## **UPLOADING A RESUBMITTAL**

Click the **Fire** tab. Enter your **User Name** or Account **E-mail** and **Password** and click **Login**. Check the box to accept the terms and click **Continue Application**.

Click Search Applications:

Home	Building	Enforcement	Engineering
Create a	n Application	Search App	lications

Click on the blue record number from the list <u>or</u> enter the **Record Number** that was provided when you submitted the application.

	Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status
	)1/28/2021	F21-0019	Backflow Prevention Devices				Online Subm
•							
• Sit • Co	te Address ontractor Lic	ense Information	1				
• Sit • Co • Pai • Re • Co Select th	te Address ontractor Lic ircel Numbe scord Inform ontact Inform ne search typ	cense Information r nation mation pe from the drop-	ı -down list.				
• Sit • Co • Pai • Re • Co Select th Gener	te Address ontractor Lic ircel Numbe ecord Inform ontact Inform ie search typ ral Searc	cense Information r nation mation pe from the drop- C <b>h</b>	ı -down list.		Ge	neral Search	



Click **Record Info** and click **Attachments**:

	Record F21-0019: Backflow Prevention Record Status: Only	Add to collection					
	Record Info 🔻	Payments 🔻	Custom Component				
	Record Details						
	Processing Status						
	Related Records						
	Attachments	. 60007					
	Inspections						
	Valuation Calculator						
	Applicant:	Licensed Professional:					

Click **Add** to upload your resubmittal documents.

Select the type of document and repeat for all uploaded documents.

Click Save.



You have successfully uploaded your resubmittal documents.

IMPORTANT: After uploading your resubmittal documents, please send an email to <u>firepermits@elkgrove.org</u> to inform the Fire Department of the resubmittal.

Contact (847) 734-8020 with any questions.

