



ProjectDox - Best Practices

We want you to be successful using our system. We have captured a few best practices that will help you and your project through the process:

New to the System: It is helpful to read through the step-by-step instructions in this user guide, which is also available at the City's [ePermit Center](#).

Single Page Files: All drawing files should be single page PDF files. However, supporting documents, such as truss calculations, traffic studies, environmental reports, etc., can be multi-page PDF files.

Correct File Orientation: Drawing and document files need to be uploaded in the correct orientation: Landscape for drawing files and portrait for document files.

File Naming Standards: For drawing files, always name them starting with 001, 002, etc. to ensure the files stay in the proper order (e.g., 001-TitlePage, 002-SitePlan, etc.).

Revised Sheets: All revised sheets that are uploaded **MUST BE NAMED THE SAME AS THE ORIGINAL FILE** to allow City reviewers to compare the revised sheet with the original. If you need assistance with this, please contact us.

Refreshing the Screen: If you leave the ProjectDox task screen open for long periods of time make sure to refresh the screen regularly by clicking the F5 key on your keyboard or by using the Refresh icon (🔄) at the top of your browser. This will ensure that your tasks and statuses stay current.

Revisions: In your comments, please include a brief description of changes made to the plans if there are City comments.

Respond to Plan Review Comments: City plan review comments can come in two ways:

- Changemark – is a page specific correction.
- Checklist Item – is comment that could be information-only, a question or a specific issue or a correction.

Both correction items will require a response from the Applicant on how the item was corrected.

Drawing Scale: A scale is required on all drawings.

Planning Approval: A Planning Approval Letter may be required with your Engineering and Building application and submittal. If one is required but not included with your application, you will be notified by email.

File Name Limits: Please limit the number of characters in the file name to 35 characters or less and no special characters please. Abbreviations are acceptable.