

## BEST PRACTICES

**Project Description:** To ensure project gets routed to the proper department, on the application submittal of the Online Application for a building project please begin the description of work with one of the following phrases which most resembles your permit type: Q-Team Review, Commercial New, Commercial Remodel, Commercial Addition, Residential New, Residential Addition, Residential Addition/Remodel, Residential Remodel.

**Single Page Files:** All drawing files shall be single page files. No multi-page drawing files will be accepted.

**Batch Stamp Location:** All drawings must have a clear area for City approved stamp.

Instructions are found here:

[https://dallascityhall.com/departments/sustainabledevelopment/buildinginspection/DCH%20documents/pdf/BI\\_Drawing%20Sheet%20Batch%20Stamp%20Location.pdf](https://dallascityhall.com/departments/sustainabledevelopment/buildinginspection/DCH%20documents/pdf/BI_Drawing%20Sheet%20Batch%20Stamp%20Location.pdf)

**Correct File Orientation:** Drawing and document files need to be uploaded in the correct orientation. (Landscape).

**Uploading Plans:** Before submitting the plans to the City, please review the uploaded plans for correct orientation. If the thumbnail of the plans or documents are not shown, delete the file and try uploading again.

**File Naming Standard:** Please follow our file naming convention. Instructions are found here:

[https://dallascityhall.com/departments/sustainabledevelopment/buildinginspection/DCH%20documents/pdf/BI\\_EPRS%20Filename%20Instructions.pdf](https://dallascityhall.com/departments/sustainabledevelopment/buildinginspection/DCH%20documents/pdf/BI_EPRS%20Filename%20Instructions.pdf)

**File Name Limits:** Please limit the number of characters in the file name to 20 characters or less, no special characters please, and abbreviations are okay.

**Drawing Scale:** A scale bar is required on all drawings.

**Drawing Layers:** Clean and purge all extraneous layers from the drawings.

**Revised Sheets:** All revised sheets that are uploaded must be named the same as the original file to allow for versioning.

**Revisions:** Ensure that all revisions are clouded, include a narrative of what those changes are.

**Respond to Plan Review Comments:** Plan Review comments can come in two ways:

- 1) Change mark – which is a page specific correction.
- 2) Checklist Item – general information that could be information-only or require a correction.

Both of these correction items will require a response from the Applicant on how the item was corrected. This is similar to a narrative response but, comes in the electronic form which opens when accepting the task. Please ask if you have any questions.

**Payments:** The task to pay fees will direct the applicant to a payment portal to pay the fees. The applicant must return to their project in PDOX and complete the fee task after they receive confirmation from the payment portal that the fee was accepted as payment.

**Updating Team Members:** A project team member can be removed or added from the system when the City is notified through the team email within the project.

**Automatic Sign Outs:** The system will time automatically sign you out after 120 minutes of inactivity. Please save and save often!