

Resubmit Permit / Plan Files Before Review

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

If the files that you submitted do not have all of the required information, Community Development may request that you resubmit the files before they start their review. 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.

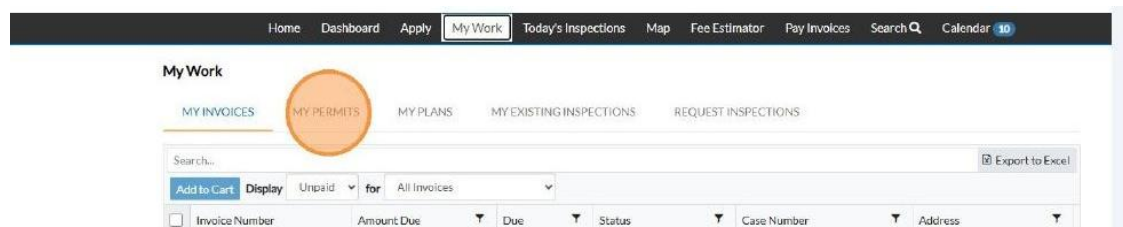
Step 1: Navigate to Staunton's Civic Access Site and log in to your account.



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) that needs to have documents resubmitted to open the record. In this example the permit number is BLDR-2026-0011.

The screenshot shows the 'My Work' dashboard with a table of permits. The permit number BLDR-2026-0011 is highlighted with an orange circle.

Permit Number	Project	Address	Permit Type	Status	State
BLDR-2026-0011		116 W BEVERLEY ST STAU...	Building (Residential) - New Single Family Dwelling	Submitted	Attention, Recent, Pending (Resubmit File)
BLDR-2026-0010		116 W BEVERLEY ST STAU...	Building (Residential) - New Single Family Dwelling	In Review	Recent, Pending

Step 5: Click "Resubmit" next to one of the files that needs to be resubmitted. In this example we are resubmitting two files.

The screenshot shows the 'Available Actions' section with two 'Resubmit File' buttons. The first button is highlighted with an orange circle.

Available Actions
Resubmit File TEST EPL FILE 3.pdf Next Version: 2 Resubmit
Resubmit File TEST EPL FILE 4.pdf Next Version: 2 Resubmit

Step 6: Click "Select File" next to one of the files that needs to be resubmitted.

The screenshot shows the 'Resubmit File(s)' page with a table of files to be resubmitted. The 'Select File' button is highlighted with an orange circle.

File	Version	Resubmit Instructions
RESCheck (Energy Efficiency) Supported: .pdf File: RESC-TEST EPL FILE 3-2026-03-19_v1.pdf	1	This is a duplicate document of the site sketch. Please resubmit the correct document.
Site Sketch/Plat Supported: .pdf File: BLDZ-2026-03-19-D1_v1.pdf	1	Please Resubmit with more details.

Step 7: Browse to the file you want to upload, select the file and click "Open."

 Energy Efficiency_v2.pdf	4/28/2025 10:01 AM	PDF Document	33 KB
 SiteSketch.pdf	4/28/2025 10:01 AM	PDF Document	33 KB
 TEST EPL File 1.pdf	4/28/2025 10:01 AM	PDF Document	33 KB
 TEST EPL File 2.pdf	4/28/2025 10:01 AM	PDF Document	33 KB
 TEST EPL FILE 3.pdf	4/28/2025 10:01 AM	PDF Document	33 KB
 TEST EPL File 4.pdf	4/28/2025 10:01 AM	PDF Document	33 KB
 TEST EPL File 5 proof of insurance.pdf	10/30/2025 12:16 PM	PDF Document	33 KB

All Files (*.*)

Open

Step 8: 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 9: Click "Submit" to submit both corrected files for review.

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Resubmit

Resubmit

RESCheck (Energy Efficiency)

Previous File

RESC-TEST EPL FILE 3-2026-03-19_v1.pdf

New File

Energy Efficiency_v2_v2.pdf

Size:

32.53 KB

Cancel

Site Sketch/Plat

Previous File

BLDZ-2026-03-19-D1_v1.pdf

New File

BuildingPlan_v2_v2.pdf

Size:

32.53 KB

Cancel

Submit

Step 9: Click "Close" on the success message to confirm your submission.

Home

Dashboard

Back to Record

Resubmit File(s)

1

Resubmit

Success

The file upload was submitted successfully.

Close

Zach Henry

Search

Calendar

Step 10: Click "Attachments" to verify that your resubmitted files appear in the record.

Permit Details | Tab Elements | Main Menu

Type:	Building (Residential) - New Single Family Dwelling	Status:	Submitted	Project Name:	
Applied Date:	03/19/2026	Issue Date:		Expire Date:	
District:	City of Staunton	Assigned To:	Armstrong, Delana	Finalized Date:	
Square Feet:	2,500.00	Valuation:	\$500,000.00		
Description:					

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

Step 11: The files that you resubmitted will now be in a status of Awaiting Review.

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

Attachments | Next Tab | Permit Details | Main Menu

Attachments Sort Needs Action

 RESCheck (Energy Efficiency) RESC-Energy Efficiency_v2-2026-03-19_v2.pdf Size: 32.53 KB Version: 2 Status: Awaiting Review History	 Site Sketch/Plat BLDZ-2026-03-19-D2_v2.pdf Size: 32.53 KB Version: 2 Status: Awaiting Review History	 Application APP-TEST EPL File 1-2026-03-19_v1.pdf Size: 32.53 KB Version: 1 Status: Awaiting Review	 Building Plan BLD-2026-03-19-B1_v1.pdf Size: 32.53 KB Version: 1 Status: Awaiting Review
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