Seattle Department of Construction & Inspections

How to Respond to a SDCI Correction Notice

Step 1: Wait for all reviews to be completed

- You may check the status of any review through your Seattle Services Portal or at the SDCI website (see the "check status" box)
- All reviews must be completed before you can respond, upload, or submit any correction responses. The project status must be "Corrections Required."
- We will send correction reports to the SDCI Project Portal. We will notify the primary contact for the project when all reviews in the review cycle are complete.

Step 2: Make corrections

Document a response for each item cited in the Consolidated Summary Report Plan Set. This can be accomplished by using the "Reply" function in Bluebeam or in the Comment panel of Adobe Acrobat. Include the following information for each item:
- Describe the change.
- If you have not made a requested change, give a code citation or provide calculations to explain why not.
- If you make voluntary changes to your plans, describe the changes you made in your response letter.
- Consolidate all responses to correction items among all designers, architects, engineers, and owners onto the Consolidated Summary Report Plan Set.
- For some time after we switch to providing corrections by marking up plan sets, you may receive both traditional letters and marked up plan sets. If this is the case, please respond to traditional correction letters with response letters and to marked up plan sets by embedding your responses in a response plan set as described above.

Correct your Plans:
- Cloud or circle all changes.
- You may add new sheets to the plan set if you have new information to show.
- Combine all plan sheets into a single pdf file. Only photographs can be uploaded as .jpg files.

Your plans won't be accepted for review if they are 1) not oriented correctly, 2) on the wrong sheet size (so they don't "scale" correctly), 3) missing sheets, 4) missing correction responses, or 5) for other issues.

Upload your plans using the Make Changes function:
- Always upload a complete plan set.
- Be careful to name your documents accurately when uploaded. We cannot correct document names for you.
- Be sure to click on Continue Application until you see the Thank You screen, or your plans will not be uploaded.

Step 3: Submit corrected plans

- Submit the plan set with your responses embedded (Correction Response Plan Set or Correction Response Plan Set – Land Use) along with your clean updated plan set reflecting those changes to the portal (Plan Set or Plan Set – Land Use).
- For instructions on how to upload documents, see How to View and Respond to Corrections.

If you don't follow these instructions:
- We may be delayed in starting the corrected plan review, which can delay your permit issuance.
- We may charge a penalty fee.