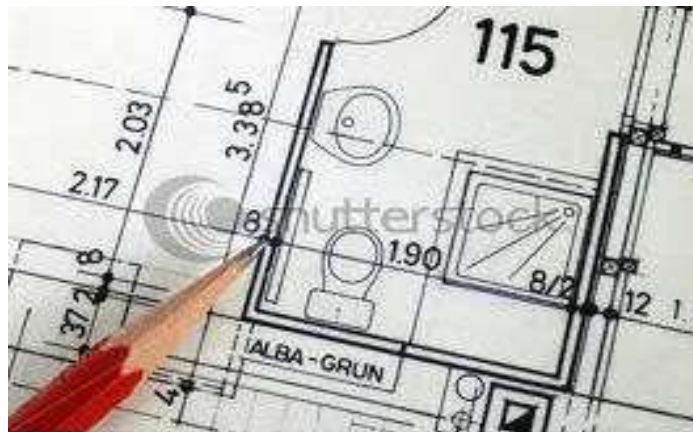




Department of Consumer and Regulatory Affairs

ProjectDox

Electronic Plan Submission



Applicant User Guide

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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.)

Client Hardware and O/S Specifications

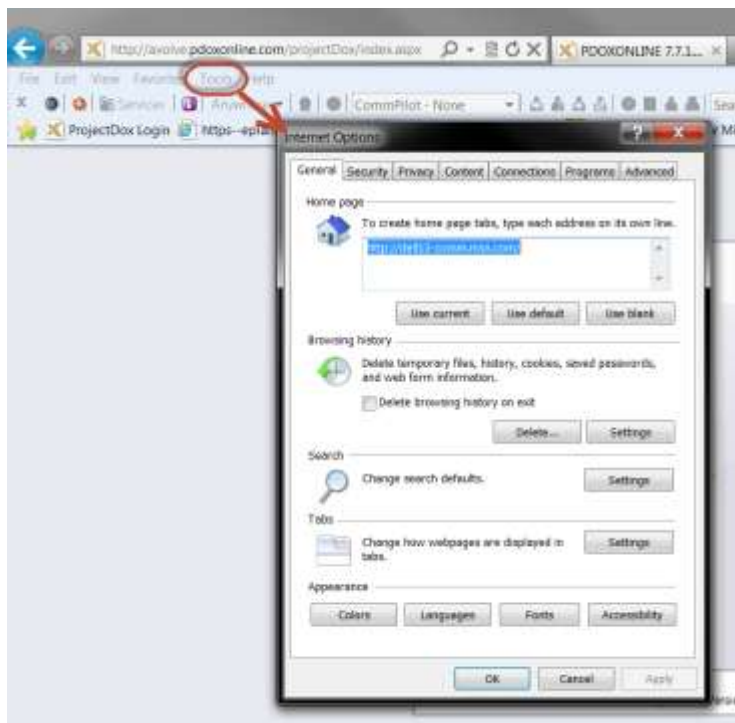
Operating System	Windows 8 (32/64), Windows 7 (32/64) Windows Vista SP2 (32/64) Windows XP SP3 (32/64) Mac OS 10.5-10.9, iPad, Windows Tablet
Processor	Dual Core or Quad Core Processors 2.0 GHz or faster
Memory	4 GB Ram
Hard Drives	100 GB or more
Graphics Card	Minimum 512MB of dedicated video memory (multi-monitor support recommended)
Recommended Web Browsers Current Version 7.7	Internet Explorer 8, 9 and 10 (32-bit) in compatibility mode and some internet Settings See IE 10 Support Bulletin

Support Bulletin For Explorer 10

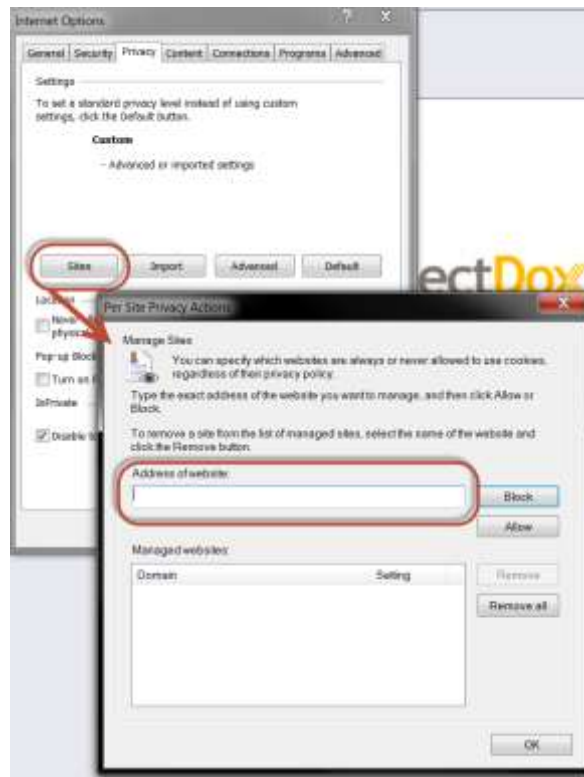
This Support Bulletin provides important information about ProjectDox® software and the latest compatibility with Internet Explorer 10. By adding the site to the trusted sites list, changing some internet options and running compatibility mode it enables IE10 to work with ProjectDox.

Follow the simple steps in this bulletin to use ProjectDox in IE10.

1. Open Internet Explorer 10.
2. Select **Tools** and select **Internet Options**.



3. Select **Privacy Tab** and click **Sites**. Add the ProjectDox.dhra.dc.gov link. Click **Allow**.



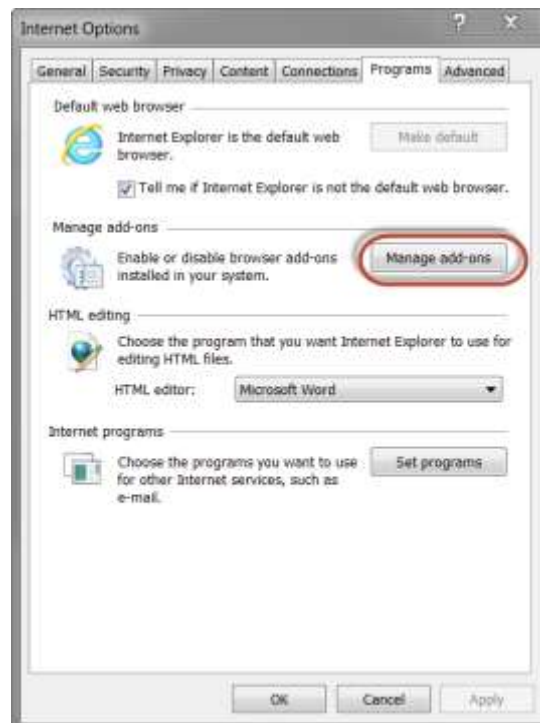
4. Select **Security Tab**. Select **Trusted Sites** and select **Sites**. Add the ProjectDox.dhra.dc.gov link and click **Add**.



5. Under **Privacy** select **Advanced**. Select **Override automatic cookie handling**.

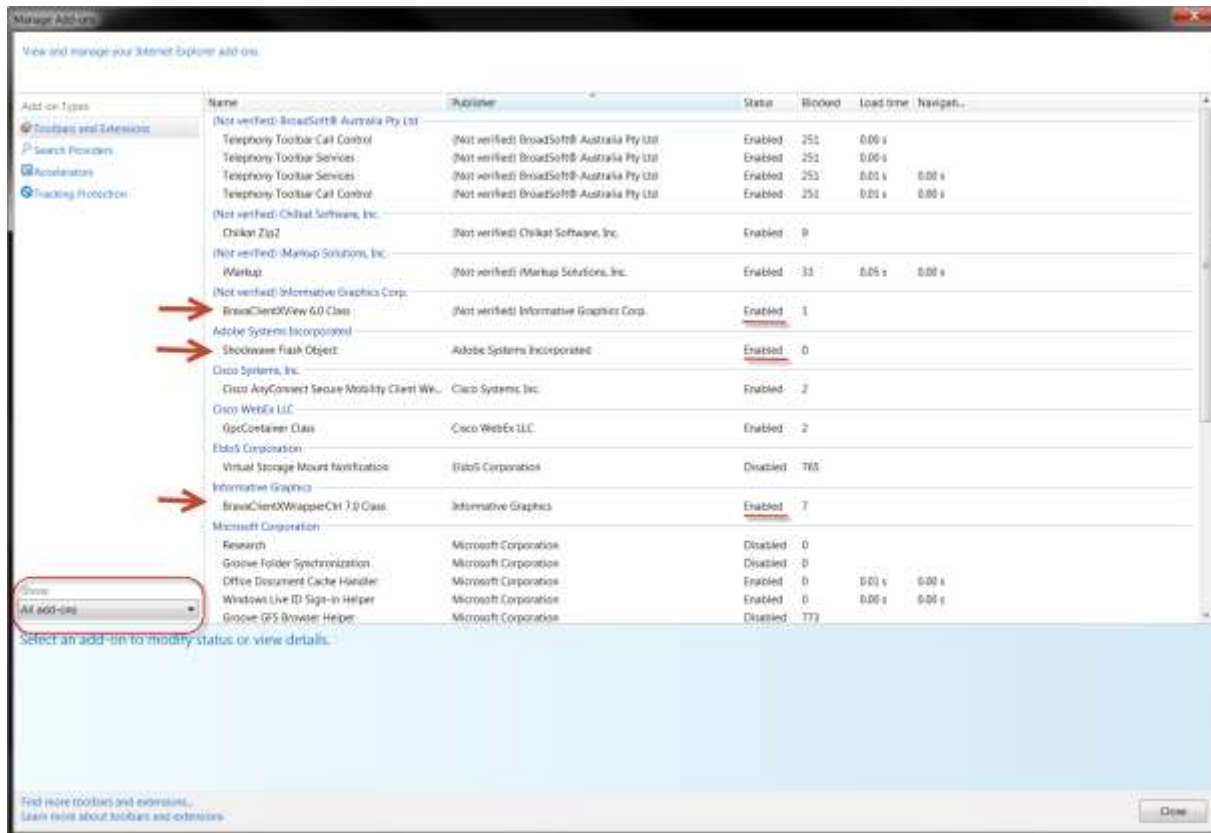


6. Select **Programs** and select **Manage add-ons**.

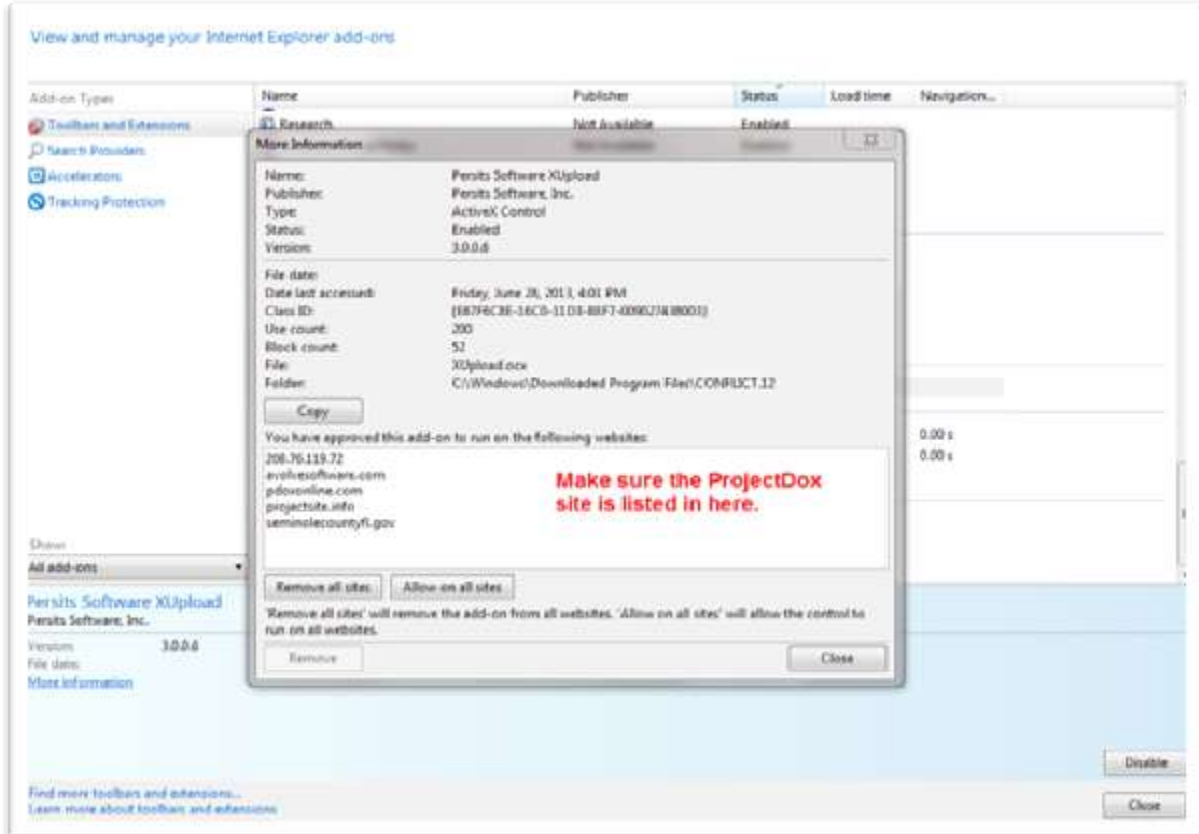
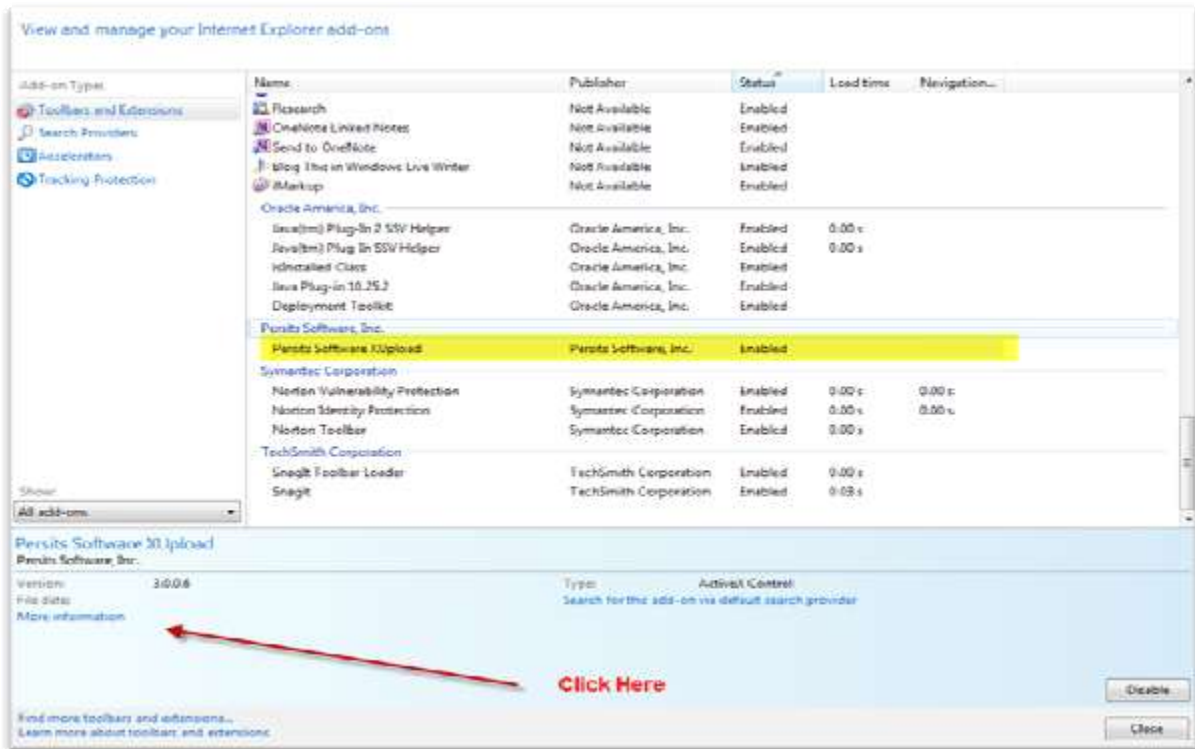


7. Select **Show:** Select **All add-ons**. On the right there will be all the add-ons. Verify all *Informative Graphics*, *Chilkat Software Inc*, *Persists Software XUpload* and *Microsoft Silverlight* are enabled.

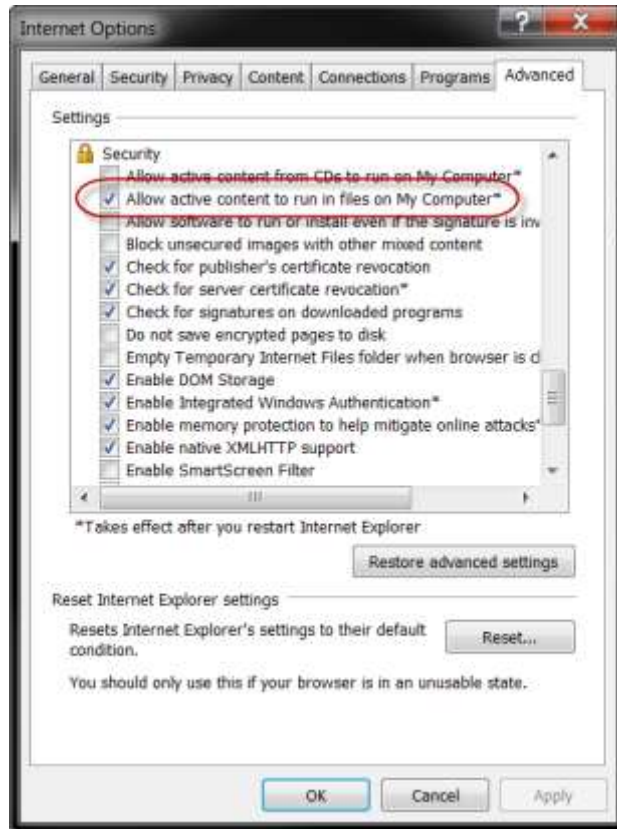
Note: If the column called status is not visible, right click on a header such as Publisher and select **Columns** and finally select **Status**.



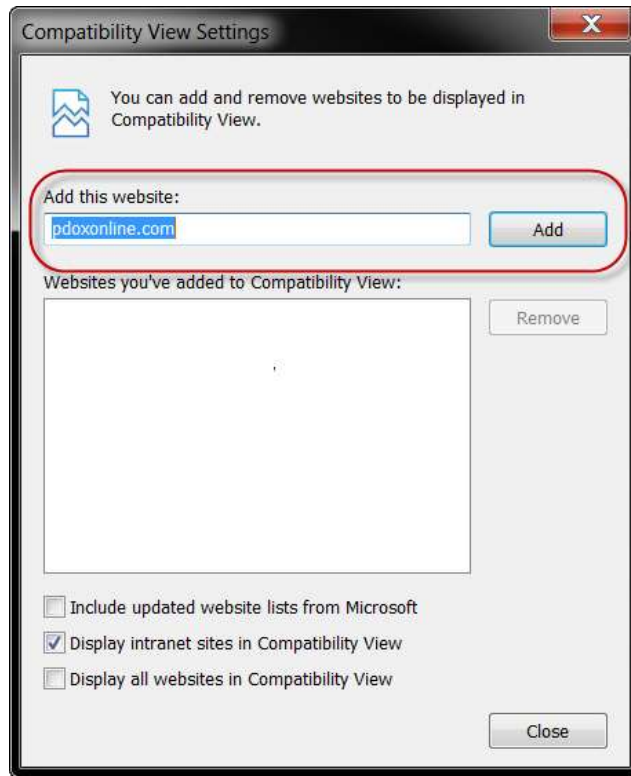
8. Locate **Persits Software XUpload** and select **More Information** under **Version**. The ProjectDox Website must be listed inside the white box. Select **Close**.



9. Select **Advanced**. Under **Security** select **Allow active content to run in files on My Computer**. Select **Ok**.



10. Finally, go to **Tools** as in Step 2. Select **Compatibility View Settings**. Add the ProjectDox website link and click **Add**. **Close all IE Windows and restart IE.**



Submission Standards

Cover Sheet

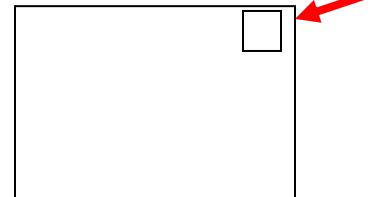
1. Project cover sheet must be included with submission.
2. An index of all drawings must be included.
3. Index sheet must include designations.
 - a) Example: **A0002_Second Level Floor Plan**

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.
- **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.)

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	

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 – MUST BE COMPLETED IN ONE SESSION.

- 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](#)

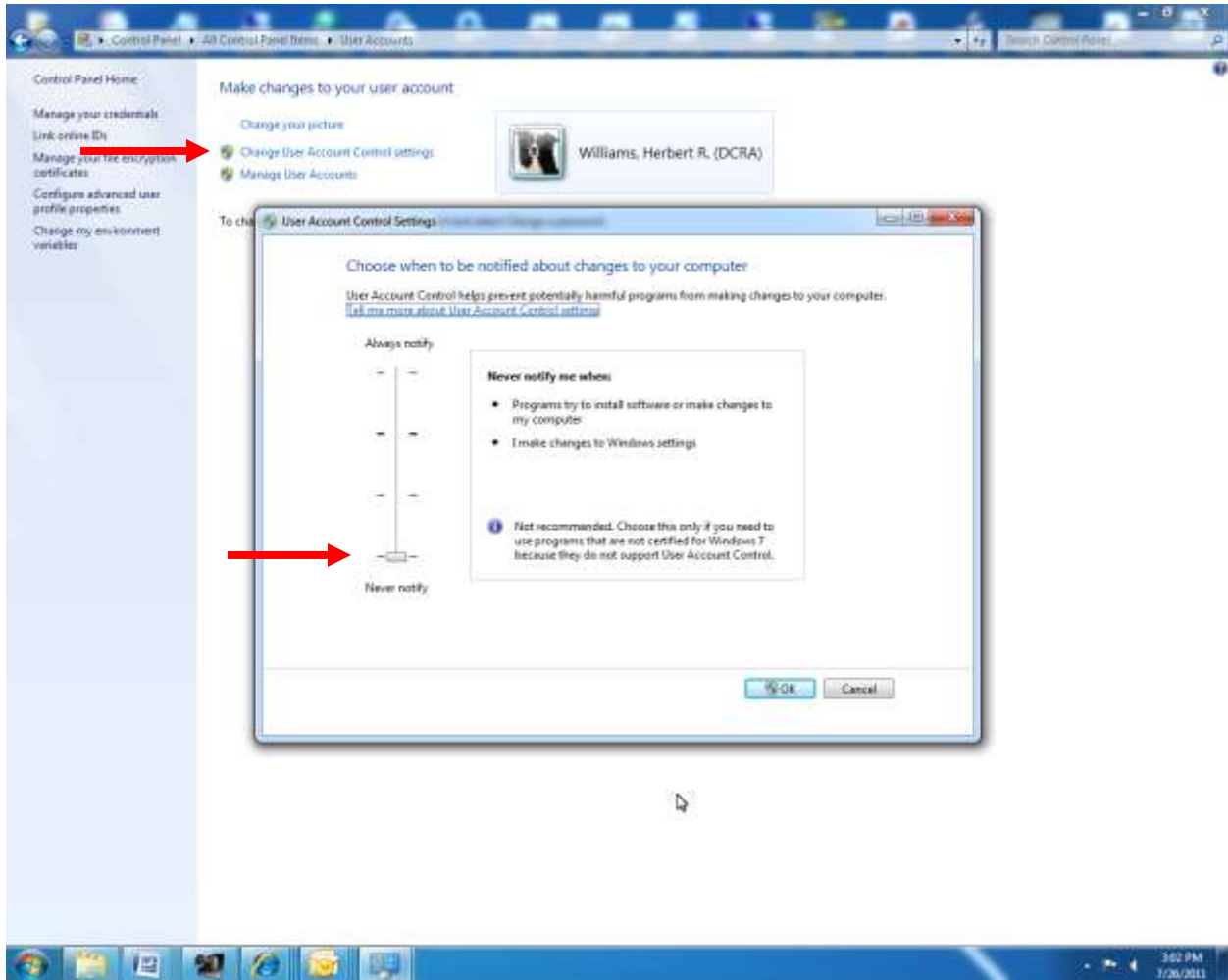
© 2010 Department of Consumer and Regulatory Affairs

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

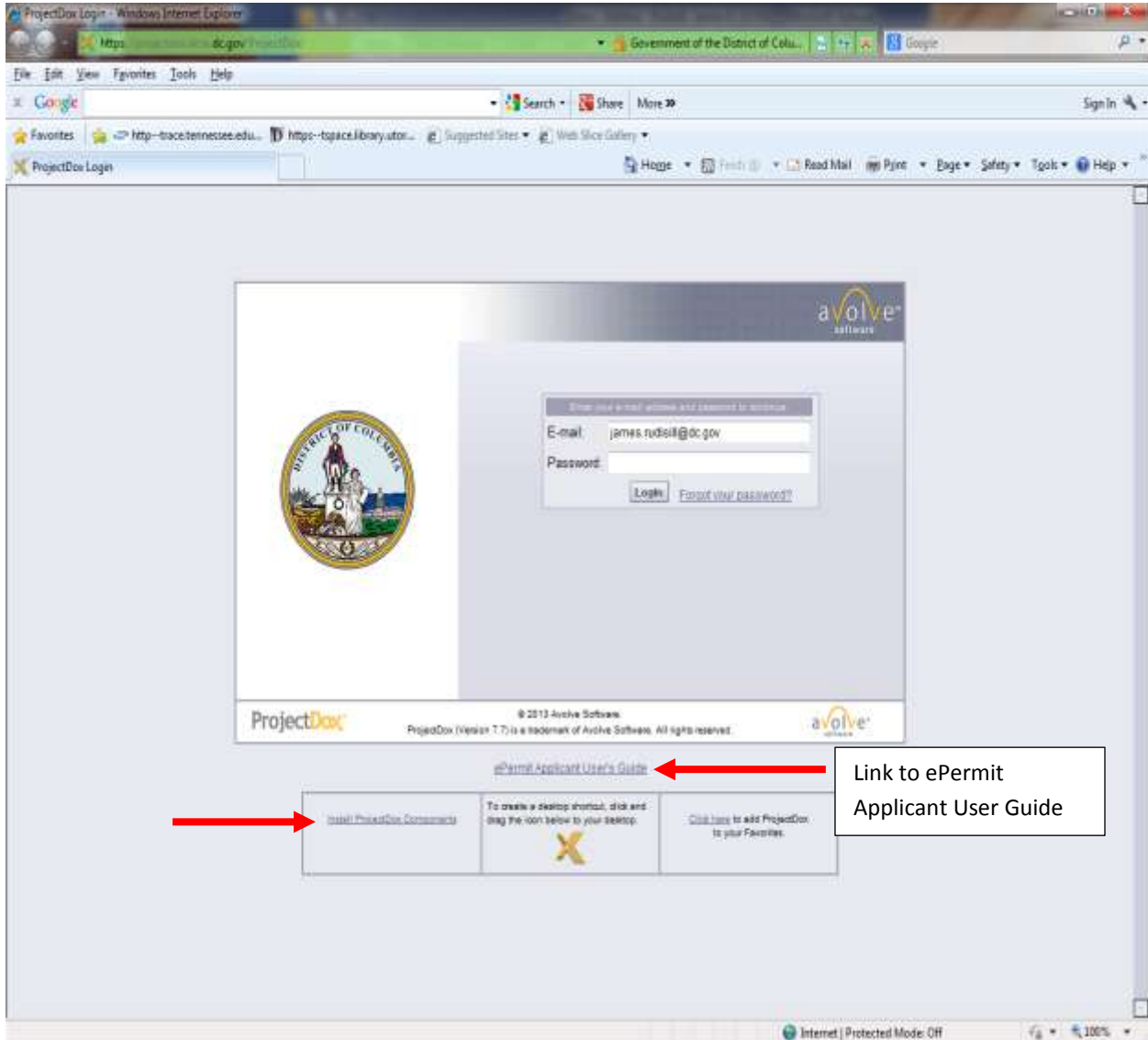
Installing Required ActiveX Components

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

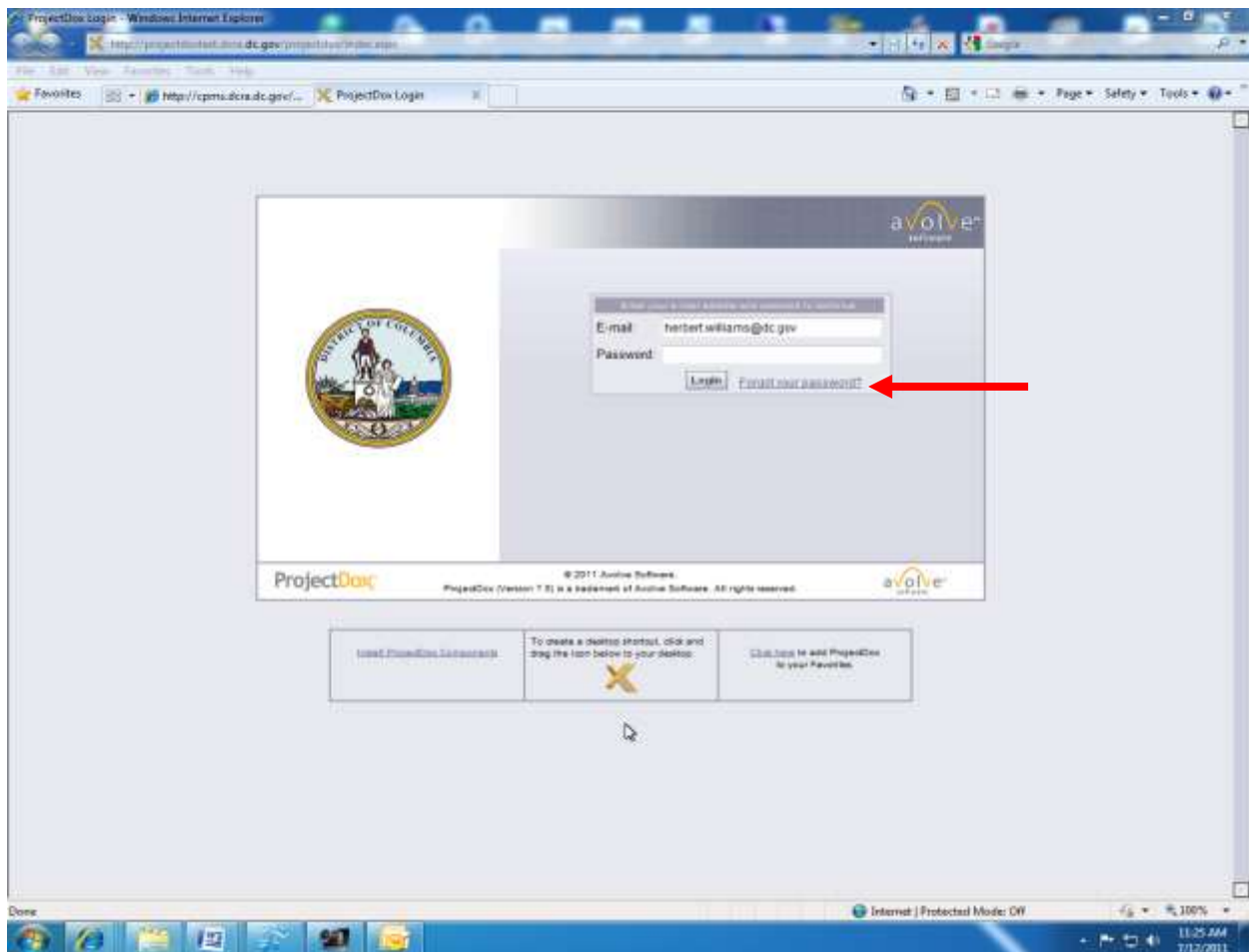
New Users – When invited to a project, customers will receive an email containing login information as well as a link to the project.

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" dropdown set to "my truck" and a "Security answer" field containing "-Answer has been encrypted-". A red arrow points to the "Security answer" field. Below this is the "Profile Information" section, which is a "Resized 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 located to the right of the profile information form. The browser's address bar shows "http://projectstest.avolve.gov/ProjectDoc/". The Windows taskbar at the bottom shows the time as 11:45 AM on 7/13/2011.

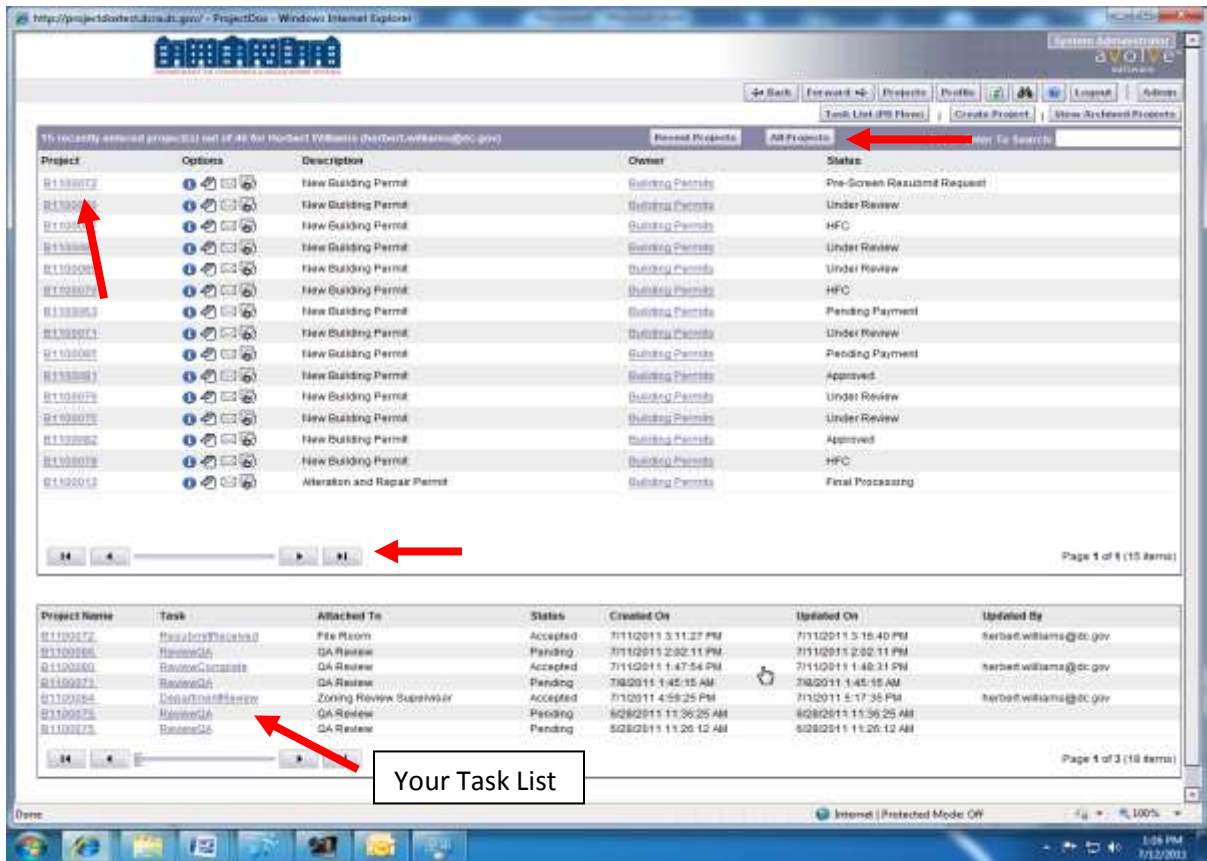
Existing/Returning Users

1. Access the ProjectDox website – 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.
 - a. Ask for assistance with the ProjectDox Password Reset.
 - b. Supply full email address of the applicant.



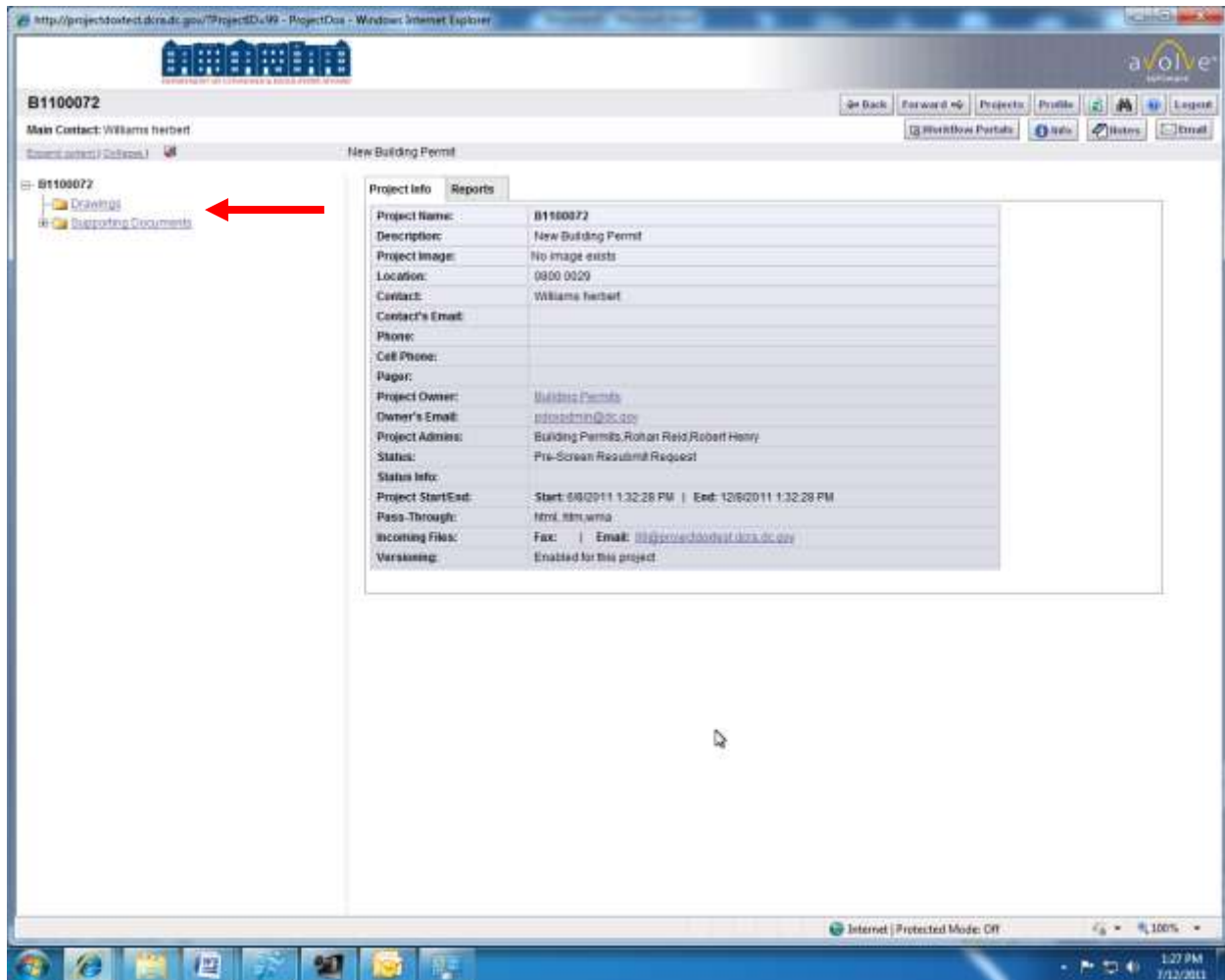
Uploading the Drawings and Documents – ALL DRAWINGS AND DOCUMENTS MUST BE UPLOADED AT THE SAME TIME.

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.



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.

http://projectdoctest.dcr.dcra.dc.gov/ProjectID=99 - ProjectDox - Windows Internet Explorer

B1100072

Main Contact: Williams herbert

Folder: [B1100072Drawings](#) New Building Permit

No files currently exist in Drawings.

To upload files into this folder
(1) Click the Upload button below
(2) Follow the instructions in the ActiveX pop-up window

Large files may take a few minutes to be processed. Click the Refresh button at the top of the page to refresh your file list view.

[View Folders](#) [Upload Files](#)

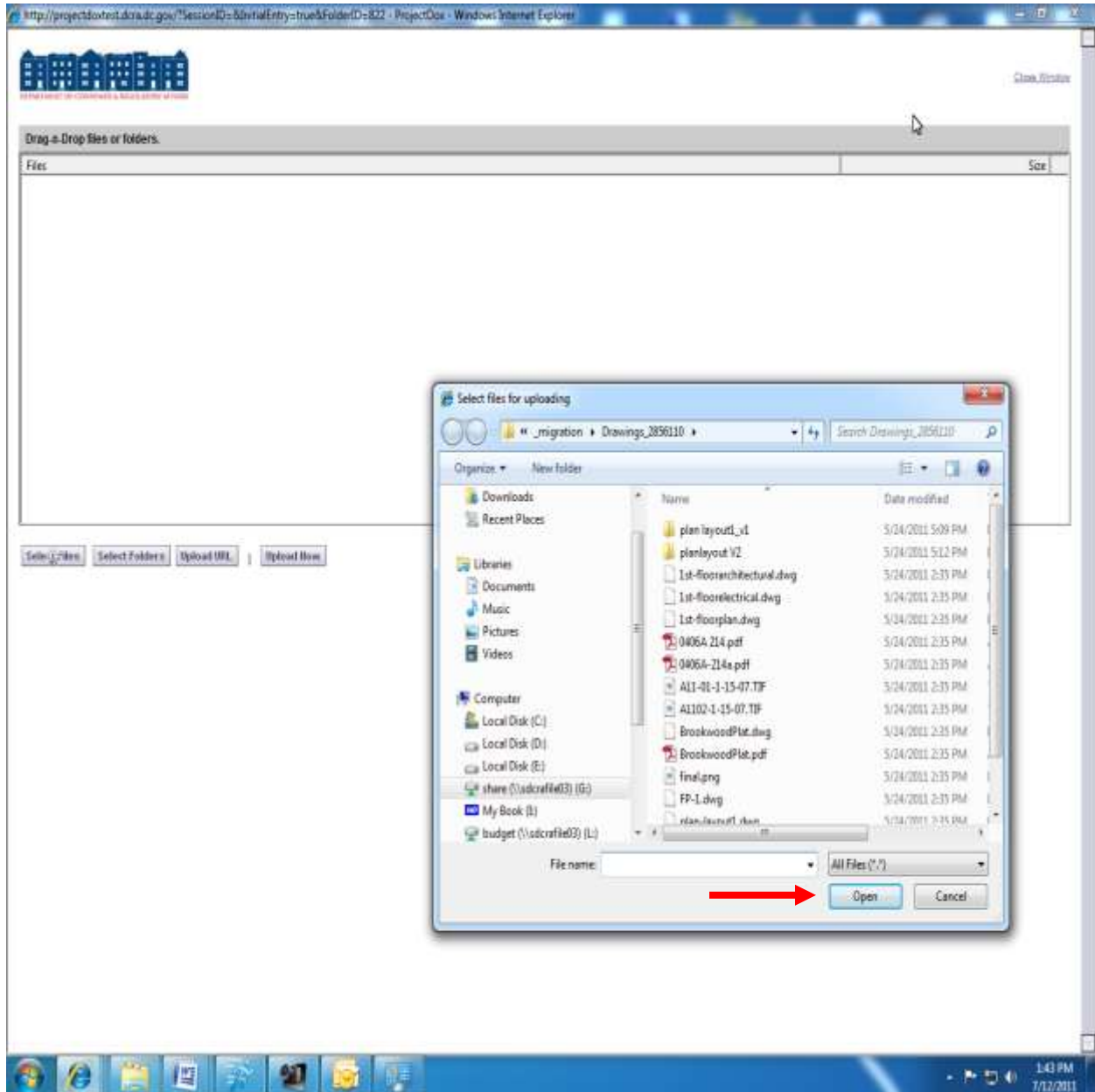
Project Info Reports

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:	Building Permits
Owner's Email:	pdoadmin@dcr.dc.gov
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: 99@projectdoctest.dcr.dc.gov
Versioning:	Enabled for this project

Internet | Protected Mode: Off 100%

1:32 PM 7/12/2011

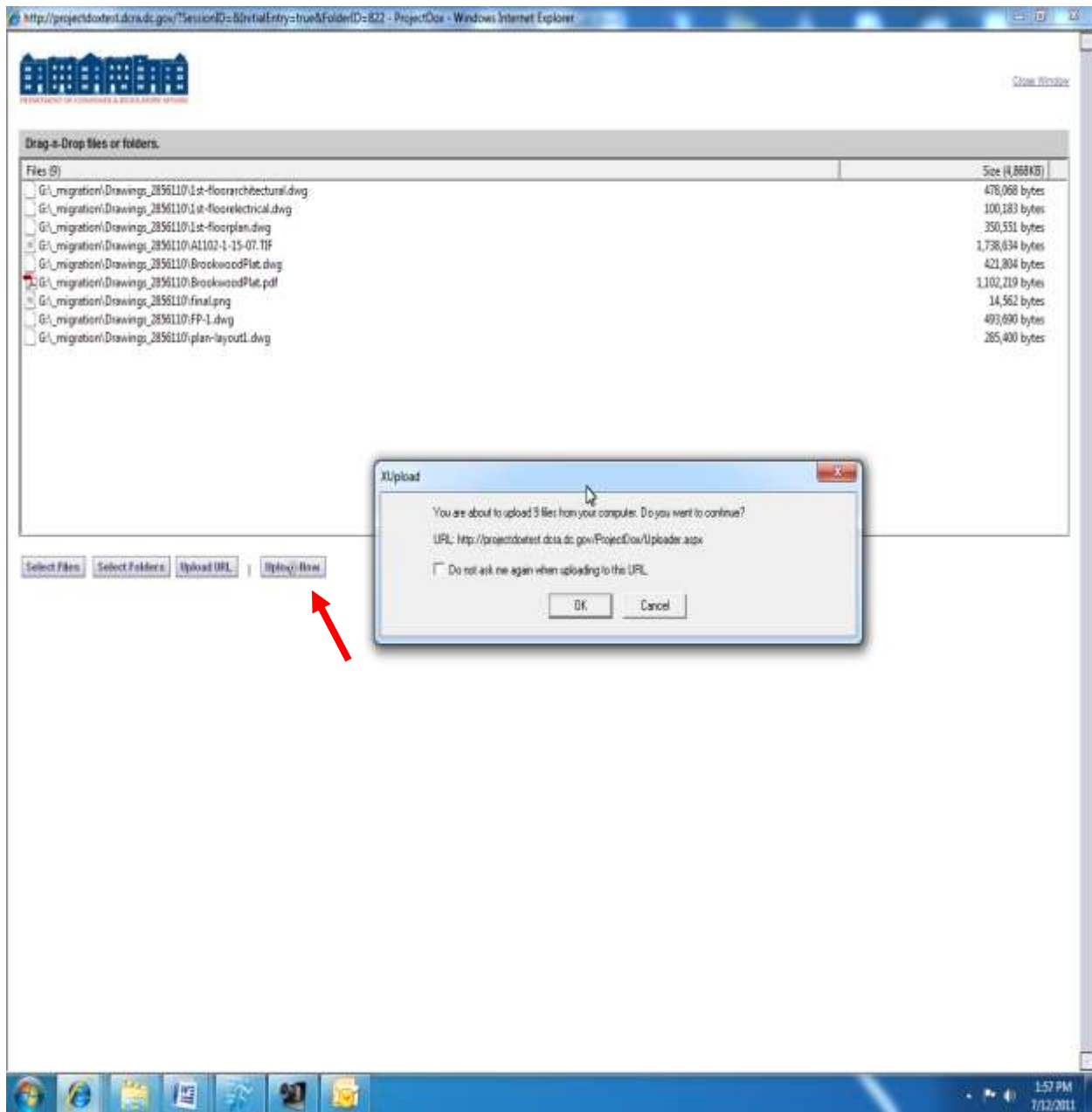
7. Select the proper file location to upload documents. Multiple files may be selected by using the **Shift** or **Ctrl** keys.
8. Click **Open**. The files will then be copied to the upload windows.



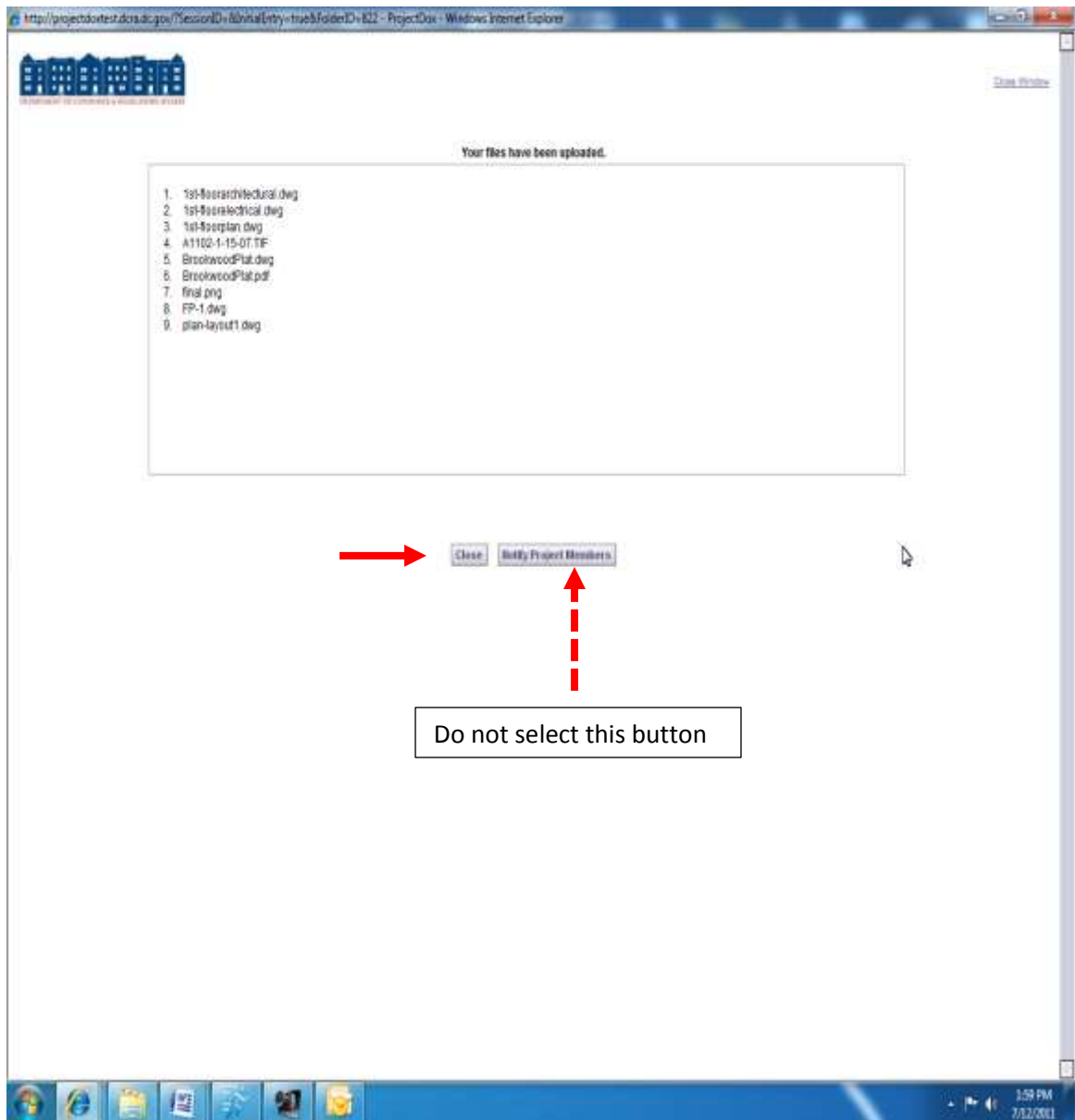
9. Once all documents have been uploaded click **Upload Now**.

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

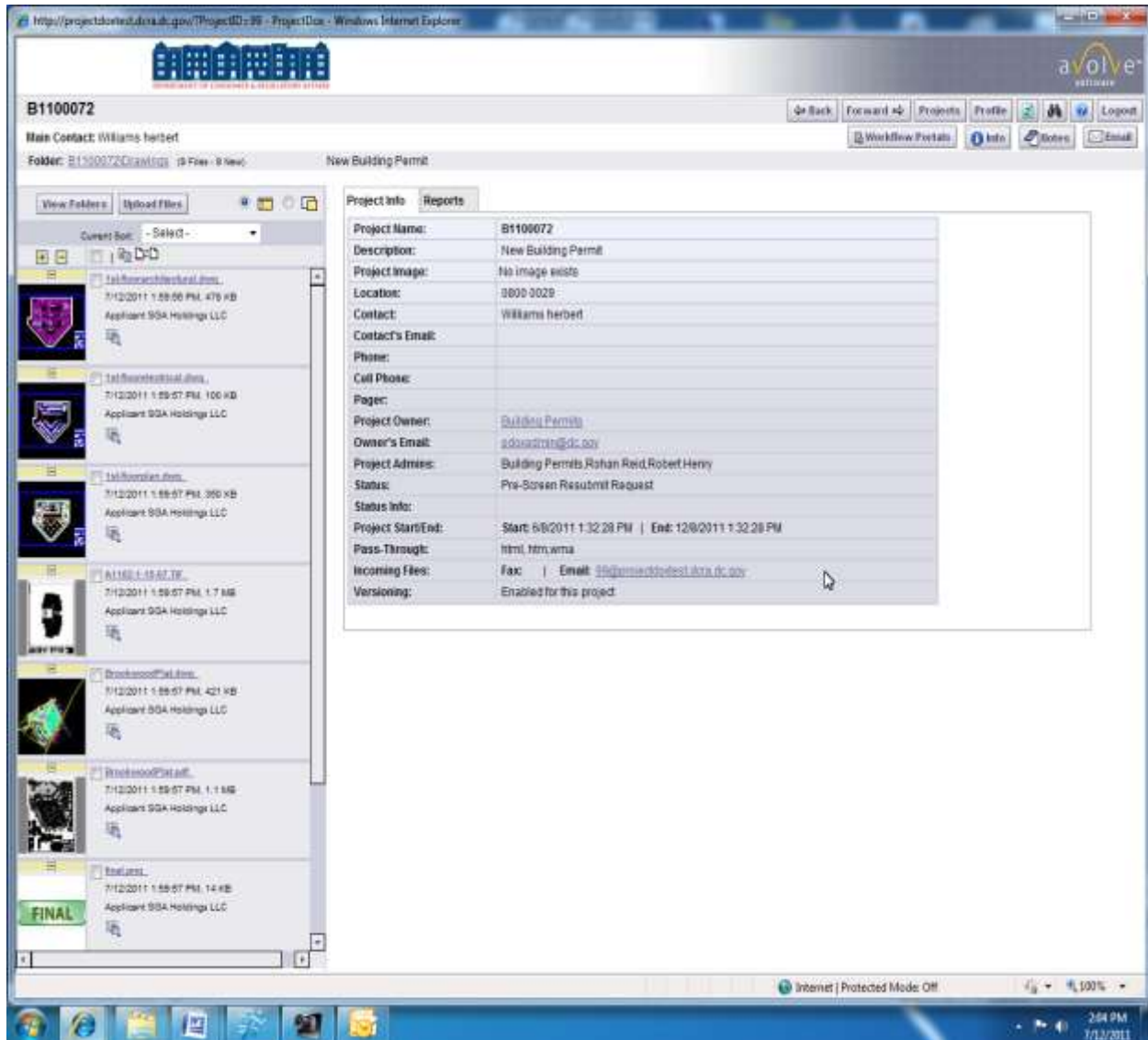
- a. Check **Do not ask me again when uploading to the URL** and then click **OK** to eliminate this step in future uploads. The file will be copied to the project.



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



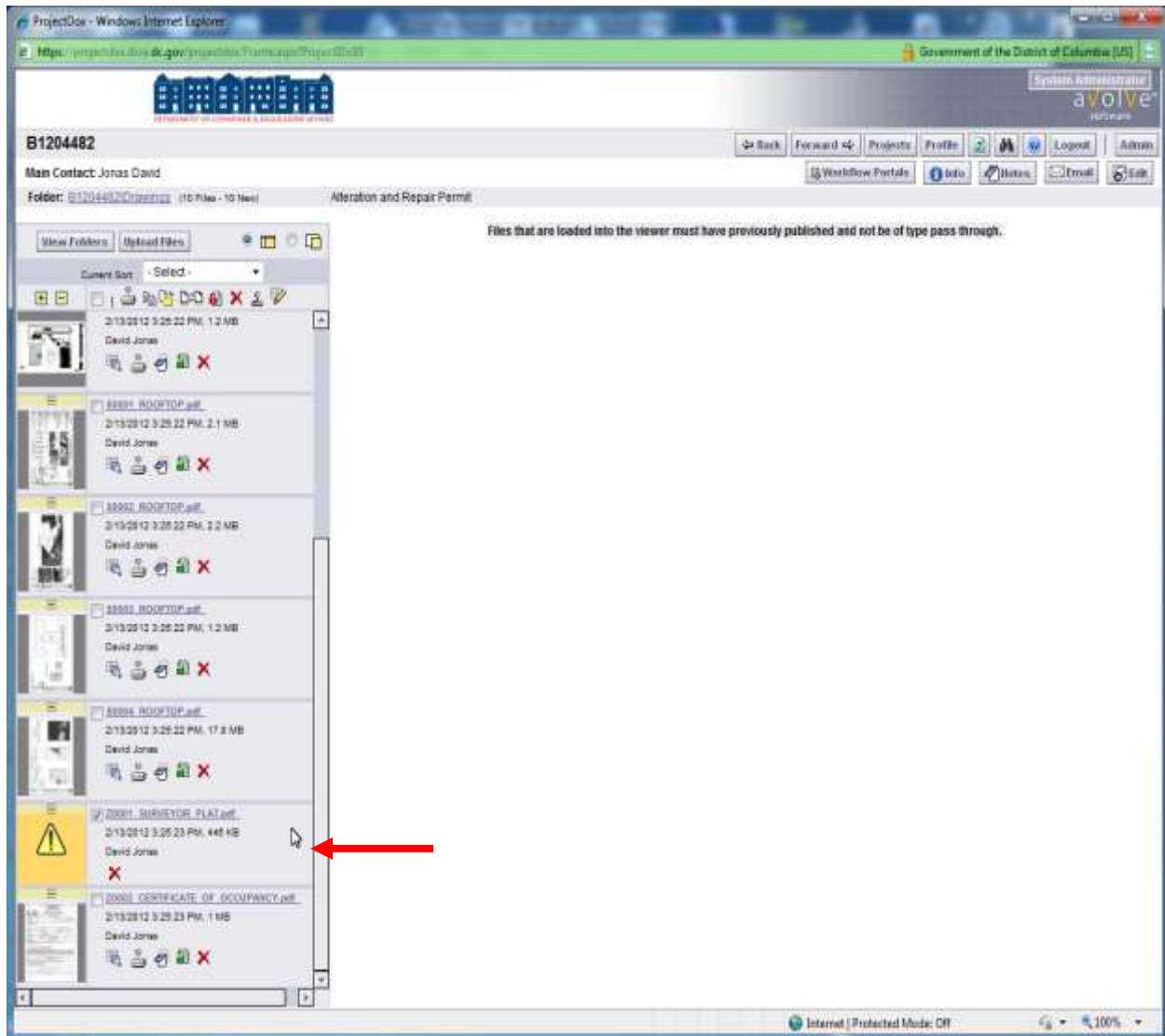
- Once all files are uploaded, the folder is replaced by thumbnail images of each file contained in the folder. The file name, author, date and any relevant file icons are displayed under each thumbnail.



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. **Please ensure that all drawings and supporting documents are uploaded in one session to eliminate potential confusion for the PRC.**

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.


Project Name:	B1100081
Task Assignment:	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:

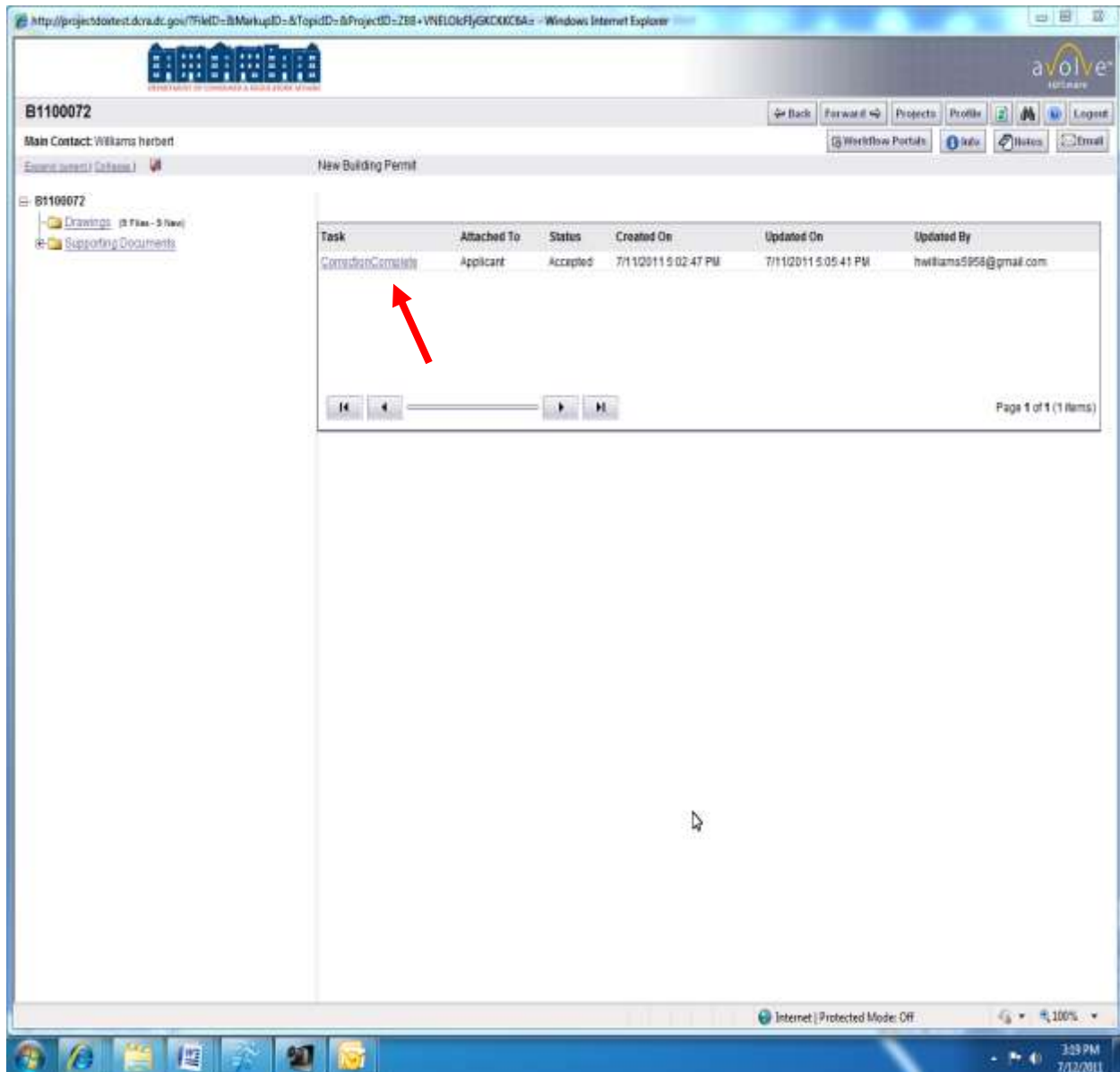
- All corrections must be uploaded using the same file names as the original submittal
- Once corrections have been uploaded for review, no additional submissions will be accepted unless requested
- Please make corrections within **30 days** of this notice to avoid your Permit Application from expiring

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

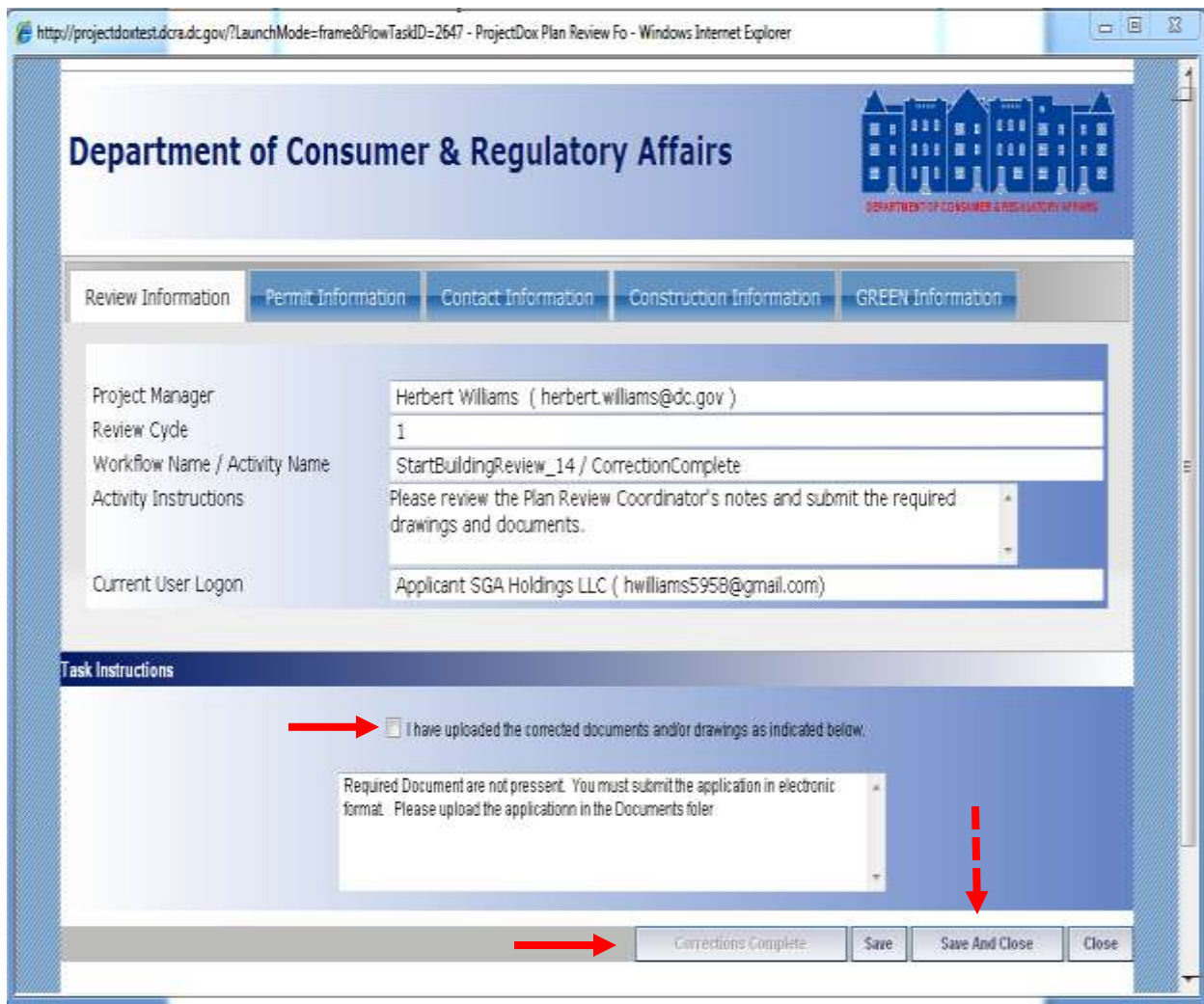
[Project Access](#) | [Login To ProjectDox](#) ←

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**.

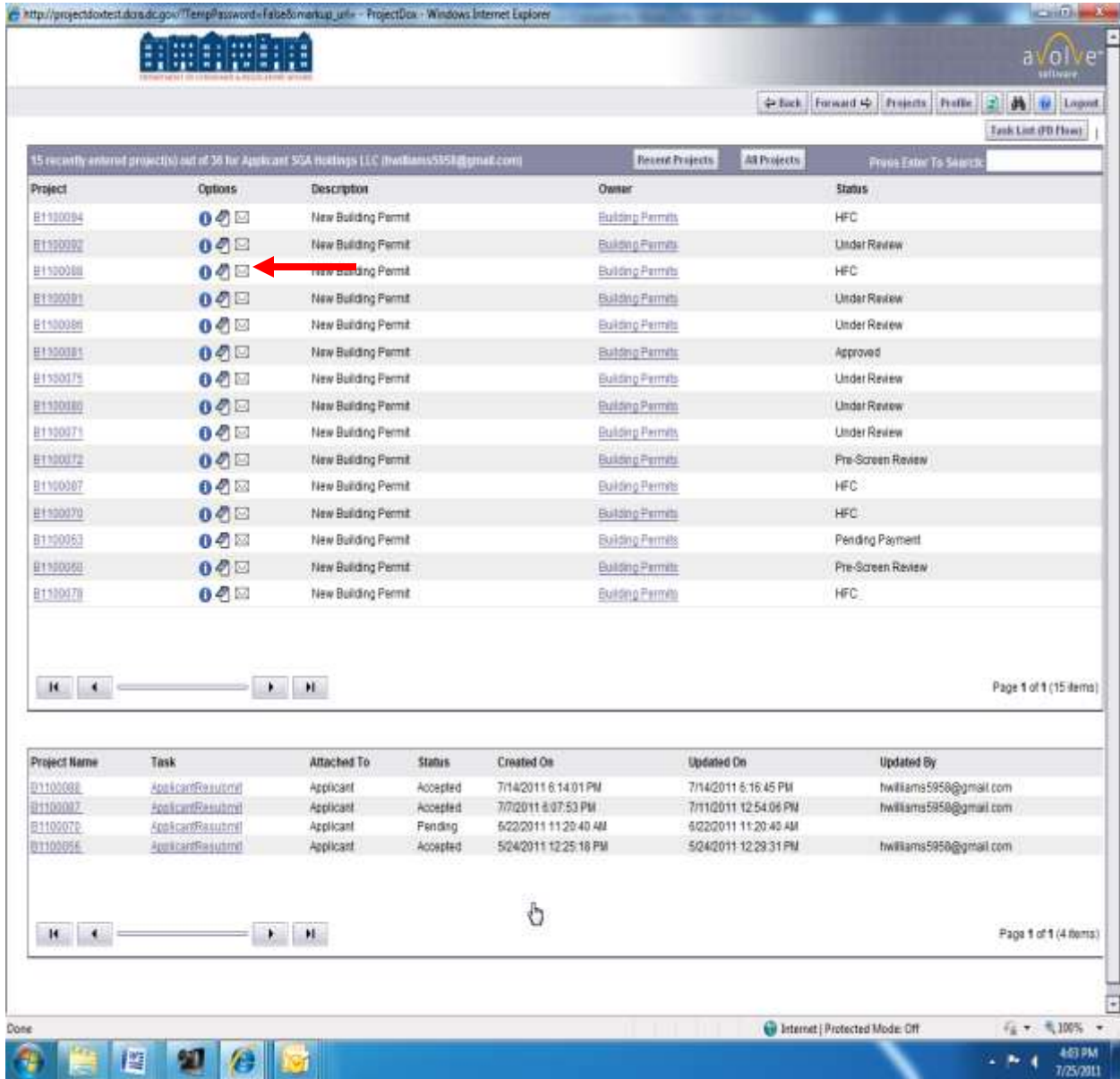


5. The eForm will show issues/questions with the submission.
6. Select **Save and Close** at any point to exit the eForm.
 - a. **Note:** Access to the **CorrectionComplete** task is granted until **Corrections Complete** is selected.
7. Make all requested changes to include uploading new or additional 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.



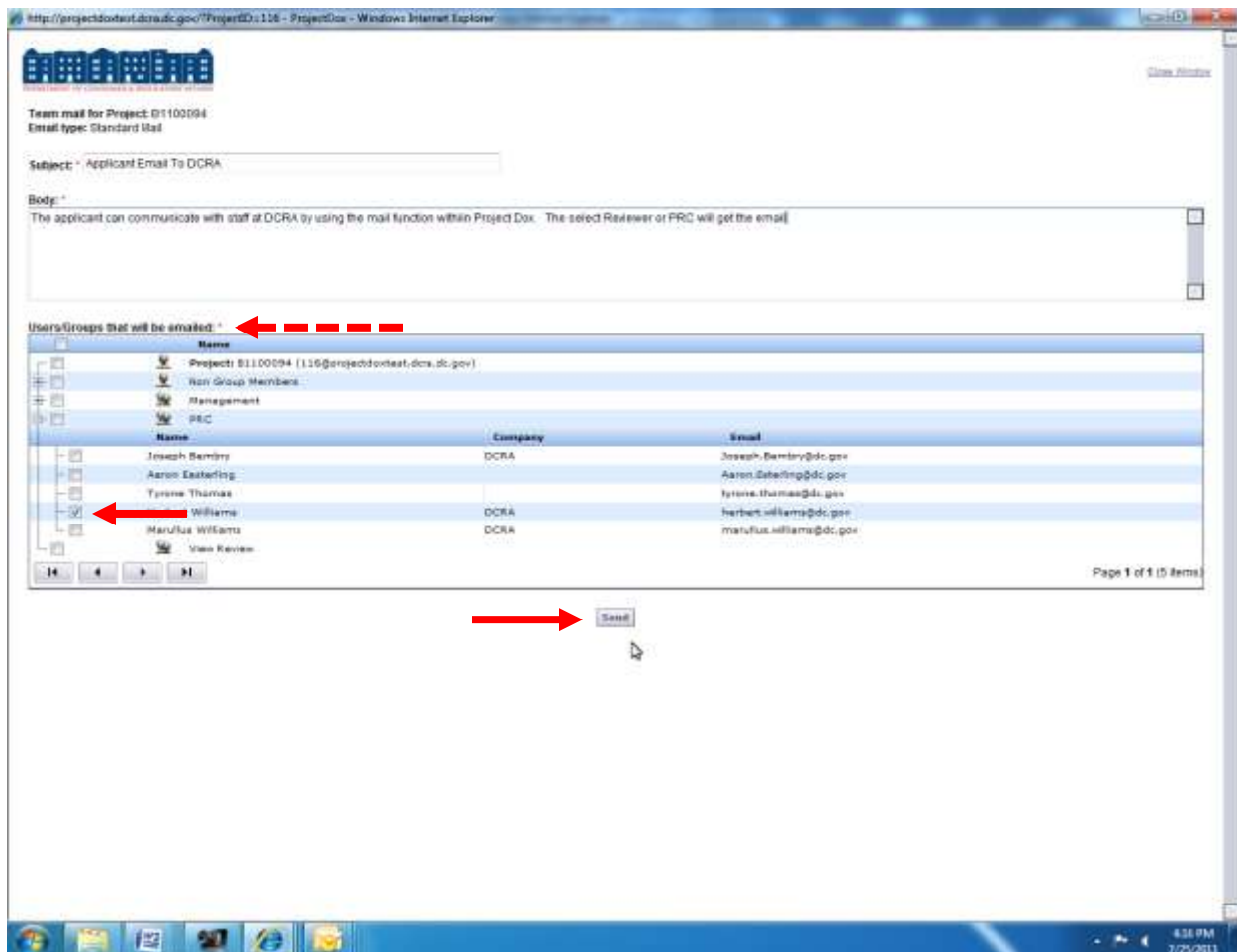
Sending an Email

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.



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



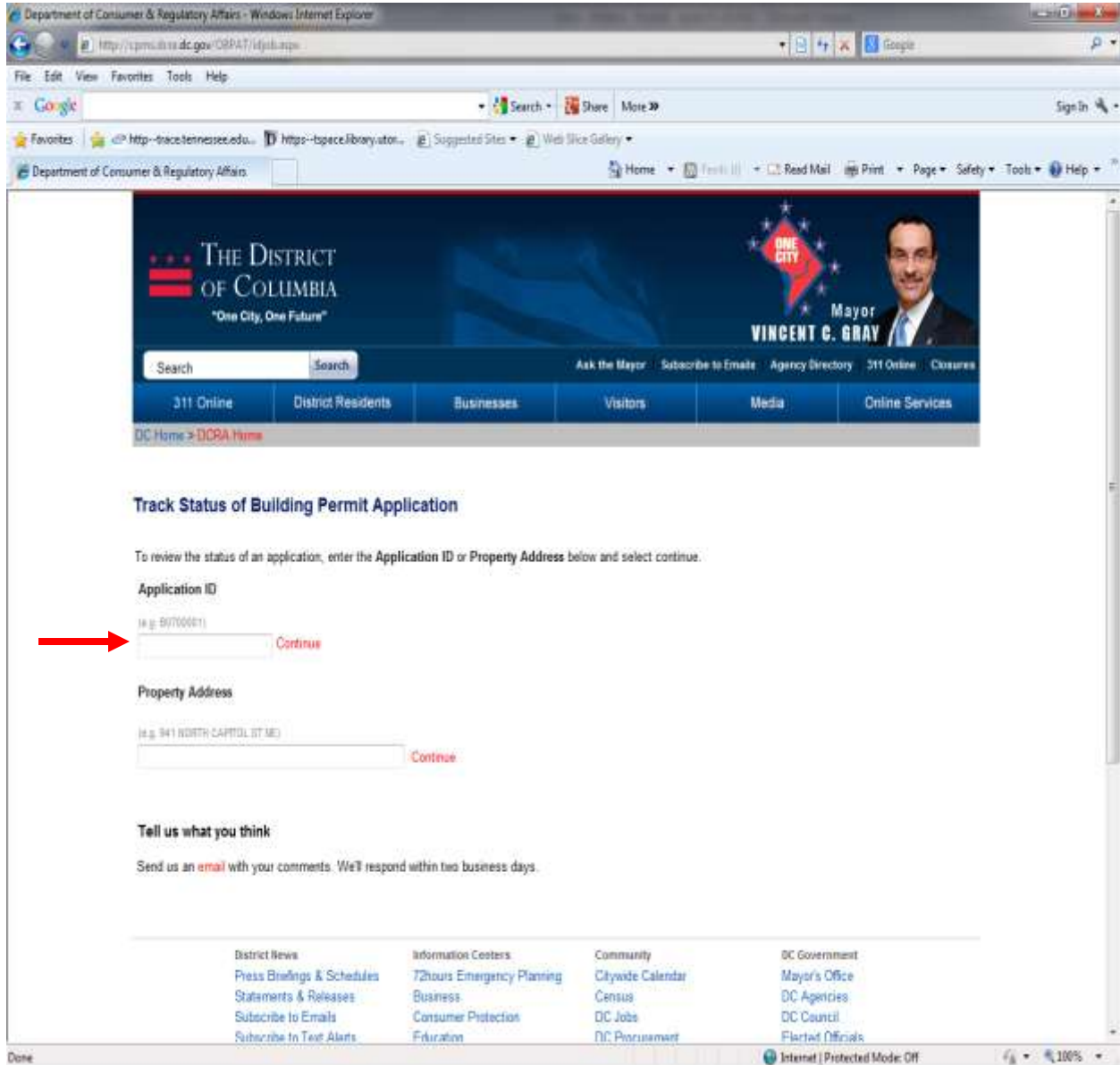
Tracking Review Status

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

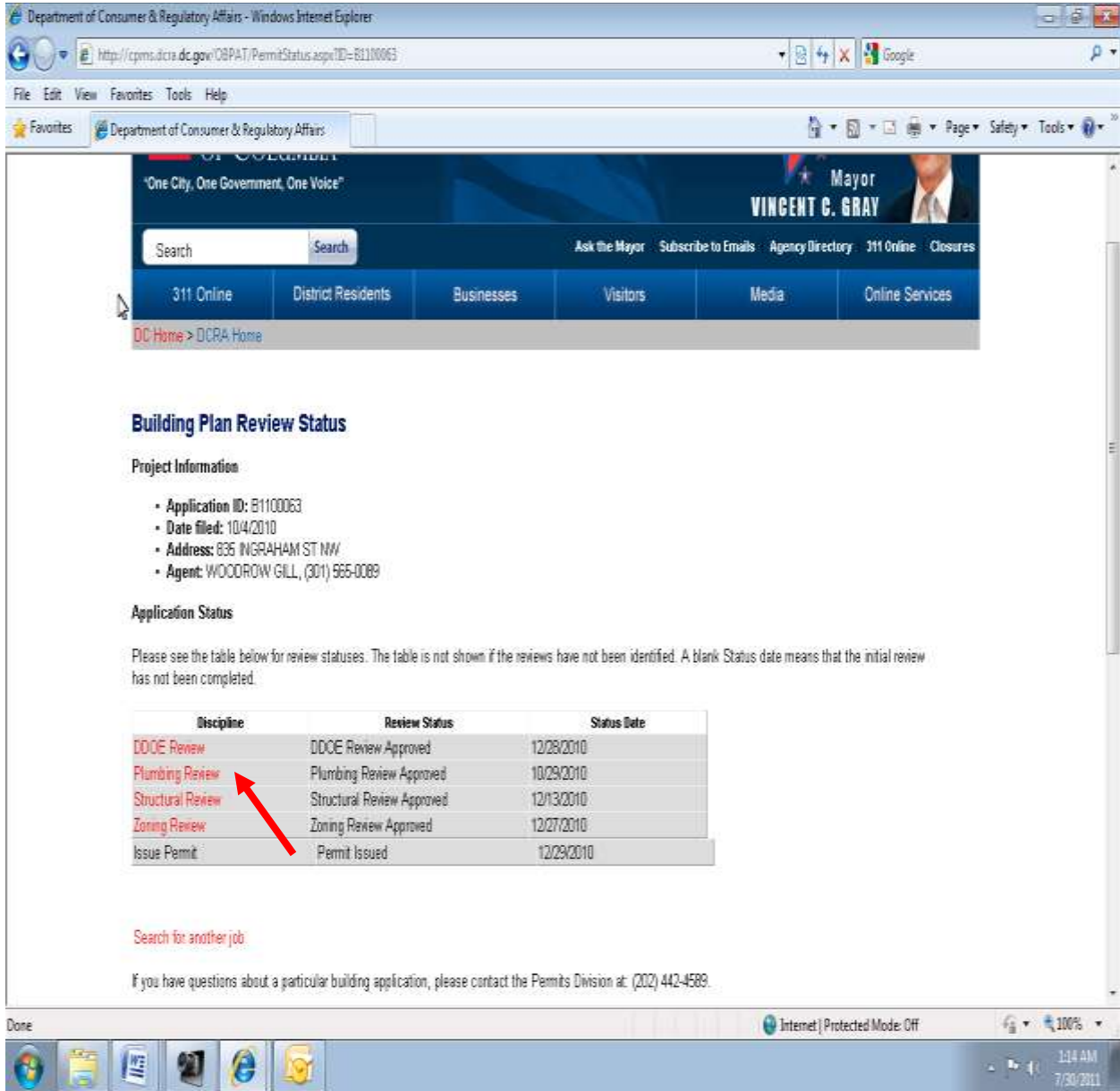
1. Go to the DCRA website **DCRA.DC.GOV** to access a specific application.
2. Click **Online Services**.
3. Click **Check Your Permit Status Online (OBPAT)**.



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

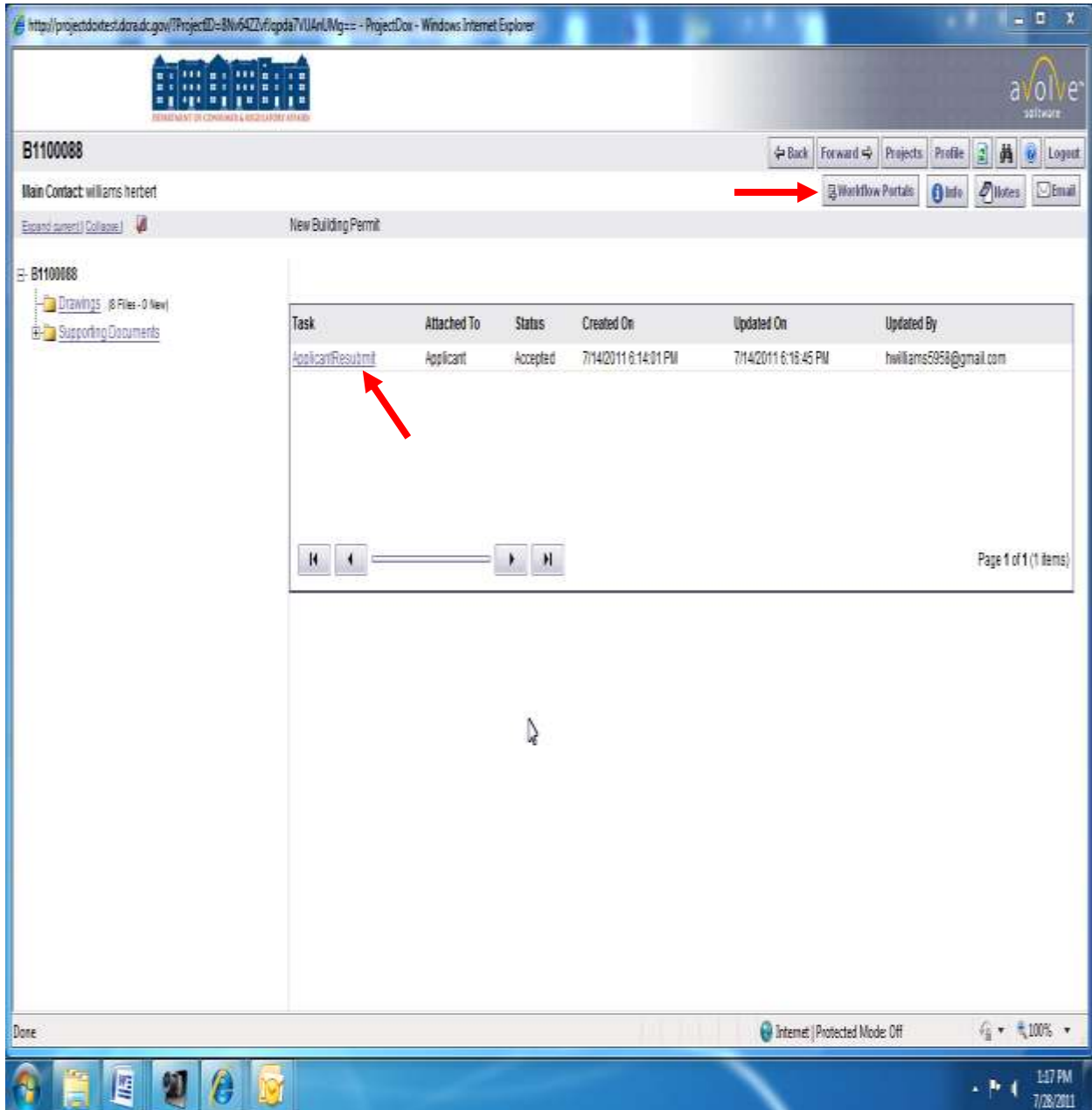
Project Name:	B1100088
Assigned By:	Herbert Williams
Task Assignment:	ApplicantResubmit

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

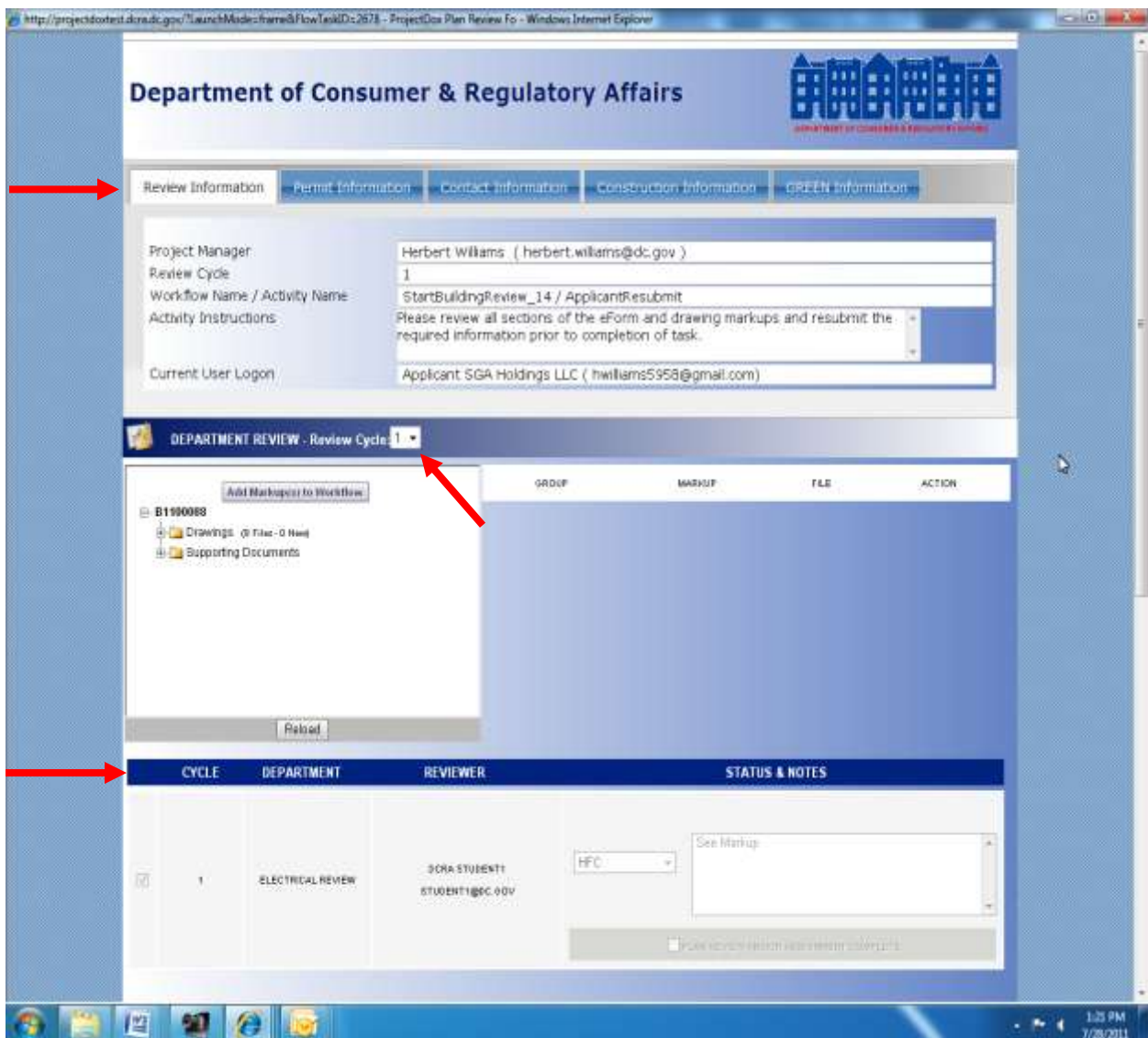
Use the following steps to resubmit drawings:

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

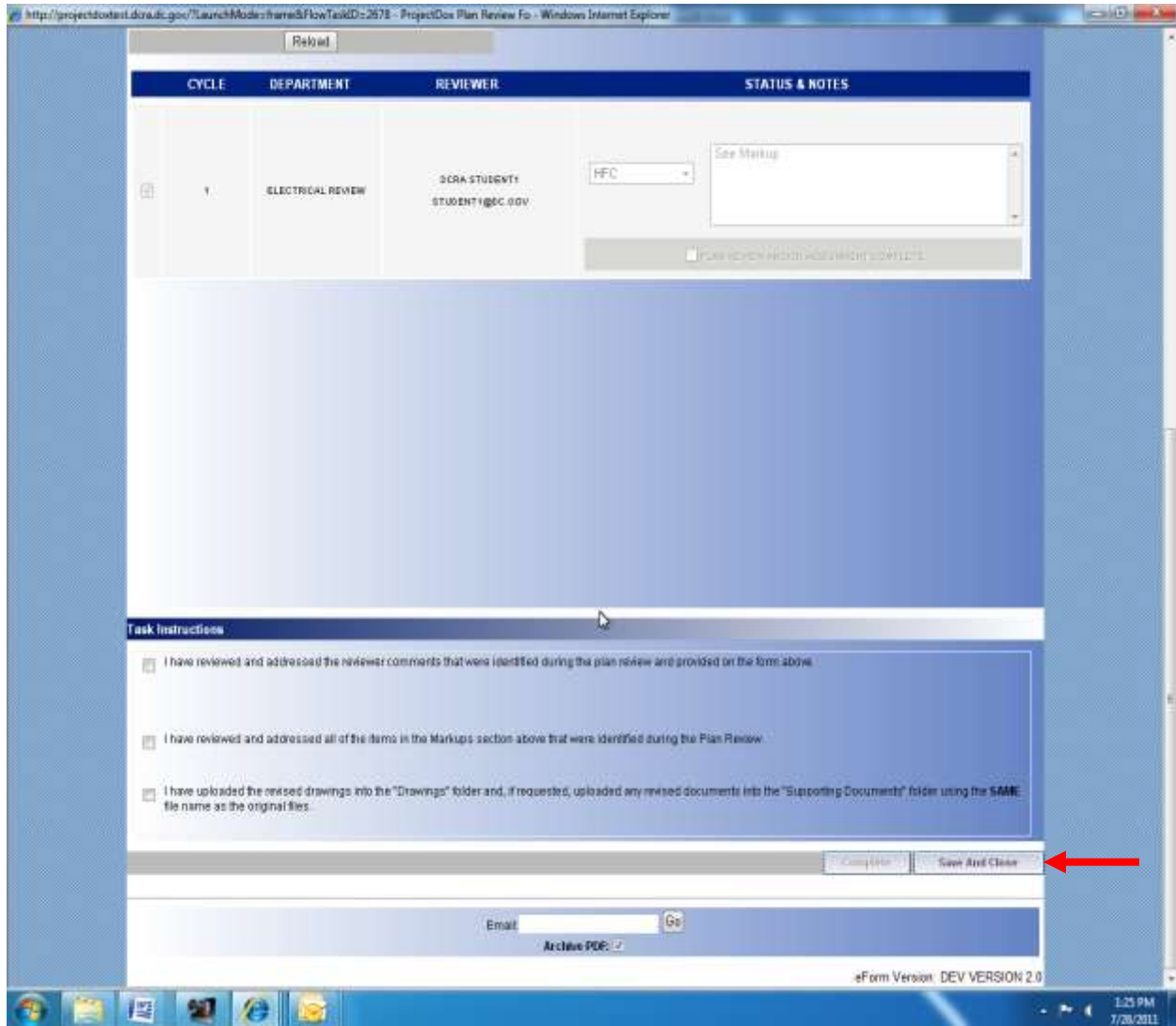
3. Navigate to the **Project Link** and open the project.
4. Click **Workflow Portal**.
5. Click **ApplicantResubmit**.



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.



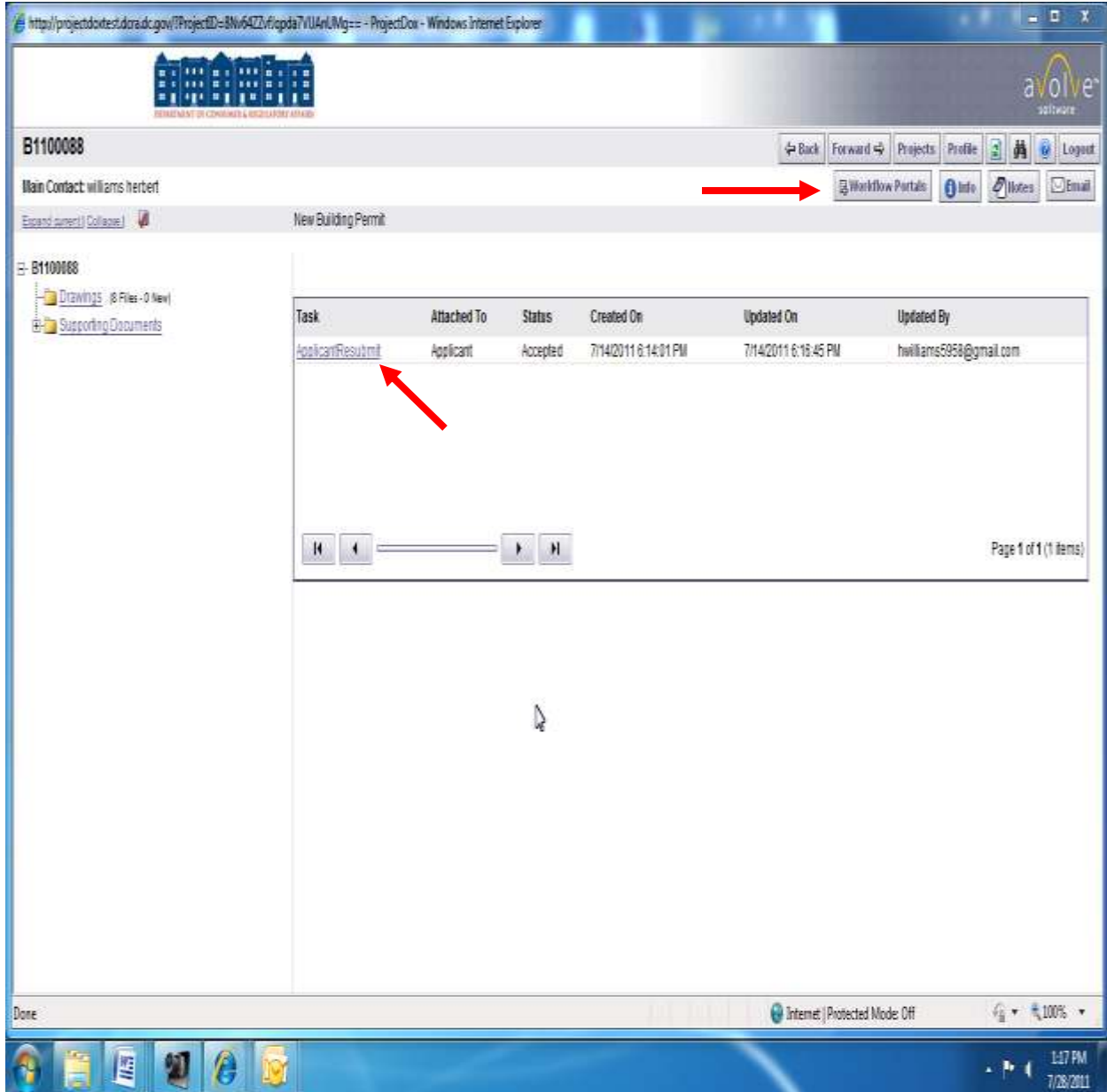
13. Review the necessary drawings and make corrections.
14. Upload the revised drawings (see Page 12-19 of this manual)

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 browser window displaying a plan review form. The form has a table with the following columns: CYCLE, DEPARTMENT, REVIEWER, and STATUS & NOTES. The table contains 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 includes a 'Reload' button at the top.

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 4th St SW Washington, D.C. 20024 2nd 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**.

Project Name:	B1100063
Task Assignment:	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.

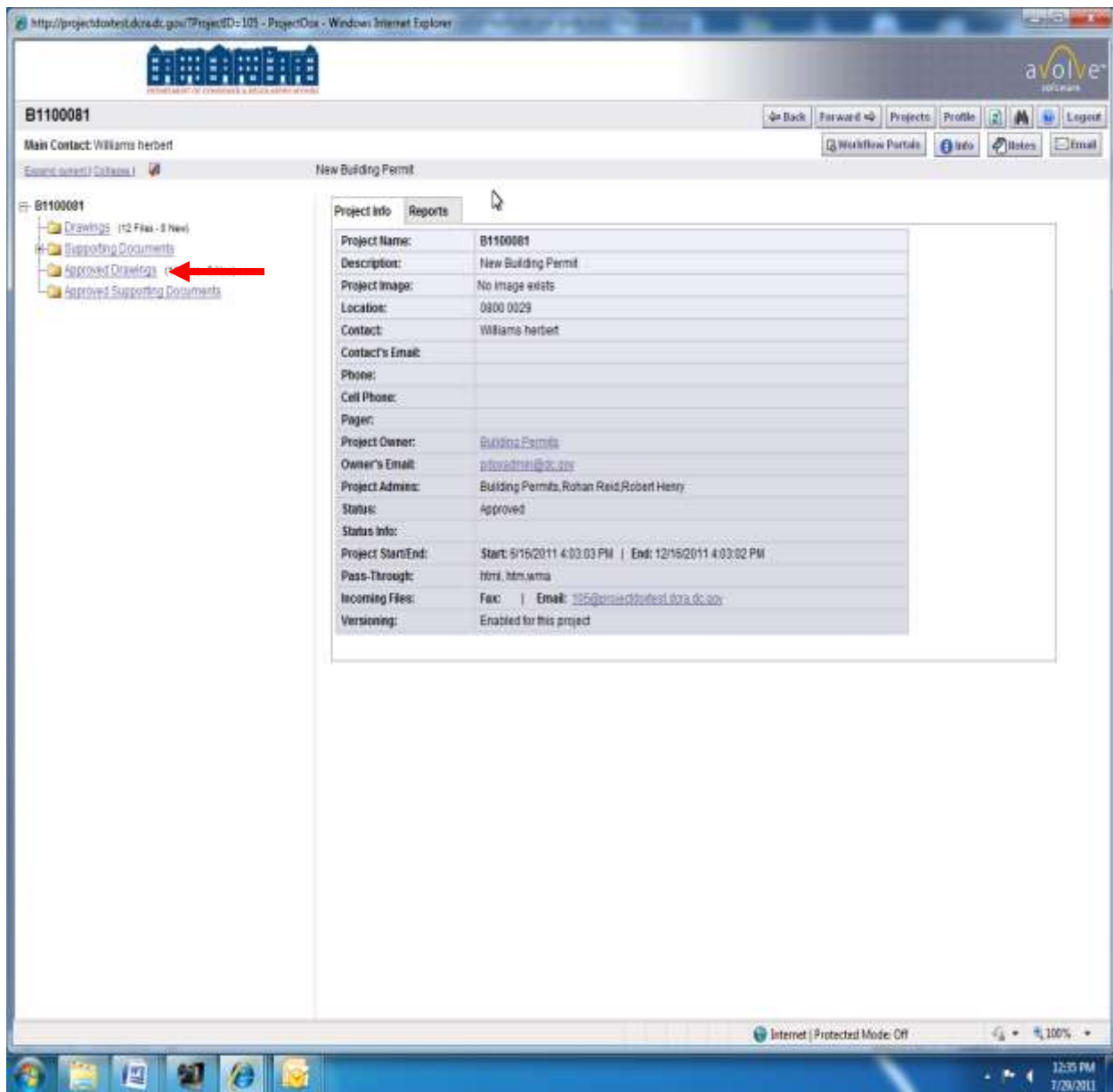
Project Name:	B1100081
Assigned By:	Herbert Williams
Task Assignment:	Notify/Download


[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.

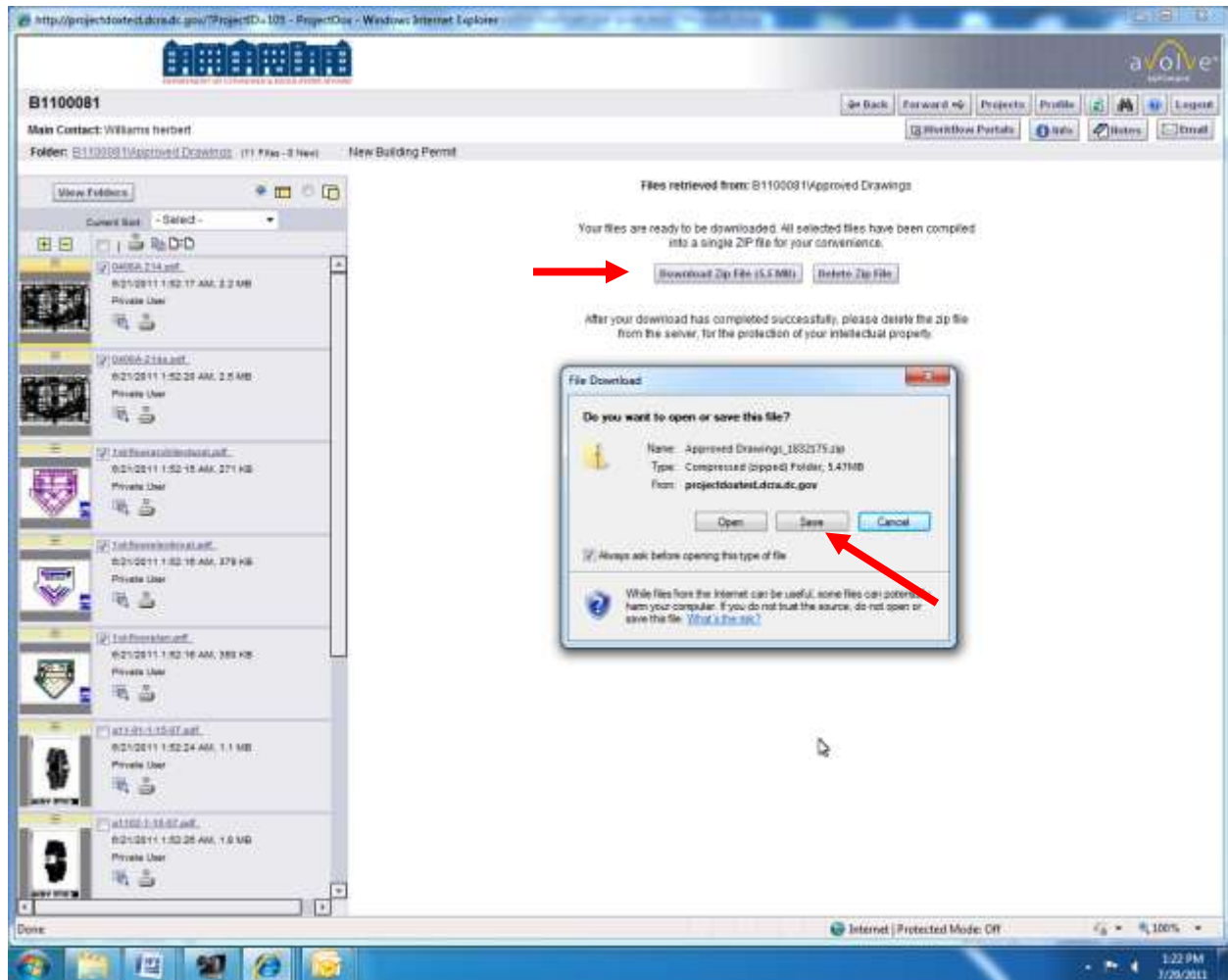
1. Login to ProjectDox.
2. Open the project.
3. Click **Approved Drawings** folder.



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!

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, 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:

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

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

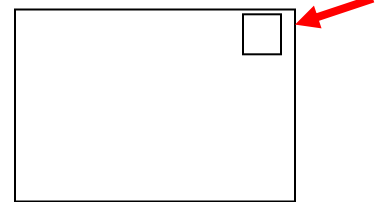
Drawing names must begin with the Discipline Initial followed by the Sheet Number. Please reference the ProjectDox Applicant User Guide and ProjectDox Submission Helpful Hints documents for further explanation.

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 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.

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.dcr@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

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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.

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