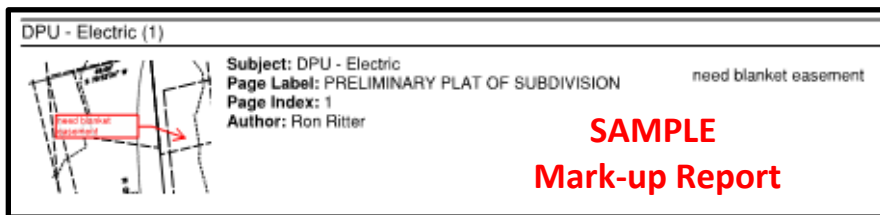


What is E-Plan Review?

“E-plan review” is short-hand for electronic plan review. It is the process of reviewing development submittals in a digital format instead of on paper.

In the City of Naperville, all development projects are now reviewed digitally, including projects subject to administrative review and all projects that must be reviewed by the Naperville Planning and Zoning Commission and/or City Council to approve entitlements (e.g., rezoning, variances, etc.). Development plans (e.g., site plan, engineering plans, landscape plans, etc.) and application materials (e.g. parking and traffic studies, application forms, etc.) associated with these projects must be submitted to Naperville electronically. This change eliminates thousands of pounds of paper being submitted to the City each year. With e-plan review, plans can be conveniently submitted with a few clicks by customers from their own computer. E-plan review saves applicants costly printing expenses and time needed to deliver submittals to the Naperville Municipal Center.



E-plan review is managed by city staff using a software program called, Bluebeam Revu. The software is common in building, architecture and engineering fields and provides customers with clear

mark-ups of any changes needed and re-submittal requirements. The software allows all reviewing departments - building, planning, engineering, fire, utilities, public works - to collaborate more effectively to provide clear direction to applicants.

How to Apply?

All plans and application materials for a development project must be prepared in accordance with the formatting and file name specifications detailed in the following documents available on the [Development Petition and Application](#) webpage:

- Naperville PDF Submittal Requirements (PDF File)
- Naperville Required Submittal List (PDF File)

When ready, follow the steps outlined in the following document to submit an application:

- Naperville E-Review Submittal Instructions (PDF File)

Next Step: E-Permitting

By early 2020, the city will begin requiring electronic submittal of all new buildings, additions and alternations for both commercial and residential projects including new single-family homes, residential room additions and residential room alterations. Long-term, as Naperville seeks to move toward e-permitting, all remaining applications for smaller projects (e.g. fences, decks, room additions, signs, driveways, etc.) will be also be converted to electronic environments as well.

Questions? Please contact your assigned project manager or email DRT@naperville.il.us