



ePlans Review Quick Reference Guide City of Albany, Oregon



If you have used Project Dox before, you can log in anytime by clicking <https://eplans.cityofalbany.net>. Please visit our electronic plan review (ePlans) city page for more information <http://cityofalbany.net/drc>

SUBMITTAL PROCESS:

- 1: Complete City Of Albany application at: www.cityofalbany.net/drc-forms .
- 2: Email the completed application to eplans@cityofalbany.net
- 3: Wait for a Permit Technician reply. Pay fees (timing varies by department). Invitation to upload is sent to you. If you have not received notification within 4 business hours, call 541-917-7553 to ensure the application has been received.
- 4: Upload plans following instructions in the ePlans invitation.
- 5: Submit corrections, if needed.
- 6: After the plans have been approved and all fees paid, we'll email notice that the plans are ready for download for Building and Public Works applications.

PLAN SHEET STANDARDS:

All plans must be drawn to scale and each sheet should state the scale. When more than one scale is used on a sheet, an independent graphic scale must accompany the applicable detail.

Please reserve the bottom right corner of all drawing files for City approval stamps. Please leave blank a 3"x 2" space 2.5" off the right sheet edge and 1.25" up from the bottom sheet edge to allow for the stamps. **Electronic plans that do not meet these requirements will fail pre-screen review.**

UPLOAD REQUIREMENTS:

1. **Acceptable Plan File Types:** The City will accept a wide range of file types for ePlans submittals; however, vector PDF files (non-scanned) are preferred. Use of file types other than vector PDF may extend the review time. Submittals made using Design Web Format (DWF) files must be 2D DWF print ready files (i.e. setup properly for printing with title block, no extra data outside the print page area, etc.) The DWF must be saved as AutoCAD version 2013 or lower format. **ProjectDox does not support 3D DWF files.**
2. **Acceptable File Types for Supporting Documents:** Calculations, reports and other supporting documents (non-drawing files) must be uploaded as searchable PDF files or legible scanned documents.
3. **Upload Individual Sheets:** Plans must be uploaded as individual sheets in DWG or PDF. However, the individual PDF files may be bundled into a single zip file to expedite uploading.
4. **Landscape Orientation:** All plans must be uploaded in landscape (horizontal) orientation.
5. **Location for Drawings:** Upload all drawings into the project's Drawings folder.
6. **Location for Documents:** Upload all documents (any non-drawing files, completed submittal checklists, truss calculations, structural calculations, geotechnical reports, etc.) into the project's Documents folder.

FILE NAMING STANDARDS:

Drawing file names must include the first characters of the discipline name, followed by the sheet number and name.

1. **Sheet ID Name:** The first character must represent the discipline area ("A" for Architectural, "S" for Structural, etc.); use more characters if required, such as "EPSC" for Erosion Prevention and Sediment Control. Ensure all plans, including the associated details, are submitted under the correct discipline.
2. **Sheet Number:** The sheet number may be listed with decimals or in whole numbers.
3. **Sheet Name:** The sheet name must clearly indicate the information found on the page.

Example: A002.1 - Second Level Floor Plan Details.

Electronic plans that do not meet these requirements will fail pre-screen review. Resubmittals must use the EXACT same file name as the original.

Discipline*	Character	Example File Names
Cover sheets/ Table of Contents	OCS	OCS001 or OCS1.00
Architectural	A	A001 or A1.00
Civil - EPSC, Flood Plain, Grading, Site Plans, Utilities, Stormwater, Survey, etc.	C	C001 or C1.00, C002 or C2.00, C003 or C3.00, C004 or C4.00, etc.
Contours (stand alone)	CON	CON001 or CON1.00
Electrical	E	E001 or E1.00
Elevations	ELEV	ELEV001 or ELEV1.00
Erosion Prevention and Sediment Control	EPSC	EPSC001 or EPSC1.00
Fire Access and Water Supply	FAW	FAW001 or FAW1.00
Fire and Life Safety	FLS	FLS001 or FLS1.00
Flood Plain	FLDP	FLDP001 or FLDP1.00
Grading	G	G001 or G1.00
Landscaping and Irrigation	L	L001 or L1.00
Mechanical	M	M001 or M1.00
Natural Resources	NR	NR001 or NR1.00
Open Space (Calcs)	OS	OS001 or OS1.00
Plumbing	P	P001 or P1.00
Planned Development	PD	PD001 or PD1.00
Preliminary Plats	PP	PP001 or PP1.00
Replat	RP	RP001 or RP1.00
Final Plats	FP	FP001 or FP1.00
Site Plans	SP	SP001 or SP1.00
Site Utilities	U	U001 or U1.00
Storm Water and Drainage	SW	SW001 or SW1.00
Structural	S	S001 or S1.00
Survey	SVY	SVY001 or SVY1.00
Transportation Study	TS	TS001 or TS1.00
Tree or Vegetation Inventory (Existing)	TVI	TVI001 or TVI1.00
Wetlands/Delineation	WTL	WTL001 or WTL1.00
Zoning	Z	Z001 or Z1.00
Others	Contact CoA	

The Community Development Department will assist you with your electronic submittal. If you need further assistance or information, contact us at ePlans@cityofalbany.net. We look forward to hearing from you. City shall have the right to perform weekly maintenance on the site the last Thursday of every month between 5 PM - 9 PM, Pacific Time, without prior notification to User.