



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/>

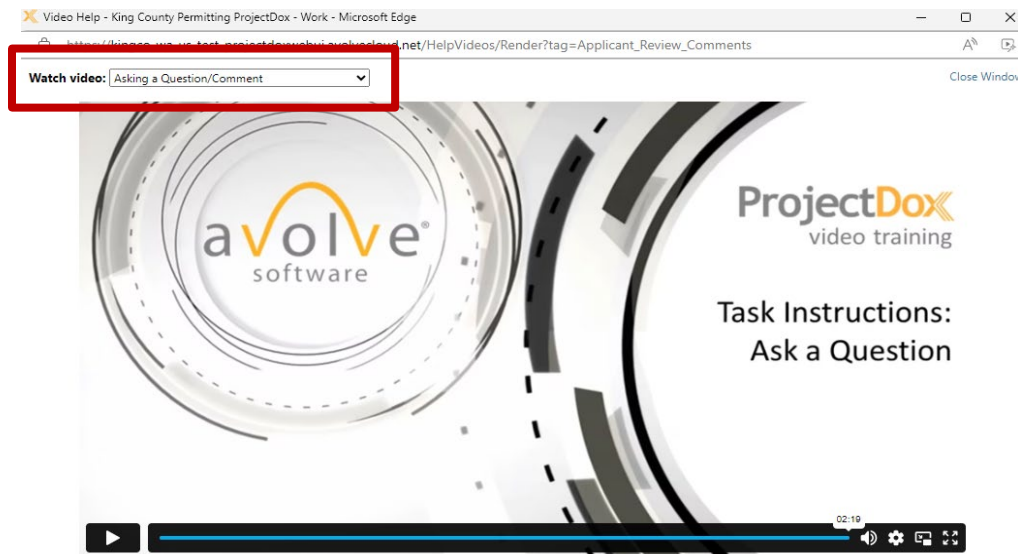
Before applying for a permit, please review the King County Permits webpage [How to submit permits - building and land use](#) and pay special attention to required [file standards](#).

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

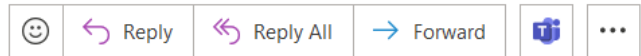
When your application submittal has been accepted for screening, an email invitation (sample below) will be sent to the applicant to upload plans into ProjectDox®. For new users, the invitation will contain a temporary password.

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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King County PERMITS

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

*** Required field**

First Name: * Last Name: *

Applicant Email: *

Title: *

Company: *

Address 1:

Subdivision:

City:

State/Province: Postal Code:

Phone: Fax:

Mobile: Lot No:

Stamps: ⓘ

Language: *

Save

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

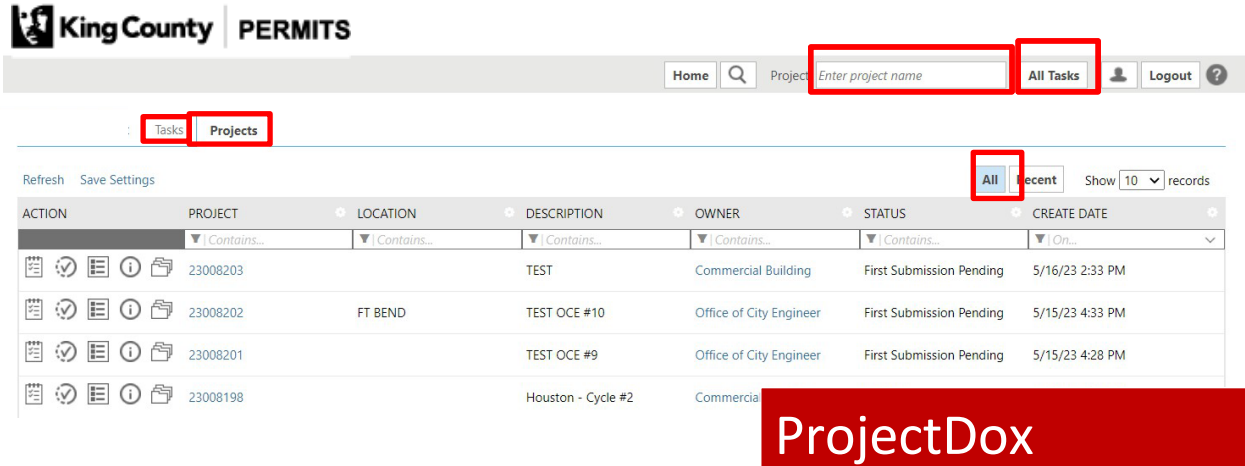
After login, click on **View All Projects** at the bottom of the page:

The screenshot shows the ProjectDox Dashboard interface. At the top left is the 'King County PERMITS' logo. Below it is a 'Profile' link. On the right, there is a 'Logout' button. The main header area contains 'ProjectDox Dashboard' on the left and the date 'September 24, 2024' on the right. The central part of the dashboard is titled 'My Projects' and contains a table with the following columns: PROJECT, DESCRIPTION, LOCATION, STATUS, and TASKS (0). The table lists ten projects, each with a unique ID, a description, a status (Issued or Submittal), and an 'Open' button next to a 'Download Files' link. Below the table, there is a pagination control showing '1 - 10 of 50 records' and a set of navigation buttons (Prev, 1, 2, 3, 4, 5, Next). At the bottom of the dashboard, there is a message: 'You have more than 50 projects, to view all your projects, click the button below.' Below this message is a button labeled 'View All Projects', which is highlighted with a red rectangular box.

PROJECT	DESCRIPTION	LOCATION	STATUS	TASKS (0)
DWEL24-0137	for training and/or integration testing; for training and/or integration testing		Issued	Open 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	Open Download Files
ELEC24-0102	Integration Testing/Training (Commercial): Integration testing and/or end-to-end training.		Issued	Open Download Files
ELEC24-0101	Integration Testing/Training (Commercial): Integration testing and/or end-to-end training.		Issued	Open 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	

Then you will get this view:

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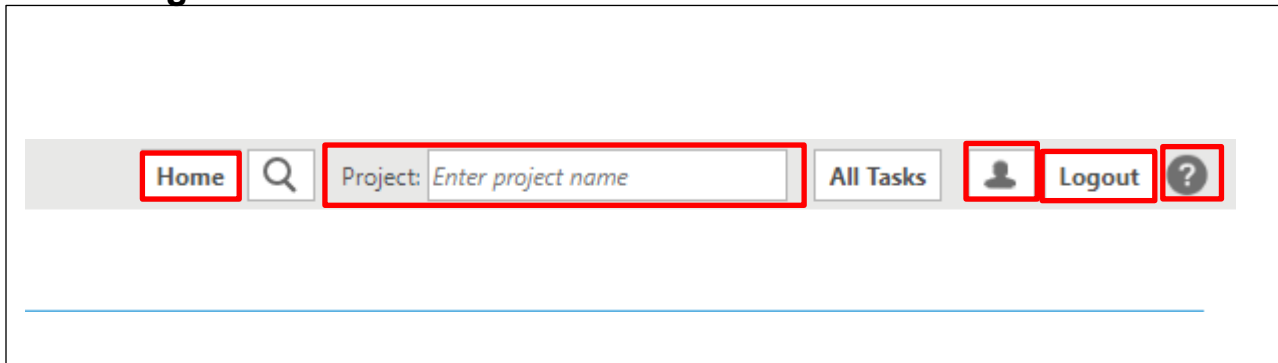
The ProjectDox® home page is divided into two main sections. The Projects section is your **All Projects List**, which displays basic information about every project you have been invited into as a main applicant and as a project member.

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.

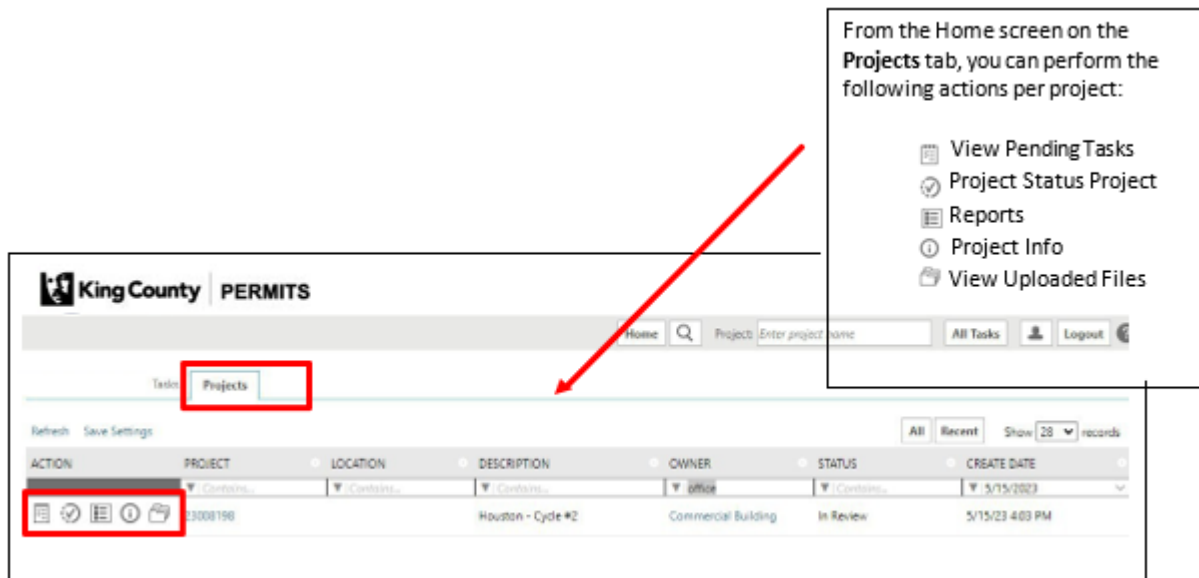
The **Tasks** section of the home page is your **All Tasks List**, which displays all your outstanding tasks on projects for which you are the main applicant. The Active Task List can be sorted by clicking on the column header. Both the Projects List and Task List are set to display a limited number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



From the Home screen on the **Projects** tab, you can perform the following actions per project:

-  View Pending Tasks
-  Project Status Project
-  Reports
-  Project Info
-  View Uploaded Files

ACTION	PROJECT	LOCATION	DESCRIPTION	OWNER	STATUS	CREATE DATE
    	33008198		Houston - Cycle #2	Commercial Building	In Review	5/15/23 4:03 PM

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.

The screenshot shows the ProjectDox dashboard interface. At the top left is the King County PERMITS logo. The navigation bar includes 'Home', a search icon, a 'Project:' field with the placeholder 'Enter project name', 'All Tasks', a user icon, and 'Logout'. Below the navigation bar are tabs for 'Tasks' and 'Projects', with 'Projects' being the active tab. The main content area has 'Refresh' and 'Save Settings' buttons on the left, and 'All', 'Recent', and 'Show 15 records' on the right. A table with columns: ACTION, PROJECT, LOCATION, DESCRIPTION, OWNER, STATUS, and CREATE DATE is displayed. The first row of the table is highlighted with a red box around the 'PROJECT' cell, which contains the value 'ELEC24-0073'. The other rows show similar project information with different permit numbers and statuses.

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

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The screenshot displays the ProjectDox interface for a project named "ELEC24-0030: TEST". At the top left, the King County PERMITS logo is visible. The navigation bar includes "Home", a search icon, a "Project:" field with the placeholder "Enter project name", "All Tasks", a user profile icon, and a "Logout" button. Below this, a set of navigation tabs is shown: "Tasks" (highlighted with a red box), "Files", "Status", "Info", "Reports", and "Discuss". The main content area features a "Refresh" and "Save Settings" link, followed by filter buttons for "All", "Overdue", and "Priority", and a "Show 7 records" dropdown. A table lists tasks with columns for ACTION, TASK, PROJECT, GROUP, ASSIGNMEN..., STATUS, PRIORITY, DUE DATE, and CREATED. One task is listed: "Quality Assurance Response" for project "ELEC24-0030", group "Applicant", and status "Accepted". Below the table is a pagination control showing "1 - 1 of 1 records". A "Workflows" section follows, with a "Refresh" link and a table with columns: NAME, COORDINATOR GROUP, STATE, INTEGRATION MODE, VERSION, STARTED, and COMPLETED. One workflow is listed: "ELEC24-0030 - Commercial Template - 6/10/2024 11:56:14 AM" with coordinator "Permit Review Coordinator", state "Active", and integration mode "Production". A red box highlights a workflow icon in the first row. The workflow table also includes a pagination control showing "1 - 1 of 1 records".

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.

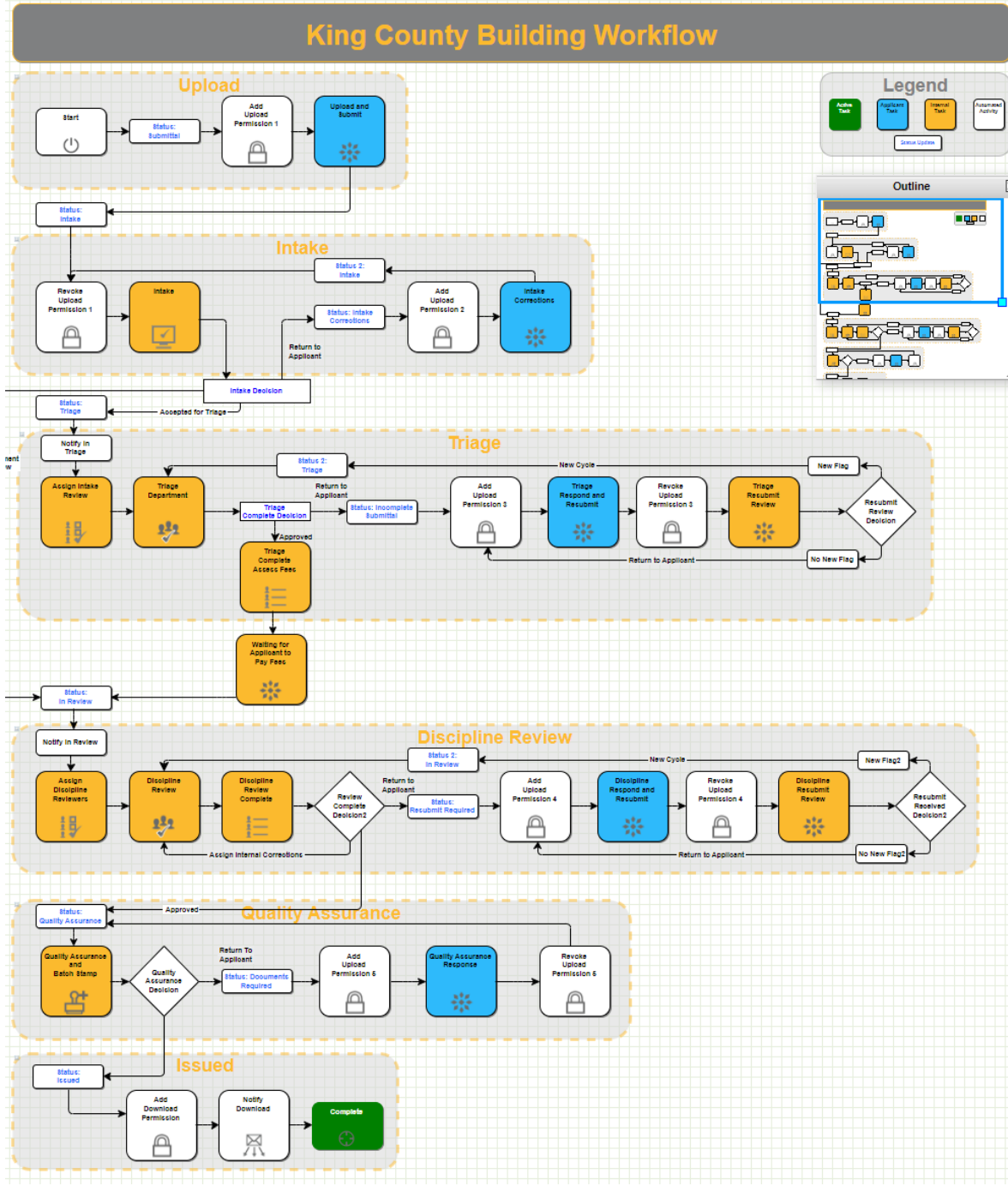
King County Building Workflow in Tasks Tab

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.

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The shape marked 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 below).



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 plans/drawings that have the same name. This enables Avolve ProjectDox to compare resubmittals and changes with the corrections requested by the County.
- Date and time stamps need to be excluded from file names so that ProjectDox can version the documents.
- Avolve ProjectDox requires drawings to be named as follows:

King-County-Record-Number_Sheet#_Plan-Type
--

Examples:

- DWEL24-9999 A1.00 Architectural Plan
- ADDC25-0000 S2.01 Structural Plan

Refer to the Plan Type Naming Key below:

Plan Type	Discipline Code
Architectural	A
Interior Design	ID or A
Structural	S
Plumbing	P or M
Electrical	E

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Smoke Control	SC
Mechanical	M
Landscape	L
Civil	C
Life Safety	LS or A or G
Survey	V
Fire Protection	FP

File Naming Conventions – Documents

- Documents that are not plans/drawings use the following file naming convention:

King-County-Record-Number_ Document-Type

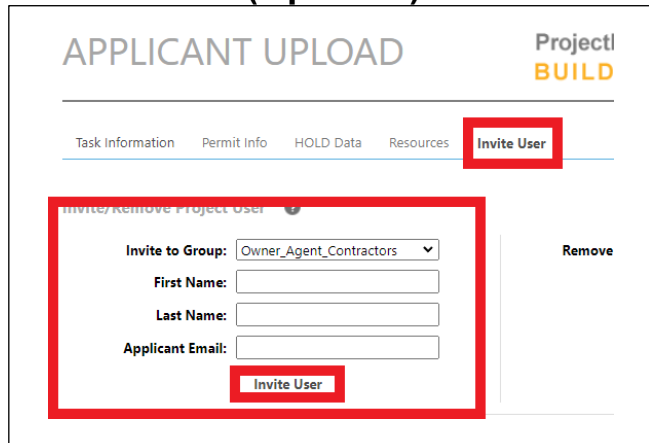
- Date and time stamps are excluded from file names so that Avolve ProjectDox can version the documents, as needed.

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

COMPLETING THE SUBMITTAL

Invite a User (Optional)



The screenshot displays the 'APPLICANT UPLOAD' interface for Project BUILD. At the top right, the Project BUILD logo is visible. Below the header, a navigation bar includes tabs for 'Task Information', 'Permit Info', 'HOLD Data', 'Resources', and 'Invite User', with the 'Invite User' tab highlighted in red. The main content area is titled 'Invite/Remove Project User' and contains a form with the following fields: 'Invite to Group' (a dropdown menu currently set to 'Owner_Agent_Contractors'), 'First Name', 'Last Name', and 'Applicant Email'. A red box highlights the entire form area. To the right of the form is a 'Remove' button. At the bottom of the form, there is an 'Invite User' button, also highlighted with a red box.

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

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



DoNotReplyKCWATest@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](#)

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

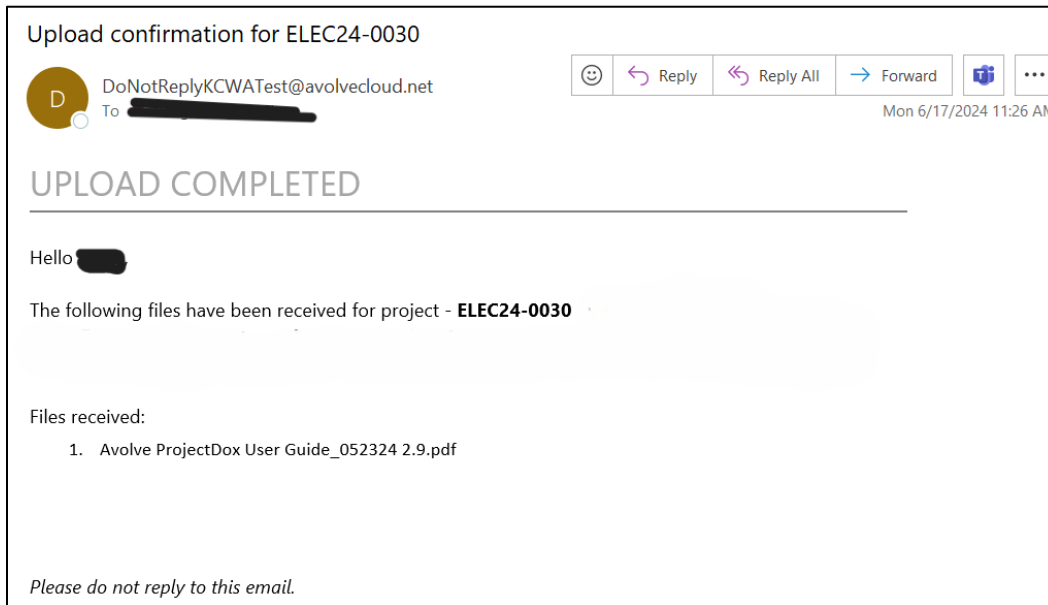
Confirmation ?

*All files for this project have been uploaded *Required

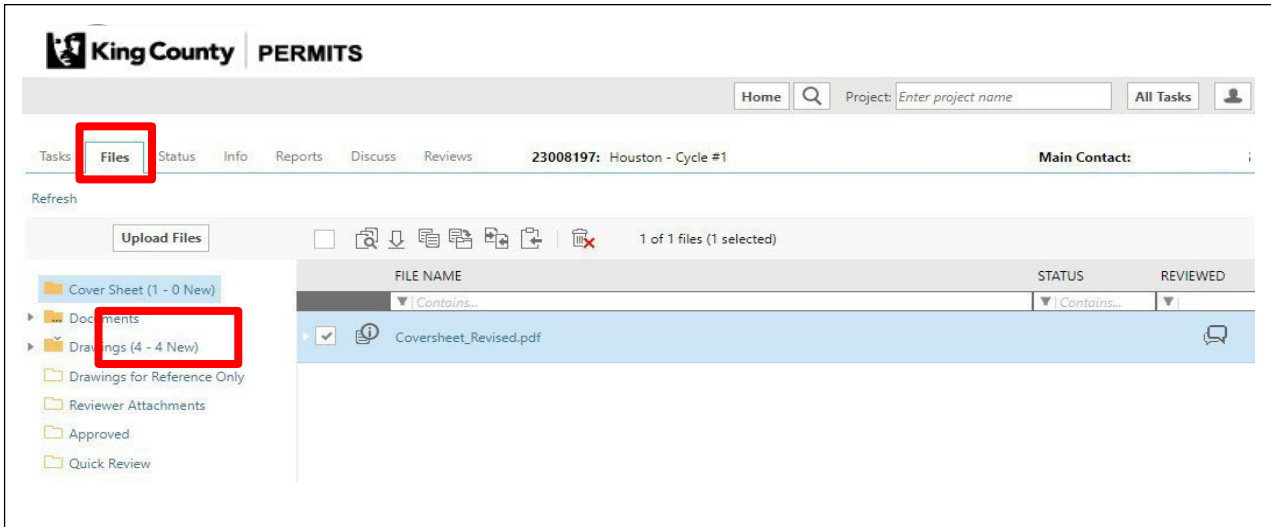
STEP 3 of 3: Click the "Submit" button below to complete your task

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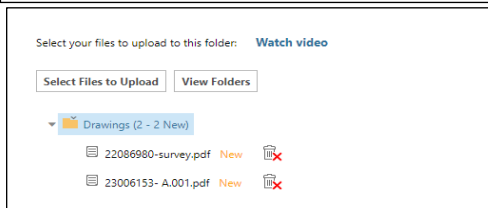
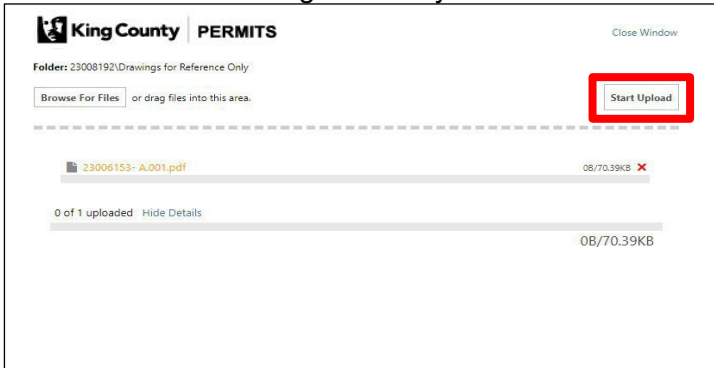
After uploading documents or drawings, you will receive a confirmation in your email when files are uploaded (sample below).



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.

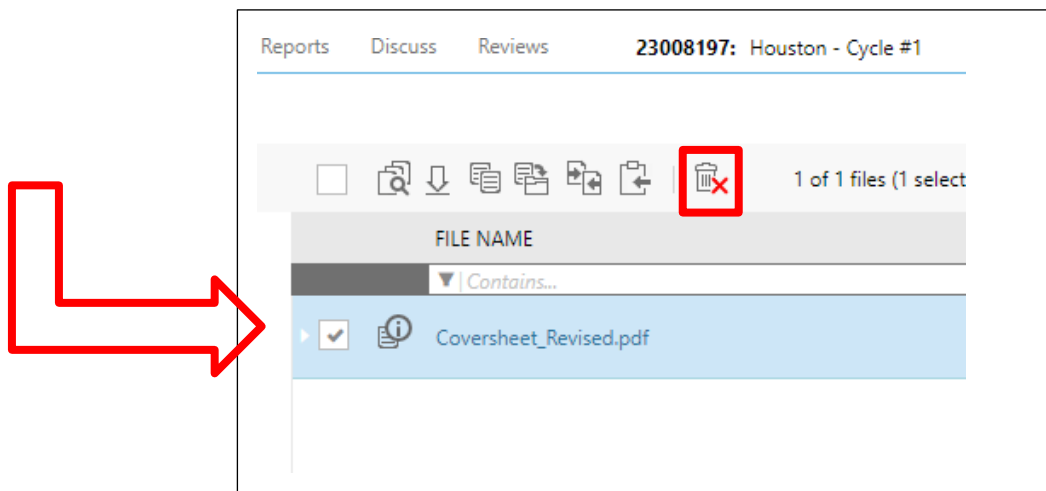
Once files are uploaded into a folder, the files will be visible. Next to each file is the file name, upload date and time, file size, and name of the user who uploaded that file.

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

 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

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

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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 and respond online. | *Review and respond in Excel, then upload your responses.*

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 |

Are the files you are uploading 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
- 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: Status: Response: Search: Close Window
 Type: Cycle: Time:

Refresh Watch video

<input type="checkbox"/> (0 selected) Add Comment / Ask Question		Please enter your responses ?
<input type="checkbox"/>	Ref.# 1 Intake 6/17/24 11:32 AM <div style="background-color: #f00; padding: 2px; display: inline-block;">Unresolved</div> Signed Application Acknowledgement form Checklist Item	Type your response here.

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

DoNotReplyKCWATest@avolvecloud.net

To: [Redacted]

😊
↩ Reply
↩ Reply All
➡ Forward
📧
⋮

Mon 6/17/2024 1:55 PM

APPLICATION SUBMISSION COMPLETED

Hello [Redacted]

Congratulations, the next step in your review is beginning.

The prescreening of files uploaded for project - **ELEC24-0030** : **Investigation is in testing** [Redacted] 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](#).

The screenshot shows an email interface with the following content:

- RESPOND AND RESUBMIT**
- Greeting: Hello wt01,
- Message: Review comments are now available.
- Message: 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).
- Instruction: To begin, please click on "Start Task" below.
- Start Task** button: To submit your corrections for **zTraining 2021-07-12 Onboarding Chris : Training**
- Footer: 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: [Redacted]
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

Resolve Review Comments ?

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

Plan Review: **Review Comments**

Resolve Review Comments ?

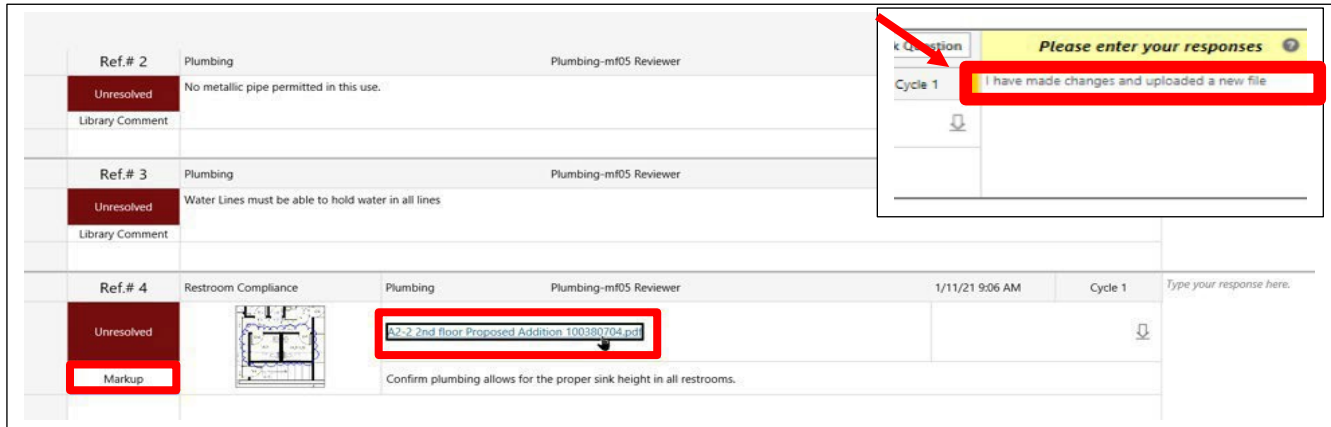
Unresolved Comments: 4
Info Only Comments: 1
Files with Markups: 3

Plan Review: | | |

Review and respond online. | *Review and respond in Excel, then upload your responses.*

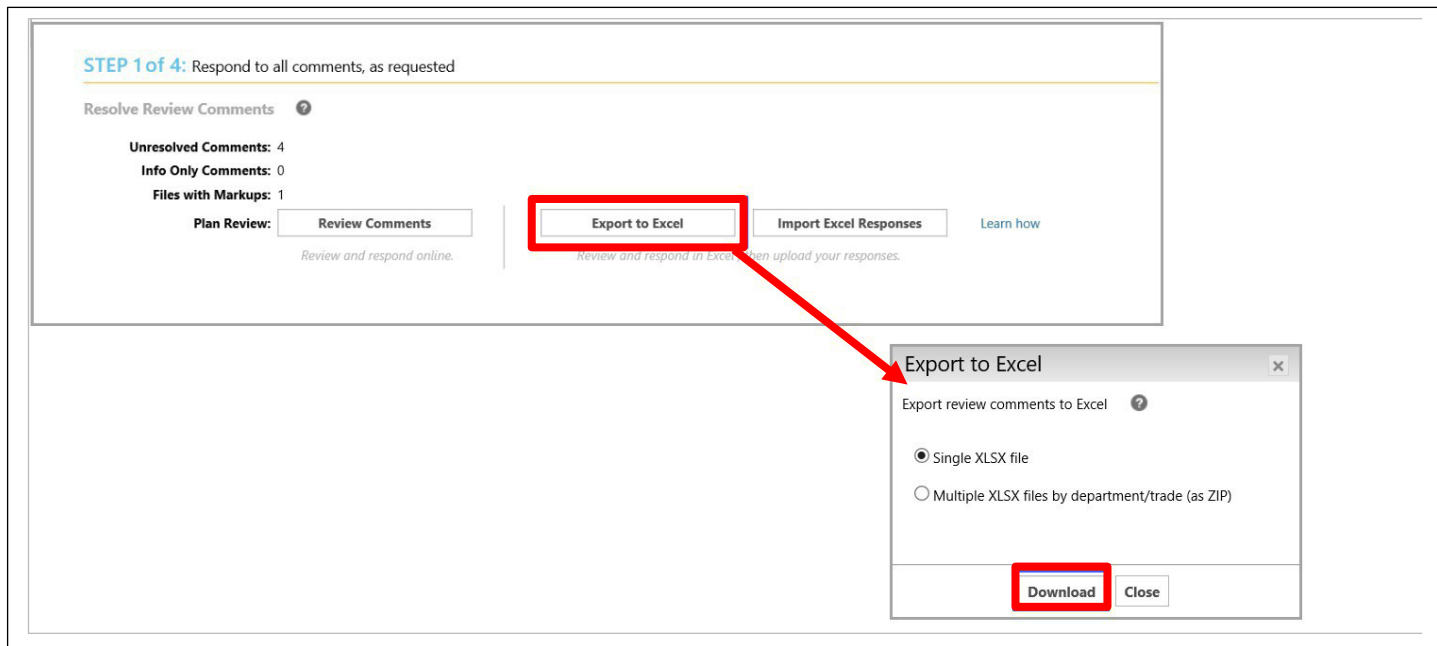
STEP 2 of 4: Upload any new or updated files into this project

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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.



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REF #	REVIEWED BY	TYPE	VIEW
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](#) | [Export to Excel](#) | [Import Excel Responses](#) [Learn how](#)

Review and respond online. | *Review and respond in Excel, then upload your responses.*

Import Responses ×

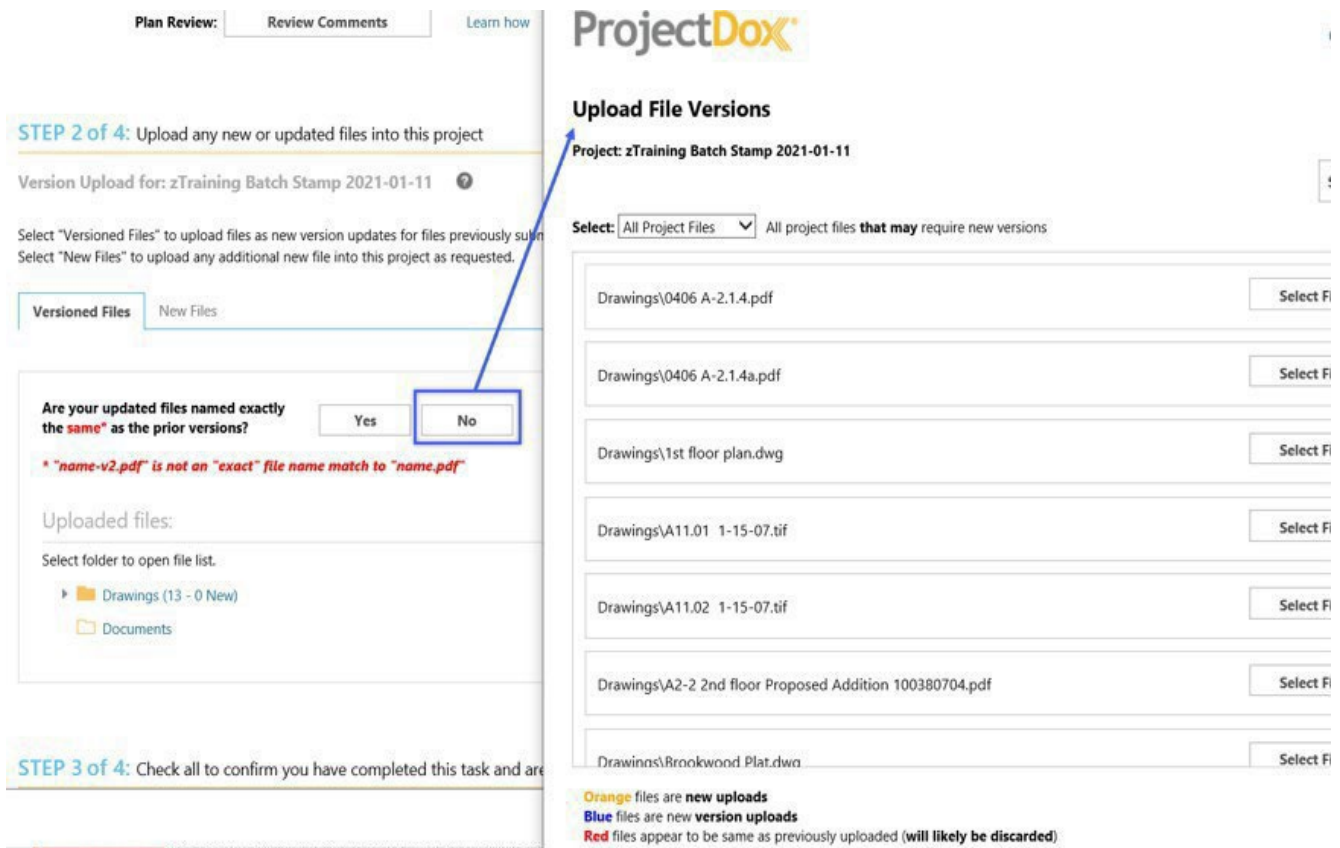
Select to upload the Excel file (XLSX) that contains your responses ?

[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.

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



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


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

- a. Check the box “I have responded to all review comments.”
- b. 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

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: [REDACTED]
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 ⓘ

Show records

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

1 - 2 of 2 records

⏪ ⏩ Prev 1 Next ⏪ ⏩

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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](#)

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









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

 DoNotReplyKCWATest@avolvecloud.n
To        2:39 PM



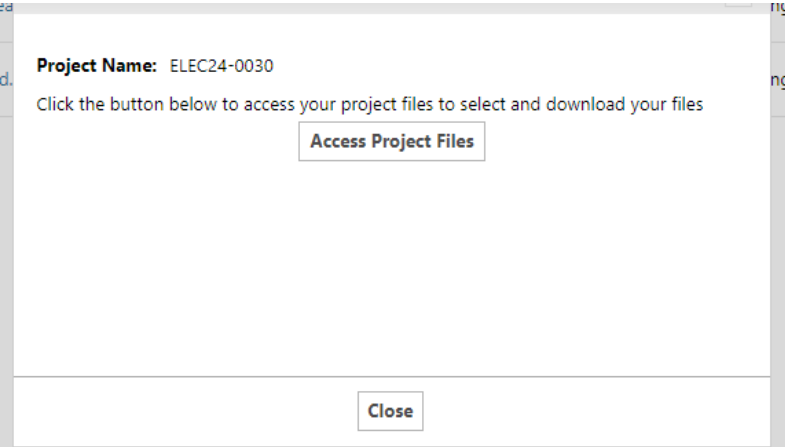
DOWNLOAD APPROVED FILES

Hello 

Congratulations, your approved plans are ready for download.

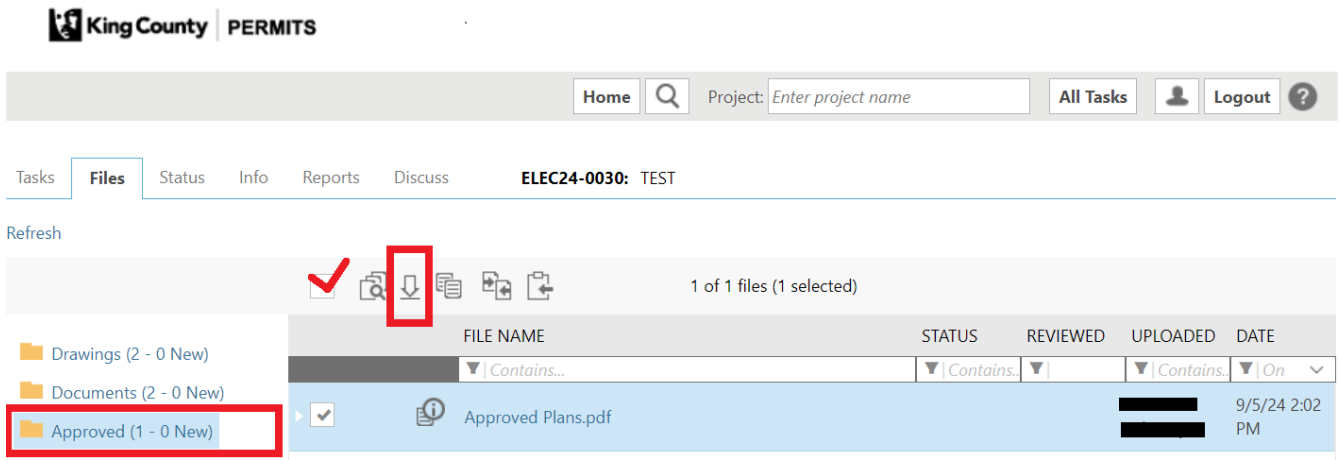
To download your approved files, click on "Download" below. You will be redirected to your Project portal and you will enter your login & password. Once logged in, a window will open prompting you to select a location on your local computer to download and save your approved plans.

[Download](#) To access your approved plans for **ELEC24-0030 : TEST**




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.

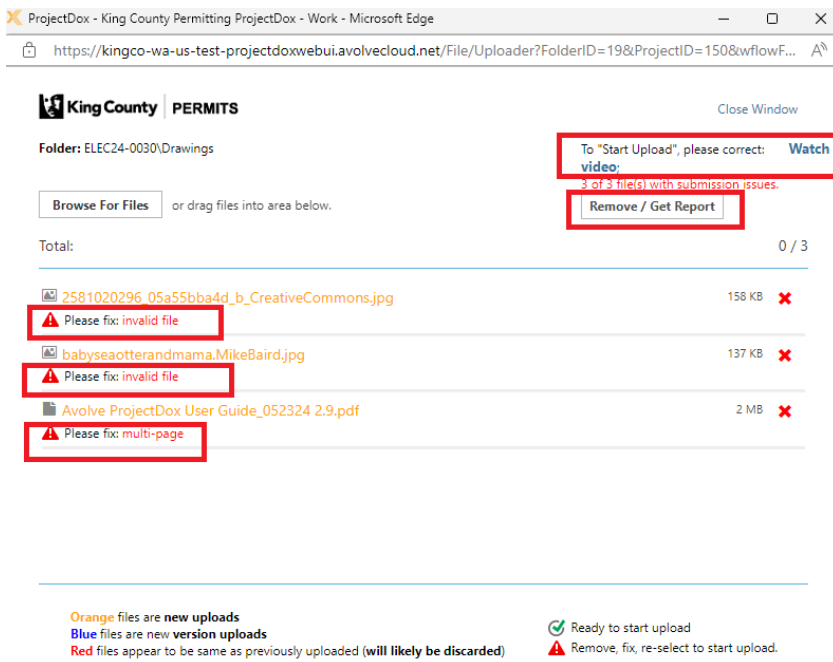
The approved plan set must be printed at a minimum size of 24"x36" and kept on the job site throughout the duration of construction.

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.](#)