

EPLAN SUMISSION PORTAL

Welcome to the City of Sheridan Electronic Plan Review Portal. This portal is for the submission of electronic plans and applications for Community Development in the City of Sheridan.

IMPORTANT: The **Portal User** (i.e. Submitter; Applicant) that creates and submits an application through the **ePlan Submission Portal** is responsible for following the instructions and requirements provided in this guide. Submitting an Application **DOES NOT** constitute approval of the work to be done. You **MUST** complete the review process and receive approval from the City.

Over the Counter Permits do NOT need to go through the portal: Roofs, Windows, Mechanical (water heater, furnace, AC) sewer line repairs, and siding. To apply for an over-the-counter permit visit <https://www.ci.sheridan.co.us/310/Permit-Applications>.

GENERAL REQUIREMENTS & INFORMATION

Before using the Portal, save time and avoid common problems by doing the following:

- Check that the project is located within the City of Sheridan limits by using the following <https://www.ci.sheridan.co.us/409/Maps>
- Ensure you have a valid address and suite number, especially if this is for a new building or business.
- Are the Home Owner, have a current Contractor License or have applied for one.
- Review this guide in its entirety to understand the complete requirements and process

ELIGIBLE APPLICATIONS & REVIEW TYPES

<u>Review Type:</u>	<u>Application Type</u>
<i>Building</i>	Commercial
	Residential
<i>Planning/ Zoning</i>	Conditional Use
	Final Plat
	Lot Line Adjustment
	Preliminary Plat
	Pre-Planning
	Rezoning
	Site Development Plan
	Temporary Use
	Wireless Communication Facility
	Zoning Verification
<i>Public Works</i>	Right of Way

EMAIL COMMUNICATION

- Email is the **primary form of communication** (from a Coordinator or other City Staff)
- Emails are only sent to the email address of the **PORTAL USER** that creates and submits the permit.
 - Email address can be changed within the **Profile** tab after logging in
- Email notifications occur when:
 - Submission is received and/or deficient
 - Plans are reviewed and comments posted to the Portal
 - Plans are approved and payment is requested
 - Approved plans and documents are posted to the Portal
- Additional email notifications including automatic ones to the property owner and contractor may be sent when the permit status changes.

PAYMENT INFORMATION

- **All Planning and Zoning fees are due in FULL with submission of an application.**
- **PLAN REVIEW FEE IS DUE AT THE TIME OF PLAN SUBMISSION- plans will not be reviewed until payment is received.**
 - Payments can be made over the phone with a credit card. Credit card payments have an additional 2.5% fee. Call 303-762-2200 to make payment.
 - Payments can be mailed to 4101 S Federal Blvd, Sheridan, CO 80110
 - Payments can be made in person via check, cash, or credit card at 4101 S. Federal Blvd, Sheridan, CO 80110. (Please check website for Municipal Building hours and closures)
- **All PERMITS and PERMIT CARDS MUST be picked up at the Municipal Building prior to doing any work.** Full payment is due before or at the time of pickup.

PAPER REQUIREMENTS

Time of Submission: Paper plans and documents **NOT** required.

Time of Approval: Approved paper plans & documents **required onsite** for inspections. Applicant must always download and print the **newest** approved plan set (*will include all submitted documents showing an approval stamp*) and any other posted approval documents (*i.e. Approval Letters, Certificate of Plan Approval, etc.*)

To ensure effective inspections, particularly for large projects, the Chief Building Official may request an office copy of the approved paper plan & document set.

Paper plans and documents may be requested by Staff.

MISCELLANEOUS REQUIREMENTS

Any additional and miscellaneous requirements relating to the review of the project not described in this guide will be communicated to the **Portal User** (e.g., Submitter, Applicant) by the **Plans Coordinator** where applicable.

SUBMISSION STEPS

1. Verify your project is **eligible** for online ePlan submission
2. Prepare your documents to make sure they follow the Document Requirements Checklist
3. **Mail or deliver** any submission fees by check or in person (*if applicable*)
4. **Submit** paper plans and documents (*if applicable*)
5. **Register** an account (*if the first time*)

(Important: *the account that creates a project is the account that "owns" the project and only account that has the ability to submit for review)*

Username cannot include spaces

Email Address used for the account will be the only one receiving primary email notifications.



[Register](#) [Sign In](#)

6. **Sign in** to the Portal <https://permits.sheridangov.org/PlanReview>
7. Select a **Review Type**
8. Click **Add Project**

Plan Review

Start New Project

Review Type

9. Fill in the required fields (indicated with a red asterisk) on the **Project Information** page

Name*

Alternate ID

Review Type Commercial

Site Address


Street Number

Street Name*

City*

State / Province / Region*

Postal Code*

10. Fill in required fields (indicated with a red asterisk) on the **Roles** section. Click the  on the right to open this section.

New Role

Role: GENERAL CONTRACTOR

First Name*

Middle Name

Last Name*

Lookup Clear

Address

Street Number

Street Name

City

State / Province / Region

Postal Code

Contacts

Business Phone

Cell Phone

Email

Company

Company Name

Lookup Clear

Company Address

Street Number

Street Name

City

State / Province / Region

Postal Code

Contacts

Business Phone

Additional Information

11. The **Additional Information** is **REQUIRED** for all submittals in the portal.

Your project is now created! Now you must add your documents and then submit your project for review.

12. Click the **Plan Documents** tab then hit the **Browse...** button to search for documents.

Plan Review

Project Information **Review Documents** Approved Documents Related Projects Project Invitations

Project

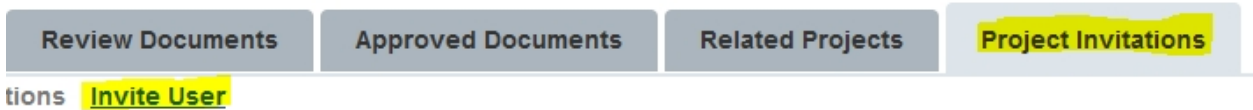
13. Select document to upload – for the document you will need to select its discipline, sheet type, and give it a description. Repeat this process for all documents related to this project. After all documents are add click the **Upload** button.

14. **Submit for Review**



Note: The status will change from **Pending Submission** to **Awaiting Coordinator Review** once you have clicked **Submit for Review**. Only the **Portal User** that created the project can click "Submit for Review."

15. (Optional) **Invite other users** to the project for them to download and/or upload documents:
- Click the **Project Invitations** tab
 - Click **Invite User**, type in their email address and then click **Invite**. Choose between **View Only** or **Upload Access** for invited users.



16. When notified of review completion, **download** review documents from the **Review Documents** tab.
- Click the **Green Down Arrow** button in the row of document(s) to download it
 - Review documents may include but are not limited to review comments, marked plan sets, reference documents, etc.
17. If additional submissions are necessary, for example: re-submission to a **disapproval/review comments**, updates/revisions **after approval**, or submission of engineering **as-builts**:
- Upload revised documents follow steps 18. First submission skip to step 19.
 - Upload **As-Builts** for engineering plans as a separate and new document (if applicable)

1st Version documents vs Revisions: "Revisions" are updates to documents that were previously submitted and reviewed. "1st Version" documents are submitted for the first time and not a "new/updated" version of a document that was previously submitted and reviewed. *Check with the Plans Coordinator if you have any questions!*





18. Add **Revisions/Updates** to a previously submitted & reviewed documents:

- Click the **Green Up Arrow** button under the **Actions** column, in the row of the document being updated/revised (will automatically change the document name if the new file name is different)



- Click **Upload** to save the documents to your project (**Upload Status** will change from “Pending Upload” to “Success”)

Cancel Edit Names Status: Ready

Name	Discipline	Sheet Type	Description	Revision	Upload Status	Actions
ve Unit 7 - ELECTRICAL UPDATED	Tenant Improvement	Electrical		2		  
ve Unit 7 - Mech Plumb UPDATED	Tenant Improvement	Mechanical		New	Pending Upload	

- The # in the **Revision** column will increase

Revision	Upload Status	Actions
2	Success	  
1		  
1		  
1		  

Important Notes for Adding Revisions

- ❖ Only use the **Green Up Arrow** to add revisions/update a document
- ❖ Be careful to properly select and replace the **correct** document(s)
- ❖ Do **NOT** delete the document from the list and then add the updated version
- ❖ Do **NOT** simply add the revised documents(s) to the list of documents using project’s **Browse** button (which will result in duplicates in the list—old and new versions)
- ❖ Treat the document list like you would a paper submission – everything in the list will be reviewed (and anything **not** in the list will not be reviewed)
- ❖ **If revising a multipage document (e.g. plan set, report):** completely replace it with the **full/complete** and **latest** version since we can only see what is last uploaded.
- ❖ Contact the **Plans Coordinator** if you have any questions.

- Once notified that approval documents are published to the Portal, **download and print** all documents from the **Approved Documents** tab:
 - Click the **Green Down Arrow** button in the row of the document(s) to download.
 - Make sure to download **ALL** documents posted to the **Approved Documents** tab.
 - **Print** all documents to scale, on the appropriate page size to have onsite for any necessary inspections and for your records.
 - **Approved Revisions** will result in **new approved plan sets**, which must be re-downloaded and printed to have onsite for inspections.
 - Remember that you are responsible for any conditions or outstanding comments identified on the plans and supporting documents.
 - Contact the reviewer(s) listed in the comment or approval letters with any questions.
- Once a project is **closed**, you cannot upload or remove documents from the project. You will still have to the project and may still download documents from each tab.

- If your project does not appear in your project list, you may need to change the “View” date as it defaults to “within last 6 months.”

If you have additional questions or need further assistance, please contact the Plan Coordinator at 303-762-2200.

Building Official can be reached at 303-438-3309

Planning Department can be reached at 303-438-3307

Right of Way questions contact Randy Mourning at 720-596-4429