
	BUILDING DEVELOPMENT POLICIES AND PROCEDURES COMMERCIAL	Effective Date: January 18, 2012
		Supersedes Policy Dated: March 14, 2005
	2.3 Resubmission-Revision Policy	Issued by: Eric M. Mays, P.E.  Building Official

This establishes the policy and procedure for the Resubmission-Revision for commercial projects.

- (a) **Response to Comments:** Resubmit commercial building plans with an itemized letter of response to comments made by PWC building plans reviewers.
- (b) **Revisions:** Submit revised drawings to permitted commercial building plans with an itemized list of the revisions to the plans.

Designers are required to provide detailed written and indexed responses to review comments or detailed list of requested revisions to permitted plans on their business letterhead.

The letter must be attached to the PWC [Resubmission-Revision Checklist](#), which serves as a checklist for the Resubmission-Revision processes. It is intended to improve communication between the designer and plan reviewer and to eliminate the most commonly made errors in the Resubmission-Revision package.

Attachment/Hyperlink

- [Resubmission-Revision Checklist](http://www.pwcgov.org/eBuildingDevelopmentForms/forms/Resubmission-RevisionChecklist.pdf)