

Handout <b>115</b>	<h2>Electronic Plan Resubmittal Instructions</h2>	 <p> <b>CITY OF ISSAQUAH WASHINGTON</b>          Development Services Department          1775 – 12<sup>th</sup> Ave. NW   P.O. Box 1307          Issaquah, WA 98027          425-837-3100   <a href="mailto:DSD@issaquahwa.gov">DSD@issaquahwa.gov</a> </p>
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**Note:** The instructions below pertain to the resubmittal of plans which have not yet been approved. Please do not follow these instructions for revisions to previously approved plans.

The Development Services Department has completed the review of your project and has noted items that must be resolved before the permit may be approved. Please review and respond to all the items noted on the Marked Up Plans and revise the drawings as necessary.

### What has the City of Issaquah provided you?

We have uploaded a set of Marked Up Plans to your dashboard. Each markup on the plans has an associated comment which you must respond to. A summary of all of the mark ups has been attached to the end of the Marked Up Plan set PDF.

### How do I respond to the City’s comments?

There are two different methods to respond to our comments:

#### 1. Respond in the Marked Up PDF (preferred)

- a. Review each City comment and using the PDF 'Reply' function. Provide your written response to each of the City comments within this Marked Up Document.
- b. Submit the following via your MyBuildingPermit.com Dashboard:
  - The City's Marked Up Plans PDF containing your reply to each comment (Use the Reply function in Adobe Acrobat or other PDF application). Choose “Comment Response Letter” as the document type.
  - Complete new set of your corrected plans with all changes clearly clouded / marked. Please upload the entire plan set; incomplete plan sets will be rejected and not reviewed.
  - Any supplemental forms or documents that you are changing or adding. Select the appropriate document type that matches the document you are uploading.

#### 2. Create your own response letter

*This method may be used if you are having difficulty using the PDF reply function*

- a. Create a formal response letter to each comment and change in a clear and consistent manner and save it as a PDF document.
- b. Submit the following via your MyBuildingPermit.com Dashboard:
  - Your response letter in PDF format. Choose “Comment Response Letter” as the document type.
  - Complete new set of your corrected plans with all changes clearly clouded / marked. Please upload the entire plan set; incomplete plan sets will be rejected and not reviewed.
  - Any supplemental forms or documents that you are changing or adding. Select the appropriate document type that matches the document you are uploading.

**Important:** All PDFs must comply with our [Electronic Plan Requirements](#). Please verify you have labeled the pages in the PDF to match the sheet number.

Please note that applications may be canceled for inactivity if an applicant fails to respond to the department’s written request for revisions, corrections, actions or additional information within 90 days of the date of request in accordance with IMC 16.04.010.