

Planning & Development Dept. - Permit Application Center

P.O. Box 11706, or 155 Johnston Street

Rock Hill, South Carolina 29731-1706

Phone: 803-329-5590

FAX: 803-329-7228 -- website: www.cityofrockhill.com



PLAN RESUBMITTAL INSTRUCTIONS

Printed Plan Resubmittal

When responding to the attached plan review comments, please:

- Address each item by *department* and *comment number*.
- For revised plans,
 - o Send the same number of plans as the number of departments rejecting the plans (BUT, always a minimum of two).
 - o Send the same number of response sheets and plans. (Example: Resubmitting 3 revised plans.....send 3 response sheets).
 - o Address *all comments* when revising plans. We can not accept partially revised plans.
 - o Send *complete sets of plans with revised sheets indicated* on your transmittal. The original plans will be destroyed*.

Occasionally it is possible to answer plan review comments without revising plans. If this is the case, please indicate on your transmittal so that we will use the original plan with your response to comments.

*In lieu of sending complete revised plans, you may come to the Permit Application Center (PAC) office and insert revised sheets into existing plans on file.

All plans must be assembled and stapled. Multiple sheet plans submitted without being stapled will be returned.

This option is temporarily unavailable due to technical problems with our website. You can use our ftp site to upload plans or you can email revisions. Please contact any Planning and Development staff for more information.

Online (Digital) Plan Resubmittal

Revised plans may be uploaded to our online plan review website if your initial plan review was a digital submittal.

1. To upload your revised plans, go to our website: <http://rockhillgis.ci.rock-hill.sc.us/Permitting/>
2. Login to My Projects with your email address and password. If you don't have a password you can request one from any plans administrator.
3. Open your project and click on the plan type you wish to revise.
4. Click on the Documents tab. You should see a list of the documents submitted for your first review as well as any new documents that you need to upload.
 - a. *Note: Your revised plans should be the complete set of drawings including the revised sheets, just as if you were going to print the plans and bring them in for review. All sheets should be combined into one pdf file in the order listed on your cover sheet.*
5. Click the upload button beside each document you wish to resubmit to upload your file.
6. Be sure to upload your response to the plan review comments under "Response Comments".

When revised plans are uploaded, the system will notify the administrator for your project.

If you have any questions or need assistance, please contact the Permit Application Center at (803) 329-5590.