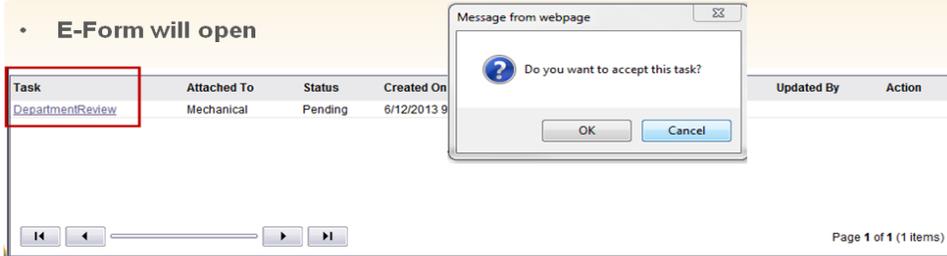
Task	Attached To	Status	Created On	Updated On	Updated By	Action
ApplicantUpload	Applicant	Pending	10/10/2013 1:47:14 PM	10/10/2013 1:47:14 PM		

Page 1 of 1 (1 items)

1. Select the link under the Task Column
2. Click OK to accept the task
3. Cancel keeps the task/to-do on the task list

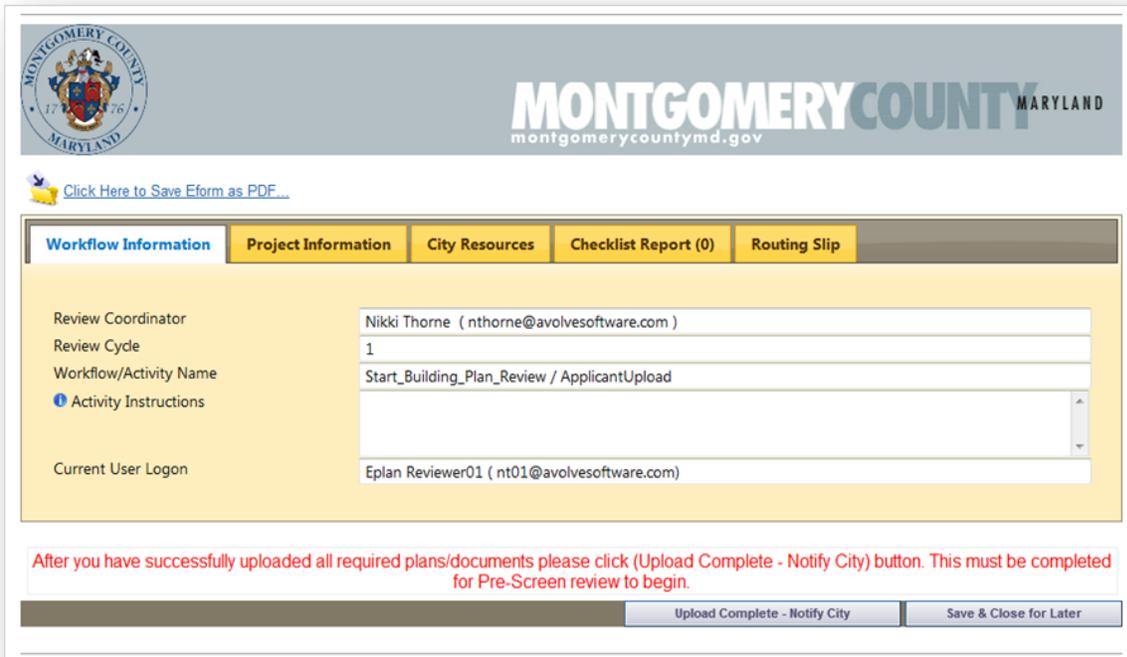
## Accepting a Task

- Click the Project/Project Name link to access the project.
- Select Workflow Portals  button
- Select the link under the Task Column (ex. Department Review )
- Click OK to accept the task
  - Cancel keeps the task/to-do on the task list
- E-Form will open



Task	Attached To	Status	Created On	Updated By	Action
DepartmentReview	Mechanical	Pending	6/12/2013 9		

4. E-Form will open –permit application information is auto-populated from the permitting system so the participants have access to relevant information. It is also an important communication tool among the project participants.



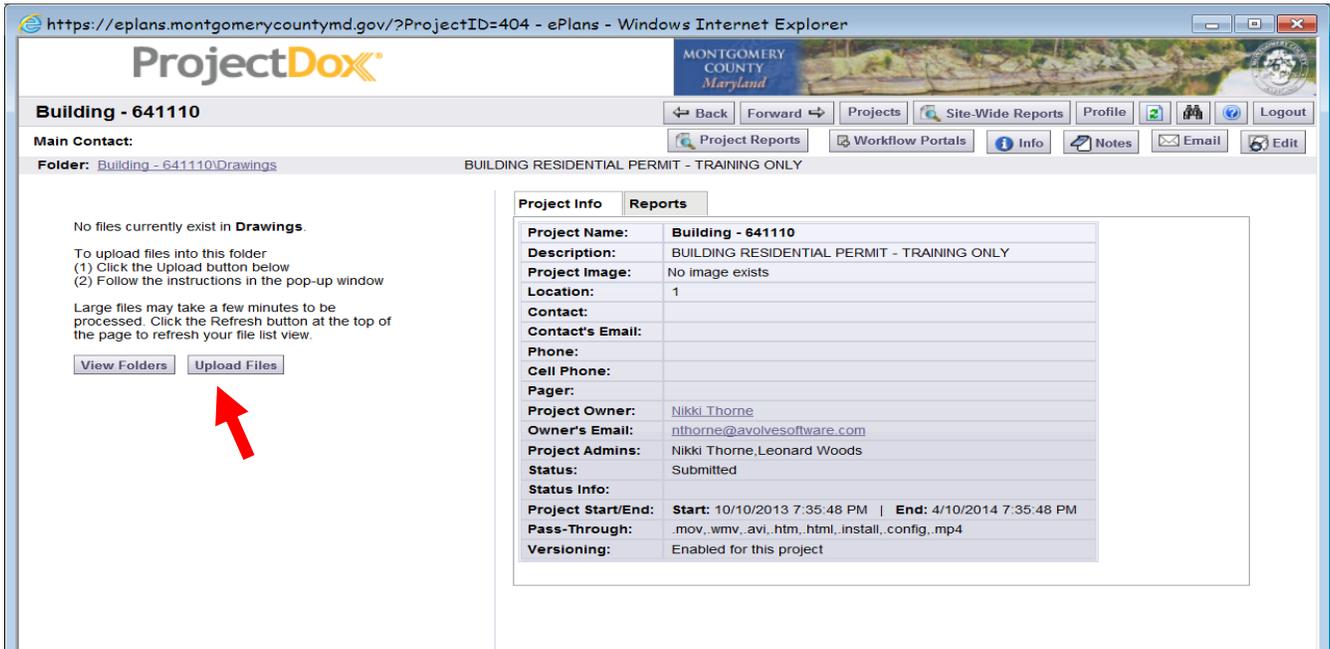
Review Coordinator: Nikki Thorne ( nthorne@avolvesoftware.com )  
 Review Cycle: 1  
 Workflow/Activity Name: Start\_Building\_Plan\_Review / ApplicantUpload  
 Activity Instructions:   
 Current User Logon: Eplan Reviewer01 ( nt01@avolvesoftware.com )

After you have successfully uploaded all required plans/documents please click (Upload Complete - Notify City) button. This must be completed for Pre-Screen review to begin.

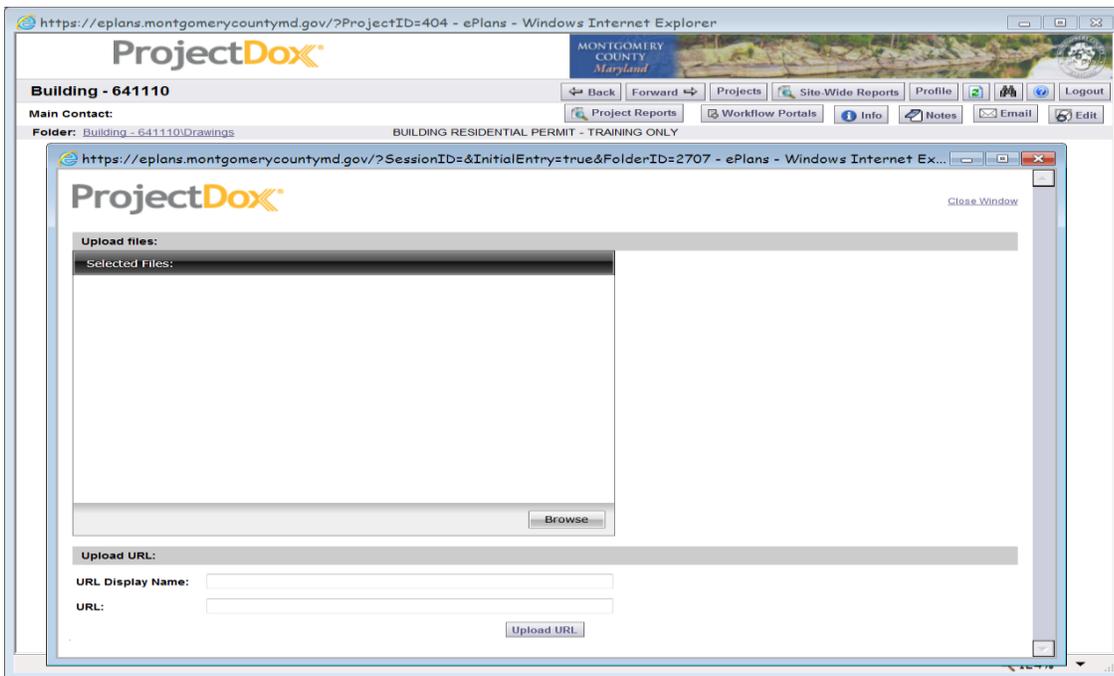
Upload Complete - Notify City      Save & Close for Later

Click the Drawings folder (and Zoning Drawings folder – for commercial projects) - to upload your plan drawings. Click Documents folder to upload other related supporting documents.

Click the Upload Files button

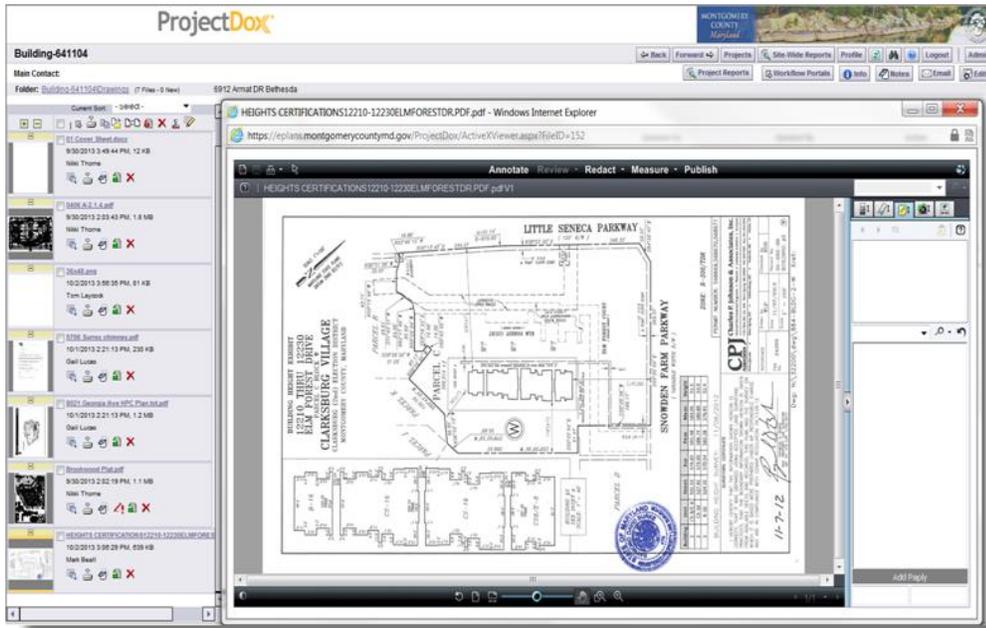


Select the file location on your computer. Select the files to upload; multiple files can be selected by using the Shift or Ctrl keys. Click the Open button. The files will then be copied to the upload windows. You have the option of dragging the documents into the file window.

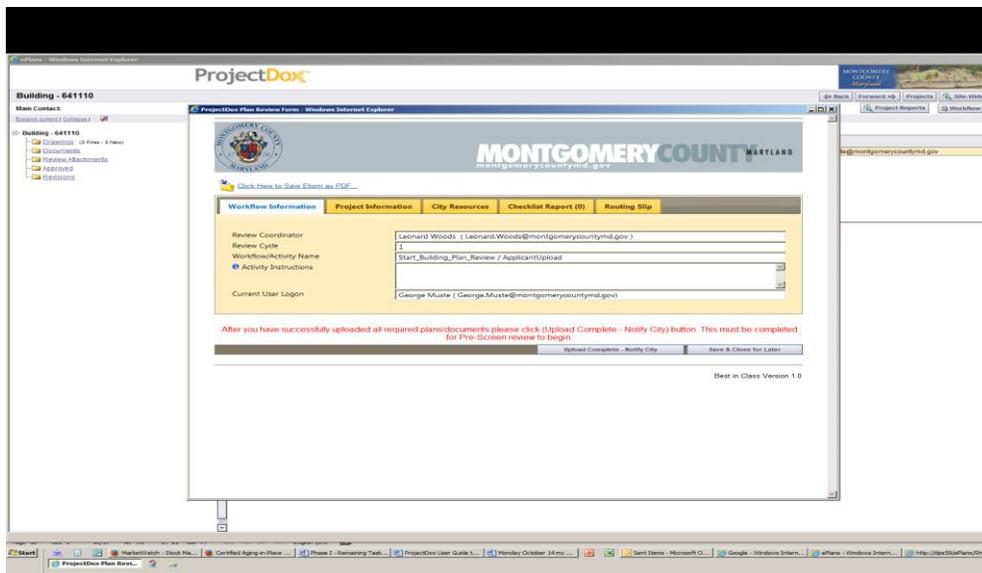


Close button to exit upload process. Once the files are uploaded to the folder(s), the folder is replaced by thumbnail images of each file contained in the folder. Under each thumbnail, the file name, author, date and any

relevant file icons are displayed. Please insure that all document uploaded successfully. If one of the documents did not load successfully try to save the document in a different location and try to upload the drawing again.



After you successfully uploaded the plans and documents, click Upload Complete – Notify County button. This must be completed and closes the ApplicantUpload task allowing the department reviews to begin.



Congratulations! You have successfully finished part one of submitting your plans electronically. A notification has been sent to the Plan Review Coordinator to start prescreening to determine if submittal requirements have been met. Please logout after your session is complete. The next step will require the Plan Review Coordinators to review your drawing and make sure the drawing and the supporting documents have been submitted correctly.

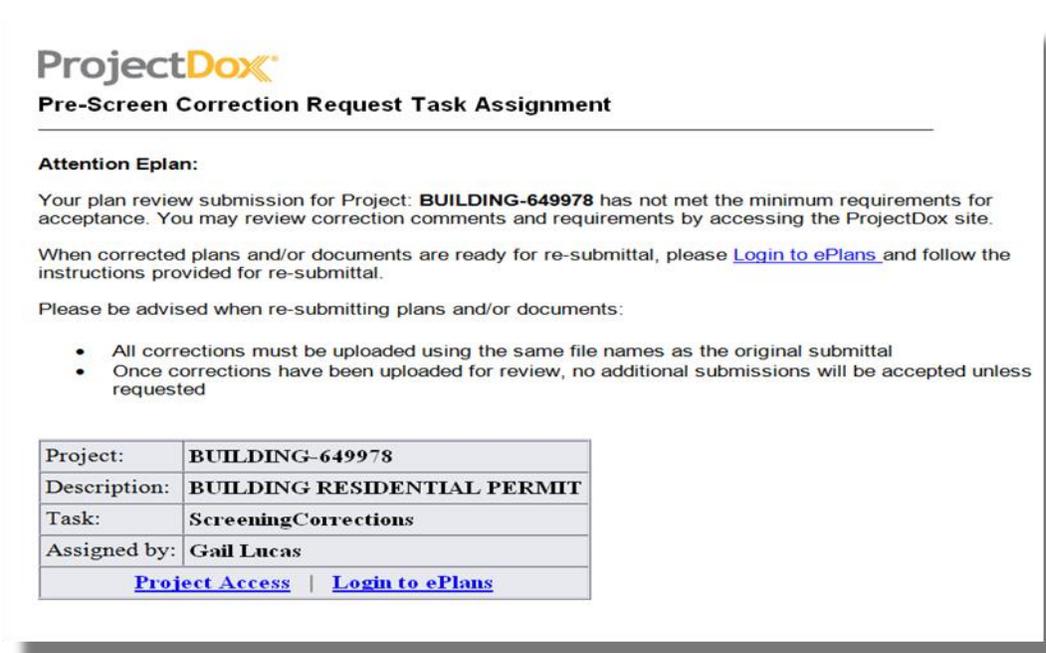
## Screening Review

### Screening has been Approved

If the submission has been approved the Permit Technician will then start the review process by inviting the reviewers to the project.

### Screening has been Rejected

If your submittal requirements were not met you will received an e-mail notification that the Screening has been rejected and you are required to correct the drawings or documents.



**ProjectDox**  
**Pre-Screen Correction Request Task Assignment**

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**Attention Eplan:**

Your plan review submission for Project: **BUILDING-649978** has not met the minimum requirements for acceptance. You may review correction comments and requirements by accessing the ProjectDox site.

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

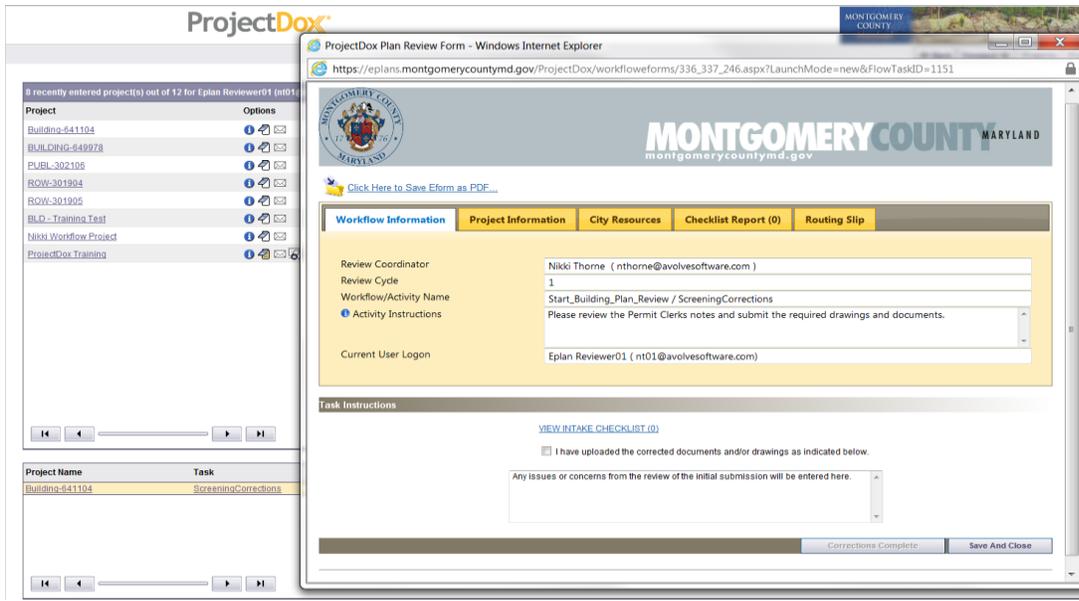
Please be advised when re-submitting plans and/or documents:

- All corrections must be uploaded using the same file names as the original submittal
- Once corrections have been uploaded for review, no additional submissions will be accepted unless requested

Project:	<b>BUILDING-649978</b>
Description:	<b>BUILDING RESIDENTIAL PERMIT</b>
Task:	<b>ScreeningCorrections</b>
Assigned by:	<b>Gail Lucas</b>
<a href="#">Project Access</a>   <a href="#">Login to ePlans</a>	

You can review the comments from the Plan Review Coordinator by accessing the project. You will have a task that you must respond to and complete. The following steps will show you how to resubmit the plans.

1. If you are already logged on to ProjectDox you can select the Project Access link which will take you directly to the project. If you are not logged on to ProjectDox click the Login to ProjectDox link.
2. Once you select your project go to the Workflow Portals and you should see a task assigned to you. Click the ScreeningCorrectionResubmit task link to open the eForm that will show you what the issues are with the submission.



1. Click the Save and Close button to close the eForm.
2. Make all requested changes including uploading new or additional drawings.
3. Check the “I have uploaded the corrected documents and drawings as indicated below” check box. This will activate the Corrections Complete button.
4. Click the Correction Complete button to complete the task and send notification to the Plan Review Coordinator.

Reminders to return corrections will be sent to the applicant at 5, 10, 20, 30 days.

## Markups on Drawings and Documents

Standard markup names and colors will be used for reviewing disciplines for easy identification. A markup can have one or more "changemarks." Changemarks are created to quickly identify a markup and associated comments.

ePlans File Name	Changemark Color
001-Cover Sheet.pdf	Purple
A002-2 <sup>nd</sup> Level Floor	
S003-3rd FL Framing Plan	
EC003-Envelope	
Z001-Site Plan	Green

## Sending Email

From the project list screen there is an email icon that allows the applicant to send emails to DPS staff. This can be used to communicate between the Plan Review Coordinators and Plan Reviewers.

1. From the project list screen under Options select the email icon next to the project you wish to reference in the email.
2. Enter the Subject of the email
3. Enter the Body Text of the Email
4. Select the name of the staff person(s) from the user group list you wish to communicate with. The names are listed by the Group/Division they belong to; select the user by clicking the check box beside the staff person's name. Note: To email reviewers, select the Email Group. Reviewers are located in the Email Group for now. Future Enhancements will allow the selection of reviewers by discipline.
5. Click the Send button. A confirmation screen will appear, listing all the staff persons that were selected.
6. Close the window.

## Tracking Review Status

Click Reports tab or Project Reports menu, and then click on the Workflow – Department Review Status to find out what is the status of the project.

The screenshot displays the ProjectDox web application in a Windows Internet Explorer browser window. The page title is 'Building-641105' and the main contact is 'Oprah'. The project name is '1750 Rockville Renovation'. The 'Available reports' section is active, showing a table of reports:

View	Report Name	Report Type	Report Description
	Current Project - All Emails Sent Detailed R...	Project	All Emails Sent Detailed Report
	Current Project - All Emails Sent Summary ...	Project	All Emails Sent Summary Report
	Current Project - All Files Report	Project	All Uploaded Files Report
	Current Project - All Group Users	Project	All Project Group Users
	Current Project - All Uploaded Files with Sh...	Project	All Uploaded Files with Sheet Sizes
	Current Project - Files Viewed By Date	Project	Files Viewed By Date
	Current Project - Folders Entered By Date	Project	Folders Entered By Date
	Current Project - Project Markups Listing	Project	All File Markups Listing
	Current Project - Unpublished Files	Project	Unpublished Files
	Current Project - Users Entered By Date	Project	Users Entered By Date
	Workflow - Checklist Report (Not Met Items ...	Workflow	Checklist Report (Not Met Items Only)
	Workflow - Department Review Status	Workflow	Department Review Status
	Workflow - Routing Slip	Workflow	Workflow Routing Slip

Page 1 of 1 (13 items)

The Windows taskbar at the bottom shows the Start button, several open applications including ProjectDox User Guide, Microsoft PowerPoint, and ePlans - Windows Int..., and the system tray with the date and time: Thursday 10/17/2013 8:57 PM.

https://eplans.montgomerycountymd.gov/projectdox/ReportViewer.aspx?ReportPath=%2fReports%2fWork - Windows Internet Explorer

Project BUILDING-658141 Workflow Building WF - BUILDING-658141 - Leonard Woods (12/19/2013 03:15 PM) View Report

1 of 1 100% Find | Next Select a format Export

**ProjectDox**

**Current Project - Department Review Status**  
**BUILDING-658141**

Rev Cycle	Group Name	Reviewer Name	Assigned By	Review Status	Review Comments
1	Building Plan Reviewers	Russ Gorden Russ.Gorden@montgomerycountymd.gov	Layiwola.Afinnih@montgomerycountymd.gov	Denied	
2	Building Plan Reviewers	Russ Gorden Russ.Gorden@montgomerycountymd.gov	permitting@whihomes.com	Denied	
3	Building Plan Reviewers	Russ Gorden Russ.Gorden@montgomerycountymd.gov	permitting@whihomes.com	Denied	
4	Building Plan Reviewers	Russ Gorden Russ.Gorden@montgomerycountymd.gov	permitting@whihomes.com	Approved	

## Resubmitting Deficient Drawings and Documents

If your drawings need corrections, the applicant will be sent an email indicating your drawings have not met minimum requirements for acceptance. Comments, notes, and markups are automatically attached to the eForm. See email below.

Drawings can be rejected by the:

- Permit Technician and your task will be ScreeningCorrectionsResubmit
- Well and Septic reviewer and your task will be ApplicantPreReviewResubmit
- Zoning and Site plan reviewer and your task will be ApplicantPreReviewResubmit
- Building plan reviewer performing the screening and your task will be BuildingScreeningCorrectionsResubmit
- Building plan reviewer performing the building review and your task will be BuildingReviewResubmit
- Permit Technician and your task will be PreApprovalQAResubmit

**Review Correction Request Task Assignment**

**Attention Eplan:**

Your plan review submission for Project: **Building-641104** has been reviewed and corrections have been requested. You may review correction comments and requirements by accessing the ProjectDox site.

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

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

- All corrections must be uploaded using the same file names as the original submittal
- Once corrections have been uploaded for review, no additional submissions will be accepted unless requested

Project:	<b>Building-641104</b>
Description:	<b>6912 Armat DR Bethesda</b>
Task:	<b>ApplicantPreReviewResubmit</b>
Assigned by:	<b>Nikki Thorne</b>
<a href="#">Project Access</a>   <a href="#">Login to ePlans</a>	

You are then required to make corrections and upload only the corrected drawings using the same file name used for the original submission.

Use the following steps to resubmit drawings

1. Access ProjectDox using your email address and password.
2. Navigate to project link and open the project.
  1. Click the Workflow Portals button from the project display screen.
  2. Click the "...Resubmit" link under task. The eForm will open and will show you the comments for all reviews.

CHANGEMARKS

Filter by Department:

[Click Here to Load Changemarks...](#)  
[Click Here to Publish Changemarks to PDF...](#)

Resolved	File	Cycle	Department	File	Markup	Description	Details	Applicant
No		1	Zoning Admin	HEIGHTS CERTIFICATIONS12210-12230ELMFORESTD.R.PDF.pdf	Zoning	#1 Code Violation / Description Here	Issue one: Comments to be added here.	
No		1	Zoning Admin	HEIGHTS CERTIFICATIONS12210-12230ELMFORESTD.R.PDF.pdf	Zoning	#2 Code Violation / Issue Description	Comments to go here	
No		1	Zoning Admin	HEIGHTS CERTIFICATIONS12210-12230ELMFORESTD.R.PDF.pdf	Zoning	#3 Code Violation / Issue Description	Comment to be added here.	

Show My Changemarks  
 Show All Changemarks for All Cycles

3. Scroll down the main screen to see the reviewer comments. To see all review comments use the inside scroll bar in the review window.

At the top of the eForm you will see tabs; these tabs contain all the information submitted on the application. In the middle of the screen you will see the Review Cycle number. Use this dropdown to move to the review cycle comments you need to see. Say there was 2 re-reviews performed you would change the number to 3 to see the comments for the current review cycle. The next section is where the comments from each of the selected reviewers can be reviewed by the applicant. (use the scroll bar located in the review comment window to see all reviews). Scroll down the main page, there are some questions the applicant is required to answer before resubmitting the drawings.

6. At this point the drawings have not been reviewed by the applicant, so click Save and Close button to save the eForm.

7. Review the drawings in question and make the corrections

8. Upload the revised drawings (see Page 8-12 of this manual)

**VERY IMPORTANT**

**In order for ProjectDox to update the drawings, the applicant must replace the corrected drawings using the SAME FILE NAME. There is no need to update the drawings using a new file name. Any corrected drawing with a different file name will be rejected and you will need to upload the drawings again.**

9. Once you have finished uploading the corrected drawings, go back to Workflow Portals then click the ApplicantResubmit link to access the eForm.

CYCLE	DEPARTMENT	REVIEWED BY	STATUS & NOTES
<input checked="" type="checkbox"/>	1	WELL AND SEPTIC ADMIN EPLAN REVIEWER04 NT04@AVOLVESOFTWARE.COM	APPROVED <input type="checkbox"/> PLAN REVIEW AND/OR ASSIGNMENT COMPLETE
<input checked="" type="checkbox"/>	1	ZONING ADMIN NIKKI THORNE NTHORNE@AVOLVESOFTWARE.COM	DENIED <input type="checkbox"/> PLAN REVIEW AND/OR ASSIGNMENT COMPLETE

**Task Instructions**

- I have reviewed and addressed the Checklist Comments provided on the "Checklist" tab above. Please click on the tab and review each item. Each comment will be indicated as "Met" or "Not Met". If you would like to export a list of the comments to Excel, click on the "Export to Excel" link in the upper right hand corner of the popup window.
- I have addressed all of the items listed in the Changemarks section above that were identified during the Plan Review.
- I have uploaded the revised drawings into the "Drawings" folder and, if requested, uploaded any revised documents into the "Documents" folder using the SAME file name as the original files. I am ready to complete my assigned task.

10. Read the 3 questions at the bottom of the screen, if all the requirements have been satisfied, select the check box for each question, and then click the Complete button.

Congratulations! You have completed the resubmission process.

## Obtaining the Permit

Once all reviews have been approved the applicant will receive an email indicating all reviews have been approved. You will be required to pay all remaining permit fees.

Please note that you may use [ePermits](#) in order to not only create and submit certain permit applications, but also to make online fee payments using credit cards or electronic checks and download permits.

### ProjectDox TEST

#### Final Fee Request Notification

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**Attention GEORGE:**

Your permit is ready to be issued. You must pay any outstanding permit fees and/or Development Impact Taxes before your plans can be released and the permit issued.

You may pay the fees online, in person at the DPS office, or by mail. Paying fees online reduces the processing time considerably.

If you wish to pay the fees online, please go to <https://permittingervices.montgomerycountymd.gov/ApplyOnline/account/Login.aspx>.

Please remember to complete your PreApprovalQAResubmit in ePlans (ProjectDox) task after making the payment so that DPS can continue processing your permit.

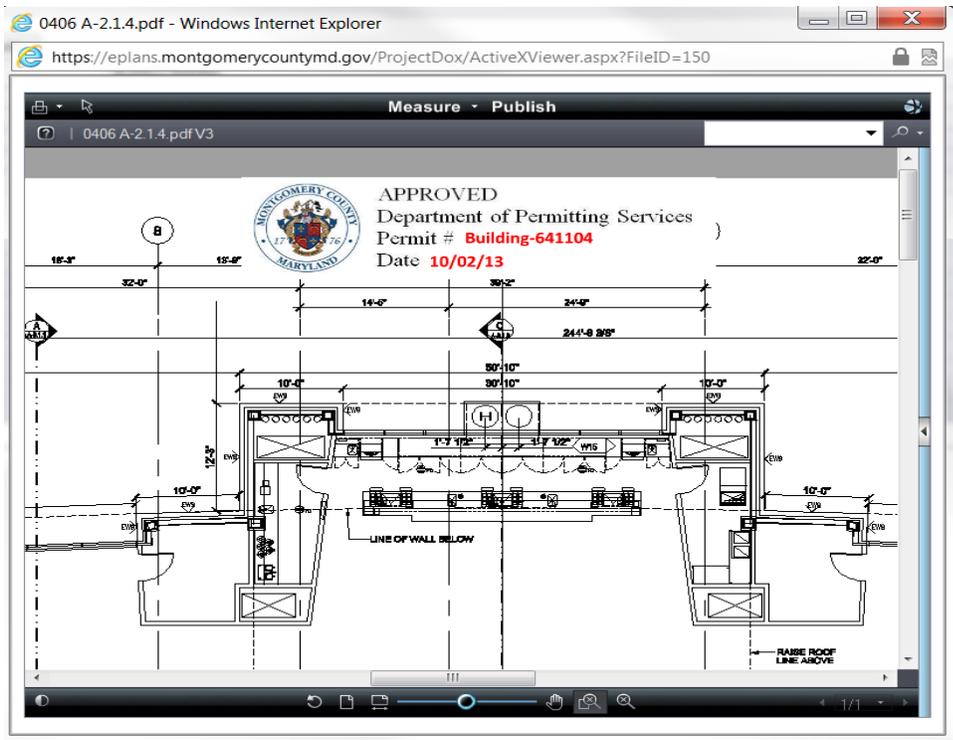
Contact a DPS Permit Technician if you have questions regarding this project. Please do not reply to this email.

Project:	BUILDING WF Test
Description:	Test
Address:	.,MD.
<a href="#">Project Access</a>   <a href="#">Login to ePlans</a>	

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

**Please do not reply to this email.**

Once the fees have been paid the permit will be issued and the approved drawings and supporting documents – having the DPS Electronic Approval Stamp on each drawing and document - will be moved to the Approved folder in the ProjectDox application.



Once the drawings are placed in the approved folders, the applicant receives an email and can download and print the drawings.

## ProjectDox<sup>®</sup>

### Approved Plans Ready for Download Notification

#### Attention Eplan:

Congratulations! Your approved plans are ready for download for Project BUILDING-649978.

To download your approved plans, please [Login to ePlans](#) and download your plans from the **Ap** folder.

Project:	<b>BUILDING-649978</b>
Description:	<b>BUILDING RESIDENTIAL PERMIT</b>
<a href="#">Project Access</a>   <a href="#">Login to ePlans</a>	

## Printing Approved Drawings

All drawings are converted to PDF's. Adobe Acrobat reader is required to review and print approved drawings. Adobe Reader is a free application that can be downloaded from the Adobe web site. To print the drawings you first must download the drawings. To download the drawings follow the steps below.

1. Login to ProjectDox and open the project
2. Click on the Approved Folder
3. Select the drawings to download. Select all of the drawings for downloading by checking the select all box above the first listed drawing. To download them individually or selectively select the check box beside the individual drawings.
4. Download the drawing(s) by clicking the download icon. To download all drawings or selected drawings, use the download icon above the first listed drawing. To download individually, select the download icon next to the selected drawing file.

If you selected more than one drawing, the system will download the files to a zip file. After the download has been completed successfully, please delete the zip file from the server, for the protection of your intellectual property.

## Download Approved Documents



5. Click the Save button to place the file in a directory of choice. If you click the Open button, the files are placed in the user's windows profile. Take note of the folder Windows picks for the download. To print the plans at a later time you will need to know the directory were the files were downloaded.

6. Open and Print the files using the Adobe PDF reader software.

## Revisions to Approved Plans

When the application for revising the permit is approved, an ePlans invitation will be sent to the email address entered on the application submittal. The email, from [DPS.DoNotReply@montgomerycountymd.gov](mailto:DPS.DoNotReply@montgomerycountymd.gov), will contain your login information and information about the project, including a link to the project. You will receive an email to upload all revised documents as a new workflow will start. All the tasks and instructions in this document apply, except that all revised drawings and supporting documents must be uploaded in the Revisions folder and that the file naming convention for revised drawings changes as described below:

For commercial projects:

Sheet	Acceptable REVISED ePlans File Names	# of Characters
First Floor Layout A100	A100 1st FL Layout-RX	21
	A100 First FL Layout-RX	23
Structural Loading Diagram S-203	S-203 Struct Load-RX	20
	S203 Structural Load-RX	23
Electrical Risers E02300B	E02300B Elect Risers-RX	23
	E02300B Elec Rise-RX	20
Mechanical Demolition Plan M1.01	M1.01 Mech Demo-RX	18
	M101 Mechanical Demo-RX	23
Cover Sheet and Index CS1	CS1 Cover Sheet-RX	18
	CS1 Cover and Index-RX	22
Certified Site Plan 2 of 16	Z-02 Cert Site Plan-RX	22
	Z02 Cert Site Plan-RX	21
Commercial Building Permit Submittal Requirements form	Permit Submittal Req-RX	23
	Perm Submit Form-RX	19

For residential projects:

Sheet/Drawing Type	Acceptable REVISED ePlans File Name	# of Characters
General, Construction Notes	001-Cover Sheet-RX	18
	002-Cover Sheet-RX	18
Architectural	A002-2 <sup>nd</sup> Level Floor-RX	23
Structural	S003-3 <sup>rd</sup> FL Framing-RX	22
Zoning/Site Plan	Z001-Site Plan-RX	17
Energy Conservation	EC001-Envelope-RX	17
Electrical	E001-Elec Riser-RX	18

For right-of-way projects:

Sheet/Drawing Type	Sheet/Drawing Reference Number	Acceptable ePlans File Name	# of Characters
General permits	001-999	G001-RX	7
Grade Establishment Plans	001-999	GEP001-RX	9
Storm Drain	001-999	SD001-RX	8
Paving	001-999	PAV001-RX	9
Storm Drain & Paving	001-999	SDPAV001-RX	11
Driveway	001-999	DWY001-RX	9
Utilities	001-999	UTL001-RX	9
Miscellaneous	001-999	MISC001-RX	10
Temporary Traffic Control Plan	001-999	TTCP001-RX	10
Tree Protection Plan	001-999	TPP001-RX	9
Landscaping Plan	001-999	LSP001-RX	9

X is the revision number

The approved revised drawing and supporting documents will be placed in the Approved folder and you must select these files to be printed.

**CONGRATULATIONS! Job Well Done**

## Attachments

To be placed on company letterhead

### **Affidavit of Original Signature and Seal on Preliminary Construction Documents**

I hereby certify that all signatures, seals and dates on the documents listed in Appendix A were affixed to the drawings and documents with my full knowledge and authority. I also certify that these documents were prepared or approved by me and that I am a duly licensed architect or professional engineer under the laws of the State of Maryland. I also certify that I have authorized submission of these documents to the Montgomery County Department of Permitting Services (DPS) in an electronic format, known as ePlans or Projectox.

My seal and signature below confirm that the electronic versions of the drawings and documents listed in Appendix A have the same standing and intent as if those documents had been physically submitted with my original signature and seal. I will retain the original versions of the drawings and documents listed in Appendix A with the original of this Affidavit until such time as DPS informs me that I no longer need to retain the original versions. I will authorize the inspection and copying of the original versions if requested by DPS.

I agree that failure to submit this affidavit to the applicant or DPS prior to start of plan review will result in the delay of processing the application.

I do solemnly declare and affirm under the penalties of perjury that the contents of this Affidavit are true to the best of my knowledge and belief.

License No. \_\_\_\_\_,

Expiration Date: \_\_\_\_\_

Seal:

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date of Affidavit: \_\_\_\_\_

To be placed on company letterhead

**Affidavit of Original Signature and Seal**  
**On Corrected Construction Documents**

I hereby certify that all signatures, seals and dates on the documents listed in Appendix B were affixed to the drawings and documents with my full knowledge and authority. I also certify that these documents were prepared or approved by me and that I am a duly licensed architect or professional engineer under the laws of the State of Maryland. I also certify that I have authorized submission of these documents to the Montgomery County Department of Permitting Services (DPS) in an electronic format, known as ePlans or Projectox.

My seal and signature below confirm that the electronic versions of the drawings and documents listed in Appendix B have the same standing and intent as if those documents had been physically submitted with my original signature and seal. I will retain the original versions of the drawings and documents listed in Appendix B with the original of this Affidavit until such time as DPS informs me that I no longer need to retain the original versions. I will authorize the inspection and copying of the original versions if requested by DPS.

I agree that failure to submit this affidavit to the applicant or DPS will delay processing the application.

I do solemnly declare and affirm under the penalties of perjury that the contents of this Affidavit are true to the best of my knowledge and belief.

License No. \_\_\_\_\_,

Expiration Date: \_\_\_\_\_

Seal:

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date of Affidavit: \_\_\_\_\_

To be placed on company letterhead

**Affidavit of Original Signature and Seal**  
**on Final Construction Documents**

I hereby certify that all signatures, seals and dates on the documents listed in Appendix C were affixed to the drawings and documents with my full knowledge and authority. I also certify that these documents were prepared or approved by me and that I am a duly licensed architect or professional engineer under the laws of the State of Maryland. I also certify that I have authorized submission of these documents to the Montgomery County Department of Permitting Services (DPS) in an electronic format, known as ePlans or ProjectDox.

My seal and signature below confirm that the electronic versions of the drawings and documents listed in Appendix C have the same standing and intent as if those documents had been physically submitted with my original signature and seal. I will retain the original versions of the drawings and documents listed in Appendix C with the original of this Affidavit until such time as DPS informs me that I no longer need to retain the original versions. I will authorize the inspection and copying of the original versions if requested by DPS.

I agree that failure to submit this affidavit to the applicant or DPS will delay processing the application and issuance of the permit.

I do solemnly declare and affirm under the penalties of perjury that the contents of this Affidavit are true to the best of my knowledge and belief.

License No. \_\_\_\_\_,

Expiration Date: \_\_\_\_\_

Seal:

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date of Affidavit: \_\_\_\_\_

## Appendix A

### File Naming Convention for Commercial Projects

Each sheet/drawing must be submitted as a single file. No multiple sheets for drawings are allowed in a single file.

File names for the drawings must match the following requirements:

1. **Format.** Each file name must be no more than 20 characters and composed of two parts - the Sheet Number and the Sheet Name.
2. **Size Limit.** File names may not exceed 20 characters. Characters include letters, numbers, spaces, punctuation marks, or special characters (! @ # \$ % ^ & \* \_ + { } : " | < > ?) that require the use of the Shift, Control, Alt, or Function keys. This limit on the size of a file name's size may require the abbreviation of the Sheet Name; the Sheet Number should never be abbreviated. When saving the files, do not add the file extension name to the file name (for example ".pdf"). The operating system automatically appends this to the end of the file name.
3. **Sheet Number.** The first characters in the file name must match the full sheet number or designator on the actual plan itself. Sheet Numbers should never be abbreviated. You may eliminate punctuation from the Sheet Number, if you choose; this may assist in meeting the 20 character maximum file name requirement.
4. **Sheet Number – Zoning Drawings.** The first character for certified site plans, site plans showing building location information, and similar zoning related drawings, shall begin with the letter Z and numbered sequentially.
5. **Sheet Name.** The next set of characters should reflect the Sheet Name as provided on the actual plan itself. Sheet Names may be abbreviated and in many cases, it will be necessary to abbreviate the Sheet Name to keep the file name under 20 characters.
6. **Sheets without a number or name.** If a Sheet Number or Sheet Name is not provided on the actual plan, then the file name should appropriately reflect the pertinent information presented.

Drawing Title: **SHEET NAME**  
LIFE SAFETY AND  
CODE COMPLIANCE PLAN

Issue Date: \_\_\_\_\_  
Drawn by: \_\_\_\_\_ Checked by: \_\_\_\_\_  
Project No.: \_\_\_\_\_ Scale: 1/16" = 1' - 0"  
Drawing No.: **A-0.1**  
**SHEET NUMBER**

*Example:* "General" (symbols legend, notes, etc.),  
"Plans" (horizontal views) and "Elevations" (vertical views),  
"Sections" (sectional views, wall sections, etc.) and "Details"  
"Schedules and Diagrams"

7. **Supporting Documentation.** Documents that support the drawings or plans, such as applications, affidavits, worksheets, forms, calculations, specifications, equipment and product literature, and correspondence, should have a name appropriate to the information contained in the document; no specific naming convention is

provided for supporting documentation. The file names for supporting documentation may not exceed 20 characters. When saving the files, do not add the file extension name to the file name (for example "pdf"). The operating system automatically appends this to the end of the file name.

Sheet	Sheet Number	Sheet Name	Acceptable ePlans File Names	# of Characters
First Floor Layout A100	A100	First Floor Layout	A100 1st FL Layout	18
			A100 First FL Layout	20
Structural Loading Diagram S-203	S-203	Structural Loading Diagram	S-203 Struct Load	17
			S203 Structural Load	20
Electrical Risers E02300B	E02300B	Electrical Risers	E02300B Elect Risers	20
			E02300B Elec Rise	17
Mechanical Demolition Plan M1.01	M1.01	Mechanical Demolition Plan	M1.01 Mech Demo	15
			M101 Mechanical Demo	20
Cover Sheet and Index CS1	CS1	Cover Sheet	CS1 Cover Sheet	15
			CS1 Cover and Index	19
2 of 16 Certified site plan	Z-02	Cert Site Plan	Z-02 Cert Site Plan	19
			Z02 Cert Site Plan	18
Commercial Building Permit Submittal Requirements form	--	Commercial Building Permit Submittal Requirements form	Permit Submittal Req	20
			Perm Submit Form	16

## Appendix B

### File Naming Convention for Residential Projects

Each sheet/drawing must be submitted as a single file. No multiple sheets for drawings are allowed in a single file. File names for the drawings should match the sheet title and must contain the following information.

- The first character in the sheet file name should start with discipline designator, example: "A" for Architectural, "S" for Structural, etc. Other commonly used discipline designators:
  - C – Civil
  - DM – Demolition
  - X – Other disciplines
- Each sheet/drawing must have a sheet reference number; the sheet/drawing number is the 3-digit number with leading zeroes, see table below.
- The sheet/drawing name must identify the floor(s) or similar pertinent information, such as: General (symbols legend, notes, etc.), Plans (horizontal views), Elevations (vertical views), Sections (sectional views, wall sections or sections that are not in details), Details, Schedules and Diagrams, User Defined (for types that do not fall in other categories, including typical detail sheets) User Defined (for types that do not fall in other categories), 3D Representations (isometrics, perspectives, photographs).
- ALL sheets/drawings must contain a page number (page X of Y)
- Ensure that all details are submitted under the correct discipline.

Sheet/Drawing Type	Discipline Designator	Sheet/Drawing Reference Number	Acceptable ePlans File Name	# of Characters
General, Construction Notes	0 (zero)	001-999	001-Cover Sheet 002-Cover Sheet	15 15
Architectural	A	001-999	A002-2 <sup>nd</sup> Level Floor	20
Structural	S	001-999	S003-3 <sup>rd</sup> FL Framing	19
Zoning/Site Plan	Z	001-999	Z001-Site Plan	14
Energy Conservation	EC	001-999	EC001-Envelope	14
Electrical	E	001-999	E001-Elec Riser	15

## Appendix C

### File Name Convention for Right of Way Permits

Sheet/Drawing Type	Sheet/Drawing Reference Number	Acceptable ePlans File Name	# of Characters
General permits	001-999	G001	4
Grade Establishment Plans	001-999	GEP001	6
Storm Drain	001-999	SD001	5
Paving	001-999	PAV001	6
Storm Drain & Paving	001-999	SDPAV001	8
Driveway	001-999	DWY001	6
Utilities	001-999	UTL001	6
Miscellaneous	001-999	MISC001	7
Temporary Traffic Control Plan	001-999	TTCP001	7
Tree Protection Plan	001-999	TPP001	6
Landscaping Plan	001-999	LSP001	6

“001” denotes the first page in a set of drawings, the file name for the second page would end in 002 and so on.