Building Division – Permit Center
Resubmitting PDF Documents For Plan Check

Process for Resubmitting Documents

The Permit Center is where all building plan check takes place for a project. Submitting PDF plans for the first plan check submittal is straight forward as the PDF plans are uploaded with the initial application. Resubmitting plans for additional plan checks is a different process, so below are the steps for how to resubmit PDFs <u>after the 1st plan check</u> or <u>after the initial application has been accepted</u>.

After logging into your customer account at https://fountainvalley.cts.city, there are 3 steps for resubmitting PDF documents to your project in your account.
1. Click the Projects link on the left side of the web page.
2. Click on the appropriate address for the project you would like to resubmit plans for.
3. Click on the blue Request Plan Check button in the Plan Checks area to open a window to facilitate finding PDF plans on your computer or dragging and dropping PDF files onto the window.

Please note the following scenarios when PDF plans <u>cannot</u> be uploaded to your account:
1. When the overall Permit Status is set to: ■ HOLD   ✓ FINALED   ⊘ EXPIRED
2. When the individual Plan Check status for a submittal is set to: ⊘ IN PROGRESS