



The purpose of this document is to inform EPR users of any modifications and/or improvements made to the EPR program.

**Effective 1/27/17: ProjectDox Notifications and Save & Close Button Removal**

If the ProjectDox “ApplicantUpload\_Confirmation” Task is not completed within 24 hours of creating the online submittal application, an email will be sent to the applicant. Subsequent reminders will be sent at 7 and 30 days to ensure the applicant intends on proceeding with the electronic plan submittal.

A confirmation email notification will be sent to users after the upload, resubmit, plan review and fee payment task have been completed.

The Save & Close button has been removed from the ProjectDox e-form.

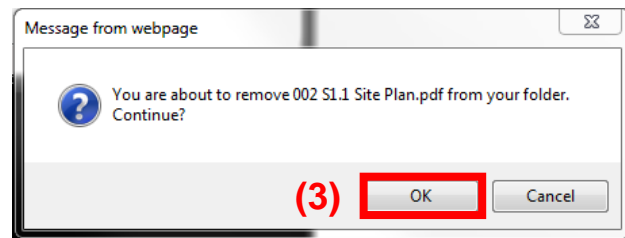
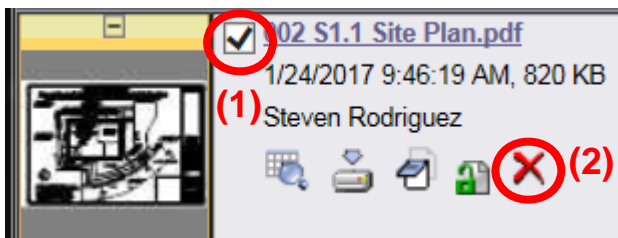
**Effective 3/18/16: EPR Submittal Guidelines Document**

File naming format was revised to keep plans sorted in order to allow for a faster pre-log acceptance and plan review.

**Effective 4/11/15: Applicant File Delete Option**

Applicants have file delete rights until the ProjectDox “ApplicantUpload\_Confirmation” Task is completed. After the task is completed, applicants must contact city staff to delete files.

To delete files: 1. Select the file by clicking in the box next to the file name. 2. Click on the red “X”. 3. Click “OK” to delete.



**Effective 11/3/14: ProjectDox Upgraded from Version 8.1 to Version 8.3**

See the “[New Features Training Guide](#)” for more information.

**Effective 7/01/14: Plan Stamp Changes**

Based on feedback we received from our customers we have made some changes to the City of Phoenix Electronic Plan Review (EPR) system. EPR submittals **no longer require a clear 4"x4" stamping area on every sheet**. Now a clear 4"x4" area is only required on the **cover sheet** and it can be anywhere in the lower right quadrant of the sheet. The cover sheet will be stamped with the customary approval stamp and all other sheets will be marked with a new stamp that will be placed in the margins along all 4 edges of the sheets.

Another change was made to accommodate the new stamping method. A new folder for uploading reference drawings has been added to the system. When uploading your project into the system please utilize the folders as described below.

<b>ProjectDox Folder</b>	<b>Description</b>
<b>Drawings</b>	Upload all drawing sheet files requiring review and approval stamp.
<b>Reference Drawings</b>	Upload all reference drawing sheet files.
<b>Supporting Documents</b>	Upload all calculations, specification and supporting documents.

Visit our website <https://www.phoenix.gov/pdd/onlineservices/electronic-plan-review> to view or print the new Plan Submittal Guidelines document.

If you have any questions, please feel free to call 602-534-5933 or email us at [epr.support@phoenix.gov](mailto:epr.support@phoenix.gov). Thank you again for helping make EPR a success.