

ELECTRONIC PLAN REVIEW GUIDE

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1. Applicants - Submitting a Project For Review

Submit A Project For Review

1: Application

2: Upload Files

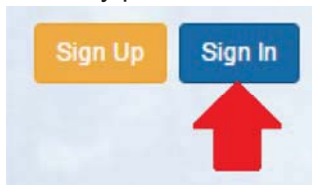
3: Fees

4: Confirm & Submit

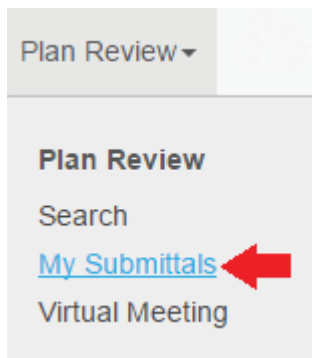
Select An Application Type and Input Project Information

If you have not yet registered for an account, please do so now by clicking the "Sign Up" button in the top right corner of the page and following the on screen instructions. After completing the registration process, you'll be sent an activation email. You will need to open this email and click the link inside in order to activate your account..

1. Begin by logging into the website. Click the "Sign In" button in the top right corner of the page. You'll be prompted to enter your full email address and password to proceed. If you already see your name in the top right corner of the page, you are already signed in and may proceed to the next step.



2. In the navigation menu at the top click "Plan Review > My Submittals".



- You should now see your submittal overview. This page lists all of the projects that you have submitted or been invited to participate in along with the project status and any action buttons. You may navigate to this page at any time to check on the status of a project, or to begin the re-submittal process. To submit a new project click the "Submit a New Project" button near the top of the page.

My Submittals

Use this page to manage your submittals. Submittals that appear in **red** require action on your part to proceed. Submittals that appear in **green** have been approved.

[Submit a New Project](#)

Project Title	Action	Status	Submitted	Approved
RES16-1250	Resume Application Submittal	Application In Progress	11/29/16	
SPRAY PAINT BOOTH	Resume Application Submittal	Application In Progress	11/29/16	
Res16-1250	Resume Application Submittal	Application In Progress	11/29/16	
Red Feather Lodge - Tenant Improvement	Review Comments & Resubmit	Waiting for Applicant to resubmit	11/23/16	
Foresight Finishing		The submittal package is currently under review for completeness	11/29/16	
ELECTRIC CHANGES TO ADD EQUIPMENT POWER		Review Approved	11/18/16	11/29/16
INTERIOR & EXTERIOR REMODEL & ADDITIONS		Review Approved	09/26/16	11/29/16

- Fill out the on screen form and select an application type. If you need help choosing which application type is right for your project, you can click the "Help me choose" link for more information. Click Save and Continue when you are ready to move on.

Plan Review Submittal

Step 1: Application | Step 2: Upload Files | Step 3: Fees | Step 4: Confirm And Submit

Electronic Plans Submittal
Fields in **bold** are required.

Project Overview

State: NC
County: Forsyth
Jurisdiction: City of Winston-Salem
Application Type: 01.01) Application for Sketch Plan Review
Project or Subdivision Name: My Test Project

Save and Continue

02.01) Preliminary Commercial Plan Review
WHEN PLANS ARE 60% COMPLETE WE WILL PERFORM A PRELIMINARY REVIEW. COMMENTS WILL BE ADDED TO PLANS AND RETURNED. NO REVISIONS ACCEPTED FOR PRELIMINARY REVIEWS. PRELIMINARY REVIEWS ARE PERFORMED AS TIME ALLOWS.

02.02) Commercial New Construction or Additions
COMMERCIAL/NEW CONSTRUCTION OR ADDITIONS: ANY NEW BUILDINGS OR STRUCTURES TO BE CONSTRUCTED OR BUILT. ADDITIONS ARE AN EXPANSION TO AN EXISTING BUILDING OR STRUCTURE AND GENERALLY INCREASES THE FLOOR AREA. THIS CAN EITHER BE A HORIZONTAL OR A VERTICAL EXPANSION OR BOTH.

02.03) Commercial Upfit/Alteration
UPFIT: CONSTRUCTION WITHIN A STRUCTURE OR TO ITS EXTERIOR CLOSURE WHICH DOES NOT CHANGE THE OVERALL DIMENSIONS OF THE STRUCTURE OR INCREASE THE FOOTPRINT. THIS INCLUDES REMODELING AND RETROFITTING.

- Continue filling out the project information that is required for your application type. Required fields are indicated in bold, all other fields are optional. Once you've completed the form you will be given an opportunity to look over the information and confirm or edit your entries. If you see any corrections that should be made, you can use the Edit button at the bottom of the screen to make those changes now. Once everything looks correct, please read and check the agreement at the bottom of the page and click the confirm button to continue to the upload portion of your submittal.

Electronic Plans Submittal


Fields in **bold** are required.

Confirm Your Application

Please review your application below for accuracy and use the edit button to make corrections if necessary.

My Test Project

Bryce A. Stuart Municipal Building
100 East First Street, Suite 225
Winston-Salem, NC 27101
Fax: 336-748-3163



Project Overview

Project Name: My Test Project State: NC
 Jurisdiction: County: |
 ProjectD: 132166
 Address(es), Parcel(s), or PIN#(s):
 • 101 N. ANY ST. (Unverified)

Project Contacts

Contact Person
 Jace Lite
 idtPlans
 Redacted
 Tucson, AZ 85732
 P:0000000000
 F:0000000000

I, acting as agent for the owner/developer/organization hereby submit the above application for review. I understand that failure to address any item listed above shall result in the application not meeting the minimum submission requirements and said application shall be returned to me for revision and resubmission prior to review.

 [Confirm](#) [Edit](#)

[Next >>](#)

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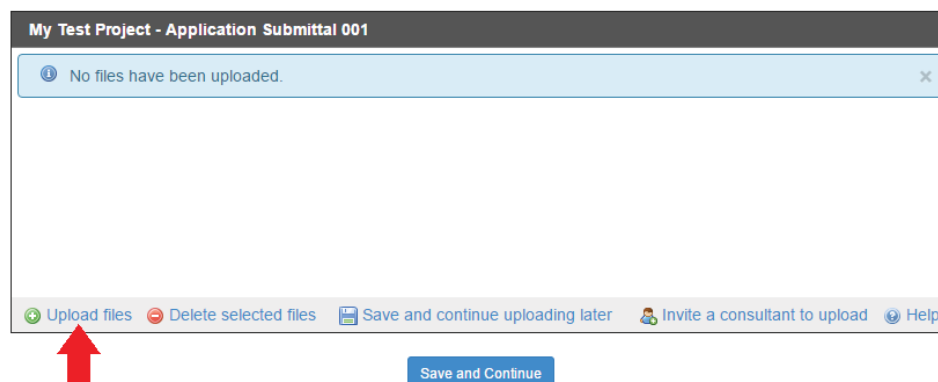
4: Confirm & Submit

Upload Project Documents

1. You should now be at the Document Overview screen and see that no files have been uploaded. You can begin uploading your documents by clicking the "Upload Files" link shown below.


Document Upload

The files displayed here have been uploaded successfully. Use the buttons below to add more files, remove files, or invite a consultant to participate in the upload process. Once you've completed your upload please confirm your document submittal by pressing "Save and Continue" at the bottom of the page.

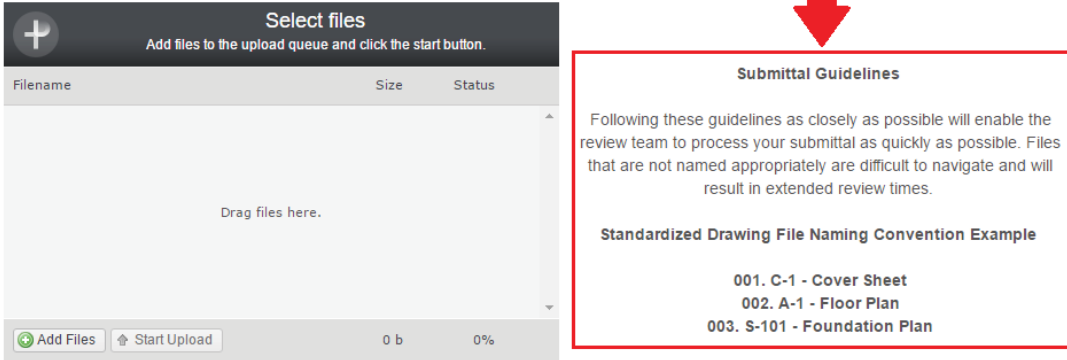


2. Before selecting the files that you would like to upload, please review the submittal guidelines on the right side of the screen. It is important to ensure that you adhere to these guidelines in order to receive the quickest turn around time possible.

Document Upload

This page will allow you to upload your project documents. Use the  button to browse your network for the files to upload and then click the "Upload" button to begin transferring your documents.

Acceptable file formats: (.pdf).



Select files
Add files to the upload queue and click the start button.

Filename	Size	Status
Drag files here.		

Submittal Guidelines

Following these guidelines as closely as possible will enable the review team to process your submittal as quickly as possible. Files that are not named appropriately are difficult to navigate and will result in extended review times.

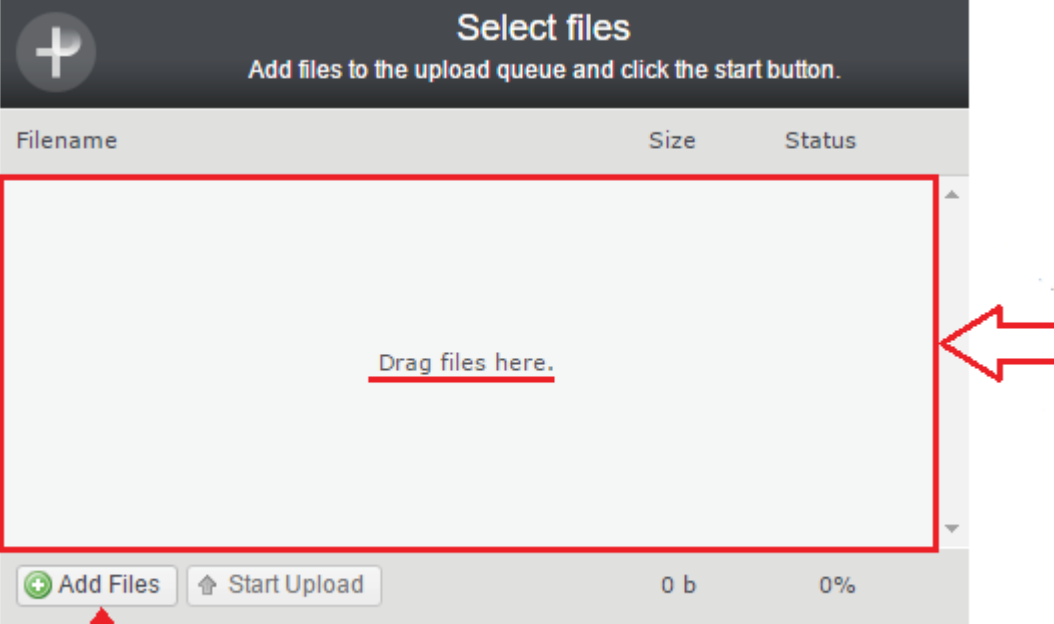
Standardized Drawing File Naming Convention Example

001. C-1 - Cover Sheet
002. A-1 - Floor Plan
003. S-101 - Foundation Plan

Add Files **Start Upload** 0 b 0%

Back **Help**

- To select the documents to upload, you may either drag them into the upload window, or click the "Add Files" button to browse your computer or network. You may repeat this process as much as needed in order to get all of your files listed in the upload window.



Select files
Add files to the upload queue and click the start button.

Filename	Size	Status
<u>Drag files here.</u>		

Add Files **Start Upload** 0 b 0%

- Once you're ready to begin the upload process, click "Start Upload". You should see a progress bar that indicates the status of your upload. Once the upload is finished you should be returned to the upload overview page.

Select files

Add files to the upload queue and click the start button.

Filename	Size	Status
001. General.pdf	699 kb	0%
002. Archetectural.pdf	4.1 mb	0%
003. Civil.pdf	3.3 mb	0%
004. Structural.pdf	2.8 mb	0%
<div style="display: flex; gap: 10px;"> Add Files Start Upload </div>		<div style="display: flex; justify-content: space-between;"> 10.9 mb 0% </div>

- Now that your documents have been uploaded, you're shown a confirmation of the files that were submitted. You can now add more files, delete files, invite a consultant to upload, or click Save and Continue to progress to the next step.

Document Upload

The files displayed here have been uploaded successfully. Use the buttons below to add more files, remove files, or invite a consultant to participate in the upload process. Once you've completed your upload please confirm your document submittal by pressing "Save and Continue" at the bottom of the page.

My Test Project - Application Submittal 001

	Documents Uploaded	Uploaded On
<input type="checkbox"/>	001. General.pdf	11/21/16 3:27 PM
<input type="checkbox"/>	002. Archetectural.pdf	11/21/16 3:27 PM
<input type="checkbox"/>	003. Civil.pdf	11/21/16 3:27 PM
<input type="checkbox"/>	004. Structural.pdf	11/21/16 3:27 PM

Upload files
 Delete selected files
 Save and continue uploading later
 Invite a consultant to upload
 Help

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Pay Any Required Fees

1. Plan review fees vary by the type of application. For example, some fees and payment information will be provided after submitting the application. If fees are required before submitting the application they will be presented here in an itemized break down. Select an option to pay the required fees and follow the on screen instructions to continue.



Electronic Plans Submittal

*Fields in **bold** are required.*

Plan Review Fees

Pay Options

Fee	Qty	Price	Subtotal
01.05) Planning Board Review or SIDA - 01.016310456410061403	1	\$250.00	\$250.00
			Total: \$250.00

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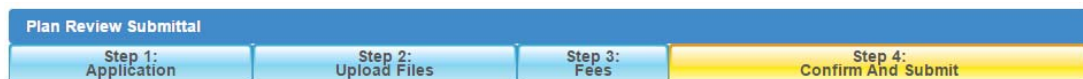
3: Fees

4: Confirm & Submit

Confirm and Submit The Project For Review

Your project will not be submitted for review until you complete this final step!



1. Then last step of the submittal process is to confirm your submittal package. Your project will not be submitted for plan review until you do this. Once the submittal package has been confirmed you will be unable to edit your application, or upload more documents without contacting an administrator. Once you're sure that your submittal package is complete, click "Confirm and Submit for Review".



Electronic Plans Submittal

Fields in **bold** are required.

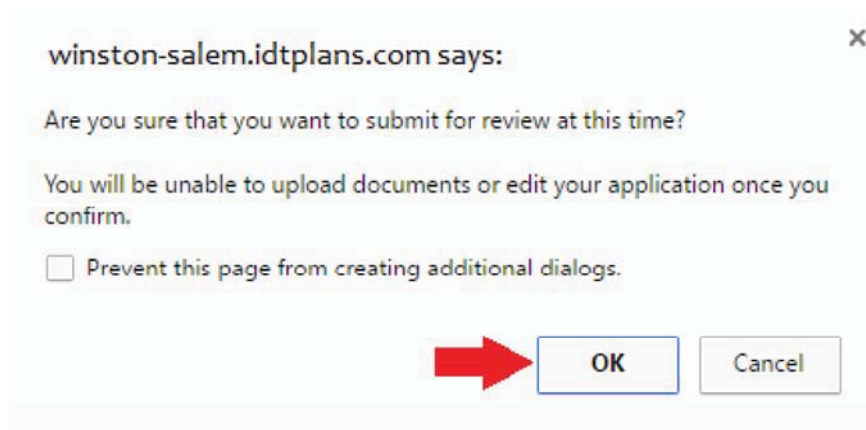
Confirm and Submit

 Please confirm your submittal package by clicking the "Submit For Review" button below. Once you confirm your submittal, an automatic notification email will be sent to the review agency and the review process will begin. 

Confirm and Submit for Review



2. After clicking to confirm your submittal package, you will need to click OK to the confirmation dialog box as well.



3. Congratulations! Your project has been submitted. You will receive an automatic email notification for each milestone in the plan review process. You may return to the submittal overview at any time to check on the status of your project.

Plan Review Submittal

Step 1: Application Step 2: Upload Files Step 3: Fees Step 4: Confirm And Submit

Electronic Plans Submittal

*Fields in **bold** are required.*

Submittal Confirmation

✔ Your project has been submitted successfully. ×

Thank you for submitting your project.

✔ Your project is now under review.

✔ A confirmation email has been sent to you for your records.

[Return to the Submittal Overview](#) [Submit Another Project](#) [View The Project](#)

[<< Previous](#) [Done !](#)