

A Perspective of Bluebeam Review Sessions from a Team Leader or an Outside Party.

KEY POINTS:

Collaboration
Efficient
Thorough
Organized



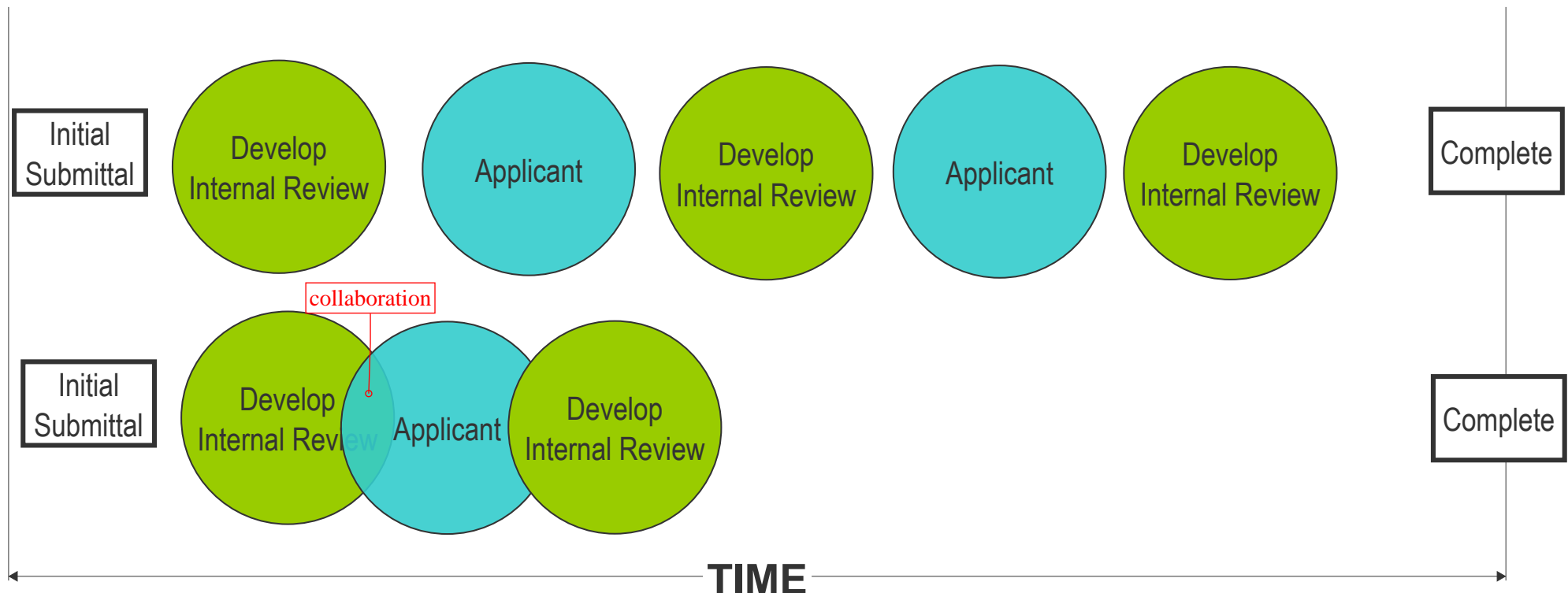
Results

Saving time for ALL
Great customer service to the public

- People want to know what to expect (process, fee, time)

- Define "Your" Process... and learn from others

- Internal Reviews or Internal and External Reviews



- People want to know where things are in process.

EXAMPLE PROGRAMS

mybuildingpermit.com

The screenshot shows a web browser window with the URL customer.mybuildingpermit.com/PermitDetail/748809. The page title is "19117675LDA Details".

Project Details:

- Project Name: 236th St NE Safety Improvements
- Address: 1918 236TH ST NE ARLINGTON, 98223
- Jurisdiction: SNOHOMISH COUNTY
- Status: Under Review
- Date Submitted: 11/21/2019

Invoices:

Invoice #	Invoice Date	Amount	Created By	Status	Age	Action
150923	11/22/2019	\$20,079.85	Skattum, Sarah	Paid	0 days	View
152201	12/10/2019	\$195.00	Skattum, Sarah	Paid	0 days	View

Files & Documents:

Document Type	Date	Uploaded By	File Size
Other	4/20/2020 4:28:42 PM	danireland	6.46 (MB)
Other	4/20/2020 4:27:33 PM	danireland	0.67 (MB)
Other	4/20/2020 4:26:10 PM	danireland	2.79 (MB)
Other	4/20/2020 4:24:55 PM	danireland	0.17 (MB)
Other	4/20/2020 4:22:43 PM	danireland	9.22 (MB)

Reviews & Activities:

Review/Activity	Staff	Assigned Date	Status	Completed Date	Notes
Notice of Application	Notice Center		Complete	12/20/2019	
Comment Period	Frank Scherf		Complete	01/07/2020	
1st Submittal / Review	Frank Scherf		Info Requested	04/02/2020	
2nd Submittal / Review	Frank Scherf		Under Review		
Public Works	Frank Scherf		Under Review		

Inspections:

Inspection	Date	Status	Staff	Notes
No inspections information available for this permit.				

Smartgov.com

Submittals

If allowed or required to submit additional/needed documents, this is where the items will be uploaded. Before an item is uploaded, it must have the proper naming convention that we require. .

All documents must begin with the File number, space, description, space, then the date. .

Examples: .

BPR-2016-000 Site Plan 01-01-2016.

SS-2016-00 Geo Report 12-31-2016.

Do Not use any symbols(/, &, %, \$, etc) or documents will not be uploaded Only Dashes are allowed. Incorrectly labeled items will be deleted and have to be resubmitted correctly.

All items must be correctly named and uploaded before the application can be deemed completed and review to begin.

Submittal	Required	Received	Accepted
Pre-Submittal Consultation meeting	Yes	2/12/2018	5/1/2019
Master Application	Yes	2/12/2018	5/1/2019
SEPA Checklist	Yes	2/12/2018	5/1/2019
Site Plan 11x17 Reduction	Yes	2/12/2018	5/1/2019
Road or Stormwater information required - 3 copies	Yes	6/5/2018	5/1/2019
Project Narrative	Yes	2/12/2018	5/1/2019
Engineering Documents	No	1/22/2019	5/1/2019
Geological Risk Assessment Report	No	2/12/2018	5/1/2019
Parking Plan	No	6/5/2018	5/1/2019
WSDOT Access Permit or Letter (copy)	No	1/22/2019	5/1/2019
Traffic Impact Analysis/Study	No	6/5/2018	5/1/2019
Landscaping Plan	No	6/5/2018	5/1/2019
Miscellaneous Documents	No	1/22/2019	1/22/2019

Approval Steps

Step	Status	Date
Land Use - Technically complete	Complete	2/27/2018
Notice of Incomplete Application	Not Applicable/Not Required	2/27/2018
Notice of Complete Application	Letter Sent	2/27/2018
Notice of Application	Complete	3/5/2018
Wenatchee Reclamation District Comments	Comments Submitted	3/7/2018
Douglas County Sheriff Comments	No Response	4/1/2019
Dept. of Ecology Comments	No Response	4/1/2019
Douglas County PUD Comments	Not Applicable/Not Required	3/6/2018
Chelan-Douglas Health District Comments	Approved	4/29/2019
Douglas County Assessor Comments	No Response	4/1/2019
Douglas County TLS - GIS Comments	Approved	3/13/2018
Douglas County - Fire District Comments	Approved	7/27/2018
East Wenatchee Water District Comments	Approved	3/15/2018
Douglas County TLS - Transportation	Approved with Conditions	6/21/2018
Douglas County TLS - Stormwater	Approved with Conditions	6/21/2018
Planning Department Comments	Approved	5/16/2019
WA State DOT	Comments Submitted	3/9/2018

- People want to know where things are in your process.

Bluebeam has a feature called a "Session"

Session: Online/Cloud Based Review/Comment Platform

This lists whom is invited and there status. "Reviewing, Competed"

This is the Session Document(s)

This feature lets me know who has entered the "Session"

Who has made a comment(s).

The screenshot displays the Bluebeam software interface. The main window shows a technical drawing titled "WALL PLAN AND PROFILE" for "236TH ST NE CORRIDOR I-5 TO 35TH AVE CORRIDOR IMPROVEMENTS". The drawing includes a legend, a north arrow, a scale bar (SCALE IN FEET), and general wall notes. The sidebar on the right shows the session management interface, including a list of attendees (Dan Ireland, matt.weyrauch, madison.herbst, george.hilen, Jody Brown, DianaJones) and a list of documents (2020-0416 236th Corridor Improvements.pdf). The sidebar also shows a list of session events, such as "DianaJones: Added Callout" and "Dan Ireland: Left Session".

- People want responses to be clear

Larry from Public Works Comments

CONSTRUCTION NOTES

- 1 EXISTING UTILITY POLE TO BE SUPPORTED BY SNOHOMISH COUNTY PUD DURING ADJACENT EXCAVATION. COORDINATE ONE WEEK IN ADVANCE PRIOR TO EXCAVATION
- 2 OFFSET TO CENTER OF VAULT
- 3 UTILITY VAULT TO BE INSTALLED BY OTHERS. TERMINATE CONDUITS PER DETAIL ON SHEET UT-01
- 4 SEE SD SHEETS FOR PROFILE
- 5 UTILITY TRENCH IS TO RUN ABOVE WILDLIFE CROSSINGS, FISH PASSAGES, AND CULVERTS
- 6 SEE GAS LINE & UTILITY DETAIL ON SHEET SD-14
- 7 UTILITY TRENCH TO RUN UNDER STORM PIPE

Contractor to install

GENERAL NOTES

1. CONDUIT LOCATION SHOWN ON PLAN IS APPROXIMATE. CONTRACTOR SHALL PLAN AND VERIFY ALIGNMENT TO AVOID CONFLICT WITH OTHER PROJECT ELEMENTS.
2. SEE UTILITY OWNERS (PUD, WAVE, ZIPLY) STANDARDS FOR ADDITIONAL MATERIAL AND

WAVE COND	
RUN NO.	4" ϕ
X	
W1	1

Pam from Planning Comments

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which utility will install?

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Bluebeam Session Review

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Planning confirms, check with Public Works

Contractor to install

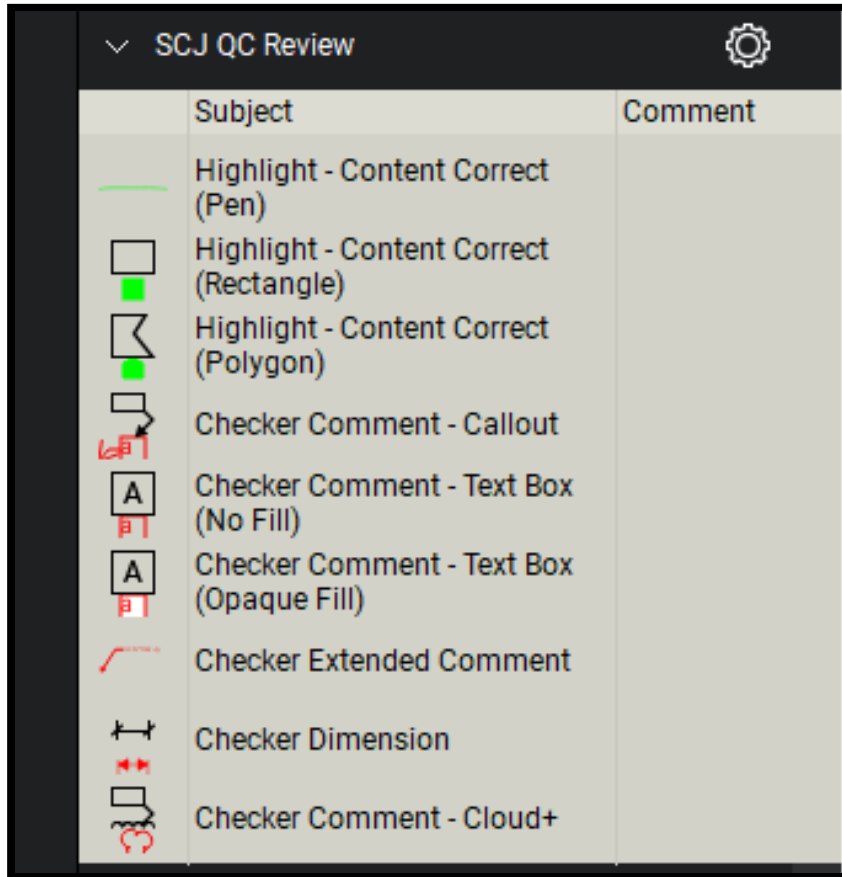
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CUSTOM MARKUPS (Tool Chest)



Everyone using the same style or symbolism of markups can better communicate.

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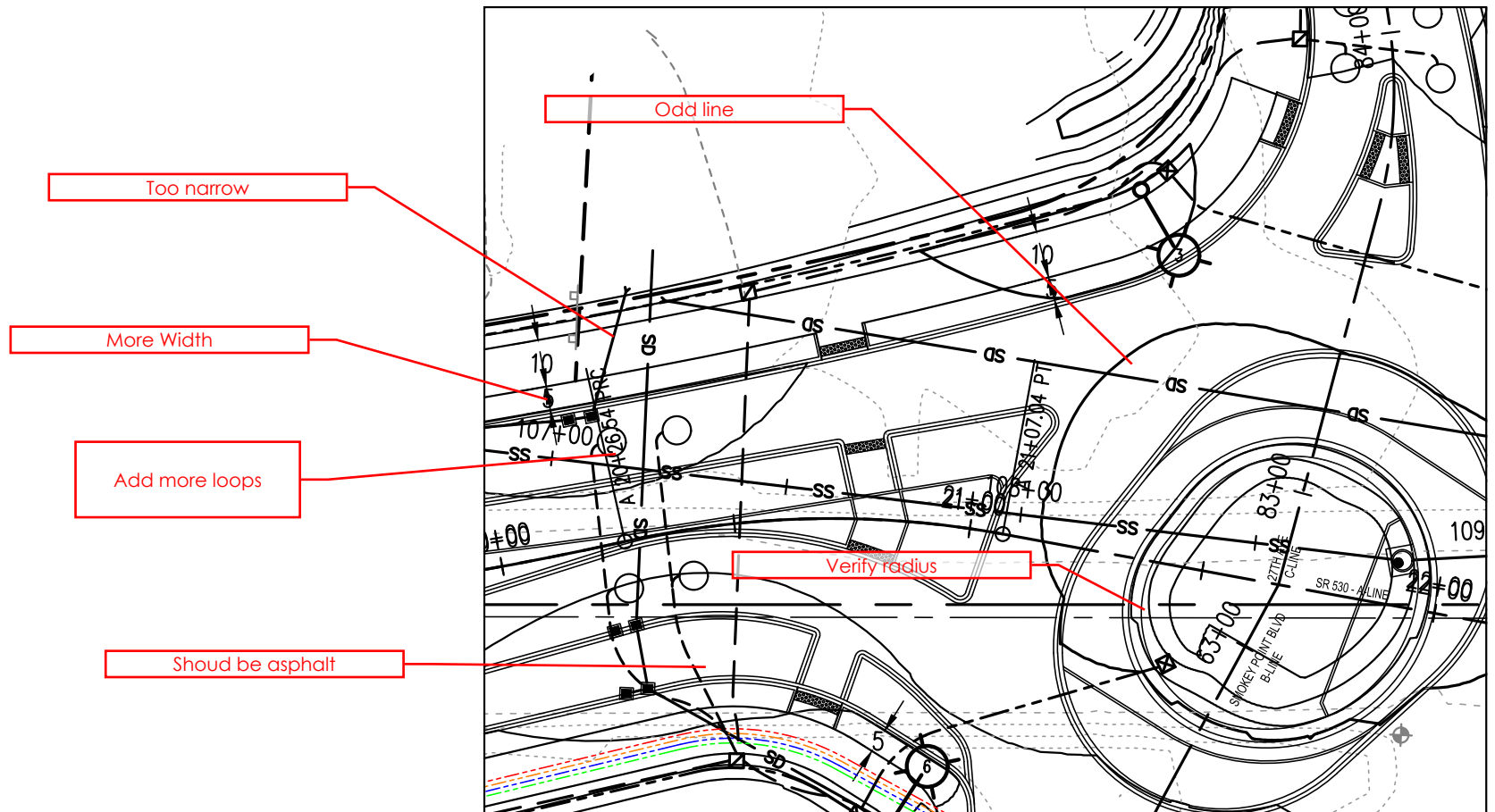
Staying Organized

Filtering Comments

- Allows you to see what you have completed.
- It is a great self back check

How To:

- Set your filter
- Change the status of each comment/markup



People want responses to be clear

Standardized stamps that are custom to your agency language can result in consistent responses.

Custom Stamp

Engineer's Review

- APPROVED
- APPROVED AS CORRECTED
- REVISE AND RESUBMIT
- REJECTED
- FOR INFORMATION ONLY



Engineer's review is for general conformance to with the design concept and contract documents, markings or comments shall not be construed as relieving the contractor from compliance with the project plans and specifications nor departures therefrom. The contractor remains responsible for details and accuracy, for confirming the correlating and dimension for selecting fabrication, process for techniques of assembly, and for performing work in a save manner.

BY dan.ireland

DATE 6/10/2021