



Getting Started with PDX ePlans

1. **Work with your Process Manager to complete your Permit Application.**

2. **Prepare files for submittal
Plans must comply with specific size and naming conventions to be accepted.**

- Plans are not to exceed 36 X 48 E/O
- Each file must be one page only. Multiple drawing pages will not be accepted.
- File name guidelines must be followed. See detailed guidelines noted below in this document.
- Affix third-party verified digital signature or seal to the project submission for the plans that are required to be signed and sealed.
- Please do not password protect, encrypt or 'secure' your files, as this will prohibit the ability to upload the documents into our archival system.
- The top right corner of all drawings must be reserved for the City's electronic stamp. Please leave the top right corner completely blank on all drawings (with exception of the border).
- Dimensions: 3" width x 3" height, offset 2" from the right, 1" from the top right.

3. **Invitation to Upload plans and documents the applicant will receive an email from**

ProjectDox@portlandoregon.gov.

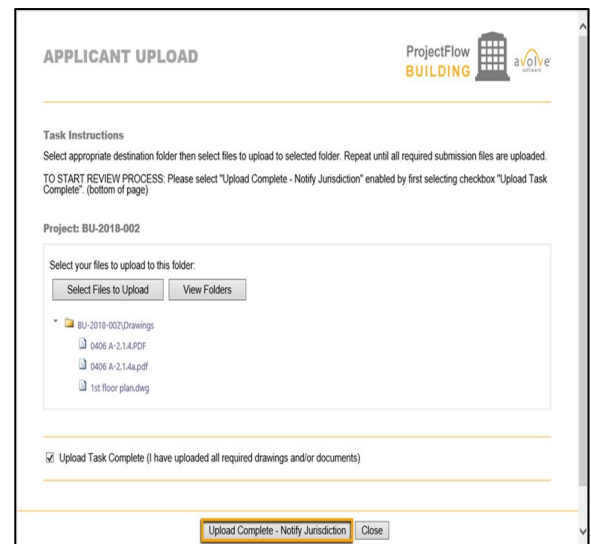
4. **Upload Plans / Documents**

Select the appropriate destination folder when uploading plans and documents. Example, plan files must be uploaded to the Plans Folder and document files to the Documents Folder. Please refer to the File Naming Standards on page 4 or view the [PDX ePlans File Naming Standards video](#) for additional information.

5. **Complete Upload Task**

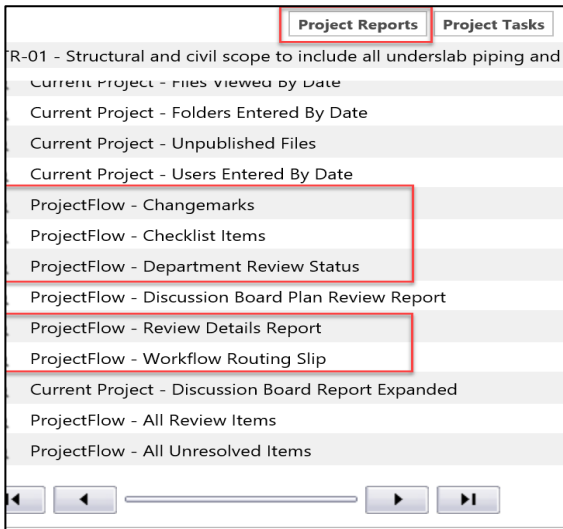
Once all plans and documents are uploaded, you are ready to formally submit to the City:

- Select Projects Tasks Tab.
- Select Applicant Upload Task.
- Select the Submission Complete tab.
- Make sure to click the '**Upload Complete- to Notify the Jurisdiction**' button; this will send notification via email to the City the upload and task is complete.



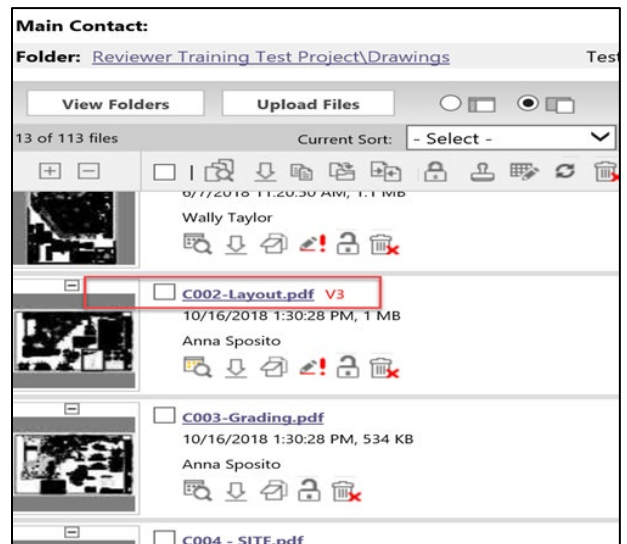
6. View Project Status and Comments

- Log into ProjectDox to review the comments and project status at any time.
- Select Project Reports tab.
- Select Changemark Report along with Department Review Status Report to view comments and review disposition.
- Select Workflow routing slip report to view progress.



7. Prepare & Upload Corrected Files (if applicable) "Applicant Resubmit"

- Revised files (drawings and documents) must be properly named. **DO NOT change any file names when resubmitting plans.** The corrected files **MUST** have the same file name as their original sheets. This is required for the versioning of the files.
- When corrected files are ready to be uploaded, the Applicant logs into ProjectDox and selects the permit number. Proceed with uploading the corrected files. Please be sure to submit response to all comments, and date the responses.
- Revised files that are uploaded correctly will automatically show "V2" after the file name.




8. Complete Resubmit Task *Follow Steps in Step #5*

Once upload of plans is complete and applicant is ready to formally submit to the City:

- Follow steps in Step 5
- Select the two check boxes (located in the middle of the page)
- Select Resubmit Complete

Once the items in Step 8 are completed, City staff start the corrections plan review task for all reviewers.

The review cycle continues until all the requirements are satisfied. You will receive an email from ProjectDox@portlandoregon.gov when the project is approved, and issuance fees need to be paid.



APPLICANT RESUBMIT

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

[View/Edit Changemark Items \(4\)](#) [View/Edit Checklist Items \(1\)](#)

Department	Reviewed By	Status	Reviewer Comments	Applicant Comments
Mechanical	Mara Fitter mfitter@avolvesoftware.com	Approved		OK
Electrical	Mara Fitter mfitter@avolvesoftware.com	Corrections Required		Addressed

Task Instructions

- I have reviewed and addressed, including responses where appropriate, all Checklist Items accessed by clicking on the "Checklist Items" button above.
- I have reviewed and addressed, including responses where appropriate, all Changemark Items accessed by clicking on the "Changemark Items" button above.
- I have uploaded the revised drawings and/or documents required as a result of the review into the appropriate folder in the project using the SAME file names as the original files. I am ready to complete my assigned task and resubmit back to the jurisdiction for further review.

[Complete](#) [Close](#)



FILE NAMING STANDARDS

- All files should be named according to their order listed on your provided Title Sheet, Cover Sheet or Table of Contents.
- Filenames for drawings submitted through ProjectDox should include the first characters of the discipline name and add 3 sequential numbers before the sheet name to identify the order of sheets.
- Please limit the number of characters in the file name to 50 characters or fewer – abbreviations are acceptable and encouraged. Do not include “-“(dashes) or special characters in the file name.
- Below are examples of acceptable file names. Your file names should start with the appropriate number given the order and content specific to your application and submittal requirements.
- **Discipline** – First character represents the discipline area, example “A” for Architectural, “S” for Structural, etc. Ensure that all plans, including the associated details, are submitted under the correct discipline characters to use.

Example:

001 A2.02 THIRD FLOOR PLAN

DRAWING SHEET STANDARDS

Drawing Type	File Name Letter	Example Sheet Names
Architectural	A	001 A02.02 Third Floor Plan
Civil	C	001 C03.01 GRADING PLAN
Electrical	E	001 E01.01 ELECTRICAL GROUND FLOOR
Fire	F	001 F01.01 FLOOR SPRINKLERS
General	G	001 G01.01 COVER PAGE
Hazardous Material	H	001 H01.01 OUTSIDE STORAGE
Interiors	I	001 I03.01 2 nd FLOOR
Landscape	L	001 L01.01 MATERIAL PLAN
Mechanical	M	001 M02.01 SECOND FLOOR PLAN MECHANICAL
Operations	O	001 O02.01 GROUND PLAN
Plumbing	P	001 P03.02 DETAILS PLUMBING
Equipment	Q	001 Q01.02 DETAILS PLAN
Radon	R	001 R00.10 SPECIFICATIONS
Structural	S	001 S02.04 2 nd FLOOR COLUMNS
Telecommunications	T	001 T00.00 TELECOMMS SYMBOLS LIST
Other Disciplines	Use letter(s) that best represent the drawing	001 AV01.01 AUDIO VISUAL
Contractor & Shop Drawings	Z	001 Z01.01 SHOP DRAWINGS

More information on File Naming Standards can be found in this [YouTube Video](#) and [this Quick Step Guide](#).

Visit portland.gov/bds/pdx-eplans-electronic-plan-review to learn more.
Need more assistance? Email: POPSPDXePlans@portlandoregon.gov for City of Portland ePlans Support

