



ePlans Electronic Submittal & Review

All DRB, PEC, building, public works and fire department permit submittals are eligible for Electronic Plan Submission & Review.

The following description serves as the guideline for the submittal and processing of projects plan review in an electronic format. All project applications are electronic and must be applied for on-line. Electronic plan review is required for all plans created by a design professional (Architect, Engineer, Etc.). This allows for enhanced time review periods, reduced costs for the applicant as well as creating a high level of communication with the town during the plan review process, thereby reducing excessive resubmittals.

Information required for the submittal is available by going to the Town of Vail web page [Building & Public Works Permits](#), [Design Review Board \(DRB\)](#) or [Planning & Environmental Commission \(PEC\)](#) Applications. You will find the submittal information that is required for your project on our [ePlans Electronic Review](#) page. Please contact the Community Development Department at 970-479-2139 for additional information.

Applying for your Project

- Login & submit your project application through our [24/7 Citizen Portal](#)
 - Apply for a Permit – Building & Fire Permit Applications
 - Apply for a Public Works Permit – Public Right of Way, Floodplain Use, Dewatering
 - Apply for a Planning Application – All DRB, PEC, Administrative & Town Council

[*If submitting you plans electronically, our Development Services team will verify and accept your application, then you will receive an invitation to upload your plans & documents to our ProjectDox plan review software.](#)
- Contact the Development Services team for any required payment

Upload your Plans

- Login to [ProjectDox](#)
- Upload your plans into the drawings folder for your project ([see plan requirements below](#))
- Upload any support documentation into the documentation folder for your project
- Notify the Town that you have completed uploading your supporting information ([Workflow Portal](#))

Electronic Plan Requirements

- All plans must be submitted in PDF (Portable Document Format).
- Supporting documents may be submitted in their native format (Word, Excel, etc.). No .TIF format files will be accepted.
- All digital documents submitted in PDF must be compatible with Adobe Acrobat Version 7.0 or greater.
- All plan pages must be submitted as individual sheets. No sets of plans will be accepted.
- All plan pages must be a minimum of 11" x 17" and must be a scaled drawing. Other associated documentation should be submitted on a minimum size of 8-1/2"x11".
- All text shall be no smaller than 10 point.
- All digital documents submitted shall be a minimum of 300 dpi
- All initial plans materials shall be titled by using [Eagle County Assessor](#) ownership data.
- All application contents shall be labeled as indicated below:
 1. A complete index of plans must be provided with every submission

2. Each sheet shall follow the AIA ConDoc® System for naming by utilizing the following format:

G-General project requirements

Sitework

TS-Topographic survey

SB-Soil borings data

SD-Site demolition

C-Civil

L-Landscaping

Major Disciplines

A-Architectural

S-Structural

M-Mechanical

P-Plumbing

FP-Fire protection

E-Electrical

Special Elements

ID-Interior design

FS-Food service

SG-Signage/graphics

FF-Furniture/furnishings

AA-Asbestos abatement

3. Labeling and numbering for each page shall utilize the following format:

ANNN (i.e. A000, A001, P001, A1.1, etc.)

4. PDF Page names cannot be longer than 10 characters and/or numbers, including spaces, in length. For example: **A1.1 First = 10 characters**. Page names longer than 10 characters and/or numbers will be rejected for processing as they may exceed the maximum number of characters allowed for our system to version pages. Additionally, page names must remain constant throughout the project. Any changes to page names will delay plan review.

5. All plans and specifications drawn by an architect or engineer shall bear the seal and signature per State of Colorado registrant rules

- A **2" x 2"** box in the uppermost right hand corner of all plan sheets shall be made available for Town of Vail review stamps.
- All plan sheets shall contain the appropriate scale information
- All sheets shall be oriented so that the top of the page is always at the top of the computer monitor.
- Plans not meeting these minimum requirements shall be returned to the applicant as incomplete.

Hello Shelley:

Welcome to the Town of Vail ePlans software. This project invitation has been sent to you in response to your permit application request. A project has been created to allow you to electronically upload your drawings and supporting documents for review.

To access your new project, follow the instructions below:

1. Click the Project Access link below
2. Enter your User Login and Password
3. Click on the Project link on the "My Projects" page
4. Click on the "Drawings" folder
5. Click the "Upload File" button and upload appropriate drawings
6. Click on the "Documents" folder
7. Click the "Upload File" button and upload appropriate documents
8. Select "Workflow Portal" Icon (upper right side of screen)
9. Accept assigned task and complete by selecting "Upload Complete - Notify Jurisdiction"
10. Your drawings have now been submitted for plan check review

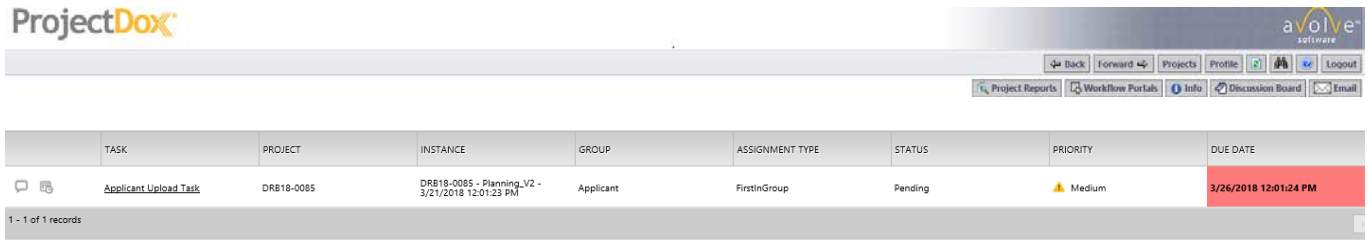
When uploading documents & drawings, please use these best practices & refer to submittal requirements for additional information:

- AIA ConDoc File naming standards, no more than 10 characters in length (i.e. A1.01, A1.02, etc.)
- Reserved space allowance for electronic approval stamp (top right corner)
- Drawing file type: .PDF
- Document file types: .DOC, .DOCX, .XLS, .XLSX, .PPT, .PPTX, .PDF, .JPG, .PNG

Project:	A18-0010
Description:	Install a retrofit wireless fire alarm system in existing residence.

Workflow Portals

- Submit your plans for pre-screen review – Applicant Upload



The screenshot shows the ProjectDox software interface. At the top, there is a navigation bar with the ProjectDox logo on the left and the avolve software logo on the right. The navigation bar includes buttons for Back, Forward, Projects, Profile, and Logout. Below the navigation bar, there is a secondary menu with buttons for Project Reports, Workflow Portals, Info, Discussion Board, and Email. The main content area displays a table with the following columns: TASK, PROJECT, INSTANCE, GROUP, ASSIGNMENT TYPE, STATUS, PRIORITY, and DUE DATE. A single record is shown in the table, with a red background for the DUE DATE cell.

TASK	PROJECT	INSTANCE	GROUP	ASSIGNMENT TYPE	STATUS	PRIORITY	DUE DATE
Applicant Upload Task	DRB18-0085	DRB18-0085 - Planning_V2 - 3/21/2018 12:01:23 PM	Applicant	FirstInGroup	Pending	Medium	3/26/2018 12:01:24 PM

1 - 1 of 1 records

- Check “I have uploaded all required drawings and/or documents
- Select Upload Complete – Notify Jurisdiction

APPLICANT UPLOAD



Review Information	Permit Information	Resources
<p>Project Name: DRB18-0085 Project Description: Revision to approve application number DRB17-0124. Changes include Coordinator: Project Admin Review Cycle: 0 Workflow/Activity Name: Town of Vail Workflow/Applicant Upload Current User Login: Shelley Bellm (sbellm@vailgov.com)</p>		

Task Instructions

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

I have uploaded all required drawings and/or documents.

Plan Review Process

- Review times may vary, but will align with adopted customer services standards for the department.
- All plans requiring corrections shall be submitted through ProjectDox.
- The imaged files will be reviewed and corrections placed on document
- Plans requiring corrections shall be notated in the plan review and permit tracking software. Applicants will receive an email invitation to view notated plans through the plan review software.

Review Correction Request Task Assignment

Attention Shelley:

Your plan review submission for Project: **B18-0132** has been reviewed and corrections have been requested. You may review correction comments and requirements by accessing the ProjectDox site.

When corrected plans and/or documents are ready for re-submittal, please [Login to ProjectDox](#) and follow the instructions provided for re-submittal.

Please be advised when re-submitting plans and/or documents:



- Building project corrections must be received within 180 days. Planning (DRB, PEC, ADM) project corrections must be received within 30 days. Failure to meet this requirement shall result in your project application expiring.
- All corrections must be uploaded using the same file names as the original submittal
- Accept and complete assigned task in Workflow Portal
- Once corrections have been uploaded for review, no additional submissions will be accepted unless requested

Project:	B18-0132
Description:	Renovation of interior & exterior finishes of single family home. Includes addition of 846 SF. New roofing, stucco, stone and exterior snow melt.
Task:	Applicant Resubmit
Assigned by:	[StarterLocalizedName]
Project Access Login to ProjectDox	

Corrections Required / Applicant Resubmit

- View list of corrections as requested by members of the review team
- Open appropriate project
- Select Workflow Portal (previously shown)

ProjectFlow Task List

	TASK	PROJECT
 	Applicant Resubmit Task	B19-0200

- Select Applicant Resubmit Task
- Task will open in a new window as demonstrated below



APPLICANT RESUBMIT



Review Information	Permit Information	Resources
<p>Project Name: B19-0200 Project Description: Interior and Exterior remodel. Replacing the window to match existing. Replace all interior finish. Coordinator: Project Admin Review Cycle: 1 Workflow/Activity Name: Town of Vail Workflow/Applicant Resubmit Current User Login: Shelley Bellm (sbellm@vailgov.com)</p>		

Task Instructions

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

[View Changemark Items \(1\)](#) [View/Edit Checklist Items \(0\)](#)

- Select “View Changemark Items”

Workflow Review Changemark Viewer

Review Cycle: All

Show 5 records

STATUS	FILE IMAGE	DEPARTMENT	CYCLE	UPDATED BY	FILE NAME	MARKUP NAME	CHANGEMARK SUBJECT	CHANGEMARK DETAI
Unresolved		Building	1	Glen Morgan	4-24-19 SUNLIGHT NORTH UNIT 9 PERMIT SET.pdf	gmorgan	8001	Please submit asbest

1 - 1 of 1 records

- Select “File Name” or “Markup” name to bring you to the unresolved corrections.
- Upload all required corrections to the Drawings folder (File names must be identical to the original submission. Any change in naming conventions will result in rejection of your corrections.)
- Re-Open Workflow Portals, scroll down

Task Instructions

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

View Changemark Items (1) View/Edit Checklist Items (0)

Department	Reviewed By	Status	Reviewer Comments	Applicant Comments
Building	Glen Morgan gmorgan@vailgov.com	Corrections Required		
Planning	Ashley Clark aclark@vailgov.com	Approved	Must meet conditions of DRB19-0119	

Task Instructions

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 Close

- Select all three check boxes and click "Resubmit Complete"

ePlans Revisions

- All revisions shall be submitted with a completed Town of Vail [Transmittal form](#) found on our website.
- Revisions to previously submitted documents shall be labeled the same as the original naming formats.

ePlans Issuance

- Upon receipt of full payment, approved electronic plans, receipt and permit shall be made available on the Departments plan site.
- You may also come into the office and have the approved plans and documents downloaded to your flash drive or CD.
- After permit issuance you will need to provide one (1) hardcopy of the approved plans at the project site for building inspector usage.

ePlans Scanned Documents

- PDF documents produced by scanning paper documents are inherently inferior to those produced from an electronic source. Documents which are only available in a paper format should be scanned at a resolution which ensures the pages are legible on both a computer screen and when printed. We recommend scanning at a minimum of 600 dpi to balance legibility and file size. Additionally, scanned plans must contain a scale for measurement verification. Plans submitted in an unacceptable or unreadable format will be rejected from the ePlans process.

Questions and/or comments on Electronic Plan Submittal and Electronic Plan Review can be directed to cdev_submittal@vailgov.com or call 970-479-2139.