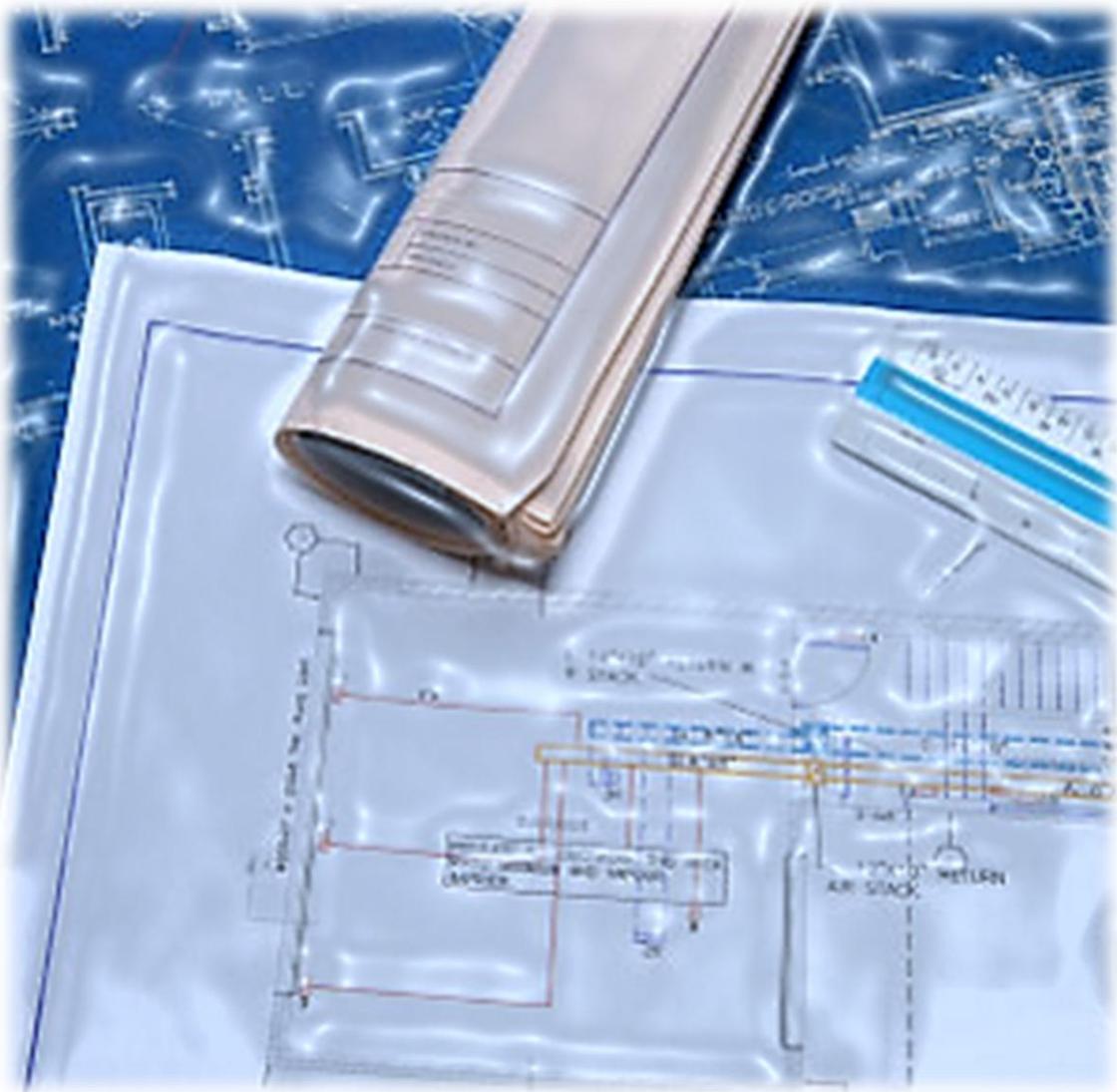


# Electronic Plan Review Applicant User Guide



**County of Kaua'i**  
**Version 8.3**



# County of Kaua'i

## Electronic Plan Review Applicant User Guide



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# County of Kaua'i

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### Pre-Submittal

1. If the Tax Map Key (TMK) cannot be verified, the applicant must go to Real Property Assessment to obtain the correct TMK
2. For CPR properties, the applicant must verify that there is a CPR map on file with Real Property. If not, the applicant must provide a certified CPR map to Real Property Assessment
3. If this is an ADU, an ADU clearance form must be provided to the Building Division

Completed application Submitted to the Building Division  
(data entry by Bld. Permit Clerks into permit tracking system)

E-mail and task sent to applicant to upload plans

Plans uploaded by Applicant

Pre-check by Submissions Group  
(will be returned to applicant if not complete)

E-mail to applicant with plan review fees

Plan check fees paid

Review Coordinator Quality Check

Start  
Workflow

Plans routed to the appropriate agencies listed below

DOH   Flood   Planning   Building   Fire   Water   Engineering   Addressing   Wastewater

continued on the next page



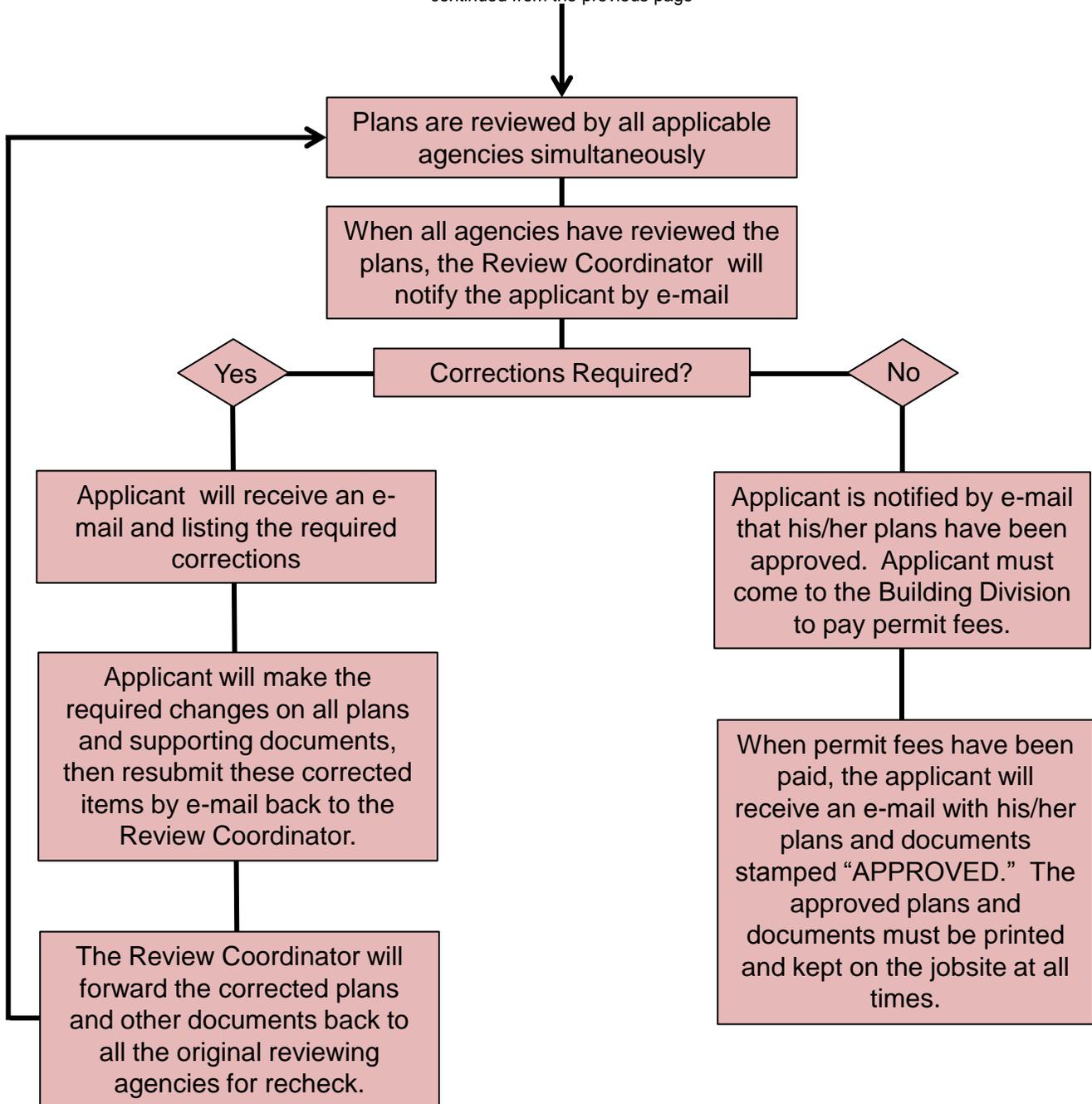
# County of Kaua'i

## Electronic Plan Review Applicant User Guide



### Simplified Flow Chart – From Plan Review to Issuance

continued from the previous page





# County of Kaua'i

## Electronic Plan Review Applicant User Guide



### Introduction to Electronic Plan Review (EPR)

Electronic Plan Review (EPR) is a web-based electronic plan and document workflow solution that allows citizens and government personnel to initiate and complete the construction plan submission, review, and approval process online, rather than using a manual paper-based process, thus replacing the traditional paper-based review method.

Electronic Plan Review will greatly reduce the time it takes for the plan review cycle. Once all plans and documents have been submitted, they are forwarded, electronically, to all reviewing agencies *at the same time!* A significant savings in plan review time have been noted.

An additional cost savings will be realized by eliminating the 5 sets of plans for residential projects and 6 sets of plans for commercial projects that were typically required before EPR. By using EPR, after all reviews have been completed, approved, and plans are ready to issue, only the final approved/stamped set will require printing. This can result in a savings of hundreds of dollars in printing costs for the design professional with an additional benefit of supporting green initiatives.

This manual provides basic documentation on the steps involved in the Electronic Plan Review process. It has been prepared as a general reference guide and is not designed to present every detail or situation on every element of the process. There are text descriptions and screen images of the step-by-step tasks necessary to complete a submittal and review using electronic plan review.

If at any time in the process you have questions or concerns, do not hesitate to call or e-mail the Building Division:

- (808) 241-4854
- [pwbuildings@kauai.gov](mailto:pwbuildings@kauai.gov)

In addition to a savings in time and paper costs, it should be noted that all plans and documents are stored in one place (electronically) and will never be lost, misplaced, or delayed. The applicant can interact with this information anytime from any location that has internet access by using Internet Explorer. Access is through a secure site, with the same browser security that is used when doing on-line banking. All access is password protected. Once logged on, the applicant is only allowed to view and access the projects belonging to his/her identity. This availability can be granted to other individuals as required as either "View Only," or as a second applicant with full upload and download rights.

Mayor Bernard Carvalho has been a strong supporter and advocate of this initiative: "Electronic Plan Review is long-overdue, and will help us in our continual quest to provide the best possible customer service to the people of Kaua'i, our businesses and our visitors."



# County of Kaua'i

## Electronic Plan Review Applicant User Guide



### Electronic Plan Review Information

1. Electronic Plan Review (EPR) is a web-based program. In order to use this software, the user must have internet access and must use the 32-bit version of Internet Explorer, Chrome, Firefox, or other internet browsers.
2. In order to log in to EPR, you must have an e-mail address and a password. The first time you are invited to upload plans, you will be given a temporary password. NOTE: this temporary password is case sensitive.
3. All users of the EPR software will upload plans and other documents electronically. Silverlight must be installed on the Computer you are using to upload.
4. Internet Explorer users of the EPR software must install a small viewer program the first time they log in to the system. You will be prompted to install this small viewer software program. All other browser use a HTML5 viewer which does not require an install.
5. All drawings that you upload need to follow the standards outlined later in this document. Please read the standards before creating the files for uploading.
6. In order to log into the system, your Pop-up Blocker must be turned off. If it is not turned off, you will get this friendly notice.  
To turn off your pop-up blocker: 
  - Go to the TOOLS menu >
  - Click POP-UP BLOCKER >
  - Click TURN OFF POP-UP BLOCKER
7. For specific instructions for installing the Internet Explorer Viewer or Silverlight, please refer to the following web page for detailed instructions: <http://www.kauai.gov/epr>



NOTE: This software will allow the applicant to upload plans and documents and to send and receive e-mails to the Review Coordinator at the Building Division. At this time, there are no provisions to submit on line applications or to pay plan check/permit fees on line, although these two features may be added in the future.



# County of Kaua'i

## Electronic Plan Review Applicant User Guide



### File Plan Naming Standards

When preparing to upload your drawings / plan pages to the EPR system, please follow the file naming structure shown below:

Abbreviation	Definition	Examples
Ocs	Your Cover sheet(s)	Ocs1, Ocs2, 03, etc. (zerocs1, zerocs2 etc.)
A	Architectural Drawings	A01, A02, A03, A04, A05, etc.
C	Civil Engineering & Site Work	C01, C02, C03, C04, C05, etc.
D	Demolition Drawings	D01, D02, D03, D04, Do5, etc.
Dt	Details	Dt01, Dt02, Dt03, Dt04, etc.
E	Electrical Drawings	E01, E02, E03, E04, E05, etc.
Eq	Equipment Plan	Eq01, Eq02, Eq03, Eq04, etc.
F	Fire (Fire Protection) Drawings	F01, F02, F03, F04, F05, etc.
G	Grading Plans	G01, G02, G03, G04, G05, etc.
Gen	General Project Requirements	Gen01, Gen02, Gen03, etc.
H	Hazardous Materials	H01, H02, H03, H04, etc.
I	Interiors (Interior Design)	I01, I02, I03, I04, I05, etc.
Irr	Irrigation Plans	Irr01, Irr02, Irr03, Irr04, etc.
L	Landscape Plans	L01, L02, L03, L04, L05, etc.
M	Mechanical Plans	M01, M02, M03, M04, M05, etc.
P	Plumbing Drawings	P01, P02, P03, P04, P05, etc.
PI	Planting Drawings	PI01, PI02, PI03, PI04, etc.
S	Structural Drawings	S01, S02, S03, S04, S05, etc.
Sec	Section Drawings	Sec01, Sec02, Sec03, etc.
SP	Site Plan (Plot Plan)	SP1, SP2, SP3, SP4, etc.
T	Telecommunications Plan	T01, T02, T03, T04, T05, etc.
X	Existing Plan	X01, X02, X03, X04, etc.
W	Water Plan	W01, W02, W03, W04, etc.

**Important:** All file names will begin with a letter(s) designation followed by two numbers. Example: Architectural drawings would be designated as A01 through A99.

Exception: the applicant's cover sheet must always start with the number 0 (zero) followed by the letters cs (cover sheet) and then a number: 0cs1, 0cs2, etc. (Using the number "0" (zero) will ensure that your cover sheet(s) will always be, alphabetically, on the top of the list in the electronic plan review Documents Folder.

**Remember:** Each sheet of your plans and each sheet of your supporting documents will be a separate file and must be named in accordance with the naming standard above. When drawings are sent back to the applicant for corrections, corrected drawings MUST retain the same name as when first submitted.



# County of Kaua'i

## Electronic Plan Review Applicant User Guide



### File Type Standards

When directed to upload your plans and supporting documentation, applicants usually want to know what file types are acceptable. Over 200 different file types can be read by the EPR software. The preferred format is either vector PDF or Design Web Format (DWF) file types. Searchable PDF files or other searchable file types are preferred for calculations, reports and other supporting plan documentation (non-drawing files).

### Why Vector PDF's

Vector based PDF's can be scaled by any amount without any degrading image quality. It allows the plans to be reviewed in a much higher level of clarity on a computer screen

Since AutoCAD software is commonly used to create drawing files, converting a .DWG to .DWF file print ready is a common secured file format. Files must be 2D DWF file print ready. The .DWF must be saved as Auto CAD version 10 or lower format. EPR does not support 3D DWF files at this time. Uploaded files are converted to a view only format and are not editable.

If you choose to create PDF files, you will need to convert your AutoCAD files to a Vector PDF. It is recommended that drawings created in AutoCAD be converted to a Vector PDF within the AutoCAD program itself. In addition, the newest Adobe Acrobat (not the free version of Adobe Reader) will accommodate the creation of a Vector PDF.

### Folder Structure Standards

- All plans must be uploaded into the “**Drawings**” folder. Each sheet of your drawings must be a **separate** file (one sheet per file) saved using the naming standards on the previous page.
- All supplemental or supporting documents must be uploaded into the “**Documents**” folder for each project. Sample document types would be truss engineering, energy calculations, product approval forms, geotechnical reports, storm water reports, signed energy forms, flood zone information, etc.
- All responses to corrections requested by County Plan Reviewers must be attached to the eForm for each project.
- Approved Drawings folder will contain all Kaua'i County stamped and approved drawings.
- Approved Documents folder will contain all Kaua'i County stamped and approved documents.
- **Revised drawings must retain the same name as the original.** Example: a Building Division Plans Examiner requires a correction to sheet A-1 of your plan. Your corrections to sheet A-1 must also be named “A-1.” This will automatically version (i.e., version 1 and version 2) this sheet and allow plans examiners to take advantage of the “compare” feature found in EPR.





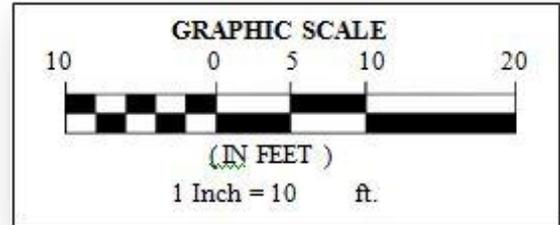
# County of Kaua'i

## Electronic Plan Review Applicant User Guide



### Graphic Scale Standards

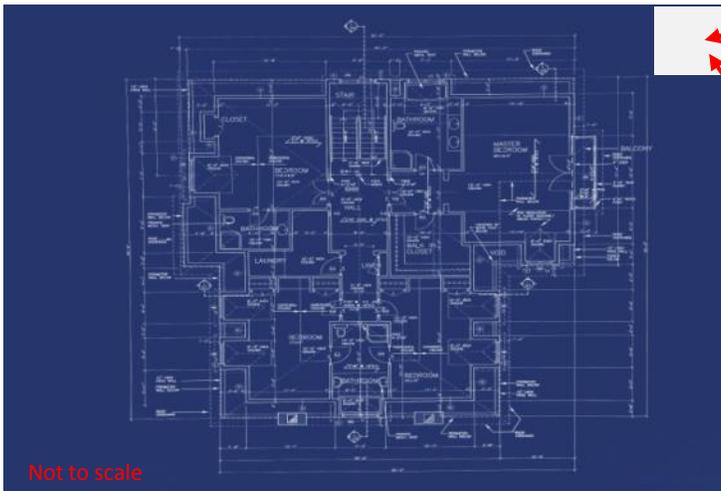
- All plans must be drawn to scale using standards such as  $\frac{1}{4}$  inch per foot,  $\frac{1}{8}$  inch per foot, etc., or provide a typical graphic scale as shown in the image to the right.
- When more than one scale is used on a sheet, an independent graphic scale must accompany the applicable detail.



Provide a scale for all drawings

### File Printing Size Standards

- For consistency, all drawing files must be drawn and formatted in one of three sizes:
  - 24" x 36"
  - 11" x 17"
  - 8½" x 11"
- All drawing files must be drawn and formatted in the horizontal (landscape) position.
- Provide a North arrow on your plot plan.
- Please leave a 3-inch x 3-inch blank area, **on all pages**, in the upper right hand corner for the approved stamp to be inserted later, as shown below.



Not to scale

Reserved for  
the Approved  
stamp



Drawn in the horizontal (landscape) position

- Files must be saved as AutoCAD version 10 or lower format. EPR does not support 3D DWF files at this time.
- When drawings are sent back to the applicant for corrections, corrected drawings **MUST** retain the same file name as when first submitted. (see page 19 for naming standards).



# County of Kaua'i

## Electronic Plan Review Applicant User Guide



### Uploading Plan Drawings and Documents

#### Electronic Plan Review Invitation

When your application for a Building Permit or Development Project is reviewed, accepted, and plan review fees have been paid, an Electronic Plan Review invitation will be sent to your e-mail address (shown below). For first time users, the invitation e-mail will contain your login information, temporary password (used only one time) and information about the project, including a link to the electronic plan review web portal.

**Electronic Plan Review Invitation**

Please do not reply to this email, it is system generated.

Hello Test Project:

Welcome to Kauai County's Electronic Plan Review system. This project invitation has been sent to you in response to your recent permit application.

Please upload your Application Documents, Drawings and Documents to the project number shown below as outlined in the Electronic Plan Review Applicant User Guide found [here](#).

Your Login:	<a href="mailto:fossilized3125@msn.com">fossilized3125@msn.com</a>	your e-mail address will be here
Temporary Password:	C6C6C2A	your temporary password is <i>case sensitive</i>
Project Name:	BP12-00000022	
Project Description:	ALTERATION TO COMM STRUCTURES	
Group:	Applicant	
Invited By:	Building Division	
Project Owner:	Building Division	
Owner's Email:	<a href="mailto:pwbuildings@kauai.gov">pwbuildings@kauai.gov</a>	All electronic plan review uploads and e-mails will go to this address

[Login to Electronic Plan Review](#)

Click here to logon

County of Kaua'i  
 Building Division  
 4444 Rice Street  
 Mo'ikeha Building, #175  
 Lihue, Hawaii'i 96766  
 (808) 241-4854

PLEASE NOTE: Electronic Plan Review uses pop-up windows (windows with no toolbars). If you login but no EPR window appears, you probably have a pop-up blocker in use that is preventing the main project window from opening. You will need to disable pop-up blocking in order to utilize the EPR application. (Pop-up blockers allow you to disable pop-up blocking for specified sites if you wish to leave it on and exclude EPR.)



# County of Kaua'i

## Electronic Plan Review Applicant User Guide



After logging in (see the pervious page), the first screen you will encounter will be as shown below.

1. Type in your e-mail address.
2. The first time you log in, type your temporary password that was provided in the e-mail in the spaces provided. Please note that this temporary password is *case sensitive*.
3. First time users of Electronic Plan Review will want to visit <http://www.kauai.gov/epr> for specific instructions for your Operating System and Browser.
4. Click and drag the icon of the Island of Kaua'i (step number 4 below) to your desktop if you wish to create a shortcut; and/or,
5. If you wish to add this site to your "Favorites," click the "**Click here**" link (#5 below).
6. Click the "Accept & Login" button.
7. NOTE: you can also access this site by typing: <https://kaua-epr.aspgov.com>

**3** Install Electronic Plan Review Components

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



**5** [Click here](#) to add Electronic Plan Review to your Favorites.

Click here to install the small viewer program that will allow you to interact with the EPR software. Only needs to be done one time.

Click here to install a desktop shortcut icon

Click here to add Electronic Plan Review to your Favorites



# County of Kaua'i

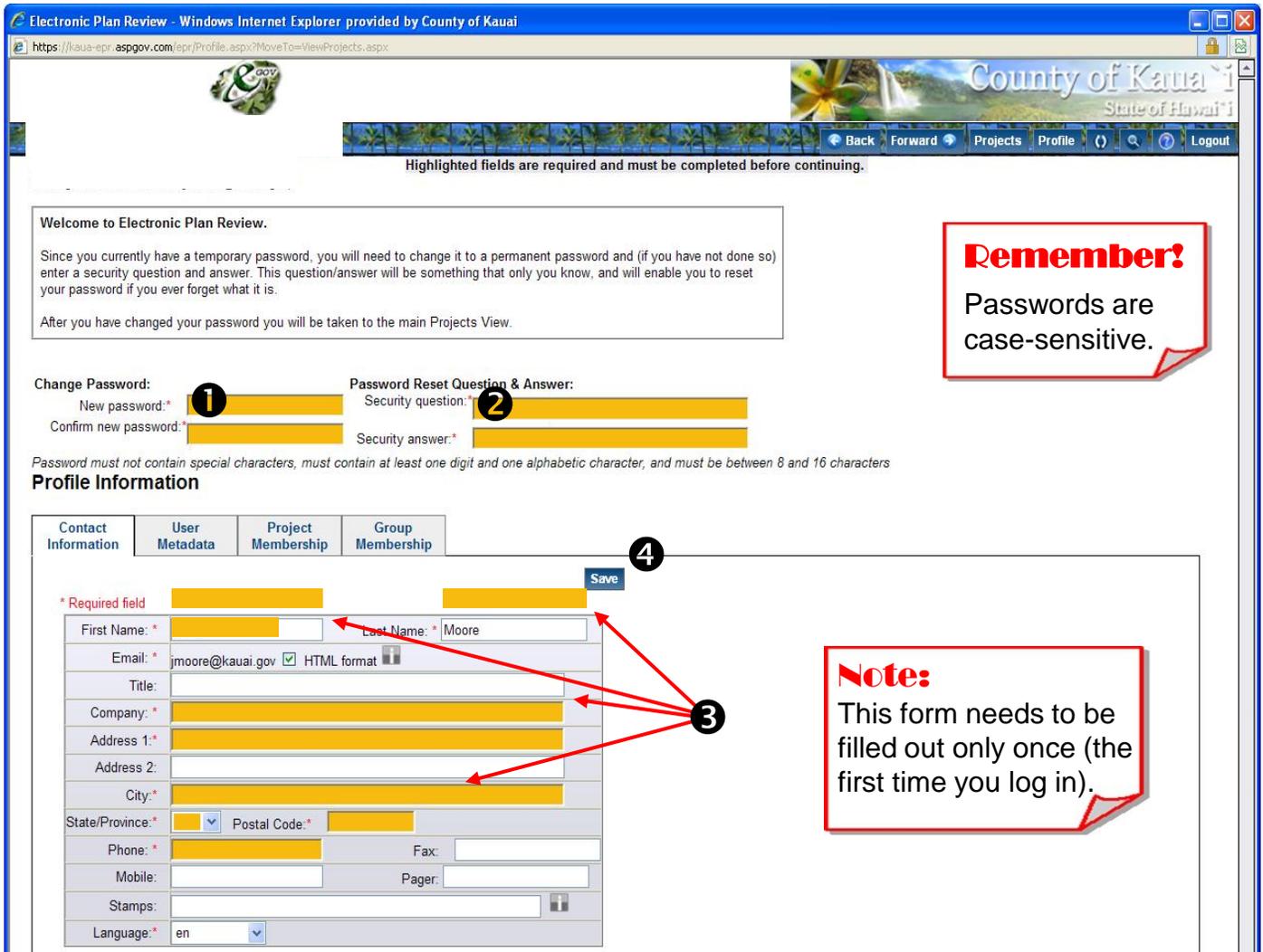
## Electronic Plan Review Applicant User Guide



After logging on to the County's electronic plan review system (explained on the previous page) for the first time with your temporary password, you will be presented with the screen below. The boxes with the yellowish/orange highlighted fields **must be** filled in:

1. You **must** change your temporary password to a permanent password of your choosing. This permanent password must be 8 – 16 characters long and must contain at least one letter and one number. Type in your new password; then type your new password again to confirm – **PLEASE NOTE**: your password is **case sensitive**.
2. Provide a "Security question" and "Security answer."
  - Example security question: "Grandma Taylor's maiden name"
  - Example security answer: "Thompson"

Please note: no one can see your security question or answer except you.
3. Complete the rest of the highlighted fields (yellowish-orange in color)
4. After completing **all** highlighted fields, click the "Save" button.



Electronic Plan Review - Windows Internet Explorer provided by County of Kauai

https://kaiua-epr.aspgov.com/epr/Profile.aspx?MoveTo=ViewProjects.aspx

County of Kaua'i  
State of Hawai'i

Highlighted fields are required and must be completed before continuing.

Welcome to Electronic Plan Review.

Since you currently have a temporary password, you will need to change it to a permanent password and (if you have not done so) enter a security question and answer. This question/answer will be something that only you know, and will enable you to reset your password if you ever forget what it is.

After you have changed your password you will be taken to the main Projects View.

**Remember!**  
Passwords are case-sensitive.

Change Password: **1** Password Reset Question & Answer: **2**

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 16 characters

Profile Information

Contact Information | User Metadata | Project Membership | Group Membership

**4** Save

\* Required field

First Name: \*  Last Name: \* Moore

Email: \* jmoore@kauai.gov  HTML format

Title:

Company: \*

Address 1: \*

Address 2:

City: \*

State/Province: \*  Postal Code: \*

Phone: \*  Fax:

Mobile:  Pager:

Stamps:

Language: \* en

**Note:**  
This form needs to be filled out only once (the first time you log in).



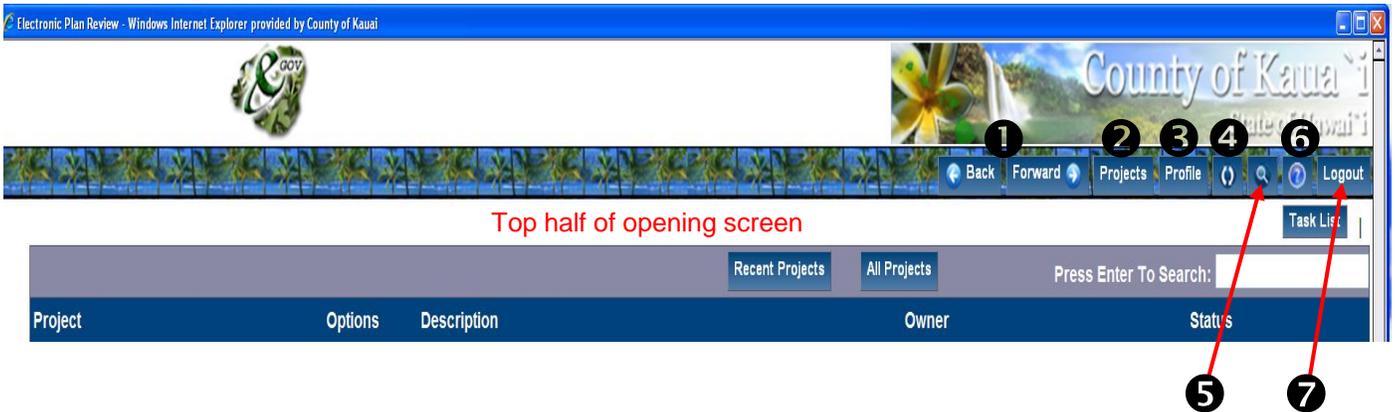
# County of Kaua'i

## Electronic Plan Review Applicant User Guide

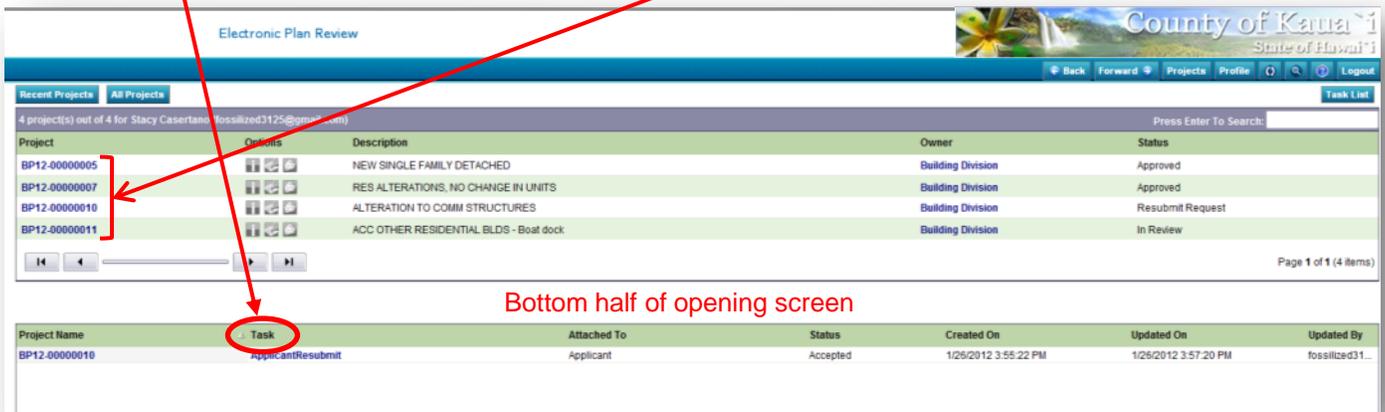


Once you have logged on to the electronic plan review site, the top half of the screen will look like the screenshot immediately below.

1. The “Back/Forward” buttons will back up or move forward *one frame at a time*. It may be necessary to click the Back or Forward buttons several times before getting to your desired location.
2. The “Projects” button will take you to your projects in the EPR system. Other applicants cannot see your projects and you cannot see theirs.
3. The “Profile” button will take you back to your profile (shown on the previous page) if you wish to change or update information.
4. The “Refresh” button will update all of your information. NOTE: you can also refresh by using the F5 key on your keyboard.
5. The “Search” icon (magnifying glass) searches all information on your plans.
6. The “Help” icon (question mark) provides information on a variety of topics.
7. The “Logout” button allows you to logout of electronic plan review.



The bottom half of your screen will look like the screenshot below. Any projects for which you have access will display in this list. Any outstanding tasks that require your action are displayed in the “Task” area below the project list. Select the specific project that corresponds to the plans you will be uploading by clicking on the project number (project number explained on page 16) .





# County of Kaua'i

## Electronic Plan Review Applicant User Guide



### Electronic Plan Submission

You must have an application number before electronically uploading your plan drawings and documents. Your application number will look like this:

**BP13-0000512** ← Sequential number

BP = Building Permit  
ED = Engineering Division

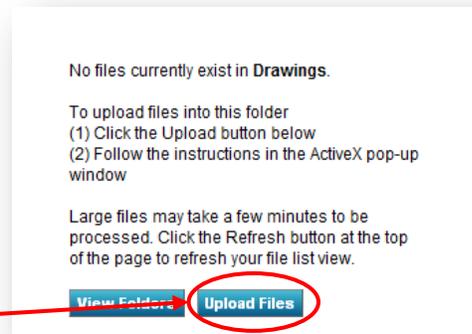
← The year your application was submitted

**Please remember this number.** This is the easiest and most efficient way to access your plan if you should have questions.

- Click on the permit number link that was identified in your e-mail
- Click on the **“Drawings”** folder to upload drawings, and/or click on your **“Documents”** folder to upload documents.



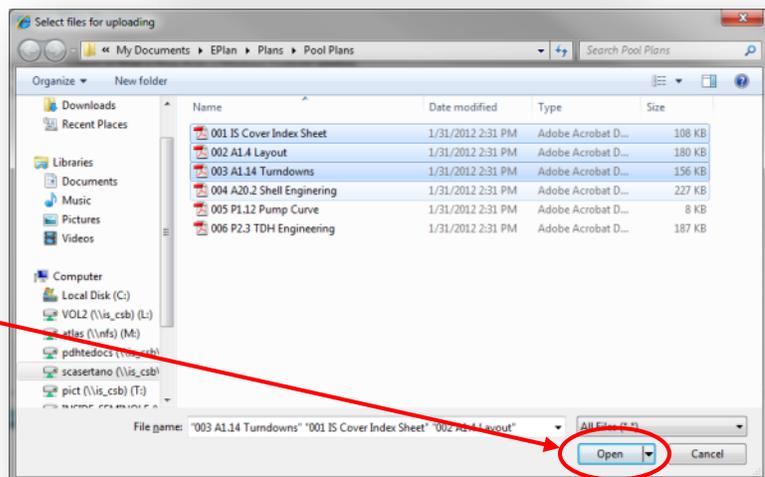
**TIP!**  
You might find it helpful to have all of your drawings and documents in one folder on your computer.



### Uploading Plans

When invited to upload your plans, Click the **“Upload Files”** button.

Select or browse to the file location on your computer as shown in the image to the right. Select or highlight the files you want to upload; **multiple files can be selected by using your Shift or Ctrl keys.** Then click the **“Open”** button. Your plans can be uploaded over several hours or even several days.



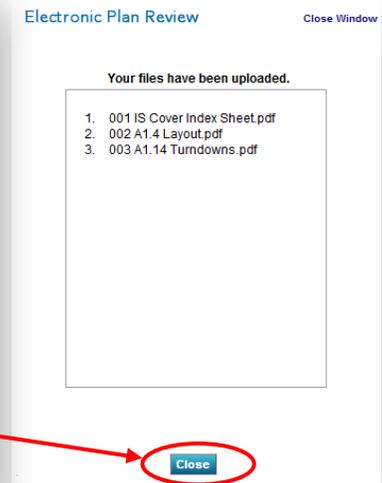
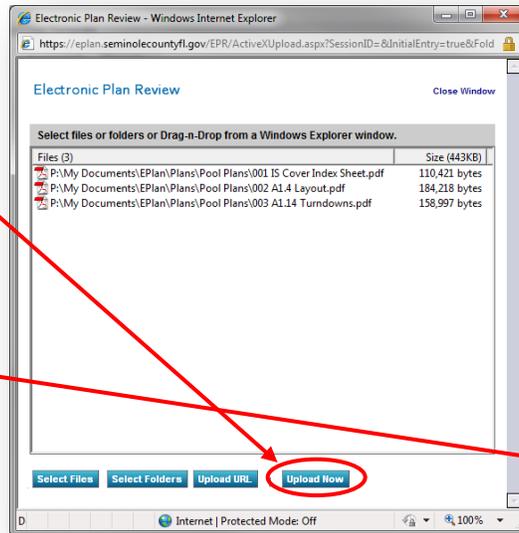


# County of Kaua'i

## Electronic Plan Review Applicant User Guide



After selecting the files you wish to upload, you **MUST** click the “**Upload Now**” button (nothing happens until this step is taken). The files will be copied to the upload window. Click on the “**Close**” button to close out of the dialog box.

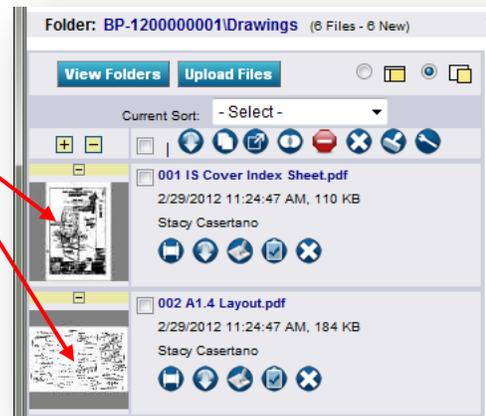


### NOTE:

Kauai County requires that each drawing page be identified by a sheet name according to the file naming standards contained in this guide.

Once files are uploaded to either the Drawings or Documents folders, the folder list is populated with thumbnail images of each file contained in the folder. Under each thumbnail, the file name, author, date, and any relevant file icons display.

1. Once **ALL** documents and drawings have been uploaded, the Submissions Group needs to know that you are ready to begin the Prescreening process. Do this by clicking the ApplicantUpload task link in the Active Tasks window of electronic plan review.



(continued next page)



# County of Kaua'i

## Electronic Plan Review Applicant User Guide



2. An eForm will pop up; click the checkbox to indicate you have completed uploading files and then select the complete button.

Electronic Plan Review EForm - Internet Explorer  
 https://kaua-epr.aspgov.com/EPR/workfloweforms/1614\_1615\_69.aspx?LaunchMode=new&FlowTaskID=12184

County of Kaua'i  
 State of Hawai'i

SINGLE FAMILY RESIDENCE      14-00001574      TEST FOR ELECTRONIC PLAN REVIEW 8.3

Review Information    Application    Structure    Resources    Routing Slip    Folder List

Review Coordinator: Timothy Pease (timothy.pease@sungardps.com)  
 Review Cycle: 1  
 Workflow/Activity Name: BP\_StartWorkflow83 / ApplicantUpload  
 Activity Instructions: Navigate to the drawings and documents folders and upload the files related to this Application. Complete the task when you have finished uploading all the files.  
 Current User Logon: Timothy Pease (timothy.pease@sungardps.com)

REVIEWER ATTACHMENTS

Browse...  
 Attach Files

Uploaded file attachments may not be immediately available while being processed by Electronic Plan Review.

Task Instructions

I have completed uploading all required files to the Drawings and Documents folders for this Project.

Complete

Email:  Go  
 Archive PDF:

NaviLine BP 8.3

**Please Note**

Failure to perform the preceding steps and your plans will go nowhere

Once you have successfully uploaded your plans and documents and the review coordinator sends them to all the appropriate agencies (shown on page 3), you will not be able to upload additional documents until all agencies have made comments and the marked-up drawings are returned to you, the applicant. This ensures that all plan reviewers are looking at the same set of plans.

The Building Division will receive an e-mail that you have uploaded your plans and other documents.



# County of Kaua'i

## Electronic Plan Review Applicant User Guide



### Prescreening By The Submissions Group

#### Prescreening Has Been Approved

If your submittal is approved, your plans and documents will be sent to the Review Coordinator as a final quality check before being sent to all reviewing agencies.

#### Prescreening Has Been Returned To You

If your submittal requirement is not complete, you will receive an e-mail notification and a task in your Active Task List that prescreening has been denied and corrections are needed. Clicking on the CorrectionsComplete task will open an eForm so you can see the reason why your upload submittal was returned to you.

Example of prescreening which is not complete. Returned to the applicant for additional information. →

#### Electronic Plan Review

#### Task Assignment

PreScreening Review Corrections Required

Please do not reply to this email, it is system generated.



Hello:

A Prescreening Review of your uploaded plans and documents was performed and the submittal was found to be incomplete. Please login to the Electronic Plan Review System, click on the task for this project and review the comments. When you have addressed them, please mark this task as complete in the eForm. Please contact the Building Division at the number listed below if you have any questions regarding this email.

Project Name: BP13-00000003  
Project Description: ALTERATION TO COMM STRUCTURES  
Task: CorrectionComplete  
Instructions: Please review the Prescreening notes and submit the required drawings and documents.

[Login to Electronic Plan Review](#)

**County of Kaua'i**  
Building Division  
4444 Rice Street  
Mo'ikeha Building, #175  
Lihu'e, Hawai'i 96766  
(808) 241-4854



# County of Kaua'i

## Electronic Plan Review Applicant User Guide



### If Prescreening Has Determined that your submittal is incomplete:

A. Review the **checklist items** (if any) and read any items listed in the **Task Instructions** text box. Click the “Save And Close” button at the bottom of the screen until you are ready to upload missing drawings or documents.

Checklist Items not met

Task Instructions text box

B. After you have identified the missing drawings and/or documents to upload. Upload the missing drawing(s) and/or document(s).

D. Click on the “Task List” button in the project view and select the “**CorrectionComplete**” task in the Task List section.

Cycle	ID	Group	Comment Text	Status
1	BUILDING PRESCREEN 2	Submissions	COMMERCIAL PERMIT APPLICATION (COMPLETED AND SIGNED FRONT AND BACK)	NotMet
1	BUILDING PRESCREEN 10	Submissions	LEGAL DESCRIPTION (PROPERTY APPRAISER PRINT OUT)	NotMet

Project Name	Task	Attached To
BP12-0000015	CorrectionComplete	Applicant

E. After you are satisfied that all the requirements have been met, select the “**I have uploaded the corrected documents and/or drawings as indicated below**” box and click the “**Corrections Complete**” button at the bottom of the form. This will notify the Electronic Plan Review Submission Group that you are ready for Prescreen Review again.



# County of Kaua'i

## Electronic Plan Review Applicant User Guide



### Changemarks

- Instead of writing plan review comments directly on your plan, comments will now be placed on the plans as one or more “changemarks” in the colors shown on the previous page. A changemark, often associated with a clouded area, is a plan callout created by County’s review staff to quickly identify a portion of the plan that may need to be revised. All changemark comments will be shown in the column on the right side of the screen. A markup can have one or more “changemarks.”
- The description of each agency’s changemarks will be numbered, starting from 1, with the corresponding text below.

Plans examiners usually cloud the area of concern. Colors may vary.

Sample **changemark** (resembles a “Post-It” note, although it can be of any color shown on the previous page depending on the reviewing agency)

The screenshot displays a web browser window titled "plan layout1.dwg - Windows Internet Explorer provided by County of Kauai". The address bar shows "https://kauai.epp.gov.com/EPR/ActiveXViewer.aspx?FileID=19". The main content area shows a floor plan with several rooms labeled: "STOR.", "ELEC. RM", "WOMEN", "JAN.", and "STAIRS". A large yellow clouded area is drawn around the "STAIRS" and "ELEC. RM" sections. A small yellow square with a white border, representing a changemark, is placed on the plan. On the right side, a vertical panel displays a list of changemarks. The first item is "1. Stair Issue", which is expanded to show the text: "1. Provide the rise and run of stairway #1 per section 2009 of the 2006 International Building Code". Red arrows point from the text blocks above to the yellow clouded area, the yellow square, and the changemark list.



# County of Kaua'i

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### Color Standards

- Standard markup colors will be used for each reviewing discipline for easy identification.

### Markup Colors Used By County/State Plans Examiners

REVIEW AGENCY	MARKUP NAME	MARKUP COLOR	COLOR NUMBER
Public Works-Engineering-Addressing	ADD	Dark Orange	Red: 214 Green: 107 Blue: 0
Public Works-Engineering	ENG	Light Orange	Red: 255 Green: 169 Blue: 83
Wastewater	WW	Brown	Red: 124 Green: 114 Blue: 72
Health Department	DOH	Yellowish	Red: 188 Green: 184 Blue: 0
Water Department	H2O	Light Blue	Red: 124 Green: 168 Blue: 222
Planning Department	PLN	Green	Red: 0 Green: 153 Blue: 0
Fire Department	FIRE	Red	Red: 255 Green: 0 Blue: 0
Public Works Engineering - Flood	FLD	Pink	Red: 255 Green: 51 Blue: 204
Public Works-Plumbing	PLMG	Purple	Red: 153 Green: 0 Blue: 255
Public Works-Electrical	ELEC	Dark Gray	Red: 119 Green: 119 Blue: 119
Public Works-Building	BLDG	Blue	Red: 0 Green: 51 Blue: 204



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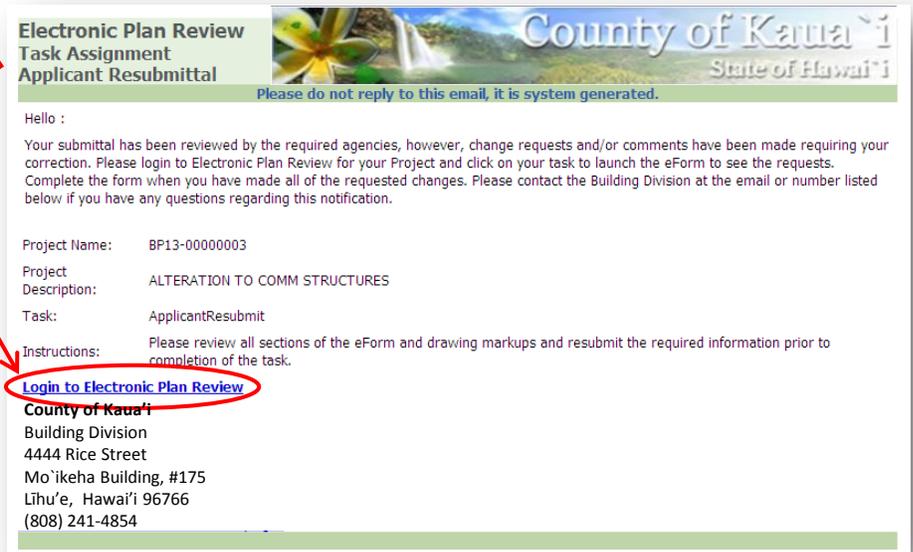
### Plan Check Corrections

After plans have been reviewed by all agencies, changemarks, review comments, and/or checklist items may require plan corrections or changes:

1. If corrections are required, you will receive an e-mail notification from the Review Coordinator requesting corrected plans and/or documents.

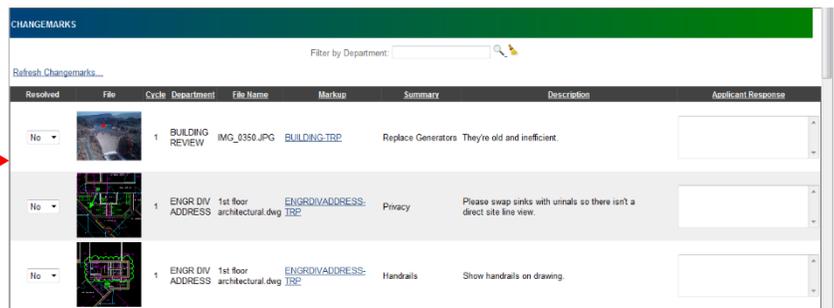
2. Click the link **“Login to Electronic Plan Review”** in the email to access your projects.

3. Once logged in, select the **“ApplicantResubmit”** task for your project (the one requiring corrections) to accept it and open the eForm and access the corrections requested.



4. The eForm has four sections that provide you with correction package information:

- Checklists
- ChangeMarks
- Reviewing Agency (who requested the corrections)
- Review Status



5. In the “Review Agency” section, the agency requesting the corrections is displayed. If there are markups attached, you will see the markup links in the changemark section of the eForm. You can respond with a comment to each changemark.

6. Click on the “Save And Close” button to exit the eForm.

7. Correct the plan drawing(s) as requested.



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### Uploading Corrections

1. Login to Electronic Plan Review to upload the corrected drawing(s) and/or document(s).
2. Ensure that the corrected drawings retain the **same file name** and size as the originals.
3. Verify that all plans and documents that have markups have been corrected. Failure to submit corrected plans will result in a submittal returned for corrections.

No files currently exist in Drawings.

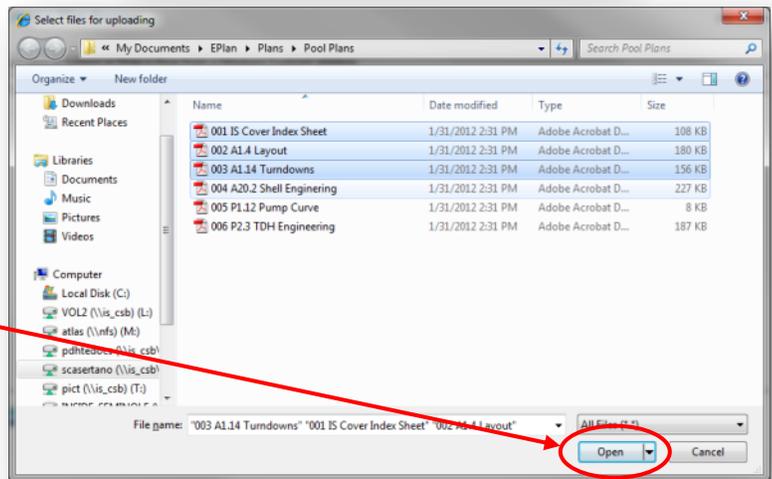
To upload files into this folder  
 (1) Click the Upload button below  
 (2) Follow the instructions in the ActiveX pop-up window

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.

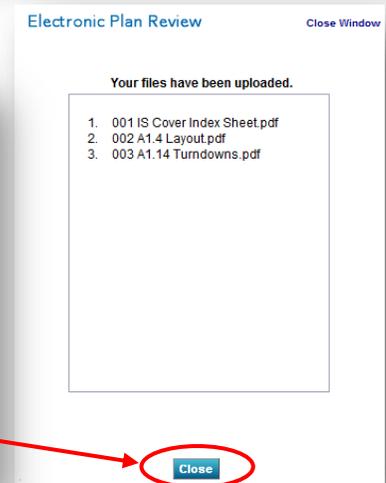
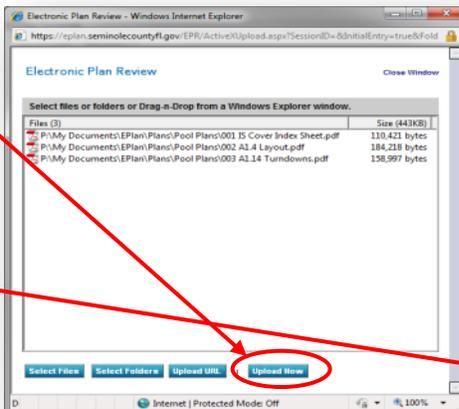
4. Click the **“Upload Files”** button.



5. Select or browse to the file location on your computer as shown in the image to the right. Select or highlight the files you want to upload: **multiple files can be selected by using your Shift or Ctrl keys**. Then click the **“Open”** button. Your plans can be uploaded over several hours or even several days.



6. After selecting the files to be uploaded, you **MUST** click the **“Upload Now”** button (nothing happens until this step is taken). The files will be copied to the upload window. Click on the **“Close”** button to close out of the dialog box.



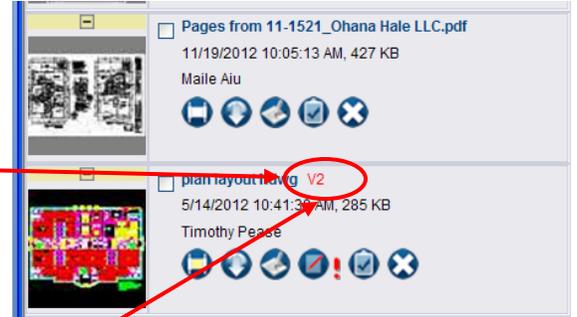


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Once revised files are uploaded to either the Drawings or Documents folders, you will notice that for each revised file that was uploaded, a "V#" (version #) will appear. Under each thumbnail, the file name, author, date, and any relevant file icons are displayed.



**TIP!**

In the second thumbnail (above), the **V2** indicates that this is **Version 2**. Remember to keep the same file name.

When your corrected drawing(s) have been successfully uploaded, click on "**Applicant Resubmit**" task to open the e-form and go to the "**Review Information**" tab.

- Add any response comments by attaching it to the eForm.
- Confirm you have completed all task steps by reading and checking each of the boxes.
- Click the "**Complete**" button. This action will notify the Review Coordinator Group of your resubmittal.

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.



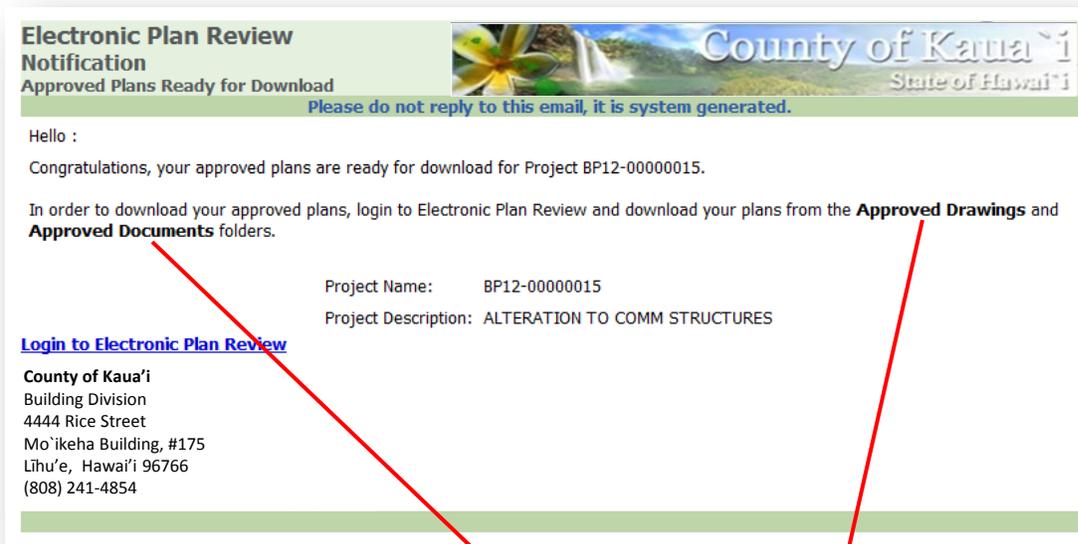
# County of Kaua'i

## Electronic Plan Review Applicant User Guide



### Approval

When the plan review is approved by all reviewers, you will receive an e-mail about the permit fee payment. After payment for the building permit has been made, you will receive another e-mail notification that your approved plans and documents are available in the **Approved Drawings** and/or **Approved Documents** folder(s).



### **Security Timeout**

Due to security and resource concerns, the system will automatically sign you out after 90 minutes of inactivity. When you are ready to resume working with the system, click any button on the electronic plan review screen. The system automatically will load the sign-in page for you. You can also close the web browser window and re-load the sign-in page manually in a new browser window by using the address below:

<https://kaua-epr.aspgov.com>



# County of Kaua'i

## Electronic Plan Review Applicant User Guide



### Plan Revisions During Construction

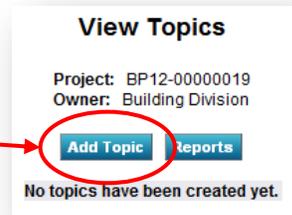
After your plans have been approved and construction has begun, sometimes changes arise that require revisions to your approved plans or documents.

1. To do so, log in to electronic plan review and enter the project for which you wish to submit a revision.



2. Click the **“Notes”** icon near the top right corner of the EPR window.

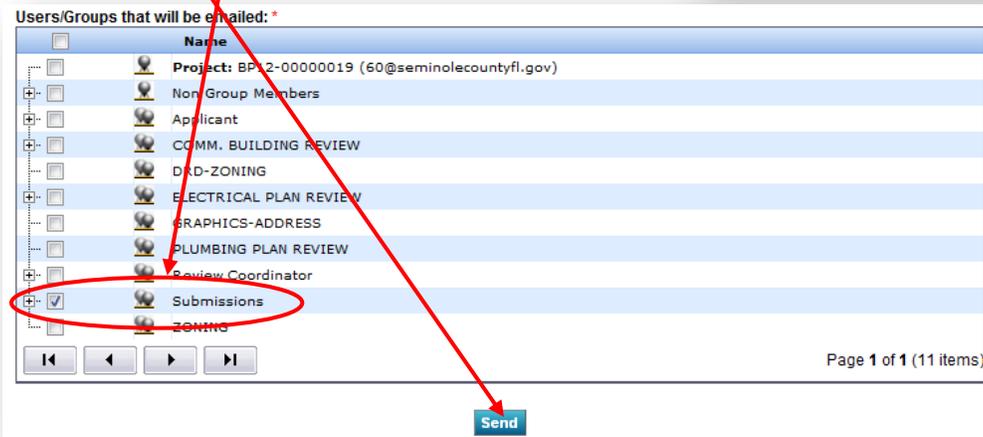
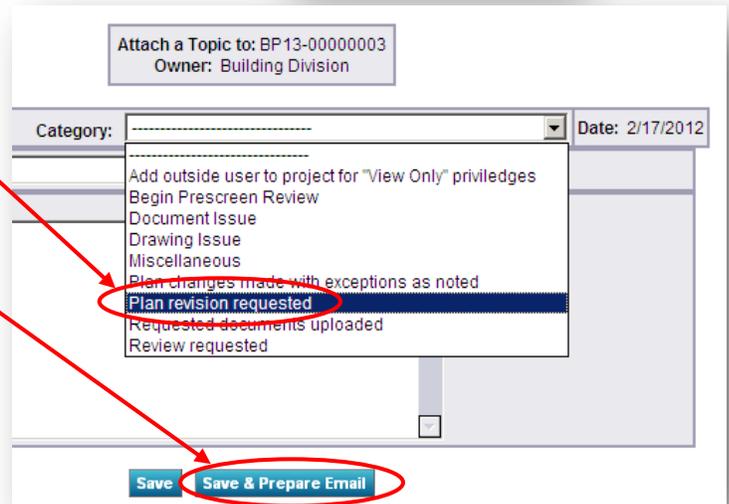
3. A window will pop up; click the **“Add Topic”** button



4. Select the **“Plan revision requested”** category from the dropdown menu.

5. Enter a subject and brief description, then choose **“Save & Prepare Email.”**

6. Place a checkmark in the **“Submissions”** Group and click **“Send”**.



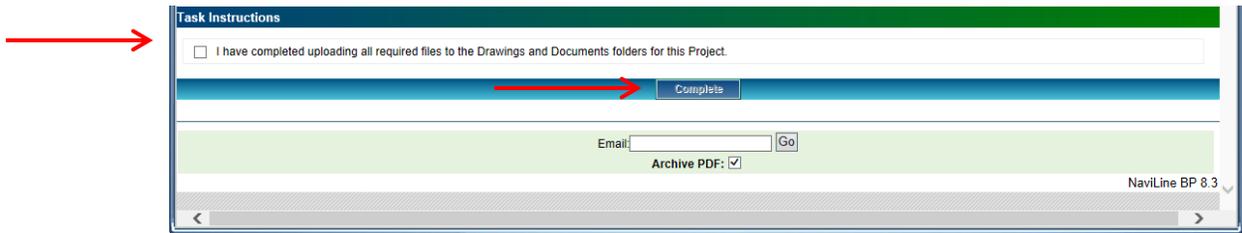


# County of Kaua'i

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7. Once the Submissions Group reviews the request, the project will be re-opened and returned to the applicant. Accept the “ApplicantUpload” task to open the eForm. Follow the instructions provided.



8. After uploading any requested form(s) and all the revised plans and/or documents, check the box acknowledging the upload and click “**Complete**”.

### Forgot Your Password?

If you are a returning user, log in to electronic plan review with your full e-mail address and password (see page 13). If you have forgotten your password, click on the “Forgot Password” button so that you can retrieve it through your security question. No one, including County System Administrators can see your password or security question answer. If you cannot access your account after trying to retrieve your account information, contact a Kaua'i County Electronic Plan Review Administrator at (808) 241-4854 for Building Permits to have your password reset.

### Minimum System Requirements

Client Specifications	
Windows XP Professional or Higher	32 Bit Operating System; 64-bit Windows 7 also supported
Processor	Dual Core or Quad Core Processors 2.0 GHz or faster
Memory	2GB Ram
Hard Drives	100 GB or More
Graphics Card	Minimum 512MB of dedicated video memory (multi-monitor support recommended)
Internet Explorer	IE 7 or 8 (currently IE is the only supported browser)
Display	20" or Higher (Dual monitors recommended)



# County of Kaua'i

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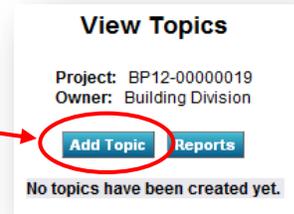


### Project Access by Outside User

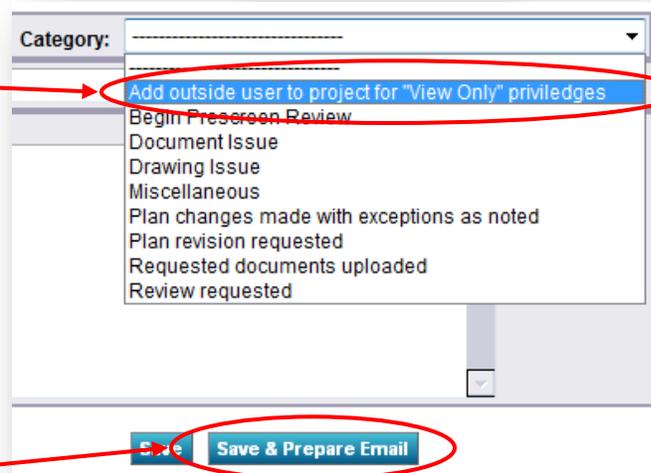
To request that an outside user have access to your drawings, changemarks and any other requested corrections, follow the steps outlined below:

1. The Submissions Group needs to know that would like to add a user to the project for viewing access only. Do this by clicking the  icon near the top right corner of the EPR window.

2. A window will pop up; click the “Add Topic” button.



3. Select the “Add outside user to project for `View Only` privileges” category from the drop down menu.



4. Enter a subject into the e-mail document window as well as the person’s complete name and e-mail address in the space below. Then choose “Save & Prepare Email.”

5. Place a checkmark in the “Submissions” group and click “Send.”

