



City of Dublin

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Citizen Self Service—Resubmitting eReview Files

If staff has determined one or more of the eReview files associated with your permit or plan requires resubmission, an automated email will be sent to the email(s) on file notifying you an action is required. Included in the email are condensed instructions for resubmitting your files and an attached submittal summary report.

NOTE: You must wait until an active submittal review is complete before new/revised files can be uploaded.

1. Login to your CSS portal and navigate to **My Work**.

My Work

2. Choose **“My Permits”** or **“My Plans”**

MY PERMITS

MY PLANS

3. Find the record that requires files to be resubmitted.

4. From the **Summary** screen of your permit or plan, you should see an Available Action to **Resubmit a File**, a red “**!**” next to Reviews and Attachments.

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

Progress
12% Completed
● Completed
● In Progress

Workflow
✓ Confirm Application is Complete - Passed : 03/09/2023
● Accessory/Addition Review - Not Passed : 03/30/2023
○ Confirm Licenses Are Current

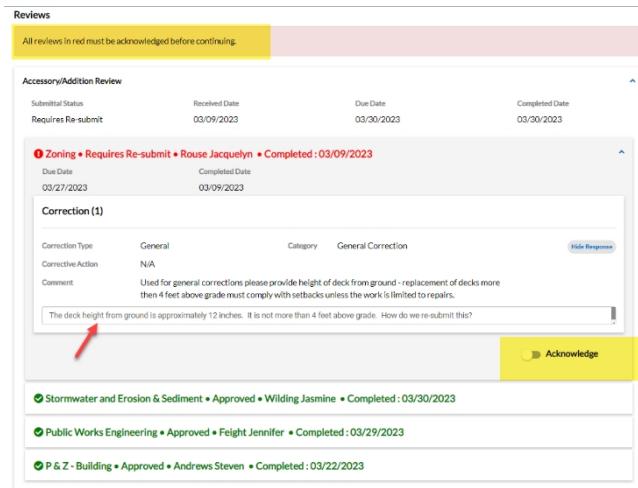
Available Actions
⚠ Resubmit File
Scan 183.pdf
Next Version: 2
Resubmit

5. Start with the **Reviews** tab to see the **“Correction Comments”** the Item Reviewer(s) left for you.

Reviews 1

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6. Each Item review expands to show the details of the item review.
 - **Green** is “Approved” & **Red** is “Requires Resubmit”. Expand the Item Reviews to see the corrections or comments.
 - There is a box for you to “**respond**” to the comments.
 - You are required to activate the Acknowledge toggle before moving on.



Reviews

All reviews in red must be acknowledged before continuing.

Accessory/Addition Review

Submitted Status	Received Date	Due Date	Completed Date
Requires Re-submit	03/09/2023	03/30/2023	03/30/2023

• Zoning • Requires Re-submit • Rouse Jacquelyn • Completed : 03/09/2023

Due Date	Completed Date
03/27/2023	03/09/2023

Correction (1)

Correction Type	General	Category	General Correction	Hide Response
Corrective Action	N/A			
Comment	Used for general corrections please provide height of deck from ground - replacement of decks more than 4 feet above grade must comply with setbacks unless the work is limited to repairs.			
The deck height from ground is approximately 12 inches. It is not more than 4 feet above grade. How do we re-submit this?				

• Stormwater and Erosion & Sediment • Approved • Wilding Jasmine • Completed : 03/30/2023

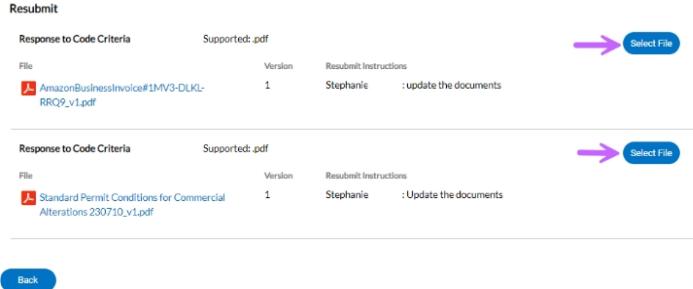
• Public Works Engineering • Approved • Feight Jennifer • Completed : 03/29/2023

• P & Z - Building • Approved • Andrews Steven • Completed : 03/22/2023

7. Click **Next**

Next

8. Click on **Select File** to upload the revised file.
 - Be sure to upload the correct revised file for each file category.
 - Click **Submit**.



Resubmit

Response to Code Criteria Supported: .pdf

File	Version	Resubmit Instructions
AmazonBusinessInvoice#1MV3-DLK1-RRQ9_v1.pdf	1	Stephanie : update the documents

Response to Code Criteria Supported: .pdf

File	Version	Resubmit Instructions
Standard Permit Conditions for Commercial Alterations 230710_v1.pdf	1	Stephanie : Update the documents

Back **Select File**

Submit

9. A Success Message will pop up to confirm your file upload. Choose **Close**.

Success

The file upload was submitted successfully.

Close