Once all department reviews are complete, the applicant will receive an email from ProjectDox that the plans have been reviewed, but that they generated comments or require corrections.
Log into ePlans

Attention Susan:

Your plan review submission for Building Permit Application: A2012-06-1513 - *** TEST PERMIT *** - Susan Vogt [TMK: 21033010] Kimo Public - Building Permit is incomplete or requires corrections. You may review correction comments and requirements by accessing the ProjectDox site.

When corrected plans and/or documents are ready for re-submit, please Login to ProjectDox and follow the instructions provided for re-submit.

Please be advised when re-submitting plans and/or documents:
- All corrections must be uploaded using the same file names as the original submittal
- Once corrections have been uploaded for review, no additional submissions will be accepted unless requested
- Please make corrections and resubmit as soon as possible
- This Building Permit Application will expire within 28 days if no action is taken

Project: A2012-06-1513
Description: *** TEST PERMIT *** - Susan Vogt [TMK: 21033010] Kimo Public - Building Permit
Site Location: 650 S KING ST Honolulu / Downtown 96813
Task: Correction Complete
Project Administrator: Susan Vogt (svogt@hnl.egov)

Project Access Login to ProjectDox

If you do not have access to the specified folder, please contact the Project Administrator.

For any technical issues or questions related to this permit, please contact the Building Permit Counter at 808-768-8220 or info@Honolulu.gov
Click on the ‘Workflow Portal’ button.  
(Note: all applicant tasks tasks will also be shown in the Task window at the bottom of the all projects page)
Accept ApplicantResubmit task

- Click on the ApplicantResubmit task
eForm (Review Form)

- Accepting a task opens the eForm in a new browser window.
- The eForm has several tabs across the top, and several sections as you scroll down the page.
eForm - Review Information Tab

- Provides basic information about the review – Coordinator, Cycle, Current User – and the task activity instructions.
eForm - Permit Information Tab

- Provides basic information about the permit application, such as Estimated Value, Occupancy Group and Use.
- It also shows any External POSSE Reviews that have been assigned or completed.
eForm - Contact Information Tab

- Provides basic information about the Customer, Contractor, Owner, Plan Maker and application Contact information.

- This is the information you filled out on the Internet Building Permit application.
eForm - Resources Tab

- Provides links to DPP and City websites.
- Also provides direct link to the HOLIS GIS property information page.
Provides a listing of any checklist items that have been selected during the department reviews.
eForm - Routing Slip

- Provides a listing of all workflow tasks that have been completed or assigned.
The second section of the eForm, as you scroll down the page, provides information on any changemarks (markups) that a reviewer has generated.
You can filter changemarks by department, see changemarks for the current cycle, or for all cycles.

Changemark comments can also be exported to an Excel worksheet.
Clicking on the markup hyperlink will open the drawing in a separate window.
Applicants can provide a response to the reviewers to indicate that the markup has been addressed.
The Department Review section of the eForm provides information on which reviews were performed and the outcome of the reviews.

Applicants can select a different review cycle to see review status for other review cycles.
Resubmit – Upload Revised Drawings

- Once all requested revisions have been made, upload revised files to the Drawings folder.

*NOTE* All revisions must be in the same format as the previous version(s).

*This includes*:
- the exact same file name (watch out for extra spaces or extra spaces around hyphens);
- the same drawing reference points (so that versions will overlay exactly);
- be the same sheet size.

*Any revised drawings not meeting these standards will be rejected and sent back to the applicant for correction.*
The last section of the eForm contains checkboxes for the applicant to check off before completing the resubmit task.

The checkboxes indicate that the applicant has reviewed and addressed all comments and markups, and has uploaded revised drawings.

Note: the task can not be completed (the Complete Button remains grayed out) until all check boxes have been checked.

*Please note if you are resubmitting the drawings after correcting Markups that you need to complete the task. Completing it sends an email to the Review Coordinator and provides the Review Coordinator with the next required task. Without completing it no further action will be taken.*
Resubmit Complete

Once the resubmit task is complete, there will be no new tasks in the workflow portal until the plans are returned with additional comments or are approved.
Approved Plans

- The applicant will be notified by email when the plans have been approved.

- Approved plans will be in the ‘Approved’ folder in the ePlans project.
Permit Issuance

- The applicant will need to print out at least two copies of the approved plans. One for the City’s records and one for the job site.

- The approved plans need to have all original signatures that are required (such as engineer or architects).

- The applicant can bring the signed copy of the plans to the Permit Counter when they come in to pay for the permit.

- Permits will be issued after the signed copy of the plans is received and payment has been made.