

Manage a Review

Customers can submit electronic plans through Civic Access for the jurisdiction to review. Once submitted, and the jurisdiction has reviewed the plans, the customer may receive an email or need to log into Civic Access to review failed or approved reviews. To view review results that need attention:

1. Click **Dashboard** in the menu.
2. Click the **Attention card** in the desired section.

Civic Access displays a list of the cases that need attention, listed by module.

3. Click the **Review Not Approved** link under the **State** column.

Permit Number	Project	Address	Permit Type	Status	State
BLDR-000157-2023		1122 Cheshire Av Naperville...	Building (Residential) - Addition	In Review	Attention, Recent, Pending (Review Not Approved, Resubmit File)
BLDR-000149-2023		1222 Cheshire Av Naperville...	Building (Residential) - Addition	In Review	Attention, Recent, Pending (Unpaid Fees, Review Not Approved, Resubmit File)
BLDR-000153-2023		1122 Thunderbird Ln Naper...	Building (Residential) - New Single Family	Submitted - Onli...	Attention, Recent, Pending (Unpaid Fees)

The application displays the type of review, the status, received, due, and completed dates. If there are corrections or comments from reviewers, Civic Access displays a dropdown arrow next to each review.

Corrections

1. Click the **arrow** to read the corrections or comments.

Permit Number: BLDR-000157-2023

Permit Details | Tab Elements | Main Menu

Type:	Building (Residential) - Addition	Status:	In Review	Project Name:	
IVR Number:	100187	Applied Date:	02/10/2023	Issue Date:	
District:	Blank	Assigned To:	Thompson, Tyler	Expire Date:	
Square Feet:	300.00	Valuation:	\$45,000.00	Finalized Date:	

Summary | Locations | Fees | **Reviews 1** | Inspections | Attachments 1 | Contacts | Sub-Records | More Info | Public Comments

Building Review (Residential)

Submittal Status	Received Date	Due Date	Completed Date
Requires Re-submit	02/10/2023	02/27/2023	02/10/2023

Building • Requires Re-submit • Thompson Tyler • Completed : 02/10/2023



2. Click **Respond** to reply to the correction, if configured.
3. Click **Update Responses** if finished responding.

Building • Requires Re-submit • Thompson Tyler • Completed : 02/10/2023

Due Date: 02/27/2023 Completed Date: 02/10/2023

Comment
See corrections for additional things needed upon resubmittal of plans.

Corrections (2)

Correction Type	Electrical Valuation	Category	General Correction	Respond
Corrective Action	Complete a "Certification of Construction Valuation" form.			
Comment	Electrical Certification of Valuation			
<input type="text" value="Type response here"/>				

Correction Type	Signed Plans	Category	General Correction	Respond
Corrective Action	Have all plans signed and reattach.			
Comment	All sheets of the final plans shall bear the signature of the person who prepared the plans.			

Update Responses

NOTE The response is visible in EPL to the person who created the correction in version two of the review. It displays in the next review for the subsequent submittal.



Each review in red must be acknowledged to move to the next step to submit new plans.

4. Click **Acknowledge**.
5. Click **Next**.

Reviews

All reviews in red must be acknowledged before continuing.

Building Review (Residential)

Submittal Status	Received Date	Due Date	Completed Date
Requires Re-submit	02/10/2023	02/27/2023	02/10/2023

Building • Requires Re-submit • Thompson Tyler • Completed : 02/10/2023

Due Date	Completed Date
02/27/2023	02/10/2023

Comment

See corrections for additional things needed upon resubmittal of plans.

Corrections (2)

Correction Type	Electrical Valuation	Category	General Correction	Hide Response
Corrective Action	Complete a "Certification of Construction Valuation" form.			
Comment	Electrical Certification of Valuation			
Will attach or email it in.				
Correction Type	Signed Plans	Category	General Correction	Respond
Corrective Action	Have all plans signed and reattach.			
Comment	All sheets of the final plans shall bear the signature of the person who prepared the plans.			

Acknowledge

Back Next



Attachments

Civic Access displays an alert on the Attachments tab if the jurisdiction failed any electronic files and the customer is required to resubmit the files.

1. Click **Attachments**.
2. Click **Markups** on the desired card to view text markups.

Summary Locations Fees Reviews **Attachments** Inspections

Attachments | Next Tab | Permit Details | Main Menu

Attachments

At least one file needs to be resubmitted.

Complete Building Plan (Building, Electrical etc)

Enclosed Sunroom Plans_v1.pdf
Version: 1

Status: Required For

Resubmit Instructions: Tyler Thompson: See markups.

Resubmit Markups

Electrical Plan

ELECTRICAL PLAN_v1.pdf

Uploaded: 02/10/2023

Notes: Electrical Plan

History

3. Click **Respond** to respond to the markups, if configured.
4. Click **Close** when done responding.

Markups

Text	Added By	Page	
Add scale to drawing on all pages	kathy.lapaglia	1	Respond
Is this the new deck, not on enclosed	kathy.lapaglia	1	Respond

Update Response(s) Close



- Click the **file name** to open the PDF and view the markups.
- Click **Resubmit** to upload the corrected file(s).

Summary | Locations | Fees | Reviews | Inspections | **Attachments**

Attachments | Next Tab | Permit Details | Main Menu

Attachments

At least one file needs to be resubmitted.

Complete Building Plan (Building, Electrical etc)

Enclosed Sunroom Plans_v1.pdf
Version: 1

Status: Required For

Resubmit Instructions: Tyler Thompson: See markups.

[Resubmit](#) [Markups](#)

Electrical Plan

ELECTRICAL PLAN_v1.pdf

Uploaded: 02/10/2023

Notes: Electrical Plan

[History](#)

Civic Access displays the file(s) that need to be resubmitted.

- Click **Next**.

Resubmit File(s)

1 Files — 2 Reviews — 3 Resubmit

Files

Complete Building Plan (Building, Electrical etc) Supported: .pdf

File	Version	Resubmit Instructions
Enclosed Sunroom Plans_v1.pdf	1	Tyler Thompson: See markups. Correct and resubmit new plans.

Markups

Text	Added By	Page	
Add scale to drawing on all pages	kathy.lapaglia	1	Respond
Is this the new deck, not on enclosed	kathy.lapaglia	1	Respond

[Next](#)



- Click **Select File** and choose the new version of the file.
- Click **Submit**.

Resubmit File(s)

Files Reviews Resubmit

Resubmit

Complete Building Plan (Building, Electrical etc)			Cancel
Previous File	New File	Size:	
Enclosed Sunroom Plans_v1.pdf	Floor Plans_color_v2.pdf	114.94 KB	



Back Submit

- Click **History** on the Attachments tab to view the history of the submitted files.

Summary Locations Fees Reviews **Attachments**

Attachments | Next Tab | Permit Details | Main Menu

Attachments

 Complete Building Plan (Building, Electrical etc) Floor Plans_color_v2.pdf Version: 2 Status: Awaiting Review History	 Electrical Plan ELECTRICAL PLAN_v1.pdf Uploaded: 02/10/2023 Notes: Electrical Plan History
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