

Design Professional Information for Electronic Plan Submittal

1. Applicant will submit application for online submittal through Accela Citizen Access (ACA). They must provide the following information: name and contact information for the Design Professional, tenant letter describing the tenant use and contractor information. If all is complete, the project will be placed in a 'pending plan submittal' status.
2. At this point, the Plan Review Division will set up a case in ProjectDox (PDOX) and contact the Design Professional by email to invite the Designer to start uploading drawings for review. Please note that this invitation is going to go to the Design Professional and not the applicant.
3. The Design Professional will need to inform us when they are finished uploading documents. Documents shall include a signed affidavit (sample provided below) from all Design Professional who will be signing and sealing the drawings for this project.
4. Drawings shall be uploaded to the drawings folder and the affidavits shall be uploaded to the reports folder in PDOX (not Accela). All drawings shall be uploaded in separate sets, for example all architectural drawings in one set, mechanical in one set, and so forth. When you must submit revised drawings, always keep the exact same name as the original file and upload the complete set again.
5. The Design Professional shall keep a space on all sheets in the lower right corner, 3 inches from the bottom. This space shall be 3 inches wide and 3 inches tall and remain blank so that we can affix the approval stamp in this area.
6. When it is determined that the Design Professional owes a revision fee (when the maximum number of allowed submittals is exceeded) Plan Review will assess and invoice the revision fee. Permit fees will not be invoiced until the drawings are approved. The applicant can go online in Accela Citizen Access (ACA) and pay the revision fee. Review of the revised drawings will not be accepted and reviewed until the revision fee is paid.
7. When all revisions have been submitted and reviewed, the drawings can be approved. The Plans Examiner will affix an approval stamp to the drawings for which they are responsible. All pages must have an approval stamp. The drawings will appear in the approved folder and this is the folder that the Designer will print the copy to be submitted on paper.
8. Upon receipt of the approved drawings in the approved drawings folder, the Design Professional can print one copy of the approved drawings with original seals and signatures on each page. This set of drawings will be submitted to the Permit's office, with a transmittal, as the Plans Examiner has placed the project in a 'hold' status pending this submittal.
9. The registered/authorized user in Accela Citizen Access (ACA) can also pay the permitting fees online once the fees have been assessed and invoiced.

Design Professional Affidavit for Electronic Plan Submittal

I, (Name) am a licensed (Architect, Engineer, or Interior Designer) in the State of Maryland, license number (License #) which is current and expires on (Expiration Date). I hereby certify that the plans, (Architectural, Structural, Mechanical, Electrical, and Plumbing drawings) for the following project (Name of project) at the following address (Project Address) were either prepared or approved by myself and that I am the duly licensed and responsible Design Professional (Architect, Engineer, or Interior Designer) under the laws of the State of Maryland. If you have any questions, I can be contacted at (Designer Phone #) and my email address is (Designer Email address).

Sincerely,

(Seal and Signature)

Design Professional Affidavit for Electronic Plan Submittal

I, _____ am a licensed _____ in the State of Maryland, license number _____ which is current and expires on _____. I hereby certify that the plans, _____ for the following project _____ at the following address _____ were either prepared or approved by myself and that I am the duly licensed and responsible Design Professional _____ under the laws of the State of Maryland.

If you have any questions, I can be contacted at _____ and my email address is _____.

Sincerely,