

Uploading Corrected Sheets

1. You will not be able to upload corrected sheets until you have responded to all of the issues. The status will show “Answered” once the response has been completed. If your issue resolution only requires a comment, please add the comment to the issue response and re-upload the impacted sheet.

Issues						
 Filter						
Discipline	Title	Status	Attached To	Created By	Last Updated	Updated By
BUILDING	TEST1	ANSWERED	M11.0		2/7/2019, 1:48:48 PM	
URBAN DESIGN	TEST2	ANSWERED	M11.0		2/7/2019, 1:48:54 PM	

2. Click on Uploads to upload the corrected sheets. It is not necessary to resubmit the entire plan set. Only the updated or added sheets must be uploaded. Select Resume to upload the sheets.

Record Details	Summary	Uploads	Issues	Conditions	Approved Plans
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Digital files required for application and plan review are submitted within a review package. Below is a list containing submitted and in progress packages for this application. Plan files may only be submitted at the start of a review cycle. For review cycles that are in progress, click the Resume action to upload files to the packages. [More info](#)

Review Packages					
Date	Name	Description	Status	Updated By	Action
2/7/2019	Plan/Document Submittal # 2		New	Melissa Chiong	 Resume
1/29/2019	Plan/Document Submittal # 1		Accepted	Melissa Chiong	View

3. Complete the same upload steps as the initial upload. **NOTE:** Please use the same sheet names when uploading the revised plans. It is important that the same names are used so that the system will recognize the new sheets.