



Department of Code Enforcement
Indianapolis
Gregory A. Ballard, Mayor



Electronic Plan Submittal

User Guide

Department of
Code Enforcement

Applicant's User Guide
December 2011

Department of Code Enforcement

1200 Madison Ave., Ste. 100 | Indianapolis, IN 46225 | Phone: (317) 327-8700 | www.indy.gov/dce
Fax Numbers: Building - 327-8475 | Business Licensing - 327-0817 | Contractor Licensing - 327-8401
Crafts - 327-5397 | Infrastructure/Right of Way - 327-3125 | Permits - 327-5174 | Zoning - 327-8696



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ELECTRONIC PLAN SUBMITTAL AND PROJECTDOX

Electronic Plan Submittal is a web-based solution which allows the Department of Code Enforcement to adequately review plans and documents electronically via ProjectDox, an electronic plan review software. This new process will improve the plan review cycle, reduce costs associated with obtaining permits and support green initiatives.

ProjectDox User Requirements

Disable Pop-up Blockers

ProjectDox uses pop-up windows (browser windows with no toolbars). If you login but no ProjectDox window appears, you probably have a pop-up blocker installed that is preventing the main project window from opening. You need to disable pop-up blocking for the ProjectDox site.

Add As Trusted Site

You will need to set your browser security setting to a minimum level that allows certain ProjectDox technologies to function. Add the ProjectDox site to the list of Trusted Sites of your Internet browser. For Internet Explorer, follow the steps below:

1. Click on the **Tools** menu and select **Internet Options**
2. In the Internet Options dialog box, click the **Security** tab
3. In the Security tab, click the **Trusted Sites** icon and then **Sites...** button
4. Type in the main URL for the site you are trying to view, for example:
http://www.indy.gov/dce
5. Click the **Add** button to add the site to the list
6. Close all open dialogs by clicking OK



STANDARDS

File Naming Standards

Files shall be labeled in accordance with a numerical scheme. Each plan type shall be assigned a number based upon the order the plans are assembled. The first plan type should have a prefix of 01, the second plan type should have a prefix of 02, etc. See the table below:

Prefix	Drawing Type	Discipline Abbreviation	Sheet Name	Example File Name
01	Cover Sheet	CS	CS001	01-CS001
02	Architectural	A	A001, A002	02-A001, 02-A002
03	Structural <i>All structural related plans, including details</i>	S	S001	03-S001
04	Plumbing	P	P001	04-P001
05	Electrical	E	E001	05-E001
06	Mechanical	M	M001	06-M001

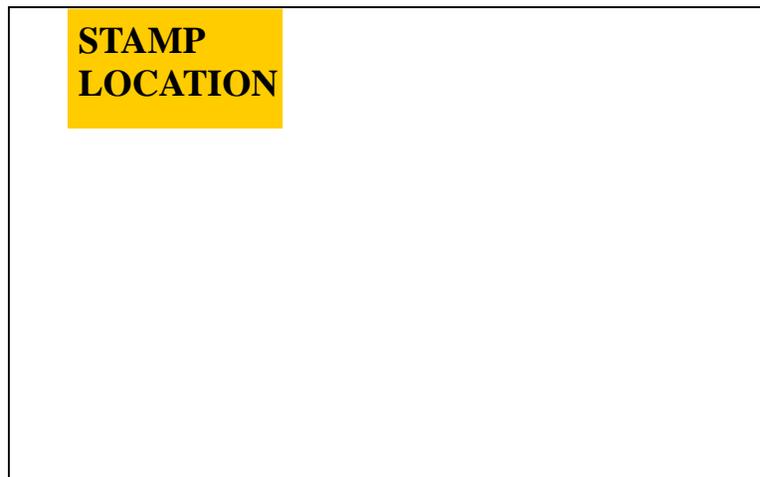
FAILURE TO PROPERLY LABEL YOUR FILES WILL RESULT IN REJECTION OF YOUR PROJECT DURING THE PRESCREENING PHASE (PRELIMINARY CONTENT REVIEW) OF THE SUBMITTAL PROCESS AND FURTHER DELAY OF THE REVIEW.



STANDARDS

Border Standards

ProjectDox will programmatically stamp the plans at the conclusion of the review. The stamp will be placed in the upper left hand corner of the plan sheet. The stamp is transparent, but to the extent possible, please refrain from placing details and plan notes in the shaded area below.



Acceptable File Types

Acceptable file types for plan submittal are:

1. "Print Ready" PDF
2. DWG



STANDARDS

Folder Structure Standards

All drawings should be uploaded into the Drawings folder. Drawing files should be labeled in accordance with the standards provided on page 4 of this document.

All documentation should be uploaded into the “Documents” folder for each project. Examples of documentation include DHS Construction Design Releases, specifications, truss calculations and COMcheck reports.

All correspondence should be uploaded to the Correspondence folder.

Minimum Requirements for Submittal

- The area and scope of work shall be clearly indicated on the plans
- All plans shall be numbered and an index shall be furnished on the cover sheet
- The address of the project shall be on the plans
- All plans shall be to scale
- Site plan
- Foundation/basement plan
- Detailed/dimensioned floor plan(s)
- Wall elevations
- Sections and details for walls
- Floor details
- Roof details
- Electrical plans
- Mechanical plans
- Plumbing plans
- Specification manual
- Automatic fire-extinguishing systems
- Fire detection and alarm systems



UPLOADING PLAN DRAWINGS AND DOCUMENTS

Electronic Plan Review Invitation

When your permit application is submitted, an E-Plan Review invitation will be sent to your email address. The email will contain your login information, project name and instructions on how to login to your project.



Department of Code Enforcement
Indianapolis
Gregory A. Ballard, Mayor

1200 Madison Ave., Ste. 100
 Indianapolis, IN 46225
 Phone: (317) 327-8700
 Fax: (317) 327-5174
Permits-PlanReview@indy.gov
<http://www.indy.gov/dce>

Invitation to Department of Code Enforcement Plan Review Project

STR11-02295 - 4401 S KEYSTONE

Hello Jacqie Heikes:

Welcome to City of Indianapolis Department of Code Enforcement's Electronic Plan Review system. This project invitation has been sent to you in response to your permit request. An electronic plan review project has been created to allow you to upload your drawings for plan review. Please refer to City of Indianapolis Plan Review User Guide for accepted file formats and other guidelines for online plan review (including information on additional documentation that should be submitted with your electronic plans).

Disclaimer
 As the main contact for the project you have the capability to invite additional users to the project to review plans, however, CAUTION should be exercised when adding these persons. Additional contacts should be added to the CONTRACTORS group only to give read-only access. If a user is added to the Applicant group they will inherit the same rights and privileges as the main contact.

To access your new plan review project, please follow the instructions indicated and ensure that you take time to read and perform the directions in the note below if this is your first time accessing the Plan Review site.

Upon logging into the site for the first time you will be asked to complete your "User Profile" information. Only the fields that are highlighted are required but please feel free to complete your profile in full in order to provide us with additional means to contact you.

NOTE: If this is your first time using the ProjectDox application, disable your pop-up blocker. In addition, on the login page, click on the "Install ProjectDox Components" link; this will install the ActiveX components on your computer which are necessary for the application to function properly.

If you have any problems or questions, please contact us at 317-327-8700 or send an e-mail to [Eplan Assistance](#) and we will help you!

Supported drawing files are: .DWG, .DGN, .DWF, .PDF

ACCOUNT INFO		RESOURCE LINKS
Your Login:	jheikes@indy.gov	City of Indianapolis Plan Review Project User Guide Online Permits and License Research
Temporary Password:	3C6C499	
Project Name:	STR11-02295	
Project Owner:	STR COMM	
Project Access:	Project Login	

INSTRUCTIONS

1. Click the [Project Access](#) link to access your Project.
2. Enter your User Login, using the Temporary Password provided above.
3. Enter your permanent password for your login account for secured access to the system on the Profile page.
4. Click on the Project Link on the "My Projects" page for Case STR11-02295.
5. Click on the "Drawings" folder.
6. Click the "Upload Files" button and follow the instructions to upload your drawings.
7. Click on the "Documents" then "Correspondence" folders to upload your additional files and documents.

PLEASE DO NOT REPLY TO THIS EMAIL

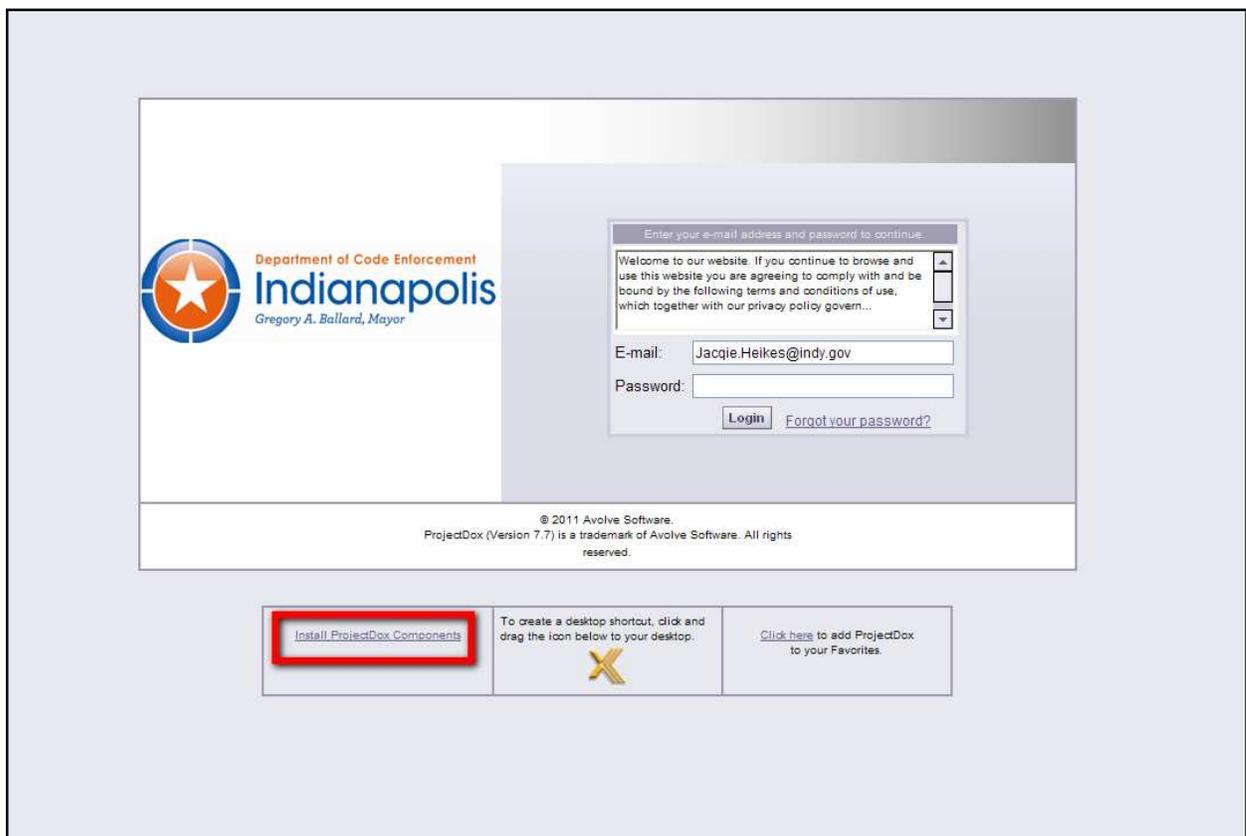
UPLOADING PLAN DRAWINGS AND DOCUMENTS

Logging In-New Users

1. After you have clicked the link from your E-Plan Review invitation, you will be directed to the ProjectDox login screen. Prior to logging in, you will want to install the necessary ProjectDox components to enable ProjectDox to run correctly.

Please Note: If your computer uses Windows Vista, Windows 7, or Internet Explorer 8 you may need follow additional steps.

Navigate to this link for a document with additional instructions:
<http://www.indy.gov/eGov/City/DCE/Permits/Pages/Plan.aspx>



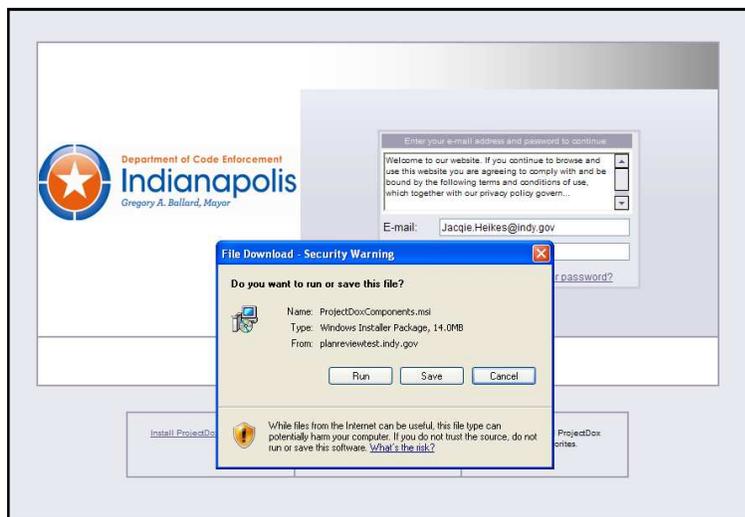
Department of Code Enforcement

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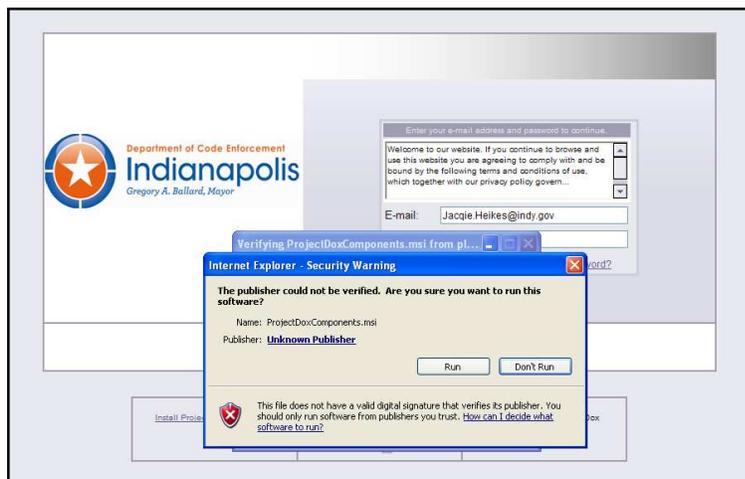
UPLOADING PLAN DRAWINGS AND DOCUMENTS

Logging In-New Users Continued

2. When prompted by the File Download dialog box, click Run



3. When prompted by the Internet Security Warning, click Run





UPLOADING PLAN DRAWINGS AND DOCUMENTS

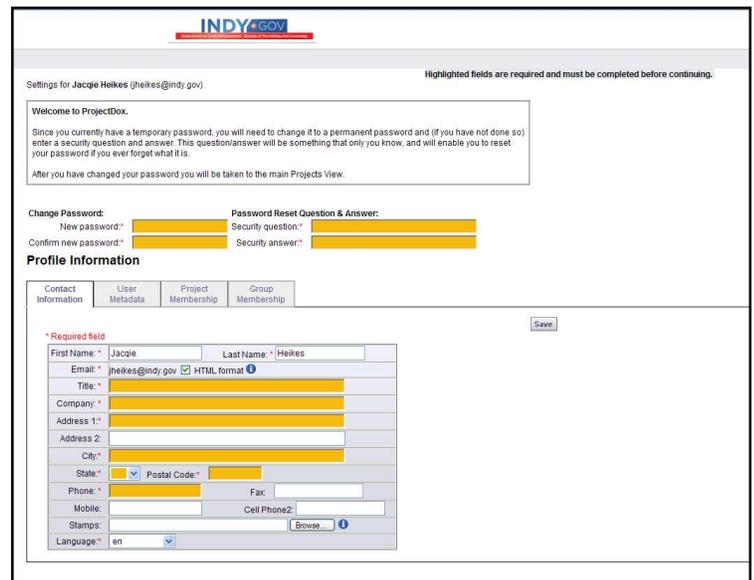
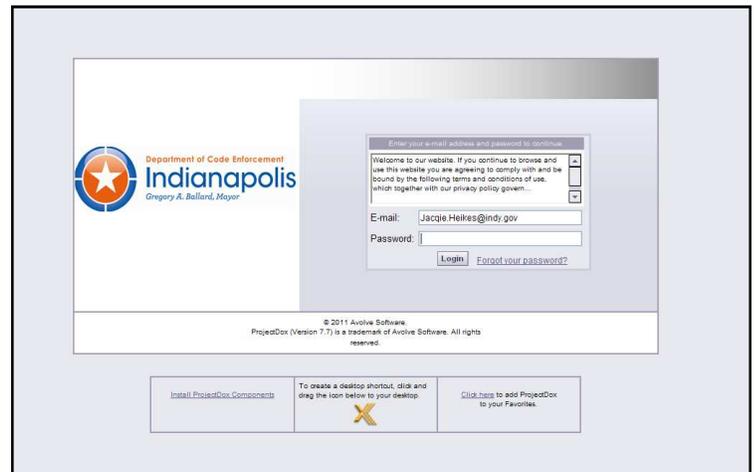
Logging In-New Users Continued

4. You will return to the login screen. At this time, type in your username (email address) and temporary password given to you in the E-Plan Review invitation.

5. At this time, you will be prompted to fill in information for your profile as a plan contact. Fill in all of the applicable data, including a new password and save your profile.

When choosing a password, it will need to follow the below standards:

- Must contain special characters
- Must contain at least one digit and one alphabetic character
- Must be between 8 and 10 characters





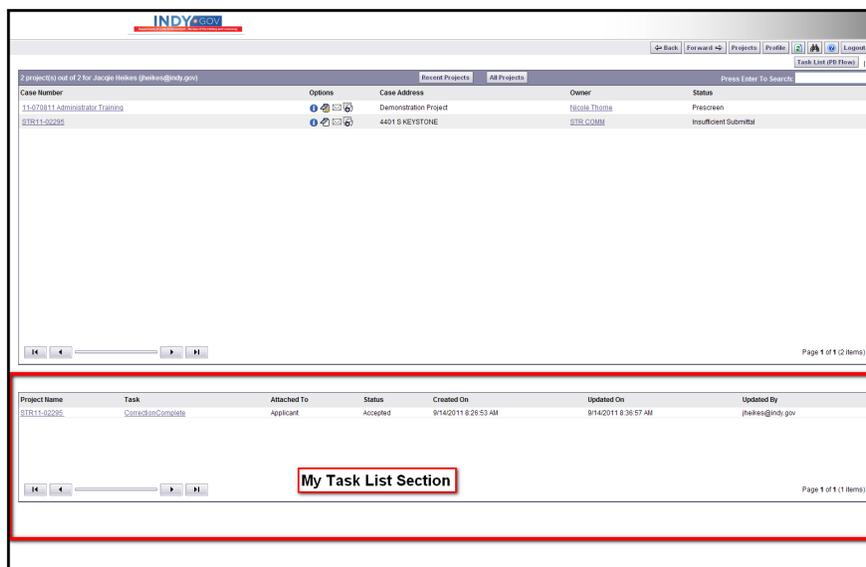
UPLOADING PLAN DRAWINGS AND DOCUMENTS

Logging In-Existing Users

If you are a returning user, login to ProjectDox with your email address and password. If you have forgotten your password, click the Forgot Password link and it will be emailed to you.

Upload Your Files

1. When you have logged into ProjectDox, the projects screen will display. Any projects for which you have access to will display in this list. Any projects that require further action after the initial uploading of plans are displayed in the My Task List area below the project list. Select the specific project that corresponds to the plans you will be uploading. The projects are listed in order by application number (i. e. STR11-02295)

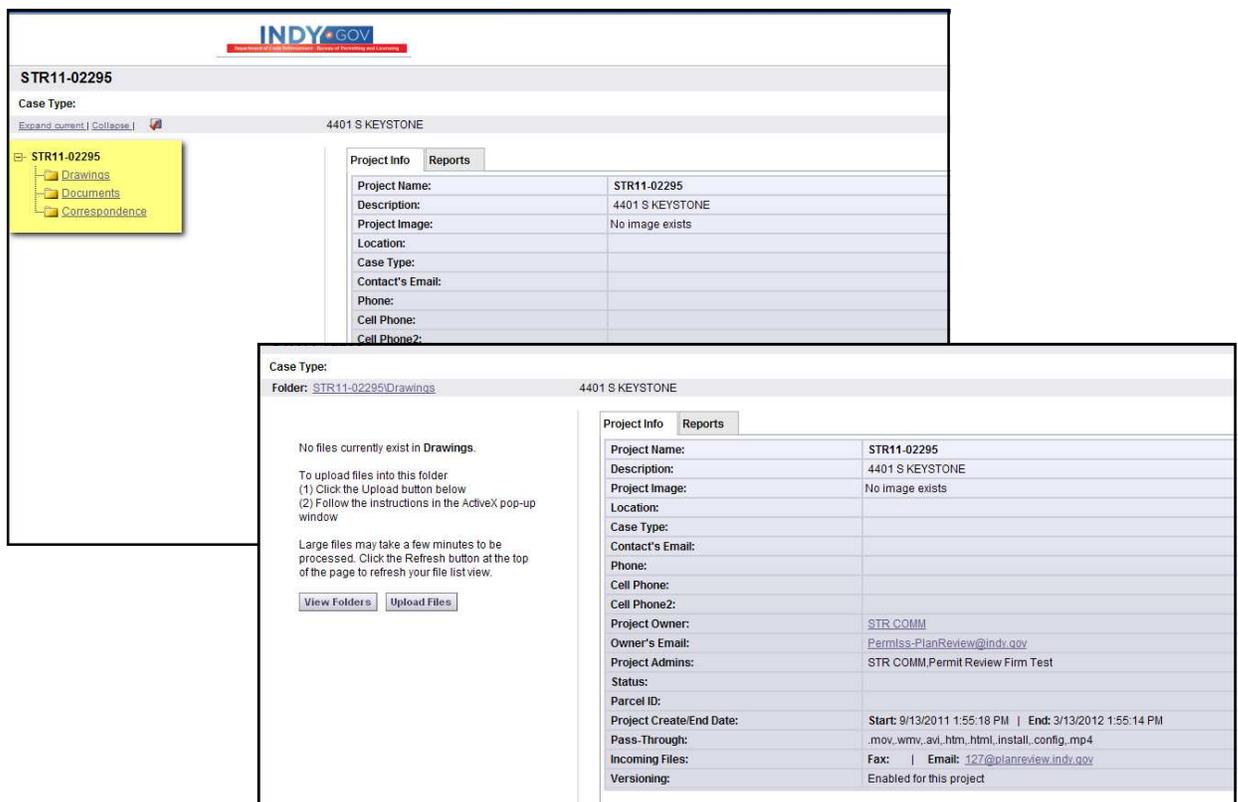




UPLOADING PLAN DRAWINGS AND DOCUMENTS

Upload Your Files Continued

2. Click the Drawings folder to upload your plan drawings or the Documents folder to upload other project documents. Be sure to only upload the correct files to the corresponding folder (i.e. plans to the Drawings folder, written documents to the Documents folder). Files can only be uploaded to one folder at a time.



STR11-02295
 Case Type: 4401 S KEYSTONE

Expand current | Collapse |

- STR11-02295
 - Drawings
 - Documents
 - Correspondence

Project Info	Reports
Project Name:	STR11-02295
Description:	4401 S KEYSTONE
Project Image:	No image exists
Location:	
Case Type:	
Contact's Email:	
Phone:	
Cell Phone:	
Cell Phone2:	

Case Type: Folder: STR11-02295\Drawings 4401 S KEYSTONE

No files currently exist in Drawings.

To upload files into this folder
 (1) Click the Upload button below
 (2) Follow the instructions in the ActiveX 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.

[View Folders](#) [Upload Files](#)

Project Info	Reports
Project Name:	STR11-02295
Description:	4401 S KEYSTONE
Project Image:	No image exists
Location:	
Case Type:	
Contact's Email:	
Phone:	
Cell Phone:	
Cell Phone2:	
Project Owner:	STR COMM
Owner's Email:	Permiss-PlanReview@indy.gov
Project Admins:	STR COMM,Permit Review Firm Test
Status:	
Parcel ID:	
Project Create/End Date:	Start: 9/13/2011 1:55:18 PM End: 3/13/2012 1:55:14 PM
Pass-Through:	.mov, .wmv, .avi, .htm, .html, .install, .config, .mp4
Incoming Files:	Fax: Email: 127@planreview.indy.gov
Versioning:	Enabled for this project

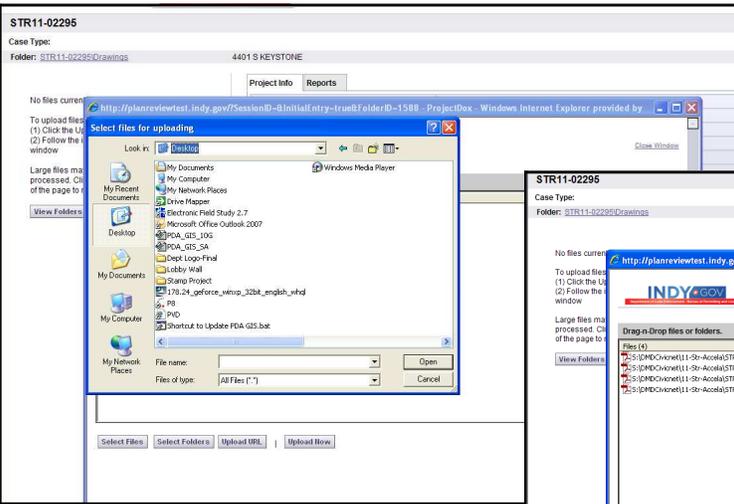


UPLOADING PLAN DRAWINGS AND DOCUMENTS

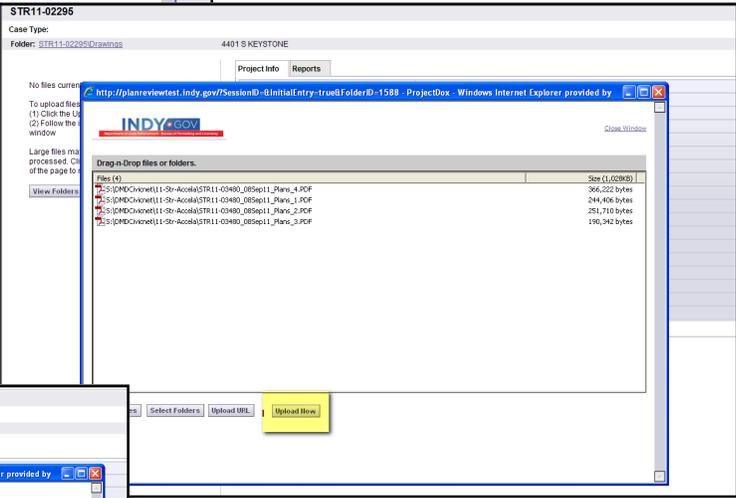
Upload Your Files Continued

3. Follow the prompts for uploading your plans and documents. **Upload each plan sheet as an individual file and in accordance with the file naming standards on page 4 of this document.**

A

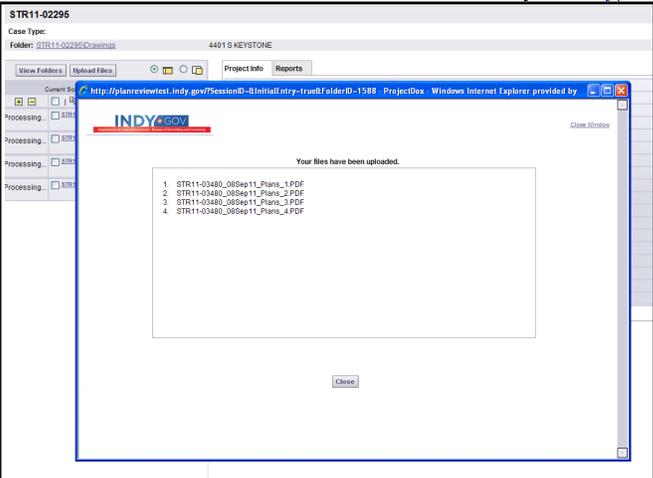


B



File(s)	Size (1,024Kb)
S:\[PDC\Users\11-SB-Acc\11-STR11-03480_08Sep11_Plane_4_PDF	366,232 bytes
S:\[PDC\Users\11-SB-Acc\11-STR11-03480_08Sep11_Plane_1_PDF	244,406 bytes
S:\[PDC\Users\11-SB-Acc\11-STR11-03480_08Sep11_Plane_2_PDF	251,710 bytes
S:\[PDC\Users\11-SB-Acc\11-STR11-03480_08Sep11_Plane_3_PDF	190,342 bytes

C



Your files have been uploaded.

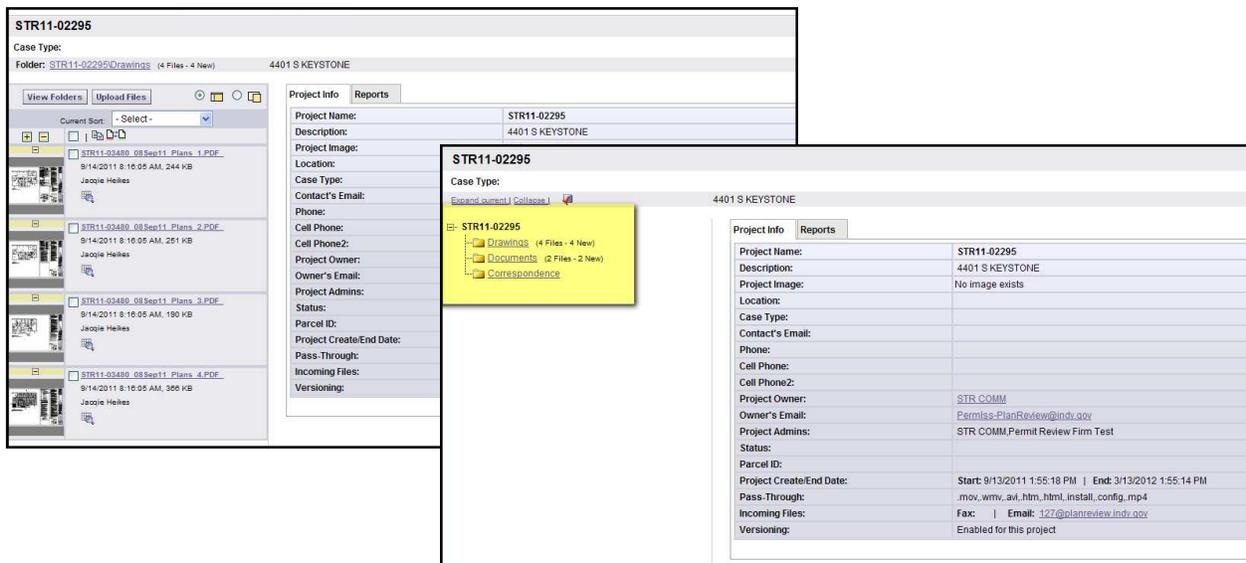
1. STR11-03480_08Sep11_Plane_1_PDF
2. STR11-03480_08Sep11_Plane_2_PDF
3. STR11-03480_08Sep11_Plane_3_PDF
4. STR11-03480_08Sep11_Plane_4_PDF



UPLOADING PLAN DRAWINGS AND DOCUMENTS

Upload Your Files Continued

4. Once the files are uploaded to the folder(s), the folder list is replaced by thumbnail images of each file contained in the folder. Under each thumbnail is the file name, author, date, and any relevant icons will display. You will also notice that in your folders display, it will indicate how many files are in each folder.



The screenshot displays the project interface for STR11-02295. On the left, a file list shows four PDF files under the 'Drawings' folder, each with a thumbnail, file name, date, and author (Jacquie Heikes). The main area shows project details for '4401 S KEYSTONE', including project name, description, location, and contact information. A yellow highlight is placed over the 'Drawings' folder in the file list, which is also reflected in the project details on the right.

Congratulations! You have successfully finished part one of submitting your plans electronically. Please logout after your session is complete. A notification has been sent to the Plan Review Coordinator to start Prescreening to determine if submittal requirements have been met.



PRESCREENING

Preliminary Content Review is Rejected

If your submittal was not complete or did not meet the minimum submittal requirements, you will receive an email notification that the Prescreening has been rejected.


Department of Code Enforcement - Bureau of Permitting and Licensing

Preliminary Review Task Assignment and Notification

RE: STR11-02295-4401 S KEYSTONE
Description: 4401 S KEYSTONE

Dear :

A preliminary review of your submittal regarding the above referenced structural permit application located at **4401 S KEYSTONE** has been completed by the Department of Code Enforcement. Plans and specifications must reflect compliance with all applicable building laws in accordance with Building Standards and Procedures Section 536-205(f)(2). Based upon our review we have concluded that the items below do not meet minimum requirements or are in need of further supporting documentation. Log in to our electronic plan review system to upload requested plans and/or documents. For your convenience please see our comments below.

Submittal determined to be insufficient. Missing files still need to be uploaded: 1. Site Plan 2. Foundation Plan 3. Wall Sections The above-mentioned plans will need to be uploaded before a review can occur.

Please be advised when re-submitting plans and/or documents:

- Please **do not** send partial resubmittals.
- 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 within **6** months of this notice to prevent your application from expiring.

[Project Access](#) | [Login to ProjectDox](#)

If you do not have access to the specified folder, please contact the [Project Administrator](#).

Please do not reply to this email.

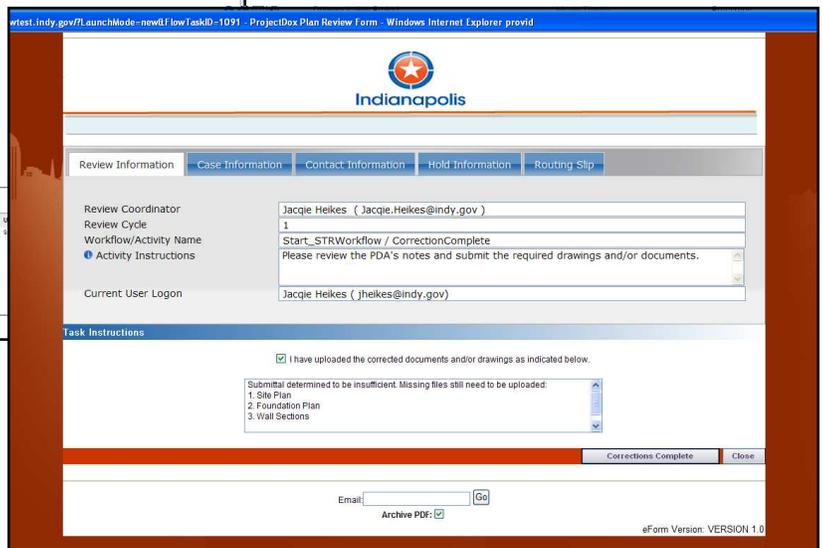
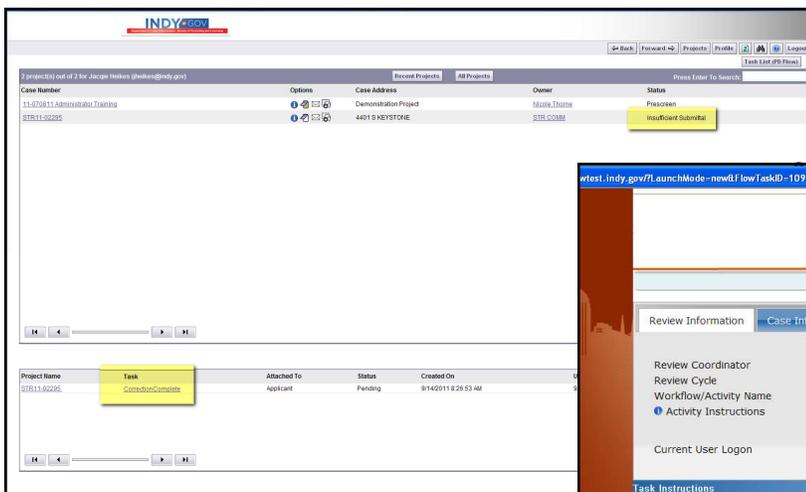
1. Review the text to identify which requirements were noted as missing or deficient.



PRESCREENING

Preliminary Content Review is Rejected Continued

2. Click the Project Access link in your email notification to access the project.
 3. After logging in, you will notice on your Projects page that your project is in a status of "Insufficient Submittal" and that you have a task in the My Tasks List of "Corrections Complete".
 4. After you have made the necessary plan corrections, go back to the project folder and upload the revised or additional drawings requested.
- Note: If you are uploading corrections to a file you've uploaded once already, be sure to keep the same file name as originally uploaded.**
5. After you have uploaded your corrected/additional files, return to the projects page by selecting the Projects button in the top right corner of the screen.
 6. Select "Corrections Complete" from the My Tasks List to open the E-Form.
 7. Add your comments if applicable and check the box next to "I have uploaded the corrected documents..." and select the "Corrections Complete" button.





PRESCREENING

Preliminary Content Review is Approved

If submittal is accepted, you will receive an email notification that Prescreening has been approved. At this time, your project will be in queue for review by a designated plans examiner.

RESUBMITTALS AND REVISIONS

Review Requested Corrections

If corrections or revisions are requested for your drawings, follow the steps below:

1. You will receive an email notification from the Review Coordinator requesting corrected/revised documents.
2. Click the Project Access link in your email notification to access the corrections requested in ProjectDox.
3. Login to ProjectDox. You will be automatically directed to the corresponding project.



Plan Review Comments Task Assignment and Notification
Review Notice 1

RE: STR11-02295-4401 S KEYSTONE
 Description: 4401 S KEYSTONE

Dear :

A review of your submittal regarding the above referenced structural permit application located at **4401 S KEYSTONE** has been completed by the Department of Code Enforcement. Plans and specifications must reflect compliance with all applicable building laws in accordance with *Building Standards and Procedures Section 536-205(f)(2)*.

Based upon our review we have concluded that the items below **do not** meet minimum requirements or are in need of further supporting documentation. Log in to our electronic plan review system to view/respond to comments and to upload revised plans and documents. Please be advised when re-submitting plans and/or documents:

- Please **do not** send partial resubmittals.
- 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 within **6 months** of this notice to prevent your application from expiring.

[Project Access](#) | [Login to ProjectDox](#)

If this review was conducted by a review firm on behalf of the City of Indianapolis the review firm's contact information will be listed below and available for you to contact with questions.
 Review Firm Name: [Workflow.PDOX.FirmName]
 Review Firm Phone Number: [Workflow.PDOX.FirmPhoneNumber]

Your project will remain on hold pending submission of your written response and upload of revised plans. After we have completed the review of your response you will receive written notice of our determination as well as further instruction.

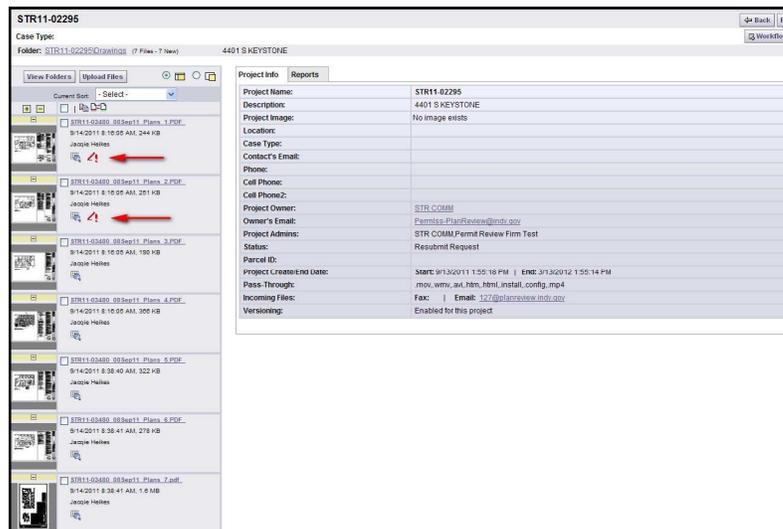
For your convenience, below is the current total of accumulated hours directed towards the review of your project



RESUBMITTALS AND REVISIONS

Review Requested Corrections Continued

4. Open the appropriate folders (Drawings, Documents, etc) to review your plan mark-ups.
5. Notice the plan sheets that have been marked-up now have a red mark-up icon next to them.



6. Select the red mark-up icon, this will prompt a Mark-Up pop-up window.
7. Check the "View" box and select the "View" button.

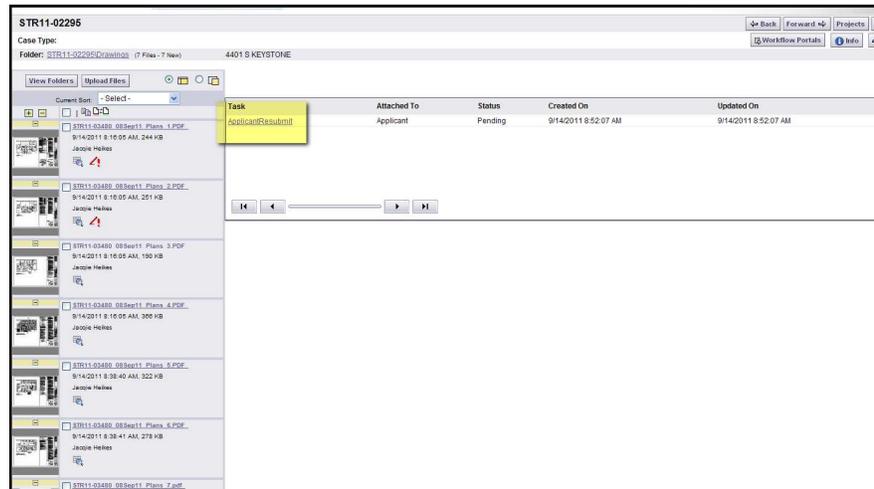




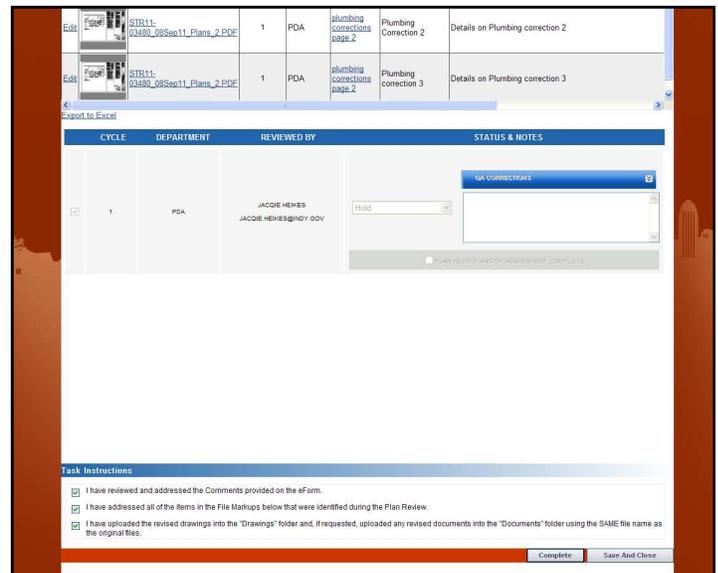
RESUBMITTALS AND REVISIONS

Upload Corrections

1. After you have made the necessary corrections to your plans and documents, re-upload them just as explained in the Prescreening process.
2. Once the revisions are uploaded, select the "Applicant Resubmit" task from the My Tasks List.



3. This will bring up the Resubmit E-Form. Review the form. When everything is addressed, check the boxes at the bottom of the form and select the "Complete" button.



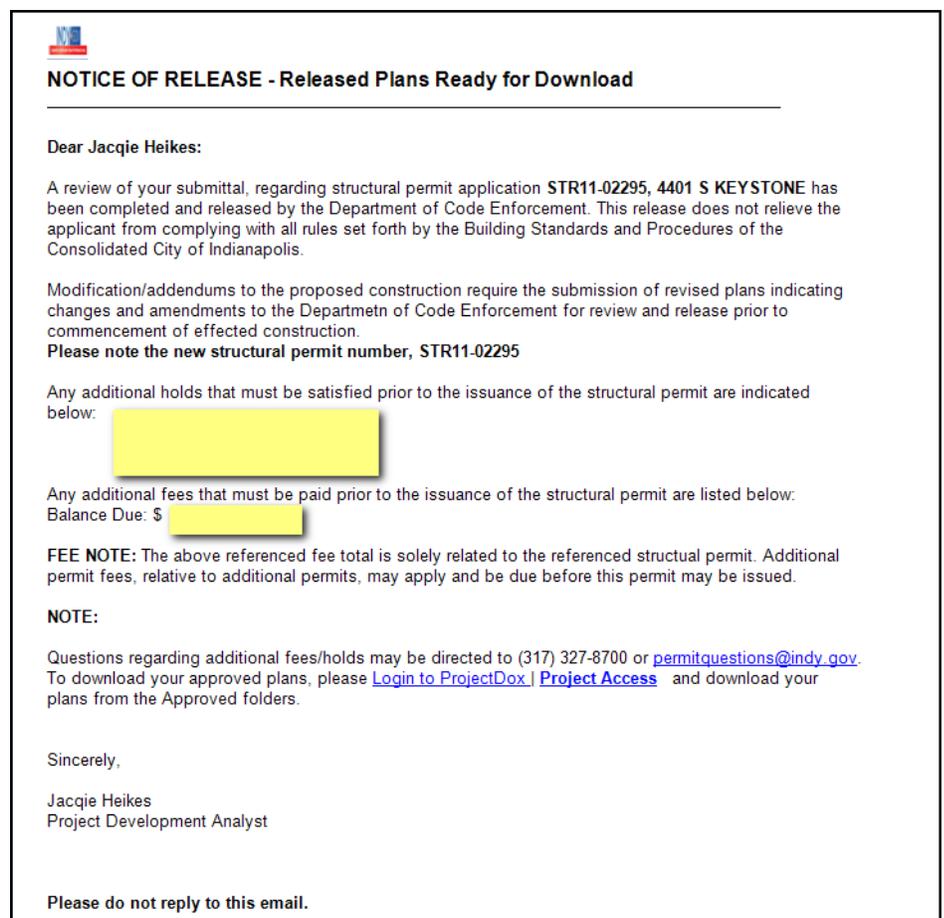


RELEASED PLANS AND PERMIT APPROVALS

Download and Print Released Plans

Once your plans have been reviewed and released, a Notice of Release form will be sent to your email account. This release will contain pertinent information about your permit as well as any additional holds and outstanding fees due.

1. Click the Project Access link to go to your project.




NOTICE OF RELEASE - Released Plans Ready for Download

Dear Jacqie Heikes:

A review of your submittal, regarding structural permit application **STR11-02295, 4401 S KEYSTONE** has been completed and released by the Department of Code Enforcement. This release does not relieve the applicant from complying with all rules set forth by the Building Standards and Procedures of the Consolidated City of Indianapolis.

Modification/addendums to the proposed construction require the submission of revised plans indicating changes and amendments to the Department of Code Enforcement for review and release prior to commencement of effected construction.
Please note the new structural permit number, STR11-02295

Any additional holds that must be satisfied prior to the issuance of the structural permit are indicated below:
[Redacted]

Any additional fees that must be paid prior to the issuance of the structural permit are listed below:
Balance Due: \$ [Redacted]

FEE NOTE: The above referenced fee total is solely related to the referenced structural permit. Additional permit fees, relative to additional permits, may apply and be due before this permit may be issued.

NOTE:
Questions regarding additional fees/holds may be directed to (317) 327-8700 or permitquestions@indy.gov. To download your approved plans, please [Login to ProjectDox](#) | [Project Access](#) and download your plans from the Approved folders.

Sincerely,

Jacqie Heikes
Project Development Analyst

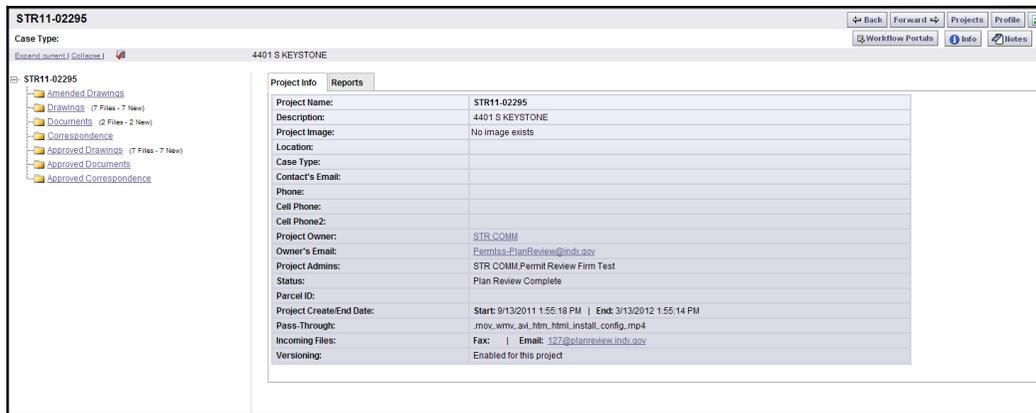
Please do not reply to this email.



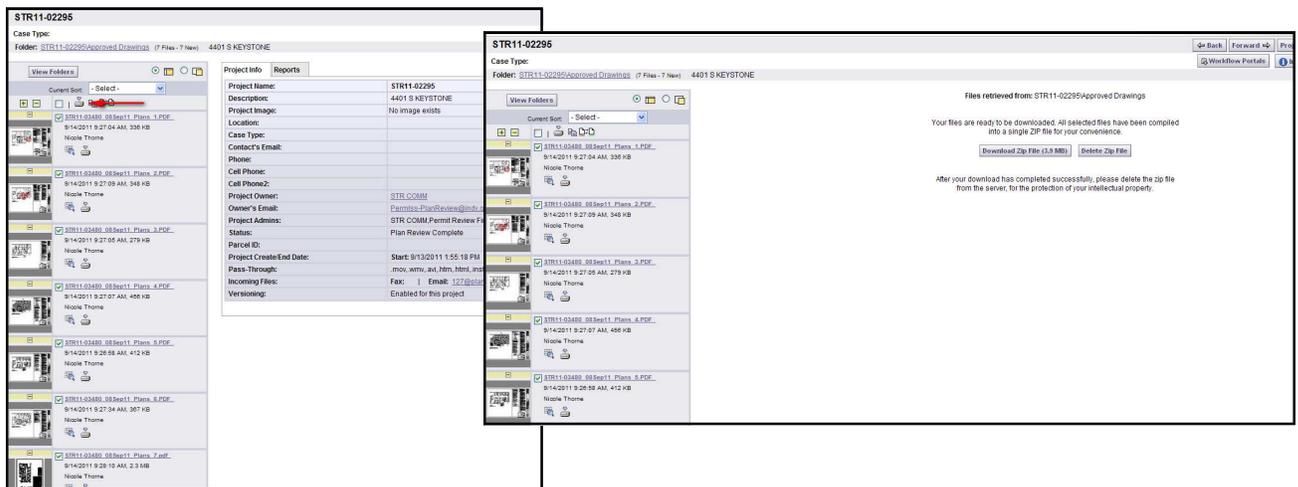
RELEASED PLANS AND PERMIT APPROVALS

Download and Print Released Plans Continued

2. You will notice that you now have additional folders in your project: Approved Drawings, Approved Documents and Approved Correspondence.



3. Click on the Approved Drawings folder. Above the thumbnails of your released plans, are several icons. Click the Download Files icon to download your final stamped released drawings. Repeat this action in the Approved Documents folder and Approved Correspondence folder as applicable. Once downloaded, plans can be printed.





RELEASED PLANS AND PERMIT APPROVALS

Permit Issuance

Once the Notice of Release form is received and you have downloaded and printed your released plans, you will still need to pay all outstanding fees, satisfy all remaining permit holds (if applicable) and have the permit issued. This can be accomplished in two ways depending on how your application was originally submitted.

1. Application submitted via LoGO online:

-After all holds are satisfied on the permit and outstanding fees are paid online, the permit will be issued as a Web Permit through your LoGO account.

2. Application submitted via mail, courier or in person:

-Bring a copy of the Notice of Release to the Preliminary Plan Review desk at the Department of Code Enforcement.

-The reviewer will determine if all holds have been satisfied and make the permit ready to issue.

-The reviewer will give you a routing sheet with all applicable outstanding fees and direct you to the cashier.

-Payment is received at the cashier where the permit with the completion card are printed.

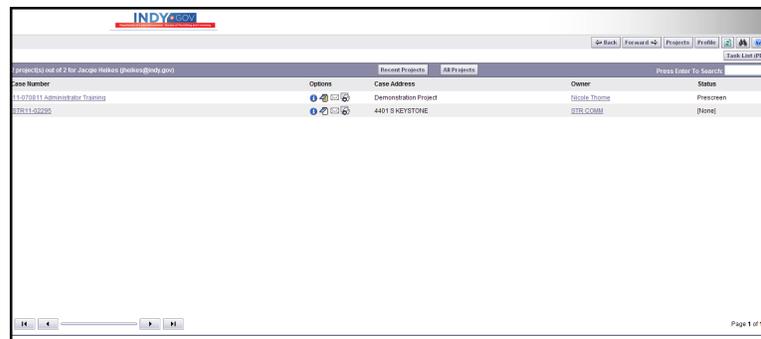


POST ISSUANCE PERMIT AMENDMENTS

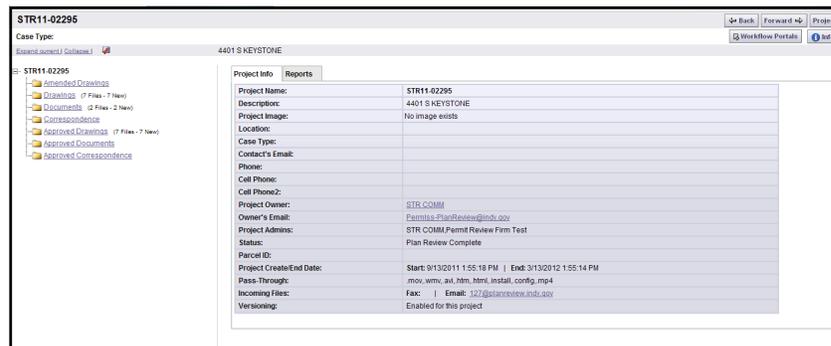
Submitting Amended Plans

After the permit is obtained, changes via a permit amendment can still be made; however permit amendment fees and additional plan review fees may apply.

1. Login to ProjectDox. You will see all available projects to you on the Projects page.
2. Select the project for which you need to submit an amended plan.



3. Notice that among the folders for the projects that have been completed, there is an Amended Drawings folder.
4. Follow the previous instructions for uploading plans and making corrections as required. Be sure that all amended plans are submitted to the Amended Drawings folder.





USER HELP AND DCE CONTACTS

Electronic Plan Review User Help

For all questions related to how to use ProjectDox and the functionality of the Electronic Plan Review process contact:

[Department of Code Enforcement](#)

Phone: 317.327.8700

Email: permitquestions@indy.gov

For all questions regarding permit status, plan requirements or general permit questions contact:

[Department of Code Enforcement](#)

Phone: 317.327.8700

317.327.PLAN (7526)-Call for permit status

Email: permitquestions@indy.gov

Check permit status online:

<http://permitsandcases.indy.gov/citizenaccess/>