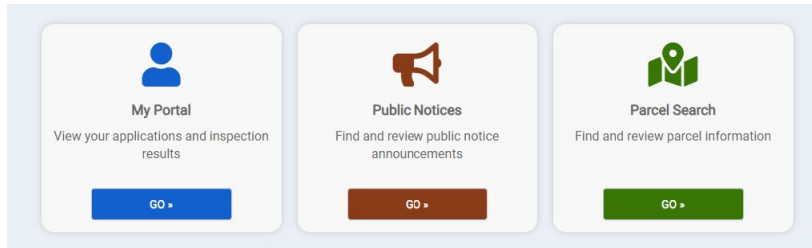


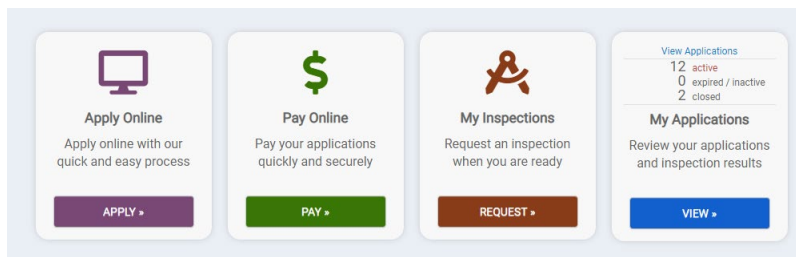
Reviewing Markup Plans & Submitting Revisions:

Log into your Portal

Click "Go" under My Portal



Click "View" under My Applications



Click on the Permit # (blue hyperlink)

Active

Permits

#	Type	Address	Submitted	Expires	Status
BR-21-000262	Building Residential - Additions/Accessory Structures & Buildings/Reno/Alteration	425 S LEXINGTON AV	5/3/2021	5/3/2022	Technically Completed

Scroll to the Submittals section

Submittals

Additional documentation is needed for your application. At least one document must be uploaded for each requirement for this section to be considered complete. Please check to ensure you've included all the information requested.

Submittal	Required	Received	Version	Status	
Site Plan	Yes	5/3/2021	1	Deficient	1 Files

Click on the blue hyperlink that says (in this case) [1 FILES](#)

You will see a screen like the one below...

BR-21-000262 Building Residential - Additions/Accessory Structures & Buildings/Reno/Alteration [Contact](#)

Site Plan

Version	Status	Received	Deficiency Report
2	Pending		
1	Deficient	5/3/2021	DeficiencyReport.pdf

Version 2 Pending

Submitted File	Comments	Date Received	Review Status	Markup File	Delete

[Return To Permit Detail](#) [Upload](#) [Delete](#)

Previous Submittals

Version	Submitted File	Comments	Date Received	Review Status	Markup File
1	Storage Bldg.pdf		5/3/2021 12:00 PM	Deficient	20210503-Storage Bldg.pdf

1. To see the markup comments, click on the link under the MARKUP FILE.
2. A written description of the comments on the plan are in the Deficiency Report as well.
3. The top portion of this screen is a summary of your submittals. In this example...version 1 is Deficient and is indicated so with the deficiency report. Version 2 has been created and is Pending, awaiting a revision file to be uploaded.
4. The section labeled as VERSION 2 PENDING is where the revision file is to be uploaded. Click on the UPLOAD button and follow the steps to resubmit the revised plans/drawings.