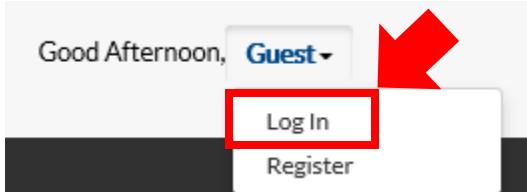




## How to Resubmit Plans to CSS Portal

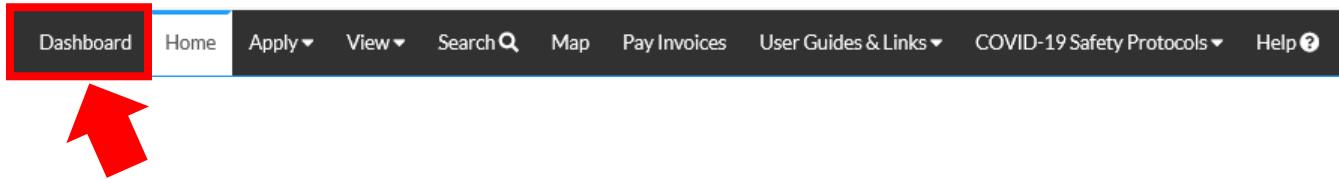
1. Go to the CSS Portal Website: [https://css.cityofsanmateo.org/energov\\_prod/selfservice#/home](https://css.cityofsanmateo.org/energov_prod/selfservice#/home)

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 box 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
BD-2020-276416		330 W 20TH AVE SAN MATEO, CA 94403--133	BLD: Commercial - Tenant Improvement (Office)	Active, Attention	Failed Reviews Resubmit File

**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.

[Permit Details](#) | [Tab Elements](#) | [Main Menu](#)

Type: BLD: Commercial - Tenant Improvement (Office) Status: Issued Project Name:

IVR Number: 129979 Applied Date: 09/29/2020 Issue Date: 11/17/2020

District: San Mateo Assigned To: Rupp, Gabe Expire Date: 11/17/2021

Square Feet: 0.00 Valuation: \$0.00 Finalized Date:

Description:

[Summary](#) [Locations](#) [Fees](#) [Reviews](#) [Inspections](#) [Attachments](#) [Contacts](#) [Sub-Records](#) [More Info](#)

7. Click "Resubmit" on a document that needs to be resubmitted.

Attachments

Sort [Needs Action](#)

At least one file needs to be resubmitted.

 Plans and Specifications sample plans 2\_v1.pdf Version: 1 Status: Corrections Added [Resubmit](#)

 Building Permit Application Test Doc 3\_v1.pdf Version: 1 Status: Corrections Added [Resubmit](#)

 Building (other) Add Attachment Supported: .pdf [Submit](#)

**8. Acknowledge all comments on the following page before clicking "Next".**

Reviews

Plan Check - 20d (BC, ZN-P, CD, FR-F)			
Submittal Status	Received Date	Due Date	Completed Date
Incomplete	11/30/2020	12/14/2020	11/30/2020

**Router • Incomplete • DRT DRT ✎ • Completed : 11/30/2020**

Due Date	Completed Date
11/30/2020	11/30/2020

**Building Code • Incomplete • Kawakami Phil ✎ • Completed : 11/30/2020**

**Acknowledge**

**Next**

**9. Click "Select File" or drag and drop your file to upload. Be sure to click "Submit" when you are done.**

Resubmit File(s)

1. **Reviews**      2. **Resubmit**

**Resubmit**

**Plans and Specifications**

File	Version	Select File
sample plans 2_v1.pdf	1	<b>Select File</b>

**Building Permit Application**

File	Version	Select File
Test Doc 3_v1.pdf	1	<b>Select File</b>

**Back**      **Submit**

**10. Once you have successfully uploaded the attachments, you will see the success box below.**

### Success

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The file upload was submitted successfully.

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[Close](#)