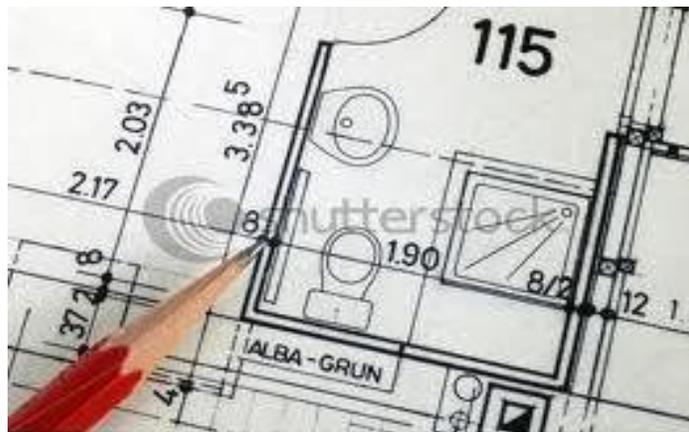




# **Department of Consumer and Regulatory Affairs**

## **ProjectDox**

### **Electronic Plan Submission**



### **Applicant User Guide**

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# Electronic Plan Submission

DCRA now has the ability to intake building permit applications and building plans online electronically. Applicants can go online and fill out an online application as well as submit the plans online. There are a few prerequisites to using this new process. This guide will help you through the process. The initial launch of this process will require the applicant to come to DCRA to pay and select electronic processing. Future enhancements will allow the applicant to perform the application process without having to come to DCRA. The following steps are required to have plans submitted electronically.

Please complete the following prior to getting started:

1. **This program only works with Windows Internet Explorer browser. Future Enhancements will allow Apple users to use the system.**
2. To submit permit application go to DCRA's website **dcra.dc.gov**.
3. Click the Online Permit Application Icon 
4. Fill out and complete the online application. (Incomplete applications will be rejected)
5. Take down the FJ submission number given after you complete the online application.
6. Bring FJ number to DCRA permit Division. (1100 4th ST SW 2nd floor)
7. Get a ticket to see a Plan Review Coordinator (PRC)
8. If the application is accepted you have the option to submit plans using paper plans or submitting the plans electronically.
9. Pay the Filing Fee **(Future enhancement will eliminate the need to come to DCRA) Note: You will still need to come to DCRA get the official permit.**
10. If you selected electronic submission, you will be sent an email with instructions on how to upload the plans online.

## Supporting Documents

**Depending on the permit type, supporting documents will be required before a review can be performed. You should review the requirements for supporting documents. Your submission will be rejected if the required supporting documents have not been submitted electronically. (Plans, Approvals, Etc.)**

[Supporting Document and Approvals By Permit Type](#) To Follow the link hold Ctrl and click the link or enter the following URL

.<http://dcra.dc.gov/DC/DCRA/Permits/All+DCRA+Building+Permit+Forms/Building+Permit+Application+Requirements>

# Submission Standards

## Cover Sheet

1. Project cover sheet must be included with submission.
2. An index of all of drawings must be included, generally on the title sheet.
3. Index sheet must include designations. Example: **A002-Second Level Floor Plan.**

## File Naming Standards

1. **Filenames for the drawings submitted through Project Dox review must match the page name from the submitted drawings.** Normally the first character should start with discipline initial. Example filename: **A002\_Second Level.PDF**

- **Discipline** - First character should represent the discipline area, example: "A" for Architectural, "S" for Structural, etc. Use more characters if more than one is required, such as "WH" for White House. Ensure that all details are submitted under the correct discipline. See chart for required discipline characters to use.

Drawing Type	Discipline	Sheet Number	Example File Names
Architectural	A	0000-9999	A0010
Structural	S	0000-9999	S0002
Zoning	Z	0000-9999	Z0001_99
Electrical	E	0000-9999	
Fire Protection	F	0000-9999	
Mechanical	M	0000-9999	
Plumbing	P	0000-9999	
DDOT	DDOT	0000-9999	
DOH	DOH	0000-9999	
DDOE	DDOE	0000-9999	
HPRB	H	0000-9999	
WASA	W	0000-9999	
NPCP	N	0000-9999	
WMATA	WM	0000-9999	
CFA	C	0000-9999	
China Town	CT	0000-9999	
White House	WH	0000-9999	
EISF	E	0000-9999	
Elevator	ELV	0000-9999	

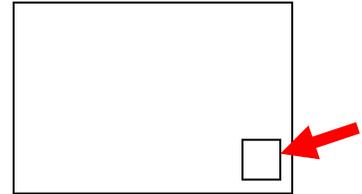
- **Sheet Number-** should be 3-4 digit number with leading zeroes. Note: if decimals are needed, place the decimal after the 3rd-4th digit, ex P0001\_99. Use the "\_" to separate the number. Do not use periods in the filename except to denote file type (PDF, DWG etc.)

## Drawing Size Standards

- Drawings minimum size should be 18" x 24". This is not mandatory but will help facilitate more efficient review of the plans.

## Border Standard

- **The bottom right corner of all drawings should be reserved for DCRA Electronic Stamp. Dimensions 2" width x 3" height.**



## File Type Standards

- **Each page of the drawings must be submitted as a single file. No multiple page files for drawings. We will accept multiple pages for supporting documents.**
- Only Searchable PDF files are accepted for calculation, reports and other supporting documentation. (non-drawing files)
- If drawings are electrical, mechanical, or plumbing/gas confirm that only trade lines are dark by changing the background to grayscale prior to saving as a vector PDF file.

## Upload Folder Standards

- All documentation (any non-drawing files like Plats and Approvals) should be uploaded into the SUPPORTING DOCUMENTS folder for each project.
- All plans/drawings should be uploaded to the DRAWINGS folder for each project.

## Resubmitted Drawings Standard

- **Corrected files must always be re-submitted with the exact SAME FILE NAME as the original submission.**

## Markup Name and Color Standards

- Standard markup names and colors will be used for each reviewing discipline for easy identification. A markup can have one or more "changemarks." Changemarks are created to quickly identify a markup and associated comments

MARKUP NAME	CHANGE MARKUP TITLE	MARKUP COLOR
Structural	STRUC	Dark Blue
Zoning	ZONING	Brown
Electrical	ELEC	Orange
Fire Protection	FIRE	Red
Mechanical	MECH	Purple
Plumbing	PLUMB	Purple
Elevator	ELV	Light Blue
EISF	EISF	Light Green
DDOT	DDOT	Black
DOH	DOH	Black
HPRB	HPRB	Black
WASA	WASA	Black
NPCP	NPCP	Black
WMATA	WMATA	Black
CFA	CFA	Black
China Town	CT	Black
White House	WH	Black
DDOE	DDOE	Green
DDOE Erosion	DDOE ER	Green
DDOE Storm Water	DDOE SW	Green
DDOE Flood Plain	DDOE FP	Green
DDOE Air Quality	DDOE AQ	Green
DDOE Environmental	DDOE EV	Green

## Architect Stamps

Architect stamps are not required to be on the electronically submitted plans. We will accept a certification letter on the firm's official letter head. The letter head should contain the project name, Project Address and state the name of the architect of record and must be uploaded into the Supporting Document Folder. All letter head submission must include license numbers for verification with Office of Professional License Administration (OPLA) located at DCRA. During the Prescreen process all Licenses will be verified. We will accept plans with the stamps provided you have a way of electronically stamping the plans before they are uploaded.

# Initial Invitation to Upload Plans

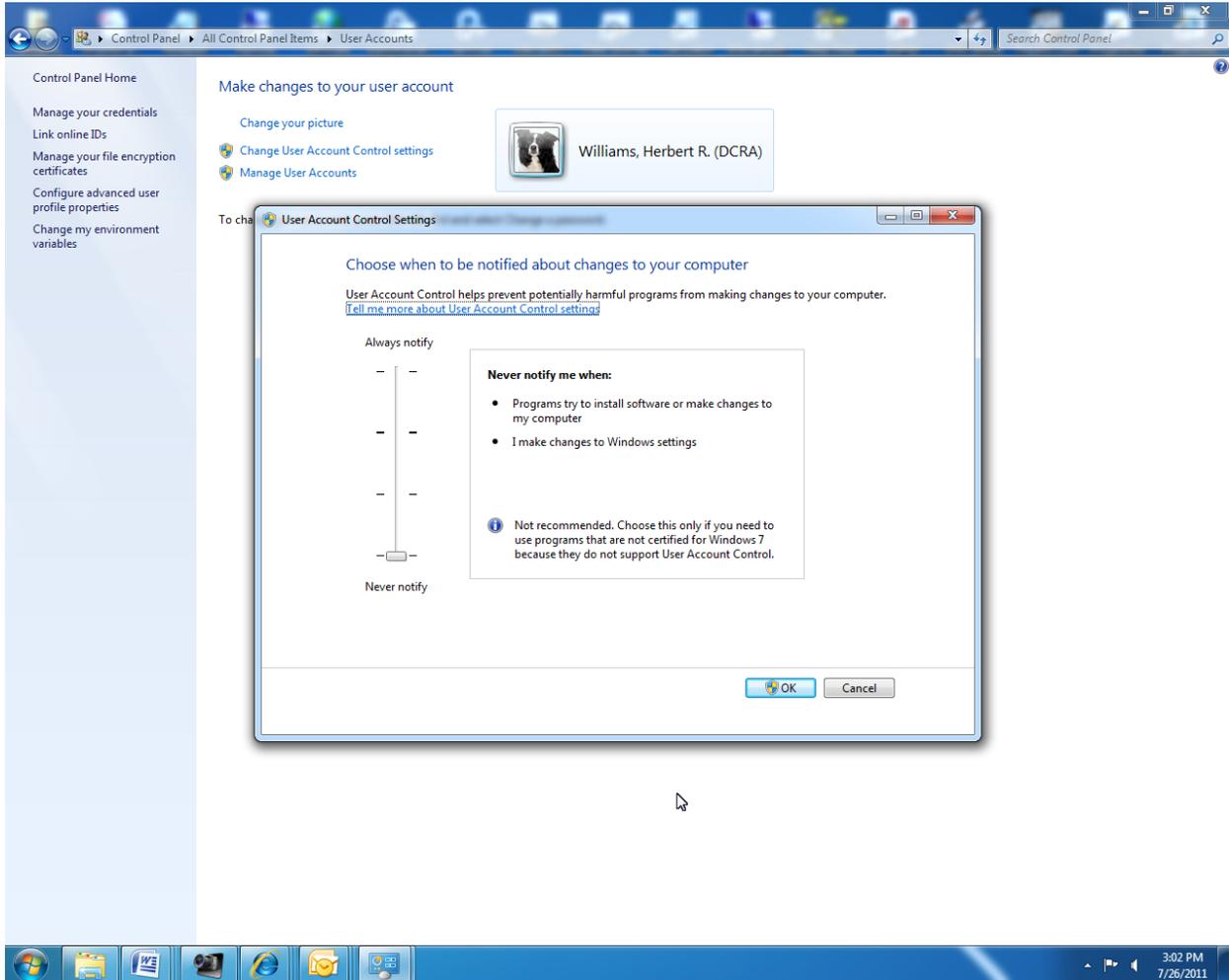
When the online permit application is approved, an ePlan Review invitation will be sent to the email address entered on the first input screen of the online application submittal. The email will contain your logon information and information about the project, including a link to the project.

<b>Department of Consumer &amp; Regulatory Affairs</b>		
<b>District of Columbia ePlan Review Invitation</b>		
Hello DCRA ProjectDox, You have been invited to Project: B1104265		
Welcome to the The District of Columbia ePlan Review system. This project invitation has been sent to you in response to your permit request. A permit project has been created to allow you to electronically upload your drawings for plan review. To access your new permit project, follow the instructions below. Upon logging into the site for the first time you will be asked to create a permanent password. This password will be used to access the ProjectDox site for any future permits that require ePlan Review. <b>Supported Drawing Plan Formats: DWG, DGN, DWF, PDF, PLT</b>		
<b>Instructions</b>		
<ol style="list-style-type: none"><li>1. Click the Project Access link below</li><li>2. Enter your User Login and Temporary Password</li><li>3. Click on the Project link on the "My Projects" page</li><li>4. Click on the Supporting Documents folder</li><li>5. Click the Upload Files button and follow the instructions to upload your supporting documents</li><li>6. Click on the Drawings folder</li><li>7. Click the Upload Files button and follow the instructions to upload your drawings</li><li>8. Your drawings and support documents have now been submitted for plan review</li></ol>		
User Login:	dcraprojectdox@hotmail.com	
Temporary Password:	59293BD	
Project Name:	B1104265	
Project Administrator:	Administrator Temp	
Project Administrator's Email:	support@avolvesoftware.com	
For ProjectDox ePlan Review related questions please contact (202)-442-4589.		
<a href="#">Login To ProjectDox</a>		
© 2010 Department of Consumer and Regulatory Affairs		

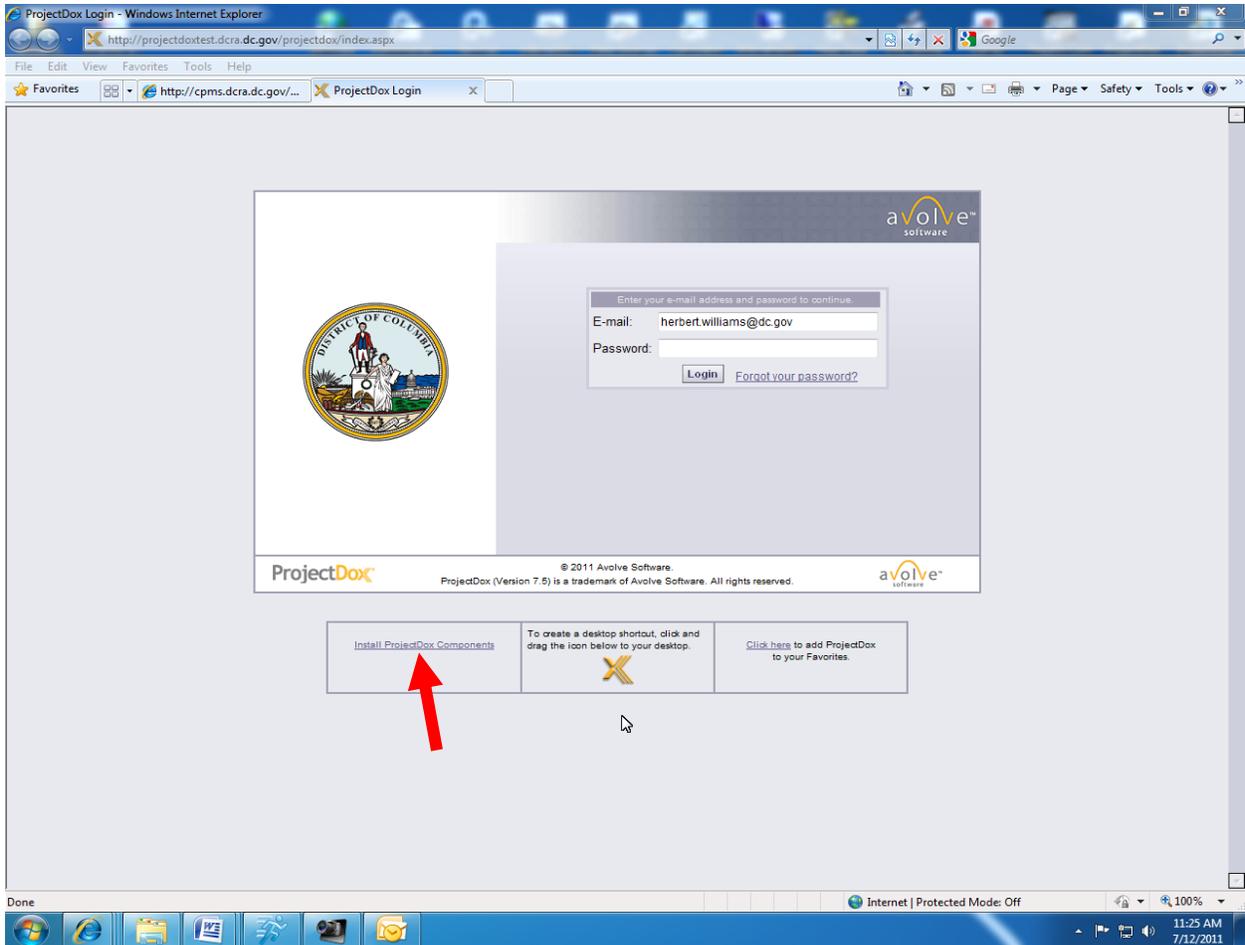
If you receive an email indicating you have been invited to upload your plans, Click the logon to ProjectDox link.

# Installing Required ActiveX Components

Prior to logging on to the ProjectDox application, the following actions must be completed. If your computer has pop up blockers installed, you will need to disable pop up blockers. Google tool bar includes a separate pop up blocker and must also be turned off.



You will need full admin rights to your machine. Windows 7 users must turn off the Account Control Setting. This feature can be found by going to Control Panel then User Accounts then select Change User Control Settings. Change setting to Never Notify as shown above. You may need to reboot the pc for the installation to complete. Once installation is complete you can reset your setting to protect your PC



The logon page has an MSI (Microsoft Silent Install) component required to install all necessary ProjectDox ActiveX controls. This installation will only be done once. If you utilize a different computer it will require another installation for each unique computer.

# Login On

## New User

1. To sign in, enter your email address and temporary password and click the Login button. The Profile Screen will display for first time users to allow the applicant to enter their profile information.

The screenshot shows a web browser window titled "http://projectdoxtest.dcradcra.gov - ProjectDox - Windows Internet Explorer". The page is for "Herbert Williams (herbert.williams@dc.gov)". It features a "Change Password" section with fields for "Current password", "New password", "Confirm new password", "Password Reset Question & Answer", "Security question" (my truck), and "Security answer" (<Answer has been encrypted>). Below this is a "Profile Information" section with tabs for "Contact Information", "User Metadata", "Project Membership", and "Group Membership". The "Contact Information" tab is active, showing a form with fields for "First Name" (Herbert), "Last Name" (Williams), "Email" (herbert.williams@dc.gov), "Title" (IT Specialist), "Company" (DCRA), "Address 1" (1100 4th St SW), "Address 2", "City" (Washington), "State/Province" (DC), "Postal Code" (20024), "Country" (USA), "Phone" (202 442-8347), "Fax", "Mobile", "Pager", "Stamps", and "Language" (en). A "Save" button is located above the form. The browser's address bar shows "http://projectdoxtest.dcradcra.gov". The system tray at the bottom indicates "Internet | Protected Mode: Off" and the date/time "11:45 AM 7/12/2011".

2. Enter a new password and personal account information. You are required to enter a security question that will be used if you forget your password.
3. Click the save button to save the profile.

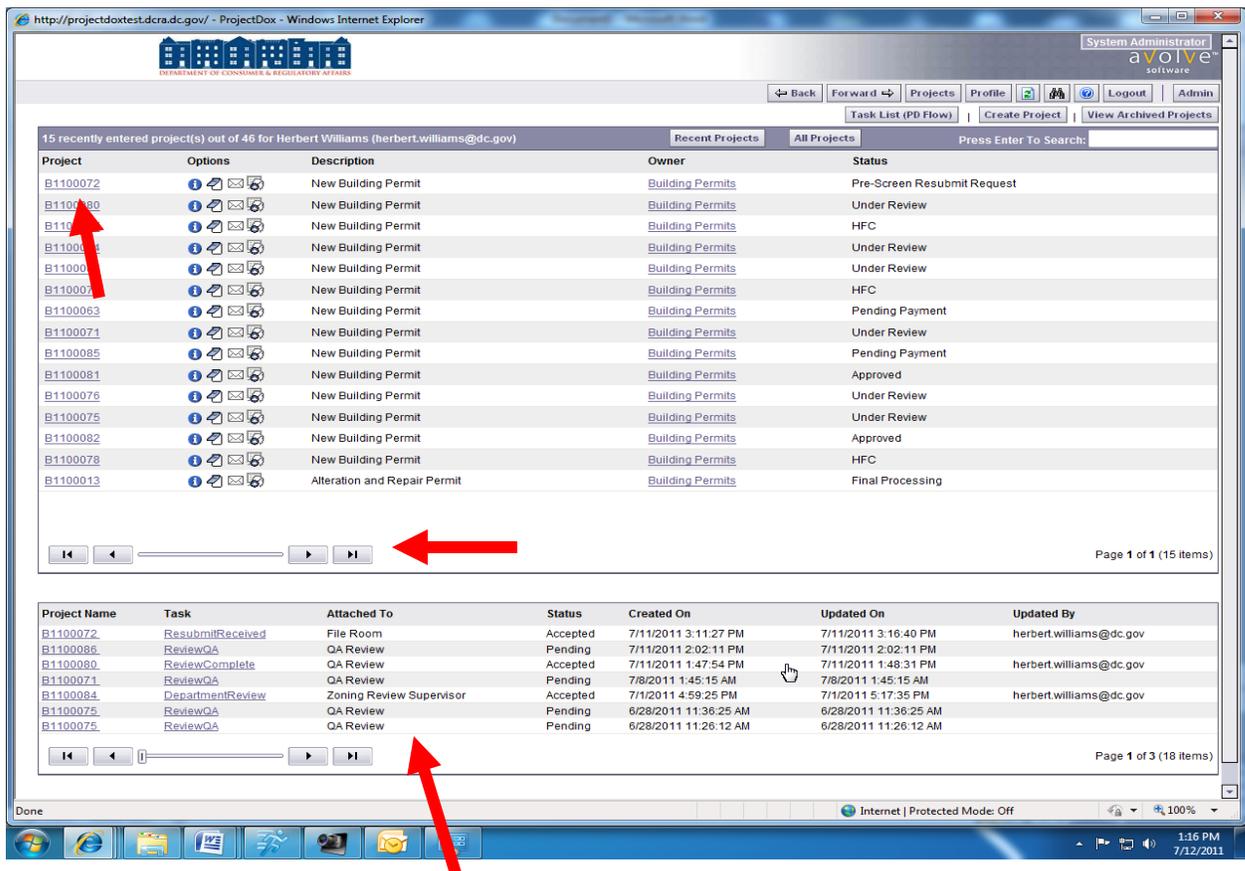
## Existing Users

If you are a returning user, logon to ProjectDox with your full email address and password. If you have forgotten your password, click on the Forgot Password button and follow the prompts a new password will be emailed to you. You will need to know the answer to the security question entered when first setting up the account.

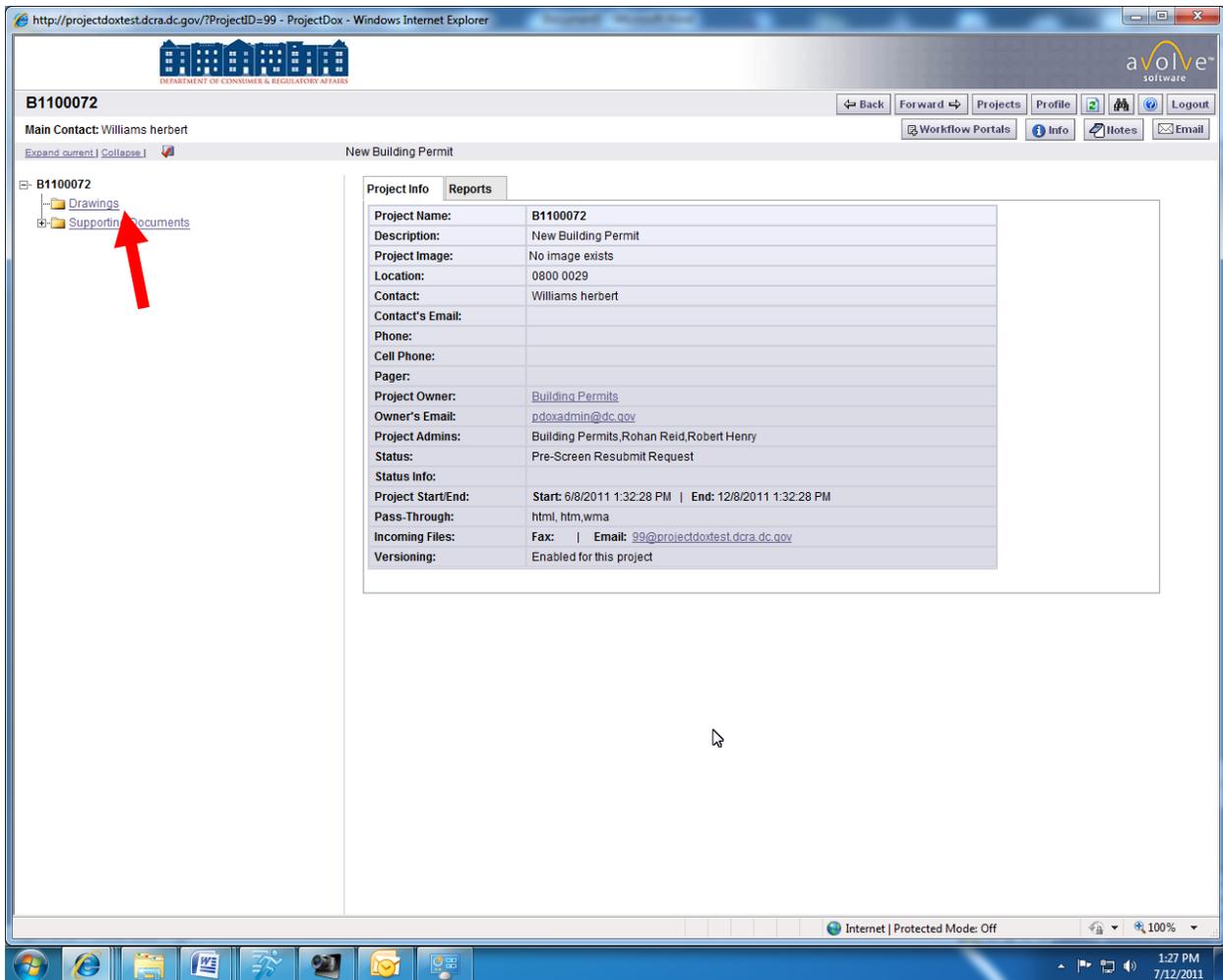
If you can't reset the password contact DCRA OIS Help Desk at 202 442-8340. Be sure to mention ProjectDox Password Reset. You will need to supply the full email address of the applicant.

# Uploading the Drawings and Documents

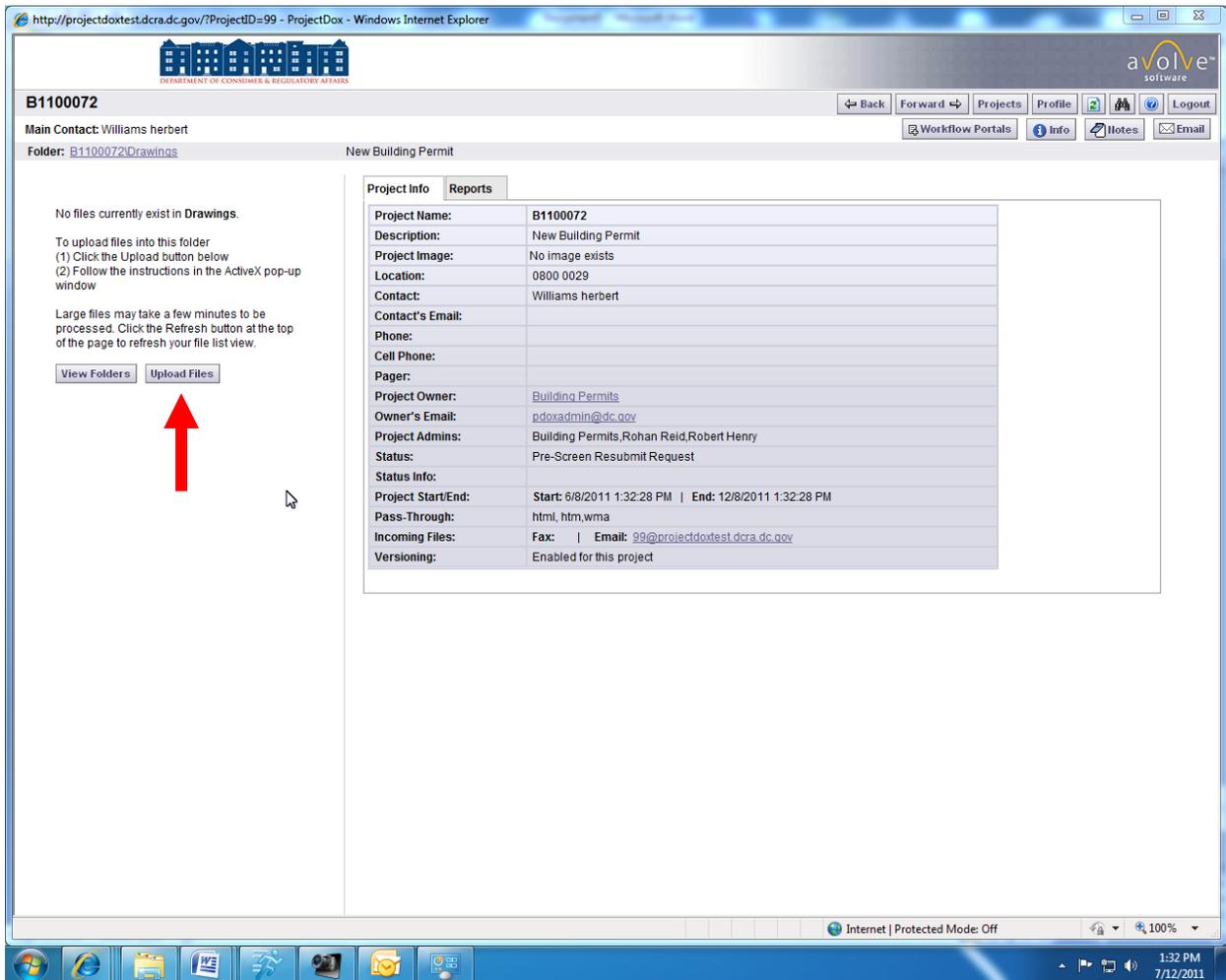
1. When you have successfully logged into ProjectDox, the project list screen will display. Any projects for which you have access will be displayed in the list. Any outstanding tasks that require your action are displayed in the My Task list area below the project list. You may also access the project from the task list. The projects are listed in order by permit number. The list will show you the 15 most recent projects you worked on. If you don't see your project, click the All Projects button. You can use the directional arrows to scroll to the next screen.



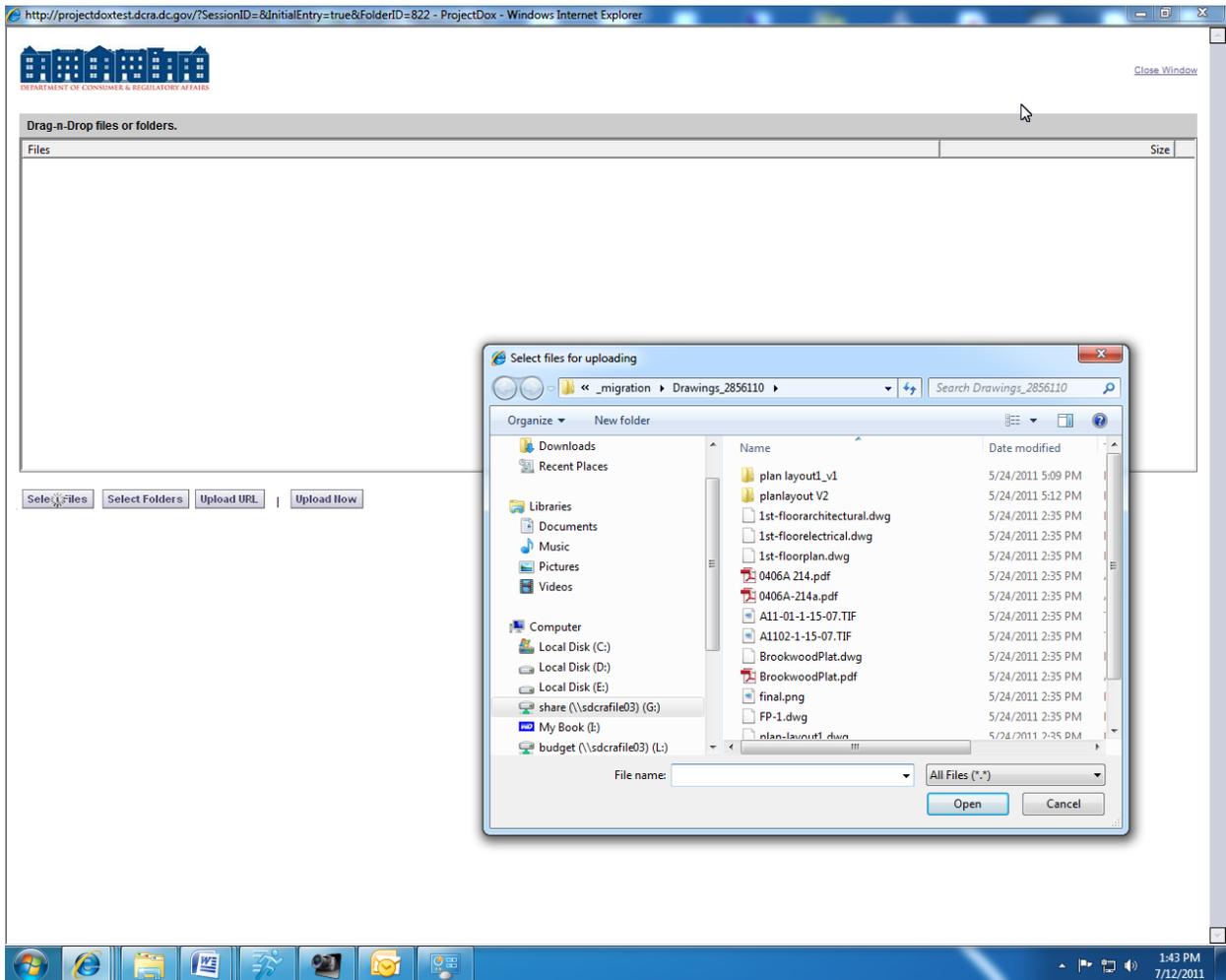
Your Task List



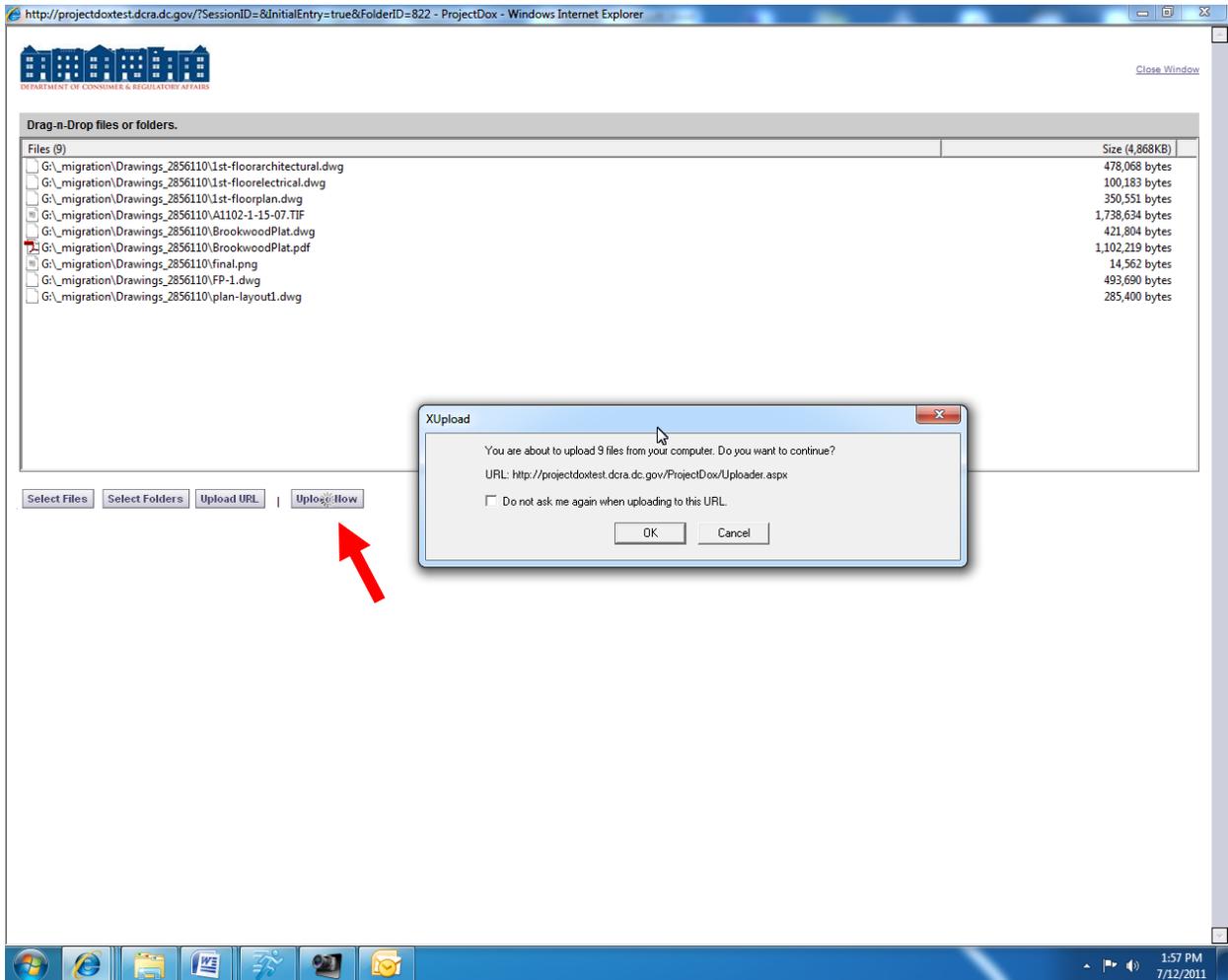
2. Select the specific project that corresponds to the plans you will be uploading. The project screen displays the project information and the folder list used for uploading drawings and supporting documents.
3. Click the drawings folder to upload your plan drawings or supporting documents folder to upload other related supporting documents.



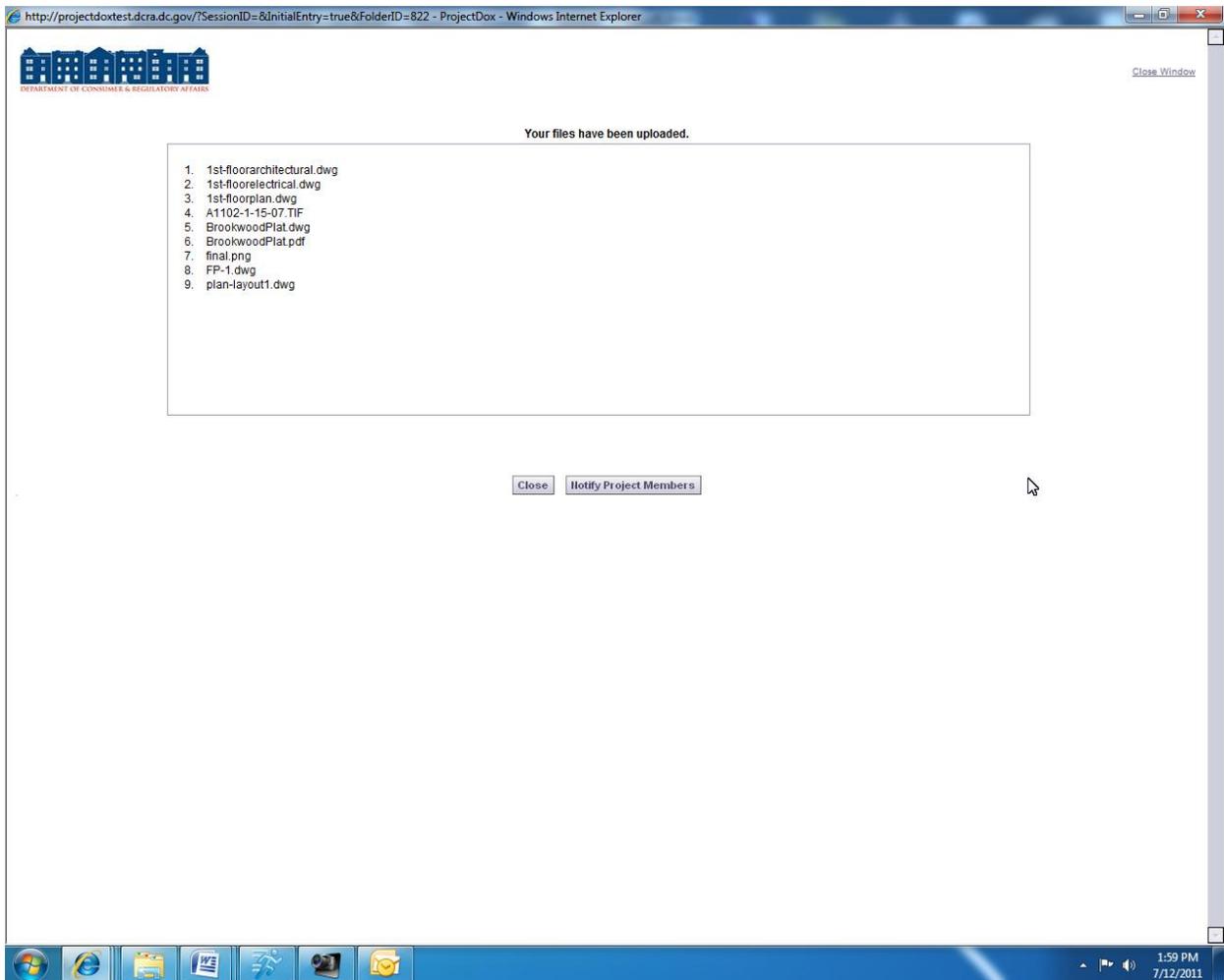
4. Click the Upload Files button



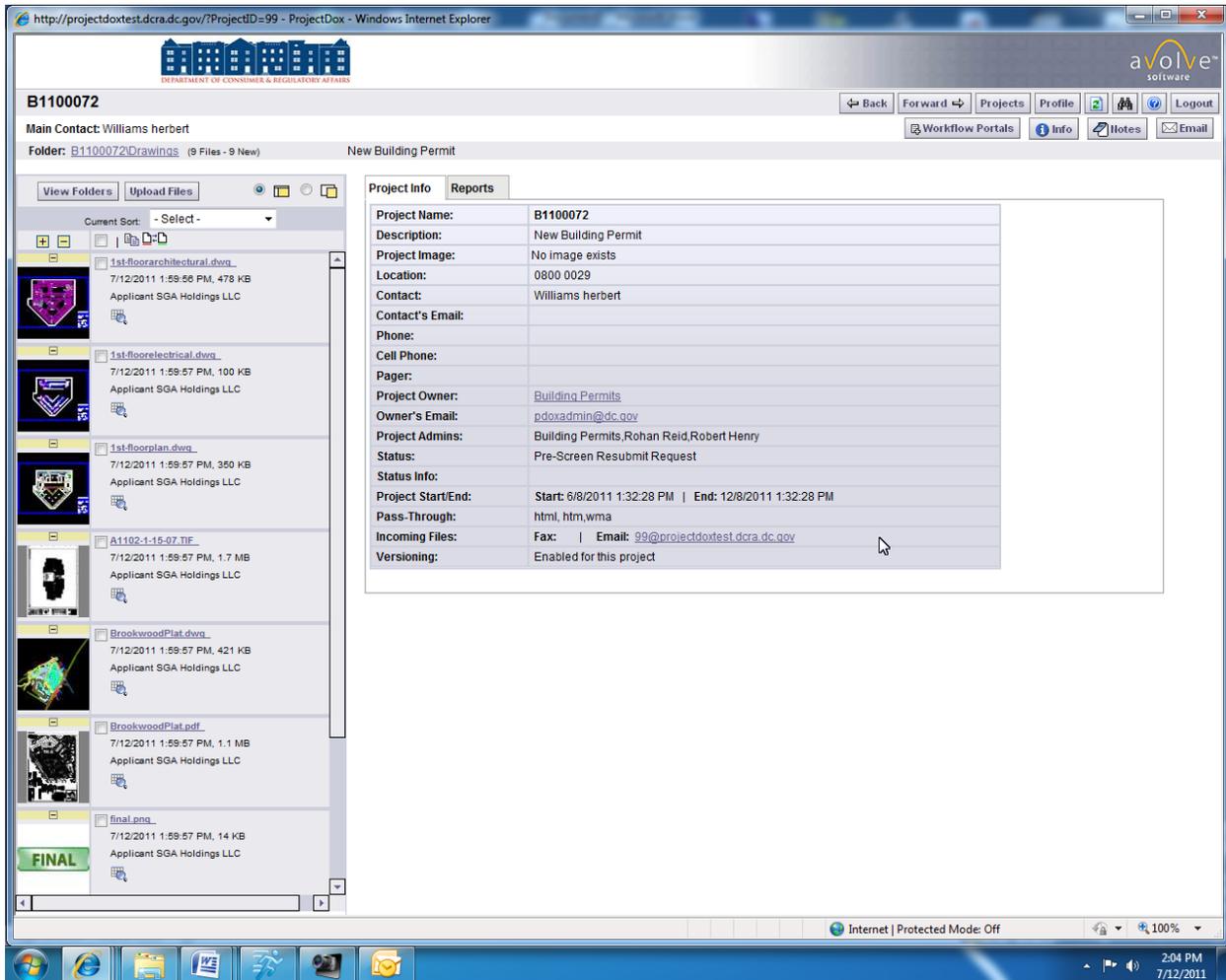
5. Select the file location on your computer. Select the files to upload; multiple file can be selected by using the Shift or Ctrl keys. Click the Open button. The files will then be copied to the upload windows. You have the option of dragging the documents into the file window.



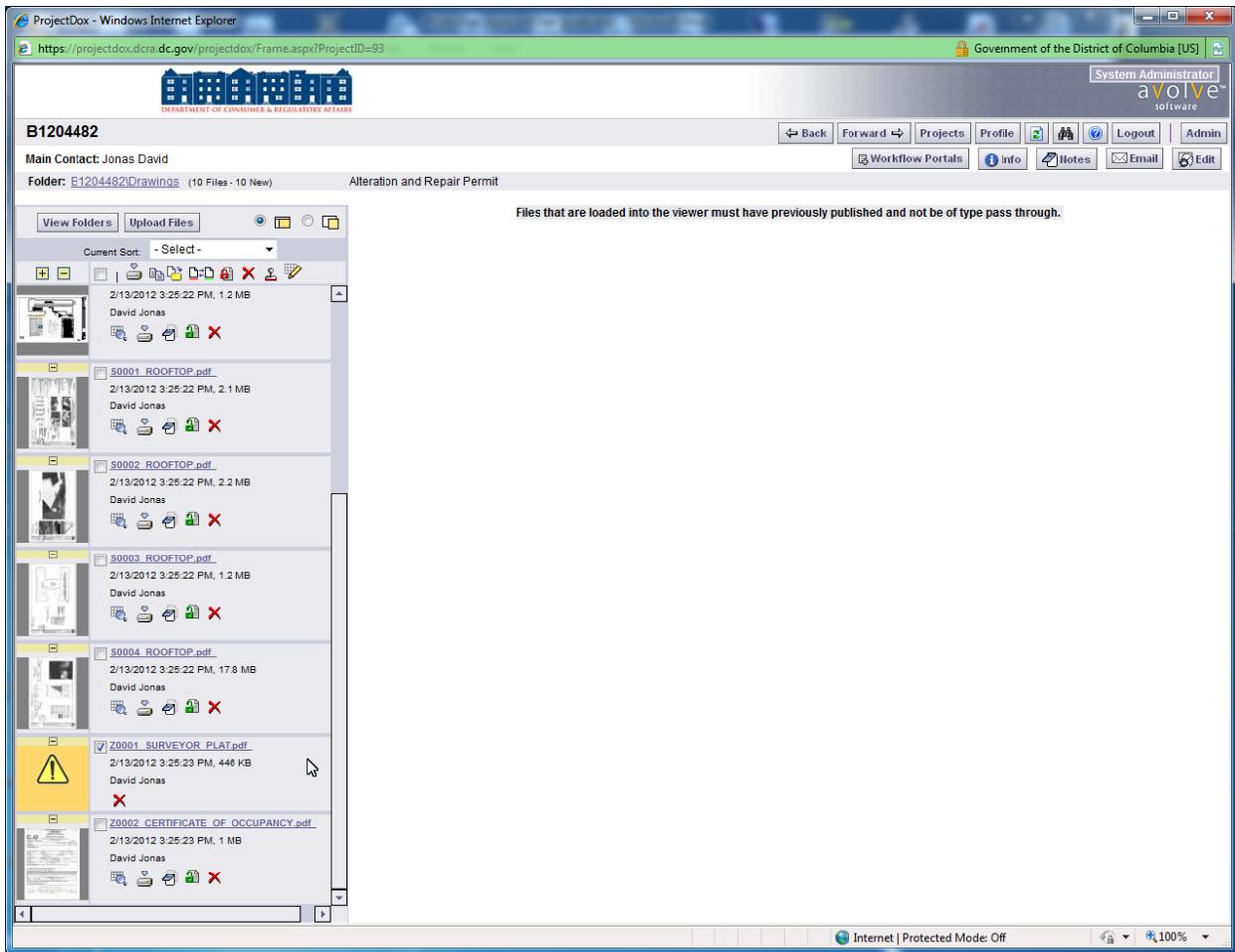
6. Click the Upload Now button. Click the Ok button on the Dialog box. If you do not want to see this box, check the do not ask me again check box, then click Ok. The files will be copied to the project.



7. Click the Close button to exit upload process. Once the files are uploaded to the folder(s), the folder is replaced by thumbnail images of each file contained in the folder. Under each thumbnail, the file name, author, date and any relevant file icons are displayed.



**Congratulations!** You have successfully finished part one of submitting your plans electronically. A notification has been sent to the Plan Review Coordinator to start prescreening to determine if submittal requirements have been met. Please logout after your session is complete. The next step will require the Plan Review Coordinators to review your drawing and make sure the drawing and the supporting documents have been submitted correctly.



Please insure that all document uploaded successfully. In the Picture above one of the documents did not load successfully. If this happens try and save the document in a different location and try to upload the drawing again.

# Prescreening Process

If there are any questions or missing items for the submission, you will receive a Prescreening Rejection e-mail. If you have met all submittal requirements, the applicant will receive a Prescreening Approval e-mail with instructions for the next step.

## Prescreening has been Approved

If the submission has been approved the applicant will receive an email indicating the submission was accepted. The PRC will then start the review process by inviting the reviewers to the project.

**ePlan Pre-screen Review Approval Notification B1100081** Inbox | X

☆ pdtest@dcra.dc.gov to me

**Department of Consumer & Regulatory Affairs**



ePlan Pre-screen Review Approval Notification

**Attention: ,**

Thank you for using the City of Washington DC ePlan Review System. This is to inform you that permit application "B1100081" has passed the pre-screen review process and will now begin the formal review process. If you have any questions please contact the DCRA Building Department.

**Project Name:** B1100081

**Task Assignment:** NotifyApplicantPreScreenAcceptance

[Project Access](#) | [Login To ProjectDox](#)

## Prescreening has been Rejected

If your submittal requirements were not met you will received an e-mail notification that the prescreening has been rejected. You can review the comments from the Plan Review Coordinator by accessing the project. You will have a task that you must respond to and complete. The following steps will show you how to resubmit the plans.

**Department of Consumer & Regulatory Affairs** 

Pre-Screen Correction Request Task Assignment

**Attention: ,**

Your plan review submission for **Project: B1100072** has not met the minimum requirements for acceptance. You may review correction comments and requirements by accessing the ProjectDox site.

When corrected plans and or documents are ready for re-submittal, please, Login to ProjectDox and follow the instructions provided for re-submittal.

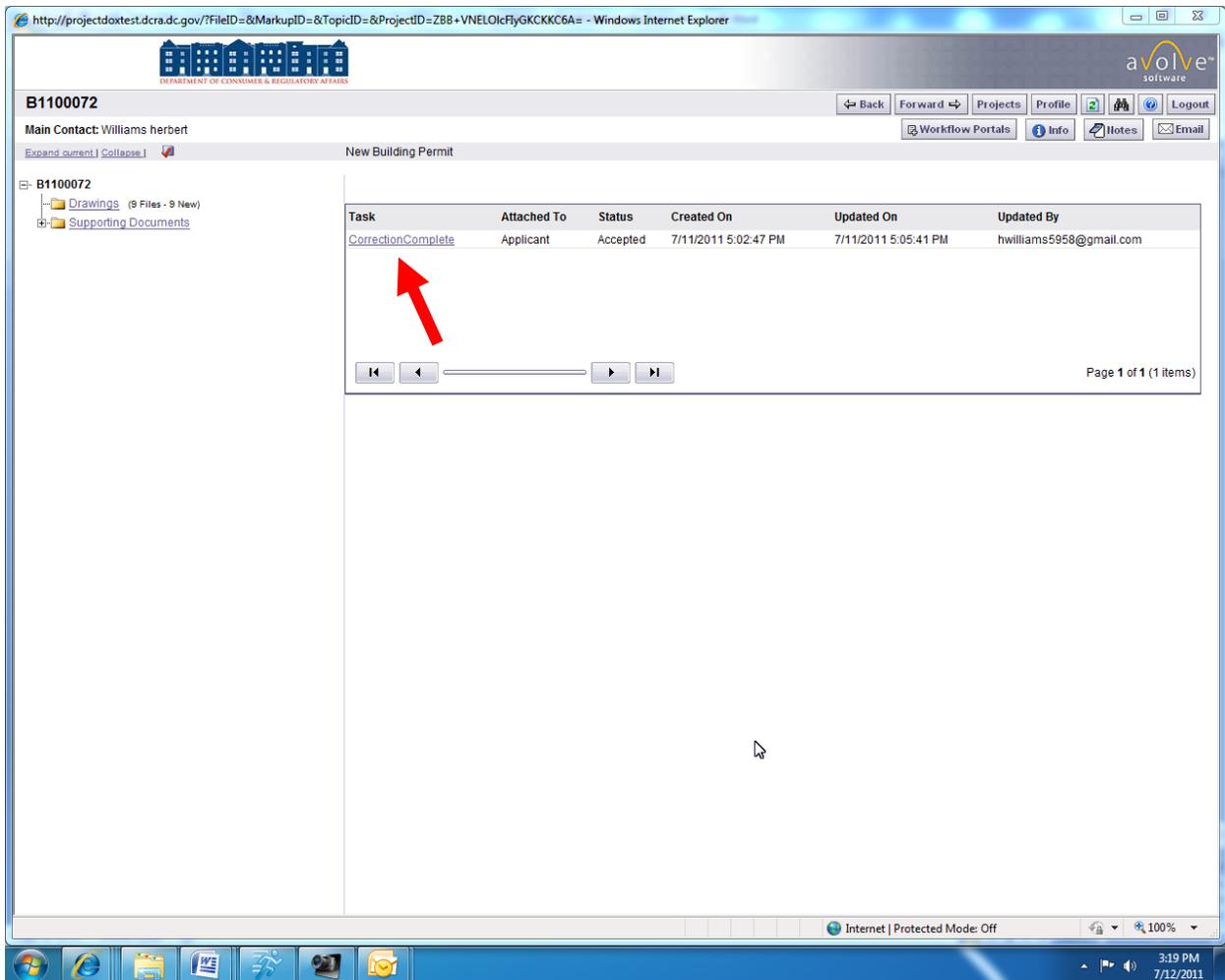
Please be advised when re-submitting plans and or documents:

- All corrections must be uploaded using the same file names as the original submittal
- Once corrections have been uploaded for review, no additional submissions will be accepted unless requested
- Please make corrections within **30 days** of this notice to avoid your Permit Application from expiring

<b>Project Name:</b>	B1100072
<b>Assigned By:</b>	Herbert Williams
<b>Task Assignment:</b>	CorrectionComplete

[Project Access](#) | [Login To ProjectDox](#)

1. If you are already logged on to ProjectDox you can select the Project Access link which will take you directly to the project. If you are not logged on to ProjectDox click the Login to ProjectDox link.



2. Once you select your project go to the workflow portal and you should see a task assigned to you. Click the CorrectionComplete task link to open the eForm that will show you what the issues are with the submission.

http://projectdoxtest.dkra.dc.gov/?LaunchMode=frame&FlowTaskID=2647 - ProjectDox Plan Review Fo - Windows Internet Explorer

## Department of Consumer & Regulatory Affairs

DEPARTMENT OF CONSUMER & REGULATORY AFFAIRS

Review Information | Permit Information | Contact Information | Construction Information | GREEN Information

Project Manager: Herbert Williams ( herbert.williams@dc.gov )  
Review Cycle: 1  
Workflow Name / Activity Name: StartBuildingReview\_14 / CorrectionComplete  
Activity Instructions: Please review the Plan Review Coordinator's notes and submit the required drawings and documents.  
Current User Logon: Applicant SGA Holdings LLC ( hwilliams5958@gmail.com)

**Task Instructions**

I have uploaded the corrected documents and/or drawings as indicated below.

Required Document are not present. You must submit the application in electronic format. Please upload the applicationn in the Documents foler

Corrections Complete | Save | Save And Close | Close

1. Click the Save and Close button to close the eForm.
2. Make all requested changes including uploading new or additional drawings.
3. Check the **I have uploaded the corrected documents and drawings as indicated below** check box. This will activate the Corrections Complete button.
4. Click the **Correction Complete** button to complete the task and send notification to the Plan Review Coordinator.

## Sending an Email

From the project list screen there is an email icon that allows the applicant to send emails to DCRA staff. This can be used to communicate between the Plan Review Coordinators and Plan Reviewers.

The screenshot shows the ProjectDox web application interface. At the top, there is a navigation bar with buttons for Back, Forward, Projects, Profile, and Logout. Below this is a search bar and a "Task List (PD Flow)" button. The main content area displays a table of 15 recently entered projects for Applicant SGA Holdings LLC. A red arrow points to the email icon in the Options column of the second row (Project B1100092).

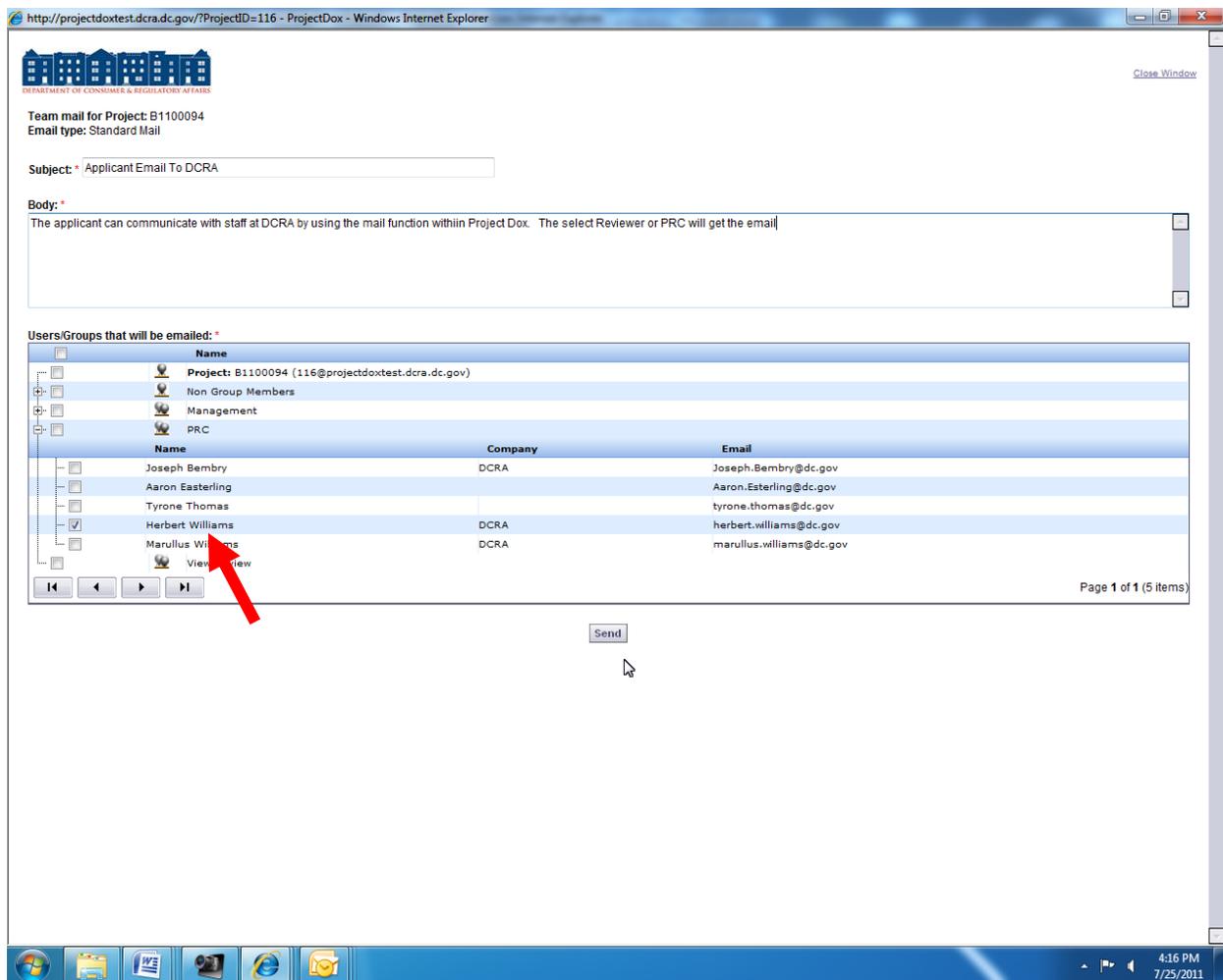
Project	Options	Description	Owner	Status
B1100094		New Building Permit	<a href="#">Building Permits</a>	HFC
B1100092		New Building Permit	<a href="#">Building Permits</a>	Under Review
B1100088		New Building Permit	<a href="#">Building Permits</a>	HFC
B1100091		New Building Permit	<a href="#">Building Permits</a>	Under Review
B1100086		New Building Permit	<a href="#">Building Permits</a>	Under Review
B1100081		New Building Permit	<a href="#">Building Permits</a>	Approved
B1100075		New Building Permit	<a href="#">Building Permits</a>	Under Review
B1100080		New Building Permit	<a href="#">Building Permits</a>	Under Review
B1100071		New Building Permit	<a href="#">Building Permits</a>	Under Review
B1100072		New Building Permit	<a href="#">Building Permits</a>	Pre-Screen Review
B1100087		New Building Permit	<a href="#">Building Permits</a>	HFC
B1100070		New Building Permit	<a href="#">Building Permits</a>	HFC
B1100063		New Building Permit	<a href="#">Building Permits</a>	Pending Payment
B1100060		New Building Permit	<a href="#">Building Permits</a>	Pre-Screen Review
B1100078		New Building Permit	<a href="#">Building Permits</a>	HFC

Page 1 of 1 (15 items)

Project Name	Task	Attached To	Status	Created On	Updated On	Updated By
B1100088	<a href="#">ApplicantResubmit</a>	Applicant	Accepted	7/14/2011 6:14:01 PM	7/14/2011 6:16:45 PM	hwilliams5958@gmail.com
B1100087	<a href="#">ApplicantResubmit</a>	Applicant	Accepted	7/7/2011 6:07:53 PM	7/11/2011 12:54:06 PM	hwilliams5958@gmail.com
B1100070	<a href="#">ApplicantResubmit</a>	Applicant	Pending	6/22/2011 11:20:40 AM	6/22/2011 11:20:40 AM	
B1100056	<a href="#">ApplicantResubmit</a>	Applicant	Accepted	5/24/2011 12:25:18 PM	5/24/2011 12:29:31 PM	hwilliams5958@gmail.com

Page 1 of 1 (4 items)

1. From the project list screen under Options select the email icon next to the project you wish to reference in the email.
2. Enter the Subject of the email
3. Enter the Body Text of the Email

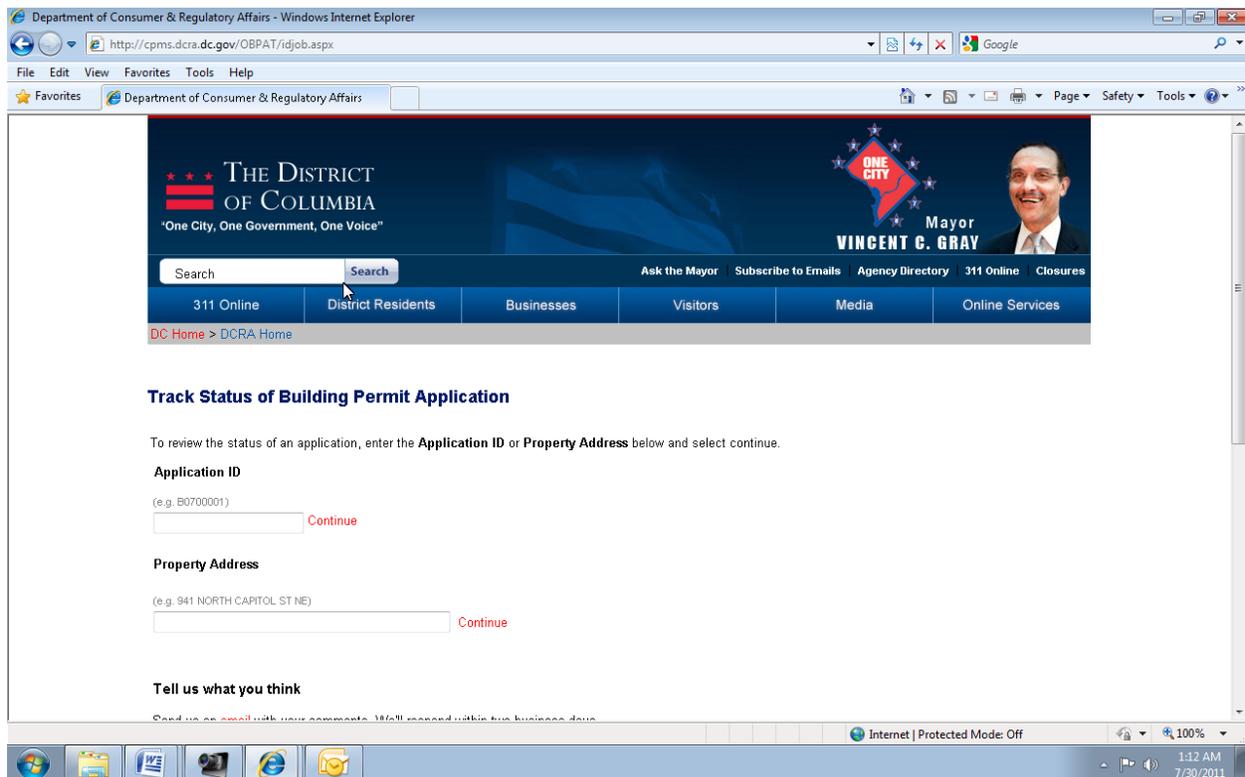


4. Select the name of the staff person(s) from the user group list you wish to communicate with. The names are listed by the Group/Division they belong to; select the user by clicking the check box beside the staff person's name. **Note: To email reviewers, select the Email Group. Reviewers are located in the Email Group for now. Future Enhancements will allow the selection of reviewers by discipline.**
5. Click the Send button. A confirmation screen will appear, listing all the staff persons that were selected.
6. Close the window.

## Tracking Review Status

Once the drawings have passed the prescreening process the applicant can follow the progress of the reviews using DCRA Online Building Permit Application Tracking program.

To access your application go to DCRA website **DCRA.DC.GOV**. Click on the Permit Status Icon.  The application will prompt you to enter either the permit number or the property address.



Department of Consumer & Regulatory Affairs - Windows Internet Explorer  
http://cpms.dcrd.dc.gov/OBPAT/idjob.aspx

THE DISTRICT OF COLUMBIA  
"One City, One Government, One Voice"

Mayor VINCENT C. GRAY

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311 Online | District Residents | Businesses | Visitors | Media | Online Services

DC Home > DCRA Home

### Track Status of Building Permit Application

To review the status of an application, enter the **Application ID** or **Property Address** below and select continue.

**Application ID**  
(e.g. B0700001)  
 Continue

**Property Address**  
(e.g. 941 NORTH CAPITOL ST NE)  
 Continue

**Tell us what you think**  
Send us an email with your comments. We'll respond within two business days.

Internet | Protected Mode: Off | 100% | 1:12 AM 7/30/2011

Enter the Permit Number in the Application Id field or enter the address in the Property Address field. Click the continue link beside the search criteria chosen to start the search.

Department of Consumer & Regulatory Affairs - Windows Internet Explorer  
 http://cpms.dcrs.dcra.dc.gov/OBPAT/PermitStatus.aspx?ID=B1100063

Department of Consumer & Regulatory Affairs

“One City, One Government, One Voice”

Mayor VINCENT C. GRAY

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311 Online | District Residents | Businesses | Visitors | Media | Online Services

DC Home > DCRA Home

### Building Plan Review Status

**Project Information**

- **Application ID:** B1100063
- **Date filed:** 10/4/2010
- **Address:** 835 INGRAHAM ST NW
- **Agent:** WOODROW GILL, (301) 565-0089

**Application Status**

Please see the table below for review statuses. The table is not shown if the reviews have not been identified. A blank Status date means that the initial review has not been completed.

Discipline	Review Status	Status Date
<a href="#">DDOE Review</a>	DDOE Review Approved	12/26/2010
<a href="#">Plumbing Review</a>	Plumbing Review Approved	10/29/2010
<a href="#">Structural Review</a>	Structural Review Approved	12/13/2010
<a href="#">Zoning Review</a>	Zoning Review Approved	12/27/2010
Issue Permit	Permit Issued	12/29/2010

[Search for another job](#)

If you have questions about a particular building application, please contact the Permits Division at: (202) 442-4589.

Done Internet | Protected Mode: Off 100% 1:14 AM 7/30/2011

The system will display the above screen that will show the status of each review that has been completed. The detailed comments for each reviewer can be accessed by clicking the discipline link.

## Resubmitting Rejected Drawings

If your drawings are Held for Corrections (HFC) the applicant will be sent an email indicating your drawings have not met minimum requirements for acceptance. See the email below. **You are then required to make corrections and upload only the corrected drawings using the same file name used for the original submission.**

**ProjectDox Task Assignment Notification for B1100088** Inbox | X

☆ pdtest@dcra.dc.gov to me

**Department of Consumer & Regulatory Affairs** 

Resubmit Notification

**Attention: ,**

Your plan review submission for Project: **B1100088** has not met the minimum requirements for acceptance. You may review correction comments and requirements accessing the ProjectDox site.

When corrected plans and or documents are ready for re-submittal, please, Login to ProjectDox and follow the instructions provided for re-submittal.

Please be advised when re-submitting plans and or documents:

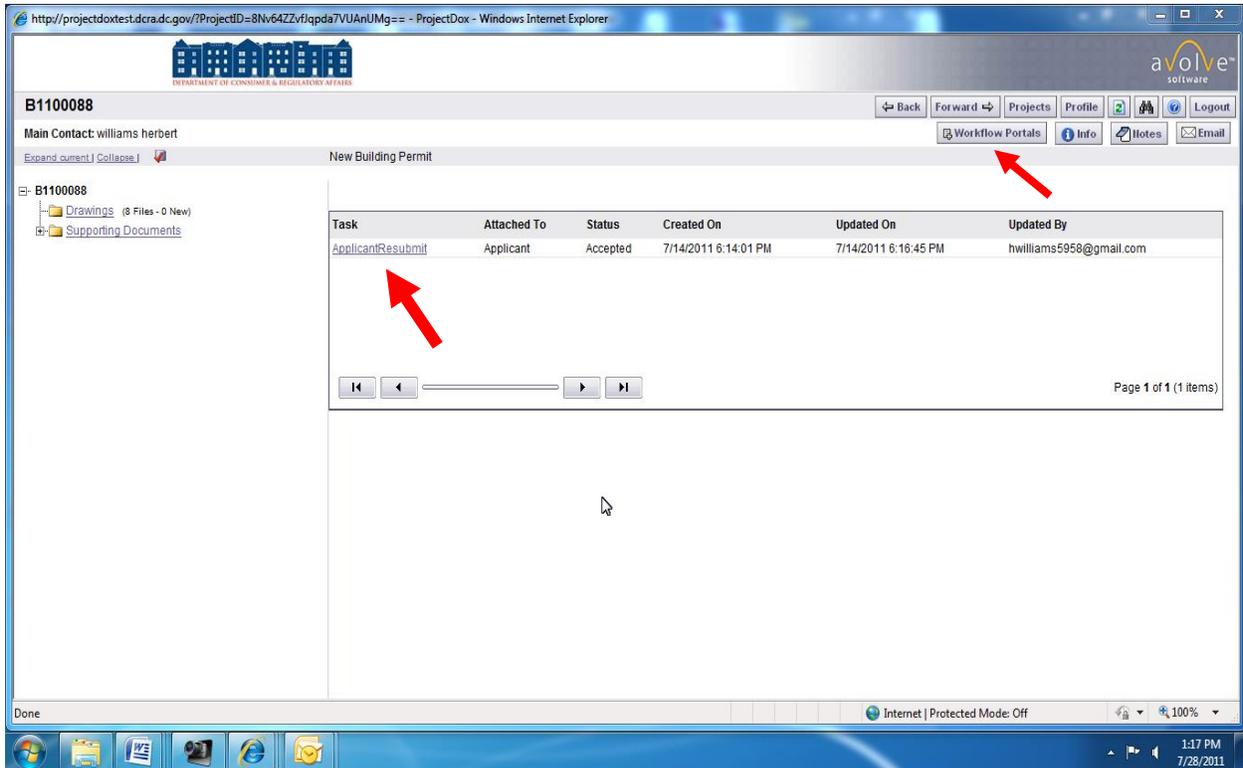
- All corrections must be uploaded using the same file names as the original submittal
- Once corrections have been uploaded for review, no additional submissions will be accepted unless requested
- Please make corrections within 90 days of this notice to avoid your Permit Application from expiring

<b>Project Name:</b>	B1100088
<b>Assigned By:</b>	Herbert Williams
<b>Task Assignment:</b>	ApplicantResubmit

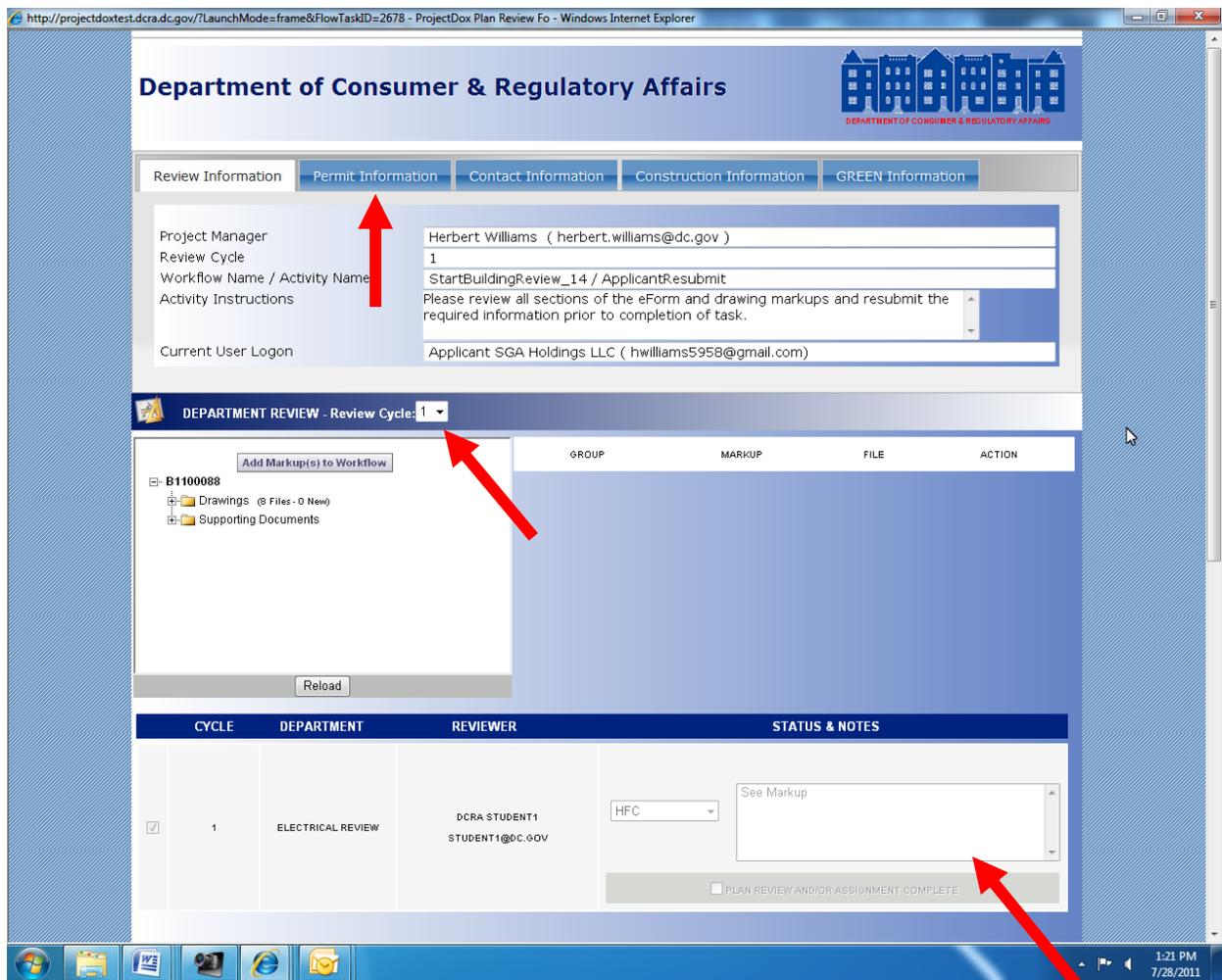
[Project Access](#) | [Login To ProjectDox](#)

## Use the following steps to resubmit drawings

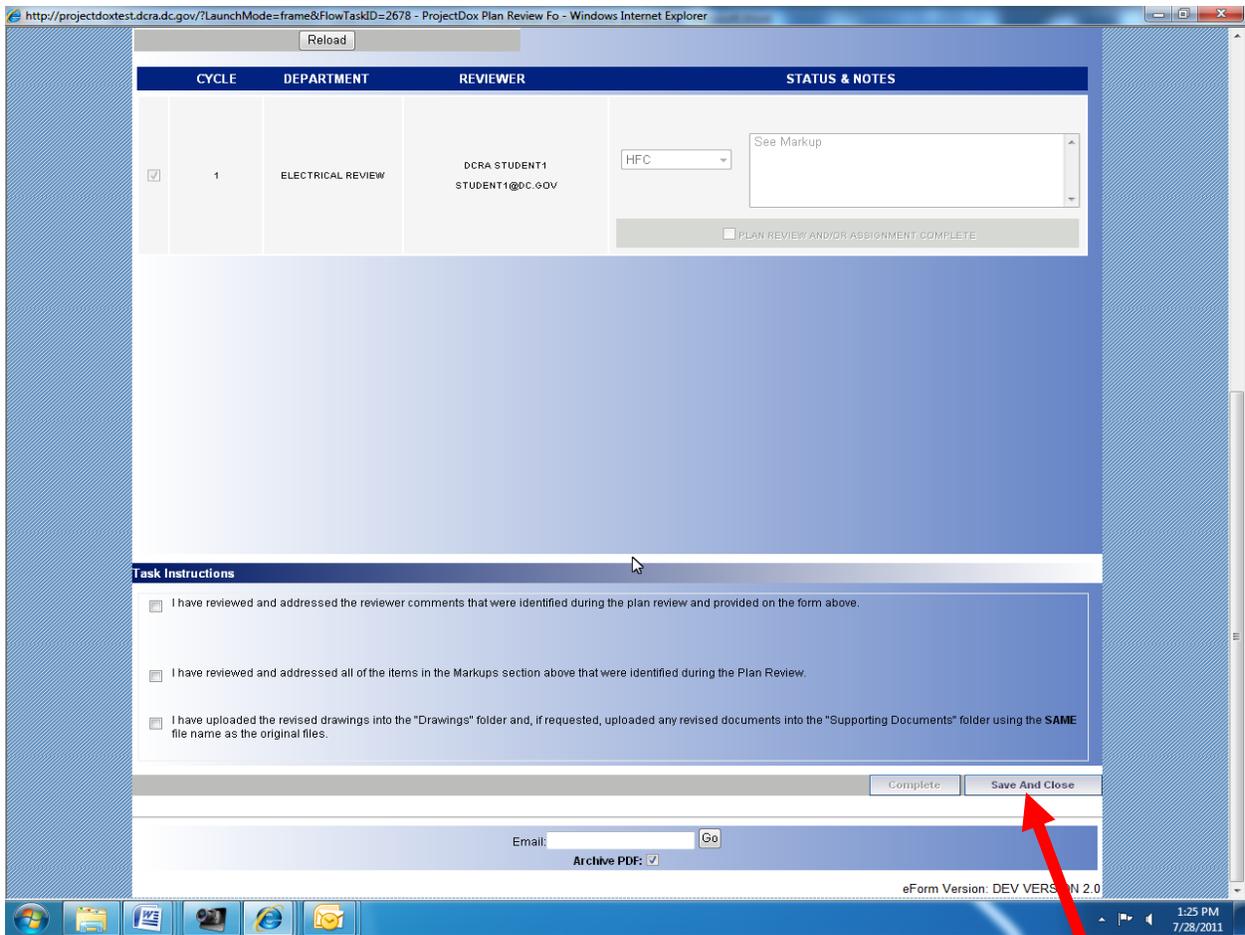
1. Access ProjectDox using your email address and password.
2. Navigate to project link and open the project in question.
3. Click the Workflow Portal button from the project display screen.



4. Click the "ApplicantResubmit" link under task. The next screen will show you the comments for all reviews.
5. Scroll down the main screen to see the reviewer comments. To see all review comments use the inside scroll bar in the review window.



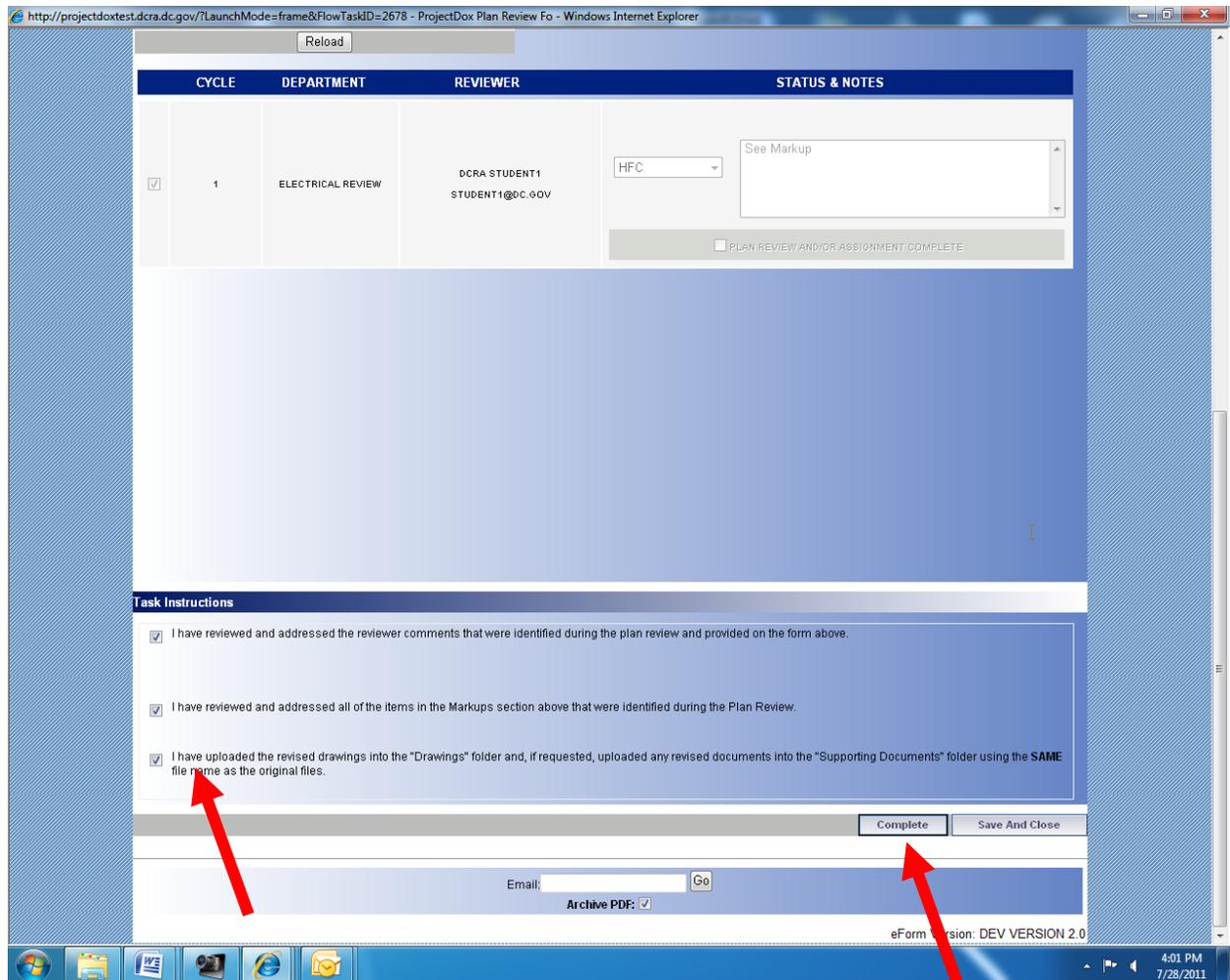
At the top of the screen you will see tabs; these tabs contain all the information submitted on the application. In the middle of the screen you will see the Review Cycle number. Use this dropdown to move to the review cycle comments you need to see. Say there was 2 re-reviews performed you would change the number to 3 to see the comments for the current review cycle. The next section is where the comments from each of the selected reviewers can be reviewed by the applicant. (use the scroll bar located in the review comment window to see all reviews). Scroll down the main page, there are some questions the applicant is required to answer before resubmitting the drawings.



6. At this point the drawings have not been reviewed by the applicant, so click Save And Close button to Save the eForm.
7. Review the drawings in question and make the corrections
8. Upload the revised drawings (see Page 11-17 of this manual)

### **VERY IMPORTANT**

**In order for the program to update the drawings, the applicant must replace the corrected drawings using the *SAME FILE NAME*. There is no need to update the drawings using a new file name. Any corrected drawing with a different file name will be rejected and you will need to upload the drawings again.**



9. Once you have finished uploading the corrected drawings, go back to Workflow Portal then click the ApplicantResubmit link to access the eForm.

10. Read the 3 questions at the bottom of the screen, if all the requirements have been satisfied, select the check box for each question, then click the Complete button.

**Congratulations!** You have completed the resubmission process. The File Room will be notified that the drawings have been resubmitted. The File Room will then notify all previous selected reviewers that the drawings have been resubmitted.

## Obtaining Approved Permit

Once all reviews have been approved the applicant will receive an email indicating all reviews have been approved and they must come to DCRA to obtain the official permit. Come to the Department of Consumer and Regulatory Affairs (DCRA) office located at 1100 4th St. SW Washington DC 20024 2nd floor. You will be required to pay all remaining permit fees. Once the fees have been paid the permit will be issued and the approved drawings and supporting documents will be moved to the Approved Drawings and Approved Support Documents folders in the ProjectDox application. Once the drawings are placed in the approved folders, the applicant can download and print the drawings.

Note: DCRA is working on complete fee payment online. Due to the special paper the permits are printed on, the applicant will still need to come to DCRA and pickup your permit.

### Eplan Review Approval Notification B1100063 Inbox | X

☆ pdtest@dcra.dc.gov to me

#### Department of Consumer & Regulatory Affairs



Eplan Review Approval Notification

**Attention: ,**

Thank you for using the City of Washington DC ePlan Review System. Congratulations, Permit Application "B1100063" has passed the eplan review process.

In order to receive your permit and begin work, please remit payment for the final permit fee in the amount of 68. Please submit payment to the DCRA 1100 4th St, SW - 2nd Floor Washington, DC 20024. **Payment must be received prior to permit issuance.**

Please print this notification to accompany your cash or check payment if you will be submitting payment in person. After your permit is issued, you will receive a notification and the ability to download and print the plans from project **B1100063**.

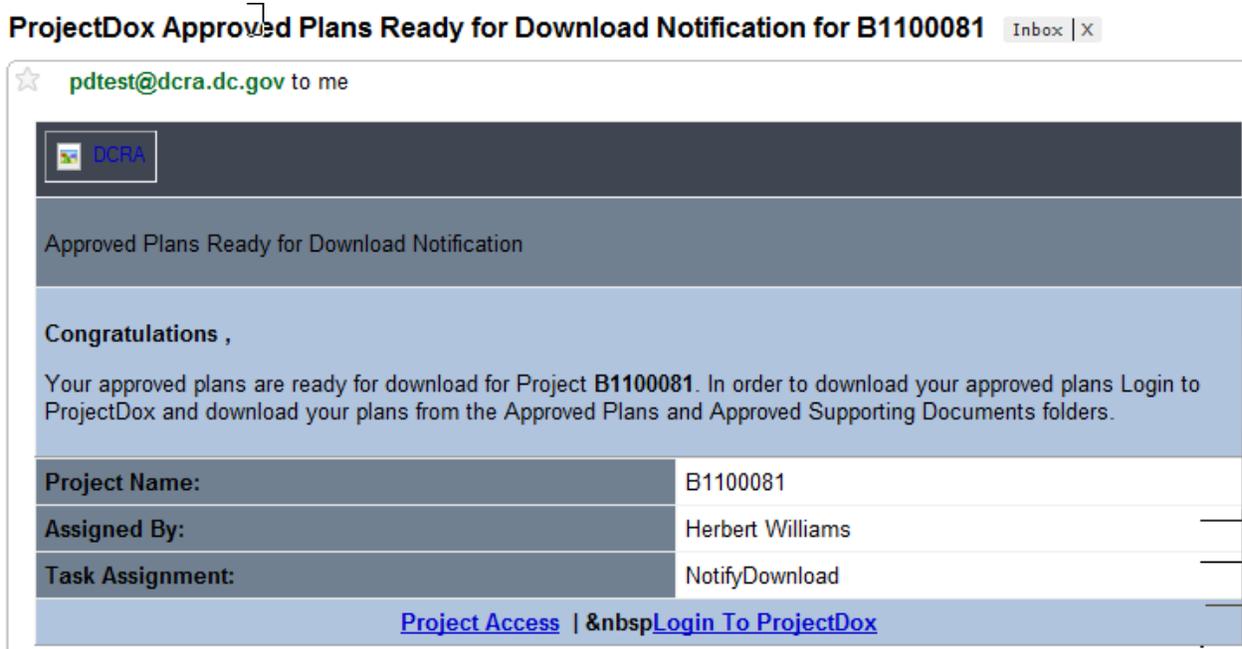
<b>Project Name:</b>	B1100063
<b>Task Assignment:</b>	NotifyPlanApproved

[Project Access](#) | [Login To ProjectDox](#)

Once the applicant receives the above email, come to DCRA and follow the steps below to obtain the official permit.

Steps:

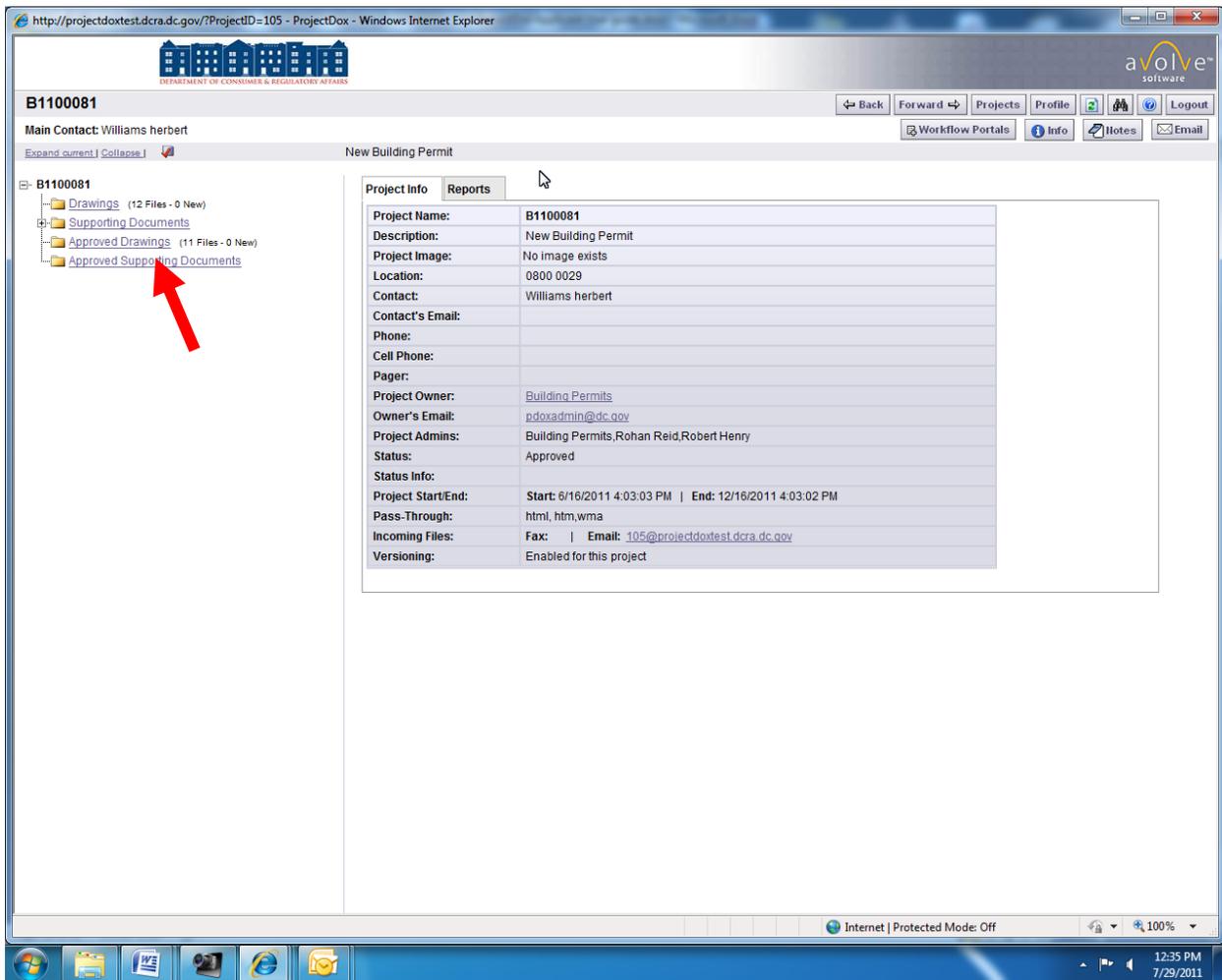
1. Come to the Issuance counter to get the bill. (Bring a copy of the approval notification email)
2. Pay the cashier then go back to the Issuance counter.
3. Issuance will issue the Official permit.
4. The applicant should receive an email indicating the drawings were approved and they are ready for downloading. This may take a few minutes to move the files to the approved folder(s).



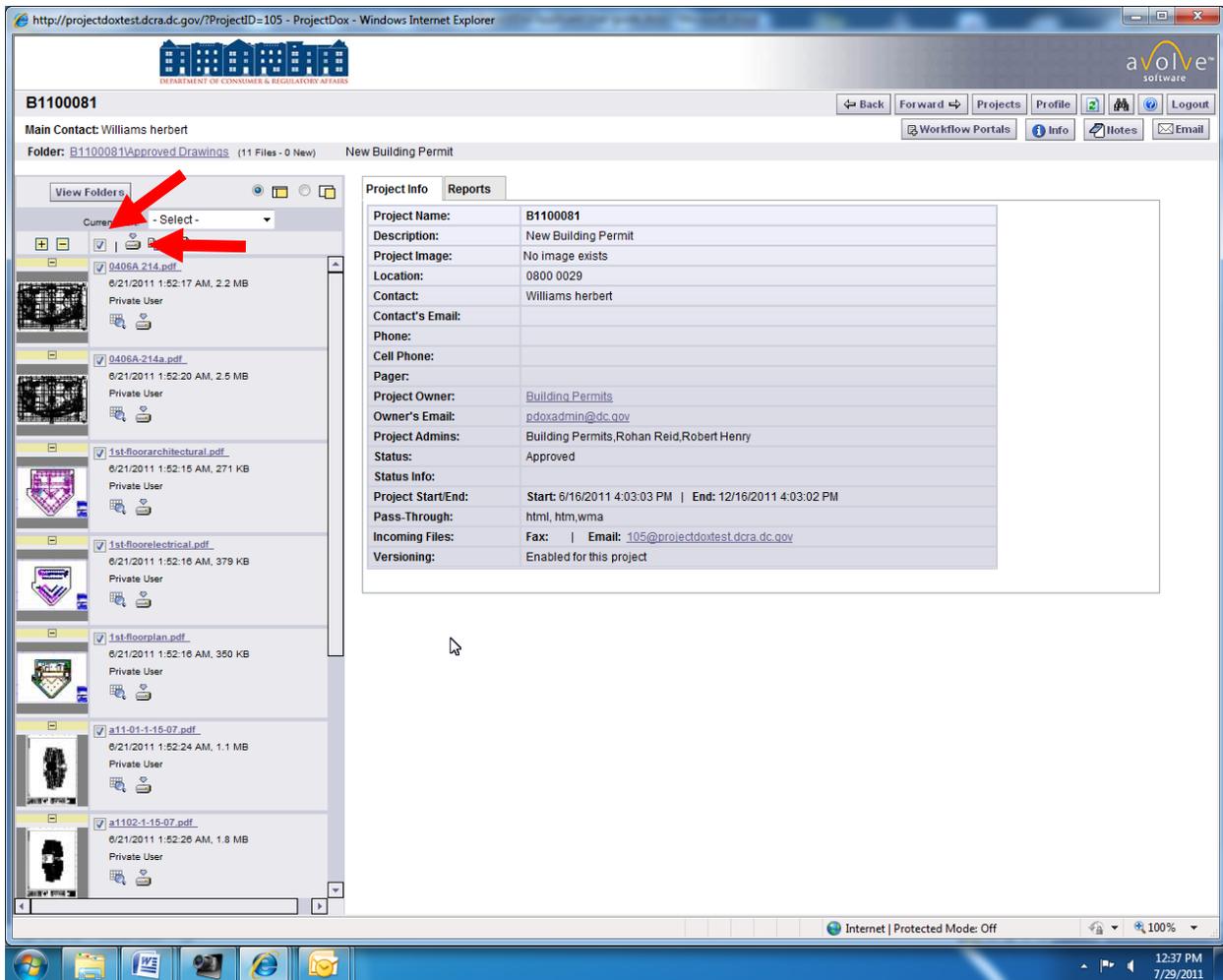
## Printing Approved Drawings

All drawings are converted to PDF's. Adobe Acrobat reader is required to review and print approved drawings. Adobe Reader is a free application that can be downloaded from the Adobe web site. To print the drawings you first must download the drawings. To download the drawings follow the steps below.

1. Login to Project Dox and open the project

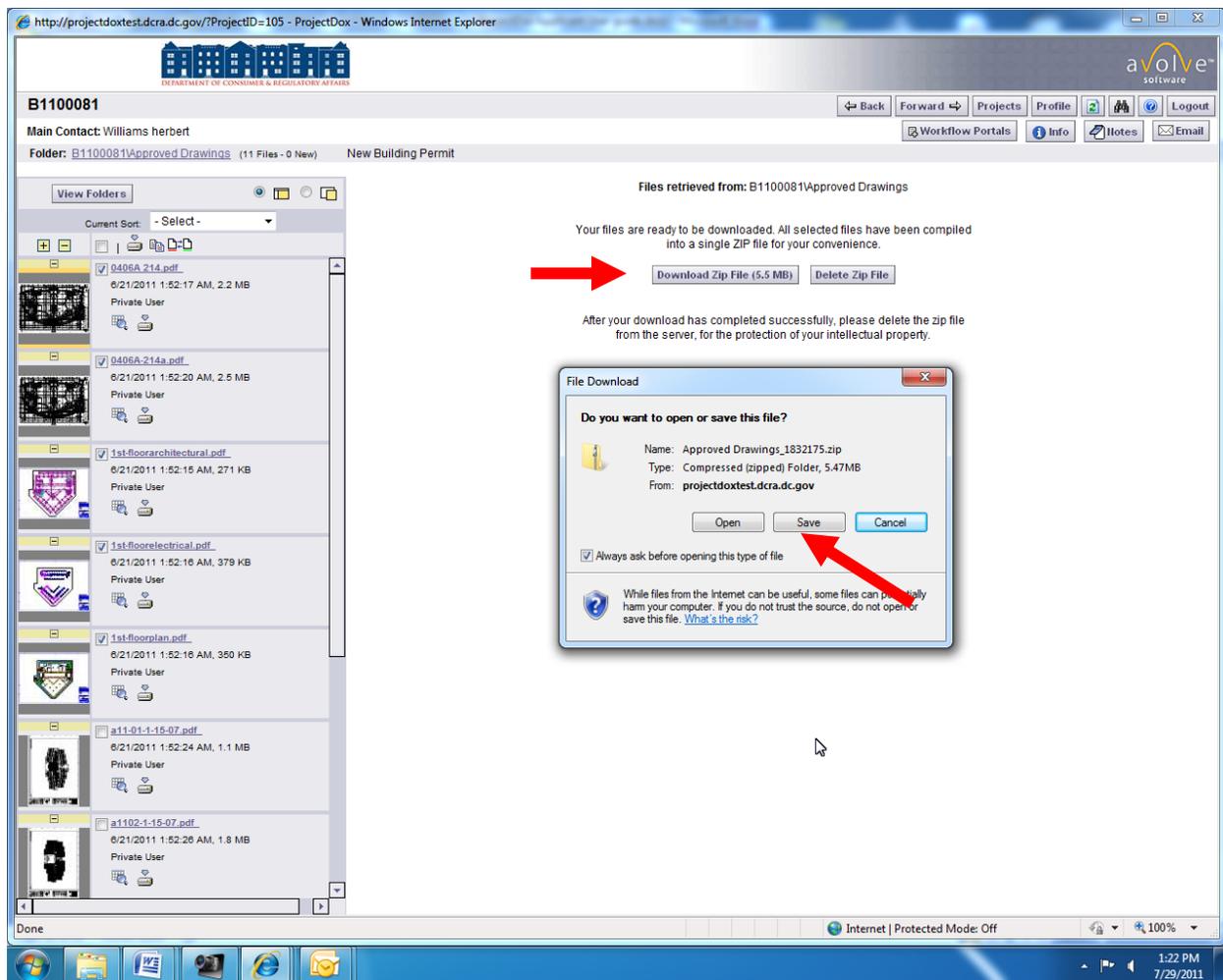


2. Click on the Approved Drawings Folder



3. Select the drawings to download. Select all of the drawings for downloading by checking the select all box above the first listed drawing. To download them individually or selectively select the check box beside the individual drawings.
4. Download the drawing(s) by clicking the download icon. . To download all drawings or selected drawings, use the download icon above the first listed drawing. To download individually, select the download icon next to the selected drawing file.

If you selected more than one drawing, the system will download the files to a zip file. . The following screen will appear to allow you to create and delete the Zip file. After the download has been completed successfully, please delete the zip file from the server, for the protection of your intellectual property.



5. Click the Download Zip File button. Note the button will show how much space will be required to download the files.
6. Click the Save button to place the file in a directory of choice. If you click the Open button, the files are placed in the user's windows profile. Take note of the folder Windows picks for the download. To print the plans at a later time you will need to know the directory where the files were downloaded.
7. Open and Print the files using the Adobe PDF reader software.

**CONGRATULATIONS! Job Well Done**

