

# 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

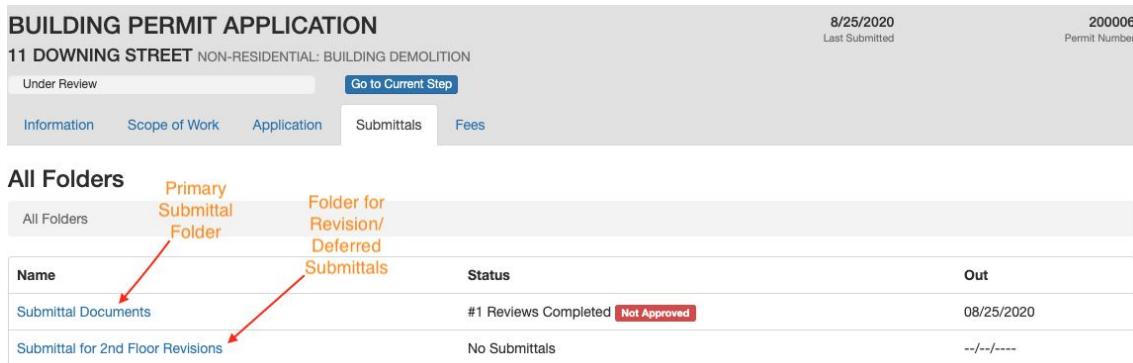
After preparing the set of electronic documents, go to the blue Submittals frame on the **Submittals** page. For **deferred/revision submittals** in particular, please follow the steps below to ensure that you are submitting documents in the correct place:

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

A screenshot of the ePROCESS 360 Submittals page. At the top, there is a header with the project address '1234 NEW STREET RESIDENTIAL: MASONRY CHIMNEY REPAIR', the date '8/19/2020', and the permit number '200001'. Below the header, there are tabs for 'Information', 'Scope of Work', 'Application', 'Submittals' (which is highlighted in blue), and 'Fees'. The 'Submittals' section is expanded, showing a table with one row labeled '#2 Submittal'. The table has columns for 'Incomplete' (with a checkbox and 'Expand' link), 'Add File', and 'Complete & Submit'. Below the table, there is a note: 'Upload your documents here. If you are not ready to upload documents at this time, you may safely close your browser and resume this process at any time. You may drag and drop files here or use the 'Add File' button to add documents to this submittal. The documents are not submitted for review until 'Complete & Submit' is clicked. Once submitted, no further documents may be added.' There is also a note: 'If any required documents are listed below, you will not be allowed to proceed until a copy of each required document has been uploaded and the corresponding 'Document Type' has been selected for each file.'

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.



**BUILDING PERMIT APPLICATION**  
11 DOWNTON STREET NON-RESIDENTIAL: BUILDING DEMOLITION

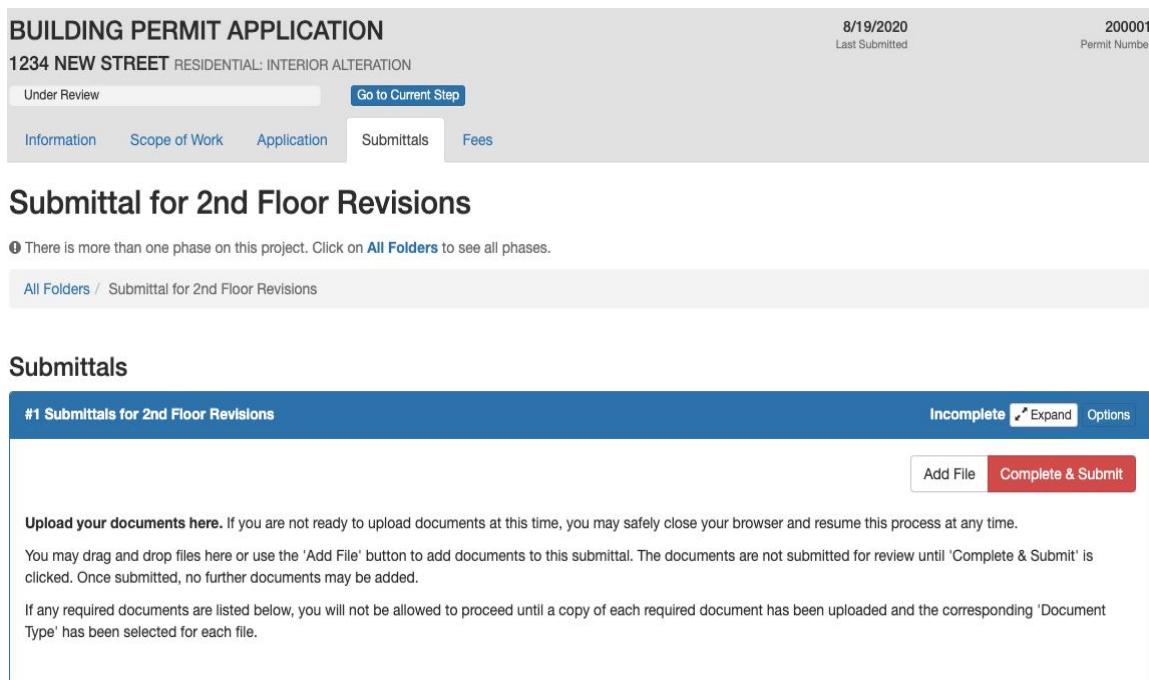
Under Review [Go to Current Step](#)

Information Scope of Work Application [Submittals](#) Fees

**All Folders**

Name	Status	Out
Submittal Documents	#1 Reviews Completed <span style="color: red;">Not Approved</span>	08/25/2020
Submittal for 2nd Floor Revisions	No Submittals	---

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



**BUILDING PERMIT APPLICATION**  
1234 NEW STREET RESIDENTIAL: INTERIOR ALTERATION

Under Review [Go to Current Step](#)

Information Scope of Work Application [Submittals](#) Fees

## Submittal for 2nd Floor Revisions

There is more than one phase on this project. Click on [All Folders](#) to see all phases.

All Folders / Submittal for 2nd Floor Revisions

### Submittals

#1 Submittals for 2nd Floor Revisions	Incomplete	<input checked="" type="checkbox"/> Expand	Options
<p><b>Upload your documents here.</b> If you are not ready to upload documents at this time, you may safely close your browser and resume this process at any time.</p> <p>You may drag and drop files here or use the 'Add File' button to add documents to this submittal. The documents are not submitted for review until 'Complete &amp; Submit' is clicked. Once submitted, no further documents may be added.</p> <p>If any required documents are listed below, you will not be allowed to proceed until a copy of each required document has been uploaded and the corresponding 'Document Type' has been selected for each file.</p>			

# 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

## Submittals

#1 Submittal

Incomplete  Expand Options

Add File Complete & Submit

**Upload your documents here.** If you are not ready to upload documents at this time, you may safely close your browser and resume this process at any time.

You may drag and drop files here or use the 'Add File' button to add documents to this submittal. The documents are not submitted for review until 'Complete & Submit' is clicked. Once submitted, no further documents may be added.

If any required documents are listed below, you will not be allowed to proceed until a copy of each required document has been uploaded and the corresponding 'Document Type' has been selected for each file.

Required Documents:

Collated Plans 1

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:

Today

	Date Modified	Size	Kind
<input type="checkbox"/> Screen Shot 2020-08-20 at 4.52.09 PM	Today at 4:52 PM	8 KB	PNG image
<input type="checkbox"/> Screen Shot 2020-08-20 at 4.46.58 PM	Today at 4:50 PM	245 KB	PNG image
<input checked="" type="checkbox"/> Screen Shot 2020-08-20 at 4.45.52 PM	Today at 4:48 PM	187 KB	PNG image
<input checked="" type="checkbox"/> Screen Shot 2020-08-20 at 4.44.01 PM	Today at 4:44 PM	202 KB	PNG image
<input checked="" type="checkbox"/> Screen Shot 2020-08-20 at 4.41.39 PM	Today at 4:41 PM	258 KB	PNG image
<input checked="" type="checkbox"/> Screen Shot 2020-08-20 at 4.15.21 PM	Today at 4:15 PM	291 KB	PNG image
<input checked="" type="checkbox"/> Screen Shot 2020-08-20 at 4.13.24 PM	Today at 4:13 PM	324 KB	PNG image
<input checked="" type="checkbox"/> Screen Shot 2020-08-20 at 1.32.09 PM	Today at 1:32 PM	108 KB	PNG image
<input checked="" type="checkbox"/> Screen Shot 2020-08-20 at 1.24.40 PM	Today at 1:24 PM	60 KB	PNG image

Yesterday

	Date Modified	Size	Kind
<input type="checkbox"/> Screen Shot 2020-08-19 at 6.34.48 PM	Yesterday at 6:34 PM	132 KB	PNG image
<input type="checkbox"/> Screen Shot 2020-08-19 at 5.08.58 PM	Yesterday at 5:13 PM	133 KB	PNG image
<input type="checkbox"/> Screen Shot 2020-08-19 at 5.08.40 PM	Yesterday at 5:08 PM	1 KB	PNG image
<input type="checkbox"/> Screen Shot 2020-08-19 at 4.54.47 PM	Yesterday at 4:54 PM	95 KB	PNG image
<input type="checkbox"/> Screen Shot 2020-08-19 at 4.36.56 PM	Yesterday at 4:39 PM	128 KB	PNG image
<input type="checkbox"/> Screen Shot 2020-08-19 at 4.36.39 PM	Yesterday at 4:36 PM	115 KB	PNG image
<input type="checkbox"/> Screen Shot 2020-08-19 at 4.32.55 PM	Yesterday at 4:33 PM	149 KB	PNG image
<input type="checkbox"/> Screen Shot 2020-08-19 at 4.32.46 PM	Yesterday at 4:32 PM	137 KB	PNG image

Submittal Details

Information Scope of Work

Under Review

Step 1 Select Files

Step 2 To Upload Files

Step 3 Open

Submittals

#2 Submittal

Incomplete  Expand Options

Add File Complete & Submit

**Upload your documents here.** If you are not ready to upload documents at this time, you may safely close your browser and resume this process at any time.

You may drag and drop files here or use the 'Add File' button to add documents to this submittal. The documents are not submitted for review until 'Complete & Submit' is clicked. Once submitted, no further documents may be added.

If any required documents are listed below, you will not be allowed to proceed until a copy of each required document has been uploaded and the corresponding 'Document Type' has been selected for each file.

#1 Submittal Uploaded: 08/19/2020

Reviews Completed Not Approved  Expand Options

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

**Submittals**

**#1 Submittal** Incomplete Expand Options

Add File Complete & Submit

**Upload your documents here.** If you are not ready to upload documents at this time, you may safely close your browser and resume this process at any time. You may drag and drop files here or use the 'Add File' button to add documents to this submittal. The documents are not submitted for review until 'Complete & Submit' is clicked. Once submitted, no further documents may be added.

If any required documents are listed below, you will not be allowed to proceed until a copy of each required document has been uploaded and the corresponding 'Document Type' has been selected for each file.

**Required Documents:**

Collated Plans

Download	Document Type	Description / Filename	Upload Status
Download	Collated Plans	Screen Shot 2020-08-21 at 4.32.00 PM.pdf	Done
Download	N/A	Screen Shot 2020-08-21 at 4.32.00 PM.pdf	Done
Download	<input checked="" type="checkbox"/> <b>Architectural Plans</b>	Screen Shot 2020-08-19 at 5.08.58 PM.pdf	Done
Download	Checklist	Screen Shot 2020-08-19 at 4.29.09 PM.pdf	Done
Download	Civil Plans	Screen Shot 2020-08-20 at 4.52.50 PM.pdf	Done
Download	Comments	Screen Shot 2020-08-19 at 4.29.09 PM.pdf	Done
Download	Electrical Plans	Screen Shot 2020-08-20 at 4.52.50 PM.pdf	Done
Download	Gas Line Plans	Screen Shot 2020-08-20 at 4.52.50 PM.pdf	Done
Download	Manufacturer Specs	Screen Shot 2020-08-20 at 4.52.50 PM.pdf	Done
Download	Master Plans	Screen Shot 2020-08-20 at 4.52.50 PM.pdf	Done
Download	Mechanical Diagram	Screen Shot 2020-08-20 at 4.52.50 PM.pdf	Done

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

Complete & Submit

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.

**Submittals**

**#1 Submittal** Incomplete Expand Options

Add File Complete & Submit

**Step 4 To Submit Application**

**Upload your documents here.** If you are not ready to upload documents at this time, you may safely close your browser and resume this process at any time. You may drag and drop files here or use the 'Add File' button to add documents to this submittal. The documents are not submitted for review until 'Complete & Submit' is clicked. Once submitted, no further documents may be added.

If any required documents are listed below, you will not be allowed to proceed until a copy of each required document has been uploaded and the corresponding 'Document Type' has been selected for each file.

**Required Documents:**

Collated Plans

Download	Document Type	Description / Filename	Upload Status
Download	Collated Plans	Screen Shot 2020-08-20 at 4.52.09 PM.pdf	Done
Download	<input checked="" type="checkbox"/> <b>Electrical Plans</b>	Screen Shot 2020-08-20 at 4.46.58 PM.pdf	Done
Download	Structural Calculations	Screen Shot 2020-08-20 at 4.45.52 PM.pdf	Done
Download	Architectural Plans	Screen Shot 2020-08-20 at 4.44.01 PM.pdf	Done

*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.