



Department of Permitting Services

Electronic Plan Submission

Applicant User Guide



8/28/14
Revised 3.16.15

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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.

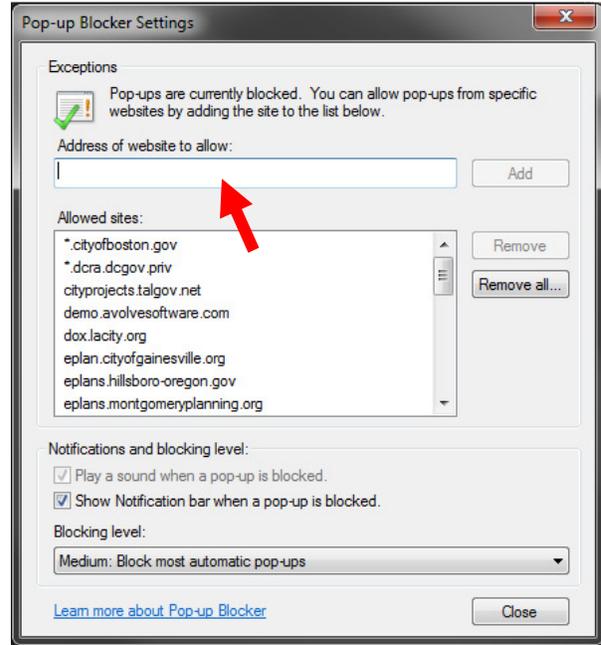
Installing Required Browser Components

Prior to logging on to the ProjectDox application, the following actions must be completed. First, verify that your computer supports the following browsers:

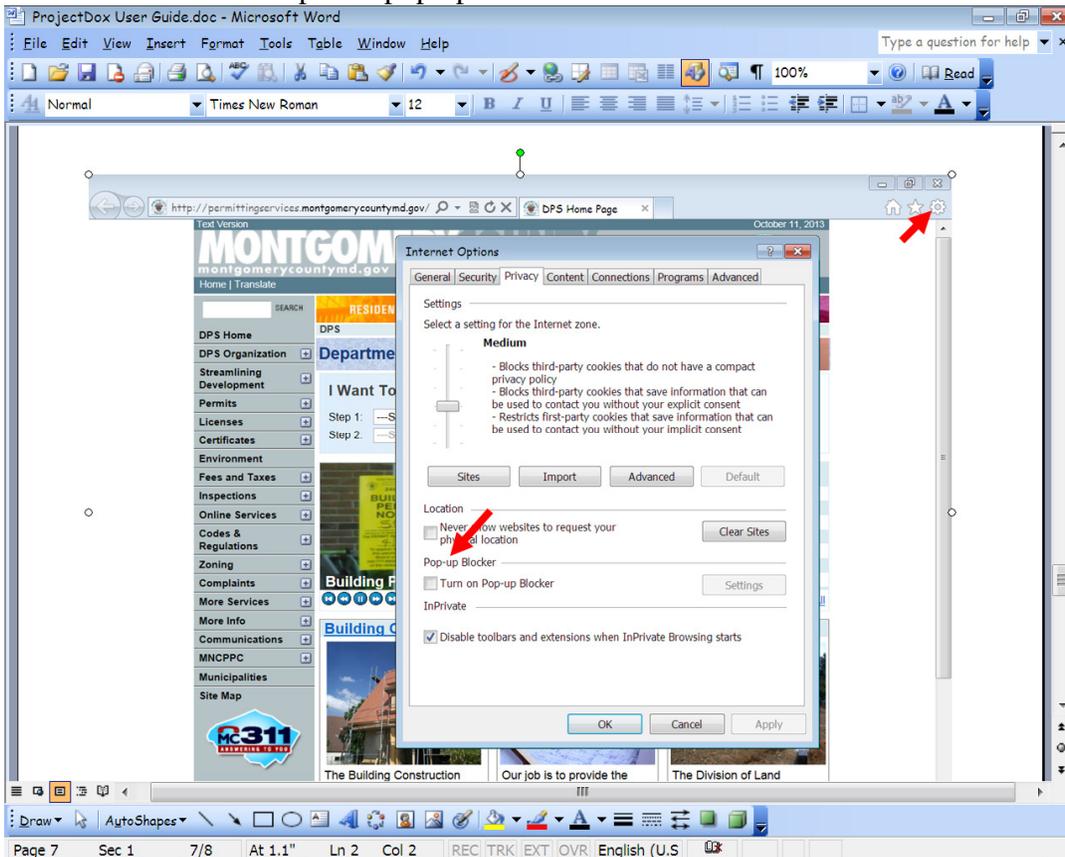
- **ProjectDox Supports:**
 - **Browsers: Safari, Chrome, Firefox for MAC users**
 - **REQUIRES:**
 - Adobe Flash
 - **Browsers: Internet Explorer 8 & 9 (32bit only) for Windows users**
 - **REQUIRES:**
 - Active X Component Installation
 - » **INSTALLATION STEPS:**
 - Run [Component Installation](#) from Login Page
 - Requires Administrator Permissions
 - User Access Control disabled for installation only
 - Test viewing files as administrator
 - **Install Silverlight for batch upload purposes ([Highly recommended](#))**
 - **Pop-Up Blocker Disabled**

Second, if your computer has pop up blockers installed, you will need to disable pop up blockers.

1. Click the Privacy Tab
2. Click Settings
3. Enter the ProjectDox Site URL into the address field
4. Click Add
5. Click Close
6. Click Ok



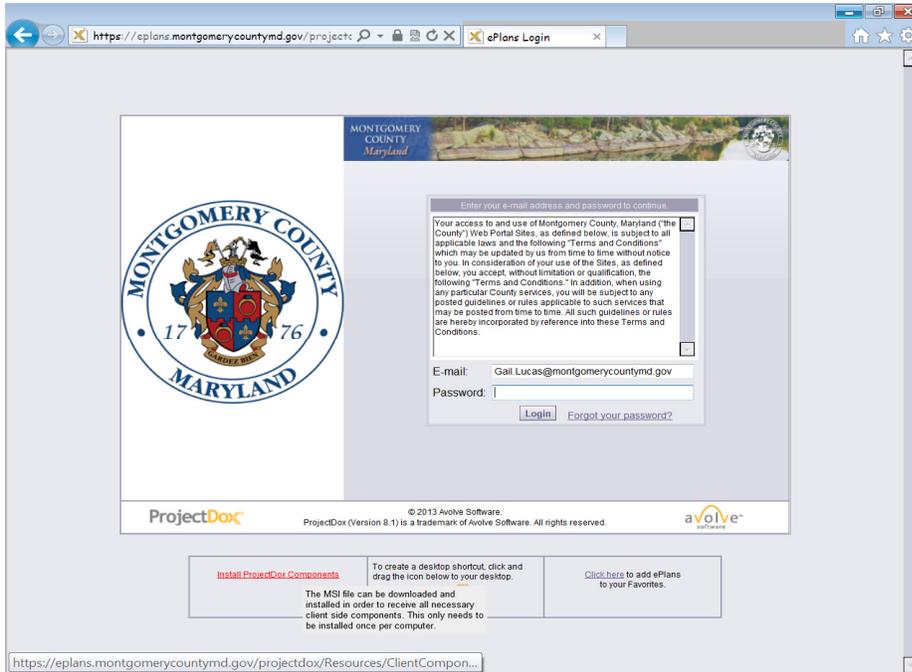
Google tool bar includes a separate pop up blocker and must be turned off.



You will need full admin rights to your machine. Windows 7 users must turn off the Account Control Setting. This feature can be found by going to Control Panel then User Accounts then select Change User Control Settings. Change setting to Never Notify as shown above. You may need to reboot the pc for the installation to complete. Once installation is complete, you can reset your setting to protect your PC.

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.

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. File names for the drawings should match the sheet title if possible but must contain the following information.

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.

Borders

A 3" X 4" area must be reserved at the top center of ALL drawings for the DPS ELECTRONIC APPROVAL 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, will contain your login information and information about the project, including a link to the project.

Hello Eplan Reviewer01:

Welcome to the Department of Permitting Services ePlans system. This project invitation has been sent to you in response to your application. A project has been created to allow you to upload your drawings for plan review. To access your new project, follow this instructions below:

1. Click the ePlans link below
2. Enter your User Login and Password
3. Click on the Project link on the "Projects" page
4. Click on the "Drawings" or "Documents" folder
5. Click the "Upload Files" button and follow the instructions to upload your drawings
6. Once you have uploaded all the required drawings & documents click on "Workflow Portals" and complete the "ApplicantUpload" task

Drawing files supported are: PDF

Document files supported are: DOC, XLS, PPT, DOCX, XLSX, PPTX, PPS, PDF, JPG, TIFF, PNG, IMG, BMP

File naming convention:

Designator	Sheet ID	Sheet Number	Example File Name
General	G	001-999	G001
Architectural	A	001-999	A001
Structural	S	001-999	S001
Zoning/Site Plan	Z	001-999	Z001
Energy Conservation	E	001-999	E001

User Login:	nt01@avolvesoftware.com
Project Permit #:	Building-641104
Plan Check Coordinator:	Nikki Thorne
Plan Check Coordinator's Email:	nthorne@avolvesoftware.com
ePlans Access Link	

Upload Confirmation Task Assignment

Attention Eplan:

Please complete your Drawings & Document upload for Project: **Building-641104**

Project:	Building-641104
Description:	6912 Armat DR Bethesda
Task:	ApplicantUpload
Assigned by:	Nikki Thorne
Project Access Login to ePlans	

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

Please do not reply to this email.

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.

The screenshot displays the ProjectDox web application interface. At the top, there is a navigation bar with the ProjectDox logo and the Montgomery County Maryland logo. Below the navigation bar, there are several tabs: "Recent Projects", "All Projects", and "Task List (PD Flow)". The main content area shows a table of 8 recently entered projects. The table has columns for Project, Options, Description, Owner, and Status. Below the project list, there is a task list table with columns for Project Name, Task, Attached To, Status, Created On, Updated On, and Updated By. The URL at the bottom of the browser window is https://eplans.montgomerycountymd.gov/ProjectDox/ViewProjects.aspx.

Project	Options	Description	Owner	Status
Building-641104	[Info] [Link] [Print]	6912 Armat DR Bethesda	Nikki Thorne	Pending Upload
BUILDING-649978	[Info] [Link] [Print]	BUILDING RESIDENTIAL PERMIT	DPS.PD	Pending Upload
PUBL-302108	[Info] [Link] [Print]	PUBLIC RIGHT OF WAY	DPS.PD	Submitted
ROW-301904	[Info] [Link] [Print]	5700 Roosevelt ST Bethesda - Restoration of ROW	Nikki Thorne	In Review
ROW-301905	[Info] [Link] [Print]	1750 Rockville Pike -Instructor Example	Nikki Thorne	Approved
BLD - Training Test	[Info] [Link] [Print]	Review and Testing	Nikki Thorne	Corrections Requested
Nikki Workflow Project	[Info] [Link] [Print]	Testing and Development	Nikki Thorne	In Review
ProjectDox Training	[Info] [Link] [Print] [Close]	Training Project	Administrator.Temp	Submitted

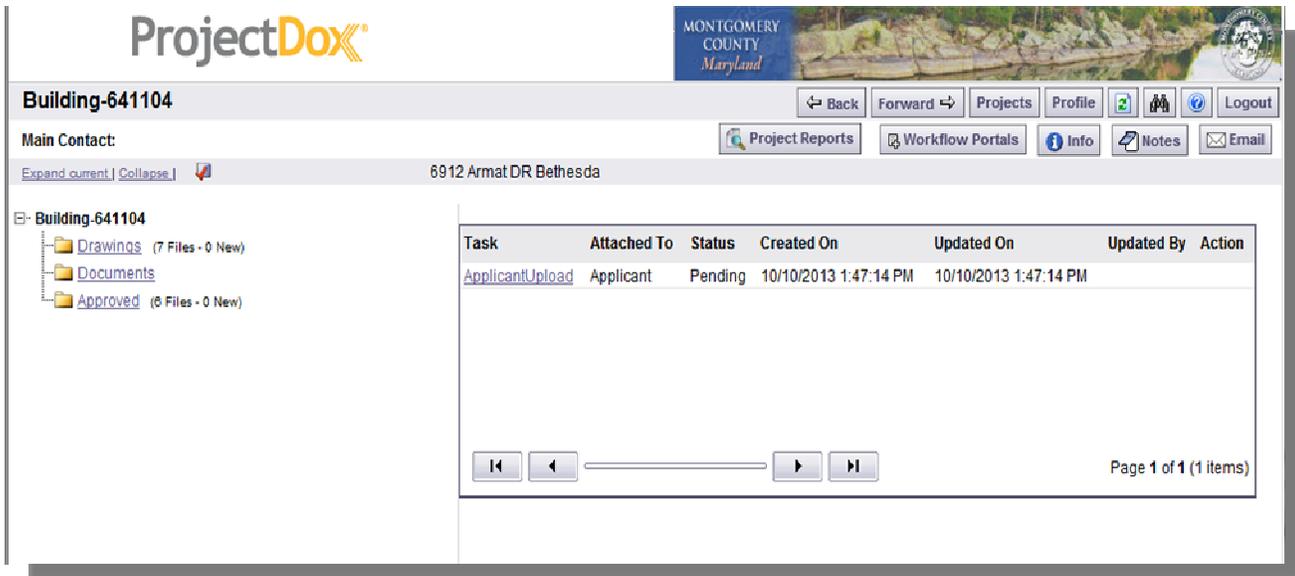
Project Name	Task	Attached To	Status	Created On	Updated On	Updated By
Building-641104	ApplicantUpload	Applicant	Pending	10/10/2013 1:47:14 PM	10/10/2013 1:47:14 PM	

Page 1 of 1 (8 Items)

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



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 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

The screenshot shows a dialog box titled 'Message from webpage' with a question mark icon and the text 'Do you want to accept this task?'. Below the question are two buttons: 'OK' and 'Cancel'. The dialog is overlaid on the task table from the previous screenshot, where the 'DepartmentReview' link is highlighted with a red box.

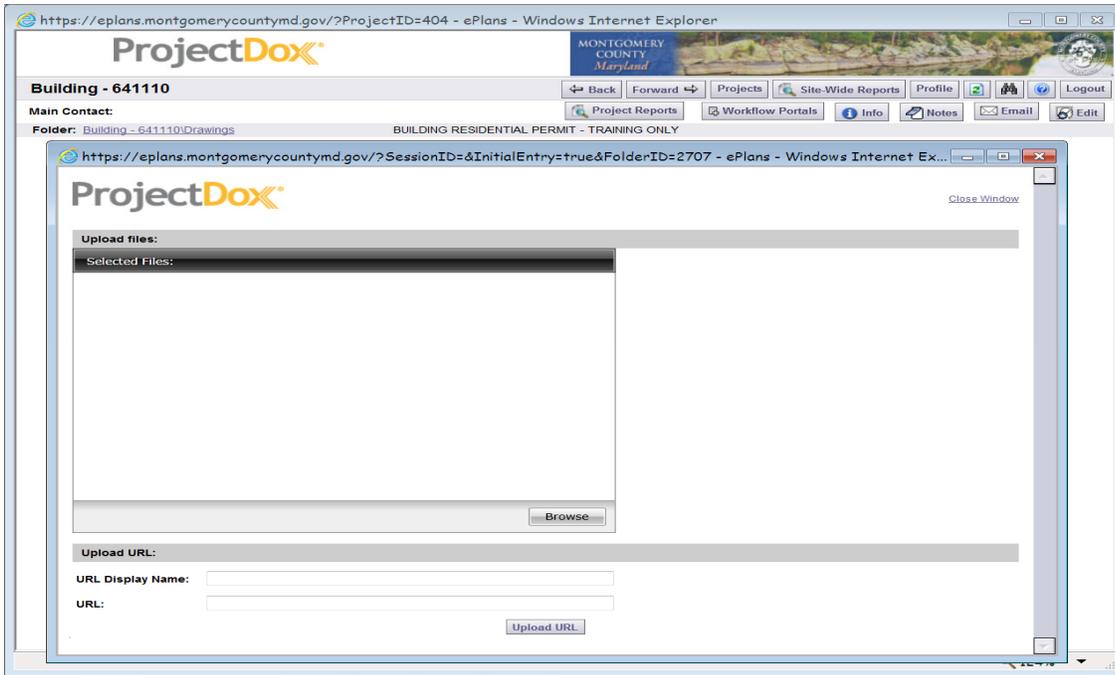
4. E-Form will open –permit application information is auto-populated from the permitting system so the participants have access to relevant information. It is also an important communication tool among the project participants.

Click the drawings folder to upload your plan drawings or supporting documents folder to upload other related supporting documents.

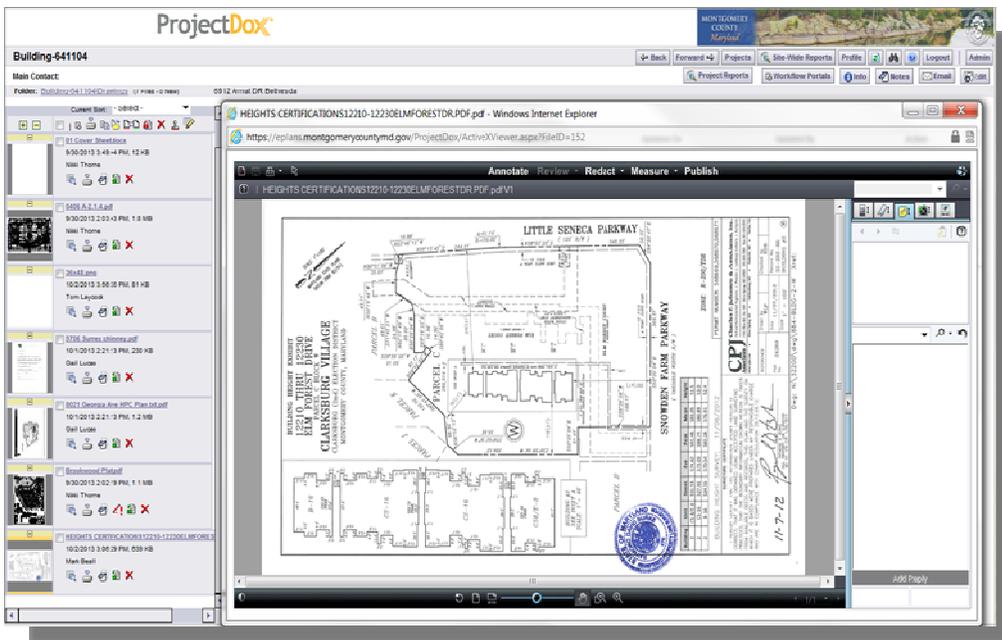
Click the Upload Files button

Project Info	Reports
Project Name:	Building - 641110
Description:	BUILDING RESIDENTIAL PERMIT - TRAINING ONLY
Project Image:	No image exists
Location:	1
Contact:	
Contact's Email:	
Phone:	
Cell Phone:	
Pager:	
Project Owner:	Nikki Thorne
Owner's Email:	nthorne@avolvesoftware.com
Project Admins:	Nikki Thorne, Leonard Woods
Status:	Submitted
Status Info:	
Project Start/End:	Start: 10/10/2013 7:35:48 PM End: 4/10/2014 7:35:48 PM
Pass-Through:	.mov, .wmv, .avi, .htm, .html, .install, .config, .mp4
Versioning:	Enabled for this project

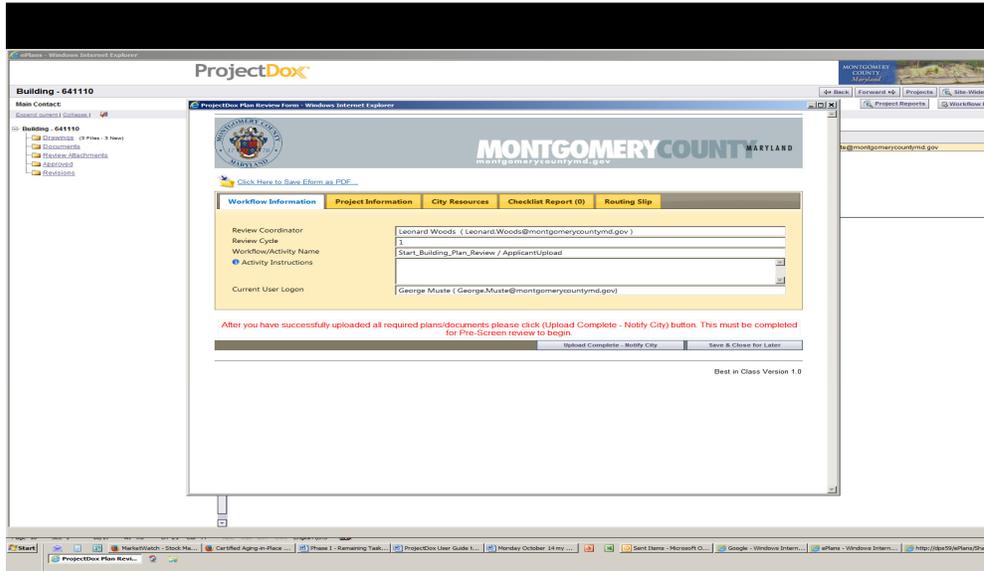
Select the file location on your computer. Select the files to upload; multiple files can be selected by using the Shift or Ctrl keys. Click the Open button. The files will then be copied to the upload windows. You have the option of dragging the documents into the file window.



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.

Pre-Screen Correction Request Task Assignment

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.

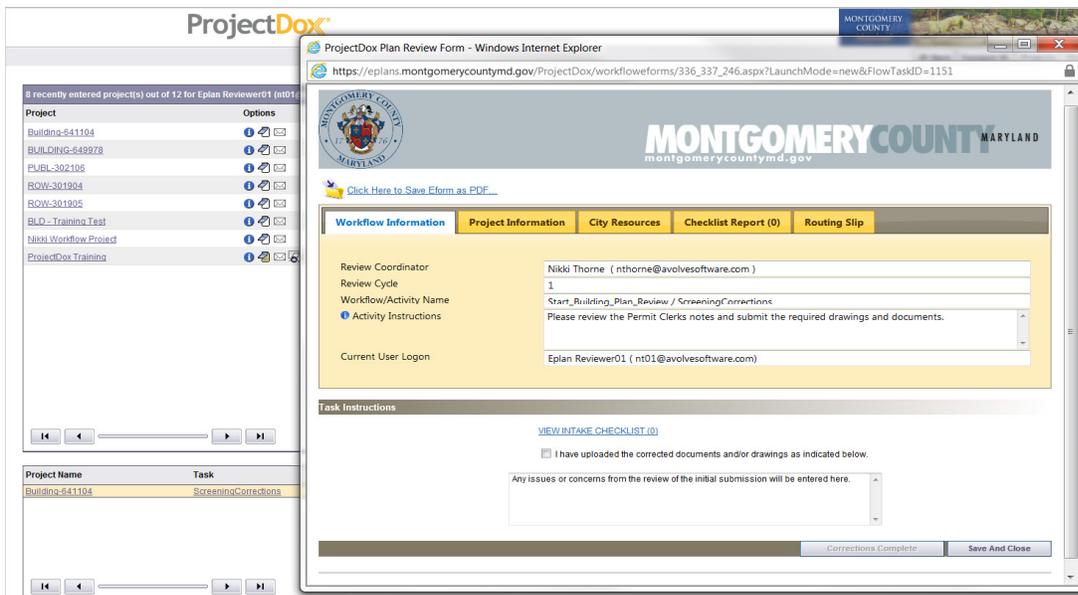
Please be advised when re-submitting plans and/or documents:

- 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:	BUILDING-649978
Description:	BUILDING RESIDENTIAL PERMIT
Task:	ScreeningCorrections
Assigned by:	Gail Lucas
Project Access Login to ePlans	

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.

File Name	Changemark Color
G001-Cover Sheet.pdf	Purple
A002-Second Level Floor Plan.pdf	
S003-Third Floor framing Plan.pdf	
E003-Building Thermal Envelope.pdf	
Z001-Site Plan.pdf	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 shows the ProjectDox web application interface. The main content area displays a list of available reports for the project 'Building-641105'. The 'Workflow - Department Review Status' report is selected and highlighted.

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

The screenshot shows the ProjectDox report viewer interface. The report title is 'Current Project - Department Review Status' for 'BUILDING-658141'. The report displays a table of review cycles.

Rev Cycle	Group Name	Reviewer Name	Assigned By	Review Status	Review Comments
1	Building Plan Reviewers	Russ Gorden Russ.Gorden@montgomerycountymd.gov	Layiwola.Finnih@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:

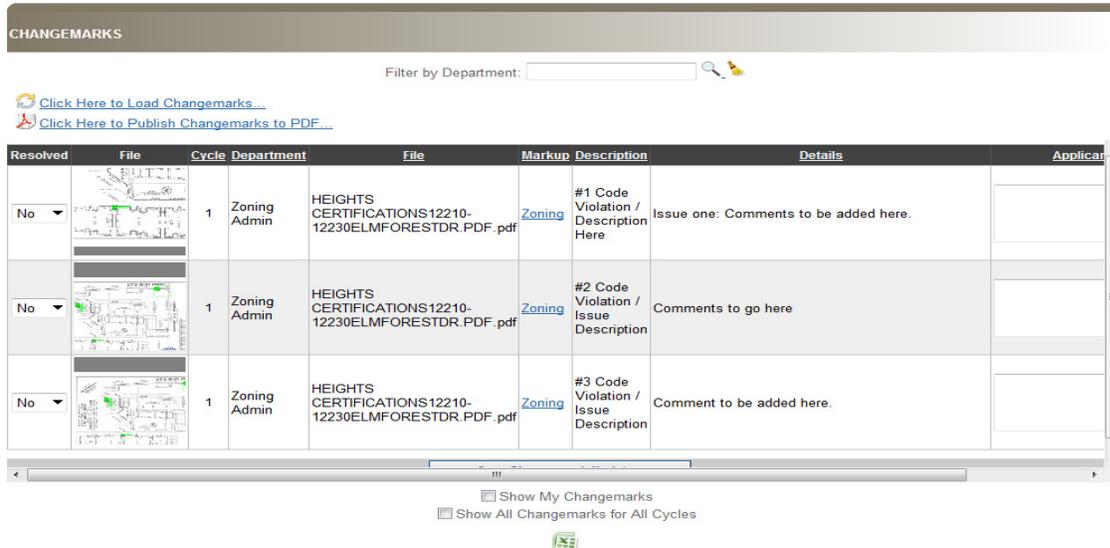
- All corrections must be uploaded using the same file names as the original submittal
- Once corrections have been uploaded for review, no additional submissions will be accepted unless requested

Project:	Building-641104
Description:	6912 Armat DR Bethesda
Task:	ApplicantPreReviewResubmit
Assigned by:	Nikki Thorne
Project Access Login to ePlans	

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.



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 11-17 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.

DEPARTMENT REVIEW - Review Cycle: 1

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 and they must come to DPS to obtain the official permit. DPS is located at 255 Rockville Pike, 2nd Floor, Rockville, Maryland 20850.

ProjectDox[®] TEST

Final Fee Request Notification

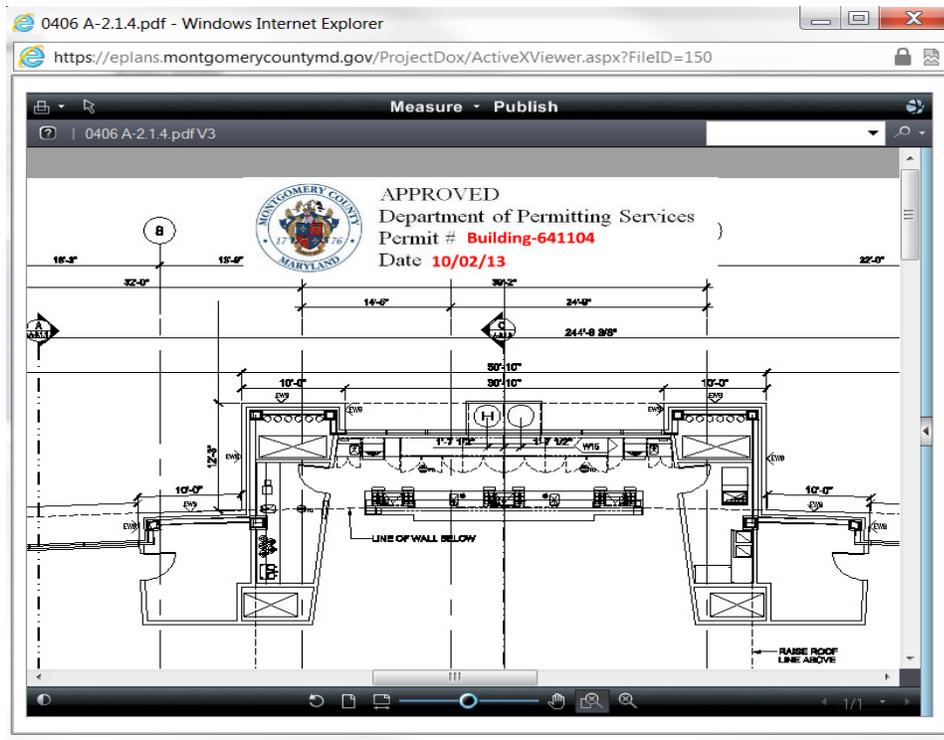
Attention George:

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.

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

Project:	BUILDING-647703
Description:	BUILDING RESIDENTIAL PERMIT
Project Access Login to ePlans	

You will be required to pay all remaining permit fees. 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®

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 Approved folder.

Project:	BUILDING-649978
Description:	BUILDING RESIDENTIAL PERMIT
Project Access Login to ePlans	

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 where 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, 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:

Paper Drawing Name	ePlans File Name
Cover Sheet CS-01	CS-01 Cover Sheet-RevX.pdf
Window schedule A3.01	A301 Window Schedule-RevX.pdf
Mechanical demolition MD-001.1	MD-0011 Mechanical Demolition-RevX.pdf
Electrical lighting 1 st floor E.02.02	E0202 Electrical Lighting 1 st Floor-RevX.pdf
Site Plan 2 of 16	Site Plan 2 of 16-RevX.pdf

For residential projects:

Drawing Type	Discipline	Sheet Number	Example REVISED File Name
General	G	000-999	G001-Cover Sheet-RevX.pdf
Architectural	A	000-999	A002-Second Level Floor Plan-RevX.pdf
Structural	S	000-999	S003-Third Floor Framing Plan-RevX.pdf
Zoning/Site Plan	Z	000-999	Z001-Site Plan-RevX.pdf
Energy Conservation	EC	000-999	EC003-Building Thermal Envelope-RevX.pdf
Electrical	E	000-999	E001-Riser Diagram-RevX.pdf

For right-of-way projects:

Drawing Type	Sheet/Drawing Reference Number	File Name
General permits	001-999	ROW_123456_G001-RevX.pdf
Grade Establishment Plans	001-999	ROW_123456_GE001-RevX.pdf
Storm Drain	001-999	ROW_123456_SD001-RevX.pdf
Paving	001-999	ROW_123456_PAV001-RevX.pdf
Storm Drain & Paving	001-999	ROW_123456_SDPAV001-RevX.pdf
Driveway	001-999	ROW_123456_DWY001-RevX.pdf
Utilities	001-999	ROW_123456_UTL001-RevX.pdf
Miscellaneous	001-999	ROW_123456_MISC001-RevX.pdf

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 should match the sheet title and must contain the following information.

- The first characters in the sheet file name must match the sheet designation on the actual plan itself, example: "A100", "S-203", "E02300_B", "CS1", **except the site plans**
- The sheet file name should reflect the sheet title on the actual plan itself, example: "First Floor Layout," "Furniture Plan", "Electrical Risers", "Mechanical Equipment Schedule", "Site Plan". If no sheet title is provided on the actual plan, then the sheet file name should provide 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), 3D Representations (isometrics, perspectives, photographs).
- Do not use periods in the filename except to denote file type (PDF), example: For sheet number E1.01A, the file name would start with E101A

Paper Drawing Name	ePlans File Name
Cover Sheet CS-01	CS-01 Cover Sheet.pdf
Window schedule A3.01	A301 Window Schedule.pdf
Mechanical demolition MD-001.1	MD-0011 Mechanical Demolition.pdf
Electrical lighting 1 st floor E.02.02	E0202 Electrical Lighting 1 st Floor.pdf
Site Plan 2 of 16	Site Plan 2 of 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.
- Do not use periods in the filename except to denote file type (PDF).

Drawing Type	Discipline Designator	Sheet/Drawing Reference Number	File Name
General	G	001-999	G001-General Cover Sheet.pdf
Architectural	A	001-999	A002-Second Level Floor Plan.pdf
Structural	S	001-999	S003-Third Floor Framing Plan.pdf
Zoning/Site Plan	Z	001-999	Z001-Site Plan.pdf
Energy Conservation	EC	001-999	EN001-Thermal Envelope.pdf
Electrical	E	001-999	E001-Riser Diagram.pdf

Appendix C

File Name Convention for Right of Way Permits

Drawing Type	Sheet/Drawing Reference Number	File Name
General permits	001-999	ROW_123456_G001.pdf
Grade Establishment Plans	001-999	ROW_123456_GE001.pdf
Storm Drain	001-999	ROW_123456_SD001.pdf
Paving	001-999	ROW_123456_PAV001.pdf
Storm Drain & Paving	001-999	ROW_123456_SDPAV001.pdf
Driveway	001-999	ROW_123456_DWY001.pdf
Utilities	001-999	ROW_123456_UTL001.pdf
Miscellaneous	001-999	ROW_123456_MISC001.pdf

“123456” denotes the DPS permit number

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