

Online Permit Application

I. Subscribe

Internet Browser

It's recommended to use Microsoft's Internet Explorer during the application process. However, some settings and Add-Ons have to be installed on your browser before proceeding with the application:

- Open the following link <https://plansubmittal.dallascityhall.com>
- Add this URL as a trusted site.
- Turn off Pop-Blockers.
- Click on ***ProjectDox components*** to install Add-Ons.

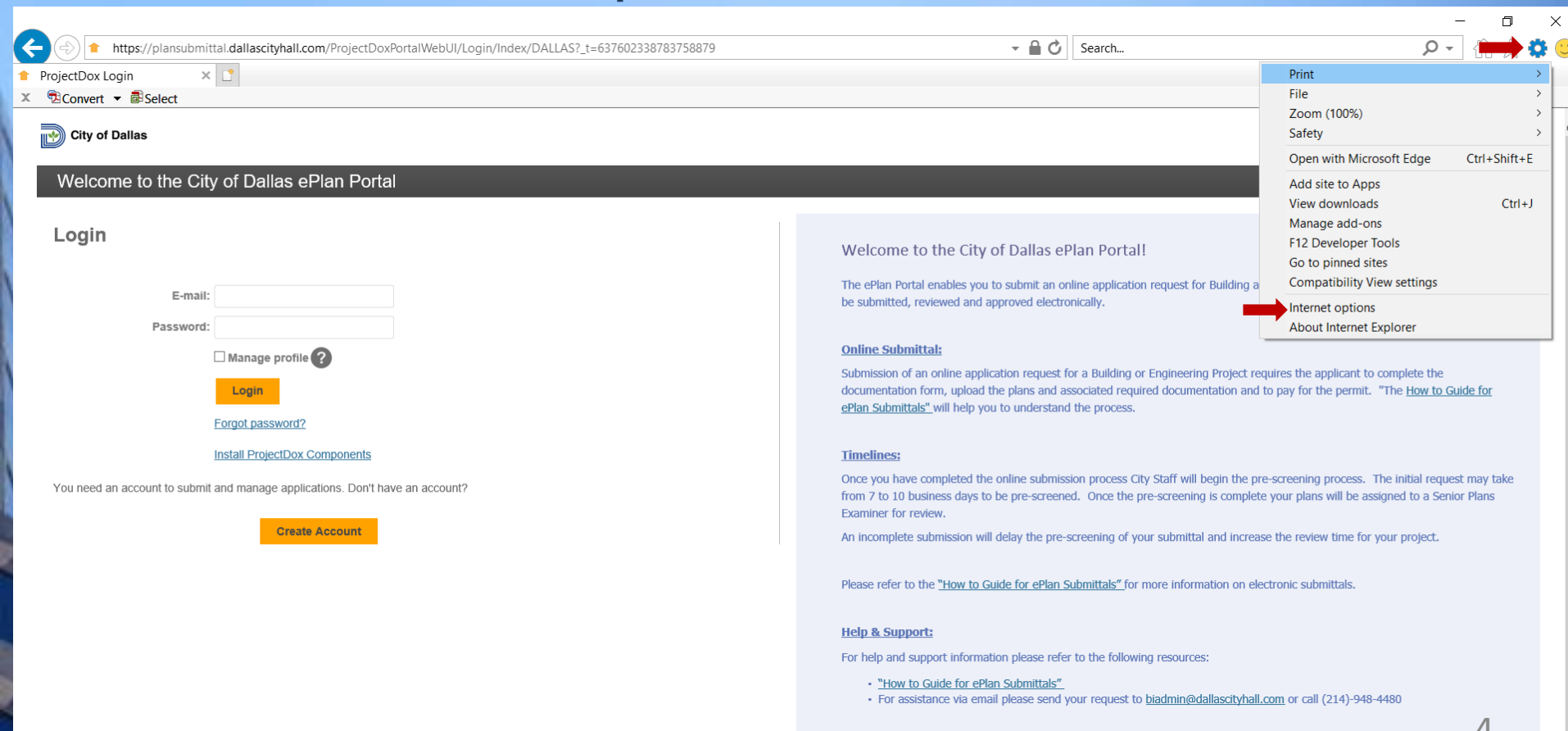
Note: if you are using a device for which Internet Explorer is not an available browser option, please use Chrome.

Internet Explorer Instructions

For Chrome Instructions please navigate to slide 12

Add URL as a trusted site

1. Click on **Gear**
2. Click on **Internet Options**



The screenshot shows a web browser window with the address bar displaying the URL: <https://plansubmittal.dallascityhall.com/ProjectDoxPortalWebUI/Login/Index/DALLAS?t=637602338783758879>. The browser's address bar has a search icon and a search field. The browser's menu bar is open, showing options like Print, File, Zoom (100%), Safety, Open with Microsoft Edge, Add site to Apps, View downloads, Manage add-ons, Go to pinned sites, Compatibility View settings, Internet options (highlighted with a red arrow), and About Internet Explorer.

The main content area of the browser shows the City of Dallas ePlan Portal. The header reads "Welcome to the City of Dallas ePlan Portal". Below the header is a "Login" section with the following elements:

- E-mail:
- Password:
- Manage profile ?
-
- [Forgot password?](#)
- [Install ProjectDox Components](#)

Below the login section, there is a message: "You need an account to submit and manage applications. Don't have an account?" and a button.

The right side of the page contains a "Welcome to the City of Dallas ePlan Portal!" message, followed by a paragraph: "The ePlan Portal enables you to submit an online application request for Building a... be submitted, reviewed and approved electronically." Below this is a section titled "Online Submittal:" with a paragraph: "Submission of an online application request for a Building or Engineering Project requires the applicant to complete the documentation form, upload the plans and associated required documentation and to pay for the permit. "The [How to Guide for ePlan Submittals](#)" will help you to understand the process." Below this is a section titled "Timelines:" with a paragraph: "Once you have completed the online submission process City Staff will begin the pre-screening process. The initial request may take from 7 to 10 business days to be pre-screened. Once the pre-screening is complete your plans will be assigned to a Senior Plans Examiner for review." Below this is a paragraph: "An incomplete submission will delay the pre-screening of your submittal and increase the review time for your project." Below this is a paragraph: "Please refer to the ["How to Guide for ePlan Submittals"](#) for more information on electronic submittals." Below this is a section titled "Help & Support:" with a paragraph: "For help and support information please refer to the following resources:" and a list of resources:

- ["How to Guide for ePlan Submittals"](#)
- For assistance via email please send your request to biadmin@dallascityhall.com or call (214)-948-4480

Add URL as a trusted site (cont)

1. Click on **Security** tab
2. Select **Trusted Sites** (if not selected)
3. Click on **Sites**
4. Enter **URL**
5. Click on **Add**
6. Click **Close**

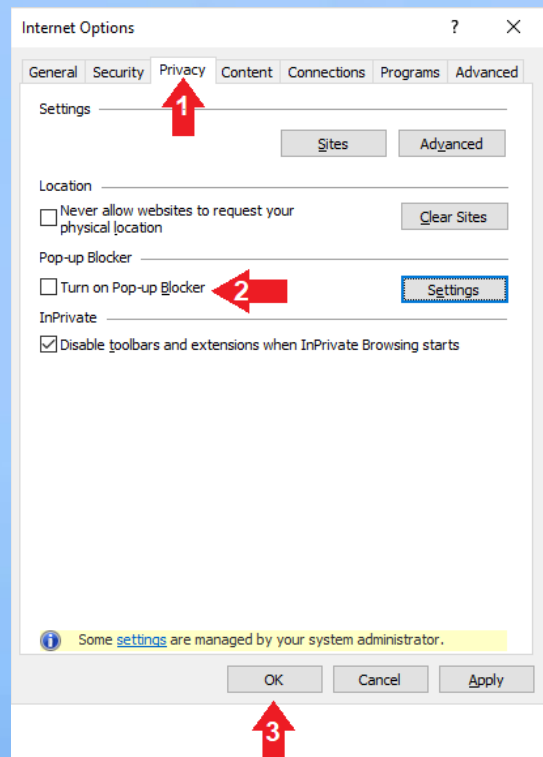
Add URL as a trusted site (cont)

The image shows two windows from an older version of Internet Explorer. The left window is the "Internet Options" dialog, with the "Security" tab selected. A red arrow labeled "1" points to the "Security" tab. Below the tabs, there are four icons representing security zones: Internet, Local intranet, Trusted sites, and Restricted sites. A red arrow labeled "2" points to the "Trusted sites" icon. Below the icons, the "Trusted sites" section is expanded, showing a green checkmark and the text: "This zone contains websites you trust not to damage your computer or your files. You have websites in this zone." A red arrow labeled "3" points to the "Sites" button. Below this, the "Security level for this zone" is set to "Medium".

The right window is the "Trusted sites" dialog. A red arrow labeled "4" points to the text "enter URL" which is positioned above a text input field containing the URL "https://plansubmittal.dallascityhall.com/". A red arrow labeled "5" points to the "Add" button. Below the input field, there is a list of "Websites:" with several entries, including "http://*.www.localhost" and "https://dallastxgov.sharepoint.com". A red arrow labeled "6" points to the "Close" button at the bottom right of the dialog.

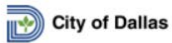
Turn off Pop-Blockers

1. Click on **Privacy** tab
2. Uncheck **Turn On Pop-up Blocker**
3. Click **Ok**



Install *ProjectDox* components

- Click on *ProjectDox components* and follow the instructions



Welcome to the City of Dallas ePlan Portal

June 24, 2021

Login

E-mail:

Password:

Manage profile 

Login

[Forgot password?](#)

[Install ProjectDox Components](#) ←

You need an account to submit and manage applications. Don't have an account?

Create Account

Welcome to the City of Dallas ePlan Portal!

The ePlan Portal enables you to submit an online application request for Building and Engineering Projects. Plans and documents will be submitted, reviewed and approved electronically.

Online Submittal:

Submission of an online application request for a Building or Engineering Project requires the applicant to complete the documentation form, upload the plans and associated required documentation and to pay for the permit. "The [How to Guide for ePlan Submittals](#)" will help you to understand the process.

Timelines:

Once you have completed the online submission process City Staff will begin the pre-screening process. The initial request may take from 7 to 10 business days to be pre-screened. Once the pre-screening is complete your plans will be assigned to a Senior Plans Examiner for review.

An incomplete submission will delay the pre-screening of your submittal and increase the review time for your project.

Please refer to the "[How to Guide for ePlan Submittals](#)" for more information on electronic submittals.

Help & Support:

For help and support information please refer to the following resources:

Create your account

- Open the following link, <https://plansubmittal.dallascityhall.com>
- Click the **Create an Account** button

Login

E-mail:

Password:

Manage profile 

Login

[Forgot password?](#)

[Install ProjectDox Components](#)

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For help and support information please refer to the following resources:

Create your account (cont)

- Fill out your information, then click **Create My Account**

City of Dallas

Create Your Account ?

Please complete all required fields in order to establish your account.

First Name *

Last Name *

Email *

Confirm Email *

Phone * x

Additional Phone x

Company Name

Address 1 *

Address 2

Country * United States

Province/State *

City *

Postal Code/Zip Code *

New Password *

Password must not contain special characters, must contain at least one digit, one upper case letter, one lower case letter, and must have between 8-15 characters.

Confirm Password *

Create My Account Cancel

Select a Request Type. Enter a unique Request Name. Click Start My Application Request.

Please make sure that each applicant has their own account.

Password must not contain special characters, must contain at least one digit, one upper case letter, one lower case letter, and must have between 8-15 characters.

Create your account (cont)

- You will receive an email with a verification code.
- Click on the link next to **Click to verify password** and follow the instructions.


Please make sure that each applicant has their own account.

You will receive an email with an Account verification code, click on verify password link and follow the instructions.

New Account Request

Welcome to Portal! Before gaining access, you must confirm your account by clicking on the link below and entering the verification code.

User Login:	john.doe@hotmail.com
Verification Code:	D2322D (Good until 7/6/2018 2:48:03 PM)
Click to verify password:	https://wseprst01.city.dallastx.cod/ProjectDoxPortalWebUI/Login/RequestCode/test-jurisdiction?Email=javier.ramon@dallascityhall.com



NOTE: If the verification code provided in this email has expired, you can click on the link above and request another verification code.

Please do not reply to this email.

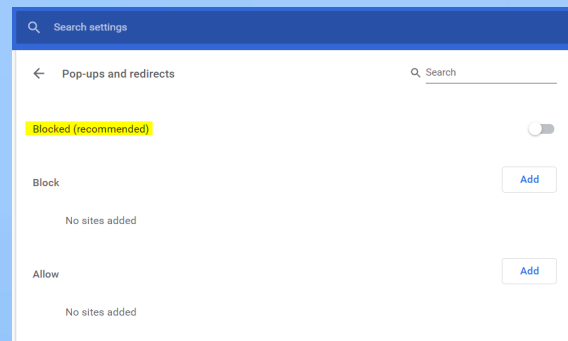
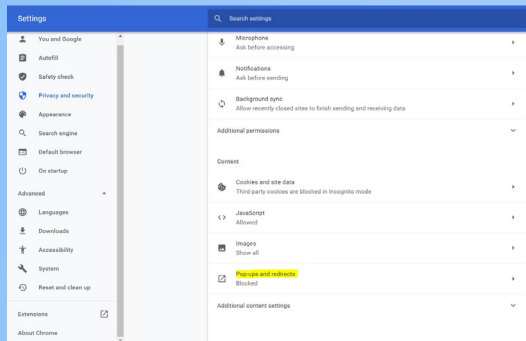
Chrome Instructions

For Internet Explorer Instructions please navigate to slide 4

Chrome: Turn off Pop-Blockers

In Chrome, to turn off pop-up blocker, follow these instructions:

1. Click the 3 horizontal lines icon on the far right of the Address bar.
2. Select Settings.
3. Under Privacy and security, click the Site Settings button.
4. Select Pop-ups and redirects.



5. To disable the pop-up blocker, uncheck the Blocked (recommended) box.
6. To disable the pop-up blocker on specific sites, check the Blocked (recommended) box. And then click Add next to Allow and add the URL(s)


Create your account

- Open the following link, <https://plansubmittal.dallascityhall.com>
- Click the **Create an Account** button

Login

E-mail:

Password:

Manage profile 

[Forgot password?](#)

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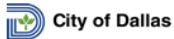
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Create your account (cont)

- Fill out your information, then click **Create My Account**



Create Your Account ?

First Name *

Last Name *

Email *

Confirm Email *

Phone * x

Additional Phone x

Company Name

Address 1 *

Address 2

Country * ▼

Province/State * ▼

City *

Postal Code/Zip Code *

New Password *

Password must not contain special characters, must contain at least one digit, one upper case letter, one lower case letter, and must have between 8-15 characters.

Confirm Password *

Select a Request Type. Enter a unique Request Name. Click Start My Application Request.

Please make sure that each applicant has their own account.

Password must not contain special characters, must contain at least one digit, one upper case letter, one lower case letter, and must have between 8-15 characters.

Create your account (cont)

- You will receive an email with a verification code. If you do not receive the email please call 214-948-4480.
- Click on the link next to **Click to verify password** and follow the instructions.


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Welcome to Portal! Before gaining access, you must confirm your account by clicking on the link below and entering the verification code.

User Login:	john.doe@hotmail.com
Verification Code:	D2322D (Good until 7/6/2018 2:48:03 PM)
Click to verify password:	https://wseprstst01.city.dallastx.cod/ProjectDoxPortalWebUI/Login/RequestCode/test-jurisdiction?Email=javier.ramon@dallascityhall.com

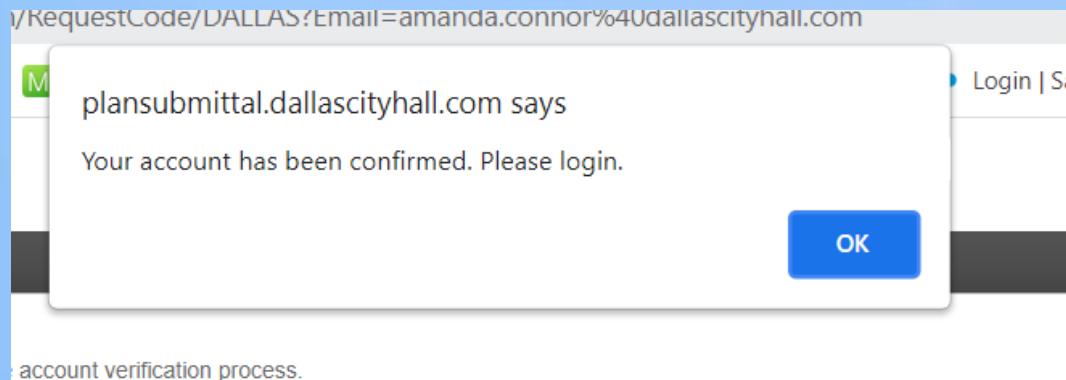


NOTE: If the verification code provided in this email has expired, you can click on the link above and request another verification code.

Please do not reply to this email.

Create your account (cont)

- One you have completed the verification process, you will get a pop-up with confirmation.



Online Permit Application

II. Application Submittal

1. Open the following link

<https://plansubmittal.dallascityhall.com>

2. Enter your email address, password and press



City of Dallas

Welcome to the City of Dallas ePlan Portal June 25, 2021

Login

E-mail:

Password:

Manage profile ?

←

[Forgot password?](#)

[Install ProjectDox Components](#)

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3. The next window will present three sections:

- a. **Start New Application Request.** (Focus of this guide).
- b. **Current Projects.** This section provides information about each application submitted and allows the applicant to upload required documents during the application process. You will be entering to this section during this process.
- c. **Applications.** Based on the dropdown value selected this section will either show Applications that have not been submitted yet, or applications that have already been submitted.



Start New Application Request

To start a new application request:

- Select an application type
- Provide an application name
- Click the button below

Type: * ?

Name: *

[Start Application Process](#)

Current Projects

Once an application request has been submitted you are able to manage your project, perform tasks, and upload required files or documents by clicking the button below. All your projects can be managed from this location. Once you click the button you will be navigated to your project toolset that allows you to perform the required tasks.

If you don't see your project listed, please try clicking on the "All Projects" button on the top right corner of the table.

[View All Projects](#)

Applications:

Search:

REQUEST #	NAME	ADDRESS	TYPE	UPDATED ON	UPDATED BY	ACTION
0 - 0 of 0 records						

Navigation: [Left Arrow] [Prev] [1] [Next] [Right Arrow]

Start New Application Request

This section contains three items:

- a. **Request Type.** Drop down list with eight different types of applications that can be submitted, applications range from (in alphabetical order):
 - Building Project application
 - Certificate of Occupancy application
 - Conservation District application
 - Demolition application
 - Engineering Review Application
 - Master Permit application
 - Sign application
 - Site Plan application

- b. **Request name.** Unique descriptive name used to reference the project (application) in the future. A good example might be the *project name + address*. For example: Dallas City Hall -1500 Marilla St.
- c. **Start My Application Request.** Starts application process.

Start New Application Request ?

To start a new application request:

- Select an application type
- Provide an application name
- Click the button below

Type: * ?

Name: *

Start Application Process

4. Select **Start My Application Request**, an application form will open. Depending on the request type, the form will present a group of sections. (*This guide uses a **Master Permit** as request type and **Dallas City Hall-1500 Marilla St** as request name to illustrate the steps involved during an application submission*).
5. **Heading section.** The heading section shows the project request name and request type. Also shows the physical address of the City of Dallas Building Inspection site.

Request Name

Request Name: Dallas City Hall - 1500 Marilla St [Edit](#)



Request Type MASTER PERMIT APPLICATION

**City of Dallas Building
Inspection Address**

CITY OF DALLAS
320 E. Jefferson Blvd. Dallas, TX 75203

6. **Step 1: Applicant.** This section is where the applicant contact information is entered. The applicant is the owner of the permit and the only one authorized to make changes to the permit. Note that there is a checkbox “**Select if the logged in user is the Applicant. The Applicant is responsible for uploading files and receiving comments/change marks**”. This checkbox is used when the applicant is the individual submitting the application and wants to carry over the information from the account profile. In this example John Doe is the applicant submitting the application and the checkbox is selected to import his information from his account profile.

Note. Fields with a red asterisk (*) are required.

- Step 1: Applicant

Select if the logged in user is the Applicant. The Applicant is responsible for uploading files and receiving co

Applicant First Name *

John

Applicant Last Name *

Doe

Applicant Address Line 1 *

1500 Marilla St

Applicant Address Line 2

Applicant City *

Dallas

Applicant State *

TX

Applicant Zip Code *

75201

Applicant Zip Code Extension

Applicant Email Address *

john.doe@hotmail.com

Applicant Phone Number *

(214) 999-9999

Be aware the applicant email address will receive all communications related to this application, therefore this email account must be an existing account in ProjectDox.

7. **Step 2: Property Owner.** This section is where the property owner's contact information is entered. Note that there is a checkbox "**Select if the logged in user is the Owner/Tenant**". This checkbox is used when the property owner is the individual submitting the application and wants to carry over the information from the account profile. In this example John Doe is the property owner submitting the application and the checkbox is selected to import his information from his account profile.

Note. Fields with a red asterisk (*) are required.

– Step 2: Property Owner/Tenant

Select if the logged in user is the Owner/Tenant.

Property Owner/Tenant First Name *

Property Owner/Tenant Last Name *

Property Owner/Tenant Address Line 1 *

Property Owner/Tenant Address Line 2

Property Owner/Tenant City *

Property Owner/Tenant State * TX

Property Owner/Tenant Zip Code *

Property Owner/Tenant Zip Code Extension

Property Owner/Tenant Email Address *

Property Owner/Tenant Phone Number *

8. **Consultant (optional)**. This section is where the consultant's contact information is entered. The consultant is the individual who might be uploading documents but has no rights to the permit. Note that there is a checkbox "**Select if the logged in user is the Consultant**". This checkbox is used when the consultant is the individual submitting the application and wants to carry over the information from the account profile. This section will be ignored for this example.

Note. All fields in this section are optional.

- Consultant

Select if the logged in user is the Consultant

Are you a consultant submitting for the applicant? * YES

Consultant First Name *

Consultant Last Name *

Consultant Address Line 1 *

Consultant Address Line 2

Consultant City *

Consultant State * TX

Consultant Zip Code *

Consultant Zip Code Extension

Consultant Email Address *

Consultant Phone Number *

Be aware if the consultant is the project manager of the application, their email address must be entered as the applicant email address under the Applicant section. This will allow the consultant to receive all communications pertaining to the application. This email account must be an existing account in ProjectDox.

Applicant Zip Code Extension

Applicant Email Address * john.doe@hotmail.com

Applicant Phone Number * (214) 999-9999

9. **Project Location.** This section is where the property address of the project is entered. Be aware that street number and street name are separate fields. **Please do not enter suffix of street names; ST, LN, RD, etc.**

- Project Location

Project Street Number *

Project Street Name *

Project Suite

Note. Fields with a red asterisk (*) are required

10. **Permit Type.** This section is exclusive for two request types: **Master permit** and **Building Project** applications.

- a. **Master Permit application.** This section consists of one dropdown list with fourteen different types of permits that can be selected, permits listed in alphabetical order:

Backup Generator	Grading and Paving
Electrical	Mechanical
Excavation	Paving (Sidewalks and Drive Approach)
Fence	Plumbing
Fire alarm	Security System
Fire Sprinkler	Swimming Pool
Flammable Liquid	Tent

Note. Fields with a red asterisk (*) are required and fields in Project Details vary depending on the selected permit.

b. **Building Project application.** This section consists of a selection box and a dropdown list with nine different types of permits that can be selected.

- **Application Type** selection box. Select the team that will review the project.

- a. **Regulate Review.** The project will go through the regular review process.

- b. **Q-Team review (Express).** Project contractors and reviewers meet to evaluate and review the project. *Additional fees will apply when selecting this option.*

■ **Permit Type:** Permits listed in alphabetical order:

Commercial – All other Commercial 1 st time Finish Out	Commercial – Multi family Addition	Residential – Garage Conversion for Single Family Dwelling
Commercial – All other Commercial Addition	Commercial – Multi family New Construction	Residential – New 1 or 2 family Dwelling
Commercial – All other Commercial New Construction	Commercial – Multi family Renovation	Residential – Remodel 1 or 2 family Dwelling
Commercial – All other Commercial Renovation	Commercial – Multi family Renovation and Addition	Addition or Addition/Removal to 1 or 2 family Dwelling
Commercial – All other Commercial Renovation and Addition		

Note. Fields with a red asterisk (*) are required and fields in Project Details vary depending on the selected permit.

11. **Project Details.** This section is where information related to the project is entered. Information like:

Contractor #	New Square Footage	Number of Bedrooms
Contractor PIN #	Total Square Footage	Number of Bathrooms
Project Description	New Construction Valuation	Required Parking
Use of Property	Number of stories	Proposed Parking

Items vary depending on the permit type selection. For example, if a Residential addition or renovation permit is selected, the section provides a list of trades to choose from, otherwise the list of trades are hidden. The trades are:

Building	Fire Sprinkler	Landscape	Paving/Grading
Electrical	Fire Alarm	Metal Gas	Backflow
Mechanical	Drive Approach/ Sidewalks	Energy	Flammable Liquids
Plumbing	Green	Health	Other

To continue with the Master Permit application example, permit type ***Residential – New 1 or 2 family Dwelling*** was selected.

12. Step 7 - Site Plan Review and Zoning Information (optional).

This section shows up depending on the selected request type and its content varies depending on the permit type.

Information on the top are optional, but the Yes or No questions at the bottom are required.

Site Plan Review and Zoning Information (optional)

Existing Use	<input type="text"/>
Existing Floor Area (Sq. Ft.)	<input type="text"/>
Proposed Floor Area (Sq. Ft.)	<input type="text"/>
Total Floor Area (Sq. Ft.)	<input type="text"/>
Existing Coverage (Sq. Ft.)	<input type="text"/>
Additional Coverage (Sq. Ft.)	<input type="text"/>
Total Lot Coverage (Sq. Ft.)	<input type="text"/>
New Paved/Graded (Sq. Ft.)	<input type="text"/>
Existing Lot Area (Sq. Ft.)	<input type="text"/>
Additional Lot Area (Sq. Ft.)	<input type="text"/>
Total Lot Area (Sq. Ft.)	<input type="text"/>
Zoning Case #	<input type="text"/>
BDA Case #	<input type="text"/>
Subdivision Plat #	<input type="text"/>
Texas Department of Licensing and Regulation (TDLR) Project Number	<input type="text"/>
Do you have a specific use permit (SUP)?	Yes <input checked="" type="checkbox"/>
Do you have a development plan?	Yes <input checked="" type="checkbox"/>
Have you recently updated/amended your planned development district (PDI)?	Yes <input checked="" type="checkbox"/>
Do you have a certificate of appropriateness (historic district)?	Yes <input checked="" type="checkbox"/>
Do you have a conservation district work review?	Yes <input checked="" type="checkbox"/>
Do you have a board of adjustments letter/documents?	Yes <input checked="" type="checkbox"/>
Do you have deed restrictions?	Yes <input checked="" type="checkbox"/>
Do you have public or private agreements (access, parking, easements, etc.)?	Yes <input checked="" type="checkbox"/>
Do you have a Texas department of transportation (TXDOT) approval?	Yes <input checked="" type="checkbox"/>
Will potentially hazardous foods/open foods be sold and/or served?	Yes <input checked="" type="checkbox"/>
Is the proposed use a medical office?	Yes <input checked="" type="checkbox"/>
Is the proposed use personal services?	Yes <input checked="" type="checkbox"/>
Is this a change in use of land, tenant space or building?	Yes <input checked="" type="checkbox"/>
Will you display or offer for sale smoking paraphernalia?	Yes <input checked="" type="checkbox"/>
Do you have a parking agreement?	Yes <input checked="" type="checkbox"/>
Pradevelopment meeting?	Yes <input checked="" type="checkbox"/>

Required Yes/No questions

13. **Agreement.** The verbiage of this section is the same as the application form and the applicant is required to select one of the following: ***I agree, or I do not agree.***

It is also required to select the options on the Asbestos survey; ***Yes, No (Permit cannot be issued prior to notification of survey being conducted.) or Not Applicable.***

- Agreement INCOMPLETE

The following is applicable to all applications for building permits that are accepted and routed for any reviews. As required by Texas Local Government Code Section 214.904, the City of Dallas will grant (Approve) or deny your building permit application to erect or improve a building or other structure no later than the 45th day after the application is submitted. Denial of a permit application due to time constraints may be avoided by agreeing to allow the City the following additional time to review the application:

I hereby agree to a deadline of 14 days to grant or deny the permit after the date of the approval of all of the following reviews, as applicable, where the applicant has provided the plans examiners the requested corrections, plans and actions; and, the contractor has been named on the permit:

Zoning, Building Code, Electrical Code, Plumbing/Mechanical Code, Green Building Code, Health, Historical/Conservation District, Engineering/Flood Plain, Water Utilities, Fire Code, Landscaping and Aviation.

If the permit is granted (Approved) within this deadline the City will retain and/or assess all fees. If the permit is denied within this deadline, the City will retain all plan review fees and 20 percent of the permit fees. If the permit application is not granted or denied within the agreed additional time of review, the City will refund any permit fees that have been collected and the City may not collect any permit fees associated with the application.

I understand that this permit application will expire in 180 days from the application date. I may request in writing an additional 180 day extension of the permit application prior to the application expiration. If the application is allowed to expire, it may only be reactivated by the filing of a new application including applicable.

I agree
 I do not agree

Has an Asbestos survey has been conducted in accordance with the Texas Asbestos Health Protection Rules and the National Emission Standards for Hazardous Air Pollutants for the area being removed and/or demolished?

Yes
 No (Permit cannot be issued prior to notification of survey being conducted.)
 Not Applicable

14. **Signature.** The verbiage on this section is the same as the application form and the applicant is required to select/check the box next to:


I have carefully read the completed application and know the same is true and correct and hereby agree that if a permit is issued all provisions of the city ordinances and state laws will be complied with whether herein specified or not. I am the owner of the property or the duly authorized agent. Permission is hereby granted to enter premises and make all inspection. I also affirm that the email address given above may be used for official communication concerning this application and permit

- Signature

I have carefully read the completed application and know the same is true and correct and hereby agree that if a permit is issued all provisions of the city ordinances and state laws will be complied with whether herein specified or not. I am the owner of the property or the duly authorized agent. Permission is hereby granted to enter premises and make all inspection. I also affirm that the email address given above may be used for official communication concerning this application and permit.

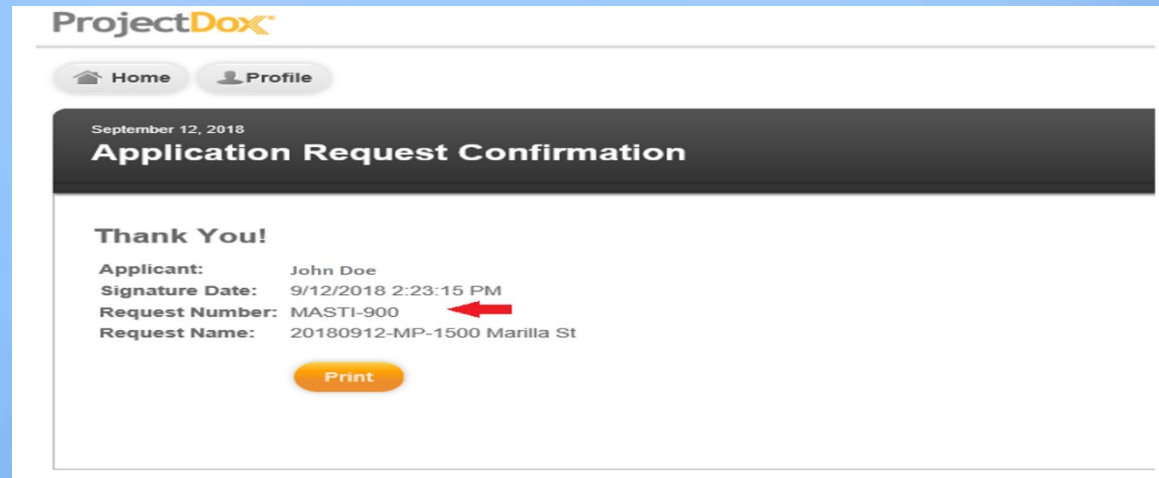
Applicant: Javier Ramon

Signature date:

15. Submit Request. After finishing entering all required information, proceed with the application submittal by hitting the  button. The system will create the application. and assign a request number.

NOTE: You will not be able to access or change anything in the application after being submitted.

16. Confirmation Message. The confirmation message will provide information about the submission, including the request number. ***IMPORTANT: Save this number for future reference.***



The screenshot shows the ProjectDox website interface. At the top, there is a navigation bar with 'Home' and 'Profile' buttons. Below this is a date indicator 'September 12, 2018' and a main heading 'Application Request Confirmation'. The main content area starts with 'Thank You!' followed by a list of details: 'Applicant: John Doe', 'Signature Date: 9/12/2018 2:23:15 PM', 'Request Number: MASTI-900', and 'Request Name: 20180912-MP-1500 Marilla St'. A red arrow points to the 'Request Number' field. At the bottom of the content area is a 'Print' button.

Applicant:	John Doe
Signature Date:	9/12/2018 2:23:15 PM
Request Number:	MASTI-900
Request Name:	20180912-MP-1500 Marilla St

17. This completes the application submission process.

The step is to wait for two emails arriving simultaneously from DoNotReply@city.dallastx.cod, titled: **Invitation and Applicant Upload Task Assignment.**

1st email

Invitation

Hello John Doe:

You have been invited to the project listed below.

Your Login:	john.doe@hotmail.com
Project Name:	1809121001
Project Description	
Login to ProjectDox	

2nd email

Permit Project Plan Check Invitation Applicant Upload Task Assignment

Attention John:

Welcome to the City of Dallas electronic plan review system, ePlan. This project invitation has been sent to you in response to your Permit Application request. A project has been created to allow you to electronically upload your drawings and required plan review checklist(s).

You have been assigned a task on Project: 1809121001

Click on [Project Access](#) to start the uploading process and follow the instructions below, or open the [quick reference guide](#).

1. Enter your User Login and Password.
2. Click on the Applicant Upload Task and accept the task.
3. To upload plans
 - a. Click on the "Drawings" folder.
 - b. Click the "Select Files to Upload" button and follow the instructions to upload your design drawings. Use the following file naming convention format to save your plans:
 - [Drawing Sheet ID_Work Description.pdf](#)
 - I. **Drawing Sheet Identifier:** Each drawing sheet file shall be identified with the correct discipline designator and a sheet number that conforms to the United States National CAD Standard, Version 6 www.nationalcaddstandard.org, which includes the AIA CAD Layer Guidelines and the Uniform Drawing System. For example, food service or kitchen plans would have a Drawing Sheet Identifier beginning with QF (Level 1 designation for Equipment; Level 2 designation for Food Service), not FS or K. The drawing sheet number (i. e. Sheet Type Designator) after the discipline designators will be at the discretion of the project architect or engineer.
 - II. **Work Description:** Free-text title of drawing sheet with the total number of characters in the filename not to exceed 20 characters, including spaces.
 - For Example: QF1.05_POOL BAR.pdf
 - c. Click the "Upload Files" button. Close upload window.
4. To download checklist(s)
 - a. Click on the "View Folders" button.
 - b. Click on the "Submission Requirements" folder.
 - c. On each file, select the checkbox and click on the download arrow to save the file(s) on your computer.
 - d. Print the document(s) and fill it out.
5. Once you have verified all files have the correct naming convention and that you have uploaded all required documents, check the "Upload Task Complete" Box and select "Upload Complete and Notify the City of Dallas".
6. Verify the task completion in the pop-up window.
7. Your drawings have now been submitted for Pre-Screen Review and Fee Generation by the City of Dallas. You will receive an email of your next task once this is completed by the City.

IMPORTANT: Please leave a w. 2" x h. 6" clear space at the top right corner of your 24" x 36" drawing sheets. The City of Dallas will use that space to accommodate the approval batch stamps. The space should start at 1.5" from the top and 4.5" from the right side. Click [here](#) to view an example.

Project:	1809121001
Task:	Applicant Upload Task
Project Access	