



PROCEDURES FOR RESUBMITTING CORRECTED PLANS & ADDRESSING PLAN REVIEW COMMENTS

1. Remove all sheets to be replaced from both the **JOB PLAN** and **OFFICE PLAN**.
 - ❖ Do not remove the last sheet of each plan which is stamped **JOB PLAN** and **OFFICE PLAN**. If this sheet is to be replaced, clearly state “**VOID: SAVE FOR STAMPS**” on the inside of the sheet. The corrected last sheet should be inserted just before the voided sheet.
2. Assemble and bind one set of the sheets to be replaced and clearly indicate “**VOID: SAVE FOR REFERENCE**”.
 - ❖ This voided set **MUST** be resubmitted with the corrected plans.
3. Insert the corrected sheets into both the **JOB PLAN** and **OFFICE PLAN** and assemble and bind for resubmission.
4. Clearly **DATE** each new sheet with the date of the correction.
5. Provide a **COMMENT RESPONSE LETTER** which **LISTS** and **RESPONDS** to all reviewers’ comments, and **IDENTIFIES** the sheet number of the correction. In the header of the comment response letter, **INDICATE** the disciplines affected by the corrections so the plans can be properly sent for review.
 - ❖ When responding to reviewers’ comments, address every comment in the order it was written for each discipline.

SUMMARY OF ITEMS REQUIRED FOR RESUBMITTAL:

1. CORRECTED JOB PLAN
2. CORRECTED OFFICE PLAN
3. SET OF VOIDED SHEETS
4. COMMENT RESPONSE LETTER