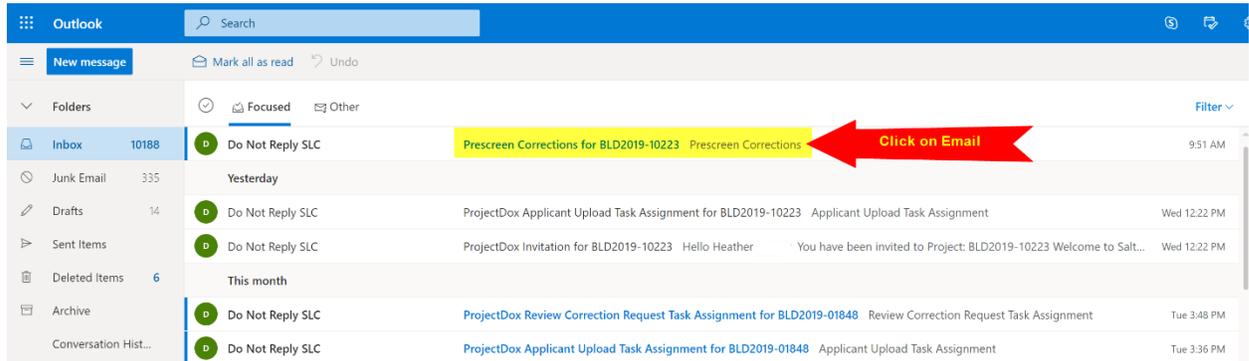


ProjectDox Submission Applicant Pre-Screen Corrections

1- Open Prescreen Corrections Email



2- Review the email and read instructions.

3- After reviewing the instructions, click the link to go to the ProjectDox Website [https://slc-ut-us.avolvecloud.com/ProjectDox/index.aspx](https://slc-ut.us.avolvecloud.com/ProjectDox/index.aspx)

The screenshot shows the ProjectDox website interface. At the top, there is a search bar and navigation links: Reply, Delete, Archive, Junk, Sweep, Move to, and Categorize. The main content area is titled 'Prescreen Corrections for BLD2019-10223' and features the ProjectDox logo. Below the logo, the text reads 'Prescreen Corrections' and 'Attention Heather:'. The main body of the email contains the following text: 'The plan review submission for Project: BLD2019-10223 has been reviewed by the Building Permits Pre-Screening Staff and corrections have been requested before the project can be accepted for plan review. Please respond to the Pre-Screening review by taking the following steps:'. A yellow highlighted box contains a list of steps: 'Review correction comments and requirements by accessing the ProjectDox site and reviewing the checklist items.', 'Checklist items are available by accepting the Prescreen Corrections task, and then clicking the Checklist Items Tab.', 'Improperly loaded Items may be deleted by clicking the x.', 'Responses should be included in the Checklist in the Applicant Column.', 'Once all revisions have been submitted, please complete the task to re-route the project back to the Building Permits Pre-Screening Staff.', 'Once corrections have been uploaded for review, no additional submissions will be accepted unless requested.', 'Please make corrections within 180 days of this notice to prevent your application from expiring.' A cloud-shaped callout with the text 'Review Instructions' and an arrow points to the first step. Below the list is a table with project details: 'Project: BLD2019-10223', 'Description: Test Project', 'Task: Prescreen Corrections', and 'Project Access | Login to ProjectDox'. A red arrow points to the 'Login to ProjectDox' link with the text 'Click here to go to ProjectDox Website'. At the bottom, there is contact information: 'If you need further assistance, please contact our front line staff @ 801-535-7968 or frontlinebdgpermit@slcgov.com' and a note: 'Please do not reply to this email.'

4- Log In to ProjectDox

ProjectDox works with most browser types, but Chrome is the preferred browser for applicant use.

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E-mail: [redacted]@slcgov.com
Password: [redacted]
Login
[Forgot your password?](#)

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ProjectDox

To add ProjectDox to your favorites
[Click here](#)

5- Access Task from the Tasks (PF) tab

ProjectDox

SALT LAKE CITY BUILDING SERVICES

Home

Tasks (PF) Tasks (PD) Projects

Refresh Save Settings

Access task 1st to Review Corrections

Click here to access task

Click here to access project

	INSTANCE	GROUP	ASSIGNE...	STATUS	PRIORITY	DUE DATE	CREATED	PROJECT TY...	DESCRIPTION
	BLD2019-10223 - Plan Review PF - 10/30/2019 12:22:38 PM	Applicant	FirstInGroup	Pending	Medium	11/1/2019 9:51:24 AM	10/31/2019 9:51:24 AM		Test Project
	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

6- Access Prescreen Corrections Portlet to Review Deficiencies by Clicking View/Edit Checklist Items.

PRESCREEN CORRECTIONS ProjectFlow BUILDING 

Permit Information | Applicant | Contacts | Fees | Resources

Application Number BLD2019-10223
Application Type Building/Permit/Commercial/NA
Description Tenant Improvement
Balance Due 918.63

Task Instructions
 After you have successfully uploaded all required plans and documents, please click the (Resubmit for Prescreen) button.

[View/Edit Checklist Items \(8\)](#) Click here for deficiencies

Project: BLD2019-10223

Select destination folder for files:

- BLD2019-10223
 - Drawings (8 Files - 8 New)
 - Specifications
 - Calculations
 - Soils SWPP and Drainage Reports
 - Energy Reports
 - City Required Forms
 - Fire Submittals
 - Approved Drawings and Documents
 - Coordinator Removed Files - Misloads
 - Quick Review
 - City Review Comments
 - Applicant Comment Responses

Discussion Comments

[Add Comment](#)

DISCUSSION COMMENT	PARTICIPANT	DATE/TIME
See Checklist Items	Heather Gilcrease	10/31/2019 9:37:32 AM

1 - 1 of 1 records

[Resubmit for Prescreen](#) [Save For Later](#)

Tip: Only the original applicant can accept an applicant task

Click here for deficiencies

Discussion Comments from Review Staff

7- Checklist Item Viewer / Deficiency List

Workflow Review Checklist Item Viewer

[Refresh](#)

Selected Checklist Items for All Review Cycles

Review Cycle: All | [Save Settings](#) | [Refresh](#)

3 Status Types: Not Met, Info Only, Met

Reviewer Comments

REF #	PERMIT TYPE	STATUS	DEPARTMENT	COMMENT TYPE	CYCLE	COMMENT TEXT	APPLICANT RESPONSE	DATE UPDATED
5	Building Permit	Not Met	Building Codes	General		Provide a Sheet Index: List all pdf sheets in the submitted sets and the order in which they are attached to the submission.		10/31/2019 9:37:49 AM
6	Building Permit	Not Met	Building Codes	General		Provide window and door schedules		10/31/2019 9:37:56 AM
7	Building Permit	Info Only	Building Codes	Approvals		Building Code review and approval required for this project		10/31/2019 9:50:48 AM
8	Building Permit	Info Only	Building Codes	Approvals		Fire Code review and approval required for this project		10/31/2019 9:50:48 AM
1	Building Permit	Not Met	Project Coordinator	Pre-Screening Checklist		Complete and upload a Residential pre-screening checklist. http://www.slcdocs.com/building/Re-10.pdf		10/31/2019 9:35:04 AM
2	Building Permit	Not Met	Project Coordinator	Drawings		Each sheet must be oriented so that no rotation of the document is required for plan review.		10/31/2019 9:35:17 AM
3	Building Permit	Info Only	Zoning	Approvals		Zoning review and approval will be required during plan review.		10/31/2019 9:36:37 AM
4	Building Permit	Info Only	Zoning	Approvals		Public Utilities review and approval will be required during plan review.		10/31/2019 9:36:37 AM

1 - 8 of 8 records

[Save](#) [Close](#) [View Full Report](#) Click Here to Access a Report with All Comments

Tip: All reviewer comments from the prescreen review must be resolved (green) before the project will be accepted for plan review.

Click Here to Access a Report with All Comments

- 8- Go back the Prescreen Corrections Portlet and Scroll Down to Folder List
 - a. Click the Arrow to Expand the Drawings List
 - b. Choose a folder to modify

Task Instructions

After you have successfully uploaded all required plans and documents, please click the (Resubmit for Prescreen) button.

View/Edit Checklist Items (8)

Project: BLD2019-10223

Click the arrow to expand

Select destination folder for files:

- BLD2019-10223
 - Drawings (8 Files - 8 New) ← Choose a folder to modify
 - Specifications
 - Calculations
 - Soils SWPP and Drainage Reports
 - Energy Reports
 - City Required Forms (1 Files - 1 New)
 - Fire Submittals
 - Approved Drawings and Documents
 - Coordinator Removed Files - Misloads
 - Quick Review
 - City Review Comments
 - Applicant Comment Responses

- 9- Modify Contents of the Folder from the Prescreen Corrections Portlet in Response to Comments.

Task Instructions

After you have successfully uploaded all required plans and documents, please click the (Resubmit for Prescreen) button.

View/Edit Checklist Items (8)

Project: BLD2019-10223

Click Here to Upload

Click Here to Go Back

Select your files to upload to this folder:

Select Files to Upload View Folders

- BLD2019-10223\Drawings
 - 0001_Index.pdf X
 - 0002_Title Sheet.pdf X
 - 0003_Existing Proposed Plans.pdf X
 - 0004_Electrical Plans.pdf X
 - 0005_Interior Elevation.pdf X
 - 0006_Interior Elevation.pdf X
 - 0007_Interior Elevation.pdf X
 - 0008_Interior Elevation.pdf X

Click X to Delete

Discussion Comments

10- Go Back to Checklist Items Viewer to Respond to Comments.

PREScreen CORRECTIONS

Permit Information	Applicant	Contacts	Fees	Resources
<p>Application Number BLD2019-10223</p> <p>Application Type Building/Permit/Commercial/NA</p> <p>Description Tenant Improvement</p> <p>Balance Due 918.63</p>				

Notice the Outstanding Balance Due. Plan Check Fee Must be Paid Prior to Plan Review Acceptance.

Task Instructions

After you have successfully uploaded all required plans and documents, please click the (Resubmit for Prescreen) button.

View/Edit Checklist Items (8)

Go Back to Checklist Items to Respond to Comments

Project: BLD2019-10223

Select your files to upload to this folder:

Select Files to Upload

View Folders

▶ BLD2019-10223\Drawings

11- Provide Written Response to Prescreening Comments and Save to Checklist Item Viewer.

Workflow Review Checklist Item Viewer									
Selected Checklist Items for All Review Cycles									
REF #	PERMIT TYPE	STATUS	DEPARTMENT	COMMENT TYPE	CYCLE	COMMENT TEXT	APPLICANT RESPONSE	DATE UPDATED	STATUS UPDATED BY
5	Building Permit	Not Met	Building Codes	General		Provide a Sheet Index List all pdf sheets in the submitted sets and the order in which they are attached to the submission.	Loaded to Drawings Folder	10/31/2019 9:37:49 AM	Heather Gilcrease
6	Building Permit	Not Met	Building Codes	General		Provide window and door schedules	Loaded to City Required Forms	10/31/2019 9:37:56 AM	Heather Gilcrease
7	Building Permit	Info Only	Building Codes	Approvals		Building Code review and approval required for this project.		10/31/2019 9:50:48 AM	Heather Gilcrease
8	Building Permit	Info Only	Building Codes	Approvals		Fire Code review and approval required for this project.		10/31/2019 9:50:48 AM	Heather Gilcrease
1	Building Permit	Not Met	Project Coordinator	Pre-Screening Checklist		Complete and upload a Residential pre-screening checklist. http://www.sfdocs.com/building/R...10.pdf	Loaded to City Required Forms	10/31/2019 9:35:04 AM	Heather Gilcrease
2	Building Permit	Not Met	Project Coordinator	Drawings		Each sheet must be oriented so that no rotation of the document is required for plan review.		10/31/2019 9:35:17 AM	Heather Gilcrease
		Info Only	Zoning	Approvals		Zoning review and approval will be required during plan review.		10/31/2019 9:36:37 AM	Heather Gilcrease
		Info Only	Zoning	Approvals		Public Utilities review and approval will be required during plan review.		10/31/2019 9:36:37 AM	Heather Gilcrease

Click Save when all responses are complete (notice the double save), and then Close

Enter Applicant Response in this Column

Tip: Notice the double save requirement with the Checklist Viewer. Pop up save is to save changes to the row. The Save at the bottom left is to transfer the changes to the project.

After entering a comment response, Click Save. This must be done for each row.

12- Go Back to the Prescreen Corrections Portlet and Resubmit the Project for Prescreening.

The screenshot shows a web application interface for managing prescreening corrections. At the top left, there is a file navigation menu with folders such as 'Drawings (8 Files - 8 New)', 'Specifications', 'Calculations', 'Soils SWPP and Drainage Reports', 'Energy Reports', 'City Required Forms (1 Files - 1 New)', 'Fire Submittals', 'Approved Drawings and Documents', 'Coordinator Removed Files - Misloads', 'Quick Review', 'City Review Comments', and 'Applicant Comment Responses'. Below this is a 'Discussion Comments' section with an 'Add Comment' button and a table of comments. The table has columns for 'DISCUSSION COMMENT', 'PARTICIPANT', and 'DATE'. A red arrow points to a 'Scroll Down' button on the right side of the table. Below the table is an 'Add Group Members' section with input fields for 'First Name', 'Last Name', and 'Email', and a dropdown menu for 'Invite to Group'. Below that is a 'Remove Group Members' section with a checkbox and a 'Remove User' button. At the bottom, there is a checkbox labeled 'I have uploaded the corrected documents and/or drawings as indicated above.' and a 'Resubmit for Prescreen' button. A callout box points to the 'Resubmit for Prescreen' button with the text 'Click here to Resubmit for Prescreening'.

13- Check back on status to verify plan set has been accepted for review.

14- Arrange to pay the plan check fee.

15- Projects are not considered accepted for plan review until the plans have been accepted by pre-screening staff and the plan check fee has been paid.

16- Questions?? Contact our Front Line Staff @ 801-535-7968 or frontlinebldgpermit@slcgov.com