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: <PermitDoNoReply@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
### Step 4: Find the Permit to Add Response

Select the Permit to Resubmit

<table>
<thead>
<tr>
<th>Permit Number</th>
<th>Project</th>
<th>Address</th>
<th>Permit Type</th>
<th>Status</th>
<th>Attention Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLDC - 2019-0005</td>
<td></td>
<td>4545645</td>
<td>Commercial New Construction</td>
<td>Attention, Pending</td>
<td>On Hold Failed Reviews</td>
</tr>
<tr>
<td>BLDC - 2020-0009</td>
<td></td>
<td>200</td>
<td>Commercial New Construction</td>
<td>Active, Attention</td>
<td>Failed Inspections</td>
</tr>
<tr>
<td>BLDC - 2020-0010</td>
<td></td>
<td>8675309</td>
<td>Commercial New Construction</td>
<td>Active, Attention</td>
<td>Failed Inspections</td>
</tr>
<tr>
<td>BLDC - 2020-0014</td>
<td></td>
<td>100 test</td>
<td>Commercial New Construction</td>
<td>Attention, Pending</td>
<td>On Hold</td>
</tr>
<tr>
<td>BLDC - 2020-0026</td>
<td></td>
<td>401 S PARK AVE</td>
<td>Commercial Building - New</td>
<td>Attention, Recent,</td>
<td>Failed Reviews</td>
</tr>
<tr>
<td>BLDC - 2020-0032</td>
<td></td>
<td>401 S PARK AVE WINTER PARK, FL 32789-481</td>
<td>Commercial New Construction</td>
<td>Attention, Recent, Pending</td>
<td>Failed Reviews Resubmit File</td>
</tr>
</tbody>
</table>
Step 5: Review Plan Review Comments

From the Reviews Heading select the pull down arrow to review Plan Comments to Respond.
Step 6: Upload Attachments

To view the comments placed on the document select the pdf link from the item indicated with the “!”
Step 6: Upload Attachments

The PDF will open in your browser and you can view the items noted on the plan by the reviewer.
Step 6: Upload Attachments

Once comments have been addressed in a new file please upload by selecting “Resubmit”
Step 6: Upload Attachments

Applicant can respond to comment by selecting “Respond” button and type response.
Step 7: Acknowledge Comment

From the Department(s) Requiring Re-submit select pull down and Acknowledge by sliding button.
Step 7: Acknowledge Comment

Once all are “Acknowledged” select “Next” Button
Step 8: Revised Drawing
Select “Select File” to upload revised drawing. Once documents are uploaded select “Submit”
Step 8: Resubmittal Complete
Select “Close”. Resubmittal is complete and applicant returns back to Dashboard Home