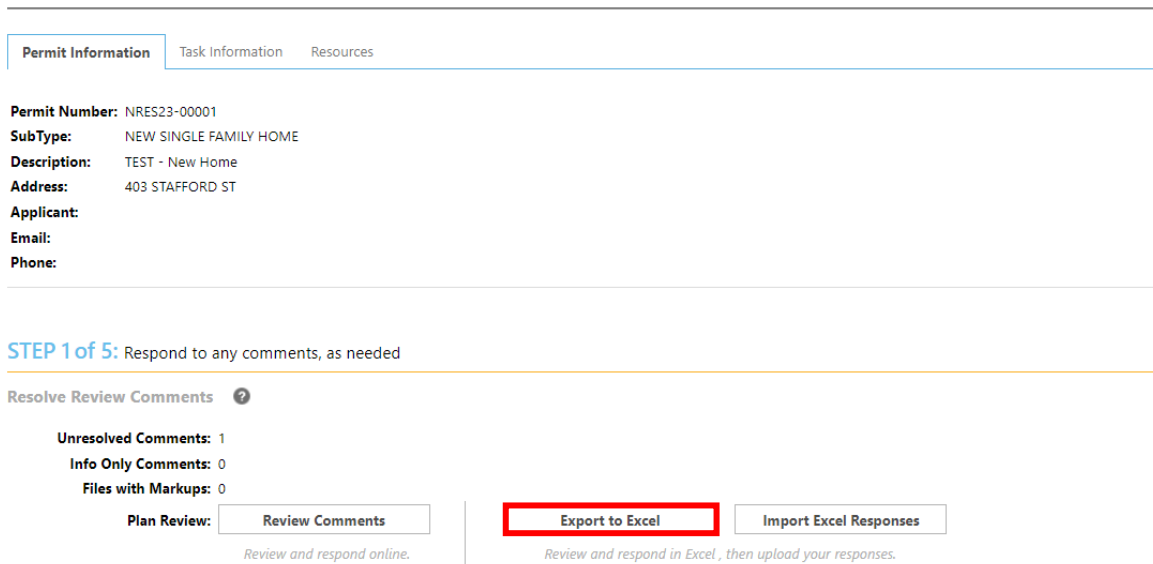


Sharing Review Comments with Others

If there are review comments that you want to share with members of your design team or any others, you can export the comments and email them to members of your team by following the instructions below.

Exporting Review Comments: In the Respond and Resubmit Task window, next to the Review Comments button is the Export to Excel button 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

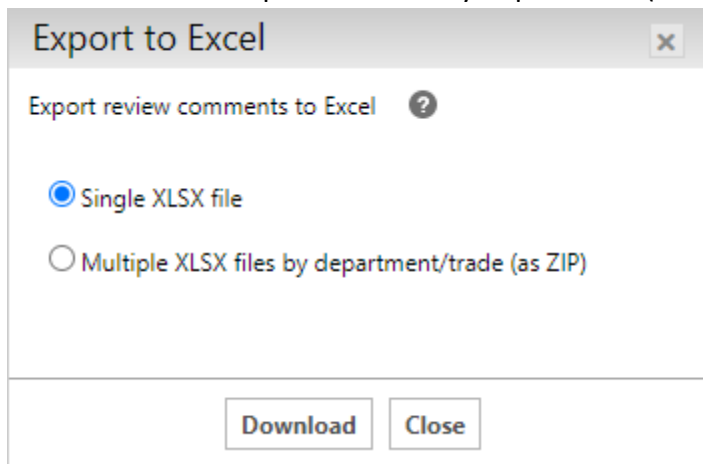
Resolve Review Comments ?

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.*

If you click on that, a new window will appear asking if you want to export the comments in one Excel file or in multiple Excel files by department (Building, Planning, Public Works, Fire, etc.)



Export to Excel [X]

Export review comments to Excel ?

Single XLSX file
 Multiple XLSX files by department/trade (as ZIP)

After you have downloaded the Excel file, you can share this file with all the members of your design team. They can each provide responses to the comments and then return the Excel file to you along with their revised plan sheet files. (See the Importing Comments section below).

When you open the Excel file, it will show the City reviewer’s department and name, as shown in the image below. In the next column, it will show the type of comment (file markup or comment) and provide a description of the issue that must be addressed. To view a full-size version of the plan sheet with the markups, click on the [open](#) link. To respond to the comment, type your response in the comment box on the right. Save the file when you are done.

1	A	B	C	D	E
REF #	REVIEWED BY	TYPE	VIEW	ENTER YOUR COMMENT RESPONSE HERE	
77	Arborist Aimee Nunez 12/6/22 2:13 PM	Markup 015_LO.1 COVER SHEET.pdf ARB-01 In order to comply with new state regulations that went into effect this year, please add the following note onto the plans regarding use of compost and mulch for this project: *Compost and Mulch utilized for this project shall be recovered organic materials produced at one or more of the following sources in accordance with SB 1383: 1. A compostable material handling operation or facility as defined in Section 17852(a)(12), other than a chipping and grinding operation or facility as defined in Section 17852(a)(10), that is permitted or authorized under this division; or 2. A transfer/processing facility or transfer/processing operation as defined in Sections 17402(a)(30) and (31), respectively, that is permitted or authorized under this division; or 3. A solid waste landfill as defined in Public Resources Code Section 40195.1 that is permitted under Division 2 of Title 27 of the California Code of Regulations. The landscape contractor shall act as a direct service provider to the City and shall report the amount of recovered organic mulch and compost utilized for the project at the time of the final inspection."	open		

Importing Comments: Once you have saved all you and your team’s responses in the Excel file, you can import those responses into the system. As shown below, click on the “Import Excel Responses” button.

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 Comments

Review and respond online.

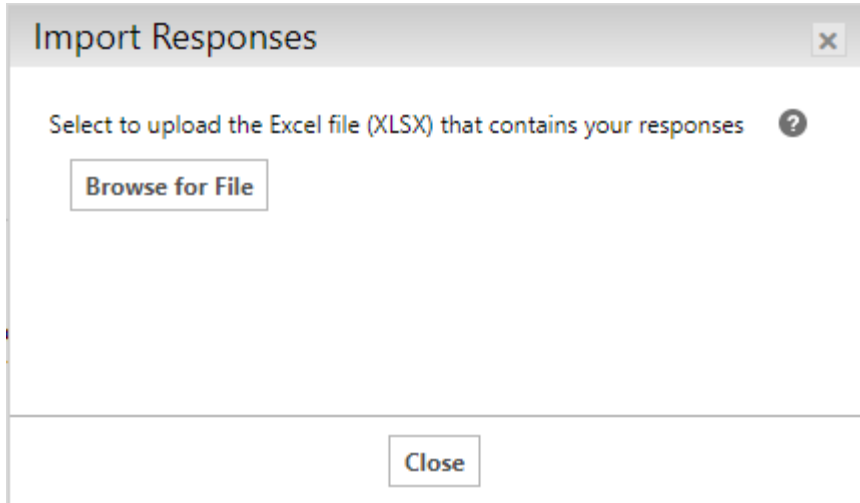
Export to Excel

Review and respond in Excel, then upload your responses.

Import Excel Responses

Review and respond in Excel, then upload your responses.

As shown below, the Import Responses window will appear. Click on Browse for Files and select the Excel file(s) that you wish to import. When you complete this all your responses will be included when you resubmit. **IMPORTANT:** You will still need to upload any files that required revision or were missing.



Completing the Respond and Resubmit Task

For information about uploading new or updated files or completing the Respond and Resubmit Task visit the Instructions section of the City's [ePermit Center](#).