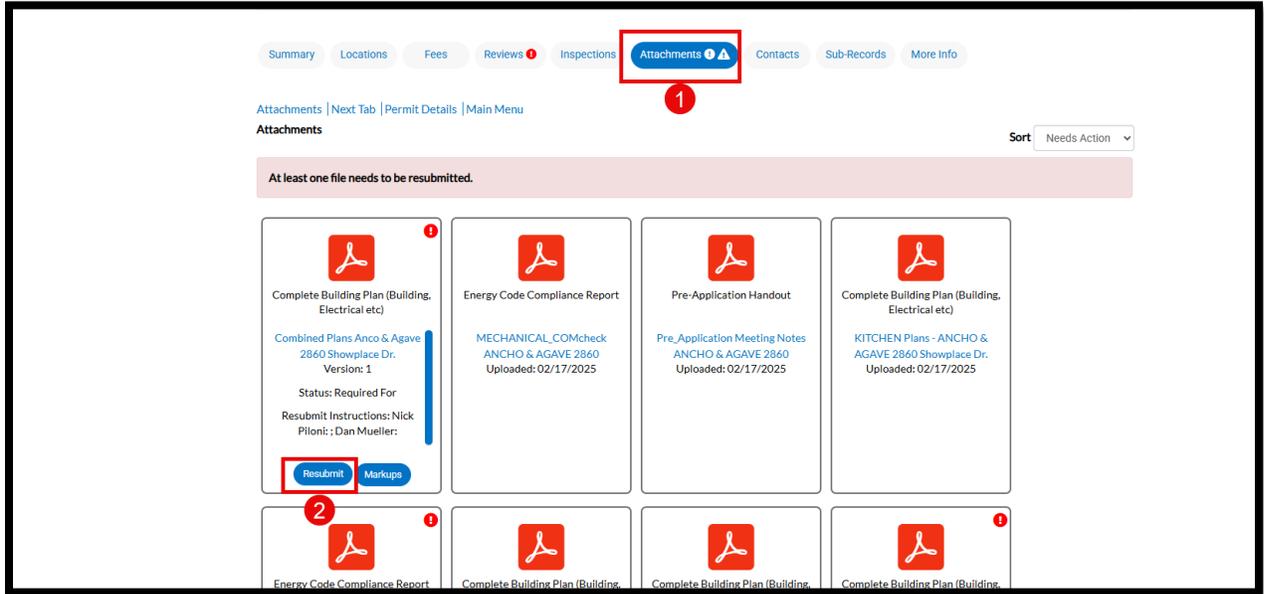
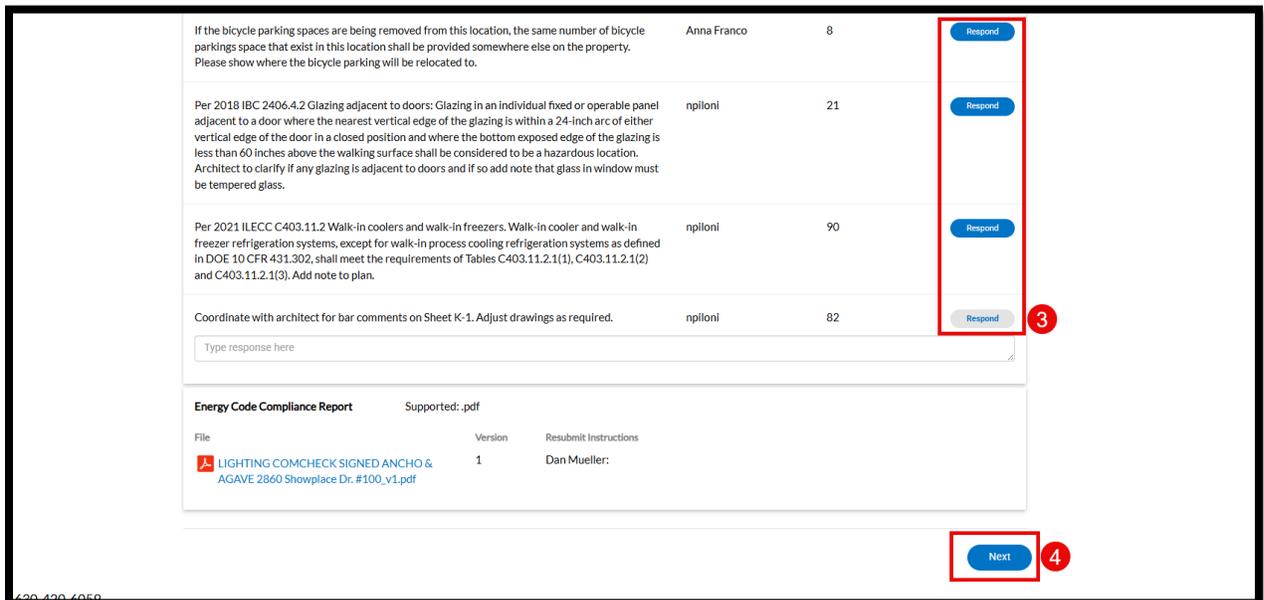


# Resubmittal Instructions



1 In Civic Access, select the Attachments tab.

2 Click the Resubmit button.



3 If you would like to respond to the comments entered by staff, click the respond button and enter the response in the text box.

Please note that the responses are not required to move on to the next step.

4 Click the Next button.

The screenshot displays a software interface for managing corrections. At the top, it shows 'Due Date' (03/13/2025) and 'Completed Date' (02/21/2025). Below this is a section titled 'Correction (1)' containing a table with columns for 'Correction Type', 'Reference', 'Category', and 'Building - General'. A 'Respond' button is located to the right of the table. Below the table is a list of five items, each with a green checkmark, a status of 'Approved', a name, and a completion date. An 'Acknowledge' button with a toggle switch is positioned to the right of the list, highlighted with a red box and a red circle containing the number 5. At the bottom of the interface, there are 'Back' and 'Next' buttons, with the 'Next' button highlighted by a red box and a red circle containing the number 6.

Correction Type	Reference	Category	Building - General
	See plans for all BLDG comments.		

- ✓ PER - Water Utility • Approved • Burger Jeffrey • Completed : 02/24/2025
- ✓ PER - Plumbing • Approved • Richardson Mike • Completed : 03/14/2025
- ✓ PER - Fire • Approved • DeAnda Benjamin • Completed : 02/24/2025
- ✓ PER - Engineering • Approved • Galanis Christina • Completed : 03/11/2025
- ✓ PER - Electric Utility • Approved • Amari Vince • Completed : 02/27/2025

5 Click the acknowledge buttons for all departments who required the resubmittal.

6 Click the Next button.

<b>Complete Building Plan (Building, Electrical etc)</b>	Supported: .pdf	<a href="#">Select File</a>
File	Version	Resubmit Instructions
 <a href="#">ELECTRICAL ANCHO &amp; AGAVE 2860 Showplace Dr. #100_v1.PDF</a>	1	Dan Mueller:
<b>Complete Building Plan (Building, Electrical etc)</b>	Supported: .pdf	<a href="#">Select File</a>
File	Version	Resubmit Instructions
 <a href="#">Combined Plans Anco &amp; Agave 2860 Showplace Dr. #100_v1.pdf</a>	1	Nick Piloni; Dan Mueller:
<b>Energy Code Compliance Report</b>	Supported: .pdf	<a href="#">Select File</a>
File	Version	Resubmit Instructions
 <a href="#">LIGHTING COMCHECK SIGNED ANCHO &amp; AGAVE 2860 Showplace Dr. #100_v1.pdf</a>	1	Dan Mueller:

Include additional new file?

[Back](#) [Submit](#)

7 Click the Select File button to upload the new files.

8 Click the Submit button.