

Resubmit Plans Instructions



City of Omaha

Open the Permit

- Click on the *Permits* tab
- Select the permit by clicking the permit number link

Home **Permits** Licenses Fire Enforcement Public Works

 Create an Application  Search Applications  Schedule an Inspection

Permits

Showing 1-10 of 11 | [Download results](#) | [Add to collection](#) | [Add to cart](#) | [Copy Record](#)

<input type="checkbox"/>	Date	Permits Number	Permits Type	Address	Status	Description	Action	Short Notes
<input type="checkbox"/>	03/21/2018	BLD-18-02173	Plans Required - COMMERCIAL NEW BUILDING (TESTING ONLY)	1819 FARNAM ST, OMAHA NE 68102	Final Planning Review Pending	**COMM/RES ONLINE PERMITS TRAINING**	Pay Fees Due	**COMM/RES ONLINE PERMITS TRAINING**

Opening Documents Section

- Once the permit opens, click on *Record Info*
- This will open the drop-down, click on *Attachments*

Home **Permits** Licenses Fire Enforcement Public Works

Create an Application Search Applications Schedule an Inspection

Permits BLD-18-02173: Add to cart
Add to collection

Plans Required - COMMERCIAL NEW BUILDING (TESTING ONLY) Like 0 Tweet

Record Status: Final Planning Review Pending

Record Info ▼ Payments ▼ Custom Component

- Permits Details
- Processing Status
- Related Permits
- Attachments**
- Inspections

Permits Details

Resubmitting

- Click *Resubmit*

Attachments

Plans that have been placed on hold should be corrected and uploaded as a full set using the method described [here](#). Please use the resubmit button under the actions triangle when corrections to plans have been made and you are ready for another review.

Resubmitted plans after being placed on hold should be named with REVISED at the end of the address.

1819FARNAMSTREVISED

REQUIRED DOCUMENTS AND FORMS DOWNLOAD

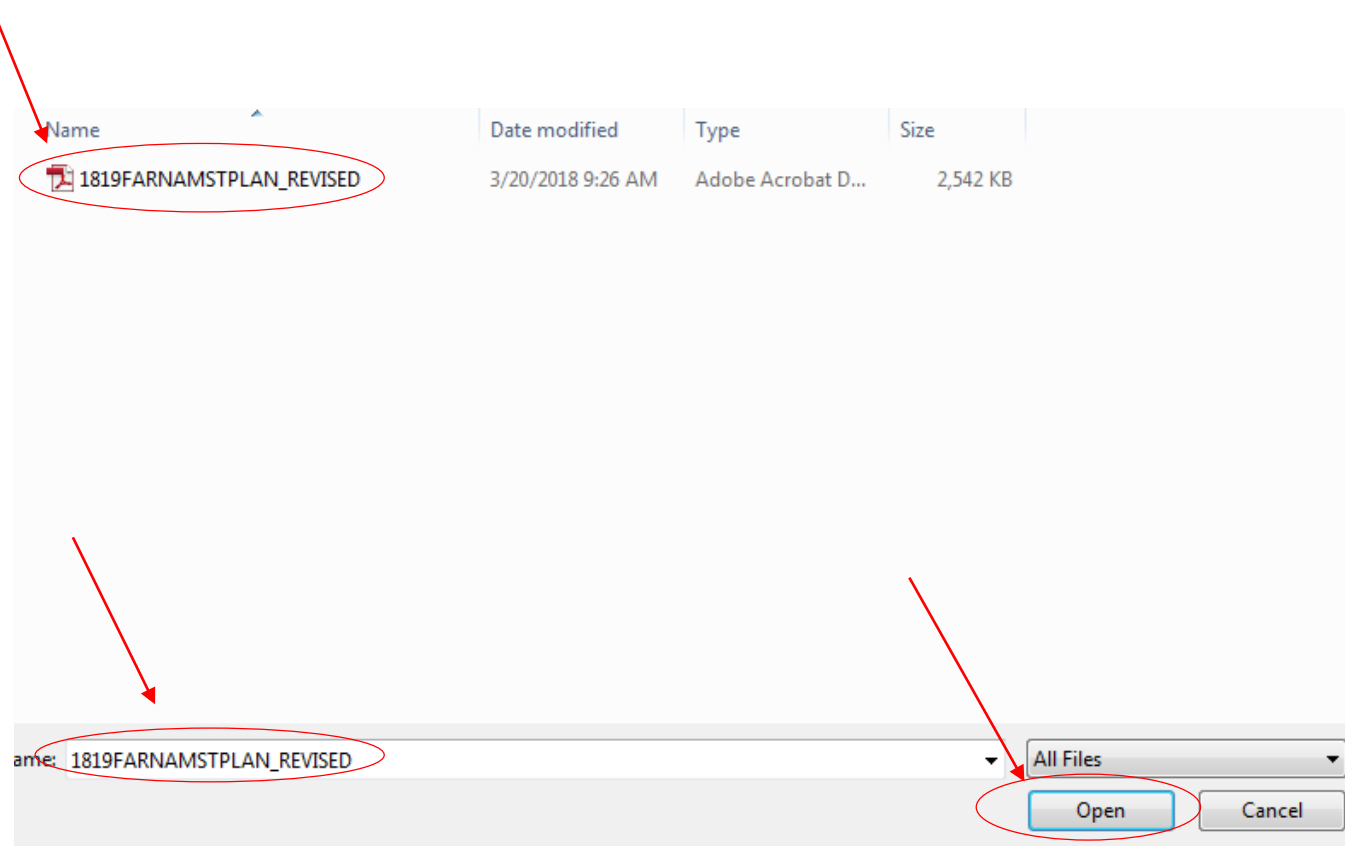
During the Permit Application Process those parties not uploading plans or documents using the instructions located in the section(s) above risk having your application rejected and having to resubmit corrected documents.

All documents for each individual permit have to be submitted as one PDF containing all required sections.

The maximum file size allowed is 195 MB.
html;htm;mht;mhtml are disallowed file types to upload.

Name	Action	Type	Document Status	Upload Date	Review Status
BLD-18-02173 Corrections - All Depts - All Submittals.pdf	Actions ▼	Commercial Plans	Uploaded	03/21/2018	
1819FARNAMSTPLAN.pdf	Actions ▼	Commercial Plans	Routed for Review	03/21/2018	Plans on hold Plans on hold Plans on hold Plans on Hold
1819FARNAMSTPLAN20180321144951[2].pdf	Resubmit Actions ▼	Commercial Plans	Uploaded	03/21/2018	

Resubmitting cont.



- Select the revised document
- Make sure that the file is the same as the original marked as #####STREETPLAN_REVISED
- Click *Open*

Resubmitting cont.

* Document Type:

Commercial Plans

File:

1819FARNAMSTPLAN_REVISED.pdf

100%

Document Description:

Example: Site Plan for Garage

[spell check](#)

 Save Documents

Add Documents

Remove Documents

- Verify *Document Type* is *Commercial Plans*
- Click *Save Documents*