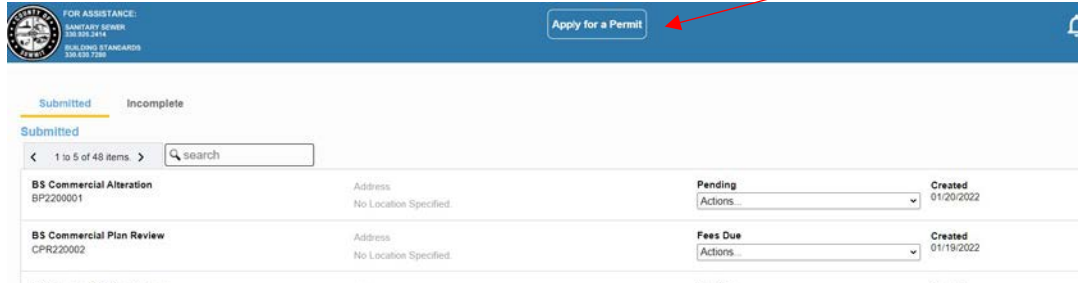
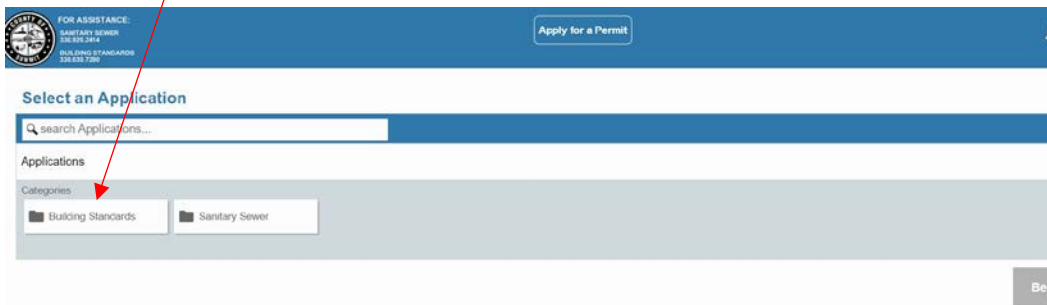


Submitting documents for Commercial Plan Review

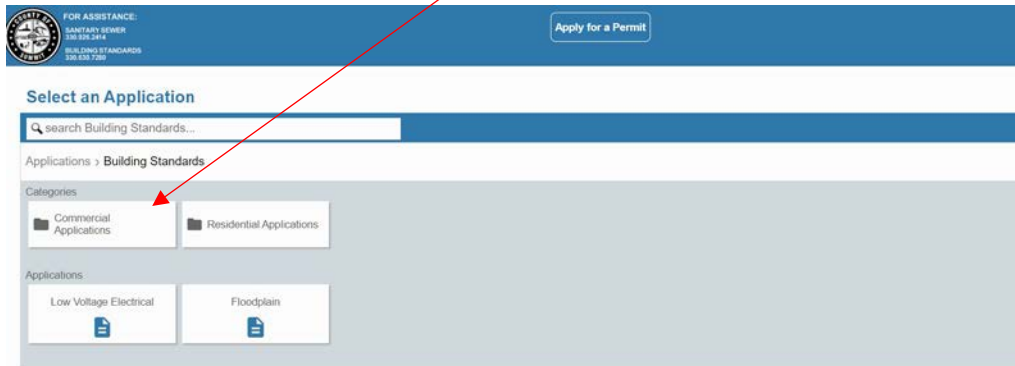
1. Once you have logged into your account on the online portal, click the Apply for a Permit button at the top center.



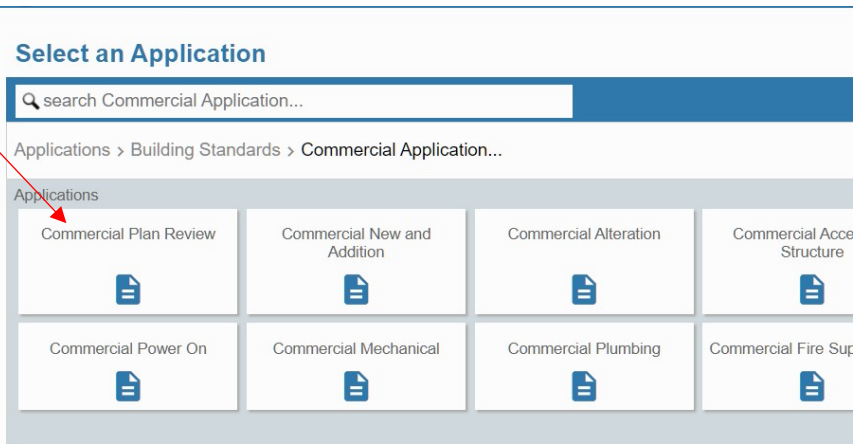
Select Building Standards



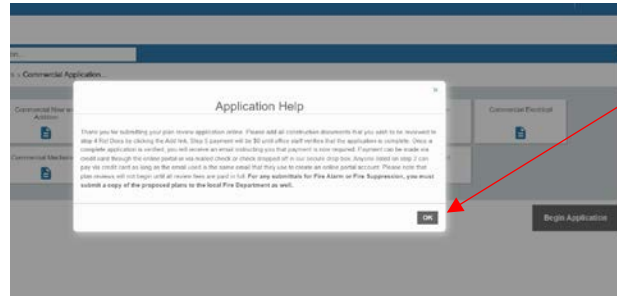
then select the Commercial Applications Button.



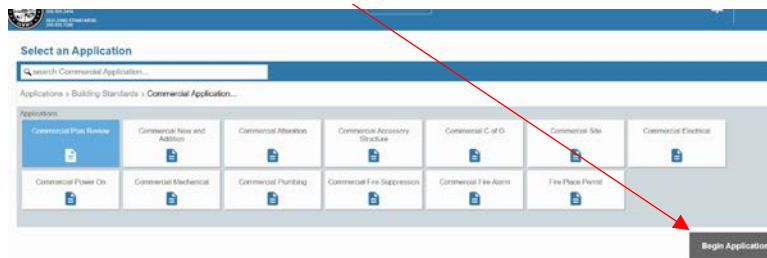
2. For Commercial Applications, all plan reviews use the same form, select Commercial Plan Review button.



An Application Help message will appear with specific instructions for your application, click Ok once read



and then click the Begin Application button.



3. Enter the address of the proposed construction and click next.
4. Input the owner, applicant, etc. information. Any fields with red text are required fields, once complete click next.
5. The DataGroup section is the main part of the application. Any fields that are shaded red are required information and must be completed prior to submitting an application. Complete this section with all information pertaining to your project. Click Next.
6. A payment screen will appear with a zero balance. The plan review fee is not charged until the application is reviewed by Staff, click Submit.
7. Click on the **Plan Documents** tab to upload documents for review. And then click Accept if you accept the Terms and Conditions.
8. Click the red Plan Review button to upload the project plans.
9. For uploading New or Original plans, use the **Browse...** button to select the files to upload.
 - a. The file upload size limit is 500 MB.
 - b. If submitting Revised plans of previously uploaded plans, use the blue Browse icon button under Actions. Refer to the **Upload revised plans** section of this document.
10. Order your plans and documents by filename. Use '0' padded numbers (e.g., 0001-Siteplan.pdf).
11. You can select any **Disciplines** and **Sheet Types** from the dropdowns that are related to each document.



Project Information | Plan Documents | Review Documents | Approved Documents | Related Projects | Project Invitations

Project
 :SS2100806
Group
 <None>
Name
 333 Testing St
Status
 Re-Submission Required

Review Status
 Review Cycle 3: Closed

Actions
 Add Plan Documents
 Submit for Review

Quick start instructions: [Open Full Instructions](#)
 * For submitting New or Original Plans: Use the Browse button below to select one or more files (Only upload PDF files)
 * File upload size limited to 500 MB. Please see "Upload Status" of each file uploaded to confirm success
 * For submitting Revised Plans: Find the Plan sheet you want to revise and use the Upload button to the Right of that plan sheet under "Actions"
 * Please order your plans and documents by file name, use '0' padded numbers (e.g., 0001-A-Siteplan.pdf)
 * Select a Discipline for each file if it is not already selected
 Note: naming conventions defined in the full instructions can automate this
 * Use the Upload button to import the files to the system
 * After uploading, use the "Submit for Review" button to the left to start the review process
 * Report Technical Difficulties to dssspermitsdept@summitoh.net

Browse... Clear Upload Cancel Edit Names Status: Ready

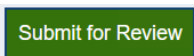
<input type="checkbox"/>	Name	Discipline	Sheet Type	Description	Revision	Upload Status	Actions
<input type="checkbox"/>	0001-A-SITEPLAN	Select Discipline	Select Sheet Type		New	Pending Upload	
<input type="checkbox"/>	0001-A-SITEPLAN_2	Select Discipline	Select Sheet Type		New	Pending Upload	
<input type="checkbox"/>	0001-A-SITEPLAN_3	Architectural	Siteplan Partial		3		

12. Use the **Upload** button and then select **Yes** to click through the informational message to import the plan documents.

Browse... Clear Upload Cancel Edit Names Status: Ready

To perform a complete review of an uploaded file copy, the Reviewing Body requires permission to repurpose the file copy contents. By uploading a file copy, you give the Reviewing Body permission to repurpose the file copy for the purpose of reviewing your submission.

13. Click the **Submit for Review** button to submit the project to Summit County for review.



Once submitted, the green Submit button will disappear, and you can close out of the browser window.

Portal – Accessing Review Documents & Revising Plans

Once plans have been reviewed, the applicant will be notified of any necessary revisions. Log on to the Summit County portal to find your permit. Select the red **Plan Review** button to access any approved plans or marked up plans and comments regarding the requested revisions.

Portal users can access documents that have been published back to the portal in the **Review Documents** and **Approved Document** tabs. After reviewing the comments and markups they can upload plan revisions with any needed changes.

Documents | **Review Documents** | Approved Documents | Related Projects

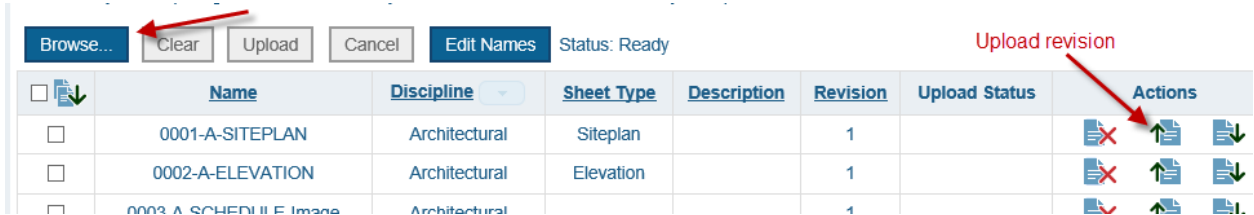
Review Cycle All

<input type="checkbox"/>	Name
<input type="checkbox"/>	Review Comments - CP-171 - High Tech Trampoline Park (PDF)
<input type="checkbox"/>	Marked Plan Set - CP-171 - High Tech Trampoline Park

Uploading revised plans

Plan revisions can be uploaded in two different ways. Either uploading a revised plan file with the *exact same file name* using the general **Browse...** button, or if revised files have different filenames, using the **Browse... Action** to the right of the existing plan document.

1. On the Plan Documents tab, use the **Browse...** button or the **Browse... Action** to select a revised plan document.



2. Click the main **Upload** button to save the revised file to the project.
 - a. After Upload, select the green Submit button if present. If the green button is not present, the **Upload** button submits the revisions automatically to the project.