
What is ProjectDox?

ProjectDox is the City of Gainesville’s development review solution. This software allows developers & contractors to electronically submit and monitor development projects as they go through the city’s review for planning, zoning, building and utility compliance.

General PC Set-up

- Supported Browsers:
 - Chrome
 - Edge
 - Safari
- Must turn off browser pop-up blocker

Logging in

Enter your email address and password and click **Login**

City of
Gainesville

Welcome to the Portal May 16, 2025

Your session has ended.

E-mail:

Password:

[Forgot password?](#)

You need an account to access your projects. Contact the Jurisdiction if you don't have an account login.

Welcome to our website. If you continue to browse and use this website you are agreeing to comply with and be bound by the following terms and conditions of use.

E-plan Learning

Questions on using e-plan? Click the videos below to get started and look for the **Watch Video** links to view short clips on how to perform actions or use features in the system.

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

CITY OF GAINESVILLE TERMS AND CONDITIONS OF USE

Your access to and use of the City of Gainesville Electronic Plans Review (EPR) website ("Site") is subject to the following terms and conditions, as well as all applicable laws. Your access to EPR 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" and "your" mean you and the employees, consultants, contractors, and other parties who access the Site using your password.

- If you have forgotten your password, select the **Forgot Password** option and you will be sent a code to reset your password

Preparing your Digital Plans

A quality submittal will result in an accurate and timely review process.

- Plan sheets must meet the city's PDF Submission Policy Guidelines as shown below

PDF Submission Policy Guidelines

General Requirements (all project types)

PDF Format	Drawings must be in PDF format
File Format	Aerial images and/or 3D drawings will not be accepted as meeting the minimum site plan or construction documents/drawings requirements
File Names	Must clearly identify the content and/or be named with the sheet number and sheet title only. (e.g., SITE PLAN, FLOOR PLAN, A1 - COVERSHEET)
Individual Drawings	Drawings must be submitted as individual files
Legibility	All files must be clear and readable. Cross out or void any optional details not being used
Orientation	Files must be orientated properly without requiring further rotation to read
Approval Seal Area	Leave a 4" x 4" blank space at the top-right corner of each page for the jurisdiction approval seal
Digital Signatures	Files by Architects or Engineers must be digitally signed and sealed per Florida Statute

Site Development & GRU Requirements

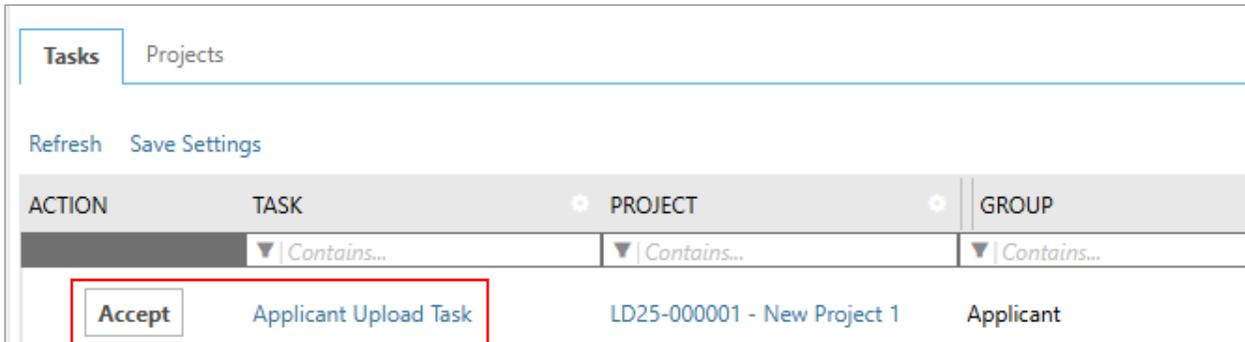
Minimum Sheet Size	Minimum sheet size: 36" x 24" (no maximum size)
Orientation	Drawings must be Landscape orientation
File Names	Must match sheet index on cover page

Building Permit Requirements

Sheet Size	Minimum sheet size: 11" x 17" (no maximum size)
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Submitting Files & Applicant Upload Task

Once logged into ProjectDox, you will land on the Tasks & Active Projects screen.



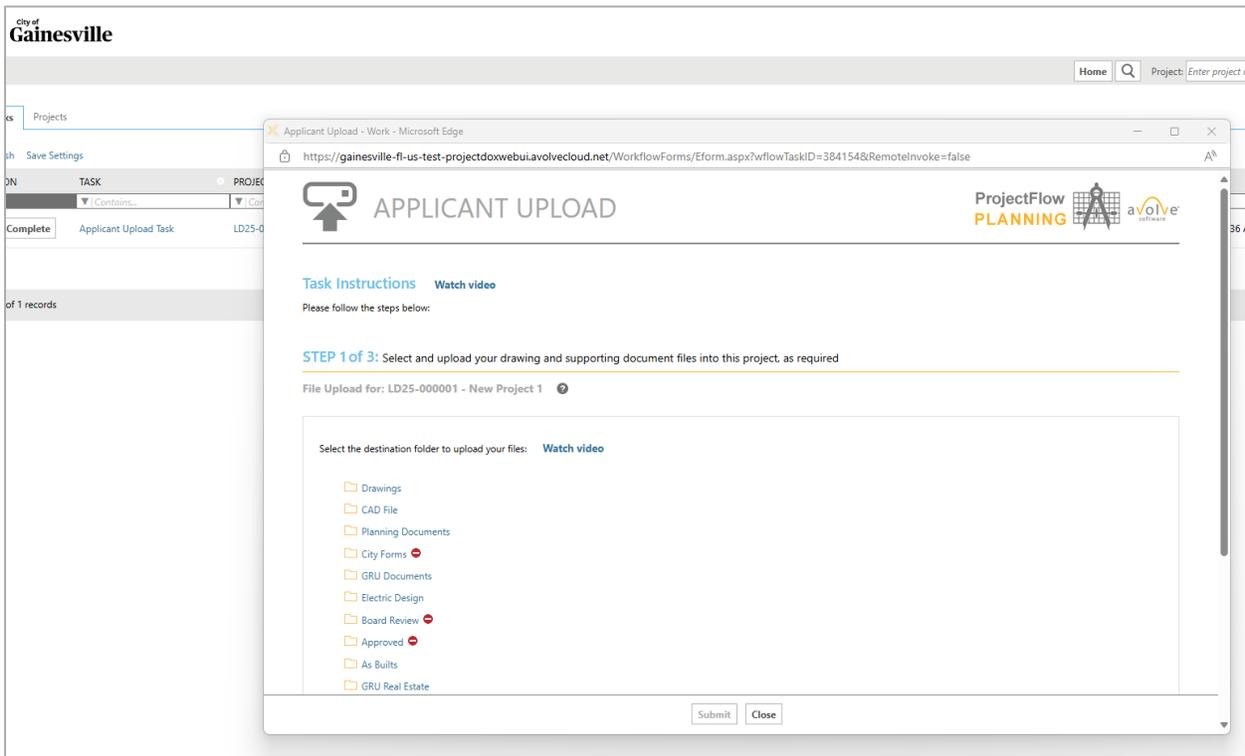
ACTION	TASK	PROJECT	GROUP
	▼ Contains...	▼ Contains...	▼ Contains...
Accept	Applicant Upload Task	LD25-000001 - New Project 1	Applicant

You can accept your task by clicking the **Accept** button or the **Applicant Upload Task**

*Once you have accepted your task it will change to **Complete**. This **DOES NOT** mean your task is complete. It means your task is **to be completed**.

Once you have accepted your task, the eform will open

- If you are having trouble completing your task, you can click [Watch video](#) for more instructions



City of Gainesville

Home Search Project: Enter project n

Projects

Save Settings

Complete Applicant Upload Task LD25-0

of 1 records

APPLICANT UPLOAD

ProjectFlow PLANNING avolve

Task Instructions Watch video

Please follow the steps below:

STEP 1 of 3: Select and upload your drawing and supporting document files into this project, as required

File Upload for: LD25-000001 - New Project 1

Select the destination folder to upload your files: Watch video

- Drawings
- CAD File
- Planning Documents
- City Forms
- GRU Documents
- Electric Design
- Board Review
- Approved
- As Built
- GRU Real Estate

Submit Close

Step 1 of 3: Upload Files

Select the desired folder's name to open it. The folder list may vary depending on your project scope and type.

STEP 1 of 3: Select and upload your drawing and supporting document files into this project, as required

File Upload for: LD25-000001 - New Project 1

Select the destination folder to upload your files: [Watch video](#)

- Drawings
- CAD File
- Planning Documents
- City Forms
- GRU Documents
- Electric Design

- Once you have opened a folder, you can **Select Files to Upload**

STEP 1 of 3: Select and upload your drawing and supporting document files into this project, as required

File Upload for: LD25-000001 - New Project 1

Select your files to upload to this folder: [Watch video](#)

Select Files to Upload **View Folders**

Drawings

- Select **Browse For Files** and select the appropriate files from your device

Folder: LD25-000001 - New Project 1\Drawings

To "Start Upload", please correct ;
1 of 7 file(s) with submission issues.

Browse For Files or drag files into area below. **Remove / Get Report**

Total: 0 / 3

G0-03 PAVING GRADING AND DRAINAGE PLAN.pdf	2 MB	
A-100 UNIT PLANS.pdf	339 KB	
Legal_draft_v20250410.pdf	108 KB	

Please fix: multi-page

- You will receive an error if a file doesn't meet the PDF Submission Policy
- Select **Remove/Get Report** to remove the file(s) and see submission issues

- When files are ready for upload, select **Start Upload**

City of **Gainesville** Close Window

Folder: LD25-000001 - New Project 1\Drawings

or drag files into area below.

Total: 0 / 2

 G0-03 PAVING GRADING AND DRAINAGE PLAN.pdf	2 MB ✘
	
<hr/>	
 A-100 UNIT PLANS.pdf	339 KB ✘
	

Step 2 of 3: Confirmation

Check the box to confirm that all required drawings and documents have been uploaded. Once you submit, you will no longer have upload access.

STEP 2 of 3: Check all to confirm you have completed this task and are now ready to submit

Confirmation 

*I have uploaded all required drawings and/or documents. *Required

Step 3 of 3: Submit

Click the submit button to complete your task. The jurisdiction will not receive your documents for review until this step is complete.

STEP 3 of 3: Click the "Submit" button below to complete your task

Project Review

Prior to the approval of your project, you may receive a new task to provide additional information and/or make corrections to the plans submitted.

- **Prescreen Corrections** – if you receive a prescreen corrections email notification, this signifies that you have not met sufficiency review and additional information is needed to start the review process.
- **Applicant Resubmit** – if you receive an applicant resubmit email notification, this signifies that all departments have reviewed, and corrections are needed.

Log in to ProjectDox and accept your task to view staff feedback. Accepting your task will open the eform below:

APPLICANT RESUBMIT

ProjectFlow PLANNING avolve software

Department Review Results ⓘ

DEPARTMENT	REVIEWED BY	STATUS
Planners	Miranda Searing - SearingMB@cityofgainesville.org	Corrections Required
Public Works - Design	Miranda Searing - SearingMB@cityofgainesville.org	Approved

Task Instructions [Watch video](#)

After you have successfully uploaded all required plans and documents, please click the Resubmit Complete button.

STEP 1 of 4: Respond to all comments, as requested

Resolve Review Comments ⓘ

Unresolved Comments: 2
Info Only Comments: 1
Files with Markups: 1

Plan Review: **Review Comments** | [Export to Excel](#) | [Import Excel Responses](#) | [Watch video](#)

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

You can view the status of each review and see reviewer's contact information here

Select **Review Comments** to view and respond to comments. This will open the Review Comments Grid.

Review Comments Grid

All review comments will be found here for centralized communication.

Dept: <input type="button" value="Show All"/> Status: <input type="button" value="Show All"/> Response: <input type="button" value="Show All"/> Search: <input type="text" value="Enter keyword"/> Close							
Type: <input type="button" value="Show All"/> Cycle: <input type="button" value="Show All"/> Time: <input type="button" value="Show All"/>							
Refresh Add Comment / Ask Question					Please enter your responses		
Unresolved	Ref.# 1	Door Location	Planners	Miranda Searing	5/16/25 12:48 PM	Cycle 1	Type your response here.
Markup			C1.00 Master Site Plan.pdf				
			Door must be moved				
Info Only	Ref.# 2	Planners		Miranda Searing	5/16/25 12:49 PM	Cycle 1	No response required.
Comment		A new address of 2501 North Main Street has been assigned to this location					
Unresolved	Ref.# 3	Planners		Miranda Searing	5/16/25 12:50 PM	Cycle 1	Type your response here.
Comment		Photometric plan is missing. Please provide					

Unresolved comments will appear in **RED** and must be responded to and corrected.

Resolved comments will appear in **GREEN** and have already been corrected.

Info Only comments will appear in **BLUE** and do not require a response.

Applicant Response

Applicant responses are **REQUIRED** and can be submitted in a variety of ways.

1. Directly in the Review Comments Grid

Please enter your responses ?

Type responses here

No response required.

Type your response here.

Responses can be typed directly into the review comments grid. Clicking outside of the text box will automatically save your response.

2. Directly from a plan sheet

The screenshot displays a software interface for reviewing a plan sheet titled 'C1.00 Master Site Plan.pdf'. On the left, a technical drawing shows a 'NEW DOOR' annotation with a red speech bubble icon containing an exclamation mark. A blue line connects this icon to a 'Your response' text box on the right. The text box is currently empty and has a 'Save Response' button at the bottom. To the left of the text box is a 'Comments (3)' panel with three entries, all by 'Miranda Searing' on 'May 16, 12:47 PM'. The first comment is 'Call 811 before you dig!' in blue text. The second is 'Department Review, Planners' with a red square icon. The third is 'Door Location' and 'Door must be moved' with a red speech bubble icon. A 'Discussion History' section is also visible on the right.

Responses can be typed directly on the plan sheet in the **Your response** section above



This icon represents **Changeviews** – meaning a correction is being requested and a new plan sheet should be provided.

The screenshot shows a comment box on the left with a blue 'T' icon, the name 'Miranda Searing', the date 'May 16, 12:47 PM', and the text 'Call 811 before you dig!' in blue. To the right of the comment box, a text block explains that 'BLUE text on your plan sheet is informational only and does not require a correction or response'.

3. Export to Excel

Comments can be reviewed and responded to offline and imported back in

The screenshot shows a 'Resolve Review Comments' interface. It includes a 'Plan Review:' section with a 'Review Comments' button and the text 'Review and respond online.' Below this, there are two buttons: 'Export to Excel' and 'Import Excel Responses', both of which are highlighted with a red border. To the right of these buttons is a 'Watch video' link. At the top, it says 'STEP 1 of 4: Respond to all comments, as requested'. On the left, it lists 'Unresolved Comments: 2', 'Info Only Comments: 1', and 'Files with Markups: 1'.

Versioning Revised Files

Revised files should be named identical to the previous version.

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

Version Upload for: LD25-000001 - New Project 1 ?

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

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

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

If they are not, you may map the file name manually by selecting **No** above

The screenshot shows the 'City of Gainesville' 'Upload File Versions' interface. The project is 'LD25-000001 - New Project 1'. The 'Select' dropdown is set to 'Files w/ Markups'. A file path is entered: 'LD25-000001 - New Project 1\Drawings\C1.00 Master Site Plan.pdf'. A 'Select File' button is visible. A 'Watch video' link is also present. Below the interface, a Windows File Explorer window is open, showing the 'Downloads' folder. The file list includes:

Name	Date modified	Type	Size
Last month			
G0-03 PAVING GRADING AND DRAINAGE...	4/23/2025 12:25 PM	Adobe Acrobat D...	1,588 KB
Earlier this year			
Survey - Boundary & Topo Tree -ss	3/17/2025 2:37 PM	Adobe Acrobat D...	389 KB
G0-00 COVER SHEET	3/17/2025 2:22 PM	Adobe Acrobat D...	520 KB
G0-01 GENERAL NOTES	3/17/2025 2:17 PM	Adobe Acrobat D...	395 KB
G0-05 SWPP PLAN	3/17/2025 2:07 PM	Adobe Acrobat D...	2,250 KB
A long time ago			
A-100 UNIT PLANS	5/6/2024 2:17 PM	Adobe Acrobat D...	339 KB

The File Explorer window also shows the 'File name' field and the file type 'Adobe Acrobat Document'. The 'Upload from mobile', 'Open', and 'Cancel' buttons are visible at the bottom.

You will be prompted to select the file with the new name to version the file correctly.

Project Navigation

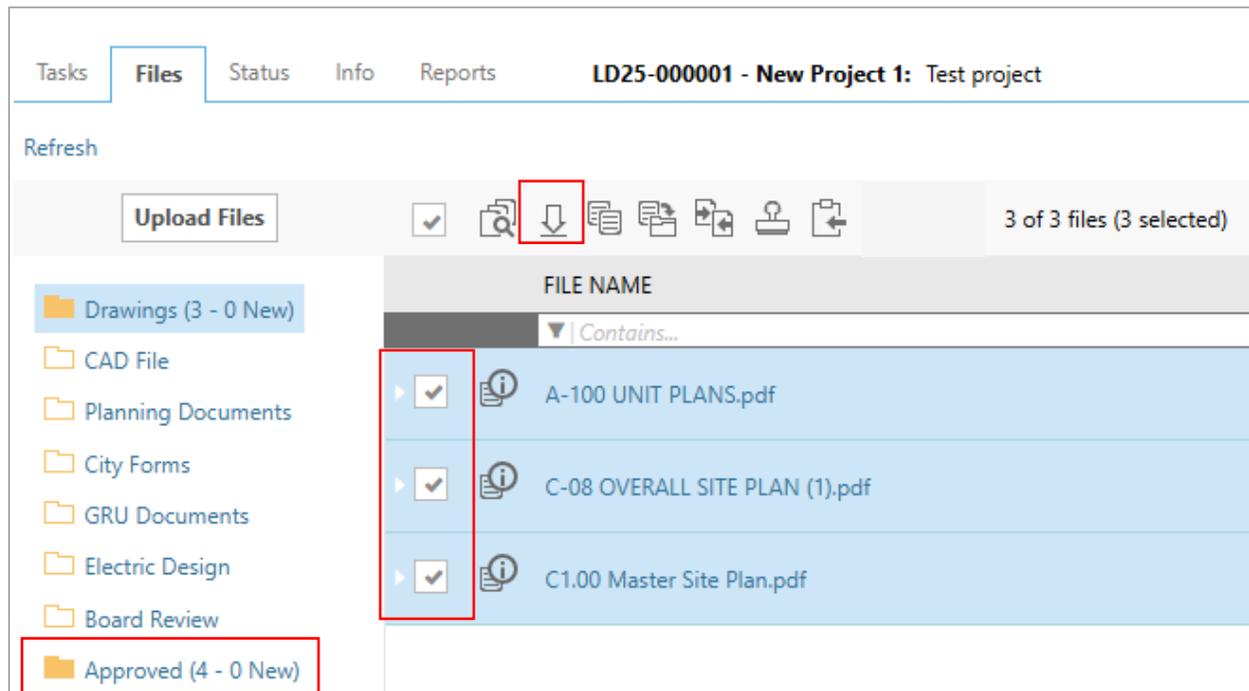
There are several tabs to help you navigate and manage your project



- **Tasks** – will show you any active tasks you have associated with this project
- **Files** – contains separate folders for project uploads
- **Status** – displays current status of the project and workflow routing report
- **Info** – contains project information
- **Reports** – provides access to all reports associated with the project

Project Approval

When your plans are reviewed and approved, they will be stamped and filed in the Approved folder in ProjectDox. When this happens, you will be issued a notice of approval via email and will then be able to download and print the approved plans and documents.



- In the Approved folder, select the files you wish to download and click the icon 
 - Approved plans are also available for download in CitizenServe
- Approved plans must be printed and available at the project site