



TOWN OF DAVIE
PLANNING & ZONING DIVISION
6591 ORANGE DRIVE • DAVIE, FLORIDA 33314-3399
PHONE: 954.797.1103 • WWW.DAVIE-FL.GOV

ProjectDox Naming Guidelines

Refer below to the standard naming of documents within ProjectDox.

“DRAWINGS” Folder

000_Cover
001_Survey
002_Plant
003_Site_Plan
004_Site_Details
005_Civil_Plan
006_Floor_Plan
007_Elevation
008_Landscape_Plan
009_Lighting_Plan
010_Fire_Rescue_Plan

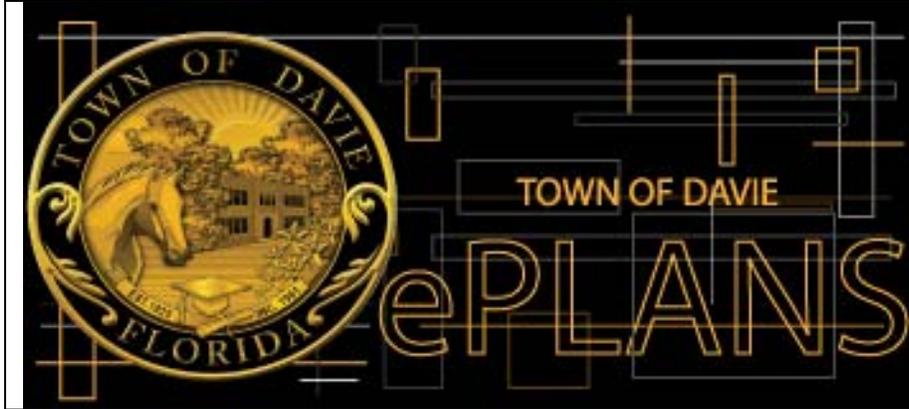
If multiple sheets exist for specific drawing types, each sheet should be saved with an extension. For example:

003a_Overall_Site_Plan
003b_Partial_Site_Plan

Resubmittals/Revisions must contain the same name as the original documents being replaced.

“DOCUMENTS” Folder

Exploratory Form
Pre-Application Form
All Purpose Form
Warranty Form
Scope of Work Letter



Electronic Plan Review is a web-based solution that will allow building plans to be submitted electronically, improve the plan review cycle, reduce costs associated with obtaining residential and commercial construction permits, as well as support green initiatives.

Applicant User Guide

In addition to this user manual, please refer to the instructions provided in the electronic forms (eForms) for further assistance.

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Electronic Plan Submission

Please complete the following prior to getting started:

1. Make application at the Town's Building, Planning & Zoning or Engineering departments located in the Town Hall buildings at 6591 Orange Drive, where you will be given an permit/project number and fees can be paid.
2. Review the standards for how to name your drawing and documents files, border spacing, file formats accept, etc. (See Standards section in this guide.)

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.

Required Files

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 (ie. Easement letter, certifications, etc.)

File Naming Standards

Filenames for drawings submitted through ePlans Review should include the first characters of the discipline name, followed by a 3-digit sheet number.

- **Discipline** – First characters represent the discipline area, example “ARCH” for Architectural, “STRUCT” for Structural, etc. Ensure that all plans, including the associated details, are submitted under the correct discipline characters to use.
- **Sheet Number** – Must be a 3 digit number with leading zeros. Note: if decimals are needed, place decimal after the 3rd digit, ex. P001.99

| Drawing Type | Discipline | Sheet Number | Example File Names |
|---|------------|--------------|--------------------|
| Architectural | ARCH | 000-999 | ARCH-010 |
| Interior Design | INTDS | 000-999 | INTDS-009 |
| Structural – All Structural and related plans including details | STRUCT | 000-999 | STRUCT-002 |
| Plumbing | PLUMB | 000-999 | PLUMB-099 |
| Electrical | ELEC | 000-999 | ELEC-001 |
| Mechanical | MECH | 000-999 | MECH-101 |
| Landscape | LAND | 000-999 | LAND-011 |
| Civil | CIVIL | 000-999 | CIVIL-005 |
| Survey | SURVEY | 000-999 | SURVEY-788 |
| Site Plan | SITE | 000-999 | SITE-456 |
| Shoring | SHOR | 000-999 | SHOR-022 |
| Fire Protection | FIRE | 000-999 | FIRE-799 |
| Energy | ENER | 000-999 | ENER-012 |

Border Standards

All Drawing Files

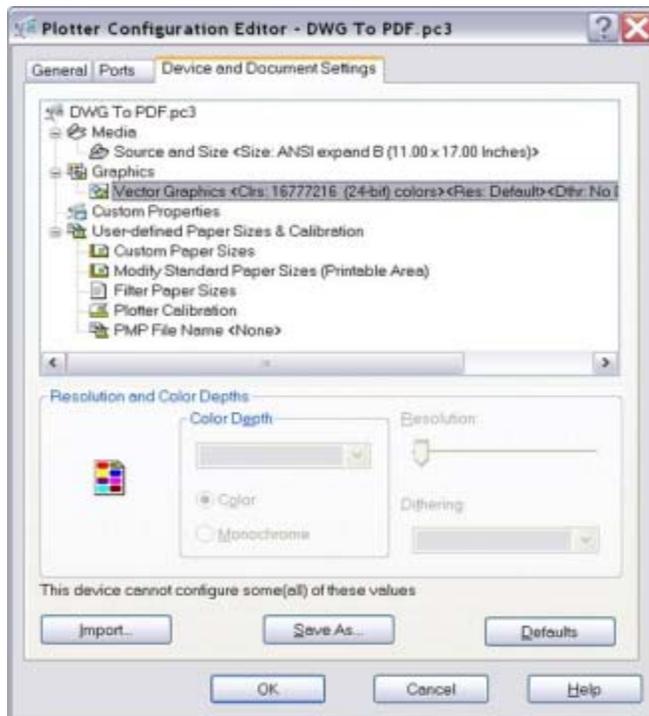
- The top right corner of all drawings must be reserved for the Town of Davie electronic stamp. Please leave the top right corner completely blank on all drawings (with exception of the border).
 - Dimensions: 3” width x 5” height

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.”

If drawings are electrical, mechanical, plumbing/gas, etc, confirm that only the trade lines are dark by changing the background to grayscale prior to saving as a vector PDF file.



Folder Structure

- All documentation (any non-drawing files, truss calculations, geotechnical reports, etc.) should be uploaded into the “Documents” folder for each project.
- All drawings should be uploaded to the “Drawings” folder for each project.

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.
- Corrected files should always be re-submitted with the **SAME FILE NAME** as the original submittal.

| MARKUP NAME | MARKUP COLOR |
|--|--------------|
| Fire Department | Red |
| Landscape | Dark Green |
| Building Department | Pink |
| Mechanical | Light Blue |
| Plumbing | Orange |
| Structural | Purple |
| Electrical | Light Green |
| Development Review (Planning & Zoning) | Yellow |
| Engineering | Dark Blue |
| Utilities | Light Blue |
| Public Works | Brown |
| Police Department | Brown |
| CRA | Brown |
| Parks & Recreation | Brown |
| Housing | Brown |
| Waste Management | Brown |
| Water Control District | Brown |

Login to ProjectDox

ePlans Review Invitation

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.



Permit Plan Review Invitation

Hello TF01 Florence:

Welcome to the Town of Davie ProjectDox system. This project invitation has been sent to you in response to your permit request. A project has been created to allow you to electronically upload your drawings and supporting documents for plan review. To access your new project, follow the instructions below:

**Please be sure to upload all your drawings and documents in the same session as the review process will start briefly after your initial upload.

1. Click the Project Access link below
2. Enter your User Login and Password
3. Click on the Project link on the "My Projects" page
4. Click on the "Drawings" to upload your main project drawings or "Documents" folder to upload any supporting documents
5. Click the "Upload Files" button and follow the instructions to upload your drawings and/or documents
6. Your application has now been submitted for review

The Town of Davie will accept the following file types.

Drawings: DWG, DGN, DWF, DXF, PDF

Supporting Documents:

PDF, DOC, DOCX, XLS, XLSX, PPT, PPS, PPTX, TIF, TIFF, .JPG, PNG, IMG, BMP

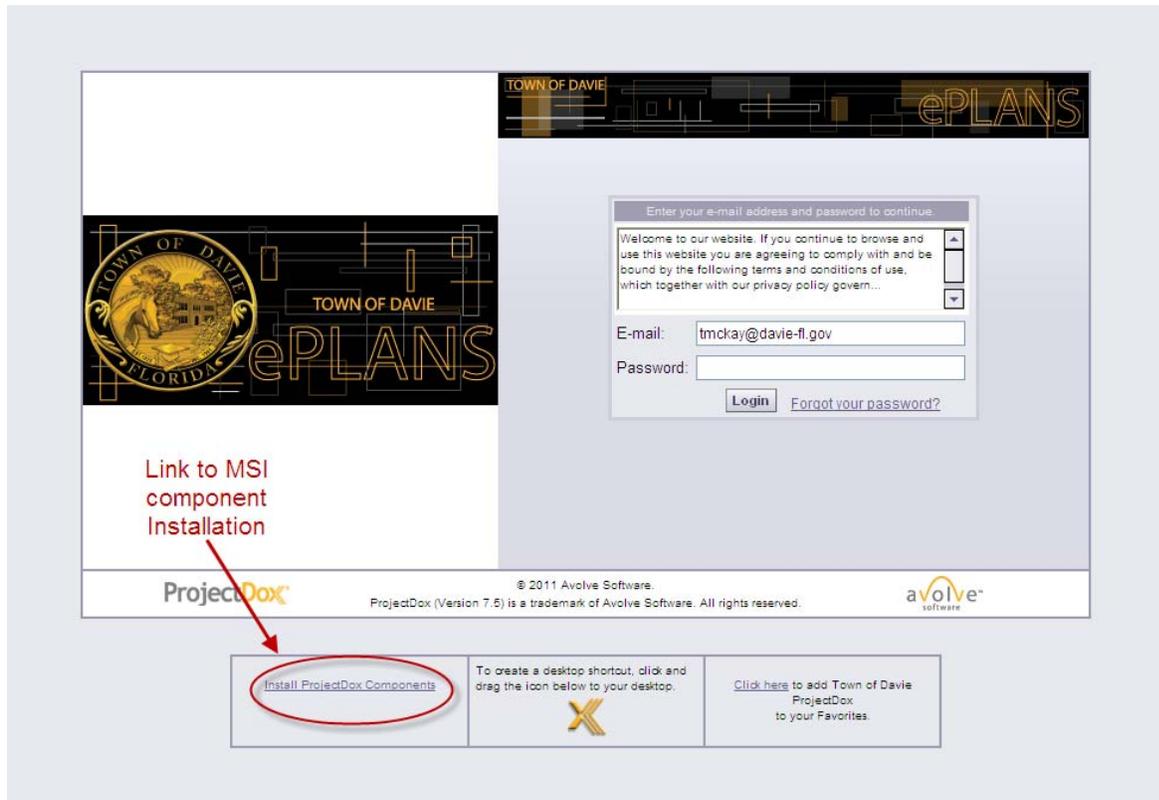
| | |
|-------------------------------------|--|
| User Login: | tf01@avolvesoftware.com |
| Project Permit #: | 2011-0000030 |
| Plan Check Coordinator: | Tyson Florence |
| Plan Check Coordinator's Email: | florence@avolvesoftware.com |
| Project Access Link | |

For technical issues, please contact Tamecka McKay at (954) 797-1070 or help_desk@davie-fl.gov.

Please do not reply to this email.

New Users

1. Prior to logging into the ePlans (ProjectDox) application, the following actions must be completed:
 - If your computer has pop-up blockers installed, you will need to 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 Task Bar, etc). Once the ProjectDox site is allowed, you will be able to utilize the application.
 - 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, as shown below:



- 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.

Settings for Sample Applicant (sample@domain.com)

Highlighted fields are required and must be completed before continuing.

Welcome to Town of Davie ProjectDox.

Since you currently have a temporary password, you will need to change it to a permanent password and (if you have not done so) enter a security question and answer. This question/answer will be something that only you know, and will enable you to reset your password if you ever forget what it is.

After you have changed your password you will be taken to the main Projects View.

Change Password: New password:* Security question:*
 Confirm new password:* Security answer:*

Profile Information

Contact Information | User Metadata | Project Membership | Group Membership

* Required field

Save

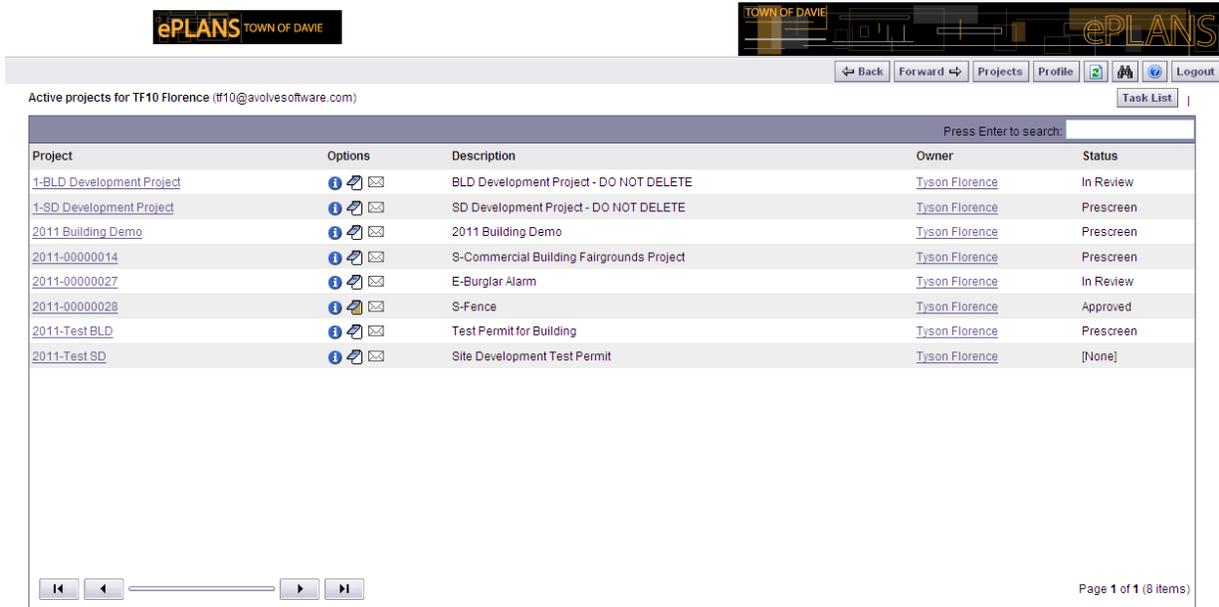
First Name:* Sample Last Name:* Applicant
 Email:* sample@domain.com HTML format *i*
 Title:*
 Company:*
 Address 1:*
 Address 2:
 City:*
 State/Province:* Postal Code:*
 Country:
 Phone:* Fax:
 Mobile: Pager:
 Stamps: *i*
 Language:* en

Existing Users

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

Uploading Files

- When you have successfully logged into ePlans (ProjectDox), the projects screen will display. Any projects for which you have access will display in the list. Any outstanding tasks that require your action are displayed in the My Task List area below the project list. Select the specific project that corresponds to the plans you will be uploading. The projects are listed in order by Project number, but can be sorted by clicking on any header field name.

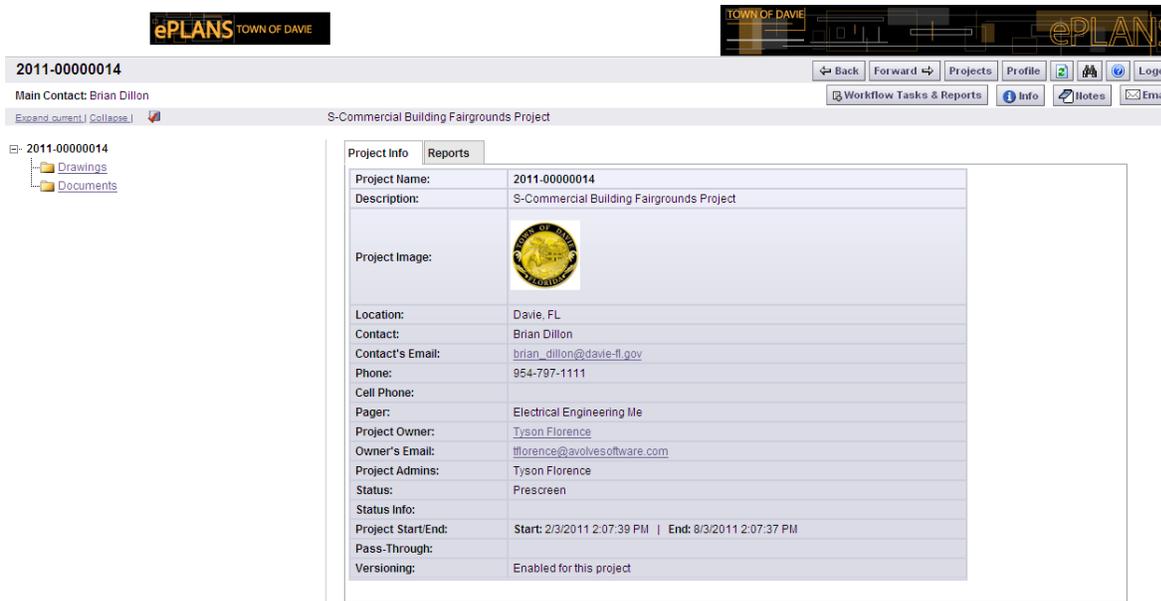


Active projects for TF10 Florence (tf10@avolvesoftware.com)

| Project | Options | Description | Owner | Status |
|---|---------|---|--------------------------------|-----------|
| 1-BLD Development Project | | BLD Development Project - DO NOT DELETE | Tyson Florence | In Review |
| 1-SD Development Project | | SD Development Project - DO NOT DELETE | Tyson Florence | Prescreen |
| 2011 Building Demo | | 2011 Building Demo | Tyson Florence | Prescreen |
| 2011-00000014 | | S-Commercial Building Fairgrounds Project | Tyson Florence | Prescreen |
| 2011-00000027 | | E-Burglar Alarm | Tyson Florence | In Review |
| 2011-00000028 | | S-Fence | Tyson Florence | Approved |
| 2011-Test BLD | | Test Permit for Building | Tyson Florence | Prescreen |
| 2011-Test SD | | Site Development Test Permit | Tyson Florence | [None] |

Page 1 of 1 (8 items)

- Click the “Drawings” folder to upload your plan drawings or “Documents” folder to upload supporting project documents.



2011-00000014

Main Contact: Brian Dillon

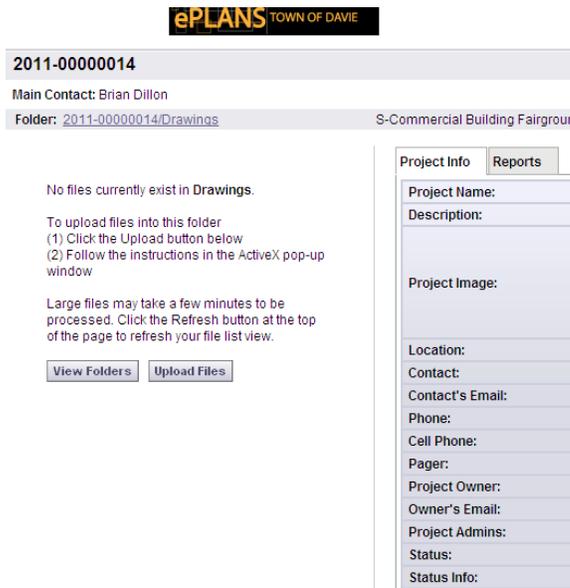
S-Commercial Building Fairgrounds Project

2011-00000014

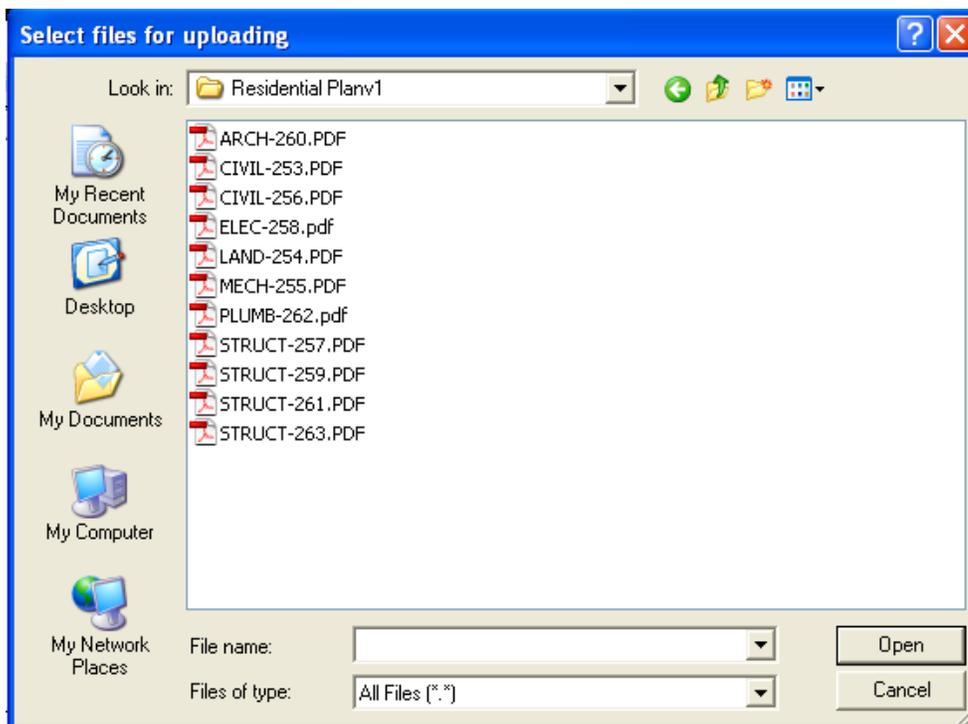
- Drawings
- Documents

| Project Info | Reports |
|--------------------|---|
| Project Name: | 2011-00000014 |
| Description: | S-Commercial Building Fairgrounds Project |
| Project Image: |  |
| Location: | Davie, FL |
| Contact: | Brian Dillon |
| Contact's Email: | brian_dillon@davie-fl.gov |
| Phone: | 954-797-1111 |
| Cell Phone: | |
| Pager: | Electrical Engineering Me |
| Project Owner: | Tyson Florence |
| Owner's Email: | tflorence@avolvesoftware.com |
| Project Admins: | Tyson Florence |
| Status: | Prescreen |
| Status Info: | |
| Project Start/End: | Start: 2/3/2011 2:07:39 PM End: 8/3/2011 2:07:37 PM |
| Pass-Through: | |
| Versioning: | Enabled for this project |

3. Upon entering the either folder, you will be presented with two buttons, View Folders and Upload Files.



4. Click the "Upload Files" button. Select Files for Uploading will automatically display. Select the file location on your computer. Select or highlight files you want to upload; multiple files can be selected by using your Shift or Ctrl keys. Click the "Open" button. The files will then be copied to the upload window.



5. Click the "Upload Now" button and the files will be copied to the upload window. Click the "Close" button to close out of the file upload complete dialog box.

ePLANS TOWN OF DAVIE

Drag-n-Drop files or folders.

| Files (11) | Size (4,385KB) |
|--|----------------|
| C:\Documents and Settings\tflorenc... My Documents\Ba... | 269,354 bytes |
| C:\Documents and Settings\tflorenc... My Documents\Ba... | 148,706 bytes |
| C:\Documents and Settings\tflorenc... My Documents\Ba... | 518,242 bytes |
| C:\Documents and Settings\tflorenc... My Documents\Ba... | 432,303 bytes |
| C:\Documents and Settings\tflorenc... My Documents\Ba... | 475,498 bytes |
| C:\Documents and Settings\tflorenc... My Documents\Ba... | 436,970 bytes |
| C:\Documents and Settings\tflorenc... My Documents\Ba... | 540,400 bytes |
| C:\Documents and Settings\tflorenc... My Documents\Ba... | 378,810 bytes |
| C:\Documents and Settings\tflorenc... My Documents\Ba... | 699,954 bytes |
| C:\Documents and Settings\tflorenc... My Documents\Ba... | 153,402 bytes |
| C:\Documents and Settings\tflorenc... My Documents\Ba... | 437,034 bytes |

|

- Once the files are uploaded to the folder, the folder list is replaced by thumbnail images of each file contained in the folder. Next to each thumbnail, the file name, author, date uploaded, file size, and History icon displays.

2011-00000014

Main Contact: [Brian Dillon](#)

Folder: [2011-00000014/Drawings](#) (4 Files - 4 New)

[View Folders](#) [Upload Files](#)    

Current Sort: [- Select -](#)

| | |
|---|---|
|  | <input type="checkbox"/> ARCH-260.PDF 2/14/2011 12:14:14 PM, 269 KB TF10 Florence  |
|  | <input type="checkbox"/> CIVIL-253.PDF 2/14/2011 12:14:14 PM, 148 KB TF10 Florence  |
|  | <input type="checkbox"/> CIVIL-256.PDF 2/14/2011 12:14:14 PM, 518 KB TF10 Florence  |
|  | <input type="checkbox"/> ELEC-258.pdf 2/14/2011 12:14:15 PM, 432 KB TF10 Florence  |

7. Congratulations! You have successfully finished part one of submitting your plans electronically. Please logout after your session is complete. A notification has been sent to the Permit Clerks to start the prescreening process to determine if the submittal requirements have been met.

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 you have met all submittal requirements, your application will move to be formally reviewed.

Rejected

If your submittal requirements were not complete, you will receive an e-mail notification that prescreening has been rejected.



Prescreen Correction Request Task Assignment

Attention TF01:

Your plan review submission for Permit # 2011-00000030 has not met the minimum requirements for acceptance. You may review correction comments and requirements by accessing the ProjectDox site.

When corrected plans and or documents are ready for re-submittal, please, [Login to ProjectDox](#), and follow the instructions provided for re-submittal.

Please be advised when re-submitting drawings and/or documents:

- All corrections must be uploaded using the **same** file names as the original submittal
- Once corrections have been uploaded for review, no additional submissions will be accepted unless requested
- To ensure timely plan review, please make corrections and resubmit **within 10 days**

| | |
|--------------------------------|-------------------------------------|
| Project: | 2011-00000030 |
| Description: | S-Mobile Home |
| Task: | CorrectionComplete |
| Assigned by: | CJ Vezina |
| Project Access | Login to ProjectDox |

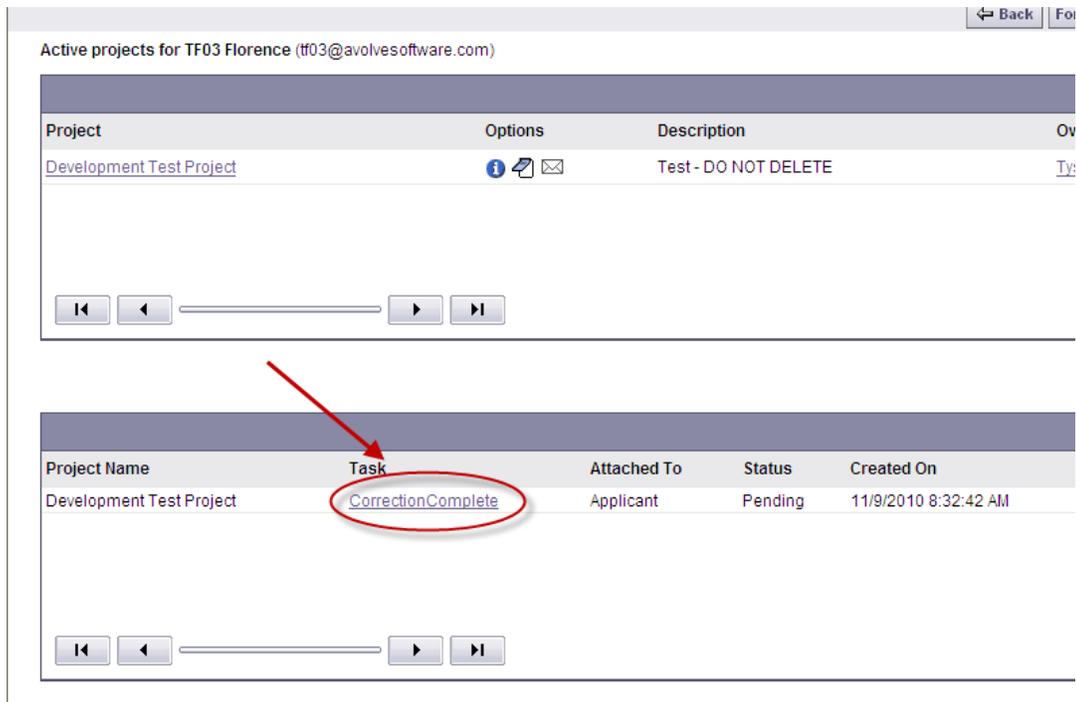
If you do not have access to the specified folder, please contact the [Project Administrator](#).

For any questions related to this permit, please contact the Building Department at (954) 797-1111 or permitclerks@davie-fl.gov.

For technical issues, please contact Tamecka McKay at (954) 797-1070 or help_desk@davie-fl.gov.

Please do not reply to this email.

1. Click the link in the e-mail to access the Prescreening information. Login to ePlans (ProjectDox). The Prescreening corrections task will appear at the bottom of the Projects screen. Click on the CorrectionComplete task. This will launch one Internet Explorer screen with the corrections form and another screen with the Drawings and Document folders you saw in the original upload request.



2. Review the Permit Clerk's comments to identify which requirements were noted as missing.
3. After you have identified the missing or corrected drawings and/or documents to upload, login to ProjectDox (if not already logged in) and enter the project.
4. Upload the missing and/or corrected drawings and documents (see the "Uploading Your Files" section for instructions).

5. Click back to the eForm with your task assignment as shown below.

The screenshot shows the 'Town of Davie ePLANS' interface. At the top, there is a header with the town logo and the text 'TOWN OF DAVIE ePLANS'. Below the header, there are three tabs: 'Review Information', 'Permit Information', and 'Contact Information'. The 'Review Information' tab is active, displaying a form with the following fields:

- Review Coordinator: Tyson Florence (tfflorance@evolsoftware.com)
- Review Cycle: 1
- Workflow/Activity Name: DavieBuilding / CorrectionComplete
- Activity Instructions: Please review the Permit Clerks notes and submit the required drawings and documents.
- Current User Logon: TF10 Florence (t110@evolsoftware.com)

Below the form, there is a section titled 'TASK INSTRUCTIONS'. It contains a checkbox labeled 'I have uploaded the corrected documents and/or drawings as indicated below.' which is currently unchecked. Below the checkbox is a text box containing the text: 'Missing coordinate documents, electrical drawings and site certification'. At the bottom of the 'TASK INSTRUCTIONS' section, there are four buttons: 'Corrections Complete', 'Save', 'Save And Close', and 'Close'. The footer of the page indicates 'eForm Version 1.3'.

6. When the eForm opens, place a checkmark in the “I have uploaded the corrected...” and the Corrections Complete button will display for you to click to complete your task. Upon completion, the Town will be notified that the files have been completed or corrected and will continue with the Prescreening process.

This is a close-up view of the 'TASK INSTRUCTIONS' section from the previous screenshot. The checkbox 'I have uploaded the corrected documents and/or drawings as indicated below.' is now checked. The text box below it still contains the text: 'Missing coordinate documents, electrical drawings and site certification'. At the bottom of the section, the 'Corrections Complete' and 'Save' buttons are visible.

Approved

If your submittal is approved, it will immediately move into the formal 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. You will receive an e-mail notification from the Application Coordinator requesting revised documents.



Applicant Resubmit Request Task Assignment

Attention TF10:

Your plan review submission for Permit # 2011-00000028 has been reviewed and at this time requires corrections. You may review correction comments, checklist items and requirements and drawing markups by accessing the ProjectDox site.

When corrected plans and or documents are ready for re-submittal, please, [Login to ProjectDox](#) and follow the instructions provided for re-submittal.

Please be advised when re-submitting drawings and/or documents:

- All corrections must be uploaded using the **same** file names as the original submittal
- Once corrections have been uploaded for review, no additional submissions will be accepted unless requested
- To ensure timely plan review, please make corrections and resubmit **within 10 days**

| | |
|--|-------------------|
| Project: | 2011-00000028 |
| Description | S-Fence |
| Task: | ApplicantResubmit |
| Assigned by: | Penny Santiago |
| Project Access Login to ProjectDox | |

If you do not have access to the specified folder, please contact the [Project Administrator](#).

For any questions related to this permit, please contact the Building Department at (954) 797-1111 or permitclerks@davie-fl.gov.

For technical issues, please contact Tamecka McKay at (954) 797-1070 or help_desk@davie-fl.gov.

Please do not reply to this email.

2. Click the link in your e-mail to access the corrections requested in ProjectDox.
3. Login to ProjectDox. The Plan Resubmit task will display at the bottom of the main page with your Plan Review number in the name (ie. 2011-00000014).

| Project Name | Task | Attached To | Status | Created |
|--------------------------|-------------------|-------------|---------|-----------|
| Development Test Project | ApplicantResubmit | Applicant | Pending | 11/9/2011 |

4. The eForm and drawing markups provide a complete correction package from all reviewing departments:

| Cycle | ID | Group | Comment Text | Status | Updated By | Update Date |
|-------|---------|------------|--|--------|------------------|--------------------------|
| 1 | BLD1.01 | Mechanical | Complete duct layout show: specific details | Met | TF05 Florence | 2/14/2011 12:45:00 PM |
| 1 | BLD1.02 | Mechanical | Complete duct layout show: duct sizes | NotMet | TF05 Florence | 2/14/2011 12:45:00 PM |
| 1 | BLD1.06 | Mechanical | Complete duct layout show: Routing and location of ducts and duct insulation | Met | TF05 Florence | 2/14/2011 12:46:00 PM |
| 1 | BLD1.09 | Mechanical | Heating, ventilation, Air Conditioning and Refrigeration equipment, boilers and appliance show: Equipment manufacturer | NotMet | TF05 Florence | 2/14/2011 12:45:00 PM |

DEPARTMENT REVIEW - REVIEW CYCLE: 1 2

| CYCLE | DEPARTMENT | REVIEWER | STATUS | REVIEW |
|-------------------------------------|------------|-------------|--|--|
| <input checked="" type="checkbox"/> | 1 | ELECTRICAL | TF03 FLORENCE TF03@AVOLVESOFTWARE.COM ASSIGNED BY: TFLORENCE@AVOLVESOFTWARE.COM ASSIGNMENT TYPE: FIRSTINGROUP | Corrections Needed Please see markups on drawings VIEW CHECKLIST <input type="checkbox"/> PLAN REVIEW AND/OR ASSIGNMENT COMPLETE |
| <input checked="" type="checkbox"/> | 1 | ENGINEERING | TF04 FLORENCE TF04@AVOLVESOFTWARE.COM ASSIGNED BY: TFLORENCE@AVOLVESOFTWARE.COM ASSIGNMENT TYPE: FIRSTINGROUP | Corrections Needed Plans are missing energy calculations VIEW CHECKLIST <input type="checkbox"/> PLAN REVIEW AND/OR ASSIGNMENT COMPLETE |
| | | | TF05 FLORENCE TF05@AVOLVESOFTWARE.COM | see listing |

MARKUPS

| Group | Markup | Filename | Action |
|-------------|-----------------|--------------|--------|
| Electrical | Electrical-TF04 | ELEC-258.pdf | |
| Engineering | Structural-TF03 | ARCH-260.PDF | |

TASK INSTRUCTIONS 4

- I have reviewed and addressed the Checklist Comments provided on the "Checklist" tab above. Please click on the tab and review each item. Each comment will be indicated as "Met" or "Not Met". If you would like to export a list of the comments to Excel, click on the "Export to Excel" link in the upper right hand corner of the popup window.
- I have addressed all of the items in the File Markups below that were identified during the Plan Review.
- I have uploaded the revised drawings into the "Drawings" folder and, if requested, uploaded any revised documents into the "Documents" folder using the SAME file name as the original files.

5 6 Complete Save And Close

- 1) Consolidated department checklist
- 2) Review cycle & department review information
- 3) Review Markups (Drawings & Documents Folders from Project screen)
- 4) Checkboxes 1 and 2 are confirmation that you have read and corrected the issues
- 5) Checkbox 3 is confirmation you have uploaded all new and/or corrected files
- 6) Resubmit Complete button

(1) Consolidated department checklist

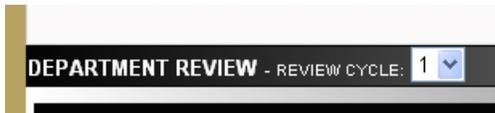
One or more departments may use the Checklist feature in the eForm. A consolidated list of all feedback not related to a red line are available for the applicant’s review. You can sort to find the “Not Met” items by clicking on the “Status” column. All checklist items will be reviewed again in the subsequent cycle(s).

| Cycle | ID | Group | Comment Text | Status | Updated By | Update Date |
|-------|---------|------------|--|--------|---------------|-----------------------|
| 1 | BLD1.02 | Mechanical | Complete duct layout show: duct sizes | NotMet | TF05 Florence | 2/14/2011 12:45:00 PM |
| 1 | BLD1.09 | Mechanical | Heating, ventilation, Air Conditioning and Refrigeration equipment, boilers and appliance show: Equipment manufacturer | NotMet | TF05 Florence | 2/14/2011 12:45:00 PM |
| 1 | BLD1.01 | Mechanical | Complete duct layout show: specific details | Met | TF05 Florence | 2/14/2011 12:45:00 PM |
| 1 | BLD1.06 | Mechanical | Complete duct layout show: Routing and location of ducts and duct insulation | Met | TF05 Florence | 2/14/2011 12:46:00 PM |

You can view the comments by Met, Not Met, by department, or by all comments all departments, all cycles.

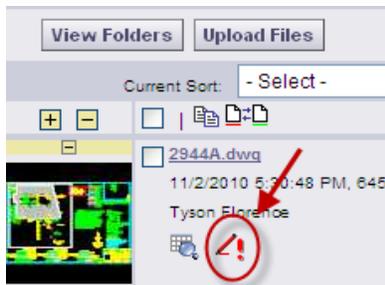
(2) Review Cycle

The Review Cycle dropdown allows the user to review any review cycle information. The Review cycle also displays in the first column of the Department Review table.

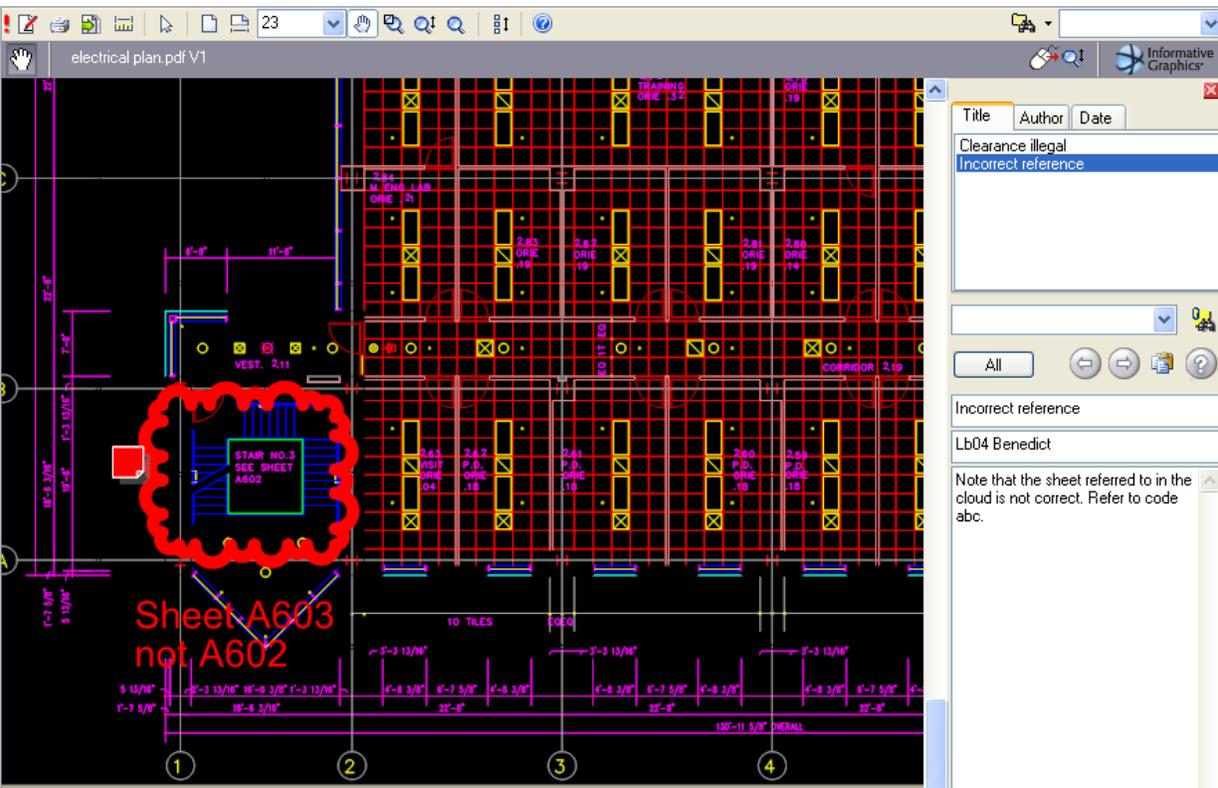
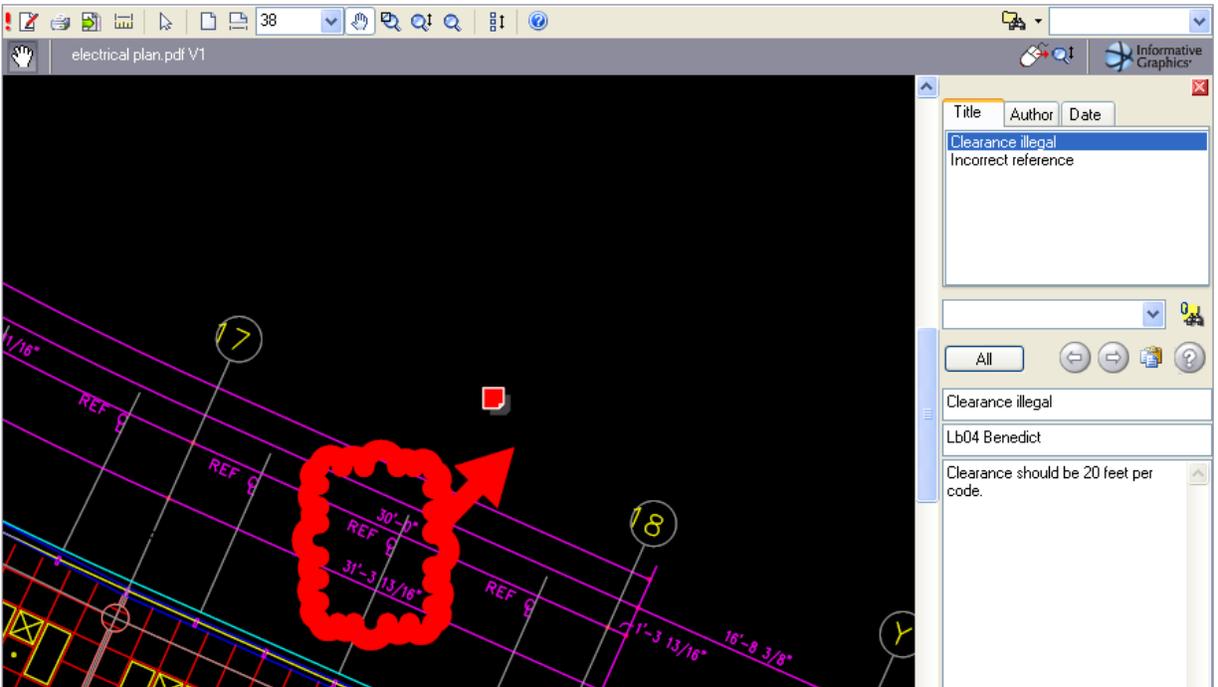


(3) Review Markups (click icon to access markups)

To view a plan markup, click on the icon next to the drawing as shown here



All changemarks will display in the right hand pane and as you review, click on each changemark and you will zoom directly into the red line from the reviewer.



(4) Checkbox 1, 2 & 3

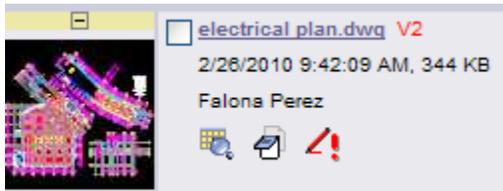
Checkbox 1 asks for confirmation that the checklist and the comments in the eForm have been reviewed. Checkbox 2 asks for confirmation that you have reviewed all the markup comments (red lines) attached to the drawings. Checkbox 3 confirms that you have uploaded revised drawings and/or documents using the SAME FILE NAMES.

- I have reviewed and addressed the Checklist Comments provided on the "Checklist" tab above. Please click on the tab and review each item. Each comment will be indicated as "Met" or "Not Met". If you would like to export a list of the comments to Excel, click on the "Export to Excel" link in the upper right hand corner of the popup window.
- I have addressed all of the items in the File Markups below that were identified during the Plan Review.
- I have uploaded the revised drawings into the "Drawings" folder and, if requested, uploaded any revised documents into the "Documents" folder using the SAME file name as the original files.

(5) Upload Files

Checkbox 3 asks for confirmation that you have corrected the plans and/or documents per the reviewer's request and that you have uploaded them into the appropriate folder. The Upload dialog is identical to your initial upload.

The file will display the version number, V2 for example, because the correction was uploaded with the SAME FILE NAME as the original file name.



(6) Resubmit Complete

When you are ready to complete the task and exit the form, click the "Complete" button.

Approval

When the plan review is approved by all reviewers, you will be notified by email.

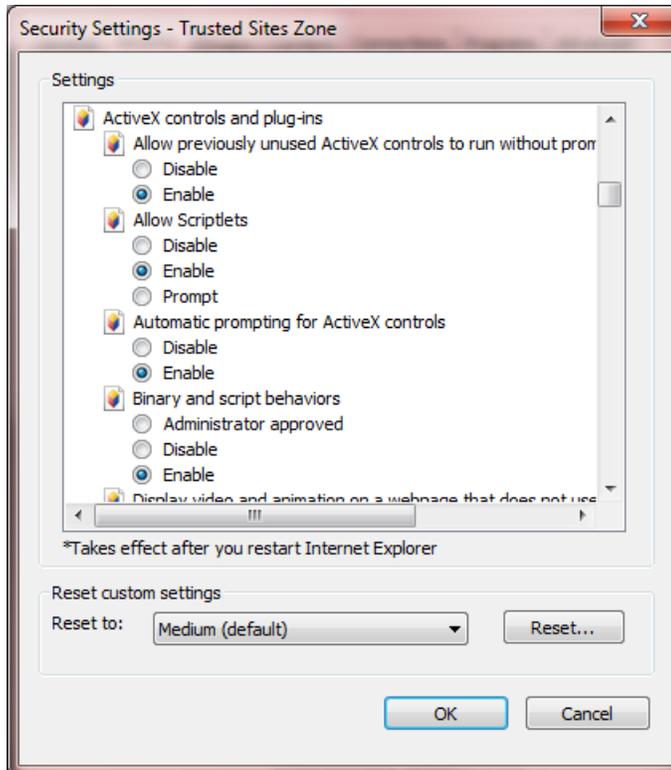
Print Approved Plans

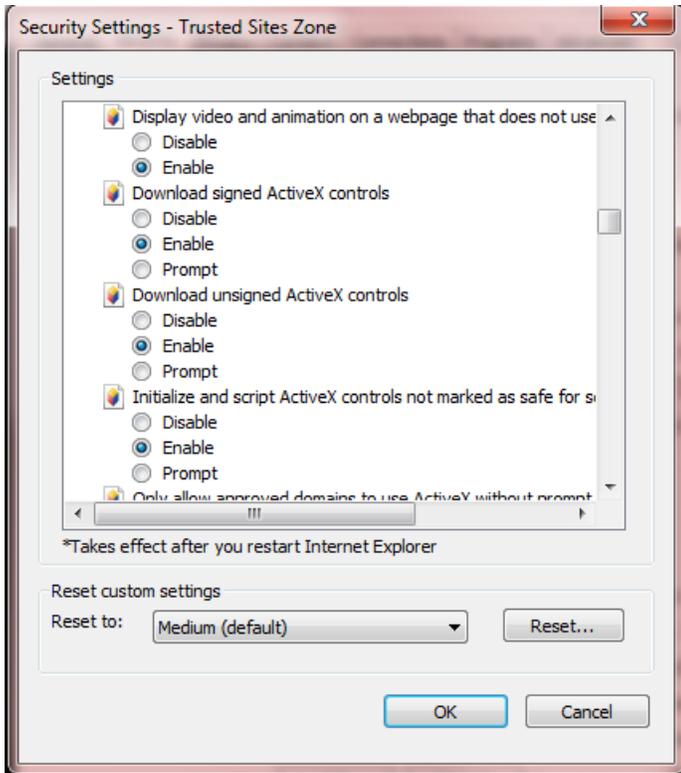
After an approval has been issued the plans will be electronically stamped by the Town. You will then receive an e-mail indicating that your application is ready and instructions on how to download and print your files.

If Unable To Upload Files to ProjectDox

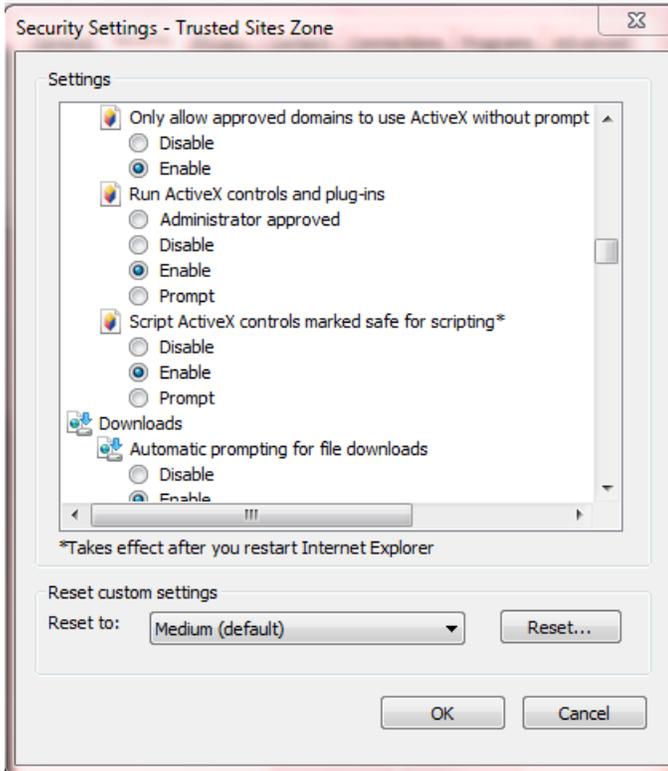
Please check the following:

1. Using **IE 8 through 10** ?
2. Install **ProjectDox components** (link on log in page) ?
3. **Pop-up Blocker** Turned off ?
4. **Projectdox.davie-fl.gov** added to trusted sites ?
5. Uncheck **“Enabled Protected Mode”** (for trusted sites) ?
6. Check **Active X Control** settings (IE>Tools>IEOptions>Security>TrustedSites>CustomLevel) ?

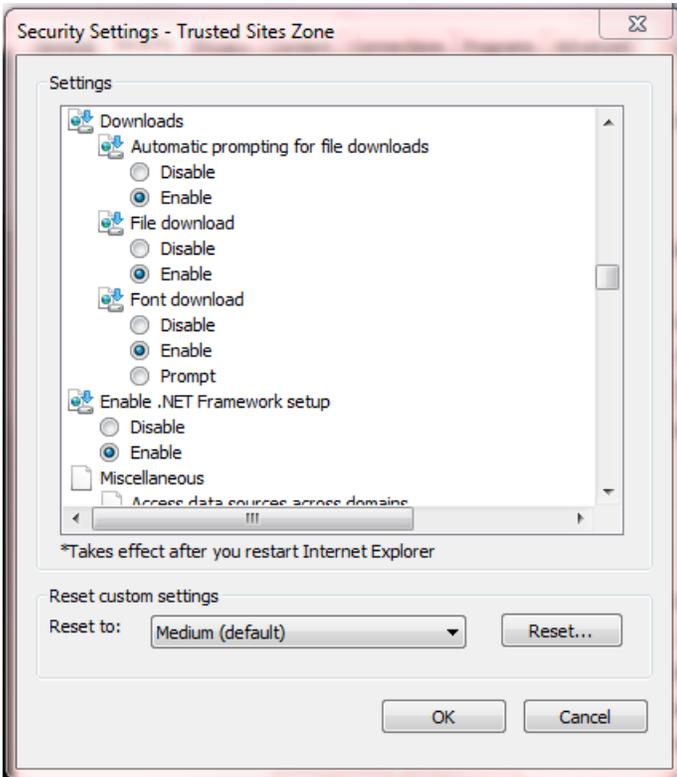




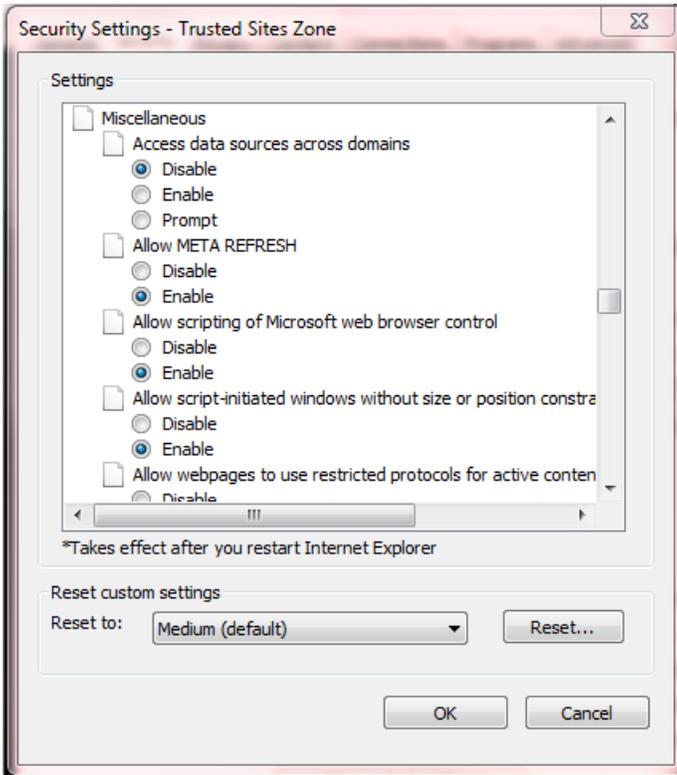
b.



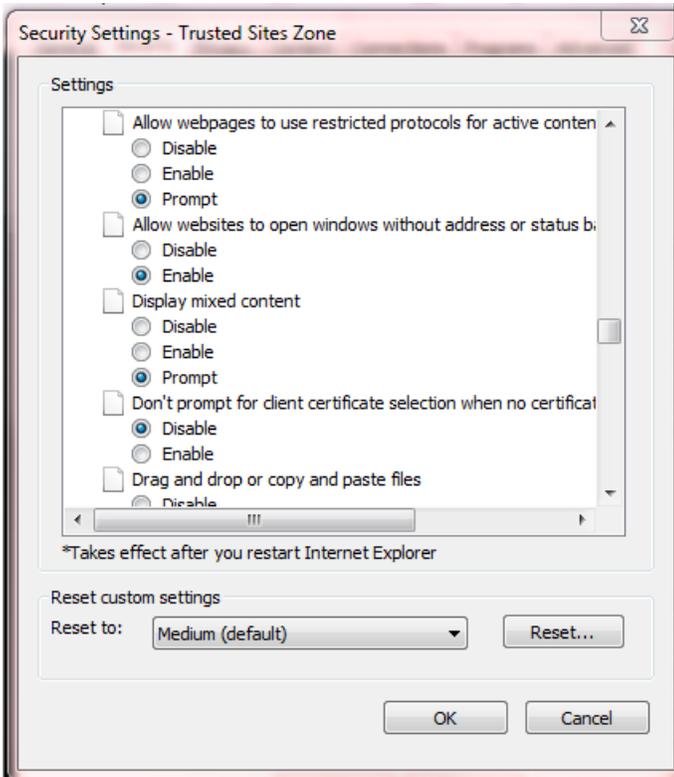
c.



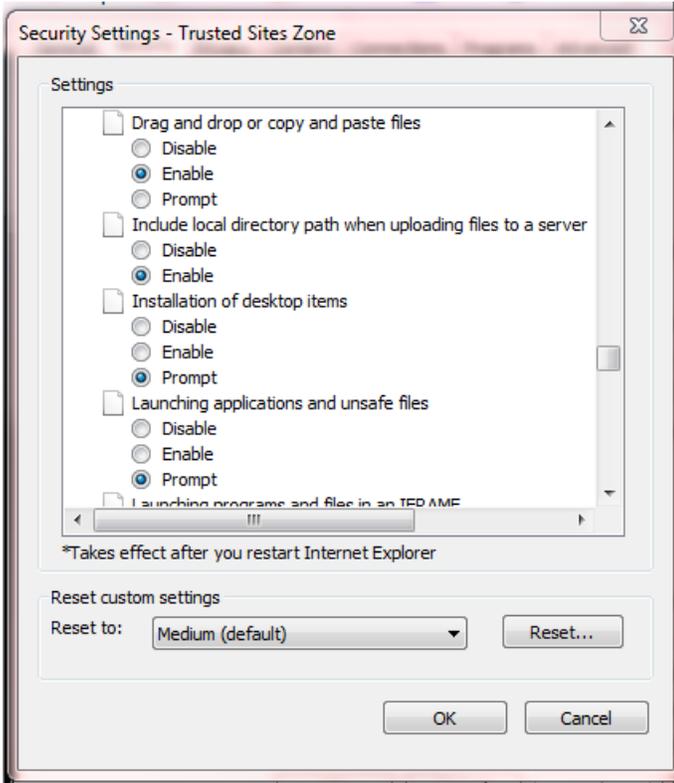
d.



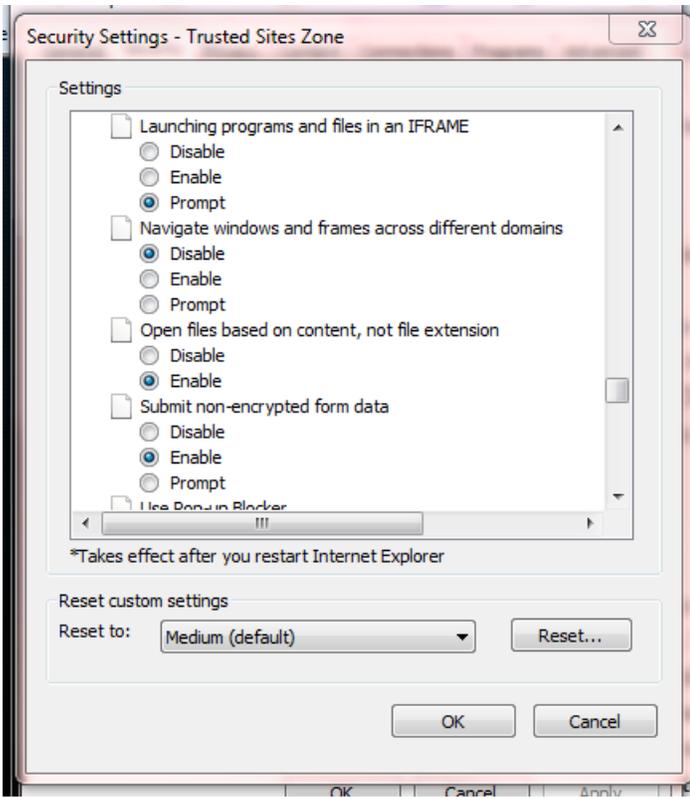
e.



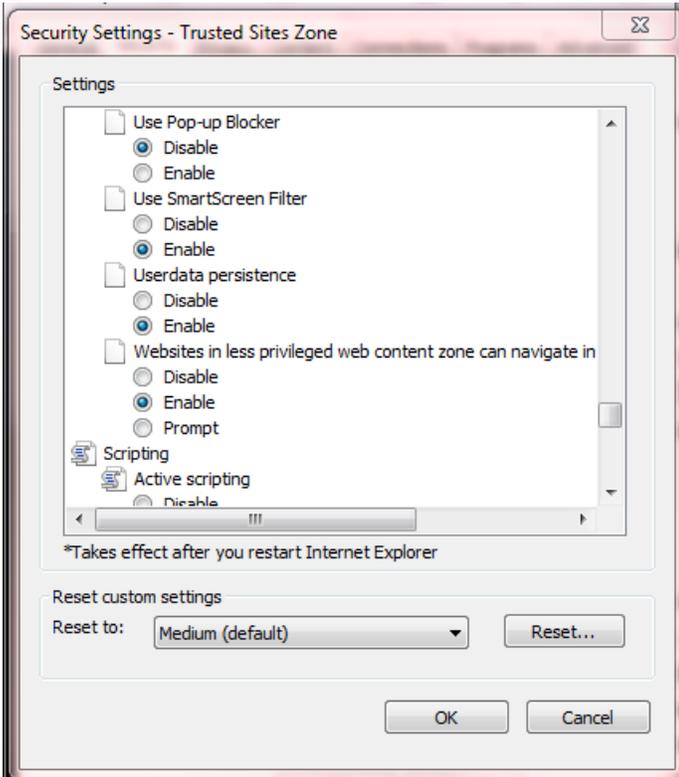
f.



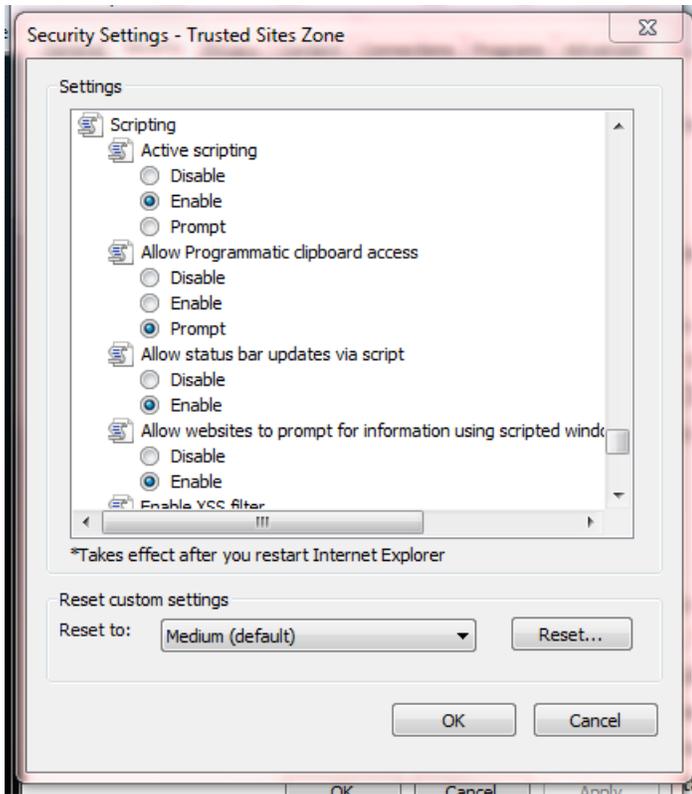
g.



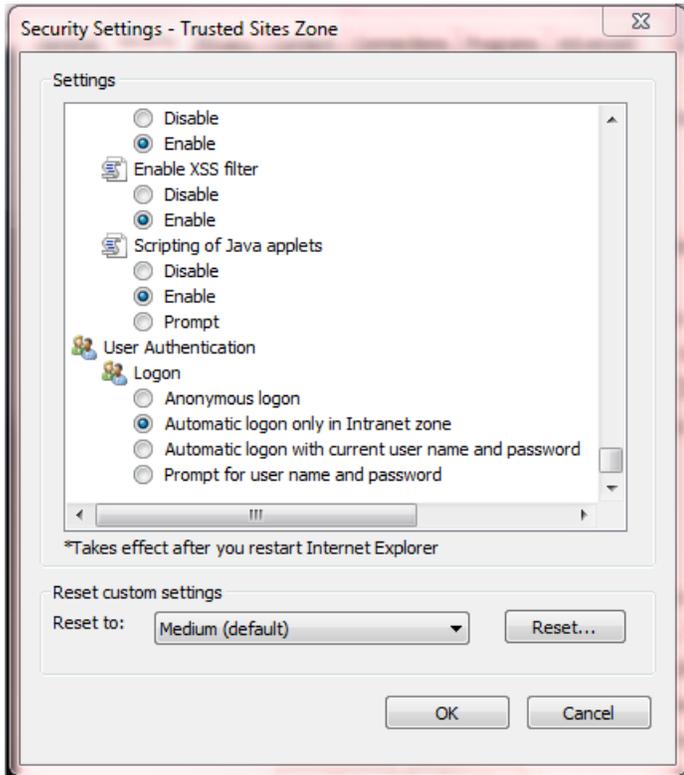
h.



i.



j.



k.

7. Contact the Town of Davie Help Desk with any questions; help_desk@davie-fl.gov or 954-797-1070.