Downloading Approved Plans

Once the review of your project is complete, your plans and documents will be stamped by the City and will be available download.

Email: You will receive an email notification such as the one shown below letting you know that your approved plans are available for download. Click on the link to login into ProjectDox.

FOLSOM
COMMUNITY DEVELOPMENT

Approved Plans Ready for Download Notification

Attention :

Congratulations! Your approved plans are ready for download for Project NRES23-00001.

To download your approved plans, please Login to ProjectDox and download your plans from the **Approved** folder.

Project:	NRES23-00001
Description:	TEST - New Home
Task:	Notify Download
Assigned by:	Pd Reserved
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.**

When you have logged into ProjectDox, click on your Project. Select the Files tab at the top and go to the Approved folder on the left-hand side. Select the check box at the top to select all the files then click on the download arrow (⬇), as shown in the red boxes on the image on the following page. This will allow you to download all the stamped drawings and documents.

Next, the Download Files window will appear. Click the Download ZIP button and select the location on your computer where you would like to save the files. Once you have saved the .zip file to your computer, click on it to open it and view all the files. To print your building permit, go to the eTRAKiT permitting system to download your permit or approval letter.
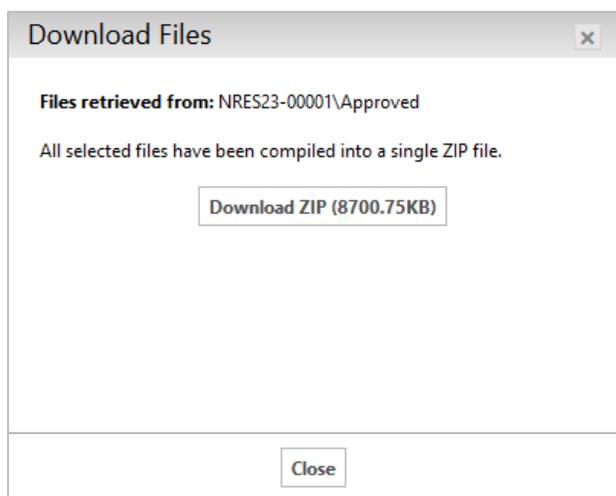
REMEMBER YOU MUST KEEP A PRINTED SET OF STAMPED PLANS, DOCUMENTS AND A COLOR COPY OF YOUR PERMIT ON SITE FOR YOUR INSPECTIONS.