

PLAN RESUBMITTAL INSTRUCTIONS

How to respond to plan review comments, revise plans and prepare them for resubmittal.

All plan submissions and resubmissions should be addressed to Cecilia Carey, Permit Center Assistant, ph. 803-817-5176, Cecilia.Carey@cityofrockhill.com.

Electronic plan submittals are required to better serve you and provide the fastest plan review possible.

When responding to the attached plan review comments, please follow these guidelines:

- **Response Letter** - Address each comment/item by *department* and *comment number* in a letter form and submit with your plans. Please reference the drawing sheet number where the item is located. **Plans may be rejected if not accompanied by a response letter.**
- **Plans/Drawings** - To revise your plans:
 - Address *all of the comments* when revising plans. We cannot accept partially revised plans.
 - Send a **COMPLETE SET** of *electronic plans with the revised sheets indicated* on your response letter, replacing the old sheets with the new revised sheets. **Assemble all of your sheets into one .pdf file with a bookmark labeling each sheet number.**
 - Other documents like specifications, calculations, permit applications, load data form, etc. should be submitted as a separate document.
 - Submit your revised plans in .pdf format along with any other documents or applications by using one of the following ways:
 1. Online Services website at <https://rockhillgis.cityofrockhill.com/permitting>
 2. FTP site at <https://ftp.cityofrockhillsc.gov/crh>. Please be sure to notify staff after uploading plans to the FTP site as it will not notify us automatically when a plan is uploaded. See the handout "How to Upload Plans to the FTP Site" for detailed instructions.
 - **Please note, the City's email system will block any emails with .zip file attachments and will not accept them. Also, any files over 10 MB will not come through the City email system.**

Please be sure to include an explanation of any other changes that have been made to your plans since the first review. **Plans are generally reviewed in the order they are received but plans submitted with a detailed response letter will be given priority.**

Paper plans will be requested at the end of the project once the plans are approved.