



Sedgwick County...
working for you

Sedgwick County Electronic Plan Approval Submission Guide

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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
6/22/2024	Update of screenshots /text	Debra Holder

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 - <https://mabcdportal.sedgwickcounty.org> . If you are a contractor, you would log in with the last five digits of your MABCD License number. If you are an architect, you would Register For An Online Account and then you would log in to this account every time to submit Commercial Plan Review Applications (PLR).
2. Submit application payment: after the PLR application is reviewed, MABCD Portal sends email notification to the email address on the registered account that the application is ready for payment. Submit payment using the MABCD's Portal webpage.
3. Upload plans: after payment is complete, EPLANS/Project Dox - [https://eplans.sedgwickcounty.org/Project Dox](https://eplans.sedgwickcounty.org/ProjectDox) 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. Please see Pages 36-38 for these requirements. This will ensure that the permit is processed as quickly as possible.

To submit an application:

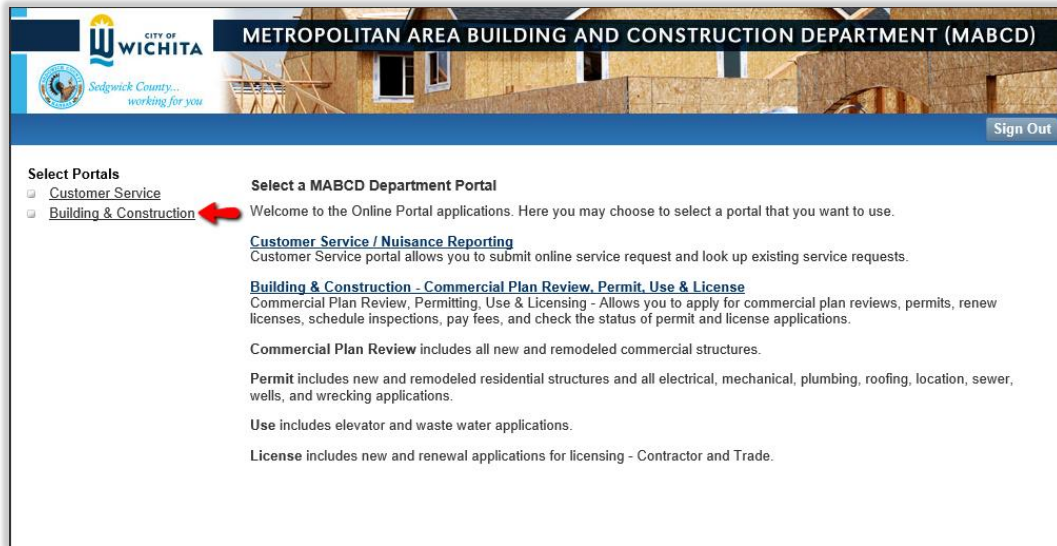
1. Open an internet browser window and go to: <https://mabcdportal.sedgwickcounty.org/>.
2. If you already have an MABCD portal user name, sign in by entering your username and password and then selecting "Sign In."

If you do not yet have a username:

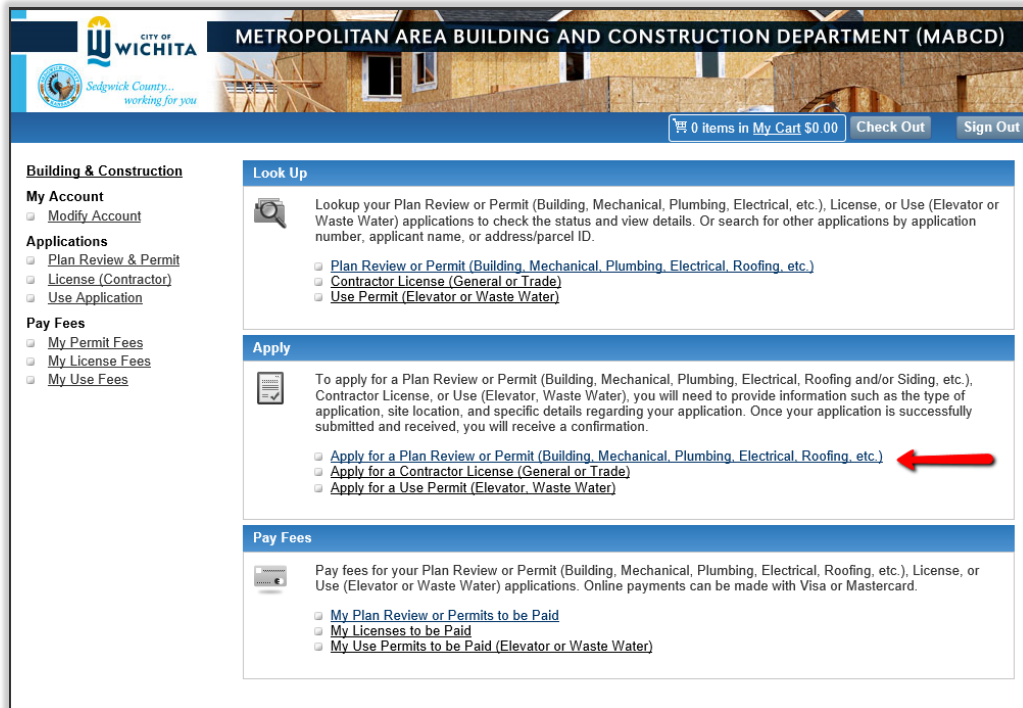
- Select "Register for an online account."
- Enter information into the required fields and then select "Next."
- Review the information entered and then select "Submit."
- Select "Click Here" to return to the MABCD portal sign in screen.
- Sign in by entering your username and password and then selecting "Sign In."

The screenshot shows the MABCD portal homepage. The header includes the City of Wichita logo and the text "METROPOLITAN AREA BUILDING AND CONSTRUCTION DEPARTMENT (MABCD)". Below the header, there is a navigation bar with the text "Welcome to MABCD's Portal (Building & Construction and Neighborhood Code Violation Reporting)". The main content area is divided into two columns. The left column contains a list of links and information for contractors, plan upload and review, and nuisance reporting. The right column contains a sign-in form with fields for "User Name:" and "Password:", a "Remember me on this computer" checkbox, and a "Sign In" button. Below the sign-in form, there is an "Or" section with a "Continue Anonymously" button and a "Forgot my password" link. At the bottom of the right column, there is a "First time here?" section with a "(Not for Contractors)" note and a "Register for an online account" link. The "Sign In" button and the "Register for an online account" link are highlighted with red boxes in the original image.

- On the MABCD portal selection page, click on “Building & Construction” on the left side of the screen.



- 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."

The screenshot shows a web application interface with a navigation bar at the top containing tabs: Applicant Information, Additional Contacts, Permit Type, Address Location, Job Description, Details, Attachments, and Application Confirmation. The 'Applicant Information' tab is active. Below the navigation bar is a blue header for the 'Applicant Information' section. The main content area contains a list of instructions: 'Select the applicant' and 'Click "Next"'. Below these is a section titled 'Applicant Type' with three radio button options: 'I am the property owner completing this work.', 'The contractor will complete this work.', and 'Other contact.' The 'Other contact' option is selected. At the bottom of the form are 'Cancel' and 'Next' buttons. A red arrow points to the 'Next' button.

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

The screenshot shows the same web application interface, but the 'Additional Contacts' tab is active in the navigation bar. The main content area has a blue header for the 'Additional Contacts' section. Below the header, there is a message: 'If you do not wish to add additional contacts, click "Next" to proceed to next step. To add additional contacts to this permit:'. Below this message are three instructions: 'Click "Add Contact"', 'Enter required contact information', and 'Click "Search"'. Below these instructions is an 'Add Contact' button, which is highlighted with a red box. At the bottom of the form are 'Cancel', 'Previous', and 'Next' buttons. A red arrow points to the 'Next' button.

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

Permit Location

Address Search: Search application address

- Enter the Address - For best results enter only the street number and street name. Example: 271 Third or 271 3rd? Enter the Number and a partial Street Name for best results. Do not enter the Suffix or Unit/Apt.
- Select the correct location by clicking on the appropriate address
- If you do not see the correct location, make changes to your search and try again
- Click "Search"

Number: Dir: Street Name*: Suffix: Unit/Apt.:

City: State:

1 Matches Found

Street #	Dir	Street Name	Suffix	Apt	City	State	Zip
		Address Needs Assigned			WICHITA	KS	

2 **3 Click to select this line.**

Enter the address or "Address needs%" then click "Search"

Address is unknown 1

- 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.

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

Job Description

- Enter the required field(s)
- Click "Next"

Work Type*

Occupancy Type*

Declared Valuation*


Building Area (square footage)

Com/Res*


Memo/Project*

Description of the construction/proposed job*

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								
<input type="checkbox"/> Enter in the details. <input type="checkbox"/> Click "Next"								
<p>For Dirt Work Only Cubic Yards of Cut Fill: <input type="text"/></p> <p>Only fill this out for Dirt Work</p> <p>Paper Plans are no longer accepted after January 1, 2019.</p>								
<input type="button" value="Cancel"/>		<input type="button" value="Previous"/>	<input type="button" value="Next"/>					<input type="button" value="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:							
<input type="checkbox"/> DO NOT UPLOAD COMMERCIAL PLANS HERE. PLR – PLAN REVIEW PROCESS WILL RECEIVE AN EMAIL INVITATION WITH INSTRUCTIONS FOR PLAN UPLOADS.							
<input type="checkbox"/> Click "Browse" to select the files/documents from your computer to attach to your application NOTE: EACH FILE CAN NOT EXCEED 10MB.							
<input type="checkbox"/> Enter the description							
<input type="checkbox"/> Click "Upload" to add files							
<input type="checkbox"/> Click "Next"							
File Path		<input type="text"/>	<input type="button" value="Browse..."/>				
File Description		<input type="text"/>					
<input type="button" value="Upload"/>	Do not upload plans here. Select NEXT to continue.						
<input type="button" value="Cancel"/>	<input type="button" value="Previous"/>	<input type="button" value="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.

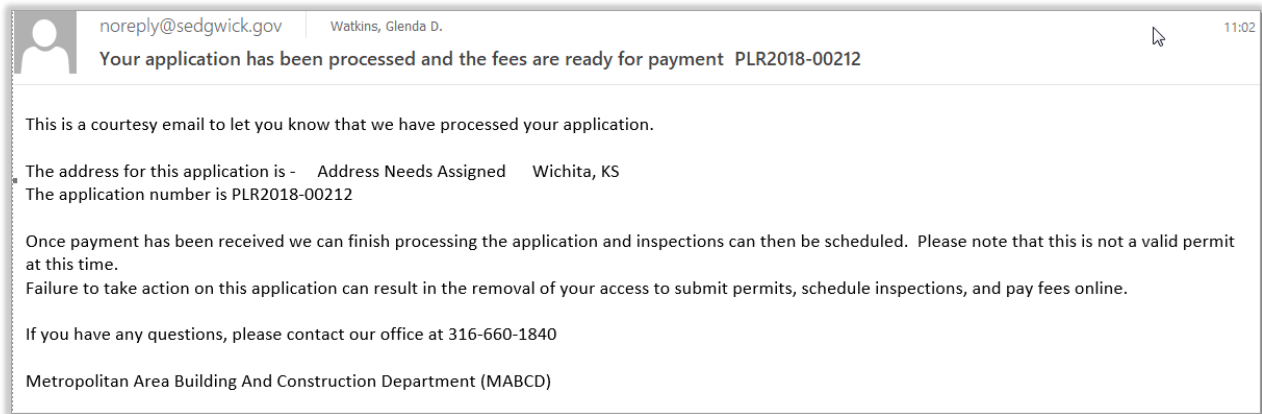
Applicant Information	Additional Contacts	Permit Type	Address Location	Job Description	Details	Attachments	Application Confirmation
---------------------------------------	-------------------------------------	-----------------------------	----------------------------------	---------------------------------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

Application Information Confirmation	
To submit your application:	
<input type="checkbox"/> Confirm the permit information is correct. If changes need to be made click the appropriate "Edit" button.	
<input type="checkbox"/> Click the "Apply/Save" button to submit your permit.	
Application Information To Be Submitted	
<u>Edit</u>	Permit Type: Commercial Plan Review - start here
<u>Edit</u>	Applicant Type: Other contact
<u>Edit</u>	Primary Contact Name: Electric Meter
<u>Edit</u>	Address: 271 W 3rd St North Wichita KS 67202
<u>Edit</u>	Phone: (316)660-1840
<u>Edit</u>	No contact added.
<u>Edit</u>	Site Location: 271 W 3RD ST WICHITA KS 67202
<u>Edit</u>	Occupancy Type: Business
<u>Edit</u>	Work Type: NEW-New primary structure where people live, work or occupy
<u>Edit</u>	Declared Valuation: \$500,000.00
<u>Edit</u>	Priority: Commercial
<u>Edit</u>	Memo/Project: New Applebees
<u>Edit</u>	Description: Review plans for 5000 sq ft restaurant chain in New Market Square
<u>Edit</u>	Detail page information.
<u>Edit</u>	No attachment uploaded.

Cancel Previous **Apply**  Save For Later

Submit Application Payment

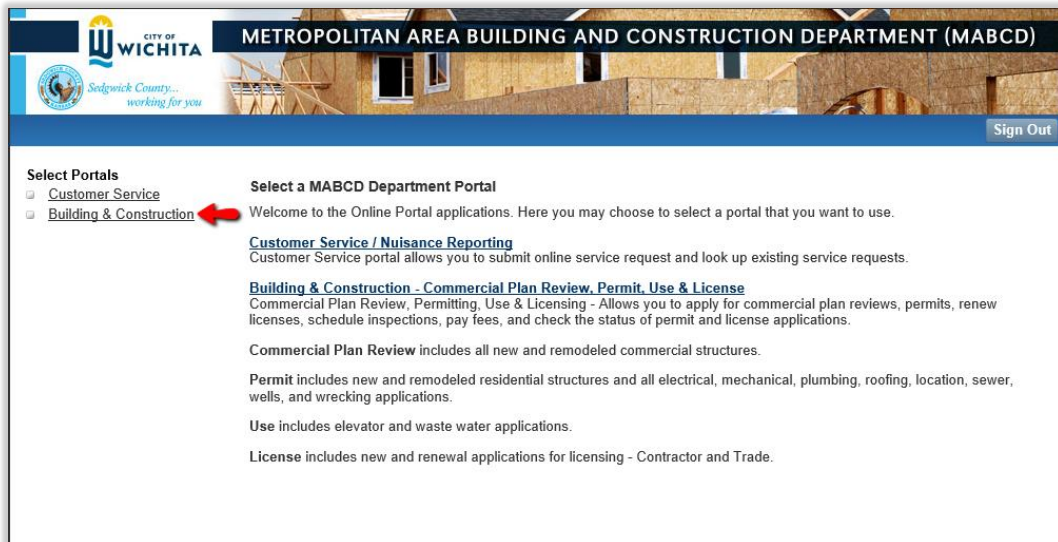
After the application is submitted, it is reviewed by MABCD personnel. After the review, an update email is sent to the applicant. If the application is approved, the email will state that the application is ready for payment. The email will contain the project address and application number. If an expected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



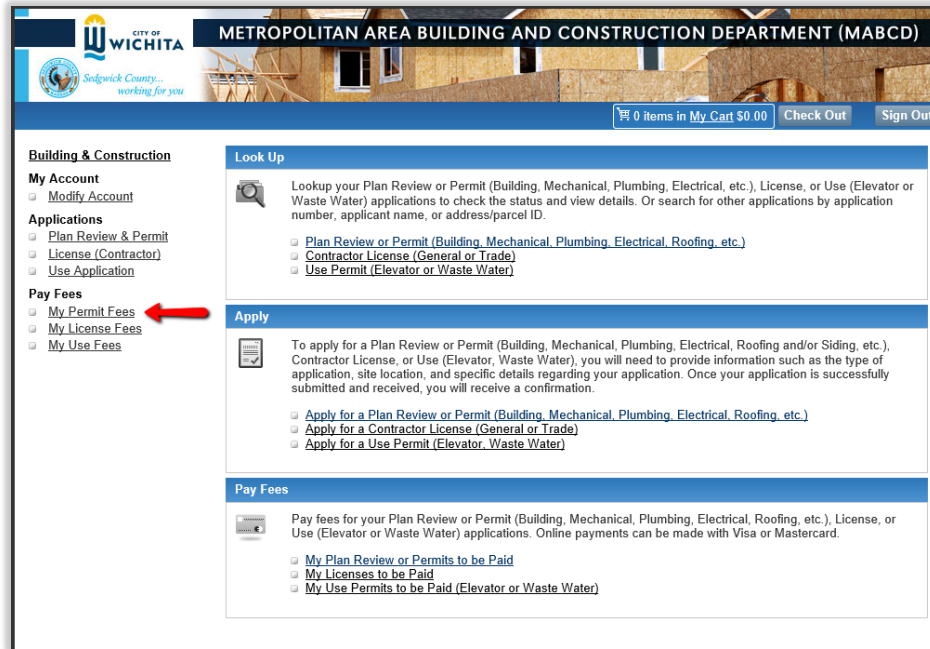
Example Email

To enter the payment electronically using a credit/debit or eCheck:

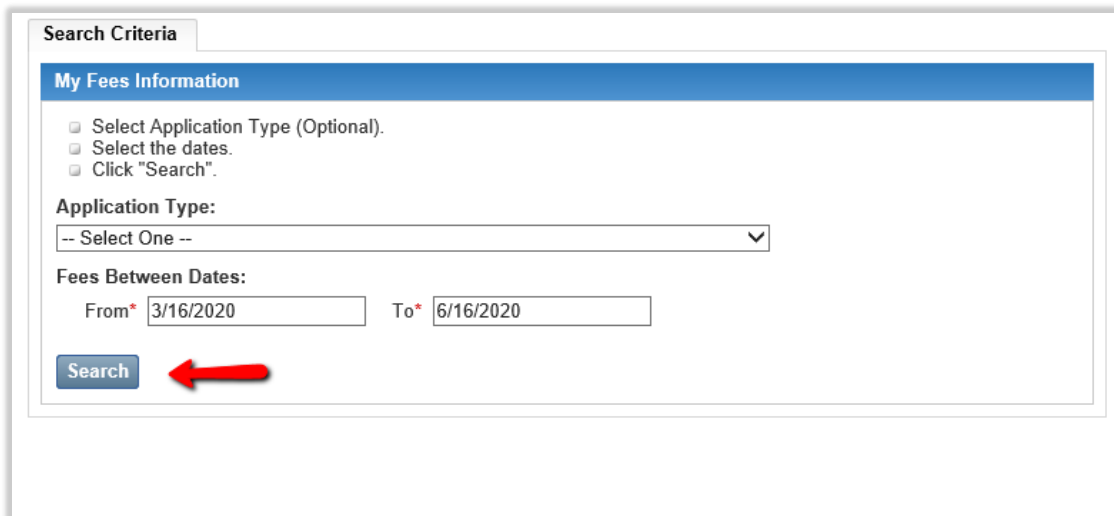
1. Open an internet browser and go to: <https://mabcpportal.sedgwickcounty.org/>. Enter your username and password (as in the previous step) and then select "Sign In."
2. On the MABCD portal selection page, click on "Building & Construction" on the left side of the screen.



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.”



- 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."

Summary Inspections - 3 **Fees - 2**

Description	Total	UnPaid	Status	Paid Date	Actions
Meter Reset (power off 6 months or more)	\$11.00	\$11.00	Unpaid		Add to Cart
Permit Issuance Fee	\$25.00	\$25.00	Unpaid		Add to Cart

[Add All To Cart](#)

[Back to Search Results](#)

- When the cart displays, select "Check Out" from the banner area:

2 items in My Cart \$36.00 [Check Out](#) [Sign Out](#)

Total	UnPaid	Status	Paid Date	Actions
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- Review the fees and then select "Next." Select if you will pay by credit/debit card or eCheck then select "Make Payment."

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Metropolitan Area Building & Construction Department - Online Payment Portal

Invoice Details

Reference: 20200616ZBXI

Amount: \$36.00

Payment Method: CREDIT / DEBIT CARD eCHECK

[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 screenshot shows the 'Credit-Card Payment Details' form on the Sedgwick County website. The form includes fields for Amount (\$36.00), Convenience Fee, Total Amount, Card Type, Card Number, Name on Card, Expiration Date, CVV Number, Billing Address, Billing City, Billing State, Billing Zip Code, Billing Phone Number, and Billing Email Address. A red box highlights the Card Number, Name on Card, Expiration Date, CVV Number, Billing Address, Billing City, Billing State, and Billing Zip Code fields. Another red box highlights the Billing Email Address field. A red arrow points to the 'Submit Payment' button.

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:

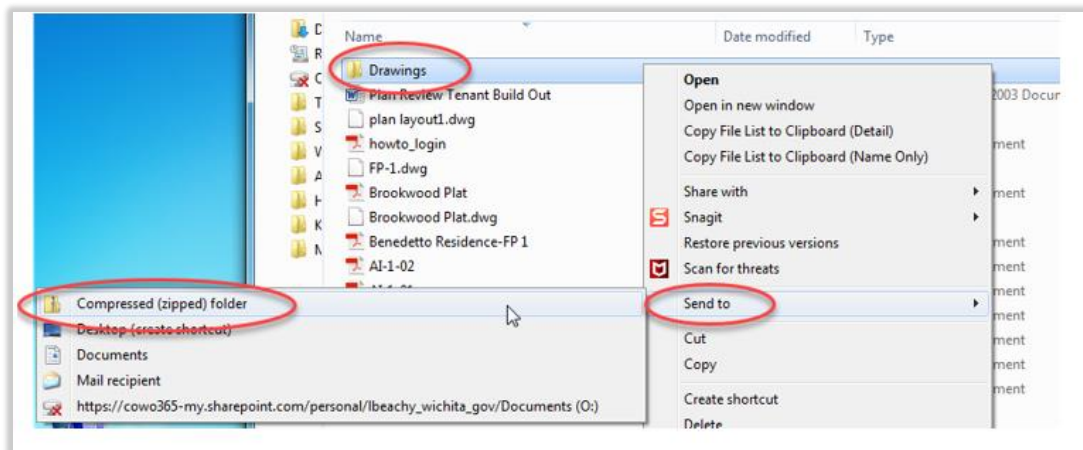
- The system must be able to use pop-ups and be configured as a trusted site. Select the links below for instructions to configure these settings.

[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:



Folder: Test Project\Drawings

1

3

Browse For Files or drag files into this area.

Start Upload

Approved_236501.zip

2

0B/1.66MB

0 of 1 uploaded [Hide Details](#)

0B/1.66MB

Uploaded files:

Select folder to open file list.

Drawings (8 - 7 New)

- Bethany Revival E2.0 - ELECTRICAL FLOOR PLAN - POWER (1).pdf New
- Bethany Revival E3.0 - ELECTRICAL FLOOR PLAN - LIGHTING (2).pdf New
- BethanyRevivalCodeData12-5-23.pdf New
- E1.0 - ELECTRICAL SCHEDULES.pdf New
- M1.0 - MECHANICAL FLOOR PLAN.pdf New
- M2.0 - MECHANICAL SCHEDULES (1).pdf New
- M3.0 - MECHANICAL DETAILS (1).pdf New
- UnityClient18_Quick Reference Guide.pdf

Documents (5 - 0 New)

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 and an invitation to the project. The email will contain a six character verification code and a link to the Electronic Plan Review system, "ProjectDox." Click on the blue Login button to be taken to the site.

PASSWORD RESET REQUEST

Hello, a request to reset your password has been received.

TIP: Set New Password Now
Your verification code will expire quickly. If it has expired, you can click on Login and request another to be sent by email. If you have **not requested a password reset** then continue to use your account with your existing password.

Your login.
Verification code: **AA8E37** good until 10/30/2023 12:33:27 PM

To set a new password, please click on "Login" below.

Login To set your new password

Please do not reply to this email.

When the Electronic Plan Review screen displays, enter the six character verification code that you were emailed. On the following screen, you would be prompted to create a password that consists of more than 8 characters, uppercase and lowercase letters, at least one number and NO special characters.

avolve
software

Password:

Confirm Password:

Update Cancel

Password must contain at least one digit, one upper case letter, one lower case letter, must not contain special characters and must be equal or larger than 8 characters

The first time you log in, the Profile screen displays. You would need to fill out the profile screen then enter the current password, then click on Save to save the profile changes.

Profile Information

Change Password:

Current password:

New password:

Confirm new password:

Password must contain at least one digit, one upper case letter, one lower case letter, must not contain sp

Contact Information	Project Membership	Group Membership	User Activity
* Required field			
First Name: *	<input type="text" value="Debra"/>	Last Name: *	<input type="text"/>
Email: *	<input type="text" value="debra @sedgwick.gov"/>		
Title:	<input type="text"/>		
Company:	<input type="text" value="MABCD"/>		
Address 1: *	<input type="text" value="271 W 3rd St N"/>		
Address 2:	<input type="text"/>		
Country: *	<input type="text" value="United States"/>		
State/Province: *	<input type="text" value="Kansas"/>	Postal Code: *	<input type="text" value="67202"/>
City: *	<input type="text" value="Wichita"/>		
Phone: *	<input type="text" value="316660"/>	Fax:	<input type="text"/>
Mobile:	<input type="text"/>	Valuation	<input type="text"/>
Language:	<input type="text" value="en"/>		

Save

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 Password?” at the login screen, enter the email address your account belongs to, enter the six character verification code that you receive in your email and then create the new password based upon the necessary criteria. You would then log in as normal to Project Dox.



Welcome to the Portal

Login

E-mail:

Password:

Login

[Forgot password?](#)

You need an account to access your projects. Contact the Jurisdiction if you don't have an account login.

Request Password Reset Code

E-mail:

1. Enter your email address to re-set your password.
2. You will receive an email with a verification code and a link to re-set the password.



Verification Code *

Enter the verification code that you received via email to complete the account verification process.

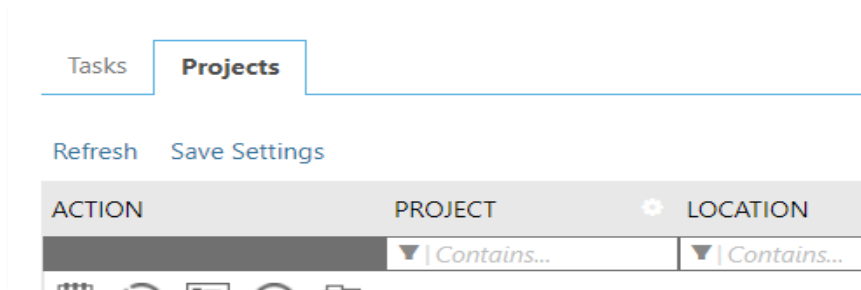
Password:

Password must contain at least one digit, one upper case letter, one lower case letter, must not contain special characters and must be equal or larger than 8 characters

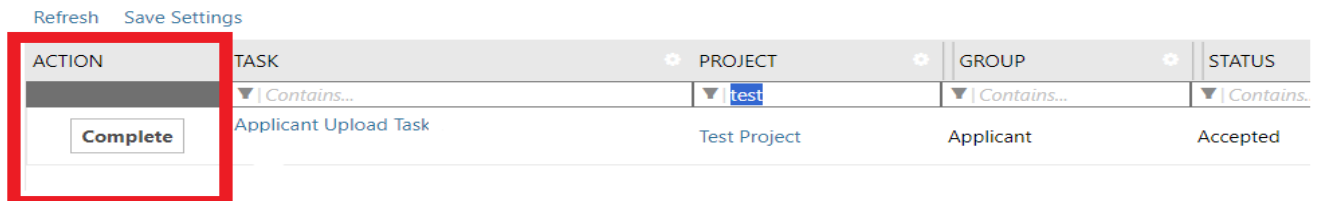
Confirm Password:

Upload Files

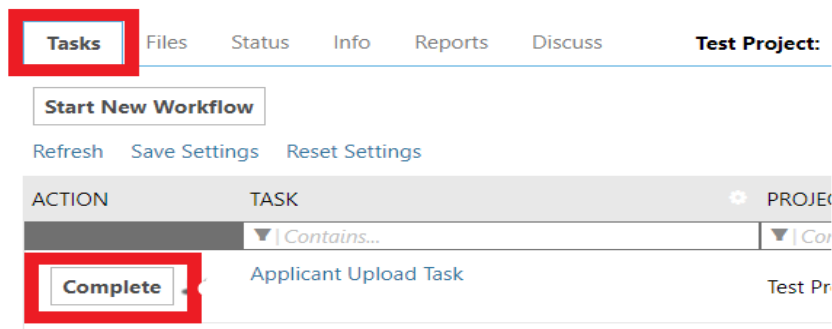
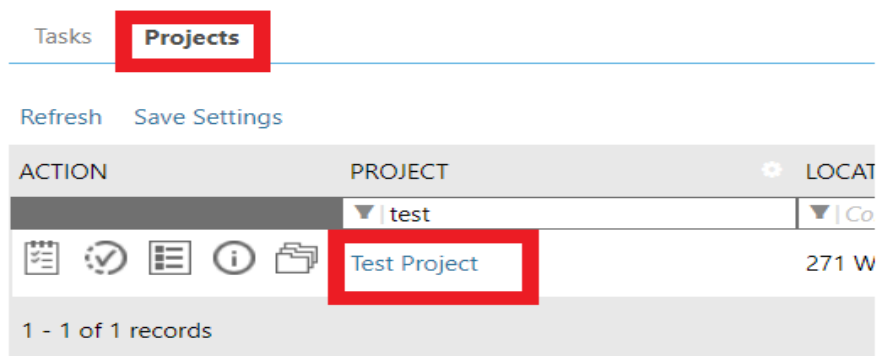
1. When ready to upload the files, open the project by clicking on the project link listed under the Project tab on the home page OR click the Task tab to go directly to the task that you would need to accept and complete. These tabs are located on the upper left side of the screen:



2. Under the Tasks tab, you would click Accept and then Complete to receive the Applicant Upload Task pop up box where you would upload your Drawings and/or Documents to the appropriate folders for review:



You would also be able to locate the project under the Projects tab and then click the blue PLR link out of the list for the applicable project to go in to it, then go in to the Task tab inside the project:



3. In the Applicant Upload Task pop up box, please look at the directions in the different steps of the box. The first place you will go is the file upload for Drawings and/or Documents. Click on Upload Drawings:

File Upload for: Test Project ?

Please click appropriately for the **type of files** you are uploading.

Upload Drawings **Upload Documents**

Uploaded files:

Select folder to open file list.

- ▶ Drawings (8 - 7 New)
- ▶ Documents (5 - 0 New)

If some files have already been uploaded, the applicable folder displays the uploaded files.

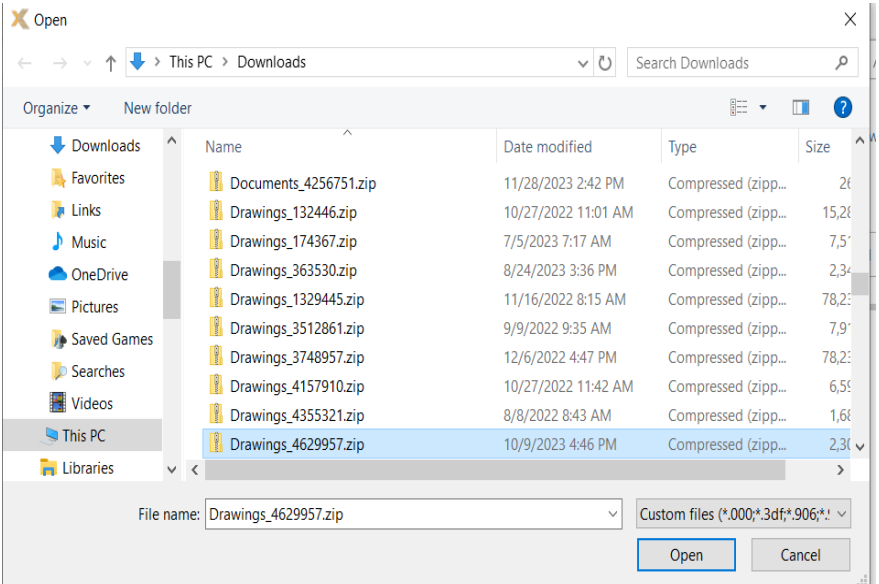
The next pop up box, you will click on Browse for Files OR you may drag and drop the files in to that box.

- 🕒 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."

Please keep in mind that if you have over 100 files, you would have to upload the files in batches of 100 until you have all of your files uploaded. Just make certain that you have gotten all of your files uploaded before moving on to Step 2 in the task box because the moment that you click the box and click Submit, that task is then closed and you would have to wait until your plan reviewer sends the task back to you before you can upload any other files.

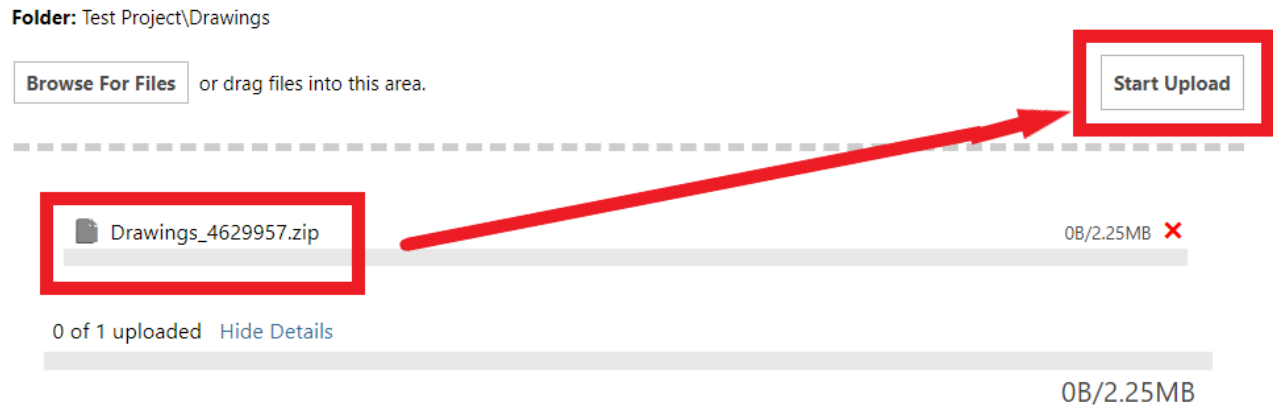
Folder: Test Project\Drawings

Browse For Files or drag files into this area.



Name	Date modified	Type	Size
Documents_4256751.zip	11/28/2023 2:42 PM	Compressed (zipp...	26...
Drawings_132446.zip	10/27/2022 11:01 AM	Compressed (zipp...	15,28...
Drawings_174367.zip	7/5/2023 7:17 AM	Compressed (zipp...	7,5...
Drawings_363530.zip	8/24/2023 3:36 PM	Compressed (zipp...	2,34...
Drawings_1329445.zip	11/16/2022 8:15 AM	Compressed (zipp...	78,2...
Drawings_3512861.zip	9/9/2022 9:35 AM	Compressed (zipp...	7,9...
Drawings_3748957.zip	12/6/2022 4:47 PM	Compressed (zipp...	78,2...
Drawings_4157910.zip	10/27/2022 11:42 AM	Compressed (zipp...	6,59...
Drawings_4355321.zip	8/8/2022 8:43 AM	Compressed (zipp...	1,66...
Drawings_4629957.zip	10/9/2023 4:46 PM	Compressed (zipp...	2,31...

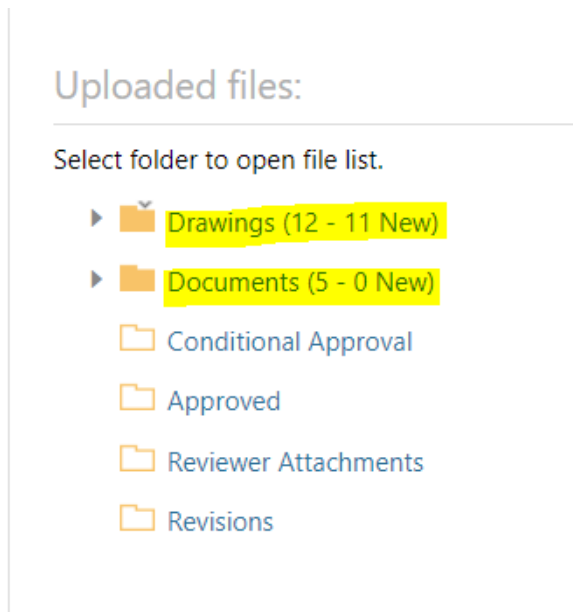
After you have made your applicable file selections, you would then see those selections in the upload file box. Click on Start Upload:



Also please take note of the information at the bottom of the pop up box

- Orange** files are **new uploads**
- Blue** files are new **version uploads**
- Red** files appear to be same as previously uploaded (**will likely be discarded**)

After you have uploaded the files that you would need to have reviewed for this project, you would be able to see those folders with the files here:



4. Now that you have uploaded the necessary files, you would need to scroll down to the next step in the Task Instructions.
You would check the box that states "I have uploaded all required drawings and/or documents."
and then click the Submit button at the bottom of the Task box:

STEP 2 of 3: Check below to confirm you have completed this task and are now ready to submit.

Confirmation 

I have uploaded all required drawings and/or documents. **Required*

STEP 3 of 3: TO START REVIEW PROCESS: please select "Submit" at the bottom of the page.

 Submit

 Close

After you have clicked Submit, you are unable to upload any more files at this stage. The project then goes to the Assign Reviewers Task where a project manager and a plan reviewer are then assigned to the project to conduct a Pre-Screen to check for file deficiencies.

If there are items that need correction, you would then hear from the plan reviewer and then you would receive an Applicant Corrections Task to complete.

You may also have comments that you may have to answer during the course of the plan review and you would be able to answer those in the task box by clicking on Comments when the task comes back to you.

During the course of the plan review, many other departments may be added to the plan review to review the uploaded plans and may ask for corrected drawings.

To upload plans that would need to be a version two of an original, you would make the plan alterations and then name the file exactly like the originally uploaded file. What happens when you go to upload that V2 is that the new file overlays the original and will show itself as a version 2 so then the plan reviewer would be able to compare the original to the new version.

View Project Drawings and Documents

To view drawings and documents that have been uploaded:

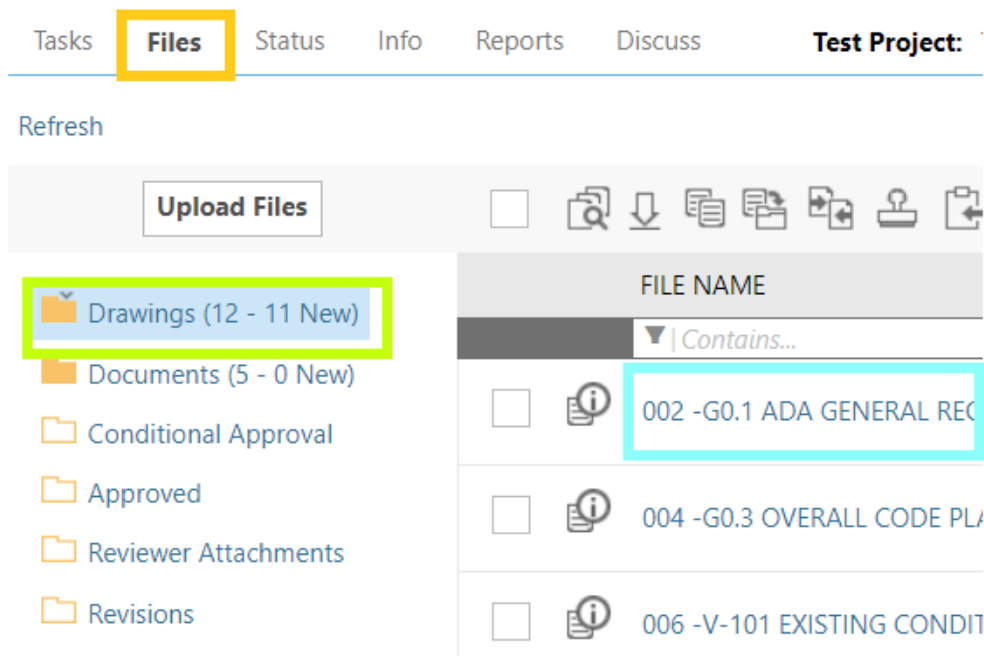
Sign in to the Electronic Plan Review system with your existing credentials.

Locate the project from the dashboard, click the dark blue PLR number from the Projects column.

Click on the applicable project folder under the files tab and click on the file name or thumbnail image to view a document.

- Brava Browser Window

The image displays within a “Brava” viewer which is separate pop up box.



Please note that you would only be able to see the Drawings and Documents folders at this time. As the review progresses, nearing finalization and approval, the rest of the folders will display.

Conditional Approval is for projects that have been approved with conditions to begin work prior to the finalization of the plan review. Paperwork would need to be submitted for that.

Approved folder is the stamped approved plans after the plan review is finished.

Reviewer Attachments would be for the plan reviewer notes.

Revisions folder is for revisions that are submitted after the plans have been approved. You would upload the revisions to that folder and then email the plan reviewer that originally reviewed the project.

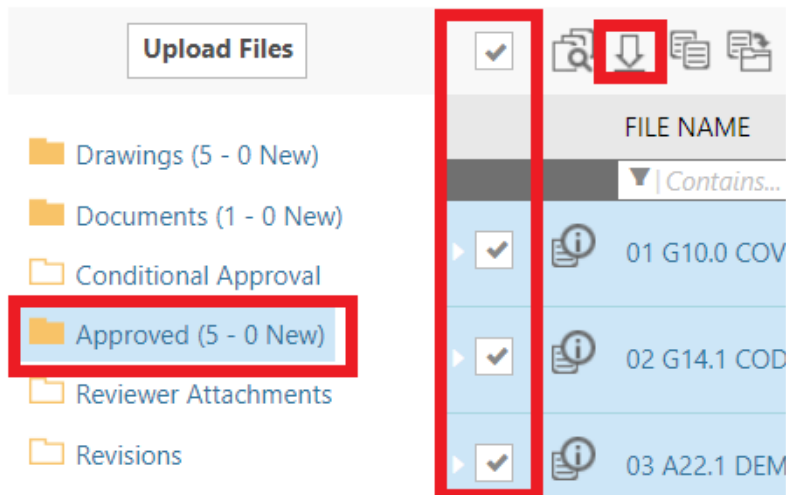
Download Approved Plans

When the plans have been approved, a notification email will be sent from Project Dox. A fully stamped copy of the approved plans needs to be maintained at the building site along with the job card for the inspection staff to sign.

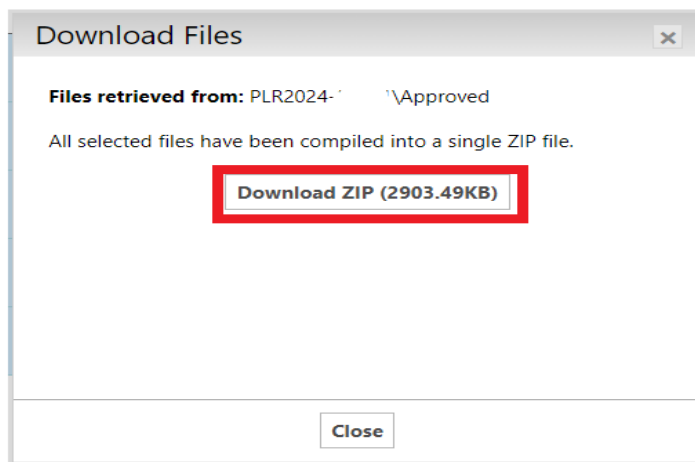
The plan reviewer would need to know who the licensed contractor is going to be in order to create the BLD from the PLR details at this time and then before the plans are downloaded to give to the contractor, the BLD permit would need to be paid for on MABCD Portal.

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 (PLR) link.
3. Select the Approved folder containing the desired files under the Files tab.
4. Select the checkbox from the toolbar at the top of the list to check each file to download and then click the down arrow to download the files to a Zip file.



5. When the box pops up, you will need to click on Download ZIP, then save those files to print.



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

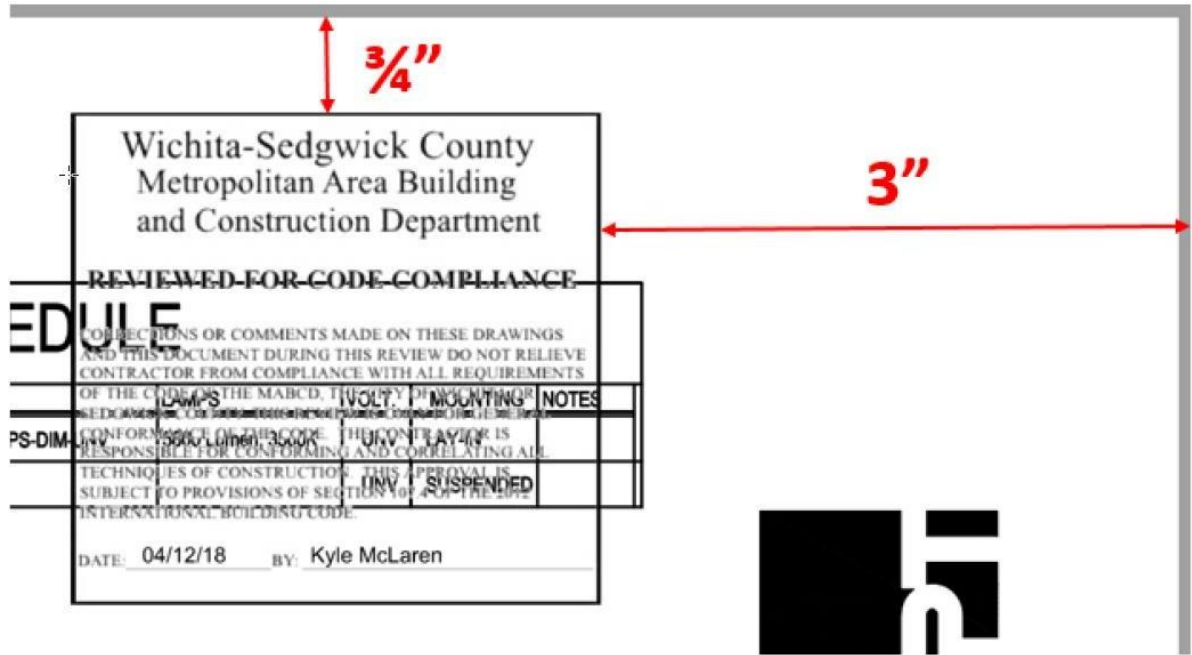
File names are limited to 40 characters.

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 3/4" 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.

[Back to Prepare for the Upload Process](#)

[Back to Submit an Application](#)

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	

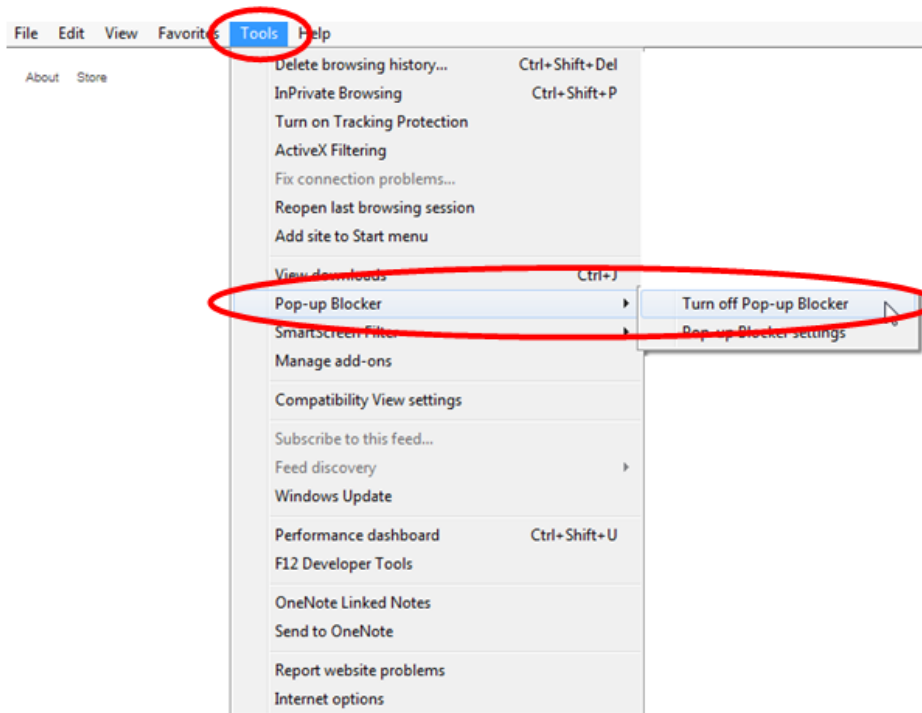
[Back to Upload Files](#)

Disable Pop-Up Blocker

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

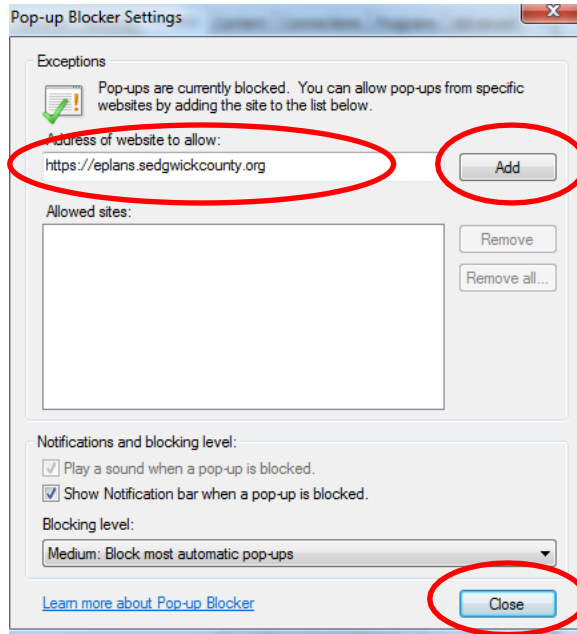
Either disable pop-up blockers entirely:

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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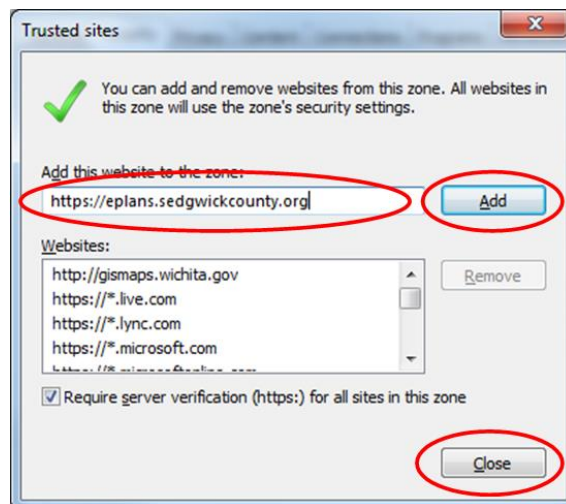
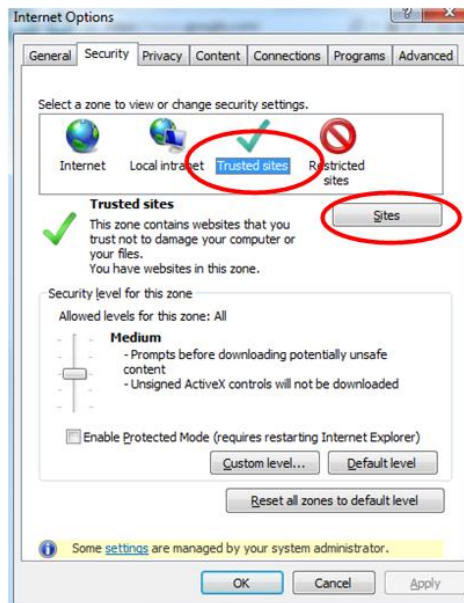
[Back to Log In to Electronic Plan Review](#)

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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