Submitting Documents

SUBMITTING AND REVIEWING DOCUMENTS/PLANS THROUGH DIGEPLAN.

1. Submitting through DigEplan

STEP 1 – After starting an application, navigate to the *Attachments* or *Documents* tab.

STEP 2 – Confirm *Submission Package* is selected.

1 Application Information	2 Location & People	3 Attachments	4 Review

Step 3: Attachments > Required Documents

Please upload each of the required documents. If you have more documents to add, click Continue Application. When finishe

Digital Projects Submission

Submission Package   Files   Comments   Approved Plans / Documents   ⬏

Status: NOSTATUS

STEP 3 – Drag all documents to the upload box or click to upload.

Digital Project Submission

STEP 4 – For each application type, the required documents will be listed in bold.

STEP 5 – Once the document is uploaded, the document will go through a caching check and an antivirus check.

	File Name	Description	Doc Type	Uploaded By	Uploaded Date	Status	Thumbnail	Actions
☐	Project Narrative.pdf	Enter file descri	-	-	01/11/2024 15:59:06	● Antivirus Check		🗑

STEP 6 – If the document remains stuck in *Caching File* or *Antivirus Check*, refresh the page.

Digital Projects Submission

⟳ Submission Package   Files   Comments   Approved Plans / Documen

Status: NOSTATUS

ⓘ   Upload files. The following Document Types must be uploaded for this permi

Submission Package Description

Submission Package 1

STEP 7 – Select a *Doc Type* from the dropdown.

STEP 8 – Once the *Doc Type* is selected, the status will change to *Ready to Submit*.

STEP 9 – When a required *Document Type* is uploaded, the list of required documents will change. Once all required documents have been uploaded, a message indicating the package is ready to submit will appear.

STEP 10 – Documents can be deleted by selecting the trash can under *Actions*. Once the package has been submitted, documents can no longer be deleted.

	File Name	Description	Doc Type	Uploaded By	Uploaded Date	Status	Thumbnail	Actions
☐	Construction Documents.pdf	Enter file descri	Construction D... ⌄	-	01/11/2024 16:16:07	● Ready to Submit		🗑

STEP 11 – Select *Continue Application* when all documents have been uploaded.
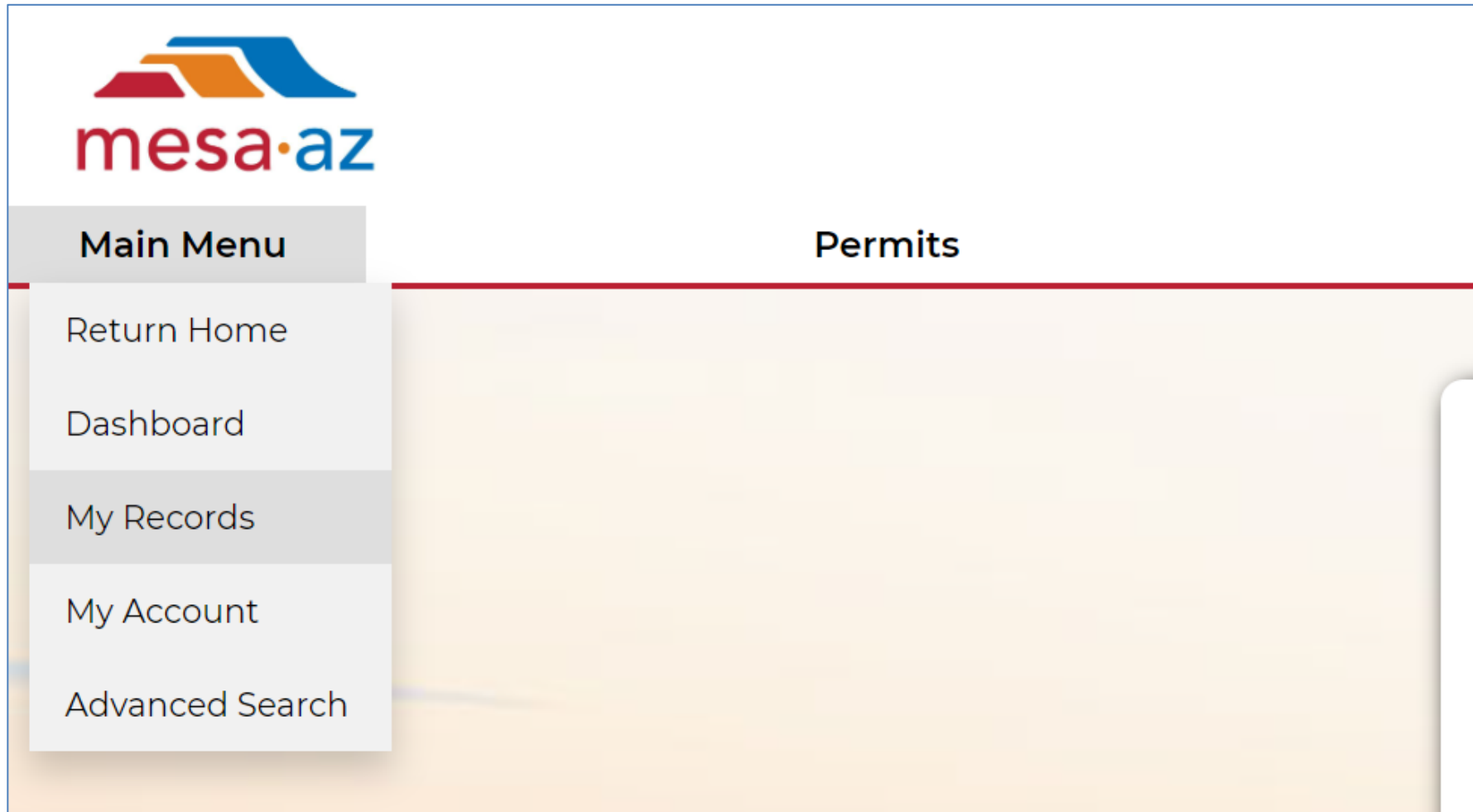
1 of 1 files are ready for submittal

EXPORT LIST

Save and resume later

Continue Application »

2. Viewing Comments

STEP 1 – Select your application under *My Records*.

STEP 2 – You will be brought a page for the Record. Select *Document Upload – Electronic Plan Review.*

STEP 3 – To view documents uploaded by City of Mesa staff, including redlines and comments reports, select *Files*.

STEP 4 – Select the checkbox next to the files you want to download and click *Download*.

Document Upload - Electronic Plan Review

| ⟲ Submission Package | Files | Comments | Approved Plans / Documents | ⬈ | | ⑦ Help |

ⓘ   Select the checkbox next to the files to download and press the DOWNLOAD button

🔍 Search   ✕   DOWNLOAD

☐	Thumbnail	File Name	Description	Classification	Status	Uploaded Date	Submission Package
☑		Landscape Plan.pdf	Landscape Plan.pdf	Document	Uploaded	01/11/2024 16:30:32	00001

STEP 4 – Documents can also be downloaded by selecting the *Record Info* tab and then *Download Documents*.

Record Info ▼	Payments ▼	Document Upload - Electronic Plan Review

Record Details

Processing Status

Related Records

Download Documents
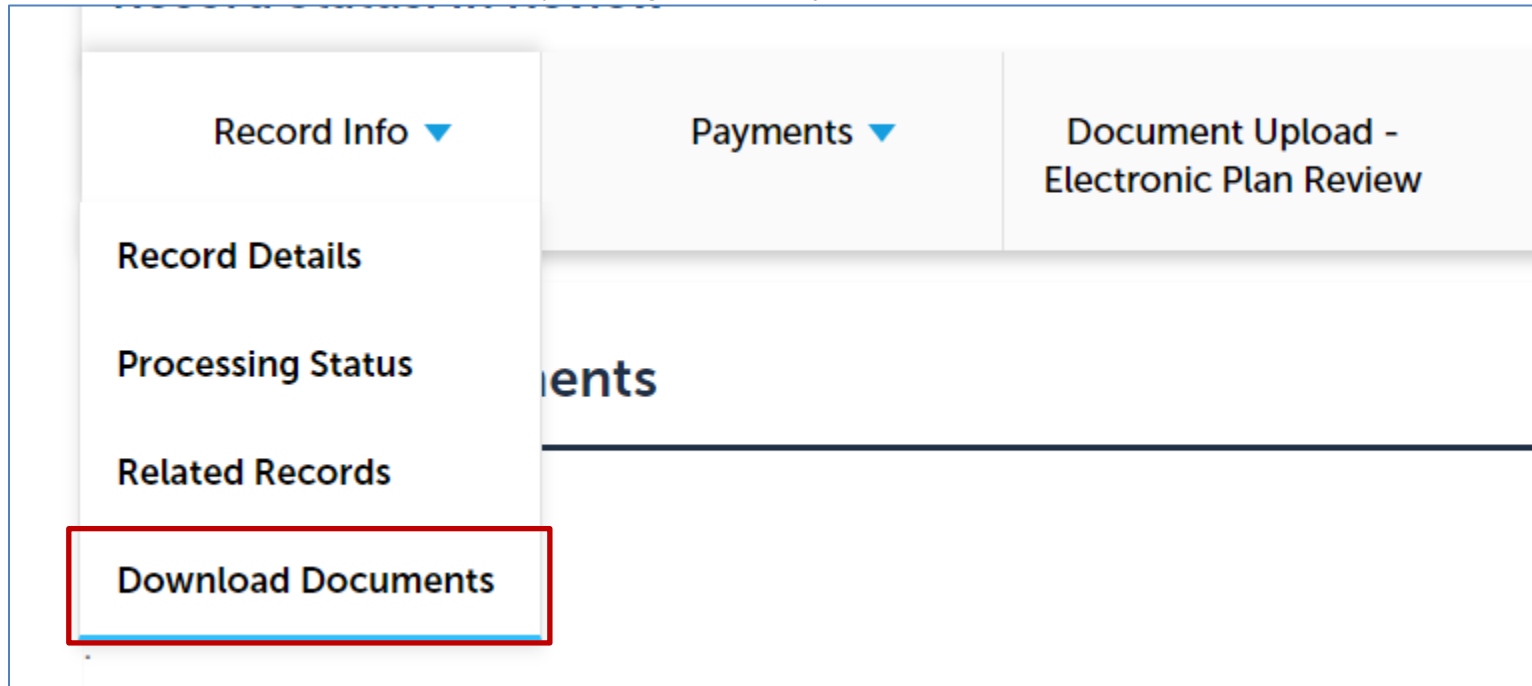
3. Uploading Revisions

STEP 1 – Select your application under *My Records*.

STEP 2 – You will be brought a page for the Record. Select *Document Upload – Electronic Plan Review*.

STEP 3 – Confirm *Submission Package* is selected.

1 Application Information	2 Location & People	3 Attachments	4 Review

Step 3: Attachments > Required Documents

Please upload each of the required documents. If you have more documents to add, click Continue Application. When finished

Digital Projects Submission

↻ **Submission Package**   Files   Comments   Approved Plans / Documents   ⬈

Status: NOSTATUS

STEP 4 – Confirm the *Submission Package Description* matches the number of resubmittal being uploaded.

Document Upload - Electronic Plan Review

🔄 **Submission Package**   Files   Comments   Approved Plans / Documents

Status: In Review

ⓘ   Upload files. The following Document Types must be uploaded for this permit a

Submission Package Description

Submission Package 2

STEP 5 – The required documents for the resubmittal will be listed in bold. In some cases, the list of required documents will only reflect the *Document Types* requiring a resubmittal as determined by City of Mesa staff.

STEP 6 – Once the document is uploaded, the document will go through a caching check and an antivirus check.

File Name	Description	Doc Type	Uploaded By	Uploaded Date	Status	Thumbnail	Actions
☐ Project Narrative.pdf	Enter file descri	-	-	01/11/2024 15:59:06	● Antivirus Check	🚫	🗑

STEP 7 – If the document remains stuck in *Caching File* or *Antivirus Check*, refresh the page.

Digital Projects Submission

Submission Package   Files   Comments   Approved Plans / Documen

Status: NOSTATUS

ⓘ   Upload files. The following Document Types must be uploaded for this permi

Submission Package Description

Submission Package 1

STEP 8 – Select a *Doc Type* from the dropdown.

	File Name	Description	Doc Type	Uploaded By	Uploaded Date	Status	Thumbnail	Actions
☐	Project Narrative.pdf	Enter file descri	Select type ⌄ ⓘ		01/11/2024 16:01:24	● Set doc type		🗑

Search
Aerials
Drawings
List of Questions
Narrative

0 of 1 files are ready for submittal

STEP 9 – Once the *Doc Type* is selected, the status will change to *Ready to Submit*.

	File Name	Description	Doc Type	Uploaded By	Uploaded Date	Status	Thumbnail	Actions
☐	Project Narrative.pdf	Enter file descri	Narrative ⌄	-	01/11/2024 16:01:24	● Ready to Submit		🗑

STEP 10 – When a required *Document Type* is uploaded, the list of required documents will change. Once all required documents have been uploaded, a message indicating the package is ready to submit will appear.

Digital Projects Submission

↻ **Submission Package**   Files   Comments   Approved Plans / Documents
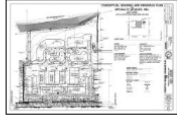
Status: NOSTATUS

ⓘ   Package is ready to submit, or upload additional files

Submission Package Description

Submission Package 1

STEP 11 – Documents can be deleted by selecting the trash can under *Actions*. Once the package has been submitted, documents can no longer be deleted.

	File Name	Description	Doc Type	Uploaded By	Uploaded Date	Status	Thumbnail	Actions
☐	Construction Documents.pdf	Enter file descri	Construction D... ˅	-	01/11/2024 16:16:07	🟢 Ready to Submit		🗑

STEP 12 – Select *Submit Package for Review* to submit. Select *Yes* on Confirmation box.

Confirmation

Submit the Submission Package for Review?

CANCEL   YES

STEP 13 – A confirmation message will display once the resubmittal has been uploaded.

Thank you, your Submittal Package '00002 - Submission Package 2'
has been submitted for review

Need more assistance, see DIMES help online at: https://www.mesaaz.gov/business/development-services/dimes-help

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