



**COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING DIVISION**

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HOW TO UPLOAD PLAN REVIEW CORRECTIONS IN PROJECTDOX

STEP 1 – SIGN INTO PLAN REVIEW SYSTEM:

Uploading your project to ePlans begins with logging in at <https://eplanreview.cupertino.org/ProjectDox/index.aspx>

E-mail:

Password:

STEP 2 – LOCATE PROJECT:

Locate the project within ProjectDox. You may see it under the “*Projects*” tab when you log in. *Or* you can type the permit number in the search box located in the upper right side of screen. Wait for it to populate underneath, and then click the blue populated permit number. You can also click the blue permit number listed under the “PROJECT” column if you see your permit there.

Click the **search box** to enter permit number

Home ×

Standard Task List Tasks **Projects**

Refresh Save Settings Reset Settings

ACTION	PROJECT	DESCRIPTION	STATUS
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="text" value="BLD-2021-0025"/>	<input type="text" value="NEW 2-STORY SFD (3,000 SF)"/>	<input type="text" value="Upload"/>

Click the **Note Pad icon** to go directly to the Project Tasks screen.

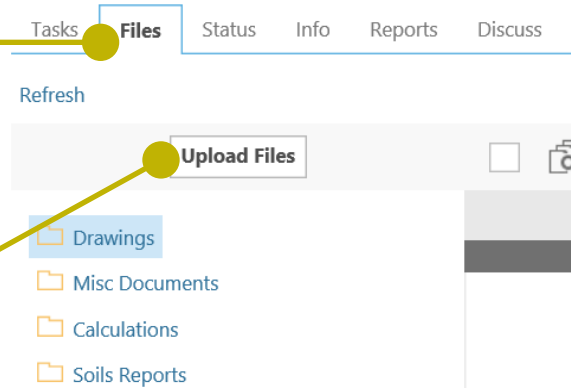
Click the **File icon** to go directly to the Project Files directory.

The **PROJECT** column shows links that take you to your project.

STEP 3 – LOCATE PROJECT FILES:

Once you are in your project, click on the “Files” Tab at the top of the screen. This will open the screen showing the available folders for the submittal information to be uploaded.

Click on the folder you want to upload into, it will become highlighted. Now Click on the “Upload Files” button at the top of the folder tree.



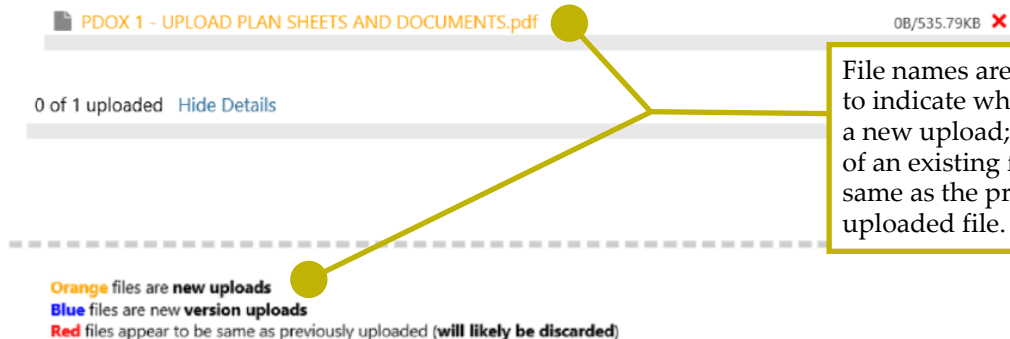
STEP 4 – UPLOAD REVISED PLAN SHEETS AND DOCUMENTS:

A separate window will open that allows you to “Browse For Files” to be uploaded or allows you the ability to drag and drop the files in-between the upper and lower dotted lines.

Once all documents have been located, click on the “Start Upload” button.

Browse For Files or drag files into this area.

Start Upload



File names are color coded to indicate whether the file is a new upload; a new version of an existing file; or the same as the previously uploaded file.

Important. When uploading corrected plan sheets or documents the names of the files need to be the same as originally uploaded. When named the same the system will version the plan sheet or document. See the key at the bottom of the upload screen defines the meaning of colors (Orange is new upload, Blue is a version upload, and Red means already uploaded).

STEP 5:

The upload window will close when the upload is complete. You will now see the file folders again and see the number of new documents that have been uploaded into each folder. You will repeat the process for each folder and upload the information applicable to each folder as labeled.

Upload revised plans and documents in these folders.

Upload response letters in the REVIEW COMMENTS RESPONSES folder.

The STATUS field shows uploaded files to be New or with a Version number (V#)

IMPORTANT! Step 6 – COMPLETE APPLICANT WORKFLOW TASK:

Once all the plan sheets and documents have been uploaded for the re-submittal review. The applicant needs to complete their workflow task in the “Tasks” tab.

ACTION	TASK	PROJECT	GROUP	STATUS	PRIORITY	DUE DATE	CREATED
Accept	Respond and Resubmit	BLD-2021-9999	Applicant	Pending	Medium	10/27/22 3:28 PM	2/11/22 2:28 PM

Click on the “Accept” button or “Respond and Resubmit” task and a separate window will open, this is the Eform where you will result your Respond and Resubmit task.

RESPOND AND RESUBMIT

Permit Information | Task Information | Review Results | Invite Others

Task Instructions [Learn how](#)

Please follow the steps below:

STEP 1 of 4: Respond to all comments, as requested

Resolve Review Comments [?](#)

Unresolved Comments: 0

Info Only Comments: 0

Files with Markups: 0

Plan Review:

[Review Comments](#)

Review and respond online.

[Export to Excel](#)

[Import Excel Responses](#)

[Learn how](#)

Review and respond in Excel, then upload your responses.

STEP 2 of 4: Respond to all comments, as requested

Version Upload for: BLD-2021-9999 [?](#)

Select "Versioned Files" to upload files as new version updates for files previously submitted and received.
Select "New Files" to upload any additional new file into this project as requested.

Versioned Files | [New Files](#)

Are your updated files named exactly the same* as the prior versions?

Yes

No

[Learn how](#)

* "name-v2.pdf" is not an "exact" file name match to "name.pdf"

Uploaded files:

- ▶ Drawings (26 - 0 New)
- ▶ Misc Documents (4 - 0 New)
- ▶ Calculations (1 - 0 New)
- ▶ Soils Reports (1 - 0 New)
- ▶ Energy Reports (1 - 0 New)
- ▶ City Review Comments (4 - 0 New)
- ▶ Review Comments Responses
- ▶ Approved Drawings and Documents
- ▶ Deferred Submittal Items
- ▶ Revisions

STEP 3 of 4: Respond to all comments, as requested

Confirmation [?](#)

- *I have responded to all review comments ***Required**
- *I have uploaded my revised files, if requested ***Required**

STEP 4 of 4: Respond to all comments, as requested

[Submit](#)

First, click the "Confirmation Boxes" in Step 3 of the form to verify a complete response and upload.

Click the "Submit" button at the bottom to complete the task.

It is important to complete this task to have the system notify the permit center staff that your submittal is complete and ready to be routed for review and approval. If you do not complete the task the staff have no way of knowing you have uploaded information for review.