

# 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)



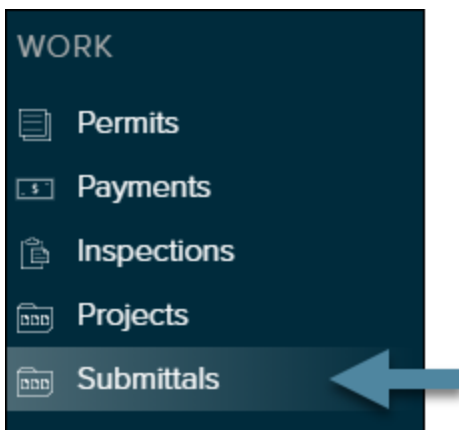
## What is a Resubmittal?

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

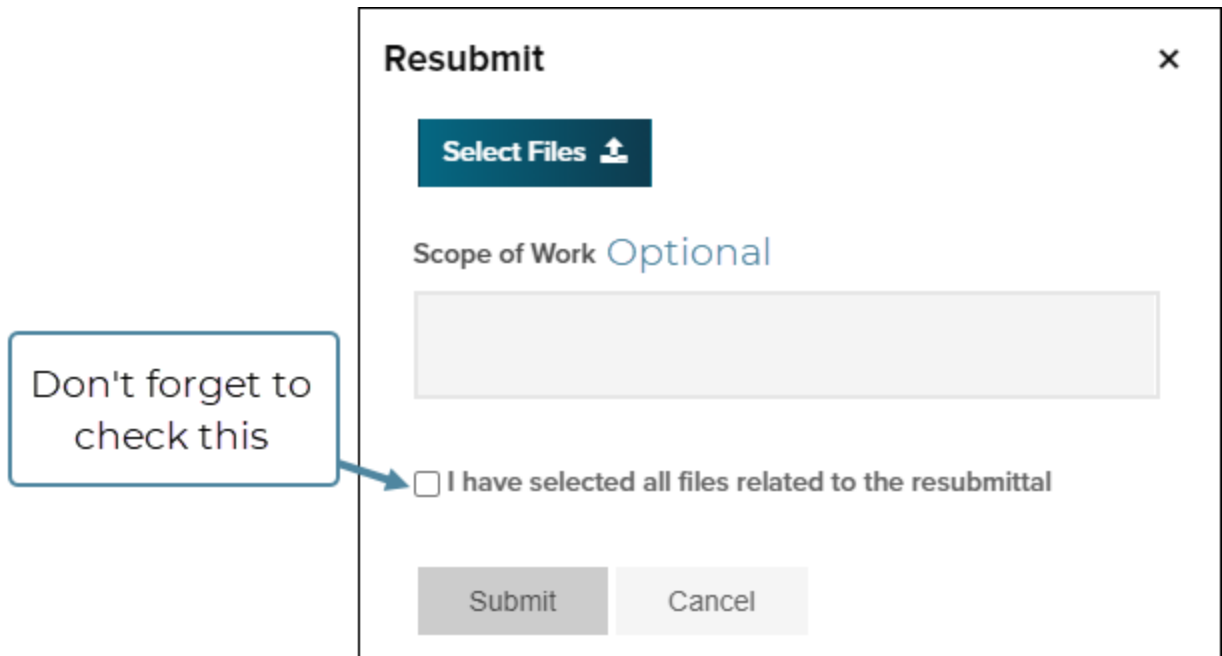
### Submittals



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

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

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



The image shows a 'Resubmit' dialog box with a close button (X) in the top right corner. At the top is a dark blue button labeled 'Select Files' with an upload icon. Below this is the text 'Scope of Work Optional' followed by a large, empty light gray text input field. At the bottom of the dialog is a checkbox with the text 'I have selected all files related to the resubmittal'. A callout box with a blue border and the text 'Don't forget to check this' has a blue arrow pointing to the checkbox. At the very bottom of the dialog are two buttons: 'Submit' and 'Cancel'.

## Frequently asked questions:

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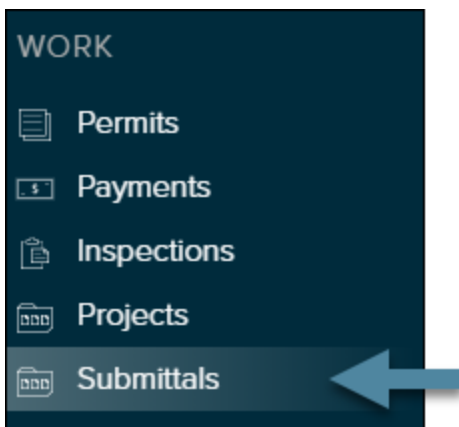
### What if I need to upload a different document after I resubmitted?

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



2. In the **All** tab, click the submittal name

### Submittals

Awaiting Resubmittal   Active   **All**

JURISDICTION	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   **Add Documents**

Submittal Details  

**Documents**      **DOC NAME**   **DATE UP...**   **UPLOADED BY**

History      Link Permit   12/18/2020   Peyton Manning