

# How to apply for a Resubmittal

Logon to your online portal,

Then Click on:

1. MyWork Tab,
2. My Building Permits,
3. Permit Number you are working on.

The screenshot shows the City of Petaluma MyWork portal. The user is logged in as Jennifer Williams. The 'My Work' tab is selected, and the 'MY BUILDING PERMITS' sub-tab is active. A table lists various permits, with the first one, BLDR-2023-0399, highlighted by a blue arrow. The table has columns for Permit Number, Project, Address, Permit Type, Status, and State. The status for BLDR-2023-0399 is 'In Review'.

Permit Number	Project	Address	Permit Type	Status	State
BLDR-2023-0399		7 Brandy Ct Petaluma, CA 9...	Residential Alteration, Remodel, Repair	In Review	Attention (Review Not Approved, Resubmit File)
BLDR-2023-0399		3900 Cypress Dr Petaluma, CA...	Commercial - Tenant Improvement	In Review	Attention, Pending (On Hold, Resubmit File)
BLDR-2023-0399		609 Paula Ln Petaluma, CA...	Residential Alteration, Remodel, Repair	Fees Due	Attention, Recent, Pending (On Hold, Unpaid Fees, Review Not Approved, Resubmit File)
PD-2023-006		11 English St Petaluma, CA...	Film	Submitted	Recent, Pending
BLDR-2023-0514		11 English St Petaluma, CA...	Residential Re-roof	Void	Recent
BLSC-2023-0007		11 English St Petaluma, CA...	Commercial Solar	Void	Recent
BLDC-2023-0054		11 English St Petaluma, CA...	Commercial Building - New Construction	In Review	Attention, Recent, Pending (Review Not Approved)
SLRAPP-2023-0000		11 English St Petaluma, CA...	SolarAPP+	In Review	Pending

Click on the Attachments tab in the middle of the page.

The screenshot shows the City of Petaluma MyWork portal with the 'Attachments' tab selected for permit BLDR-2023-0399. The permit details are displayed, including Type, Status, Project Name, Applied Date, Issue Date, District, Assigned To, Expire Date, Square Feet, Valuation, and Finalized Date. A blue arrow points to the 'Attachments' tab. Below the details, a message states 'At least one file needs to be resubmitted.' and there are four red icons representing attachments.

Permit Number: BLDR-2023-0399

Permit Details | Tab Elements | Main Menu

Type:	Status:	Project Name:
Residential Alteration, Remodel, Repair	In Review	

Applied Date:	Issue Date:
06/10/2023	

District:	Assigned To:	Expire Date:
Petaluma		04/07/2025

Square Feet:	Valuation:	Finalized Date:
4,164.00	\$200,000.00	

Description: Replace 1-story part of mixed 1/2-story dwelling with new 2-story addition - kitchen, living room, dining area & family room on 1st floor. Master suite, additional bedroom w/bath & laundry on 2nd floor. Upgrade MPU with 200amp, replace water heater, replace HVAC with mini split A/C heat pump system. Replace (e) entry porch & steps with new. Replace all windows.

Summary | Locations | **Attachments** | Contacts | Sub-Records | More Info

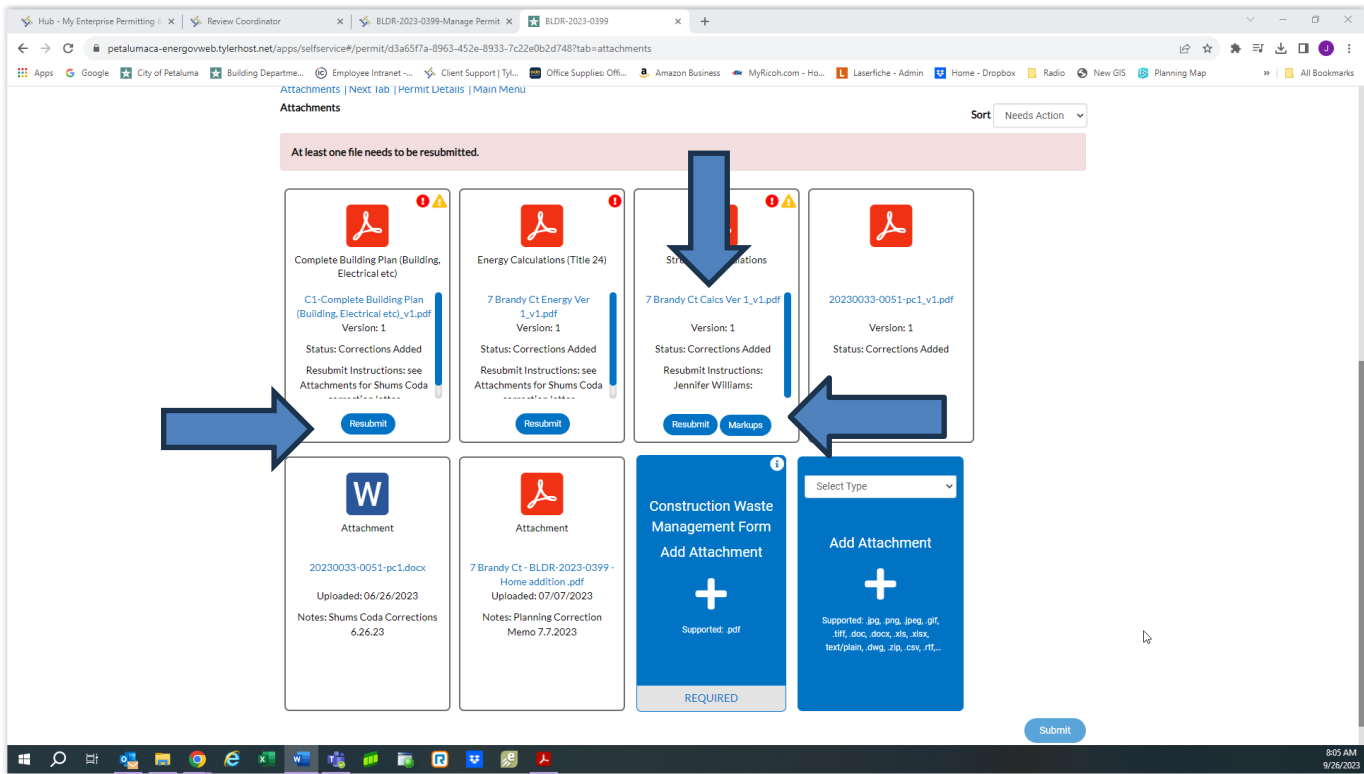
Attachments | Next Tab | Permit Details | Main Menu

Attachments

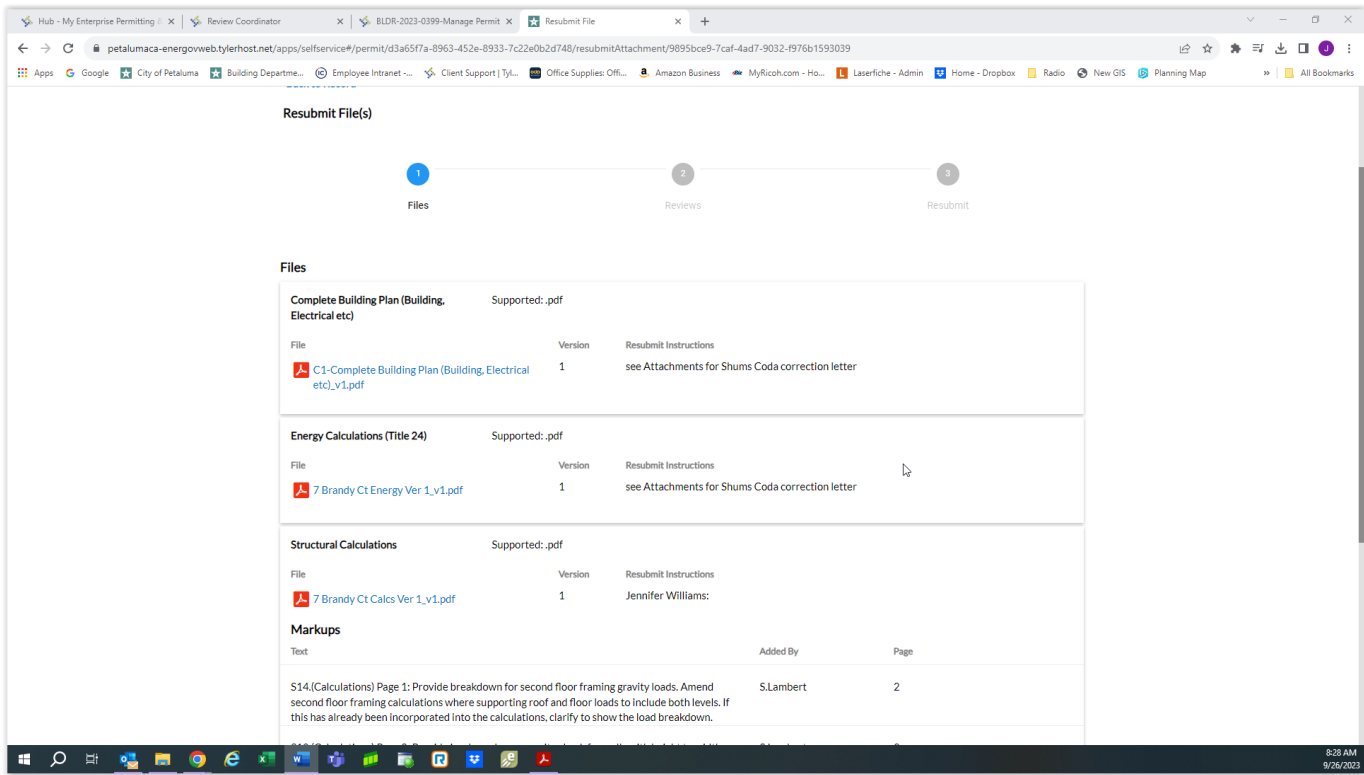
Sort: Needs Action

At least one file needs to be resubmitted.

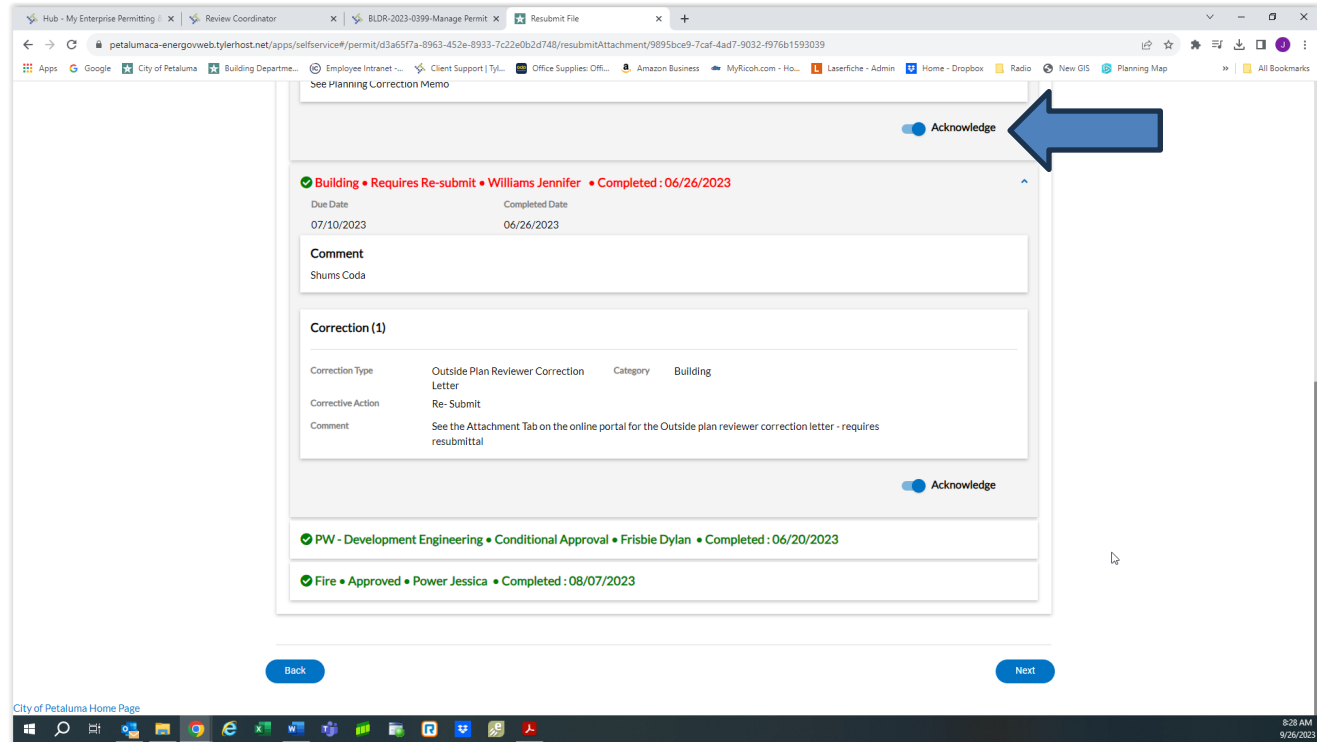
Scroll down until you see the boxes shown below. There will be a “Resubmit” tab for the documents that need to be resubmitted. You will also see a Markups tab if the documents/plans have been redlined. You can click on the Markups tab to see the written description of the corrections; or click on the blue hyperlink to see the red markups on the documents/plans.



Click on the Resubmit button in one of the boxes, it will take you to the files page, shown below (just an overview). Choose the NEXT button in the bottom right-hand corner,

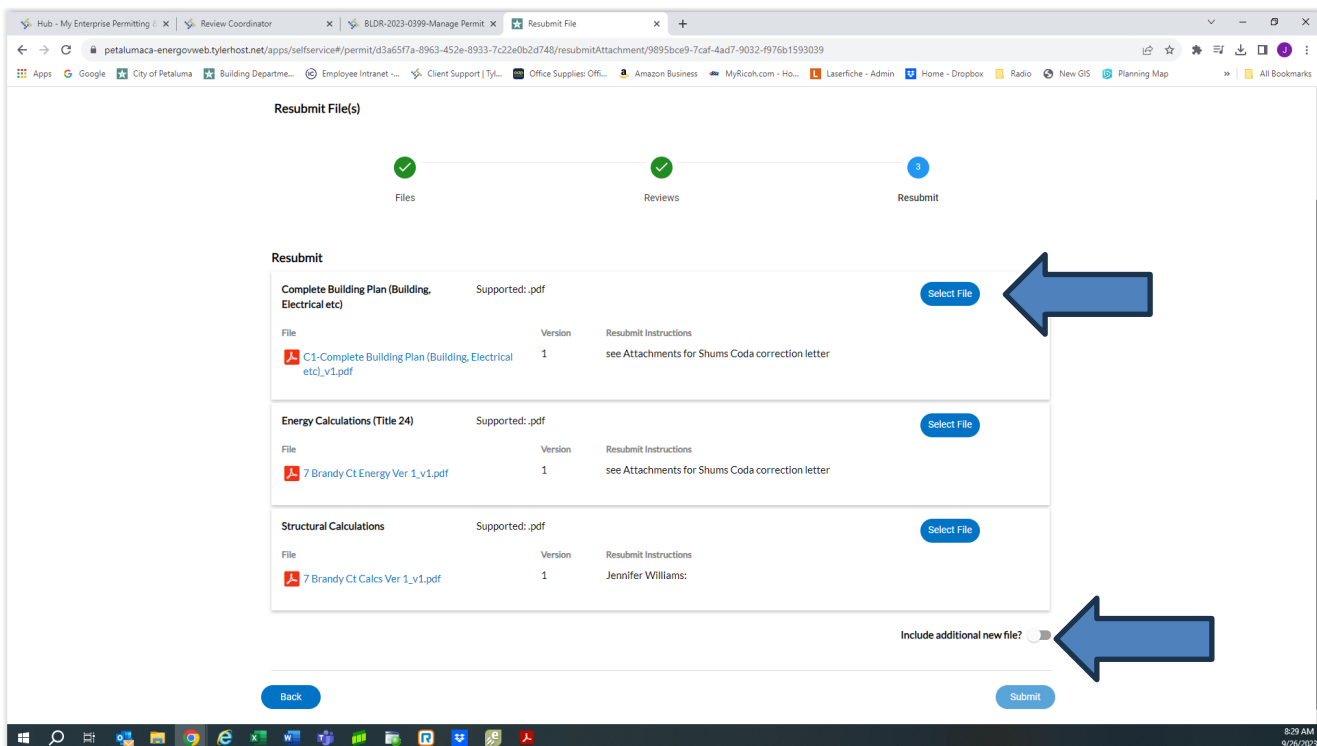


This is the Reviews page, where you will “Acknowledge” the corrections, by toggling next to the word “Acknowledge” wherever it is shown on the page – you will do this for each department that reviewed the permit. **SOMETIMES THE ACKNOWLEDGE PAGE WILL NOT APPEAR. THIS IS OK!** Click “Next”



**This is the Resubmit Files screen -**

- Click on the “Select File” button and upload the **REVISED** files, **PLEASE MAKE SURE TO UPLOAD THE CORRECT FILE TO THE CORRECT FILE NAME.** If that does not happen, the files won’t be overlaid correctly and create confusion on the processing end.
- Continue to choose “Select File” until all the required resubmittals have been uploaded.
- If you have any new documents that need to be uploaded, please click on the toggle next to the “Include Additional New File” tab at the bottom right of the screen.



After selecting the “Include Additional New file,” click on the down arrow next to “Select Type” and choose the correct document name from the drop-down menu. Click on the “+” sign to upload the document. Once all the resubmitted documents have been uploaded, choose “Submit.”

**Note – The Submit button will NOT BE ACTIVATED until all the required documents have been uploaded.**

The screenshot displays the 'Resubmit File' interface for a permit. The top section shows a list of documents to be resubmitted, including 'C1-Complete Building Plan (Building, Electrical etc)\_v1.pdf', 'Energy Calculations (Title 24)', and 'Structural Calculations'. Each document has a 'File' column, a 'Version' column, and a 'Resubmit Instructions' column. A 'Select File' button is present next to each document. Below the list, there is a 'Select Type' dropdown menu. A blue arrow points to the 'Select Type' dropdown, which is open, showing a list of document types: Agent Authorization Form, As-Built Plans and/or Documents, Building Permit Disclosures -Contractor/Owner, Cal Green Calculations, Complete Building Plan (Building, Electrical etc), Construction Waste Management Form, Energy Calculations (Title 24), Extension Form, Response Letter, Revision to Approved Plan Set, Special Inspection Form, Structural Calculations, Supporting Documents, and Truss Calculations. At the bottom right, there is a 'Submit' button. A blue arrow points to the 'Submit' button. The 'Include additional new file?' toggle is also visible.

Once the documents have been uploaded, you will see a popup that confirms your submittal was received.

If you have any questions or problems, please contact us at 707-778-4557 or [building@cityofpetaluma.org](mailto:building@cityofpetaluma.org).