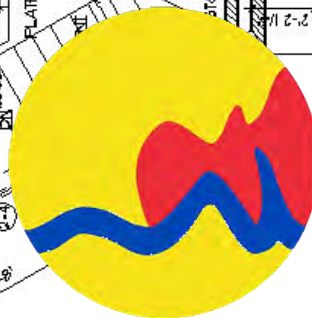


# ePlan Room Launch

Electronic Plan Review  
Communications  
Campaign



CITY OF  
GRAND  
RAPIDS



# City of Grand Rapids Development Center

ePlan Room, Electronic Plan Review

Communications Campaign for External Audiences

## Campaign Overview

**Our new ePlan Room technology allows the City of Grand Rapids Planning Department to manage and automate the entire plan review process from submission to final approval by providing:**

- Ability to submit plans electronically
- Markup integrations to permitting solutions in the plan review stage
- A single, central location to store all plans and related documents
- Automated revision control
- Transparency on plan status with use of a reporting dashboard
- Ability to view plan revisions side-by-side



### Creating Awareness

Create awareness in the Grand Rapids community about what ePlan Room is, how it works and why it will be useful to them. This should be primarily designers, developers, contractors, and architects.

### Engaging Our Community

Engage our Grand Rapids Community with photos, videos, guides, infographics, Q & A sessions, etc. so they will better understand and utilize the ePlan Review Tool.

### Empowering Our Community

Empower contractors and various permit holders to utilize ePlan Room to save time and hassle on both ends.

# Communication Tools to ***Inform***, ***Engage*** and ***Empower*** our community in the ePlan Room Process.

## ePlan Room Communication Objectives

- Launch an ePlan Room teaser with videos, infographics and other information no later than August 23rd, 2018 with engagement levels reaching at least 2,000 views between Email, Website, and Facebook.
- Launch a “Go Live” Segment Video to inform our public that our new ePlan Room is up and running by September 20th, 2018 with engagement levels reaching at least 2,000 views between Email, Website, Press/Web-site release and Facebook.
- Create a series of video blogs, infographics, written tutorials, Q and A, etc. all to be launched on a page of our website - all in one place. Launch on September 20th, 2018.
- Have 100% of the Plan Room Process Documentation and markups take place online by April 2019.

### Communication Tools

- [Page on website](#)
- [Tutorial Videos](#)
- [Written instructions](#)
- [Q and A](#)
- Infographics
- Factsheets / Infosheets

### Communication Avenues

- GR Website
- Facebook
- YouTube
- Email Campaign



## ePlan Room Videos

- Video of Development Center Spokesperson discussing what the ePlan Room is, how it will work, and how it benefits our audience.
- “Go-Live” video for the day we launch the ePlan Room software. Talk about why this is a big deal for our city. Talk about how to access it, what it does, ect.
- Tutorial Video 1: Video about how to use all of the new features of the ePlan Room.
- Troubleshooting tutorial: How to make your Plan and other documents ready to properly submit and download to the ePlan Room.
- Troubleshooting tutorial: common issue 1
- Troubleshooting tutorial: common issue 2
- Troubleshooting tutorial: common issue 3, etc.
- Follow up video interviewing someone with a success story about the ePlan Room.

## Other Communication Tools/Content

- Infographic on ePlan Room.
- ePlan Room User Guide
- What to do if you have paper plans document
- Presentation on how to use ePlan Room
- Brief on ePlan Room.
- Q and A Page with some links to videos and infographics as well as sort simple answers.
- Press release with teaser and on the day of launch. Both with corresponding videos attached.
- Step by Step list of how to submit Plans electronically.
- Step by Step of how to submit a revision.



# Evaluation of Objectives

## *ePlan Room Communications Objectives*

Launch an ePlan Room teaser with videos, infographics and other information no later than July 23rd, 2018 with engagement levels reaching at least 2,000 views between Email, Website, and Facebook.

- 2,118 views on video, via Facebook and Youtube, by launch date

Launch a “Go Live” Segment Video to inform our public that our new ePlan Room is up and running by August 20th, 2018 with engagement levels reaching at least 2,000 views between Email, Website, Press/Website release and Facebook.

- 1,967 views on video, via Facebook and Youtube, by launch date

Create a series of video blogs, infographics, written tutorials, Q and A, etc. all to be launched on a page of our website - all in one place. Launch on August 20th, 2018.

- Multiple forms of engaging communication including videos, infographics, tutorials, Q and A and more all in one place on our Grand Rapids ePlan Room website page.

Have 100% of the Plan Room Process Documentation and markups take place online by April 2019.

- In Progress. On November 1st, 2018 86% of commercial building plans were submitted completely online.

# ePlan Room

## Communications & Content

Architectural floor plan of a house, showing various rooms and dimensions. The plan includes a front porch, entry, living room, dining room, kitchen, family room, study, bathroom, laundry, and multiple porches. Dimensions are provided for rooms and overall sections. A large, colorful, abstract graphic is overlaid on the right side of the plan.

Rooms and Dimensions:

- Front Porch: 17'-9" x 10'-0"
- Entry: 8'-0" x 11'-0"
- Living Room: 11'-0" x 11'-0"
- Dining Room: 11'-0" x 11'-0"
- Kitchen: 11'-0" x 11'-0"
- Family Room: 11'-0" x 11'-0"
- Study: 11'-0" x 11'-0"
- Bathroom: 11'-0" x 11'-0"
- Laundry: 11'-0" x 11'-0"
- Back Porch: 11'-0" x 11'-0"
- Side Porch: 11'-0" x 11'-0"

Overall Dimensions:

- Overall Width: 56'-3 1/4"
- Overall Depth: 56'-3 1/4"

City of Grand Rapids logo is visible in the bottom right corner.

[illegible]



# Final ePlan Room Videos



# ePlan Room Brochure

## FEATURES

- Ability to submit plans electronically with drag and drop functionality
- Access to mark-ups and comments from City reviewers
- One centralized location to access your plans and project information
- Transparency on review cycle status
- Increased accuracy and efficiency with internal ability to view plan revisions side-by-side
- Over 16,000 sheets of paper saved



### City of Grand Rapids Development Center

1120 Monroe Ave. NW  
Grand Rapids

devcenter@grcity.us

616-456-4100

grandrapidsmi.gov



## ELECTRONIC PLAN REVIEW

## We're going digital!

ePlan Review is a collaborative, web-based solution that is fully-integrated with Citizen Access, the City's existing online permit application solution, and provides a seamless transition from online permit application to electronic plan submission.

Through ePlan review, customers can easily view the status of their current plan review cycle, access mark-ups, and view comments or conditions documented during the review process.

This application scans and digitally attaches revised plan sheets to previous versions. Once your project has been approved, a final print set containing all approved plan sheets will be generated into a single stamped PDF document available for download.

We look forward to launching this new system for all commercial building, residential building, and LUDS permits beginning late-August.

For more information about ePlan review, please visit [www.grandrapidsmi.gov/eplanreview](http://www.grandrapidsmi.gov/eplanreview).



- 1 Submit plans electronically
- 2 Our system will scan plan pages and attach to any previous versions
- 3 Plans routed for review
- 4 Access to review status, comments, mark-ups and issues
- 5 Notification of any issues or conditions and ability to submit revisions
- 6 Compare revisions and track changes
- 7 Plan Approval

## WITH THE ELECTRONIC PLAN REVIEW, WE CAN INCREASE PROCESS TRANSPARENCY AND IMPROVE COLLABORATION DURING THE PLAN REVIEW PROCESS.







## We're going digital!

We look forward to launching our new **Electronic Plan Review** application for all commercial building, residential building, and LUDS permits beginning mid-September.

**Learn more about ePlan Room**  
[grandrapidsmi.gov/eplanreview](http://grandrapidsmi.gov/eplanreview)

## WE'RE GOING DIGITAL September 2018!

*Electronic Plan Review* allows for an easy submittal of plans, specifications, and other supporting documents electronically through Citizen Access.

**ePlan Room**  
Will Be Available For:

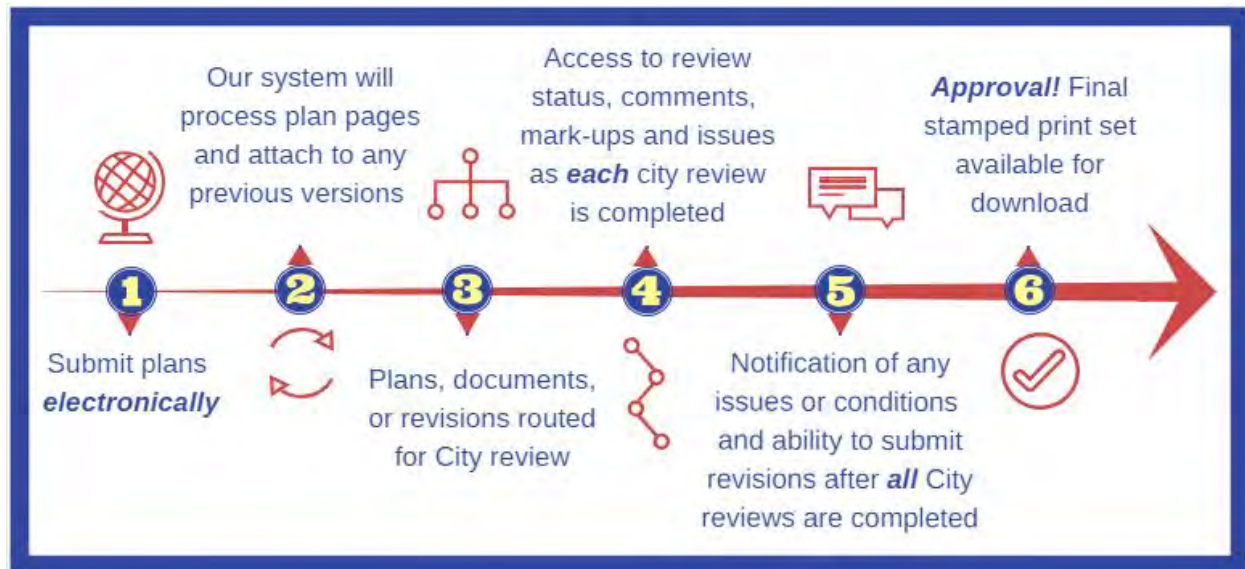
- Commercial Building
- Residential Building
- Land Use Plans



# ePlan Room

[grandrapidsmi.gov/eplanreview](http://grandrapidsmi.gov/eplanreview)





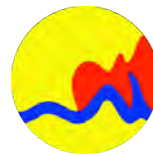


# WE'RE GOING LIVE!



## ePlan Room

Launching...  
**September 17th!**



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](mailto:devcenter@grcity.us)



[www.grandrapidsmi.gov/eplanreview](http://www.grandrapidsmi.gov/eplanreview)



1120 Monroe Ave. NW | Grand Rapids, MI 49503





# CONTENTS

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."

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.

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.

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
Plan.pdf	Initial Plan	Plan	validated	me	8/27/2018	
pdf	Specifications for Lighting	Specification	validated	me	8/27/2018	

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

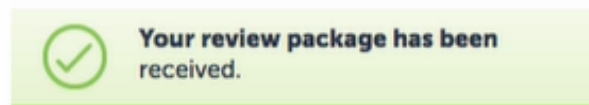
12) You'll see a green ribbon confirming that your review package has been received.

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](#).

### QUICK TIP!

During file processing, your plan sheets are being separated, scanned, and optimized for web and mobile access - there's a lot going on! If you don't want to wait for this process to finish, 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.

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
Not Signed - 1-01B-PLUG PLAN-BLD-18-046022-PLAN-06-25-18.pdf		Plan	processed	Seth Anderson	8/27/2018	
AutoCAD_Sample.pdf		Plan	processed	Seth Anderson	8/27/2018	
Not Signed - 1-01B-Gen Report-BLD-18-046022-PLAN-06-25-18.pdf		Document	processed	Seth Anderson	8/27/2018	







# 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.

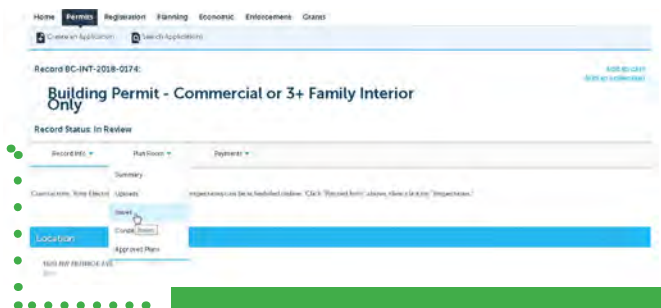
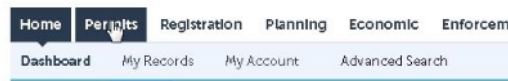
## Conditions

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

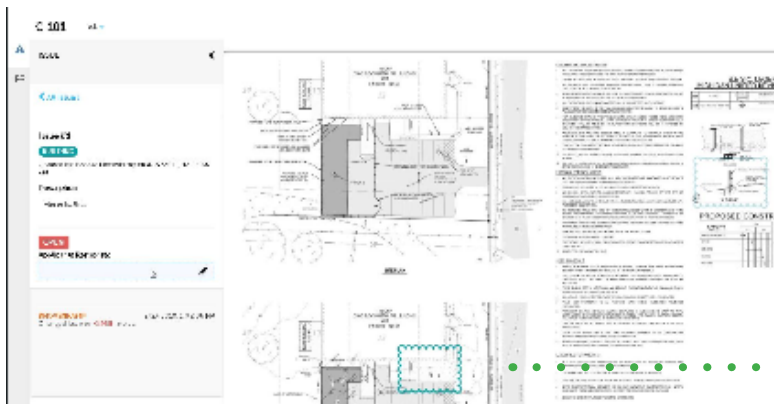
- 1) Log in to your Citizen Access account.
- 2) Click on the "Permits" tab.
- 3) Select the permit record you wish to view.
- 4) Click "Issues" under the "Plan Room" tab.
- 5) This will direct you to a comprehensive list of issues.

## Citizen Access



Discipline	Title	Status	Attached To	Created By	Last Updated	Updated By
BUILDING	Issue #1	OPEN	C-10L	Brooke Hovenkamp	8/27/2018, 1:02:05 PM	Brooke Hovenkamp
BUILDING	Issue #2	OPEN	C-10L	Brooke Hovenkamp	8/27/2018, 1:02:05 PM	Brooke Hovenkamp
BUILDING	Issue #3	OPEN	V-10L	Brooke Hovenkamp	8/27/2018, 1:02:05 PM	Brooke Hovenkamp
PLANNING	Issue #4	OPEN	V-10L	Brooke Hovenkamp	8/27/2018, 1:02:48 PM	Brooke Hovenkamp

- 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.



Issues						
Discipline	Title	Status	Attached To	Created By	Last Updated	Updated By
BUILDING	Issue #1	OPEN	C-101	Brooke Hovenkamp	9/27/2018, 1:02:05 PM	Brooke Hovenkamp
BUILDING	Issue #2	OPEN	C-101	Brooke Hovenkamp	9/27/2018, 1:02:05 PM	Brooke Hovenkamp
BUILDING	Issue #3	OPEN	V-101	Brooke Hovenkamp	9/27/2018, 1:02:05 PM	Brooke Hovenkamp
PLANNING	Issue #1	OPEN	V-101	Brooke Hovenkamp	9/27/2018, 1:02:48 PM	Brooke Hovenkamp

## 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.

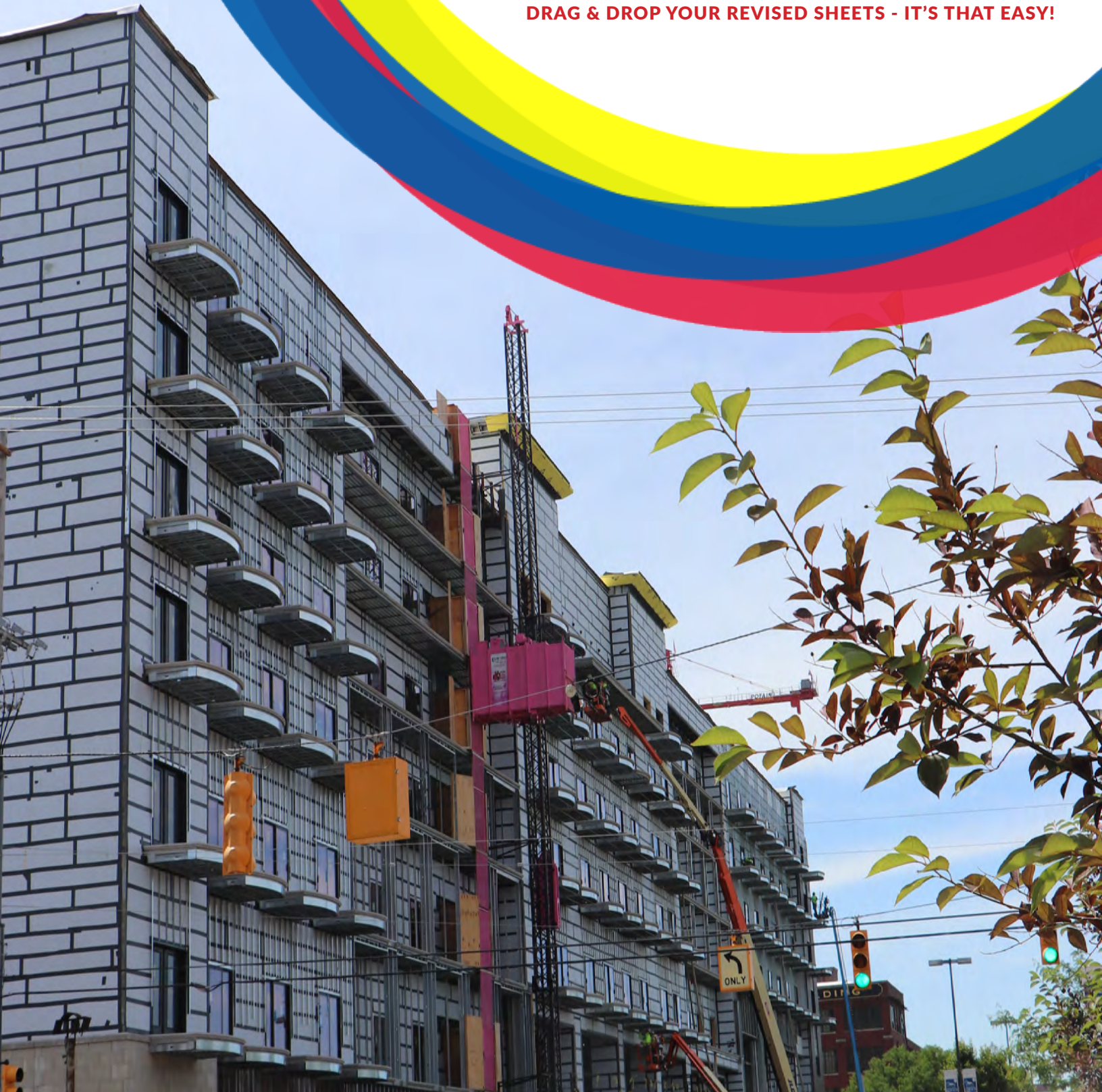
<b>Digital Plan Room</b> Record: BC-NEW-2018-9991						<a href="#">Need help</a>
Record Details	Summary	Uploads	Issues	Conditions	Approved Plans	

Below you will see a list of conditions for this project. This list can be filtered to focus on a desired discipline. You can click on an open condition to view associated mark-ups.

Conditions						
Discipline	Title	Status	Attached To	Created By	Last Updated	Updated By
STORMWATER	Stormwater Condition 1	CONDITION	C-300	Louis Canfield	9/11/2018, 1:14:51 PM	Louis Canfield
STORMWATER	Stormwater Condition 2	CONDITION	1	Louis Canfield	9/11/2018, 1:15:03 PM	Louis Canfield
PLANNING	Planning Condition 1	CONDITION	L-201	Louis Canfield	9/11/2018, 1:15:15 PM	Louis Canfield
MECHANICAL	Mechanical Condition 1	CONDITION	A4.1	Louis Canfield	9/25/2018, 4:10:08 PM	Seth Arthelm
PLANNING	Match Brick	CONDITION	A4.1	William Hordyk	9/25/2018, 2:05:01 PM	William Hordyk
BUILDING	Condition 1	CONDITION	C-205	Brooke Hovenkamp	9/25/2018, 2:05:01 PM	Brooke Hovenkamp
BUILDING	Condition - No Markup	CONDITION	C-300	Louis Canfield	9/12/2018, 4:05:28 PM	Louis Canfield

# 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.

Date	Name	Description	Status	Submitted By	Actions
9/10/2018	First package		Accepted	Seth Authelm	View
9/12/2018	Second package		ReOpened	Seth Authelm	Download Issues
9/12/2018	Revisions		Accepted	Seth Authelm	View
9/17/2018	review package		ReOpened	Seth Authelm	Download Issues
9/12/2018	undefined		New	Julianne Tischhart	Approved/Reopen
9/25/2018	Review Cycle # 1		New	Seth Authelm	Approved/Reopen
9/25/2018	Review Cycle # 2		New	Seth Authelm	Approved/Reopen
9/25/2018	Review Cycle # 3		New	Seth Authelm	Approved/Reopen
9/25/2018	Review Cycle # 4		New	Seth Authelm	Approved/Reopen
9/25/2018	Review Cycle # 5		New	Seth Authelm	Approved/Reopen

## 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.

Record BC-NEW-2018-9992: [Add to cart](#) [Add to collection](#)

Building Permit - Commercial or 3+ Family New or Addition

Record Status: Waiting to Inspect

Record Info Plan Room Payments

Contractors: Your Building, El...  
Summary  
Uploads  
Issues  
Conditions  
Approved Plans

Location  
963 NW RICHMOND S

Inspections can be scheduled online. Click "Record Info" above, then click on "Inspections" [How to Schedule an Inspection Online](#)

- 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.

Digital Plan Room [Need help](#)

Record: BC-NEW-2018-9991

Record Details Summary Uploads Issues Conditions Approved Plans

This page shows a list of plans for this project.

Approved Plans

Name	Type	Created date
Approved Plans	Plans-Reviewed	9/12/2018, 11:33:08 AM

**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](http://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](mailto:devcenter@grcity.us).



CITY OF GRAND RAPIDS DEVELOPMENT CENTER

# 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](http://www.grandrapids.gov/eplanreview)



CITY OF GRAND RAPIDS DEVELOPMENT CENTER

# **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](http://www.grandrapids.gov/eplanreview)





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](http://www.grandrapidsmi.gov/eplanreview)**

##### Plan Digitization Fees

First Page: \$15  
Each Additional  
Page: \$5



Join the Development Center and Local Professionals to be on the forefront of what is happening in the City. Learn how to navigate through the permitting process with ease and avoid design mishaps. With topics such as Accessibility & Universal Design, Best Practices for Process Intensive Design and More we encourage you to come and be a part.

You'll have a chance to network, ask questions and gain insight on resources available to you.

# Join us

for another  
**Lunch and Learn**  
**series event!**

**ePlan Room**  
**Electronic Plan Review**

Presented by  
The Development Center

**November 13, 2018**  
**Noon - 1:00 p.m.**  
**1120 Monroe NW, Room 201**

**Lunch will be provided**