

ePlans FAQs

## ***What is ePlans?***

Electronic plan review, or ePlans, is an online system for reviewing and approving plans and other documents through Development Services. It allows customers to submit plans digitally, receive redlines and comments from staff, and download approved plans. To access ePlans, go to <http://eplans.cityofcapegirardeau.org>

## ***What are the benefits of ePlans?***

ePlans saves the applicant money in printing costs of the original submittal and revised plans, postage, and travel time.

ePlans saves the city money and time for storage of old plans, compiling revisions into the original set of plans, and manually stamping and signing each sheet in a plan set.

Multiple departments, including all City Departments and Cape Girardeau County Health Department will utilize this system for review, and can review plans simultaneously.

## ***How much does ePlans cost?***

There is no increase in plan review or permit costs to utilize ePlans. The software was funded through Casino revenue.

## ***What types of plans can I submit through ePlans?***

Inspection Services:

- Commercial new construction, additions and renovations, including small projects like awnings and accessory structures
- Residential new construction, additions and renovations, including small projects like decks, pools and storage buildings
- Central Business District (CBD) Design Standards Approval
- Generator and solar permits
- Driveways
- Excavation/Right-of-way
- Fences
- Retaining Walls
- Sidewalks
- Signs, including Master Sign Plans
- Site improvements such as parking, landscaping and exterior lighting
- Stormwater

Engineering:

- Infrastructure improvements including water, sanitary sewer and storm sewer main extensions, streets, sidewalks, and street lights
- Sewer wye

Planning:

- Development Code Administrative Relief
- Certificate of Appropriateness
- Development Code Exception
- Rezoning
- Sidewalk Café
- Special Use Permit
- Subdivision Plat
- Zoning Code Variance

Fire Department:

- Fire alarm and fire sprinkler

Wastewater Plant:

- Grease interceptors and oil separators

Do you have something for review that isn't on this list? Give us a call to verify the review process, 573-339-6327.

***Can I apply for the permit online?***

To start the permit application process, the appropriate permit application will need to be filled out and submitted to [eplans@cityofcape.org](mailto:eplans@cityofcape.org). Permit applications are on the City's website here: [https://www.cityofcapegirardeau.org/departments/development/forms\\_and\\_brochures/](https://www.cityofcapegirardeau.org/departments/development/forms_and_brochures/) Once received, staff will enter the information into the permit system.

Plan review deposit and application fees may be paid online, by mail or in person. However, review of the application will not start until the appropriate fees are received. Once the application is entered into the system, staff will notify you of the project number, and the fees can be paid online here: <https://mss.cityofcapegirardeau.org/MSS/citizens/default.aspx> If you already have an account to pay your contractor license or utility bill online, it is the same login. For step by step instructions on how to pay for a permit online, go to <https://www.cityofcapegirardeau.org/contractors>

***Who submits plans through ePlans?***

The individual in the "Applicant" section is the designated project contact. This contact will receive all task and status notifications, and is responsible for submitting revisions as needed.

## ***Are paper plans still accepted?***

Yes, for now, the City will continue to accept hardcopy plans for review. However, at some point in the future, we may phase out hardcopy plan submittals.

## ***What do I do after plans are approved?***

Print a hardcopy set of the approved plans to be kept on the jobsite. The City will not print the jobsite set. This set assures the contractors are building from the approved set of plans, which may be different from the bid set.

For building permits: a hardcopy of the approved building plans and project manual are required to be kept on the jobsite.

For miscellaneous permits such as fences, signs, retaining walls, generators, and solar: a hardcopy of the approved plans are required to be kept on the jobsite

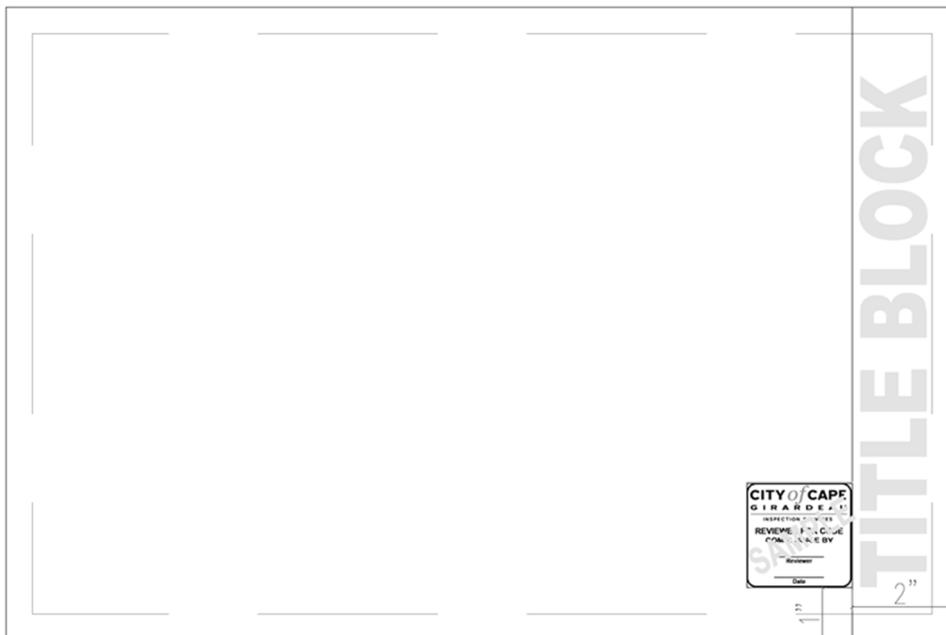
For stormwater permits: a hardcopy of the plans and SWPPP are required to be kept on the jobsite.

## ***How should I prepare my plans for the approval stamp?***

A 2"x2" space is required for the digital approval stamp in the location indicated below. This space should be left blank so the approval stamp does not cover design information.

Plan sheets:

11x17 infrastructure improvement plans: leave a 2"x2" space 2" from the right edge and 1" up from the bottom edge on each sheet

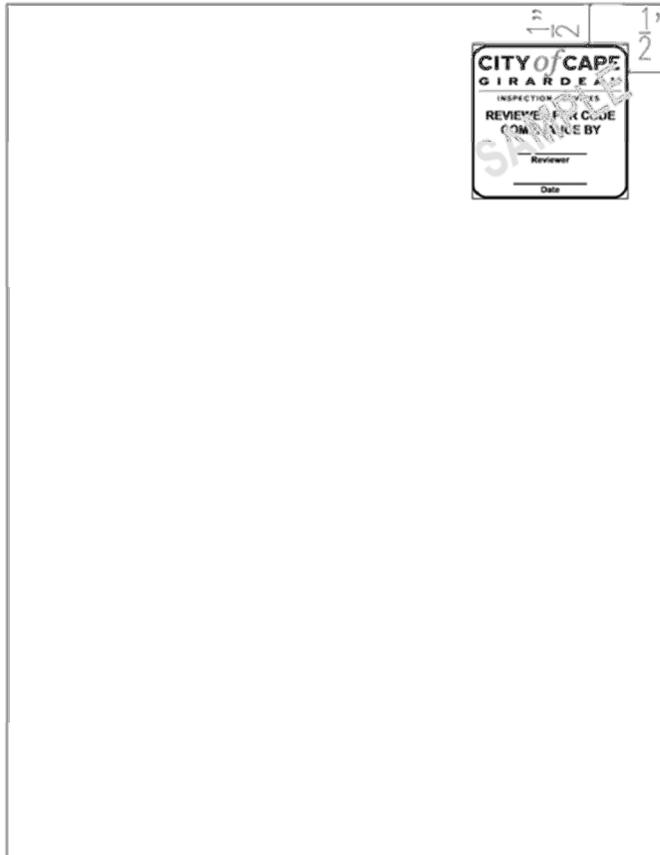


All other sizes of infrastructure improvement plans, building plans (all disciplines), and civil/site plans: leave a 2"x2" space 3" from the right edge and 1" up from the bottom edge on each sheet



8-1/2" x 11" documents:

Such as structural calculations, project manuals, etc: leave a 2"x2" space 1/2" from the top edge and 1/2" from the right edge only on the front cover.



### ***Which web browsers are compatible with ePlans?***

ePlans is compatible with Internet Explorer 11, Firefox 39.0, Chrome 44 and Apple Safari 7.1 and 8.0

### ***How do I configure my internet settings to use ePlans?***

For all browsers, configure the pop-up blocker to allow all pop-ups from the ePlans site. Internet Explorer users also need to configure compatibility view settings to include ePlans, add ePlans as a trusted site, install ProjectDox Components (one time per computer), and disable User Account Control.

### ***What files types are compatible with ePlans?***

Many file types are accepted in ePlans including PDF, TIF, GIF, JPG, PNG, Word, XLS, and CSV. Remember to submit revisions as the same file type (and the exact same name) as the original submittal.

PDF documents created by printing to PDF are preferable over those created by scanning a paper copy.

***How do plans and other documents need to be saved?***

For plan sheets, each sheet shall be saved as a separate file.

For documents such as project manuals and structural calculations, save the entire document as one file.

Contact us for clarification on if a document should be submitted as one file or separate files, please call 573-339-6327.