



THE CITY OF ASPEN

EPlans Review Guide for Building Permits

Applicant Guidance

February 2017

The City of Aspen is implementing an ePlans review system called Bluebeam Revu eXtreme 2016 (Bluebeam). Using Bluebeam, reviewers will use electronic plans for their reviews rather than paper plan sets. This system will be utilized for plans/document review only.

This guidance document explains what applicants need to know for the City's ePlans review process using Bluebeam. Please keep in mind that all other steps (such as payments of fees) will continue to be handled as they have in the past. There are seven basic steps that you must follow:

- ✓ Step 1 – Verify if your application is eligible for ePlans review
- ✓ Step 2 – Schedule a meeting with the Permit Coordinators (if required)
- ✓ Step 3 – Prepare documents and plans for Bluebeam
- ✓ Step 4 – Attend meeting with Permit Coordinator (if required) and submit documents
- ✓ Step 5 – Review the City's comments
- ✓ Step 6 – Revise and resubmit your materials
- ✓ Step 7 – Pick up your permit and prepare your field set

Step 1 – Verify if your application is eligible for ePlans review

To verify that your application is a good candidate, contact a Permit Coordinator at **970-429-2748** and explain your scope of work. *Most permits will be eligible.*

Step 2 – Schedule a meeting with a Permit Coordinator (if required)

Pre-submittal and submittal meetings with Permit Coordinators are not required unless a Permit Coordinator or City Permit Reviewer asks for one. If a Permit Coordinator and/or Permit Reviewer requires a meeting, they will contact you via phone or email to schedule a meeting.

Step 3 – Prepare documents and plans for Bluebeam

Prior to submission of documents, ensure that your files are ready to review in Bluebeam:

3.1. Use the *City of Aspen Electronic File Preparation Standards* to prepare and name your plan set sheets and files. They can be found at:

[Electronic File Preparation Standards for COA](#)

For your files to be managed effectively in Bluebeam, it is essential

that you follow all file naming standards. Additionally, all Plans Sheet names and Page Labels must be consistent throughout the Plan Set and match EXACTLY. Contact a Permit Coordinator if you have questions.

3.2. Assemble your files. If all application files < = 25Mb, then they may be emailed to the Permit Coordinator as part of a submission. If application files are > 25Mb then they may be submitted in one of the following methods:

- Loaded onto a USB flash drive and brought to a Permit Coordinator.
- If you have a Cloud-Based system, such as Dropbox or GoogleDrive, you may give the Permit Coordinator access to download those files.

Please note that the City ***CANNOT*** accept plans/drawing sheets that were scanned into the files because of the inability to properly align and compare such drawings when revisions are made. If you submit files containing scanned drawings, your application will be halted until you resubmit your drawings.

Step 4 – Attend Meeting with Permit Coordinator (if required)

The Permit Coordinator will upload your files to Bluebeam and review your application to determine if it is complete and that your application is ready to be reviewed for compliance.

- ✓ If your application is deemed complete, no meeting will be required.
- ✓ If you are not ready to submit your application and a pre-submittal meeting is required, the Permit Coordinator will note the guidance provided at the meeting, close the electronic session, and email back to you notes and any markups made during the meeting.
- ✓ If a submittal meeting is required and your application is determined to be complete, or if during a pre-submittal meeting your application is determined to be complete, the Permit Coordinator will take the steps necessary to share your application electronically with the review staff. You will pay any fees due at submittal in the same manner that you have in the past. Should you need information on the status of your application, please contact the Permit Coordinator.
- ✓ If your application is incomplete, it will not be accepted. The Permit Coordinator will note the deficiencies in Bluebeam and provide them to you. You will need to schedule another meeting with the Permit Coordinator and provide your updated files to proceed.

Step 5 - Review City comments

When reviewers have completed their work, you will receive an email with their comments and markups. For the first review round, each reviewer will send you an email attachment with their comments/markup summaries as they complete their reviews. In addition, after all reviewers have completed their work, the Permit Coordinator will send you an attached Batch Summary of all of the markups on all submitted documents. If your application requires additional rounds of review, the Permit Coordinator will send a Batch Summary of all reviewer comments/markup summaries after all review agencies have completed their reviews.

Step 6 – Revise and resubmit your materials

Revise your plans and documents to address all comments from all review agencies. Staff may request that you meet with them prior to resubmitting to ensure that you understand the comments and changes needed. If you have questions regarding specific comments, please contact the reviewer directly. General questions should be directed to your Permit Coordinator.

When you resubmit:

- Resubmit only the documents/individual plan sheets that have been changed or the additional sheets required to address reviewer comments.
- Respond to **All** the reviewers' comments prior to resubmitting materials. Drawings and documents must be revised in a manner that **clearly respond** to the comments to ensure your compliance with codes.
- Follow the file naming protocols in the *City of Aspen Electronic File Preparation Standards* to revise your sheets and documents.
- Include a comment letter with your written response to each comment. The response letter should:
 - reference the review round (first, second, etc.)
 - include the date of the resubmittal
 - be in PDF format
 - explain the revisions, reference the pages on which those changes have been made, and include any other necessary explanations

When you have responded to all comments and are ready to resubmit, contact the Permit Coordinator to schedule a resubmittal meeting.

Step 7 – Pick up your permit and prepare your field set

When no further revisions are needed to your application, you will be notified that your review is complete and your permit is ready. You will need to come into the office to pick up your Permit, a thumb drive with the approved plan set, and an official "Field Set" sticker. You also will be required pay all remaining fees due.

You are responsible for printing a copy of the approved plan set, which must be kept at the construction site, and affixing the "Field Set" sticker to the cover sheet. NO work can begin until the field set is onsite.

The field set must remain onsite throughout the project until you have had a final building inspection.