CITY OF GRAND RAPIDS DEVELOPMENT CENTER

EPLAN ROOM

What if I have paper plans?

Well, you've got some options!

Option 1: Submit Digital Plans Using ePlan Room

ePlan Room is an easy-to-use online application integrated with Citizen Access, the City's online permit portal. With ePlan Room, you can submit your plans online, access review mark-ups, and check on the status of your plan review cycle - all from the comfort of your office or home! If you have access to the digital files of your plans, you can do one of the following, depending on whether you're submitting your permit application online:

1. Submit your permit application online through Citizen Access and upload plans at the same time (or later if you wish).

2. Bring your paper permit application to the Dev Center and then upload plan files later. Once our team has entered your application, you'll receive an email with a link to upload the files in ePlan Room.

Option 2: Bring Digital Plans to the Dev Center

If you need assistance uploading plans, you can bring your files to our office on a USB flashdrive (please, no CD-ROMs) and we can upload your files for you. With options 1 & 2, you will still have the ability to access review comments, issues, conditions, and plan sheet mark-ups online through ePlan Room.

Option 3: Deliver Paper Plans for Digitizing

If you aren't able to submit your plans in a digital format, we can take the paper copies. However, our team will need to scan and digitize your files and there are associated fees for this service.

To avoid additional fees, your best option is to either upload plans using ePlan Room or bring your files to our office on a USB flashdrive .

Learn more at www.grandrapidsmi.gov/eplanreview

Plan Digitization Fees
First Page: $15
Each Additional Page: $5