

Lastname, Firstname

From: PDS City of Palo Alto <donotreply@cityofpaloalto.org>
Sent: Monday, February 28, 2022 2:35 PM
To: Lastname, Firstname
Subject: 250 HAMILTON AV/22BLD-XXXXX: Consolidated Correction List, Action Needed

Applicant - Sample@email.com;

Record #: 22BLD-XXXXX
Opened Date: 2/14/2022
Address: 250 HAMILTON AV
Project Type: Project - Building Permit
Description of Work: Sample project at 250 Hamilton Av

PLEASE READ ENTIRE EMAIL TO REVIEW NEXT STEPS TO HELP AVOID DELAYS IN THE REVIEW PROCESS

This cycle (or round) of review of your building permit is complete and the corrections list for the submitted plans/documents is available for review online through the ACA portal. These corrections reflect comments from all reviewing departments this permit was routed to.

Below is a list indicating which departments have provided corrections/comments and which departments have approved the plans/documents at this cycle of review.

Building Review: Not Approved	WGW Utilities Review: Approved
Fire Review: Approved	Landscape Review: Approved
Planning Review: Approved	
Public Works Eng. Review: Approved	
Water Quality Review: Approved	

In addition to providing revised documents, please do the following:

1. Include a separate file that itemizes all the City comments and your specific responses to each one. File should be named according to [file naming conventions](#): C#_Address_REPLY.pdf; example: C2_250HAM_REPLY.pdf
2. For all revised/corrected documents, the resubmittal must include the complete PDF file (all pages) for those revised documents and NOT just the corrected sheets. Plans must be compiled into one PDF file with all the sheets.
3. Follow the established [file naming conventions](#)

If these critical requirements are not followed, staff will not be able to process the resubmittal and you will be notified to fix it, causing unnecessary delays in the process.

Please log in to your account on the City of Palo Alto's [online citizen portal](#) to review the consolidated corrections list.

To review corrections list, once you log in:

1. Search for your permit under the "Building Tab" or select "My Records".
2. Locate your permit number, select "Attachments" from the "Record Info" drop down menu item
3. The corrections document will be appended with "Corrections-Required.pdf" and will have a Document status of "Review-Complete"

To resubmit revised documents:

1. Log in to the online citizen portal and go to "Attachments" as instructed above
2. Review the attachments list and use the red "Resubmit" link to upload revised documents

If you have any questions about the corrections noted for this project, you may contact your Project Coordinator, FirstName LastName at Sample@CityofPaloAlto.org.

Thank you for using our online permitting services. We look forward to working with you.

Building Division
Planning and Development Services Department (PDS)
City of Palo Alto