

Online Permit Application

III. Manage my Project

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.nationalcadstandard.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.
1. **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.
1. 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".
2. Verify the task completion in the pop-up window.
3. 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

Contact the City of Dallas at (214)-948-4480 or biadmin@dallascityhall.com if you have questions regarding this project.

Please do not reply to this email

1. The Project Access link in the **Applicant Upload Task Assignment** email will open the login window for the applicant to log into the system.
2. After logging in, two things can occur:
 - a. If popup blocker is active on the browser, the web portal of the project will show up. Notice the **project #** is on the left pane on the portal and the **Applicant Upload Task** is in the **Task List**.

The screenshot displays the ProjectDox web portal for project 1809121001. The interface includes a left-hand navigation pane with a tree view of folders: Coversheet (1 File - 0 New), Drawings, Documents, Submission Requirements (1 File - 0 New), Approved, Reviewer Attachments, and Quick Review. A red arrow points to the project ID '1809121001' in the left pane, labeled 'Project Number'. The main content area shows the project title 'New house on block #2' and a 'Task List' section. The Task List table contains one record: 'Applicant Upload Task' for project 1809121001, instance '1809121001 - Master Permit - 9/13/2018 10:41:17 AM', assigned to 'Applicant' in the 'FirstInGroup', with a status of 'Pending' and a 'Medium' priority. A red arrow points to the 'Applicant Upload Task' link in the table. Below the Task List is a 'Workflow Instances' table with one record: '1809121001 - Master Permit - 9/13/2018 10:41:17 AM' with a 'Facilitator' coordinator, 'Active' state, 'Initial Version (Version 1)', and a start time of '9/13/2018 3:41:18 PM'.

ProjectDox

1809121001

Main Contact:

Expand current | Collapse | New house on block #2

1809121001 ← Project Number

- Coversheet (1 File - 0 New)
- Drawings
- Documents
- Submission Requirements (1 File - 0 New)
- Approved
- Reviewer Attachments
- Quick Review

Task List

Start Workflow Refresh Save Settings

Show all tasks for all users

OPTIONS	TASK	PROJECT	INSTANCE	GROUP	ASSIGNMENT TY...	STATUS	PRIORITY
	Contains...	Contains...	Contains...	Contains...	Contains...	Contains...	Contains...
<input type="checkbox"/>	Applicant Upload Task	1809121001	1809121001 - Master Permit - 9/13/2018 10:41:17 AM	Applicant	FirstInGroup	Pending	Medium

1 - 1 of 1 records

Workflow Instances

	NAME	COORDINATOR GROUP	STATE	VERSION	STARTED
<input type="checkbox"/>	1809121001 - Master Permit - 9/13/2018 10:41:17 AM	Facilitator	Active	Initial Version (Version 1)	9/13/2018 3:41:18 PM

1 - 1 of 1 records

b. If popup blocker is not active on the browser, a message will popup asking if you want to accept the task. Click on **No**, the project web portal will show up. Notice the **project #** is on the left pane on the portal and the **Applicant Upload Task** is in the **Task List**.

ProjectDox

1809121001

Main Contact:

Expand current | Collapse | New house on block #2

1809121001 **Project Number**

- Coversheet (1 Files - 0 New)
- Drawings
- Documents
- Submission Requirements (1 Files - 0 New)
- Approved
- Reviewer Attachments
- Quick Review

Task List

Start Workflow Refresh Save Settings

Show all tasks for all users

OPTIONS	TASK	PROJECT	INSTANCE	GROUP	ASSIGNMENT TY...	STATUS	PRIORITY
	∇ Contains...	∇ Contains...	∇ Contains...	∇ Contains...	∇ Contains...	∇ Contains...	∇ Contains...
	Applicant Upload Task	1809121001	1809121001 - Master Permit - 9/13/2018 10:41:17 AM	Applicant	FirstInGroup	Pending	Medium

1 - 1 of 1 records

Workflow Instances

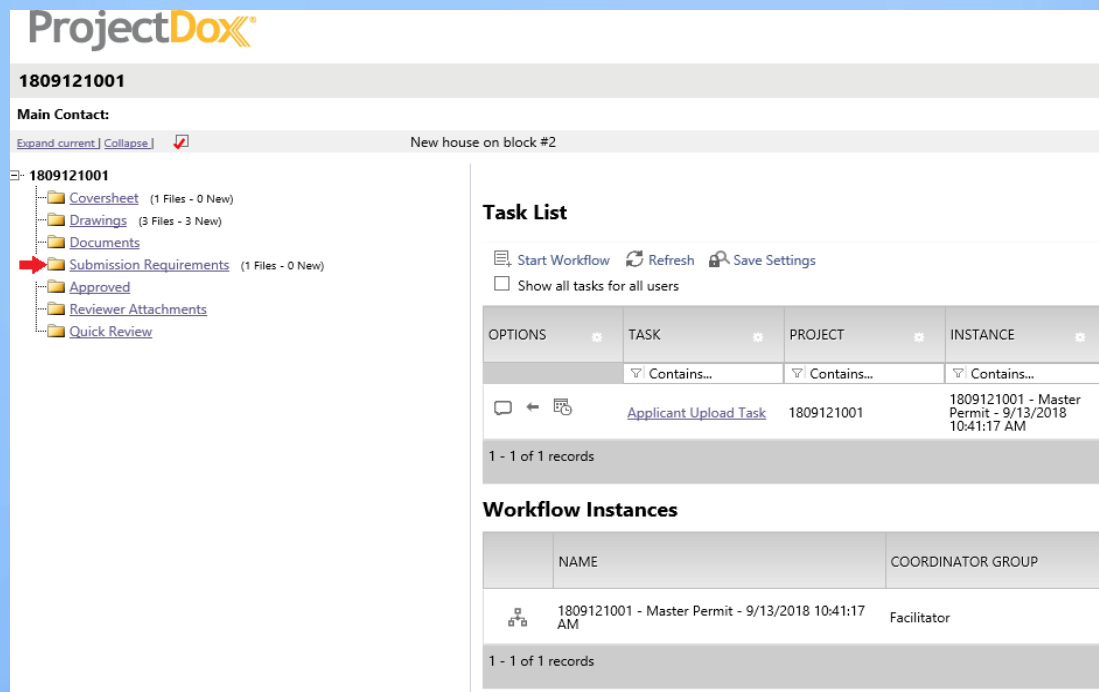
	NAME	COORDINATOR GROUP	STATE	VERSION	STARTED
	1809121001 - Master Permit - 9/13/2018 10:41:17 AM	Facilitator	Active	Initial Version (Version 1)	9/13/2018 3:41:18 PM

1 - 1 of 1 records

3. **Required documents.** All permits require a set of documents that must be downloaded, fill out and upload it back into the system along with plans. These documents are located in the **Submission Requirements** folder.

Follow these steps to download the required documents and upload them back into the system.


a. Click on the **Submission Requirements** folder.



The screenshot displays the ProjectDox interface for a specific project. The top header shows the ProjectDox logo and the project ID 1809121001. Below this, the main contact information is shown as 'New house on block #2'. A left-hand navigation pane shows a tree view of folders: Coversheet (1 File - 0 New), Drawings (3 Files - 3 New), Documents, Submission Requirements (1 File - 0 New), Approved, Reviewer Attachments, and Quick Review. A red arrow points to the 'Submission Requirements' folder. The main content area is divided into two sections: 'Task List' and 'Workflow Instances'. The 'Task List' section includes a table with columns for Options, Task, Project, and Instance. A single task is listed: 'Applicant Upload Task' for project 1809121001 and instance 1809121001 - Master Permit - 9/13/2018 10:41:17 AM. The 'Workflow Instances' section includes a table with columns for Name and Coordinator Group. A single instance is listed: '1809121001 - Master Permit - 9/13/2018 10:41:17 AM' with the coordinator group 'Facilitator'.

ProjectDox




1809121001

Main Contact:
Expand current | Collapse |  New house on block #2






1809121001

- Coversheet (1 Files - 0 New)
- Drawings (3 Files - 3 New)
- Documents
- Submission Requirements** (1 Files - 0 New)
- Approved
- Reviewer Attachments
- Quick Review

Task List


 Start Workflow  Refresh  Save Settings

Show all tasks for all users

OPTIONS	TASK	PROJECT	INSTANCE
	 Contains...	 Contains...	 Contains...
 	Applicant Upload Task	1809121001	1809121001 - Master Permit - 9/13/2018 10:41:17 AM

1 - 1 of 1 records

Workflow Instances

	NAME	COORDINATOR GROUP
	1809121001 - Master Permit - 9/13/2018 10:41:17 AM	Facilitator

1 - 1 of 1 records

- b. For each individual file listed, do the following:
- I. Select the file and click on the download arrow. Make sure the checkbox located left of the file name is selected.

The screenshot displays the ProjectDox interface for project 1809121001. The main contact is identified as 'New house on block #2'. The folder path is '1809121001\Submission Requirements'. The interface shows a file list with one file: 'Bl CommBldg FinishOut ...'. The file is selected, indicated by a red 'X' in a circle next to the checkbox. A red arrow points to the download icon (a downward arrow) in the file's action menu. The right sidebar contains a 'Task List' section with options to 'Start Workflow', 'Refresh', and 'Show all tasks for all users'. Below this is a table with columns 'OPTIONS' and 'TASK'. The table shows one record: '1809121001 - Master Permit AM'. The 'Workflow Instances' section at the bottom also shows one record for the same project.

ProjectDox

1809121001

Main Contact:
Folder: [1809121001\Submission Requirements](#) New house on block #2

View Folders Upload Files

1 of 1 files Current Sort: - Select -

Bl CommBldg FinishOut ...
7/25/2018 2:02:34 PM, 1.1 MB
Gael Baughman

Task List

[Start Workflow](#) [Refresh](#)

Show all tasks for all users

OPTIONS	TASK
	Contains...

[Applicant Upload](#)

1 - 1 of 1 records

Workflow Instances

	NAME
	1809121001 - Master Permit AM

1 - 1 of 1 records

II. The download and Save window will pop up.

ProjectDox

1809121001

Main Contact:

Folder: [1809121001\Submission Requirements](#) New house on block #2

View Folders Upload Files

1 of 1 files Current Sort: - Select -

BI CommBldg FinishOut ...
7/25/2018 2:02:34 PM, 1.1 MB
Gael Baughman

Task List

Start Workflow Refresh Save Settings

Show all tasks for all users

OPTIONS	TASK	PROJECT	INSTANCE	GROUP
	Contains...	Contains...	Contains...	Cont
	Applicant Upload Task	1809121001	1809121001 - Master Permit - 9/13/2018 10:41:17 AM	Applicar

1 - 1 of 1 records


Workflow Instances

NAME	COORDINATOR GROUP
1809121001 - Master Permit - 9/13/2018 10:41:17 AM	Facilitator

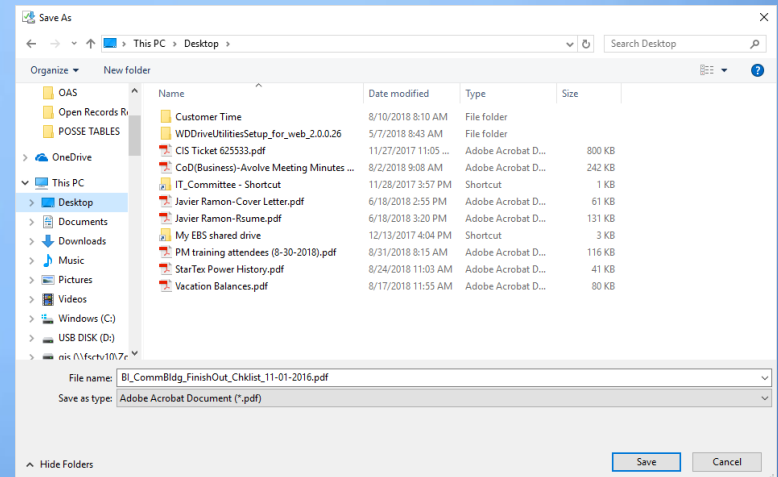
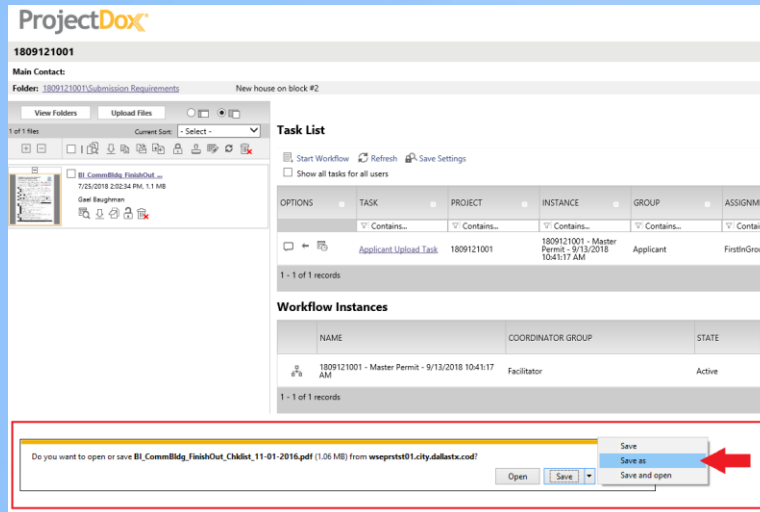
1 - 1 of 1 records

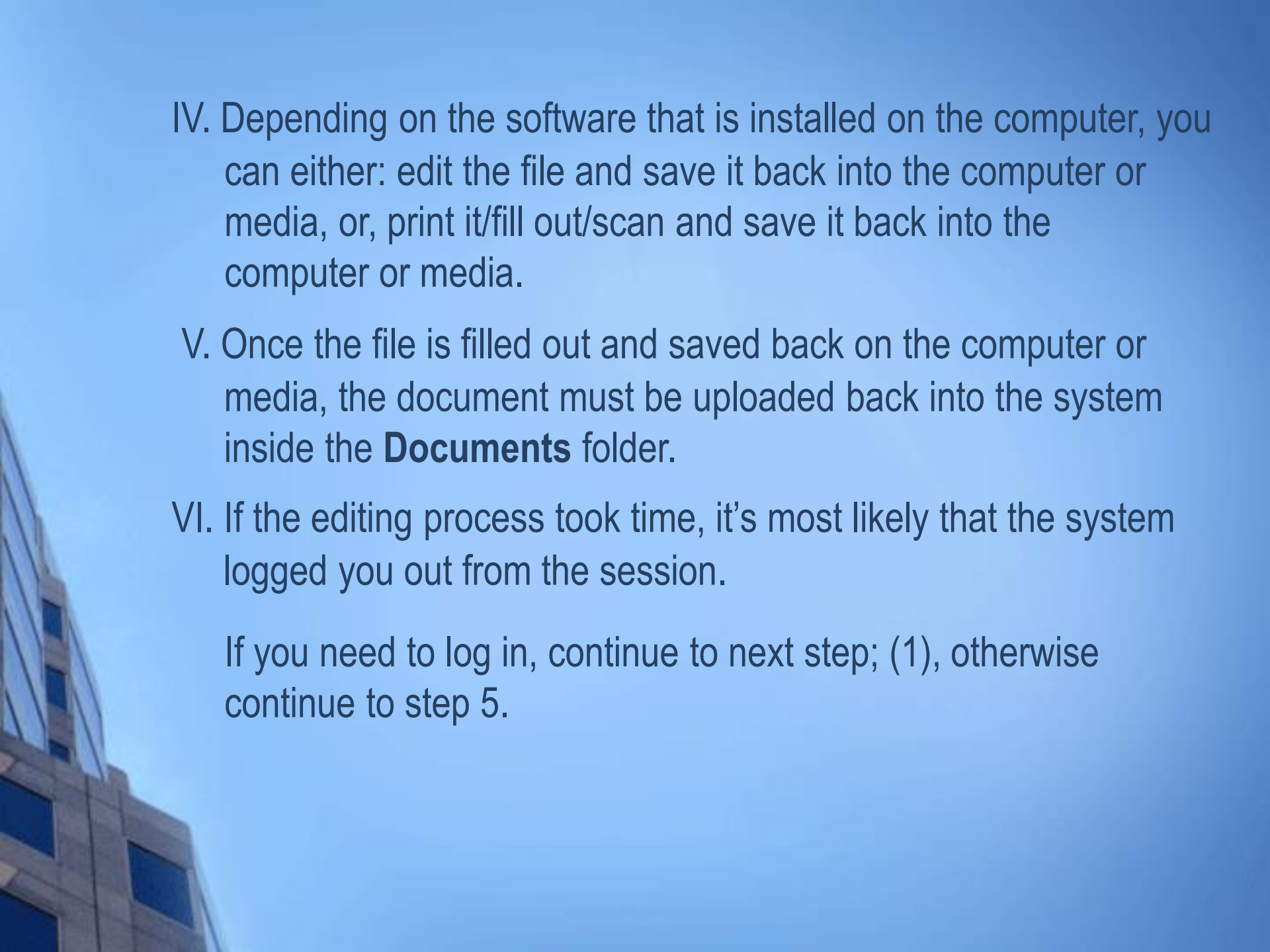
Do you want to open or save **BI_CommBldg_FinishOut_Chklist_11-01-2016.pdf** (1.06 MB) from [wseprstst01.city.dallastx.cod](#)?

Open Save Cancel



III. Save the file on your computer or other media (an USB drive for example).



- 
- IV. Depending on the software that is installed on the computer, you can either: edit the file and save it back into the computer or media, or, print it/fill out/scan and save it back into the computer or media.
 - V. Once the file is filled out and saved back on the computer or media, the document must be uploaded back into the system inside the **Documents** folder.
 - VI. If the editing process took time, it's most likely that the system logged you out from the session.

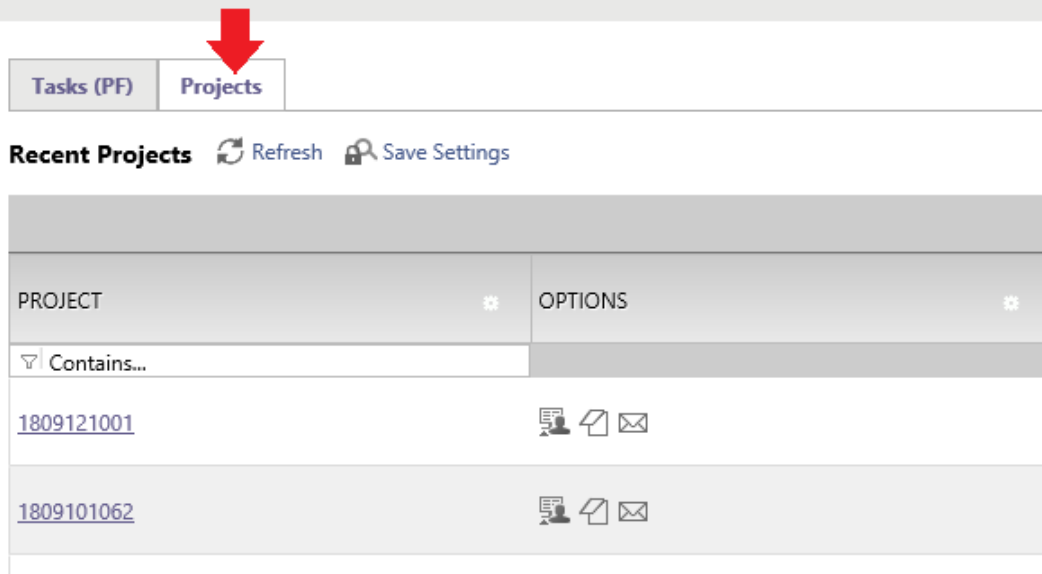
If you need to log in, continue to next step; (1), otherwise continue to step 5.

1). After logging back in, click on



A screenshot of a web application interface for "The City of Dallas". The top header shows the date "September 14, 2016" and the city name. The main content area is split into two panels. The left panel, titled "Start New Application Request", contains instructions for starting a new application, a dropdown menu for "Request Type" (set to "Arklemian Application"), and a "Request Name" input field. A yellow "Start My Application Request" button is at the bottom. The right panel, titled "Status of Existing Projects", contains instructions on managing existing projects and a yellow "Manage My Existing Projects" button. A red arrow points down to this button.

2). Click on the **Projects** tab. (If the background color of the tab is white, this means it is selected)

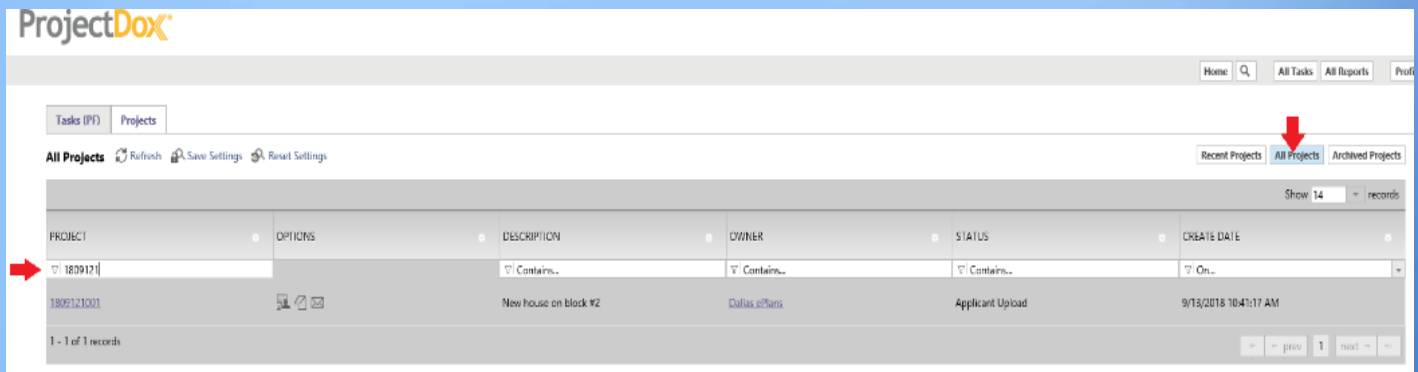


Tasks (PF) **Projects**

Recent Projects Refresh Save Settings

PROJECT	OPTIONS
Contains...	
1809121001	
1809101062	

2). If you find your project, go to next step (4), otherwise click on **All Projects** and, under **PROJECT**, enter the project number and press **Enter**.



Home Q All Tasks All Reports Prof

Tasks (PF) **Projects**

All Projects Refresh Save Settings Reset Settings

Recent Projects **All Projects** Archived Projects

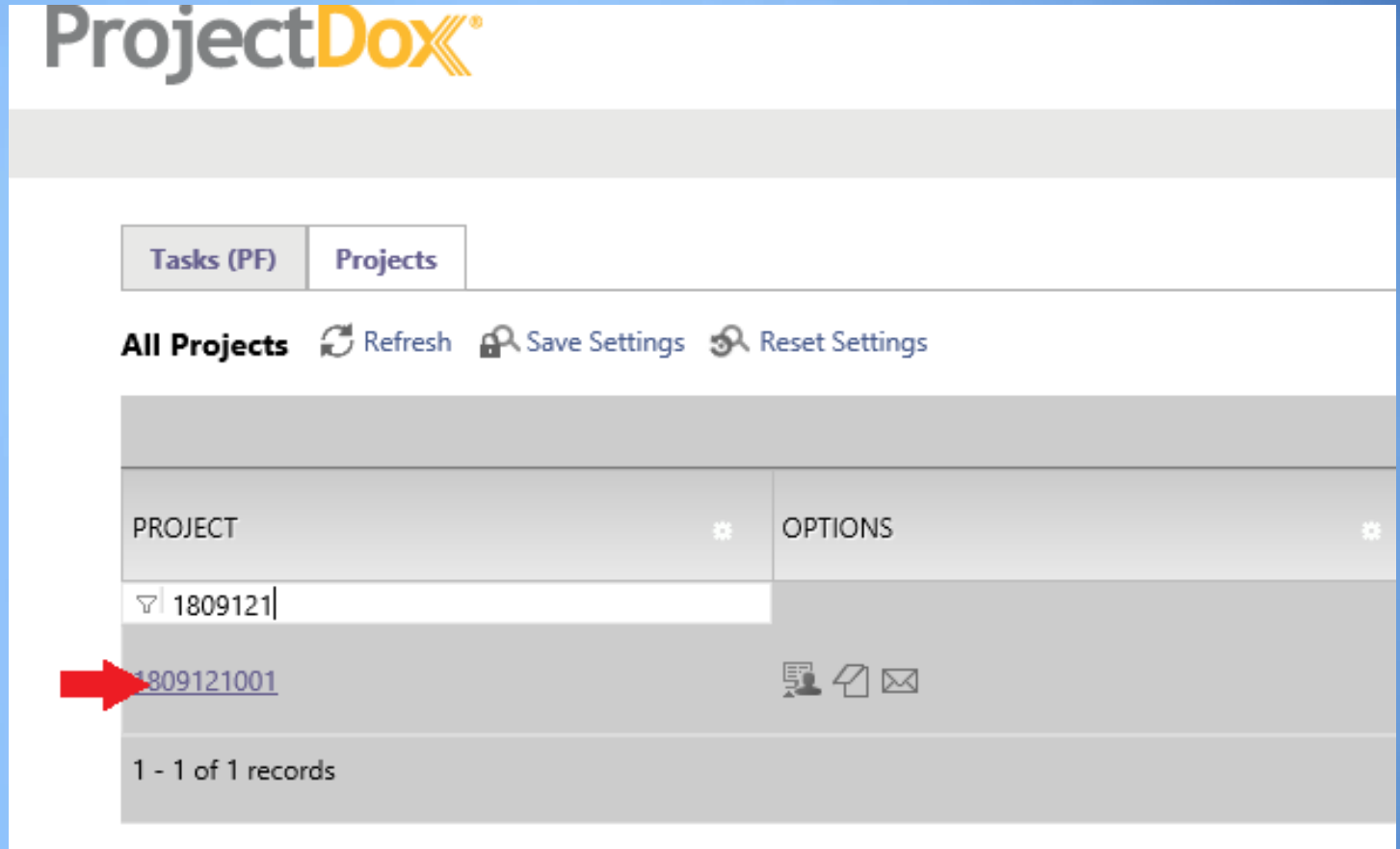
Show 14 records

PROJECT	OPTIONS	DESCRIPTION	OWNER	STATUS	CREATE DATE
Contains...		Contains...	Contains...	Contains...	On...
1809121001		New house on block #2	Dallas sffans	Applicant Upload	9/13/2018 10:41:17 AM




1 - 1 of 1 records

prev 1 next

4). Click on your project number.



The screenshot displays the ProjectDox web application interface. At the top left is the ProjectDox logo. Below it are two tabs: 'Tasks (PF)' and 'Projects', with 'Projects' being the active tab. A navigation bar contains the text 'All Projects' followed by three icons: a refresh icon, a lock icon labeled 'Save Settings', and an unlock icon labeled 'Reset Settings'. The main content area is a table with two columns: 'PROJECT' and 'OPTIONS'. The 'PROJECT' column contains a search input field with the text '1809121' and a single record with the project number '1809121001'. A red arrow points to this record. The 'OPTIONS' column contains three icons: a person, a folder, and an envelope. At the bottom of the table, it says '1 - 1 of 1 records'.

PROJECT	OPTIONS
1809121001	  

4. Upload the required documents and plans. Click on **Application Upload Task** and accept the task.

ProjectDox

1809121001

Main Contact:

[Expand current](#) | [Collapse](#) | **New house on block #2**

1809121001

- Coversheet (1 Files - 0 New)
- Drawings
- Documents
- Submission Requirements (1 Files - 0 New)
- Approved
- Reviewer Attachments
- Quick Review

Task List

Start Workflow Refresh Save Settings

Show all tasks for all users

OPTIONS	TASK	PROJECT	INSTANCE	GROUP	ASSIGNMENT TY...	STATUS	PRIORITY
	Contains...	Contains...	Contains...	Contains...	Contains...	Contains...	Contains...
	Application Upload Task	1809121001	1809121001 - Master Permit - 9/13/2018 10:41:17 AM	Applicant	FirstInGroup	Pending	Medium

1 - 1 of 1 records



Workflow Instances

	NAME	COORDINATOR GROUP	STATE	VERSION	STARTED
	1809121001 - Master Permit - 9/13/2018 10:41:17 AM	Facilitator	Active	Initial Version (Version 1)	9/13/2018 3:41:18 PM

1 - 1 of 1 records

5. Maximize the window and open the section related to the project number.

APPLICANT UPLOAD

ProjectFlow BUILDING  

Permit Information | Fee Balance | Review Information | Resources

Name 1809121001
Description New house on block #2
Status Applicant Upload
Location 1500 MARILLA ST Ste:7TH
Contact
Email
Phone 2149484152
Posse Job ID 116474436

Task Instructions

Select appropriate destination folder then select files to upload to selected folder. Repeat until all required submission files are uploaded. TO START REVIEW PROCESS: Please select "Upload Complete - Notify Dallas" enabled by first selecting checkbox "Upload Task Complete". (bottom of page)

Project: 1809121001

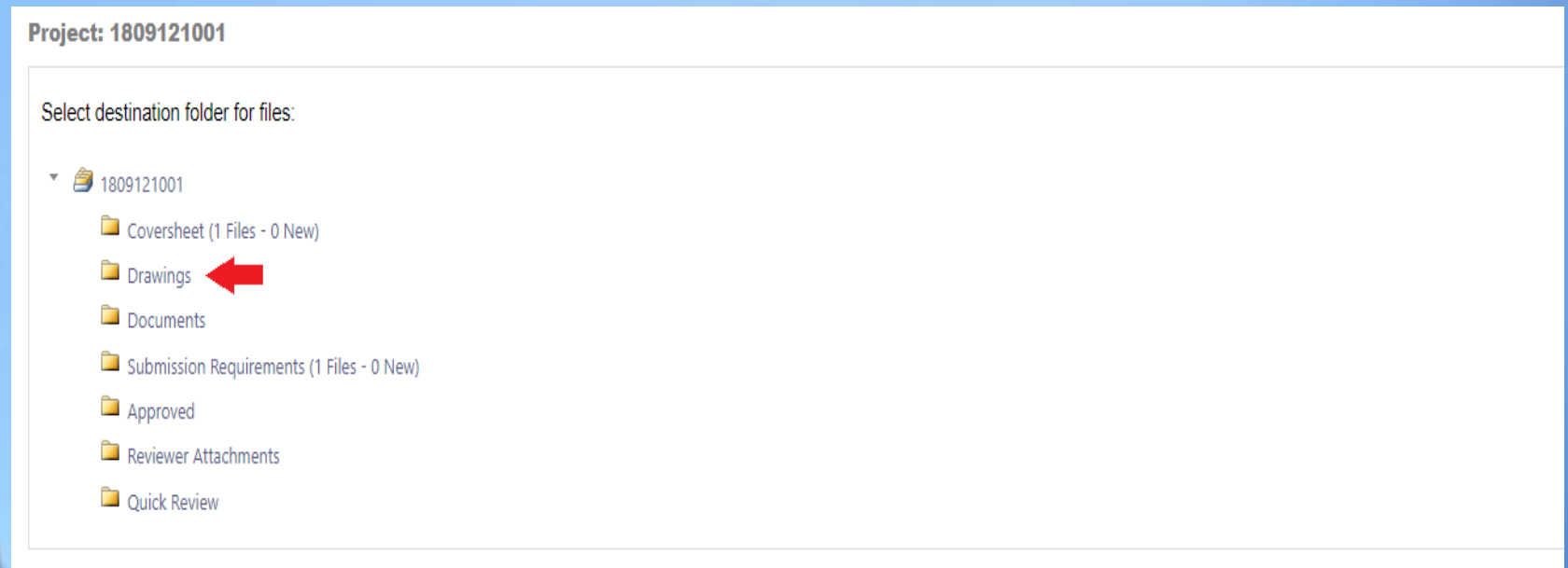
Select destination folder for files:

- 1809121001
 - Coversheet (1 Files - 0 New)
 - Drawings
 - Documents
 - Submission Requirements (1 Files - 0 New)
 - Approved
 - Reviewer Attachments
 - Quick Review

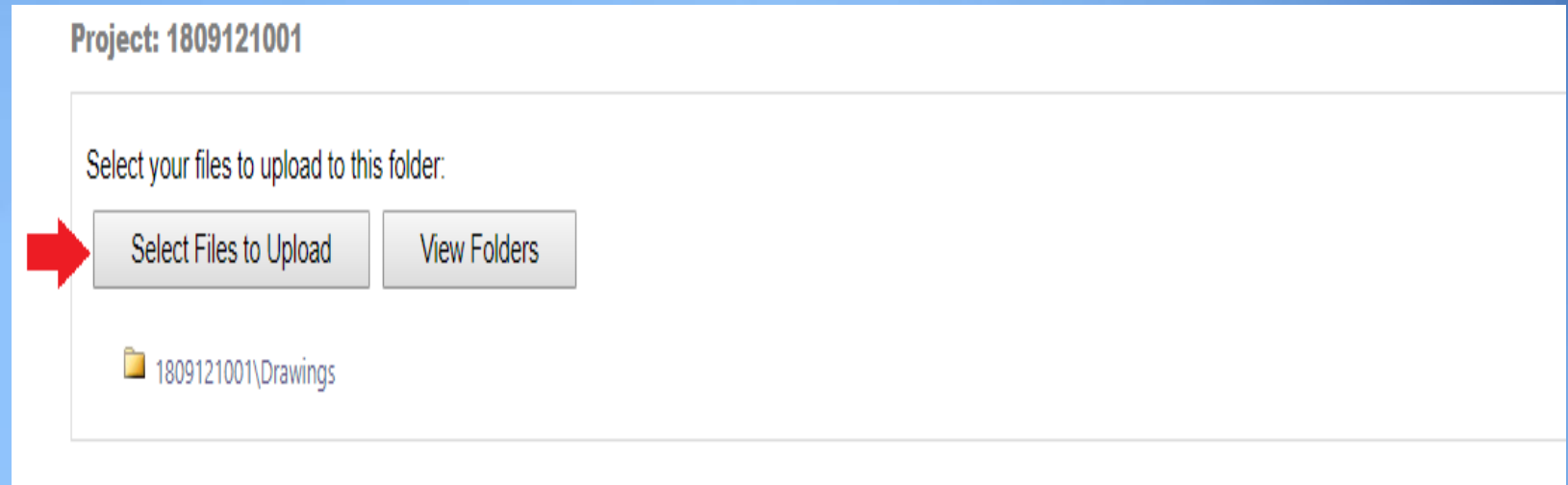
Upload Task Complete (I have uploaded all required drawings and/or documents)

6. For requirement documents select the **Documents** folder and for plans select the **Drawings** folder. For demonstration purposes, I will upload plans in this example, but the same process applies for uploading required documents into the **Documents** folder.

Click on **Drawings** folder to upload your plans.

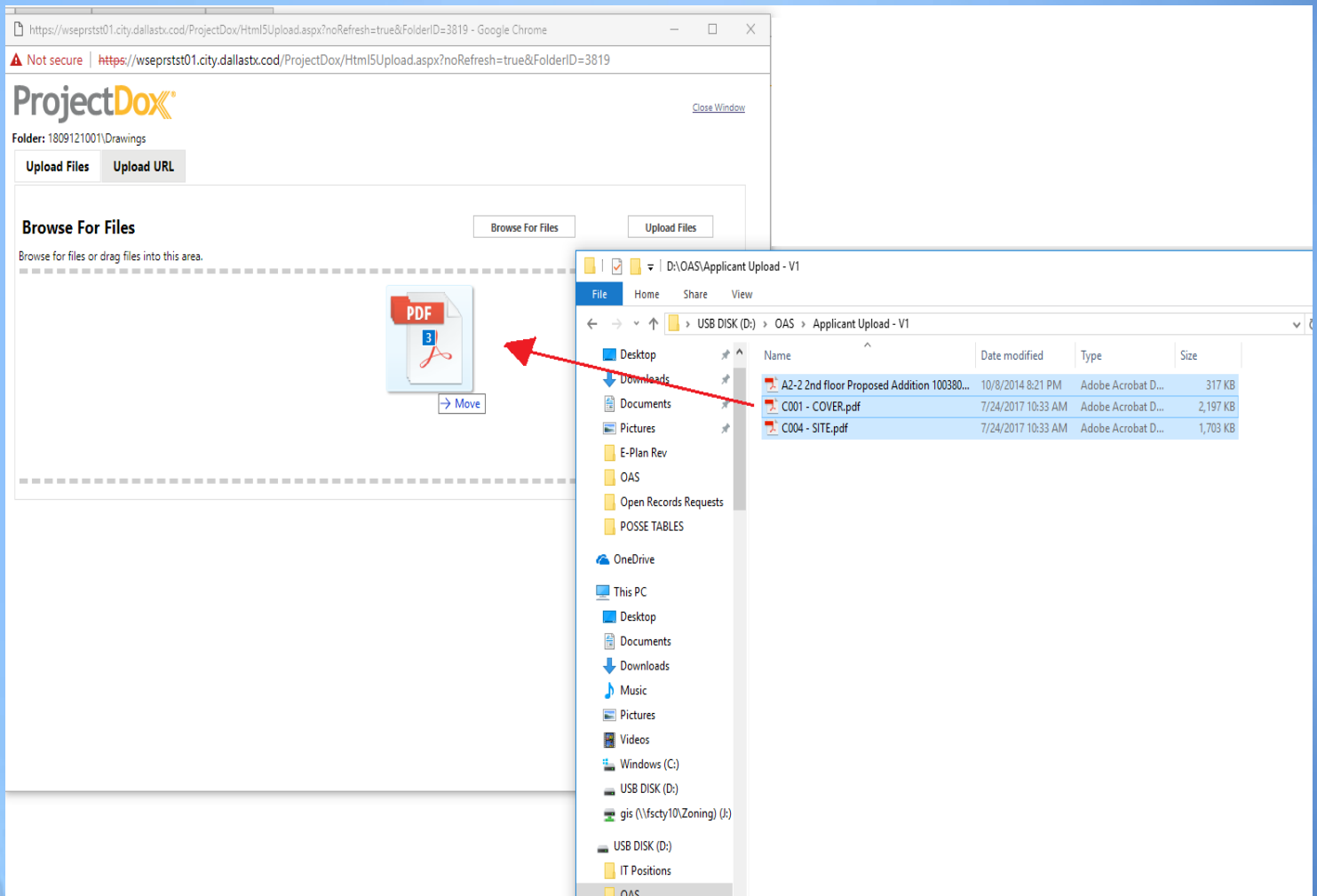


7. Click on *Select Files to Upload*.



8. On the upload window you can use one of two methods to upload files; drag and drop or browse the computer. **Note. Only one plan per pdf file.**

- a. **Drag and drop.** Notice that more than one file can be selected at once, so you can select all documents (required documents or plans) at once and drag them to the Browse for files box.



- b. **Browse the computer.** Click on **Browse** and select all documents (required documents or plans) to be uploaded and click on **Open**. Notice that more than one file can be selected at once.

The screenshot shows a web browser window displaying the ProjectDox interface. The browser address bar shows the URL: `https://wseprst01.city.dallastx.cod/ProjectDox/Html5Upload.aspx?noRefresh=true&FolderID=3819`. The ProjectDox logo is visible at the top left, and the folder path is `Folder: 1809121001\Drawings`. There are two buttons: **Upload Files** and **Upload URL**. Below them is a **Browse For Files** section with a **Browse For Files** button and an **Upload Files** button. A red arrow points to the **Browse For Files** button.

Overlaid on the browser window is a Windows File Explorer window titled "Open". The address bar shows the path: `This PC > USB DISK (D:) > OAS > Applicant Upload - V1`. The left sidebar shows the navigation pane with **USB DISK (D:)** selected. The main pane displays a table of files:

Name	Date modified	Type	Size
A2-2 2nd floor Proposed Addition 100380...	10/8/2014 8:21 PM	Adobe Acrobat D...	317 KB
C001 - COVER.pdf	7/24/2017 10:33 AM	Adobe Acrobat D...	2,197 KB
C004 - SITE.pdf	7/24/2017 10:33 AM	Adobe Acrobat D...	1,703 KB

The **File name** field at the bottom of the File Explorer window contains the selected files: `"A2-2 2nd floor Proposed Addition 100380704.pdf" "C001 - COVER.pdf" "C004 - SITE.pdf"`. The **Open** button is highlighted.

9. **Uploading progress window.** After selecting all files, a window with a list of selected files will show up. Click on ***Upload Files*** to proceed.

The screenshot shows a web browser window with the URL `https://wseprstst01.city.dallastx.cod/ProjectDox/Html5Upload.aspx?noRefresh=true&FolderID=3819`. The page title is "ProjectDox" and the folder path is "1809121001\Drawings". There are two tabs: "Upload Files" (selected) and "Upload URL".

The main content area is titled "Browse For Files" and contains the instruction "Browse for files or drag files into this area." Below this is a list of files:

File Name	Size	Action
A2-2 2nd floor Proposed Addition 100380704.pdf	0B/316.21KB	✕
C001 - COVER.pdf	0B/2.15MB	✕
C004 - SITE.pdf	0B/1.66MB	✕

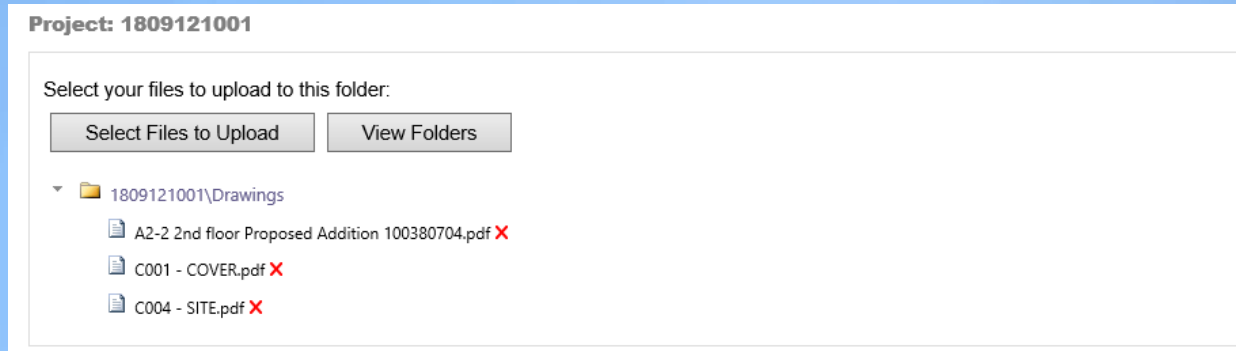
At the bottom of the list, it says "0 of 3 uploaded" with a link to "Hide Details". A progress bar at the bottom right shows "0B/4.12MB".

Two buttons are visible: "Browse For Files" and "Upload Files". A red arrow points to the "Upload Files" button.

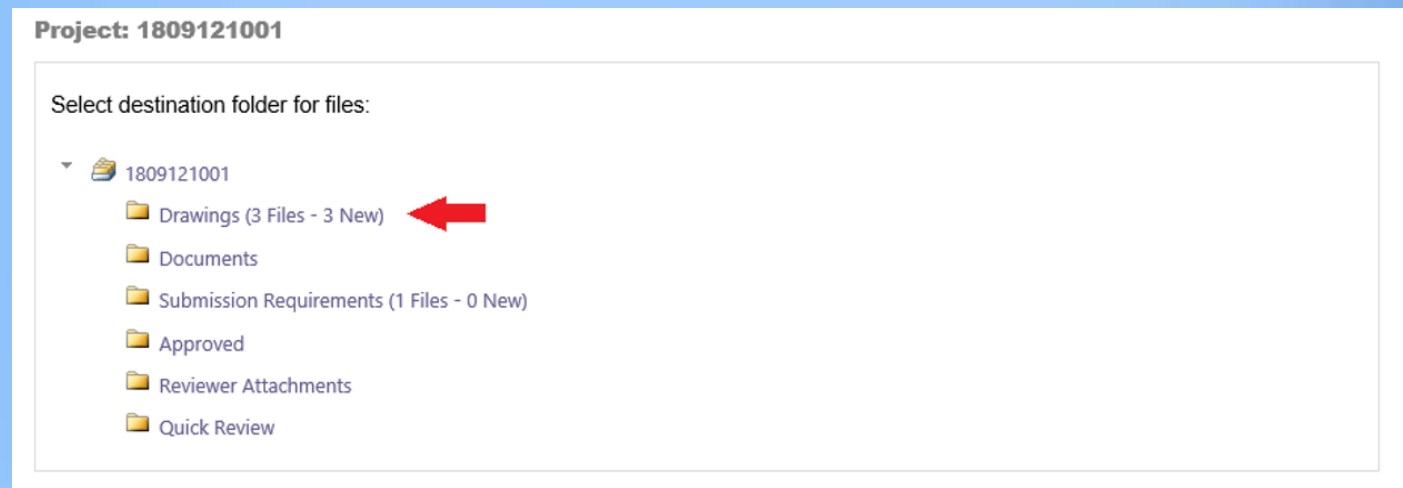
10. The upload process will open a window with a list of files that have been uploaded. Wait until all files has been uploaded and click on **Close** to return to the previous window (applicant upload window).

The image displays two browser windows from the ProjectDox application. The left window, titled 'ProjectDox', shows the 'Browse For Files' interface. It includes a 'Browse For Files' button and an 'Upload Files' button, with a red arrow pointing to the latter. Below, a progress bar shows three files being uploaded: 'A2-2 2nd floor Proposed Addition 100380704.pdf' (0B/316.21KB), 'C001 - COVER.pdf' (0B/2.15MB), and 'C004 - SITE.pdf' (0B/1.68MB). A total of 0B/4.12MB is shown at the bottom. The right window, titled 'Internet Explorer', displays a confirmation message: 'The following files have been uploaded:' followed by a list: '1. A2-2 2nd floor Proposed Addition 100380704.pdf', '2. C001 - COVER.pdf', and '3. C004 - SITE.pdf'. A red arrow points to a 'Close' button at the bottom of this window.

11. Notice the Project section of the **applicant upload** window has changed. If any of the files have been uploaded by mistake, you can remove them by clicking on the red **X**.



12. Now click on **View folders**. Notice **Drawings folder** displays the total number of files imported inside the parenthesis ().



13. Depending on the size of the file(s), the upload process could take longer than expected and is a good practice to verify that all file(s) has been uploaded before completing the uploading process. To verify, go back to the task and click on the folder (**Drawings folder** in this case) to open it.

The screenshot displays a web application interface for task management. On the left, a sidebar shows a tree view of folders for project 1809121001, including 'Drawings (3 New)', 'Documents', 'Submission Requirements', 'Approved', 'Reviewer Attachments', and 'Quick Review'. A red arrow points to the 'Drawings' folder. The main content area shows a 'Task' window titled 'Applicant Upload - Internet Explorer'. The window contains the following text:

Task Instructions
Select appropriate destination folder then select files to upload to selected folder. Repeat until all required submission files are uploaded. TO START REVIEW PROCESS: Please select "Upload Complete - Notify Dallas" enabled by first selecting checkbox "Upload Task Complete". (bottom of page)

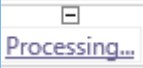
Project: BLD-74

Select destination folder for files:

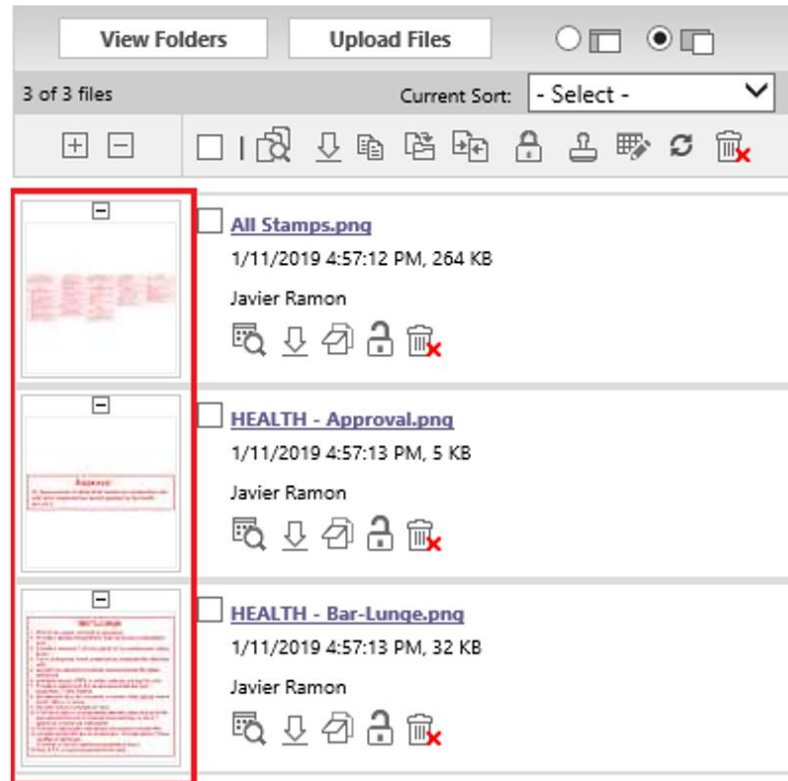
- 1809121001
 - Drawings (3 Files - 3 New)
 - Documents
 - Submission Requirements
 - Approved
 - Reviewer Attachments
 - Quick Review

Upload Task Complete (I have uploaded all required drawings and/or documents)

At the bottom of the window, there are two buttons: 'Upload Complete - Notify the City of Dallas' and 'Close'.

14. Make sure that all files are in and none of the files show Processing (). If there is a least one that still uploading, you have to wait until the process finishes.

All files uploaded example

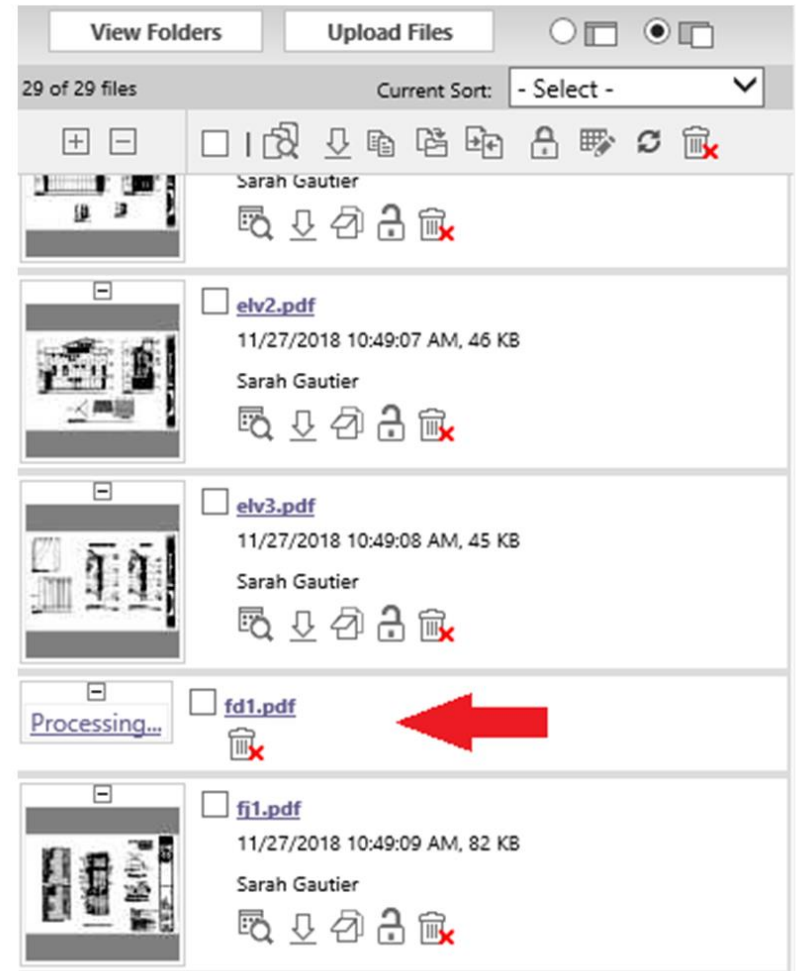


The screenshot shows a file management interface with three files listed. Each file has a thumbnail, a name, a date and time, a size, and a user name. The files are:

- All Stamps.png**: 1/11/2019 4:57:12 PM, 264 KB, Javier Ramon
- HEALTH - Approval.png**: 1/11/2019 4:57:13 PM, 5 KB, Javier Ramon
- HEALTH - Bar-Lunge.png**: 1/11/2019 4:57:13 PM, 32 KB, Javier Ramon

A red box highlights the thumbnails of all three files, indicating they are fully uploaded and visible.

File uploading in process example



The screenshot shows a file management interface with five files listed. The files are:

- Sarah Gautier**: Thumbnail visible, icons for search, download, print, lock, and delete.
- elv2.pdf**: 11/27/2018 10:49:07 AM, 46 KB, Sarah Gautier
- elv3.pdf**: 11/27/2018 10:49:08 AM, 45 KB, Sarah Gautier
- fd1.pdf**: Status is **Processing...**, with a red arrow pointing to the status. The delete icon is crossed out with a red 'x'.
- fj1.pdf**: 11/27/2018 10:49:09 AM, 82 KB, Sarah Gautier

The 'Processing...' status for fd1.pdf indicates that the file is still being uploaded and is not yet available for viewing.

15. After all, documents are verified and uploaded. Go back to the Applicant Upload window.

180912101

Main Contact: 20180706-Demolition

Folder: BLD-74\Drawings

Task List

OPTIONS	TASK	PROJECT	INSTANCE	GROUP	ASSIGNMENT TY...	STATUS	PRIORITY	DUE DATE	CREATED	DESCRIPTION
	Applicant Upload Task	BLD-74	BLD-74 - Building Template - 7/6/2018 2:52:24 PM	Applicant	FirstInGroup	Accepted	Medium	7/20/2018 7:52:26 PM	7/6/2018 7:52:26 PM	20180706-Demolition

1 - 1 of 1 records

Workflow Instances

NAME	COORDINATOR GROUP	STATE	VERSION	STARTED	COMPLETED
BLD-74 - Building Template - 7/6/2018 2:52:24 PM	Facilitator	Active	Initial Version (Version 1)	7/6/2018 7:52:25 PM	

1 - 1 of 1 records

City of Dallas ProjectDox TEST ...

Applicant Upload - Intern...

Type here to search

11:24 AM 1/11/2019

16. Go down until the end of the window.

https://wseprstst01.city.dallas.tx.cod/?wflowTaskID=2589 - Applicant Upload - Internet Explorer

APPLICANT UPLOAD

ProjectFlow BUILDING avolve software

Permit Information Fee Balance Review Information Resources

Name 1809121001
Description New house on block #2
Status Applicant Upload
Location 1500 MARILLA ST Ste:7TH
Contact
Email
Phone 2149484152
Posse Job ID 116474436

Task Instructions

Select appropriate destination folder then select files to upload to selected folder. Repeat until all required submission files are uploaded. TO START REVIEW PROCESS: Please select "Upload Complete - Notify Dallas" enabled by first selecting checkbox "Upload Task Complete". (bottom of page)

Upload Complete - Notify the City of Dallas Close

17. Select checkbox **Upload Task Complete (I have uploaded all required drawings and/or documents)** and click on the **Upload Complete – Notify the City of Dallas** button.

Task Instructions

Select appropriate destination folder then select files to upload to selected folder. Repeat until all required submission files are uploaded. TO START REVIEW PROCESS: Please select "Upload Complete - Notify Dallas" enabled by first selecting checkbox "Upload Task Complete". (bottom of page)

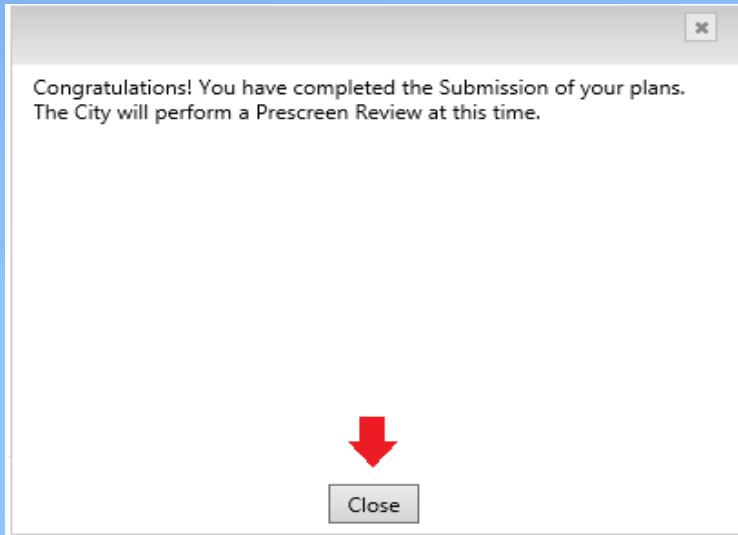
Project: 1809121001

Select destination folder for files:

- ▼ 1809121001
 - 📁 Coversheet (1 Files - 0 New)
 - 📁 Drawings (3 Files - 3 New)
 - 📁 Documents (1 Files - 1 New)
 - 📁 Submission Requirements (1 Files - 0 New)
 - 📁 Approved
 - 📁 Reviewer Attachments
 - 📁 Quick Review

Upload Task Complete (I have uploaded all required drawings and/or documents)

18. Once you receive the following message, proceed to close it.



19. An email message will be delivered to you indicating the application upload task is complete, and the application is in the pre-screen process.

ProjectDox

Applicant Upload Complete

Attention John:

Thank you for completing your APPLICANT UPLOAD task on Project: **1809121001**. Your request is now in the PRE-SCREEN stage. You cannot upload additional information at this stage. We will pre-screen your request for the minimum application requirements and ePlans submission standards.

Contact the City of Dallas at (214)-948-4480 or biadmin@dallascityhall.com if you have questions regarding this project.

Please do not reply to this email.

At this time your application is under pre-screening and there is no action required on your part, except to wait for another email communication from **ProjectDox** to continue with the next step of the workflow.

No matter if all required documents are in order or more information is needed, an email communication will be sent to the applicant indicating process success or more information is needed. For the purpose of this tutorial, the prescreen process succeeded.

20. After the prescreen process succeeds, an email communication will be sent to the applicant indicating that initial fees must be paid before continuing with the review process. Click on either links; ProjectDox or Project Access on the email to start the **Initial Fess Payment** process.

ProjectDox®

Project Fees Due Notification

Attention John:

Thank you for using the City of Dallas Electronic Plan Review System.

In order for your permit to move on to the next step in the process, please remit payment for the permit fee. You may pay on-line or in person at the City of Dallas Building Department.

To pay for fees online, please login to [ProjectDox](#) and click on the "Fee Payment" task.

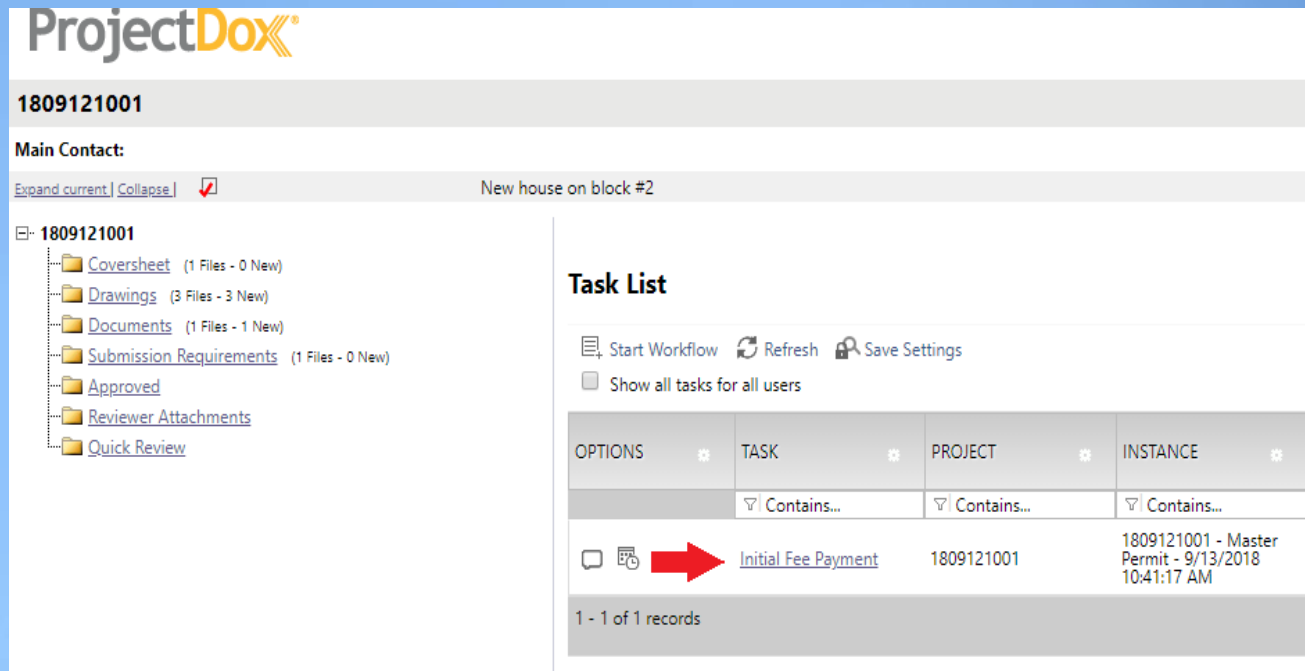
After fees are paid your permit will move to the next step in the review process.

Project:	1809121001
Task:	Initial Fee Payment
Project Access	

Contact the City of Dallas at (214)-948-4480 or biadmin@dallascityhall.com if you have questions regarding this project.

Please do not reply to this email.

21. Click on **Initial Fee Payment** task.



The screenshot shows the ProjectDox interface for project 1809121001. The main contact is 'New house on block #2'. A sidebar on the left lists folders: Coversheet (1 File - 0 New), Drawings (3 Files - 3 New), Documents (1 File - 1 New), Submission Requirements (1 File - 0 New), Approved, Reviewer Attachments, and Quick Review. The main area displays a 'Task List' with a table of tasks. A red arrow points to the 'Initial Fee Payment' task.

ProjectDox

1809121001

Main Contact:
Expand current | Collapse | New house on block #2

Task List

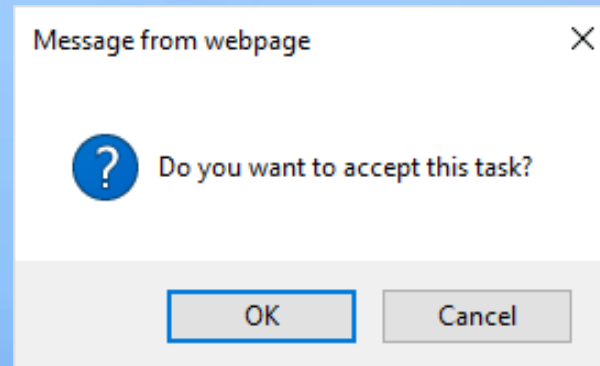
Start Workflow Refresh Save Settings

Show all tasks for all users

OPTIONS	TASK	PROJECT	INSTANCE	
	Contains...	Contains...	Contains...	
	Initial Fee Payment	1809121001	1809121001 - Master Permit - 9/13/2018 10:41:17 AM	

1 - 1 of 1 records

22. Click **OK** on the next question to accept the task.



23. Proceed to enter your credit card information and click Pay.

Payment Entry - Microsoft Edge

Certificate error wststposse01.city.dallastx.cod/Test/Payment/?project=116474436&returnurl=https%3A%2F%2Fwseprst01.city.dallastx.cod%2FProjectDoxWebUI%3A

Your amount due is: \$450.00 USD

Card Holder Name

Card Holder Street Address

Card Holder ZIP Code

Card Holder Phone Number (digits only)

Card Holder Email Address

Credit Card Number (digits only)

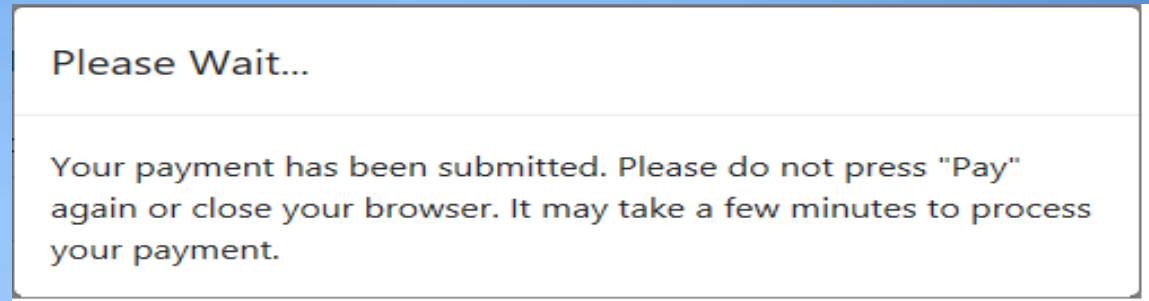
Card Type

Expiration Date
(MMYYYY, digits only)

Security Code

Payment Page 1.0.0.0 © 2018 - City of Dallas

24. The following message will appear while the transaction is being processed.



25. When the transaction is finished, you will receive a series of confirmation messages:

a. **ProjectDox**. Initial Payment Window

INITIAL FEE PAYMENT ProjectFlow BUILDING avolve

Permit Information Fee Balance Review Information Resources

Name 1809121001
Description New house on block #2
Status Prescreen
Location 1500 MARILLA ST Ste:7TH
Contact
Email
Phone 2149484152
Posse Job ID 116474436

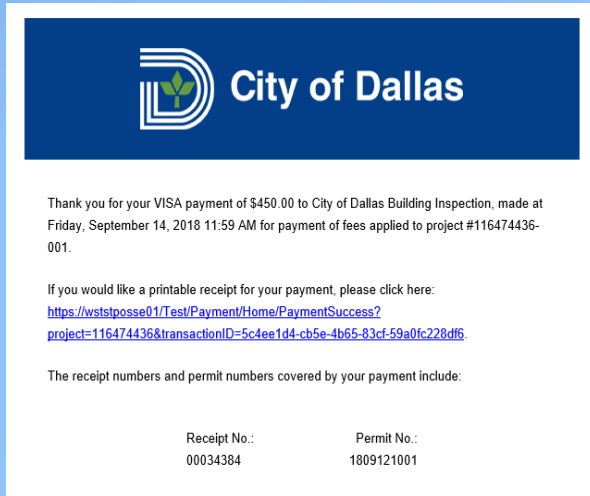
Task Instructions
NEED INSTRUCTIONS

Payment Receipt URL: [Click to view receipt...](#)
Payment Status: success
Payment Transaction ID: 5c4ee1d4-cb5e-4b65-83cf-59a0fc228d9f
Payment Project: 116474436
Payment Receipts: 00034384
Thank you for your payment to the City of Dallas Building Inspection. Please see above for a link to a printable receipt.

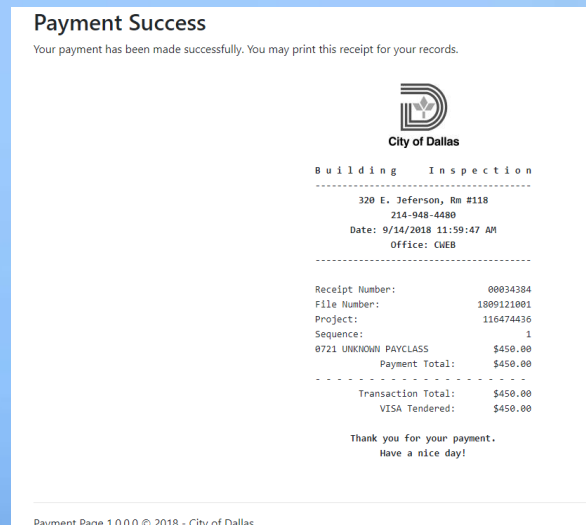
I have paid all outstanding fees.

Print Close

- b. **Email confirmation.** The applicant will receive an email with the link to view a receipt. Notice there will be a permit # in the email.





- b. Click on the link to view the receipt. Note the web browser will alert about opening the page.



26. On the Project Dox Initial Payment Window, click on checkbox **I have paid all outstanding fees** and click on the **Fees Paid** button.

INITIAL FEE PAYMENT

ProjectFlow BUILDING  


Permit Information Fee Balance Review Information Resources


Name 1809121001
Description New house on block #2
Status Prescreen
Location 1500 MARILLA ST Ste:7TH
Contact
Email
Phone 2149484152
Posse Job ID 116474436

Task Instructions
NEED INSTRUCTIONS

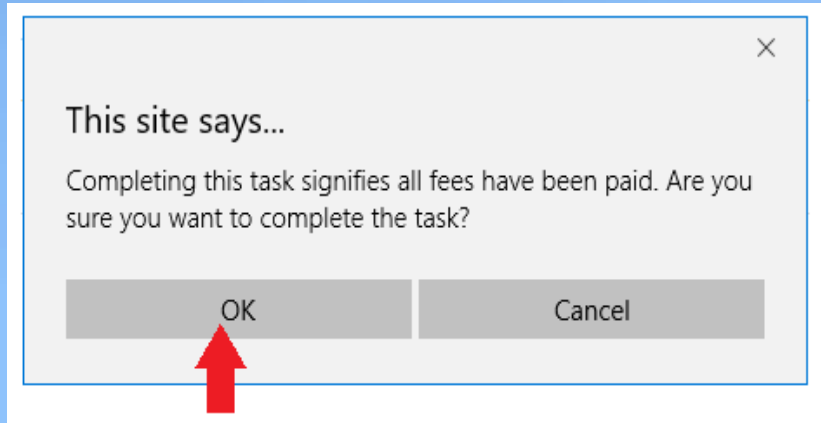
Payment Receipt URL: [Click to view receipt...](#)
Payment Status: success
Payment Transaction ID: 5c4ee1d4-cb5e-4b65-83cf-59a0fc228df6
Payment Project: 116474436
Payment Receipts: 00034384

Thank you for your payment to the City of Dallas Building Inspection. Please see above for a link to a printable receipt.

I have paid all outstanding fees. 



27. Click **OK** on the next message.



28. At this time your application is under review and there is no action required.

29. During the review process three outcomes can occur; ***Waiting for Information, Approved or Fees Owed***. No matter the outcome, an email communication will be sent to the applicant for either; asking for additional information, pay additional fees or approve and right to download final drawings.

30. For the purpose of this exercise, we will assume the review process was approved and additional fees are outstanding. The applicant will receive a communication email similar to:

ProjectDox®

Project Fees Due Notification

Attention John:

Thank you for using the City of Dallas Electronic Plan Review System.

In order for your permit to move on to the next step in the process, please remit payment for the permit fee. You may pay on-line or in person at the City of Dallas Building Department.

To pay for fees online, please login to [ProjectDox](#) and click on the "Fee Payment" task.

After fees are paid your permit will move to the next step in the review process.

Project:	1809121001
Task:	Final Fee Payment
Project Access	

Contact the City of Dallas at (214)-948-4480 or biadmin@dallascityhall.com if you have questions regarding this project.

Please do not reply to this email.

31. Repeat steps 21 through 27 above to pay outstanding fees and receive the confirmation message.
32. At this time your application is complete, and a final email will be sent to the applicant asking to log in and download the approved plans.



Approved Plans Ready for Download Notification

Attention **John:**

Congratulations, your approved plans are ready for download for Project 1809121001.

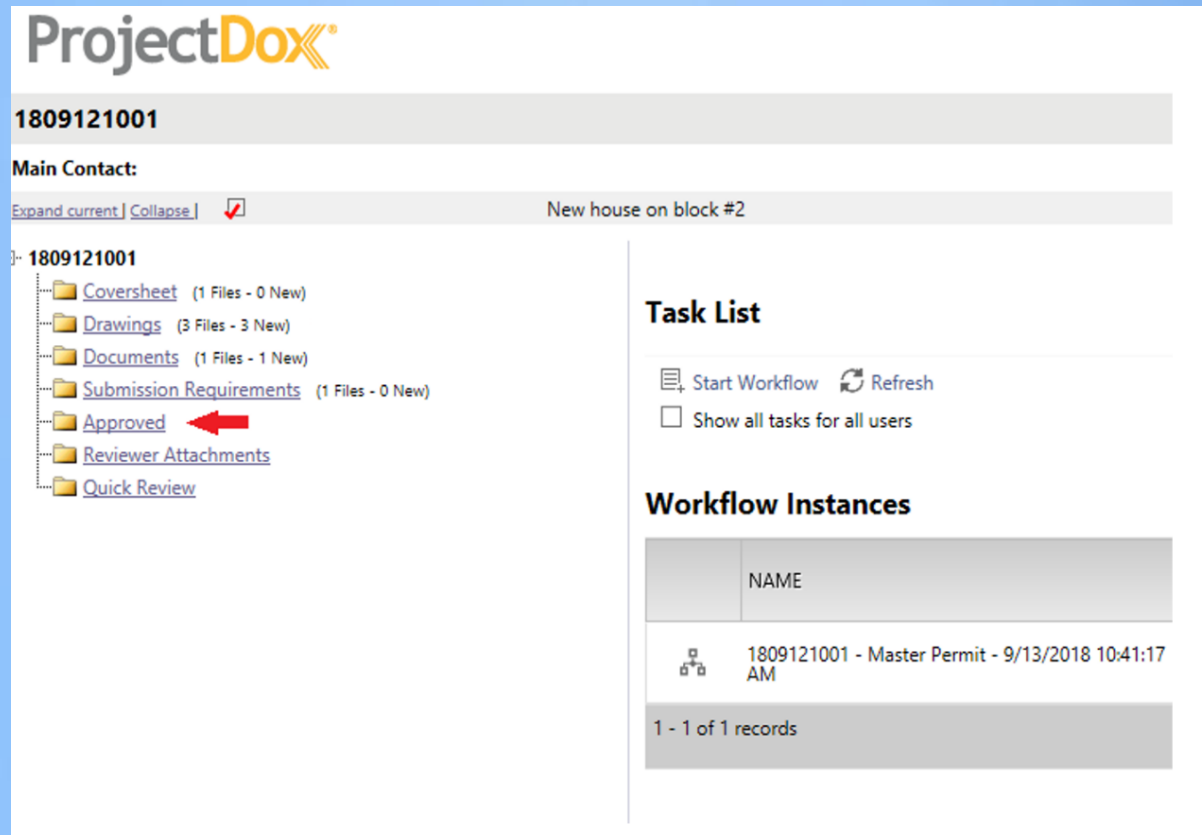
In order to download your approved plans [Login to ProjectDox](#) and download your plans from the **Approved Plans** and **Approved Supporting Docs** folders.

Project:	1809121001
Project Access	Login to ProjectDox

If you do not have access to the specified folder, please contact the [Project Administrator](#).

Please do not reply to this email.

33. Review step 3 above for instructions on how to download files from a folder. The only difference here is that step 4 explains how to download the files from the **Submission Requirements** folder, the approved plans will be in the **Approved** folder instead.




The screenshot displays the ProjectDox interface for project 1809121001. The main contact is identified as 'New house on block #2'. A file tree on the left shows folders for 'Coversheet', 'Drawings', 'Documents', 'Submission Requirements', 'Approved', 'Reviewer Attachments', and 'Quick Review'. A red arrow points to the 'Approved' folder. On the right, the 'Task List' section includes 'Start Workflow' and 'Refresh' buttons, and a checkbox for 'Show all tasks for all users'. Below this, the 'Workflow Instances' section shows a table with one record: '1809121001 - Master Permit - 9/13/2018 10:41:17 AM'. The footer of the table indicates '1 - 1 of 1 records'.


ProjectDox

1809121001



Main Contact:

Expand current | Collapse |  New house on block #2

1809121001


- Coversheet (1 Files - 0 New)
- Drawings (3 Files - 3 New)
- Documents (1 Files - 1 New)
- Submission Requirements (1 Files - 0 New)
- Approved 
- Reviewer Attachments
- Quick Review

Task List

 Start Workflow  Refresh

Show all tasks for all users

Workflow Instances

	NAME
	1809121001 - Master Permit - 9/13/2018 10:41:17 AM

1 - 1 of 1 records

34. After downloading the drawings, you can logout from the system.