



Wisconsin Department of Transportation

## ESubmittal of Structure Plans and Exhibits

This document provides instructions for electronically submitting structure plans and exhibits using the WisDOT Extranet ESubmit Application.

To access the WisDOT ESubmit Application you must have the following:

1. A valid Wisconsin User ID and password
2. Authorization from WisDOT

(See procedure 19-10-1 of WisDOT Facilities Development Manual for instructions)

A structure plan transmittal consists of an electronic submittal of Preliminary or Final plans and all exhibits. To facilitate navigation within the electronic plan, bookmarks are required for each structure that is part of the plan set. When PDF is created for each final structure plan, a bookmark should be created for the file and should be titled as the Structure Identification Number (i.e. B-00-0000 or S-00-0000)

An image of the Structure Plans and Exhibits page appears on pages 2 and 3 of this document.

### 1. Provide information about the submittal in the top section of the form. All fields in the top section are required.

**Comments** Enter up to 80 characters of special information or a message for the recipient. Otherwise, enter "NA."

**Submittal Status** Select the submittal status. The choices are: New (for information sent by Region to BOS), Preliminary and Final.

**Project ID** If known, enter the Project ID number using the format 00000000. Do not enter dashes. Otherwise, enter "NA."

**Structure Number** Enter the structure number using the format B-00-0000 for Bridges, C-00-0000 for Culverts, R-00-0000 for Retaining walls, S-00-0000 for Sign bridges, N-00-0000 for Noise barriers, P-00-0000 for bridges that we have no record plans on file and M-00-0000 for Miscellaneous structures.

**Feature On** Enter the feature on the structure - usually a roadway (e.g. USH 45).

**Feature Under** Enter the feature under the structure - may be a roadway, a waterway, a railroad, etc. (e.g. Wisconsin River).

**District Design Contact/Phone** Enter the District Design Contact's first name, last name and phone number, including area code (e.g. Jane Doe / 608-334-4556).

**Consultant Design Contact/Phone** Enter the Consultant Design Contact's firm name, first name, last name and phone number, including area code (e.g. John Buck , ACME Bridge Design Inc. / 608-334-4556).

# Structure Plans and Exhibits Page

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## Submit Structure Plans And Exhibits

[Instructions](#)

**Provide Information About The Submittal. All Fields In This Section Are Required**

**Comments**  
(Max 80 characters)

**Submittal Status**

**Project ID**  
or 'N/A' (e.g. 00000000 No Dashes)

**Structure Number**  
(e.g. B-00-0000, C-00-0000)

**Feature On**

**Feature Under**

**WisDOT Design**

**Contact/Phone**

**Consultant Design Contact/Phone**  
(or 'N/A')

**Specify Exhibits To Submit. At Least One Is Required**  
**Maximum Total Allowed Is 90MB.**

**Plan**  
(B-00-0000\_pln.pdf)

**Structure Survey Report**  
(B-00-0000\_ssr.doc) or (B-00-0000\_ssr.docx) or (B-00-0000\_ssr.pdf)

**Contour Map**  
(B-00-0000\_con.pdf)

**Road Plan**  
(B-00-0000\_rod.pdf)

**Hydraulic Files**  
(B-00-0000\_hyd.zip)

**Structure Sizing Report**  
(B-00-0000\_siz.doc) or (B-00-0000\_siz.docx) or (B-00-0000\_siz.pdf)

**Maps**  
(B-00-0000\_map.pdf)

**Photographs**  
(B-00-0000\_pic.pdf) or (B-00-0000\_pic.zip)

## Structure Plans and Exhibits Page (con't)

### Geotechnical

#### Report

(E-00-  
0000\_geo.pdf)

 

#### Quantities

(E-00-  
0000\_qty.doc)  
or (E-00-  
0000\_qty.docx)  
or (E-00-  
0000\_qty.pdf)

 

#### Special Provisions

(E-00-  
0000\_spe.doc)  
or (E-00-  
0000\_spe.docx)  
or (E-00-  
0000\_spe.pdf)

 

#### Inventory

(E-00-  
0000\_inv.doc)  
or (E-00-  
0000\_inv.docx)  
or (E-00-  
0000\_inv.pdf)

 

#### Computations

(E-00-  
0000\_com.doc)  
or (E-00-  
0000\_com.docx)  
or (E-00-  
0000\_com.xls)  
or (E-00-  
0000\_com.xlsx)  
or (E-00-  
0000\_com.xlsm)  
or (E-00-  
0000\_com.pdf)

 

#### Rating Form

(E-00-0000\_ret.doc)  
or (E-00-  
0000\_ret.docx)  
or (E-00-  
0000\_ret.pdf)

 

#### Rating Input Spread Sheet

(E-00-0000\_ret.xls)  
or (E-00-  
0000\_ret.xlsx)  
or (E-00-  
0000\_ret.xlsm)

 

#### Other

(E-00-  
0000\_oth.pdf)  
or (E-00-  
0000\_oth.zip)

 

### Notify Additional Affected Parties.

#### Emails:

(separate multiple  
emails with  
commas)

### Verify All Information Before Pressing The Submit Button.

Click The Submit Button Once. Wait. The Files May Take Several Minutes To Upload.

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Questions about the content of this page:

Contact [James Ries](#)

[james.ries@dot.wi.gov](mailto:james.ries@dot.wi.gov) (800) 298-8099

Last modified: December 11, 2009

## 2. Specify the exhibits to submit in the next section of the form. At least one is required.

**Virus Free Files** All submitted files must be free of viruses. WisDOT requires that all files be scanned for viruses, using up-to-date virus definitions, prior to submittal. If a virus infected file is submitted, the submitter will receive a confirmation indicating the file was sent successfully. However the file will be deleted immediately and automatically and will not be accessible by WisDOT staff.

Click the Browse button to the right of each exhibit you wish to submit. The Choose file dialog appears. Browse to the file on your computer or network. Repeat until you have specified all the exhibits you wish to submit.

**Exhibit Types and Names** Files must be as shown below.

Exhibit	Required Type	Required Name*
Plan	PDF	B-00-0000_pln.pdf
Structure Survey Report	PDF or Word	B-00-0000_ssr.pdf
Contour Map	PDF	B-00-0000_con.pdf
Preliminary Roadway Plan (typical sections and plan/profile)	PDF	B-00-0000_rod.pdf
Hydraulic Files	ZIP	B-00-0000_hyd.zip
Structure Sizing Report	PDF or Word	B-00-0000_siz.pdf
Location & FEMA Floodplain Maps	PDF	B-00-0000_map.pdf
Photographs	PDF or ZIP	B-00-0000_pic.pdf or .zip
Geotechnical Report	PDF	B-00-0000_geo.pdf
Quantities	PDF or Word	B-00-0000_qty.pdf
Special Provisions	PDF or Word	B-00-0000_spe.pdf
Inventory	PDF or Word	B-00-0000_inv.pdf
Computations	PDF or Word or XLS or XLSX	B-00-0000_com.pdf or .xls or .xlsx
Rating Form	DOC or DOCX or PDF	B-00-0000_rat.doc or .docx or pdf
Rating Input Spread Sheet	XLS or XLSX	B-00-0000_rat.xls or .xlsx
Other	PDF or ZIP	B-00-0000_oth.pdf or .zip

\* Where B-00-000 is the structure number associated with the exhibits.

**Revisions** The system appends the date and time to each file before it is copied to the WisDOT network. The format is YYMMDD\_TIME. YY is Year, MM is Month and DD is Date. Time is in 24 hour format. (i.e. 1603 is 4:03 PM). When revised exhibits are submitted, the entire exhibit must be submitted. When submitting revisions include the word "revision" in the comments field.

**Submitting Hydrology Reports.** Include "hydrology report" in the Comments field. Select "Preliminary" as the Submittal Status. Include the Project ID in the Project ID field. If the structure number is not known, enter M-00-0000 for Miscellaneous.

### 3. Notify additional affected parties.

An email notification is always sent to the Bureau of Structures staff when structure exhibits are submitted. Recipients are determined based on the Submittal Status as shown in the table below.

Submittal Status	Structures Distribution List
New (submitted by Region to BOS)	<a href="mailto:dot.structures.new@dot.wi.gov">dot.structures.new@dot.wi.gov</a>
Preliminary	<a href="mailto:dot.structures.prelim@dot.wi.gov">dot.structures.prelim@dot.wi.gov</a>
Final	<a href="mailto:dot.structures.final@dot.wi.gov">dot.structures.final@dot.wi.gov</a>

An email notification is also always sent to the email address associated with the Wisconsin User ID used to access the ESubmit application.

You may specify additional email addresses that will also receive a copy of the notification. If multiple additional email addresses are entered, separate them with commas.

### 4. Before clicking the Submit button, review the information you have entered. Make sure it is correct and complete. You will not be prompted to confirm your submittal when you press Submit. The submittal will begin immediately.

Note: The files on your computer are not altered. The system makes copies of your files.

**Click the Submit button once. Wait.** Files may take several minutes to upload depending on your Internet connection speed. When using Microsoft Internet Explorer, "Done" may appear at the bottom left of window, however, as long as the 4-color Microsoft flag in the upper right corner is waving, the upload is still processing.

When processing is complete, you will see a confirmation page like the one shown on page 6. You may print the confirmation page. The confirmation page contains the same information as the email notification that is sent regarding the submittal.

Check the confirmation page. Verify that it contains no error messages (see next page).

## Confirmation Page Error Messages

The error below usually indicates that the required destination folder at WisDOT does not exist. Contact the individual responsible for receiving the exhibits. Verify that they are expecting your submittal and have created the appropriate folder on the WisDOT network.

```
stars: *****
exhibits: EXHIBITS SUBMITTED
filenaming: CONST-ID_TYP_PCT_YYMMDD_TIME.ext
eplan: Failed to upload. Resource Not Found
sdds: Failed to upload. Resource Not Found
pln_letter: Failed to upload. Resource Not Found
specials: Failed to upload. Resource Not Found
time: Failed to upload. Resource Not Found
gov_bond:
pro_cover:
row_cert:
util_stat:
proj_data:
other:
stars: *****
```

The error below indicates that the file specified cannot be found on your computer or network. Verify that the path and filename are correct and try again. This error will also occur when an empty file (zero bytes) is specified.

<b>fileEPlan</b>	<b>Failed to upload.</b> N:\Bhc\EPlans\save\consult\test_data\roadway\98730160_3\98730160_pln.pdf <b>File not found. Please verify path and resubmit.</b>
<b>fileSDD_Spreadsheet</b>	<b>Failed to upload.</b> N:\Bhc\EPlans\save\consult\test_data\roadway\98730160_3\98730160_sdd.xls <b>File not found. Please verify path and resubmit.</b>
<b>filePlan_Letter</b>	<b>Failed to upload.</b> N:\Bhc\EPlans\save\consult\test_data\roadway\98730160_3\98730160_ltr.doc <b>File not found. Please verify path and resubmit.</b>
<b>fileSpecial_Provisions</b>	<b>Failed to upload.</b> N:\Bhc\EPlans\save\consult\test_data\roadway\98730160_3\98730160_spe.doc <b>File not found. Please verify path and resubmit.</b>
<b>fileTime_for_Complete</b>	<b>Failed to upload.</b> N:\Bhc\EPlans\save\consult\extranet\roadway\98730160_3\98730160_tim.xls <b>File not found. Please verify path and resubmit.</b>
comments:	na
stars:	*****

# Confirmation Page

If you do not see a confirmation page like the one shown below, the file upload did not complete successfully. If this happens, try uploading the files again.

WISCONSIN DEPARTMENT OF TRANSPORTATION

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comments:	na
stars:	*****
header:	Preliminary B-00-000 STRUCTURE PLAN SUBMITTAL
stars:	*****
project_id:	na
feature_on:	USH 151
feature_under:	Yahara River
wdot_contact:	Jane Doe 608 555 1212
cons_contact:	na
stars:	*****
exhibits:	EXHIBITS SUBMITTED
filenaming:	STRUC-ID_TYP_YYMMDD_TIME.ext
eplan:	B-00-000_pln_081028_0906.pdf
survey:	
contours:	
road_plan:	
hyd_files:	
sizing:	
maps:	
photos:	
geotech:	
quantities:	
specials:	
inventory:	
comps:	
rating form:	
rating input:	
other:	
stars:	*****
date:	Tuesday, October 28, 2008
time:	9:06:06 AM, CDT
name:	Ries James
email:	james.ries@dot.state.wi.us

Questions about the content of this page:  
Contact Name, james.ries@dot.state.wi.us  
Last modified: April 20, 2005

Header shows:  
Submittal Status, Structure Number  
And **“Structure Plan Submittal”**

File names are appended with date and time as they are uploaded. The format is YYMMDD\_Time  
YY is Year, MM is Month and DD is Date.  
Time is in 24 hour format. (i.e. 1603 is 4:03 PM)

name shows:  
The name on record for the WI User ID  
Used to login to the WisDOT Extranet

## Email Notification

An email notification is shown below. The folder link appears only in the emails sent to WisDOT distribution lists.

-----Original Message-----

**From:** dotdlstructurespreliminary@dot.state.wi.us [mailto:dotdlstructurespreliminary@dot.state.wi.us]

**Sent:** Tuesday, October 28, 2008 9:06 AM

**To:** james.ries@dot.state.wi.us; james.ries@dot.state.wi.us

**Subject:** Preliminary B-00-000 STRUCTURE PLAN SUBMITTAL

```
comments:          na
stars:             *****
header:           Preliminary B-00-000 STRUCTURE PLAN SUBMITTAL
stars:             *****

project_id:        na
feature_on:        USH 151
feature_under:     Yahara River
wdot_contact:     Jane Doe 608 555 1212
cons_contact:     na
stars:             *****
exhibits:          E X H I B I T S   S U B M I T T E D
filenaming:        STRUC-ID_TYP_YYMMDD_TIME.ext
eplan:            B-00-000_pln_081028_0906.pdf
survey:
contours:
road_plan:
hyd_files:
sizing:
maps:
photos:
geotech:
quantities:
specials:
inventory:
comps:
rating form:
rating input:
other:
stars:             *****
date:             Tuesday, October 28, 2008
time:             9:06:06 AM, CDT
name:             Ries James
```