



PROJECTDOX

PRESCREEN REVIEW
APPLICANT REFERENCE
GUIDE

Table of Contents

General Information/Requirements	4
Most Common Supporting Documents	6
Permit Types	7
Review Timelines	8
Key Terms	8
Applicant Log-In	9
Prescreen Review Process	10
Prescreen Review Rejected	10
Responding to “Prescreen Review” Corrections	11
Submission to Plan Review	14
Viewing the Project Tasks, Files, etc	14

General Information/Requirements

This document helps the Applicant with instructions on the Prescreen Review process. During the pre-screening process, the Applicant will be required to accept and complete tasks, upload documents, respond to review and comments, and submit to Prescreen review.

Standard Permit Plan Review Checklist

Applicants can complete the "[Standard Permit Plan Review Checklist](#)."

This document is a guide to facilitate a smooth review process for permit application pre-screening review process and plan review. The Applicant must meet minimal requirements before a permit (project) can be submitted to Plan Review. *DOB currently conducts its review under the 2017 DCMR Construction Codes.

Application Platform Selection

All Commercial projects including commercial residential units of three (3) or more projects, extensions, [Special Historic Permits](#), and [After-Hours Permits](#) use the [Citizen Access Portal](#).

For one- and two-family residential projects, use the [DOB Permit Wizard](#).

A. Requirements for Application and Plan Resubmission

Items listed are the minimum prescreening and submission requirements. Failure to provide them will result in rejection during prescreen review.

- Identify applicable permit type.
- Each plan sheet has the following: Project Address (Sheet numbers and label).
- Drawings reflect the scope of work on the application.
- Coversheet ([ref. Coversheet Template](#)). **NOTE:** A cover sheet is required for 30-day projects with multiple sheets and one-day projects with multiple sheets.
- Coversheets must include: Address, Scope of work, Applicable Building Codes Index.
- Seal and signature of licensed design professionals on new residential and commercial projects are reflected. **NOTE:** A design professional is not required for non-structural work of one-and two-family structures.

Estimated Cost of Work (DCMR 2017-Section 108.3) – [Fillable Form](#)

- Plans sheet-sized at a minimum of 11 x 17 inches
- A minimum 3x3 clear space in the uppermost, far-right corner of all plan sheets

B. Zoning Minimum Requirements

Items listed are the minimum prescreening and submission requirements. Failure to provide them will result in rejection during prescreen review.

- PLAT for any exterior work. **NOTE:** Required for all exterior work including: New Construction, Additions, Areaways/Stairwells, Retaining Walls, Window Wells, Foundation Repairs, Porches, Decks, Accessory Structures, Fences, Overhead/Rollup Doors, etc.

- Display all existing and proposed improvements on the lot Drawn to scale.
- **Zoning Code Analysis:** **NOTE:** Required for all New Construction, Additions, and any project where a change is proposed to the Lot Occupancy (decks, porches, accessory structures, etc.).
- Property information and zoning district
- Development standards applicable to the property
 - ⇒ Information to demonstrate compliance with the Zoning Regulations.
 - * **NOTE:** Certificate of Occupancy cannot be provided, a change-of-use must be completed.

C. PROJECTDOX Requirements

To start prescreening, complete the "Applicant Upload & Submit" task in ProjectDox. The application review depends on the completion of this task. Plan Review starts upon successful prescreening. Ensure folders are not empty; pictures may suffice for simple scopes of work.

- File names reflect sheet number and description.
NOTE: The first character should start with the Discipline Header followed by the Street Number and a Brief Detailed Description of the information depicted on the individual sheets; the drawing title on the corresponding plan sheet; e.g., "A001 Cover Sheet."
- 100% of drawings are uploaded under the "Drawings Folder."
- Supporting documents are uploaded under the "Supporting Documents" folder.
- All plans are uploaded in the Landscape position.
- **Do not use graph paper.**

* **Scope of Work:** On the project information sheet or cover sheet, include an itemized "Scope of Work" describing the work to be performed and identifying the buildings and structures included under this permit. Ensure that the scope of work on the plans matches the scope of the permit application. The Applicant must contact the Plan Review Coordinator (PRC) to update the scope of work at dob@dc.gov.

Most Common Supporting Documents

1. DC Surveyor's Plat is required for new buildings, construction and equipment outside of the existing structure.

- Provide a DC Surveyor's Plat, issued no more than two years ago, signed by the DC office of the Surveyor and property owner or authorized agent.
- The Applicant must show all existing structures and any new construction or external equipment. Upload the plat into the "Supporting Documents" folder.
- Plats can be ordered online at [Office of the Surveyor](#).
- For assistance or more information, please contact the DC Office of the Surveyor at 202-442-4566 or dob@dc.gov.

2. Neighbor Notifications give notice of construction to adjacent properties and are required for any alteration, repair, additions to structure, party walls, chimneys, underpinning or similar work adjacent to the property.

- Complete the [Neighbor Notification Form](#).
- Provide proof of notification (i.e., certified mail receipt).

3. Energy Verification Worksheet (EVS) is submitted in the official plan set when applying for a building permit.

- The EVS provides a transparent and consistent method of communication between the designers, code reviewers, and inspectors to show compliance with the DC Energy Conservation Code.

NOTE: Structural certification forms are no longer accepted by DOB.

Permit Types

- **Addition Alteration** is an extension or increase in the building area, aggregate floor area, number of stories, or height of a building or structure (i.e., a newly constructed enclosed space).
- **Tenant Layouts** are for the first-time occupancy of a "new building" space. Please provide a copy of the previously issued building permit for a "new building" or "addition." Upload the permit into the "Supporting Documents" folder.
- **Foundation Permits** are for foundation-to-grade work for a new building only and can't include underpinning, sheeting & shoring.
- **Garage Permits** are for the construction of a new detached garage. For residential projects, if there is a second-story accessory unit or if the NEW garage will include a bathroom, the permit type should be "New Building."

Review Response Format

Response to the reviewer's comments must be submitted with a response letter. The letter should be formatted by discipline and include the reviewer's comment(s) a "Response:" as to how the comment was addressed and the sheet number the comment was addressed on. See the example below.

Discipline	HFC Comment	Response	Sheet #
Electrical	DCMR 12A 106.1.7 The Applicant shall provide plans and schedules with detail and clarity. A photo of an electrical panel will not be acceptable in place of an electrical panel schedule.	Electrical panel schedules submitted	E101

Review Timelines

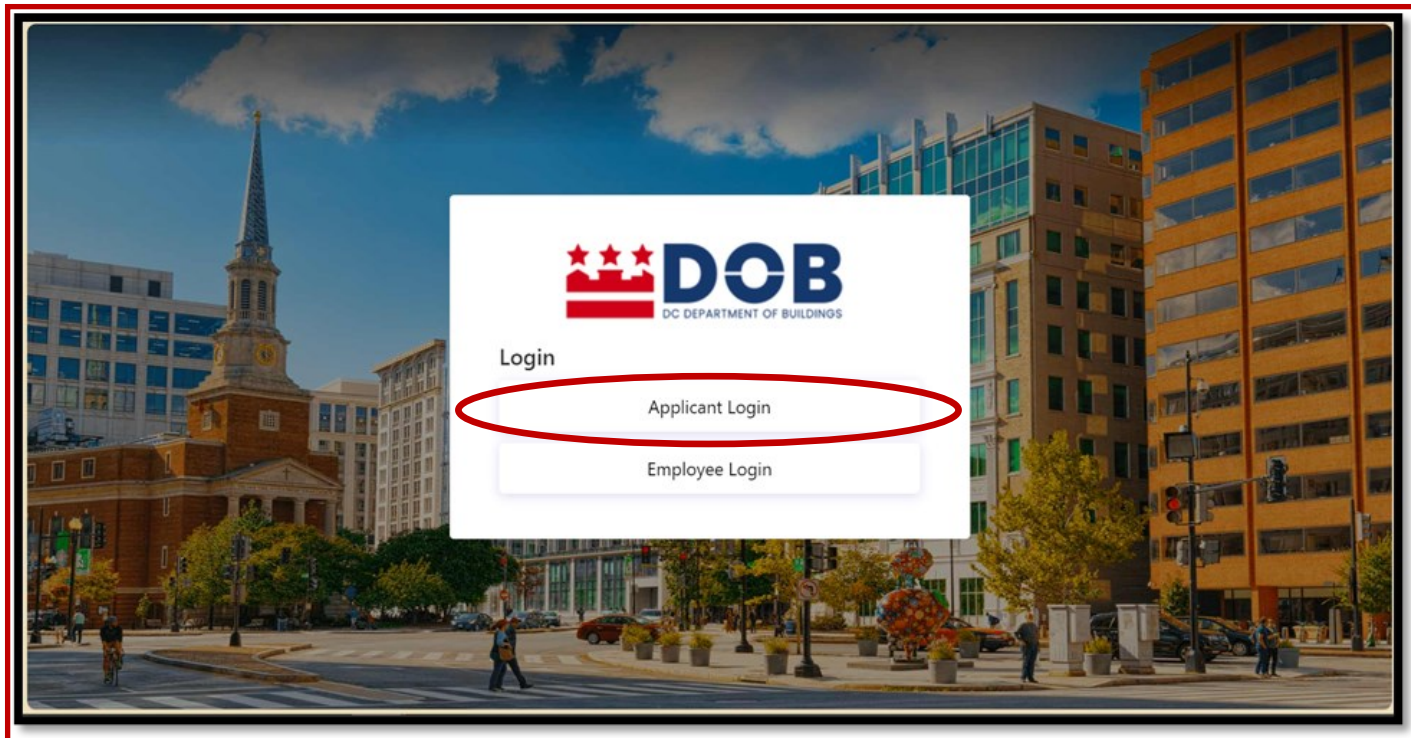
- **Prescreening:** Two business days from the time the Applicant completes the task in ProjectDox.
- **Plan Review Cycles:** DOB's goal is to complete the first review cycle within 30 business days from the time the project completes the prescreening phase.
- **Respond and Resubmit (Resubmittals):** 15 business days for all other review cycles.
- **Quality Assurance Review (QA):** Is processed within two business days after all reviews have been completed and approved.

Key Terms

- **Task:** An assignment in the workflow process.
- **Accepting a Task:** Accepting a task provides access to that task's eForm. The Applicant who accepts the task is responsible for completing the associated tasks, including uploading files and making necessary corrections.
- **Completing a Task:** Completing a task confirms the requested actions.
- **eForm:** Online electronic form designed to capture uploaded files, review comments and submissions.
- **Respond and Submit:** Applicant task for responding to comments and submitting their plans.
- **Prescreen Review:** A review of documents that the Applicant has submitted based on the permit application, type and description of work.
- **Under Review:** Project is under Plan Review.
- **Held for Corrections (HFC):** Reviewer comments the Applicant must respond to.
- **Approved:** The status when all reviews have been completed.
- **Quality Assurance (QA):** The ProjectDOX Coordinator completes a Quality Assurance review after all reviews have been completed and approved.

Applicant Log-In

Applicants must select **"Applicant Login"** to login. Below is the display of the login page at <https://washington-dc-us.avolvecloud.com>.

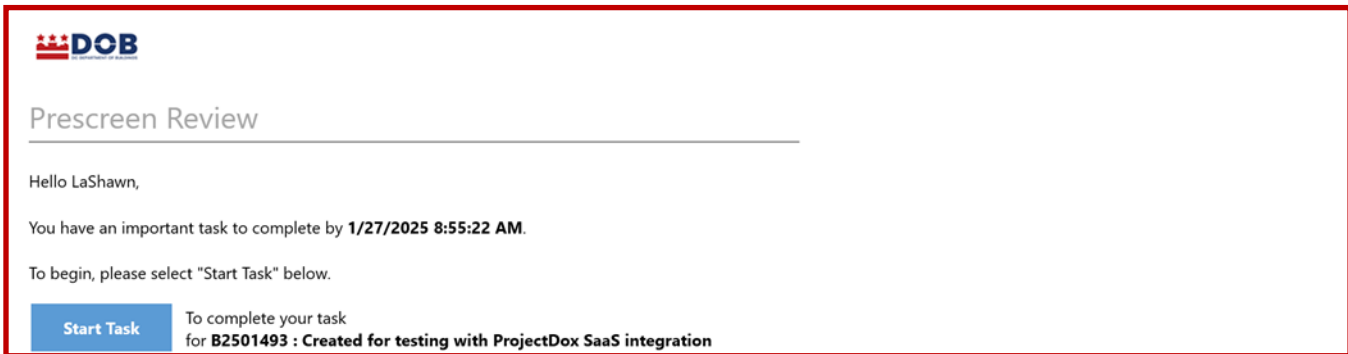


Prescreen Review Process

Once the Applicant submits the project it goes through the Prescreen Review Process. A notification "email" is sent to the Prescreen Review Coordinator (PRC) to start prescreening to determine if submittal requirements have been met.

After the initial review, a project is either approved or rejected. A minimum of two (2) business days after the Applicant has uploaded documents and completed the Applicant Upload and Submit task for the Prescreening process to take place.

Email Notification to Prescreener



DOB

Prescreen Review

Hello LaShawn,

You have an important task to complete by **1/27/2025 8:55:22 AM**.

To begin, please select "Start Task" below.

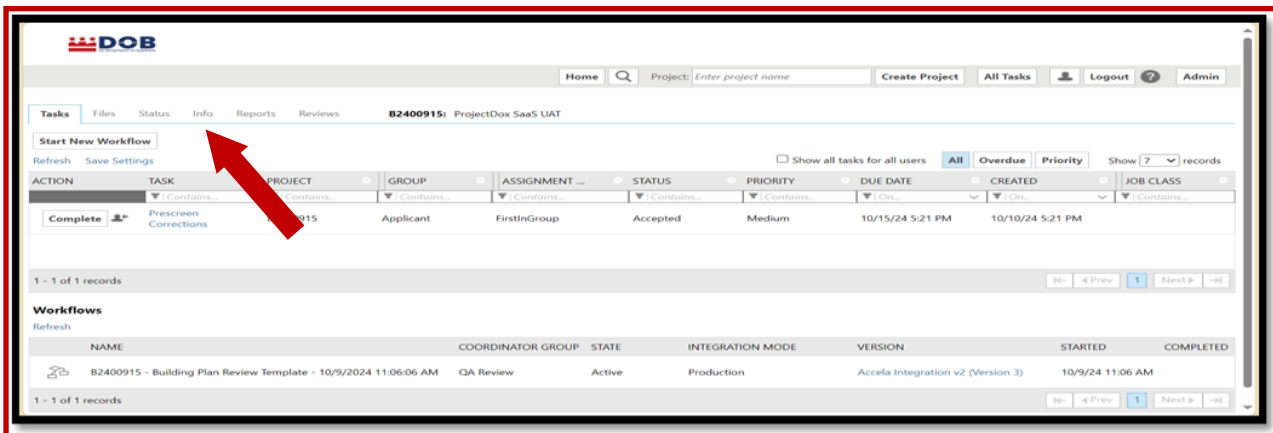
[Start Task](#) To complete your task for **B2501493 : Created for testing with ProjectDox SaaS integration**

Prescreen Review Rejected

If submittal requirements were not met, the Applicant will receive an email notification that the prescreening review has been **rejected**. The Applicant must make corrections and submit the project back to Prescreen Review

Click the link in the email notification to access ProjectDox 9.3 site and log in.

The Applicant task "**Prescreen Correction**" will appear under the **Tasks** tab. Click on the "**Accept**" tab to accept the task and open the eForm to view comments.



DOB

Home Project: Enter project name Create Project All Tasks Logout Admin

Tasks Files Status Info Reports Reviews **B2400915: ProjectDox SaaS UAT**

Start New Workflow

Refresh Save Settings

Show all tasks for all users All Overdue Priority Show 7 records

ACTION	TASK	PROJECT	GROUP	ASSIGNMENT	STATUS	PRIORITY	DUE DATE	CREATED	JOB CLASS
Complete	Prescreen Corrections	B2400915	Applicant	FirstInGroup	Accepted	Medium	10/15/24 5:21 PM	10/10/24 5:21 PM	

1 - 1 of 1 records

Workflows

NAME	COORDINATOR GROUP	STATE	INTEGRATION MODE	VERSION	STARTED	COMPLETED
B2400915 - Building Plan Review Template - 10/9/2024 11:06:06 AM	QA Review	Active	Production	Accela Integration v2 (Version 3)	10/9/24 11:06 AM	

1 - 1 of 1 records

Responding to "Prescreen Corrections"

Viewing Prescreening Comments

To view Comments, click **"Prescreen Correction"** to open eForm. Applicants can complete the following tasks from within the eForm: **Review and Respond to Comments** and **Ask Questions**.

Step 1 of 4: To view and respond to the Prescreen comments click on the **"Review Comments"** tab.

The screenshot shows the 'PRESCREEN CORRECTIONS' interface. At the top, there are two tabs: 'Project Information' (selected) and 'Contacts'. Below the tabs, project details are listed: Project Number SU-9997-2024, Project Type Site Utility, Project Status Prescreen - Rejected, Address 14501 SWEITZER LN, City LAUREL, State MD, and Postal Code 20707-0000. A 'Task Instructions' section follows, stating 'Please follow the steps below:' and 'STEP 1 of 4: Respond to any comments, as needed'. Under 'Resolve Review Comments', there are statistics: Unresolved Comments: 1, Info Only Comments: 0, and Files with Markups: 1. A 'Plan Review' section contains three buttons: 'Review Comments' (highlighted with a red arrow), 'Export to Excel', and 'Import Excel Responses'. Below the 'Review Comments' button is the text 'Review and respond online'. Below the 'Export to Excel' button is the text 'Review and respond in Excel, then upload your responses.'

Review Comments eForm

In the Review Comments eForm, the Applicant will see the Prescreen Comments.

The screenshot shows the 'Review Comments eForm' interface. At the top, there are filters for Dept, Status, Response, Type, Cycle, and Time, each with a 'Show All' dropdown. A search bar is labeled 'Enter keyword' and a 'Close Window' button is present. Below the filters, there is a 'Refresh' button and a table of comments. The table has columns for 'Ref.#', 'Type', 'Name', 'Time', and 'Comment'. The first row is highlighted in red and contains: Ref.# 1, Type PRC, Name LaShawn Dickey, Time 10/15/24 12:24 PM, and Comment 'Add Plat to Supporting Documents'. A red arrow points to this comment. To the right of the table is a large text area with the prompt 'Please enter your responses' and 'Type your response here.'

To respond to the Prescreener Comments type directly in the **“Please Enter Your Responses”** or **“Add Comment/Ask Question**. Click on **“Close Window”** to post comments and/or questions.

Dept: Show All Status: Show All Response: Show All Search: Enter keyword **Close Window**

Type: Show All Cycle: Show All Time: Show All

Refresh

(0 selected) Add Comment / Ask Question **Please enter your responses** ?

<input type="checkbox"/>	Ref.# 2	Applicant	LaShawn Dickey	10/15/24 2:28 PM	Type your response here.
	Question	File Uploaded			↑
	Inquiry				
<input type="checkbox"/>	Ref.# 1	PRC	LaShawn Dickey	10/15/24 2:02 PM	Type your response here.
	Unresolved	Unresolved comments (Applicant)			
	Comment				

Step 2 of 4: Upload any **New** or **Updated** files.

DOB

Home Project: Enter project name Create Project All Tasks Logout Admin

Tasks **Files** Status Info Reports Reviews **B2400915: ProjectDax SaaS UAT**

Refresh

Upload Files 3 of 3 files (0 selected)

FILE NAME	STATUS	REVIEWED	UPLOADED	DATE
<input type="checkbox"/> .000 - COVER SHEET.pdf	V2		Vamshi Mamidi	10/2/24 2:40 PM
<input type="checkbox"/> E101 - ELECTRICAL FLOOR PLAN.pdf			LaShawn Dickey	9/25/24 10:15 PM
<input type="checkbox"/> M101 - MECHANICAL PLAN.pdf			LaShawn Dickey	9/25/24 10:15 PM

Step 3 of 4 - "Confirmation": The Applicant has completed this task and is now ready to submit. Check the box **"Response has been provided for all comments and files have been uploaded."** **Required**

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

Confirmation ⓘ

*Response has been provided for all comments and files have been uploaded (if requested) *Required

STEP 4 of 4: Click the "Submit" button below to complete your task

Submit Save for Later

Step 4 of 4: The Applicant clicks the **"Submit"** button below to complete the task, and will be returned back to the Applicant Task window.

ACTION	TASK	PROJECT	GROUP	ASSIGNMENT ...	STATUS	PRIORITY	DUE DATE	CREATED	JOB CLASS
Complete	Prescreen Corrections	B2400915	Applicant	FirstinGroup	Accepted	Medium	10/15/24 5:21 PM	10/10/24 5:21 PM	

1 - 1 of 1 records

Workflows

NAME	COORDINATOR GROUP	STATE	INTEGRATION MODE	VERSION	STARTED	COMPLETED
B2400915 - Building Plan Review Template - 10/9/2024 11:06:06 AM	QA Review	Active	Production	Accela Integration v2 (Version 3)	10/9/24 11:06 AM	

1 - 1 of 1 records

Click on the **"Complete"** tab to acknowledge completion of the Applicant task. **The project has been submitted to Prescreen Review.**

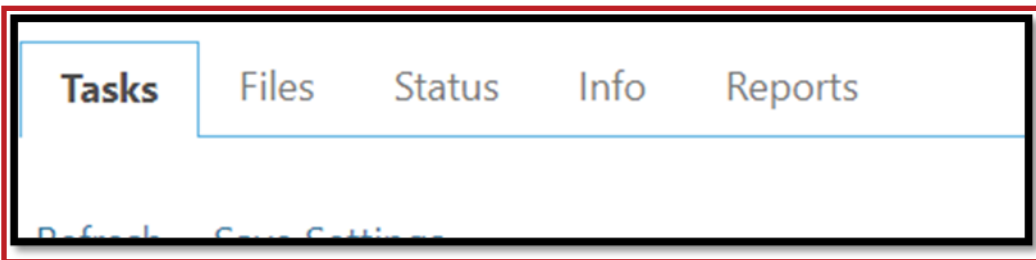
Submission to Plan Review

Once the Project has been reviewed and **approved** by the Permit Review Coordinator (Prescreener) the Project will be assigned to a Discipline Review Supervisor for assigning Plan Reviewers. Once Reviewers have been assigned the Project will move into Plan Review.

- There will be **“no”** Applicant task to complete while the Project is “Under Review”
- If the Project is not approved it will be returned to the Applicant for corrections.

Viewing the Project Tasks, Files, Status, Info, Reports, and Workflow Outline Grid

At the top of the Applicant Task Window, individual tabs will allow the Applicant to see their project Tasks, Files, Status, Info and Reports.



Task Tab

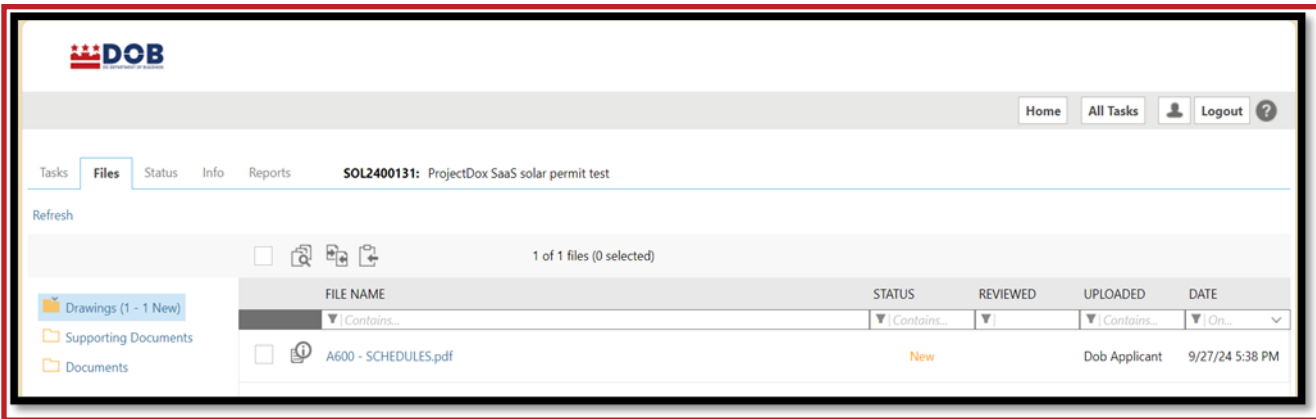
The Task tab shows all Applicant Projects tasks to be “Accept/Complete, Upload, Submit.”

A screenshot of the Applicant Task Window showing a table of tasks. The table has columns for ACTION, TASK, PROJECT, GROUP, ASSIGNMENT, STATUS, PRIORITY, DUE DATE, CREATED, and JOB CLASS. A single task is visible with the action 'Accept' and the task description 'Upload and Submit'.

ACTION	TASK	PROJECT	GROUP	ASSIGNMENT ...	STATUS	PRIORITY	DUE DATE	CREATED	JOB CLASS
Accept	Upload and Submit	DK2400150	Applicant	FirstInGroup	Pending	Medium	9/30/24 11:56 AM	9/25/24 11:56 AM	

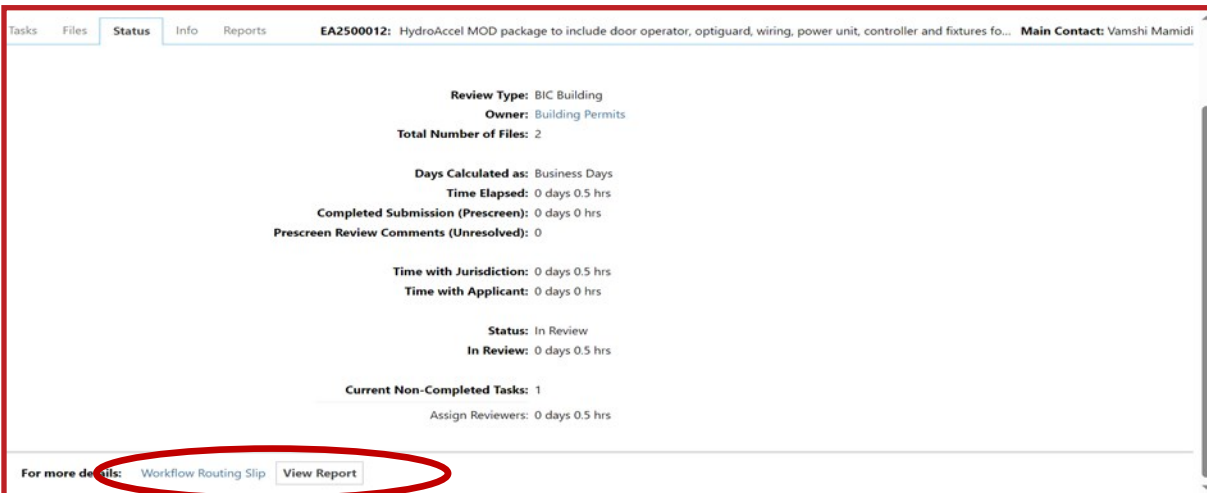
Files Tab

Clicking on the Files Tab will show files that the Applicant has uploaded.



Status Tab

Click on the Status tab to see the **Project Review Type, Owner Name, # of Files, Calendar Days Project has been Under Review, Review Comments, Tasks to be Completed.**



Viewing the Workflow Routing Slip and Report

At the bottom of the Status form the "Routing Slip" and "View Report" tabs are available.

Prescreen Review Workflow Routing Slip

1 of 1
100%
Find | Next

Prescreen Review—Workflow Routing Slip

Report Generated: 11/21/2024 10:26 AM

Review Type: BIC Building Number of Files: 2 Project Name: B2500072 Workflow: B2500072 - Building Plan Review Template - 11/21/2024 8:53:02 AM Total Review Comments: Total Review Cycle: 1	Days Calculated as: Business Days Time Elapsed: 0 days 1.5 hrs Time with Jurisdiction: 0 days 1.5 hrs Time with Applicant: 0 days 0 hrs Completed Submission (Prescreen): 0 days 0 hrs Completed Plan Review: Not Completed
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

TASK	TASK STATUS	REVIEW STATUS	CYCLE	ASSIGNED	ACCEPTED	COMPLETED	GROUP	USER
Upload and Submit	Completed		0	11/21/2024 08:53 AM	11/21/2024 08:54 AM	11/21/2024 08:54 AM	Applicant	Vamshi Mamidi
Prescreen Review	Completed		0	11/21/2024 08:54 AM	11/21/2024 08:54 AM	11/21/2024 08:54 AM	PRC	Vamshi Mamidi
Assign Reviewers	Completed		0	11/21/2024 08:54 AM	11/21/2024 08:55 AM	11/21/2024 08:56 AM	PRC	Vamshi Mamidi
Mechanical Review Supervisor Department Review cycle #1	Completed	Assign Only	1	11/21/2024 08:56 AM	11/21/2024 09:20 AM	11/21/2024 09:21 AM	Mechanical Review Supervisor	Vamshi Mamidi

Plan Review Workflow Routing Slip

1 of 1
100%
Find | Next

Plan Review—Workflow Routing Slip

Report Generated: 11/21/2024 10:26 AM

Review Type: BIC Building Number of Files: 2 Project Name: B2500072 Workflow: B2500072 - Building Plan Review Template - 11/21/2024 8:53:02 AM Total Review Comments: Total Review Cycle: 1	Days Calculated as: Business Days Time Elapsed: 0 days 1.5 hrs Time with Jurisdiction: 0 days 1.5 hrs Time with Applicant: 0 days 0 hrs Completed Submission (Prescreen): 0 days 0 hrs Completed Plan Review: Not Completed
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

TASK	TASK STATUS	REVIEW STATUS	CYCLE	ASSIGNED	ACCEPTED	COMPLETED	GROUP	USER
Upload and Submit	Completed		0	11/21/2024 08:53 AM	11/21/2024 08:54 AM	11/21/2024 08:54 AM	Applicant	Vamshi Mamidi
Prescreen Review	Completed		0	11/21/2024 08:54 AM	11/21/2024 08:54 AM	11/21/2024 08:54 AM	PRC	Vamshi Mamidi
Assign Reviewers	Completed		0	11/21/2024 08:54 AM	11/21/2024 08:55 AM	11/21/2024 08:56 AM	PRC	Vamshi Mamidi
Mechanical Review Supervisor Department Review cycle #1	Completed	Assign Only	1	11/21/2024 08:56 AM	11/21/2024 09:20 AM	11/21/2024 09:21 AM	Mechanical Review Supervisor	Vamshi Mamidi

Info Tab

Click on the Info Tab to see the **Project/Owner Information** and **Status**.

The screenshot shows the DOB web application interface. At the top left is the DOB logo. A navigation bar includes 'Home', a search icon, 'Project: Enter project name', 'All Tasks', a user icon, and 'Logout'. Below this is a secondary navigation bar with tabs for 'Tasks', 'Files', 'Status', 'Info' (which is selected), 'Reports', and 'Discuss'. The main header displays the project ID 'B2501619: CHIMNEY EXTENSION ADJACENT TO 616 KENYON ST NW PROPERTY' and the 'Main Contact: MARCELO AYALA'. The 'Project Info' section is expanded, showing a table with the following details:

Project name:	B2501619
Description:	CHIMNEY EXTENSION ADJACENT TO 616 KENYON ST NW PROPERTY
Location:	618 KENYON ST NW WASHINGTON, DC 20010
Contact:	MARCELO AYALA
Contact's Email:	carlos@thereyesgroup.com
Phone:	(202) 271-7729
Cell Phone:	
Job Class:	E-R
Project Owner:	Buidling Permits
Owner's Email:	api@avolvesoftware.com
Status:	Upload
Status info:	
Project Start/End:	Start: 12/5/2024 End: 6/5/2025

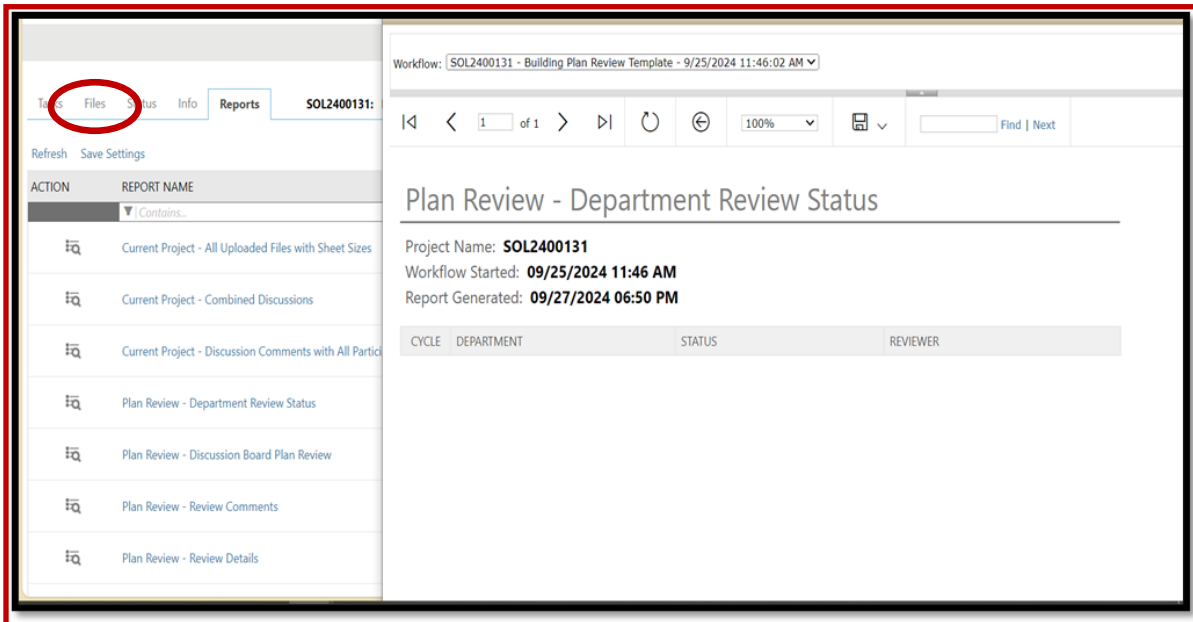
Report Tab

The Reports tab will show comments/status for Prescreening and Plan Review.

The screenshot shows the DOB web application interface with the 'Reports' tab selected. The header shows 'SOL2400131: ProjectDox SaaS solar permit test'. Below the header, there are 'Refresh' and 'Save Settings' options, and a 'Show 50 records' dropdown. A table lists various reports with columns for 'ACTION', 'REPORT NAME', 'REPORT TYPE', and 'REPORT DESCRIPTION'. The table includes the following entries:

ACTION	REPORT NAME	REPORT TYPE	REPORT DESCRIPTION
🔍	Current Project - All Uploaded Files with Sheet Sizes	Project	All uploaded files with sheet sizes within this project
🔍	Current Project - Combined Discussions	Project	Project discussion comments, discuss file and workflow form discussions
🔍	Current Project - Discussion Comments with All Participants	Project	Project discussion comments listing all topic participants
🔍	Plan Review - Department Review Status	ProjectFlow	Status of departmental reviews for a specified workflow
🔍	Plan Review - Discussion Board Plan Review	ProjectFlow	Discussions within workflow task forms used within this project
🔍	Plan Review - Review Comments	ProjectFlow	Lists the review comments, checklist and changemark details for a workflow instance review cycles.
🔍	Plan Review - Review Details	ProjectFlow	Displays the Workflow Routing Slip with a list of review comments

Click on the **“Magnifying Glass”** to open the Report.

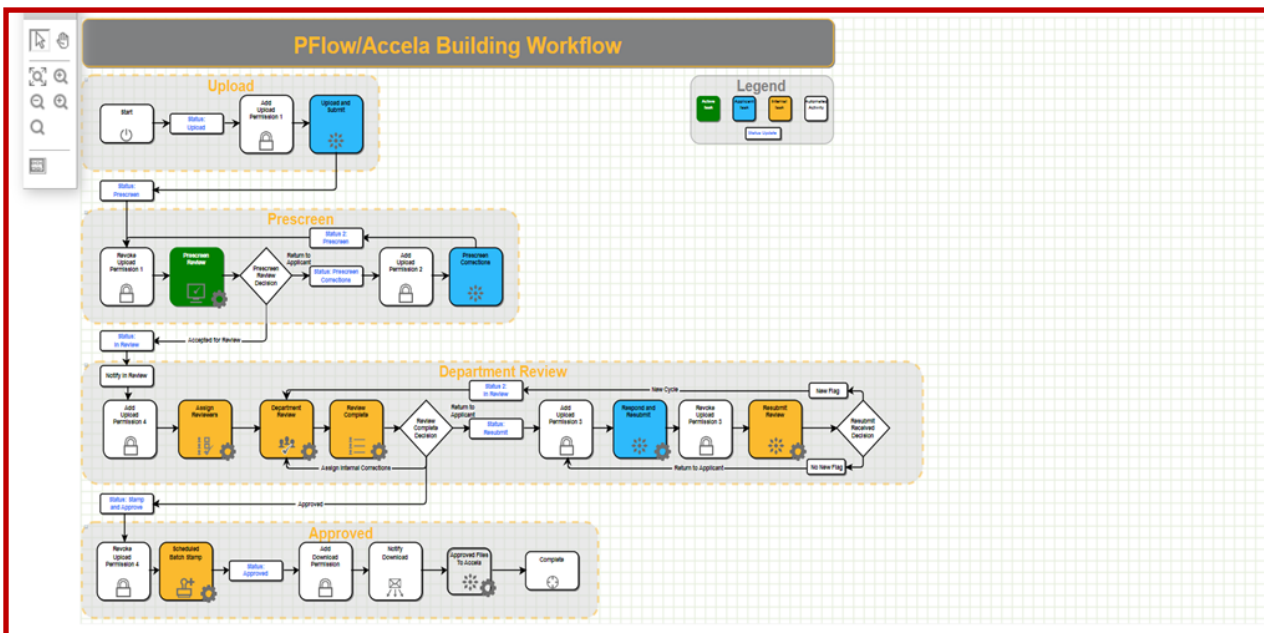


Workflow Outline Designer Grid

The Applicant can access the Workflow Outline Designer Grid from the Task window quickly showing the workflow of the Project.

Tasks are color-coded for easy review and status.

- Applicant Task—**Blue**
- Applicant Active Task—**Green**
- Automated Activity—**White**
- Internal (DOB) Task— **Yellow**





WE ARE
WASHINGTON GOVERNMENT OF THE
DISTRICT OF COLUMBIA
DC MURIEL BOWSER, MAYOR

FOLLOW US!

 [@dc_dob](#)  [@deptofbuildings](#)

 [@deptofbuildings](#)  [@departmentofbuildings](#)