



**Electronic Plan Solutions** 

Engineering Plan Submittal Manage My Existing Projects Quick Reference Guide Drainage/Paving & Water/Wastewater Engineering City of Dallas, TX





 The first communications received from ProjectDox after submitting an application are two emails titled: *Invitation* and *Applicant Upload Task Assignment*. The first is just an informational email. The second email asks the applicant to upload the required documents (Plans and any other required document) to start the review process.

1st email	Applicant Upload Task Assignment 2nd email
Invitation Hello John Doe: You have been invited to the project listed below.	Attention John: You have been assigned a task on Project: DP19-001. Please Login to ProjectDox to begin your task.
	Project: DP19-001
Your Login: john.doe@hotmai.com	Task: Applicant Upload
Project Name: DP19-001	Project Access
Project Description	Once in ProjectDox, click on Application Upload Task, under the Task List pane, to upload your plans and any additional document: Contact the City of Dallas at (214)-948-4480 or <u>biadmin@dallascityhall.com</u> if you have questions regarding this project. Please do not reply to this email.

- 2. The <u>Login to ProjectDox</u> link in the *Applicant Upload Task Assignment* email will open the login window for the applicant to log into the system.
- 3. After logging in, two things can occur:
  - a. If popup blocker is active on the browser, the web portal of the project will show up. Notice the **Project Number** is on the left pane on the portal and the **Applicant Upload Task** is in the **Task List.**

The Project Number will look like this:

Year Sequential order of submitted project within the year.

- DPXX-XXX for Drainage/Paving projects
- WWXX-XXX for Water/Wastewater projects

DP19-001												
Main Contact:												
Expand current   Collapse   🔽 Pan	ing & Drainage Engi	neering Re	view									
Derson     Courted to the second to the	Task Li	Task List         Is Start Workflow       Interest         Is Show all tasks for all users										
	OPTIONS		TASK	PROJECT		INSTANCE	GROUP		ASSIGNMENT TY	STATUS		PRIORITY
			♡ Contains	∇ Contains		♥ Contains	V Contains		♥ Contains	♥ Contains	_	♥ Contains
		-	Applicant Upload Task	DP19-001.		DP19-001 - Engineering - 1/7/2019 12:11:22 PM	Applicant		FirstInGroup	Pending		🔺 Medium
	1 - 1 of 1 records											
	Workf	ow Ins	tances									
	NAME COORDINATOR GROUP STATE							VERSION		51	TARTED	
	440	DP19-00 1/7/201	01 - Engineering - 9 12:11:22 PM		Facilitat	or		Active	e Initial Versi	on (Version 1)	1/5	7/2019 12:11:21 PM

b. If popup blocker is not active on the browser, a message will popup asking if you want to accept the task. Click **Yes** and the Applicant Upload screen will show up.



#### 4a. Required Engineering Title Block





4b. Required documents. The Cover Sheet and all Civil Construction sheets must be uploaded <u>individually</u> to the Drawings folder in <u>PDF format</u>. Please use the following File Name Standards. Failure to following the naming convention will result in the rejection of the submittal during the City's prescreen.

C	ITY-APPROVED PLAN SET SHEET INDEX	K WITH ADDENDUM
SHEET NO	DESCRIPTION/DRAWING SHEET TITLE	FILE NAME
C01	COVER	C01_COVER.pdf
C02	RECORDED / PRELIMINARY PLAT	C02_PLAT.pdf
C03.01	GENERAL NOTES	C03.01_GEN NOTE.pdf
C04.01	DEMOLITION PLAN or EXISTING CONDITIONS	C04.01_DEMO or EX COND.pdf
C05.01	DIMENSION CONTROL PLAN	C05.01_DIM CTRL.pdf
C06.01	PAVING PLAN & PROFILE	C06.01_PAVING.pdf
C06.50	PAVING PLAN DETAILS	C06.50_PAV DTL.pdf
C07.01	GRADING PLAN	C07.01_GRADING.pdf
C07.50	GRADING PLAN DETAILS	C07.50_GRADE DTL.pdf
C08.01	DRAINAGE AREA MAP	C08.01_DAM.pdf
C09.01	STORM SEWER PLAN & PROFILE	C09.01_STORM.pdf
C09.50	STORM SEWER DETAILS	C09.50_STORM DTL.pdf
C10.01	WATER & WASTEWATER PLAN & PROFILE	C10.01_WTR-WW.pdf
C10.50	WATER & WASTEWATER DETAILS	C10.50_WTR-WW DTL.pdf
C11.01	EROSION CONTROL	C11.01_ER CTRL.pdf
C11.50	EROSION CONTROL DETAILS	C11.50_ER CTRL DTL.pdf
C12.01	SIGNAGE & STRIPING PLAN	C12.01_SIGN-STRIPE.pdf
C12.50	SIGNAGE & STRIPING DETAILS	C12.50_SIGN-STRIPE DTL.pdf
C13.01	STREET LIGHTING PLAN	C13.01_STREET LIGHT.pdf

\*\*Important – Resubmittals MUST keep the same naming convention. This is the only way for ProjectDox to create a version (v2, v3, etc).\*\*

The following plans and documents must be uploaded to the **Documents** folder.

### Drainage/Paving Engineering

- Preliminary/Final Plat
- Plan Review Check List
- 421Q/411Q/311T- Reference Plans
- Water/Wastewater Plans
- SWPPP (If available)
- All as-builts obtained during your due diligence research
- Water/Wastewater Engineering
- Preliminary/Final Plat
- Plan Review Check List
- 421Q/411Q/311T- Reference Plans
- Drainage/Paving/Grading Plans
- All as-builts obtained during your due diligence research

Both Plan Review Check Lists are located online at the following link: <u>https://dallascityhall.com/departments/sustainabledevelopment/Engineering/Pages/engineering-forms.aspx</u>



4c. If the system logged you out of your session due to inactivity, or if you need to complete the process at a later time, you may follow the steps below. Otherwise, continue to Step 5.

		Manage My Existing Projects
1)	After logging back in, click on	

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	×

2) Click on the **Projects** tab. (If the background color of the tab is white, this means it is selected)

ojectDox	
Tasks (PF) Projects	
Recent Projects 🖉 Refresh 🔐 Save Settings	
PROJECT	OPTIONS
PROJECT a	OPTIONS
PROJECT ::::	options ₽ 2 ⊠

3) If you find your project, go to next step (4), otherwise click on **All Projects** and, under **PROJECT**, enter the project number and press **Enter**.

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Tasks (PF) Projects					
All Projects Statesh	P. Save Settings - S. Reset Settings				Recent Projects All Projects Archived Projects
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1 - 1 of 1 seconds					+ = price 1 most =

4) Click on your project number.

Tasks (PF)	Projects			
Recent Proje	cts 🕫 Ref	fresh 🔗 Save	e Settings  🔗 Reset Sett	ings
PROJECT			OPTIONS	
DP19-001			ፄ 2 ⊠	
1 - 1 of 1 recor	ds			



5. If you haven't already accepted the Applicant Upload Task in Step 3b. above, click on **Applicant Upload Task** and a message will pop-up asking if you want to accept the task. Click **Yes** and the Applicant Upload screen will show up.

DP19-001												
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nd current.] Collacse.] 🖗 Pa	ving & Drainage Enginee	ering Revi	iew									
DP19-001     Poject Number     Damings (16 Files - 0 New)     Documents (12 Files - 0 New)     Samped     Berlewerer Attachments     Outick Review	Task List	Task List										
	Start Wo	rkflow I tasks for	C Refresh P Save Se r all users	ettings								
	OPTIONS		TASK	PROJECT		INSTANCE	GROUP		ASSIGNMENT TY	STATUS	PRIORITY	
			♡ Contains	Contains		♥ Contains	V Contains		♥ Contains	Contains	V Contains	
		-	Applicant Upload Task	DP19-001.		DP19-001 - Engineering - 1/7/2019 12:11:22 PM	Applicant		FirstInGroup	Pending	🔺 Medium	
	1 - 1 of 1 records											
	Workflow Instances											
	NAME				COORDINATOR GROUP		STATE	VERSION		STARTED		
	a <sup>₽</sup> a D	P19-00 /7/2019	1 - Engineering - 12:11:22 PM		Facilitate	or		Active	Initial Version	n (Version 1)	1/7/2019 12:11:21 PM	
	1 1 1 1 1 1 1 1 1 1											

6. Maximize the window and open the section related to the project number.

APPLICANT UPLOAD	ProjectFlow BUILDING
Permit Information Fee Balance Review Information Resources	
Name DP19-001 Description Drainage/Paving Engineering Status Applicant Upload Location 2800 Oak Lawn Contact Email Phone 2149494152 Posse Job ID 116474436	
Task Instructions Select appropriate destination folder then select files to upload to selected folder. Repeat until all required submission files are uploaded. TO START Complete <sup>®</sup> (bottom of page)	REVIEW PROCESS: Please select "Upload Complete - Notify Dallas" enabled by first selecting checkbox "Upload Task
Project: (P194001       Select destination folder for files:	
Upload Task Complete (I have uploaded all required drawings and/or documents)	
Upload Complete - Notify the City	of Dallas Close

7. Click on *Documents* folder to upload your reference plans and documents.



8. Click on *Select Files to Upload*.

P	Project: DP19-001
-	Select your files to upload to this folder:          Select Files to Upload       View Folders         DP19-001\Documents

- 9. On the upload window you can use one of two methods to upload files; **drag and drop** or the **traditional** method.
  - a. **Drag and drop**. Notice that more than one file can be selected at once, so you can select all documents (required documents or plans) at once.





b. **Traditional**. Click on **Browse** and select all documents (required documents or plans) to be uploaded and click on **Open**. Notice that more than one file can be selected at once.

https://wseprstst01.city.dallastx.cod/Pr	rojectDox/Html5Upload.aspx?noRe	efresh=true&FolderID=3819 - Google Chro	me		<		
A Not secure   https://wseprstst01	1.city.dallastx.cod/ProjectDox/	Html5Upload.aspx?noRefresh=true&	FolderID=3819				
Project <mark>Dox</mark> "				Close Window			
older: DP19-001\Documents							
Upload Files Upload URL		_					
Browse For Files		Browse Fo	or Files U	pload Files			
Browse for files or drag files into this area	🗅 Open						×
	$\leftarrow$ $\rightarrow$ $\checkmark$ $\uparrow$ $\square$ $\rightarrow$ This P	C > USB DISK (D:) > OAS > Applicant	Upload - V1		√ Ō	Search Applicant Upload - V1	P
	Organize 👻 New folder					· ·	?
	👌 Music 🔷	Name	Date modified	Туре	Size		
	Pictures	📜 421Q-1234	8/20/2018 4:05 PM	Adobe Acrobat D	196 KB		
	Videos	📜 CO2_PLAT	7/3/2018 2:48 PM	Adobe Acrobat D	29 KB		
	Windows (C:)	📜 Drainage-Paving Check List	7/3/2018 3:03 PM	Adobe Acrobat D	191 KB		
	USB DISK (D:)						
	🛫 gis (\\fscty10\Zc						
	USB DISK (D:)						
	IT Positions						
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	OAS UAT Test						
	Open Records R						
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	CCS0001-BSR4H ¥						
	File nam	e .			~	Custom Files	~
						Open Cance	21

10. **Uploading progress window**. After selecting all files, a window with a list of selected files will show up. Click on *Upload Files* to proceed.

https://wseprsts	st01.city.dallastx.cod	/ProjectDox/Html5Upl	load.aspx?noRefresh	=true&FolderID=3819	- Google Chrome	-		$\times$
A Not secure	https://wseprstst	01.city.dallastx.cod/	/ProjectDox/Html	5Upload.aspx?noRe	efresh=true&FolderID=3	3819		
Project Folder: DP19-001\Do Upload Files	ocuments Upload URL					_	Close Wind	iow
Browse For Browse for files or	r <b>Files</b> drag files into this a	area.			Browse For Files	Upload F	iles	
<ul> <li>□ 421Q-</li> <li>□ C02 P</li> </ul>	-1234.pdf					0B/316.21KB 💥	Î	
Draina	ge-Paving Check Li	ist.pdf				08/1.66MB 🗙		
						0B/4.12M	В	_



11. The upload process will open a window with a list of files that have been uploaded. Click on **Close** to return to the previous window (applicant upload window). **\*\*Important note: The upload task does not complete the submittal process. The submittal is** <u>NOT COMPLETE</u> **until you have completed step 15 and you have received a confirmation email.**\*\*

https://wseprstst01.city.dallastx.cod/ProjectDox/HtmISUpload.aspx?noRefresh=true&FolderID=3819 - Google Chro	me – 🗆 X	https://wseprstst01.city.dallastu.cod/ProjectDox/Html5Upload.aspu?noRefresh=true&FolderID=3819 - Internet Explorer	- 🗆 X
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Browse For Files browse for Bridge Br	r files Upload files	•	
© C02_PLAT.pdf © Drainage-Paving Check List.pdf	08/2154/8 ¥	Otor	
0 of 3 uploaded <u>Histo Datalis</u>	0B/4.12MB		

 Notice the Project section of the Applicant Upload window has changed. If any of the files have been uploaded by mistake, or incorrectly named, you can remove them by clicking on the red X.
 Project: DP19-001

Select your files to upload to this folder:	
Select Files to Upload View Folders	
DP19-001\Documents	
🗎 421Q-1234.pdf 🗙	
CO2_PLAT.pdf ×	
Drainage-Paving Check List.pdf ×	

13. Now click on **View folders**. Notice **Document folder** displays the total number of files imported inside the parenthesis ().



Follow the same instructions above to upload your Civil Construction sheets to the **Drawings** folder. \*\* Verify that all files are named according to the File Name Standards shown above under Step 4, and uploaded into the appropriate folder. Failure to do so will result in a rejected submittal. Resubmittals must keep the same naming convention. This is the only way for ProjectDox to create a version (v2, v3, etc).\*\*



14. Click on the "Invite Owner – Developer" tab. Fill in the First Name, Last Name, and email address for the developer or owner. Click on "Invite User".

Project Information	Fee Balance	Review Information	Helpful Links	Invite Owner - Develope	r)		
						_	
	1						
Project Information	Fee Balance	Review Inform	ation Helpful	I Links Invite Owner	- Developer		
Project Information Add Group M	Fee Balance	Review Inform	ation Helpful	I Links Invite Owner	- Developer		
Project Information Add Group M First N	Fee Balance embers ame	Review Inform	ation Helpful	I Links Invite Owner	- Developer	Invite to Group	ł

15. Go down to the end of the window.

🗿 https://wseprstst01.city.dalla:	stx.cod/?wflowTas	kID=2589 - Applicant Uplo	ad - Internet Exp	blorer				-		×
APPLICAN	T UPLC	DAD				ProjectFlow BUILDING		avoitwa	e.	Â
Permit Information	Fee Balance	Review Information	Resources							
De: Poss	Name DP: scription Dra Status App Location 280 Contact Email Phone 214 se Job ID 116	19-001 inage/Paving Engine licant Upload <b>10 Oak Lawn</b> 9484152 474436	eering						_	
Task Instruction Select appropriate d TO START REVIEW Complete". (bottom of	s estination folde / PROCESS: P of page)	r then select files to u lease select "Upload I	pload to sele Complete - N	ected folder. Repe lotify Dallas" enal	eat until all r bled by first	equired submissic selecting checkbo	on files are ox "Upload	uploade Task	ed.	
		Upload Comple			Close					



16. Verify that all drawings and required documents have been uploaded, and select the checkbox Upload Task Complete (I have uploaded all required drawings and/or documents) and click on the Upload Complete – Notify the City of Dallas button. This is a critical step in completing the submittal process.

Seleo	ct destination folder for files:
- 6	€ DP19-001
Γ	Drawings (16 Files - 0 New)
L	Stamped
	Reviewer Attachments
	La <u>Suick Keview</u>

Common mistake hint: Please make sure you have checked the box before clicking upload complete.

17. Once you receive the following message, proceed to close it.





18. An email message will be delivered to you indicating that the application upload task is complete, and the application is in the pre-screen process.



At this time your application is under pre-screening and there is no action required on your part, except to wait for another email communication from **ProjectDox** to continue with the next step. Please check your junk mail or clutter folder if you do not receive any notifications. Provide at least 5 full business days before investigating. You may also visually see where in the process your project is by clicking on the workflow icon **Project**.

- 19. No matter if all required documents are in order or more information is needed, an email communication will be sent to the applicant indicating process success or more information is needed. For the purpose of this tutorial, the prescreen process succeeded.
- 20. After the prescreen process succeeds, an email communication will be sent to the applicant indicating that initial fees must be paid before continuing with the review process.





21. Click on either links; <u>ProjectDox</u> or <u>Project Access</u> on the email to start the **Initial Fess Payment** process. You may pay online via credit card following the steps below. You may also pay by check at the cashier's office: Oak Cliff Municipal Center, 320 E. Jefferson Blvd, Room 118, Dallas, TX 75203. You must first obtain an invoice from the respective Engineering Administrative Assistant in Room 200 before paying at the cashier's office. After paying by check, skip down to Step 26.

## Project<sub>Dox</sub>.

DP19-001	
Main Contact:	
Expand current   Collaose	ew house on block #2 Task List  Start Workflow & Refresh & Save Settings  Show all tasks for all users
	OPTIONS         TASK         PROJECT         INSTANCE         C           V         Contains         V         Contains         V         Contains         S
	DP19-001
	1 - 1 of 1 records

#### 22. Click **OK** on the next question.

Message from webpage	×
Po you want to accept this task?	
OK Cancel	



23. Proceed to enter your credit card information and click Pay.

it Entry - Microsoft Edge	-		×
rtificate error wststposse01.city.dallastx.cod/Test/Payment/?project=116474436&returnurl=https%3A%2F%2Fwseprstst01.city.dallastx.cod%2F	Project	:DoxWel	bUI%
our amount due is: \$1,500.00 USD			
Card Holder Street Address			
Card Holder ZIP Code			
1234567890			
Card Holder Email Address			
Credit Card Number (digits only)			
Card Type			
Expiration Date (MMYYYY, digits			
only)			
Security Code			
Pay			
yment Page 1.0.0.0 © 2018 - City of Dallas			

24. The following message will appear while the transaction is being processed.





- 25. When the transaction is finished, you will receive a series of confirmation messages:
  - a. **ProjectDox**. Initial Payment Window.

	EE PA	/MENT	BUILDING
Permit Information	Fee Balanc	e Review Information Resources	
	Name	1919-001	
De	scription 1	rainage/Paving Engineering lew house on block #2	
	Status 2	800 Oak Lawn	
	Location 1	500 MARILLA ST Ste:7TH	
	Contact		
	Email		
	Phone 2	149484152	
Pos	se Job ID 1	16474436	
Payment Receipt L	JRL: Click to	view receipt	
Payment Status: si	JCCess		
Payment Transacti	on ID: 5c4e	1d4-cb5e-4b65-83cf-59a0fc228df6	
Payment Project: 1	16474436		
Payment Receipts:	00034384		
	payment to t	e City of Dallas Building Inspection. Please see abo	ove for a link to a printable receipt.
Thank you for your j			
Thank you for your p	utstanding f	N75.	
Thank you for your p	utstanding f	res.	

**\*\***Please note: The Transaction Task does NOT complete the payment process until you complete Step 25.**\*\*** 

b. **Email confirmation**. The applicant will receive an email with the link to view a receipt. Notice there will be a permit **#** in the email.

	City	of Dallas
Thank you for yo	our VISA payment of \$1,5	500.00 to City of Dallas, made at
January 7, 2019	2:00 PM for payment of	fees applied to project # DP19-001.
If you would like a	printable receipt for your pay	yment, please click here:
https://wststposse0	1/Test/Payment/Home/Pay	mentSuccess?
project=116474436	&transactionID=5c4ee1d4-r	cb5e-4b65-83cf-59a0fc228df6.
The receipt numbe	rs and permit numbers cove	ered by your payment include:
	Receipt No.: 00034384	Permit No.: DP19-001



c. Click on the link to view the receipt. Note that the web browser will alert you again to open the web page.

#### **Payment Success**

City of Dallas	
Building Ins	ection
320 E. Jeferson, Rm	#118
214-948-4480	
Date: 9/14/2018 11:59	:47 AM
OTTICE: CWEB	
Receipt Number:	00034384
File Number:	1809121001
Project:	116474436
Sequence:	1
0721 UNKNOWN PAYCLASS Payment Total:	\$1,500.00 \$1,500.00
	¢1 500.00
VISA Tendered:	\$1,500.00
Thank you for your payment.	
Have a nice day!	

- 26. On the ProjectDox Initial Payment Window, click on checkbox I have paid all outstanding fees and click on the Fees Paid button.

INITIAL FEE PAYMENT			BUILDING average	
Permit Information	Fee Balance	Review Information	Resources	
Desc La C Posse	Name DP1 scription Drai Status Pres ocation 280 Contact Email Phone 214 Job ID 116	9-001 nage/Paving Engin creen 0 Oak Lawn 9484152 474436	eering	
Task Instructions NEED INSTRUCTION Payment Receipt UR	IS L: Click to vie	w receipt		
Payment Status: such Payment Transactior Payment Project: 116	cess <b>1 ID:</b> 5c4ee1c 6474436	14-cb5e-4b65-83cf-59	a0fc228df6	
Payment Receipts: 0 Thank you for your pay	0034384 yment to the	City of Dallas Buildin	g Inspection	Please see above for a link to a printable receipt.
☑ I have paid all out	standing fees	-		
		-	• Fees Pa	id Close



27. Click OK on the next message.



- Each electronic plan submittal requires one hard copy submittal as well. Submit one (1) hard copy of your plans to Oak Cliff Municipal Center, 320 E. Jefferson Blvd, Room 200, Dallas, TX 75203.
   Attention: Lupe Lomas for Drainage/Paving plans, or Ursula Walker for Water/Wastewater plans. Be sure to reference your DP or WW project number in your transmittal letter.
- 29. At this time your application is under review and there is no action required on your part except to wait for another email communication from **ProjectDox** to continue with the next step.
- 30. If subsequent reviews are required, follow the steps above to upload plans and pay any outstanding fees. **\*\*Important Resubmittals must keep the same naming convention. This is the only way for ProjectDox to create a version (v2, v3, etc).**\*\*
- 31. If 3-way contracts or P-contracts are required, you will be notified to submit them **PRIOR** to plan approval.
- 32. Once the plans are approved and batch stamped, a final email will be sent to the applicant asking to log in and download the approved plans from the **Stamped** folder.

# **ProjectDox**

Approved Plans Ready for Download Notification

#### Attention John:

Congratulations, your approved plans are ready for download for Project DP19-001

In order to download your approved plans <u>Login to ProjectDox</u> and download your plans from the **Stamped** folder.

Project:	D	DP19-001	
Project Access	I	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.



33. Click on the **Stamped** folder and download the plans.

ProjectDox <sup>•</sup>	
DP19-001	
Main Contact:	
Expand current.   Collapse	New house on block #2
DP19-001          Drawings       (16 Files - 0 New)         Documents       (12 Files - 0 New)         Stamped       Reviewer Attachments         Quick Review       Quick Review	Task List  Start Workflow C Refresh Show all tasks for all users  Workflow Instances
	NAME DP19-001 1 - 1 of 1 records

34. After downloading the drawings, you can logout of ProjectDox.

35. The applicant is responsible for printing copies of the final stamped plans that were downloaded, and providing copies to Engineering section: Oak Cliff Municipal Center, 320 E. Jefferson Blvd, Room 200, Dallas, TX 75203.

- **Drainage/Paving Engineering** requires one (1) hard copy of the final stamped plans submitted to the attention of Lupe Lomas.
- Water/Wastewater Engineering requires sixteen (16) hard copies of the final stamped plans submitted to the attention of Ursula Walker.

Applicant is also responsible for printing copies for other City Departments/Sections that require copies/Developer/Owner/Contractor/Materials Testing Lab/3<sup>rd</sup> Party Inspector/etc. For W/WW contract work, the DWU Inspector will provide you with the approved plan set during the on-site pre-construction meeting.