

# How to Perform Revisions / Deferred Submittals (Public)



## Introduction

Although the Primary submittal review cycle is system generated, Revisions / Deferred submittals need to be manually created by the Permit Tech. Hence, prior to submitting documents for revisions or deferred submittals, the applicant will need to inform the Permit Tech (external to eProcess360) to create a folder to submit revision/deferred submittals. Once a new Submittal folder is created by the staff, Staff will inform the applicant (external to eProcess360) that the system is ready to receive Revisions / Deferred submittals.

For larger projects, it can be convenient to request the permit tech to always maintain a folder for ongoing Revisions / Deferred Submittals. This may be done at the discretion of staff, and will depend on jurisdiction best practices.

## How to Perform Revisions/Deferred Submittals

After preparing the set of electronic documents, go to the blue Submittals frame on the **Submittals** page. For **deferred/revision submittals** in particular, please follow the steps below to ensure that you are submitting documents in the correct place:

1. On the Submittals page, click the **All Folders** button as shown below to see all submittal folders on the project:

The screenshot shows the ePROCESS 360 interface for a "BUILDING PERMIT APPLICATION". The project name is "1234 NEW STREET RESIDENTIAL: MASONRY CHIMNEY REPAIR". The date is 8/19/2020 and the permit number is 200001. The page is currently on the "Submittals" tab. Under the "Submittal Documents" section, there is a message: "There is more than one phase on this project. Click on All Folders to see all phases." Below this message, there are two buttons: "All Folders" (circled in red) and "Submittal Documents". Below the "Submittals" section, there is a submittal entry for "#2 Submittal" which is "Incomplete". It has an "Add File" button and a "Complete &amp; Submit" button. The submittal description includes instructions: "Upload your documents here. If you are not ready to upload documents at this time, you may safely close your browser and resume this process at any time. You may drag and drop files here or use the 'Add File' button to add documents to this submittal. The documents are not submitted for review until 'Complete &amp; Submit' is clicked. Once submitted, no further documents may be added. If any required documents are listed below, you will not be allowed to proceed until a copy of each required document has been uploaded and the corresponding 'Document Type' has been selected for each file."

This button will display all submittal folders in the project. The first folder will usually consist of the Primary Submittals, if there is only one item listed then there have not been any additional Submittal folders created, and you will need to contact staff.

- Open the Submittal folder that you want to submit documents to. It is very important to open the *applicable folder* to submit the documents, especially when there could be several submission folders. The example below shows a folder for [Submittal for 2nd Floor Revisions](#) to submit revision documents.

**BUILDING PERMIT APPLICATION** 8/25/2020  
Last Submitted 200006  
Permit Number

11 DOWNING STREET NON-RESIDENTIAL: BUILDING DEMOLITION

Under Review [Go to Current Step](#)

Information Scope of Work Application **Submittals** Fees

**All Folders**

Name	Status	Out
Submittal Documents	#1 Reviews Completed <span style="color: red;">Not Approved</span>	08/25/2020
Submittal for 2nd Floor Revisions	No Submittals	--/--/----

*Primary Submittal Folder* (points to Submittal Documents)

*Folder for Revision/Deferred Submittals* (points to Submittal for 2nd Floor Revisions)

- When the folder is opened, a blue submittal frame to upload documents will be opened as follows:

**BUILDING PERMIT APPLICATION** 8/19/2020  
Last Submitted 200001  
Permit Number

1234 NEW STREET RESIDENTIAL: INTERIOR ALTERATION

Under Review [Go to Current Step](#)

Information Scope of Work Application **Submittals** Fees

### Submittal for 2nd Floor Revisions

There is more than one phase on this project. Click on [All Folders](#) to see all phases.

[All Folders](#) / [Submittal for 2nd Floor Revisions](#)

**Submittals**

#1 Submittals for 2nd Floor Revisions Incomplete [Expand](#) [Options](#)

[Add File](#) [Complete & Submit](#)

**Upload your documents here.** If you are not ready to upload documents at this time, you may safely close your browser and resume this process at any time.

You may drag and drop files here or use the 'Add File' button to add documents to this submittal. The documents are not submitted for review until 'Complete & Submit' is clicked. Once submitted, no further documents may be added.

If any required documents are listed below, you will not be allowed to proceed until a copy of each required document has been uploaded and the corresponding 'Document Type' has been selected for each file.

# How to submit documents

After preparing the set of electronic documents, go to the blue Submittals frame on the appropriate **Submittal** folder.

1. Click the Add File button in the blue submittal frame

## Submittals

#1 Submittal Incomplete Expand Options

Add File Complete & Submit

**Upload your documents here.** If you are not ready to upload documents at this time, you may safely close your browser and resume this process at any time.

You may drag and drop files here or use the 'Add File' button to add documents to this submittal. The documents are not submitted for review until 'Complete & Submit' is clicked. Once submitted, no further documents may be added.

If any required documents are listed below, you will not be allowed to proceed until a copy of each required document has been uploaded and the corresponding 'Document Type' has been selected for each file.

Required Documents:

- Collated Plans

If needed to add multiple documents, multiple files can be selected and added by dragging-and-dropping the selected files into the blue Submittal frame or clicking the blue open button after selecting the required files as shown below:

Today	Date Modified	Size	Kind
Screen Shot 2020-08-20 at 4.52.09 PM	Today at 4:52 PM	8 KB	PNG image
Screen Shot 2020-08-20 at 4.46.58 PM	Today at 4:50 PM	245 KB	PNG image
Screen Shot 2020-08-20 at 4.45.52 PM	Today at 4:45 PM	187 KB	PNG image
Screen Shot 2020-08-20 at 4.44.01 PM	Today at 4:44 PM	202 KB	PNG image
Screen Shot 2020-08-20 at 4.41.39 PM	Today at 4:41 PM	258 KB	PNG image
Screen Shot 2020-08-20 at 4.15.21 PM	Today at 4:15 PM	291 KB	PNG image
Screen Shot 2020-08-20 at 4.13.24 PM	Today at 4:13 PM	324 KB	PNG image
Screen Shot 2020-08-20 at 1.32.09 PM	Today at 1:32 PM	108 KB	PNG image
Screen Shot 2020-08-20 at 1.24.40 PM	Today at 1:24 PM	60 KB	PNG image
Yesterday			
Screen Shot 2020-08-19 at 6.34.48 PM	Yesterday at 6:34 PM	132 KB	PNG image
Screen Shot 2020-08-19 at 5.08.58 PM	Yesterday at 5:13 PM	133 KB	PNG image
Screen Shot 2020-08-19 at 5.08.40 PM	Yesterday at 5:08 PM	1 KB	PNG image
Screen Shot 2020-08-19 at 4.54.47 PM	Yesterday at 4:54 PM	95 KB	PNG image
Screen Shot 2020-08-19 at 4.36.56 PM	Yesterday at 4:39 PM	128 KB	PNG image
Screen Shot 2020-08-19 at 4.36.39 PM	Yesterday at 4:36 PM	115 KB	PNG image
Screen Shot 2020-08-19 at 4.32.55 PM	Yesterday at 4:33 PM	149 KB	PNG image
Screen Shot 2020-08-19 at 4.32.46 PM	Yesterday at 4:32 PM	137 KB	PNG image

Submittals

#2 Submittal Incomplete Expand Options

Add File Complete & Submit

**Upload your documents here.** If you are not ready to upload documents at this time, you may safely close your browser and resume this process at any time.

You may drag and drop files here or use the 'Add File' button to add documents to this submittal. The documents are not submitted for review until 'Complete & Submit' is clicked. Once submitted, no further documents may be added.

If any required documents are listed below, you will not be allowed to proceed until a copy of each required document has been uploaded and the corresponding 'Document Type' has been selected for each file.

#1 Submittal Uploaded: 08/19/2020 Reviews Completed Not Approved Expand Options

- After adding your files, select and identify the document type from the list for each file.

**Submittals** New Submittal

#1 Submittal Incomplete  Expand Options

Add File Complete & Submit

**Upload your documents here.** If you are not ready to upload documents at this time, you may safely close your browser and resume this process at any time.

You may drag and drop files here or use the 'Add File' button to add documents to this submittal. The documents are not submitted for review until 'Complete & Submit' is clicked. Once submitted, no further documents may be added.

If any required documents are listed below, you will not be allowed to proceed until a copy of each required document has been uploaded and the corresponding 'Document Type' has been selected for each file.

**Required Documents:**  
 Collated Plans ⓘ

Download	Document Type	Description / Filename	Upload Status
Download	Collated Plans	Screen Shot 2020-08-21 at 4.32.00 PM.png	Done
Download	N/A	Screen Shot 2020-08-21 at 4.32.00 PM.png	Done
Download	Architectural Plans	Screen Shot 2020-08-19 at 5.08.58 PM.png	Done
Download	Checklist	Screen Shot 2020-08-21 at 4.29.09 PM.png	Done
Download	Civil Plans	Screen Shot 2020-08-20 at 4.52.50 PM.png	Done
Download	Collated Plans		
Download	Comments		
Download	Electrical Plans		
Download	Gas Line Plans		
Download	Manufacturer Specs		
Download	Master Plans		
Download	Mechanical Diagram		

- Make sure all necessary documents have been added and labeled correctly before

**Complete & Submit**

Selecting **Complete & Submit** as the final step to upload the files. Until the Complete & Submit button is clicked, your application and documents will not be submitted to the staff. If you realize you have not included all documents after Uploading files, you will need to contact the staff.

**Submittals** Step 4 To Submit Application 2

#1 Submittal Incomplete  Expand Options

Add File Complete & Submit

**Upload your documents here.** If you are not ready to upload documents at this time, you may safely close your browser and resume this process at any time.

You may drag and drop files here or use the 'Add File' button to add documents to this submittal. The documents are not submitted for review until 'Complete & Submit' is clicked. Once submitted, no further documents may be added.

If any required documents are listed below, you will not be allowed to proceed until a copy of each required document has been uploaded and the corresponding 'Document Type' has been selected for each file.

**Required Documents:**  
 Collated Plans ⓘ

Download	Document Type	Description / Filename	Upload Status
Download	Collated Plans	Screen Shot 2020-08-20 at 4.52.09 PM.png	Done
Download	Electrical Plans	Screen Shot 2020-08-20 at 4.46.58 PM.png	Done
Download	Structural Calculations	Screen Shot 2020-08-20 at 4.45.52 PM.png	Done
Download	Architectural Plans	Screen Shot 2020-08-20 at 4.44.01 PM.png	Done

*Note: If there are **Required Files**, the Complete & Submit button will not turn dark red until all **Required Files** are added.*

4. The submittal will now be read-only and can no longer be updated. Your documents will be routed for review and you will be notified once all necessary reviews have been completed.