



Respond and Resubmit Task Instructions

Corrections Required

If corrections are requested following the review of your project, you will receive an email notification from the City (DoNotReply@folsom.ca.us) requesting revised drawings and documents as well as responses to plan review comments like the email shown in the image below. This task is called the Respond and Resubmit Task.



Respond and Resubmit Task

Hello

You have an important task to complete by **1/27/2023 10:55:17 AM**.

To begin, please select "Start Task" below.

Start Task To complete your task for **NRES23-00001 : TEST - New Home**

You can click on the Start Task button in your email to access the [ProjectDox](#) site or login like you typically would.

How to Access Your Task

On the ProjectDox Dashboard, click on the Open button to open the task.

ProjectDox Dashboard January 25, 2023

My Projects ↻

PROJECT	DESCRIPTION	LOCATION	STATUS	TASKS (1)
NRES23-00001	TEST - New Home	403 STAFFORD ST	Resubmit	Open Respond and Resubmit Task
BADU23-00001	TEST - Detached ADU Project 5	420 TROWBRIDGE LN	In Review	

1 - 2 of 2 records ⏪ ⏩ 1 ⏪ ⏩

[View All Projects](#)

You can also click on the project number, which will take you to your ProjectDox home screen and if you click on the Tasks tab, it will list your task for that project.

ACTION	TASK	PROJECT	GROUP	STATUS
<input type="button" value="Accept"/>	Respond and Resubmit Task	NRES23-00001	Applicant	Pending

Once you have accepted your task, the new Respond and Resubmit window appears. Complete Steps 1 through 5 to complete the task as shown below.

RESPOND AND RESUBMIT

Permit Information | Task Information | Resources

Permit Number: NRES23-00001
SubType: NEW SINGLE FAMILY HOME
Description: TEST - New Home
Address: 403 STAFFORD ST
Applicant:
Email:
Phone:

STEP 1 of 5: Respond to any comments, as needed


Resolve Review Comments ⓘ

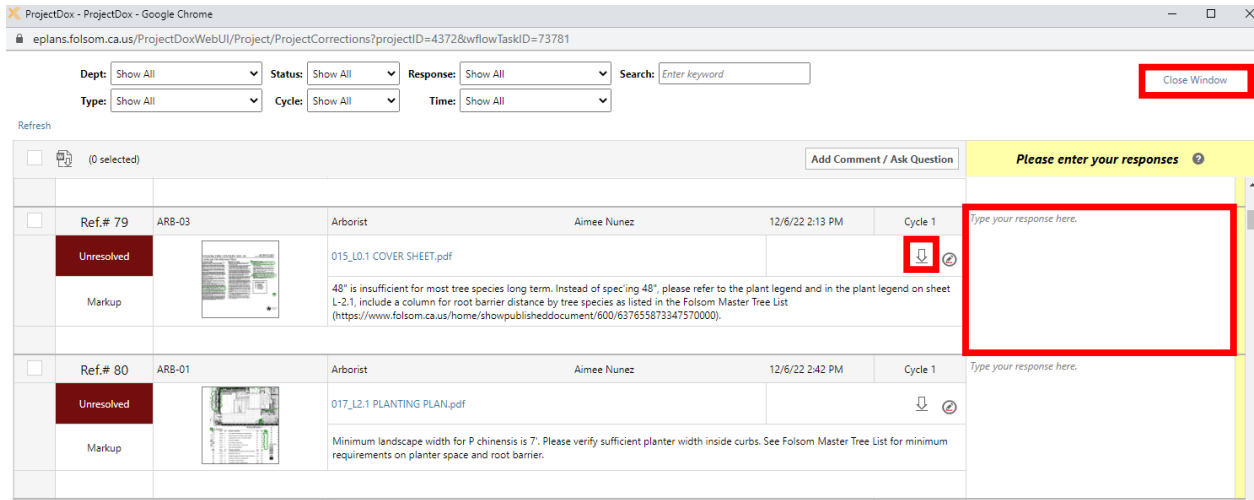
Unresolved Comments: 1
Info Only Comments: 0
Files with Markups: 0

Plan Review: | |

Review and respond online. | *Review and respond in Excel, then upload your responses.*

Step 1 – Review and Respond to Comments: Click on the Review Comments button as shown above. You will need to respond to the comments from the City plan reviewers. Comments will either be markups which are done directly on the plan sheet or comments, which are overall comments for the plan sheet or project. After clicking on the Review Comments button, it will open the Review Comments window that lists all reviewer comments as shown on the following page.

After reading the comment, you can click on the download button () to download and view the marked-up plan sheet. This will show you a full-size image of the plan sheet with the markups. Once you have reviewed the comments and markups, type your responses in the yellow section titled “Please enter responses.” Your responses are automatically saved. When you are done, click on Close Window.



Step 2 – Respond to Discussion Board Comments: If there are any notes in the Discussion Comment box from reviewers, please respond. You can also add a comment or question here.

STEP 2 of 5: Respond to any notes as needed

Resubmittal Review 

Add Comment

DISCUSSION COMMENT

Step 3 – Upload Updated Drawing or Document Files: If you need to upload updated or revised drawing or document files, you can do that on the Versioned Files tab. Make sure the revised or updated files have the same name as the original files. As shown in the image on the following page, click Yes and then click on either the Upload Drawings or the Upload Documents button. Browse for the files on your computer and then click Start Upload.

If you are adding new files, please click on the New Files tab. Click on either the Upload Drawings or the Upload Documents button. Browse for the files on your computer and then click Start Upload.

Versioned Files New Files

Are your updated files named exactly the same* as the prior versions? Yes No

* "name-v2.pdf" is not an "exact" file name match to "name.pdf"

Please click appropriately for the **type of files** you are uploading.

Uploaded files:

Select folder to open file list.

- Application
- ▶ Drawings (96 - 0 New)
- ▶ Documents (2 - 0 New)

Step 4 – Confirmation: Read and then check the boxes below to confirm you are ready to resubmit.

STEP 4 of 5: Check all below to confirm you have completed this task and are now ready to submit

Confirmation ?

- *I have reviewed and addressed, including responses where appropriate, all Checklist Items accessed by click on the "Checklist Items" button above." *Required
- *I have reviewed and addressed, including responses where appropriate, all Changemark Items accessed by click on the "Changemark Items" button above." *Required
- *I have uploaded the revised drawings and/or documents required as a result of the review into the appropriate folder in the project using the SAME file name as the original files. I am ready to complete my assigned task and resubmit back to the City of Folsom for further review. *Required

Step 5 – Submit: Press the Submit button to send everything back to the City for review.