

QUICK GUIDE FOR ePLANS

STEP 1. Contact DPS For an ePlans User Account	Email: dps.eservices@montgomerycountymd.gov
STEP 2. Review System Requirements	A link can be found on the ePlans log in screen. Users must install Brava to their computer in order to properly view drawings within the ePlans system. This may require a systems administrator.
STEP 3. Log into ePlans	https://eplans.montgomerycountymd.gov/projectdox/ Internet Explorer is the preferred browser.
STEP 4. Identify Your Tasks	Each time you are assigned a task, you will be sent a notification email. Your active task list is located at the bottom of the ePlans home screen. An applicant's first new task is typically to upload drawings and/or documents.
STEP 5. Upload Drawings	<ul style="list-style-type: none"> - Construction drawings should be uploaded in the Drawings folder and supporting documents and reports should be uploaded in the Documents folder. - Each sheet of the set of drawings MUST be uploaded as a separate PDF file. - Supporting documents and reports may be uploaded as a single multi-page PDF file. - Both drawings and documents MUST follow the DPS file name convention as applicable.
STEP 6. Complete Your Tasks	Tasks are completed by accepting and then completing the eForm. Completing the eForm is the means by which DPS is notified that you have completed your task and that drawings/plans are available for review.
STEP 7. Continue Accepting and Completing Tasks	When notified, tasks must be accepted, performed and then completed until your plans have been approved. If corrections are required, you MUST resubmit the revised drawings or documents into the appropriate folder using the EXACT FILE NAME originally used. The system will automatically version the resubmitted page(s).
STEP 8. Revisions vs Corrections	Folders designated "Revision" should only be used to upload drawings and documents when an <u>issued</u> permit requires a revision. During the plan review process, corrections to plans or documents should always be uploaded to the original drawing or documents folder.
STEP 9. Wait for Notification	Once plans have been approved, a DPS permit technician will notify you of any remaining fees or requirements needed for permit issuance.
STEP 10. Ask for Assistance	Email: dps.eservices@montgomerycountymd.gov for help. You may also refer to the ePlans User Guide, found on the ePlans log in page, by viewing our Training Videos at https://permittingservices.montgomerycountymd.gov/DPS/eServices/eServicesTrainingVideos.aspx or by attending a DPS training session Mondays at 9 am – no registration required.