



Downloading Approved Plans

Once the review of your project is complete, your plans and documents will be stamped by the City and will be available download.

Email: You will receive an email notification such as the one shown below letting you know that your approved plans are available for download. Click on the link to login into ProjectDox.



Approved Plans Ready for Download Notification

Attention :

Congratulations! Your approved plans are ready for download for Project NRES23-00001.

To download your approved plans, please [Login to ProjectDox](#) and download your plans from the **Approved** folder.

Project:	NRES23-00001
Description:	TEST - New Home
Task:	Notify Download
Assigned by:	Pd Reserved
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.

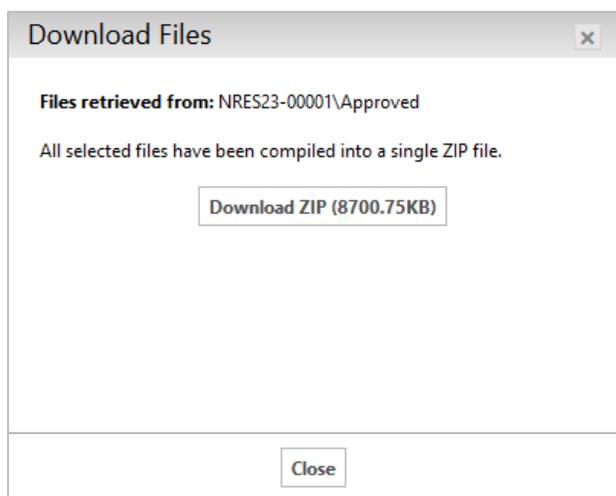
When you have logged into ProjectDox, click on your Project. Select the Files tab at the top and go to the Approved folder on the left-hand side. Select the check box at the top to select all the files then click on the download arrow (), as shown in the red boxes on the image on the following page. This will allow you to download all the stamped drawings and documents.

Refresh

The screenshot shows a file management interface with a top navigation bar containing 'Tasks', 'Files', 'Status', 'Info', 'Reports', and 'Reviews'. The current view is 'Files' for project 'REVS22-07456'. Below the navigation is a 'Refresh' button and an 'Upload Files' button. A toolbar contains several icons, with the 'Download' icon (a downward arrow) highlighted by a red box. To the right of the toolbar, it says '19 of 19 files (19 selected)'. On the left, a folder tree shows 'Application', 'Drawings (18 - 0 New)', 'Documents (2 - 0 New)', 'Approved (19 - 0 New)', 'Quick Review', and 'Internal Only'. The main area displays a table of files under the 'Approved' folder. The table has a header 'FILE NAME' and a dropdown menu set to 'Contains...'. The files listed are:

FILE NAME
<input checked="" type="checkbox"/> 001 Cover Sheet.pdf
<input checked="" type="checkbox"/> 002 Site Plan.pdf
<input checked="" type="checkbox"/> 003 Structural Views.pdf
<input checked="" type="checkbox"/> 004 Uplift Calculations.pdf
<input checked="" type="checkbox"/> 005 Line Diagram.pdf
<input checked="" type="checkbox"/> 006 Line Diagram.pdf
<input checked="" type="checkbox"/> 007 Site Plan Placard Page.pdf

Next, the Download Files window will appear. Click the Download ZIP button and select the location on your computer where you would like to save the files. Once you have saved the .zip file to your computer, click on it to open it and view all the files. To print your building permit, go to the [eTRAKiT](#) permitting system to download your permit or approval letter.



REMEMBER YOU MUST KEEP A PRINTED SET OF STAMPED PLANS, DOCUMENTS AND A COLOR COPY OF YOUR PERMIT ON SITE FOR YOUR INSPECTIONS.