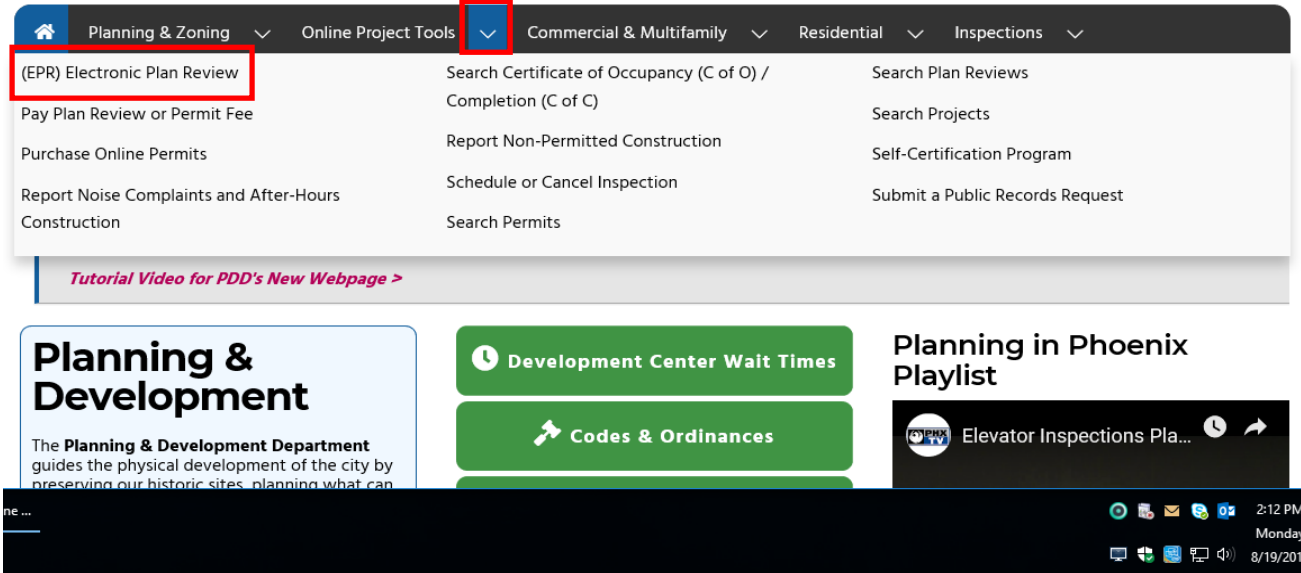


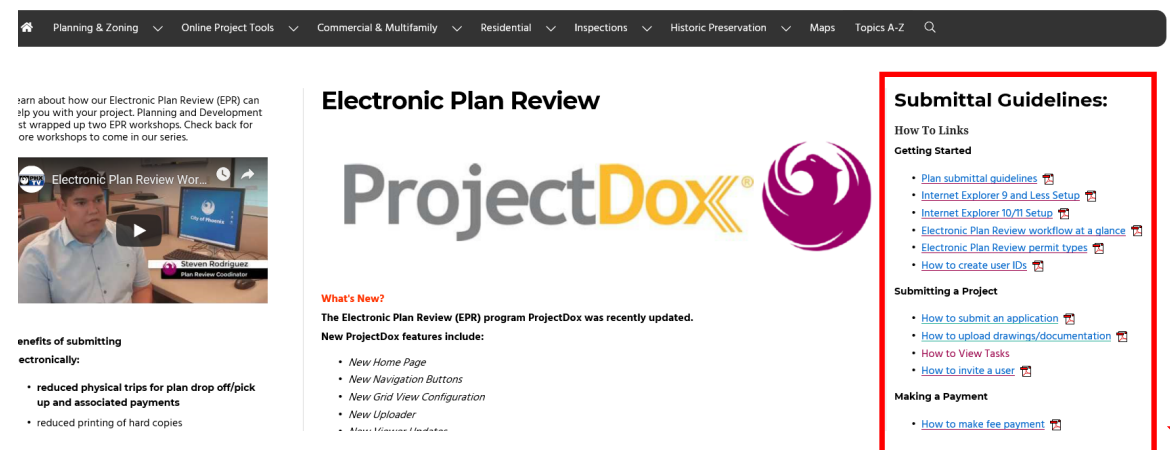


**I. Accessing the Online Web Portal**

1. Click on the following URL <https://apps-secure.phoenix.gov/PDD/EPR> and proceed to Step 4.
2. Or from the Planning and Development web page navigate to the “Online Project Tools” drop down menu and click “(EPR) Electronic Plan Review”.

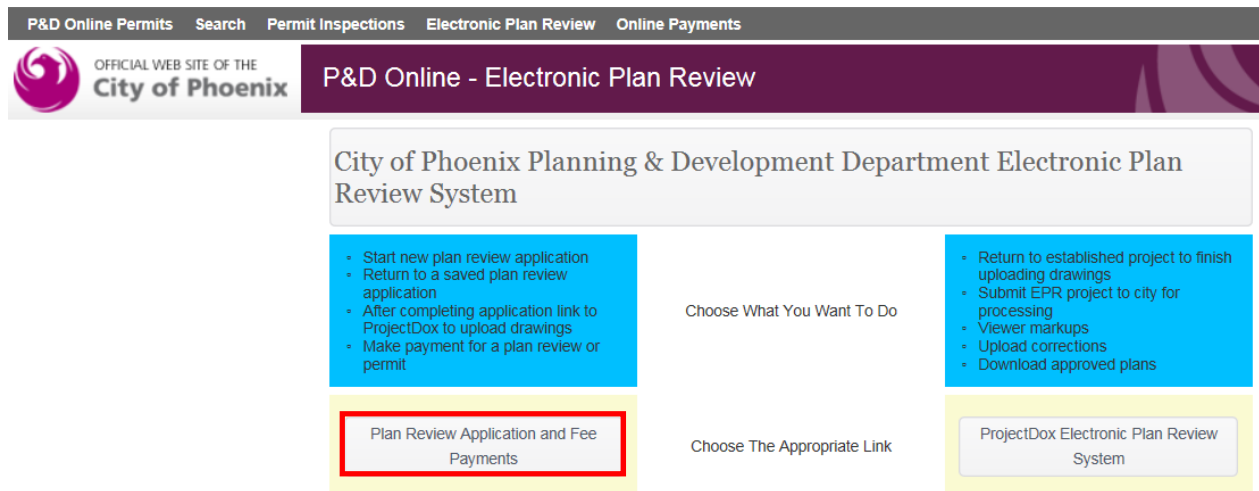


**NOTE: Visit <https://www.phoenix.gov/pdd/onlineservices/electronic-plan-review> for EPR Submittal Guidelines, “How To” documents and other useful EPR information.**



For more information or for a copy of this publication in an alternate format, contact Planning & Development at 602-262-7811 voice or TTY use 7-1-1.

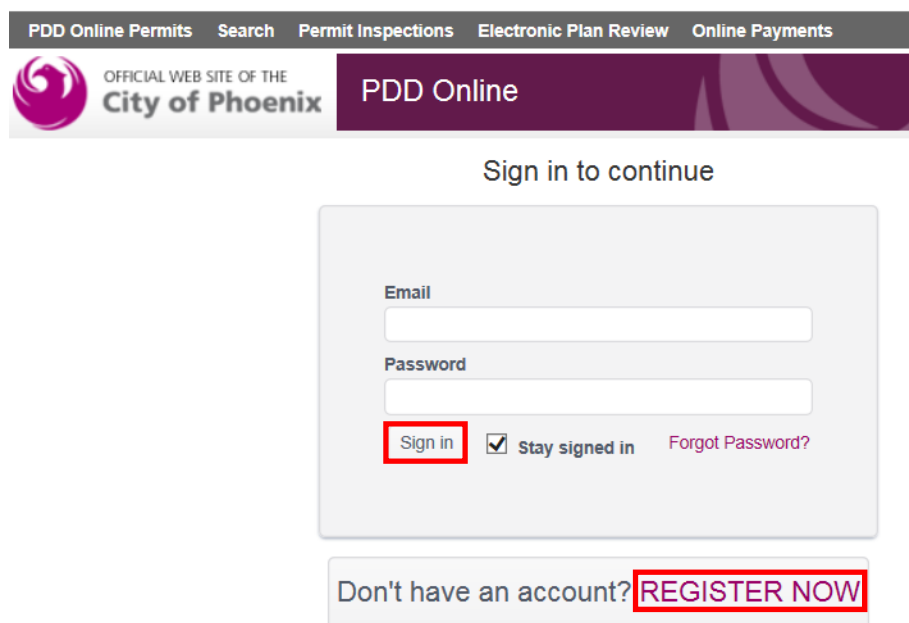
3. Click on the “Plan Review Application and Fee Payments” link to prompt the “Sign in” screen.



4. Log into the P&D Online system with your email address and password, click the “Sign in” button to create the online application.
- a. If you have not already created an account, click on the “REGISTER NOW” button and submit your request.

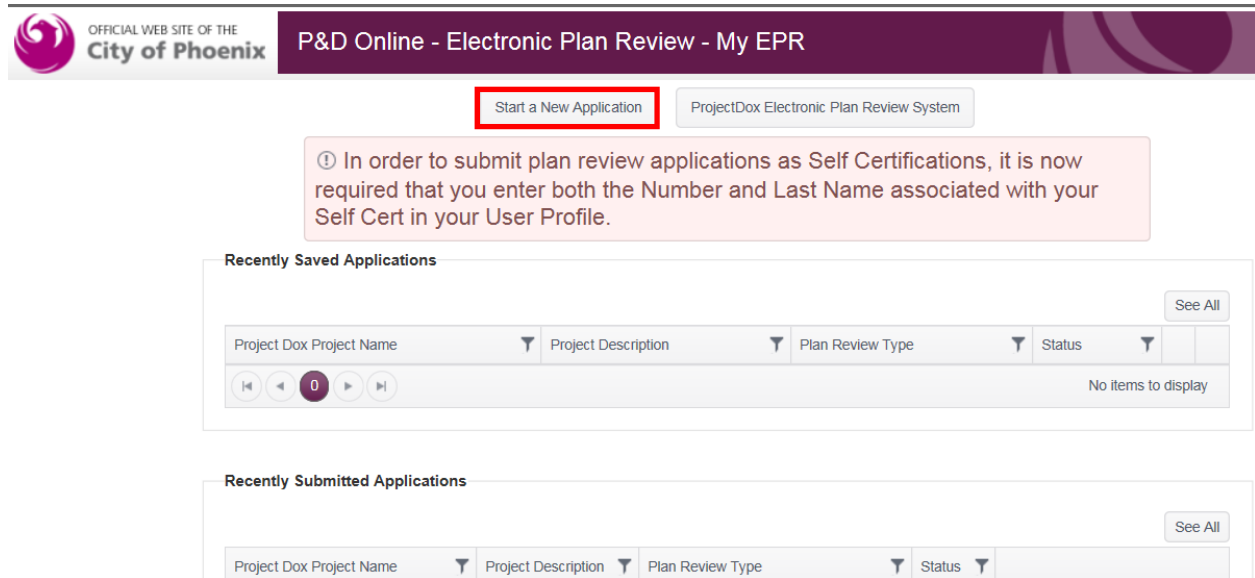
**NOTE: The information contained in your user profile created during the “Register Now” process will auto populate the applicant data tab for all future applications created by the user.**

**If you are a Self-Certified Professional, it is important to input your Self-Cert Number and Last Name in your profile to submit projects for Self-Certification.**

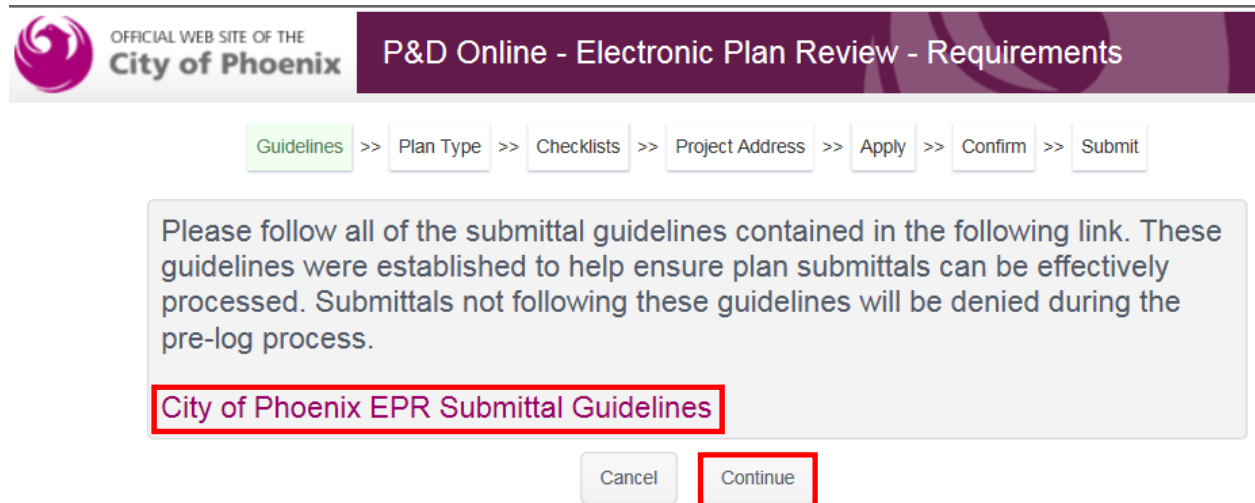


## II. Creating the Online Application

1. After successfully logging into the system, you will be directed to the “P&D Online – Electronic Plan Review – My EPR” screen. Click on the “Start a New Application” button at the top of the screen.



2. The electronic plan review system has specific requirements associated with the plans and file types that may be uploaded into the system. A link is provided to the EPR Submittal Guidelines document that contains these requirements. Please read these guidelines and validate the plan sheets you are submitting meet the listed requirements before clicking “Continue” to move to the next step.



3. Click on the drop-down arrow for the first field and select a plan review type. Choose a type for each field that appears. After completing the last field, click the “Next” button located at the bottom of the screen.

**NOTE for Self-Certification Submittals:** If you do not see the last question below. Stop and check your user profile (at the top right corner of screen) to ensure the self-cert professional information has been entered. If the issue continues, contact EPR staff at 602-534-5933 or [epr.support@phoenix.gov](mailto:epr.support@phoenix.gov) for assistance.

OFFICIAL WEB SITE OF THE  
**City of Phoenix**

P&D Online - Electronic Plan Review - Plan Type Picker

Guidelines >> **Plan Type** >> Checklists >> Project Address >> Apply >> Confirm >> Submit

What type of plan are you submitting?  
Building

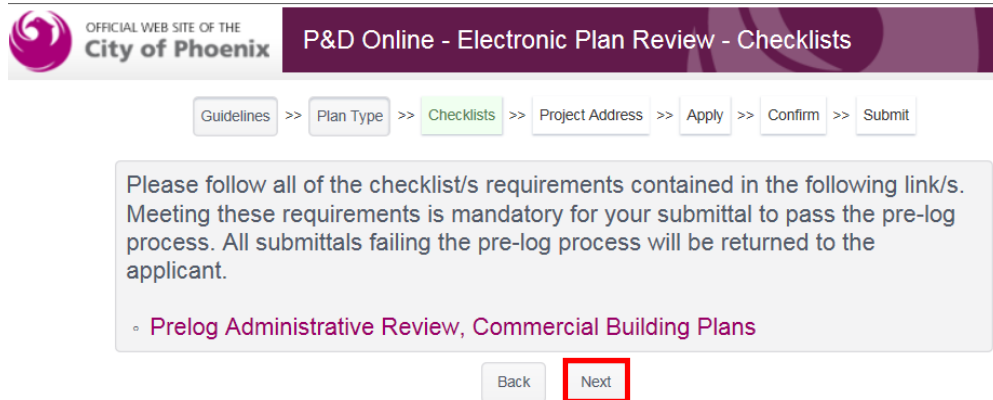
What type of Building Plan are you submitting?  
Commercial

What type of Commercial Plan are you submitting?  
New Complete Building

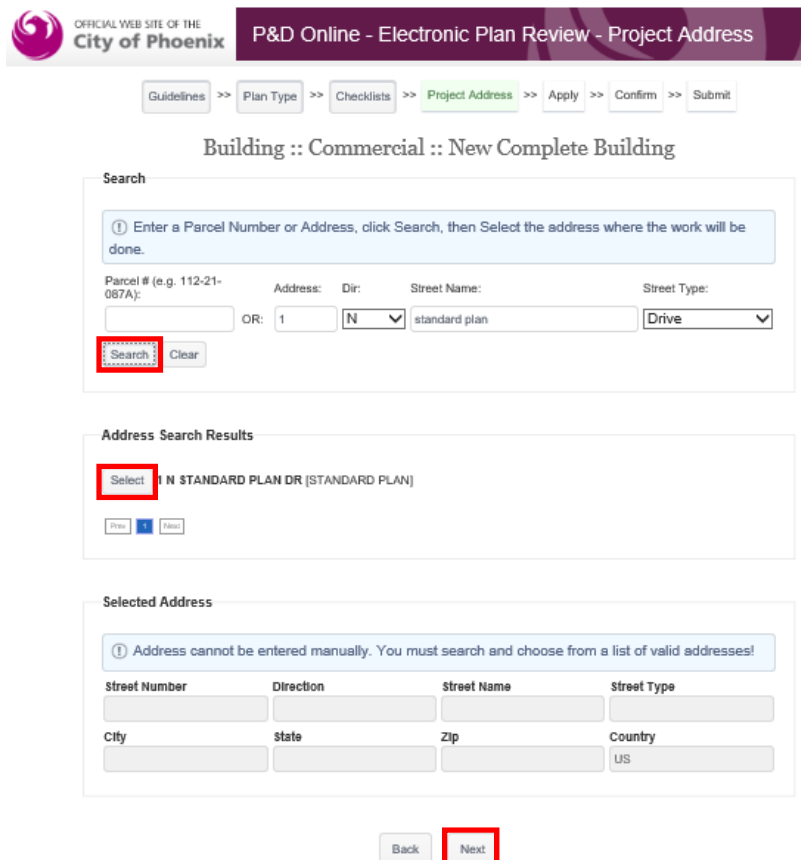
Would you like to submit as a Self-Certified Plan Review Application?  
Invalid Self Certification information.  
Select Yes or No...

Next

- The Checklists screen provides the user with link(s) to prelog requirements and plan checklist for the plan review type that was selected. View these documents to ensure you have the latest documents prior to submitting. If any of the requirements listed in these documents are not met, the project will be rejected causing delays in processing your plan submittal. After ensuring you have met these requirements, click “Next”.



- The Parcel/Address screen is used to identify the location of the project being submitted. You can complete either the parcel number or address field to search for the project location. After entering your search criteria, click the “Search” button for results. Click the “Select” button next to the appropriate address for your project. After selecting your address, click the “Next” button located at the bottom of the screen.



- 6. Complete the fields in each tab at the top of the screen. Fields with Bold titles are required fields and must be completed prior to submitting the application. After completing the last tab of the application, click on the “Review All Entries” button located at the bottom of the screen.

**NOTE: If any of the required fields have not been populated, you will be prompted to complete them before continuing.**

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**P&D Online - Electronic Plan Review - Application Input**

Guidelines >> Plan Type >> Checklists >> Project Address >> Apply >> Confirm >> Submit

**Building :: Commercial :: New Complete Building**  
1 N STANDARD PLAN DR, /, AZ, /

Applicant Information | Project Detail | Work Disciplines | Project Address

**Contractor License Information**

Contractor Company Name  
Start typing the first 3 characters to see valid names.

Back | Save for Later | Review All Entries

- 7. Verify all entries for accuracy. Read the agreement located above the signature line at the bottom of the review page. If all entries are correct and you accept the agreement, enter your name in the e-signature line. Click the “I Agree | Submit to City of Phoenix” button to create a project in the ProjectDox system where you will upload your plans and supporting documentation for electronic plan review.

**AGREEMENT:** By entering my name below and clicking 'I Agree': I hereby certify the information contained in this application is correct and accurate to the best of my knowledge. I have read the Review checklist(s) and acknowledge the plans being submitted are complete and contain all required information as outlined in the checklist(s). I understand if the plans are deficient, they will not be accepted for review by the city of Phoenix. Once the plans have been accepted by the city of Phoenix, I am responsible for paying the applicable plan review fees before any review will begin.

Enter Your Name:  
Tom Jones

Back | Save for Later | I Agree | Submit to City of Phoenix

- 8. The application success message contains a project name which will be utilized during the plan upload process in the ProjectDox system. Be sure to note the project name prior to leaving this screen.

OFFICIAL WEB SITE OF THE  
**City of Phoenix**

**P&D Online - Electronic Plan Review - Application Submitted**

Guidelines >> Plan Type >> Checklists >> Project Address >> Apply >> Confirm >> Submit

View Completed Application Return Home

You have successfully completed your application. You are now ready to upload your drawings and supporting documentation.

A project named **"Applicant - ComMulti-Std - 10022018141407"** has been created in the City of Phoenix Electronic Plan Review ProjectDox system.

**Use this project name for uploading your drawings and supporting documentation in ProjectDox.**

If you do not already have a ProjectDox log in ID, the system will be sending you an email invite containing a temporary password and a link to the system.

If you already have a log in ID, click on the following link to log into the system and upload your drawings and supporting documentation.

**IMPORTANT NOTE: You must also complete the "ApplicantUpload\_Confirmation" ProjectDox Workflow Portal task. Completing this task sends the project to the City of Phoenix. If you do not complete this task, City staff will not receive notice the project requires action.**

ProjectDox Electronic Plan Review System

**NOTE: If you do not already have a City of Phoenix ProjectDox system user ID, the system will be sending you an email with a temporary password to log into the system. Once logged in, create your own password, security question/answer and then follow the "How to Upload Files" guide to complete the plan submittal process.**