



OnSCHEDULE COMMERCIAL PLAN REVIEW

Quick Start Guide to EPM Packaging:

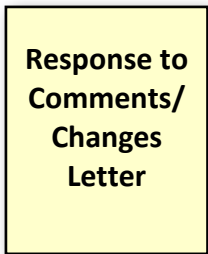
SUBSEQUENT REVIEW CYCLE

*This guide is intended as a quick reference to the minimal submittal requirements of packaging a project for this process cycle. Full details of all requirements can be found through these links:

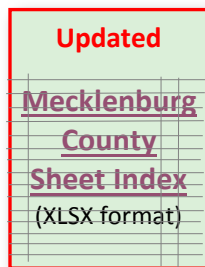
[Project Formatting & Submittal Packaging Requirements \(PF&S\)](#) and [Gate Protocol – Subsequent Cycle](#).

★ *An applicant's failure to carefully check project files for formatting and alignment will cause a return from the gate without review, leading to delays and potential cancellation of your reserved review date(s).* ★
This document is a helpful tool to avoid such costs.

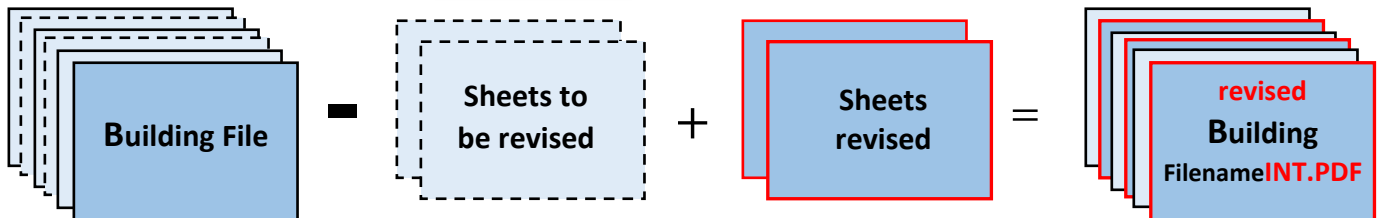
1 SUPPORTING DOCUMENTS:



2 REVISING PLAN REVIEW/ CONSTRUCTION DOCUMENT FILES:



- Update Sheet Index to accurately reflect the latest revision numbers and revised sheet dates as they are documented on each sheet (only sheets that have been revised).
- When uploading a modified Sheet Index simply add the new one as you reload and resubmit. The system will over-write the existing XLSX file.



- Cloud all revisions and denote change. That delta (change denotation) should be recorded accurately on the sheet revision block and then onto the Sheet Index as the LATEST REVISION NUMBER/SHEET DATE.
- PE's, per their board, must recertify (re-date) seals/signatures on documents with revisions.
- Revised sheets must replace the original sheet and then re-bound into the applicable trade file with all other original sheets – checking that bookmarks are still working before resubmitting.
- Prior to resubmitting, delete files being modified. Otherwise, files will be duplicated in project and unacceptable. DO NOT DELETE/RESUBMIT files NOT being modified; doing so will cause re-review of already approved files, delays and potential review cost increases.

3 REFERENCE FILES or DOCUMENTS — as needed:

- When stamped approved plans or documents from an outside agency—most notably, City Engineering or Zoning Jurisdictions are ready they shall only be uploaded AS REFERENCE FILES —NOT TO BE INCLUDED ON THE SHEET INDEX. In these cases, do NOT replace the Code Enforcement Civil/Site file that is already in the package and listed on the Sheet Index.

