

eBuild

Electronic Plan Review User's Guide



eBuild User Guide

What is eBuild?

eBuild is the internet-based plan review system developed by City of Eugene. With eBuild you can:

- Submit building permit applications and construction documents;
- Pay permit fees;
- Assigning contractors to specific projects; and
- Schedule inspections for your projects.

Web Browser

The eBuild program uses a web interface, so no downloads or special software is needed. You will see some differences depending upon what web browser you use. Windows Internet Explorer 9.0 or below will require you to select one file at a time for uploading. Internet Explorer 10.0, Google Chrome, Firefox, Safari, and Opera will allow you to select multiple files for uploading.

Stamps

When projects are required to be stamped and signed by an Engineer or Architect, this stamp can be added electronically with a digital signature. For additional information about the requirements for digital signatures, reference the Oregon Board of Architect Examiners (ORBAE) website at www.orbae.com or the Oregon Board of Examiners for Engineering and Land Surveying (OSBEELS) website at www.orbae.com.

Primary Contact

Who should City Building staff call? Are you the primary contact, the person responsible for uploading files and communicating with the City? If someone else is the primary contact, be sure to add them as a Partner to your project so that they will receive all communications and emails regarding the project.

Security Timeout

Due to security concerns, you will be automatically logged out of the system after 60 minutes of inactivity.

Creating an Account and Logging In

In order to use eBuild you must first create an account. If you have previously set up an account for scheduling inspections, you can use the same account login information. In order to set up an account, you will need the following:

- Your name
- Your email address
- Your primary telephone number
- An alternate phone number (optional)

You will be assigned a 4-digit access code. Be sure to keep the access code accessible because you will need it each time you log into the system. If you forget your access code, you can request that the system email it to you.

Before adding others to participate and access your project on eBuild, they must also have an account. If they have not yet created an account, they will receive an invitation.

Here are some definitions that will be helpful:

Submittal – Application or drawings uploaded and submitted to the City for review.

Notice - Notification to the applicant from the City on the status of project. May include Notice of Accepted Application, Commitment Date letter, Plan Review letter and comments or other communication.

Manage – Manage allows you to invite others to participate in the project. It also allows you to assign contractors for your project.

Overview of System

KEY FEATURES

Account Management

With eBuild you can set up an account that will allow you to submit plans for review and request inspections for your project. You can have multiple projects associated with your account. Each account can have a number projects.

Project Management

As the applicant, you can invite others to participate in your project and view/submit information. eBuild will inform you of any status changes to the review of your project. When new drawings are submitted by others associated with the project, you will be notified.

Online Payment

You will have the ability to pay plan check fees, all permit fees, system development charges, and other costs associated with your project online.

Submitting Signed Electrical Application

When an electrical contractor has been chosen for your project and has been associated with the project, the electrical signing supervisor will have the ability to print the electrical application, sign the application and submit the signed application through eBuild. This will allow the electrical permit to be issued.

Access to Current Approved Plans

When your application is approved you will be sent a link to the approved documents that must be printed and maintained at the job site. If supplemental information is submitted after permit issuance, you will receive a link to the approved changes. eBuild will link to you to the most current approved drawings.

ROLES

As the applicant, you will be assigned the role of "partner" within the system. You will be contacted when the plan review is complete and plan review comments are ready.

As the partner, you will be notified whenever additional information is submitted for your project by others on your team. You will see a complete list of all submittals with current review status.

Once the permit application has been approved you will be notified and will have the ability to pay your permit fees online.

You will be able to invite others to collaborate with you on the project. Associates will have the ability to submit additional information and see a complete listing of submittals. Associates will not be able to invite others to collaborate. As the partner, you will control that type of access. In order to invite someone to collaborate with you on the project, they must first have an account set up.

Anyone can be a contributor for a project. A contributor has the ability to submit additional drawings or deferred submittals for a project. A contributor will see a list of only their submittals. This is intended to address submittals such as fire alarm or fire sprinkler plans.

★ Tip: if the applicant is not the primary contact for plan review issues, be sure to add the primary contact as a Partner.

SECURE DATA

Data within the eBuild website is not available to the general public.

Applicants will have control of the ability to invite others to participate in the project.

ASSIGNING CONTRACTORS

If the original application did not indicate the contractors that will be working on your project, you can assign the contractors to your project at any time up until permit issuance.

You must have an assigned contractor for each building, electrical, mechanical, and plumbing permit. Contractors for the project will be required to have a current Construction Contractor's Board License (CCB). Plumbing and electrical work requires additional licenses issued by the Building Codes Division.

<i>Permit Type</i>	<i>Requirement</i>
Building	Current CCB License
Mechanical	Current CCB License
Electrical	Current CCB License & Current Electrical Contractor License
Plumbing	Current CCB License & Current Plumbing Business License

SUBMITTING REQUIRED FORMS

When your project requires submittal of additional documentation, forms can be submitted through eBuild. Your plan review or inspection record will automatically reflect the submittal which can reduce time spent on administrative functions for your project.

PAYING FEES

As an eBuild user, you will have the ability to pay your permit fees and System Development Charges online.

Fees are due at the key points in the process:

<i>Action</i>	<i>Fee</i>
Project Submittal	Structural Plan Review Fee
Permit Issuance	Additional Plan Review Fees Permit Fees System Development Charges Construction Excise Tax
Final Inspection	Any outstanding fees such as for the review of Supplemental Information or additional inspection fees

If outstanding fees are owed at final inspection, you will be able to pay the fees online at any time and then request your inspection.

Submitting a building permit application



- 1 Applicant submits permit application and uploads plans for review

SUBMITTAL REQUIREMENTS

- ◆ All plans and supporting documentation must be submitted in PDF format.
- ◆ If the PDF is a scanned document, the resolution must be a minimum of 200 dpi (dots per inch).
- ◆ Drawings must be uploaded as **individual** files.
- ◆ Specification manuals, calculations, and other supporting documentation should be submitted as separate PDFs.
- ◆ Security settings need to allow reviewers to mark up digital documents, create notes, and to insert/remove sheets.
- ◆ Revised drawings should be submitted with the original file name.

Electronic Application Process

- **Download application.**
Choose the application that matches your project. The application forms are fillable forms so you will have the ability to complete the form and save the form with your completed information. You can save the fillable application form once you have completed it.

★ **Tip:** Name the application file as follows:
(Project Address)Application.pdf
For example:
1234MainStreetApplication.pdf

- **Upload completed application.**
You must upload your completed application prior to uploading your construction documents.
- **Upload all construction documents**

When all of your files have been uploaded and your application is complete, be sure to click on Submittal Complete. This will send your application to City staff for the initial pre-screen.

Submittal Complete

★ **Tip:** When in the process of submitting your application, you can postpone completing the submittal at any point. This will allow others to add documents to your submittal as long as they are a participant in the project.

File Naming Standards

We ask that you name your submittal files so it is easy for you and City staff to track.

If you make changes to a file you have already submitted, please resubmit the changed file using the same file name as the original. Do not add dates or version numbers to the file names. We will track the different versions and use the most recent one submitted when we approve your plans.

You can use any naming scheme you find descriptive. Documents that contain multiple pages such as truss engineering, engineering calculations geotechnical reports, etc. may be uploaded as multi-page files. The file name should indicate what the document is. For files that don't contain drawings, a typical list might be:

- Project_Manual.pdf
- Structural_Calculations.pdf
- Energy_Compliance_Forms.pdf
- Soils_Report.pdf

Drawings are different. We ask that drawings be submitted in individual files, one file per sheet. When you separate drawings into individual files for submittal, please prefix each sheet with a number indicating the order in which the sheets are organized. Use at least 3 digits (with lead zeros) - even if you don't think you will have that many files.

All files must reflect the content of the drawings (e.g., "Site Plan", "Elevation", "Floor Plan", etc.)

Sort Order_SheetNumber_SheetName.pdf

Examples:

<i>Discipline</i>	<i>Sort Order</i>	<i>Sheet Number</i>	<i>Sheet Name</i>	<i>File Name</i>
Cover Sheet	1	A0.0	Cover Sheet	001_A0.0_CoverSheet.pdf
Index Sheet	2	A0.1	Index Sheet	002_A0.1_IndexSheet.pdf
Architectural	21	A21	First Level Floor Plan	021_A21_FirstLevelFloorPlan.pdf
Plumbing	35	P1	Fixture Plan	035_P1_FixturePlan.pdf
Mechanical	46	M1.1	Mechanical Plan	046_M1.1_MechanicalPlan.pdf

★ **Tip:** File names cannot include special characters (e.g., @, %, *, #, etc.).

Staff Pre-Screen Submittal



② Staff reviews submittal for completeness.

PRE-SCREEN

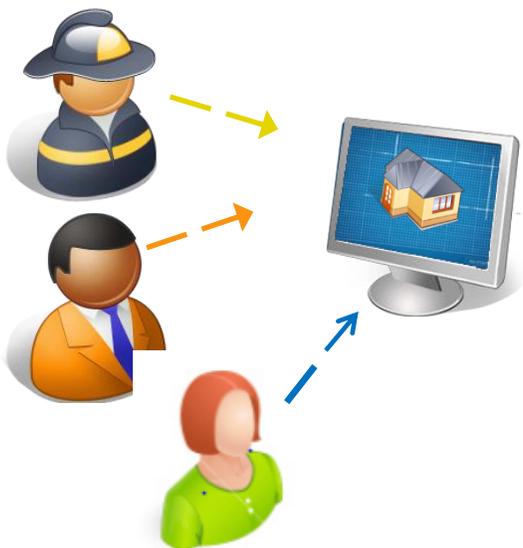
Our permit technicians will review your submittal package to ensure all required pieces are present for plan review. Depending on your project, your submittal may also be reviewed by a Land Use Analyst.

You will receive an update within one business day.

Intake Screening

- Plans will be reviewed for completeness
- If there are outstanding items or questions regarding your project, you will receive a Notice of Incomplete Application. The status of your project will change to Application Incomplete in your list of submitted items. The application will not be logged into our system until all outstanding items are addressed, however a permit number will be assigned to your project.
- If your application has been accepted for review, you will be notified. The fees that will be assessed and the code(s) that your project will be reviewed under will be based on the application accepted date. The application will be logged into the permit tracking system (publicly available) and the plan check fee will be assessed. After receiving your Notice of Accepted Application you will be able to log into the system to pay your plan check fee. Reviews will begin as soon as your project has been accepted.
- Approximately three business days after your project has been accepted, you will be notified of the commitment date. All the reviewers assigned to your project will evaluate the time they believe it will take to finish the review based on the complexity of the project and the volume of plans currently in review. Included in the Commitment Letter will be the name of your project coordinator. Your project coordinator will perform the structural review of your project and will be your first point of contact if you have questions.

Review Process



③ Plan Review

- Revisions to plans can be submitted at any time during the review process. Your project coordinator will be notified when a new submittal is received.

Review Process

- Reviewers mark changes or corrections needed on the plans electronically.
- When all reviews are completed, you will receive notification advising you of any outstanding plan review items or of permit approval.

How to View Markups/Changemarks

Drawings with required changes will be returned to you as a pdf with a list of items needing attention.

Resubmittals

When submitting revised drawings, be sure to use the same file name as the original file for that sheet.

Amended Construction Documents (Field Revisions)

If your project requires submittal of revisions during the construction process, you will choose the Supplemental Information option.

Revisions will be reviewed by your project coordinator and other relevant reviewers. When revisions have been approved, you will be notified and required to print a copy of the approved plans for your job site.

Deferred Submittals

Deferred submittals will include items such as fire alarm plans, fire sprinkler plans, etc. Choose the Deferred Submittal option when submitting. Your project coordinator will route the deferred submittal to the appropriate reviewer.

Permit Approval

An email that the application has been approved is sent to the applicant upon verification of code compliance and submittal of all required documentation and information.

④ Adding Contractors

Once your permit has been approved, contractor information will be required before your permit(s) can be issued. The eBuild system will allow you to add contractors to your project.

⑤ Submitting Electrical Application

If your project includes electrical work, the electrical contractor must submit an electrical application signed by the supervising electrician prior to permit issuance. After the contractor has been associated with your project, they can print the application, obtain the signature, and upload a scanned application to fulfill this requirement.



⑥ Pay Outstanding Fees

All outstanding permit fees and system development charges must be paid prior to permit issuance.

Payment can be made using Visa or MasterCard. If you wish to make payment by check, please visit the Permit and Information Center.

⑦ Approved Plans

When the permit(s) for your project are ready to be issued, you will be sent a link to your approved plans and permit(s). All documents must be printed and available on site for your first inspection. Documents may include, but are not limited to:

- Permits
- Job Site Placard
- Approved plans