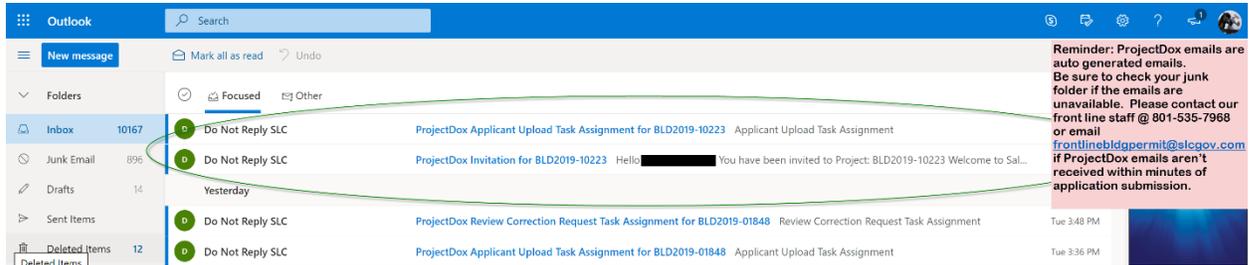


ProjectDox Submission for Plan Review

- 1- Submit a building permit application through the Citizen Access Portal www.slcperrmits.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.

A screenshot of an Outlook email titled "ProjectDox Invitation for BLD2019-10223". The email content is as follows:

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_T.1_ATitle 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 BLDSrvcsProjectCoordinator@slcgov.com indicating that your submittal is ready for review.

Review Instructions

User Login: [Redacted]@hotmail.com

Permit Number: BLD2019-10223

Project Coordinator: Building Services Project Coordinator

A red arrow points to the User Login field with the text "Login & Password".

- 4- Review Upload Task Assignment Email
 - a. Review upload instructions
 - b. Access ProjectDox

ProjectDox Applicant Upload Task Assignment for BLD2019-10223

You have been assigned a task on Project: **BLD2019-10223**

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

Project:	BLD2019-10223
Task:	Applicant Upload
Project Access Login to ProjectDox	

Tip: ProjectDox may be accessed by googling "Salt Lake City ProjectDox"

Click Here to Log In

Important Upload Instructions:

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 for plan review.

All Drawing sheets must be broken out into individual PDF files to be considered for plan review. Specs, Calcs, Reports, etc can be loaded as individual packages.

Each drawing pdf sheet name must be preceded by a 3 or 4 digit number, a discipline designator with sheet number, and a file name.

Example of what the drawings folder should look like:

- 000 Index
- 001 T.1 Title Sheet
- 003 A.1 Floor Plan
- 004 S.1 Structural Floor Plan
- 005 E.1 Electrical Plan

Review Upload Instructions

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.

Once the project has been uploaded to the portal and your project team has been created, please complete the applicant submit task to initiate the plan review process.

If you need further assistance, please contact the front line staff at 801-535-7968 or frontlineblidgpermit@slcgov.com

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

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Online Plan Review
SALT LAKE CITY BUILDING SERVICES

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

Login Information Provided with Invitation

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

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ProjectDox

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

7- Access the Tasks (PF)

ProjectDox

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Home Q Notice the Help

Tasks (PF) Tasks (PD) Projects

Refresh Save Settings

TASK	PROJECT	INSTANCE	GROUP	ASSIGNME...	STATUS	PRIORITY	DUE DATE	CREATED	PROJECT TY...	DESCRIPTION
<input type="checkbox"/> Applicant Upload Task	BLD2019-10223	BLD2019-10223 - Plan Review PF - 10/30/2019 12:22:38 PM	Applicant	FirstInGroup	Pending	Medium	11/1/2019 12:22:42 PM	10/30/2019 12:22:42 PM	Test Project	Test Project
<input type="checkbox"/> Applicant Resubmit Task	BLD2019-01848	BLD2019-01848 - Plan Review PF - 10/29/2019 3:36:13 PM	Applicant	FirstInGroup	Pending	Medium	11/13/2019	10/29/2019 3:48:36 PM	test	test

1 - 2 of 2 records

Active Applicant Tasks

If you do not have a task for the project, please contact our front line staff prior to submission. 801-535-7968 frontlinebdgpermit@slcgov.com

8- Click and Accept the Task

ProjectDox

SALT LAKE CITY BUILDING SERVICES

Home Q All Tasks Profile Logout

Tasks (PF) Tasks (PD) Projects

Refresh Save Settings

TASK	PROJECT	INSTANCE	GROUP	ASSIGNME...	STATUS	PRIORITY	DUE DATE	CREATED	PROJECT TY...	DESCRIPTION
<input type="checkbox"/> Applicant Upload Task	BLD2019-10223	BLD2019-10223 - Plan Review PF - 10/30/2019 12:22:38 PM	Applicant	FirstInGroup	Pending	Medium	11/1/2019 12:22:42 PM	10/30/2019 12:22:42 PM	Test Project	Test Project
<input type="checkbox"/> Applicant Resubmit Task	BLD2019-01848	BLD2019-01848 - Plan Review PF - 10/29/2019 3:36:13 PM	Applicant	FirstInGroup	Pending	Medium	11/13/2019	10/29/2019 3:48:36 PM	test	test

1 - 2 of 2 records

Click the Task

9- The Upload Portlet

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 (Upload Complete) button.

Project: BLD2019-10223

Select destination folder for files:

- BLD2019-10223
 - Drawings
 - 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

Choose the appropriate folder

Add Group Members

First Name	Last Name	Email	Invide to Group
Front	Line	permits.mail@slcgov.com	Upload Only <input type="checkbox"/> Invite User

Remove Group Members

Remove from Group	Upload Only	Remove User
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Click the checkbox

Invite your team

Click here to route project for pre-screening

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

Upload Complete - Start Prescreen Save For Later

8a- Click the Appropriate Folder

APPLICANT UPLOAD



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 (Upload Complete) button.

Project: BLD2019-10223

Select your files to upload to this folder:

BLD2019-10223\Drawings

Add Group Members

First Name	Last Name	Email	Invite to Group	
Front	Line	permits.mail@slgov.com	Upload Only ▼	<input type="button" value="Invite User"/>

Remove Group Members

Remove from Group	User	
Upload Only ▼	▼	<input type="button" value="Remove User"/>

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

Do not click here until the project is ready for pre-screening

8b- Upload Pop-up

ProjectDox

Folder: BLD2019-10223\Drawings Close Window

Upload Files | Upload URL

Browse For Files

Browse for files or drag files into this area.

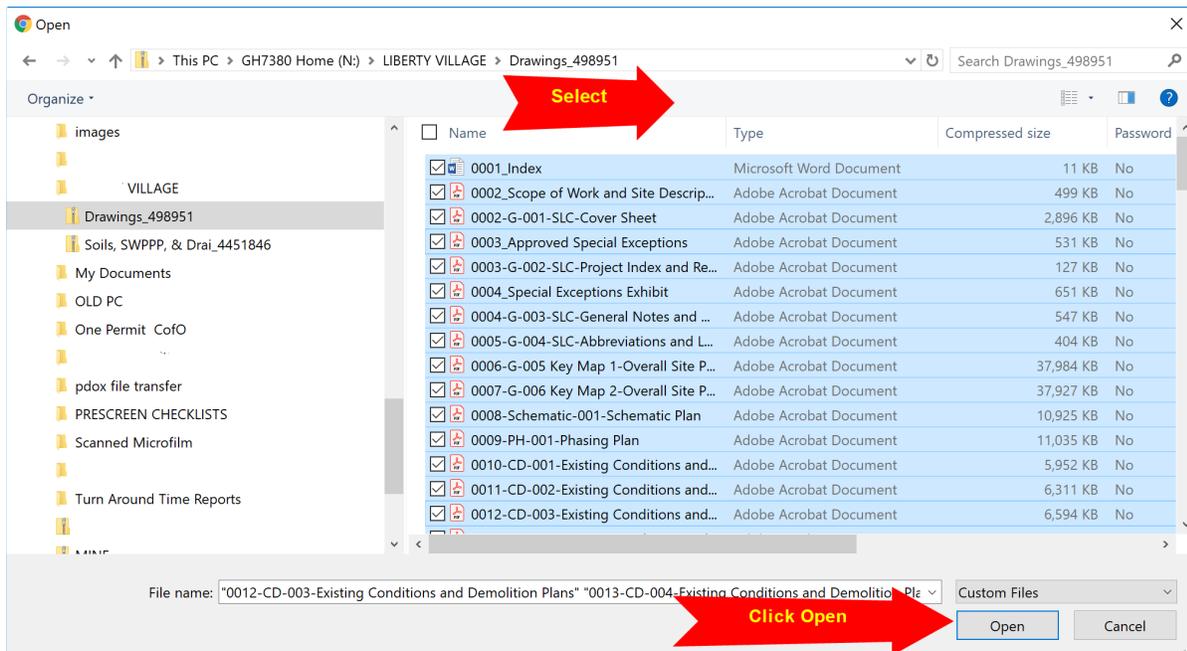
Additional File Information (Metadata)

Inherit metadata for versioned files * Required field

File Type:

File Type:

8c- Select Drawings/Documents to Upload



8d- Click Upload



[Close Window](#)

Folder: BLD2019-10223\Drawings

Upload Files **Upload URL**

Browse For Files

Browse for files or drag files into this area.

Drawings_5533599 (1).zip 0B/1.22MB

0 of 1 uploaded [Hide Details](#)

0B/1.22MB

Additional File Information (Metadata)

Inherit metadata for versioned files

* Required field

File Type:

File Type:

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

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.

Project: BLD2019-10223

Select your files to upload to this folder:

Select Files to Upload

View Folders

View Folders to
Choose a New
Folder

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

Add Group Members

First Name	Last Name	Email	Invite to Group	
Front	Line	permits.mail@slcgov.com	Upload Only	Invite User

Remove Group Members

Remove from Group	User	
Upload Only		Remove User

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

Upload Complete - Start Prescreen

Save For Later

9- Route to Salt Lake City for Pre-Screening

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

Add Group Members

First Name	Last Name	Email	Invite to Group	
Front	Line	permits.mail@slcgov.com	Upload Only ▼	Invite User

Remove Group Members

Remove from Group	User	
Upload Only ▼	▼	Remove User

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

Click Here to Start the Pre-Screening Review

Upload Complete - Start Prescreen Save For Later

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