



# Electronic Plans Review Process

## Quick Start Guide

**You must visit our website at [www.winterspringsfl.org/eplans](http://www.winterspringsfl.org/eplans) to do all of the following actions or you will not be able to submit your plans correctly!  
Need assistance? Call 407-327-6562 for ePlans Support 8am-5pm Monday-Friday.**

### STEP 1 – Submit an Application for a Permit or Project via email

**You must first submit an application** to the City for a construction or development project requiring drawing plans and other documents. After the application gets approval, the City's Permit Specialist will enter the information into the City's permitting system to begin the process. See our website [www.winterspringsfl.org/eplans](http://www.winterspringsfl.org/eplans) for Building Permit Forms and for Planning and Development Application links. **Email the notarized application to: [customerservice@winterspringsfl.org](mailto:customerservice@winterspringsfl.org)**

### STEP 2 – Receive a Temporary Password to Login

When the permit application is received, the Permit Specialist will then have the ePlans ProjectDox system send an email to you, the "Project Coordinator" inviting you to Login to the ePlans ProjectDox website. Attached will be the Link to the ePlans ProjectDox Login webpage and a temporary password. **DO NOT LOGIN until you have completed steps #3 & #4 first.**

### STEP 3 – (Internet Explorer Users) Set Up Your Computer Before You Login – (Allow 5 to 10 minutes set up time)

ePlans ProjectDox software now runs on Internet Explorer (IE), Edge, Chrome, Firefox, and Safari browsers. IE users will need to make the following adjustments to their IE browser. First, open an IE browser tab. Using the Browser "TOOLS" button, **turn on the "COMPATIBILITY VIEW"** then add the webpage: <https://eplans.winterspringsfl.org/ProjectDox/> to the setting. Using the "INTERNET OPTIONS" "PRIVACY" tab, **check the "TURN ON POP-UP BLOCKERS" box** then add <https://eplans.winterspringsfl.org/ProjectDox/> to the "SETTINGS". Using the "INTERNET OPTIONS" "SECURITY" tab, add the webpage: <https://eplans.winterspringsfl.org/ProjectDox/> to your **"TRUSTED SITES" in Internet Options.** See the IE Quick Set-up Guide on our ePlans webpage for detailed instructions.

### STEP 4 – Install the ProjectDox Components – (Allow 5 minutes set up time)

You will now be able to **install the "ProjectDox Components" Software** (Active X Control and Brava Viewer) This free software will allow you to view plans within the ePlans ProjectDox website. Look for the second row of rectangular boxes beneath the Login Portal on the ePlans ProjectDox Login Portal webpage. Click the link "Install the ProjectDox Components". When completed you will be able to Log into to the ePlans Projectdox system. If you are unable to view drawings on your computer call the ePlans Support line at 407-327-6562. To Login to ePlans ProjectDox visit: <https://eplans.winterspringsfl.org/ProjectDox/>

### STEP 5 – Prepare Files for Submittal

**A. File Types** - PDFs or Vector PDFs are the only drawing files the ePlans ProjectDox Review System will accept.

**B. Submit the Correct Plan Sizes** - Standard sizes are 8-1/2" x11", 11"x17" and 24"x36" \*IMPORTANT - NEVER CHANGE THE PLAN SIZE OR DRAWING NAME WHEN SUBMITTING CORRECTED DRAWINGS.

**C. Create Folders** – Create a New folder on your computer hard drive and name it your "*Project Name or the Customer's Name or Address*". Create sub-folders: "Corrections", "Approved", and "Revisions" if needed. This will allow you to resubmit corrected drawings and documents from the Corrections folder using the exact same file names that were used in the first submittal from the Drawing and Documents folders. The Reason: *When placing a new file with the exact same file name in the same folder on your computer, your computer sees it as a duplicate and will automatically rename it "the file name"(2) or it will ask you to replace the original file.*

**D. Name the Drawing Files Correctly** - See the File Naming Chart on page 4 for examples, e.g. A000 – Cover, A001 – Wall Detail, P001 – Plumbing, E001 – Electrical. **Incorrect file names will be rejected:** A. Smith 123 Elm St E1 Electrical Plan Use the project folder on your computer's hard drive for the client name or street name. **Only one drawing page per file name, multi page batch drawings are not allowed. Please make sure the computer file name matches what the design professional named and numbered the drawing.** If the sheet number A1.2 is called Layout, then the computer file name is A1.2 - Layout

**STEP 6 – Digital Signatures and Seals** – (Engineers, Architects, Surveyors and Interior Designers should allow 30-45 minutes set up time) Engineers, Architects, Surveyors and Interior Designers can easily email the contractors Digitally Signed and Sealed Drawings as PDFs. **Digitally Signed and Sealed Plans MUST be uploaded in their original Digital format. Scanned Digitally Sealed Plans will not be accepted as scanning removes the digital signature and seal.** Every engineered drawing uploaded for review to the City of Winter Springs ePlans website must have a Digital Seal and Signature combo. **All design professionals will also need to have their identity authenticated by a third party Certification Authority per State Statute 471.025 & Florida Administrative Code 61G15-23.003.**

Download the Digital Signature How To Guide from the ePlans Digital Signatures Guide webpage.

See our website: ePlans Digital Signatures Guides - <http://www.winterspringsfl.org/EN/web/dept/cd/127341/179362.html>

**The PEDDS system has been discontinued effective JULY 1, 2015 by its owner. WE NO LONGER ACCEPT PEDDS**

**STEP 7 – Began Uploading .pdf Plans and Documents** - (Allow 5 minutes upload time)

Uploading the specific files and documents can thus begin. First time uploaders should call 407-327-6562 before uploading plans to verify the Engineer or Architects Digital Signature is acceptable and to ensure the upload will be done correctly.

**\*\*\*\*\*VERY IMPORTANT\*\*\*\*\* – After the upload you must click the “WORKFLOW PORTALS” button then, select the hyperlink “APPLICANT UPLOAD”. A yellow form will appear with the PERMIT INFORMATION tab highlighted. Do not enter any information onto the yellow form at this time. Next, CLICK the “UPLOAD COMPLETE” button at the bottom right corner of the yellow form to start your review process. If this button is not clicked we will never see the upload and plan review will never start.**

The screenshot shows the ePlans interface for a project named "The Landings on Lake Jessup". The top navigation bar includes buttons for "Back", "Forward", "Return to Projects", "My Profile", "Workflow Tasks", "Info", "Notes", and "Email". The "Workflow Tasks" button is circled in red. A blue box with the text "CLICK HERE" is positioned over the "Workflow Tasks" button.

The screenshot shows the ePlans interface for a project named "Test Project for User Guide". A table lists tasks with columns: Task, Attached To, Plan Review Status, Created On, Updated On, Updated By, and Action. The "ApplicantUpload" task is circled in red. A blue box with the text "CLICK HYPERLINK HERE" points to the "ApplicantUpload" task. A "Message from webpage" dialog box is visible in the bottom right corner, asking "Do you want to accept this task?" with "OK" and "Cancel" buttons.

Task	Attached To	Plan Review Status	Created On	Updated On	Updated By	Action
ApplicantUpload	Applicant	Pending	2/12/2013 12:15:41 PM	2/13/2013 2:51:40 PM	rkandzer@winterspringsfl.org	

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Click Here to Save Form as PDF...

Permit Information | Review Information

Case Type: Building  
Case Number:  
Case Description:  
Parcel #:  
Applicant Name:  
Applicant Email:  
Owner Name:  
Owner Email:  
Fee Balance:

**CLICK HERE  
"Upload Complete"**

PLAN REVIEW TYPE: [Select Type]

Please complete this activity when you have successfully uploaded all required plans/documents.

Upload Complete Save All Done



The City of Winter Springs Plans Review departments will then review the plans and documents accordingly. Each department will have access to the plans in ePlans ProjectDox, and use the ProjectDox workflow, collaboration and view/markup tools to complete the plan reviews. The original plan files themselves are protected and archived in order to ensure they are never altered or modified in any way. All red-lines, changemarks, markups and annotations for corrections that are applied to the plan files occur on virtual layers stacked on top of the original plans within ePlans ProjectDox. Reports and review status progress are also available in ePlans ProjectDox system.

### STEP 8 – If Corrections are Needed.

You will be emailed a notice to login and review the changemarks noted on the drawings to make the necessary corrections. **\*VERY IMPORTANT – To VIEW the CHANGEMARKS or MARKUPS you must click the “WORKFLOW PORTALS” button then, select the hyperlink “APPLICANT RESUBMIT”.** A yellow form will appear with the “REVIEW INFORMATION” tab highlighted. Next, select the “LOAD CHANGEMARKS Hyperlink” and review the changemarks. Changemarks can also be viewed by clicking the RED PENCIL next to the drawings icons in the drawings or documents folder. Using the copy tab you can easily paste the changemarks and drawing links into an email for your Engineer or Architect to view. **For Seminole County Fire comments or corrections you must use the WORKFLOW – CHECKLIST REPORT & CHECKLIST REPORT (MET/NOT MET MARKUPS) reports under the “PROJECT REPORTS” button.** You can also print a MARKUPS LISTING report and the CHECKLIST REPORT - MET/NOT MET MARKUPS from the “Project Reports” button. Email your Engineer, Architect or Designer the Markups and they will make the necessary corrections and email you the newly corrected drawings and documents to resubmit into ePlans ProjectDox website again for review. If needed, the Design Professionals can be added to the project to get a complete view.

### STEP 9 – Resubmitting Corrected Plans

**\*IMPORTANT - NEVER CHANGE THE FILE NAME WHEN RESUBMITTING CORRECTIONS.** The corrected files will automatically appear with a **V2** after the file name denoting it was resubmitted correctly with the same file name. **\*VERY IMPORTANT - AFTER YOU UPLOAD THE CORRECTED FILES, you must go to your “WORKFLOW PORTALS” button (SAME AS STEP 7).** In addition, you will check off the small **CHECKBOXES** on the bottom left of the yellow form then click the **“CORRECTIONS COMPLETE”** button at the bottom right to start the next review cycle. The review cycle continues until all the regulatory requirements are satisfied and the jurisdiction grants approval for the plans and the permit. When the project is approved you will be notified via email for payment.

### STEP 10 – Pay for Permit Fees

In order to receive your permit and begin work, the outstanding permit fees must be paid in full. You have within 180 days to pick up the permit. Please contact the City of Winter Springs Building Department to obtain the payment amount due at (407) 327-1800 option #1. Make your credit card payment (fees may apply) over the phone or if you prefer to pay with a check, you will need to do so in person at the City of Winter Springs Building Department 1126 East SR434 Winter Springs, FL. 32708 between 8am to 5pm, Monday - Friday. The Permit and Inspection Card can be emailed to you. **\*VERY IMPORTANT – After paying fees you must click the “WORKFLOW PORTALS” button then, select the hyperlink “FINAL FEES” hyperlink.** A yellow form will appear with the **PERMIT INFORMATION** tab highlighted. Next, **CLICK the “FEES PAID”** button at the very bottom right of the yellow form. The **Approved Drawings and Approved Documents** folders will now be visible. You will now be able to **download and save the approved drawings and approved documents to your computer hard drive.**

### STEP 11 – Print Your Plans

After payment and clicking the final fees button look for the small download/print icon (blue arrow pointing down to a tiny grey printer) that appears next to the little blue magnifying glass on each drawing file name. Save the files to your computer's hard drive folder named APPROVED then print. Approved plans will remain available for only 90 days. You are required to print one set of plans to be placed in a Permit Box or kept available on the job site. In addition, Local vendors are available to print large plan sizes, just Google “Blueprint printing”.

## STEP 12 - Now You Can Print Out Your Own Permit

After payment the Permit Card and Inspection Card can be emailed to you. The Permit Card must be posted in plain sight on the job site, visible from the street or right of way at all times until the completion of the project.

Drawing Type	Plan Type	Page #	Computer File Name
CIVIL = C	Cover Sheet	0	C000 - COVER
CIVIL = C	Site Layout	1	C001 - SITE LAYOUT
CIVIL = C	"	2	C002 - SITE LAYOUT
CIVIL = C	Drainage/Grading	3	C003 - GRADING
CIVIL = C	"	4	C004 - GRADING
CIVIL = C	"	5	C005 - GRADING
CIVIL = C	Utility	6	C006 - UTILITY
CIVIL = C	Details	7	C007 - DETAILS
CIVIL = C	"	8	C008 - DETAILS
CIVIL = C	Erosion Control	9	C009 - EC
CIVIL = C	Survey	10	C010 - SURVEY
<b>CATEGORY</b>			
LANDSCAPE = L	Landscape	1	L001 - IRRIGATION
LANDSCAPE = L	"	2	L002 - IRRIGATION
LANDSCAPE = L	"	3	L003 - IRRIGATION
<b>CATEGORY</b>			
Drawing Type	Plan Type	Page #	Computer File Name
ARCHITECTURAL = A	Cover Sheet	0	A000 - COVER
ARCHITECTURAL = A	Floor Plan	1	A001 - FLOOR PLAN
ARCHITECTURAL = A	"	2	A002 - FLOOR PLAN
ARCHITECTURAL = A	Foundation	3	A003 - FOUNDATION
ARCHITECTURAL = A	Elevations	4	A004 - ELEVATIONS
ARCHITECTURAL = A	Details	5	A005 - DETAILS
ARCHITECTURAL = A	"	6	A006 - DETAILS
<b>CATEGORY</b>			
INTERIOR DESIGN = I	Interior designs	1	I001 - INTDS
INTERIOR DESIGN = I	"	2	I002 - INTDS
<b>CATEGORY</b>			
STRUCTURAL = S	Structure, Shoring, etc	1	S001 - STEEL BLDG
STRUCTURAL = S	Simpson Ties, Strapping	2	S002 - TIE, STRAPE DETAIL
<b>CATEGORY</b>			
PLUMBING = P	Plumbing	1	P001 - PLUMB

These are typical examples of how the Engineers and Architects name drawings and how you're **Computer File Name** should appear. Plan Types and File Names may differ according to your project.

If you require any assistance preparing computers, office systems, digital signatures, or computer files for electronic submittals please contact our ePlans ProjectDox Support. Available 8am to 5pm Monday - Friday

Questions or ePlans Support Contact: Kerwin Maynor  
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 Phone: 407-327-6562 or [kmaynor@winterspringsfl.org](mailto:kmaynor@winterspringsfl.org)