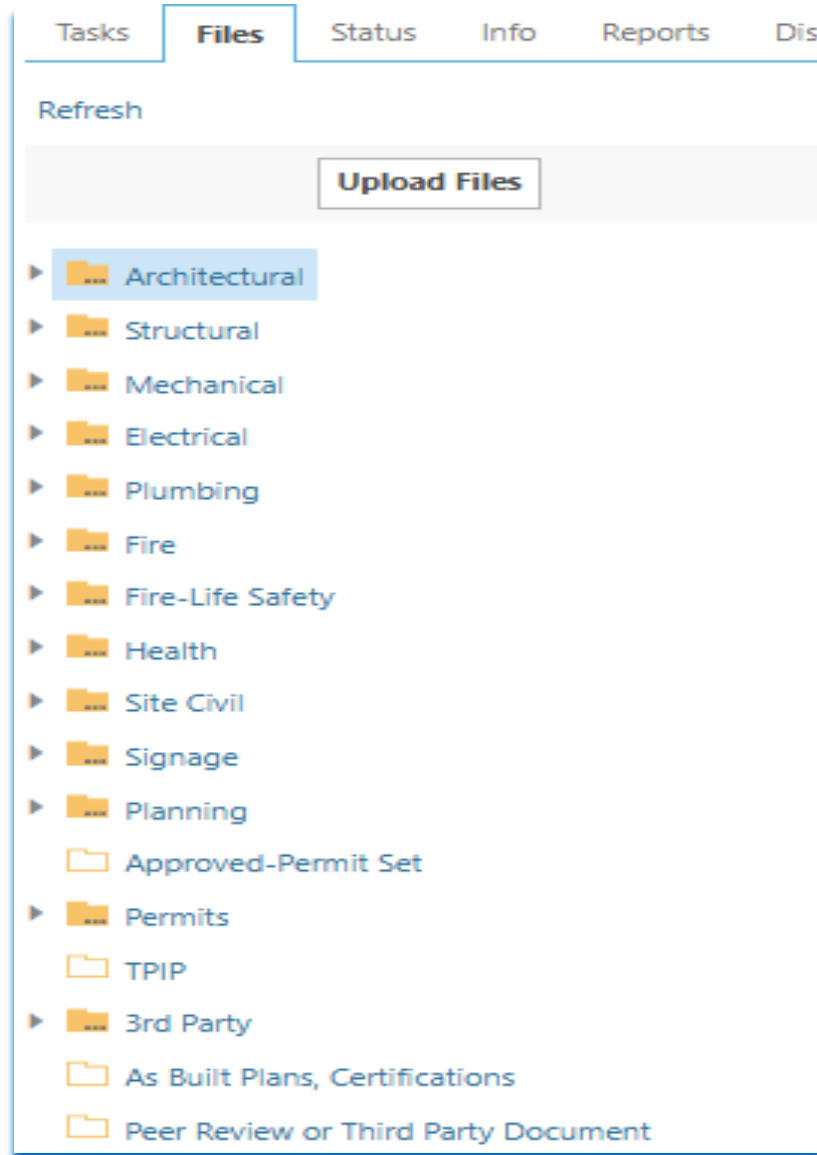


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FOLDER TREE DESCRIPTION

This form provides information on the functionality of the Folder Tree for Building permits in ePlan, including electronic plan review.



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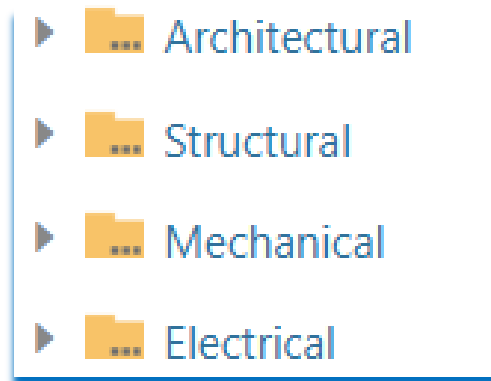
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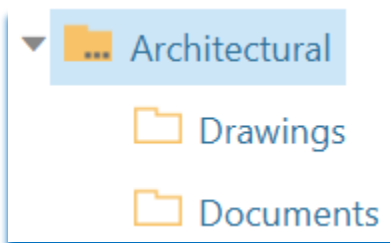
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How to Upload

Applicants can ONLY upload when assigned a task to do so, which will be named [ApplicantUpload](#), [ApplicantReUpload](#), or [Applicant Amendment Upload](#). Applicants cannot upload directly into the Parent Folders. The Parent Folders are identified with a solid folder icon. If you attempt to upload to one of the Parent Folders, the system will let you know that you “**Do not have permission to upload to the folder**”. Applicants will receive the same notification if they try to upload without being assigned a task to upload

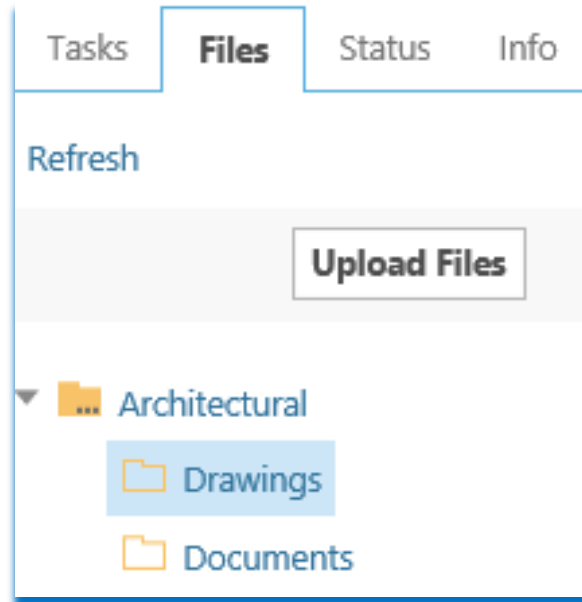


Additionally, applicants can ONLY upload into the subfolder(s) associated with the Parent Folder. To access the subfolders, you must select either the arrow icon (▶) or the plus icon (+) associated with the desired Parent Folder to expand the folder tree. In the example below, the Architectural Parent Folder has been expanded by selecting the arrow, which revealed the Drawings and Documents subfolders



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Select the desired subfolder and select the “Upload Files” button located above the Folder Tree

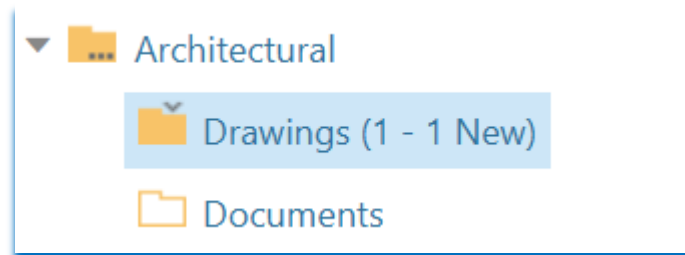


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After selecting "Upload Files", the upload window will appear, and you will have the option to either select files from your File Manager by selecting "Browse For Files", or you can drag and drop your files below the dotted line. Select "Start Upload" after the desired files have been selected



After a successful upload to a subfolder, the subfolder will reflect the number of files uploaded. Selecting the subfolder will show the file(s) that were uploaded



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Where to Upload

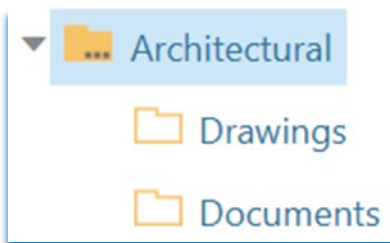
Applicants should upload their drawings to the appropriate subfolders as described below.

Building Plan Review – Drawings and Documents for Building Plans may include *Architectural, Structural, Mechanical, Electrical, and Fire-Life-Safety* Plans.

Applicants can upload to these subfolders when assigned the [ApplicantUpload](#), [ApplicantReUpload](#), or [Building Applicant Amendment Upload](#) Task

Architectural Drawings typically include Floor plans, Elevations, Framing, sectional drawings, and Plan View drawings. Special Event Permits should be uploaded to the Architectural (+) Drawings subfolder

Architectural Documents, such as Calculation Reports and Special Event Checklist should be uploaded to the Architectural (+) Documents subfolder



Structural Drawings, such as Foundation Plans or Framing Plans, should be uploaded to the Structural (+) Drawings subfolder

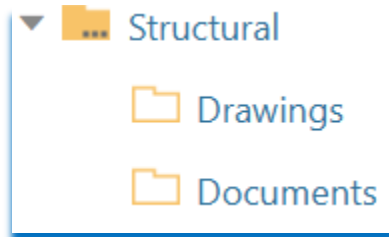
Structural Documents, such as Engineering Reports, should be uploaded to the Structural (+) Documents subfolder

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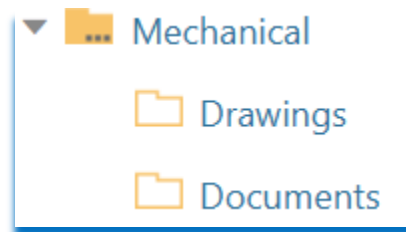
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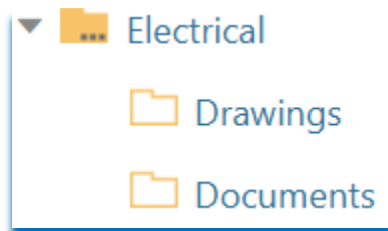
Mechanical Drawings showing HVAC equipment or other mechanical components should be uploaded to the Mechanical (+) Drawings subfolder

Mechanical Documents, such as Engineering Reports or Calculation Reports, should be uploaded to the Mechanical (+) Documents subfolder



Electrical Drawings showing Electrical connections and components should be uploaded to the Electrical (+) Drawings subfolder

Electrical Documents, such as Engineering Reports or Calculation Reports, should be uploaded to the Electrical (+) Documents subfolder



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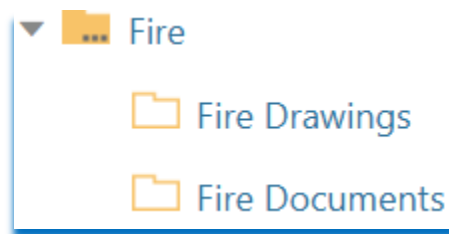
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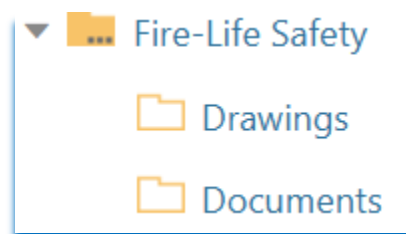
Fire-Life Safety Drawings for Fire Suppression that are being reviewed by a selected **Third-Party Fire Reviewer** should be uploaded to the Fire (+) Drawings subfolder

Fire-Life Safety Documents being reviewed by a **Third-Party Fire Reviewer**, such as Engineering Reports, Calculations, or Building Permits, should be uploaded to the Fire (+) Documents subfolder



Fire-Life Safety Drawings for Fire Suppression that are being reviewed by a **DPIE Fire Reviewer** should be uploaded to the Fire-Life-Safety (+) Drawings subfolder

Fire-Life Safety Documents being reviewed by a **DPIE Fire Reviewer**, such as Engineering Reports, Calculations, or Building Permits, should be uploaded to the Fire-Life-Safety (+) Documents subfolder



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Health Plan Review – Health plans typically consist of information pertaining to a site's water & sewer connections or any food-related services

Applicants can upload to these subfolders when they are assigned the [ApplicantUpload](#), [ApplicantReUpload](#), or [Health Applicant Amendment Upload](#) Tasks

Health Drawings should be uploaded to the Health (+) Drawings subfolder

Health Documents should be uploaded to the Health (+) Documents Subfolder



Site-Road Plan Review – Drawings intended for Site-Road Plan Review can consist of Sediment Control Plans, Storm Water Management Plans, Storm Drain Plans, and Site Plans for Raze Permits

Applicants can upload to these subfolders when assigned the [ApplicantUpload](#), [ApplicantReUpload](#), or [Building Applicant Amendment Upload](#) tasks

Site-Road Plans should be uploaded to the Site Civil (+) Drawings subfolder

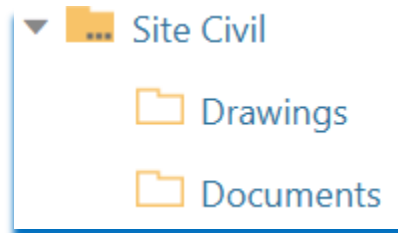
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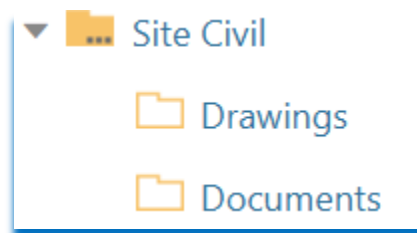
Site-Road Documents, such as a Concept Approval Letter, Site-Certification Form, and Engineering Reports, should be uploaded to the Site Civil (+) Documents subfolder



Sign Plan Review – Sign Drawings typically consist of Elevations and a Plan View for the installation of either a wall-mounted or ground-mounted sign

Applicants can upload to these subfolders when assigned the [ApplicantUpload](#), [ApplicantReUpload](#), or [Building Applicant Amendment Upload](#) tasks

Sign Drawings should be uploaded to the Signage (+) Drawings subfolder



Sign Documents, such as Engineering Reports, should be uploaded to the Signage (+) Documents subfolder

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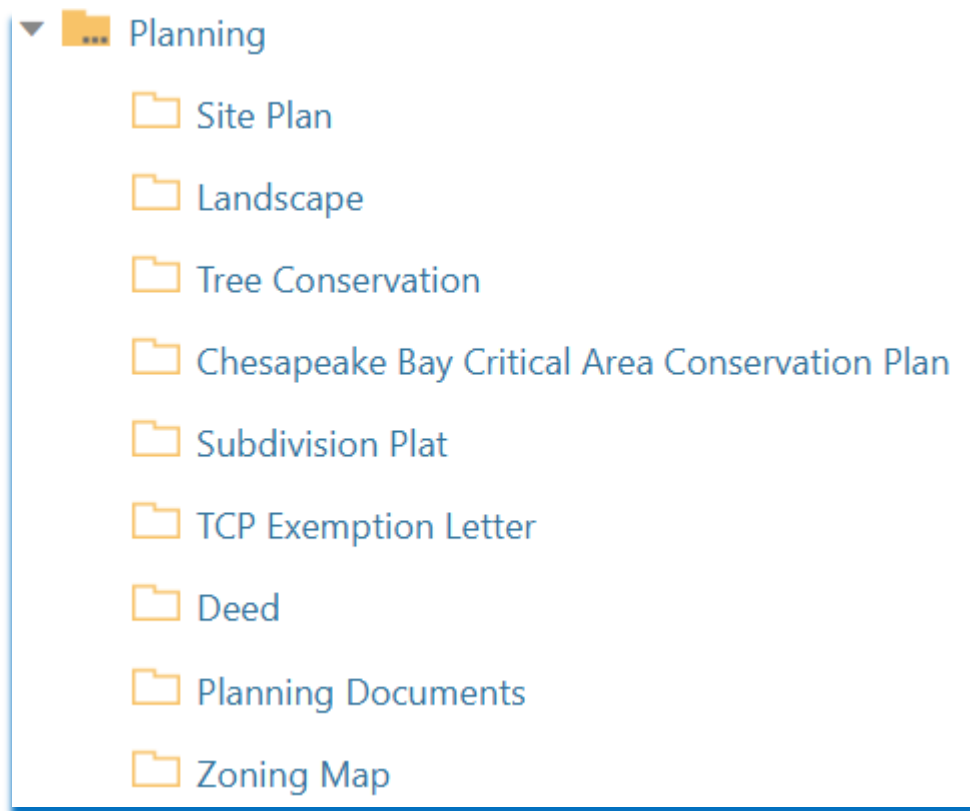
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M-NCPPC Plan Review – Drawings and documents for Park & Planning's Review consist of various site depictions, such as Site-Plans, Landscape, and Tree Conservation Plans, which provide different information

Applicants can upload to these subfolders when they are assigned the [ApplicantUpload](#), [ApplicantReUpload](#), or [Planning Applicant Amendment Upload](#) tasks

Upload the specific Site Drawing to the appropriate Planning (+) subfolder



Site-Plans are top-down aerial maps of a property that show the existing and proposed conditions in a comprehensive sense. Upload the Site Plan to the Planning (+) Site Plan subfolder

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Landscape Plans show a top-down aerial map of a property and its vegetation. Upload the Landscape plan to the Planning (+) Landscape subfolder

Tree Conservation Plans are top-down aerial maps of a property and detail the trees existing on the property. Upload the Type II Tree Conservation Plan(s) to the Planning (+) Tree Conservation subfolder

TCP Exemption Letter is a document issued by M-NCPPC, exempting the need for a Type II Tree Conservation plan by the applicant. Upload the exemption letter to the Planning (+) TCP Exemption Letter subfolder

Building Third-Party Plan Review – The 3rd Party Folder Group is primarily for applications that are specifically going through the Building Third-Party Plan Review process. This DOES NOT include applications for Fire Trade Permits going through Third-Party Plan Review; those plans should be uploaded to the Fire (+) Drawings or Documents subfolder, see above

Applicants can upload to these subfolders when they are assigned the [ApplicantUpload](#), [ApplicantReUpload](#), or [Third-Party Applicant Amendment Upload](#) tasks

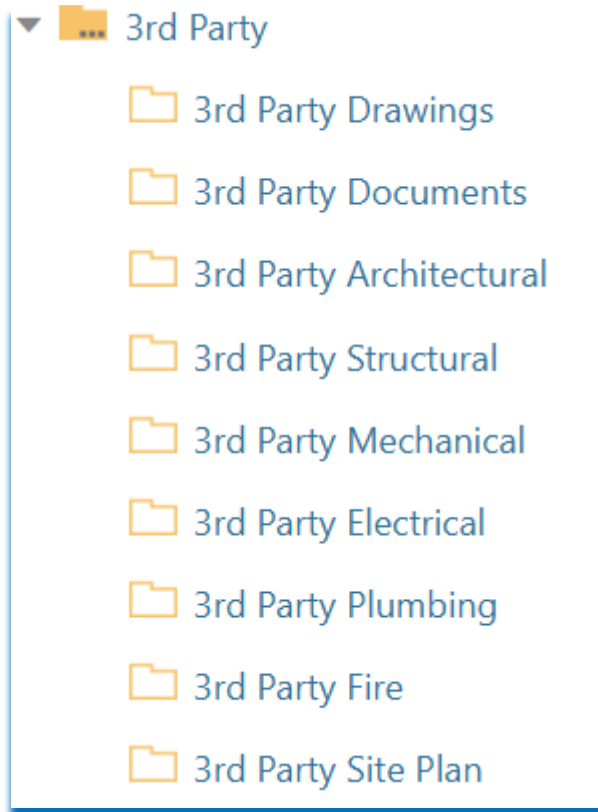
Upload the specific 3rd Party drawings to the appropriate 3rd Party (+) Subfolder

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Upload Architectural Drawings for Third-Party Plan Review to the 3rd Party (+) 3rd Party Architectural subfolder

Upload Structural Drawings for Third-Party Plan Review to the 3rd Party (+) 3rd Party Structural subfolder

Upload Mechanical Drawings for Third-Party Plan Review to the 3rd Party (+) 3rd Party Mechanical subfolder

Upload Electrical Drawings for Third-Party Plan Review to the 3rd Party (+) 3rd Party Electrical subfolder

Upload Plumbing Drawings for Third-Party Plan Review to the 3rd Party (+) 3rd Party Plumbing subfolder

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Upload Fire Drawings for Building Third-Party Plan Review to the 3rd Party
(+) 3rd Party Fire subfolder

Upload Site Plan Drawings for Third-Party Plan Review to the 3rd Party (+)
3rd Party Site Plan subfolder

How to Download the Approved Permit-Set

The Approved Permit-Set Folder consists of Drawings and Documents that have been reviewed and approved by all applicable reviewing agencies. Applicants CANNOT upload to this folder and can only download the materials therein after the Building Permit has been issued. The Building Permit will be issued and made available on the permitting system, Momentum.

