How to Submit Corrections

Once all documentation, up-front fee payment, and plans are received and in proper order, the plan review will commence. Follow the reviews, their status, and comments by:

01. Open the permit.

02. Select Reviews.

03. Select the review type.

04. Expand the dropdown arrow to view comments.

HOW TO SUBMIT CORRECTIONS ONLINE:

1. Return to CSS Dashboard.

2. Select the permit that needs resubmission.

3. Go to the Attachments tab.

· Resubmit plans on all the Attachments' cards that display the "**Resubmit**" label at the bottom of the card. Then when plans are uploaded, click on "**Submit**".

‹ Back to Record

Resubmit File(s)

①
Resubmit

Resubmit

Architectural Plans   [Cancel]

Previous File   New File   Size:
City of Miami Beach test4_v2.pdf   City of Miami Beach test4_v3.pdf   155.26 KB

Electrical Plans   [Cancel]

Previous File   New File   Size:
City of Miami Beach test5_v2.pdf   City of Miami Beach test5_v3.pdf   115.25 KB

Mechanical Plans   [Cancel]

Previous File   New File   Size:
test4_v2.pdf   test4_v3.pdf   142.37 KB

[Submit]

Once submitted, changes cannot be made, and the status will change to "**Under Review**".

Permit Number: BC2012704   🖶

Permit Details | Tab Elements | Main Menu

| Type: | Building - Commercial Interior Alteration | Status: | Applied | Project Name: | ⌄ |

Summary | Locations | Fees | Reviews | Inspections | **Attachments** | Contacts | Sub-Records | Holds | Meetings | More Info

Attachments | Next Tab | Permit Details | Main Menu
Attachments

Sort [Needs Action ▾]

Attachment

City of Miami Beach test1.pdf

Uploaded: 01/17/2020

Notes: Completed Permit Application

Architectural Plans

City of Miami Beach test4_v3.pdf

Version: 3

Status: Under Review

[History]

Electrical Plans

City of Miami Beach test5_v3.pdf

Version: 3

Status: Under Review

[History]

Mechanical Plans

test4_v3.pdf

Version: 3

Status: Under Review

[History]

Supplemental Documentation

TEST FINAL SET_v1.pdf

Version: 1

Status: Under Review

Remember!

· You must re-submit the entire set for the discipline requesting corrections, even if there are sheets with no corrections.

· Resubmit the corrected files with the originally uploaded PDF file name.

· A narrative response is required for resubmittals. Narrative must identify the comment # and Corrected document number, i.e. Comment #1 - Corrected A-5. On plans, cloud-in and number in bold the latest revision number.

· Do not change sheet numbers.

· How to insert new drawing between two existing sheets:

  · Use the alphabet. For example: insert a new page between A-1.pdf and A-2.pdf, the new page will be A- 1A.pdf, A-1B.pdf (second new page), etc. Do not renumber the sheets.

How to submit a new document:

· If a new document is requested after your initial submission, you must wait until the plan review version is completed for the system to allow new uploads.

If assistance is needed, please contact the Building Department at 305 673 7610 extension 0.