

COMMENT RESPONSE LETTER

Note:

- Resubmittals will not be accepted without a written response summarizing all revisions
- Failure to fully address *all* required corrections may result in additional plan review time & fees
- We reserve the right to request additional information and documents as needed
- Please refer to the [Electronic File Standards and File Name Conventions](#) for naming conventions and other requirements

Make Necessary Corrections to Plan Set(s) or Documents

- Indicate all changes and corrections with a cloud (including all changes that were not required by City)
- Cloud outlines must be black
- Add the revision triangle all clouds in plans and title blocks
- Remove all City markups
- Incorporate any redlines or comments with resubmittal as necessary

Submittal Requirements

I. Create A Response Letter

Coordinate responses to correction item(s) from all designers, architects, engineers, and owner(s)

Respond in writing to correction/comment(s) with the following information:

- Referenced Correction/Comment Item from Markup Summary
- Referenced Page in Plan Set (Page Number or Page Label)
- Response to Correction/Comment:
 - Resolved: Description of changes made
 - No Changes: Please include approved form(s) of justification:
 - Code Reference
 - Engineered Calculations
- Identify changes made which were not required by City (*Note: changes that were not previously reviewed may result in additional time & fees*)
- Describe revisions made in the response letter
- Indicate where changes are located within plan set(s)
- Include any additional documents that were marked as “Additional Document(s) Needed” on the Plan Review Coversheet

2. Resubmit Online

If you receive a notification from our Online Permit Center (SmartGov) that there are deficiencies in your application, a resubmittal is required. In your dashboard, you can upload the required documents directly to the portal.