ProjectDox

Electronic Plan Solutions

Engineering Plan Submittal
Engineering Application
Quick Reference Guide
Drainage/Paving & Water/Wastewater Engineering
City of Dallas, TX
1. Open the following link https://plansubmittal.dallascityhall.com to log in.

Enter your email address, password and press:

2. The next window will present three sections:
   a. **Start New Application Request**. (Focus of this guide).
   b. **Status of Existing Projects**. This section provides information about each application submitted and allows the applicant to upload required documents during the application process. You will be entering to this section during this process.
   c. **In Process application requests**. Applications that have not been submitted.
3. **Start New Application Request section.** This section contains three items:
   a. **Request Type.** Drop down list with nine different types of applications that can be submitted, applications range from (in alphabetical order):
      - Building Project Application
      - Certificate of Occupancy Application
      - Conservation District Application
      - Demolition Application
      - Engineering Review Application
      - Master Permit Application
      - Sign Application
      - Site Plan Application
   b. **Request name.** Unique descriptive name used to reference the project (application) in the future. Please use a name or address that is consistent with what the owner, developer, surveyor, contractor, etc, will use when referencing this project.
   c. **Start My Application Request.** Starts application process.

4. **Start My Application Request.** After selecting the **Request Type**, entering a unique **Request Name** and pressing **Start My Application Request**, an application form will open. Depending on the request type, the form will present a group of sections. *(This guide uses a Request Engineering Review Application as the Request Type and Starbucks - 2800 Oak Lawn as the request name to illustrate the steps involved during an application submission).*

5. **Heading section.** The heading section shows the project request name and request type. Also shows the physical address of the City of Dallas Engineering office.
6. **Step 1: Applicant.** This section is where the applicant contact information is entered. Note that there is a checkbox “Select if the logged in user is the Applicant. The Applicant is responsible for uploading files and receiving comments/change marks”. This checkbox is used when the applicant is the individual submitting the application and wants to carry over the information from the account profile. In this example John Doe is the applicant submitting the application and the checkbox is selected to import his information from his account profile.

   **Note. Fields with a red asterisk (*) are required.**
7. **Step 2: Engineering Firm.** This section is where the engineer’s contact information is entered. Note that there is a checkbox “**Select if the Applicant is the Engineer**”. This checkbox is used when the engineer is the individual submitting the application and wants to carry over the information from the account profile.
8. **Step 3: Developer (or Owner)**. This section is where the developer or property owner’s contact information is entered. Note that there is a checkbox “**Select if the Applicant is the Owner/Developer**”. This checkbox is used when the developer or property owner is the individual submitting the application and wants to carry over the information from the account profile. In this example John Doe is the property owner submitting the application and the checkbox is selected to import his information from his account profile.

**Note.** Fields with a red asterisk (*) are required.

<table>
<thead>
<tr>
<th>Developer (or Owner) First Name</th>
<th>John</th>
</tr>
</thead>
<tbody>
<tr>
<td>Developer (or Owner) Last Name</td>
<td>Doe</td>
</tr>
<tr>
<td>Developer (or Owner) Email</td>
<td><a href="mailto:john.doe@hotmail.com">john.doe@hotmail.com</a></td>
</tr>
<tr>
<td>Confirm Email Address</td>
<td><a href="mailto:john.doe@hotmail.com">john.doe@hotmail.com</a></td>
</tr>
<tr>
<td>Developer (or Owner) Phone</td>
<td>(214) 999-9999</td>
</tr>
<tr>
<td>Developer (or Owner) Address</td>
<td>1500 Manila St.</td>
</tr>
<tr>
<td>Developer (or Owner) Street Address Line 2</td>
<td></td>
</tr>
<tr>
<td>Please enter in this format: 1234 S Main St</td>
<td></td>
</tr>
<tr>
<td>Developer (or Owner) City</td>
<td>Dallas</td>
</tr>
<tr>
<td>Developer (or Owner) State</td>
<td>TX</td>
</tr>
<tr>
<td>Developer (or Owner) Postal Code</td>
<td>75201</td>
</tr>
</tbody>
</table>
9. **Step 4: Project Location.** This section is where the property address of the project is entered. Be aware that street number and street name are in separate fields.

*Note.* Fields with a red asterisk (*) are required.

10. **Step 5: Project Details.** This section is where information related to the project is entered. Items vary depending on the project type selection:

- Paving & Drainage Engineering Review
- Paving & Drainage Services
- Water & Wastewater Engineering Review
- Water & Wastewater Services
11. **Step 6: Requirements.** This section lets the City reviewer know if the project was discussed with another City engineer who may be more familiar with the project and have some additional background information that may assist with the review. It also spells out the submittal requirements. *“I agree”* must be selected to proceed.
12. **Confirmation.** Confirm that design plans are in compliance with City of Dallas codes and requirements. “I agree” must be selected to proceed.

13. **Signature.** Confirm that all information is correct and that you are authorized to submit this application. Expand the Signature box by clicking the “+” sign. The box must be checked to proceed.

14. **Submit Request.** After finishing entering all required information, proceed with the application submittal by hitting the or button.

   If your projects require Paving/Drainage and Water/Wastewater Engineering reviews, fill out one (1) application, but DO NOT Submit Request. **Select Save for Later.** You can then copy the application in the “In Process Application Requests” on your Home Screen. This allows you to only modify the applicable fields for the other engineering section and saves time in refilling common project information.

   The system will create the application and assign a request number.

   **NOTE:** You will not be able to access or change anything in the application after being submitted.
15. **Confirmation Message.** The confirmation message will provide information about the submission, including the request number. *IMPORTANT: Annotate this number for future reference.*

16. This completes the application submission process. The next step is to wait for two emails arriving simultaneously from DoNotReply@city.dallastx.cod, titled: *Invitation and Applicant Upload Task Assignment.*

17. Refer to document [Engineering Plan Submittal – Manage My Existing Projects](#) for instructions on how to submit plans and related documents and work through the process workflow until the plans are approved.