How to Download Plan Review Correction letters in ProjectDox

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: https://cupertino-ca-us.avolvecloud.com/Portal/Login/Index/Cupertino-CA-Prod

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.
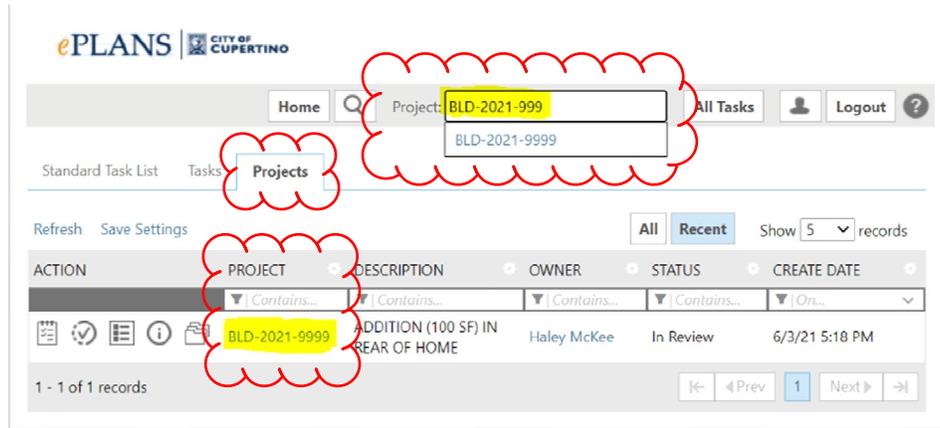
STEP 3 – LOCATE PROJECT FILES:

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.
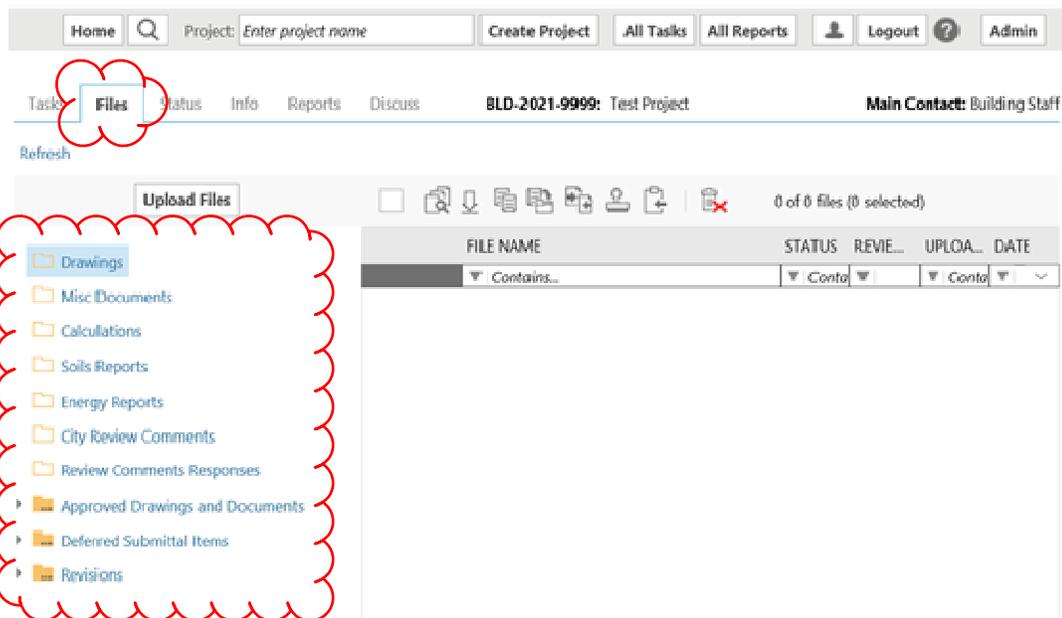
STEP 4 – EXPAND APPROVED FOLDER:

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

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.

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.

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}

Close

Internet Explorer ✕

What do you want to do with City Review Comments_5718145.zip?

Size: 6.12 MB
From: eplanreview.cupertino.org

→ Open
The file won't be saved automatically.

→ Save

→ Save as

Cancel
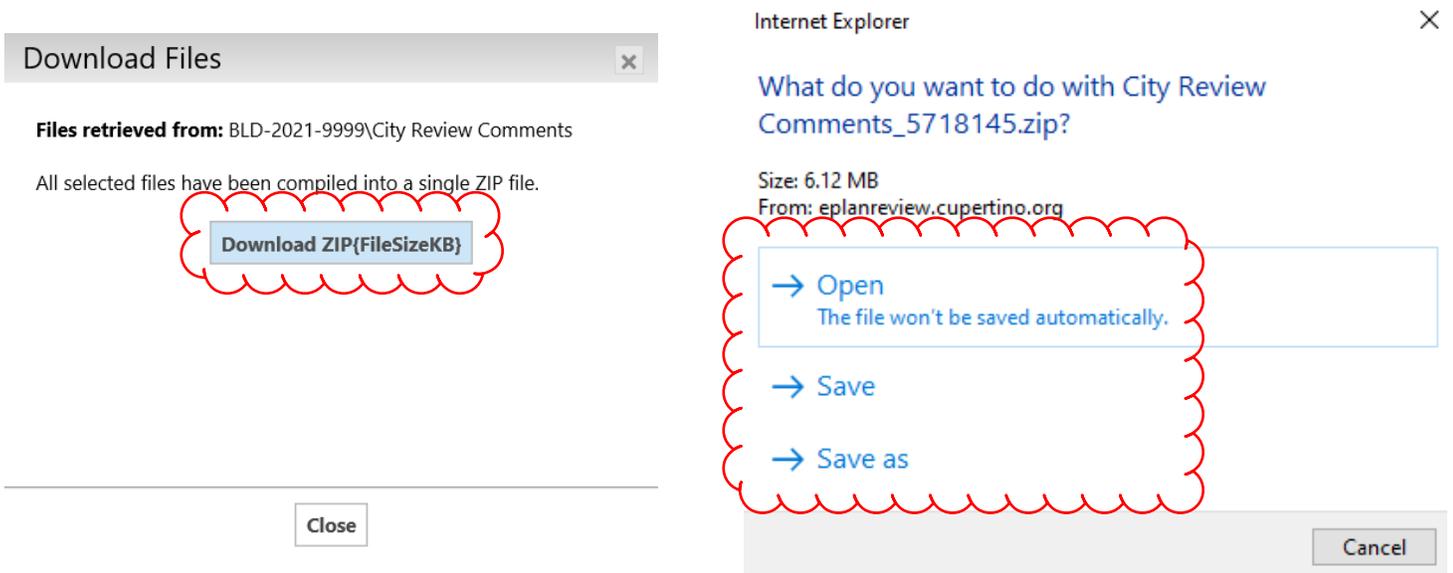
Once you have clicked on Open or Save options a separate window opens showing all the files you selected. You can click to open/view or select to save to your computer for future reference.

Extract   Approved Drawings_3630522.zip

File   Home   Share   View   Compressed Folder Tools

« 5LP6GRPR › Approved Drawings_3630522.zip   ⌄ ↻   🔍 Search Approved Drawings_3630522.zip

Name	Type
00.00 Cover Sheet.pdf	PDF Document
A00.01 General Notes.pdf	PDF Document
A01.01 Existing Site Plan.pdf	PDF Document
A01.02 Existing Building Photos....	PDF Document
A02.01 Site Plan Lot Coverage Di...	PDF Document
A02.02 Floor Plan Roof Plan RCP...	PDF Document
A02.03 Elevations Sections.pdf	PDF Document
A03.01 Typical Details 1.pdf	PDF Document
A03.02 Specifications.pdf	PDF Document
A04.01 Schedules.pdf	PDF Document
A06.01 Construction BMP.pdf	PDF Document
C01.01 Site Survey.pdf	PDF Document
EN-0 CalGreen Residential Chec...	PDF Document
S0.1 Structural Cover Sheet.pdf	PDF Document
S0.2 General Notes.pdf	PDF Document
S1.0 Typical Details.pdf	PDF Document
S1.1 Typical Details.pdf	PDF Document
S1.2 Typical Details.pdf	PDF Document
S1.3 Typical Details.pdf	PDF Document
S2.0 Structural Plans.pdf	PDF Document
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