



# **WSSC** *ePlan Review*

Plumbing and Fuel Gas ePlan Review User Guide	In addition to this user guide, please refer to the quick reference guide, step-by-step video tutorials, and presentation for further assistance.
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## Electronic Plan Submission

Electronic Plan Review is a web-based solution that allows plans, drawings, and documents to be submitted electronically, improve the plan review cycle, reduce costs associated with plan review, as well as support green initiatives. Combined with the advent of ePermitting, permit applicants can now complete their permit application and plans review submittals without visiting WSSC in person.

## Browser Compatibility

WSSC ePlan Review is now compatible with all modern browsers, including: Chrome, Firefox, Safari, Edge, and \*Internet Explorer 11.

For **all** browsers:

1. You must turn off pop-up blocking within your browser for the ePlan Review web address (<https://planreview.wsscwater.com/ProjectDox/>).
2. It is recommended that you add ePlan Review to your 'favorites'. In addition, the login page provides a shortcut that you can drag-and-drop to your desktop for quick access.
3. To sign in, enter your email address and password and click the login button. First time users will be provided a temporary password that can be changed to an acceptable password upon initial login.

\*For **Internet Explorer 11**:

1. If using Internet Explorer 11, you must install ProjectDox Components for v. 9.1. This installation will only need to be done once (per computer).
2. You must turn off 'Compatibility Mode' with Internet Explorer v11.

## ePlan Review Process

The applicant's interaction with WSSC's ePlan Review process is summarized in the following flowchart, from permit application to plan approval. The dashed box contains the ePlan Review process. Refer to each subsequent section for a detailed description related to each step.



## ePermitting Application

To get started:

1. Complete a Long Form Plumbing Permit Application (found on the [WSSC Permitting Services website](#)) and submit online. Permit Services will verify the address and WSSC water and/or sewer billing account number provided on the application. It is important that the proper contact types are established by the permit applicant. The 'Principal Master' is the default contact with full control of the ePlan Review submittal process, unless a 'Plans Submitter' contact is designated. The 'Plans Submitter' contact type allows the 'Principal Master' to delegate the plans review submittal process while still having access to view progress. If a design engineer is to act directly (without a licensee) on behalf of the project they must be designated as the 'Plans Submitter' by the permit applicant.

Note: The applicant is responsible for submitting an accurate fixture/appliance count with the permit.

**WSSC**  
Where Water Matters

WSSC ePermitting Services

Home Short Form Permits Long Form Permits Other Permits Developer Plans Requests Licensing

Subscribe / Follow On: [Facebook] [Twitter] [LinkedIn]

Welcome Daniel Delmar [Log Off] [Manage My Account]

**CONTACT INSTRUCTIONS:** The person applying for the permit (logged-on user) is automatically added as a CONTACT to the permit application. Therefore, you do not need to select yourself. Click NEXT to proceed to the last page of the application. **PROXY USERS:** You must add your PRINCIPAL MASTER as a CONTACT to this permit. **NOTE:** Any person wishing to make an ONLINE PAYMENT for permit fees must register for a user ID and password in the ePermitting system. All registered users will be made available under CONTACTS after initial verification by WSSC personnel. To add a CONTACT, click SEARCH button, enter the first and last name (or partial information), then click SEARCH. When your person is found, click on the yellow folder icon to select, indicate a 'Contact Type' (e.g., Owner/Applicant, etc.), then indicate the person as a 'Billing Contact', if applicable. You must select all potential persons who may make an ONLINE PAYMENT for this permit. To add additional CONTACTS, click SEARCH again. (See HELP on login screen for additional details regarding ADDRESS, CONTACT and SAVE/FINISH Page instructions plus special ADD PROXY instructions.) If you have questions regarding applying for permits, please call WSSC Permit Services Unit at 301-206-4003.

	Company Name	First Name	Last Name	Contact Type	Billing Contact
<input checked="" type="checkbox"/>	DEL MAR PLUMBING	Daniel	Delmar	Principal Master	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	BEN LEWIS PLUMBING	Michael	Bowersox	Engineer	<input type="checkbox"/>
<input checked="" type="checkbox"/>	JZ SYSTEMS LLC	Theodore	Griber	Plans Submitter	<input type="checkbox"/>

Cancel Previous **NEXT**

2. WSSC will send an email invitation and provide a project number to the applicant to upload Plumbing and Fuel Gas (PFG) plans into ePlan Review (see '[Applicant Upload Task](#)' for more details).

## Applicant Upload Email Invitation

The email invitation includes '[Applicant Upload Task](#)' instructions and a "Project Access Link" to the ePlan Review website. This email will be sent to the contact that will be interacting with ePlan Review (either the 'Principal Master' or the 'Plans Submitter').

**Hello [UserFirstName]:**

Welcome to the WSSC ePlan Review (ProjectDox) system. A project (with your Plan Review Number), has been created to allow you to electronically upload your drawings and supporting documents for plan review as required for the permit you recently submitted. To access your new project, follow the instructions below:

**\*\*Please be sure to upload all your drawings and documents in the same session.**

**\*\*\*Please refer to the [Applicant Guide](#) for detailed instructions on each folder's content and file naming conventions. The [Applicant Guide](#) is located on the bottom of the ProjectDox Login page.**

1. Click the **Project Access link** below. (Single screen users may find it helpful to print this page first).
2. Enter your User Login (same email used for ePermitting) and then enter your Password.
3. The system will open to the **Tasks (PF)** tab (this is your default home screen).
4. Click on the **Applicant Upload Task** located under the Task column just left of the applicable Project/Plan Review Number.
5. **Do Not Click** on your Project Number under the Projects column (format = PFG-0xxxxx-20yy) to upload plans, you can open later to view/track status.
6. Click on the **Drawings** folder, then Click the **Upload Files** button and follow the instructions to upload your plumbing/gas drawings for review and approval. *If not providing supporting/reference documents, skip next step (#7), go to #8.*
7. Click on the **Documents** folder, then, Click the **Upload Files** button and follow the instructions to upload any supporting/reference documents (i.e. specs, cut sheets, etc.)
8. Check the **box** next to: "I have uploaded all required plans..."
9. Click **Upload Complete – Submit to WSSC** to complete your submittal. You must complete all steps for WSSC to begin your plan review. You can verify completion by checking the project status, which will change to **Prescreen**.

WSSC will accept the following file types.  
**Drawings:** Vector-Based PDF  
**Supporting Documents:**  
.DOC, .DOCX, .XLS, .XLSX, .PPT, .PPTX, .PPS, .PPSX, .PDF, .JPG, .TIF, .TIFF, .PNG, .IMG, .BMP, .TXT, .VSD, .RTF

User Login:	<b>Your email address</b>
<input type="text"/>	
Project Name:	<b>[Project.Name]</b>
<input type="text"/>	
Project Description:	<b>[ProjectDescription]</b>
<input type="text"/>	
<a href="#">Project Permit Access Link</a>	

Click "Project Permit Access Link"

If a 'Plans Submitter' contact is added to the permit application a separate email will be sent to the 'Principal Master' to view the project in ePlan Review. The 'Plans Submitter' will act directly on behalf of the project throughout the process while the 'Principal Master' will be limited to viewing progress and files.

A new user will receive the following email instructions for **viewing** the project:

**Hello [Field2]:**

Welcome to the WSSC ePlan Review (ProjectDox) system. A project (with your Plan Review Number), has been created to allow a project representative to electronically upload drawings and supporting documents for WSSC to conduct a Plans Review as required for the plumbing/gas permit(s) that were recently submitted.

All first time users of WSSC's ePlan Review system must follow the instructions below to gain access to the program, regardless if you will be the plans submitter or not.

If you are the Master Plumber/Gasfitter and no one else was designated (on the Permit application) as a "Plans Submitter", follow instructions below and then follow the upload instructions sent to you, in a separate email, for the "applicant upload" task assigned to you. You are the only user with permission to upload the required plans and docs; be sure to complete your entire task.

If you are the Master Plumber/Gasfitter and someone else was designated (on the Permit application) as a "Plans Submitter", follow instructions below to view the project. You will not receive a separate email with the "applicant upload" task or have permissions to do so.

If you are the design Engineer, the permit applicant must designate you as the "Plans Submitter" in order to act directly (without a licensee), on behalf of the project.

If you are the "Plans Submitter", follow instructions below and then follow the upload instructions sent to you, in a separate email, for the "applicant upload" task assigned to you. You are the only user with permission to upload the required plans and docs; be sure to complete your entire task.

To access your new project as a first time user, follow the instructions below:

1. Click the **Project Access link** below. (Single screen users may find it helpful to print this page first).
2. Enter your User Login (same email used for ePermitting) and then enter your Temporary Password (provided below).
3. You will be prompted to set a permanent password as well as a security question and answer.
4. The system will open to the **Tasks (PF)** tab (this is your default home screen).
5. Licensees and others indicated to be the Plans submitter should follow the upload instruction sent via separate email. All other users can view the project and track its status by following the next step.
6. Click on your Project Number under the Projects column (format = PFG-0xxxxx-20yy).

WSSC will accept the following file types.  
**Drawings:** Vector-Based PDF  
**Supporting Documents:**  
DOC, .DOCX, .XLS, .XLSX, .PPT, .PPTX, .PPS, .PPSX, .PDF, .JPG, .TIF, .TIFF, .PNG, .IMG, .BMP, .TXT, .VSD, .RTF]

User Login	[Field1]
Temporary Password	[Field7]
Project Number	[Field4]
Project Name	[ProjectDescription]
<a href="#">Project Access Link</a>	

A returning user will receive the following email instructions for **viewing** the project:

<b>Hello [Field2]:</b>	
Welcome back to the WSSC ePlan Review (ProjectDox) system. A project (with your Plan Review Number), has been created to allow a project representative to electronically upload drawings and supporting documents for WSSC to conduct a Plans Review as required for the plumbing/gas permit(s) that were recently submitted.	
As a reminder:	
If you are the Master Plumber/Gasfitter and no one else was designated (on the Permit application) as a "Plans Submitter", you should open and follow the upload instructions sent to you, in a separate email, for the "applicant upload" task assigned to you. You are the only user with permission to upload the required plans and docs; be sure to complete your entire task.	
If you are the Master Plumber/Gasfitter and someone else was designated (on the Permit application) as a "Plans Submitter", follow instructions below to view the project. You will not receive a separate email with the "applicant upload" task or have permissions to do so.	
If you are the design Engineer, the permit applicant must designate you as the "Plans Submitter" in order to act directly (without a licensee), on behalf of the project.	
If you are the "Plans Submitter", you should open and follow the upload instructions sent to you, in a separate email, for the "applicant upload" task assigned to you. You are the only user with permission to upload the required plans and docs; be sure to complete your entire task.	
Click the <b>Project Access</b> link below to view the project. (Single screen users may find it helpful to print this page first).	
<ol style="list-style-type: none"><li>1. Enter your User Login (same email used for ePermitting) and then enter your Password.</li><li>2. The system will open to the <b>Tasks (PF)</b> tab (this is your default home screen).</li><li>3. Designated licensees and others indicated to be the Plans Submitter should follow the upload instruction sent via separate email. All other users can view the project and track its status by following the next step.</li><li>4. Click your Project Number under the Projects column (format = PFG-0xxxxx-20yy).</li></ol>	
WSSC will accept the following file types. <b>Drawings:</b> Vector-Based PDF <b>Supporting Documents:</b> .DOC, .DOCX, .XLS, .XLSX, .PPT, .PPTX, .PPS, .PPSX, .PDF, .JPG, .TIF, .TIFF, .PNG, .IMG, .BMP, .TXT, .VSD, .RTF	
User Login:	[Field1]
Project Number:	[Field4]
Project Name:	[ProjectDescription]
<a href="#">Project Access Link</a>	

## Submittal Requirements

The following items should be uploaded to ePlan Review, as applicable to your specific project, to ensure a thorough review. Additional items may be requested by the WSSC Plans Reviewer for clarity.

- Drawings Folder
  - Floor plans, to scale
  - Drain/waste/vent (DWV) riser diagrams
  - Water riser diagrams
  - Gas riser diagrams and sizing parameters (gas type, pipe material, longest run, inlet pressure, pressure drop, total load)
  - Equipment schedules
- Documents and Specs Folder
  - All other files that are required as part of the project submission but are not drawing files (product brochures, specifications, etc.)
  - May be submitted as multiple page documents

The following procedures help maintain a consistent upload and review process:

- Each drawing shall be uploaded as a separate file
- Each drawing shall be simply named describing the sheet (i.e. “P-1” or “P-501”)
  - Do not include the job title or sheet description in the title
- Each drawing shall be uploaded as a vector-based PDF file, if available
  - Drawings created using AutoCAD software can make use of added functionality as vector-based PDF files (search, measure, higher resolution zoom, etc.)
  - Drawings created using AutoCAD software should not be printed and scanned to PDF



## Applicant Upload Task

To get started:

1. Login to ePlan Review using the account associated with your permit application by following the 'Project Access Link' in the [Email Invitation](#) or visiting the website directly (<https://planreview.wsscwater.com/ProjectDox/>).
2. Click on the "Applicant Upload Task" link from the "Tasks (PF)" tab.

WSSC ePlan Review

Home | Search | All Tasks | Profile | Logout

Tasks (PF) | Tasks (PD) | Projects

Refresh | Save Settings

OPTIONS	TASK	PROJECT	INSTANCE	GROUP	ASSIGN...	STATUS	PRIORITY	DUE DATE	CREATED	DESCRIP...
	Contains...	Contains...	Contains...	Contains...	Contains...	Contains...	Contains...	Contains...	On...	Contains...
	<a href="#">Applicant Upload Task</a>	PFG-025936-2...	PFG-025936-2018 - RSD Plan Review - 5/2/2018 1:54:28 PM	Applicant	FirstInGroup	Pending	Medium	5/9/2018 1:54:45 PM	5/2/2018 1:54:45 PM	PFG - [none] - 014501 SWEITZER LN
	<a href="#">Applicant Upload Task</a>	PFG-025946-2...	PFG-025946-2018 - RSD Plan Review - 5/14/2018 9:44:38 AM	Applicant	FirstInGroup	Pending	Medium	5/21/2018 9:44:57 AM	5/14/2018 9:44:57 AM	PFG - [none] - 014501 SWEITZER LN

1 - 2 of 2 records

Click "Applicant Upload Task" Link

3. Click the "Drawings" folder within the 'Applicant Upload Task' screen to upload all required plans. All other files should be uploaded to the "Documents and Specs" folder following the same steps. Refer to the [Submittal Requirements](#) for typical drawings and documents required for plans review.

Project Information | Contacts

Project Number: PFG-025946-2018  
Project Type: Plumbing / Fuel Gas Permit Plan Review  
Project Status: Applicant Upload  
Address: 014501 SWEITZER LN  
City: LAUREL  
State: MD  
Postal Code: 207070000

**Task Instructions**  
Please upload all plans, documents and specs into the appropriate folders. Please refer successfully uploaded all required files please click the (Upload Complete - Submit to V)  
-Plans to Drawings folder  
-All other files to Documents and Specs folder

Project: PFG-025946-2018

Select destination folder for files:

- PFG-025946-2018
  - Drawings**
  - Documents and Specs

Click Drawings Folder

☐ I have uploaded all required plans and/or documents. I understand by completing tr

4. Click "Select Files to Upload".

**APPLICANT UPLOAD**

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Project Information    Contacts

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**Project Number** PFG-025946-2018  
**Project Type** Plumbing / Fuel Gas Permit Plan Review  
**Project Status** Applicant Upload  
**Address** 014501 SWEITZER LN  
**City** LAUREL  
**State** MD  
**Postal Code** 207070000

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**Task Instructions**  
Please upload all plans, documents and specs into the appropriate folders. Please refer to the Applicant Guide and follow all uploaded all required files please click the (Upload Complete - Submit to WSSC) button to complete your Applicant Upload!  
-Plans to Drawings folder  
-All other files to Documents and Specs folder

Project: PFG-025946-2018

Select your files to upload to this folder:

**Select Files to Upload**    View Folders

PFG-025946-2018\Drawings

Click "Select Files to Upload"

5. Upload all plans and documents by browsing to the files on your computer and selecting them or simply dragging and dropping the files directly from the folder into the area within ePlan Review.

Drag Files into this area    or    Click "Browse for Files"

**WSSC ePlan Review** Close Window

Folder: PFG-025946-2018\Drawings

**Upload Files**    **Upload URL**

**Browse For Files**

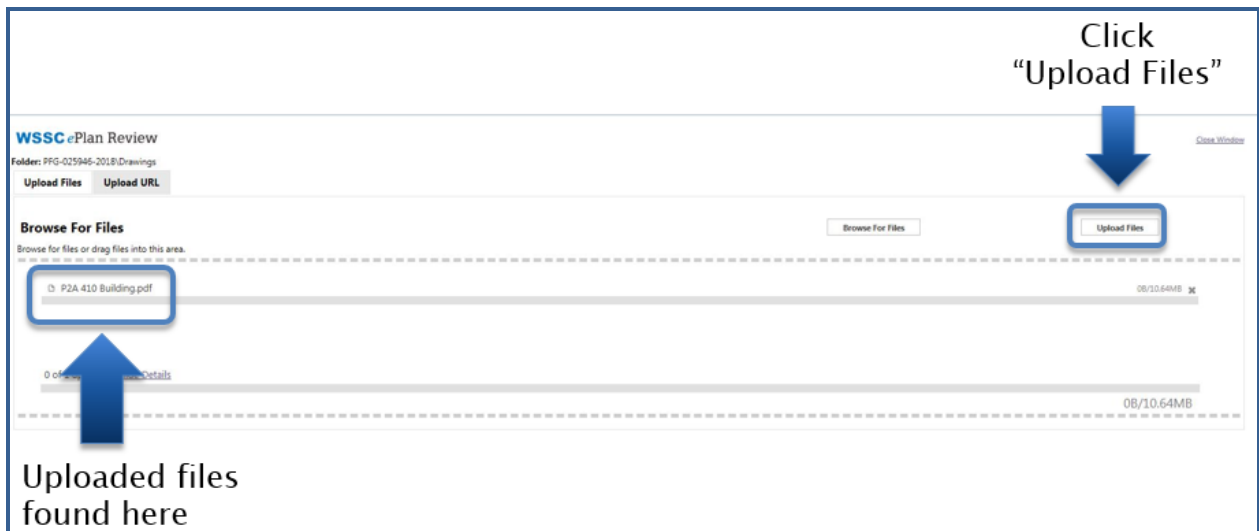
Browse for files or drag files into this area.

**Browse For Files**    **Upload Files**

0 of 0 uploaded [Hide Details](#)

08/08

6. Now click the “Upload Files” button to place the files into the ePlan Review folder.



7. Close out of the file upload screen.



8. Verify all files uploaded into the appropriate folders.

**APPLICANT UPLOAD**

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Project Information    Contacts

---

**Project Number** PFG-025946-2018  
**Project Type** Plumbing / Fuel Gas Permit Plan Review  
**Project Status** Applicant Upload  
**Address** 014501 SWEITZER LN  
**City** LAUREL  
**State** MD  
**Postal Code** 207070000

---

**Task Instructions**  
Please upload all plans, documents and specs into the appropriate folders. Please refer to the Applicant Guide and follow appropriate uploaded all required files please click the (Upload Complete - Submit to WSSC) button to complete your Applicant Upload task.  
-Plans to Drawings folder  
-All other files to Documents and Specs folder

Project: PFG-025946-2018

Select your files to upload to this folder:

Select Files to Upload    View Folders

✱ PFG-025946-2018\Drawings  
P2A 410 Building.pdf

← Verify all files are listed in folders

9. Check the box indicating you have uploaded all required plans and/or documents. Complete the 'Applicant Upload Task' by clicking "Upload Complete – Submit to WSSC".

**Task Instructions**  
Please upload all plans, documents and specs into the appropriate folders. Please refer to the Applicant Guide and follow appropriate naming convention for each file (using uploaded all required files please click the (Upload Complete - Submit to WSSC) button to complete your Applicant Upload task.  
-Plans to Drawings folder  
-All other files to Documents and Specs folder

Project: PFG-025946-2018

Select your files to upload to this folder:

Select Files to Upload    View Folders

✱ PFG-025946-2018\Drawings  
P2A 410 Building.pdf

☒ I have uploaded all required plans and/or documents. I understand by completing this task, I will no longer have the ability to upload additional files until I have another t

Upload Complete - Submit to WSSC    Save and Complete Later

↑  
Click  
"Upload Complete – Submit to WSSC"

Your ePlan Review home screen tasks will no longer show the 'Applicant Upload' task that was just completed.

**Before**

**After**

Applicant Upload Task Complete – No longer shows in task list

The 'Before' screenshot shows a table with columns: OPTIONS, TASK, PROJECT, INSTANCE, GROUP, ASSIGN..., STATUS, PRIORITY, DUE DATE, CREATED, and DESCRIP... The first two rows both show 'Applicant Upload Task' for project 'PFG-025936-2018 - RSD Plan Review'. The second row is highlighted with a blue box. The 'After' screenshot shows the same table, but only the first row remains, indicating the second task has been removed.

### Viewing Project Status

After completing an active task it will no longer show in the "Tasks (PF)" tab. Refer to the following steps to view the current project status and project folders.

1. To view any WSSC project associated with your account start by clicking on the "Projects" tab.

**WSSC ePlan Review**

**WSSC**

Home | All Tasks | Profile | Logout

Tasks (PF) | Tasks (PD) | **Projects**

Click Projects tab to view current status

The screenshot shows the 'Projects' tab selected. The table below it has the same columns as the previous screenshots. It contains one entry for 'Applicant Upload Task' for project 'PFG-025936-2018 - RSD Plan Review'.

2. Search for the project by date, description (address/job name), or directly using the project number. The “Projects” tab defaults to viewing recent projects associated with your account.

Type in WSSC Plan Number to search for specific Projects

Click “CREATE DATE” to sort by most recent projects

The screenshot shows the 'Projects' tab in the WSSC interface. At the top, there are tabs for 'Tasks (PF)', 'Tasks (PD)', and 'Projects'. Below these are buttons for 'All Projects', 'Refresh', 'Save Settings', and 'Reset Settings'. A search bar is located at the top right, with a dropdown menu showing 'Show 9 records'. The main table has columns: PROJECT, OPTIONS, DESCRIPTION, OWNER, STATUS, and CREATE DATE. A blue arrow points to the search bar, and another points to the 'CREATE DATE' column header.

PROJECT	OPTIONS	DESCRIPTION	OWNER	STATUS	CREATE DATE
PFG-025923-2018	① ☐ ✉	PFG - D/testcase - 014501 SWEITZER LN	Ted Podles	Approved	4/20/2018 8:54:39 AM
PFG-025924-2018	① ☐ ✉	PFG - d/test2 - 014501 SWEITZER LN	Ted Podles	In Review	4/20/2018 2:09:40 PM
PFG-025929-2018	① ☐ ✉	PFG - Medimmune - 1 MEDIMMUNE WAY	Mike McDermott	Resubmit Received	4/26/2018 12:47:16 PM

3. The project now displays the “Prescreen” status indicating the completion of the ‘Applicant Upload Task’. If the project status does not indicate “Prescreen” then the task has not been completed.

Project Status now reads “Prescreen”

The screenshot shows the 'Projects' tab in the WSSC interface. At the top, there are tabs for 'Tasks (PF)', 'Tasks (PD)', and 'Projects'. Below these are buttons for 'All Projects', 'Refresh', 'Save Settings', and 'Reset Settings'. A search bar is located at the top right, with a dropdown menu showing 'Show 9 records'. The main table has columns: PROJECT, OPTIONS, DESCRIPTION, OWNER, STATUS, and CREATE DATE. A blue arrow points to the 'STATUS' column header, which now displays 'Prescreen' for the first project.

PROJECT	OPTIONS	DESCRIPTION	OWNER	STATUS	CREATE DATE
PFG-025946-2018	① ☐ ✉	PFG - [none] - 014501 SWEITZER LN	PlanReview Test	Prescreen	5/14/2018 9:44:38 AM
PFG-025942-2018	① ☐ ✉	PFG - [none] - 014501 SWEITZER LN	PlanReview Test	Applicant Upload	5/9/2018 11:24:38 AM
PFG-025941-2018	① ☐ ✉	PFG - [none] - 014501 SWEITZER LN	Damon Johnson	Prescreen	5/9/2018 10:32:38 AM

## Prescreen Review

Prescreening is a cursory review of your uploaded documents in preparation for a formal review. This will be performed by WSSC for all project submittals. Allow a minimum of three (3) working days after you have uploaded your documents and completed the ‘[Applicant Upload Task](#)’ for the ‘Prescreen Review’ to take place. If your submittal passes the ‘Prescreen Review’, it will immediately move into the ‘[Department Review](#)’ process and you will receive an email notification. If there are missing items from your submittal, you will receive a ‘[Prescreen Corrections Task Assignment Email](#)’ with instructions on the changes requested and how to submit.

The following items are common issues requiring 'Prescreen Corrections':

- Multiple drawings uploaded as single file
- Drawing file names too complex
- Drawing quality is lacking (e.g. poor resolution resulting from scanned document)
- Missing required documents – refer to the '[Submittal Requirements](#)' for a list of typical required files, WSSC Plans Reviewer will notify applicant what additional documents are required for their review

### Prescreen Correction Task Assignment Email

The email assignment includes 'Prescreen Corrections Task' instructions and a "Project Access Link" to the ePlan Review website. This email will be sent to the contact that will be interacting with ePlan Review (either the 'Principal Master' or the 'Plans Submitter').

**WSSC ePlan Review**  
**Pre-Screen Correction Request Task Assignment**

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**Attention Dan:**

Your plan review submission for Project: **PFG-025938-2018 - PFG -** has been reviewed and corrections have been requested. You may review correction comments and requirements by accessing the ProjectDox site.

**Instructions** →

1. Accept "Prescreen Corrections" task.
2. Complete "Check List" items.
3. Complete "Prescreen Corrections" task by clicking the check boxes. Click the "Resubmit to WSSC Button" at the bottom of the screen.

Please be advised when completing this task:

- Upload any additional required plans or documents as noted in the check list into the correct folder.
- When resubmitting revised plans, they must be uploaded using the same file names as the original submittal. Do not add a prefix or suffix to revised file names (do not try to indicate different versions, the system will auto-apply the correct version numbers). Keeping the file names the same will actually allow the system to automatically index each round of updates.
- Once you have completed this task, no additional submissions will be accepted unless requested by WSSC.

**Please Note:** all projects received after 12 noon are considered received the "next business day."

**Click "Project Access" Link** →

Project:	<b>PFG-025938-2018</b>
Description:	<b>PFG -</b>
	<b>Prescreen Corrections</b>
Project Contact:	<b>Ted Podles (<a href="mailto:Ted.Podles@wsscwater.com">Ted.Podles@wsscwater.com</a>, 301-206-8607)</b>
	<a href="#">Project Access</a>   <a href="#">Login to ProjectDox</a>



## Prescreen Corrections Task

To get started:

1. Login to ePlan Review using the account associated with your permit application by following the 'Project Access' link in the email invitation or visiting the website directly (<https://planreview.wsscwater.com/ProjectDox/>).
2. Click on the "Prescreen Corrections Task" link from the "Tasks (PF)" tab.

WSSC ePlan Review

Tasks (PF) Tasks (PD) Projects

Refresh Save Settings

OPTIONS	TASK	PROJECT	INSTANCE	GROUP	ASSIGNMENT T...	STATUS	PRIORITY	DUE DATE	CREATED	DESCRIPTION
Contains...	Contains...	Contains...	Contains...	Contains...	Contains...	Contains...	Contains...	Contains...	On...	Contains...
Applicant Upload Task	PFG-025936-2018	PFG-025936-2018	RSD Plan Review - 5/2/2018 1:54:28 PM	Applicant	FirstnGroup	Pending	Medium	5/9/2018 1:54:45 PM	5/2/2018 1:54:45 PM	PFG - [none] - 014501 SWETZTER LN
Prescreen Corrections Task	PFG-025946-2018	PFG-025946-2018	RSD Plan Review - 5/14/2018 9:44:38 AM	Applicant	FirstnGroup	Pending	Medium	5/21/2018 1:24:03 PM	5/14/2018 1:24:04 PM	PFG - [none] - 014501 SWETZTER LN

1 - 2 of 2 records

Click on "Prescreen Corrections Task"

3. Click "View/Edit Checklist Items" to see the WSSC Plans Reviewer comments to be addressed.

Click "View/Edit Checklist Items" to see WSSC Plans Reviewer comments

Task Instructions

Please upload all corrected plan files with the EXACT SAME file name as the original files (do not add a prefix or suffix to the file names). You (red V2, V3, etc) associated with each resubmitted file. If requested to submit additional files not previously submitted, you will not see a version. After you have successfully uploaded all required plans and documents, please click the (Resubmit to WSSC) button.

View/Edit Checklist Items (3)

Project: PFG-025946-2018

Select destination folder for files:

- PFG-025946-2018
  - Drawings (3 Files - 1 New)
  - Documents and Specs

Applicant Comments

Reviewer Comments

Reviewer Comments Last updated: 5/14/2018 1:23:58 PM

Resubmit to WSSC Save and Complete Later



4. Revise your 'Applicant Upload' documents per the reviewer comments in the "Checklist Item Viewer".

**Workflow Review Checklist Item Viewer**

Refresh

**Selected Checklist Items for All Review Cycles**

Review Cycle: All Save Settings

REF #	PERMIT TYPE	DEPARTMENT	COMMENT TYPE	CYCLE	COMMENT TEXT
1	RSD Review	Intake	Prescreen		Floor plans to scale
2	RSD Review	Intake	Prescreen		Occupant load
3	RSD Review	Intake	Prescreen		Water and/or Sanitary Riser(s)

1 - 3 of 3 records

Save Close View Full Report

Reviewer comments to be corrected

5. Navigate to the 'Drawings' or 'Documents and Specs' folders to update the files per the Prescreen Corrections. Start by clicking on the "Project" link on your Tasks (PF) home screen.

**Tasks (PF) Tasks (PD) Projects**

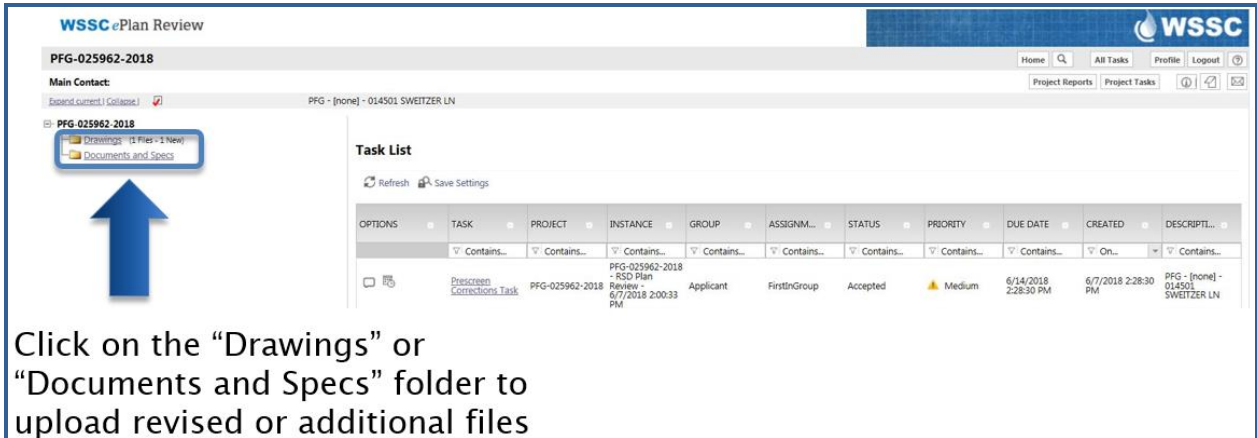
Refresh Save Settings

OPTIONS	TASK	PROJECT
	Applicant Upload Task	PFG-025936-2018
	Applicant Resubmit Task	PFG-025953-2018
	Prescreen Corrections Task	PFG-025962-2018

1 - 3 of 3 records

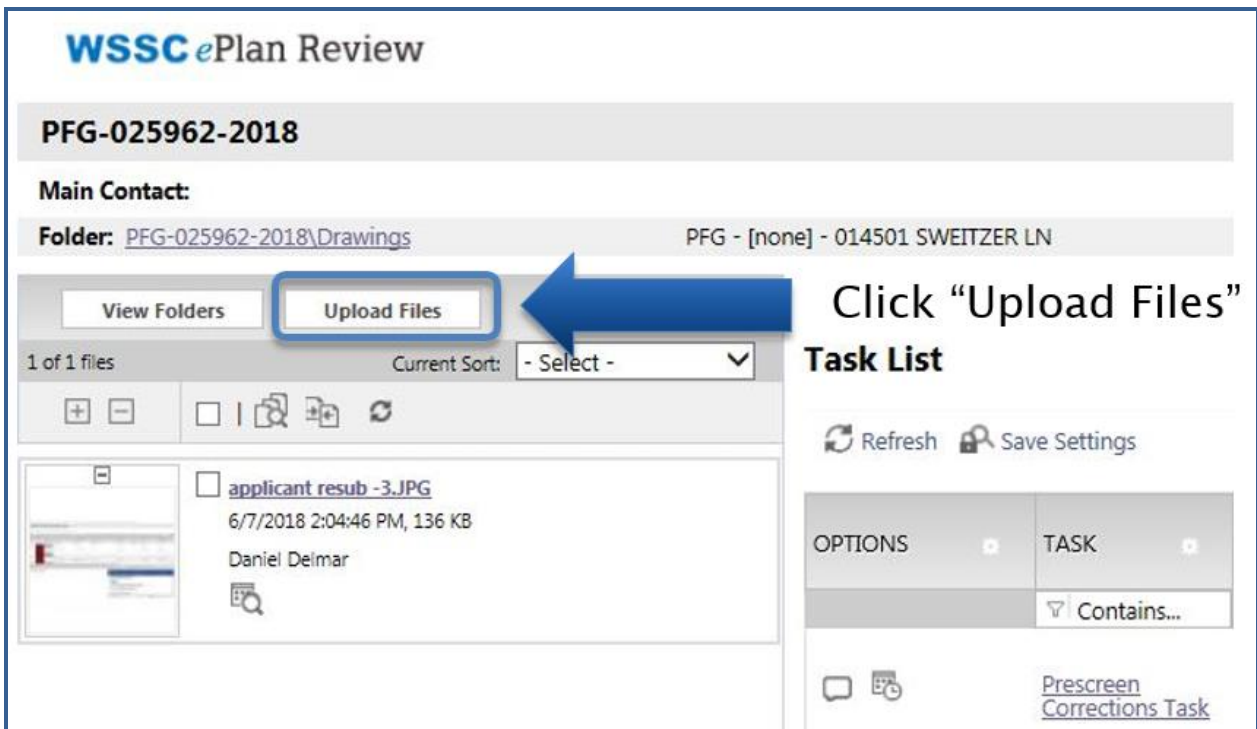
Click on the Project link associated with the Prescreen Corrections Task

- Click on the “Drawings” or “Documents and Specs” folder to upload any revised or additional files requested by the WSSC Plans Reviewer.



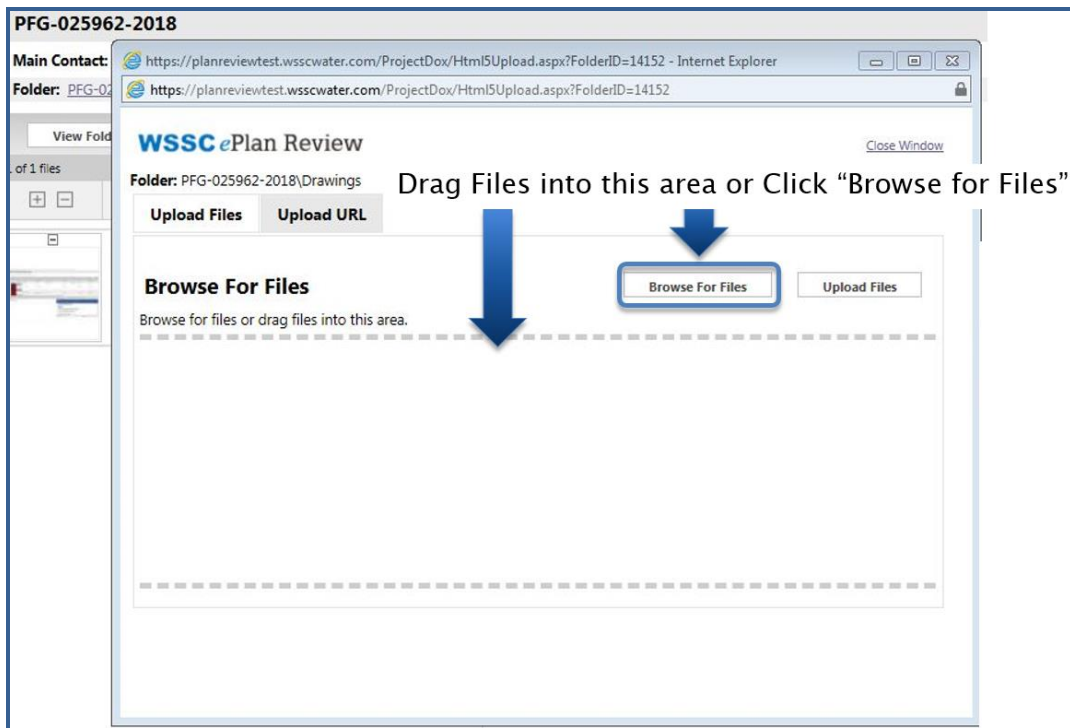
Click on the “Drawings” or “Documents and Specs” folder to upload revised or additional files

- Click “Upload Files” to access files on your personal computer storage. Verify all revised drawings and documents use the **EXACT SAME** file name from your initial ‘Applicant Upload’. Using the exact same file name will ensure that your revised drawings utilize the ‘version’ function within ePlan Review allowing for easy comparison to the previous submittals, while also reducing clutter in your project folders.

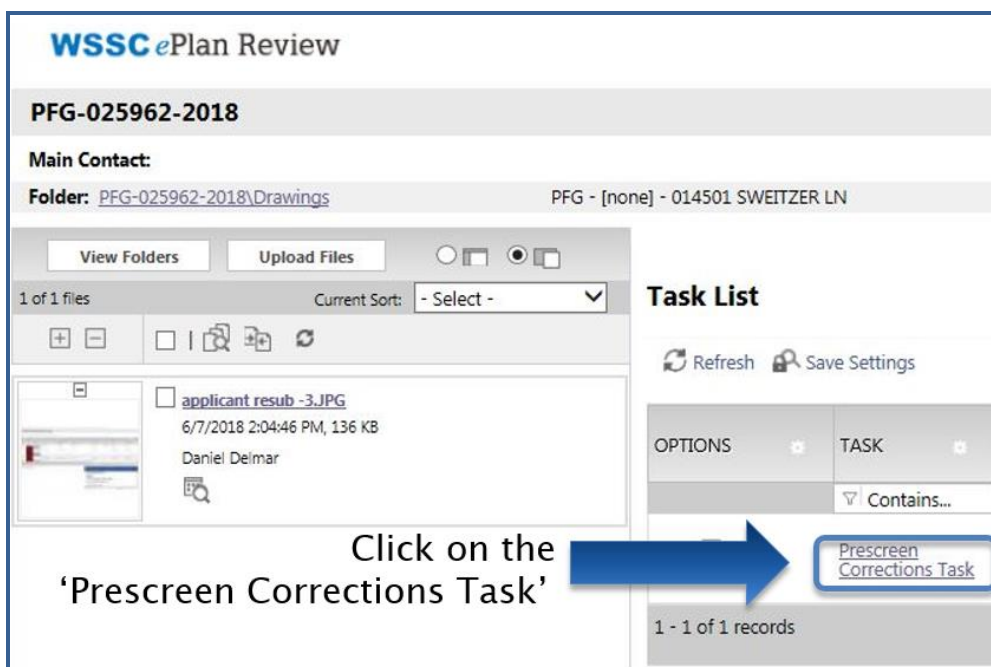


Click “Upload Files”

8. Upload all requested plans and documents by browsing to the files on your computer and selecting them or simply dragging and dropping the files directly from the folder into the area within ePlan Review.



9. Now that the requested drawings and documents have been uploaded to ePlan Review, click on the active 'Prescreen Corrections Task' from your project "Task List" or your Tasks (PF) home screen.



10. Check boxes confirming that all 'Prescreen Corrections Task' comments from the WSSC Plans Reviewer have been addressed and the revised documents have been uploaded. Click "Resubmit to WSSC" to complete the 'Prescreen Corrections Task'.

View/Edit Checklist Items (3)

Project: PFG-025946-2018

Select destination folder for files:

- PFG-025946-2018
  - Drawings (1 Files - 1 New)
  - Documents and Specs

Applicant Comments

Reviewer Comments

Reviewer Comments Last updated: 5/14/2018 1:23:58 PM

☒ I have reviewed and addressed, including responses where appropriate, all Changemark Items accessed by clicking on the &quot;Change

☒ I have uploaded the revised drawings and/or documents required as a result of the review into the appropriate folder in the project using the resubmit back to WSSC for further review. I understand by completing this task, I will no longer have the ability to upload additional files until I

Resubmit drawings to WSSC for secondary Prescreen Review

Resubmit to WSSC Save and Complete Later

11. The WSSC Plans Reviewer will now perform a subsequent 'Prescreen Review' to verify all their comments have been addressed. If your submittal passes the secondary 'Prescreen Review', it will immediately move into the 'Department Review' process. You will receive a notification email when the project has moved into the 'Department Review' process.

**Before**

OPTIONS	TASK	PROJECT	INSTANCE	GROUP	ASSIGNMENT T...	STATUS	PRIORITY	DUE DATE	CREATED	DESCRIPTION
<input type="checkbox"/>	Applicant Upload Task	PFG-025936-2018	PFG-025936-2018 - RSD Plan Review - Applicant	Applicant	FirstInGroup	Pending	Medium	5/9/2018 1:54:45 PM	5/2/2018 1:54:45 PM	PFG - [none] - 014501 SWITZER LN
<input type="checkbox"/>	Prescreen Corrections Task	PFG-025946-2018	PFG-025946-2018 - RSD Plan Review - Applicant	Applicant	FirstInGroup	Pending	Medium	5/21/2018 1:24:03 PM	5/14/2018 1:24:04 PM	PFG - [none] - 014501 SWITZER LN

1 - 2 of 2 records

**Prescreen Corrections Task Complete - No longer shows in task list**

**After**

OPTIONS	TASK	PROJECT	INSTANCE	GROUP	ASSIGNMENT T...	STATUS	PRIORITY	DUE DATE	CREATED	DESCRIPTION
<input type="checkbox"/>	Applicant Upload Task	PFG-025936-2018	PFG-025936-2018 - RSD Plan Review - Applicant	Applicant	FirstInGroup	Pending	Medium	5/9/2018 1:54:45 PM	5/2/2018 1:54:45 PM	PFG - [none] - 014501 SWITZER LN

1 - 1 of 1 records

Refer to the procedures outlined in 'Viewing Project Status' to access any current project status and project folders.

## Department Review

Following the cursory 'Prescreen Review' approval, the WSSC Plans Reviewer will begin the 'Department Review'. This phase of the review process consists of but is not limited to; reviewing the plans for compliance with latest version of the International Plumbing Code/International Fuel Gas Code/WSSC Plumbing and Fuel Gas Code, verifying coordination with approved site plans, and verifying constructability and maintenance concerns. Should the drawings and documents submitted require revisions, the WSSC Plans Reviewer will disapprove the 'Department Review' initiating the 'Applicant Resubmit Task' for completion by the applicant. Allow a minimum of fifteen (15) working days after you have uploaded your documents and completed the '[Applicant Upload Task](#)' for the first 'Department Review' to take place.

## Applicant Resubmit Task Assignment Email

The email assignment includes 'Applicant Resubmit Task' instructions and a "Project Access Link" to the ePlan Review website. This email will be sent to the contact that will be interacting with ePlan Review (either the 'Principal Master' or the 'Plans Submitter').

**Applicant Resubmit Task Assignment**

**Attention Daniel:**

Your plan review submission for Project: **PFG-025946-2018 - PFG - [none] - 014501 SWEITZER LN** has been reviewed and corrections have been requested. You may review correction comments and requirements by accessing the ProjectDox site.

**Instructions** →

1. Accept "Applicant Resubmit" task.
2. When corrected plans and/or documents are uploaded and ready for submittal, complete your "Applicant Resubmit" task.
3. Complete "Applicant Resubmit" task by clicking the check boxes. Click the "Resubmit to WSSC Button" at the bottom of the screen.

Please be advised when re-submitting plans and/or documents:

**Be Advised!** →

- Upload any additional required plans or documents into the correct folder.
- All corrections must be uploaded using the same file names as the original submittal. Do not add a prefix or suffix to revised file names (do not try to indicate different versions, the system will auto-apply the correct version numbers). Keeping the file names the same will actually allow the system to automatically index each round of updates.
- Once corrections have been uploaded for review, no additional submissions will be accepted unless requested by WSSC.

**Please Note:** all projects received after 12 noon are considered received the "next business day."

Project:	<b>PFG-025946-2018</b>
Description:	<b>PFG - [none] - 014501 SWEITZER LN</b>
Task:	<b>Applicant Resubmit</b>
Project Contact:	<b>Damon Johnson (<a href="mailto:damon.johnson@wsscwater.com">damon.johnson@wsscwater.com</a>, )</b>

**Click "Project Access" Link** →

<a href="#">Project Access</a>	<a href="#">Login to ProjectDox</a>
--------------------------------	-------------------------------------

For questions related to the project, please contact the Project Contact listed above.

For technical issues/problems with ProjectDox, please contact [plumbingplansreview@wsscwater.com](mailto:plumbingplansreview@wsscwater.com) or call 301-206-8886.

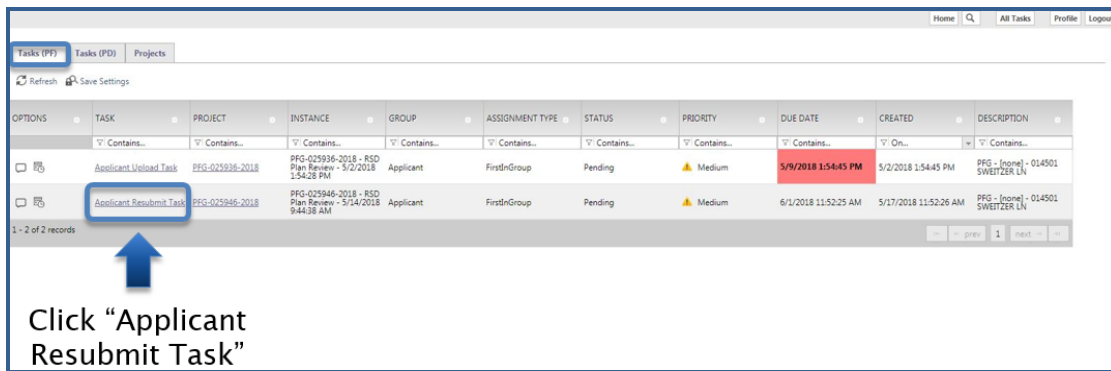
**Please do not reply to this email.**

## Applicant Resubmit Task

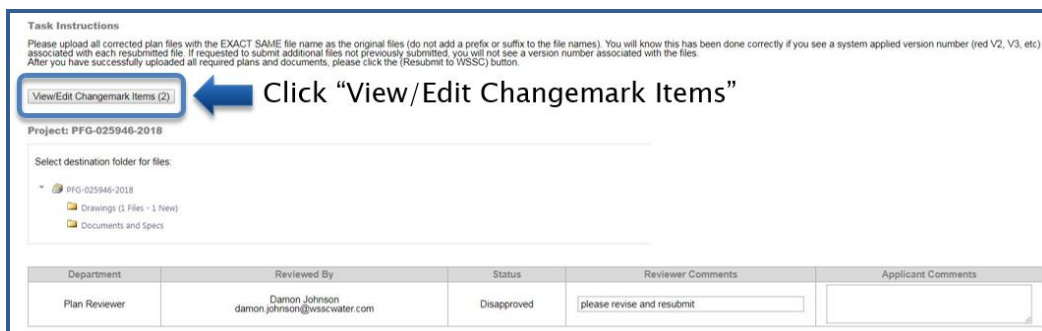
To get started:

1. Login to ePlan Review using the account associated with your permit application by following the 'Project Access' link in the email invitation or visiting the website directly (<https://planreview.wsscwater.com/ProjectDox/>).

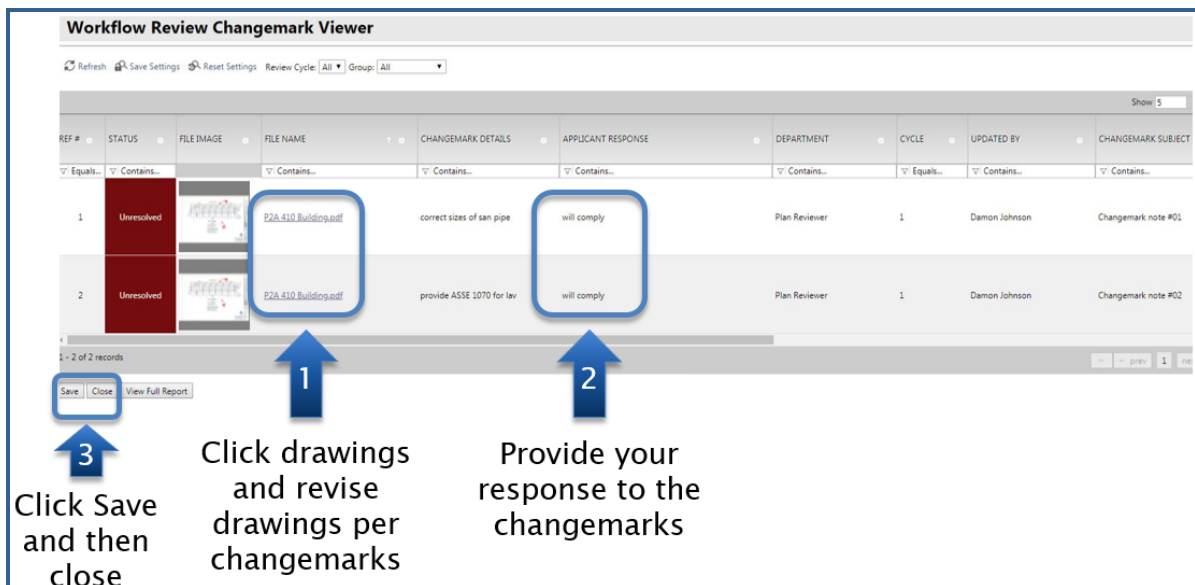
- Click on the “Applicant Resubmit Task” link from the “Tasks (PF)” tab.



- Click the “View/Edit Changemark Items” button to reference the WSSC Plans Reviewer’s markups and comments.



- From the “Workflow Review Changemark Viewer”, click on each drawing to view the WSSC Plans Reviewer’s comments. Revise your drawings and documents accordingly and provide your response to the changemarks in the “Applicant Response” field. Save your responses and close the “Workflow Review Changemark Viewer”.





- Upload any revised files using the **EXACT SAME** file name as the original file in the same folder location. Check the boxes on the task instructions screen verifying all WSSC Plans Reviewer changemarks have been reviewed and addressed, complete with the appropriate responses. Finally, click the “Resubmit to WSSC” button to complete the task.

**Upload revised plans** → 1

**Check boxes once revised drawings have been uploaded** → 2

**Click “Resubmit to WSSC”** → 3

**Task Instructions**  
Please upload all corrected plan files with the EXACT SAME file name as the original files (do not add a prefix or suffix to the file names), associated with each resubmitted file. If requested to submit additional files not previously submitted, you will not see a version number after you have successfully uploaded all required plans and documents, please click the (Resubmit to WSSC) button.

View/Edit Changemark Items (2)

Project: PFG-025946-2018

Select Files to Upload

PFG-025946-2018\Drawings  
P2A 410 Building.pdf

Department	Reviewed By	Status
Plan Reviewer	Damon Johnson damon.johnson@wsscwater.com	Disapproved

**Task Instructions**  
I have reviewed and addressed, including responses where appropriate, all Changemark Items accessed by clicking on the “Changemark” button. I have uploaded the revised drawings and/or documents required as a result of the review into the appropriate folder in the project using the WSSC for further review. I understand by completing this task, I will no longer have the ability to upload additional files until I have another task assigned to me.

Resubmit to WSSC Close

Your ePlan Review home screen tasks will no longer show the ‘Applicant Resubmit Task’ that was just completed.

**Before**

**Applicant Resubmit Task Complete – No longer shows in task list**

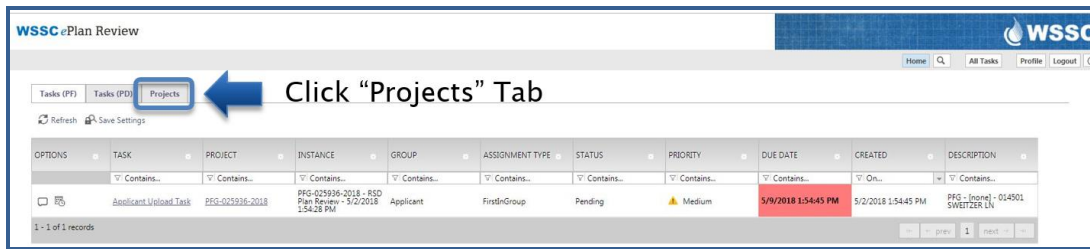
**After**

The 'Before' screenshot shows a task list with two entries: 'Applicant Upload Task' and 'Applicant Resubmit Task'. The 'Applicant Resubmit Task' is highlighted with a blue box. The 'After' screenshot shows the same task list, but the 'Applicant Resubmit Task' has been removed, leaving only the 'Applicant Upload Task'.

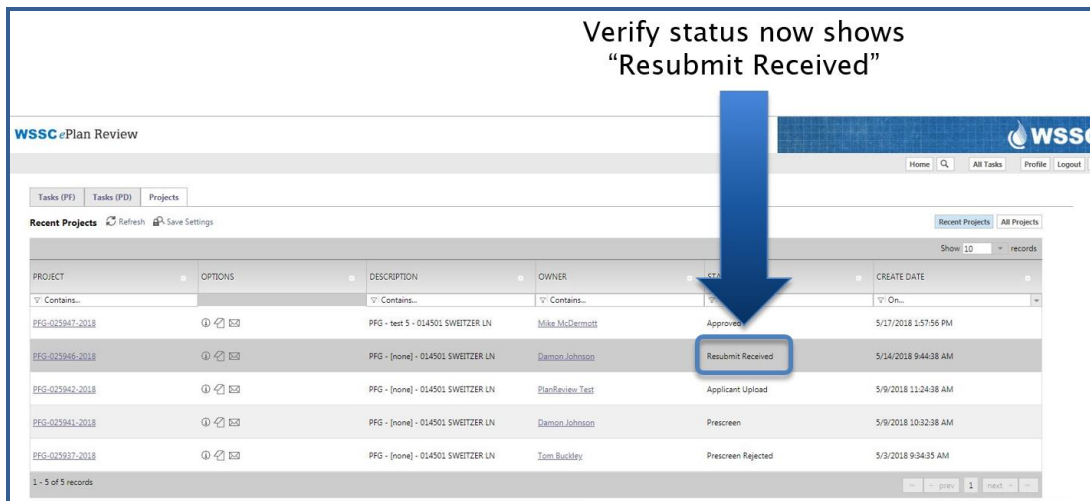
## Viewing Project Status

After completing an active task it will no longer show in the “Tasks (PF)” tab. Refer to the following steps to view the current project status and project folders.

1. To view the project start by clicking on the ‘Projects’ tab.



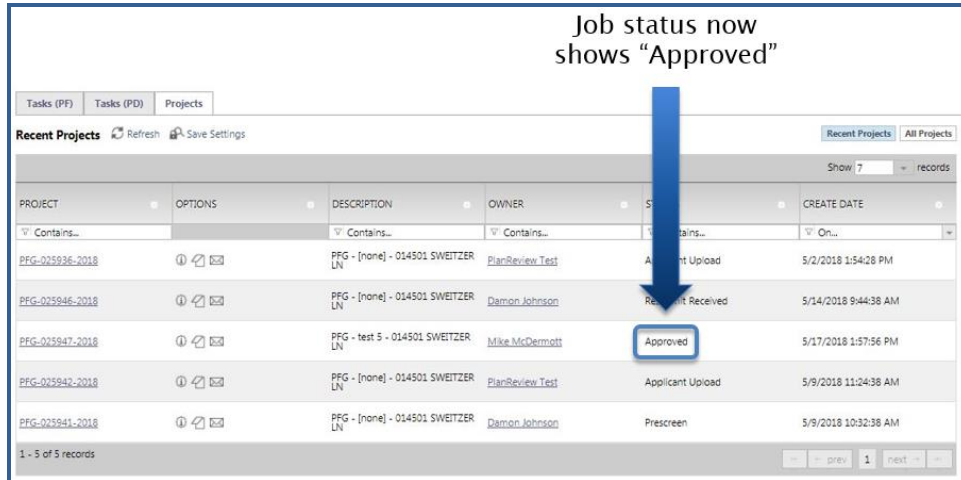
2. Search for the project by date or directly using the project number. The project now displays the ‘Resubmit Received’ status indicating the completion of the ‘Applicant Resubmit Task’.





Now that your resubmit has been received, a WSSC Plans Reviewer will review the revised drawings and documents to verify that all comments have been addressed correctly. Should additional revisions be required, another 'Applicant Resubmit Task' will be assigned to the applicant. If the revisions are deemed acceptable responses to the changemarks, the plans are approved and an email notification is sent. The project status now shows 'Approved' indicating the plans are ready to be provided for inspections.

**Job status now shows "Approved"**



PROJECT	OPTIONS	DESCRIPTION	OWNER	STATUS	CREATE DATE
PFG-025936-2018	① ② ③	PFG - [none] - 014501 SWEITZER LN	PlanReview Test	Applicant Upload	5/2/2018 1:54:28 PM
PFG-025946-2018	① ② ③	PFG - [none] - 014501 SWEITZER LN	Damon Johnson	Resubmit Received	5/14/2018 9:44:38 AM
PFG-025947-2018	① ② ③	PFG - test 5 - 014501 SWEITZER LN	Mike McDermott	<b>Approved</b>	5/17/2018 1:57:56 PM
PFG-025942-2018	① ② ③	PFG - [none] - 014501 SWEITZER LN	PlanReview Test	Applicant Upload	5/9/2018 11:24:38 AM
PFG-025941-2018	① ② ③	PFG - [none] - 014501 SWEITZER LN	Damon Johnson	Prescreen	5/9/2018 10:32:38 AM

1 - 5 of 5 records

## Approval

You will receive an email notification stating that your WSSC project plans have been approved. A "Project Access" link will be provided in the email. Follow this link and sign in to your ePlan Review account associated with the project.

**Approved Plans Ready for Download Notification**

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Attention Daniel:

We are pleased to inform you the referenced WSSC project plans have been approved. Please refer to the Applicant Guide for detailed instructions on the next step requirements for your specific project type.

Your approved plans are ready for download for Project: PFG-025923-2018 – PFG - DJtestcase - 014501 SWEITZER LN

To download your approved plans, please [Login to ProjectDox](#) and download your plans from the **Approved** folder.

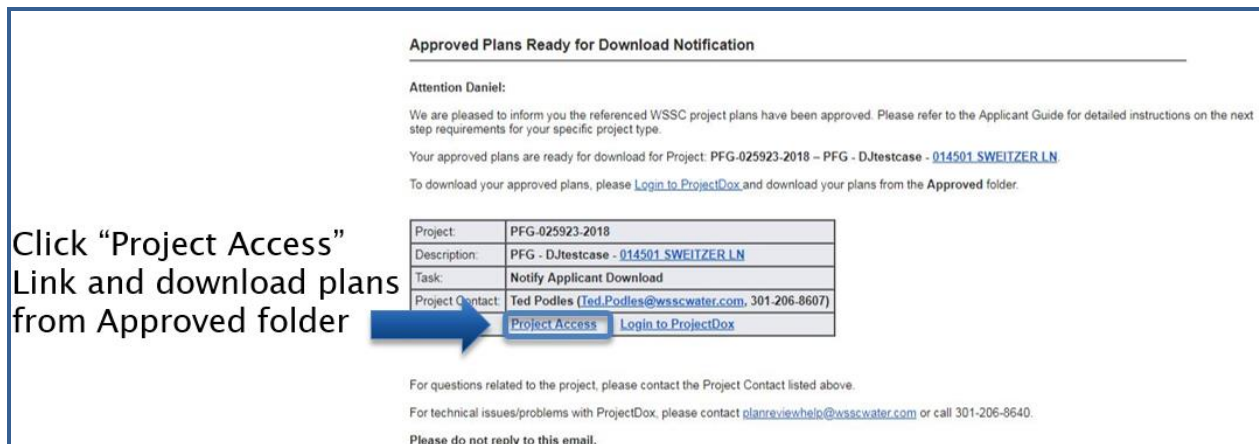
Project:	PFG-025923-2018
Description:	PFG - DJtestcase - 014501 SWEITZER LN
Task:	Notify Applicant Download
Project Contact:	Ted Podles (Ted.Podles@wsscwater.com, 301.206-8607)
	<a href="#">Project Access</a> <a href="#">Login to ProjectDox</a>

For questions related to the project, please contact the Project Contact listed above.

For technical issues/problems with ProjectDox, please contact [planreviewhelp@wsscwater.com](mailto:planreviewhelp@wsscwater.com) or call 301-206-8640.

**Please do not reply to this email.**

**Click "Project Access" Link and download plans from Approved folder**



1. Navigate to the “Projects” tab to search for your approved project. Click on the associated Project link to view the “Approved” folder.

Click on your Project link to locate your Approved drawings

Approved projects are located within the ‘Projects’ tab

PROJECT	OPTIONS	DESCRIPTION	OWNER	STATUS	CREATE DATE
PFG-025947-2018		PFG - [none] - 014501 SWEITZER LN	PlanReview Test	Applicant Upload	5/2/2018 1:54:28 PM
PFG-025947-2018		PFG - [none] - 014501 SWEITZER LN	Damon Johnson	Resubmit Received	5/14/2018 9:44:38 AM
PFG-025947-2018		PFG - test 5 - 014501 SWEITZER LN	Mike McDermott	Approved	5/17/2018 1:57:56 PM

2. Click on the “Approved” folder to view drawings and documents containing the WSSC Plans Review stamp of approval.

WSSC ePlan Review

PFG-025947-2018

Main Contact: Theodore Grier

Expand current | Collapse | PFG - test 5 - 014501 SWEITZER LN

Task List

Click on the “Approved” folder

No tasks are available at this time.

Approved (5 Files - 0 New)

## WSSC Plans Review Stamp of Approval

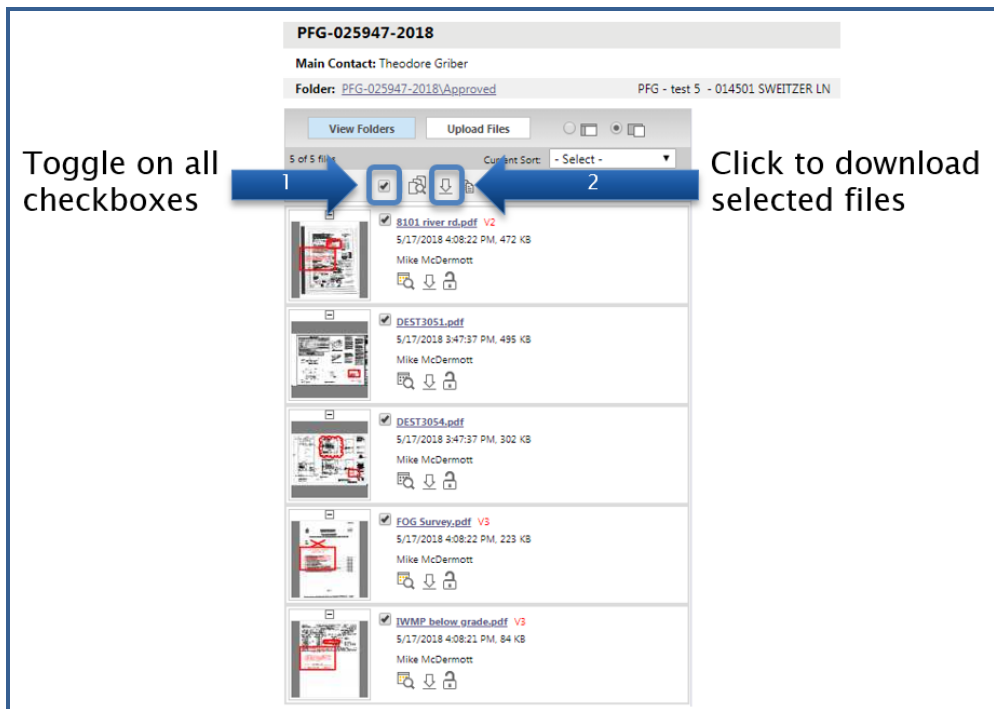
WASHINGTON SUBURBAN SANITARY COMMISSION  
REGULATORY SERVICES GROUP  
PLANS REVIEW UNIT

THIS PLUMBING/FUEL GAS PLAN IS APPROVED FOR CONSTRUCTION SUBJECT TO REVISIONS SHOWN HERE AND TO MINOR CONSTRUCTION CHANGES. CONSTRUCTION SHALL CONFORM TO THE PLUMBING AND FUEL GAS REGULATIONS OF THE WASHINGTON SUBURBAN SANITARY COMMISSION.

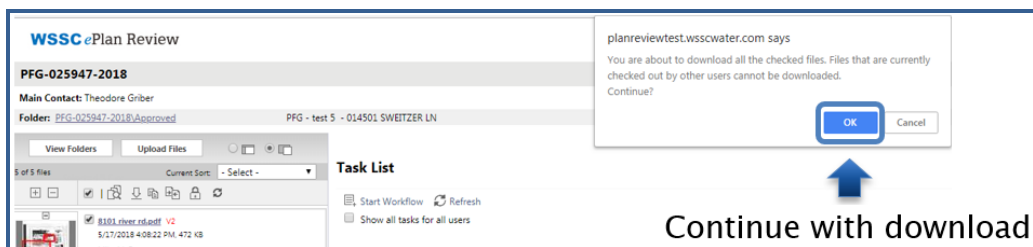
REVIEWED BY: Mike McDermott

PLAN #: PFG-025947-201 DATE: 05/17/18  
8

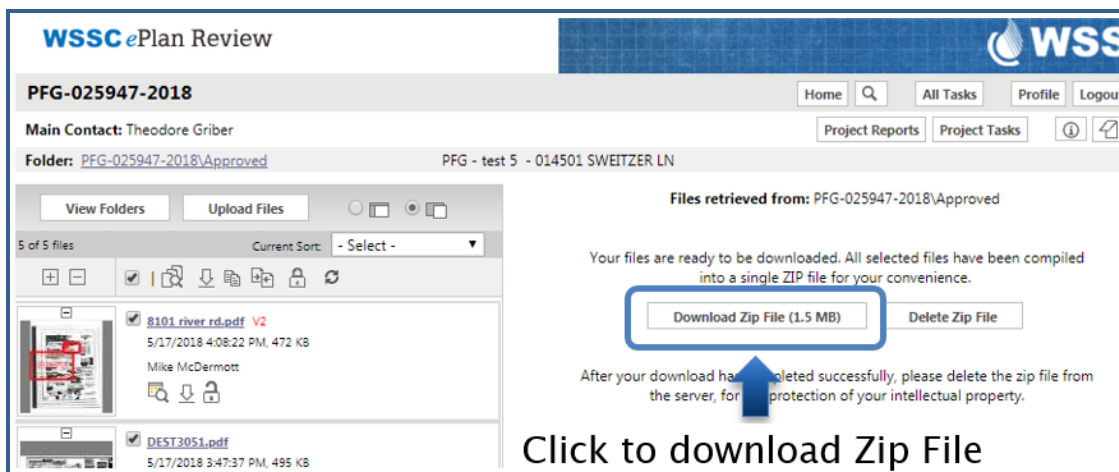
3. Toggle on all checkboxes to select all of the approved files and download all checked files.



4. Continue with downloading all the checked files by clicking “OK” from the prompt.



5. Download the Zip File containing all of the approved files checked in the previous step. The approved PDF files will now be accessible from your personal computer storage within the downloaded Zip folder.

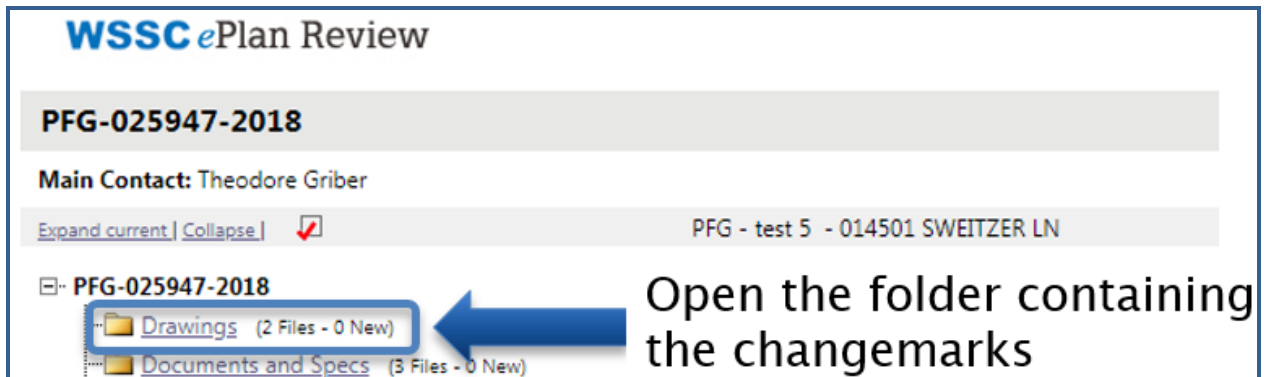


6. Upon plans review approval, a WSSC Master licensee or a WSSC Journeyman licensee shall be present at the inspection site to provide the WSSC inspector with a printed set of approved plans including modifications. The Master or Journeyman licensee shall be appropriately licensed for the scope of work being inspected, either plumbing, gasfitting, or both.

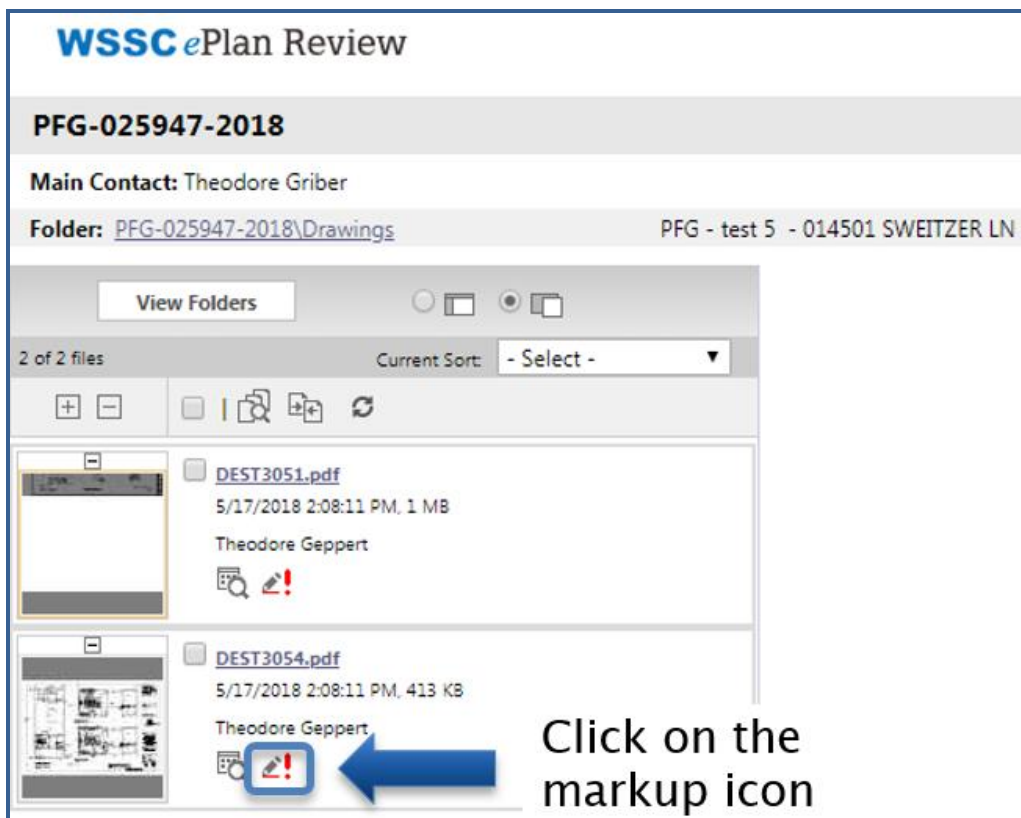
### Printing Drawings with Changemarks

To get started:

1. Navigate to your project and open the folder containing the files with changemarks that you want to print.



2. Click on the markup icon to view the drawing containing the WSSC Plans Reviewer changemarks.



3. Check the “View” checkbox and click the “View/Edit” button within the popup window.

The screenshot shows the WSSC ePlan Review application. On the left, a file list displays 'DEST3051.pdf' with a 'View' checkbox checked. A blue arrow labeled '1' points to this checkbox. On the right, a popup window titled 'WSSC ProjectDox 9.1 - TEST - Google Chrome' shows the 'Markups attached to DEST3054.pdf' table. The table has columns for 'Delete', 'View', 'Edit', 'Markup Name', 'Author', and 'Date'. A row shows a markup by 'mcd' (Mike McDermott) on 5/17/2018. A blue arrow labeled '2' points to the 'View/Edit' button in this row. Below the popup, text reads 'Click “View/Edit” to open drawing file'.

WSSC ePlan Review

PFG-025947-2018

Main Contact: Theodore Grier

Folder: PFG-025947-2018\Drawings PFG - test 5 - 014501 SWEITZER LN

View Folders

2 of 2 files Current Sort: - Select -

DEST3051.pdf  
5/17/2018 2:08:11 PM, 1 MB

Theodore Geppert

Check “View” checkbox

WSSC ProjectDox 9.1 - TEST - Google Chrome

Secure | https://planreviewtest.wsscwater.com/ProjectDox/Markups.aspx?FileID=6118

WSSC ePlan Review

Markups attached to DEST3054.pdf

Delete View Edit Markup Name Author Date

☒ ☐ mcd Mike McDermott 5/17/2018 3:25:45 PM

View/Edit Clear All Select All for View

Click “View/Edit” to open drawing file

4. Click “Publish” to PDF.

The screenshot shows the WSSC ePlan Review application displaying a drawing. A blue arrow points to the 'Publish' button in the top toolbar. To the right of the arrow, text reads 'Publish drawing to PDF'. The drawing itself is a technical plan with a red cloud annotation. The bottom of the window shows a preview of the drawing as a PDF file named 'DEST3054.pdf V1'.

DEST3054.pdf - Google Chrome

Secure | https://planreviewtest.wsscwater.com/ProjectDox/Integration/BravaPlugin/HTMLClient/HTMLViewer.aspx?FileID=...

Annotate Review Redact Measure Publish

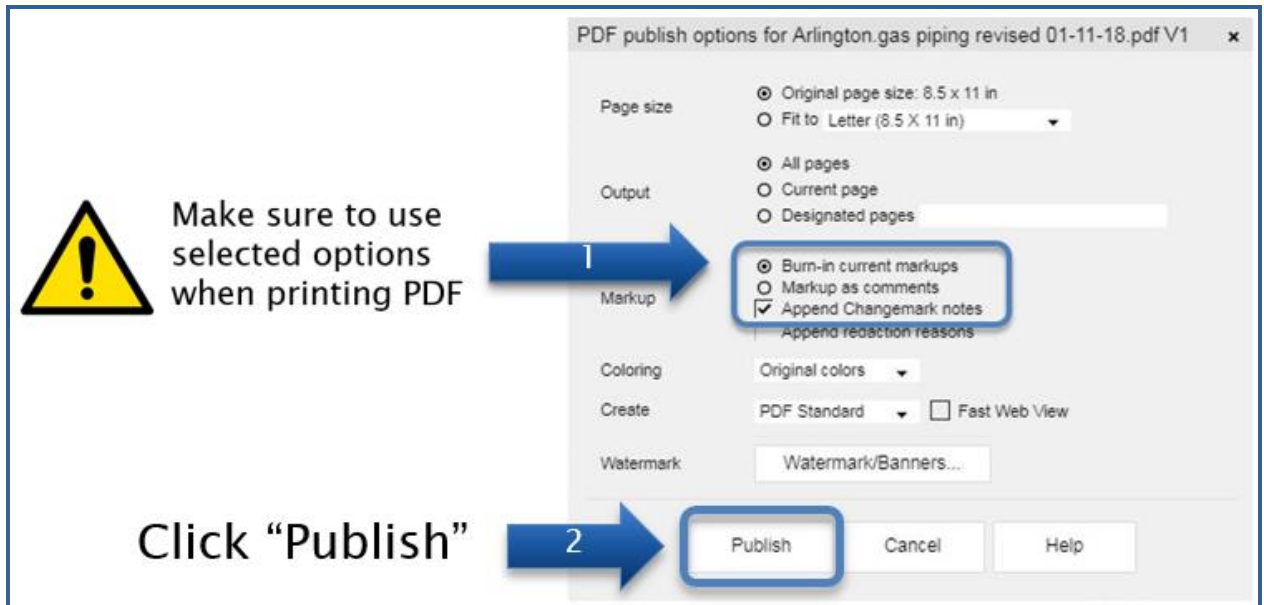
DEST3054.pdf V1

Not available

Publish drawing to PDF

DEST3054.pdf V1

5. Select the 'Burn-in current markups' option when printing PDF files marked up for revisions.  
Click "Publish"



6. Print the marked-up PDF by clicking on the printer button. From here, you can either print/save as a PDF file to coordinate revisions electronically or print a hard copy.

