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# ELECTRONIC DOCUMENT REVIEW (EDR) USER GUIDE - RESUBMITTALS

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## DEVELOPMENT SERVICES BUILDING PERMIT RESUBMITTAL GUIDE

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## Planning and Development Combined Review Process

Each review cycle is completed as a total unit. While each discipline reviews for its particular requirements, the cycle is not considered complete until all disciplines have finished their respective reviews. As a result, comments from all disciplines needing deficiencies corrected are sent in one document. The comments also include the Tag references found on redlined plans making these items simple to find and respond to. Redlines are sent directly to the project in the Online Permit Manager.

## Retrieve Comment Packet and Listing of Required Documents for Resubmittal

★ **Applicant Tip – Quick Tip** A valid email is a required part of the application process. If you do not enter a complete email address during the application process, your comments will be delayed.

Comments are sent by email to the contact listed on the permit. Follow the instructions in that email to retrieve the comments. These comments will contain the all the deficiencies on your project noted by the reviewers. The comments are organized in the following manner:

- The 1<sup>st</sup> page contains a **Quick Status Summary** showing the status of each reviewing discipline. In the example below, all reviews have been “Approved” except for Building which is requesting revisions, “Revisions Needed”. Also, this example shows that when a discipline is not included in the review process, they are noted as “Not Routed”.
- This page also includes basic permit, and contact information.

QUICK STATUS SUMMARY			
Addressing Review	Approved	Building Review	Revisions Needed
Drainage Review	Approved	Environmental Review	Not Routed
Flood Review	Approved	McDOT Review	Not Routed
Zoning Review	Approved		

- The Resubmittal Page, 2<sup>nd</sup> page, is multipurpose as described below:

503-54- L	B2017 2	Revision 1	
PnD/Building/Residential_1/New			
Construct New Single Family Residence			
<b>BUILDING PERMIT FEES DUE AT TIME OF RESUBMITTAL:</b> The fee amount shown at the right is payable at the time of resubmittal. <b>Resubmittals cannot be accepted without payment of fees.</b> The balance of fees must be paid at each resubmittal for any fees assessed during subsequent reviews. Any remaining fees will be due at the time of Permit Issuance.		\$ 2,155.00	
Flood Control District	FP20180	\$100.00	
LIST DOCUMENTS REQUIRED			
Description	Qty	Description	Qty
Construction	1	G&Ds	1
Submit each revised plan using the "Resubmit" button for that plan. Each must be submitted individually - do not multi-select the documents from one "Resubmit" button. For any new document, use the "Add" button. If you have questions, please see the second video on our website, "Resubmittal and Approval": <a href="http://az-maricopacounty.civicplus.com/4488/electronic-document-review-edr">http://az-maricopacounty.civicplus.com/4488/electronic-document-review-edr</a>			
* No additional reviews needed: MC Dept. of Transportation <input checked="" type="checkbox"/>			
OFFICE USE ONLY			
ROUTING CHECKLIST			
Site Plans / G&D's / Aerials = __ADDR __BPR __ZPR __ES __ENG __OTHER			
Construction / Floor Plans = __BPR __ZPR __ES __ENG __OTHER			
Calcs (Structural, Truss, Load, Specs) = __BPR __ZPR __ES __ENG __OTHER			
Reports (Drainage, Soil, GeoTech) = __BPR __ZPR __ES __ENG __OTHER			
Fence, Gate, Wall Details = __BPR __ZPR __ES __ENG __OTHER			
New App / Contact Supplemental = __ADDR __BPR __ZPR __ENG __OTHER			
Deed, PUE, Will Serve, Authorization Ltr, Response Ltr, Transmittal Ltr, Photos, Comments, Other = ADDR BPR ZPR ES ENG OTHER			
CUSTOMER INFORMATION			
SUBMITTED BY:		DATE:	
PHONE # / FAX #:		EMAIL:	
SIGNATURE:			
FRONT COUNTER		INTAKE & ROUTING	
RECEIVED BY:	DATE:	ROUTED BY:	DATE:

➤ The first three lines describe the permit and note which Revision is represented. This includes the parcel number, permit tracking number, revision number, permit type and work description.

➤ The fourth and fifth lines concern the fees for the permit and any related (GOTO) permits. All fees must be paid at time of resubmittal.

➤ Lines 6 thru 8 contain a list of the documents being requested by the reviewers. These items may have redlined plans sent to the project in the Online Permit Manager or be additional items needed.

➤ The gold section has pertinent information for customers to follow as well as disciplines that need no subsequent reviews.

➤ This section is used for paper submittals only, so disregard for your online permits.

➤ The customer information section needs to be filled out and resubmitted with any other requested documents.

➤ This section is used for paper submittals only, so disregard for your online permits.

The Resubmittal Page is required as part of the resubmittal with the Customer Information section completed and signed.

## Resubmittal Requirements and Recommendations

All requirements for the initial submittal are true for all resubmittals. Please use the following instructions to prepare your documents for electronic plan check. Note that *Plans* have different submittal recommendations than supporting documents/attachments.

- ✓ All PDF files must be under 50 MB in size.
- ✓ Paper sizes should not exceed 36x48 inches.
- ✓ Resolution should not exceed 200 DPI.
- ✓ Files must be saved in PDF 1.4 OR GREATER.

### ★ Applicant Tip – Quick Tip Refer to the original filename!

A revised document should have the same filename and sheet order as the original.

**Revision/Resubmittals may be rejected if not submitted with a filename that exactly matches the original submittal filename.**

### ★ Applicant Tip – Quick Tip If pages need to be added to a document, add them at the end so the original page order is retained.

#### A. PREPARING PLANS FOR SUBMITTAL

**Creating PDF's:** Each 'Plan' (or 'Plan set') must be saved as a **flattened/optimized PDF**. Flatten the drawing layers in your CAD program prior to creating the PDF, or use the 'SAVE AS/FLATTENED' and/or **optimized PDF** option available in your PDF tool. Plans that have 'layers' are not acceptable.

Saving PDF's with consistently formatted, sequential bookmarks is helpful and encouraged. If multiple PDF's are merged, verify that bookmarks are consistent. Nested bookmarks are not officially supported. Ideally, a bookmark consists of the Sheet number and a short description (*example*: G1.0 General Notes)

#### **Naming Plan Sets:**

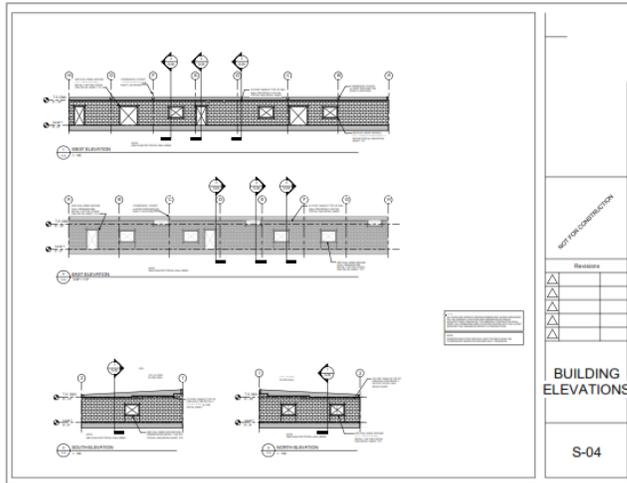
We recommend grouping and submitting plans in smaller, logical sets to facilitate the electronic plan review. For example, the Grading and Drainage plans should include all pages in one pdf; photovoltaic details should all be grouped in one pdf; building plans should be in one pdf, landscape plans should be in one set, etc. Also, the site or Grading and Drainage plans must be separate from the building plans.

#### **Page Orientation and Alignment:**

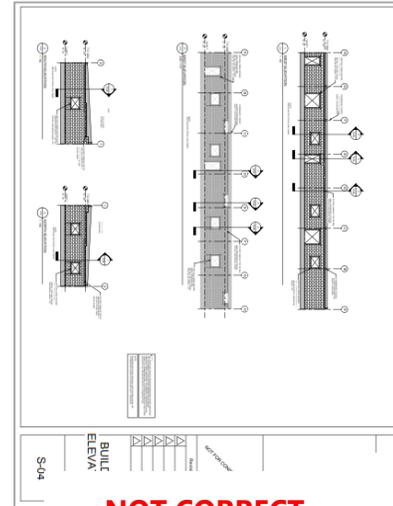
1. Pages must all be properly oriented, meaning upright, **not** sideways or upside down, so that the document can be viewed without rotation. Failure to submit correctly oriented plans will result in the rejection of the plans and closure of the permit number during Digital Intake, see the Digital Customer Checklist.

### ★ Applicant – Quick Tip Check documents before attaching.

To verify that pages are properly oriented, open the document in your PDF application and do a '**print preview**'. Scroll through each page in the preview window to make sure the pages are properly oriented. Make sure the correct paper size is selected.



**CORRECT**



**NOT CORRECT**

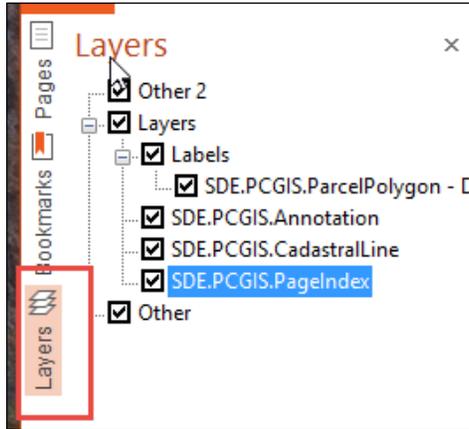
2. Alignment: Plan drawings must be created in your CAD program so that drawing perimeters 'line up' exactly when overlaid electronically.
  - Revised/corrected plans must 'line up' with the original submittal to facilitate comparing versions electronically.
3. Plans must be saved 'to-scale' to ensure proper measuring of lines and areas electronically.
  - Include a scale on each sheet or include the measurements for each object.
4. Plans should be plotted/drawn using a black and white plot style. Grayscale, monochrome and colored pens are not encouraged.
5. **Do not submit password protected or locked PDF documents.** Plan reviews are conducted on copies of the original files provided. The original PDF's are not changed in any manner.
6. After saving the CAD files to PDF format, **ensure that no 'comments' or 'editable content' exists** in the file. (Embedded hyperlinks are acceptable.)
7. **Paper plans scanned from a photocopy to PDF format are acceptable, but should be clearly legible and follow the same rules noted above.**
8. Open each PDF using *Adobe Reader/Adobe Pro* and select 'File/Save As'. *Adobe* is the best tool for resolving corrupted or malformed files. Do not submit PDF's that Adobe indicates are corrupted.
  - Ensure the file name meets the naming recommendations noted above.

Electronic plan review software relies on correct (PDF/A compliant) information that is embedded in every PDF document (the *metadata*). For intellectual property and security reasons, plan review software does

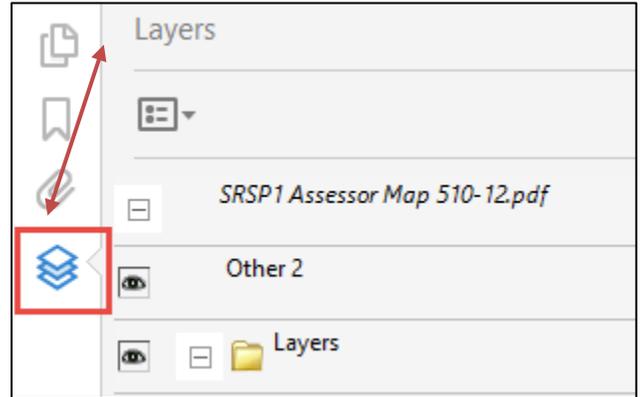
not and should not change incoming files. Here are some guidelines for *resolving potential issues* before you submit your plans.

### How can I tell if my PDF has 'Layers' or other 'Editable Content'?

Most PDF compliant software (like Adobe Reader, Adobe Pro, Nitro Pro, etc.) display a Layers icon when a document contains layers, (see below). The Layers icon is not displayed if the file contains no layers recognized by the PDF tool.



Nitro Pro PDF – with 'Layers'



Adobe Reader PDF – with 'Layers'

Other 'Editable content' includes: active **form fields, stamps, comment or text boxes, signatures, or markups** that can be deleted from the PDF by any user. Editable fields will have a blue background within the PDF. Open the Comment window in your PDF tool to see these types of objects. If any of these are found, please flatten the PDF or remove them. These include plans that use *AutoCAD SHX Text* objects – this font type that has compatibility issues in many PDF viewers.

### Why do 'Layers' and 'Editable Content' need to be removed from the PDF?

Many tools on the market convert CAD drawings/plans to a PDF format. Unfortunately, some of these tools do not properly translate CAD layers or content. Additionally, conversion irregularities introduced by the CAD program or flatbed scanner may introduce errors into the PDF document. Do not submit files with *any editable content*. If an 'object' can be edited or deleted in the PDF, the document is not acceptable.

### Why is page rotation so important?

PDF tools that allow users to 'rotate' pages should properly record that 'rotation' within the PDF document. When this rotation is not properly set by the PDF software, those pages may end up printing upside down or sideways when they are sent to a printer.

### What does PDF optimization do?

PDF Optimization reduces file size by removing embedded fonts, compressing images and removing unused objects and improper metadata. Optimization is critical to reduce or eliminate PDF corruption.

## B. NAMING SUPPLEMENTAL DOCUMENTS

Supplemental documents or attachments are any files that are not plan sets. These may include Permit Applications, Soils Reports, Calculations, images, etc. These must also be **submitted in PDF format with a unique, descriptive filename.**

### Attachments and Naming Convention Structure for Revisions

The same specific naming conventions must be followed for EDR resubmittals as for the initial EDR submittal. The table shown below specifies the required resubmittal documents and required naming convention and document descriptions. This may not be all inclusive.

The document description is very important for resubmittals as this tells the Department which review cycle you are resubmitting, 2<sup>nd</sup>, 3<sup>rd</sup>, etc.

<u>Required Documents</u>	<u>Application Documents</u>	<u>Naming Convention</u>	<u>Document Description</u>
✓	Response letter	RESP-LTTR	2 <sup>nd</sup> Sub-Response Letter
✓	Resubmittal Page	RSUB-PAGE	2 <sup>nd</sup> Sub-Resubmittal Page
If applicable	Building Activity Application	BLDG-APPL	2 <sup>nd</sup> Sub-Building Activity Application
If applicable	Site Plan	SITE-PLAN	2 <sup>nd</sup> Sub-Site Plan
If applicable	Grading and Drainage Plan	GRAD-PLAN	2 <sup>nd</sup> Sub-G&D Plan
If applicable	Construction Plans	BLDG-PLAN	2 <sup>nd</sup> Sub-Building Plans
If applicable	Structural Calculations	STRU-CALC	2 <sup>nd</sup> Sub-Structural Calculations
If applicable	Truss Calculations	TRUS-CALC	2 <sup>nd</sup> Sub-Truss Calculations
If applicable	Load Calculations	LOAD-CALC	2 <sup>nd</sup> Sub-Load Calculations
If applicable	Specifications	SPEC-DETL	2 <sup>nd</sup> Sub-Specifications
If applicable	Fence, Gate or Wall Details	FENC-DETL	2 <sup>nd</sup> Sub-Fence, Gate or Wall Details
If applicable	Drainage Report/Plan	DRAI-RPTS	2 <sup>nd</sup> Sub-Drainage Report
If applicable	Environmental Serv. Documentation	ENVS-DOCU	2 <sup>nd</sup> Sub-Environmental Receipt
If applicable	Standard Plan Authorization Letter	SPAL-LTTR	2 <sup>nd</sup> Sub-Standard Plan Authorization Letter
If applicable	Will Serve Letter	WLSR-LTTR	2 <sup>nd</sup> Sub-Will Serve Letter
If applicable	Work Order for MH	WKOR-DOCU	2 <sup>nd</sup> Sub-Work Order
If applicable	PUE Waiver	PUEW-DOCU	2 <sup>nd</sup> Sub-PUE Waiver
If applicable	Finished Floor Letter	FFLT-LTTR	2 <sup>nd</sup> Sub- Finished Floor Letter
If applicable	Temporary Benchmark Letter	TMBK-LTTR	2 <sup>nd</sup> Sub- Temporary Benchmark Letter
If applicable	Special Inspection Certificate	SPLI-DOCU	2 <sup>nd</sup> Sub- Special Inspection Certificate
If applicable	Contact Supplemental	CONT-DOCU	2 <sup>nd</sup> Sub- Contact Supplemental

When resubmitting a previously submitted document, use the same filename, but change the description to match the review cycle for which you are submitting. When submitting a new document, follow the naming convention and use the appropriate document description for the review cycle, 2<sup>nd</sup>, 3<sup>rd</sup>, etc.

If you have a document not listed here, please follow the basic naming convention structure: **CAPS-CAPS** if the item is a plan, use **XXXX-PLAN**, if it is a detail, use **XXXX-DETL**, if it is a calculation use **XXXX-CALC**, etc. Please be as descriptive as

possible. Example, for a fireplace detail use **FRPL-DETL**, the Document Description would be: 2<sup>nd</sup> Sub-Fireplace Detail, or 3<sup>rd</sup> Sub-Fireplace Detail, etc.

## Required Resubmittal Documents

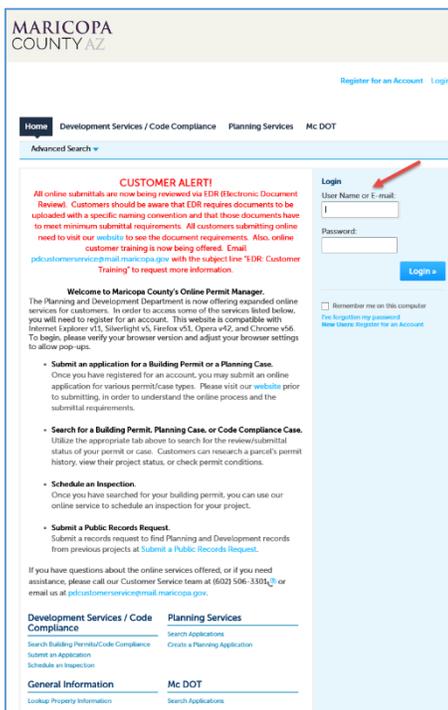
For resubmittals, a **Response Letter** and the completed **Resubmittal Page** of the Combined Review Comments are required. Refer to the **Resubmittal Page** for the list of documents required by the reviewers.

LIST DOCUMENTS REQUIRED			
Description	Qty	Description	Qty
Construction Reports (Drainage, Soil, GeoTech)	1	G&Ds	1

Some items may be revisions to plans that have been sent to the project in the Online Permit Manager, so check the project for those redlines. Some items may be documents that were not submitted at initialization or be additional information requested by a reviewer.

It is essential that all documents follow the EDR Document Requirements, Naming Convention and Document Descriptions as outlined above. Failure to do so will result in the rejection of your resubmittal. If that were to occur, you will receive an email with an attached checklist of items to correct. This will not be a technical review of the submitted materials, only an Intake resubmittal review to ensure that all requirements for resubmittal have been met.

## How to Resubmit through the Online Permit Manager

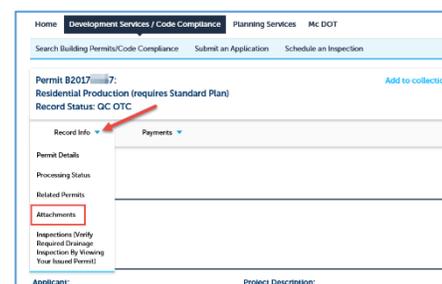
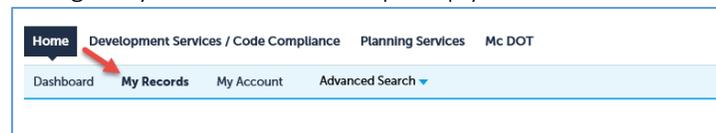


Now that you know the requirements for resubmittal documents, how do you actual submit them?

First go to the Online Permit Manager and log into your account.

<https://acela.maricopa.gov/citizenaccessmcss/>

Next go to your Dashboard and pull up your Records.



Select the permit for which you are resubmitting and go to the Attachments for that permit by clicking on the Record Info triangle and then selecting **Attachments**. Allow a moment for the page to load.

Home **Development Services / Code Compliance** Planning Services Mc DOT

Search Building Permits/Code Compliance Submit an Application Schedule an Inspection

Permit B201800 [Add to collection](#)

Residential Production (requires Standard Plan)  
Record Status: QC OTC

Record Info Payments

### Attachments

Ensure that all required documents show in the "Attachment" section at the bottom of the screen.

The maximum file size allowed is 50 MB.  
htm,htmz,mht,mhtml are disallowed file types to upload.

Name	Record ID	Virtual Folders	Action	Latest Update	Description	Size	Record
B201800 - GRAD - PLAN - REVIEWED	B201800	1st Submittal	Resubmit Actions	04/16/2018	1st Sub-G&D Plan	4.94 MB	Residi Produ Stand
B201800 - PLOT - PLAN - REVIEWED	B201800	1st Submittal	Resubmit Actions	04/16/2018	1st Sub-Plot Plan	611.98 KB	Residi Produ Stand
B201800 - PDF	B201800		Actions	03/13/2018	B201800 - PDF	11.57 KB	Residi Produ Stand
B201800 - BLDG-APPL.PDF	B201800	1st Submittal	Actions	02/12/2018	1st Sub-Building Activity Application	1002.97 KB	Residi Produ Stand
B201800 - GRAD-PLAN.PDF	B201800	1st Submittal	Actions	02/12/2018	1st Sub-G&D Plan	4.93 MB	Residi Produ Stand

< Prev 1 2 Next >

**Add** Use only for new items.

The attachment page will look similar to the example on the left. All attachments will show but those needing revisions will have added text and function.

In this example, two plans have been sent out to the customer with redlines. This is indicated by the "REVIEWED" text on those two plans.

Secondly, under the "Actions" column, there is a Resubmit option over the Action ▾

To attach the revision for each document, click on the Resubmit for that document and select the document to attach. Complete the attachment process for each file separately.

If this is not done correctly, the online software will connect all the documents to the one plan and will not see the additional documents as separate items. This causes the resubmittal to be jumbled.

### Attachments

Ensure that all required documents show in the "Attachment" section at the bottom of the screen.

The maximum file size allowed is 50 MB.  
htm,htmz,mht,mhtml are disallowed file types to upload.

Name	Record ID	Virtual Folders	Action	Latest Update	Description	Size	Record
B201800 - GRAD - PLAN - REVIEWED	B201800	1st Submittal	Resubmit Actions	04/16/2018	1st Sub-G&D Plan	4.94 MB	Residi Produ Stand
B201800 - PLOT - PLAN - REVIEWED	B201800	1st Submittal	Resubmit Actions	04/16/2018	1st Sub-Plot Plan	611.98 KB	Residi Produ Stand
B201800 - PDF	B201800		Actions	03/13/2018	B201800 - PDF	11.57 KB	Residi Produ Stand
B201800 - BLDG-APPL.PDF	B201800	1st Submittal	Actions	02/12/2018	1st Sub-Building Activity Application	1002.97 KB	Residi Produ Stand
B201800 - GRAD-PLAN.PDF	B201800	1st Submittal	Actions	02/12/2018	1st Sub-G&D Plan	4.93 MB	Residi Produ Stand

< Prev 1 2 Next >

\* Type: Plan PhD Remove

File: GRAD-PLAN.pdf 100%

\* Description: 2nd Sub-G&D Plan

Save Add Remove All

For the first plan in this example, you hit the Resubmit option over the Action ▾ and select the file you want to attach.

You then, update the Description to reflect the review cycle for which you are submitting. In this case, it is "2<sup>nd</sup> Sub-G&D-Plan".



## Validation of Submitted Attachments

Please validate that all resubmitted attachments are linked with the permit tracking number.

Click on the permit number for which you resubmitted. Click on 'Record Info' and select 'Attachments'.

Home **Development Services / Code Compliance** Planning Services Mc DOT

Search Building Permits/Code Compliance Submit an Application Schedule an Inspection

Permit B201800 [Add to collection](#)

Residential Production (requires Standard Plan)  
Record Status: EDR Plans Received

Record Info **Payments**

Permit Details

Processing Status

Related Permits

**Attachments**

Inspections (Verify Required Drainage Inspection By Viewing Your Issued Permit)

**Attachments**

Ensure that all required documents show in the "Attachment" section at the bottom of the screen.

The maximum file size allowed is 50 MB. [html,htm,mht,mhtml](#) are disallowed file types to upload.

Name	Record ID	Virtual Folders	Action	Latest Update	Description	Size	Record ID
<a href="#">B201800 - GRAD - PLAN - REVIEWED</a>	B201800	1st Submittal	<a href="#">Resubmit Actions</a>	04/16/2018	1st Sub-G&D Plan	4.94 MB	Resident (requires
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<a href="#">B201800 - GRAD - PLAN.PDF</a>	B201800	2nd Submittal	<a href="#">Actions</a>	04/16/2018	2nd Sub-G&D Plan	4.93 MB	Resident (requires
<a href="#">B201800 - PLOT - PLAN.PDF</a>	B201800	2nd Submittal	<a href="#">Actions</a>	04/16/2018	2nd Sub-Plot Plan	301.30 KB	Resident (requires
<a href="#">B201800 - DETL - PLAN.PDF</a>	B201800	1st Submittal	<a href="#">Actions</a>	04/16/2018	2nd Sub-Detail Plan	12.63 MB	Resident (requires

< Prev 1 2 Next >

Add

Please ensure that all documents you selected appear with the description you updated.

Notice that all of the 2<sup>nd</sup> submittal documents have the correct descriptions.

Two of the documents were revisions to redlined plans and are in the **2nd Submittal Virtual Folder**, but one was a new document for the resubmittal and is therefore in the **1<sup>st</sup> Submittal Virtual Folder**. This is correct!

## Payment of Review Fees

Review fees can be paid at any time. However, they must be paid before a resubmittal can be accepted and routed for the next review cycle. Once payment has been made and the resubmittal accepted, the Digital Counter will move the project forward for technical review. The applicant will receive an automated email notifying that the permit has been routed.