How to Respond to Comments and Resubmit Plans:
Following our completed review of your proposed plans, we will ask you to respond to our comments. You will also need to submit revised plans. Below is how to do this in your online account.

Note: We can't accept deferred submittals (to your existing building permit) online. Contact the Permit Center for help completing the process by phone or email.

To View the Comments and Markups:
- Log in with your User Name and Password.
- From the Dashboard, select the Attention tile, under My Permit or My Plans.
- Select a Permit or Plan number.
- Click the Reviews button.
- To view a reviewer's requested corrections, select the down arrow.
- Click Attachments.
- To see Plan Set Markup Comments, select Markups. Click the filename to download a PDF with all Markups.

Following each round of reviews, you can access a file showing all our comments. When available, you may download the Plan Review Comments PDF.

To Resubmit Revised Plans:
- Log in with your User Name and Password.
- From the Dashboard, select the Attention tile, under My Permit or My Plans.
- Select a Permit or Plan number.
- In the "Add Attachments" box use the drop down arrow to "Select (the) Type" of document to upload
- Upload your revised plans (the plan set should be titled per the naming convention provided by the department) or requested documents
- Submit.

You will receive a confirmation message that your resubmittal was processed successfully. The system also notifies us about your updates.

Next Steps

- We will review each new resubmittal. If incomplete, we will ask you for more information. Your work is on hold until your resubmittal is complete.
- Once you complete your resubmittal, your project manager notifies all reviewers.
- The review process repeats for every round of resubmittals.
- Once we approve your permit plan sets, we will either:
  - Issue your construction permit, or
  - Generate an approval letter and schedule your project for a public hearing.

Sunnyvale.ca.gov/PermitCenter
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