Respond and Resubmit Task

TIP: ➡️ Within the software, follow the **'Learn How'** link for a detailed video tutorial.

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.

	Tasks	Projects		

Refresh   Save Settings

ACTION	TASK	⚙ PROJECT	⚙	GROUP
	▼ | Contains…	▼ | Contains…		▼ | Contains…
Accept	Respond and Resubmit Task	F21-00376		Applicant

Step 3: Select "Review Comments" in the eForm. Here is the opportunity to explain the response to unresolved comments by staff.

Resolve Review Comments ❓

Unresolved Comments:	1
Info Only Comments:	0
Files with Markups:	0
Plan Review:	Review Comments Learn how ⬅️ **Help Video**

Step 4: The applicant can review the comments received by the plan reviewer. Reference **'Learn How'** for detailed video tutorials.

Step 5: Return to ProjectDox (in the other internet window) to see changemarks on the plans that need revisions in the Files Tab. Plans with markups are indicated by a red exclamation point.
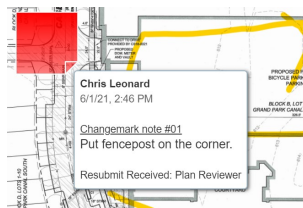

Step 6: Hover over the changemark on the plan to read comments from the Plan Reviewer. Return to the eForm to upload revised plans.

Step 7: View each changemark noting a description and name of the Reviewer. There may be other markings on the plan to correct.   Revise the plan using your copy of the drawing to reflect changes and upload using the **same name as the original**. This will create a second version for the Plan Reviewer to check.   A blue color font appears on the filename if using the same name with corrections.

Folder: F21-00376\Drawings

| Browse For Files | or drag files into this area. | | Start Upload |

Site Plan.pdf   0B/8.05MB ✕

0 of 1 uploaded   Hide Details

0B/8.05MB

Step 8: 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.

Confirmation ❓

☑ *I have reviewed and addressed, including responses where appropriate, all items accessed by clicking on the "Review Comments" button above.   *Required

STEP 4 of 4: Click the "Response Complete - Resubmit" button below to complete your task

| Response Complete - Resubmit | Save For Later |