

# How to create a Resubmittal in CommunityConnect

 [communitycore.zendesk.com/hc/en-us/articles/360060834953-How-to-create-a-Resubmittal-in-CommunityConnect](https://communitycore.zendesk.com/hc/en-us/articles/360060834953-How-to-create-a-Resubmittal-in-CommunityConnect)



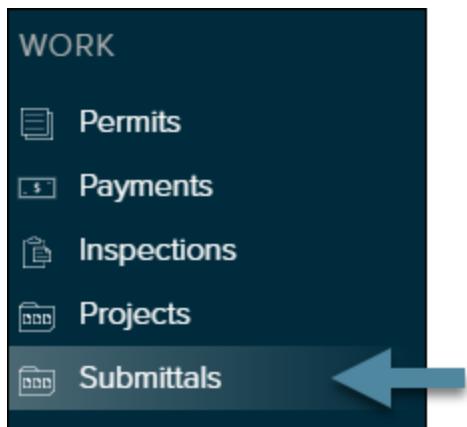
## What is a Resubmittal?

If you have a plan review that was returned to you as "resubmittal required", after you have made the necessary changes to your plans and are ready to submit updated plans back to the plans examiner, this is called a **Resubmittal**.

## Create a Resubmittal

1. Click

### Submittals

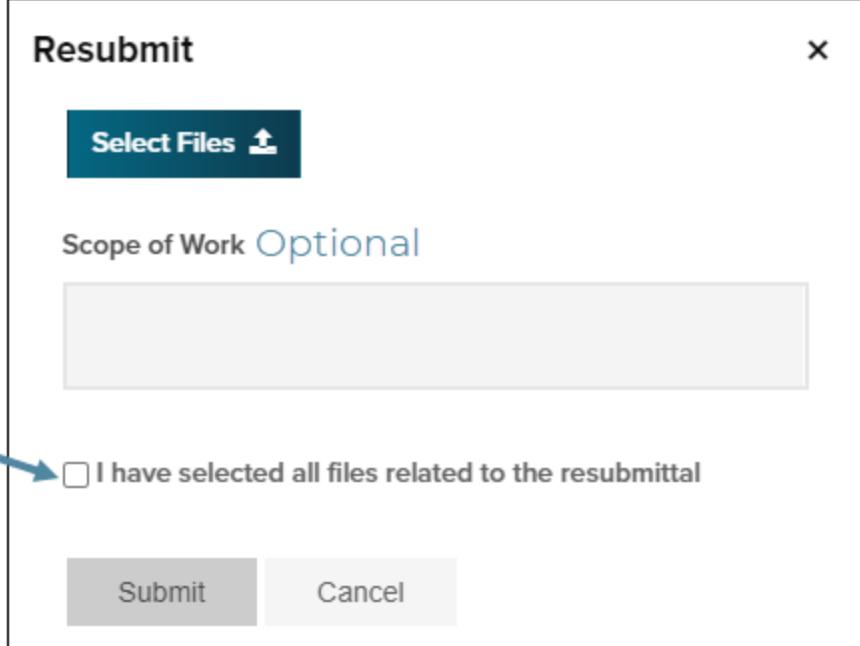


2. In the **Awaiting Resubmittal** tab, click

**Resubmit**

3. Upload resubmittal file(s), then click **Submit**.

*Please note: You must upload a file in order to resubmit.*



Don't forget to check this

Resubmit

Select Files 

Scope of Work Optional

I have selected all files related to the resubmittal

Submit Cancel

## Frequently asked questions:

### What if I need to upload a different document after I resubmitted?

As long as the status of your submittal is "Pending", you can add additional documents to your Resubmittal.

### To upload additional documents to a Resubmittal:

1. Click

#### Submittals

WORK

 Permits

 Payments

 Inspections

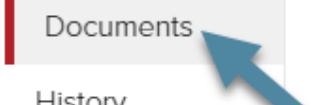
 Projects

 Submittals

2. In the All tab, click the submittal name

Submittals				
Awaiting Resubmittal		Active	All	
JURISDICTION	Y	SUBMITTAL NAME	PROJECT NAME	STATUS
Practice Town		<a href="#">Plan Review #2</a>	<a href="#">19PTWN-B00001</a>	Pending
Practice Town		<a href="#">Plan Review 3 #2</a>	<a href="#">19PTWN-B00001</a>	Pending
Practice Town		<a href="#">Plan Review3 #2</a>	<a href="#">Nelson Nelson Nelson Home</a>	Pending
Practice Town		<a href="#">Saint Aubyn Homes</a>	<a href="#">Saint Aubyn Homes</a>	Pending

3. Click Documents then click the Add Documents button

Plan Review	Submittal #: 2	<b>Add Documents</b> 
Submittal Details	 Download	
<b>Documents</b> 	 <b>DOC NAME</b> 	<b>DATE UP...</b>  <b>UPLOADED BY</b> 
History	<input type="checkbox"/> Link Permit	12/18/2020 Peyton Manning