

How to Respond to Plan Review Comments

Step 1: Applicant Receives email

Applicant will Receive an Automated E-mail indicating that Comments
Must be Responded to in Self Service

From: <PermitDoNotReply@cityofwinterpark.org>
Date: Fri, Jul 3, 2020, 10:26
Subject: Plan Review Requires Attention

Hello,

Commercial Building Review requires a resubmittal. Please login into your Citizen's Self Service Portal to review changes needed.

Permit Number: BLDC - 2020 - 0032

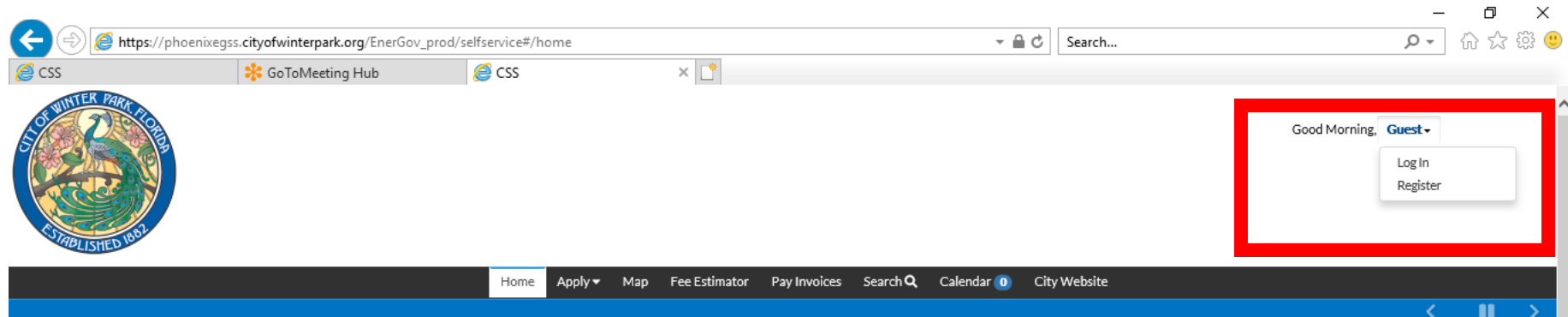
Winter Park Citizen's Self Service Portal link:

Thank You, Winter Park Building and Permitting Division



Step 2: Login

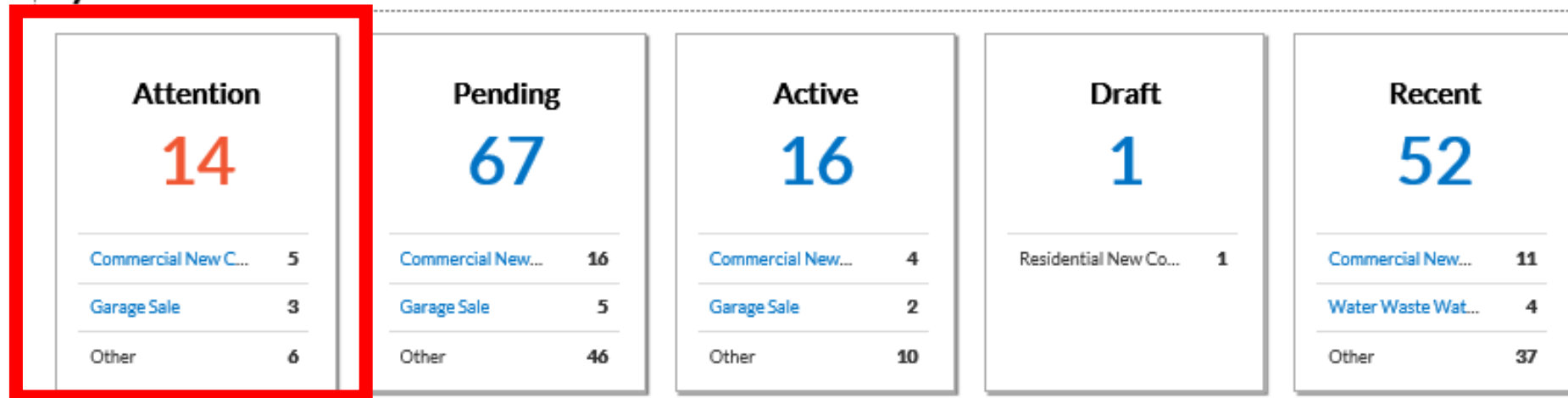
Enter Username and Password



Step 3: Find the Permit to Add your Inspection

From the Dashboard select the Permits in the “Attention” Folder

My Permits



[View My Permits](#)

Step 4: Find the Permit to Add Response

Select the Permit to Resubmit

Dashboard Home Apply View Map Fee Estimator Pay Invoices Search Calendar City Website

My Permits Exact Match

Display Attention Select Case Type Export Sort Permit Number

Permit Number	Project	Address	Permit Type	Status	Attention Reason
BLDC - 2019 - 0005		4545645	Commercial New Construction	Attention, Pending	On Hold Failed Reviews
BLDC - 2020 - 0009		200	Commercial New Construction	Active, Attention	Failed Inspections Failed Reviews
BLDC - 2020 - 0010		8675309	Commercial New Construction	Active, Attention	Failed Inspections
BLDC - 2020 - 0014		100 test	Commercial New Construction	Attention, Pending	On Hold
BLDC - 2020 - 0026		401 S PARK AVE	Commercial Building -	Attention, Recent,	Failed Reviews
BLDC - 2020 - 0032		401 S PARK AVE WINTER PARK, FL 32789--431	Commercial New Construction	Attention, Recent, Pending	Failed Reviews Resubmit File

Step 5: Review Plan Review Comments

From the Reviews Heading select the pull down arrow to review Plan
Comments to Respond

Dashboard Home Apply View Map Fee Estimator Pay Invoices Search Calendar City Website

Permit Number: BLDC - 2020 - 0032

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: Commercial New Construction Status: Submitted - Online Project Name:

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

Building Review (Commercial)

Completed Date: 07/03/2020 Submittal Status: Requires Re-submit, Notes Available

Building Review - Commercial . Requires Re-submit . Dunkle Theresa

Comment
Review status Comments

Water & Wastwater Utilities . Approved . Paxman Wayland

Step 6: Upload Attachments






To view the comments placed on the document select the pdf link from the item indicated with the “!”

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

Attachments | Next Tab | Permit Details | Main Menu

Attachments Sort Needs Action

At least one file needs to be resubmitted.

 Landscape and Irrigation Plan [Redacted] - Winter Park- CIVIL_v1.pdf Version: 1 Status: Corrections Resubmit Instructions: Theresa Dunkle: See [Redacted] Resubmit	 Product Approvals 20-413 FL PA_v1.pdf Version: 1 Status: Under Review	 Energy Calculations RC Winter Park - Envelope-Comchek Report_v1.pdf Version: 1 Status: Under Review	 Building Drawings RC WPV- ARCH_1-31-20_v1.pdf Version: 1 Status: Under Review	 Exterior Site Lighting Plan RC WPV- MEP 1-31-20_v1.pdf Version: 1 Status: Under Review
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Additional Supporting Ir [Dropdown]

Add Attachment

+

Supported:

Step 6: Upload Attachments

The PDF will open in your browser and you can view the items noted on the plan by the reviewer

Chapter 1 - SCREEN ENCLOSURES

20-52
417-04 WINTER PARK
BUILDING & PERMITTING
1/20/20

REFER TO "C" DETAILS FOR CONNECTIONS PER APPLIED LOAD

FAVORS MAY OR MAY NOT BE PRESENT - MAINTAIN EMBEDMENT SPECIFIED FOR FASTENING REQUIREMENTS

Comment 1)

DEPTH (PER TABLE)

EMBEDMENT

2 EA - #5 CONTINUOUS (EXCEPT 8" X 8")

WIDTH (PER TABLE)

SECTION / CONTINUOUS PERIMETER FOOTING (F3)
1

FOR CONCRETE DECKS

Aluminum Footings		Allowable Spacing		Reinforcement
Total Height (in)	Bottom Width (in)	Screen	Roofs	
8	8	27'-1"	17'-0"	1 Each #5
8	12	30'-3"	20'-0"	2 Each #5
12	12	40'-0"	24'-0"	2 Each #5
12	16	47'-1"	28'-0"	2 Each #5
16	16	60'-3"	36'-0"	2 Each #5

4" Nominal Pave Slab (only)

FOR PAVEMENT DECKS

Height (in)	Width (in)	Allowable	Reinforcement
8	8	19'-0"	1 Each #5
8	12	20'-0"	2 Each #5
12	12	30'-0"	2 Each #5
12	16	40'-0"	2 Each #5
16	16	53'-4"	2 Each #5

Note: Height and Width Dimensions may be transposed

AAF Guide to Aluminum Construction in High Wind Areas Page 1 - 14
ADOPTED REFERENCE IN 2017 FBC 6TH ED

Step 6: Upload Attachments

Once comments have been addressed in a new file please upload by selecting “Resubmit”

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

Attachments | Next Tab | Permit Details | Main Menu

Attachments Sort Needs Action

At least one file needs to be resubmitted.

Attachment Name	File Name	Version	Status
Landscape and Irrigation Plan	[Redacted] - Winter Park-CIVIL_v1.pdf	Version: 1	Status: Corrections
Product Approvals	20-413 FL PA_v1.pdf	Version: 1	Status: Under Review
Energy Calculations	RC Winter Park - Envelope-Comchek Report_v1.pdf	Version: 1	Status: Under Review
Building Drawings	RC WPV- ARCH_1-31-20_v1.pdf	Version: 1	Status: Under Review
Exterior Site Lighting Plan	RC WPV- MEP 1-31-20_v1.pdf	Version: 1	Status: Under Review

Theresa Dunkle: See [Redacted]

Resubmit

Additional Supporting Ir [Dropdown]

Add Attachment

Supported:

Step 6: Upload Attachments

Applicant can respond to comment by selecting “Respond” button and type response

Resubmit File(s)



Reviews

Building Review - New Residential Construction

Completed Date	Submittal Status
07/08/2020	Requires Re-submit, Notes Available

1 Building Review (Residential) . Requires Re-submit . Stenger Kristopher

Correction Type	Category	Corrective Action	Comment	Respond
General	General Correction	N/A	see comments on sheet A01	Respond

Acknowledge

Next

Step 7: Acknowledge Comment

From the Department(s) Requiring Re-submit select pull down and Acknowledge by sliding button

Resubmit File(s)

1

Reviews

2

Resubmit

Reviews

Building Review (Commercial) ▲

Completed Date

07/03/2020

Submittal Status

Requires Re-submit, Notes Available

❗ Building Review - Commercial . Requires Re-submit . Dunkle Theresa ▲

Comment

Review status Comments

Acknowledge

✔ Water & Wastwater Utilities . Approved . Paxman Wayland

Step 7: Acknowledge Comment

Once all are “Acknowledged” select “Next” Button

Building Review - Commercial . Requires Re-submit . Dunkle Theresa

Comment

Review status Comments

Acknowledge

Water & Wastwater Utilities . Approved . Paxman Wayland

Engineering/Stormwater . Not Required . Miller Buddy

Fire Review . Not Required . Santoro Jim

Planning/Zoning . Not Required . Briggs Jeff

Police Review - Traffic . Not Required . Whitman James

Urban Forestry . Not Required . Nye Josh

ZZStormwater Review . Not Required . Noonon Matt

Next

Step 8: Revised Drawing

Select "Select File" to upload revised drawing. Once documents are uploaded select "Submit"

Resubmit File(s)



Reviews

2

Resubmit

Resubmit

Building Drawings

File



Awnings Guidelines_v1.pdf

Version

1

Resubmit Instructions

Kristopher Stenger: not compliance with fbc4502.17.2

Select File

Back

Submit

Step 8: Resubmittal Complete

Select "Close". Resubmittal is complete and applicant returns back to Dashboard Home

