

HOW TO VIEW MARKUPS AND RESUBMIT FOR A PLAN CHECK

When there is a need for resubmittal of your plans, you will receive an email to that fact. Resubmittals are listed under ATTENTION from your dashboard.

1. FROM YOUR DASHBOARD CLICK ON ATTENTION



2. Locate the records that require resubmittal and click on the record number:

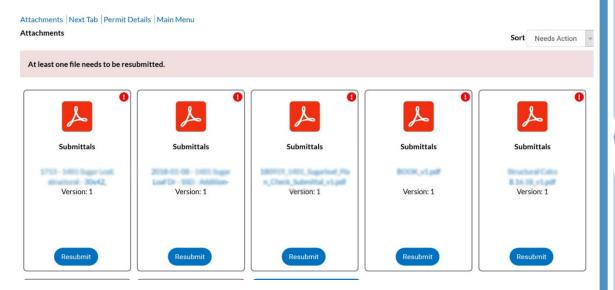


3. Once in the record, click on the ATTACHMENT tab

Permit Number: BLR-2018-0				
 Your attention is needed on one or more project files – Take Action Now. Permit cannot be printed at this time. Permit has not been issued. 				
Permit Details Tab Elements	Main Menu			
Туре:	Building (Residential) - Addition	Applied Date:	10/03/2018	
Status:	Submitted	Project Name:		Issue Date:
District:	La Canada Flintridge, CA	Assigned To:	Samaan, Nader	Expire Date:
Description:	Addition of 400 Sf	Valuation:	\$324,400.00	Finalized Date:
Locations Fees	Reviews Inspections	Attachments ① Contact	Sub-Records	Holds Meetings More Info



4. There will be a list of documents, some requiring resubmittal others requiring your review. Files requiring resubmittal will have a red exclamation mark and a resubmit button.





5. Markups/corrections can be viewed by clicking on each file title.

Please note: although not all documents may have a resubmit button, REVIEW ALL FILES since some correction maybe submitted as separate files to be incorporated as part of the resubmittal plan.

- 6. Once you have the revised plan(s), click on Resubmit for each file and upload the new version
- 7. Resubmittal process is COMPLETE

