Plan Submittal Requirements and Electronic Plan Review

Logan C Wood – Principal Engineering Tech

Alma Quintana – Chief Engineering Tech

EPR Systems

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Civil/Commercial Submittals

WEB Portal

- Plan Review Application
- Online Fee Payment
- Scheduling Inspection

ProjectDox

- Upload Plans/Docs
- Markups/Resubmit
- Download Approved Plans
- Email Engine (Task Completion)

Permitting System

For Staff Only

- Permits
- Holds/Flags/Conditions

New EPR Systems

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Residential Submittals

Shape PHX Customer Portal	• Plan Review Application • Upload Plans/Docs (combined files) • Online Fee Payment • Markups/Resubmit • Download Approved Plans • Schedule Inspections
Shape PHX For Staff Only	• Permits • Holds/Flags/Conditions
Bluebeam For Staff Only	• Staff Review

Pre-Submittal Requirements

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Prior to submitting civil plans, ensure the following items are complete (if applicable):

- An approved site plan (required for commercial civil submittals); staff will obtain site sign-off on residential civil submittals

Prior to submitting building plans, ensure the following items are complete (if applicable):

- Residential will have Site Prelog review in ShapePHX; Commercial requires final site plan and zoning approval
- Salvage permit is closed out with inspections staff
- Grading and/or storm water plan is approved
- Right of way bonds are posted for off-site work

Pre-Log Requirements

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- Use the most current application, Self-Cert forms and checklists
- Self-Cert Application must have both pages uploaded even if sign-offs are not completed
- EPR staff can obtain sign-offs and complete the Water and Sewer Service Info Request Form
- If any plumbing is being revised or installed, a Water Sewer Info Request Form must be uploaded but can be left blank for EPR Team to complete

Commercial/Civil Projects

How to Get Started

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Civil/Commercial Submittals

- Visit the EPR Webpage:

www.phoenix.gov/pdd/onlineservices/electronic-plan-review

  - Announcements
  - Submittal Guidelines
  - How-to Documents

How to Documents

Civil/Commercial Submittals

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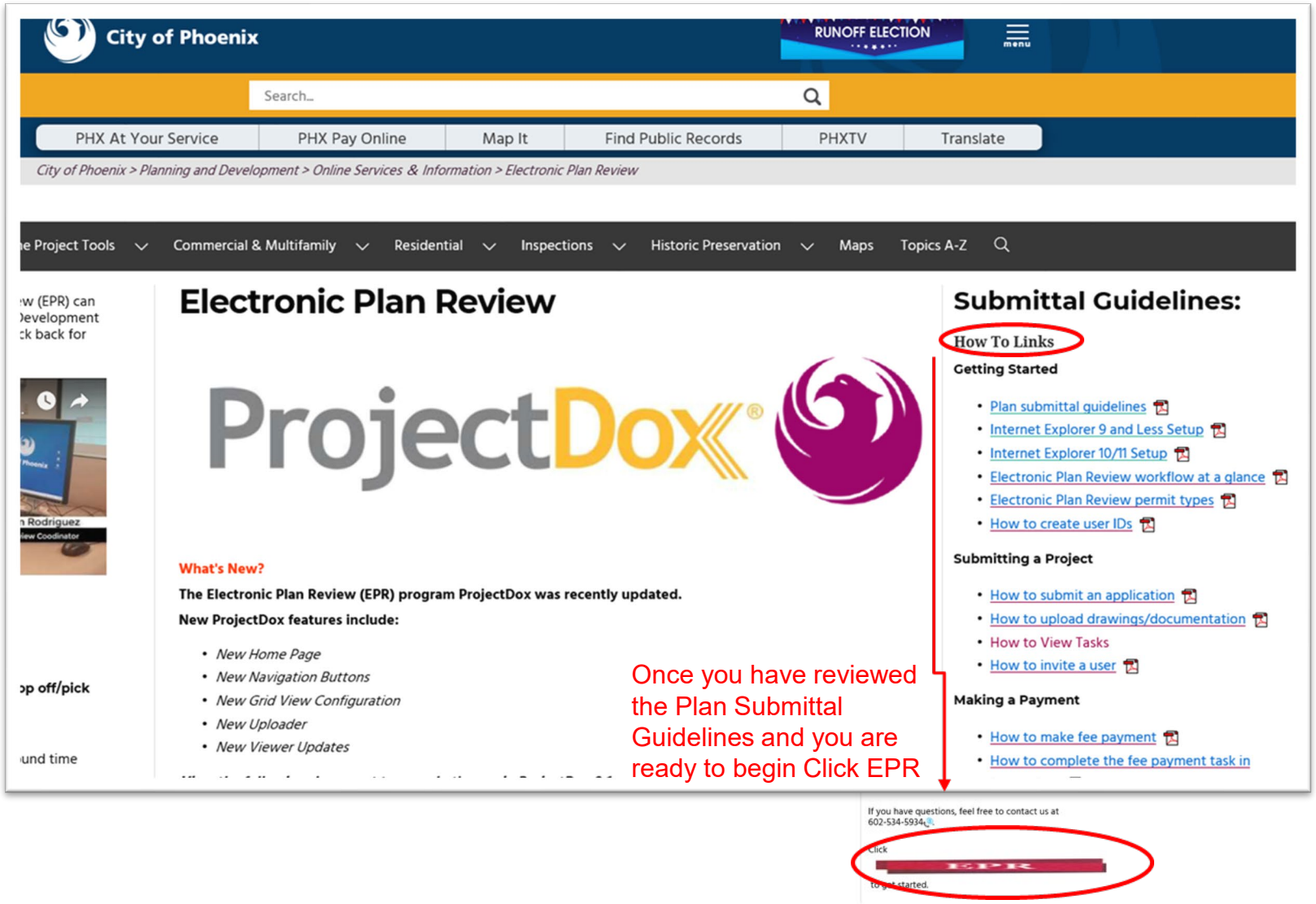

Online Application Example

Civil/Commercial Submittals

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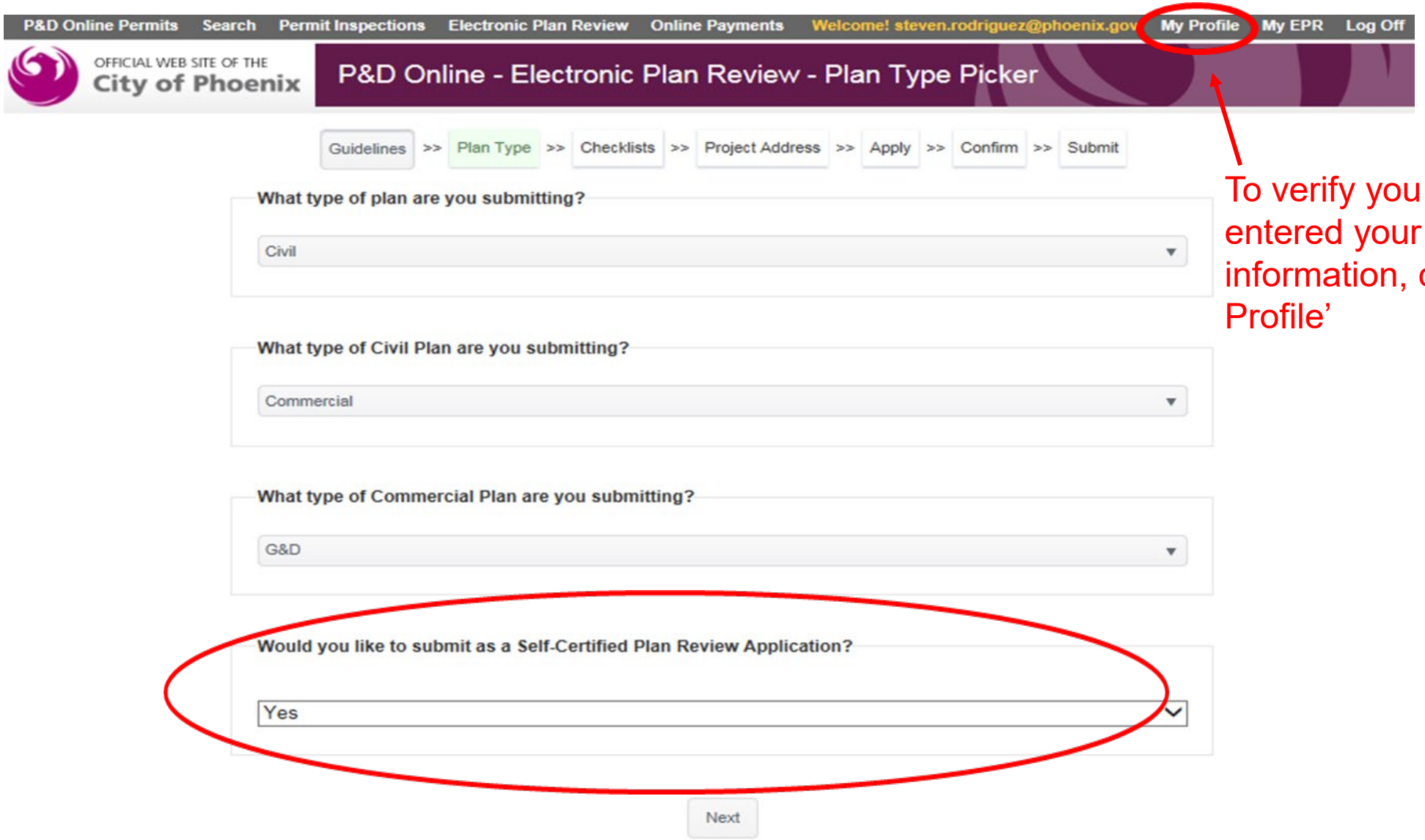


To verify you have entered your Self-Cert information, click 'My Profile'

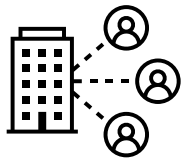
Online Application

Civil/Commercial Submittals

Complete Online Submittal Application

- If you do not get the Self-Certification option when completing the on-line application

Contact EPR Triage Team at 602-534-5933
or epr.support@phoenix.gov



ProjectDox - Upload

Civil/Commercial Submittals

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- Prior to uploading, name files using the information in the EPR Submittal Guidelines

- Files names must have:
  - 3 digit number sheet number and abbreviated sheet name
  - Match the plan Index
  - Not exceed 30 characters including spaces

  - Resubmittals: Sheets must be named exactly as the original sheet (corrected sheets will Version once uploaded~V2 .pdf V2)

Example: **Index:**

Sheet Index	
CS	Cover Sheet
A1.0	Site Plan
E1.0	Electrical Floor Plan
E2.0	Electrical One Line Diagram
S1.0	Structural Details

ProjectDox File Name:

001 CS Covr Sht
002 A1.0 SitePln
003 E1.0 Elec Flr Pln
004 E2.0 Line Dgrm
005 S1.0 Struc Dtl

ProjectDox – Upload cont'd

Civil/Commercial Submittals

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- **Provide 4" X 4" blanks area** in lower right corner of cover sheet
- **Upload into appropriate folder**
- Drawings – Upload plan sheets to be reviewed (each sheet must be a **separate** file)
- Supporting Documents – Upload all calculations, specs and supporting documents
- Reference Drawings – Upload plans for reference (i.e. City approved site plan or grading plan)

If files are uploaded incorrectly, you have access to delete them only at the initial upload using the delete button

Complete the "ApplicantUpload_Confirmation" task to submit project

(Hint: Expand the E-form to select Upload Complete: Upload Complete)

- An Automatic email notification will be sent out if the task is not completed within 24 hours

ProjectDox – How to Search

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Civil/Commercial Submittals

Note: The Search icon next to the Home button is **not** user friendly. **Do Not Use the magnifying glass icon.**
There is no longer an overall search engine.

1. Under the Project Tab, Click All Projects
2. Use the filters under the corresponding Column Title
    a. Project – Query by plan review number
    b. Description – Query by customer's project desciption
    c. Status – Query by Status (Pre-log Reject, Create PR – Kiva, Plan Review, etc)
    d. Create Date – Query by date of last **Task** creation

ProjectDox – Task Tab

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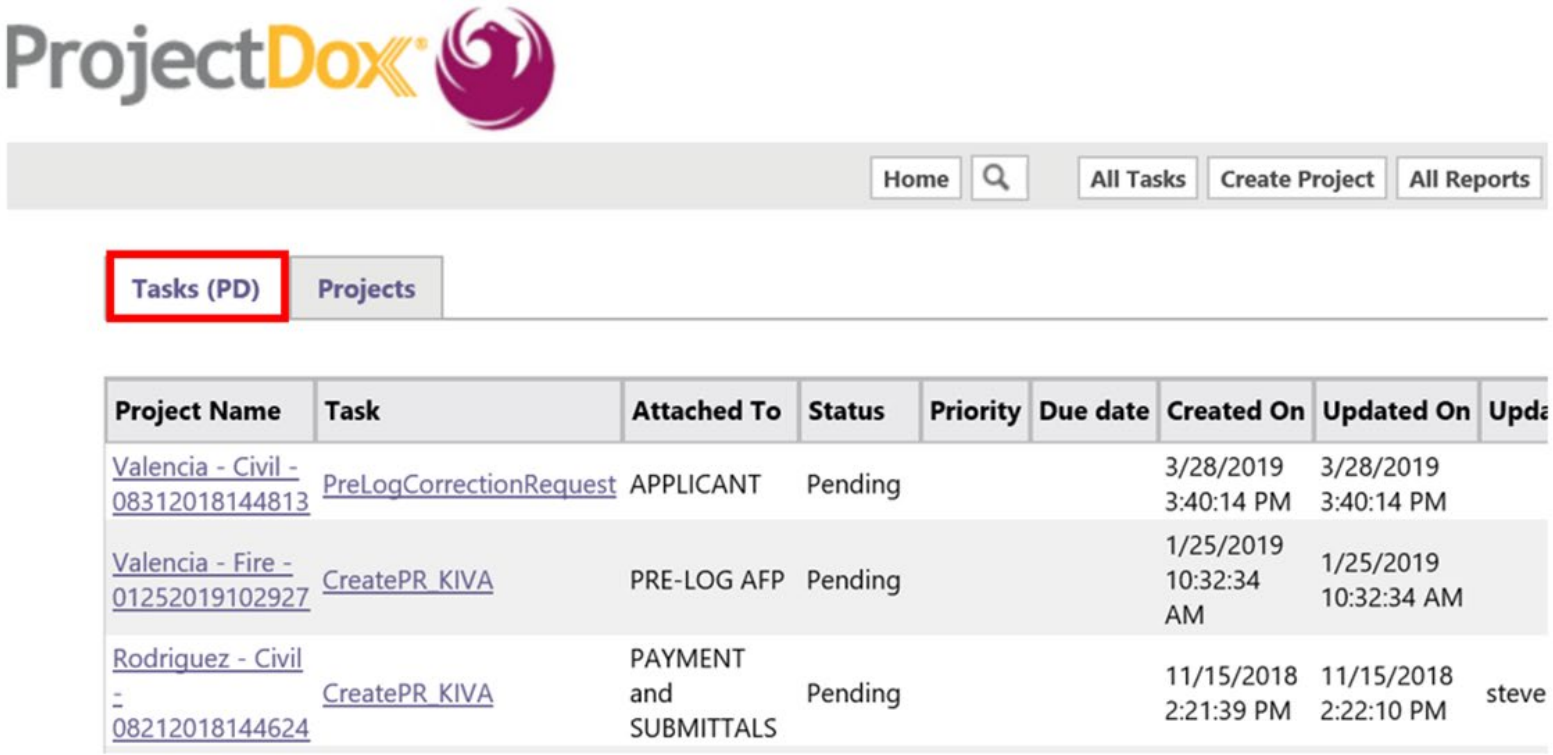
Note: The are no filter or search options in the TASK Tab

1. Sorting is availabe in ascending and descending by clicking the title of the column
2. The Applicant is the responsible party for all Tasks listed under the Tasks Tab (they are not under review by the City of Phoenix)



Project Name	Task	Attached To	Status	Priority	Due date	Created On	Updated On	Upda
Valencia - Civil - 08312018144813	PreLogCorrectionRequest	APPLICANT	Pending			3/28/2019 3:40:14 PM	3/28/2019 3:40:14 PM	
Valencia - Fire - 01252019102927	CreatePR_KIVA	PRE-LOG AFP	Pending			1/25/2019 10:32:34 AM	1/25/2019 10:32:34 AM	
Rodriguez - Civil - 08212018144624	CreatePR_KIVA	PAYMENT and SUBMITTALS	Pending			11/15/2018 2:21:39 PM	11/15/2018 2:22:10 PM	steve

ProjectDox – Tasks and Responsible Parties

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Civil/Commercial Submittals

ProjectDox Task List in Order

		Responsible Party
1.	ApplicantUpload_Confirmation	Applicant
2.	PrelogReview	City of Phoenix (COP) Pre-log Staff
3.	*(PrelogCorrectionRequest – if Prelog is rejected)*	*Applicant*
4.	*(PrelogReview)*	*COP Pre-log Staff*
5.	CreatePR_KIVA	COP EPR Administrative Staff
6.	FeePayment	Applicant
7.	VerifyFeePayment	COP EPR Administrative Staff
8.	*(FeePaymentCorrection – if fees still have not been paid)*	Applicant
9.	*(VerifyFeePayment)*	*COP EPR Administrative Staff*
10.	ScheduleActivities	COP EPR Administrative Staff
11.	DepartmentReview	Plan Review Staff

ProjectDox – Tasks and Responsible Parties cont'd

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Civil/Commercial Submittals

12. ReviewQA……..COP EPR Administrative Staff
13. ReviewComplete……..COP EPR Administrative Staff
14. ApplicantResubmit……..Applicant
15. ResubmitReceived……..COP EPR Administrative Staff
16. *(ApplicantResubmit – if resubmit is rejected)……Applicant*
17. *(ResubmitReceived)……COP EPR Administrative Staff*
18. DepartmentReview……..Plan Review Staff
19. ReviewQA……COP EPR Administrative Staff
20. ReviewComplete……COP EPR Administrative Staff
21. FinalFeePayment……..Applicant
22. VerifyFinalFeePayment……COP EPR Administrative Staff
23. *(FinalFeePaymentCorrection –if outstanding fees or permitting requirements)…..COP EPR Admin Staff*
24. *(VerifyFinalFeePayment)……COP EPR Administrative Staff*
25. BatchStamps)……..COP EPR Administrative Staff

ProjectDox – Fee Payment

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Payment can be made:

- **PDD Online (fastest route):**
  - ✓https://apps-secure.phoenix.gov/PDD/Payments
- **Email:**
  - ✓payments.submittals@phoenix.gov

  Email should include: Plan review number, contact information, and best time to call
- **Phone:** 602-534-5934

ProjectDox – Department Review

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Applicant must complete the "FeePayment" after payment

Plan review staff performs a thorough review of plans and documents

Commonly Missed Items:

- Plans missing registrant seal and/or Self-Certification stamp
  - ✓**EVERY** sheet must contain both a registrant seal and Self-Certification stamp
- **Cover Sheet** must include **owner/contractor notice** and must have the **signed statement: "I hereby certify** that these drawings are prepared by me, under my supervision, or reviewed by me and to the best of my professional knowledge conform to the Phoenix Building Construction Code"
- Missing documents from the **Self-Certification Program Submittal Checklist**

Within 5 business days of payment, the customer will be notified of any missing items or if permit is ready for purchase

- Additional fees may be assessed for each additional hour it takes to complete the intake review

ProjectDox – Final Fee Payment and Approved Plans

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- **Payment Options:** online, phone, email, or in-person.
  - **Note: If a new water/sewer service or right of way bond is required, the applicant will need to contact the Civil Permitting/Water Services Counter to complete the transaction (602) 262-6551 or cws.permits@phoenix.gov**
- The **"FinalFeePayment"** task must be completed once all permit fees have been paid to initiate the batch stamping process. **Allow up to 24 hours to view the Approved plan set.**
- ProjectDox will send an email notifying the applicant when approved plans are available for download.
  - **Plans must be downloaded and printed for jobsite**

EPR ProjectDox – Plan Revisions

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- Complete **new online submittal application**
  - Select Revision to Approved plan under plan type
  - In the “Scope of the Project” state “Revision to (add original plan number & type)” and explain the nature of the revision.
- Upload all applicable revised checklist, plans, and supporting documents
- Complete “ApplicantUpload_Confirmation” task in ProjectDox to initiate the prelog process.
- After payment is made and FeePayment task is completed, city staff performs a limited cursory screening of plans and documents
- Allow to 3-5 business days to process

Key Points to Remember

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- PDD Online Application and ProjectDox are two different systems
  - Though fees are paid in PDD Online App, the FeePayment task must be completed in ProjectDox
- Tasks must be completed after every step

  Project is not reviewable until complete
  - Upload
  - Fee payment
  - Resubmittal
- Revised and corrected plans must have EXACT SAME file name as the original so it “versions” and plans are comparable
- For EPR “How to Documents” visit:
  - https://www.phoenix.gov/pdd/onlineservices/electronic-plan-review

Residential Projects

How to Get Started

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Residential Submittals

- Visit the Shape PHX Webpage:

www.phoenix.gov/pdd/SHAPE-PHX

  - FAQs
  - Submittal Guidelines
  - How-to Documents

How to Documents

Residential Submittals

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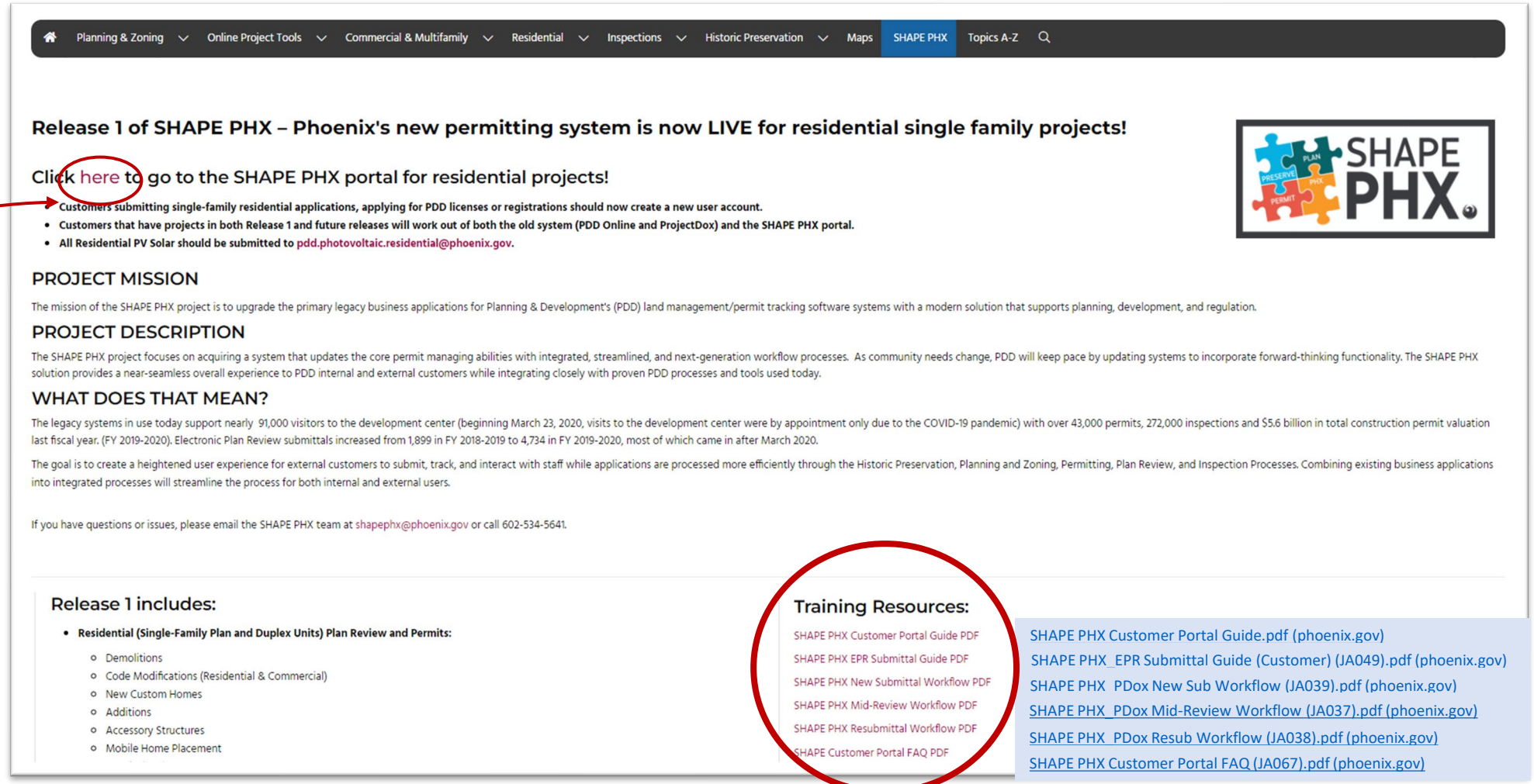
Once you have reviewed the Training Resources and are ready to submit, click ‘here’.



SHAPE PHX Customer Portal Guide.pdf (phoenix.gov)
SHAPE PHX_EPR Submittal Guide (Customer) (JA049).pdf (phoenix.gov)
SHAPE PHX_PDox New Sub Workflow (JA039).pdf (phoenix.gov)
SHAPE PHX_PDox Mid-Review Workflow (JA037).pdf (phoenix.gov)
SHAPE PHX_PDox Resub Workflow (JA038).pdf (phoenix.gov)
SHAPE PHX Customer Portal FAQ (JA067).pdf (phoenix.gov)

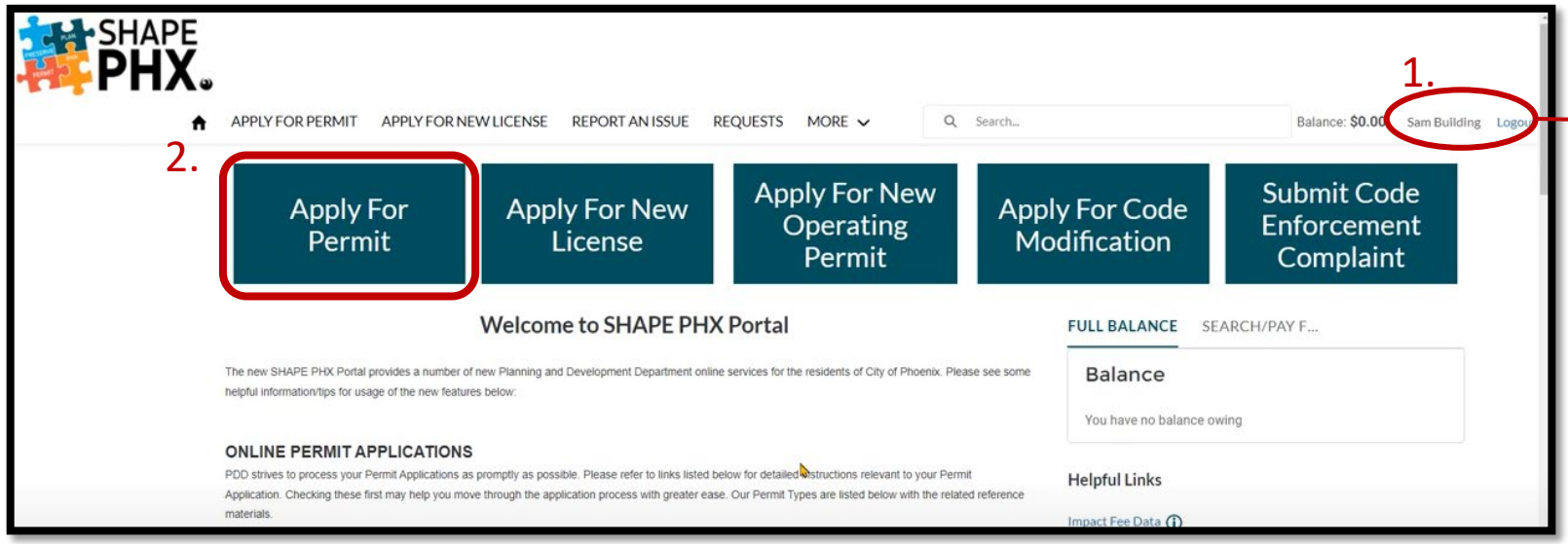
How to Videos

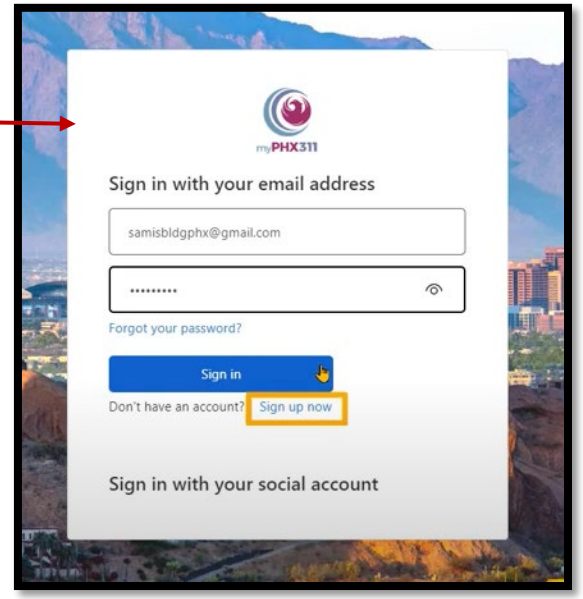
Residential Submittals

- Create A Shape PHX account
  - How to Create a SHAPE PHX Account | Planning and Development Department – YouTube
- Apply for a Permit
  - Submitting your SHAPE PHX permit | Planning and Development Department – YouTube
- Make Payment
  - How to make a payment in the Shape PHX portal | Planning and Development Department – YouTube
- View Markup Files
  - How to View Mark-ups | Planning and Development Department – YouTube
- Resubmit
  - Resubmitting electronic plan review docs in SHAPE PHX portal | Planning and Development Department - YouTube

Shape Phx - Upload

Residential Submittals





1. Please be sure that you are logged into your account prior to applying for the permit. There is limited access to all options when you are not signed in.

2. Click ‘Apply For Permit’ when you are ready to submit for your Residential project.

[Submitting your SHAPE PHX permit | Planning and Development Department - YouTube]

Shape Phx - Upload

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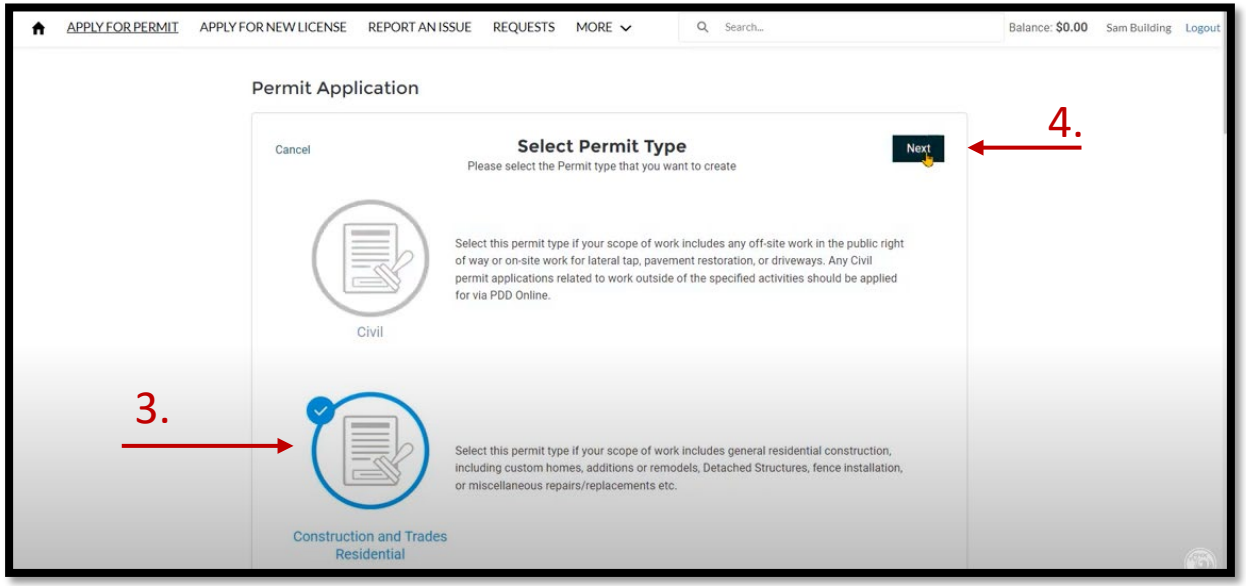
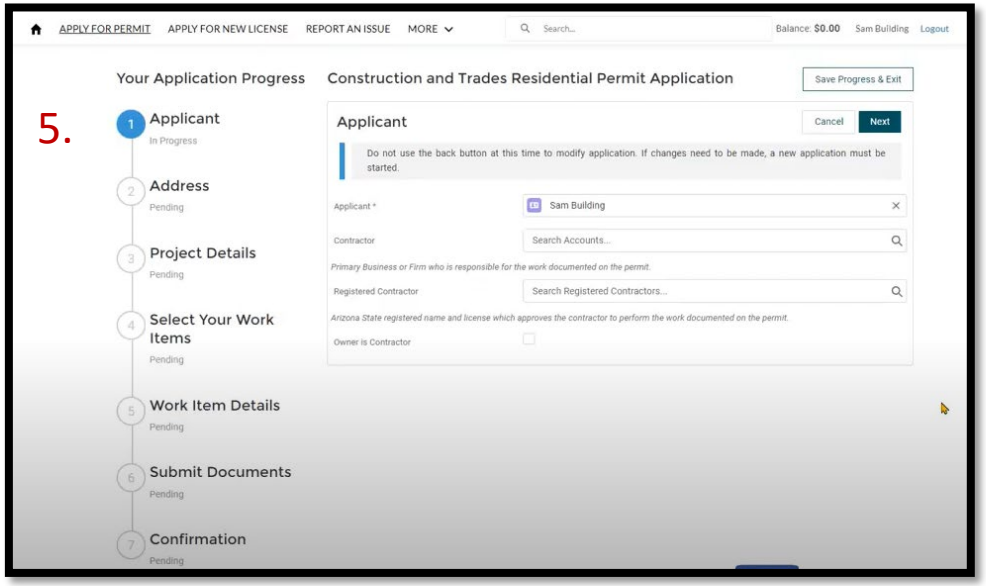
Residential Submittals





3. Choose the Permit Type
4. Click ‘Next’
5. Complete 1-7 of the application process

Shape Phx - Upload

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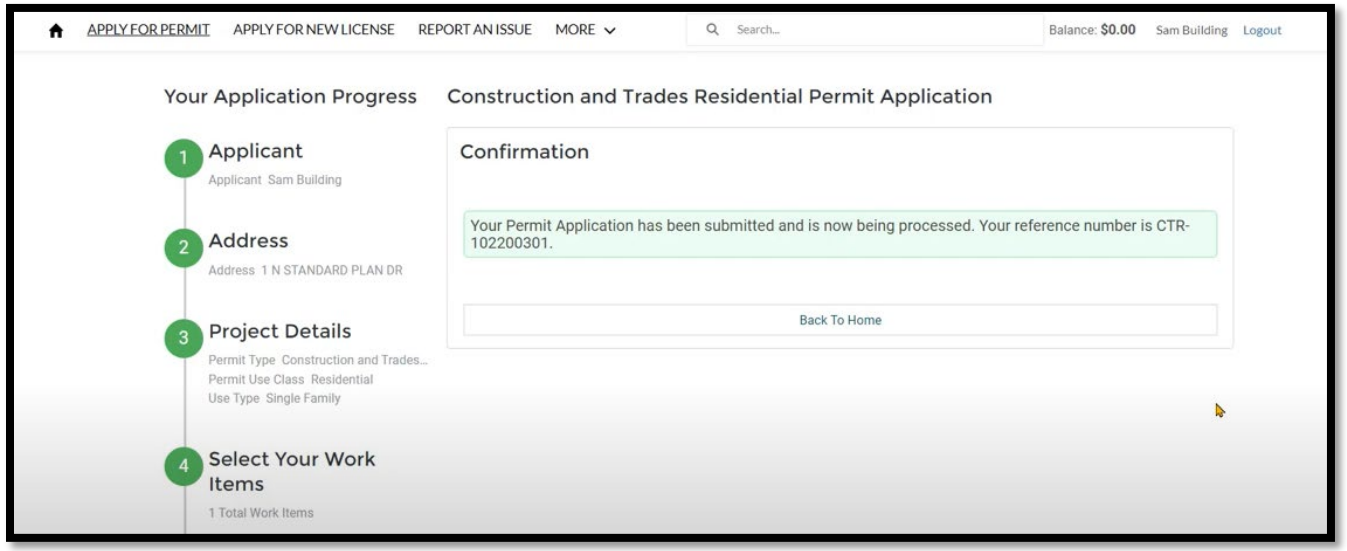
Residential Submittals

- Once you confirm all information is complete, you will receive a notification that the permit application has been submitted with the permit reference number.



Shape PHX – Fee Payment

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Residential Submittals

Payment can be made:

- Shape PHX Customer Portal (fastest route)
  - https://shapephx.phoenix.gov/s/
- Email
  - payments.submittals@phoenix.gov

  Email should include: Plan review number, contact information, and best time to call

Phone

- 602-534-5934

Shape PHX – Fee Payment

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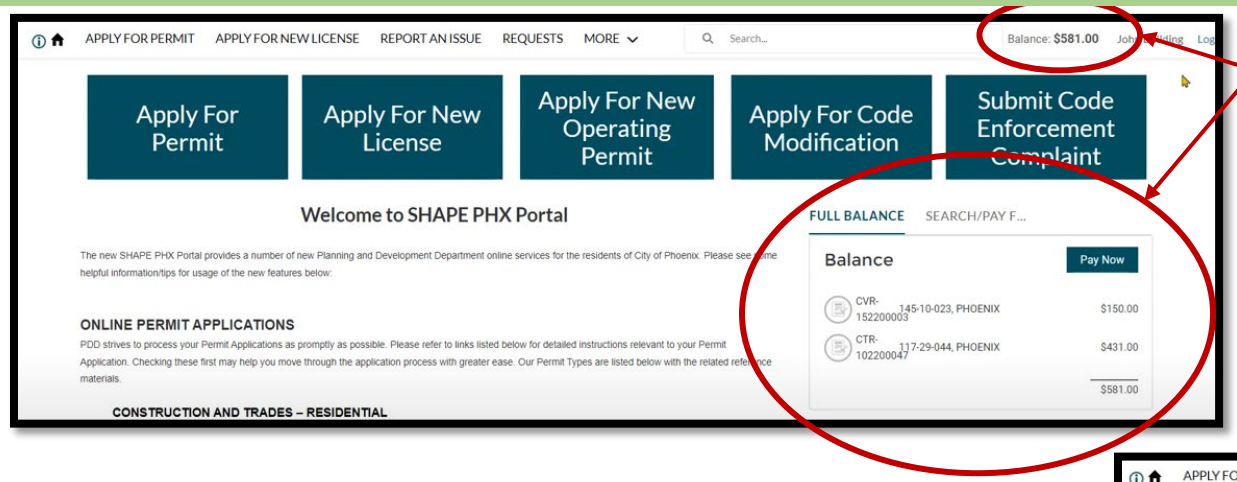
Residential Submittals



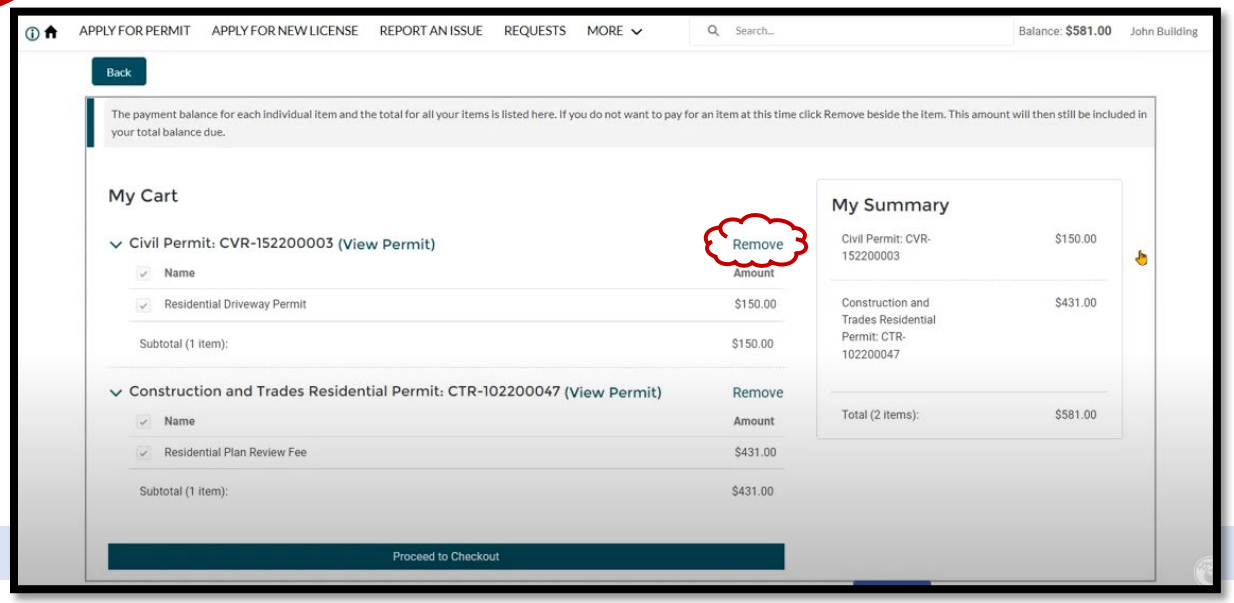
Pending balance of all projects can be found on the homepage in two locations.

Click ‘Pay Now’ when you are ready to make a payment.

You will be redirected to your cart to view totals.

You also have the option to remove a permit from your cart if you are not ready to pay.

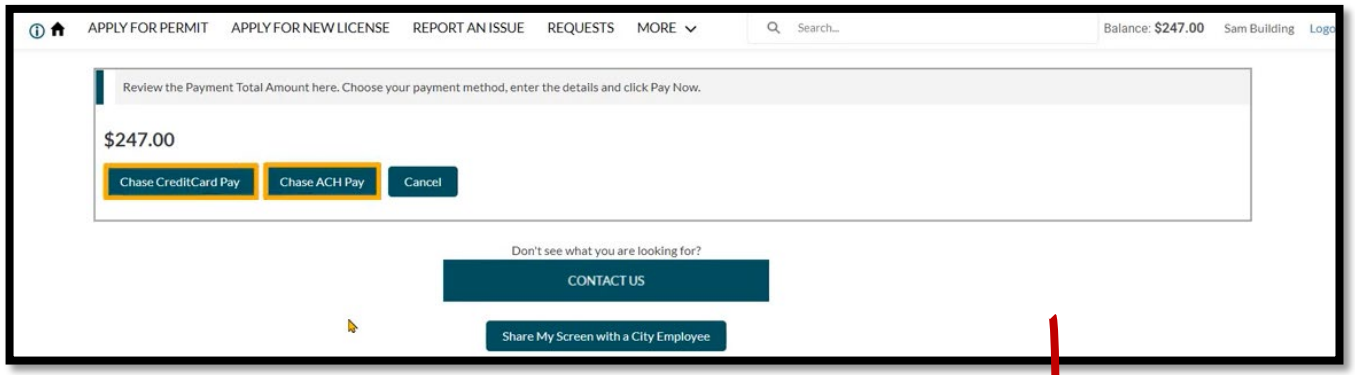
Ready to continue to payment? Click ‘Proceed to Checkout’

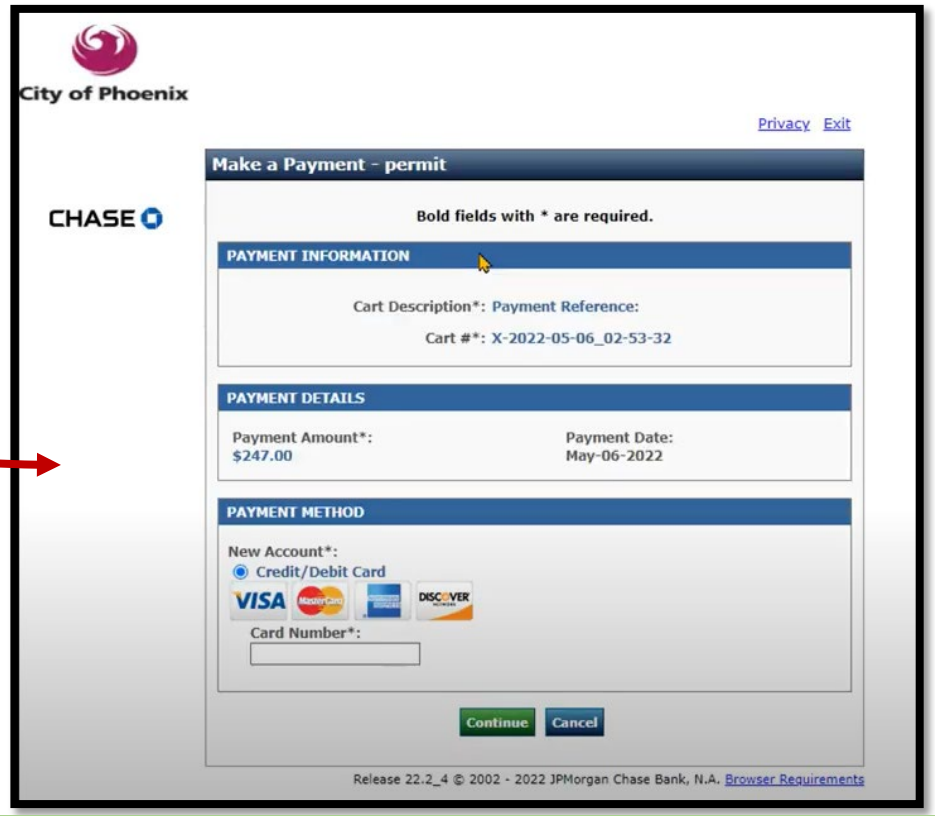


How to make a payment in the Shape PHX portal | Planning and Development Department - YouTube

Shape PHX – Fee Payment

- You will have two options to pay online: Chase CreditCard Pay or Chase ACH Pay
- Once that is selected, you will then enter the card information.





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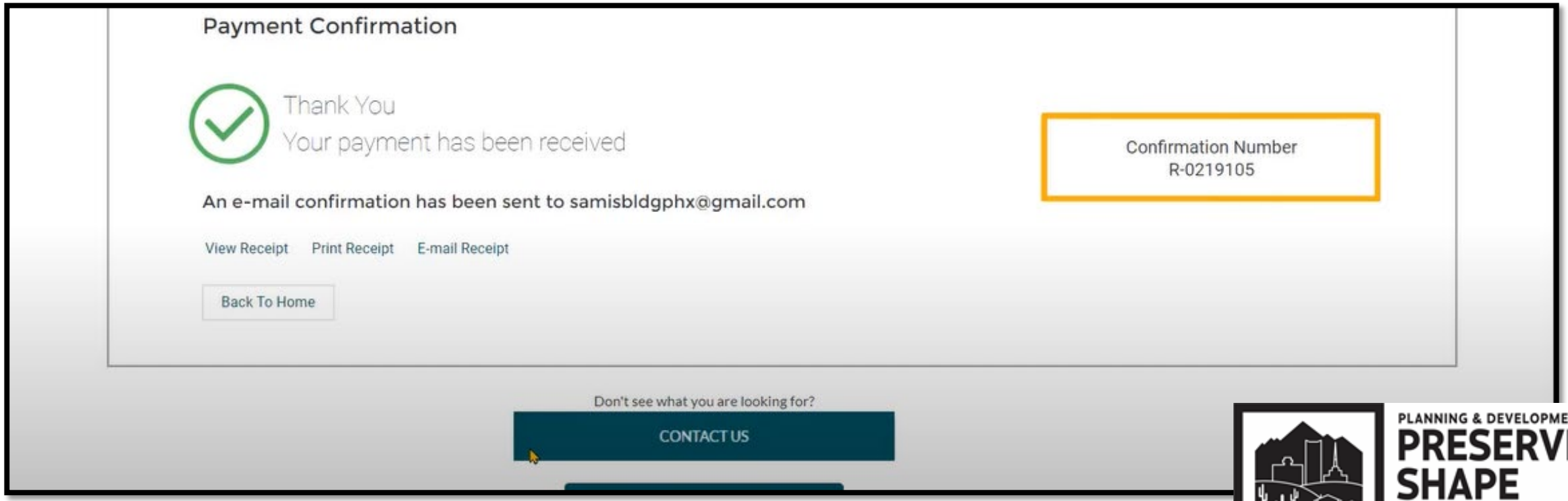
Shape PHX – Fee Payment

- Once payment is processed, you will receive a confirmation message which includes:
  - Confirmation/Receipt number
  - Additional confirmation notice to provided email
  - Options to retrieve the receipt (View, Print, or E-mail)



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Audits

- All automatic and random audits are processed electronically.
  - If, for whatever reason, the Team Leader requests a paper copy, the applicant will be notified.

- Inspections can still take place but if there are any corrections, these changes must also be made on site.

- Final inspections **cannot** be scheduled nor the CofO/CofC be issued until the audit is approved and provided to the inspector(s)

Questions?
EPR Triage Team
Email: epr.support@phoenix.gov
Phone: 602-534-5933

PROJECTDOX SUPPORT and CIVIL INTAKE

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SITE PLANNING REVIEW
(Setbacks & Lot Coverage)

Pdd.siteplanning@phoenix.gov
602-534-6592

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