



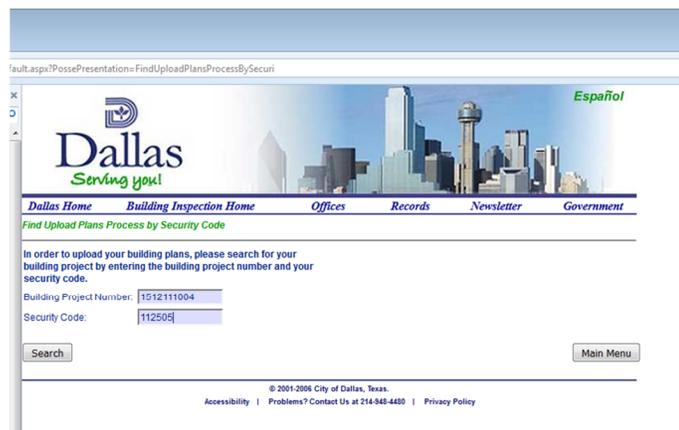
## DRAWING FILE UPLOAD INSTRUCTIONS

Please follow the instructions below to upload drawing files of construction plans into the Electronic Plan Review System (EPRS).

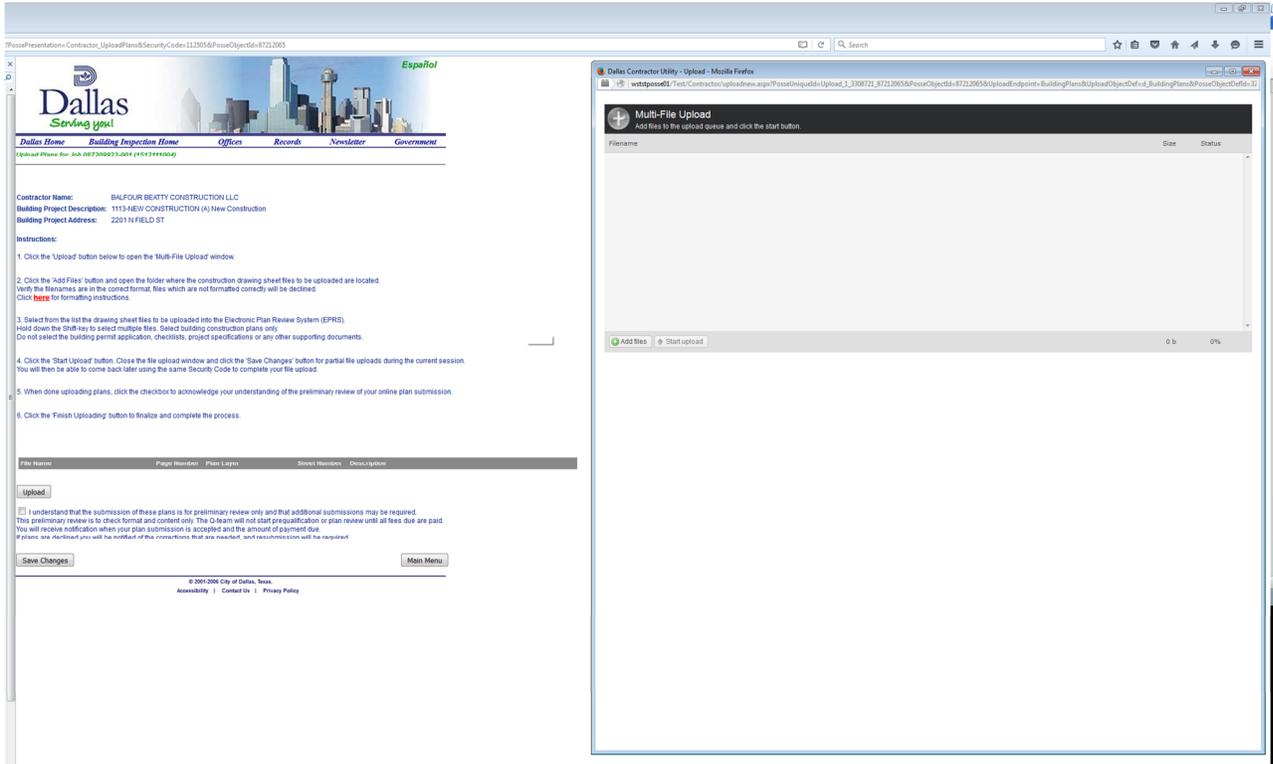
1. Before uploading drawing files, verify each file is formatted as a portable document (\*.pdf) and the filename complies with the drawing sheet filename format (refer to drawing sheet file format [instructions](#)). Go to <https://developdallas.dallascityhall.com/> to access the Building Plans Upload portal.



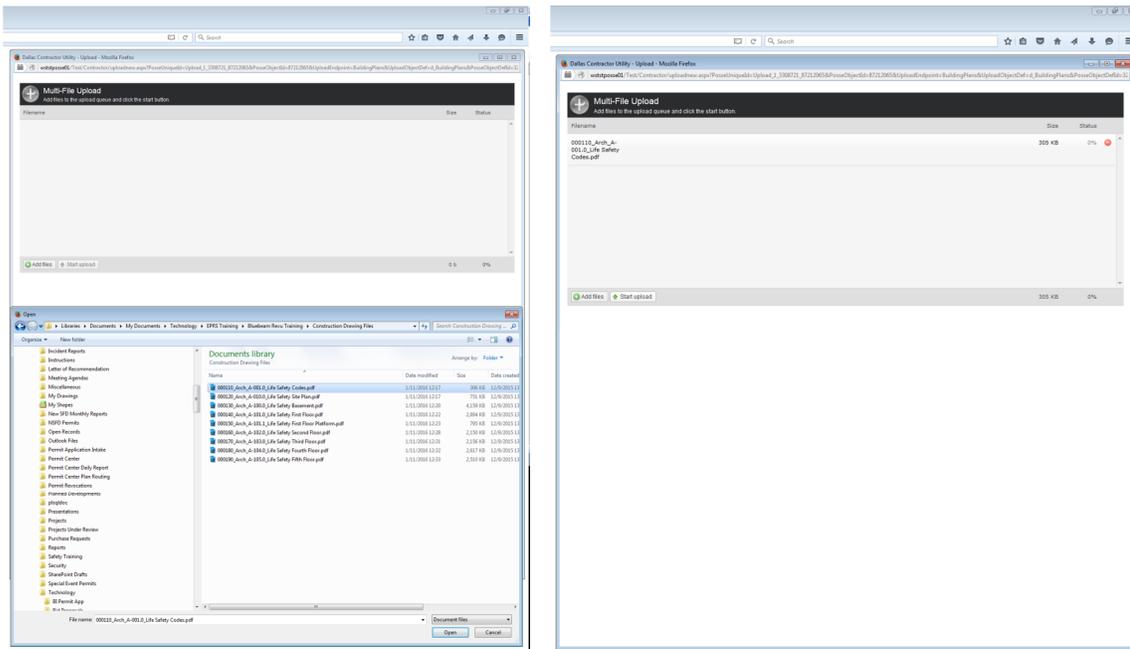
2. Enter the Building Project Number and Security Code given to you by Building Inspection staff. Click the 'Search' button.



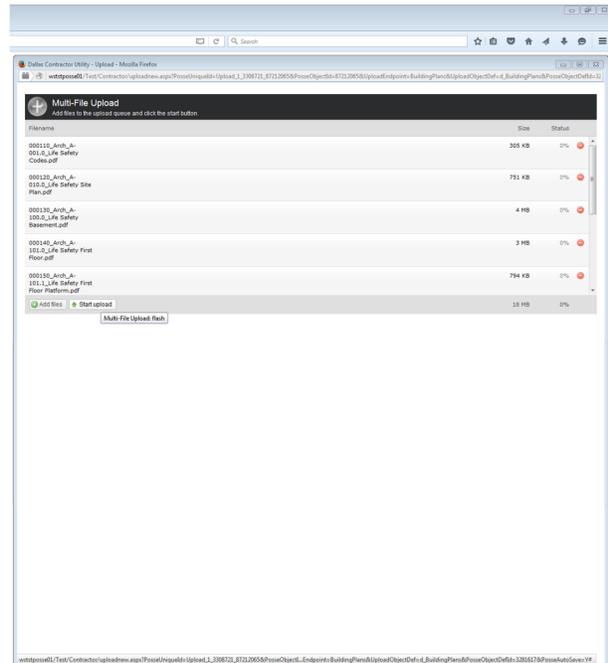
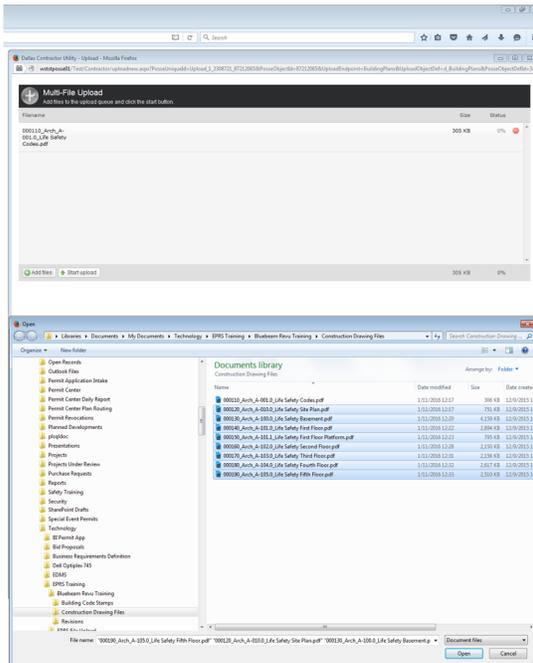
- Click the 'Upload' button below to open the 'Multi-File Upload' window.



- Click the 'Add files' button and open the folder from where the construction drawing sheet files are located to be uploaded.

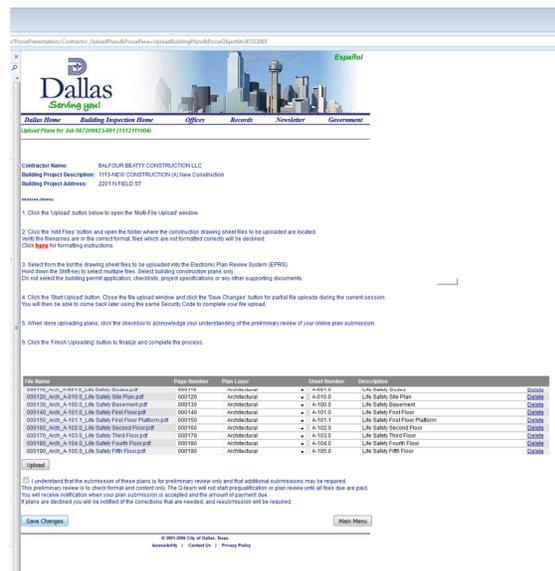
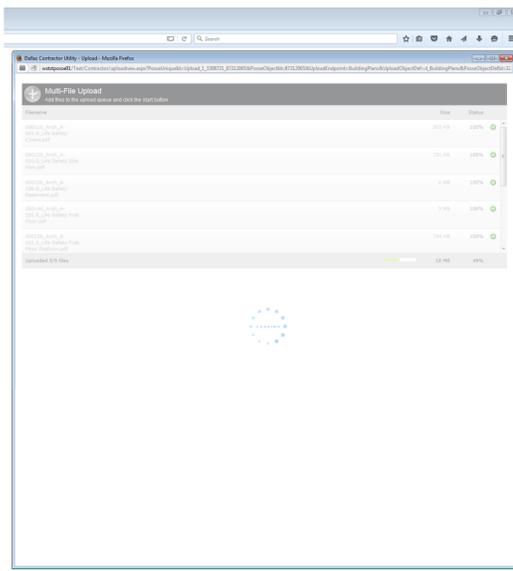


- Select from the list the drawing sheet files to be uploaded into the EPRS. Hold down the Shift-key to select multiple files. Select building construction plans only. **Do not** select the building permit application, checklists, project specifications or any other supporting documents.



**NOTE:** Please limit your plan uploads to a maximum of 500 MB total per session at this time. For plan sets greater than 500 MB total, we recommend using a cloud service (e. g. DropBox, Google Drive, iCloud, etc.) or submitting the drawing files on digital media, such as a CD/DVD or flash drive. We also recommend you upload plans after business hours, which is Monday thru Friday, 8:00 AM to 4:30 PM Central Standard Time (CST).

- Click the 'Start upload' button. Close the file upload window and click the 'Save Changes' button for partial file uploads during the current session. You will then be able to come back later using the same Security Code to complete your file upload.



- When done uploading plans, click the checkbox to acknowledge your understanding of the preliminary review of your online plan submission.

PossePresentation=Contractor\_UploadPlans&PossePages=UploadBuildingPlans&PosseObjectid=87212005

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[Upload Plans for Job 087209923-001 \(151211004\)](#)

Contractor Name: BALFOUR BEATTY CONSTRUCTION LLC  
 Building Project Description: 113-NEW CONSTRUCTION (A) New Construction  
 Building Project Address: 2201 N FIELD ST

Instructions:

- Click the 'Upload' button below to open the Multi-File Upload window.
- Click the 'Add Files' button and open the folder where the construction drawing sheet files to be uploaded are located. Verify the filenames are in the correct format, files which are not formatted correctly will be declined. Click [here](#) for formatting instructions.
- Select from the list the drawing sheet files to be uploaded into the Electronic Plan Review System (EPRS). Hold down the Ctrl key to select multiple files. Select building construction plans only. Do not select the building permit application, checklists, project specifications or any other supporting documents.
- Click the 'Start Upload' button. Close the file upload window and click the 'Save Changes' button for partial file uploads during the current session. You will then be able to come back later using the same Security Code to complete your file upload.
- When done uploading plans, click the checkbox to acknowledge your understanding of the preliminary review of your online plan submission.
- Click the 'Finish Uploading' button to finalize and complete the process.

File Name	Page Number	Plan Layer	Sheet Number	Description	
000110_Arch_A-001.0_Life Safety Codes.pdf	000110	Architectural	A-001.0	Life Safety Codes	<a href="#">Delete</a>
000130_Arch_A-010.0_Life Safety Site Plan.pdf	000130	Architectural	A-100.0	Life Safety Site Plan	<a href="#">Delete</a>
000130_Arch_A-100.0_Life Safety Basement.pdf	000130	Architectural	A-100.0	Life Safety Basement	<a href="#">Delete</a>
000140_Arch_A-101.0_Life Safety First Floor.pdf	000140	Architectural	A-101.0	Life Safety First Floor	<a href="#">Delete</a>
000150_Arch_A-101.1_Life Safety First Floor Platform.pdf	000150	Architectural	A-101.1	Life Safety First Floor Platform	<a href="#">Delete</a>
000160_Arch_A-102.0_Life Safety Second Floor.pdf	000160	Architectural	A-102.0	Life Safety Second Floor	<a href="#">Delete</a>
000170_Arch_A-103.0_Life Safety Third Floor.pdf	000170	Architectural	A-103.0	Life Safety Third Floor	<a href="#">Delete</a>
000180_Arch_A-104.0_Life Safety Fourth Floor.pdf	000180	Architectural	A-104.0	Life Safety Fourth Floor	<a href="#">Delete</a>
000190_Arch_A-105.0_Life Safety Fifth Floor.pdf	000190	Architectural	A-105.0	Life Safety Fifth Floor	<a href="#">Delete</a>

I understand that the submission of these plans is for preliminary review only and that additional submissions may be required. This preliminary review is to check format and content only. The Q-team will not start prequalification or plan review until all fees due are paid. You will receive notification when your plan submission is accepted and the amount of payment due. If plans are declined you will be notified of the corrections that are needed, and resubmission will be required.

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- Click the 'Finish Uploading' button to finalize and complete the process.

PossePresentation=Contractor\_UploadComplete&PosseObjectid=87212102

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[Review Uploaded Plans for Job 087209923-001 \(151211004\)](#)

Thank you for submitting your plans for preliminary review.

Plans Submitted: 01/12/2016 10:59 AM  
 Confirmation Number: 112505  
 Building Project #: 151211004

If you have any questions regarding your plans upload, or would like to upload additional plans for your project, please contact Dallas Building Inspections at (214) 948-4337 or [Bigteam@dallascityhall.com](mailto:Bigteam@dallascityhall.com)

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