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

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.
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.

6- Access Changemark Viewer from the Applicant Resubmit Portlet.
7- Customize the Viewer (this is available for both changemark and checklist viewers)

8- Review Changemark Comments from the Changemark Viewer

9- Review Checklist Items Comments from the Applicant Resubmit Portlet
10- Review Checklist Items Viewer (customization is available with this viewer as previously shown with changemarks)

11- Choose the folder to load revisions
12- Upload revised drawings
   a. Revised drawing must be named identical to the sheet it is replacing to create an overlay

13- Notice the properly versioned PDF drawing revisions.
14- Respond to Comments in the Applicant Resubmit Tab

a. Changemark Viewer – Notice the Required Double Save.

- Click Save to save the changes to the project.
- Remember that columns can be picked up and moved.
- Type in the comment and then click save to save the changes to the row.
b. Checklist Item Viewer - Notice the Required Double Save.

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