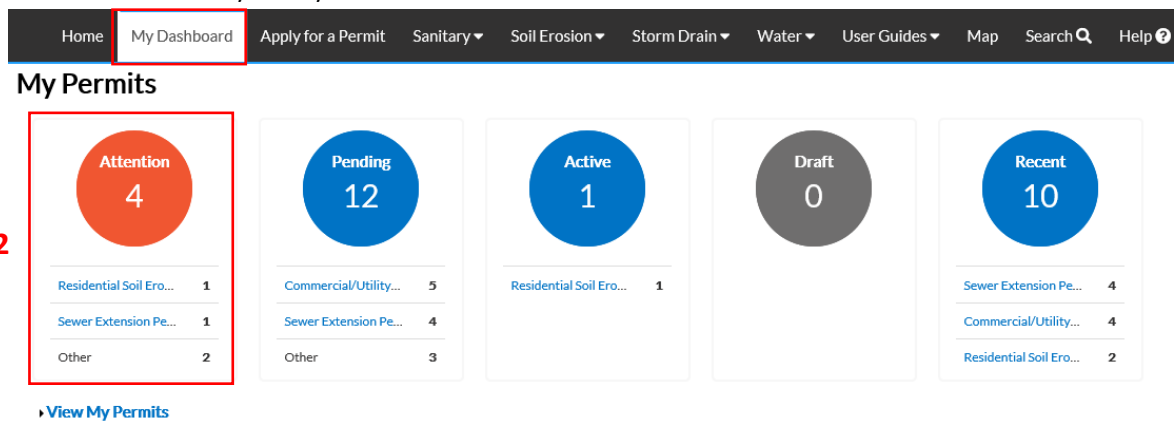


Citizen Self-Service Portal User Guide

RE-SUBMIT REVISED FILE(S)

If you received notification that a plan review failed on any of the permits that you applied for, you can revise the plans and re-submit them for approval.

1. From the CSS home page, click **My Dashboard**.
2. Click **Attention** from your My Permits dashboard.



Home My Dashboard Apply for a Permit Sanitary Soil Erosion Storm Drain Water User Guides Map Search Help

My Permits

Attention
4

Residential Soil Ero... 1

Sewer Extension Pe... 1

Other 2

Pending
12

Commercial/Utility... 5

Sewer Extension Pe... 4

Other 3

Active
1

Residential Soil Ero... 1

Draft
0

Recent
10

Sewer Extension Pe... 4

Commercial/Utility... 4

Residential Soil Ero... 2

[View My Permits](#)

3. Locate permit(s) that has *Resubmit File* as an attention reason.
4. Click Permit Number hyperlink.

Permit Number	Project	Address	Permit Type	Status	Attention Reason
000304-2020-CO		54 Wellesley Dr Pleasant Ridge, MI 48069	Commercial/Utility Soil Erosion Permit	Attention, Pending	On Hold Unpaid Fees
000636-2019-SF		60 Guanonocque St Auburn Hills, MI 48326	Residential Soil Erosion - Legacy	Active, Attention	On Hold Unpaid Fees Resubmit File
0014-2020		54 Wellesley Dr Pleasant Ridge, MI 48069	Drain Permit	Attention, Pending	On Hold Unpaid Fees
0016-2020		54 Wellesley Dr Pleasant Ridge, MI 48069	Sewer Extension Permit	Attention, Recent, Pending	On Hold Unpaid Fees Failed Reviews

5. Click the **eReviews** tab.
6. Click eReview Number hyperlink.

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Permit Number: 000636-2019-SF

Add to Cart

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: Residential Soil Erosion
- Legacy

Status: Fees Due

Project Name:

5

Summary

Locations

Fees

Reviews

Inspections

eReviews

Attachments

Contacts

Sub-Records

Holds

Meetings

More Info

[eReviews](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

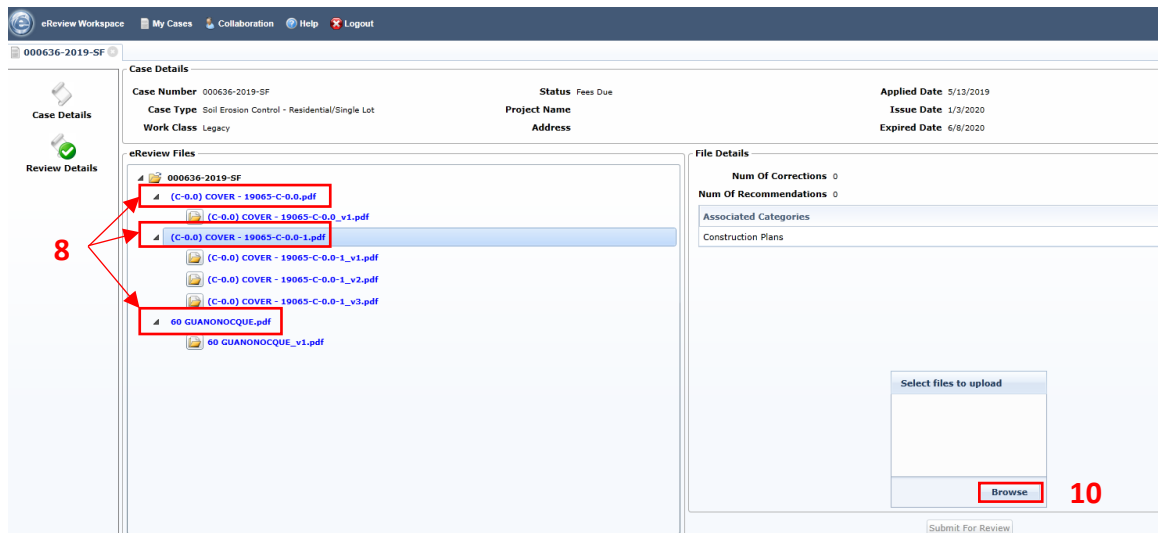
eReviews

Sort: eReview Number

6

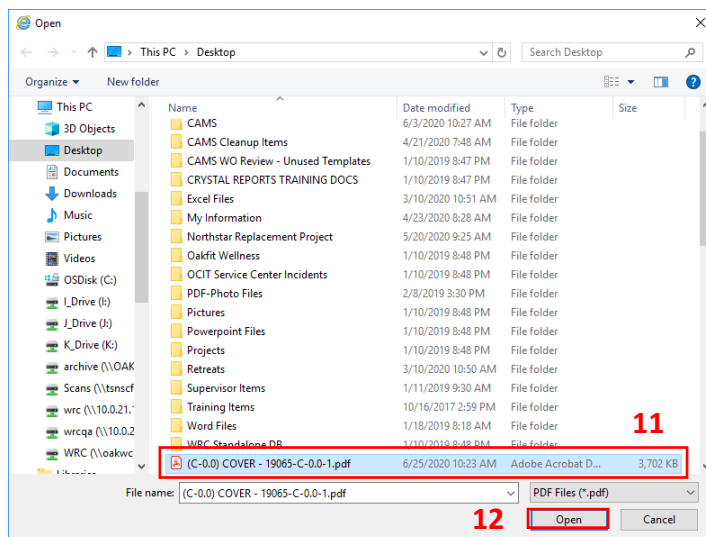
eReview Number	Status	Permit
000636-2019-SF	Waiting for Files	000636-2019-SF

- If prompted, enter User Name and Password and click Login (Note: Login Information is the same as when applying for a permit). If not prompted, it will open the permit review documents.
- Click Headers of each file to determine what file needs to be revised and re-submitted.
- Make necessary revisions on file(s) as requested and save a new copy to your desired location on your computer. (NOTE: Construction and site plans must be in PDF format with layers flattened, optimized and compressed. JPG format is acceptable for documents or letters. Maximum file size for each file should not exceed 50MB.)



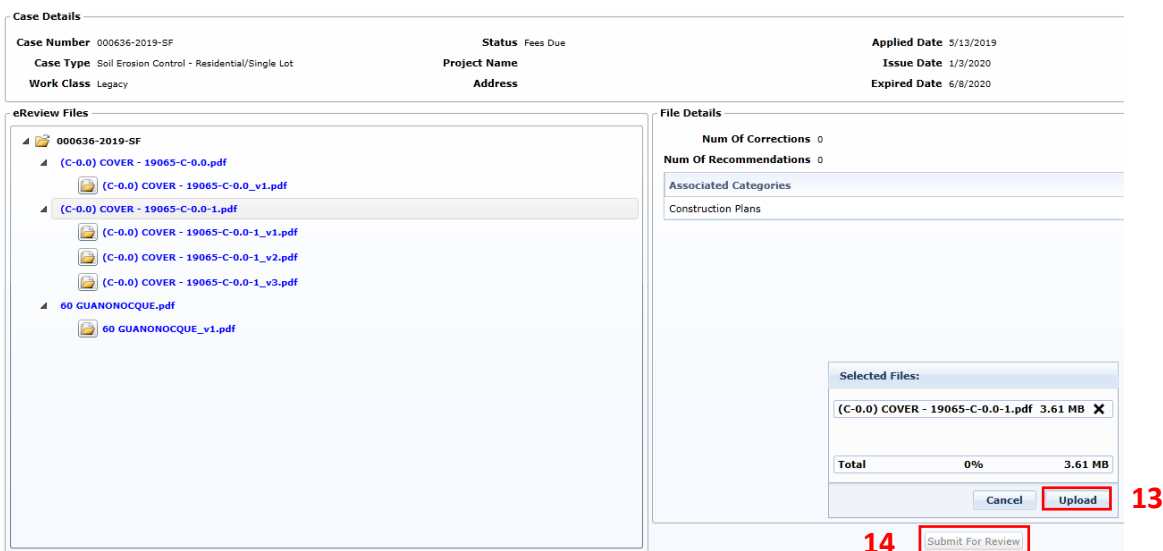
- Click **Browse**.
- Locate and select revised file to upload.
- Click **Open**.

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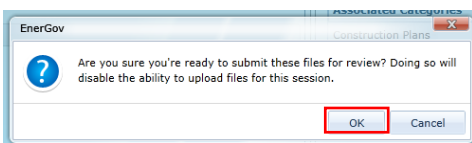


13. Click **Upload**.

14. Click **Submit for Review**



15. Click **OK**



16. You have successfully re-submitted a file for review. You can now close out of the EReview Portal web browser tab.