

Resubmit Files for a Review Requiring a Resubmit

Staunton Community Development Department | City Hall, 3rd Floor | 540.332.3862

Once the review is complete, Community Development may request that you resubmit the files if the status of the review is Requires Resubmit. Community Development should notify you with the details of why the files need to be resubmitted. These are the steps to resubmit the corrected files through the Civic Access Portal.

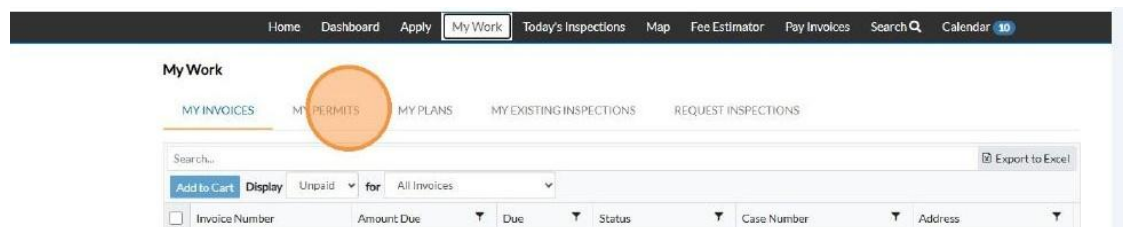
Step 1: Navigate to Staunton's Civic Access Site and log in to your account.



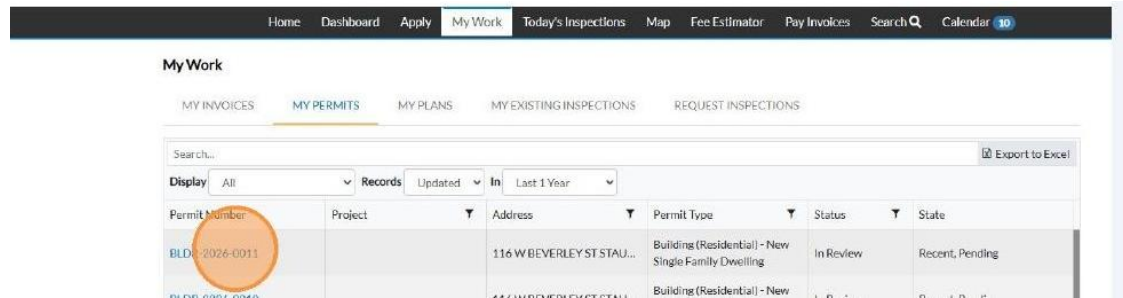
Step 2: Click "My Work"



Step 3: Click "My Permits" (Or "My Plans" depending on your scenario)

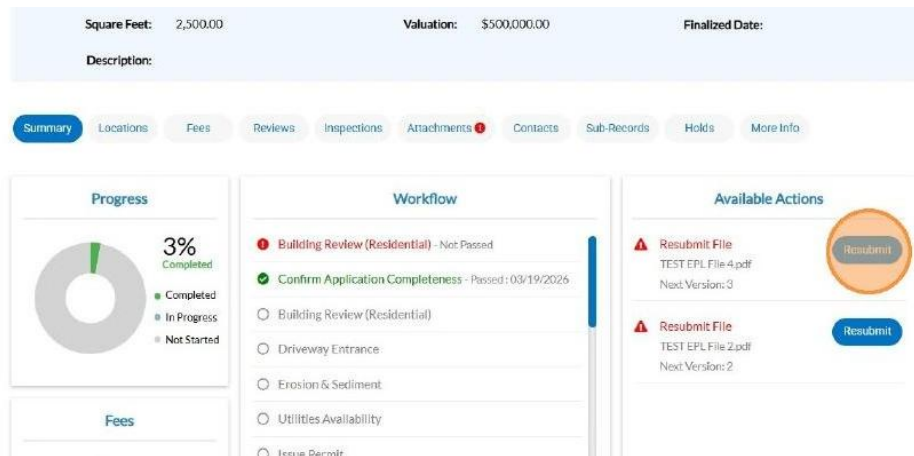


Step 4: Click on the Permit Number or Plan Number to open the record.



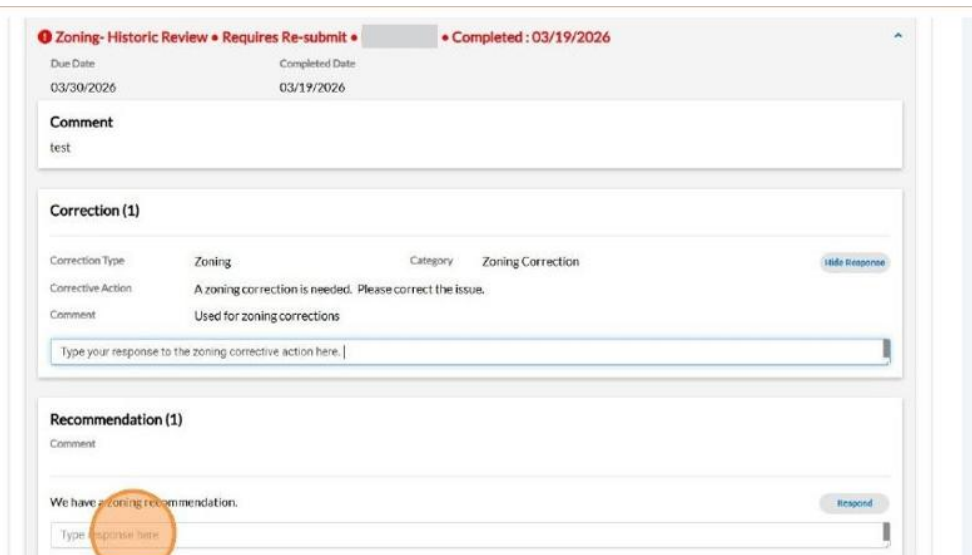
The screenshot shows the 'My Work' dashboard with a navigation bar at the top containing links like Home, Dashboard, Apply, My Work, Today's Inspections, Map, Fee Estimator, Pay Invoices, Search, and Calendar. Below the navigation bar, there are tabs for MY INVOICES, MY PERMITS, MY PLANS, MY EXISTING INSPECTIONS, and REQUEST INSPECTIONS. The 'MY PERMITS' tab is active, displaying a table with columns: Permit Number, Project, Address, Permit Type, Status, and State. The first row shows a permit with the number 'BLD-2026-0011' (highlighted with an orange circle), project '116 W BEVERLEY ST STA...', permit type 'Building (Residential) - New Single Family Dwelling', status 'In Review', and state 'Recent, Pending'. There is also a search bar and an 'Export to Excel' button at the top of the table.

Step 5: Click "Resubmit" under the Available Actions section.



The screenshot shows the details of a permit with fields for Square Feet (2,500.00), Valuation (\$500,000.00), and Finalized Date. Below these fields is a description and a set of tabs: Summary, Locations, Fees, Reviews, Inspections, Attachments, Contacts, Sub-Records, Holds, and More Info. The 'Summary' tab is active. The main content area is divided into three sections: Progress (showing a 3% completed donut chart), Workflow (listing various review steps like Building Review, Confirm Application Completeness, etc.), and Available Actions. In the 'Available Actions' section, there are two 'Resubmit File' entries, each with a 'Resubmit' button. The first 'Resubmit' button is highlighted with an orange circle.

Step 6: Type a response for each Correction and Recommendation listed in the review.



The screenshot shows the 'Zoning- Historic Review' section, which is marked as 'Requires Re-submit' and 'Completed: 03/19/2026'. It includes fields for Due Date (03/30/2026) and Completed Date (03/19/2026). Below these is a 'Comment' field with the text 'test'. The section is divided into two parts: 'Correction (1)' and 'Recommendation (1)'. The 'Correction (1)' section shows a 'Zoning' correction with a 'Corrective Action' of 'A zoning correction is needed. Please correct the issue.' and a 'Comment' of 'Used for zoning corrections'. There is a text input field for the response. The 'Recommendation (1)' section shows a 'zoning recommendation' with a 'Comment' field and a text input field for the response. Both sections have 'Respond' buttons.

Step 7: Click the toggle button to "Acknowledge" the Corrections and Recommendations, then click "Next."

Corrective Action

A zoning correction is needed. Please correct the issue.

Comment

Used for zoning corrections

Enter your response to the zoning corrective action here.

Recommendation (1)

Comment

We have a zoning recommendation.

Enter your response to the zoning recommendation here.

Hide Response

Acknowledge

✓ Zoning Admin Review • Approved •

Completed : 03/19/2026

✓ Building Review • Approved •

Completed : 03/19/2026

Next

Step 8: Click "Next" to proceed to the file upload step.

Recommendation (1)

Comment

We have a zoning recommendation.

Enter your response to the zoning recommendation here.

Hide Response

Acknowledge

✓ Zoning Admin Review • Approved •

Completed : 03/19/2026

✓ Building Review • Approved •

Completed : 03/19/2026

Next

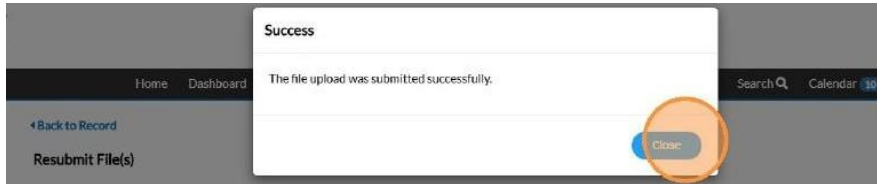
Step 9: Click "Select File" to upload the corrected document for the first required file.

Step 10: Browse to the file on your computer, click the file, and click Open.

Step 11: Repeat the process for the second file. Click "Select File" to upload the corrected document for the second required file. Browse to the file you want to upload, select the file and click "Open."

Step 12: Click "Submit" to submit your corrected files for review.

Step 13: Click "Close" on the success message to confirm your submission.



Step 14: Click "Attachments" to verify that your resubmitted files appear in the permit record.



Step 15: The files that you resubmitted should show a Status of Awaiting Review.

