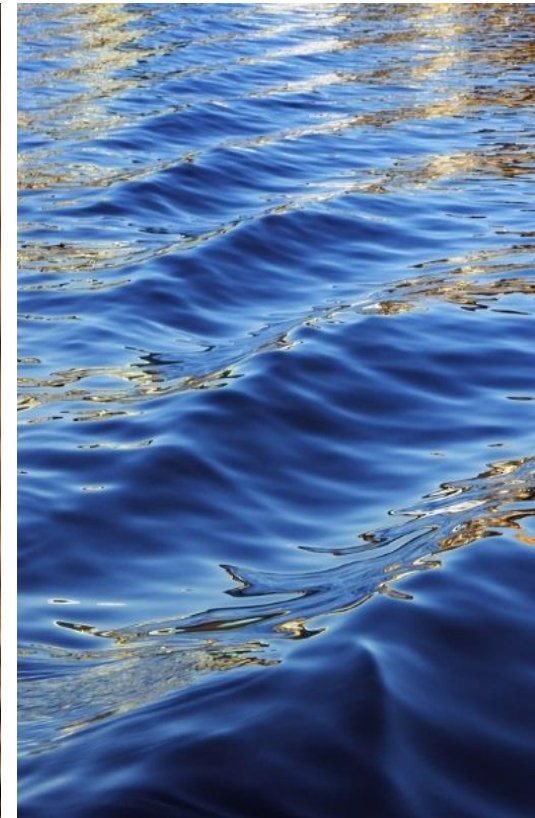


Department of Regulatory and Economic Resources (RER)



NEW FEATURE OF THE PLAN
STATUS & APPLICATION
SUBMITTAL PORTAL

REWORK TO
C, M, OR N NUMBERS

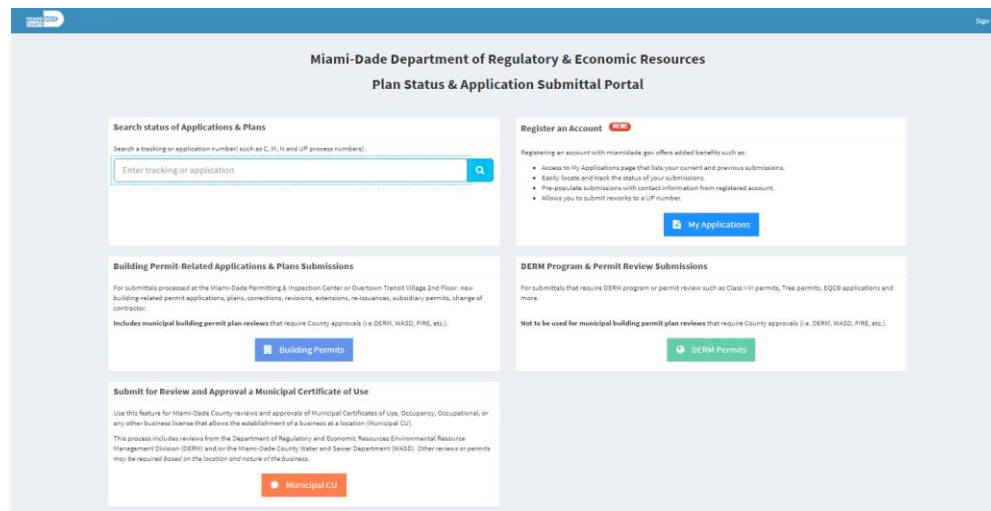


Introduction

- **Was your Plan Review Disapproved and you need to load corrections and rework the review?**

Use this new feature to upload required corrections (reworks) *to C, M, or N numbers.*

- Benefit of using this feature:
 - **You can submit reworks from the comfort of your home or office.**
 - **The rework goes directly to Plan Review Staff and/or Intake Staff (when requested).**



If you are in one of the cities that participates in the e-Municipal system (Miami Beach, Miami Gardens, Cutler Bay, Miami, North Miami Beach, Doral, Miami Lakes or Homestead) reworks must come directly to the County from these cities.

Getting Ready to Submit Reworks/Documents

- A **miamidade.gov** account is required to submit plans for rework and load documents for review.
 - If you have a **miamidade.gov** account, you can Sign In using the link on the upper right-hand corner of the **Plan Status & Application Submittal Portal**.
 - If you use other Miami-Dade County applications, such as **MeetQ**, you already have a **miamidade.gov** account.
 - If you don't currently have a miamidade.gov account, you can register after clicking the **Sign In** link.

MIAMI-DADE COUNTY

Sign in

Miami-Dade Department of Regulatory & Economic Resources

Plan Status & Application Submittal Portal

Search status of Applications & Plans

Search a tracking or application number(such as C, M, N and UP process numbers).

Enter tracking or application

Use the Advanced Search feature to look for an application by address or folio number. Please note that the search results will be limited only to applications that require plan review. To search for all permits/applications by address or folio please visit the [Building Permit Selection Menu](#).

Advanced Search

Register an Account **NEW!**

Registering an account with miamidade.gov offers added benefits such as:

- Access to My Applications page that lists your current and previous submissions.
- Easily locate and track the status of your submissions.
- Pre-populate submissions with contact information from registered account.
- Allows you to submit reworks to a UP number.

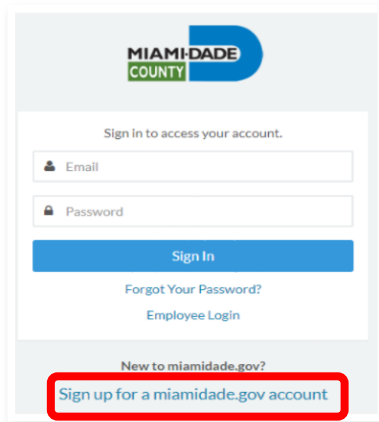
My Applications

Not registered with miamidade.gov?

- If you are not registered with **miamidade.gov**, you must sign up for a **miamidade.gov** account.

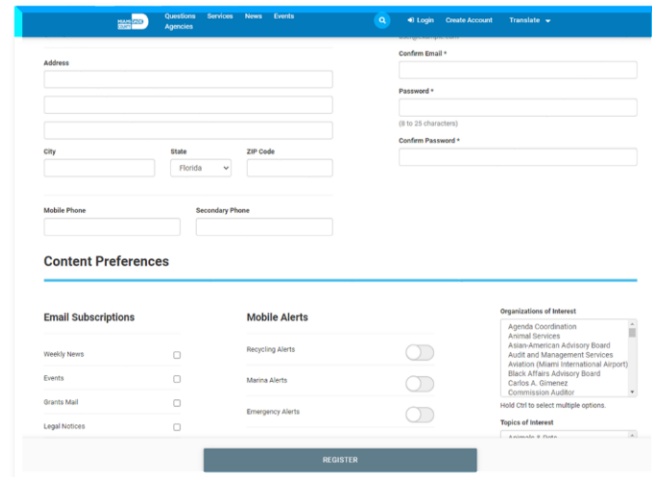
Step 1

Select sign up for a miamidade.gov account



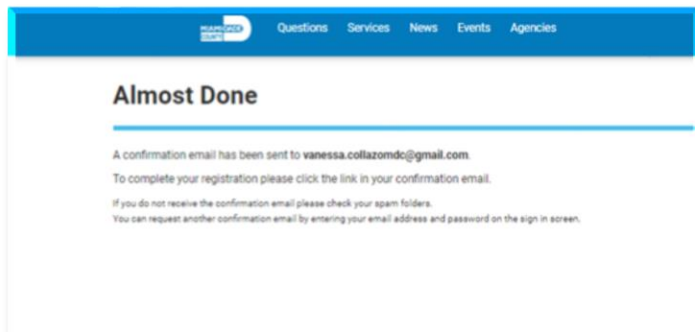
Step 2


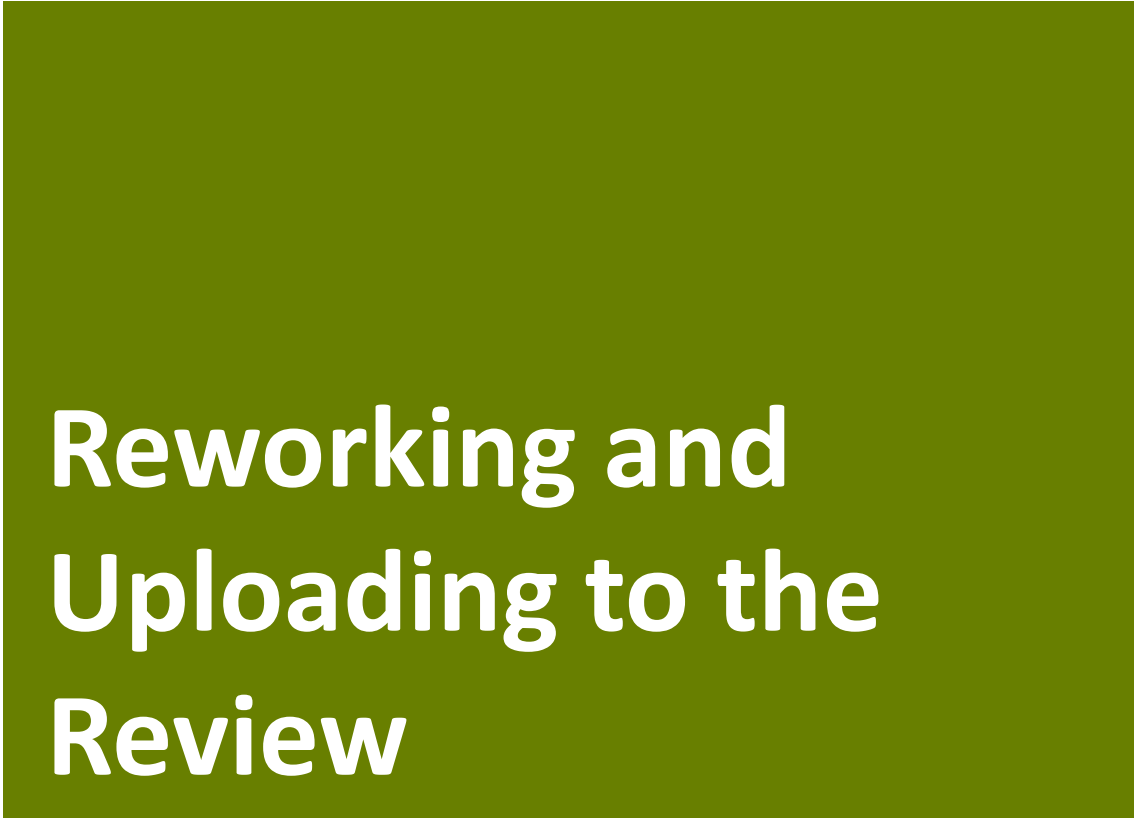

Complete the registration process.



Step 3

After completion, click '**Confirm**' in the confirmation email to access the portal.





Reworking and Uploading to the Review

Accessing the Tracking Details


- Selecting the *Tracking Number* link from any of the screens where it is available will display the review's **Tracking Details** from where you can **Import/Rework** a review.

Application Details Screen

Application: C2020002642

Summary Fees Holds

Tracking Number: 0001405442	Submittal Type: Electronic	Permit Number:
Application Type: ADDITION ATTACHED	Application Date: 10/4/2019	Permit Type: BLDG
Property Type: Residential	Address(es): 8000 SW 78 ST	Permit Category: BUILDING (COUNTY)
Folio(s): 30-4034-000-0401	Square Footage: 1,224	Estimated Value: \$35,000
Proposed Use Detail: SFR-CLUST, ADDITION&REMODEL		



My Application Screen

Search:

Tracking Number	Process Number	Permit Number	Address	Contact Name	Property Type	Application Date
0001405442	C2020002642		11401 NW 12 ST	JOSE M MARTINEZ	COMMERCIAL	8/7/2020
MU20020073	MUA20020073		430 S DIXIE HWY	JOSE M MARTINEZ	COMMERCIAL	8/6/2020
MU20020015	MUA20020015		1801 NW 117 AVE	JOSE M MARTINEZ	COMMERCIAL	8/4/2020

Start Import/Rework

0001405442

Correction For Rework Import Errors NO EXPEDITE

Contact Name: FAUSTO GUERRERO	Submittal Type: Electronic
Submittal Status: Rework	Last Notified: 7/29/2020 7:49 AM / Email
Municipality: UNINCORPORATED MIAMI-DADE	Plan Revision:
Tracking Date: 10/4/2019 8:59 AM	Storage Location: None

Applications

Process Print Job Copy

C2020002642

Tracking Import/Rework Documents 160

Complete the following steps to submit a rework:

- 1 Upload files
- 2 Application changes
- 3 Reviews to rework
- 4 Confirm

Start Import/Rework

Instructions

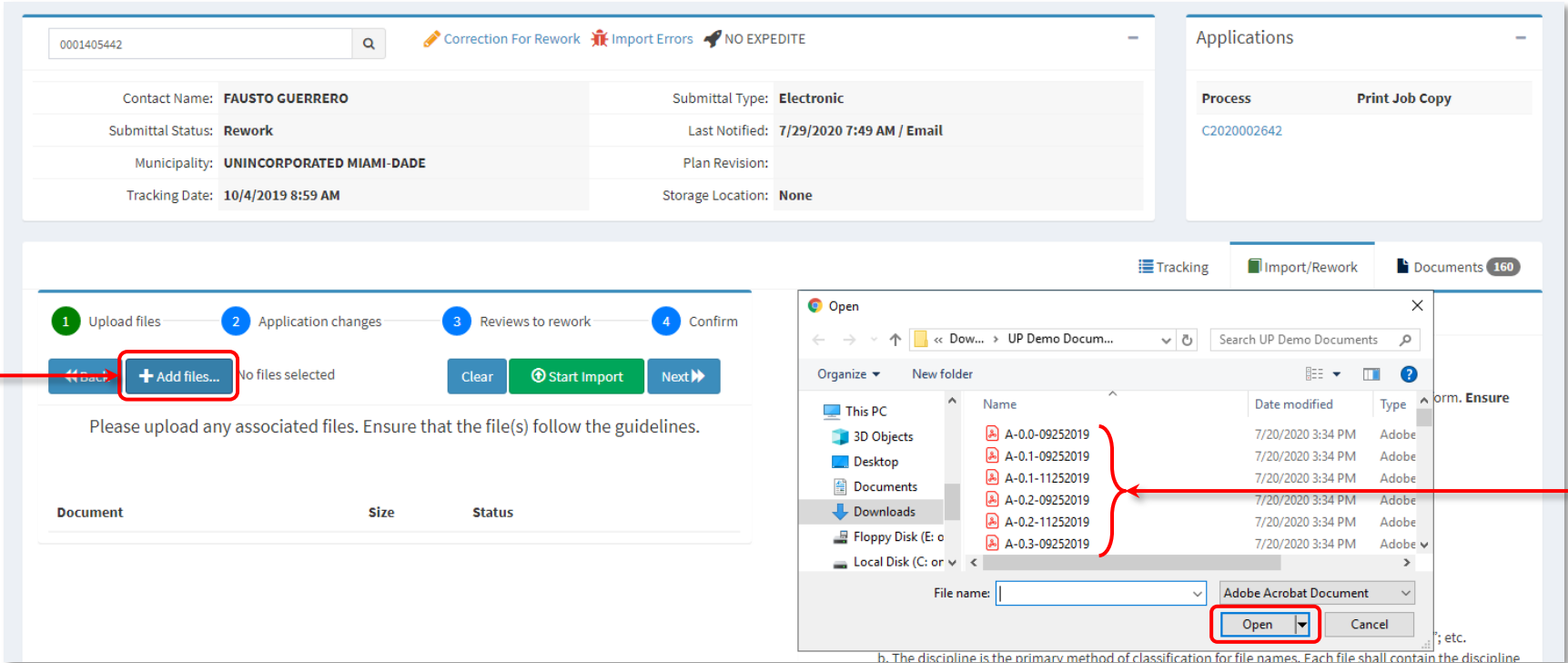
General Instructions and Guidelines

Please, review these instructions and guidelines before completing the Permit Application Submission form. **Ensure that you are using Google Chrome as your web browser.**

1. Plans and supporting documentation meeting established Concurrent Review Guidelines
 - a. All drawings and supporting documents in the plan package must be in PDF format.
 - b. PDF files shall have only one layer (flattened) without any embedded objects.
 - c. PDF files shall not be encrypted or password protected.
 - d. Documents should be scanned at no greater than 300 dpi.
 - e. Adobe Portfolio PDF types are not accepted.
2. File naming and size limit
 - a. The file name shall not contain:
 - i. Any leading or trailing spaces.
 - ii. Special characters such as: parenthesis "()", double periods " ", question marks "?", etc.

- Use the **Import/Rework** tab to rework a review and upload additional documents/corrections. *Note: The email associated with the miamidade.gov account must be listed as a contact in the application in order to be able to Import/Rework a review.*
 - Important Instructions for importing and reworking a review are provided on the right-hand side of the page.
- To begin the import/rework process select the green **Start Import/Rework** button.

Select Documents to Import, if applicable



1. Select the blue **+Add files...** button, if you need to upload corrections/documents.
 - a. If no documents need to be uploaded, click the blue **Next** button.
2. Pick the relevant files from your computer. *To select multiple files press the Ctrl key on the keyboard while choosing the documents.*
3. Once all files are selected click **Open**
4. Once done click the green **Start Import** button.

If you attempt to submit a file with a duplicate name, the system will recommend a new file name for you to accept.

Import Documents

1 Upload files 2 Application changes 3 Reviews to rework 4 Confirm

Back Add more files Next

Please upload any associated files. Ensure that the file(s) follow the guidelines.

Document	Size	Status
A-0.2-09252019.PDF	224.19 KB	Imported Successfully
A-0.1-11252019.PDF	379.93 KB	Imported Successfully
A-0.1-09252019.PDF	290.52 KB	Imported Successfully

Instructions

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 - Documents should be scanned at no greater than 300 dpi.
 - Adobe Portfolio PDF types are not accepted.
- File naming and size limit
 - The file name shall not contain:
 - Any leading or trailing spaces.
 - Special characters such as: parenthesis "()" ; double periods "." ; question marks "?" ; etc.
 - The discipline is the primary method of classification for file names. Each file shall contain the discipline

5. Once the files have been *Imported Successfully*...

- ...more files can be added selecting the blue **Add more files** button, or
- ...select the blue **Next** button to continue with the process.

Do you have Application Changes?

0001405442

Contact Name: **FAUSTO GUERRERO**

Submittal Type: **Electronic**

Submittal Status: **Rework**

Last Notified: **7/29/2020 7:49 AM / Email**

Municipality: **UNINCORPORATED MIAMI-DADE**

Plan Revision:

Tracking Date: **10/4/2019 8:59 AM**

Storage Location: **None**

Applications

Process **Print Job Copy**

C2020002642

Tracking Import/Rework Documents 160

1 Upload files 2 Application changes 3 Reviews to rework 4 Confirm

Back Next

Do you need to make an application change such as adding an additional new category, modifying an existing category, or adding one or more additional applications to an existing tracking number?

YES

Enter a comment..

Instructions

General Instructions and Guidelines

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 - Documents should be scanned at no greater than 300 dpi.
 - Adobe Portfolio PDF types are not accepted.
- File naming and size limit
 - The file name shall not contain:
 - Any leading or trailing spaces.
 - Special characters such as: parenthesis "(", double periods ".."; question marks "?"; etc.

6. Change the switch to “Yes” if you need to make an application changes such as:

- adding an additional category to an existing application
- modifying a category on your application
- adding one or more additional applications to an existing tracking number.

7. Further clarify your request in the comment box.

8. Click the blue **Next** button.

Note: When application changes are made the request will be reviewed by Intake Staff before being forwarded to the Plan Reviewers.



Select Reviews to Rework

1 Upload files — 2 Application changes — 3 Reviews to rework — 4 Confirm

Back Next

Please select the REVIEWS needed for rework (check all that apply).
If none, please click 'Next'.

Review	Disposition
<input type="checkbox"/> STRUCTURAL	A
<input type="checkbox"/> DERM TREES	A
<input checked="" type="checkbox"/> IMPACT FEES	N
<input checked="" type="checkbox"/> L.P. GAS	D
<input checked="" type="checkbox"/> DERM CORE	D
<input checked="" type="checkbox"/> PLUMBING	D
<input type="checkbox"/> HRS	D
<input type="checkbox"/> BUILDING	P
<input type="checkbox"/> WASA	P

Instructions

General Instructions and Guidelines

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 - Adobe Portfolio PDF types are not accepted.
- File naming and size limit
 - The file name shall not contain:
 - Any leading or trailing spaces.
 - Special characters such as: parenthesis "()" ; double periods "." ; question marks "?" ; etc.
 - The discipline is the primary method of classification for file names. Each file shall contain the discipline code as the first letter of the file name, followed by a user-definable numerical field that closely corresponds to the sheet sequence number.
 - For example A-101
 - For reworks the corrected files should be named the same as the original with the date of the rework. Only submit the sheets requiring corrections (do not resubmit the entire plan set.)
 - For example A-101-3-26-2020
 - The total upload for the plan set should not exceed **4 GB**
 - Plan must be submitted as **one PDF** per plan sheet
 - Calculations, NOAs, Application and Supporting Documents can be submitted as multiple page PDFs

8. Place a checkmark in the boxes next to all the review areas you want to rework.
 - Note that if you requested application changes, we are only sending to the review areas that you selected to rework.
 - If any application change is disapproved your rework will not be sent to the review areas until application changes are corrected.
 - If you are **only** making an application change, and do not want any additional review(s) proceed to Step 9.
9. Click the blue **Next** button.

Complete the Import/Rework

1 Upload files — 2 Application changes — 3 Reviews to rework — 4 Confirm

⏪ Back

Submit

Please note that you have selected "Yes" to an application change with the below comments:

Enter any applicable comments here.

An intake review will added to this request and your plans will not be routed for review until the intake is marked completed.

You will be notified via email once the intake review is approved or additional information is required.

Ensure you have imported all necessary documents before proceeding.

You have selected to rework to the below requested reviews:

IMPACT FEES
L.P. GAS
DERM CORE
PLUMBING

Instructions

General Instructions and Guidelines

Please, review these instructions and guidelines before completing the Permit Application Submission form. **Ensure that you are using Google Chrome as your web browser.**

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 - c. PDF files shall not be encrypted or password protected.
 - d. Documents should be scanned at no greater than 300 dpi.
 - e. Adobe Portfolio PDF types are not accepted.
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 - i. Any leading or trailing spaces.
 - ii. Special characters such as: parenthesis "(""; double periods "."; question marks "?"; etc.
 - b. The discipline is the primary method of classification for file names. Each file shall contain the discipline code as the first letter of the file name, followed by a user-definable numerical field that closely corresponds to the sheet sequence number.
 - i. For example A-101
 - c. For reworks the corrected files should be named the same as the original with the date of the rework.

10. Ensure every necessary document has been loaded.

11. Verify that all the reviews that need to be reworked are listed.

- a. If additional documents need to be uploaded or reviews selected, please use the blue ⏪ **Back** button to navigate to the previous screens. *Do not use your browser's back button.*

12. Click the green **Submit** button.

- a. A message will appear on the upper right-hand corner of the screen confirming *"Review(s) checked-in successfully."*

Documents on File

0001405442

Correction For Rework Import Errors NO EXPEDITE

Contact Name: **FAUSTO GUERRERO**

Submittal Type: **Electronic**

Submittal Status: **Rework**

Last Notified: **7/29/2020 7:49 AM / Email**

Municipality: **UNINCORPORATED MIAMI-DADE**

Plan Revision:

Tracking Date: **10/4/2019 8:59 AM**

Storage Location: **None**

Applications

Process Print Job Copy

C2020002642

Tracking Import/Rework Documents **163**

Filter documents

Import Date	Document Name	Document Type	Document Status
10/7/2019 12:52:20 PM	A0.00-10042019.PDF	PLAN	Active
10/7/2019 12:52:20 PM	A0.10-10042019.PDF	PLAN	Active
10/7/2019 12:52:20 PM	A0.20-10042019.PDF	PLAN	Active
10/7/2019 12:52:20 PM	A1.00-10042019.PDF	PLAN	Active
10/7/2019 12:52:20 PM	A1.10-10042019.PDF	PLAN	Active
10/7/2019 12:52:20 PM	A2.00-10042019.PDF	PLAN	Active
10/7/2019 12:52:20 PM	A3.00-10042019.PDF	PLAN	Active
10/7/2019 12:52:20 PM	A3.10-10042019.PDF	PLAN	Active
10/7/2019 12:52:20 PM	A3.20-10042019.PDF	PLAN	Active
10/7/2019 12:52:20 PM	A4.00-10042019.PDF	PLAN	Active

Show 10 entries

Showing 1 to 10 of 163 entries

First Previous 1 2 3 4 5 ... 17 Next Last

- Use the **Documents** tab to view a list of all the documents submitted under the application.
- The **Filter documents** field allows you to filter the list by any of the available columns.
- Click on the *column headings* to change the sort order of the lists.

Questions/Assistance?



If you have questions about the **Rework/Import** process or encounter problems using this new feature, send an email to rer-pas@miamidade.gov or call (786) 315-2100.