State of Minnesota

Department of Labor and Industry

Construction Codes and Licensing Division

ePlans Applicant User Guide

Introduction

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Reading and following these instructions will make the electronic plan submission and review process more efficient for all participants in the plan review process. ePlans is based on an industry leading product that has benefited from years of use and improvement by states and municipalities across the US and Canada. While there is a learning curve with every new system, we hope that your experience is a good one and that you quickly realize the benefits of electronic plan review.

The building design and construction industry has adopted the use of software technology to create electronic plans and documentation for all phases of the design process. The department recognizes that moving to a plan review process that minimizes paper by working directly with electronic construction documents will create efficiencies and cost savings for constituents and department plan review staff. This contributes to a healthy construction economy by reducing the overall time it takes to get a building project to the construction phase.

What is ePlan Review?

ePlans is a web-based workflow and collaboration system that allows citizens and Department of Labor and Industry staff to collaborate electronically in the plan review process. This provides an alternative to printing and shipping paper construction documents to the department for review.

Unlike the current paper-based system, ePlans allows for cost and time saving in several areas. These include:

- Upload of documents electronically from the convenience of your office, 24 hours 7 days a week
- Simultaneous review of construction documents by all CCLD disciplines, as appropriate
- Plan Reviewer mark-ups can be viewed as an overlay on the electronic plans to provide direction and clarity when plan corrections are required
- Electronic re-submission of corrected documents from the convenience of your office
- Immediate notification and access to your approved, stamped plans once the review is complete
- Inspector access to PDF versions of approved, stamped plans during construction