Residential (Single Family, Duplex or Townhouse)
Electronic Plan Review New Submittal Process
For Moving ProjectDox Files Into SHAPE PHX

Applicant creates application in PDD Online, submits plan and completes task in ProjectDox

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Email notification received by EPR staff to perform Administrative Review in ProjectDox

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Applications submitted prior to June 3, 2022 will have data entered and files moved manually into SHAPE PHX.

Note: All new applications submitted on or after June 6, 2022 will be submitted in the SHAPE PHX portal.

The EPR New Submittal Process has been completed. The Administrative Review will now be managed in SHAPE PHX.

EPR staff creates permit record, enters data into SHAPE PHX and upload files downloaded from ProjectDox.

If administrative review was previously done prior to June 3, 2022. EPR staff will add the following comment in the SHAPE PHX permit record. **"Administrative review previously completed under application number # (add number). Comments are available in ProjectDox."**

Note: EPR staff may need to sign-off an Administrative Review, if the discipline is approved in ProjectDox. This will allow the review to move to the next step/queue in SHAPE PHX.

EPR staff will download files from ProjectDox.

Note: Plans must be in .pdf format when uploading into SHAPE PHX.

SHAPE PHX

PLANNING & DEVELOPMENT
PRESERVE
SHAPE
BUILD