



This page covers the four things that catch first-time applicants out. It takes a minute to read and will save you considerably longer than that.

First, check that we review plans for your community

Enter your project address using the link below. The map will show you which municipality your project is located in, and whether E-Plan Exam performs the plan review there.

eplanexam.com/where-is-my-project/

1

Gather everything before you open the form

The submittal is designed to be completed in one sitting. You can save and come back for up to 30 days, but a saved form does not keep everything:



SAVED

Your typed answers and selections



NOT SAVED

Your uploaded files and signature

So collect your plan set and supporting documents first, and do not upload anything until you are ready to finish.

2

Your answers decide what you are asked next

The form gathers information about you, your designers and your project. Most fields carry logic, so your answers dictate which fields appear next. You may find a document you expected to send is not required, or that a question you did not expect needs a look through the plans.

Almost every document has its own upload field, so read carefully and put each one in the correct field. Most fields that appear are required, and the more accurately they are completed the quicker your project moves.

30 MB PER FILE

Plan set, structural calculations or previously approved plans larger than that? Choose the oversized option when the form asks.

3

Check your answers before you press Submit

There is no summary page to look back through, so check your own work as you go. Reading carefully and making sure every field is filled out correctly results in a smoother and faster plan review.



Once you press Submit, nothing can be changed

An error found after that may require a new submittal, which costs you time.

4

Watch for two emails



Your submittal confirmation

Shows E-Plan Exam as the sender, delivered from noreply@formstack.com

Check your junk folder if it does not appear.



Permission To Start signature request

Goes to the building owner, if your project needs one

Make sure the building owner email address you enter is correct. A wrong address means the signature cannot be collected and your submittal will be delayed until this step is completed.

Read this one too

Check out **How to upload your documents**, a brief guide to uploading documents correctly and getting your project on the path to conditional approval.

Not sure about something?

Email submittal@eplanexam.com before you submit. A question now is far quicker than a correction later.