Electronic Plan Review BASICS:

What is PDXePlans ?

PDXePlans is the Bureau of Development Services' (BDS) electronic plan review and document management system. Using a web-based tool called 'ProjectDox', ePlans provides a convenient central hub for development project groups (including applicants and City reviewers) to communicate and complete the entire plan review process online. Staff at BDS and our partner bureaus can review the plans simultaneously on their computer screens. And if customers need to make a correction to their plans, they can submit those corrections online for re-review, saving a trip to the Development Services Center.

How do I get started with PDXePlans?

The Bureau of Development Services has rolled out PDX ePlans (electronic plan review) as an option for all Process Managed projects as of January 2019. If you are interested in submitting your Process Managed project through ePlans, please contact your BDS Process Manager directly, or email BDSProcessManagement@portlandoregon.gov.

Not submitting a Process Managed project? Stay tuned! PDXePlans is working to be rolled out to all commercial new construction permits in 2020.

With questions, please contact the ePlans Training Team at POPSPDXePlans@PortlandOregon.gov

Do I need special software to use PDX ePlans?

No, additional software is not needed. ePlans can be used across all internet browsers including Chrome, Internet Explorer, Safari and Firefox. If you are using Internet Explorer, you'll need to install the ProjectDox components. This only required as a one-time download. Please see our Getting Started with PDX ePlans guide for information.

What file types are allowed?

Our preferred file type is a searchable, vector PDF file, but you can upload over 150 file formats (including DWG, DGN and PDF). Please refer to our Applicant User Guide to learn more.

When is PDXePlans available?

Access to PDXePlans are available online 24 hours a day, 7 days a week.

Are there any additional fees for using PDXePlans?

There are no additional fees for submitting plans electronically through PDXePlans. You pay the exact same permit fees that you would pay if you visited the Development Services Center to obtain your permits.

Is PDX ePlans 100% paperless? Do I still need to print paper copies?

During the submittal and review process, ePlans is entirely paperless. When your plans are approved, you will receive an email indicating that your plans are approved and after payment, they will be ready for download. You will be responsible for printing one set of plans for your job site for inspections.

Will PDX ePlans save me time?

Yes! Uploading plans, submitting revisions and downloading approved plans, using PDX ePlans saves time; you no longer have to drive to our permit center and stand in line to submit your plans or revisions.

Are my plans and files secure?

Yes, your plans and files are held on a secure server. Only you and the review staff have access to the plans, and all plans are read only and cannot be altered. Plan and document files that are uploaded into ePlans are published immediately into a "read-only" screen format that is used throughout the review and approval process. The plan files themselves, once published, are archived in order to ensure they are never altered or modified in any way. All markups and annotations applied to the plan file renditions occur on virtual layers in ePlans.

Can I submit corrections and upload files at any time using PDX ePlans?

Submitting changes will depend on where your project is within the Review process. The city has implemented a plan review process, called 'Review Windows', which limits the ability to make changes to the plans during the Review process. Plan Review Windows are windows of time for when applicants can respond to corrections and/or make updates to building plan sets.

In ProjectDox, the 'Review Window' process is managed by 'Tasks' and your assignment of 'Tasks'; if you have a task, your 'Review Window' is open, and access to make changes and upload files will be available. If the City has an open 'Task'- example a 'Review task', the Review Window for the applicant is closed, and access make changes & updates to plans in ProjectDox can not be made.

For more information on the City's process for 'Review Windows', please view a short video from our YouTube Channel: Review Windows-City of Portland.

You can also review Module 3: Review Windows from our Applicant Training Video series.

Can I see the comments while my plans are being reviewed?

In ePlans, you can view correction items (Changemarks) on your submittal at any time. A Changemark means that a change is required on your plans and/or documents. You will have access to project reports containing the corrections and review comments within eplans at any time. In addition, you can use the reports to track the status of your project 24 hours a day, 7 days a week. When all the reviews are finished, we will send you an email, so you access the comprehensive list of your correction items**

Being able to see the correction items early, allows you to start working on making these changes while we continue to review your submittal which will save you time.

 **Please be aware that more correction items may be added if your application is still in review.

Will I still receive Checksheets?

No, in ePlans, you receive all the correction items in 2 formats, Changemarks and Checklists:

1. **Changemarks –** are used for corrections related to a specific drawing sheet. See the image below for an example of Changemarks on a drawing:
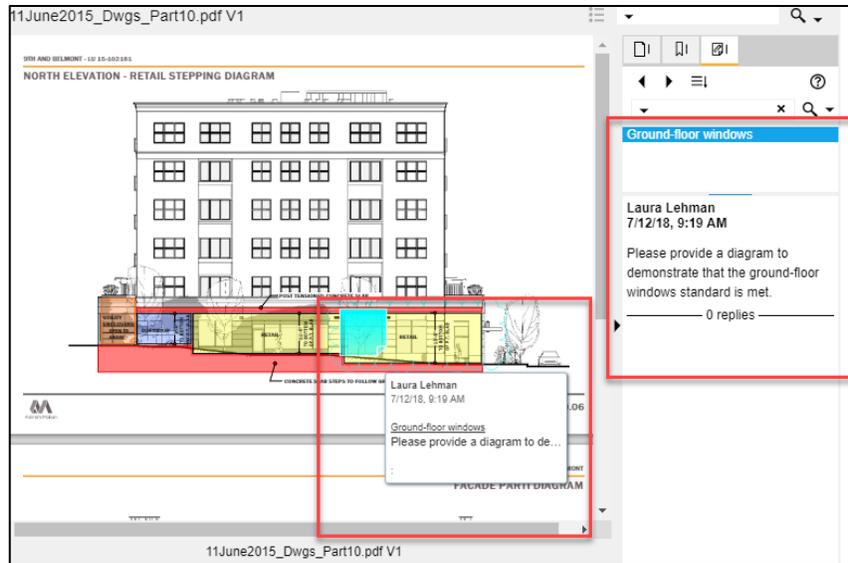
2. **Checklist items** – Used for communicating general corrections, and for corrections NOT related to a specific drawing sheet.

See the image below for an example of a Checklist items table: