Sedgwick County...
working for you

Sedgwick County Electronic Plan Approval
Submission Guide

Sedgwick County Electronic Plan Approval Submission Guide

Contents

Document History

Date	Type of Change	Completed By
5/18/18	Documents Merged	Linda Beachy-Hughes
6/16/2020	Update of Screen Shots	June Schurr

About this document

Electronic Plan Review allows customers to skip a trip to the Metropolitan Area Building and Construction Department (MABCD) by submitting plans online. The MABCD and other reviewing agencies can review plans simultaneously, which helps to reduce plan review times.

This guide contains instructions for each step in the Electronic Plan Review process. It is intended to be used by architects, engineers, and contractors to submit commercial building plans for approval.

The Electronic Plan Review steps:

1. Submit an application: submit an application using the MABCD portal webpage.

2. Submit application payment: after the application is reviewed, the MABCD sends email notification that the application is ready for payment. Submit payment using the MABCD's portal webpage.

3. Upload plans: after payment is complete, the MABCD sends an email invitation to upload plans. Upload the plans and supporting documents to the Electronic Plan Review system.

4. Upload Confirmation Task: this step confirms the upload completion and locks the project so that it can be reviewed.

5. Submit corrections: if corrections are necessary, the MABCD sends a notification email requesting corrections. Upload the necessary corrections to the Electronic Plan Review system.

6. Download approved plans: when the plans are approved, an email is sent to the applicant. The applicant downloads the approved and stamped plans.

If there are questions about the following instructions, or if assistance is needed, please contact the Metropolitan Area Building and Construction department at MABCD@Sedgwick.gov or 316-660-1840.

Submit an Application

The first step of the electronic plan approval process is to submit an application. Please note: After the application is submitted, it is reviewed for approval. While awaiting approval, check to make certain the files and plans that will be uploaded adhere to the Electronic Files Specifications. This will ensure that the permit is processed as quickly as possible.

To submit an application:

1. Open an internet browser window and go to: https://mabcdportal.sedgwickcounty.org/.

2. If you already have an MABCD portal user name, sign in by entering your username and password and then selecting "Sign In."

   If you do not yet have a username:

   - Select "Register for an online account."

   - Enter information into the required fields and then select "Next."

   - Review the information entered and then select "Submit."

   - Select "Click Here" to return to the MABCD portal sign in screen.

   - Sign in by entering your username and password and then selecting "Sign In."

3. On the MABCD portal selection page, click on "Building & Construction" on the left side of the screen.
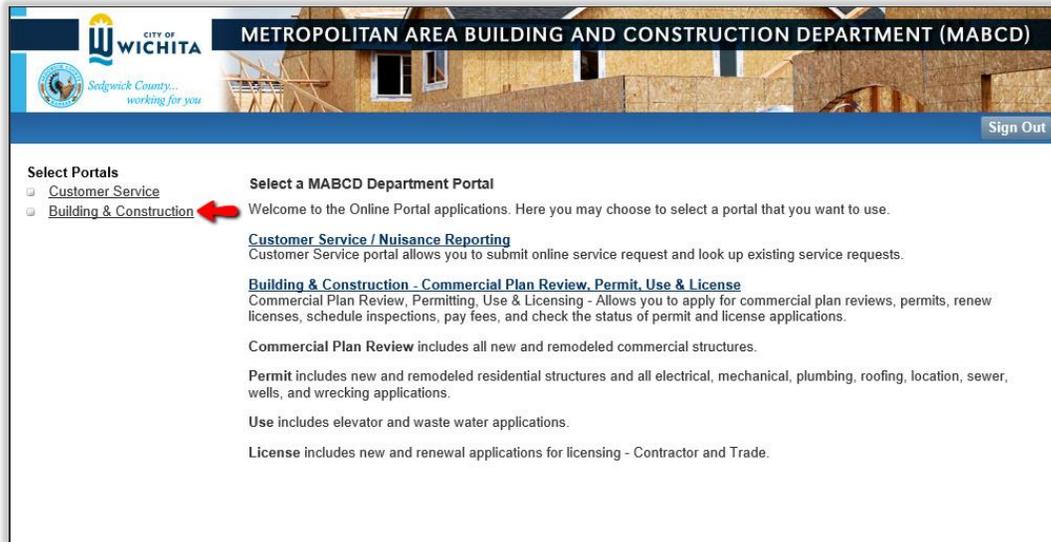
4. In the next window, select "Apply for a Plan Review or Permit (Building, Mechanical, Plumbing, Electrical, Roofing, etc." located in the middle of the screen.
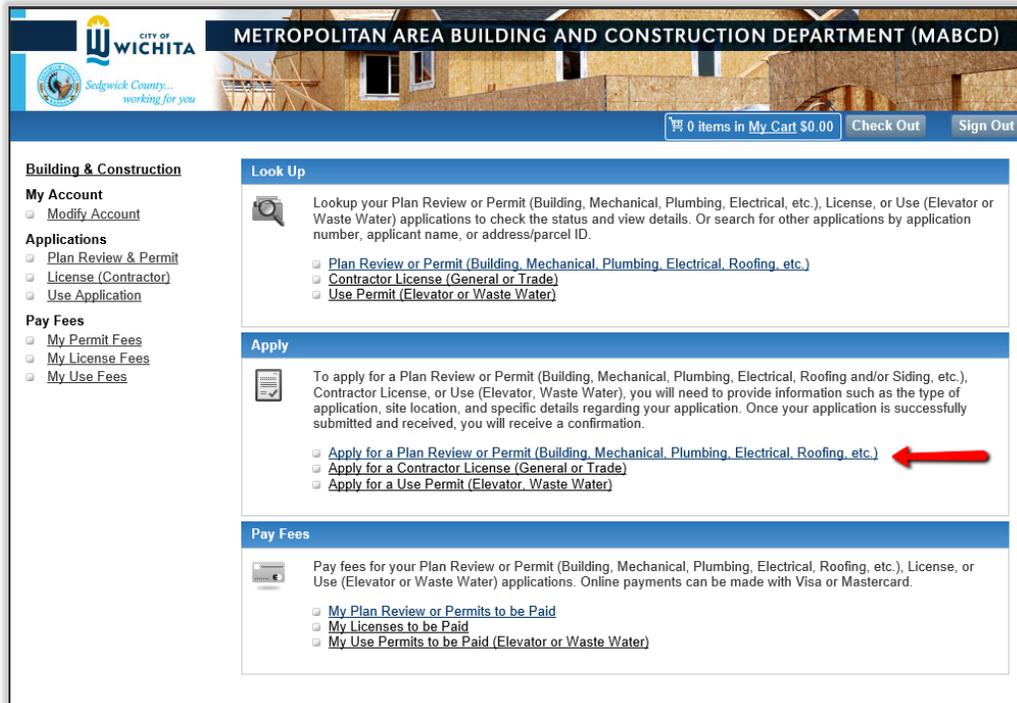
5. In the Applicant Information window, select the appropriate Applicant Type and then click "Next."

| Applicant Information | Additional Contacts | Permit Type | Address Location | Job Description | Details | Attachments | Application Confirmation |

Applicant Information

- Select the applicant
- Click "Next"

Applicant Type

○ I am the property owner completing this work.

○ The contractor will complete this work.

◉ Other contact.

Cancel Next

6. In the Additional Contacts window, add any additional contacts by selecting "Add Contact." If there are no additional contacts, select "Next."

| Applicant Information | Additional Contacts | Permit Type | Address Location | Job Description | Details | Attachments | Application Confirmation |

Additional Contacts

If you do not wish to add additional contacts, click "Next" to proceed to next step.
To add additional contacts to this permit:

- Click "Add Contact"
- Enter required contact information
- Click "Search"

Add Contact

Cancel Previous Next

7. In the Permit Type window, select "Commercial Plan Review – start here" from the Permit Type dropdown list.

8. Enter the address of the new building and then select "Search." Select the correct address in the "Matches Found" list to move to the next screen.

If the correct address is not found, try searching again using the least amount of information necessary to get more results. For example, only input the street numbers and street name (e.g. 271 – Third). You may use a "%" sign as a wildcard character (e.g. 271 – 3%).

***Note**: If the address is not yet known, enter "Address Needs%" in the "Street Name" field and then select the record that displays.*

Address is known 1

Address is unknown 1

9. Fill out the Work Type, Com/Res, Occupancy Type, and description of the construction. Click on the "Next" button. Please be sure to put what kind of business or project in the Memo/Project field.

10. Skip the next screen unless you are doing Dirt Work only.

Applicant Information	Additional Contacts	Permit Type	Address Location	Job Description	**Details**	Attachments	Application Confirmation

Application Details

- Enter in the details.
- Click "Next"

For Dirt Work Only
Cubic Yards of Cut Fill: [_____]

Only fill this out for Dirt Work

Paper Plans are no longer accepted after January 1, 2019.

Cancel   Previous   Next   ⟵   Save For Later

11. Please note**** This is **not** where you upload electronic plans. You will receive an email invitation to the Electronic Plans Review system to upload plans after the initial review and application payment steps have been completed.

Applicant Information	Additional Contacts	Permit Type	Address Location	Job Description	Details	**Attachments**	Application Confirmation

Attachments

The required documents must be submitted or attached to your application. You may also submit the documents via mail or in person. Please include the Primary permit number.

To Upload Documents:

- **DO NOT UPLOAD COMMERCIAL PLANS HERE.**
  PLR – PLAN REVIEW PROCESS WILL RECEIVE AN EMAIL INVITATION WITH INSTRUCTIONS FOR PLAN UPLOADS.
- Click "Browse" to select the files/documents from your computer to attach to your application
  NOTE: EACH FILE CAN NOT EXCEED 10MB.
- Enter the description
- Click "Upload" to add files
- Click "Next"

File Path   [_____] Browse...
File Description   [_____]

Upload   Do not upload plans here. Select NEXT to continue.

Cancel   Previous   Next   ⟵

12. A summary of the information entered will be displayed and you may correct any information before submitting the application. If everything looks correct then you should click on the "Apply" button. If not, then use the "Previous" button to return and fix any incorrect information.

Applicant Information	Additional Contacts	Permit Type	Address Location	Job Description	Details	Attachments	Application Confirmation

Application Information Confirmation

To submit your application:

☐ Confirm the permit information is correct.
   If changes need to be made click the appropriate "Edit" button.
☐ Click the "Apply/Save" button to submit your permit.

Application Information To Be Submitted

	Permit Type:	Commercial Plan Review - start here
Edit	Applicant Type:	Other contact
	Primary Contact Name:	Electric Meter
	Address:	271 W 3rd St North Wichita KS 67202
	Phone:	(316)660-1840
Edit	No contact added.	
Edit	Site Location:	271 W 3RD ST WICHITA KS 67202
Edit	Occupancy Type:	Business
	Work Type:	NEW-New primary structure where people live, work or occupy
	Declared Valuation:	$500,000.00
	Priority:	Commercial
	Memo/Project	New Applebees
	Description:	
	Review plans for 5000 sq ft restaurant chain in New Market Square	
Edit	Detail page information.	
Edit	No attachment uploaded.	

Cancel **Previous** **Apply** ⟵ **Save For Later**

10

Submit Application Payment

After the application is submitted, it is reviewed by MABCD personnel. After the review, an update email is sent to the applicant. If the application is approved, the email will state that the application is ready for payment. The email will contain the project address and application number. If an expected email has not arrived, please check the email junk or spam folder.
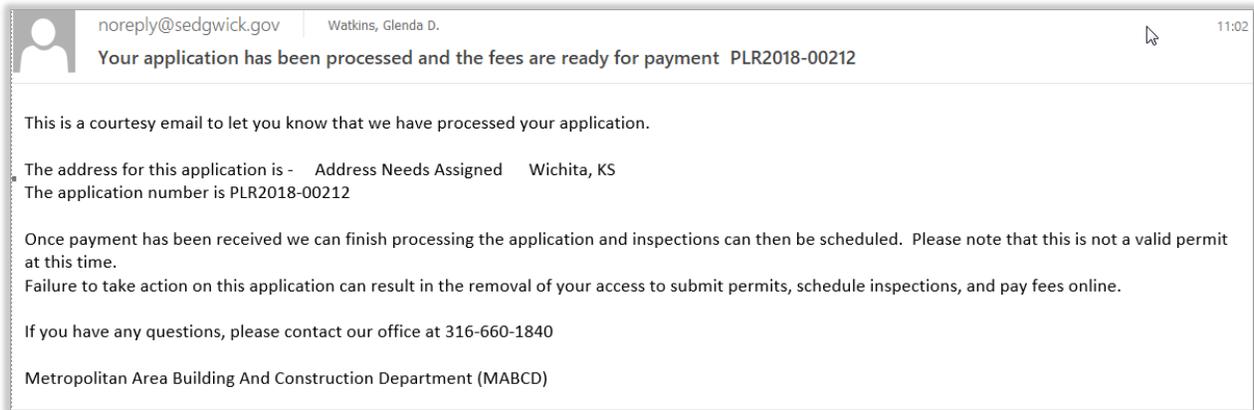

Example Email

To enter the payment electronically using a credit card:

1. Open an internet browser and go to: https://mabcdportal.sedgwickcounty.org/. Enter your username and password (as in the previous step) and then select "Sign In."

2. On the MABCD portal selection page, click on "Building & Construction" on the left side of the screen.
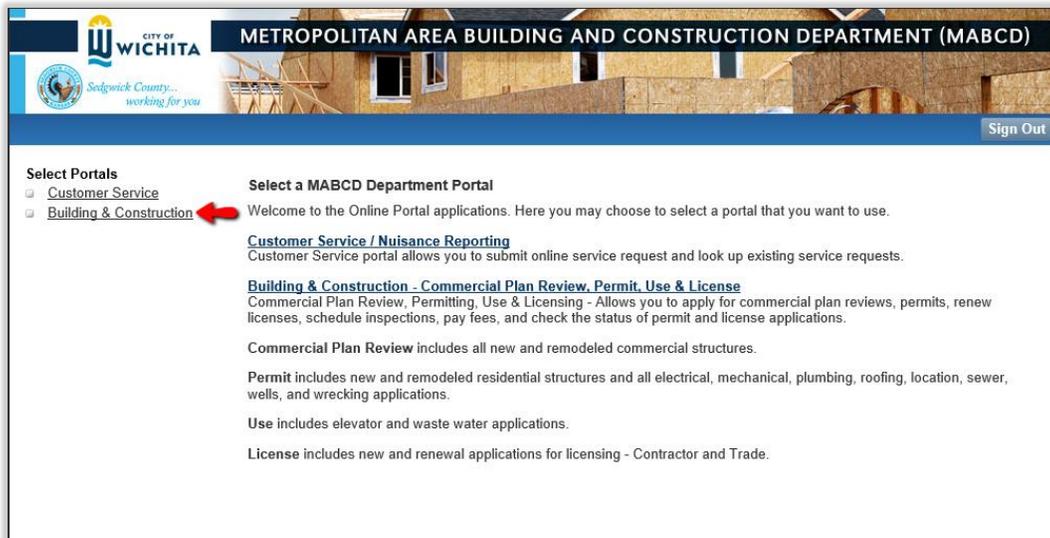
3. In the next window, select "My Permit Fees" located on the left side of the screen.
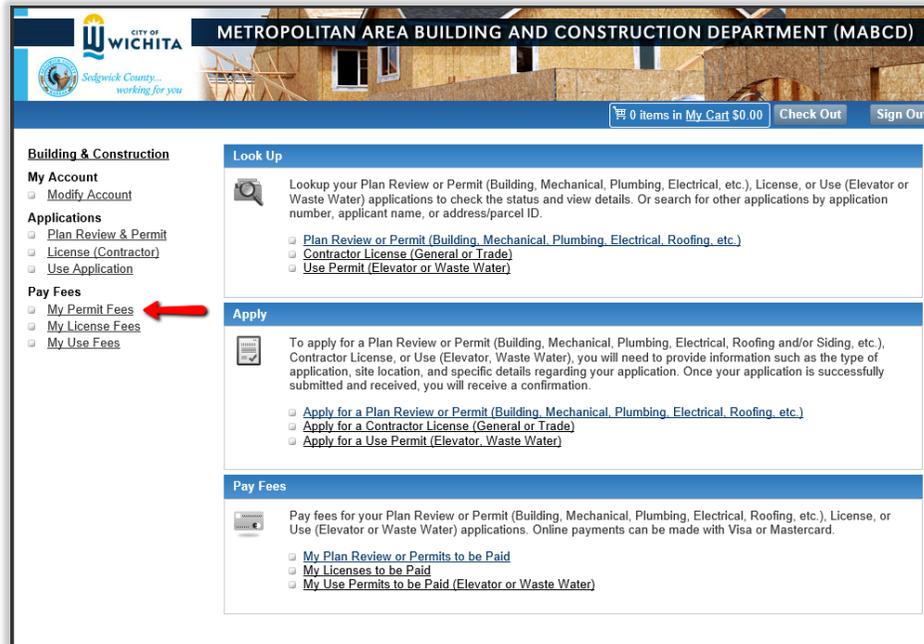
4. In the "My Fees" window, select "Plan Review Application" for the application type. Enter date criteria if necessary and then select "Search."
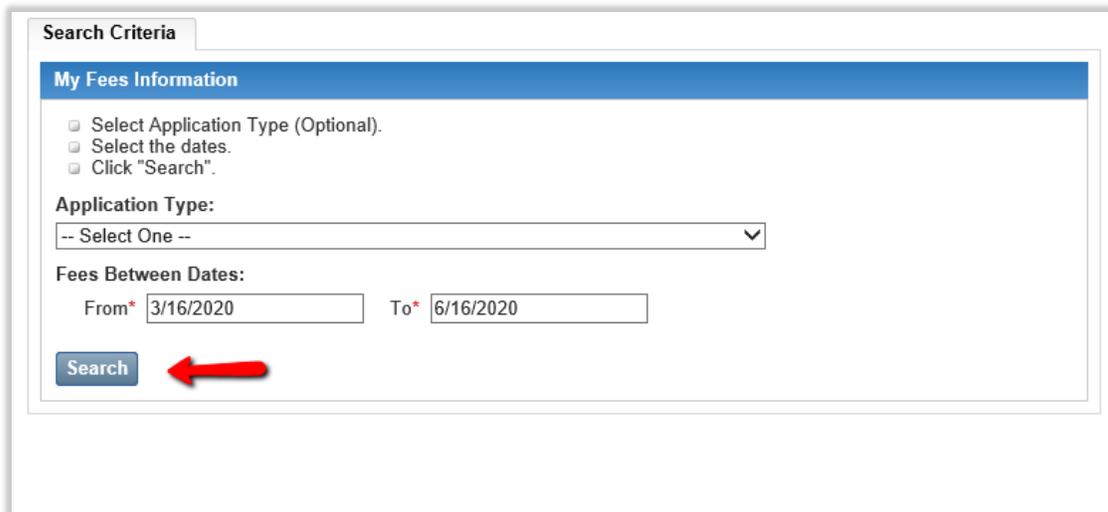
5. Click on the application link for which to pay fees. A summary of the application will display. Select the "Fees" tab, select the application fee line, and then select "Add to Cart." If there are multiple fees associated with the application, select "Add All To Cart."

6. When the cart displays, select "Check Out."

7. Review the fees and then select "Next." Select if you will pay by credit/debit card or eCheck then select "Make Payment."

8. On the Payment screen, enter the credit card details and enter or review the cardholder first and last name and address to make certain it matches the information on the card. When all of the information is complete and verified, select "Submit Payment."

The screen will display a printable receipt for the credit card payment. You will also receive an email confirmation that the payment has been completed.

To mail a check for payment, follow instructions 1 through 4 above to find the application fee amount and then mail the payment to:

MABCD
271 W 3rd, Suite 101
Wichita KS 67202

After the payment is completed, MABCD personnel will finalize the application and send an email notification when ready for files to be uploaded. While waiting for the email to arrive, it is recommended that you prepare for the upload process as described in the next step.

Upload Plans and Documents

Prepare for the Upload Process

1. **Before beginning the upload process, check to make certain the files and plans** adhere to the required specifications. This will ensure that the plans are approved as quickly as possible. Select the link below to view the specifications.

    Electronic File Specifications

2. Prepare your PC for the Electronic Plan Review System:

   - The system must be able to use pop-ups and be configured as a trusted site. Select the links below for instructions to configure these settings.

        Disable Pop-Up Blocker

        Add ePlans as a Trusted Site

    Files can be consolidated into compressed (.zip) files to save upload time. When a .zip file is uploaded, the files will reside in the Electronic Plan Review system as individual single page or multi-page files.

    To create a .zip file, open Windows Explorer. Browse to and select the desired files or select an entire folder and then Right-Click. Select "Send to" then "Compressed (zipped) folder."
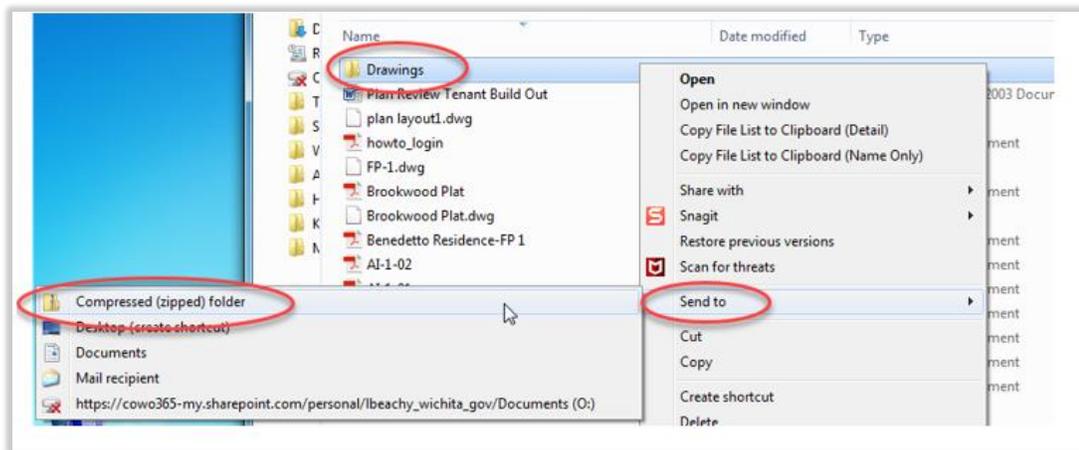
    Zip files upload as individual files:

The following files have been uploaded:

1. 1st floor architectural.dwg
2. Brookwood Plat.dwg
3. FP-1.dwg
4. plan layout1.dwg

Log in to Electronic Plan Review

Logging in the First Time

The first time you upload plans, you will receive an email notification with the project name. The email will contain a temporary password and a link to the Electronic Plan Review system, "ProjectDox." Select the "Login to ProjectDox" link.

When the Electronic Plan Review login screen displays, enter your email address and temporary password and then select "Login."
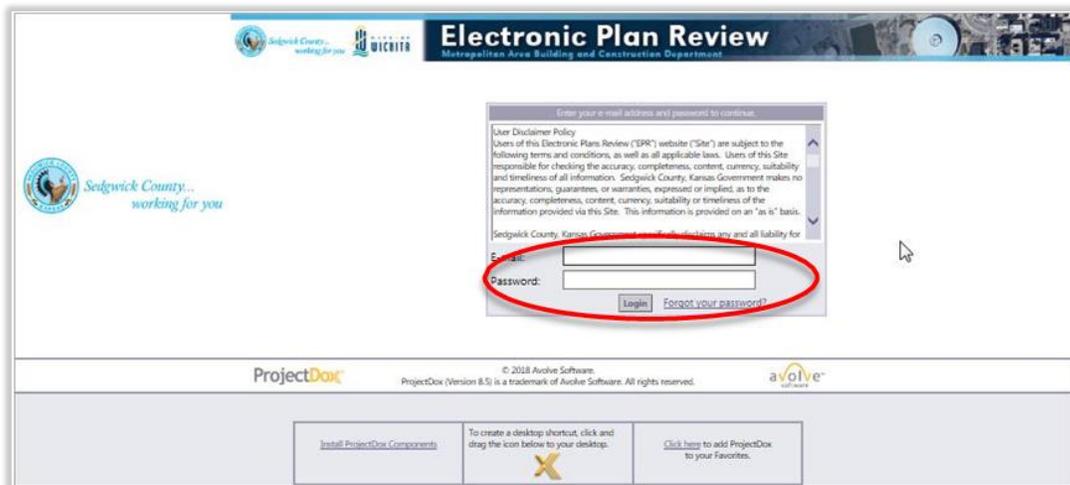
The first time you log in, the Profile screen displays. Enter a new password and a security question and answer that can be used to reset your password and then select "Save." Return to this screen at any time by clicking the "Profile" button on the main tool bar.

Welcome to ProjectDox.

Since you currently have a temporary password, you will need to change it to a permanent password and (if you have not done so)
enter a security question and answer. This question/answer will be something that only you know, and will enable you to reset
your password if you ever forget what it is.

Change Password:		Password Reset Question & Answer:	
New password:*		Security question: *	
Confirm new password:*		Security answer: *	

Profile Information

Contact Information	User Metadata	Project Membership	Group Membership

Save

* Required field

First Name: *	Linda	Last Name: *	Beachy-Hughes
Email: *	LBeachy@wichita.gov		
Title:			
Company:			
Address 1:			
Address 2:			
City:			
State/Province:	▼	Postal Code:	
Phone:		Fax:	
Mobile:		Pager:	
Stamps:			🛈
Language:*	en ▼		

If you already have an account

You will receive an email notification with the project name and a link to the Electronic Plan Review system. Sign in using the credentials for your existing Electronic Plan Review account. If you do not receive the email as expected, check the email junk or spam folder for mail from **ePlans@Sedgwick.gov**. Adding this email address as a contact will prevent the email from going to the spam or junk folder. If you already have an account but forgot your password, Click on "Forgot your password?" for help.

After logging in, the Electronic Plan Review home page displays. Your assigned projects are displayed in the main area of the screen. To return to this page, select the "Projects" icon.

If the home page does not open after logging in, a popup blocker has prevented the main project window from opening. Select this link for instructions to disable the popup blocker.

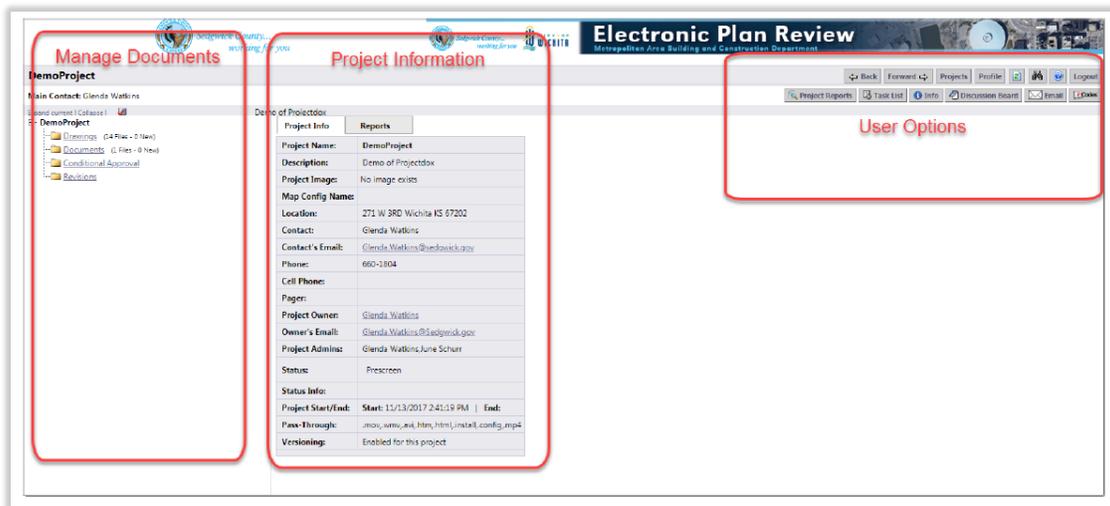*Electronic Plan Review Home Page*


Home Page detail

Upload Files

1. When ready to upload the files, open the project by clicking on the project link listed under "Project" on the home page. The project page contains areas for: managing documents, project information, and user options.


2. Select the "Drawings" folder to upload drawing files. Select "Documents" to upload document files. Select this link to view the supported file types that can be uploaded.

   Please upload only drawing type files into the "Drawings" folder and upload all other files into the "Documents" folder.
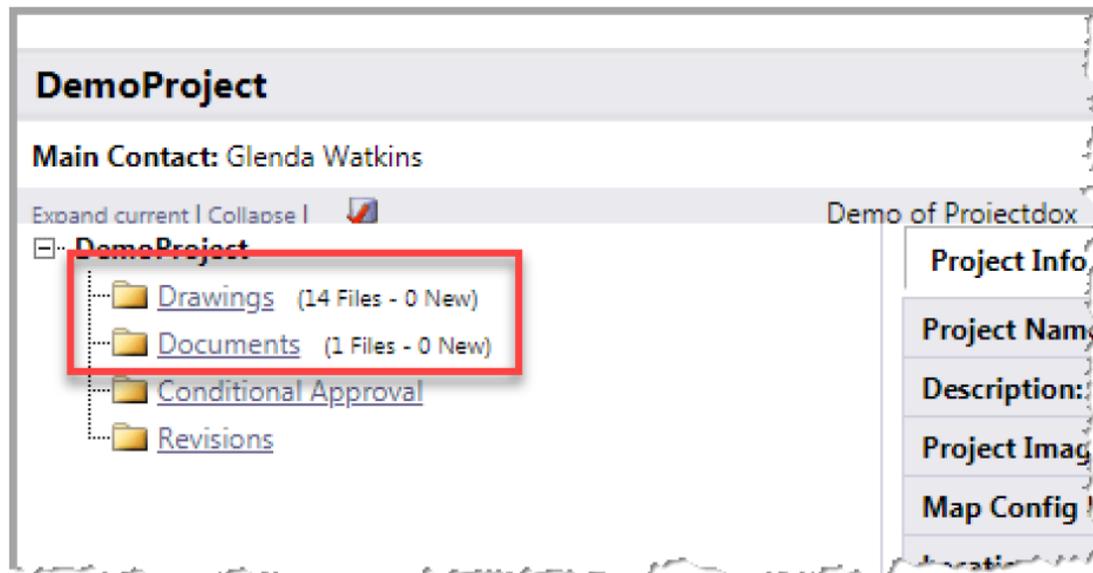

After the folder link is selected, the system may prompt to add "Active X Upload Control." If the prompt displays, grant permission to install the control.
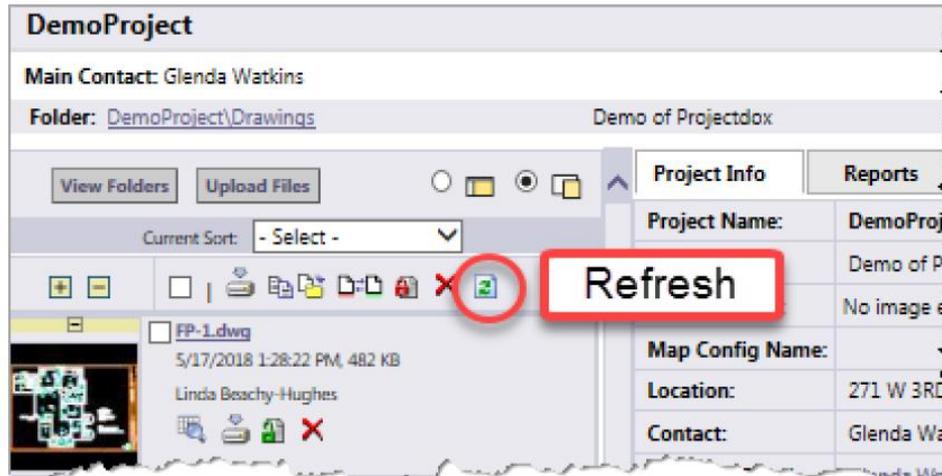
3. Select the "Upload Files" option.
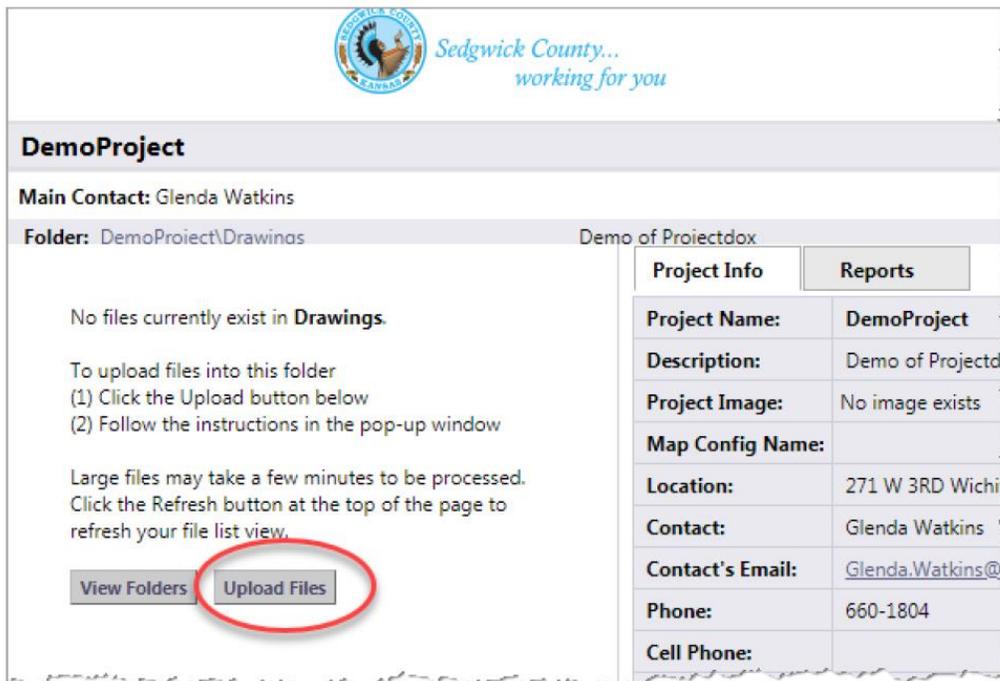
Drawings folder selected with files not yet uploaded

If some files have already been uploaded, the folder link displays the uploaded files and a few additional options. After adding files, folders or URLs, close the Upload Files window and click the Refresh button in the toolbar to see the newly uploaded records.
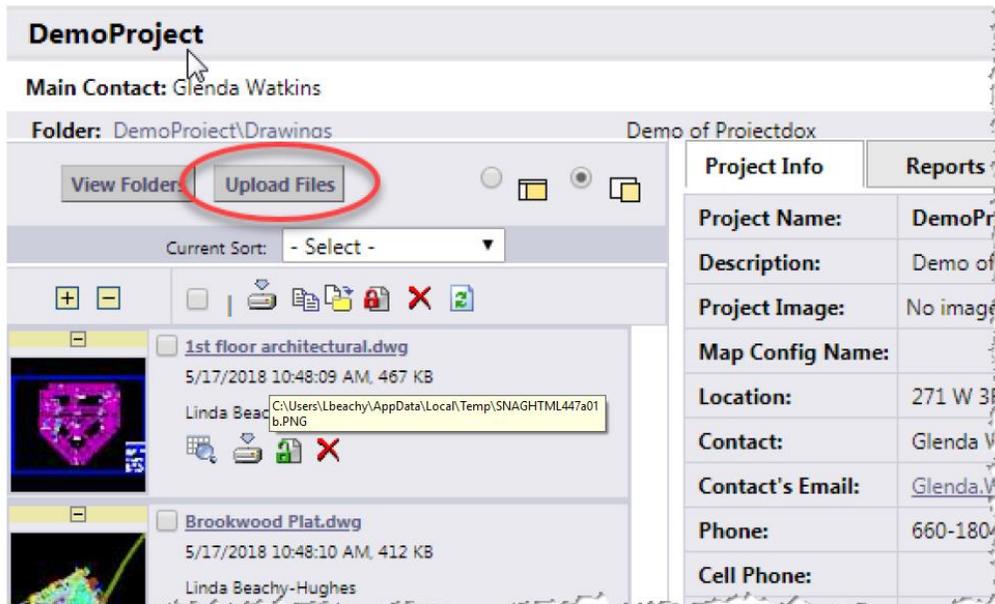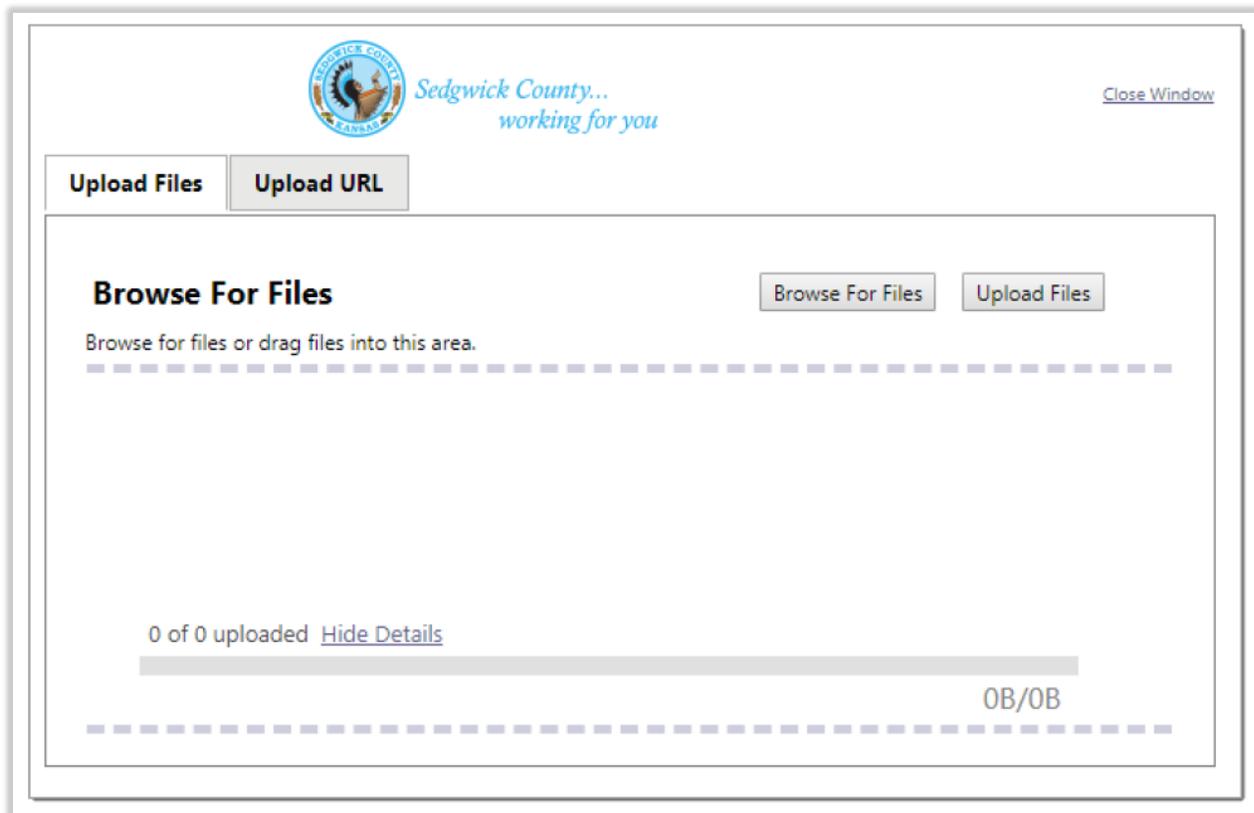

Drawings folder selected after files have been uploaded

*Refresh Option*

The upload window displays:

4. Files may be added to the upload window by either dragging or browsing.

- To add files by dragging, use Windows Explorer to open the folder containing the files, select single files or use Shift + Click or Ctrl + click to select multiple files and then drag them to the Upload Files window.

- To add files by browsing, select the "Browse for Files" option, browse to the folder containing the files, select single files or use Shift + Click or Ctrl + click to select multiple files, and then select "Open."
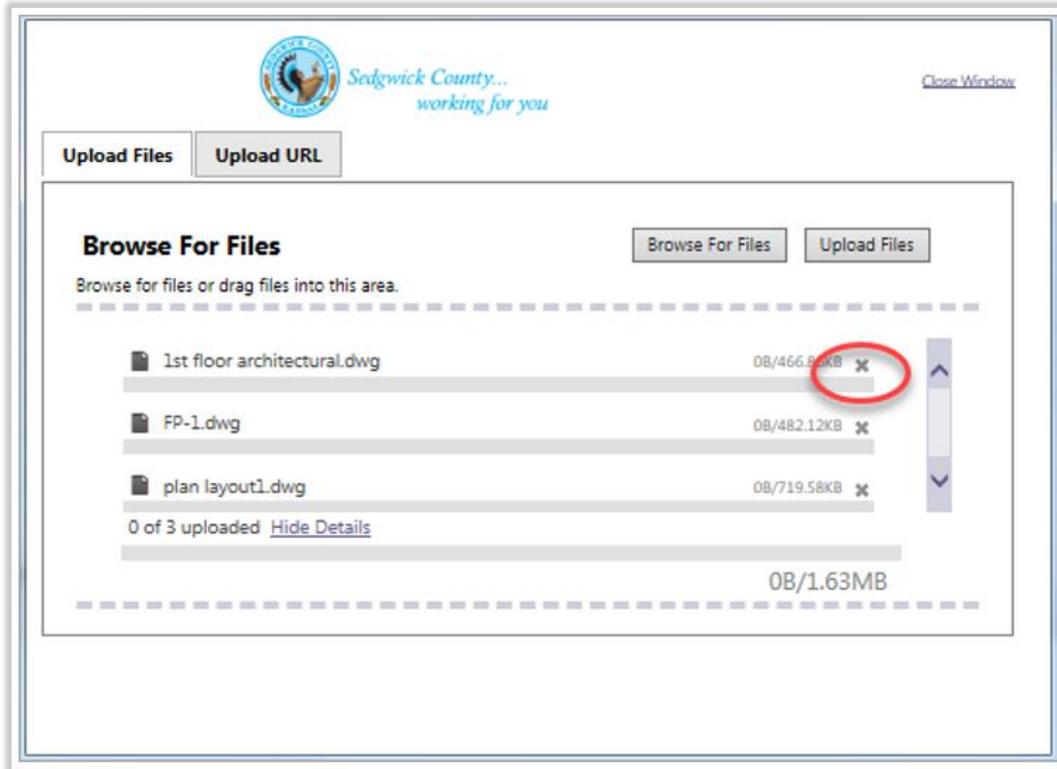
Drag files:
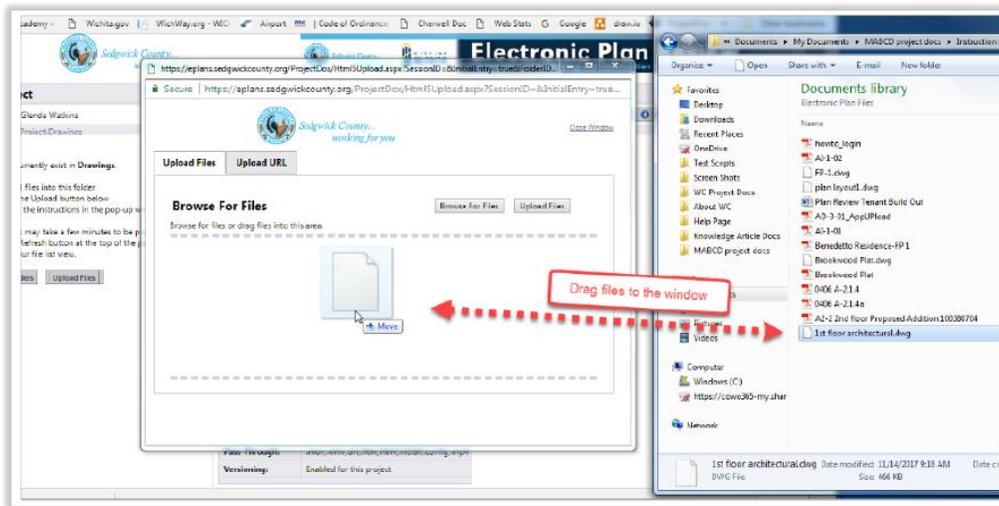
Browse for files:
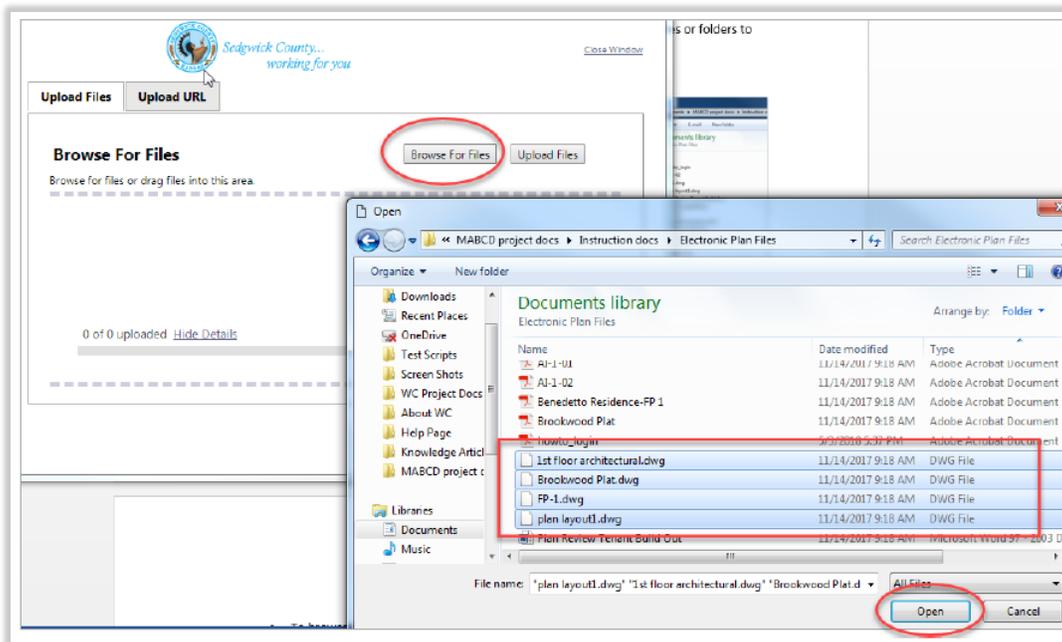
After the files are added, they display in the upload window but are not yet uploaded. Add additional files if desired by dragging files over or by browsing. Delete a file from the list by selecting the "x" next to the file name.
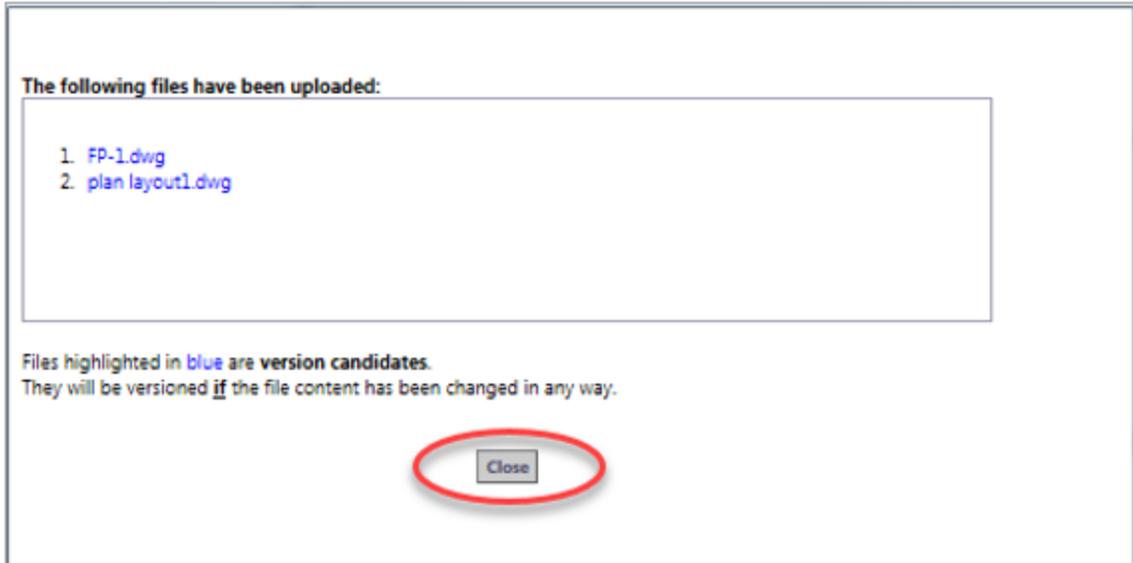
5. After all of the files are added to the upload window, select "Upload Files." The files will then upload into the Electronic Plan Review system.
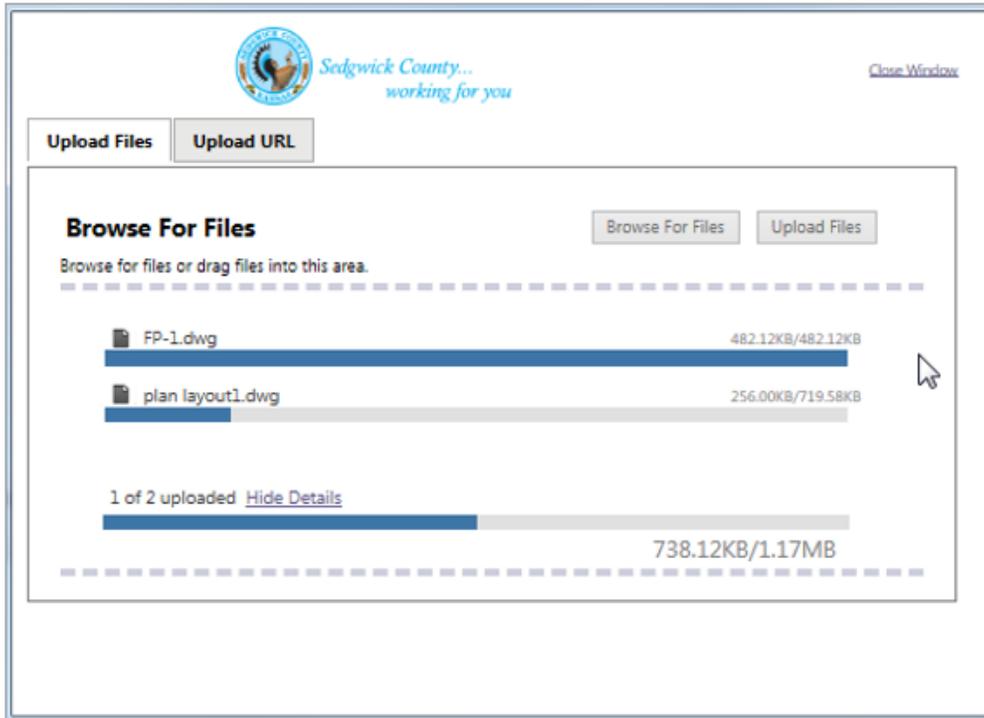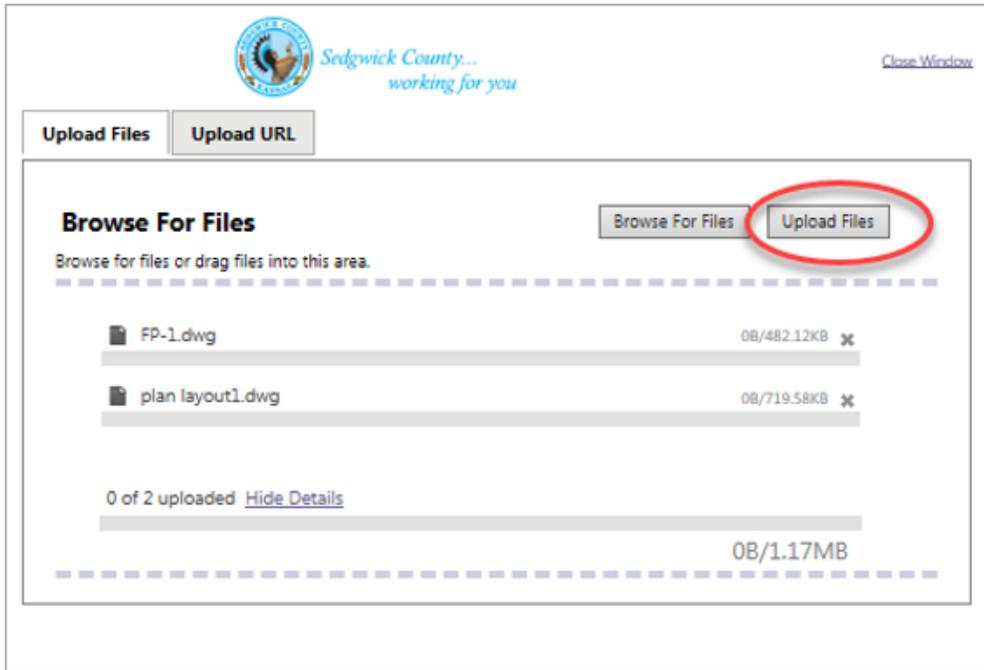
Upload·in·Progress¶

When the files finish uploading, a confirmation window displays. Select "Close" to close the window and return to the Project screen

The following files have been uploaded:

1. FP-1.dwg
2. plan layout1.dwg

Files highlighted in blue are version candidates.
They will be versioned if the file content has been changed in any way.
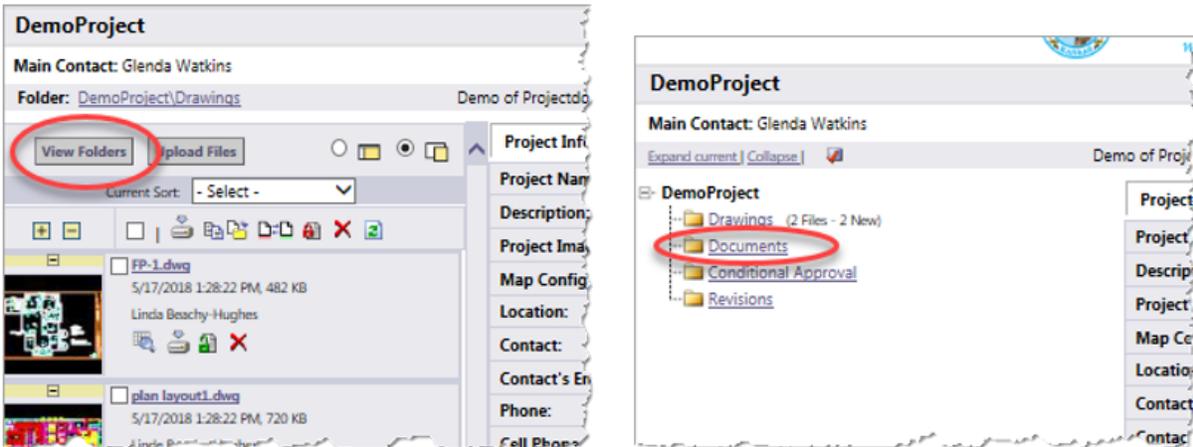
Close

Note: although files have been uploaded, the plans are not yet submitted. You must complete the "Submit Files" step before the plans will be reviewed.
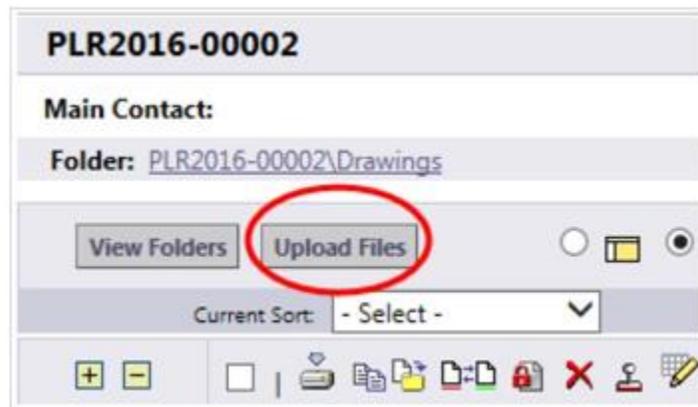
Upload Website Links

Applicants can upload links to websites that provide specific information. To upload a link:

1. With the project open, select "View Folders" and then select the "Documents" folder.

2. Select "Upload Files."

3. Select "Upload URL" and then enter a name for the URL in the "URL Display Name" field. Type or paste the full URL address into the "URL:" field (e.g. https://www.sedgwickcounty.org). The URL can be up to 255 characters long. Select "Upload URL" after all of the information is entered.
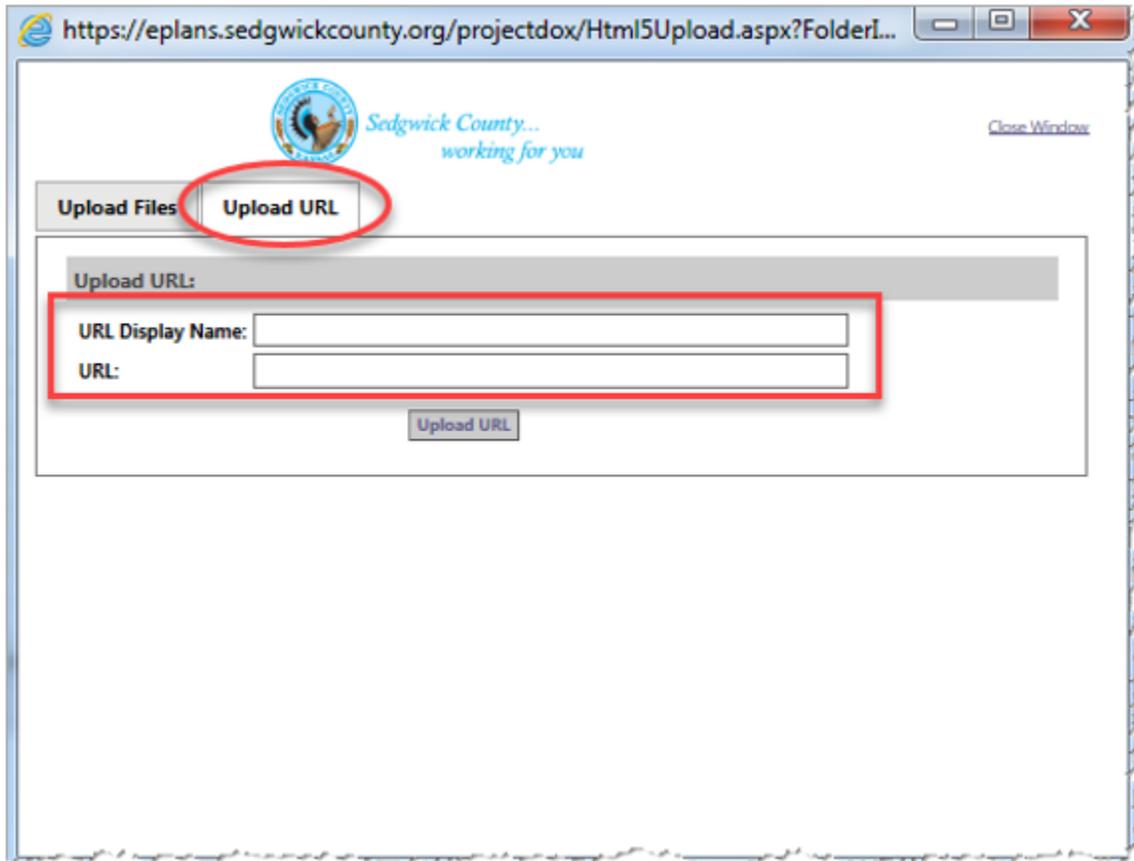
The URL is listed with the other plans/documents with an Internet Explorer thumbnail.
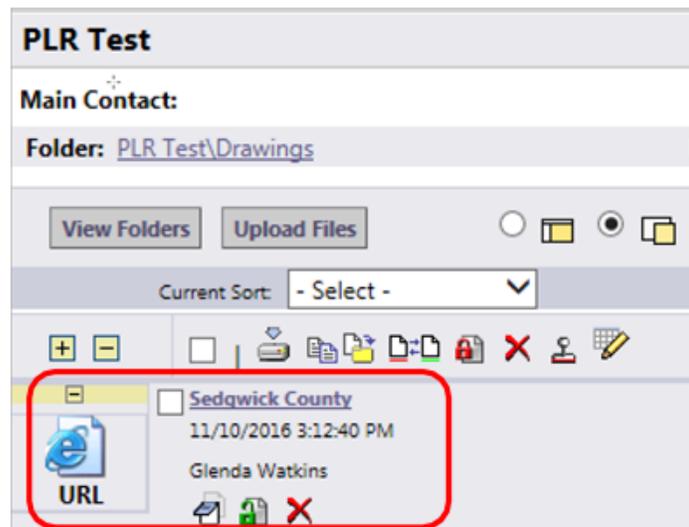
View Project Documents and Drawings

To view documents and drawings that have been uploaded:

1. Sign in to the Electronic Plan Review system with your existing credentials.

2. Open a project folder (Drawings, Documents or City Documents) and click on the file name or thumbnail image to view a document.

- Brava Browser Window

  The image displays within a "Brava" viewer. By default, the viewer displays in the right window pane. To display the file in a separate browser window, click the "separate window" radio button (the blue arrow in the image below). Switch the view by clicking the right-side panel radio button (the red arrow in the image below).
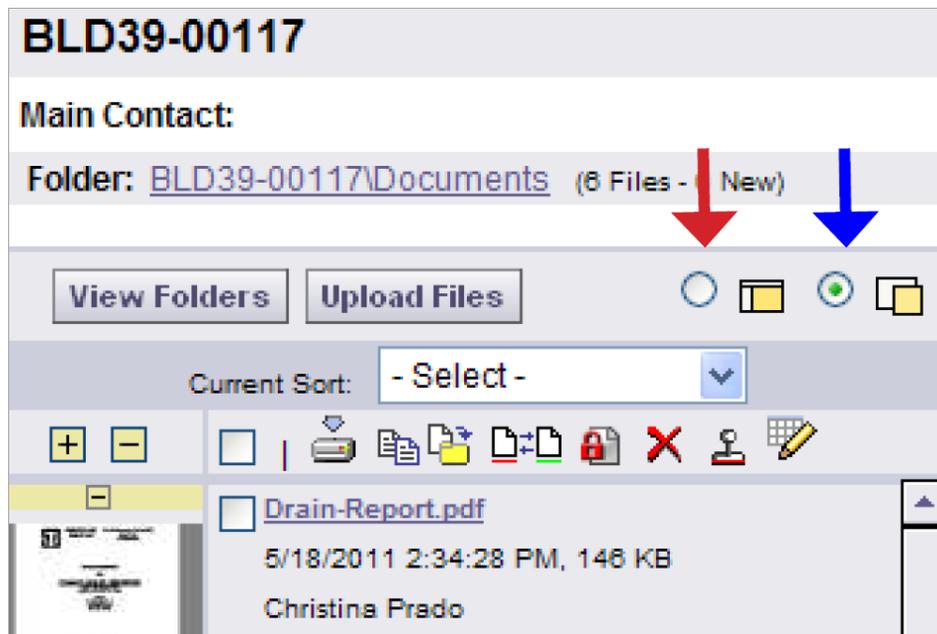

- Use the +/- icons to expand or collapse the displayed file information. The top icons control all files in the list; each file can also be individually controlled.

- The "Current Sort" dropdown box changes the sort order criteria.

- Right-click a thumbnail image to copy a file link to the clipboard.

Upload Confirmation Task

Files are not submitted for review until the "Upload Confirmation" task has been completed. This step confirms the upload completion and locks the project so that it can be reviewed.

Make sure that all files and URLs have been uploaded before completing this step- it will lock down the files and no further uploads can be made.

1. With the project page open, select the Task List option.
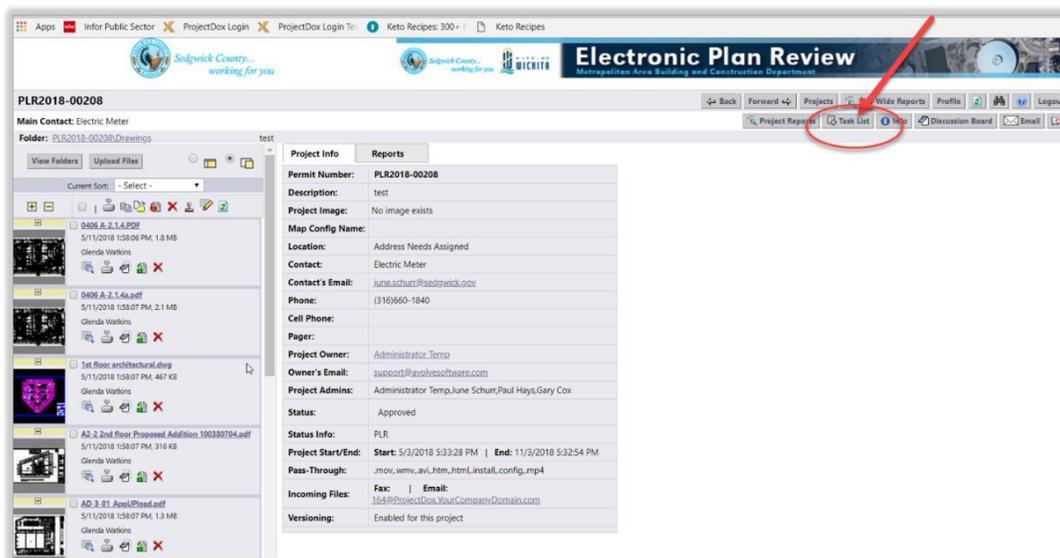
2. Select the "Applicant Upload Task" link.
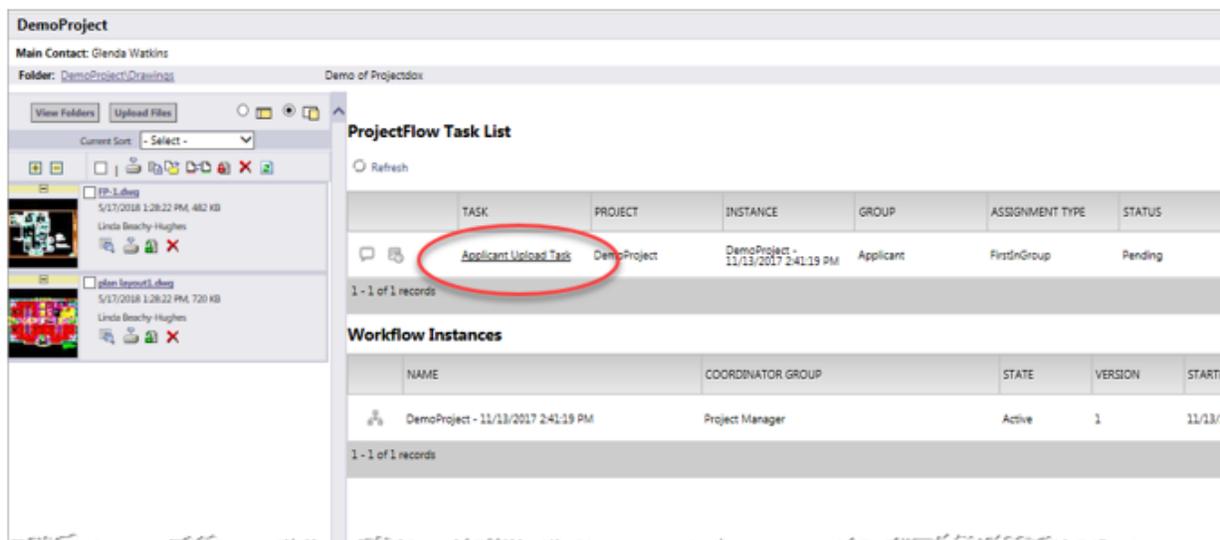
Click the Checkbox indicating that you have uploaded all the required drawings and/or documents and then click on the "Upload Complete- Notify Jurisdiction" option.

Note: If files must be added or changed, contact the assigned plans examiner or contact the MABCD at 316-660-1840 or MABCD@Sedgwick.gov. The plans examiner name and email address are displayed in the project information section.

Submit Corrections

If corrections are necessary, the MABCD sends a notification email requesting the corrections.

ProjectDox Prescreen Corrections Task Assignment for PLR2018-00219

Prescreen Corrections Task Assignment
Attention Beverly:

Your submission review for Project: PLR2018-00219 does not meet the requirements for the plan review submittal. 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.

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

Project: PLR2018-00219 Task: **Prescreen Corrections** Project Access | Login to ProjectDox

If you do not have access to the specified folder, please contact Sedgwick County at XXX-XXX-XXXX.

Please do not reply to this email.

Email Example

To submit corrections:

1. Select the "Project Access" link located in the email.

2. Sign in using the credentials for your Electronic Plan Review account.

3. Follow the on-screen instructions for submitting the corrections.

Download Approved Plans

When the plans have been approved, the MABCD sends a notification email. A fully stamped copy of the approved plans needs to be maintained at the building site.

To download the files:

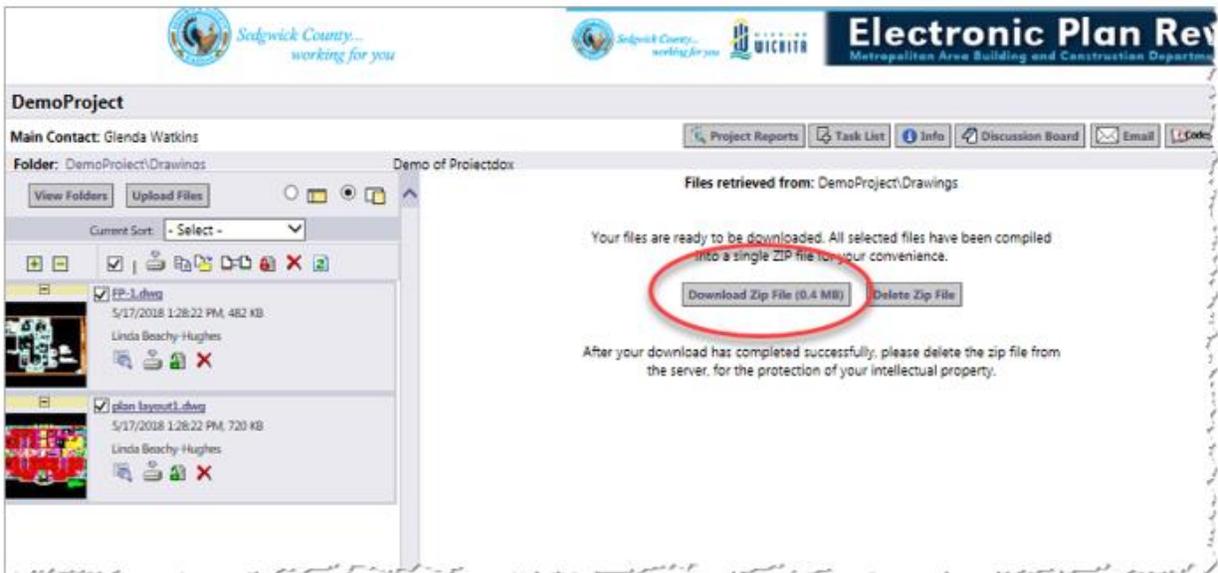1. Sign in to the Electronic Plan Review system using your existing credentials.

2. Select the project by clicking on the project link.

3. Select the folder containing the desired files (Drawings or Documents).

4. Select the checkbox next to each file name to download. To select or de-select all checkboxes, select the checkbox in the toolbar.
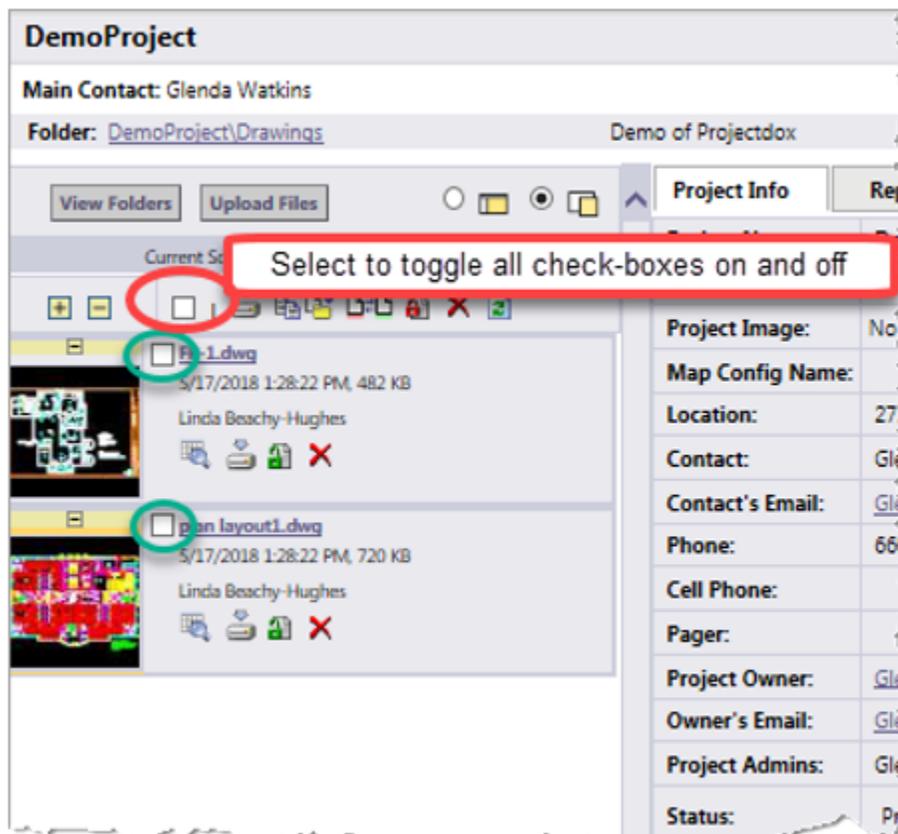
5. Select the Download icon located on the toolbar.
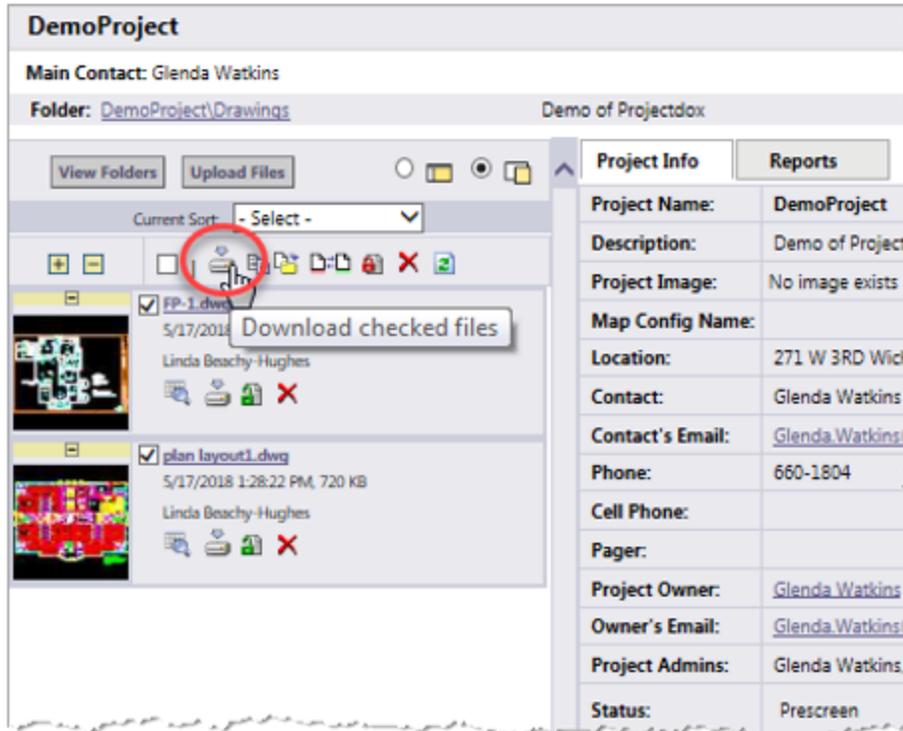
6. The system processes the request and adds the files to a compressed (zip) file for download. Select the "Download Zip File" option to start the download.

7. After the download is complete, select the "Delete Zip File" option.

Electronic File Specifications

1. File Names

   Continue to include an index on your cover sheet and name each sheet according to accepted practice. In order to keep the files in the indexed order, please name the files in sequential order as shown in the example below.

 | EXAMPLE INDEX OF SHEETS | NAME THE FILES |
   | --- | --- |
   | CVR – COVER SHEET | 001 COVER |
   | CODE 1 – SITE CODE PLAN | 002 CODE 1 |
   | CODE 2 – CODE PLAN | 003 CODE 2 |
   | C1.0 – SITE PLAN | 004 C1.0 SITE PLAN |
   | A1.0 – FLOOR PLAN | 005 A1.0 FLOOR PLAN |
   | S1.0 – STRUCTURAL | 006 S1.0 STRUCTURAL |
   | M1.0 – MECHANICAL | 007 M1.0 MECHANICAL |
   | P1.0 – PLUMBING | 008 P1.0 PLUMBING |
   | E1.0 – ELECTRICAL | 009 E1.0 ELECTRICAL |

2. Character Limit

   File names are limited to 40 characters.

3. Sheets

   Each sheet must be a single file. All drawings must be uploaded as separate files to the drawings folder and must be the same size. The only exception to this would be spec books, pre-engineered metal building plans and other supplemental information. Please load these items in the documents folder.

4. Border Standards

   Make sure you have left space for the MABCD approval batch stamp. The space needs to be completely blank on all drawings and should be a minimum of a 3" square. The empty space should be just inside a ¾" top margin and just inside a 3" right side margin. This should not interfere with most title blocks along the right edge of the plans.
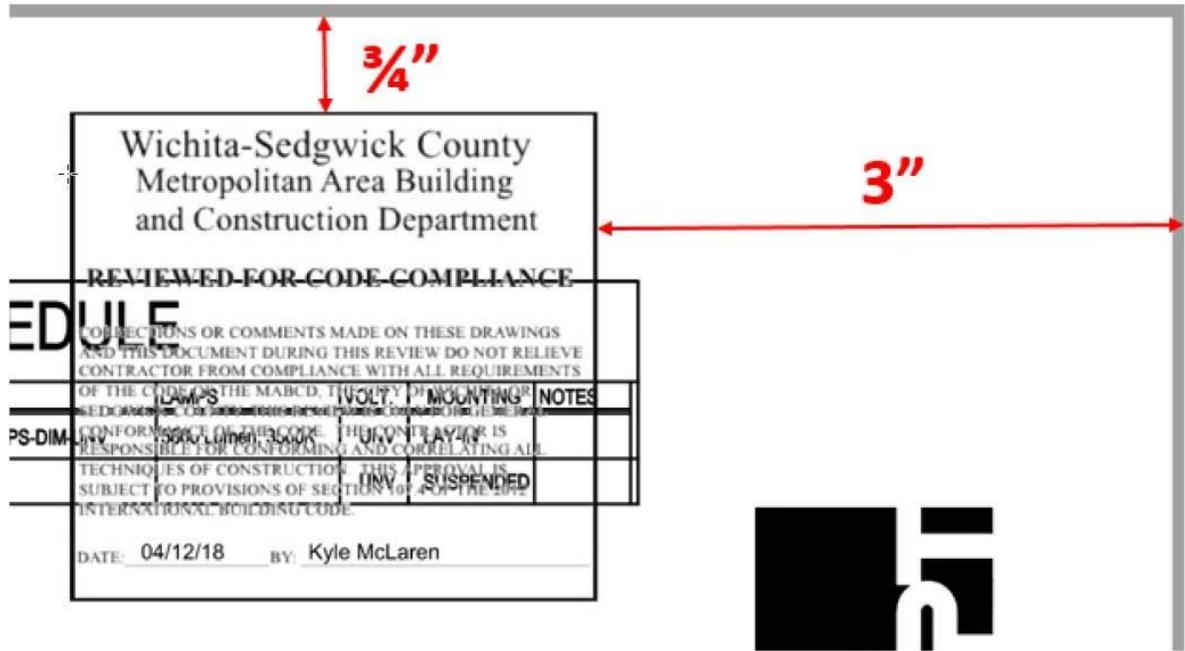
Here is where the batch stamp will be located.
In this example, there was information in this area that had to be moved.

5. Scale Standards

Make sure each sheet has a graphic scale bar and is drawn to scale. When more than one scale is used on a sheet, a separate graphic scale must accompany the applicable detail.

6. Plot Plan

Review your site plan. A complete plot plan – showing lot dimensions, location of driveway(s), proposed work, distance from property lines and other buildings, setbacks, easements, streets and structures for the entire property – is required for all new construction and addition submittals. Plot plan should include a north arrow and scale bar.

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Supported File Types

Files with the following extensions can be uploaded into the Electronic Plan Review system:

|				
000	3df	906	907	bmp
cal	cg4	cgm	Cit	cmi
dcx	dgn	doc	Docx	dwf
dwg	dxf	edc	Edm	ftk
g3	g4	.gif	gp4	hpgl
igs	iso	jpeg	jpg	mi
mil	mvs	pcx	pdf	pln
plt	png	prt	rnl	tif
tiff	xls	xlsx	zip	

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Disable Pop-Up Blocker

The following instructions are for Internet Explorer. For other browsers, please consult with your information technology technician.
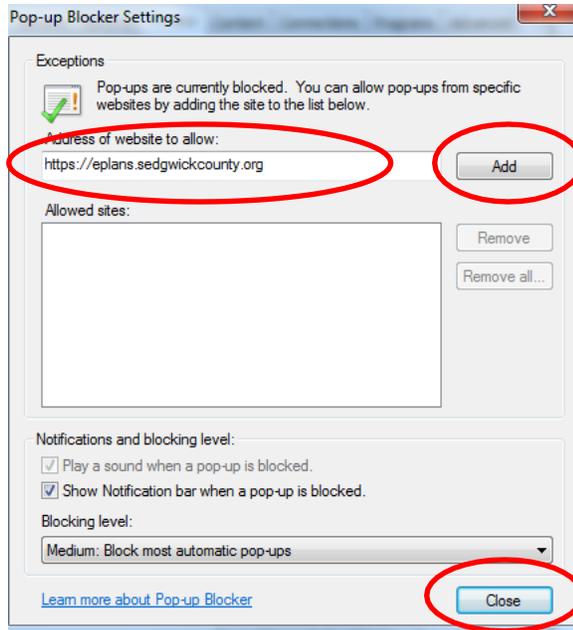
Either disable pop-up blockers entirely:

1. Select Tools, Pop-up Blocker

2. Select "Turn off Pop-up Blocker."
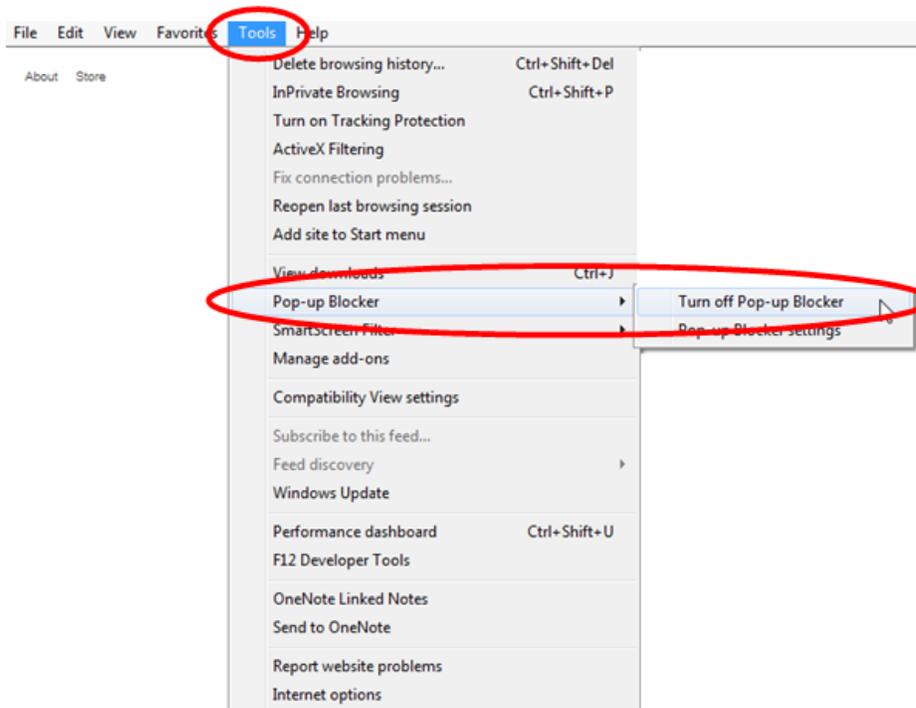
Or configure blocker to allow pop-ups for specified sites:

1. Open Internet Explorer and select Tools/Internet Options/Privacy Tab/Settings.

2. In the "Address of Website to allow" enter **https://eplans.sedgwickcounty.org.**

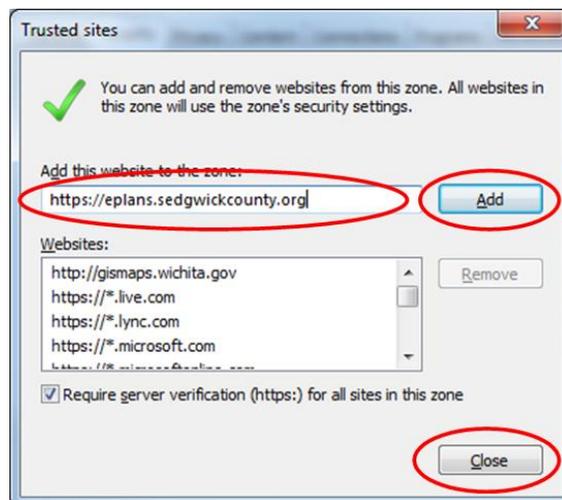3. Click "Add" and the "Close."

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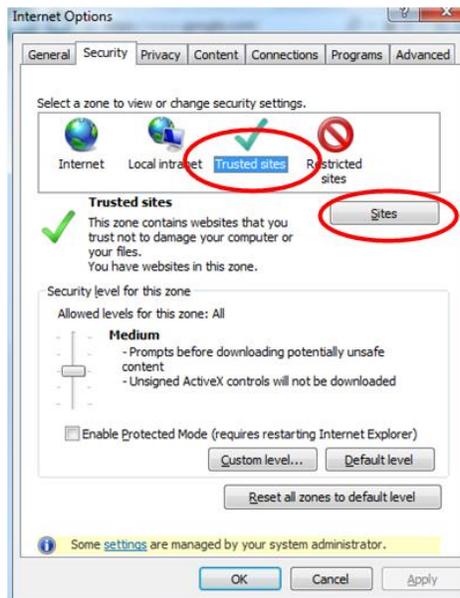
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Add ePlans as a Trusted Site

The following instructions are for Internet Explorer. For other browsers, please consult with your information technology technician.

To add ePlans as a trusted site:

1. Select "Tools," "Internet Options," then select the "Security" tab.
2. Click on "Trusted Sites" and then select the "Sites" button.
3. In the "Add this website to the zone" field, enter **https://eplans.sedgwickcounty.org.**
4. Click "Add" and the "Close."

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