If you already used ProjectDox, you will log in as usual. If you are a new user, click the Create Account button and follow the instructions.

To create a Building Commercial application, click on the Building Commercial button. To create a Building Residential application, click on the Building Residential button. To create an MEP application, click on the Mechanical, Electrical or Plumbing button.

Under the Start New Application Request area, click the dropdown and select the correct form (there will only be one to select from). Then give your application a Name and click the Start Application Process button.

The correct form will then open and you will have to complete and submit the form. Once completed, the application will automatically be created in ProjectDox. It can take up to 5 minutes from when you complete the form to when the project shows up in ProjectDox.