

How to Resubmit a File - Failed Review Submittal

Citizens may submit electronic plans for review by the City of Paducah using the Online Services Portal (<u>https://onlineportal.paducahky.gov</u>). Once an application has been submitted and plans reviewed, the citizen may be notified by email or by logging into the Portal to review **Failed** or **Approved Reviews**.

- 1. Navigate to the Dashboard and click the **Attention** card. The application displays a list of the cases needing attention in the specific module be listed.
- 2. Click the Failed Reviews link under the Attention Reason column.

My Work

MY PERMITS								
Search						🗵 Export to Excel		
Display Attention (All)	Display Attention (All)							
Permit Number	Project T	Address	T	Permit Type	Status 🔻	State		
BLDC2023-0097		1:	D ST Padu	Commercial Building New Construction	Requires Re-sub	Attention, Recent, Pending (Review Not Approved, Resubm File)		

The application displays the Permit Type, Status, and State of the application.

3. The Online Services Portal displays an alert on the **Attachments** tab. This indicate which electronic file failed and requires resubmission. Click "**Attachments**."

Plan Review			,
Submittal Status	Received Date	Due Date	Completed Date
Requires Re-submit	09/29/2023	10/30/2023	09/29/2023
Building • Requires Re-submit •	• Comp	oleted : 09/29/2023	
Due Date	Completed Date		
10/30/2023	09/29/2023		



- 4. Click "**Markups.**" Remarks made on the document during the review process will present in a message box.
- 5. Click "**Resubmit**" on the blue hyperlinked file(s) that need to be resubmitted. This will download the file that includes the markups.

_	Summary Locations	Fees Reviews 0 Inspections	Attachments O Contacte	Holds More Info	
Markups					×
Text			Added B	y Page	
Testing res	ubmittal email		Emma	Shaw 1	
	U				Close
	Construction Documents	Comcheck	HVAC App	Site Plan	
	115-WOODWARD-ST-Rev #3 Set-2023-09-29 v1.pdf	115-WOODWARD-ST- Certificate of insurance test doc-	115-WOODWARD-ST-HVAC	115-WOODWARD-ST-1 Test Bluebeam eReview File v1-2023-	
	Version: 1 Uploaded: 09/29/2023 Status: Corrections Added		Uploaded: 09/29/2023	Uploaded: 09/29/2023	
	Resubmit Instructions: Emma Shaw:				
	Set-2023-09-29_v1.pdf Version: 1 Status: Corrections Added Resubmit Instructions: Emma Shaw:	Certificate of insurance test doc- Uploaded: 09/29/2023	app testing:2023-09-29_v1.docx Uploaded: 09/29/2023	Bluebeam eKeview File v1-2023- Uploaded: 09/29/2023	

6. Click "Next."

Back to Record					
Resubmit File(s)					
•					
Files		Reviews		Resubmit	
les					
Construction Documents Supported	d: .pdf				
File	Version	Resubmit Instructions			
115-WOODWARD-ST-Rev #3 Set-2023-09- 29_v1.pdf	1	Emma Shaw:			
Markups					
Markups Text			Added By	Page	

7. Toggle on "Acknowledge" and "Next."

Back to Record			
Resubmit File(s)			
		2	3
	Files	Reviews	Resubmit
Poviouro			
Reviews			
All reviews in red must b	be acknowledged before continuing.		
Plan Review			^
Submittal Status	Received Date	Due Date	Completed Date
Requires Re-submit	09/29/2023	10/30/2023	09/29/2023
Ruilding • Pog	uiros Polsubmit e Shaw Emma le Completed (00/20/2022	•
Dua Data	Completed Date	5/12/12025	
10/20/2022	00/20/2022		
10/30/2023	07/27/2023		Acknowledge

Next

Next

8. To Resubmit a file, click "Select File," choose the second version of the file to be resubmitted. You MUST submit the entire ORIGINAL FILE with the corrections. If not, the previously approved items and drawings are overwritten by the system.

9. UPLOAD ALL REVISIONS UNDER YOUR CURRENT APPLICATION AND FILE.

10. Note: The system automatically adds a v2 at the end of the filename.

Back to Record		
lesubmit File(s)		
		3
Files	Reviews	Resubmit
esubmit		
Construction Documents		Cance
Dravious File	New File	Size:
115-WOODWARD-ST-Rev #3 Set-2023-09- 29_v1.pdf	1 Test Bluebeam eReview File v _v2.pdf	34.53 KB
Back		Sub

11. Click "Submit" and then "Close" once you see the successfully submitted screen.

TH He Best Apply for and		Ĥ	Success	Success								
		The file uploa	The file upload was submitted successfully.									
	Dashboard		Service Requests-311	Apply for a NEW Permit or Plan	Help and How-To Guides	My Work	Мар	Pay Invoices	Search Q			
(Back to	o Record											

12. On the Attachments tab, click **"History"** to view the history of the submitted attachments.



Note: If resubmitting more than one document, upload ALL documents prior to clicking Submit. Once the submit button has been clicked, the system should not allow additional submissions. Call the Fire Prevention Division at 270-444-8527 to have this option turned on if you are unable to submit additional documents.



End of How-To Document