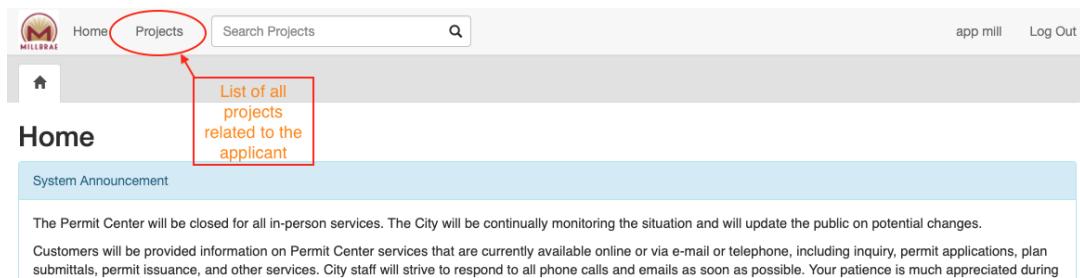


How to Perform Resubmittals (Public)

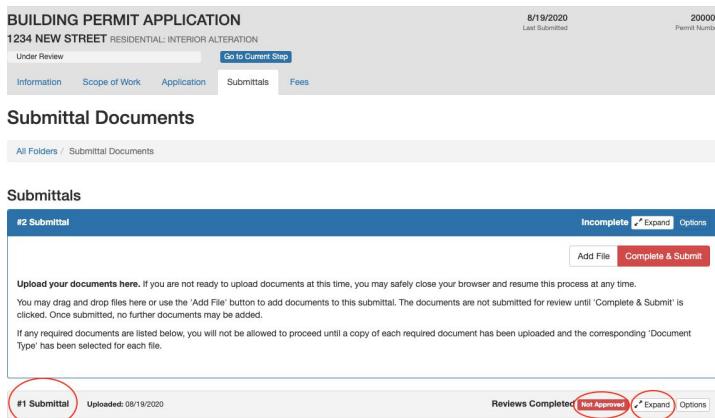


Introduction

When resubmittals are required to proceed during the permitting process, the applicant will be notified by email if the staff review has determined resubmittal of documents are needed. Applicants can click the link in the email notification to be taken directly to the submittal page to re-upload or can log in to the Online Permitting Portal as normal and open the **Projects** tab to locate and open the applicable project.

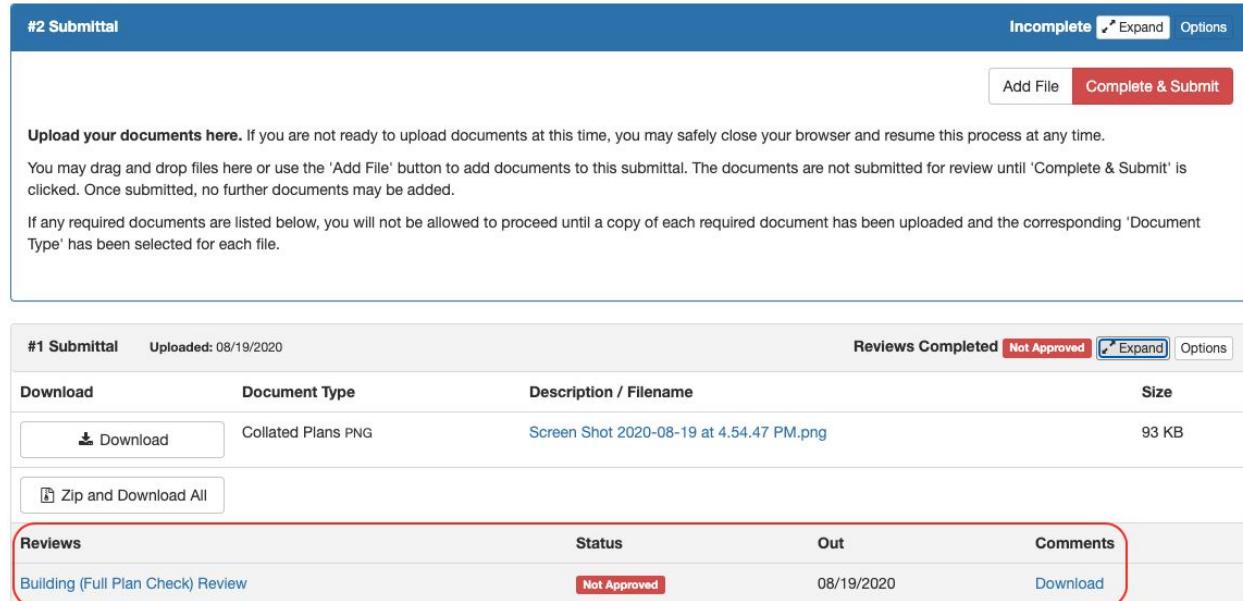


Once the project is opened, you can access the review comments for your most recent submittal on the **Submittals** page. There will also be a new submittal frame created to resubmit the electronic documents located just above the collapsed frame of the previous submittal containing the review comments.



The expanded view of the previous submittal frame will display the outcome of the review and a link to download the review comments. Clicking the review type can also be used to access the Review Comments.

Submittals



#2 Submittal **Incomplete** [Expand](#) [Options](#)

Add File **Complete & Submit**

Upload your documents here. If you are not ready to upload documents at this time, you may safely close your browser and resume this process at any time.

You may drag and drop files here or use the 'Add File' button to add documents to this submittal. The documents are not submitted for review until 'Complete & Submit' is clicked. Once submitted, no further documents may be added.

If any required documents are listed below, you will not be allowed to proceed until a copy of each required document has been uploaded and the corresponding 'Document Type' has been selected for each file.

#1 Submittal **Uploaded: 08/19/2020** **Reviews Completed** **Not Approved** [Expand](#) [Options](#)

Download	Document Type	Description / Filename	Size
Download	Collated Plans PNG	Screen Shot 2020-08-19 at 4.54.47 PM.png	93 KB

[Zip and Download All](#)

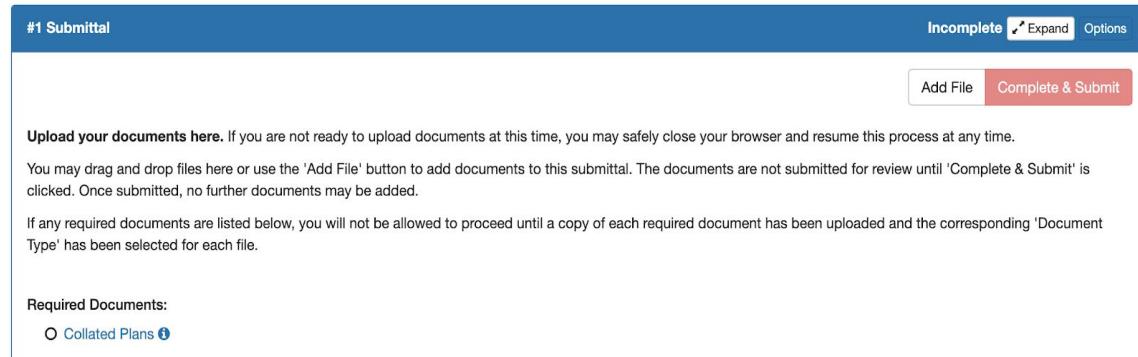
Reviews	Status	Out	Comments
Building (Full Plan Check) Review	Not Approved	08/19/2020	Download

How to submit documents

After preparing the set of electronic documents, go to the blue Submittals frame on the **Submittals** page.

1. Click the Add File button in the blue submittal frame

Submittals



#1 Submittal **Incomplete** [Expand](#) [Options](#)

Add File **Complete & Submit**

Upload your documents here. If you are not ready to upload documents at this time, you may safely close your browser and resume this process at any time.

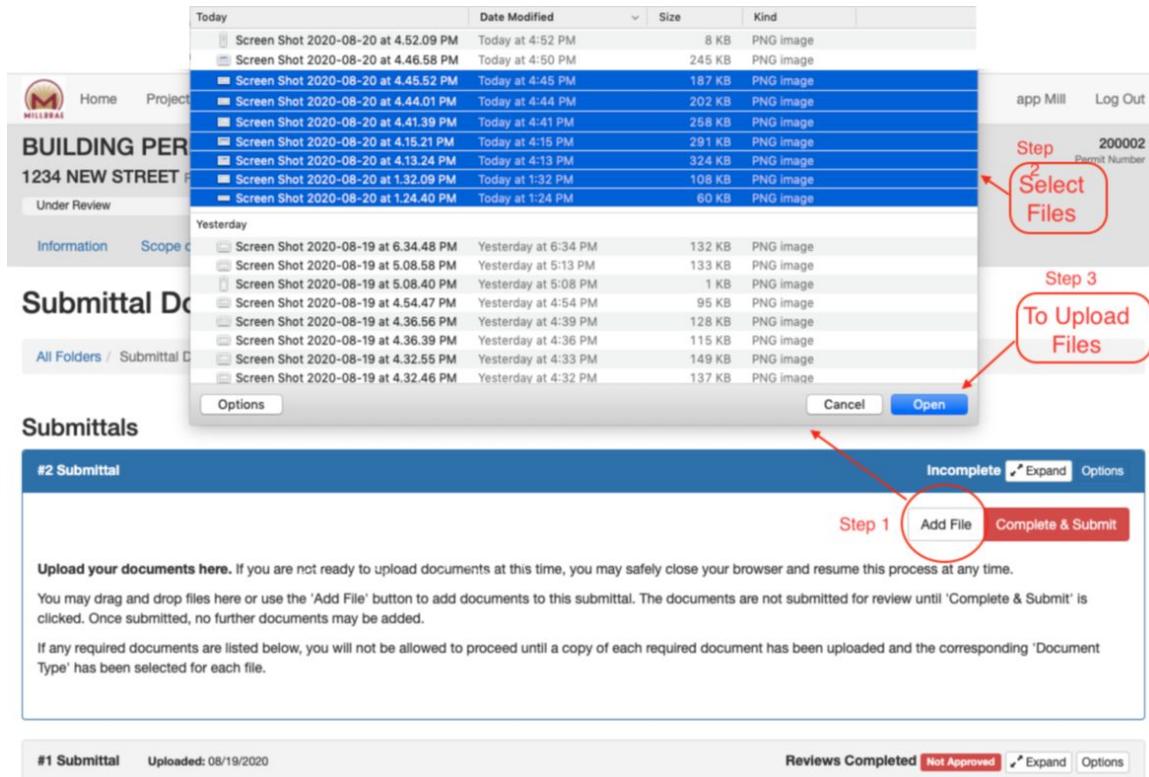
You may drag and drop files here or use the 'Add File' button to add documents to this submittal. The documents are not submitted for review until 'Complete & Submit' is clicked. Once submitted, no further documents may be added.

If any required documents are listed below, you will not be allowed to proceed until a copy of each required document has been uploaded and the corresponding 'Document Type' has been selected for each file.

Required Documents:

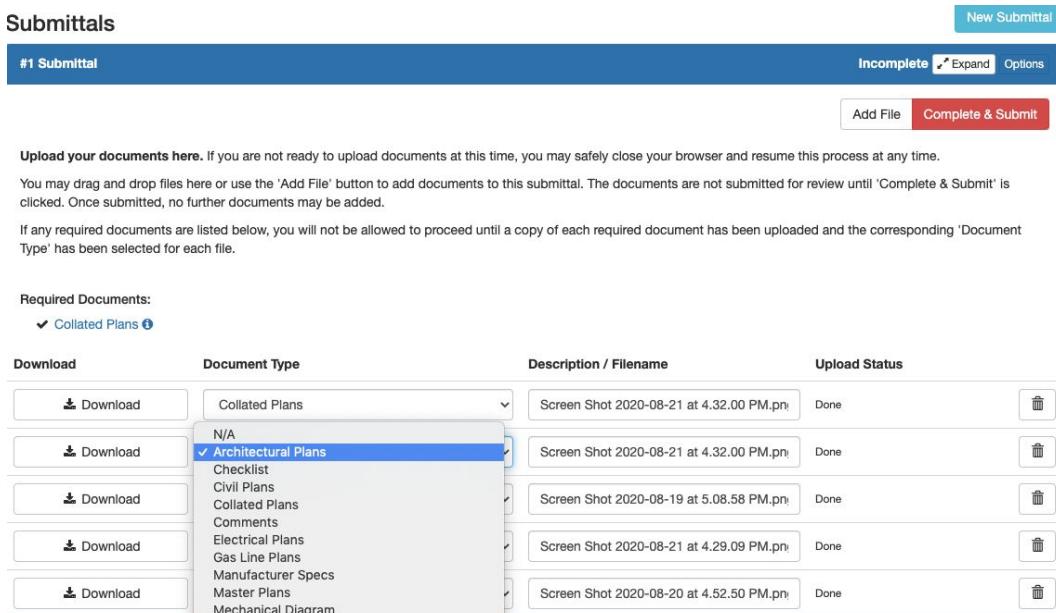
Collated Plans 

If needed to add multiple documents, multiple files can be selected and added by dragging-and-dropping the selected files into the blue Submittal frame or clicking the blue open button after selecting the required files:



The screenshot shows a file selection dialog box overlaid on a Submittal interface. The dialog box lists files from 'Today' and 'Yesterday' with columns for Date Modified, Size, and Kind. A file named 'Screen Shot 2020-08-20 at 4.45.52 PM' is selected. The 'Open' button is highlighted with a red arrow. To the right, a sidebar shows 'Step 2 Select Files' and 'Step 3 To Upload Files'. The main Submittal interface shows a list of files under '#2 Submittal' with an 'Add File' button circled in red. The 'Incomplete' status is shown at the top. Below the submittal list, '#1 Submittal' is shown with an 'Uploaded: 08/19/2020' timestamp and a 'Reviews Completed Not Approved' status.

2. After adding your files, select and identify the document type from the list for each file.



The screenshot shows the Submittal interface with the 'New Submittal' button at the top. The '#1 Submittal' section is active, showing an 'Incomplete' status. The 'Add File' and 'Complete & Submit' buttons are visible. Below, the 'Required Documents' section lists 'Collated Plans' with a checked checkbox. The 'Download' and 'Document Type' columns show multiple entries. The 'Document Type' dropdown for the first entry is expanded, showing 'Collated Plans' and 'N/A'. The second entry in the list is 'Architectural Plans', which is also checked. The 'Description / Filename' and 'Upload Status' columns show file names and 'Done' status for each entry. Each row has a trash icon in the 'Upload Status' column.

3. Make sure all necessary documents have been uploaded and labeled correctly before

Selecting **Complete & Submit** as the final step to upload the files. Until the Complete & Submit button is clicked, your application and documents will not be submitted to the staff. If you later realize you have not included all documents after Uploading files, you will need to contact staff.

Submittals

Step 4 To Submit Application

2

#1 Submittal

Incomplete Expand Options

Add File **Complete & Submit**

Upload your documents here. If you are not ready to upload documents at this time, you may safely close your browser and resume this process at any time.

You may drag and drop files here or use the 'Add File' button to add documents to this submittal. The documents are not submitted for review until 'Complete & Submit' is clicked. Once submitted, no further documents may be added.

If any required documents are listed below, you will not be allowed to proceed until a copy of each required document has been uploaded and the corresponding 'Document Type' has been selected for each file.

Required Documents:

- Collated Plans [?](#)

Download	Document Type	Description / Filename	Upload Status
Download	Collated Plans	Screen Shot 2020-08-20 at 4.52.09 PM.pdf	Done Delete
Download	Electrical Plans	Screen Shot 2020-08-20 at 4.46.58 PM.pdf	Done Delete
Download	Structural Calculations	Screen Shot 2020-08-20 at 4.45.52 PM.pdf	Done Delete
Download	Architectural Plans	Screen Shot 2020-08-20 at 4.44.01 PM.pdf	Done Delete

*Note: If there are **Required Files**, the Complete & Submit button will not turn dark red until all **Required Files** are added.*

4. The submittal will now be read-only and can no longer be updated. Your documents will be routed for review and you will be notified once all necessary reviews have been completed.