

# How To: Download Approved Plans

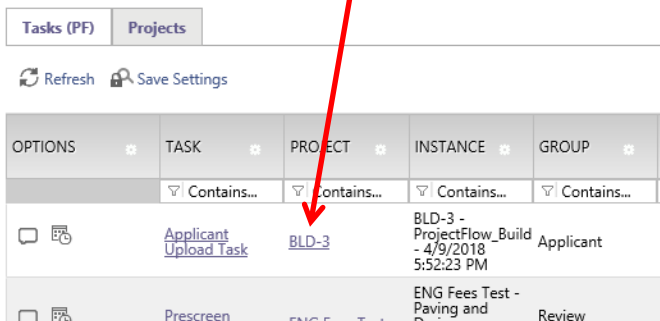
Once all plans are approved and fees are paid, you are able to download the stamped versions. Applicant will receive an e-mail notification.

**Step 1.** Log in to [online permit portal](https://eplansmansfieldtx.avolvecloud.com/Portal/) URL: <https://eplansmansfieldtx.avolvecloud.com/Portal/>

**Step 2.** Select "View All Projects"

**Step 3.** A new tab will open in your browser with the ProjectDox Home page.

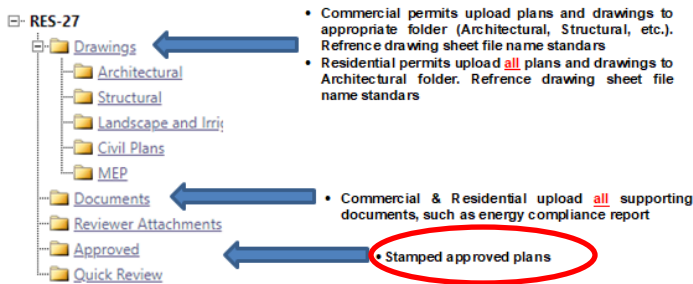
**Step 4.** Click on the link to the project under project column



OPTIONS	TASK	PROJECT	INSTANCE	GROUP
	Contains...	Contains...	Contains...	Contains...
	<a href="#">Applicant Upload Task</a>	<a href="#">BLD-3</a>	BLD-3 - ProjectFlow_Build - 4/9/2018 5:52:23 PM	Applicant
	Prescreen		ENG Fees Test - Paving and	Review

**Step 5.** Approved plans can be found in the '**Approved**' file inside the project:

**Step 6.** Select the file you'd like to download and click on the 'Download' icon, or select multiple/all files to download many at once:



- Commercial permits upload plans and drawings to appropriate folder (Architectural, Structural, etc.). Reference drawing sheet file name standards
- Residential permits upload all plans and drawings to Architectural folder. Reference drawing sheet file name standards
- Commercial & Residential upload all supporting documents, such as energy compliance report
- Stamped approved plans