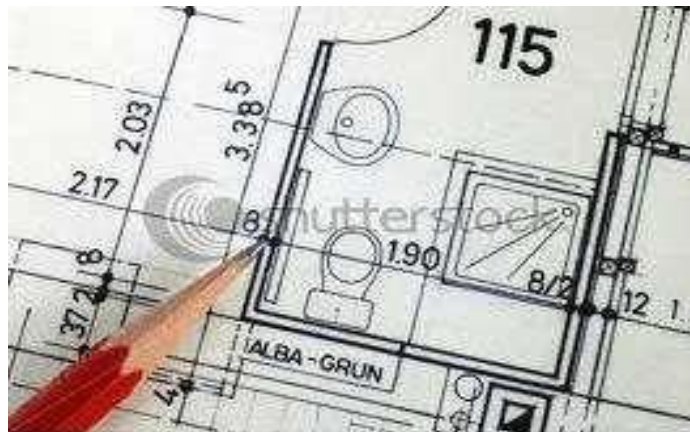# Department of Consumer and Regulatory Affairs

ProjectDox

Electronic Plan Submission

Applicant User Guide

Project dox Version 8.3

Table of Contents

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. Go to the DCRA main webpage – **dcra.dc.gov** – to complete a building permit application**.**

2. Click **Online Services**.

3. Click the link **File Your Permit Application Online (OCPI)**.

4. Fill out and complete a new building permit application **(Incomplete applications will be rejected).**

5. Once completed, an **FJ** number will help track the progress of the project.

6. Write down the **FJ** submission number.

7. Bring the **FJ** number to DCRA's Permit Division (1100 4th ST SW 2nd floor).

8. Get a ticket to see a **Plan Review Coordinator** (PRC).

9. Pay the **Filing Fee**.

10. 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.)

Client Hardware and O/S Specifications

Operating System	Windows 8 (32/64), Windows 7 (32/64)
	Windows Vista SP2 (32/64)
	Windows XP SP3 (32/64)
	Mac OS 10.5-10.9, iPad, Windows Tablet
Processor	Dual Core or Quad Core Processors 2.0 GHz of faster
Memory	4 GB Ram
Hard Drives	100 GB or more
Graphics Card	Minimum 512MB of dedicated video memory (multi-monitor support recommended)
Recommended Web Browsers Current Version 8.3.5.3,	Internet Explorer 8, 9 10 and 11 (32-bit) in compatibility mode and some internet Settings . See system use requirements that follow. Chrome 17.0.963.56, Safari 5.1.1, Firefox 10.0.2, Opera 11.

System Use Requirements

Welcome to ProjectDox. Before using the ProjectDox System for the first time please verify the following items are disabled and/or installed on your system. The following pages will provide you information on how to configure these items for access to collaborate and review your information electronically 24 X 7.

- Pop-up Blocker Disabled (if applicable)
- ProjectDox Components Installed
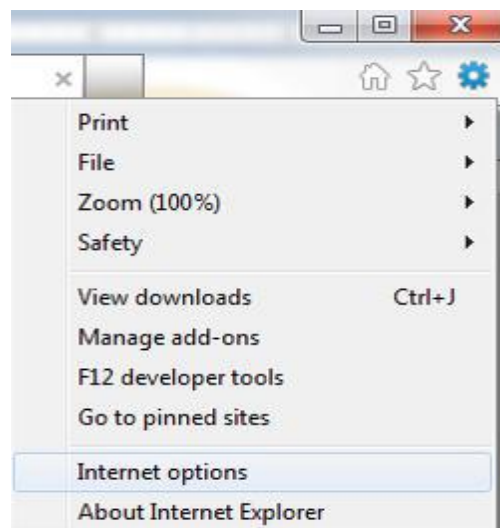
POP-UP BLOCKER (IE)

ProjectDox uses pop-up windows (browser windows with no toolbars). If you log in, but no ProjectDox window appears, or a warning is received, you probably have a pop-up blocker that is preventing the main project window from opening. You need to allow ALL pop-ups for the ProjectDox site. You can do this in one of two ways:

1. Disable pop-up blockers entirely
2. Configure blocker to allow pop-ups for specified sites

The following instructions will allow pop-ups from the ProjectDox site within Internet Explorer. If after configuring the pop-up blocker in IE, you still receive the warning message from the ProjectDox application, verify your system has no other pop-up blockers installed. For instance, if the Google Search bar is installed, it contains its own pop-up blocker that will need to be disabled. In some cases, anti-virus software can cause similar behavior. If you verify all pop-up blockers are disabled and you continue to have issues check your system anti-virus logs to see if that software may be blocking the site from displaying. If the anti-virus is blocking the installation, add the necessary exceptions.

CONFIGURE POP-UP BLOCKER IN IE

1. Navigate to Internet Options for your version of Internet Explorer (IE). Instructions below are based on IE9.

    a. Select the Gears icon seen in blue
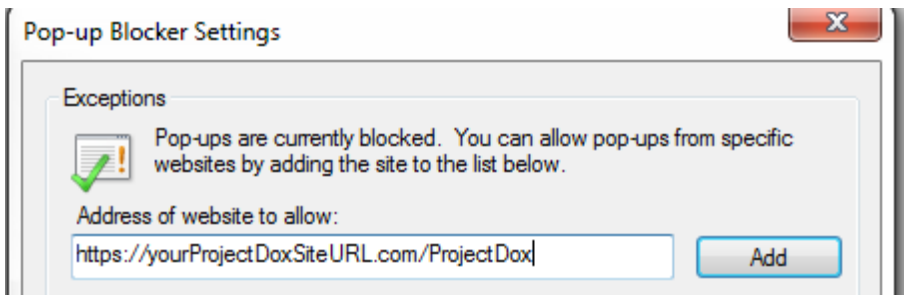   b. Select Internet Options

2. Click the **Privacy** Tab to set-up an exception for the ProjectDox site.
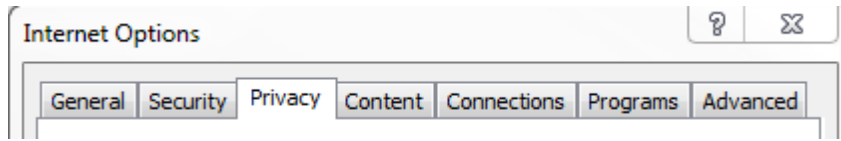
a. Click the Settings button

b. In the Pop-Up Blocker Settings Window, enter the ProjectDox site URL.

c. Click the **Add** button
d. Click to Close the Pop-up Blocker Settings window.
e. Click the **OK** button for the Internet Option window.

COMPONENT INSTALLATION (ONLY FOR MICROSOFT INTERNET EXPLORER USERS)

ProjectDox requires the installation of ActiveX controls to be able to perform certain actions: Uploading Files, Downloading Files, Viewing Files, and Viewing Help Information. There are two ways users can install the controls:

1. The link to an MSI file for installing the ActiveX controls is available from the login screen.
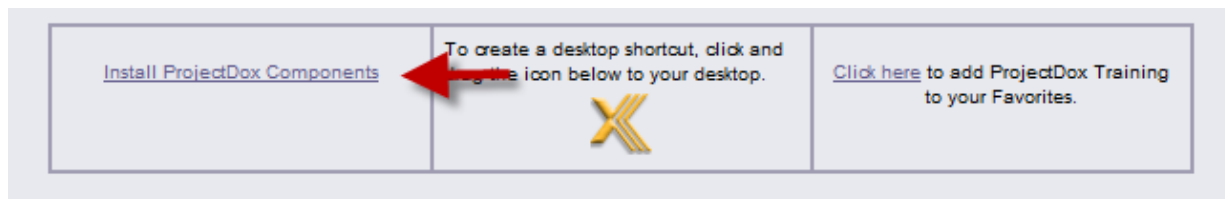
2 If permissions for the PC allow ActiveX download and installation, the user may select to install the components for the four respective actions the first time each is performed.

If using the MSI from the login page, the user can accept the defaults to run the MSI and install the controls. If not using the MSI, then after logging in to the site, the user will be prompted by the browser to install the ActiveX control (yellow bar at top of the screen or at the bottom of the screen depending on system version) when attempting to perform any of the above actions. If the user's network requires. Administrative access to download ActiveX controls, the user will NOT be prompted nor will the MSI on the login screen install. The user will need to contact their network administrator to get access to download these controls.

Before installing the components, verify the items below. Instructions are provided in the following sections on how to add the site as Trusted, and how to temporarily disable UAC.

1. Add ProjectDox site as a Trusted Site
2. Disable UAC (Vista and Windows7 users only)
3. Recommend Admin/Power User Rights to PC for proper installation
4. Verify System Requirements for Silverlight Control.
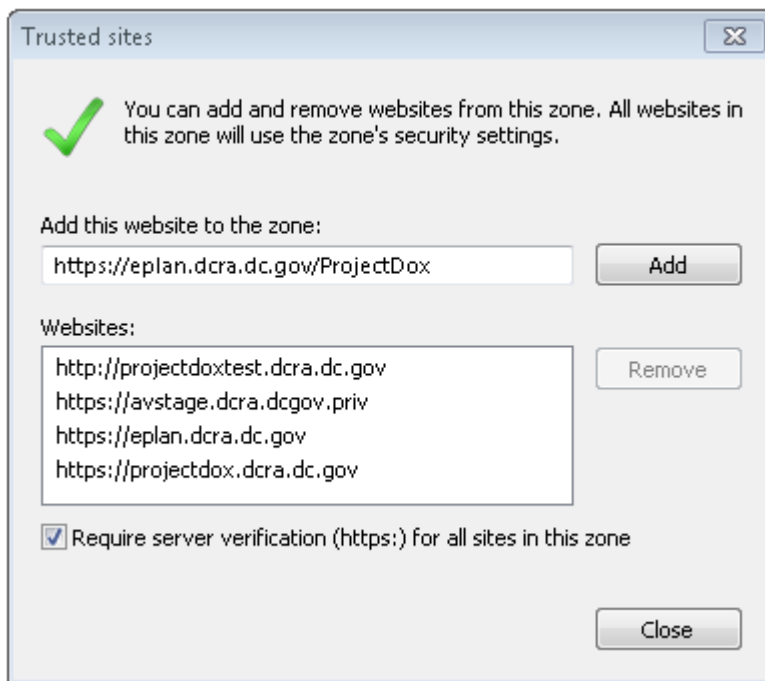
ADD AS TRUSTED SITE

1. Click on the **Tools** menu in Internet Explorer and select **Internet Options**
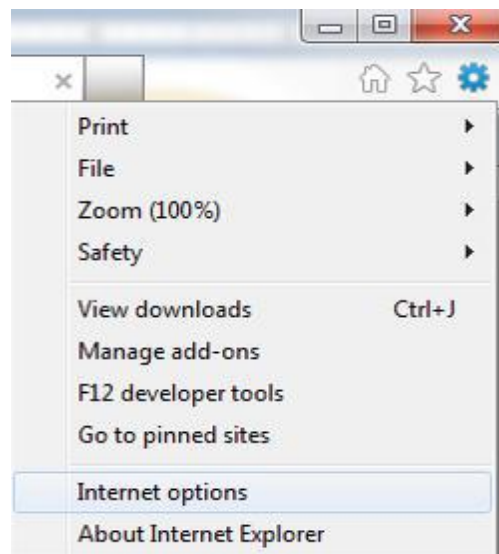
2. In the Internet Options dialog box, click the **Security** tab

3. In the Security tab, click the **Trusted Sites** icon and then the **Sites**... button
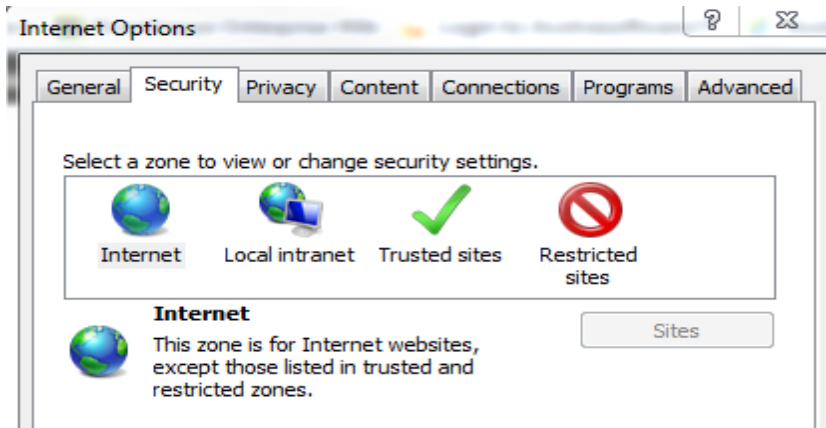
4. Type in the main https://eplan.dcra.dc.gov/projectdox for the site you are trying to view, for example:


5. Click the **Add** button to add the site to the list.

6. Click the Close button to close the Trusted Sites dialog.

7. Click OK to close the Internet Options window.

DISABLE UAC (User Account Control)
Disabling of the UAC control should be discussed with your network administrator prior to making changes to your system if applicable. In all cases, after the installation is complete and each of the actions have been performed once (uploading files, viewing files, downloading files, and viewing help, as applicable) the UAC control can be returned to the former setting. This step is required to install components for Internet Explorer users only.

1. From the Control Panel, open **User Accounts**.
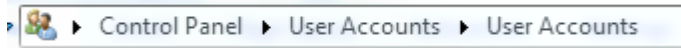
2. Click the "Turn User Account Control on or off" (Vista) or "Change User Account Control Settings" (Windows7) link.

3. Update the UAC by following the below:
- **VISTA**: In the "Turn on User Account Control (UAC) to make your computer more secure" options screen, clear the checkbox for "Use User Account Control (UAC) to help protect your computer".

- **WINDOWS7**: Click and drag the slide control to "*Never Notify*".
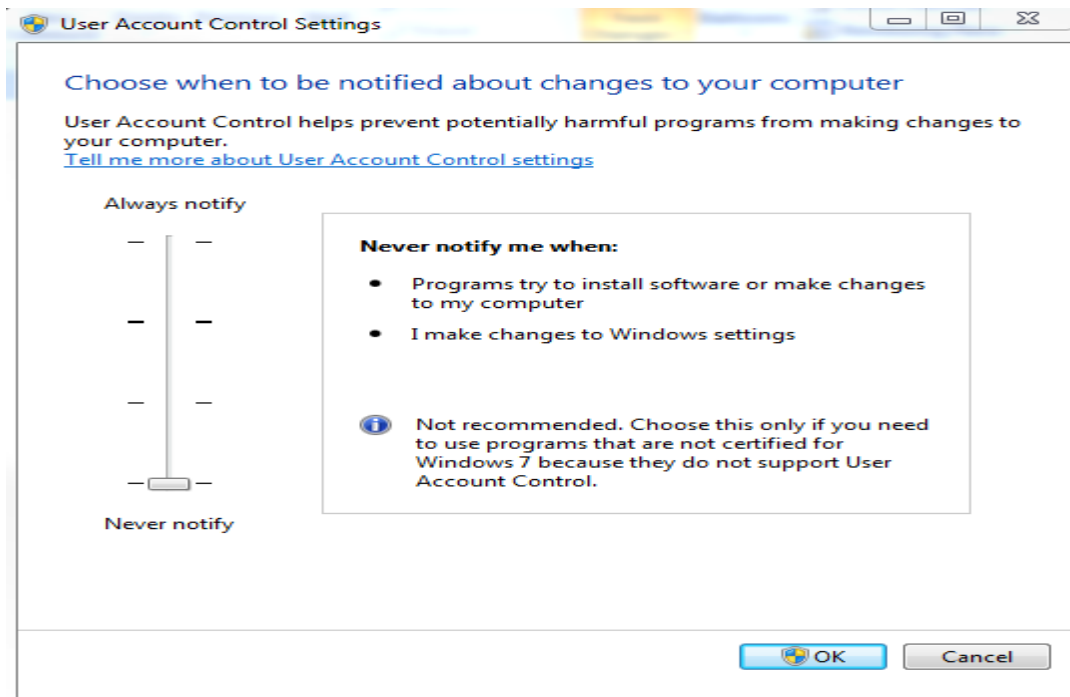
4. Click "**OK**" and restart the system.

Note: The system must be restarted for the UAC changes to take effect.
Note: The User's permissions level/rights will affect how the UAC works.
Note: After successful installation and one time usage of the ProjectDox Components, the system's **UAC** control can be returned to the former setting. A reboot will be required for the change to take effect.

INSTALLATION OF SILVERLIGHT (Batch and Drag –n-Drop Upload Capabilities)
ProjectDox provides a default upload component with no additional installation required. It is limited to five (5) file uploads selecting a single file for each row. An example of this default component is seen below and accessed when the *Upload Files* button is selected from a folder.
Batch upload capability, along with the "Drag-n-Drop" feature for uploading, is available with the installation of the Silverlight Control. The below instructions will walk the user through installation and list the system requirements.
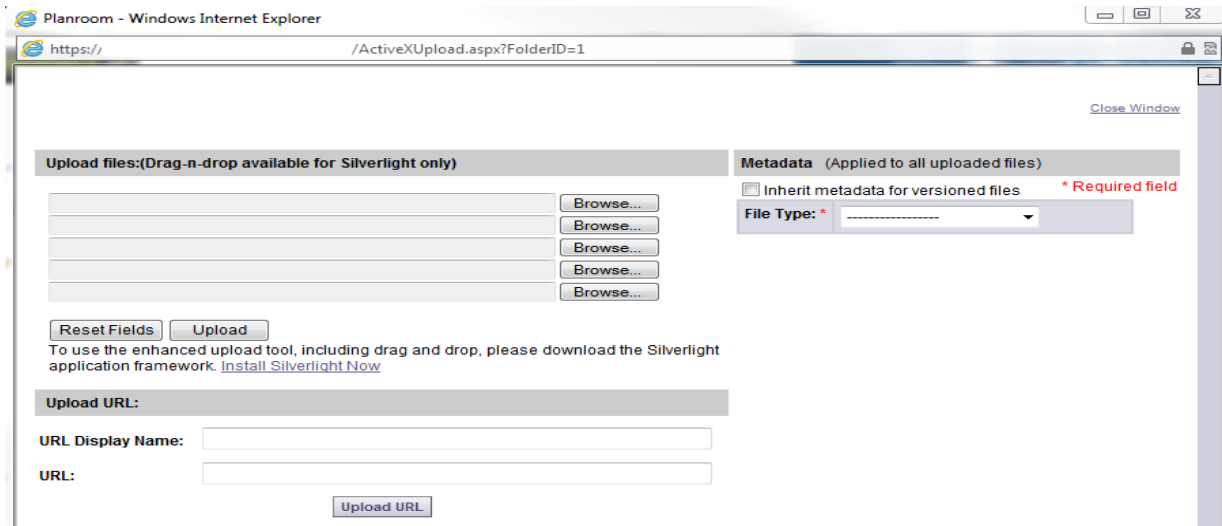
1. Verify your system requirements

- Make sure you are running a Silverlight-compatible operating system and browser, and that you have uninstalled any previous version of Silverlight.

For Windows Internet Explorer users:

For Macintosh users:

If you are installing Silverlight on a Macintosh system, the following requirements must be met:

- Silverlight versions after 1.0 run only on Intel processor based Macintosh (not PCC processor)
- Minimum Intel Core Due 1.83-gigahertz (GHz) or higher processor with 512-MB of RAM

- Note: Silver light does not currently work with Chrome browser on the Macintosh systems

Mac System requirements for Silverlight 5

Silverlight Version	Operating System	Firefox 3+	Firefox 3.6+	Safari 3+	Safari 4+
Silverlight 5	Macintosh OS 10.5.7 + (Intel-based)	-	✓	-	✓

Mac System requirements for Silverlight 4

Silverlight Version	Operating System	Firefox 3+	Firefox 3.6+	Safari 3+	Safari 4+
Silverlight 4	Macintosh OS 10.4.11+ (Intel-based)	✓	-	✓	-

2. Click the link *"Install Silverlight Now"* to download and install. Download also available able at: http://www.microsoft.com/getsilverlight/Get-Started/Install/Default.aspx

For Mozilla Firefox users:

- Save Silverlight.exe control to your hard disk.
- Once the download is finished, click Open.
- The installation starts.

3. If prompted, the user may click to **Save** the Silverlight.exe to their desktop, or click **Run** to install the component without saving and download to their system.

4. Click **'Install now'** after reviewing the license agreement and privacy statement.

You can now use Silverlight.
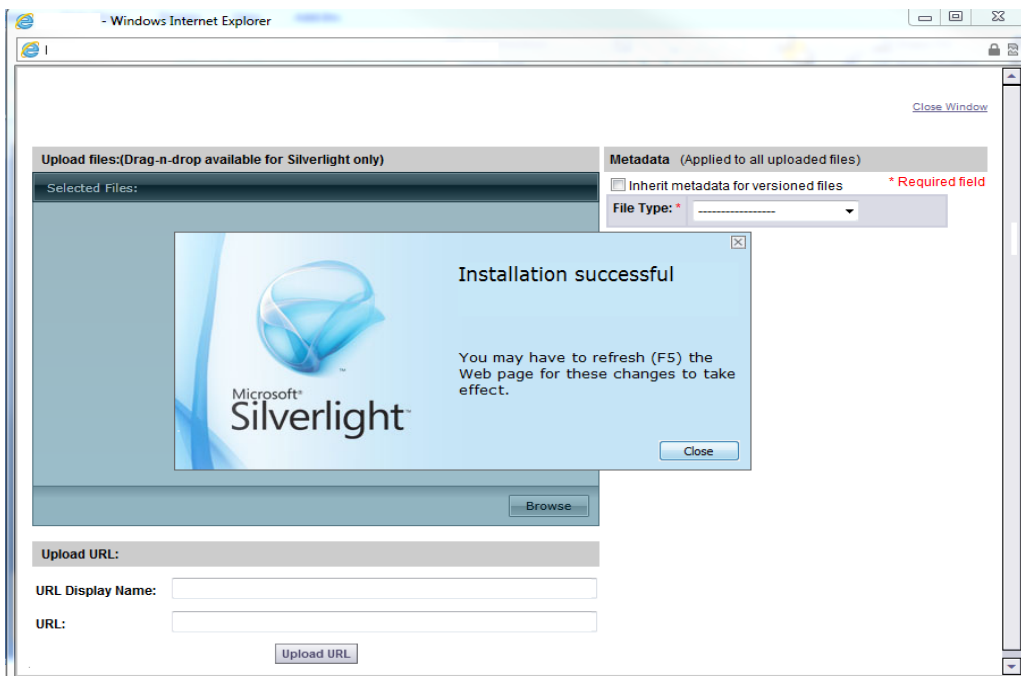
INSTALLATION OF VIEWER COMPONENT (Internet Explorer users only)
If not installing from the login page, and using the prompts when opening a file for the first time, the below screen will display with a white background instead of the selected file.

- Look for the ActiveX tool bar at the top or bottom (Depends on operating system) of the page.
- Click **Allow** to allow the installation of the *BravaClientX* Module.
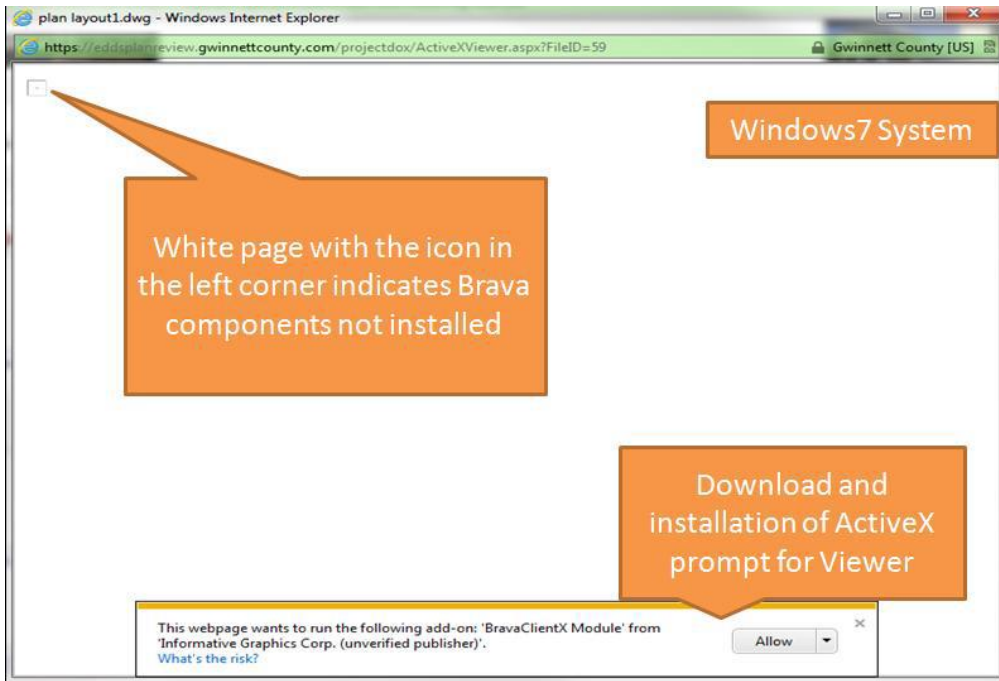
- After successful installation, the file can be selected again to be viewed.
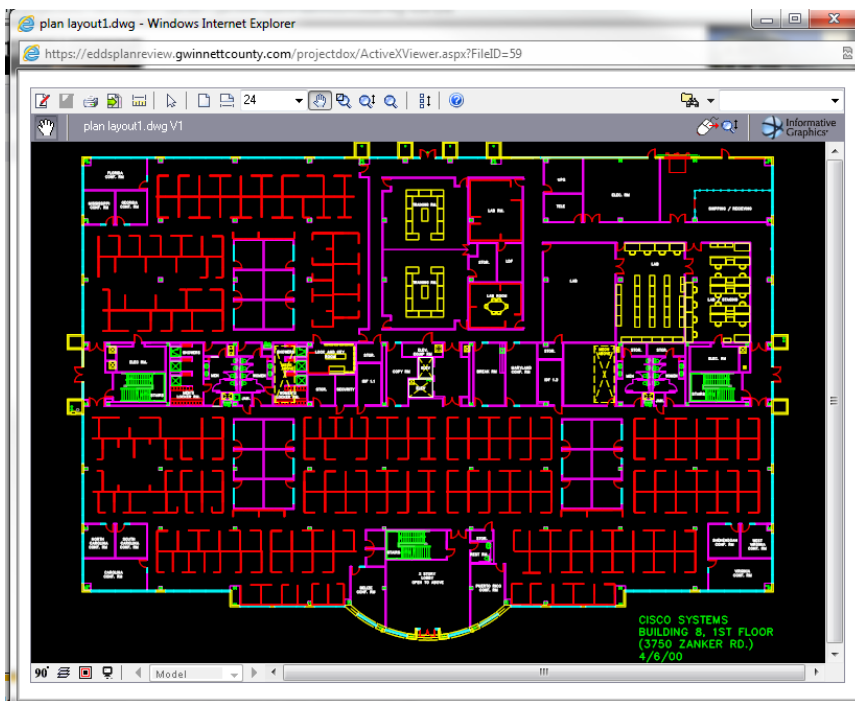
COMPONENT TROUBLESHOOTING

The following section reviews common issues with the installation of the components, along with recommendations for resolution. Most issues are related to lack of permissions to install the required components on the PC, or the enabling of the UAC during the installation process.

UNABLE TO BATCH UPLOAD
ISSUE:

Unable to upload more than a single file at a time to the upload files box.
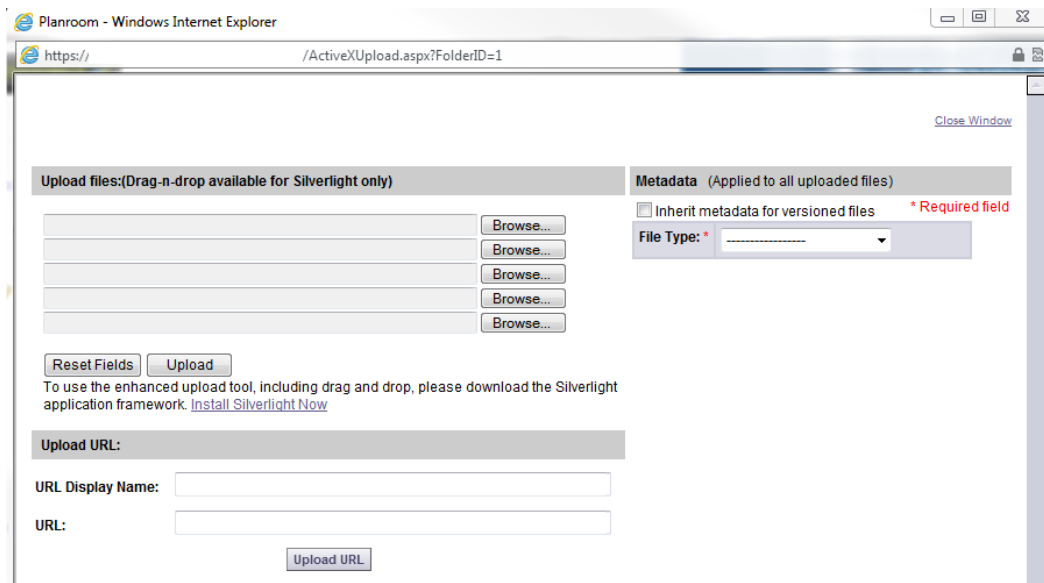
RESOLUTION STEPS

- Install the Silverlight Control to allow for batch and drag-n-drop upload. The installer can be obtained from the link "**Install Silverlight Now**".

Successfully installed Silverlight control will provide a screen like the one below (metadata section is optional, depending on project configuration):
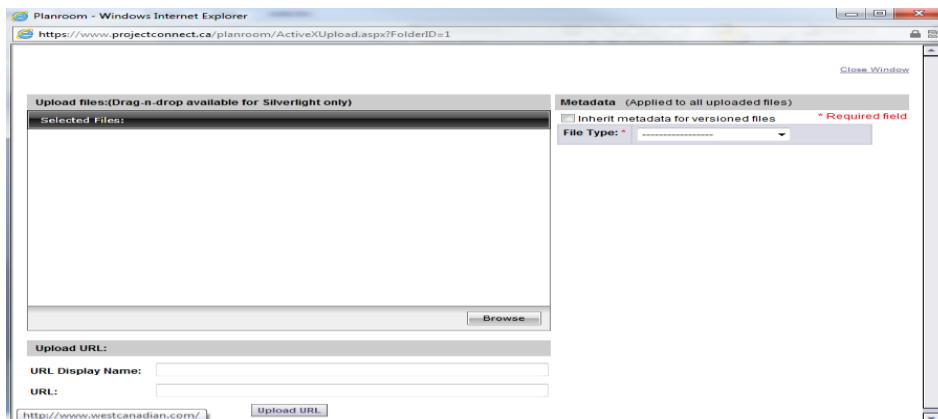
FILE VIEWING ISSUE
Issue:

User selects to view a file or view a markup on a file. A blank white window or a blank white window with a small box in the upper left window appears.
Click on a file and a white window opens. Many times, it has a small window in the left corner.
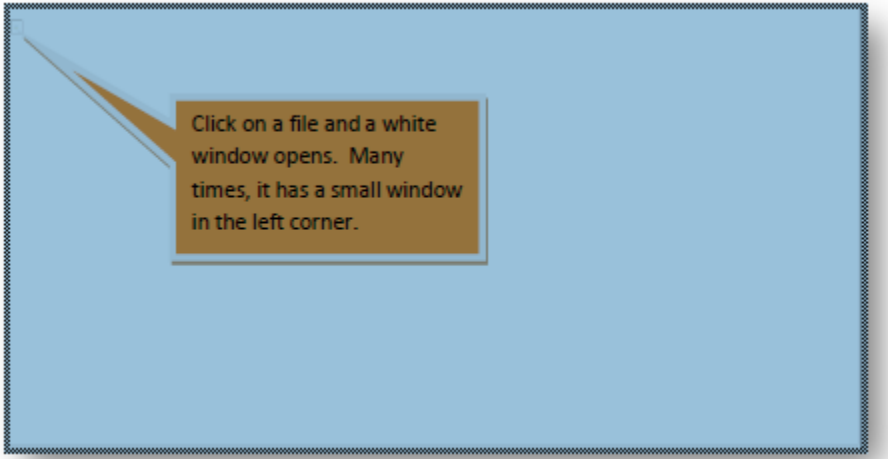
RESOLUTION STEPS

First Time User:
- If running Vista or Windows 7, verify that UAC is disabled. If UAC was enabled during the installation, disable UAC (including the reboot), uninstall the components, and delete the IGC folder from your profile before re-installing.
- Verify the ProjectDox site is in your list of "*Trusted Sites*".
- If issues persist, increase the permissions for the user account on the PC to Admin/Power User Rights. This should allow the components to download.

Returning User:
- If installing updated components as a result of a ProjectDox upgrade ensure that the former

Components have been uninstalled by uninstalling the ProjectDox Components from the
Control Panel.

Delete from your profile the contents of the IGC folder C:\ Users\YourProfileName\[x6_0 or x7_0]
- X6_0 is for ProjectDox versions 7.2-7.5
- X70_ is for the ProjectDox Versions 7.7
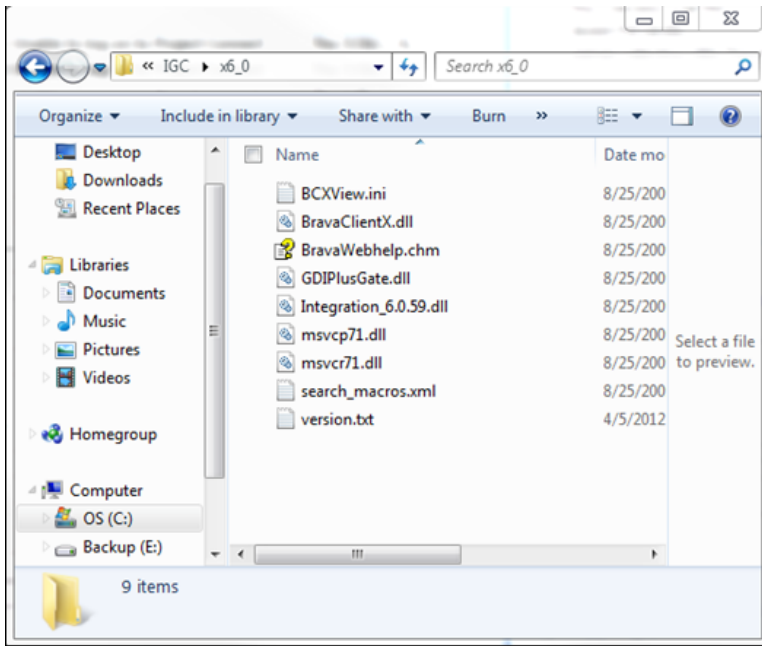
- If running Vista or Windows7, verify that UAC is disabled. If UAC was enabled during the installation, disable UAC (including reboot), then uninstall the components, and delete the IGC folder from your profile before re-installing.
- Verify the ProjectDox site is in your list of "***Trusted Sites***".
1. If issues persist, increase the permissions for the user account on the PC to Admin/Power User Rights. This should allow the components to download.

Once the components are successfully installed when a file is selected for viewing, it should appear with the image in the new window or in the frame of the application.
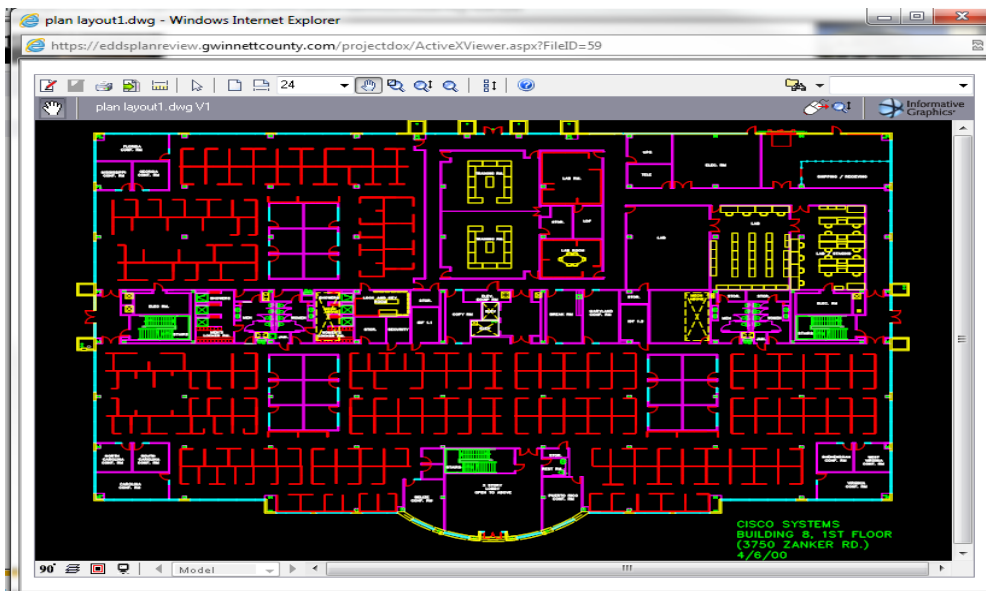
Submission Standards

Cover Sheet

1. Project cover sheet must be included with submission. Note make the coversheet the first document displayed by naming it 0000_Index
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 should be reserved at the **TOP RIGHT** corner of **the first page of** drawings for DCRA approval stamp. Please leave the top right corner completely blank on the first page of the drawings.   This stamp will include the reviewers and disciplines name. Depending on the number of reviewers the stamp will grow length wise. For the remaining pages a much smaller space is required. 3 X 3. This is applicable to all sheet sizes. The stamp is transparent. You will be able to see the drawing underneath the stamp.
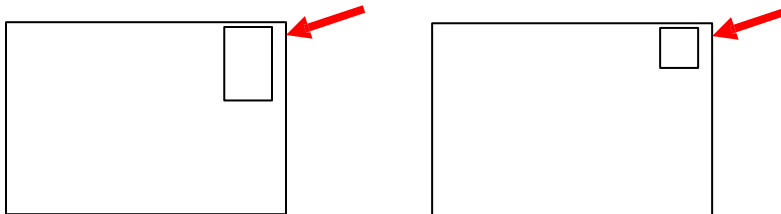
- Professional of record electronic stamp must be on every drawing.

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.
- 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. The first character must start with the **Discipline Header** followed by the **Sheet Number** and a **Brief Detailed Description** of the information depicted on the individual sheets, such as the drawing title depicted on the corresponding plan sheet. (See chart below)

<p style="text-align:center; color:red; font-size:2em; font-weight:bold">IMPORTANT!!!</p>

FAILURE TO PROPERLY LABEL YOUR FILES WILL RESULT IN REJECTION OF YOUR PROJECT DURING THE PRESCREENING PHASE (PRELIMINARY CONTENT REVIEW) OF THE SUBMITTAL PROCESS AND FURTHER DELAY OF THE REVIEW.

Drawing Type	Discipline Header	Sheet Number	Example File Names
General	N/A	001	0001-Cover Sheet 0002-Code Analysis
Architectural	A	001-999	A001-First Floor Plan
Structural	S	001-999	S003-Third Floor Framing Plan
Zoning	Z	001-999	
Electrical	E	001-999	E007-Seventh Floor Electrical Riser Diagram
Fire Protection	F	001-999	
Mechanical	M	001-999	M013-Thirteenth Floor Electrical Riser Diagram
Plumbing	P	001-999	
Green	GB	001-999	GB001-Energy Verification Sheet
DDOE	DDOE	001-999	
Civil	CIV	001-999	
Elevator	ELV	001-999	
Landscaping	L	001-999	
Interior Design	IN	001-999	IN001- Cabinet Layout
Demolition	D	001-999	D001-Demolition Plans

2. **Discipline Header** – First character must represent the discipline area. Example: **A** for **Architectural**, **S** for **Structural**, etc.. The table above details all required **Discipline** characters. Ensure that all plans are submitted under the correct discipline with the exception of general construction documents that normally are placed at the beginning of the plan set. For those documents use the discipline header of 001 for the Cover Sheet, followed by 002, 003, 004, etc and the page description for the remaining general construction documents.

3. **Sheet Number** – Must be 3-4 digit numbers with leading zeroes. If subsets are needed, place A, B, C after the 3rd digit. Ex: P001_A. Use the "-" to separate the letters.

4. Do not use periods in the filename except to denote file type (PDF, DWG etc.)

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

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

6. File names **MUST NOT EXCEED** 70 characters in length.

7. Resubmitted Drawings must always be re-submitted with the exact SAME FILE NAME as the original submissions.

8. All documentation (any non-drawing files like Plats and Approvals) must be uploaded into the SUPPORTING DOCUMENTS folder for each project.

9. All plans/drawings must be uploaded to the DRAWINGS folder for each project.

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 a digital copy of the signed official seal of the architect, the project name, the 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 for a first time user.

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.

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.

Existing/Returning Users

1. Access the ProjectDox website – https://Eplan.dcra.dc.gov/Projecdox.

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 POD Helpdesk at 202 442-8340 or send an email to Charles.Woolridge@dc.gov

   a. Ask for assistance with the ProjectDox Password Reset.
   b. Supply full email address of the applicant.
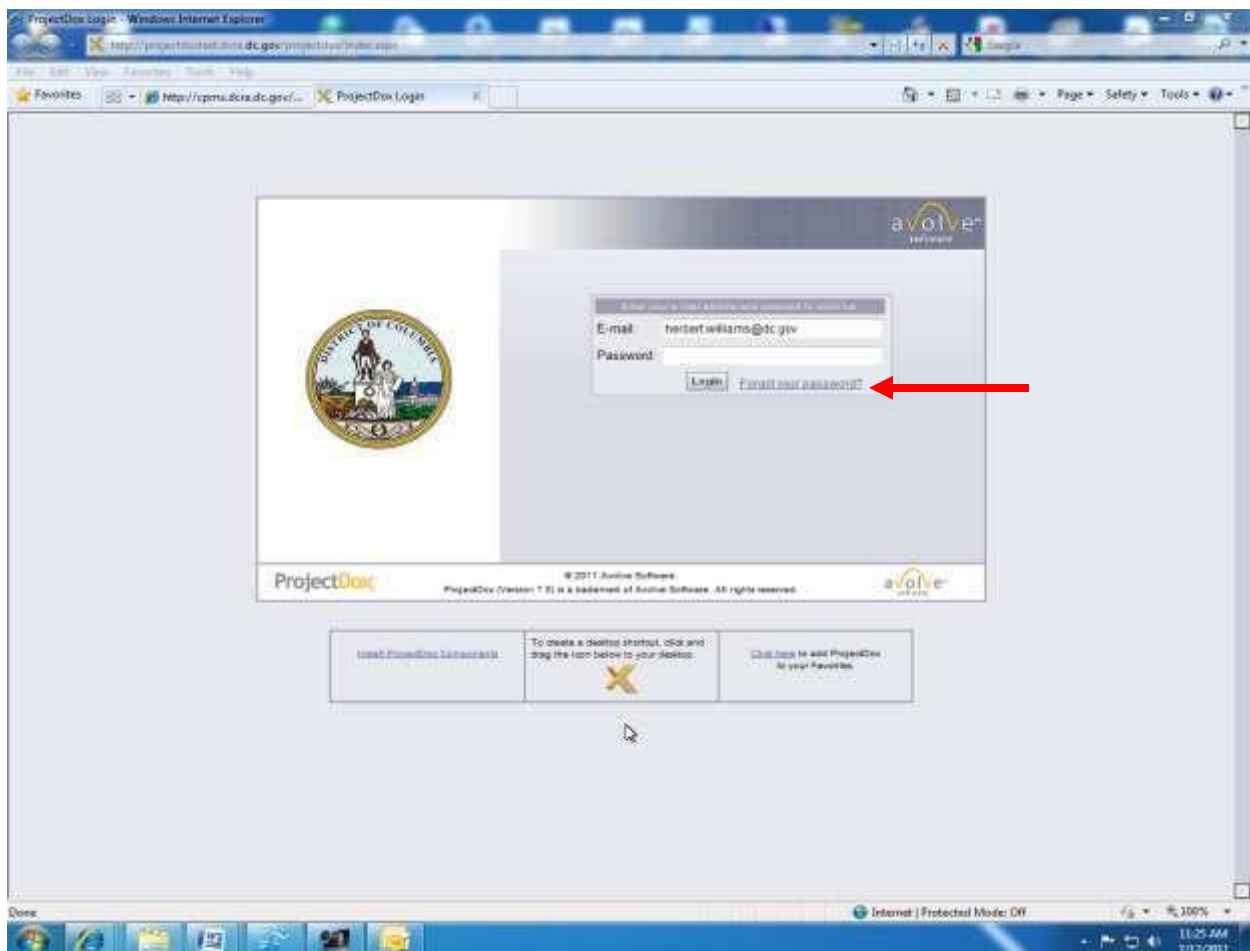
Uploading the Drawings and Documents

1. After login, the project list screen will display current projects. Outstanding tasks requiring action are displayed in the **Active Task List** under **Active Project list**. Projects are listed in order by the last project you worked on. The 15 most recent projects display first. Click **All Projects** to list all project then use directional arrows to find a projects. The **Task List** will only display current projects the have a pending task

2. To find a project the search box will allow word within text searches for any displayed field. You can search by address, Project Name and status. Just type a few distinct characters. The easiest way to fine a project is to know the permit number.

1. To upload **Drawings** and **Supporting Documents** select the specific project. To select a project click the project Id link

2. The project screen will display project information and the folders used for uploading both Drawings and Supporting Documents.

3. Click the **Drawings** folder to upload plan drawings.

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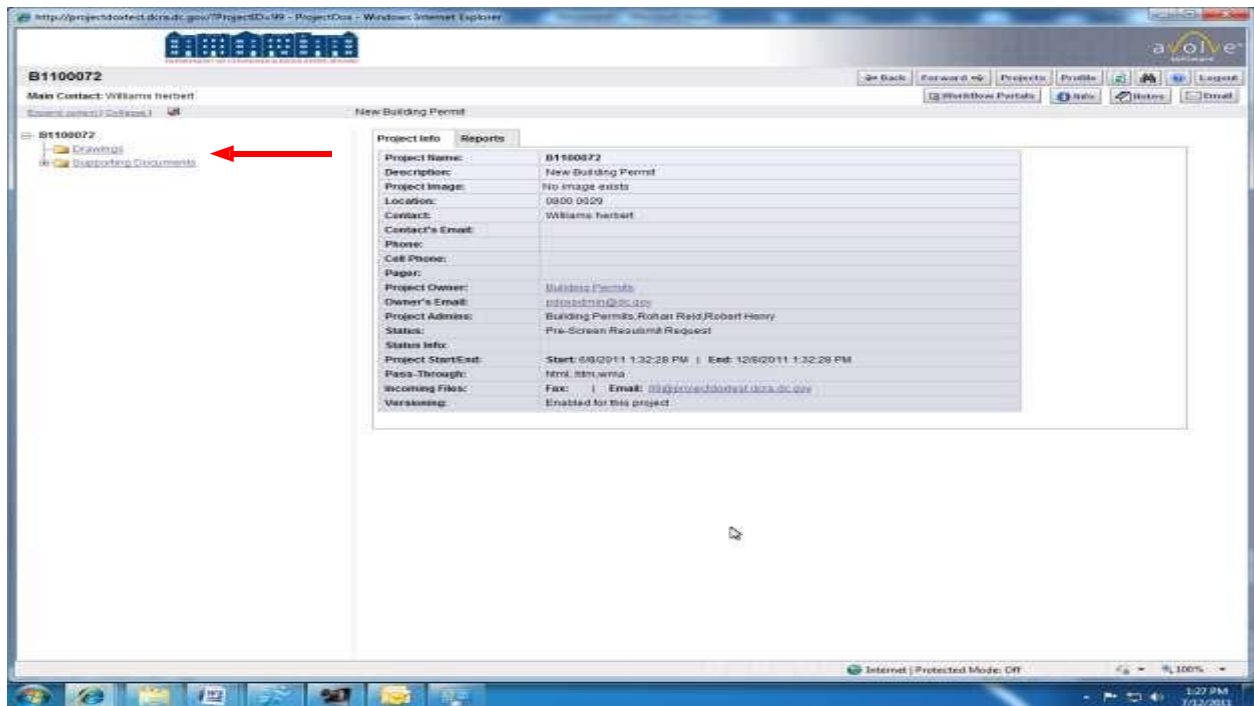
2. The project screen will display project information and the folders used for uploading both Drawings and Supporting Documents.

5. Click the **Drawings** folder to upload plan drawings.

6. Click the **Supporting Documents** folder to upload other related supporting documents.

7. Click **Upload Files**.

8. Select the browse button to access drawings located on your computer. Make sure to have Microsoft Silver light application installed. If a different screen is displayed Silver light may not be installed
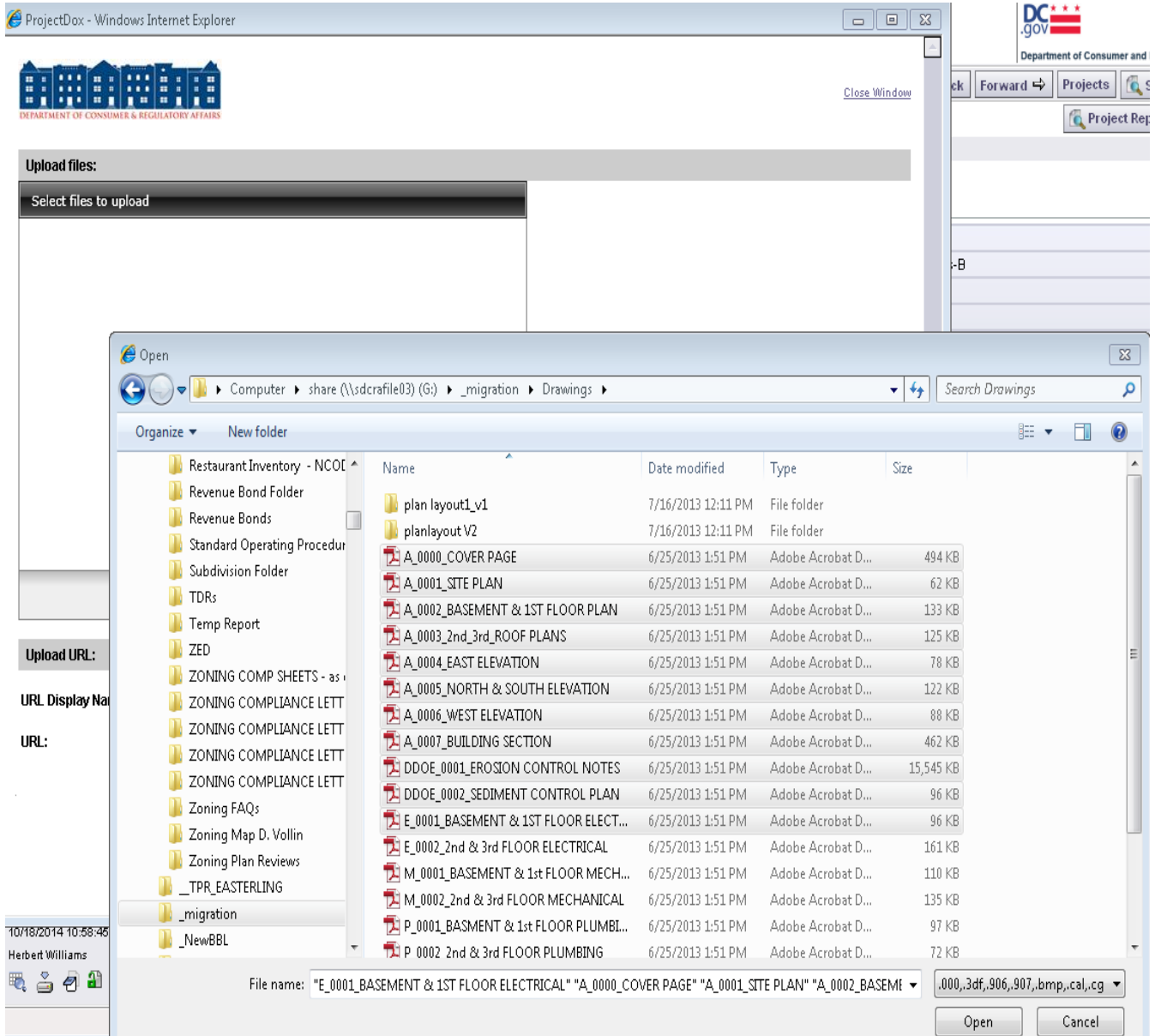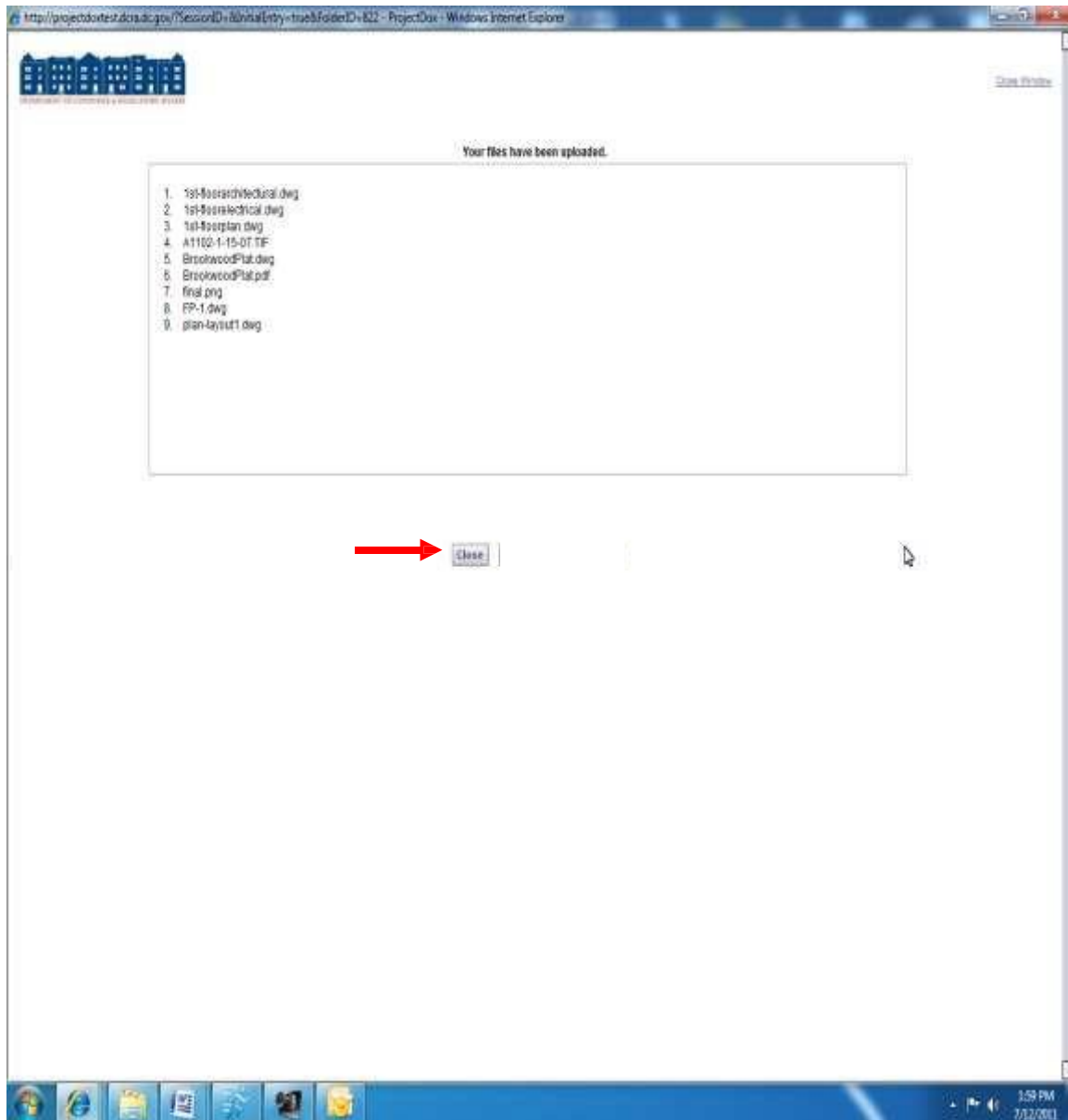
9. Click Open button once you select all the files to be uploaded

10. Click **Upload**. The files will be uploaded to project dox for publishing. Please verify all document publish. If you have any issues with document not publishing please contact DCRA for assistance. Charles.woolridge@dc.gov

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

Once all files are uploaded, the folder is loaded with thumbnail images of each file contained in the folder. The file name, author, date uploaded and any relevant file icons are displayed beside each thumbnail.
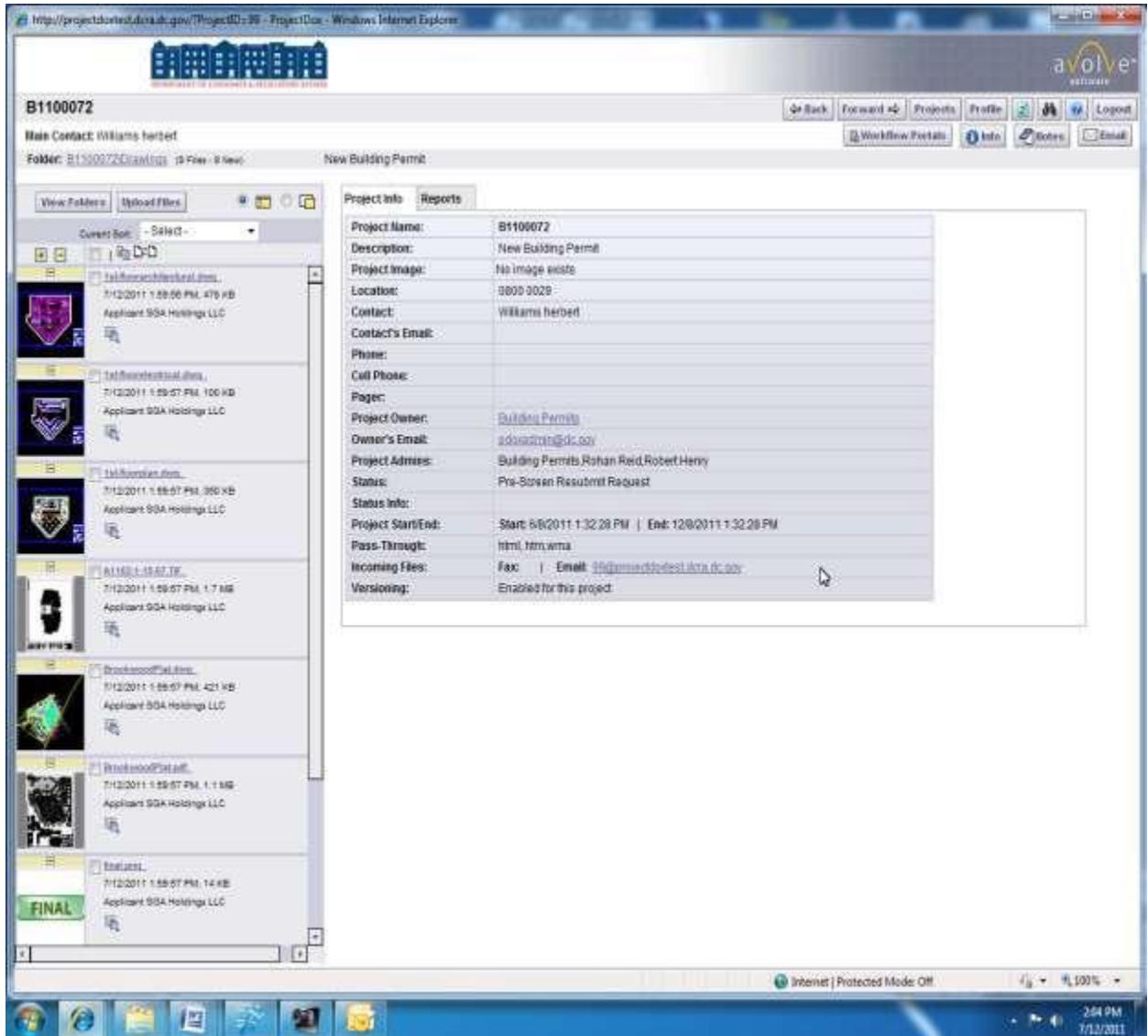
Document Upload Errors

If you have any issues with document not publishing please contact DCRA by sending an email to Chrls.Woolridge@dc.gov or to eplans@dc.gov. The document will have to be deleted and then you can try to upload it again. The screen shot below show a document that fail to upload correctly. Look out for blank pages they can't be reviewed
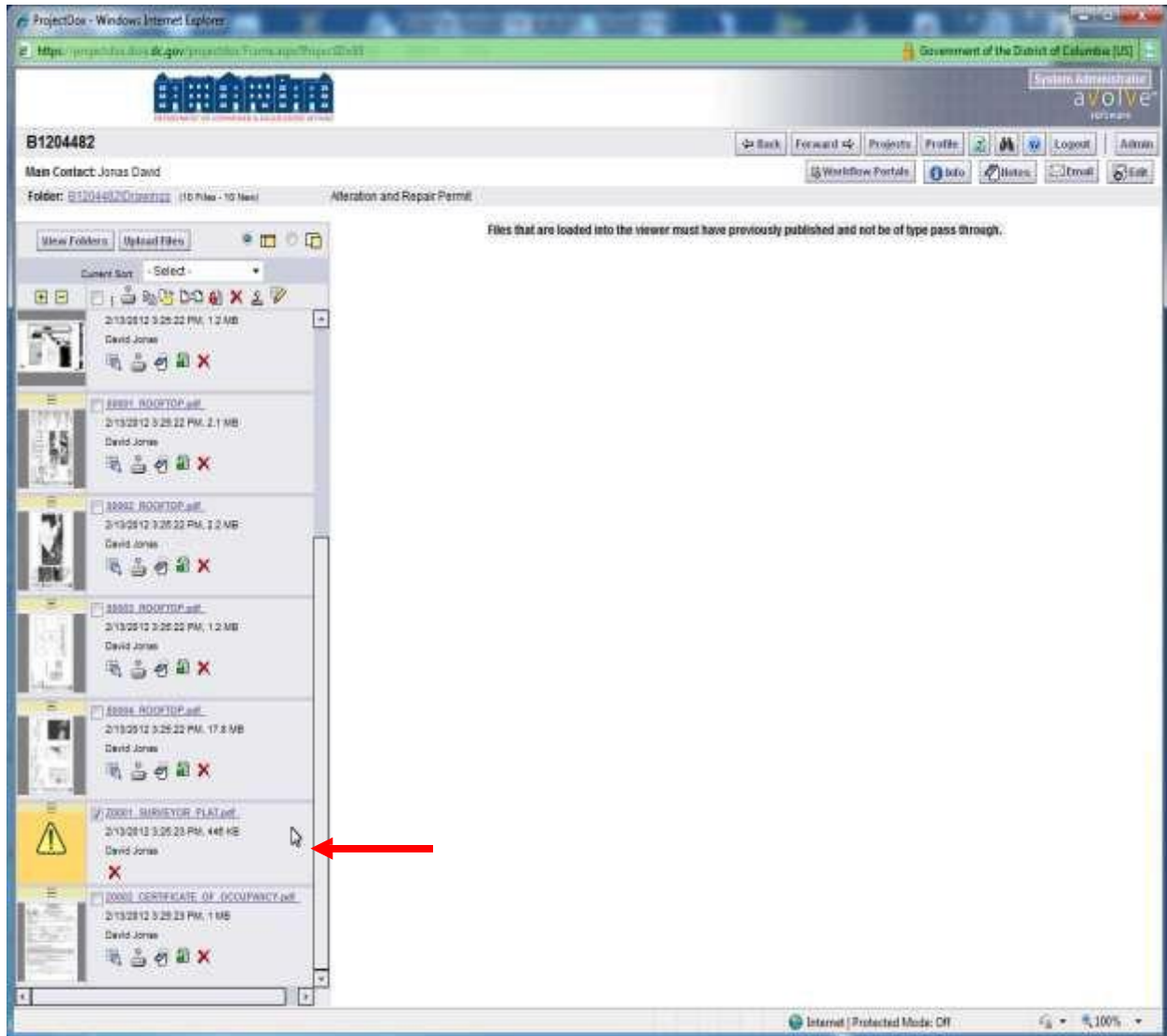

Important

Once you have successfully uploaded your drawings and supporting documents you now must complete the Applicant Upload Task

Completing the Applicant Upload task

Important - Until this task is completed DCRA cannot begin reviews
Make sure you have completed the uploading of all drawings before completing the task. Once the task is complete the upload button is deactivated

To notify the PRC you are ready for the prescreen reviews to begin. Go to Workflow Portal to complete your task.
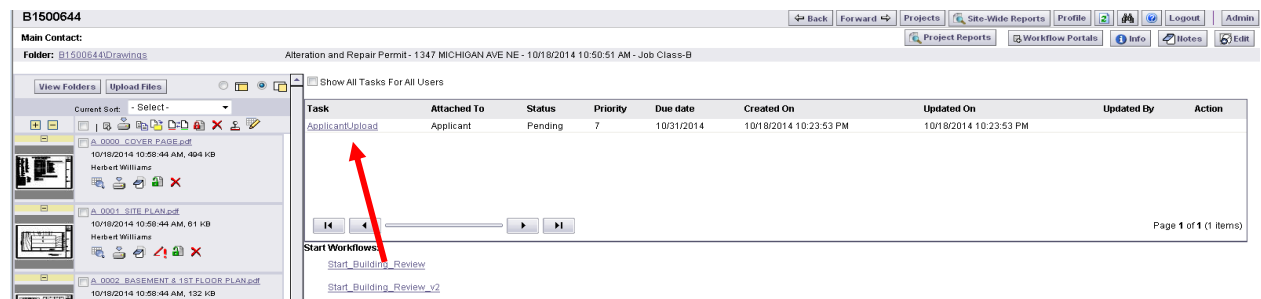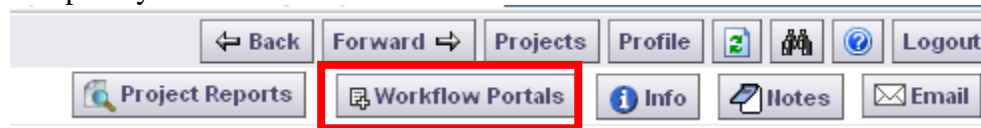
Select the Applicant Upload link. Next accept the Task

Click Upload Complete – Notify Jurisdiction button

Congratulation!! You have now completed the initial upload of your project and the PRC will be notified to start the review process.

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 can start the review process.

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.

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

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 the project.

2. Select **Workflow Portals** to access the Task List.

3. Click the Task and the eForm will show issues/questions with the submission.

4. Select **Save and Close** at any point to exit the eForm to make corrections.

5. Make all requested changes.

6. If you save and close you must go back to workflow portal to open the task again.

7. Check - **I have uploaded the corrected documents and drawings as indicated below** check box. This check box activates the Corrections Complete button

8. Select **Corrections Complete**.

The task is complete and the PRC will be notified of the correction task has been completed

Sending an Email

Emails 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.
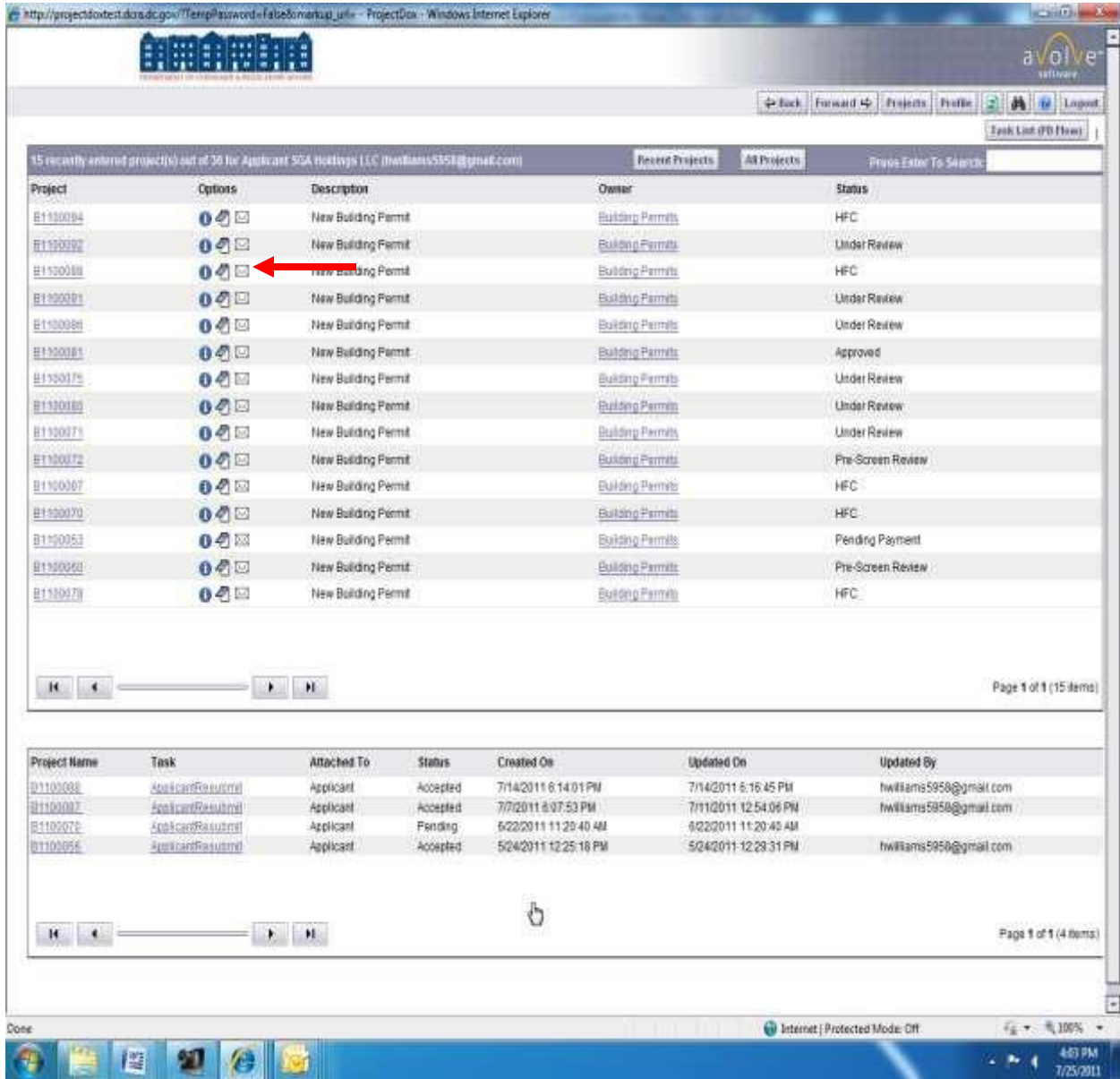
1. Navigate to the **Project List** screen.

2. Select the ✉ icon under the **Options** column next to the desired project.

3. Enter the **Subject** of the email.

4. Enter the **Body Text** of the Email.

5. Select the desired disciplines and then find the users you wish to email.

6. Click **Send**.

7. A confirmation screen appears listing all selected DCRA staff.

8. Close the window.

9. DCRA has also provided a direct contact e-mails for general questions: eplans.dcra@dc.gov or Charles.Woolridge@dc.gov

Tracking Review Status and Comments

You can use two options to track the progress of a project. Using report from inside the project or use the online application located on our web site.

To use the project report select a project then, select **Project Report button** from the menu then, select **Department Review Status** report. Select the available workflow task from the drop down then, click view report. This report will show the status and comments for each review by discipline and by cycle in real time
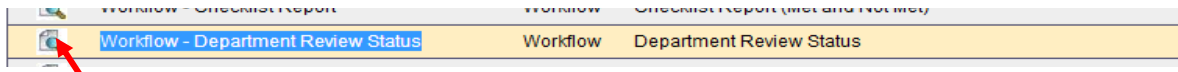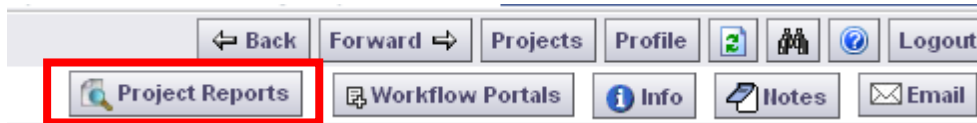
Click the Icon to open the report. Select the workflow from the drop down. Click View Report
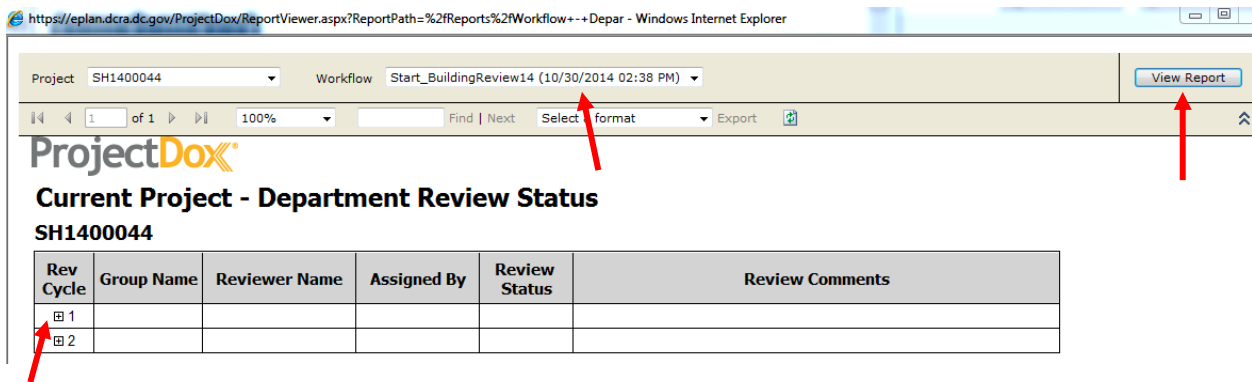
Click the plus sign to display the status and comment for a particular review cycle
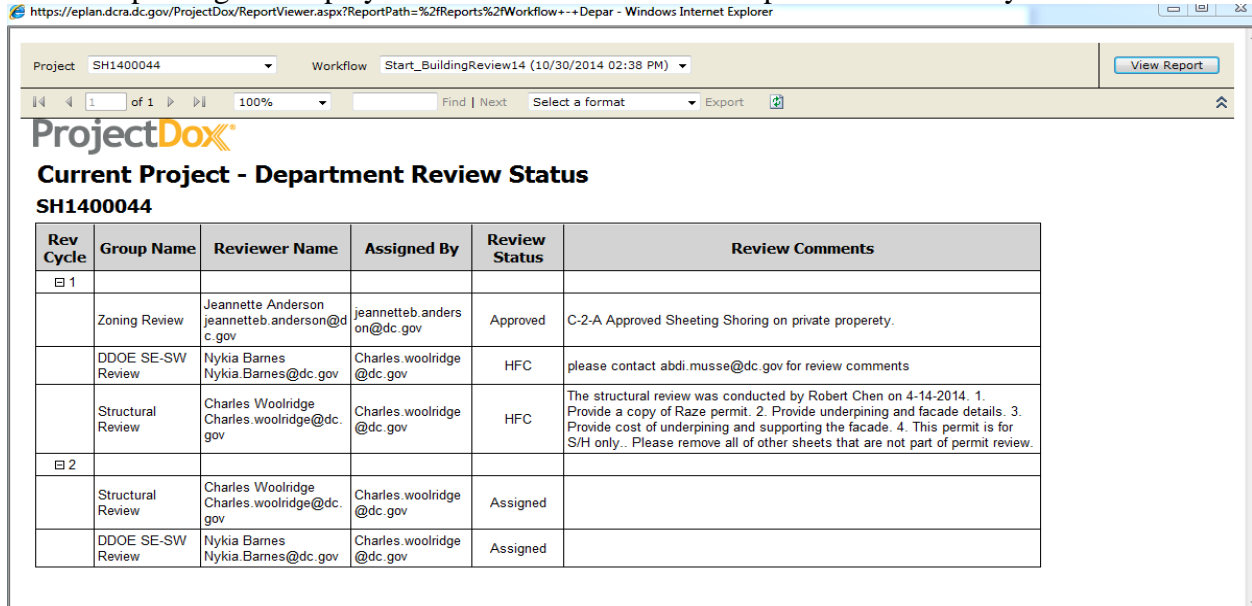
Applicants may also track the progress of reviews utilizing the DCRA Online Building Permit Application Tracking program from the web. *__Note the web application is update at 3:00 AM each night__*

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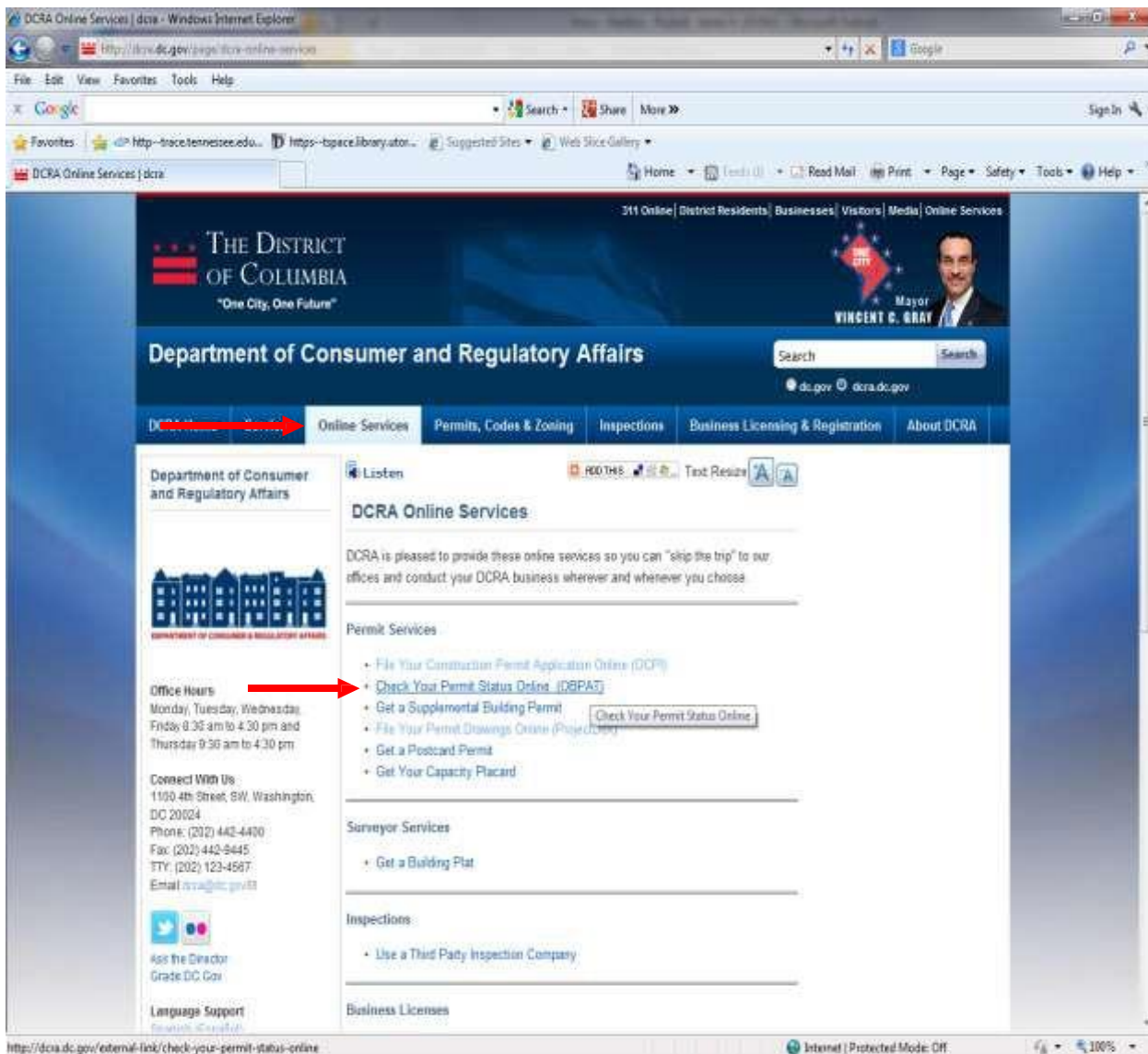
4. The application will prompt you to enter the **Application ID** or **Property Address**.

5. Select **Find**.

6. The system will display the below screen.

7. Click **the Plus sign (+)** 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 the corrected drawings using the same file name as the original submission**.

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**.

From this Eform you can see the changemarks and the comments. You can create an Excel spread sheet with the comment. You can respond to the reviewer comment using the applicant response box. Note this only work if the reviewer used change marks to make comments.

6. This 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. Click **Save and Close** on the eForm.

12. Review the necessary drawings and make corrections.

13. Upload the revised drawings (see Page 24-32 of this manual)

<p style="text-align:center">**VERY IMPORTANT**</p>

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. If drawings are not name the same the review time will take longer due to the rejection.

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

15. Click **ApplicantResubmit**.

16. Click all three check boxes acknowledging completion of the resubmission task

17. Click **Complete**.

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 did not approve 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 4th St SW Washington, D.C. 20024 2nd floor – to obtain the official permit and pay the required remaining permit fees. The Building Permit will be issued and all approved drawings and supporting documents are moved to the **Approved Drawings** and **Approved Supporting Documents** folders in ProjectDox. The applicant may access, download and print the final approved drawings from those folders.

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**.

| Project Name: | B1100063 |
| Task Assignment: | NotifyPlanApproved |

Project Access | Login To ProjectDox

1. Come to the Permit Center.

2. Provide the permit number and an invoice will be provided if necessary

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

DCRA
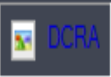
Approved Plans Ready for Download Notification ←

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:	NotifyDownload

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.
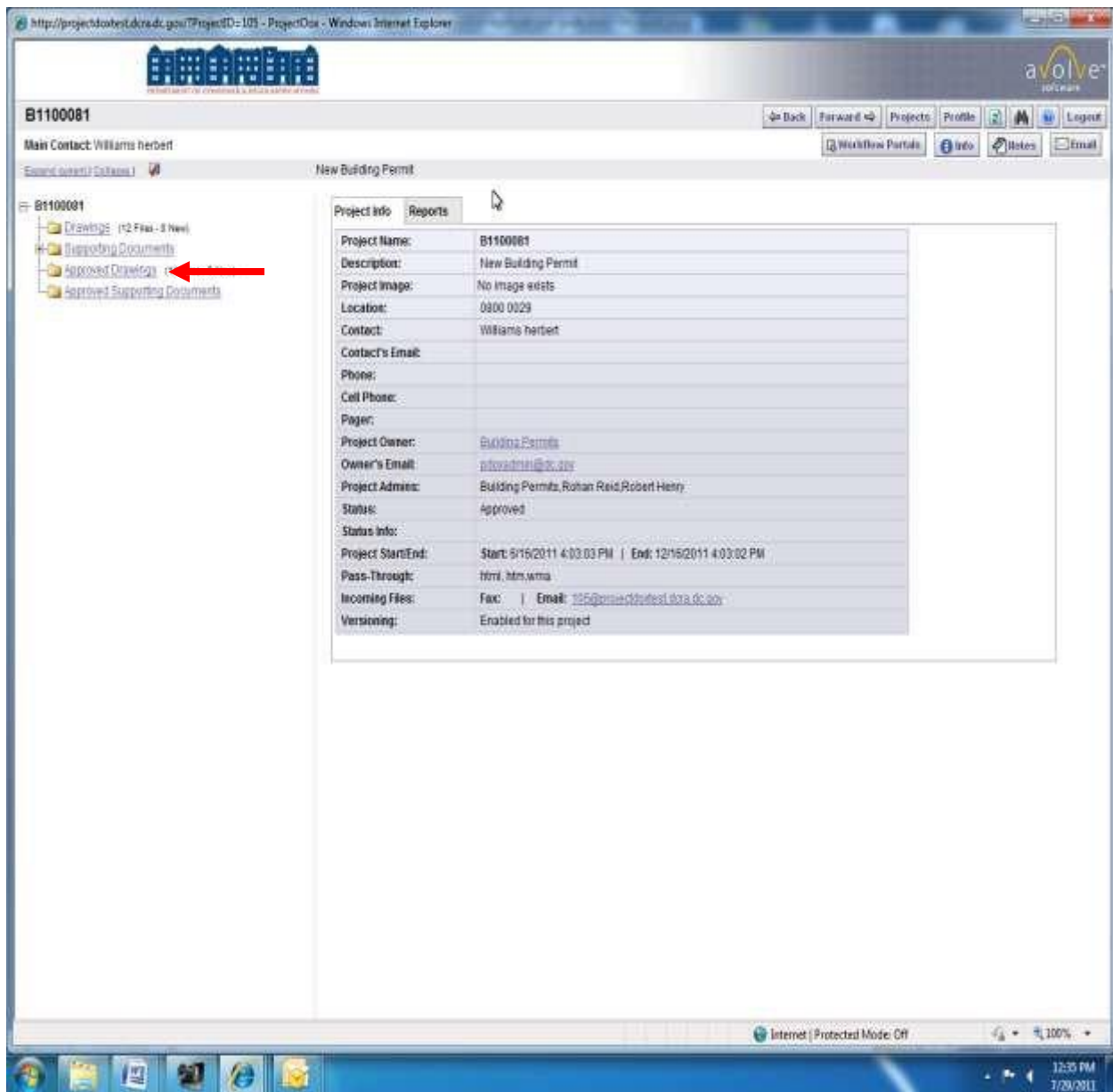
4. Select the drawings to be downloaded.

   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.
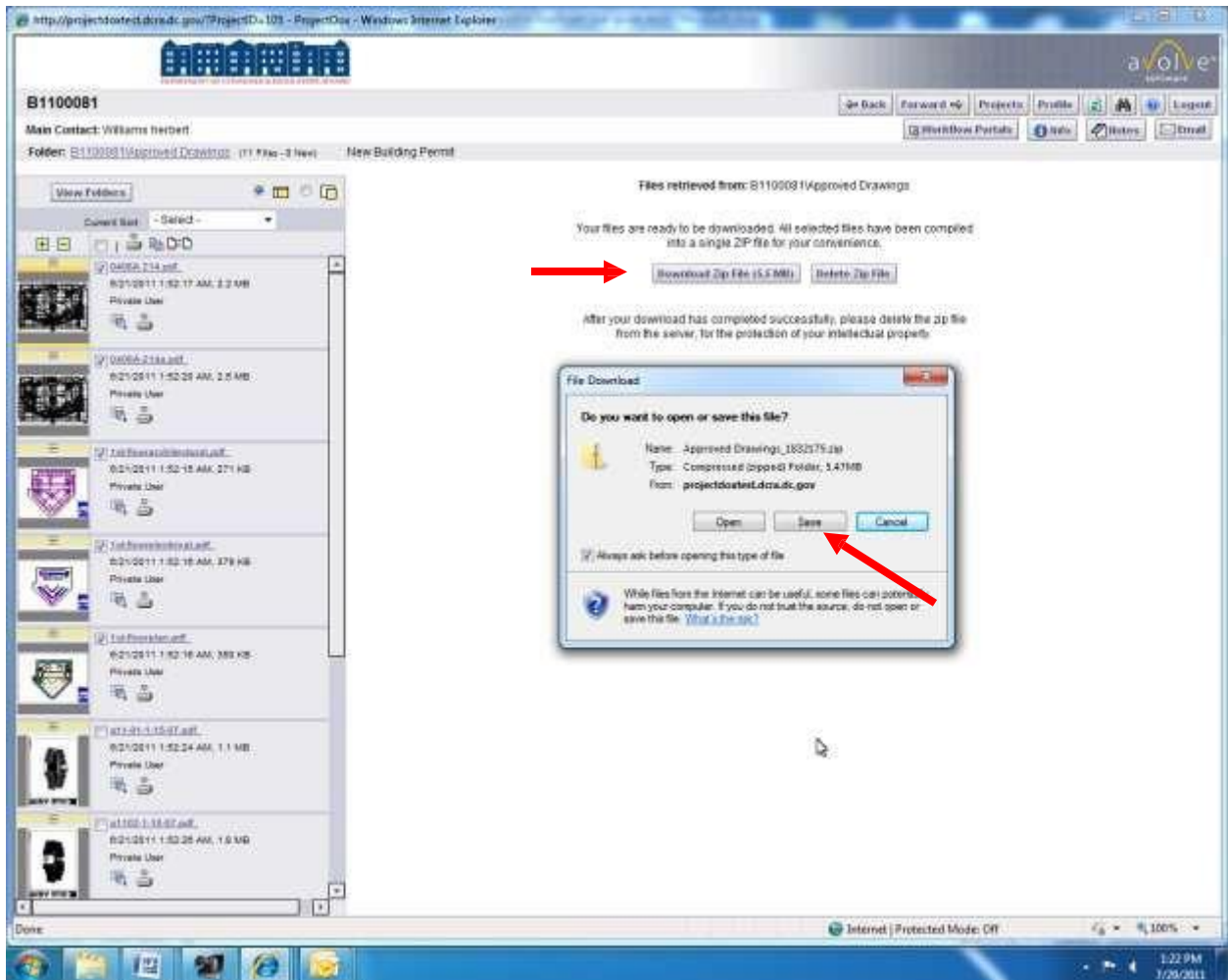
CONGRATULATIONS – Job Well Done!

FAQs

What is ProjectDox ePlan software?

ProjectDox is a web-based electronic plan and document workflow solution that lets customers and government personnel initiate and complete the plan submission, review and approval process respectively online, rather than using a manual, paper-based process. Building, Planning, Land Use (Zoning), Fire, Environmental, transportation and other agencies can use ProjectDox for project-specific workflows to review projects in parallel rather than sequential.

How does ProjectDox work?

ProjectDox works in tandem with permitting software to help automate the plan review process. When a customer (architect, engineer, contractor, and owner) submits an application for a construction or land use permit requiring plans and other documents, ProjectDox uses the permit application email information to invite the applicant to a "project", where the applicant can upload electronic plan files. Review department personnel then have access to the plans in ProjectDox, and use ProjectDox workflow, collaboration and view/markup tools to complete the initial review. Required changes are noted on the files and then communicated to the applicant who makes the noted revisions to the original files and then resubmits revised files back into ProjectDox. The review cycle continues until all the regulatory requirements are satisfied and receives final approval for the plans and the permit.

Why am I required to use ProjectDox?

First: ProjectDox helps reduce and eliminate the cost of paper. Not just the paper itself, but the cost to print blueprints and documents – lots of them – which can cost tens and even hundreds of thousands of dollars on big projects. Then, there is the cost to deliver paper, multiple times, to various destinations. There are also costs to store paper, as well as retrieve it. Paper blueprints and documents can be damaged or lost. Also, since most paper comes from trees and has to be shipped via vehicles using fossil fuels, ProjectDox helps to preserve the environment by reducing deforestation and green-house gas emissions.

Second: ProjectDox helps departments improve customer service. Instead of driving to DCRA and standing in line, customers can upload plans and documents anytime of the day or night, from anywhere that has Internet access. They can get review status updates online as well. No need to call DCRA staff.

Third: ProjectDox helps people work together better than ever before. The automated workflow, collaboration and view and markup tools in ProjectDox improve and clarify communication between everyone working on a project. Each ProjectDox activity is logged, so the facts are always ready for those that need them. Work is streamlined and made more efficient without changing what people like about their jobs. Also, because the department works with digital files instead of paper, the electronic plans can be used instantly by emergency first responders and disaster preparedness and recovery personnel from local, state and federal agencies should the need arise.

How do customers access ProjectDox?

Customers MUST be invited to use ProjectDox. When the applicant receives a ProjectDox project invitation via email, the email contains a temporary password that is used to log in. The applicant must then change the temporary password to a permanent one. The applicant is only allowed to view and access the projects belonging to his/her identity, and many of the ProjectDox features are disabled to ensure that the customers cannot, either on purpose or by accident, adversely affect the review process by adding or deleting a file. For example, the applicant's ability to access a particular folder or view, print or download files will be suspended depending on the status of the workflow. Customers will be notified automatically via email from ProjectDox when the review process requires their attention and participation.

What computer technology do you need to use ProjectDox?

As a web-based system, ProjectDox requires Internet Explorer Version 6 or greater, running on a Windows Operating System. A browser is all that is required however; ProjectDox uses pop-up windows (browser windows with no toolbars). If you are having trouble with ProjectDox you probably have a pop-up blocker installed that is preventing the main project window from opening. You need to disable pop-up blocking for the ProjectDox site.

My pop-up blockers are turned off but I am still having trouble with ProjectDox.

In some instances ProjectDox users may need to turn off the User Account Control (UAC). From the Control Panel, open User Accounts and click the "Turn User Account Control on or off" link. In the "Turn on User Account Control (UAC) to make your computer more secure" options screen, un-check "Use User Account Control (UAC) to help protect your computer" check box. Click **OK** and restart the system. The User's permissions level/rights will affect how the User Account Control works.

Why do I need to install the ActiveX controls?

ActiveX is a software component of Microsoft Windows. Internet Explorer may already have ActiveX installed on your computer. In order to properly view and perform all the necessary tasks in ProjectDox, the logon page has a Microsoft Silent Install (MSI) component required to install all necessary ProjectDox ActiveX controls. This installation will only be done once however: if you utilize a different computer it will require another installation for each unique computer.

Is ProjectDox a secure web application?

ProjectDox uses the same browser security deployed by online banking sites. When combined with network and application security best practices, ProjectDox ePlan technology will provide a secure collaboration environment between the customer and DCRA.

What is a ProjectDox "Project"?

A ProjectDox project is a virtual workspace that organizes the electronic documents, communications and annotations critical to the proper submission, review and approval of plans by the applicant and DCRA. The project folder structure is organized according to a template that is defined by the responsible department or agency (e.g. the Building Department). The review process is guided by a workflow engine according to a determined set of paths also designed by the responsible review departments. Projects are initiated and completed, and can then be archived per regulatory requirements.

How does ProjectDox treat plans and documents?

Plan and document files that are uploaded into ProjectDox are published immediately into a "read-only" screen format that is used throughout the review and approval process. The plan files themselves and once published, are archived away in order to ensure they are never altered or modified in any way. All red-lines, markups and annotations applied to the plan file renditions occur on virtual layers in ProjectDox. This means plans and comments can be managed effectively for specific operations useful for streamlining the review process. ProjectDox can publish over 150 file formats (including DWG, DGN and PDF) accurately and maintain important vector and layer information that help reviewers do their jobs effectively.

How do I name my documents?

File names should consist of alphanumeric characters only not exceeding 70 characters in length. Do not use underline or underscore in a file name. Non-alphabetical and non-numerical characters, including but not limited to, below cannot be used:

$$! \; @ \; \# \; \$ \; \% \; \wedge \; \& \; * \; (\;) \; \_ \; \{ \; [\; \} \;] \; \backslash \; | \; = \; + \; : \; ; \; `` \; ` \; < \; , \; > \; ? \; / \; \sim \; ` $$

The only exception to the above is the use of the symbol **.** in a Develop Services file name and the symbol **–**.

Drawing names must being with the Discipline Initial followed by the Sheet Number. Please reference the ProjectDox Applicant User Guide and ProjectDox Submission Helpful Hints documents for further explanation.

What are the drawing size requirements?

The minimum drawing 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. If more than one scale is used on a sheet, an independent graphic scale must accompany the applicable detail.

What approval stamps are required?

- A 5" X 5" area should be reserved at the **TOP RIGHT** corner of **the first page of** drawings for DCRA approval stamp. Please leave the top right corner completely blank on the first page of the drawings.   This stamp will include the reviewers and disciplines name. Depending on the number of reviewers the stamp will grow length wise. For the remaining pages a much smaller space is required. 3 X 3. This is applicable to all sheet sizes. The stamp is transparent. You will be able to see the drawing underneath the stamp.
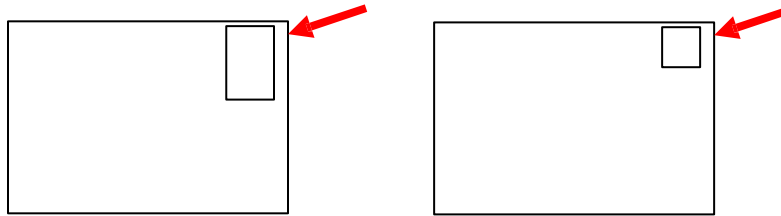
What file types are acceptable?

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). 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. Files must be monochrome with white background (print-ready).

How do I upload documents into ProjectDox?

Select the specific project that corresponds to the plans you will be uploading. Click the drawings folder to upload your plan drawings or the supporting documents folder to upload other related supporting documents. Next, click Upload Files. Here, select the file location and files to upload from your computer – use Shift or Ctrl keys to select multiple files at once. Finally click Upload Now and select OK. Select Close and check to make sure all documents uploaded successfully. **Note**: If one or more documents do not load properly save the document to a different location on your computer and try uploading the drawings again.

Why was my ProjectDox Project rejected?

Prescreen Review – Immediately after a project is submitted it goes through the Prescreen Review Process. During this review the reviewer verifies all documents are properly submitted. After the initial review a project is approved, rejected or cancelled. If the project is rejected an email alerts the applicant, upload permission is restored and a new task placed on their Task List. You then have 30 days to complete the resubmittal of required documentation.

Review Complete – Once a project has been reviewed it may be rejected for required applicant corrections. If a project is rejected at this point an email alerts the applicant and a new task assigned to their Task List. You then have 30 days to resubmit drawings to DCRA with the required corrections.

How do I contact DCRA staff?

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. Applicants may also send general questions/concerns to eplans.dcra@dc.gov or Charles.woolridge@dc.gov.

How do I track the progress of my project?

Once the drawings have passed the Prescreening Review Process the applicant can follow the progress of the reviews using the DCRA Online Building Permit Application Tracking program. To access your application go to the DCRA website – DCRA.DC.GOV – and click on the Permit Status Icon. You will be prompted to enter either the permits number or the property address. The system displays the status of each review that has been completed with accompanying comments from each reviewer.

My project has been approved. Where do I obtain my Permit?

You will receive an email indicating all reviews have been approved. At this point you must come to DCRA to obtain the official permit. DCRA Permit Center is 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 document move to the Approved Drawings and Approved Support Documents folders in the ProjectDox application ready to be downloaded and printed as PDFs.

Technical Issues FAQs

How do customers access ProjectDox?

Customers MUST be invited to use ProjectDox. When the applicant receives a ProjectDox project invitation via email, the email contains a temporary password that is used to log in. The applicant must then change the temporary password to a permanent one. The applicant is only allowed to view and access the projects belonging to his/her identity, and many of the ProjectDox features are disabled to ensure that the customers cannot, either on purpose or by accident, adversely affect the review process by adding or deleting a file. For example, the applicant's ability to access a particular folder or view, print or download files will be suspended depending on the status of the workflow. Customers will be notified automatically via email from ProjectDox when the review process requires their attention and participation.

What computer technology do you need to use ProjectDox?

As a web-based system, ProjectDox requires Internet Explorer Version 8 and 9 or IE10 following the Support Bulletin (page 5), running on a Windows Operating System. A browser is all that is required however; ProjectDox uses pop-up windows (browser windows with no toolbars). If you are having trouble with ProjectDox you probably have a pop-up blocker installed that is preventing the main project window from opening. You need to disable pop-up blocking for the ProjectDox site.

My pop-up blockers are turned off but I am still having trouble with ProjectDox.

In some instances ProjectDox users may need to turn off the User Account Control (UAC). From the Control Panel, open User Accounts and click the "Turn User Account Control on or off" link. In the "Turn on User Account Control (UAC) to make your computer more secure" options screen, un-check "Use User Account Control (UAC) to help protect your computer" check box. Click **OK** and restart the system. The User's permissions level/rights will affect how the User Account Control works.

Why do I need to install the ActiveX controls?

ActiveX is a software component of Microsoft Windows. Internet Explorer may already have ActiveX installed on your computer. In order to properly view and perform all the necessary tasks in ProjectDox, the logon page has a Microsoft Silent Install (MSI) component required to install all necessary ProjectDox ActiveX controls. This installation will only be done once however: if you utilize a different computer it will require another installation for each unique computer.

Is ProjectDox a secure web application?

ProjectDox uses the same browser security deployed by online banking sites. When combined with network and application security best practices, ProjectDox ePlan technology will provide a secure collaboration environment between the customer and DCRA.