



## Frequently Asked Questions (FAQs)



The **Single PDF Process** refers to the fact that **all drawings must be together in a single PDF file**, named appropriately. **Calcs, application, and other documents** required for your permit application must still be uploaded as **their own PDFs separate** from the drawings PDF.

### How does the Single PDF Process work?

*Applicants uploads a single PDF containing all the drawings, along with separate individual uploads for the application and any supporting documentation.*

*Permit request submissions 35 pages and under may qualify for the Single PDF Process. Submissions over 35 pages will be processed through a different process.*

### Why are the drawing files uploaded as a single PDF?

*We want to make the process as simple as possible for applicants and reviewers. The applicant just uploads a single PDF containing all the drawings, along with the application and supporting documentation.*

*Since Reviewers are only viewing and not making comments in ProjectDox, this also makes it easier to view the drawings.*

### Who do I ask if I have questions?

*Call 503-823-7357.*

### Where can I find additional information?

*An [Applicant Overview](#) of the process can be found on the [Single PDF Process site for Applicants](#).*