

Step by Step Getting to the Finish Line in Plan Review

Summary: There's an old saying that goes "**You Got to Spend Money to Make Money**". In Plan Review when it comes to permitting we say "**You Got to Spend Time Now to Save Time Later**". Meaning that if you spend time now reviewing, learning, and adhering to the processes for online permitting. It certainly will save you time and frustration with the process in the future. The purpose of this document is to help you **Spend Time Now** so that you can **Save Time Later**.

Step 1:

The first step in the online permitting process is to create an **eLaps (Accela)** account so that you can submit permit applications for permitting. If the type of permit that you submitting for requires you to be licensed. You also have register that license with the City of Detroit and attached it to your **eLaps (Accela)** account for approval before you can submit for permits that require you to be licensed using the **eLaps (Accela)** system. Please note, once you attach your License its status is pending. The status has to be changed to approved by the Business Systems Support Unit (BSSU) before you can submit applications for permit that require a license. Remember, **eLaps (Accela)** is only for permit application submittal. It is not for the uploading of drawings and/or documentation for review. That comes later. **Spend Time Now** viewing videos below:

[Accela/eLaps Video: How to create an eLaps Accounts](#)

[Accela/eLaps Video: How to Connect a Professional License](#)

[Accela/eLaps: Website login and/or new user registration page](#)

Step 2:

Now that you have create your account and attached any needed licenses and they have been approved by the BSSU staff. It's time to submit for a permit. There are 5 different permits reviewed by the Plan Review Division: Building Permits, Temporary Use Permits, Sign Permits, Awning Permits, and Demolition permits. The process for submitting for all five (5) of these permits is basically the same process. Any other permits are not germane to the Plan Review division. **Spend Time Now** viewing video below:

[Accela/eLaps Video: How to Submit for a Permit](#)

Step 3:

Now that you have successfully submitted an **eLaps (Accela)** building permit application you are probably wondering how am I going to submit my drawing/s for review. Well, that is accomplished using a totally different system called **ePlans (ProjectDox)**. If you do not already have an **ePlans (ProjectDox)** account, once you successfully create an **eLaps (Accela)** account and successfully submit an **eLaps (Accela)** permit application an account will automatically be created for you in **ePlans (ProjectDox)** so that you can upload your drawings for review. The account creation in **ePlans (ProjectDox)** will take 24 to 48 hours after your

submittal of your application in **eLaps (Accela)**. You will receive email notification of this event by email from **ePlans (ProjectDox)**. The project number created in **ePlans (ProjectDox)** will be the same as project number created in **eLaps (Accela)**.

If you already have an **ePlans (ProjectDox)** account. Then you must use the same email address as the Applicant when submitting for permits through your **eLaps (Accela)** account. Your existing **ePlans (ProjectDox)** account will be connected to your **eLaps (Accela)** permit submittal through the email address. When logging into **ePlans (ProjectDox)** use your current login for **ePlans (ProjectDox)**.

If you have never had an **ePlans (ProjectDox)** account, you will receive email notification from **ePlans (ProjectDox)** of the creation of an **ePlans (ProjectDox)** account for you. The email will also contain a User Login for **ePlans (ProjectDox)**. At this point you will need to request your **temporary password**. This can be done by sending an email request to DRC@detroitmi.gov with phrase “**Password**” in the subject line. You will not be able to login to your **ePlans (ProjectDox)** account without this **temporary password**. Once you login to your **ePlans (ProjectDox)** account with this **temporary password** you will be required to reset your password. **Spend Time Now** viewing video below:

[ProjectDox/ePlans Video: How to Upload Project Documentation](#)

[ProjectDox/ePlans: Website Login](#)

Step 4:

Now that you have uploaded your documentation for review to **ePlans (ProjectDox)**. You probably have questions like: What’s the status of my review? What reviews have been completed? What reviews have not been completed? What corrections do I have? Since your review is being conducted within **ePlans (ProjectDox)**. You should only be logging into **ePlans (ProjectDox)** to answer these questions, not **eLaps (Accela)**. **Spend Time Now** viewing video below:

[ProjectDox/ePlans Video: Checking the Status of Your Project in ePlans \(ProjectDox\)](#)

Step 5:

When your project has completed its Cycle #1 review. It will be assigned a status of **Approved** or **Applicant Corrections**. We will now look at these two (2) options.

Applicant Corrections: If your project is assigned a status of **Applicant Corrections**. This means that your review has not been approved and there are corrections that need to be addressed. We covered one method of how to locate these corrections and download them in **Step 4**. You will receive an **Applicant Resubmit Task** notification from **ProjectDox** that your project has corrections that need to be addressed. This process will continue for multiple cycles until your project receives a status of **Approved**. **Spend Time Now** viewing video below:

[ProjectDox/ePlans: How to Resubmit Corrected Plans and Additional Documents](#)



BSEED
CAYMC 2 Woodward, 4th Fl. Rm. 434
(313)-224-2DRC
drc@detroitmi.gov

Approved: If your project is assigned a status of **Approved**. This means your review has been approved and there are no corrections that need to be addressed. Upon approval your project moves to a status of **Verify Payment Complete**. At this time if there any additional fees due. They are added to your **eLaps (Accela)** account. You will receive email notification from the **DRC/Plan Review Info Tech** staff that additional fees are due on your project. You will need to login to your **eLaps (Accela)** account and pay these additional fees for the permitting process to continue. When all additional fees are paid or if there were no additional fees required at the **Verify Payment Complete** status. Your submitted Plans and Documents are stamped for approval. You will receive a **New Batch File Stamp Notification** email from **ProjectDox**. **Spend Time Now** viewing video below:

[ProjectDox/ePlans Video: How to Download Approved Plans](#)

Step 6:

The final and last step in **Getting to the Finish Line in Plan Review**. The main reason for this whole journey, **Where's My Permit**. Along with the stamping of your approved plans and documents. A permit is issued for your project in your **eLaps (Accela)** account. **Spend Time Now** viewing video below:

[Accela/eLaps Video: Where's My Permit](#)

“Get Them to the Finish Line”