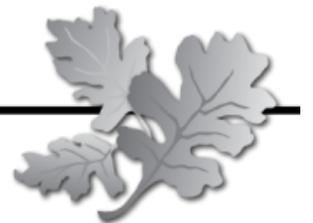


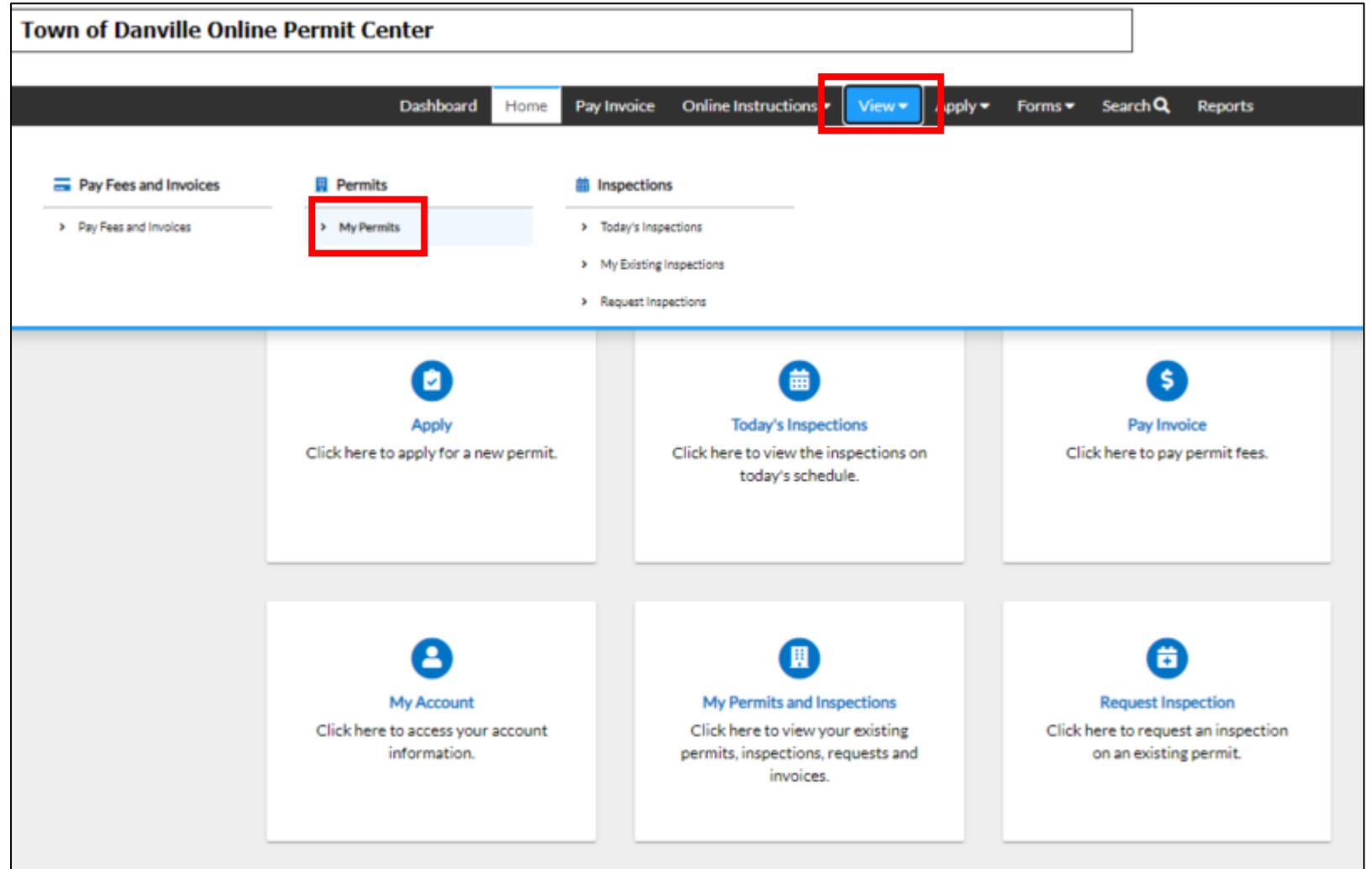
# Online Permit Center

*How to Resubmit in Response to Plan Review  
Comments*



# Resubmit in Response to Plan Review Comments

- If your project has Plan Review/Check comments you will be notified via Email by the Town.
- To resubmit, please log into your account on the [Online Permit Center](#).
- Go to “View” tab and under Permits, click on “My Permits”.



The screenshot shows the Town of Danville Online Permit Center dashboard. The navigation bar includes 'Dashboard', 'Home', 'Pay Invoice', 'Online Instructions', 'View', 'Apply', 'Forms', 'Search', and 'Reports'. The 'View' dropdown menu is highlighted with a red box. Below the navigation bar, there are three main sections: 'Pay Fees and Invoices', 'Permits', and 'Inspections'. Under the 'Permits' section, the 'My Permits' option is highlighted with a red box. The dashboard also features six large action buttons: 'Apply', 'Today's Inspections', 'Pay Invoice', 'My Account', 'My Permits and Inspections', and 'Request Inspection', each with a brief description of the action.



# Resubmit in Response to Plan Review Comments

- Under “Permit Number”, click on your permit number for the desired project.

Town of Danville Online Permit Center

Dashboard Home Pay Invoice Online Instructions View Apply Forms Search Reports

My Permits    Exact Match

Display All Select Case Type   Sort Permit Number

Permit Number	Project	Address	Permit Type	Status	Attention Reason
<a href="#">M20-024531</a>		510 LA GONDA WAY DANVILLE, CA	Residential Energy Storage System and Backup Generators	Attention, Recent, Pending	<a href="#">Failed Reviews</a>
<a href="#">PR20-000035</a>		510 LA GONDA WAY DANVILLE, CA	All Other Permit Types (Building, Planning, Grading, Etc)	Attention, Recent, Pending	Fail On Hold <a href="#">Failed Reviews</a>

Results per page 10 1-2 of 2 << < 1 > >>



# Resubmit in Response to Plan Review Comments

- Click on “Attachments”.

Town of Danville Online Permit Center

Dashboard Home Pay Invoice Online Instructions View Apply Forms Search Reports

Permit Number: M20-024531

- Internet Explorer 11 is required to use the eReviews portal.

Permit Details | Tab Elements | Main Menu

Type: Residential Energy Storage System and Backup Generators Status: Received - CAP

Summary Locations Fees Reviews Inspections eReviews **Attachments** Contacts Sub-Records Holds Meetings

More Info

Progress 0% Completed

Workflow Miscellaneous Permit Review - Failed : 06/03/2020

Available Actions



# Resubmit in Response to Plan Review Comments

- Please check you have the following before resubmitting:
  - All comments are addressed
  - Clouded and delta all revisions
  - Obtained [Response Letter\(s\)](#) from designers, Architect, and/or Engineer
  - Set of plans include all sheets. Not just the revised sheets

*(Please note this example is for an Energy Storage System, which does not have as many supporting documents as other projects would.)*

The screenshot displays a software interface for managing attachments. At the top, there is a navigation bar with tabs for Summary, Locations, Fees, Reviews (with a red notification icon), Inspections, eReviews, Attachments (highlighted with a blue border), Contacts, Sub-Records, Holds, and Meetings. Below the navigation bar, there are links for Attachments, Next Tab, Permit Details, and Main Menu. The main content area is titled 'Attachments' and features a 'Sort' dropdown menu set to 'Needs Action'. On the left, an existing attachment is shown with a PDF icon, the filename '510 La Gonda Way\_Plans.pdf', the upload date '06/03/2020', and the notes 'Plans and Cutsheets/Specifications'. To the right of this attachment is a blue 'Add Attachment' button, which is highlighted with a red border. The button contains a white plus sign and the text 'Supported: pdf'. At the bottom right of the interface is a blue 'Submit' button.



# Resubmit in Response to Plan Review Comments

- Please name documents so it is clear which files are a Resubmittal.

Example:

“510 La Gonda Way\_**ResubPC1\_Response Letter**.pdf”

- Click submit



# Resubmit in Response to Plan Review Comments

- This message will appear when you click submit, which notifies the Town you have resubmitted.

The screenshot shows a web application interface with a navigation bar at the top containing tabs for Summary, Locations, Fees, Reviews (with a red notification icon), Inspections, eReviews, Attachments (highlighted in blue), Contacts, Sub-Records, Holds, and Meetings. Below the navigation bar, there are breadcrumb links: Attachments | Next Tab | Permit Details | Main Menu. The main content area is titled 'Attachments' and includes a 'Sort' dropdown menu set to 'Needs Action'. A green notification banner at the top of the content area displays a checkmark and the text: 'The file upload was submitted successfully.' Below this, there is a list of four attachments, each represented by a red PDF icon, the word 'Attachment', the filename, the upload date (06/03/2020), and a note. The first attachment is '510 La Gonda Way\_Plans.pdf' with the note 'Plans and Cutsheets/Specifications'. The second, third, and fourth attachments are '510 La Gonda Way\_ResubPC1\_Response', '510 La Gonda Way\_ResubPC1\_Supporting', and '510 La Gonda Way\_Plans\_ResubPC1.pdf' respectively, all with the note 'Other'. A red rectangular box highlights these three resubmitted files, with the text 'Resubmitted Files' written in red across them. To the right of the attachment list is a blue 'Add Attachment' button with a plus sign and the text 'Supported: pdf'. At the bottom right of the interface is a blue 'Submit' button. A red arrow points from the text in the left-hand list to the notification banner.

Attachment	Attachment	Attachment	Attachment
510 La Gonda Way_Plans.pdf	510 La Gonda Way_ResubPC1_Response	510 La Gonda Way_ResubPC1_Supporting	510 La Gonda Way_Plans_ResubPC1.pdf
Uploaded: 06/03/2020	Uploaded: 06/03/2020	Uploaded: 06/03/2020	Uploaded: 06/03/2020
Notes: Plans and Cutsheets/Specifications	Notes: Other	Notes: Other	Notes: Plans and Cutsheets/Specifications



# Resubmit in Response to Plan Review Comments

- If you have any questions/concerns, please email [Building@Danville.ca.gov](mailto:Building@Danville.ca.gov) or email the **Plan Reviewer for your project** using the provided contact on your Plan Review Comment Letter.
- To ensure your email is forwarded to the appropriate personnel, please label email: “*Permit #: Project Address – Plan Review Resub Question*”.  
For example: “M20-024351: 510 La Gonda- Plan Review Resub Question”

