



Department of Development Services Building Safety

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July 31, 2017

ProjectDox Upload Instructions For New Single Family Residence Permits

Use the following file groupings and file naming standards when uploading files to ProjectDox for a new residential permit.

- **Permit Application** – All pages of the application should be combined into a single PDF file. The file name shall be PermitApplication.pdf and upload to the “Supporting Docs” folder within ProjectDox.
- **Foundation Plans** – All pages should be combined into a single PDF file. The file name shall be FoundationPlan.pdf and upload to the “Drawings” folder within ProjectDox.
- **Foundation Letter** – The file name shall be FoundationLetter.pdf and upload to the “Supporting Docs” folder within ProjectDox.
- **Energy Code Compliance** – Consist of the following: COD 2015 Res. Energy Compliance Path Plan Certificate, energy compliance report and any supporting documents which substantiates other requires of the 2015 IECC
 - ▶ COD 2015 Res. Energy Compliance Path Plan Certificate and energy compliance report should be combined into a single PDF file and named EnergyReport.pdf.
 - ▶ Any supporting documentation which substantiates other requires of the 2015 IECC shall be combined into a single PDF file and named MiscEnergyDocs.pdf. (Ex- specs for UL 127)

All files shall be upload to the “Supporting Docs” folder within ProjectDox.

- **Site Plan** - The file name shall be SitePlan.pdf and upload to the “Drawings” folder within ProjectDox.
- **Building Plans** – Consist of the following; floor plans, elevations, electrical, framing plans (roof, ceiling, floor, and wall), stair detail, 1hr soffit detail. All pages should be combined into a single PDF file. The file name shall be BuildingPlan.pdf and upload to the “Drawings” folder within ProjectDox.
- **Wind Bracing Plans** - All pages of the application should be combined into a single PDF file. The file name shall be WindBracingPlan.pdf and upload to the “Drawings” folder within ProjectDox.

If additional files or revisions are needed, the Plans Examiner will provide the naming standard for the additional files.