

# City of Phoenix Electronic Plan Review Workflow At A Glance



## Step 1- Plan Review Application



Applicant logs into City Electronic Plan Review Portal and completes a plan review application

## Step 2 – Upload Drawings



Applicant logs into City ProjectDox system and uploads drawings/supporting documentation

## Step 3 - Pre-Log Process



City staff verifies submittal meets guidelines. System notifies applicant fees are due

## Step 4 – Fee Payment



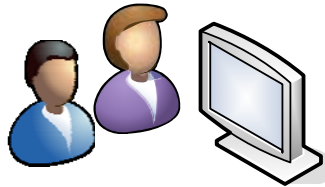
Applicant pays plan review fees

## Step 5 – Fee Payment Task



Applicant completes the Fee Payment task in our ProjectDox system. This starts the plan review process

## Step 6 – Plan Review



City staff complete simultaneous plan review process

## Step 7 – Fee Payment



Applicant pays building permit fees

## Step 8 – Fee Payment Task



Applicant completes the Final Fee Payment task in our ProjectDox system. This prompts City staff to release approved plans for printing

## Step 9 – Stamp/Release Plans



City staff stamp and release approved plans for download/printing

## Step 10 – Download Plans



Applicant downloads approved plans