HOW TO: APPLICANT RESUBMIT (Projects created before April 19, 2019 – Tasks PD)

All Applicant Resubmit tasks must comply with the following ePlans Resubmission requirements:

i. Revised drawings must retain the exact same file name as the original(s). We suggest copy and pasting the original files names to avoid any discrepancies.

Do not add "REVISED" or any other variation to the file names.
Click here for more information.

ii. You must provide an applicant response for each comment. This should be a short statement that indicates how you have addressed the comment.

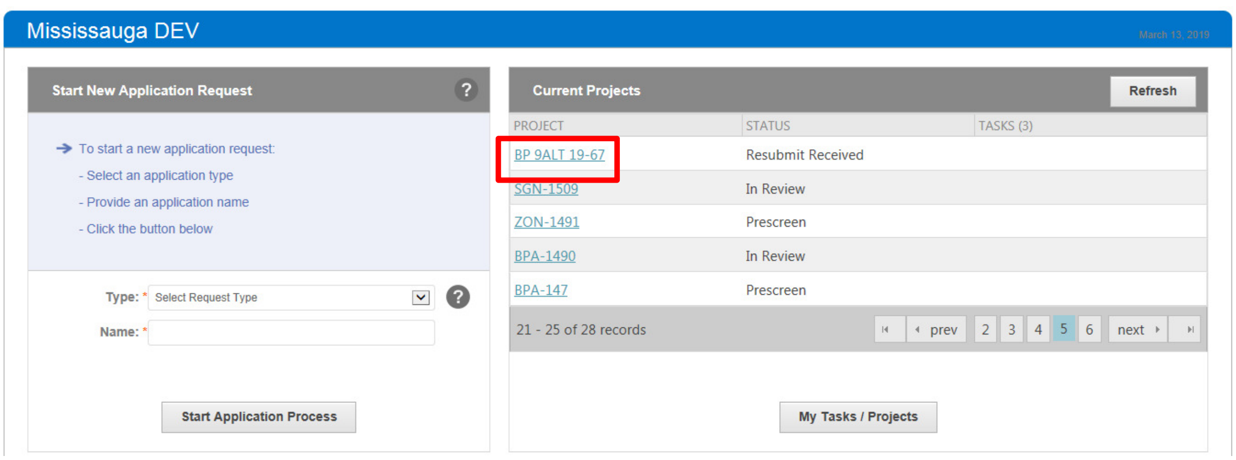
iii. *All* comments should be addressed.

Failure to comply with these standards may result in your resubmission being rejected.

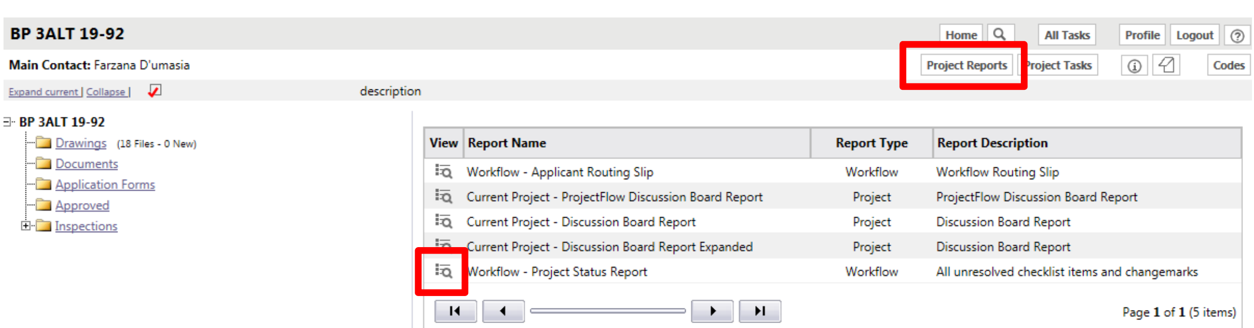
Please note that you cannot resubmit any information or respond to examiner's comments until all examiners have completed their review.

Step 1: Log into ePlans
Step 2: Open your project:

- Click on your project number from your "Current Projects" list. If your project is not listed, click on the "my tasks/projects" button and find your project number in the projects tab.



Step 3: Click on "project reports"
Step 4: Click on the view icon next to "Workflow – Project Status Report" to find out what information needs to be resubmitted.



Step 5: Review the outstanding comments in the "Workflow – Project Status Report"

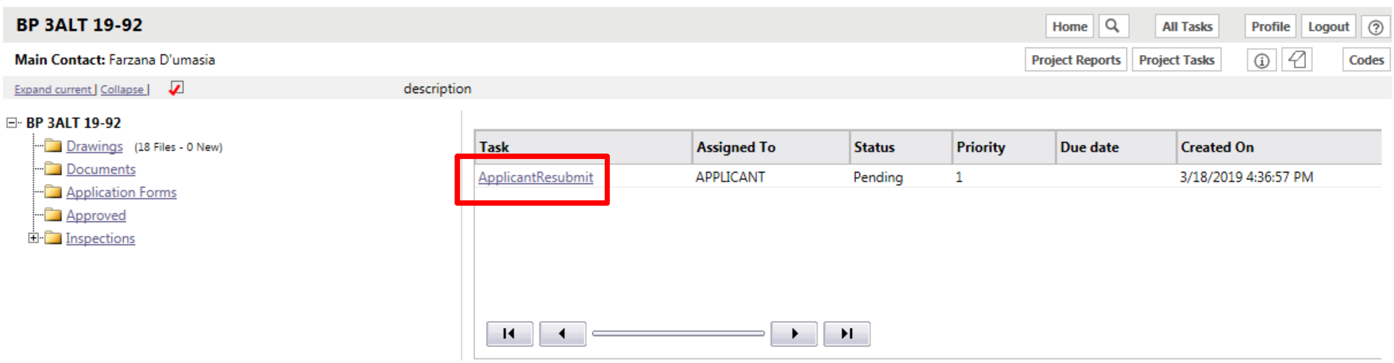
If you have questions about the comments found in the project status report, please contact the appropriate examiner. The examiners contact information can be found on the first page of the project status report.

Step 6: Upload new/revised information as required.

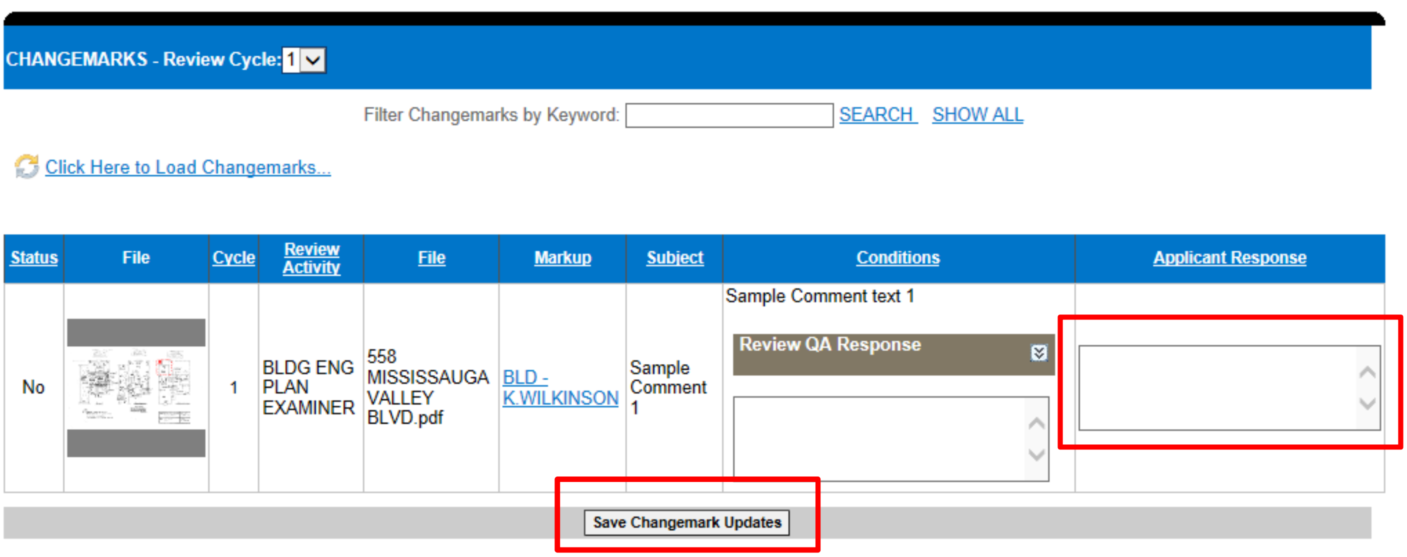
Revised drawings MUST retain the exact same file name as the original(s).

Do not add "REVISED", "V2" or any other variation to the file name. Click here for more information.

Step 7: Click on the task name and click "Ok" to accept the task. The task will open in a new window.

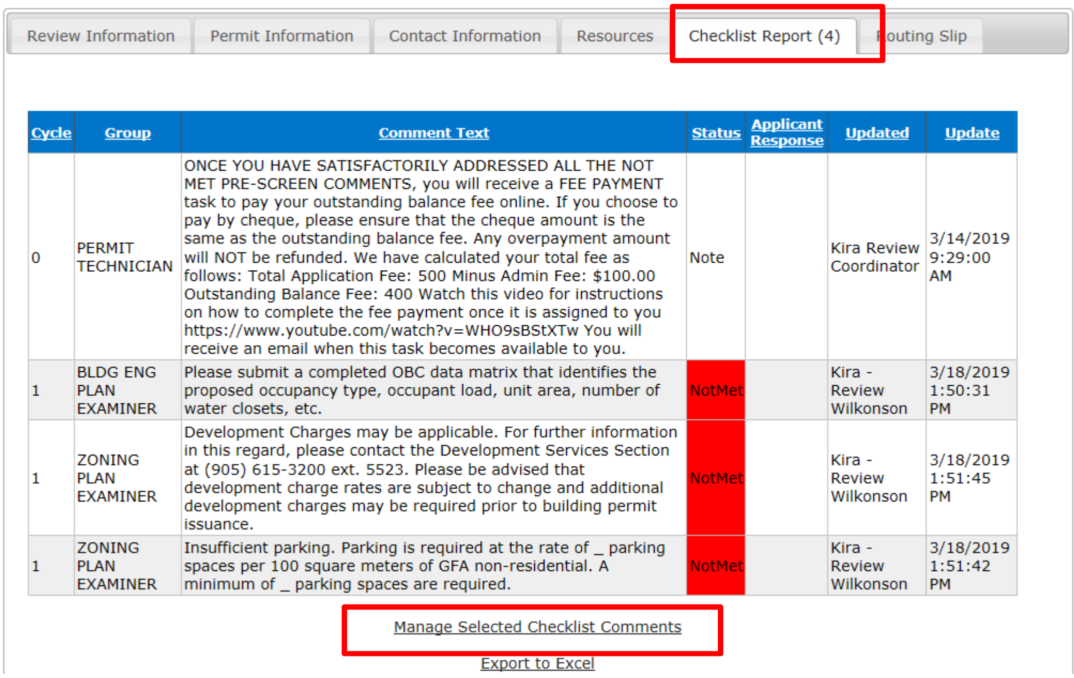


Step 8: Input your **applicant responses** to changemark comments (if applicable) & click "Save Changemark Updates"



Step 9: Click on the “Checklist report” tab

Step 10: Click “manage selected checklist comments”



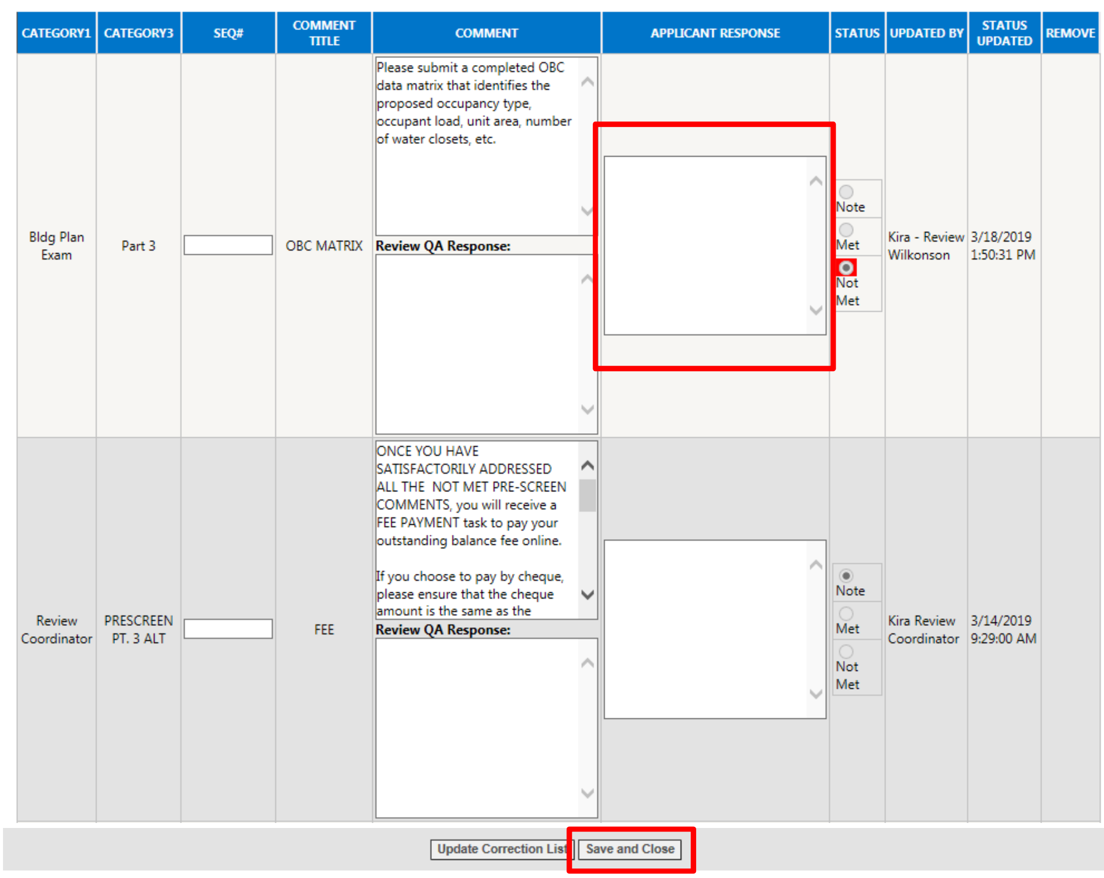
Review Information | Permit Information | Contact Information | Resources | Checklist Report (4) | Routing Slip

Cycle	Group	Comment Text	Status	Applicant Response	Updated	Update
0	PERMIT TECHNICIAN	ONCE YOU HAVE SATISFACTORILY ADDRESSED ALL THE NOT MET PRE-SCREEN COMMENTS, you will receive a FEE PAYMENT task to pay your outstanding balance fee online. If you choose to pay by cheque, please ensure that the cheque amount is the same as the outstanding balance fee. Any overpayment amount will NOT be refunded. We have calculated your total fee as follows: Total Application Fee: 500 Minus Admin Fee: $100.00 Outstanding Balance Fee: 400 Watch this video for instructions on how to complete the fee payment once it is assigned to you https://www.youtube.com/watch?v=WHO9sBStXTw You will receive an email when this task becomes available to you.	Note		Kira Review Coordinator	3/14/2019 9:29:00 AM
1	BLDG ENG PLAN EXAMINER	Please submit a completed OBC data matrix that identifies the proposed occupancy type, occupant load, unit area, number of water closets, etc.	NotMet		Kira - Review Wilkonson	3/18/2019 1:50:31 PM
1	ZONING PLAN EXAMINER	Development Charges may be applicable. For further information in this regard, please contact the Development Services Section at (905) 615-3200 ext. 5523. Please be advised that development charge rates are subject to change and additional development charges may be required prior to building permit issuance.	NotMet		Kira - Review Wilkonson	3/18/2019 1:51:45 PM
1	ZONING PLAN EXAMINER	Insufficient parking. Parking is required at the rate of _ parking spaces per 100 square meters of GFA non-residential. A minimum of _ parking spaces are required.	NotMet		Kira - Review Wilkonson	3/18/2019 1:51:42 PM

Manage Selected Checklist Comments

Export to Excel

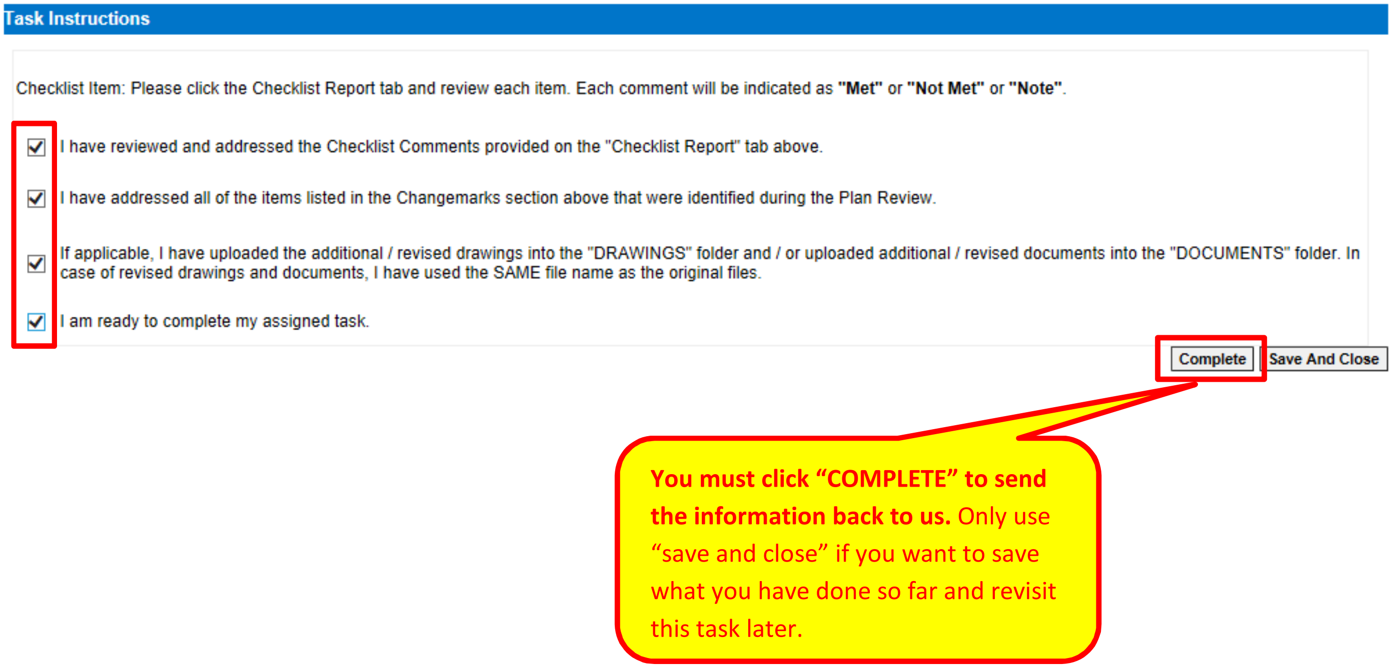
Step 11: Input your **applicant responses** to all “not met” checklist comments and click “save & close”



CATEGORY1	CATEGORY3	SEQ#	COMMENT TITLE	COMMENT	APPLICANT RESPONSE	STATUS	UPDATED BY	STATUS UPDATED	REMOVE
Bldg Plan Exam	Part 3		OBC MATRIX	Please submit a completed OBC data matrix that identifies the proposed occupancy type, occupant load, unit area, number of water closets, etc. Review QA Response:		Note Met Not Met	Kira - Review Wilkonson	3/18/2019 1:50:31 PM	
Review Coordinator	PRESCREEN PT. 3 ALT		FEE	ONCE YOU HAVE SATISFACTORILY ADDRESSED ALL THE NOT MET PRE-SCREEN COMMENTS, you will receive a FEE PAYMENT task to pay your outstanding balance fee online. If you choose to pay by cheque, please ensure that the cheque amount is the same as the Review QA Response:		Note Met Not Met	Kira Review Coordinator	3/14/2019 9:29:00 AM	

Update Correction List | Save and Close

Step 12: COMPLETE your applicant resubmit task by scrolling down to the bottom of the eForm. Check all of the boxes and click “Complete”



Task Instructions

Checklist Item: Please click the Checklist Report tab and review each item. Each comment will be indicated as **"Met"** or **"Not Met"** or **"Note"**.

- [x] I have reviewed and addressed the Checklist Comments provided on the "Checklist Report" tab above.
- [x] I have addressed all of the items listed in the Changemarks section above that were identified during the Plan Review.
- [x] If applicable, I have uploaded the additional / revised drawings into the "DRAWINGS" folder and / or uploaded additional / revised documents into the "DOCUMENTS" folder. In case of revised drawings and documents, I have used the SAME file name as the original files.
- [x] I am ready to complete my assigned task.

Complete | Save And Close

You must click “COMPLETE” to send the information back to us. Only use “save and close” if you want to save what you have done so far and revisit this task later.