



The portal provides an upload field for every required document, and one for any additional documents. Correctly placing the files in the correct upload field will allow your review to start sooner.



Do not upload a PDF version of the old plan review application form

The portal writes your application for you, from the answers you provide.

Uploading a filled-in application form is the single most common mistake we see, and is unnecessary.

This includes our own previously required PDF application form, the State's SBD-118 form and any municipal permit forms.

How the upload fields appear

1 Answer the qualifying question in the Attachments section

2 If an upload is needed, the upload field appears

3 Upload the document that corresponds to that field

Every upload field is either immediately available and labeled, or is unlocked by the qualifying question directly above it. **If a specific upload field is available for a document, that is where the document belongs.**

Is a Statement of Special Inspection required for this project per IBC Chapter 17?

- ☐ Yes, this information has been included in the signed and sealed plan set attached above.
- ☒ Yes, I will include E-Plan Exam's Statement of Special Inspection template (preferred), OR a separate SBD-8102 as an attachment below.
- ☐ Does not apply to this project

NO UPLOAD FIELD

UPLOAD FIELD APPEARS

NO UPLOAD FIELD

Anything that genuinely has no upload field

Specifications, project manuals, municipal forms and correspondence, and cover letters have no upload field of their own. Those belong in **Additional Supporting Documents**, the field at the bottom of the Attachments section, which accepts up to 10 files. **Please list what you have uploaded to this field in the Submittal Notes field**, so we know what you intended to upload.



NOT RELEVANT INFORMATION FOR THIS FIELD

"Tenant improvement."

Information like this belongs in the project description near the top of the form, not in Submittal Notes.



TELLS US EXACTLY WHAT WE SHOULD HAVE RECEIVED

"Additional Supporting Documents contains the project specification manual and the city fire department approval letter."

The upload fields, and what belongs in each

You will only see the upload fields that apply to your project and your review type. Every field accepts files up to 30 MB each. The three marked **OVERSIZED OK** ask you whether your file is larger than 30 MB. Answering **Yes** triggers a secure upload link sent directly to your email address upon submittal.

EVERY SUBMITTAL

Plan Set

OVERSIZED OK

STRUCTURE AND SOILS

Structural Calculations

OVERSIZED OK

Geotechnical Report or signed waiver

Statement of Special Inspection

ENERGY, ACCESSIBILITY AND STORAGE

COMcheck / REScheck or other envelope compliance certificate

Accessibility Analysis Disproportionality Worksheet

High-Piled Combustible Storage and Rack Storage Checklist

HVAC

Heat Loss Calculations

FIRE SPRINKLER AND FIRE ALARM

Hydraulic Calculations

Battery Calculations

Product Data Sheets / Cut Sheets

Fire Pump Test Data, Controller Cut Sheets and Electrical Coordination

PLUMBING

Water Calculations

IAPMO DSPS Approval Letter

Plumbing Cut Sheets and Specifications

Plumbing DSPS Product Approval Letters

SITE AND INTERCEPTORS

Stormwater Calculations

Carwash Interceptor Sizing Calculations

Grease Interceptor Sizing Calculations

OTHER SITUATIONS

Approved Building Plans for larger projects

OVERSIZED OK

Petition for Variance Application Form

30 MB per file

Every upload field accepts files up to 30 MB each.

Larger than 30 MB?

Answer **Yes** to the size question and we send a secure upload link to your email address after you submit, good for files up to 250 MB. Please do not send a cloud storage link.

Check it before you submit

Your answers and your files lock when you press Submit. They cannot be edited afterwards, so it is worth one last look down the page.

Stuck on something?

Email **submittal@eplanexam.com** before you submit rather than sending an incomplete package. It is quicker for everyone.