

<https://plans.stcloudcity.com/ProjectDox/>

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EPLANS OVERVIEW

Documents and Drawings Required for Submittal

1. All supporting documents.
 - a. Including, but not limited to: spec books, special inspections sheets, energy code compliance information/certificate.
2. Drawings.
 - a. All drawings must be submitted as required on the intake checklist.

Document Standards

1. All supporting documents must be in PDF form.
2. Documents must be submitted in multiple page form (for each individual document).
 - a. For example: a 50-page spec book must be submitted as one file and the one-page energy code compliance certificate must be submitted as a second file.
 - i. Single files with multiple document types (such as both the spec book and energy code compliance certificate as a single file) will not be accepted.
3. Spec books that have multiple volumes should have each volume submitted as separate files.

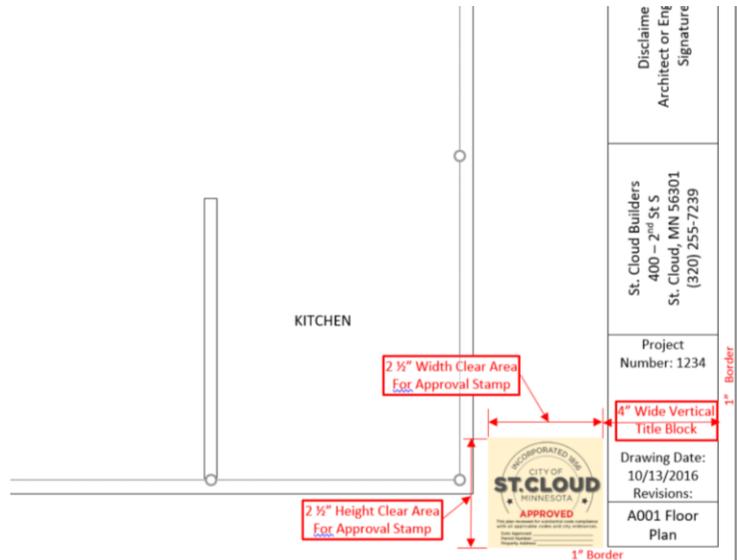
Document Naming Conventions

1. Document file names must reflect the type of document it is.
 - a. For example:
 - i. Intake Checklist
 - ii. Spec Book Volume 1
 - iii. Spec Book Volume 2
 - iv. Special Inspections Sheets
 - v. Energy Code Compliance Certificate

Drawing Standards

1. A project cover sheet with index is required to be included on the drawings or submitted as a separate document.
 - a. Drawing sets that consist of 5 or fewer pages do not require a cover sheet or index.
2. Drawings must be to scale, and each sheet must include a typical graphic scale located on the sheet.
 - a. Drawings with multiple scales on a sheet must include an independent graphic scale with each individual detail.
3. Drawings can be submitted in the following formats: DWG, DXG, DWF, PDF, PRT, CGM, G3, G4, CG4, RNL, CMI, MI, HGL, PLT, HPGL, IGS, IGES, IDW, DGN, CIT, TG4, or RLE.
 - a. Drawings should be submitted in their native files whenever possible.
 - b. Scanned PDF drawings should be avoided whenever possible.
4. Drawings must be submitted in single sheet per drawing file.
5. Drawings must be submitted in the correct orientation.

6. Reserve an (actual, not scaled) 2 ½" x 2 ½" area on lower right corner of the drawing for the City of St. Cloud's approval stamp. The area for the stamp should be 5" inset from the right side of the page (1" border plus 4" title block), and 1" from the bottom of the page (1" border).



Drawing Naming Conventions

1. Plan file names and sort order are required to match the sheet index.
2. Plan file names must match the naming conventions (located in the table to the right).
 - a. File names are required to include the discipline character, followed by the sheet number. Residential plan review types need to also include a descriptor.
 - b. When resubmitting drawings they must be named **EXACTLY** the same as the original.
 - i. This includes no revision descriptions. If the original file was named A3, the revised file must be named A3.
 - c. If your drawing types do not match these examples, use the same format (for example if you have a storm water page you would name it SW2).

Drawing Type	Character	Sheet Number	Descriptor* (See footnote)	Example
Architectural	A	000-999	Short description of what is included on the page.	A2 Floor Plan
Interior Design	ID	000-999		
Structural	S	000-999		
Plumbing	P	000-999		P99 Underground
Electrical	E	000-999		
Smoke Control	SC	000-999		
Mechanical	M	000-999		M2.001
Landscape	L	000-999		
Civil	C	000-999		
Life Safety Package	LSP	000-999		
*Descriptors will be required on residential plan review types, optional for all other plan review types.				

Permit Submittal

1. You must apply for a permit to request an electronic plan review. Please use the [ePlans Commercial Building Permit Application](#) or [ePlans Residential Building Permit Application](#).
2. The permit application must be filled out completely and submitted to the City.
 - a. Permit applications may be dropped off in person at City Hall, faxed to (320) 650-3388, or emailed to sheri.wolhart@ci.stcloud.mn.us.
 - b. Whomever signs the permit is considered the applicant. This will be the point person for all ePlans emails and it is their responsibility to complete all the tasks. Their email address **MUST** be legibly written on the permit application.
 - i. If you would like to add an Architect or Designer to your project, you can check the "Additional Contact for Plan Review" box on the permit application.
 1. Additional contacts for plan review will be added the next business day after permit submittal. (They will receive the email inviting them to the project the business day after the application receives their email).
 - a. Their email address **MUST** be legibly written on the permit application.
 - b. This will give that person the **SAME** rights to the project as the applicant (such as accepting, doing, and competing tasks and uploading documents).
 - i. Once a task is accepted by an individual that task will no longer be available to the second individual. It is the responsibility of whomever accepts the task to do and complete the task.

ePlans ProjectFlow (ePlans Process)

1. Once the application has been submitted and entered into our permitting system the ePlans process will begin.
 - a. The Applicant will receive an email inviting them to the ePlans project, included in the email will be the project number for each specific project.
 - i. This number will stay the same and be used throughout the ePlans, permitting, and inspection processes.
2. After you have successfully logged into ePlans the Projects Screen will display. (*See the [ePlans Navigation Guide](#) for more information on navigating the ePlans system.*)
 - a. Your first time logging in the system will require you to change your password and set up a security question.
 - b. Any projects that you have access to will display in the Active Projects List area.
3. Any outstanding tasks that require an action from you will display in the ProjectFlow Task List area.
4. The ePlans process is based on a series of tasks that are completed by you, the applicant, and City staff.
5. Each task has 3 steps that must be completed before the project can move on to the next task:
 - [Accepting the task.](#)
 - [Doing the task.](#)
 - [Completing the task.](#)
6. When a task needs to be completed by the applicant you will receive an email stating you have been assigned a task.
 - a. When tasks are not completed within a specific timeframe (timeframe depends on task type) you will receive reminder emails.

ePlans Tasks

See the ePlans Tasks Guide for information and complete, step-by-step instructions on tasks.

Tasks in bold are the steps the applicant complete.

Tasks in *italic* are the steps City staff complete. (There are additional internal tasks in the ePlans process that City staff complete that are not shown here.)

1. Applicant Upload.

- a. **The task where the applicant uploads all required documents and drawings.**

2. Prescreen Review.

- a. *The task where the City verifies all documents and drawings are uploaded to the required specifications, and reviewing departments are assigned.*
 - i. *If everything is submitted correctly the project will continue to Task #4.*
 - ii. *If everything is not submitted correctly, the prescreen review will be rejected and the project will continue to Task #3.*

3. Applicant Resubmit Task.

- a. **The task where the applicant can re-upload documents and drawings that were not submitted per the required specifications.**
 - i. **After the resubmit task is completed the project will go back to Task #2.**

4. Review Cycle

- a. *The task where the City performs plan review on the uploaded documents and drawings.*
 - i. *Typically, the initial plan review for Residential, Signs, HVAC, and Plumbing takes 5 business days, and Commercial projects 4 to 6 weeks (smaller Commercial projects may take less time). Plan review may take longer during Spring and Fall busy times.*
- b. *There can be multiple Cycles (Review Cycle #1, Review Cycle #2, etc.) depending on corrections required.*
 - i. *If everything is approved after the review cycle the project will continue to Task #6.*
 - ii. *If there are revisions required after the review cycle the project will continue to Task #5.*

5. Applicant Resubmit Task.

- a. **The task where the applicant can see all change-marks, checklist items, and reviewer comments made to the plans, and upload revisions/additional information as required.**
 - i. **After the resubmit task is completed the project will go back to Task #4.**

6. Approval

- a. **The task where the plans have been approved and the applicant MUST download, print, etc. the approved plans and documents.**
- b. **The approved plans and documents will be electronically stamped with the City of St. Cloud Approval.**
- c. **These approved plans must be kept on-site. They can either be printed out and a paper copy on-site, or can be made available, AT ALL TIMES, to the inspectors and all subcontractors in electronic form.**
- d. **Changes made to the approved plans must be submitted to the City and approved prior to construction and/or inspections.**

Permit Issuance

1. After the permit is ready for issuance you will be contacted (either by a phone call or email).
 - a. Once you pay for and pick up the permit you can start work.
 - b. A copy of the permit, along with the inspection record card, must be posted on-site and available to the inspector.
 - i. Each separate permit type (building, plumbing, electrical, HVAC, land disturbance, etc.) has its own permit and inspection record card. **Each card must be posted on-site and available to all the inspectors.**