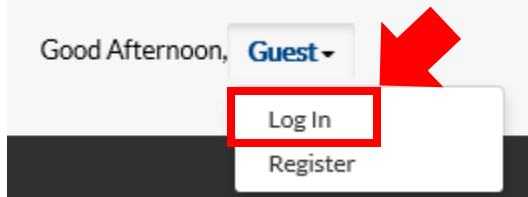




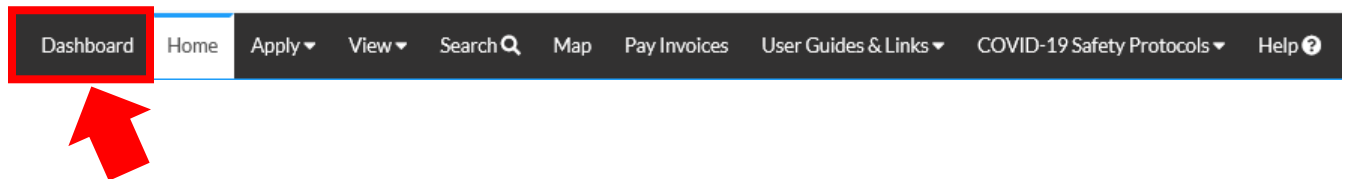
## How to Resubmit Plans to CSS Portal

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

Attention	Pending	Active	Draft	Recent
<b>42</b>	<b>3</b>	<b>44</b>	<b>0</b>	<b>73</b>
BLD: Single Family... 13	Test Building Permit... 2	BLD: Single Family... 11		Residential Buildin... 18
BLD: Single Family... 5	Express Building Pe... 1	BLD: Single Family... 6		Virtual Over-the-... 9
Other 24		Other 27		Other 46

▶ [View My Permits](#)

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

Permit Number	Project	Address	Permit Type	Status	Attention Reason
<b>BD-2020-276416</b>		330 W 20TH AVE SAN MATEO, CA 94403--133	BLD: Commercial - Tennant 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](#)


<b>Type:</b> BLD: Commercial - Tennant Improvement (Office)	<b>Status:</b> Issued	<b>Project Name:</b>
<b>IVR Number:</b> 129979	<b>Applied Date:</b> 09/29/2020	<b>Issue Date:</b> 11/17/2020
<b>District:</b> San Mateo	<b>Assigned To:</b> Rupp, Gabe	<b>Expire Date:</b> 11/17/2021
<b>Square Feet:</b> 0.00	<b>Valuation:</b> \$0.00	<b>Finalized Date:</b>
<b>Description:</b>		

- 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

Acknowledge

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

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)

Reviews Resubmit

Resubmit

Plans and Specifications

File	Version
sample plans 2_v1.pdf	1

Select File

Building Permit Application

File	Version
Test Doc 3_v1.pdf	1

Select File

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