

OnSCHEDULE COMMERCIAL PLAN REVIEW



Submittal Screening Protocol:

INTERACTIVE REVIEW

★ *An applicant's failure to carefully check project files for formatting and alignment during this process will lead to disapproval of plans and enter the project into its next review cycle once all trades have completed their reviews. This document is a helpful tool to avoid such costs.* ★

In an INTERACTIVE REVIEW SUBMITTAL, the project will NOT come through the GATE ...

**Technically, this intermittent cycle is part of the current cycle's review. Fully at the discretion of a plans examiner, when a project is put into Interactive Review (IR) it is intended to be direct communication between the plans examiner and designer of record. Specifics on how to resubmit will be provided from the plans examiner putting the project into IR and the resubmittal will not come through the GATE/Controllers.*

ALL FILES/DOCUMENTS WILL BE OPENED AND CHECKED TO TEST FOR "LOCK": All users need to make sure locked files (set to block MARK-UPS) are not uploaded into the project's dashboard at any point in the plan review process (gating, Interactive Review uploads, etc.).

- ❑ **Construction Document Drawing Packaging:** *The plans examiner will be checking ...*
 - IMPORTANT TO NOTE:
 - NO NEW FILES WILL BE ABLE TO BE ADDED – this process will only allow for modifying or enhancing the files already in the project dashboard.
 - Unlike with resubmitting in a subsequent review cycle, files will NOT be removed before resubmitting. Simply ADD modified files where directed and the EPM system will assign an *INT* extension to the existing file name so that both versions can remain in the project's dashboard during this cycle. Once a project moves to the next cycle, only the latest of each file will move into that cycle's SUBMITTED FILES page.
 - REVISIONS: All revisions must be clouded and denoted. 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.
 - PACKAGING: Revised sheets must replace the original sheet and then re-bound into the applicable trade file – checking that bookmarks are still working before resubmitting. The whole, rebound trade file will be resubmitted.
 - CERTIFICATIONS UPDATED: Only sheets sealed by Professional Engineers will be checked to be sure seals/signatures are re-applied and re-signed each time a sheet is modified. PE's signature dates cannot pre-date last sheet date. This is a requirement of their board.
- ❑ **Sheet Index:** *The plans examiner will be checking ...*
 - Must be updated to accurately reflect the latest revision numbers and revised sheet dates—only for the sheets that have been revised. If a sheet has not changed, it should not receive a new sheet date on the title block or the Sheet Index; doing so will cause re-review of already approved sheets, delays and potential review cost increases.
 - When uploading a modified Sheet Index, you will not be able to first remove the existing file. Simply add the new one as you reload and resubmit. The system will over-write the existing XLSX file.

