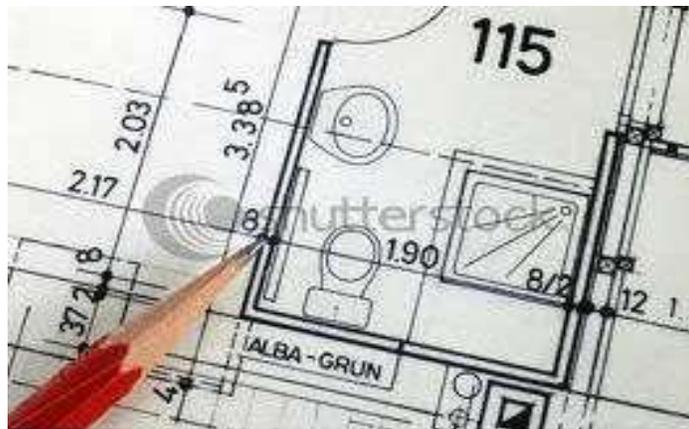




# Department of Consumer and Regulatory Affairs

## ProjectDox

### Electronic Plan Submission



### Applicant User Guide

## Table of Contents

<b>Building Permit Application.....</b>	<b>3</b>
<b>Submission Standards .....</b>	<b>4</b>
Cover Sheet .....	4
Drawing Size Standards .....	4
Border Standard .....	4
File Type Standards .....	4
Naming Documents .....	5
Upload Folder Standards .....	5
Markup Name and Colors Standards.....	6
Architect Stamps .....	6
<b>Initial Invitation to Upload Plans .....</b>	<b>7</b>
<b>Installing Required Browser Components .....</b>	<b>8</b>
<b>Login and Creating a Profile .....</b>	<b>10</b>
<b>Uploading Drawings and Documents .....</b>	<b>12</b>
Document Upload Error.....	19
<b>Prescreening Review.....</b>	<b>20</b>
Prescreening Approved .....	20
Prescreening Rejected .....	21
<b>Sending an Email .....</b>	<b>24</b>
<b>Tracking Review Status .....</b>	<b>26</b>
<b>Resubmitting Rejected Drawings .....</b>	<b>29</b>
<b>Obtaining Approved Permit .....</b>	<b>35</b>
<b>Printing Approved Drawings .....</b>	<b>37</b>

# Building Permit Application

Through ProjectDox, DCRA has the ability to intake building permit applications and building plans electronically. Applicants may complete and submit a building permit application, as well as the plans online. This guide will help applicants through the process. 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.**
2. Go to the DCRA main webpage – **dcra.dc.gov** – to complete a building permit application.
3. Click **Online Services**.
4. Click the link **File Your Permit Application Online (OCPI)**.
5. Fill out and complete a new building permit application (**Incomplete applications will be rejected**).
6. Once completed, an **FJ** number will help track the progress of the project.
7. Write down the **FJ** submission number.
8. Bring the **FJ** number to DCRA's Permit Division (1100 4th ST SW 2nd floor).
9. Get a ticket to see a **Plan Review Coordinator (PRC)**.
10. Pay the **Filing Fee**.
11. Once the application is processed an email with instructions on how to upload the plans online is sent.

## **Supporting Documents!!!**

**Depending on the permit type, supporting documents are required before a review will be performed. Please review the requirements for supporting documents. A submission will be rejected if the required supporting documents have not been submitted electronically. (Plats, Approvals, Etc.)**

# Submission Standards

## Cover Sheet

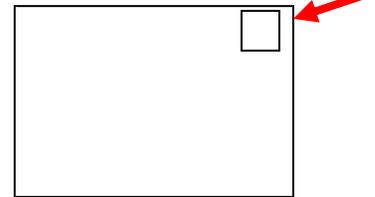
1. Project cover sheet must be included with submission.
2. An index of all drawings must be included.
3. Index sheet must include designations.
  - a) Example: **A0002-Second Level Floor Plan**

## Drawing Size Standards

- Drawing minimum size should be 18" x 24" to facilitate more efficient review of the plans.
- All plans must be drawn to scale and properly set with the appropriate graphic scale included on every drawing sheet.
  - When more than one scale is used on a sheet, an independent graphic scale must accompany the applicable detail.

## Border Standard

- A 5" X 5" area must be reserved at the **TOP RIGHT** corner of **ALL** drawings for DCRA approval stamps. Please leave the top right corner completely blank on all drawings (with exception of the border). This is applicable to all sheet sizes.



- Professional of record electronic stamp must be on every drawing.

## File Type Standards

- Each page of the drawings must be submitted as a single file.
  - **Multiple page files submitted for drawings will be rejected.**
  - DCRA will only accept multiple page files for supporting documents.
- Only Searchable PDF files are accepted for calculation, reports and other supporting documentation (i.e. – non-drawing files).
- Confirm that only trade lines are dark on electrical, mechanical or plumbing/gas drawings by changing the background to grayscale prior to saving as a vector PDF file.
- Files must be monochrome with white background (print-ready).

## Naming Documents

1. ProjectDox files must match the page name of the submitted drawings. The first character must start with the **Discipline Initial** followed by the **Sheet Number**. (See chart below)

i) Example filename: **A0002-SecondLevel.PDF**

- **Discipline** – First character must represent the discipline area. Example: **A** for **Architectural**, **S** for **Structural**. The table at right details all required **Discipline** characters. Ensure that all plans are submitted under the correct discipline.

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	
Civic	CI	0000-9999	
EISF	E	0000-9999	
Elevator	ELV	0000-9999	

- **Sheet Number** – Must be 4 digit numbers with leading zeroes. If subsets are needed, place the decimals after the 4th digit. Ex: P0001-99. Use the "-" to separate the numbers. Do not use periods in the filename except to denote file type (PDF, DWG etc.)

2. Use **alphanumeric symbols only**. Non-alphabetical and non-numerical characters, including but not limited to, the below cannot be used:

! @ # \$ % ^ & \* ( ) \_ { [ ] \ | = + : ; “ ‘ < , > ? / ~ `

3. File names **MUST NOT EXCEED** 70 characters in length.
4. **Please note:** Improperly named files may result in the file being rejected and sent back for proper renaming.

## Upload Folder Standards

- All documentation (any non-drawing files like Plats and Approvals) must be uploaded into the SUPPORTING DOCUMENTS folder for each project.
- All plans/drawings must be uploaded to the DRAWINGS folder for each project.
- **Resubmitted Drawings must always be re-submitted with the exact SAME FILE NAME as the original submissions.**

## 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 required on the electronically submitted plans. Please ensure that all plans are stamped before they are uploaded. DCRA will also accept, in addition, a certification letter on the firm's official letterhead. If submitting a certification letter, the letterhead should contain the project name, project address and state the name of the architect on record, and must be uploaded into the **Supporting Document Folder**. All letterhead submissions must include license numbers for verification with the Office of Professional License Administration (OPLA) located at DCRA. During the Prescreen process all Licenses will be verified.

## Initial Invitation to Upload Plans

Once the application is processed, an ePlan Review invitation will be sent to the email address attached to the application. The invitation email will contain instructions and login information. Below is a screen shot of the ePlan Review Invitation.

**Department of Consumer & Regulatory Affairs**

**District of Columbia ePlan Review Invitation**

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.  
**Supported Drawing Plan Formats: DWG, DGN, DWF, PDF, PLT**

**Instructions** ←

1. Click the Project Access link below
2. Enter your User Login and Temporary Password
3. Click on the Project link on the "My Projects" page
4. Click on the Supporting Documents folder
5. Click the Upload Files button and follow the instructions to upload your supporting documents
6. Click on the Drawings folder
7. Click the Upload Files button and follow the instructions to upload your drawings
8. Your drawings and support documents have now been submitted for plan review

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.

→ [Login To ProjectDox](#)

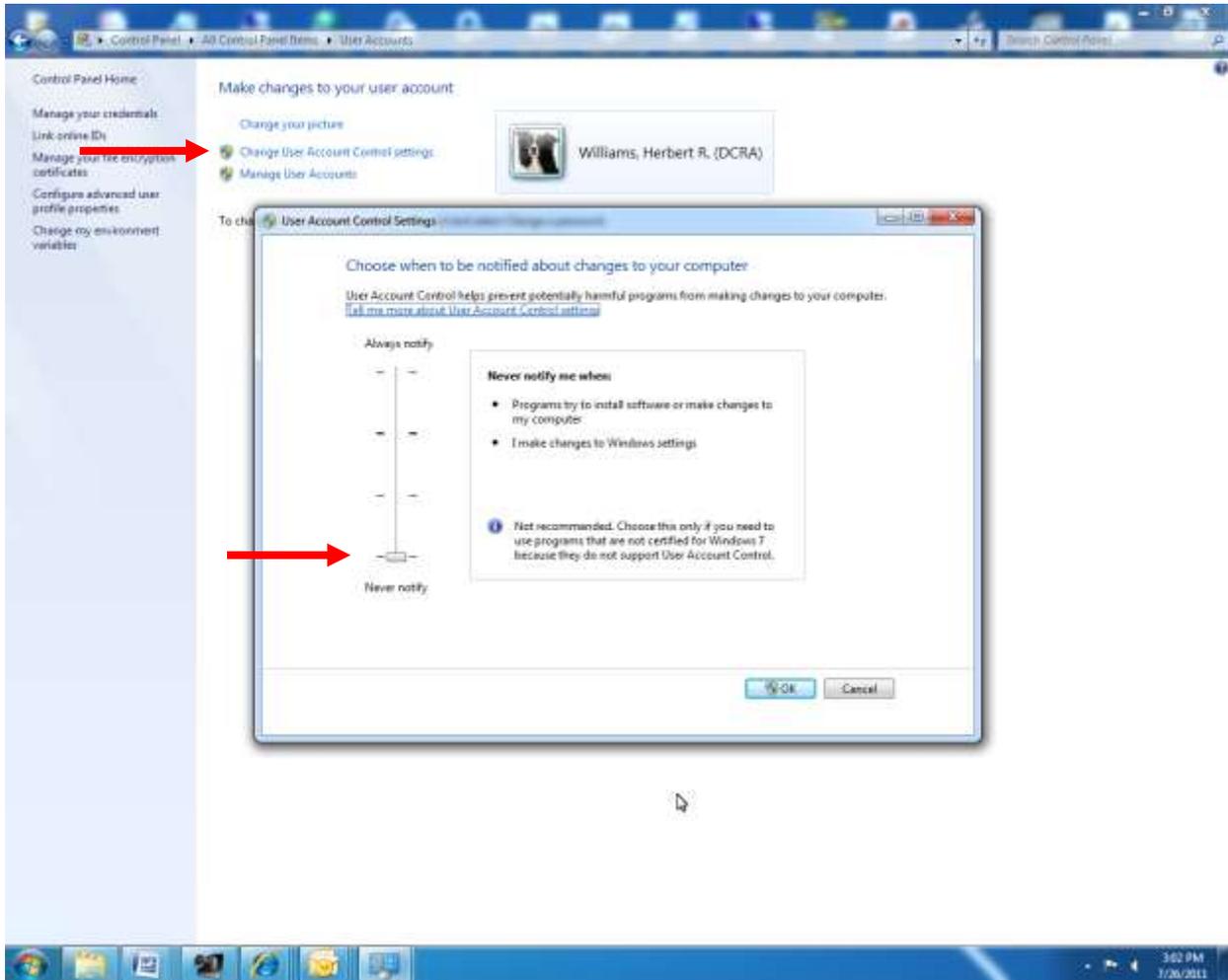
© 2010 Department of Consumer and Regulatory Affairs

Click **Login To ProjectDox** to upload drawings and supporting documents.

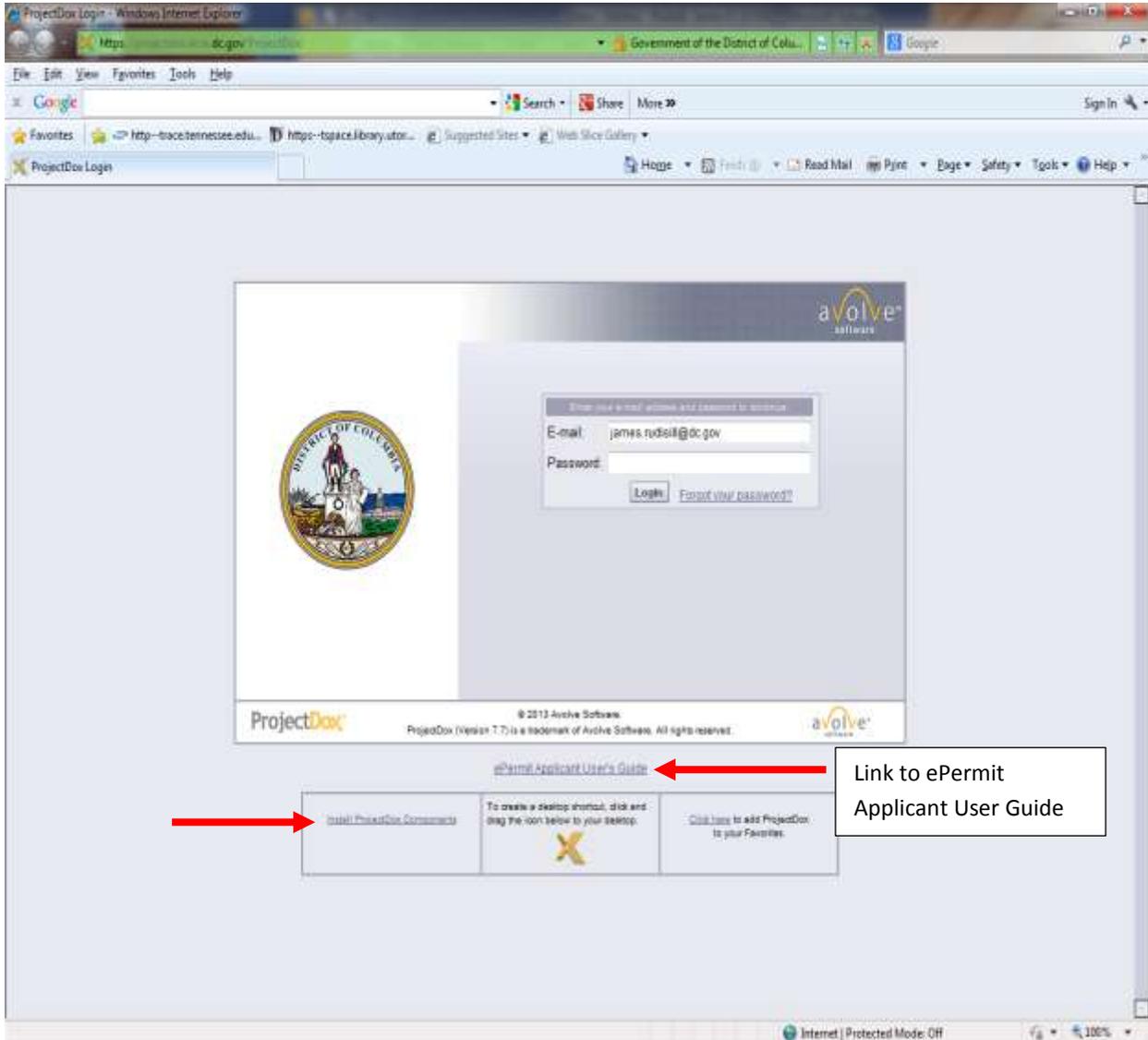
## Installing Required ActiveX Components

**Prior to logging on to the ProjectDox application, disable all pop-up blockers.** Google tool bar includes a separate pop-up blocker and must also be turned off.

Full administrative rights are required. Windows 7 users must turn off the Account Control Setting. To access: Start/Control Panel/User Accounts/Change User Control settings/Never Notify/Click OK. To complete the installation reboot the computer.



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. Utilizing different computers will require separate installations on each unique computer.



# Login

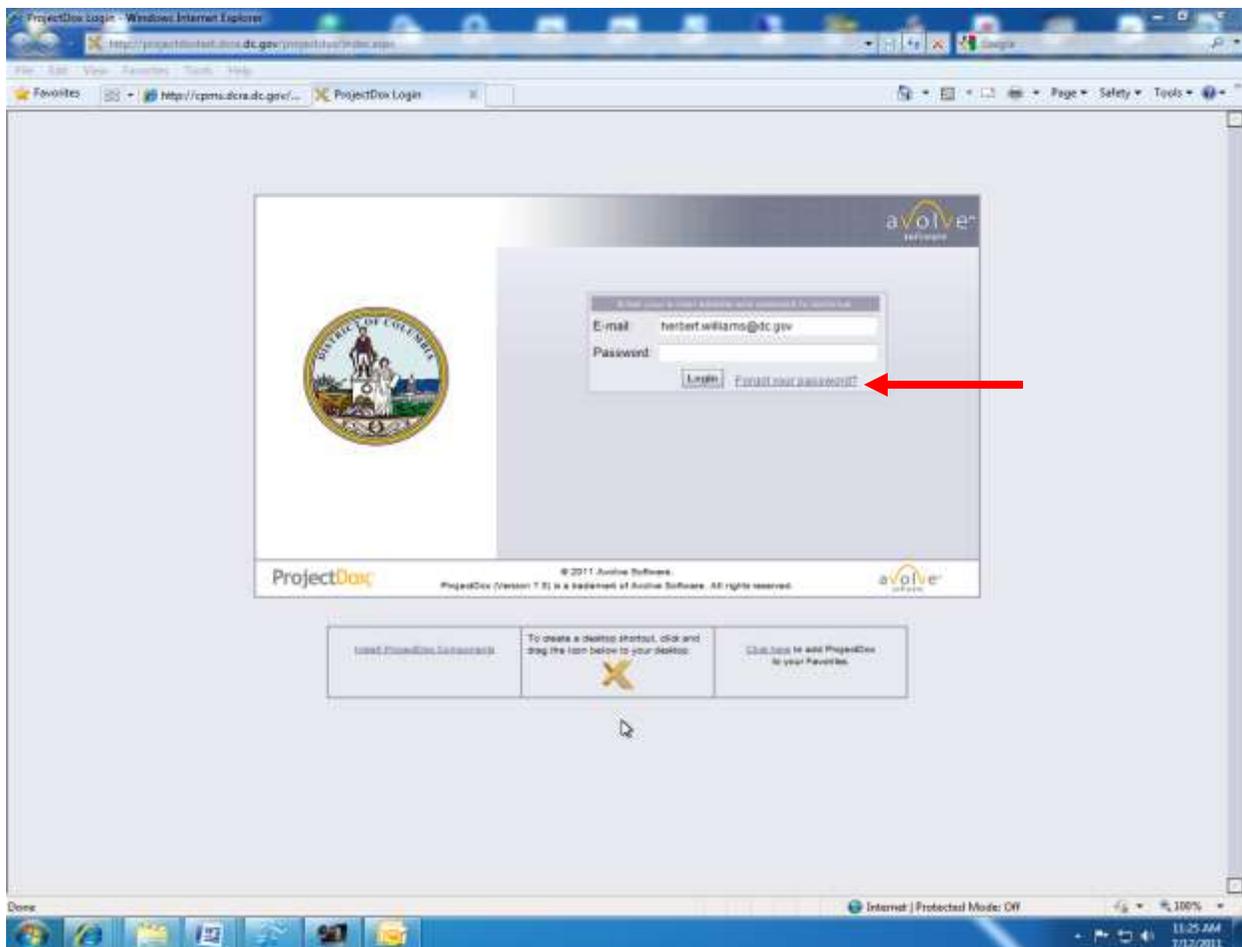
**New Users** – When invited to a project, customers will receive an email containing login information as well as a link to the project.

1. To sign in, enter the email address and temporary password.
2. Click **Login**.
3. The Profile Information Screen will display for first time users only.
4. Enter a new password and personal account information. A security question is required.
5. Click **SAVE** to save the profile.

The screenshot shows a web browser window displaying the profile information page for Herbert Williams. The page is titled "Settings for Herbert Williams (herbert.williams@dc.gov)". It features a "Change Password" section with fields for "Current password", "New password", and "Confirm new password". A "Password Reset Question & Answer" section includes a "Security question" field with the value "my truck" and a "Security answer" field with the value "-Answer has been encrypted-". A red arrow points to the "Security answer" field. Below this is the "Profile Information" section, which is a "Required field" containing a form with the following fields: "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" (202 442-9347), "Fax", "Mobile", "Pager", "Status" (Browse...), and "Language" (en). A red arrow points to the "Save" button at the top right of the profile information form. The browser's address bar shows "http://projectstest.avolve.gov/ProjectDoc/". The system tray at the bottom of the window shows the time as 11:45 AM on 7/13/2011.

## Existing/Returning Users

1. Access the ProjectDox website – [projectdox.dcr.dc.gov](http://projectdox.dcr.dc.gov).
2. Enter full email address and password. Click **Login**.
3. Forgot Password.
  - a. Click **Forgot Password**.
  - b. Follow prompts for new password.
  - c. Answer the personalized security question.
  - d. The new password will be sent via email.
4. If unable to reset the password contact [eplans.dcr@dc.gov](mailto:eplans.dcr@dc.gov).
  - a. Ask for assistance with the ProjectDox Password Reset.
  - b. Supply full email address of the applicant.



## Uploading the Drawings and Documents

1. After login, the project list screen will display current projects. Outstanding tasks requiring action are displayed in the **My Task List** under **Project**. Projects are listed in order by permit number. The 15 most recent projects display first. Click **All Projects** or the directional arrows to find all other projects. The **Task List** will only display current projects requiring a completed step.

The screenshot shows the ProjectCenter.gov interface. At the top, there are navigation tabs: 'Recent Projects' and 'All Projects'. A red arrow points to the 'All Projects' tab. Below the tabs is a table of projects with columns: Project, Options, Description, Owner, and Status. A red arrow points to the first row of the table. Below the project list is a pagination control with arrows and the number '14'. A red arrow points to the right arrow in the pagination control. Below the project list is a 'Task List' section with columns: Project Name, Task, Attached To, Status, Created On, Updated On, and Updated By. A red arrow points to the first row of the task list. A box labeled 'Your Task List' is positioned below the task list section.

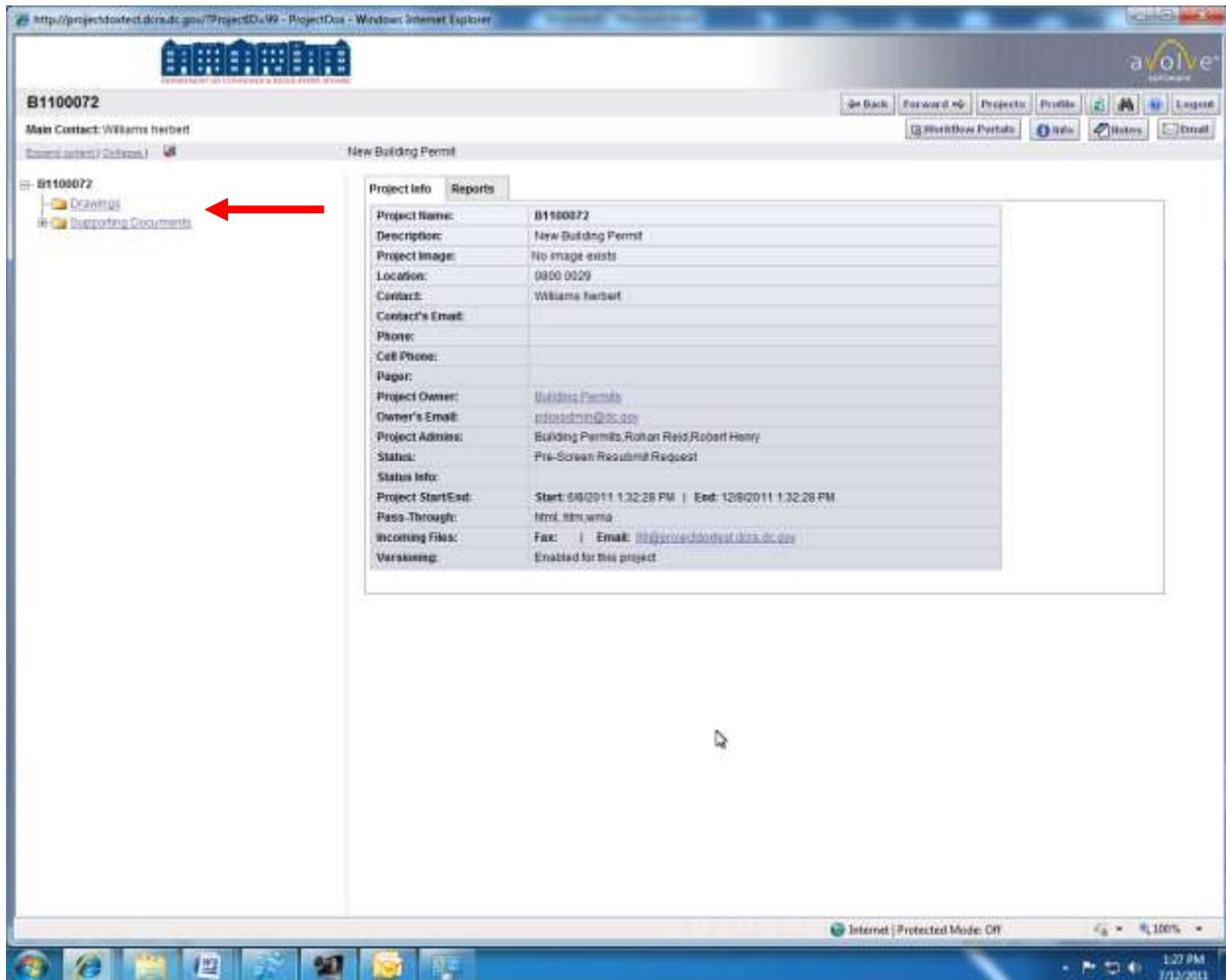
Project	Options	Description	Owner	Status
01100072	[Icons]	New Building Permit	Building Permits	Pre-Screen Request
01100071	[Icons]	New Building Permit	Building Permits	Under Review
01100070	[Icons]	New Building Permit	Building Permits	HFC
01100069	[Icons]	New Building Permit	Building Permits	Under Review
01100068	[Icons]	New Building Permit	Building Permits	Under Review
01100067	[Icons]	New Building Permit	Building Permits	HFC
01100066	[Icons]	New Building Permit	Building Permits	Pending Payment
01100065	[Icons]	New Building Permit	Building Permits	Under Review
01100064	[Icons]	New Building Permit	Building Permits	Pending Payment
01100063	[Icons]	New Building Permit	Building Permits	Approved
01100062	[Icons]	New Building Permit	Building Permits	Under Review
01100061	[Icons]	New Building Permit	Building Permits	Under Review
01100060	[Icons]	New Building Permit	Building Permits	Approved
01100059	[Icons]	New Building Permit	Building Permits	HFC
01100058	[Icons]	Alteration and Repair Permit	Building Permits	Final Processing

Project Name	Task	Attached To	Status	Created On	Updated On	Updated By
01100072	ReviewDrawings	File Room	Accepted	7/11/2011 3:11:27 PM	7/11/2011 3:16:40 PM	herbert.williams@dc.gov
01100071	ReviewGA	GA Review	Pending	7/11/2011 2:02:11 PM	7/11/2011 2:02:11 PM	
01100070	ReviewCertificates	GA Review	Accepted	7/11/2011 1:47:54 PM	7/11/2011 1:48:31 PM	herbert.williams@dc.gov
01100069	ReviewGA	GA Review	Pending	7/8/2011 1:45:15 AM	7/8/2011 1:45:15 AM	
01100068	DonorNotification	Zoning Review Supervisor	Accepted	7/1/2011 4:58:25 PM	7/1/2011 5:17:35 PM	herbert.williams@dc.gov
01100067	ReviewGA	GA Review	Pending	6/28/2011 11:36:25 AM	6/28/2011 11:36:25 AM	
01100066	ReviewGA	GA Review	Pending	5/28/2011 11:20:12 AM	5/28/2011 11:20:12 AM	

2. To upload **Drawings** and **Supporting Documents** select the specific project.

3. The project screen will display project information and the folder used for uploading both **Drawings** and **Supporting Documents**.
4. Click the **Drawings** folder to upload plan drawings.
5. Click the **Supporting Documents** folder to upload other related supporting documents.

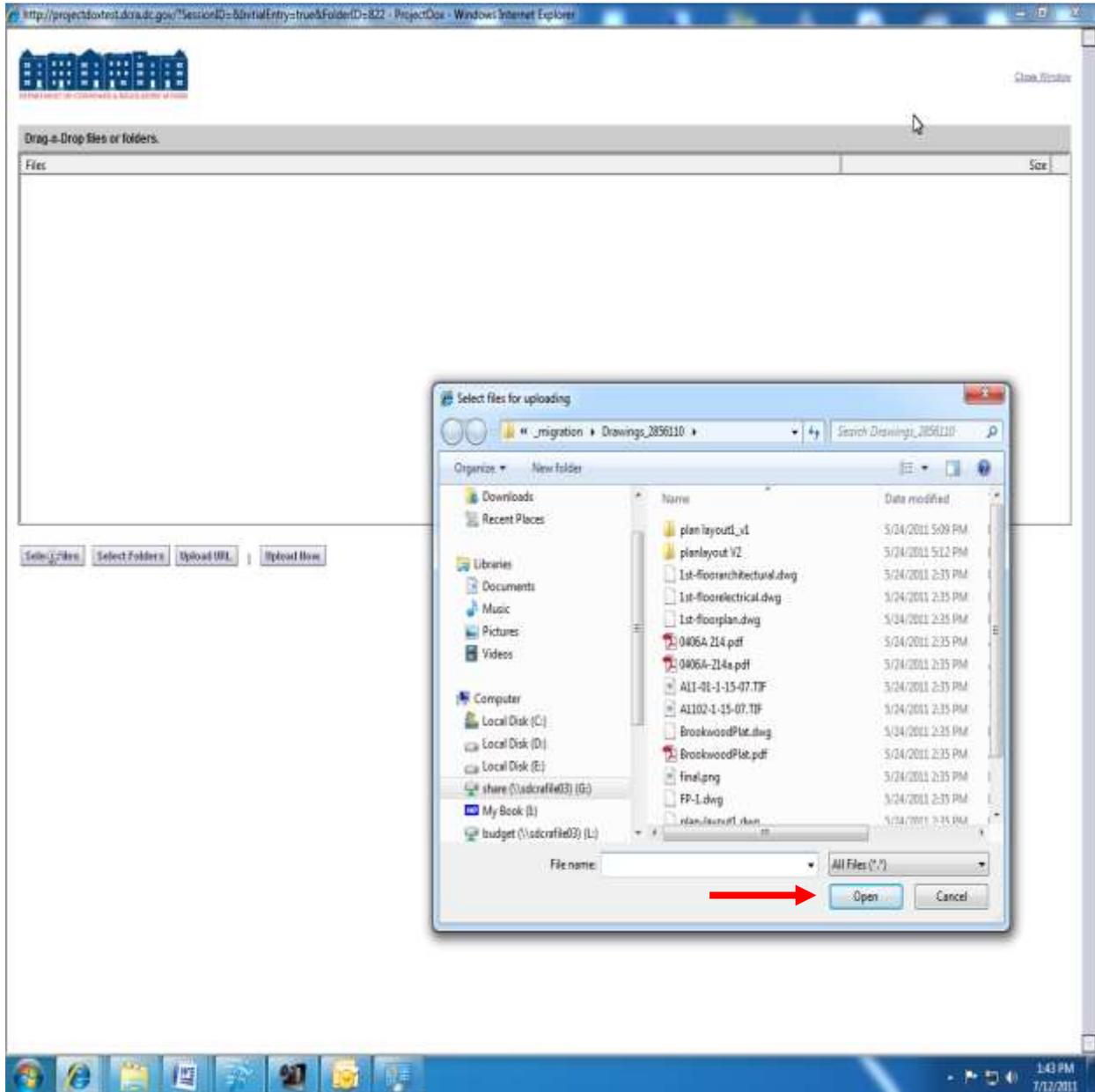


## 6. Click Upload Files.

Project Info

Project Name:	B1100072
Description:	New Building Permit
Project Image:	No image exists
Location:	0800 0029
Contact:	Williams herbert
Contact's Email:	
Phone:	
Cell Phone:	
Pager:	
Project Owner:	<a href="#">Building Permits</a>
Owner's Email:	<a href="mailto:pdoadmin@dcr.dc.gov">pdoadmin@dcr.dc.gov</a>
Project Admins:	Building Permits,Rohan Reid,Robert Henry
Status:	Pre-Screen Resubmit Request
Status Info:	
Project Start/End:	Start: 6/8/2011 1:32:28 PM   End: 12/8/2011 1:32:28 PM
Pass-Through:	html, htm, wma
Incoming Files:	Fax:   Email: <a href="mailto:99@projectdoctest.dcr.dc.gov">99@projectdoctest.dcr.dc.gov</a>
Versioning:	Enabled for this project

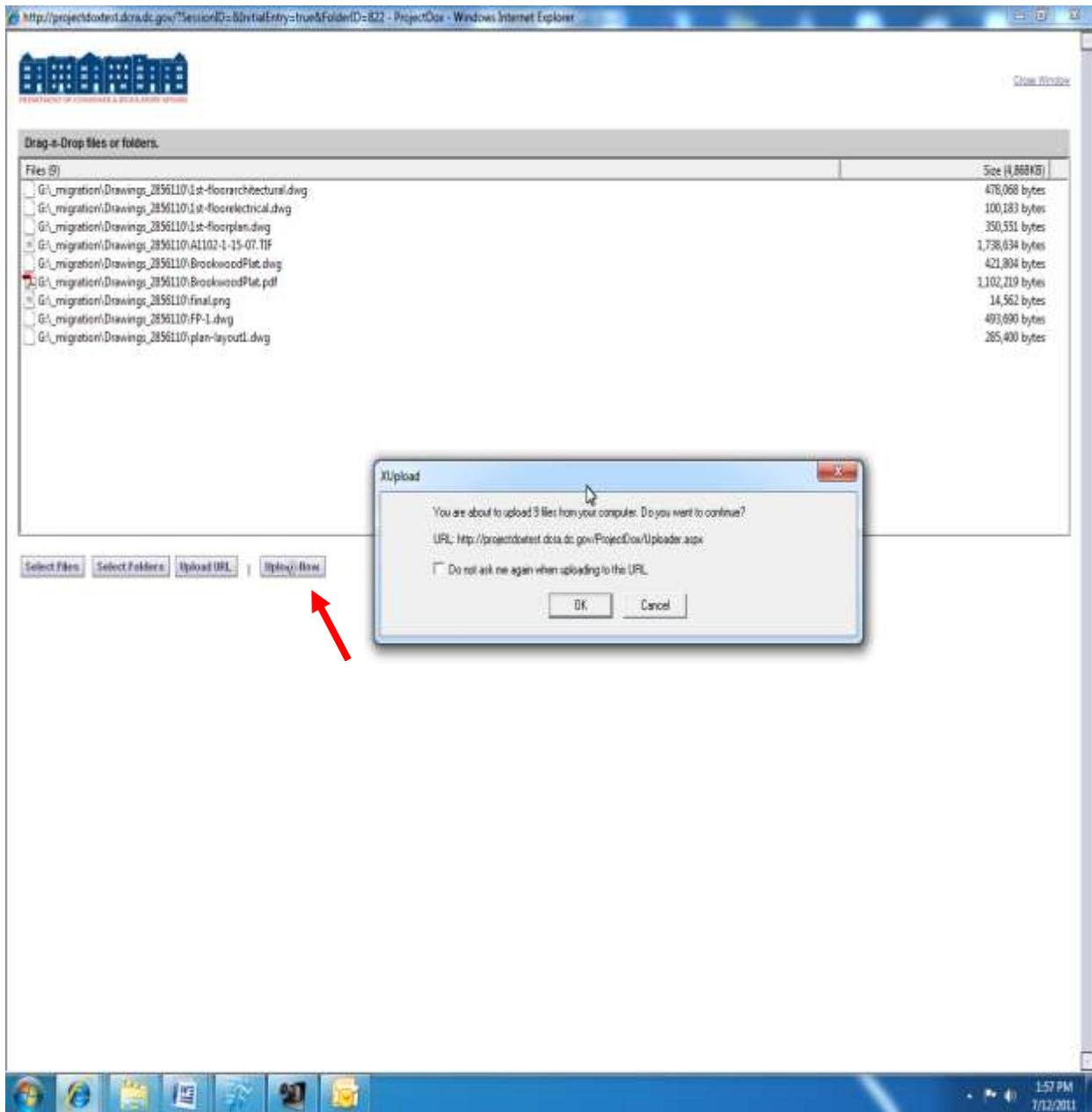
7. Select the proper file location to upload documents. Multiple files may be selected by using the **Shift** or **Ctrl** keys.
8. Click **Open**. The files will then be copied to the upload windows.



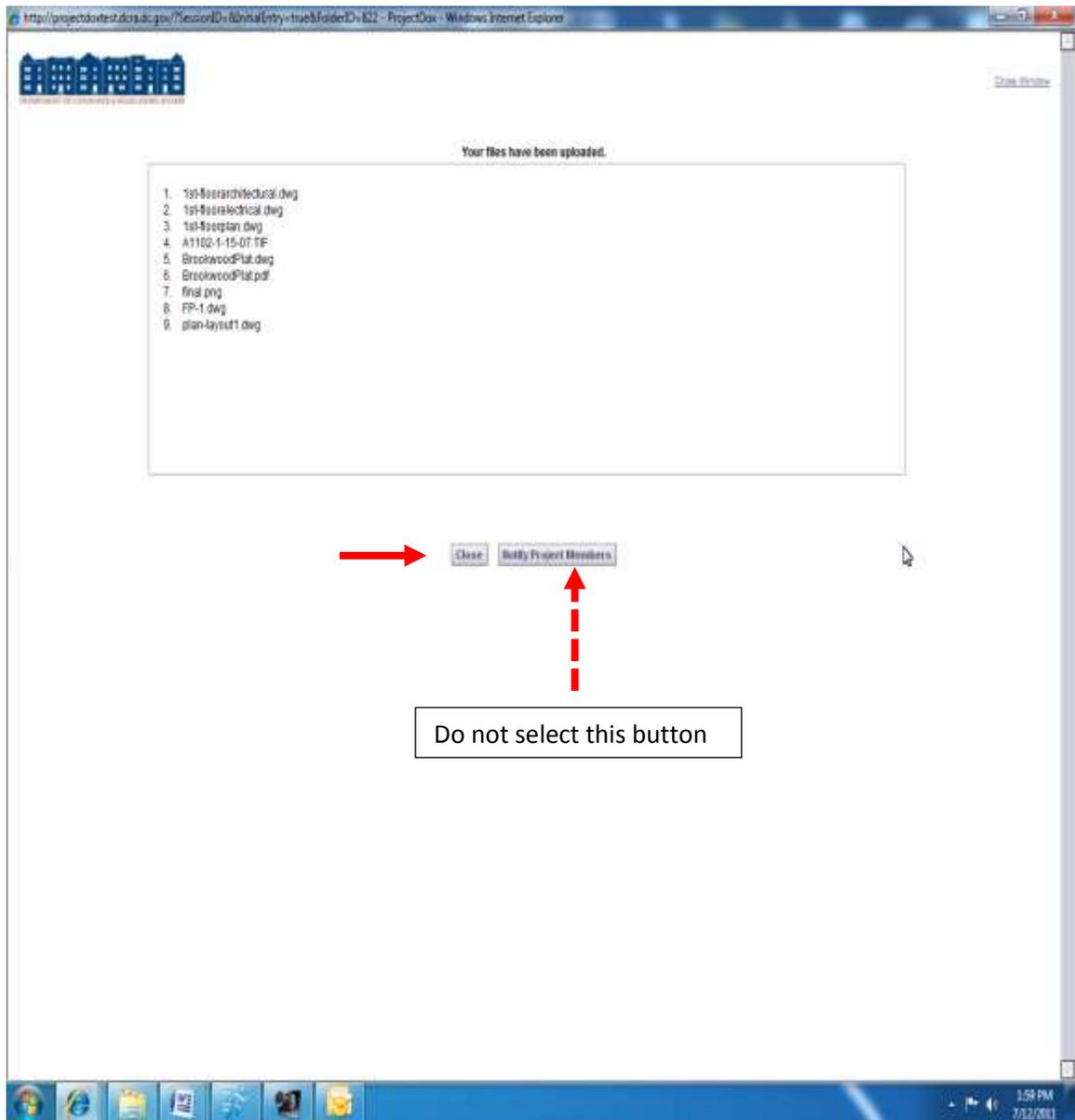
9. Once all documents have been uploaded click **Upload Now**.

10. Click **OK** in the dialog box.

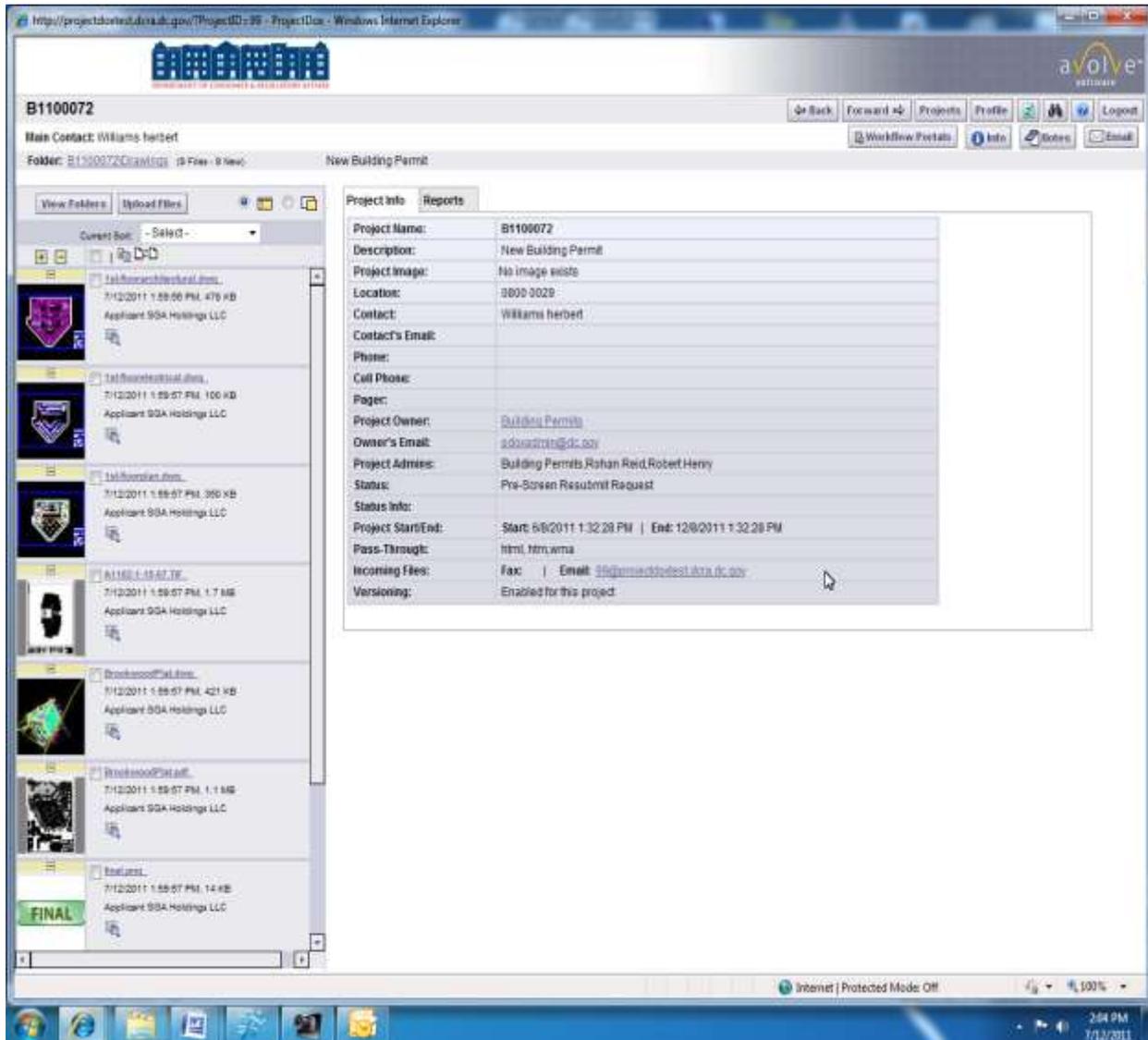
- a. Check **Do not ask me again when uploading to the URL** and then click **OK** to eliminate this step in future uploads. The file will be copied to the project.



11. Click **Close** to exit the upload process.



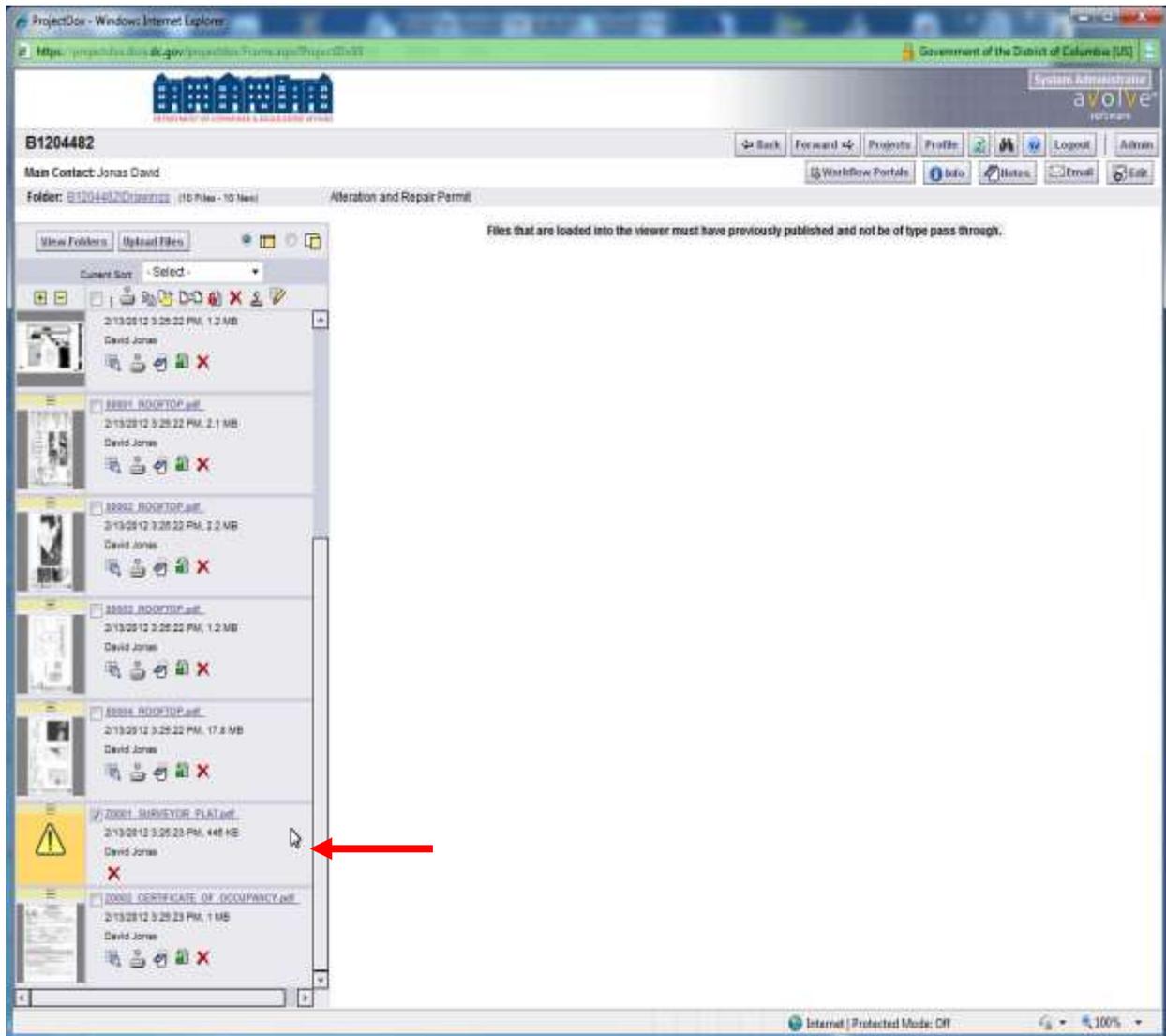
- Once the files are uploaded, the folder is replaced by thumbnail images of each file contained in the folder. The file name, author, date and any relevant file icons are displayed under each thumbnail.



**Congratulations!** Part one of submitting the project plans electronically has been completed. A notification has been sent to the Plan Review Coordinator (PRC) who will start the Prescreening Review and determine that all submittal requirements have been met. Please log out. The next step will require the PRC to review submitted drawings and supporting documents to ensure proper submittal.

## Document Upload Error

Below, one of the documents did not load successfully. Please save the document in a different location and follow the steps above to upload the drawing(s) again.



## Prescreening Process

A **Prescreening Approval** e-mail is sent once the applicant has met all submittal requirements containing instructions for the next step. A **Prescreening Rejection** e-mail is sent if the applicant has missing items or questions from DCRA about the submission(s).

### Prescreening Approval

The applicant receives a **Prescreening Approval** e-mail indicating the project submission was accepted and the PRC starts the review process.

#### 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: ,**

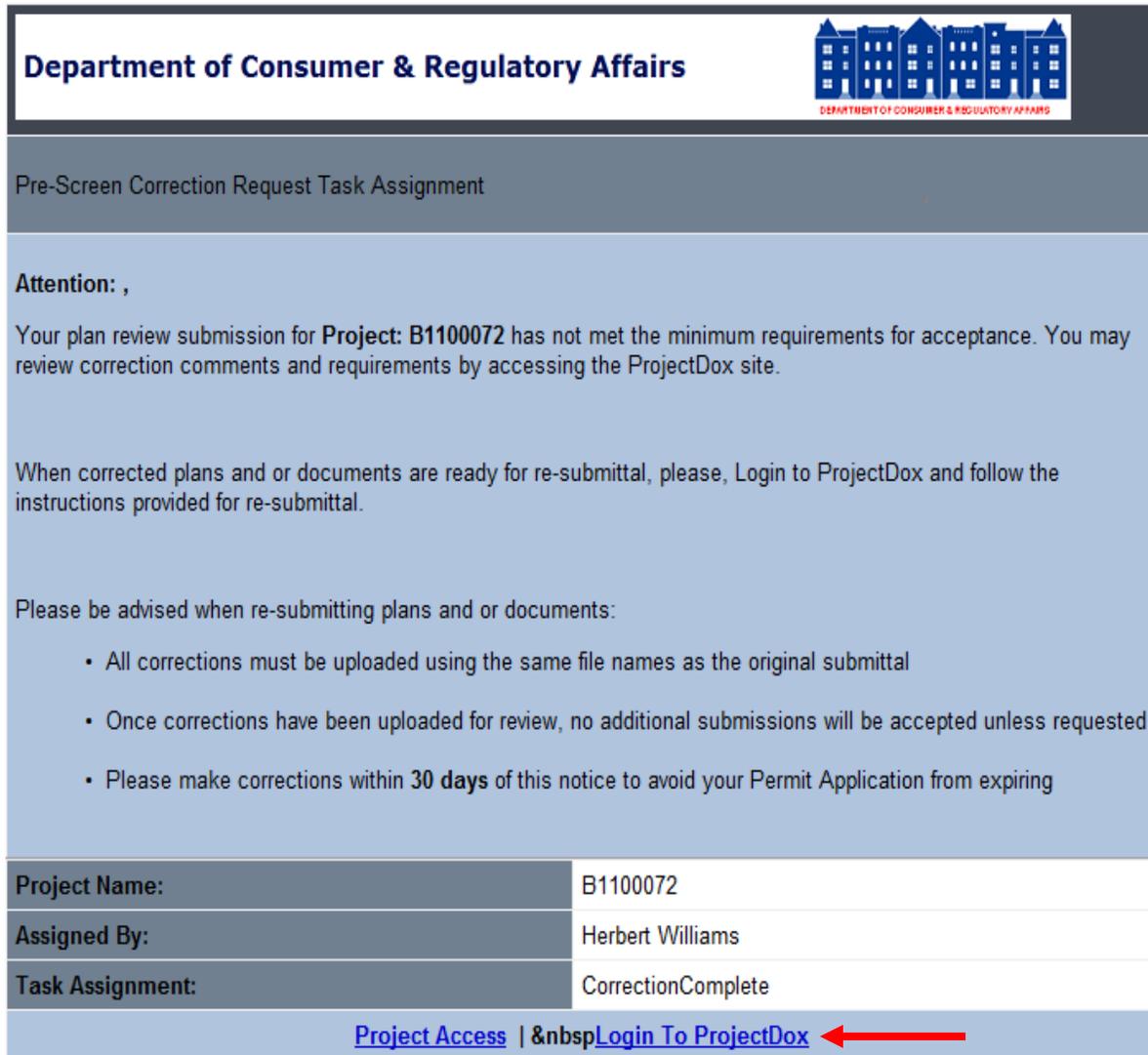
Thank you for using the City of Washington DC ePlan Review System. This is to inform you that permit application "B1100081" has passed the pre-screen review process and will now begin the formal review process. If you have any questions please contact the DCRA Building Department.

<b>Project Name:</b>	B1100081
<b>Task Assignment:</b>	NotifyApplicantPreScreenAcceptance

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

## Prescreening Rejection

The applicant receives a **Prescreening Rejection** e-mail if submittal requirements were not met. At this point, the applicant may review any comments from the PRC by accessing the project. The applicant must respond and complete the necessary task for resubmittal. The following steps explain 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:

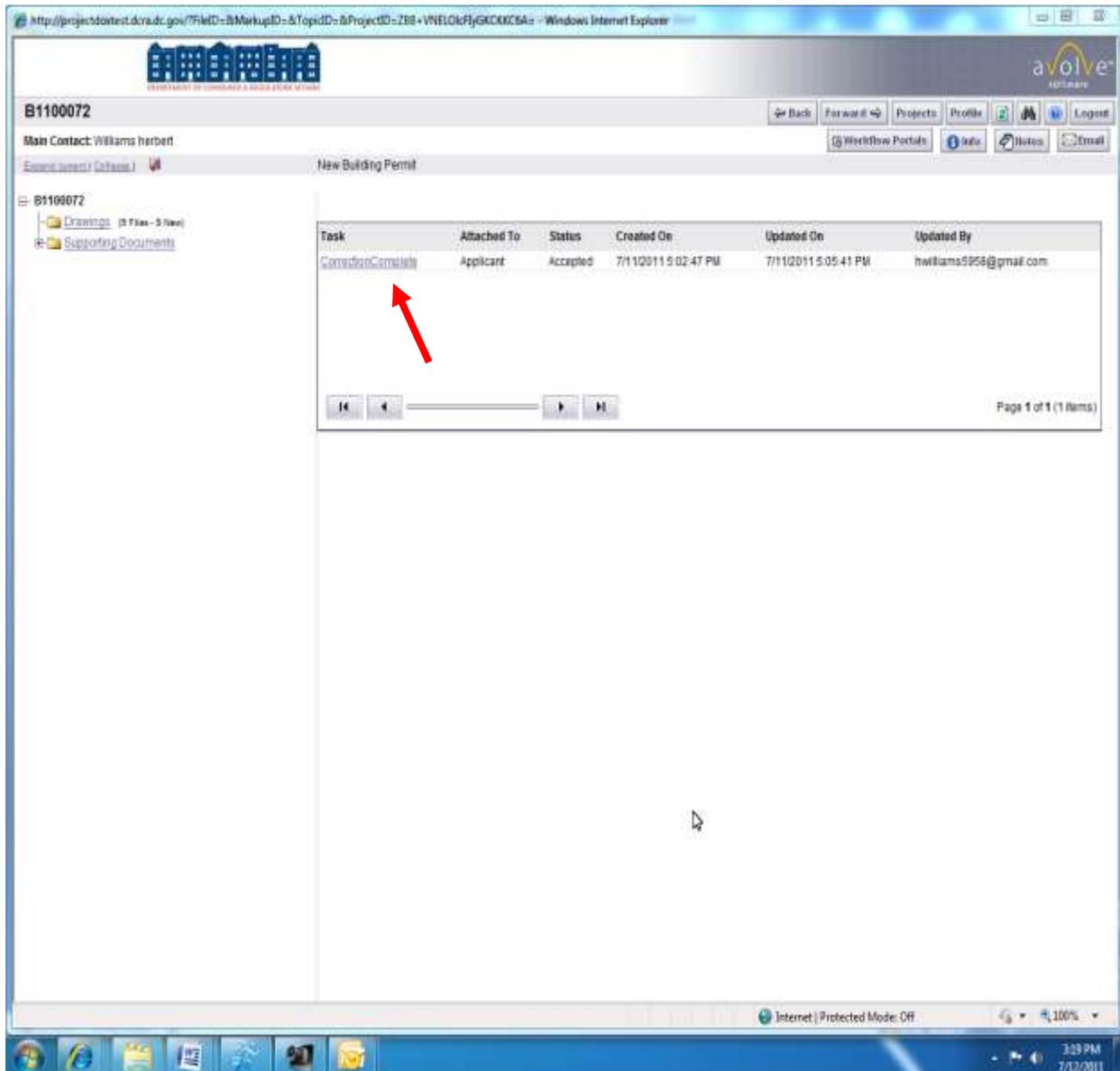
- All corrections must be uploaded using the same file names as the original submittal
- Once corrections have been uploaded for review, no additional submissions will be accepted unless requested
- Please make corrections within **30 days** of this notice to avoid your Permit Application from expiring

Project Name:	B1100072
Assigned By:	Herbert Williams
Task Assignment:	CorrectionComplete

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

1. Select **Login To ProjectDox** at the bottom of the **Prescreening Rejection** e-mail to access the Task List.

2. Select the project.
3. Select **Workflow Portals** to access the Task List. A new task will be assigned.
4. Select **CorrectionComplete**.



5. The eForm will show issues/questions with the submission.
6. Select **Save and Close** at any point to exit the eForm.
  - a. **Note:** Access to the **CorrectionComplete** task is granted until **Corrections Complete** is selected.
7. Make all requested changes to include uploading new or additional drawings.
8. Select **I have uploaded the corrected documents and drawings as indicated below** once all corrections are completed.
9. Select **Corrections Complete**.
10. The task is complete and the PRC has been notified of the updates.

http://projectdortest.dcr.dcgov/?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 ( hwilliams595B@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 application in the Documents folder.

Corrections Complete Save Save And Close Close

## Sending an Email

E-mails are used to communicate between the PRC, Plan Reviewers and applicants. Under the Project List screen, an e-mail icon allows the applicant to send e-mails to DCRA staff.

The screenshot displays the Project List screen in the ProjectDoc system. The main table lists 15 projects, with a red arrow pointing to the email icon in the Options column for project B1100088. Below the main table is a task list table.

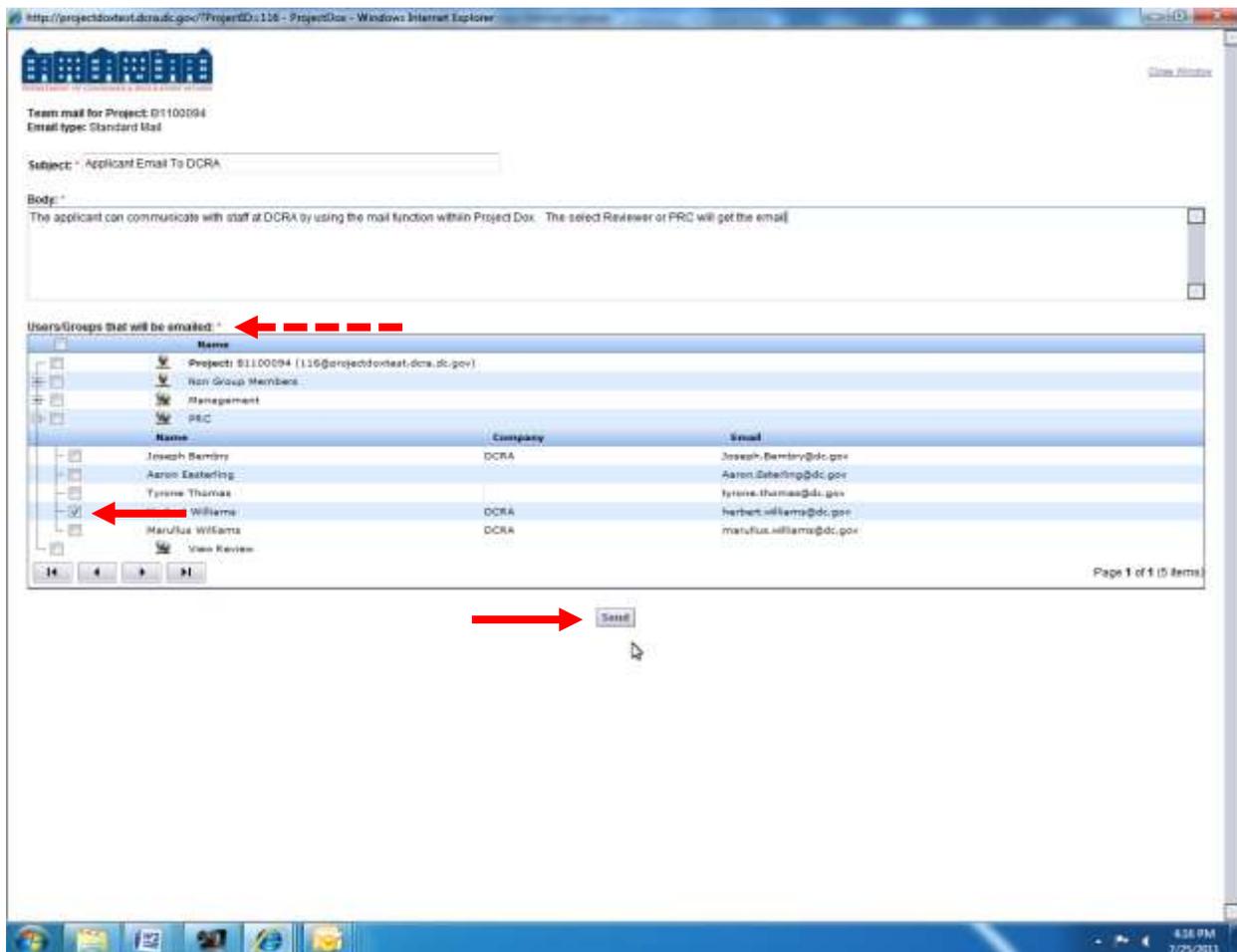
Project	Options	Description	Owner	Status
B1100084		New Building Permit	<a href="#">Building Permits</a>	HFC
B1100092		New Building Permit	<a href="#">Building Permits</a>	Under Review
B1100088		New Building Permit	<a href="#">Building Permits</a>	HFC
B1100081		New Building Permit	<a href="#">Building 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
B1100053		New Building Permit	<a href="#">Building Permits</a>	Pending Payment
B1100069		New Building Permit	<a href="#">Building Permits</a>	Pre-Screen Review
B1100078		New Building Permit	<a href="#">Building Permits</a>	HFC

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 8:07:53 PM	7/11/2011 12:54:06 PM	hwilliams5958@gmail.com
B1100070	<a href="#">ApplicantResubmit</a>	Applicant	Pending	6/22/2011 11:29:40 AM	6/22/2011 11:29:49 AM	hwilliams5958@gmail.com
B1100056	<a href="#">ApplicantResubmit</a>	Applicant	Accepted	5/24/2011 12:25:18 PM	5/24/2011 12:29:31 PM	hwilliams5958@gmail.com

1. Navigate to the **Project List** screen.
2. Select the icon under the **Options** column next to the desired project.

3. The below e-mail message window will pop-up.
4. Enter the **Subject** of the email.
5. Enter the **Body Text** of the Email.
6. Select the desired DCRA staff from the User Group list.
  - a. Names are listed by Group/Division.
  - b. **Note: To e-mail reviewers, select the E-mail Group.**
7. Click **Send**.
8. A confirmation screen appears listing all selected DCRA staff.
9. Close the window.
10. DCRA has also provided a direct contact e-mail for general questions:  
[eplans.dkra@dc.gov](mailto:eplans.dkra@dc.gov)



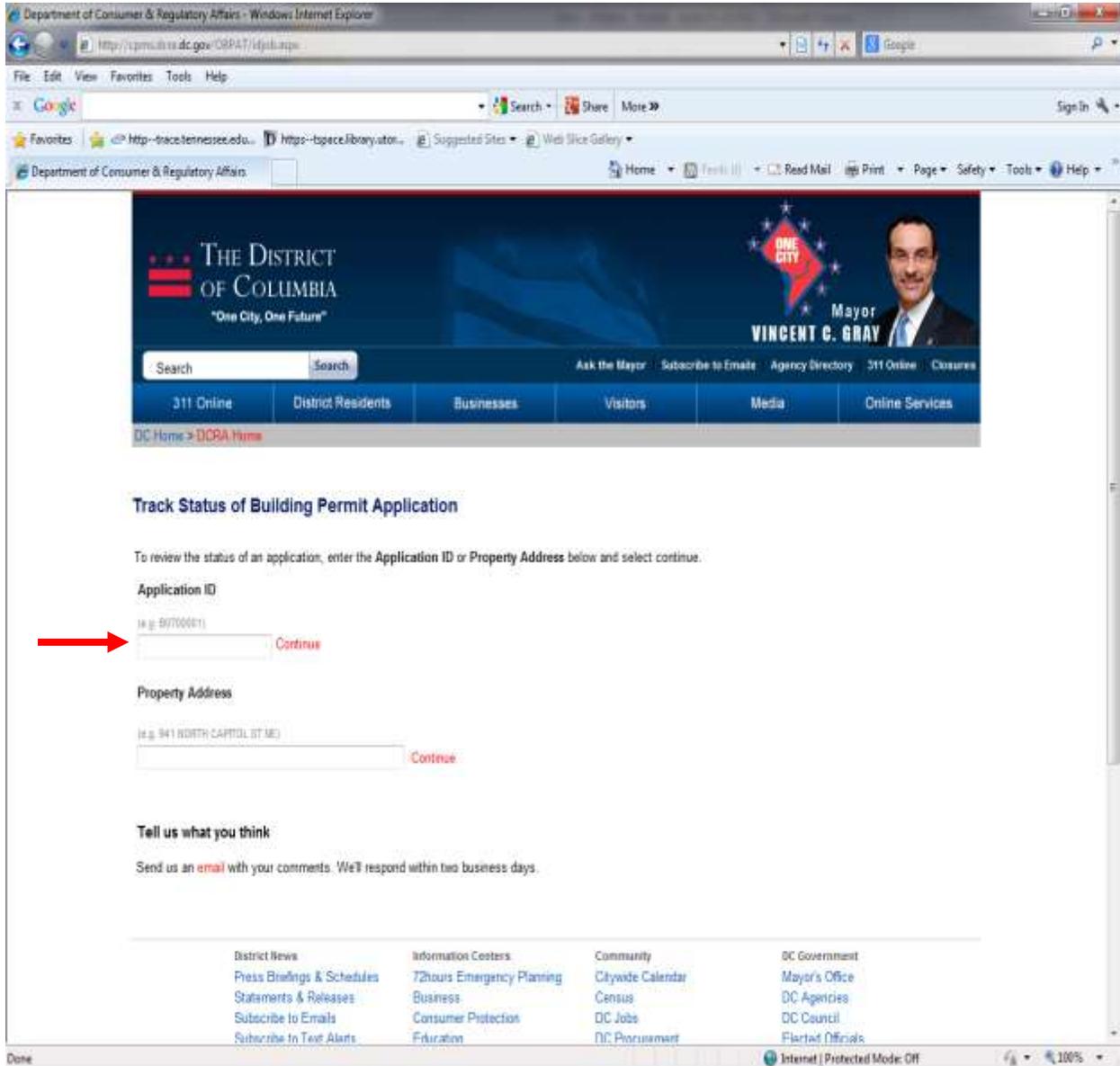
# Tracking Review Status

Applicants may track the progress of reviews utilizing the DCRA Online Building Permit Application Tracking program.

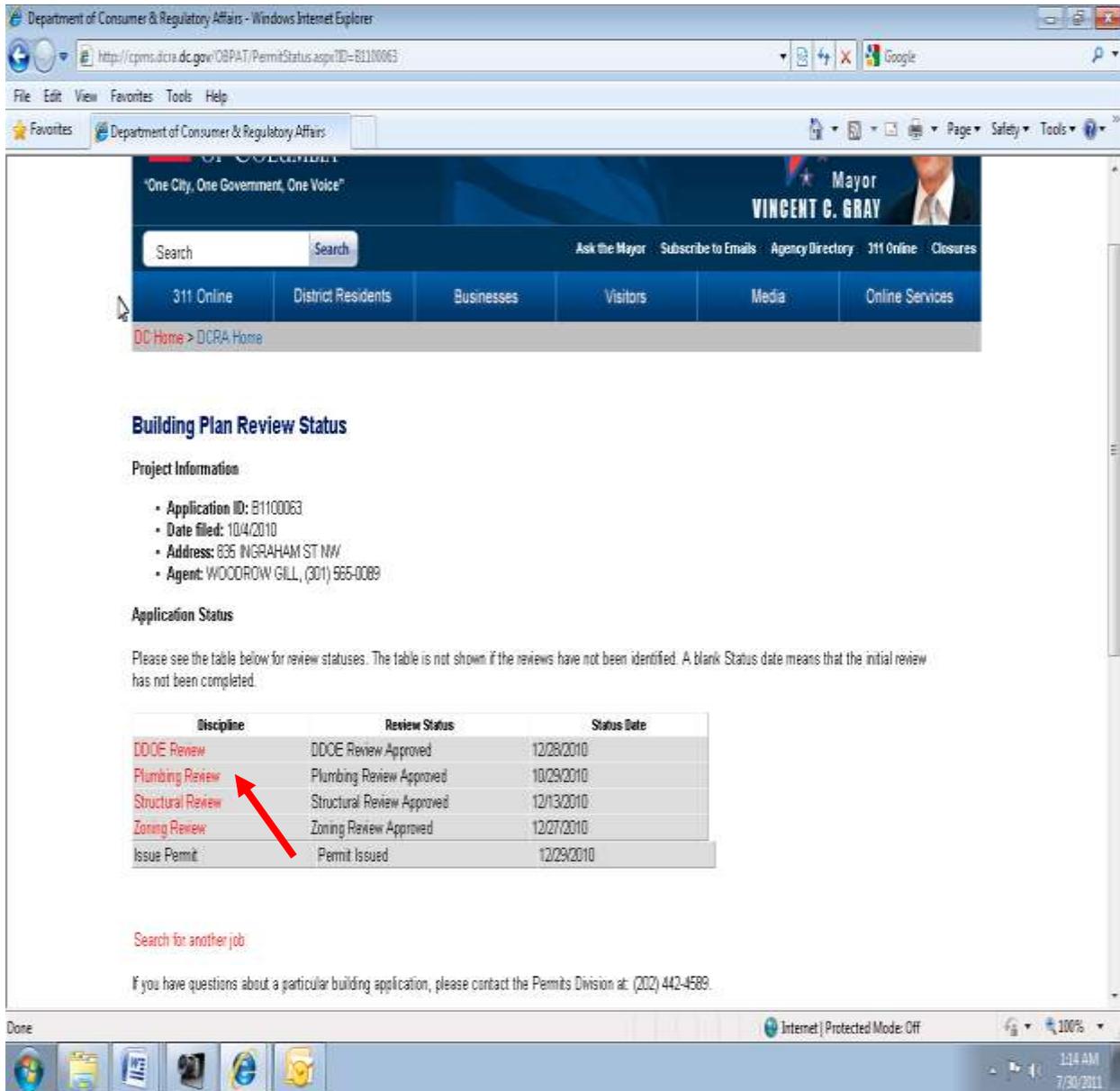
1. Go to the DCRA website **DCRA.DC.GOV** to access a specific application.
2. Click **Online Services**.
3. Click **Check Your Permit Status Online (OBPAT)**.



4. The application will prompt you to enter the **Application ID** or **Property Address**.
5. Select **Continue**.



6. The system will display the below screen.
7. Click **Description** for detailed comments from each reviewer.



## Resubmitting Rejected Drawings

The applicant will receive an e-mail indicating the drawing(s) has/have not met the minimum requirements for acceptance. **The applicant must make corrections and upload only the corrected drawings using the same file name as 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

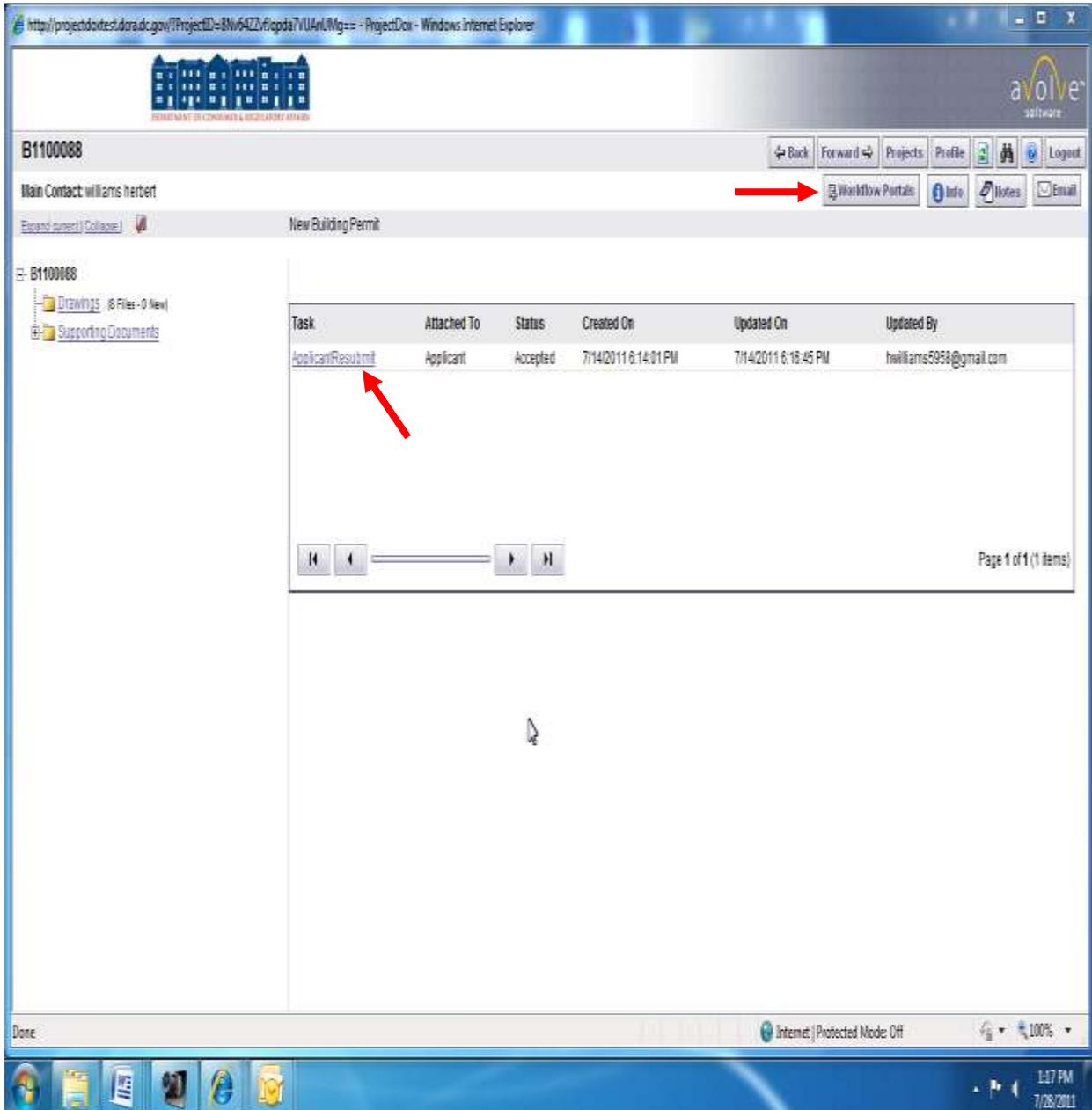
<b>Project Name:</b>	B1100088
<b>Assigned By:</b>	Herbert Williams
<b>Task Assignment:</b>	ApplicantResubmit

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

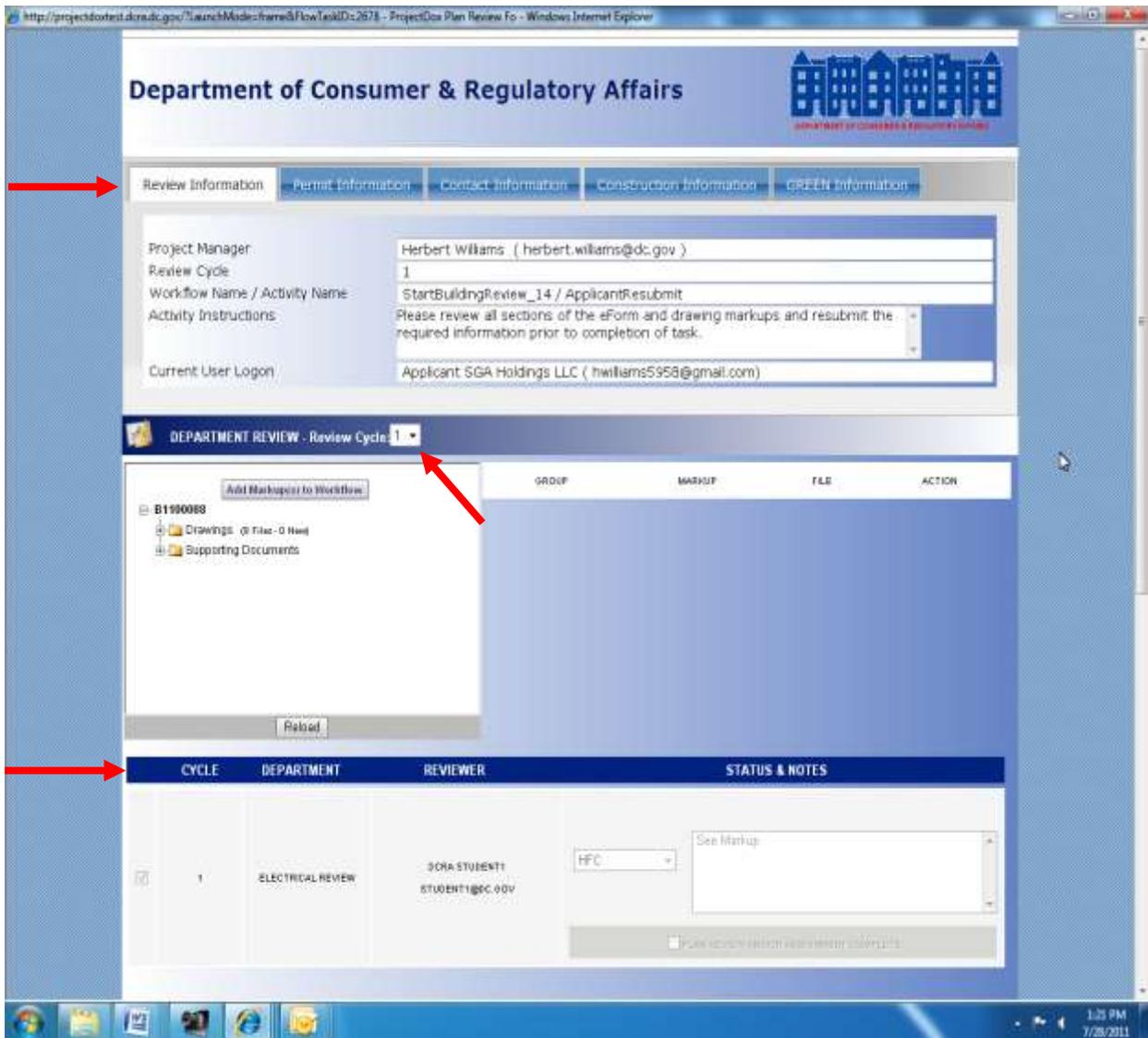
Use the following steps to resubmit drawings:

1. Click **Login To ProjectDox** to access the project.
2. Sign in using the associated email address and password.

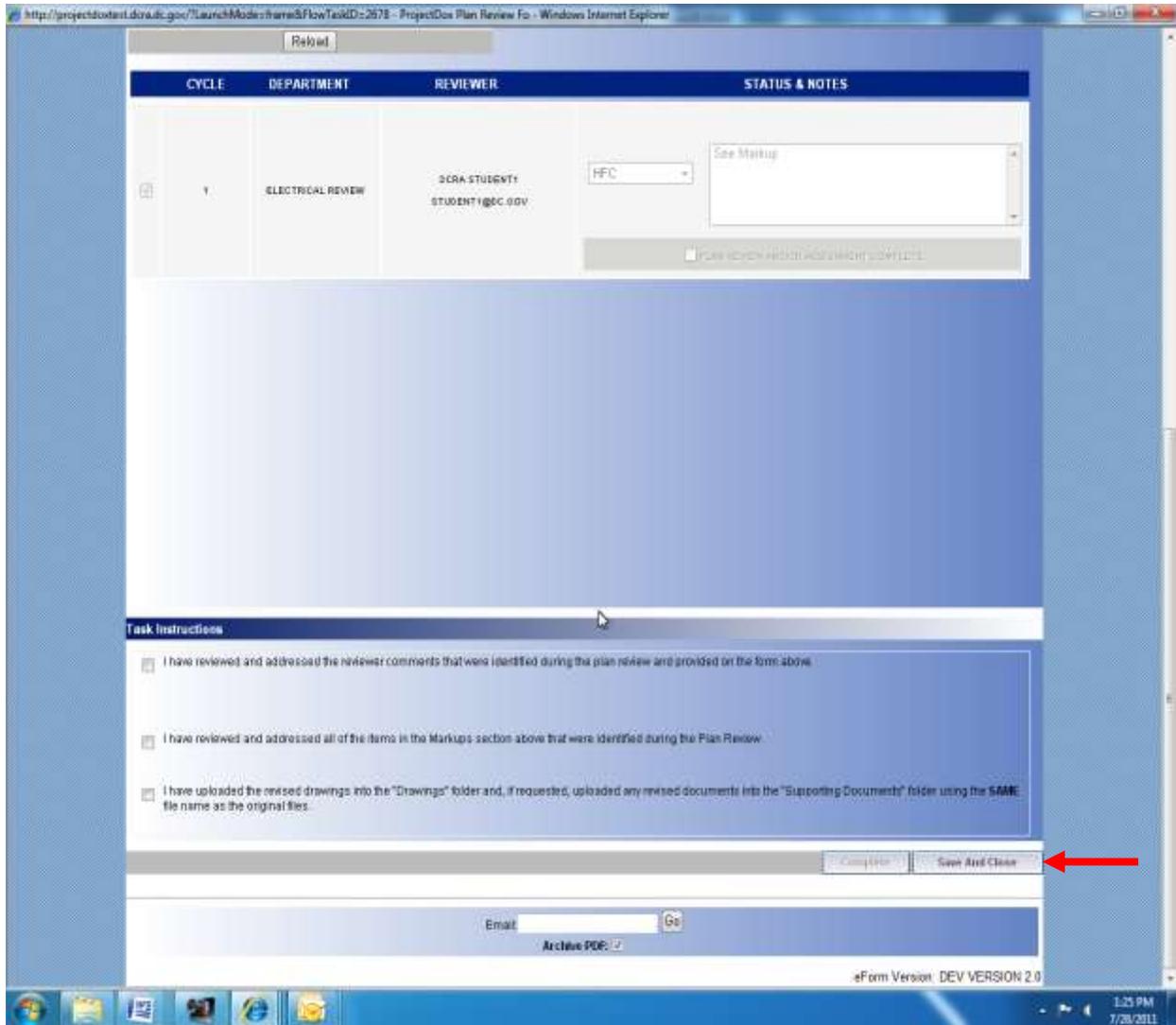
3. Navigate to the **Project Link** and open the project.
4. Click **Workflow Portal**.
5. Click **ApplicantResubmit**.



6. The next screen contains comments from project reviewers.
7. Scroll down the main screen to see the reviewer comments or use the inside scroll bar to see all review comments.
8. The tabs contain all information submitted on the application.
9. If necessary, use the **Review Cycle** dropdown to view comments from previous/most current reviews.
10. The third section contains all comments from each of the selected reviewers.



11. Drawings have not yet been reviewed by the applicant.
12. Click **Save and Close** on the eForm.



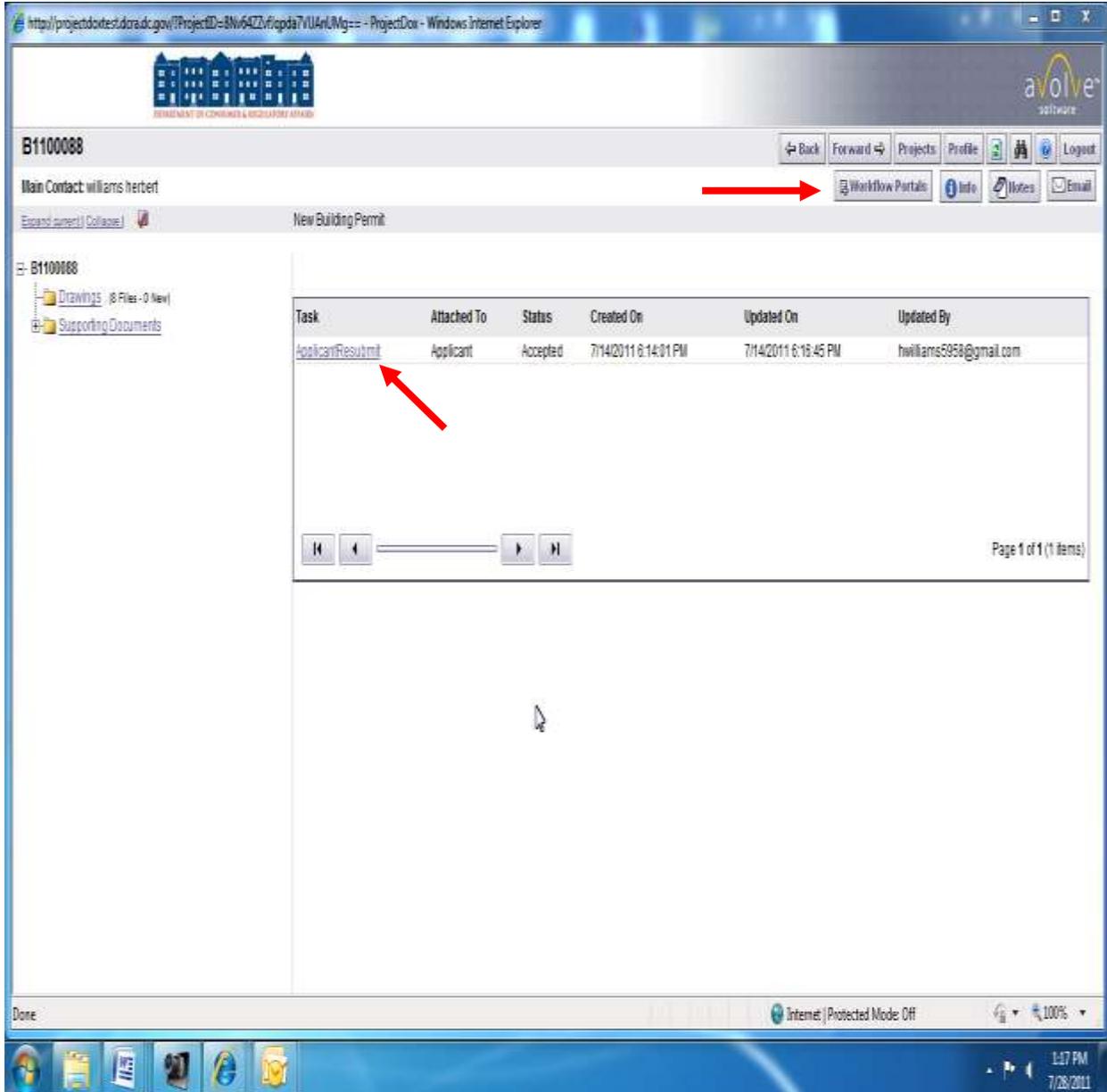
13. Review the necessary drawings and make corrections.
14. Upload the revised drawings (see Page 12-19 of this manual)

### **VERY IMPORTANT**

**The applicant must replace the corrected drawings with the SAME FILE NAME. Corrected drawings with a different file name will be rejected and must be uploaded again.**

15. After all corrected drawings have been uploaded, navigate to the **Workflow Portal**.

16. Click **ApplicantResubmit**.



17. Click the following **Task Instructions**:

- a. **I have reviewed and addressed the reviewer comments that were identified during the plan review and provided on the form above.**
- b. **I have reviewed and addressed all of the items in the Markups section above that were identified during the Plan Review.**
- c. **I have uploaded the revised drawings into the “Drawings” folder and, if requested, uploaded any revised documents into the “Supporting Documents” folder using the SAME file name as the original files.**

18. Click **Complete**.

The screenshot shows a web application window titled "ProjectDos Plan Review Form". The main content area contains a table with the following columns: CYCLE, DEPARTMENT, REVIEWER, and STATUS & NOTES. The table has one row with the following data: CYCLE: 1, DEPARTMENT: ELECTRICAL REVIEW, REVIEWER: DCRA STUDENT1, STUDENT1@DC.GOV, and STATUS & NOTES: HFC. Below the table, there is a "Task Instructions" section with three checkboxes and their corresponding instructions. A red arrow points to the "Task Instructions" section. At the bottom right, there is a "Complete" button, also indicated by a red arrow. The interface is titled "ProjectDos Plan Review Form" and is running in Internet Explorer.

**Congratulations!** The resubmission process is completed. 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

The applicant will receive an e-mail indicating all reviews are approved. The applicant must come to the Department of Consumer and Regulatory Affairs office – located 1100 4<sup>th</sup> St SW Washington, D.C. 20024 2<sup>nd</sup> floor – to obtain the official permit and pay the required permit fees. The Building Permit will be issued and all approved drawings and supporting documents moved to the **Approved Drawings** and **Approved Supporting Documents** folders in ProjectDox. The applicant may access, download and print the final approved drawings.

### 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](#)

1. Come to the Permit Center.
2. Present a copy of the approval notification e-mail.
3. Pay the cashier.
4. Go back to the Issuance counter.
5. Present the cashier receipt.
6. DCRA will issue the Official permit.

7. The applicant will receive an email indicating the drawings are approved and ready for downloading. Note: It may take a few minutes to move the files to the approved folder(s).

## ProjectDox Approved Plans Ready for Download Notification for B1100081 Inbox | X

☆ pdtest@dcra.dc.gov to me



Approved Plans Ready for Download Notification 

**Congratulations ,**

Your approved plans are ready for download for Project **B1100081**. In order to download your approved plans Login to ProjectDox and download your plans from the Approved Plans and Approved Supporting Documents folders.

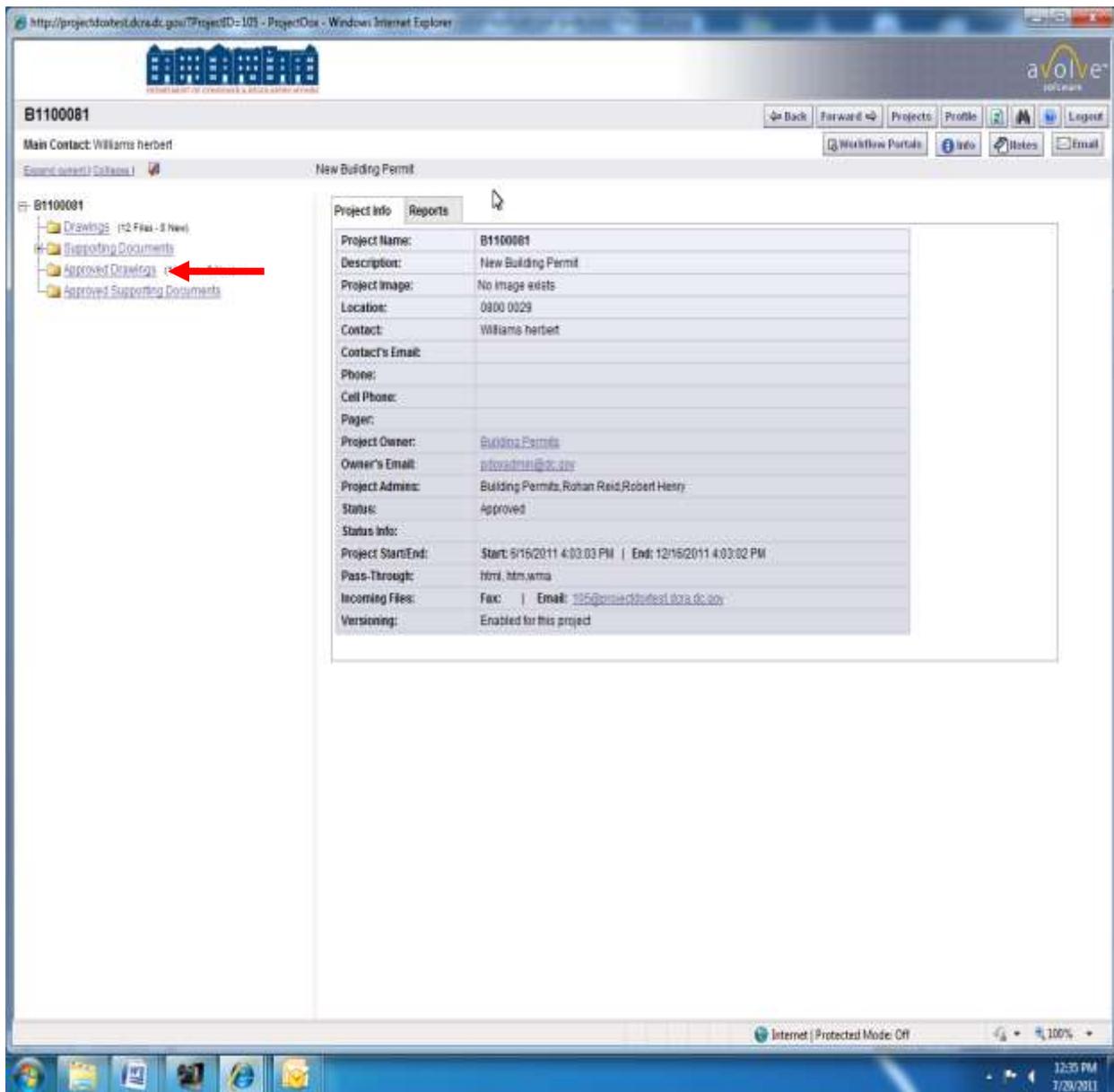
Project Name:	B1100081
Assigned By:	Herbert Williams
Task Assignment:	Notify/Download

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

## Printing Approved Drawings

All drawings are converted to PDF's. Adobe Acrobat reader is required to review and print approved drawings. Adobe Reader may be downloaded for free from the Adobe website. The drawings must be downloaded to print.

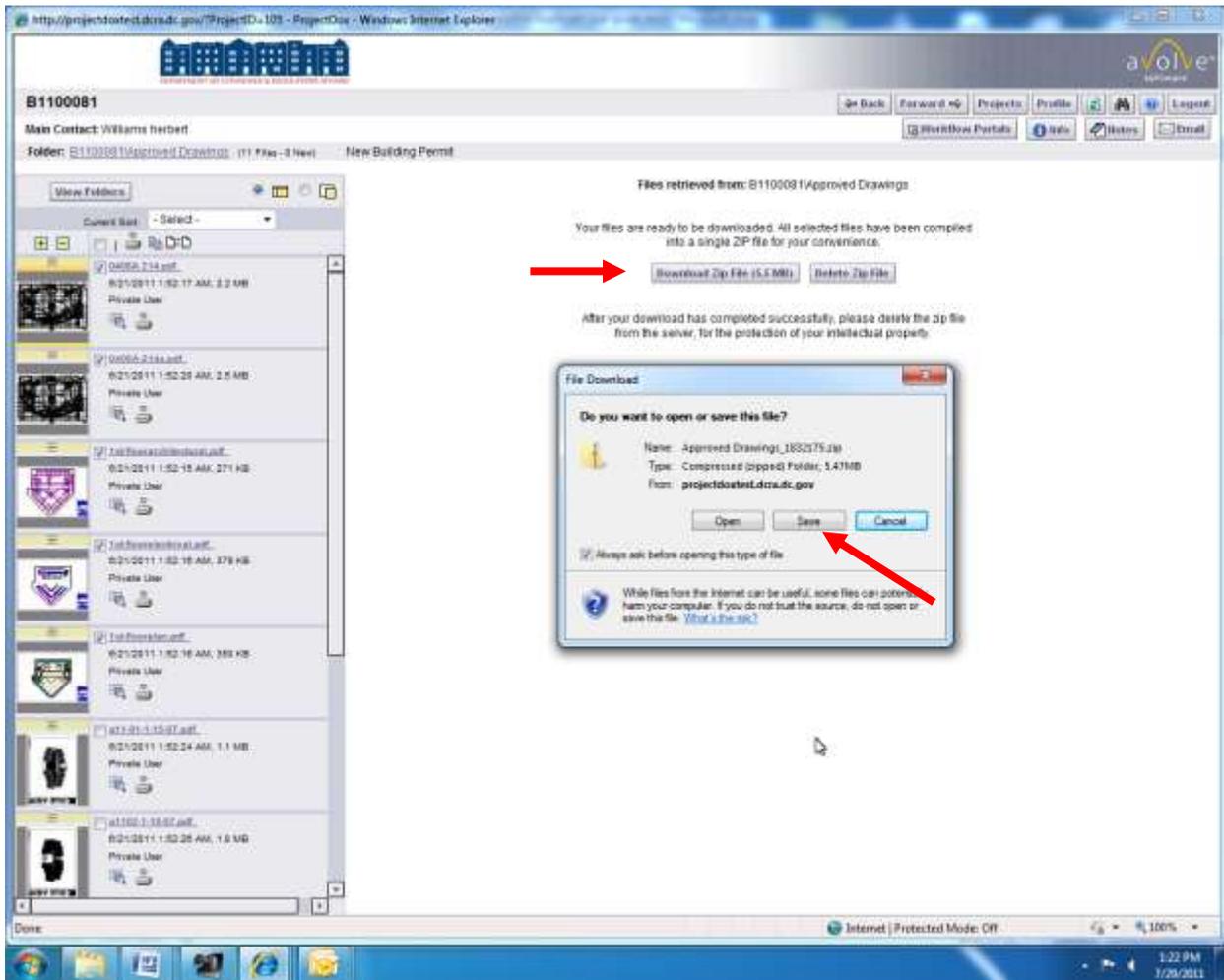
1. Login to ProjectDox.
2. Open the project.
3. Click **Approved Drawings** folder.



4. Select the drawings to be downloaded.
  - a. Click **Select All** above the first listed to drawing to select all drawings.
  - b. Note: Applicant may select individual drawings or grouped drawings for printing.
5. Click the  icon to download selected drawings.



6. ProjectDox will convert multiple drawings into a zip file.
7. Click **Download Zip File**. The file size will be indicated.
8. Click **Save**.
  - a. Note: If you click **Open**, the files are placed in the user's Windows Profile. Take note of the folder Windows picks for the download if needed to print the files at a later time.
9. After the download has completed please delete the zip file from the server for protection of the applicants' intellectual property.
10. **Open** and **Print** the files using Adobe PDF software.



**CONGRATULATIONS – Job Well Done!**