

# Citizen Self Service (CSS) Instructions – Resubmittal After City Review

## Energov eReviews for Permits and Construction Document Review City of Columbia, MO - Building & Site Development

Below is a step-by-step guide for re-submitting construction documents after a dis-approved city review. (Note: there are multiple ways to complete some of the steps, and users will find additional functionality in CSS not discussed here.)

Note that in this example, the submittal was deemed to be complete by all reviewing departments, and thus passed the Initial Screening Process (ISP). Applicants whose submittals do not pass the ISP will be notified of the deficiencies via CSS and Email, and additional documents or information will need to be uploaded until all reviewing departments indicate the submittal is complete. Marked-up PDFs will not generally be used for the ISP.

In this example, a permit application and documents were submitted for a New Commercial Building permit through the Citizen Self Service (CSS) portal. The submittal passed the Initial Screening Process, and was subsequently reviewed by city staff from various departments. The submittal was Not Approved by one or more departments, so the Applicant was notified by Email and a new item requiring Attention is displayed on the Applicant's CSS Dashboard. Clicking the Attention button lists all permit applications that require some attention by the Applicant.

Welcome to the City of Columbia Citizen Self Service!

### My Permits

<div>Attention 21</div> <div>Commercial Bldg - ... 21</div>	<div>Pending 21</div> <div>Commercial Bldg - ... 21</div>	<div>Active 1</div> <div>Commercial Bldg - ... 1</div>	<div>Draft 1</div> <div>Commercial Bldg - ... 1</div>	<div>Recent 22</div> <div>Commercial Bldg - ... 22</div>
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[View My Permits](#)

### My Plans

<div>Attention 0</div>	<div>Pending 0</div>	<div>Active 0</div>	<div>Draft 0</div>	<div>Recent 0</div>
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[View My Plans](#)

Find the permit of concern in the list and click its number.

## Citizen Self Service (CSS) Instructions – Resubmittal After City Review

<a href="#">BLDC-001577-2019</a>	3100 E GANS RD COL, MO 65201	Commercial Bldg - New	Attention, Recent, Pending	On Hold
<a href="#">BLDC-001578-2019</a>	3100 E GANS RD COL, MO 65201	Commercial Bldg - New	Attention, Recent, Pending	On Hold
<a href="#">BLDC-001579-2019</a>	2002 GRINDSTONE PKWY COL, MO 65201	Commercial Bldg - New	Attention, Recent, Pending	On Hold
<a href="#">BLDC-001581-2019</a>	100 N OLD 63 COL, MO 65201	Commercial Bldg - New	Attention, Recent, Pending	On Hold
<a href="#">BLDC-001591-2019</a>	1009 WASH ST COL, MO 65203	Commercial Bldg - New	Attention, Recent, Pending	On Hold <a href="#">Failed Reviews</a> <a href="#">Resubmit File</a>
<a href="#">BLDC-001594-2019</a>	3606 MEANDERING CT COL, MO 65202	Commercial Bldg - New	Attention, Recent, Pending	On Hold
<a href="#">BLDC-001596-2019</a>		Commercial Bldg - New	Attention, Recent, Pending	On Hold
<a href="#">BLDC-001597-2019</a>		Commercial Bldg - New	Attention, Recent, Pending	On Hold
<a href="#">BLDC-001598-2019</a>	4208 RICE RD COL, MO 65202	Commercial Bldg - New	Attention, Recent, Pending	On Hold
<a href="#">BLDC-001599-2019</a>	3100 E GANS RD COL, MO 65201	Commercial Bldg - New	Attention, Recent, Pending	On Hold
<a href="#">BLDC-001600-2019</a>	1501 E BUSINESS LOOP 70 COL, MO 65201	Commercial Bldg - New	Attention, Recent, Pending	On Hold <a href="#">Failed Reviews</a> <a href="#">Resubmit File</a>

Results per page 25 1 - 21 of 21 << < 1 > >>

This brings up the Permit Summary screen. Various information about the permit can be seen. Notice the Attachments button has a red circled “!”, indicating attention is needed on one or more project files. Same with the Reviews button, which indicates there are failed reviews on this case. Click the “Attachments” button.

Permit Number: BLDC-001600-2019

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

Type: Commercial Bldg - New

Status: Requires Re-submit

Project Name:

Summary

Locations

Fees

Reviews !

Inspections

Attachments !

Contacts

Sub-Records

Holds

Meetings

More Info

Progress

2% Completed

Completed

In Progress

Not Started

Fees

\$0.00

View Details

Add to Cart

Workflow

Commercial Bldg - Initial Screening Process - Passed : 09/20/2019

Commercial Bldg - Review - Failed : 09/23/2019

Commercial Bldg - Review

BSD-Grading Only Permit

Footing/Foundation Permit

Verify Fees/Build Invoice

Collect Fees

Issue Permit (Create Report)

BSD-Mechanical Sub Permit

Available Actions

Resubmit File

\_Example Deferred Submittal Fo

Next Version: 2

Resubmit

Resubmit File

\_Example Detention Calc.pdf

Next Version: 2

Resubmit

Resubmit File

\_Example Storm Drainage Calc.p

Next Version: 2

Resubmit

Resubmit File

\_Example Water Quality LOS Ca

Next Version: 2

Resubmit

Page 2

All of the permit files are displayed. The files that were required for resubmittal by one or more reviewers are marked with the “attention needed” icon (red circled “!”), and have the blue “Resubmit” button present. These files contain review markups. Click each of the hyperlinks to download and view these files using PDF software. Also note there is a new file present titled “Markup Summary and Responses.” This file was generated by city staff, and is an itemized list of all the markups placed on all the drawings that were required for resubmittal. Applicants may use this itemized list to generate written responses to all comments, which is also required to be resubmitted. (This is analogous to the comment letter sent out by city staff after plan review, and the response letter that was resubmitted, used in the old paper process.)

Permit Number: BLDC-001600-2019

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

Type: Commercial Bldg - New      Status: Requires Re-submit      Project Name: ▼

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









[Attachments](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

Attachments

Click the hyperlink to download the marked-up PDF. Repeat for all files needing to be resubmitted.

Sort: Needs Action ▼

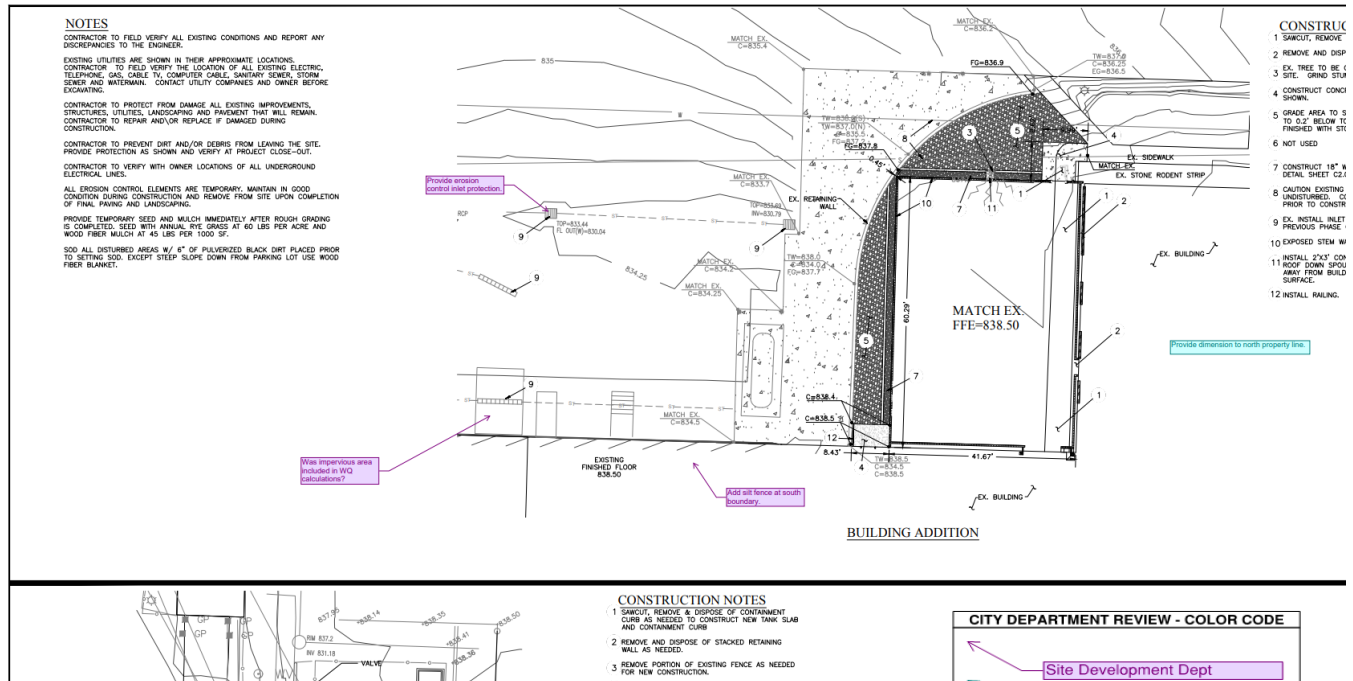
At least one file needs to be resubmitted.

 <p><b>Request for Deferred Submittal Form</b></p> <p><a href="#">_Example Deferred Submittal Form_v1.pdf</a> Version: 1</p> <p>Status: Corrections Added</p> <p>Resubmit Instructions: Nina Hennkens: -</p> <p><a href="#">Resubmit</a></p>	 <p><b>Stormwater-Detention Calculations</b></p> <p><a href="#">_Example Detention Calc_v1.pdf</a> Version: 1</p> <p>Status: Corrections Added</p> <p>Resubmit Instructions: Rick Kaufmann: -</p> <p><a href="#">Resubmit</a></p>	 <p><b>Stormwater-Drainage Calculations</b></p> <p><a href="#">_Example Storm Drainage Calc_v1.pdf</a> Version: 1</p> <p>Status: Corrections Added</p> <p>Resubmit Instructions: Rick Kaufmann: -</p> <p><a href="#">Resubmit</a></p>	 <p><b>Stormwater-Water Quality Calculations</b></p> <p><a href="#">_Example Water Quality LOS Calc_v1.pdf</a> Version: 1</p> <p>Status: Corrections Added</p> <p>Resubmit Instructions: Rick Kaufmann: -</p> <p><a href="#">Resubmit</a></p>	 <p><b>Markup Summary &amp; Responses</b></p> <p><a href="#">BLDC-1600-2019_Markup Summary_v1.pdf</a> Version: 1</p> <p>Status: Correction Added</p> <p>Resubmit Instructions: Provide written responses to all comment</p> <p><a href="#">Resubmit</a></p>
 <p><b>Building Plan (Arch, Struct, MEP's, etc)</b></p> <p><a href="#">full building set_Example_v1.pdf</a> Version: 1</p> <p>Status: Corrections Added</p> <p>Resubmit Instructions: Rick Kaufmann: -; Steven Eiten: -; Nina Hennkens: -</p> <p><a href="#">Resubmit</a></p>	 <p><b>Site/Civil Plans</b></p> <p><a href="#">Site_Civil_plan_Example_v1.pdf</a> Version: 1</p> <p>Status: Corrections Added</p> <p>Resubmit Instructions: Nina Hennkens: -; Rick Kaufmann: -</p> <p><a href="#">Resubmit</a></p>	 <p><b>Energy Code Compliance Documents</b></p> <p><a href="#">_Example Energy Code Compliance_v1.pdf</a> Version: 1</p> <p>Status: Under Review</p>	<div> Easement Documents ▼ </div> <div> Add Attachment </div> <div> + </div> <div> Supported: .pdf, </div>	

Click the “Markup Summary & Responses” hyperlink to download the markup summary.

[Submit](#)

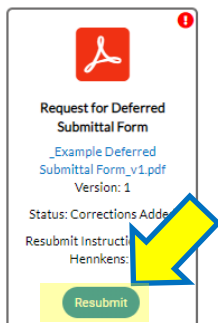
Below is an example of a marked-up PDF (excerpt). The markups are color-coded by department making the comment, as indicated in the chart below.



Below is an example page from the Markup Summary & Response PDF.

BLDC-1600-2019_Markup Summary		
Example Deferred Submittal Form_v1.pdf (1)		
	<b>Subject:</b> Building Safety Dept <b>Page Label:</b> 1 <b>Author:</b> Nina Hennkens BSD <b>Color:</b> <span style="color: blue;">■</span> <b>File Name:</b> _Example Deferred Submittal Form_v1.pdf	MEP drawings state there will be a Sprinkler deferred submittal, please include on Deferred Submittal form.
Example Detention Calc_v1.pdf (1)		
	<b>Subject:</b> Site Development Dept <b>Page Label:</b> 1 <b>Author:</b> Rick Kaufmann, Site Development <b>Color:</b> <span style="color: purple;">■</span> <b>File Name:</b> _Example Detention Calc_v1.pdf	Provide Stage-Storage and Stage-Discharge curves.
Example Storm Drainage Calc_v1.pdf (1)		
	<b>Subject:</b> Site Development Dept <b>Page Label:</b> 2 <b>Author:</b> Rick Kaufmann, Site Development <b>Color:</b> <span style="color: purple;">■</span> <b>File Name:</b> _Example Storm Drainage Calc_v1.pdf	Verify capacity calculation.
Example Water Quality LOS Calc_v1.pdf (1)		
	<b>Subject:</b> Site Development Dept <b>Page Label:</b> 3 <b>Author:</b> Rick Kaufmann, Site Development <b>Color:</b> <span style="color: purple;">■</span> <b>File Name:</b> _Example Water Quality LOS Calc_v1.pdf	Verify treatment area.
full building set_Example_v1.pdf (8)		
	<b>Subject:</b> Building Safety Dept <b>Page Label:</b> 2 <b>Author:</b> Nina Hennkens BSD <b>Color:</b> <span style="color: blue;">■</span> <b>File Name:</b> full building set_Example_v1.pdf	Update building height per exterior elevations.
	<b>Subject:</b> Building Safety Dept <b>Page Label:</b> 4 <b>Author:</b> Nina Hennkens BSD <b>Color:</b> <span style="color: blue;">■</span> <b>File Name:</b> full building set_Example_v1.pdf	Include rigid insulation as required per the Energy Code.
	<b>Subject:</b> Building Safety Dept <b>Page Label:</b> 4 <b>Author:</b> Nina Hennkens BSD <b>Color:</b> <span style="color: blue;">■</span> <b>File Name:</b> full building set_Example_v1.pdf	add vertical grab bars in each toilet room.
	<b>Subject:</b> Building Safety Dept <b>Page Label:</b> 7 <b>Author:</b> Nina Hennkens BSD <b>Color:</b> <span style="color: blue;">■</span> <b>File Name:</b> full building set_Example_v1.pdf	A building permit will not be issued until the metal building system deferred submittal has been reviewed and approved by the Building Safety Department. However, a footing and foundation permit can be issued once all items required for a Footing & Foundation permit application have been met.

Note that the markups are sorted by file name (which PDF file the markup appears on), and by reviewing department. A thumbnail view and other information for the markup is shown. Please provide written responses to all comments. Responses can be added directly to the Markup Summary & Response PDF (in the form of a text box, etc.); or the comments can be transferred to a separate document such as a letter, and responses added there. Regardless, a PDF file listing the city review comments and Applicant responses will need to be submitted, similar to the old paper process.



Once all permit files have been revised to address city comments, and the PDF containing written responses to comments is completed, the Applicant is ready to resubmit. Important: Resubmittal will need to wait until ALL files needing to be resubmitted (plus any brand new files that are required) have been revised and are ready for submission. Piecemeal resubmittal will not be allowed and if attempted, will result in significant delay of permit approval since the system is not built to handle this.

To resubmit, navigate to the same Attachments screen as before. Click “Resubmit” on any of the cards.

Now a Resubmit File(s) screen is displayed, which indicates a three-step process indicated by the progress bar along the top. The first step, Files, also shows a hyperlink to all files needing to be resubmitted, along with the version of the file, any special resubmit instructions, and an itemized list of city staff markups. The 2<sup>nd</sup> step, Reviews, presents a recap of the review history for this case. There will typically be no action required for these first two steps; simply click “Next” for each.

Step 3, Resubmit, is where revised PDFs will be uploaded. A list of all files needing to be resubmitted is again displayed, but with a different look. By each is a “Select File” button, which will allow the revised PDFs to be uploaded. Click “Select File” for the appropriate category, and navigate to the location where the file is stored on the Applicant’s device. Files must be selected and added in this way one at a time. Add the PDF containing written responses to comments using the “Markup Summary & Responses” category.

[Back to Record](#)

#### Resubmit File(s)



Files



Reviews



Resubmit

#### Resubmit

File	Version	Resubmit Instructions	Select File
_Example Deferred Submittal Form_v1.pdf	1	Nina Hennkens: -	Select File
_Example Detention Calc_v1.pdf	1	Rick Kaufmann: -	Select File
_Example Storm Drainage Calc_v1.pdf	1	Rick Kaufmann: -	Select File
_Example Water Quality LOS Calc_v1.pdf	1	Rick Kaufmann: -	Select File
Markup Summary & Responses			Select File

To resubmit a file, click “Select File” for the appropriate file category, then navigate to the location where the file is stored on the Applicant’s device.

Once all files have been added, click “Submit” at the bottom of the screen. When the files have been submitted, a success message will appear. The resubmittal process is now complete. However, if city staff requested any brand new files be submitted, see below. The process to upload brand new files is separate from that of uploading revised files that were previously submitted. It is important that these two processes be completed quickly one after another, as city staff may begin the review process once the first batch of files is received, and will not know the Applicant intends to submit additional files.

To upload brand new files, navigate to the same Attachments screen as before. Notice that the “attention needed” icon (red circled “!”) and the blue “Resubmit” button are no longer present for the files that were just re-submitted. In addition, previously submitted files are available for review by clicking the hyperlink and downloading to the Applicant’s device. Older versions of the permit files (still containing city review markups) are also available by clicking the “History” button. To upload brand new files, use the blue “Add Attachment” card, and follow the instructions below.

The screenshot shows the 'Attachments' screen in the CSS system. At the top, there are filters for 'Type: Commercial Bldg - New', 'Status: Requires Re-submit', and 'Project Name:'. Below these are tabs for 'Summary', 'Locations', 'Fees', 'Reviews', 'Inspections', 'Attachments' (selected), 'Contacts', 'Sub-Records', 'Holds', 'Meetings', and 'More Info'. The 'Attachments' section displays a grid of document cards, each with a PDF icon, title, file name, version, status, and a 'History' button. A yellow arrow points from a text box to the 'Add Attachment' modal, which is open. The modal shows a dropdown menu for 'Easement Documents' and a large green '+' button. Another yellow arrow points from a text box to the 'Submit' button at the bottom right of the screen.

**Type:** Commercial Bldg - New **Status:** Requires Re-submit **Project Name:**

Summary Locations Fees Reviews Inspections **Attachments** Contacts Sub-Records Holds Meetings More Info

Attachments | Next Tab | Permit Details | Main Menu

**Attachments** Sort Needs Action

**Request for Deferred Submittal Form**  
\_Example Deferred Submittal Form - Version: 2  
Status: Under Review  
History

**Stormwater-Detention Calculations**  
\_Example BMP Covenant\_v2.pdf Version: 2  
Status: Under Review  
History

**Energy Code Compliance Documents**  
\_Example Energy Code Compliance\_v1.pdf Version: 1  
Status: Under Review  
History

**Stormwater-Drainage Calculations**  
Brody\_\_v2.pdf Version: 2  
Status: Under Review  
History

**Stormwater-Water Quality Calculations**  
Brody\_\_ - Copy\_v2.pdf Version: 2  
Status: Under Review  
History

**Markup Summary Response**  
Markup Summary\_Response\_exempl Version: 2  
Status: Under Review  
History

**Foundation Building Set - Example**  
Copy\_v2.pdf Version: 2  
Status: Under Review  
History

**Example Site Civil Plan**  
Copy\_v2.pdf Version: 2  
Status: Under Review  
History

**Add Attachment**  
Easement Documents  
+  
Supporting .pdf,  
Submit

To add a brand new document, first select the appropriate file category from the dropdown menu on the “Add Attachment” card.

Then add the attachment by clicking “+”. Repeat the process to add as many documents as needed. When all have been added, click “Submit”.

Once all required documents are uploaded, the resubmittal is complete. The status can be seen on the permit case main screen in CSS. This is also where responses and review information from city staff will be accessed.