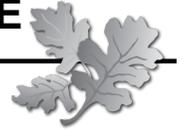




# RESPONDING TO PLAN CHECK COMMENTS FROM BUILDING DIVISION SUBMITTAL GUIDELINE

**BUILDING SERVICES**



Response Letter(s) shall be submitted **with** the resubmittal package (3 sets of **complete** drawings and 2 sets of supporting documents if an in-person submittal). Note, if a Response Letter is not provided with Resubmittal, the Package is incomplete and cannot be submitted to the Town. Purpose of the Response Letter is to aid the Plans Examiner's review process and to reduce review time.

## Step 1: Accessing Your Review Comments

All official feedback and required corrections are hosted on the Town's **Citizen Self Service (CSS)** portal.

1. **Navigate to the Portal:** Visit [www.danville.ca.gov/CSS](http://www.danville.ca.gov/CSS).
2. **Search for Your Permit:** Click the **Search icon** and enter your permit number (e.g., **B##-0#####**) into the search bar.
3. **Select the Record:** Click on the highlighted permit number in the search results.
4. **Download Attachments:** Click the **Attachments** button and download all files uploaded by the Town. Look specifically for documents labeled:
  - *Plan Review Coversheet*
  - *Plan Review Comments*
  - *Conditions*
  - *Resubmittal Instructions*

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## Step 2: Preparing Your Revision Package

Your resubmittal must be comprehensive. Partial sets are not accepted.

- **Comment Response Letter:** Prepare a formal letter addressing each specific comment provided by the Town. For detailed guidance on formatting this letter, please [view our online instructions](#).
- **Drawing Revisions:** Please **cloud and delta** all revisions on the drawings to clearly identify where changes have been made.
- **Complete Sets Only:** Once your documentation is updated, you must provide **full sets** of all drawings and supporting documents. **Note:** Individual modified sheets will not be accepted; the entire set must be replaced.

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## Step 3: Resubmittal Procedures

Choose the method that corresponds with your original application type.

### For In-Person (Counter) Applications

Please prepare the following physical quantities:

- **2 copies** of the Comment Response Letter(s).
- **3 sets** of all revised Drawings.
- **2 sets** of all Supporting Documents.

### For Online Applications

Resubmit electronically via the [CSS Portal](#).

- Follow these [Electronic File Submittal Format](#) instructions
- **Important:** Documents can only be uploaded by registered users listed as contacts on the permit record.