



# **ECONSTRUCTION DRAWINGS**

## **TRAINING MANUAL**

**EXTERNAL CONSULTANT**

2020 April 14

Version 1.7

## Revision History

Version	Description	Date	Author
Version 1.0	Draft	2012 Dec 2	J. Dalton
Version 1.1	Update draft	2012 Dec 3	H. Guenard/M. Brown/C. Anscombe/ J. Dalton
Version 1.2	Add technical detail	2012 Dec 4	J. Dalton
Version 1.3	Format	2012 Dec 4	M. Brown
Version 1.4	Review Draft Document	2012 Dec 5	H. Guenard/M. Brown/C. Anscombe/ J. Dalton
Version 1.5	Add New Introduction	2012 Dec 18	H. Guenard/M. Brown
Version 1.6	Revised upload screen shot	2013 Jan 14	J. Dalton
Version 1.7	LANDSCAPE project type option added for Parks only submissions; other minor updates	2020 April 14	B. Wilson / B. Vanden Berg

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## eConstruction Drawings

### Background

As part of the Mayor's initiative to reduce costs and to streamline the approval times for Subdivision Construction drawings for the Development Industry, Urban Development has implemented an eConstruction Drawings (eCD) solution to replace the old paper-based sequential plan review process. The implementation of the Mark-up tool CaptureVue will enable simultaneous review of Subdivision Construction drawings which will reduce overall review and approval times within The City and deliver cost savings for the Development Industry.

Unlike the current paper system, the eC D project allows for several cost and time saving efficiencies including:

- Submission of plans electronically from the convenience of your office, 24 hours 7 days a week
- Simultaneous review of the plans by all required disciplines
- City specialist mark-ups are made directly on the plans to provide direction and clarity
- Re-submission of corrected plans electronically from the convenience of your office

Reading and following these instructions will make the electronic plan distribution and review process more efficient for every participant in the Subdivision Construction drawing approval process. Although every new system normally requires some effort to become acquainted with its functionality the ease of use of CaptureVue should bestow the above benefits in a relatively short time frame.

We hope that you find this User Guide to be of benefit.

Thank you.

## Document Information

eConstruction Drawings will allow you to submit new construction drawing projects as well as check the status of existing Construction Drawing projects for both electronic or paper submissions.



ABC Consulting

eConstruction Drawings

[Submit New Construction Drawings](#) [My Projects](#) [Return To VISTA](#) [Sign Out](#)

**Welcome!** Use the Navigation buttons above to submit new Construction Drawings, or to search for existing projects, where you can submit Final/Revised Final Documents or request permission to construct.

Up to 20 of your most recent Construction Drawings Projects are displayed below. To search for older projects, or to find a specific project, please click the "My Projects" button.

Project Number	Project Status	Submitted Date	Developer	Project Name
<a href="#">CD2012-0212</a>	Preliminary	Nov 27, 2012	GENESIS LAND DEVELOPERS	Sage Hill Phase 6 OFFSITE STORM
<a href="#">CD2012-0228</a>	Preliminary	Nov 26, 2012	QUALICO DEVELOPMENTS WEST	HIGHLAND PARK Phase 511
<a href="#">CD2012-0227</a>	New	not submitted		
<a href="#">CD2012-0199</a>	Preliminary	Nov 20, 2012	CARMA DEVELOPERS	SADDLE RIDGE Phase 7

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Once logged into eConstruction Drawings you will see up to 20 of your most recent projects. Click on the Project Number link [CD2010-0038](#) to view project information and status of a project listed.

## Submitting a new Construction Drawing Project

To submit a new construction drawings project, click the **Submit New Construction Drawings** button [Submit New Construction Drawings](#). This will open up a Terms of Use page.

If you are satisfied that you understand and agree with

- (1) the Terms of Use
- (2) the submission requirements (CARL – Complete Application Requirement List) and
- (3) the JAC guidelines

then select the checkbox in section (4) to accept and click the **Next** button to navigate to the Submit Construction Drawings page.

## Related Applications

A Construction Drawing Project must be related to another application(s) already submitted to The City of Calgary. To associate your construction drawing submission to other applications click on the button for that application type.



In the application pop up window, enter the Job Access Code (JAC) for the application you want to relate to your Construction Drawings submission and click **SEARCH**.

NOTE: if you do not have the JAC for the related application, please contact The City of Calgary at [urban@calgary.ca](mailto:urban@calgary.ca).

**Subdivision Application Lookup**

Please enter the Job Access Code (JAC) of the Subdivision Application to relate to your submission.  
(i.e. SB2012-1234-56789)

Job Access Code:

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To select a Subdivision Application, click on an item in the list below.

Job Access Code	Status	Job Description

SEARCH   CANCEL   CANCEL AND CLEAR

If submitting a Construction Drawings request for a Subdivision (SB), you will also be required to include the related Outline Plan (LOC).

## Project Information

Enter the details to support your Construction Drawing project. Mandatory fields are marked with a red asterix \*.

## Project Type - Parks LANDSCAPE Submissions

For Project Type a new category "LANDSCAPE" has been added to allow drawings for various Parks landscape types to be submitted.

## Consultant and Developers

Click the **Select Contacts** button to select or modify contacts for your Construction Drawings project.

SELECT   CLEAR ALL   CHECK ALL   REFINE SEARCH

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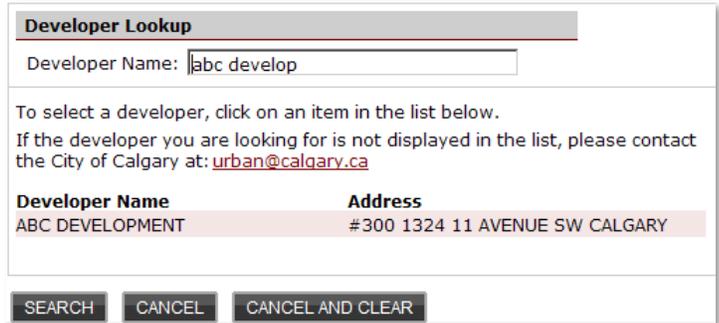
If you need to update information on any of the contacts displayed below, please contact the City of Calgary at: [urban@calgary.ca](mailto:urban@calgary.ca)

Select	Contact Name	Phone	Email
<input checked="" type="checkbox"/>	AFTAB, UZMA	(403) 256-2262	uzma.aftab@calgary.ca
<input type="checkbox"/>	SMITH, JOE	(403) 270-4811	joe.smith@consultant.ca

SELECT   CLEAR ALL   CHECK ALL   REFINE SEARCH

Click the **Select Developer** button to select the Developer for your Construction Drawings project.

On the Developer Lookup window, type in the Developer Name and then click on the **Search** button.



Developer Name	Address
ABC DEVELOPMENT	#300 1324 11 AVENUE SW CALGARY

Click on the correct Developer in the search results below to associate the Developer to this Construction Drawings project.

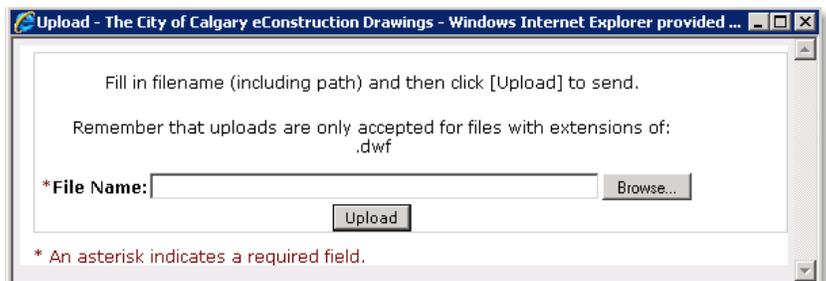
## Upload Documents

Plans and documents are required to be submitted with your application. Please refer to the Complete Application Requirement List (CARL) for further information.

## Attachments

Click on the **Add Construction Drawings** button to upload your Construction Drawings package. Note: Construction Drawings can only be submitted in DWF format.

In the upload popup window, Click the **Browse** button to navigate to the location of the file. Select the file and click **Upload**.



Click on the “Add Supporting Documentation” button to upload any additional supporting documents for your Construction Drawings submission. Note: You will only be able to upload one Construction Drawings package per submission.

Once the document is uploaded, select the appropriate Document Type from the drop down list provided.

ADD CONSTRUCTION DRAWINGS	ADD SUPPORTING DOCUMENTATION
<p><b>Document Type</b></p> <p>(None) ▾</p> <ul style="list-style-type: none"> <li>(None)</li> <li>AENV Letter of Authorization Application Form and Data Sheet</li> <li>AENV Letter of Authorization for Pond Construction</li> <li>AENV Water Act Approval Letter</li> <li>Backslope Agreement</li> <li>Correspondence</li> <li>Detailed Cover Letter</li> <li>Ministerial Consent Letter</li> <li>Pond Report Letter</li> <li>Supporting Documents</li> <li>Surface Construction Request Package</li> <li>SWMR Letter</li> <li>Underground Construction Request Package</li> </ul>	<p><b>File Name</b></p> <p>Backslope Agreement.pdf <span style="float: right;">✕</span></p>

## Submit

When you are ready to submit your request, click the **Submit Request** button. If necessary you can Cancel your application prior to submission by clicking on the **Cancel Request** button at any time. Note: A cancelled request will be discarded and will no longer be editable.

## Submission Confirmation

Please save or print your Submission confirmation for your records. You will also receive an email from The City of Calgary – Urban Development upon receipt of your submission.

**CD2012-0236 Submission Confirmation**

<a href="#">Submit New Construction Drawings</a>	<a href="#">My Projects</a>	<a href="#">Return To VISTA</a>	<a href="#">Sign Out</a>
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[CANCEL](#)

**Submission Confirmation**

- 1 Congratulations!**  
 You have successfully submitted your Construction Drawings to the City of Calgary. Thank you for submitting your drawings on the City of Calgary website.
- 2 Reference Information**  
 You will receive an email confirming your submission. Please record your Job Access Code (JAC) for this project. It will also be included in the confirmation email.  
**Job Access Code:** CD2012-0236-97928
- 3 Confirmation Summary**  
 You may wish to print this summary confirmation page for your records. [Print Confirmation Page](#)  
 You can check the status of your request right now by following the Project Number link.  
 Project Number: [CD2012-0236](#)  
 Submitted Date: Nov 29, 2012
- 4 Change Requests**  
 While your request is being processed, you are not able to make changes to your request information. If you would like to make changes to your request, please contact the City of Calgary at this email address.  
 Email Address: [urban@calgary.ca](mailto:urban@calgary.ca)

## Job Access Code

Your agreement request has been assigned a JAC (Job Access Code). The JAC is a unique identification number given to each agreement request. Once logged into VISTA, this number will allow you or persons (clients) you have disclosed the JAC to, to check the status of the request.

## Submitting Final or Revised Final Construction Drawings

You will be able to submit a Final or Revised Final set of Construction Drawings once your most recent submission had been RELEASED. Submissions that fit this prerequisite will be apparent by the word 'Released' in the Project Status (see example illustrated below).

Submit New Construction Drawings
My Projects
Return To VISTA
Sign Out

**Welcome!** Use the Navigation buttons above to submit new Construction Drawings, or to search for existing projects, where you can submit Final/Revised Final Documents or request permission to construct.

Up to 20 of your most recent Construction Drawings Projects are displayed below. To search for older projects, or to find a specific project, please click the "My Projects" button.

Project Number	Project Status	Submitted Date	Developer	Project Name
<a href="#">CD2012-0246</a>	Preliminary	Dec 3, 2012	DEVELOPMENT GROUP	HIGHLAND PARK Phase 890
<a href="#">CD2012-0244</a>	<b>PRELIMINARY Released</b>	Nov 30, 2012	THE DEVELOPMENT COMPANY	WINSTON HEIGHTS/MOUNTVIEW Phase 2
<a href="#">CD2012-0231</a>	Preliminary	Nov 30, 2012	ABC DEVELOPMENT	SOUTHWOOD Phase 2

To submit your Final or Revised Final Submission, click on the Project Number [CD2012-0244](#) to display the details of your Construction Drawings Project.

Click on the SUBMIT button relevant to your project status. Note: Only the relevant Submit button will be active.

**Submission History**

In this section, you may view the history of your construction drawing submissions for this Construction Drawings project.

SUBMIT FINAL DRAWINGS

SUBMIT REVISED FINAL DRAWINGS

Submission Number	Submission Type	Submitted Date	Status
<a href="#">CD2012-0244-2</a>	Preliminary	Nov 30, 2012	Released

If you are satisfied that you understand and agree with (1) the Terms of Use and (2) the submission requirements and (3) the JAC guidelines, select the checkbox below and click the **Next** button.

### Consultant and Developers

Click the Select Contacts button to modify contacts for your Construction Drawing project if required.

### Attachments

Follow the instructions for attaching documents in the section titled [Uploading Documents](#) above.

### Submit

When you are ready to submit your request, click the **Submit Request** button.

If necessary you can Cancel your application prior to submission by clicking on the Cancel Request button at any time. Note: A cancelled request will be discarded and will no longer be editable.

### Submission Confirmation

Please save or print your Submission confirmation for your records. You will also receive an email from The City of Calgary – Urban Development upon receipt of your submission.

## Submitting Construction Requests

To submit your Permission to Construct, click on the Project Number [CD2012-0244](#) to display the details of your Construction Drawings Project.

Click on the Submit Permission to Construct button  .

If you are satisfied that you understand and agree with (1) the Terms of Use and (2) the submission requirements and (3) the JAC guidelines, select the checkbox below and click the Next button.

### Submission Details

Select the type of Construction Request being applied for from the drop down menu provided.



**Submission Details**

1 Select the type of Construction Request being applied for:

Construction Request Type: \*

Note: You will only be able to upload one Construction Request package per submission.

### Attachments

Click on the Add Construction Request Package and follow the instructions for attaching documents in the section titled [Uploading Documents](#) above.



**Attachments**

2 As part of your Submission, you are required to submit plans and documents



## Submit

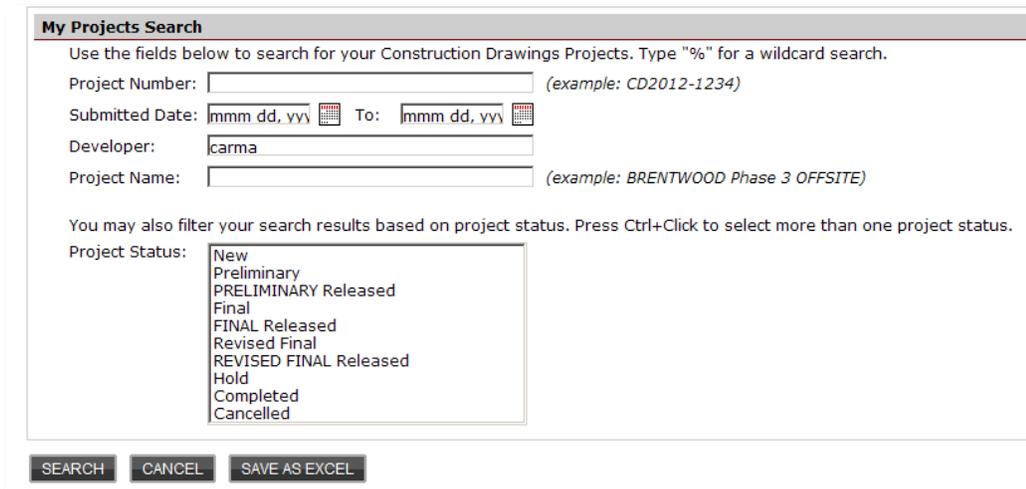
When you are ready to submit your request, click the Submit Request button.

If necessary you can Cancel your application prior to submission by clicking on the Cancel Request button at any time. Note: a cancelled request will be discarded and will no longer be editable.

## Searching for Projects

To search for Projects not listed on the Welcome screen, click on the **My Projects** button  on the menu bar.

The My Projects Search Window will allow you to search for a specific project or any project(s) matching your search criteria.



**My Projects Search**

Use the fields below to search for your Construction Drawings Projects. Type "%" for a wildcard search.

Project Number:  (example: CD2012-1234)

Submitted Date:  To:

Developer:

Project Name:  (example: BRENTWOOD Phase 3 OFFSITE)

You may also filter your search results based on project status. Press Ctrl+Click to select more than one project status.

Project Status:

- New
- Preliminary
- PRELIMINARY Released
- Final
- FINAL Released
- Revised Final
- REVISED FINAL Released
- Hold
- Completed
- Cancelled

SEARCH CANCEL SAVE AS EXCEL

## Project Information and Status

Clicking on the Project Number link will display all the project information and status of the subject application, including contact information, related applications and submission history.

## Construction Drawings Project CD2012-0176

<a href="#">Submit New Construction Drawings</a>	<a href="#">My Projects</a>	<a href="#">Return To VISTA</a>	<a href="#">Sign Out</a>
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**Project Information**

Project Number: CD2012-0176      JAC: CD2012-0176-89431  
 Project Name: LEGACY Phase 1  
 Project Status: Revised Final  
 Developer: DEVELOPER 123  
 Consultant: ABC CONSULTING  
 Submitted Date: Nov 20, 2012

**Consultant Contact Information**

Full Name	Phone	Email
Uzma Aftab	(403) 256-2262	uzma.aftab@calgary.ca

**Related Applications**

Related Job Type	Job Access Code	Status	Job Description
LU / OP / Closure (LOC)	LOC2007-0126-28794	Approved	Land Use Amendment and Outline Plan and Road Closure
Subdivision by Instrument/Plan	SB2009-0250-38125	Under Review	LEGACY: Phase 1 - 21200 15 ST SE...

**Submission History**

### Consultant Contacts

It is understood that over the lifespan of a Construction Drawings project, contacts working on an application may change. To change contacts on an electronic construction drawing application, click the button  and select the appropriate contact(s).

Note, if you need to to change contact information or to add or remove individuals, please contact The City of Calgary at [urban@calgary.ca](mailto:urban@calgary.ca).

### Submission History

Click on the Project Number link [CD2012-0176-2](#) to view project information and status of a Construction Drawing submission listed.

In this section you will be able to submit final drawings or Revised Final Drawings by clicking on the appropriate button  .

NOTE: This can only be done for those applications originating as electronic submissions and if the most current Construction Drawings submission are in a status of Released.

### Construction Requests (Permission to Construct)

Click on the Project Number [CD2012-0176-6](#) link to view project information and the status of a Permission to Construct request.

In this section you will be able to submit your Permission to Construct requests by clicking on **Submit Permission to Construct**  Button .

NOTE: this can only be done for those applications originating as electronic submission.