



What is ePlan Review?

ePlan review is the City of Gainesville’s digital development review solution. This software allows developers & contractors to electronically submit and monitor development projects as they go through the city’s review for utility, building, zoning, and planning compliance.

The ePlan Review Process includes Seven Key Tasks

1. Application Submission
2. PC Set-up
3. Logging into ProjectDox
4. Preparing your Digital Plans and Documents
5. Applicant Upload Task and Submitting Files
6. The City’s Plan Review Process
7. Project Approval

1 | Application Submission

Applications are submitted online via our [permitGNV](#) portal or in person at the Thomas Center - Building B, 306 NE 6th Ave. Gainesville, FL 32601

Fees must be paid at the time of application submittal in one of the following ways:

- Credit Card or eCheck Online
- Check, Money Order, or Credit Card at the Thomas Center
- No CASH payments Accepted

Notification – After submitting your application and payment, you will receive an email prompting you to log in to your account.

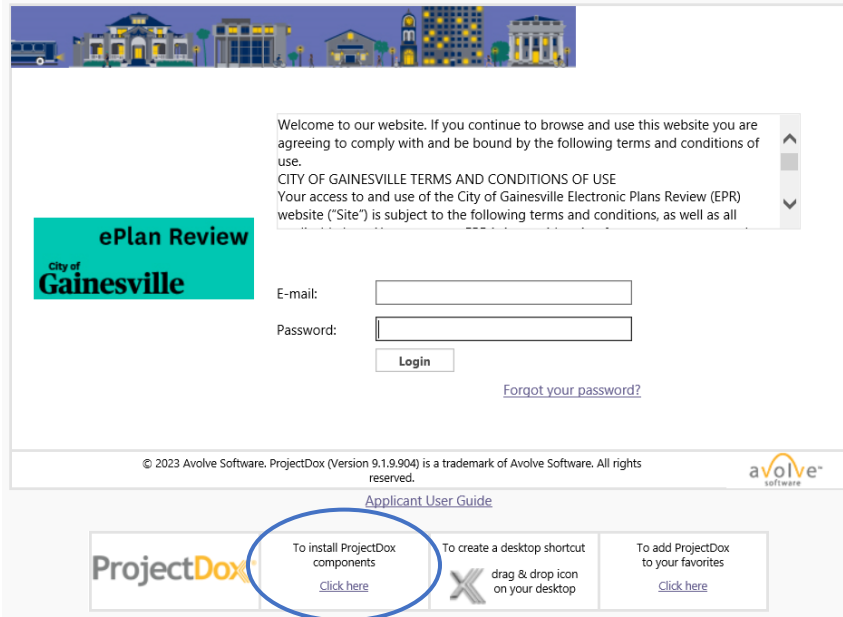
2 | PC Set-up

What you need to do prior to logging in:

1. Pop-Up Blockers – Disable any programs, such as firewalls or pop-up blockers that will prevent additional screens from opening.

Access the ProjectDox site [here](#)

2. Install Components (not required if using Windows 10 & Microsoft Edge)



Note: If you do not have Administrator rights to your computer, you may need to contact your IT staff for help with this step.

ProjectDox is best viewed in Internet Explorer 11, but will work on other browsers.

3 | Logging into ProjectDox

Enter your email address and password and click “Login”

E-mail:

Password:

Welcome to Gainesville ePlan Review.

Since you currently have a temporary password, you will need to change it to a permanent password and (if you have not done so) enter a security question and answer. This question/answer will be something that only you know, and will enable you to reset your password if you ever forget what it is.

Change Password:

Confirm new password:

Password Reset Question & Answer:

Security question:

Security answer:

Profile Information

Contact Information	User Metadata	Project Membership	Group Membership
* Required field			
First Name: *	<input type="text" value="New"/>	Last Name: *	<input type="text" value="User"/>
Contact Email: *	<input type="text" value="NewUser@newuser.com"/>		
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"/>
Contact Phone:	<input type="text"/>	Fax:	<input type="text"/>
Mobile:	<input type="text"/>	Project Name:	<input type="text"/>
Stamps:	<input type="text"/>		
Language: *	<input type="text" value="en"/>		

Note: If you are a first-time user, you will be provided with a temporary password, which you will need to change on your first login.

4 | Preparing your Digital Plans

A quality submittal will result in an accurate and timely review process

The following guidelines are established to provide uniformity in applicant submittals for the ePlan review process.

■ Drawing Standards

- Plans must be uploaded as individual files – one plan sheet per file ONLY.

Accepted Drawing File Types	PDF (preferred), DWG, DWF, DNG
Sheet Size – Site Plan Review	24x36
Sheet Size – Building Permit	11x17 (minimum)

Note: plans must include a 3x3” white space at the top right of all sheets reserved for a batch stamp of approval.

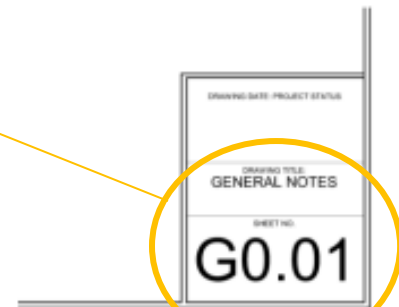
- The project must include a Sheet Index

Sheet Index	
G0.00	Cover Sheet and Contents
G0.01	General Notes
G0.02	ADA Reference
G0.03	Interior Finish Listing
A0.00	Exterior Renders
A0.01	Life Safety Plan, Code Summary
A0.10	Architecture Site Plan
A1.10	Floor Plan
A1.20	Dimension Plan
A1.30	Reflected Ceiling Plan

The sheet index must match each drawing title and sheet number

■ File Naming Standards

- Files must be consistent with Sheet Index
- Cryptic file names will not be accepted (example: 20191225_a150.4ss(rev)3jan)
- Do not use dates, underscores, special characters or commas
- Should be limited to 40 characters
- Revised files must be named the same as original

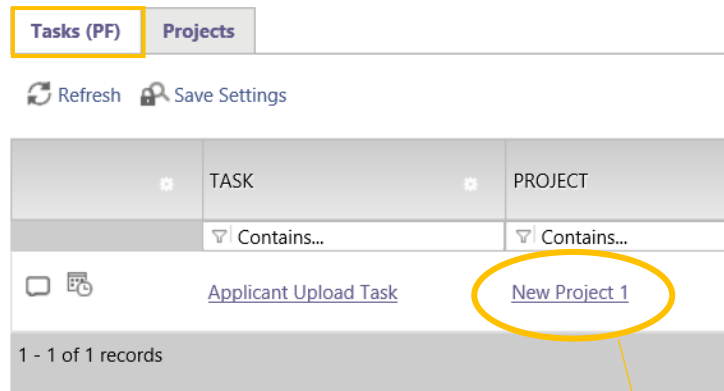


File name:	G0.01 General Notes
Save as type:	Adobe PDF Files (*.pdf)

Note: You will not be able to revise the file name during or after upload. Files must be named appropriately at the time of upload

5 | Submitting Files & Applicant Upload Task

Once logged into ProjectDox, you will land on the Tasks & Active Projects screen.

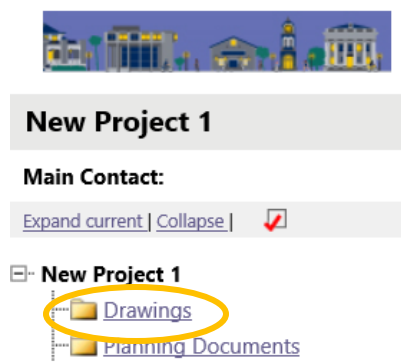


Follow these steps to submit files

1. Select the project name link from the active project screen.
 - a. The home button will return you to your tasks and projects screen.
 - b. If you do not see the project name, select the “All Projects” button on the right-hand side of the screen



2. The file folders will be displayed on the left-hand side of the screen. The folder list may vary depending on your project scope and type.



No files currently exist in **Drawings**.

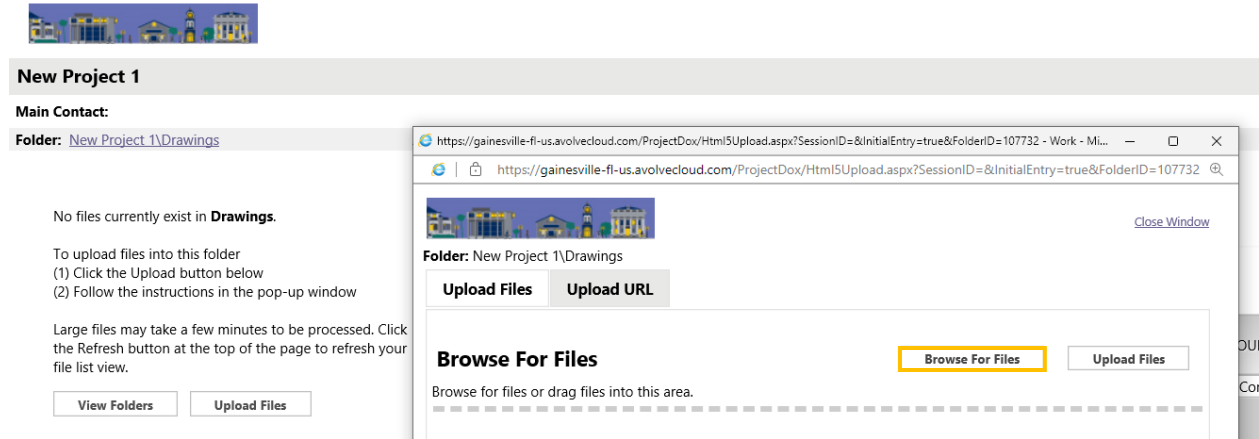
To upload files into this folder
(1) Click the Upload button below
(2) Follow the instructions in the pop-up window

Large files may take a few minutes to be processed. Click the Refresh button at the top of the page to refresh your file list view.

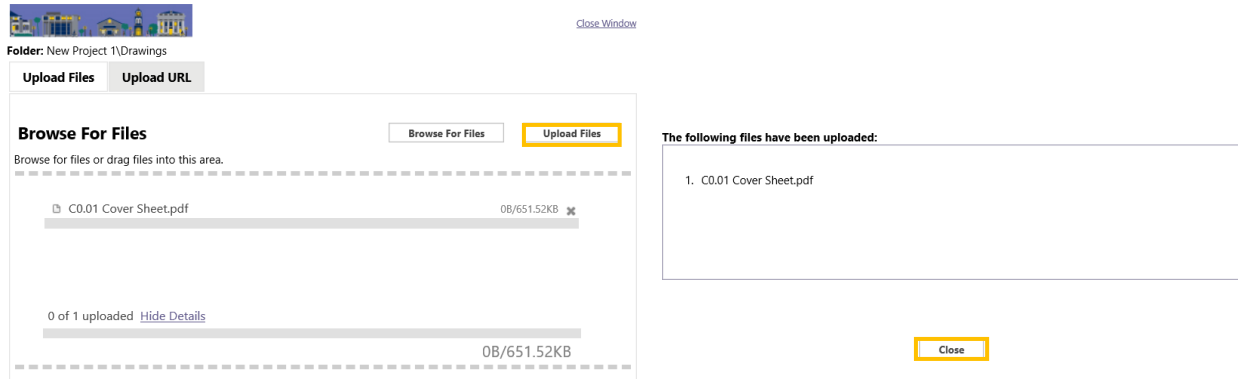


3. Select the desired folder's name to open it. Files should be sorted into folders according to their contents.
4. Select the Upload Files button – a new window will open.

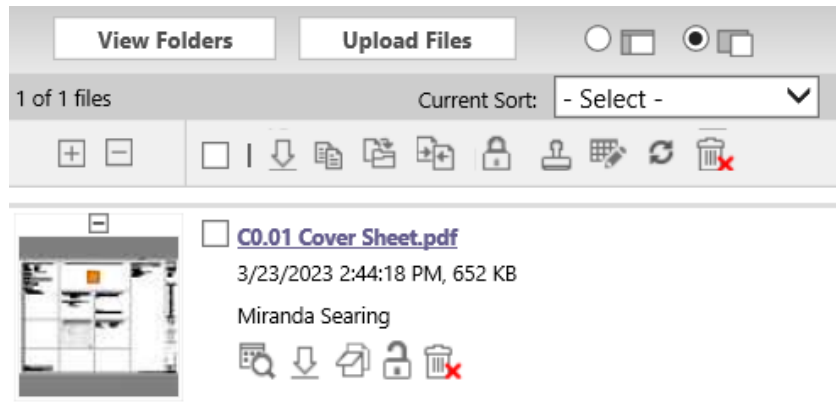
5. You can browse to select a file on your computer or you can drag and drop multiple files onto the upload screen.



6. Select the “Upload Files” button and close the window after confirmation the files were uploaded.





7. Your files will be displayed on the left side of the screen in the selected folder.



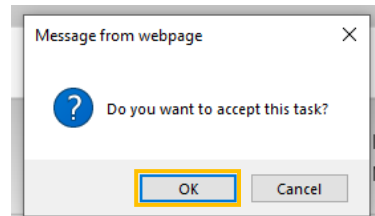
Follow these steps to complete the Applicant Upload Task:

1. Within your project, you will find your task under “ProjectFlow Task List”.

ProjectFlow Task List

	TASK	PROJECT
	Contains...	Contains...
 	<u>Applicant Upload Task</u>	New Project 1

2. Click the underlined text and choose “OK” to accept your task.



APPLICANT UPLOAD



Review Information Resources

Project Name: New Project 1
Project Description: Applicant Guide
Coordinator: PD Reserved
Workflow/Activity Name: Gainesville Planning Workflow/Applicant Upload
Current User Login: Miranda Searing (SearingMB@cityofgainesville.org)

Task Instructions

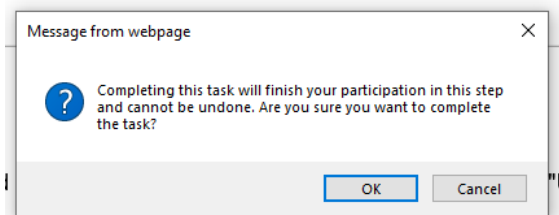
After you have successfully uploaded all required plans and documents, please click the "Upload Complete - Notify Jurisdiction" button.

I have uploaded all required drawings and/or documents.

Upload Complete - Notify Jurisdiction

Complete Later

3. Once all of your files have been uploaded, check the acknowledgement box and select “Upload Complete – Notify Jurisdiction”. Failure to complete this task will delay your project review.



Note: You will no longer have access to upload files once this step has been completed.

Prior to the approval of your project, you may receive a new task to provide additional information and/or make corrections to the plans submitted.

1. Prescreen Corrections:

If you receive a prescreen corrections e-mail notification, this signifies that you have not met sufficiency review and additional information is needed to start the review process.

2. Applicant Resubmit:

If you receive an applicant resubmit e-mail notification, this signifies that all departments have reviewed and corrections are needed.

To upload a revised document or drawing, follow the same steps as above. The file name of the revised version must be identical to that of the original submission. Files highlighted in blue are version candidates and will show as the next version, V2, V3, V4...

The following files have been uploaded:

1. [C0.01 Cover Sheet.pdf](#)

Files highlighted in blue are **version candidates**. They will be versioned **if** the file content has been changed in any way.

Close



[C0.01 Cover Sheet.pdf](#) **V2**
3/29/2023 4:26:39 PM, 842 KB
Miranda Searing




Note: Files that have versioned correctly will appear in red. If you do not see a V with the corresponding version number, please contact staff to assist with your upload prior to submittal.



6 | The City’s Plan Review Process

- **Changemarks:** If you have received an Applicant Resubmit Task, there may be changemarks made on the submitted plans that note what revisions are being requested. There are two ways to review changemarks.

1. From the Applicant Resubmit Task



APPLICANT RESUBMIT

Review Information
Resources

Project Name: New Project 1
Project Description: Applicant Guide
Coordinator: PD Reserved
Review Cycle: 1
Workflow/Activity Name: Gainesville Planning Workflow/Applicant Resubmit
Current User Login: Miranda Searing (SearingMB@cityofgainesville.org)

Task Instructions



After you have successfully uploaded all required plans and documents, please click the Resubmit Complete button.

View/Edit Changemark Items (2)

View/Edit Checklist Items (0)

Department	Reviewed By	Status	Reviewer Comments	Applicant Comments
Planners	Miranda Searing SearingMB@cityofgainesville.org	Corrections Required	Please see changemarks.	

a. Click the “View/Edit Changemark Items” button – a new window will open.

REF #	STATUS	FILE IMAGE	DEPARTMENT	CYCLE	UPDATED BY	FILE NAME	MARKUP NAME
2	Unresolved		Planners	1	Miranda Searing	C0.01 Cover Sheet.pdf	Sample 2
1	Unresolved		Planners	1	Miranda Searing	C0.01 Cover Sheet.pdf	Sample

1 - 2 of 2 records

Save
Close
View Full Report

b. Select the “Markup Name” link to open the file with the changemarks.

2. From the Drawings Folder

- Locate the changemark icon by the file
- Click the changemark icon – a new window opens
- Select the changemarks and click view



C0.01 Cover Sheet.pdf
 3/23/2023 2:44:18 PM, 652 KB
 Miranda Searing



Markups attached to **C0.01 Cover Sheet.pdf**

Delete	View	Markup Name	Author	Date		
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sample	Miranda Searing	3/23/2023 4:39:59 PM	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sample 2	Miranda Searing	3/23/2023 4:41:12 PM	<input type="checkbox"/>	<input type="checkbox"/>

- Checklist Items:** If you have received an Applicant Resubmit Task, there may be also be checklist items requested by the reviewer. These are items missing from your submittal. Click “View/Edit Checklist Items” to open.

View/Edit Checklist Items (0)

- Adding Comments:**
 You can add comments back to the City by scrolling to the right of the changemark or checklist viewer window and double clicking in the row under the Applicant Response column.

This is an effective method for communicating with the plan reviewers in explaining how you corrected the plan, your position on the compliance issue, or other pertinent comments.

APPLICANT RESPONSE	ROW DATE UPDATED
<input type="text" value="Contains..."/> <input type="text" value="You can type your applicant response here."/>	<input type="text" value="On..."/> 3/23/2023 4:42:11 pm

3/23/2023 4:42:11 pm

7 | Project Approval

When your plans are reviewed and approved, they will be stamped and filed in the “Approved” folder in ProjectDox. When this happens, you will be issued a notice of approval via e-mail and will then be able to download and print the approved plans and documents.

- **Downloading Plans & Construction Documents:** In the “Approved” folder, you can access your newly stamped plans. Click the “Download” icon to save files to your computer or device. Approved plans must be printed and available at the project site.
- **Revisions:** Once a project has been approved and issued, all revisions, deferred submittals, and additional information is submitted through a new ProjectDox workflow. You can initiate the new workflow online at permitgmv.com. If you need assistance staff will guide you through the process.

Procedures for Digitally Signing and Sealing Plans:

Architects – Florida Statute 481.221 Seals; display of certificate number. –

(2) Each registered architect shall obtain one seal in a form approved by rule of the board and may, in addition, register her or his seal electronically in accordance with ss. [668.001-668.006](#). All final construction documents and instruments of service which include drawings, plans, specifications, or reports prepared or issued by the registered architect and being filed for public record shall bear the signature and seal of the registered architect who prepared or approved the document and the date on which they were sealed. The signature, date, and seal shall be evidence of the authenticity of that to which they are affixed. Final plans, specifications, or reports prepared or issued by a registered architect may be transmitted electronically and may be signed by the registered architect, dated, and sealed electronically with the seal in accordance with ss. [668.001-668.006](#).

Engineer – Florida Statute 471.025 Seals. –

(1) The board shall prescribe, by rule, one or more forms of seal to be used by licensees. Each licensee shall obtain at least one seal in the form approved by rule of the board and may, in addition, register his or her seal electronically in accordance with ss. [668.001-668.006](#). All final drawings, specifications, plans, reports, or documents prepared or issued by the licensee and being filed for public record and all final documents provided to the owner or the owner’s representative shall be signed by the licensee, dated, and sealed with said seal. Such signature, date, and seal shall be evidence of the authenticity of that to which they are affixed. Drawings, specifications, plans, reports, final documents, or documents prepared or issued by a licensee may be transmitted electronically and may be signed by the licensee, dated, and sealed electronically with said seal in accordance with ss. [668.001-668.006](#).

Surveyor – Florida Statute 472.025 Seals. –

(1) The board shall adopt, by rule, a form of seal to be used by all registrants holding valid certificates of registration, whether the registrants are corporations, partnerships, or individuals. Each registrant shall obtain an impression-type metal seal in that form; and all final drawings, plans, specifications, plats, or reports prepared or issued by the registrant in accordance with the standards of practice established by the board shall be signed by the registrant, dated, and stamped with his or her seal. This signature, date, and seal shall be evidence of the authenticity of that to which they are affixed. Each registrant may in addition register his or her seal electronically in accordance with ss. [668.001-668.006](#). Drawings, plans, specifications, reports, or documents prepared or issued by a registrant may be transmitted electronically and may be signed by the registrant, dated, and stamped electronically with such seal in accordance with ss. [668.001-668.006](#).