**BUILDING &
DEVELOPMENT
APPLICATION
SERVICES**

How To See Your Reviewer Comments, Respond and Resubmit

Washington County
Oregon

Washington County Building and Development Application Services

November 16, 2024

Login

E-mail: pdoxcoordinator@washingtoncount

Password: ••••••••••

Login

Forgot password?

You need an account to submit applications and manage projects. Select the **Create Account** button below to get started.

Create Account

Step #1 - Enter login information and click or tap "Login."

Welcome to Building and Development Application Services

Using this website and ProjectDox, you can manage your projects from start to finish, including:

- Complete and submit applications online.
- Submit project-related plans and documents for review.
- Pay fees.

NOTE: Only specific permits can be submitted online at this time.

Need help?

- Check out our User Guide
- Contact us for in-person assistance
- Visit Building Services for more information

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ProjectDox 9.3 - The Latest Release

GETTING STARTED | ACCEPTING A TASK | DOWNLOADING APPROVED PLANS

Not able to see the latest version? Clear the cache on your web browser settings before logging into the system. If you need further assistance or would like to report an issue please contact us.

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BUILDING & DEVELOPMENT APPLICATION SERVICES

Washington County Oregon

🏠 Home   👤 Profile   ▪▪ Services   Pdox Coordinator | Logout

Washington County Building and Development Application Services   November 16, 2024

Self-Service Permits	ProjectDox
You can apply for these permits through this portal. These permits **do not** require a plan review. For all other permits, please email a completed application to lutbldgpdox@washingtoncountyor.gov	Quick jump to **ProjectDox** HOME - Projects

- Electrical Permit ❓
- Plumbing Permit ❓
- Mechanical Permit ❓
- Prescriptive Solar Permit ❓
- NFPA 13 Sprinkler Affidavit Permit ❓

Go directly to ProjectDox

Go to ProjectDox

Need Help? Contact Us

Apply + Manage Self-Service Permits

Step #2 - Click either link for direct access to the ProjectDox home page to view existing projects.

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BUILDING & DEVELOPMENT APPLICATION SERVICES

ELECTRONIC PLAN REVIEW | Washington County Department of Land Use & Transportation

Home | All Tasks | 👤 | Logout | ❓

Step #3 - Select the "Tasks" tab, if not already selected.

Step #4 - Select the "Applicant Resubmit" link to open the Eform.

| Tasks | Permits |

Refresh   Save Settings

All | Overdue | Priority   Show 25 records

ACTION	TASK	PERMIT #	GROUP	ASSIGNMENT T...	STATUS	PRIORITY	DUE DATE	CREATED	DESCRIPTION
	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ On...	▼ On...	▼ Contains...
Accept	Applicant Upload Task	BLDG-2400796	Applicant	FirstInGroup	Pending	Medium	11/22/24 12:03 PM	11/17/24 12:03 PM	9.3 Upgrade STAGE 2 Test Project

1 - 1 of 1 records

⏮ ◀Prev | 1 | Next▶ ⏭

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Department of Land Use & Transportation

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APPLICANT RESUBMIT

ProjectFlow
BUILDING

Review Results | Invite Others

Department Review Results ❓

DEPARTMENT	REVIEWED BY	STATUS
Building Plan Review	Jeff Shelby - Jeff_shelby@washingtoncountyor.gov	Corrections Required

STEP 1 of 4: See Reviewer Comments and provide information as required

Resolve Review Comments ❓

Unresolved Comments: 2
Info Only Comments: 0
Files with Markups: 2

Plan Review: | Review Comments | | Export to Excel | Import Excel Responses |

Review and respond online. | *Review and respond in Excel , then upload your responses.*

Step #5 - Click or tap on the "Review Comments" button.

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Department of
Land Use & Transportation

BUILDING & DEVELOPMENT APPLICATION SERVICES

Step #6 - A response is required for any items labeled "Unresolved." See Reviewer Comment(s).

Step #7 - Provide applicant response(s) for each comment, as applicable.

| Dept: Show All | Status: Show All | Response: Show All | Search: Enter keyword |
| Type: Show All | Cycle: Show All | Time: Show All | Close Window |

Refresh

				Add Comment / Ask Question	**Please enter your responses**
Ref.# 1	Prescriptive Envelope	Building Plan Review	Jeff Shelby	11/17/24 10:39 AM	Cycle 4	Type your response here.
Unresolved		001 1.0 Elevations.pdf			
Markup		Update prescriptive insulation values per the updated tables 2023 ORSC Table N1101.1(1).			
Ref.# 2	Footing Detail	Building Plan Review	Jeff Shelby	11/17/24 10:41 AM	Cycle 4	Type your response here.
Unresolved		003 3.0 Main Floor Plan.pdf			
Markup		Provide a footing detail per 2023 ORSC R403.1.			

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STEP 2 of 4: Upload any new or updated files into this project

Version Upload for: BLDG-2400796 ⓘ

Select "Versioned Files" to upload files as new version updates for files previously submitted and received.
Select "New Files" to upload any additional new file into this project as requested.

Versioned Files	New Files

Step #8: If uploading new/additional files, select either the "Versioned Files or "New Files" tab. Then select "Yes" or "No."

Are the files you are uploading named
exactly the same* as the prior versions?   [Yes]   [No]

* "name-v2.pdf" is not an "exact" file name match to "name.pdf"

Uploaded files:

Select folder to open file list.

▸ 📁 Drawings (10 - 0 New)
▸ 📁 Documents (6 - 0 New)
  📁 Approved ⛔
  📁 Reviewer Attachments

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Step #9: Select desired file(s) to be replaced, then choose new file to version over existing.

NOTE: A green check mark will appear if files have been uploaded correctly.

Step #10: After file(s) have been uploaded, click or tap "Upload."

NOTE: A green check mark will appear if files have been uploaded correctly.

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STEP 3 of 4: Check to confirm you have completed this task and are now ready to submit

Confirmation ⓘ

Step #11: Read and check the boxes after all required files are uploaded.

☑ *I have reviewed and addressed, including responses where appropriate, all Review Comments Items accessed by clicking on the "Review Comments" button above. *Required

☑ *I have uploaded the revised drawings and/or documents required as a result of the review into the appropriate folder in the project. I am ready to complete my assigned task and resubmit for further review. *Required
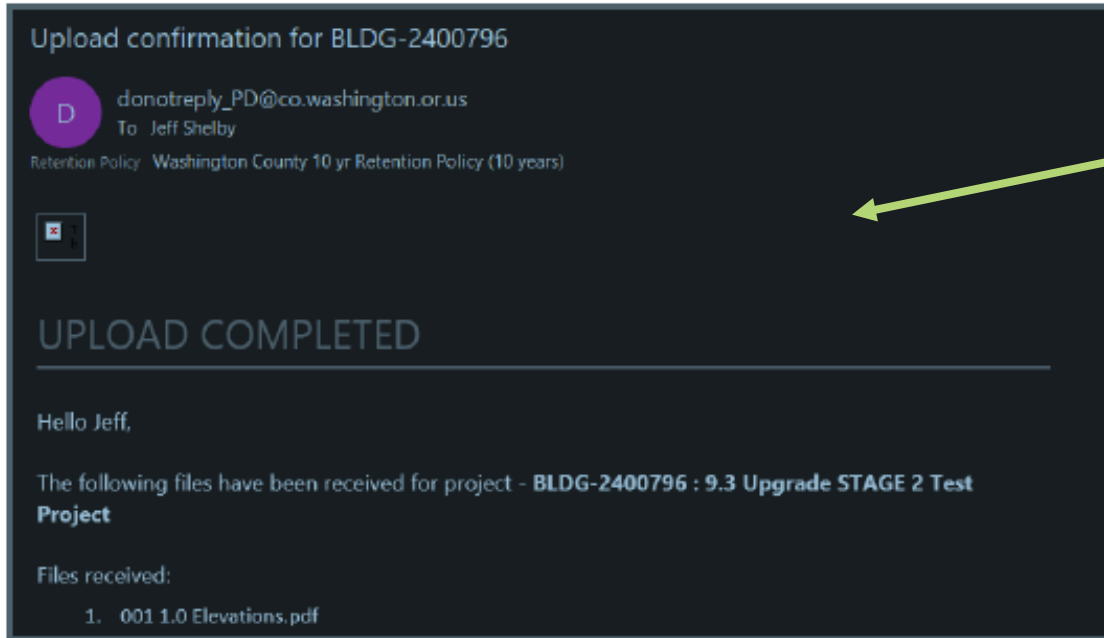
STEP 4 of 4: Click the "Submit" button below to complete your task

Step #12: Select "Submit."

[Submit] [Close]

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BUILDING & DEVELOPMENT APPLICATION SERVICES

Upload confirmation for BLDG-2400796

donotreply_PD@co.washington.or.us
To   Jeff Shelby
Retention Policy   Washington County 10 yr Retention Policy (10 years)

UPLOAD COMPLETED

Hello Jeff,

The following files have been received for project - **BLDG-2400796 : 9.3 Upgrade STAGE 2 Test Project**

Files received:

1.   001 1.0 Elevations.pdf

NOTE: After successful submission, you will receive a confirmation email confirming files have been received for review. If you do not get an email, please check your SPAM folder.