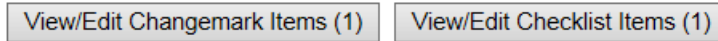


I CAN'T INPUT AN APPLICANT RESPONSE (Projects created after April 19, 2019 – Tasks PF)

Applicant responses can only be input while you have a [“Prescreen Corrections”](#) task or an [“Applicant Resubmit”](#) task. You cannot respond to comments while the file is “In Review” or with staff.

1. Open your project and click on your task name to open the eForm, where you will find two buttons:



2. Click on the **each** button to open the comments in a new window as shown below.
3. Type your responses to each comment in the **“applicant response”** column (scroll to the right to find the applicant response column, you can [relocate this column](#) for easier access)
4. Click the green “save” button when you are done editing responses
5. Click the “save” button at the bottom when complete

Workflow Review Changemark Viewer

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

STATUS	FILE IMAGE	DEPARTMENT	CYCLE	UPDATED BY	FILE NAME	CHANGEMARK DETAILS	CHANGEMARK SUBJECT	APPLICANT RESPONSE	MARKUP NAME
Unresolved		ZONING PLAN EXAMINER	1	Kira - Review Wilkinson	D01 SITE PLAN.pdf	Dimension the rear yard setback as shown	REAR YARD	<input type="text"/>	ON - K.WILKIN

1 - 1 of 1 records

Save Close View Full Report

Save Cancel

Workflow Review Checklist Item Viewer

Refresh

Selected Checklist Items for All Review Cycles

Review Cycle: All Save Settings Reset Settings

REF #	DEPARTMENT	COMMENT TYPE	CYCLE	STATUS	COMMENT TEXT	APPLICANT RESPONSE	COORDINATOR COMMENTS	DATE UP
1	BLDG ENG PLAN EXAMINER	Part 9	1	Not Met	Please submit an engineered roof truss layout drawing(s) along with the associated truss specifications. The drawing(s) are to be sealed, signed, and dated by a P. Eng.	ENTER YOUR APPLICANT RESPONSES HERE		2019-03-
3	BLDG ENG PLAN EXAMINER	Part 9	1	Not Met	The submitted drawings have not been sealed by a P.Eng. Please resubmit the drawings sealed, signed and dated by a P.Eng.	<input type="text"/>		2019-02-
4	PLUMBING PLAN EXAMINER	Part 9	1	Note	Mechanical Plan Examination has completed the Plumbing review of this permit application and there are no further comments except as noted on the drawings.			

1 - 3 of 3 records

Save Close View Full Report

Save Cancel