KERN COUNTY
PUBLIC WORKS DEPARTMENT
BUILDING INSPECTION DIVISION
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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 Citizen Access Portal. If you are having trouble accessing your permit in the Citizen Access Portal, please contact us at 661-862-8650 or BID@kerncounty.com.

When uploading documents, it is important to utilize the correct naming conventions. Complete naming conventions and technical document requirements can be found in our Electronic Submittal Requirements. 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.

Home **Building** Code Compliance Planning

Create an Application   Search Applications   Schedule an Inspection

Record K201605787:
Commercial New
Record Status: In Review

Add to cart
Add to collection

| Record Info ▼ | Payments ▼ | Conditions 1 |

This record was locked by REQUIREMENT on 08/16/2016.
Condition: Traffic Impact Fee   Severity: Required
Total Conditions: 1 (Required: 1)

View Condition

Attachments

PROPER NAMING CONVENTION

For complete information about submittal requirements, please see the Electronic Submittal Requirements. For more information about the Electronic Document Review process, please visit our website.

All files must be flattened prior to uploading

There are only three types of files you should be uploading: plans, calculations, and supplemental information.

Plans must include the word "Plans" as the first part of the file name. Any additional identifiers you choose to include are at your own discretion. Example file names include "Plans.pdf", "Plans 20117-05-18.pdf", "Plans1stSubmittal.pdf" or any other format of your choice.

Calculations must include the word "Calculation" or "Calc" as the first part of the file name.

Supplemental information (e.g. cut sheets, CalGreen forms, Landscaping forms, etc.) must begin with the word "Supplement" or "Supp".

Corrections, resubmittals, revisions, and similar uploads must be done in accordance with the guidelines on the Electronic Document Review website. Please refer these guidelines before attempting to resubmit documents.

The maximum file size allowed is 195 MB.

Name	Description	Entity	Type	Size
Plans.pdf	Plans for my great project	Commercial New – K201605787	Plans	3.65 MB
Plans20170525085139[2].pdf	Plans for my great project	Commercial New – K201605787	Plans	7.29 MB
Calculations.pdf	Structural Calculations	Commercial New – K201605787	Other	253.19 KB
Supplement_LandscapingForms.pdf	Landscaping Forms	Commercial New – K201605787	Other	247.30 KB

Add

Documents submitted by the applicant

Document with our timestamp (indicates action has been taken by the County)

Figure 1. Attachments page

Home   **Building**   Code Compliance   Planning

Create an Application   Search Applications   Schedule an Inspection

Record K201605787:
Commercial New
Record Status: In Review

Add to cart
Add to collection

| Record Info ▼ | Payments ▼ | Conditions ① |

⊛ This record was locked by REQUIREMENT on 08/16/2016.
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Entity	Type	Size	Latest Update	Entity Type	Action
Commercial New – K201605787	Plans	3.65 MB	05/25/2017	Record	Actions ▼
Commercial New – K201605787	Plans	7.29 MB	05/25/2017	Record	Resubmit Actions ▼
Commercial New – K201605787	Other	253.19 KB	05/25/2017	Record	Actions ▼
Commercial New – K201605787	Other	247.30 KB	05/25/2017	Record	Actions ▼

Click here to resubmit

Scroll for more information

Add

Figure 2. Actions available

Figure 3. Correction upload