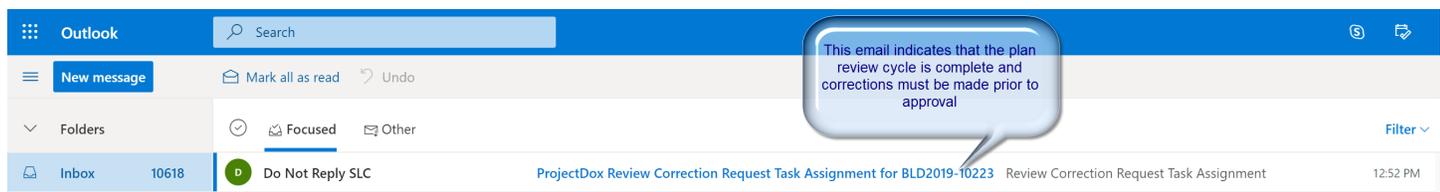


## Plan Review Corrections

- 1- Depending on the complexity of the submitted project, the submitted plan review may be routed out to as many as 9 different plan review groups: Building Code, Zoning, Fire, Public Utilities, Peer Structural, Engineering, Transportation, Planning, and Forestry. Some of these groups are internal to Building Services, others are collaborating city divisions that require approval prior to building permit issuance. A peer structural review is provided by an outside agency. When a plan review is submitted all review groups needed for permit approval are invited to complete a review. Turnaround time with the various groups varies with workload.
- 2- Responses to the assigned reviews cannot be responded to by the applicant until all assigned review groups have completed their assigned plan review task and the project has been turned over to the applicant for revisions.
- 3- All comments must be responded to prior to submitting the project back to Salt Lake City for re-review.
  - a. If an item has been identified as requiring correction, be sure to make the change to all sheets associated with that item. For instance if the address must be changed, please change it on all pages showing the project address
  - b. Additional information and forms for each division can be found online:
    - i. Building Services: @ <https://www.slc.gov/buildingservices/applications-forms/>
    - ii. Engineering / Transportation: <https://www.slc.gov/mystreet/permits/>
    - iii. Planning: <https://www.slc.gov/planning/applications/>
    - iv. Urban Forestry: @ <https://www.slc.gov/parks/urban-forestry/construction-and-building-resources-tree-protection/>
- 4- If you have questions or need further assistance, please contact Building Services Front Line Staff @ 801-535-7968 or via email @ [frontlinebldgpermit@slcgov.com](mailto:frontlinebldgpermit@slcgov.com)
- 5- Once the review is complete an email will be sent to the applicant.



6- Review the instructions included in the “Review Correction Request Task Assignment” email. After reviewing instructions access ProjectDox

ProjectDox Review Correction Request Task Assignment for BLD2019-10223

**ProjectDox**

**Review All Instructions**

**Review Correction Request Task Assignment**

**Attention Heather:**

The plan review submission for Project: **BLD2019-10223** 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:

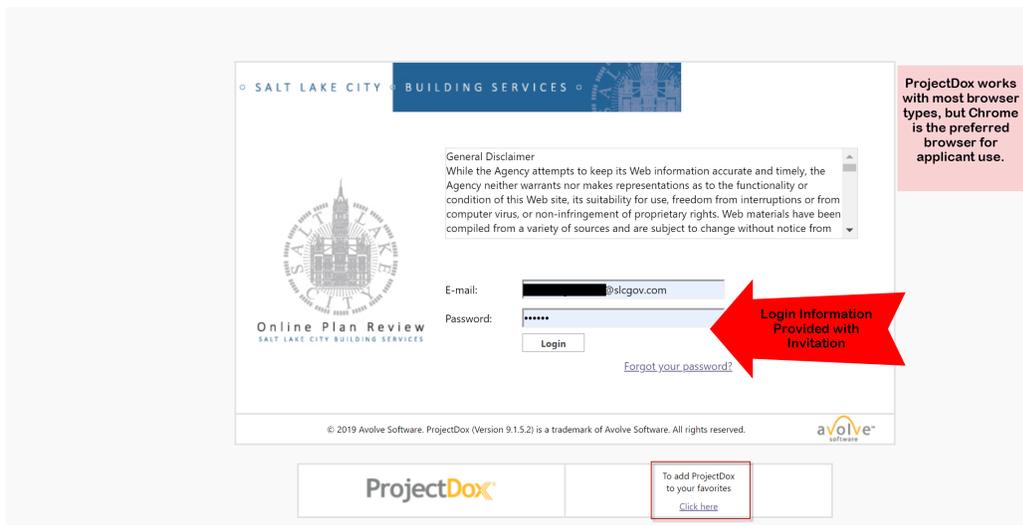
- Drawings must be properly versioned to be considered for plan review.
- A pdf will properly version by simply naming the replacement pdf identical to the pdf it is replacing.
- Responses to corrections must be provided under the Applicant Column in both the Changemark AND Checklist Items Tab Portels 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 completeing each entry to save the specific entry to the portlet and "Save" again at the bottom to save all the entries to the project. Portel columns may be moved by simply picking the column header up and dragging it to the desired location. Click "Save All" to save portel 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:	<b>BLD2019-10223</b>
Description:	<b>Test Project</b>
Task:	<b>Applicant Resubmit</b>
<a href="#">Project Access</a>   <a href="#">Login to ProjectDox</a>	

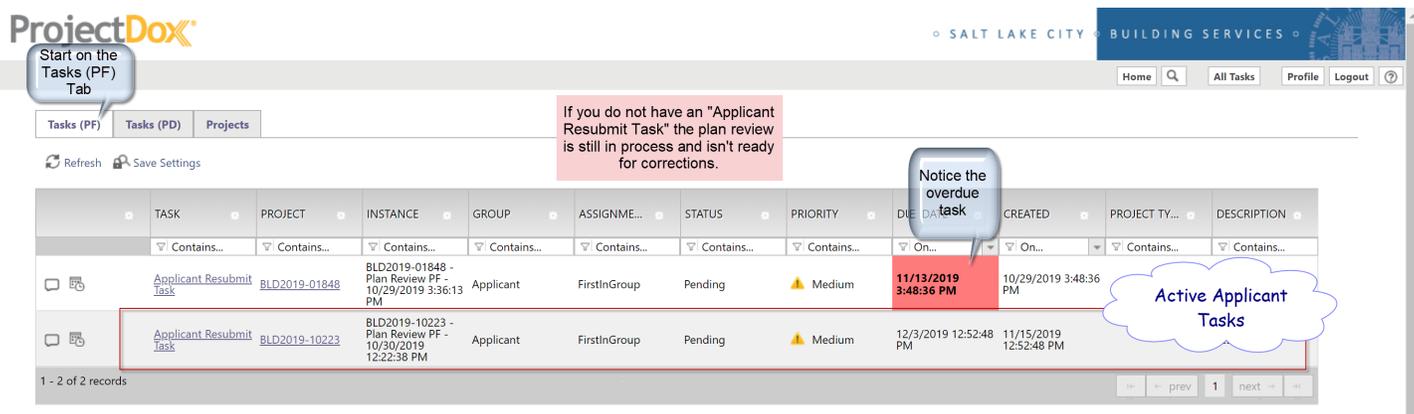
**Access ProjectDox**

Notice there are 2 types of comments

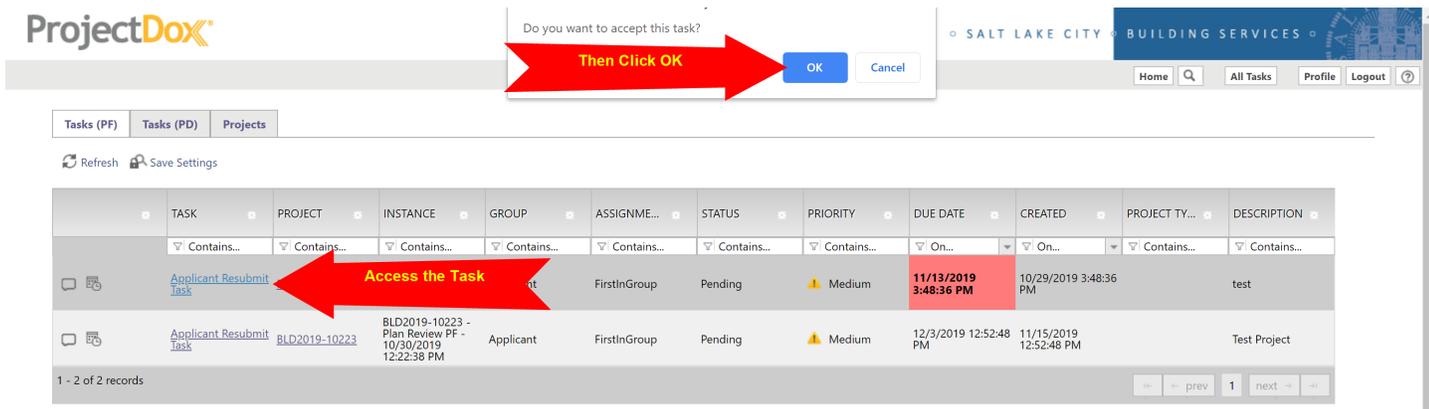
3- Log In to ProjectDox <https://slc-ut-us.avolvecloud.com/ProjectDox/index.aspx?>



4- Access the Tasks (PF) Tab



7- Click and Accept the Task



5- Access Both the Changemark and Checklist Tabs to review comments.

Permit Information | Applicant | Contacts | Fees | Resources

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**Application Number** BLD2019-10223  
**Application Type** Building/Permit/Commercial/NA  
**Description** Tenant Improvement  
**Balance Due** 0

---

**Comments are found under both the Changemark and Checklist**

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

[View/Edit Changemark Items \(3\)](#) | [View/Edit Checklist Items \(1\)](#)

Department	Reviewed By	Status	Reviewer Comments	Applicant Comments
Building Codes	Heather Gilcrease heather.gilcrease@slcgov.com	Corrections Required	See Changemark Items	
Fire	Heather Gilcrease heather.gilcrease@slcgov.com	Corrections Required	See Checklist Items	
Zoning	Heather Gilcrease heather.gilcrease@slcgov.com	Pass	No zoning issues	

**Task Instructions**

**Project:** BLD2019-10223

Select destination folder for files:

- BLD2019-10223
  - Drawings (8 Files - 0 New)

[Submit Corrections for Review](#) [Save For Later](#)

6- Access Changemark Viewer from the Applicant Resubmit Portlet.

Permit Information | Applicant | Contacts | Fees | Resources

---

**Application Number** BLD2019-10223  
**Application Type** Building/Permit/Commercial/NA  
**Description** Tenant Improvement  
**Balance Due** 0

---

**Access Changemark List**

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

[View/Edit Changemark Items \(3\)](#) | [View/Edit Checklist Items \(1\)](#)

Department	Reviewed By	Status	Reviewer Comments	Applicant Comments
Building Codes	Heather Gilcrease heather.gilcrease@slcgov.com	Corrections Required	See Changemark Items	
Fire	Heather Gilcrease heather.gilcrease@slcgov.com	Corrections Required	See Checklist Items	
Zoning	Heather Gilcrease heather.gilcrease@slcgov.com	Pass	No zoning issues	

**Task Instructions**

**Project:** BLD2019-10223

Select destination folder for files:

- BLD2019-10223
  - Drawings (8 Files - 0 New)

[Submit Corrections for Review](#) [Save For Later](#)

## 7- Customize the Viewer (this is available for both changemark and checklist viewers)

**Workflow Review Changemark Viewer**

Refresh Save Settings Review Cycle [All] Group [All]

Click here to save custom settings for future use

Click the radio button for more custom options

Personalize the viewer by picking up and dragging columns

DEPARTMENT	CYCLE	UPDATED BY	FILE NAME	MARKUP NAME	CHANGEMARK SUBJECT	CHANGEMARK DETAILS	CHANGEMARK DATE UPDATED	REVIEWER COMMENTS	COORDINATOR COMMENTS	APPLICANT RESPONSE
Building Codes	1	Heather Gilcrease	0003_Existing_Proposed_Plans.pdf	Dishwasher	Changemark note #01	Is the dishwasher existing or proposed?	11/15/2019 12:49:50 pm			
Building Codes	1	Heather Gilcrease	0002_Title_Sheet.pdf	Kitchen dimensions	Changemark note #01	Provide dimensions of kitchen area.	11/15/2019 12:48:42 pm			
Building Codes	1	Heather Gilcrease	0004_Electrical_Plans.pdf	GFCI	Changemark note #01	Show GFCI outlet locations	11/15/2019 12:46:36 pm			

1 - 3 of 3 records

Save Close View Full Report

Notice the scroll bar

## 8- Review Changemark Comments from the Changemark Viewer

**Workflow Review Changemark Viewer**

Refresh Save Settings Review Cycle [All] Group [All]

Comment Status: All changemarks must be changed to "resolved" prior to approval by review staff

Be sure Review Cycle is "All"

Changemark comment made by reviewer

Notice the applicant response column. We will come back to this.

STATUS	DEPARTMENT	CYCLE	UPDATED BY	FILE NAME	MARKUP NAME	CHANGEMARK DETAILS	REVIEWER COMMENTS	APPLICANT RESPONSE	ROW DATE UPDATED	COORDINATOR COMMENTS
Unresolved	Building Codes	1	Heather Gilcrease	0003_Existing_Proposed_Plans.pdf	Dishwasher	Is the dishwasher existing or proposed?			11/15/2019 12:50:01 pm	
Unresolved	Building Codes	1	Heather Gilcrease	0002_Title_Sheet.pdf	Kitchen dimensions	Provide dimensions of kitchen area.			11/15/2019 12:50:01 pm	
Unresolved	Building Codes	1	Heather Gilcrease	0004_Electrical_Plans.pdf	GFCI	Show GFCI outlet locations			11/15/2019 12:50:01 pm	

1 - 3 of 3 records

Save Close View Full Report

Click here to download a report

## 9- Review Checklist Items Comments from the Applicant Resubmit Portlet

**APPLICANT RESUBMIT**

ProjectFlow BUILDING ayolve

Permit Information Applicant Contacts Fees Resources

Application Number: BLD2019-10223  
 Application Type: Building/Permit/Commercial/NA  
 Description: Tenant Improvement  
 Balance Due: 0

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

View/Edit Changemark Items (3) View/Edit Checklist Items (1)

Department	Reviewed By	Status	Reviewer Comments	Applicant Comments
Building Codes	Heather Gilcrease heather.gilcrease@stgo.gov	Corrections Required	See Changemark Items	
Fire	Heather Gilcrease heather.gilcrease@stgo.gov	Corrections Required	See Checklist Items	
Zoning	Heather Gilcrease heather.gilcrease@stgo.gov	Pass	No zoning issues	

Task Instructions  
 Project: BLD2019-10223  
 Select destination folder for files:

- BLD2019-10223
  - Drawings (8 Files - 0 New)
  - Specifications
  - Calculations
  - Soils SWPP and Drainage Reports
  - Energy Reports
  - City Required Forms (1 Files - 0 New)
  - Five Submittals
    - Approved Drawings and Documents
    - Coordinator Reviewed Files - Miscs
    - Check Review

Submit Corrections for Review Save For Later

## 10- Review Checklist Items Viewer (customization is available with this viewer as previously shown with changemarks)

**Workflow Review Checklist Item Viewer**

Refresh

**Selected Checklist Items for All Review Cycles**

Review Cycle: All | Save Settings | Reset Settings

Default to all permit type

Comment status - All comments must be changed to "Met" by reviewer before building permit can be approved.

Checklist Comments from reviewer

Notice the applicant response box

REF #	PERMIT TYPE	STATUS	COMMENT TYPE	CYCLE	COMMENT TEXT	APPLICANT RESPONSE	DATE UPDATED	STATUS UPDATED BY	STATUS DATE UPDATED	COORDINATOR COMMENTS	
9	Building Permit	Not Met	Fire	Deferred	1	Provide signed and stamped "fire deferred submittal agreement" (the fire deferred agreement can be downloaded from the city website. This document shall be uploaded in the "City Required Forms" folder. Fire suppression, detection and site utility drawings for fire protection, are deferred submittals and require a separate building permit. These drawings are not approved as part of this submittal package. All fire deferred (IBC 107.3.4.1) submittal items need to be submitted within a timely manner (30 calendar days of the original building permit issuance date). The final inspection approval (IBC 1103.10) cannot be issued and no building or structure can be used or occupied (IBC 111.3) until all the fire deferred submittal items are approved by the building and fire officials. A note on drawings: fire permits shall be in accordance with IBC Sections 105.1.1 through 105.1.8. The following item(s) require a separate fire permit: a. Underground fire lines (water main laterals); b. fire hydrants; c. Automatic fire sprinklers; d. Standpipes; e. Fire alarm system; VESDA e UL 300; f. Clean gas; CO2; Wet Dry chemical		11/15/2019 12:51:10 PM	Heather Gilcrease	11/15/2019 12:51:10 PM	

1 - 1 of 1 records

Save Close View Full Report

Click here to download a report

## 11- Choose the folder to load revisions

View/Edit Changemark Items (3) View/Edit Checklist Items (1)

Department	Reviewed By	Status	Reviewer Comments	Applicant Comments
Building Codes	Heather Gilcrease heather.gilcrease@slgov.com	Corrections Required	See Changemark Items	
Fire	Heather Gilcrease heather.gilcrease@slgov.com	Corrections Required	See Checklist Items	
Zoning	Heather Gilcrease heather.gilcrease@slgov.com	Pass	No zoning issues	

**Task Instructions**

Project: BLD2019-10223

Select destination folder for files:

- BLD2019-10223
  - Drawings (8 Files - 0 New) ← Choose the folder to load revisions
  - Specifications
  - Calculations
  - Soils SWPP and Drainage Reports
  - Energy Reports
  - City Required Forms (1 Files - 0 New)
  - Fire Submittals
    - Approved Drawings and Documents
    - Coordinator Removed Files - Misloads
    - Quick Review
    - City Review Comments
    - Applicant Comment Responses

Notice scroll bar to navigate the portlet

I have reviewed and addressed, including responses where appropriate, all Checklist Items accessed by clicking on the "Checklist Items" button above.

I have reviewed and addressed, including responses where appropriate, all Changemark Items accessed by clicking on the "Changemark Items" button above.

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.

**Add Group Members**

First Name	Last Name	Email	Invite to Group
<input type="text"/>	<input type="text"/>	<input type="text"/>	Invite Only <input type="button" value="Invite User"/>

**Remove Group Members**

Remove from Group	User
<input type="button" value="Upload Only"/>	<input type="button" value="Remove User"/>

## 12- Upload revised drawings

- a. Revised drawing must be named identical to the sheet it is replacing to create an overlay

The screenshot shows the ProjectDox upload interface. On the left, a 'Task Instructions' section states: 'After you have successfully uploaded all required plans and documents, please click the (Submit Corrections for Review) button.' Below this are buttons for 'View/Edit Changemark Items (3)' and 'View/Edit Checklist Items (1)'. A table shows the project details for 'Building Codes', 'Fire', and 'Zoning'. A 'Browse For Files' window is open, showing a file list with callouts: 'Click here to open upload portlet' pointing to the 'Select Files to Upload' button, 'Click here to go back to folder list' pointing to the 'View Folders' button, and 'Click here to choose files for upload' pointing to the 'Browse For Files' button. An 'Open' file explorer window is also shown, highlighting the file '0002\_Title Sheet.pdf' in the file list.

## 13- Notice the properly versioned PDF drawing revisions.

The screenshot shows the 'Reviewed By' section of the ProjectDox interface. A table lists the reviewed items:

Department	Reviewed By	Status	Reviewer Comments	Applicant Comments
Building Codes	Heather Gilcrease heather.gilcrease@slgov.com	Corrections Required	See Changemark Items	
Fire	Heather Gilcrease heather.gilcrease@slgov.com	Corrections Required	See Checklist Items	
Zoning	Heather Gilcrease heather.gilcrease@slgov.com	Pass	No zoning issues	

Below the table, the 'Task Instructions' section states: 'After you have successfully uploaded all required plans and documents, please click the (Submit Corrections for Review) button.' Below this are buttons for 'View/Edit Changemark Items (3)' and 'View/Edit Checklist Items (1)'. A 'Browse For Files' window is open, showing a file list with a callout: 'Drawings were properly versioned, notice the V2. Versioning is achieved by naming the replacement PDF identical to the original PDF' pointing to the file '0003\_Existing Proposed Plans.pdf V2'. Below the file list are checkboxes for 'I have reviewed and addressed, including responses where appropriate, all Checklist Items accessed by clicking on the "Checklist Items" button above.', 'I have reviewed and addressed, including responses where appropriate, all Changemark Items accessed by clicking on the "Changemark Items" button above.', and '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.'

# 14- Respond to Comments in the Applicant Resubmit Tab

Permit Information | Applicant | Contacts | Fees | Resources

Application Number: BLD2019-10223

**Respond to both Changemark and Checklist Items through the Viewer**

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

[View/Edit Changemark Items \(3\)](#) [View/Edit Checklist Items \(1\)](#)

Department	Reviewed By	Status	Reviewer Comments	Applicant Comments
Building Codes	Heather Gilcrease heather.gilcrease@slcgov.com	Corrections Required	<input type="text" value="See Changemark Items"/>	<input type="text"/>
Fire	Heather Gilcrease heather.gilcrease@slcgov.com	Corrections Required	<input type="text" value="See Checklist Items"/>	<input type="text"/>
Zoning	Heather Gilcrease heather.gilcrease@slcgov.com	Pass	<input type="text" value="No zoning issues"/>	<input type="text"/>

**Task Instructions**

Project: BLD2019-10223

Select destination folder for files:

- BLD2019-10223
  - Drawings (8 Files - 2 New)
  - Specifications
  - Calculations

[Submit Corrections for Review](#) [Save For Later](#)

## a. Changemark Viewer – Notice the Required Double Save.

**Workflow Review Changemark Viewer**

Refresh Save Settings Review Cycle: All Group: All

Verify review "cycle" and "group" are both defaulted to "All"

Remember that columns can be picked up and moved

REF #	STATUS	FILE IMAGE	DEPARTMENT	CYCLE	UPDATED BY	FILE NAME	CHANGEMARK DETAILS	APPLICANT RESPONSE	CHANGEMARK DATE UPDATED	REVIEWER COMMENTS
3	Unresolved		Building Codes	1	Heather Gilcrease	0003_Existing Proposed Plans.pdf	Is the dishwasher existing or proposed?	The dishwasher is existing. No new plumbing fixtures are proposed with this project.	11/15/2019 12:49:50 pm	
2	Unresolved		Building Codes	1	Heather Gilcrease	0002_Title Sheet.pdf	Provide dimensions of kitchen area	0002 Title Sheet has been revised	11/15/2019 12:48:42 pm	<input type="button" value="Save"/> <input type="button" value="Cancel"/>
1	Unresolved		Building Codes	1	Heather Gilcrease	0004_Electrical Plans.pdf	Show GFCI outlet locations	0004 Electrical Plans has been revised		

1 - 3 of 3 records

**Click Save to save the changes to the project.**

**Type in the comment and then click save to save the changes to the row.**

b. Checklist Item Viewer- Notice the Required Double Save.

**Workflow Review Checklist Item Viewer**

Refresh

Selected Checklist Items for All Review Cycles

Review Cycle: All Save Settings Reset Settings

Default Review Cycle to "All"

Remember that columns can be picked up and moved

REF #	PERMIT TYPE	STATUS	DEPARTMENT	COMMENT TYPE	CYCLE	COMMENT TEXT	APPLICANT RESPONSE	DATE UPDATED	STATUS UPDATED BY	STATUS DATE UPDATED	COORDINATOR COMMENTS
9	Building Permit	Not Met	Fire	Deferred	1	Provide signed and stamped "fire deferred submittal agreement" the fire deferred agreement can be downloaded from the city website. This document shall be uploaded in the "City Required Forms" folder. Fire suppression, detection and site utility drawings for fire protection, are deferred submittals and require a separate building permit. These drawings are not approved as part of this submitted package. "All fire deferred (IBC 107.3.4.3) submittal item(s) need to be submitted within a timely manner (30 calendar days of the original building permit issuance date). The final inspection approval (IBC 103.1.10) cannot be issued and no building or structure can be used or occupied (IBC 111.1) until all the fire deferred submittal items are approved by the building and fire officials." A. Note on drawings: Fire permits shall be in accordance with IFC Sections 105.1.1 through 105.7.16. The following item(s) require a separate fire permit: a. Underground fire lines (water main laterals), fire hydrants, b. Automatic fire sprinkler, c. Standpipes, d. Fire alarm system, VESDA e. UL1, 200, 1. Clean gas, CO2, Wet, Dry chemical	Form loaded to the city required forms folder.	11/15/2019 12:51:10 PM	Heather Gilcrease	11/15/2019 12:51:10 PM	

Type in the comment and then click save to save the changes to the row

Click Save to save the changes to the project

Save Cancel

c. Double Check Submission and Route for Re-Review.

**Task Instructions**

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

View/Edit Changemark Items (3) View/Edit Checklist Items (1)

Depart	Reviewed By	Status	Reviewer Comments	Applicant Comments
Building Codes	Heather Gilcrease heather.gilcrease@slcgov.com	Corrections Required	See Changemark Items	See responses in the Changemark Viewer
Fire	Heather Gilcrease heather.gilcrease@slcgov.com	Corrections Required	See Checklist Items	Agreement loaded to City Required Forms
Zoning	Heather Gilcrease heather.gilcrease@slcgov.com	Pass	No zoning issues	

Respond to Reviewer Project Comment

Double check that responses properly saved in the Items Viewers

Did all the drawings properly version?

Are all requested forms completed and loaded?

Before routing the project back, it is highly encouraged that a double check is conducted on the project.

Click all 3 checkboxes to activate the "Submit Correction for Review" Button

Click here to start initiate the re-review

Submit Corrections for Review Save For Later