Prescreen Correction Task

After a completed Upload Submit and Pay task, Technicians will do a cursory review of the submittal for initial requirements needed to begin plan review. An email will notify the applicant of a complete or incomplete task. If the submittal is incomplete, applicants resolve it in the 'Prescreen Corrections Task'. To access the task, follow the steps;

Step 1: In the email contents, click on the 'Project Access' link to be directed to the task. Log in to ProjectDox if not already.

Permit No:	F20-00091
Description:	Non-Res tall fence
Address:	6101 FRISCO SQUARE BLVD
Task:	Prescreen Corrections Task
Project Access	**Log in to ProjectDox**

Step 2: Click on the 'Prescreen Corrections Task' in 'ProjectDox'.

ProjectFlow Task List

Start Workflow   Refresh   Save Settings
☐ Show all tasks for all users

	TASK	PROJECT	INSTANCE	GROUP
	▽ Contains...	▽ Contains...	▽ Contains...	▽ Contains...
▢ 🖥	Prescreen Corrections Task	F20-00091	F20-00091 - Fence Template - 6/5/2020 10:58:09 AM	Applicant

1 - 1 of 1 records

Step 3: Select the 'View/Edit Checklist Items' button in the eForm.

Task Instructions

1. Respond to all checklist items and discussion board comments
2. Upload files into the appropriate folders below (if requested)
3. Confirm completion by selecting the checkbox at the bottom
4. Click 'Upload Complete - Submit' to submit your files

View/Edit Checklist Items (1)

Project: B20-00191

Select destination folder for files:

▾ 📁 B20-00191
　　📁 Drawings (1 Files - 1 New)
　　📁 Documents
　　📁 Reviewer Attachment

Step 4: In the 'Applicant Response' column, explain actions taken to resolve each item described in the 'Comment Text' column. Be sure and click the green 'Save' button after you type in a response. Select 'Save' and 'Close' once all items are addressed. The Planning Technician will change each item to 'Resolved' later when they see requirements are met.

Selected Checklist Items

REF #	PERMIT TYPE	DEPARTMENT	COMMENT TYPE	CYCLE	COMMENT TEXT	APPLICANT RESPONSE
▽ Equals...	▽ Contains...	▽ Contains...	▽ Contains...	▽ Equals...	▽ Contains...	▽ Contains...
1	Building	Permit Technician	Other - Additional Text		Need dimensions.	I added the dimensions to the drawing that i uploaded using the same name as existing file

1 - 1 of 1 records

Save | Close | View Full Report

Step 5: The eForm allows the applicant to upload additional files or corrected plans and if applicable, respond/add comments.

View/Edit Checklist Items (1)

Project: B20-00201

Select destination folder for files:

▼ 📂 B20-00201
    📁 Drawings (1 Files - 1 New)
    📁 Documents
    📁 Reviewer Attachment

Step 6: Complete 'Prescreen Corrections'

There are two options to submit the eForm.

•Save for later - Will save your work and allow additional files to be uploaded without notifying the City.

•Upload complete - Submit - This will complete the task and **prevent** additional files to be uploaded.

Check the box indicating that the corrected plans and/or documents are uploaded

Note: The submittal process **stops** if the task is not completed.

☑ Response provided for all comments and files have been uploaded (if requested).

| Upload Complete - Submit | Save For Later |

Once the Planning Technician sees that all required documents have been uploaded, an email notifies the applicant of an approved Prescreen. The project is now in Plan Review. The applicant's next task is Respond and Resubmit if the Plan Review is missing necessary review detail.

Frisco Notice - Application Prescreen Approved

Attention Kristof:

Thank you for uploading your application documents and corrections, if necessary. The Prescreen process for Permit: B20-00209 is complete and the files have moved on for plan review.

Permit No/Project Name:	B20-00209
Project Description:	SADD Adding front porch with screens.
Project Address:	9772 HICKORY ST
Project Access	**Login to ProjectDox**	