

# **Applicant User Guide for Building Permits**



### **Building Division**

**Phone Number:** (951) 736-2250

E-mail: <u>BuildingPlanCheck@CoronaCA.gov</u>

City Hall Hours: Monday-Thursday 7AM-6 PM

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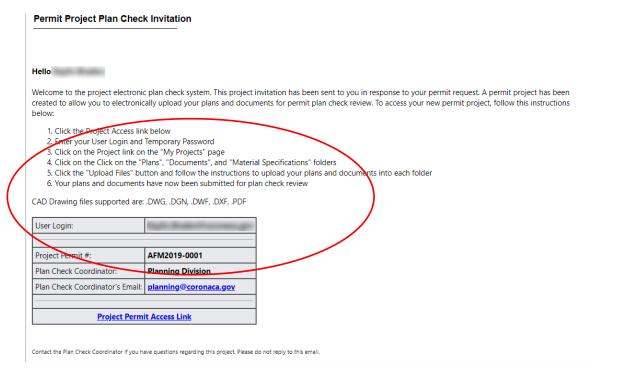
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#### ePlan Submittal Flow Chart



### **ProjectDox Invitation**

When your application for a Building Permit is reviewed and accepted, a ProjectDox invitation will be sent to your email from a "No-Reply" email account. For first time users, a second email will be sent with your login information & temporary password.



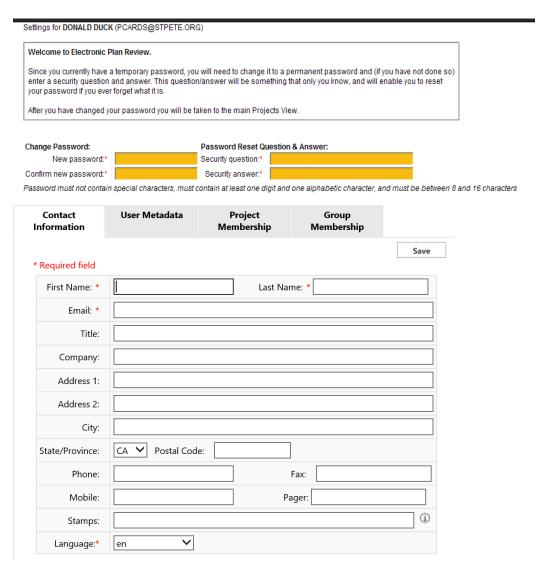
### Logging In

#### **New Users First Time Login**

1. To sign in, enter your e-mail address and temporary password provided in your invitation email and select "Login".



2. If this is your first-time logging in, you will be required to set a new password and personal account information. All fields in yellow are required. Click on the **Save** button to save your profile.



### **Existing Users**

If you are a returning user, login to ProjectDox with your full e-mail address and password.

NOTE: If you cannot access your account after trying to retrieve your account information, contact us at (951) 736-2250 or <a href="mailto:BuildingPlanCheck@CoronaCA.gov">BuildingPlanCheck@CoronaCA.gov</a>

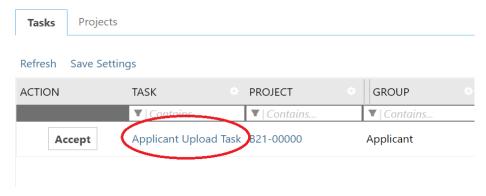
## Task #1: Applicant Upload Task

When you have successfully logged in to ProjectDox, the **Projects** or **Task** screen will display. Any outstanding tasks that require your action are displayed in the **Tasks** tab. Always refer to the **Tasks** tab when determining if a task is required to be completed. See **Prescreening** for alternate ways to locate your project.

1. Select "Tasks" on the top left.

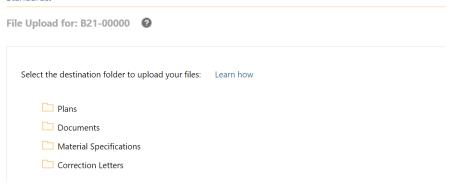


2. Select Applicant Upload Task.



3. Upload your submittal documents to the appropriate folders per *ePlan Submittal Standards*STEP 1 of 3: Select and upload your plans and supporting document files per the ePlan Submittal

Standards.



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- All plans must be uploaded into the "Plans" folder.
- All supporting documents must be uploaded into the "Documents" folder, ex: truss calculations, energy calculations, structural calculations, geotechnical reports, etc.
- Material Specifications should be uploaded to the Material Specifications folder.
- Follow document for instructions on required standards. ePlan Submittal Standards. www.coronaca.gov/permits

Plans
Documents
Material Specifications
Correction Letters

Note: The City of Corona requires that all plans be uploaded as individual files and saved in landscape format (horizontal orientation). See *ePlan Submittal Standards* for all required standards.

4. Read and confirm all requirements have been met by checking the required boxes.

STEP 2 of 3: Check all to confirm you have completed this task and are now ready to submit for prescreen review.

Cor	nfirmation ②
	*The uploaded plans, documents, and material specifications meet the minimum submittal requirements per Plan Check Submittal Requirements in the resources tab. *Required
	*I have uploaded all required plans, documents, and material specifications per the Eplan Submittal Standards. *Required
	*I understand by not following the Eplan Submittal Standards and Plan Check Submittal Requirements upon initial submittal will result in Prescreen Corrections which may delay my submittal to Plan Check. *Required

5. Select "Submit" at the bottom of the screen to submit to prescreen review. If "submit" is not selected, your plans will not be submitted to the city for prescreen review.

STEP 3 of 3: Click the "Submit" button below to complete your task and send your submittal to the Building Division for Prescreen Review.

Submit Save for Later

You can review your uploaded files at any time by selecting the **Files** tab within your Project. See **Prescreening** on how to access your Project.

### **Prescreening**

The Building Division will now review your uploaded documents to determine if they are adequate for submittal to plan review. If your Prescreen has Corrections, you will receive **Prescreen Corrections Task.** If your Prescreen is approved, proceed to **Task #2 Plan Check Payment Required.** 

Note: If you are unaware of how to get back to your project to view files, corrections, or your tasks, search the permit number at the top of the screen in "Enter Project Name".



#### **Prescreen Corrections Task**

If your submittal requirements were not complete, you will receive an e-mail notification informing prescreening resulted in corrections necessary to proceed to plan review.



#### Pre-Screen Correction Request Task Assignment

#### Attention Megan:

When corrected plans and/or documents are ready for upload, please  $\underline{login\ to\ ProjectDox}$  and follow the instructions provided.

Project:	B21-TEST
Description:	B21-TEST
Task:	Prescreen Corrections
Applicant Name:	
Project Description:	B21-TEST
Location:	
Project Access	Login to ProjectDox

If you do not have access to the specified folder, please contact the <u>Project Administrator</u>. If you no longer wish to proceed with this permit application, please contact the <u>Project Administrator</u> to have it withdrawn.

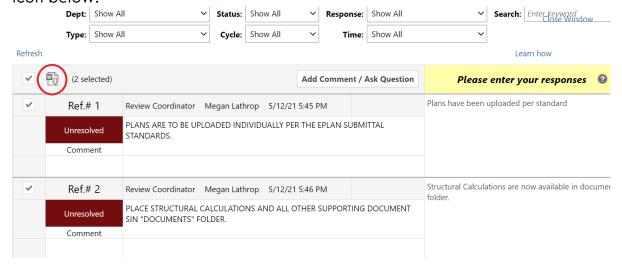
Please do not reply to this email.

1. Login to ProjectDox. And select Prescreen Corrections Task.



- 2. Follow the step instructions provided. Review the comments back from prescreen by selecting **Review Comments** under Step 1 of 4.
- STEP 1 of 4: Respond to any Prescreen Review comments by selecting "Review Comments" below. All comments require a response in order to submit this task.
   Resolve Review Comments ②
   Unresolved Comments: 2

   Info Only Comments: 0
   Files with Markups: 0
   Plan Review Review Comments
   Learn how
- 4. Each comment must be reviewed and responded to. Type responses under "Please Enter Your Responses" column. Responses will auto save. Once you have completed your response, you can exit out of the screen. To export the comments select the icon below.



5. For step 2 of 4, if there are any required updated files, upload at this time, same as **Applicant Upload Task.** 

STEP 2 of 4: Upload any new or updated files as requested by Step 1.

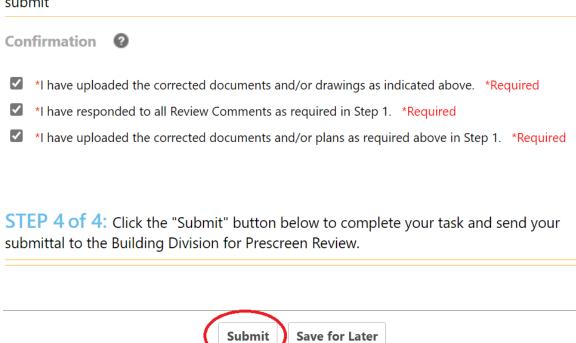
File Upload for: B21-00000

Select the destination folder to upload your files:

Plans
Documents
Material Specifications

6. Read and check all confirmation boxes, then select **Submit.** 

STEP 3 of 4: Check all to confirm you have completed this task and are now ready to submit



After you submit, you will receive an email confirming all of the documents you uploaded.

Prescreening will continue until all submittal requirements are made. Be sure to follow all instruction provided to avoid any delays in your submittal to plan review.

## Task #2: Plan Check Payment Required

The below email will send once your plans have passed through Prescreen Review and are ready for submission to plan check. Plan check fees must be paid and task completed online for the submittal to be sent to plan review.



#### Plan Check Payment Required Assignment

#### **Attention Building:**

You have been assigned a task on Project: **B21-00000** 

The due date for this task is: 5/18/2021 1:24:20 PM

To pay plan check fees, follow the instructions below:

- Visit <u>eTRAKIT</u> and follow the steps provided. For additional assistance, follow our user guide titled "How to make a payment on eTRAKIT".
- 2. Login to ProjectDox.
- Select and complete the "Plan Check Payment Required" task to confirm your payment has been made.
- A Building Division Representative will renew your payment by the next business day and send for plan check.

Plan review turnaround times are as follows:

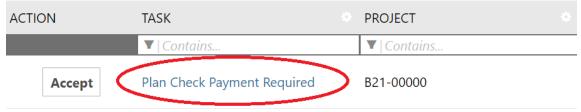
- · First review: 10 business days
- · All other reviews: 5 business days

A processing time of one business day will incur after all departments have completed their review and turned in corrections or approval.

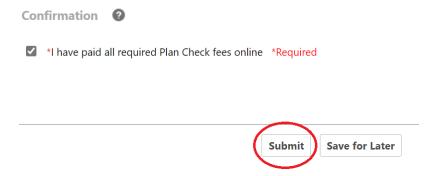
Click the "Project Task Access" link below to access your task list and then click on the link for the task.

Payment for outstanding permit fees must be received within 180 days of plans being approved.

- Login to eTRAKIT and pay fees per task instructions above. For additional assistance, see How to Make a Payment on eTRAKIT.
- 2. Once fees have been paid, login to ProjectDox and select "Tasks" on the top left.
- 3. Select Plan Check Payment Required.



4. At the bottom, check the box confirming all fees have been paid and select Submit.



The City of Corona will confirm your plan review payment was made and submit to plan review within 1 business day of Plan Check Payment Required task completion. If the task is not completed as per the steps above, the city will not be able to send your review for plan check. Please follow steps above to ensure submittal to plan review.

## Task #3: Applicant Resubmit Task

When all required departments have submitted their approval or corrections on your submittal, you will receive the below email to address any outstanding comments. If there are no further comments outstanding, your next task will be **Select Payment Method Task.** Proceed to **Task #4: Select Payment Method Task.** 



#### Review Correction Request Task Assignment

#### Attention Megan:

Your plan review submission for Project: B21-00000 has been reviewed and corrections have been requested. You may review correction comments and requirements by accessing the ProjectDox site.

When corrected plans and/or documents are ready for re-submittal, please login to ProjectDox and follow the instructions provided for re-submittal. Applicant Resubmit Task must be completed for the submittal to be received by the Building Division for a second review.

Please be advised when re-submitting plans and/or documents:

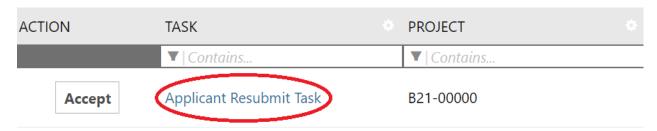
- . All corrections must be uploaded using the same file names as the original submittal
- Once corrections have been uploaded for review, no additional submissions will be accepted unless requested
- Please make corrections within 180 days of this notice to prevent your application from expiring

Project:	B21-00000	
Task:	Applicant Resubmit	
Location:		
Description:	B21-00000	
Project Access   Login to ProjectDox		

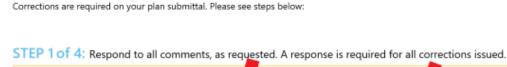
If you do not have access to the specified folder, please contact the <u>Project Administrator</u>. If you no longer wish to proceed with this permit application, please contact the <u>Project Administrator</u> to have it withdrawn.

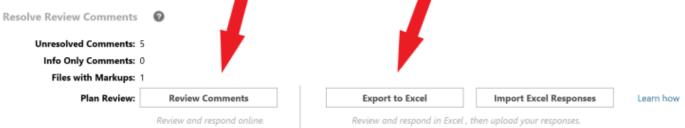
Please do not reply to this email.

- 1. In the email above, select **Login to ProjectDox.**
- 2. Select Applicant Resubmit Task for your project.



3. Read through the Task Instructions and steps provided. To view corrections, select "Review Comments". To view redlines and/or export all comments to an excel spreadsheet, select "Export to Excel".

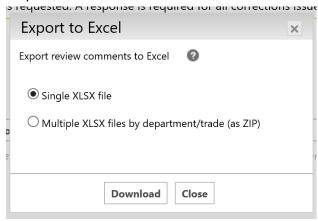




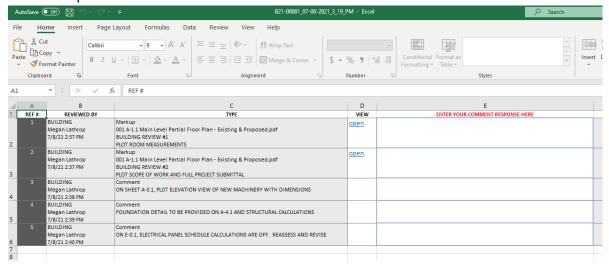
### **Export to Excel**

Task Instructions Learn how

 Files can be exported as a single excel file or in multiple files separated out by department.

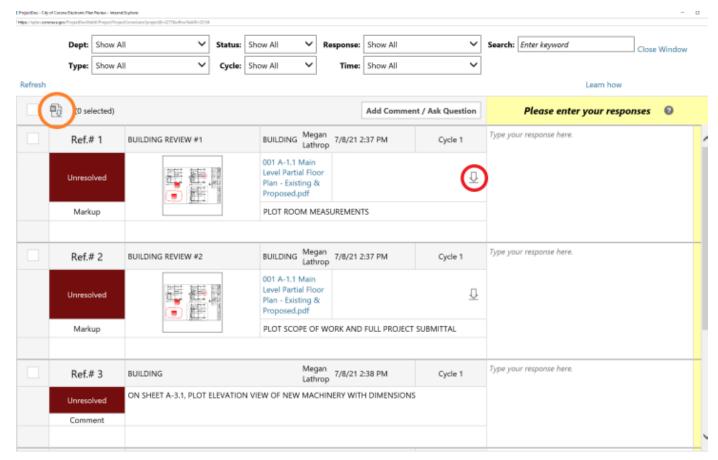


- Select "open" under the "view" column to view and download redlines.



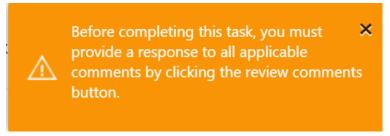
 You can respond to all comments in the "Enter Your Comment Response Here" column, save your excel spreadsheet to your computer, and "Import Excel Responses" per Step 3 photo exhibit.

### **Navigating Review Comments**

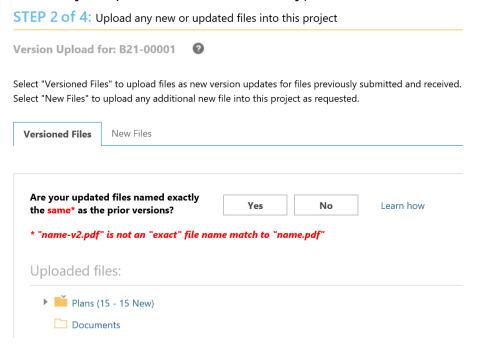


- Each individual red line plan can be downloaded by selecting the **RED** circled icon.
- Comments can be sorted by the options at the top of the screen and searched for by keywords.
- Responses can be downloaded into a word document by selecting the ORANGE circled icon.
- Corrections can be responded to by typing in "Please enter your responses" column.
- When completed, close window. All comments automatically save.

All comments require a response to resubmit. ProjectDox will reject a resubmittal without all corrections addressed (see below screenshot).



4. If applicable, upload new files in step two. All new files are required to be named exactly as the previously submitted file. For example, if you named a sheet "001 A1.0 Site Plan" you must reupload verbatim down to punctuation and spacing "001 A1.0 Site Plan". If you uploaded the file correctly, the file name will turn **BLUE**.



If the plan submittal requires the addition of a new sheet, do not change the existing sheet names. Add the new sheetin the set as a ".1". For example, if I need to add a sheet between "001" & "002", I would call it "001.1"

Confirmation ②	
*I have reviewed and addressed, including responses where appropriate, all Library C the "Review Comments" button above. *Required	Comments accessed by clicking on
*I have reviewed and addressed, including responses where appropriate, all Changer the "Review Comments" button above. *Required	mark Items accessed by clicking on
*I have uploaded the revised plans and/or documents required as a result of the revised folder. *Required	iew into the appropriate
*The uploaded plans and/or documents are named IDENTICAL to the previous subm documents. *Required	nitted plans and/or
Select Submit.	
Building Division for Prescreen Review.	sk and send your submittal to the
	<ul> <li>*I have reviewed and addressed, including responses where appropriate, all Library of the "Review Comments" button above. *Required</li> <li>*I have reviewed and addressed, including responses where appropriate, all Change the "Review Comments" button above. *Required</li> <li>*I have uploaded the revised plans and/or documents required as a result of the revisider. *Required</li> <li>*The uploaded plans and/or documents are named IDENTICAL to the previous submidocuments. *Required</li> <li>*Select Submit.</li> <li>STEP 4 of 4: Click the "Submit" button below to complete your target.</li> </ul>

Submit

The Building Division will review the resubmitted documents for accuracy within one business day. Like "Prescreen Corrections Task", you will receive comments prior to submittal to plan review if the resubmittal standards are not followed.

Save for Later

All subsequent reviews have a 5 business day review time for plan check. Repeat Task #4 until the plans are approved, then proceed to Task # 5 Select Payment Method.

## Task #4: Select Payment Method

Once all required departments have approved the submittal, the Building Division takes up to 3 business days to prepare the plans for permit issuance by stamping plans, assessing fees, and contacting the applicant with further instructions (if necessary).

To complete the **Select Payment Method** task, follow the instructions provided on the "No-Reply" email (see exhibit below). If further steps are required, a Building Department Representative will contact you via email for further instructions.



Select Payment Method Assignment

#### Attention Megan:

You have been assigned a task on Project: B21-00001

The due date for this task is: 7/12/2021 4:47:01 PM

Click the "Project Task Access" link below to access your tasklist and then click on the link for the task.

Permit cannot be issued until the following applications are filled out and submitted via email to the Building Division (BuildingPlanCheck@CoronaCA.gov).

- Permit Application Declaration Form (REQUIRED)
- Declarations Prior to Permit Issuance (REQUIRED)
- . Owner-Builder Disclosure Form (Required if issuing the permit to the building owner)

#### To Pay Permit Fees:

- 1. Visit eTRAKIT and follow instructions provided. For additional assistance, follow our user guide: How to Make a Payment on eTRAKIT
- 2. Complete applications at the links above and email to BuildingPlanCheck@CoronaCA.gov.
- 3. Login to ProjectDox.
- 4. Select "Select Payment Method" to confirm your payment have been made and applications have been submitted.
- 5. A Building Division Representative will review your payment and applications within two business days. Once payment and applications have been confirmed, your plans will be released and permit/job card emailed to you. Further instructions will follow.

#### Payment for outstanding permit fees must be received within 180 days of plans being approved.

Project:	B21-00001	
Location:		
Description:	B21-00001	
Task:	Select Payment Method	
Project Task Access   Login to ProjectDox		

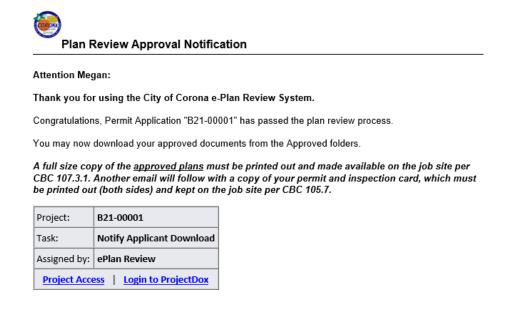
If you need assistance making a payment on eTRAKiT, please refer to this guide.

If you do not have access to the specified folder, please contact the <u>Project Administrator</u>. If you no longer wish to proceed with this permit application, please contact the <u>Project Administrator</u> to have it withdrawn.

Please do not reply to this email.

## **Plan Approval**

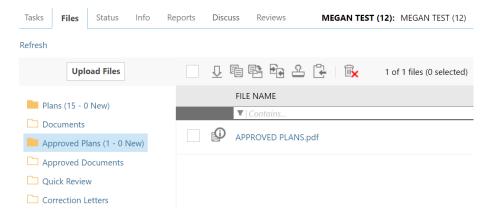
Once all plans are approved from Task #5, you will receive an email granting you access to download your plans and permit card (see email below).



If you do not have access to the specified folder, please contact the Project Administrator.

Please do not reply to this email.

The Approved Plans and Permit/Job card will be available for download in the "Approved Plans Folder. To download, open the file and select "Publish" at the top of the file.



This concludes the plan review process. Should you wish to submit a revision or a deferred submittal, please call the Building Division.

## Submitting a Deferred Submittal or Revision

To submit a revision or deferred submittal, please contact the Building Division.