



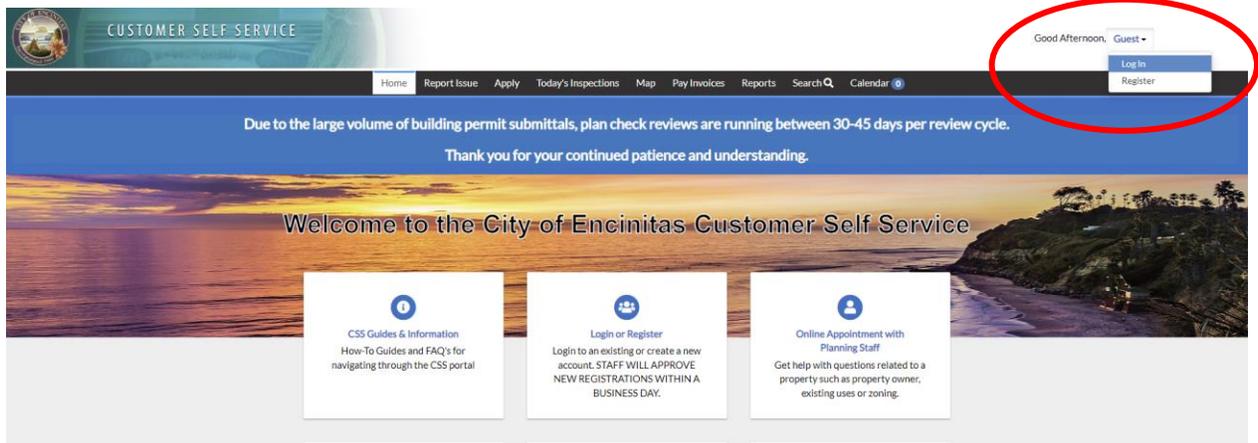
City of Encinitas

Development Services Department

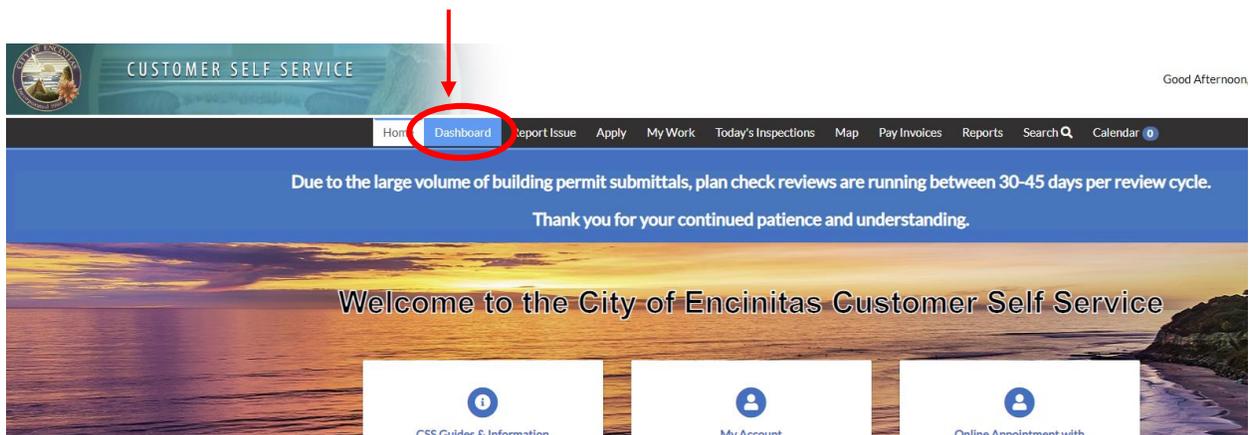
505 S. Vulcan Avenue, Encinitas, California 92024-3633

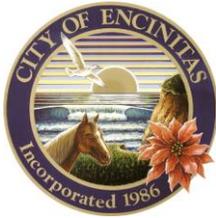
HOW TO RESUBMIT YOUR FILES AFTER A FAILED REVIEW

1. Log in to your CSS account.



2. Click on 'Dashboard' on the menu bar.





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Development Services Department

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3. Click on 'View My Permits' under the 'My Permits' category.

CUSTOMER SELF SERVICE

Home Dashboard Report Issue Apply M

Due to the large volume of building permit submissions, we are experiencing a delay in processing your permit. Thank you for your patience.

My Permits

Attention 0

Pending 0

[View My Permits](#)

My Plans

Attention Pending

4. Click on the 'Resubmit File' button.

Good Aft

Home Dashboard Report Issue Apply My Work Today's Inspections Map Pay Invoices Reports Search Calendar 1

My Work

MY PERMITS

Search... Export to Excel

Display All Records Updated In Last 1 Year

Permit Number	Project	Address	Permit Type	Status	State
BLDR-2022			Addition Residential	Under Review	Attention, Pending (Review Not Approved, Resubmit File)



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5. Click on the 'Attachments' button in the row of buttons.

6. Find the attachments that need to be resubmitted and click on the blue 'Resubmit' button.



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- You can respond by click on the 'Respond' button next to each comment. You will then click the blue 'Next' button in the bottom right.

Files

Corrections List - Revisions/Resubmittals Supported: .pdf

File	Version
Planning comment response	1

Plans - Building Supported: .pdf

File	Version	Resubmit Instructions
Plans	2	Christina Olson

Markups

Text	Added By	Page
Please provide height from lowest of grade	FMorfinMartinez	18
Please provide height from lowest of grade.	FMorfinMartinez	18
13D	kgaffrey	1
With fire sprinklers required, add a note: SDWD to upsize to dual meter per WAS WS-09 at Owners expense.	Christina Olson	9
13D	kgaffrey	1
Please label this in legend. Unclear item	FMorfinMartinez	7

Respond buttons are circled in red, and a 'Next' button is also circled in red at the bottom right.

- You will need to acknowledge the failed review to move on to the submittal step. Click the blue 'Next' button in the bottom right to move on.

All reviews in red must be acknowledged before continuing.

Building New Construction Submittal

Submitted Status Received Date Due Date Completed Date

Rejected

San Diego Water District Review • Fail • Olson Christina • Completed :

Due Date Completed Date

Comment
See SDWD corrections and markups

Correction (1)

Correction Type	San Diego Water District
SDWD-01 - SDWD General	Corrected
SDWD-01 With fire sprinklers required, on the Site Plan, (sheet A1.01) add a note: SDWD to upsize to dual meter per WAS WS-09 at Owners expense.	

Acknowledge

Planning Review - Building Permit • Fail • Martinez Felipe • Completed :

Due Date Completed Date

Comment
Please see planning comments in attachments section

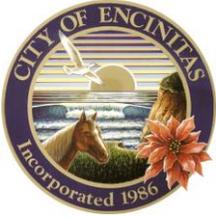
Acknowledge

Fire Prevention Review • Pass • Gaffrey Kelly • Completed :

Engineering Review - Building Permit • Pass • Simon Angela • Completed :

Building Review - Trade and Building • Pass • Hjalmarson Sandy • Completed :

Next



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- Click the 'Select File' button on each document to submit for that item. You will find the file on your computer and upload it.

[Back to Record](#)

Resubmit File(s)

Files Reviews Resubmit

Resubmit

Corrections List - Revisions/Resubmittals		Supported: .pdf	Select File
File	Version		
Planning comment response_FXS_v1.pdf	1		

Plans - Building		Supported: .pdf	Select File
File	Version	Resubmit Instructions	
Plans	2	Christina Olson:	

Include additional new file?

[Back](#) [Submit](#)

- Once you have added your files, you will be able to click the 'Submit' button.

[Back to Record](#)

Resubmit File(s)

Files Reviews Resubmit

Resubmit

Corrections List - Revisions/Resubmittals			Cancel
Previous File	New File	Size:	
Planning comment response_FXS_v1.pdf	CSS How to Apply for a Permit in CSS_v2.pdf	5.16 MB	

Plans - Building			Cancel
Previous File	New File	Size:	
Plans	CSS How To Check The Status of Your Permit.pdf	355.68 KB	

Include additional new file?

[Back](#) [Submit](#)