

## Reviewer Feedback

A department plan reviewer will review submitted construction documents for substantial code compliance. The applicant will receive an email notification if the review identifies corrections that must be made. Upon receiving notification, the applicant must return to ePlans to review and respond to department feedback. Plans and/or supporting documents may need to be updated and resubmitted as a result of the department’s feedback before the review can continue and construction documents can be approved.

After logging in to the ePlans portal, locate and open the “Applicant Resubmit” task for your project.

My Projects <span style="float: right;">↻</span>				
PROJECT	DESCRIPTION	LOCATION	STATUS	TASKS (1)
<a href="#">BL-R2202-0001</a>	Test 2/2/22	BLD Region 2	Plan Revision Required	<span style="border: 1px solid red; padding: 2px;">Open</span> Applicant Resubmit Task

The Applicant Resubmit eform includes a step where you will review and respond to feedback from the department. Please review the “Watch Video” for “Review Comments – Responding to Comments” for a demonstration. There is also a “Watch Video” for “Review Comments – View Markup” that will show you how to view plan markups that the reviewer has made.

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

Resolve Review Comments ?

Unresolved Comments: 4  
Info Only Comments: 2  
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

Watch Video



Before making corrections and resubmitting documents, consider the comments made by the department’s plan reviewer and make the necessary corrections or provide the missing information. Make sure to respond to any “Unresolved” comments.

Refresh

Watch Video

						Add Comment / Ask Question	Please enter your responses
Ref.# 3	Building	Todd Bosch	2/4/22 7:33 AM	Cycle 1	Unresolved	[Placeholder for general, possibly non-regulatory, comments. Replace with appropriate text.]The following materials are required (as applicable) for Plan Review: 1. Complete set of Plans and Specifications 2. Addenda and/or Change Orders 3. Plan Review Fee 4. Code Record 5. Sample Structural Calculations 6. Special Inspection Program 7. Soils Investigation Report 8. Energy Code Compliance Forms	Additional materials have been uploaded.
Ref.# 4	Building	Todd Bosch	2/4/22 7:33 AM	Cycle 1	Info Only	In addition to the building permit, when mechanical and sprinkler work is performed, separate sprinkler permits are required.	No response required.
Ref.# 5	ACC 01	Building	Todd Bosch	2/4/22 7:43 AM	Unresolved	 A100 Main Level Code Record Plan.pdf [Example Only] Exit not compliant with...	The drawing has been revised and uploaded.
Ref.# 6	MECH 01	Building	Todd Bosch	2/4/22 7:43 AM	Unresolved	 A100 Main Level Code Record Plan.pdf [Example Only] Mechanical deficiency noted per xyz.	Revised drawing has been uploaded.

The eform includes a step for uploading new or revised drawings and documents. This process is like the original file upload step you followed for the Applicant Upload task. It is important that you name revised documents and drawings with *the same* name as the original version. For example, if the original drawing was “A100 Main Level” then the revised drawing should have the same name and NOT “A100 Main Level v2” or “A100 Main Level revision”.

You do not have to complete your responses and file uploads at once. You may close the Review Comments response grid and use the “Close” button at the bottom of the Applicant Resubmit eform to save your work.

You can return to this eform by clicking the “Open” link for the Applicant Resubmit task from the ePlans portal page. You can add or modify responses and upload files in multiple sessions until you “Submit” the Applicant Resubmit task.

After you have finished responding to comments and uploading corrected or missing files, you must complete your task by submitting your eform. This will send the project back to the department for a subsequent review. To complete this task, you must first check the boxes on the eform that indicate you have addressed reviewer comments and upload revised or additional files, as required, and then click the “Submit” button.

STEP 3 of 4: Check all to confirm you have completed this task and are now ready to submit

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Confirmation ?

- \*I have uploaded the revised drawings and/or documents required as a result of the review into the appropriate folder in the project using the SAME file names as the original files. I am ready to complete my assigned task and resubmit back to the jurisdiction for further review. \*Required
- \*I have reviewed and addressed, including responses where appropriate, all Review Comments Items accessed by clicking on the "Review Comments" button above. \*Required

STEP 4 of 4: Click the "Submit" button below to complete your task

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Submit

Close