

Winston-Salem and Forsyth County
Electronic Plan Review
Applicant Workshop Information

The City/County has created a new Electronic Plan Review (EPR) website. The scheduled go-live date is August 26, 2016. There will be a transition period of one (1) year where both electronic and paper plan sets will be accepted for review. During the plan review application process, you will be able to upload PDFs or invite additional users to upload plans on your behalf. Your electronic plans will only be accessible by review staff and invited users. Once your review application has been accepted, you will be notified via Email. During the review process, you will be able to see issues identified by staff as they are added. However, you will not be able to submit revisions until all reviews have been completed. If needed, departmental system administrators will have the option to close an “incomplete” review cycle so revisions can be submitted. You can choose to discuss plan review results with staff virtually or in-person. Note that staff may choose to record virtual GoToMeetings and store the recording with the project on the plan review website.

The following electronic plan review application types will be available on-line as of August 26, 2016:

- Planning – Application for Sketch Plan Review
- Planning – Application for Minor Subdivisions
- Inspections – Preliminary Commercial Plan Review
- Inspections – Commercial New Construction or Additions

Virtual and in-person (on-site) applicant training workshops will be conducted August 16, 17, 18, 23, 24 and 25. Two workshops will be held each day, one (1) in-person from 9:00AM to 11:00AM and one (1) virtual from 2:00PM to 4:00PM. There is a limit of ten (10) students per workshop. If required, the number of students per workshop will be increased.

Applicant Workshop topics will include:

- On-line Application and Submittal
- Monitoring Review Results
- Responding to Issues and Submitting Revisions
- PDF File Export and Scanning Guidelines
- Electronic Signature and Certification Guidelines

The 9:00AM to 11:00AM in-person (on-site) workshops will be in the City’s Human Resources Computer Training Lab:

City of Winston-Salem
Bryce Stuart Municipal Building
100 E 1st Street – Suite 040 (Ground Floor)
Winston-Salem, NC 27101

Registration links are as follows:

- Electronic Plan Review System – [WSFC Plan Review](#)
- Applicant Workshops:
 - [9AM to 11AM \(On-Site\)](#)
 - [2PM to 4PM \(Virtual\)](#)

Winston-Salem and Forsyth County Electronic Plan Review Applicant Workshop Information

Contact Information:

- Planning – Plan Review Coordination
Aaron King – aaronk@cityofws.org
(336) 747-7068

- Inspections – Construction Control
Bucky Frye – buckyf@cityofws.org
(336) 747-7418

- Tracy Phillips – tracyp@cityofws.org
(336) 747-7443

- City Information Systems
Lee Nichols – leen@cityofws.org
(336) 747-7013

- idtPlans, Inc. – Electronic Plan Review
Walt Coleman - walt.coleman@idtplans.com
(520) 219-0988

EPR Timeline:

August

- Go-Live
- Electronic or Paper Plan Sets (1st/yr)
- Applicant Workshops
 - 8/16 to 8/18
 - 8/23 to 8/25

Test GoToMeeting/GoToTraining:

<http://help.citrix.com/meeting/get-ready>

The following file naming scheme should be considered:

AAA-BBBB-CCC-DDDDDD-EEE-FFFFFF.PDF

Please create a separate PDF file for each page in the plan set, use all capital letters in the filename and do not use special characters (#%&{\}<>*/\$!'@+|=).

Example filenames:

B01-0100-001-C.1 COVER SHEET-337-860418.PDF
 B01-080A-001-A1.1 SITE PLAN-337-860418.PDF
 B01-080A-002-A2.1 CURB PLAN-337-860418.PDF
 B01-150M-001-M2.1 MECHANICAL PLAN-337-860418.PDF
 B01-150M-002-M2.2 MECHANICAL DETAILS-337-860418.PDF

A. (OPTIONAL) – AAA – The first 3+ digits of the name are optional and could be used to group drawings within a large project. For example:

- B01 - BUILDING #1
- B02 - BUILDING #2

B. BBBB – The next 4 digits indicate the discipline:

- 0100 - GENERAL (SHEET LIST, SYMBOLS, CODE SUMMARY, ETC.)
- 020H - HAZARDOUS MATERIALS (ABATEMENT, HANDLING, ETC.)
- 030V - SURVEY/MAPPING
- 040B - GEOTECHNICAL
- 050C - CIVIL
- 060W - CIVIL WORKS (WATER/SEWER, ROADS/BRIDGES, SIGNALS, ETC.)
- 070L - LANDSCAPE
- 080A - ARCHITECTURAL
- 090I - INTERIORS
- 100S - STRUCTURAL
- 110Q - EQUIPMENT
- 120P - PLUMBING
- 130D - PROCESS
- 140F - FIRE PROTECTION
- 150M - MECHANICAL
- 160E - ELECTRICAL
- 170T - TELECOMMUNICATIONS
- 180R - RESOURCE (EXISTING CONDITIONS / BUILDINGS)
- 190X - OTHER DISCIPLINES
- 200Z - CONTRACTOR/SHOP DRAWINGS
- 2100 - OPERATIONS

C. CCC – The next three digits indicate the page within the discipline:

- 001 - PAGE #1
- 002 - PAGE #2

D. DDDDDDD – The next 7+ digits are for the sheet number and title:

- C.1 COVER SHEET
- A1.1 SITE PLAN
- M2.1 MECHANICAL PLAN
- P2.2 PLUMBING WATER PLAN

E. (OPTIONAL) – EEE – The next 3+ digits are optional and could be used to indicate your internal job number or name. For example:

- 337 - JOB #337
- 291 - JOB #291
- DEACON PLACE APTS
- PF CHANGES

Note: Both AAA and EEE are primarily for your use. If desired, you could use a project name at the beginning of the file name if that makes it easier for you to organize your electronic files. For example:

PF CHANGES-0100-001-C.1 COVER SHEET-337-860418.PDF
 PF CHANGES-080A-001-A1.1 SITE PLAN-337-860418.PDF
 PF CHANGES-080A-002-A2.1 CURB PLAN-337-860418.PDF
 PF CHANGES-150M-001-M2.1 MECHANICAL PLAN-337-860418.PDF
 PF CHANGES-150M-002-M2.2 MECHANICAL DETAILS-337-860418.PDF

F. FFFFFFF – The last 6 digits indicate the date (YYMMDD) the drawing was created or revised.

For example:
 337-860418 - April 18th, 2016