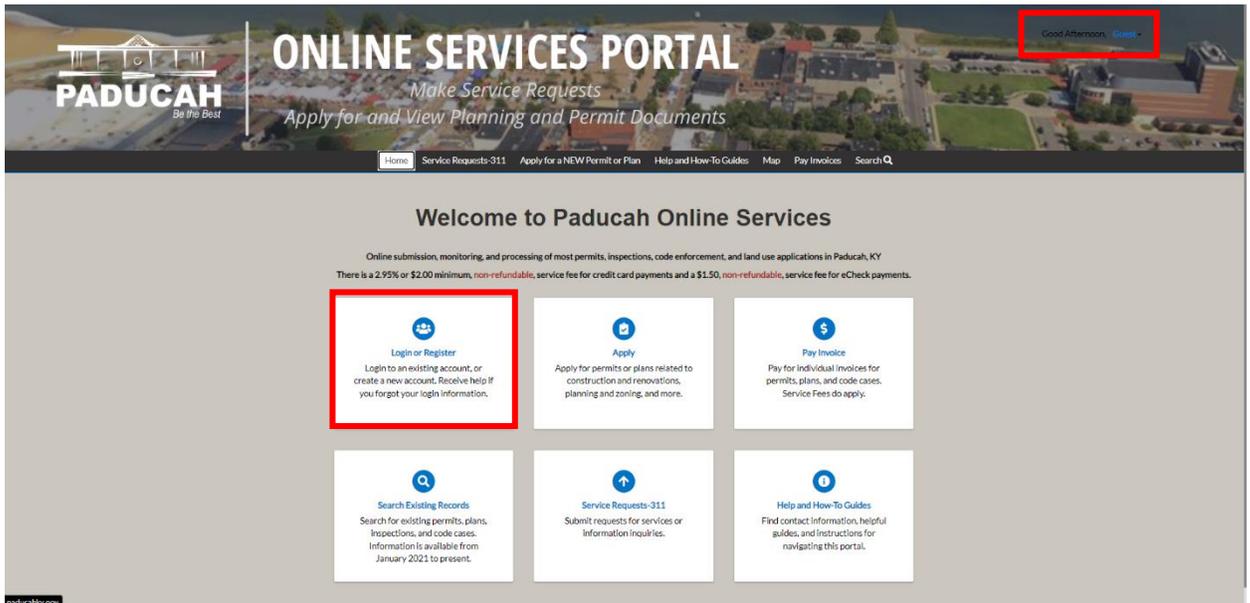




Review Comments and Resubmit Permits or Plans in the Online Portal

1. Go to the Online Services Portal at <https://onlineportal.paducahky.gov>
2. Click the “**Login or Register**” tile located in the first position on the first rows of tiles.



3. Log into the system utilizing your username and password and click “**Log In**”

Log In

* Username

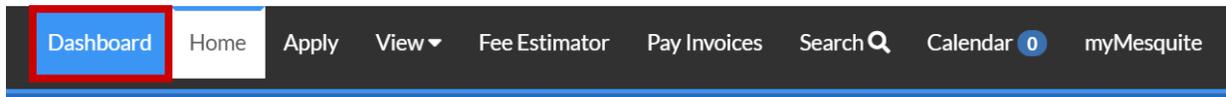
* Password

Remember Me

Log In

Forgot your password? [Reset it](#)
Forgot your username? [Email it](#)
Don't have an account yet? [Register Here](#)

4. Click “Dashboard”



- 5. The application that you have items for Review and Resubmittal will determine what you select below.
 - a. **My Permits** – Permits Applied for in the system
 - i. Building Residential
 - ii. Building Commercial
 - iii. Fence
- 6. Click the **Attention** tile of interest.

My Permits



[View My Permits](#)

**Attention – Permits/Plans that require your attention; i.e., resubmittal, failed inspection. **

7. Once you have located the Permit/Plan, click **“Resubmit File”** under the **State** or use the Display feature to select Resubmit File.

My Work

MY INVOICES MY PERMITS MY PLANS MY EXISTING INSPECTIONS REQUEST INSPECTIONS

Search... Export to Excel

Display Resubmit File

Permit Number	Project	Address	Permit Type	Status	State
BLDR2023-0051		508 HARAHAN BLVD Padu...	Residential Building Accessory Structure	Requires Re-sub...	Attention: Pending/Review Not Approved, Resubmit File

Showing 1 records.

8. There are different options for the Permits/Plan in the system.
 - a. To download a copy of the plans with Staff comments, click the **blue hyperlink text**, as highlighted by the **red square**
 - b. To resubmit files, click **Resubmit** button, highlighted by the **orange square**.
 - c. If there are previous versions of the document, click on the **History** button, as highlighted by the **purple square**

Permit Number: EN0517-0012

• A hold currently exists on this permit.

Permit Details | Tab Elements | Main Menu

Type: Engineering Status: Expired Project Name: ▼

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

Attachments | Next Tab | Permit Details | Main Menu

Attachments Sort Needs Action ▼

At least one file needs to be resubmitted.



Engineering Plans

This is for the problem_v3.pdf
Version: 3

Status: Corrections Added



Engineering Plans

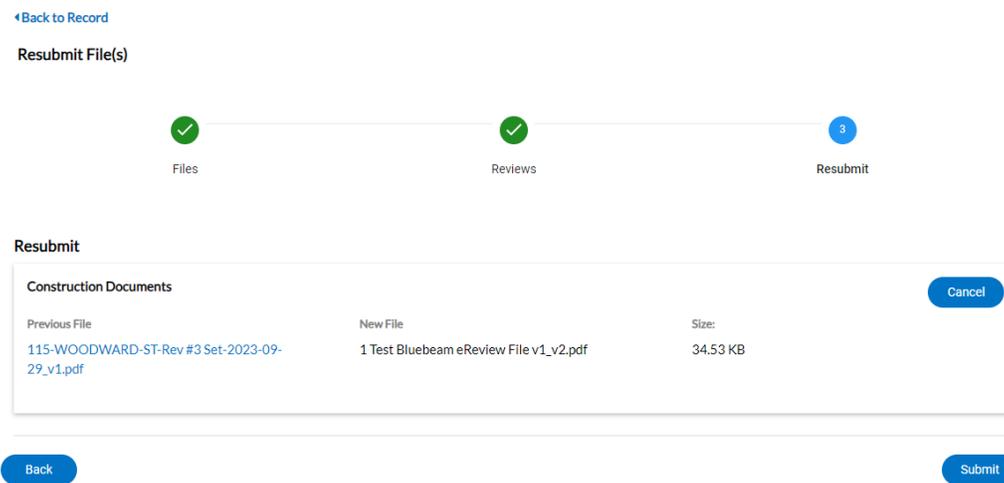
This is an Example
Document_v3.pdf
Version: 3

Status: Corrections Added

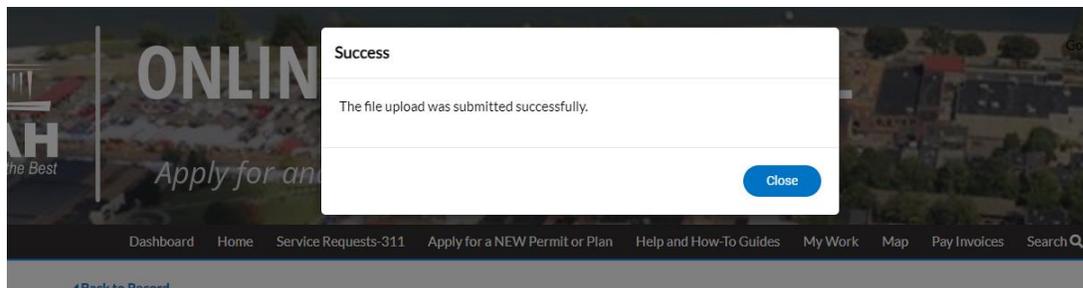
9. To Resubmit a file click “**Select File,**” choose the second version of the file to be resubmitted. **You MUST submit the entire ORIGINAL FILE with the corrections. If not, the previously approved items and drawings are overwritten by the system.**

10. UPLOAD ALL REVISIONS UNDER YOUR CURRENT APPLICATION AND FILE.

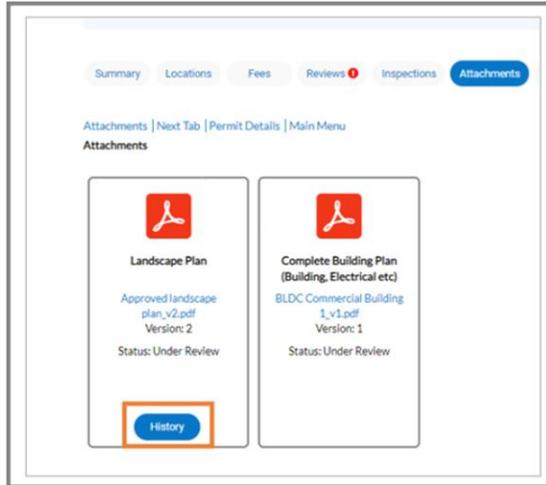
11. NOTE: The system automatically adds a v2 at the end of the filename.



12. Click “**Submit.**”



13. On the Attachments tab, view the History of the submitted attachments by clicking **History.**



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

