

# ePlanReview

City of Boise | Planning and Development Services

Electronic Plan Review

## User's Guide

*Planning Projects*

-  Getting Started
-  Submit Application
-  Upload Files
-  Plan Review
-  Project Approval



**Planning & Development Services**

PDSOnline | ePlanReview • <http://pds.cityofboise.org> • Updated 5/5/2025

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# Getting Started

## What is ePlanReview?

**ePlanReview** is the City of Boise's electronic plan review program.

Planning & Development Services customers can submit projects electronically. City departments and other agencies can review projects simultaneously, which helps reduce review time frames and lets customers skip a trip to City Hall.

<http://pds.cityofboise.org/ePlanReview>

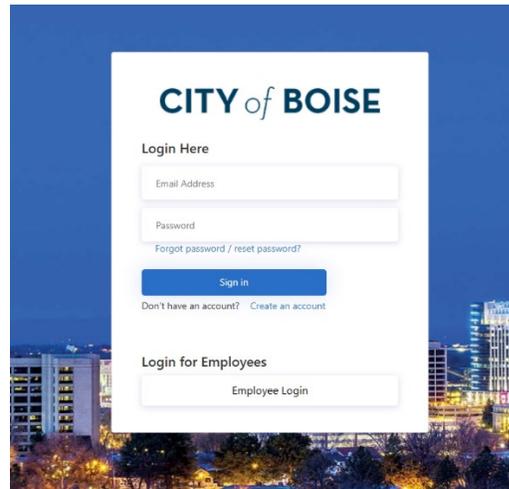


Figure 1

## Setup Requirements

**ePlanReview** is a free service. It is a web-based program and little to no special software is needed. However, there are some requirements:

- **Activate your ePlanReview Account**
- Applicants need an ePlanReview account before they'll be able to upload drawings and documents for new permits. To create a new user account in ePlanReview, click on this link on "[How to Create an ePlanReview Account](#)".

### Why are there two logins?

Permitting and Licensing and ePlanReview are two different websites and each requires a separate login. See the "What's the Difference" section for details.

- **Disable Pop-Up Blockers**  
ePlanReview displays plans in pop-up windows, so you'll need to disable your browser's pop-up blocker before using the system.

- **Compatible Browsers**

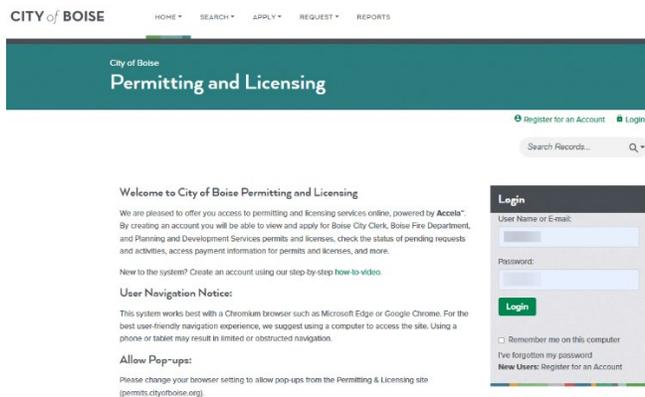
The ePlanReview system works best with a Chromium browser such as Microsoft Edge or Google Chrome. For the best user-friendly navigation experience, we suggest using a computer to access the site. Using a phone or tablet may result in limited or obstructed navigation.

Note: If you do not have "Administrator" rights to your computer, you may need to contact your IT staff for help with this step.

# Submit Application

## Submit Application

Submitting an application is the first step of electronic plan review. Our Permitting and Licensing website allows you to submit data and track previous applications.



- **Permitting and Licensing Account**

Applicants must have a free City of Boise Permitting and Licensing account. After registering, you can use the Apply menu to select your application, fill in the application fields, save the data and keep a record of all your applications.

### Need Help?

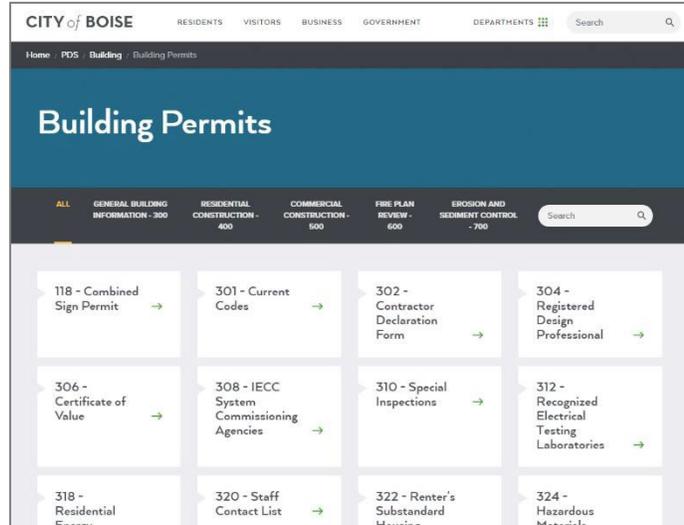
Call (208) 608-7100 if you need help signing up.

- **Additional Forms**

Applications are listed at [pds.cityofboise.org](https://pds.cityofboise.org). They are numbered and grouped together by discipline. Each application has a checklist of required submittal items.

- **Are You the Applicant?**

Are you the person responsible for uploading files and communicating with the City? Make sure you mark yourself as the project's "Applicant" on the application form, or you won't receive our emails and be given rights to upload files.



- **Submittal Standards**

To pass our prescreen review, all drawings and documents must meet the requirements listed in the [Electronic Plan Review Submittal Standards](#). Incomplete documents will not be accepted. More information is available at [pds.cityofboise.org/ePlanReview](https://pds.cityofboise.org/ePlanReview).

- **Submit Online**



Submitting your application online isn't just easier, it's also faster. Your data goes directly to our database, and a case is created as soon as you hit the "Submit" button. You don't have to wait for us to manually create the case and type in your information.

## Upload Files

After receiving the application, we'll send an email with the case number and a link to upload files. You'll have temporary rights to upload files. After submitting the files, your rights change to "read only."

If it's your first time using ePlanReview, you'll need to create a new user account so you can log in and set up your ePlanReview account. To create a new user account in ePlanReview, click on this link on "[How to Create an ePlanReview Account](#)".

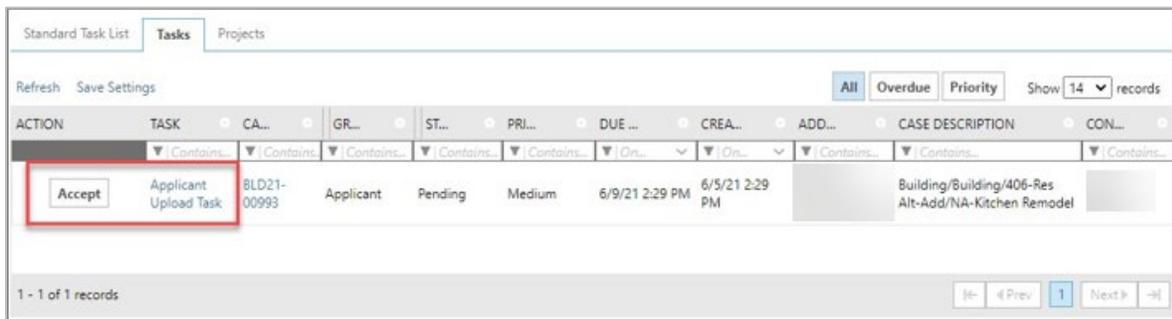
# Upload Files

The applicant's first step is to upload all required drawings and documents for their project. Follow the links within your invitation email to access the case and see your available tasks.

Please review and follow the [Electronic Plan Review Submittal Standards](#).

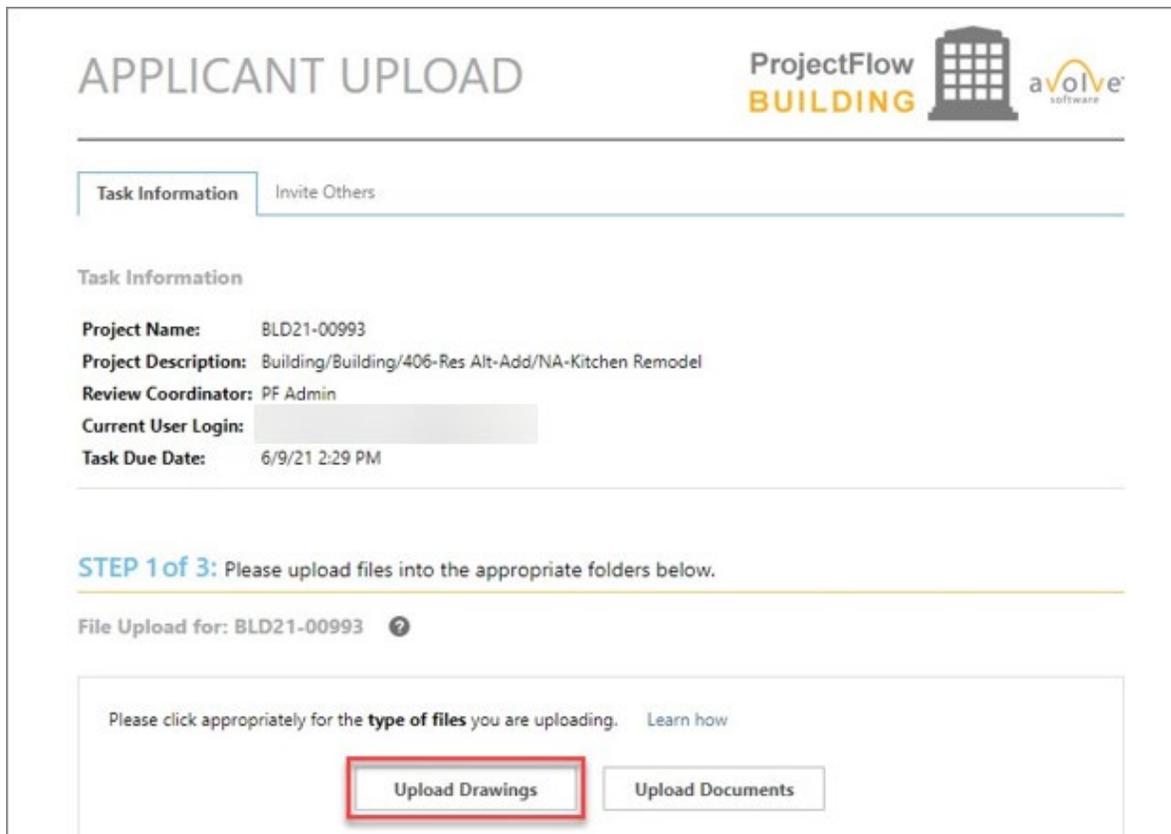
**Documents that do not meet standards will not be accepted and may be deleted in the system.**

Click on the Applicant Upload Task.



ACTION	TASK	CA...	GR...	ST...	PRI...	DUE ...	CREA...	ADD...	CASE DESCRIPTION	CON...
Accept	Applicant Upload Task	BLD21-00993	Applicant	Pending	Medium	6/9/21 2:29 PM	6/5/21 2:29 PM		Building/Building/406-Res Alt-Add/NA-Kitchen Remodel	

Select **Upload Drawings** to begin your upload.



APPLICANT UPLOAD

ProjectFlow BUILDING avolve software

Task Information Invite Others

Task Information

Project Name: BLD21-00993  
Project Description: Building/Building/406-Res Alt-Add/NA-Kitchen Remodel  
Review Coordinator: PF Admin  
Current User Login: [Redacted]  
Task Due Date: 6/9/21 2:29 PM

STEP 1 of 3: Please upload files into the appropriate folders below.

File Upload for: BLD21-00993 ?

Please click appropriately for the **type of files** you are uploading. [Learn how](#)

Upload Drawings Upload Documents

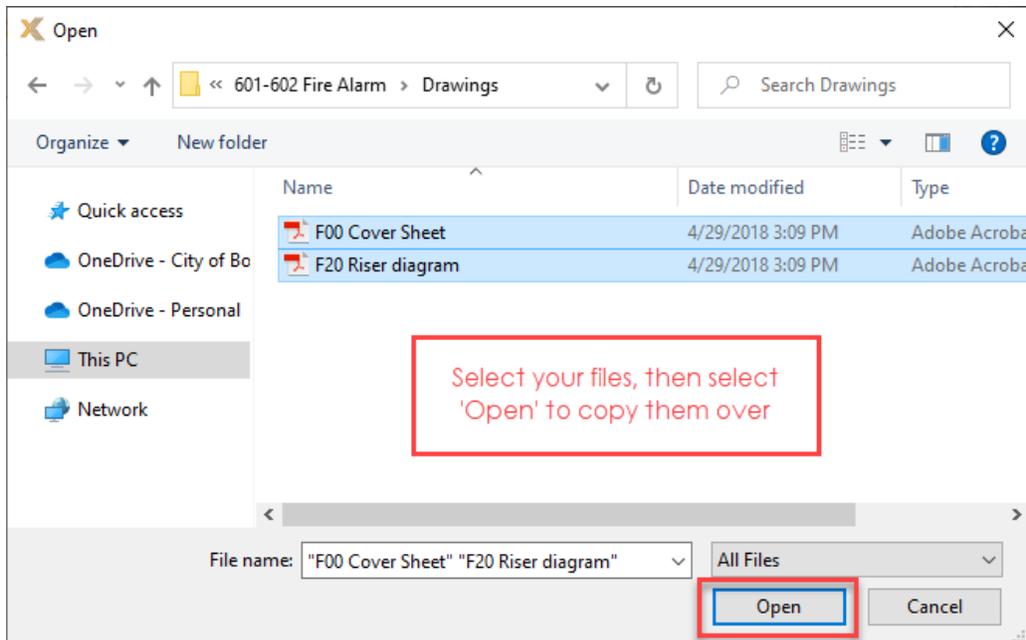
## Plans and Drawings for Planning Applications

- File names must meet the requirements outlined in the [Submittal Standards](#) document
- Upload to correct folders (drawings in the "Drawings" folder and documents in the "Documents" folder)
- Drawings may be uploaded as individual sheets or grouped into a single file for similar subject (i.e. all elevation sheets uploaded in a single multi-page PDF).
- Orient each sheet correctly. Drawings must use "landscape" orientation.

A pop-up window will open allowing you to search your computer for files.



Select all appropriate files, then click "Open" to copy them over.



Select "Upload Files" to transfer the selected files into the ePlanReview program. Notice the messages that appear beneath each file being uploaded:

1. **Sheet Size** – plans do not meet the minimum sheet size for Building permits. Refer to the specific [submittal checklist](#) for your permit type for the size requirements.
2. **Multi-Page** – plans must be uploaded as individual sheets (1 sheet per file).
3. **Sheet Rotated** – plans must be in the landscape/horizontal position or will be blocked from upload.
4. **Ready to start upload** – the file meets the size, orientation, and single page standards and is ready to upload

**ePlanReview** Close Window

City of Boise | Planning & Development Services | [Click for Help](#)

Folder: BLD25-00166\Drawings

To "Start Upload", please correct:  
3 of 4 file(s) with submission issues.

or drag files into area below.

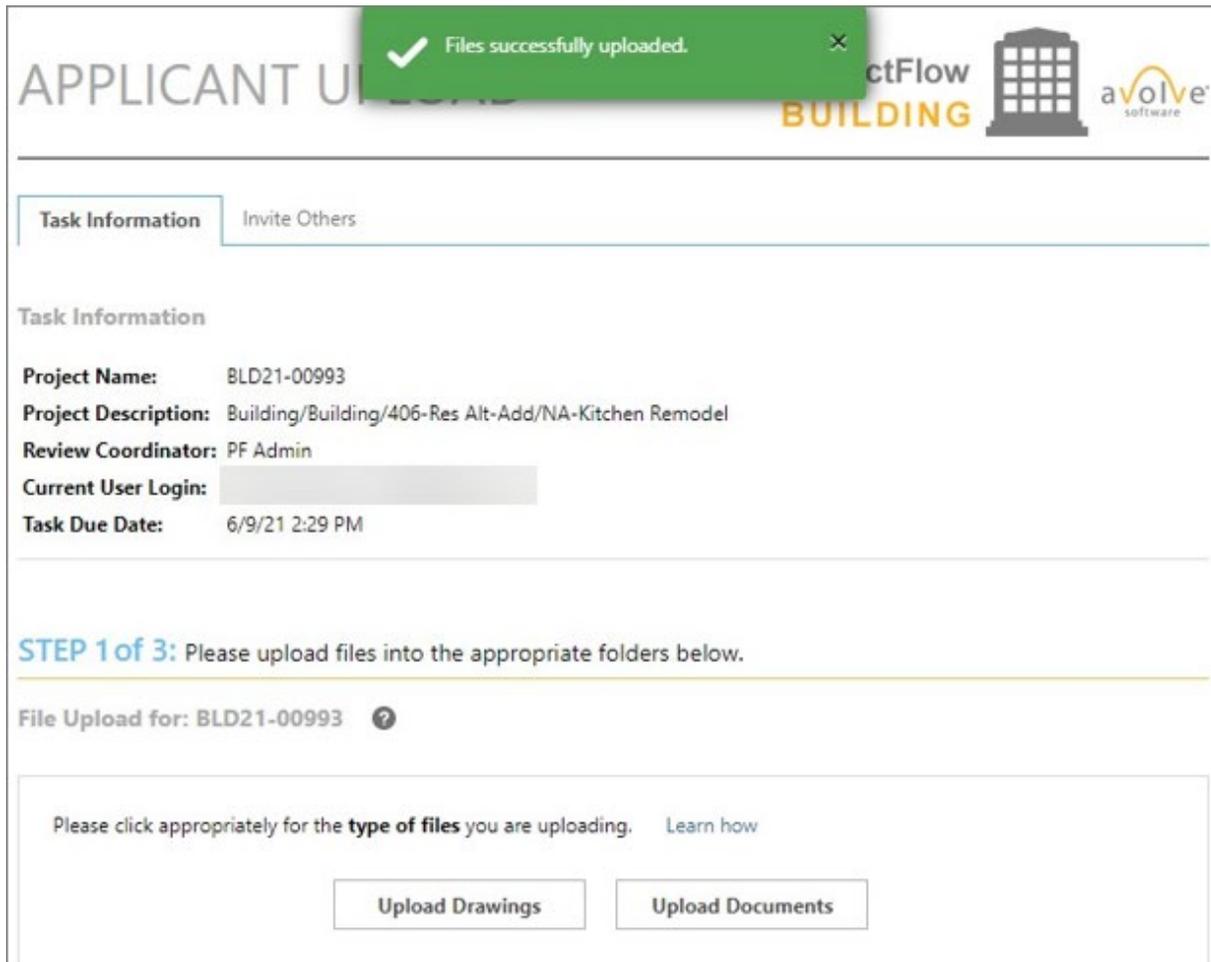
Total: 0 / 4

 DWG_Site Plan.pdf		13 KB	
 Please fix: sheet size			
 DWG_Plan Set.pdf		2 MB	
 Please fix: multi-page			
 DWG_Landscape Plan.pdf		281 KB	
 Please fix: sheet rotated			
 DWG_Elevations.pdf		187 KB	
			

**Orange** files are new uploads  
**Blue** files are new version uploads  
**Red** files appear to be same as previously uploaded (will likely be discarded)

 Ready to start upload  
 Remove, fix, re-select to start upload.

Once all the files have been uploaded, the upload window will close and display a confirmation message.



The screenshot displays the 'APPLICANT UI' interface. At the top, a green notification banner reads 'Files successfully uploaded.' with a checkmark icon and a close button. The header includes the 'ctFlow BUILDING' logo and the 'avolve software' logo. Below the header, there are two tabs: 'Task Information' (selected) and 'Invite Others'. The 'Task Information' section contains the following details:

- Project Name:** BLD21-00993
- Project Description:** Building/Building/406-Res Alt-Add/NA-Kitchen Remodel
- Review Coordinator:** PF Admin
- Current User Login:** [Redacted]
- Task Due Date:** 6/9/21 2:29 PM

Below the task information, a blue heading reads 'STEP 1 of 3: Please upload files into the appropriate folders below.' followed by a horizontal line. Underneath, it says 'File Upload for: BLD21-00993' with a help icon. A box contains the instruction: 'Please click appropriately for the **type of files** you are uploading. [Learn how](#)'. At the bottom of this box are two buttons: 'Upload Drawings' and 'Upload Documents'.

Select Upload Documents and repeat the upload steps until all required documents have been uploaded.

# Submit Files

After uploading files, you need to formally submit them for review by completing the Applicant Upload Task.

At the bottom of the task window, check the box to confirm you have completed the upload.

Select **"Upload Complete – SUBMIT PLANS"** to send the files to City of Boise for review.

The screenshot shows a web interface for submitting files. At the top, there are two buttons: "Upload Drawings" and "Upload Documents". Below these is a section titled "Uploaded files:" with a sub-label "Select folder to open file list." and two expandable folders: "Drawings (2 - 2 New)" and "Documents (2 - 2 New)".

Below the file list is a section titled "STEP 2 of 3: Select the checkbox at the bottom". Underneath is a "Confirmation" section with a question mark icon. A red box highlights a red error message: "Selection is required." Below this, a checkbox is checked, and the text reads: "I have uploaded all required drawings and/or documents."

Below the confirmation section is "STEP 3 of 3: Click 'Upload Complete - SUBMIT PLANS' to submit your files". At the bottom of the interface, there are two buttons: "Save for Later" and "Upload Complete - SUBMIT PLANS", with the latter button highlighted by a red box.

- **Important!** You must complete the "Applicant Upload Task" to submit files. We cannot begin our review until you complete this task.
- **Note:** You won't be able to upload additional files after completing the task.

**Applicant will now wait for notification from the City of Boise, either for corrections needed or that prescreen has passed and fees are now due**

# Prescreen Task

Prior to acceptance, we perform a cursory review of the application and plans to ensure they meet all submittal requirements.

- All files must meet the requirements specified in the [Electronic Plan Review Submittal Standards](#). Electronic files that do not meet these requirements will not pass prescreen review.

If Corrections are required, the Applicant will receive an email notification to complete the "Prescreen Corrections Task."

Accept the "Prescreen Corrections Task" to view comments.

The screenshot shows the ePlanReview web application interface. At the top, there is a navigation bar with 'Home', a search bar, 'Project: Enter project name', 'All Tasks', 'Logout', and a help icon. Below this is a breadcrumb trail: 'Tasks > Files > Status > Info > Reports > Discuss > Reviews > BLD21-00993: Building/Building/406-Res Alt-Add/NA-Kitchen Remodel'. The main content area displays a table of tasks. The first task is 'Prescreen Corrections Task' with a red box around the 'Accept' button. Below the table is a pagination control showing '1 - 1 of 1 records'. At the bottom, there is a 'Workflows' section with a table of workflow records.

ACTION	TASK	CA...	GR...	ST...	PRIO...	DUE D...	CREA...	ADDR...	CASE DESCRIPTION	CON...
Accept	Prescreen Corrections Task	BLD21-00993	Applicant	Pending	Medium	6/9/21 3:38 PM	6/5/21 3:38 PM		Building/Building/406-Res Alt-Add/NA-Kitchen Remodel	

NAME	COORDINATOR GROUP	STATE	INTEGRATION MODE	VERSION	STARTED	COMPLETED
BLD21-00993 - Building Residential Template - 6/5/2021 2:30:27 PM	Review Coordinator	Active	Production	v9.2 (Version 5)	6/5/21 2:29 PM	

The Applicant can view the checklist items and can also add a response comment to the reviewer. Clicking the Review Comments button will open the list of reviewer comments in a new window.

You can respond directly to checklist items during the prescreen review. Type your response in the box next to the item you wish to reply to. Close the window once you are finished with your reply.

Ref.#	Permit Technician	6/5/21 3:37 PM	Type your response here.
Unresolved	Plans drawn to scale on minimum 18" x 24" size sheets. Civil plans stamped and signed by an Idaho licensed engineer or professional.		
Unresolved	Planning & Zoning letter(s) of approval for setback variance.		

Upload any corrected or new documents in the Versioned or New files sections.

**STEP 2 of 4:** Please upload files into the appropriate folders below.

Version Upload for: BLD21-00993 ⓘ

Select "Versioned Files" to upload files as new version updates for files previously submitted and received.  
 Select "New Files" to upload any additional new file into this project as requested.

**Versioned Files** | New Files

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Are your updated files named exactly the **same** as the prior versions?  Yes  No [Learn how](#)

\* "name-v2.pdf" is not an "exact" file name match to "name.pdf"

Uploaded files:

- ▶ Drawings (2 - 0 New)
- ▶ Documents (2 - 0 New)

The upload tool for Versioned files will display by default, for providing new versions of previously uploaded files. If you wish to upload new files that have not been previously submitted, be sure to click the New Files tab.

Select **“RESUBMIT PLANS”** once all corrections have been made and desired notes have been added. This action sends the task back to City of Boise for additional review.

**STEP 3 of 4:** Select the checkbox at the bottom

Coordinator Comments

Applicant Comments

Reviewer Comments Last updated: 6/5/2021 3:38:17 PM

I have uploaded the corrected documents and/or drawings as indicated above.

**STEP 4 of 4:** Click the "RESUBMIT PLANS" button below to complete your task

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This “Correction Task” can cycle through multiple times until the submittal is complete.

**Applicant is notified via email that prescreen is approved, but fees are due prior to review (with a few exceptions). The official review begins once fees are paid in full.**

# Fees Due

Once the application is deemed complete, the applicant is notified via email that Prescreen is approved, but fees are due prior to review. **The project review only begins once fees are paid in full.**

**For commission/committee level applications, fees must be paid by 4:00pm on the cut-off day in order to be scheduled on the next hearing agenda.**

- **Payment Options**

All fees can be paid online with a credit card or an electronic check transfer.

- **Online Payment**

Fees can be paid at [Permitting and Licensing](#). Anyone can pay individual permit fees, but logged-in users have the ability to select and pay for multiple fees at a time using the ePay tool on the Home page

A screenshot of the ePay interface. It features a search bar with a 'Search' button and a 'Reset' button. Below the search bar is a radio button labeled 'Record ID' which is selected. There is an 'Add To Cart' button. Below this is a table with columns: RecordID, Street Address, Due, and Project Name. At the bottom of the table area, there is another 'Add To Cart' button and the text '(Fee Total selected: 0)'. A note at the bottom states: 'Note: Only permits with amount due greater than \$0 will be shown.'

After fees have been paid, the project will be accepted for review.

# Review

## Review

After prescreen is approved and you have paid your intake fees, we can begin our review.

Planning & Development Services, other City departments and outside agencies will review the plans simultaneously.



## Resubmittals

The applicant will receive an email notification if additional corrections are required during the review. Follow the link in the email to complete the "Applicant Resubmit Task."

**Note: You cannot upload any new documents until all departments have finished their reviews and you have received your "Applicant Resubmit Task."**

Applicants must complete the "Applicant Resubmit Task" to submit the corrected files. We cannot begin our review until you complete the task.

Select the "Applicant Resubmit Task" to accept the task.

Tasks										Files	Status	Info	Reports	Discuss	Reviews	BLD21-00993: Building/Building/406-Res Alt-Add/NA-Kitchen Remodel	Main Contact:
ACTION	TASK	CA...	GR...	ST...	PRIO...	DUE D...	CREA...	ADDR...	CASE DESCRIPTION	CON...							
Accept	Applicant Resubmit Task	BLD21-00993	Applicant	Pending	Medium	6/11/21 5:32 PM	6/5/21 5:32 PM		Building/Building/406-Res Alt-Add/NA-Kitchen Remodel								

1 - 1 of 1 records

Select "Review Comments" to see any changes requested by the planner or other reviewers.

**APPLICANT RESUBMIT**

ProjectFlow BUILDING aVolve software

Task Information Invite Others

**Task Information**

Project Name: BLD21-00993  
Project Description: Building/Building/406-Res Alt-Add/NA-Kitchen Remodel  
Review Coordinator: [Redacted]  
Review Cycle: 1  
Current User Login: [Redacted]  
Task Due Date: 6/11/21 5:32 PM

**STEP 1 of 4:** Please respond to all correction items

Resolve Review Comments ?

Unresolved Comments: 5  
Info Only Comments: 0  
Files with Markups: 2

Plan Review: **Review Comments** Export to Excel Import Excel Responses Learn how

*Review and respond online.* *Review and respond in Excel, then upload your responses.*

Applicant can respond to reviewer comments directly if no resubmittal is required.

Dept: Show All Status: Show All Response: Show All Search: Enter keyword Close Window

Type: Show All Cycle: Show All Time: Show All Learn how

Refresh Add Comment / Ask Question **Please enter your responses ?**

Ref.#	Building	Reviewer	Date	Cycle	Response
5	Building 1	Building Plan Reviewer	6/5/21 4:53 PM	Cycle 1	Type your response here.
Unresolved		F00 Cover Sheet.pdf			
Markup		Insufficient egress - additional routes required			
6	Building 2	Building Plan Reviewer	6/5/21 4:53 PM	Cycle 1	Type your response here.
Unresolved		F00 Cover Sheet.pdf			

Enter any responses in the applicant response field. All responses should auto-save.

Upload the requested corrections.

Please review and follow the [Electronic Plans Submittal Standards](#).

Use the Versioned Files and New Files uploads to provide any new or updated documents and drawings.

**STEP 2 of 4:** Please upload files into the appropriate folders below.

---

Version Upload for: BLD21-00993 

Select "Versioned Files" to upload files as new version updates for files previously submitted and received.  
Select "New Files" to upload any additional new file into this project as requested.

Versioned Files    New Files

Are your updated files named exactly the same\* as the prior versions?         [Learn how](#)

*\* "name-v2.pdf" is not an "exact" file name match to "name.pdf"*

Uploaded files:

- ▶  Drawings (2 - 0 New)
- ▶  Documents (2 - 0 New)
-  Agency Comments 

Once all change views have been addressed and files are uploaded, check both "Task Instruction" boxes, then select "RESUBMIT PLANS" to return the project to City of Boise for additional review.

**Department Review Results** ?

DEPARTMENT	REVIEWED BY	STATUS
Building Plan Reviewer		Corrections Required
Mechanical		No Review Required
Plumbing		Corrections Required

**STEP 3 of 4:** Select the checkbox at the bottom

**Confirmation** ?

\*I have reviewed and addressed, including responses where appropriate, all Changemark Items accessed by clicking on the "Changemark Items" button above. \*Required

\*I have uploaded the revised drawings and/or documents required as a result of the review into the appropriate folder in the project using the SAME file names as the original files. I am ready to complete my assigned task and resubmit back to the jurisdiction for further review. \*Required

**STEP 4 of 4:** Click the "RESUBMIT PLANS" button below to complete your task

Close
RESUBMIT PLANS

This "Applicant Resubmit Task" can cycle through multiple times until the review is approved. Version numbers will appear to the right of the file name of versioned files.

Other departments and agencies can upload project comments to the "Agency Comments" folder.

Tasks **Files** Status Info Reports Discuss Reviews BLD21-00993

Refresh

Drawings (2 - 0 New)

Documents (2 - 0 New)

Agency Comments (3 - 3 New)

FILE NAME
<input type="checkbox"/> AG_ACHD_Updated.pdf
<input type="checkbox"/> AG_Airport.pdf
<input type="checkbox"/> AG_Parks.pdf

The applicant can view the document by clicking on the file name.

Once the review is complete, the applicant will receive official notification from the City of Boise regarding the administrative decision or the scheduled hearing date.

# Project Status

During an active review, the Applicant has a few options to check the project's status.

**Option #1** – Select Status for a quick overview of review progress, including review comments and current active review tasks.

**Option #2** – Select Reports to access helpful reports. The most common are:

- Plan Review – Department Review Status,
- Plan Review – Workflow Routing Slip Reviews, and
- Plan Review – Review Comments.

Plan Review – Workflow Routing Slip Reviews combines several different pieces of useful information. It will be near the bottom of your report list and is also available on the Status tab. We encourage you to check it out.

ACTION	REPORT NAME	REPORT TYPE	REPORT DESCRIPTION
	Plan Review - Department Review Status	ProjectFlow	Status of departmental reviews for a specified workflow
	Plan Review - Discussion Board Plan Review	ProjectFlow	Discussions within workflow task forms used within this project
	Plan Review - Review Comments	ProjectFlow	Lists the review comments, checklist and changemark details for a workflow instance review cycles.

**Option #3** – View progress on City of Boise Permitting and Licensing, <https://permits.cityofboise.org>.

Enter your permit number in the search bar and hit Search. When the project opens, use the Record Info menu to open the Processing Status page and review the list of completed and upcoming project tasks.

The screenshot displays the City of Boise Permitting and Licensing web application interface. At the top, the navigation bar includes the City of Boise logo and menu items: HOME, SEARCH, APPLY, REQUEST, and REPORTS. Below this, a teal header contains the text 'City of Boise Permitting and Licensing'. A secondary navigation bar shows 'Logged in as:', 'My Projects (0)', 'Cart (0)', 'Account Management', and 'Logout'. A search bar labeled 'Search Records...' is positioned to the right. The main content area displays the record ID 'Record BLD21-00993:' and the project name '406-Residential Alterations & Additions'. The record status is 'In Review'. A menu bar below the status includes 'Record Info', 'Payments', 'More...', and 'Documents', with 'Record Info' highlighted by a red box. To the right of the record information are two buttons: 'Add to Cart' and 'Add to My Projects'. The 'Processing Status' section is visible at the bottom, listing tasks such as 'Application Submittal', 'Prep for Issuance', 'QA Fee Review', 'Permit Fee Payment', and 'Issuance'.