



King County
Local Services

PERMITS

King County Permits

A Supplemental User Guide for Avolve ProjectDox Submittals

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How to use this guide

This document serves as a supplemental guide to the in-software instructions for you to submit your application and respond to requests for additional information via the ProjectDox system with King County Permits.

See the latest information on which new permit applications are reviewed in ProjectDox and more! [King County Local Services – Permitting’s Avolve ProjectDox Page](#)

King County Avolve ProjectDox Login Portal: <https://kingco-wa-us.avolvecloud.com/>

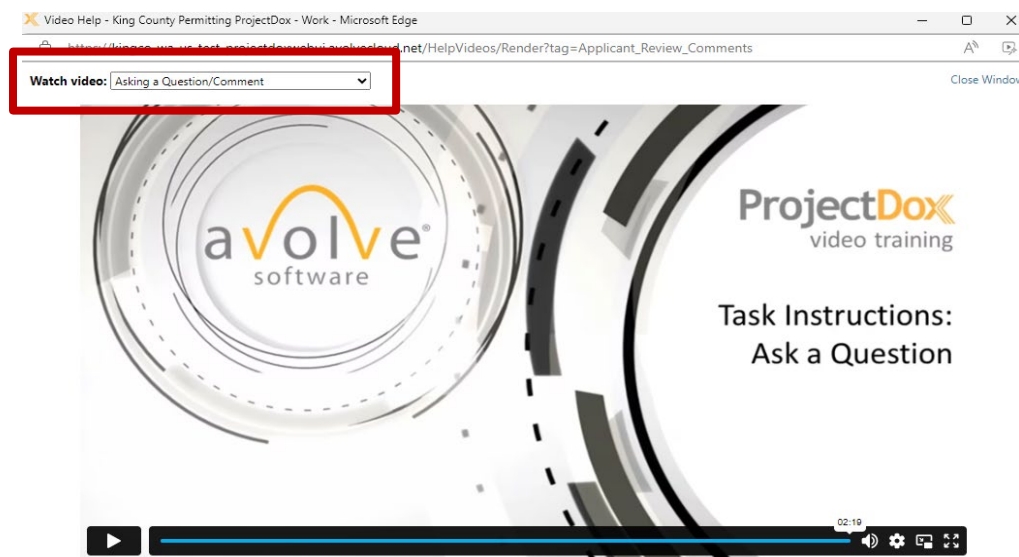
Before applying for a permit, please review the King County Permits webpage [How to submit permits - building and land use](#) and pay special attention to required [file standards](#).

Use the Watch Video function

Once registered with an account and logged in, ProjectDox will guide you with step-by-step instructions and how-to videos. The ‘Watch Video’ links are specific to each task and embedded in the instructions by Avolve Software.

This guide is intended to complement those videos and in-applications instructions with the details specific to the King County Permits process, as well as some common tips and tricks for ease of use.

When first using ProjectDox, we strongly encourage you to watch the videos to complete each step as successfully and smoothly as possible.



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When a new window opens with a video, other related videos can often be found in the top left corner of the window; you can also select a different video by clicking on the drop-down box where you can see the video titles.



ProjectDox can be used in multiple browsers, including Chrome, Safari, FireFox, and Edge. Review the *System Use Requirements* document located on the ProjectDox login page to ensure proper set up is completed.

NEW USER ACCOUNT

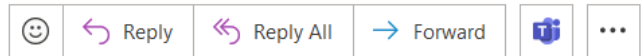
When your application submittal has been accepted for screening, an email invitation (sample below) will be sent to the applicant to upload plans into ProjectDox®. For new users, the invitation will contain a temporary password.

Welcome to Online Submission



DoNotReplyKCWATest@avolvecloud.net

To [redacted]



Tue 5/21/2024 8:03 AM

NEW ACCOUNT REQUEST

Welcome to Online Submission!

Before gaining access, you must confirm your account.

TIP: Set New Password Now

Your verification code will expire quickly. If it has expired, you can click on Login and request another to be sent by email.

Your login: [redacted]@[redacted]

Verification code: [redacted] good until 5/21/2024 12:02:34 PM

To set a new password, please click on "Login" below.

Login

To confirm account and set your password


From the invitation, click on the **Login to ProjectDox®** link or **Project Access** link to open the login page using your default web browser. You can also type or paste the ProjectDox® URL into another web browser: <https://kingco-wa-us.avolvecloud.com/>

Enter your email address and temporary password and click the **Login** button. (The password is case sensitive.)

First-time users should note:

ProjectDox® uses pop-up windows. Configure your browser's pop-up blocker to allow for pop-ups for the ProjectDox® site. If you log in but no ProjectDox® window appears, a pop-up blocker is likely still installed.

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Welcome to the Portal

May 22, 2024

Login

E-mail:

Password:

Login

Forgot password?

You need an account to access your projects. Contact the Jurisdiction if you don't have an account login.

Welcome to the King County Login Page!

This new, innovative system will enable you to participate in the electronic plan review process for our county. Our electronic plan review process increases efficiencies, reduces costs, and accelerates community development. For more information on electronic plan review and submittals, please [Click Here](#).

TERMS AND CONDITIONS OF USE

Your access to and use of King County's ePlan is subject to the following terms and conditions, as well as all applicable

Change Password:

New password:

Confirm new password:

Password Reset Question & Answer:

Security question:

Security answer:

Profile Information

Contact Information

User Metadata

Project Membership

Group Membership

Save

* Required field

First Name: *

Last Name: *

Applicant Email: *

email@domain.com

Title: *

Company: *

Address 1:

Subdivision

City:

State/Province:

Postal Code:

Phone:

Fax:

Mobile:

Lot No:

Stamps:

Language: *

en

- You will be taken to your User Profile, where you must complete the required fields for the following areas:
- ✓ Change your password.
 - ✓ Create a security question and answer.
 - ✓ Personal Information

Click the **Save** button to continue onto the home page.

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- Login into ProjectDox® a second time (and every time after that); you will use the permanent password that you entered in your Profile page.
- If you ever forget your password, click on the Forgot Password? link. You will be prompted with your security question.

NOTE: This feature requires that the user has logged in at least once and no longer has a temporary password.

NAVIGATION BASICS

Home Page Layout

After login, click on **View All Projects** at the bottom of the page:



Profile

Logout

ProjectDox Dashboard

September 24, 2024

My Projects

PROJECT	DESCRIPTION	LOCATION	STATUS	TASKS (0)
DWEL24-0137	for training and/or integration testing; for training and/or integration testing		Issued	<div>Open</div> Download Files
ADDC24-0139	for training and/or integration testing; for training and/or integration testing		Submittal	
ADDC24-0138	for training and/or integration testing; for training and/or integration testing		Issued	<div>Open</div> Download Files
ELEC24-0102	Integration Testing/Training (Commercial): Integration testing and/or end-to-end training.		Issued	<div>Open</div> Download Files
ELEC24-0101	Integration Testing/Training (Commercial): Integration testing and/or end-to-end training.		Issued	<div>Open</div> Download Files
ELEC24-0100	Integration Testing/Training (Commercial): Integration testing and/or end-to-end training.		Submittal	
ELEC24-0099	Integration Testing/Training (Commercial): Integration testing and/or end-to-end training.		Submittal	
ELEC24-0098	Integration Testing/Training (Commercial): Integration testing and/or end-to-end training.		Submittal	
ELEC24-0097	Integration Testing/Training (Commercial): Integration testing and/or end-to-end training.		Submittal	
ELEC24-0096	Integration Testing/Training (Commercial): Integration testing and/or end-to-end training.		Submittal	

1 - 10 of 50 records

1

2

3

4

5


Next

You have more than 50 projects, to view all your projects, click the button below.

View All Projects

Then you will get this view:

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Home

Project

All Tasks

Logout

Tasks

Projects

Refresh

Save Settings

All

Recent

Show 10 records

ACTION	PROJECT	LOCATION	DESCRIPTION	OWNER	STATUS	CREATE DATE
	<div>▼ Contains...</div> 23008203		<div>▼ Contains...</div> TEST	<div>▼ Contains...</div> Commercial Building	<div>▼ Contains...</div> First Submission Pending	<div>▼ On...</div> 5/16/23 2:33 PM
	23008202	FT BEND	TEST OCE #10	Office of City Engineer	First Submission Pending	5/15/23 4:33 PM
	23008201		TEST OCE #9	Office of City Engineer	First Submission Pending	5/15/23 4:28 PM
	23008198		Houston - Cycle #2	Commercial		

ProjectDox

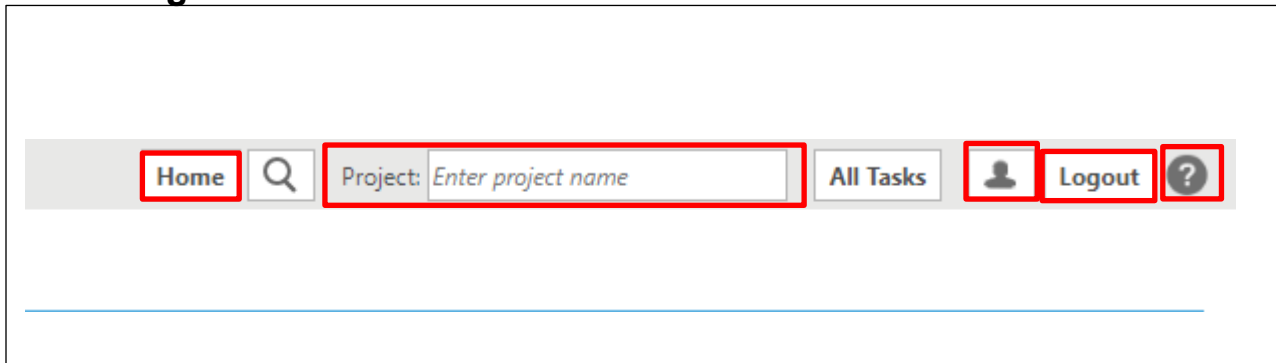
The ProjectDox® home page is divided into two main sections. The Projects section is your **All Projects List**, which displays basic information about every project you have been invited into as a main applicant and as a project member.

The most recently accessed projects are listed, with the most recent at the top. Select the **All** button to view a list of all your projects.




The **Projects** List can be sorted by clicking on the header of the column. You can search for words contained in these columns through the **Enter project name** search field at the top.

The **Tasks** section of the home page is your **All Tasks List**, which displays all your outstanding tasks on projects for which you are the main applicant. The Active Task List can be sorted by clicking on the column header. Both the Projects List and Task List are set to display a limited number of entries at a time.

Home Page Toolbar



Your primary navigation buttons are in the upper right corner of the home page.


- The **Home** button will take you back to the home page.
-  The **Profile** button will take you to your User Profile, where you can edit your personal information or change your password.
- The **All Tasks** button shows any tasks requiring action from the applicant in a separate pop-up window.
-  The **Search** button allows you to search for a project based on the key information entered into the Project Info Page, or it allows you to search for keywords within a project.
-  The **Help** button takes you to the ProjectDox® Help site. Use the index or search functions to find instructions on specific aspects of ProjectDox®
- The **Logout** button logs you out of ProjectDox®.

A screenshot of the ProjectDox web application. At the top, the 'King County PERMITS' header is visible. Below it is the navigation toolbar with buttons for Home, Search, Project (with a text input), All Tasks, Profile, Logout, and Help. The 'Projects' tab is selected and highlighted with a red box. A red arrow points from a callout box to the Projects tab. The callout box contains the text: 'From the Home screen on the Projects tab, you can perform the following actions per project:' followed by a list of actions: View Pending Tasks, Project Status Project, Reports, Project Info, and View Uploaded Files. Below the toolbar, there is a table with columns: ACTION, PROJECT, LOCATION, DESCRIPTION, OWNER, STATUS, and CREATE DATE. The first row of data shows a project with ID 0000198, description 'Houston - Cycle #2', owner 'Commercial Building', status 'In Review', and create date '5/15/2023 4:03 PM'. A red box highlights the 'ACTION' column, which contains icons for various actions like View Pending Tasks, Project Status, Reports, Project Info, and View Uploaded Files.

CHECKING STATUS

ProjectDox Dashboard (Project-Specific)

To see a project-specific dashboard: from the **Home Page Layout** under the **Projects** Tab, click on any project by its Permit Number link under the Projects column.



Home

Project:

All Tasks

Logout

Tasks

Projects

Refresh


Save Settings

AllRecent

Show15records


ACTION	PROJECT	LOCATION	DESCRIPTION	OWNER	STATUS	CREATE DATE
	<div>▼ Contains...</div> <div>ELEC24-0073</div>	<div>▼ Contains...</div> <div>No site address</div>	<div>▼ Contains...</div> <div>For Integration Testing and/or Training: For Integration Testing and/or End-to-End Process Training</div>	<div>▼ Contains...</div> <div>King County</div>	<div>▼ Contains...</div> <div>In Review</div>	<div>▼ On...</div> <div>7/12/24 11:32 AM</div>
	<div>▼ Contains...</div> <div>ELEC24-0072</div>	<div>▼ Contains...</div> <div>No site address</div>	<div>▼ Contains...</div> <div>For Integration Testing and/or Training: For Integration Testing and/or End-to-End Process Training</div>	<div>▼ Contains...</div> <div>King County</div>	<div>▼ Contains...</div> <div>In Review</div>	<div>▼ On...</div> <div>7/12/24 11:32 AM</div>
	<div>▼ Contains...</div> <div>ELEC24-0071</div>	<div>▼ Contains...</div> <div>No site address</div>	<div>▼ Contains...</div> <div>For Integration Testing and/or Training: For Integration Testing and/or End-to-End Process Training</div>	<div>▼ Contains...</div> <div>King County</div>	<div>▼ Contains...</div> <div>In Review</div>	<div>▼ On...</div> <div>7/12/24 11:32 AM</div>
	<div>▼ Contains...</div> <div>ELEC24-0070</div>	<div>▼ Contains...</div> <div>No site address</div>	<div>▼ Contains...</div> <div>For Integration Testing and/or Training: For Integration Testing and/or End-to-End Process Training</div>	<div>▼ Contains...</div> <div>King County</div>	<div>▼ Contains...</div> <div>Resubmit Required</div>	<div>▼ On...</div> <div>7/12/24 11:32 AM</div>

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 King County


PERMITS

Home




Project:

All Tasks



Logout



Tasks

Files

Status

Info

Reports

Discuss

ELEC24-0030: TEST

Refresh

Save Settings

All

Overdue

Priority

Show 7 records

ACTION	TASK	PROJECT	GROUP	ASSIGNMEN...	STATUS	PRIORITY	DUE DATE	CREATED
<div>Complete</div>	Quality Assurance Response	ELEC24-0030	Applicant	FirstInGroup	Accepted	Medium	8/19/24 4:02 PM	6/20/24 4:02 PM

1 - 1 of 1 records

«

« Prev


1

Next »

»

Workflows

Refresh

	NAME	COORDINATOR GROUP	STATE	INTEGRATION MODE	VERSION	STARTED	COMPLETED
	ELEC24-0030 - Commercial Template - 6/10/2024 11:56:14 AM	Permit Review Coordinator	Active	Production	Accela Integration 3.1.2024 (Version 3)	6/10/24 11:56 AM	

1 - 1 of 1 records

«

« Prev

1


Next »

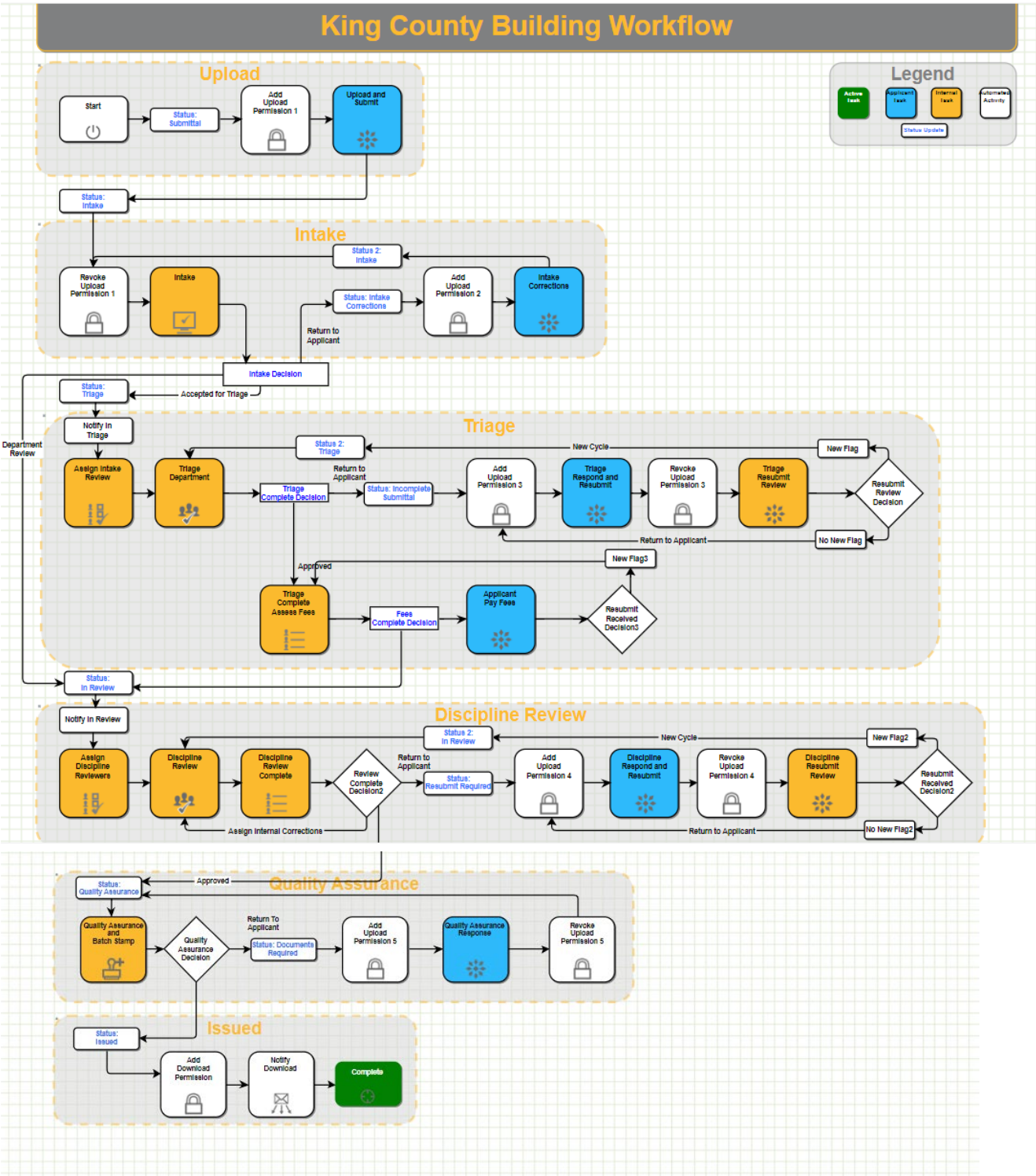
»

- Your primary navigation options are in the upper left as tabs for your project.
- The **Tasks** tab displays all your outstanding tasks on projects for which you are the main applicant.
 - The **Files** tab displays all documents and drawings submitted to date.
 - The **Status** tab provides a brief summary of time spent on this project and number of files submitted, plus the current review step it is currently undergoing.
 - The **Info** tab gives basic details of the project such as name, contact info of lead applicant, location, etc.
 - The **Reports** tab offers some standard reports that can be run on the project application.
 - The **Discuss** tab documents overall comments provided in the application project from reviewers.

King County Building Workflow in Tasks Tab

Where am I in the process?

The Project-specific dashboard opens automatically to the Tasks tab. From there, click on the process map button  to see the King County Building Workflow. This reflects the ProjectDox portion of your permitting application process.



The shape marked green as 'Active Task' per the Legend in top right corner is the currently active task for your permit application. It will update as you proceed through the process (sample above).

FILE STANDARDS

Submitting your documents and drawings according to the file standards below will help ensure a smoother submittal and review process.

In MyBuildingPermit.com: King County abides by the electronic document submittal standards established by MyBuildingPermit.com for pre-screening applications. Please review the [general requirements online at Mybuildingpermit.com](#). Please also consider the standards recommended for [increased review efficiency](#).

In ProjectDox: When uploading documents and plans to ProjectDox, please follow the file type, borders, and file naming conventions below.

File Types

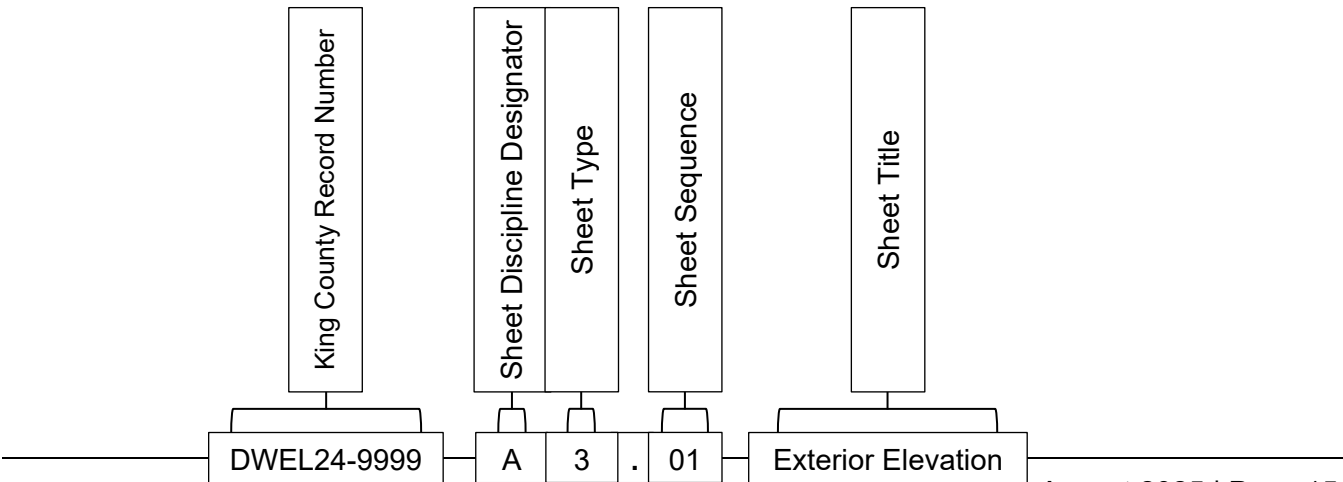
ProjectDox only accepts drawings and documents in pdf format.

Borders

Each plan sheet uploaded in ProjectDox must leave a 3"x3" space lower right-hand corner of the plan sheet for a King County stamp of approval.

File Naming Conventions – Drawings

- Avolve ProjectDox automatically versions all plan sheets (drawings) and documents that have the exact same filename. Because of this date and/or time stamps or version numbers must **not** be included in filenames.
- This built-in versioning enables staff to quickly compare drawing versions for efficient reviews.
- Plan sheets (drawings) should be named as follows:
 - KingCountyRecordNumber SheetNumber SheetTitle
 - DWEL24-9999 A3.01 Exterior Elevation



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Sheet disciplines should be represented as follows:

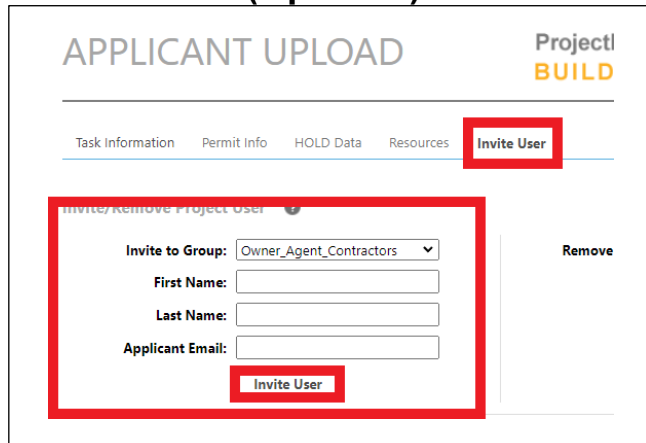
Sheet Discipline	Discipline Designator
General	G
Architectural	A
Structural	S
Mechanical	M
Plumbing	P
Electrical	E
Landscape	L
Civil	C
Survey	V
Fire Protection	FP

File Naming Conventions – Documents

- Documents other than plan sheets (drawings) should be named as follows:
 - KingCountyRecordNumber DocumentName
 - Examples of common document names:
 - DWEL24-9999 Affidavit
 - BASC24-0000 Application
 - DWEL24-8888 Health District Approval
 - ADDC24-9999 Property Detail and Property Tax
 - DWEL25-7777 Legal Lot Certification
 - ADDC24-6666 Residential Drainage Review Checklist
 - DWEL24-1111 Residential Fire Access and Water Supply Checklist
 - ADDC25-0000 Sewer Availability Certificate
 - DWEL25-4444 Site Area Worksheet
 - ADDC24-0000 Supplementals Acknowledgements Res Building
 - SCHL24-2222 WA Energy Code Compliance Form
 - ADDC24-0000 Water Availability Certificate
- Avolve ProjectDox automatically versions all plan sheets (drawings) and documents that have the exact same filename. Because of this date and/or time stamps or version numbers must **not** be included in filenames.

COMPLETING THE SUBMITTAL

Invite a User (Optional)

The screenshot shows the 'APPLICANT UPLOAD' section of the Project BUILD interface. At the top right is the 'Project BUILD' logo. Below it is a horizontal navigation bar with tabs: 'Task Information', 'Permit Info', 'HOLD Data', 'Resources', and 'Invite User'. The 'Invite User' tab is highlighted with a red box. Below the tabs is a form titled 'Invite/Remove Project User'. The form contains a dropdown menu labeled 'Invite to Group:' with 'Owner_Agent_Contractors' selected. Below this are three text input fields: 'First Name:', 'Last Name:', and 'Applicant Email:'. A red box highlights the entire form area. At the bottom of the form is a button labeled 'Invite User', also highlighted with a red box. To the right of the form is a 'Remove' button.

If you wish to invite a user, click on the **Invite User** tab.

Enter the individual's name and email address and then click on the Invite User button. An email will be sent to the user to create an account.

Invited users will have the ability to upload and view files, but cannot complete a task (i.e., no access to the eForm). Invited project members will also receive the same email notifications that the main applicant receives as the project moves through the workflow.

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After uploading all drawings and documents required for your permit type, select the check box in step 2 confirming so

APPLICANT UPLOAD

ProjectFlow BUILDING avolve software

Task Information Permit Info HOLD Data Resources Invite User

Task Information

Project Name: 23008192
Project Description: TEST 9.2
Workflow: Commercial-Residential Workflow 2
Task Due Date: 6/12/23 2:38 PM

STEP 1 of 3: Select and upload your drawing and supporting document

File Upload for: 23008192

Select the destination folder to upload your files: [Watch video](#)
Select arrow next to folder to expand folder list.

- Cover Sheet (1 - 0 New)
- Documents
- Drawings
- Drawings for Reference Only
- Reviewer Attachments
- Approved
- Quick Review

STEP 2 of 3: Check all to confirm you have completed this task and are now ready to submit

Confirmation

Selection is required.

☒ I have uploaded all required drawings and/or documents.

STEP 3 of 3: Click the "Submit" button below to complete your task

Submit Complete Later

If you are not ready to submit select complete later. If ready to complete task, confirm all files have been uploaded by checking the box and **Submit**.

Note: the Submit button does not become active for use until the selection above it for "I have uploaded all required drawings and/or documents," has been clicked.

_Upload and Submit

Once you have set up a new user account and your permit application has completed pre-screening, you will receive an invitation to upload your screened submittal to ProjectDox (sample below).

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ProjectDox Invitation for ELEC24-0030



DoNotReplyKCWA@avolvecloud.net

To [REDACTED]



10:48 AM



PROJECT INVITE

Hello Yiling,

You have been invited to participate in the plan review for project: **ELEC24-0030**, as a member of the **Applicant** group.

Your login is [REDACTED]

To access this project, please click on "Open Project" below.

Open Project

To access this project

Please do not reply to this email.

Click on **Open Project**, which will take you to ProjectDox on your default web browser.

Once you log in to ProjectDox, this link will take you to the project-specific dashboard. Click on **Accept** or **Applicant Upload** in the Tasks tab. This will take you to the Upload and Submit page.

Alternatively: instead of the email link, you can also log into the main Home page, select the project number link in the Projects column you want to view, which will open the project-specific dashboard to the same project-specific Tasks tab.

The **Upload and Submit** page (sample below) will guide you step by step through the document submittal process.

First-time customers: we strongly recommend you click the Watch Video links for specific tips and tricks for a smoother submittal process. These video clips are available specific to each task and embedded in the instructions by Avolve Software.

Important: please see [File Standards](#) for document requirements.

UPLOAD AND SUBMIT

- Task Information
- Permit Information
- Contact Information
- Fees Information
- Resources
- Invite Others

Task Information

Project Name: ELEC24-0030

Project Description: [REDACTED]

Coordinator: King County

Workflow: Building Workflow

Current User Login: [REDACTED]

Task Due Date: 6/15/24 11:56 AM

Task Instructions

Watch video

Please follow the steps below:

STEP 1 of 3: Select and upload your drawing and supporting document files into this project, as required

File Upload for: ELEC24-0030 ?

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

Watch video

Upload Drawings

Upload Documents

Uploaded files:

No files uploaded yet.

STEP 2 of 3: Check all to confirm you have completed this task and are now ready to submit

Confirmation ?

☐ *All files for this project have been uploaded *Required

STEP 3 of 3: Click the "Submit" button below to complete your task

Submit

Save for Later

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After uploading documents or drawings, you will receive a confirmation in your email when files are uploaded (sample below).

Upload confirmation for ELEC24-0030

D

DoNotReplyKCWATest@avolvecloud.net

To

[REDACTED]

😊

↩ Reply

↩ Reply All

➡ Forward

T

⋮

Mon 6/17/2024 11:26 AM

UPLOAD COMPLETED

Hello [REDACTED]

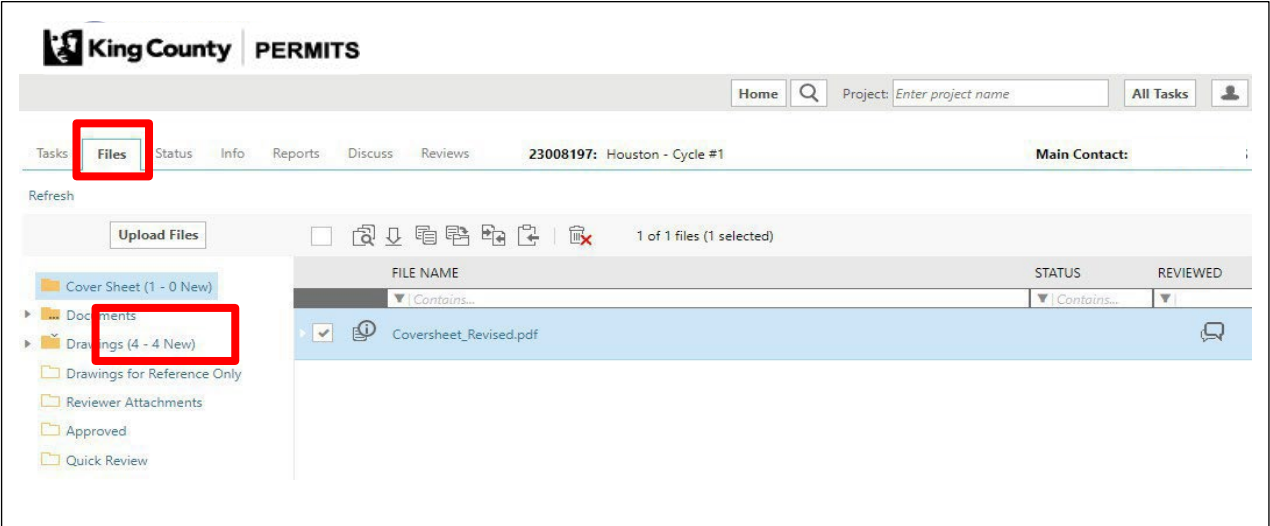
The following files have been received for project - **ELEC24-0030**

Files received:

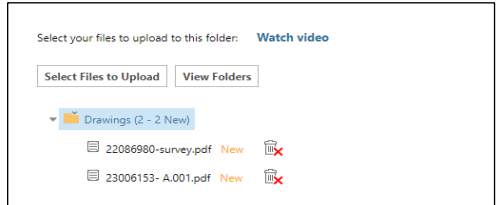
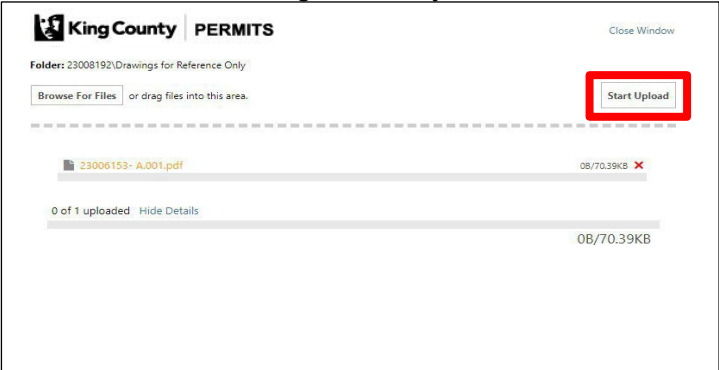
1. Avolve ProjectDox User Guide_052324 2.9.pdf

Please do not reply to this email.

Uploading and Viewing Files



After initial upload and submit process above, you can follow the steps below to submit supplemental documents and drawings to the system.



From the **Home** button the applicant may also view uploaded files by selecting the project number.

Click the **Upload Files** button above the document folder listings to start uploading more files.

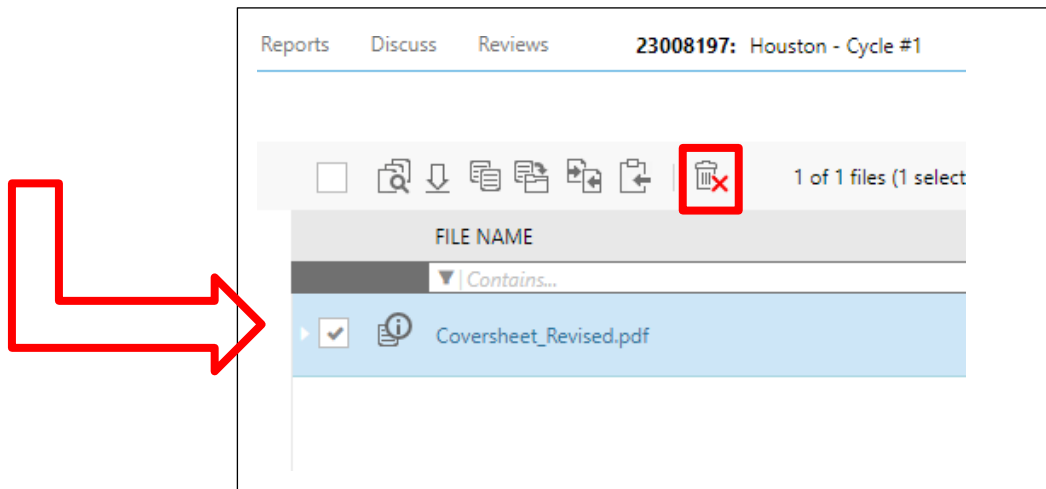
Once files are uploaded into a folder, the files will be visible. Next to each file is the file name, upload date and time, file size, and name of the user who uploaded that file.

You will also receive a confirmation email listing your documents after submittal.

Deleting Files

If a file is uploaded into the wrong folder, select the check box next to the file name and then select the delete icon.

Individuals invited into a project will not have this ability and should contact the main applicant to delete files.



To upload files into another folder, click on the folder. Repeat the process until all drawings and documents are uploaded into their respective folder.

INTAKE AND TRIAGE

Process Overview

During the intake review, the uploaded files will be reviewed for completeness and compliance.

If you have met the submittal requirements, you will receive an **Intake Decision** email notifying you the submittal is ready for the formal review process. The Permit Review Coordinator (PRC) will assign the formal review to all required disciplines and departments.

Intake Corrections

If items are missing or corrections are still required, a **Corrections Request** email will be sent to you with a link to log in to ProjectDox, and in-application step-by-step instructions on how to resubmit and resolve the issue via the Intake Corrections task.

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Corrections request for ELEC24-0030

D

DoNotReplyKCWATest@avolvecloud.net

To

☺

↩ Reply

↩ Reply All

➡ Forward

📁

⋮

Mon 6/17/2024 8:26 PM

RESPOND AND RESUBMIT

Hello

Review comments are now available.

Your responses and requested file corrections are required for your plan review to continue.

NOTE: Your review **will go faster** if new versions are uploaded properly.

TIP: Naming new file versions

It's easier to upload many files when new versions are named the same. Put all the new versions to be uploaded into a separate folder on your computer. Now rename each new version to the exact same file name you submitted prior. For example, if "file.pdf" was submitted before and "file-v2.pdf" is new version, then rename "file-v2.pdf" to "file.pdf", removing any suffixes (like -v2, _v2, or -r2).

To begin, please click on "Start Task" below.

Start Task

To submit your corrections
for **ELEC24-0030 : TEST**

Alternatively, when you log in, the landing page displaying your project(s) will also show the current step under the Tasks column (shown below), including **Intake Corrections**, and you can go to that task by clicking **Open**.

King County PERMITS

Profile

Logout

ProjectDox Dashboard

June 17, 2024

My Projects

PROJECT	DESCRIPTION	LOCATION	STATUS	TASKS (1)
ELEC24-0030	Integration issue testing -- Workflow activation; Integration issue testing; Inappropriate workflows being activated in Arcadia after PDma processing.			<div>Open Intake Corrections</div>

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INTAKE CORRECTIONS

Task Information

Permit Information

Contact Information

Fees Information

Resources

Invite Others

Task Information

Project Name: ELEC24-0030

Project Description:

Coordinator: King County

Workflow: Building Workflow

Current User Login:

Task Due Date: 8/16/24 11:33 AM

Task Instructions

Watch video

Please follow the steps below:

STEP 1 of 4: Respond to any comments, as needed

Resolve Review Comments

Unresolved Comments: 1

Info Only Comments: 0

Files with Markups: 0

Plan Review:

Review Comments

Export to Excel

Import Excel Responses

Watch video

STEP 2 of 4: Upload any new or updated files into this project

Version Upload for: ELEC24-0030

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 the files you are uploading named exactly the same as the prior versions?

Yes

No

Watch video

Uploaded files:

Select folder to open file list.

Drawings

Documents (1 - 0 New)

Sample Intake Corrections Task Page Excerpt

For first-time customers, we recommend you select and play the **Watch Video** links next to each step as you proceed through the tasks.

_Comments and Responding

ProjectDox enables customers and review staff to communicate within the application portal, including specific comments and responses (sample below).

Respondents enter text in the boxes on the right-hand side to reply to specific comments and hit **Enter** to submit.

Select and play the [Watch Video](#) link in the window for a walk-through of this feature.

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Dept: Show All

Status: Show All

Response: Show All

Search: Enter keyword

Close Window

Type: Show All

Cycle: Show All

Time: Show All

Refresh

Watch video

(0 selected)

Add Comment / Ask Question

Please enter your responses ?

<div><div></div><div>Ref.# 1</div></div>	<div><div>Intake</div><div>██████████</div><div>6/17/24 11:32 AM</div></div>	<div>Type your response here.</div>
<div><div>Unresolved</div><div>Checklist Item</div></div>	<div><div>Signed Application Acknowledgement form</div></div>	

For more tips and detail on the review comments function, [see the section under Discipline Review](#), including tips on [how to export and respond via an excel sheet](#). All comments from reviewers must have a response listed in order for applicants to complete and select **Submit** for the intake corrections package.

Please note that only applicants can respond to tasks, invited users supporting project submittals do not have access to submit and respond.

Triage Respond and Resubmit

From an applicant perspective, if more information is requested in the Triage phase, the tasks available to respond are like in the Intake Corrections phase: document uploading and responding to comments. If more information is required, you will receive an email notification requesting and directing you to a **Triage Respond and Resubmit task**. See the [Watch Video](#) Links embedded in the step-by-step instructions in ProjectDox, as well as the sections of this manual for [document uploading and viewing files](#), and [responding to comments](#).

Review Started for ELEC24-0030

D

DoNotReplyKCWATest@avolvecloud.net

To ██████████

🗨️

↩️ Reply

↩️ Reply All

➡️ Forward

📧

⋮

Mon 6/17/2024 1:55 PM

King County

PERMITS

APPLICATION SUBMISSION COMPLETED

Hello ██████████

Congratulations, the next step in your review is beginning.

The prescreening of files uploaded for project - **ELEC24-0030** : ~~Integration issue testing~~
~~Work item creation integration issue testing, inappropriate reviews being received in~~
~~Application Review~~ is completed.

You will be notified when the review is complete and if any additional response is required.

Once a submittal package is deemed fully complete in the Triage phase, fees are assessed, and applicants receive a notification to pay fees.

Note: Permit fees should be paid via www.Mybuildingpermit.com.

DISCIPLINE REVIEW

PROCESS OVERVIEW

Once the applicant pays the relevant permit fees, the Discipline Review phase begins. The Permit Review Coordinator (PRC) assigns the formal review to all required disciplines. Each assigned discipline may approve plans, or request corrections or additional information.

Once all assigned disciplines have completed their reviews, the applicant is notified whether the plan review is approved, or corrections are required.

Discipline Respond and Resubmit

If corrections and/or new information are required, the applicant will be notified by email that a **Discipline Respond and Resubmit Task** is required.

For the applicant, if more information is requested in this phase, the steps to respond are the same as for Intake Corrections: document uploading and responding to comments. See the [Watch Video](#) Links embedded in the step-by-step instructions in ProjectDox, and the sections of this manual for [document uploading and viewing files](#), and [responding to comments](#).

RESPOND AND RESUBMIT

Hello wt01,

Review comments are now available.

Your responses and requested file corrections are required for your plan review to continue.

NOTE: Your review **will go faster** if new versions are uploaded properly.

TIP: Naming new file versions

It's easier to upload many files when new versions are named the same. Put all the new versions to be uploaded into a separate folder on your computer. Now rename each new version to the exact same file name you submitted prior. For example, if "file.pdf" was submitted before and "file-v2.pdf" is new version, then rename "file-v2.pdf" to "file.pdf", removing any suffixes (like -v2, _v2, or -r2).

To begin, please click on "Start Task" below.

Start Task

To submit your corrections
for **zTraining 2021-07-12 Onboarding Chris : Training**

Please do not reply to this email.

Sample Respond and Resubmit Email

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The following steps outline how to review the comments, submit corrections, and complete the assigned **Respond and Resubmit Task**:

From the Home page select **Task** bar:

- 1. In the **Respond and Resubmit Form Step 1 of 4**: click on **Review Comments**.
 - a) Applicants may review provided comments and provide responses as required.
 - b) Ensure that responses have been provided in the applicant response column.

RESPOND AND RESUBMIT

Task Information

Review Results

Invite Others

Task Information

Project Name:

Project Description: Rev

Coordinator: Mara Fitter

Review Cycle: 2

Workflow: WST Building Workflow - Optional Reviews

Current User Login: Mara Fitter (mfitter@avolvesoftware.com)

Task Due Date: 4/5/22 1:48 PM

Task Instructions

Watch Video

Please follow the steps below:

STEP 1 of 4: Respond to all comments, as requested

STEP 1 of 4: Respond to any comments, as needed

Resolve Review Comments

Unresolved Comments: 1

Info Only Comments: 0

Files with Markups: 0

Plan Review: Review Comments

Resolve Review Comments

Unresolved Comments: 4

Info Only Comments: 1

Files with Markups: 3



Plan Review: Review Comments

Export to Excel

Import Excel Responses

Watch Video

STEP 2 of 4: Upload any new or updated files into this project

Ref.# 2	Plumbing	Plumbing-mf05 Reviewer			
Unresolved	No metallic pipe permitted in this use.				
Library Comment					
Ref.# 3	Plumbing	Plumbing-mf05 Reviewer			
Unresolved	Water Lines must be able to hold water in all lines				
Library Comment					
Ref.# 4	Restroom Compliance	Plumbing	Plumbing-mf05 Reviewer	1/11/21 9:06 AM	Cycle 1
Unresolved		 100380704.pdf			
Markup	Confirm plumbing allows for the proper sink height in all restrooms.				

Question

Please enter your responses

Cycle 1

I have made changes and uploaded a new file

_Review comments and export to Excel

In addition to the [Review Comments](#) function within the ProjectDox portal, the applicants may also select **Export to Excel** to view and download comments in an Excel spreadsheet. Export can be as one single file, or multiple files by department.

STEP 1 of 4: Respond to all comments, as requested

Resolve Review Comments

Unresolved Comments: 4
Info Only Comments: 0
Files with Markups: 1

Plan Review: Review Comments Export to Excel Import Excel Responses [Learn how](#)

Review and respond online. *Review and respond in Excel when upload your responses.*

Export to Excel

Export review comments to Excel

☒ Single XLSX file
☐ Multiple XLSX files by department/trade (as ZIP)

Download Close

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REF #	REVIEWED BY	TYPE	VIEW	ENTER YOUR COMMENT RESPONSE HERE
1	Plumbing Plumbing-mf05 Reviewer 1/11/21 9:03 AM	Comment Add comment allows the Coordinator or Reviewer to add comments using their own words, or to copy and paste from an outside document. Rich-Text is an option.		
2	Plumbing Plumbing-mf05 Reviewer 1/11/21 9:04 AM	Library Comment No metallic pipe permitted in this use.		
3	Plumbing Plumbing-mf05 Reviewer 1/11/21 9:04 AM	Library Comment Water Lines must be able to hold water in all lines		
4	Plumbing Plumbing-mf05 Reviewer 1/11/21 9:06 AM	Markup A2-2 2nd floor Proposed Addition 100380704.pdf Restroom Compliance Confirm plumbing allows for the proper sink height in all restrooms.	open	

Upon Resubmittal the applicant will go to the **eForm** and import the comments back into the system by selecting the **Import Excel Responses**, browse for files, and upload Excel spreadsheet.

STEP 1 of 4: Respond to all comments, as requested

Resolve Review Comments ?

Unresolved Comments: 4

Info Only Comments: 0

Files with Markups: 1

Plan Review:

Review Comments

Review and respond online.

Export to Excel

Review and respond in Excel , then upload your responses.

Import Excel Responses

[Learn how](#)

Import Responses

Select to upload the Excel file (XLSX) that contains your responses ?

Browse for File

Close

2. In the Respond and Resubmit Form Step 2 of 4: Make required corrections and upload any new or updated files into the project.

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

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

ProjectDox

Upload File Versions

Project: zTraining Batch Stamp 2021-01-11

STEP 2 of 4: Upload any new or updated files into this project

Version Upload for: zTraining Batch Stamp 2021-01-11

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?

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

Uploaded files:

Select folder to open file list.

- Drawings (13 - 0 New)
- Documents

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

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

Drawings\0406 A-2.1.4.pdf	Select File
Drawings\0406 A-2.1.4a.pdf	Select File
Drawings\1st floor plan.dwg	Select File
Drawings\A11.01 1-15-07.tif	Select File
Drawings\A11.02 1-15-07.tif	Select File
Drawings\A2-2 2nd floor Proposed Addition 100380704.pdf	Select File
Drawings\Brookwood Plat.dwg	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)

3. Back in the Respond and Resubmit Form Step 3 of 4:

Confirm you have completed the Task and are ready to submit.

- Check the box "I have responded to all review comments."
- Check the box "I have uploaded my revised files, if requested."

4. In the Respond and Resubmit Form Step 4 of 4: Select the **Submit** button to complete your task of comments and updated files.

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

Confirmation ?

☒ *I have responded to all review comments *Required

☒ *I have uploaded my revised files, if requested *Required

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

Submit

Save for Later

QUALITY ASSURANCE

Quality Assurance Respond and Resubmit

For the applicant, if more information is requested in this phase, the tasks available to respond, [Upload and Submit](#), [Respond and Resubmit](#), [Comments and Responding](#), and [Review comments and Export to Excel](#), are the same as for earlier phases such as in [Intake Corrections](#).

See the [Watch Video](#) Links embedded in the step-by-step instructions in ProjectDox, as well as the sections of this manual linked above, plus for [uploading and viewing files](#).

QUALITY ASSURANCE RESPONSE

Task Information

Permit Information

Contact Information

Fees Information

Resources

Task Information

Project Name:

ELEC24-0030

Project Description:

TEST

Coordinator:

King County

Workflow:

Building Workflow

Current User Login:

Task Due Date:

8/19/24 4:02 PM

Task Instructions

Watch video

Please follow the steps below:

STEP 1 of 4: Respond to comments, as needed

Pre-Issuance Corrections

Add Comment

Show 5 records

DISCUSSION COMMENT	PARTICIPANT	CREATED
Fee payment was rejected. Please try again.		6/20/24 4:02 PM
Please pay fees via MBP and record Notice on Title in the Documents folder		6/18/24 4:58 PM

1 - 2 of 2 records

Prev

1

Next

STEP 2 of 4: Upload all required documents into the documents folder.

File Upload for: ELEC24-0030 ⓘ

Please click appropriately for the **type of files** you are uploading. [Watch video](#)

Upload Documents

Uploaded files:

Select folder to open file list.

▶ Drawings (2 - 0 New) ⓘ

▶ Documents (2 - 0 New)

STEP 3 of 4: Check the box to confirm you are ready to submit

Confirmation ⓘ

☐ *All fees have been paid *Required

Submit

Save for Later

Tip: you must have [paid any additional fees](#) (if assessed) and confirm by checking the “All fees have been paid” box before the Submit button is active for selection.

APPROVED PLANS

_Download and Print Approved Plan Set

After quality assurance is complete, plans will be approved, and documents will be batch stamped. You will receive an email indicating that you may access your approved drawings and documents. You may do so through the email notification **Download** link, or from logging directly into your ProjectDox account, either works (email sample below).

ELEC24-0030 update - Approved plans available

D

DoNotReplyKCWATest@avolvecloud.n

To

😊

↶


↷

➡

📧

⋮

2:39 PM

 King County

PERMITS

DOWNLOAD APPROVED FILES

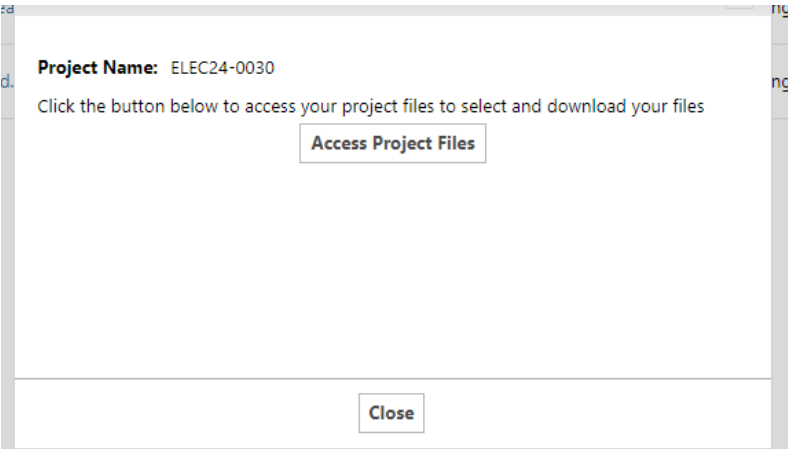
Hello

Congratulations, your approved plans are ready for download.

To download your approved files, click on "Download" below. You will be redirected to your Project portal and you will enter your login & password. Once logged in, a window will open prompting you to select a location on your local computer to download and save your approved plans.

Download

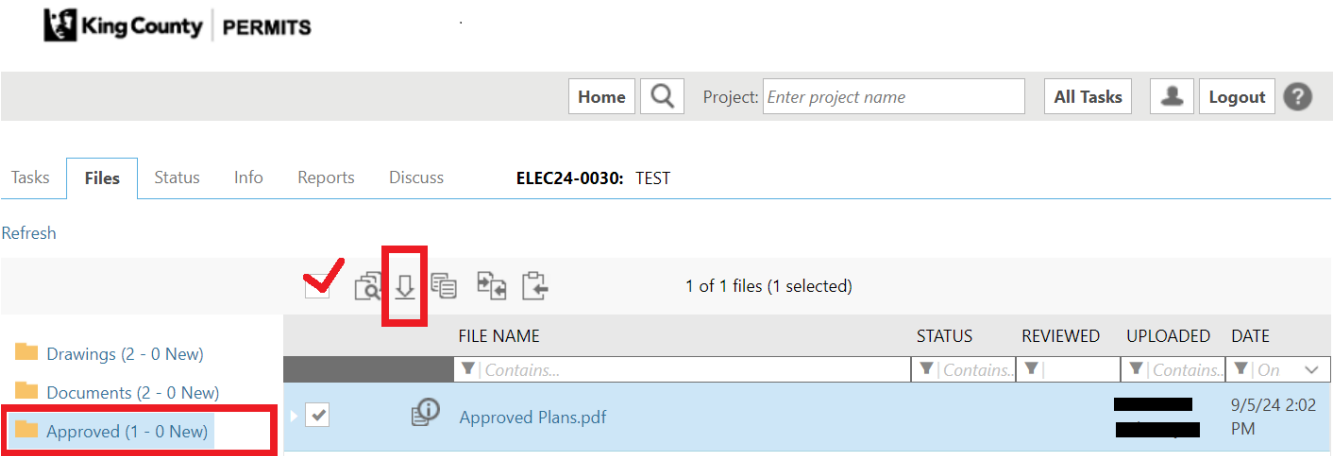
To access your approved plans for **ELEC24-0030 : TEST**

A screenshot of a web application window. At the top, it says "Project Name: ELEC24-0030". Below that, it says "Click the button below to access your project files to select and download your files". There is a button labeled "Access Project Files". At the bottom of the window, there is a "Close" button.

Clicking **Access Project Files** or **Close** will lead you to the Files section of your project’s dashboard.


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In the left column, select the folder for **Approved** documents.

Check the box for all documents to download.

Then click on the downward  arrow icon to download all selected documents.

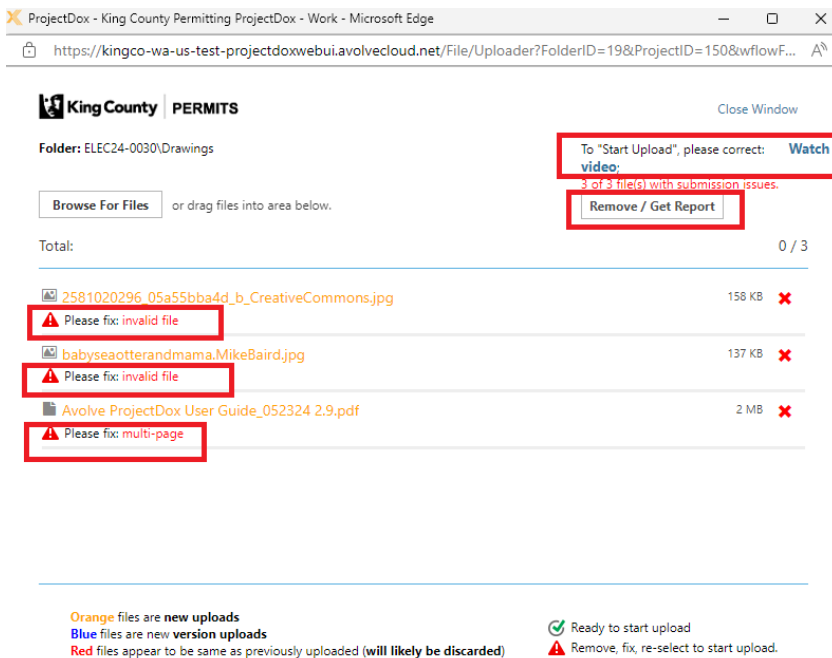
The approved plan set must be printed at a minimum size of 24"x36" and kept on the job site throughout the duration of construction.

TROUBLESHOOTING

Having trouble with file uploads?

- Click **Remove/Get Report** to generate a list of the issues per document uploaded with a reference key that gives more detail. In the sample above, you can see error listings per document, where “invalid file” means the user attempted to submit a non-pdf file, and “multi-page” shows the user attempted to submit multiple pages at once to the drawing folder.

-For an introduction or refresher on uploading files, select and play **Watch Video** in the upper right-hand corner.



- Also see the [File Standards](#) section of this guide to confirm your documents and drawings are formatted per the standards and types specified for ProjectDox.

Unable to click on the Submit button?

- Check that all required files have been uploaded and select the check box button(s) listed above the Submit button.



Thank you for using electronic plan review!

Who do I contact for more support?

If you need further assistance, please reach out via our [customer support portal](#).

*You will be asked to create an account or sign in.

[See our customer service webpage for the latest information on more ways to reach out.](#)