



How to Respond to a SDCI Correction Notice

Step 1: Wait for all reviews to be completed

- You may check the status of any review through your [Seattle Services Portal](#) or at the [SDCI website](#) (see the “check status” box)
- All reviews must be completed before you can respond, upload, or submit any correction responses. The project status must be “Corrections Required.”
- We will send correction letters to the SDCI Project Portal. We will notify the primary contact for the project when all reviews in the review cycle are complete.

Step 2: Make Corrections

Provide a written response for each item on all correction notices. We will not accept corrected plans without written responses. Include the following information for each item:

- Describe the change
- Say where the change can be found in the plan set
- If you have not made a requested change, give a code citation or provide calculations to explain why not
- Coordinate responses to correction items among all designers, architects, engineers, and owners
- If you make voluntary changes to your plans, describe the changes you made in your response letter

Correct your Plans:

- Cloud or circle all changes.
- You may add new sheets to the plan set if you have new information to show.
- Combine all plan sheets into a single pdf file. Only photographs can be uploaded as .jpg files.

Your plans won't be accepted for review if they are 1) not oriented correctly, 2) on the wrong sheet size (so they don't “scale” correctly), 3) missing sheets, 4) missing correction response letters, or 5) for other issues.

Upload your plans using the Make Changes function:

- Always upload a complete plan set.
- Be careful to name your documents accurately when uploaded. We cannot correct document names for you.
- Be sure to click on Continue Application until you see the Thank You screen, or your plans will not be uploaded.

Step 3: Submit Corrected Plans

- Upload your corrected plan set and correction response letter through your Seattle Services Portal.
- For instructions on how to upload documents, see [How to Upload a Document to an Existing Permit](#)

If you don't follow these instructions:

- We may be delayed in starting the corrected plan review, which can delay your permit issuance
- We may charge a penalty fee