



City of Portland Citizen Self Service

How to submit Electronic Documents and Drawings into the Electronic Plan Review Program (e-plan)

The designated person responsible for uploading documents and drawings will receive an email from eplan@portlandmaine.gov with an invitation into the project. At this time, you will upload all corresponding documents and plans into the project. For first time users you will receive a temporary password which you must change on entry. Make note of your username and password for any future projects.

Follow the link below (Applying Online) for step by step instructions on how to do the Following:

- Prepare drawings, documents and photos for uploading;
- Getting started in e-Plan;
- Prepare revised drawings and documents for uploading.

[Applying Online](#)

[Reminder: Before the project can move forward, the application fee shall be paid in full and all required documents and drawings shall be uploaded into e-plan correctly.]

As the process evolves you will be able to log in and see markups, comments and upload revisions as requested into these folders.