



**COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING DIVISION**

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HOW TO DOWNLOAD PLAN REVIEW CORRECTION LETTERS IN PROJECTDOX

STEP 1 – SIGN INTO PLAN REVIEW SYSTEM:

Uploading your project to ePlans begins with logging in at <https://cupertino-ca-us.avolvecloud.com/Portal/Login/Index/Cupertino-CA-Prod>

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.

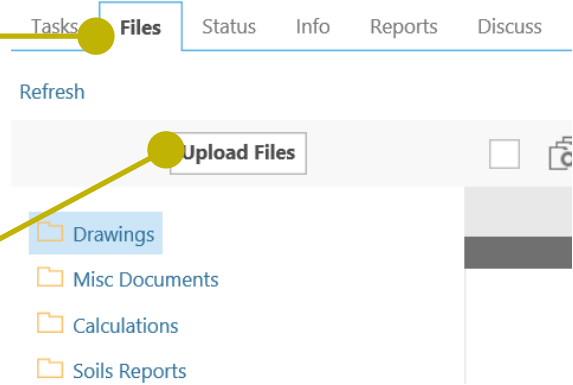
The **PROJECT** column shows links that take you to your project.

| 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.

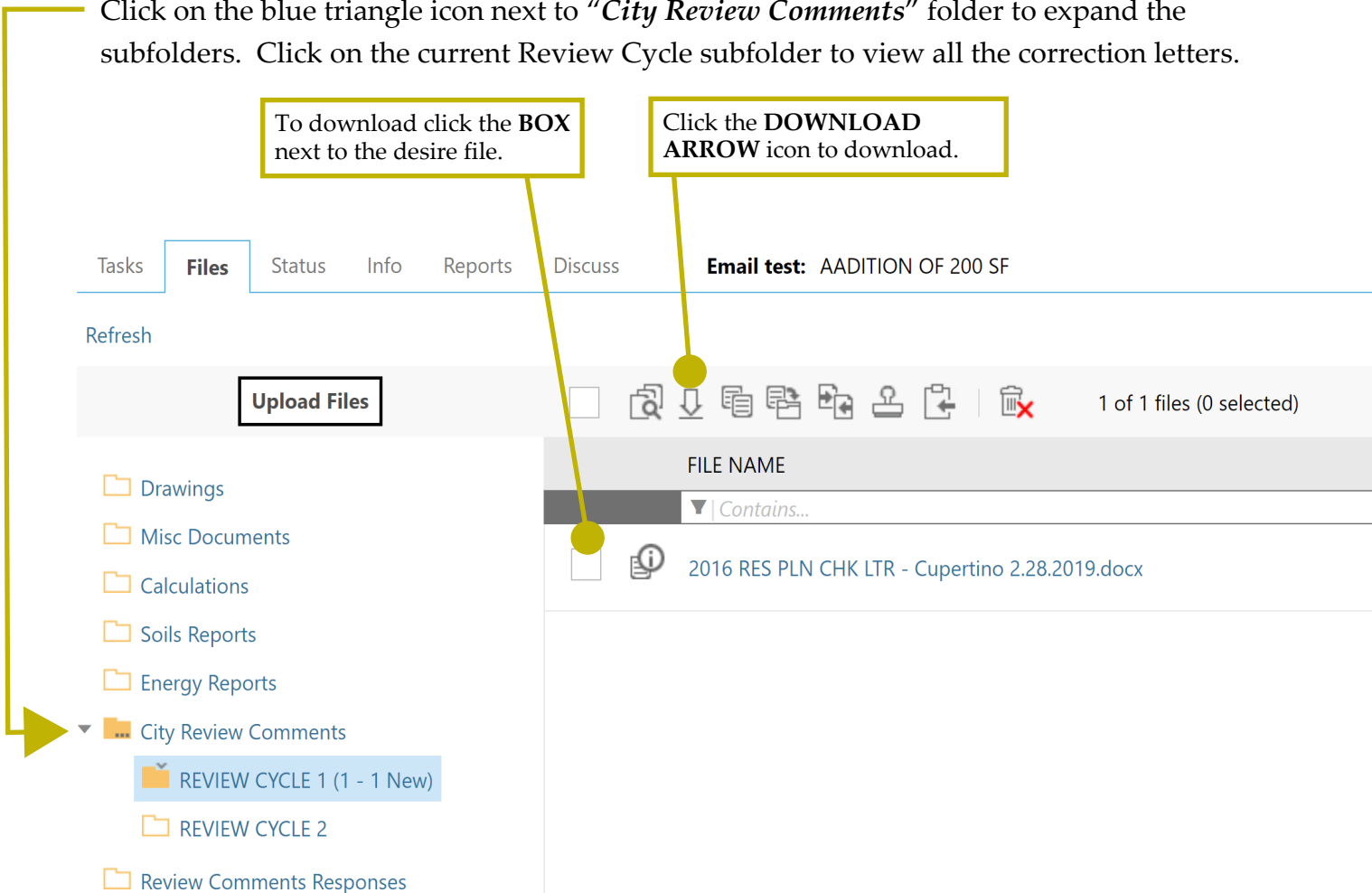


STEP 4 – DOWNLOAD PLAN REVIEW COMMENTS:

Click on the blue triangle icon next to “City Review Comments” folder to expand the subfolders. Click on the current Review Cycle subfolder to view all the correction letters.

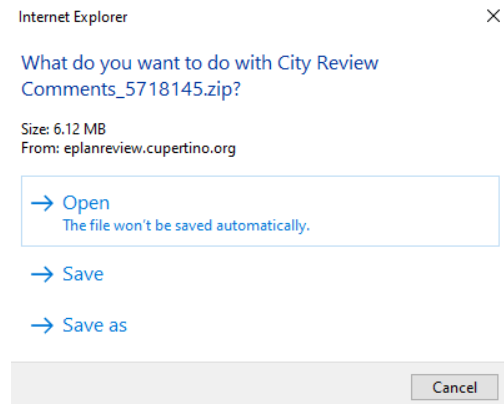
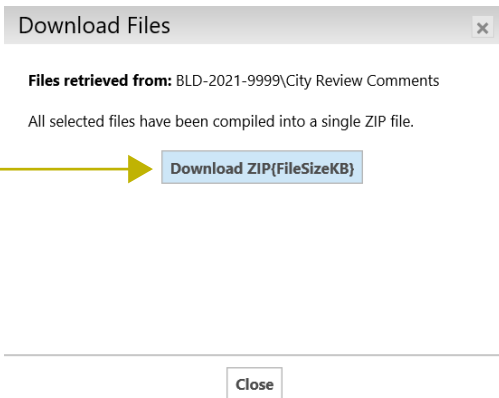
To download click the **BOX** next to the desire file.

Click the **DOWNLOAD ARROW** icon to download.



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.



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.