If staff has determined that either a file is missing from the original application, or an issue needs to be corrected with an originally submitted file, you will receive an email notification stating that a case has a "Required Resubmit Status". Follow the steps below to address this requirement.

Please note that only those designated to receive email notifications will be the recipients, not all contacts or sub-contacts will receive the email notification.

Receiving and Accessing Corrections Information for "Required Resubmit Status" Email Notification

1. A system generated email will be sent to the designated recipients on a case informing of the submittal and file status. The email will come from EnerGovSrv@wpb.org and it will indicate the case application number and Required Resubmit Status in the Subject Line. Follow the email's instructions for accessing the record or simply log in to your Civic Account Online Account.

2. To see the status of any completed reviews, click on the "Reviews" tab. A review in "red" means that its status is "Requires Resubmit", while a review in "green" means "Approved" or "Approved with Conditions."
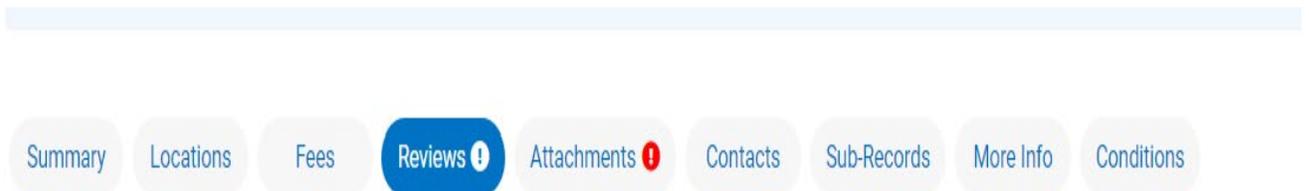
Resubmitting Files

1. If a submittal fails, you will need to verify the status of your reviews and verify any files that may be required to be resubmitted. There are several ways for you to see which files require resubmission.

a. From the Summary page, you should see the "Available Actions" section and in here you can see which files require resubmittal and in which version they will be resubmitted. Also, the Attachments tab will indicate which files need to be resubmitted. The steps below can be followed on each option you choose.

b. Click on the Resubmit button. From here you are taken to the steps to follow to complete the file resubmittals.
c. The first button called Reviews indicates the failed reviews associated with the submittal step. In here you can see any added reviewer comments, added corrections and recommendations.

Summary | Locations | Fees | Reviews ❶ | Inspections | Attachments ❶ | Contacts | Sub-Records | More Info | Conditions

Plan Review [Prescreen]

Submittal Status	Received Date	Due Date	Completed Date
Requires Re-submit	03/27/2024	03/29/2024	03/27/2024

❗ **Prescreen • Requires Re-submit •** ▓▓▓▓▓▓ ✉ • **Completed : 03/27/2024**

Due Date	Completed Date
03/29/2024	03/27/2024

Comment

Address markups, corrections and comments - testing

Correction (1)

Correction Type	General	Category	General Correction
Corrective Action	Testing Client Responses		
Comment	Testing Client Responses		

d. To see any added markups, you can click on the Markups button under the Attachments tab. This will provide a listing of all added markups. If you would like to see the actual markups on the document itself, you will need to click on the file and download it to your computer.

Summary | Locations | Fees | Reviews ❶ | Inspections | Attachments ❶ | Contacts | Sub-Records | More Info | Conditions

Attachments | Next Tab | Permit Details | Main Menu

Attachments   Sort [Needs Action ▾]

> At least one file needs to be resubmitted.

Application

Transactions by
Module_03.30.22_Scanned_v1
Version: 1

Status: Corrections Added

Resubmit Instructions:
Melissa Corrales: Please
~~address markups and review~~

[Resubmit] [Markups]

Architectural/Structural Plans

Transactions by
Module_03.30.22_v1.pdf
Version: 1

Status: Corrections Added

Resubmit Instructions:
Melissa Corrales: Please
~~address markups and review~~

[Resubmit]

Markups

Text	Added By	Page
Resubmit - Markup testing MC 03.27.24	████████	1

Close

e. Once you are ready to resubmit each applicable file, click on the Resubmit button. From here, you are taken to the steps to complete in order to properly resubmit a file(s).

Resubmit File(s)

1 Files   **2** Reviews   **3** Conditions   **4** Resubmit

Files

Application   Supported: .pdf

File	Version	Resubmit Instructions
Transactions by Module_03.30.22_Scanned_v1.pdf	1	Melissa Corrales: Please address markups and review comments

Markups

Text	Added By	Page
Resubmit - Markup testing MC 03.27.24	Melissa Corrales	1

Architectural/Structural Plans   Supported: .pdf

File	Version	Resubmit Instructions
Transactions by Module_03.30.22_v1.pdf	1	Melissa Corrales: Please address markups and review comments

Next

f. You will need to Acknowledge each added correction to be able to move forward to the next step.

Reviews

All reviews in red must be acknowledged before continuing.

Plan Review [Prescreen] ⌃

Submittal Status	Received Date	Due Date	Completed Date
Requires Re-submit	03/27/2024	03/29/2024	03/27/2024

✓ **Prescreen • Requires Re-submit • Corrales Melissa ✉ • Completed : 03/27/2024** ⌃

Due Date	Completed Date
03/29/2024	03/27/2024

Comment

Address markups, corrections and comments - testing

Correction (1)

Correction Type	General	Category	General Correction
Corrective Action	Testing Client Responses		
Comment	Testing Client Responses		

🔵 Acknowledge

g. If Conditions were added as part of your review, you will have an opportunity to review them on the Conditions tab. Click Next once done.

Resubmit File(s)

✓ Files ——— ✓ Reviews ——— ③ Conditions ——— ④ Resubmit

Conditions

General Condition

Description

Testing client comments

Comments

Testing Client Responses

Back   Next

h. On the Resubmit tab, you will be able to select the file from your computer and upload the resubmit file which will come through as a new version since

it pertains to a resubmittal. Only after you have completed this step, the Submit button will become available. Please note that file names that are too long or contain special characters will not be accepted by the online portal.

Resubmit File(s)

i. If your files are saved successfully, you should see a success popup window.

Success

The file upload was submitted successfully.

Close
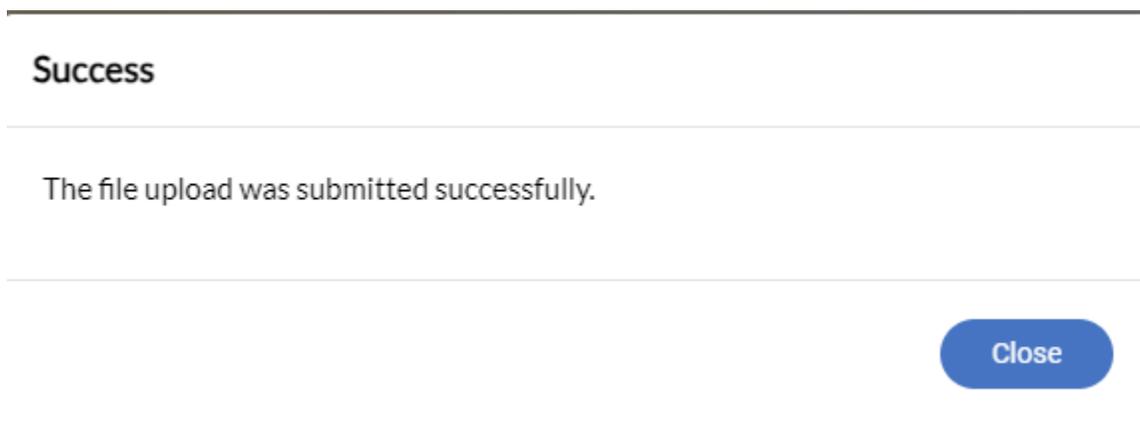
Please note the below restrictions when uploading your files:

1. Independent files with the same names cannot be initially uploaded on the same application. Online file links are not accepted (i.e., FTP sites).

2. Files with Security Features enabled are not allowed.

3. Avoid file names that are too long.

4. File names cannot include the following characters:
   a. < (less than)
   b. > (greater than)
   c. (double quote)
   d. (colon)
   e. / (forward slash)
   f. \ (backlash)
   g. | (vertical bar or pipe)
   h. ? (question mark)
   i. * (asterisk)
   j. , (comma)
   k.- (dash)