



This process is intended for use when uploading corrected plan sheets and supporting documents after the plan review process has been completed.

I. Accessing the Project Submittal

1. Log into the ProjectDox system and find your project by clicking on the “Task (PD)” button on the left side of the screen.
2. Click on the project name link to access the project home page.



Home All Tasks Create Project All Reports Profile Logout

Tasks (PD) Projects

Project Name	Task	Attached To	Status	Priority	Due date	Created On	Updated On	Updated By
1805099-LPRN	ApplicantResubmit	APPLICANT	Pending			10/5/2018 10:40:08 AM	10/5/2018 10:40:08 AM	

II. Uploading Corrected Files

1. In the project home page, click on any of the folder links located on the left side of the screen to access the file folder.

1805099-LPRN

- [CHECKLISTS](#)
- [DRAWINGS](#) (2 Files - 2 New)
- [SUPPORTING DOCUMENTS](#) (2 Files - 2 New)
- [REFERENCE DRAWINGS](#)

2. Click on the “Upload Files” button.

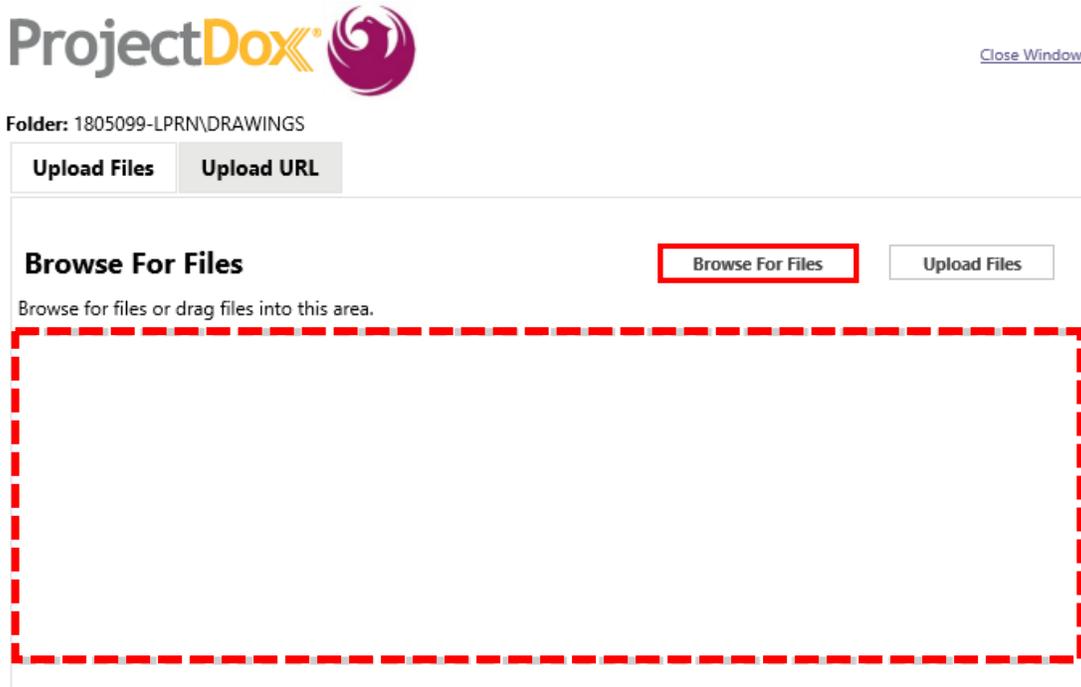
View Folders **Upload Files**

2 of 2 files Current Sort: - Select -

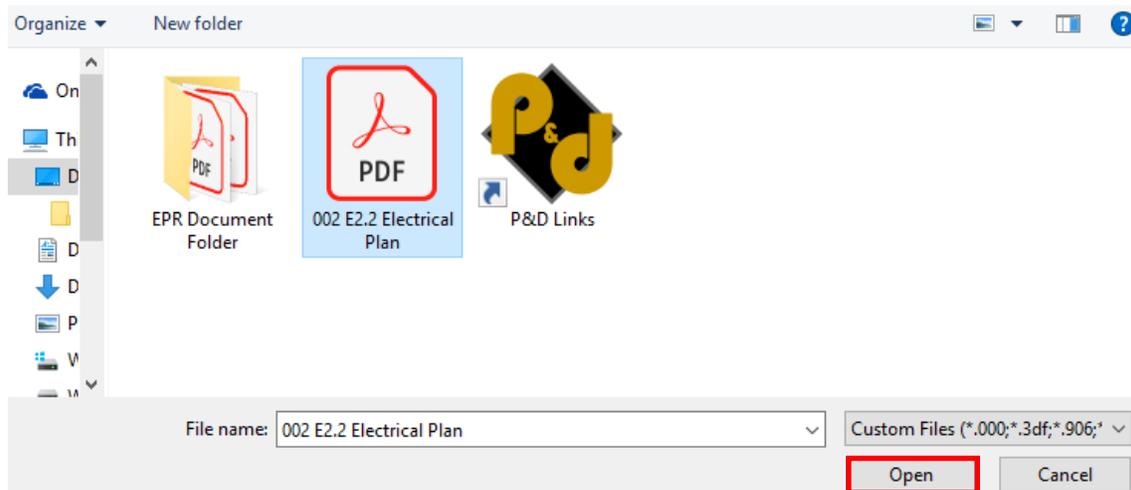
001 A1 Floor Plan.pdf
10/5/2018 10:37:04 AM, 177 KB
Steven Rodriguez

3. You can either click on the “Browse for Files” button or drag files from another location into the area designated on the page.

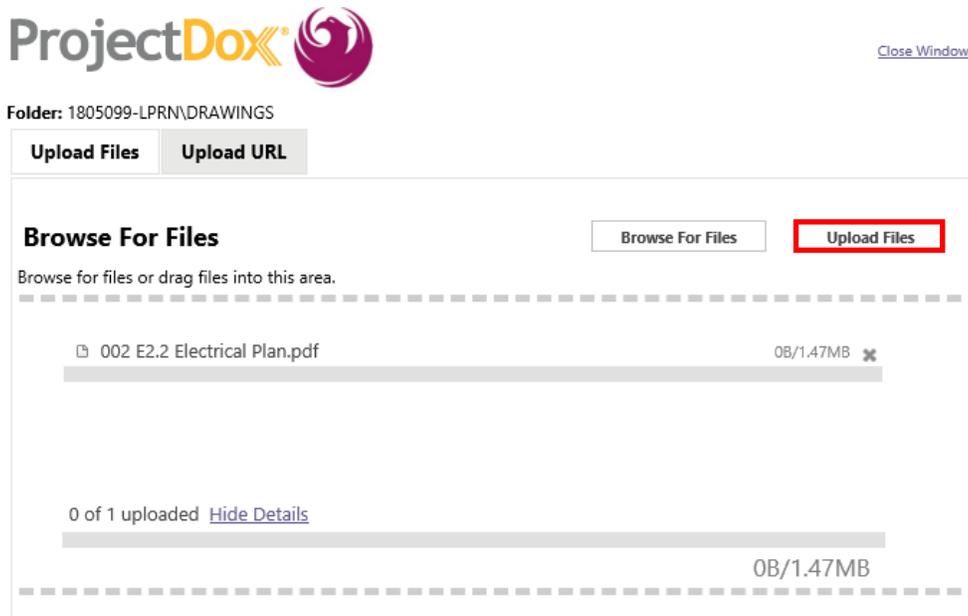
NOTE: Only upload corrected plan sheets, the entire plan set does not have to be re-uploaded. All corrected files MUST have the same file name as the initial uploaded file to version properly. The projectdox system relies on each version to have the exact same file name. Failure to follow these guidelines will cause your resubmittal to be denied for further processing.



4. After selecting the file(s) to upload, click on the Open button.

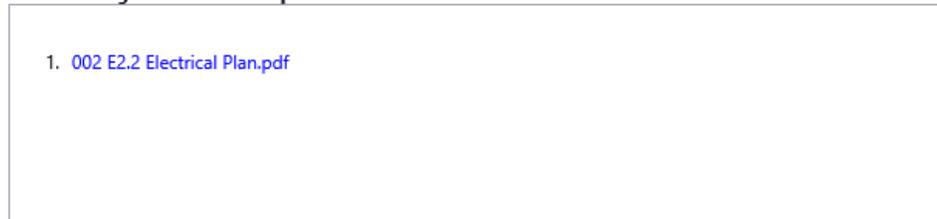


- 5. The selected file(s) will appear in the upload screen. Click the “Upload Files” button to upload.



- 6. Click the “Close” button to return to the project home page.

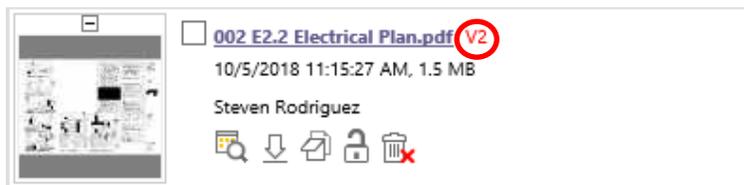
The following files have been uploaded:



Files highlighted in blue are **version candidates**.
They will be versioned **if** the file content has been changed in any way.



- 7. On the left side of the project screen the files will process and load thumbnails of each file. Verify the files have been correctly versioned by reviewing the file names next to each thumbnail. All files which have been resubmitted should have the version symbol (V2) next to the file name. The version number will change every time you upload a new file.



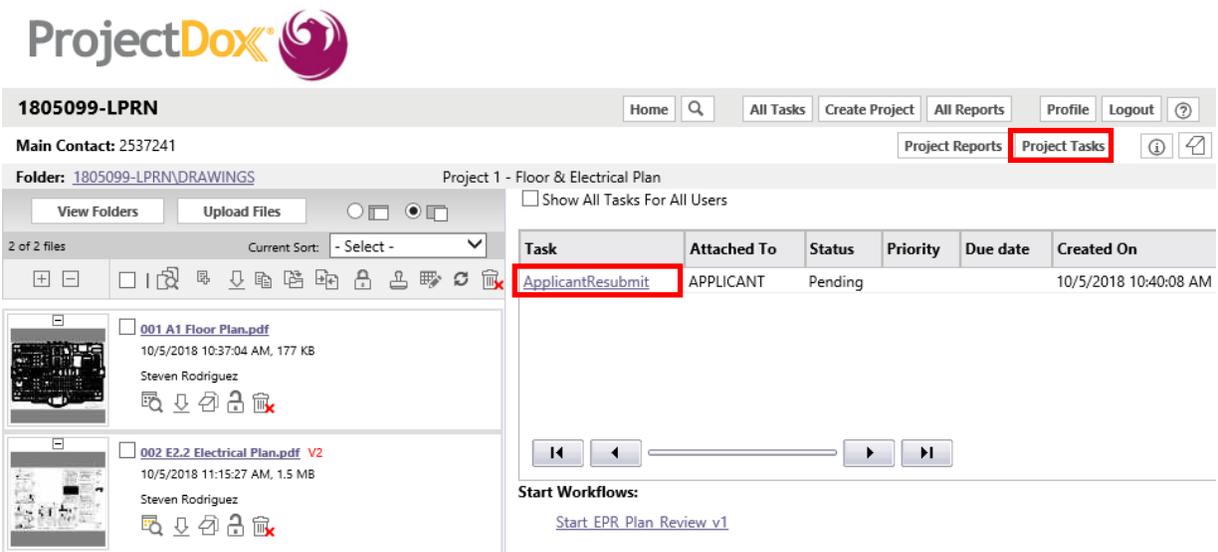
NOTE: Additional fee’s may be required if new files are uploaded that were not uploaded with the first submittal, revised beyond the scope of the corrections requested or uploaded that did not require corrections.

III. Plan Resubmittal

After all corrected drawings and supporting documents are uploaded, you must complete the ProjectDox “ApplicantResubmit” task to submit the project back to the City of Phoenix for plan review.

1. Under the heading “Task” click on the “ApplicantResubmit” link.

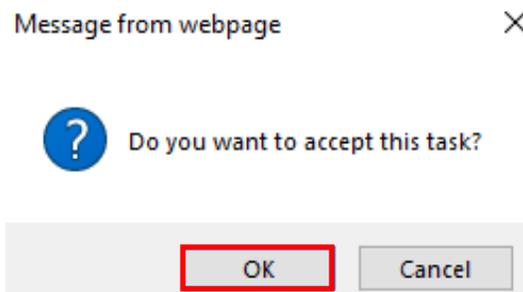
NOTE: If you do not see the “ApplicantResubmit” task link, click on the “Project Tasks” button located in the upper right corner of the screen.



The screenshot shows the ProjectDox web application interface. At the top, the ProjectDox logo is visible. Below it, the project ID '1805099-LPRN' is displayed. A navigation bar includes links for 'Home', 'All Tasks', 'Create Project', 'All Reports', 'Profile', and 'Logout'. A 'Project Reports' button is also present, and the 'Project Tasks' button is highlighted with a red box. The main content area shows a folder named '1805099-LPRN\DRAWINGS' containing two files: '001 A1 Floor Plan.pdf' and '002 E2.2 Electrical Plan.pdf V2'. To the right, a table lists tasks. The 'ApplicantResubmit' task is highlighted with a red box. Below the table, there are navigation controls and a 'Start Workflows' section with a link to 'Start EPR Plan Review v1'.

Task	Attached To	Status	Priority	Due date	Created On
ApplicantResubmit	APPLICANT	Pending			10/5/2018 10:40:08 AM

2. Accept the Task by clicking “OK”.



The screenshot shows a 'Message from webpage' dialog box. It contains a question mark icon and the text 'Do you want to accept this task?'. Below the text are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red box.

- An EForm window will pop-up. Scroll down to the “Task Instructions” section. Acknowledge reading the three instructions by clicking each of the three checkboxes. After clicking the three checkboxes the “Complete Task” button at the bottom of the screen becomes available. Click on the “Complete Task” button.

Task Instructions

Effective December 31, 2012, State law A.R.S. Subsection 9-336 requires that no more than two substantive reviews are completed by a jurisdiction before the plans are either approved and a permit is ready to be issued, or the plans are denied and the review must start over. With these limitations on plan review, the Planning & Development Department can no longer put plans on hold or perform a third review to allow redesign after the first review. If any part of the construction plans are revised or redesigned after the first comprehensive plan review, the permit will be either denied and the applicant must resubmit, or the applicant may obtain a permit for the initial design and then submit revisions as a separate submittal. Please visit our website for more information: phoenix.gov/pdd/licensetimes.html.

I have addressed all of the items listed in the Changemarks section above that were identified during the Plan Review.

I have uploaded the revised drawings into the "Drawings" folder and, if requested, uploaded any revised documents into the "Documents" folder using the SAME file name as the original files. I am ready to complete my assigned task.

COMMENTS LOG

CATEGORY:

COMMENTS:

[ADD COMMENT](#)

KEYWORD FILTER:

[FILTER](#) | [CLEAR](#)

Complete Task

- A pop-up will appear, click the “OK” button to finalize the process.

Message from webpage

?

Completing this task will finish your participation in this step and cannot be undone. Continue?

OK Cancel

You have now completed your project re-submittal and will receive an email from the ProjectDox system confirming your project has been submitted to the City of Phoenix. The ProjectDox system will continue to communicate with you using your ProjectDox user ID email address. Emails will be sent when you are responsible for completing a task. Contact EPR staff at 602-534-5933 or epr.support@phoenix.gov if you have any questions.