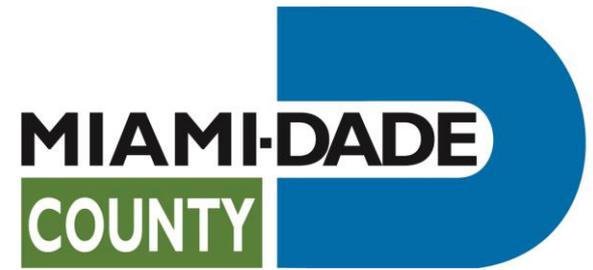


Department of
Regulatory and
Economic Resources
(RER)



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.

The screenshot shows the Miami-Dade Department of Regulatory & Economic Resources Plan Status & Application Submittal Portal. The page is titled "Miami-Dade Department of Regulatory & Economic Resources" and "Plan Status & Application Submittal Portal". It features a search bar for tracking or application numbers, a "Register an Account" section with a "NEW" badge, and two main sections: "Building Permit-Related Applications & Plans Submissions" and "DERM Program & Permit Review Submissions". The "Building Permits" section includes a "Building Permits" button, and the "DERM Permits" section includes a "DERM Permits" button. The footer contains links for Miami-Dade Home, Privacy Statement, Disclaimer, and Contact, along with social media icons and a copyright notice for 2020 Miami-Dade County.

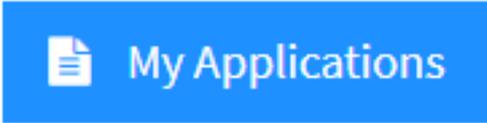
Getting Ready

- 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.

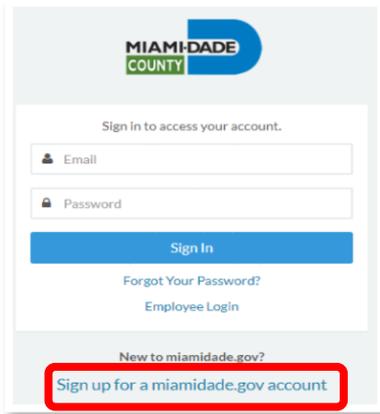
 My Applications

Not registered with miamidade.gov?

- If you are not registered with [miamidade.gov](https://www.miamidade.gov), you must sign up for a [miamidade.gov](https://www.miamidade.gov) account.

Step 1

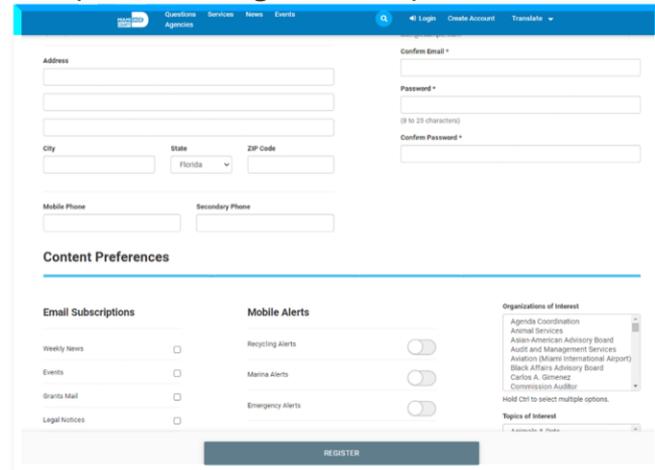
Select sign up for a miamidade.gov account



The screenshot shows the login page for miamidade.gov. At the top is the Miami-Dade County logo. Below it, there's a sign-in form with fields for Email and Password, and a 'Sign In' button. There are links for 'Forgot Your Password?' and 'Employee Login'. At the bottom, there's a link for 'New to miamidade.gov?' and a link for 'Sign up for a miamidade.gov account' which is highlighted with a red rectangular box.

Step 2

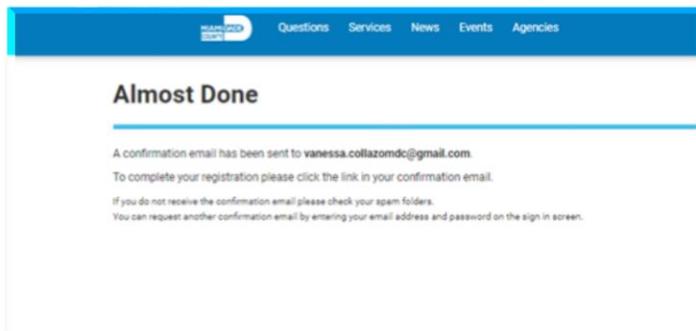
Complete the registration process.



The screenshot shows the registration form on the miamidade.gov website. It includes fields for Address, City, State (set to Florida), ZIP Code, Mobile Phone, and Secondary Phone. There are also fields for Confirm Email, Password, and Confirm Password. Below these are sections for Content Preferences, Email Subscriptions, Mobile Alerts, Organizations of Interest, and Topics of Interest. A 'REGISTER' button is located at the bottom right of the form.

Step 3

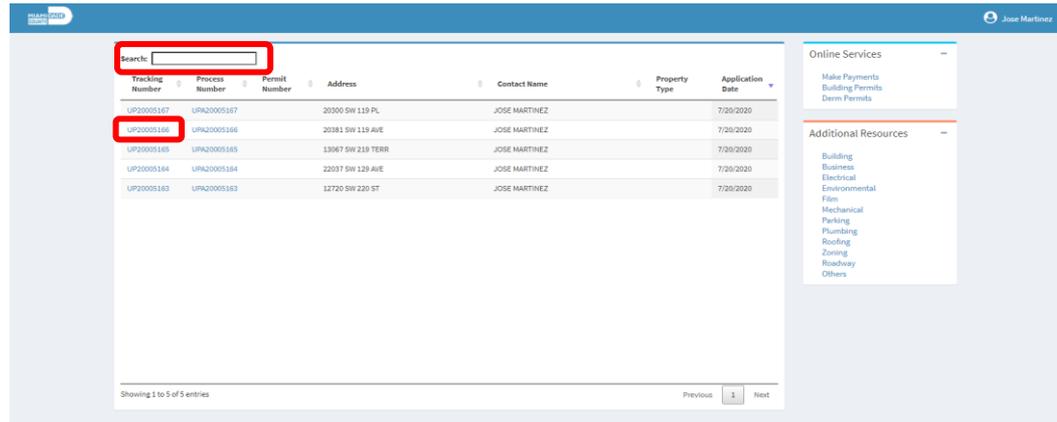
After completion, click 'Confirm' in the confirmation email to access the portal.



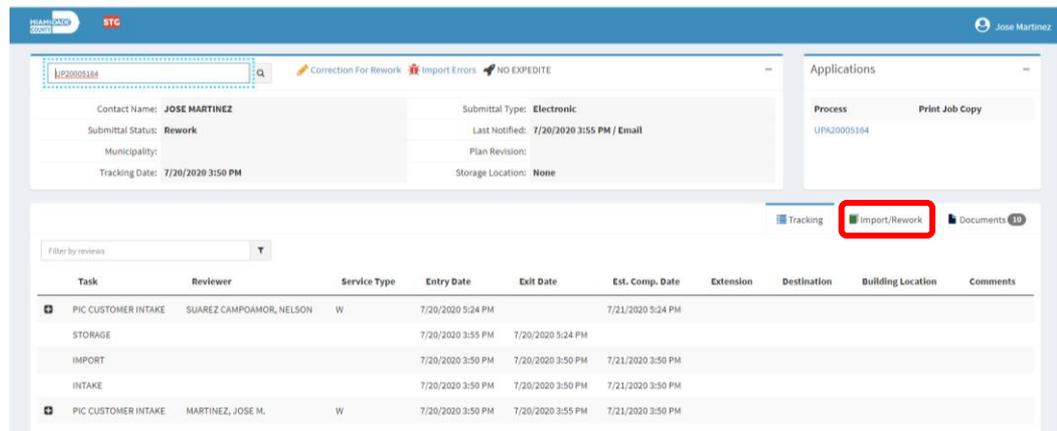
The screenshot shows the 'Almost Done' confirmation page. It states: 'A confirmation email has been sent to vanessa.collazomdc@gmail.com. To complete your registration please click the link in your confirmation email. If you do not receive the confirmation email please check your spam folders. You can request another confirmation email by entering your email address and password on the sign in screen.'

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.*

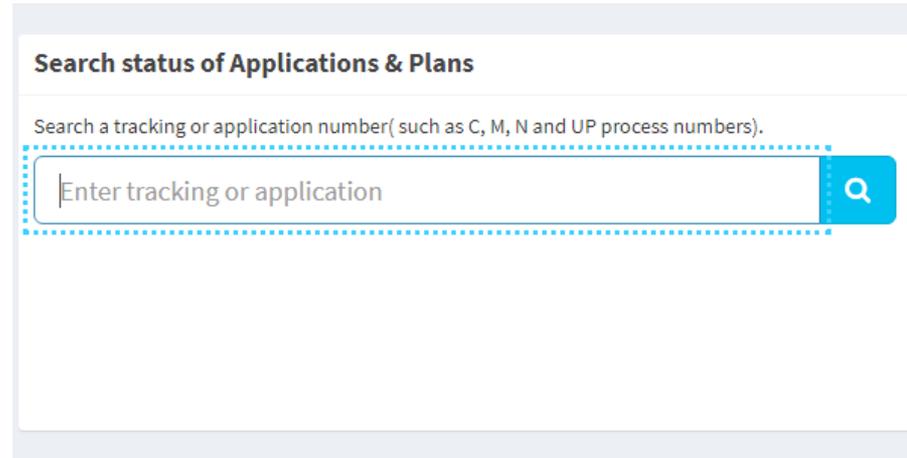


Step 2 - Select the Tracking number where you need to load rework documents. The Tracking detail page will open, select the **Import/Rework** tab.



Using the Search status of Applications & Plans Box

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

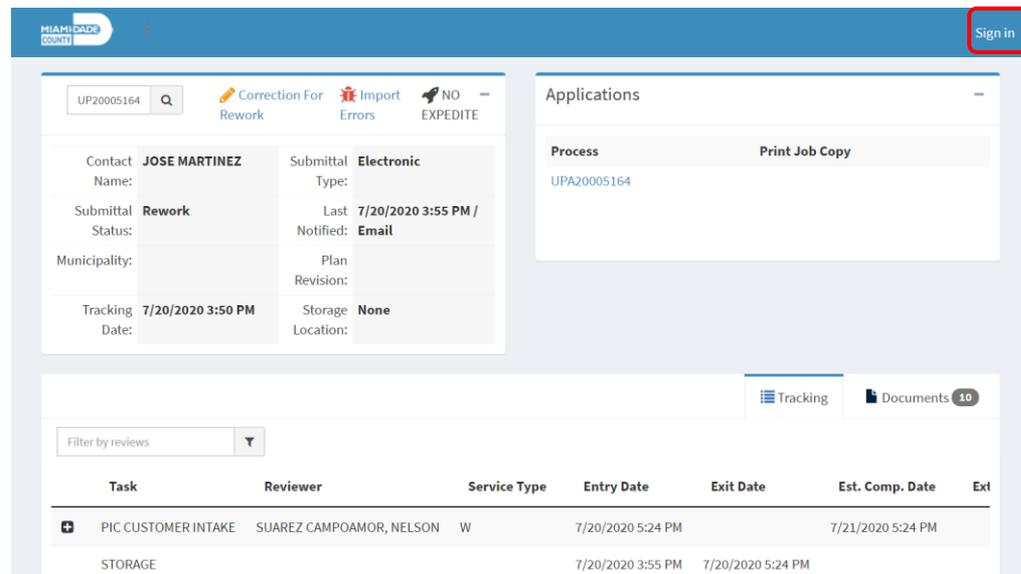


Search status of Applications & Plans

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 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 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.

The screenshot displays the Miami-Dade County Applications & Plans Box interface. At the top, the user is identified as Jose Martinez. The search bar contains the ID 'UP20005164'. Below the search bar, there are three tabs: 'Correction For Rework', 'Import Errors', and 'NO EXPEDITE'. The 'Import Errors' tab is selected. The main content area is divided into two sections: 'Applications' and 'Process'. The 'Process' section shows the ID 'UPA20005164'. Below this, there are three tabs: 'Tracking', 'Import/Rework', and 'Documents 10'. The 'Import/Rework' tab is highlighted with a red box. The 'Import/Rework' tab shows a table of tasks with the following columns: Task, Reviewer, Service Type, Entry Date, Exit Date, Est. Comp. Date, and Ext.

| 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.

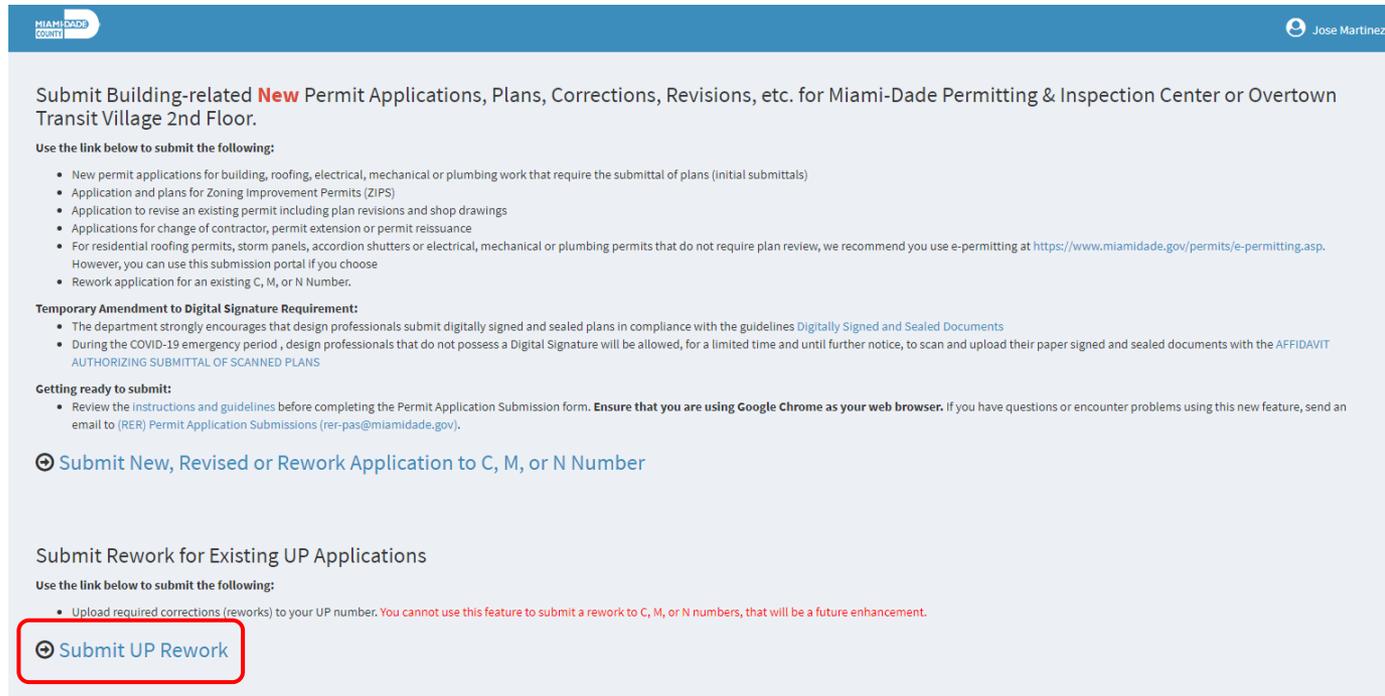
Building Permit-Related Applications & Plans Submissions

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.



MIAMI-DADE COUNTY 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

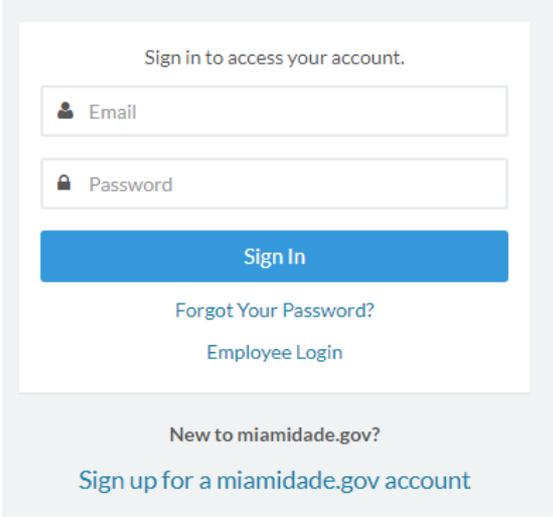
Use the link below to submit the following:

- 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

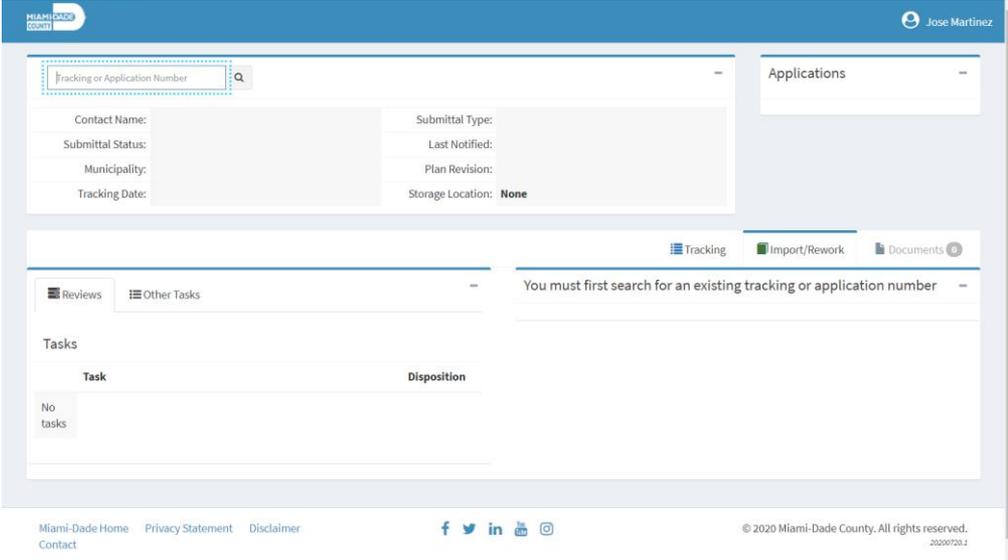
[Sign In](#)

[Forgot Your Password?](#)

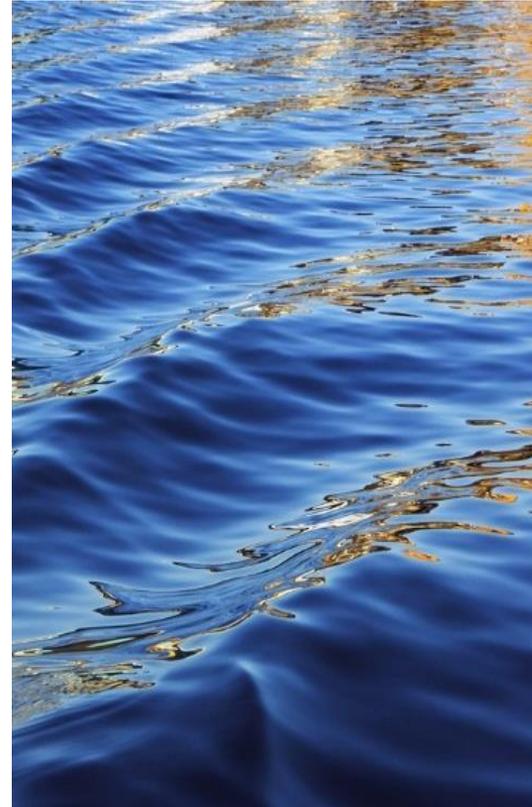
[Employee Login](#)

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

Step 4 - Search for the UP Number.



The screenshot shows the Miami-Dade County Building Permits application tracking interface. At the top, there is a search bar labeled "Tracking or Application Number" with a magnifying glass icon. Below the search bar, there are several fields for application details: Contact Name, Submittal Type, Submittal Status, Last Notified, Municipality, Plan Revision, Tracking Date, and Storage Location (set to None). On the right side, there is a section for "Applications" with a dropdown menu. Below the search bar, there are tabs for "Tracking", "Import/Rework", and "Documents". The "Tracking" tab is selected. Below the tabs, there is a message: "You must first search for an existing tracking or application number". Below the message, there is a table with columns "Task" and "Disposition". The table is currently empty, showing "No tasks". At the bottom of the page, there is a footer with links for "Miami-Dade Home Contact", "Privacy Statement", and "Disclaimer". There are also social media icons for Facebook, Twitter, LinkedIn, YouTube, and Instagram. The footer text reads: "© 2020 Miami-Dade County. All rights reserved. 2020/07/20.1".



Import/Rework Plans

Import/Rework Plans

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

The screenshot displays the Miami-Dade County tracking system interface. At the top left is the Miami-Dade County logo, and at the top right is the user name VANESSA COLLAZO. The main header area contains a search box with the ID 'JP20005164' and three status indicators: 'Correction For Rework', 'Import Errors', and 'NO EXPEDITE'. Below this is a summary table with the following data:

| | |
|---|---|
| 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 of the summary table is an 'Applications' sidebar with a search bar containing 'UPA20005164' and two buttons: 'Process' and 'Print Job Copy'. Below the sidebar is a navigation bar with three tabs: 'Tracking', 'Import/Rework' (which is highlighted with a red box), and 'Documents' (with a notification badge of 10). Below the navigation bar is a 'Filter by reviews' dropdown menu. The main content area is a table with the following columns: Task, Reviewer, Service Type, Entry Date, Exit Date, Est. Comp. Date, Extension, Destination, Building Location, and Comment.

| 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

The screenshot displays the Miami-Dade County web portal interface. At the top, the user is logged in as Jose Martinez. The main content area is divided into several sections:

- Header:** Includes the Miami-Dade County logo, a search bar with the ID 'UP20005163', and navigation options: 'Correction For Rework', 'Import Errors', and 'NO EXPEDITE'.
- Metadata:** A table showing application details:

| | |
|---|---|
| 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:** A sidebar with 'Process' and 'Print Job Copy' buttons, and a list containing 'UPA20005163'.
- Navigation:** 'Tracking', 'Import/Rework' (active), and 'Documents 4'.
- Start Import/Rework:** A prominent green button with a circular arrow icon, highlighted by a red arrow pointing to it from the bottom text.
- Reviews:** A table for selecting reviews for rework:

| Review | Disposition |
|---|-------------|
| <input type="checkbox"/> Review | |
| <input checked="" type="checkbox"/> PIC CUSTOMER INTAKE | A |
- Instructions:** A section titled 'General Instructions and Guidelines' with the following text:

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**

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

Submittal Type: **Electronic**

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

Storage Location: **None**

Applications

Process Print Job Copy

UPA20005164

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

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 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... 2 files (624.96 KB) Clear Start Upload Next

| Document | Size | Status |
|--------------------|-----------|-----------------------------|
| A-0-2-11252019.PDF | 400.78 KB | <input type="text"/> Cancel |
| A-0-2-09252019.PDF | 224.19 KB | <input type="text"/> 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 STG 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

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 shows a web application interface for importing documents. At the top, there are navigation tabs for 'Tracking', 'Import/Rework', and 'Documents'. Below the tabs, there is a header area with a 'Back' button, a 'Cancel' button, and an 'Add more files' button. A red arrow points from the 'Next' button to the 'Add more files' button. Below the header, there is a table with three columns: 'Document', 'Size', and 'Status'. The table contains three rows of data, all with a status of 'Imported Successfully'. To the right of the table, there is a sidebar with the title 'Instructions' and a section titled 'General Instructions and Guidelines'. The sidebar contains a list of instructions and guidelines for submitting 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 |

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

The screenshot displays the Miami-Dade County permit application system interface. At the top, the Miami-Dade County logo is on the left, and a green notification banner on the right states "Documents imported successfully." with a checkmark and the user name "Jose Martinez". Below the header, a search bar contains the ID "UP20005163". To the right of the search bar are icons for "Correction For Rework", "Import Errors", and "NO EXPEDITE".

The main content area is divided into two columns. The left column contains a table with the following details:

| | | | |
|-------------------|-------------------|-------------------|---------------------------|
| 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 |

The right column contains an "Applications" section with a table:

| Process | Print Job Copy |
|-------------|----------------|
| UPA20005163 | |

Below the table, there are three tabs: "Tracking", "Import/Rework" (which is active), and "Documents" (with a notification icon and the number 7). The "Import/Rework" tab contains a "Back" button and a "Submit Plans for Rework" button. A red arrow points from the "Submit Plans for Rework" button to the "Click the Submit Plans for Rework button" text at the bottom of the slide.

Below the buttons, a message reads: "Ensure you have imported all necessary documents before proceeding. This will check in the following reviews:" followed by a list item: "1. PIC CUSTOMER INTAKE".

The right column contains an "Instructions" section with the following text:

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 tracking system. At the top, the user is identified as Jose Martinez. The application ID UPA20005164 is entered in the search bar. The application status is 'Rework', and the tracking date is 7/20/2020 3:50 PM. The submittal type is 'Electronic', and the last notified date is 7/20/2020 3:55 PM. The application is for a 'PIC Customer Intake' service type.

The tracking table shows the following 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).