

CONNECT LCF

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:

Permit Number	Project	Address	Permit Type	Status	Attention Reason
BLR-2018-00001		14001 Neger Street DR La Canada Flintridge, CA 91011	Building (Residential) - Addition	Attention, Pending	Failed Reviews Resubmit File

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

Permit Number: BLR-2018-00001

- 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](#)

Type:	Building (Residential) - Addition	Applied Date:	10/03/2018
Status:	Submitted	Project Name:	
District:	La Canada Flintridge, CA	Assigned To:	Samaan, Nader
		Valuation:	\$324,400.00
Description:	Addition of 400 Sf	Issue Date:	
		Expire Date:	
		Finalized Date:	

[Locations](#) [Fees](#) [Reviews](#) [Inspections](#) [Attachments 1](#) [Contacts](#) [Sub-Records](#) [Holds](#) [Meetings](#) [More Info](#)






CONNECT LCF

4. There will be a list of all documents submitted for review. Files requiring resubmittal will have a red exclamation mark and a resubmit button.

Attachments | Next Tab | Permit Details | Main Menu

Attachments Sort Needs Action

At least one file needs to be resubmitted.

 Submittals 1713-1403 Superfund Structural-30x42 Version: 1 Resubmit	 Submittals 2018-01-05-1403 Superfund-150-Addition Version: 1 Resubmit	 Submittals 201713-1403 Superfund Phase Check Submittal v1.pdf Version: 1 Resubmit	 Submittals 201801_v1.pdf Version: 1 Resubmit	 Submittals Structural Calc 8.34.18_v1.pdf Version: 1 Resubmit
---	---	---	--	---



5. Markups from the plan checker can be reviewed by clicking the name of the file:

6. Once you have the revised plans, click on Resubmit for each file and upload the new version

7. Resubmittal process is COMPLETE