

# Review Notes and Resubmissions

## Contents

Finding Reviews and Alerts on Your Case .....	1
Seeing Your Review Notes .....	3
Attachments .....	5

## Finding Reviews and Alerts on Your Case

At any time once you submit an application you can monitor the progress of that application online in STREAM, including seeing the status of reviews and comments left by reviewers.

1. Start by navigating to your case record
  - a. Log into [stream.a2gov.org](http://stream.a2gov.org) and go to My Work for the fastest way to get to your case.
  - b. [See Monitor and Manage your Work](#) for additional ways to find and access your cases.
2. From the main Summary page of your case, you can already see a few clues regarding your reviews:
  - a. Make note of the **Status** of the case in the shaded blue header. If the case requires a resubmission, the status should reflect this ‘Requires Resubmit.’
    - i. Even if one or more reviewers have already marked their reviews as ‘Requires Resubmit,’ if there are any reviewers still in progress the case will not yet be ready for a resubmission. This is to ensure that you do not resubmit prematurely or more often than necessary.
  - b. Under the **Workflow** section of this screen you will see the current status of any reviews or actions required for this application. These could be started (blue), passed (green), or not passed (red).
  - c. Under the **Available Actions** section of this screen you will see any currently eligible available actions. If a file has been flagged as requiring resubmission, you will see a prompt here.
  - d. Finally, if your case has items that are ready for your attention/action, the corresponding **tabs** will have exclamation point icons to draw your attention.

Plan Number: SP24-0014

Plan Details | Tab Elements | Main Menu

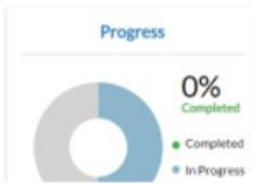
Type: Site Plan - PUD Site Plan      **Status:** Fees Paid      Project Name: 601 Mary Court - PUD Site Plan

Applied Date: 06/20/2024      Expiration Date:

District: Ward 4      Assigned To: Kowalski, Matthew      Completion Date:

Description: 601 Mary Court PUD Rezoning and Site Plan for City Council Approval - A proposed 8-unit, 32-bedroom townhome-style building fronting on Mary Court. Site currently contains four structures on separate parcels addressed as 601, 603, 605, and 607 Mary Court. Existing structures will be razed.

Summary   Locations   Fees   Reviews   Attachments   Contacts   Sub-Records   More Info



Workflow

- Plan Review [Site Plan | PUD] - Started - Scheduled for 07/12/2024
- [PL] Draft and Upload Approval Letter - SP

Available Actions

Status indicates that fees are paid but is not yet "Requires Resubmit."

Workflow indicates that Plan Review is still in progress, even if some individual reviews may be complete.

There are no available actions at this time.

Permit Number: BLDGR24-1588

• A hold currently exists on this permit.

Permit Details | Tab Elements | Main Menu

Type: Building (Residential) - Alteration/Repair      **Status:** Requires Resubmit      Project Name:

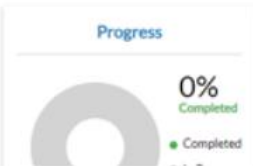
Applied Date: 07/03/2024      Issue Date:

District: Ward 2      Assigned To:

Square Feet: 50.00      Valuation: \$13,203.00      Expire Date:

Description: Installing 10 wall anchors in basement      Finalized Date:

Summary   Locations   Fees   **Reviews**   Inspections   **Attachments**   Contacts   Sub-Records   **Holds**   More Info



Workflow

- Building Plan Review [BLDR | Alteration/Repair] - Not Passed** : 07/22/2024
- Building Plan Review [BLDR | Alteration/Repair]

Available Actions

- Resubmit File** BLDGR24-1588.pdf Next Version: 2      **Resubmit**

Status indicates that this case Requires Resubmit.

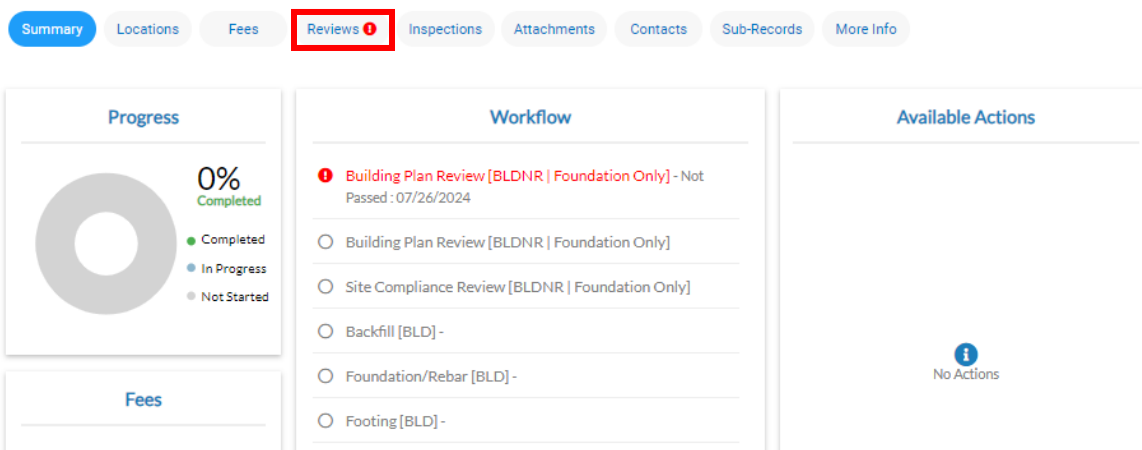
Review, Attachments and Holds tabs have alerts.

Workflow indicates that Plan Review is complete and it did not pass (at least one reviewer requires resubmit).

There is a file that requires resubmit.

## Seeing Your Review Notes

1. Proceed to the **Reviews** tab of your case record. Under this tab, you will be able to see the list of review sessions (“submittals”) that exist on this case, ordered from most recent to oldest.
  - a. For example, in the image below you can see that this application went through plan review four times from December 2022 until April 2024 before it was approved.
2. You can expand any of these submittals to see the full list of reviewers within that submittal along with their review status and notes.
  - a. Click the down-arrow on any of these submittals to expand it to see the list of reviewers. Then click the down arrow on each individual reviewer to see their status and notes. If a reviewer does not include notes in their submittal, that may be because their notes are in your file markups instead. Proceed to the Attachments section to learn more about viewing your file markups.
3. If the latest review submittal has failed, the Reviews tab will have an exclamation point icon on it to draw your attention to the status and notes. Once a failed submittal has been followed by an approved one, the exclamation point goes away as the review has now passed.
  - a. Note that this exclamation point will not appear until all individual reviews within the submittal have been completed. Even if one or more reviewers have already marked their reviews as ‘Requires Resubmit,’ if there are any reviewers still in progress the submittal is not complete. This is to ensure that all reviews are conducted before the applicant is alerted to take necessary action.
4. Many review comments will refer the applicant to see their notes on the plans (they may refer to it as ‘markups’). These notes will become visible to the applicant once the file is ready for resubmittal.
  - a. Similar to item 3a above, as long as any reviewers are still marking up the plans, the file is locked in a review session and markups are not yet visible online.



**Building Plan Review [BLDNR | Alteration/Repair]** ^

Submittal Status	Received Date	Due Date	Completed Date
Approved	05/21/2024	05/29/2024	06/05/2024

- ✔️ **Zoning Review • Approved • Barrett Jon • Completed : 05/21/2024** v
- ✔️ **Private Development Engineer Review • Conditional Approval • Litch Anne • Completed : 05/29/2024** v
- ✔️ **Historic District Review • Approved • Thacher Jill • Completed : 05/26/2024** ^

Due Date	Completed Date
05/29/2024	05/26/2024

**Comment**

Approved per HDC24-0007
- ✔️ **Building Coordinator Review • Approved • Hwang Annie • Completed : 06/05/2024** v

**Building Plan Review [BLDNR | Alteration/Repair]** v

Submittal Status	Received Date	Due Date	Completed Date
Approved	04/19/2024	04/26/2024	04/19/2024

**Building Plan Review [BLDNR | Alteration/Repair]** ^

Submittal Status	Received Date	Due Date	Completed Date
Requires Re-submit	04/11/2024	04/18/2024	04/17/2024

- ❗ **Building Coordinator Review • Requires Re-submit • Hwang Annie • Completed : 04/14/2024**

Due Date	Completed Date
04/22/2024	04/14/2024
- ✔️ **Private Development Engineer Review • Conditional Approval • Litch Anne • Completed : 04/16/2024** ^

Due Date	Completed Date
04/22/2024	04/16/2024

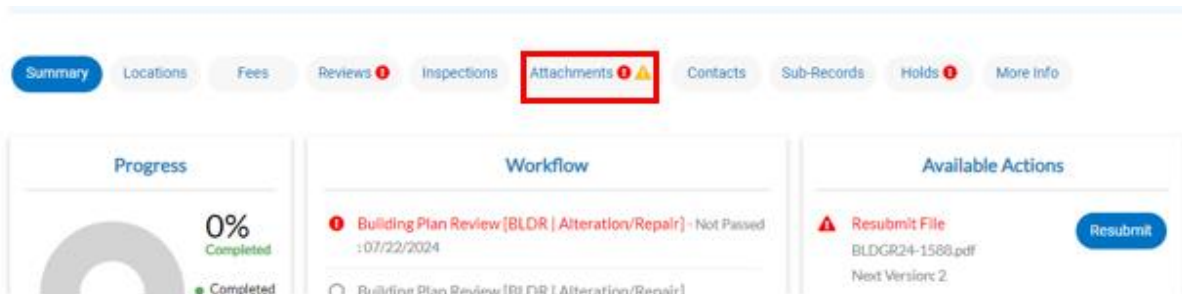
**Comment**

Fire coverage is met. A Right-of-Way permit is required for the fire suppression installation in the public right-of-way.

# Attachments

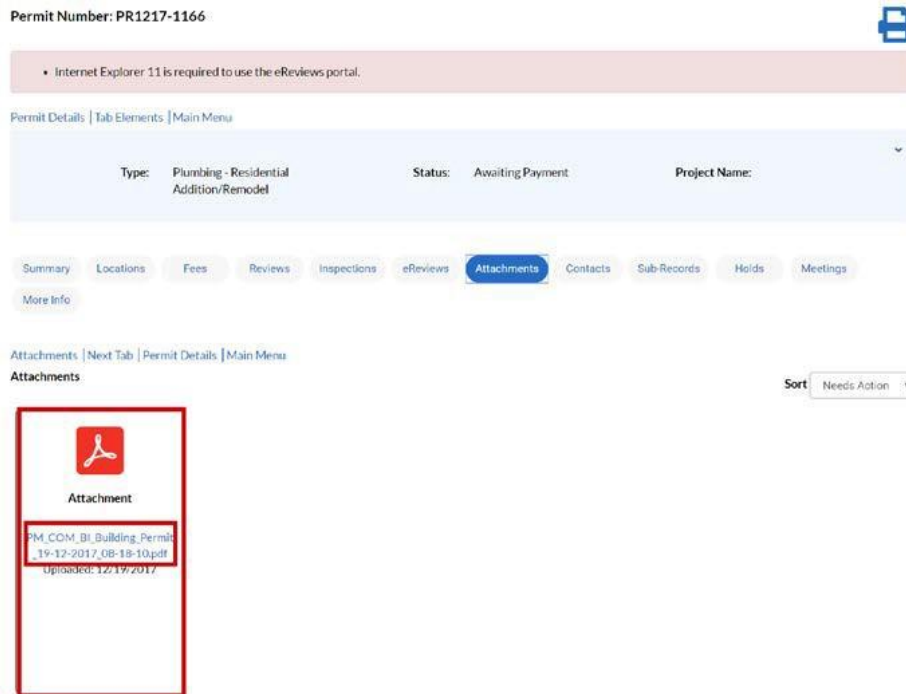
Under **Attachments**, you will be able to see all attachments that are available for online view.

1. Note that some attachments are not visible online by default until reviewed by staff and flagged for online visibility.
2. Even if a plan is visible online, if it is currently under review there may be markups in progress that you are unable to see until all reviewers have completed their review, at which point the applicant can see any markups made on the plans, respond to markups, and resubmit a new plan if need be. Scroll down to [“Review Comments and Resubmit Information”](#) for more details.

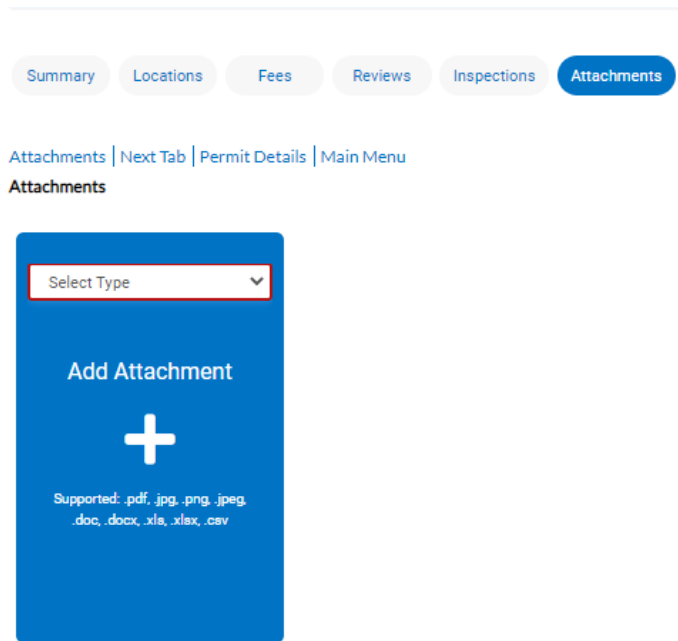


## Navigating attachments

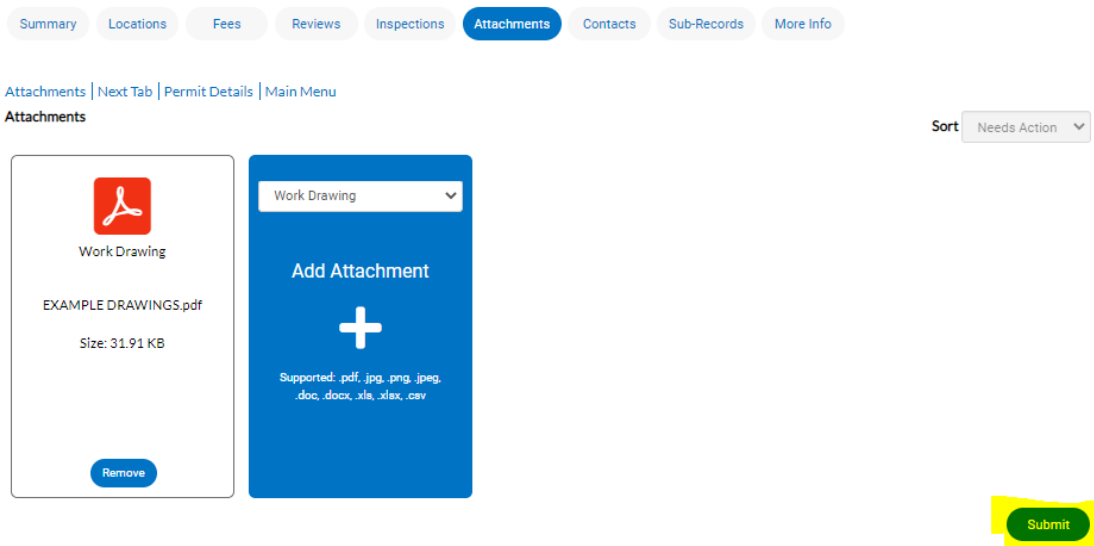
1. To open the attachment, click on the **Blue Document Title** on the attachment tile – this is a hyperlink to download the file to your computer or browser (depending on your computer settings).



- If this application type allows for you to add more attachments, you will see a blue tile that allows you to do so. Note that you must use the drop-down menu to select what type of attachment you are uploading before it will allow you to click on the plus-sign to add a file.

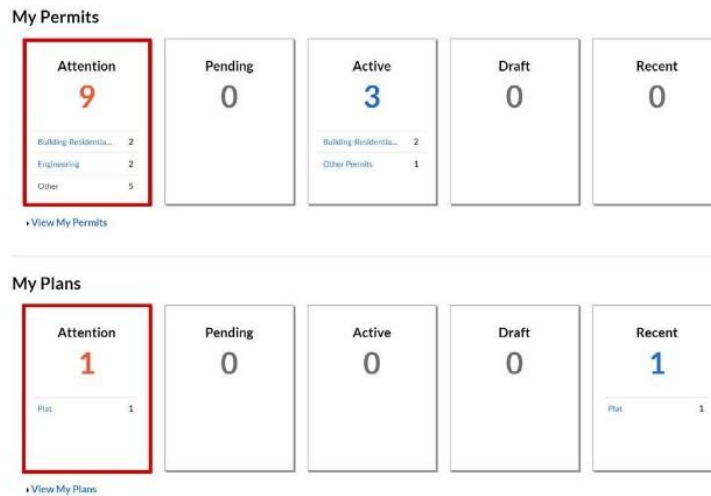


- Once you've added a file to this page, a "Submit" button will appear in the bottom right corner of the page. Please make sure to click on that button or the new attachment will not save to the application.



### Review Comments and Resubmit Information

1. Ensure you are logged into your STREAM account at [stream.a2gov.org](http://stream.a2gov.org)
2. In your Dashboard, click on the tile that corresponds to the application type and status that matches the application you want to look at today (i.e. is it a recent or active application?)
  - a. Note, you can also open the full list of all of your Permits, Plans, or Inspections using the “View My Permits/Plans/Inspections” links below each section’s tiles.
  - b. **\*Attention**– Permits/Plans that currently require your attention will be copied to the Attention section for easy access (i.e., resubmittal, failed inspection.)



3. Once you open your list of Permits/Plans, you will see the status of each and can click on the permit number to open the full permit dashboard. However, if the application has been flagged to have a file resubmitted, you can jump directly to that screen by clicking on the **Resubmit File** link in the red square:

My Permits Search for permit number, project, or address

Exact Match

Display  Select Case Type   Sort

Permit Number	Project	Address	Permit Type	Status	Attention Reason
<a href="#">EP0018-2572</a>			Building-Residential Addition/Remodel	Attention, Pending	Fail
<a href="#">EP0215-2185</a>		1515 N GALLOWAY AVE MESQUITE, TX 75149	Building-Residential Accessory Structure	Active, Attention	On Hold
<a href="#">EP0520-2145</a>		1515 N GALLOWAY AVE MESQUITE, TX 75149	Building-Residential Accessory Structure	Active, Attention	Fail
<a href="#">EP1017-1803</a>		1515 N GALLOWAY AVE MESQUITE, TX 75149	Residential Concrete	Attention, Pending	Fail
EN0517-0012		1515 N GALLOWAY AVE MESQUITE, TX 75149	Engineering	Attention	On Hold <a href="#">Resubmit File</a>

4. This resubmit file link will jump you to the Attachments screen in the Permit dashboard. If the file has been flagged for resubmit, you have a few options for next steps:
  - a. To download a copy of the file with Staff comments, click the **blue file name**, as highlighted by the **red square**
  - b. To resubmit files, click the **Resubmit** button, as highlighted by the **orange square**
  - c. If there are previous versions of the document click on the **History** button, as highlighted by the **purple square**

Permit Number: EN0517-0012

• A hold currently exists on this permit.

Permit Details | Tab Elements | Main Menu

Type: Engineering      Status: Expired      Project Name: ▼


- Summary   Locations   Fees   Reviews   Inspections   **Attachments** ⓘ   Contacts   Sub-Records   Holds ⓘ   Meetings   More Info

Attachments | Next Tab | Permit Details | Main Menu

Attachments

Sort Needs Action ▼

At least one file needs to be resubmitted.




**Engineering Plans**

This is for the problem\_v3.pdf  
Version: 3

Status: Corrections Added

Resubmit   History



**Engineering Plans**

This is an Example Document\_v3.pdf  
Version: 3

Status: Corrections Added

History

5. After clicking the **Resubmit** button, you may be asked to respond to staff markup notes
  - a. To respond to a markup, click the **Respond** button, seen below in **red**
    - A text box will appear under the markup where you may enter a response
  - b. Note that not all case types allow for responses at this step, in many cases we will request a separate file be uploaded with your responses all in one place.



6. After responding, click the **Next** button, seen below in purple

Resubmit File(s)

1 Files 2 Reviews 3 Resubmit

**Files**

Plat	File	Version	Resubmit Instructions
	Test Plat_v1.pdf	1	John Chapman: Must resubmit. See comments from Staff.

**Markups**

Text

- Long Form Plat
- Coordinates do not match location
- Plat must include the abstract line.
- Lot 5
- Check ownership
- Indicate abutting properties with lighter line.

7. Once you have clicked Next, you will have a chance to see who reviewed your Permit/Plan

8. Click the blue down arrow to expand the review notes for each reviewer

9. Click Acknowledge under each reviewer to acknowledge that you have read their comments

10. Click Next at the bottom of the screen.

Resubmit File(s)

1 Reviews 2 Resubmit

**Reviews**

**Engineering Plan Review**

Completed Date	Submittal Status
02/06/2020	Requires Re-submit

✓ **Engineering Plan Review Primary . Resubmission Required . Browning Jonathan**

Comment

Acknowledge

11. Click **Select File** button

a. A file browser will open

- Locate the new file on your computer, click **Open** on the file browser

12. After selecting the new file to upload, click the **Submit** button

Resubmit File(s)

Files Reviews Resubmit

Resubmit

Plat	File	Version	Resubmit Instructions
	Test Plat_v1.pdf	1	John Chapman: Must resubmit. See comments from Staff.

Back Submit

### *Troubleshooting Resubmitting File Issues Online*

1. **The option to resubmit files is not visible.** This often means that you are either not a contact on the case, OR you might not be logged into your account. Please look at the top right corner of your STREAM screen to see if you are currently logged in or if the site is viewing you as “Guest.” If you are not logged in, please log in and then try again.
2. **The option to resubmit is visible but fails when I try to upload the new file.** This might mean that there is a problem with the file you are uploading – please make sure that it is not the exact same file name as the prior file, and ensure the file name does not have any special characters in it. If this does not resolve the issue, reach out to your case contact as this may be an issue we need to resolve on our end.