



Respond and Resubmit Task

Now that the [Prescreen Corrections](#) task is complete, the project is in review status. An email notifies the Applicant that Prescreen is complete and the permit is in Department Review.

The applicant receives a 'Respond and Resubmit' task if Plan Reviewers require changes or more detail. Follow the steps to complete this task:

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:	Respond and Resubmit Task
	Project Access Log in to ProjectDox

Step 2: Click on the 'Respond and Resubmit Task' link. This will open the Eform to upload corrections.

ProjectFlow Task List

[Start Workflow](#)
[Refresh](#)
[Save Settings](#)

 Show all tasks for all users

	TASK	PROJECT	INSTANCE	GROUP
	Contains...	Contains...	Contains...	Contains...
	Respond and Resubmit Task	F20-00091	F20-00091 - Fence Template - 6/5/2020 10:58:09 AM	Applicant

Step 3: Select the 'View/Edit Changemark Item in the eForm. Shown in () are the number of change requests.

Task Instructions

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

[View/Edit Changemark Items \(1\)](#)
[View/Edit Checklist Items \(1\)](#)

Project: B20-00209

Select destination folder for files:

- B20-00209
 - Drawings (1 Files - 1 New)
 - Documents
 - Reviewer Attachment

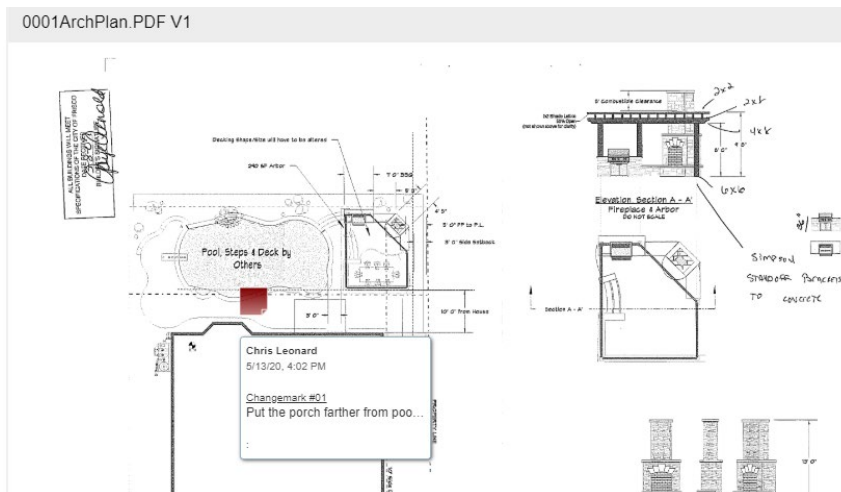
Step 4: ‘View/Edit Changemark Items’ opens the Changemark Viewer to show items that require corrections. The Plan Reviewer will change the status column of changemarks from Unresolved to Resolved once they review your changes. To access a larger view of the plan, click the ‘Markup Name’ column.

Workflow Review Changemark Viewer								
Refresh Save Settings Review Cycle: All Group: All								
REF #	STATUS	FILE IMAGE	DEPARTMENT	CYCLE	UPDATED BY	FILE NAME	MARKUP NAME	CHANGEMARK SUBJECT
1	Unresolved		Building Permit Accessory Structure	1	Chris Leonard	0001ArchPlan.PDF	Electric wires	Changemark #01

1 - 1 of 1 records

[Save](#) [Close](#) [View Full Report](#)

Step 5: View each changemark noting a description and name of the Reviewer. There may be other markings on the plan to correct.



Step 6: Revise the plan using your copy of the document to reflect changes and upload using the **same name as the original**. This will create a second version for the Plan Reviewer to check.



Step 7: On the eForm, there is a [place to upload your new file](#). A confirmation page with the uploaded filename in blue indicates a correct naming of the version candidate. The filename in the eForm also shows it as a new version, V2.

Project: B20-00209

Select your files to upload to this folder:

Select Files to Upload View Folders

B20-00209\Drawings

0001ArchPlan.PDF V2

The following files have been uploaded:

1. 0001ArchPlan.PDF

Files highlighted in blue are **version candid**
They will be versioned **if** the file content has

Step 8: In the View/Edit Changemark Items screen, type a response to each unresolved item in the ‘Applicant Response’ column. Click both ‘Save’ buttons and Close.

CHANGEMARK DETAILS	CHANGEMARK DATE UPDATED	REVIEWER COMMENTS	COORDINATOR COMMENTS	APPLICANT RESPONSE	ROW DATE UPDATED
Contains...	On...	Contains...	Contains...	Contains...	On...
Put the porch farther from pool.	5/13/2020 4:03:36 pm				5/13/2020 4:03:57 pm

Step 9: Now respond to the ‘View/Edit Checklist Items in the eForm if any.

Task Instructions

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

View/Edit Changemark Items (1) **View/Edit Checklist Items (1)**



Step 10: Use the ‘Applicant Response’ column to reply to the Plan Reviewer’s comments. Click both ‘Save’ buttons and Close.

Selected Checklist Items for All Review Cycles

Review Cycle: All Save Settings

MENT	COMMENT TYPE	CYCLE	COMMENT TEXT	APPLICANT RESPONSE	COORDINATOR COMMENTS	DATE UPDATED	STATUS	STATUS UPDATED BY	STATUS DATE UPDATED
Permit ry Structure	Other - Additional Text	1	Bricks need more cement.	More cement will be added.		5/13/2020 4:05:13 PM	Unresolved	Chris Leonard	5/13/2020 4:04:16 PM

1 - 1 of 1 records

Save Close View Full Report

Step 11: There are two options to submit corrections on the eForm.

- Save for later - Will save your work and allow additional files to be uploaded without notifying the City.
- Response Complete - Resubmit - This will complete the task and **prevent** additional files to be uploaded.

Check the boxes indicating that each Task Instruction is complete.

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

Task Instructions

- I have reviewed and addressed, including responses where appropriate, all Checklist Items accessed by clicking on the "Checklist I
- I have reviewed and addressed, including responses where appropriate, all Changemark Items accessed by clicking on the "Chang
- I have uploaded the revised drawings and/or documents required as a result of the review into the appropriate folder in the project u assigned task and resubmit back to the jurisdiction for further review.

Response Complete - Resubmit Save For Later

Step 12: The applicant receives an email confirming the completion of the ‘Response and Resubmit’ task. The review enters another cycle of revisions if requirements still are not met. If revisions are corrected, a permit will be issued after accounting for outstanding fees.

Frisco Task Assignments Complete - Reviewer Requests Response and Resubmit

Attention Kristof:

Your task has been completed for your Permit: **B20-00209**

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