

ProjectDox[®]

Electronic Plan Solutions

Engineering Plan Submittal

Manage My Existing Projects

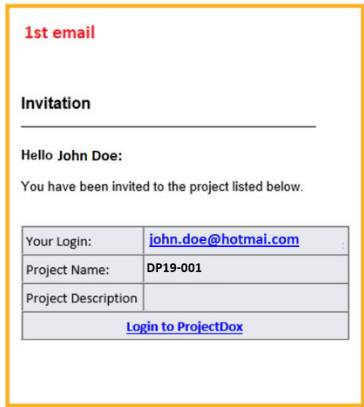
Quick Reference Guide

Drainage/Paving & Water/Wastewater

Engineering

City of Dallas, TX

1. The first communications received from ProjectDox after submitting an application are two emails titled: **Invitation** and **Applicant Upload Task Assignment**. The first is just an informational email. The second email asks the applicant to upload the required documents (Plans and any other required document) to start the review process.



Applicant Upload Task Assignment **2nd email**

Attention John:

You have been assigned a task on Project: DP19-001.

Please [Login to ProjectDox](#) to begin your task.

Project:	DP19-001
Task:	Applicant Upload
Project Access	

Once in ProjectDox, click on Application Upload Task, under the Task List pane, to upload your plans and any additional documents.

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.

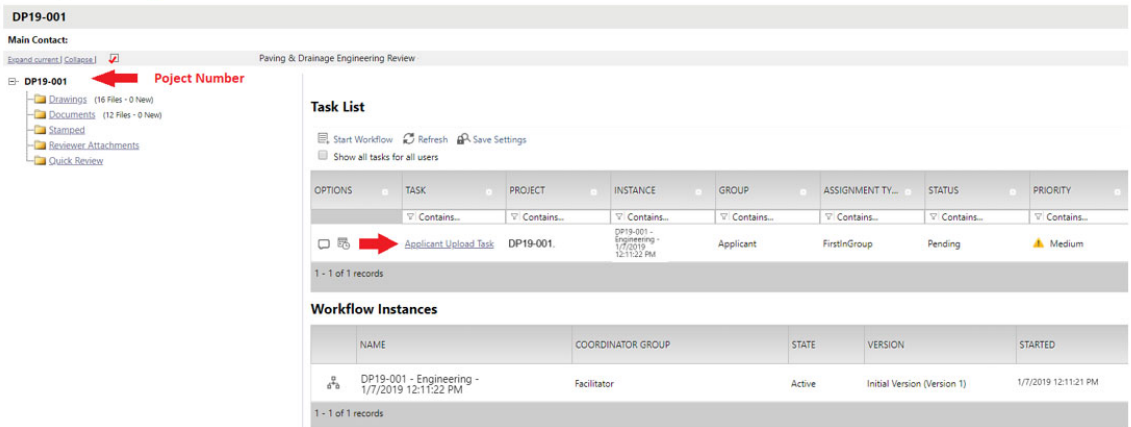
2. The [Login to ProjectDox](#) link in the **Applicant Upload Task Assignment** email will open the login window for the applicant to log into the system.
3. After logging in, two things can occur:
 - a. If popup blocker is active on the browser, the web portal of the project will show up. Notice the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

The Project Number will look like this:

Year ↘ ↘ Sequential order of submitted project within the year.

- DPXX-XXX for Drainage/Paving projects
- WWXX-XXX for Water/Wastewater projects

ProjectDox



DP19-001

Main Contact: Paving & Drainage Engineering Review

DP19-001 ← **Project Number**

- Drawings (16 Files - 0 New)
- Documents (12 Files - 0 New)
- Stamped
- 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	DP19-001	DP19-001 - Engineering - 1/7/2019 12:11:22 PM	Applicant	FirstInGroup	Pending	Medium

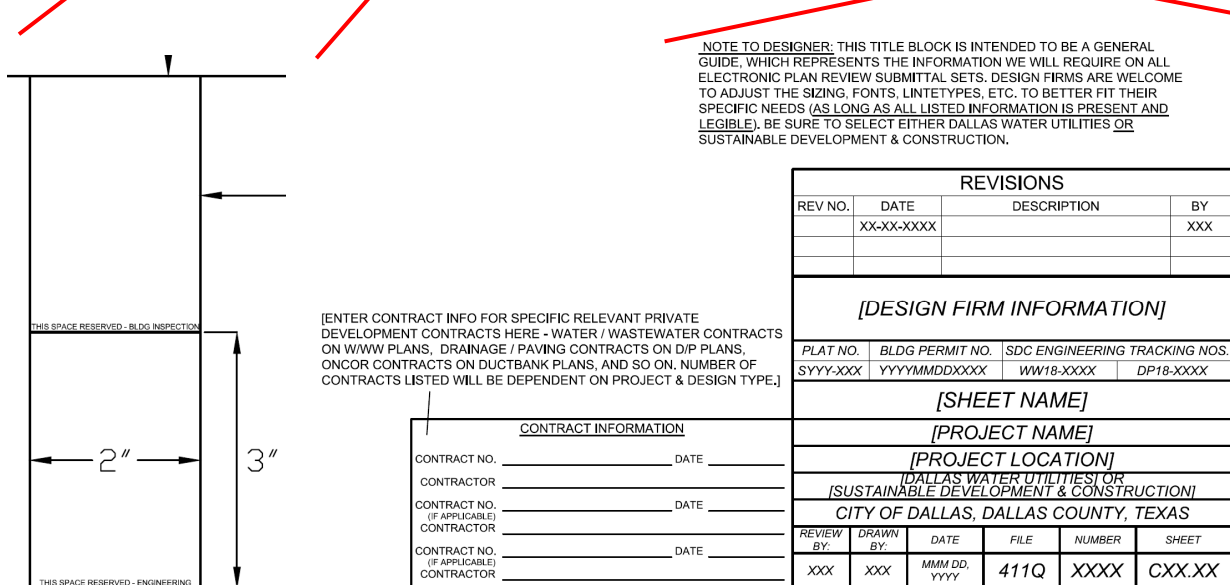
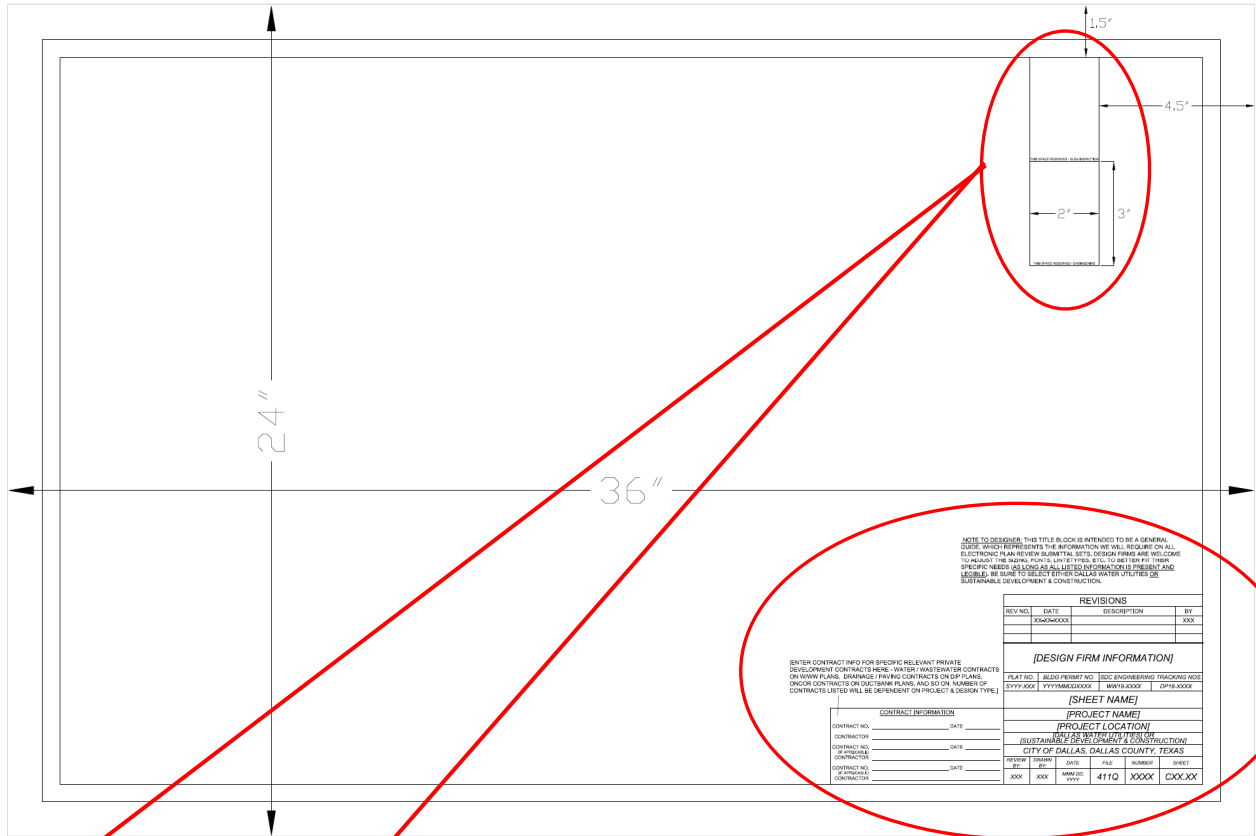
1 - 1 of 1 records

Workflow Instances

NAME	COORDINATOR GROUP	STATE	VERSION	STARTED
DP19-001 - Engineering - 1/7/2019 12:11:22 PM	Facilitator	Active	Initial Version (Version 1)	1/7/2019 12:11:21 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 **Yes** and the Applicant Upload screen will show up.

4a. Required Engineering Title Block


- 4b. **Required documents.** The Cover Sheet and all Civil Construction sheets must be uploaded individually to the **Drawings** folder in PDF format. Please use the following File Name Standards. Failure to following the naming convention will result in the rejection of the submittal during the City’s prescreen.

CITY-APPROVED PLAN SET SHEET INDEX WITH ADDENDUM		
SHEET NO	DESCRIPTION/DRAWING SHEET TITLE	FILE NAME
C01	COVER	C01_COVER.pdf
C02	RECORDED / PRELIMINARY PLAT	C02_PLAT.pdf
C03.01	GENERAL NOTES	C03.01_GEN NOTE.pdf
C04.01	DEMOLITION PLAN or EXISTING CONDITIONS	C04.01_DEMO or EX COND.pdf
C05.01	DIMENSION CONTROL PLAN	C05.01_DIM CTRL.pdf
C06.01	PAVING PLAN & PROFILE	C06.01_PAVING.pdf
C06.50	PAVING PLAN DETAILS	C06.50_PAV DTL.pdf
C07.01	GRADING PLAN	C07.01_GRADING.pdf
C07.50	GRADING PLAN DETAILS	C07.50_GRADE DTL.pdf
C08.01	DRAINAGE AREA MAP	C08.01_DAM.pdf
C09.01	STORM SEWER PLAN & PROFILE	C09.01_STORM.pdf
C09.50	STORM SEWER DETAILS	C09.50_STORM DTL.pdf
C10.01	WATER & WASTEWATER PLAN & PROFILE	C10.01_WTR-WW.pdf
C10.50	WATER & WASTEWATER DETAILS	C10.50_WTR-WW DTL.pdf
C11.01	EROSION CONTROL	C11.01_ER CTRL.pdf
C11.50	EROSION CONTROL DETAILS	C11.50_ER CTRL DTL.pdf
C12.01	SIGNAGE & STRIPING PLAN	C12.01_SIGN-STRIPES.pdf
C12.50	SIGNAGE & STRIPING DETAILS	C12.50_SIGN-STRIPES DTL.pdf
C13.01	STREET LIGHTING PLAN	C13.01_STREET LIGHT.pdf

****Important – Resubmittals MUST keep the same naming convention. This is the only way for ProjectDox to create a version (v2, v3, etc).****

The following plans and documents must be uploaded to the **Documents** folder.

Drainage/Paving Engineering

- Preliminary/Final Plat
- Plan Review Check List
- 421Q/411Q/311T- Reference Plans
- Water/Wastewater Plans
- SWPPP (If available)
- All as-builts obtained during your due diligence research

Water/Wastewater Engineering

- Preliminary/Final Plat
- Plan Review Check List
- 421Q/411Q/311T- Reference Plans
- Drainage/Paving/Grading Plans
- All as-builts obtained during your due diligence research

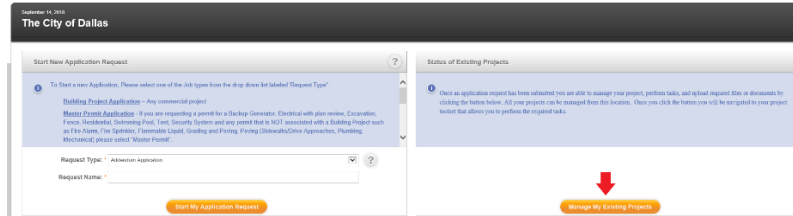
Both Plan Review Check Lists are located online at the following link:

<https://dallascityhall.com/departments/sustainabledevelopment/Engineering/Pages/engineering-forms.aspx>

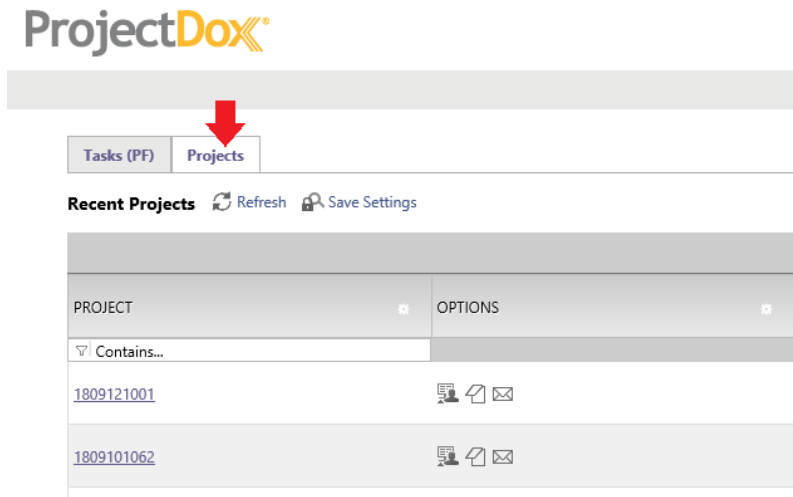
4c. If the system logged you out of your session due to inactivity, or if you need to complete the process at a later time, you may follow the steps below. Otherwise, continue to Step 5.

Manage My Existing Projects

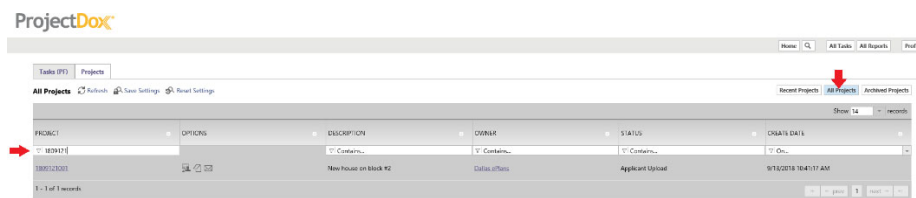
1) After logging back in, click on



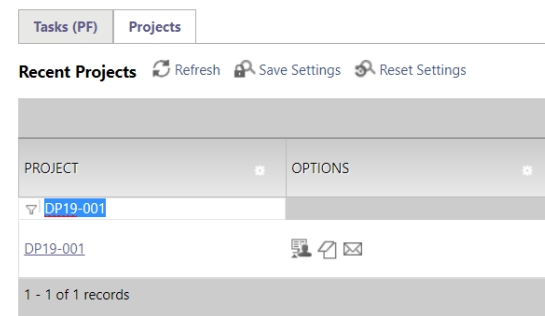
2) Click on the **Projects** tab. (If the background color of the tab is white, this means it is selected)



3) 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**.



4) Click on your project number.



- If you haven't already accepted the Applicant Upload Task in Step 3b. above, click on **Applicant Upload Task** and a message will pop-up asking if you want to accept the task. Click **Yes** and the Applicant Upload screen will show up.

ProjectDox

DP19-001

Main Contact: [Expand current](#) | [Collapse](#) | [Refresh](#) | [Save Settings](#)

Paving & Drainage Engineering Review

DP19-001 Project Number

- Drawings (16 Files - 0 New)
- Documents (12 Files - 0 New)
- Stamped
- 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
	Applicant Upload Task	DP19-001	DP19-001 - Engineering - 1/7/2019 12:11:22 PM	Applicant	FirstInGroup	Pending	Medium

1 - 1 of 1 records

Workflow Instances

NAME	COORDINATOR GROUP	STATE	VERSION	STARTED
DP19-001 - Engineering - 1/7/2019 12:11:22 PM	Facilitator	Active	Initial Version (Version 1)	1/7/2019 12:11:21 PM

1 - 1 of 1 records

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

APPLICANT UPLOAD

Permit Information Fee Balance Review Information Resources

Name DP19-001
Description Drainage/Paving Engineering
Status Applicant Upload
Location 2800 Oak Lawn
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: DP19-001

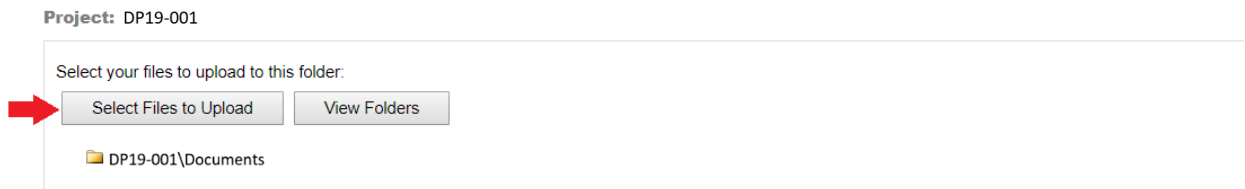
Select destination folder for files:

- DP19-001
 - Drawings
 - Documents
 - Stamped
 - Reviewer Attachments
 - Quick Review

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

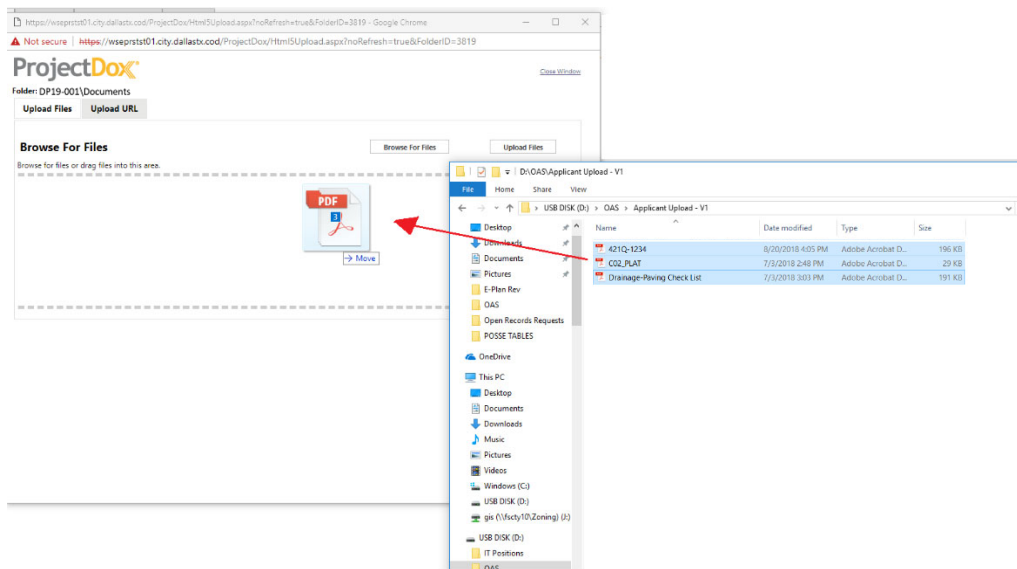
- Click on **Documents** folder to upload your reference plans and documents.

8. Click on **Select Files to Upload**.

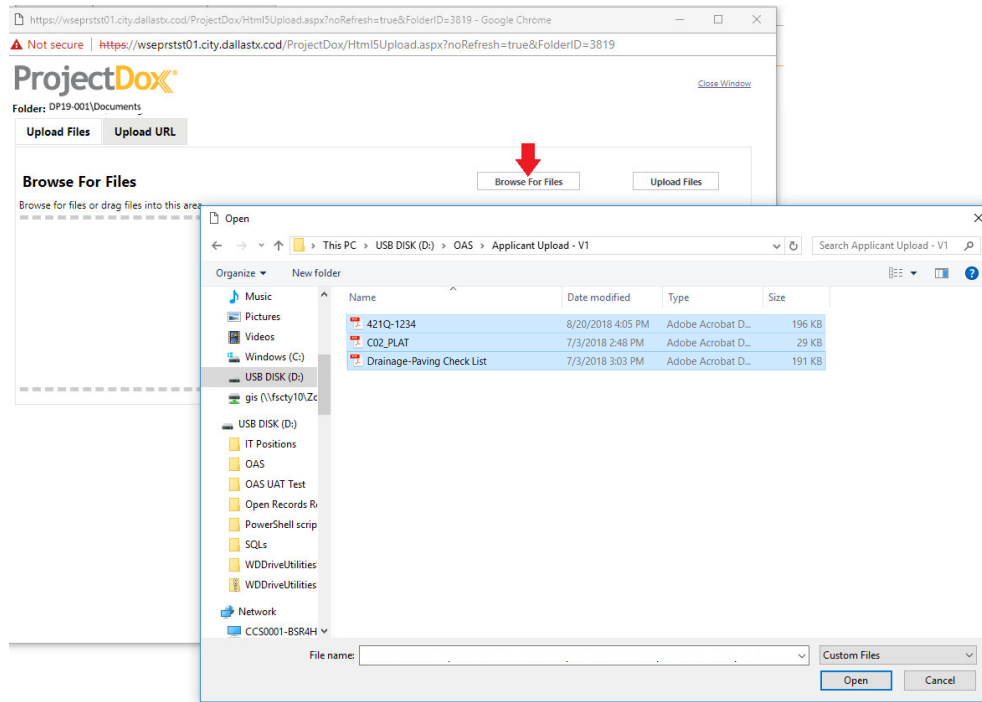


9. On the upload window you can use one of two methods to upload files; **drag and drop** or the **traditional** method.

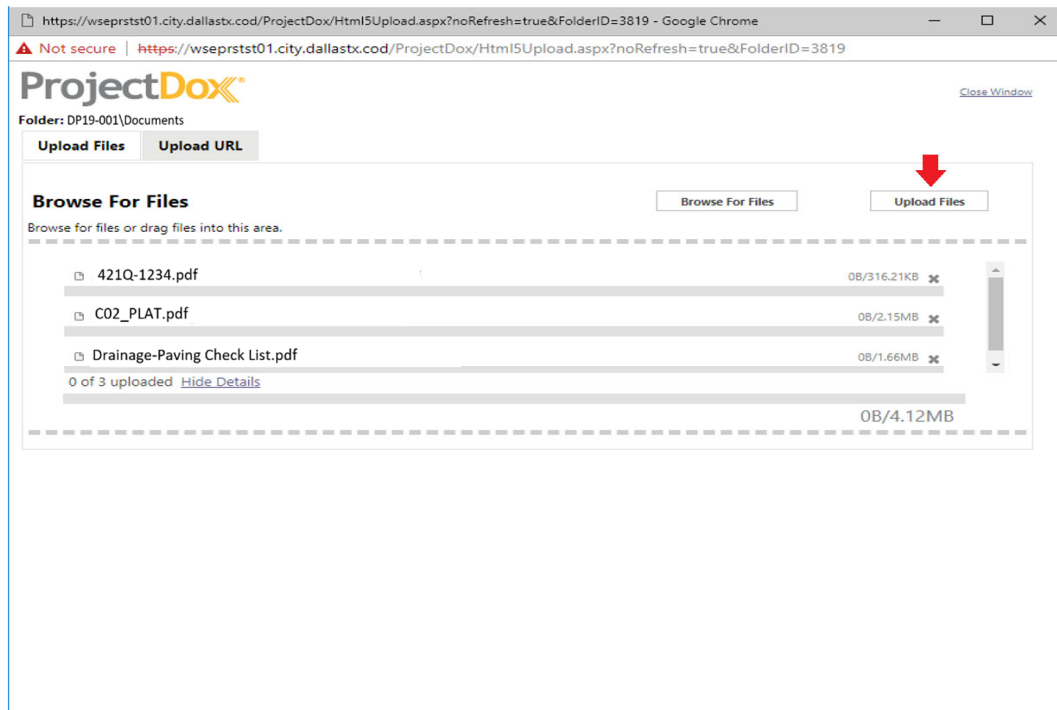
- a. **Drag and drop**. Notice that more than one file can be selected at once, so you can select all documents (required documents or plans) at once.



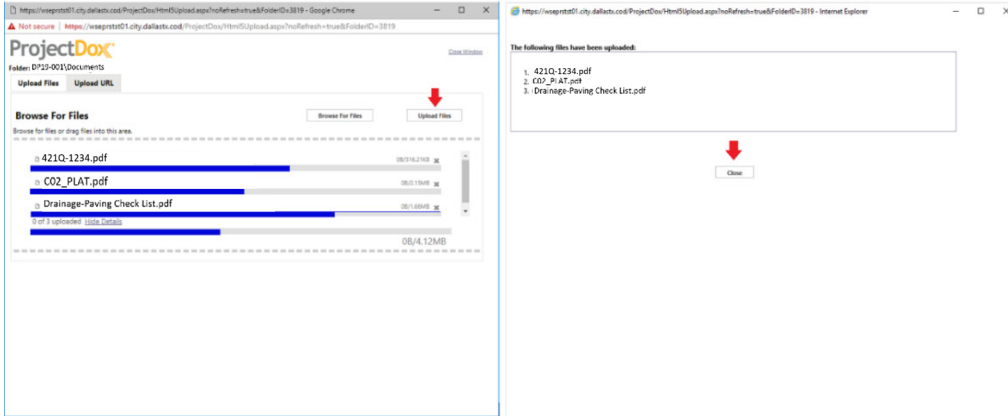
- b. **Traditional.** Click on **Browse** and select all documents (required documents or plans) to be uploaded and click on **Open**. Notice that more than one file can be selected at once.



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



11. The upload process will open a window with a list of files that have been uploaded. Click on **Close** to return to the previous window (applicant upload window). ****Important note: The upload task does not complete the submittal process. The submittal is NOT COMPLETE until you have completed step 15 and you have received a confirmation email.****



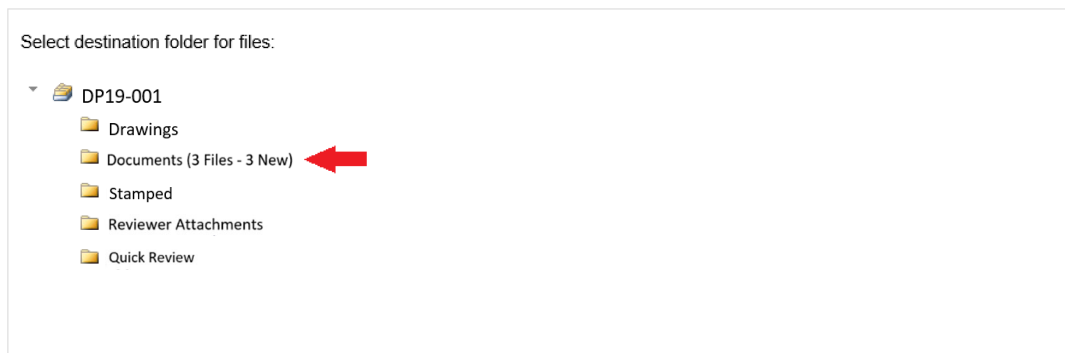
12. Notice the Project section of the **Applicant Upload** window has changed. If any of the files have been uploaded by mistake, or incorrectly named, you can remove them by clicking on the red **X**.

Project: DP19-001



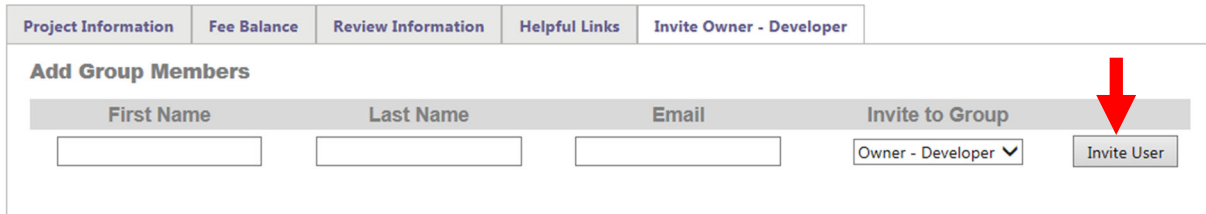
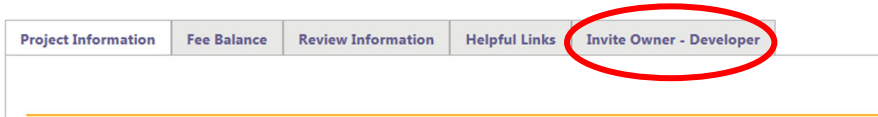
13. Now click on **View folders**. Notice **Document folder** displays the total number of files imported inside the parenthesis ().

Project: DP19-001

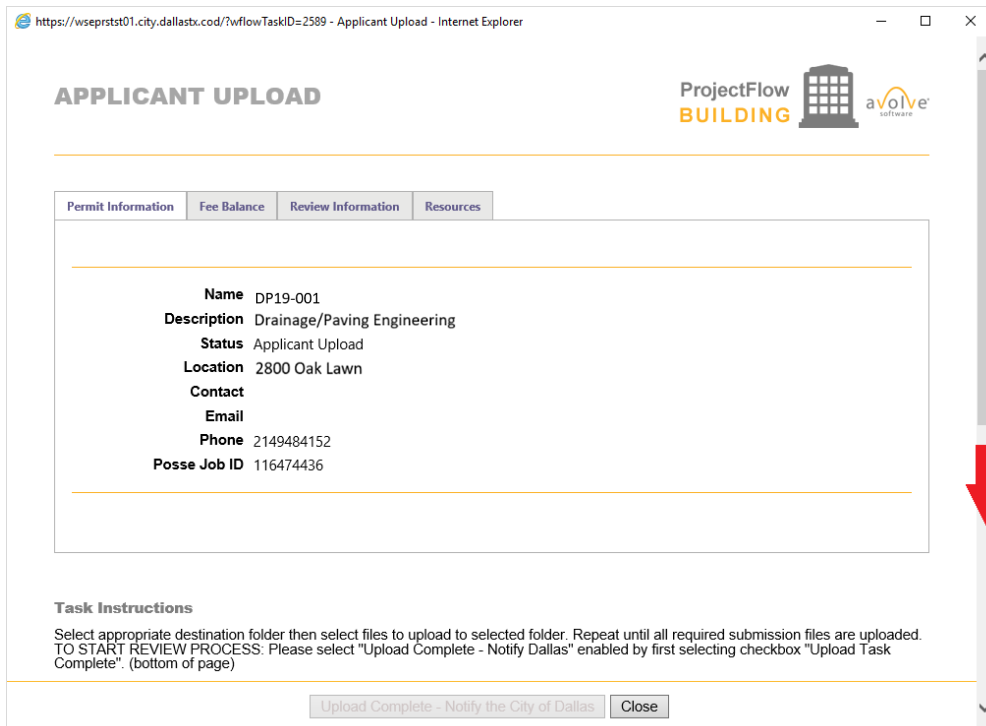


Follow the same instructions above to upload your Civil Construction sheets to the **Drawings** folder. **** Verify that all files are named according to the File Name Standards shown above under Step 4, and uploaded into the appropriate folder. Failure to do so will result in a rejected submittal. Resubmittals must keep the same naming convention. This is the only way for ProjectDox to create a version (v2, v3, etc).****

14. Click on the “Invite Owner – Developer” tab. Fill in the First Name, Last Name, and email address for the developer or owner. Click on “Invite User”.



15. Go down to the end of the window.



16. Verify that all drawings and required documents have been uploaded, and select the 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. This is a critical step in completing the submittal process.

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: DP19-001

Select destination folder for files:

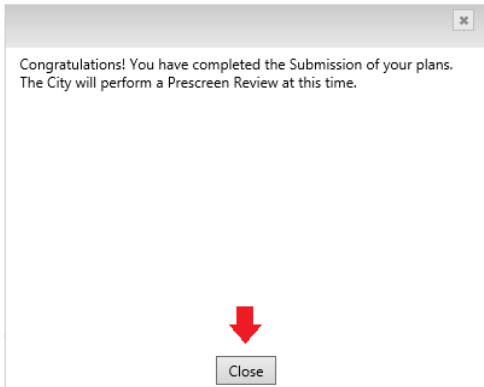
- DP19-001
 - Drawings** (16 Files - 0 New)
 - Documents** (12 Files - 0 New)
 - Stamped
 - Reviewer Attachments
 - Quick Review

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

Upload Complete - Notify the City of Dallas Close

Common mistake hint: Please make sure you have checked the box before clicking upload complete.

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



- An email message will be delivered to you indicating that 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: DP19-001 . 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. Please check your junk mail or clutter folder if you do not receive any notifications. Provide at least 5 full business days before investigating. You may also visually see where in the process your project is by clicking on the workflow icon  .

- 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.
- 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.

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.

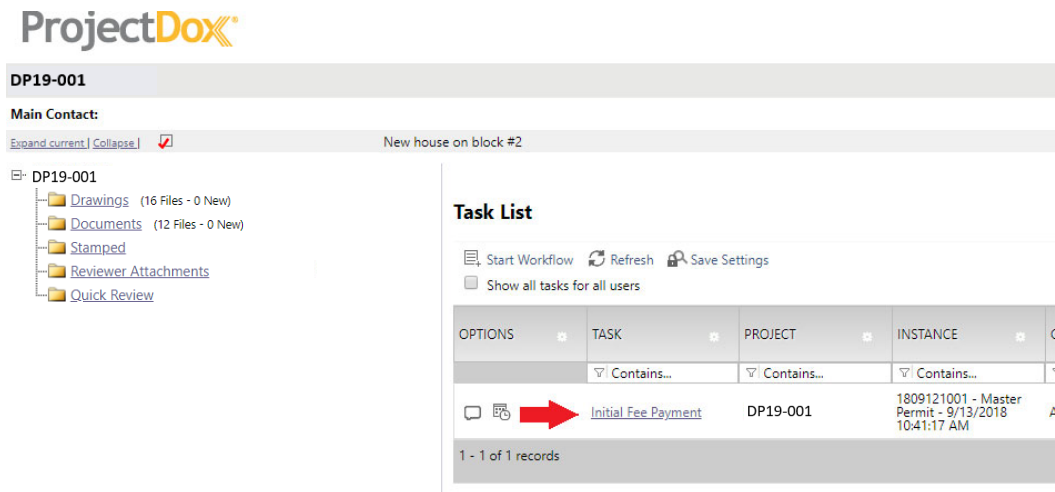
After fees are paid your permit will move to the next step in the review process.

Project:	DP19-001
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 either links; [ProjectDox](#) or [Project Access](#) on the email to start the **Initial Fess Payment** process. You may pay online via credit card following the steps below. You may also pay by check at the cashier's office: Oak Cliff Municipal Center, 320 E. Jefferson Blvd, Room 118, Dallas, TX 75203. You must first obtain an invoice from the respective Engineering Administrative Assistant in Room 200 before paying at the cashier's office. After paying by check, skip down to Step 26.



ProjectDox

DP19-001

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

DP19-001

- Drawings (16 Files - 0 New)
- Documents (12 Files - 0 New)
- Stamped
- Reviewer Attachments
- Quick Review

Task List

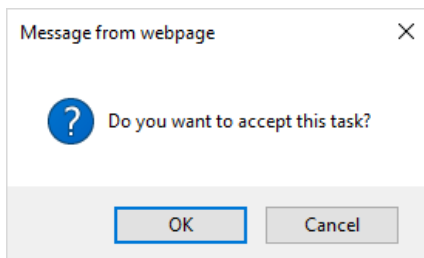
Start Workflow Refresh Save Settings

Show all tasks for all users

OPTIONS	TASK	PROJECT	INSTANCE	C
	Contains...	Contains...	Contains...	
<input type="checkbox"/>	Initial Fee Payment	DP19-001	1809121001 - Master Permit - 9/13/2018 10:41:17 AM	A

1 - 1 of 1 records

22. Click **OK** on the next question.



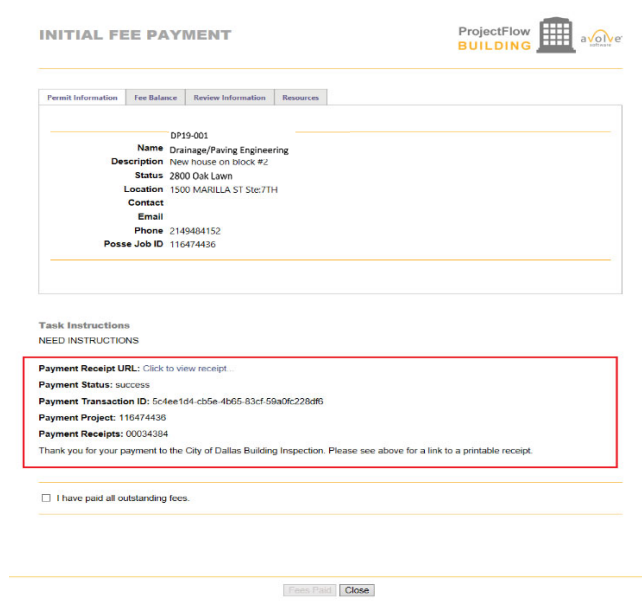
Message from webpage

Do you want to accept this task?

OK Cancel

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

DP19-001

Name: Drainage/Paving Engineering
Description: New house on block #2
Status: 2800 Oak Lawn
Location: 1500 MARILLA ST Ste7TH
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.

Print Close

****Please note: The Transaction Task does NOT complete the payment process until you complete Step 25.****

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.



Thank you for your VISA payment of \$1,500.00 to City of Dallas, made at January 7, 2019 2:00 PM for payment of fees applied to project # DP19-001.

If you would like a printable receipt for your payment, please click here:
<https://wststposse01/Test/Payment/Home/PaymentSuccess?project=116474436&transactionID=5c4ee1d4-cb5e-4b65-83cf-59a0fc228df6>

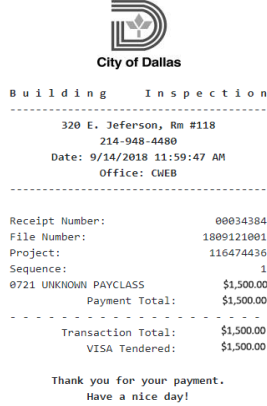
The receipt numbers and permit numbers covered by your payment include:

Receipt No.:	Permit No.:
00034384	DP19-001

- c. Click on the link to view the receipt. Note that the web browser will alert you again to open the web page.

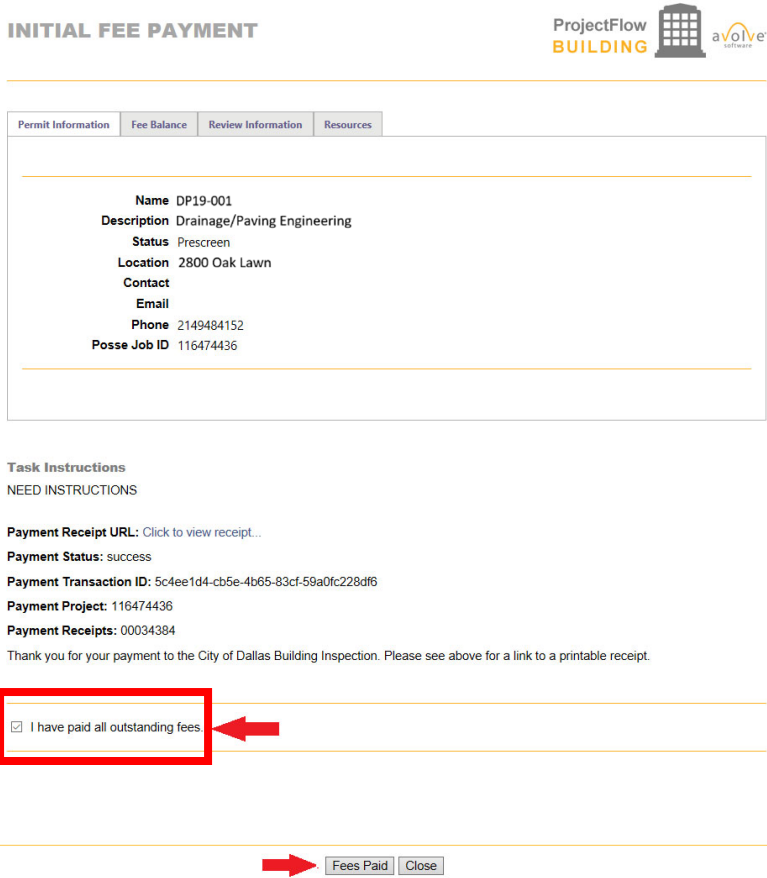
Payment Success

Your payment has been made successfully. You may print this receipt for your records.



Payment Page 1.0.0.0 © 2018 - City of Dallas

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



INITIAL FEE PAYMENT

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Permit Information | Fee Balance | Review Information | Resources

Name DP19-001
Description Drainage/Paving Engineering
Status Prescreen
Location 2800 Oak Lawn
Contact
Email
Phone 2149484152
Posse Job ID 116474436

Task Instructions
 NEED INSTRUCTIONS

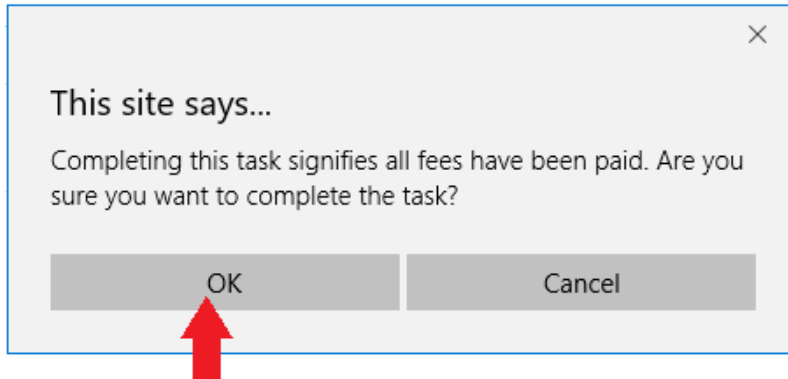
Payment Receipt URL: [Click to view receipt...](#)
Payment Status: success
Payment Transaction ID: 5c4ee1d4-cb5e-4b65-83cf-59a0fc228df6
Payment Project: 116474436
Payment Receipts: 00034384

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

Fees Paid Close

27. Click OK on the next message.



28. Each electronic plan submittal requires one hard copy submittal as well. Submit one (1) hard copy of your plans to Oak Cliff Municipal Center, 320 E. Jefferson Blvd, Room 200, Dallas, TX 75203. Attention: Lupe Lomas for Drainage/Paving plans, or Ursula Walker for Water/Wastewater plans. Be sure to reference your DP or WW project number in your transmittal letter.
29. At this time your application is under review and there is no action required on your part except to wait for another email communication from **ProjectDox** to continue with the next step.
30. If subsequent reviews are required, follow the steps above to upload plans and pay any outstanding fees. ****Important – Resubmittals must keep the same naming convention. This is the only way for ProjectDox to create a version (v2, v3, etc).****
31. If 3-way contracts or P-contracts are required, you will be notified to submit them **PRIOR** to plan approval.
32. Once the plans are approved and batch stamped, a final email will be sent to the applicant asking to log in and download the approved plans from the **Stamped** folder.



Approved Plans Ready for Download Notification

Attention **John:**

Congratulations, your approved plans are ready for download for Project DP19-001

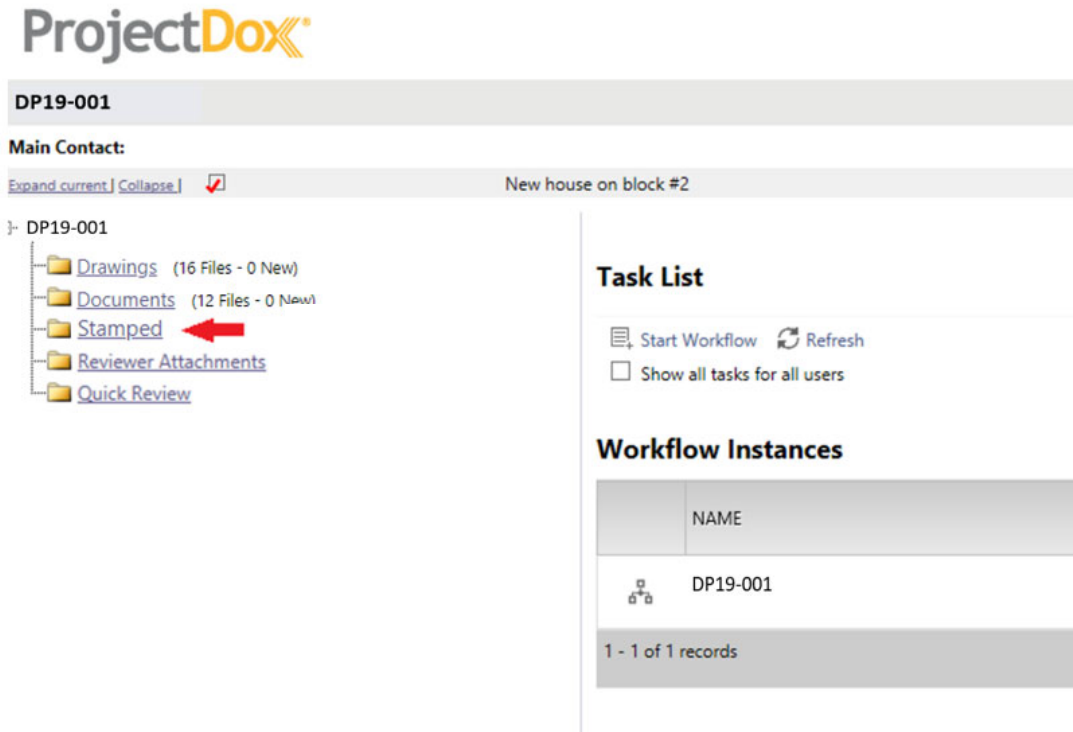
In order to download your approved plans [Login to ProjectDox](#) and download your plans from the **Stamped** folder.

Project:	DP19-001
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. Click on the **Stamped** folder and download the plans.



ProjectDox

DP19-001



Main Contact:

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

DP19-001


- Drawings (16 Files - 0 New)
- Documents (12 Files - 0 New)
- Stamped** ←
- Reviewer Attachments
- Quick Review

Task List

 Start Workflow  Refresh

Show all tasks for all users

Workflow Instances

NAME	
	DP19-001

1 - 1 of 1 records

34. After downloading the drawings, you can logout of ProjectDox.

35. The applicant is responsible for printing copies of the final stamped plans that were downloaded, and providing copies to Engineering section: Oak Cliff Municipal Center, 320 E. Jefferson Blvd, Room 200, Dallas, TX 75203.

- **Drainage/Paving Engineering** requires one (1) hard copy of the final stamped plans submitted to the attention of Lupe Lomas.
- **Water/Wastewater Engineering** requires sixteen (16) hard copies of the final stamped plans submitted to the attention of Ursula Walker.

Applicant is also responsible for printing copies for other City Departments/Sections that require copies/Developer/Owner/Contractor/Materials Testing Lab/3rd Party Inspector/etc. For W/WW contract work, the DWU Inspector will provide you with the approved plan set during the on-site pre-construction meeting.