


# ePs Applicant User Guide


[Home](#) [Do a Plan Review](#) [Exchange Sites](#) ▾



## ePlan Solutions, Inc.

Providing the link between municipalities and planners for drawings, form, & communication exchange.

[Contact EPS](#)



### ePs for Government

ePs for Government is a web based software for the purpose of on-line plan submittal, review and permitting by government entities.

Leveraging the internet, eps allows jurisdiction to create a project centric approach to plan review by containing the project details, documents, checklist, communications, inspections, and bonding within a singular location accessible to all of the individuals required for plan review and approval.

ePs's software as a service (SaaS) cost model allows the deferment of the cost of the SaaS to the applicant were they can realize a savings of up to 60% of the typical paper plan review submittal cost. Using this cost model allows the government to advance their use of technology and not incur a capitol investment.

To navigate to the correct jurisdiction select either “Do a Plan Review” or “Exchange Sites”



#### Cherokee County, Georgia

Blend spectacular scenery and colorful history with a modern infrastructure and vibrant communities ... then stir in a wealth of recreational opportunities. **You're in Cherokee County!** Though business in Cherokee County moves at the metro pace, our hospitality is traditionally Southern. (See Cherokee County Chamber of Commerce or Visit Cherokee County's Website )

[Plan Review](#)

#### Cumming, Georgia

The city of Cumming, Georgia is located approximately 45 minutes north of Atlanta, Georgia. Situated in the foothills of the Appalachian Mountains, Cumming provides a suburban Atlanta community with alot to offer. Visit City of Cumming's Website

[Plan Review](#)

#### Dalton, Georgia

Exchange Sites ▾

Cherokee County, GA  
City of Cumming, GA  
Douglas County, GA  
Forsyth County, GA  
Whitfield County/City of Dalton, GA




# Registration

[Home](#)

User Id

Password

Sign in



## ePlan Solutions, Inc.

Providing the link between municipalities and planners for drawings, form, & communication exchange.

Training classes are provided by Forsyth County and are not available for your use. To obtain a complete or partial project contract and Forsyth County Plan Review Coordination, for help using this site, contact [support@eplansolution.com](mailto:support@eplansolution.com). To see a work flow chart for the work process select, [Work Flow Chart](#). In order to avoid delays in uploading your documents, you must provide 48 hours lead time in your application submittal. This allows the Forsyth County Plan Review Coordinator to review your application for completeness and create the project page.

All fees must be paid prior to receiving a permit. At this time, Forsyth County does not accept electronic payment. The fees for the project can be found at the project page under Project Details.

[Login to EPS...](#)  
[Register new Account...](#)

### EPS Registration

The information you fill in on this page will be used to create your account.

User Id

Password

Again

Name

First

Last

E-Mail Address

Company

Address

# & Street Name

City


Georgia

zip

Phone

Fax

CAPTCHA



Type the two words:

1.4 The Universal Terms, together with the Additional Terms, form a legally binding

☐ I Agree

Register

Note: You must validate your account by responding to an email sent to you by ePs.

Complete the required information and select "Register".

2

# Introduction

Welcome to e Plan Solutions, Inc. (ePs) plan review web portal. The following is intended to provide new users with information regarding the application. Should you need additional information please contact us at [support@eplansolution.com](mailto:support@eplansolution.com) or by phone at 678-898-0610. We are constantly striving to provide the best user experience possible. If you should have suggestions and or problems, please contact us.

## Overview

ePs is a web based application for the purpose of on-line plan submittal, review and permitting by government entities. The application includes project pages detailing the documents associated with the project, a communication link for the project in order to improve collaboration between designers and reviewers, reporting capabilities for project reports, and versioning for document management.

Documents uploaded can be of any file type, however, plan review documents should be in the pdf format.

## Terminology

**Admin** – Admin designates a Government User who has rights to all pages and can change information with regard to departments and other Users.

**Comment** – Comment refers to communication between Users. Comments may include, but are not limited to general comments, phone memorandums, meeting minutes, site visits, inspections and email. All Users have access to the project comments.

**CDC** – Construction Document Compilation, The CDC's are the groups of files organized by type to be uploaded for review. (i.e. C3.0-3.2 Grading Plans). See page 3.

**Document** – Document refers to any file type that may be uploaded. This includes, but is not limited to .doc, .xls, .dwf, .pdf. etc.

**File Set** – A file set is a group of documents that have been submitted for review.

**Government User** – Government Users have access to more portions of the application (file details, reporting etc.)

**Project Details** – Information about a project. Generally this information is required to be input prior to uploading documents. Information may or may not be required from both Users and Government Users.

**Project Page** – The project page contains the information associated with each project. Within the project page is the project details, project files, project comments, and project bonds.

**User** – A User is typically an applicant, designer or owner. They are limited to the project page of the application.

## Project Status Indicators

### DR2011-002: Cherokee County Demo Project 2

**Project Status** ⓘ : F Open to Files

**(I)** Invalid: Projects that have not yet been approved as a valid project

**(F)** Open to Files: The project has a submittal that is still accepting file uploads.

**(A)** Approved: This project has been approved.

**(S)** Submittal Open: Indicates that the project is ready for a user to create a new set of drawings

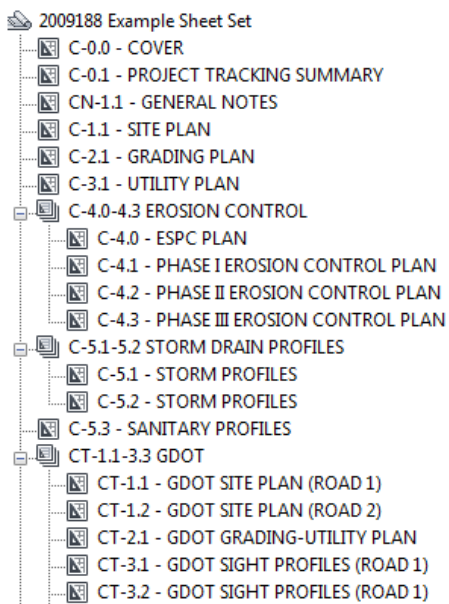
**(U)** Under Review: The most recent submittal is currently under review by the municipality.

**(C)** Closed: This project is no longer active.

## Construction Document Compilation

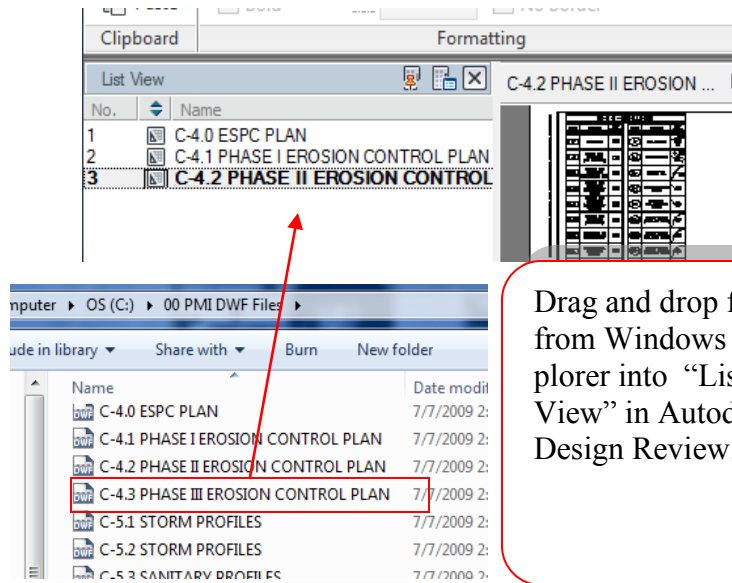
Construction document compilation (CDC's) are groups of similar plans that are uploaded for review. These can be created thru the "Sheet Set Manger" or grouped using drag and drop methodology with Design Review. **Note CDC's should be in PDF format.**

### Sheet Set Manager

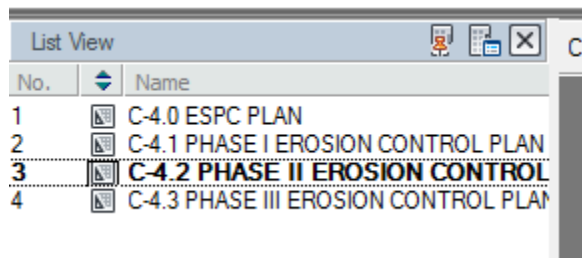


Using "Sheet Set Manager" allows the CDC's to be organized and according to the group type and printed in sets.

### Manual Generation of CDC's



Drag and drop files from Windows Explorer into "List View" in Autodesk Design Review.



# Construction Document Compilation Best Practices

## File Grouping

Individual sheets should be compiled with similar sheets into one file to facilitate the plan review process. Due to varying sizes of projects, there is no set standard for submission of the compilations. Below are some examples of a projects files names and the documents that contain. ePs sorts the documents using alpha numeric sequencing and this should be considered when uploading your documents.

## File Name Examples

Architectural (22 sheets)- Contains all A drawing series

Structural (2 sheets) Contains all Structural drawing series

003 Electrical Lighting Plan

004 Electrical Details

C01.1 Site Plan

C02.1 - 2.4 Erosion Control Details

File name is explicit in stating the contents of the documents in the file.

In this example the C02.1- 2.4 indicates the number or drawings and also sorts the files in the correct order.

Building plans should be separated by discipline.

### What is in a Name?

File names used during the plan review process should be chosen with care and provide information to the plan reviewer to facilitate the plan review process.

Things to remember.....

File names should indicate the type(s) of drawings contained within the file.

File names should indicate the number of drawings in the file.

**File names should be named so that the files sort correctly in the submittal set. ePs using alpha numeric sorting to sort the documents.**

Things to avoid.....

The date, your project number, extra information that does not contain information listed above.

# Creating a New Project

After creating a user profile and logging in, a new project can be created. Selecting “New Project” navigates to the project information page. Complete the required information and submit. The Plan Review Coordinator will review the information and either validate the information or request additional information. Once the project has been validated, you will be ready to upload your documents for review.

Home

User Id Password Sign in

**ePlan Solutions, Inc.**  
Providing the link between municipalities and planners for drawings, form, & communication exchange.

**Forsyth County and ePlan Solutions Plan Submittal and Review Portal**

Forsyth County and ePlan Solutions are providing an on-line application, plan submittal and review application for the submittal of Preliminary Plans, Construction Plans, and Final Plat and As-builts. If you are new to this site, you must first [register](#) for an account. Once you receive your user name and password, you will be able to log into the system. Training classes are provided by Forsyth County and ePlan Solutions for your use. To obtain a schedule of classes please contact the Forsyth County Plan Review Coordinator. For help using this site, contact [support@eplansolution.com](mailto:support@eplansolution.com). To see a work flow chart for the work process select, [Work Flow Chart](#). In order to avoid delays in uploading your documents, you must provide 48 hours lead time in your application submittal. This allows the Forsyth County Plan Review Coordinator to review your application for completeness and create the project page.

All fees must be paid prior to receiving a permit. At this time, Forsyth County does not accept electronic payment. The fees for the project can be found at the project page under Project Details.

Forsyth County uses [Autodesk Design Review](#) for plan reviews, to download go to the [autodesk website](#). For support using Design Review, contact [support@eplansolution.com](mailto:support@eplansolution.com). All CAD files must be submitted in the \*.dwf format.

[Login to EPS...](#)  
[Register new Account...](#)

Logged in as User, User [u]

**New Project**  
Select to create a new project.

Select “New Project” to create a new project for review.

Indicates a “Hold” has been placed on your project. To see the description of the “Hold” select the project.

**Your Projects**  
These are the projects in the EPS system that you have access to.

Id	Status	Create Date	Name	Latest Submittal
LDP2013-004 <b>Holds Exist</b>	U	2013-09-17	Alpharetta Training 3	Submittal 2: Under Review
LDP2013-003 <b>Holds Exist</b>	U	2013-09-11	Alpharetta Training 2	Submittal 2: Under Review
BC2013-002	U	2013-09-09	Demo Project 1	Submittal 1: Under Review

[Your Custom RSS Feed](#)

Select Your Custom RSS Feed to subscribe to ePs RSS feed that will inform you of updates to your projects. See Page 11. ePs uses RSS communication to inform users or their projects. It is important to subscribe to the feed to keep up to date with the **REAL TIME** status and project events.

# Project Application

## Project Information

Name \*

Description

## Property Location

Latitude \*

Longitude \*

Address

City

Land Lot

District

Section

Tax Parcel Number(s)

**NOTE: Lat/Long is required to input in decimal format (ex. 34.128; -84.59582)**

**Land Lot, District and Section can be obtained from jurisdictional GIS websites**

## Applicant

Speed Toggle

☐ Use Login Information

First Name

Last Name

Company

E-Mail

Address

City

Zip

Phone

## Owner

☐ Same As Applicant

First Name

Last Name

Company

E-Mail

Address

City

Zip

## Designer

☐ Same As Applicant

First Name

Last Name

Company

E-Mail

Address

City

Zip

Phone

Fax

Select the project type. Note: Selecting the wrong project type may delay the review process.

Permit Type: Fire Alarm - Sprinkler - Hood Plan

Application is hereby made according to the laws and ordinances of the City of Alpharetta, Georgia for a permit to install and use an electrical service system for a building or structure as described herein and shown on the City approved plans and specifications and, if same, is granted by the City, I/we agree to conform to all laws and ordinances regulating same.

## Project Details ?

Starred and Bold fields are required input.

## Additional Project Details

\*Project Type

Subdivision Name

\*Building Permit No.

\*Lot or Suite No.

## Subcontractor Information

\*Company

\*Contact No.

\*Street Address

\*Suite

\*City

\*State

\*Zip

\*Business Registration No.

\*Issued In

\*GA Card No.

\*Class

\*Expires

\*Card Holder

Submit

Select Submit to complete the process and move to payment.





# Creating a New Project

## DR2011-002: Cherokee County Demo Project 2

### Project Status : X Not Paid


EPS uses PayPal to provide secure, full featured payment options. Please select the "Pay Now" button below to begin the checkout process. If you have already paid, then DO NOT pay again. Once your payment is submitted, your project will need to be validated by the municipality and EPS. Until this time, you will be unable to submit files or work with your project. You will be notified via email when the project has been verified and is ready for plan submittal. For any questions, please contact support at [support@eplansolution.com](mailto:support@eplansolution.com). Thank you for your business.

**I've ALREADY Paid!**

**Your order summary**

Descriptions	Amount
Test Construction Plan	\$1.00
Item number: T_CP1	
Item price: \$1.00	
Quantity: 1	
<b>Item total</b>	<b>\$1.00</b>
<b>Total</b>	<b>\$1.00 USD</b>

**Choose a way to pay**  
PayPal securely processes payments for E Plan Solutions, Inc..  
[Have a PayPal account?](#)   
Log in to your account to pay  
  
**Pay with Bill Me Later®, Debit or Credit Card**  
Pay with your debit or credit card, or with Bill Me Later®  
  
Country: United States  
  
☐ Bill Me Later®, a PayPal service

Prior to uploading documents, users must use PayPal to pay for the project. Once the project has been paid for, ePs will validate the project for Jurisdiction to review and validate.

## DR2011-002: Cherokee County Demo Project 2

### Project Status : | Invalid

Your project is currently not ready for review as the county has not yet validated your project. For any questions, please contact support at [support@eplansolution.com](mailto:support@eplansolution.com).

### Project Details

### Project Files

Upload your document here by selecting new submittal then upload files. Use the following tab naming convention. Submittal 1, Submittal 2, Submittal 3 ... Approved Rev. 1, Approved Rev. 3. It is important to note that once the drawings are submitted, access to the tab will be limited to viewing only. Notification will be sent once the plan review and comments are available, at this time, you will have access to download the document and comments.

**Open Files**

Type	Size
There are no files to display.	

Add



Project has not been validated. Until the project information can be validated by the Plan Review Coordinator, the designer/applicant does not have access to upload files.

New Submittal



# Uploading Files for Review

## DR2011-002: Cherokee County Demo Project 2

 **Project Status**  : F Open to Files

[Open Files](#) [Submittal 1](#) [Submittal 2](#)

Type	Size	Create Date	Name
No files exist in this submittal.			

[Manage Files](#) [Submit for Review »](#)

[New Submittal](#)

Selecting “Manage Files” navigates to the file upload page. Select “Upload Files” and navigate to the file locations. Select the “Files” and then select “Open”. File uploading should start immediately after returning to the “Upload Page”.

To Clear the selection select “All OK” to clear a specific file select “OK”

Any revisions to a file need to be documented in the Revision Notes section of the Manage Files Page. Select within the text box to add your notes. Failure to add Revision notes may result in your project approval being delayed.






### Files(0)

Select a file using the 'Upload' button to start uploading. To remove a file that has been previously approved, select the file and then Delete.

<input type="checkbox"/>	Type	Size	Name	Comment
There are no new files in this submittal.				

[Upload](#) [Delete](#) [Back to FM2013-001](#)

Select a file using the 'Upload' button to start uploading. To remove a file that has been previously approved, select the file and then Delete.








<input type="checkbox"/>	Type	Size	Name	Comment
<input type="checkbox"/>		824 KB	C-0.0 COVER.dwf	Add your revision notes in the text box. The more details that you provide the faster the turn around time for reviewing files will be.
<input type="checkbox"/>		148 KB	C-0.1 PROJECT TRACKING SUMMARY.dwf	
<input type="checkbox"/>		344 KB	C-5.0-5.1 STORM PROFILES.dwf	This file was approved in the last submittal.
<input type="checkbox"/>		159 KB	C-5.3 SANITARY PROFILES.dwf	This file was approved in the last submittal.
<input type="checkbox"/>		1 MB	C-6.0-6.2 SITE DETAILS.dwf	This file was approved in the last submittal.

[Upload](#) [Delete](#) [Back to FM2013-001](#)

Documents are sorted Alpha Numeric. Use sheet number then name to correctly sort the drawings.

be created after the current submittal has been released back to the applicant. Upload files that are not part of the submittal set.

[Open Files](#) [Submittal 1](#) [Submittal 2](#) [Submittal 3](#)

Type	Size	Create Date	Name	Comments
	824 KB	2013-09-19	C-0.0 COVER.dwf	Add your revision notes in the text box. The more details that you provide the faster the turn around time for reviewing files will be.
	148 KB	2013-09-19	C-0.1 PROJECT TRACKING SUMMARY.dwf	
	544 KB	2013-09-19	C-1.1 SITE PLAN.dwf	
	729 KB	2013-09-19	C-2.1 GRADING PLAN.dwf	
	680 KB	2013-09-19	C-3.1 UTILITY PLAN.dwf	
	2 MB	2013-09-19	C-4.0-4.3 ESPC PLAN.dwf	
	344 KB	2013-09-19	C-5.0-5.1 STORM PROFILES.dwf	

Once all the documents have been uploaded, they are now ready to be submitted for review. Select “Submit for Review” to initiate the review process. Once completed, the designer cannot upload additional

### Files(0)









☐ Type  
There are

[Add](#)  
File upload

# Uploading Files for Review

be created after the current submittal has been released back to the applicant. Open File should be used for the transfer of information that is not part of the submittal set.

[Open Files](#)[Submittal 1](#)[Submittal 2](#)[Submittal 3](#)

Type	Size	Create Date	Name	Comments
	824 KB	2013-09-19	C-0.0 COVER.dwf	Add your revision notes in the text box. The more details that you provide the faster the turn around time for reviewing files will be.
	148 KB	2013-09-19	C-0.1 PROJECT TRACKING SUMMARY.dwf	
	544 KB	2013-09-19	C-1.1 SITE PLAN.dwf	
	729 KB	2013-09-19	C-2.1 GRADING PLAN.dwf	
	680 KB	2013-09-19	C-3.1 UTILITY PLAN.dwf	
	2 MB	2013-09-19	C-4.0-4.3 ESPC PLAN.dwf	
	344 KB	2013-09-19	C-5.0-5.1 STORM PROFILES.dwf	
	159 KB	2013-09-19	C-5.3 SANITARY PROFILES.dwf	

**Documents are sorted Alpha Numeric. Use sheet number then name to correctly sort the drawings.**

[Manage Files](#)[Submit for Review »](#)

Once all the documents have been uploaded, they are now ready to be submitted for review. Select “Submit for Review” to initiate the review process. **Once completed, the designer cannot upload additional documents.**

# Addressing Comments

## DR2011-001: Cherokee County Demo Project 1

**Project Status** ⓘ : S Submittal Open

When a project status returns to “S” Submittal Open, the project has either passed or failed review. If the project has failed review, the checklist items and associated CDC’s are available to view and download.

Project status changes are available thru the RSS feeds.

Standard, Standard, you will have access to download the documents and comments.

Open Files
Submittal 1
Submittal 2

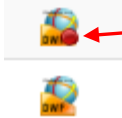
Passed	Type	Size	Create Date	Name
✗		824 KB	2011-12-07	C-0.0 COVER.dwf
✗		148 KB	2011-12-07	C-0.1 PROJECT TRACKING SUMMARY.dwf
✗		544 KB	2011-12-07	C-1.1 SITE PLAN.dwf
✗		729 KB	2011-12-07	C-2.1 GRADING PLAN.dwf
✗		680 KB	2011-12-07	C-3.1 UTILITY PLAN.dwf
✗		2 MB	2011-12-07	C-4.0-4.3 ESPC PLAN.dwf
✗		344 KB	2011-12-07	C-5.0-5.1 STORM PROFILES.dwf
✗		159 KB	2011-12-07	C-5.3 SANITARY PROFILES.dwf

This fileset has failed review, please see comments.

Download All
Checklists

You can download all files and select “Checklist” from the project page once the files have been released to you by the Plan Review Coordinator.

New Submittal



A “Red” dot located on the file type images indicates that comments exist within the named file.

✓ 1322707780391: turn arrows, crosswalks, stop bars, etc.
2011-12-07 Subm

✓ 1322707780403: GDOT 1033D and 1034D catch basin (if applicable)
2011-12-07 Subm

✗ 1322707780414: If turn lane is required over lay with asphalt from taper to taper 1.5 E-Mix
2011-12-07 Subm

✗ 1322707780425: Specify the type of curb and gutter to be used L-back will be used at the entrance.
2011-12-07 Submittal 2

Add note to plans
Add note to plans
Specify on plans

✗ 2011-12-07 Submittal 2 User, Administrator
Add note to plans
User, Regular: You can add notes to the comments by selecting the "pencil". Select "Submit when you are done."

Add Comment
You can add notes to the comments by selecting the "pencil". Select "Submit when you are done."
Submit
Cancel

✗ 0018: Name, address and phone number of property owner (s)	There are no entries.
✗ 0019: Name, address and phone number of developer (s)	There are no entries.

“There are no entries” indicates that the reviewing jurisdiction has not made a comment for item passing or for item failing review

## Open Files

The 'Open Files' interface includes tabs for 'Open Files', 'Submittal 1', and 'Submittal 2'. Below the tabs is a table with the following columns: Type, Size, Create Date, and Name.

Type	Size	Create Date	Name
x	170 KB	2011-08-07	↓ C-5.2 STORM PROFILES.dwf

Below the table is an 'Add' button. A callout 'Delete a file' points to the 'x' icon in the first row, and a callout 'Add a file' points to the 'Add' button.

“Open Files” allow users to upload documents that may not be part of a submittal set or need to be transmitted to and from the municipality to facilitate plan review. The “Open Files” tab acts similar to a folder on the computer.

## Project Communicator

The 'Project Communication' section has a title 'Project Communication' with a help icon. Below it is a paragraph: 'Add general comments, site visit information, inspection information, meeting minutes, and emails to the project communicator. In order to add a new communication, select "New Project Note". Select the appropriate comment type, and complete the information and submit.'

Posted By	Date	Preview
User, Administrator	2011-08-09	Text can be formatted for instance <b>color</b> , <b>bold</b> , and <u>underline</u> .
Designer, Dan	2011-08-07	Adding messages in the communicator allows all of the project inform

Below the table is the text 'Displaying 1 to 2 of 2 Comments.' and 'Page: 1'. A callout 'View entire comment' points to the 'User, Administrator' link. Below the table is a 'New Comment' button, which is also pointed to by a callout.

Select “New Comment” to add a communication.

The 'Text Editing Tools' bar includes sections for 'Font Name and Size' (Arial, 13), 'Font Style' (B, I, U, abc), 'Lists' (bulleted, numbered), and 'Insert Item' (link, image). Below the bar is a text area with a callout 'Select in “box” to begin typing.' pointing to it. At the bottom are 'Submit' and 'Back to CP2011-001' buttons. A callout 'Select “Submit” to save communication.' points to the 'Submit' button.

## Keeping up with Your Project thru RSS

Logged in as User, Regular



### New Project

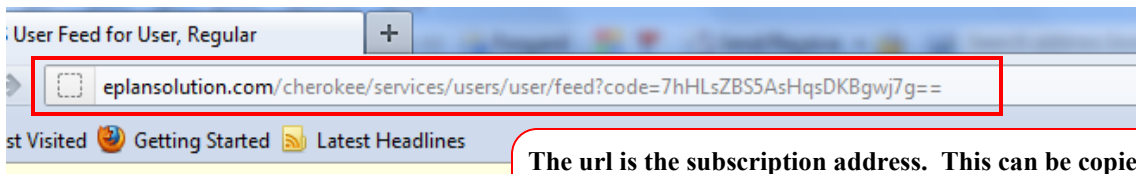
Select to create a new project.

### Your Projects

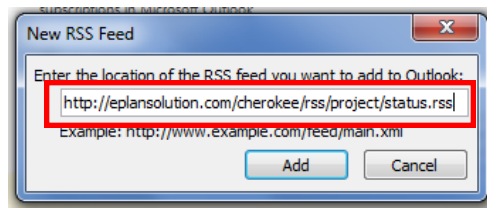
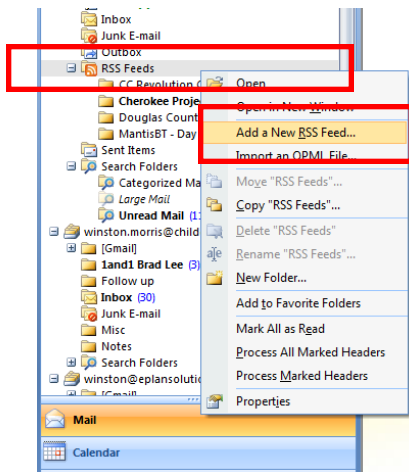
- S DR2011-004: ePs v 1.0 Test Project
- S DR2011-002: Cherokee County 2

### Your Custom RSS Feed

From your Home Page, select “Your Custom RSS Feed.”



The url is the subscription address. This can be copied to Outlook 2007 and newer or used in other RSS Reader applications such as “Feed Demon”.



For “Outlook”, select “RSS Feeds, “Add a New RSS Feed”, paste url (control v), then select “Add”.

The RSS feed will allow users to keep track of all projects thru one simple feed. The feed will transmit information concerning Project Status, Project Comment and Changes to the “Open Files” Tab.

This feed replaces the existing need to subscribe to the feeds for the individual projects. If the user has already subscribed to the project feed, they can delete the feed from their reader.

## Providing Access to Your Project to Others

[Home](#) • [Project List](#) • SD2013-002

**SD2013-002: User Guide**

User Guide Documentation

**Project Status** ⓘ: **S Submittal Open**

**Project Details** ⓘ

**Project Files** ⓘ

**Note: Granting access to your project to an individual will allow full access to User rights on the project page.**

**Expand Project Details by selecting the + icon**

**Project Details** ⓘ

Project details provide a information for your use, you may edit the project information by selecting the "Edit" button located below the project information. To see a map of the project location select "Map Property" located within the Property Location Box.

**Select Permissions.**

### Project Permissions

This section represents those users who actually have access to the project.

Government Users	<i>Implicit</i>
User, Regular	<i>Creator</i>

### Project Permission Grants

This section represents contains email addresses of users who will be granted access, either by matching a pattern below or an exact hit on their email address.

*There are no permission grants.*

**Enter the individuals email address and select "Grant". The selected individual will receive an email stating they have been granted access to the project. If they do not have an ePs User Account, they will be prompted to create one.**

This section represents contains email addresses of users who will be granted access, either by matching a pattern below or an exact hit on their email address.

**Revoke**

**ACCESS**

**You can remove access to the project by selecting "Revoke"/**