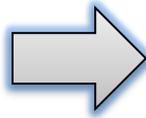
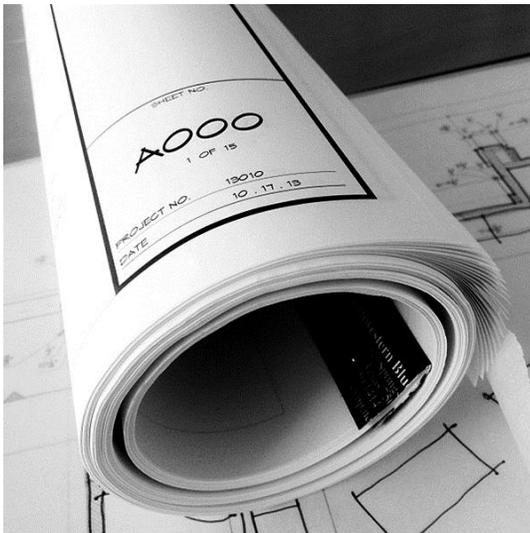




**State of Minnesota  
Department of Labor and Industry  
Construction Codes and Licensing Division  
ePlans Applicant User Guide**

**Overview**

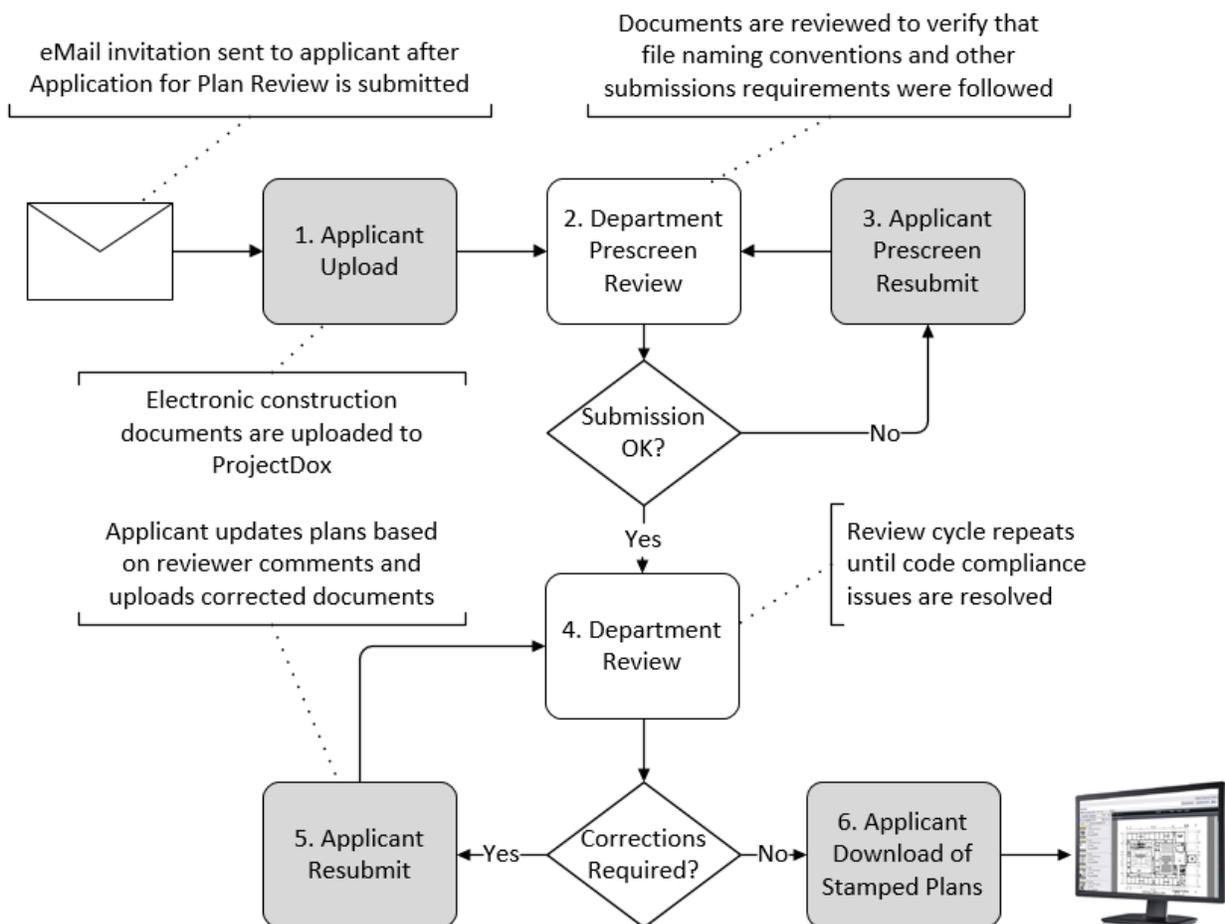


## ePlans Overview

ePlans replaces the paper-based plan review process with tools that enable electronic collaboration between applicants and the plan reviewers. The application for plan review is the same for both a paper-based and electronic review. If an electronic review is requested then the project and applicant information will be used to create a project in ePlans. ePlans automatically sends the applicant an email invitation when new projects are created.

The ePlans electronic plan review process is managed by “workflow”, a behind-the-scenes process that electronically moves a project from participant to participant by assigning pre-defined tasks and sending email notifications. Each workflow step must be completed before the next step can begin. The diagram below illustrates the workflow at a high level.

### ePlans Workflow



The process starts when an Application for Plan Review is submitted to the department. Application information, such as project description and applicant name and email address are used to create an ePlans project. The first thing that the ePlans workflow does is send the applicant an email invitation to participate in the plan review project.

The major ePlans workflow steps, as illustrated in the diagram above, are:

- 1) The applicant follows instructions in the email invitation and logs into the ePlans system where they upload electronic construction documents. Refer to the User Guide section on Submission Guidelines for more information.
- 2) The submitted documents are checked by department staff for required materials, exhibits and adherence to naming conventions, sheet size and orientation, as described in the Submission Guidelines.
- 3) If submission issues were found, the applicant will be notified and must resubmit some, all or missing documents. This will typically occur if the Submission Guidelines were not followed.
- 4) Complete submissions are made available to department plan review staff. Plans are reviewed for code compliance. Issues, if found, are identified via electronic mark-up.
- 5) If compliance issues were found, the applicant is notified via email that corrections are required. Reviewer mark-ups can be viewed as a layer directly on the electronic plans. The applicant updates plans based on reviewer feedback and uploads the relevant documents to ePlans for re-review.
- 6) When plan review is complete, the applicant can download an approved, stamped set of construction documents.

Note: The stamped set of plans is a PDF copy of the original construction documents. The original construction documents are not altered or embellished in any way.

Each activity in the workflow is referred to as a “step”. As one workflow step completes, the next step begins. Each step is automatically assigned to an individual or a group, depending on the step. Applicant steps are assigned to the individual that was identified as the applicant on the original application for plan review. Once a step has been assigned it becomes a “task” and an email notification is sent to the individual or group assigned to that task.

Task assignments can always be found in the Active Task List found at the bottom of the ePlans home page.

| Project Name                  | Task                            | Attached To | Status  | Priority | Due date | Created On           | Updated On           |
|-------------------------------|---------------------------------|-------------|---------|----------|----------|----------------------|----------------------|
| <a href="#">BLD1509-00003</a> | <a href="#">ApplicantUpload</a> | Applicant   | Pending |          |          | 9/16/2015 2:27:40 PM | 9/16/2015 2:27:40 PM |

Project and Task waiting for action from you!

Refer to task-specific instructions in other sections of the User Guide for information about accepting and completing tasks that have been assigned to you.