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

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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

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.
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.

**Step 2** - If you do not see the **Import/Rework** tab, it is an indication you are not **signed in**.
Using the Search status of Applications & Plans Box

Step 3 - Select the Import/Rework tab.
Accessing through the Building Permits

Step 1 - Select Building Permits.

Step 2 - Select Submit Rework.
Accessing through the Building Permits

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

**Step 4** - Search for the UP Number.
Import/Rework Plans
Import/Rework Plans

- At the Tracking Details page, select the **Import/Rework** tab.
Select the **Start Import/Rework** button
Import/Rework Plans

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

Click the **Start Upload** button
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.
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

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

Click the Submit Plans for Rework button
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).