

## AVOLVE PROJECTDOX ELECTRONIC PLAN REVIEW

After you submit your permit application on the Accela ACA portal, you will receive an automated email from Avolve. Click on the open project button/project access link in the email to enter ProjectDox. First-time users, please set your password containing no special characters. If you are unable to sign in, click on the forgot password link located under the sign in area. You will receive a verification code by an automated email. *Please check your junk mail if you do not see the automated email from Avolve and add to your browser as a trusted site.*

### AVOLVE PROJECTDOX LOGIN

<https://dublinohiousa.gov/eplan>

You can also enter ePlan through the link on the invitation email from ProjectDox. Please check your junk mail if you do not see it.



Login Here

dfite@dublin.oh.us

.....

Passwords can't contain  
special characters.

[Forgot password / reset password?](#)

Sign in

## Welcome to the City of Dublin Login Page!

This new, innovative system will enable you to participate in the electronic plan review process for our city. Our electronic plan review process increases efficiencies, reduces costs, and accelerates community development. For more information on electronic plan review and submittals, please [Click Here](#).

The system has been upgraded. Please clear your browser cache before logging in.

### VIDEO SERIES

[GETTING STARTED](#) || [ACCEPTING A TASK](#) || [DOWNLOADING APPROVED PLANS](#)

### [TERMS AND CONDITIONS OF USE](#)

Your access to and use of DUBLIN's ePlan is subject to the following terms and conditions, as well as all applicable laws. Your access to DUBLIN's ePlan is in consideration for your agreement to these Terms and Conditions of Use, whether or not you are a registered user. By using the "Login" button below, you accept, without limitation or qualification, these Terms and Conditions of Use. Throughout these Terms and Conditions, the words "you", "your", and "user", means you and the employees, consultants, contractors, and other parties who access DUBLIN ePlan using your password.

### USE OF SITE

You agree to use DUBLIN ePlan solely to provide information relating to your application and permit. As a condition of use, User agrees that it shall not copy, reverse engineer, modify, create derivative works of, publicly display, publicly perform, compile, run or execute, demonstrate, disclose, distribute, or otherwise use the Site except as authorized pursuant to these Terms and Conditions of Use. You agree to access and use the Site only for lawful purposes and agree to comply with applicable laws in connection with the use

[Click on Continue](#)

Continue



Profile

Debra Fite | Admin | Logout

ProjectDox Dashboard

August 20, 2025

### My Projects








PROJECT	DESCRIPTION	LOCATION	STATUS	TASKS (10)	
<a href="#">RALT-25-00203</a>	TEST PERMIT		Applicant Upload	Open	Applicant Upload Task
<a href="#">SITE-25-00424</a>	Bridge Park Block H2		Applicant Corrections	Open	Resubmit Received Task
<a href="#">SIGN-25-00177</a>	Everhart Monument Sign A West		Completeness Review	Open	Completeness Review Task
<a href="#">SIGN-25-00694</a>	Herc Rentals Wall Sign		Completeness Review	Open	Completeness Review Task
<a href="#">REPR-25-70349</a>	7612 Windsor Dr		Applicant Corrections	Open	Resubmit Received Task
<a href="#">SIGN-25-00176</a>	Everhart Monument		Completeness Review	Open	Completeness Review Task
<a href="#">SITE-25-00490</a>	Bridge Park Block J Mass Ex		Completeness Review	Open	Completeness Review Task
<a href="#">RACC-25-00696</a>	5862 Rothesay Ct		Completeness Review	Open	Completeness Review Task

## ENTERING A PERMIT IN PROJECTDOX



Tasks Projects

Refresh Save Settings Reset Settings

ACTION	PROJECT	DESCRIPTION
	▼ RALT-25-00203	▼ Contains...
    	<a href="#">RALT-25-00203</a>	TEST PERMIT

1 - 1 of 1 records

Click on the permit number in blue to enter the permit.

## DRAWING AND DOCUMENT NAMING CONVENTIONS

**Drawings** need to be individual PDFs (in landscape/horizontal format) not multiple pages in one PDF. If you have a drawing index, drawings need to be in the same order as the index. If you have drawings without page numbers, please name 001-DESCRIPTION, 002-DESCRIPTION, etc.

**Documents** such as a response letter, spec book, electric calculations, etc. should be one PDF with multiple pages for each set of documents. The documents do not need a prefix number such as 001.

**Revised Drawings** need to have the identical prefix #/name as the original drawing already in ProjectDox with no changes or revision numbers. ProjectDox will recognize it is a revised drawing and give it a version number.

**Adding Additional Drawings** if you are uploading a new drawing that you would like to put between two existing drawings, you can name for example 003-A3-EXISTING-DRAWING, 004.1-#-NEW-DRAWING, 004-A4-EXISTING-DRAWING.


## DRAWING NAMING CONVENTIONS

1. Three-digit prefix 001, 002 in order of your drawing index if you have an index
2. Hyphen
3. Number of the drawing if your drawings have page numbers
4. Hyphen
5. Brief description of the drawing (*Please use all caps with hyphen between words.*)

### EXAMPLE:






001-C.1-COVER-SHEET  
002-A1.1-FLOOR-PLAN  
003-A1.2-ELEVATIONS

## UPLOADING DOCUMENTS AND DRAWINGS



Tasks **Projects**

Refresh Save Settings Reset Settings






ACTION	PROJECT	DESCRIPTION
	▼ RALT-25-00203	▼ Contains...
    	<b>RALT-25-00203</b>	TEST PERMIT


1 - 1 of 1 records


Click on the permit number in blue to enter the permit.


Tasks **Files** Status Info Reports Discuss **RALT-25-00203: TEST PERMIT**


Refresh


Upload Files      0 of 0 files (0 selected)


 Application Documents


 Documents


 Drawings (1 - 0 New)

 Working Documents

 Approved Drawings

 Approved Documents

 Deleted Drawings\_Documents

 EForm Attachments

FILE NAME

▼ Contains...

You will always upload into the documents and drawings folders. The application documents folder contains information from the City of Dublin such as the completeness reviews and plan review letters.

Click on the folder where you want to upload documents or drawings. Click on the Upload Files button or drag and drop from where you have your PDFs saved. All drawings must be individual PDFs, named according to our naming conventions, landscape format, and uploaded into the drawings folder. A document such as a spec book should be one PDF with multiple pages uploaded into the documents folder.

After you are finished uploading, please click on the tasks tab (located to the left of the Files tab) to complete your applicant upload task. If the task is not completed, we will not be notified. You will always have a box/boxes to check and a submit button at the very bottom of the page with any task. The completeness review will take place the next business day.

After you have finished uploading, please complete your task. You will always have a box/boxes to check and a submit button to complete a task. If the task is not completed, we will not be notified you are ready for review.


## PLAN REVIEW COMPLETION TARGET DATE

After a permit is accepted for review, the target date for plan review completion is 16 days for first time review and nine days for amendments/response to previous disapproval.

## COMPLETENESS REVIEW






The next business day after you have completed your task, we will do a completeness review to verify we have the basic information necessary for review. *This is not a plan review.* We will send you an email if we need additional information or if the permit is accepted for review. If your completeness review is rejected, you will find the completeness review located in the Application Documents folder with the telephone number of the plan reviewer that requested additional information. *You will not be able to view the completeness review through your task.* You will need to enter the permit directly to view. After you have finished uploading the requested information, please complete your task in ProjectDox. The completeness review will be done on the next business day. We will email you if we need additional information or if accepted for review. Once a permit is accepted for review, the target date for plan review completion is 16 days for first time review and nine days for revisions.

### VIEWING REJECTED COMPLETENESS REVIEW CHECKLIST




[Tasks](#) **[Projects](#)**


[Refresh](#) [Save Settings](#) [Reset Settings](#)

ACTION	PROJECT	DESCRIPTION
	▼   RALT-25-00203	▼   Contains...
    	<a href="#">RALT-25-00203</a>	TEST PERMIT

1 - 1 of 1 records

Click on the permit number in blue to enter the permit.











[Home](#)  Project:


[Tasks](#) **[Files](#)** [Status](#) [Info](#) [Reports](#) [Discuss](#) **RALT-25-00203: TEST PERMIT**


[Refresh](#)


Upload Files


       

0 of 0 files (0 selected)

 Application Documents

 Documents

 Drawings (1 - 1 New)

 Working Documents

FILE NAME

▼ | Contains...

Click on the application documents folder to view the completeness review checklist. Please note, you will not be able to view the checklist through the task.

After you have finished uploading the requested information, please complete your task in ProjectDox. You can find the task in the permit under the Tasks tab or under the All Tasks tab at the top of the page. You will always have a box/boxes to check and a submit/complete button to complete a task. If the task is not completed, we will not be notified you are ready for review. The completeness review will be done on the next business day. We will email you if we need additional information or if accepted for review.

## DISAPPROVED PERMIT

If there are revisions required, you will find **plan review letters located in the Application Documents folder** and may also have review comments under the **Reviews** tab. *(For Site Permits only, you will also find an additional full set of drawings with comments from Engineering as well as additional engineering documents located in the Application Documents folder.)*

ACTION	PROJECT	DESCRIPTION
	▼ RALT-25-00203	▼ Contains...
	RALT-25-00203	TEST PERMIT
1 - 1 of 1 records		

Click on the permit number in blue to enter the permit.

## VIEWING PLAN REVIEW LETTERS

[Home](#)

[Tasks](#)
[Files](#)
[Status](#)
[Info](#)
[Reports](#)
[Discuss](#)
[Reviews](#)

RALT-25-00203: TEST PERMIT

Refresh

Upload Files

☐

0 of 0 files (0 selected)

Application Documents

Documents

Drawings (1 - 1 New)

Working Documents

Approved Drawings

Approved Documents

Deleted Drawings\_Documents

EForm Attachments

FILE NAME

▼ Contains...

First, click on the Files tab. Next, click on the application documents folder to view the plan review letters. For Site permits, you will also find an additional full set of drawings with the Engineering Reviewer's comments as well as any additional documents they provide.

## VIEWING REVIEW COMMENTS

When you are in the permit, click on the Reviews tab as shown below. If there are any review comments, please type your written response to the review comments in the area as shown in the screenshot below. **If you are responding to a commercial permit disapproval, you will also need to upload a point-by-point response letter into the documents folder.**

[Home](#)

[Tasks](#)
[Files](#)
[Status](#)
[Info](#)
[Reports](#)
[Discuss](#)
[Reviews](#)

**RALT-25-00203: TEST PERMIT**

**Dept:** 
**Status:** 
**Response:** 
**Search:**

**Type:** 
**Cycle:** 
**Time:**

[Refresh](#)

☐ (0 selected)

<input type="checkbox"/>	Ref.# 2	bldg 01	Building Review	Brad Conway
	UnResolved		DRAWING.pdf	
	Markup		Provide additional information	
Responded by: Debra Fite - 3/13/25 2:26 PM Please see revised drawing.				

[Home](#)

[Create Project](#)
[All Tasks](#)
[Site Reports](#)
[Logout](#)

[Discuss](#)
[Reviews](#)

**RALT-25-00203: TEST PERMIT**

**Status:** 
**Response:** 
**Search:**

**Cycle:** 
**Time:**

				<b>Please enter your responses</b>	
	Building Review	Brad Conway	3/13/25 2:17 PM	Cycle 1	Type your response here.
	DRAWING.pdf	<input type="button" value="Verify"/>		Please type your response in this box. If commercial review, also upload a point by point response to the documents folder.	
	Provide additional information				

**Please upload only the revised drawings or additional drawings/documents requested.** After you have finished uploading, please complete your task in ProjectDox. This will return your permit to us for review, and we will do a Completeness Review on the next business day. You can find the task in the permit under the Tasks tab or under the All Tasks tab at the top of the page. You will always have a box/boxes to check and a submit/complete button to complete a task. If the task is not completed, we will not be notified you are ready for review. *The process will be identical to the previous round of review.*

## **APPROVED PERMIT**

After your permit is approved and processed, you will receive an email notification to pay your permit fee in Accela <https://dublinohiousa.gov/aca>. Once the fee has been paid, the permit fee paid task will automatically be completed in ProjectDox. You will have access to the stamped approved documents and approved drawings located in the approved documents and approved drawings folders in ProjectDox. Please print everything in the approved documents and drawings folder for the field set.

## **SUBMITTING AN AMENDMENT TO A PREVIOUS APPROVAL/PHASED APPROVAL**

Prior to submitting an amendment in Accela, please confirm you have paid the previous permit fee in Accela <https://dublinohiousa.gov/aca>. If you do not do this first, it will not give you an applicant upload task and upload rights in ProjectDox. Login to Accela and search for the permit number. Click on the main permit number. Scroll down the page to the create amendment button. Click on create amendment, enter permit number, check box yes, and a brief description. Accela will assign you an amendment number such as CALT-25-00000-001. After you have finished uploading, please complete your task. This will return your permit to us for review, and we will do a Completeness Review on the next business day. You can find the task in the permit under the Tasks tab or under the All Tasks tab at the top of the page. You will always have a box/boxes to check and a submit/complete button to complete a task. If the task is not completed, we will not be notified you are ready for review.

## **SUBMITTING A COMMERCIAL PERMIT AMENDMENT FOR PHASED TO FULL APPROVAL**

Prior to submitting an amendment in Accela, please confirm you have paid the previous permit fee in Accela <https://dublinohiousa.gov/aca>. If you do not do this first, it will not give you an applicant upload task and upload rights in ProjectDox. Next, submit the Phased to Full amendment in Accela. Login to Accela and search for the permit number. Click on the main permit number. Scroll down the page to the create amendment button. Click on create amendment, enter permit number, check box yes, and a brief description of phased to full approval request. Accela will assign you an amendment number such as CALT-25-00000-001. You will then receive an applicant upload task in ProjectDox <https://dublinohiousa.gov/eplan>. If you are not uploading anything additional, please complete your task. This will return your permit to us for review, and we will do a Completeness Review on the next business day. You can find the task in the permit under the Tasks tab or under the All Tasks tab at the top of the page. You will always have a box/boxes to check and a submit/complete button to complete a task. If the task is not completed, we will not be notified you are ready for review. Please see the screenshots below that show how to submit the amendment in the Accela Citizen Access portal <https://dublinohiousa.gov/aca>.



## SUBMITTING AN AMENDMENT APPLICATION IN ACCELA

<https://dublinohiousa.gov/aca>



Planning, Zoning, Code Enforcement: 614-410-4600

Building: 614-410-4670

Logged in as: fitedj Collections (0) Reports (1) Account Management Logout

**Note:** Enforcement tab includes the following:  
Short Term Rental, Garage Sale, Peddler/Solicitor, and Home Occupation

RALT-25-00203



Home **Building** Planning Enforcement Contractor Registration

Create an Application

Search Applications

Schedule an Inspection

**Record RALT-25-00203:**  
**Residential Alteration**  
**Record Status: Issued**

Add to collection

Like 0

Post

Record Info

Payments

Custom Component

### Work Location

If you have had previous amendments, please make sure you always submit the amendment on the main permit number RALT-25-000203 not one of the previous amendments such as RALT-25-00203-001.

### Record Details

#### Applicant:

Individual  
Debra J Fite  
5800 shier rings road  
dublin, OH, 43016  
Phone: 614 410 4608  
dfite@dublin.oh.us

#### Project Description:

TEST PERMIT  
TEST PERMIT

#### Licensed Professional:

debra J Fite dfite@dublin.oh.us  
djf  
5200 Emerald Parkway Annex Bldg  
DUBLIN, OH, 43016  
Contact Phone: 614 410 4608  
General homeowner

#### Owner:

VILLAGE OF DUBLIN \*  
5200 EMERALD PARKWAY

More Details

Create Amendment

## Step 2: Review

Save and resume later

Continue Application »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

### Record Type

Revision Request

### Revision Request

#### REVISION REQUEST

Edit

Permit Information:

RALT-25-00203

Is this a request for a change or addition to previously submitted plans?:

Yes

Please describe proposed revisions:

Revised Elevation Drawing

I am the property owner, or have been authorized by the property owner to act as the representative in all matters pertaining to the processing and approval of this application, including modification to the application. I agree to be bound by all representations and agreements made by the designated representative.

I have read and understand the contents of this application and verify the information contained in this application, attached exhibits and other information submitted is complete and in all respects true and correct to best of my knowledge and belief.



By checking this box, I agree to the above certification.

Date: 03/17/2025

Save and resume later

Continue Application »

[Home](#) **[Building](#)** [Planning](#) [Enforcement](#) [Contractor Registration](#)

Create an Application

Search Applications

Schedule an Inspection

#### Revision Request

1 Revision Detail

2 Review

3 Record Issuance

## Step 3: Record Issuance



Your application has been successfully submitted.

- For all Building Permit Applications, you will receive an email from ProjectDox/ePlan with your user log in and temporary password. ProjectDox/ePlan is where you will upload your documents and drawings for a review.
- For all HVAC, Plumbing, Gas and Electric permits, your permit will be available in Accela next business day

\*Note: If you do not receive the automated email, please check your spam folder. You will need to have ProjectDox/ePlan set as a trusted site and compatibility view.

Thank you for using our online services.


**Your Record Number is RALT-25-00203-001.**

You will need this number to check the status of your application or to schedule/check results of inspections.

After you receive the amendment number, you will get an applicant upload task and upload rights in ePlan ProjectDox. The process will be identical to your previous review.

All payments, amendments, scheduling inspections will always be on the **original** permit number not the amendment ending -001 when in Accela.

## SEARCHING FOR PERMITS



When you are searching for a permit, first click on the projects tab and all tab. You can search under project using the permit # or under description which is the project name for commercial or street address for residential.

Home
Project: 
Create Project
All Tasks
All Reports

---

Standard Task List
Tasks **Projects**


---

Refresh
Save Settings
**All** Recent

ACTION	PROJECT	LOCATION	DESCRIPTION	OWNER	STATUS
	▼   Contains...	▼   Contains...	▼   Contains...	▼   Contains...	▼   Contains...

## CHECKING STATUS OF PERMIT IN PROJECTDOX

You can check the status of your permit in ProjectDox by entering your permit, clicking on the status tab, and the workflow routing slip button.



Home
Project:

---

Tasks
**Status**
Info
Reports
Discuss
Reviews
RNEW-24-00001: XXXXXXXXXX

---

To check on the status of your permit, please click on status and scroll down to the bottom of the page.

**Review Type:** Building  
**Owner:** Eplan Dublin  
**Total Number of Files:** 23

**Current Non-Completed Tasks:** 3  
 Planning Review Department Review cycle #2: 0 days 1.5 hrs  
 Engineering Review Department Review cycle #2: 0 days 1.5 hrs  
 Building Review Department Review cycle #2: 0 days 1.5 hrs

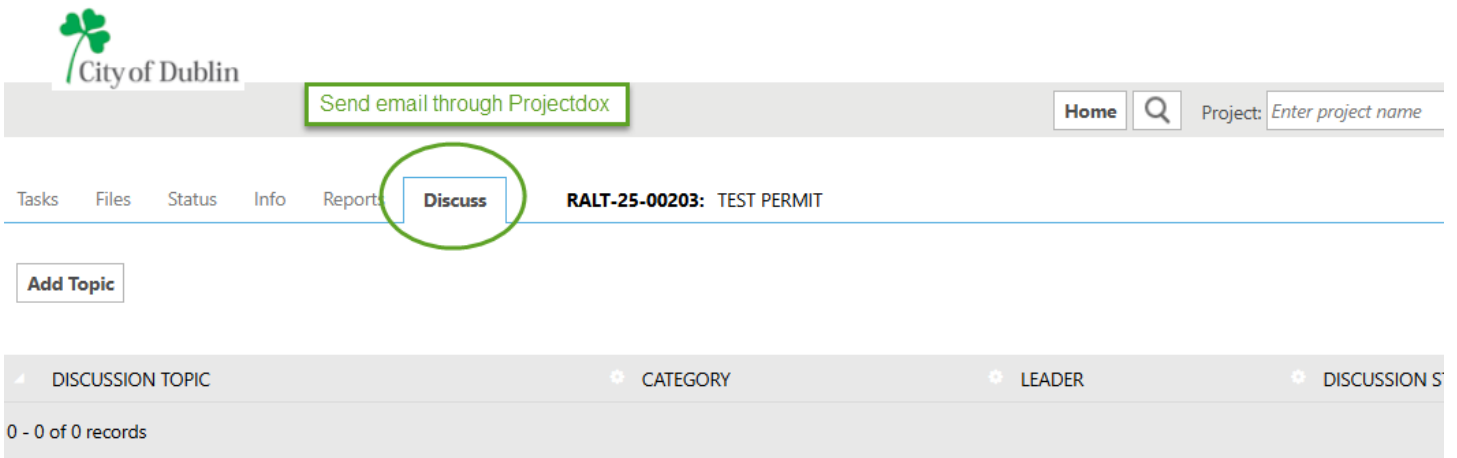
---

For more details:
**Workflow Routing Slip**
View Report

---

Task Name	Status	Count	Start Date	End Date	Review Date	Reviewer
Applicant Resubmit Task	Completed	1	01/09/2024 07:44 AM	01/09/2024 10:00 AM	01/11/2024 01:23 PM	Applicant
Resubmit Received Task	Completed	0	01/11/2024 01:23 PM	01/12/2024 10:45 AM	01/12/2024 10:46 AM	Review Coordinator
Planning Review Department Review cycle #2	Pending	2	01/12/2024 10:46 AM			Planning Review
Engineering Review Department Review cycle #2	Pending	2	01/12/2024 10:46 AM			Engineering Review
Building Review Department Review cycle #2	Pending	2	01/12/2024 10:46 AM			Building Review

## SENDING AN EMAIL IN PROJECTDOX



City of Dublin

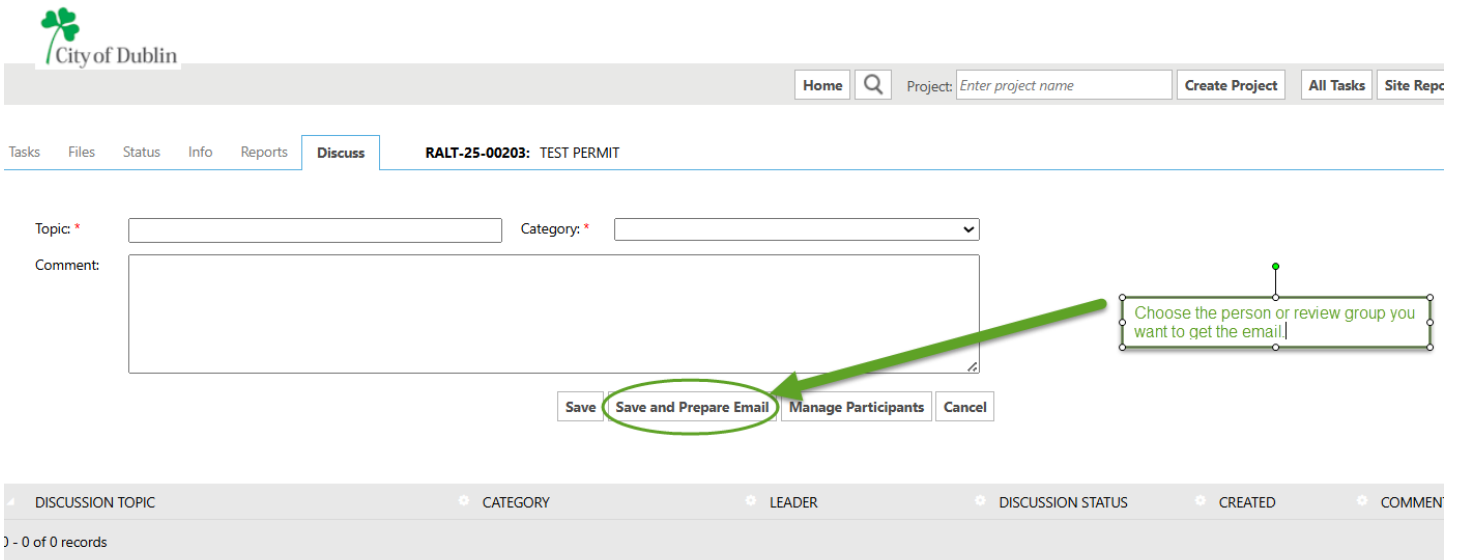
Send email through Projectdox

Home

Tasks Files Status Info Reports **Discuss** **RALT-25-00203: TEST PERMIT**

Add Topic

DISCUSSION TOPIC	CATEGORY	LEADER	DISCUSSION S
0 - 0 of 0 records			



City of Dublin

Home  Create Project All Tasks Site Repc

Tasks Files Status Info Reports **Discuss** **RALT-25-00203: TEST PERMIT**

Topic:  Category:

Comment:

Save **Save and Prepare Email** Manage Participants Cancel

Choose the person or review group you want to get the email.

DISCUSSION TOPIC	CATEGORY	LEADER	DISCUSSION STATUS	CREATED	COMMENT
0 - 0 of 0 records					

<https://dublinohiousa.gov/aca> - Accela Citizen Access Portal (Permit applications, payment, schedule inspections)

<https://dublinohiousa.gov/eplan> – Avolve ProjectDox Electronic Plan Review

Questions: Debra Fite, [dfite@dublin.oh.us](mailto:dfite@dublin.oh.us) or 614/410-4608