

PROJECTDOX FILE INSTRUCTIONS

Before uploading your plans, make sure you read and comply with the following guidelines:

1- the file shall be named based on this format:

(a) three-digit number-SHEET-NAME

(b) Only use capital letters

(c) Instead of space or period, use dash/hyphen (-)

(d) A maximum of two words

(e) Example: 001-COVER-SHEET; 002-SITE-PLAN; 003-GRADING-PLAN; and so on...

2- Each drawing (sheet of plan set) shall be uploaded individually; do not upload all sheets as one combined pdf, except for documents such as hydrology report or forms

3- Drawings are uploaded in the folder "Drawings" and documents in the folder "Documents"

4- all sheets shall be uploaded as 24 x 36

HOW TO UPLOAD PLANS/DOCUMENTS IN PROJECTDOX FOR THE 2nd OR SUBSEQUENT REVIEWS/SUBMITTALS

1- Each drawing (sheet of plan set) including the hydrology report shall be named THE SAME EXACT WAY as they were named for the 1st upload