

# Responding to Comments and Resubmitting

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## STEP 1

### Document Submission Standards

The following details the recommended **Submission Standards** when uploading Plans as part of your application/permit

#### **Submission File Format Requirements:**

- To support accurate measurement, the ability to search for text and for optimized performance, applicants should only submit vector files. Files containing raster or scanned content can be viewed and processed in our electronic plan review system, but for the reasons listed, vector is recommended.
- All text in submitted PDF files should be searchable
- PDF files must NOT require a password in order to view or to restrict the PDF permissions within the file
- For optimized performance and integration with the permitting system, the file size of each submission file may not exceed 225MB
- PDF Packages / Portfolios are not accepted

#### **File Naming Standards:**

- The file names of Plans and other supporting documents should describe the file contents and include the submission order number, for example **Architectural Plan Set – Round 1.pdf**
- The same file name may be used for resubmissions, but the Submission number should be incremented for each resubmission by the applicant, for example **Architectural Plan Set – Round 2.pdf**

#### **Plan Sheet Numbering Standards:**

- PDF files containing **Plan / Drawing Sheets** should contain a **PDF bookmark for each sheet**, that contains the Sheet Reference Number and optionally a Sheet Title, for example **A1.0 LOWER FLOOR**
- **Plan Sheet Reference Numbers** should be unique within a Record/Permit, two different drawing sheets should not have the same **Sheet Reference Number**. Take that into account when the number is entered manually and when verifying the sheet numbers.
- **TIP** – For best results, your plan sets should include a table of contents, i.e., book-marks, of the sheet names.

Suggested order for the table of contents is as follows:

1. C (ex: Cover sheet, construction plans, civil)
2. G (ex: General notes)
3. S (ex: Structural)
4. A (ex: Architectural)
5. E (ex: Electrical)
6. M (ex: Mechanical)
7. P (ex: Plumbing, preliminary plat)
8. L (ex: Landscape)
9. T (ex: Title -24, energy)
10. CG (ex: Cal Green)

- **Plan Sheets** should be correctly orientated in the PDF submission file, to allow the Sheets to be viewed without needing to rotate the sheet, typically Landscape

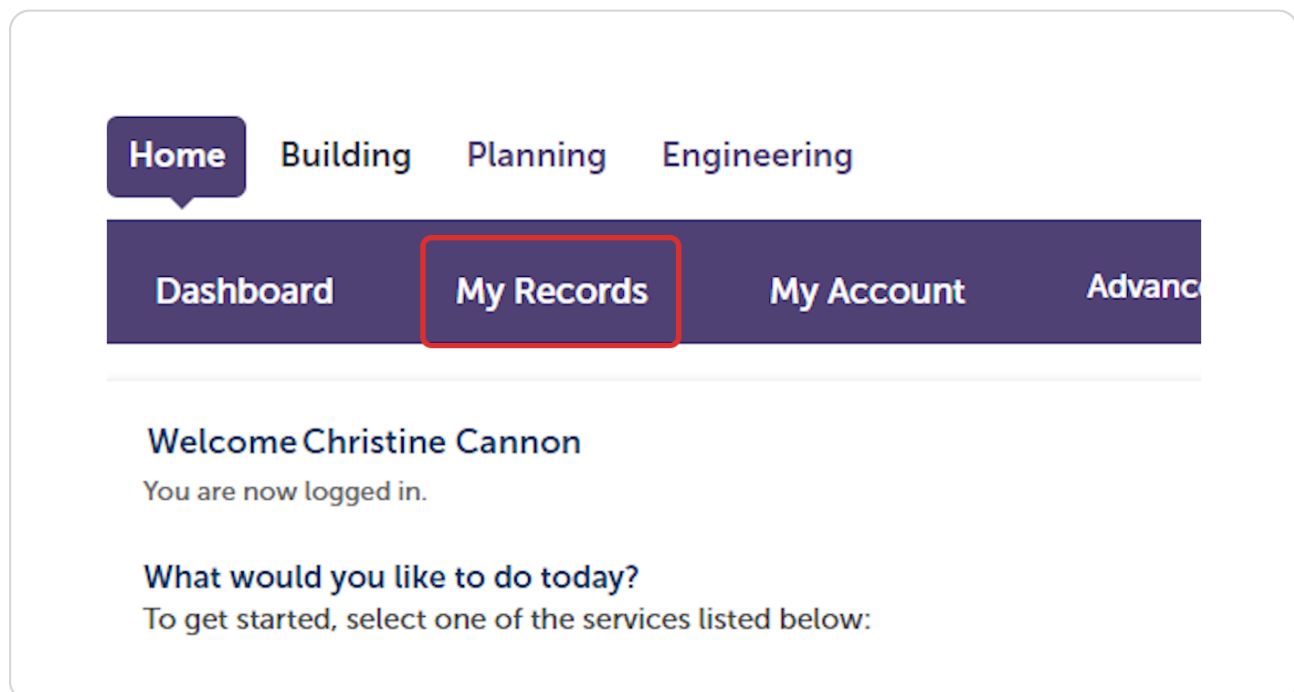
- If **Plans** need to be revised and resubmitted, exactly the same **Plan / Drawing Sheet Reference Number** should be used for each subsequent submission version of the same drawing sheet
- Plans should be generated to a fixed scale, for example ¼" to 1', 1/8" to 1', 1cm to 1m

#### **Supporting Document Standards:**

- Supporting documents should be submitted as separate files and not combined as part of a plan sheets submission file where applicable
- Documents that contain multiple pages, for example Structural Calculations, should be submitted as a single, multi-page file.
- Different categories of supporting documents should be submitted as separate files, for example Structural Calculations, Truss Calculation, Soil Report, etc.
- Documents should be correctly orientated in the PDF files, to allow the contents to be viewed without needing to rotate the page, typically Portrait

## STEP 2

### Click on My Records



The screenshot displays a web application interface. At the top, there is a navigation bar with four items: 'Home', 'Building', 'Planning', and 'Engineering'. Below this is a dark purple horizontal menu with four buttons: 'Dashboard', 'My Records', 'My Account', and 'Advanced'. The 'My Records' button is highlighted with a red rectangular border. Below the navigation bar, the user is greeted with 'Welcome Christine Cannon' and 'You are now logged in.' Below this, there is a section titled 'What would you like to do today?' followed by the text 'To get started, select one of the services listed below:'.

### STEP 3

#### Permits requiring responses will have a status of Out for Correction

	Address	Status	Action	Description
elling	1052 S LIVERMORE, LI 94550, Business, 1052		<a href="#">Resume Application</a>	DigEplan
it	1052 S LIVERMORE, LI 94550, Business, 1052	Out for Correction		New Sing Residence sq ft
elling	1052 S LIVERMORE, LI 94550, Business, 1052			DPC Test
	1052 S LIVERMORE, LI 94550, Business, 1052	Applied		test
	1052 S LIVERMORE, LI 94550, Business, 1052	Applied		test

### STEP 4

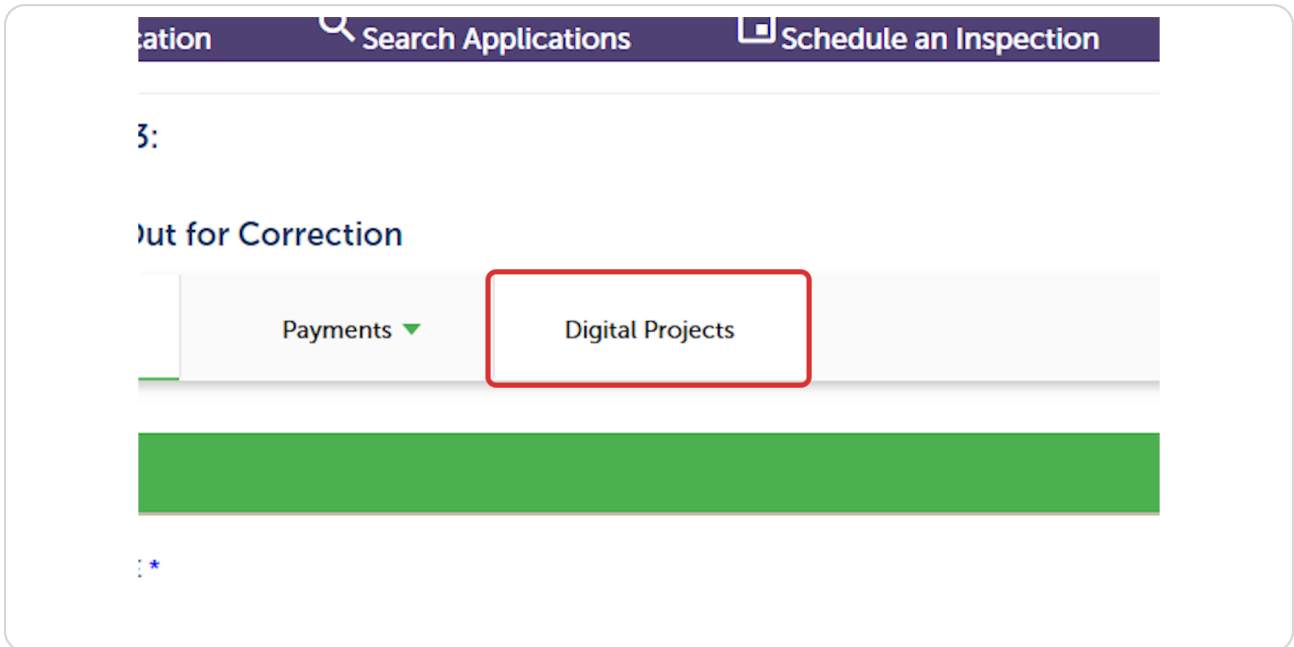
#### Click on the record number to open

Showing 1-10 of 44 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Address
<input type="checkbox"/>	04/24/2024	24TMP-000068	Accessory Dwelling Unit Permit	1052 S LI 94550, Bu
<input type="checkbox"/>	04/24/2024	<b>D240003</b>	Dwelling Permit	1052 S LI 94550, Bu
<input type="checkbox"/>	02/12/2024	<a href="#">ADU240002</a>	Accessory Dwelling Unit Permit	1052 S LI 94550, Bu
<input type="checkbox"/>	10/09/2023	<a href="#">PV230013</a>	Photovoltaic	1052 S LI 94550, Bu
<input type="checkbox"/>	10/09/2023	<a href="#">PV230014</a>	Photovoltaic	1052 S LI 94550, Bu

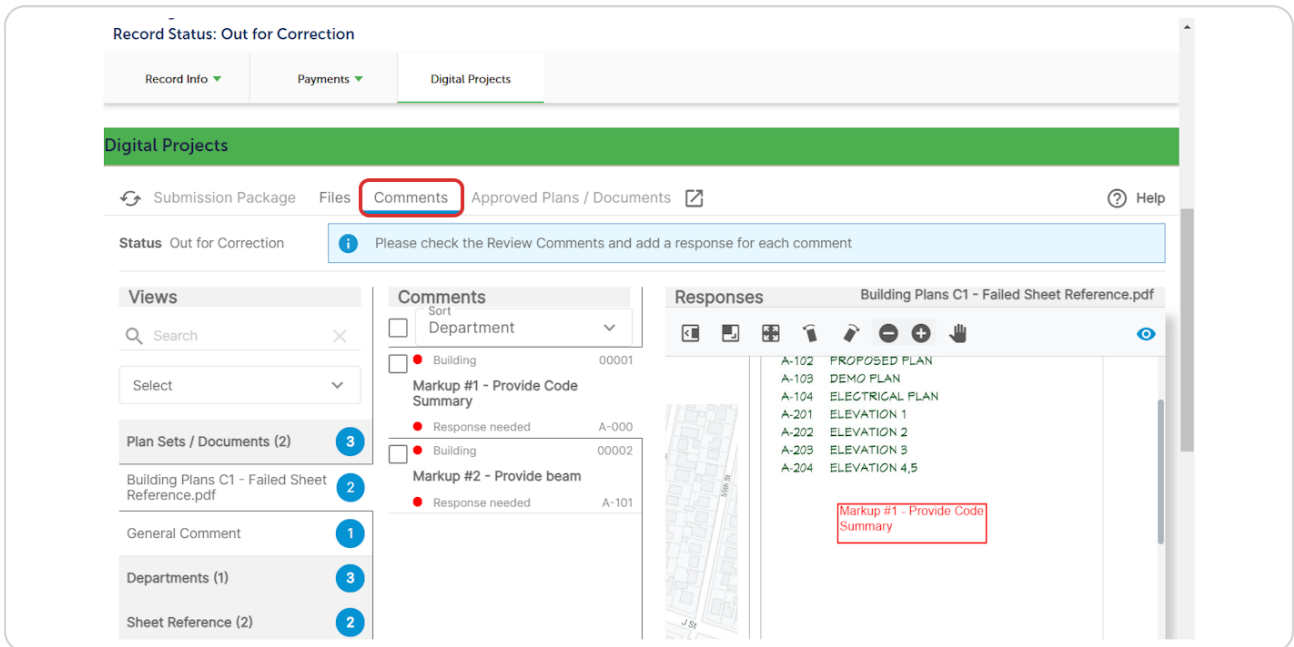
STEP 5

Click on Digital Projects



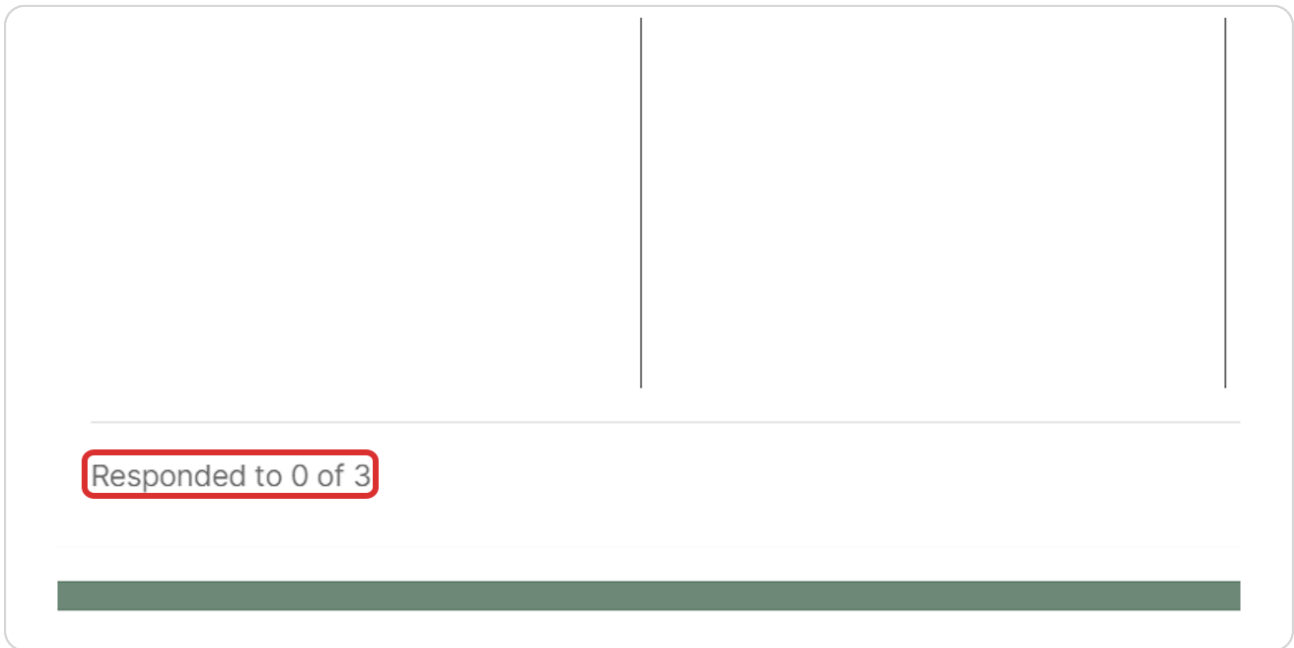
STEP 6

Digital Projects will open to the comments tab displaying all reviewer items that need to be addressed to resubmit



## STEP 7

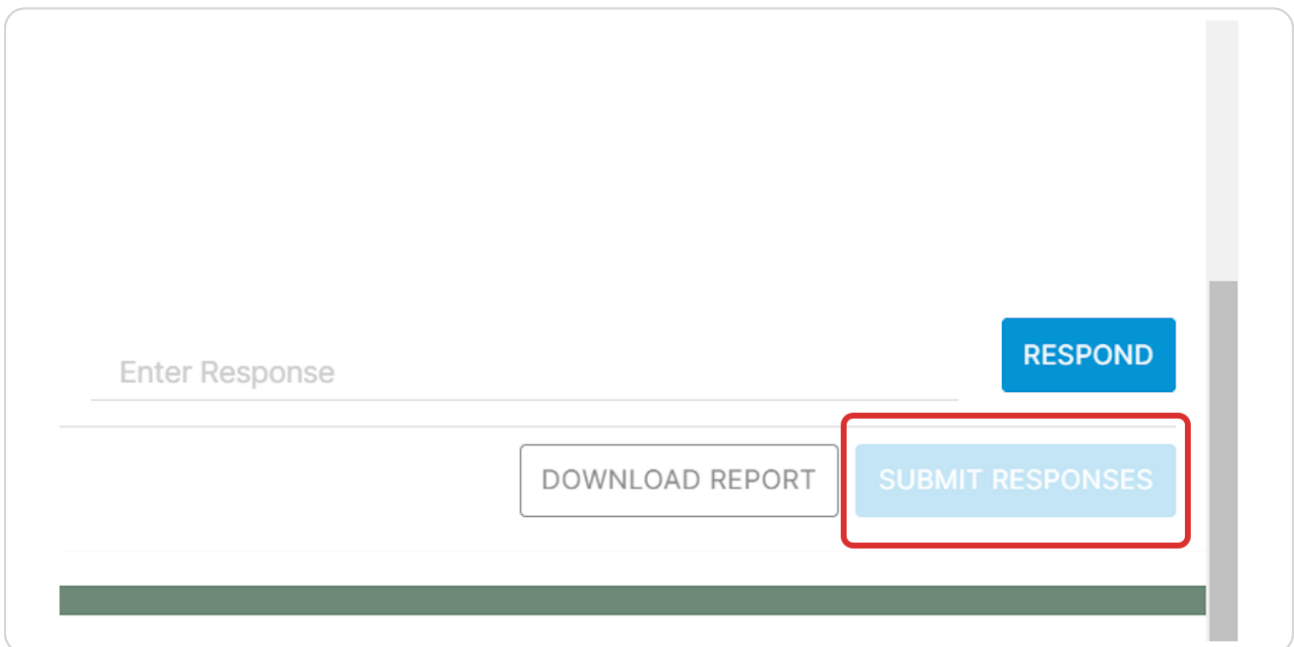
The bottom left displays how many comments require responses and how many have been responded to



A screenshot of a dashboard interface. At the bottom left, there is a status indicator that reads "Responded to 0 of 3", which is highlighted with a red rectangular border. Below this indicator is a solid green horizontal bar. The rest of the dashboard area is mostly blank with some faint vertical lines.

## STEP 8

All comments must be responded to in order to submit



A screenshot of a response submission interface. It features a text input field with the placeholder text "Enter Response". To the right of the input field is a blue button labeled "RESPOND". Below the input field, there are two buttons: a light blue button labeled "SUBMIT RESPONSES" and a white button with a grey border labeled "DOWNLOAD REPORT". The "SUBMIT RESPONSES" button is highlighted with a red rectangular border. A solid green horizontal bar is located at the bottom of the interface.

### STEP 9

Comments can be filtered to only display the ones that have not been responded to yet

The screenshot shows a software interface with a search bar and a filter dropdown menu. The dropdown menu is open, showing options: 'All Comments', 'Responded', 'Response needed' (highlighted with a red box), and 'No Response Needed'. Below the dropdown are filters for 'Departments (1)' with a count of 3 and 'Sheet Reference (2)' with a count of 2. The main content area displays two markup items:

- Building 00001  
**Markup #1 - Provide Code Summary**  
● Response needed A-000
- Building 00002  
**Markup #2 - Provide beam**  
● Response needed A-101

### STEP 10

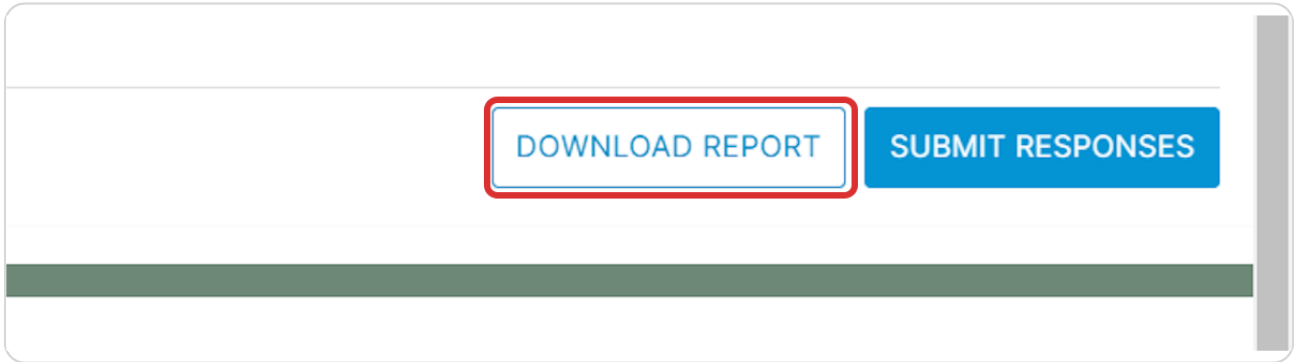
Comments can be viewed by Document, Department, or Sheet Reference

The screenshot shows a software interface with a search bar and a filter dropdown menu. The dropdown menu is open, showing options: 'Response needed' (highlighted with a blue box), 'Plan Sets / Documents (2)' with a count of 3, 'Building Plans C1 - Failed Sheet Reference.pdf' with a count of 2, 'General Comment' with a count of 1, 'Departments (1)' with a count of 3, and 'Sheet Reference (2)' with a count of 2. The main content area displays two markup items:

- Building 00001  
**Markup #1 - Provide Code Summary**  
● Response needed A-000
- Building 00002  
**Markup #2 - Provide beam**  
● Response needed A-101

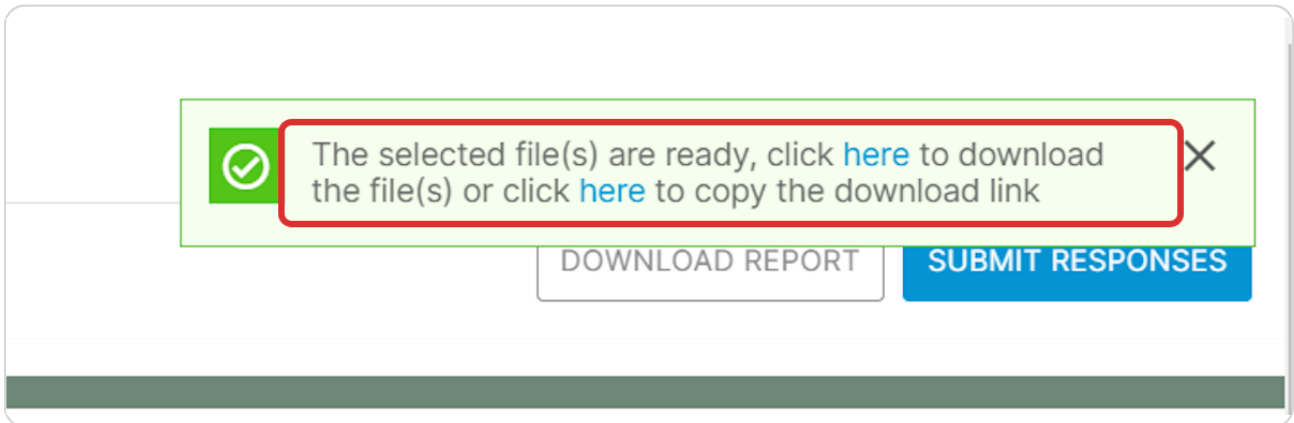
STEP 11

Review comments can also be downloaded as a report listing the comments and includes the marked up sheets



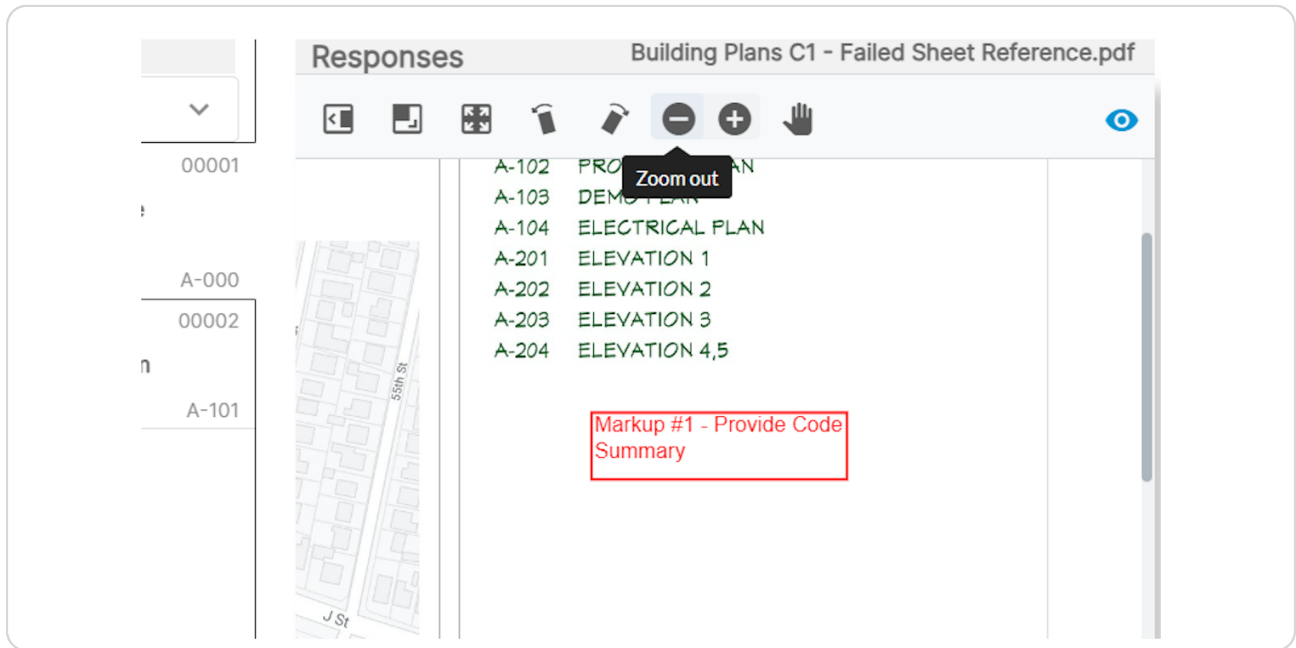
STEP 12

Choose to either download the report or create a link to send to others that need to view the comments



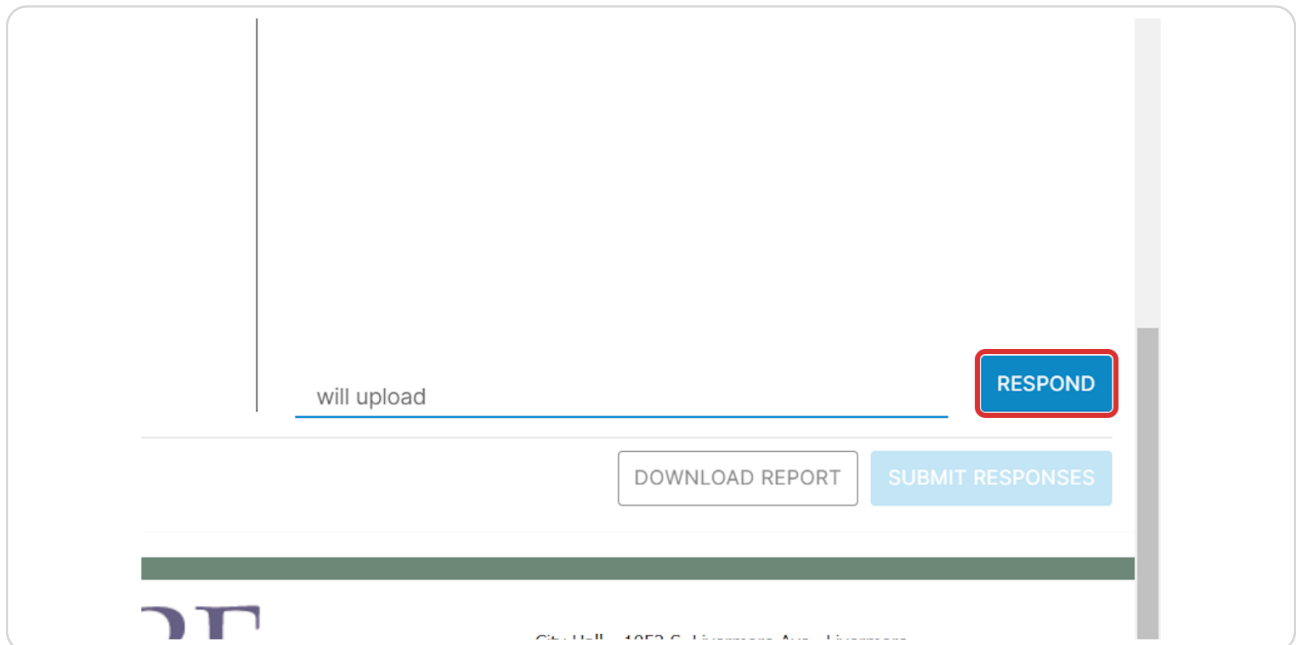
STEP 13

Markups will appear in the window showing the portion of sheet the comment is on



STEP 14

Enter response to correction item and Click on RESPOND



## STEP 15

Multiple comments can be responded to at once by selecting the comments

The screenshot displays the 'Comments' and 'Responses' sections of the software. In the 'Comments' section, two items are listed:

- Building 00001  
Markup #1 - Provide Code Summary  
● Response needed A-000
- Building 00002  
Markup #2 - Provide beam  
● Response needed A-101

The first comment's selection checkbox is highlighted with a red box. The 'Responses' section shows a drawing with a red oval and a red box, with a red arrow pointing from the selected comment to the red box.

## STEP 16

A response box will display for all comments selected

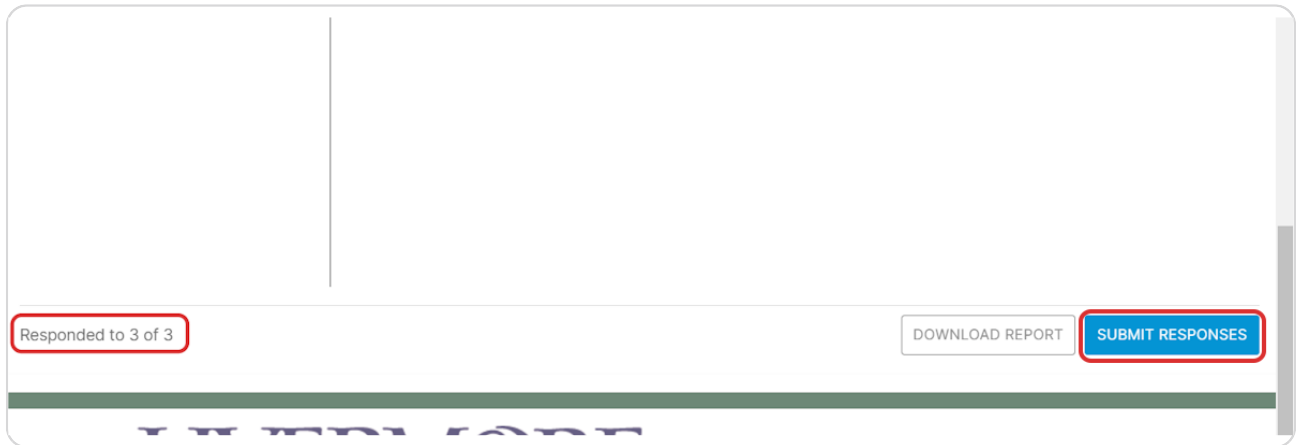
The screenshot displays the 'Comments' and 'Responses' sections of the software. In the 'Comments' section, two items are listed, both of which are selected with blue checkmarks:

- Building 00001  
Markup #1 - Provide Code Summary  
● Response needed A-000
- Building 00002  
Markup #2 - Provide beam  
● Response needed A-101

The 'Responses' section shows a red box containing the text '2 comments selected' and a 'RESPOND' button.

## STEP 17

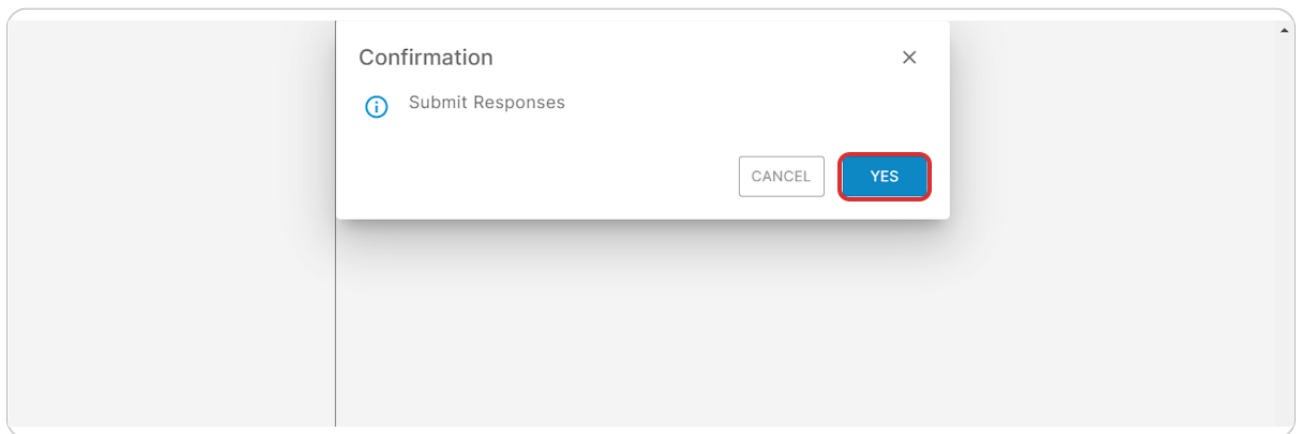
Once all comments are responded to the Submit Responses will become active



## STEP 18

Click on YES to submit responses

Until this is done the reviewers do not have access to the responses



## STEP 19

### Click on **UPLOAD CORRECTIONS**

Thank you for providing responses to all the comments, the next step is to upload new submission files that contain your corrections

**UPLOAD CORRECTIONS**

## STEP 20

Document types that had correction items are required to be resubmitted and will be displayed in the blue banner

Dwelling Permit  
Record Status: Out for Correction

Record Info ▾ Payments ▾ Digital Projects

**Digital Projects**

Submission Package Files Comments Approved Plans / Documents ↗

Status: Responses Received

**Upload files. The following Document Types must be uploaded for this permit application: • Plans**

Submission Package Description\*  
Submission Package 2

Drag files here to upload or click to select  
Cannot exceed 250Mb. Allowed file extensions:  
XLS,XLSX,DOC,DOCX,DWG,JPG,JPEG,PDF,PDFA,PNG

## STEP 21

### Upload documents and set document types

Submission Package Description\*  
Submission Package 2

Drag files here to upload or click to select files  
Cannot exceed 250Mb. Allowed file extensions: XLS,XLSX,DOC,DOCX,DWG,JPG,JPEG,PDF,PDFA,PNG

Search

File Name	Description	Doc Type	Uploaded By	Uploaded Date	Status	Thumbnail	Previous Submission Document
<input type="checkbox"/> 942 Dorado Plans C2.pdf		Select type <span>⌵</span> <b>Required</b>	Christine Cann...	04-24-2024 14...	● Set doc type		-

## STEP 22

### Often DigEplan will recognize which document is being replaced

cription\*  
2

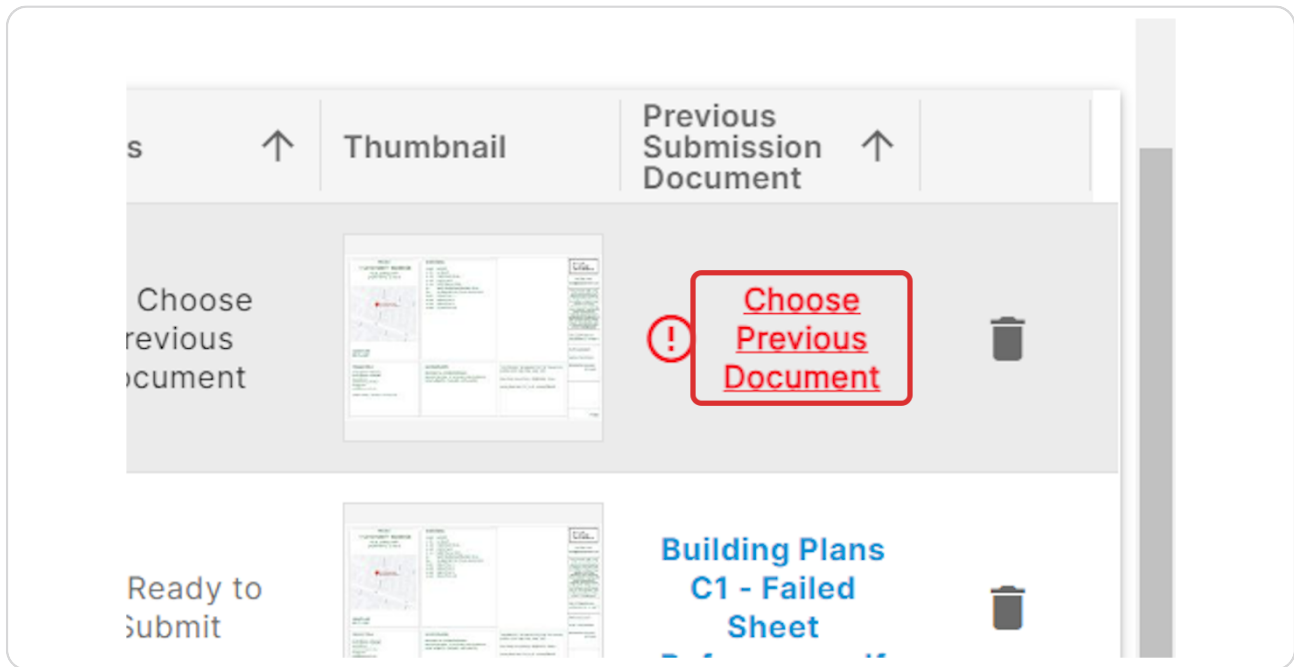
Drag files here to upload or click to select files  
Cannot exceed 250Mb. Allowed file extensions: XLS,XLSX,DOC,DOCX,DWG,JPG,JPEG,PDF,PDFA,PNG

Search

Description	Doc Type	Uploaded By	Uploaded Date	Status	Thumbnail	Previous Submission Document
	Plans	Christine Cann...	04-24-2024 17...	● Choose Previous Document		⚠ Choose Previous Document
	Plans	Christine Cann...	04-24-2024 14...	● Ready to Submit		Building Plans C1 - Failed Sheet Reference.pdf

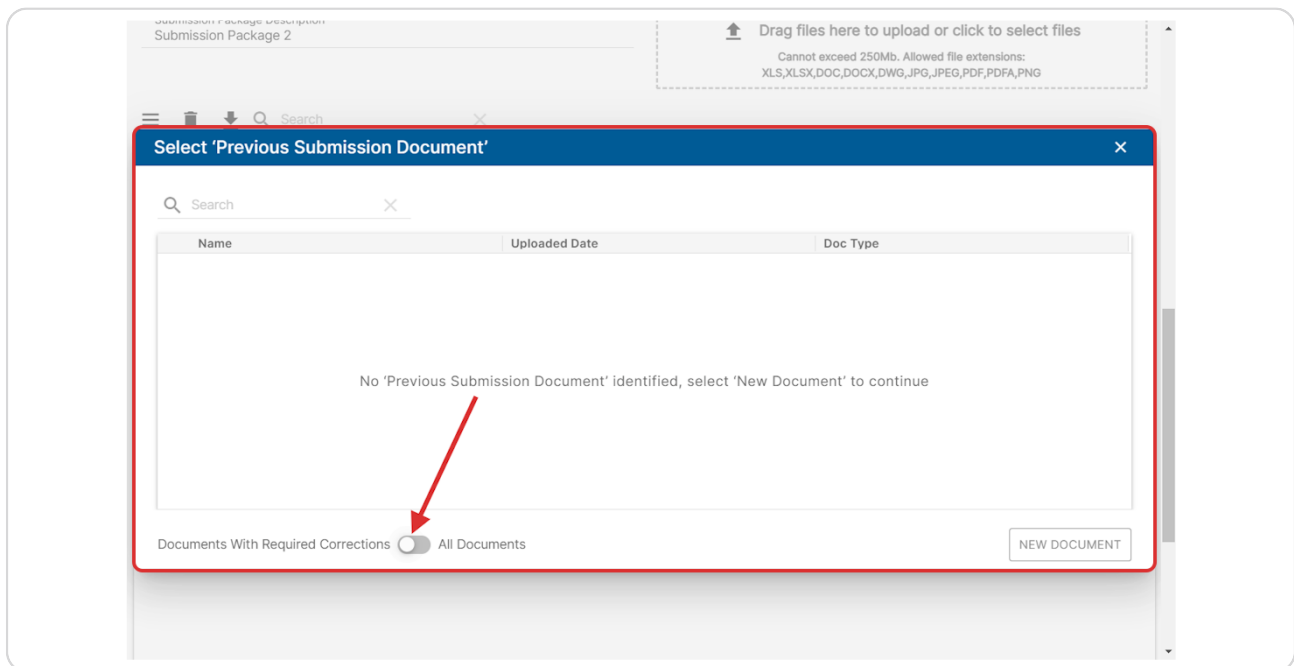
## STEP 23

If not, Click on Choose Previous Document



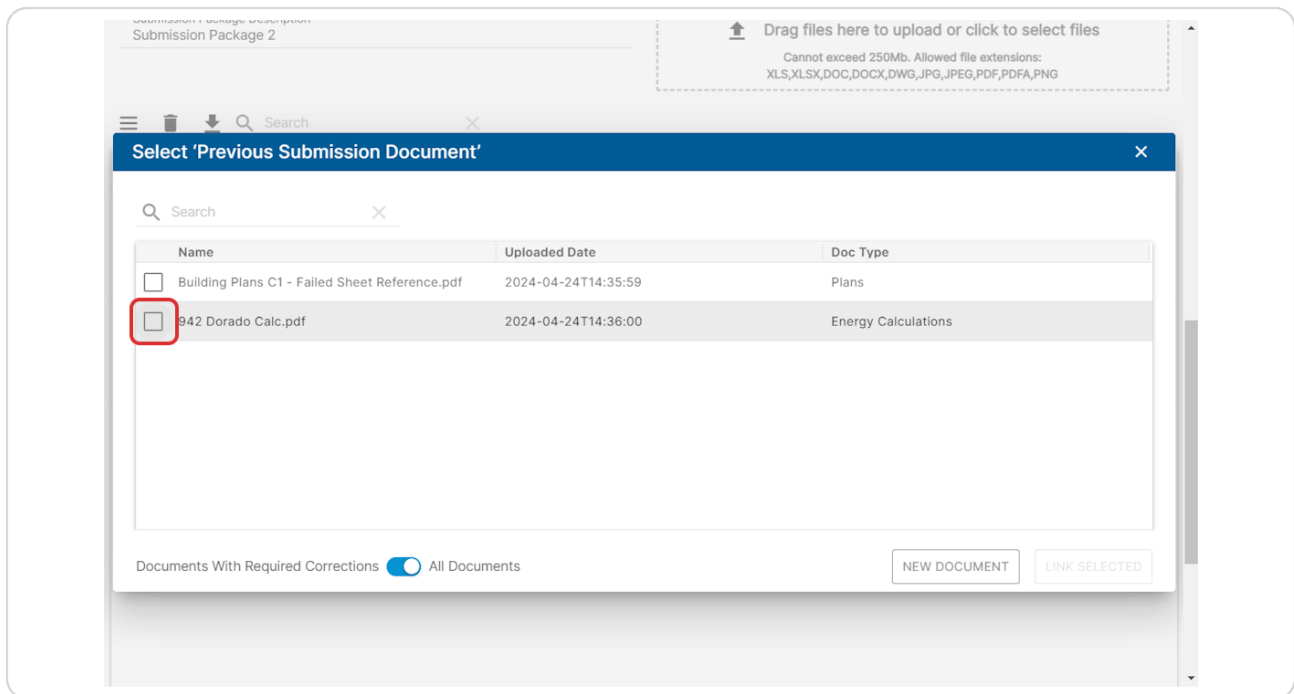
## STEP 24

Toggle to show All Documents



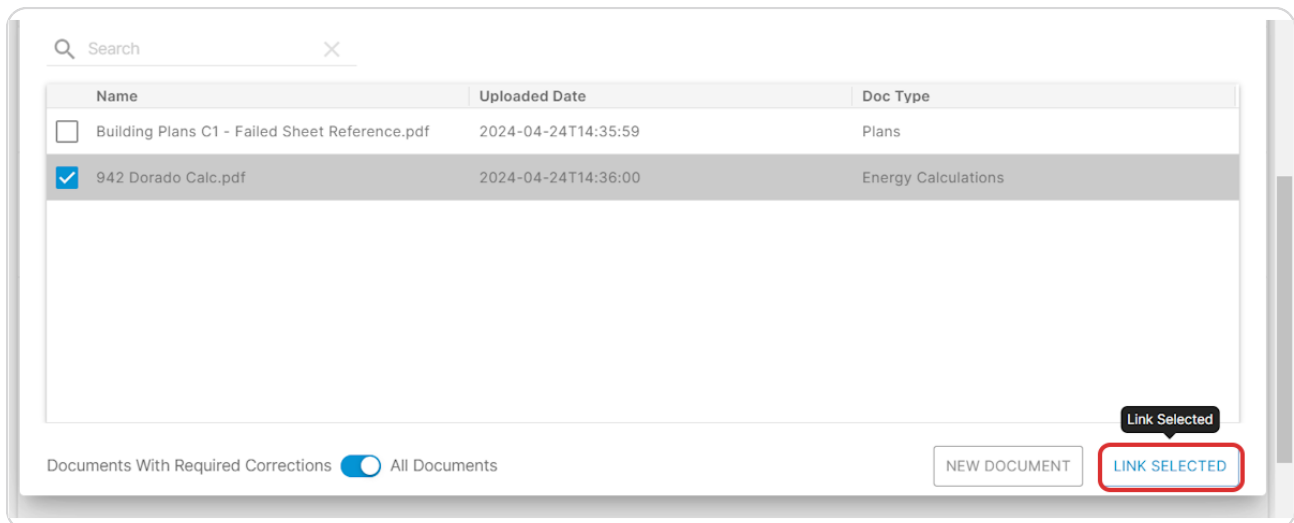
## STEP 25

### Select previous version of document



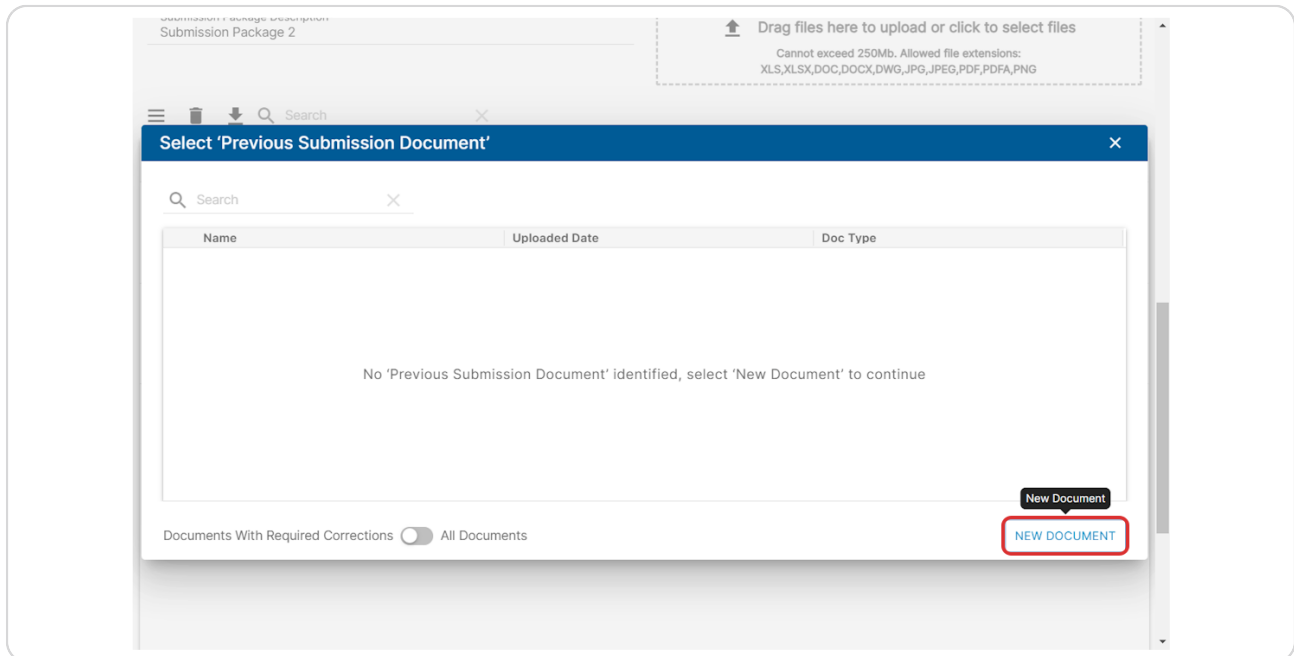
## STEP 26

### Click on Link Selected...



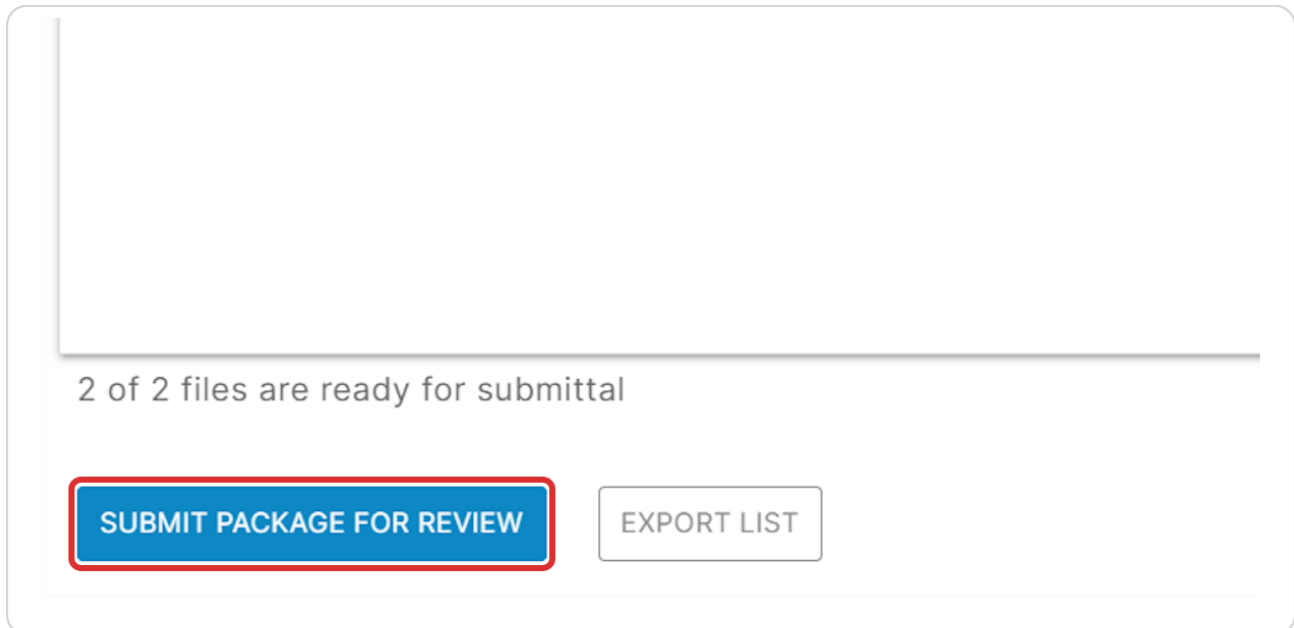
## STEP 27

If it's a new document and not replacing a previous version select **New Document**



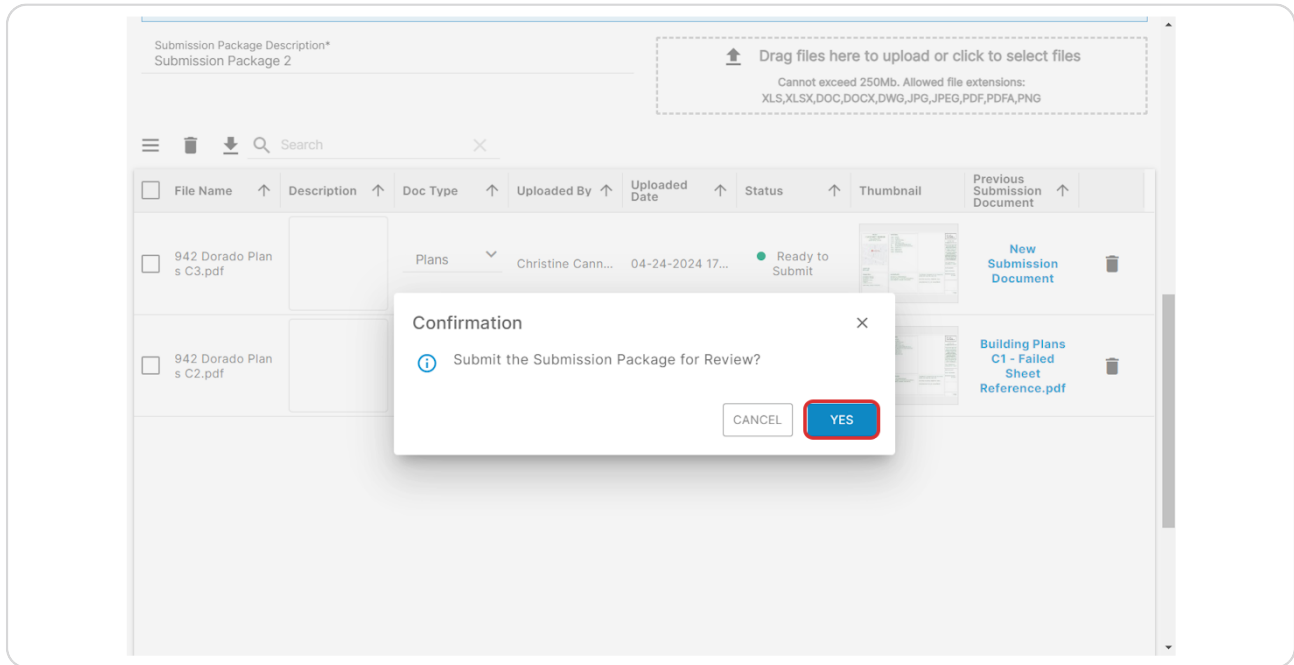
## STEP 28

Once all documents are uploaded Click on **SUBMIT PACKAGE FOR REVIEW**



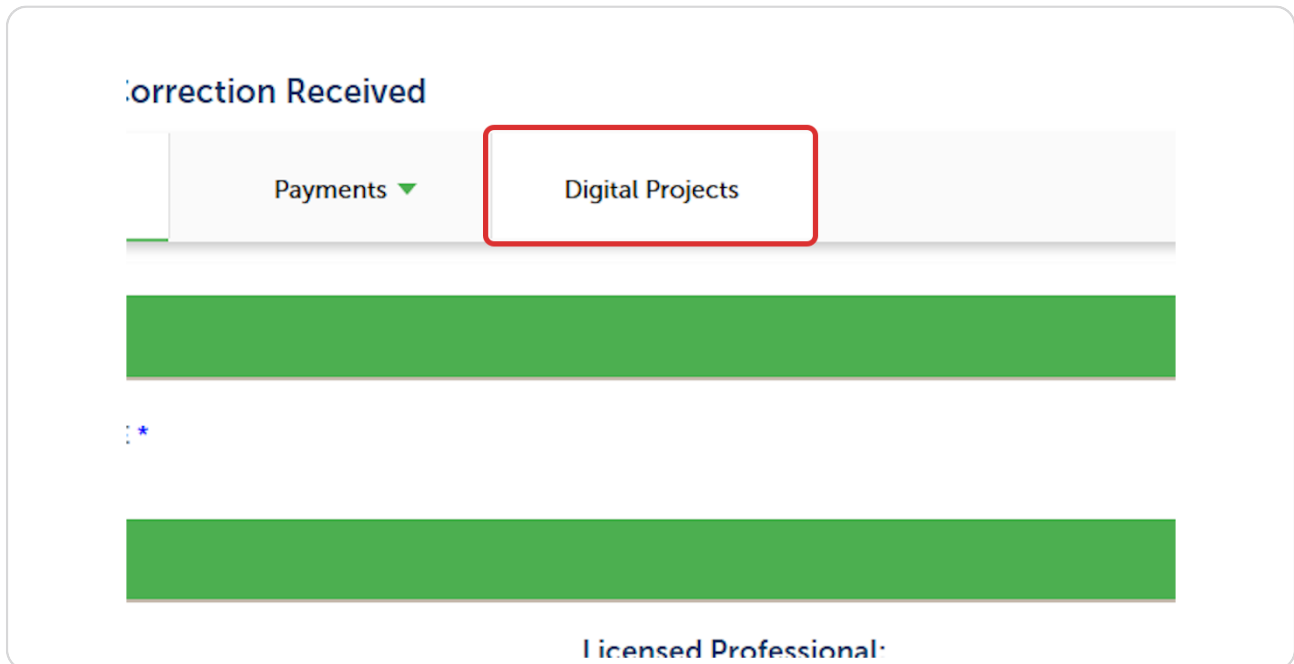
## STEP 29

Click on YES



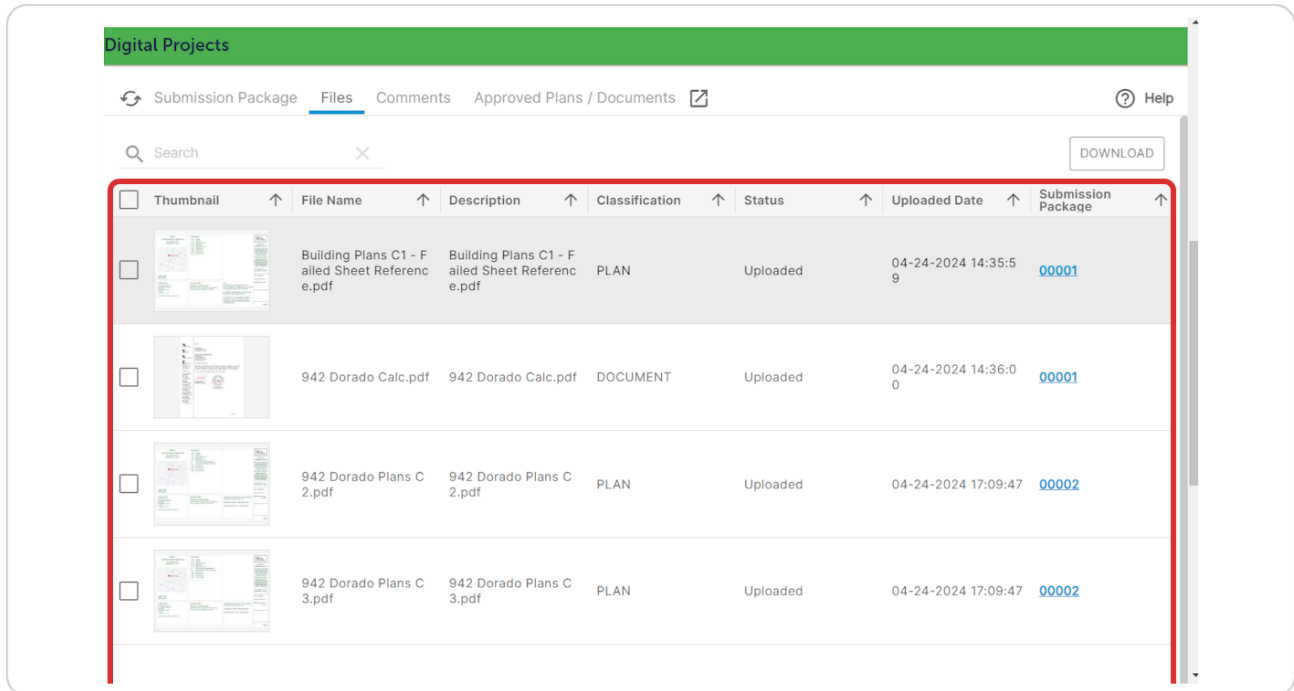
## STEP 30

To view all documents uploaded Click on Digital Projects







## STEP 31

All uploaded files will be in the Files tab



The screenshot displays the 'Digital Projects' interface. At the top, there is a green header bar with the text 'Digital Projects'. Below this, a navigation bar contains several tabs: 'Submission Package', 'Files' (which is the active tab), 'Comments', and 'Approved Plans / Documents'. A search bar is located below the navigation bar, and a 'DOWNLOAD' button is visible in the top right corner.

The main content area shows a table of uploaded files. The table has the following columns: 'Thumbnail', 'File Name', 'Description', 'Classification', 'Status', 'Uploaded Date', and 'Submission Package'. There are four rows of data, each representing a different file.

Thumbnail	File Name	Description	Classification	Status	Uploaded Date	Submission Package
	Building Plans C1 - Filled Sheet Reference.pdf	Building Plans C1 - Filled Sheet Reference.pdf	PLAN	Uploaded	04-24-2024 14:35:59	<a href="#">00001</a>
	942 Dorado Calc.pdf	942 Dorado Calc.pdf	DOCUMENT	Uploaded	04-24-2024 14:36:00	<a href="#">00001</a>
	942 Dorado Plans C 2.pdf	942 Dorado Plans C 2.pdf	PLAN	Uploaded	04-24-2024 17:09:47	<a href="#">00002</a>
	942 Dorado Plans C 3.pdf	942 Dorado Plans C 3.pdf	PLAN	Uploaded	04-24-2024 17:09:47	<a href="#">00002</a>