

Revisions Required

Step 1: An email notification is sent indicating that Revisions are Required. Log into the ACA Portal, search on the permit number and click on the [blue arrow](#) next to Record Info, select Attachments and look for a Comment Letter.pdf and a separate .pdf of the submitted plans that has a Document Status of “Returned for Revision”. The applicant (or anyone associated with the record) should download these documents for reference in order to make the changes/corrections to the original submission.

Record 2023-00003: [Add to collection](#)

Residential Addition-Alteration Permit
Record Status: Revisions Required
Expiration Date: 01/31/2023

Record Info ▾ Payments ▾

- Record Details
- Processing Status
- Related Records
- Attachments
- Inspections

is 400 MB.
ommended.

	Record ID	Type	Document Status	Size	Latest Update	Status Date	Upload Date	Action
Comment Letter.pdf	2023-00003	Correction Letter	Uploaded	106.11 KB	04/24/2023	04/24/2023	04/24/2023	Actions ▾
Plans20230424100134[4].pdf	2023-00003	Plans	Returned for Revision	876.53 KB	04/24/2023	04/24/2023	04/24/2023	Resubmit Actions ▾
Plans.pdf	2023-00003	Plans	Review Complete	1.38 MB	04/24/2023	04/24/2023	01/30/2023	Actions ▾

[Add](#)

Step 2: After plans have been corrected (addressing all comments and concerns) the applicant should log into the ACA Portal, search for the permit number and click on the **blue arrow** next to Record Info, Select Attachments and then Click on the blue **Resubmit** button to upload revised plans for review.

PLEASE NOTE: When resubmitting building plans, the file must be in a PDF format and be uploaded as **ONE** document that includes the exact number of pages or more as the original submittal and any additional pages should be at the end of the submittal and not mixed within. If the number of pages is less than the original submittal, the system will reject the file. Do not upload as individual pages.

All revisions must be uploaded by using the Resubmit link.

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Comment Letter.pdf	Correction Letter	Uploaded	106.11 KB	04/24/2023	04/24/2023	04/24/2023	Actions ▾
Plans20230424100134[4].pdf	Plans	Returned for Revision	876.53 KB	04/24/2023	04/24/2023	04/24/2023	Resubmit Actions ▾
Plans.pdf	Plans	Review Complete	1.38 MB	04/24/2023	04/24/2023	01/30/2023	Actions ▾

You will be prompted to select a file from your device to upload as the revised submission. Click open on the file you are uploading and select the same Document Type as the one that was Returned for Revision and click on Save.

Name	Record ID	Type	Document Status	Size	Latest Update	Status Date	Upload Date	Action
Comment Letter.pdf	2023-00003	Correction Letter	Uploaded	106.11 KB	04/24/2023	04/24/2023	04/24/2023	Actions ▼
Plans20230424100134[4].pdf	2023-00003	Plans	Returned for Revision	876.53 KB	04/24/2023	04/24/2023	04/24/2023	Resubmit Actions ▼
Plans.pdf	2023-00003	Plans	Review Complete	1.38 MB	04/24/2023	04/24/2023	01/30/2023	Actions ▼

* Type: File: Remove

100%

A green banner should show up on your screen indicating that your attachment has been successfully uploaded.

The attachment(s) has/have been successfully uploaded.
It may take a few minutes before changes are reflected.

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Once the revisions have been successfully submitted, a permit technician will review and re-route the permit for review to the reviewing agency that is requiring the revisions.