

Using ePlanReview

Navigate Boise's Electronic Plan Review System



Submit Application

Applicant

1. Submit Application

Submit a complete application using PDS Online | eApply.

PDS Staff

2. Assign Case Number

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



Upload Files

Applicant

3. 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.

Reminder

- **Complete Task:** We cannot begin our review until the applicant signs off the "Upload Confirmation" task.

PDS Staff

4. Pre-Screen Review

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

Applicant

5. Pay Fees

Applicant pays all fees due.



Plan Review Process

PDS Staff

6. Plan Review

City staff and outside agencies begin simultaneous plan review.

Applicant

7. 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

8. Download Plans

Applicant downloads plans after final approval.

Building Division Projects

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Reminder

- **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.*

Reminder

- **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

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



Need Help?

Website

pds.cityofboise.org/ePlanReview

