

# ONLINE RESUBMITTAL

# STEP 1

Civic Site – [www.newportbeachca.gov/civic](http://www.newportbeachca.gov/civic)

Permit Number: PC2023-1888

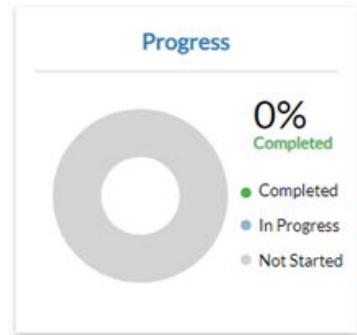
[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type:	Single Family / Duplex Plan Check	Status:	Applied	Project Name:	
IVR Number:	344880	Applied Date:	08/04/2023	Issue Date:	
District:		Assigned To:		Expire Date:	
Finalized Date:					
Description:	test				



To resubmit plans, navigate to the **Summary Tab** under the plan check record page.

- Summary**
- Locations
- Fees
- Reviews 1
- Attachments 1
- Contacts
- Sub-Records
- More Info



Fees

- Workflow**
- 1 Department Plan Check - Not Passed : 08/04/2023
  - 150 Letter Sent
  - 181 Letter Sent
  - Permit Issuance Acknowledgement Document
  - Department Plan Check

**Available Actions**

- 1 Resubmit File  
1014 White Sails Way Plans.pdf  
Next Version: 2

**Resubmit**



Select **Resubmit** under the **Available Actions**.

# ONLINE RESUBMITTAL- FILES

# STEP 2

Civic Site – [www.newportbeachca.gov/civic](http://www.newportbeachca.gov/civic)

## Resubmit File(s)

1

Files

2

Reviews

3

Resubmit

1

**Files** show the files required for resubmittal and lists all the red marks made by the reviewers on the plans.

### Files

File	Version	Resubmit Instructions
 1014 White Sails Way Plans_v1.pdf	1	Melissa Kubischta:
Markups		
Text	Added By	Page
Test Test Test	mkubischta	1
Test Test Test	mkubischta	1
Test Test Test	mkubischta	1
Test Test Test	mkubischta	1
Test Test Test	mkubischta	1

2

**NOTE:** It is not mandatory to respond to the individual markups.

3

Next

To continue, scroll to the bottom of the page and select “**NEXT**”

# ONLINE RESUBMITTAL - REVIEWS

# STEP 3

Civic Site – [www.newportbeachca.gov/civic](http://www.newportbeachca.gov/civic)

Dashboard Home Apply My Work Today's Inspections - Service Window Map Fee Estimator Pay Invoices Search Calendar

Back to Record

Resubmit File(s)

Files Reviews Resubmit

1

Reviews

All reviews in red must be acknowledged before continuing.

Submittal Status	Received Date	Due Date	Completed Date
Corrections Required	08/04/2023	08/25/2023	08/04/2023

2

3

3

Back Next

All Department/Division Plan Checks and their current status will be shown here.

Acknowledge the review status by toggling the "Acknowledge" switch.

Click **NEXT** to move forward.

# ONLINE RESUBMITTAL

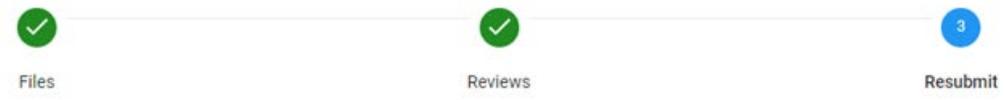
# STEP 4

Civic Site – [www.newportbeachca.gov/civic](http://www.newportbeachca.gov/civic)



[← Back to Record](#)

## Resubmit File(s)



## Resubmit

File	Version	Resubmit Instructions
1014 White Sails Way Plans_v1.pdf	1	Melissa Kubischta:

Select File

Include additional new file?

Back

Submit

Upload new versions of files you've already submitted by selecting the **"Select File"** next to each file under resubmit.

To upload new documents (i.e., correction list responses, additional calculation files, supporting data sheets) toggle the **"Include additional new file?"** switch.



# ONLINE RESUBMITTAL

# STEP 5

Civic Site – [www.newportbeachca.gov/civic](http://www.newportbeachca.gov/civic)

Resubmit File(s)

Files ✓      Reviews ✓      Resubmit 3

Resubmit

Building Plans (Including Sub-trades) Cancel

Previous File	New File	Size:
<a href="#">1014 White Sails Way Plans_v1.pdf</a>	1014 White Sails Way Plans_v2.pdf	5.37 MB

Correction List Responses  
Correction Responses.pdf  
Size: 349.13 KB  
Remove

Select Type

**1** Select file type

**2** Click on the Plus “+” Sign to upload new files.

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, text/plain, .dwg, .zip, .csv, .rtf, ...

Include additional new file?

Back Submit **3**

Once files and attachments have been uploaded click on “Submit” to complete the resubmittal process. 🎉