



**COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING DIVISION**

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HOW TO UPLOAD INFORMATION FOR PLAN REVIEW IN PROJECTDOX

STEP 1 – SIGN INTO PLAN REVIEW SYSTEM:

Uploading your project to ePlans begins with logging in at <https://eplanreview.cupertino.org/ProjectDox/index.aspx>

E-mail:

Password:

STEP 2 – LOCATE PROJECT:






Locate the project within ProjectDox. You may see it under the “*Projects*” tab when you log in. *Or* you can type the permit number in the search box located in the upper right side of screen. Wait for it to populate underneath, and then click the blue populated permit number. You can also click the blue permit number listed under the “PROJECT” column if you see your permit there.

Click the **search box** to enter permit number

Click the **Note Pad icon** to go directly to the Project Tasks screen.

Click the **File icon** to go directly to the Project Files directory.

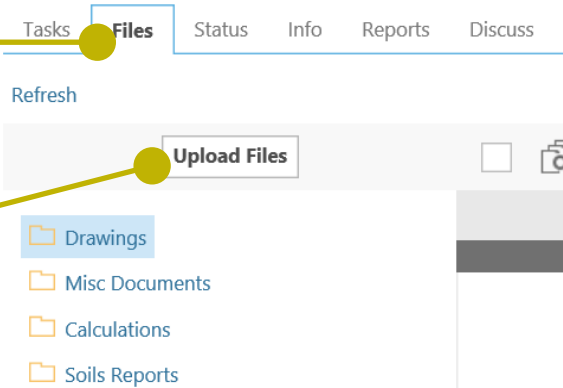
The **PROJECT** column shows links that take you to your project.

ACTION	PROJECT	DESCRIPTION	STATUS
    	BLD-2021-0025	NEW 2-STORY SFD (3,000 SF)	Upload

STEP 3 – LOCATE PROJECT FILES:

Once you are in your project, click on the “Files” Tab at the top of the screen. This will open the screen showing the available folders for the submittal information to be uploaded.

Click on the folder you want to upload into, it will become highlighted. Now Click on the “Upload Files” button at the top of the folder tree.

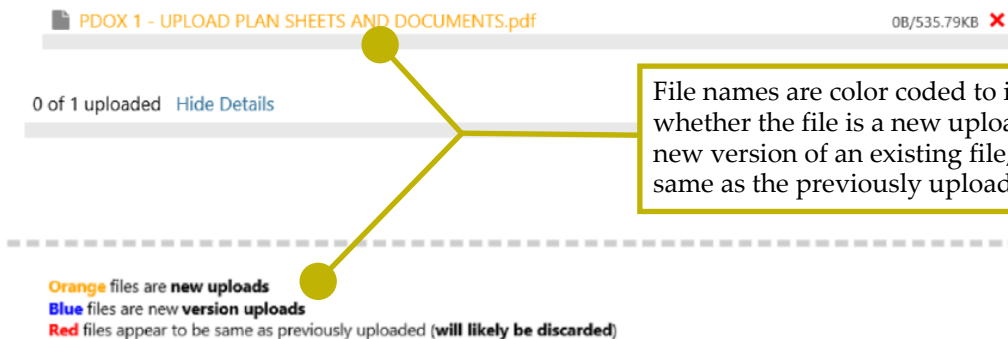


STEP 4 – FILE UPLOAD:

A separate window will open that allows you to “Browse For Files” to be uploaded or allows you the ability to drag and drop the files in-between the upper and lower dotted lines. Once all documents have been located, click on the “Start Upload” button.

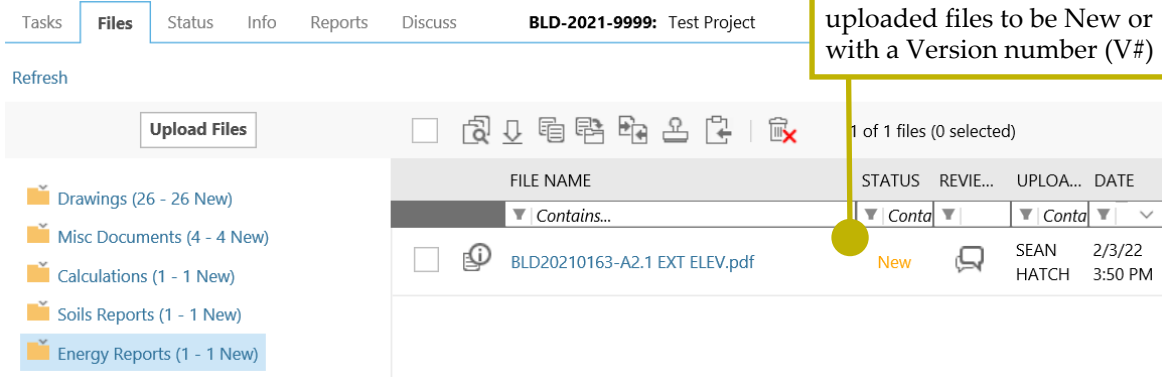
Browse For Files or drag files into this area.

Start Upload



STEP 5 – VIEW UPLOADED FILES:

The upload window will close when the upload is complete. You will now see the file folders again and see the number of documents that have been uploaded into each folder. You will repeat the process for each folder and upload the information applicable to each folder as labeled.



IMPORTANT! Step 6 – COMPLETE APPLICANT WORKFLOW TASK:

Once all the plan sheets and documents have been uploaded for review. The applicant needs to complete their workflow task in the “Task” tab.

ACTION	TASK	PROJECT	GR...	ASSIGNMENT TYPE	STATUS	PRIORITY	DUE DATE	CREATED
Accept	Upload and Submit	BLD-2021-9999	Applicant	FirstInGroup	Pending	Medium	10/19/22 4:32 PM	2/3/22 3:32 PM

Click on the “Accept” button and a separate window will open, this is the Eform where you will result your Upload and Submit task.

UPLOAD AND SUBMIT

Permit Information | Task Information | Invite Others

Task Instructions [Learn how](#)

Please follow the steps below:

STEP 1 of 3: Select and upload your drawing and supporting document files into this project, as required

File Upload for: BLD-2021-9999 [?](#)

Select the destination folder to upload your files: [Learn how](#)
Select arrow next to folder to expand folder list.

- Drawings (26 - 26 New)
- Misc Documents (4 - 4 New)
- Calculations (1 - 1 New)
- Soils Reports (1 - 1 New)
- Energy Reports (1 - 1 New)
- City Review Comments
- Review Comments Responses
- Approved Drawings and Documents
- Deferred Submittal Items
- Revisions

STEP 2 of 3: Check to confirm you have completed this task and are now ready to submit

Confirmation [?](#)

*All files for this project have been uploaded *Required

STEP 3 of 3: Click the “Submit” button below to complete your task

[Submit](#)

First, click the “Confirmation Box” in Step 2 of the form to verify a complete upload and then click the “Submit” button at the bottom to complete the task.

It is important to complete this task to have the system notify the permit center staff that your submittal is complete and ready to be routed for review and approval. If you do not complete the task the staff have no way of knowing you have uploaded information for review.