

# CARROLL COUNTY PROJECTDOX IMPLEMENTATION

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- EFFECTIVE JANUARY 20, 2026, THE PERMITS AND INSPECTIONS DEPARTMENT WILL IMPLEMENT PROJECTDOX, A CLOUD-BASED PLATFORM DESIGNED TO STREAMLINE THE PLAN REVIEW PROCESS FOR SOLAR PANEL PERMITS. PROJECTDOX WILL INTEGRATE WITH ACCELA TO ENHANCE EFFICIENCY AND IMPROVE COORDINATION THROUGHOUT THE PERMITTING WORKFLOW.
- INSTRUCTIONS FOR USING PROJECTDOX WILL BE DISTRIBUTED VIA A MASS EMAIL TO SOLAR PANEL CONTRACTORS AND WILL ALSO BE POSTED ON THE ACCELA CITIZEN ACCESS PORTAL AT [HTTPS://CPPL.CARROLLCOUNTYMD.GOV](https://cppl.carrollcountymd.gov).



# WHAT IS PROJECT DOX

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Cloud based Information Technology  
Solution from Avolve.



Manages workflows for submission, review,  
response, and approval of Solar Panel Plans.



Allows for electronic document review for  
increased efficiency.



Supports Acella  
Workflows.

Plan submittals for  
Building Review.

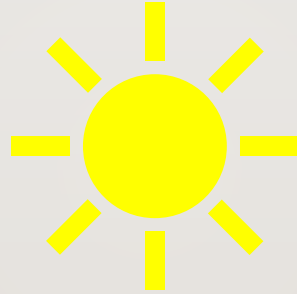
# PROJECTDOX BENEFITS

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- Available 24/7/365
- Reduce printing costs
- Save time and travel by submitting and receiving updates online
- Online information access & performance tracking
- Simple and Secure Login/Dashboard
- Help Videos
- Easy Status Look-up
- Centralized communication
  - View and Respond to Review Comments Online
  - View and Respond to Review Comments via Excel

# PERMIT TYPES USING PROJECTDOX

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## **Residential Solar Panels**

Plans Managed in Accela Workflow  
by Permit Technicians



## ProjectDox Supports Accela Workflows for Solar Plan submittals

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Prior to using ProjectDox, you must create an **Accela Public User Portal account** at:

 [Carroll County Permitting Portal](#)

This account enables you to:

- Submit permit applications online
- Upload required documents and plans related to your permit

Once the permit is filed in the Accela portal and plans are uploaded, a Permit Technician will verify all requirements are met for processing.

# PLAN SUBMISSION REQUIREMENTS

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- **Plan sets**
  - **Full Set of PDFs to scale**



# PERMIT APPLICATION AND PLAN REVIEW PROCESS



## Submit Application & Upload Documents

Visit the Accela Citizen Access Portal: [Carroll County Permitting Portal](#)

Follow the on-screen instructions to file your permit application and upload all required plans and documents.



## Application Review

A Permit Processor will review and process your application.



## Plan Submission to ProjectDox

Once processed, your plans will be electronically transferred to ProjectDox for review.



## Plan Review by Examiners

Plan Examiners will review your submitted documents in ProjectDox.



## Applicant Notifications & Responses

You will receive email notifications from ProjectDox with links to respond to reviewer comments. Follow the link provided to access ProjectDox and respond to comments.



## Submitting Revisions (if required)

Log in to the Accela Portal.

Select the permit to be revised → click **Record Info** → go to **Attachments** to upload revised documents.



## Using ProjectDox

When entering ProjectDox, click the "**Watch Video**" link for task-specific instructions.

Review comments and respond using the **Review Comment Interface**:

- Sign and comply
- Respond item-by-item
- Upload revised plans (if required)



## Final Approval

Once approved, plans will be stamped and made available in the Accela Portal upon permit issuance. Permit and Plans must be printed and made available on site for all inspections.

**WATCH VIDEO: THE APPLICANT TASK EMAILS HAVE WATCH VIDEO LINKS EMBEDDED THAT ARE SPECIFIC TO THE CURRENT TASK BEING REVIEWED. I.E., REVIEW COMMENTS.**

## RESPOND AND RESUBMIT

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[Permit Information](#) [Contact Information](#) [Fees Information](#) [Review Results](#) [Invite Others](#)

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[Task Instructions](#) [Watch video](#)

Please follow the steps below:

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

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Resolve Review Comments [?](#)

Unresolved Comments: 0  
Info Only Comments: 0  
Files with Markups: 0

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.*

## IF REVISED PLANS ARE REQUIRED, FOLLOW STEPS FOR SUBMISSION:

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- Log into Accela Portal
  - [County Permitting Portal](#)
- Open the related permit
- Click on Record Detail
- Click on Attachments
- Upload revised plans and include “Revised Plans,” Permit Number, and Date in the document name
- Upload revised plans
- ✓ Full Set of PDFs to scale



# ProjectDox

## Respond and Resubmit

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THE FOLLOWING SLIDE IS FOR RESPONDING TO COMMENTS ONLY.

IF REVISED PLANS ARE REQUIRED, THEY MUST BE SUBMITTED VIA THE ACCELA PORTAL AT:

[HTTPS://CPPL.CARROLLCOUNTYMD.GOV](https://cppl.carrollcountymd.gov)



# Respond and Resubmit

# Respond and Resubmit - eForm

## Follow the steps:

# RESPOND AND RESUBMIT

Task Information

Review Results

Invite Others

## Task Information

**Project Name:**

**Project Description:** Rev

**Coordinator:** Mara Fitter

**Review Cycle:** 2

**Workflow:** WST Building Workflow - Optional Reviews

**Current User Login:** Mara Fitter (mfitter@avolvesoftware.com)

**Task Due Date:** 4/5/22 1:48 PM

## Task Instructions

Watch Video

Please follow the steps below:

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

Resolve Review Comments ?

Unresolved Comments: 4

Info Only Comments: 1

Files with Markups: 3

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.

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

# Applicant – Review Comments

STEP 1 of 4: Respond to any comments, as needed

Resolve Review Comments ⓘ

Unresolved Comments: 4

Info Only Comments: 1

Files with Markups: 0

Plan Review: Review Comments [Learn how](#)

Dept: Show All Status: Show All Response: Show All Search:

Type: Show All Cycle: Show All Time: Show All

[Refresh](#) [Close Window](#) [Learn how](#)

Add Comment / Ask Question

Please enter your responses ⓘ

Ref.# 1	Coordinator	Mara Fitter	1/11/21 12:29 PM	Corrected
Unresolved	All files must be 11x17 or 24x36			
Checklist Item				
Ref.# 2	Coordinator	Mara Fitter	1/11/21 12:29 PM	Thanks. I thought it was 2x2.
Unresolved	Please leave a blank 4x4 in square in the upper right hand corner			
Checklist Item				
Ref.# 3	Coordinator	Mara Fitter	1/11/21 12:29 PM	No response required.
Info Only	Please reference the Learn How video links if you have questions about uploading. Thanks!			
Comment				
Ref.# 4	Coordinator	Mara Fitter	1/11/21 12:30 PM	Type your response here.
Unresolved	Please use a file name less than 50 characters.			
Checklist Item				
Ref.# 5	Coordinator	Mara Fitter	1/11/21 12:30 PM	Type your response here.
Unresolved	Please use the following naming convention: MMM-NNN-XYZQ 001, 002 etc			
Checklist Item				

# Review Comments Grid

Dept: 

Show All

Status: 

Show All

Response: 

Show All

Search: 

Enter keyword

Close Window

Type: 

Show All

Cycle: 

Show All

Time: 

Show All

Refresh

Watch video

# Applicant – Review Comments

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

**zTraining Intro to Marking Up:** Video Training

**Dept:**

**Status:**

**Response:**



**Search:**

**Type:**

**Cycle:**

**Time:**

Refresh

						Add Comment / Ask Question	Please enter your response here.
Ref.# 2	Plumbing	Plumbing-mf05 Reviewer	1/11/21 9:04 AM	Cycle 1			
Unresolved	No metallic pipe permitted in this use.						
Library Comment							
Ref.# 3	Plumbing	Plumbing-mf05 Reviewer	1/11/21 9:04 AM	Cycle 1			Type your response here.
Unresolved	Water Lines must be able to hold water in all lines						
Library Comment							
Ref.# 4	Restroom Compliance	Plumbing Plumbing-mf05 Reviewer	1/11/21 9:06 AM	Cycle 1			Type your response here.
Unresolved		<a href="#">A2-2 2nd floor Proposed Addition 100380704.pdf</a>					
Markup	Confirm plumbing allows for the proper sink height in all restrooms.						

# Applicant – Review Comments

**ProjectDox**

Home | Search | Project: Enter project name | All Tasks | Logout

Tasks | Files | Status | Info | Reports | **Reviews** | HWD - 20240819 - 01: 2nd Story Addition

Dept: Show All | Status: Show All | Response: Show All | Search: Enter keyword

Type: Show All | Cycle: Show All | Time: Show All

Refresh

Add Comment / Ask Question

**Please enter your responses**

Unresolved	Provide load calculations
Library Comment	
Ref.# 12	Wiring
Unresolved	Electrical
Markup	Kathy Bell
	8/21/24 8:58 AM
	Cycle 1
	Type your response here.
	1st floor electrical.pdf
	No aluminum wiring allowed per code.
Ref.# 7	Plumbing
Unresolved	Kendall Yeav
Comment	8/21/24 8:34 AM
	Cycle 1
	Code requirements.
	Check all backflow preventers for code requirements.

☐ Mark as reviewed

Ref. #12 (Unresolved)

1st floor electrical.pdf

26%

Search comments

Comments (2)

Sort: Position

Page 1

**Kathy Bell**  
Aug 21, 8:56 AM  
Department Review, Electrical  
AFCI FOR REPLACED RECEPTACLES: Where a receptacle outlet is supplied by a branch circuit that ...more

**Kathy Bell**  
Aug 21, 8:57 AM  
Department Review, Electrical  
Wiring  
No aluminum wiring allowed per code.

Save Response

Previous Next Close

Discussion History:

Your response:

# Applicant – Export/Import Review Comments - Excel

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

**Resolve Review Comments** 

**Unresolved Comments:** 4

**Info Only Comments:** 0

**Files with Markups:** 1

**Plan Review:**

**Review Comments**

*Review and respond online.*

**Export to Excel**

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

**Import Excel Responses**

[Learn how](#)

# Applicant – Export/Import Review Comments

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

**Resolve Review Comments** ?

**Unresolved Comments:** 4  
**Info Only Comments:** 0  
**Files with Markups:** 1

**Plan Review:**

**Review Comments**  
*Review and respond online.*

**Export to Excel**  
*Review and respond in Excel, then upload your responses.*

**Import Excel Responses**  
[Learn how](#)

**Export to Excel**

Export review comments to Excel ?

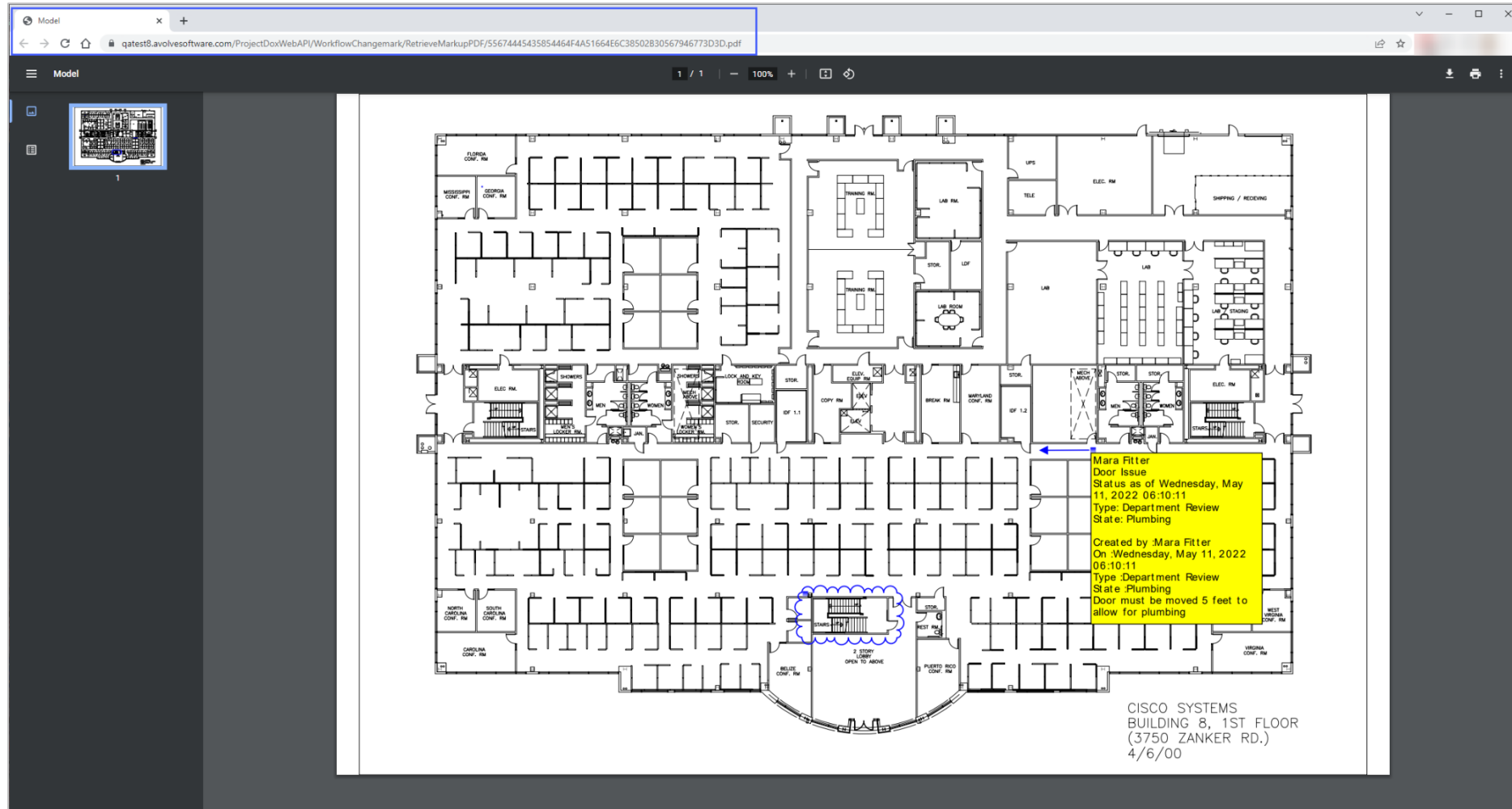
☒ Single XLSX file  
☐ Multiple XLSX files by department/trade (as ZIP)

**Download** **Close**

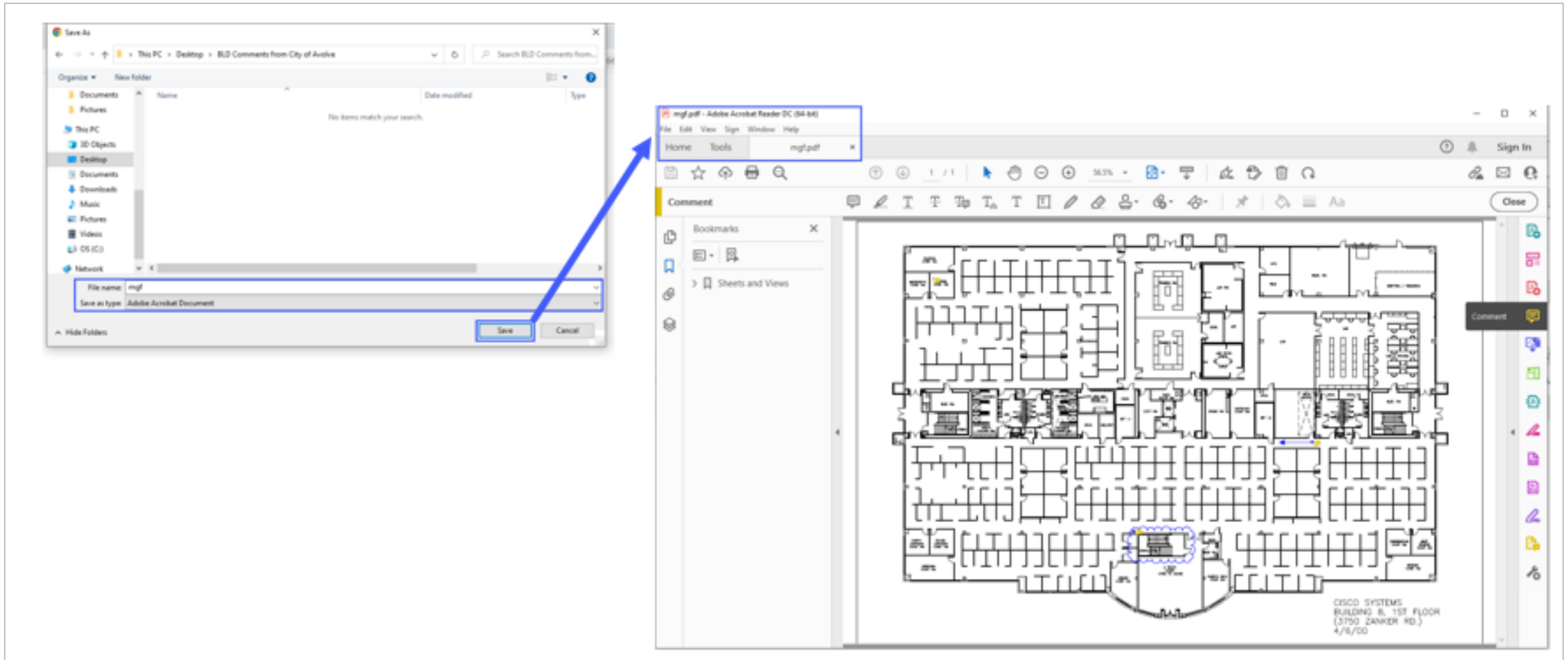
# Applicant – Export/Import Review Comments

REF #	REVIEWED BY	TYPE	VIEW	ENTER YOUR COMMENT RESPONSE HERE	DISCUSSION	CYCLE	STATUS
1	Plumbing Plumbing-mf05 Reviewer 1/11/21 9:03 AM	Comment Add comment allows the Coordinator or Reviewer to add comments using their own words, or to copy and paste from an outside document. Rich-Text is an option.				1	Unresolved
2	Plumbing Plumbing-mf05 Reviewer 1/11/21 9:04 AM	Library Comment No metallic pipe permitted in this use.				1	Unresolved
3	Plumbing Plumbing-mf05 Reviewer 1/11/21 9:04 AM	Library Comment Water Lines must be able to hold water in all lines				1	Unresolved
4	Plumbing Plumbing-mf05 Reviewer 1/11/21 9:06 AM	Markup A2-2 2nd floor Proposed Addition 100380704.pdf Restroom Compliance Confirm plumbing allows for the proper sink height in all restrooms.	<a href="#">open</a>			1	Unresolved

## Applicant – Export/Import Review Comments



# Applicant – Export/Import Review Comments



# Applicant – Export/Import Review Comments

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

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**Resolve Review Comments** ?

**Unresolved Comments:** 4  
**Submitter Questions:** 1  
**Info Only Comments:** 1  
**Files with Markups:** 2

**Plan Review:**

<b>Review Comments</b> <i>Review and respond online.</i>	<b>Export to Excel</b> <i>Review and respond in Excel, then upload your responses.</i>	<b>Import Excel Responses</b>	<a href="#">Watch Video</a>
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**Import Responses** [X]

Select to upload the Excel file (XLSX) that contains your responses ?

**Browse for File**

**Close**

**Import Results** [X]

1 file(s) imported into Review Comments.

- 1 response(s) inserted.
- 0 response(s) replaced.
- 0 response(s) ignored (completed status).
- 1 response(s) ignored (info only status).
- 4 review comment(s) are missing responses.
- 0 response(s) with invalid Ref #'s.

**Import Multiple** **Close**

# Applicant – Export/Import Review Comments

Import Responses

Select to upload the Excel file (XLSX) that contains your responses

Browse for File

Close

PLANS ARE APPROVED AND STAMPED AND SENT TO



ACCELA PORTAL [HTTP://CPPL.CARROLLCOUNTYMD.GOV](http://CPPL.CARROLLCOUNTYMD.GOV)

**UPON ISSUANCE OF BUILDING PERMIT  
CONTRACTOR MUST PRINT APPROVED STAMPED PLANS AND ISSUED  
BUILDING PERMIT AND HAVE AVAILABLE ON SITE PRIOR TO 1<sup>ST</sup> INSPECTION**

*\*MISSED INSPECTION FEE MAY APPLY IF STAMPED APPROVED PLANS ARE NOT ON SITE*