



## Resubmit Procedure

Resubmits can only be accepted when all reviews have been completed by City Staff and/or formally rejected by Permit Coordinators (applicant will be notified and rejection sheets will be attached to plans). Applicants **cannot send / or email in information to correct anything beforehand.**

Revisions made to plans **not related to the rejections** may **NOT** be made during the resubmittal process. Revisions are only done after the permit has been issued.

1. The rejected permit will be in the rejection file drawer or in the bull pen. Pull complete file/plans.
2. **CHECK AUTHORIZATION in AEC.** Applicant or authorized agent must bring in **2 copies (4 if commercial)** of documentation to address all parts of the rejection.
3. Applicant or authorized agent will stamp the documents with the "Resubmit" stamp (which includes the date of resubmit).
4. Applicant or authorized agent **must then add or change out the rejected sheets of each set of plans with the new documents.**
5. The sheets removed from **each set** must be kept with the file and marked "Old as of" with the date of the resubmit for all copies.
6. A Plans resubmit fee will be charged for 2<sup>nd</sup>, 3<sup>rd</sup>, etc. resubmits. This fee **must** be paid at time of resubmit.
7. In CRW - Customer Service Rep to add in necessary plan review(s) in Plan Review tab, fill in the Rejection Comment Sheet with date, time, and initials. Place file in Misc. Resubmit bin.

OR

8. If "1 PERMIT TRACKING" IS ON REJECTION SHEET: Add a Resubmit note in Chronology, fill in the Rejection Comment Sheet with date, time, and initials, then place file in tracking area. Permit Coordinators will add reviews.

**\*On TBD permits – Engineer always resubmits- find out who resubmitted and add to chronology\*.**