

ePlan Review is a web-based solution that will allow building plans to be submitted electronically, improve the plan review cycle, reduce costs associated with obtaining residential and commercial construction permits, as well as support green initiatives.

- City of Albuquerque ePlan Applicant User Guide: <https://pflow.cabq.gov>

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<b>Term</b>	<b>Explanation</b>
<b>Changemark(s)</b>	Graphic notations placed on a plan or document by City reviewers to indicate a required change to a plan or document.
<b>Checklist</b>	The checklist is completed by the applicant. It provides a list of required documentation to assist the applicant in completing the application package.
<b>E-Form or Formlet</b>	An electronic version of a paper form; it provides the user interface to a workflow: communicating, formatting, and validating information about a process. Most of your tasks will begin within the e-form.
<b>Global Task List</b>	Displays a list of workflow assignments across all projects for the logged-on user for that ProjectDox site.
<b>Invitation</b>	After an application is successfully submitted to the City of Albuquerque, a corresponding project is created within ProjectDox. If you are added to the project as a participant, then you will receive an invitation to the project in email containing a hyperlink to the project. If you are the submitter (or main point of contact)
<b>Markup</b>	Comments or changes placed on a form (or plan) by City reviewers. A markup can be a graphic or a drawing (see Changemarks) placed on your plan to indicate a required change before the plan can move forward in the review process (workflow). A delay in addressing markups left by reviewers may delay your permit review.
<b>Project Specific Task List</b>	Displays the workflow assignment(s) for the logged-on user for a specific project.
<b>Task</b>	An assignment related to a workflow process within ProjectDox.
<b>Task List</b>	A list of assignments.
<b>Viewer</b>	Individual files and drawings are opened within a separate window on your screen called a ProjectDox Viewer. Disable your pop-up blockers if you experience difficulty. Also, ProjectDox Components must be installed for full functionality.
<b>Workflow</b>	A sequential and repeatable pattern of business activity to move work from start to finish.

## [Terms](#)

### [Required File Standards](#)

1. Drawing Files – each drawing sheet shall be uploaded as separate file.
2. Document Files – Each document shall be uploaded as a separate file. Multiple pages are permissible for document files.
3. Only vector PDF files drawn to scale will be accepted for drawings. Please submit searchable PDF files for calculations, reports and other supporting documentation (non-drawing files).

Note: When generating vector PDFs, all drawing and any resubmitted need to be oriented in LANDSCAPE orientation.

4. When submitting vector-based PDF, please **reduce the DPI to limit the file size to a maximum of 1 M.**

## File Naming Standards – Building Plans (Residential & Commercial)

File names for drawings submitted through ePlan Review (ProjectDox) should include the required code, followed by up to 3-digit per sheet number and drawing type. File names for both drawings and documents shall remain the same for all submittals. Please do not version files when uploading resubmitted files.

- Discipline Designator (Required) – First character(s) in the file name represents the discipline area followed by the page number and type of drawing, i.e. A002 – Elevations. Ensure that all plans, including the associated details, are submitted under the correct discipline characters to use.
- Sheet Type (Required) – Must be a single digit to denote the type of sheet (see Naming convention for more information).
- Sheet Number (Optional) – This must be a 2-digit number with leading zeroes to denote a page number. For example: A101.
- Sheet Description (Required) – Adding in the sheet name will allow plans examination staff to quickly navigate your submission, this will aid in review process. The sheet name shall be the same name that you would place in your title block for that drawing, for example A103 First Floor Plan.

Naming Conventions: The City of Albuquerque has established specific file naming conventions. Your application may be returned for correction and re-submittal if the proper naming conventions are not followed.

Please limit the number of characters in the file name to **20 characters or less, no special characters**, and abbreviations are okay. Example A001 Cover Sheet; A002 Floor Plan; A003 Foundation...

Additions to the file name must be after the Discipline and Sheet Number and less than 20 characters total.

Drawing Type	Discipline	Sheet Number	Example File Names
Architectural	A or ARCH	000-999	A010
Structural	S or STRUCT	000-999	ST002
Plumbing	P or PLUMB	000-999	P099
Electrical	E or ELEC	000-999	E001
Mechanical	M or MECH	000-999	M101
Landscape	LAND	000-999	LAND011
Civil	C or CIVIL	000-999	C005
Life Safety	F2 (FMO required)	000-999	F2
Site Plan	SITE	000-999	SITE456
Fire Protection	FIRE	000-999	FIRE799
Energy	ENER	000-999	ENER012

## Border Standards

### All Drawing Files

- The top right corner of all drawings must be reserved for the City of Albuquerque electronic stamp. Please leave the top right corner completely blank on all drawings (with exception of the border).
  - Dimensions: 3" width x 3" height, offset 2" from the right, 1" from the top

## Login to ProjectFlow

Recommended Internet Browser: ProjectDox

We suggest using Internet Explorer 11 or higher to ensure that ProjectDox operates as intended. Install ProjectDox Components (Applicable to Only Internet Explorer)

ProjectDox is tightly integrated with all of the City's permitting systems, however it requires a separate log on (Username & Password), along with an installation of small components (add-on tools for your browser). You should install the ProjectDox components before logging in or creating your ProjectDox account.

- Only users within Internet Explorer will see the Install ProjectDox Components link.

### Pop-Up Blocker

ProjectDox uses pop-up windows (browser windows with no toolbars). If you log in, but no ProjectDox window appears, or a warning is received, it is likely that a pop-up blocker is preventing the main project window from opening. You need to allow ALL pop-ups for ProjectDox. You can do this in one of two ways:

1. Disable pop-up blockers entirely, or
2. Configure blocker to allow pop-ups for specified site.

Once your application is processed you will receive an email. Click the link and follow the directions on the screen

This computer system and equipment are the property of the City of Albuquerque. It is to be used only for official business of the City by authorized individuals in accordance with all applicable ordinances, regulations, policies, Administrative Instructions, and state and federal law. All user actions

City of ALBUQUERQUE  
ePLAN

E-mail:

Password:

[password?](#) [Forgot your](#)

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**ProjectDox**

To install ProjectDox components [Click here](#)

To create a desktop shortcut drag & drop icon on your desktop

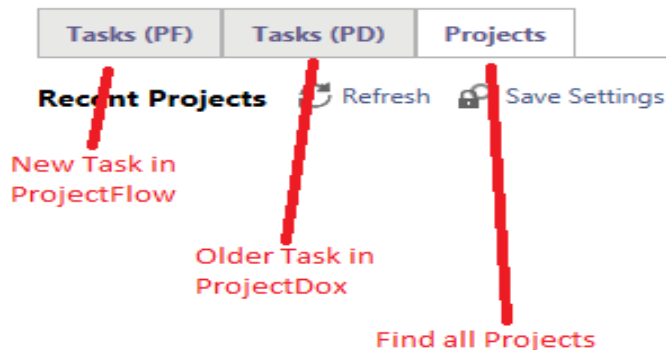
To add ProjectDox to your favorites [Click here](#)

## Understanding ProjectFlow Tasks

Each project (permit application) will have TASKS to be completed by STAFF or YOU (as the applicant). Below is formal list of Tasks that you will see in the system or in some of project reports.

Workflow TASK	Role	Assignment	Description	
1	Applicant Upload	<b>Applicant</b>	n/a	Applicant to upload drawings / documents
2	Prescreen Review	Permitting Coordinator	First in Group	Staff perform prescreen (application acceptance)
3	Prescreen Corrections	<b>Applicant</b>	n/a	Applicant to respond to prescreen corrections (if any)
4	Prescreen Review	Permitting Coordinator	First in Group	Approve prescreen (application acceptance)
5	Assign Reviewers	Permitting Coordinator	First in Group	Permitting Coordinator assigns reviewers as needed for the application.
6	Department Review	Plan Reviewer	First in Group	Review submission; add changemarks, markups, and checklist items.
8	Review QA	Permitting Coordinator	First in Group	Staff completes the review completing task and sends back the project to applicant if there are any corrections
9	Applicant Corrections	<b>Applicant</b>	n/a	Applicant to respond to review corrections (if any)
10	Resubmit Received	Permitting Coordinator	First in Group	Review submission and recirculate for next review cycle.
11	Department Review	Plan Reviewer	First in Group	Review submission; add changemarks, markups, and checklist items.
12	Review QA	Permitting Coordinator	First in Group	Proceed to Approval
13	Batch Stamp	Permitting Coordinator	First in Group	Batch stamp drawings and documents
14	Finalization Review	Individual Plans Reviewer	n/a	Update permit details and/or completes staff analysis or final decision letter, if applicable
15	Email Notification of issuance	<b>Applicant</b>	n/a	Applicant receives email notification of permit issuance and instructions to download APPROVED plans and documents.

## ProjectFlow Tabs

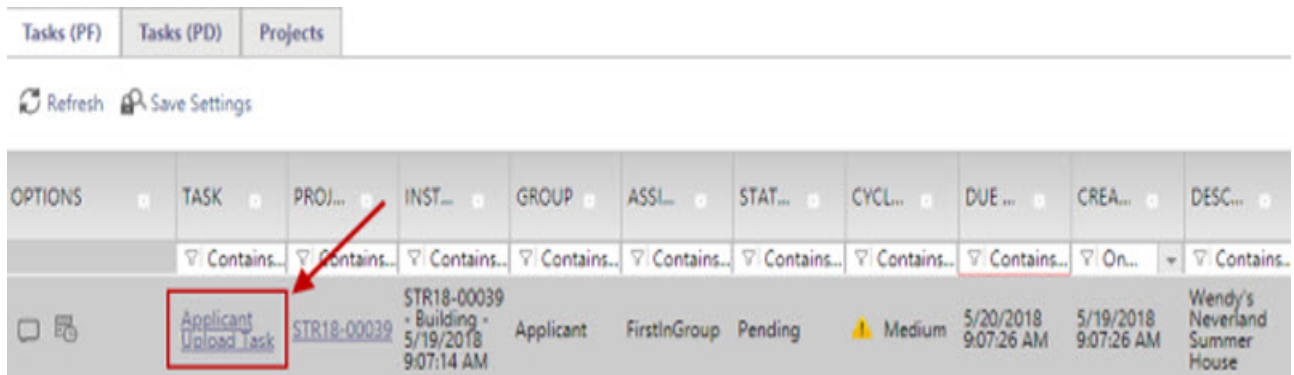


## [Accepting the Applicant Upload Task](#)

Once you have submitted your application and paid any applicable review fees, we will send you your first task. This is called the Applicant Upload Task. Please complete only after you have uploaded your drawing and document files. You will need to complete this task for the City to receive your submittal.

**You can get to your task in two ways:**

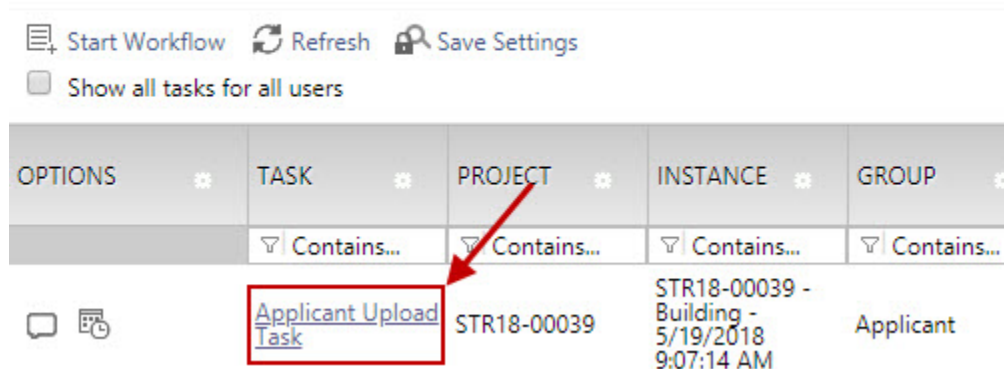
**Example 1:** Through your main project screen listed under the Tasks tab.



Tasks (PF)	Tasks (PD)	Projects								
<a href="#">Refresh</a>	<a href="#">Save Settings</a>									
OPTIONS	TASK	PROJ...	INST...	GROUP	ASSL...	STAT...	CYCL...	DUE...	CREA...	DESC...
	▽ Contains...	▽ Contains...	▽ Contains...	▽ Contains...	▽ Contains...	▽ Contains...	▽ Contains...	▽ Contains...	▽ On...	▽ Contains...
	<a href="#">Applicant Upload Task</a>	STR18-00039	STR18-00039 - Building - 5/19/2018 9:07:14 AM	Applicant	FirstInGroup	Pending	Medium	5/20/2018 9:07:26 AM	5/19/2018 9:07:26 AM	Wendy's Neverland Summer House

**Example 2:** In the project under Task List heading.

### Task List



Start Workflow	<a href="#">Refresh</a>	<a href="#">Save Settings</a>		
<input type="checkbox"/> Show all tasks for all users				
OPTIONS	TASK	PROJECT	INSTANCE	GROUP
	▽ Contains...	▽ Contains...	▽ Contains...	▽ Contains...
	<a href="#">Applicant Upload Task</a>	STR18-00039	STR18-00039 - Building - 5/19/2018 9:07:14 AM	Applicant

Once you accept your task, the eform will open as seen in the image below. From the eform, you are now able to upload your drawing and document files and complete your task. You have two options to consider after reviewing the instructions in the eform:

## Upload Task

Upload Task Complete (I have uploaded all required drawings and/or documents)



Checking this box will activate the Upload Complete Button.

Upload Complete - Submit

Save For Later



Selecting this button will complete your task and you will no longer be able to upload additional files in this review cycle.



Selecting this button will not send your completed submittal to the City but will be saved so you can continue working on the project and Upload and Complete later.

After completing your task, it should be removed from your task list. Please see the two examples below. If the task still appears on your Task List, then your project has not been sent back to the City for review.

**Example 1:** Task is completed and no longer appears in the project view.

### Task List

Start Workflow Refresh  
 Show all tasks for all users

No tasks are available at this time.

### Workflow Instances

	NAME	COORDINATOR GROUP	STATE	VERSION	STARTED	COMPLETED
	STR18-00039 - Building - 5/19/2018 9:07:14 AM	Permit Technicians	Executing	<a href="#">Version #1 (Version 1)</a>	5/19/2018 9:07:14 AM	

1 - 1 of 1 records

prev 1 next

**Example 2:** Task is complete and no longer appears in home page task view.

[Please contact us](#) if you have any questions. If your task has disappeared, you have successfully finished uploading your plans electronically.

## [Prescreening](#)

Prescreening is a cursory review of your uploaded documents in preparation for formal review. Allow a minimum of one business day. If there are questions or missing items from your submittal, you will receive a “Prescreening Rejection” e-mail with instructions on the changes requested and how to resubmit. If you have met all submittal requirements, your application will move to be formally reviewed.

## [Returned for Corrections](#)

If your submittal requirements were not complete, you will receive an e-mail notification that prescreening has been rejected.

## [Change Notification and Plan Resubmit](#)

### [Review Requested Corrections](#)

If corrections are requested following the formal review cycle(s) of your drawings, follow the steps below:

1. You will receive an e-mail notification from the Review Coordinator requesting revised documents.
2. Click the link in your e-mail to access the corrections requested in ProjectDox.
3. Login to ProjectDox. The Applicant Resubmit task will be in your task list or you may look it up in the project tab. (e.g. BP-2019-12345).

## [Viewing Markups](#)

Outstanding issues or deficiencies can either be in the form of Checklist items and Changemarks.

Changemarks are the graphical deficiencies associated with an individual plan sheet. Changemarks are a type of markup that needs to be resolved before your plan can be approved.

You can view markups (changemarks) at any time.

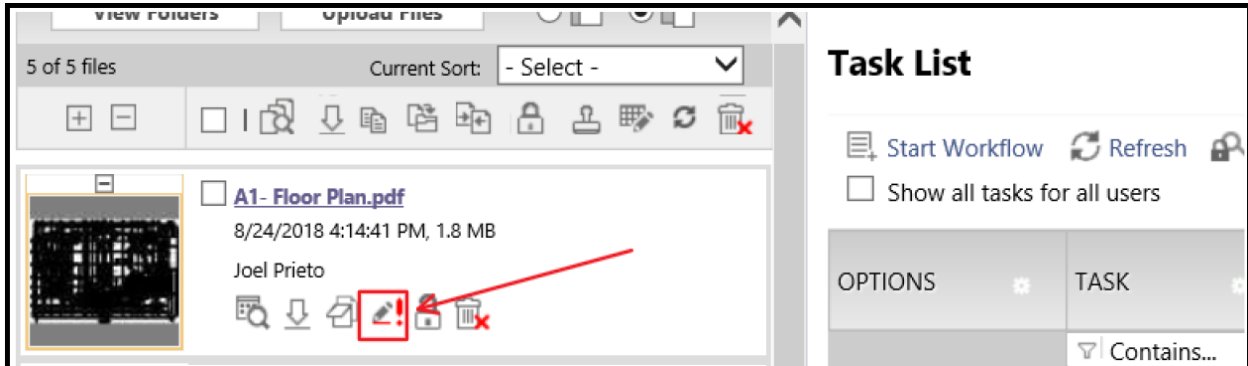
There are (2) ways that you can view markups (changemarks):

1. Using the Markup Icon, or
2. using the Formlet, also called eForm.

## [Option 1- Using Markup Icon](#)

**Step 1:** From the Drawings folder, click on the Markup icons, the icon will only appear if there are markup layers on the drawing or document.





**Step 2:** Clicking on the Markup icon will display a list of all the markups on that drawing or document. Select the View check box, then on the View/Edit button.

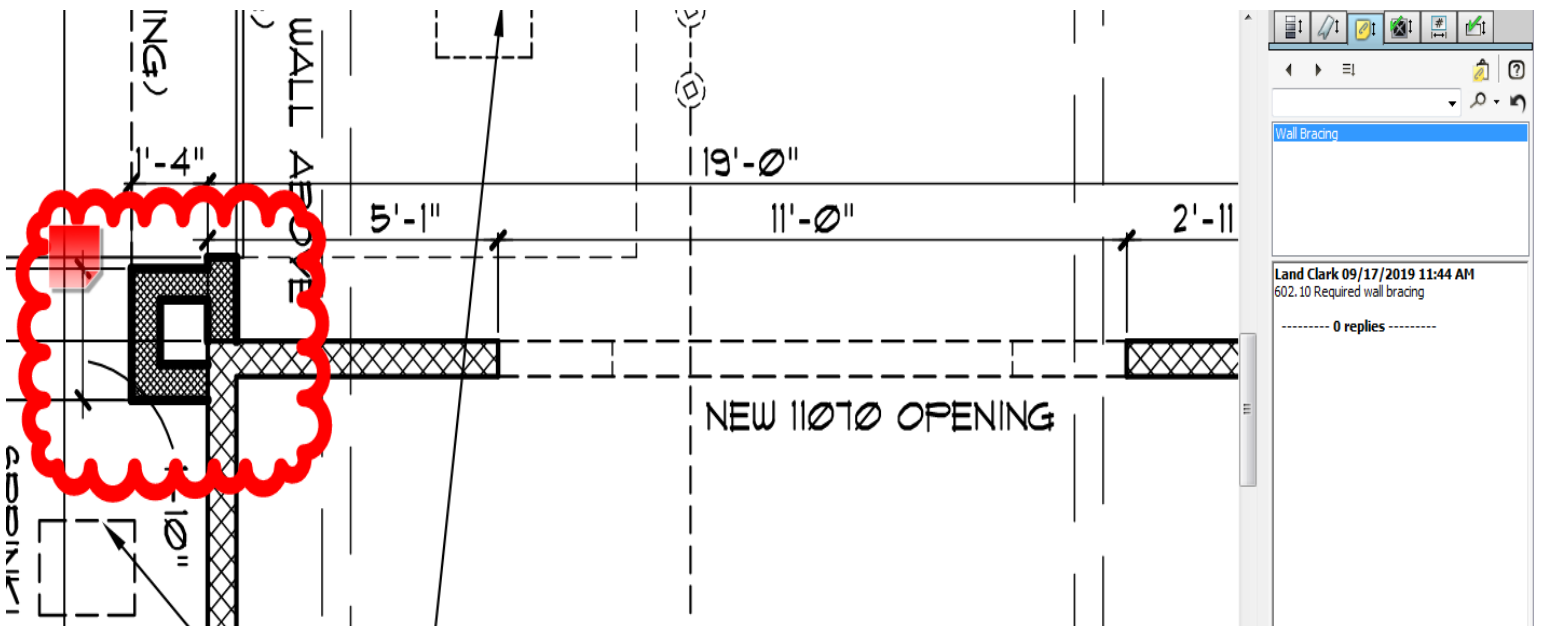


[Close W](#)

Markups attached to **904COPPERHEADADD13arch001.pdf**



**Step 3:** You can view the changemarks in the specific drawing and then you would need to indicate how you are going to resolve the deficiency or issue.



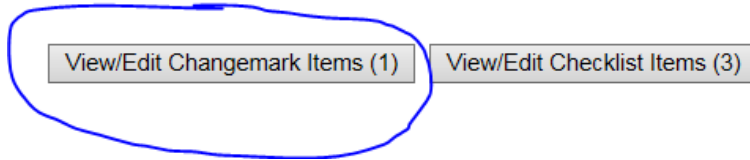
## Option 2 – Using Formlet (eForm)

**Step 1:** Open task formlet to view/complete the task and click on **View/Edit Changemarks Items** button.

Permit Information	Review Information
<hr/>	
<b>Permit Number</b>	BP-2019-35252
<b>Job ID</b>	100751099
<b>Permit Description</b>	Fastrax - Residential - Single Family - Addition
<b>Permit Type</b>	Residential-Addition
<hr/>	

### Task Instructions

Upon acceptance of task, please review the required drawings and provide any applicable comments and status.



**Step 2:** Click **View/Edit Changemarks Items** to open the list of changemarks.

### Workflow Review Changemark Viewer

Refresh Save Settings Review Cycle: All Group: Building

REF #	STATUS	FILE IMAGE	DEPARTMENT	CYCLE	UPDATED BY	FILE NAME
1	Unresolved		Building	1	Land Clark	<a href="#">904COPPERHEADADD13arch001.pdf</a>

1 - 1 of 1 records

Save Close View Full Report

**Step 3:** Click on appropriate **Markup Name** to view the markup.

STATUS	FILE IMAGE	DEPARTMENT	CYCLE	UPDATED BY	FILE NAME	MARKUP NAME
Unresolved		Building	1	Land Clark	904COPPERHEADADD13arch001.pdf	VLC

## Applicant Resubmit Task

Once we have completed our review by all required review groups, you may receive an Applicant Resubmit task to address by responding to any deficiencies. If there are no deficiencies, your application will proceed to approval

**Step 1:** Navigate to your project, and select the **Applicant Resubmit Task** link in the Project Task List.

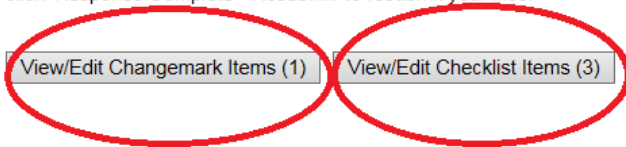
TASK	PROJECT	INSTANCE	GROUP
<a href="#">Respond and Resubmit Task</a>	BP-2019-35252	BP-2019-35252 - Building Plan Review (PF) - 9/15/2019 7:50:48 AM	Applicant

1 - 1 of 1 records

**Step 2:** Review any changemarks and/or checklist items by clicking on the associated buttons.

### Task Instructions

Please respond to all correction items, upload revised files into the appropriate folders below, select the checkboxes at the bottom, and click 'Response Complete - Resubmit' to resubmit your files.



**Step 3:** Select the checkbox under the Task Instructions to acknowledge the completion of tasks. This will activate the Response Complete-Resubmit button. Click on the Response Complete-Resubmit button to return the project to the City for review.

If a revised sheet is necessary, please select the Upload Files button from either the drawings or documents folder.

## BP-2019-35252

Main Contact:

Folder: [BP-2019-35252\Drawings](#)

Residential - Single Family - Addition

View Folders **Upload Files**

5 of 5 files Current Sort: - Select -

- [904cooperheadadd13site001.pdf](#)  
9/17/2019 11:40:23 AM, 96 KB  
Land Clark
- [904COPPERHEADADD13arch001.pdf](#)  
9/17/2019 11:40:23 AM, 342 KB  
Land Clark
- [904COPPERHEADADD13arch002.pdf](#)  
9/17/2019 11:40:23 AM, 491 KB  
Land Clark

## ProjectFlow Task List

Refresh Save Settings

	TASK	PROJECT
	Contains...	Contains...
	<a href="#">Respond and Resubmit Task</a>	BP-2019-35
1 - 1 of 1 records		

## Workflow Instances

NAME	COORDINAT
------	-----------

Repeat the upload process as when originally uploading. **The file name must be exactly the same if you intend to replace a file currently in the project. If during the upload process the revised file name is not blue in color you are not replacing an existing file and new file will be created. Duplicate files cannot be accepted.**

The following files have been uploaded:

- 904COPPERHEADADD13arch001.pdf

*Blue file name will replace an existing file, provide there is any change.*

*Black file name will create a new file.*

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

Complete Upload Process

## Task Instructions

### Project: BP-2019-35252

Select destination folder for files:

- BP-2019-35252
  - Drawings (5 Files - 5 New)
  - Documents (4 Files - 4 New)

I have reviewed and addressed, including responses where appropriate, all Checklist Items accessed by clicking on the "Checklist Items" button above. I have reviewed and addressed, including responses where appropriate, all Changemark Items accessed by clicking on the "Changemark Items" button above. I have uploaded the revised drawings and/or documents required as a result of the review into the appropriate folder in the project using the SAME file names as the original files. I am ready to complete my assigned task and resubmit back to the jurisdiction for further review.

Response Complete - Resubmit

Save For Later

## [Approval](#)

### [Download Approved Set of Plans](#)

**Step 1:** You will receive an email as the Applicant that the stamped plans are available for download from the approved folder.

**Step 2:** Click on **Project Access** button and login to ProjectDox to access and download appropriate approved drawings/documents.

**A printed set of the approved drawings must be available on site for every inspection.**

## [Status of Plan Review](#)

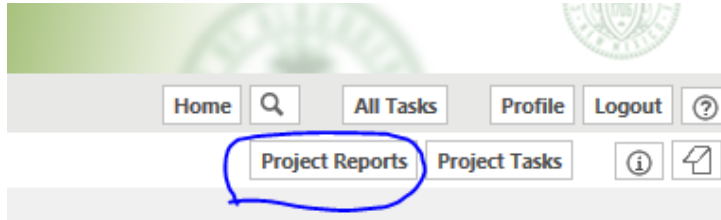
### [Workflow Routing Slip](#)

To identify the status of any permit through the plan review process, please follow these instructions:

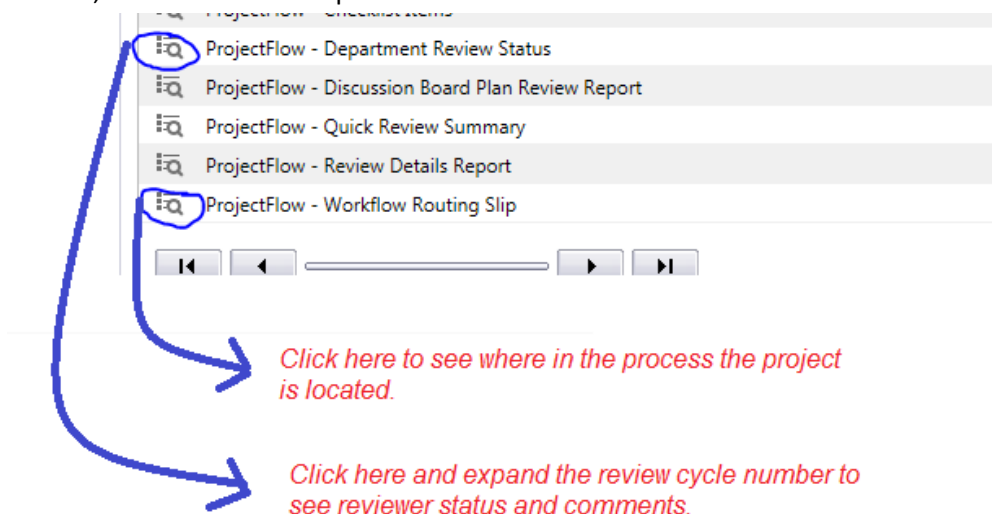
1. Login to ePlan - (ProjectFlow) if not already logged in.
2. Click on the appropriate permit number

PROJECT	OPTIONS	DESCRIPTION	REVIEW COORDINATOR
<a href="#">BP-2019-35252</a>		Residential - Single Family - Addition	<a href="#">ePlan Admin</a>
<a href="#">BP-2019-35249</a>		Commercial - Accessory - Addition	<a href="#">ePlan Admin</a>
<a href="#">BP-2019-35244</a>		Residential - Single Family - Addition	<a href="#">ePlan Admin</a>
<a href="#">BP-2019-35241</a>		Residential - Single Family - Addition	<a href="#">ePlan Admin</a>

3. Click on the “ Project Reports” button



4. Click on the report icon next to the report titled “ProjectFlow – Workflow Routing Slip”
5. When report screen launches, click on drop-down for Workflow and pick the Building Plan Review, then click “View Report”



These reports will give you information on all tasks that have been completed and those that are still in progress, as well as if the individual reviewer has approved or has comments that needs to be addressed.