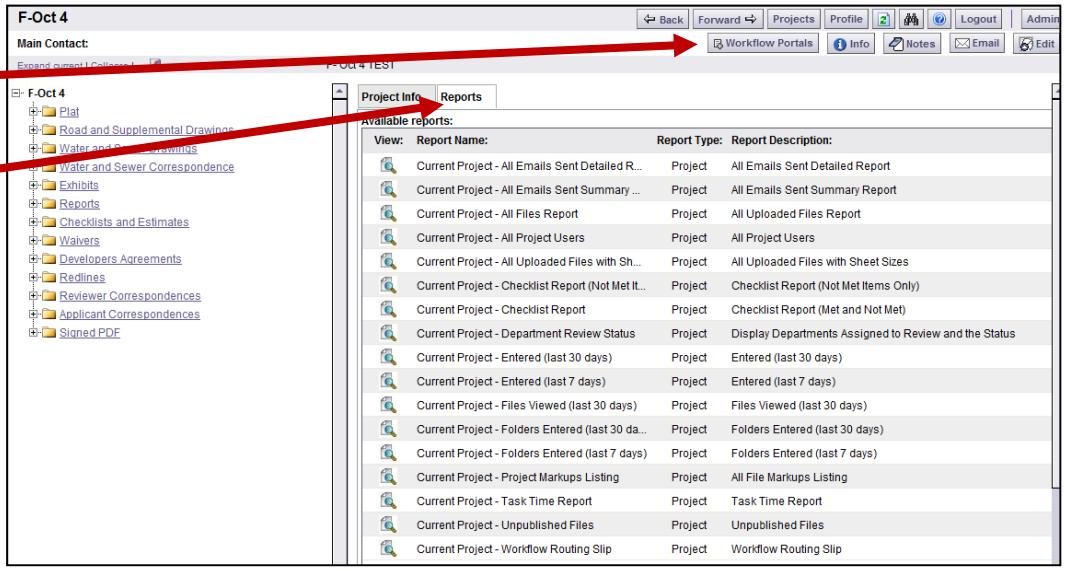
APPLICANT PROCEDURES – PDox V. 2

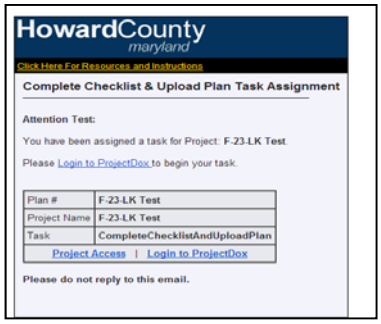
Workflow Portals
(to get to your task)

Reports Tab

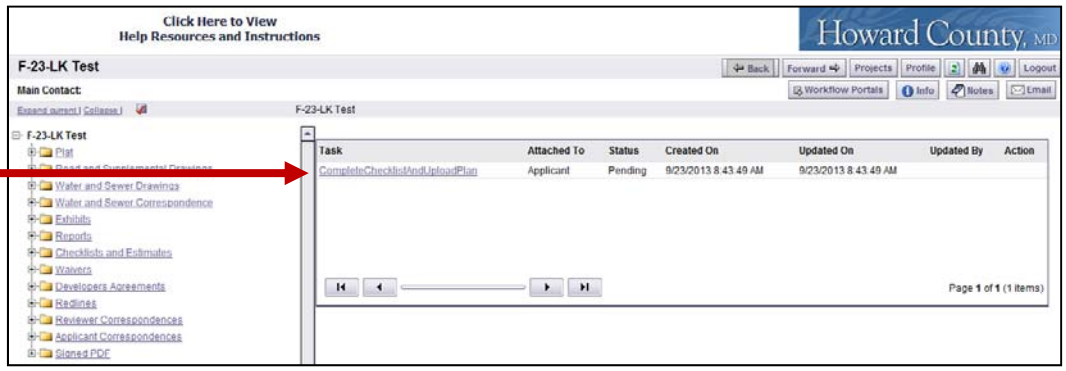
- **Emails Sent**
- **Department Review Status**
- **Routing Slip,**
- **Project Markup Listing, etc.**



You will receive an email to complete your task

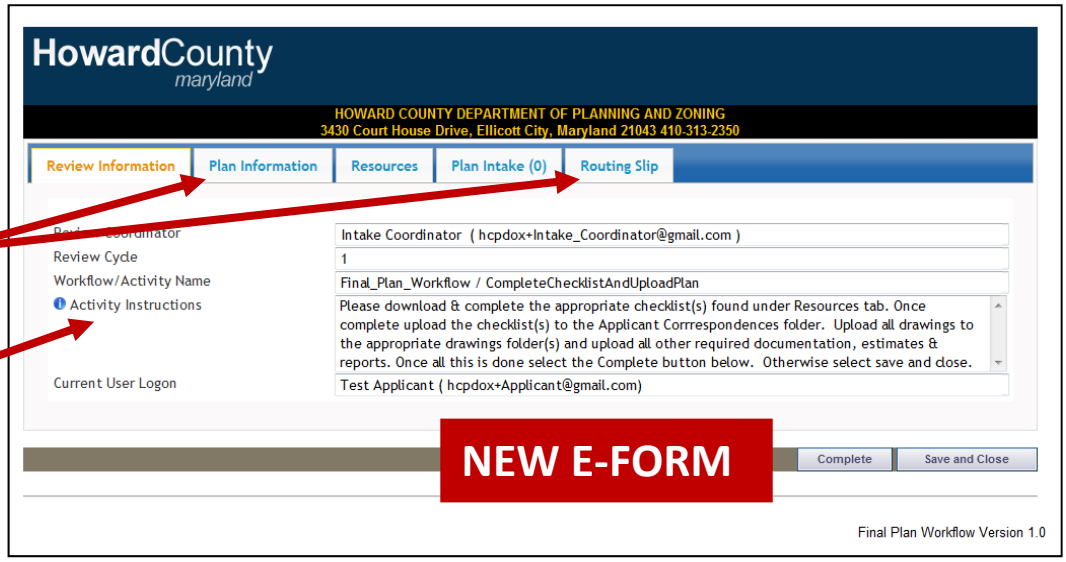


Select **Checklist Task**



Select these tabs for Plan Information and Routing Slip

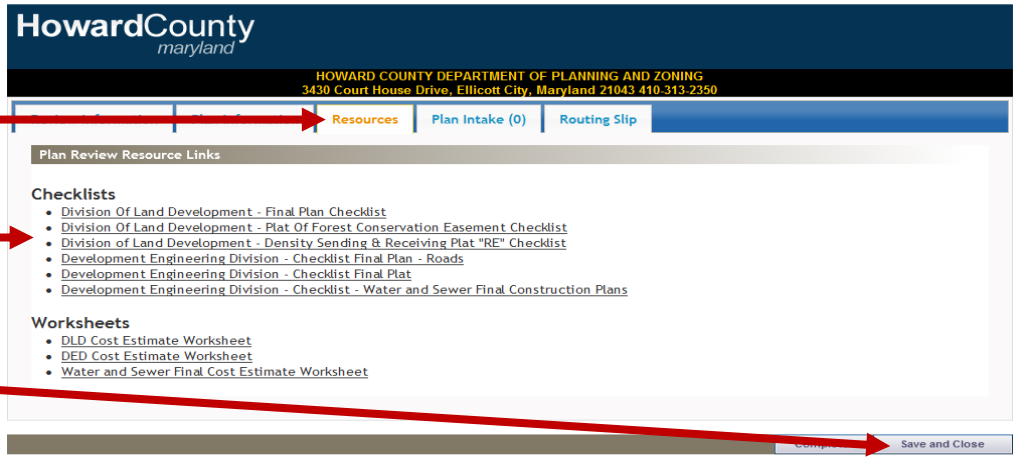
Activity Instructions explains the task that needs to be completed



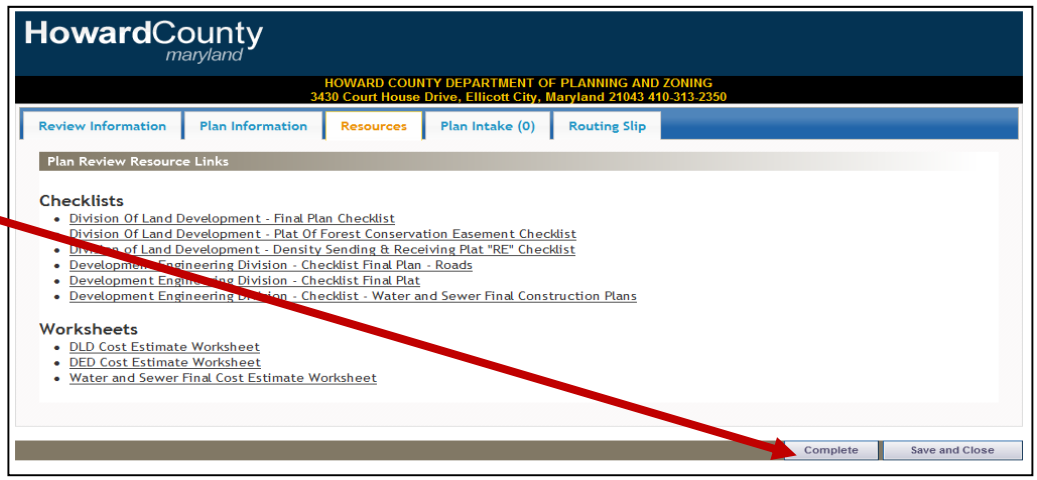
Select **Resources** tab

Download applicable checklists for Land Development and Engineering as well as estimate worksheets

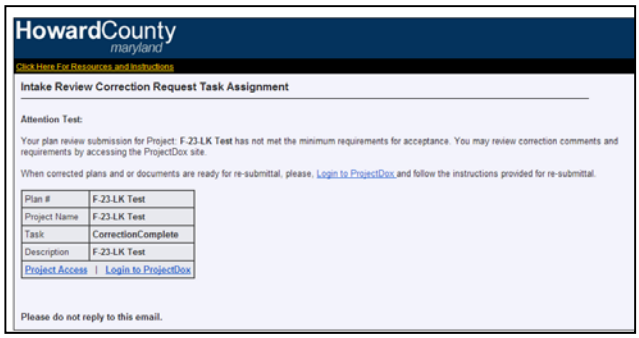
Select **Save and Close** *(to keep your task on your task list until **after** you have uploaded all documentation)*



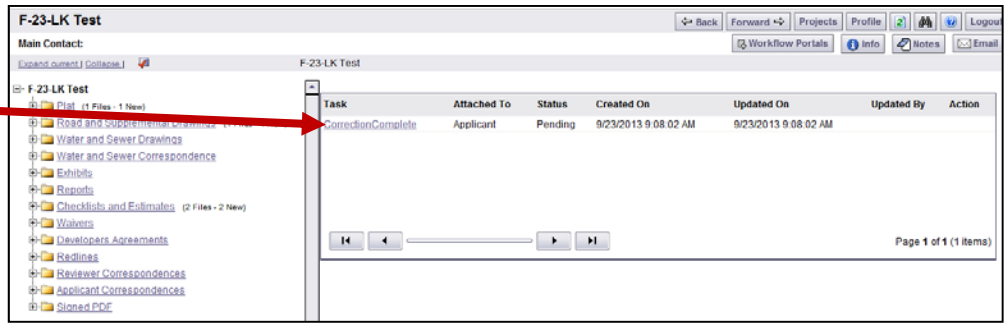
Complete the checklist and worksheets and upload them to the **Pdox Checklists and Estimates** folder. Once all plan drawings and documentation have been uploaded, Select **Complete** to finish your task



If the submission is incomplete, an email is sent notifying you of your Correction Complete task



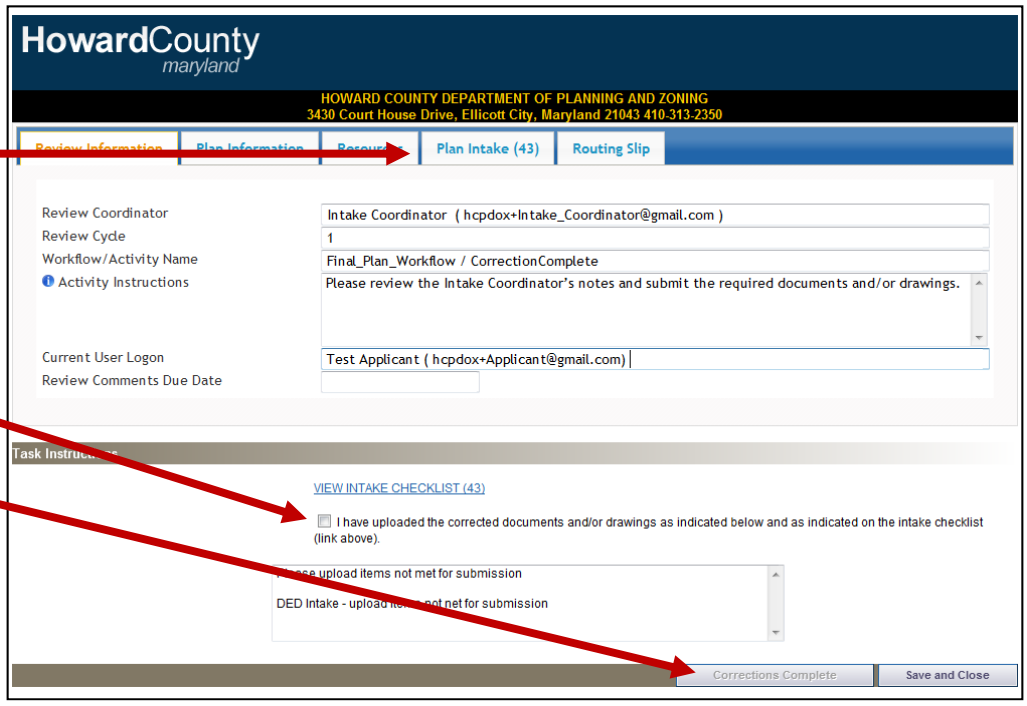
Select **Correction Complete** task



Select **Plan Intake** tab to review a list of missing items

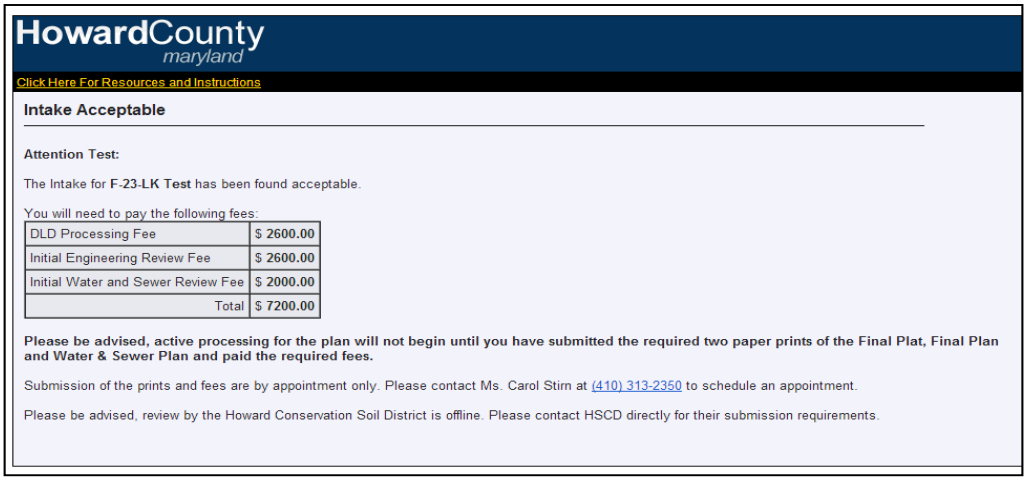
Upload the missing items and complete the task:

- Select Checkbox verifying required items are uploaded
- Select **Correction Complete**



Once your submission is accepted, an email is sent notifying you of fees due and instructing you to make an appointment to pay the fees and submit two paper copies.

NOTE: *Review of the plan will not begin until fees and paper prints are received by DPZ.*



A video tutorial of the steps outlines above and subsequent plan processes can be found by selecting the video tutorials link on under the Manuals and Tutorials tab on the ProjectDox Help Resources page.