

# Using ePlanReview

## Navigate Boise's Electronic Plan Review System



### SUBMIT APPLICATION

APPLICANT

#### 1. SUBMIT APPLICATION

Submit a complete application using our [Permitting and Licensing site](#).

PDS STAFF

#### 2. PDS ASSIGNS A CASE NUMBER

PDS assigns a case number, invites applicant into the ePlanReview project and grants the applicant rights to upload electronic files.

APPLICANT

#### 3. CREATE ACCOUNT

New to ePlanReview? If applicant doesn't have a login ID, [click here](#) to be directed to a short guide on creating a new account.



### UPLOAD FILES

APPLICANT

#### 4. UPLOAD FILES

- **UPLOAD FILES:** Applicant logs in to ePlanReview and uploads all required submittal documents.
- **SUBMIT FILES:** When done uploading files, applicant signs off the "Upload Confirmation" task to submit files for review.
- **COMPLETE TASK:** We cannot begin our review until the applicant signs off the "Upload Confirmation" task.

REMINDER

PDS STAFF

#### 5. PRE-SCREEN REVIEW

PDS staff performs preliminary review of application/plans for completeness. If complete, notifies applicant of fees due.

APPLICANT

#### 6. PAY FEES

Applicant pays all fees due.



### PLAN REVIEW PROCESS

PDS STAFF

#### 7. PLAN REVIEW

City staff and outside agencies begin simultaneous plan review.

APPLICANT

#### 8. RESUBMITTALS

If plans do not pass review, applicant is notified that corrections are needed. Tasks and assignment instructions are provided by e-mail.

REMINDER

- **COMPLETE TASK:** We cannot restart our review until the applicant signs off the "ApplicantResubmit" task.



### PROJECT APPROVAL

APPLICANT

#### 9. DOWNLOAD PLANS

Applicant downloads plans after final approval.

##### BUILDING DIVISION PROJECTS

- **PERMIT REQUIRED:** After plan review, the project has been approved but the building permit has not been issued. The applicant/contractor is responsible for permit issuance.
- **DOWNLOAD AND PRINT APPROVED PLANS:** After plan review is complete, the architect/applicant must download the approved plans and documents and provide a full size copy of the approved plan set to the contractor. An approved paper plan set must be on the job site at all times during construction.

##### PLANNING DIVISION PROJECTS

- Approval letter is available for download. There is a ten-day appeal period. See approval letter for details.



### NEED HELP?

APPLICANT

#### LEARN MORE

Check our website for ePlanReview training videos, user guides, troubleshooting documents and more.

[CITYOFBOISE.ORG/EPLANREVIEW](http://CITYOFBOISE.ORG/EPLANREVIEW)

