
DEPARTMENT OF PLANNING & SUSTAINABILITY

HOW TO UPLOAD PLANS/DOCUMENTS IN PROJECTDOX FOR THE 1ST
REVIEW/SUBMITTAL

DEPARTMENT OF PLANNING & SUSTAINABILITY

Before uploading your plans, make sure you read and comply with the following guidelines:

1- the file shall be named based on this format:

- (a) three-digit number-SHEET-NAME**
- (b) Only use capital letters**
- (c) Instead of space or period, use dash/hyphen (-)**
- (d) A maximum of two words**
- (e) Example: 001-COVER-SHEET; 002-SITE-PLAN; 003-GRADING-PLAN; and so on...**

2- Each drawing (sheet of plan set) shall be uploaded individually; do not upload all sheets as one combined pdf, except for documents such as hydrology report or forms

3- Drawings are uploaded in the folder "Drawings" and documents in the folder "Documents"

4- all sheets shall be uploaded as 24 x 36

DEPARTMENT OF PLANNING & SUSTAINABILITY

VERY IMPORTANT:

**GO BACK, READ, AND FOLLOW THE INSTRUCTIONS ON THE PREVIOUS PAGE.
DO NOT IGNORE THEM. IF YOU FAIL TO FOLLOW THE INSTRUCTIONS, THE
PRE-SCREEN OF YOUR PROJECT WILL BE FAILED AND THE PROJECT WILL BE
DELAYED.**

DEPARTMENT OF PLANNING & SUSTAINABILITY

HOW TO UPLOAD PLANS/DOCUMENTS IN PROJECTDOX FOR THE 1ST REVIEW:

1- GO TO PROJECTDOX AND LOGIN WITH YOUR PASSWORD AND USERNAME: you would have received an email/invitation from ProjectDox notifying you that you have an upload to do. In that email, you will find the username and temporary password (if it is your first time using the system), and a link to ProjectDox.

Note: Search your emails and “junk” emails for “projectDox” for that email/invitation, if necessary. If you didn’t get an email, please reach out to the permit tech or engineer review officer that is working on your project.



DeKalb County
GEORGIA

Welcome to our website. If you continue to browse and use this website you are agreeing to comply with and be bound by the following terms and conditions of use, which together with our privacy policy govern...
[add'l text, etc.]

E-mail:

Password:

[Forgot your password?](#)

© 2021 Avolve Software. ProjectDox (Version 9.1.8.5) is a trademark of Avolve Software. All rights reserved. 

 To add ProjectDox to your favorites [Click here](#)

DEPARTMENT OF PLANNING & SUSTAINABILITY

- 2- After you have set up your account, new passwords and security questions, then on the next window you will the “APPLICANT UPLOAD TASK”. Click on the tasks

1- Make sure you are under Tasks

2- Click on the “Applicant Upload Task”

ACTION	TASK	PROJECT	STATUS	PRIORITY	DUE DATE
Accept	Applicant Resubmit Task	1244841	Pending	Medium	5/13/21 12:04 PM
Accept	Applicant Upload Task	1245643	Pending	Medium	3/23/22 9:02 AM
Accept	Applicant Upload Task	1245649	Pending	Medium	3/23/22 11:17 AM

1 - 3 of 3 records



Permit Information

Resources Assign User to Group

Application Number 1245649

Application Type P-PLATS

Work Type P-FIPL

Occupancy Type

A/P Name

Address

Permit Status Open

Square Footage 0

Declared Valuation 0

Task Instructions

After you have successfully uploaded all required plans and documents, please click the (Upload Complete) button.

File Upload for: 1245649 ?

Select the destination folder to upload your files:

- Drawings
- Documents
- As Built
- Approved
- DeKalb Documents
- Quick Review

3- Click on Drawings, Documents or As-built as applicable. If you need to upload drawings, click on Drawings. If you need to upload documents, click on Documents, and so on. After, you click any of those folders, see next screenshot

Confirmation ?

*I have uploaded all required drawings and/or documents. *Required

Complete Later

Upload Complete - Notify Jurisdiction

DEPARTMENT OF PLANNING & SUSTAINABILITY

Address

Permit Status Open

Square Footage 0

Declared Valuation 0

Task Instructions

After you have successfully uploaded all required plans and documents, please click the (Upload Complete) button.

File Upload for: 1245649 

Select your files to upload to this folder:

Select Files to Upload

View Folders

 Drawings

4- Click on "Select Files to Upload". Then refer to next screenshot

Confirmation 

*I have uploaded all required drawings and/or documents. *Required

DEPARTMENT OF PLANNING & SUSTAINABILITY



Close Window

Folder: 1245649\Drawings

5- Click on "Browse For Files" to go to the folder on your computer where the files are in order to select them.

Browse For Files

Drag files into this area.

Start Upload

004-E&SC-PLAN.pdf

0B/4.84MB X

6- After the files are selected, and listed below here. Click on "Start Upload". After the upload is completed, it will take you back to the previous screenshot (see below)

002-SHEET-4.pdf

0B/3.53MB X

014- SITE EROSION CONTROL DETAILS.pdf

0B/4.56MB X

0 of 3 uploaded Hide Details

0B/12.92MB

Orange files are new uploads

Blue files are new version uploads

Red files appear to be same as previously uploaded (will likely be discarded)

DEPARTMENT OF PLANNING & SUSTAINABILITY

Permit Status Open
Square Footage 0
Declared Valuation 0

Task Instructions

After you have successfully uploaded all required plans and documents, please click the (Upload Complete) button.

File Upload for: 1245649

Select your files to upload to this folder:

Select Files to Upload

View Folders

▶  Drawings (1 - 1 New)

7- When you get back to this previous window, you can click on "View Folder" to go back to the list of folders and select any other folder under which you need to upload files. For example, if you need to upload documents like application forms, hydrology report, etc. you will then select the folder "documents" and follow the same procedure described above to upload them. Same for as-built.

Confirmation

*I have uploaded all required drawings and/or documents. *Required

DEPARTMENT OF PLANNING & SUSTAINABILITY

Declared Valuation 0

Task Instructions

After you have successfully uploaded all required plans and documents, please click the (Upload Complete) button.

File Upload for: 1245649 ?

Select your files to upload to this folder:

Select Files to Upload

View Folders

▶ Drawings (1 - 1 New)

Confirmation ?

*I have uploaded all required drawings and/or documents. *Required

8- After you have uploaded all your files, then check this box and....

9-complete click on "Upload Complete - Notify Jurisdiction"

Complete Later

Upload Complete - Notify Jurisdiction

DEPARTMENT OF PLANNING & SUSTAINABILITY

Next, you will go and verify of the files are uploaded correctly. On the home page.....

The screenshot shows a web application interface for project management. At the top, there is a navigation bar with the DeKalb County logo, a search bar, and buttons for 'Home', 'Project: Enter project name', 'Create Project', 'All Tasks', 'All Reports', 'Logout', and 'Admin'. A maintenance message states: 'The system is currently undergoing maintenance and is unavailable. until Sunday PM.' Below the navigation bar, there is a 'Task' menu with 'Projects' selected. A table lists projects with columns for ACTION, PROJECT, DESCRIPTION, OWNER, STATUS, and CREATE DATE. The table contains four rows of project data. Red callouts and arrows provide instructions: '10- Make sure to click on projects and "All" is selected.' points to the 'Projects' menu item; '11- Type in here the project # and click on the # in blue that appears' points to the search bar; and another arrow points from the 'Projects' menu to the 'All' filter button in the table's header.

10- Make sure to click on projects and "All" is selected.

11- Type in here the project # and click on the # in blue that appears

ACTION	PROJECT	DESCRIPTION	OWNER	STATUS	CREATE DATE
	3104396	3373 BUFORD HWY ATLANTA GA 30329-	Eplans Dekalb	Applicant Upload	3/19/22 1:30 PM
	3104409	18 006 02 025	Eplans Dekalb	In Review	3/19/22 12:05 PM
	1245644	TESTING UPGRADE #4	Eplans Dekalb	Applicant Upload	3/19/22 12:00 PM
	1245650	TESTING UPGRADE#8	Eplans Dekalb	In Review	3/19/22 12:00 PM

DEPARTMENT OF PLANNING & SUSTAINABILITY

12- You click on "files" under the project

13- Here you will see all folders, and the number of files that have been uploaded in each of them

14- If you click on each folder, here you will see all files that have been uploaded.

Home [Search] Project: Enter pr

Task Files status info Reports Discuss 1245649: TESTING UPGRADE #7

Refresh

Upload Files

1 of 1 files (0 selected)

FILE NAME	STATUS
▼ Contains...	▼ Contains...
<input type="checkbox"/> 002-SHEET-4.pdf	Ne

DEPARTMENT OF PLANNING & SUSTAINABILITY

Your next step from here will be to check the status of the reviews of your project, as needed.