## Resubmitting Corrections

For applications that are "in flight" (after first review until issuance) use the following notation for all drawings/documents uploaded:

**Drawing/Document Type – Date (MMM DD YYYY)**

**Ex:   Arch – Jan 01 2022**

File Name – descriptor of the documents; see file naming legend

Date – the date the file was updated (from applicant)

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Resubmitting documents:

a. When you are resubmitting a set of drawings that have already been submitted, it must replace the document that was previously reviewed. Update the date and include a bubble around the change, or provide a transmittal with notes indicating the change
   i. 'Add new version' to the applicable submittal item (ex. arch/struc was missing a tall wall detail that was added to A-4 of the existing arch/struc submittal)
b. When you are re-submitting with a detail or additional information on a separate page by itself, upload a new document with an updated name to the appropriate submittal item. Include the date and provide a transmittal with notes indicating the change
   i. 'Upload new document' with an updated name to the appropriate submittal item (ex. tall wall detail provided on a separate page uploaded to arch or struc submittal)
c. Any correspondence may be uploaded under 'other' (ex. transmittals, emails, etc.)