



E-PLAN TERMINOLOGY & FLOW CHART

- Electronic Plan (ePlan) - A plan set that is submitted to RBD through the Homeowner or Contractor dashboard. It is the first step in submitting plans to have them reviewed.
- Plan - If an Eplan has all the necessary components needed for a review, than it is submitted and considered a "Plan." At this point, the plan is assigned a plan tracking number.
- Plan Review – The Plan is reviewed by RBD as well as all other outside agencies involved. (Zoning, engineering, fire etc....) During the plan review phase, the plan will either be approved or disapproved.
- Plan Resubmittal: Submittal of corrections to both disapproved plans and disapproved splices.
Multiple resubmittals could be necessary, before a plan is approved.
- Permit – Document assigned to approved plans to allow construction to start. Construction CANNOT start until a permit is obtained.
- Splice – Modification to a plan AFTER it has been permitted. A splice will be subject to the same review process once it is submitted.

