

CORRECTIONS

All Corrections should be submitted in person to our Corrections office unless they were submitted electronically through the portal. [Click here](#) for EPR Instructions.

Hours of operation for Correction submittal: 8 a.m. to 4:30 p.m.

Before submitting a correction

1. You must be authorized to submit the correction. Please click here for [Authorization Form](#).
2. Make sure you have received an official Corrections letter, which will be titled **Outstanding Corrections** in bold (a Performance Review letter is not an official letter).

How to submit a Correction

1. Submit only the sheets (signed and sealed) that are being revised and attached to original copies
2. Submit the same number of plans as you did with your original submittal
3. Identify clearly all Corrections on the drawings (cloud)
4. Comments – attach written response to all comments, include narrative that lists and explains all Corrections.

