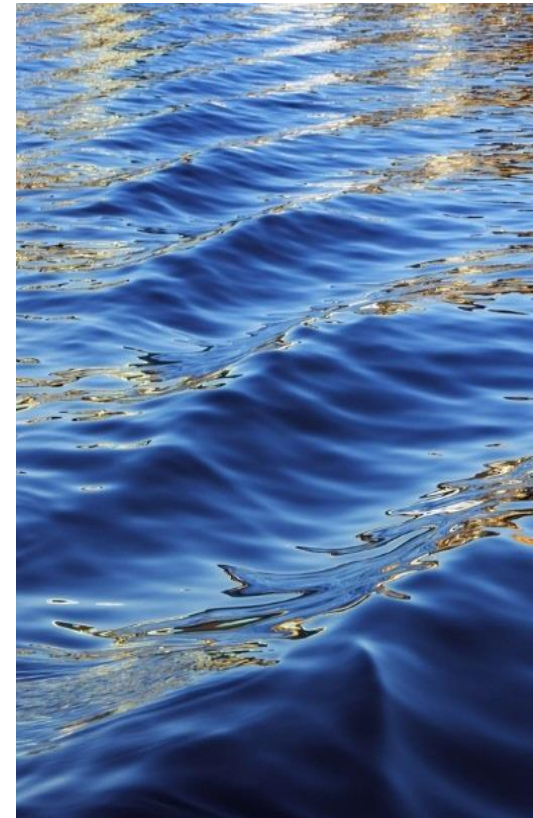


**Department of
Regulatory and
Economic Resources
(RER)**



**New Feature of
the Plan Status &
Application
Submittal Portal -
Rework to UP
Numbers**



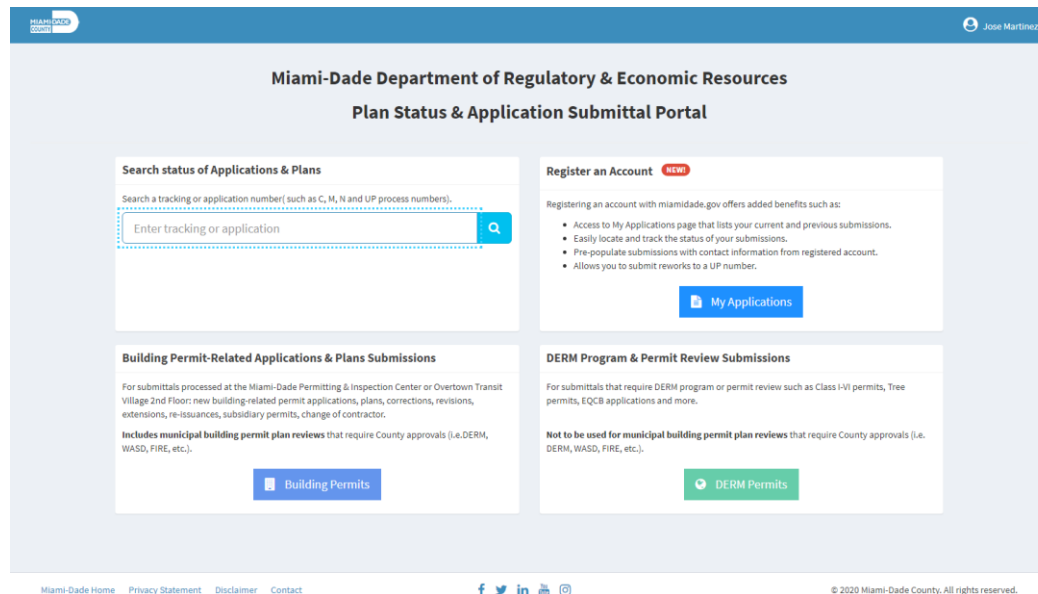
Introduction

Was your initial submittal to the department (UP Number) disapproved because not all required documents were submitted?

Use this new feature to upload required corrections (reworks) to your UP number. *You cannot use this feature to submit a rework to C, M, or N numbers, that will be a future enhancement.*

Benefits of using this feature:

- You do not need to resubmit the entire plan package again, just the additional documents.
 - For example, if the original submittal is disapproved because the contact sheet was missing you will be able to upload it to the same UP number.




Getting Ready

- Registration is required to submit reworks to UP numbers.
- If you have a **miamidade.gov** account, you can log in using the **My Applications** link below.
- If you don't currently have a miamidade.gov account, you can register by clicking the **My Applications** link below.

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.

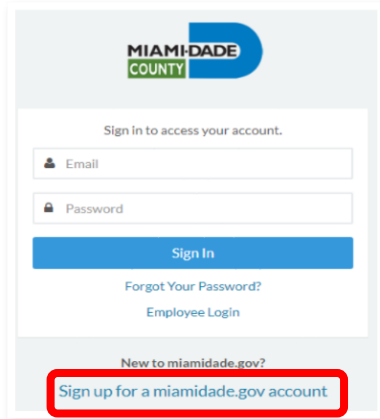
 My Applications

Not registered with miamidade.gov?

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

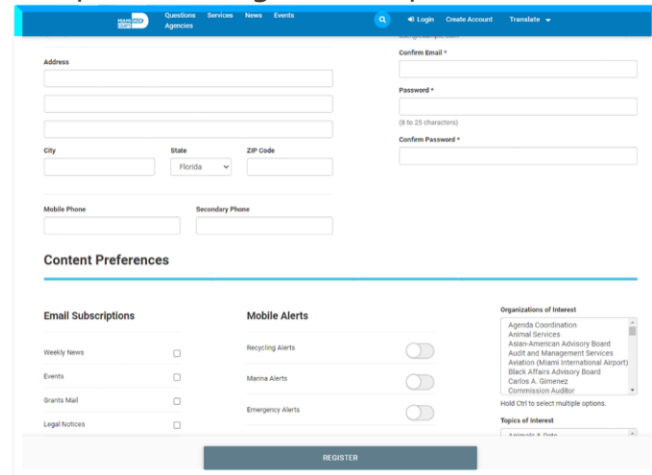
Step 1

Select sign up for a miamidade.gov account



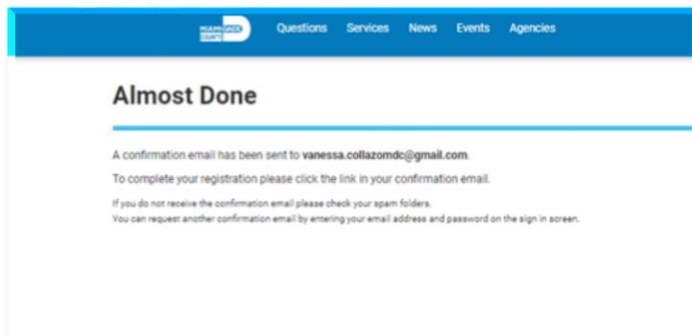
Step 2

Complete the registration process.



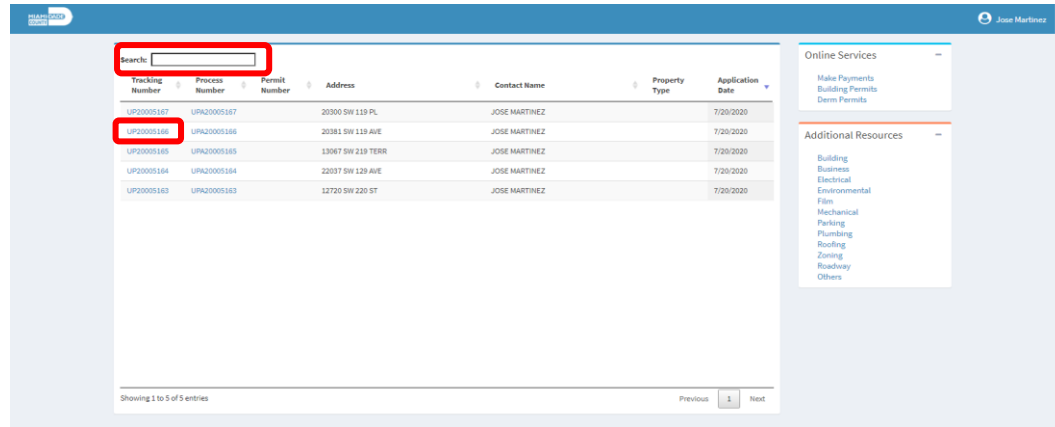
Step 3

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

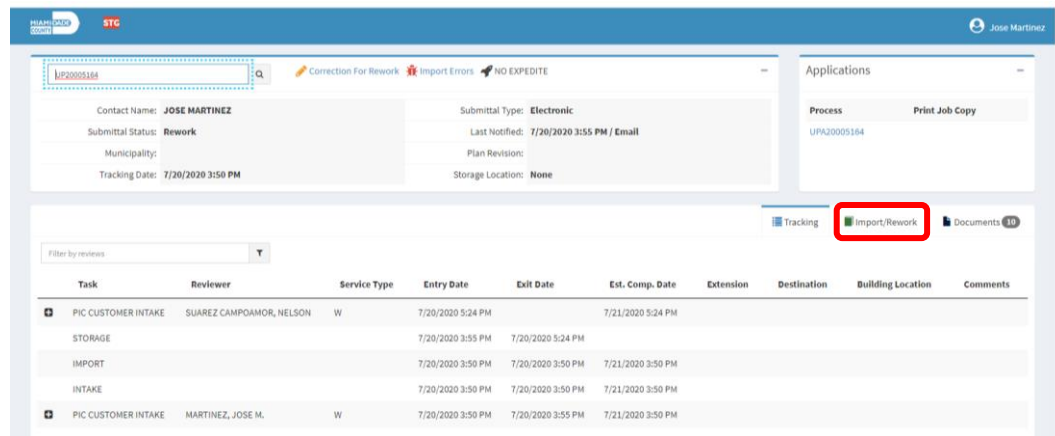


Accessing through My Applications

Step 1 - After you have signed in, you will see the list of Applications where you are an associated contact and are able to upload documents. *If you are not an associated contact to a UP number, you cannot upload documents.*



Step 2 - Select the Tracking number where you need to load rework documents. The Tracking detail page will open, select the **Import/Rework** tab.



Using the Search status of Applications & Plans Box

Step 1 - Enter the UP number in the Search status of Application & Plans search box.

Search status of Applications & Plans

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

Enter tracking or application

Step 2 - If you do not see the **Import/Rework** tab, it is an indication you are not signed in.

MIAMI-DADE COUNTY

Sign in

UP20005164

Correction For Rework

Import Errors

NO EXPEDITE

Contact Name: JOSE MARTINEZ

Submittal Status: Rework

Municipality:

Tracking Date: 7/20/2020 3:50 PM

Submittal Type: Electronic

Last Notified: 7/20/2020 3:55 PM / Email

Plan Revision:

Storage Location: None

Applications

Process Print Job Copy

UPA20005164

Tracking

Documents 10

Filter by reviews

Task	Reviewer	Service Type	Entry Date	Exit Date	Est. Comp. Date	Ext
PIC CUSTOMER INTAKE	SUAREZ CAMPOAMOR, NELSON	W	7/20/2020 5:24 PM		7/21/2020 5:24 PM	
STORAGE			7/20/2020 3:55 PM	7/20/2020 5:24 PM		

Using the Search status of Applications & Plans Box

Step 3 - Select the **Import/Rework** tab.

MIAMI-DADE COUNTY Jose Martinez

UP20005164 Correction For Rework Import Errors NO EXPEDITE

Contact Name: **JOSE MARTINEZ** Submittal Type: **Electronic**

Submittal Status: **Rework** Last Notified: **7/20/2020 3:55 PM / Email**

Municipality: Plan Revision:

Tracking Date: **7/20/2020 3:50 PM** Storage Location: **None**

Applications

Process Print Job Copy

UPA20005164

Tracking Import/Rework Documents 10

Filter by reviews

Task	Reviewer	Service Type	Entry Date	Exit Date	Est. Comp. Date	Ext
PIC CUSTOMER INTAKE	SUAREZ CAMPOAMOR, NELSON	W	7/20/2020 5:24 PM		7/21/2020 5:24 PM	
STORAGE			7/20/2020 3:55 PM	7/20/2020 5:24 PM		


Accessing through the Building Permits

Step 1 - Select Building Permits.


Building Permit-Related Applications & Plans Submissions

For submittals processed at the Miami-Dade Permitting & Inspection Center or Overtown Transit Village 2nd Floor: new building-related permit applications, plans, corrections, revisions, extensions, re-issuances, subsidiary permits, change of contractor.

Includes municipal building permit plan reviews that require County approvals (i.e.DERM, WASD, FIRE, etc.).

 Building Permits

Step 2 - Select Submit Rework.

 Jose Martinez

Submit Building-related **New** Permit Applications, Plans, Corrections, Revisions, etc. for Miami-Dade Permitting & Inspection Center or Overtown Transit Village 2nd Floor.

Use the link below to submit the following:


- New permit applications for building, roofing, electrical, mechanical or plumbing work that require the submittal of plans (initial submittals)
- Application and plans for Zoning Improvement Permits (ZIPS)
- Application to revise an existing permit including plan revisions and shop drawings
- Applications for change of contractor, permit extension or permit reissuance
- For residential roofing permits, storm panels, accordion shutters or electrical, mechanical or plumbing permits that do not require plan review, we recommend you use e-permitting at <https://www.miamidade.gov/permits/e-permitting.asp>. However, you can use this submission portal if you choose
- Rework application for an existing C, M, or N Number.

Temporary Amendment to Digital Signature Requirement:

- The department strongly encourages that design professionals submit digitally signed and sealed plans in compliance with the guidelines [Digitally Signed and Sealed Documents](#)
- During the COVID-19 emergency period, design professionals that do not possess a Digital Signature will be allowed, for a limited time and until further notice, to scan and upload their paper signed and sealed documents with the [AFFIDAVIT AUTHORIZING SUBMITTAL OF SCANNED PLANS](#)

Getting ready to submit:


- Review the [instructions and guidelines](#) before completing the Permit Application Submission form. **Ensure that you are using Google Chrome as your web browser.** If you have questions or encounter problems using this new feature, send an email to (RER) Permit Application Submissions (rer-pas@miamidade.gov).

 [Submit New, Revised or Rework Application to C, M, or N Number](#)

Submit Rework for Existing UP Applications

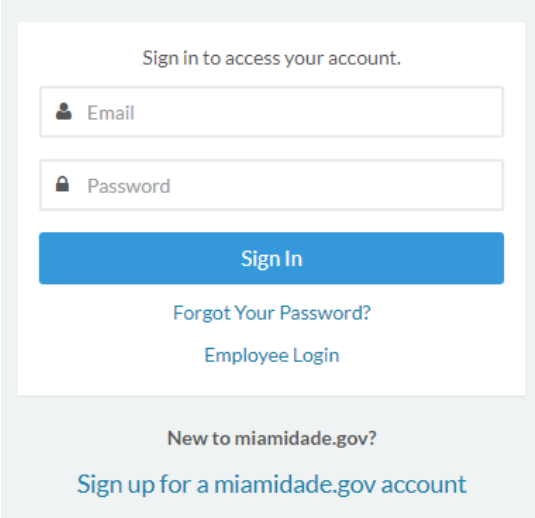
Use the link below to submit the following:

- Upload required corrections (reworks) to your UP number. **You cannot use this feature to submit a rework to C, M, or N numbers, that will be a future enhancement.**

 [Submit UP Rework](#)

Accessing through the Building Permits

Step 3 - Sign in to your miamidade.gov account.



Sign in to access your account.

Email

Password

Sign In

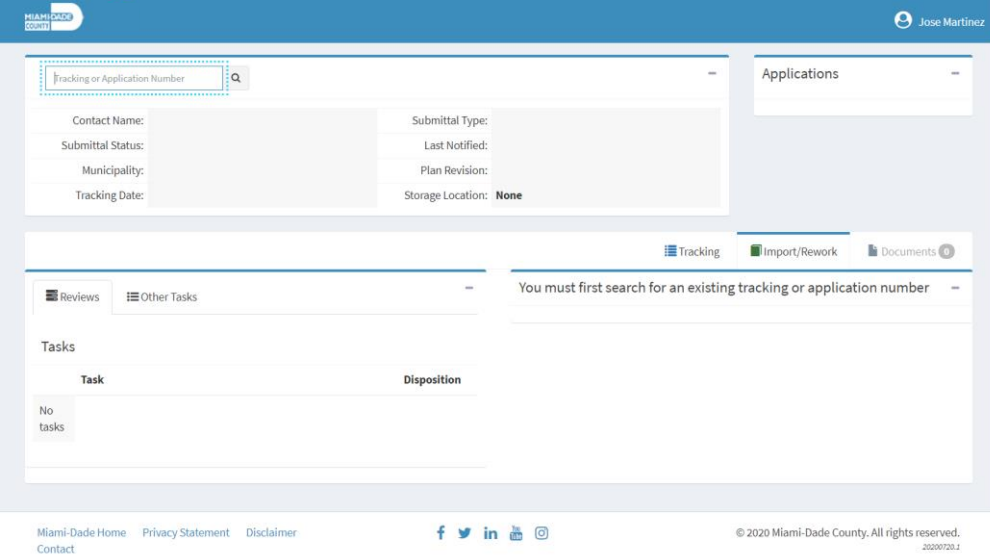
[Forgot Your Password?](#)

[Employee Login](#)

New to miamidade.gov?

[Sign up for a miamidade.gov account](#)

Step 4 - Search for the UP Number.



MIAMI-DADE COUNTY

Jose Martinez

Tracking or Application Number

Contact Name:

Submittal Type:

Submittal Status:

Last Notified:

Municipality:

Plan Revision:

Tracking Date:

Storage Location: None

Applications

Tracking Import/Rework Documents

Reviews Other Tasks

You must first search for an existing tracking or application number

Tasks

Task	Disposition
No tasks	

Miami-Dade Home Contact Privacy Statement Disclaimer

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Import/Rework Plans



Import/Rework Plans

- At the Tracking Details page, select the **Import/Rework** tab.

MIAMI-DADE
COUNTY

VANESSA COLLAZO

JP20005164

Correction For Rework Import Errors NO EXPEDITE

Contact Name: JOSE MARTINEZ

Submittal Status: Rework

Municipality:

Tracking Date: 7/20/2020 3:50 PM

Submittal Type: Electronic

Last Notified: 7/20/2020 3:55 PM / Email

Plan Revision:

Storage Location: None

Applications

Process Print Job Copy

UPA20005164

Tracking

Import/Rework

Documents 10

Filter by reviews

Task	Reviewer	Service Type	Entry Date	Exit Date	Est. Comp. Date	Extension	Destination	Building Location	Comment
+ PIC CUSTOMER INTAKE	SUAREZ CAMPOAMOR, NELSON	W	7/20/2020 5:24 PM		7/21/2020 5:24 PM				
STORAGE			7/20/2020 3:55 PM	7/20/2020 5:24 PM					
IMPORT			7/20/2020 3:50 PM	7/20/2020 3:50 PM	7/21/2020 3:50 PM				
INTAKE			7/20/2020 3:50 PM	7/20/2020 3:50 PM	7/21/2020 3:50 PM				
+ PIC CUSTOMER INTAKE	MARTINEZ, JOSE M.	W	7/20/2020 3:50 PM	7/20/2020 3:55 PM	7/21/2020 3:50 PM				

Import/Rework Plans

MIAMI-DADE COUNTY

Jose Martinez

UP20005163

Correction For Rework Import Errors NO EXPEDITE

Contact Name: **JOSE MARTINEZ**

Submittal Type: **Electronic**

Submittal Status: **Rework**

Last Notified: **7/20/2020 4:02 PM / Email**

Municipality:

Plan Revision:

Tracking Date: **7/20/2020 3:49 PM**

Storage Location: **None**

Applications

Process Print Job Copy

UPA20005163

Tracking Import/Rework Documents 4

Start Import/Rework

Reviews

Select reviews for rework

Review	Disposition
<input type="checkbox"/>	
<input checked="" type="checkbox"/> PIC CUSTOMER INTAKE	A

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.**

- Plans and supporting documentation meeting established Concurrent Review Guidelines
 - All drawings and supporting documents in the plan package must be in PDF format.
 - PDF files shall have only one layer (flattened) without any embedded objects.
 - PDF files shall not be encrypted or password protected.
 - 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 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

Select the **Start Import/Rework** button

Import/Rework Plans

UP20005164

Contact Name: **JOSE MARTINEZ**

Submittal Status: **Rework**

Municipality:

Tracking Date: **7/20/2020 3:50 PM**

Submittal Type: **Electronic**

Last Notified: **7/20/2020 3:55 PM / Email**

Plan Revision:

Storage Location: **None**

Applications

Process: **UPA20005164**

Print Job Copy

Tracking Import/Rework Documents

Back + Add files... No files selected Clear Start Upload Next

Document Size Status

Instructions

Open

This PC > Downloads > UP Demo Documents

Search UP Demo Documents

Organize New folder

Name Date n

A-0.0-09252019 7/20/2

A-0.1-09252019 7/20/2

A-0.1-11252019 7/20/2

A-0.2-09252019 7/20/2

A-0.2-11252019 7/20/2

A-0.3-09252019 7/20/2

A-0.3-11252019 7/20/2

A-0.4-11252019 7/20/2

A-0.5-09252019 7/20/2

A-0.5-11252019 7/20/2

A-0.6-01072020 7/20/2

A-0.6-11252019 7/20/2

Select a file to preview.

File name: Adobe Acrobat Document

Open Cancel

Select the + Add files... button

Choose the files/plans that need to be reworked

Press the Ctrl key while selecting files to pick multiple files

Import/Rework Plans

MIAMI DADE
COUNTY

Jose Martinez

UP20005163

Correction For Rework Import Errors NO EXPEDITE

Contact Name: **JOSE MARTINEZ**

Submittal Status: **Rework**

Municipality:

Tracking Date: **7/20/2020 3:49 PM**

Submittal Type: **Electronic**

Last Notified: **7/20/2020 4:02 PM / Email**

Plan Revision:

Storage Location: **None**

Applications

Process

Print Job Copy

UPA20005163

Tracking

Import/Rework

Documents 4

Back Add files... 2 files (624.96 KB)

Clear Start Upload Next

Document	Size	Status
A-0.2-11252019.PDF	400.78 KB	<div></div> Cancel
A-0.2-09252019.PDF	224.19 KB	<div></div> Cancel

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.**

- Plans and supporting documentation meeting established Concurrent Review Guidelines
 - All drawings and supporting documents in the plan package must be in PDF format.
 - PDF files shall have only one layer (flattened) without any embedded objects.
 - PDF files shall not be encrypted or password protected.
 - 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 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

Click the **Start Upload** button

Import/Rework Plans

MIAMI-DADE COUNTY STC Jose Martinez

UP20005163

Contact Name: JOSE MARTINEZ Submittal Type: Electronic

Submittal Status: Rework Last Notified: 7/20/2020 4:02 PM / Email

Municipality: Plan Revision:

Tracking Date: 7/20/2020 3:49 PM Storage Location: None

Applications

Process Print Job Copy

UPA20005163

Tracking Import/Rework Documents 4

Back Add Files... 3 files (215.48 KB) Clear Accept Changes Next

Document	Size	Status
A-0.1-09252019.PDF <i>Renamed to: A-0.1-09252019_V3.pdf</i>	290.52 KB	File already exists. Confirm or deny this name change.
A-0.2-11252019.PDF	400.78 KB	Validated - Pending Import
A-0.2-09252019.PDF	224.19 KB	Validated - Pending Import

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.**

- Plans and supporting documentation meeting established Concurrent Review Guidelines
 - All drawings and supporting documents in the plan package must be in PDF format.
 - PDF files shall have only one layer (flattened) without any embedded objects.
 - PDF files shall not be encrypted or password protected.
 - 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.

Rework file names must be unique. If you are loading documents with the same names as the Initial submittal, the system will recommend new file names.

- Click the green **checkmark** to accept the recommended name, or
- Click the red **X** to remove the files, rename them, and select again.

Once the file names are unique, select the green **Accept Changes** button.

Import/Rework Plans

The screenshot displays the 'Import/Rework' section of a web application. At the top, there are tabs for 'Tracking', 'Import/Rework', and 'Documents'. Below the tabs, there is a header bar with buttons for 'Add more files' and 'Next'. A table lists the imported documents:

Document	Size	Status
A-0.2-09252019.PDF <i>Renamed to: A-0.2-09252019_V2.pdf</i>	224.19 KB	Imported Successfully
A-0.2-11252019.PDF <i>Renamed to: A-0.2-11252019_V2.pdf</i>	400.78 KB	Imported Successfully
A-0.5-09252019.PDF	228.66 KB	Imported Successfully

To the right of the table is a sidebar titled 'Instructions' containing 'General Instructions and Guidelines'. A red box highlights the 'Add more files' and 'Next' buttons, with arrows pointing to the instructions sidebar.

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.** If you have questions or encounter problems using this new feature, send an email to (RER) Permit Application Submissions.

All Forms/Applications/Checklists/Guidelines are available [here](#)

- Plans and supporting documentation meeting established Concurrent Review Guidelines
 - All drawings and supporting documents in the plan package must be in PDF format.
 - PDF files shall have only one layer (flattened) without any embedded objects.
 - PDF files shall not be encrypted or password protected.
 - 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 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

Once all documents have been “Imported Successfully”

- More files can be added by clicking the **Add more files** button, or
- If no more files need to be added, click the **Next** button

Import/Rework Plans

MIAMI-DADE COUNTY

Documents imported successfully. Jose Martinez

UP20005163

Correction For Rework Import Errors NO EXPEDITE

Contact Name: JOSE MARTINEZ	Submittal Type: Electronic
Submittal Status: Rework	Last Notified: 7/20/2020 4:02 PM / Email
Municipality:	Plan Revision:
Tracking Date: 7/20/2020 3:49 PM	Storage Location: None

Applications

Process Print Job Copy

UPA20005163

Tracking Import/Rework Documents 7

Back Submit Plans for Rework

Ensure you have imported all necessary documents before proceeding.
This will check in the following reviews:

1. PIC CUSTOMER INTAKE

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.
 - 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. Only submit the sheets requiring corrections (do not resubmit the entire plan set.)
 - i. For example A-101-3-26-2020
 - d. The total upload for the plan set should not exceed **4 GB**
 - e. Plan must be submitted as **one PDF** per plan sheet

Click the **Submit Plans for Rework** button

Import/Rework Plans

The screenshot displays the Miami-Dade County online application system interface. At the top, the user 'Jose Martinez' is logged in. The main header area includes a search bar with the plan number 'UP20005164' and navigation links for 'Correction For Rework', 'Import Errors', and 'NO EXPEDITE'. Below this, a summary table provides details about the application:

Contact Name:	JOSE MARTINEZ	Submittal Type:	Electronic
Submittal Status:	Rework	Last Notified:	7/20/2020 3:55 PM / Email
Municipality:		Plan Revision:	
Tracking Date:	7/20/2020 3:50 PM	Storage Location:	None

To the right, an 'Applications' sidebar shows the 'Process' button and the application number 'UPA20005164'. Below the summary, a navigation bar allows switching between 'Tracking', 'Import/Rework', and 'Documents' (10). The 'Tracking' tab is active, displaying a table of tasks:

Task	Reviewer	Service Type	Entry Date	Exit Date	Est. Comp. Date	Extension	Destination	Building Location	Comments
+ PIC CUSTOMER INTAKE	SUAREZ CAMPOAMOR, NELSON	W	7/20/2020 5:24 PM		7/21/2020 5:24 PM				
STORAGE			7/20/2020 3:55 PM	7/20/2020 5:24 PM					
IMPORT			7/20/2020 3:50 PM	7/20/2020 3:50 PM	7/21/2020 3:50 PM				
INTAKE			7/20/2020 3:50 PM	7/20/2020 3:50 PM	7/21/2020 3:50 PM				
+ PIC CUSTOMER INTAKE	MARTINEZ, JOSE M.	W	7/20/2020 3:50 PM	7/20/2020 3:55 PM	7/21/2020 3:50 PM				

After submittal, the tracking page will show the “Submittal Status” is Rework, and the PIC Customer Intake is pending review (i.e. there is no Exit Date).