How to Address Prescreen Comments

(Applicant User Guide: Part 2)

Electronic Plan Review System
For Building Permit Applications

Updated June 28, 2018
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1. How to Address Prescreen Comments

a. Once you have successfully uploaded your plans into ePlans and submitted them to the Department of Planning and Permitting (DPP), you will notice three things on your project’s page:
   - Thumbnails of your uploaded plans will appear in your Drawings folder.
   - You will have no task assigned or available for you to do and complete.
   - The task is back with DPP.

b. At this point, the plans have been received by DPP and the project’s status would be at “Prescreen”. The permit clerk is now assigned a new task called “Prescreen Review Task”. (Note: you will only see tasks assigned to you.)

During Prescreen DPP will review your plans for formatting requirements.

If there are prescreen comments, then the ePlans workflow moves into the next step (see step “3a” next page) and can repeat until the uploaded electronic plans and/or documents meet proper formatting and completeness before plan review for code compliance can begin. The required formatting is based on the current Building Permit Plan Format Checklist. For details on how to format plans, refer to section three of the Applicant User Guide (Part 1).
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 prescreening of your plans, the project status will be set at “Prescreen Corrections”. This means that you will receive an email notification informing you that there are required corrections. To avoid unnecessary delays, please carefully read the instructions outlined in the email.

Prescreen Correction Request Task Assignment

Attention Mark:

Your plan review submission for Building Permit Application: A2017-10-0014 - [TMK: 47001001] Honolulu Project - Building Permit is incomplete or requires corrections. You may review correction comments and requirements by accessing the ePlans site. Be sure to review ePlan submittal requirements.

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

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.
- Please make corrections and resubmit as soon as possible.
- This Building Permit Application will expire within 28 days if no action is taken.

<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 Administrator:</td>
<td>Mr. Leoncio (<a href="mailto:ml@honolulu.gov">ml@honolulu.gov</a>, (808) 768-8000)</td>
</tr>
<tr>
<td></td>
<td>Project Access</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) 768-9220 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. Log in to ePlans 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 **“Prescreen Correction Task”** link.

The PRESCREEN CORRECTIONS window opens up. However don’t do anything in that window yet. Instead, go to the next step below.

d. 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.
e. 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**.

f. Once you have gone through all of the sheets and/or documents that require revisions, published them (optional), and have made the required 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), 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.
g. After you have verified that you have addressed all the requirements, you are 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, click on the “X” next to the file’s size data. When ready, click on the **Upload Files** button.

Any uploaded files that have changes made to the original files will be versioned* by ePlans.

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).

* Note: If you upload a drawing that is exactly the same as the original, the drawing will not be versioned. In this case, if a drawing is unchanged and requires no revision, do not upload the drawing again.
h. Tab back to your PRESCREEN CORRECTIONS window (or click on the “Prescreen Corrections Task” on your project page). Familiarize yourself with the information on the PRESCREEN CORRECTIONS page.

**IMPORTANT:** Remember to complete your 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 box and click the Return to DPP button (and hitting OK).

If you have done 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 formatting 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 “2a”/“3a” on...
However, if the plans are accepted your project will move into the next phase – plan review (step “2b”).

To find out the status of your project and which agencies are reviewing it click on “Project Reports” button located on the top buttons bar. Then single-click on the magnifying glass for the report labeled “ProjectFlow–Workflow Routing Slip”.

In the Workflow Instance field select the current project. Click on the View Report button.

The report will list the tasks that have been completed to date in chronological order including those that are “Pending” (not accepted) assigned to the reviewing agencies.

This concludes how to address prescreen or formatting comments.

*Note: Once you have successfully meet the prescreen requirements, your plans will go into plan review (i.e. codes & ordinances). IMPORTANT: Do not rename your original files at any time. This way ePlans will properly version them as subsequent submittals of the same exact file which will facilitate review by agency reviewers. For instructions on “How to Address Plan Review Comments”, please see the Applicant User Guide: Part 3.

2. 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
For general ePlans information and instructions visit: http://www.honoluludpp.org/OnlineServices.aspx
3. 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. Onsite 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 5-101)
    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>001</td>
<td></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>A001</td>
<td>FLOOR PLAN</td>
<td></td>
</tr>
<tr>
<td>Floor Plan</td>
<td>ARCHITECTURAL</td>
<td>A005</td>
<td>FDN</td>
<td>A005 - FDN</td>
</tr>
<tr>
<td>Foundation</td>
<td>ARCHITECTURAL</td>
<td>A009</td>
<td>ELEV</td>
<td></td>
</tr>
<tr>
<td>Elevations</td>
<td>ARCHITECTURAL</td>
<td>A015</td>
<td>DETAILS</td>
<td></td>
</tr>
<tr>
<td>Details</td>
<td>ARCHITECTURAL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Structural – All Structural and related plans including details</td>
<td>STRUCTURAL</td>
<td>S</td>
<td>001-999</td>
<td>S002 - STEEL BLDG</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.*