

Review Comments and Resubmit Permits or Plans in the Online Portal

- 1. Go to the Online Services Portal at <u>https://onlineportal.paducahky.gov</u>
- 2. Click the "Login or Register" tile located in the first position on the first rows of tiles.

PADUCAH Butte Bast	Make Service Make Service Native Planning	CES PORTAL Requests and Permit Documents	edes Ne Parinoicas SarchQ	
Onii Terre is 27	Welcome t	to Paducah Online	Services	
Logi create yeorfo	Logino Register to an existing account, or new account, Receive help if got your login information.	Apply for period that can be a subset of the second	S Pay Invoice Pay for individual invoices for permits, plans, and code cases. Service Fees do apply.	
s Seard Info Ja	earch Existing Records for existing permits, plans, sections, and code cases, mation is available from muary 2021 to present.	Service Requests-311 Submit requests for services or Information inquiries.	Help and How To Guides Find contract information, helpful audea, and instructions for novigating this portal.	

3. Log into the system utilizing your username and password and click "Log In"

Log In				
* Username				
(Pfermogenee)				
* Password				
Remember Me				
Log In				
Forgot your password? Reset it Forgot your username? Email it Don't have an account yet? Register Here				

4. Click "Dashboard"



- 5. The application that you have items for Review and Resubmittal will determine what you select below.
 - a. My Permits Permits Applied for in the system
 - i. Building Residential
 - ii. Building Commercial
 - iii. Fence
 - 6. Click the **Attention** tile of interest.

My Permits



*Attention-Permits/Plans that require your attention; i.e., resubmittal, failed inspection. *

 Once you have located the Permit/Plan, click "Resubmit File" under the State or use the Display feature to select Resubmit File.
My Work

MYINVOICES	MY PERMITS	MY PLANS	MY EXISTING INSPECTIONS	REQUEST INSPECTIONS		
Search Export to Excel						
Permit Number	Project	Ŧ	Address T	Permit Type	Status 🔻	State
BLDR2023-0051			508 HARAHAN BLVD Padu	Residential Building Accessory Structure	Requires Re-sub	Attention, Pending (Review Not Approve <mark>l</mark> , Resubmit File
						Showing 1 records.

- 8. There are different options for the Permits/Plan in the system.
 - **a.** To download a copy of the plans with Staff comments, click the **blue hyperlink text**, as highlighted by the **red square**
 - **b.** To resubmit files, click **Resubmit** button, highlighted by the **orange square.**
 - **c.** If there are previous versions of the document, click on the **History** button, as highlighted by the **purple square**

ermit Number: EN0517-0	012						
A hold currently exists or	n this permit.						
ermit Details Tab Elements M	lain Menu						
Type: Er	ngineering	Status:	Expired		Project N	Name:	v
Summary Locations	Fees Reviews Inspections	Attachments	Contacts	Sub-Records	Holds 0	Meetings	More Info
ttachments Next Tab Permit I ttachments	Details Main Menu					Sor	t Norda Action
At least one file needs to be re	submitted.						- Needs Adrion
°	L						
Engineering Plans	Engineering Plans						
This is for the problem_v3.pdf Version: 3	This is an Example Document_v3.pdf Version: 3						
Status: Corrections Added	Status: Corrections Added						

3

9. 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.**

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

11. NOTE: The system automatically adds a v2 at the end of the filename.

Back to Record					
Resubmit File(s)					
				3	
	Files	Reviews		Resubmit	
Resubmit					
Construction Docum	nents				Cancel
Previous File		New File	Size:		
115-WOODWARD-	ST-Rev #3 Set-2023-09-	1 Test Bluebeam eReview File v1_v2.pdf	34.53 KB		
2721200					
Back					Submit

12. Click "Submit."



13. On the Attachments tab, view the History of the submitted attachments by clicking History.



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

≪ BLDC2023-0097 × +			
← → C ☆ 🔒 paducahkytrain-energovweb.tyle	rhost.net/apps/SelfService#/permit/cad5c03e-		
📙 Imported 👔 Technology - Share 📢 Bluebeam Studio /	A 🐤 Bluebeam Admin P 🔇 PKY - Work Ore	der S 🎢 Department of Info 🤹 Prod - Tyler Hub 🤹 Train - Tyler Hub 🤹 Test	Tyler Hub 🛭 🚯 My Cases - Online S 🠇 Munis Support Tyl 🥳 Log in - Cloud Admir
	Attachments Next Tab Permit Details	Main Menu	
	Attachments	Submit Confirmation	Sort Needs Action ~
		Are you sure you're ready to submit these files for review? Doing so will d ability to upload files for this session.	sable the
	Construction Documents	Cancel	e Plan Ok
	Rev #3 Set_v1.pdf	Bluebeam eReview File v1-2023- Plan-2023-09-29_v1.pdf B	VARD-ST-2 Test uebeam eReview File v2-2023-
	Size: 1.31 MB	Uploaded: 09/29/2023 Uploaded: 09/29/2023	Uploaded: 09/29/2023
	Remove	History	History
	Select Type 🗸		
	Add Attachment		
	+		
	Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, text/plain, .dwg, .zip, .csv, .rtf,		
			Submit
Contact Lis - Convright © 2022 City of Paducah			