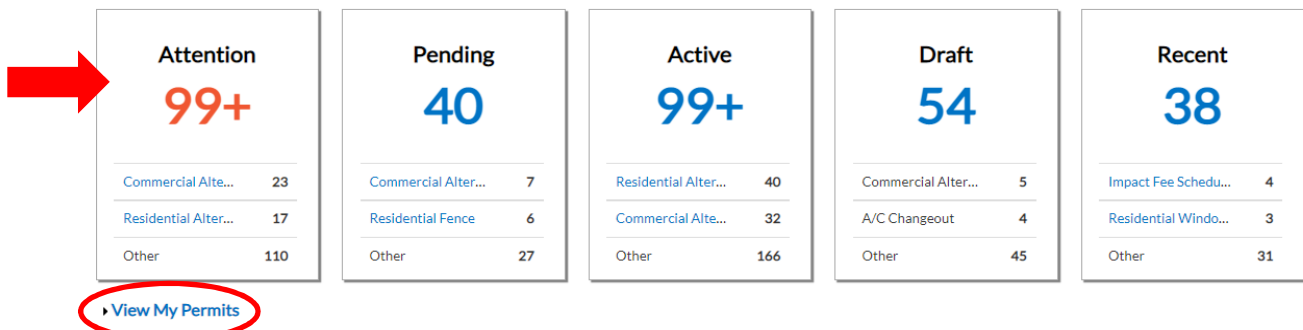


# Viewing Corrections

1. Login to your eHUB account.
2. Navigate to your dashboard.
3. Under “My Permits,” click on the box named “Attention.” Items listed as requiring attention would include: On Hold, Unpaid Fees, Failed Inspections, Failed Reviews, Resubmit Files, Recent and Pending Permits. You could also search for a specific permit under “View My Permits.”

## My Permits



Lists can be filtered and sorted by changing the fields above the headings. To find a specific item, use the search bar to enter a specific permit number, project or address.



Citizens access to all permitting, planning and business tax needs.

Good Afternoon, Neha James -

Apply Home Dashboard ePlans ePlans Reports Today's Inspections City Website Map Pay Invoices Calendar Search Support/Help Contact Info

## My Work

MY PERMITS MY EXISTING INSPECTIONS REQUEST INSPECTIONS

| Permit | Project | Address                   | Permit Type  | Status    | State                                     |
|--------|---------|---------------------------|--|-----------|---|
| 22,000 |         | 5635 COASTAL DR BOCA R... | Interior Renovation/<br>Alteration Residential -<br>Building (Residential) | In Review | Active, Attention (Inspection Not Passed) |
| 20,000 |         | 745 MEADOWS RD BOCA...    | New Commercial building  | In Review | Active, Attention (Inspection Not Passed) |
| 22,000 |         | 3290 NW 56 ST BOCA RAT... | New Single Family Detached -<br>Building (Residential)                     | In Review | Active, Attention (Inspection Not Passed) |

4. Navigate to the permit that needs re-submittal and click on the permit number link to open the project/case.



| Permit Number                  | Project | Address                         | Permit Type  | Status    | State                                     |
|--------------------------------|---------|---------------------------------|--|-----------|---|
| <a href="#">BPC-2023-00241</a> |         | 300 S Military Trl Boca Rato... | Re - Roof - Building (Commercial)                                    | In Review | Recent, Pending                           |
| <a href="#">22_00010274</a>    |         | 5635 COASTAL DR BOCA R...       | Interior Renovation/ Alteration Residential - Building (Residential) | In Review | Active, Attention (Inspection Not Passed) |

Once in the permit case, select Reviews to view correction comments. These areas are detected by a red “!” indicating attention is needed:

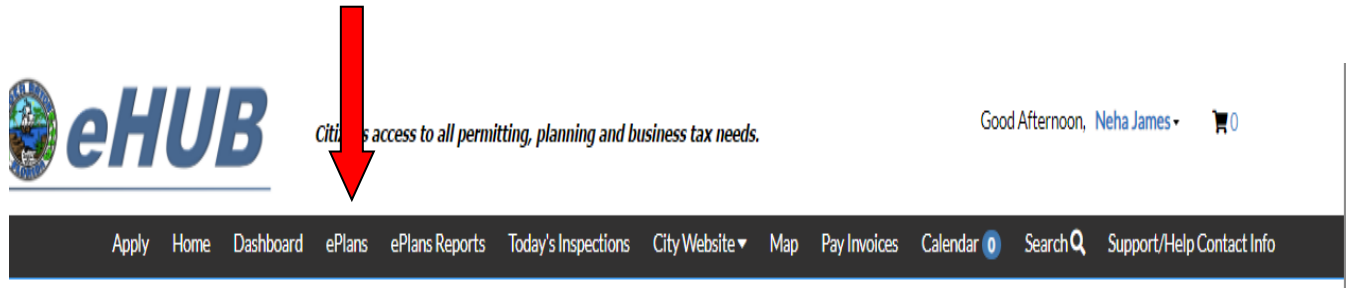
The screenshot shows a dashboard with three main sections: Progress, Workflow, and Available Actions. The Progress section features a donut chart showing 4% completed, with categories for Completed, In Progress, and Not Started. The Workflow section lists various steps, with two 'Plan Review' items marked as 'Not Passed' in red. The Available Actions section shows 'Unpaid Fees' for \$1,198.62 with a 'Pay Now' button.

- 1. “Reviews”- Click on this tab to view correction comments at a high level.
  - A. The review in red is the failed review and you can click the drop down arrow to extend the screen and view comments.

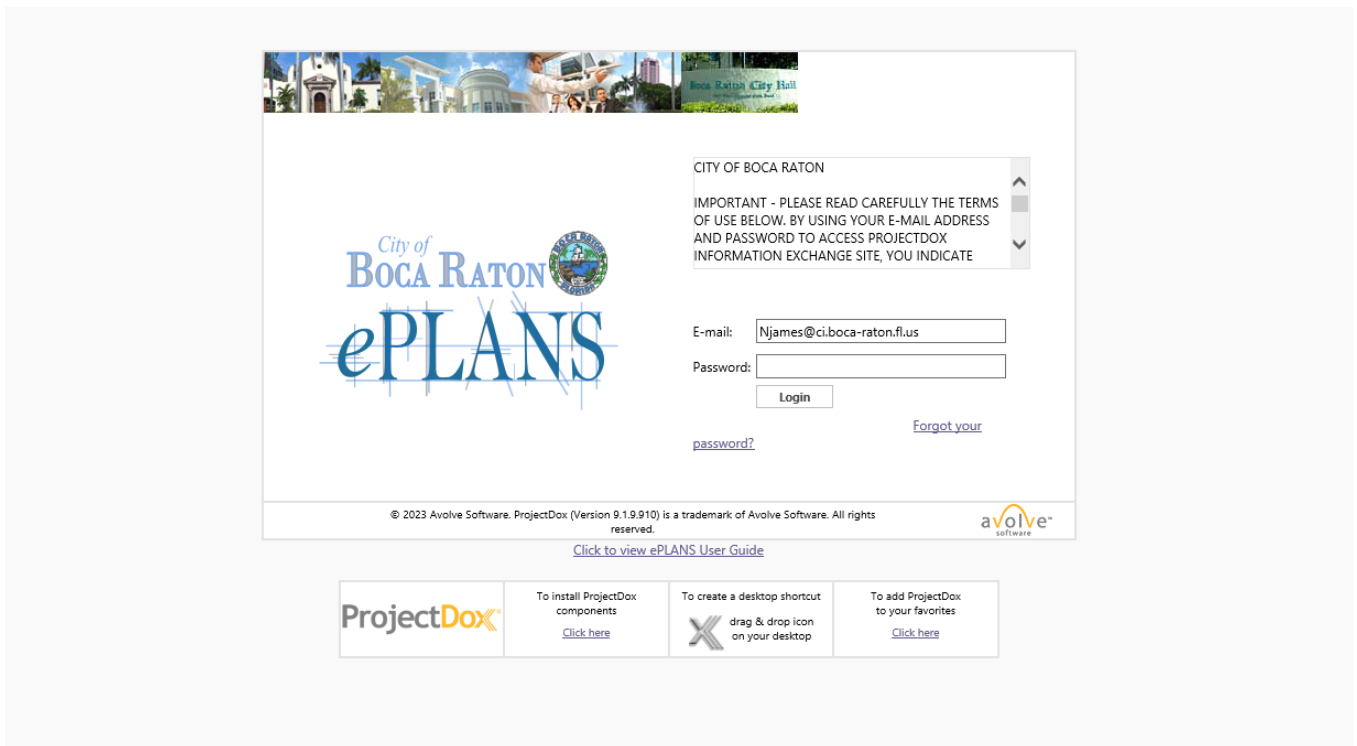
The screenshot shows the 'Reviews' tab selected. Below the navigation bar, the title 'Building (Multifamily) - Interior Alterations' is displayed. A table lists review items with columns for Submittal Status, Received Date, Due Date, and Completed Date. The first three items are marked as 'Disapproved' in red, while the last three are 'Approved' in green. A red arrow points to the first 'Disapproved' item, which has a dropdown arrow on its right side.

| Submittal Status                           | Received Date | Due Date   | Completed Date         |
|--|---------------|------------|------------------------|
| Denied                                     | 04/11/2023    | 05/11/2023 | 05/09/2023             |
| ❗ Structural • Disapproved • Tamayo Julian |               |            | Completed : 05/09/2023 |
| ❗ Regulatory • Disapproved • Teti Denise   |               |            | Completed : 04/20/2023 |
| ❗ Fire • Disapproved • Henry Joseph        |               |            | Completed : 04/25/2023 |
| ✅ Plumbing • Approved • Neus Ronald        |               |            | Completed : 04/20/2023 |
| ✅ Mechanical • Approved • Green Jesse      |               |            | Completed : 04/20/2023 |
| ✅ Electrical • Approved • March Arne       |               |            | Completed : 04/12/2023 |

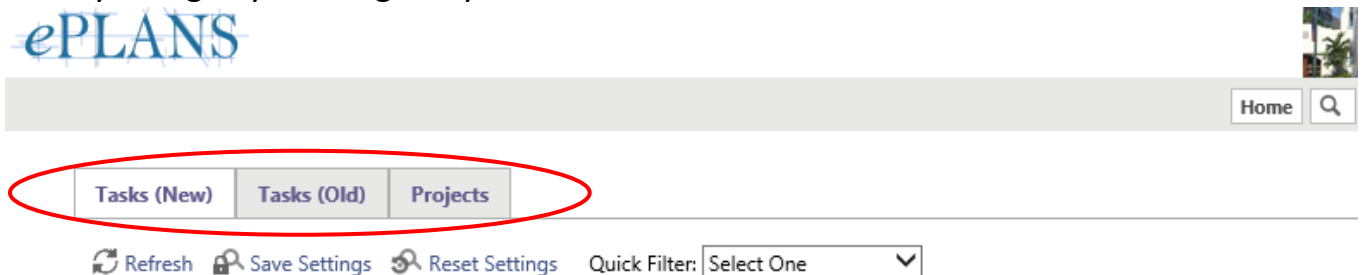
2. To upload the corrections, you will need to log in to BOCA ePLANS. You can find the link on the top of the eHUB page.



3. Log in to EPLANS




4. Once you log in you can go to your TASKS OR SELECT PROJECTS









5. If you select projects the tab on the right defaults to Recent Projects. If you do not see your permit in recent projects click on "ALL PROJECTS" and you will see the permit number come up.



6. Once you find the project you are looking for select the permit by clicking on the permit number



| PROJECT                        | OPTIONS   | DESCRIPTION   | OWNER                      | STATUS                | CREATE DATE          |
|--------------------------------|---|---|----------------------------|-----------------------|----------------------|
| ▼ Contains...                  |   | ▼ Contains...   | ▼ Contains...              | ▼ Contains...         | ▼ On...              |
| <a href="#">BPC-2023-00582</a> |    | Paving/Resurfacing - Asphalt overlay and line striping  | <a href="#">Boca EPlan</a> | Prescreen Corrections | 5/11/2023 8:17:57 AM |
| <a href="#">BPR-2023-00755</a> |    | Electrical - SUPPLY/INSTALL NEW 400A 1PH METER CAN REPLACE EXISTING UNDERSIZED 200A METER CAN | <a href="#">Boca EPlan</a> | In Review             | 5/9/2023 12:40:40 PM |

7. Upload your corrections to the correct folder. When uploading revised drawings please name it exactly what the original file was named so that it versions over and upload to the "Drawings" folder. Documents need to be uploaded to the "Documents" folder. Please check out our naming conventions at the end of this guide.



8. Once uploaded select your APPLICANT RESUBMIT TASK and SELECT CORRECTIONS COMPLETE- NOTIFY BOCA RATON. If this is not completed the system has no way of notifying Staff that a correction has been uploaded.

- Contracts (1 Files - 0 New)
- Drawings (1 Files - 0 New)
- Documents (5 Files - 1 New)
- Private Provider
- Approved Drawings
- Approved Documents
- Approved Private Provider
- PWR Approved Plans
- CAB Approved Plans
- Approved Admin Documents
- Inspections
- Threshold Inspections
- Fee Sheets

### ProjectFlow Task List

[Start Workflow](#)
[Refresh](#)
[Save Settings](#)
 Quick Filter:

Show all tasks for all users

|  | T...                                    | P...      | R...  | G...      | A...        | ST...     | P... |
|--|---|-----------|---|-----------|-------------|-----------|------|
|  | ▼ Contain                               | ▼ Contain | ▼ Contain   | ▼ Contain | ▼ Contain   | ▼ Contain | ▼ Cc |
|  | <a href="#">Applicant Resubmit Task</a> | 22_000... | 22_000...<br>- Building<br>Plan<br>Review<br>(PF) -<br>2/28/2023<br>4:51:59<br>PM | APPLIC... | FirstInG... | Pending   |      |

1 - 1 of 1 records

- Contracts (1 Files - 0 New)
- Drawings (1 Files - 0 New)
- Documents (5 Files - 1 New)
- Private Provider
- Approved Drawings
- Approved Documents
- Approved Private Provider
- PWR Approved Plans
- CAB Approved Plans
- Approved Admin Documents
- Inspections
- Threshold Inspections
- Fee Sheets

Corrections Complete- Notify Boca Raton



## Naming Conventions

The following naming conventions should be used when uploading documents online for building permit submittals. All files need to be in **Adobe Acrobat PDF** format.

### Drawings

When naming drawings, please make sure to use the **exact naming convention** as the title block located on the lower-right hand side.

### Applications

|   |                         |
|---|-------------------------|
| Building Application                        | APP B                   |
| Electric Application                        | APP E                   |
| Electrical LV Access Control Application    | APP E LV Access Control |
| Electrical LV Fire Alarm Wiring Application | APP E LV FA Wiring      |
| Electrical LV Phone and Data Application    | APP E LV Phone and Data |
| Engineering Application                     | APP ENG                 |
| Environmental Application                   | APP ENV                 |
| Fire Alarm Application                      | APP FA                  |
| Fire Alarm Smoke Detector                   | APP FA Smoke Detector   |
| Fire Building Application                   | APP FB                  |
| Fire Building Access Control                | APP FB Access Control   |
| Fire Sprinkler                              | APP FS                  |
| Fire Suppression Application                | APP F Suppression       |
| Mechanical Application                      | APP M                   |
| Mechanical Hood Application                 | APP M Hood              |
| Mechanical Refrigeration                    | APP M Refrigeration     |
| Painting Application                        | APP Z                   |
| Plumbing Application                        | APP P                   |
| Plumbing Gas Application                    | APP PG                  |
| Plumbing Irrigation Application             | APP PI                  |
| Roof Application                            | APP R                   |

## Documents

|  |   |
|--|---|
| AC Data Sheet                            | AC Data   |
| AHRI                                     | AHRI  |
| Authorized Agent                         | Auth  |
| Beach Lighting Affidavit                 | Lighting Affidavit  |
| Contract                                 | Contract  |
| Change of General Contractor             | Change of GC  |
| Change of Sub Contractor                 | Change of Sub   |
| Community Appearance Board               | CAB   |
| Driveway Affidavit                       | Driveway Affidavit  |
| Energy Forms                             | Energy  |
| Fire Alarm Info                          | FA  |
| Fire Sprinkler                           | FS  |
| Homeowners/Condo Approval                | HOA   |
| Narrative                                | Narr<br>Narr Rev 1  |
| Notice of Commencement                   | NOC   |
| Owner/Builder Affidavit                  | OB  |
| Photovoltaic                             | Photovoltaic  |
| Power of Attorney                        | POA   |
| Preliminary Demo                         | Demo  |
| Product Approvals                        | NOA Shutters<br>NOA Single Hung Window<br>NOA Garage Door<br>NOA etc. (follow the same naming convention) |
| Receipt of Submittal                     | Submit<br>Submit Rev 1<br>Submit Corr 1 to Rev 1  |
| Recorded Warranty Deed                   | Warranty Deed   |
| Roof Affidavit                           | Roof Affidavit  |
| Roof Pictures                            | Supp Info   |
| Roof Supplemental and Mitigation Packets | Roof  |
| Roof Warranty                            | Roof Warranty   |
| Settlement Statement                     | Settlement Statement  |
| Special Inspector Reports                | SI  |



Sunbiz  
Survey  
Swimming Pool Safety Act  
Truss Drawings  
Truss Packet  
Unrecorded Warranty Deed  
Water/Sewer Form  
Window Pictures  
Window/Door Drawings  
Window/Door Schedule  
Window/Door Windload

Sunbiz  
Survey  
Safety Act  
Truss Drawings  
Truss  
Unrecorded Warranty Deed  
Water  
Supp Info  
Floor Plan  
Window and Door Schedule  
Windload