

Responding to Comments and Resubmitting



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., bookmarks, 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

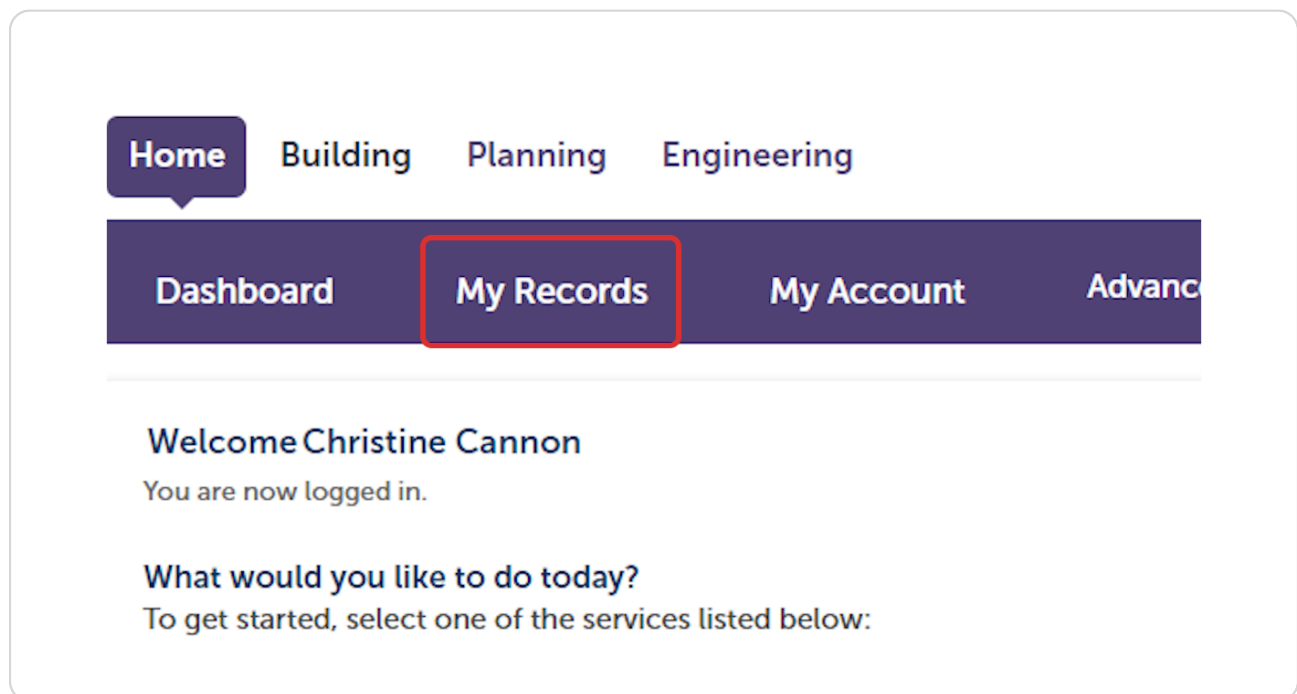
- If **Plans** need to be revised and resubmitted, exactly the same **Plan / Drawing Sheet Reference Number** should be used for each subsequent submission version of the same drawing sheet
- Plans should be generated to a fixed scale, for example ¼" to 1', 1/8" to 1', 1cm to 1m

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



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		Resume Application	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

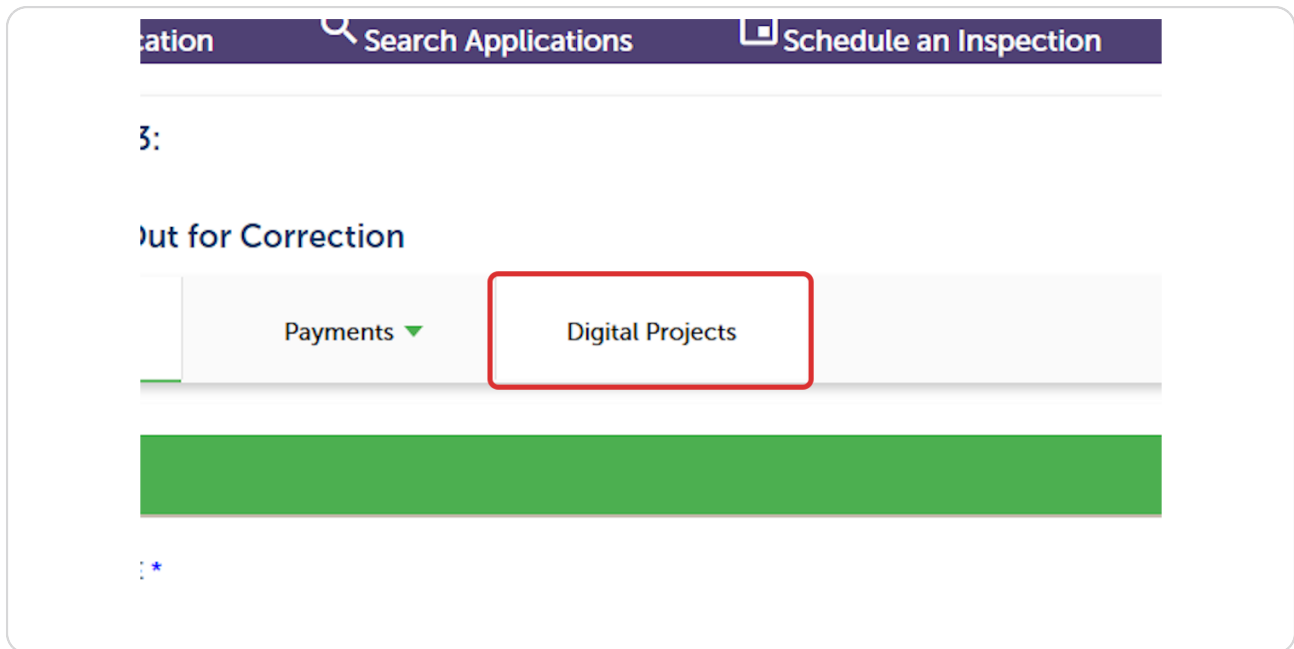
STEP 4

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	D240003	Dwelling Permit	1052 S LI 94550, Bu
<input type="checkbox"/>	02/12/2024	ADU240002	Accessory Dwelling Unit Permit	1052 S LI 94550, Bu
<input type="checkbox"/>	10/09/2023	PV230013	Photovoltaic	1052 S LI 94550, Bu
<input type="checkbox"/>	10/09/2023	PV230014	Photovoltaic	1052 S LI 94550, Bu

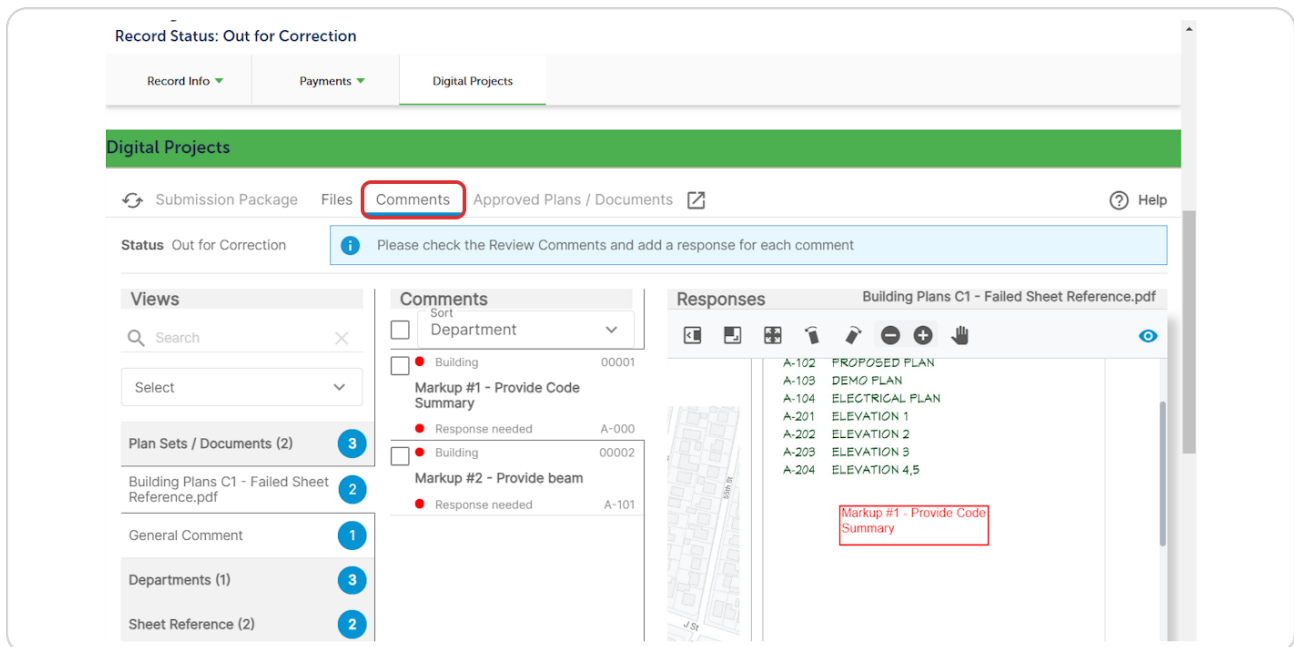
STEP 5

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

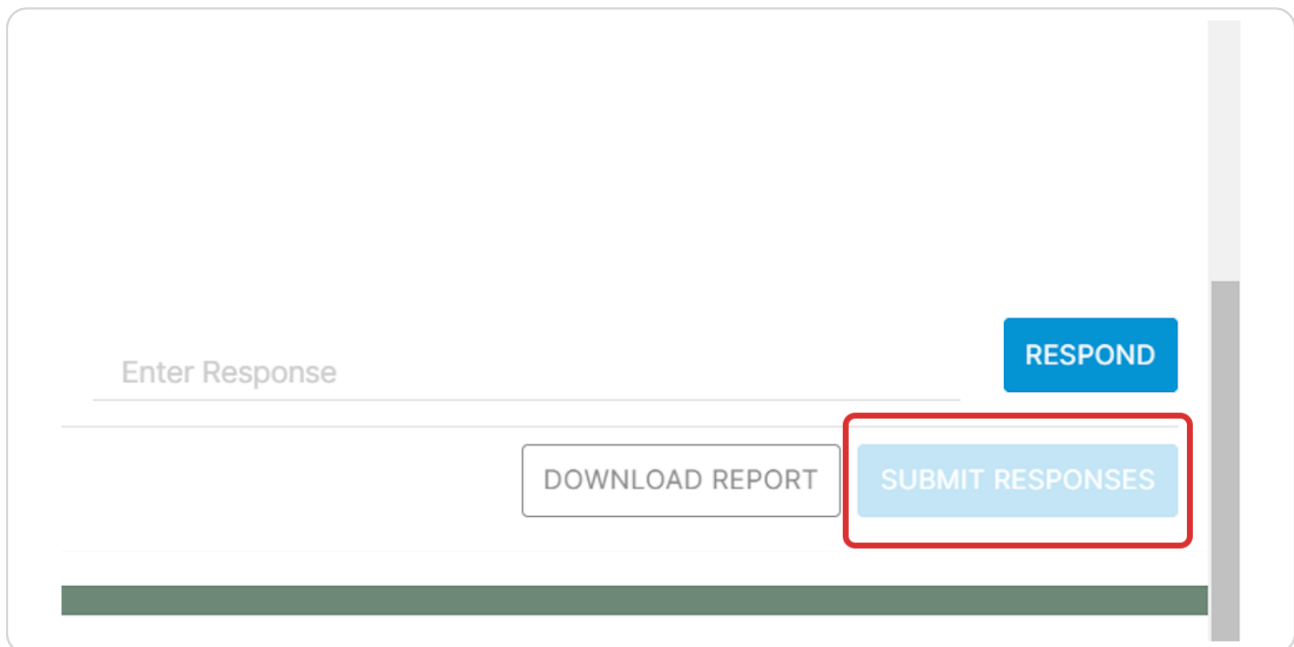
The bottom left displays how many comments require responses and how many have been responded to



A screenshot of a software interface. At the bottom left, there is a status bar with the text "Responded to 0 of 3" highlighted by a red rectangular box. Below this text is a solid dark green horizontal bar. The interface has a light gray background with vertical lines separating sections.

STEP 8

All comments must be responded to in order to submit



A screenshot of a software 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 gray button labeled "DOWNLOAD REPORT" and a light blue button labeled "SUBMIT RESPONSES". The "SUBMIT RESPONSES" button is highlighted with a red rectangular box. A solid dark green horizontal bar is at the bottom. A vertical gray bar is on the right side 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 for managing comments. On the left, a search bar is visible. Below it, a dropdown menu is open, showing filter options: 'All Comments', 'Responded', 'Response needed' (highlighted with a red box), and 'No Response Needed'. Below the filter menu, there are two categories: 'Departments (1)' with a count of 3, and 'Sheet Reference (2)' with a count of 2. On the right side of the interface, there is a list of comments. The first comment is titled 'Markup #1 - Provide Code Summary' and has a status of 'Response needed' with a code of 'A-000'. The second comment is titled 'Markup #2 - Provide beam' and also has a status of 'Response needed' with a code of 'A-101'. Both comments are associated with the 'Building' department and have a count of 00001 and 00002 respectively.

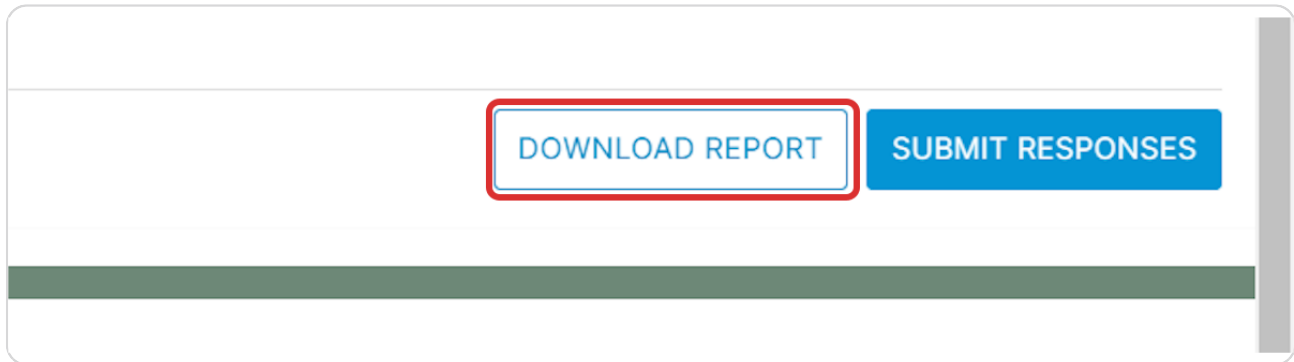
STEP 10

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

The screenshot shows the same software interface as in Step 9, but with a different filter selected. The dropdown menu now shows 'Plan Sets / Documents (2)' (highlighted with a red box) with a count of 3. Below this, there is a list of documents: 'Building Plans C1 - Failed Sheet Reference.pdf' (count 2), 'General Comment' (count 1), 'Departments (1)' (count 3), and 'Sheet Reference (2)' (count 2). The right side of the interface remains the same, showing the list of comments for 'Markup #1 - Provide Code Summary' and 'Markup #2 - Provide beam'.

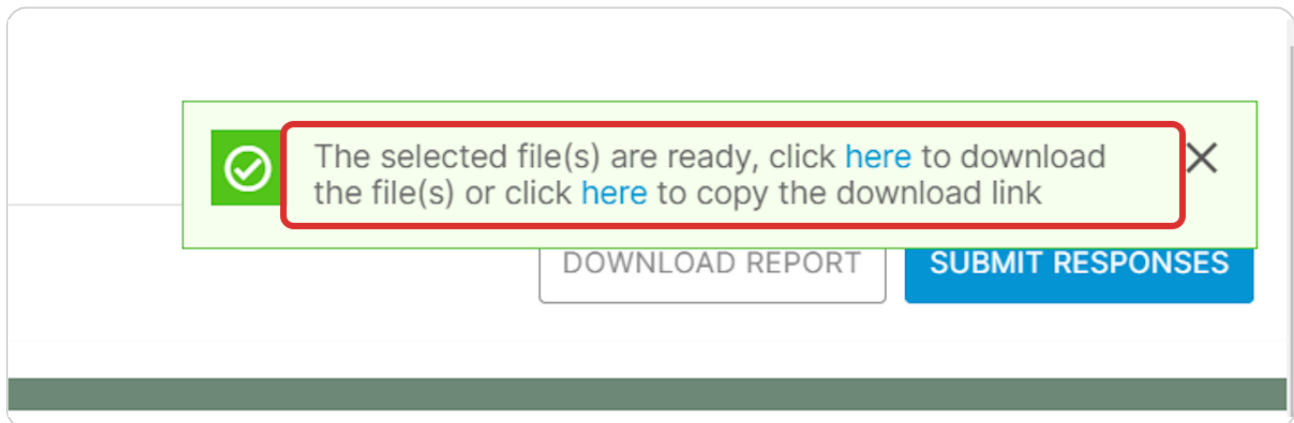
STEP 11

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



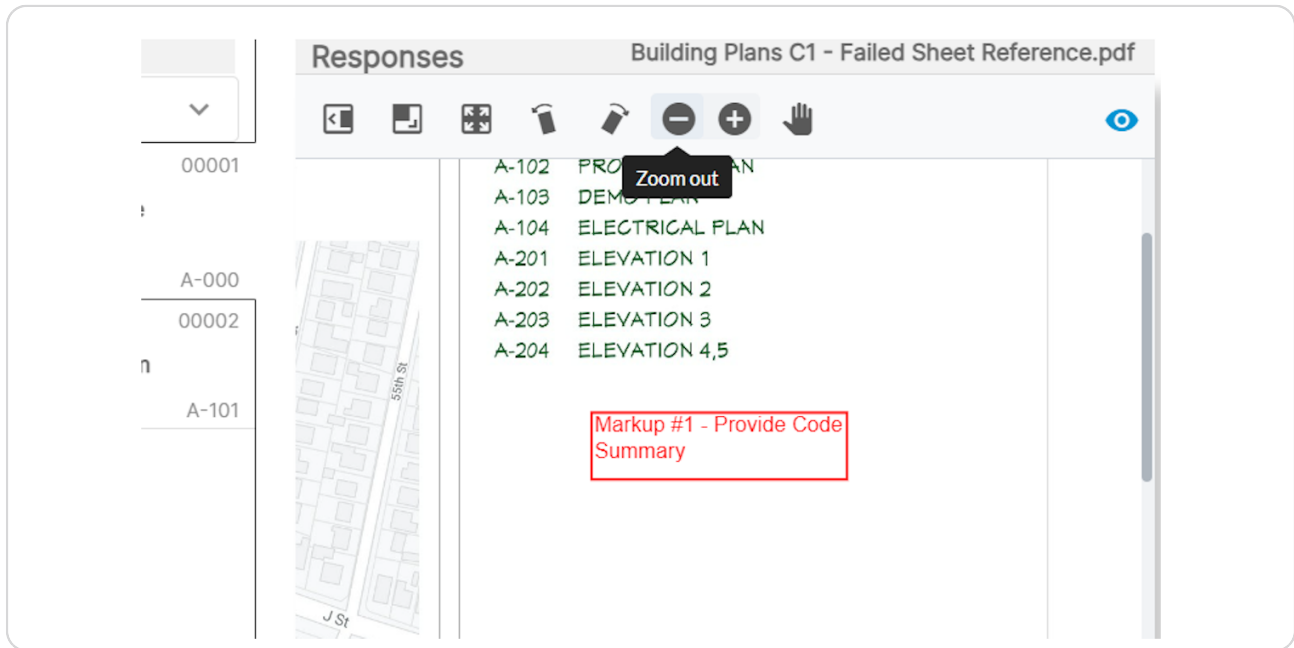
STEP 12

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



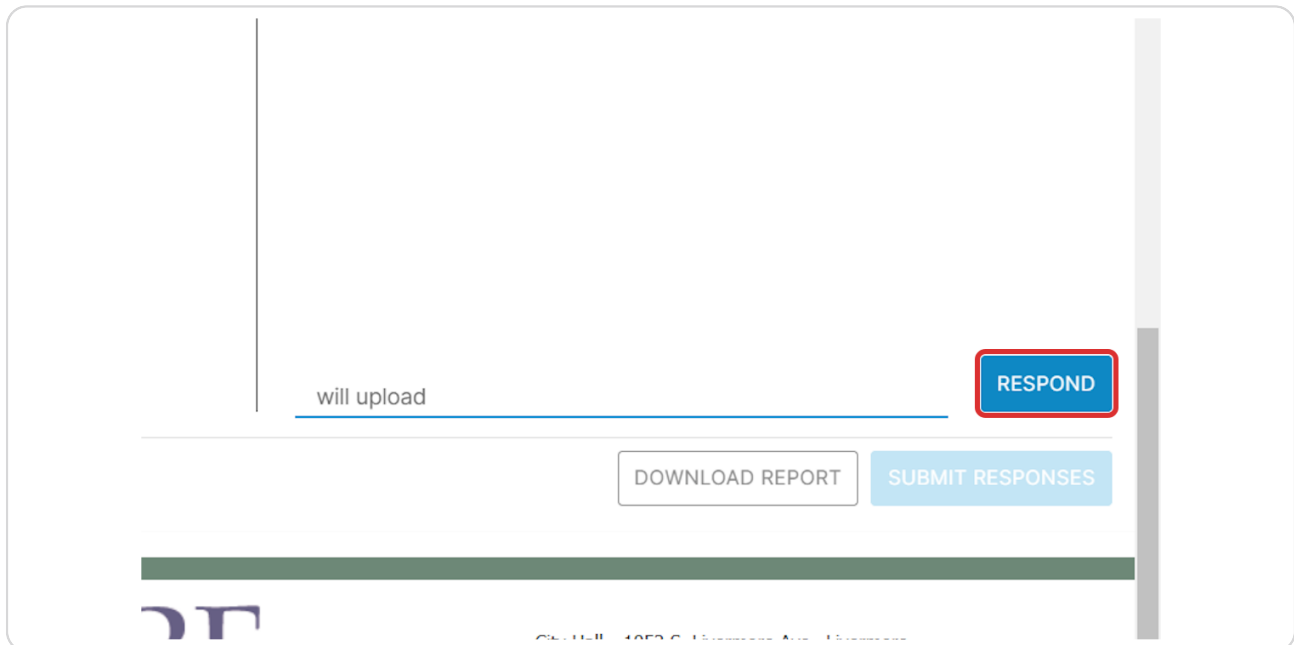
STEP 13

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



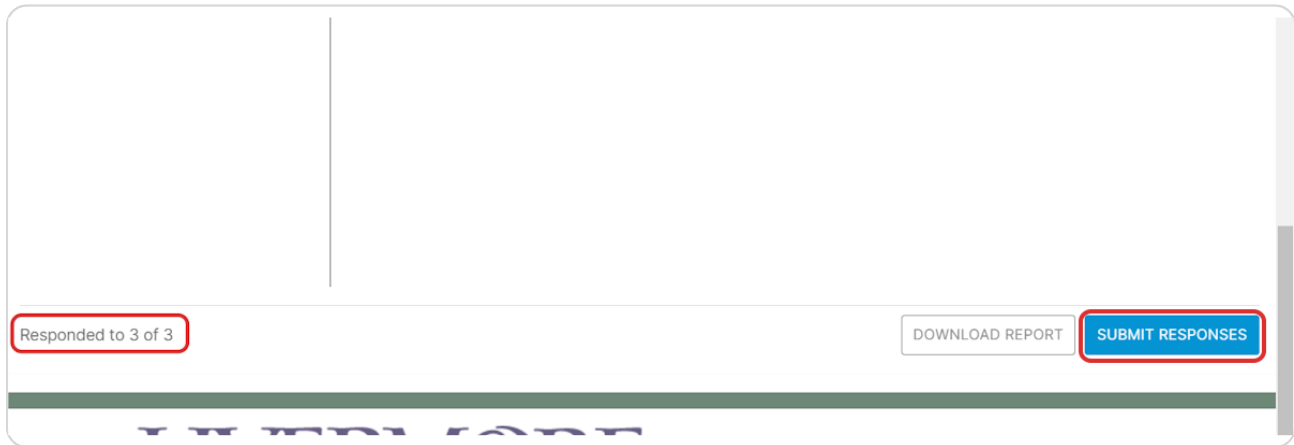
Multiple comments can be responded to at once by selecting the comments

A response box will display for all comments selected

10 of 18

STEP 17

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

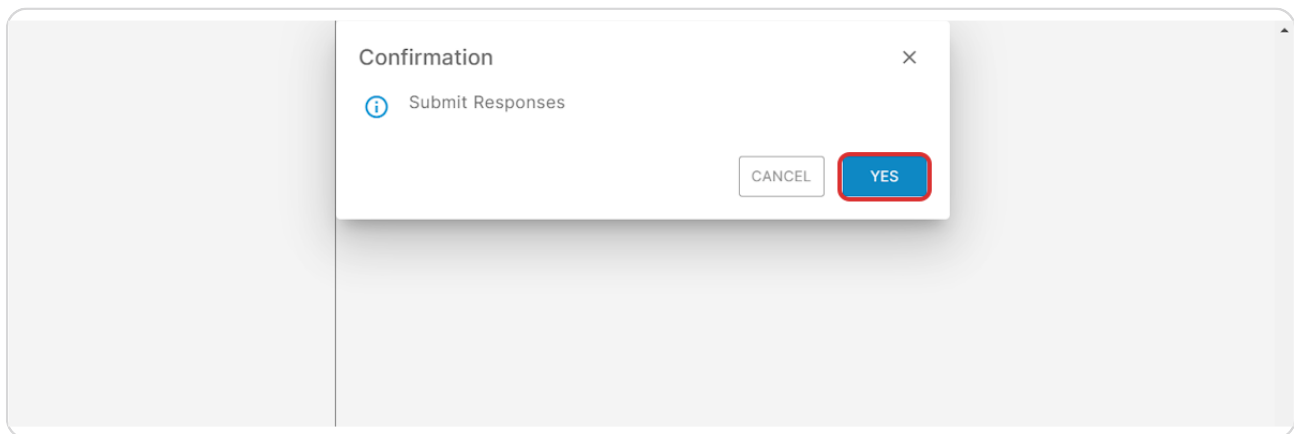


A screenshot of a software interface. At the bottom, there is a progress bar with the text "Responded to 3 of 3" on the left. To the right of the progress bar are two buttons: "DOWNLOAD REPORT" and "SUBMIT RESPONSES". The "SUBMIT RESPONSES" button is highlighted with a red border. Above the progress bar, there is a large empty rectangular area.

STEP 18

Click on YES to submit responses

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



A screenshot of a software interface showing a confirmation dialog box. The dialog box is titled "Confirmation" and has a close button (X) in the top right corner. Below the title, there is an information icon (i) and the text "Submit Responses". At the bottom of the dialog box, there are two buttons: "CANCEL" and "YES". The "YES" button is highlighted with a red border.

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 ✕

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

STEP 22

Often DigEplan will recognize which document is being replaced

Submission Package Description*
Submission Package 2

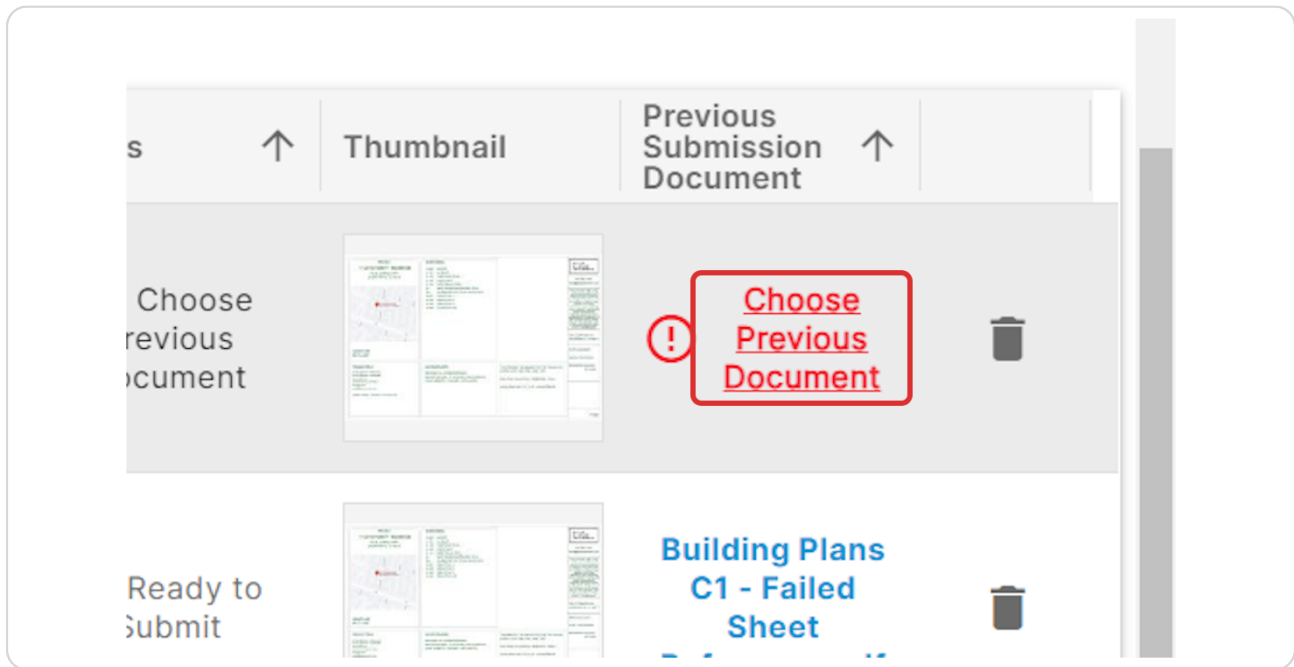
Drag files here to upload or click to select files
Cannot exceed 250Mb. Allowed file extensions: XLS,XLSX,DOC,DOCX,DWG,JPG,JPEG,PDF,PDFA,PNG

🔍 Search ✕

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

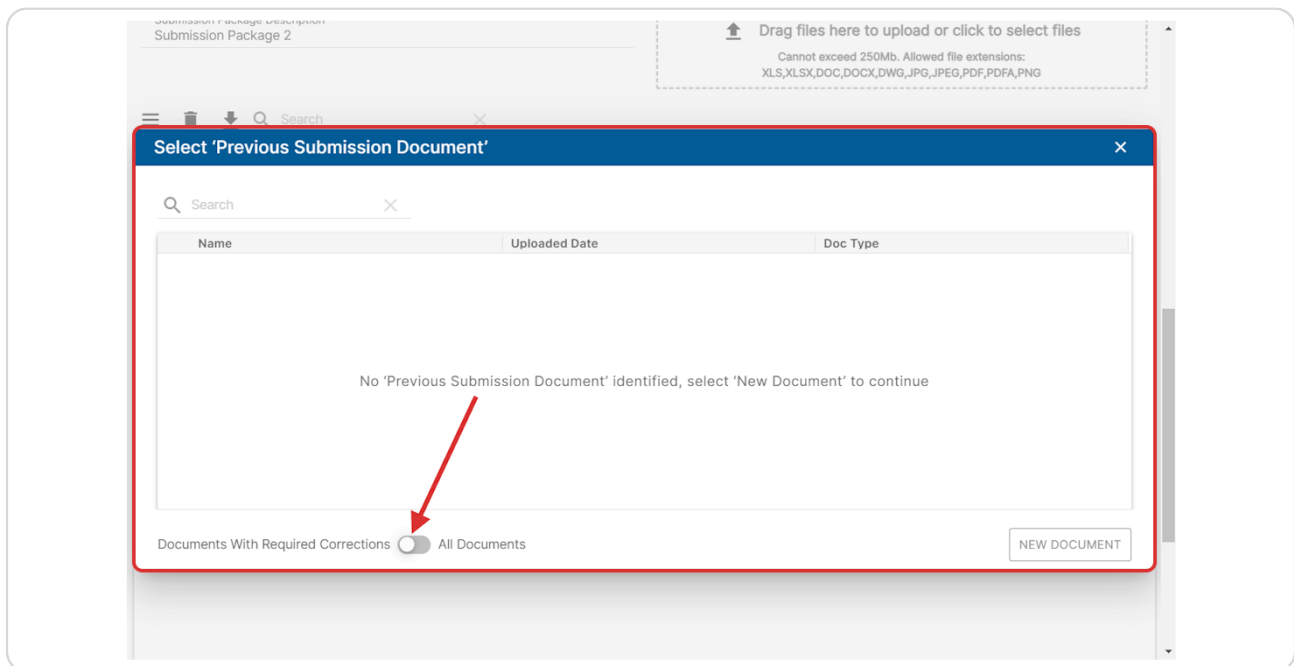
STEP 23

If not, Click on Choose Previous Document



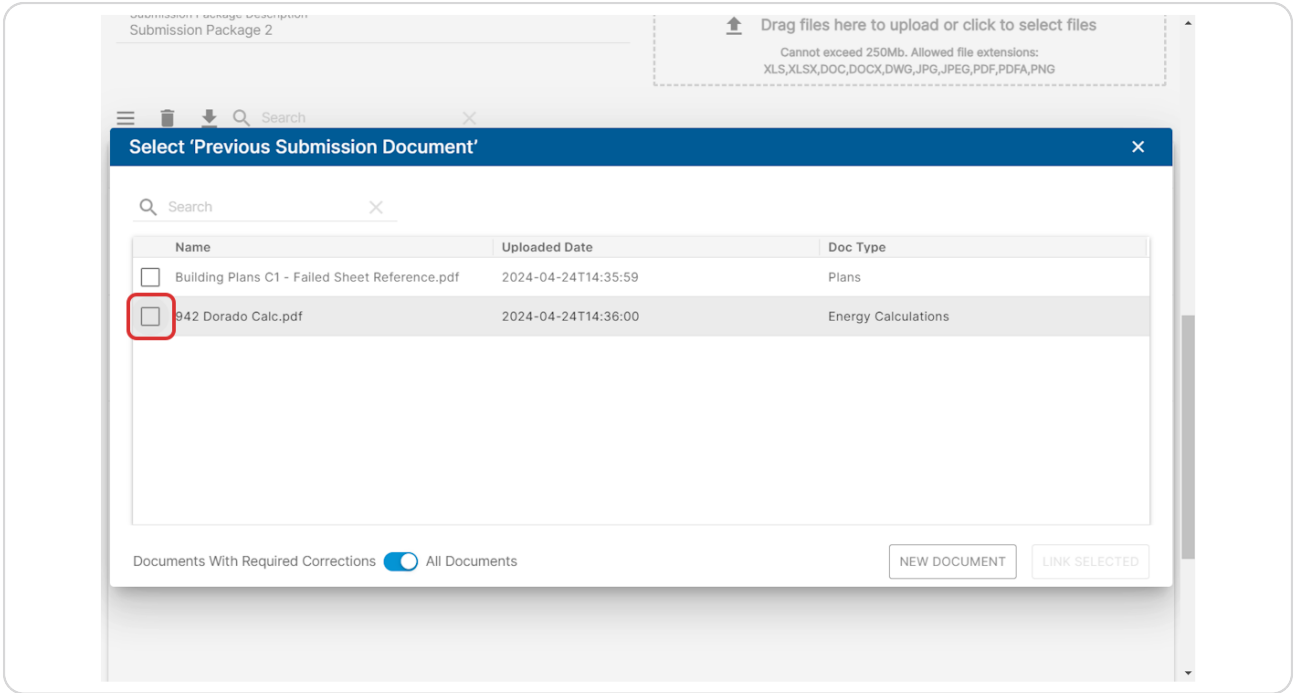
STEP 24

Toggle to show All Documents



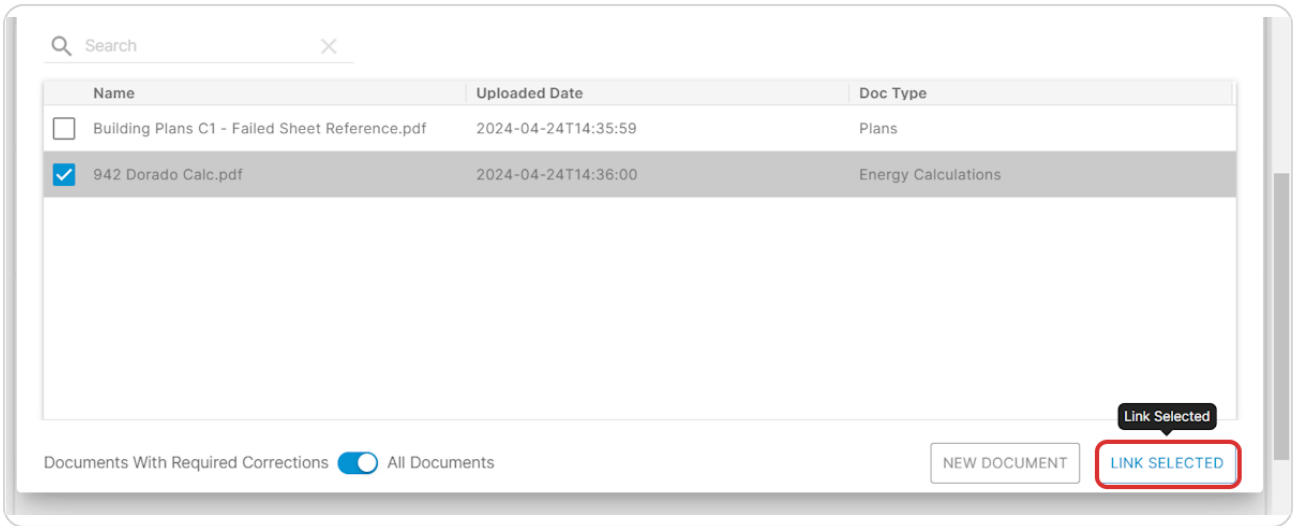
STEP 25

Select previous version of document



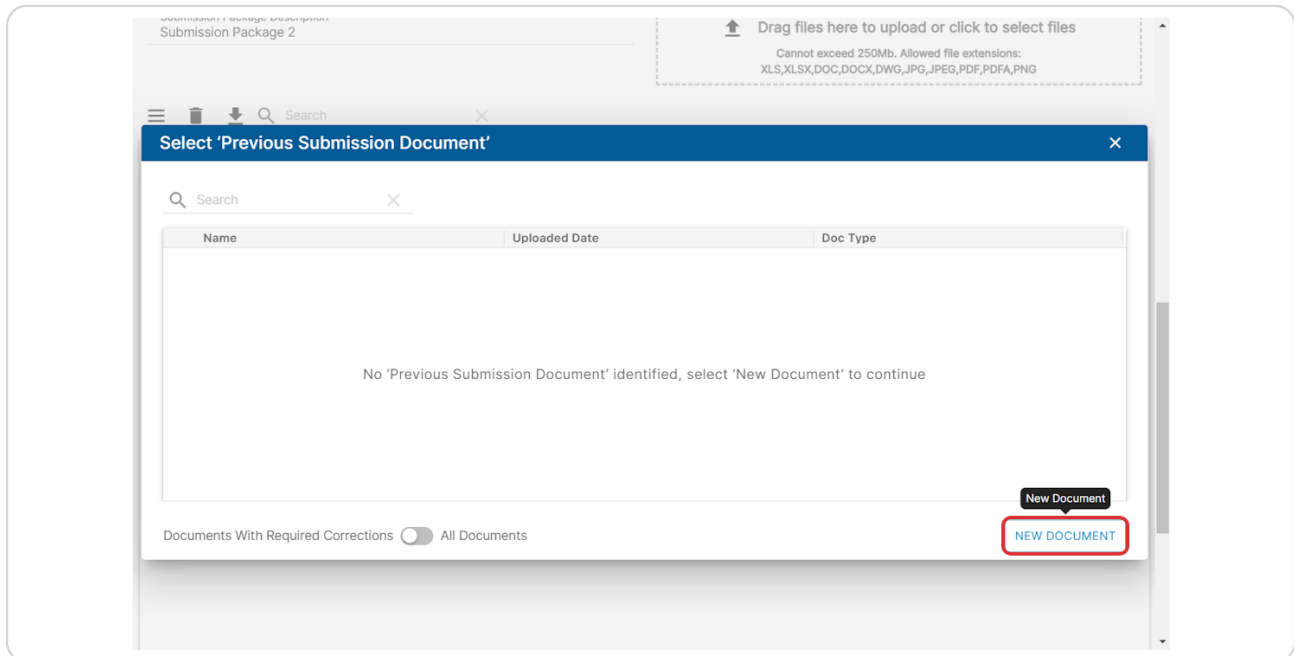
STEP 26

Click on Link Selected...



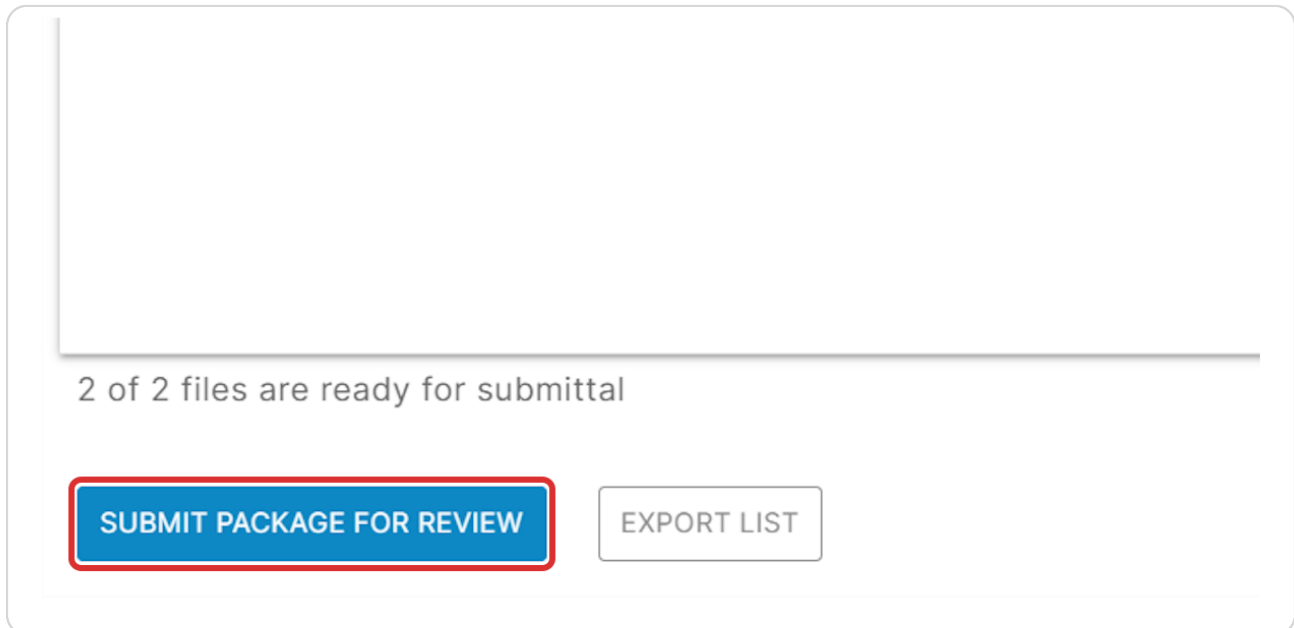
STEP 27

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



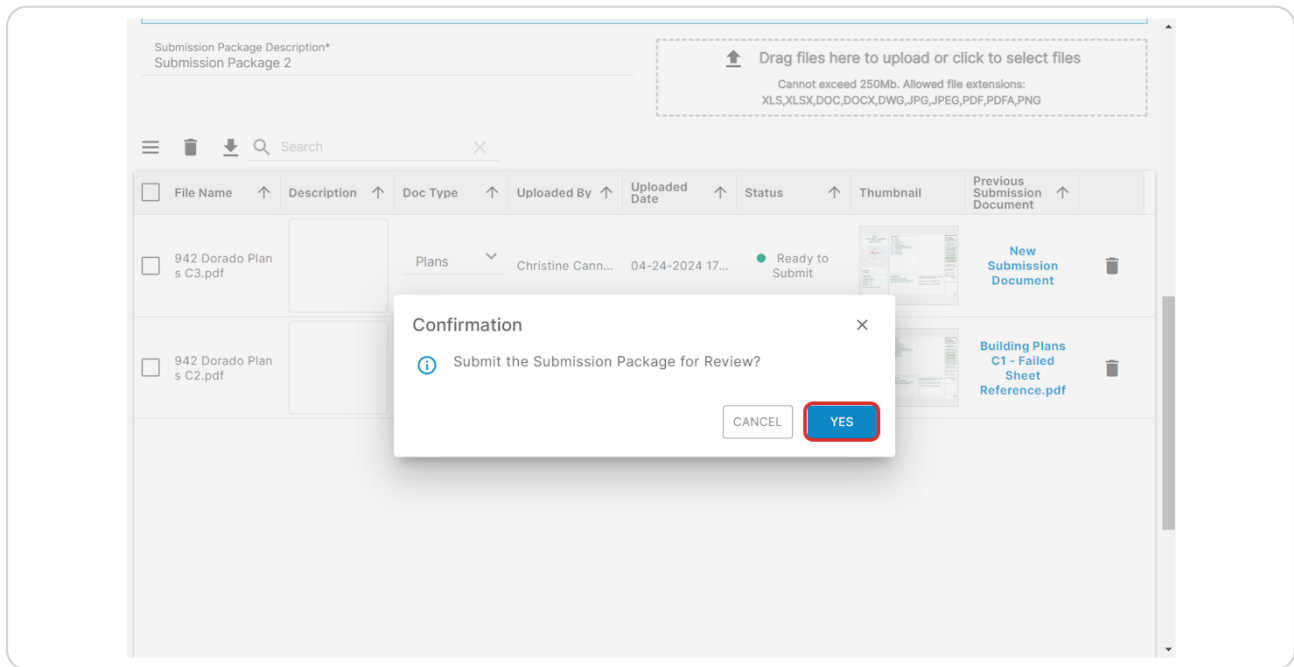
STEP 28

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



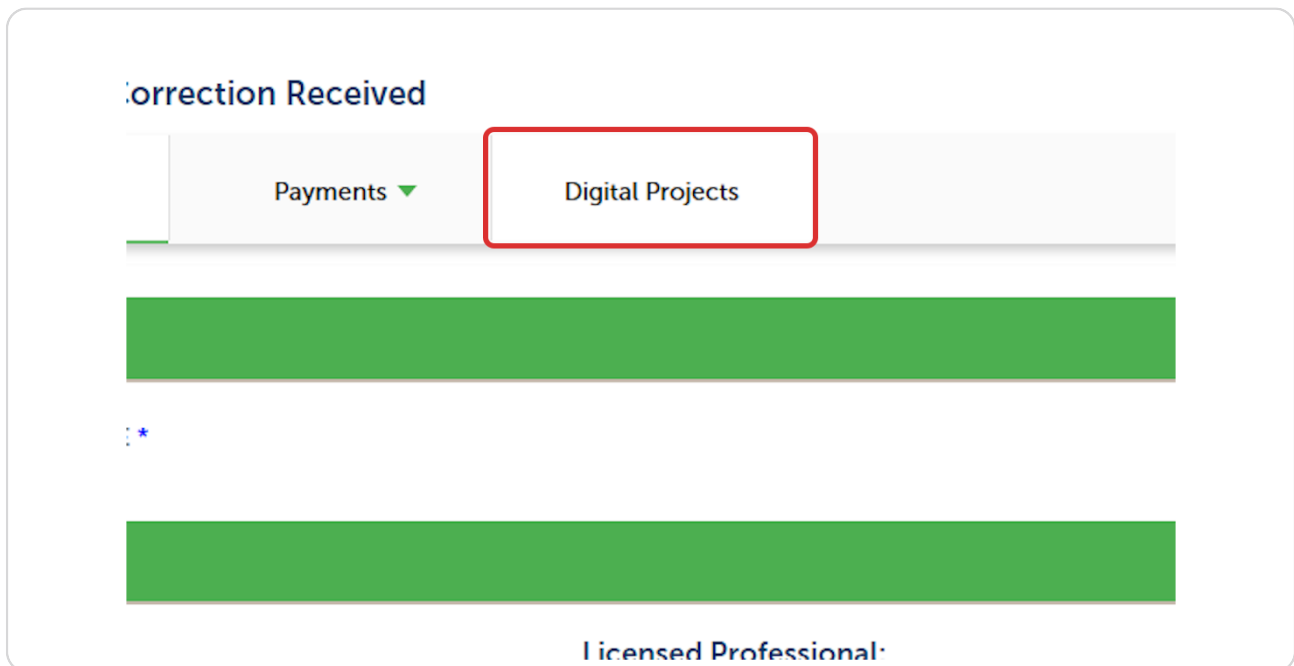
STEP 29

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

Digital Projects

Submission Package

Files

Comments

Approved Plans / Documents

?





Help

Q

Search

X

DOWNLOAD

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