

Sedgwick County Electronic Plan Approval Submission Guide

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Document History

Date	Type of Change	Completed By
5/18/18	Documents Merged	Linda Beachy-Hughes
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About this document

Electronic Plan Review allows customers to skip a trip to the Metropolitan Area Building and Construction Department (MABCD) by submitting plans online. The MABCD and other reviewing agencies can review plans simultaneously, which helps to reduce plan review times.

This guide contains instructions for each step in the Electronic Plan Review process. It is intended to be used by architects, engineers, and contractors to submit commercial building plans for approval.

The Electronic Plan Review steps:

- 1. Submit an application: submit an application using the MABCD portal webpage.
- 2. Submit application payment: after the application is reviewed, the MABCD sends email notification that the application is ready for payment. Submit payment using the MABCD's portal webpage.
- 3. Upload plans: after payment is complete, the MABCD sends an email invitation to upload plans. Upload the plans and supporting documents to the Electronic Plan Review system.
- 4. Upload Confirmation Task: this step confirms the upload completion and locks the project so that it can be reviewed.
- 5. Submit corrections: if corrections are necessary, the MABCD sends a notification email requesting corrections. Upload the necessary corrections to the Electronic Plan Review system.
- 6. Download approved plans: when the plans are approved, an email is sent to the applicant. The applicant downloads the approved and stamped plans.

If there are questions about the following instructions, or if assistance is needed, please contact the Metropolitan Area Building and Construction department at MABCD@Sedgwick.gov or 316-660-1840.

Submit an Application

The first step of the electronic plan approval process is to submit an application. Please note: After the application is submitted, it is reviewed for approval. While awaiting approval, check to make certain the files and plans that will be uploaded adhere to the Electronic Files Specifications. This will ensure that the permit is processed as quickly as possible.

To submit an application:

- 1. Open an internet browser window and go to: <u>https://mabcdportal.sedgwickcounty.org/</u>.
- 2. If you already have an MABCD portal user name, sign in by entering your username and password and then selecting "Sign In."

If you do not yet have a username:

- Select "Register for an online account."
- Enter information into the required fields and then select "Next."
- Review the information entered and then select "Submit."
- Select "Click Here" to return to the MABCD portal sign in screen.
- Sign in by entering your username and password and then selecting "Sign In."

METROPOLITAN AREA BUILDING AND CONSTRUCTI Solgwick County working for you	ON DEPARTMENT (MABCD)
Welcome to MABCD's Portal (Building & Construction and Neighborhood Code Violation Reporting)	Sign In
 CONTRACTORS Call 316-660-1840 to get a User ID. Registering on this site will not allow you to schedule inspections, obtain permits, etc. Sign in on the right if you already have an ID. This site is for the City of Wichita and unincorporated Sedgwick County only. If building in a small city jurisdiction, contact the small city you are building in (e.g. Derby, Mulvane, Maize, Valley Center, Haysville, Park City, etc.). Applications for permits online are not issued or valid until the application has been approved and paid in full. Plan Upload and Review ePlans - Start the plan review process by following the Plan Approval Process instructions. 	User Name: Password: Remember me on this computer Sign In Or Continue Anonymously
 Nuisance Reporting (code and housing violations, trash, tall grass, etc.) <u>Submit a report or request online</u> or look up existing requests. To report by phone, call 316-660-9220. 	First time here? (Not for Contractors)
Doing construction work on your own home? Please contact MABCD at 316-660-1840 to be issued a valid username for this portal. Go to <u>MABCD's Homeowner's site</u> to find requirments and useful information.	Register for an online account

3. On the MABCD portal selection page, click on "Building & Construction" on the left side of the screen.



4. In the next window, select "Apply for a Plan Review or Permit (Building, Mechanical, Plumbing, Electrical, Roofing, etc." located in the middle of the screen.



5. In the Applicant Information window, select the appropriate Applicant Type and then click "Next."

Applicant Information	Additional Contacts	Permit Type	Address Location	Job Description	Details	Attachments	Application Confirmation					
Applicant Information												
 Select the applicant Click "Next" 												
Applicant Type												
\odot I am the p	property owner o	completing this	work.									
\bigcirc The contr	actor will comple	ete this work.										
 Other cor 	ntact.											
Cancel Ne	xt	-										

6. In the Additional Contacts window, add any additional contacts by selecting "Add Contact." If there are no additional contacts, select "Next."

pplicant nformation	Additional Contacts	Permit Type	Address Location	Job Description	Details	Attachments	Application Confirmation
Additional (Contacts						
lf you do not To add add	t wish to add ad	ditional contac	ts, click "Next" to	o proceed to next	t step.		
 Click "A Enter re Click "S Add Conta 	dd Contact" equired contact i earch" act	nformation					
anaal Dr	avious Novt		_				

7. In the Permit Type window, select "Commercial Plan Review – start here" from the Permit Type dropdown list.



8. Enter the address of the new building and then select "Search." Select the correct address in the "Matches Found" list to move to the next screen.

If the correct address is not found, try searching again using the least amount of information necessary to get more results. For example, only input the street numbers and street name (e.g. 271 -Third). You may use a "%" sign as a wildcard character (e.g. 271 - 3%).

*****Note**: If the address is not yet known, enter "Address Needs%" in the "Street Name" field and then select the record that displays.

Applicant Information	Additional Contacts	Permit Type	Address Location	Job Description	Details	Attachments	Application Confirmation
Permit Loca	ation						
Address Se Enter th Exampl Unit/Api Select ti If you de Click "S Number 271 City	earch: Search a e Address - For e: 271 Third or 2 t. he correct locatii o not see the co earch" Dir S Y 3 S k	pplication add best results er 71 3rd? Enter on by clicking o rrect location, i treet Name* % tate Cansas	ress ther only the stre the Number and on the appropria make changes to Suffix 	eet number and d a partial Street te address o your search an Unit/Apt.	street name. Name for best res nd try again	sults. Do not en	ter the Suffix or
1 Matches F	ound				_		
<u>Street</u>	<u># Dir</u>	<u>Street</u>	Name	<u>Suffix</u> <u>A</u>	<u>pt City</u>	State	<u>Zip</u>
2/1	W	3RD	15		WICHITA	KS	67202
Search	2			3 Click to	select this line	e	
ancol	avious						

Address is known 1

ermit Loca		1300	Location	Description			Confirmation			
	ition									
ddress Se Enter the Example Unit/Apt Select th If you do Click "So lumber	arch: Search a e Address - For e: 271 Third or 2 - ne correct location on ot see the co earch" Dir S V	application address best results enter 271 3rd? Enter the on by clicking on rrect location, ma treet Name* address needs% tate Cansas	ss r only the stree e Number and the appropriate ke changes to	et number and s a partial Street e address your search an Unit/Apt.	treet name. Name for best d try again Enter t Addro 	results. Do not er the address or ess needs%" th Search"	nter the Suffix o			
Matches F Street	ound # Dir	Street	Name	Suffix	Apt	City	State Zip			
	A	dress Needs Ass	signed		W	/ICHITA K	S			
Search 2 3 Click to select this line.										
ancel Pro	evious									

9. Fill out the Work Type, Com/Res, Occupancy Type, and description of the construction. Click on the "Next" button. Please be sure to put what kind of business or project in the Memo/Project field.

pplicant nformation	Additional Contacts	Permit Type	Address Location	Job Description	Details	Attachments	Application Confirmation
Job Descrij	ption						
 Enter th Click "N 	e required fie lext"	ld(s)					
Work Type	· [NEW-New prim	ary structure wh	ere people live, w	ork or occupy		\sim
Occupany [·]	Туре*	Business		~			
Declared V	aluation*	500000					
Building Ar	rea e)	0					
Com/Res*		Commercial	~				
Memo/Proj	ect*	New Applebees	;				
Description	of the const	truction/propos	ed job*				
Review pl	lans for 50	000 <mark>sg ft</mark> re	staurant cha	in in New Marl	cet Square		~
							\sim
ancel Pr	revious Ne:	xt					Save for Lat

10. Skip the next screen unless you are doing Dirt Work only.

Applicant Information	Additional Contacts	Permit Type	Address Location	Job Description	Details	Attachments	Application Confirmation				
Application	Details										
 Enter in Click "N 	the details. lext"										
For Dirt V Cubic Ya	For Dirt Work Only Cubic Yards of Cut Fill: Paper Plans are no longer accepted after January 1, 2019										
Paper	Plans are	e no long	er accepte	aπer Jan	iuary 1, 2	019.					
Cancel P	revious Next	-					Save For Later				

11. Please note**** This is **not** where you upload electronic plans. You will receive an email invitation to the Electronic Plans Review system to upload plans after the initial review and application payment steps have been completed.

Applicant Information	Additional Contacts	Permit Type	Address Location	Job Description	Details	Attachments	Application Confirmation
Attachmen	ts						
The require	d documents m	ust be submitt	ed or attached to	your application	. You may also	submit the docun	nents via mail or
in person. P	'lease include th	ie Primary per	mit number.				
To Upload	Documents:						
 DO NC PLR – I UPLOA Click "I Enter ti Click "I 	PLAN REVIEW DS. Browse" to sel EACH FILE the description Upload" to add Next"	PROCESS W ect the files/d CAN NOT E	IL PLANS HEN ILL RECEIVE A ocuments from (CEED 10MB.	KE. N EMAIL INVITA your computer	TION WITH IN	ISTRUCTIONS FO	DR PLAN
File Path			Brov	vse			
File Descri	ption						
Upload	Do not up	load plans	here. Select	NEXT to con	tinue.		

12. A summary of the information entered will be displayed and you may correct any information before submitting the application. If everything looks correct then you should click on the "Apply" button. If not, then use the "Previous" button to return and fix any incorrect information.

Applicant Information	Additional Contacts	Permit Type	Address Location	Job Description	Details	Attachments	Application Confirmation
Applica	tion Information Con	firmation					
To subr	nit your application:						
Con If ch Clic	firm the permit inform aanges need to be ma k the "Apply/Save" but	ation is con de click the ton to subr	ect. appropriate "Edi nit your permit.	t" button.			
Applica	tion Information To I	Be Submitt	ed				
	Permit Type:	Con	nmercial Plan Re	view - start here			
<u>Edit</u>	Applicant Type: Primary Contact Na Address: Phone:	Oth me: Elec 271 (310	er contact stric Meter W 3rd St North ^y \$)660-1840	Wichita KS 67202	2		
<u>Edit</u>	No contact added.				_		
Edit	Site Location:	271	W 3RD ST WIC	HITA KS 67202			
<u>Edit</u>	Occupancy Type: Work Type: Declared Valuation: Priority: Memo/Project	Bus NE\ \$50 Con Nev	iness V-New primary s 0,000.00 nmercial / Applebees	tructure where p	eople live, wor	k or occupy	
	Description: Review plans for 50	00 sq ft res	taurant chain in l	New Market Squa	are		
<u>Edit</u>	Detail page informat	ion.					
Edit	No attachment uplo	aded.					

Submit Application Payment

After the application is submitted, it is reviewed by MABCD personnel. After the review, an update email is sent to the applicant. If the application is approved, the email will state that the application is ready for payment. The email will contain the project address and application number. If an expected email has not arrived, please check the email junk or spam folder.

Noreply@sedgwick.gov Watkins, Glenda D. Your application has been processed and the fees are ready for payment PLR2018-00212	ß	11:02
This is a courtesy email to let you know that we have processed your application.		
The address for this application is - Address Needs Assigned Wichita, KS The application number is PLR2018-00212		
Once payment has been received we can finish processing the application and inspections can then be scheduled. Please note that this at this time.	is not a valid p	ermit
Failure to take action on this application can result in the removal of your access to submit permits, schedule inspections, and pay fees	online.	
If you have any questions, please contact our office at 316-660-1840		
Metropolitan Area Building And Construction Department (MABCD)		

Example Email

To enter the payment electronically using a credit card:

- 1. Open an internet browser and go to: <u>https://mabcdportal.sedgwickcounty.org/</u>. Enter your username and password (as in the previous step) and then select "Sign In."
- 2. On the MABCD portal selection page, click on "Building & Construction" on the left side of the screen.



3. In the next window, select "My Permit Fees" located on the left side of the screen.



4. In the "My Fees" window, select "Plan Review Application" for the application type. Enter date criteria if necessary and then select "Search."

Search Criteria
My Fees Information
 Select Application Type (Optional). Select the dates. Click "Search". Application Type:
Select One V
Fees Between Dates:
From* 3/16/2020 To* 6/16/2020
Search

5. Click on the application link for which to pay fees. A summary of the application will display. Select the "Fees" tab, select the application fee line, and then select "Add to Cart." If there are multiple fees associated with the application, select "Add All To Cart."

Summary Inspections - 3 Fees - 2					
Description	Total	<u>UnPaid</u>	<u>Status</u>	Paid Date	Actions
Meter Reset (power off 6 months or more)	\$11.00	\$11.00	Unpaid		Add to Cart
Permit Issuance Fee	\$25.00	\$25.00	Unpaid		Add to Cart
Back to Search Results					Add All To Cart

6. When the cart displays, select "Check Out."

		2 items in	My Cart \$	536.00 Chec	k Out Sign Ou	τ
•						
	Total	<u>UnPaid</u>	<u>Status</u>	Paid Date	Actions	

7. Review the fees and then select "Next." Select if you will pay by credit/debit card or eCheck then select "Make Payment."

Sedgwick v Metropolitan Area Bu	<i>County</i> <i>vorking for you</i> ilding & Construction Department - Online Payment Port	al
Invoice Details		
Reference:	20200616ZBXI	
Amount:	\$36.00	
Payment Method:	○ credit / debit card ○ ¢check	
	Make Payment	

8. On the Payment screen, enter the credit card details and enter or review the cardholder first and last name and address to make certain itmatches the information on the card. When all of the information is complete and verified, select "Submit Payment."

00 Nayed after Card entered.
00 Vlayed after Card entered. Vlayed after Card entered.
blayed after Card entered. blayed after Card entered. blayed after Card entered.
blayed after Card entered.
played after Card entered.
ne on Card
iration Date (MM/YY)
/ Number
ng Address
ng City
ect State
ng Zip Code
ne Number

The screen will display a printable receipt for the credit card payment. You will also receive an email confirmation that the payment has been completed.

To mail a check for payment, follow instructions 1 through 4 above to find the application fee amount and then mail the payment to:

MABCD 271 W 3rd, Suite 101 Wichita KS 67202

After the payment is completed, MABCD personnel will finalize the application and send an email notification when ready for files to be uploaded. While waiting for the email to arrive, it is recommended that you prepare for the upload process as described in the next step.

Upload Plans and Documents

Prepare for the Upload Process

1. Before beginning the upload process, check to make certain the files and plans adhere to the required specifications. This will ensure that the plans are approved as quickly as possible. Select the link below to view the specifications.

Electronic File Specifications

- 2. Prepare your PC for the Electronic Plan Review System:
 - The system must be able to use pop-ups and be configured as a trusted site. Select the links below for instructions to configure these settings.

Disable Pop-Up Blocker

Add ePlans as a Trusted Site

Files can be consolidated into compressed (.zip) files to save upload time. When a .zip file is uploaded, the files will reside in the Electronic Plan Review system as individual single page or multi-page files.

To create a .zip file, open Windows Explorer. Browse to and select the desired files or select an entire folder and then Right-Click. Select "Send to" then "Compressed (zipped) folder."



Zip files upload as individual files:

Unload Filer	Unload UPI	working for you	
Upload Files	Upload UKL		
Browse F	or Files	Browse For Files Upload File	es
Browse for file:	s or drag files into t	his area.	
		1	
- Dra	wings zip.zip	06/8115/KB 🗙	
0 of 1 u	ploaded Hide De	tails	

1. 1st flo	or architectural.c	dwg	
2. Brook 3. FP-1.d	wood Plat.dwg wg		
4. plan la	iyout1.dwg		

Log in to Electronic Plan Review

Logging in the First Time

The first time you upload plans, you will receive an email notification with the project name. The email will contain a temporary password and a link to the Electronic Plan Review system, "ProjectDox." Select the "Login to ProjectDox" link.

	working for you	
nvitation		
lello Linda Beachy-Hug	hes:	
ou have been added to	the ProjectDox database and as a nev	w member to the project listed belo
Login:	the ProjectDox database and as a new	w member to the project listed belo
Login: Temporary Password:	the ProjectDox database and as a nev LBeachy@wichita.gov F2A473E	w member to the project listed belo
Login: Temporary Password: Project:	the ProjectDox database and as a nev LBeachy@wichita.gov F2A473E DemoProject	w member to the project listed belo
Login: Temporary Password: Project: Group:	the ProjectDox database and as a new LBeachy@wichita.gov F2A473E DemoProject Applicant	w member to the project listed belo
Login: Temporary Password: Project: Group: Project Owner:	the ProjectDox database and as a new LBeachy@wichita.gov F2A473E DemoProject Applicant Glenda Watkins	w member to the project listed belo

When the Electronic Plan Review login screen displays, enter your email address and temporary password and then select "Login."

	Salawid Carey. weleg Seyou L UICHIN	Electronic Pla		
Sedgwick County working for you		Entry your or receil add User Dicking Policy Users of this Electronic Plans Review (1 following terms and candidons, is well responsible for checking the accuracy, and strandings of all information's Society accuracy completences, content, currer reformation provided via this Site. This Sedguide County, Kanson General Society Completence, content, currer Particle Password:	Products and presented in readiants.	L3
	ProjectDox ProjectO	© 2018 Avolve Software. x (Version 8.5) is a trademark of Avolve Software. All r	nights reserved. a voir e-	
	Jostall ProjectDox Components	To create a desktop shortcut, click and drag the icon below to your desktop.	Click here to add ProjectDox to your Favorites.	

The first time you log in, the Profile screen displays. Enter a new password and a security question and answer that can be used to reset your password and then select "Save." Return to this screen at any time by clicking the "Profile" button on the main tool bar.

ange rassword.		Passwor	d Reset Question & A	nswer:
New passwor	d:"	Security	y question: *	
onfirm new passwor	d:*	Secur	ity answer: *	
ofile Information	•			
Contact	User Metadata	Project	Group	1
Title: Company: Address 1:				
				_
Address 2:				
Address 2: City:				
Address 2: City: State/Province:	Postal Code	le:		
Address 2: City: State/Province: Phone:	Postal Code	le:	BXC	
Address 2: City: State/Province: Phone: Mobile:	Postal Code	le: Fi		
Address 2: City: State/Province:	Postal Code	ie:		

If you already have an account

You will receive an email notification with the project name and a link to the Electronic Plan Review system. Sign in using the credentials for your existing Electronic Plan Review account. If you do not receive the email as expected, check the email junk or spam folder for mail from ePlans@Sedgwick.gov. Adding this email address as a contact will prevent the email from going to the spam or junk folder. If you already have an account but forgot your password, Click on "Forgot your password?" for help.

After logging in, the Electronic Plan Review home page displays. Your assigned projects are displayed in the main area of the screen. To return to this page, select the "Projects" icon.

If the home page does not open after logging in, a popup blocker has prevented the main project window from opening. <u>Select this link for instructions to disable the popup blocker</u>.

	Sedgwick County working for yo	u	Selput 2 Garty weeking for your Little Control	Elect Metropalitan A	ronic Plan	Review	
						Sack Forward () Project	ts Profile 2 M 2 Logout
Active Projects List							Site-Wide Tasks
1 project(s) out of 1 for Li	inda Beachy-Hughes (LBeachy@wichita.	gov)		Recent Projects	All Projects	Press Ente	r To Search:
Project	Options	Description	Owner		Status	Create date	
DemoProject	1 🖉 🖂	Demo of Projectdox	Gienda Wa	tkins	Prescreen	11/13/2017 2:41:19 PM	
							Page 1 of 1 (1 items)
ProjectFlow Task List © Refresh							
			No tasks are avai	lable at this time.			
		E	Electronic Plan Re	eview Ho	ome Page		

Reco Owner
Projectdox Glenda Watkins

Home Page detail

Upload Files

1. When ready to upload the files, open the project by clicking on the project link listed under "Project" on the home page. The project page contains areas for: managing documents, project information, and user options.

emoProject			🖨 Back Forward 🖨 Projects Profile 👔 🏙 🥹
in Contact: Glenda Watkins			🔍 Project Reports 🖏 Task List 🚺 Info 🖉 Discussion Beard 🖂 Email
and current I Collaose I 🛛 🜌	Demo of Projectdox		
Drawings (24 Files - 0 New)	Project Info	Reports	User Options
Documents (L Files - 0 New)	Project Name:	DemoProject	
Conditional Approval	Description:	Demo of Projectdox	
Carlons	Project Image:	No image exists	
	Map Config Name:		
	Location:	271 W 3RD Wichita KS 67202	
	Contact:	Glenda Watkins	
	Contact's Email:	Glenda.Watkins@sedgwick.gov	
	Phone:	660-1804	
	Cell Phone:		
	Pager:		
	Project Owner:	Glenda Watkins	
	Owner's Email:	Glenda.Watkins@Sedgwick.gov	
	Project Admins:	Glenda Watkins, June Schurr	
	Status:	Prescreen	
	Status Info:		
	Project Start/End:	Start: 11/13/2017 2:41:19 PM End:	
	Pass-Through:	.mov, wmv, avi, htm, html, install, config, mp4	
	Versioning:	Enabled for this project	

2. Select the "Drawings" folder to upload drawing files. Select "Documents" to upload document files. <u>Select this link to view the supported file types</u> that can be uploaded.

Please upload only drawing type files into the "Drawings" folder and upload all other files into the "Documents" folder.

DemoProject	1
Main Contact: Glenda Watkins	4
Expand current Collapse 🛛 🕖	Demo of Proiectdox
	Project Info
Drawings (14 Files - 0 New)	Project Name
Documents (1 Files - 0 New)	Description
Revisions	Designet Image
	Project Imag
	Map Config (
line is a summer of	- reconstructed

After the folder link is selected, the system may prompt to add "Active X Upload Control." If the prompt displays, grant permission to install the control.

3. Select the "Upload Files" option.

Sedgwick Co worl	unty king for you	ر. من الم
DemoProject		
Main Contact: Glenda Watkins		3
Folder: DemoProiect\Drawings	Demo of Proiectdox	
	Project Info	Reports
No files currently exist in Drawings.	Project Name:	DemoProject
To upload files into this folder	Description:	Demo of Projectd
(1) Click the Upload button below	Project Image:	No image exists
(2) Follow the instructions in the pop-up window	Map Config Name	:]
Large files may take a few minutes to be processed.	Location:	271 W 3RD Wichit
refresh your file list view.	Contact:	Glenda Watkins
Many Falders Haland Files	Contact's Email:	Glenda.Watkins@
view rolders Upload riles	Phone:	660-1804
	Cell Phone:	and your I

Drawings folder selected with files not yet uploaded

If some files have already been uploaded, the folder link displays the uploaded files and a few additional options. After adding files, folders or URLs, close the Upload Files window and click the Refresh button in the toolbar to see the newly uploaded records.

DemoProject		1
Main Contact: Glenda Watkins		1
Folder: DemoProject\Drawings Demo	o of Proiectdox	1
View Folders Upload Files	Project Info	Reports
	Project Name:	DemoPr
Current Sort: - Select -	Description:	Demo of
🖽 🗖 📋 🧉 🍽 🗮 🖿 🔳	Project Image:	No imagé
1st floor architectural.dwg	Map Config Name:	
5/17/2018 10:48:09 AM, 467 KB Linda Bear C:\Users\Lbeachy\AppData\Local\Temp\SNAGHTML447a01	Location:	271 W 3
	Contact:	Glenda V
	Contact's Email:	Glenda.V
Brookwood Plat.dwg	Phone:	660-180
Linda Beachy-Hughes	Cell Phone:	

Drawings folder selected after files have been uploaded

DemoProject					ź
Main Contact: Glenda Watkins					j
Folder: DemoProject\Drawings		0	Dem	o of Projectdox	Ì
View Folders Upload Files	0 🗖	•	~	Project Info	Reports
Current Sort - Select -	~	_		Project Name:	DemoProj
			2	freeh	Demo of Pr
			/6	illesh	No image er
5/17/2018 1:28:22 PM, 482 KB		_		Map Config Name:	4
Linda Beachy-Hughes				Location:	271 W 3RD
168- 🔍 🛎 🔊 🗙				Contact:	Glenda Wa
- mar and the second second	1 mil	- e p al	~	and a series	

Refresh Option

The upload window displays:

	s (Sedgwick County working for you		<u>Close Windo</u>
Upload Files	Upload URL			
Browse F	or Files		Browse For Files	Upload Files
Browse for files	s or drag files into this	area.		
Browse for files	; or drag files into this	area.		
Browse for files	or drag files into this	area.		
Browse for files	s or drag files into this	area.		
Browse for files	or drag files into this ploaded <u>Hide Deta</u>	ils		
Browse for files	or drag files into this ploaded <u>Hide Deta</u>	ils		0B/0B

- 4. Files may be added to the upload window by either dragging or browsing.
 - To add files by dragging, use Windows Explorer to open the folder containing the files, select single files or use Shift + Click or Ctrl + click to select multiple files and then drag them to the Upload Files window.
 - To add files by browsing, select the "Browse for Files" option, browse to the folder containing the files, select single files or use Shift + Click or Ctrl + click to select multiple files, and then select "Open."

Drag files:

	https://eplans.sedgwick.county.org/ProjectCox/HtmlSUpload.aspx?SessonID=8UnmaiEntry=truebs/oiderID. 😑 🔍 🗙	Drganize • Dopen Share with • E-mail New folder
et Dianda Walkins Mainte Drawlines Analiste	Secure https://splat.sadgwickcounty.arg.ProjectDov/ktmiSUpload.aspc75cesion/D=AbhitalEnty=true Societ Mindow Societ Mindow Upload Files Upload URL	Evoltes Documents library EntroicPan He Evoltes Evoltes
	Browse For Files Browse for Files UptantFiles	Soften shots WC Finger Dates WC Finger Dates WC Finger Dates WC Finger Dates WC Finger Constant WBCD project dots WBCD project WBCD project
	Fast Taxagin international states and graph	Windows (C) Windows (C) Windows Alternyahar Windows Alternyah

Browse for files:

Sedgwick County working for y	ou	is or folders to Close Window		
Upload Files Upload URL			-	
Browse For Files	Browse For Files	Upload Files		
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o or o uploaded <u>Hide Details</u>	Test Scripts	Name	Date modified	Type Adobe Acrobat Llocum
	Screen Shots	AJ-1-02	11/14/2017 9:18 AM	Adobe Acrobat Docume
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	About WC	🔁 Brookwood Plat	11/14/2017 9:18 AM	Adobe Acrobat Docum
	Knowledge Articl	howto_login	5/3/2018 5.37 PM	Adobe Acrobat Docum
	MABCD project c	1st floor architectural.dwg	11/14/2017 9:18 AM	DWG File
		Brookwood Plat.dwg	11/14/2017 9:18 AM	DWG File
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	Filen	pien ayout awg "1st floor architectural.d	wg prookwood Plat.d + Alla	
. To beau				Open Cancel

After the files are added, they display in the upload window but are not yet uploaded. Add additional files if desired by dragging files over or by browsing. Delete a file from the list by selecting the "x" next to the file name.

Upload Files	Upload URL			
Browse F	or Files		Browse For Files	Upload Files
Browse for files	s or drag files into this	area.		
lst	floor architectural.dv	wg	08/464	
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Pla	n layoutl.dwg		08/719	9.58KB 🗙 🗸
0 of 3 u	ploaded <u>Hide Detai</u>	ls		
			0B,	/1.63MB

5. After all of the files are added to the upload window, select "Upload Files." The files will then upload into the Electronic Plan Review system.

		working for you	
Upload File	s Upload URL		
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	FP-1.dwg	0B/48212KB 3	¢
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Sedge	wick County Working for you
Upload Files Upload URL	
Browse For Files	Browse For Files Upload Files
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FP-1.dwg	482.12KB/482.12KB
plan layoutl.dwg	256.00KB/719.58KB
1 of 2 uploaded Mide Details	
T of 2 uploaded <u>Hide Details</u>	738.12KB/1.17MB

Upload·in·Progress¶

When the files finish uploading, a confirmation window displays. Select "Close" to close the window and return to the Project screen

The following files have been uploaded:	
The following meshave been uploaded.	7
1. FP-1.dwg 2. plan layout1.dwg	
Files highlighted in blue are version candidates. They will be versioned if the file content has been changed in any way.	
Close	

Note: although files have been uploaded, the plans are not yet submitted. You must complete the "Submit Files" step before the plans will be reviewed.

Upload Website Links

Applicants can upload links to websites that provide specific information. To upload a link:

1. With the project open, select "View Folders" and then select the "Documents" folder.



2. Select "Upload Files."

PLR2016	-00002
Main Conta	ct:
Folder: PLF	2016-00002\Drawings
View Fol	ters Upload Files O 🗖 🖲
	Current Sort: - Select -
+ -	🗆 i 🚔 🖻 🖓 Did 📵 🗙 🐔 🖉

3. Select "Upload URL" and then enter a name for the URL in the "URL Display Name" field. Type or paste the full URL address into the "URL:" field (e.g. https://www.sedgwickcounty.org). The URL can be up to 255 characters long. Select "Upload URL" after all of the information is entered.

Attps://eplans.sec	dgwickcounty.org/projectdox/Html5Upload.aspx?FolderI	
Upload Files Upl	Sedgwick County working for you	Close Window
Upload URL:		
URL Display Name: URL:		
	Upload URL	

The URL is listed with the other plans/documents with an Internet Explorer thumbnail.

PLR Test
Main Contact:
Folder: PLR Test\Drawings
View Folders Upload Files O
Current Sort: - Select - 🗸
🛨 🗖 📋 🧉 🖆 🖬 🗶 🖉
Sedgwick County 11/10/2016 3:12:40 PM Glenda Watkins Image: County of the second se

View Project Documents and Drawings

To view documents and drawings that have been uploaded:

- 1. Sign in to the Electronic Plan Review system with your existing credentials.
- 2. Open a project folder (Drawings, Documents or City Documents) and click on the file name or thumbnail image to view a document.
- Brava Browser Window

The image displays within a "Brava" viewer. By default, the viewer displays in the right window pane. To display the file in a separate browser window, click the "separate window" radio button (the blue arrow in the image below). Switch the view by clicking the right-side panel radio button (the red arrow in the image below).

BLD39-0	00117	
Main Conta	ict:	
Folder: BL	D39-00117\Documents (6 Files - New)	
View Fol	Iders Upload Files 🔿 🗖 💿	
c	Current Sort: - Select -	
+ -	🔲 🎒 🖻 🔁 🚯 🗙 🕹 🕏	
- 9	Drain-Report.pdf 5/18/2011 2:34:28 PM, 146 KB Christina Prado	

- Use the +/- icons to expand or collapse the displayed file information. The top icons control all files in the list; each file can also be individually controlled.
- The "Current Sort" dropdown box changes the sort order criteria.
- Right-click a thumbnail image to copy a file link to the clipboard.

Upload Confirmation Task

Files are not submitted for review until the "Upload Confirmation" task has been completed. This step confirms the upload completion and locks the project so that it can be reviewed.

**Make sure that all files and URLs have been uploaded before completing this step- it will lock down the files and no further uploads can be made.

1. With the project page open, select the Task List option.

Sedewick County working for you		Selevels Comp. weiling for you	ectronic Plan Review
R2018-00208			👙 Back Forward 🗳 Projects 🙃 Wide Reports Profile 2 🚧 😿 Log
in Contact: Electric Meter			🕵 Project Reports 🔀 Task List 🕕 Info 🖉 Discussion Board 🖂 Email
der: PLR2018-00208\Drawings test			
View Folders Upload Files	Project Info	Reports	
	Permit Number:	PLR2018-00208	
Current Sort: - Select - •	Description:	test	
E 🗆 🎽 🗠 🗳 🏽 🗙 🕹 🖉 😫	Project Image:	No image exists	
E 0405 A-2.1.4.PDF	Map Config Name		
Glenda Watkins	Location:	Address Needs Assigned	
🔍 🔍 🚔 🖉 🕼 🗙	Contact:	Electric Meter	
	Contact's Email:	june.schurr@sedgwick.gov	
0405 A-2.1.4a.pdf 5/11/2018 1:56:07 PM 2.1 MB	Phone:	(316)660-1840	
Glenda Watkins	Cell Phone:		
🔍 🔍 🚔 🕘 🗿 🔉 🗙	Pager:		
R Otra	Project Owner:	Administrator Temp	
5/11/2018 1:58:07 PM, 467 K8	Owner's Email:	support@avolvesoftware.com	
Glenda Watkins	Project Admins:	Administrator Temp,June Schurr,Paul Hays,Gary Cox	
👷 🖉 🖉 🖉 🖉 🗶 🗙	Status:	Approved	
A2-2 2nd floor Proposed Addition 100380704,pdf	Status Info:	PLR	
5/11/2018 1:58:07 PM, 316 K8	Project Start/End:	Start: 5/3/2018 5:33:28 PM End: 11/3/2018 5:32:54 PM	
Gierida Wations	Pass-Through:	.mov,.wmv,.avi,.htm,.html,.install.config,.mp4	
AD 3-01 AppUPload.pdf	Incoming Files:	Fax: Email: 164@ProjectDox YourCompanyDomain.com	
5/11/2018 1:58:07 PM, 1.3 MB	Versioning:	Enabled for this project	

2. Select the "Applicant Upload Task" link.

DemoProject								
Main Contact: Glenda Watkins								3
Folder: DemoProject/Drawings D	emo of Projectdox							1
View Folders Updead Files Current Sort - Salect -	ProjectFlow 1	ask List						ويترجيه فالمستحدية
5/17/2018 1/28/22 PM, 482 KB		TASK	PROJECT	INSTANCE	GROUP	ASSIGNMENT TYPE	STATUS	5
Linda Beachy Hughes	PB	Applicant Upload Task	DempProject	DemoProject - 11/13/2017 2:41:19 PM	Applicant	FirstInGroup	Pending	į.
E plan Investi Ang Su2008 2.822 PM 720 KB Unda Backy Hagten R 2 A X	1 - 1 of 1 records	tances						
	NAME			COORDINATOR GROUP		STATE	VERSION	STARTEQ
	🖧 DemoPro	ject - 11/13/2017 2:41:19 P	м	Project Manager		Active	1	11/13/20
	1 - 1 of 1 records							3
						Secularia -)

Click the Checkbox indicating that you have uploaded all the required drawings and/or documents and then click on the "Upload Complete- Notify Jurisdiction" option.

Applicant Upload - Google Chrome		- Reces		x
Secure https://eplanstest.sedgwickcounty	.org/ProjectDoxWebUI/W	orkflowForms/Eform.as	px?wflowTaskID=209	
	UPLOAD		ProjectFlow PLANNING	2
PermitInformationFormlet (HANSEN)	Resources			
Application Number Application Type Permit Status				
Task Instructions After you have successfully uploaded	all required plans and do	ocuments, please click	the (Upload Complete) button.	
<	Upload Complete - N	lotify Jurisdiction	mplete Later	

Note: If files must be added or changed, contact the assigned plans examiner or contact the MABCD at 316-660-1840 or MABCD@Sedgwick.gov. The plans examiner name and email address are displayed in the project information section.

	Solgwick County	101	Sectore Comerciante de Carter de Car	Electronic Pla
DemoProject				
Main Contact: Glenda Watkins				
Equand current) Collapse)	Demo of Projectdax			
DemoProject	Project Info	Reports		
Disavingt (2 Files - 2 New)	Project Name:	DemoProject		
Conditional Approval	Description:	Demo of Projectdox		
L-Ca Sevisions	Project Image:	No image exists		
	Map Config Name:			
	Location:	271 W 3RD Wichita KS 67202		
	Contact:	Glenda Watkins		
	Contact's Email:	Glenda Watkins Bredavick.gov		
	Phone:	660-1804		
	Cell Phone:			
	Paper			
	Project Owner:	Glenda Wattins		
	Owner's Email:	Glenda Watking@Sedqwick.gov		
	Emjert Admine:	Gends Watkins Line Schutt		
	Status:	Prescreen		
	Status Info:			
	Project Start/End:	Start: 11/13/2017 2/41:19 PM End:		
	Pass-Through:	.mov, wmv, avi, htm, html, install, config.mp4		
	Versioning:	Enabled for this project		

Submit Corrections

If corrections are necessary, the MABCD sends a notification email requesting the corrections.



Email Example

To submit corrections:

- 1. Select the "Project Access" link located in the email.
- 2. Sign in using the credentials for your Electronic Plan Review account.
- 3. Follow the on-screen instructions for submitting the corrections.

Download Approved Plans

When the plans have been approved, the MABCD sends a notification email. A fully stamped copy of the approved plans needs to be maintained at the building site.

To download the files:

- 1. Sign in to the <u>Electronic Plan Review system</u> using your existing credentials.
- 2. Select the project by clicking on the project link.
- 3. Select the folder containing the desired files (Drawings or Documents).
- 4. Select the checkbox next to each file name to download. To select or de-select all checkboxes, select the checkbox in the toolbar.

DemoProject		1
Main Contact: Glenda Watkins		-{
Folder: DemoProject\Drawings	emo of Projectdox	1
View Folders Upload Files O	Project Info	Rep
Current Select to toggle all check-	boxes on and off	
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17/2018 1:28:22 PM. 482 KB	Map Config Name:	2
Linda Beachy-Hughes	Location:	271
- 1932 - 🔍 🛎 🔊 🗙	Contact:	Glé
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5/17/2018 1:28:22 PM. 720 KB	Phone:	660
Linda Beachy-Hughes	Cell Phone:	1
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	Project Owner:	Gle
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	Project Admins:	Glę
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5. Select the Download icon located on the toolbar.

DemoProject			
Main Contact: Glenda Watkins			ť
Folder: DemoProject\Drawings)em	o of Projectdox	
View Folders Upload Files O	~	Project Info	Reports
Current Sort - Select -		Project Name:	DemoProject
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5/17/2018 Download checked files		Map Config Name:	1
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		Contact's Email:	Glenda.Watkins@
5/17/2018 1:28:22 PM, 720 KB		Phone:	660-1804
Linda Beachy-Hughes		Cell Phone:	1
💶 🛃 🔍 🏜 🗛 🗙		Pager:	;
		Project Owner:	Glenda Watkins
		Owner's Email:	Glenda.Watkins@
		Project Admins:	Glenda Watkins,
		Status:	Prescreen

6. The system processes the request and adds the files to a compressed (zip) file for download. Select the "Download Zip File" option to start the download.

Sedgwick County working for you	Sedenak Comp. andre for son Building and Construction Departme
DemoProject	
Main Contact: Glenda Watkins	🕵 Project Reports 🖟 Task List 🚺 Info 🖉 Discussion Board 🔀 Email
Folder: Demo Project/Drawinos Demo of Projectdox View Folders Upload Files O O •	Files retrieved from: DemoProject\Drawings
Current Scirt. Select. ✓ Current Scirt. Select. ✓ Current Scirt. Select. ✓ Current Scirt. Select. ✓ Current Scirt. S	Your files are ready to be downloaded. All selected files have been compiled into a single ZIP file to your convenience. Download ZIP File (0.4 MB) Delete ZIP File After your download has completed successfully, please delete the zip file from the server, for the protection of your intellectual property.

7. After the download is complete, select the "Delete Zip File" option.



Electronic File Specifications

1. File Names

Continue to include an index on your cover sheet and name each sheet according to accepted practice. In order to keep the files in the indexed order, please name the files in sequential order as shown in the example below.

EXAMPLE INDEX OF SHEETS	NAME THE FILES
CVR – COVER SHEET	001 COVER
CODE 1 – SITE CODE PLAN	002 CODE 1
CODE 2 – CODE PLAN	003 CODE 2
C1.0 – SITE PLAN	004 C1.0 SITE PLAN
A1.0 – FLOOR PLAN	005 A1.0 FLOOR PLAN
S1.0 – STRUCTURAL	006 S1.0 STRUCTURAL
M1.0 – MECHANICAL	007 M1.0 MECHANICAL
P1.0 – PLUMBING	008 P1.0 PLUMBING
E1.0 – ELECTRICAL	009 E1.0 ELECTRICAL

2. Character Limit

File names are limited to 40 characters.

3. Sheets

Each sheet must be a single file. All drawings must be uploaded as separate files to the drawings folder and must be the same size. The only exception to this would be spec books, preengineered metal building plans and other supplemental information. Please load these items in the documents folder.

4. Border Standards

Make sure you have left space for the MABCD approval batch stamp. The space needs to be completely blank on all drawings and should be a minimum of a 3" square. The empty space should be just inside a $\frac{3}{4}$ " top margin and just inside a 3" right side margin. This should not interfere with most title blocks along the right edge of the plans.



Here is where the batch stamp will be located.

In this example, there was information in this area that had to be moved.

5. Scale Standards

Make sure each sheet has a graphic scale bar and is drawn to scale. When more than one scale is used on a sheet, a separate graphic scale must accompany the applicable detail.

6. Plot Plan

Review your site plan. A complete plot plan – showing lot dimensions, location of driveway(s), proposed work, distance from property lines and other buildings, setbacks, easements, streets and structures for the entire property – is required for all new construction and addition submittals. Plot plan should include a north arrow and scale bar.

Back to Prepare for the Upload Process

Back to Submit an Application

Supported File Types

Files with the following extensions can be uploaded into the Electronic Plan Review system:

000	3df	906	907	bmp
cal	cg4	cgm	Cit	cmi
dcx	dgn	doc	Docx	dwf
dwg	dxf	edc	Edm	ftk
g3	g4	.gif	gp4	hpgl
igs	iso	jpeg	jpg	mi
mil	mvs	рсх	pdf	pln
plt	png	prt	rnl	tif
tiff	xls	xlsx	zip	

Back to Upload Files

Disable Pop-Up Blocker

The following instructions are for Internet Explorer. For other browsers, please consult with your information technology technician.

Either disable pop-up blockers entirely:

- 1. Select Tools, Pop-up Blocker
- 2. Select "Turn off Pop-up Blocker."

	Delete browsing history	Ctrl+Shift+Del	
About Store	InPrivate Browsing	Ctrl+Shift+P	
	Turn on Tracking Protection		
	ActiveX Filtering		
	Fix connection problems		
	Reopen last browsing session		
	Add site to Start menu		
	View downloads	Ctrl+J	
	Pop-up Blocker	•	Turn off Pop-up Blocker
	Smartscreen Filter	,	Pop-up Plocker settings
	Manage add-ons	-	
	Compatibility View settings		
	Subscribe to this feed		
	Feed discovery		
	Windows Update		
	Performance dashboard	Ctrl+Shift+U	
	F12 Developer Tools		
	OneNote Linked Notes		
	Send to OneNote		
	Report website problems		
	Internet options		

Or configure blocker to allow pop-ups for specified sites:

- 1. Open Internet Explorer and select Tools/Internet Options/Privacy Tab/Settings.
- 2. In the "Address of Website to allow" enter https://eplans.sedgwickcounty.org.
- 3. Click "Add" and the "Close."

Pop-up Blocker Settings	×
Exceptions Pop-ups are currently blocked. You can allow po websites by adding the site to the list below. Address of website to allow: https://eplans.sedgwickcounty.org	Add
Allowed sites:	
	Remove all
Notifications and blocking level:	
✓ Play a sound when a pop-up is blocked.	
Show Notification bar when a pop-up is blocked.	
Blocking level:	
Medium: Block most automatic pop-ups	•
Learn more about Pop-up Blocker	Close

Back to Prepare for the Upload Process

Back to Log In to Electronic Plan Review

Add ePlans as a Trusted Site

The following instructions are for Internet Explorer. For other browsers, please consult with your information technology technician.

To add ePlans as a trusted site:

- 1. Select "Tools," "Internet Options," then select the "Security" tab.
- 2. Click on "Trusted Sites" and then select the "Sites" button.
- 3. In the "Add this website to the zone" field, enter https://eplans.sedgwickcounty.org.
- 4. Click "Add" and the "Close."

General	Security	Privacy	Content	Connections	Programs	Advanc
Inte	zone to	Local intrate	ge secur	ted sites R	Stricted	
~	Truste This zo trust ne your fil You har	ed sites ne contains w ot to damage es. we websites i	rebsites your co	that you mputer or ne.	Sites	ites
Secur	ty level f	or this zone				
Allo	ved level	s for this zon	e: All			
	- Me	dium Prompts befi ontent Unsigned Ac	ore down tiveX con	nloading poter ntrols will not t	ntially unsafi De download	e led
1	Enable P	rotected Mod	de (requ	res restarting	Internet Ex	plorer)
			Cus	tom level	Defaul	tlevel
				Reset all zon	es to defau	it level
	me setti	nos are man	aged by	vour system a	dministrato	r.



Back to Prepare for the Upload Process