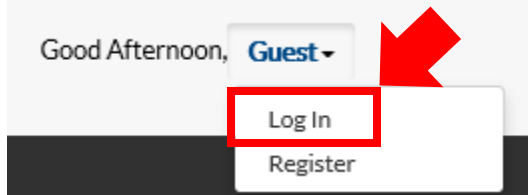




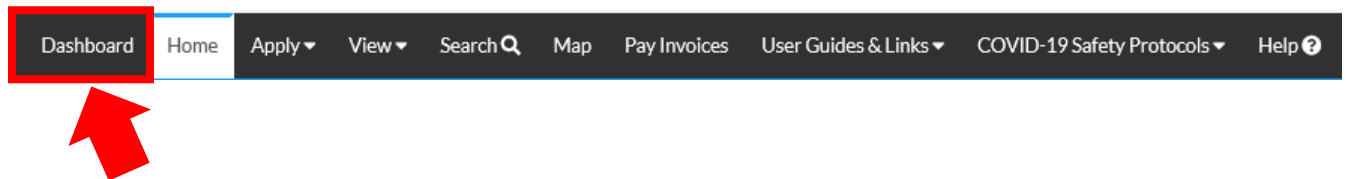
## How to Resubmit Plans to CSS Portal

1. Go to the CSS Portal Website: [https://css.cityofsanmateo.org/energov\\_prod/selfservice#/home](https://css.cityofsanmateo.org/energov_prod/selfservice#/home)
2. Log in to your account on the top right-hand corner.



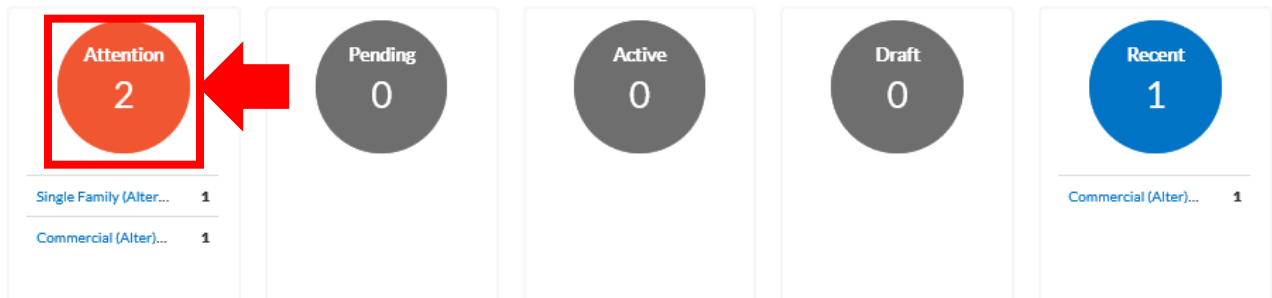
**NOTE:** If you have not created a account, please see CSS guide on “How to Create a New User Account” <https://www.cityofsanmateo.org/DocumentCenter/View/67005/CSS-User-Guide>

3. Once you are logged In, you will be directed to home page. On the top of Home Page, please click the “Dashboard” tab.



4. When you are in your Dashboard page, you should see rows of information. Please look at the “My Permits” section and click the red circle labeled, “Attention”.

### My Permits



[View My Permits](#)

5. Click the permit # that you want to review.

Permit Number	Project	Address	Permit Type	Status	Attention Reason
<b>BD-2020-275181</b>		330 20TH AVE Ave SAN MATEO	Single Family (Addition) - Add	Attention, Recent	<a href="#">Unpaid Fees</a>

Results per page 10 1 - 1 of 1 << < 1 > >>

**NOTE: Permit Number is only in your dashboard list if you are listed as a contact on the permit. Please contact the Building Department if you do not see the permit listed for you to review. Building staff would need to add you as a contact for you to attach any documents or plans in the CSS portal (Building Contact: 650-522-7172 or [building.info@cityofsanmateo.org](mailto:building.info@cityofsanmateo.org)).**

6. Once you are on your permit page, click the "Attachments" tab.

• A hold currently exists on this permit.

Permit Details | Tab Elements | Main Menu

**Type:** Single Family (Alteration/Repair) - Alter      **Status:** Under Review      **Project Name:**

Summary | Locations | Fees | Reviews 1 | Inspections | eReviews | **Attachments** | Contacts | Sub-Records | Holds | Meetings

More Info

7. On the next page, click the add "+" sign to add an attachment.

Attachments | Next Tab | Permit Details | Main Menu

Attachments

click or drag files

Add Attachment

+

Supported: pdf

**8. Search for the documents you want to upload, and click open.**

<input type="checkbox"/> Name	Date modified	Type	Size
<input checked="" type="checkbox"/> C2-BLDG MISC	4/22/2020 9:42 AM	Adobe Acrobat Docu...	2,513 KB
<input type="checkbox"/> Planning Application Forms	4/22/2020 9:40 AM	Adobe Acrobat Docu...	223 KB
<input type="checkbox"/> Project Plans	4/22/2020 9:40 AM	Adobe Acrobat Docu...	223 KB
<input type="checkbox"/> Verification of Property Ownership	4/22/2020 9:40 AM	Adobe Acrobat Docu...	223 KB



File name: C2-BLDG MISC

All Files

Open Cancel




**9. Once it is uploaded, make sure to click "Submit".**

[Attachments](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

Attachments

Sort Needs Action



Uploaded via CSS

C2-BLDG MISC.pdf

Size: 2.45 MB

Remove

click or drag files

Add Attachment

+

Supported: pdf



**TIPS: If you upload the wrong documents, please make sure to click "Remove" on the documents before submitting.**

**NOTE: you will see a window showing it is uploading.**

Saving File

C2-BLDG MISC.pdf 68 %

10. Once you have successfully uploaded the attachments, there will be a notice that says, "Upload Successful! After these attachments have been approved, they will be available in the attachments section."

Summary Locations Fees Reviews **Inspections** eReviews **Attachments** Contacts Sub-Records Holds Meetings

More Info

Attachments | Next Tab | Permit Details | Main Menu

**Attachments** Sort Needs Action ▾

✓ Upload Successful! After these attachments have been approved, they will be available in the attachments section. ×