Step 1

From the Planning and Development web page navigate to "Online Services".

Click on "Electronic Plan Review".

Electronic Plan Review

Steps for Creating User ID

City of Phoenix > Planning and Development > Online Services & Information

On-line Services & Information

Customers can apply for selective permits, submit plans for review, schedule inspections, make payments, and lookup various permitting and plan review information on-line. Information on-line is subject to Copyright (view Copyright Procedure 📙).

Plan Review and Permit Services

Electronic Plan Review	Submit plans for review online. Learn more
Online Permitting Services	Search, print, submit and pay for **selected permits**. Visit our Development Center to submit other permits.
Online Payments	Pay for plan review and permit fees online
Alternative Dustproofing Material Permits	Apply for a Commercial or Residential permit to use alternative dustproofing

OR just click on the following URL:
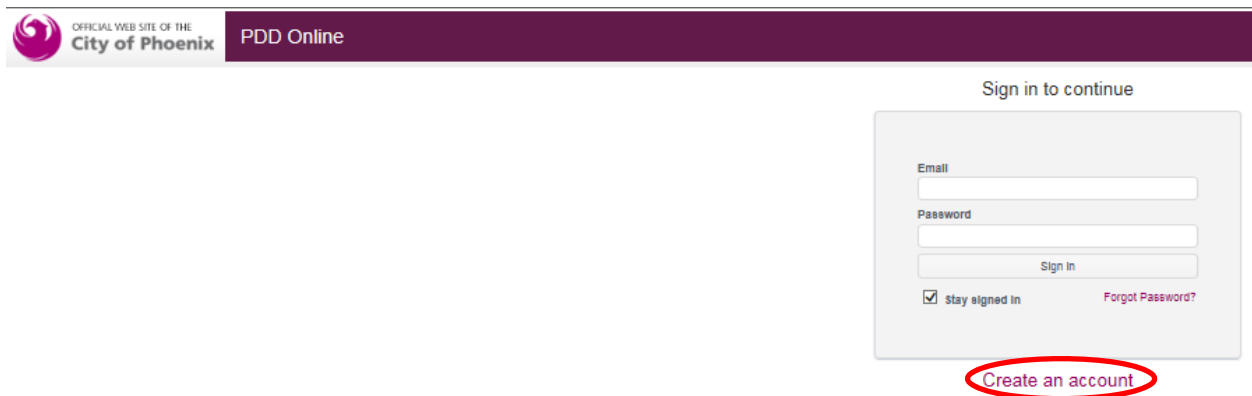
https://apps-secure.phoenix.gov/PDD/EPR

Step 2

Click on the "Plan Review Application and Fee Payments" link to prompt the log on screen.
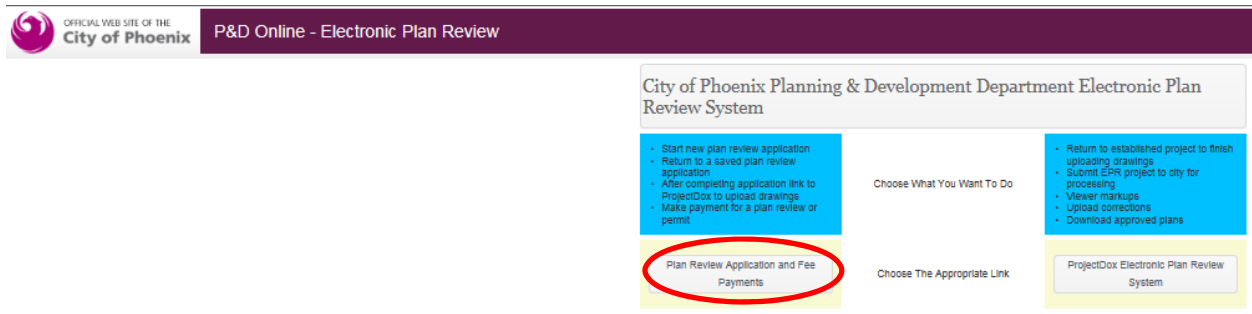
Step 3

To log into the PDD Online system click on the "Create an account" button.

Step 4

All of the information entered here will be used to populate the applicant fields in the on-line application. The email address entered here will be used for all communication with the ProjectDox electronic plan review system. If you are a Self Certified Professional, make sure your self-certification number and last name is entered so you are authorized to select the self-certified option in the application. After completing all of the fields, click "Sign Up".

Step 5

Follow the instructions to complete the registration process.

OFFICIAL WEB SITE OF THE
City of Phoenix | PDD Online

Thank You For Registering for P&D Online!

In order to complete your registration we must first verify your email address. An Email message was just sent to jason.turnbaugh@yahool.com. Please check your email and click the link that is provided to verify your email address and complete your P&D Online registration.

Step 6

Click "here" to verify the email address.

PDD.Online@phoenix.gov   Today at 11:46 AM   ★
To Me

P&D Online Home Page

City of Phoenix
OFFICIAL WEB SITE

Dear Applicant,
Please click here or copy and paste the link below in your browser to verify your registration.
https://apps-secure.phoenix.gov/PDD/Account/Verify/68d2b8ef-5b70-477f-b3b1-c8d9c9b33faa
Thanks,
P&D Team

- phoenix.gov
- Accessibility
- Security and Privacy Statement
- Shop Phoenix

© Copyright 2011 City of Phoenix, all rights reserved

Reply, Reply All or Forward | More

Step 7

You can now login using the email address and password you used in the registration fields.

City of Phoenix
PLANNING & DEVELOPMENT DEPARTMENT

Step 8

Once you have completed the on-line application you will receive an email from the ProjectDox system like the one below. Click on the "Login to ProjectDox" link.

Project Plan Review Invitation

Hello Joe Fin:

Welcome to the City of Phoenix electronic plan review (EPR). This project invitation has been sent to you in response to your application request. A project has been created to allow you to electronically upload your plans for review. To access your new project, follow the instructions below:

1. Click the Project Access link below
2. Enter your User Login and Password (First time users see Temp Password below)
3. Click on the Project link on the "My Projects" page
4. Click on the "Drawings" folder
5. Click the "Upload Files" button and follow the instructions to upload your drawings
6. Click on the "Supporting Documents" folder
7. Click the "Upload Files" button and follow the instructions to upload your documentation
8. Click the WorkFlow Portal button and complete the assigned "ApplicantUpload_Confirmation" EPR task
9. Your plans have now been submitted for review

IMPORTANT NOTE: Completing the assigned ProjectDox WorkFlow Portal task sends the project back to the City of Phoenix. If the applicant does not complete their assigned task, City staff will not receive notice the project requires action.

| User Login | joefin897@gmail.com |
| Temporary Password | C62F4F9 |

The Temp Password will be displayed here. You must use capital letters

| Project Name: | Fin - ComMulti - 10282013093208 |

Login to ProjectDox

Step 9

Enter your email address and the temp password. Click "Login".

Step 10

You must create a permanent password, security question, and security answer. Click "Save". This will take you into the ProjectDox system. See the "Steps for Uploading Drawings and Supporting Documentation" to continue.

ProjectDox

Settings for **Jason Turner** (jason.turnbaugh@gmail.com)

Welcome to ProjectDox - TEST.

Since you currently have a temporary password, you will need to change it to a permanent password and (if you have not done so) enter a security question and answer. This question/answer will be something that only you know, and will enable you to reset your password if you ever forget what it is.

After you have changed your password you will be taken to the main Projects View.

Change Password: **Password Reset Question & Answer:**

New password:*   Security question:*

Confirm new password:*   Security answer:*

Profile Information

Contact Information	User Metadata	Project Membership	Group Membership

Save