eBuild

Electronic Plan Review User's Guide

Eugene Building & Permit Services

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.

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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)

Create an Account for eBuild and Scheduling Inspections

The information you provide below will be used solely for the purpose of communicating with you about your **eBuild** projects and inspections you use the online system to schedule. The email address you supply will be used as the "user name" for the account when you log in.

Fields marked with * are required.

Contact Name* Name of person to contact (5-100 characters)	
Contact Email* Contact's email address	
Contact Phone* Contact's primary phone number	XXX-XXX-XXXX
Alternate Phone Contact's alternate phone number (if any)	XXX-XXX-XXXX
Type the word Human* Please type the word "Human" with a capital H	Human
	Create Account

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.

Need an Access Code?

If you already have an account for scheduling inspections, you can log in to **eBuild** with that email address and access code. If not, it's easy to create an account. We'll immediately confirm that your account has been created and email you the access code. You can start using the **eBuild Permit System** right away. You don't have to be a builder or contractor to create an account. Anyone who needs to apply for a building permit in the City of Eugene can create one and use the system.

Lost Your Access Code?

If you have an account but have lost the access code, you can request that it be sent to the email address registered to your account by using the form below.

Email Address* Email address registered to your account	
	Request Access Code

If for some reason you need to change information associated with your account, simply log into eBuild and click on edit account.


Keep in mind:
- In order to have access to a project in eBuild, you must be a project member. If you have a large office may want to make it a practice to add more than one person as a member of a project to help deal with those situations when someone is out of the office.
- All notifications from eBuild are sent to Partners associated with a project. (Review Managing Access to Your Project for further explanation). Partners on a project control who has access to the project. You will not automatically be added to a project just because you are listed as a contractor.

Preparing Your Construction Drawings for Submittal

Before you log into eBuild and get ready to submit your project for review, spend some time preparing your project for submittal. Making sure your project meets submittal standards will save you time in the long run.

- All plans and supporting documentation must be submitted in PDF format.
- If the PDF is of a scanned document, the resolution must be at least 200 DPI (dots per inch).
- Drawings must be uploaded as individual files, one sheet per file.
- Specification manuals, calculations, and other supporting documentation should be submitted as separate PDFs, one document per file.
- Security settings must not be set to restrict modification of files. Locked files (often marked SECURED by PDF software) cannot be processed by the system, marked up by staff or stamped when approved. However, the approved copies of files returned to you are locked by eBuild to prevent modification.
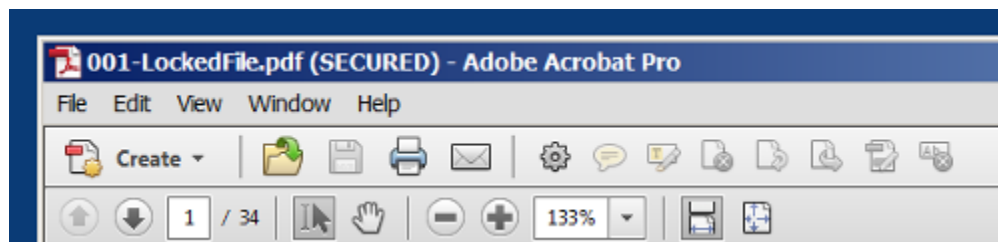

We always retain copies of your original documents without any alteration, exactly as you submitted them to us. We only alter working copies created from the originals to electronically add notes, comments and stamps.

- The total size of files uploaded at one time cannot be more than 200 MB.
- You can make multiple submittals if the files you need to upload exceed this limit.
- File names must start with a letter, number or underscore and cannot contain any characters other than letters, numbers, dash, space, underscore and period:
    - abcdefghijklmnopqrstuvwxyz
    - ABCDEFGHIJKLMNOPQRSTUVWXYZ
    - 0123456789
    - - _.
- File names cannot have a space or period immediately before the .pdf extension.
- File names cannot be more that 255 characters long.
- Changes to details within a drawing sheet require that a new revised drawing sheet be submitted as Supplemental Information.

- Using appropriate file names is particularly important for electronic submittals. Please review Residential File Naming Standards (One-and-Two Family Dwellings) or Commercial File Naming Standards.

You also want to keep in mind that the orientation of the drawing should be set to landscape in order for plan reviewers to review your drawing.

Landscape Orientation
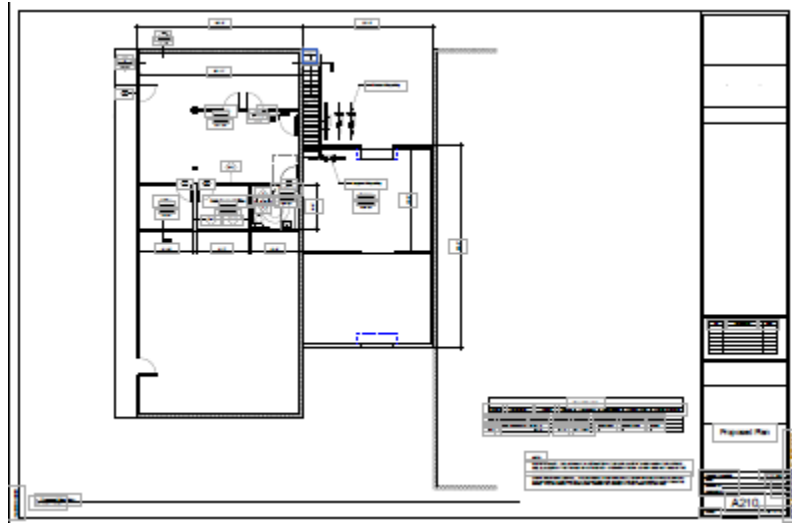
Portrait Orientation
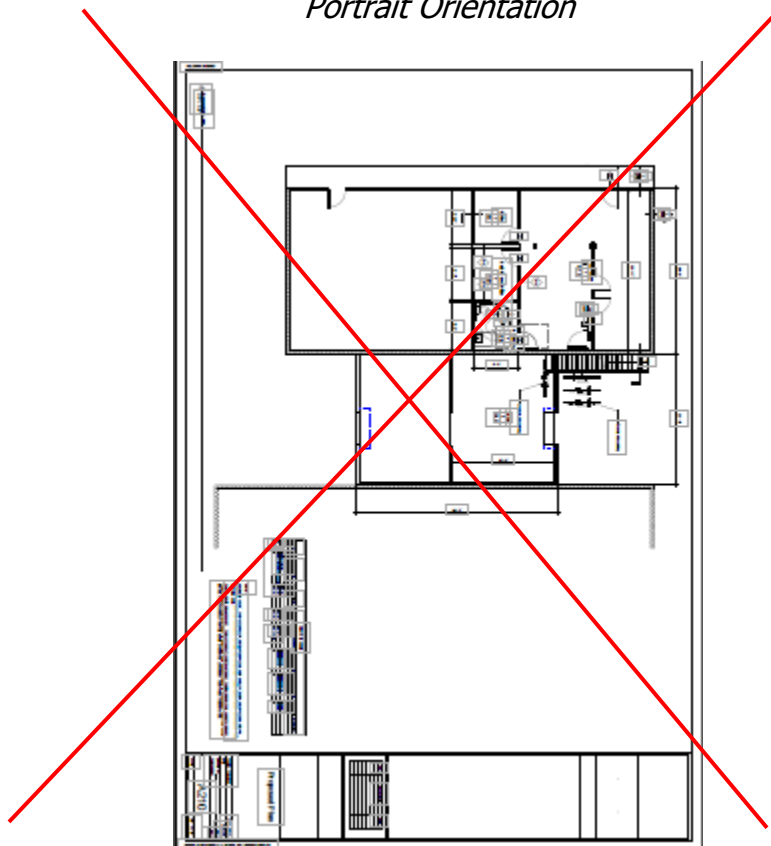
Once you have all of your files oriented and named appropriately, it can be helpful if you place all your files in one folder. When you are ready to submit, it will make the process easier when you are uploading your files.

Documents library
eBuild Demo

Name	Date modified	Type	Size
testing	11/15/2018 2:28 PM	File folder	
Original submittal 1234 Main St	11/15/2018 2:28 PM	File folder	
Single family dwelling	9/20/2018 11:19 AM	File folder	
18-00977-01	6/27/2018 2:10 PM	File folder	
Fred Meyer	3/19/2018 12:08 PM	File folder	
2517 Centennial	3/19/2018 12:08 PM	File folder	
16-04697-01	3/19/2018 12:08 PM	File folder	
16-08374-01	3/19/2018 12:08 PM	File folder	

File Name Examples

Documents library
Original submittal 1234 Main St

Name	Date modified	Type	Size
011 ELECTRIC PLAN.pdf	4/4/2017 2:29 PM	Adobe Acrobat D...	80 KB
010 CROSS SECTION_DETAILS.pdf	4/4/2017 2:29 PM	Adobe Acrobat D...	103 KB
009 FOUNDATION PLAN.pdf	4/4/2017 2:28 PM	Adobe Acrobat D...	100 KB
008 ROOF PLAN.pdf	4/4/2017 2:28 PM	Adobe Acrobat D...	87 KB
007 FLOOR PLAN 2.pdf	4/4/2017 2:28 PM	Adobe Acrobat D...	103 KB
006 FLOOR PLAN 1.pdf	4/4/2017 2:28 PM	Adobe Acrobat D...	116 KB
006 ELEVATIONS 2.pdf	4/4/2017 2:27 PM	Adobe Acrobat D...	84 KB
005 ELEVATIONS 1.pdf	4/4/2017 2:27 PM	Adobe Acrobat D...	106 KB
003 Utility Plan.pdf	4/4/2017 2:27 PM	Adobe Acrobat D...	99 KB
001 Vicinity Map.pdf	4/4/2017 2:26 PM	Adobe Acrobat D...	56 KB
004 Utility Plan Details.pdf	4/4/2017 2:16 PM	Adobe Acrobat D...	509 KB
002A Site-Stormwater Plan.pdf	4/4/2017 2:16 PM	Adobe Acrobat D...	256 KB
002 Site Plan.pdf	4/4/2017 2:15 PM	Adobe Acrobat D...	130 KB
OM_Plan_Forms.pdf	4/3/2017 3:45 PM	Adobe Acrobat D...	634 KB
stormwaterperry.pdf	4/3/2017 3:45 PM	Adobe Acrobat D...	820 KB
Storm Water Report Amended Signed....	3/15/2017 2:25 PM	Adobe Acrobat D...	1,802 KB
Engineering Calcs.pdf	7/29/2016 3:07 PM	Adobe Acrobat D...	280 KB

Submitting Your Application and Drawings

Now you are ready to log into eBuild and get started!

When you initially log into eBuild, you will see a screen that displays all the projects you are associated with.   Once logged in, choose New Project.

You will next choose your type of project. Here is a brief overview:

Trade Permits – Electrical, Plumbing, Residential Mechanical. This type of permit does not require plan review. You can obtain a permit by submitting an application.

Commercial – Commercial projects include new construction, additions, interior alterations. Any work on a building not considered Residential (one and two family) or Multi-family (3 or more dwelling units).

Multi-family-work on structures with 3 or more dwelling units.

Residential – any work on a single family dwelling or duplex.

Once you decide which category you belong in, click on the header and you will see additional selections.

Your next step is to download the correct application to your computer. Click on the link to the application and open the document. It will open in your screen. **Before you begin filling out the application, be sure to save the application!** If you don't save it to your computer first, you may find that you submitted a blank application which could slow down the process for you. After completing the application be sure to save again.

If you anticipate that you will be submitting multiple applications, you can save an application to your computer and name it your "Master_Commercial_Permit_application.pdf". Then when you are ready to submit again, simply open up the master, save it with a new name (something relating to the project) complete and save again.

After you have your application ready, the next steps are very easy.

On the right hand side you will see buttons underneath the Start header corresponding to your application type. Click on the applicable button.

The next screen will ask you to give your project a name. This should be a name that means something to you. This name will appear in your list of projects.

Next click on the browse button. Find your completed application on your computer. Highlight the file name and click Open. Then you can click on Submit Application.

Next you will be uploading your construction drawings.   Click on browse and navigate to the folder that you saved all of your files in.

Select all you files and choose Open.

Updated February 2019
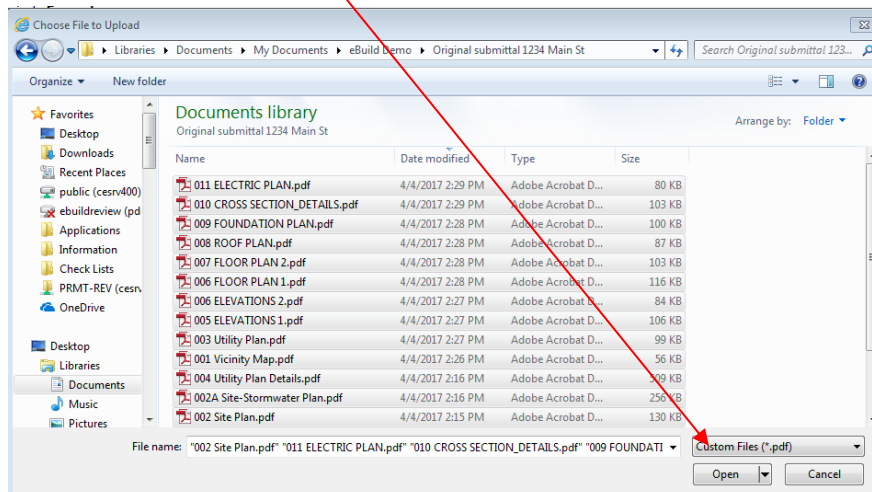
Click on Upload Files.

The following files were uploaded successfully:
- 011 ELECTRIC PLAN.pdf (80972 bytes)
- 010 CROSS SECTION_DETAILS.pdf (105143 bytes)
- 009 FOUNDATION PLAN.pdf (101687 bytes)
- 008 ROOF PLAN.pdf (88892 bytes)
- 007 FLOOR PLAN 2.pdf (104637 bytes)
- 006 FLOOR PLAN 1.pdf (117876 bytes)
- 006 ELEVATIONS 2.pdf (85911 bytes)
- 005 ELEVATIONS 1.pdf (108037 bytes)
- 003 Utility Plan.pdf (101295 bytes)
- 001 Vicinity Map.pdf (56817 bytes)
- 004 Utility Plan Details.pdf (520546 bytes)
- 002A Site-Stormwater Plan.pdf (261554 bytes)
- 002 Site Plan.pdf (132327 bytes)

If you have no more plans to submit, click the **Application Complete** button below.
If you're **not** finished submitting your plans, click the **Upload More Files** button to continue uploading now or the **Finish Later** button to complete the process later.

[Application Complete]   [Upload More Files]   [Finish Later]

Now you have three options:
- Application Complete – your application has been submitted to the City. You will be notified after the completeness check is completed.
- Upload More Files – if you have files in a separate folder, you can use this option to navigate to another folder to upload files.
- Finish Later – You don't have all the files ready to go and want to wait to finish your submittal. You will have 30 days to finish uploading your files.

Managing Access to Your Project

Projects submitted through eBuild are not publicly available. As the submitter, you will be responsible for controlling who has access to the project. Having access allows others to submit drawings, pay fees, access approved drawings and schedule inspections.

There are three types of access in eBuild.

Partners are members with full rights to manage the project and submit plans and other documents. Partners receive email notifications of all events related to the project. The primary contact for the project should always be a partner. This ensures the primary contact receives notification of all actions for the project.

Associates are members who can submit plans and documents and view all submitted documents.

Contributors are members who can submit documents and view documents they have submitted, but contributors cannot view documents submitted by other project members.

You can have as many project members as you would like to add for your project. Project members must have an eBuild account in order to be added to the project.   If they don't, they will receive an invitation to create an account. Once that has been completed, they will be added as a project member as long as they have responded within 10 days.

From the Active Projects page, click on Manage. You will see a screen that will allow you to add members to the project. All you need is their email address.

Add Project Members
Add new project members or change the role of existing project members. New members must have an **eBuild** account before they can be added to the project.

Partners	Associates	Contributors
Partners are members with full rights to manage the project and submit plans and other documents. Partners receive email notifications of all events related to the project. The primary contact for the project should always be a partner. This ensures the primary contact receives notification of all notices for the project.	**Associates** are members who can submit plans and documents and view all submitted documents.	**Contributors** are members who can submit documents and view documents they have submitted, but contributors cannot view documents submitted by other project members.
Email address of the **partner** to add:	Email address of the **associate** to add:	Email address of the **contributor** to add:
Add Partner	Add Associate	Add Contributor

Note: you will also go to the Manage screen when adding contractors to your project.

Completeness Check

Once your project has been submitted, Intake staff will be reviewing your construction drawings to determine if all required documents are included that will be needed to complete a review of your project. The completeness check should be completed in 3 business days. At the end of the process you will typically receive one of two notices:
- Notice of Incomplete Application – The notice will outline for you what items need to be submitted or corrected before your project can be accepted for review.
- Notice of Accepted Application – Your project has been accepted for review. This notice will advise you of the any outstanding plan review fees that must be paid.

Project Coordinator & Commitment Date

The next communication you will receive is the Plan Review Commitment Date. This date is the anticipated date that the review of your project should be completed. This notice will also include information regarding the project coordinator for your project. Any questions that you might have regarding your project can be directed to your project coordinator.

Completing the review of your project does not necessarily mean that your permit(s) are ready to be issued. There may be additional items that need to be addressed prior to issuing your permit.

Plan Review

When the review of your project has been completed, if there are outstanding issues, all partners on the project will receive Plan Review Comments itemized by discipline with contact information for each reviewer. Along with the Plan Review Comments, you may also receive a list of Requirements for your project. The requirements are items that you need to be aware of during the construction process but these items do not need to be resolved prior to permit issuance. Any drawings requiring changes or corrections will also be sent to you so that you can see the comments in context.

Responding to Review Comments

Typically, issues flagged in Plan Review Comments notice are addressed by submitting revised drawings. When responding to Review Comments, it's important to remember:

- You do not need to submit new copies of drawing which haven't changed.
- If you submit a revised drawing, make sure it has the <u>exact same file name</u> as the original. Do not indicate in the file name that the drawing has been revised. If you do, you will be asked to resubmit your response.
- When uploading a response or supplemental information be sure to click on the Check File Names button before uploading your drawings. eBuild will tell you if you are uploading files with new file names. This will give you an opportunity to fix any file name issues before you upload and save time.
- You can submit new drawings in the response if they should be considered as part of the review.
- You should try to submit everything needed to address all the issues in one response.

Make sure that you are submitting a complete response.

When the review of your project is complete and the plan check comments have been sent to the partners, the status of your project will change to Response Required. When you are ready to submit your response, you can click on the on the link that will take you directly to the screen for submitting your response. When all your files have been uploaded, be sure to click on Response Complete. This will notify the project coordinator that you have submitted your response.

Remember to indicate your response is complete!

Project Approval

After all reviews of your project have been approved, you will receive the Notice of Plan Review Completed. The notice will outline all items that must be completed prior to issuance of your permit.

- *Assign Contractors* If your original application did not include the contractors on your project, you must identify them before the permits can be issued. You can add contractors to your project on the Manage page.
- *Signed Electrical Application.* If your project includes electrical work, you must submit an electrical application signed by the supervising electrician. This will only show as a requirement after you have identified the electrical contractor for your project.
- *Pay Outstanding Fees and System Development Charges.* All fees must be paid in full prior to permit issuance.
- *Apply for Erosion Prevention Permit and Schedule Inspection.* If your project is located in a sensitive area, you may be required to obtain an erosion permit and schedule your initial inspection prior to your permit being issued.

When all conditions have been met, your permit(s) will be issued and you will be sent a link to the approved drawings. The link will be included in your Notice of Permit Issuance. This notice can be forwarded to other members of your team or to a service bureau in order to facilitate printing of the drawings. You can also access your approved drawings through eBuild at any time on the Project Summary page. Your approved drawings must be printed and made available at your job site for the inspector.

Project Summary	
Project Address	235 W 8TH AVE
Project Status	Permits Issued ⓘ ❗ ◑ ↵ ✓
Project Type	Commercial
Project Coordinator	Debbie Wells, 541-682-6828 ⓘ
Project Contacts	• CLCurtis - 541-682-5490 ⓘ
	• Architectural
Unpaid Fees	Yes
Date Application Submitted	March 2, 2017
Application	Commercial Project Application
Date Accepted	March 2, 2017
Approved Plan Set Download	Approved Plan Set Download
Partners	• Debbie Wells
Associates	None
Contributors	None
Contractors	• Electric BUILDERS ELECTRIC, EUGENE
Permit Status	• Building Expired 03/02/2017
	• Electrical Issued 03/02/2017

Changes During the Construction Process

Changes often occur during the construction process that require submitting new drawings for review. Submitting your changes is an easy process. Simply locate your project in your project list and click on the Upload button.

Choose New or Revised Plan Types. Click on Start and complete the form. Be as specific as possible in the description of the changes. This will facilitate the plan review process. Also remember if you are making changes to an existing drawing, be sure to use the same file name.

Your project coordinator will be notified of the new submittal and will take it from there. When the review is complete, you will receive a notice with a link to the approved drawings. You will be charged on a per hour basis for additional review time.

Deferred Submittals

Deferred submittals can often include plumbing, electrical, or mechanical drawings that come in later in the process.   On commercial buildings, fire alarm and fire sprinkler drawings are almost always deferred. eBuild gives you tools to determine what deferred submittals are outstanding for your project.

When you are scheduling inspections, if the inspection requires the submittal of a deferred submittal, you will not be able to request the inspection until the deferred submittal has been submitted and approved.   There will also be a list of outstanding deferred submittals at the bottom of the screen.

FAQs

Is it required that I submit my application and drawings through eBuild?

Yes, it is required but our staff are happy to assist you. They can be reached at permitinfo@eugene-or.gov or by phone at 541.682.5505.

Can anyone submit an application through eBuild?

Yes. The application can be submitted by anyone.   Remember to make owners and contractors members of your project so they always have access to up-to-date drawings.

If my contractor changes can I make those changes online through eBuild?

No. You will need to contact staff to make those changes for you.