



This process is for plans submitted after the initial plan set has been approved and permitted.

I. Online Application

A new online application will need to be created through [PDD Online – Electronic Plan Review](#) in order to upload revised plans and supporting documents into the ProjectDox system. View the “[EPR, How to Create and Submit an Online Application](#)” procedure for a step by step overview of the online application process.

1. Building Plans

- a. When choosing the plan type, select “Revision to Previously Approved Plan”.

OFFICIAL WEB SITE OF THE
City of Phoenix

P&D Online - Electronic Plan Review - Plan Type Picker

Guidelines >> **Plan Type** >> Checklists >> Project Address >> Apply >> Confirm >> Submit

What type of plan are you submitting?

Building

What type of Building Plan are you submitting?

Single-Family / Duplex

What type of Single-Family / Duplex Plan are you submitting?

- Revision to Previously Approved Plan
- Select a Plan Type...
- Accessory Structure < 2,000 Sq. Ft.
- Accessory Structure >= 2,000 Sq. Ft.
- Addition/Remodel < 2,000 Sq. Ft.
- Addition/Remodel >= 2,000 Sq. Ft.
- Custom Design
- Plot Plan
- Pool/Spa
- Revision to Previously Approved Plan

2. Civil, Site and Fire Plans

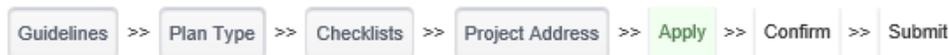
- a. Select the same plan type as the original submittal application.

3. Sign Plans

- a. No new EPR Online application is required. Email the revised drawings directly to the original plan reviewer.

4. Scope of the Project

- a. In the “Scope of the Project” field, state the original plan number & type and explain the nature of the revisions.



Building :: Single-Family / Duplex :: Revision to Previously Approved Plan
1 N STANDARD PLAN DR, /, AZ, /

Applicant Information	Project Detail	Project Address	Contractor License Information
Project Name / Description <input type="text"/>			
Scope of the Project Describe the new construction in detail (i.e. new building, remodel/addition, tenant improvement, grading/drainage, sign, etc) including the area and/or square footage involved and all disciplines involved (i.e. plumbing, electrical, structural, civil, fire, etc). For signs, include the sign copy or other applicable information about the sign. <div style="border: 2px solid red; padding: 2px;">(EXAMPLE) Revision to plan number 180025-RPRL. This plan revision consist of adding a new 400 amp service.</div>			
Square Footage Square footage of work proposed in this application/submittal. <input type="text"/>			
Est. Value, New Construction <input type="text"/>			



II. Uploading Plans

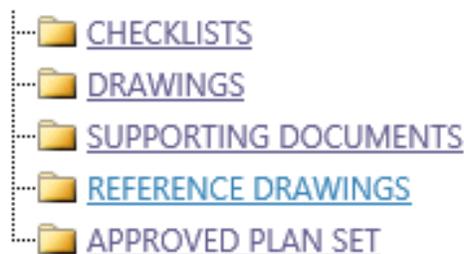
After completing the EPR online application, a new ProjectDox Project will be created. Log in to ProjectDox and upload the revised drawings into this new project.

1. Building Plans

- a. All revised plan sheets are to have the registrants seal date updated to a current date. If self-certified, the date on the Self-Certification notation stamp must be updated.
- b. Clouding and deltas should clearly indicate which plan sheets have been revised in the sheet index and which areas of each plan sheet have been revised.
- c. Upload only the revised plan sheets including the coversheet and sheet index into the “**DRAWINGS**” folder.
- d. Upload all revised calculations, specifications, etc., into the “**SUPPORTING DOCUMENTS**” folder.

2. Civil, Site & Fire Plans

- a. Upload the entire plan set into the “**DRAWINGS**” folder, not just the revised plan sheets. If self-certified, the date on the Self-Certification notation stamp must be updated. Unlike paper plans, they do not need to have the original approval stamps.
- b. Clouding and deltas should clearly indicate which plan sheets have been revised in the sheet index and which areas of each plan sheet have been revised.
- c. Upload all calculations, specifications, drainage reports, etc., into the “**SUPPORTING DOCUMENTS**” folder.



Reminder: Complete the Workflow Portals “**ApplicantUpload_Confirmation**” task in ProjectDox after all items have been uploaded to submit your project.

Please contact EPR staff at 602-534-5933 or epr.support@phoenix.gov if you have any questions.