



Town of Fort Myers Beach ePlan Users Guide

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General Program Information

- Double clicking a column header on the project screen in Lee County ePlan will sort the columns, ascending or descending.
- Entering search criteria in the field titled 'Press Enter to Search' will filter your project list according to the information entered. You may enter any information / words found on the project screen to reduce the number of projects displayed. For example the project number, a word from the description of the project (FMB BLD), a certain status, or a portion of a project number (FMB BLD16-0011). To return to the complete project list click the 'Project' button.
- Use the binocular tool to perform a more advanced search of your projects. Including file names and file text.
- Within folders, files can be sorted ascending or descending by file name, by Author, or by Upload Date. Sorting can be helpful while searching, printing or downloading documents.
- Review Stamps will be in a color, keep this in mind when printing approved drawings. You may wish to print the files on a color printer so that stamps will "stand out" on the drawings.

Required File Standards / Accepted Formats for All Plans and Documents

- Black and white documents are strongly recommended due to reproduction costs.
- All files must be submitted in the correct orientation so that the top of the page appears at the top of the computer screen when the file is opened. The page(s) should not need to be rotated in order to be read.
- If the plans are required to be signed and sealed by a design professional, the agent/contractor and design professional will need to coordinate efforts to comply with governing laws regarding electronic signatures.
- A dimension **and** a graphic scale are required on all site plans and construction drawings. A two inch margin is required along the right hand side of all site plans and construction drawings to allow room for Lee County Review/Approval stamps.
- **Most** file types are accepted in ePlan (i.e. PDF, TIF, DWG, BMP, JPG, DOCX, etc.)
- ZONING AND DEVELOPMENT SERVICES APPLICATIONS: Files should be named and organized according to the directions provided at the end of the application
- BUILDING PERMIT APPLICATIONS: Each **Document** should be a separate file. **Name files what they are.** For example a site plan should be a separate file named 'Site Plan.PDF'. The application and all supporting documents (NOC, Impact Letter, and Water/sewer letter) can be combined or left separate.
- Residential Building Plans should be a separate multipage file named 'Plans.PDF' or 'Building Plans.PDF'.
- Commercial Plan sets should be broken out by discipline, for example all the electrical plans can be one multipage file titled 'Electrical Plans.PDF'. The structural plans can be one multipage file titled 'Structural Plans.PDF'

How to Upload Files

Upload files to the appropriate folder of your project, the name of the folder should indicate what should be uploaded into the folder.

NOTE: FILES MUST BE CLOSED ON YOUR COMPUTER BEFORE YOU UPLOAD THEM. IF YOU ATTEMPT TO UPLOAD A FILE WHILE IT IS STILL OPEN ON YOUR COMPUTER, YOU WILL RECEIVE AN ERROR MESSAGE. CONTACT EPLAN@FMBGOV.COM IF YOU RECEIVE AN ERROR MESSAGE WHILE UPLOADING FILES.

1. From within the desired project and folder, click the **Upload Files** button.
2. Browse to select the files you want to upload from your computer. You can select multiple files by holding down the *Shift* or *Ctrl* keys, Click **Open** after selecting the files.
3. To gather additional files from a different location on your computer, click the 'Add more files' button. To delete a file, click the X to the right of the file name.
4. After selecting all the desired files, select the appropriate "Type of Upload" from the drop down on the right.
5. Click 'Upload' to begin the transfer of files into Lee County ePlan. You **MUST** use the 'Notify Project Members' tool to notify the Permitting Department ; **only select this option once you have uploaded all the necessary documents/plans.**

There is an option to add a message in the *Body* of the notification. This is not necessary unless you wish to communicate to the *PERMIT DEPARTMENT/PERMITS FMB*. The information entered **will not be forwarded to the Reviewer.**

In the section titled '*User/Groups that will be emailed*', place a check in the box next to the *Permitting Department* (dependent upon your application type) then click send.

Please only notify the *Permitting Department/FMB Staff* once you have uploaded all the necessary documents/plans into the project. Each time you click send from the *Notify Project Members* screen an email is sent to the permit department at eplan@FMBGOV.com It is not necessary to notify the Permit Department of every document uploaded; it may delay processing if we have multiple unnecessary emails to review. If you forget to click the 'Notify Project Members' button, you will just need to send an email to ePlan@FMBGOV.com Include the project number and note that you have finished uploading all the required files.


Revisions

All Revision Documents must be placed in the 'Revision folder' of a permit project. The original File format and uploading guidelines apply, except that all the files get uploaded to the Revision Folder.

Revision file names must be different from the original 'approved' file names.

When uploading files, you will have the option to Notify Project Members; **only select this option once you have uploaded all the necessary documents/plans**

- In the *Body* of the notification, inform the Permitting Department that the upload is a "Revision Submittal".
- In the section titled 'User/Groups that will be emailed', place a check in the box next to the **Permitting Department/ FMB staff** then click send.

Once the Permit Department reviews the revision files, they will notify you of the **Plan Review** Revision Fees by email, you will need to pay these fees before the files will be forwarded to Zoning Review or Plan Review. Select the  icon from the upper right hand corner of your project. Add a Topic, for the category select 'Revision Fees Paid', in the subject line type project/permit number. From the list of "Users/Groups that will be emailed:" place a check next to the Permitting Department, and then click send at the bottom of the page.

You will receive notification by email that your revision has been approved. If Plan review assessed any additional **permit** revision fees you will be notified, if not the Permitting Department will make your approved revision available for printing from the folder titled *Approved Revision*.

How to Resubmit Plan Corrections after Rejection

If corrections are needed to the submitted plans they should be made by the originator of the document and resubmitted using the **original file name and file extension** as previously submitted. **The file name cannot be changed.** This is required for proper versioning and processing of the file in our system.

Upload the corrected files into the **same folder** as the original file.

If additional files need to be uploaded to address rejection comments, upload files to the appropriate folder of your project, the name of the folder should indicate what should be uploaded into the folder.

Upon upload of your final document use the "Notification" tool to notify the "Permitting Department/FMB Staff" of your resubmittal.

Rejected Revisions:

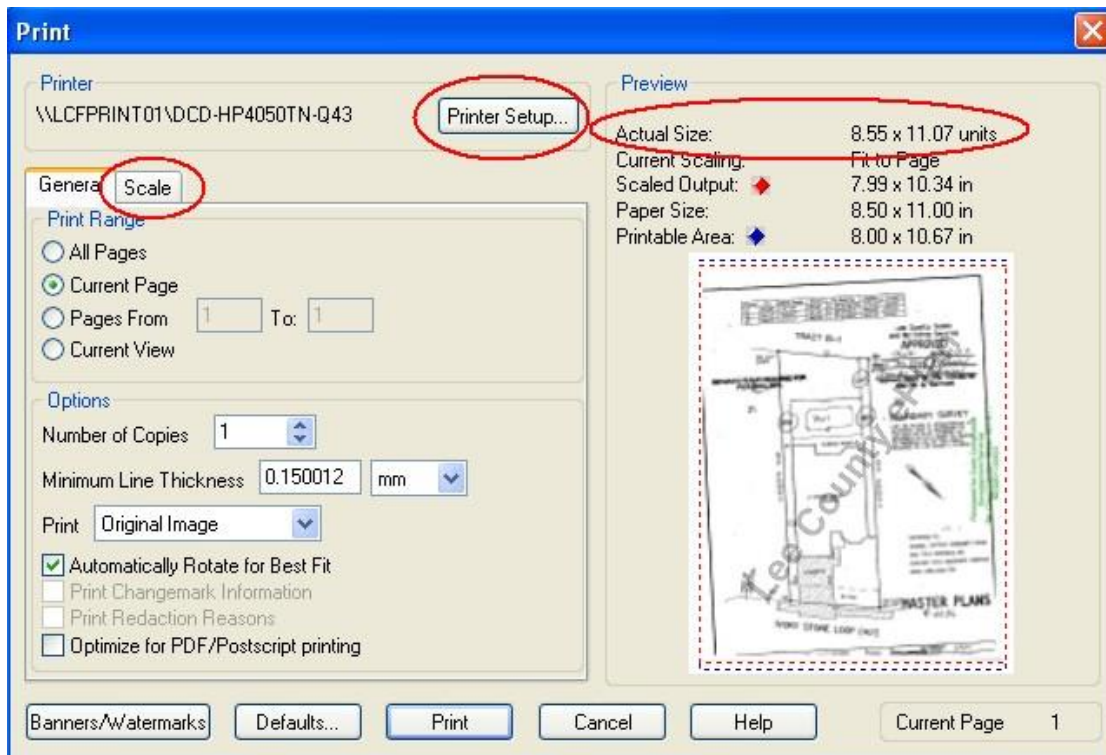
Upload the corrected files into the **revision folder**. The original **revision file name and file extension** is required for all resubmittals to ensure proper versioning in our system.

Printing

Note: When viewing and printing approved drawings/Final Documents, the approval stamps and informational stamps are in color, you may wish to print the documents in color as well. **Printing options are dependent upon the type of printer the document is being printed too.**

When printing building permit job site copies the plans **must** be legible. For documents which were originally 24" x 36", the minimum print size is 11" x 17".

Open the file you wish to print, and click the printer icon in the upper left hand corner. A print prompt window will appear, notice that the actual size of the document can be found in the upper right hand corner. Use the 'Printer Setup' and the 'Scale' feature to format the printer settings for your printer and the paper size you wish to use.



Downloading

Do to customer security levels in Lee County ePlan; downloading is only available for 'Approved Plans' and 'Final Documents'.

1. To download one file, click the download icon beneath the file name. You will be asked if you want to Open or Save the file, select 'Save'.



2. To download multiple files from the same project:

- a. Place a check in the box in front of all the files you wish to download
- b. Click the download button on the toolbar at the top of file list.

View Folders Upload Files

Current Sort: - Select -

[pol2011-00335\[2\]_1.tiff](#)
8/19/2011 2:19:20 PM, 249 KB
Cora Guerrier

[process\[1\].tiff](#)
8/19/2011 2:36:43 PM, 811 KB
Cora Guerrier

[res2011-00031.pdf](#)
8/19/2011 3:06:14 PM, 18 KB
Cora Guerrier

[res2011-02918.tiff](#)
8/19/2011 2:14:55 PM, 1.4 MB
Cora Guerrier

