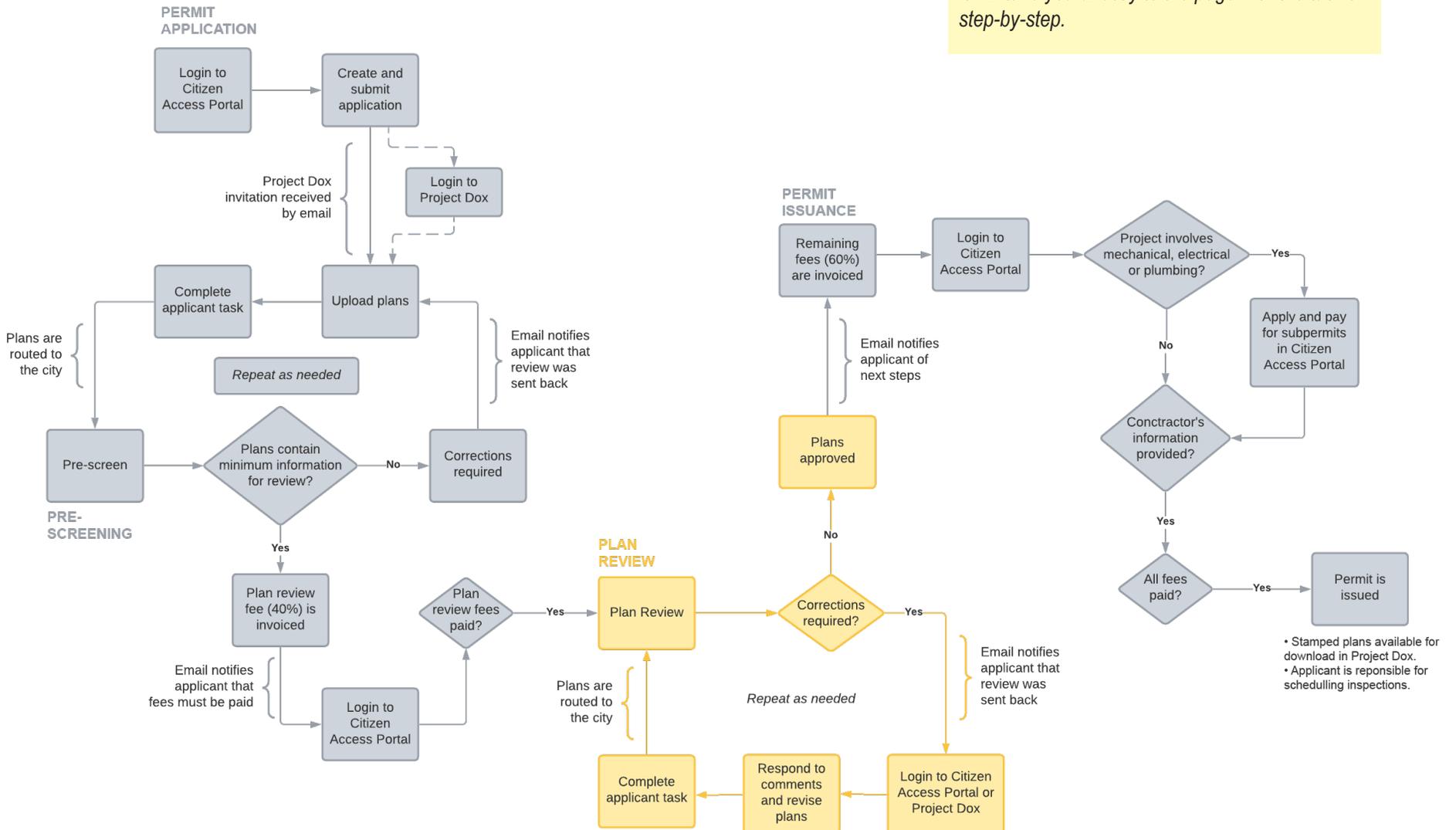


PLAN REVIEW

TIP - Getting to the information you want:

If you are looking for specific steps, click on the box of the task you want more information about. It will take you directly to the page with the task's step-by-step.



PLAN REVIEW

1. Plan Review

Plan Review process

During the Plan review process, a building permit application is reviewed concurrently by multiple disciplines for compliance with adopted city codes and regulations. The disciplines involved are identified by city staff in the pre-screening process and invited to participate in the Plan Review once Pre-screening is completed.

The disciplines invited to review depend on the complexity of the project. Plan Review may be routed out to as many as 9 different groups: Building Code, Zoning, Fire, Public Utilities, Peer Structural, Engineering, Transportation, Planning, and Forestry. Building Code and Fire are groups internal to the Building Services Division; Peer Structural review is provided by an outside agency; and the other disciplines are collaborating city divisions or departments. All disciplines must approve the plans before a building permit can be issued.

All disciplines must finish their review task for a review cycle to be complete and the applicant to be able to respond to comments and upload revisions. In general, the first review will take longer than subsequent reviews.

Turnaround times vary according to each divisions' workload. Building Services publishes weekly its first review queue at www.slc.gov/buildingservices/building-permits. An applicant may need to reach out to the separate divisions directly to learn about their times.

1 Login to the Portal to check status

The screenshot shows the Salt Lake City Citizen Access Portal. The header includes the city logo, the title "Citizen Access Portal", and navigation links for Announcements, Logged in as, Collections, Cart, Receipts/Reports, Account Management, and Logout. A search bar is located in the top right. Below the header is a navigation menu with tabs for Home, Building, Business License, Civil Enforcement, Engineering, Events, Fire, Fix the Bricks, Planning, Real Estate Services, and more. Under the "Building" tab, there are three main actions: Check/Research Permits, Apply for a Permit, and Schedule an Inspection. The main content area is titled "Records" and shows a table of permit records. The table has columns for Date, Record Number, Record Type, Description, Project Name, Address, Status, Action, and Short Notes. The first record is highlighted with a yellow box and a red arrow pointing to it. Below the table is a search bar for Building Permits and a notice: "Until further notice the Salt Lake City Building Permits Office is closed to the public. Please submit applications electronically. There will be no interruption to".

Date	Record Number	Record Type	Description	Project Name	Address	Status	Action	Short Notes
02/01/2022	BLD2022-00000	Residential Building Permit	TEST	TEST	1000 S 1000 W, Salt Lake City, UT 84143			
01/31/2022	BLD2022-00000	Residential Building Permit	TEST	TEST	1000 S 1000 W, Salt Lake City, UT 84143	Void		
01/31/2022	BLD2022-00000	Commercial Building Permit	TEST	TEST	1000 S 1000 W, Salt Lake City, UT 84143	Void		
06/02/2019	BLD2019-00000	Residential Roofing	Tear off and replacement of shingles on house and garage.	Re-roof	1000 S 1000 W, Salt Lake City, UT 84143	Void Expired		
03/07/2017	BLD2017-00000	Residential Fencing	VOID PER APPLICANT REQUEST (TEST)...fence	fence	1000 S 1000 W, Salt Lake City, UT 84143	Void		

Login to the Citizen Access Portal. Select the "Building" tab to see all permit records associated with the account and click on the permit you are working on.



PLAN REVIEW

Corrections Required? Yes

2. Login to Citizen Access Portal or ProjectDox

1 Notification Email

ProjectDox Review Correction Request Task Assignment for BLD2022-**[REDACTED]**

DoNotReplySLC@avolvedcloud.com
To: **[REDACTED]**
Wed 2/9/2022 2:52 PM

Review Correction Request Task Assignment

Attention:

The plan review submission for Project: **BLD2022-**[REDACTED]**** has been reviewed and corrections have been requested. Correction comments and requirements may be accessed by logging in to the ProjectDox site, clicking the Applicant Resubmit Task, and reviewing BOTH the Changemark and Checklist Items Tabs.

Changemarks are reviewer comments specific to a drawing or document and are placed directly on the plans. Changemarks must be resolved prior to plan review approval.

Checklist Items are standard reviewer comments that are deficiency items noted by plan review staff that must be resolved prior to plan review approval.

Reports specific to both changemark and checklist items are available under the Reports Tab. To share comments with others simply download the report and email (excel is recommended). Reports may be accessed anytime during the review to follow the review process.

When corrected plans and/or documents are ready for re-submittal, please [Login to ProjectDox](#).

Please be advised when re-submitting plans and/or documents:

- Drawings must be properly versioned to be considered for plan review.
- A pdf will properly version by simply naming the replacement pdf identical to the pdf it is replacing.
- Responses to corrections must be provided under the Applicant Column in both the Changemark AND Checklist Items Tab Portlets available in the Applicant Resubmit Task. Be sure to default the portlet to ALL review cycles in both the changemark and checklist portlets.
- To save an applicant response to the portlet list be sure to click "Save" on the right after completing each entry to save the specific entry to the portlet and "Save" again at the bottom to save all the entries to the project. Portlet columns may be moved by simply picking the column header up and dragging it to the desired location. Click "Save All" to save portlet settings.
- Complete the Applicant Resubmit Task to initiate a new review cycle
- Once the project has been routed back for review, no other corrections can be submitted until the review cycle is complete.
- Please make corrections within 180 days of this notice to prevent the plan review from expiring. Expired permits will be charged an additional 50% of the plan check fee to reactivate.

Project:	BLD2022- [REDACTED]
Description:	TEST
Task:	Applicant Resubmit

[Project Access](#) | [Login to ProjectDox](#)

Email is sent when review is completed and corrections are required. Access application through the Portal (step 2) or click "Login to ProjectDox" (go to step 3).

2 Access through the Portal

Building Business License Civil Enforcement Engineering Events Fire Fix the Bricks Planning Real Estate Services more

Check/Research Permits Apply for a Permit Schedule an Inspection

Record BLD2022-**[REDACTED]**
Residential Building Permit
Record Status: In For Review

Record Info Payments Plan Review

Plan Review

To do task: **Applicant Resubmit Task**

Plan Review Status:

Review Type: Building Permit
Total Number of Files: 4 [View uploaded files](#)

Time Elapsed: 6 days 5 hrs
Completed Submission (Prescreen): 6 days 2 hrs
Prescreen Review Comments (Unresolved): 1

Time with Jurisdiction: 3 days 24 hrs
Time with Applicant: 2 days 5.5 hrs

Status: Applicant Corrections
Applicant Corrections: 0 days 1 hr

Review Comments (Unresolved): 2 [View review comments](#)

- Building Codes (1)
- Fire (0)
- Zoning (1)

Current Non-Completed Tasks: 1
Waiting Applicant Resubmit Task: 0 days 1 hr

Click "Applicant Resubmit Task" to access ProjectDox through the Citizen Access Portal. Move to step 4 ahead.



3 Accept task in ProjectDox

The screenshot shows the ProjectDox interface. At the top, there is a navigation bar with 'Home', a search bar, 'Project: Enter project name', 'Create Project', 'All Tasks', 'All Reports', 'Logout', and 'Admin'. Below this is a 'Standard Task List' section with tabs for 'Tasks' and 'Projects'. A table lists tasks with columns for ACTION, TASK, PROJECT, GROUP, STATUS, PRIORITY, DUE DATE, CREATED, PROJECT TY..., and DESCRIPTL... The first row is 'Applicant Resubmit Task' with a yellow box around the 'Accept' button in the ACTION column. Below the table, it says '1 - 1 of 1 records'.

Login to ProjectDox and click “Accept”. A new page should open. If not, click “Applicant Resubmit Task”.

4 Review information

The screenshot shows the 'APPLICANT RESUBMIT' page. At the top right, there are logos for 'ProjectFlow BUILDING' and 'avolve software'. The page has tabs for 'Permit Information', 'Applicant', 'Contacts', 'Fees', and 'Resources'. Under 'Permit Information', it shows: 'Application Number: BLD2022-...', 'Application Type: Building/Permit/Residential/NA', 'Description: TEST-', and 'Balance Due: 0'. Below this is a 'Task Instructions' section with a 'Learn how' link and a note: 'After you have successfully uploaded all required plans and documents, please click the (Submit Corrections for Review) button.' There is a 'Resolve Review Comments' section with 'Unresolved Comments: 3', 'Info Only Comments: 0', and 'Files with Markups: 0'. It includes buttons for 'Review Comments', 'Export to Excel', and 'Import Excel Responses'. At the bottom, there is a 'Department Review Results' table with columns for DEPARTMENT, REVIEWED BY, and STATUS. The table has three rows: 'Building Codes' (Status: Corrections Required), 'Fire' (Status: Pass), and 'Zoning' (Status: Corrections Required). At the very bottom, there are buttons for 'Submit Corrections for Review' and 'Save For Later'.

Review the information on the page. It indicates the number of comments made, the disciplines reviewing, their status and reviewer’s contact information.



PLAN REVIEW

3. Respond to comments and revise plans

1 Review comments

APPLICANT RESUBMIT

ProjectFlow BUILDING avolve software

Permit Information Applicant Contacts Fees Resources

Application Number: BLD2022-
Application Type: Building/Permit/Residential/NA
Description: TEST-
Balance Due: 0

Task Instructions Learn how
After you have successfully uploaded all required plans and documents, please click the (Submit Corrections for Review) button.

Resolve Review Comments
Unresolved Comments: 3
Info Only Comments: 0
Files with Markups: 0

Plan Review Review Comments Export to Excel Import Excel Responses

Department Review Results

DEPARTMENT	REVIEWED BY	STATUS
Building Codes	Stefani James - stefani.james@slc.gov	Corrections Required
Fire	Stefani James - stefani.james@slc.gov	Pass
Zoning	Stefani James - stefani.james@slc.gov	Corrections Required

Submit Corrections for Review Save For Later

Click "Review Comments" to see what corrections are required. You may also download the review comments by clicking "Export to Excel".

2 Respond to comments in ProjectDox

Dept: Show All Status: Show All Response: Show All Search: Enter keyword Close Window

Type: Show All Cycle: Show All Time: Show All

Refresh

(0 selected) Add Comment / Ask Question Please enter your responses

Ref.#	Comment	Author	Date	Cycle	Action
Ref.# 2	Unresolved: Show dimensions to the building from the property lines on all sides.	Stefani James	2/9/22 2:41 PM	Cycle 1	Type your response here.
Ref.# 1	Unresolved: Complete and upload a Residential pre-screening checklist. http://www.slcdocs.com/building/Res_LogIn_02-18.pdf	Stefani James	2/2/22 2:24 PM		Type your response here.
Ref.# 3	Unresolved: The foundation plan does not match the footprint on the site plan.	Stefani James	2/9/22 2:51 PM	Cycle 1	Type your response here.

Respond to all "Not Met" or "Unresolved" comments by typing in the yellow box. You may also "Add Comment / Ask Question". Close window.



TIP - Responding to reviewer's comments:

- Respond to every comment that has been marked by reviewer as “Not Met” or “Unresolved”.
- If you don't understand a comment or think it doesn't apply to your project, contact the reviewer. Do not ignore comments and do not leave it to the last minute to resolve it as this may result in multiple review cycles and additional time for plan review.
- All reviewer's comments must be resolved before plans can be approved and a permit issued.
- Be sure to respond in writing AND with revisions to the drawings when applicable.
- Note that some corrections may require that you revise all drawing sheets. For instance, if the address needs correction, it must be revised in all pages where the address is shown.

TIP - Public Utilities fees:

- Public Utilities fees (related to water and sewer) are assessed and invoiced separately from the building permit and when all plan revisions have been made for the discipline.
- The Public Utilities reviewer will inform you when those fees have been invoiced and pass the review upon confirmation of payment in a subsequent review cycle.
- We highly encourage that balances due to the Public Utilities' office be paid promptly. The nonpayment of those fees will hold the plan review approval and, in result, the permit issuance.
- Public Utilities fees may be paid through the Citizen Access Portal under the “Utilities” tab. You must use either search the public utilities record number (PUT#) or the address. Searches using the building permit record (BLD#) will return with no results.

Respond to comments in Excel file

APPLICANT RESUBMIT

ProjectFlow BUILDING avolve

Permit Information Applicant Contacts Fees Resources

Application Number: BLD2022-XXXXXX
Application Type: Building/Permit/Residential/NA
Description: TEST-
Balance Due: 0

Task Instructions Learn how
After you have successfully uploaded all required plans and documents, please click the (Submit Corrections for Review) button.

Resolve Review Comments

Unresolved Comments: 3
Info Only Comments: 0
Files with Markups: 0

Plan Review: Review Comments Export to Excel **Import Excel Responses**

Department Review Results

DEPARTMENT	REVIEWED BY	STATUS
Building Codes	Stefani James - stefani.james@slc.gov	Corrections Required
Fire	Stefani James - stefani.james@slc.gov	Pass
Zoning	Stefani James - stefani.james@slc.gov	Corrections Required

Submit Corrections for Review Save For Later

To respond in the excel file downloaded, enter your responses in that document, save it and upload it to ProjectDox by clicking “Import Excel Responses”.

3 Upload new and revised files

Department Review Results

DEPARTMENT	REVIEWED BY	STATUS
Building Codes	Stefani James - stefani.james@slc.gov	Corrections Required
Fire	Stefani James - stefani.james@slc.gov	Pass
Zoning	Stefani James - stefani.james@slc.gov	Corrections Required

File Upload for: BLD2022-XXXXXX

Select the destination folder to upload your files: Learn how
Select arrow next to folder to expand folder list.

- Drawings (4 - 0 New)
- Specifications
- Calculations
- Soils SWPP and Drainage Reports
- Energy Reports
- City Required Forms
- Fire Submittals
 - Approved Drawings and Documents
 - Coordinator Removed Files - Misloads
 - Quick Review
 - Additional City Information
 - Inspection Closeout Documents

Submit Corrections for Review Save For Later

Click on the appropriate folder to upload new and revised files.



PLAN REVIEW

4. Complete applicant task

1 Check all boxes and resubmit

The screenshot shows a web application interface for 'Applicant Resubmit'. On the left is a navigation menu with folders: Calculations, Soils SWPP and Drainage Reports, Energy Reports, City Required Forms, Fire Submittals (expanded), Approved Drawings and Documents, Coordinator Removed Files - Misloads, Quick Review, Additional City Information, and Inspection Closeout Documents. The main content area has a 'Confirmation' section with three checked items, each followed by a red asterisk and the word 'Required':
1. 'I have reviewed and addressed, including responses where appropriate, all Checklist Items accessed by clicking on the "Checklist Items" button above. *Required'
2. 'I have reviewed and addressed, including responses where appropriate, all Changemark Items accessed by clicking on the "Changemark Items" button above. *Required'
3. 'I have uploaded the revised drawings and/or documents required as a result of the review into the appropriate folder in the project using the SAME file names as the original files. I am ready to complete my assigned task and resubmit back to the jurisdiction for further review. *Required'
Below this is the 'Invite/Remove Project User' section with fields for 'Invite to Group' (set to 'Upload Only'), 'First Name', 'Last Name', 'Email', and 'Remove from Group' (set to 'Upload Only'). There are 'Name' and 'Remove User' dropdowns, and 'Invite User' and 'Remove User' buttons. At the bottom, the 'Submit Corrections for Review' button is highlighted with a yellow box and a yellow arrow points to it.

After responding to comments and uploading all files, check all three of the confirmation boxes and click "Submit Corrections for Review".

2 Confirm

The screenshot shows the same web application interface as the previous one, but with a confirmation dialog box overlaid. The dialog box has a yellow border and contains the text: 'slc-ut-us.avolvecloud.com says Completing this task will finish your participation in this step and cannot be undone. Are you sure you want to complete the task?'. Below the text are 'OK' and 'Cancel' buttons. A yellow arrow points to the 'OK' button. The background form is dimmed.

Click "OK" to confirm you have completed your task. This action routes plans back for another plan review cycle (see flowchart).



3 Review status in ProjectDox

The screenshot shows the ProjectDox interface with the 'Tasks' tab selected. The main table is empty, displaying '0 - 0 of 0 records'. Below it, the 'Workflows' section is active, showing a table with one record:

NAME	COORDINATOR GROUP	STATE	INTEGRATION MODE	VERSION	STARTED	COMPLETED
BLD2022-00819 - Plan Review PF - OLD - 2/1/2022 10:29:54 AM	Project Coordinator	Active	Production	Version #1 (Version 1)	2/1/22 10:29 AM	

ProjectDox will also show no tasks when plans are approved.

4 Review department status

The screenshot shows the ProjectDox interface with the 'Reports' tab selected. A list of reports is displayed, with the following data:

ACTION	REPORT NAME	REPORT TYPE	REPORT DESCRIPTION
🔍	Current Project - All Emails Sent	Project	All template emails sent from within this project
🔍	Current Project - All Group Users	Project	All project users listed by group and name
🔍	Current Project - All Logged Events	Project	All logged events for a project between specified dates
🔍	Current Project - All Uploaded Files with Sheet Sizes	Project	All uploaded files with sheet sizes within this project
🔍	Current Project - Combined Discussions	Project	Project discussion comments, discuss file and workflow form discussions
🔍	Current Project - Discussion Comments with All Participants	Project	Project discussion comments listing all topic participants
🔍	Current Project - Timesheet Logs	Project	All timesheet values entered for this project
🔍	Current Project - Unpublished Files	Project	All unpublished files within this project
🔍	Current Project - User Activity History by Date	Project	All logged project events by a named user between specified dates
🔍	Dynamic Review - Department Review Status	ProjectFlow	The status of all reviews for each of the sub-workflows in a dynamic review
🔍	Dynamic Review - Workflow Routing Slip	ProjectFlow	The sequential route of all tasks for each of the sub-workflows in a dynamic review
🔍	Plan Review - Department Review Status	ProjectFlow	Status of departmental reviews for a specified workflow
🔍	Plan Review - Discussion Board Plan Review	ProjectFlow	Discussions within workflow task forms used within this project
🔍	Plan Review - Review Comments	ProjectFlow	Lists the review comments, checklist and changemark details for a workflow instance review cycles.

Some disciplines may approve the plans with conditions. To check on each department's status, select the "Reports" tab and click "Plan Review - Department Review Status"



TIP - Pass with conditions:

- “Pass with conditions” is a possible status when minor changes are required but there is no need for an additional review cycle. It may also be related to a situation that must be addressed after the building permit is issued. For example, obtaining a right-of-way permit from Engineering and Transportation.
- When a department approves the plans with conditions, those conditions will be noted on the approved and stamped plans.
- If a condition is related to the construction of the project, make sure to address them on the job site. Our inspectors will be looking for compliance with those conditions.
- If you have questions about the conditions, please contact the reviewer directly.

Review department status

Workflow: BLD2022 - Plan Review PF - OLD - 2/1/2022 10:29:54 AM

Project Name: BLD2022
Workflow Started: 02/01/2022 10:29 AM
Report Generated: 02/14/2022 11:05 AM

CYCLE	DEPARTMENT	STATUS	REVIEWER
1	Building Codes	Corrections Required	Stefani James
	Fire	Pass	Stefani James
	Zoning	Corrections Required	Stefani James
2	Building Codes	Pass with Conditions	Stefani James
	Zoning	Pass	Stefani James

report from ProjectDox by Avolve Software

This report shows each discipline’s status in every review cycle. Approvals may be in different cycles.

5 Checking for conditions

Tasks Files Status Info Reports Discuss BLD2022 TEST

ACTION	REPORT NAME	REPORT TYPE	REPORT DESCRIPTION
🔍	Current Project - All Emails Sent	Project	All template emails sent from within this project
🔍	Current Project - All Group Users	Project	All project users listed by group and name
🔍	Current Project - All Logged Events	Project	All logged events for a project between specified dates
🔍	Current Project - All Uploaded Files with Sheet Sizes	Project	All uploaded files with sheet sizes within this project
🔍	Current Project - Combined Discussions	Project	Project discussion comments, discuss file and workflow form discussions
🔍	Current Project - Discussion Comments with All Participants	Project	Project discussion comments listing all topic participants
🔍	Current Project - Timesheet Logs	Project	All timesheet values entered for this project
🔍	Current Project - Unpublished Files	Project	All unpublished files within this project
🔍	Current Project - User Activity History by Date	Project	All logged project events by a named user between specified dates
🔍	Dynamic Review - Department Review Status	ProjectFlow	The status of all reviews for each of the sub-workflows in a dynamic review
🔍	Dynamic Review - Workflow Routing Slip	ProjectFlow	The sequential route of all tasks for each of the sub-workflows in a dynamic review
🔍	Plan Review - Department Review Status	ProjectFlow	Status of departmental reviews for a specified workflow
🔍	Plan Review - Discussion Board Plan Review	ProjectFlow	Discussions within workflow task forms used within this project
🔍	Plan Review - Review Comments	ProjectFlow	Lists the review comments, checklist and changemark details for a workflow instance review cycles.

For more information on the conditions, return to the “Reports” tab and click “Plan Review - Review Comments”.



Checking for conditions

Workflow: BLD2022 - Plan Review PF - OLD - 2/1/2022 10:29:54 AM View Report

1 of 1 100% Find | Next

Plan Review - Review Comments Report

Project Name: **BLD2022-**
 Workflow Started: **2/1/2022 10:29:54 AM**
 Report Generated: **02/14/2022 11:13 AM**

REVIEW COMMENTS						
REF #	CYCLE	REVIEWED BY	TYPE	FILENAME	DISCUSSION	STATUS
1		Project Coordinator Stefani James 2/2/22 2:34 PM	Checklist Item Complete and upload a Residential pre-screening checklist. http://www.slcdocs.com/building/Res_Login_02-18.pdf		Responded by: - 2/11/22 9:10 AM Done! Responded by: - 2/4/22 2:22 PM Done!	Unresolved
2	1	Building Codes Stefani James 2/9/22 2:41 PM	Library Comment Show dimensions to the building from the property lines on all sides.		Reviewer Response: Stefani James - 2/11/22 11:14 AM Pass with the condition that the property line is 10 feet from the building. Reviewer Response: Stefani James - 2/11/22 11:14 AM Pass with the condition that the property line is 10 feet from the building. Responded by: - 2/11/22 9:10 AM Done!	Condition
3	1	Zoning Stefani James 2/9/22 2:51 PM	Library Comment The foundation plan does not match the footprint on the site plan.		Responded by: - 2/11/22 9:10 AM Done!	Met

report from **ProjectDox**
by Avolve Software

This report will show comments posted as conditions. Your plans are only considered approved if those conditions are met.

Congratulations!

Your plans have been approved and you are very close from obtaining your building permit.

As indicated in the ProjectDox notification email, there a few more steps to complete before a building permit is issued.

Please continue to follow the step-by-step guide - which is now moving into the Permit Issuance stage - to successfully complete the permit process.

If you have questions, send us an email or give us a call.

