



Community Development Department Digital Resubmittal Checklist

- 1st Submittal
- 2nd Submittal
- 3rd Submittal
- Additional Submittal

In order to facilitate the resubmittal process, the following checklist **MUST** be completed, initialed, and included. It is of utmost importance that plans are complete and ready to be reviewed when submitted to reduce review turnaround time.

The resubmittal is combined into one single file, which includes **only** plans for all trades, title 24 reports. Separate files include **this checklist**, structural calculations and/or other report when applicable.

_____ If not included, please explain: _____

Use the file name template below:

SUBMITTAL ADDRESS PERMIT# DOCUMENT TYPE.

Example: When resubmitting plans for 2nd review – 2nd submittal 425 S Mission RESI22-0123 Plans

_____ If not, please explain: _____

Response to the comment list is a separate file

The responses should clearly identify where the corrections are made and the corrections must be clouded on the plans. A narrative is preferred.

_____ If not, please explain: _____

Scope has not changed

_____ If so, please clearly explain: _____

_____ If resubmitting with a link, password is not required and the link is still valid (i.e. Dropbox or OneDrive)

Emailed directly to commdevinfo@sgch.org

Please do not email the plan checker/reviewer directly for tracking purposes

_____ If not, please explain: _____

I have read, understood, and confirm the completion of all of the above.

Signature

Date