NEW JERSEY DEPARTMENT *of*
COMMUNITY AFFAIRS

ELECTRONIC PLAN REVIEW

ProjectDox
By
Avolve Software

http://dcaplanreview.nj.gov

Contents

NJDCA Electronic Plan Review (ePlan Review)

NJDCA ePlan Review (ProjectDox) is a web-based solution that will allow building plans to be submitted and reviewed electronically.

Getting Started

Complete and mail the NJDCA Project Review Application, Plan Review Fee Schedule, Scope of Work***** and Payment. The forms along with instructions can be found on the NJ DCA web site at www.nj.gov/dca/divisions/codes/offices/bcpr.html

Forms and payments should be sent via U.S. Mail to:

> **New Jersey Department of Community Affairs**
> **Bureau of Construction Project Review**
> **Intake and Admissions**
> **101 South Broad Street, 4th Floor**
> **PO Box 817**
> **Trenton, NJ 08625-0817**

> ∗   A **Scope of Work** is a brief narrative describing the work to be performed.
>
> For renovations or additions to existing structures, the Scope of Work will fully describe any current existing conditions (i.e., building Use Group(s), Construction Type, Height & Area, extent of demolition, etc.), the new intended use of the structure or spaces within the structure, Project construction phasing (if applicable), and all proposed new work.
>
> For new structures, the Scope of Work will fully describe the intended building (i.e., building Use Group(s), Construction Type, Height & Area, etc.), the intended use of the structure or spaces within the structure, Project construction phasing (if applicable), and all work to be done.

Review the standards for how to name your drawing and documents files, border spacing, acceptable file formats, etc. (See File Standards, below.)

System Requirements

- You may use Internet Explorer v7.0 or higher, Google Chrome, or Firefox to access the NJDCA Electronic Plan Review system.

- Prior to logging into NJDCA ePlan Review, the following actions must be completed:

  – If your computer has **pop-up blockers** installed, disable pop-up blocking for the ePlan Review system's web address (http://dcaplanreview.nj.gov). If pop-up blockers are still active, when you type in your login and password and hit the Login button, the page will immediately disappear. You might have more than one pop-up blocker installed (Internet Explorer, Google Task Bar, etc.). Once the dcaplanreview.nj.gov site is allowed, you will be able to run the application.

  – If you are using **Internet Explorer**, a link to a Microsoft Silent Install (MSI) component (required to install all the necessary ProjectDox ActiveX controls) is available on the login page. This installation will only need to be done once per computer. If use a different computer to access ePlan Review, you will need to install the ProjectDox ActiveX controls on that computer, too. Please refer to the Vista and Windows 7 Install Instructions on page 27 if you are running Windows 7 or Vista on your computer.

Security Timeout

Due to security and resource concerns, the system will automatically sign you out after 60 minutes of inactivity. When you are ready to resume working with the system, click any button on the screen. The system will automatically load the login page. You can also close the web browser window and reload the login page manually in a new browser window.

File Standards

Required Files

Drawing and Specification Files – All required drawings following State standards for submission (along with other information required by the **Plan Submission Checklist** on pages 15-17 of the [Plan Review Instructions](http://www.nj.gov/dca/divisions/codes/offices/bcpr.html), available on the Bureau of Construction Project Review site http://www.nj.gov/dca/divisions/codes/offices/bcpr.html).

Index – A listing of all project drawings that must be uploaded into the **Index** sub-folder under **Drawings.** The index may be appended through the course of the project, but existing files on the index must not be renamed.

Supporting Document Files – All other required files that are part of the plan submission but are not drawing files (i.e. Drainage Calculations, Easement letter, certifications, etc.).

Layout Standards

! **Drawings**

All uploaded drawings must be configured in **LANDSCAPE** orientation.

The top right corner of all drawings must be reserved for NJDCA's electronic approval stamps. Please **leave** the **top right corner** completely **blank** on all drawings (with exception of the border). Stamp location box dimensions should be 3" width x 5" height (3/4" from edge of paper in both directions).

! **Specifications**

The top right corner of the first page must be reserved for NJDCA's electronic approval stamps. Please **leave** the **top right corner** completely **blank** (with exception of the border). Stamp location box dimensions should be 3" width x 5" height (3/4" from edge of paper in both directions).

Signatures and Seals

! **During the Review Process**

All plans, specifications, calculations, barrier-free cost letters, soil reports, and piling information must display a signature and seal of a New Jersey licensed engineer per the Uniform Construction code. The best way to do this is to place a digital graphic of the signature and seal on the CAD/digital plans.

IMPORTANT: Plans to be uploaded should be exported as PDFs *directly from the design software*. **Do not** print the plans, manually, sign and seal them, and then scan the plans for upload into the NJDCA ePlan Review system. Scanning the printed drawings degrades the images and causes details to be lost, making it difficult for reviewers to accurately evaluate the plans.

Scanned images will be returned for resubmittal according to the above instructions.

! **Final Plans**

An embossed seal and wet signature are only required on the printed, approved plans that will reside on the work site and that are needed for permits to be issued.

File Naming Standards – Building Plans

! **Filenames**

The **file name** of any uploaded drawing must match the **drawing name/number**.

File Type Standards

Only DWG, DWF, DGN, DXF or vector PDF files will be accepted for drawings. **PDF is the preferred file type**, and it is recommended that drawings created in AutoCAD be converted to Vector PDF by using the Autodesk Vector Graphic Converter "DWG to PDF.pc3 plotter driver."

If drawings are electrical, mechanical, plumbing/gas, etc., ensure that only the trade lines are dark by changing the background to grayscale prior to saving as a vector PDF file.

Supporting files may be in the following formats: PDF, DOC, DOCX, XLS, XLSX, PPT, PPS, PPTX, TIF, TIFF, JPG, PNG, IMG, or BMP.

Please submit searchable PDF files for calculations, reports and other supporting documentation (non-drawing files).

Folder Structure

The Project folder structure is separated into three main folders: **Drawings & Specifications**, **Documents**, and **Approved**.
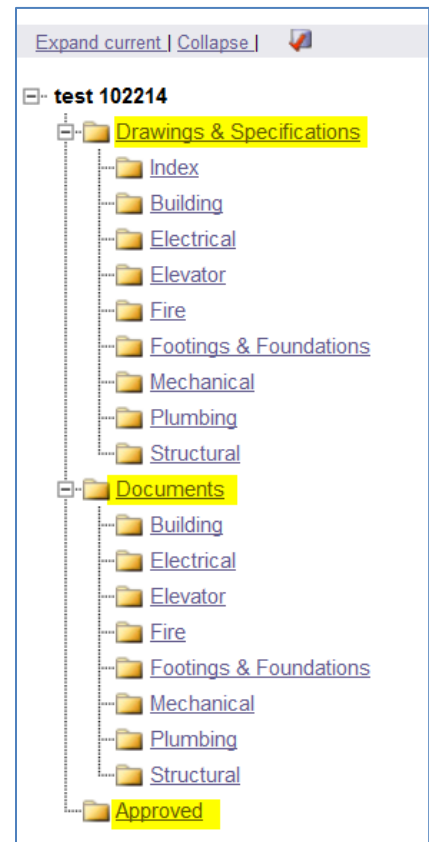
The **Drawings & Specifications** and **Documents** folders each contain sub-code folders. Plus (+) and minus (-) signs to the left of the folder icons allow you to expand or contract the list of sub-code folders.

Drawing & Specifications Folder

! **Drawings**

- Each drawing must be uploaded *as a separate file* to the **appropriate sub-code folder** within the **Drawings & Specifications** folder for the Project.

- The index of the drawing files is uploaded into the **Index** sub-folder.

Corrected files are uploaded into the **SAME** folders as the original files with the **SAME FILE NAMES** as the original files. The ePlan Review system will assign versions to each file.

❗ Specifications

- Specifications must be saved as one **full and complete document**.

- Individual copies of this document must be uploaded into **each** of the appropriate sub-code folders within the **Drawings & Specifications** folder for the **Project**.

- The associated sub-code must be incorporated into each file name. This will allow each copy of the specifications to be stamped by the appropriate reviewer.

Documents Folder

- Each document (any non-drawing files, truss calculations, geotechnical reports, etc.) is uploaded *as a separate file* into the **appropriate sub-folder** within the **Documents** folder for the Project.

Approved Folder

When all corrections are complete and the plans are released by NJDCA, they will be located in the **Approved** folder. Released plans may be downloaded and printed.

Logging into DCA's ePlan Review System

First-time Users

First-time users will receive a login user name and temporary password from the NJDCA Division of Codes and Standards upon approval of your Project Review Application.
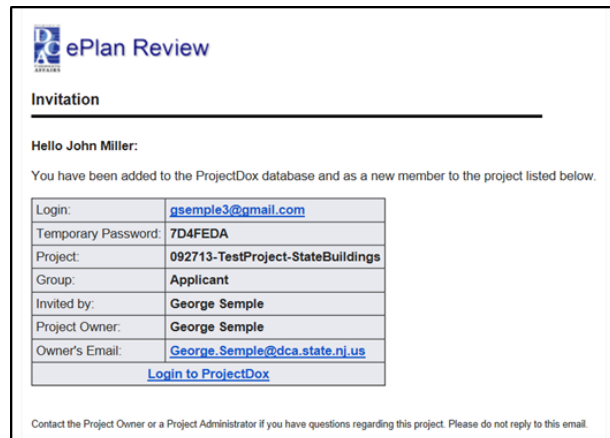
The first time you use the system, you must change your temporary password.

1. Enter your new password, reconfirm the new password, and enter your personal account information.

Yellow highlighted fields are required, but a full Profile record is ideal.

2. Then click the **Save** button in the middle of the screen.

Passwords are case sensitive and must be 8 to 10 characters in length, with at least one number and no special characters. This Profile Information can be accessed at any time by selecting the **Profile** button at the top of the Home page.
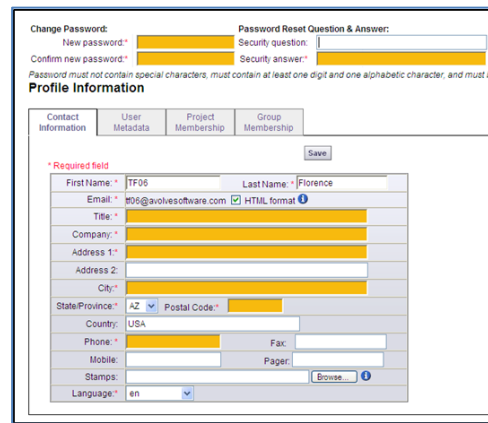
The login page also provides a shortcut to the ePlan Review system that you can drag and drop onto your PC desktop as well as a link to save the ePlan Review web address to your favorites.

3. To sign in, enter your email address and temporary password (first time use) and click the **Login** button.

4. Internet Explorer users can use the **Install ProjectDox Components** link circled in the illustration to link to **Active X Controller** (MSI Component).

Initial Plan Submission

Project Invitation

IMPORTANT: You cannot upload files until your application has been processed and approved.

You will receive an email from NJDCA with an **Online Plan Review System** link to the associated Project within the ePlan Review system.
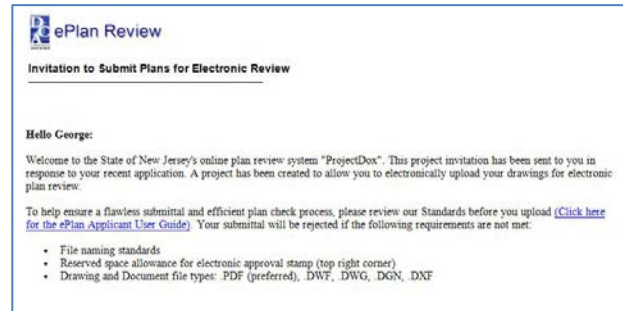
Logging In

1. Login to NJDCA ePlan Review with your full email address and password.

If you have forgotten your password, click on the **Forgot Password** link and your Password will be emailed to you.

(This will work only if you have logged in once and added a security question and answer.)

Uploading Files

When you have successfully logged into ePlan Review, a screen with a listing of your assigned Projects will display.

1. Click the **Task List (PD Flow)** button.

This will bring up your task list.

2. Click on the **Applicant Upload** task.
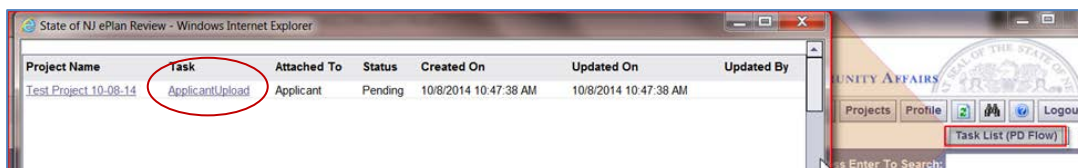
3. Click **OK** to accept the task.

When you click **OK**, the eForm will be displayed.
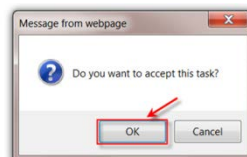
4. Click the **Continue Later** button.

The eForm will close and you'll be back at the previous screen.
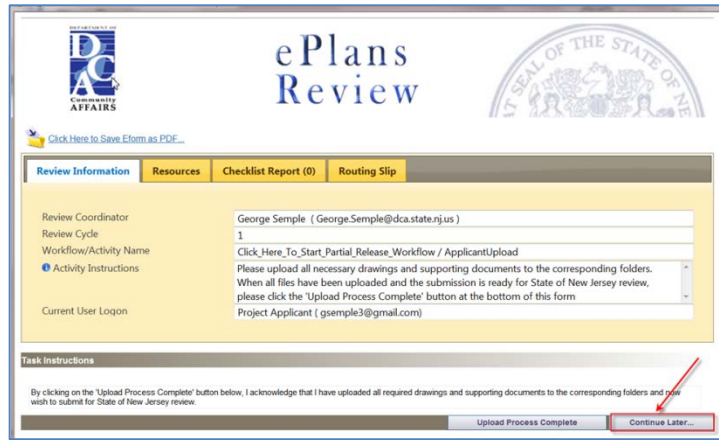
5. Click on the **Project Name**, which will take you to the associated Project screen.
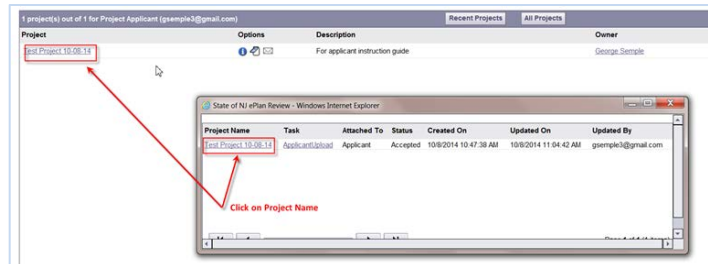
6. Click on the **Workflow Portals** button.
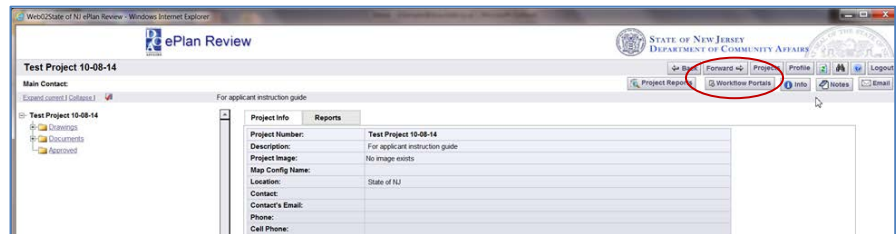
This will bring up the tasks for this particular Project.

The list of folders on the left side of the screen is where you will be uploading files.
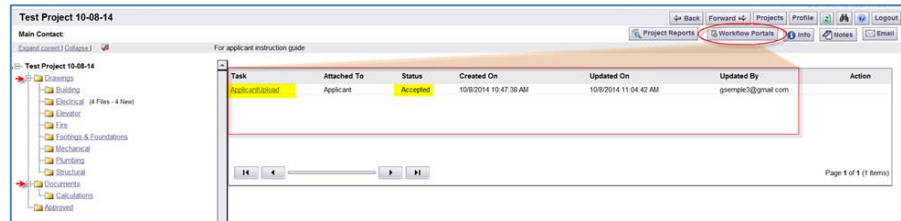
You will be uploading drawings into the appropriate **Drawings** sub-code folder, including the index of all the drawings.

You will be uploading supporting Project documents into the appropriate **Documents** sub-code folder.

7. To begin uploading a drawing, click the plus sign [+] next to the **Drawings** folder. This will expand to display a list of sub-code folders.

8. Click on a sub-code folder to display the upload function.
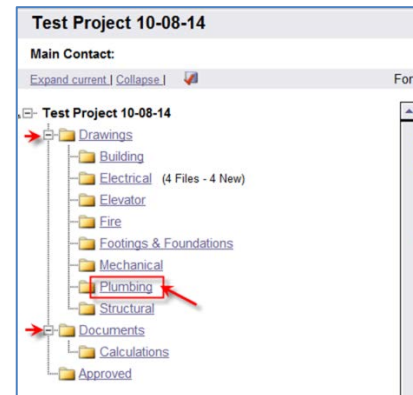
The upload screen will display two buttons, **View Folders** and **Upload Files**.

9. Click on the **Upload Files** button.
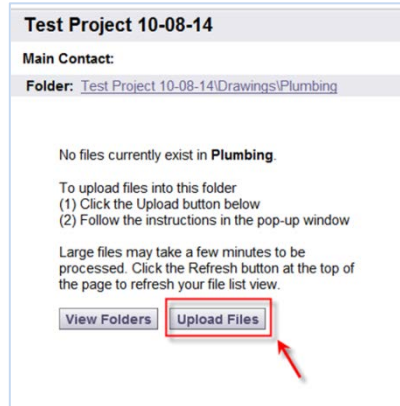
The **Select files to upload** box will display.

10. Click the **Browse** button.
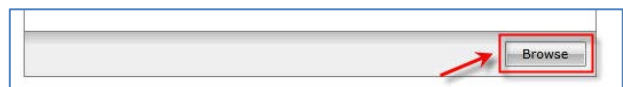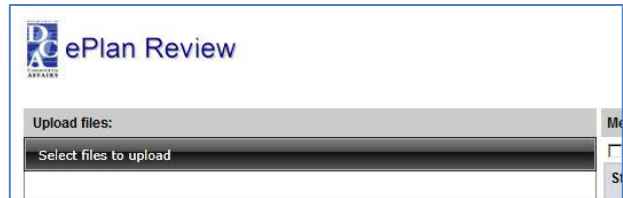
11. Navigate to the file location on your computer and select or highlight the files you want to upload. Select multiple files by using the **Shift** or **Ctrl** keys while clicking with your mouse.

12. Click the **Open** button and the files selected will be copied to the upload window.
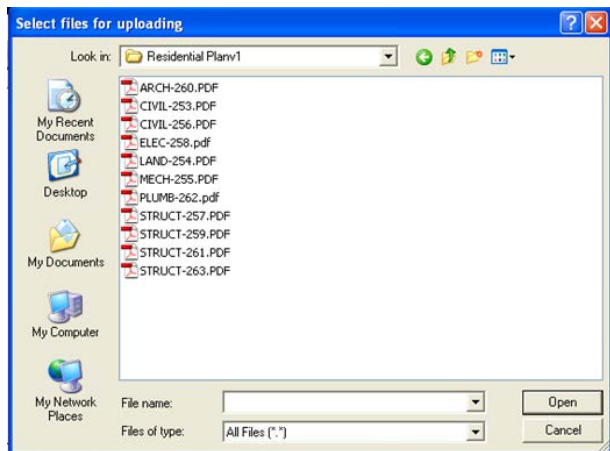
At this point, you can either **Upload** the files you have selected or **Add more files**. (If you want to add more files to the upload window, click **Add more files**.)

13. To upload the files, click the **Upload** button.
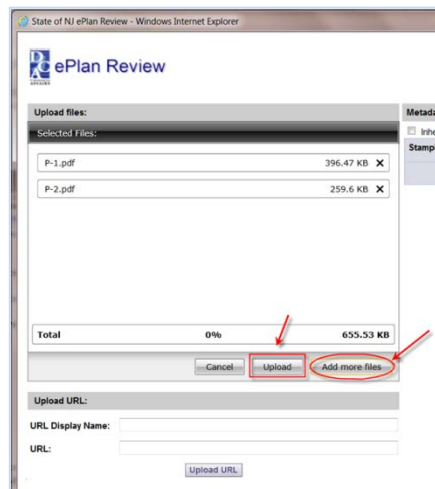
A confirmation screen will appear, stating "Your files have been uploaded" with a list of those files.

14. Close the confirmation screen by clicking the **Close** button.
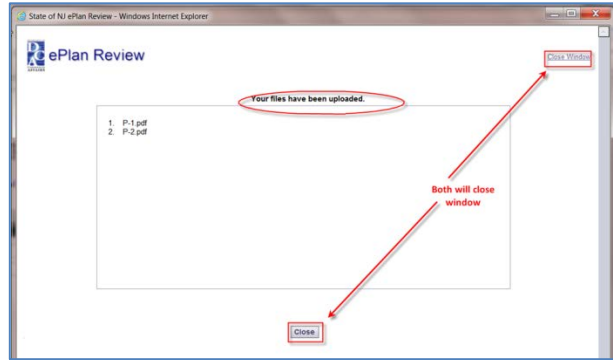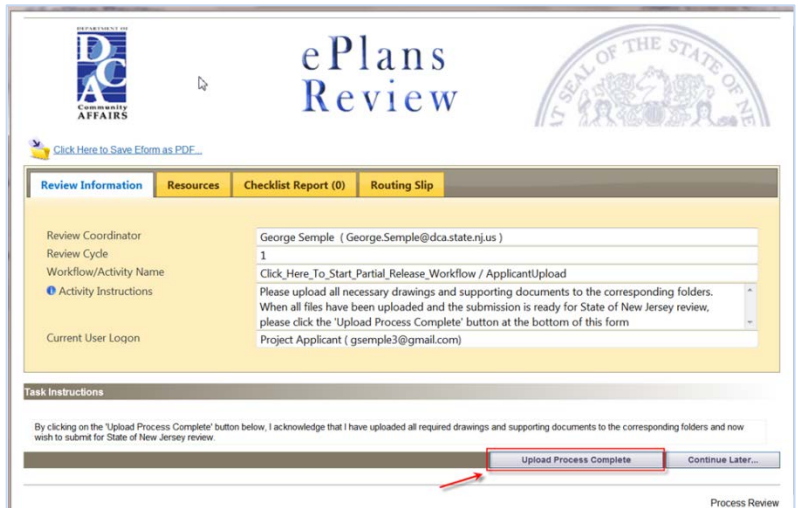

You will be back at Project screen.

15. Click the **Workflow Portals** button, which will bring up your task list.
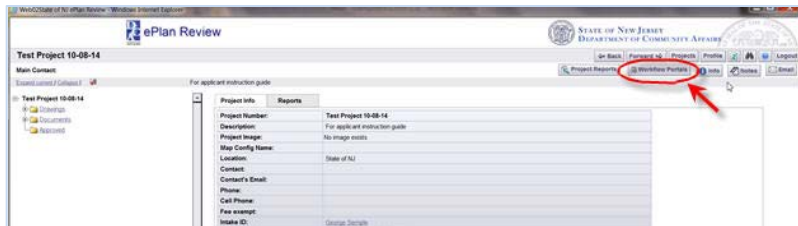
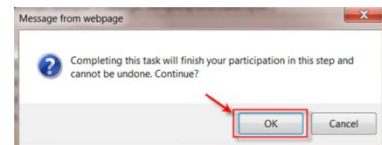16. Click on the **Applicant Upload** task, which will reopen the eForm.
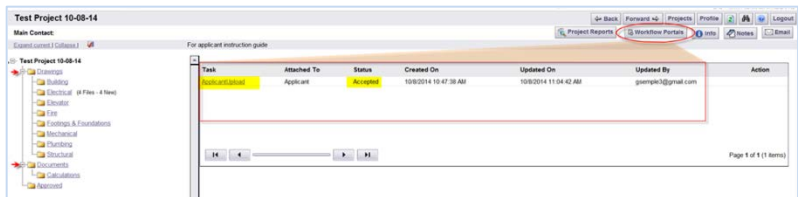
17. Click the **Upload Process Complete** button.

A popup box will ask, "Completing this task will finish your participation in this step and cannot be undone. Continue?

18. Click **OK**.

You have successfully finished the **Initial Plan Submission** step of submitting your plans electronically.

19. **Logout** after your session is complete.

A notification will have been sent to the NJDCA Bureau of Construction Project Review (BCPR) to start the prescreening process to determine if the submittal requirements have been met.

Note: If you want to review your uploaded files, click on the desired sub-code folder to reveal thumbnails of each drawing.

Next to each thumbnail, the file name, author, date uploaded, file size, and History icon are shown.

Click on a **thumbnail** to display the full drawing.
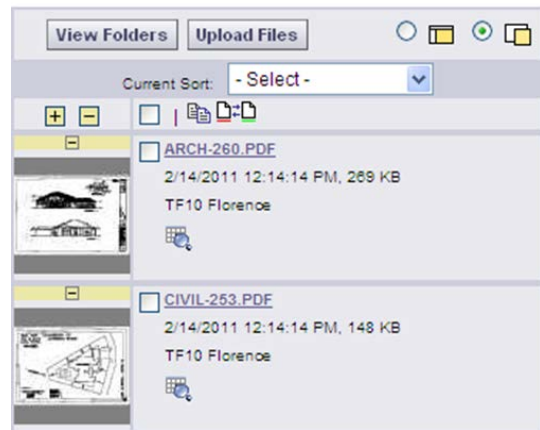
Prescreen Review

Prescreening is a cursory review by BCPR of your uploaded documents in preparation for formal review.

Allow a minimum of three (3) working days after you have uploaded your documents for the Prescreening process to begin.

Prescreen Correction Request

If BCPR has questions or determines that items are missing from your submittal, you will receive a **Prescreening Corrections Request** email with instructions on the changes requested and how to resubmit.

1. Click the **Online Plan Review System** link in the **Prescreen Correction Request** email to access the ePlan Review site.

2. Login into ePlan Review.
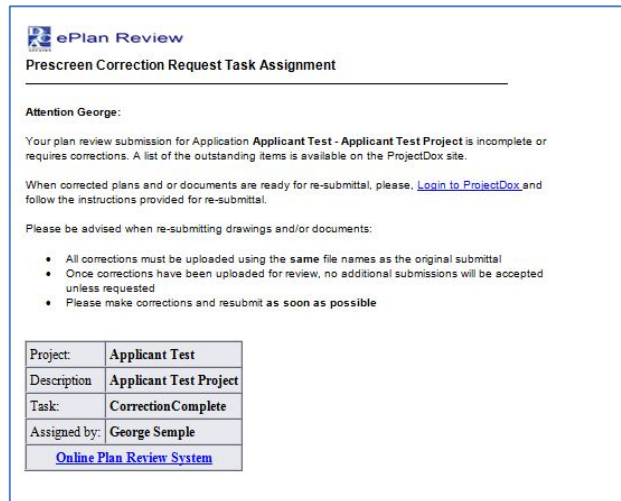
3. Click on the **Workflow Portals** button.

   This will display your task list.
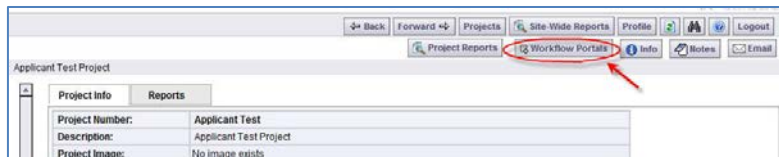
4. Click the **CorrectionsComplete** task.
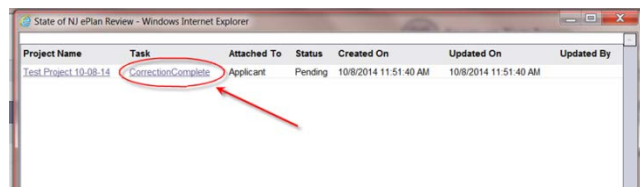
5. Click **OK** to accept the task.
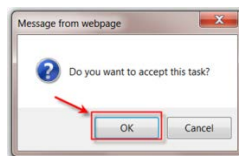
The eForm is displayed.

6. Read the information in the text field.

7. Click on the **View Intake Checklist** link.

The **Intake Checklist** will display only the items that need attention.

8. Read the comments carefully to identify which requirements were noted as missing or needing modifications.

9. Click the **Save & Close** button.

10. Back at the eForm, click **Save & Close**.

The main Project screen will be displayed when you **Save & Close** the eForm.

After you have made the checklist corrections, log back into ePlan Review and upload the corrected files.

Remember that corrected files must have the **SAME NAMES** as the original files.

You will be uploading drawings into the appropriate sub-code folder.

You will be uploading supporting Project documents into the appropriate sub-code folder under the **Documents** folder.

11. Click the plus sign [+] next to the **Drawings** folder. This will expand to display a list of sub-code folders.

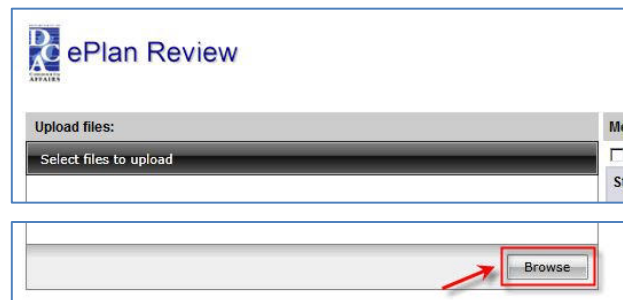12. Click on a sub-code folder to display the upload function.
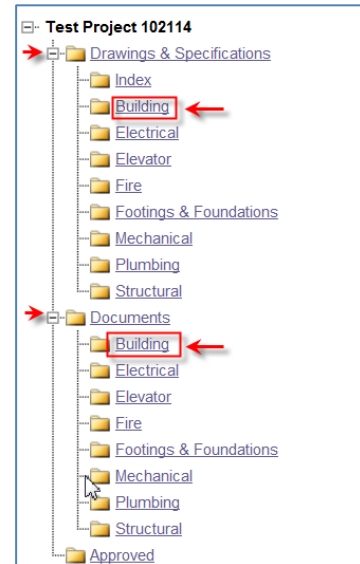
When you open the folder, you will see two buttons, **View Folders** and **Upload Files**.

13. Click the **Upload Files** button.
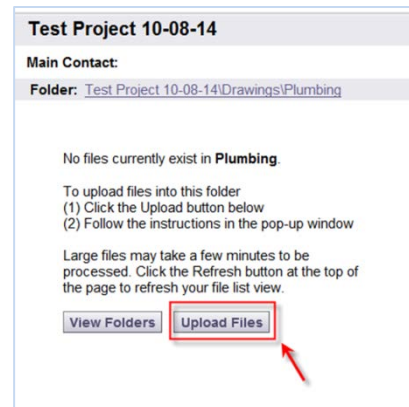
The **Select files to upload** box will display.

14. Click the **Browse** button.

15. Navigate to the file location on your computer and select or highlight files you want to upload. Select multiple files by using the **Shift** or **Ctrl** keys while clicking with your mouse.

16. Click the **Open** button and the files selected will then be copied to the upload window.
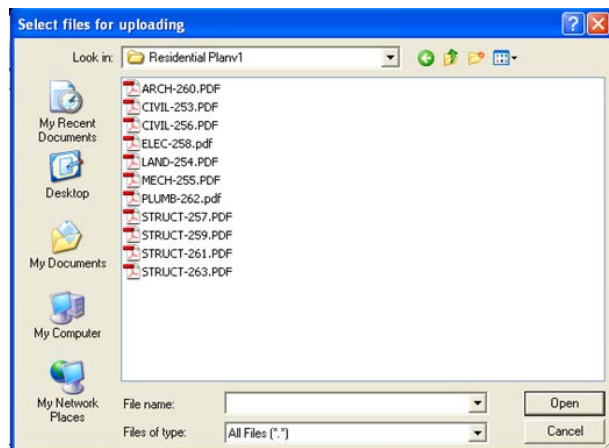
At this point, you can either **Upload** the files you have selected or **Add more files**. (If you want to add more files to the upload window, click **Add more files**.)

17. To upload the files, click the **Upload** button.
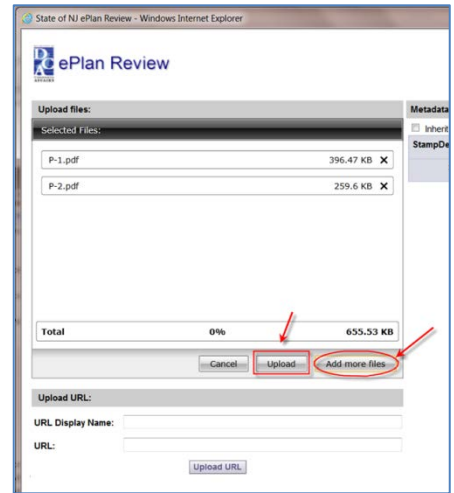
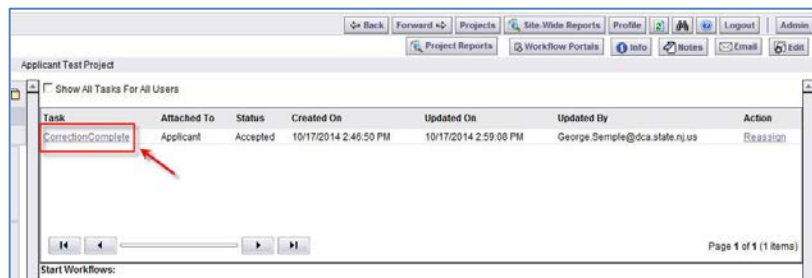A confirmation screen will appear, stating "Your files have been uploaded" with a list of those files.

18. Close the confirmation screen by clicking the **Close** button.
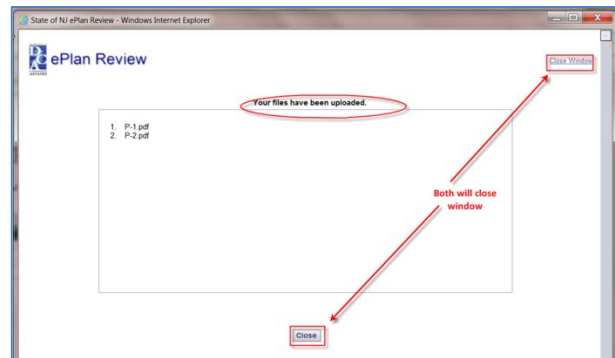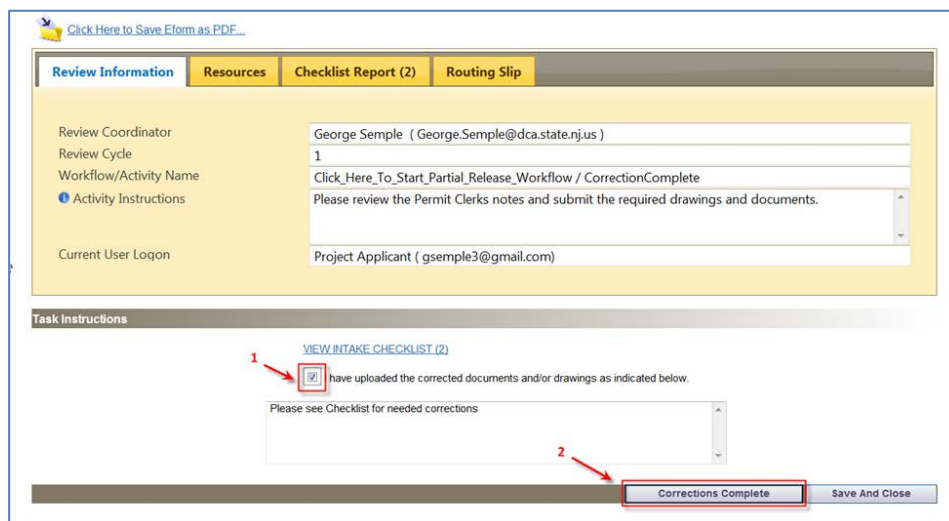
You will be back at Project screen.

19. Click on the **Corrections Complete** task.
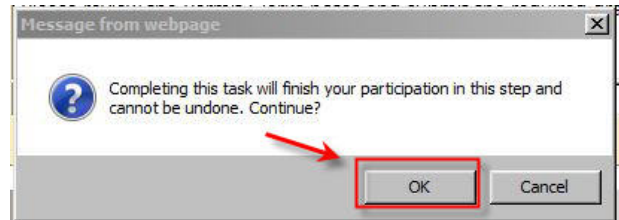
This will reopen the eForm.

20. When the eForm opens, place a checkmark in the "I have uploaded the corrected…" and the Corrections Complete button will display.

21. Click the **Corrections Complete** button.

22. Click **OK** at the confirmation box.

NJDCA will be notified that the files have been completed or corrected and the **Prescreen Review** process will continue.

Once the **Prescreen Review** process is complete, the **Plan Review** process will begin.

Plan Review

Applicant Resubmit

If corrections are required following the formal review cycle(s) of your drawings, you will receive an email notification from BCPR requesting revised drawings and/or documents.

1. To login into ePlan Review, click the **Online Plan Review System** link in the email.
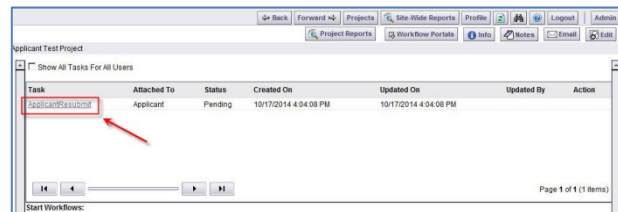
2. Login to the ePlan Review system.
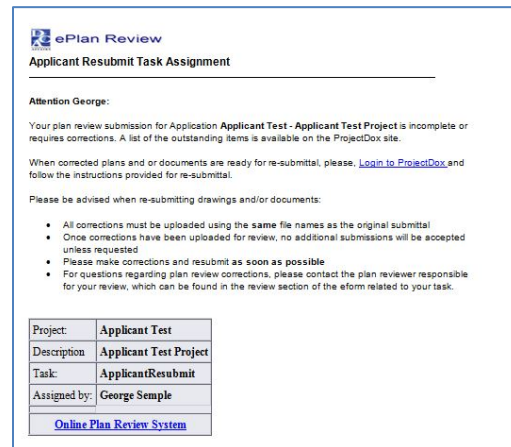
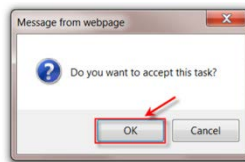3. Click on the **Workflow Portals** button.
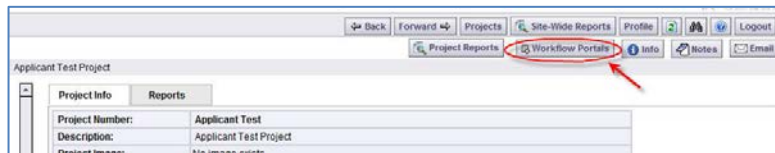
Your **Tasks** will be displayed.

4. Click on the **ApplicantResubmit** task.

5. Click **OK** at the "Do you want to accept this task" box.

The eForm is displayed and should list changemarks.

Note: If changemarks are not displayed, click on the "Click Here to Load Changemarks" link.

6. Read the text in the **Review Comments** field at the bottom of the screen.

7. Review the changemarks.

   − If you click a link in the **Markup** column, the full drawing with changemarks will display.

   − The **Details** column displays only the changemarks.

   − Please enter explanatory text in the **Applicant Response** box.
   If no response is necessary, enter N/A. This helps expedite the review process.

   − If you make any comments, make sure to **Save**.

8. Click the **Save & Close** button.

Note: Make the necessary changes to the drawings in whatever software application was used to create them, for example, AutoCAD.

Once the drawings have been modified/corrected, upload them into the ePlan Review system.

9. At the Main Project screen, click the plus sign [+] next to the **Drawings** folder. This will expand to display a list of sub-code folders.

   − You will be uploading drawings into the appropriate sub-code folder.

   − If necessary, you may upload an updated Index.

   − You will be uploading supporting Project documents into the appropriate sub-code folder under the **Documents** folder.

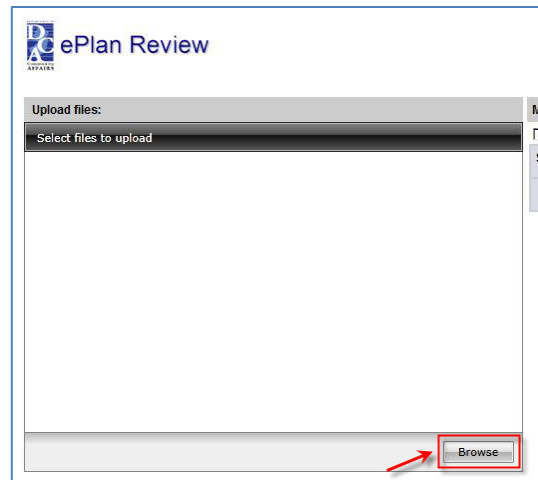10. Click on a sub-code folder to display the upload function.

When you open the folder, you will see two buttons, **View Folders** and **Upload Files**.

11. Click on the **Upload Files** button.
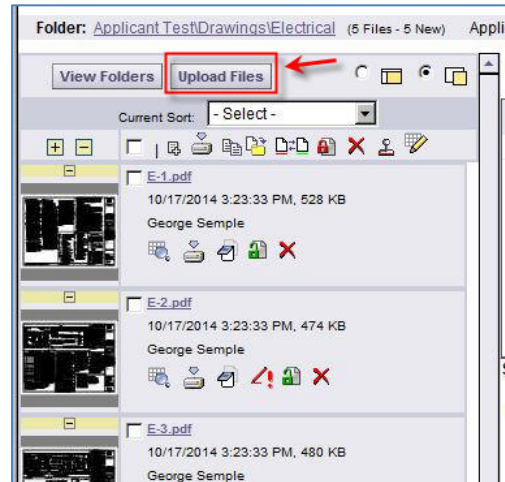
The **Select files to upload** box will display.

12. Click the **Browse** button.

13. Navigate to the file location on your computer and select or highlight files you want to upload. Select multiple files by using the **Shift** or **Ctrl** keys while clicking with your mouse.

14. Click the **Open** button and the files selected will then be copied to the upload window.
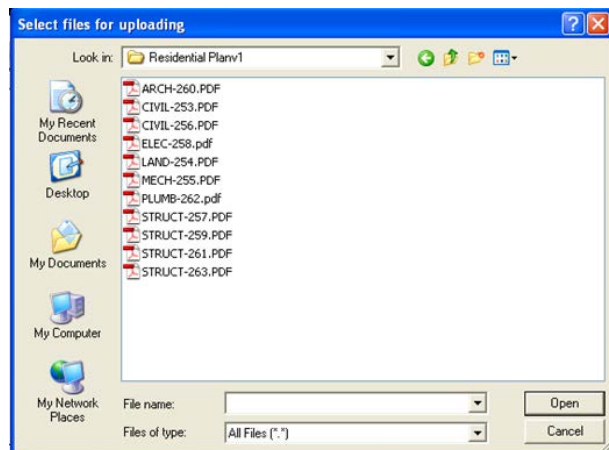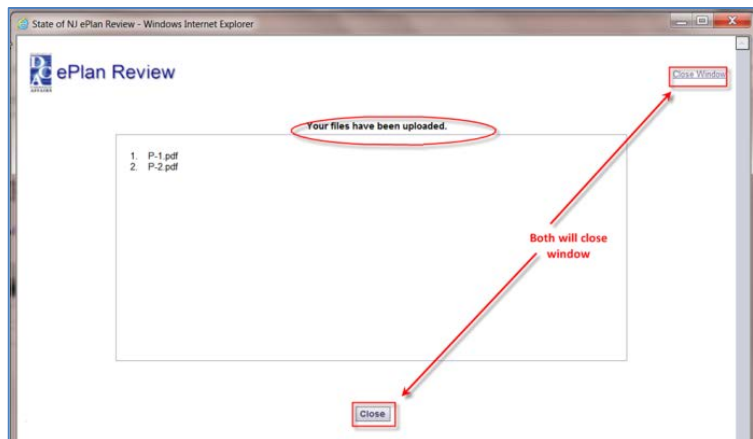
At this point, you can either **Upload** or **Add more files**. (If you want to add more files to the upload window, click **Add more files**.)

15. To upload the files, click the **Upload** button.
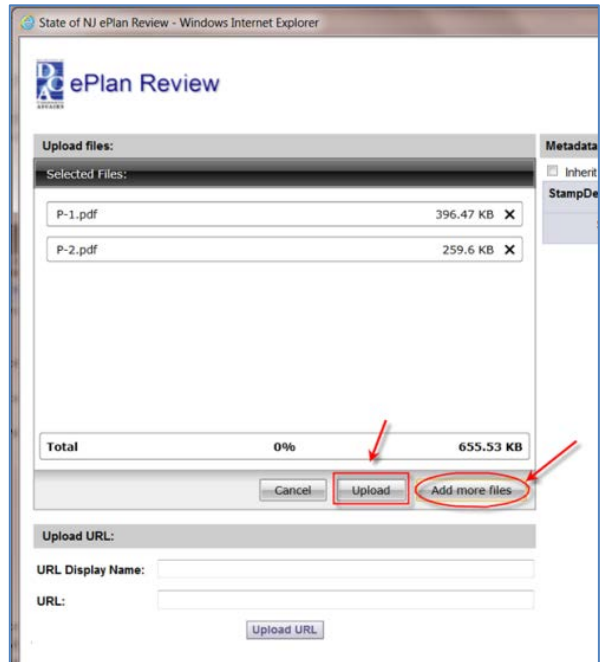
A confirmation screen will appear, stating "Your files have been uploaded" with a list of those files.
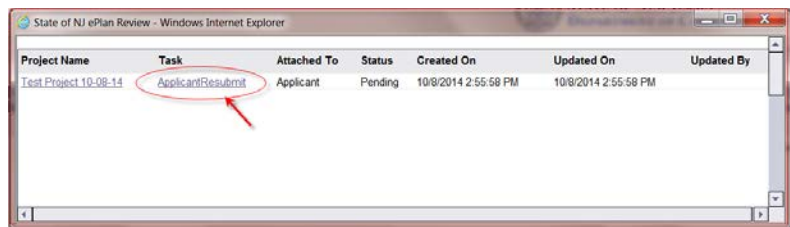
16. Close the confirmation screen by clicking the **Close** button.

You will be back at the **Main Project** screen.

17. Click on the **Applicant Resubmit** task.

This will reopen the eForm.

18. When the **eForm** opens, place a checkmark in each of the three check boxes at the bottom of the screen.

19. Click the **Complete** button.

Note: the **Complete** button will not display until all three checkboxes have been checked.

Once the **Complete** button has been clicked, the Project has been sent back to NJDCA to continue the Plan Review process.

Review Cycles

The review process will continue until all corrections/modifications have been made and accepted by NJDCA.

Each time corrections/modifications are sent back to you, a new Review Cycle starts.

When corrections/modifications are required, you will receive an email informing you that you have been assigned a task in ePlan Review.

At this point, repeat the Applicant Resubmit process that starts on page 18.

The **Review Cycle** dropdown will allow you to examine any Review Cycle information.
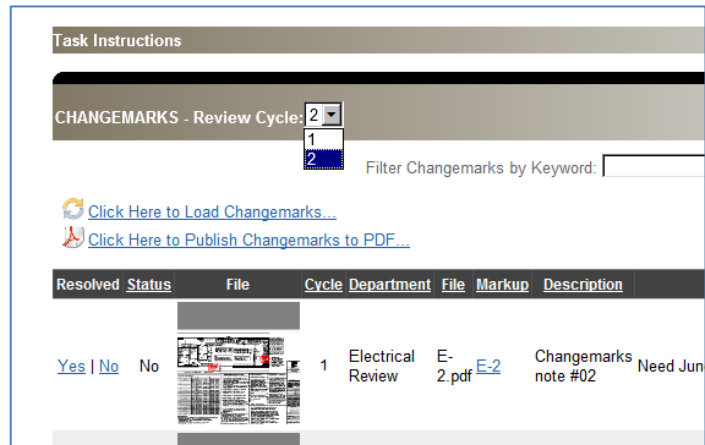
Reviewing Changemarks (Markups)

1. At the Main Project screen, click the plus sign [+] next to the **Drawings** folder. This will expand to display a list of sub-code folders.

2. Click on a sub-code folder to display thumbnails of drawings.
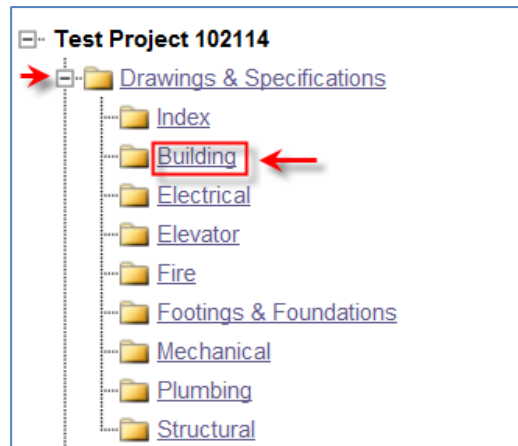
3. To view a plan markup, click on the changemark ⚠ icon next to the drawing, as shown.

4. Select the **Markup** file and click the **ViewEdit** button.

All changemarks will display in the right hand pane.

5. As you review, click on each changemark and you will zoom directly into the red line from the reviewer.
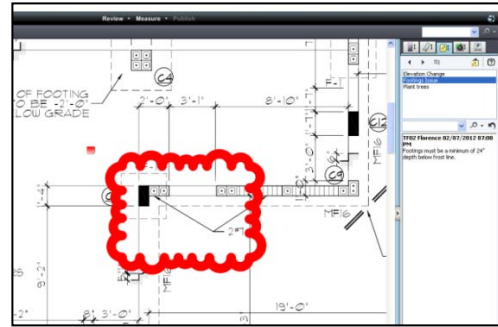
File Versions

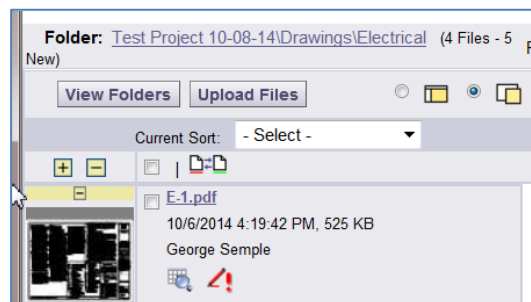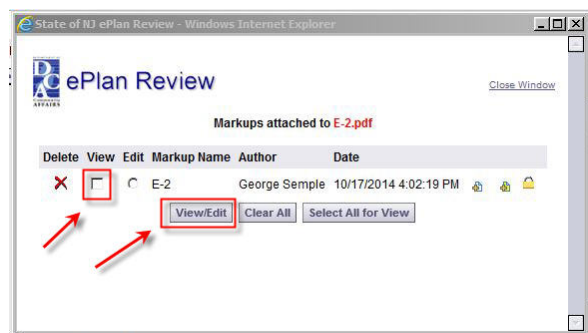The file will display the must current version number of the file, for example, the drawing to the right is version 2 (i.e., V2). Versions can only be managed when corrections are uploaded with the **SAME FILE NAME** as the original file name.

To see previous versions of the file, click the magnifying glass icon.
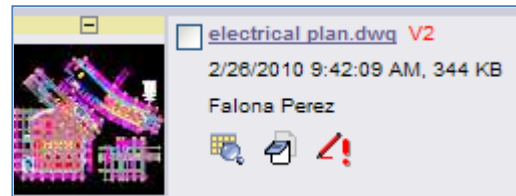
Printing Changemarks

Option One (Pasting into a Word document)

1. Select the **Copy Changemarks** button.

2. Check all boxes and change **Image Size** for larger thumbnails of markups.

3. Click **OK**.

4. Create a new Word document and paste the changemarks into the document.
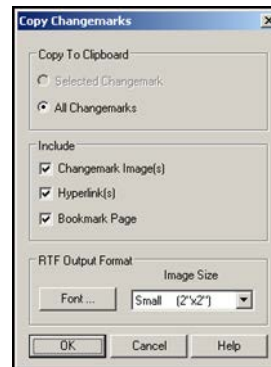
Option Two (Creating a PDF file)

1. Click **Publish** to create a PDF of the changemarks overlaid on the drawing.

2. Select **Publish to PDF**.

3. Select **OK**.

In the Publish option screen—

4. Check **Burn in Changemarks**.

5. Check **Append Changemarks Notes**.

6. Click **Publish**.

7. Then choose **Save to File**.

8. Click **OK**.

9. Select the location to save the file on your computer and click **Save**.

Plan Approval/Release

When plans are released by NJDCA, you will be notified by email. All released plans will be located in the **Approved** folder.

Print Approved Plans

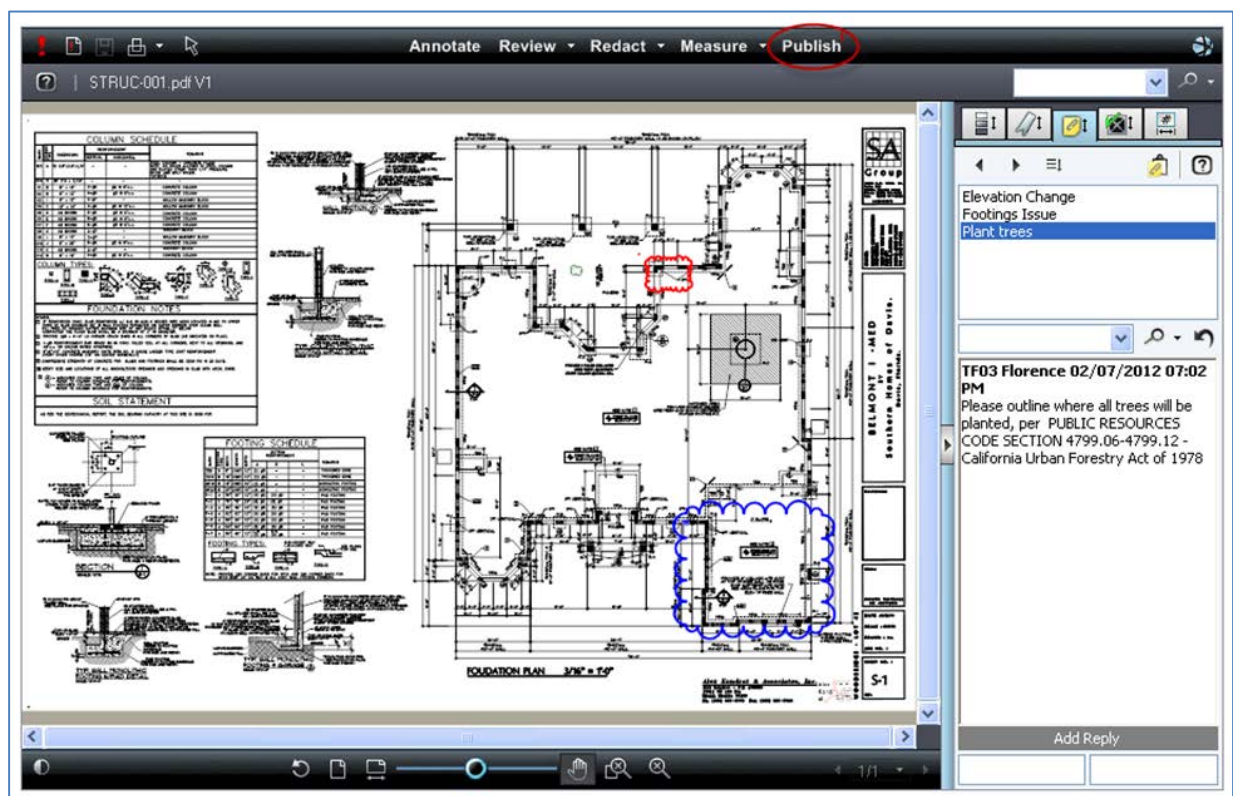After an approval has been issued, the plans will be electronically stamped by the State. You will then receive an email indicating that your application is ready. The email will include instructions on how to download and print your files. You will be required to print, sign, and seal two copies of the approved plans and deliver them to the agency* that will issue the required permits.

In most cases permits are issued by local municipalities, except for State Buildings' projects. In that case the permits are issues by the State Buildings unit within the BCPR.

Vista and Windows 7 Install Instruction

Sometimes users will encounter errors or issues as a result of incomplete installation of the client components. This is often caused by permissions issues. The instructions below have proved useful in resolving the security/permissions issues and getting a successful installation. (The account executing these steps will need administrative privileges on the computer).

Uninstall-reinstall DCA Electronic Plan Review components

If the operating system is Vista or Windows 7, the user will need to turn OFF User Account Control (UAC) first.

Additionally, if using IE 8, you will need to turn off protected mode. *Turning of UAC in Windows 7 also disables protected mode for IE8.*

Turning Off UAC in Windows Vista and Windows 7

The following link explains how to control UAC in Windows Vista and in Windows 7. You'll only need the first few directions and screen shots, the rest is blog.

http://www.howtogeek.com/howto/windows-vista/disable-user-account-control-uac-the-easy-way-on-windows-vista/

Turning off Protected mode in IE8

The next link explains turning off protected mode in IE8 (apparently turning off UAC in Windows 7 also disables protected mode for IE8)

http://www.sevenforums.com/tutorials/63141-internet-explorer-protected-mode-turn-off.html

Then follow these steps:

Remove ALL ProjectDox components on the client:

1. Check for presence of program, and remove if found, using either a. or b. depending on version of operating system you are using:

    a. VISTA, Windows 7 - Using Control Panel (in classic view) -> Program Features, if ProjectDox Components is listed then REMOVE

    b. XP – Using Control Panel -> Add/Remove Programs, if ProjectDox Components is listed then REMOVE

2. In Internet Explorer (Internet Options->Browser History->Settings->View Objects - remove anything Brava, ProjectDox, or Xupload).

3. After the above is completed, delete these directories and their contents: **IGC** (in Windows Vista or 7, do a search for the filename IGC to locate, then delete)

    a. In XP Documents and Settings->User Account->**IGC**

    b. In XP Program Files->Avolve->**Components**).