How To Re-Upload Files using
The City's Electronic Plan Review System

Re-submitting Plans and Reports to the Engineering Department

STEP 1. Revise plans accordingly based on the markups from the prior review.
STEP 2. Plans and reports should be named the same for each review.
STEP 3. "Login to Electronic Plan Review" and identify yourself to the system.
STEP 4. Click on the project to which you would like to re-upload drawings and/or reports.
STEP 1. Click on the "Submittals and Comments" link.
STEP 5. Click on the "Upload files" button.
STEP 6. Browse to the location on your computer where you saved the PDF's, hold the keyboard "Ctrl" button down while selecting all the files you wish to upload.
STEP 7. Click the "Open" button.
STEP 8. Click on the "Upload Now" button. The program will state which files have been uploaded. There are already files in this directory, so the program recognizes that you are uploading another submittal.
STEP 9. Close that window

a. If the upload was successful, you will see a thumbnail of the plan set, click on the file, and you will be able to view the file.
b. If you see the words "Processing", then your files have not been uploaded. The system may be down. Please contact your reviewer or call 623-882-7979.
c. If you are not able to open the file nor do you see the words "Processing", then you have not installed ProjectDox components (Click on this link "Install ProjectDox Components").

STEP 10. You should receive an email from the City's Engineering Department. If you do not receive an email within a day, please call 623-882-7979.

If you are having any problems, please call 623-882-7979. We will assist you in this process. Thank you!