



1. SUBMIT YOUR COMPLETED APPLICATION VIA DETROIT ePLANS

FIRST TIME USERS

COMPUTER REQUIREMENTS

Internet Explorer 11 is the preferred web browser to run the City of Detroit ePLANS. Other browsers currently offer partial functionality.

Navigate to the login [site](https://oas.avolvecloud.com/oas/Login/Index/Detroit) and click Install ProjectDox Components to download the document viewer.

To ensure a seamless user experience:

1. Disable pop-up blocker for <https://oas.avolvecloud.com/oas/Login/Index/Detroit>
2. Add the URL above as a trusted site
3. Enable Compatibility View Settings for the URL above

For more detailed documentation, contact support via the information found at the footer of any page in this document.

CREATE AN ACCOUNT

From Internet Explorer, follow the link below

<https://oas.avolvecloud.com/oas/Login/Index/Detroit> then:

1. Click **Create An Account** button near the center
2. Complete the form then click **Create My Account**
3. Verify email you entered to create your account as you will receive a message from DoNotReply2@avolvecloud.com
4. Open the message and follow the steps listed to successfully login to your City of Detroit ePLANS account

SUBMIT AN APPLICATION

To submit an application, you must first login to the <https://oas.avolvecloud.com/oas/Login/Index/Detroit> homepage by entering your email and password.

1. From your ePLANS home portal, follow the steps listed under **Start New Application Request** to begin the application submittal process
2. Fill out all required and necessary fields in the form and click **Submit Request** to begin the process. If you are not ready to submit, you may click **Save for Later** at any point. This will queue the form, with all currently entered information, under the **In Process Application Requests** section of your home portal (found near the bottom of the page).

Note: You will receive follow up emails to notify you of any tasks, drawings or documentation required to move forward with the process. A blight clearance certification from the Department of Administrative hearing (DAH) is required for all projects.

2. PAY APPLICATION FEES

The applicant will receive an email if fees are due. In order to begin the plan review process, these fees must be paid in full. Payments may be made online, through a link provided in the email, or in person in room 402 of the Coleman A. Young Municipal Center.

3. PREPARE FILES FOR SUBMITTAL

Plans must comply with specific size and naming conventions to be accepted.

- Plans are not to exceed 36x48 E/O.
- File names should follow a "Type-Page Number" with one drawing page per file name.

For example, A-100; A-200; etc. Please Note that multi-batch drawing submissions will not be accepted.

For more information, refer to the Guidelines for Plan submittal on pages two and three for supported file types and specifications.

4. DIGITAL SIGNATURE AND SEALS

Affix a third-party verified digital signature or seal to the project submission for plans that are required to be signed and sealed.

5. UPLOAD PLANS AND DOCUMENTS

The next step consists of the applicant receiving an email from DoNotReply2@avolvecloud.com inviting them to upload the plans and required documents.

The applicant can check the status of the project by logging into their Digital Plans account.

6. REVIEW PROCESS BEGINS

Plans and documents will be routed for review after it has been verified that all required attachments were successfully uploaded into the system.

GET STARTED WITH ELECTRONIC PLAN REVIEW

7. VIEW REQUEST FOR REVISIONS

After the plans have been reviewed by all disciplines, the applicant will receive an email notification if any revisions are necessary. The applicant can simply log into their account and review the comments noted on the drawings.

8. RESUBMIT CORRECTED PLANS

Please note you should not change the file name when resubmitting plans.

Upload the corrected files. These files will automatically appear with "V2" after the file name denoting it was resubmitted correctly. The review cycle continues until all the requirements are satisfied. You will receive an email notification when the project is approved

9. PAY REMAINING FEES

The balance of all fees must be paid in full before a permit is issued to Permitting Services customers. Payments may be made online, through a link provided in the email, or in person in room 402 of the Coleman A. Young Municipal Center.

10. PRINT YOUR PLANS, PERMIT & INSPECTION CARD

After payment and permit issuance, customers must download the plans in the **Approved** folder by clicking the check box beneath the "Current Sort" tool and then clicking the download icon to the immediate right of the check box. This action will select all files in the **Approved** folder for download.

The applicant is required to print one set of plans to be placed in a Permit Box or kept available on the job site.

The applicant must also print the permit and inspection card.

The Permit and Inspection Card must be posted in plain sight on the job site and be visible from the street or right of way at all times until the completion of the project.

DIGITAL SIGNATURES

SUBMITTAL GUIDELINES

We accept third-party verified digital signatures from the following companies: Entrust, Blueband, Adobe and Verisign.

DRAWING TYPE	PLAN TYPE	CPU FILE NAME
COVER SHEET	Cover	Cover
GENERAL SHEET	Information	G-1 or G-100
CIVIL SHEET	Site Layout	C-1 or C-100
LANDSCAPE	Landscape	L-1 or L-100
ARCHITECTURAL	Architectural/ Building	A-1 or A-100
STRUCTURAL	Structural	S-1 or S-100
MECHANICAL	MECH/A-C	M-1 or M-100
PLUMBING	Plumbing/Ga s	P-1 or P-100
FIRE	Fire/Sprinkler	F-1 or F-100
HARDSCAPE	Hardscape	H-1 or H-100

NEUTRAL FORMATS	EXTENSION
Portable Document Format	PDF
Content Sealed Format	CSF
Tagged Image Format	TIFF/TIF

CAD FORMATS	EXTENSION
906/907 Plot File	906/907
AutoCAD Drawing (2D) (through 2015)	DWG
AutoCAD DXF (through version 2014)	DXF
AutoCAD Web Format (through 2015)	PRT
CADKEY	CGM
Computer Graphics Metafile	G3,G4, CG4
GTX Group III, IV	RNL
HP CAD ME10 (through version 13)	CMI, MI
HPGL Plot File	000, HGL, PLT, HGPL
IGES (2D) (version 5.2)	IGC, IGES
Inventor (2D) (versions 5.3 - 2015) *	IDW
MicroStation Drawing (through Version 8.11, including XM, V8i)	DGN
MicroStation Group IV	CIT, TG4
MicroStation Runlength	RLE

CONTACT US WITH ANY ELECTRONIC PLAN REVIEW RELATED ASSISTANCE

Email: epanssupport@detroitmi.gov

Phone: 313-224-1879

GET STARTED WITH ELECTRONIC PLAN REVIEW

DOCUMENT / IMAGE FORMATS	EXTENSION
Adobe Photoshop Document	PSD
ANSI Text File	ANS
Apple iWorks	NUMBERS
Apple Keynote	KEY
Apple Pages	PAGES
AutoShade Rendering File Format	RND
Bentley Reference	REF
Bentley TG4	TG4
Bitmap Graphic file	XBM
Comma Separated Values	CVS
Corel Draw	CDR
Corel Presentations	SHW
Corel WordPerfect	WP5, WP6, WPD, WPF
DataBase Formats	DBF
Extensible Markup Language	XML
Fax file	FAX, GP4
FAX CITT Group 3	FAX
Hangul Word Processor	HWP
Hyper	HTML, HTM
ICA Citrix	ICA
IGC Content Secure Format	CSF
IGC Group Format	GRP
IGC Markup	MRK
IronCAD drawing – embedded PDF	ICD
Kodak Photo CD File	PCD
Letter	LTR
LOTUS	PIC, PRZ, WK1, WK3, WK
Macintosh Picture Image file	PICT, PCT
Macintosh Picture Image file	XGL
Micro Illustrator Uncompressed Graphic	MIL
Micrografx	DRW
Microsoft Access (2007, ACCDE, database wizard)	ACCD, ACCDE, ACCDA
Microsoft Email	MSG, EML
Microsoft Excel	XLS, XLT, XLSX, XLSM, XLSB, XLTX, XLTM
Microsoft Office Open XML	WMF, WMP
Microsoft PowerPoint	PPS, PPT, PPTX, PPTM, PPSX, PPSM, POTX, POTM, PP7
Microsoft Publisher	PUB
Microsoft Visio	VSD, VST, VDX, VSX, VTX, TGA
Microsoft Word HTML Document	DOCHTML
Microsoft Word	DOC, DOCX, DOCM, DOTX, DOTM, DOT
Microsoft Works	WDB, WPS, WDB
Microsoft Write	WRI
QuattroPro	WB1, WB2, WQ1
Rich Text Format	RTF
Targa Image file	TGA

DOCUMENT / IMAGE FORMATS	EXTENSION
Text file	TXT
Unix Manual File	MANU
Volkswriter 3 & 4	VW
Windows Metafile	WMF, WMP
Windows Write	WRI
WordStar	WS

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