KERN COUNTY PUBLIC WORKS DEPARTMENT BUILDING INSPECTION DIVISION CRAIG M. POPE, P.E., DIRECTOR

ACCOUNTING ADMINISTRATION & ENGINEERING BUILDING & DEVELOPMENT OPERATIONS & MAINTENANCE



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HOW TO RESUBMIT YOUR DOCUMENTS

This guide will explain how to resubmit documents if your permit is utilizing electronic document review. All of the directions below require that you have access to your permits in the <u>Citizen Access Portal</u>. If you are having trouble accessing your permit in the <u>Citizen Access Portal</u>, please contact us at 661-862-8650 or <u>BID@kerncounty.com</u>.

When uploading documents, it is important to utilize the correct naming conventions. Complete naming conventions and technical document requirements can be found in our <u>Electronic Submittal Requirements</u>. Failure to follow this guide will result in us sending the document(s) back to you to be corrected.

There are only three reasons you may need to resubmit a document to us.

- 1. You've uploaded the wrong file: Citizen Access users do not have the ability to delete any documents from their permits so if you've uploaded the wrong document, you'll need to let us know. The easiest way to accomplish this is to call our office at 661-862-8650 or send an email to BID@kerncounty.com and let us know that the wrong document was uploaded. You may then upload the correct document.
- 2. You are submitting corrections in response to a plan check review: Most projects will have several different reviewers assigned to it (e.g. planning reviewer, flood reviewer, structural reviewer, etc.) and each of these reviewers will either approve your project or write you a correction letter. If you have received a correction letter from one or more reviewers you will likely need to update your plans.

Figure 1 shows four documents in the Attachments section of the Citizen Portal. Three were uploaded by the applicant (Plans.pdf, Calculations.pdf, and Supplement_LandscapingForms.pdf). The fourth document retains the original filename and includes a timestamp (Plans20170525085139[2].pdf). This timestamp indicates that Kern County has accepted the document and is giving the applicant the opportunity to resubmit the document.

If you scroll horizontally (Figure 2), you will see that the last column in the Attachments section is "Actions." Again, if a document is available for resubmittal, it will be shown in the Actions column. Here we can see that the second listed document (Plans20170525085139[2].pdf) has a resubmittal link. It is through this button that the applicant resubmits plans. If the applicant does not resubmit through this link (i.e. applicant instead clicks "Add" in order to resubmit) the documents will not be linked in our system and we cannot transfer approval stamps or redlines. This is very bad, please do not do it.

Once you've clicked Resubmit a dialog box will appear. Find your updated file and select it. After you've selected your file, the file's upload progress is shown at the bottom of the page (Figure 3). You may choose to alter the description but it is not required. **Please be sure to click save at the bottom of the page to finalize your corrections**. You will know that you've successfully submitted the document because a green banner will appear at the top of your page.

3. You need to update plans due to a change in the field (after plans have been issued to you): If you need to alter the plans due to a change during construction, the resubmit button will not be available to you. Instead you will need to submit plans as you did initially using the Add button at the bottom of the Attachments page. In addition to the revised plans, you will need to submit a separate file (a Supplemental file) that details what changes have been made to the plans. This will help our plan reviewers quickly process your documents.

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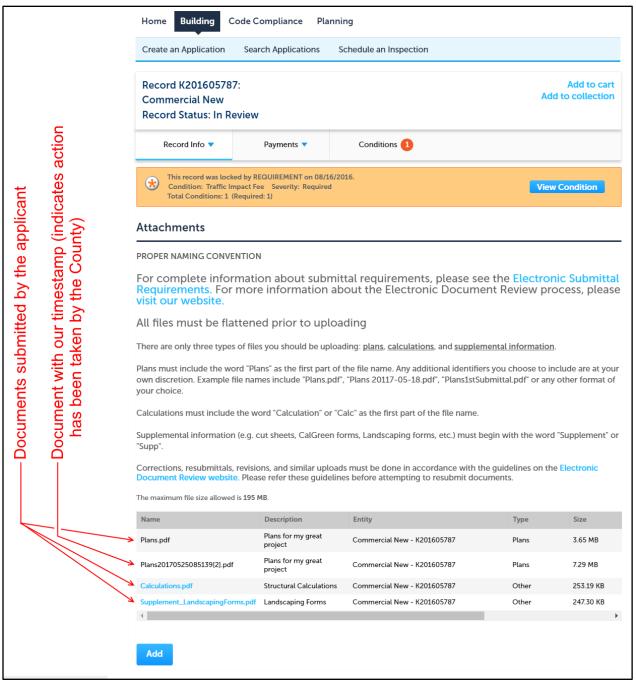


Figure 1. Attachments page

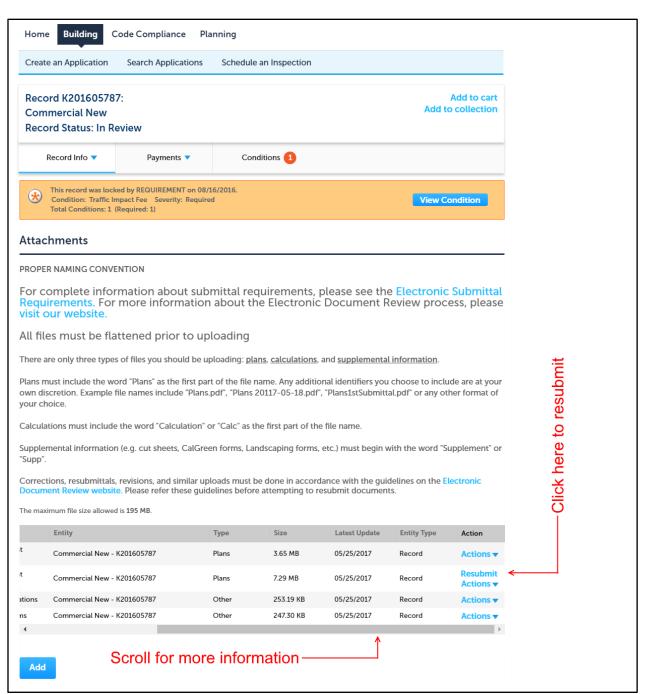


Figure 2. Actions available

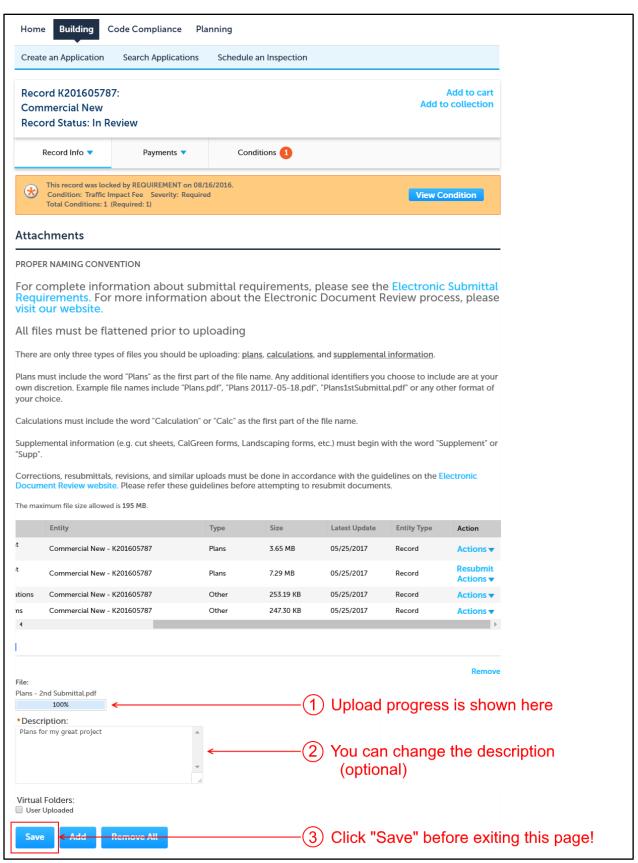


Figure 3. Correction upload