How to Respond to a Permit Comment Asking for Engineering

When a reviewer asks for engineering, start with their complete written request and the exact plan set they reviewed. That gives the team enough context to determine what the response needs to include.

Capture the comment and current revision

Save the full comment, item number, issuing discipline, permit or application number, and response deadline. Download the plan set associated with the comment and mark its date or revision. Save any highlighted page or attachment. If the portal has an earlier and a current comment, keep both dates and label the current request. Miami-Dade County permit application and plan review guide

Fictional reviewer comment

Annotation	Example
Item and discipline	S-04, Structural
Question	Provide structural documentation for the proposed opening shown in the kitchen wall.
Drawing reference	Sheet A2.1, sketch 2
Set reviewed	Revision 1, October 14
Response needed	Confirm with the reviewer whether the request calls for a drawing update, calculations, a letter, or a combination.

Confirm who is coordinating

Identify who handles the portal, receives reviewer messages, and assembles the response. Give that person the full comment and current records. Ask who can clarify the request with the agency and who needs to coordinate architectural, structural, or trade drawings before the response is submitted.

Identify what the reviewer is asking for

Read for the action requested and what part of the project it concerns. A reviewer may want the scope clarified, evidence about an existing condition, or a design revision. If the format is unclear, ask the reviewer what they need and share the answer with the engineer. Confirm which areas may need to be observed and which records are available before agreeing on a scope.

Track the response and resubmission

Keep one entry per comment. State the response, identify each changed sheet or attachment with its revision, and record the resubmission confirmation and next status. The portal or reviewer's written response tells you whether the item is closed or needs more information.

Fictional response log

Item	Before resubmission	After resubmission
S-04	Open. Request tied to A2.1, Rev. 1.	Response submitted with A2.1 and S2.1, Rev. 2. Agency decision pending.

Field notes

Permit number, reviewer, and deadline

Person coordinating and submission status

What to do next

Need help defining the engineer's deliverable? Read Site Visits, Letters, Reports and Drawings.

Received a request after work started? See Planning Inspections and Responding to a Missed Inspection.