



Getting Started in ePlans

This information is for customers who previously had ePlans projects or uploaded plans in ePlans. Please follow the steps below to access your projects in the upgraded ePlans system.

Before you log in to ePlans, please be sure to:

- Create your new E-Permits account. View instructions on how to [create an account](#) in the new E-Permits.
 - If you have ePlans projects, we strongly recommend connecting your new account to your prior records (projects) using the same email account.
- Connect your new E-Permits account to your existing permits or license registrations via the E-Permits [PIN Record Number process](#).
 - You should have received an email with your information from DHCD.Permits-noreply@baltimorecity.gov. (Be sure to check your junk or spam folders.)

NOTE: If you created your new E-Permits account using an email different from your previous ePlans account, please contact us at DHCD.PlansReview@baltimorecity.gov so we can assist you.

Once you complete the steps above, you are ready to log in to ePlans.

Step 1: Log In to ePlans

Go to the [ePlans login page](#) and enter your username and password to view your projects, the review status, and/or any pending tasks.

Step 2: Update Your Profile

The first time you log in, you need to complete your profile.

You must complete your profile before you can view your projects or tasks.

Complete your profile and click **Save**; the ePlans Dashboard will appear.

You can access your project(s) from the **Dashboard** or click the **View All Projects** button to open the ePlans homepage.



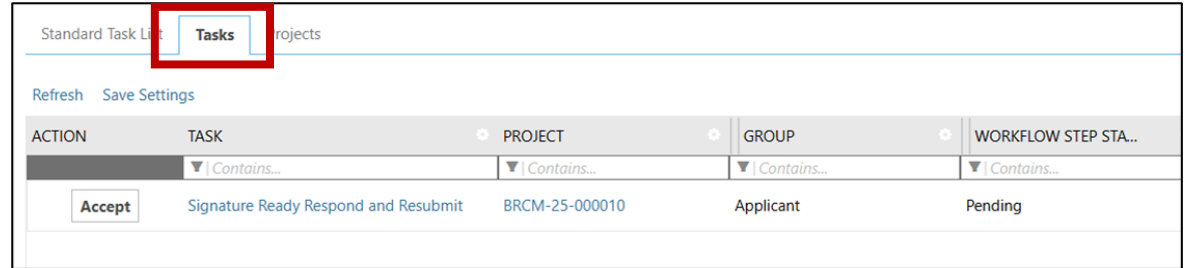
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About the ePlans Homepage

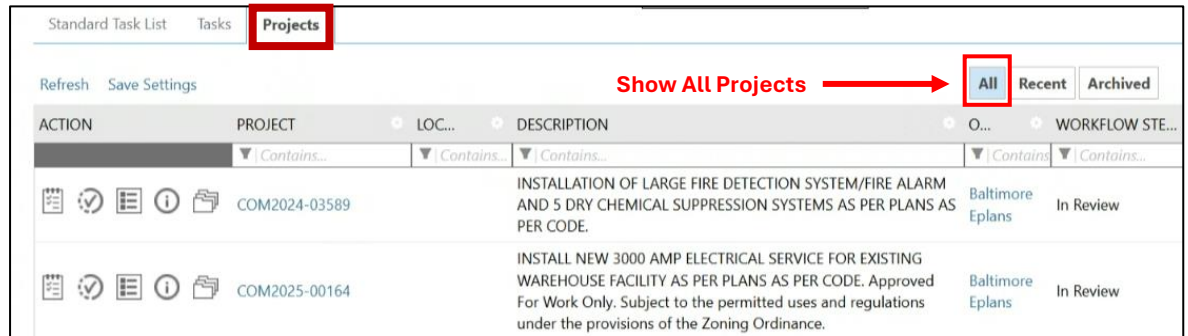
Click the **Standard Task** legacy projects (created before 2/3/2025)



Click the **Tasks** tab to view new projects (created after 2/3/2025)



Click the **Projects** tab to view all projects



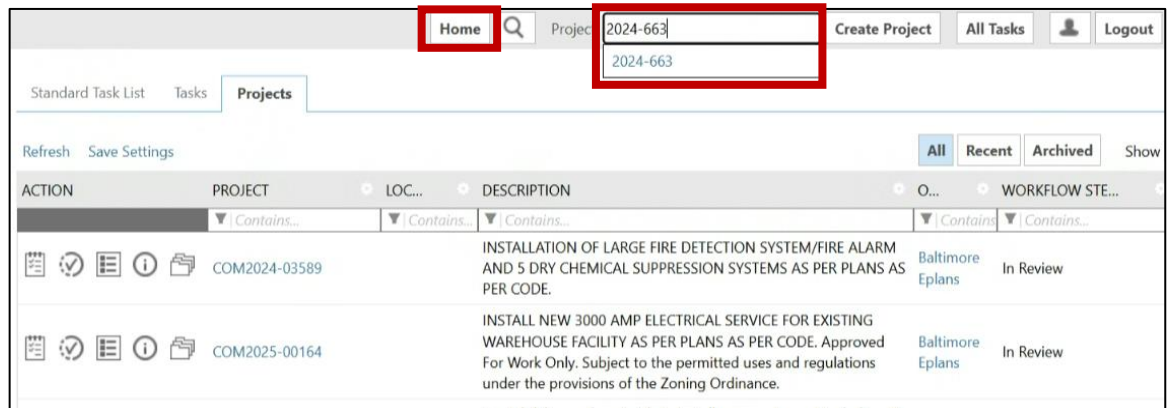
Tips for Navigating ePlans

Search for projects from the ePlans homepage

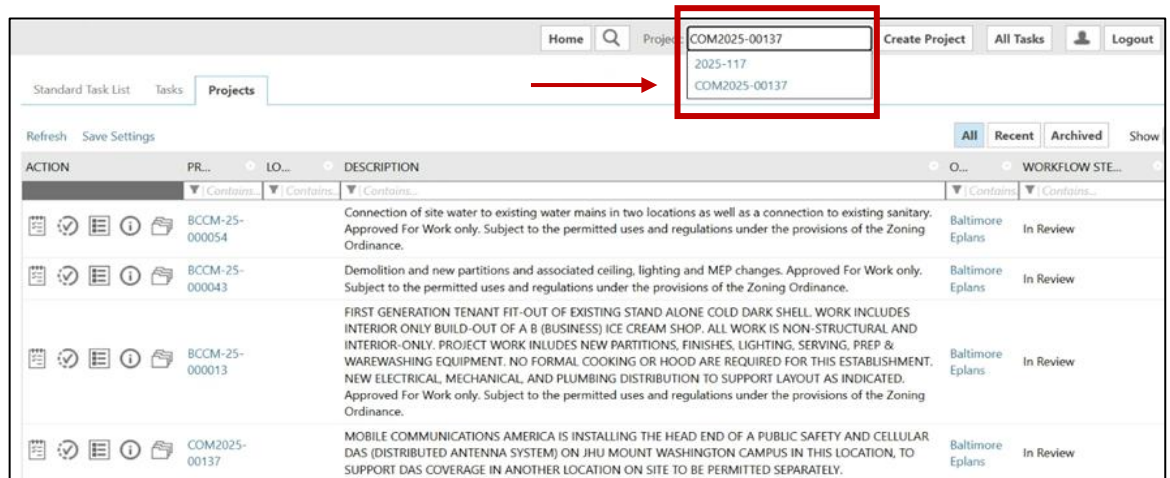
Click the **Home** tab

- Enter the project number (Plan# or COM#) in the search bar

- Click the blue link to see the search results



To view the best search results, click on the COM#





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Tips for Navigating ePlans, Cont.

Use the **Discuss** tab to send a message/email to the reviewer

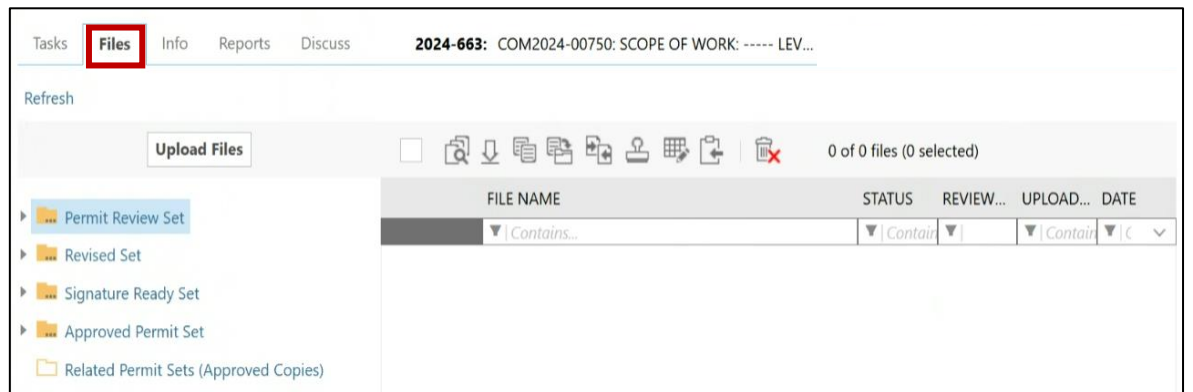


Use the **Files** tab to upload plans to the appropriate folder

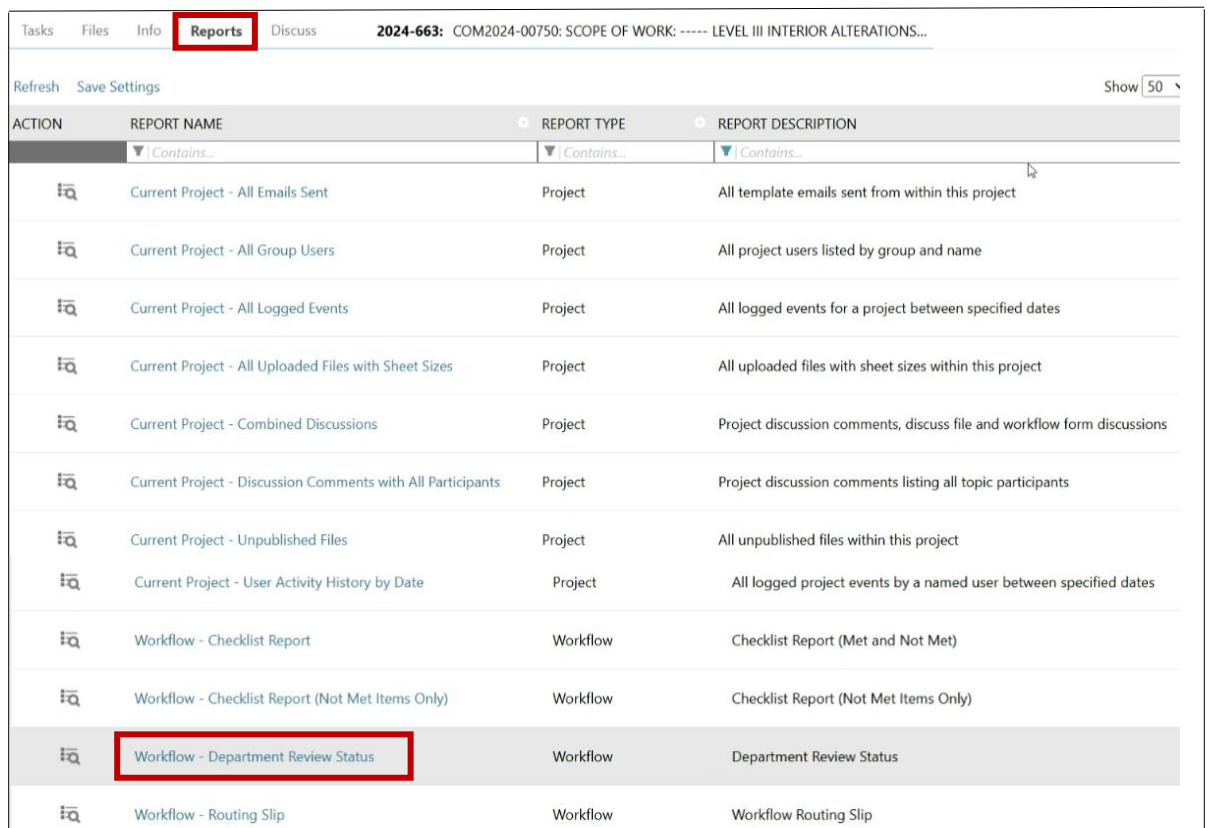
- Maintain the original file name when uploading revisions

- Make sure files are in PDF format

- Upload each PDF document separately



Use the **Report** tab and click on the **Department Review Status** report to check the project status



Watch ePlans Videos

Visit the [ePlans Login page](#) to view how-to videos, which cover getting started, accepting a task, and downloading approved plans