ePLAN Review
CITY OF MIAMI

ProjectDox User Guide

October 2025

iBuild iPW OAS

Concurrent Electronic Plans Review

Upload Signed Permit Application, Plans, & Documents

Check Application Status, Resubmit & Respond to Comments

Download & Print Approved Plans

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Getting Started

The City of Miami strives to be a Service City every day by streamlining our internal processes; making it easier to register, pay, and receive city services. We have enhanced our three online permitting systems – **iBuild, iPW, and OAS** -- to make city permit requests easier, faster, and available from your home or office computer at any time.

The City of Miami has selected Avolve Software's ProjectDox solution to complete our online permitting lifecycle. Now, you can complete the entire permitting process from anywhere, at any time. ProjectDox is the country's leading market Electronic Plan Review (ePlan) solution with over 150 jurisdictions utilizing ProjectDox to manage electronic plans routing, review, re-submissions, and approvals.

ProjectDox User Guide Audience

This guide is intended for individuals who have a working knowledge of the City of Miami's online permitting application process.

ProjectDox User Guide Content

This guide explains how to access ProjectDox from any City of Miami permitting application, upload drawings, check status, review planner comments, re-submit revised forms, if necessary, and download approved documents and drawings. You are guided through each major ProjectDox task utilizing steps and pictures of the ProjectDox software.

The ProjectDox Guide contains eight (8) modules:

- Module I: Integration with Permitting Applications
- Module II: Preparing Files for Submission
- Module III: Accessing ProjectDox
- Module IV: Navigating ProjectDox
- Module V: Applicant Upload Task
- Module VI: Prescreen Corrections & Resubmit Tasks
- Module VII: Accessing Approved Files
- Module VIII: Support and Resources

About ProjectDox

ProjectDox is a web-based electronic plan and document workflow solution that lets customers and government personnel initiate and complete the plan submission, review, and approval process respectively online, rather than using a manual, paper-based process. Building, Planning, Zoning, Fire, Environmental, Resilience and Public Works, and other agencies can use ProjectDox for project-specific workflows to review projects in parallel rather than sequential.

Today, these permitting applications share information securely with ProjectDox to eliminate trips to the City Administration building, reduce time spent in line, cut printing costs, and reduce phone calls to inquire about application status.

ProjectDox Frequently Used Terms

Term	Explanation
Changemark(s)	Graphic notations placed on a plan or document by City reviewers to indicate a required change to a plan or document.
Checklist	The applicant completes the checklist. It provides a list of required documentation to assist the applicant in completing the application package.
E-Form or Formlet	An electronic version of a paper form; that integrates with various elements to a workflow: communicating, formatting, and validating information about a process. Most of your tasks will begin within the
or Formlet	e-form.
Global Task List	Displays a list of workflow assignments across all projects for the logged-on user for that ProjectDox site.
Invitation	After an application is successfully submitted to the City of Miami, a corresponding project is created within ProjectDox. If you are added to the project as a participant, then you will receive an invitation to the project in email containing a hyperlink to the project. If you are the submitter (or main point of contact).
Markup	Comments or changes placed on a form (or plan) by City reviewers. A markup can be a graphic or a drawing (see Changemarks) placed on your plan to indicate a required change before the plan can move forward in the review process (workflow). A delay in addressing markups left by reviewers may delay your permit review.
Project Specific Task List	Displays the workflow assignment(s) for the logged-on user for a specific project.
Task	An assignment related to a workflow process within ProjectDox.
Task List	A list of assignments.
Viewer	Individual files and drawings are opened within a separate window on your screen called a ProjectDox Viewer. Disable your pop-up blockers if you have trouble. Also, ProjectDox Components must be installed for full functionality.

Workflow	A sequential and repeatable pattern of business activity to move work from start to finish. In ProjectDox the workflow could be the steps involved in the intake of plans for commercial buildings.

Module I: Integration with Permitting Applications

Permitting Application Process

Depending on the type of application, applicants can use the following platforms:

- iBuild for permit applications with Building Department
- IPW for permits applications with the Department of Resilience and Public Works
- OAS for permits applications with the Department of Planning and Office of Zoning

After successful submission, applications are created as projects within ProjectDox. You will receive an email invitation to upload supporting documents and plans. Here is our basic application process:

ProjectDox works in conjunction with the City of Miami's permitting applications to help automate the plan review process.

When a resident or business (e.g., architect, engineer, contractor, and owner) applies, for a construction or non-construction permit requiring plans and other documents, ProjectDox sends the main point of contact an email to invite the applicant to a "project", where the applicant can upload and attach electronic plan files.

Next, review department personnel have access to the plans in ProjectDox, and use its workflow, collaboration, and view/markup tools to complete the plans review process. The reviewer's required changes are marked directly on files using Changemarks or review comments. These are then communicated to the applicant, who updates the original files accordingly and re-uploads the revised versions to ProjectDox. Applicants must use the same file name for all re-submitted files (revised files). ProjectDox keeps the files bundled together and automatically adds a version number (e.g., v1, v2, v3); see the file submission standards in the next chapter.

The review cycle (workflow) continues until all the regulatory requirements are satisfied and receives final approval for the plans and the permit. Finally, approved permit cards and drawings can be downloaded and printed without ever having to visit our city offices.

Permitting Application Process Overview

Sequence	Action	Important Notes & Activities
1	You complete the request for application through iBuild/iPW/OAS.	Contractor & Utility Companies must register in-person with the City of Miami.
2	You pay an upfront fee at the time of request, if applicable.	Use the **Pay Now** link in each application or click the link on the payment email notification.
3	You will receive an email with instructions on how to upload your digital drawings and documents.	Project Docs sends you an **invitation** email to work on your project.
4	All the drawings and documents that are to be submitted shall be required to follow City of Miami naming convention standards	See the Naming Convention section in this guide.
5	All the drawings and documents must be digitally signed and/or sealed as required by the City of Miami	Get your digital certificate. Visit our Resource Page for Digital Signature to learn more.
6	City of Miami Staff will be notified when you complete this task and will conduct pre-screening of your request to determine if your request can be accepted.	
7	You may receive a Resubmission task that will outline deficiencies in your request and what you need to do to meet the submission standards and resubmit.	
8	Once Pre-screen is approved, we will begin processing your application.	
9	Plan reviewing disciplines will be assigned for reviews to be done concurrently.	
10	At the end of the review cycle, you will receive a Resubmission task if there are deficiencies in your application or you will receive notification that your plans have been approved.	
11	Once you will receive an email with a link to file containing stamped drawings and documents as well as PDFs of your permit card or special permit certificate(s) or letter of approval.	

Pulling Permits: Building Department

For a Building Permit, the master permit holder or sub-contractor will be required to pull the permits and print the permit card before downloading the approved plans from the Approved folder in ProjectDox.

Pulling Permits: Resilience & Public Works and Planning & Zoning

The Department of Planning & Office of Zoning allows the applicant to retrieve both the permit card and/or final decision letter (e.g., staff analysis reports) from ProjectDox.

Module II: Preparing Files for Submission

Once you have made your initial request and paid the upfront fee, if applicable, you will receive two emails. The first email is invitation to the project. The second email is an invitation to complete the applicant upload task to upload your plans and documents so that we may Prescreen your request. The drawings and documents that you upload must meet our submission standards.

Required File Standards

The documents and drawings that you upload must meet our specific requirements and naming conventions. There is a straightforward way to remember how to name your files:

Examples	
CS-01.pdf Civil Gas drawing 1	FS-02.pdf Fire Sprinklers drawing 2
CS-02.pdf Civil Gas drawing 2	RPD-01.pdf Roof Permit Forms drawing 1
D-01.pdf Demolition drawing 1	MDC-02.pdf Miami Dade County drawing 2
D-02.pdf Demolition drawing 2	RPW-01.pdf Resilience & Public Works drawing 1

Please review the naming conventions document online for the most up-to-date standards:

- https://www.miami.gov/files/sharedassets/public/v/7/eplan/eplanhelp/eplan-review-standard-naming-conventions-remediated.pdf

Documents Requirements

- Only landscape or portrait orientations will be accepted.
- All document uploads must begin with an index page.
- All document names should be un uppercase letters.
- Do not use spaces or special characters such as asterisks, parenthesis, periods, or questions marks. You may use dashes or hyphens.

- Only one file per subject.
- Documents with multiple pages can be uploaded as one file.
- File size must not exceed 1 GB (gigabyte)

Drawings/Plans Requirements

- Do not encrypt or password protect the PDF files.
- Only landscape orientation will be accepted for drawings/plans.
- Only vector PDF files drawn to scale will be accepted for drawings.
- Provide us with a layer naming convention for the vector-based PDF, so that we can manipulate the view to speed our review time.
- All document uploads must begin with an index page.
- Each drawing sheet shall be uploaded as separate file.
- File size must not exceed 1 GB (gigabyte)
- Only vector PDF files drawn to scale will be accepted for drawings.
- Layers are turned on when submitting drawings. See Naming Conventions.

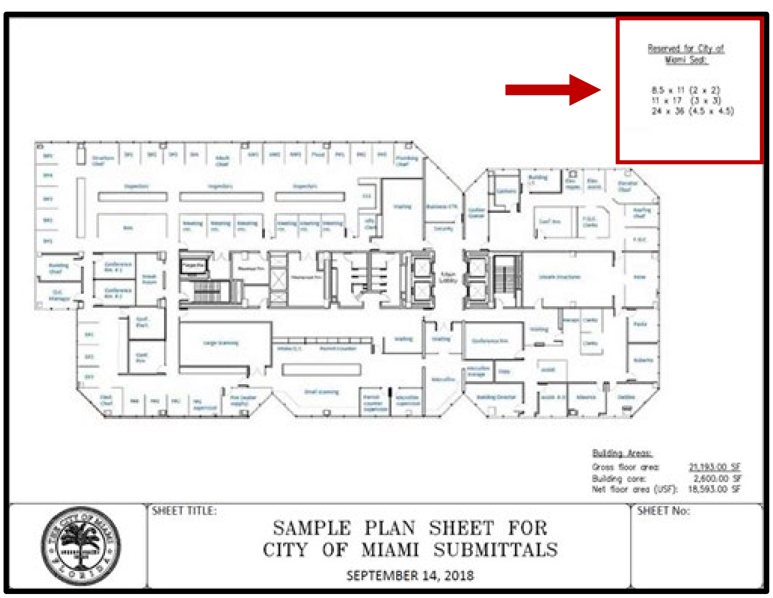
Note: If there are any improperly named files found during the Prescreen phase, these will be returned to you for corrections and resubmission, and it may delay the review process.

Plans Preparation

Before you begin uploading your supporting plans and drawings into **ProjectDox** take a moment to make sure that your plans are ready for a thorough review. Plans uploaded into ProjectDox without the proper layout may delay your permit review and result in a returned application.

If your plans are approved, the Department of Planning and Office of Zoning personnel applies the **City of Miami** seal (or stamp) to the upper-right corner of each page within the plan. Please ensure that you leave the upper-right corner blank (empty), as shown in the sample below.

Blank (empty) space requirements by plan size: **8.5" x 11"** plan requires a **2" x 2" blank area**, **11**" **x 17"** plan requires a **3" x 3" blank area**, and **24" x 36"** plan requires a **4.5" x 4.5" blank area**.



If you have questions prior to uploading, please send an email to the specific department. Please allow 24 hours for a response from our City of Miami personnel.

- Building Department: eplanbuilding@miamigov.com
- Department of Public Works: eplanrpw@miamigov.com
- Department of Planning & Office of Zoning: eplanpz@miamigov.com

Module III: Accessing ProjectDox

Recommended Internet Browsers

We recommend using **Chrome**, **Edge**, **Safari,** or **Firefox** to ensure that ProjectDox operates as intended. Since ProjectDox is fully web-based, you will not need to install additional software or components.

Pop-Up Blockers

ProjectDox uses pop-up windows (browser windows with no toolbars). If you log in, but no ProjectDox window appears, or a warning is received while you are working with ProjectDox, it is likely that a pop-up blocker is preventing the main project window from opening. You need to allow **ALL** pop-ups for ProjectDox**.** You can do that by choosing one of the following two options:

- Disable pop-up blockers entirely, or
- Configure blocker to allow pop-ups for specified OAS site.

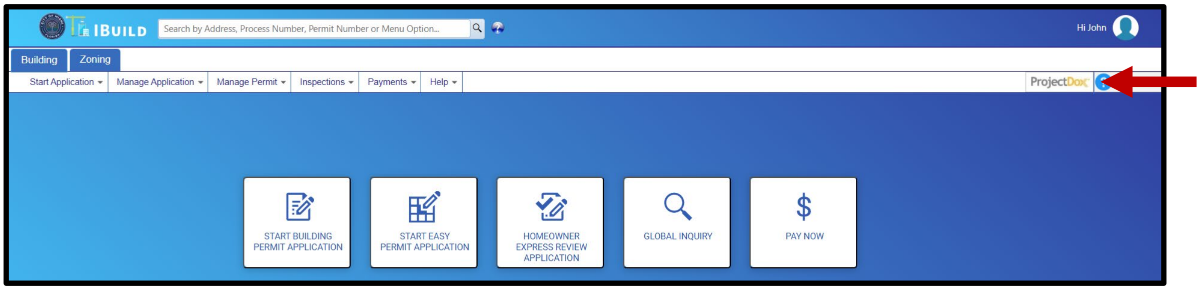
To learn more about enabling pop-ups, visit the following sites:

- Click here to learn more about pop-ups in Microsoft's Edge
- Click here to learn more about pop-ups in Google's Chrome
- Click here to learn more about pop-ups in Apple's Safari
- Click here to learn more about pop-ups in Mozilla's Firefox

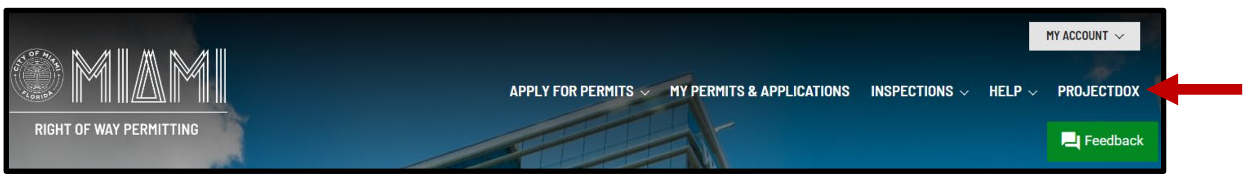
Access from iBuild, iPW, and OAS

You can access ProjectDox within any of the City of Miami's permitting application systems.

- Once you are logged into **iBuild**, click **ProjectDox** in the upper-right corner of the menu bar.



- Once you are logged into **iPW**, log in and click **ProjectDox** in the upper-right corner of the menu bar.



- Once you are logged into **OAS** and on the Application Request Page, click the **Manage My Existing Projects** button.

Note: The ProjectDox home page will launch in a new web browser window.

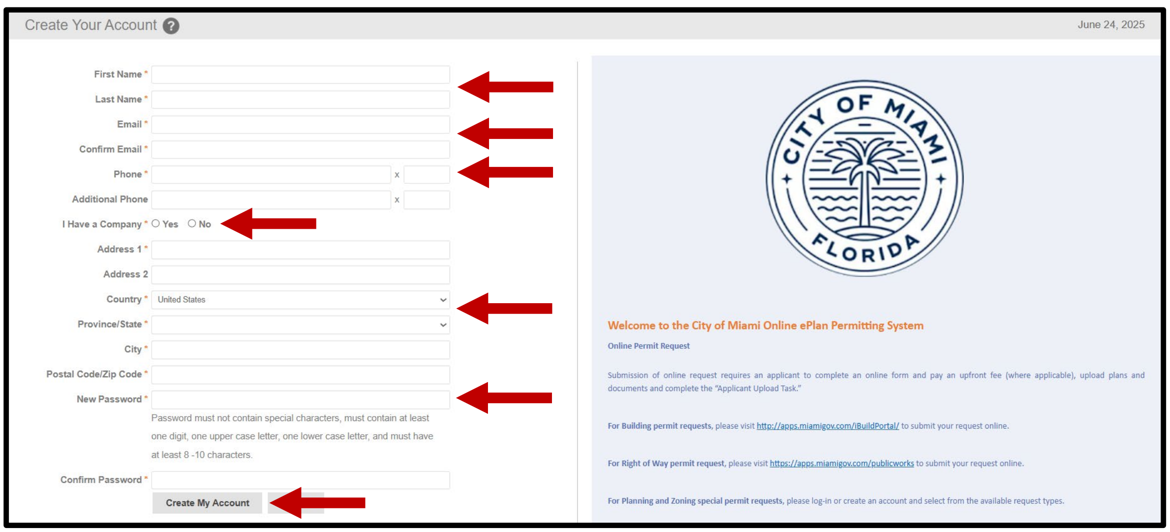
Access from the Internet

- Open a web browser window and visit https://miami-fl-us.avolvecloud.com/ to access the ProjectDox home page.

Creating a ProjectDox account

1. In the ProjectDox home page, click the **Create Account** button.

2. Enter your **First Name** and **Last Name**.
3. Enter a valid and working email address twice.
4. Enter your **phone number**.
5. If you own a company, please select **Yes**. You'll be prompted to enter its name.
6. Enter your **address**.
7. Enter a new **password twice**.
8. Click the **Create My Account** button.



Log In to ProjectDox

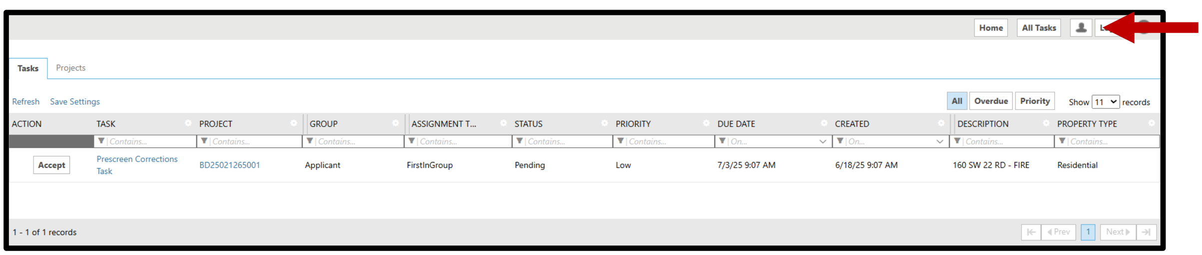
1. On the ProjectDox home page, Enter your **E-mail** address.
2. Enter your **Password.**

Note: If you don't remember your password, click the Forgot password link.

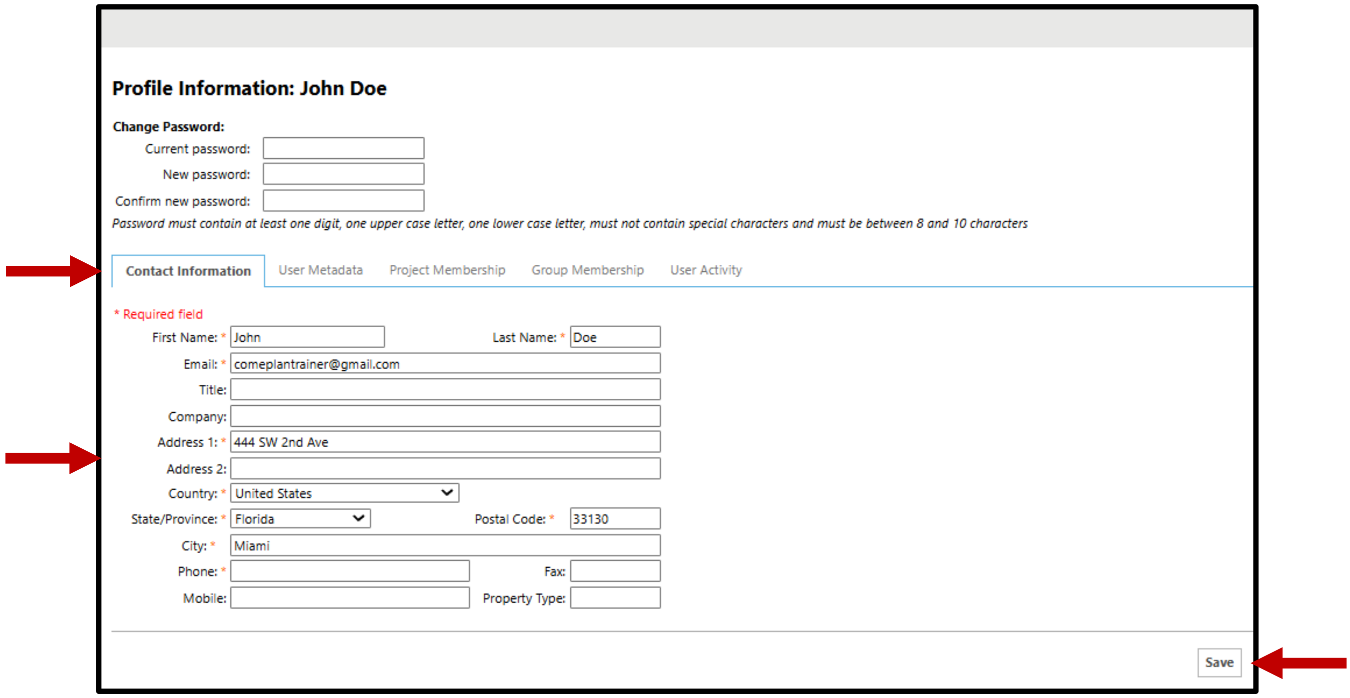
3. Click the **Login** button.

Updating Your Profile

1. Click the **Profile** icon.

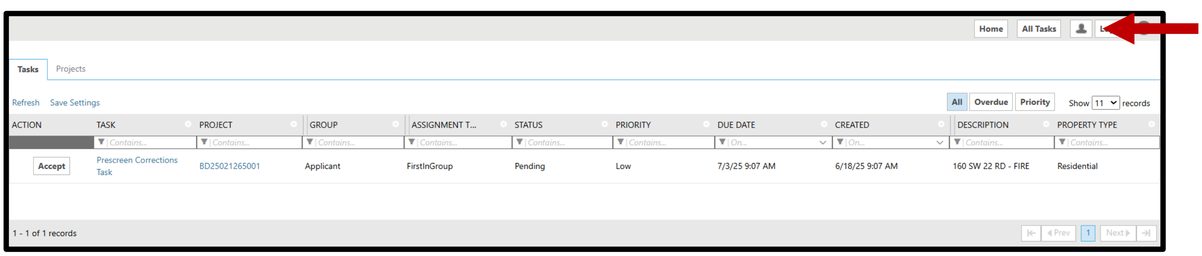


2. Click the Contact Information tab.
3. Enter the updated information in the corresponding field.
4. Click the **Save** button.

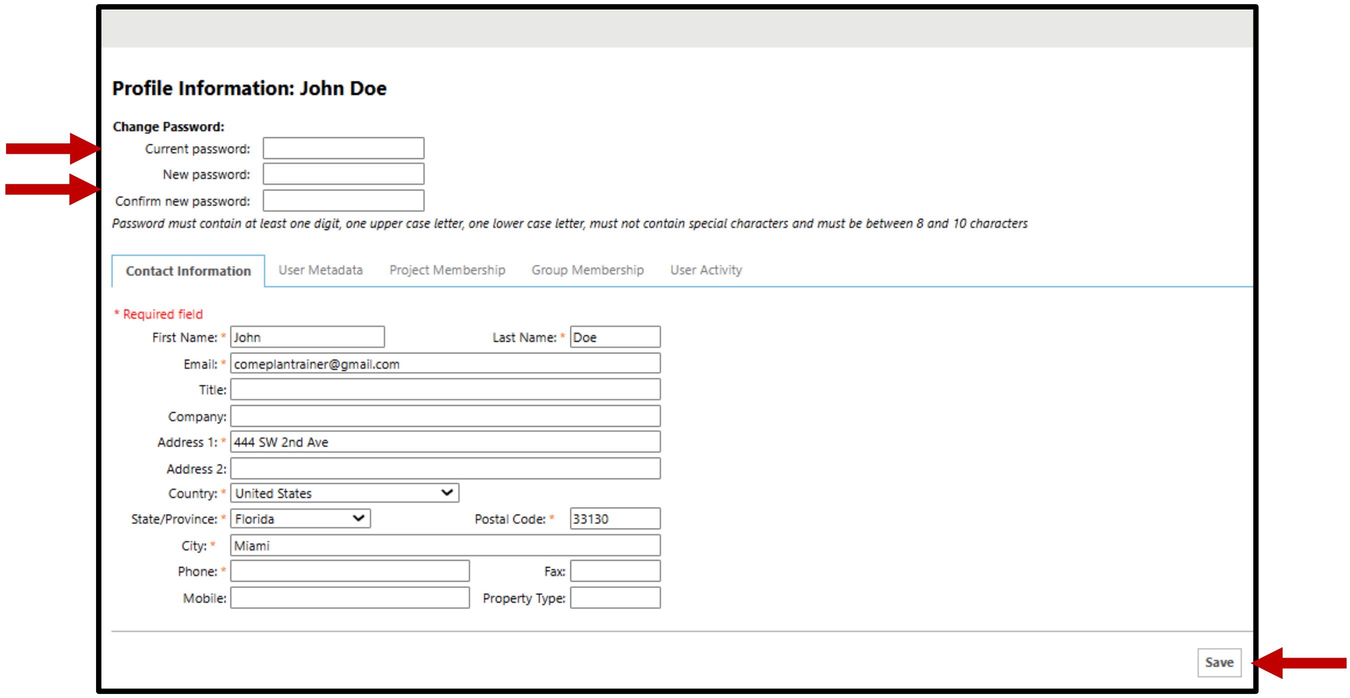


Updating Your Password

1. Click the **Profile** icon.



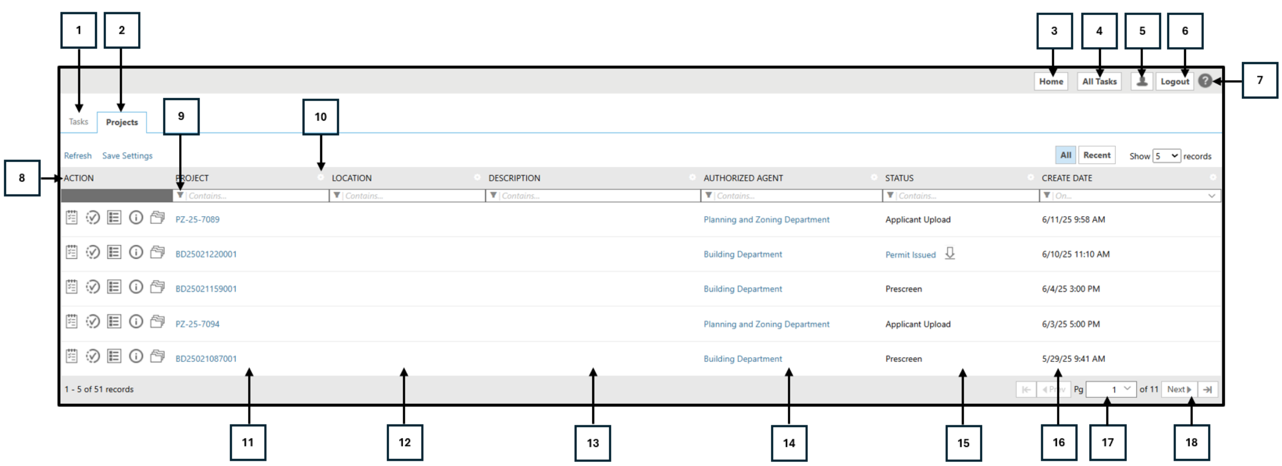
2. Enter your Current Password.
3. Enter your New Password twice.
4. Click the **Save** button.



Module IV: Navigating ProjectDox

Dashboard Navigation

Once you have successfully logged in to ProjectDox, the home page will appear.

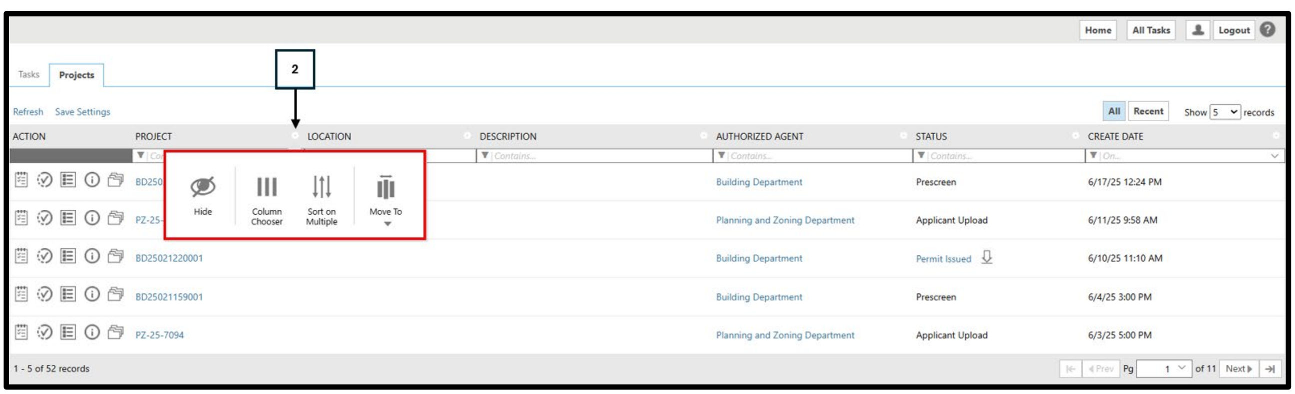


1. **Tasks tab:** Displays any outstanding tasks to be completed.
2. **Projects tab:** Displays all the projects that are associated with the applicant.
3. **Home:** Displays the main page for ProjectDox.
4. **All Tasks:** Displays all the tasks associated with the applicant.
5. **Profile:** Displays the user information and lets you change your password.

6. **Logout:** Closes the ProjectDox session. If you click this button, you will need to log back in to see any information on the platform.
7. **? (Help):** Launches a pop-up window with technical and user guides.
8. **Action:** Displays a series of icons that will allow you to launch the following options: Project Tasks, Project Status, Project Reports, Project – view/edit, and Project Files.
9. **Filter:** Displays a series of filters that you can use to find projects, status and more. The filter options are: Clear Filter, Starts with, Ends with, Contains, Does not contain, Equals and Does not equal.
10. **Feature Chooser:** Displays a series of options that you can use to customize which columns you wish to see. The Feature chooser options are: Hide, Column Chooser, Sort on Multiple, and Move To.
11. **Project Name/Number:** Displays the Process number based on the type of permit application submitted.
12. **Location:** Displays the folio number based on the project's address.
13. **Description:** Displays the project address and the discipline.
14. **Authorized Agent:** Displays the Department based on the type of permit application submitted.
15. **Status:** Displays the current stage of the application in the review process.
16. **Create Date:** Displays the date the project was created in ProjectDox.
17. **Page:** Displays the navigation page based on the number of records displayed.
18. **Navigation button:** Displays buttons to go the first, previous, next, or last page.

Dashboard Customization

The ProjectDox dashboard can be customized to display columns based on your personal preference. These options are available in the Tasks tab and the Projects tab.



To hide a column:

1. Click on the **Feature Chooser** icon on the column you wish to hide.
2. Click the **Hide** icon.

To reveal a column:

1. Click the Feature Chooser icon and select Column Chooser.
2. Click **Show** on the column that is hidden then click **Apply**. Alternatively, you can show all columns by choosing **Reset** in the **Column Chooser**.

To sort out columns:

1. Click the **Feature Chooser** icon and select the **Sort on Multiple** icon.
2. Navigate to the column you want to sort and click the **Sort by** option once to sort ascending. Click again to sort descending.
3. Click the **Apply** button.

To remove the sort of columns:

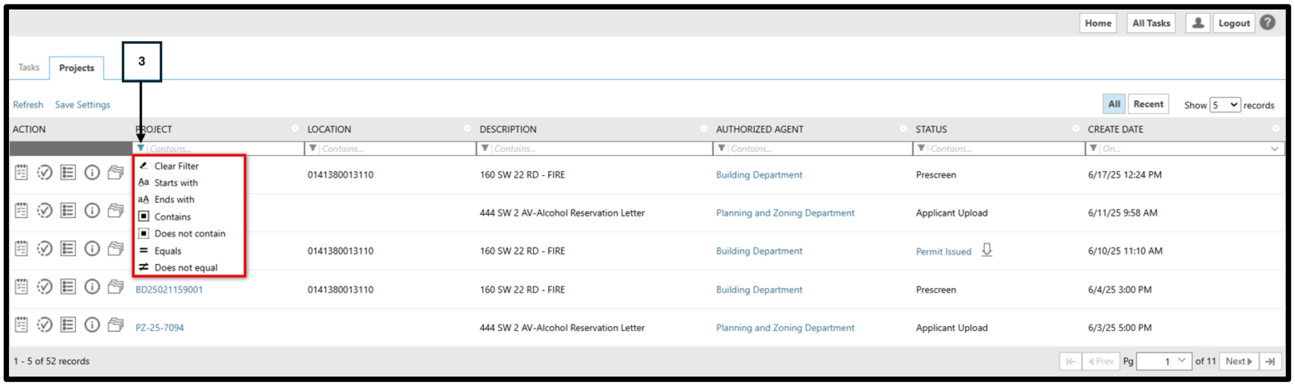
1. Click the **Feature Chooser** icon and select the **Sort on Multiple** icon.
2. Click the **X** to the right of each column with a sort. Alternatively, click the **Reset** button, then click the **Apply** button to remove all column sorts.

To move columns:

1. Click the **Feature Chooser** icon on the column you wish to move and then click the **Move To** icon.
2. Select where you wish to move the column (**move first**, **move left**, **move right**, or **move last**). Alternatively, you can click **Move Columns** from the menu, and a pop-up window will appear with all the columns. You can click on the arrows next to the columns to arrange them to your preference. Click the X to close the window.

Using Filters

To facilitate the search of specific projects, the ProjectDox Dashboard allows you to find records with the use of filters. Filters are helpful tools that will allow you to **narrow** down the results in your dashboard, making it easy to look for and work with records and see specific information. Filters are available for all the headers except the action column.



To use filters:

1. Click the **Filter** icon. The icon is in each column below the header's name.
2. Choose a filter type from the menu: Starts with, Ends with, Contains, Does Not Contain, Equals, or Does Not Equal.
3. Type the value in the field next to the filter icon. The dashboard will automatically display the results meeting the criteria.
4. Click the **Filter** icon and then select the **Clear Filter** option to remove filter criteria.

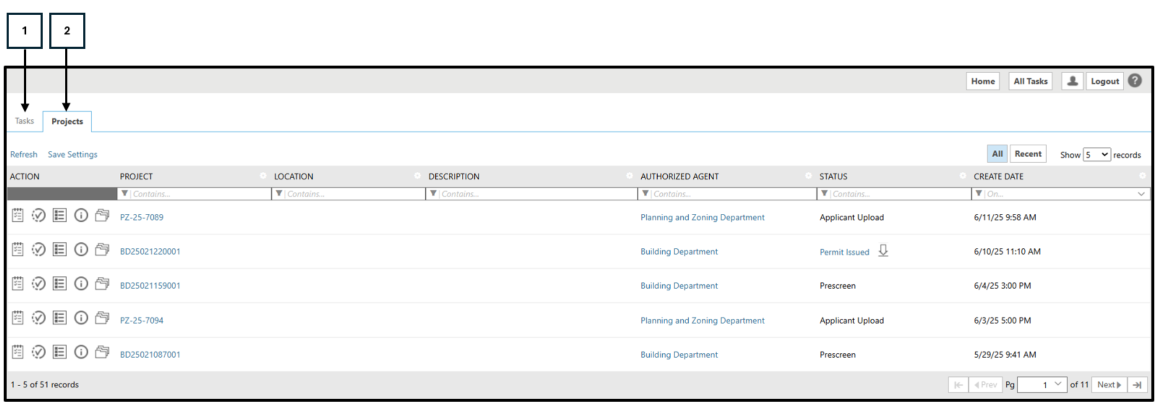
Note: The last used filter will remain unless a new filter is selected from the menu.

Tasks and Project Tabs

The ProjectDox dashboard displays two tabs:

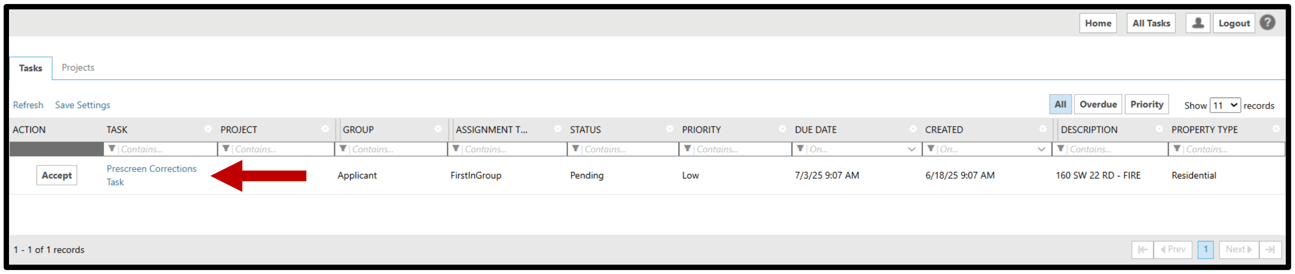
1. **Tasks**
2. **Projects**.

Note: The active tab is the one that appears in a dark and bold font. The light grey font indicates the inactive tab.

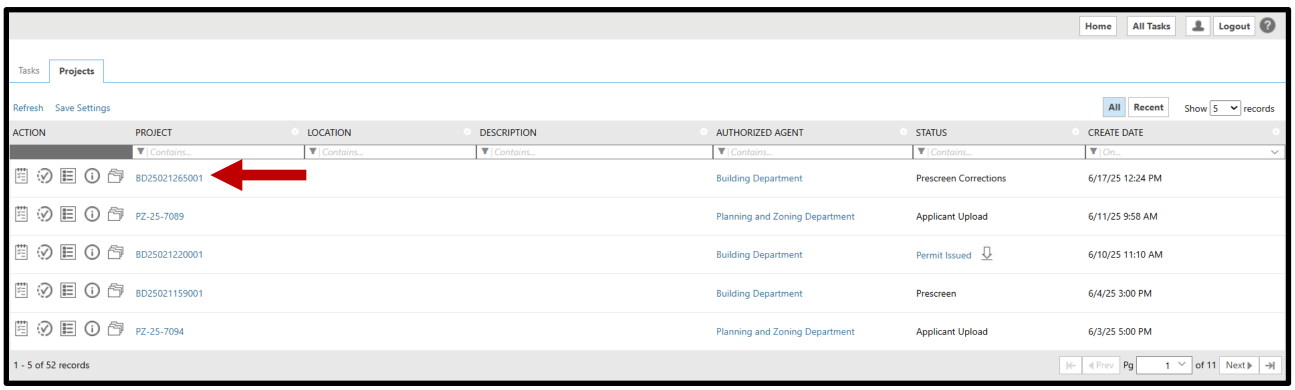


The **Tasks** tab displays the most recent tasks. It shows information about the pending work that you need to perform to continue the permit application review process. When you click on the **Accept** button or the task link a pop-up window will appear for you to start completing the task.

Note: If no tasks are displayed when you click the tab, which indicates that there are no outstanding ones to complete.



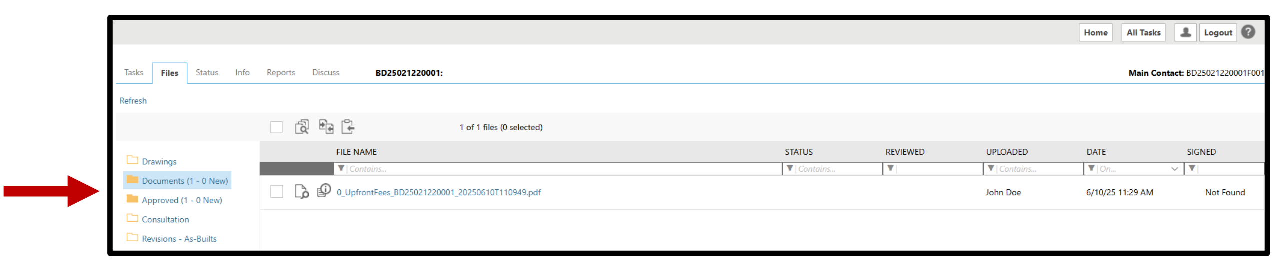
The **Projects** tab displays information about the most recent projects. It is also the default landing tab once you have successfully logged into ProjectDox. Each project name/number is a link to the project where you can see additional information. When you click on the project name, the project files section is the one that will open by default. This is where you can see the folders and the files in them.



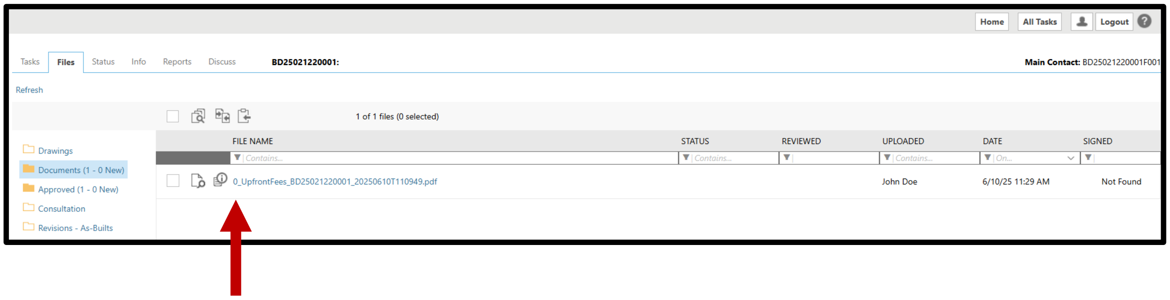
Folders and Files

Every project inside ProjectDox contains two core items: folders and files.

Folder refers to the location of the file. A folder can contain a single or multiple files, and it can also contain sub-folders. The structure and viewing of the folders will depend exclusively on the type of permit application you have submitted. For example, Planning applications may have an **Oversight Boards** folder, while Building may have an **As Built** folder, and Public Works may have **External Agencies**. Additionally, depending on the stage of the review process, you will be granted access to specific folders. (e.g., Approved, Revision).



Files refer to the documents, drawings, plans, and other file types. These files are required elements and are uploaded by the applicant. Files are uploaded during the Applicant Upload Task and Resubmission Tasks if indicated by the City of Miami staff.



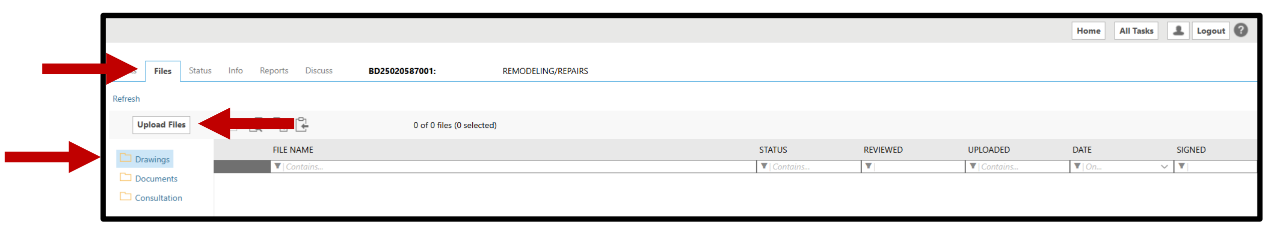
Working with Files

Depending on which stage of the ePlan Review your application is on, you will be able to view, upload, and download files. Staying organized can help the city's staff to review your application faster.
Upload files into the appropriate folders (e.g., Drawings, Documents, Quick Reviews).

To upload files:

1. Click on Project name.
2. Click the **Files** tab.
3. Select a destination folder.
4. Click the **Upload Files** button.
5. Click the **Browse For Files** button.
6. Select the file and then click the **Open** button.
7. Click the **Start Upload** button.

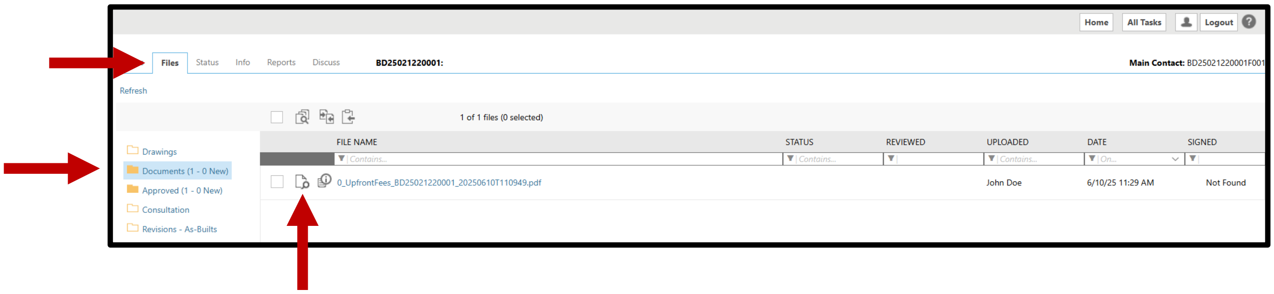
Note: Once a file is uploaded, it cannot be deleted. Before uploading, double-check that the file type is correct and that the file name follows the City of Miami's official naming conventions. For the most current file naming requirements, visit: [City of Miami File Naming Standards (PDF).]

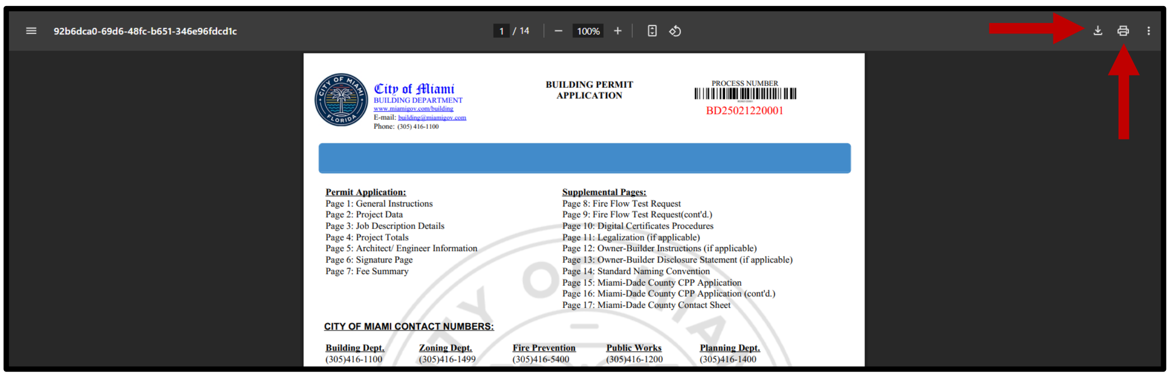


To view files:

1. Click on Project name.
2. Click the **Files** tab.
3. Select a destination folder.

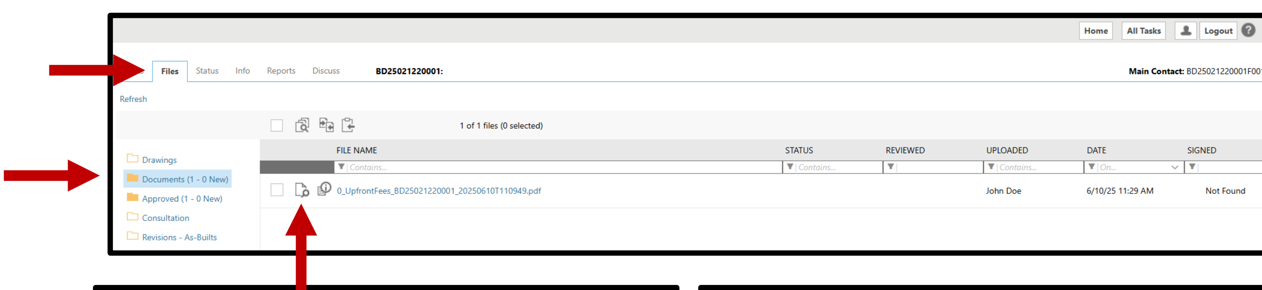
4. Click the **View** icon to view the document in a new tab within your web browser. Within the viewer you will have options to download and print the files.

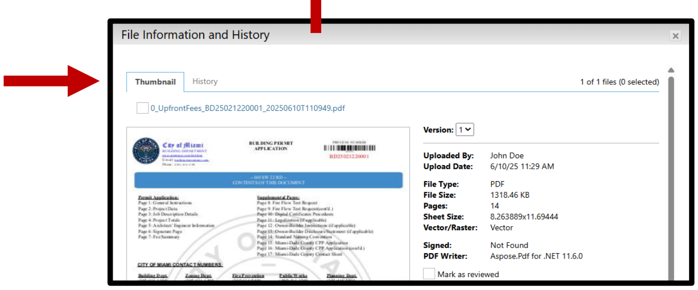


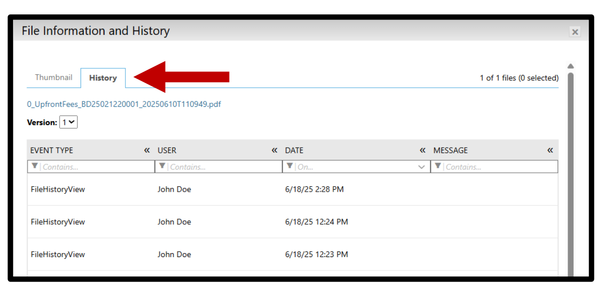


To view a file's information:

1. Click on Project name.
2. Click the **Files** tab.
3. Click the folder that the file is in.
4. Click the **File Info/History** icon to view the thumbnail of the document and pertinent information like version, upload date and time stamp and more.

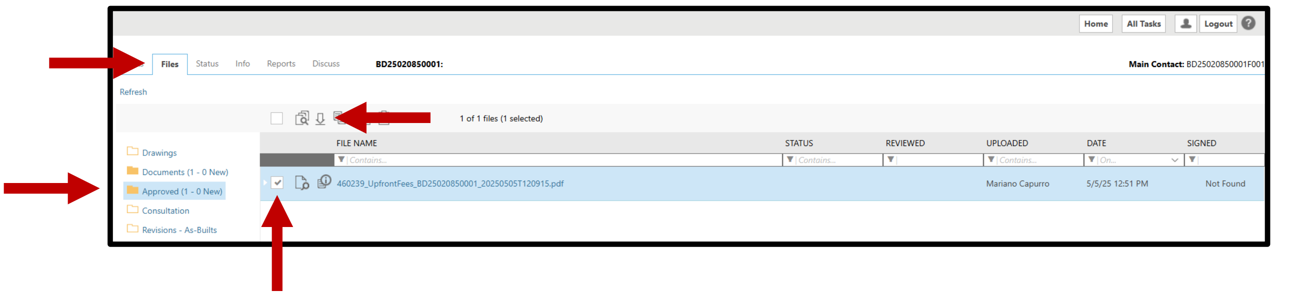


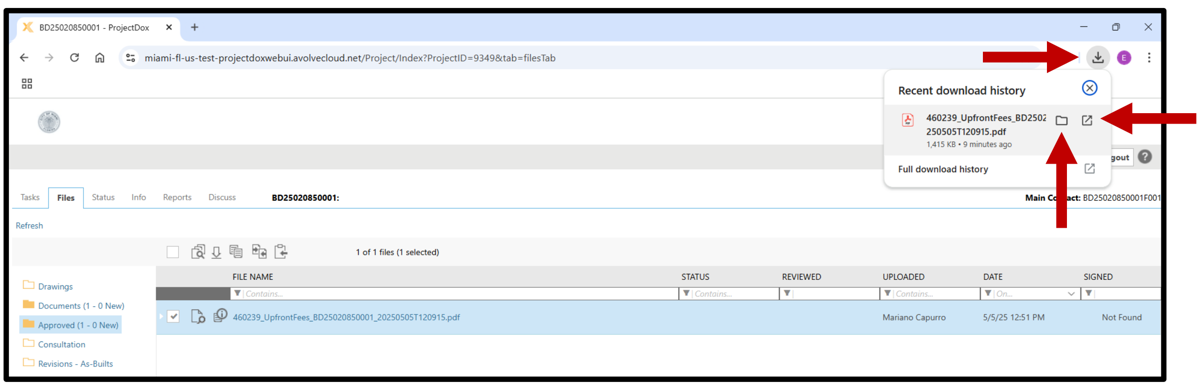




To download a file:

1. Click on Project name.
2. Click the **Files** tab.
3. Click the folder that the file is in.
4. Check the box to the left of the file name.
5. Click the **download** icon.
6. Check your downloads folder in your device and locate your file. Click the folder icon to locate the file in your device or click the Open icon to open the file.





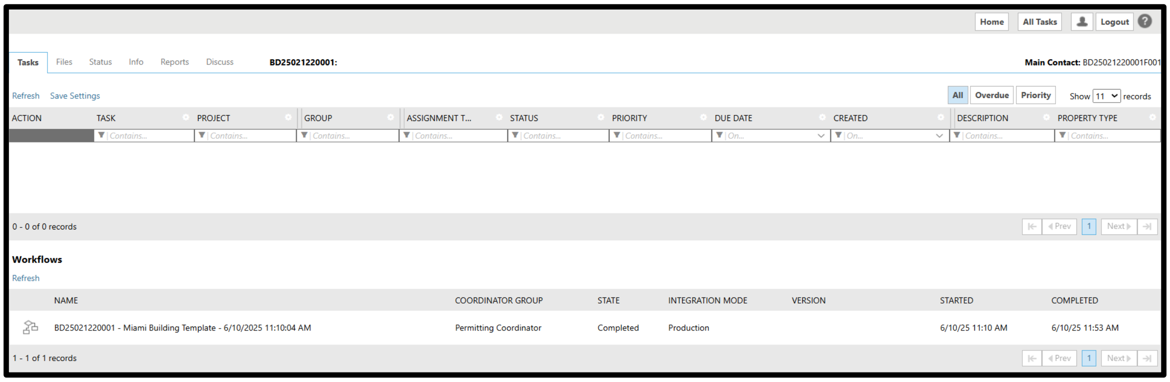
Workflows

In the Tasks tab of a project, you can view the current stage of your permit application by accessing the workflow. Depending on the type of application, a different workflow will be displayed.

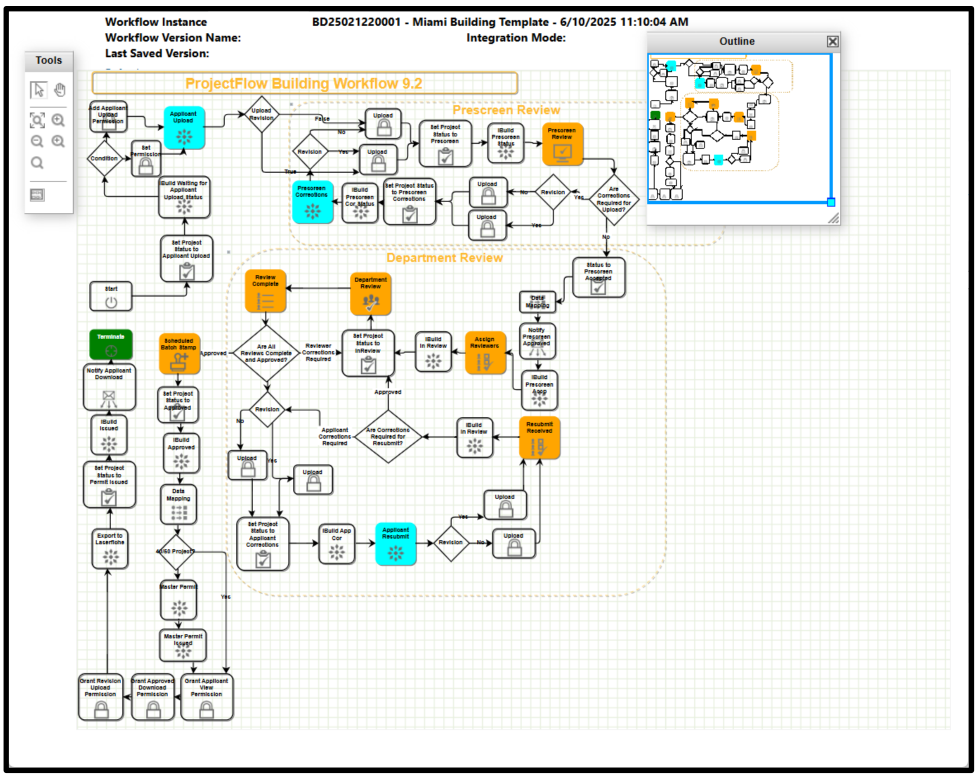
To view a workflow:

1. Click on Project name.
2. Click the **Tasks** tab.
3. Scroll down to the Workflows section and click the **Open Workflow Designer** icon.

Note: the green colored cell indicates the current stage of your permit application.



Home
All Tasks
Logout
Tasks
Files
Status
Info
Reports
Discuss
BD25021220001:
Main Contact: BD25021220001F001
Refresh
Save Settings
All
Overdue
Priority
Show 11 records
ACTION
TASK
PROJECT
GROUP
ASSIGNMENT T...
STATUS
PRIORITY
DUE DATE
CREATED
DESCRIPTION
PROPERTY TYPE
0 - 0 of 0 records
Workflows
Refresh
NAME
COORDINATOR GROUP
STATE
INTEGRATION MODE
VERSION
STARTED
COMPLETED
BD25021220001 - Miami Building Template - 6/10/2025 11:10:04 AM
Permitting Coordinator
Completed
Production
6/10/25 11:10 AM
6/10/25 11:53 AM
1 - 1 of 1 records



Workflow Instance
BD25021220001 - Miami Building Template - 6/10/2025 11:10:04 AM
Workflow Version Name:
Integration Mode:
Last Saved Version:
Tools
Outline
ProjectFlow Building Workflow 9.2
Prescreen Review
Department Review
Start
Terminate

Understanding Tasks

In ProjectDox each project (permit application) will have certain tasks to be completed. There are tasks performed by the Applicant, and there are tasks performed by both Permitting Coordinators and Reviewers. Below is a list of tasks that you will see on the platform in.

Task Name	Description
Applicant Upload	The Applicant must upload all required documents and drawings to the corresponding folders.
Prescreen Review	The Permitting Coordinator performs a prescreen in which all the information and uploaded files are reviewed.
Prescreen Corrections	The Applicant must address all the requests, corrections and comments from the Permitting Coordinator.
Assign Reviewers Task	Upon completion of the Prescreen Review, the Permitting Coordinator assigns plan Reviewers as needed to start the review process based on the type of permit application submitted.
Department Review	The plan Reviewer analyzes and initiates the discipline review in which markups, changemarks, and comments might be added as part of the process.
Review Complete	Once the review has been executed, the Permitting Coordinator reviews the outcome. If corrections are requested from the Plan Reviewer, it returns the project to the Applicant. Otherwise, the project moves to the next phase.
Applicant Resubmit Task	Applicant completes the requests and returns it to the Permitting Coordinator.
Resubmit Received Task	Permitting Coordinator reviews the information and routes the information to the Plan Reviewer to start a new review cycle.
Scheduled Batch Stamp	When Review is completed and no corrections are required, the Permitting Coordinator completes the stamping process of drawings and documents. Once this task is completed the project reaches the end in ProjectDox. The Applicant gets notified by email of the next steps to obtain the permit.

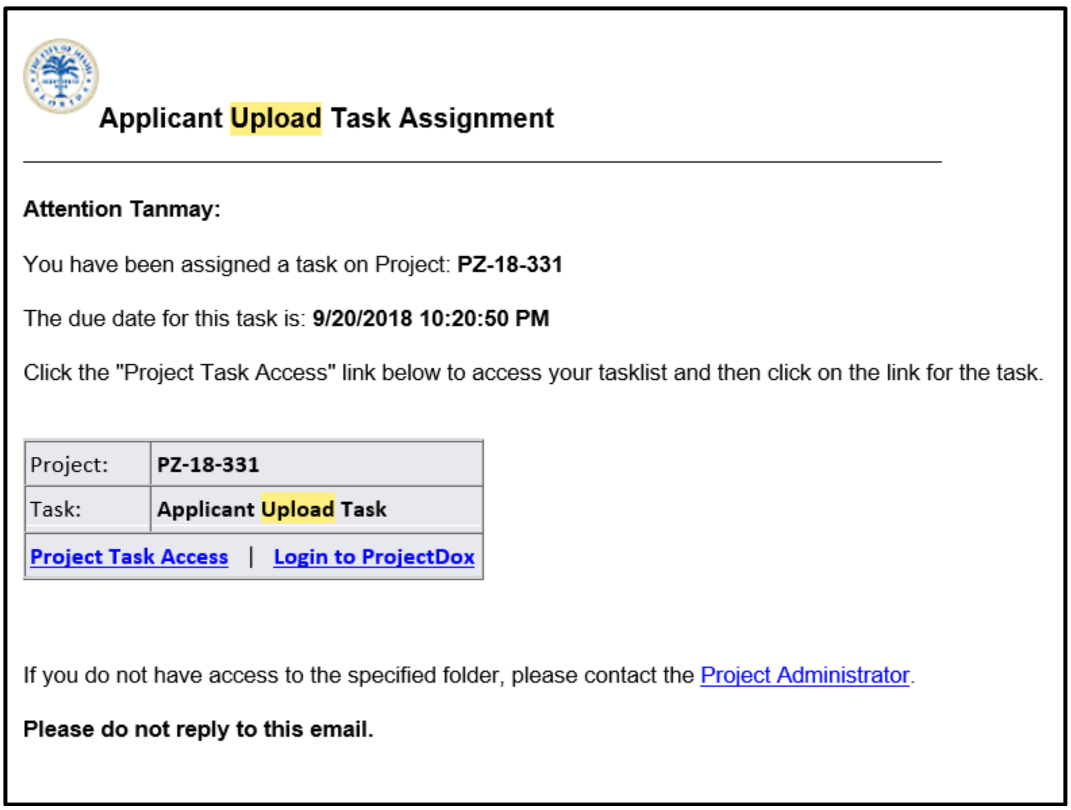
Module V: Applicant Upload Task

Once you have paid the upfront fee(s) for your permit application you will have to complete the Applicant Upload Task. This task requires all required documents (drawings and documents) to be uploaded to the corresponding folders in ProjectDox. Your files must be digitally signed and sealed. You will receive an email requesting you complete the Applicant Upload task. If you do not see your email message in your Inbox, please check your spam folder. The Prescreen stage of the review process cannot start until you have uploaded your drawings and documents and have completed the Applicant Upload task.

Note: All users that are using this platform for the very first time will receive a Welcome to Portal notification.

Email Invitation

1. You will receive an email invitation that will provide instructions and a link to the project within ProjectDox.



Applicant Upload Task Assignment

Attention Tanmay:

You have been assigned a task on Project: **PZ-18-331**

The due date for this task is: **9/20/2018 10:20:50 PM**

Click the "Project Task Access" link below to access your tasklist and then click on the link for the task.

Project:	**PZ-18-331**
Task:	**Applicant Upload Task**
Project Task Access | **Login to ProjectDox**	

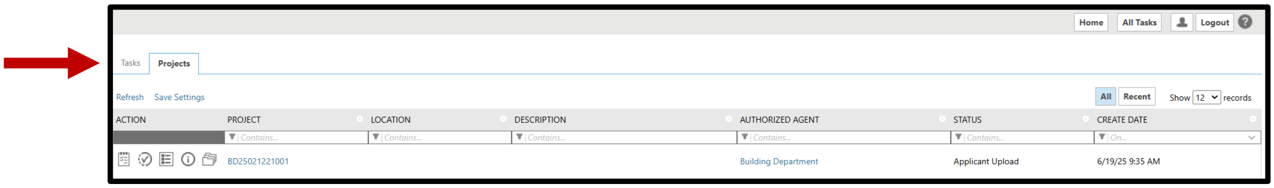
If you do not have access to the specified folder, please contact the Project Administrator.

Please do not reply to this email.

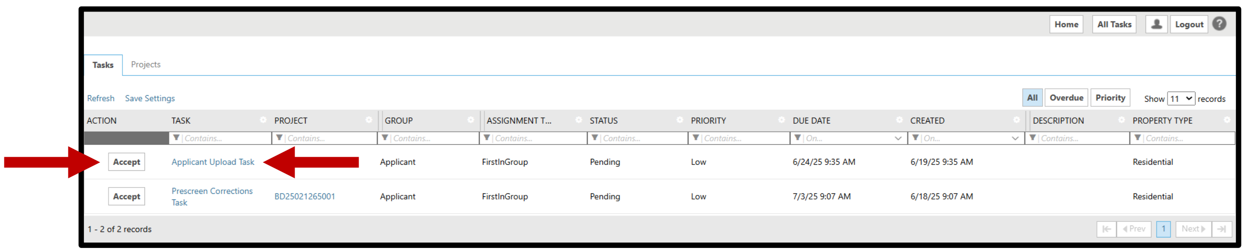
Completing Applicant Upload task

1. In the Project tabs, locate and click the project that you want to submit the drawings and documents for.

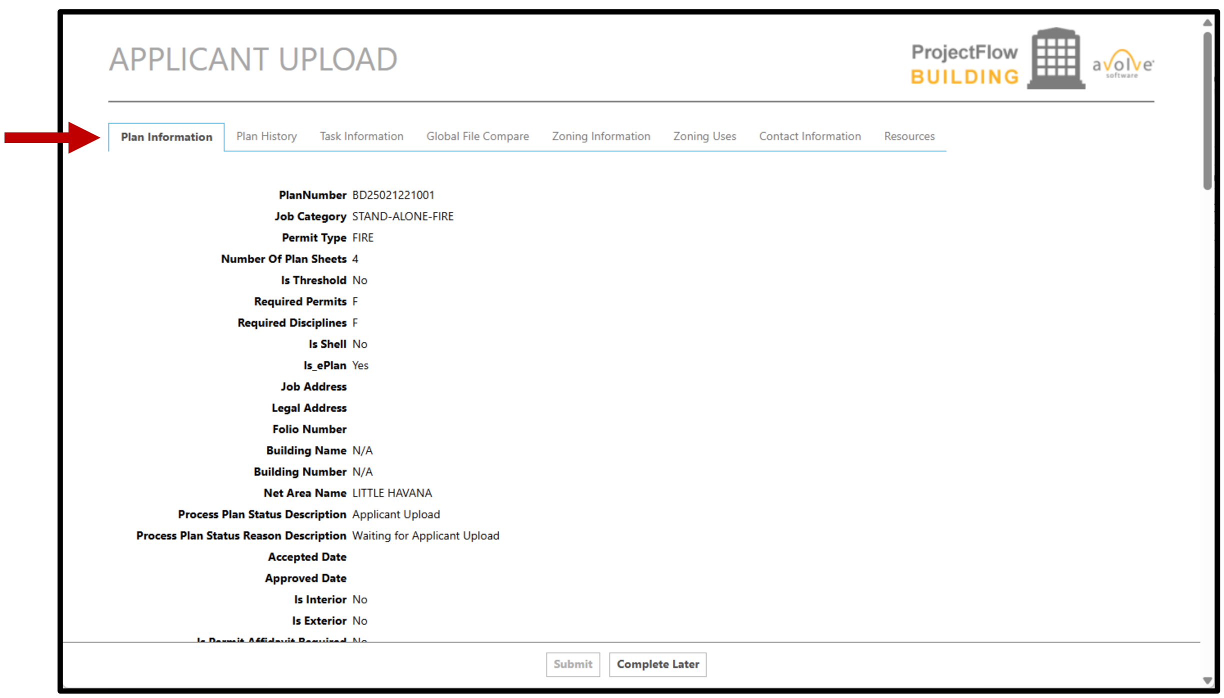
Note: You can also click on the **Tasks** tab to locate the project number and perform the Applicant Upload task.



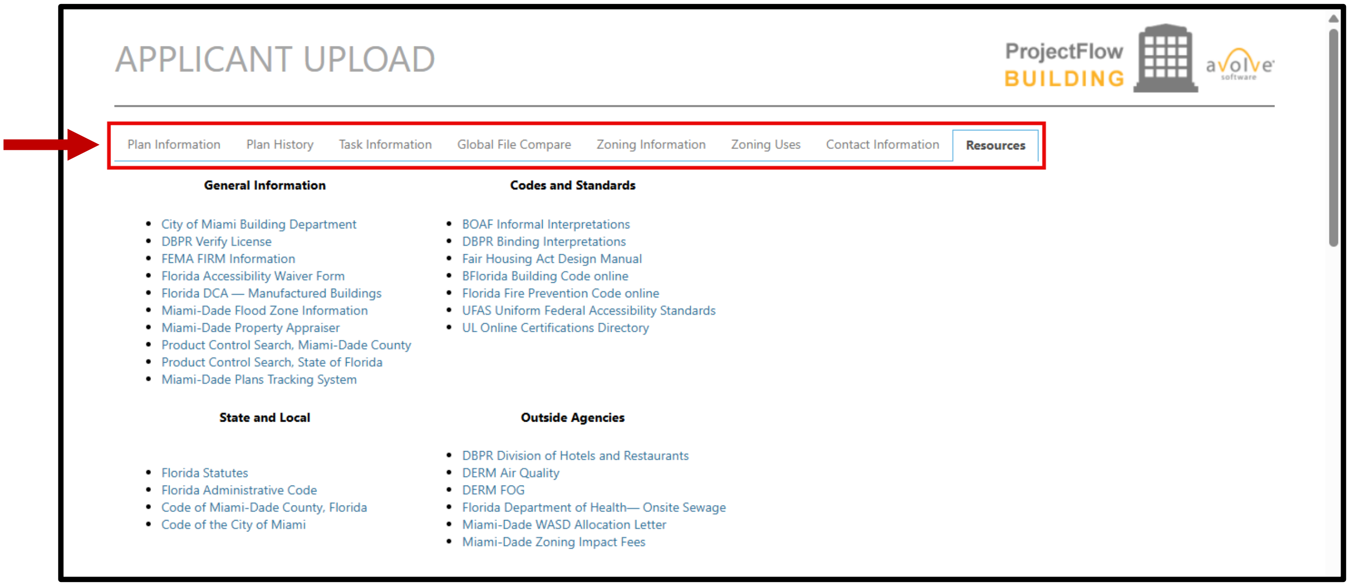
2. Click on the **Accept** button or the task name link.



3. The Applicant Upload pop-up will appear with the **Plan Information** tab open. This window will have different information and functionality depending on the type of permit application submitted.

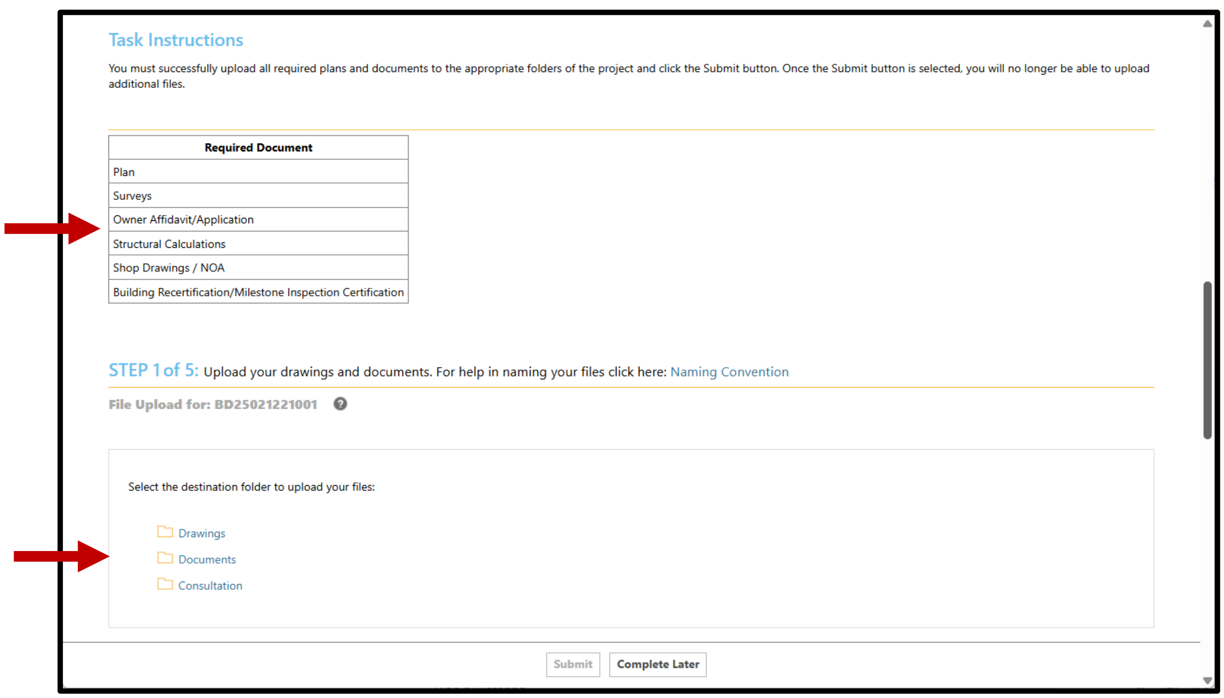


4. Review all the tabs that are shown in the Applicant Upload pop-up window. The tabs are Plan Information, Plan History, Task Information, Global File Compare, Zoning Information, Zoning Uses, Contact Information and Resources.



5. Review **Required Document** list. These are the documents and drawings that must be uploaded. Each permit application will have a different list of documents to be uploaded.

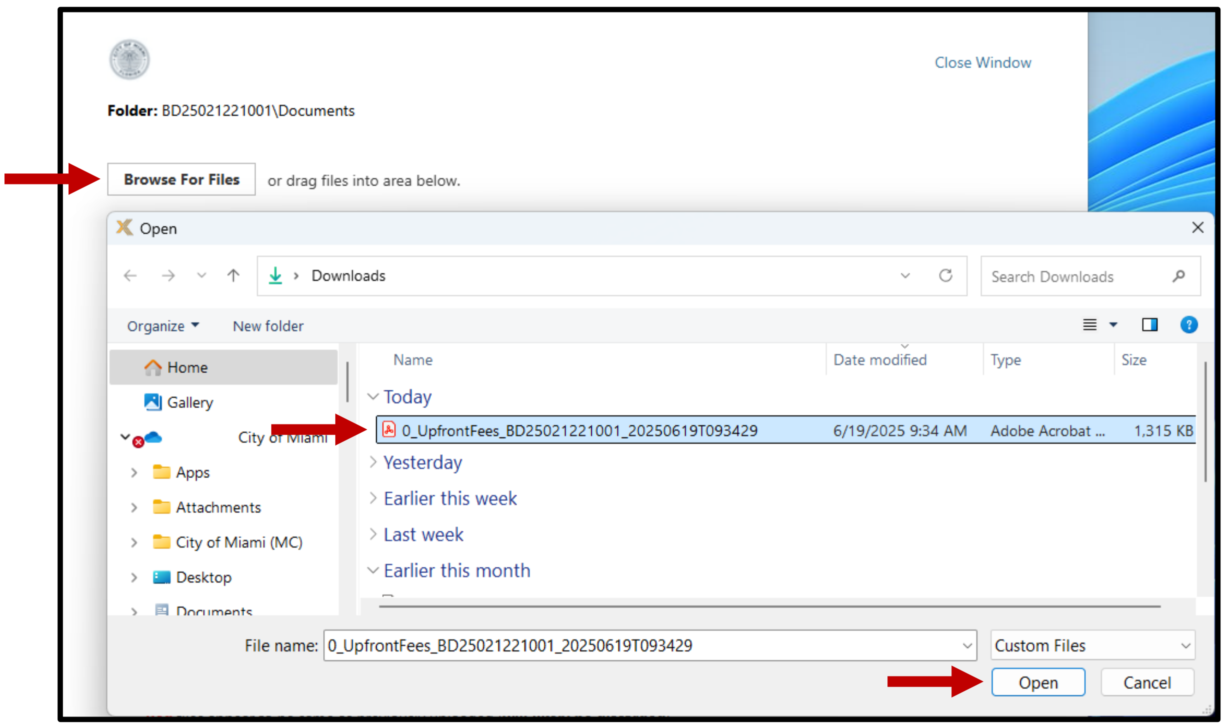
6. Click the folder where you will be uploading files.



7. Click the Select Files to Upload button.

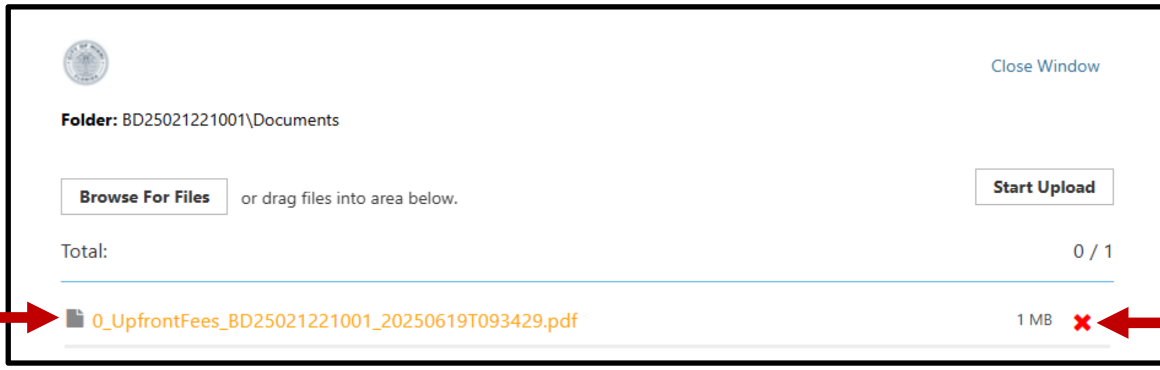
Note: If you need to change the folder where the files will be stored, click the **View Folders** button.

8. Click the **Browse For Files** button.
9. Locate and select your file in your device.
10. Click the **Open** button.

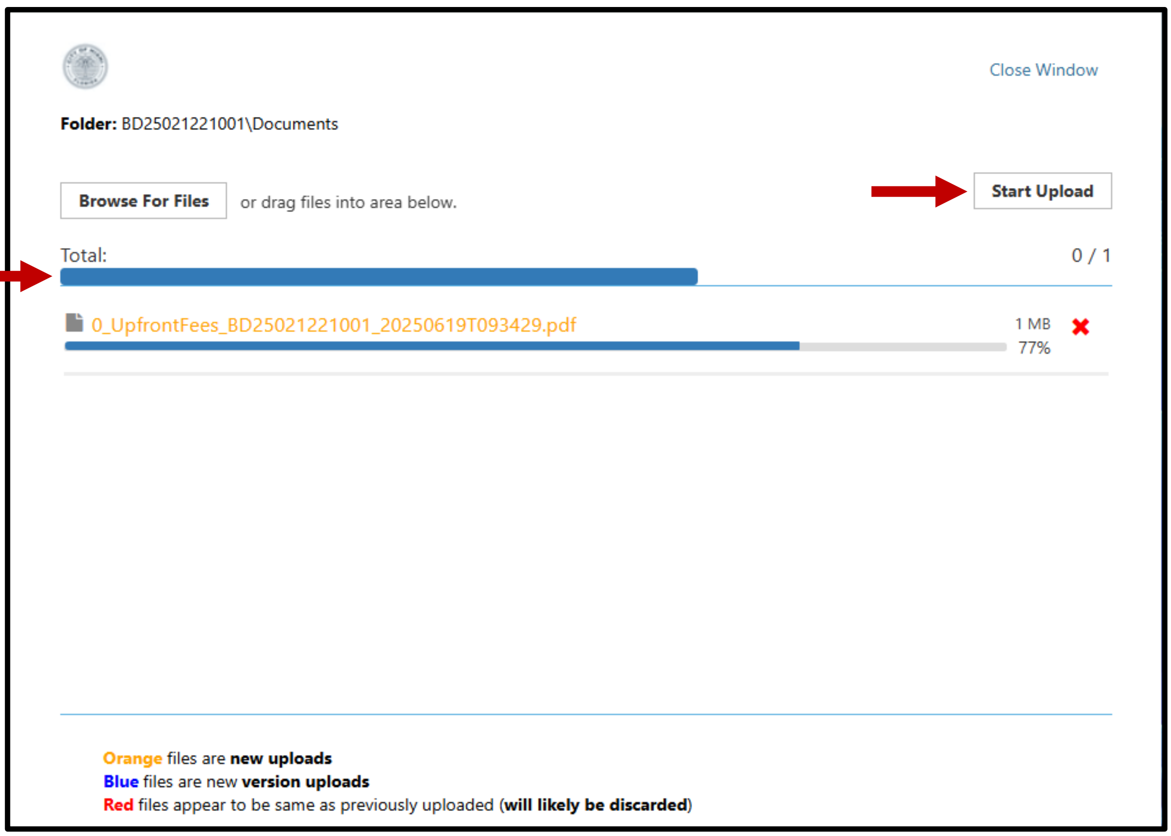


11. Double-check the chosen file is the correct one. If you select the wrong file, click the **red x** to remove it and repeat the upload process.

Note: Once a file is uploaded, it cannot be deleted. Before uploading, double-check that the file type is correct and that the file name follows the City of Miami's official naming conventions. For the most current file naming requirements, visit: [City of Miami File Naming Standards (PDF).]

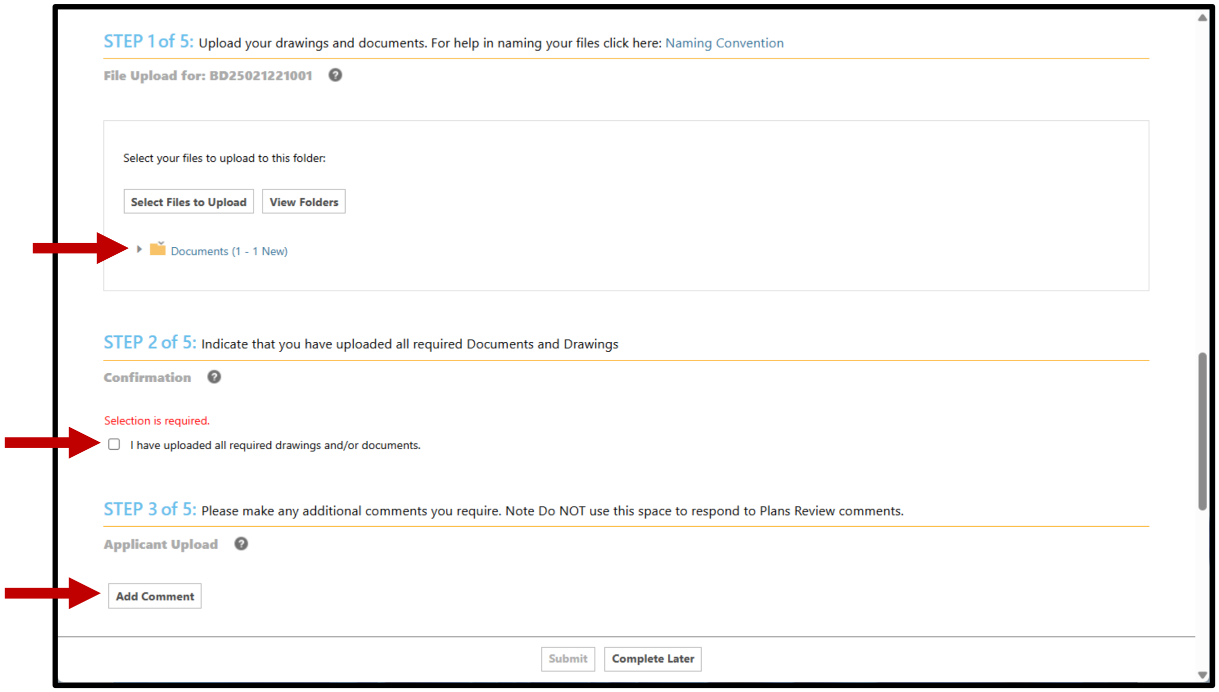


12. Click the **Start Upload** button. You will see a blue progress bar as the files are uploaded. You can also drag and drop files in between the thin light blue lines.



13. Verify the files were successfully uploaded to the corresponding folders. The number of files and the label New will appear on the right-hand side of each folder.
14. Check the box labeled "I have uploaded all required drawings and/or documents"

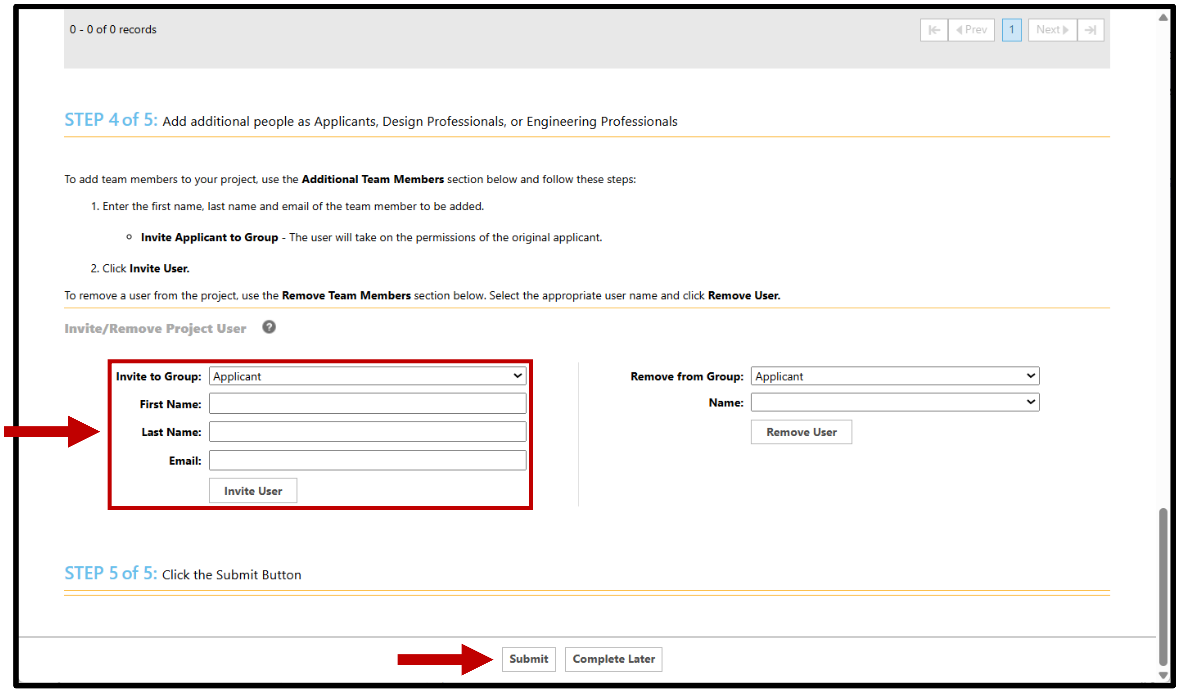
Note: The Add Comment button will let you enter a message to communicate with the City of Miami staff members.



15. You can Invite people to participate in this project. They can be added as Applicants, Design Professionals, or Engineering Professionals. To add a member to the project, select the role from the Invite to Group dropdown menu, enter the first name, the last name, a valid email address and then click the Invite User button.

Note: **Design Professionals**, **Engineer Professionals**, and **Applicant View Only** can only view the information in the project, but they cannot contribute to it.

16. Click the **Submit** button.



Module VI: Prescreen Corrections & Applicant Resubmit Tasks

The Prescreen stage is a quick review of your uploaded drawings and documents to ensure that you have met the submission standards and that your submission is complete. Allow a minimum of two (2) business days after you have uploaded your documents for the Prescreening process to take place. If there are questions or missing items from your submittal, you will receive a “Prescreening Corrections Request” e-mail with instructions and comments on the required corrections for acceptance.

Markups

Understanding Markup Name and Color Standards

Standard markup names and colors will be used for each reviewing department for easy identification. An edited file markup can have one or more changemarks. Changemarks are created to quickly identify a markup and associated comments.

Note: The Changemark naming standard will be:

- Reviewer First Name, Reviewer Last Name, Discipline, and Date of Markup.
  For example: Maria Gonzalez, Fire, 5-28-2025

The following table describes the Changemark color assigned to a specific discipline.

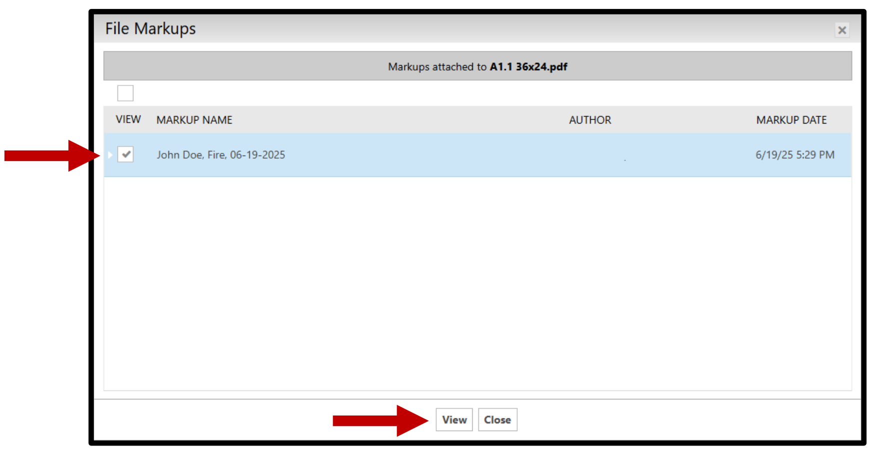
Markup Name	Change Markup Title	Markup Color
Asset Management	AM	Yellow
Building Disciplines	BL	Blue
Fire	F	Red
Planning Disciplines	PN	Green
Zoning Disciplines	Z	Orange
Public Works Disciplines	RD	Purple

Viewing Markups in Files tab

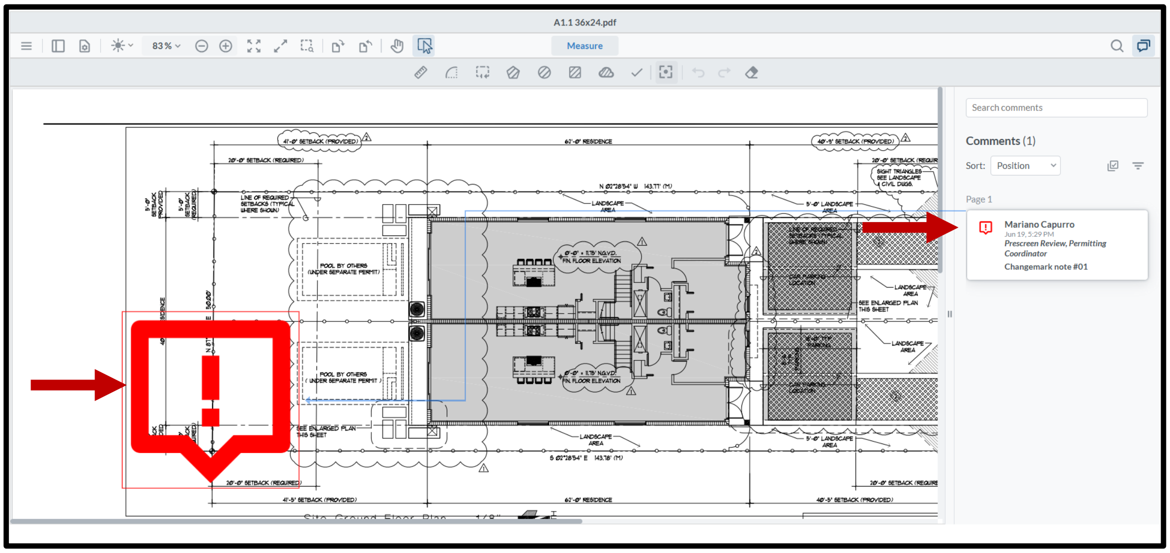
1. Click on Project name.
2. Click the **Files** tab.
3. Click the **Drawings** folder.
4. Click the **Open Markups** icon.

Note: The Open Markups icon will only appear if there are markup layers applied to the file.

5. A File Markup pop-up window will appear with all the markup layers. Check the box of the layer you wish to review.
6. Click the **View** button



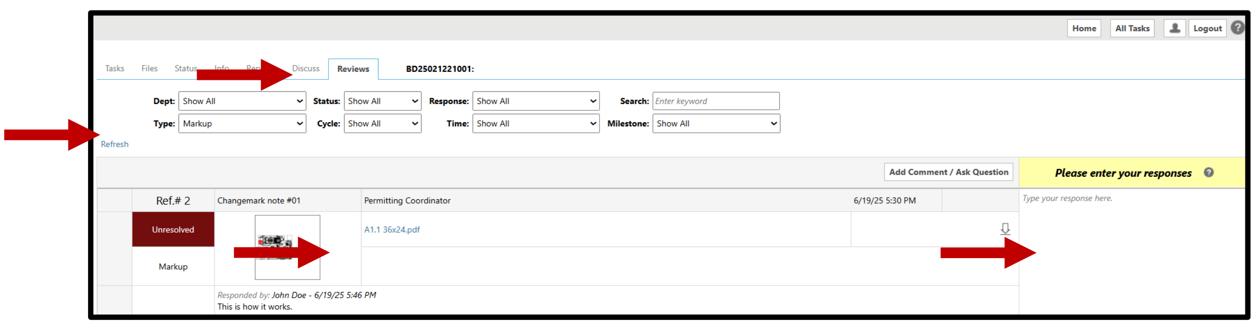
7. The ProjectDox built in PDF viewer will open in a new tab and the markup will be on it.
8. Review the changemarks in the specific drawing and then address how you are going to resolve the deficiency.



Viewing Markups in the Reviews tab

1. Click on Project name.
2. Click the **Reviews** tab.
3. From the Type dropdown menu, select **Markup**.
4. Click the file name to view it within ProjectDox PDF viewer.

Note: You can click the **download** icon to download it to your device.

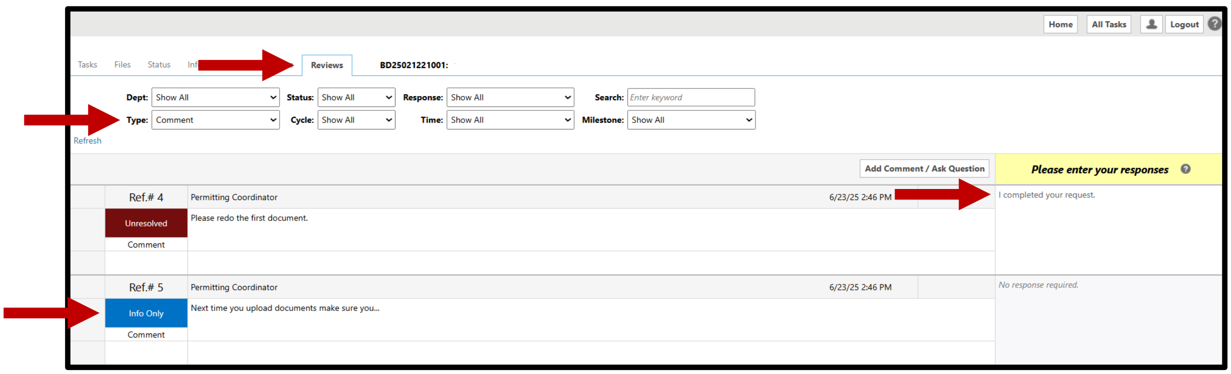


5. Review the changemarks in the specific drawing and then address how you are going to resolve the deficiency.

Viewing Review Comments in the Reviews tab

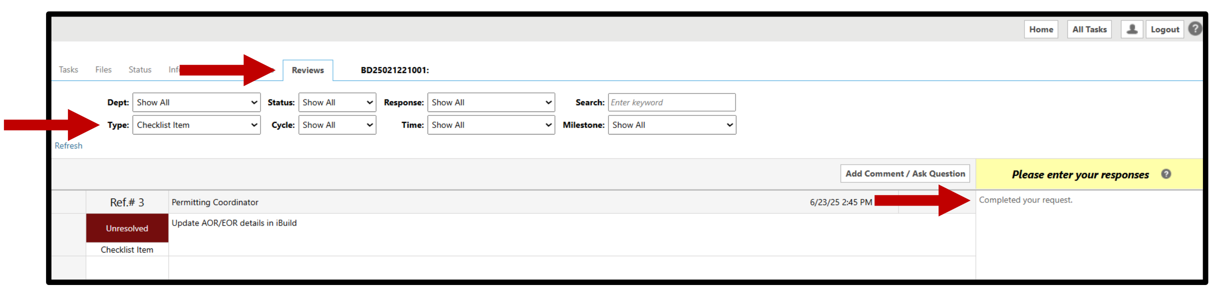
1. Click on Project name.
2. Click the **Reviews** tab.
3. From the Type dropdown menu, select **Comments**.
4. Enter your response in the **Please enter your responses** field.

Note: Info Only comments do not require a response.



Viewing Checklists Items in the Reviews tab

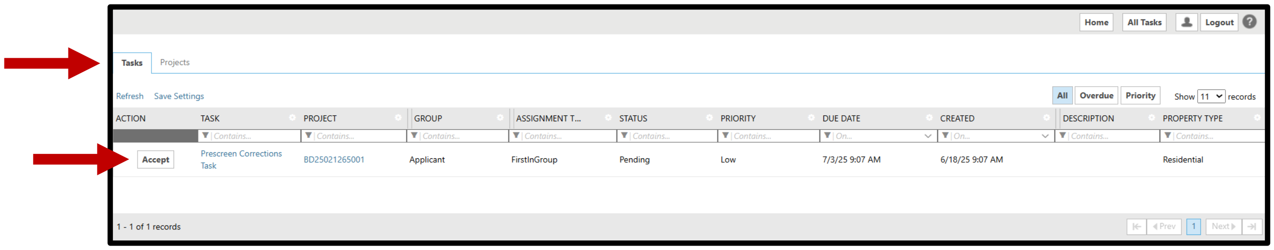
1. Click on Project name.
2. Click the **Reviews** tab.
3. From the Type dropdown menu, select **Checklist Item**.
4. Enter your response in the **Please enter your responses** field.



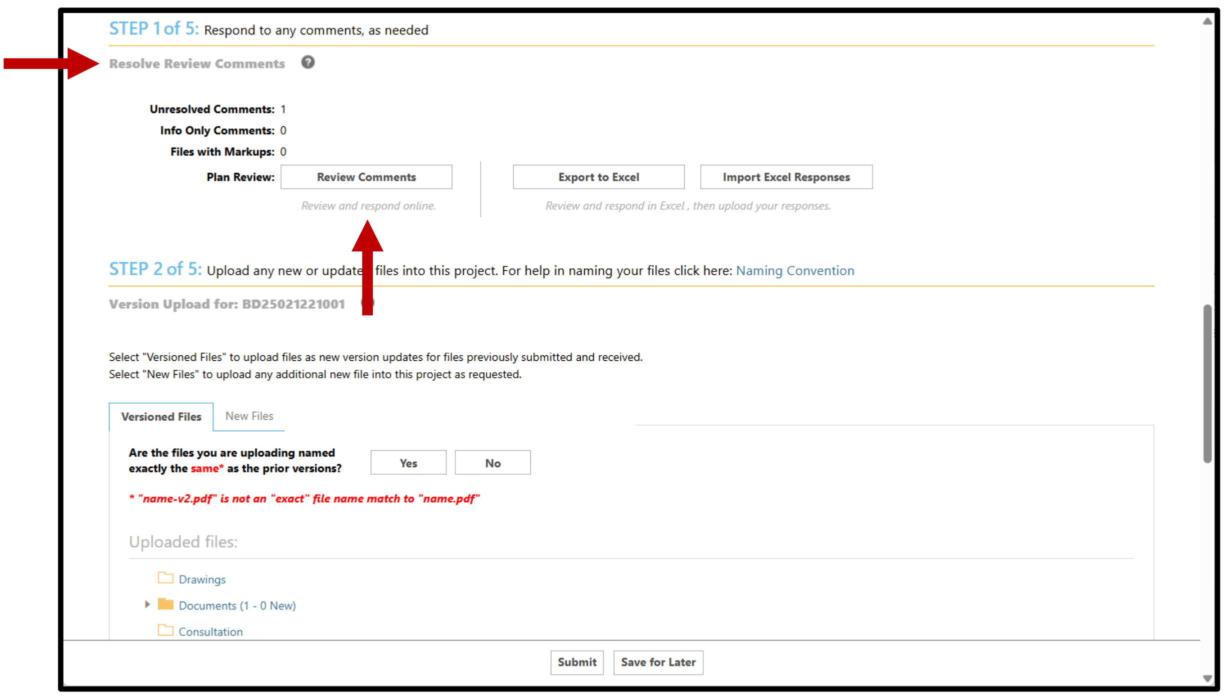
Completing Prescreen Corrections task

1. Once you receive and open the email, follow the instructions to login to view the outstanding items before prescreening can be approved.
2. Once you login and click the **Manage My Existing Project** button to navigate to ProjectDox, you will see your Dashboard.

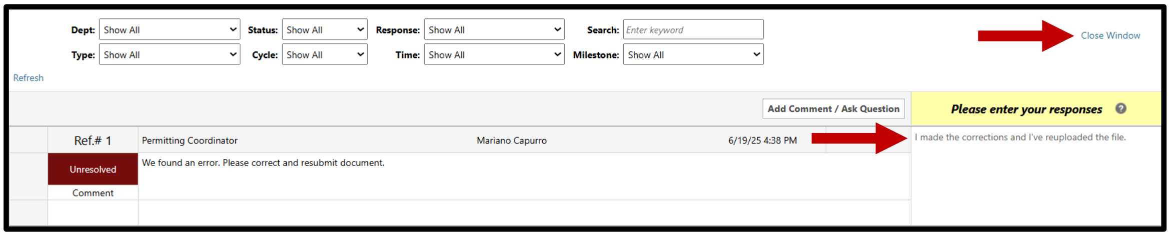
3. Click the **Tasks** tab.
4. Locate the project number and click the **Accept** button to the left of Prescreen Corrections Task or click the task name.



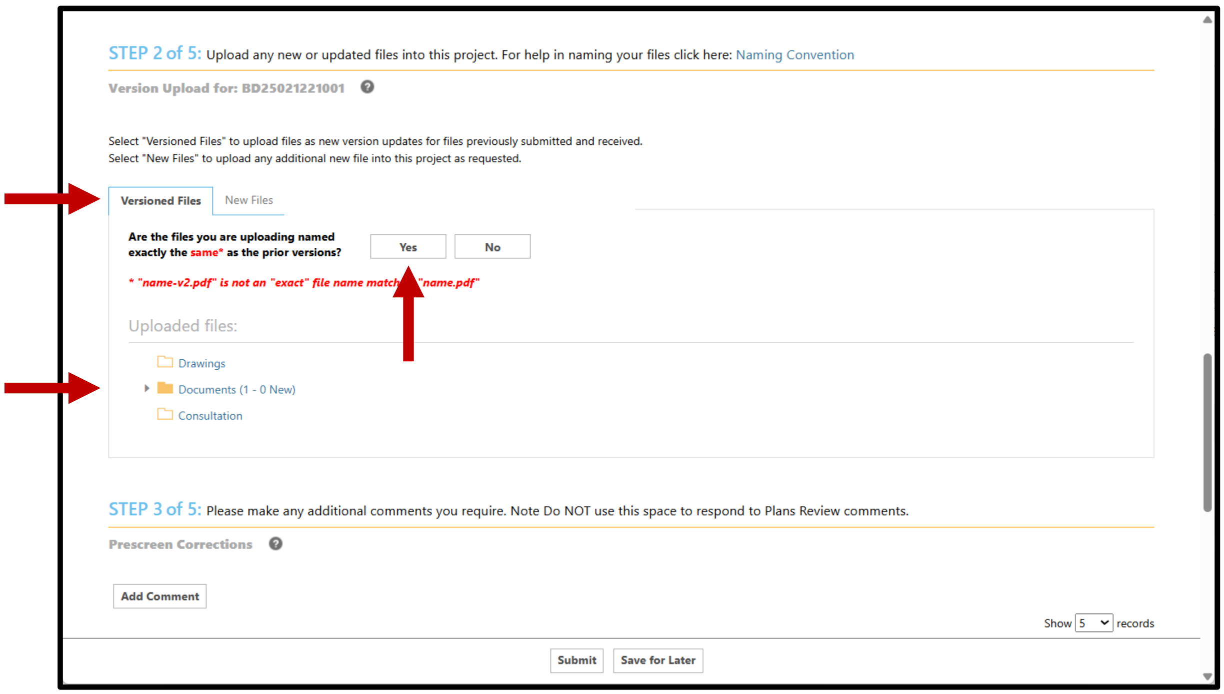
5. Prescreen Corrections pop-up will appear with the **Plan Information** tab open.
6. Check the **Resolve Review Comments**. This could be you have Unresolved Comments, Info Only Comments, or Files with Markups.
7. Click the **Review Comments** button.



8. A pop-up window will appear with the request and/or comments that you must address.
9. Click in the **Please enter your responses** field. When you are done click the Close Window link.



10. In the **Versioned Files** tab, you must confirm that the files have the same file name as the previous files. Click the **Yes** button.
11. Click the folder where the file will be uploaded to.

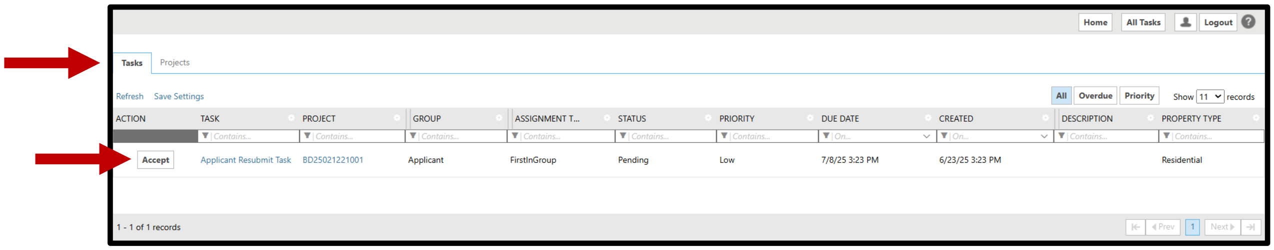


12. Click the Select Files to Upload.
13. Click the **Browse For Files** button.
14. Locate and select your file in your device.
15. Click the **Open** button.
16. Click the **Start Upload** button.
17. Click the **Submit** button.
18. Click the **Continue** button.

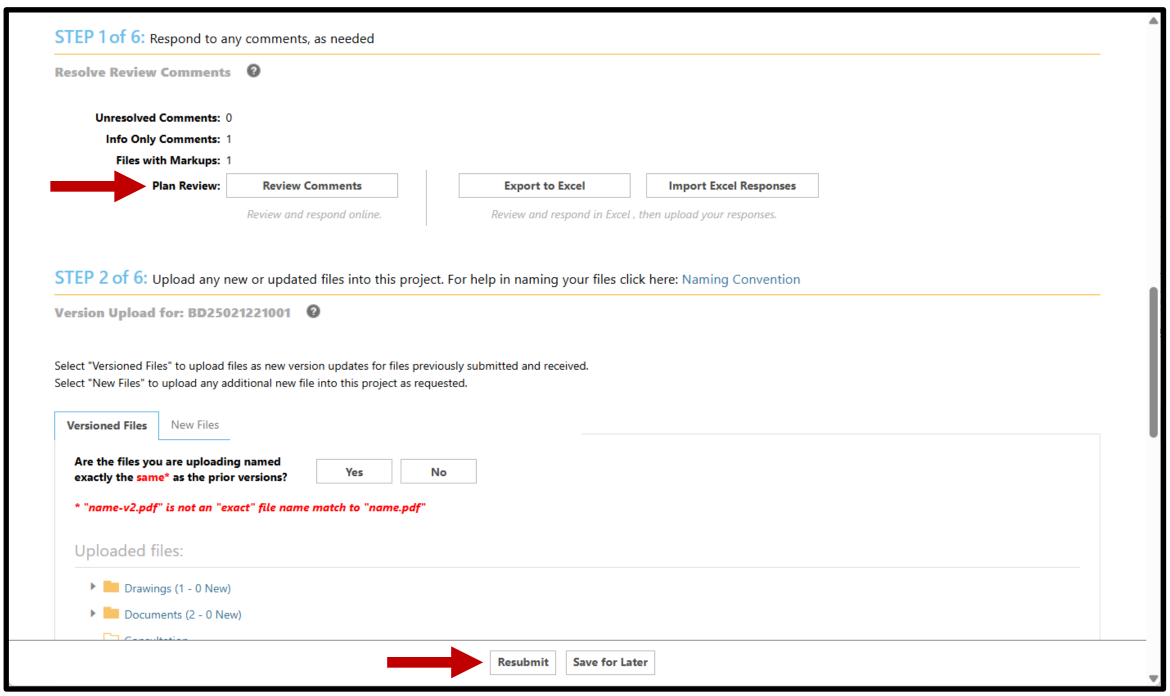
Completing Applicant Resubmit task

Once we have completed our review by all required review groups, you may receive an Applicant Resubmit task to address by responding to any deficiencies. If there are no deficiencies, your application will proceed with approval.

1. Once you receive and open the email, follow the instructions to login to view the outstanding items before prescreening can be approved.
   2. Click the **Tasks** tab.
   3. Locate the project number and click the **Accept** button to the left of Applicant Resubmit Task or click the task name.



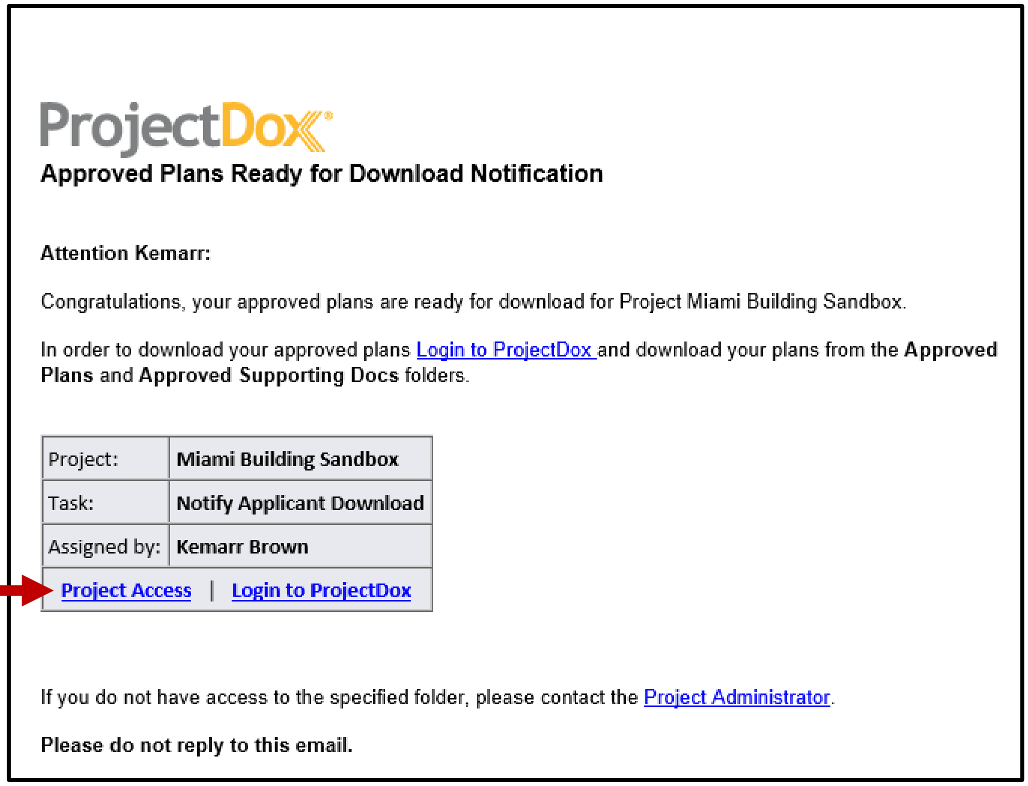
   4. Click **Review Comments** and address any comments, changemarks and/or checklist items.
   5. Click the **Resubmit** button.



Module VII: Accessing Approved Files

Downloading Approved Documents and Drawings

1. Check your inbox from an email notifying you that the stamped plans are available for download from the approved folder.
   2. Click the **Project Access** or **Loging to ProjectDox** links to access and download approved documents and drawings.



ProjectDox

Approved Plans Ready for Download Notification

Attention Kemarr:

Congratulations, your approved plans are ready for download for Project Miami Building Sandbox.

In order to download your approved plans Login to ProjectDox and download your plans from the **Approved Plans** and **Approved Supporting Docs** folders.

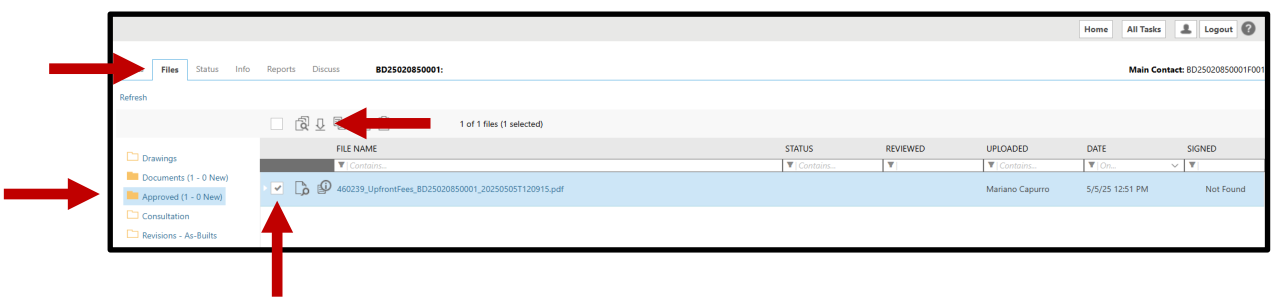
Project:	**Miami Building Sandbox**
Task:	**Notify Applicant Download**
Assigned by:	**Kemarr Brown**
Project Access | **Login to ProjectDox**	

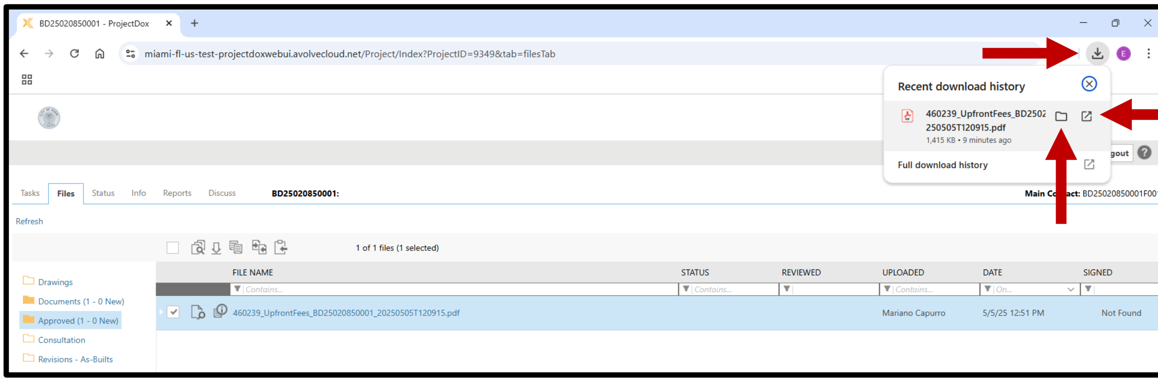
If you do not have access to the specified folder, please contact the Project Administrator.

Please do not reply to this email.

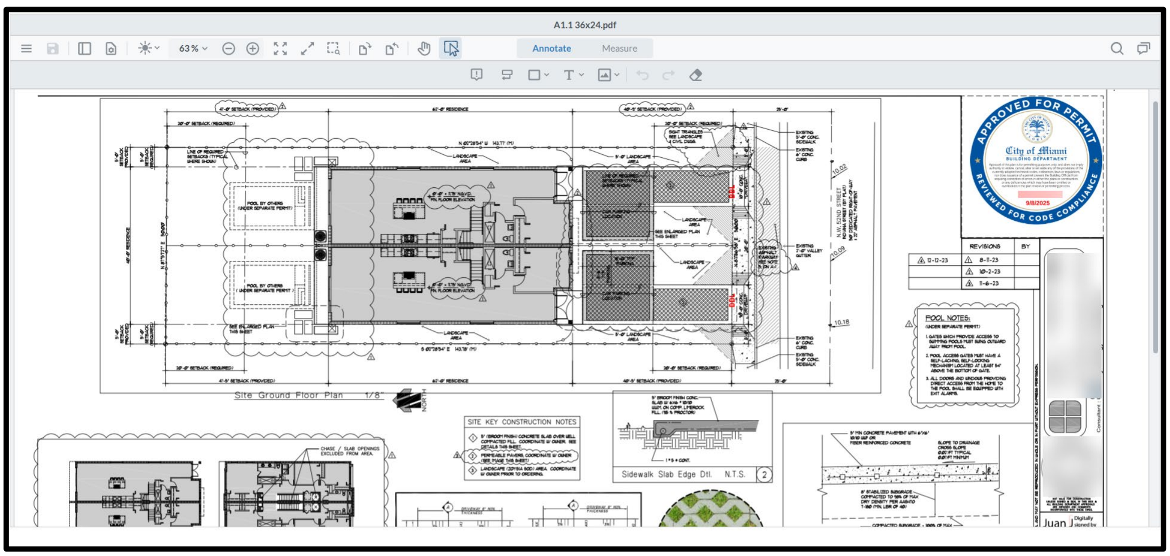
3. Click the **Approved** folder that the file is in.
4. Check the box to the left of the file name.
5. Click the **download** icon.
6. Check your downloads folder in your device and locate your file. Click the folder icon to locate the file in your device or click the Open icon to open the file.

Note: All approved drawings and documents will have City of Miami Official Department stamps. Below are examples of stamped plans and permit cards from permitting departments.





Below is an example of an approved plan from the Office of Zoning.



Below is an example of a permit card from the Department of Resilience and Public Works.

CITY OF MIAMI
DEPARTMENT OF RESILIENCE
AND PUBLIC WORKS
www.miamigov.com/publicworks

PERMIT CARD

PERMIT NUMBER
PW25020015RW001

Main Point of Contact:	**Applicant**	Effective Date:	**02/06/2025**
Name:	**COM Trainer**	Expiration Date:	**02/28/2025**
Address:		Impacted Area:	**SINGLE BLOCK**
		Closure Type:	**Partial Closure**
Email:		Closure Days:	**Monday to Saturday**
Phone Number:		Closure Hours:	**N/A - N/A**
Applicant:	**VOS Utility LLC**	Working Hours:	**DAYTIME**
Contractor:	**VOS Utility LLC**	Work Description: **TEST**	
Owner:			
Project Name:	**test**	Permit Fee:	**$335.00**
Project Address:		Surety Amount:	**$0.00**
Project Location:			
Project Number:			

ADDITIONAL PERMIT CONDITIONS

test

Other Applicable Permits/Approvals:

APPROVED BY:

Below is an example of Staff Analysis report conducted by Department of Planning & Office of Zoning.

CITY OF MIAMI
PLANNING DEPARTMENT
DIVISION OF HISTORIC PRESERVATION

PZ-25-4990
3/14/2025

CERTIFICATE OF APPROVAL

APPLICATION # :

RESULT: ⁴ APPROVED APPROVED W/ CONDITIONS DENIED

PROPERTY ADDRESS:

OWNER'S NAME: John Doe

APPLICANT'S NAME: John Doe

COMMENTS/ CONDITIONS:

DECISION DATE: 3/14/2025

PROCESS NUMBER:

Environmental Preservation District: **Scenic Transportation Corridor:**

SITE FEATURES:

Tree Canopy
Mangrove Area
Coral Rock Wall
Bluff or Geological Formation
Unique Botanicals
Other

Module VIII: Support and Resources

Support

For questions or issues regarding ePlan Review, please contact the ePlan Review Technical Support team:

ePlan Review Technical Support - Email: eplantechsupport@miamigov.com

For permit process questions or issues regarding OAS, please call or email the corresponding departments:

Building Department - Email eplanbuilding@miamigov.com Phone: 305-416-1100
Department of Resilience and Public Works - Email rpw@miamigov.com Phone: 305-416-1200
Planning Department - Email: eplanpz@miamigov.com Phone: 305-416-1400
Office of Zoning - Email: eplanpz@miamigov.com Phone: 305-416-1495

ProjectDox Video Tutorials

The City of Miami offers a series of short videos that will guide you through the application process for a permit with the Department of Planning and Office of Zoning.

Please visit the City of Miami's Enterprise Projects YouTube channel @CityofMiamiEnterpriseProjects

Additional Resources

For additional training links and resources please visit our City of Miami's Permitting Training page. You can find links to request an instructor-led training, self-paced permitting courses, video tutorials and more.