

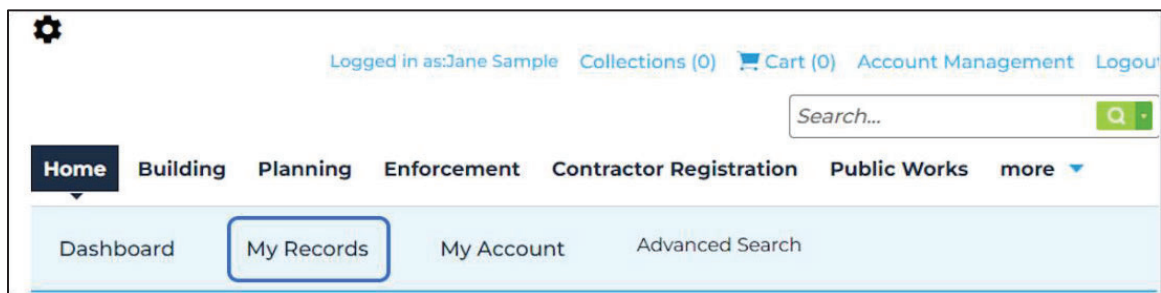


How to Complete a Plan Review Resubmittal in *DallasNow*

Revisions Required typically indicate that a submitted application record has been reviewed by City staff (e.g., plan reviewers, senior planner, etc.), and one or more issues need to be corrected by the applicant before it can move forward in the approval process.

Step 1.

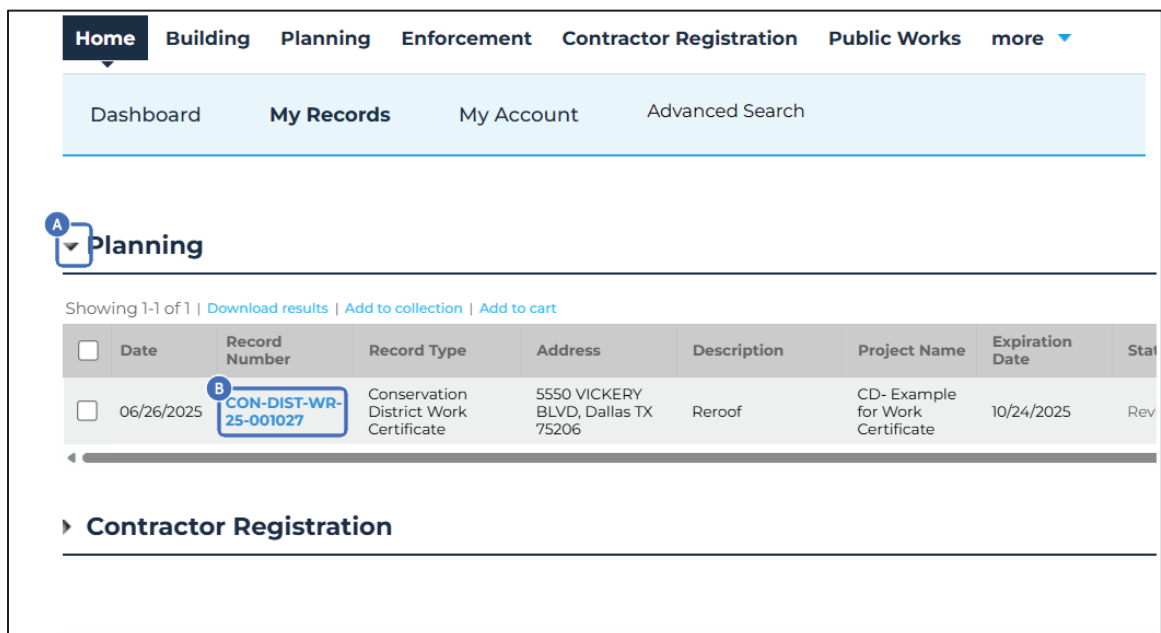
After logging in to *DallasNow*, click on My Records.



Step 2.

A. Click on the arrow to Expand for the desired Module, if applicable.

B. Click on desired record number.





Step 3.

A. The status will display **Revisions Required**.

B. Click on **Plan Review**.

Note: Only applicants will have access to the **Plan Review** tab.

The screenshot shows the DallasNow Planning tab interface. At the top, there are navigation links: Home, Building, Planning (selected), Enforcement, Contractor Registration, Public Works, and more. Below these are two buttons: 'Create an Application' and 'Search Applications'. The main content area displays application details for 'Record CON-DIST-WR-25-001 : Conservation District Work Certificate'. The status is 'Record Status: Revisions Required' and the expiration date is '10/24/2025'. There are links for 'Add to cart' and 'Add to collection'. Below the details are three tabs: 'Record Info', 'Payments', and 'Plan Review' (highlighted with a blue box and labeled 'B'). The 'Work Location' section shows '5550 Dallas TX 75206' and 'ACCOUNT NUMBER: 000C'. A label 'A' points to the application details box.

Step 4.

View the **Plan Review** tab will allow you to see:

- To do task Section
- Plan Review Status section

The screenshot shows the DallasNow Plan Review tab interface. At the top, there are three tabs: 'Record Info', 'Payments', and 'Plan Review' (selected). The main content area is titled 'Plan Review'. It includes a message: 'Refresh the page to get the latest information.' Below this is the 'To do task' section with 'Applicant Resubmit Task'. The 'Plan Review Status' section provides detailed information: Review Type: Building Misc Permit, Total Number of Files: 5 (with a link to 'View uploaded files'), Time Elapsed: 0 days 0.5 hrs, Prescreen Review Comments (Unresolved):, Time with Jurisdiction: 0 days 0 hrs, Time with Applicant: 0 days 0.5 hrs, Status: Applicant Corrections, Applicant Corrections: 0 days 0.5 hrs, Review Comments (Unresolved): 2 (with a link to 'View review comments'), Conservation (2), Current Non-Completed Tasks: 1, and Waiting Applicant Resubmit Task: 0 days 0 hrs. A footer note at the bottom reads '© 2024 City of Dallas, TX. All rights reserved.'



Step 5.

Click on **View review comments**.

Note: Clicking on **View review comments** will open a new window to allow the applicant to review comments and make any necessary changes.

Record CON-DIST-WR-25-001027:
Conservation District Work Certificate
Record Status: Revisions Required
Expiration Date: 10/24/2025

[Add to cart](#)
[Add to collection](#)

Record Info ▼

Payments ▼

Plan Review

Plan Review

Refresh the page to get the latest information.

To do task: [Applicant Resubmit Task](#)

Plan Review Status:

Review Type: **Building Misc Permit**
Total Number of Files: **5** [View uploaded files](#)

Time Elapsed: **0 days 0.5 hrs**
Prescreen Review Comments (Unresolved):

Time with Jurisdiction: **0 days 0 hrs**
Time with Applicant: **0 days 0.5 hrs**

Status: **Applicant Corrections**
Applicant Corrections: **0 days 0.5 hrs**

Review Comments (Unresolved): **2** [View review comments](#)

Conservation (2)

Current Non-Completed Tasks: **1**
Waiting Applicant Resubmit Task: **0 days 0 hrs**

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Step 6.

Click on Please submit complete roof plan

Tasks Files Status Info Reports Discuss **Reviews** CON-DIST-WR-25-001027: Reroof

Dept: Show All Status: Show All Response: Show All Search: Enter keyword

Type: Show All Cycle: Show All Time: Show All

Refresh

Add Comment / Ask Question Please enter your responses

Ref.# 1	Conservation	6/26/25 10:20 AM	Cycle 1	Type your response here.
Unresolved	Please submit complete roof plan			
Comment	Responded by: John Customer - 6/26/25 10:50 AM Revision Uploaded			
Ref.# 2	Conservation	6/26/25 10:21 AM	Cycle 1	Type your response here.
Unresolved	Please add specification for new shingle			
Comment	Responded by: John Customer - 6/26/25 10:50 AM Revision Uploaded			

Step 7.

Click on Accept

Note: Clicking on Accept ensures this task is assigned to you in Project Dox, so when you have completed the revisions, you can easily submit using the steps below.

Tasks Files Status Info Reports Discuss **Reviews** CON-DIST-WR-25-001027: Reroof

Dept: Show All Status: Show All Response: Show All Search: Enter keyword

Type: Show All Cycle: Show All Time: Show All

Refresh

Add Comment / Ask Question Please enter your responses

Ref.# 1	Conservation	6/26/25 10:20 AM	Cycle 1	Type your response here.
Unresolved	Please submit complete roof plan			
Comment	Responded by: John Customer - 6/26/25 10:50 AM Revision Uploaded			
Ref.# 2	Conservation	6/26/25 10:21 AM	Cycle 1	Type your response here.
Unresolved	Please add specification for new shingle			
Comment	Responded by: John Customer - 6/26/25 10:50 AM Revision Uploaded			

Task Assignment

You must accept the associated task before you can update this correction item.

TASK: Applicant Resubmit Task STATUS:

Accept Close



Step 8.

A. Once you complete the revisions requested, click on Tasks.

B. Click on Complete

The screenshot shows the 'Tasks' tab in the DallasNow system. At the top, there are tabs for 'Tasks', 'Files', 'Status', 'Info', 'Reports', 'Discuss', and 'Reviews'. The current task is 'CON-DIST-WR-25-001027: Reroof'. Below the tabs, there are filters for 'All', 'Overdue', 'Priority', and 'Show 14 records'. A table lists tasks with columns: ACTION, TASK, PROJECT, GROUP, STATUS, PRIORITY, DUE DATE, CREATED, and DESCRIPTION. The first task is 'Applicant Resubmit Task' with a status of 'Accepted' and a priority of 'Medium'. A 'Complete' button is highlighted next to this task. Below the table, there is a 'Workflows' section with a table showing workflow details: NAME, COORDINATOR GROUP, STATE, INTEGRATION MODE, VERSION, STARTED, and COMPLETED. The workflow 'CON-DIST-WR-25-001027 - Building Misc Accela - 6/26/2025 10:18:59 AM' is shown with a status of 'Active' and a version of '9.2 Building Workflow No Upload (Version 1)'.

Step 9.

Click on Review Results tab

Note: You will need to complete 4 steps outlined in the Review Results tab to resubmit your plans for review.

The screenshot shows the 'APPLICANT RESUBMIT' interface. At the top, there are logos for 'ProjectFlow BUILDING' and 'aVolve software'. The 'Review Results' tab is selected, showing a 'Group Management' section. Below this, there is a 'Department Review Results' section with a table showing 'DEPARTMENT', 'REVIEWED BY', and 'STATUS'. The department is 'Conservation', reviewed by '@dallascityhall.com', and the status is 'Revisions Required'. Below the table, there is a 'Task Instructions' section with a 'Watch video' link. The instructions state: 'Please follow the steps below: To review the submission requirements documents, click here.' Below this, there is a 'STEP 1 of 4: Respond to all comments, as requested' section. This section includes a 'Resolve Review Comments' section with 'Unresolved Comments: 2', 'Info Only Comments: 0', and 'Files with Markups: 0'. Below this, there is a 'Plan Review' section with a 'Review Comments' button and an 'Export to Excel' button. Below the 'Review Comments' button, there is a link to 'Watch video'. Below the 'Export to Excel' button, there is a link to 'Import Excel Responses'. Below the 'Import Excel Responses' button, there is a link to 'Watch video'. At the bottom, there are 'Submit' and 'Close' buttons.



Step 10.

Click on Review Comments in Step 1 of 4

APPLICANT RESUBMIT

ProjectFlow BUILDING aVolve software

Review Results Group Management

Department Review Results ?

DEPARTMENT	REVIEWED BY	STATUS
Conservation	@dallascityhall.com	Revisions Required

Task Instructions Watch video

Please follow the steps below:
To review the submission requirements documents, click here.

STEP 1 of 4: Respond to all comments, as requested

Resolve Review Comments ?

Unresolved Comments: 2
Info Only Comments: 0
Files with Markups: 0

Plan Review: **Review Comments** Export to Excel Import Excel Responses Watch video

Review and respond online. Review and respond in Excel, then upload your responses.

Submit Close

Step 11.

Respond to each comment listed

Dept: Show All Status: Show All Responses: Show All Search: Enter keyword Close Window

Type: Show All Cycle: Show All Time: Show All Refresh Watch video

Add Comment / Ask Question **Please enter your responses** ?

Ref.#	Department	Comment	Responded by: John Customer - 6/26/23 10:50 AM	Revision Uploaded	Cycle 1
Ref.# 1	Conservation	Please submit complete roof plan	Responded by: John Customer - 6/26/23 10:50 AM	Revision Uploaded	Cycle 1
Ref.# 2	Conservation	Please add specification for new shingle	Responded by: John Customer - 6/26/23 10:50 AM	Revision Uploaded	Cycle 1



Step 12.

Click on Close Window

The screenshot shows the DallasNow Plan Review Resubmittal interface. At the top, there are filters for Dept, Status, Response, Search, Type, Cycle, and Time. A 'Close Window' button is located in the top right corner. Below the filters, there is a table with columns for Ref.#, Status, Description, Date, Cycle, and Action. The table contains two rows of unresolved items. A yellow banner at the bottom of the table says 'Please enter your responses'. A 'Watch video' link is also present.

Ref.#	Status	Description	Date	Cycle	Action
Ref.# 1	Unresolved	Please submit complete roof plan	6/26/25 10:20 AM	Cycle 1	Revision Uploaded
Ref.# 2	Unresolved	Please add specification for new shingle	6/26/25 10:21 AM	Cycle 1	Revision Uploaded

Step 13.

A. In step 2 of 4, click on Yes on “Are your updated files named the same as the prior versions?”

B. Click on Drawings

Note: Versions refer to prior documents uploaded. These documents must be named the same when uploading. The system will designate the document into different versions. Example: V.1, V.2 to enhance the plan review process.

The screenshot shows the 'STEP 2 of 4: Upload any new or updated files into this project' screen. It includes a 'Version Upload for: CON-DIST-WR-25-001027' section. Below this, there are instructions on how to upload files. A 'Watch video' link is present. A question asks 'Are your updated files named exactly the same as the prior versions?' with 'Yes' and 'No' buttons. A red note states: '* "name-v2.pdf" is not an "exact" file name match to "name.pdf"'. Below this, there is a section for 'Select the destination folder to upload your files:' with a list of folders: Coversheet (3 - 0 New), Drawings (1 - 0 New), Documents, Submission Requirements (1 - 0 New), and Reviewer Attachments. The 'Drawings' folder is highlighted with a blue box and a letter 'B'. At the bottom, there is a 'STEP 3 of 4: Check all to confirm you have completed this task and are now ready to submit' section with a 'Confirmation' checkbox and 'Submit' and 'Close' buttons.



Step 14.

Click on Select Files to Upload

STEP 2 of 4: Upload any new or updated files into this project

Version Upload for: CON-DIST-WR-25-001027 ⓘ

Select "Versioned Files" to upload files as new version updates for files previously submitted and received.
Select "New Files" to upload any additional new file into this project as requested.

Versioned Files | New Files

Are your updated files named exactly the **same** as the prior versions? [Watch video](#)

* "name-v2.pdf" is not an "exact" file name match to "name.pdf"

Select your files to upload to this folder:

➤ Drawings (1 - 0 New)

STEP 3 of 4: Check all to confirm you have completed this task and are now ready to submit

Confirmation ⓘ

☐ *I have reviewed and addressed, including responses where appropriate, all Review Comments Items accessed by clicking on the "Review Comments" button above. ***Required**

Step 15.

A. Click on Browse For Files

B. Once you have located the file to be uploaded, click Start Upload.

Note: You can use the CTRL key to select multiple items. You may also drag files to the window to upload.

Close Window

Folder: CON-DIST-WR-25-001027\Drawings

A or drag files into this area. B

0B/1.06MB ✕

0 of 1 uploaded [Hide Details](#)

0B/1.06MB



Step 16.

Click on Close Window

Folder: CON-DIST-WR-25-001027\Drawings

[Browse For Files](#) or drag files into this area.

[Start Upload](#)

[Close Window](#)

Step 17.

One step of 4, read and select to agree to both check marks.

Drawings (3 - 2 New)

STEP 3 of 4: Check all to confirm you have completed this task and are now ready to submit

Confirmation ⓘ

- ☒ *I have reviewed and addressed, including responses where appropriate, all Review Comments Items accessed by clicking on the "Review Comments" button above. ***Required**
- ☒ *I have uploaded the revised drawings and/or documents required as a result of the review into the appropriate folder in the project using the SAME file names as the original files. I am ready to complete my assigned task and resubmit back to the jurisdiction for further review. ***Required**

STEP 4 of 4: Click the "Submit" button below to complete your task

[Submit](#) [Close](#)

Step 18.

One step 4 of 4, click on Submit

STEP 3 of 4: Check all to confirm you have completed this task and are now ready to submit

Confirmation ⓘ

- ☒ *I have reviewed and addressed, including responses where appropriate, all Review Comments Items accessed by clicking on the "Review Comments" button above. ***Required**
- ☒ *I have uploaded the revised drawings and/or documents required as a result of the review into the appropriate folder in the project using the SAME file names as the original files. I am ready to complete my assigned task and resubmit back to the jurisdiction for further review. ***Required**

STEP 4 of 4: Click the "Submit" button below to complete your task

[Submit](#) [Close](#)



Step 19

Refresh the Record page in *DallasNow*. The Record Status will update to In Review from Revisions Required to indicate the task(s) have been successfully resubmitted.

