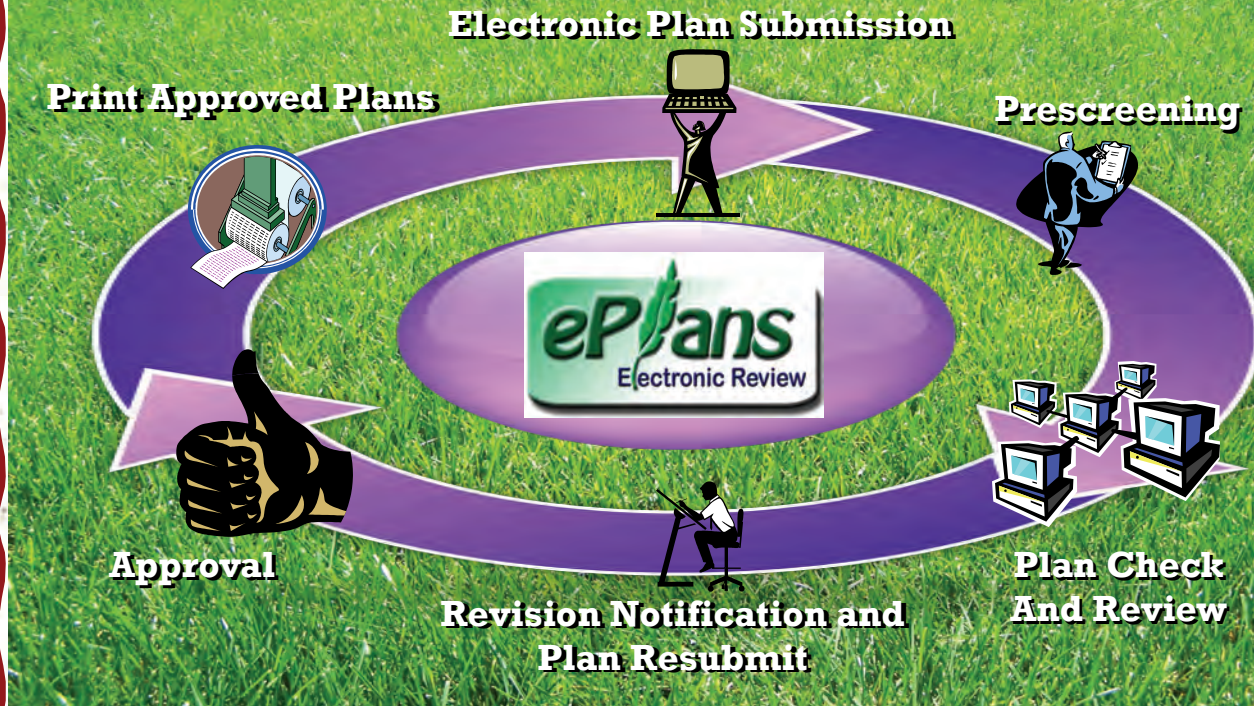


# ePlans Review Process



## Electronic Plan Submission

- For more info go to the City of Gillette website:  
<https://www.gillettewy.gov/eplans>
- Submit an ePlans application. Once the application has been entered, you will then receive an email invitation to upload plans.
- To upload your plans, follow the instructions in the ePlans Applicant User Guide.
- Upon completion of your upload, the Prescreening will begin.



## Prescreening

- Your uploaded submittal will be checked for completeness, and if an item is missing from your submittal, you will be notified via email.
- The appropriate fees (if applicable) will be collected by the City Department that will be issuing your permit.



## Plan Check and Review

- The review phase consists of all of the participating City Departments and external Agencies reviewing your plans concurrently, which makes the process more efficient.



## Revision Notification and Plan Resubmit

- Upon being notified via email, you will receive a Markup Package that describes any requested revisions or additions to the plans/documents.
- After you make the revisions or additions, the revised plans/documents shall be uploaded for the subsequent review cycle.



## Approval

- Once the project files have been approved by all reviewing Departments, they will be moved to an "Approved" folder within the ePlans program.



## Print Approved Plans

- After all outstanding fees are paid to the appropriate City Departments, you will be notified (via email) that your City-Approved Plans are ready to be printed for original seals/signatures by the design professionals. These files will be used during the construction phase of your project.