



# Plan Submittal Requirements and Electronic Plan Review

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# EPR Systems



## Civil/Commercial Submittals

### WEB Portal

- Plan Review Application
- Online Fee Payment
- Scheduling Inspection

### ProjectDox

- Upload Plans/Docs
- Markups/Resubmit
- Download Approved Plans
- Email Engine (Task Completion)

### Permitting System

For Staff Only

- Permits
- Holds/Flags/Conditions

# New EPR Systems



## Residential Submittals

### Shape PHX Customer Portal

- **Plan Review Application**
- **Upload Plans/Docs (combined files)**
- **Online Fee Payment**
- **Markups/Resubmit**
- **Download Approved Plans**
- **Schedule Inspections**

### Shape PHX

For Staff Only

- **Permits**
- **Holds/Flags/Conditions**

### Bluebeam

For Staff Only

- **Staff Review**

# Pre-Submittal Requirements

Prior to submitting civil plans, ensure the following items are complete (if applicable):

- An approved site plan (required for commercial civil submittals); staff will obtain site sign-off on residential civil submittals

Prior to submitting building plans, ensure the following items are complete (if applicable):

- Residential will have Site Prelog review in ShapePHX; Commercial requires final site plan and zoning approval
- Salvage permit is closed out with inspections staff
- Grading and/or storm water plan is approved
- Right of way bonds are posted for off-site work

# Pre-Log Requirements

- Use the most current application, Self-Cert forms and checklists
- Self-Cert Application must have both pages uploaded even if sign-offs are not completed
- EPR staff can obtain sign-offs and complete the Water and Sewer Service Info Request Form
- If any plumbing is being revised or installed, a Water Sewer Info Request Form must be uploaded but can be left blank for EPR Team to complete



# Commercial/Civil Projects

# How to Get Started

## Civil/Commercial Submittals

- Visit the EPR Webpage:

[www.phoenix.gov/pdd/onlineservices/electronic-plan-review](http://www.phoenix.gov/pdd/onlineservices/electronic-plan-review)

- Announcements
- Submittal Guidelines
- How-to Documents

# How to Documents

## Civil/Commercial Submittals



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City of Phoenix

Search...

PHX At Your Service PHX Pay Online Map It Find Public Records PHXTV Translate

City of Phoenix > Planning and Development > Online Services & Information > Electronic Plan Review

Project Tools Commercial & Multifamily Residential Inspections Historic Preservation Maps Topics A-Z

### Electronic Plan Review

# ProjectDox

**What's New?**  
The Electronic Plan Review (EPR) program ProjectDox was recently updated.  
New ProjectDox features include:

- New Home Page
- New Navigation Buttons
- New Grid View Configuration
- New Uploader
- New Viewer Updates

### Submittal Guidelines:

**How To Links**

Getting Started

- [Plan submittal guidelines](#)
- [Internet Explorer 9 and Less Setup](#)
- [Internet Explorer 10/11 Setup](#)
- [Electronic Plan Review workflow at a glance](#)
- [Electronic Plan Review permit types](#)
- [How to create user IDs](#)

Submitting a Project

- [How to submit an application](#)
- [How to upload drawings/documentation](#)
- [How to View Tasks](#)
- [How to invite a user](#)

Making a Payment

- [How to make fee payment](#)
- [How to complete the fee payment task in](#)

Once you have reviewed the Plan Submittal Guidelines and you are ready to begin Click EPR

If you have questions, feel free to contact us at 602-534-5934.

Click [red button]

to get started.



# Online Application Example

Civil/Commercial Submittals



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P&D Online Permits Search Permit Inspections Electronic Plan Review Online Payments Welcome! [steven.rodriguez@phoenix.gov](#) [My Profile](#) My EPR Log Off



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?

What type of Civil Plan are you submitting?

What type of Commercial Plan are you submitting?

Would you like to submit as a Self-Certified Plan Review Application?

Next

To verify you have entered your Self-Cert information, click 'My Profile'

# Online Application



Civil/Commercial Submittals

## Complete Online Submittal Application

- If you do not get the Self-Certification option when completing the on-line application



Contact EPR Triage Team at 602-534-5933  
or [epr.support@phoenix.gov](mailto:epr.support@phoenix.gov)



# ProjectDox - Upload

Civil/Commercial Submittals



- Prior to uploading, name files using the information in the **EPR Submittal Guidelines**
- Files names must have:
  - 3 digit number sheet number and abbreviated sheet name
  - Match the plan Index
  - Not exceed 30 characters including spaces
- Resubmittals: Sheets must be named exactly as the original sheet (corrected sheets will Version once uploaded~V2 [.pdf V2](#) )

Example: **Index:**

Sheet Index	
CS	Cover Sheet
A1.0	Site Plan
E1.0	Electrical Floor Plan
E2.0	Electrical One Line Diagram
S1.0	Structural Details

**ProjectDox File Name:** 001 CS Covr Sht  
002 A1.0 SitePln  
003 E1.0 Elec Flr Pln  
004 E2.0 Line Dgrm  
005 S1.0 Struc Dtl


# ProjectDox – Upload cont'd

Civil/Commercial Submittals



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- **Provide 4" X 4" blanks area** in lower right corner of cover sheet
- **Upload into appropriate folder**
- Drawings – Upload plan sheets to be reviewed (each sheet must be a **separate** file)
- Supporting Documents – Upload all calculations, specs and supporting documents
- Reference Drawings – Upload plans for reference (i.e. City approved site plan or grading plan)

\*\*If files are uploaded incorrectly, you have access to delete them only at the initial upload using the delete  button\*\*


Complete the “ApplicantUpload\_Confirmation” task to submit project

(Hint: **Expand the E-form** to select Upload Complete: )

- An Automatic email notification will be sent out if the task is not completed within 24 hours

# ProjectDox – How to Search

## Civil/Commercial Submittals

**Note:** The Search icon next to the Home button is **not** user friendly. **Do Not Use the magnifying glass icon.**   
There is no longer an overall search engine.

1. Under the Project Tab, Click All Projects
2. Use the filters under the corresponding Column Title
  - a. Project – Query by plan review number
  - b. Description – Query by customer’s project description
  - c. Status – Query by Status (Pre-log Reject, Create PR – Kiva, Plan Review, etc)
  - d. Create Date – Query by date of last **Task** creation



The screenshot shows the ProjectDox interface. At the top right, there is a navigation bar with buttons for Home, All Tasks, Create Project, All Reports, Profile, and Logout. A red prohibition sign is placed over the Home button. Below this, there are tabs for 'Tasks (PD)' and 'Projects', with 'Projects' highlighted by a red box and a red arrow labeled '2'. Under the 'Projects' tab, there are buttons for 'Recent Projects', 'All Projects', and 'Archived Projects', with 'All Projects' highlighted by a red box and a red arrow labeled '1'. Below these buttons is a table with columns: PROJECT (labeled 'a'), DESCRIPTION (labeled 'b'), OWNER, STATUS (labeled 'c'), and CREATE DATE (labeled 'd'). A red arrow labeled '2' points to the filter dropdowns under each column header. The table shows filter options like 'Contains...' and 'On...'. At the top right of the table area, there is a 'Show 13 records' dropdown.

# ProjectDox – Task Tab

## Civil/Commercial Submittals

**Note:** There are no filter or search options in the TASK Tab

1. Sorting is available in ascending and descending by clicking the title of the column
2. The Applicant is the responsible party for all Tasks listed under the Tasks Tab (they are not under review by the City of Phoenix)



Home  All Tasks Create Project All Reports

**Tasks (PD)** Projects

Project Name	Task	Attached To	Status	Priority	Due date	Created On	Updated On	Update
<a href="#">Valencia - Civil - 08312018144813</a>	<a href="#">PreLogCorrectionRequest</a>	APPLICANT	Pending			3/28/2019 3:40:14 PM	3/28/2019 3:40:14 PM	
<a href="#">Valencia - Fire - 01252019102927</a>	<a href="#">CreatePR_KIVA</a>	PRE-LOG AFP	Pending			1/25/2019 10:32:34 AM	1/25/2019 10:32:34 AM	
<a href="#">Rodriguez - Civil - 08212018144624</a>	<a href="#">CreatePR_KIVA</a>	PAYMENT and SUBMITTALS	Pending			11/15/2018 2:21:39 PM	11/15/2018 2:22:10 PM	steve

# ProjectDox – Tasks and Responsible Parties



Civil/Commercial Submittals

## ProjectDox Task List in Order

	<u>Responsible Party</u>
1. ApplicantUpload_Confirmation .....	Applicant
2. PrelogReview.....	City of Phoenix (COP) Pre-log Staff
3. <i>(PrelogCorrectionRequest – if Prelog is rejected)</i> .....	<i>Applicant</i>
4. <i>(PrelogReview)</i> .....	<i>COP Pre-log Staff</i>
5. CreatePR_KIVA.....	COP EPR Administrative Staff
6. FeePayment.....	Applicant
7. VerifyFeePayment.....	COP EPR Administrative Staff
8. <i>(FeePaymentCorrection – if fees still have not been paid)</i> .....	<i>Applicant</i>
9. <i>(VerifyFeePayment)</i> .....	<i>COP EPR Administrative Staff</i>
10. ScheduleActivities.....	COP EPR Administrative Staff
11. DepartmentReview.....	Plan Review Staff

# ProjectDox – Tasks and Responsible Parties cont'd



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Civil/Commercial Submittals

12. ReviewQA.....	COP EPR Administrative Staff
13. ReviewComplete.....	COP EPR Administrative Staff
14. ApplicantResubmit.....	Applicant
15. ResubmitReceived.....	COP EPR Administrative Staff
16. <i>(ApplicantResubmit – if resubmit is rejected)</i> .....	<i>Applicant</i>
17. <i>(ResubmitReceived)</i> .....	<i>COP EPR Administrative Staff</i>
18. DepartmentReview.....	Plan Review Staff
19. ReviewQA.....	COP EPR Administrative Staff
20. ReviewComplete.....	COP EPR Administrative Staff
21. FinalFeePayment.....	Applicant
22. VerifyFinalFeePayment.....	COP EPR Administrative Staff
23. <i>(FinalFeePaymentCorrection –if outstanding fees or permitting requirements)</i> .....	<i>COP EPR Admin Staff</i>
24. <i>(VerifyFinalFeePayment)</i> .....	<i>COP EPR Administrative Staff</i>
25. BatchStamps).....	COP EPR Administrative Staff



# ProjectDox – Fee Payment

Payment can be made:

➤ **PDD Online (fastest route):**

✓ <https://apps-secure.phoenix.gov/PDD/Payments>

➤ **Email:**

✓ [payments.submittals@phoenix.gov](mailto:payments.submittals@phoenix.gov)

\*\*Email should include: Plan review number, contact information, and best time to call\*\*

➤ **Phone: 602-534-5934**



# ProjectDox – Department Review



**Applicant must complete the “FeePayment” after payment**

Plan review staff performs a thorough review of plans and documents

## **Commonly Missed Items:**

- Plans missing registrant seal and/or Self-Certification stamp
  - ✓ **EVERY** sheet must contain both a registrant seal and Self-Certification stamp
- **Cover Sheet** must include **owner/contractor notice** and must have the **signed statement: “I hereby certify** that these drawings are prepared by me, under my supervision, or reviewed by me and to the best of my professional knowledge conform to the Phoenix Building Construction Code”
- Missing documents from the **Self-Certification Program Submittal Checklist**

Within 5 business days of payment, the customer will be notified of any missing items or if permit is ready for purchase

- Additional fees may be assessed for each additional hour it takes to complete the intake review

# ProjectDox – Final Fee Payment and Approved Plans

- **Payment Options:** online, phone, email, or in-person.
  - **Note: If a new water/sewer service or right of way bond is required, the applicant will need to contact the Civil Permitting/Water Services Counter to complete the transaction (602) 262-6551 or [cws.permits@phoenix.gov](mailto:cws.permits@phoenix.gov)**
- The “**FinalFeePayment**” task must be completed once all permit fees have been paid to initiate the batch stamping process. **Allow up to 24 hours to view the Approved plan set.**
- ProjectDox will send an email notifying the applicant when approved plans are available for download.
  - **Plans must be downloaded and printed for jobsite**



# EPR ProjectDox – Plan Revisions



- Complete **new online submittal application**
  - Select Revision to Approved plan under plan type
  - In the “Scope of the Project” state “Revision to (add original plan number & type)” and explain the nature of the revision.
- Upload all applicable revised checklist, plans, and supporting documents
- Complete “ApplicantUpload\_Confirmation” task in ProjectDox to initiate the prelog process.
- After payment is made and FeePayment task is completed, city staff performs a limited cursory screening of plans and documents
- Allow to 3-5 business days to process

# Key Points to Remember

- PDD Online Application and ProjectDox are two different systems
  - Though fees are paid in PDD Online App, the FeePayment task must be completed in ProjectDox
- Tasks must be completed after every step  
\*\*\*Project is not reviewable until complete\*\*\*
  - Upload
  - Fee payment
  - Resubmittal
- Revised and corrected plans must have EXACT SAME file name as the original so it “versions” and plans are comparable
- For EPR “How to Documents” visit:
  - <https://www.phoenix.gov/pdd/onlineservices/electronic-plan-review>



# Residential Projects

# How to Get Started

## Residential Submittals

- Visit the Shape PHX Webpage:

[www.phoenix.gov/pdd/SHAPE-PHX](http://www.phoenix.gov/pdd/SHAPE-PHX)

- FAQs
- Submittal Guidelines
- How-to Documents

# How to Documents

## Residential Submittals



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### Release 1 of SHAPE PHX – Phoenix's new permitting system is now LIVE for residential single family projects!

Click [here](#) to go to the SHAPE PHX portal for residential projects!

- Customers submitting single-family residential applications, applying for PDD licenses or registrations should now create a new user account.
- Customers that have projects in both Release 1 and future releases will work out of both the old system (PDD Online and ProjectDox) and the SHAPE PHX portal.
- All Residential PV Solar should be submitted to [pdd.photovoltaic.residential@phoenix.gov](mailto:pdd.photovoltaic.residential@phoenix.gov).



#### PROJECT MISSION

The mission of the SHAPE PHX project is to upgrade the primary legacy business applications for Planning & Development's (PDD) land management/permit tracking software systems with a modern solution that supports planning, development, and regulation.

#### PROJECT DESCRIPTION

The SHAPE PHX project focuses on acquiring a system that updates the core permit managing abilities with integrated, streamlined, and next-generation workflow processes. As community needs change, PDD will keep pace by updating systems to incorporate forward-thinking functionality. The SHAPE PHX solution provides a near-seamless overall experience to PDD internal and external customers while integrating closely with proven PDD processes and tools used today.

#### WHAT DOES THAT MEAN?

The legacy systems in use today support nearly 91,000 visitors to the development center (beginning March 23, 2020, visits to the development center were by appointment only due to the COVID-19 pandemic) with over 43,000 permits, 272,000 inspections and \$5.6 billion in total construction permit valuation last fiscal year. (FY 2019-2020). Electronic Plan Review submittals increased from 1,899 in FY 2018-2019 to 4,734 in FY 2019-2020, most of which came in after March 2020.

The goal is to create a heightened user experience for external customers to submit, track, and interact with staff while applications are processed more efficiently through the Historic Preservation, Planning and Zoning, Permitting, Plan Review, and Inspection Processes. Combining existing business applications into integrated processes will streamline the process for both internal and external users.

If you have questions or issues, please email the SHAPE PHX team at [shapephx@phoenix.gov](mailto:shapephx@phoenix.gov) or call 602-534-5641.

#### Release 1 includes:

- **Residential (Single-Family Plan and Duplex Units) Plan Review and Permits:**
  - Demolitions
  - Code Modifications (Residential & Commercial)
  - New Custom Homes
  - Additions
  - Accessory Structures
  - Mobile Home Placement

#### Training Resources:

- SHAPE PHX Customer Portal Guide PDF
  - SHAPE PHX EPR Submittal Guide PDF
  - SHAPE PHX New Submittal Workflow PDF
  - SHAPE PHX Mid-Review Workflow PDF
  - SHAPE PHX Resubmittal Workflow PDF
  - SHAPE Customer Portal FAQ PDF
- [SHAPE PHX Customer Portal Guide.pdf \(phoenix.gov\)](#)  
[SHAPE PHX\\_EPR Submittal Guide \(Customer\) \(JA049\).pdf \(phoenix.gov\)](#)  
[SHAPE PHX PDox New Sub Workflow \(JA039\).pdf \(phoenix.gov\)](#)  
[SHAPE PHX PDox Mid-Review Workflow \(JA037\).pdf \(phoenix.gov\)](#)  
[SHAPE PHX PDox Resub Workflow \(JA038\).pdf \(phoenix.gov\)](#)  
[SHAPE PHX Customer Portal FAQ \(JA067\).pdf \(phoenix.gov\)](#)

Once you have reviewed the Training Resources and are ready to submit, click 'here'.



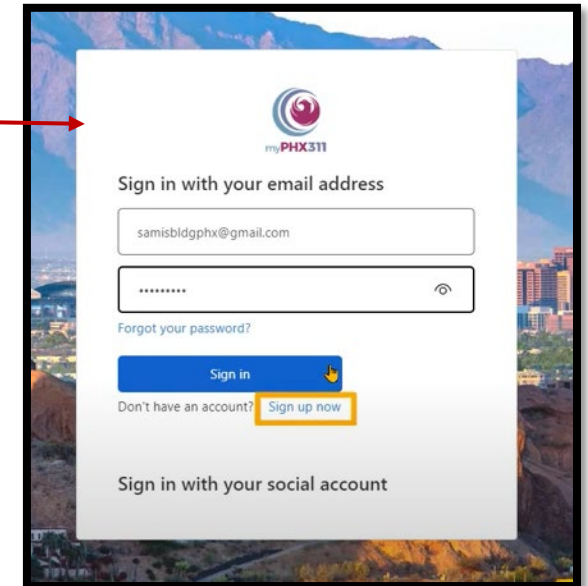
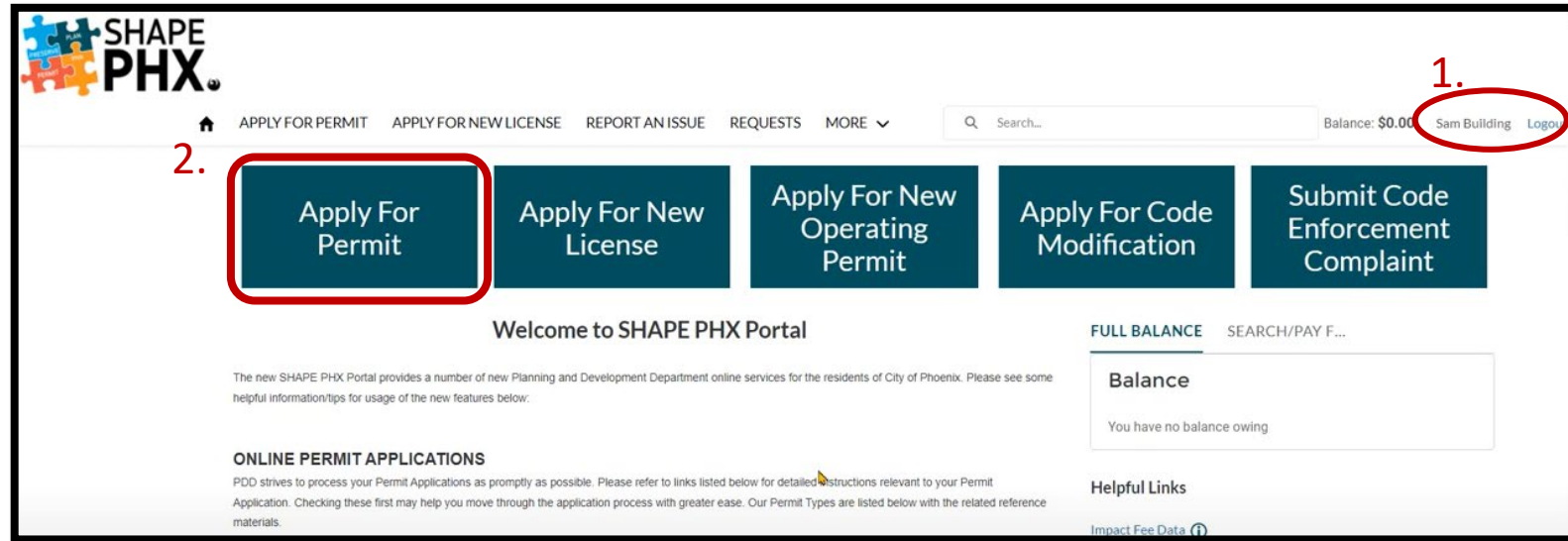
# How to Videos

## Residential Submittals

- Create A Shape PHX account
  - [How to Create a SHAPE PHX Account | Planning and Development Department – YouTube](#)
- Apply for a Permit
  - [Submitting your SHAPE PHX permit | Planning and Development Department – YouTube](#)
- Make Payment
  - [How to make a payment in the Shape PHX portal | Planning and Development Department – YouTube](#)
- View Markup Files
  - [How to View Mark-ups | Planning and Development Department – YouTube](#)
- Resubmit
  - [Resubmitting electronic plan review docs in SHAPE PHX portal | Planning and Development Department - YouTube](#)

# Shape Phx - Upload

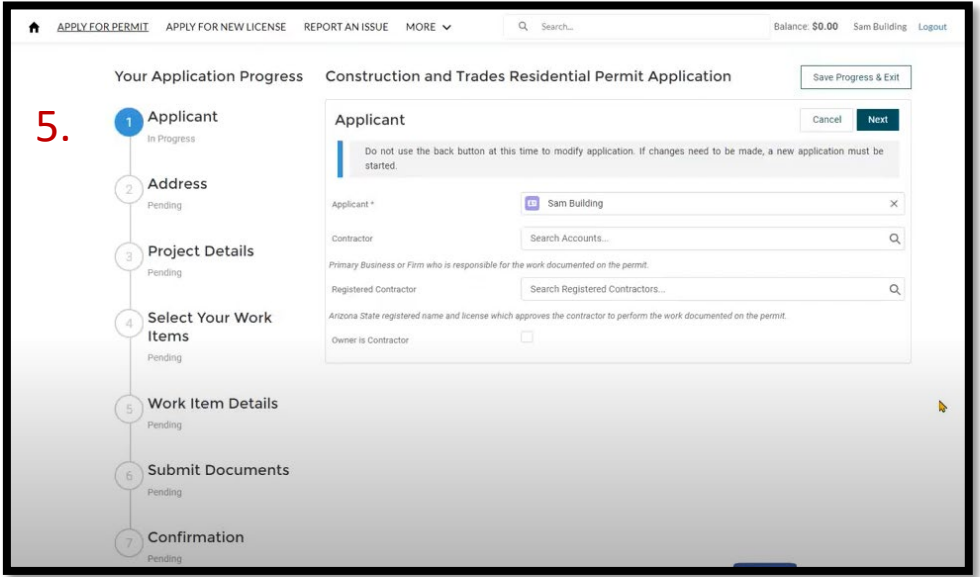
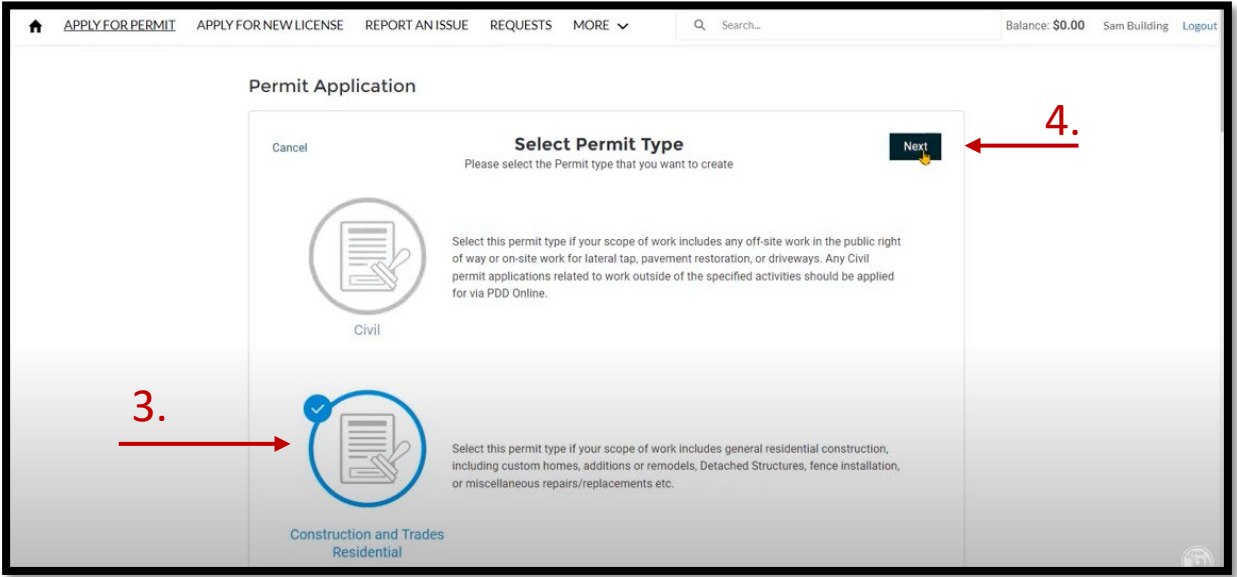
## Residential Submittals



1. Please be sure that you are logged into your account prior to applying for the permit. There is limited access to all options when you are not signed in.
2. Click 'Apply For Permit' when you are ready to submit for your Residential project.

# Shape Phx - Upload

## Residential Submittals



- 3. Choose the Permit Type
- 4. Click 'Next'
- 5. Complete 1-7 of the application process

# Shape Phx - Upload



## Residential Submittals

- Once you confirm all information is complete, you will receive a notification that the permit application has been submitted with the permit reference number.

The screenshot shows a web application interface. At the top, there is a navigation bar with links: 'APPLY FOR PERMIT', 'APPLY FOR NEW LICENSE', 'REPORT AN ISSUE', and 'MORE'. A search bar is on the right. The main content area is titled 'Your Application Progress' and 'Construction and Trades Residential Permit Application'. On the left, a vertical progress bar shows four steps: 1. Applicant (Sam Building), 2. Address (1 N STANDARD PLAN DR), 3. Project Details (Construction and Trades, Residential, Single Family), and 4. Select Your Work Items (1 Total Work Items). The right side of the page shows a 'Confirmation' box with a green message: 'Your Permit Application has been submitted and is now being processed. Your reference number is CTR-102200301.' Below the message is a 'Back To Home' button.

# Shape PHX – Fee Payment

## Residential Submittals

Payment can be made:

- Shape PHX Customer Portal (fastest route)

- <https://shapephx.phoenix.gov/s/>

- Email

- [payments.submittals@phoenix.gov](mailto:payments.submittals@phoenix.gov)

\*\*Email should include: Plan review number, contact information, and best time to call\*\*

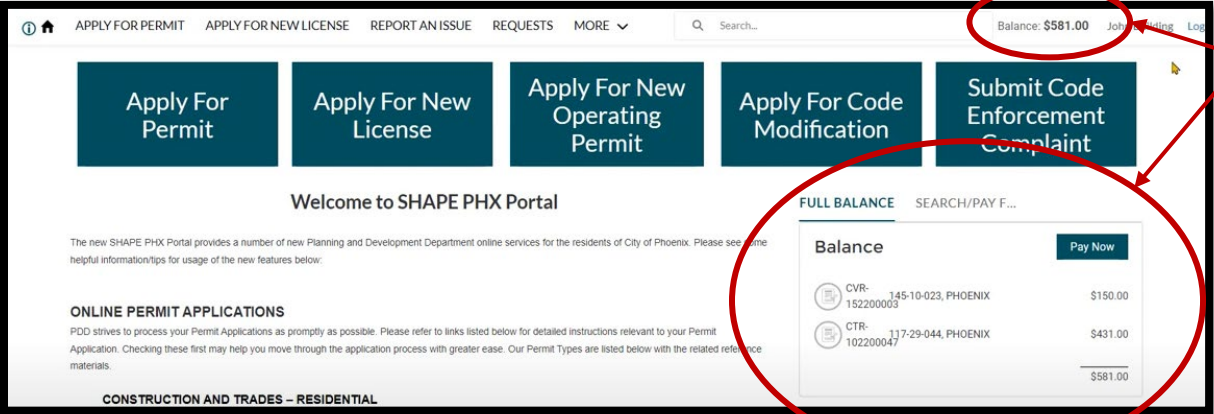
Phone

- 602-534-5934



# Shape PHX – Fee Payment

## Residential Submittals



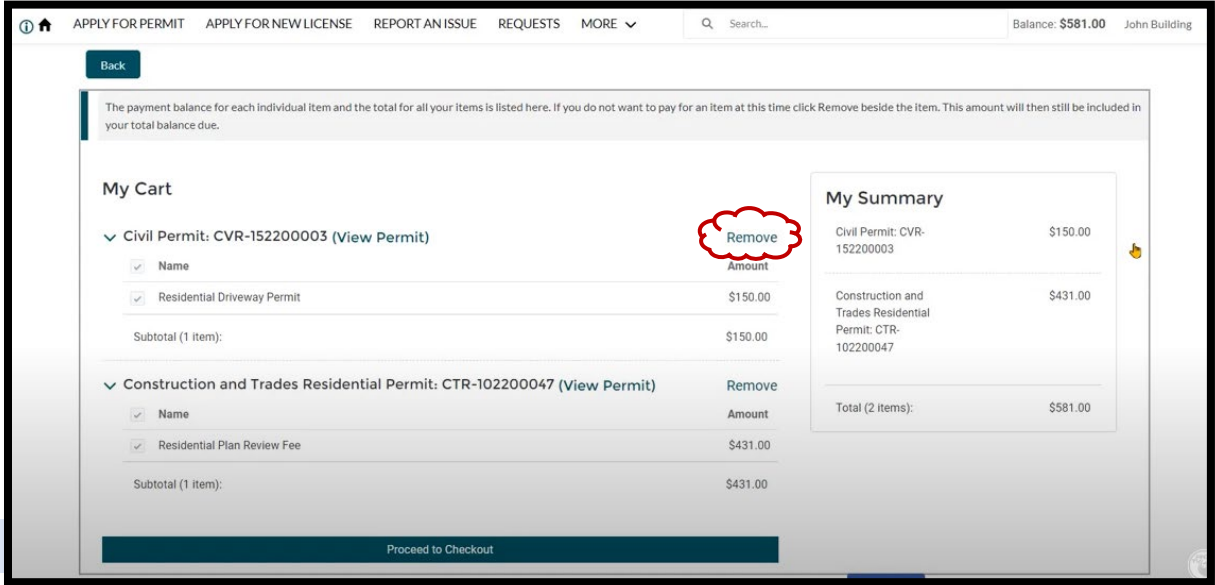
Pending balance of all projects can be found on the homepage in two locations.

Click 'Pay Now' when you are ready to make a payment.

You will be redirected to your cart to view totals.

You also have the option to remove a permit from your cart if you are not ready to pay.

Ready to continue to payment? Click 'Proceed to Checkout'



# Shape PHX – Fee Payment

- You will have two options to pay online: Chase CreditCard Pay or Chase ACH Pay
- Once that is selected, you will then enter the card information.

APPLY FOR PERMIT APPLY FOR NEW LICENSE REPORT AN ISSUE REQUESTS MORE

Balance: \$247.00 Sam Building

Review the Payment Total Amount here. Choose your payment method, enter the details and click Pay Now.

\$247.00

Chase CreditCard Pay Chase ACH Pay Cancel

Don't see what you are looking for?

CONTACT US

Share My Screen with a City Employee

City of Phoenix

Privacy Exit

CHASE

**Make a Payment - permit**

Bold fields with \* are required.

**PAYMENT INFORMATION**

Cart Description\*: Payment Reference:  
Cart #\*: X-2022-05-06\_02-53-32

**PAYMENT DETAILS**

Payment Amount\*: \$247.00  
Payment Date: May-06-2022

**PAYMENT METHOD**

New Account\*:  
 Credit/Debit Card

VISA MasterCard DISCOVER

Card Number\*:

Continue Cancel

Release 22.2\_4 © 2022 JPMorgan Chase Bank, N.A. [Browser Requirements](#)

# Shape PHX – Fee Payment

- Once payment is processed, you will receive a confirmation message which includes:
  - Confirmation/Receipt number
  - Additional confirmation notice to provided email
  - Options to retrieve the receipt (View, Print, or E-mail)

## Payment Confirmation



Thank You

Your payment has been received

An e-mail confirmation has been sent to [samisbldgphx@gmail.com](mailto:samisbldgphx@gmail.com)

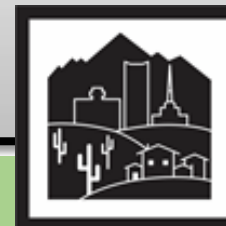
[View Receipt](#) [Print Receipt](#) [E-mail Receipt](#)

[Back To Home](#)

Confirmation Number  
R-0219105

Don't see what you are looking for?

[CONTACT US](#)



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# Audits



- **Automatic Audits** – When the submittal is greater than 50 plan sheets, a paper copy must be provided within 5 days of the self-certified submittal  
\*\*\*due to the pandemic, you only need to provide a paper set if requested by the audit reviewer\*\*\*
- **Random Audits** – The self-certified professional will be notified if a paper copy is required
  - The permit will not be issued until the paper audit copy is received

Questions?  
EPR Triage Team  
Email: [epr.support@phoenix.gov](mailto:epr.support@phoenix.gov)  
Phone: 602-534-5933

**PROJECTDOX SUPPORT  
and CIVIL INTAKE**

**Shawn Lauridsen**  
Principal Engineering  
Technician

**Logan Wood**  
Chief Engineering  
Technician

**Alma Quintana**  
Chief Engineering  
Technician

**BUILDING INTAKE**

Commercial  
**Robert Benavidez**  
Building Code Examiner  
602-534-6156

Residential  
**Adriana Hersch**  
Building Code Examiner  
602-534-6156

**SITE PLANNING REVIEW  
(Setbacks & Lot Coverage)**

[Pdd.siteplanning@phoenix.gov](mailto:Pdd.siteplanning@phoenix.gov)  
602-534-6592



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