

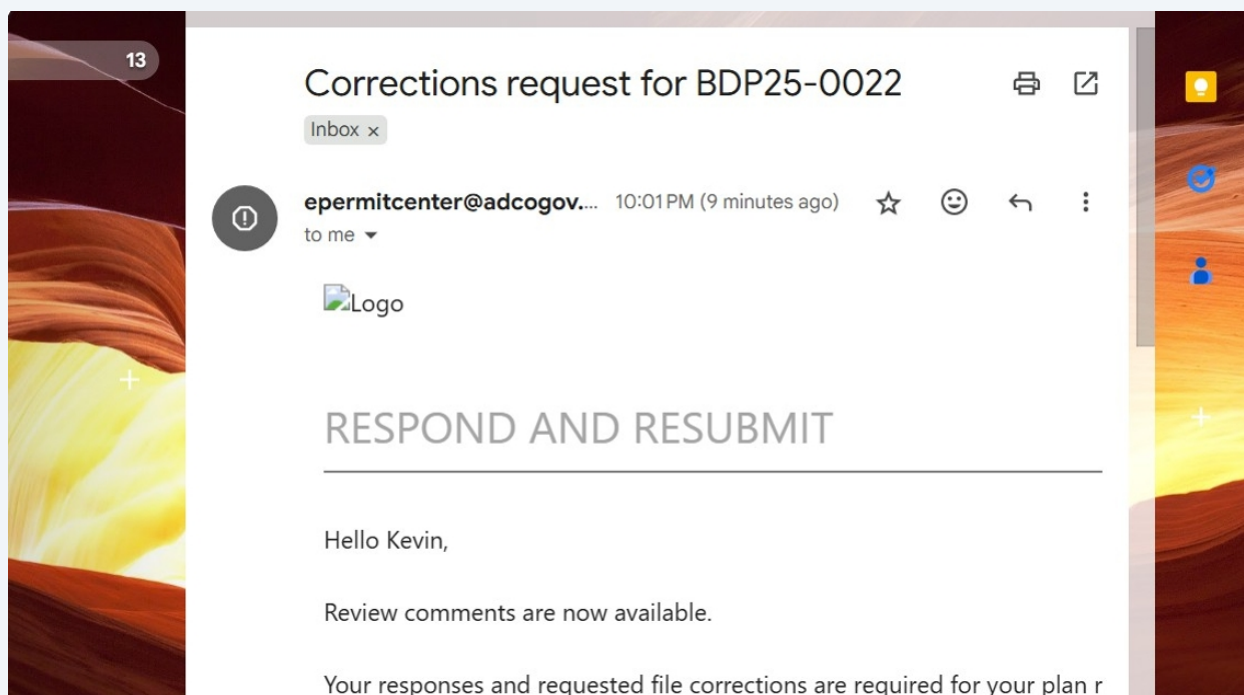
Respond to Plan Review Comments and Resubmit Files



This guide provides a step-by-step process for effectively responding to plan review comments and resubmitting files, ensuring a smooth and efficient workflow for your building permit application. By following these instructions, you can address any issues raised by the review team and streamline the resubmission process, ultimately saving time and reducing frustration. It also outlines the expected response time from staff, helping you manage your project timeline effectively.

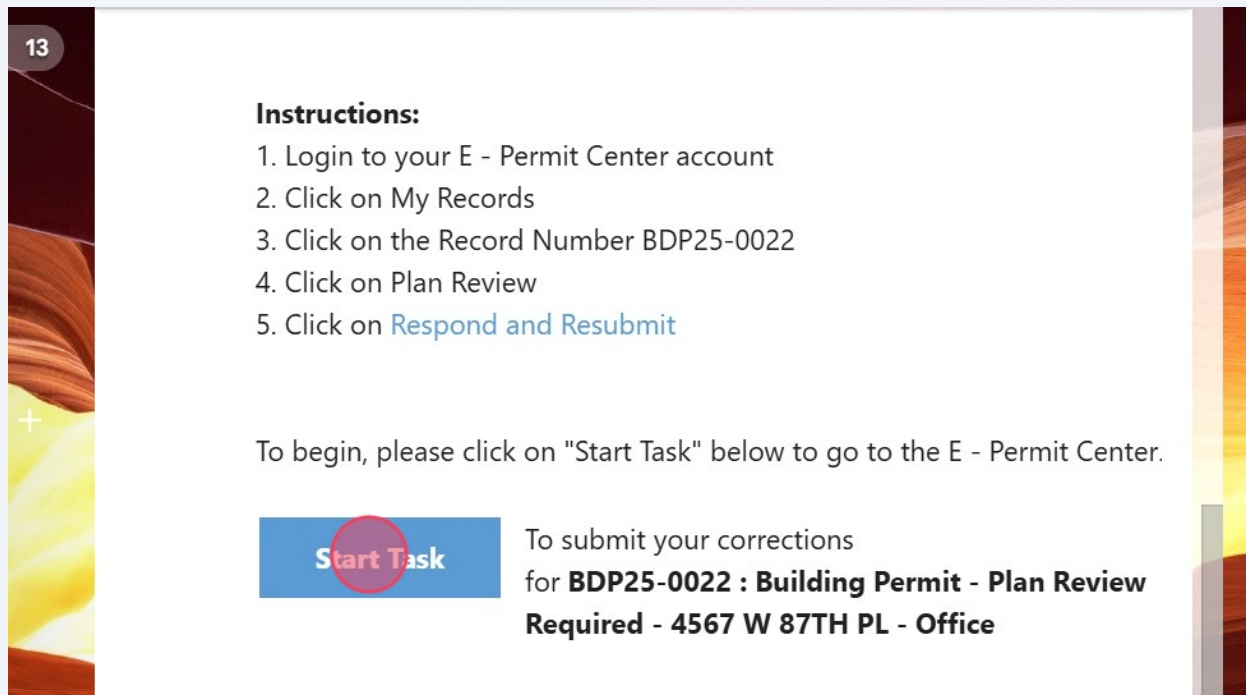
1

You will receive an email from epermitcenter@adcogov.org beginning with **"Corrections request for [your building permit number]"**



2

Scroll down on your email to where it reads "**Start Task**". To begin, please click on start task below to go to the [E-Permit Center](#).



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Instructions:

1. Login to your E - Permit Center account
2. Click on My Records
3. Click on the Record Number BDP25-0022
4. Click on Plan Review
5. Click on [Respond and Resubmit](#)

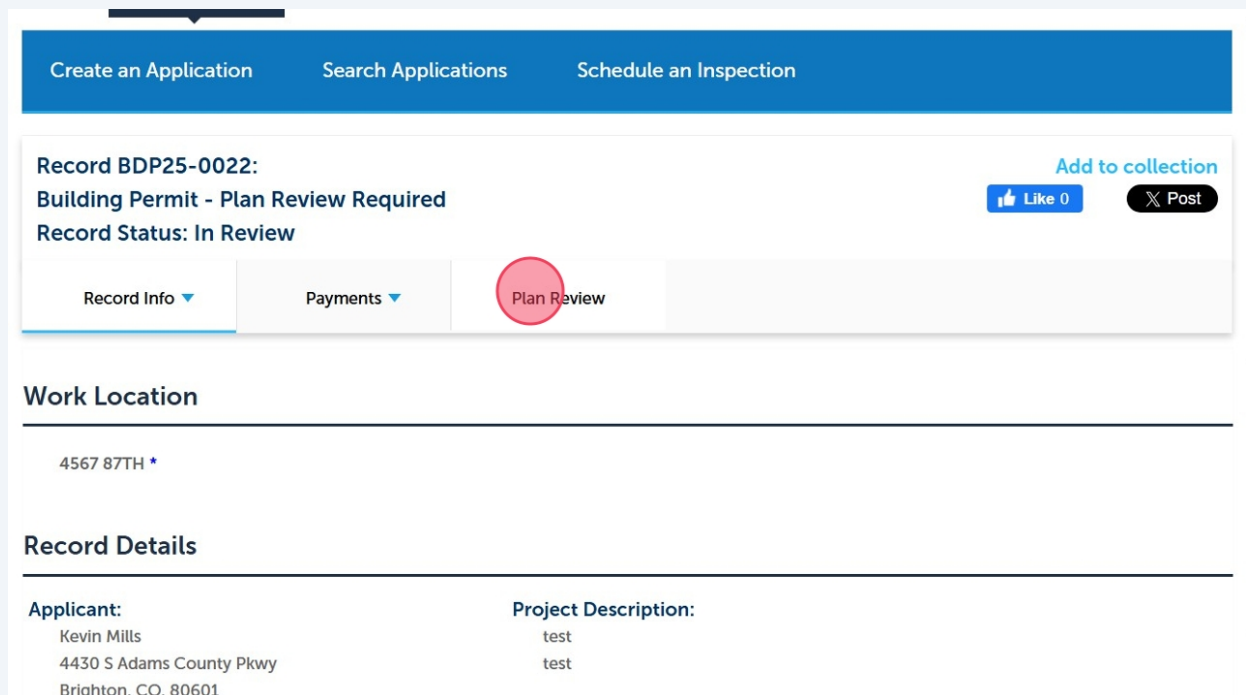
To begin, please click on "Start Task" below to go to the E - Permit Center.

Start Task

To submit your corrections
for **BDP25-0022 : Building Permit - Plan Review
Required - 4567 W 87TH PL - Office**

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Clicking on "**Start Task**" will take you to the E-Permit Center. Please login if it does not do so automatically. On your record page, please click on the "**Plan Review**" tab.



Create an Application Search Applications Schedule an Inspection

Record BDP25-0022:
Building Permit - Plan Review Required
Record Status: In Review

Add to collection
Like 0 Post

Record Info Payments Plan Review

Work Location

4567 87TH *

Record Details

Applicant:
Kevin Mills
4430 S Adams County Pkwy
Brighton, CO, 80601

Project Description:
test
test

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Below you will see a "To do task" called "**Respond and Resubmit**". Please click on this task in blue to open a new window to our document portal.

Building Permit - Plan Review Required

Like 0

Post

Record Status: In Review

Record Info

Payments

Plan Review

Plan Review

Refresh the page to get the latest information.

To do task: **Respond and Resubmit**

Plan Review Status:

Review Type: Building

Total Number of Files: 0 [View uploaded files](#)

Time Elapsed: 0 days 0.5 hrs

Completed Submission (Prescreen): 0 days 0 hrs

Prescreen Review Comments (Unresolved): 0

Time with Jurisdiction: 0 days 0 hrs

Time with Applicant: 0 days 0 hrs

Status: Resubmit

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In the new window, you will see "**STEP 1 of 4: Respond to any comments**", please click on the "**Review Comments**" below to view comments left by the staff.

Accela Permit Information

Contacts Information

Fees Information

Task Information

Review Results

Invite Others

Record ID: ADAMSCO-25BDP-00000-00022

Application Name: BDP25-0022

Application Type: Building/Building Department Permit/NA/NA

Description of Work: test

Task Instructions [Watch video](#)

Please follow the steps below:

STEP 1 of 4: Respond to any comments, as needed

Resolve Review Comments

Unresolved Comments: 1

Info Only Comments: 1

Files with Markups: 0

Plan Review:

Review Comments

Review and respond online.

Export to Excel

Import Excel Responses

[Watch video](#)

Review and respond in Excel, then upload your responses.

STEP 2 of 4: Upload new drawings and/or documents if needed.

Submit

Save for Later

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A new window will open up and you will see the types of comments you will need to respond to. If it is marked **"Unresolved"**, you must respond to this comment in the box to the right where it says **"Type your response here."**.

Dept: Show All Status: Show All Response: Show All Search: Enter keyword Close Window

Type: Show All Cycle: Show All Time: Show All

Refresh Watch video

					Add Comment / Ask Question	Please enter your responses ?
Ref.# 1	Building Safety Review	Kevin Mills	10/2/25 10:05 PM	Cycle 1	Type your response here.	
Unresolved	Please respond to this comment					
Comment						
Ref.# 3	Building Safety Review	Kevin Mills	10/2/25 10:05 PM	Cycle 1	No response required.	
Info Only	This does not require a response					
Comment						
Ref.# 4	Building Safety Review	Kevin Mills	10/2/25 10:06 PM	Cycle 1	Type your response here.	
Question	I can ask a question as well					
Comment						

7

If it is marked **"Info Only"** you are **not** required to provide a response.

Dept: Show All Status: Show All Response: Show All Search: Enter keyword Close Window

Type: Show All Cycle: Show All Time: Show All

Refresh Watch video

					Add Comment / Ask Question	Please enter your responses ?
Ref.# 1	Building Safety Review	Kevin Mills	10/2/25 10:05 PM	Cycle 1	Type your response here.	
Unresolved	Please respond to this comment					
Comment						
Ref.# 3	Building Safety Review	Kevin Mills	10/2/25 10:05 PM	Cycle 1	No response required.	
Info Only	This does not require a response					
Comment						
Ref.# 4	Building Safety Review	Kevin Mills	10/2/25 10:06 PM	Cycle 1	Type your response here.	
Question	I can ask a question as well					
Comment						

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You will return to the previous window. Down below, you will see **"STEP 2 of 4: Upload new drawings"**. You can upload **"Versioned Files"** if the name of the file is the exact same as the previous upload.

Files with Markups: 0

Plan Review: [Review Comments](#) [Export to Excel](#) [Import Excel Responses](#) [Watch video](#)

Review and respond online. Review and respond in Excel, then upload your responses.

STEP 2 of 4: Upload new drawings and/or documents if needed.

Version Upload for: BDP25-0022 ?

Select "Versioned Files" to upload files as new version updates for files previously submitted and received.
Select "New Files" to upload any additional new file into this project as requested.

Versioned Files New Files

Are the files you are uploading named exactly the same* as the prior versions? [Yes](#) [No](#) [Watch video](#)

* "name-v2.pdf" is not an "exact" file name match to "name.pdf"

Uploaded files:
No files uploaded yet.

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There is also an option for **"New Files"**. Please click on **"Upload Drawings"** or **"Upload Documents"**

Be advised in any file selection, if you upload to **"Upload Drawings"** and encounter an issue preventing you from uploading, **select "Upload Documents" instead.**

Files with Markups: 0

Plan Review: [Review Comments](#) [Export to Excel](#) [Import Excel Responses](#) [Watch video](#)

Review and respond online. Review and respond in Excel, then upload your responses.

STEP 2 of 4: Upload new drawings and/or documents if needed.

Version Upload for: BDP25-0022 ?

Select "Versioned Files" to upload files as new version updates for files previously submitted and received.
Select "New Files" to upload any additional new file into this project as requested.

Versioned Files **New Files**

Please click appropriately for the type of files you are uploading. [Watch video](#)

[Upload Drawings](#) [Upload Documents](#)

Uploaded files:
No files uploaded yet.

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The next window will direct you to upload your documents. Once successfully saved, please close out of this window.

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Below the file upload, please see "**STEP 3 of 4: Confirm all Respond and Resubmit requests**"

Please click appropriately for the **type of files** you are uploading. [Watch video](#)

Upload Drawings

Upload Documents

Uploaded files:

No files uploaded yet.

STEP 3 of 4: Confirm all Respond and Resubmit requests have been completed.

Confirmation ?

☐ *I have responded to all review comments *Required

☐ *I have uploaded my revised files, if requested *Required

STEP 4 of 4: Click Submit below to continue.

Submit

Save for Later

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You must check both boxes and navigate to the "**STEP 4 of 4: Click Submit below**" at the bottom of this window and click "**Submit**". This will successfully resubmit your application for review and close the window.

You will not be able to resubmit if you have not answered all UNRESOLVED comments.

Please click appropriately for the **type of files** you are uploading. [Watch video](#)

Uploaded files:

No files uploaded yet.

STEP 3 of 4: Confirm all Respond and Resubmit requests have been completed.

Confirmation

☒ *I have responded to all review comments *Required

☒ *I have uploaded my revised files, if requested *Required

STEP 4 of 4: Click Submit below to continue.

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In your E-Permit Center portal, you can refresh the page and see a "**To do task: None**". Staff will respond to your comments within 5 business days.

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[Schedule an Inspection](#)

Record BDP25-0022:

Building Permit - Plan Review Required

Record Status: In Review

[Add to collection](#)

Like 0 Post

Record Info

Payments

Plan Review

Plan Review

Refresh the page to get the latest information.

To do task: None

Plan Review Status:

Review Type: Building