City of Gillette ePlan Electronic Review Applicant User Guide

City of Gillette Department/Division Contact Information

Development Services
Building Inspection Division
(307) 686-5260

Engineering Regulatory Division
(307) 686-5265

Engineering Capital Division
(307) 686-5265

Planning Division
(307) 686-5281
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Introduction
This manual provides basic documentation on the steps involved in the ePlans Electronic Review process, which replaces the existing paper-based review with a computer-based approach. This new process utilizes digital documents in PDFs and CAD format. ePlans Electronic Review will allow everyone participating in the review process to enter their comments and exchange ideas within a secure digital environment.

This manual has been prepared as a general reference guide. There are text descriptions and screen images of the step-by-step tasks necessary to complete an application submittal and review using ePlans. It is not designed to present every detail on every element of the process. It offers a basic foundation for the process, serving as a point of reference as applications are being submitted and reviewed. This guide offers a “how to” for using the ePlans Electronic Review process.

We are here to assist you. If at any time in the process you have questions or concerns, do not hesitate to call. Be sure to ask to speak to a Submissions Coordinator in one of the following divisions/departments:

Development Services
Building Inspection Division
(307) 686-5260

Engineering Regulatory Division
(307) 686-5265

Engineering Capital Division
(307) 686-5265

Planning Division
(307) 686-5281

Updated August 23, 2016
General Information
The basic process to start a project has not changed. What has changed is that your project will now be submitted over the Internet. Applications and Submittal Requirement Forms can be found under Quick Links at the City’s web site www.gillettewy.gov and select ePlans.

Again, at any time, should you have questions or concerns, please call, as we are here to assist you. When you call one of the phone numbers listed on page 3, ask to speak to a Submissions Coordinator.

For your convenience, the City of Gillette will provide a public computer, which will be placed on the 2nd floor lobby in front of Building Inspection. The City will post a laminated instruction sheet at the public computer, complete with instructions for logging into ePlans, and how to upload your files. The City will accept CDs, DVDs or flash drives containing your electronic (digital) plans.

The scanning/digital conversion process must be accomplished prior to submittal to the City of Gillette. The City of Gillette will not be providing scanning services for sheets of any size. We recommend that you contact one of the numerous local service providers to assist you.

Required submittal formats for CAD (Computer-Aided Design) files:

1. DWF (print option within the CAD program)
2. Vector PDF (see page 7)
3. Other file formats accepted upon authorization by an ePlans Project Administrator

Note: Date ePlan Submissions required 03/01/2011
**ePlans Electronic Review** is to be used for the formal review process for the following types of projects (this is not necessarily an all-inclusive list):

### Engineering and Development Services

**Building Inspection Division**  
(307) 686-5260  
- Commercial Building Permits  
- Residential Building Permits

**Engineering Regulatory Division**  
(307) 686-5265

**Engineering Capital Division**  
(307) 686-5265  
- Permit to Construct  
- Permit to Grade

**Planning Division**  
(307) 686-5281  
- Subdivision  
- Commercial Site Plans  
- Annexation Plat  
- Preliminary Plat  
- Final Plat  
- Development Plan

### Applying for Application/Permit through ePlans

The initial process has not changed you will still be required to contact the appropriate Department in order to start your project application in ePlans. There are forms you will need to fill out which will assist you in your request. Those forms and information can be found on our web site under the appropriate Departments. We have also provided those links for you, listed below, along with the phone numbers for your convenience. Should you have any questions regarding your application request please contact the appropriate Department and staff will be able to provide you with any information you will need to begin the process.

**Building Inspection (307) 686-5260**

**Community Development/Planning (307)686-5821**

**Engineering Department Capital and Regulatory Divisions (307)686-5265**

We would like to thank you for taking an interest in our electronic submittal process.
Glossary of Terms – ePlans

Applicant
Provides material for electronic review.

Change Mark
Digital icons (such as Post-It notes, revision clouds, callouts, etc.) used by Reviewers to enter comments during the process of making ‘Markups.’

DWF
Drawing Web Format. A format developed by Autodesk for plan review processes.

eForm
Digital forms created within ePlans to request application reviews or re-submittal information.

Markup
Digital overlay file used to consolidate the ‘Change Marks’ entered by the Reviewers into a single file.

Plan Reviewer
Individual within a department or agency assigned the task of reviewing and commenting on a specific project.

Project Administrator
Lead staff person assigned to oversee a project for each division. The Project Administrator will assign a staff member to oversee the day-to-day aspects of the project, and this person shall be contacted with any questions.

Project Status
Active: In process, being reviewed, waiting for re-submittal, etc.
Completed: The review process, by City staff, is complete and the project will be forwarded to approval boards (i.e. Planning Commission, Parks & Beautification Board, and City Council)
Archived: Used to ‘hide’ previously completed projects from the ePlans project list

Review Coordinator
Oversee the review process.

PDF:
Standard PDF
Digital file format used for documents, reports and other supporting non-drawing files, that were traditionally submitted in paper format.

Vector PDF
Digital file format that maintains AutoCAD layer and object information. This format allows a PDF to function similarly to an AutoCAD file.

Searchable PDF
PDF Searchable Image is a PDF Image Only document with the addition of a text layer beneath the image. This approach retains the look of the original page while enabling text search ability

Submissions Coordinator
Oversees the application and submission of materials
Document Standards

File Naming Requirements
Go to: www.gillettewy.gov/ePlans and click on the ‘File Naming Requirements Link.’

File Type Standards

Documents
Searchable PDF (see definition on page 4) files are accepted for calculations, reports and other supporting documentation (non-drawing files). Adobe Acrobat Pro or Adobe Acrobat Standard software will create this type of PDF without any intervention on your part. Print drivers are available for most application (programs) that allow the production of PDF with adobe installs.

For drawing files, AutoCAD software is almost exclusively used to prepare these types of files. Within the AutoCAD program, the DWF file type is preferred because it packages all pertinent files into one combined document, while maintaining AutoCAD layer information. It should be noted that the DWF file format is a print option.

Drawings
It is recommended that drawings created in AutoCAD are converted to a Vector PDF within the AutoCAD program itself. The newest Adobe Acrobat Pro (not the free version of Adobe Reader) will accommodate the creation of Vector PDF as well. It should be noted that the Vector PDF file format is a print option.

Vector PDF files will be accepted for non-engineering drawings that are submitted for new residential plot plans, commercial site plans, and larger commercial additions.

Standard PDF files will be accepted for smaller residential projects such as additions to plot plans and shed/deck/fence permit exhibit drawings.
Applicant Registration

NOTE: Each individual from your organization, who will participate in ePlans, will be considered by the system as an individual participant. Each individual should provide their own email address.

1. To obtain a log in and password, complete and submit an application for the appropriate project; include the first and last name of the person who will be uploading the documents and drawings for the project, and their email address on the application.
   - **Building**: Permit Application [PDF] email to: ePlan@gillettewy.gov
   - **Engineering**: Application [PDF] email to: cityeng@gillettewy.gov
   - **Planning**: Complete an Application|Checklist and email to: cityplan@gillettewy.gov
     - You may also hand deliver any of these applications to: 201 E. 5th Street
     - Or mail to: City of Gillette, [The Division Name], PO Box 3003, Gillette, WY 82717.

2. When the project is created, you will receive an invitation email to upload documents and drawings to your ePlans project with; your login, temporary password, and the project number.
   - Refer to pages 9 - 16 for more details.

Once this process is complete, you will be considered an Applicant in the City’s ePlans system.
Electronic Plans Submission Process
Once you have completed the Applicant Registration Process (link to form www.gillettewy.gov/ePlans) you are ready for the next step in the process.

For each plan submission, you must complete the appropriate project application and submit the completed application to the appropriate Division.

Who do you call?

Depending on your project type, you will need to contact one of the following departments/divisions:

<table>
<thead>
<tr>
<th>Development Services</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Inspection Division</td>
<td>(307) 686-5260</td>
</tr>
<tr>
<td>Engineering Regulatory Division</td>
<td>(307) 686-5265</td>
</tr>
<tr>
<td>Engineering Capital Division</td>
<td>(307) 686-5265</td>
</tr>
<tr>
<td>Planning Division</td>
<td>(307) 686-5281</td>
</tr>
</tbody>
</table>

The Submissions Coordinator will guide you through the process.

- Your project will be entered into the system and you will receive an email notification.
- The email notification will include a project number and a link to Login to ePlans. If you are a first time Applicant, your email notification will provide you with a temporary password to Login to ePlans.
- As soon as you have completed uploading your files, (within a reasonable amount of time) you will receive an email notification indicating your submission has been deemed complete, (additional information may be required) and plans will proceed through the formal review process.
Applicant ePlans Review Invitation
This system is driven by email notification. If these notification emails are **ignored**, without any action taken, the project will not move forward. Once notified, you must take action.

When your Application/Project is approved at the Submissions level, an ePlans Review invitation will be sent to your email address. The email contains your login information and information about the project, including a link to the project, as well as a complete set of “how to” instructions which allows you to upload files.
Logging In

New Users
Prior to logging into the ePlans Application, these steps that must be followed:

1. If you are running **Windows Vista, 7, or 8** you will need to turn off UAC (User Account Controls) first, otherwise continue to step 3.
   a. [Windows Vista - Disable UAC](#) [PDF]
   b. [Windows 7 - Disable UAC](#) [PDF]
   c. [Windows 8 - Disable UAC](#) [PDF]
2. If you plan on using **Internet Explorer** you will need to complete the following, otherwise continue to step 3.
   a. [Internet Explorer Settings for ePlans](#) [PDF]
   b. [Install ePlan Review Components](#)
3. Cap Locks and Num Lock need to be turned off.
4. If you have any toolbars installed i.e.; Google, Yahoo, Norton, etc., you will need to add *.gillettewy.gov* or https://*.gillettewy.gov* to your toolbars settings. Or you can choose to uninstall the toolbar.
5. To sign in, enter your email address, as shown in the example below:

6. Enter your temporary password, which has been provided to you in your email.
7. Click the Login& Accept button.
8. You will be presented with your Profile screen.
9. In the current password box, enter your temporary password, then enter in a new password of your choice and confirm it. **Please note that your new password must be 8 characters long with a number in it. The first character cannot be numeric. Your password can not exceed 10 characters.**
10. Create a Security Question and answer it.
11. Fill in Contact Information boxes.
12. Click the Save button.
Preparing Files to Upload

Prior to Logging into ePlan to upload drawings and documents, please name each drawing and document file per the "File Naming Requirements".

When naming the files do not include project names, addresses, customer names, additional numbers, etc. in the file names; the file name serves as the index and places related drawings in order. Longer file names may corrupt the file making it unusable; then it will be deleted and you will be required to rename the file and upload the drawing or document file(s) again.

Each drawing is to be a separate file; each is to be individually name and uploaded as a single page/file.

Each Document (such as a soils or geotech report) may be uploaded with multiple pages to the file.

Logging In

Existing Users

If you are a returning user, login to ePlans Review with your full email address and password. If you have forgotten your password, click on the ‘Forgot Password’ button, answer the on screen questions, then a temporary password will be emailed to you. If you experience trouble with your security question and can’t get your password reset please contact the City of Gillette ePlans System Administrator at 686-5221.

Uploading your Files

1. When you have successfully logged into ePlans, the projects screen will display. Any projects you have access to will display in the list. Any outstanding tasks that require your action are displayed in the ‘My Task List’ area below the project list. Select the specific project that corresponds to the plans you will be uploading. The projects are listed in order by application number (i.e., BP10-00000116).
2. Click the *Drawing* folder or *Document* folder.

3. Click on the button to upload your project files (drawings, documents, etc.)
Click the **Browse** button and browse to the location of the drawing(s) or document(s) to be uploaded.

4. Select the file location on your computer or server. Select or highlight the files you want to upload; multiple files can be selected by using your Shift or Ctrl keys.

5. Click the Open button.

6. The files will be shown that you want uploaded, if you have selected something by mistake you can still click the X on right corner to cancel uploading the document.

7. Click the **Upload** button. (Depending on the file size and/or the number of files you upload, this may take some time.)

**NOTE:** Document files shall be uploaded to the ‘Documents Folder’ and Drawing files shall be uploaded to the ‘Drawings Folder’.
8. You have to click on the Workflow Portals button to submit your work for review when you’re ready. If you can’t see the “Workflow Portals” button, you can change the Zoom level of the browser window by pressing “ctrl” + “-” on your keyboard to Zoom out. (“ctrl” + “0” will reset it to the default zoom level)

9. You will now see a list of tasks you need to complete to submit your work. Since this is a new project you will see “ApplicantUpload”. You need to click on “ApplicantUpload” to accept the task.

10. You will receive a prompt asking if you want to accept this task, click “OK”
11. A new window will appear; all you have to do is read the “Task Instructions” and click on
Upload Complete at the bottom of the window.

12. You will receive another prompt asking if you want to “Complete this task…” and that it “cannot
be undone.” Once you click “OK” it will be submitted for prescreen review.

13. You will now notice that there is a message stating “No tasks are available at this time.”
Meaning that you have successfully completed your task, submitted your work, and no further
action for this project is required from you at this time.
14. If you have multiple projects that you are working on, we recommend you click on the Projects button at the top and view if you have any pending tasks. Pending tasks will appear at the bottom of the page, you can click on Project Name to view and upload the documents. You can click on the name of the Task to accept, and complete the task.

Congratulations! You have successfully finished the initial process of submitting your plans electronically. Please Logout after you have finished uploading your files. A notification has been sent to the Submissions Coordinator to determine if submittal requirements have been met (i.e. all relevant materials have been submitted for review).
Prescreening
After you have completed your upload, unless you receive a “Prescreen Correct Request Task Assignment” email, the only way you will be able to know the current status of the project is to log in to ePlans and check the “Status” on the right side of the screen.

Folder Structure Standards
Any non-drawing files will be uploaded to the ‘Documents’ folder for each project. All drawings will be uploaded to the ‘Drawings’ folder (single sheet drawings).

Markup Name and Color Standards
Below is the Standard markup Department Listing and associated colors that will be used for each reviewing discipline for easy identification. A ‘Markup’ (complete review) can have one or more ‘Change Marks’ (individual comments). Change marks are created to quickly identify a markup and associated comments.

Typically, all ‘Markups’ (reviews) that contain any ‘Change Marks’ may require a subsequent re-submittal of new drawings or documents prior to approval of your project.

Corrected files shall always be re-submitted with the EXACT SAME file name as the original submittal. The system will automatically add a revision number to resubmitted documents for you so the reviewers can easily differentiate between revisions and review the most recent document.

<table>
<thead>
<tr>
<th>Department</th>
<th>Markup Color</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water</td>
<td>Blue</td>
</tr>
<tr>
<td>Wastewater</td>
<td>Green</td>
</tr>
<tr>
<td>Electrical Engineering</td>
<td>Red</td>
</tr>
<tr>
<td>Engineering</td>
<td>Magenta</td>
</tr>
<tr>
<td>Planning</td>
<td>Purple</td>
</tr>
<tr>
<td>Building Inspection</td>
<td>Orange</td>
</tr>
<tr>
<td>Public Works</td>
<td>Yellow</td>
</tr>
<tr>
<td>Parks</td>
<td></td>
</tr>
<tr>
<td>Streets</td>
<td></td>
</tr>
<tr>
<td>Solid Waste</td>
<td></td>
</tr>
<tr>
<td>GIS</td>
<td>Maroon</td>
</tr>
<tr>
<td>Fire</td>
<td>Turquoise</td>
</tr>
<tr>
<td>Outside Entities</td>
<td>Brown</td>
</tr>
</tbody>
</table>
Working With Files

View Project Files

To view a project file, simply enter a project folder i.e., Drawings, Documents, etc. and click on the file name or thumbnail image. The file will launch in the Brava! viewer.

By default, the Brava viewer displays in the right pane of the ePlans Review window. To launch it in a separate browser window, click the radio button above the file list. You can switch it back at any time by clicking the radio button.

You can use the +/- icons to expand and collapse the file information to just display the filename. The top +/- icons control all files, or you can collapse each file individually with its own icon.

For help using the view and markup features of the Brava viewer, click the help button (located in the top right corner of the screen) of the viewer to launch a separate online help window.

View File With Markups

If there is a markup the .icon indicator is present. You can launch the file with the desired markup overlaid.

1. Click the markups icon . The View Markup List screen appears showing all associated markups.

2. Click the View box next to the Markup Name you wish to view. The file will open in Brava Viewer, with the markup overlaid on the file for review only.
Export Markups to PDF

1. From the Project Drawings folder click on the file name with the 4. (Markup) icon
2. Click on the Markup  icon and click on Open for Review
3. You will be presented with a pop up
4. Select the Markups you wish to publish. (You can select specific markups or all of them by holding down either your shift or control key). Once you have made your selection you will be presented with the screen below.

5. Click on the Save and Publish  icon
6. Click on the Publish to PDF
7. On the PDF Publish Options select the following:
a. Under “Markup” select Burn-in current Markup
b. Select “Include Changemark Information”
c. Under the “Include” section select Bookmarks
d. Click OK

8. On the Publish Option pop up click Save to File
9. Click OK

10. Select where you are going to save this file
11. Name the File
12. Click Save
13. Open the saved file. It will include the change marks (which will be numbered) on the drawing along with a second page with the comments associated with those change marks.
Page 2 seen below with the noted comments for the change marks.

1. text / Nick Kiczka  
   Tuesday, May 25, 2016 2:59:45 PM

2. change transformer size / Staci Beecher  
   Tuesday, May 25, 2016 2:59:11 PM  
   Use 75 kVA

3. pole location / Staci Beecher  
   Tuesday, May 25, 2016 2:53:26 PM  
   Change pole location
Application Resubmit Task

If corrections are requested, please follow these steps:

1. You will receive an email notification from the Review Coordinator requesting corrected/revised drawings or documents.
2. Click the “Project Access” link in your email to access the corrections requested in ePlans.

3. Login to ePlans
4. The project will open.
5. Click at the top right.
6. Click the link ‘ApplicantResubmit’ and Accept the task.

7. This will open the Eform and give you a list of the changes you need to make before you re-upload the corrections.
8. Make note of the corrections/comments you need to complete and close the Plan Review Form window.

---

**Task Instructions**

- I have reviewed and addressed the Checklist Comments provided on the "Checklist" tab above. Please click on the tab and review each item. Each comment will be indicated as "Met" or "Not Met". If you would like to export a list of the comments to Excel, click on the "Export to Excel" link in the upper right hand corner of the popup window.

- I have addressed all of the items listed in the Changemarks section above that were identified during the Plan Review.

- I have uploaded the revised drawings into the "Drawings" folder and, if requested, uploaded any revised documents into the "Documents" folder using the SAME file name as the original files. I am ready to complete my assigned task.
9. Upload the missing document(s)/file(s) by clicking on the Drawings or Documents link.

10. Once you have finished uploading your corrected files click the button.
11. Click on “ApplicantResubmit” and the Plan Review Form will appear.
12. Make sure you have addressed all the concerns, read the Task Instructions and check them off before you click “Complete”.

13. A message will pop-up notifying you of “Completing this task...” “cannot be undone...” if you are sure, press OK, and it will submit your revised work.
Approval
When all Reviewers have approved the plans and the Review Coordinator completes the review workflow, you will be notified via email notification to pick up your permits.

Plan Review Approval Notification

Attention Michael:

Thank you for using the City of Gillette electronic plan check system.

Congratulations, your request on Application BP14-Test has been approved.

1. Please login to ProjectDox below to access the approved drawings and documents. These can be found in the folder titled “Approved”
2. You may download and/or print the approved documents for your use

<table>
<thead>
<tr>
<th>Project:</th>
<th>BP14-Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>BP14-Test</td>
</tr>
<tr>
<td>Task:</td>
<td>NotifyDownload</td>
</tr>
<tr>
<td>Assigned by:</td>
<td>Sys Admin IT</td>
</tr>
<tr>
<td>Project Access</td>
<td>Login to ProjectDox</td>
</tr>
</tbody>
</table>

If you do not have access to the specified folder or have questions related to this permit, please contact the Project Administrator Sys Admin IT, or by emailing eplan@gillettwy.gov

Print Approved Plans
After all fees associated with your ePlans Project have been paid, you will receive an email indicating that your application has been paid in full. There will be instructions on how to print and download the Approved Plans. Plans will need to be printed and shall contain wet-stamps and ink signatures for Campbell County records and for the Property Site.
Download Files

If you have download privileges, you can download a file by clicking the 
 icon next to the desired file.

Remember that you will need the source application or a viewing utility such as Brava Reader for AutoCad files, Adobe Reader for PDF files and Word for documents, installed on your pc, to view the file.
To download a group of files, select the check box for each file you wish to download and click the Download Checked Files  icon at the top of the thumbnails panel.

Clicking the top check box marks all files for the selected action. For example, select the top checkbox and a check will appear in all thumbnail checkboxes.

Clicking the Download Checked Files  icon, located at the top of your file list, will then download all files.
You will get this pop up box, Click OK

When selecting multiple files for download, the download itself will transfer as a single .zip file, which you will need to uncompress.

Click the Download Zip File button.

Files retrieved from: BP09-00001168\Approved

Your files are ready to be downloaded. All selected files have been compiled into a single ZIP file for your convenience.

Download Zip File (1.9 MB)  Delete Zip File

After your download has completed successfully, please delete the zip file from the server, for the protection of your intellectual property.

Click the Save Button
Select where you are going to save the files then Click the Save button

You will get the Download Complete pop up and you can either Click Open, Open Folder or Close.
If you click Open it will you will be presented with the files. You can select them from here to Print your copies for the job site.
Log into ePlan, go to the project you wish to print notes for and press the “Project Reports” button.
Next press “Current Project-Project Markups Listings” by clicking on the icon of the page with the magnifying glass which is to the left of the wording.
<table>
<thead>
<tr>
<th>File Name</th>
<th>Markup Name</th>
<th>Markup Text</th>
<th>Markup Date</th>
<th>Created by</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-102 FIRST FLOOR REMODEL PLAN.pdf</td>
<td>FD-eja</td>
<td>Premises identification (Sheet A-101) Please ensure the address is visible from Boxelder Road. (905.1)</td>
<td>02/01/2016</td>
<td>Eric Acton</td>
</tr>
<tr>
<td>A-102 FIRST FLOOR REMODEL PLAN.pdf</td>
<td>FD-eja</td>
<td>Approved vehicle access for firefighting needs to be provided to all construction or demolition sites and maintained thereafter. (3310.1)</td>
<td>02/01/2016</td>
<td>Eric Acton</td>
</tr>
<tr>
<td>A-102 FIRST FLOOR REMODEL PLAN.pdf</td>
<td>FD-eja</td>
<td>Please provide portable fire extinguishers on-site during demolition and construction. For occupancy, please mount a minimum 5-lb, A-B-C-rated fire extinguisher in each existing cabinet location. Fire extinguishers require annual service. (906.1)</td>
<td>02/01/2016</td>
<td>Eric Acton</td>
</tr>
<tr>
<td>A-102 FIRST FLOOR REMODEL PLAN.pdf</td>
<td>FD-eja</td>
<td>Any fire sprinkler system alterations shall meet 2012 IFC and 2010 NFPA 13. Existing type and location of sprinkler heads shall be adjusted for appropriate coverage depending on wall or ceiling changes. (901.4) Plan submittal is not required, but a fire sprinkler contractor licensed to work in the City of Gillette shall coordinate changes with the fire marshal PRIOR TO system alterations. Acceptance testing is to be witnessed by same.</td>
<td>02/01/2016</td>
<td>Eric Acton</td>
</tr>
<tr>
<td>File Name</td>
<td>Markup Name</td>
<td>Markup Text</td>
<td>Markup Date</td>
<td>Created by</td>
</tr>
<tr>
<td>-----------</td>
<td>-------------</td>
<td>-------------</td>
<td>--------------</td>
<td>------------</td>
</tr>
<tr>
<td>A-102 FIRST FLOOR REMODEL PLAN.pdf</td>
<td>FD-eja</td>
<td>Premises Identification (Sheet A-101) Please ensure the address is visible from Bowelder Road. (505.1)</td>
<td>02/01/2016</td>
<td>Eric Adon</td>
</tr>
<tr>
<td>A-102 FIRST FLOOR REMODEL PLAN.pdf</td>
<td>FD-eja</td>
<td>Approved vehicle access for firefighting needs to be provided to all construction or demolition sites and maintained thereafter. (3310.1)</td>
<td>02/01/2016</td>
<td>Eric Adon</td>
</tr>
<tr>
<td>A-102 FIRST FLOOR REMODEL PLAN.pdf</td>
<td>FD-eja</td>
<td>Please provide portable fire extinguishers on-site during demolition and construction. For occupancy, please mount a minimum 5-lb, A B C-rated fire extinguisher in each existing cabinet location. Fire extinguishers require annual service. (906.1)</td>
<td>02/01/2016</td>
<td>Eric Adon</td>
</tr>
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<td>A-102 FIRST FLOOR REMODEL PLAN.pdf</td>
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<td>Any fire sprinkler system alterations shall meet 2012 IFC and 2010 NFPA 13. Existing type and location of sprinkler heads shall be adjusted for appropriate coverage depending on wall or ceiling changes. (901.4) Plan submittal is not required, but a fire sprinkler contractor licensed to work in the City of Gillette shall coordinate changes with the fire marshal PRIOR TO</td>
<td>02/01/2016</td>
<td>Eric Adon</td>
</tr>
</tbody>
</table>

Do you want to open or save Current Project - Project Markups Listing.xlsx from eplan.gillettewy.gov?
### Current Project - Project Markups Listing

**BP16-2774**

<table>
<thead>
<tr>
<th>File Name</th>
<th>Markup Name</th>
<th>Markup Text</th>
<th>Markup Date</th>
<th>Created by</th>
</tr>
</thead>
<tbody>
<tr>
<td>A-102 FIRST FLOOR REMODEL PLAN.pdf</td>
<td>FD-eja</td>
<td>Premises identification (Sheet A-101) Please ensure the address is visible from Boxelder Road. (505.1)</td>
<td>02/01/2016</td>
<td>Eric Acton</td>
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<td>02/01/2016</td>
<td>Eric Acton</td>
</tr>
<tr>
<td>A-102 FIRST FLOOR REMODEL PLAN.pdf</td>
<td>FD-eja</td>
<td>Any fire alarm system alterations shall meet 2012 IFC and 2010 NFPA 72. Existing type and location of alarm devices shall be adjusted for appropriate coverage depending on wall or ceiling changes. (901.4)</td>
<td>02/01/2016</td>
<td>Eric Acton</td>
</tr>
</tbody>
</table>

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