

Prescreen Correction Task

TIP: → Within the software, follow the ‘**Learn How**’ link for a detailed video tutorial.

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 below.

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' under the Tasks tab.

| Tasks | | | | | |
|------------------------|----------------------------|-----------|-----------|---------|--|
| ACTION | TASK | PROJECT | GROUP | STATUS | |
| Accept | Prescreen Corrections Task | F21-00376 | Applicant | Pending | |

Step 3: Select the 'Review Comments' button in the eForm to review unresolved comments.

| | |
|-------------------------|---------------------------------|
| Resolve Review Comments | Learn how |
| Unresolved Comments: 1 | |
| Info Only Comments: 0 | |
| Files with Markups: 0 | |
| Plan Review: | Review Comments |

Step 4: In the ‘Applicant Response’ column, explain actions taken to resolve each item described in the comment column. The Planning Technician will change each item to ‘Resolved’ later when they see requirements are met. Look for “**LEARN HOW**” link for a detailed video tutorial on “Adding Comments or Questions”.

| Ref.# | Permit Technician | Chris Leonard | 6/1/21 10:31 AM | Comment |
|------------|-------------------|---------------|-----------------|-----------------------------------|
| Unresolved | | | | Show property line on drawing. |
| | | | | The property line has been added. |



Step 5: The eForm allows the applicant to [upload additional files or corrected plans](#) and if applicable, respond/add comments. Look for a **“LEARN HOW”** link for a detailed video tutorial on “Uploading Documents”.

Version Upload for: F21-00376

Select "Versioned Files" to upload files as new version updates for files previously submitted and received.
 Select "New Files" to upload any additional new file into this project as requested.

Versioned Files

New Files

Are your updated files named exactly the same* as the prior versions? Learn how

** "name-v2.pdf" is not an "exact" file name match to "name.pdf"*

Select the destination folder to upload your files:

- Drawings (1 - 0 New)
- Documents (1 - 1 New)
- Reviewer Attachment (1 - 0 New)

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.
- 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.

Confirmation

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

STEP 4 of 4: Click the "Submit" button below to complete your task

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 | |