How to Address Plan Review Comments

(Applicant User Guide: Part 3)

Electronic Plan Review System
For Building Permit Applications

Updated June 28, 2018
ePlans Applicant User Guide (Part 3)

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1. How to Address Plan Review Comments

a. When your plans have passed the prescreen stage, your project will go into formal plan review or Department Review for code compliance. During this time:
   - You will have no active task assigned to you
   - Your plans will be or are undergoing reviews assigned agencies or groups
   - Wait until all the reviews are done and you get a new task to address reviewers’ comments

Each reviewing agency or group that will be reviewing your project will be assigned a task named after their group or department and the number of the review cycle. For instance the Civil Engineering Branch’s Permitting and Inspection Section will have an assigned task called “Civil Engineering (PIS) Department Review cycle #1”. The same will be true for all other groups assigned.

<table>
<thead>
<tr>
<th>TASK</th>
<th>PROJECT</th>
<th>INSTANCE</th>
<th>ASSIGNED TO</th>
<th>GROUP</th>
<th>ASSIGNMENT TYPE</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil Engineering (PIS)</td>
<td>A2017-10-0014</td>
<td>Building Permit Plan Review</td>
<td>Waiting for acceptance</td>
<td>Civil Engineering (PIS)</td>
<td>FirstInGroup</td>
<td>Pending</td>
</tr>
<tr>
<td>Department Review cycle #1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HECO - Joint Pole</td>
<td>A2017-10-0014</td>
<td>Building Permit Plan Review</td>
<td>Waiting for acceptance</td>
<td>HECO - Joint Pole</td>
<td>FirstInGroup</td>
<td>Pending</td>
</tr>
<tr>
<td>Department Review cycle #1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Residential Plan Examiner</td>
<td>A2017-10-0014</td>
<td>Building Permit Plan Review</td>
<td>Waiting for acceptance</td>
<td>Residential Plan Examiner</td>
<td>FirstInGroup</td>
<td>Pending</td>
</tr>
<tr>
<td>Department Review cycle #1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wastewater Branch</td>
<td>A2017-10-0014</td>
<td>Building Permit Plan Review</td>
<td>Waiting for acceptance</td>
<td>Wastewater Branch</td>
<td>FirstInGroup</td>
<td>Pending</td>
</tr>
<tr>
<td>Department Review cycle #1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The grid above is not visible to you on your task list, but is shown to illustrate what the Review Coordinator sees which he/she uses to facilitate coordination of all the reviews. To view or track the status of your project in a similar way, use the “Workflow Routing Slip Report” (for details, refer back to Part 2 of the Applicant User Guide).

Note: Although a review task has been created it is only initially assigned to a review group (i.e. FirstInGroup) and not to a specific reviewer. This means that the task is in “Pending” status and is “Waiting for acceptance” by a reviewer to be the first in the group to accept that task. Similar to paper plans, a reviewer can potentially have several projects waiting to be looked at for the first time.

b. Once the reviews begin and/or are done, you will see via the “Workflow Routing Slip Report” the status of each review. This is a great tool for you to also use to give you a summary of what’s happening with your project. You will notice that some reviews will be “Pending” (waiting to be reviewed), “Accepted” (being reviewed), and/or “Completed” (review is done).
Workflow Routing Slip Report

In the example above, all the reviews are Completed and the next pending task is for the Review Coordinator to make a final quality assurance (QA) by doing a quick run through the review comments before sending them to you to address for corrections.

c. After the Review Coordinator completes his/her task, you will be notified via email that a new task called “Review Correction Request Task” has been assigned to you.

If there are plan review comments, then the ePlans workflow moves into the next step (see step “3b” below) and can repeat until all of the reviewers’ markups and/or comments have been addressed. The plan review comments are different from the prescreen comments (refer to Part 2 of the Applicant User Guide) in that the plan review comments focus on compliance with codes, regulations, and rules, while the prescreen comments pertain only to the formatting of the plans (see Appendix A).

ePlans Plan Review Workflow

1 – Applicant initially **uploads** plans into ePlans.
2 – **2a**: DPP **prescreens** uploaded plans for formatting requirements (see 3a).
   **2b**: Once formatting is met, DPP goes into **plan review** for code requirements (see 3b).
3 – **3a**: Applicant **addresses prescreen** comments (from 2a) and uploads corrected plans. The 2a/3a cycle repeats until required formatting is met.
   **3b**: Applicant **addresses plan review comments** (from 2b) and uploads corrected plans. The 2b/3b cycle repeats until plans are code-compliant.
4 – DPP **approves and stamps plans**.
5 – Applicant **prints plans** prior to **permit issuance**.
The way this works is that once DPP is done with all the required reviews (i.e. first review cycle and any subsequent reviews thereafter) of your plans, the project status will be set at “Applicant Corrections”. This means that you will receive an email notification informing you that there are required plan review corrections. To avoid unnecessary delays, please carefully read the instructions outlined in the email.

**Review Correction Request Task Assignment**

**Attention Mark:**

Your plan review submission for Building Permit Application: A2017-10-0014 - [TMK: 47001001] Honolulu Project - Building Permit has been reviewed, but has generated staff comments or requires corrections. You may review correction comments and requirements by accepting your Applicant Resubmit task in ePlans.

PLEASE BE ADVISED WHEN RE-SUBMITTING PLANS: All revised drawing files must be uploaded using the EXACT SAME file name and sheet size as the existing drawing files. Be especially careful of spaces and hyphens in file names. Once the revised drawings have been uploaded for review, you will not be able to upload additional files or revisions until the next review cycle.

When corrected plans and/or documents are ready for re-submit, please Login to ePlans and follow the instructions provided for re-submit. - Re-submit instructions

You can check the status of your project at any time using the reports provided in ePlans - How to Check the Status of your ePlans project

<table>
<thead>
<tr>
<th>Project:</th>
<th>A2017-10-0014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description:</td>
<td>[TMK: 47001001] Honolulu Project - Building Permit</td>
</tr>
<tr>
<td>Task:</td>
<td>Prescreen Corrections</td>
</tr>
<tr>
<td>Project Admin:</td>
<td>Mr. Loancio (<a href="mailto:ml@hawaii.gov">ml@hawaii.gov</a>, (808) 788-8800)</td>
</tr>
</tbody>
</table>

If you do not have access to the specified folder, please contact the Project Administrator.

For any technical issues or questions related to this permit, please contact the Building Permit Counter at (808) 788-6220 or e-plans@hawaii.gov

![TIP] For a detailed tutorial on how to check your project status, click on the link “How to Check the Status of your ePlans project” provided in the email notification.

d. Log in to ePlans, again by clicking on the Login to ePlans link provided in the email notification. In ePlans, click on the Workflow Portals button to see your newly assigned task in your ProjectFlow Task List window. Click on the “Applicant Resubmit Task” link.

The APPLICANT RESUBMIT page will open up. However, don’t do anything in that window yet. Instead go to the next step below.

e. Tab back to the window where your Drawings folder is located. Visually identify the sheet or drawing thumbnails that have a Markup icon* (a red pencil with an exclamation point symbol) next to them. Single-click on a Markup icon on the first sheet that has it.
To view a markup, click on the checkbox next to the named markup and click on the **View** button. To check all boxes at once, click **Select All for View** and then click **View**.

The drawing should open up with the markups/comments made on that sheet. Generally markups are made with a cloud symbol along with their corresponding textual comments. To quickly find markups/comments click (toggle) between the markups and comments’ titles, and vice versa (note the reviewer’s name and date/time of markup).

*Note: The Markup icon appears only on sheets with markups made by the agency reviewer(s). Sheets without the Markup icon means that there are no change-marks on those sheets. The icon is a convenient visual marker that quickly identifies sheets that need corrections. Upon clicking on a Markup icon, a list of viewable markups will appear on a separate window. Each item on this list indicates a set of markups made by a reviewer (or author) for that sheet. There can be multiple reviewers per sheet.*

f. **Optional:** If you want to share your drawings with the markups with others in your project team, find on the top menu bar the **Publish** option and click on it. Select “Publish to PDF”.
Take the default settings or select desired options, click the **Publish** button, and **Save to file**.

![PDF Publish Options](image)

**g.** Once you have gone through all of the sheets and/or documents that require revisions, published them (optional), and have addressed the comments and made the necessary revisions to the original drawings and/or documents, ensure that you have done the following:

- Similar to the requirements stated in the Applicant User Guide (Part 1 or Part 2), you have been informed and have followed the Building Permit Plan Format Checklist (see Appendix A) in preparing your plans.
- All of the markups (or changemarks) on all the drawings and comments by all the reviewers have been addressed.
- No new extra sheets/documents were added unless they were required by DPP. (If you need to add new sheets, first contact DPP (email: eplans@honolulu.gov) and inform them of your intent.
- Unless otherwise required by DPP, filenames of the revised sheets are not renamed but are kept exactly the same as the original filenames. Renaming original files will not properly version drawings and will create issues which will lead to delays. For proper naming conventions see Appendix B.

**h.** After you have verified that you have addressed all the comments, you are now ready to upload your revised plans. For detailed upload instructions, refer to the Applicant User Guide (Part 1).

- On your project page, find and click the **Upload Files** button.
- Find and select the files to be uploaded by clicking on the **Browse For Files** button. Ensure that all the desired files are shown. To delete unwanted files prior to uploading, click on the “X” next to the file’s size data. When ready, click on the **Upload Files** button.

![Browse For Files](image)

- Uploaded files with changes made to the original will be versioned* by ePlans. Click **Close**.

![Uploaded Files](image)

*Any properly versioned sheets/documents will be shown in your Drawings and/or Documents folder. These sheets will be identified by a version number in red (i.e. V2). In subsequent reviews/revisions, the version numbers will increment by 1 (i.e. V2 → V3; V3 → V4, and so forth).

![Versioned Files](image)

*Note: All revised plans must have the same filename, file format, and sheet size as the original. If possible keep any unchanged section of a drawing at their exact original reference points to help expedite reviews.*
i. On your active browser, tab back to your APPLICANT RESUBMIT window (familiarize yourself with the components of this window and other related viewers*).
j. **APPLICANT RESUBMIT** – Detailed elements of the Changemark Items and Checklist Items viewers.

- **View Changemark Items** (Familiarize yourself with the components of this wide window.)

<table>
<thead>
<tr>
<th>Workflow Review Changemark View</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>File Image</td>
<td>Department</td>
</tr>
<tr>
<td>Unresolved</td>
<td>Residential Plan Examiner</td>
<td>1</td>
</tr>
<tr>
<td>Unresolved</td>
<td>Residential Plan Examiner</td>
<td>1</td>
</tr>
<tr>
<td>Unresolved</td>
<td>Civil Engineering (PS)</td>
<td>1</td>
</tr>
</tbody>
</table>

The status of the reviewer's markups is "Unresolved" until your corrections are received.

Each link represents the marked up drawings. Click to view the markups.

Reviewer’s comments in textual format.

Show all review cycles or specific cycles.

Show all review groups or specific groups.

Select the desired number of items shown per page.

Provide your responses for each item by clicking on the general area until it turns white. **Note:** “Save” each response before moving on to the next page.

When done saving each line above, click “Save and Close” to compile all of your saved responses.
• **View/Edit Checklist Items** (Familiarize yourself with the components of this window.)

Note: To view a full report of the reviewers’ changemarks and/or checklist items, first save any responses that you’ve already inputted and then click on View Full Report.

k. Go back to your APPLICANT RESUBMIT window.

• Enter your general responses to the reviewers’ comments (as noted in the previous page) and then check all three boxes below.

- **Click Resubmit Complete.**

**IMPORTANT:** Remember to complete this task in order for DPP to be duly notified of your response and corrections. DPP will not be notified that you’re done unless you check the boxes and click the Resubmit Complete button (and hitting OK).
If you have followed the above steps correctly, you will have no active task in your ProjectFlow Task List. The task is now back with DPP. DPP will once again review your submitted revisions for code requirements. If the revised plans do not meet requirements, they will be rejected and a task assigned to you again (refer to the Plan Review Workflow diagram steps “2b”/”3b” on page 4). However, if the plans are accepted and they successfully meet the plan review requirements your project will move into the next phase – the approval process (step “4”).

This concludes how to address the plan review comments.

Note: Once all of the reviews are approved, you will subsequently get an email notifying you that your plans have been electronically stamped (see next section below).

2. How to View Approved Plans

a. Once your plans are approved you will be notified via email that your plans have been electronically stamped (with all the approved sheets listed).

<table>
<thead>
<tr>
<th>New Batch File Stamp Notification</th>
</tr>
</thead>
<tbody>
<tr>
<td>One or more files have been batch stamped and added to the project listed below.</td>
</tr>
<tr>
<td>Project: A2017-10-0014</td>
</tr>
<tr>
<td>Path: A2017-10-0014\Approved</td>
</tr>
<tr>
<td>Stamped by: Mark L.</td>
</tr>
</tbody>
</table>

Stamped Files Access | Login to ProjectDox

Files that were stamped:

1. A2017-10-0014\Approved\A001-Site Plan.pdf
2. A2017-10-0014\Approved\A003-Driveway.pdf
3. A2017-10-0014\Approved\A004-Floor Plan1.pdf
4. A2017-10-0014\Approved\A005-Floor Plan2.pdf
5. A2017-10-0014\Approved\A002-Utility Plan.pdf

Mark L. sent this notification to you - it was not automatically sent by the City and County of Honolulu ePlans system. If you no longer wish to receive notifications of this type, you will need to contact Mark L. by sending an email to rli@honolulu.gov or the project administrator.

If you do not have access to the specified folder, please contact the Project Administrator.
b. You should also receive another email notification with instructions outlining the steps on how to get your permit. Please carefully read the instruction shown.

Attention Applicant
Thank you for using the City and County of Honolulu ePlans System.
Congratulations! Your request for Building Permit Application A2017-10-0014 has been approved.

You will need to proceed to the One-Stop Permit Center of the Fasi Municipal Building to complete the permit application process. You are required to bring one copy of the approved plans to DPP to be part of the permanent record. This copy will require all original signatures (architects, engineers, etc). You may also bring a second set to be signed by DPP if required for the job site.

To download your approved plans and documents, please Login to ePlans and download your plans from the Approved folder. You may also print your approved plans and documents for use from ePlans directly or by printing the downloaded pdf files.

<table>
<thead>
<tr>
<th>Project:</th>
<th>A2017-10-0014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description:</td>
<td>[TMK: 47001001] Honolulu Project - Building Permit</td>
</tr>
<tr>
<td>Task:</td>
<td>Notify Applicant Download</td>
</tr>
<tr>
<td>Project Administrator:</td>
<td>Mark L. (<a href="mailto:ml@honolulu.gov">ml@honolulu.gov</a>), (808) 768-8220</td>
</tr>
</tbody>
</table>

Login to ePlans | Login to ProjectDox

If you do not have access to the specified folder, please contact the Project Administrator.

For any technical issues or questions related to this permit, please contact the Building Permit Counter at (808) 768-8220 or eplans@honolulu.gov

This is an automated email notification and this email account is not monitored. Please do not reply to this email.

c. To view your approved plans, log into ePlans and find yourApproved folder. You’ll notice the number of files (sheets) that have been approved* next to the Approved folder.

![A2017-10-0014](image)

*Note: Depending on the requirements, there may also be documents that were approved. Please inquire with the Permit Issuance Branch if you are required to bring a copy of those documents at permit issuance.
d. Open an approved drawing. You will see the approval stamp on the top right corner of the approved drawing. The approval stamp also includes the Building Permit Application number, the approval date, and the name of the person that approved the drawing.

![Approved Drawing with Approval Stamp]

e. To download your approved plans:
1. Click on the **Check All** check box at the top (or check specific check boxes beneath it as desired).
2. Click on the **Download** icon to download the selected sheets or files.
3. Click on the **Download Zip File** button.

![Download Files]

*Note: Once you’ve finished downloading and saving the zip file, delete the zip file from the system server.*

### 3. ePlans Support

For specific online permit application and/or electronic plan review related issues, email: eplans@honolulu.gov

For browser related issues, visit: [http://support.avolvesoftware.com](http://support.avolvesoftware.com)

For general ePlans information and instructions visit: [http://www.honoluludpp.org/Onlineservices.aspx](http://www.honoluludpp.org/Onlineservices.aspx)
4. Appendices

Appendix A: Building Permit Plan Format Checklist

Building Permit Plan Format Checklist

The purpose of this checklist is to provide plan preparers with the proper formatting and preparation for plans submitted as either hardcopy paper or electronic files via ePlans. Adherence to this checklist ensures that plans meet pre-screening requirements which will facilitate a quicker review process. In addition, the use of the Building Permit Application Checklist, which enumerates the minimum information required for plans review for either a Residential or Commercial project (also available on the DPP website), is required.

1. Complete Plot Plan Showing:
   a. Entire property
   b. All lot dimensions
   c. All driveway aprons (new & existing)
   d. Offsite utilities (utility poles, hydrants, etc.). Sidewalk infrastructure (catch basins, manholes)
   e. Location of work
   f. All existing structures with addresses
   g. Building setbacks
   h. Required yard setbacks
   i. Easements labeled
   j. All streets with names

2. Address:
   a. Provide legal registered address, as on record with the Dept. of Planning & Permitting

3. Color:
   a. Plans are black and white drawings
   b. Photos may be used for reference only
   c. Renderings and Logos are acceptable

4. Stamp Space:
   a. The top right corner is clear - 3.75"H x 5.75"W from edge of each sheet

5. File Naming Standard*:
   a. Format: Sheet number followed by a short description of drawing (ex. A001 – First Floor Plan)
   b. Are less than 40 characters
   c. Consistent with sheet index
   d. Contain no special characters such as ! @#$%^&*()/?|<>-[]{}{}
   e. Acceptable special characters: Hyphen and underscore

6. Scale:
   a. All applicable drawings and details are drawn to scale
   b. All applicable sheets have a typical graphic scale bar
   c. Scale provided matches drawing
   d. Minimum 1/8" height text and symbols
   e. Standard Architectural and Engineering scales must be used

7. Files/Sheets:
   a. Each sheet is its own file*
   b. All sheets are same size
   c. All sheets in the same correct orientation (portrait or landscape)
   d. No sticky back, taping, gluing or stapling onto plans**
   e. Print on one side only**
   f. Minimum page size/sheet size of 24" x 36"

8. Index:
   a. Index list matches sheets submitted
   b. Cross-referencing is consistent between – file name, sheet number, details, index, etc.

9. Title Block:
   a. On each sheet
   b. Includes – owner/project name, project address, TMK(s), brief project description

10. Numbering Standard:
    a. One alphabetical character that designates discipline followed by 3 numerical characters. (ex. A001 or S-101)
    b. Title sheet does not include an alphabetical character (ex. 000, 100)
    c. The numerical format can be sequential or in a series format

11. Drawing Revisions:
    a. Cloud all changes
    b. Use black ink for handwritten changes**
    c. Validate handwritten changes with printed full name, signature, and date**

* Does not apply to paper submittals.
** Applies to paper submittals only.

Revised 06/27/17
Appendix B: ePlans File Naming Standards: Building Plans (Residential & Commercial)

Below are examples of File Names for drawing submittals. The File Names should include the first character(s) of the Discipline name, followed by a 3-digit Sheet Number and Drawing Type. File names for both drawings and documents shall remain the same for all submittals. Do not manually version the files nor rename the files when uploading revised plans. No duplicate sheets are allowed. ePlans will only version properly revised sheets automatically.

- **Discipline** – First character(s) in the file name represents the discipline area followed by the page number and type of drawing, i.e. A002 – Elevations. Ensure that all plans, including the associated details, are submitted under the correct discipline characters to use.

- **Sheet Number** – Must be a 3 digit number with leading zeros. Note: if decimals are needed, place decimal after the 3rd digit, ex. A001.99

<table>
<thead>
<tr>
<th>Drawing Type</th>
<th>Discipline</th>
<th>Character</th>
<th>Sheet Number</th>
<th>Example File Names</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>(None)*</td>
<td></td>
<td>001</td>
<td>001-TITLE 001 SITE PLAN</td>
</tr>
<tr>
<td>Architectural</td>
<td>ARCHITECTURAL</td>
<td>A</td>
<td>000-999</td>
<td>A000 - COVER</td>
</tr>
<tr>
<td>Cover Sheet</td>
<td>ARCHITECTURAL</td>
<td></td>
<td></td>
<td>A001 - FLOOR PLAN</td>
</tr>
<tr>
<td>Floor Plan</td>
<td>ARCHITECTURAL</td>
<td></td>
<td></td>
<td>A005 - FDN</td>
</tr>
<tr>
<td>Foundation</td>
<td>ARCHITECTURAL</td>
<td></td>
<td></td>
<td>A009 - ELEV</td>
</tr>
<tr>
<td>Elevations</td>
<td>ARCHITECTURAL</td>
<td></td>
<td></td>
<td>A015 - DETAILS</td>
</tr>
<tr>
<td>Details</td>
<td>ARCHITECTURAL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Structural –</td>
<td>STRUCTURAL</td>
<td>S</td>
<td>001-999</td>
<td>S002 - STEEL BLDG</td>
</tr>
<tr>
<td>All Structural and related plans including details</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Plumbing</td>
<td>PLUMBING</td>
<td>P</td>
<td>001-999</td>
<td>P099 - PLUMB</td>
</tr>
<tr>
<td>Electrical</td>
<td>ELECTRIC</td>
<td>E</td>
<td>001-999</td>
<td>E001 - ELEC</td>
</tr>
<tr>
<td>Mechanical</td>
<td>MECHANICAL</td>
<td>M</td>
<td>001-999</td>
<td>M101 - MECH</td>
</tr>
<tr>
<td>Landscape</td>
<td>LANDSCAPE</td>
<td>L</td>
<td>001-999</td>
<td>L011 - IRRIG</td>
</tr>
<tr>
<td>Civil</td>
<td>CIVIL</td>
<td>C</td>
<td>001-999</td>
<td>C000 - NOTES C001- PLAN AND PROFILE C010 - GRADING PLAN</td>
</tr>
</tbody>
</table>

*Leave the Title sheet without a first character prefix designation. Instead, use “001” as a number prefix so that ePlans will list the Title sheet on top of the list when sorting which will facilitate finding that sheet.*