

COMMUNITY DEVELOPMENT DEPARTMENT BUILDING DIVISION

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How to Download Approved Plan Set and Docs

Important Note: If you are accessing the project using the system generated emails and the

Start Task or Open Project buttons. Please note that once you sign into the system using these buttons, the system automatically opens a separate window called the Eform which is used in other processing steps. To download the correction letters, please close the Eform and skip to Step 3 to continue.

STEP 1 - SIGN INTO PLAN REVIEW SYSTEM:

Log into ProjectDox: <u>https://eplanreview.cupertino.org/ProjectDox/index.aspx</u>

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GETTING STARTED AC		O SERIES ASK DOWNLOADING APPROV	ED PLANS
	l ProjectDox ponents	To create a desktop shortcut	To add ProjectDox to vour favorites

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.

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	BLD-2021-999	ADDITION (100 SF) IN REAR OF HOME	Haley McKee	In Review	6/3/21 5:18 PM

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 project folders.

Home Q Project: Enter project nam	Create Project All Tasks	All Reports 💄 Logout 🕜 Admin
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STEP 4 – EXPAND APPROVED FOLDER:

Click on the *Triangle* next to the "*Approved Drawings and Documents*" folder to expand and see the sub-folders.

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Deferred Submittal Items								
Revisions								

STEP 5 – SELECT FILES:

Click on the *"Approved Drawings"* or *"Approved Documents"* folder to open and show the contents.

Click the box next to each plan sheet or document you would like to download.

Click on the download arrow above the File Name label.

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 Approved Drawings and Documents Approved Drawings (26 - 26 New) 	$\left\{ \overline{} \right\}$	A01.02 Existing Building Photos.pdf		New	Q	SEAN HATCH	2/17/22 12:21 PM	
Approved Documents (2 - 2 New) Inspection Reports Deferred Submittal Items	$\langle \Box \rangle$	A02.01 Site Plan Lot Coverage Diagram.p	df	New	Q	SEAN HATCH	2/17/22 12:21 PM	
 Deferred Submittal Items Revisions 	$\zeta \square \hat{\varphi}$	A02.02 Floor Plan Roof Plan RCP.pdf		New	Q	SEAN HATCH	2/17/22 12:21 PM	
		A02.03 Elevations Sections.pdf		New	Q	SEAN HATCH	2/17/22 12:21 PM	~

A separate window will open, and you click on the "Download ZIP" button.

Another window will open which allows you to Open/View and/or Save/Save as to your computer.

	Internet Explorer	×
Download Files	×	
Files retrieved from: BLD-2021-9999\City Review Comments All selected files have been compiled into a single ZIP file. Download ZIP{FileSizeKB}	What do you want to do with City Re Comments_5718145.zip? Size: 6.12 MB From: eplanreview.cupertino.org	view
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Once you have clicked on Open or Save options a separate window opens showing all the files you selected. You can click to open/view or select to save to your computer for future reference.

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