



**ELECTRONIC
REVIEW**

Applicant User Guide – Version 1.1 3/30/12

In addition to this user manual, please refer to the instructions provided in the electronic forms (eForms) for further assistance.

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Electronic Plan Submission

Electronic Plan 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.

Please complete the following prior to getting started:

1. Submit an application to the City of Beverly Hills Permit Center located at:
455 North Rexford Drive
Beverly Hills, CA 90210
where you will be given a permit/project number and fees can be paid.
2. Review the standards for how to name your drawing and documents files, border spacing, acceptable file formats, etc. (See Standards section in this guide.)

Standards

Standards allow for easy identification of drawing by naming convention, vector file types in order to facilitate the most efficient review, color coding of comments for visual identification of departments and so on.

Required Files

1. Drawing Files – all required drawings as well as an index page following City standards for submission (along with other information required by the City's checklist). **Each page of the drawing shall be uploaded as a separate file.**
2. Supporting Document Files – all other files that are required as part of the application submission but are not drawing files (ie. Drainage Calculations, Easement letter, certifications, etc.) **Each document shall be uploaded as a separate file.**

Border Standards

All Drawing Files

- The top right corner of all drawings must be reserved for the City of Beverly Hills electronic approval stamps. Please leave the Top Right corner completely blank on all drawings (with exception of the border and Right Hand Title Blocks).

24x36 or 36x 48 Plans or larger All Plan Sheets – Stamp location box dimensions: 3" width x 5" height (3" from right edge of paper and 1" from top edge of paper)

18x 24 Plans All Plan Sheets – Stamp location box dimensions: 2" width x 3" height (2" from right edge of paper and 1" from top edge of paper)

11x17 Plans All Plan Sheets – Stamp location box dimensions: 2" width x 3" height (2" from right edge of paper and 1" from top edge of paper)

11x17 Plans All Plan Sheets – Stamp location box dimensions: 2" width x 3" height (2" from right edge of paper and 1" from top edge of paper)

File Naming Standards – Development Plans

Filenames for drawings submitted through ePlans Review should include the first character(s) of the discipline name, followed by a 3-digit 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** – First character in the file name represents the discipline area followed by the page number and type of drawing, i.e. C002 – Site Layout. Ensure that all plans, including the associated details, are submitted under the correct discipline characters to use.
- **Sheet Number** – Must be a 3 digit number with leading zeros. Note: if decimals are needed, place decimal after the 3rd digit, ex. P001.99

Drawing Type	Discipline	Sheet Number	Example File Names
Civil	CIVIL	001-999	
Cover	CIVIL		C001 - COVER
Site Layout	CIVIL		C002 – SITE
Drainage/Grading Plan	CIVIL		COO3 –GRADING
Utility Plan	CIVIL		C004 – UTILITY
Details	CIVIL		C005 - DETAILS
Erosion Control	CIVIL		C006 – EC
Landscape	CIVIL		C007 - LANDSCP
Survey	SURVEY	001-999	S001 - SURVEY
Landscape Plan	LANDSCAPE	001-999	L001– IRRIG

File Naming Standards – Building Plans (Residential & Commercial)

Filenames for drawings submitted through Beverly Hills Electronic Review should include the first character(s) of the discipline name, followed by a 3-digit 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** – 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 Number** – Must be a 3 digit number with leading zeros. Note: if decimals are needed, place decimal after the 3rd digit, ex. P001.99

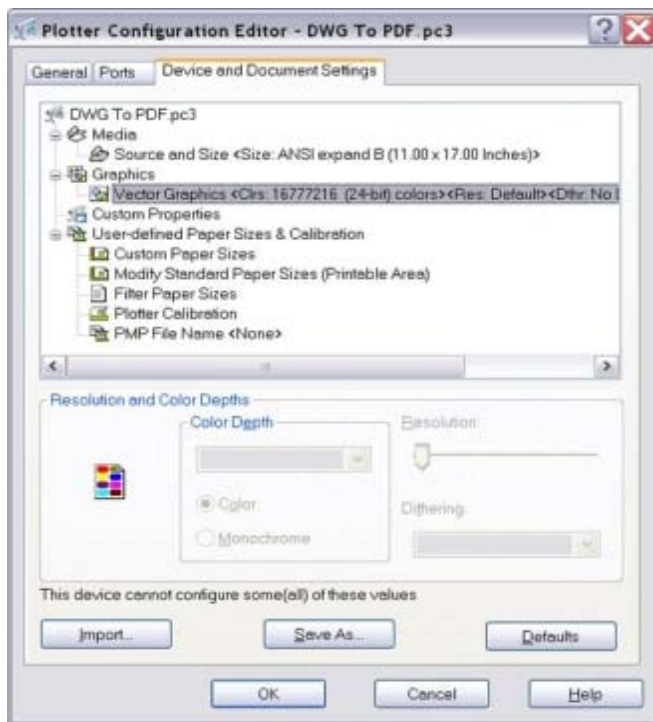
Drawing Type	Discipline	Character	Sheet Number	Example File Names
Architectural	ARCHITECTURAL	A		
Cover Sheet	ARCHITECTURAL	A	A0.1	A0-1 COVER
Floor Plan	ARCHITECTURAL	A	A1	A001 – FLOOR PLAN
Foundation	ARCHITECTURAL	A	A2	A2 - FDN
Elevations (Exterior)	ARCHITECTURAL	A	A4.0 - A4.999	A4 - ELEV
Details	ARCHITECTURAL	A	A6.0 - A6.999	A6 - DETAILS
Interior Design	INTERIOR DESIGN	ID	ID1 - ID999	ID9 – INTDGN
Structural – All (Structural and related plans including details)	STRUCTURAL	S	S1.0 - S999.0	S1 – STEEL BLDG
Civil	CIVIL	C	C1.0 - C99.0	C9 - CIVIL
General Notes	GENERAL NOTES	GN	GN1 - GN99	GN1 NOTES
Plumbing	PLUMBING	P	P1 - P999	P1 - PLUMB
Electrical	ELECTRIC	E	E1 - E999	E1 - ELEC
Mechanical	MECHANICAL	M	M1 - M999	M101 - MECH
Landscape	LANDSCAPE	L	L1 - L999	L11 – IRRIG
Survey	SURVEY	SVY	SVY1 - SVY999	SVY008 - SURVEY
Shoring	SHORING	SHR	SHR1 - SHR999	SHR022 - SHORING
Fire Protection	FIRE	FA or FS		
Fire Alarm	FIRE	FA	FA1-FA999	FA5 - ALARM
Fire Sprinkler	FIRE	FS	FS1-FS999	FS3 - SPRINKLER
Energy (Title 24)	ENERGY	EN	EN1-EN99	EN12 - ENERGY

File Type Standards

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).

Only DWG, DWF, DGN, DXF or vector PDF files will be accepted for drawings. AutoCAD software is commonly used to create drawing files. If PDF is the preferred file type, it is recommended that drawings created in AutoCAD are 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, confirm that only the trade lines are dark by changing the background to grayscale prior to saving as a vector PDF file.



Electronic Signatures

- All drawings to be uploaded must contain an electronic seal and signature.

Folder Structure

- All documentation (any non-drawing files, truss calculations, geotechnical reports, etc.) should be uploaded into the "Documents" folder for each project.
- All drawings should be uploaded to the "Drawings" folder for each project.
 - The Site layout for building plans should be uploaded into the drawings folder.

Corrections or "Markup" Color Standards

- Standard markup names and colors will be used for each reviewing department for easy identification. A markup can have one or more "changemarks." Changemarks are created to quickly identify a markup and associated comments.
- Corrected files should always be re-submitted with the **SAME FILE NAME** as the original submittal.

Group Name	Color
Building Plan Examiner	Red
CS - Urban Forestry	Dark Green
Fire Department	Magenta
Planning - Development Review	Dark Blue
Planning - Long Range	Pink
Planning - Urban Design and Historic	Light Green
Police Department	Yellow
Public Works - Civil Engineering	Orange
Public Works - Parking	Gold
Public Works - Solid Waste	Brown
Public Works - Stormwater	Cyan
Public Works - Transportation	Purple
Public Works - Water	Cyan

Login to City of Beverly Hills Electronic Review System

Electronic Review Invitation

When your application is processed and input into the Beverly Hills Online Business Center (OBC) permitting system, a Beverly Hills Electronic Review invitation will be sent to your e-mail address. The e-mail will contain your login information and information about your project, including a link to the project. The site address for the City of Beverly Hills Electronic Review system is: <https://www.eplan.beverlyhills.org>.



Invitation to Submit Plans for Electronic Review

Hello Tyson Florence:

Welcome to the City of Beverly Hills Development Review permit project electronic plan check system. This project invitation has been sent to you in response to your permit request. A permit project has been created to allow you to electronically upload your CAD drawings for permit plan check review. To access your new permit project, follow the instructions below:

1. Click the Project Access link below
2. Enter your User Login and Temporary Password
3. Click on the Project link on the "My Projects" page
4. Click on the "Drawings" folder
5. Click the "Upload Files" button and follow the instructions to upload your CAD drawings. View the City of Beverly Hills Electronic Plan Submission Guide [here](#)
6. Your drawings have now been submitted for plan check review

The City of Beverly Hills will accept the following file types.

Drawings: .PDF (preferred), .DWG, .DGN, .DWF, .DXF

Supporting Documents:

.DOC, .DOCX, .XLS, .XLSX, .PPT, .PPTX, .PPS, .PPSX, .PDF, .JPG, .TIF, .TIFF, .PNG, .IMG, .BMP, .TXT, .VSD, .RTF

User Login:	tflorence@avolvesoftware.com
Project Permit #:	PL1200015
Project Contact:	Beverly Hills Eplan
Project Contact's Email:	eplan@beverlyhills.org
Project Permit Access Link	

If you do not have access to the specified folder, please contact the Project Administrator.

For any technical issues or questions related to this permit, please contact the Community Development Department at (310) 285-1141 or developmentcoordinator@beverlyhills.org.

This is an automated email notification and this email account is not monitored. Please do not reply to this email. Contact the Plan Check Coordinator if you have questions regarding this project.

New Users

1. We recommend the use Internet Explorer v7.0 or higher to access the Beverly Hills Electronic Review system. Other internet browsers may provide a limited experience.
2. Prior to logging into the Beverly Hills Electronic Review system, the following actions must be completed:
 - If your computer has pop-up blockers installed, you will need to disable pop-up blocking for the Beverly Hills Electronic Review system web address (<https://eplan.beverlyhills.org>). The indicator that this has not been done will occur when you type in your login and password, then hit the Login button and the page immediately disappears. It is not uncommon to have more than one pop-up blocker installed (Internet Explorer, Google Task Bar, etc). Once the Beverly Hills Electronic Review site is allowed, you will be able to utilize the application.
 - The login page has a MSI (Microsoft Silent Install) component required to install all the necessary Beverly Hills Electronic Review ActiveX controls. This installation will only need to be done once; if you utilize a different computer it will require another installation for each unique computer. The link to the component install is shown below. (Please contact Support if you are running Windows 7 or Vista on your computer.)
 - The login page also provides a shortcut that you can drag and drop onto your desk top as well as a link to save the Beverly Hills Electronic Review web address to your favorites.

3. To sign in, enter your e-mail address and temporary password (first time use) and click the Login button, as shown below:

CITY OF BEVERLY HILLS
ELECTRONIC REVIEW

BEVERLY HILLS
ELECTRONIC REVIEW

Enter your e-mail address and password to continue.

CITY OF BEVERLY HILLS
TERMS AND CONDITIONS OF USE

Your access to and use of the City of Beverly Hills ("City") ProjectDox website (the "Site") is subject to the following terms and conditions, as well as all applicable laws. Your access to the Site is in consideration for your agreement to these Terms and Conditions of Use, whether or not you are a registered user. By using the "Login" button below, you accept, without limitation or qualification, these Terms and Conditions of Use. Throughout these Terms and

E-mail:

Password:

Login [Forgot your password?](#)

ProjectDox

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avolve
software

[Install ProjectDox Components](#)

To create a desktop shortcut, click and drag the icon below to your desktop.

[Click here](#) to add TEST Beverly Hills Electronic Review to your Favorites.

4. Enter your new password and reconfirm the new password, personal account information. Yellow highlighted fields are required but a full Profile record is ideal, then click the Save button in the middle of the screen. Remember 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 anytime by selecting the “Profile” button at the top of the Home page.

Change Password: Password Reset Question & Answer:
 New password:* Security question:
 Confirm new password:* Security answer:*

Password must not contain special characters, must contain at least one digit and one alphabetic character, and must be between 8 and 10 characters

Profile Information

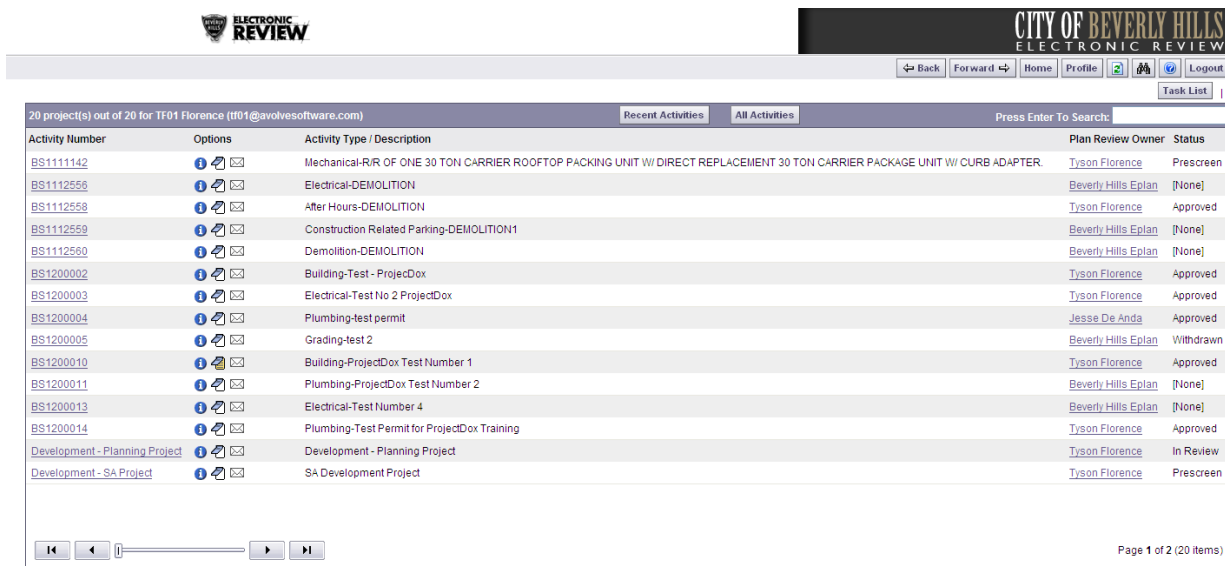
Contact Information	User Metadata	Project Membership	Group Membership
Save			
* Required field			
First Name: *	TF06		Last Name: * Florence
Email: *	t06@avolvesoftware.com ☒ HTML format		
Title: *			
Company: *			
Address 1: *			
Address 2:			
City: *			
State/Province: *	AZ	Postal Code: *	
Country:	USA		
Phone: *		Fax:	
Mobile:		Pager:	
Stamps:			Browse...
Language: *	en		

Existing Users

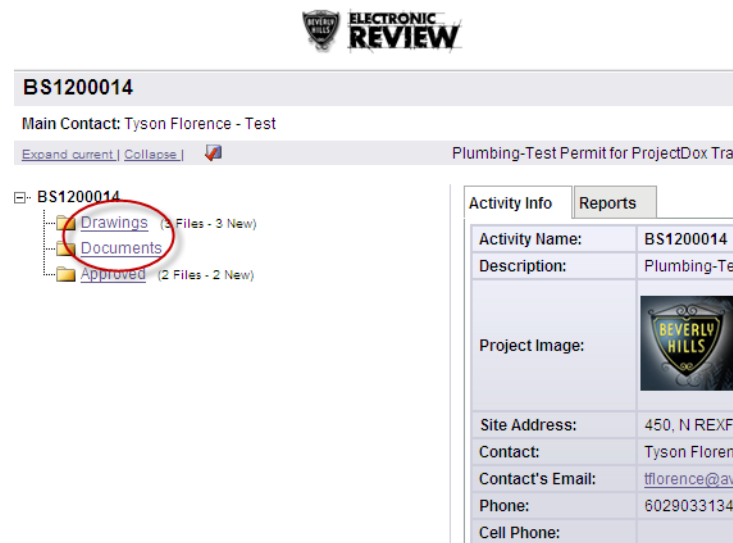
If you are a returning user, login to ePlans Review with your full e-mail address and password. If you have forgotten your password, click on the “Forgot Password” button so that it can be e-mailed to you. This will work only if you have logged in once and added a security question and answer.

Uploading Files

1. When you have successfully logged into Beverly Hills Electronic Review system, the projects screen will display. Any projects for which you have access will display in the list. Any outstanding tasks that require your action are displayed in the Task List area below the project list. Select the specific project that corresponds to the plans you will be uploading. The projects are listed in order by Project number, but can be sorted by clicking on any header field name.



2. Click on your activity number, then click the “Drawings” folder to upload your plan drawings or “Documents” folder to upload supporting project documents.



3. Upon entering either folder, you will be presented with two buttons, View Folders and Upload Files.

BS1200014

Main Contact: Jesse De Anda

Folder: [BS1200014\Documents](#) Plumbing-Test Permit for Proje

No files currently exist in Documents.

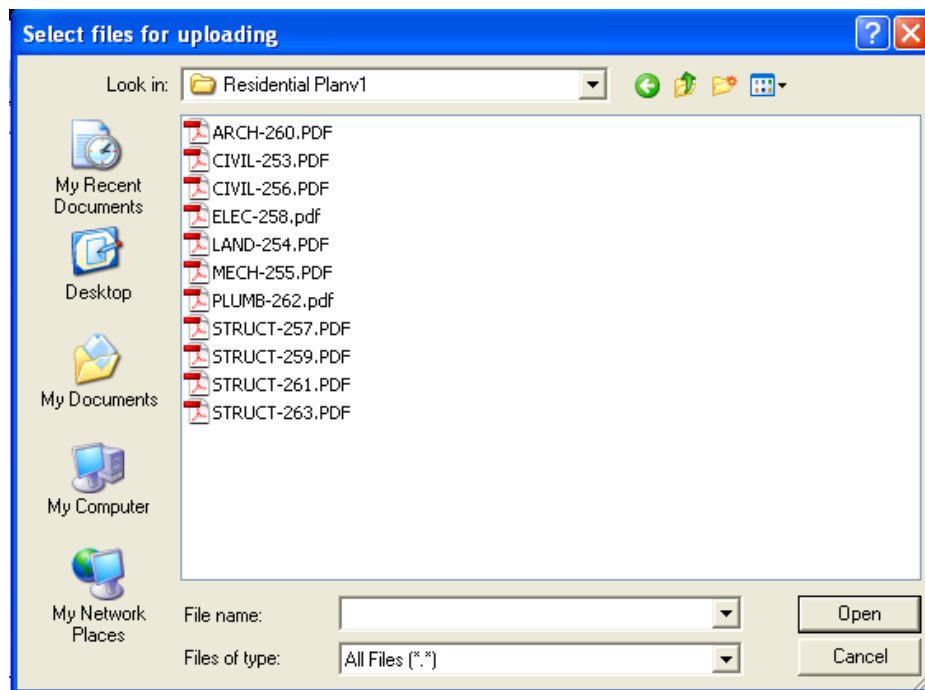
To upload files into this folder
 (1) Click the Upload button below
 (2) Follow the instructions in the ActiveX pop-up window

Large files may take a few minutes to be processed. Click the Refresh button at the top of the page to refresh your file list view.

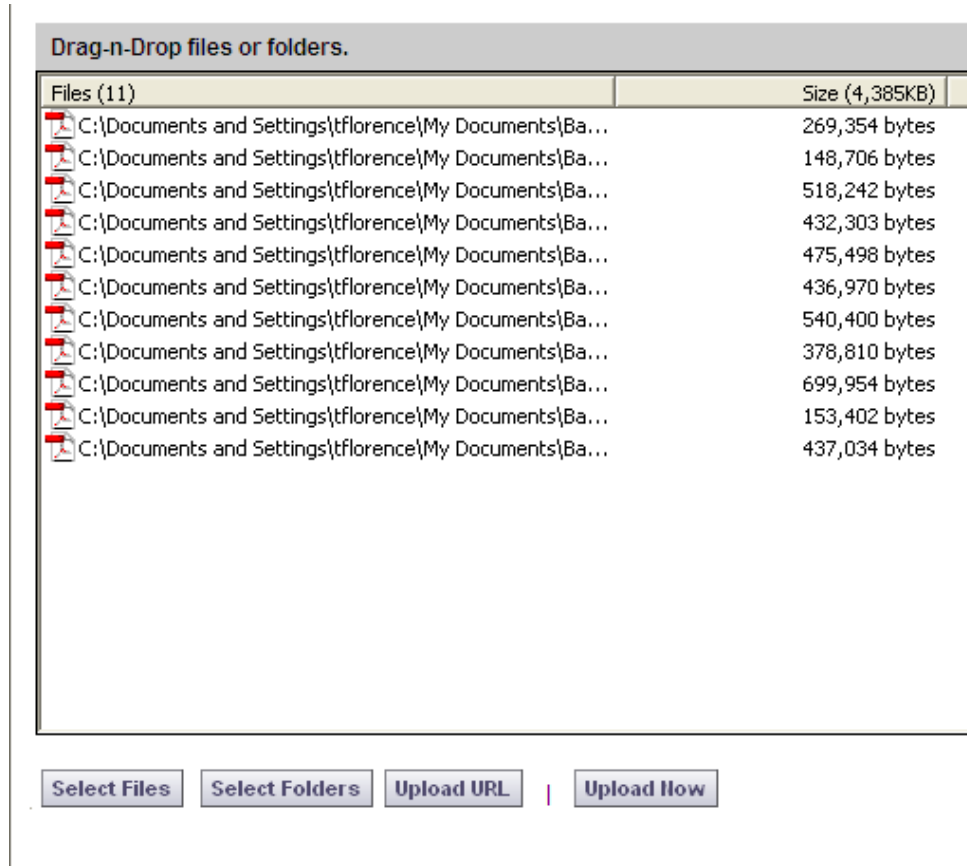
[View Folders](#) [Upload Files](#)

Activity Info	Reports
Activity Name:	BS
Description:	Plu
Project Image:	
Site Address:	450
Contact:	Jes
Contact's Email:	tflo
Phone:	602
Cell Phone:	
Pager:	

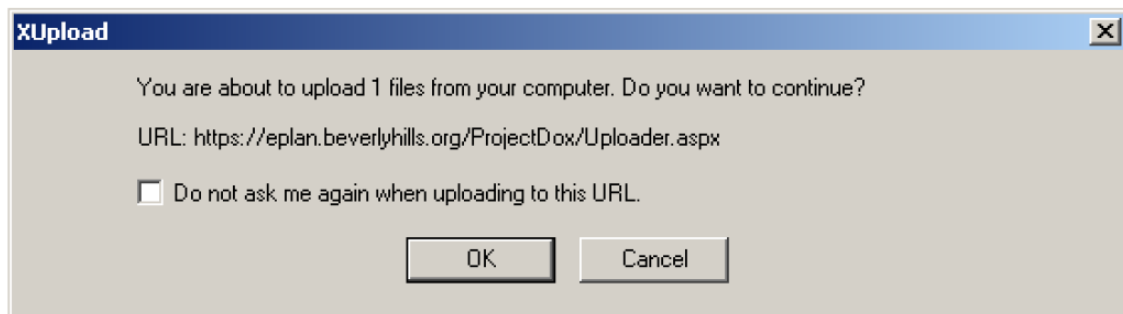
- Click the “Upload Files” button. “Select Files for Uploading” box will automatically display. Go to the file location on your computer and select or highlight files you want to upload; multiple files can be selected by using your Shift or Ctrl keys. You can also drag and drop files into the upload window list. Click the “Open” button and the files selected will then be copied to the upload window.



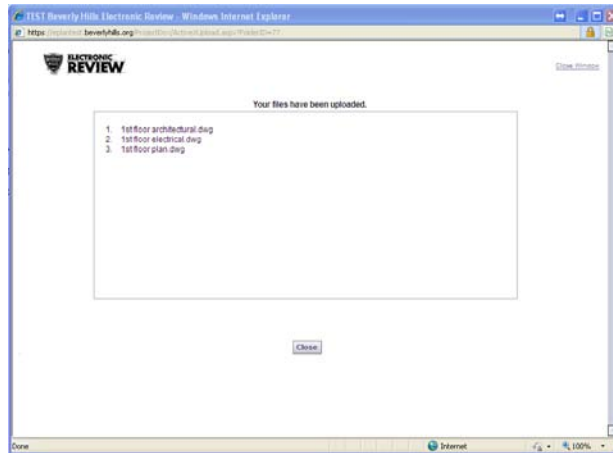
- Click the “Upload Now” button and a pop-up will appear stating the number of files that are to be uploaded and ask if you want to continue.



6. Select “OK” and the files will be copied to the upload window.



A new window will open stating “Your files have been uploaded” with a list of those files. Select the “Complete Upload Process” button underneath the upload window and this will complete the file upload for this cycle.



7. Once the files are uploaded to the folder, the folder list is replaced by thumbnail images of each file contained in the folder. Next to each thumbnail, the file name, author, date uploaded, file size, and History icon displays.



8. Congratulations! You have successfully finished part one of submitting your plans electronically. Please logout after your session is complete. A notification has been sent to the Permit Clerks or Development Coordinator to start the prescreening process to determine if the submittal requirements have been met.

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 automatically loads the login page for you. You can also close the web browser window and reload the login page manually in a new browser window.

Prescreening

Prescreening is a cursory review of your uploaded documents in preparation for formal review. This may be performed by the Permit Clerks or Development Coordinator for most types of permits/projects. Allow a minimum of three (3) working days after you have uploaded your documents for the Prescreening process to take place. If there are questions or missing items from your submittal, you will receive a "Prescreening Corrections Request" e-mail with instructions on the changes requested and how to resubmit.



Pre-Screen Correction Request Task Assignment

Attention :

Your plan review submission for Project: **BS1112558** has not met the minimum requirements for acceptance. You may review correction comments and requirements by accessing the ProjectDox site.

When corrected plans and/or documents are ready for re-submittal, please [Login to ProjectDox](#) and follow the instructions provided for re-submittal.

Please be advised when re-submitting plans and/or documents:

- All corrections must be uploaded using the same file names as the original submittal
- Once corrections have been uploaded for review, no additional submissions will be accepted unless requested
- Please make corrections within 180 days of this notice to prevent your application from expiring
- View the City of Beverly Hills Electronic Plan Submission Guide [here](#)

Project:	BS1112558
Description:	After Hours-DEMOLITION
Task:	CorrectionComplete
Project Administrator:	Tyson Florence (tflorence@avolvesoftware.com)
Project Access Login to ProjectDox	

If you do not have access to the specified folder, please contact the Project Administrator.

For any technical issues or questions related to this permit, please contact the Community Development Department at (310) 285-1141 or developmentcoordinator@beverlyhills.org.

This is an automated email notification and this email account is not monitored. Please do not reply to this email. Contact the Plan Check Coordinator if you have questions regarding this project.

1. Click the link in the e-mail to access the Beverly Hills Electronic Review site and login into ePlans. The Applicant/Resubmit task will appear at the bottom of the Projects screen (Home Page). Click on this task and this will launch one Internet

Explorer screen with the corrections form and another screen with the Drawings and Document folders you saw in the original upload request.

20 project(s) out of 20 for TF01 Florence (tf01@avolvesoftware.com) Recent Activities All

Activity Number	Options	Activity Type / Description
BS1111142		Mechanical-R/R OF ONE 30 TON CARRIER ROOFTOP PACKING UNIT W/ DIRECT REPLACE
BS1112556		Electrical-DEMOLITION
BS1112558		After Hours-DEMOLITION

Navigation:

Activity Name	Task	Assigned To	Status	Created On
BS1200003	<u>CorrectionComplete</u>	Applicant	Pending	2/7/2012 12:29:50 PM

- Review the Permit Clerk or Development Coordinator comments to identify which requirements were noted as missing.
- After you have identified the missing or corrected drawings and/or documents to upload, login to the Beverly Hills Electronic Review system (if not already logged in) and enter the project.
- Upload the missing and/or corrected drawings and documents (see the “Uploading Your Files” section for instructions).
- Click back to the eForm with your task assignment as shown below.

- When the eForm opens, place a checkmark in the “I have uploaded the corrected...” and the Corrections Complete button will display for you to click to complete your task. Upon completion, the City will be notified that the files have

been completed or corrected and will continue with the Prescreening process.

TASK INSTRUCTIONS

☒ I have uploaded the corrected documents

Missing elevation drawing

Corrections Complete

eForm Version: 1.3

Approved

If your submittal is approved, it will immediately move into the formal review process

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: You will receive an e-mail notification from the Permit Clerks/Development Coordinator requesting revised documents.



Review Correction Request Task Assignment

Attention :

Your plan review submission for Project: **BS1112558** has been reviewed and corrections have been requested. You may review correction comments and requirements by accessing your ProjectDox account.

When corrected plans and/or documents are ready for re-submittal, please [Login to ProjectDox](#) and follow the instructions provided for re-submittal.

Please be advised when re-submitting plans and/or documents:

- All corrections must be uploaded using the same file names as the original submittal
- Once corrections have been uploaded for review, no additional submissions will be accepted unless requested
- Please make corrections within 180 days of this notice to prevent your application from expiring
- View the City of Beverly Hills Electronic Plan Submission Guide [here](#)

Project:	BS1112558
Description:	After Hours-DEMOLITION
Task:	ApplicantResubmit
Project Administrator:	Tyson Florence (tflorence@avolvesoftware.com)
Project Access Login to ProjectDox	

If you do not have access to the specified folder, please contact the Project Administrator.

For any technical issues or questions related to this permit, please contact the Community Development Department at (310) 285-1141 or developmentcoordinator@beverlyhills.org.

This is an automated email notification and this email account is not monitored. Please do not reply to this email. Contact the Plan Check Coordinator if you have questions regarding this project.

1. Click the link in your e-mail to access the Beverly Hills Electronic Review site.

2. Login to the Beverly Hills Electronic Review system. The Applicant Resubmit task will display at the bottom of the main page with your permit/project number under the heading “Project Name” (ie. *BS1112558*). Click on Applicant/Resubmit to access comments and mark-ups.

Activity Name	Task	Assigned To	Status
BS1200003	ApplicantResubmit	Applicant	Accepted

3. The eForm and drawing markups provide a complete correction package from all reviewing departments:

Review Information Permit Information Contact Information Checklist Items (5) Routing Slip						
1						
Cycle	ID	Group	Comment Text	Status	Updated	Update
1	SAREV10	Building Plan Examiner	All roof assemblies or roof covering material shall be class A fire retardant. No wood roof shall be permitted as roof covering material.	NotMet	TF02 Florence	2/7/2012 5:58:24 PM
1	SAREV3	Building Plan Examiner	"Notice of pending demolition/construction" shall be posted on construction fence at least 10 days prior to start of any work and maintained during the entire course of construction. (a digital photo must be presented as proof of posting) the sign shall be obtained from the plan review engineer or the building inspector in the Building and Safety division.	NotMet	TF02 Florence	2/7/2012 5:58:28 PM
1	SAREV5	Building Plan Examiner	Buildings located in Very High Fire Hazard Severity Zone (north of Sunset), shall have their exterior walls and eaves constructed of one-hour fire resistive construction.	NotMet	TF02 Florence	2/7/2012 5:58:33 PM

4. Select Export to Excel to create a spreadsheet of all checklist review comments to be used as the applicants response. Insert rows below not met comments to indicate how they are being addressed in the revised file.

CHANGEMARKS 2

Filter by Department:

[Refresh Changemarks...](#)

Edit	File	Cycle	Department	File Name	Markup	Summary	Description	Resolved
		1	Building Plan Examiner	STRUC-001.pdf	Building Plan Examiner-TF02	Footings Issue	Footings must be a minimum of 24" depth below frost line.	No
		1	CS - Urban Forestry	STRUC-001.pdf	CS-Urban Forestry-TF03	Plant trees	Please outline where all trees will be planted, per PUBLIC RESOURCES CODE SECTION 4799.06-4799.12 - California Urban Forestry Act of 1978	No
		1	Planning - Development Review	STRUC-001.pdf	Planning - TFlorence	Elevation Change	Please note elevation change from front to back of lot	No

☐ Show All Changemarks for All Cycles

DEPARTMENT REVIEW - Review Cycle: 1 3

CYCLE	DEPARTMENT	REVIEWED BY	STATUS & NOTES
	EXAMINER	TF02@AVOLVESOFTWARE.COM	☐ PLAN REVIEW AND/OR ASSIGNMENT COMPLETE.
☒	CS - URBAN FORESTRY	TF03 FLORENCE TF03@AVOLVESOFTWARE.COM	CORRECTIONS NEEDED QA CORRECTIONS Please see review comments ☐ PLAN REVIEW AND/OR ASSIGNMENT COMPLETE.
☒	PLANNING - DEVELOPMENT REVIEW	TYSON FLORENCE TFLORENCE@AVOLVESOFTWARE.COM	CORRECTIONS NEEDED QA CORRECTIONS ☐ PLAN REVIEW AND/OR ASSIGNMENT COMPLETE.

Task Instructions

☐ I have reviewed and addressed the Checklist Comments provided on the "Checklist" tab above. Please click on the tab and review each item. Each comment will be indicated as "Met" or "Not Met". If you would like to export a list of the comments to Excel, click on the "Export to Excel" link in the upper right hand corner of the popup window. 4

☐ I have addressed all of the items in the File Markups below that were identified during the Plan Review.

☐ I have uploaded the revised drawings into the "Drawings" folder and, if requested, uploaded any revised documents into the "Documents" folder using the SAME file name as the original files. 5

6

- 1) Consolidated department checklist
- 2) Consolidated Review Markups (Drawings & Documents Folders from Project screen)
- 3) Review cycle & department review information
- 4) Checkboxes 1 and 2 are confirmation that you have read and corrected the issues
- 5) Checkbox 3 is confirmation you have uploaded all new and/or corrected files
- 6) Resubmit Complete button

(1) Consolidated department checklist

One or more departments may use the Checklist feature in the eForm. A consolidated list of all feedback not related to a red line are available for the applicant's review. You can sort to find the "Not Met" items by clicking on the "Status" column. All checklist items will be reviewed again in the subsequent cycle(s).

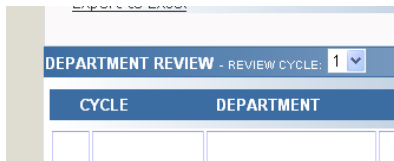
Cycle	ID	Group	Comment Text	Status	Updated	Update
1	SAREV10	Building Plan Examiner	All roof assemblies or roof covering material shall be class A fire retardant. No wood roof shall be permitted as roof covering material.	NotMet	TF02 Florence	2/7/2012 5:58:24 PM
1	SAREV3	Building Plan Examiner	"Notice of pending demolition/construction" shall be posted on construction fence at least 10 days prior to start of any work and maintained during the entire course of construction. (a digital photo must be presented as proof of posting) the sign shall be obtained from the plan review engineer or the building inspector in the Building and Safety division.	NotMet	TF02 Florence	2/7/2012 5:58:28 PM
1	SAREV5	Building Plan Examiner	Buildings located in Very High Fire Hazard Severity Zone (north of Sunset), shall have their exterior walls and eaves constructed of one-hour fire resistive construction.	NotMet	TF02 Florence	2/7/2012 5:58:33 PM

[Export to Excel](#)

You can view the comments by Met, Not Met, by department, or by all comments all departments, all cycles.

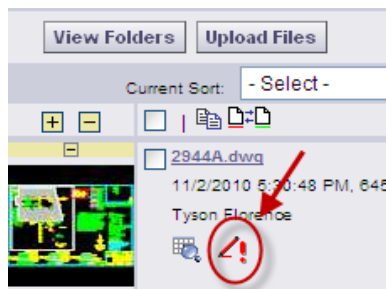
(2) Review Cycle

The Review Cycle dropdown allows the user to review any review cycle information. The Review cycle also displays in the first column of the Department Review table.

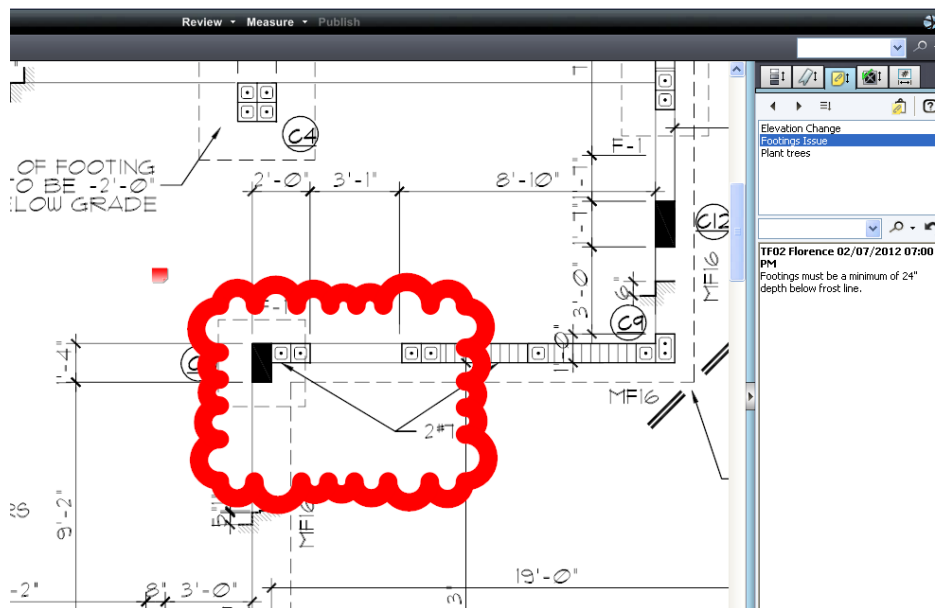


(3) Review Markups (click icon to access markups)

To view a plan markup, click on the icon next to the drawing as shown here

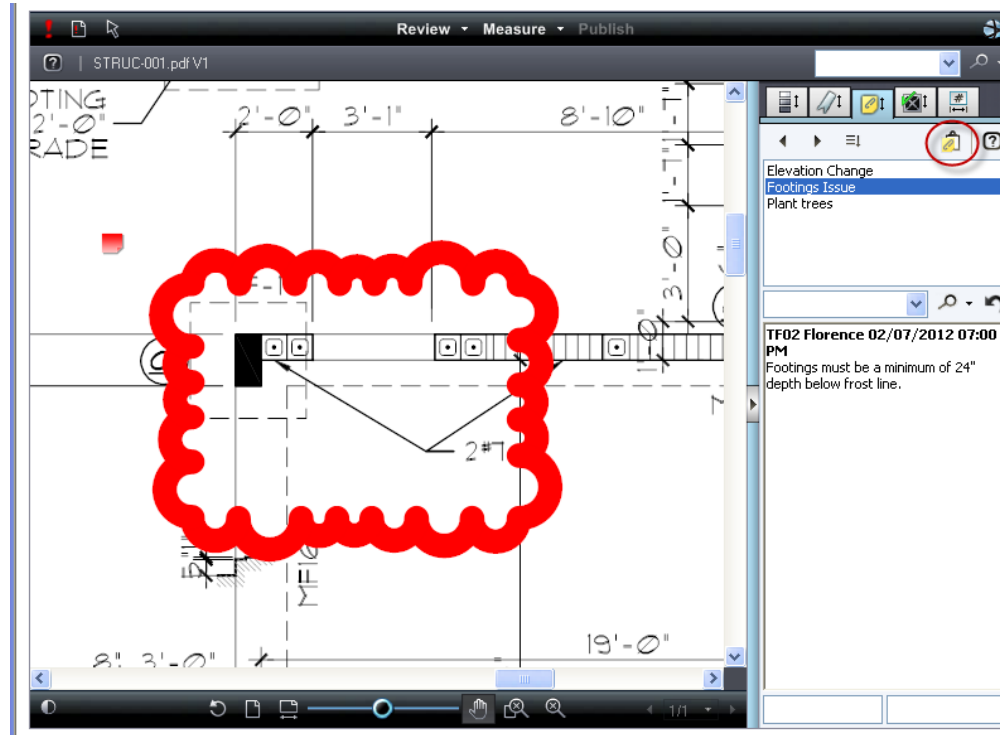


All changemarks will display in the right hand pane and as you review, click on each changemark and you will zoom directly into the red line from the reviewer.

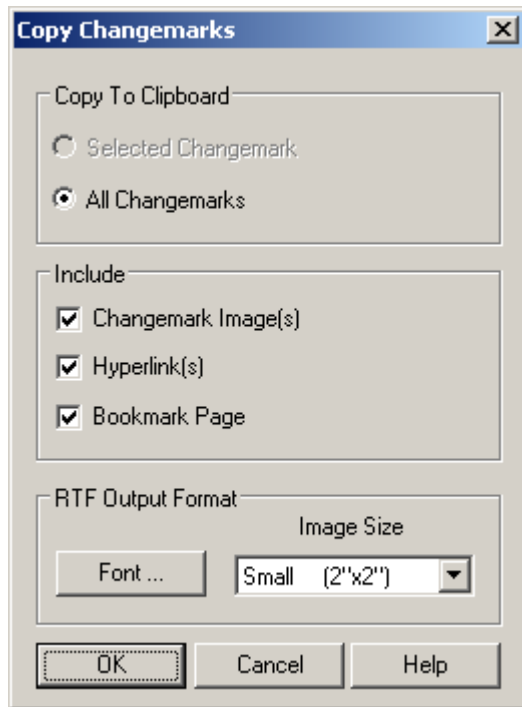


There are a number of ways to print out the markups.

Select the Copy Changemarks button.



Check all boxes and change image size for larger thumbnails of markups.



Open a new Word document and right click to paste.

The first page will show

List of Comments

[1 phase pole A44](#) (Bryon Hart Monday, April 25, 2011 1:38:23 PM)

[Future span guy pole.](#) (Bryon Hart Monday, April 25, 2011 1:40:19 PM)

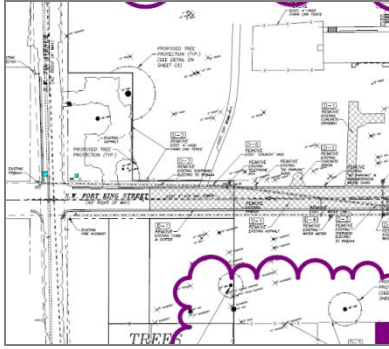
[PLANNING](#) (Jody Cone Monday, May 09, 2011 7:43:14 PM)

[Planning](#) (Jody Cone Monday, May 09, 2011 7:41:24 PM)

[Planning](#) (Jody Cone Monday, May 09, 2011 7:36:07 PM)

Each page will show details of one markup

[1 phase pole A44](#) [\(Back to List\)](#)



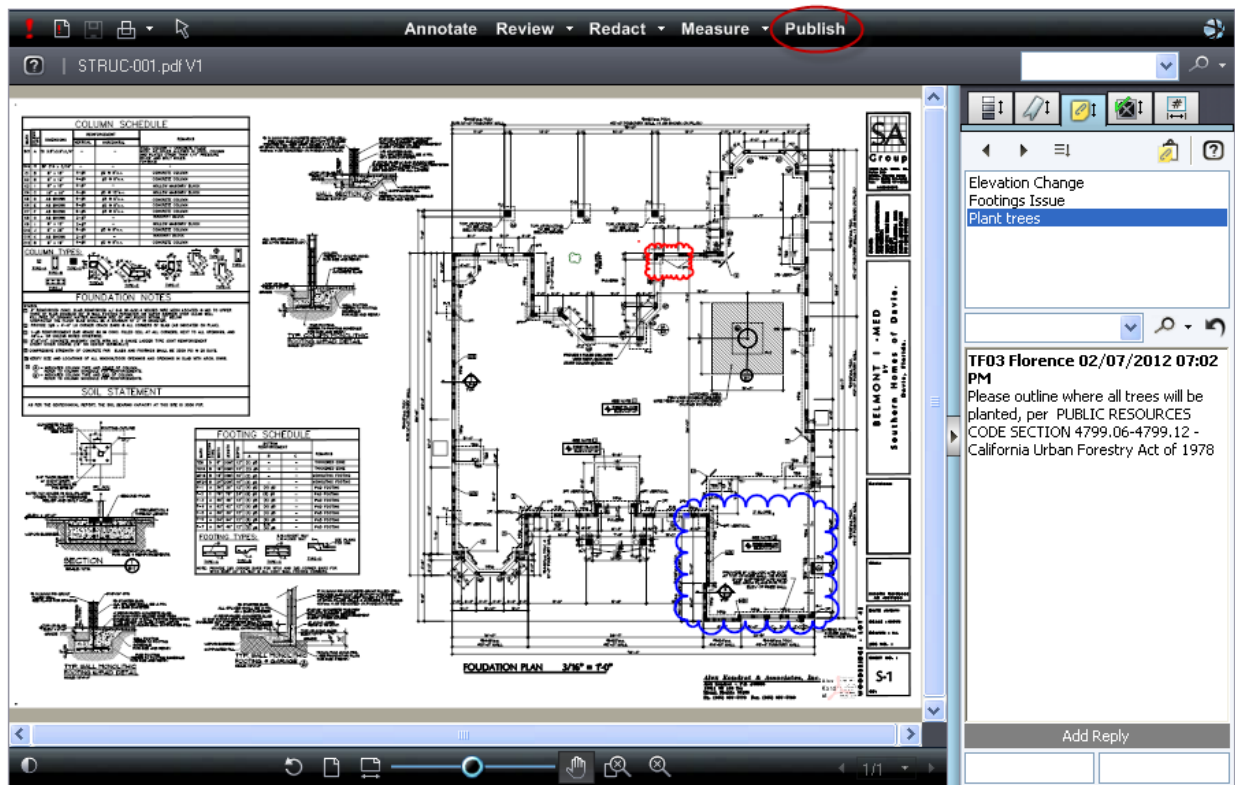
Comment by Bryon Hart on Monday, April 25, 2011 1:38:23 PM

Customer has requested 3 phase service be installed underground from this pole to the future pad mount transformer location. 3 phase 120/208V service is not available from this point.

All overhead primary and secondary from this point to the east will be removed per customer's request.

[\(Back to List\)](#)

To Print the markups in the original drawing format (24x 36) Click Publish



Select Publish to PDF

Select OK.

In the Publish option screen check burn in change marks, check mark the “Append Changemarks Notes” and click Publish. Then choose Save to File, click OK and select the location to save the file on your computer. Then you can print from the new PDF file.

(4) Checkbox 1, 2 & 3

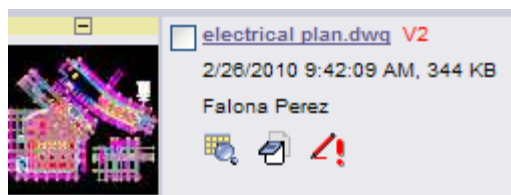
Checkbox 1 asks for confirmation that the checklist and the comments in the eForm have been reviewed. Checkbox 2 asks for confirmation that you have reviewed all the markup comments (red lines) attached to the drawings. Checkbox 3 confirms that you have uploaded revised drawings and/or documents using the SAME FILE NAMES.

TASK INSTRUCTIONS	
☒	I have reviewed and addressed the Checklist Comments provided on the "Checklist" tab above. Please click on the tab and review each item. Each comment will be indicated as "Met" or "Not Met". If you would like to export a list of the comments to Excel, click on the "Export to Excel" link in the upper right hand corner of the popup window.
☒	I have addressed all of the items in the File Markups below that were identified during the Plan Review.
☒	I have uploaded the revised drawings into the "Drawings" folder and, if requested, uploaded any revised documents into the "Documents" folder using the SAME file name as the original files.

(5) Upload Files

Checkbox 3 asks for confirmation that you have corrected the plans and/or documents per the reviewer's request and that you have uploaded them into the appropriate folder. The Upload dialog is identical to your initial upload.

The file will display the version number, V2 for example, because the correction was uploaded with the SAME FILE NAME as the original file name.



(6) Resubmit Complete

When you are ready to complete the task and exit the form, click the “Complete” button.

Approval

When the plan review is approved by all reviewers, you will be notified by email.

Print Approved Plans

After an approval has been issued the plans will be electronically stamped by the City. You will then receive an e-mail indicating that your application is ready and instructions on how to download and print your files. Approved drawing and/or document files will

be in the “Approved” folder and available for download. You will be required to print, sign and seal two copies of the approved plan and deliver them to the City of Beverly Hills Community Development Department.

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 Beverly Hills Electronic Review components

If the operating system is Vista or Windows 7, the user will need to turn OFF UAC first.

Additionally, if using IE 8, will need to turn off protected mode. (apparently 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 Beverly Hills Electronic Review 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 your are using:
 - a. VISTA, Windows 7 - Using Control Panel (in classic view) -> Program Features, if Beverly Hills Electronic Review Components is listed then REMOVE

- b. XP – Using Control Panel -> Add/Remove Programs, if Beverly Hills Electronic Review Components is listed then REMOVE
2. In Internet Explorer (Internet Options->Browser History->Settings->View Objects - remove anything Brava, Beverly Hills Electronic Review , 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**).

(Again, if Vista or Windows 7, UAC must be OFF for the following to work):

You can reinstall the Beverly Hills Electronic Review components by clicking on the link on the login page

Once the components are installed, you can turn UAC back on.