



CITY OF MILPITAS

ePlan Review User Guide

OFFICE OF BUILDING SAFETY

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INTRODUCTION

Electronic plan submittal (ePlan) is a web-based solution which allows drawings and documents to be submitted electronically and have each city department perform their review, add a status, write a list of comments and place markups on the drawings. The City of Milpitas has selected *ProjectDox* by Avolve Software to provide its ePlan services. *ProjectDox* works with the city's permitting software allowing applicants to submit, have plan reviews completed, receive and respond to plan check comments, have projects approved and permits issued with the applicant never having to come into city hall.

This Manual provides basic information on the steps involved in using *ProjectDox* software for the Milpitas Office of Building Safety's ePlan Review Submittal process. The ePlan Review Submittal process replaces submitting paper plans at the Permit Center.

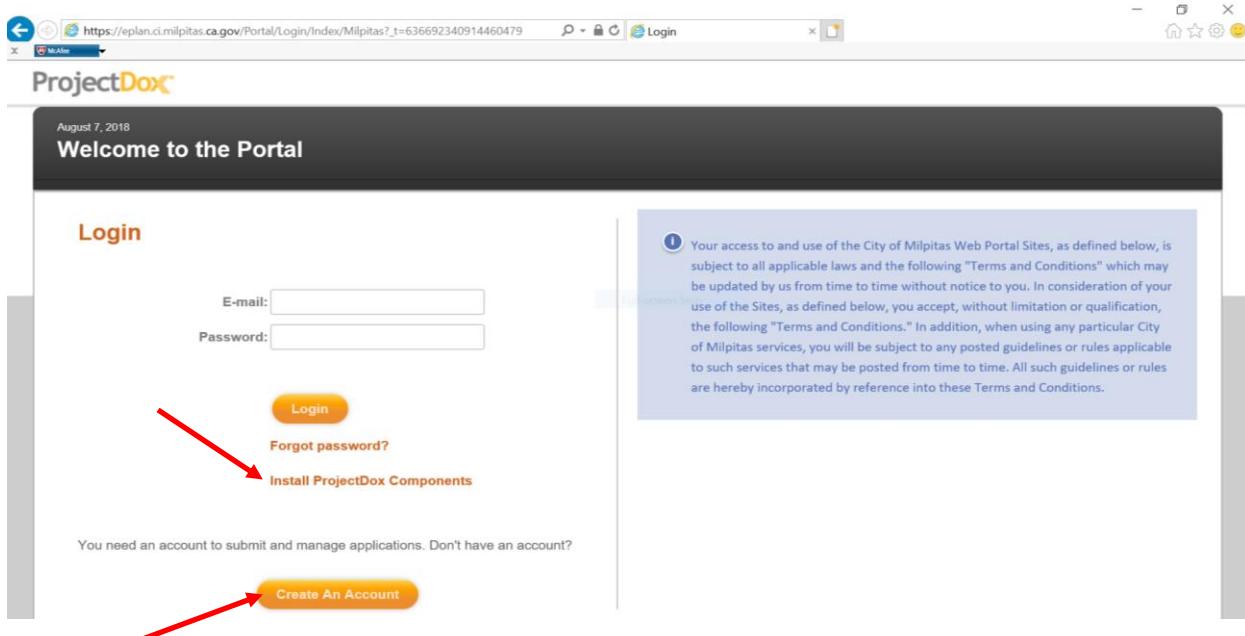
Additional information may be found by selecting the question (?) mark on each screen.

While most any browser will work, only Microsoft Internet Explorer (not Edge) will give you access to all of the software's features. Be sure your pop-up blockers are turned off.

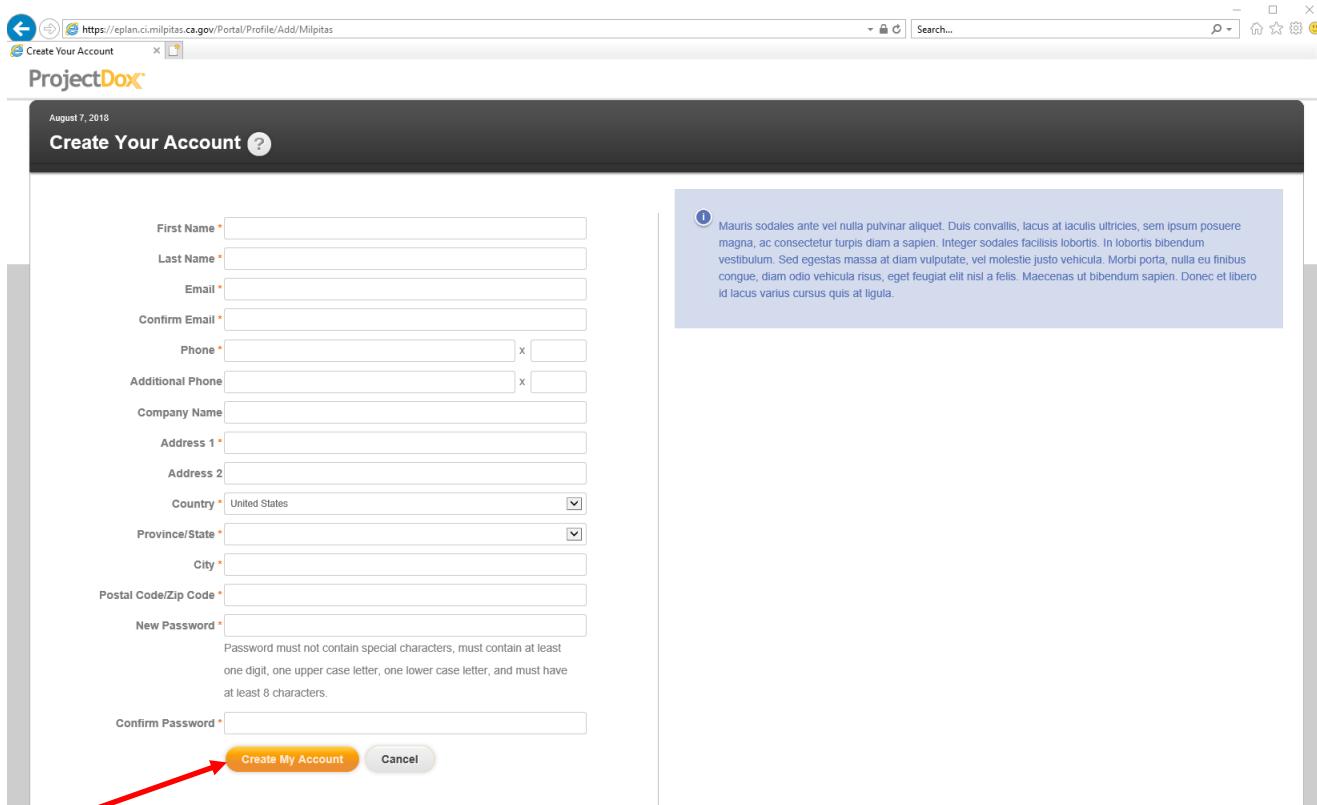
To log into ProjectDox, go to <https://eplan.milpitas.gov/> and it will take you to the Portal (login) screen. Frequent users should create a shortcut to the Portal. **The system works best with any browser (Chrome, Firefox and Edge)**

FIRST TIME USER

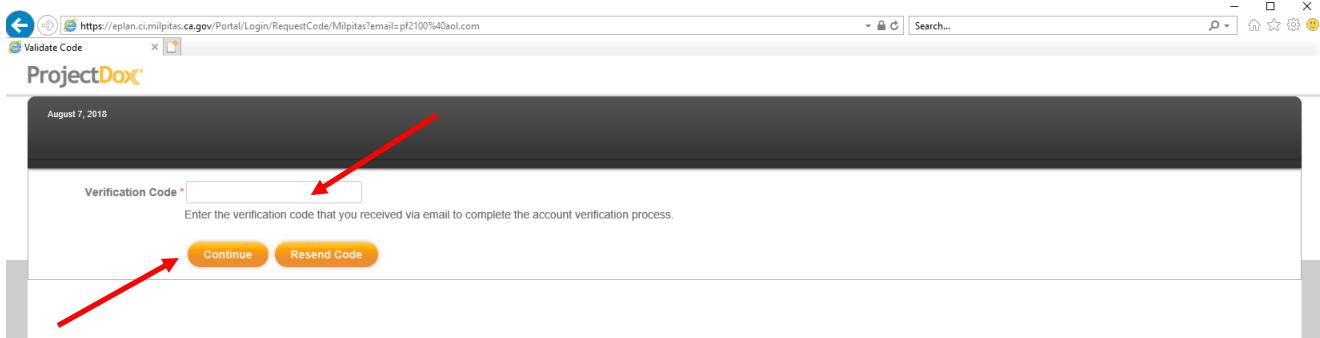
First time users will need to download the *ProjectDox* Components to have access to all of the features and then create an account.



After you have downloaded the Components, select “Create an Account” and answer all of the questions on the Create Your Account screen. All questions with an * are mandatory. When done, select “Create My Account”. You can return to update this information by selecting the “Profile” button on the Main Tool Bar.



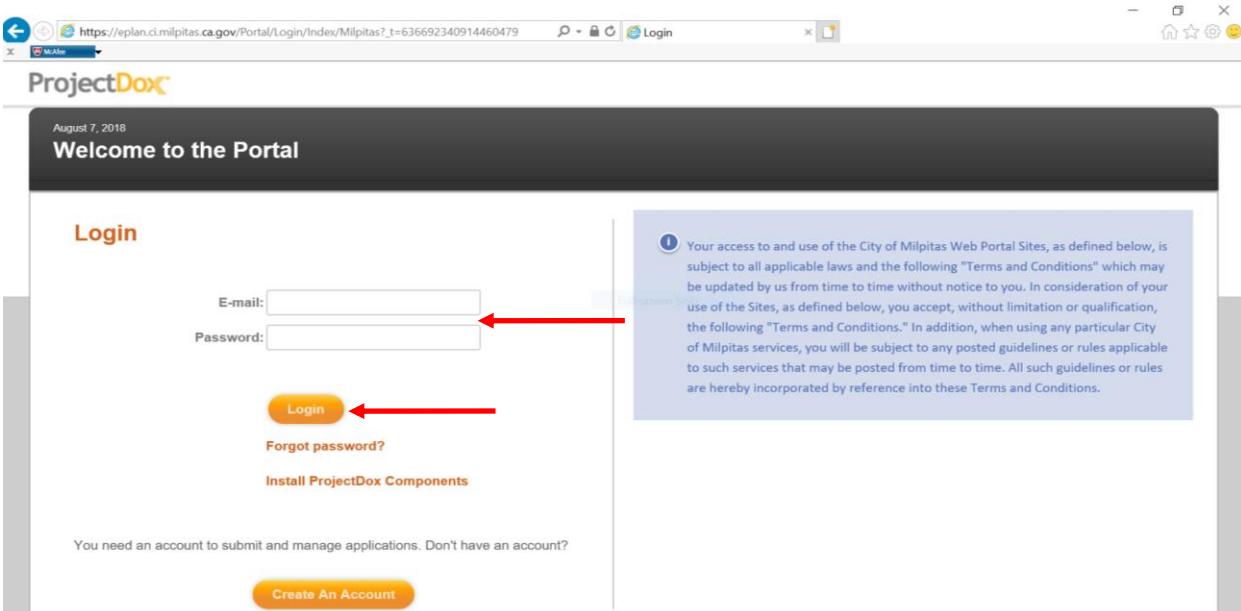
After you select “Create My Account”, you will receive a verification code sent to the email address in your profile. Enter the code and select “Continue”.



Now you can login and go to your home page. Here you will be able to start a new application and manage existing projects.

RETURNING USERS

Go to <https://eplan.milpitas.gov/> and login on the Portal screen.



This will take you to the home screen.

To begin a new project, enter a Request Type (use the drop down menu to select a Building Permit, Alternate Materials & Methods, Deferred Submittal, Revision or Unreasonable Hardship application) and then enter the Request Name. The Request Name should be in the following format:

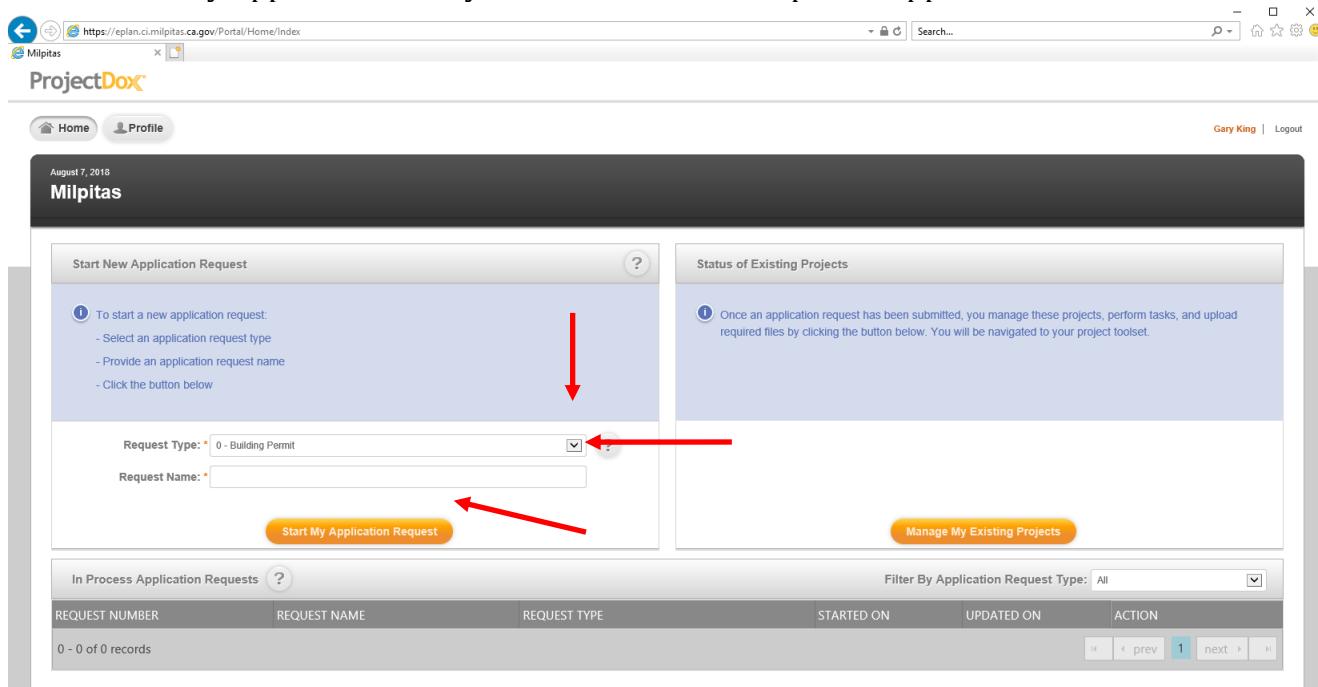
Commercial and Development Project:

"[BUSINESS NAME]: Project Description" (For Example: "BURGER KING: Tenant Improvement")
"[DEVELOPMENT PROJECT NAME: Project Description" (For Example: "CERANO APARTMENTS: New Apartment Building)

Residential Project:

"[PROPERTY OWNER LAST NAME] RESIDENCE: Project Description" (For Example: "PANG RESIDENCE: Addition and Remodel")

Select "Start My Application" and you will be taken to the permit application form.

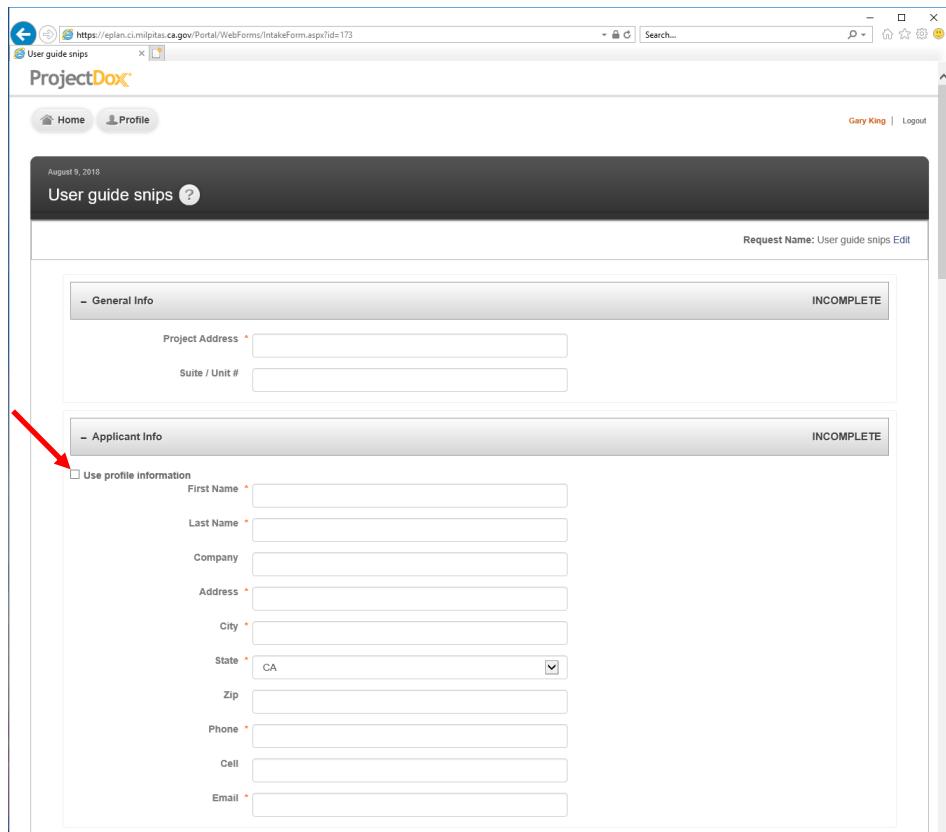


The screenshot shows the Milpitas ePlan Review User Guide interface. The top navigation bar includes links for Home, Profile, and Logout. The main content area is titled "Start New Application Request". It contains instructions: "To start a new application request: - Select an application request type - Provide an application request name - Click the button below". Below these instructions are two input fields: "Request Type: * 0 - Building Permit" and "Request Name: *". A red arrow points to the "Request Type" dropdown. Another red arrow points to the "Request Name" input field. At the bottom of this section is a large orange button labeled "Start My Application Request". To the right of this section is a "Status of Existing Projects" panel with instructions and a "Manage My Existing Projects" button. Below these sections is a table titled "In Process Application Requests" with columns for REQUEST NUMBER, REQUEST NAME, REQUEST TYPE, STARTED ON, UPDATED ON, and ACTION. The table shows "0 - 0 of 0 records". A "Filter By Application Request Type" dropdown is also present.

Fill out all of the information on the form noting those questions with an * are mandatory.

General information – include the entire street address including suite number where applicable. City and state should not be entered (all projects will be in Milpitas or you are applying for a permit from the incorrect city).

Applicant info – enter all of the information requested. You can check the box “use profile information” to duplicate the information that is in your profile.



The screenshot shows a web-based application for project intake. At the top, the URL is https://eplan.ci.milpitas.ca.gov/Portal/Webforms/IntakeForm.aspx?id=173. The page title is "User guide snips". The top right shows the user "Gary King" and a "Logout" link. The main content area has a dark header bar with the text "User guide snips". Below this, the "Request Name" is "User guide snips" with an "Edit" link. The form is divided into sections:

- General Info** (INCOMPLETE):
 - Project Address *
 - Suite / Unit #
- Applicant Info** (INCOMPLETE):
 - Use profile information
 - First Name *
 - Last Name *
 - Company
 - Address *
 - City *
 - State *
 - Zip
 - Phone *
 - Cell
 - Email *

You can select the minus (-) sign next to the description to collapse the information box and the plus (+) will expand it.

In the other boxes you can use the “Same as Applicant” to duplicate the information in the Applicant box.

– Tenant Info (optional)

Same as Applicant

First Name:

Last Name:

Company:

Address:

City:

State: CA

Zip:

Phone:

Cell:

Email:

Property Owner, Tenant Info, Designer Info and Contractor Info – please fill out each section as complete as possible. If the contractor has not been selected, leave blank.

Project Description – If the contractor’s license is not known enter N/A. In the project description box, write a brief description of the scope of work. Any answer not known can be left blank unless it has an * after the questions.

Signature – Click on the plus (+) to expand this section and select “Click to Acknowledge” and select “Submit Request”.

– Signature INCOMPLETE

I certify that I have read this application and state that the information is correct. I agree to comply with all city and county ordinances and state laws relating to building construction and hereby authorize representatives of this city to enter upon the above-mentioned property for inspection purposes.

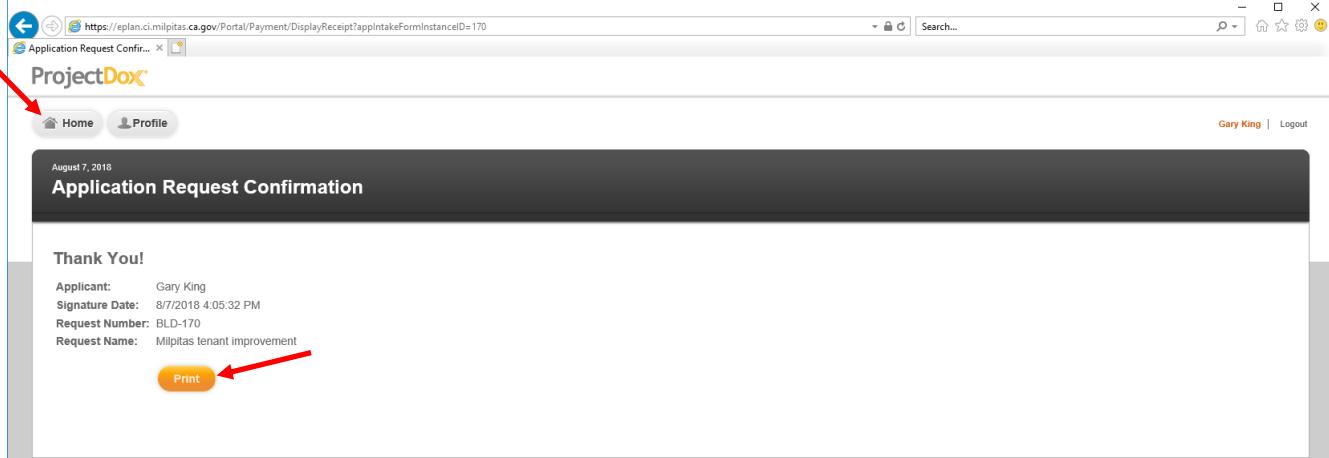
* Click to Acknowledge.

Applicant: Gary King Signature date:

Save for Later

You will then see a confirmation of your application request. You can select Print to print this information including the temporary application number.

Next, select “Home” to take you back to the home screen.



The screenshot shows a web browser window for 'ProjectDox' at the URL <https://eplan.ci.milpitas.ca.gov/Portal/Payment/DisplayReceipt?applntakeFormInstanceID=170>. The page title is 'Application Request Confirmation' and the date is 'August 7, 2018'. The content area displays 'Thank You!' and applicant information: Gary King, 8/7/2018 4:05:32 PM, BLD-170, Milpitas tenant improvement. At the bottom left of this area is an orange 'Print' button, which is also highlighted with a red arrow. The top right corner shows 'Gary King | Logout'.

Before proceeding, you should now prepare your documents for uploading.

Our file standards for receiving documents are as follows:

Drawings:

- All drawings must be uploaded in PDF format.
- **Each drawing sheet saved in one file.** (For example, if your project has total 23 sheets, there shall be 23 pdf files of drawings.)
- Each file (drawing sheet) shall be named with the sheet number and sheet name (For example, “A1 - First Floor Plan”)
- A file with the sheet index named as **“0-Index”** shall be uploaded. Note that filename must start with “0”.
- A file with the Title Sheet of the entire drawing package named as **“0-Cover Sheet”** shall be uploaded. Note that filename must start with “0”.
- A separate file with all combined drawing sheets shall also be uploaded and named as **“0-[Project Name] - Combined Set”**. The sheets in the file shall be ordered in the same order as the sheet index. Note that filename must start with “0”.

Documents (structural calculations, soils report, hydrology calculations, etc.):

- All documents must be uploaded in PDF format.
- Each document shall be saved in a separate file.
- Name of the document file shall start with the submittal cycle no. and followed by the document name. (For example, structural calculations submitted in the 1st cycle shall be named as **“1-Structural calculations”**; structural calculations submitted in the 2nd cycle shall be named as **“2-Structural calculations”**, etc.)

Note: Any submittal which does not follow the standard of this guideline will be required to be corrected and will delay the submittal process.

Now that you have prepared your documents, from the home screen select “Manage My Existing Projects”.

Start New Application Request

To start a new application request:

- Select an application request type
- Provide an application request name
- Click the button below

Request Type: * 0 - Building Permit

Request Name: *

Start My Application Request

Status of Existing Projects

Once an application request has been submitted, you manage these projects, perform tasks, and upload required files by clicking the button below. You will be navigated to your project toolset.

Manage My Existing Projects

Select the “Task” tab. You should see your project on the list below. If not, select refresh and it should now appear. All of the tasks you are asked to do will appear under the “Task” window.

Select the “Applicant Upload Task” in the second column.

Tasks (PF) Projects

Refresh Save Settings

OPTIONS	TASK	PROJECT	INSTANCE	GROUP	ASSIGNMENT TYPE	STATUS	PRIORITY	DUUE DATE	CREATED
	Applicant Upload Task	BLD-170	BLD-170 - Building Template - 8/7/2018 4:08:20 PM	Applicant	FirstInGroup	Pending	Medium	8/4/2018 4:08:26 PM	8/7/2018 4:08:26 PM

1 - 1 of 1 records

After you accept the task, the Applicant Upload window will open.

From this window, you will upload the project drawings, documents and other attachments.

First, select the destination folder (“Drawings” or “Documents”).

Then select “Select Files to Upload”.

APPLICANT UPLOAD



Project Information | Resources | Application Information

Project Name BLD-170
Description Milpitas tenant improvement
Status Applicant Upload
Created on 8/7/2018 4:08:20 PM

Task Instructions

After you have successfully uploaded all required plans and documents, please click the (Upload Complete) button.

Project: BLD-170

Select destination folder for files:

- BLD-170
 - Drawings
 - Documents
 - Reviewer Attachments

Red arrow pointing to the 'Documents' folder in the tree view.

Add Group Members

First Name	Last Name	Email	Invite to Group	
------------	-----------	-------	-----------------	--

Red arrow pointing to the 'First Name' input field.

Remove Group Members

Remove from Group	User	
-------------------	------	--

Red arrow pointing to the 'View Only' dropdown.

Gary King (gking@ci.milpitas.ca.gov)

Remove User

I have uploaded all required drawings and/or documents.

[Upload Complete - Notify Jurisdiction](#) [Save for Later](#)

You can select “Browse For Files” or drag files into the window.

After you have selected some or all of the files, select “Upload Files”, then select “close” on the pop-up window. This will add them to the upload window but does not upload them to the city server.

https://eplan.ci.milpitas.ca.gov/ProjectDox/Html5Upload.aspx?noRefresh=true&FolderID=538 - Internet Explorer

Close Window

Folder: BLD-170\Documents

[Upload Files](#) [Upload URL](#)

Browse For Files
Browse for files or drag files into this area.

[Browse For Files](#) [Upload Files](#)

Red arrows pointing to the 'Browse For Files' and 'Upload Files' buttons.

You will now see the plans you have selected for upload to the city. If you need to add additional drawings, select “Select Files to Upload” and repeat the process above.

To select another folder (like “Documents”), select “View Folders” and select the folder you want to upload to and repeat the process above.

Under “Add Group Members”, you can add or remove additional members of this project, such as other members of your team. This will allow them to access and view the project.

If you need to leave the screen before you have finished the upload, select “Save for Later” at the bottom of the screen. You can return later and finish the upload.

Once all files and documents have been uploaded, check the box next to “I have uploaded all required drawings and/or documents” and select “Upload Complete – Notify Jurisdiction” at the bottom.

The screenshot shows the 'APPLICANT UPLOAD' screen. At the top, there are tabs for 'Project Information', 'Resources', and 'Application Information'. The 'Application Information' tab is active. The 'Project Name' is listed as 'REV-176' with a description of 'Test revision'. The 'Status' is 'Applicant Upload' and it was 'Created on' 8/9/2018 3:23:26 PM. Below this is a 'Task Instructions' section with a note: 'After you have successfully uploaded all required plans and documents, please click the (Upload Complete) button.' The 'Project: REV-176' section shows a file tree with 'REV-176\Drawings' containing 'Sheet 1 of 6.pdf', 'Sheet 2 of 6.pdf', 'Sheet 3 of 6.pdf', 'Sheet 4 of 6.pdf'. Red arrows point to the 'Select Files to Upload' button and the 'View Folders' button. The 'Add Group Members' section has fields for 'First Name', 'Last Name', 'Email', and 'Invite to Group' (with 'View Only' selected). The 'Remove Group Members' section has a 'Remove from Group' dropdown set to 'View Only' and a 'User' dropdown. A red arrow points to the checkbox 'I have uploaded all required drawings and/or documents.' at the bottom. At the very bottom are buttons for 'Upload Complete - Notify Jurisdiction' and 'Save for Later'.

Select the “Projects” tab and you will see all of your projects. Under the “Status” tab, you will see the status of your projects. In the sample below, project #REV-176 shows the status as “Prescreen”. This indicates your application and uploaded documents are being reviewed by a Permit Technician.

https://eplan.ci.milpitas.ca.gov/ProjectDox/ViewProjects.aspx?TempPassword=False

Milpitas Milpitas ProjectDox - PDOXWEB

CITY OF MILPITAS

Tasks (PF) Projects

All Projects Refresh Save Settings

Recent Projects All Projects

Show 16 records

PROJECT	OPTIONS	DESCRIPTION	OWNER	STATUS	CREATE DATE
8-BP18-0093	① ② ③	Milpitas office tenant improvement	Project Creator	Pending Plan Fees	8/9/2018 9:33:26 AM
BLD-175	① ② ③	Test project	Project Creator	Applicant Upload	8/9/2018 3:18:26 PM
REV-176	① ② ③	Test revision	Project Creator	Prescreen	8/9/2018 3:23:26 PM

1 - 3 of 3 records

If they discover anything missing, they will return the project back to you assigning you a task to upload additional information.

This will show the status as “Prescreen corrections”. Select the project number, in this case “BLD-180”.

https://eplan.ci.milpitas.ca.gov/ProjectDox/ViewProjects.aspx?TempPassword=False

Milpitas Milpitas ProjectDox - PDOXWEB

CITY OF MILPITAS

Tasks (PF) Projects

All Projects Refresh Save Settings

Recent Projects All Projects

Show 18 records

PROJECT	OPTIONS	DESCRIPTION	OWNER	STATUS	CREATE DATE
8-BP18-0092	① ② ③	Milpitas tenant improvement	Project Creator	In Review	8/7/2018 4:08:20 PM
BLD-180	① ② ③	Revision	Project Creator	Prescreen Corrections	8/13/2018 3:28:38 PM
BLD-181	① ② ③	Revision again	Project Creator	Applicant Upload	8/13/2018 3:33:38 PM

1 - 3 of 3 records

This will open the task window. Select “Prescreen Corrections Task” and accept the task.

https://eplan.ci.milpitas.ca.gov/ProjectDox/Frame.aspx?ProjectID=144

Milpitas Milpitas ProjectDox - PDOXWEB

CITY OF MILPITAS

BLD-180

Main Contact: Expand current | Collapse | ✓

Revision

Project Reports Project Tasks | ① ② ③ | Codes

BLD-180

- Drawings (4 Files - 4 New)
- Documents
- Reviewer Attachments

Task List

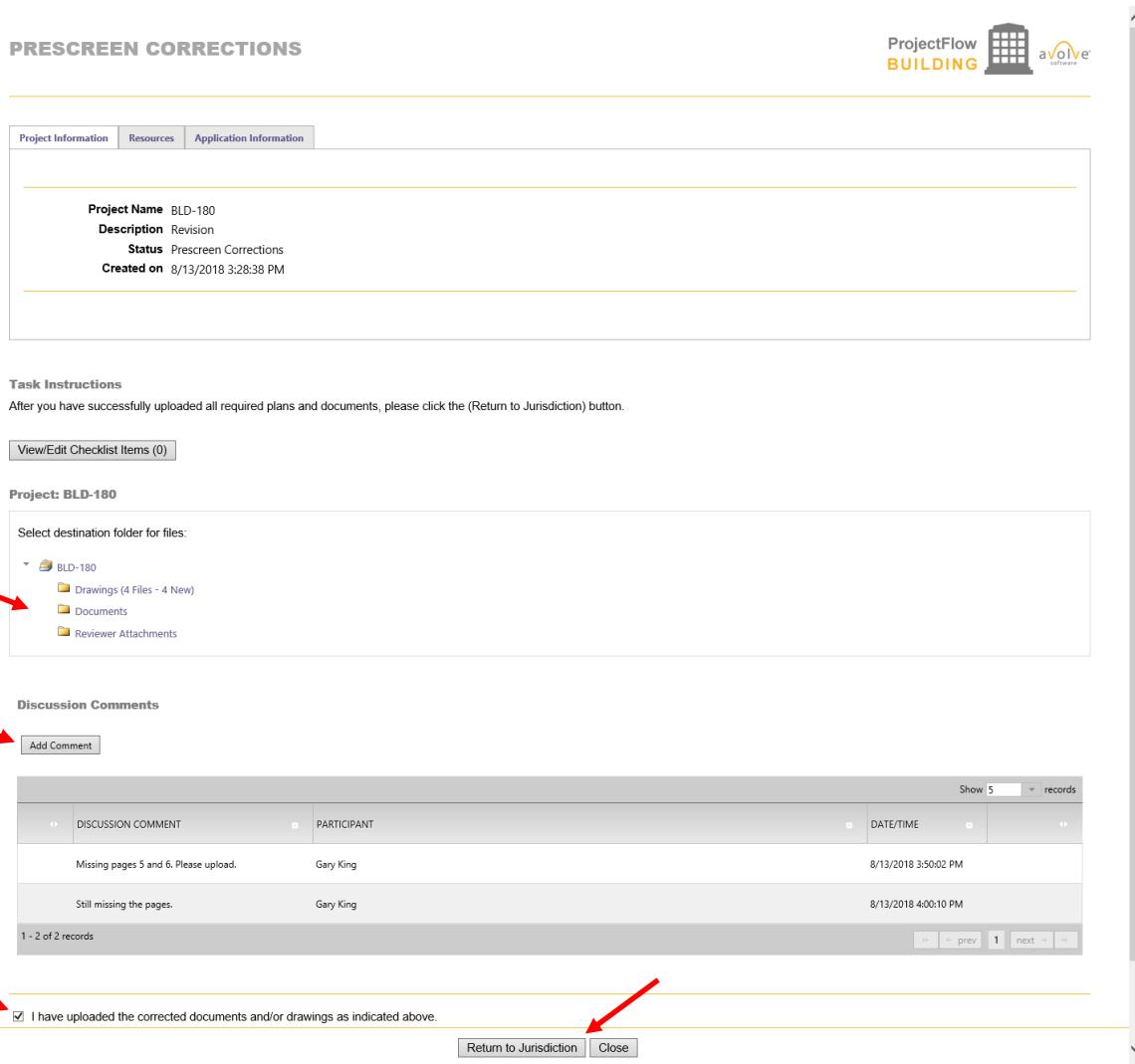
Refresh Save Settings

OPTIONS	TASK	PRO...	INST...	GRO...	ASSI...	STA...	PRI...	DUE...	CRE...	ADD...	DES...
① ② ③	Prescreen Corrections Task	BLD-180	Building Template -	Applicant	FirstInGro...	Accepted	▲ Medi...	8/27/2018 3:50:24 PM	8/13/2018 3:50:24 PM		

1 - 1 of 1 records

This will open the “Prescreen Corrections” window. You will see the comments from the Permit Technician under “Discussion Comments”. Please respond to the comments by selecting “Add Comment” and provide your written response and by uploading the missing documents. Select which folder you want to upload to and the “Select Files to Upload” button will become available. Proceed with uploading

documents as described above. When complete, check the “I Have Uploaded” box and select “Return to Jurisdiction”.



PRESCREEN CORRECTIONS

Project Name: BLD-180
Description: Revision
Status: Prescreen Corrections
Created on: 8/13/2018 3:28:38 PM

Task Instructions
After you have successfully uploaded all required plans and documents, please click the (Return to Jurisdiction) button.

[View/Edit Checklist Items \(0\)](#)

Project: BLD-180

Select destination folder for files:

- BLD-180
 - Drawings (4 Files - 4 New)
 - Documents
 - Reviewer Attachments

Discussion Comments

[Add Comment](#)

DISCUSSION COMMENT	PARTICIPANT	DATE/TIME
Missing pages 5 and 6. Please upload.	Gary King	8/13/2018 3:50:02 PM
Still missing the pages.	Gary King	8/13/2018 4:00:10 PM

1 - 2 of 2 records

I have uploaded the corrected documents and/or drawings as indicated above.

[Return to Jurisdiction](#) [Close](#)

This will return the status back to Prescreen.

When the submittal is determined by the Permit Technician to be complete, they will create the permit in our permitting software (TrakIt) and calculate the fees within two business days.

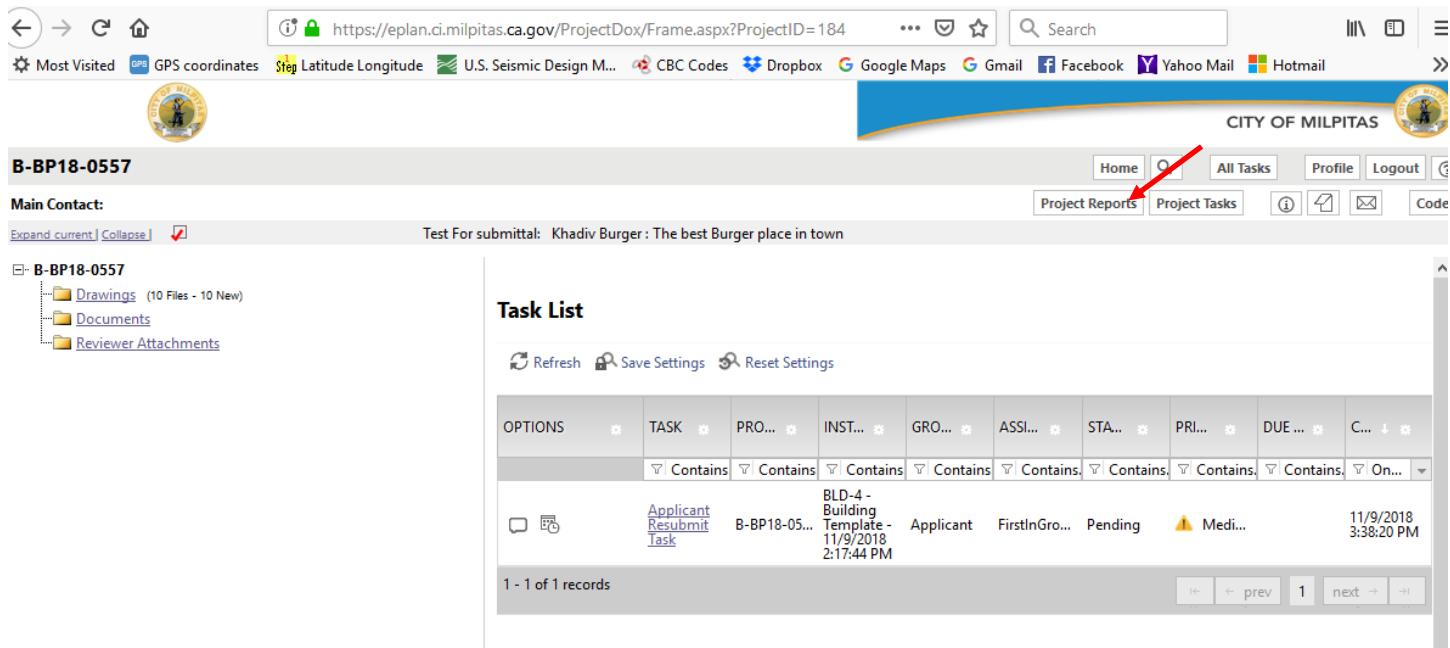
Once the fees have been calculated, you will be emailed the invoice along with instructions on how payment can be made.

After fees have been paid, you shall reply to the email with a copy of the receipt. Once the receipt is received, the permit will be processed and various staff members will be assigned to review the project.

After all reviews have been completed, you will be assigned a new task to respond to comments or will be notified the project has been approved and final fees are being calculated.

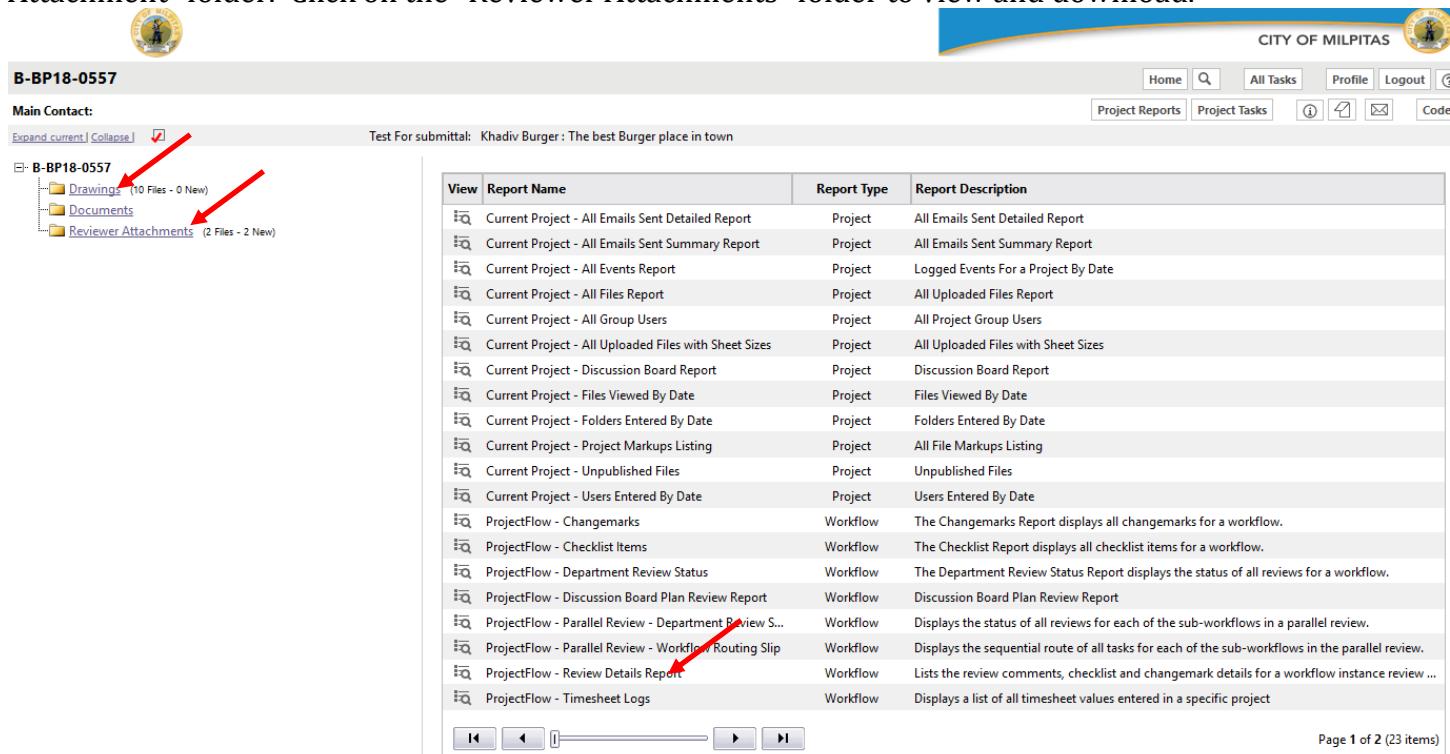
VIEWING AND RESPONDING TO COMMENTS

When the project has been reviewed with comments, you will be notified by email. Log in and select the project number to open the project screen. View project status and comments by selecting “Project Reports” tab to open the list of available project reports.



The screenshot shows the ePlan Review interface for project B-BP18-0557. The main navigation bar includes links for Home, All Tasks, Profile, and Logout. The 'Project Reports' tab is highlighted with a red arrow. The left sidebar shows project documents: Drawings (10 files - 10 New), Documents, and Reviewer Attachments. The central 'Task List' section displays a single task: BLD-4 - Building Applicant Resubmit Task, with details: B-BP18-0557, Template - 11/9/2018 2:17:44 PM, Applicant, FirstInGro..., Pending, Medi..., and a timestamp of 11/9/2018 3:38:20 PM. The bottom of the screen shows a footer with links for Home, All Tasks, Profile, and Logout.

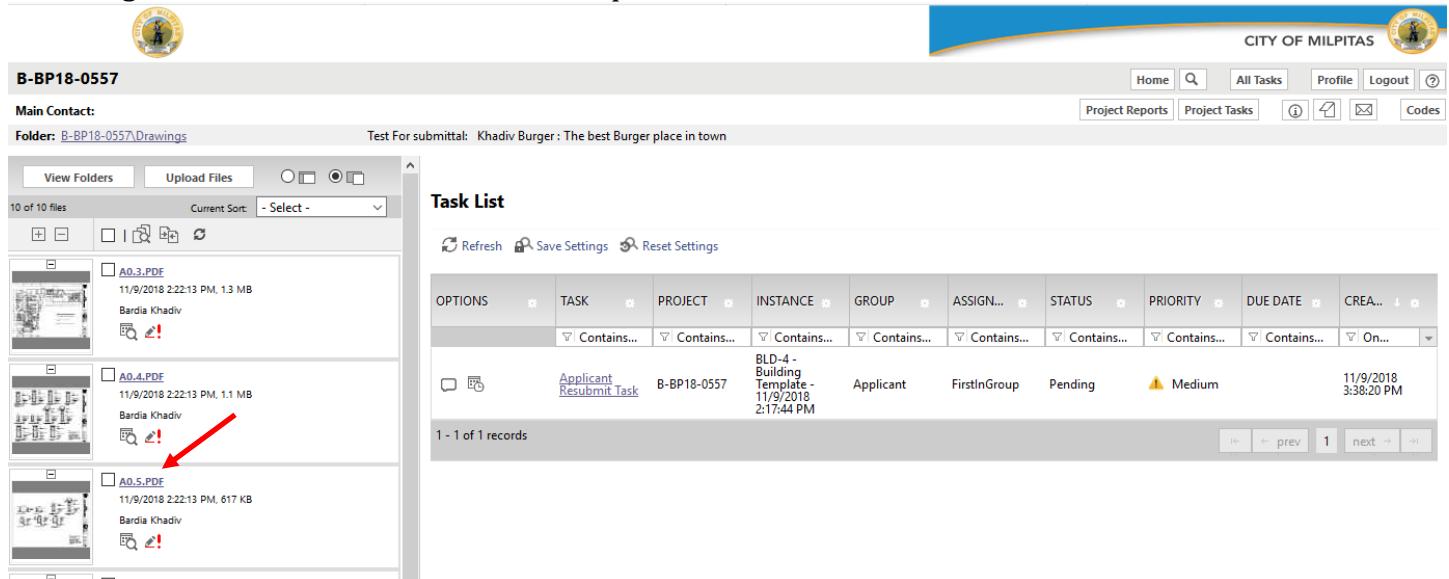
Select “ProjectFlow – Review Details Report” to view the list of “Checklist” comments, “Changemark” comments and “Reviewer comments”. Click on the “+” sign on the applicable columns “Cycle”, “Department”, “Reviewer” in the report to expand the list to view each type of comments. If there are attachments from the reviewers, the no. of attachment files will be indicated in the “Reviewer Attachment” folder. Click on the “Reviewer Attachments” folder to view and download.



The screenshot shows the ePlan Review interface for project B-BP18-0557. The 'Project Reports' tab is highlighted with a red arrow. The left sidebar shows project documents: Drawings (10 files - 0 New), Documents, and Reviewer Attachments (2 files - 2 New). The central 'Project Reports' section lists various reports with their details. The 'Reviewer Attachments' folder is highlighted with a red arrow. The bottom of the screen shows a footer with links for Home, All Tasks, Profile, and Logout.

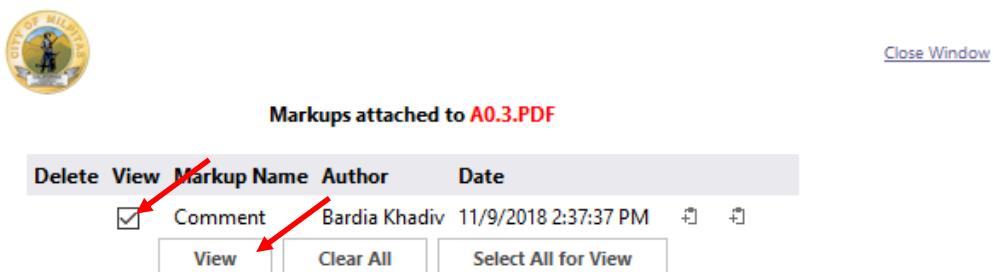
View	Report Name	Report Type	Report Description
Current Project - All Emails Sent Detailed Report	Project	All Emails Sent Detailed Report	
Current Project - All Emails Sent Summary Report	Project	All Emails Sent Summary Report	
Current Project - All Events Report	Project	Logged Events For a Project By Date	
Current Project - All Files Report	Project	All Uploaded Files Report	
Current Project - All Group Users	Project	All Project Group Users	
Current Project - All Uploaded Files with Sheet Sizes	Project	All Uploaded Files with Sheet Sizes	
Current Project - Discussion Board Report	Project	Discussion Board Report	
Current Project - Files Viewed By Date	Project	Files Viewed By Date	
Current Project - Folders Entered By Date	Project	Folders Entered By Date	
Current Project - Project Markups Listing	Project	All File Markups Listing	
Current Project - Unpublished Files	Project	Unpublished Files	
Current Project - Users Entered By Date	Project	Users Entered By Date	
ProjectFlow - Changemarks	Workflow	The Changemarks Report displays all changemarks for a workflow.	
ProjectFlow - Checklist Items	Workflow	The Checklist Report displays all checklist items for a workflow.	
ProjectFlow - Department Review Status	Workflow	The Department Review Status Report displays the status of all reviews for a workflow.	
ProjectFlow - Discussion Board Plan Review Report	Workflow	Discussion Board Plan Review Report	
ProjectFlow - Parallel Review - Department Review S...	Workflow	Displays the status of all reviews for each of the sub-workflows in a parallel review.	
ProjectFlow - Parallel Review - Workflow Routing Slip	Workflow	Displays the sequential route of all tasks for each of the sub-workflows in the parallel review.	
ProjectFlow - Review Details Report	Workflow	Lists the review comments, checklist and changemark details for a workflow instance review ...	
ProjectFlow - Timesheet Logs	Workflow	Displays a list of all timesheet values entered in a specific project	

Any “Changemark” comments on the drawings made by the reviewers may be viewed by clicking on the “Drawings” folder and select the icon with a pen and red exclamation mark.



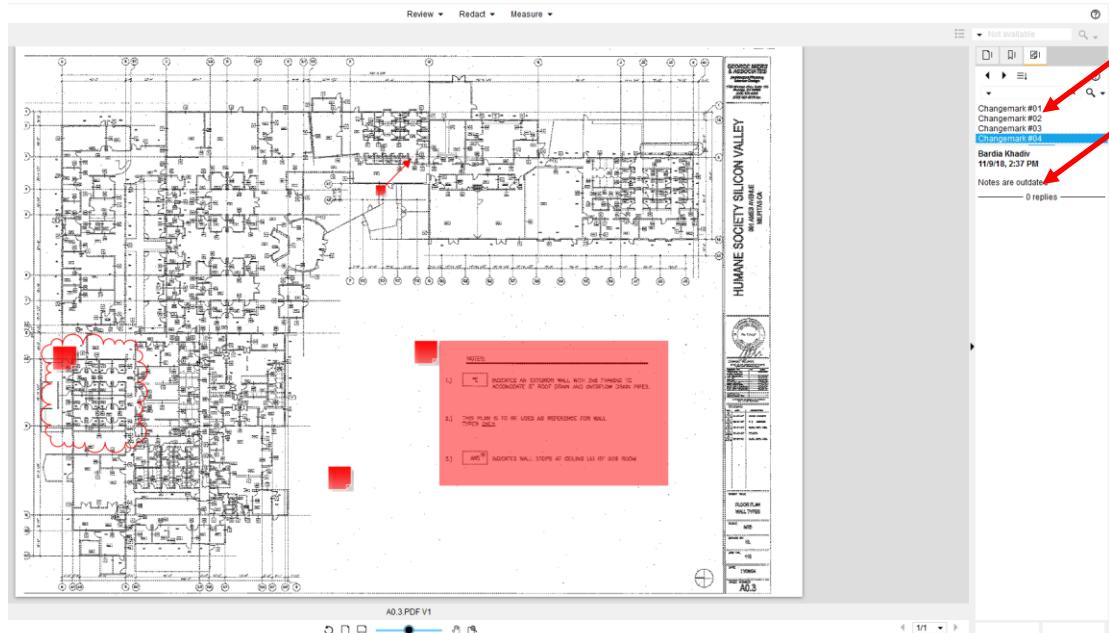
The screenshot shows the City of Milpitas ePlan Review interface. On the left, there is a file browser window titled "B-BP18-0557" showing three PDF attachments: A0.3.PDF, A0.4.PDF, and A0.5.PDF. Each attachment has a small icon with a red exclamation mark and a pen. On the right, the "Task List" is displayed with one record: "Applicant Resubmit Task" for project B-BP18-0557, assigned to "Applicant" in "FirstInGroup" status, with a due date of 11/9/2018 at 3:38:20 PM. The status is "Pending" and the priority is "Medium".

The “Markups attached to filename.pdf” window will open. Select the box of the “Markup Name” and select “View” to open the marked up drawings to view the “Changemark” comments.



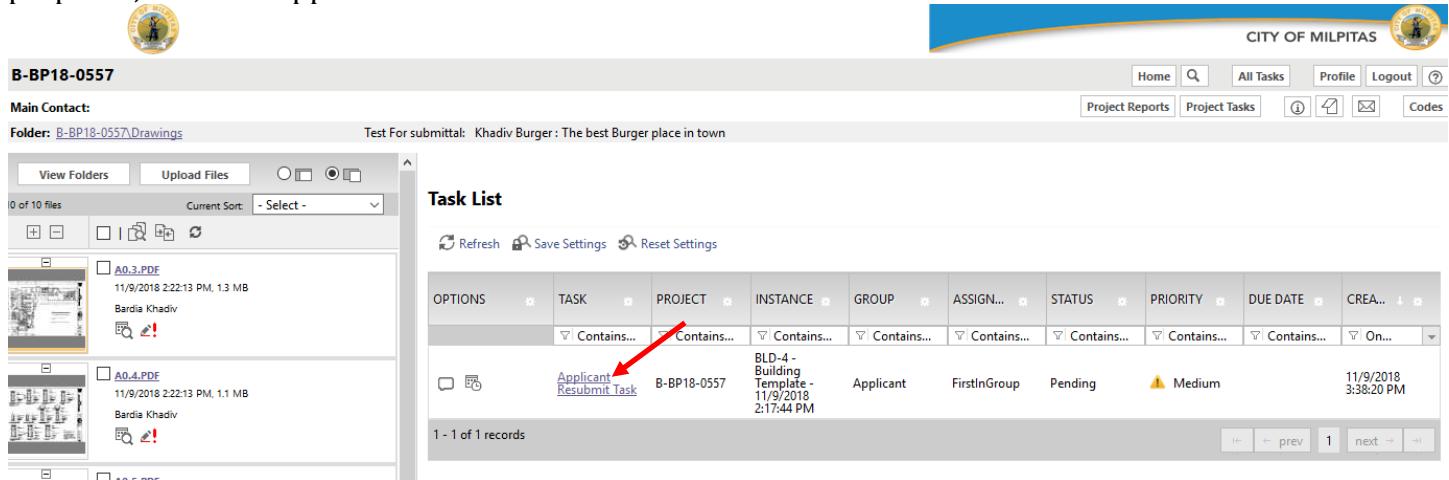
The screenshot shows the "Markups attached to A0.3.PDF" window. At the top, there is a toolbar with "Delete", "View", "Markup Name", "Author", and "Date". Below the toolbar, a table lists a single markup entry: "Comment" by "Bardia Khadiv" on "11/9/2018 2:37:37 PM". The "View" button is highlighted with a red arrow. At the bottom of the table are "Clear All" and "Select All for View" buttons.

A new window showing the “Changemark” comments on the selected “Markup Name” layer will open. The list of “Changemark” is shown on the right side and the comments for each “Changemark” can be viewed in the box below. View each “Changemark” comment by clicking on each “Changemark” item on the list above.



The screenshot shows the ePlan Review interface with a drawing on the left and a "Changemark" list on the right. The drawing has several red highlights and annotations. The "Changemark" list on the right shows four items: "Changemark #01", "Changemark #02", "Changemark #03", and "Changemark #04". The first item is selected, and its details are shown in a box: "Bardia Khadiv 11/9/18, 2:37 PM" and "Notes are outside".

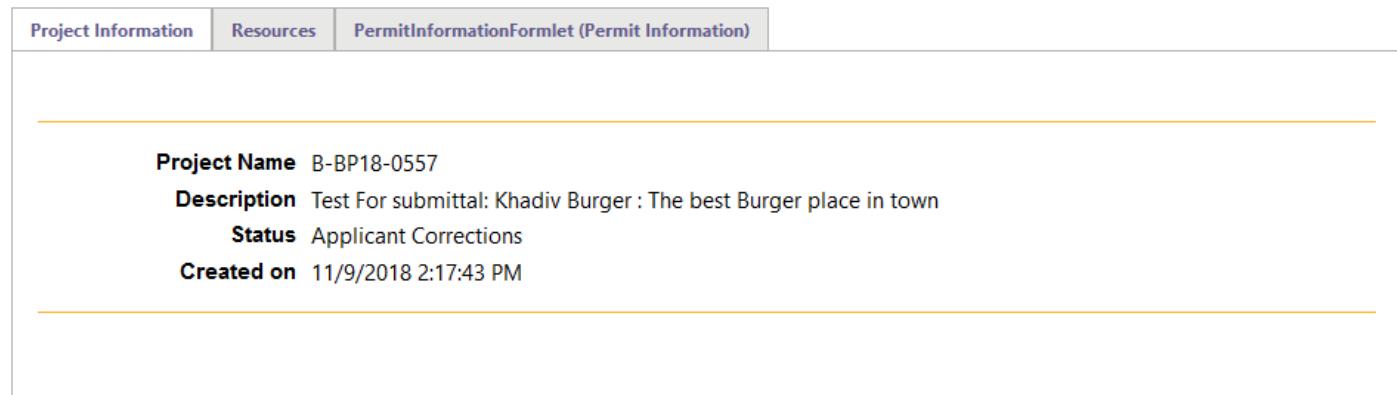
After reviewing all the comments under “Changemark” and “Checklist” and resubmittal package is prepared, click on “Applicant Resubmit Task”.



The screenshot shows the 'Task List' page of the ePlan system. The task 'Applicant Resubmit Task' is highlighted with a red arrow. The task details are as follows:

OPTIONS	TASK	PROJECT	INSTANCE	GROUP	ASSIGN...	STATUS	PRIORITY	DUUE DATE	CREA...
	A0.3.PDF 11/9/2018 2:22:13 PM, 1.3 MB Bardia Khadiv View/Edit	A0.4.PDF 11/9/2018 2:22:13 PM, 1.1 MB Bardia Khadiv View/Edit	B-BP18-0557 BLD-4 - Building Template - 11/9/2018, 2:17:44 PM	Applicant	FirstInGroup	Pending	Medium	11/9/2018 3:38:20 PM	

The “Applicant Resubmit” window will open. If there are attachments from the reviewer, it will be Click on “View/Edit Changemark Items”

Project Name: B-BP18-0557
Description: Test For submittal: Khadiv Burger : The best Burger place in town
Status: Applicant Corrections
Created on: 11/9/2018 2:17:43 PM

Task Instructions

After you have successfully uploaded all required plans and documents, please click the (Resubmit Complete) button.

[View/Edit Changemark Items \(8\)](#) [View/Edit Checklist Items \(7\)](#)

Project: B-BP18-0557

Select destination folder for files:

- ▼  B-BP18-0557
 - 📁 Drawings (10 Files - 10 New)
 - 📁 Documents
 - 📁 Reviewer Attachments

The “Workflow Review Changemark Viewer” window will open.

Workflow Review Changemark Viewer

Refresh Save Settings Review Cycle: All Group: All

REF #	STATUS	FILE IMAGE	DEPARTMENT	CYCLE	UPDATED BY	FILE NAME
8	Unresolved		B-Architectural	1	Bardia Khadiv	A0.5.PDF
5	Unresolved		B-Architectural	1	Bardia Khadiv	A0.4.PDF

Scroll down and scroll to the right to view all the columns in the list. **Type the response to each comment under the column “Applicant Response” on the right end of the screen.** The total number of “Changemark” comments is indicated at the bottom left corner. To turn to the next page, click “Next” at the bottom right corner. Click “Save” at the bottom left corner after typing the applicant response. **Alternatively, a response letter with response to each comment may be submitted as part of the resubmittal document.**

Workflow Review Changemark Viewer

Refresh Save Settings Review Cycle: All Group: All

CHANGEMARK SUBJECT	CHANGEMARK DETAILS	CHANGEMARK DATE UPDATED	REVIEWER COMMENTS	COORDINATOR COMMENTS	APPLICANT RESPONSE	RO UPD
Changemark #01	Add this detail in drawings	11/9/2018 2:42:14 pm				
Changemark #01	Remove this detail	11/9/2018 2:39:49 pm				
Changemark #03	Revise to 5/8" Type "X" Sht Rck.	11/9/2018 2:39:49 pm				11/9/2018 2:42:45 pm
Changemark #01	18" Is required at strike edge	11/9/2018 2:37:45 pm				11/9/2018 2:42:45 pm

1 - 5 of 8 records

Save Close View Full Report

After all comments have been provided with response and saved, click “Close” at the bottom left corner to close the window.

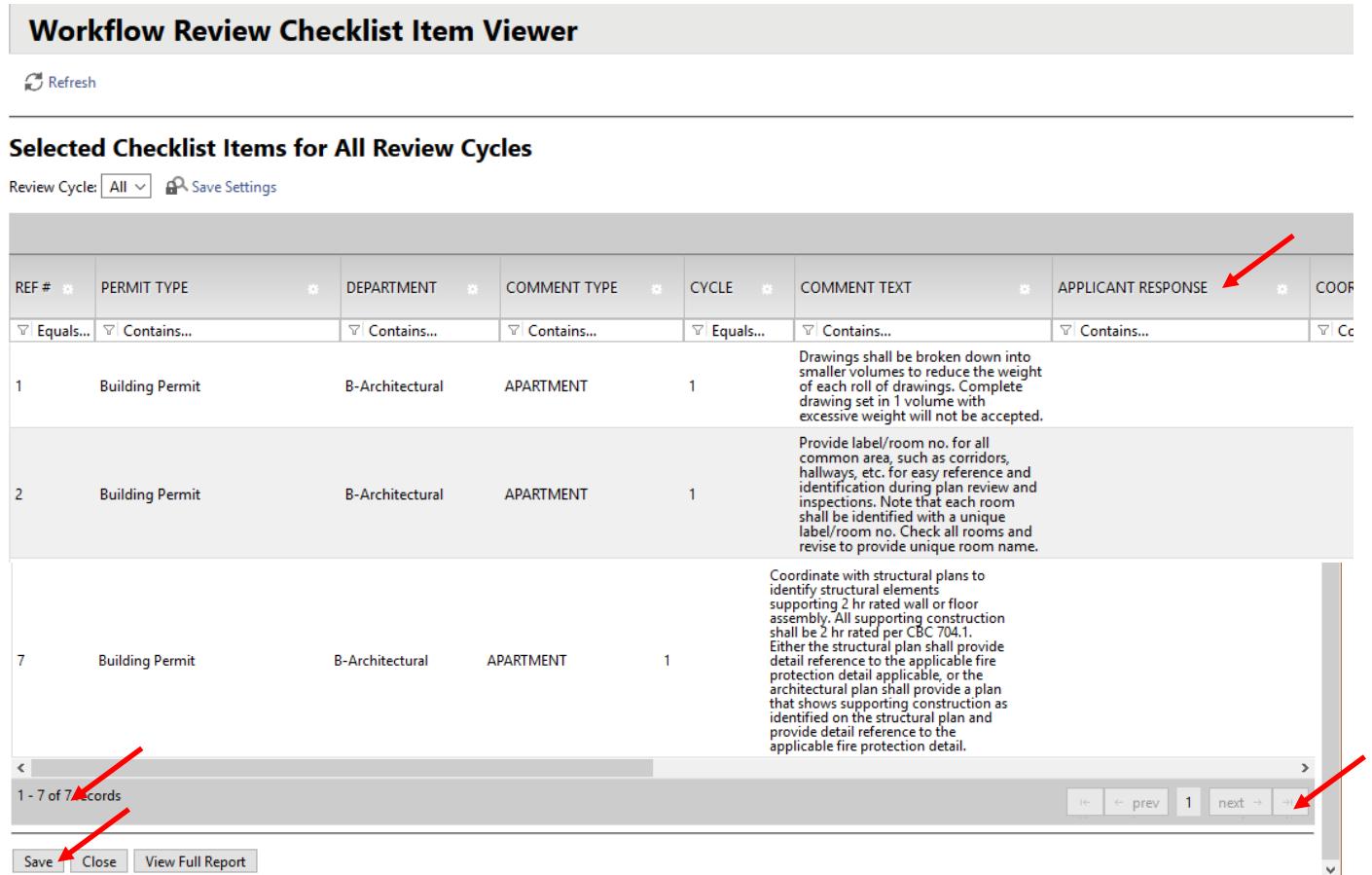
Open the “Applicant Resubmit” window and click on “View/Edit Checklist Items”



The screenshot shows the "APPLICANT RESUBMIT" window. At the top, there are tabs for "Project Information", "Resources", and "PermitInformationFormlet (Permit Information)". Below these, project details are listed: Project Name (B-BP18-0557), Description (Test For submittal: Khadiv Burger : The best Burger place in town), Status (Applicant Corrections), and Created on (11/9/2018 2:17:43 PM). At the bottom of the window, there are two buttons: "View/Edit Changemark Items (8)" and "View/Edit Checklist Items (7)". A red arrow points to the "View/Edit Checklist Items (7)" button.

Task Instructions

After you have successfully uploaded all required plans and documents, please click the (Resubmit Complete) button.



The screenshot shows the "Workflow Review Checklist Item Viewer" window. The title bar says "Workflow Review Checklist Item Viewer". Below it, there is a "Selected Checklist Items for All Review Cycles" section with a "Refresh" button. The main area is a table with columns: REF #, PERMIT TYPE, DEPARTMENT, COMMENT TYPE, CYCLE, COMMENT TEXT, APPLICANT RESPONSE, and COOP. The "APPLICANT RESPONSE" column has a red arrow pointing to it. The table contains 7 records. The bottom of the window shows a navigation bar with "1 - 7 of 7 records", "Save", "Close", and "View Full Report" buttons, along with a red arrow pointing to the "Save" button.

REF #	PERMIT TYPE	DEPARTMENT	COMMENT TYPE	CYCLE	COMMENT TEXT	APPLICANT RESPONSE	COOP
1	Building Permit	B-Architectural	APARTMENT	1	Drawings shall be broken down into smaller volumes to reduce the weight of each roll of drawings. Complete drawing set in 1 volume with excessive weight will not be accepted.		
2	Building Permit	B-Architectural	APARTMENT	1	Provide label/room no. for all common area, such as corridors, hallways, etc. for easy reference and identification during plan review and inspections. Note that each room shall be identified with a unique label/room no. Check all rooms and revise to provide unique room name.		
7	Building Permit	B-Architectural	APARTMENT	1	Coordinate with structural plans to identify structural elements supporting 2 hr rated wall or floor assembly. All supporting construction shall be 2 hr rated per CBC 704.1. Either the structural plan shall provide detail reference to the applicable fire protection detail applicable, or the architectural plan shall provide a plan that shows supporting construction as identified on the structural plan and provide detail reference to the applicable fire protection detail.		

Scroll down and scroll to the right to view all the columns in the list. **Type the response to each comment under the column "Applicant Response" on the right end of the screen.** The total number of "Checklist Items" comments is indicated at the bottom left corner. To turn to the next page, click "Next" at the bottom right corner. Click "Save" at the bottom left corner after typing the applicant response. **Alternatively, a response letter with response to each comment may be submitted as part of the resubmittal document.**

After inputting response to all "Changemark" and "Checklist Item" comments, open the "Applicant Resubmit" window. Upload the resubmittal drawings and documents by clicking on "Drawings" and "Documents" folders respectively. **Note that only drawings shall be uploaded to the "Drawings" folder. All other documents shall be uploaded to the "Documents" folder.**

The drawings and documents must be properly named (see page 7). Revised files must be named exactly the same as the first submittal. Do not rename your drawings or documents. Revised files of the same file name will be assigned a version number ("V2") by the system. **Resubmittal with incorrect file names will be required to be corrected and will delay the resubmittal process.**

Respond to "Reviewer Comments" by typing in response in "Applicant Comments" as necessary. Click "Save for Later" to continue at a later time.

Task Instructions

After you have successfully uploaded all required plans and documents, please click the (Resubmit Complete) button.

[View/Edit Changemark Items \(8\)](#) [View/Edit Checklist Items \(7\)](#)

Project: B-BP18-0557

Select destination folder for files:

▼ B-BP18-0557
 └ Drawings (10 Files - 10 New)
 └ Documents
 └ Reviewer Attachments

Department	Reviewed By	Status	Reviewer Comments	Applicant Comments
B-Architectural	Bardia Khadiv bkhadiv@ci.milpitas.ca.gov	Not Approved	Please call to set up a meeting to go over the comments	

Task Instructions

Discussion Comments

[Add Comment](#)

DISCUSSION COMMENT				PARTICIPANT	DATE/TIME	
0 - 0 of 0 records						
Show 5 records prev next						

[Save for Later](#)

When ready to resubmit, review and checkmark all acknowledgement items at the bottom of the "Applicant Resubmit" window. Then, click on "Resubmit Complete".

Discussion Comments

[Add Comment](#)

DISCUSSION COMMENT				PARTICIPANT	DATE/TIME
0 - 0 of 0 records					
1	prev	next	2	3	4

I have reviewed and addressed, including responses where appropriate, all Checklist Items accessed by clicking on the "Checklist Items" button above.

I have reviewed and addressed, including responses where appropriate, all Changemark Items accessed by clicking on the "Changemark Items" button above.

I have uploaded the revised drawings and/or documents required as a result of the review into the appropriate folder in the project using the SAME file names as the original files. I am ready to complete my assigned task and resubmit back to the jurisdiction for further review.

[Resubmit Complete](#) [Save for Later](#)

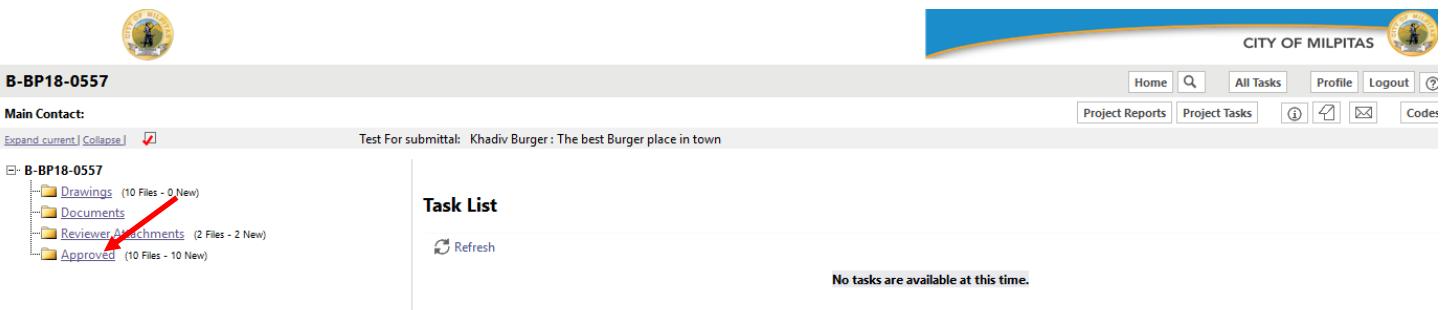
PRINTING APPROVED DRAWINGS

Once the plans are approved, the applicant will be emailed if any additional documents are pending prior to permit issuance and the invoice for the inspection fees and balance of any other fees due will also be included in the email.

You shall reply to the email with all outstanding documents requested. After fees are paid, you shall reply to the email with a copy of the receipt.

A California Licensed Contractor or the property owner shall obtain the permit card at the Milpitas City Hall.

The permit holder will receive an email notification that the approved plans are ready to be downloaded. A user account shall be created if not already existing. The approved plans can be accessed in the "Approved" folder.



The screenshot shows a project details page for 'B-BP18-0557'. On the left, there's a tree view of attachments under the 'Approved' folder, which contains 10 files (10 New). On the right, there's a 'Task List' section that says 'No tasks are available at this time.'

It is up to the permit holder to print and distribute copies of the approved plans to contractors and others involved with the project. One paper set of approved plans needs to be kept on the project site for inspection.

REVISIONS

To submit a revision or deferred submittal, follow the same instructions for a new submittal above. On the home page, select Revision or Deferred Submittal under the “Request Type” drop-down menu.

Only submit those sheets that have changes in the revision application. All changes should be clouded and identified with a cloud and a delta with the revision number. The drawings in the revision application must be properly named (see page 7). **REVISED DRAWING FILES MUST BE NAMED EXACTLY THE SAME AS THE ORIGINAL SUBMITTAL.** Do not rename your drawings or documents. Revision submittal with incorrect file names will be required to be corrected and will delay the submittal process.