

## Reviewer Feedback

A department plan reviewer will review submitted construction documents for substantial code compliance. The applicant will receive an email notification if the review identifies corrections that must be made. Upon receiving notification, the applicant must return to ProjectDox to review and respond to department feedback. Plans and/or supporting documents may need to be updated and resubmitted as a result of the department’s feedback before the review can continue and construction documents can be approved.

After logging in to ProjectDox, locate the “Applicant Resubmit” task for your project under the Tasks tab on the home page.

The screenshot shows the ProjectDox interface with a table of tasks. The table has columns for TASK, PROJECT, INSTANCE, GROUP, ASSIGNMENT..., STATUS, PRIORITY, and DUE. A task is highlighted with a red box, and callouts provide instructions on how to interact with it.

TASK	PROJECT	INSTANCE	GROUP	ASSIGNMENT...	STATUS	PRIORITY	DUE
Applicant Resubmit Task	BL-R2003-0002	Building - IMS - 3/11/2020	Applicant			Medium	3/27 PM

Clicking this link accepts the work flow task and opens the eForm. From there you can respond to reviewer comments and changemarks.

This link takes you to the project page. Go there to review drawing and document markup.

The remainder of this document will guide you through the process of responding to reviewer feedback and completing the Applicant Resubmit task.



## APPLICANT RESUBMIT



Resources	Review Information	Add User to Applicant Invite Group
<p>MN State Construction Codes                  MN State Plumbing Code                  ProjectDox Information</p>		

### Task Instructions

After you have successfully uploaded all required plans and documents, please click the Resubmit Complete button.

Department	Reviewed By	Status	Reviewer Comments	Applicant Comments
Building	Not Reviewed	Plan Revision Required	Please respond to changemarks and checklist items.	

### Task Instructions

- I have reviewed and addressed, including responses where appropriate, all Checklist Items accessed by clicking on the "Checklist Items" button above.
- I have reviewed and addressed, including responses where appropriate, all Changemark Items accessed by clicking on the "Changemark Items" button above.
- I have uploaded the revised drawings and/or documents required as a result of the review into the appropriate folder in the project using the SAME file names as the original files. I am ready to complete my assigned task and resubmit back to the jurisdiction for further review.

## Checklist Comments

The middle section of the eForm includes a button labeled "View/Edit Checklist Items". The number following the label indicates how many checklist comments were made. Checklist Comments can be informational or can require a response if issues were identified. Checklist Comments typically describe issues with the overall project or identify missing documents. Any comments with a status of "Not Met" must be responded to. Comments that have a status of "Note" are for informational purposes only. You may have to scroll to the right to see all checklist table columns.

Review the Comments and enter a response that describes the action you have taken in the "Applicant Response" column. You must do this for each item that has a status of "Not Met".

To record a checklist response click in the cell adjacent to the checklist item. Type your response and click the green “Save” button. Repeat this for each item that requires a response.

When you have responded to each comment, click the “Save” button at the bottom left of the window. Then click on the “Close” button to leave the form and return to the Applicant Resubmit eForm.

**Selected Checklist Items for All Review Cycles**

Review Cycle: All Save Settings

REF #	PERMIT TYPE	DEPARTMENT	COMMENT TYPE	CYCLE	COMMENT TEXT	APPLICANT RESPONSE	COORDINATOR COMMENTS
3	Building Plan Review	Building	General	1	The following materials are required (as applicable) for Plan Review: 1. Complete set of Plans and Specifications 2. Addenda and/or Change Orders 3. Plan Review Fee 4. Code Record 5. Sample Structural Calculations 6. Special Inspection Program 7. Soils Investigation Report 8. Energy Code Compliance Forms	I uploaded the missing Soils Investigation Report to the Documents folder.	
4	Building Plan Review	Building	General	1	A majority of the new building codes were adopted and have gone into effect. This project is reviewed in accordance with the previous codes the 2007 MSBC and the 2 requested and previously for this project prior to the of the new codes.		

1 - 2 of 2 records

Save Close View Full Report

Save Cancel

Click the cell and enter a response.

When all items have been responded to, click the "Save" button followed by the "Close" button.

After entering each response, click the "Save" button.

You do not have to complete your responses all at once. You may return to this page to add or modify responses up until you complete the Applicant Resubmit task. Once you have completed the task your responses will be made available to department plan reviewers. If the response satisfies the identified concern the plan reviewer will change the comment’s status from “Not Met” to “Met”.

## Change Marks

The middle section of the eForm also includes a button labeled “View/Edit Changemark Items”. The number following the label indicates how many Changemark items were identified. A changemark will identify a compliance issue found on an individual plan or document.

**Workflow Review Changemark Viewer**

Refresh Save Settings Reset Settings Review Cycle: All Group: All

REF #	STATUS	FILE IMAGE	DEPARTMENT	CYCLE	FILE NAME	MARKUP NAME	CHANGEMARK SUBJECT	CHANGEMARK DETAILS
1	Unresolved		Building	1	111-CO - FIRST LEVEL - CODE PLAN AND REFERENCE PLAN.pdf	DJI Rev Example	ACC 01	[Example Only] Accessible exits shall be...
2	Unresolved		Building	1	T... 111-CO - FIRST LEVEL - CODE PLAN AND REFERENCE PLAN.pdf	DJI Rev Example	FIRE 01	[Example Only] Fire suppression zones must be...
3	Unresolved		Building	1	T... 111-CO - FIRST LEVEL - CODE PLAN AND REFERENCE PLAN.pdf	DJI Rev Example	MECH 01	[Example Only] Elevator shafts must comply with...

1 - 3 of 3 records

Save Close View Full Report

Annotations:

- View changemarks from this, prior, or all review cycles.
- Changemark comment will typically require a response and possibly a change to plans.
- Clicking here will open the drawing and show the changemark.
- This number indicates the Review Cycle.
- For easier viewing, columns can be resized or rearranged by dragging and dropping.
- Click this button to generate a report of all changemarks.
- Scroll right to see the Applicant Response column.

Clicking the “View Full Report” button will generate a list of all changemarks. This can be helpful for offline reference, especially if the list is long. The report can be exported to Excel, PDF, and other common formats.

Note: see sections at the end of this document for more information about viewing changemarks.

Responding to changemarks is similar to responding to checklist items. To record a changemark response, scroll to the right to find the Applicant Response column and click the cell you want to update. Type your response and click the green “Save” button. Repeat this for each “Unresolved” item.

When you have finished with your review and responses, click the “Save and Close” button at the bottom left of the window. As with Checklist Comments, you do not have to complete your responses all at once.

**Workflow Review Changemark Viewer**

Refresh Save Settings Reset Settings Review Cycle: All Group: All

Show 5 records

CHANGEMARK SUBJECT	CHANGEMARK DETAILS	CHANGEMARK DATE UPDATED	REVIEWER COMME...	COORDINATOR COMME	APPLICANT RESPONSE	ROW DATE UPDATED
ACC 01	[Example Only] Accessible exits shall be...	3/15/2020 1:59:07 pm			Drawing was updated to allow for the .]	3/15/2020 1:59:28 pm
FIRE 01	[Example Only] Fire supression zones must be...	3/15/2020 1:59:07 pm				3/15/2020 1:59:28 pm
MECH 01	[Example Only] Elevator shafts must comply with...	3/15/2020 1:59:07 pm				3/15/2020 1:59:28 pm

1 - 3 of 3 records

Save Close View Full Report

Callouts:

- Click to enter a response for the "Unresolved" items.
- After entering each response, click the "Save" button.
- When you are finished responding, click the "Save" and then "Close" buttons.

You may close the changemark window and the Applicant Resubmit eForm and return as often as necessary to respond to all Checklist and Changemark items that require a response. Drawings and documents that are updated as a result of plan review feedback must be resubmitted (uploaded) to ProjectDox (see below).

## Department Review

The Department Review section shows the review status for each discipline that performed a review. Additional comments or instructions may be included in the “Reviewer Comments” section.

Department	Reviewed By	Status	Reviewer Comments	Applicant Comments
Building		Plan Revision Required	Please respond to changemarks and checklist items.	

## Resubmit Updated Drawings and Documents

Updated drawings and documents must be uploaded to the appropriate project folders. The steps are the same as for the initial Applicant Upload. Only submit those drawings and documents that changed.

**IMPORTANT:** Drawings and documents that are resubmitted **MUST** have the same name as the originally submitted file. ProjectDox relies on the file name to identify that a new version of a file was submitted. If the resubmitted file has a different name ProjectDox will consider it to be a new addition to the project instead of a new version of an existing project document.

## Completing the Applicant Resubmit Task

When you “complete” the Applicant Resubmit task you are notifying the department that you have responded to reviewer feedback and the project is ready for the next review cycle. Only after explicitly completing the task will department reviewers see your responses to Checklist Comments and Changemarks and look at revised drawings and documents.

To complete the Applicant Resubmit task, check the 3 boxes at the bottom of the eForm indicating that you have completed the expected response activities and then click the “Complete” button.

**Task Instructions**

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- I have reviewed and addressed, including responses where appropriate, all Checklist Items accessed by clicking on the "Checklist Items" button above.
- I have reviewed and addressed, including responses where appropriate, all Changemark Items accessed by clicking on the "Changemark Items" button above.
- I have uploaded the revised drawings and/or documents required as a result of the review into the appropriate folder in the project using the SAME file names as the original files. I am ready to complete my assigned task and resubmit back to the jurisdiction for further review.

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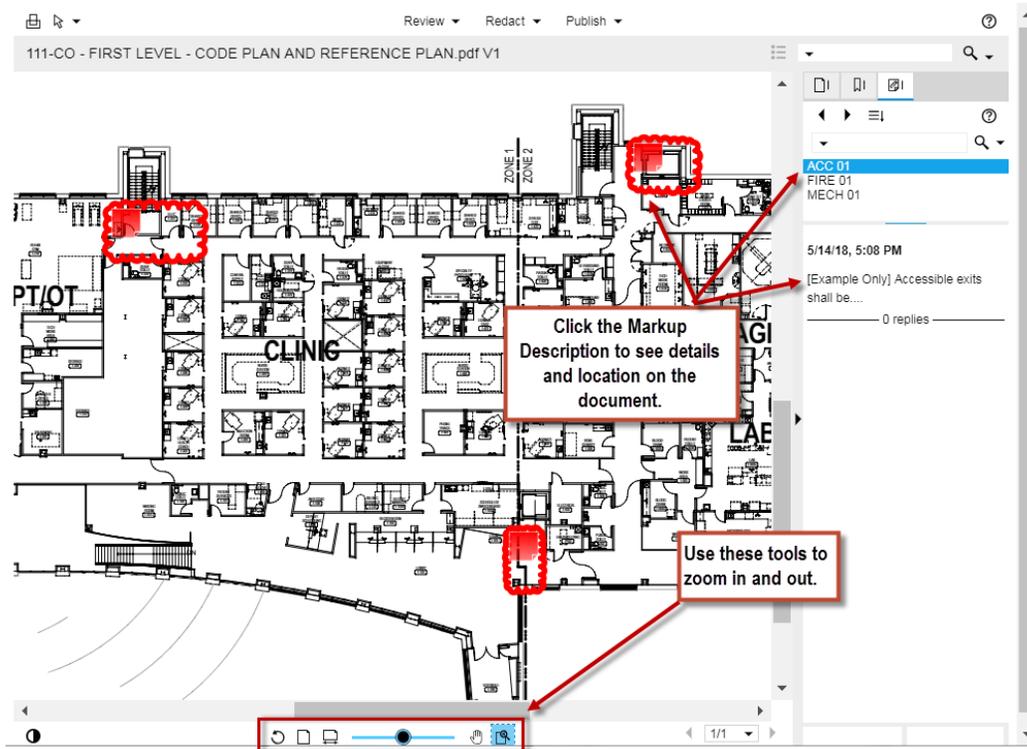
## Viewing Drawing Markup (Changemarks)

The quickest way to open a drawing to view markups is by clicking on the Markup Name link in the changemark response window. Find this window by clicking the “View/Edit Changemark Items” button on the Applicant Resubmit eForm.

STATUS	FILE IMAGE	DEPA...	CYCLE	FILE NAME	MARKUP NAME	CHANGEMARK SUBJECT	CHANGEMARK DETAILS
Unresolved		Building	2	... 111-CO - FIRST LEVEL - CODE PLAN AND REFERENCE PLAN.pdf	<a href="#">DLI Rev Example</a>	ACC 01	[Example Only] Accessible exits shall
Unresolved		Building	2	... 111-CO - FIRST LEVEL - CODE PLAN AND REFERENCE PLAN.pdf	<a href="#">DLI Rev Example</a>	FIRE 01	[Example Only] Fire suppression zones must be...
Unresolved		Building	2	... 111-CO - FIRST LEVEL - CODE PLAN AND REFERENCE PLAN.pdf	<a href="#">DLI Rev Example</a>	MECH 01	[Example Only] Elevator shafts must comply with ...

Click here to open drawing and view the changemark.

The drawing will open in a separate window.



You can also view markup starting from the project folder view.

**BLD1509-00003**

Main Contact:

[Expand current](#) | [Collapse](#)

- [-] BLD1509-00003
  - [+] Drawings (6 Files - 0 New)
  - [+] Documents
  - [+] ChangeMarkReports (1 Files - 0 New)
  - [+] PDFDestinationFolder

Click here to open the Drawings folder.

**BLD1509-00003**

Main Contact:

Folder: [BLD1509-00003\Drawings](#) Demonstration Building Plan Review Project

[View Folders](#) [Upload Files](#)

Current Sort: - Select -

File Name	Date	Size
<input type="checkbox"/> A001 - LOWER LEVEL ZONE 1 - FLOOR PLAN.pdf	10/28/2015 2:45:51 PM	631 KB
<input type="checkbox"/> A002 - LOWER LEVEL ZONE 2 - FLOOR PLAN.pdf	10/28/2015 2:45:51 PM	281 KB

**Project Info** | **Reports**

Project Name:	BLD1509-00003
Description:	Demonstration Building Plan Review Project
Project Image:	No image selected
Map Coordinates:	
Location:	
Contact:	
Contact:	
Phone:	
Cell Phone:	
Pager:	
Project Owner:	<a href="#">EPR Building</a>
Owner's Email:	<a href="#">EPR.Building@mi.gov</a>

This icon indicates that markups exist for this document. Click to view the markup list.

Markups attached to **A002 - LOWER LEVEL ZONE 2 - FLOOR PLAN.pdf**

Select the markups to view and click the View button.

Delete	View	Markup Name	Author	Date
<input type="checkbox"/>	<input checked="" type="checkbox"/>	DLI Review Example		12/24/2015 10:22:45 AM

[View](#) [Clear All](#) [Select All for View](#)