

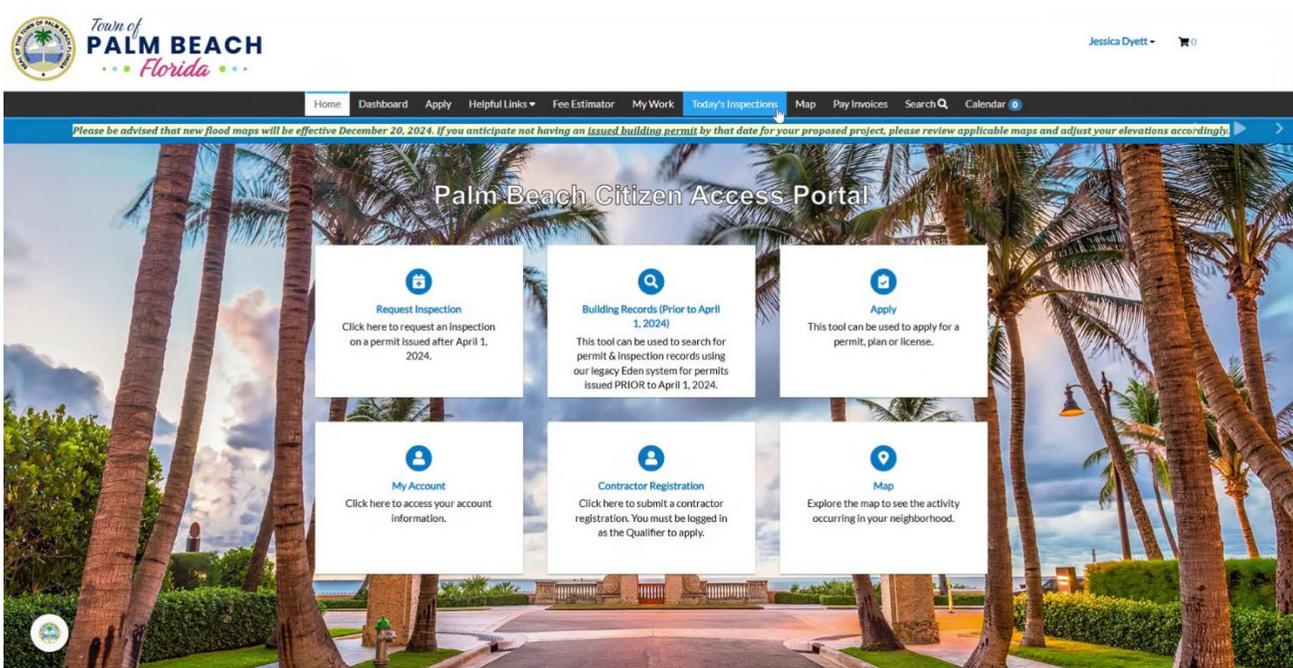
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This guide provides instructions for responding to corrections and resubmitting files for a permit on the Citizen Access Portal

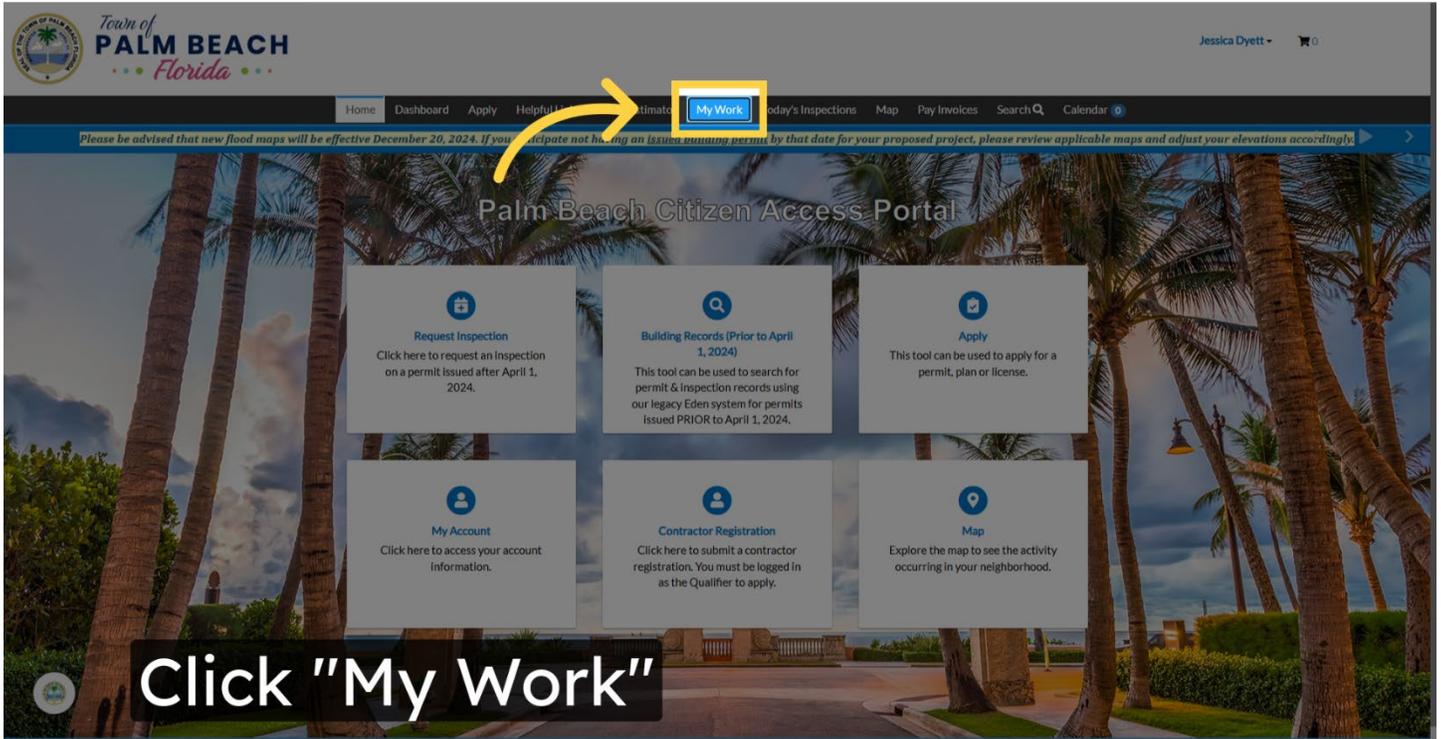
Go to townofpalmbeachfl-energovweb.tylerhost.net

1. Log in to the Palm Beach Citizen Access Portal



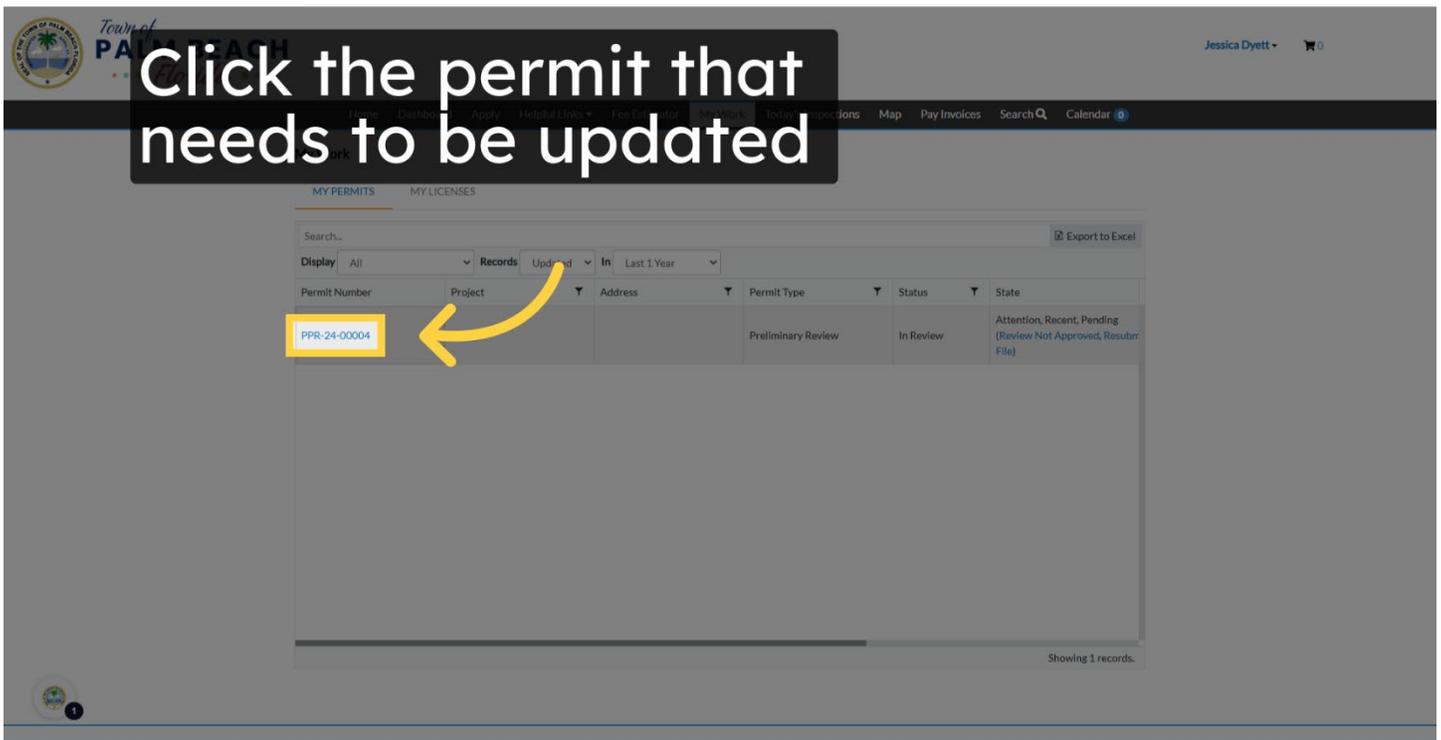
2. Click "My Work"

Access your work.



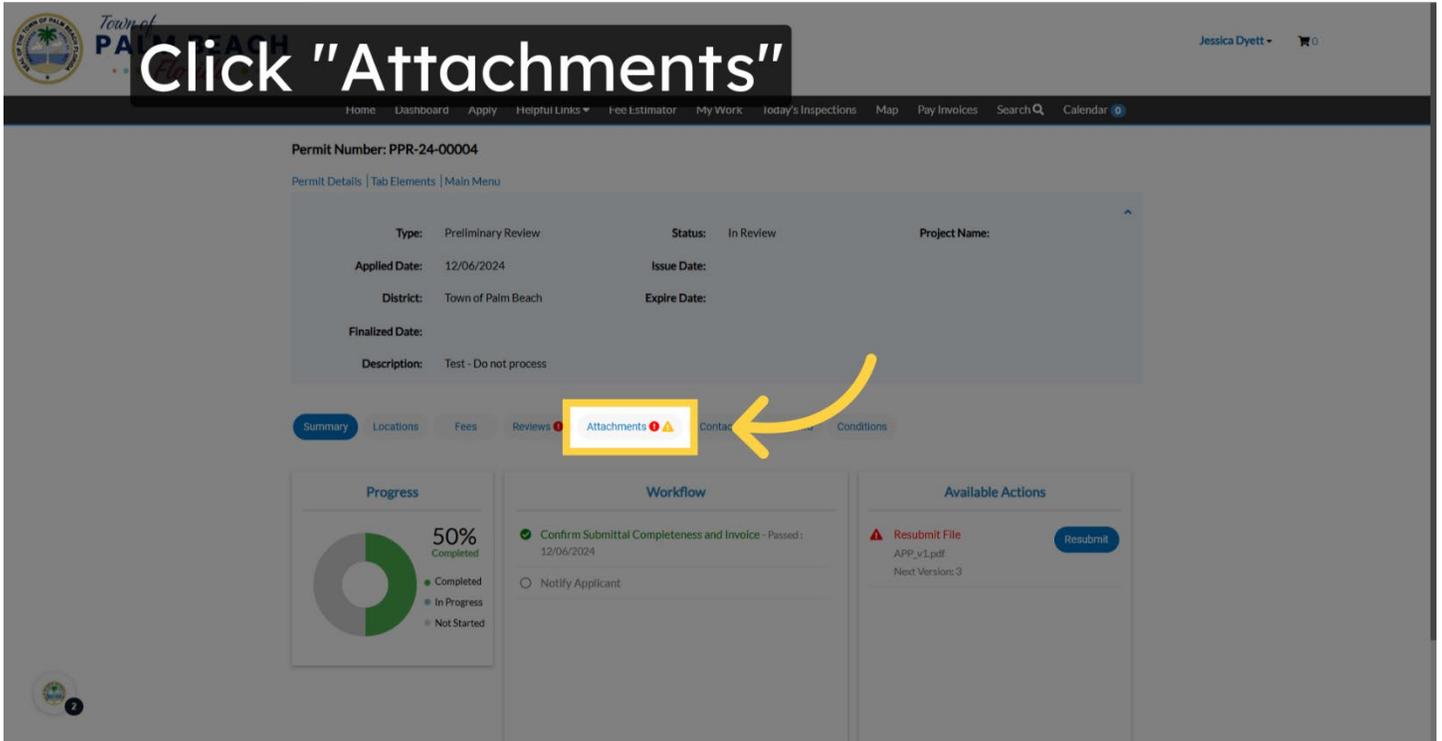
3. Click the permit that needs to be updated

Open the specific permit.



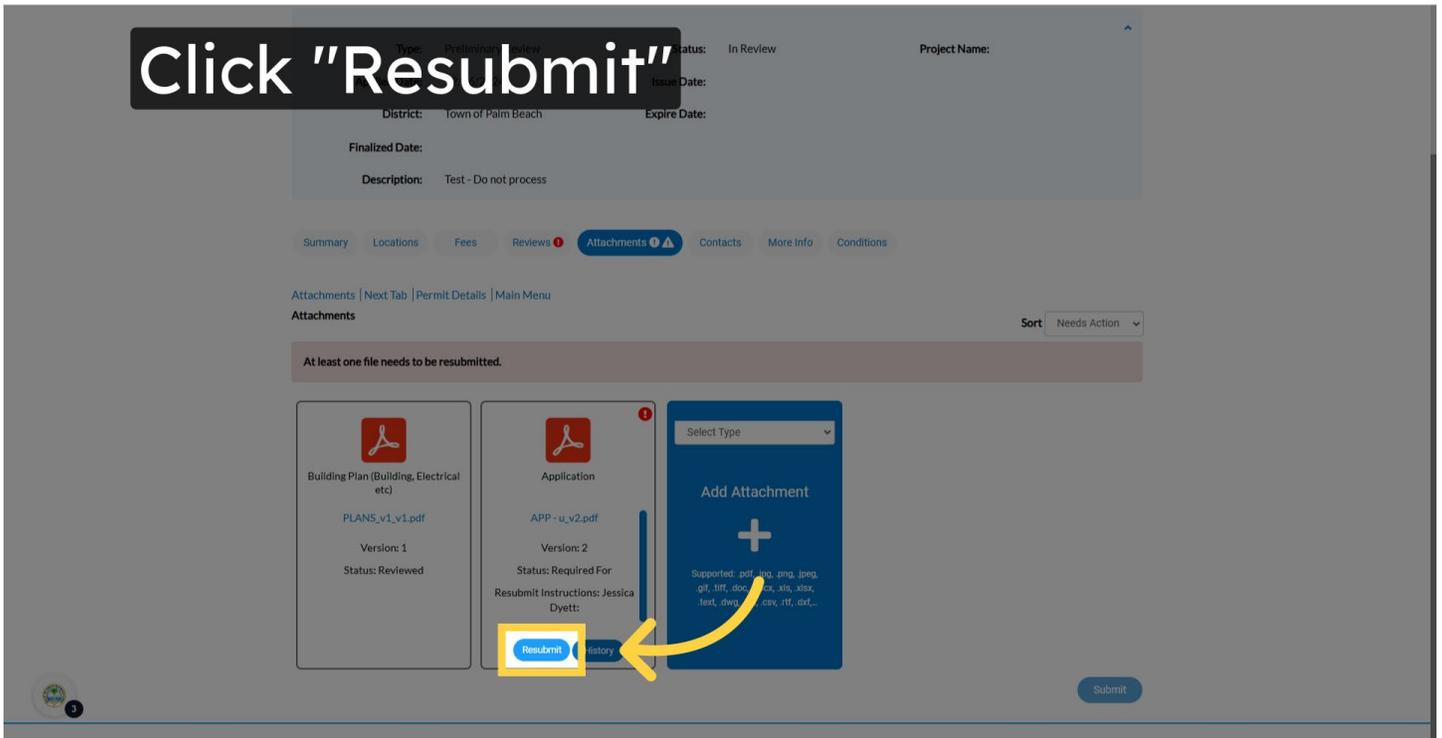
4. Click "Attachments"

Access the documents related to the permit



5. Click "Resubmit" on the document that needs to be resubmitted

Initiate the resubmission process



6. Type response here

Click Respond and enter your response to listed corrections.

The screenshot shows the 'Standard Building Plan Review' interface. At the top, there is a header with 'Standard Building Plan Review' and a dark overlay with the text 'Type response here'. Below the header, there is a table with columns for 'Submitted Status', 'Received Date', 'Due Date', and 'Completed Date'. The first row shows 'Submitted Status' as 'ARCOM/LPC Compliance - Requires Re-Submit - Lyn Emily - Completed: 12/26/2024', 'Received Date' as '01/27/2025', 'Due Date' as '12/26/2024', and 'Completed Date' as '12/26/2024'. Below the table, there is a section titled 'Corrections (3)'. The first correction has a 'Correction Type' of 'General', a 'Corrective Action' of 'Re-submit', and a 'Comment' of 'Application is not complete. Application must be fully filled out and sign by all relevant parties.' A yellow arrow points to a text input field labeled 'Type response here' next to this correction. Below the input field, there are three 'Respond' buttons. At the bottom right, there is an 'Acknowledge' toggle switch and a 'Next' button.

7. Toggle on "Acknowledge"

Toggle on "Acknowledge" once completed responding.

The screenshot shows the 'Standard Building Plan Review' interface. At the top, there is a header with 'Standard Building Plan Review' and a dark overlay with the text 'Toggle on "Acknowledge"'. Below the header, there is a table with columns for 'Submitted Status', 'Received Date', 'Due Date', and 'Completed Date'. The first row shows 'Submitted Status' as 'ARCOM/LPC Compliance - Requires Re-Submit - Lyn Emily - Completed: 12/26/2024', 'Received Date' as '12/23/2024', 'Due Date' as '01/27/2025', and 'Completed Date' as '12/26/2024'. Below the table, there is a section titled 'Corrections (3)'. The first correction has a 'Correction Type' of 'General', a 'Corrective Action' of 'Re-submit', and a 'Comment' of 'Application is not complete. Application must be fully filled out and sign by all relevant parties.' Below the comment, there is a text input field with the text 'New application submitted'. Below the input field, there are three 'Respond' buttons. At the bottom right, there is an 'Acknowledge' toggle switch that is turned on, highlighted with a yellow box and a yellow arrow. A 'Next' button is also visible at the bottom right.

8. Click "Next"

Proceed to the next step

The screenshot shows a web interface for a 'Standard Building Plan Review'. At the top, there are fields for 'Received Date' (12/23/2024), 'Due Date' (01/27/2025), and 'Completed Date' (12/26/2024). A green checkmark indicates 'ARCOW/EPC Compliance • Requires Re-Submit • Lyn Emily • Completed : 12/26/2024'. Below this, there are two 'Corrections (3)' sections. Each section includes 'Correction Type' (General), 'Corrective Action' (Re-submit), and 'Comment'. The first comment states 'Application is not complete. Application must be fully filled out and sign by all relevant parties.' The second comment says 'Submit landscape plans:'. The third comment says 'Update scope of work and sign:'. A 'Next' button is highlighted with a yellow box and a yellow arrow pointing to it from the left. A large black box with white text 'Click "Next"' is overlaid on the top left of the interface.

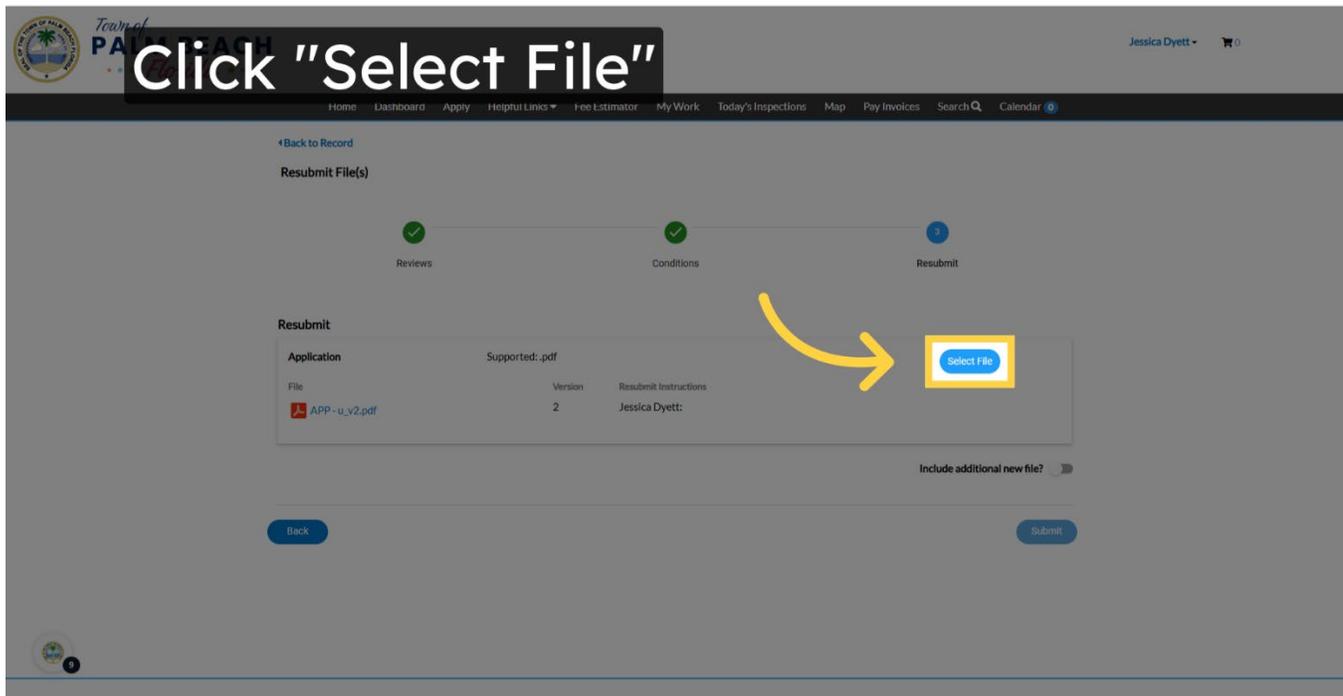
9. Review all conditions if applicable and then click "Next"

Review any Conditions listed if applicable and then continue to the following section.

The screenshot shows a web interface for 'Resubmit File(s)'. At the top, there is a navigation bar with 'Home', 'Dashboard', 'Apply', 'Helpful Links', 'Fee Estimator', 'My Work', 'Today's Inspections', 'Map', 'Pay Invoices', 'Search', and 'Calendar'. A user profile for 'Jessica Dyett' is visible in the top right. Below the navigation bar, there is a progress indicator with three steps: 'Reviews' (completed with a green checkmark), 'Conditions' (current step with a blue circle and number 2), and 'Resubmit' (pending with a grey circle and number 3). A 'Conditions' section is visible, with a 'General' tab selected. The description under 'General' reads 'Windows must be aluminum painted white.' A 'Next' button is highlighted with a yellow box and a yellow arrow pointing to it from the left. A large black box with white text 'Click "Next"' is overlaid on the top left of the interface.

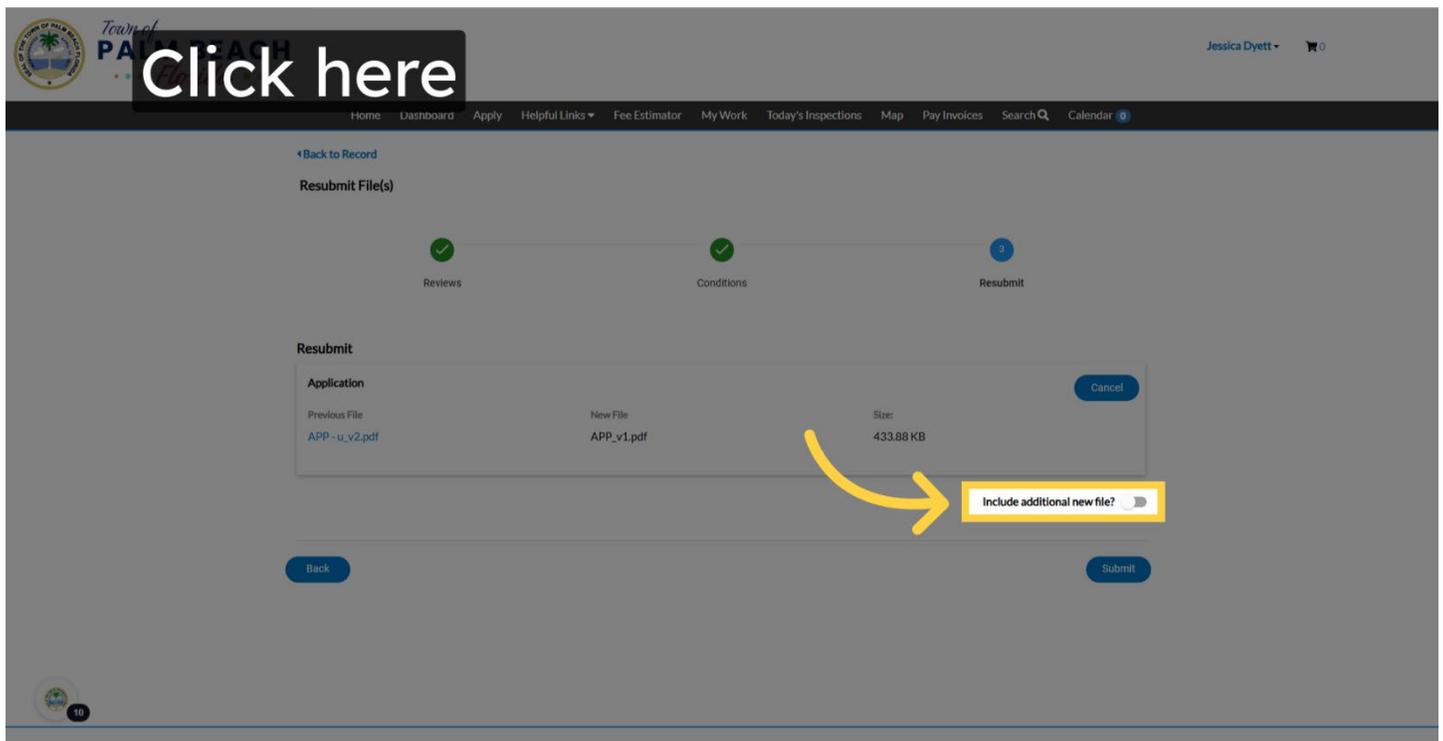
10. Resubmit all indicated files by Clicking "Select File" next to each document listed

Upload any necessary files or documents. Please ensure that resubmitted documents that are a part of a set include the complete set of files that were originally uploaded, not just the corrected files.



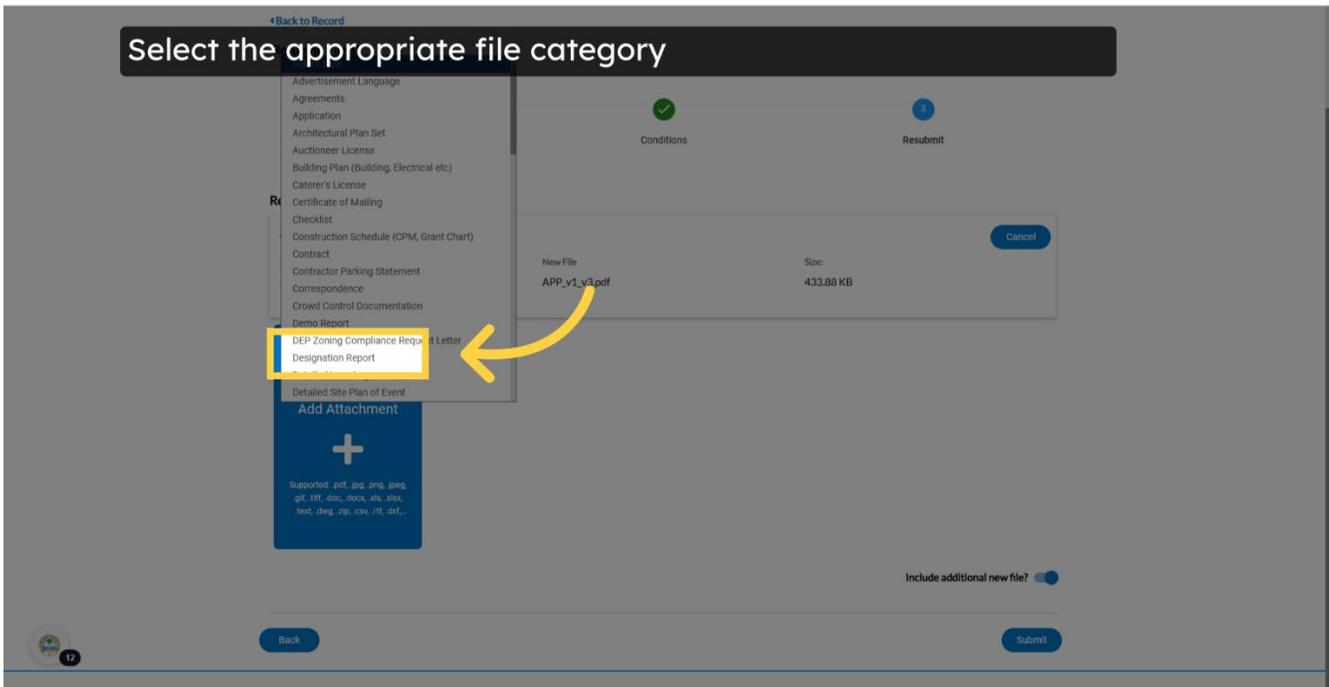
11. Toggle on "Include additional new files?" if applicable

Use this option to submit new additional files that were not included in your initial upload. If you only need to update or correct already submitted files, you can skip this step and move to Step 15.

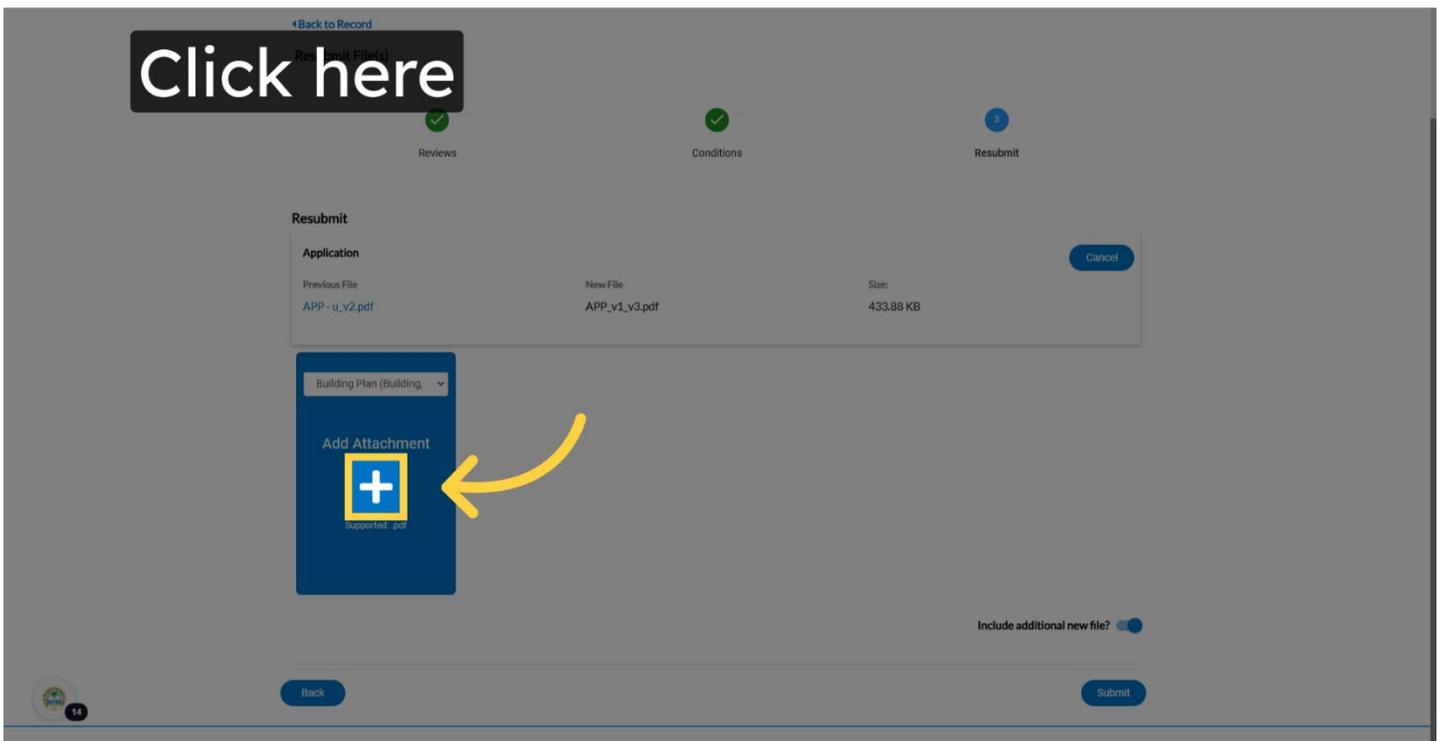


12. Click the drop down to choose the appropriate category that corresponds to the new files you will submit if applicable.

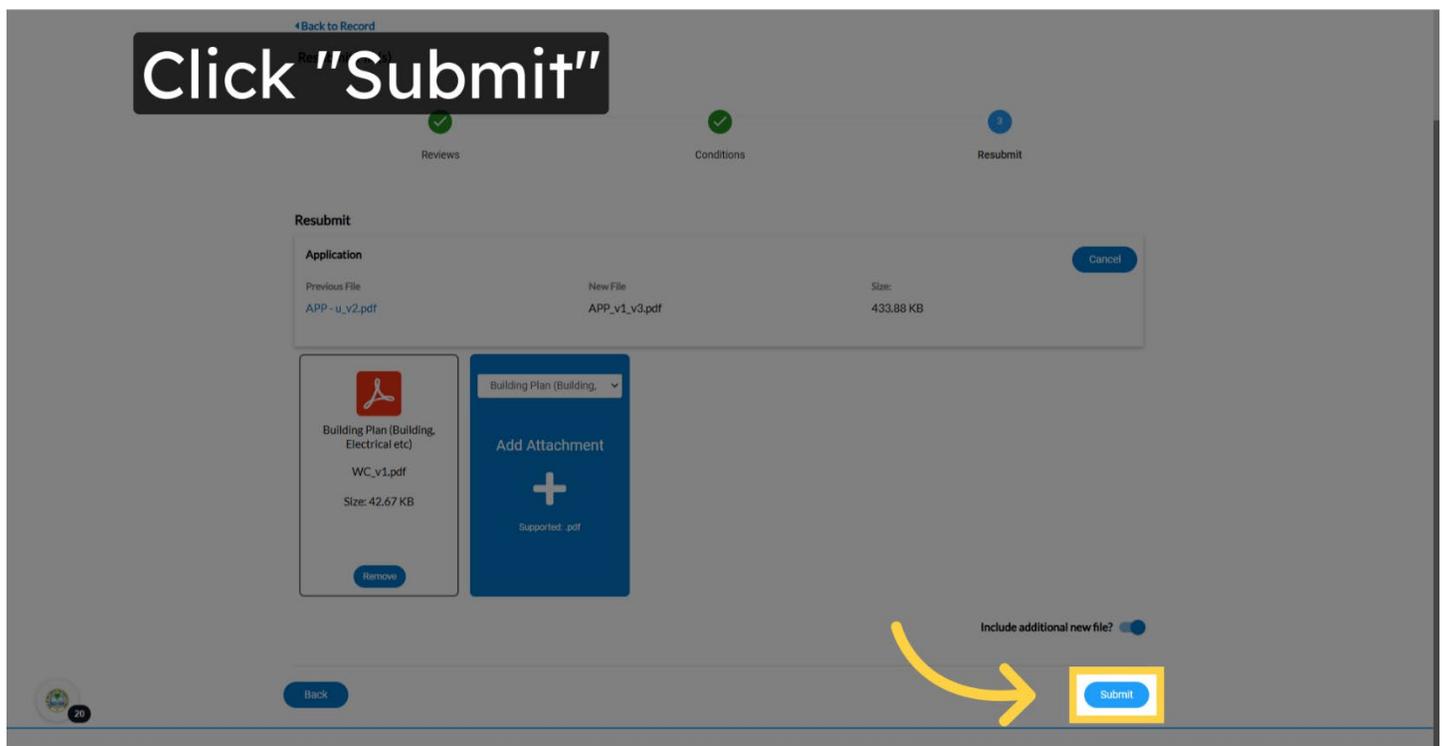
Select the appropriate file category



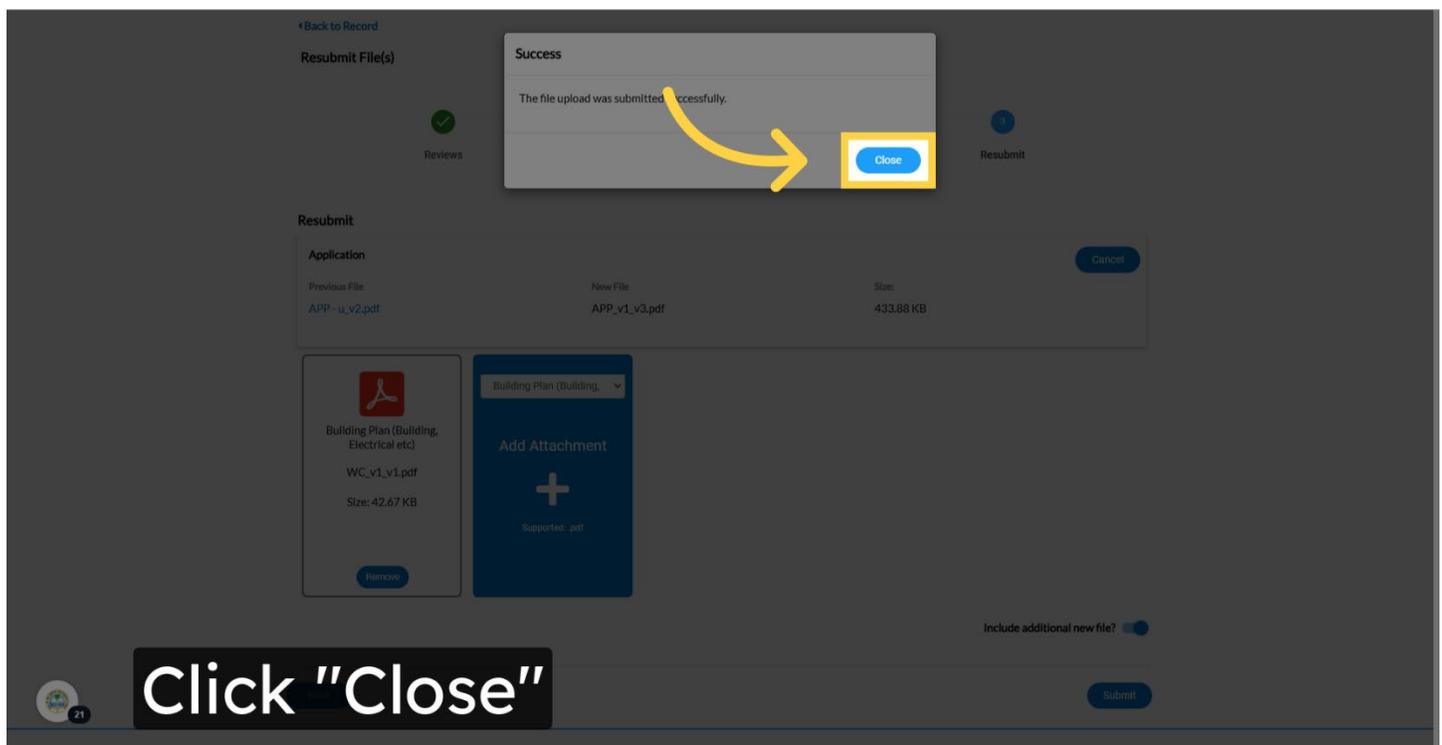
13. Once you have selected an appropriate Category click the "+" symbol to upload the file(s)
Upload the new file(s).



14. Once all files have been resubmitted, Click "Submit"



15. A message will appear once the process has been successfully completed. Click "Close"



The guide covers the process of responding to corrections and resubmitting files for a permit on the Palm Beach Citizen Access Portal.