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”.

![Image of P&D Online - Electronic Plan Review - Plan Type Picker]

For more information or for a copy of this publication in an alternate format, contact Planning & Development at 602-262-7811 voice or TTY use 7-1-1.
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.
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.