ePlan Reference Sheet

- **Submit your permit application to the Growth Management Department: gmd@ocalafl.org , or apply online at http://crwtrakit.ocalafl.org/eTRAKiT3/**
- **Pay submittal fee on eTrakit site**
- **Must use Internet Explorer (version 6 or higher, disable pop-up blocking for the Projectdox web address [https://www.ocalaeplans.com/projectdox], install Projectdox MSI component from the link on the log in page, drag and drop the Projectdox shortcut link to your desktop (see page 2 for more information)**
- **TO UPLOAD DRAWINGS AND DOCUMENTS, you will receive an invitation from ePlans (also known as Projectdox). This email will include log in directions.**
- **Upload drawings and documents, using the following standards:**

  1. Files must be submitted as pdf's
  2. Drawing files must be separated, uploaded as single files (cover sheet is one file, floorplan is one file, etc.) and submitted in landscape orientation. Standard page size is 36" x 24".

  3. Drawing file names should be listed as the discipline with a three digit number with leading zeroes (see example below). Keep file name length no longer than 25 characters.

Drawing Type	Discipline	Character	Sheet Number	Example File Names
Architectural	ARCHITECTURAL	A	000-999	
Cover Sheet	ARCHITECTURAL			A000 – COVER
Floor Plan	ARCHITECTURAL			A001 – FLOOR PLAN
Foundation	ARCHITECTURAL			A005 - FDN
Elevations	ARCHITECTURAL			A009 - ELEV
Details	ARCHITECTURAL			A015 - DETAILS
Interior Design	INTERIOR DESIGN	ID	001-999	ID009 – INTDS
Structural – All Structural and related plans including details	STRUCTURAL	STR	001-999	STR002 – STEEL BLDG
Plumbing	PLUMBING	PL	001-999	PL099 - PLUMB
Electrical	ELECTRIC	E	001-999	E001 - ELEC
Mechanical	MECHANICAL	M	001-999	M101 - MECH
Landscape	LANDSCAPE	L	001-999	L011 – IRRIG
Survey	SURVEY	S	001-999	S008 - SURVEY
Shoring	SHORING	SHR	001-999	SHR022 - SHORING
Fire Protection	FIRE	F	001-999	F799 – FIRE
Energy	ENERGY	EN	001-999	EN012 - ENERGY

  4. Documents can be submitted as many to one (i.e., Energy calculations can be one file but contain many pages)
  5. Leave white space in the upper right corner for the approval stamp. You can do this in your title block or just to the left of the title block.
  6. Plans must be digitally signed and sealed

- **When you have all your plans and documents uploaded, please remember to complete your task.**

- **You will find a Resources tab that has links to Codes, Payment Portal, City of Ocala, to assist you.**

- **Please contact eplanshelp@ocalafl.org or 352-629-8421 if you need further assistance.**

New User Guide

Upon submitting an application for a permit or project, you will receive an email invitation to our electronic plan review system, ePLANS. That email will contain your login information, project information, along with a "Login to ePLANS" access link. For direct access, go to https://www.ocalaeplans.com/projectdox

Before using ePLANS for the first time, please complete the following steps:

1. Disable your Pop-Up Blocker

ePLANS uses pop-up windows (browser windows with no toolbars). Please disable pop-up blocking for the ePLANS site. Here's how:

On the ePLANS login page, open the Tools menu from the File menu above. Select the Pop-up Blocker option, and select the Turn Off Pop-up Blocker option (as shown below). It is recommended that you add **ocalaeplans.com/ProjectDox** to your Pop-up Blocker settings so as to not have to remember to turn them off each time you try to login.
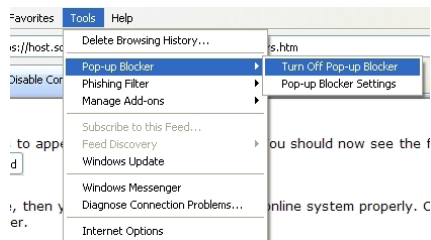
2. Install ProjectDox Components

On the lower left hand side of the login screen, click on the "Install ProjectDox Components" link. This will install the necessary ActiveX components on your computer for the ePLANS application to function properly. Choose "Run" and follow the installation prompts. (If you are using Windows 7 you will need to turn off the User Account Control (UAC) prior to installing the Active X control.) You will only need to perform this procedure on your initial sign-in to ProjectDox. Although the program supports multiple browser applications, you <u>must use</u> Internet Explorer for the Active X installation.
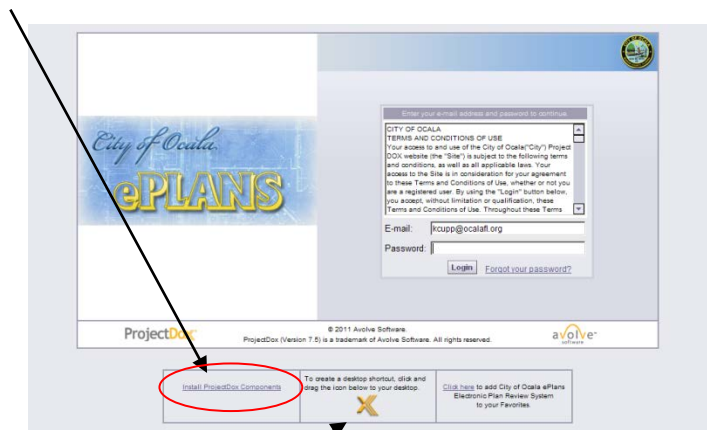
You may also want to create a Desktop shortcut to the City of Ocala ePLANS system or add it to your Internet Favorites.

3. Log into City of Ocala ePLANS

Enter your email address and temporary password from your invitation email. A user Profile screen will display.
- You must change your password. Password is case sensitive and must be at least 8 to 10 characters, include one numerical digit and contain no special characters.
- Enter your Password Reset Question & Answer; colored fields are required. You cannot proceed until all required fields are filled.
- Click Save (upper middle on screen) when finished.

Once logged in, the Projects screen, Home Page, will display all projects to which you have access. Your Profile can be accessed at any time by clicking the "Profile" button from the main ePLANS button bar.

If you forget your password, click the "Forgot your password?" link on the login screen to have your password sent to you.
For additional instructions for using the ePLANS system, please download the applicant guide from the link at https://www.ocalaeplans.com/projectdox