ProjectDox Submission for Plan Review

- 1- Submit a building permit application through the Citizen Access Portal <u>www.slcpermits.com</u>
- 2- Retrieve the ProjectDox Invitation and Applicant Upload Task Assignment Emails from the email specified under "Applicant Contact" Info during the application process.

	Outlook	₽ Search		o 🕫 🔅 ? 🚽 🏀
=	New message	🗎 Mark all as read 🛛 🗘 Undo		Reminder: ProjectDox emails are auto generated emails.
\sim	Folders	ⓒ 🛱 Focused 🖾 Other		Be sure to check your junk folder if the emails are unavailable. Please contact our
	Inbox 10167	Do Not Reply SLC	ProjectDox Applicant Upload Task Assignment for BLD2019-10223 Applicant Upload Task Assignment	or email
\odot	Junk Email 896	Do Not Reply SLC	ProjectDox Invitation for BLD2019-10223 Hello You have been invited to Project: BLD2019-10223 Welcome to Sal	if ProjectDox emails aren't
Ø	Drafts 14	Yesterday		application submission.
⊅	Sent Items	Do Not Reply SLC	ProjectDox Review Correction Request Task Assignment for BLD2019-01848 Review Correction Request Task Assignment	Tue 3:48 PM
	Deleted Items 12	Do Not Reply SLC	ProjectDox Applicant Upload Task Assignment for BLD2019-01848 Applicant Upload Task Assignment	Tue 3:36 PM

3- Review ProjectDox Invitation

a. If this is a new ProjectDox account, login and password will be included in this email.

	Outlook	
=	New message	っ Seply ∨ 📋 Delete 🖻 Archive 🛇 Junk ∨ ダ Sweep 🗈 Move to ∨ ⊘ Categorize ∨ …
\sim	Folders	ProjectDox Invitation for BLD2019-10223
	Inbox 10166	Login Instructions
\otimes	Junk Email 899	1. Click the Permit Access link below
Ø	Drafts 14	 Enter your User Login and Password Click on the Project link on the "My Projects" page
\land	Sent Items	 Click on the applicable folder (Example: Drawings in the "Drawings" folder, etc.) Click the "Upload Files" button
Ĩ	Deleted Items 12	Upload Requirements
Ξ	Archive	Each Project must contain a 8-1/2x11 sheet index containing a list of every uploaded
		drawing with a description of each. This should be the first file in the Drawings folder.
		Each sheet must be oriented so that no rotation of the document is required.
		Each sheet or file name must be preceded by a 3 or 4 digit number, a discipline designator with sheet number, and a file name. For example:
		0001_Index (8-1/2x11 - see above) Instructions
\sim		0003_A.1_Floor Plan 0004 S.1 Structural Floor Plan
		With the exception of the leading 3 or 4 digit number, the naming convention should
		follow industry standards. The important distinction is that the sheets should upload in exactly the same order we would receive them if they were printed.
		When you have successfully uploaded all of the documents required for review, please send an email to <u>BLDSrvcsProjectCoordinator@slcgov.com</u> indicating that your submittal is ready for review.
	Upgrade to Office	
	Outlook features	User Login: Characteria Contraction Contra
	tt الم الم	Project Coordinator: Building Services Project Coordinator

4- Review Upload Task Assignment Email

- a. Review upload instructions
- b. Access ProjectDox



- 5- Log In to ProjectDox <u>https://slc-ut-us.avolvecloud.com/ProjectDox/index.aspx?</u>
- 6- Disable Popup Blocker



7- Access the Tasks (PF)

Start on the Tasks (PF) Tab	ks (PD) Projects				اf) proje fro	rou do not have a ct, please conta staff prior to su 801-535-7 ntlinebldgpermit	a task for the ct our front line bmission. '968 @slcgov.com		∘ SALT	LAKE CITY	9 BUILDING Home Q	Notice the Help
C Refresh 🔒 Si	ave Settings TASK o	PROJECT	INSTANCE	GROUP	×	ASSIGNME	STATUS	PRIORITY	DUE DATE	CREATED	PROJECT TY	DESCRIPTION
	♥ Contains	♥ Contains	♥ Contains	♥ Contains	k		♥ Contains	♥ Contains	⊽ 0n ▼	v ♡ On v	√ ∇ Contains	♥ Contains
□ B	<u>Applicant Upload</u> Task	BLD2019-10223	BLD2019-10223 - Plan Review PF - 10/30/2019 12:22:38 PM	Applicant		FirstInGroup	Pending	Å Medium	11/1/2019 12-22. PM	Active Applic	ant	Test Project
口 昂	Applicant Resubmit Task	BLD2019-01848	BLD2019-01848 - Plan Review PF - 10/29/2019 3:36:13 PM	Applicant		FirstInGroup	Pending	📥 Medium	11/13/2019 PM	Tasks	كر	test
1 - 2 of 2 records											ie e prev	1 next -> ->i

8- Click and Accept the Task

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Tasks (PF) Tas	ks (PD) Projects											
ic) Refresh Gr Si	ave Settings											
•	TASK	PROJECT	INSTANCE	GROUP	ASSIGNME	STATUS	PRIORITY	DUE DATE	CREATED	PROJECT TY	DESCRIPTION	
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	Applicant Upload	Clic	the Task	Applicant	FirstInGroup	Pending	📥 Medium	11/1/2019 12:22:42 PM	10/30/2019 12:22:42 PM		Test Project	
	<u>Applicant Resubmit</u> Task	BLD2019-01848	BLD2019-01848 - Plan Review PF - 10/29/2019 3:36:13 PM	Applicant	FirstInGroup	Pending	🔥 Medium	11/13/2019 3:48:36 PM	10/29/2019 3:48:36 PM		test	
1 - 2 of 2 records										it to prev	1 next -	

9- The Upload Portlet

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nit Information	Applicant	Contacts	Fees	Resources						
Application I Applicatio Des Balar	Number Bl ion Type Bl scription Te nce Due 91	.D2019-10 iliding/Perm nant Impro 8.63	223 nit/Comm wement	ercial/NA						
Instructions										
you have succes	issfully uploa	ded all req	uired plar	is and docur	nents, please click t	he (Upload Com	plete) button.			
ect destination fo	older for files									
BLD2019-1022	23						,			
Drawings				Choose	the approp	oriate				
Specificati	tions				folder					
🗀 Calculatio	ons									
Soils SWP	P and Drainag	e Reports								
📁 Energy Re	eports									
🗀 City Requi	ired Forms									
Fire Subm	nittals									
Approved	d Drawings and	d Documents	s							
Coordinat	tor Removed F	iles - Misloa	ids							
Quick Rev	view									
City Revie	w Comments									
Applicant	t Comment Re	sponses								
Group Memb	ers									
Fi	irst Name			1.5	Last Name		Email		Invite to Group	
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Inload Task Com	nnlete (I hav	e unioaded	l all requir	ed drawings	and/or documents)				\sim	
produ raon con	ripioto (rindi	o aprocidoo	ronroqui	ou urunnige	anaror documento)	Click h	ere to			
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						pre-scre	eening			
							11			

8a- Click the Appropriate Folder

APPLICANT UPLOAD			ProjectFlo BUILDIN	
Permit Information Applicant Contacts Fees	Resources			
Application Number BLD2019-10223 Application Type Building/Permit/Comme Description Tenant Improvement Balance Due 918.63	arcial/NA			
Task Instructions After you have been all required plane. Project Click Here to Upload Select your miles to upload to us tolder: Select Files to Upload View Folders BLD2019-10223\Drawings Click Here Return to Folder Li Add Group Members First Name	s and documents, please click the (Upload C	complete) button. Email	Invite to Group	
Front	Line	permits.mail@slcgov.com	Upload Only V	Invite User
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Upload Task Complete (I have uploaded all require Upload Pop-up	ed drawings and/or documents)	e not click here til the project is eady for pre- screening te - Start Prescreen Save For Later		

Folder: BLD2019-10	223\Drawings							
Upload Files	Upload URL							
								
Browse For	Files			Click here	Browse Fo	or Files	Upload Files	
Browse for files or	drag files into this area.							
Additional	File Informatio	n (Metadata)						
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Open × ← → ✓ ↑ 🖡 > This PC > GH7380 Home (N:) > LIBERTY VILLAGE > Drawings_498951 ・ ひ Search Drawings_498951 P Organize • Select • 2 images Name Type Compressed size Password 0001_Index Microsoft Word Document 11 KB No L VILLAGE ☑ 🛃 0002_Scope of Work and Site Descrip... Adobe Acrobat Document 499 KB No 🖂 🛃 0002-G-001-SLC-Cover Sheet 🔥 Drawings_498951 2,896 KB No Adobe Acrobat Document 🗹 🛃 0003_Approved Special Exceptions Adobe Acrobat Document 531 KB No 📕 Soils, SWPPP, & Drai_4451846 🗹 🛃 0003-G-002-SLC-Project Index and Re... Adobe Acrobat Document 127 KB No 📕 My Documents 🗹 🛃 0004_Special Exceptions Exhibit 651 KB No Adobe Acrobat Document OLD PC 🗹 🖢 0004-G-003-SLC-General Notes and ... Adobe Acrobat Document 547 KB No 📕 One Permit CofO 🗹 🖢 0005-G-004-SLC-Abbreviations and L... Adobe Acrobat Document 404 KB No 1 🗹 🛃 0006-G-005 Key Map 1-Overall Site P... 🛛 Adobe Acrobat Document 37,984 KB No 📙 pdox file transfer 🗹 🛃 0007-G-006 Key Map 2-Overall Site P... Adobe Acrobat Document 37,927 KB No PRESCREEN CHECKLISTS 🗹 🛃 0008-Schematic-001-Schematic Plan 🔹 Adobe Acrobat Document 10,925 KB No 🗹 🛃 0009-PH-001-Phasing Plan 🛛 🛛 Adobe Acrobat Document 11,035 KB No Scanned Microfilm 🗹 🛃 0010-CD-001-Existing Conditions and... Adobe Acrobat Document 5,952 KB No а. 0011-CD-002-Existing Conditions and... Adobe Acrobat Document 6,311 KB No 📕 Turn Around Time Reports 🗹 🛃 0012-CD-003-Existing Conditions and... Adobe Acrobat Document 6,594 KB No 1 < -File name: *0012-CD-003-Existing Conditions and Demolition Plans" *0013-CD-004-Existing Conditions and Demolitio Pla 🗸 Custom Files **Click Open** Open Cancel

8c- Select Drawings/Documents to Upload



Projec	t Dox ®		<u>Close Window</u>
Folder: BLD2019-10	0223\Drawings		
Upload Files	Upload URL		
Browse for files or	• Files drag files into this a	Click Upload Upload	iles
Drawir	ngs_5533599 (1).zip	0B/1.22MB	×
0 of 1 uplo	oaded <u>Hide Details</u>		
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Additional	File Inform	nation (Metadata) les	
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File Type:	▼		
File Type:	▼		

8e- List of Drawings Successfully Loaded

The following files have been uploaded:

	-
1. 000 1_index.pdf	
2. 0002_Title Sheet.pdf	
3. 0003_Existing Proposed Plans.pdf	
4. 0004_Electrical Plans.pdf	
5. 0005_Interior Elevation.pdf	
6. 0006_Interior Elevation.pdf	
7. 0007_Interior Elevation.pdf	-

Close

8f- Click View Folders to choose the next folder and repeat

Task Instructions

After you have successfully uploaded all required plans and documents, please click the (Upload Complete) button.

Projec	t: B	LD201	9-1	0223
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Select your files to u	upload to this folder:	View Folders to
Select Files to	Upload View Folders	Choose a New Folder
BLD2019-1022	23\Drawings	
0001_Index.	.pdf 🗙	
🗎 0002_Title S	Sheet.pdf 🗙	
0003_Existir	ng Proposed Plans.pdf 🗙	
0004_Electri	ical Plans.pdf 🗙	
🗎 0005_Interio	or Elevation.pdf 🗙	
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First Nam	e	Last Name	E	mail	Invite to Group	
Front	Line		permits.mail	@slcgov.com	Upload Only <	Invite User
Remove Group M	embers					
F	Remove from Grou	р		User		
	Upload Only ▼			•		Remove User

9- Route to Salt Lake City for Pre-Screening

-				
BLD2019-10223				
Drawings (8 Files -	8 New)			
Specifications				
Calculations				
Soils SWPP and Dr	ainage Reports			
Energy Reports				
City Required Form	ns			
Fire Submittals				
Approved Drawing	gs and Documents			
Coordinator Remo	ved Files - Misloads			
Quick Review				
City Review Comm	ients			
Applicant Commer	nt Responses			
dd Group Members				
dd Group Members First Name	Last Name	Email	Invite to Group	
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dd Group Members First Name Front Emove Group Members Remove forget the sckbox Upload Task Complete (I	Last Name Line from Group d Only Click H CClick H Sc	Email permits.mail@slcgov.com User v awings and/or documents) Here to Start the Pre- breening Review	Invite to Group Upload Only ▼	Invite User Remove User

- 10- Check back on status to verify plan set has been accepted for review.
- 11- Arrange to pay the plan check fee.
- 12- Projects are not considered accepted for plan review until the plans have been accepted by prescreening staff and the plan check fee has been paid.
- 13- Questions?? Contact our Front Line Staff @ 801-535-7968 or frontlinebldgpermit@slcgov.com