

Engineering Division

ProjectDox Instructions

Electronic Plan Review and Submission

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ProjectDox Guide for Engineering

Electronic Plan Submission

Please complete the following prior to getting started:

1. Download an engineering application from the Engineering Department website. Fill out the application in its entirety. Ensure that the application is notarized.
2. Review the standards for naming conventions, documents required, border spacing, file formats accepted below.

Standards

Standards allow for easy identification of drawing by naming convention, vector file types in order to facilitate the most efficient review, color coding of comments for visual identification of departments and so on.

Files Required

1. Drawing Files- all required drawings as well as an index page following Town standards for submission (along with other information required by the Town's checklist).
2. Supporting Document files- all other files that are required as part of the application submission that are not drawing files (i.e. easement letter, certifications, geotechnical reports, etc.)
3. Upload a notarized engineering application marked permit or plan review. Note plan review applies when an executed contract is not in place.
4. When applying for permit, include all required contractor information listed on page 2 of the application.
5. For projects that include drainage, submit written documentation of district approval and drainage calculations.
6. Applicable permits obtained from other regulatory agencies.
7. Refer to the checklists on the Engineering website by project type for additional information.

File Naming Standards

1. List the sequence to get the plans in order with three digits. Example: 001, 002, 003, etc. This should match the order of the index of drawings from cover page.
2. List the drawing type SURVEY, PLAT, SITE, (Paving, Grading & Drainage) PGD, SWPPP, (Water & Sewer) WS, DETAILS, (Photometric) PH, etc.
3. The actual page/sheet number in the bottom corner of the drawing, S-1, C-1, PH-1, etc.
4. Use a hyphen in between the three parts of information in the file name.

Examples:

001-SURVEY-SU-1

001-PGD-P-1

001-PHOTO-PH-1



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Border Standards

Top right corner of **all drawings** must be reserved for the Town of Davie electronic stamp. Leave the top right corner completely blank.

- Dimensions: 3" width x 4" height

Sheet List Table	
Sheet Number	Sheet Title
1	COVER SHEET
2	GENERAL NOTES & SPECIFICATIONS
3	KEY SHEET
4	DEMOLITION PLAN
5	DEMOLITION PLAN
6	DEMOLITION PLAN
7	PAVING GRADING AND DRAINAGE PLAN
8	PAVING GRADING AND DRAINAGE PLAN
9	PAVING GRADING AND DRAINAGE PLAN
10	PAVEMENT MARKING AND SIGNAGE PLAN
11	PAVEMENT MARKING AND SIGNAGE PLAN
12	PAVEMENT MARKING AND SIGNAGE PLAN
13	DETAILS
14	DETAILS
15	DETAILS
16	CROSS SECTIONS
17	SIGNALIZATION COVER SHEET
18	SIGNALIZATION KEY SHEET
19	SIGNALIZATION PLANS

BCTED 121018000
TOWN OF DAVIE
ENGINEERING DEPARTMENT
2018-00030-100
Engineering
1

This plan is hereby approved with the condition that every applicable rule, regulation or ordinance of the Town of Davie, Broward County and the laws of the State of Florida will be complied with.

Date: 02/24/2020

BY:

File Type Standards

Supporting files may be in the following formats: Microsoft Word, Excel, Powerpoint, or PDF. Please submit searchable PDF files for calculations, reports, and other supporting documentation (non-drawing files).

Only DWG, DWF, DGN, DXF, or vector PDF files will be accepted for drawings. AutoCAD software is commonly used to create drawing files. If PDF is the preferred file type, it is recommended that drawings created in AutoCAD are converted to Vector PDF by using the Autodesk Vector Graphic Converter "DWG to PDF.pc3 plotter driver."

Preparing Files for Upload

1. Each drawing sheet must be **individually** uploaded and saved in PDF vector file.
2. Drawing must be uploaded in landscape orientation (horizontally).
3. Documents must be uploaded in PDF multi-page portrait orientation (vertically).
4. Corrections/Revised Files should always be re-submitted with the **SAME FILE NAME** as the original submittal. This keeps the plans in order and it allows the plan reviewers to know a revised sheet has been submitted.

Note: Only drawings should be uploaded to the drawings folder. All other files need to be uploaded to the document folder.



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Markup Name and Color Standards

Standard markup names and colors will be used for each reviewing department for easy identification. A markup can have one or more “changemarks”. Changemarks are created to quickly identify a markup and associated comments.

MARKUP NAME	MARKUP COLOR
Landscape	Dark Green
Engineering	Dark Blue
Planning & Zoning	Yellow
Utilities	Light Blue

Login to ProjectDox

When your application is processed at the counter and input into the New World Systems permitting system, an ePlans Review invitation will be sent to your e-mail address. The e-mail will contain your login information and information about your project, including a link to the project.

New Users

1. Prior to logging into the Project Dox application, the following actions must be completed:
 - a. Disable pop-up blocking for the ProjectDox web address (<https://projectdox.davie-fl.gov/projectdox>). The indicator that this has not been done will occur when you type in your login and password, then hit the Login button and the page immediately disappears. It is not uncommon to have more than one pop-up blocker installed (Internet Explorer, Google Chrome, etc.). Once the ProjectDox site is allowed, you will be able to utilize the application.
 - b. The login page has a MSI (Microsoft Silent Install) component required to install all the necessary ProjectDox ActiveX controls. This installation will only need to be done once; if you utilize a different computer it will require another installation for each unique computer. The link to the component install is shown below.
2. To sign in, enter your e-mail address and temporary password (first time use) and click the Login button.
3. Enter your new password and reconfirm the new password, personal account information. Yellow highlighted fields are required but a full Profile record is ideal, then click the Save button in the middle of the screen.

Existing Users

If you are a returning user, login to ProjectDox Review with your full e-mail address and password. If you have forgotten your password, click on the “Forgot Password” button and a temporary password will be e-mailed to you. This will only work if you have already logged in once and have added a security question and answer.



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Uploading Files

Click on the New Tasks tab and accept the task.

The screenshot shows the ProjectDox interface for project 2020-00030102. On the left, a navigation tree shows folders for Drawings, Documents, and Approved. The main area is titled "ProjectFlow Task List" and contains a table with the following data:

TASK	PROJECT	INSTANCE	GROUP	ASSIGNMENT TYPE	STATUS
Applicant Upload Task	2020-00030102	2020-00030102 - 4/7/2020 8:03:28 AM	Applicant	FirstInGroup	Pending

Below the task list is a "Workflow Instances" table:

NAME	COORDINATOR GROUP	STATE	INTEGRATION MODE	VERSION
2020-00030102 - 4/7/2020 8:03:28 AM	Review Coordinator	Active	Production	Initial Version (Version 1)

Click on the folder that you will be uploading to; select Drawings folder for drawings or the Documents folder for supporting documents. Select Files to Upload. Browse for files and click upload files.

This screenshot shows the file upload process in ProjectDox. A "Task Instructions" dialog box is open, with the "Select Files to Upload" button highlighted. The main interface shows the "Browse For Files" dialog box, where two files are listed for upload:

- File 1: .pdf, 08/259.62KB
- File 2: [Name obscured], 08/5.82MB

The "Upload Files" button is highlighted in red. The background shows the project navigation tree with the "Drawings" folder selected.



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Click View Folders to return.

Project: 2020- [redacted]

Select your files to upload to this folder:

Select Files to Upload **View Folders**

2020-00 [redacted] Documents

[redacted].pdf X

Read and acknowledge the checklist items.

Project: 2020- [redacted]

Select destination folder for files:

2020- [redacted]

- Drawings (3 Files - 3 New)
- Documents (1 Files - 1 New)
- Approved

- Drawing was individually uploaded and saved in PDF vector file.
- Drawing was uploaded in landscape orientation (horizontally).
- Documents were uploaded in PDF multi-page portrait orientation (vertically).
- Border standards required for all drawing files - Top right corner of all drawings must be reserved for the Town of Davie electronic stamp. Leave the top right corner completely blank - dimensions: 3" width x 5" height.

Upload Complete

Once the task is complete, remember to click Complete Upload.



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Security Timeout

Due to security and resource concerns, the system will automatically sign you out after 90 minutes of inactivity. When you are ready to resume working with the system, click any button on the screen. The system automatically loads the login page for you. You can also close the web browser window and reload the login page manually in a new browser window.

Prescreening

Prescreening is a cursory review of your uploaded documents in preparation for formal review. This may be performed by the Permit Clerks for most types of permits/projects. Allow a minimum of 48 business hours after you have uploaded your documents for the Prescreening process to take place. If there are questions or missing items from your submittal, you will receive a "Prescreening Rejection" e-mail with instructions on the changes requested and how to resubmit.

If all the document requirements have been met, the project will move forward to the Review process.

Change Notification and Plan Resubmit

Review Requested Corrections

If corrections are requested following the formal review cycle(s) of your drawings, follow the steps below:

1. The applicant will receive an e-mail notification from the Plan Reviewer requesting revised documents.
2. Click the link to access the corrections/comments in ProjectDox.
3. Login to ProjectDox.
4. Click on the Project Reports icon located on the top right corner.
5. Then click on the magnifying glass symbol to the left of Project Details Report.



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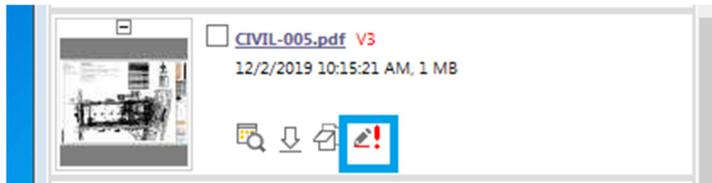
Home Q All Tasks GStream A
Project Reports Project

Engineering

View	Report Name	Report Type	Report Description
	Current Project - All Emails Sent Detailed Report	Project	All Emails Sent Detailed Report
	Current Project - All Emails Sent Summary Report	Project	All Emails Sent Summary Report
	Current Project - All Events Report	Project	Logged Events For a Project By Date
	Current Project - All Files Report	Project	All Uploaded Files Report
	Current Project - All Group Users	Project	All Project Group Users
	Current Project - All Uploaded Files with Sheet Sizes	Project	All Uploaded Files with Sheet Sizes
	Current Project - Discussion Board Report Expanded	Project	Discussion Board Report
	Current Project - Discussion Board Report	Project	Discussion Board Report
	Current Project - Files Viewed By Date	Project	Files Viewed By Date
	Current Project - Folders Entered By Date	Project	Folders Entered By Date
	Current Project - Project Markups Listing	Project	All File Markups Listing
	Current Project - Unpublished Files	Project	Unpublished Files
	Current Project - Users Entered By Date	Project	Users Entered By Date
	ProjectFlow - Changemarks	Workflow	The Changemarks Report displays all changemarks for a workflow.
	ProjectFlow - Checklist Items	Workflow	The Checklist Report displays all checklist items for a workflow.
	ProjectFlow - Discussion Board Plan Review Report	Workflow	Discussion Board Plan Review Report
	ProjectFlow - Quick Review Summary	Workflow	Displays all Quick Review comments and responses.
	ProjectFlow - Department Review Status	Workflow	The Department Review Status Report displays the status of all reviews for a workflow.
	ProjectFlow - Review Details Report	Workflow	Lists the review comments, checklist and changemark details for a workflow instance review cycles.
	ProjectFlow - Workflow Routing Slip	Workflow	The Workflow Routing Slip Report displays the sequential route of all tasks for the workflow.

Review Markups

Click on the exclamation point icon.



Click View checkbox, then view/edit.

Markups attached to CIVIL-005.pdf_V3

Delete	View	Edit	Markup Name	Author	Date
	<input checked="" type="checkbox"/>	<input type="checkbox"/>			12/6/2019 8:12:45 AM
<input type="button" value="View/Edit"/>		<input type="button" value="Clear All"/>		<input type="button" value="Select All for View"/>	

The markup will open in a new window with a note symbol. Click on the note or hover over it to read the comment.



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Resubmit Complete

When all comments have been addressed, upload all revised drawings and any additional supporting documents. Click the “Complete” button.

Approval

When the plan review is approved by all reviewers, an e-mail notification will be sent to the applicant. At this time, there will be a need to contact the Engineering front desk to either schedule a preconstruction meeting, provide a surety (bond or letter of credit), or to pay a fee. Once all outstanding action items have been addressed satisfactorily, the drawings in the set will be batch stamped and an e-mail notification will be received by the applicant with instructions of how to download and print the approved drawings.