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: <u>https://www.slc.gov/planning/applications/</u>
 - iv. Urban Forestry: @ <u>https://www.slc.gov/parks/urban-forestry/construction-and-building-resources-tree-protection/</u>
- 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.

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Δ	Inbox 10618	Do Not Reply SLC	ProjectDox Review Correction Request Task Assignment for BLD2019-10223 Review Correction Request Task Assignment	12	2:52 PM

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

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		ProjectDox Review Correction Request Task Assignment for BLD2019-10223
ail	10619 760 14	ProjectDox Review All Instructions
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ltems	16	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.
ter of up	lotice the are 2 typ comme	Changmarks 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.
to Offi premiu feature	ce Im s	Project: BLD2019-10223
RR		Description: lest Project Task: Applicant Resubmit Project Access Login to ProjectDox

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

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4- Access the Tasks (PF) Tab

Start on the Tasks (PF)							○ SALT LAKE CITY	• BUILDING S	ERVICES • All Tasks Pro	ile Logout ⑦
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D B Applicant Resubmit Task	BLD2019-10223	BLD2019-10223 - Plan Review PF - 10/30/2019 12:22:38 PM	Applicant	FirstInGroup	Pending	🔺 Medium	12/3/2019 12:52:48 11/15/2019 PM 12:52:48 PM	Г	asks	5
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7- Click and Accept the Task

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

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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.

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

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Building Codes	1	Heather Gilcrease	0004 Electrical Plans.pdf	GECI	Changemark note #01	Show GP	CI outlet locations	11/15/2019 12:46:36 pm	1				
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Save Close View Full Report

8- Review Changemark Comments from the Changemark Viewer

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Unresolved		Building Codes	1	Heather Gikrease	0002 Title Sheet.pdf	Kitchen dimensions	Provide dimensions of kitchen area			11/15/2019 12:50:01 pm
Unresolved		Building Codes	1	Heather Gikrease	0004 Electrical Plans.pdf	GFCI	Show GFCI outlet locations			11/15/2019 1250.01 pm
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9- Review Checklist Items Comments from the Applicant Resubmit Portlet

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

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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@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	

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Task Instructions				
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12- Upload revised drawings

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

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13- Notice the properly versioned PDF drawing revisions.

Task Instructions After you have successfully uploaded all rec [View/Edit Changemark Items (3)] Viewi	puted plans and documents, please click the (Submit Corrections for Review) butto	n.			
Department	Reviewed By	Status	Reviewer Comments	Applicant Comm	ents
Building Codes	Heather Glicrease heather.glicrease@slogov.com	Corrections Required	See Changemark Items		
Fire	Heather Glicrease heather.glicrease@elogov.com	Corrections Required	See Checklist Items		
Zoning	Heather Gilcrease heather.gilcrease@slogov.com	Pass	No zoning issues		
Task Instructions					
Project: BLD2019-10223					
Search Files to Upload Vere Control C	Fouriers Drawings were properly versioned: notice the versioned: Topic relations in the second of the original professional to the original professional to the original professional second of the second of the top representation of the original profession of the representation of the original profession of the original profession of the representation of the original profession of the original profession of the representation of the original profession of the original profession of the representation of the original profession of the original profession of the representation of the original profession of the original profession of the representation of the original profession o	hecklist florms ² fastlor above. * "Dampement florm" fastlor above. project using the SAME flor names as the original files.	am ready to complete my assigned task and resubmit back to the	jurisdicton for further review.	
Add Group Members First Nam	e Last Name		Email	Invite to Group	
				Upload Only T	Invite User
Remove Group Members					
	Remove from Group Upload Only 💌		User		Remove User
		Submit Connections for Review Save For	Later		

14- Respond to Comments in the Applicant Resubmit Tab

Network Network Application Application <th>APPLICANT R</th> <th>ESUBMIT</th> <th></th> <th></th> <th>ProjectFlow BUILDING</th>	APPLICANT R	ESUBMIT			ProjectFlow BUILDING
Application Nummer, BLD Application Nummer, BLD Respond to both Changemark and challed to the state of the	Permit Information Applicant Conta	acts Fees Resources			
Application Answerst, BUF Respond to both Changemark and Checklist Frems through the Viewer Task instructions Task instructions Application Contractions for Reverse butters WetEdd Changemark (BUF) Demoded Changemark (B					
Respond to both Changemark and Checklist Terms through Tak Instructions Are viewer Connections Tak Instructions Wetel Checklist terms () Yere () Heather Checklist Required See Checklist terms () Zoring Heather Checklist Required See Checklist terms () Wetel Checklist terms () Respond Checklist terms () See Checklist terms () See Checklist terms () Pask Instructions	Application Number BLD200				
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Department Reviewed By Status Reviewer Comments Applicant Comments Building Codes Heather Glicrease heather Glicrease@slogov.com Corrections Required See Changemark Items Image: Corrections Required Image: Cor	Task Instructions After you have accessfully uploaded all View/Edit Changemark Items (3)	I required plans and documents, please click the (Submit Corrections for ew/Edit Checklist Items (1)	Review) button.		
Building CodesHeather Glicrease Integriteriase@skigov.comCorrections RequiredSee Changemark ItemsFireHeather Glicrease@skigov.comSee Changemark ItemsImage: Corrections RequiredZoningHeather Glicrease@skigov.comPassNo zoning issuesTotal Corrections RequiredNo zoning issuesImage: Corrections RequiredImage: Corrections RequiredSee Changemark ItemsNo zoning issuesImage: Corrections RequiredImage: Corrections RequiredTotal Corrections RequiredPassNo zoning issuesImage: Corrections RequiredSee Changemark ItemsSee Change ConstructionsSee Change ConstructionsSee Change Constructions ConstructionsSee Change ConstructionsSee Change ConstructionsSee Change Constructi	Department	Reviewed By	Status	Reviewer Comments	Applicant Comments
Fire Heather Glicrease heather glicrease@skgov.com Corrections Required See Checklist Items Image: Checklist Items Zoning Heather Glicrease@skgov.com Pass No zoning issues Image: Checklist Items Image: Checklist Items Zoning Heather Glicrease@skgov.com Pass No zoning issues Image: Checklist Items Image: Checklist Items Status Heather Glicrease@skgov.com Pass No zoning issues Image: Checklist Items Image: Checklist Items Select destination folder for files: Select destination folder for files: Image: Checklist Items Im	Building Codes	Heather Gilcrease heather.gilcrease@slcgov.com	Corrections Required	See Changemark Items	
Zoning Heather Glicrease @slogov.com Pass No zoning issues Task Instructions Project: BLD2019-1022 Select destination folder for files: * * BLD2019-1022 Diawing: (8 Files - 2 New) * Diawing: (8 Files - 2 New) * Caluators	Fire	Heather Gilcrease heather.gilcrease@slcgov.com	Corrections Required	See Checklist Items	
Task Instructions Project: BLD2019-10223 Select destination folder for files: Image: Select destination for Review: Save For Later	Zoning	Heather Gilcrease heather.gilcrease@slcgov.com	Pass	No zoning issues	
Select destination folder for files:	Task Instructions Project: BLD2019-10223				
 BLD2019-10223 Drawings (6 Files - 2 New) Specifications Calculations Submit Corrections for Review Save For Later 	Select destination folder for files:				
Drawings (8 Files - 2 New) Specifications Calculations Submit Connections for Review Seve For Later	 BLD2019-10223 				
Submit Corrections for Review Submit Corrections for Review Save For Later	Drawings (8 Files - 2 New)				
Calculations Submit Corrections for Review Save For Later	Specifications				
Submit Corrections for Review Save For Later	Calculations				
			Submit Corrections for Review Save For I	ater	

a. Changemark Viewer – Notice the Required Double Save.

Wo	rkflow F	Review Cha	ngemark Viewer						
C Ref	resh 🛛 🔐 Save Se	ttings Review Cycle:	All ▼ Group: All	•				Remember that columns can be	
			Verify review "cycle" and "group" are both defaulted to					picked up and moved	Show 5 vecords
REF #	STATUS	FILE IMAGE	"AIF DEPARTMENT	CYCLE	UPDATED BY	FILE NAME	CHANGEMARK DETAILS	APPLICANT RESPONSE	CHANGEMARK REVIEWER COMMENTS
🕆 Equa	s 😨 Contains					♥ Contains		∇ Contains	▽ On ▽ Contains
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 fixtur are proposed with this project.	11/15/2019 12:49:50 pm
2	Unresolved		u 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
1	Unresolved		Building Codes	1	Heather Gilcrease	0004 Electrical Plans.pdf	Show GECI outlet locations	0004 Electrical Plans has been revised	Type in the comment and
4									then click save to save the
1 - 3 of	records								changes to the row.
Save		Click Save t changes to t	to save the the project.						

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

Selected Checklist Items for All Review Cycles Review Cycle All All Status Default Review Cycle The All All All All All All All A		
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Y Equals. V Contains.	COORDINATOR COMMENTS	
9 Building Permit Not Met Fire Deferred 1 Provide signed and stanged Title supervision in the opposition of the oppositio		
fire in gater main laterally fire hydrarch & Jackmark fire spinice, v SSDA (Latera gater Cock Web Dy chemical	м	
1 - 1 of 1 record Click Save to save the changes to the	ancel	->1

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

	Checklist Items (1)			Reviewer Project Comment
Depart responses properly save	Reviewed By	Status	Reviewer Comments	Applicant Comments
Building Codes	Heather Gilcrease heather.gilcrease@slcgov.com	Corrections Required	See Changemark Items	See responses in the <u>Changemark</u> 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	
EL2019-10223 Drawings (8 Files - 2 New) Specifications Calculations Solis SWPP and Drainage Reports Energy Reports City Required Forms (1 Files - 0 New)				Before routing the project back, it is highly encourged that a double check is conducted on the project.
Fire Submittals Fire Submittals Approved Draf Aire all requested Coordinator R forms completed Quick Review and loaded? City Review Comments Applicant Comment Responses)			
Fire Submittals Fire Submittals Approved Draf Aire all requested Coordinator R forms completed Quick Review and loaded? City Review Comments Applicant Comment Responses	sponses where appropriate, all Checklist Items accessed by cli sponses where appropriate, all Changemark Items accessed by documents required as a result of the review into the appropria	cking on the "Checklist Items" button above clicking on the "Changemark Items" bo the folder in the project using the SAME file.	Click all 3 checkboxes to activate the "Submit Correction for Review" Button	task and resubmit back to the jurisdiction for further review.