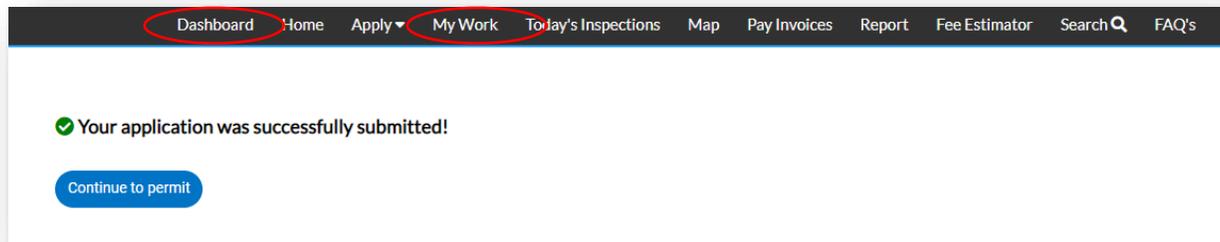# DBS Online Portal Users Guide

Resubmittals

DBS Online Portal: Applying for Online Permits

Once you see your application was successfully submitted, you can click the "Continue to Permit" button to see your permit summary in the portal!

You can now easily find this permit in your Pending Permits" under "My Work" or from the dashboard.

DBS Online Portal: Resubmit Plans Online

1. Open Dashboard to see "My Permits"
2. Select "Needs Attention"
3. Click on the permit that requires Resubmit

DBS Online Portal: Resubmit Plans Online

Click on the "Attachments" tab to see files that need to be resubmitted

DBS Online Portal: Resubmit Plans Online

Attachment Tab Navigation

1. <u>Downloadable Link</u>
   This will have marked up plans for you to download, along with a markup summary

2. <u>History Button</u>
   View previous submitted versions

3. <u>Resubmit Button</u>
   When ready to submit revised set of plans, use this button

4. <u>Add Attachment</u>
   Use this to attach ADDITIONAL submittal documents that are not included on the plan (Please do NOT submit individual pages of corrected plan sets- we do require a full plan resubmittal)

DBS Online Portal: Resubmit Plans Online

How to Resubmit Files
1. Click "Resubmit
2. Use the toggles on the next screen to acknowledge the failed reviews & click "Next"

DBS Online Portal: Resubmit Plans Online
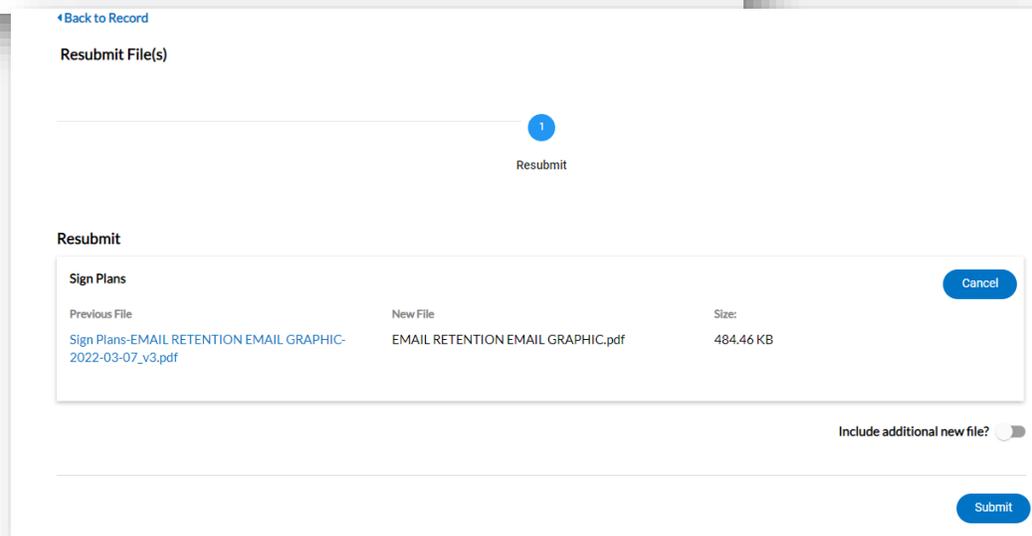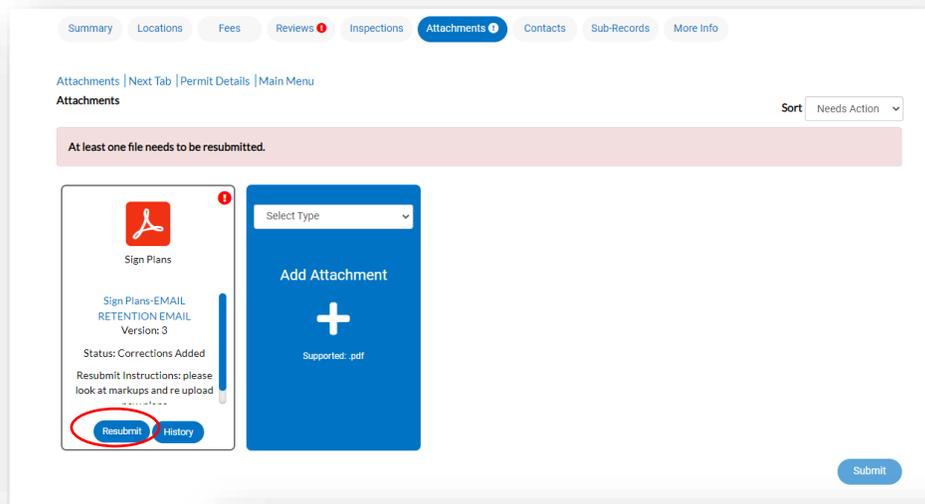
Attachment Tab Navigation

4.   Click
This will have marked up plans for you to download, along with a markup summary

1.   <u>History Button</u>
     View previous submitted versions

2.   <u>Resubmit Button</u>
     When ready to submit revised set of plans, use this button

3.   <u>Add Attachment</u>
     Use this to attach ADDITIONAL submittal documents that are not included on the plan (Please do NOT submit individual pages of corrected plan sets- we do require a full plan resubmittal)

DBS Online Portal: Resubmit Plans Online

After file upload, customer clicks "Submit"