

Resubmit Plans

1. Open "Permits & Inspections"



Note: If left-hand sidebar is collapsed, click "Toggle Menu Visibility" icon to expand.



2. Click "Active" under "Projects"



3. Browse the listings or use the search tool to find the project



Note: By clicking "Project No." the search filter may be changed to "Title", "Description", "Address", or "Contact Name".

4. Click the "ID" number of the project
5. If the selected project required plans to be resubmitted, the top blue bar of the project will display "Resubmit Plans" followed by an "Upload" button



Note: The EPR status widget in the upper right-hand corner will only update to "Resubmit Plans" when ALL review steps are resulted regardless of how they are combined in a group or multiple groups. The status will automatically update when all steps are appropriately resulted and only the applicant will be notified.

6. Click "Upload"

Note: You will be redirected to the "Upload Electronic Plans" staging area. Required plans must be reuploaded here. Required plans will be listed under "Required Sheets". These plans have the status of "Resubmit". Optional plans will be listed under "Optional Sheets (If Changed)". These plans have the status of "Partial Approval".

7. Click the "Upload" button to the right of a plan category and select the files, OR



8. Drag & drop files into the correct plan category

Note: Uploaded EPR documents are limited to 100 pages.

9. Click "Continue"



Note: If this project requires supporting documents be resubmitted, click "upload" or drag and drop for the supporting documents.

10. Stage the reuploaded plans

Note: See [Stage Sheets](#) for more information about staging sheets.

11. Once all "Required Sheets" have been uploaded, "Replaced" will appear in green under each sheet in the "Required Sheets" list

12. Click "Continue"



13. Review the sheets for accuracy of information

14. To edit sheets, click "Edit Plans"



15. To finish, click "Resubmit Plans"

✓ Resubmit Plans