



This document consists of two parts:

- Part - 1: Re-submittal for New Permit Applications
- Part - 2: Re-submittal for Revision Applications

## **PART - 1: RE-SUBMITTAL FOR NEW PERMIT APPLICATIONS**

Applicable to new permit applications under plan review and not approved yet, which includes applications for new projects and deferred submittal.

### **a) Drawings:**

- **Complete drawing set** as listed in the index must be resubmitted in the resubmittal package.
- Any changes to the plans shall be clouded with a delta number specific to that re-submittal. Any clouds from previous submittals shall be turned off.
- All drawings must be uploaded in PDF format and properly oriented.
- Each drawing sheet saved in one file. (For example, if your project has total 23 sheets, there shall be 23 pdf files of drawings.)
- Each file (drawing sheet) shall be named with the sheet number and sheet name (For example, “A1 - First Floor Plan”)
- A file with the sheet index named as “**0-Index**” shall be uploaded. Note that filename must start with “0”.
- A file with the Title Sheet of the entire drawing package named as “**0-Cover Sheet-[Sheet no.]**” (For example, “0 – Cover Sheet – T1”) shall be uploaded. Note that filename must start with “0”.
- A separate file with all combined drawing sheets shall also be uploaded and named as “**0-[Project Name] – Combined Set**”. (For example, “0 – ABC Residence – Combined Set”) The sheets in the file shall be ordered in the same order as the sheet index. Note that filename must start with “0”.

**NOTE: If the entire set does not exceed 20 sheets, one combined file may be submitted in lieu of individual file for each sheet.**

### **b) Documents (structural calculations, soils report, hydrology calculations, etc.):**

- **Response letters** with response to each comment for each review discipline shall be submitted. The response letter shall indicate which details, specifications, or calculations show the required information to address the comment.
- If there are changes on the plans that are not part of the response to comments, a separate letter with a detailed narrative identifying the sheet no. and the changes that were made shall be submitted.
- All documents must be uploaded in PDF format and properly oriented.
- Each document shall be saved in a separate file.
- Name of the document file shall start with the Cycle no. and followed by the document name. (For example, structural calculations submitted in the 1<sup>st</sup> cycle shall be named as “**1-Structural calculations**”; structural calculations submitted in the 2<sup>nd</sup> cycle shall be named as “**2-Structural calculations**”, etc.)

## **PART - 2: RE-SUBMITTAL FOR REVISION APPLICATIONS**

Applicable to revision applications under plan review and not approved yet (i.e. applications for changes to originally approved plans of issued permits)

### **a) Drawings:**

- Re-submittal package for revision application under plan review shall include **“0-Revision index” and all drawing sheets that listed in the revision index and are part of the revision submittal package that will be used for permit issuance when approved.** Any drawing sheets not included in the latest re-submittal package will not be part of the permit issuance set for the revision permit.  
Example: Sheet 2, 4, 5 was originally submitted in the revision application package and listed in the “0-Revision index”, only Sheet 2 is revised to address comment in the re-submittal. In the re-submittal package, all drawing sheets as listed in the “0-Revision index” shall be re-submitted, even though there are no changes to Sheet 4, 5 as there was no comment.
- Any additional revised sheets added in the re-submittal package shall be listed in the **“0-Updated revision index”**.
- All clouds and delta no. in the first submittal and all subsequent re-submittals for the revision application package shall remain on the drawings. Any new changes in re-submittal shall be clouded and provided with the unique delta no. for this revision application. **Only clouded changes identified with the unique delta no. for the revision application in the final revision submittal package will be considered part of the approved revisions.**
- Each drawing sheet saved in one file shall be named same as sheet number and sheet name.
- A separate file with all combined drawing sheets shall also be uploaded and named as **“0-[Project Name] – Combined Revision Set”**.

**NOTE: If the entire set does not exceed 20 sheets, one combined file may be submitted in lieu of individual file for each sheet.**

### **b) Documents:**

- **Response letters** with response to each comment for each review discipline shall be submitted. The response letter shall indicate which details, specifications, or calculations show the required information to address the comment.
- If there are new changes in addition to those as described in the originally submitted “Narrative of changes”, an updated file **“Updated narrative of changes”** shall be submitted with the re-submittal package. The detailed narrative of the new changes shall be added to the original narrative and identified as new changes in the re-submittal.  
Example: Sheet 2, 4, 5 was originally submitted in the revision application package and listed in the revision index, changes are made on Sheet 2 to address comments, new changes (not as a result of comments) are added to Sheet 4 and new changes are added to Sheet 8 as well. “Updated narrative of changes” and “Updated revision index” and Sheet 2, 4, 5, 8 shall be re-submitted.
- Each document required to address comments shall be submitted in separate PDF files, named with the Cycle no. and followed by the document name. (For example, re-submitted in the 2<sup>nd</sup> cycle shall be named as **“2-Structural calculations”**)