**ProjectDox Submission for Plan Review**

1. Submit a building permit application through the Citizen Access Portal [www.slpermits.com](http://www.slpermits.com)

2. Retrieve the ProjectDox Invitation and Applicant Upload Task Assignment Emails from the email specified under “Applicant Contact” Info during the application process.

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

   ![ProjectDox Invitation for BLD2019-10223]

   **Login Instructions**
   1. Click the Permit Access link below.
   2. Enter your User Login and Password.
   3. Click on the Project link on the “My Projects” page
   4. Click on the applicable folder (Example: Drawings in the “Drawings” folder, etc.)
   5. Click the “Upload Files” button

   **Upload Requirements**
   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)
   - 0002_1ATitle Sheet
   - 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 [BLD2019ProjectCoordinator@slcpov.com](mailto:BLD2019ProjectCoordinator@slcpov.com) indicating that your submittal is ready for review.

   ![Login & Password]
4- Review Upload Task Assignment Email
   a. Review upload instructions
   b. Access ProjectDox

5- Log In to ProjectDox  https://slc-ut-us.avolvecloud.com/ProjectDox/index.aspx?
6- Disable Popup Blocker
7- Access the Tasks (PF)

8- Click and Accept the Task

9- The Upload Portlet
8a- Click the Appropriate Folder

8b- Upload Pop-up
8c- Select Drawings/Documents to Upload

Select

8d- Click Upload

Click Open

Click Upload
8e- List of Drawings Successfully Loaded

The following files have been uploaded:

1. 0001_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

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.

Project: BLD2019-10223

Select your files to upload to this folder:

View Folders to Choose a New Folder

Add Group Members

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Email</th>
<th>Invite to Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Front</td>
<td>Line</td>
<td><a href="mailto:permits.mail@slc.gov.com">permits.mail@slc.gov.com</a></td>
<td>Upload Only</td>
</tr>
</tbody>
</table>

Remove Group Members

Remove from Group

User

Upload Complete - Start Pre-screen  Save For Later
9- Route to Salt Lake City for Pre-Screening

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 pre-screening staff and the plan check fee has been paid.
13- Questions?? Contact our Front Line Staff @ 801-535-7968 or frontlinebldgpermit@slcgov.com