How to Perform Revisions / Deferred Submittals (Public)

Introduction

Although the Primary submittal review cycle is system generated, Revisions / Deferred submittals need to be manually created by the Permit Tech. Hence, prior to submitting documents for revisions or deferred submittals, the applicant will need to inform the Permit Tech (external to eProcess360) to create a folder to submit revision/deferred submittals. Once a new Submittal folder is created by the staff, Staff will inform the applicant (external to eProcess360) that the system is ready to receive Revisions / Deferred submittals.

For larger projects, it can be convenient to request the permit tech to always maintain a folder for ongoing Revisions / Deferred Submittals. This may be done at the discretion of staff, and will depend on jurisdiction best practices.
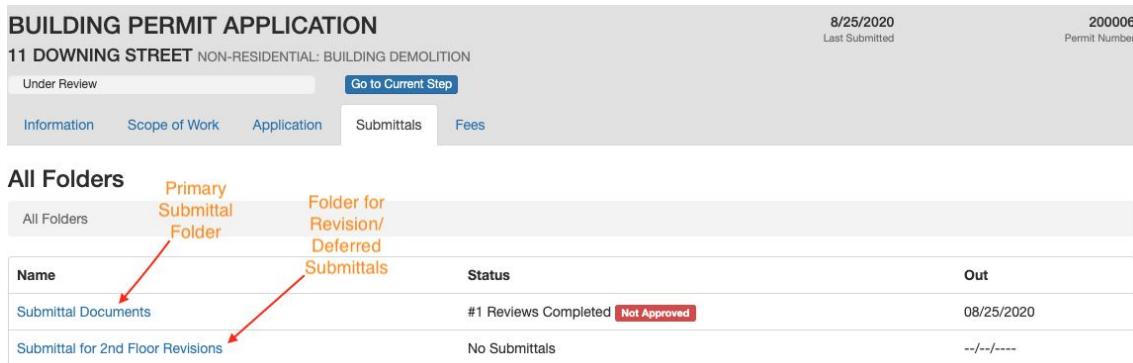
How to Perform Revisions/Deferred Submittals

After preparing the set of electronic documents, go to the blue Submittals frame on the **Submittals** page. For deferred/revision submittals in particular, please follow the steps below to ensure that you are submitting documents in the correct place:

1. On the Submittals page, click the **All Folders** button as shown below to see all submittal folders on the project:

This button will display all submittal folders in the project. The first folder will usually consist of the Primary Submittals, if there is only one item listed then there have not been any additional Submittal folders created, and you will need to contact staff.

2. Open the Submittal folder that you want to submit documents to. It is very important to open the *applicable folder* to submit the documents, especially when there could be several submission folders. The example below shows a folder for Submittal for 2nd Floor Revisions to submit revision documents.

3. When the folder is opened, a blue submittal frame to upload documents will be opened as follows:

How to submit documents

After preparing the set of electronic documents, go to the blue Submittals frame on the appropriate **Submittal** folder.

1. Click the Add File button in the blue submittal frame

If needed to add multiple documents, multiple files can be selected and added by dragging-and-dropping the selected files into the blue Submittal frame or clicking the blue open button after selecting the required files as shown below:

2. After adding your files, select and identify the document type from the list for each file.

3. Make sure all necessary documents have been added and labeled correctly before

Selecting **Complete & Submit** as the final step to upload the files. Until the Complete & Submit button is clicked, your application and documents will not be submitted to the staff. If you realize you have not included all documents after Uploading files, you will need to contact the staff.

*Note: If there are **Required Files**, the Complete & Submit button will not turn dark red until all **Required Files** are added.*

4. The submittal will now be read-only and can no longer be updated. Your documents will be routed for review and you will be notified once all necessary reviews have been completed.