

Step 1

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

City of Phoenix Highest S&P Credit Rating of 6 Largest U.S. Cities **AA+** STRONG CREDIT RATING STABLE OUTLOOK menu


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Planning & Development

About Planning & Development



The Planning & Development Department (P&D) guides the physical development of the city by preserving our historic sites, planning what can be built where, and ensuring safe construction of buildings and infrastructure. A host of advisory and governing bodies of residents as well as elected officials provide oversight as the city grows and needs arise. The process is governed through development and enforcement of city codes and ordinances.

Building Phoenix

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Most Visited Sites

- Online Services >**
- Planning and Zoning Maps >
- Development Code and Ordinances >
- Plan Review and Permits >
- Inspections >
- Fees and Financial Information >
- Development Center Wait Times >

Click on “Electronic Plan Review”.



City of Phoenix

PLANNING & DEVELOPMENT DEPARTMENT

Electronic Plan Review

Steps for Creating User ID



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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

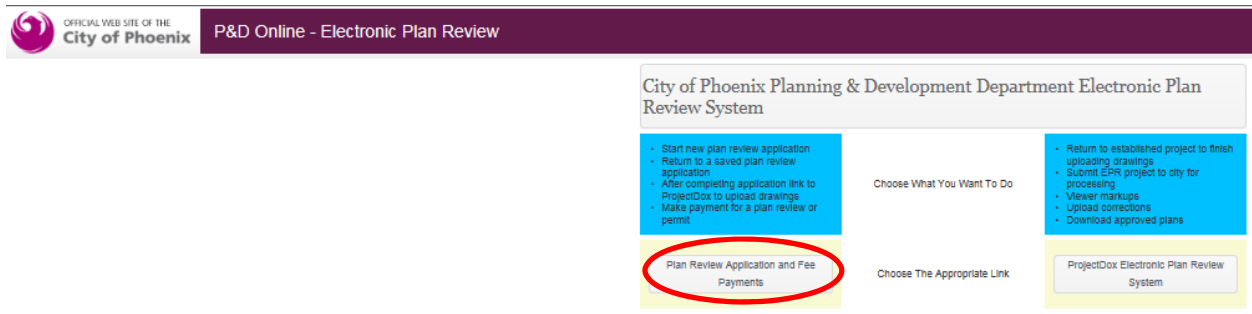
OR just click on the following URL:

<https://apps-secure.phoenix.gov/PDD/EPR>



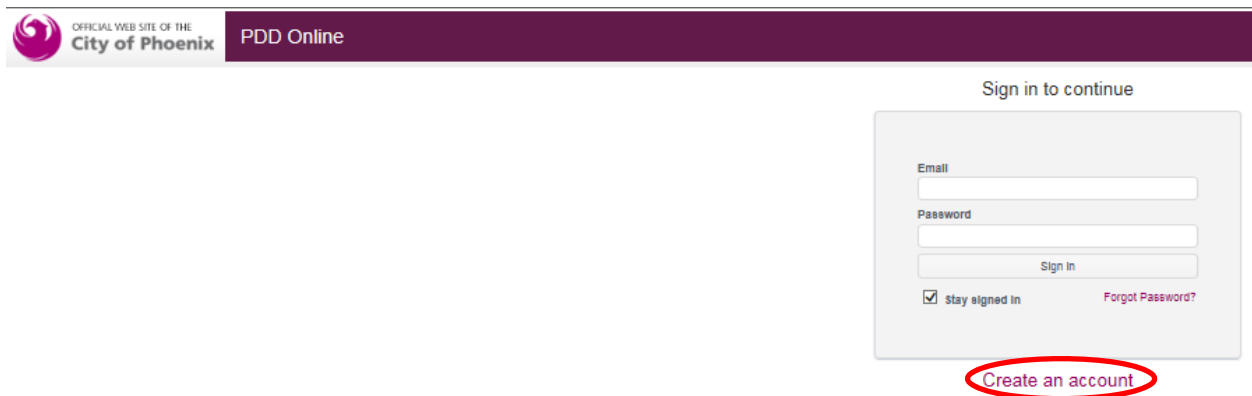
Step 2

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



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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".



OFFICIAL WEB SITE OF THE
City of Phoenix

PDD Online

Create Your PDD Online Account

Email Address

Password

Confirm Password

First Name **Last Name**

Address

City **State** **Zip**

Optional Profile Information

i You can fill out additional profile information now (or later) to make the application process easier.

Organization Name

Business Phone

Cell Phone

Fax

Self Certification Number

Self Certification Last Name

Step 5

Follow the instructions to complete the registration process.



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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@yahoo.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](#)

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Step 7 **Reply, Reply All or Forward | More**

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



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PDD Online

Sign in to continue

Email	<input type="text"/>
Password	<input type="password"/>
<input type="button" value="Sign In"/>	
<input checked="" type="checkbox"/> stay signed in	Forgot Password?

[Create an account](#)

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.



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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
Project Name:	Fin - ComMulti - 10282013093208
Login to ProjectDox	

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

Step 9

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



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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.



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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:

New password:*

Confirm new password:*

Password Reset Question & Answer:

Security question:*

Security answer:*

Profile Information

Contact Information	User Metadata	Project Membership	Group Membership
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Save