



Community Development Procedures for Re-submittals

Introduction

The CDD has created standard procedures to guide applicants through the process of submitting re-submittals. There are two instances when applicants will submit additional plans to CDD after an initial submittal. The first is when a project has been through plan review and has received a plan review comment letter. The second is when a project has received plan approval, but changes in the field have occurred that need to be reviewed by the chief building official/commercial plan reviewer. The following procedures shall be followed in either situation. The purpose of these procedures is to reduce the number of re-submittals it takes for a project to receive full plan approval and to avoid any unnecessary delays in issuing a building permit.

General Information

- Planning/zoning, engineering and building reviews of permit submittals for code compliance may result in review comments that must be addressed by a re-submittal before a permit can be issued.
- Formal re-submittals must be submitted to the development clerks at the Community Development Department's front counter. Do not submit re-submittals directly to the chief building official or plans examiner. We welcome and encourage applicants to contact (phone, email) and/or meet with staff to discuss resolutions to comments, if needed.
- You may submit a formal re-submittal package that addresses an individual discipline's plan review comments (e.g. address only planning/zoning comments), or submit a comprehensive package with responses to every discipline (e.g. address all comments on unified plan review letter).
- Response packages addressing plan review comments shall be a comprehensive package addressing all of that discipline's comments. Do not submit an incomplete re-submittal package addressing only some of the plan review comments. For example, do not only submit responses to comments #1, 5, 10 and 15. If there is a similar re-submittal under review, the plans may not be accepted.
- Customers should be aware that comments must be resolved with no more than two (2) re-submittals. If the review of the first re-submittal results in additional comments, you will be required to set up a meeting with all the appropriate design professionals and staff to address the comment(s) and come to resolution. The re-submittal subsequent to this meeting would then be the second re-submittal and should address all code requirements. You will not be able to make a second re-submittal until that meeting has occurred.
- Please be aware that applicants shall pay an additional plans review fee of \$100.00 per hour (one hour minimum) for the third submittal (i.e., second resubmittal) for that discipline. If the response to a set of review denial comments is not complete and submitted in multiple submittal packages, the additional fee will apply to any submittal beyond the second submittal, even if addressing the first round of review comments.

Procedure

- Present the re-submittal package to the clerks at the Community Development Department's front counter. The formal re-submittal package addressing plan review comments must include the following:
 - Provide a cover letter which identifies all of the following:
 - Application number assigned at original submittal
 - Project name

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- Project address
 - Identify the respective comment(s). A brief sentence or paragraph explaining how each such comment is proposed to be resolved. In each response, it may be necessary to reference revised drawings, specifications, or other supporting documentation that is either attached to or located within an appendix to the cover letter.
 - Contact information and signature of the Registered Design Professional in Responsible Charge.
- Completed copy of the Plan Submittal Form. A re-submittal package without either the cover letter addressing the appropriate comments or the Plan Submittal Form may result in a submittal package not being accepted by the department, or may result in delays to your project's review.
 - For commercial projects provide four (4) identical copies of all supporting documentation referenced within the cover letter including drawings that have been revised. For residential projects two (2) copies are required.
 - If the original drawings were sealed by an architect or engineer, then any revisions to such drawings shall bear the seal and signature of the respective architect or engineer in accordance with Ohio State Laws. All supporting documentation shall be sealed and signed as required by state statutes and regulations.
 - Submit copies of **only** those drawings/sheets that are being revised. If drawings are being re-submitted which have not been revised, all such drawings will be not be accepted. An index sheet with revised sheets clearly marked is required for every re-submittal.
 - Any revisions to drawings shall be clearly visible and identifiable (i.e., clouded, revision numbers, dates, etc).
- After the re-submittal package has been reviewed and the building clerks have notified you that the plans are ready to be picked up, visit the Community Development Department's front counter to collate the plans. All plan review comments are required to be picked up within 30 days.
 - The development clerks will retrieve all old sets of plans and perform a completeness check on the re-submittal package. If there is a similar re-submittal under review, the clerks may not accept the re-submittal package.
 - The re-submittal package will be routed through the plan review process. Once the plan review process is complete, the clerks will notify the applicant that the plans are ready to be picked up.
 - The applicant will go to the front counter to retrieve the reviewed plans. The clerks will retrieve the old sets of plans and direct the applicant to the front counter work station to collate the revised plans into the department's set of plans.
 - The applicant will receive one (1) copy of the drawings/sheets that have been reviewed. The applicant will collate the drawings/sheets into the department's set of plans before receiving the revised drawings/sheets for the set of plans at the job site.
 - The applicant will disassemble the plans, completely remove all sheets to be replaced, insert revised sheets and reassemble plans in the order outlined on the index sheet. The front counter work station has staple removers, staplers and other supplies.
 - The applicant will keep one set of each sheet that has been replaced, use a marker to mark "void" along with the date of the revision on each sheet, roll those sheets together with the printed side facing out and secure them with a rubber band.
 - The applicant will return the newly collated set of plans and the rolled set of voided plans to a clerk at the front counter.
 - A clerk will perform all necessary processing and the applicant will pay plan review fees. Once the plans are returned, processed and payment made, the building clerk will give the applicant the second set of revised plans for the job site's set of plans.
 - The revised sheets must be taken to the job site and collated in the approved plans on the job site. The job set must be updated with the most recent drawings/sheets in order for inspections to occur.

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