Applicant Overview

ePlans is an alternative to the paper-based and in-person submittal process with the Bureau of Development Services. This web-based solution allows plans to be submitted electronically, improving the plan review cycle, reducing costs associated with obtaining permits, as well as supporting green initiatives.

ePlans instruction documentation and videos can be found on the BDS website **here**.

TERMINOLOGY (CROSS WALK)

Before continuing to the process overview below, review the terms below.

TERM	DEFINITON
ProjectDox	A web-based solution that allows building plans to be submitted electronically, improve review cycle, reduce costs associated with obtaining permits as well as support green initiatives.
Corrections	Within the ProjectDox system, corrections are called Changemarks & Checklist items and are equivalent to written Checksheets. ChangeMarks and Checklist Items help reviewers and applicants have a back-and-forth dialogue about corrections and plan adjustments. During plan review, reviewers add Checklist items and ChangeMarks to communicate issues and required updates to applicants. Applicants then update plans as necessary and respond to reviewer comments. This process repeats until all Checklist items and ChangeMarks have been resolved. Multiple review cycles may be necessary before plan review is complete.

QUALIFYING PROJECTS:
COMPLEX STRUCTURES AS MANDATED BY OR ADMINISTRATIVE CODE 918-311-0040

The following projects qualify:

- Fire Pump
- Emergency System
- Addition of new motor, 100 HP or more
- Patient Area Health Care Facility System
- Hazardous Locations
- Recreational Vehicle Parks
- Floating Buildings
- Supply over 600 volts nominal
- Service or Feeder 400 amps or more where the available fault current exceeds 10,000 amps at 150v or less to ground, or exceeds 14,000 amps for all other installations

- Buildings over 3 stories
- Service or Feeder 600 amp or over
- Commercial use Agricultural Buildings
- Installation of 150kva or larger separately derived
- 'A', 'E' 'I-2' or 'I-3' occupancies
- Marinas and Boatyards
- Six or more residential units
- Renewable Electrical systems over 25kva
- Voluntary Plan Review

Note: Each building, structure or separately metered space needs a separate electrical permit.

QUALIFYING APPLICANTS/CONTRACTORS

The following criteria apply to qualifying homeowners and contractors:

- Homeowners who reside in the home the work is being done on.

- Licensed Electrical Contractors performing electrical work for a client.

  Note: Electrical Permits without an electrical contractor (except homeowner permits) will only be reviewed by approval of the Building Official. Electrical Permits will not be Approved or Issued for Construction until an electrical contractor is on record.

 For information on Residential Electrical Permits, click here.

INTAKE PROCESS OVERVIEW

The steps below outline the intake process.

STEP		DETAILS	HELP

1.	✉	**Start the Permit Application.**
		
		  a. **Log into DevHub**
		  New users will need to create a free account with Portland Online.
		  Go to DevHub and click the **Login / Register** tab to register for a new account.
		  b. Submit permit application and request using DevHub.
		  You can find step-by-step instructions here: How to Submit a Permit Request via Development Hub PDX
		  c. Your application package will be reviewed by a permit technician to check that the information you provided meets the minimum standards.
		
		  If your application package does **not meet minimum submittal standards and/or requires further clarification,** you will receive an email notification. You will need to log into the DevHub system to review the comments and to provide any requested information. This communication process will repeat until all requirements have been met.
		
		Click the icon in the help column to access the Electrical Renewable Energy Permit Application.
			🗎 PDF

2.	📖	**Prepare files for submittal.**
		Plans must comply with specific size and naming conventions:
		
		  • Plans are not to exceed 36 X 48 E/O
		  • Each file must be one page only. Multiple drawing pages will not be accepted.
		  • File name guidelines must be followed. See detailed guidelines on page 4.
		  • Affix third-party verified digital signature or seal to the project submission for the plans that are required to be signed and sealed.
		  • Please do not password protect, encrypt or 'secure' your files, as this will prohibit the ability to upload the documents into our archival system.
		  • The top right corner of all drawings must be reserved for the City's electronic stamp. Please leave the top right corner completely blank on all drawings (with exception of the border).
		  • Dimensions: 3" width x 3" height, offset 2" from the right, 1" from the top right.	

3.	✉	**Review email from ProjectDox@portlandoregon.gov.** Email includes ProjectDox link to instructions to upload plans and documents	

4.	☁	**Uploads and submit plans, documents and application to ProjectDox** a. Log into ProjectDox b. Select Projects Tasks Tab c. Select Applicant Upload Task d. Select Submission Complete tab	[PDF]
5.	🔍	**View Project Status and Comments** a. Log into ProjectDox to review the comments and project status at any time b. Select Project Reports tab c. Select Changemark Report along with Department Review Status Report to view comments and review disposition d. Select Workflow routing slip report to view progress	[PDF]

SUBMITTING CORRECTIONS

Not all steps may apply if no corrections are required.

6.	📖	**Prepare and upload corrected files.** • Revised files (drawings and documents) must be properly named. **DO NOT change any file names** when resubmitting plans. The corrected files **MUST** have the same file name as their original sheets. This is required for the versioning of the files. • When corrected files are ready to be uploaded, the Applicant logs into ProjectDox and selects the permit number. Proceed with uploading the corrected files. Please be sure to submit response to all comments, and date the responses. • Revised files that are uploaded correctly will automatically show "V2" after the file name.	
7.	☁	**Complete Resubmit Task.** a. Log into ProjectDox to review the comments and project status at any time b. Select Project Reports tab c. Select Changemark Report along with Department Review Status Report to view comments and review disposition. d. Select Workflow routing slip report to view progress. e. Make sure to click the *'Upload Complete- to Notify the Jurisdiction'* button; this will send notification via email to the City the upload and task is complete.	[PDF]
8.	🔍	The review cycle continues until all the requirements are satisfied. You will receive an email from **ProjectDox@portlandoregon.gov** when the project is approved, and issuance fees need to be paid. Payment can be made via DevHub or by calling the Cashier's Office Cashier at **503-823-5161.**	[PDF] [PDF]

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FILE NAMING STANDARD

Below is the required format for acceptable file names.

- ✓ File names should reflect the file's content.
- ✓ Limit the file name to 50 characters or fewer.
- ✓ Use abbreviations when necessary.
- ✓ Follow these rules when using special characters.

  - Do use "**.**" (period), "**&**" (ampersand), and "**–** "(dashes).
  - Do NOT include any special characters including "_ "(underscores), %, #, "," (commas), etc. ProjectDox will not upload files with these special characters.

	Required File Name	Description/Example
1	2 leading numbers	All files should be named according to the order listed on your provided title sheet, cover sheet or table of contents. This format ensures files display in a logical order. If you don't have an index or cover, name plans files in the order you want them displayed. Example: 01, 02, 03…10…
2	Standardized File Name	Use the following file names as a guide when uploading plans and documents: • Site plan • Floor plan • Elevations • One-line Diagram • Panel Schedules • Calculations • Grounding Details • Power Plan • Lighting Plan • Permit Application • City information and Directives • Reference
3	Description	A short description of the type of document or project Document examples: Coversheet, Preliminary Site Plans, Second Level Floor Plan Details

RESUBMISSIONS

Corrected files need to be re-submitted with the SAME EXACT FILE NAME as the original. Do NOT "version", rename files, or add an extra (blank) space when uploading resubmitted files. ProjectDox will automatically version the file when the upload is complete.

INSERTING NEW DOCUMENTS IMAGES BETWEEN EXISTING PAGES

To upload a document or drawing between two files, start your file name with the preceding file prefix and include ".#". Example: if you want to insert a file between **001 A Third Floor Plan** and **002 C Grading Plan**, start the file with **001.1** at the beginning. This ensures your new file will display between the two files.