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[add'l text, etc.]

E-mail:

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Step #1 - Log in to ProjectDox.

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VIDEO SERIES

[GETTING STARTED](#) || [ACCEPTING A TASK](#) || [DOWNLOADING APPROVED PLANS](#)



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ELECTRONIC PLAN REVIEW | Washington County Department of Land Use & Transportation

Standard Task List **Tasks** Projects

Refresh Save Settings

ACTION	TASK	PROJECT	GROUP	STATUS
Accept	Prescreen Corrections Task	BLDG-2100446	Applicant	Pending

1 - 1 of 1 records

Step #2 - Select the 'Tasks' tab, if not already selected by default.

Step #3 - Click on 'Corrections Task' link which will open the Eform.

STEP 1 of 4: See Reviewer Comments and provide information as required

Resolve Review Comments ?

Unresolved Comments: 1
 Info Only Comments: 1
 Files with Markups: 0

Plan Review: [Review Comments](#) [Learn how](#)

Step #4 - Click on 'Review Comments' button.

NOTE: If desired, instructional video available

SEE NEXT PAGE

Step #5 - See Reviewer Comment(s).
Notice 'INFO ONLY' comment. This comment **does not** require a response.

NOTE: If desired, instructional video available.

ProjectDox - ProjectDox - Test 9.2.8.909 - Work - Microsoft Edge
https://sbwcepr9.washington.or.us/ProjectDox/WebUI/Project/ProjectCorrections?projectID=13041&wflowTaskID=8116

Dept: Show All Status: Show All Response: Show All Search: Close Window
Type: Show All Cycle: Show All Time: Show All

Refresh Learn how

[Add Comment / Ask Question](#) **Please enter your responses** ?

Ref.#	Permit Technician	Jeff Shelby	11/15/21 1:12 PM	Type your response here.
Unresolved	Site/plot plan drawn to scale (No larger than 11" X 17"). The plan must show lot and building setback dimensions; property corner elevations (if there is more than a 4-ft elevation differential, plan must show contour line at 2-ft intervals); location of easements and driveway; footprint of structure (including decks); location of wells/septic systems; utility locations; direction indicator; lot area; building coverage area; percentage of coverage; impervious area; existing structures on site; and surface drainage.			Step #6 - Provide applicant response(s) for each comment, as applicable.
Checklist Item				
Ref.# 2	Permit Technician	Jeff Shelby	11/15/21 1:12 PM	No response required.
Info Only	Prior to issuance of permit CWS or HHS approval letter is required to be submitted.			
Comment				

SEE NEXT PAGE

STEP 2 of 4: Upload all required plans and documents

Version Upload for: BLDG-2100446 

Select "Versioned Files" to upload files as new version updates for files previously submitted and received.
Select "New Files" to upload any additional new file into this project as requested.

Versioned Files New Files

Are your updated files named exactly the **same*** as the prior versions?

Yes

No

[Learn how](#)

* *"name-v2.pdf" is not an "exact" file name match to "name.pdf"*

Please click appropriately for the **type of files** you are uploading.

[Learn how](#)

Upload Drawings

Upload Documents

Uploaded files:

Select folder to open file list.

- ▶  Drawings (1 - 1 New)
-  Documents
-  Reviewer Attachments

Step #7 - Choose whether new files to be uploaded are identical to existing.

NOTE: If desired, Instructional video available

SEE NEXT PAGE

File Upload - Work - Microsoft Edge
https://sbwcepr9.co.washington.or.us/ProjectDox/Html5Upload.aspx?ProjectID=13041&FolderID=18763&Butto...

ELECTRONIC PLAN REVIEW Washington County Department of Land Use & Transportation Close Window

Upload File Versions

Project: **BLDG-2100446**

Select: **All Project Files** All project files **that may** require new ver **Files w/Markups** **All Project Files** Start Upload

Drawings\001 1.0 Elevations.pdf Select File

Orange files are **new uploads**
Blue files are new **version uploads**
Red files appear to be same as previously uploaded (**will likely be discarded**)

Step #8 - For files that are not named identically to existing, select from drop-down menu to display desired file(s) that you want to choose from.

Step #9 - Select desired file(s) to be replaced, and then choose new file to version over existing.

File Upload - Work - Microsoft Edge

https://sbwcepr9.co.washington.or.us/ProjectDox/Html5Upload.aspx?ProjectID=13041&Folder1ID=18763&Butto...

ELECTRONIC PLAN REVIEW Washington County Department of Land Use & Transportation

Close Window

Upload File Versions

Project: BLDG-2100446

Select: All project files **that may** require new versions

Start Upload

 **002 2.0 Foundation Plan.pdf is new version** 0B/330.53KB 



Orange files are **new uploads**
Blue files are new **version uploads**
Red files appear to be same as previously uploaded (**will likely be discarded**)

Step #10 - Select 'Start Upload' button.

STEP 3 of 4: Check to confirm you have completed this task and are now ready to submit

Confirmation 

*I have uploaded all required drawings and/or documents *Required

Step #11 - Read and 'Check' box after all required files have been uploaded.

Step #12 - Select 'Submit' button.

STEP 4 of 4: Click the "Submit" button below to complete your task

Submit

Close

• Upload confirmation for BLDG-2100446



• washcoeprpds@co.washington.or.us

To: pdoxuser@yahoo.com



External images are now more secure, and shown by default. [Change in Settings](#)

ELECTRONIC Washington County
PLAN REVIEW Department of
Land Use & Transportation

UPLOAD COMPLETED

Hello Jeff,

The following files have been received for project - **BLDG-2100446 : PDOX User Invite**

Files received:

1. 001 1.0 Elevations.pdf

Please do not reply to this email.

NOTE: After successful submission, you will receive a confirmation email stating that your file(s) have been received for review. If you do not get this email, check your spam folder.

END OF DOCUMENT