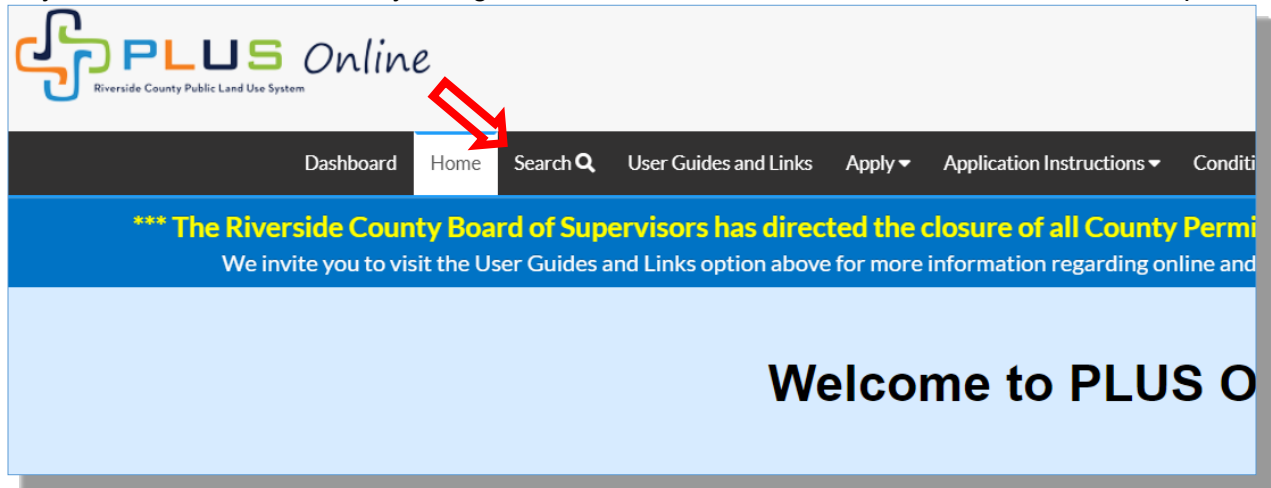


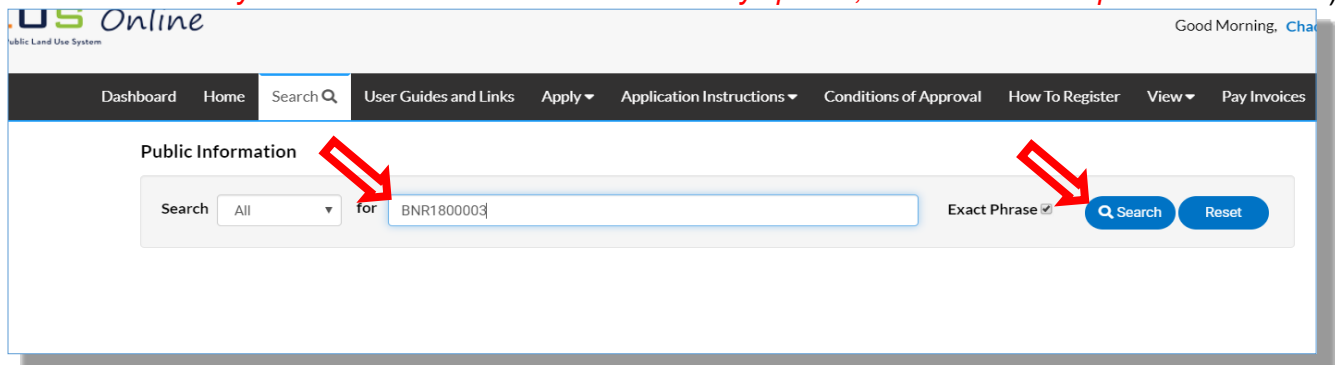
How to See Reviews?

Please note that in order to review corrections and upload revised documents, you must have a registered PLUS Online account. If you do not have a PLUS Online account, please see the instruction video and manual at <https://rctlma.org/plus/How-to-Register>. If you have any trouble registering or viewing corrections, please contact us at PLUSAssist@rivco.org.

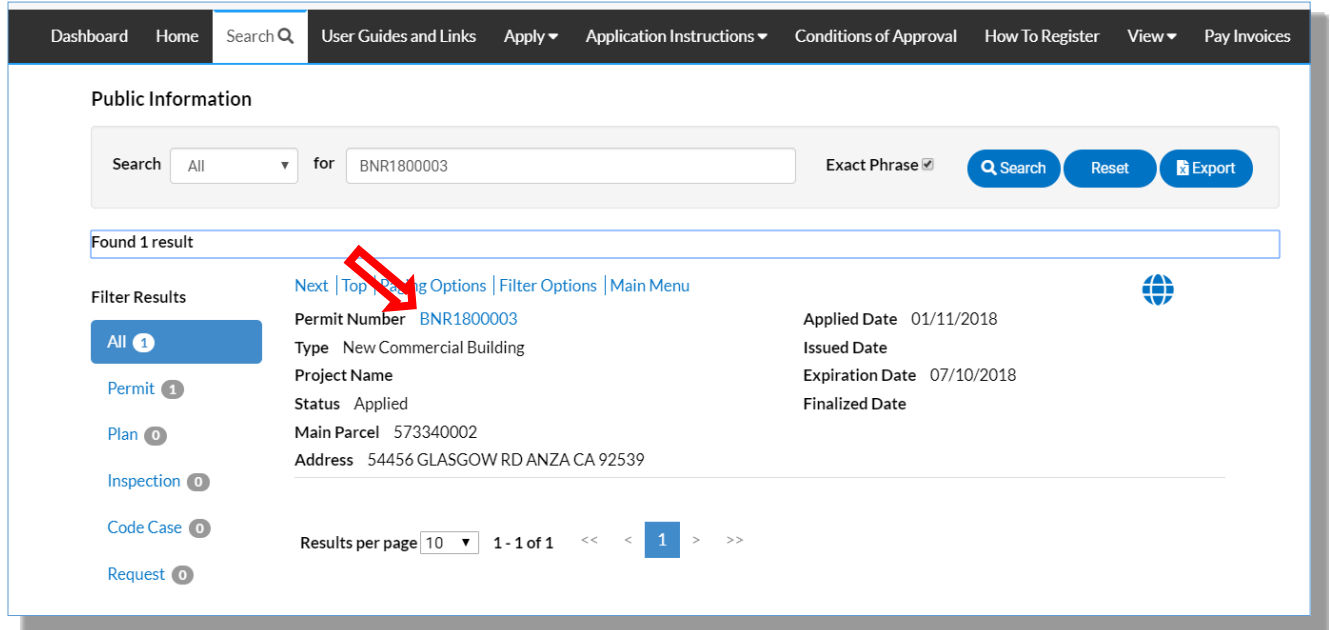
1. To view your corrections, you first need to navigate to the permit or plan record in question. The easiest way to locate the record is by using the search tool. Click on the search icon in the top menu bar.



2. Now type the plan or permit number into the search field and click search. (*Please make sure you type the number exactly. Permit numbers should not have any spaces, dashes or other special characters.*)



3. Click on the appropriate permit or plan number in your search results.



Dashboard Home Search Q User Guides and Links Apply Application Instructions Conditions of Approval How To Register View Pay Invoices

Public Information

Search All for BNR1800003 Exact Phrase Search Reset Export

Found 1 result

Filter Results

- All 1
- Permit 1
- Plan 0
- Inspection 0
- Code Case 0
- Request 0

Next | Top | Loading Options | Filter Options | Main Menu

Permit Number BNR1800003 Applied Date 01/11/2018

Type New Commercial Building Issued Date

Project Name Expiration Date 07/10/2018

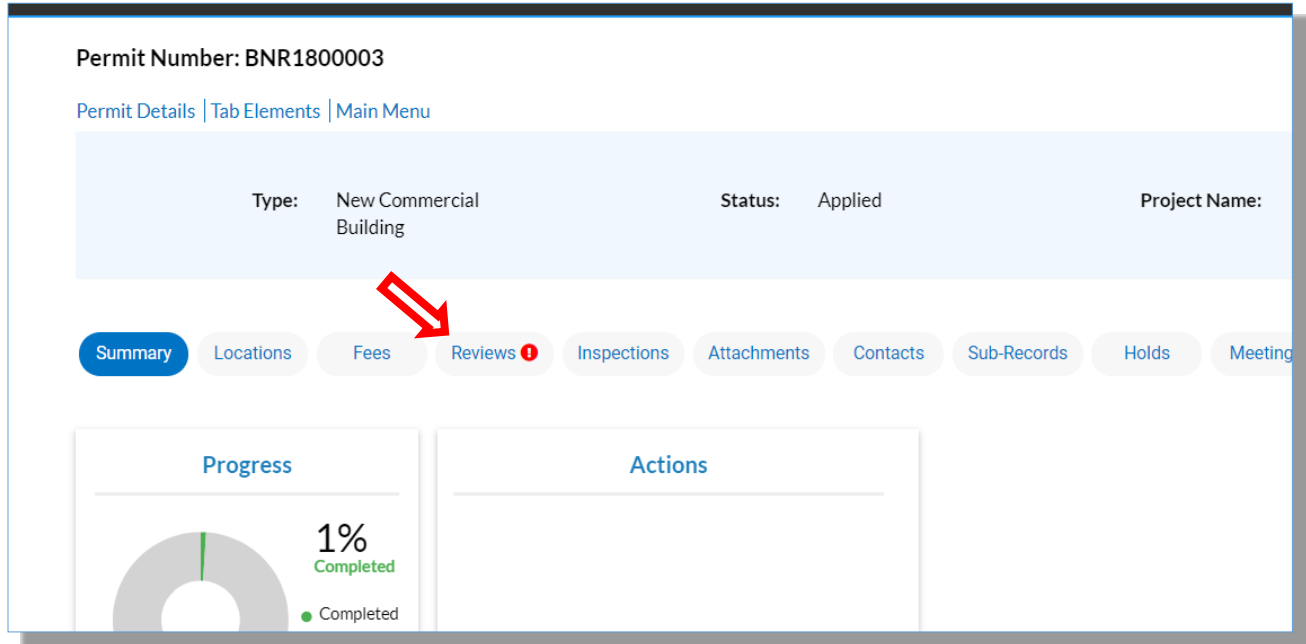
Status Applied Finalized Date

Main Parcel 573340002

Address 54456 GLASGOW RD ANZA CA 92539

Results per page 10 1 - 1 of 1 << < 1 > >>

4. Once you have opened the plan or permit record, click on the **Reviews** tab.



Permit Number: BNR1800003

Permit Details | Tab Elements | Main Menu

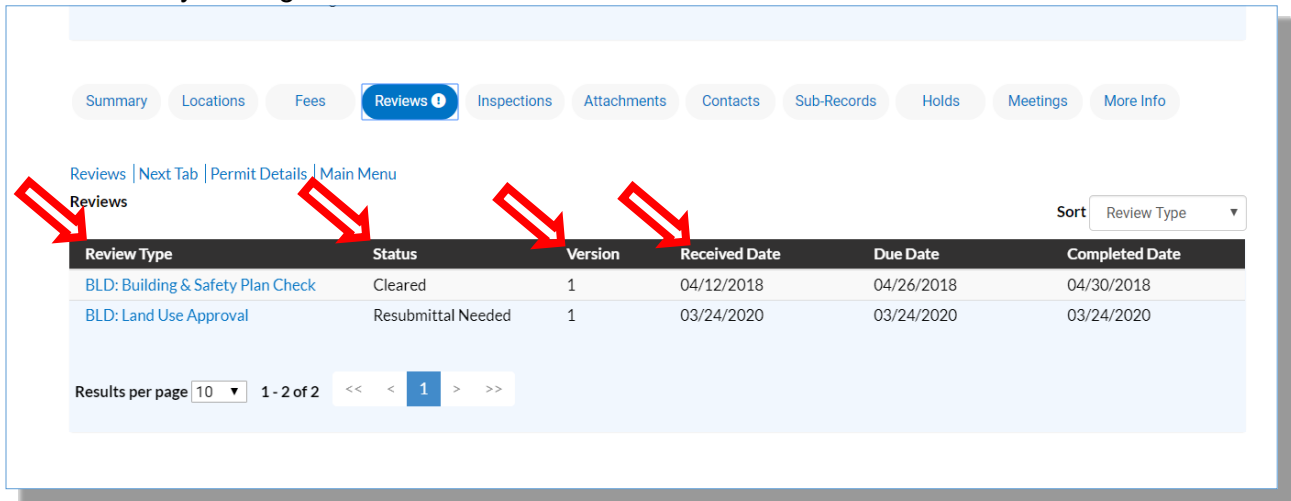
Type: New Commercial Building Status: Applied Project Name:

Summary Locations Fees Reviews 1 Inspections Attachments Contacts Sub-Records Holds Meeting

Progress 1% Completed

Actions

5. Now select the most recent review with a status of **Resubmittal Needed**. You can tell which review is most recent by looking at the **Version** number and/or the **Received Date**.



Summary Locations Fees **Reviews 1** Inspections Attachments Contacts Sub-Records Holds Meetings More Info

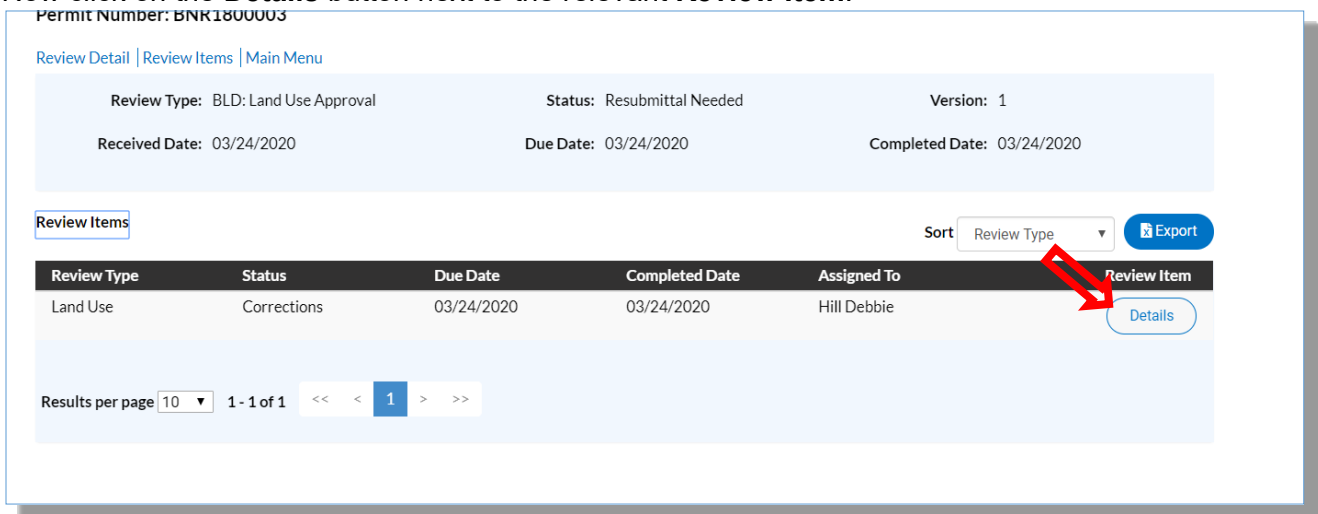
Reviews | Next Tab | Permit Details | Main Menu

Reviews Sort Review Type ▼

Review Type	Status	Version	Received Date	Due Date	Completed Date
BLD: Building & Safety Plan Check	Cleared	1	04/12/2018	04/26/2018	04/30/2018
BLD: Land Use Approval	Resubmittal Needed	1	03/24/2020	03/24/2020	03/24/2020

Results per page 10 ▼ 1 - 2 of 2 << < 1 > >>

6. Now click on the **Details** button next to the relevant **Review Item**.



Permit Number: BNR1800003

Review Detail | Review Items | Main Menu

Review Type: BLD: Land Use Approval Status: Resubmittal Needed Version: 1
 Received Date: 03/24/2020 Due Date: 03/24/2020 Completed Date: 03/24/2020

Review Items Sort Review Type ▼ [Export](#)

Review Type	Status	Due Date	Completed Date	Assigned To	Review Item
Land Use	Corrections	03/24/2020	03/24/2020	Hill Debbie	Details

Results per page 10 ▼ 1 - 1 of 1 << < 1 > >>

7. After clicking the **Details** button, scroll down to view your corrections.

Land Use Corrections 03/24/2020 03/24/2020 Hill Debbie [Details](#)

Results per page 10 1 - 1 of 1 << < 1 > >>

[Comments](#) | [Recommendations](#) | [Corrections](#) | [Review Detail](#) | [Review Items](#) | [Main Menu](#)

- Show recommendations is disabled for selected item review

Comments

No comments to display.

Corrections Sort: Correction Order [Export](#)

Correction Order: 0 Type: General Resolved: No


Resolved On:

Comments

Please revise the site plan to include all existing accessory structures on the property.

Corrective Action

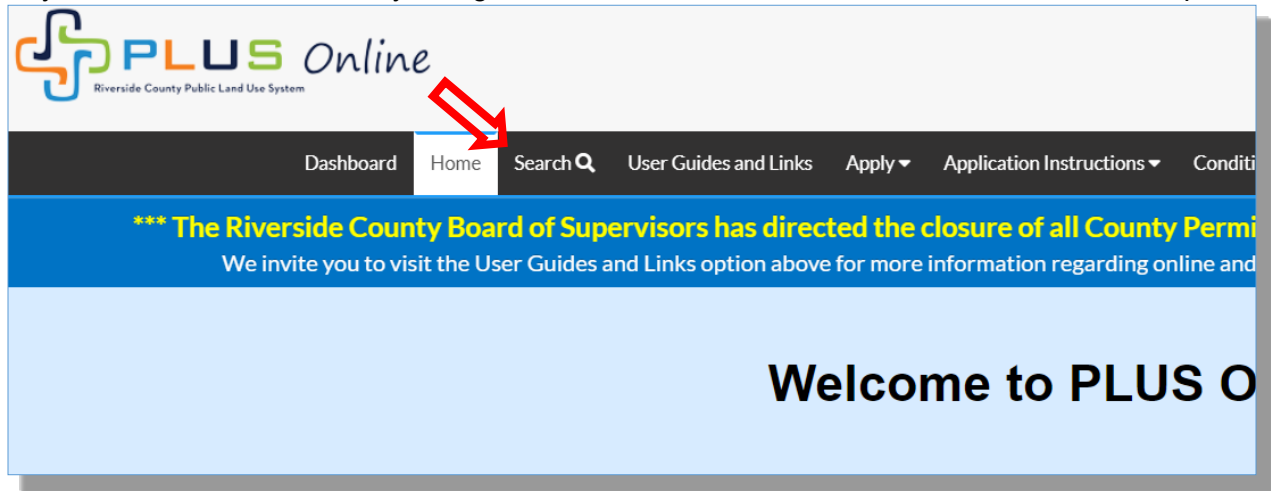
N/A



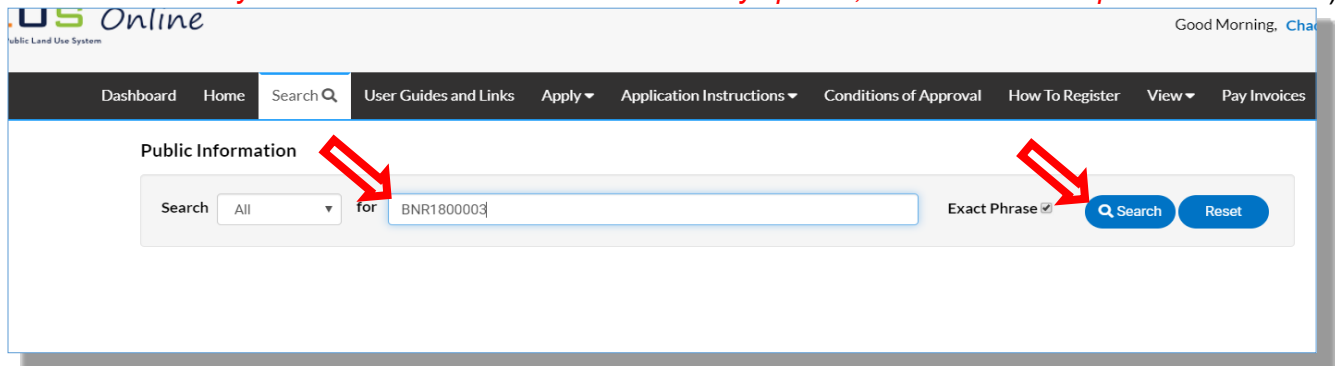
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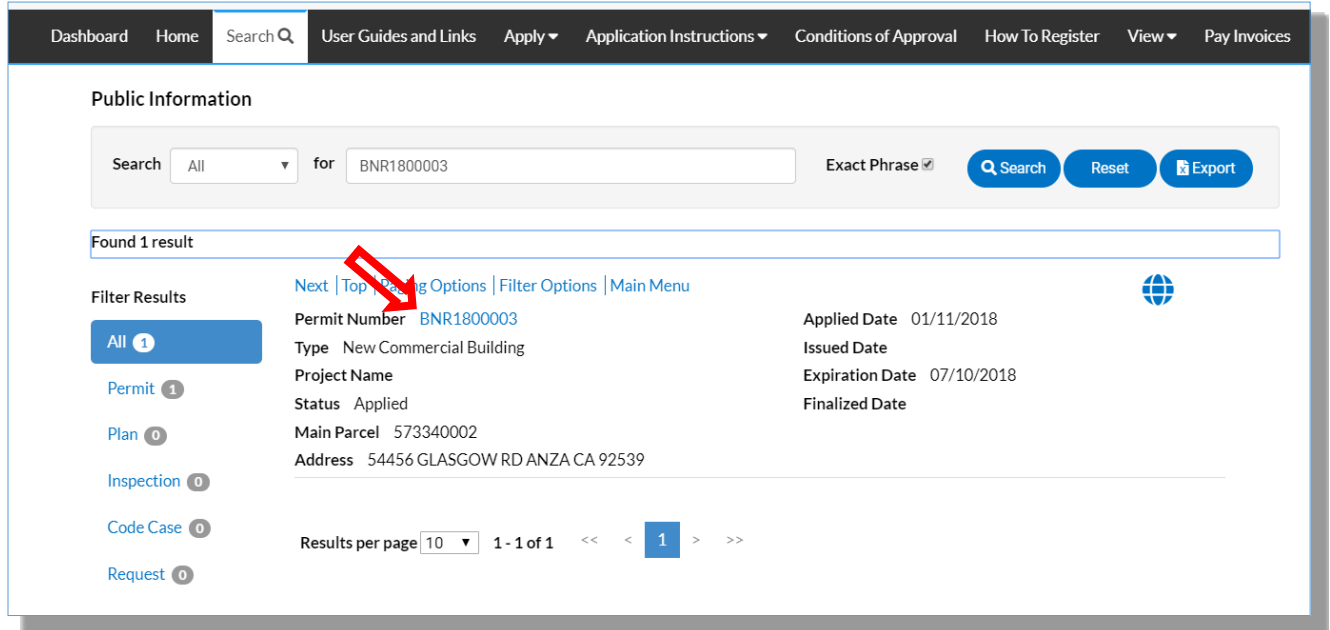
1. To upload attachments, you first need to navigate to the permit or plan record in question. The easiest way to locate the record is by using the search tool. Click on the search icon in the top menu bar.



2. Now type the plan or permit number into the search field and click search. (*Please make sure you type the number exactly. Permit numbers should not have any spaces, dashes or other special characters.*)



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Next | Top | Loading Options | Filter Options | Main Menu

Permit Number BNR1800003 Applied Date 01/11/2018

Type New Commercial Building Issued Date

Project Name Expiration Date 07/10/2018

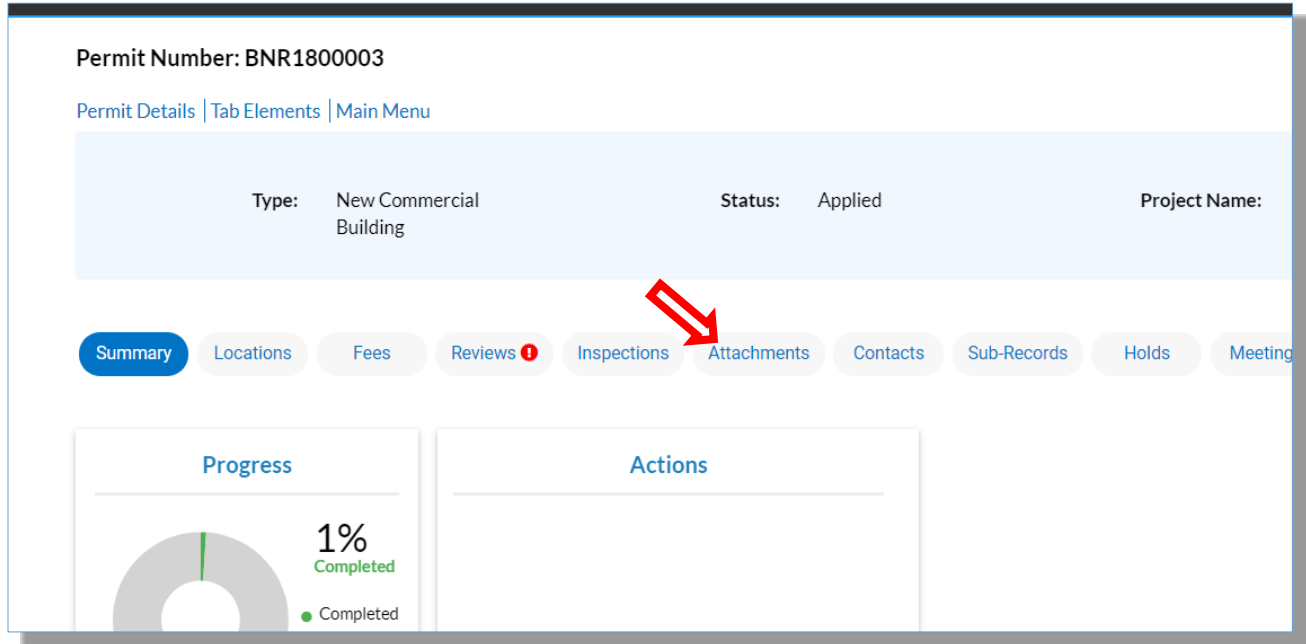
Status Applied Finalized Date

Main Parcel 573340002

Address 54456 GLASGOW RD ANZA CA 92539

Results per page 10 1 - 1 of 1 << < 1 > >>

4. Once you have opened the plan or permit record, click on the **Attachments** tab.



Permit Number: BNR1800003

Permit Details | Tab Elements | Main Menu

Type: New Commercial Building Status: Applied Project Name:

Summary Locations Fees Reviews 1 Inspections Attachments Contacts Sub-Records Holds Meeting

Progress 1% Completed

Actions

5. Once in the **Attachments** tab, click on the **Add Attachment** tile.

Permit Number: BNR1800003

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

Type: New Commercial Building Status: Applied

[Summary](#) | [Locations](#) | [Fees](#) | [Reviews](#) 1 | [Inspections](#) | **[Attachments](#)** | [Contacts](#) | [Sub-Records](#) | [H](#)

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

Attachments

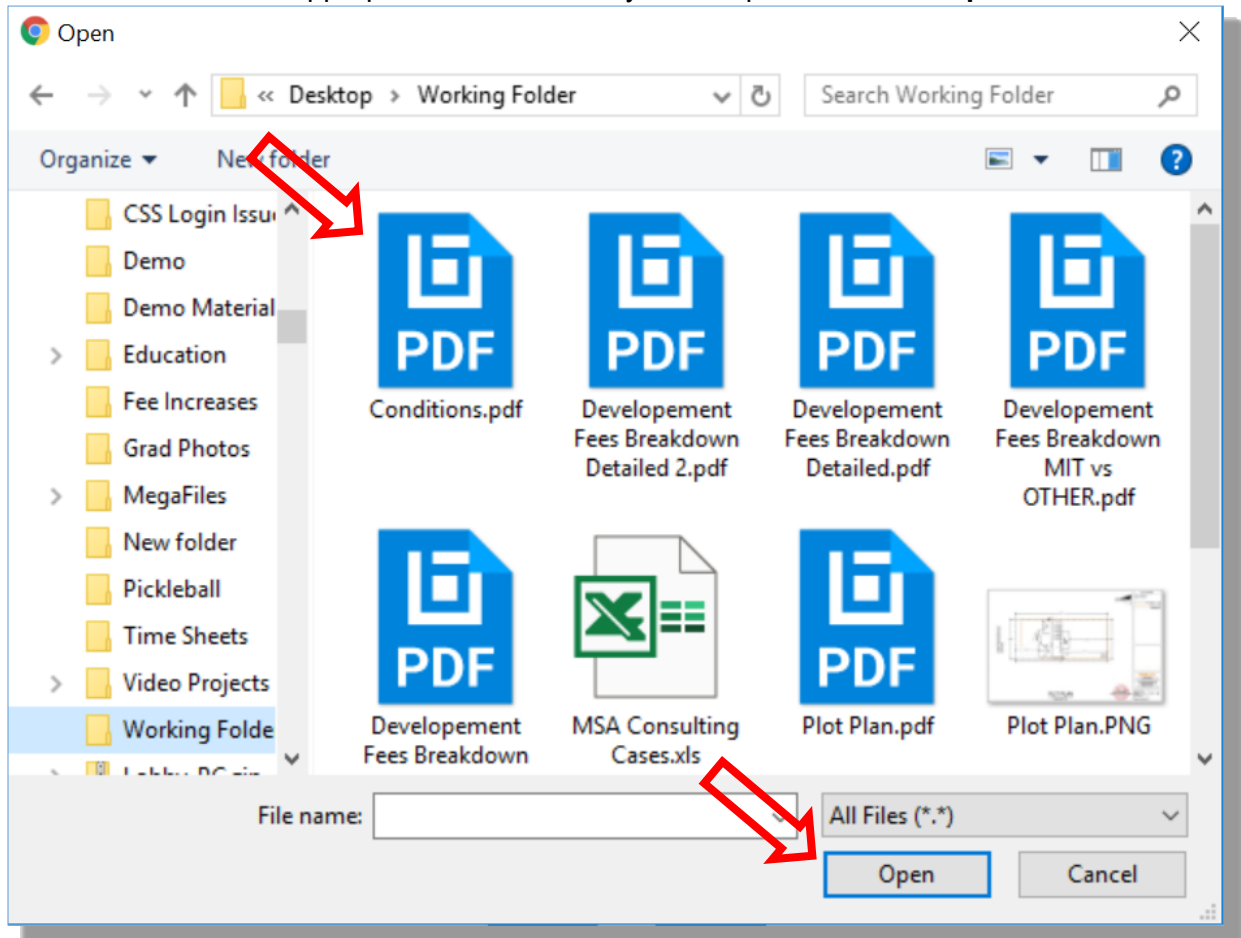
Other ▾

Add Attachment

+

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, csv, rtf, dxf, dwf, dwfx

6. Locate and select the appropriate document on your computer and click **Open**.



7. Finally, make sure you click the **Submit** button.

Permit Number: BNR1800003


Permit Details | Tab Elements | Main Menu

Type: New Commercial Building Status: Applied 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 ▼



Other

Conditions.pdf

Size: 51.54 KB


[Remove](#)

Other ▼

Add Attachment

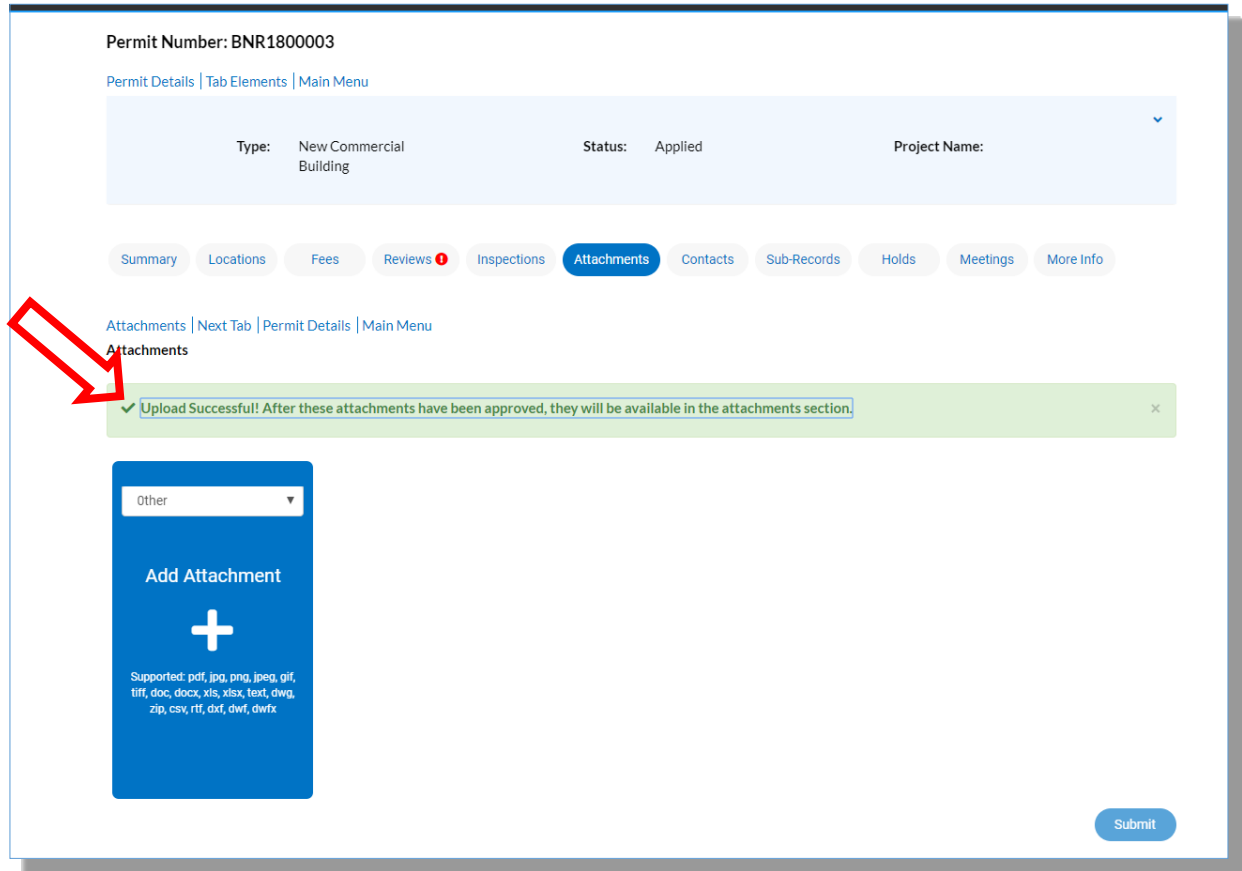
+

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls,xlsx, text, dwg, zip, csv, rtf, dxf, dwf, dwfx



[Submit](#)

8. Your document will disappear from the attachments tab, but the **Green Banner** indicates that the attachment was uploaded successfully. (*Please note that attachments will not be viewable unless staff manually updates the status of the attachment*)



Permit Number: BNR1800003

Permit Details | Tab Elements | Main Menu

Type: New Commercial Building Status: Applied Project Name: ▼

Summary Locations Fees Reviews 1 Inspections **Attachments** Contacts Sub-Records Holds Meetings More Info

Attachments | Next Tab | Permit Details | Main Menu

Attachments

✓ Upload Successful! After these attachments have been approved, they will be available in the attachments section. ×

Other ▼

Add Attachment

+

Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, csv, rtf, dxf, dwfx

Submit