



How to Resubmit a File - Failed Review Submittal

Citizens may submit electronic plans for review by the City of Paducah using the Online Services Portal (<https://onlineportal.paducahky.gov>). Once an application has been submitted and plans reviewed, the citizen may be notified by email or by logging into the Portal to review **Failed** or **Approved** Reviews.

1. Navigate to the Dashboard and click the **Attention** card. The application displays a list of the cases needing attention in the specific module be listed.
2. Click the **Failed Reviews** link under the Attention Reason column.

My Work

MY PERMITS

Permit Number	Project	Address	Permit Type	Status	State
BLDC2023-0097		1 D ST Padu...	Commercial Building New Construction	Requires Re-sub...	Attention, Recent, Pending (Review Not Approved, Resubm File)

The application displays the Permit Type, Status, and State of the application.

3. The Online Services Portal displays an alert on the **Attachments** tab. This indicate which electronic file failed and requires resubmission. Click **“Attachments.”**

Submittal Status	Received Date	Due Date	Completed Date
Requires Re-submit	09/29/2023	10/30/2023	09/29/2023

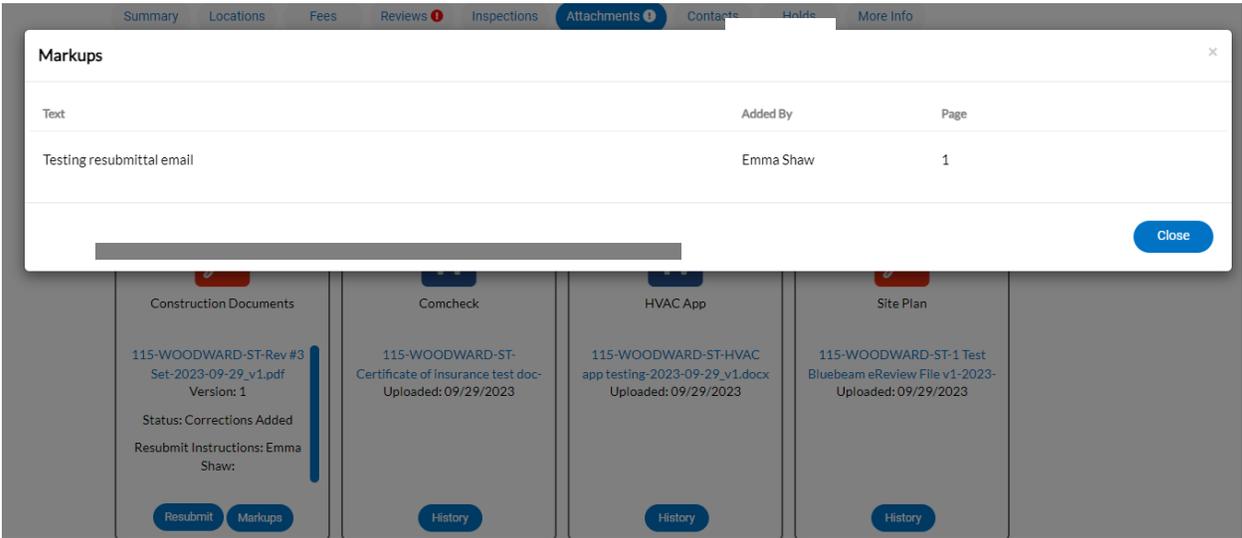
! Building • Requires Re-submit • ! **• Completed : 09/29/2023**

Due Date	Completed Date
10/30/2023	09/29/2023

At least one file needs to be resubmitted.

 <p>Construction Documents</p> <p>11 D-ST-Rev #3 Set-2023-09-29_v1.pdf Version: 1</p> <p>Status: Corrections Added Resubmit Instructions: Emma Shaw:</p> <p>Resubmit Markups</p>	 <p>Comcheck</p> <p>1 /ARD-ST-Certificate of insurance test doc- Uploaded: 09/29/2023</p> <p>History</p>	 <p>HVAC App</p> <p>11! \RD-ST-HVAC app testing-2023-09-29_v1.docx Uploaded: 09/29/2023</p> <p>History</p>
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4. Click **“Markups.”** Remarks made on the document during the review process will present in a message box.
5. Click **“Resubmit”** on the blue hyperlinked file(s) that need to be resubmitted. This will download the file that includes the markups.



Text	Added By	Page
Testing resubmittal email	Emma Shaw	1

[Close](#)

6. Click “Next.”

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Resubmit File(s)



Files

File	Version	Resubmit Instructions
115-WOODWARD-ST-Rev #3 Set-2023-09-29_v1.pdf	1	Emma Shaw:

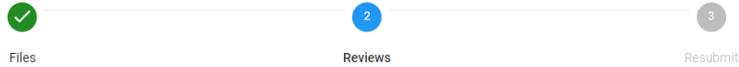
Text	Added By	Page
Testing resubmittal email	Emma Shaw	1

Next

7. Toggle on “Acknowledge” and “Next.”

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Resubmit File(s)



Reviews

All reviews in red must be acknowledged before continuing.

Plan Review

Submittal Status	Received Date	Due Date	Completed Date
Requires Re-submit	09/29/2023	10/30/2023	09/29/2023

✓ Building • Requires Re-submit • Shaw Emma • Completed : 09/29/2023

Due Date	Completed Date
10/30/2023	09/29/2023

Acknowledge

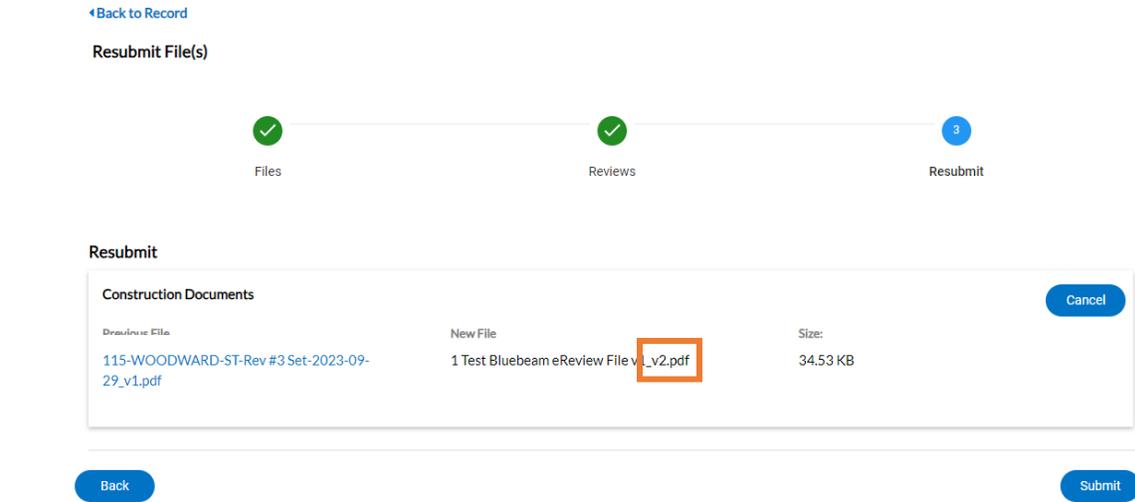
Back

Next

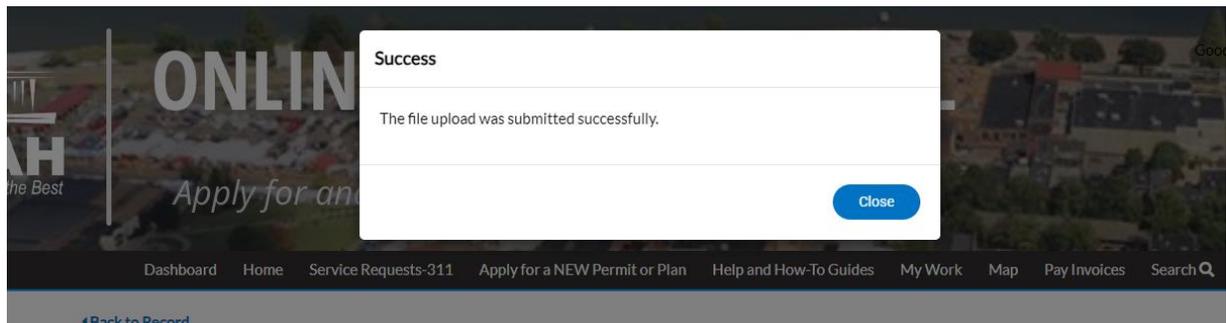
8. To Resubmit a file, click “**Select File**,” choose the second version of the file to be resubmitted. **You MUST submit the entire ORIGINAL FILE with the corrections. If not, the previously approved items and drawings are overwritten by the system.**

9. **UPLOAD ALL REVISIONS UNDER YOUR CURRENT APPLICATION AND FILE.**

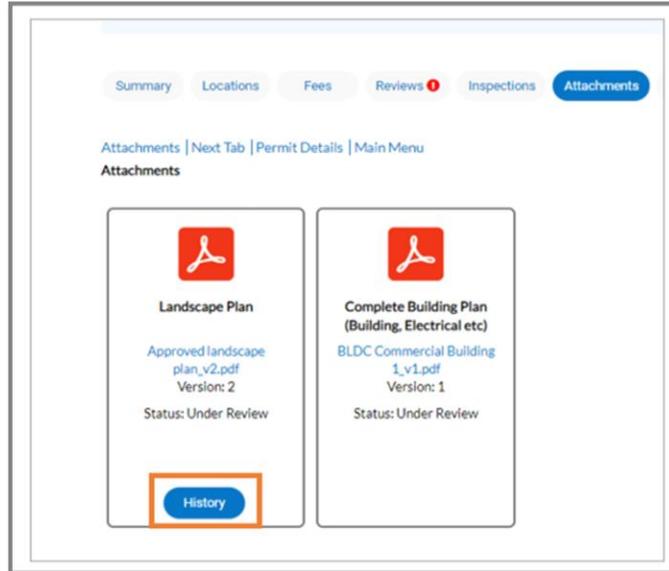
10. Note: The system automatically adds a v2 at the end of the filename.



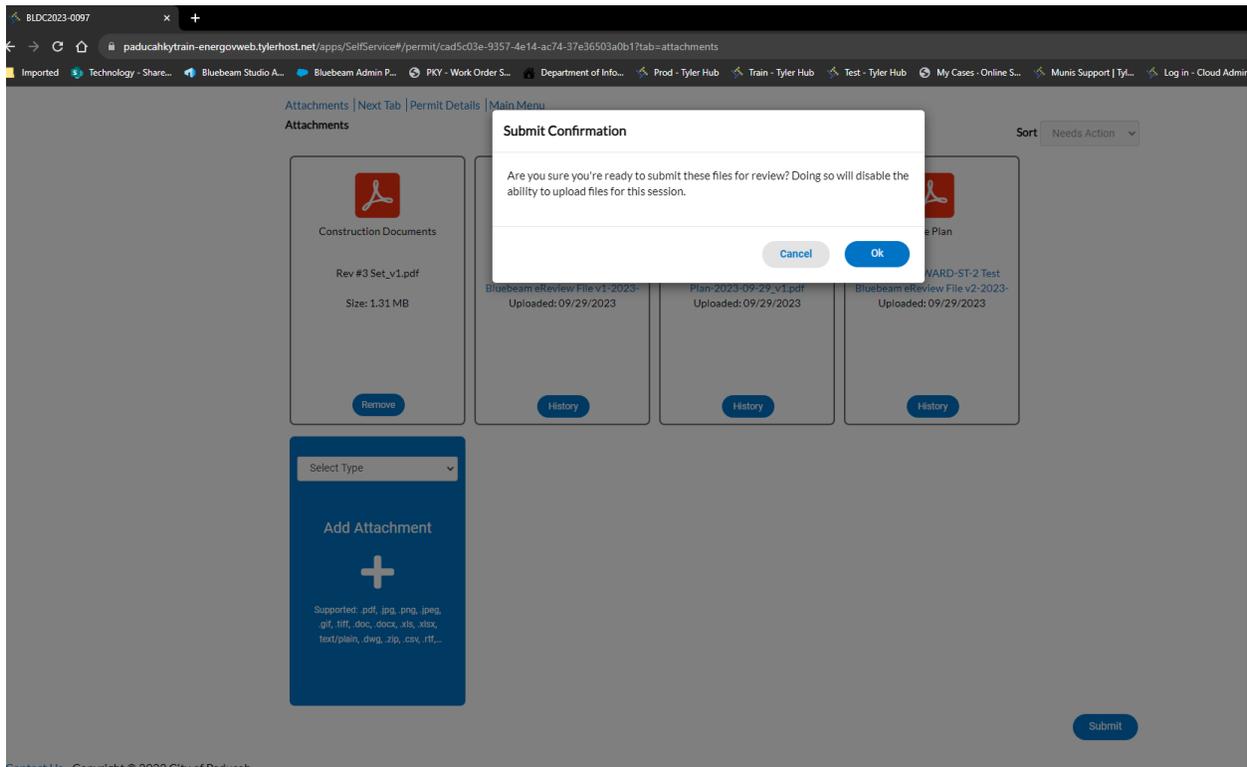
11. Click “**Submit**” and then “**Close**” once you see the successfully submitted screen.



12. On the Attachments tab, click “**History**” to view the history of the submitted attachments.



Note: If resubmitting more than one document, upload ALL documents prior to clicking Submit. Once the submit button has been clicked, the system should not allow additional submissions. Call the Fire Prevention Division at 270-444-8527 to have this option turned on if you are unable to submit additional documents.



End of How-To Document