



Building and Safety – 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 after the 1st plan check or after the initial application has been accepted.

After logging into your customer account at <https://duarte.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 cannot 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

The screenshot illustrates the CityTech Solutions web application interface. It is divided into two parts showing the navigation steps:

Top Screenshot: Shows the 'Projects' page. A red arrow points to the 'Projects' link in the left sidebar. Another red arrow points to the project entry for '10852 Pine Street' in the main content area. A red text overlay reads: "To upload revised plans: 1. Click on the Projects pages" and "2. Click on the project you want to interact with".

Bottom Screenshot: Shows the detailed view for the '10852 Pine Street' project (Permit #2020-123). A red arrow points to the 'Request Plan Check' button in the 'Plan Checks' section. A red text overlay reads: "3. Click Request Plan Check to upload files and resubmit." The 'Request Plan Check' button is highlighted in blue.

The interface includes a sidebar with 'Applications', 'Projects', 'My Account', and 'Logout'. The main content area displays project details such as 'Permit number 2020-362', 'Date applied Nov 20, 2020', 'Application Number 1205', 'Status PLAN CHECK', 'Owner CHARLES ABBOTT', and 'Applicant ABC CONSTRUCTION'. A 'Download PDF' button is also visible.