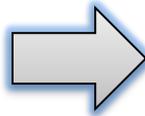




State of Minnesota
Department of Labor and Industry
Construction Codes and Licensing Division
ePlans Applicant User Guide
Responding to Department Feedback



Reviewer Feedback

The department will review submitted construction documents for substantial code compliance. The applicant will receive an email notification if the review identifies corrections that must be made. Upon receiving notification, the applicant must return to ProjectDox to review and respond to department feedback. Plans and/or supporting documents may need to be updated and resubmitted as a result of the department's feedback before the review can continue and construction documents can be approved.

After logging in to ProjectDox, locate the "ApplicantResubmit" task for your project. You will find this in the Active Task List that appears at the bottom of the ProjectDox home page. You may have to scroll down to see this section.

Active Task List

Project Name	Task	Attached To	Status	Priority	Due date	Created On	Updated On
BLD1509-00003	ApplicantResubmit	Applicant	Pending			12/24/2015 10:37:40 ...	12/24/2015 10:37:40 ..

This link takes you to the project page. Go here to review project documents.

This link accepts the workflow task and opens the eForm. From here you can respond to reviewer comments and changemarks.

Applicant Resubmit task instructions are found at the bottom of the eForm. The remainder of this document will guide you through the process of responding.

Task Instructions

- I have reviewed and addressed the Checklist Comments provided on the "Checklist" tab above. Please click on the tab and review each item. Each comment will be indicated as "Met" or "Not Met". If you would like to export a list of the comments to Excel, click on the "Export to Excel" link in the upper right hand corner of the popup window.
- I have addressed all of the items listed in the Changemarks section above that were identified during the Plan Review.
- I have uploaded the revised drawings into the "Drawings" folder and, if requested, uploaded any revised documents into the "Documents" folder using the SAME file name as the original files. I am ready to complete my assigned task.

Checklist Comments

The top section of the eForm includes a tab labeled "Checklist Report". The number following the label indicates how many checklist comments were made. Checklist Comments can be informational or can require a response if issues were identified. Checklist Comments typically describe issues with the overall project or identify missing documents. Any comments with a status of "Not Met" must be responded to. Click the "Respond to Checklist Comments..." link to review and respond to the comments that were made. Comments that have a status of "N/A" (No Action) are for informational purposes only.



Review Information	Permit Information	Contact Information	Resources	Checklist Report (3)	Routing Slip
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Cycle	ID	Group	Comment Text	Status	Updated	Update
1	BLD_110	Building	No Energy Code Envelope Compliance forms were received or reviewed. Provide signed Energy Code Envelope Compliance Forms as required by the Application for Plan Review and in accordance with the State's Energy Code for Commercial Buildings Chapter 1323 and ASHRAE 90.1 – 2004.	NotMet	Todd	12/24/2015 9:56:24 AM
1	BLD_111	Building	Provide the MN Energy Code ASHRAE 90 - 2004 Compliance documentation for new water heating and new HVAC system(s). Energy compliance forms for ASHREA Standard 90.1-2004 can now be found on the Department of Labor and Industry website link: http://www.dli.mn.gov/CCLD/Codes.asp	NotMet	Todd	12/24/2015 9:56:24 AM
1	BLD_301	Building	The following materials are required (as applicable) for Plan Review: 1. Complete set of Plans and Specifications 2. Addenda and/or Change Orders 3. Plan Review Fee 4. Code Record 5. Sample Structural Calculations 6. Social Inspection Program 7. Soil Investigation Report	Met	Todd	12/24/2015 9:56:24 AM

[Respond to Checklist Comments...](#)

Review the Comments and enter a response that describes the action you have taken in the “Response” column. You must do this for each item that has a status of “Not Met”.

SELECTED COMMENTS

Check here to display only the items that are set as Not Met.

ID	COMMENT	RESPONSE	STATUS	UPDATED BY	DATE UPDATED
BLD_110	No Energy Code Envelope Compliance forms were received or reviewed. Provide signed Energy Code Envelope Compliance Forms as required by the Application for Plan Review and in accordance with the State's Energy Code for Commercial Buildings Chapter 1323 and ASHRAE 90.1 – 2004.		<input type="radio"/> N/A <input type="radio"/> Met <input checked="" type="radio"/> Not Met	Example Applicant	12/24/2015 12:26:30 PM

When you are finished responding to the comments, click the “Update Correction List” button to save your responses. Then click the “Close” button.



You do not have to complete your responses all at once. You may return to this page to add or modify responses up until you complete the Applicant Resubmit task. Once you have completed the task your responses will be made available to department plan reviewers. If the response satisfies the identified concern the plan reviewer will change the comment’s status from “Not Met” to “Met”.

Change Marks

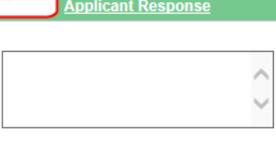
The second section on the eForm displays Change Marks. A Change Mark will identify a compliance issue found on an individual plan or document.

CHANGEMARKS - Review Cycle: **1** 

View Changemarks from prior review cycles.

Filter Changemarks by Keyword: [SEARCH](#) [SHOW ALL](#)

[Click Here to Load Changemarks...](#)
[Click Here to Publish Changemarks to PDF...](#)

Status	File	Cycle	Department	File	Markup	Description	Details	Applicant Response
No		1	Building	A002 - LOWER LEVEL ZONE 2 - FLOOR PLAN.pdf	DLI Review Example	FIRE Ventilation [example only] Separate ventlation from occupied areas of the building.		
No		1	Building	A002 - LOWER LEVEL ZONE 2 - FLOOR PLAN.pdf	DLI Review Example	FIRE Suppression [example only] Mechanical areas must have a complaint fire suppression system.		
No		1	Building	A002 - LOWER LEVEL ZONE 2 - FLOOR PLAN.pdf	DLI Review Example	MISC Access to Mechanicals [example only] This must be a secure door.		
No		1	Building	A002 - LOWER LEVEL ZONE 2 - FLOOR PLAN.pdf	DLI Review Example	ACC egress [example only] Must be an accessible means of egress.		



Note: see sections at the end of this document for more information about viewing changemarks.

As with Checklist Comments, you do not have to complete your responses all at once. You must, however, save your work each time you update this section. You may have to scroll down to see the "Save And Close" button at the bottom right corner of the eForm.

IMPORTANT!
 Click this button to save the Changemark comments you have made

You may close the eForm and return as often as necessary to respond to all Checklist and Changemark items that require a response. Drawings and documents that are updated as a result of plan review feedback must be resubmitted (uploaded) to ProjectDox.

Department Review

The Department Review section shows the review status for each discipline that performed a review. Additional comments or instructions may be included in the “Notes” section.

CYCLE	DEPARTMENT	REVIEWED BY	STATUS & NOTES
<input checked="" type="checkbox"/>	1	BUILDING	TODD BOSCH TODD.BOSCH@STATE.MN.US PLAN REVISION REQUIRED VIEW CHECKLIST <input type="checkbox"/> PLAN REVIEW AND/OR ASSIGNMENT COMPLETE

Resubmit Updated Drawings and Documents

Updated drawings and documents must be uploaded to the appropriate project folders. The steps are the same as for the initial Applicant Upload. Only submit those drawings and documents that changed.

IMPORTANT: Drawings and documents that are resubmitted **MUST** have the same name as the originally submitted file. ProjectDox relies on the file name to identify that a new version of a file was submitted. If the resubmitted file has a different name ProjectDox will consider it to be a new addition to the project instead of a new version of an existing project document.

Completing the Applicant Resubmit Task

When you “complete” the Applicant Resubmit task you are notifying the department that you have responded to reviewer feedback and the project is ready for the next review cycle. Only after explicitly completing the task will department reviewers see your responses to Checklist Comments and Changemarks and look at revised drawings and documents.

To complete the Applicant Resubmit task, check the 3 boxes at the bottom of the eForm indicating that you have completed the expected response activities and then click the “Complete” button.

Task Instructions

- I have reviewed and addressed the Checklist Comments provided on the “Checklist” tab above. Please click on the tab and review each item. Each comment will be indicated as “Met” or “Not Met”. If you would like to export a list of the comments to Excel, click on the “Export to Excel” link in the upper right hand corner of the popup window.
- I have addressed all of the items listed in the Changemarks section above that were identified during the Plan Review.
- I have uploaded the revised drawings into the “Drawings” folder and, if requested, uploaded the revised documents into the “Documents” folder using the SAME file name as the original files. I am ready to complete my assigned task.

Checkboxes must be checked before button is enabled.

Viewing Drawing Markup (Changemarks)

The quickest way to open a drawing to view markups is by clicking on the Markup link in the Changemarks section of the Applicant Resubmit eForm.

CHANGEMARKS - Review Cycle: **1**

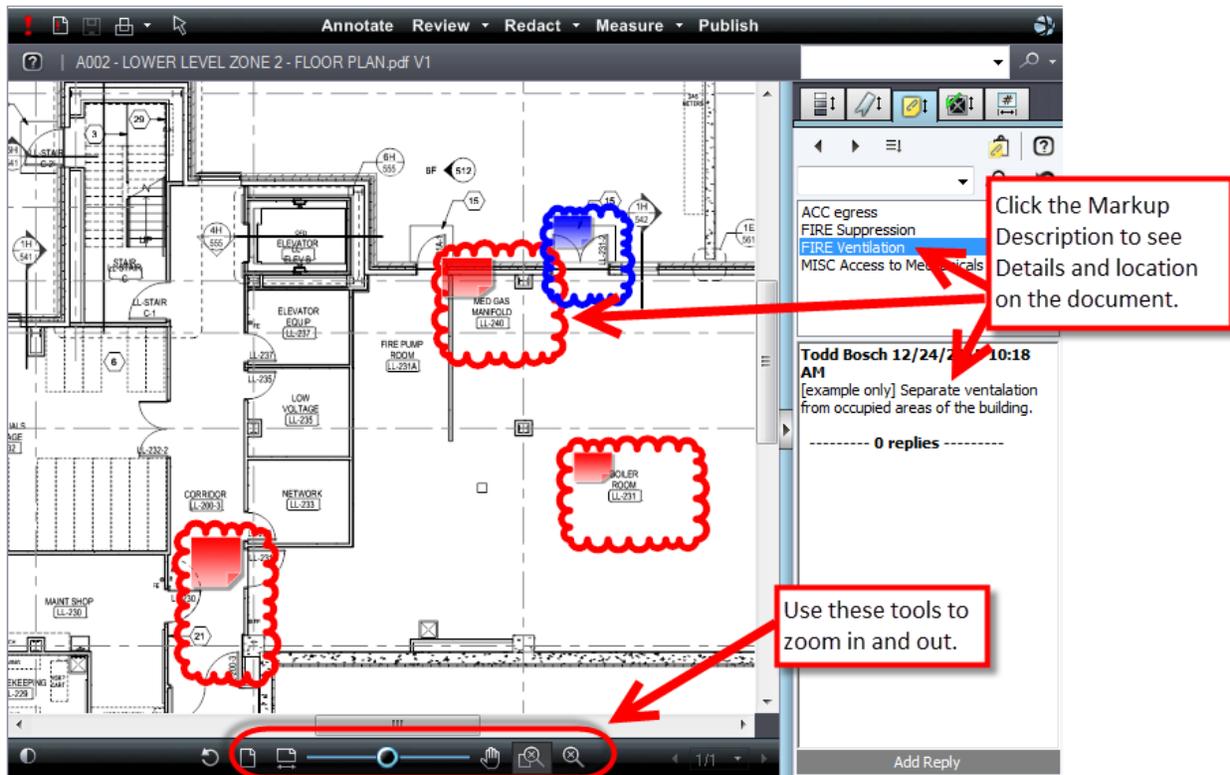
Filter Changemarks by Keyword: [SEARCH](#) [SHOW ALL](#)

[Click Here to Load Changemarks...](#)
[Click Here to Publish Changemarks to PDF...](#)

Status	File	Cycle	Department	File	Markup	Details
No		1	Building	A002 - LOWER LEVEL ZONE 2 - FLOOR PLAN.pdf	DLI Review Example	FIRE Ventilation [example only] Separate ventlation from occupied areas of the building.
No		1	Building	A002 - LOWER LEVEL ZONE 2 - FLOOR PLAN.pdf	DLI Review Example	FIRE Suppression [example only] Mechanical areas must have a complaint fire suppression system.

Note: A red callout box points to the 'DLI Review Example' link in the first row, containing the text: 'Click here to open drawing and view the Changemark.'

The drawing will open in a separate window.



The screenshot shows a software interface for viewing a drawing. The main area displays a floor plan with several red and blue circular markups. On the right side, there is a list of markups: ACC egress, FIRE Suppression, FIRE Ventilation, and MISC Access to Medical. Below this list, a comment from 'Todd Bosch 12/24/2010 10:18 AM' is visible, with the text: '[example only] Separate ventlation from occupied areas of the building.' At the bottom of the interface, there are navigation and zoom controls. A red callout box points to the 'FIRE Ventilation' link in the markup list, and another red callout box points to the zoom controls at the bottom.

You can also view markup starting from the project folder view.

BLD1509-00003

Main Contact:

[Expand current](#) | [Collapse](#) |

- BLD1509-00003
 - [Drawings](#) (8 Files - 0 New)
 - [Documents](#)
 - [ChangeMarkReports](#) (1 Files - 0 New)
 - [PDFDestinationFolder](#)

Click here to open the Drawings folder.

BLD1509-00003

Main Contact:

Folder: [BLD1509-00003\Drawings](#) Demonstration Building Plan Review Project

[View Folders](#) [Upload Files](#)

Current Sort: - Select -

<input type="checkbox"/>	A001 - LOWER LEVEL ZONE 1 - FLOOR PLAN.pdf
	10/28/2015 2:45:51 PM, 631 KB Example Applicant
<input type="checkbox"/>	A002 - LOWER LEVEL ZONE 2 - FLOOR PLAN.pdf
	10/28/2015 2:45:51 PM, 281 KB Example Applicant

This icon indicates that markups exist for this document. Click to view the markup list.

Project Info		Reports
Project Name:	BLD1509-4	
Description:	Demonstra	
Project Image:	No image e	
Map Co		
Location		
Contact		
Contact		
Phone:		
Cell Phone:		
Pager:		
Project Owner:	EPR Buildi	
Owner's Email:	EPR.Buildi	



Markups attached to **A002 - LOWER LEVEL ZONE 2 - FLOOR PLAN.pdf**

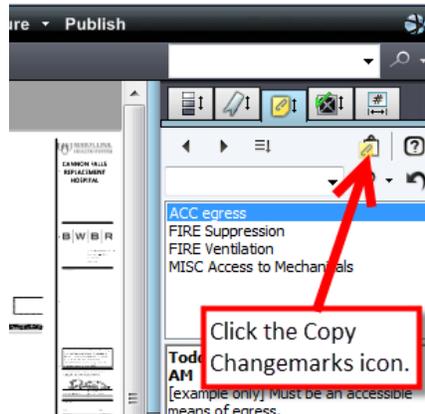
Select the markups to view and click the View button.

Delete	View	Markup Name	Author	Date
<input type="checkbox"/>	<input checked="" type="checkbox"/>	DLI Review Example		12/24/2015 10:22:45 AM

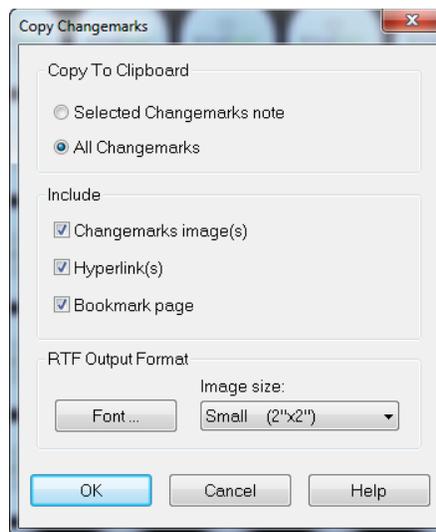
[View](#) [Clear All](#) [Select All for View](#)

Saving Drawing Markup (Changemarks) to a File

Open a drawing containing changemarks by following the steps described in the previous section.



Change settings, if desired, and click the “OK” button.



Open a new Microsoft Word document and “paste” the information that was copied to the Clipboard. The example below shows a portion of a Microsoft Word document that the changemark information was pasted into.

