City of Phoenix
PLANNING & DEVELOPMENT DEPARTMENT

This process is intended for use after receiving email notification to download the approved plan set. If you have not received email notification, make sure the "FinalFeePayment" task in projectDox and all associated permit and fees have been completed. Allow EPR staff 24 hours to stamp and release the approved plan set after the "FinalFeePayment" task has been completed.

I. **Accessing the Project Submittal**

1. Log into the ProjectDox system and find your project by clicking on the "Projects" button on the left side of the screen.

2. Click on the project name link to access the project home page.

NOTE: If you are unable to find your project, enter the plan tracking number in the search field to locate the project link.


II. **Downloading the Approved Plan Set**

1. In the project home page, click on the "Approved Plan Set" folder link located on the left side of the screen to access the file folder.

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. Click the check box below the "View Folders" button or select each file individually by checking the boxes next to each file name. Click the download icon to download the files.
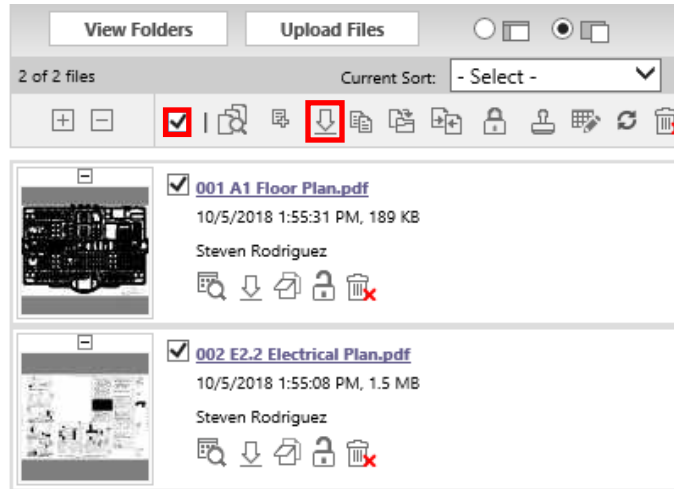
3. A popup will appear, click the "OK" button.
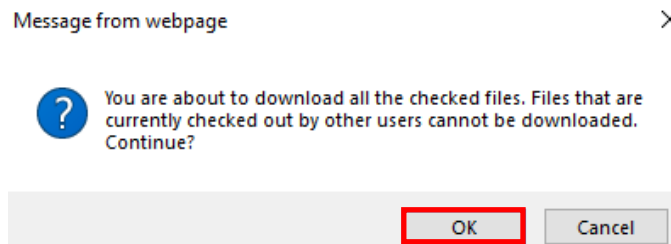
4. Click "Download Zip File" to either save the files on your computer or open them to view. The files can be printed, emailed or uploaded to a shared site for others to print.