

Resubmitting Online

- Start at <https://pals.cityoflakewood.us/palonline/#/dashboard> and click on Login at the top of the page and enter your email address and password.
 - If you do not currently have an account you will need to sign up for one before moving on. You will be asked to provide basic information.



- Once logged in click on “Permit Look Up” along the top of the site.



- Enter the permit number and hit Search

This screenshot shows the 'Application/Permit Lookup' form. The form has a green header with the title 'Application/Permit Lookup' and a help icon. Below the header are several input fields: Application/Permit # (containing 1234), Tax Parcel #, Contractor Id, Applicant Name, Project Name, and Site Address. The Site Address field is split into House Number and Street Name w/o prefix or suffix. There are three buttons: Search (green), Clear (blue), and Export (grey). Two orange arrows point to the Application/Permit # field and the Search button.

- The next screen will show the permit information – on there is an orange button “I Want To...”

Application/Permit Information

?

Appl/Permit:

1234

Status:

Issued

Area:

Lakewood

Site Address:

7620

Expiration Date:

03/24/2023

Owner:

Applicant:

Type:

Right-Of-Way and/or Oversized Load

Address:

Address:

Tax Parcel:

Application Date:

Project Name:

(Hard surface cut) A-Advanced Septic and Construction

Work Description:

Tap existing public sewer on Harmony Pl. SW. to install a building sewer to the new single-family residence.

Department Status

Reviews

Scheduled Insp

Completed Insp

Inspection Holds

Fees

Related Permits

Documents

This page shows the status for each department that will review or has already reviewed this application/permit.

Department

Status

Last Updated

PUBLIC WORKS ENGINEERING

Approved

03/23/2022

- From the "I Want To..." drop down you will see the option to "Resubmit"

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1234

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Area:

Lakewood

Site Address:

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Expiration Date:

03/24/2023

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I Want To...

Add to eNotification

Cancel an Inspection

Create Related Application

Pay Fees

Pay Reinspection Fee

Print


Renew Application/Permit

Resubmit


Schedule an Inspection

- A second screen will open and ask you for the details of your request.
 - Please check either/both boxes for "What type of resubmittal is this?"
 - Check the box for "Development Center" and select a permit technician from the drop down menu. Or for "Public Works Engineering".
 - Give a short description of what is being resubmitted.
 - Click the "browse" button and select the files.


- Once everything has been completed the “Submit” button will turn green.

Resubmittal **Submittal Documents - 1337** 

What type of resubmittal is this?


 ☒ Addressing all of the items requested by a reviewer or inspector


☐ Providing additional information that was not requested or have a change reviewed



☒ DEVELOPMENT CENTER  **Employee Contact:**


☐ DEVELOPMENT CENTER


Resubmittal Description:



 Ready for upload.

 Uploading in progress.  Click to delete.

 Uploading complete.

 Failed to upload.

● Only PDF files are valid to upload.

● Only twenty files may be uploaded.

● Each file must be less than 50MB (51200 KB).

*Please allow up to 72 hours for Permit Technicians to review the resubmittal. If you have not heard back after that time email permits@cityoflakewood.us for an update.