CITY OF GRAND RAPIDS DEVELOPMENT CENTER

EPLAN ROOM

ELECTRONIC PLAN REVIEW

THE EASIER, FASTER, AND MORE EFFICIENT WAY TO SUBMIT PLANS

616-456-4100

devcenter@grcity.us

www.grandrapidsmi.gov/eplanreview

1120 Monroe Ave. NW | Grand Rapids, MI 49503

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INCREASING CLARITY AND CONSISTENCY DURING THE PLAN REVIEW PROCESS

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UPLOADING DOCUMENTS

SAY GOODBYE TO PRINTING COSTS AND DELIVERY TRIPS TO THE DEV CENTER!

Uploading Documents

After you've submitted your permit application online through Citizen Access, you will be directed to upload your plans and supporting documents. If you're not ready to upload your review package at this time, that's fine!

You (or one of the contacts you added to this record) can log into Citizen Access and upload plans at a later time. Just note that your review cycle won't begin until plans have been submitted.
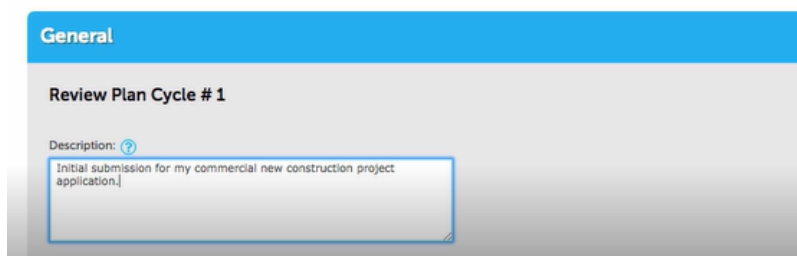
File Selection & Upload

Once you've completed the final review of your permit application and paid any application fees due, you will be taken to a final "Receipt/Record Issuance" screen.

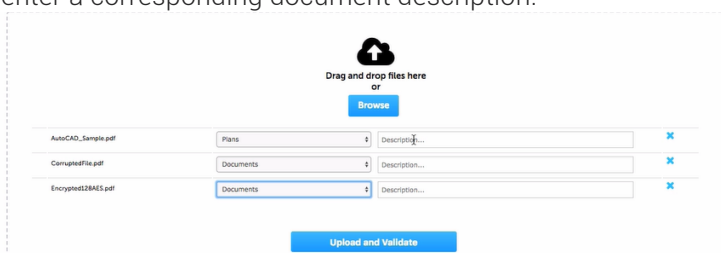1) Click on the "Upload Plans and Documents" button.

300 MONROE AVE, GRAND RAPIDS MI 490503

BLD18-00359   Upload Plans and Documents
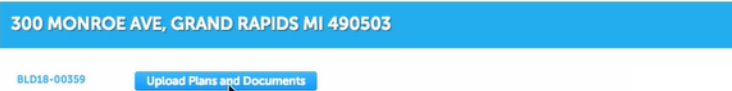
2) Enter a brief description of what you are uploading into the "Description" textbox.

3) Click "Continue."

General

Review Plan Cycle # 1

Description: (?)

Initial submission for my commercial new construction project application.

4) You can drag and drop your files onto the gray outlined box or click the "Browse" button to select the files you'd like to upload. Note: Files must be in PDF format and consistent with our document standards.

5) From the drop-down menu below the "Files" heading, please select the document type of each uploaded file and enter a corresponding document description.

Drag and drop files here
or
Browse

AutoCAD_Sample.pdf	Plans	Description...	✖
CorruptedFile.pdf	Documents	Description...	✖
Encrypted128AES.pdf	Documents	Description...	✖

Upload and Validate

6) Click "Upload and Validate" so your files can be validated by the Plan Room.

ERROR MESSAGE?

If your files are password protected or encrypted, they will be rejected by Plan Room and you will receive an error message during this validation phase. Please make sure your files are compatible with our document standards before you upload!

Uploading Documents

File Processing

7) Once validation is completed, please click the "Process Files" button.

8. Your files will be processed in the Plan Room. When processing is finished, please click the "Continue" button.

Sheet Verification

9) Please verify that the sheets have been titled correctly.
If there are any sheets that need to be retitled, please do so now.

10) Click the "Continue" button.

11) Please verify that all submitted files appear and have a status of "Processed."

Then click the "Finish" button.

Submittal Verification

12) You'll see a green ribbon confirming that your review package has been received.

Your review package has been received.

Please note that a new review cycle won't appear in Citizen Access until all discipline reviews are completed. In the event that you need to submit any additional plan sheets or supporting documents during the current cycle, please use this Mid-Cycle Review Form.

ISSUES
&
CONDITIONS

THE NEW WAY TO CLASSIFY REVIEW COMMENTS

Issues & Conditions

During the plan review cycle, each reviewer will note any code discrepancies by creating either an issue or a condition.

Issues

Issues are items that will need to be addressed and fixed prior to plan approval. Once created, each open issue will require a brief response in the Plan Room prior to a new review cycle being available to submit revisions.
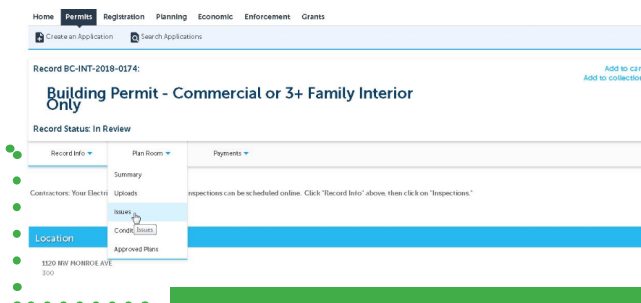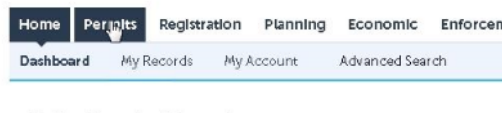
Conditions

Conditions are items that may require action by the customer but do not need to be addressed prior to plan approval. Unlike issues, conditions do not require a response in the Plan Room. However, while the project is being inspected, conditions will need to be met before final approval can be granted.

Accessing Issues

1) Log in to your Citizen Access account.

2) Click on the "Permits" tab.

3) Select the permit record you wish to view.

4) Click "Issues" under the "Plan Room" tab.

5) This will direct you to a comprehensive list of issues.

6) Click directly on the issue to open the response field and view any corresponding mark-ups on the plan sheet.

QUICK TIP!

You can use the filter button to sort by issue status or discipline. Additionally, you can use the print icon to print the entire issue list (unfiltered) or a segment of the issue list (when filtered).

FEATURE

All markings on the plan sheets correspond to the discipline color.

7) In the left corner of the page you will see the title and description of the issue as well as the textbox for your response. Please note that a brief response is required for all open issues.

Issues & Conditions

Responding to Issues

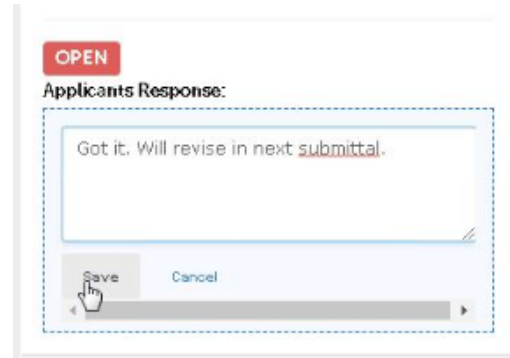8) To respond to an issue, click on the text field below "Applicant Response."

Responses don't need to be lengthy or detailed - keep it simple! For example, "Got it. Will revise in next submittal."

9) After you have written your response, click "Save."

10) You will be redirected back to the issues page.

The issue should now have a status of "Answered."

11) Repeat this process for all remaining open issues.

Viewing Conditions

12) To view conditions, click the "View Conditions" button in the lower right corner or select "Conditions" from the Plan Room drop-down menu.

13) Similar to issues, clicking directly on the condition will allow you to view any corresponding mark-ups on the plan sheet.

14) However, unlike issues, conditions do not require a response; in fact, there's nowhere to enter a response.

15) Conditions can also be filtered by discipline or printed using the corresponding icons.

Submitting Revisions

DRAG & DROP YOUR REVISED SHEETS - IT'S THAT EASY!

Submitting Revisions

A new review cycle allowing you to submit revisions is not available until the following have occurred:

- All discipline reviews are completed.
- All open issues have been responded to.

Please note that when you're ready to submit revisions, we only need the revised sheets - not the entire plan package.

1) Log in to your Citizen Access account.

2) Click on the "Permits" tab.

3) Select the permit record you wish to submit a revision for.

4) Click "Uploads" under the "Plan Room" tab.

NO REVIEW CYCLE PRESENT?

If a new review cycle isn't appearing at this point, all reviews may not be completed yet or you may still need to respond to an open issue.

5) All of the review cycles for that record will be listed. You'll see that a new review cycle is now available. To upload your revisions, click on the "Resume" link located to the right of the new review cycle.

The next steps mirror those in the Uploading Documents guide. Please refer to that section if you need a refresher.

Here are a few things to keep in mind that are specific to revision submittal:

- We only need the revised sheets - not the entire plan package!

- Please ensure that the sheet numbering remains consistent. Your revised sheets will automatically be attached to the previously submitted version in the Plan Room - but this only works if the numbering is consistent between all versions.

FEATURE

If you forgot to include any documentation in your current review package, you may submit that using our Mid-Cycle Review Form.

Downloading Approved Plans

APPROVED PLANS AT THE CLICK OF A MOUSE.

Downloading Approved Plans

Once your project has been approved, you can download the approved and stamped plans.

1) After you login to your Citizen Access account, you can find all of your permits under the "Permits" tab.

2) Click on the permit record you want to access.

3) Click "Approved Plans" under the "Plan Room" tab.

4) The approved plans for this project will appear with a download icon next to the plan.

5) Click on the blue download icon to start the download.

Please note that one set of paper or digital plans will still need to be available at the construction site. (MI Building Code (2015); 107.3.1)

RESOURCES

WE'RE HERE TO HELP EVERY STEP OF THE WAY

Terms & Lingo

ALL OF THE LINGO YOU NEED TO KNOW!

ePlan Room

ePlan Room is the Development Center's electronic plan review application. This online application allows for an easy submission of plans, specifications, and other supporting documents through Citizen Access. No more paper copies!

Citizen Access

Citizen Access is the City's online permit portal. ePlan Room is fully integrated into Citizen Access, allowing for a seamless transition from permit application to digital plan submittal. You can visit Citizen Access at www.inspections.grcity.us.

Supporting Documents

Supporting documents may consist of specifications, calculations, letters, memorandum, photos - anything that's not a plan sheet.

Review Package

A review package is the combination of all plan sheets and supporting documents that you've assembled for review.

Review Cycle

The plan review process is completed in review cycles. Each cycle contains your submitted review package, which is reviewed by each of the various disciplines assigned to your project.

The first review cycle created begins when you upload and submit your initial review package. During the cycle, your plans and supporting documents will be reviewed for compliance with applicable codes. You'll be notified by email if a reviewer is asking for revisions or additional information.

If your review package is approved by all of the discipline reviewers during the first review cycle, additional cycles won't be necessary. However, if any issues or conditions are noted during your first review cycle, additional cycles will be necessary until all discipline reviewers have approved your project.

Subsequent review cycles become available for submitting revisions only after all discipline reviews have been completed and all issues have been responded to.

FAQs

YOU'VE GOT QUESTIONS - WE'VE GOT ANSWERS!

I logged into Citizen Access, but the permit I'm interested in viewing isn't listed in "My Records."

You may not be listed as a contact on that permit. Please submit this form to request access.

How long will it take my files to process?

File processing speed will vary depending on the file size and number of pages. Smaller files will take 1-2 minutes, but larger files can take 10 minutes or longer. But you don't have to wait! Once you click the "Process Files" button, you can close out of Citizen Access entirely. You'll receive an email once this process is complete with a link to finish the remaining steps.

When can I upload revised plan sheets or additional supporting documentation?

A new review cycle isn't available to submit revised plan sheets or other supporting documentation until all discipline reviews are completed and you've responded to all open issues. However, we do have a Mid-Cycle Review Form that you can use to submit items mid-cycle if needed.

When submitting revisions, do I resubmit my entire plan set, or just the revised sheets?

Just the plan sheets containing revisions! Remember that file processing step? ePlan Room will take your revised sheets and automatically attach them to the previous versions. However, please make sure all changes are noted with a "cloud" or other standard markings to help expedite the process.

What's the difference between issues and conditions?

Issues are items that will need to be addressed and fixed prior to plan approval. Once created, each issue will require a brief response by the applicant prior to submitting another review package.

Conditions are items that may require action by the customer but do not need to be addressed prior to plan approval. Unlike issues, conditions do not require a response. However, while the project is being inspected, conditions will need to be met before final approval can be granted.

I'm ready to respond to my open issues. How much detail do I need to include in my response?

Responses to open issues should be a simple acknowledgment of the issue. Just a quick "Got it!" works for us! This feature is somewhat interactive, but it's not meant to be a chatroom. If you need some clarification or have questions, please contact your reviewer directly.

Who do I contact if I have a question about an issue or conditions?

Please contact the reviewer directly by phone or email. If you're not sure who to contact, give us a call at 616-456-4100 or send an email to devcenter@grcity.us.

EPLAN ROOM DOCUMENT STANDARDS

GENERAL

- **All files must be in PDF file format**
- **Maximum file size is 100MB**
- **Do not use encrypted or password-protected files**
- **Please don't combine any supporting documents in the same PDF file with any plan sheets - they will need to be uploaded as separate files**

PLANS

- **Arrange plans in a landscape view**
- **Title block must be located in the lower right-hand corner**
- **Make sure sheet numbers are unique and consistent for each version of submitted plan pages**
- **Generate plans to scale (e.g. 1/4" = 1', 1/8" = 1' or 1:10)**
- **Any annotations in the PDF will be removed during the submission process**
- **When possible, please include a table of contents when exporting/publishing to the PDF (ex. Include "Create bookmarks") setting in AutoCAD***
- **Include sheet titles within a table of contents when possible***
- **You can upload multiple files, including plans, at the same time**
- **When submitting revisions, please do not resubmit the entire plan set, only upload the sheets containing changes from the previous submission***

SUPPORTING DOCUMENTS
(I.e. Specifications, calculations, letters, memoranda, etc.)

- **You can submit supporting documents as individual files or as a single file with multiple pages**
- **Document files may be oriented in either landscape or portrait view**

*Asterisk indicates recommended document standard - not required for submission

Learn more at www.grandrapids.gov/eplanreview

EPLAN ROOM
Additional Commercial Building Design Requirements

COMMERCIAL BUILDING DESIGN REQUIREMENTS

- Plans submitted for review for all work involving multiple family dwellings (3+ units), mixed-use occupancies, commercial uses, or industrial uses must bear the signature AND seal of a registered architect or engineer.
- Fire rated assemblies must have the applicable UL design numbers included in the specification booklet or shown on the plans.

CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA

- Ground Snow Load (pounds per square foot): 35
  Frost Line Depth (inches): 42
  Seismic Zone: A
  Basic Windspeed (miles per hour): 90

DEFERRED PLANS

- Deferral of any submittal items shall have the prior approval of the Building Official in accordance with Michigan Building Code, section 107.3.4.2; Online applications indicating deferred plans does not constitute approval of a deferral.
- The "Registered Design Professional in Responsible Charge" shall list the deferred submittals on the construction documents for review by the Building Official.
- Documents for deferred submittal items shall be submitted to the "Registered Design Professional in Responsible Charge" who shall review them and make a notation on the plans indicating that the deferred submittal documents have been reviewed and in general conformance to the design of the building.
- Deferred submittal items shall not be installed or constructed until the deferred submittal documents have been approved by the Building Official and applicable permits have been issued.
- The following uses are ineligible for deferred plan submittal and all plans are required at the time of submittal: Restaurants, Assembly, Auto Service, Nail Salons, and Hazardous Occupancies. Incomplete applications/plans for other uses may or may not be accepted for review, as determined by the Building Official.

Please note that the requirements listed above are in addition to our general ePlan Room Document Standards

Learn more at www.grandrapids.gov/eplanreview