

The City of Frisco Plans and Permits system is an application and plan review portal to help expedite the permit/planning processes. Use it to create a permit/plan application, take that request through the review cycle, allow for payment, and download of approved files.

Log into the OAS system

Go to the login screen by visiting <https://friscoplansandpermits.avolvecloud.com>. Use any standard browser but Internet Explorer is preferred.

You must first click the button to [Create an Account](#).

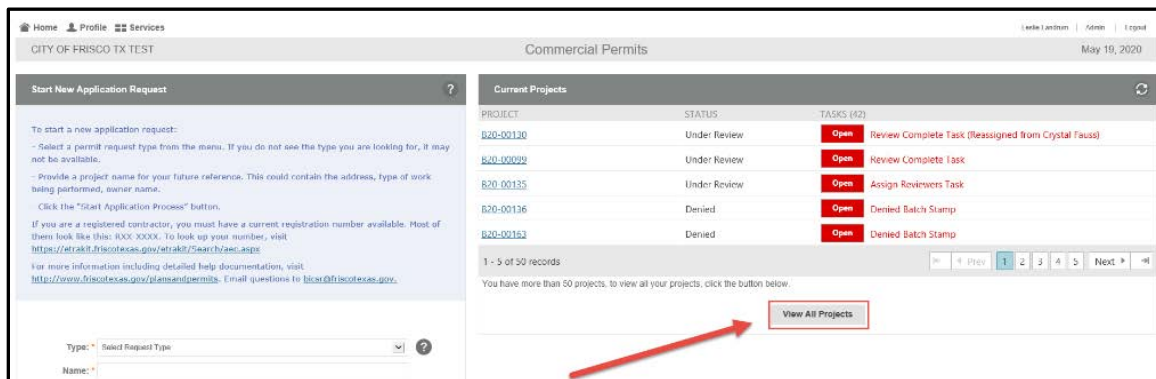
Once logged in, you will see the **Services** screen. Select the appropriate section for the type of application you wish to fill out.

Submit an Application

Follow the instructions to [Submit an Application](#). Choose an application Type and give it a Name. Click the Start Application Process button.

Once you have created your application, you will use ProjectDox for the review process if needed. Self Service Residential permits do not require further review.

To get to Project Dox, select an area from the Services screen then click View All Projects. You can also select the PROJECT link under Current Projects to go directly to your specific application. Email notifications contain links to login and for your specific project.



There are two system components for Plans and Permits:

- Online Application System (OAS) for applications
- ProjectDox for reviews and file management

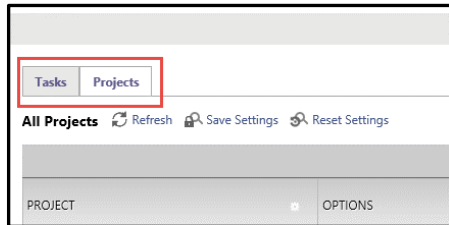
The ProjectDox login is created automatically when you launch it using the “View All Projects” button.

Navigating through Project Dox

The information displayed on your screen may look different from others depending upon what projects you have access to see.

Tasks and Projects

There are two sections to the main area: **Tasks** and **Projects**.



In the **Tasks** tab, you will see the tasks assigned to you. This screen will not have any items if there is nothing being asked of you at this time. On the grid, you can see information like which **GROUP** is assigned the Task. Example groups may be “Applicant” or “Permit Technician”. This helps you know where your application is in the process.

The **Projects** tab shows all the Projects/Permits that you have access to see. Each application you submit will appear in this list. If you are not the Applicant, you will not see a project here.

Project Detail Screen

Click the **PROJECT** link to see more information about a Project. This will usually be a letter followed by a series of numbers, like B20-0021 or SP20-0999. A project is a container for all the plans, documents, review comments, and history of an application review. One customer/builder may have multiple Projects; one for each of their different applications.

On the left side of the screen once you open the project, there is a Documents area for file storage.

If you are asked to upload files, select a folder and then click **Upload Files**. Browse for the files and then select Upload Files again.



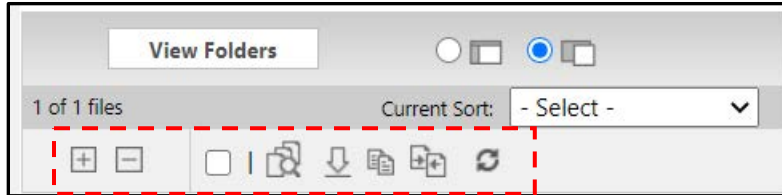
To see newly added files, you may need to click the Refresh button. If a size limitation is reached on an upload, you can upload files in multiple batches. Be sure to use the correct naming convention and format.

Click the file name to see the file displayed in the Brava viewer. You always see the most current version by clicking this link.



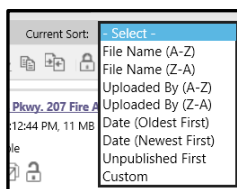
Document Area Button Review

Each button performs an action to affect the files in the folder. Hover over the button to see its function.

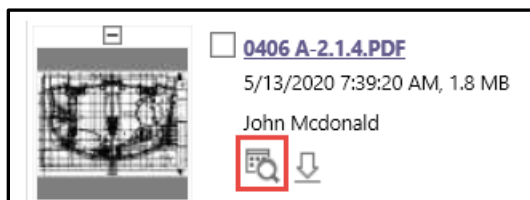


- **+** - buttons will change the display of the thumbnail icons
- *Toggle all checkboxes on or off* allows you to select all of the files at once or deselect them all. You can also check them individually. Whatever files are checked, the button activities affect those files.
- *View checked files in binder* allows you to select specific files and open them in a “binder” to view them all at once. You may use this to look in a quick review to check for empty spaces allowing for a stamp, for example. Or, perhaps want to see if files are facing the right direction.
- *Download checked files* allows you to download specific files to a place outside of ProjectDox, like your computer or a network location. **This is how you will access your documents once they have been Approved.**
- *Copy checked files to another folder* allows you to make a copy of the file and save it to another folder. This will not let you make a copy of the file in the same folder.
- *Compare two checked files* allows you to view two files side by side and see similarities and differences. This is best used when you have two very similar files.
- *Refresh* is useful to reload the document view. You may need to click refresh to see the latest documents that have been uploaded to the section.

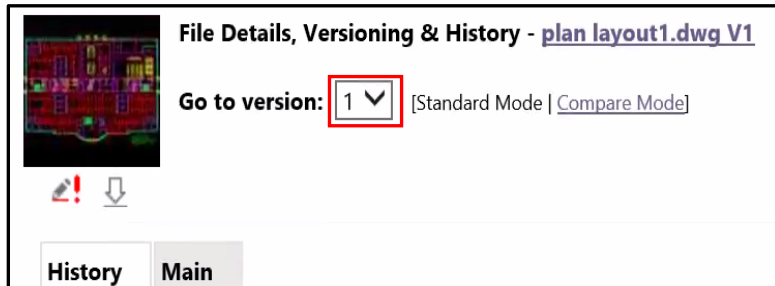
There is also an option to Sort the files using the “Current Sort” menu.



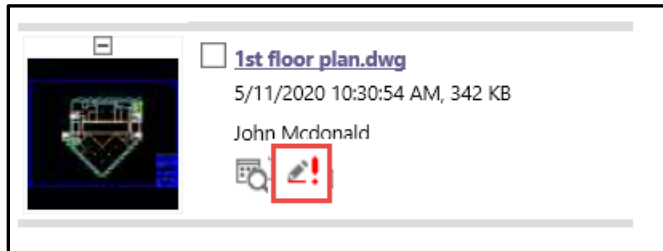
Within each document area, click “View History” to see what has happened on a file. This will give you many details about who has viewed/changed the file and when. You can also download the file straight from this area.



If you want to go back and see a previous version. Change the “Go to Version” menu at the top to the version you want to view. Select Compare Mode in this window to compare multiple versions of the same file.



You will see an icon if there are markups applied to the file. Click this button to see the markup layers.



For more information about specific business areas including detailed help documentation, please visit www.friscotexas.gov/PlansandPermits.