## Resubmitting Online

- Start at <a href="https://pals.cityoflakewood.us/palsonline/#/dashboard">https://pals.cityoflakewood.us/palsonline/#/dashboard</a> and click on Login at the top of the page and enter your email address and password.
  - o 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



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

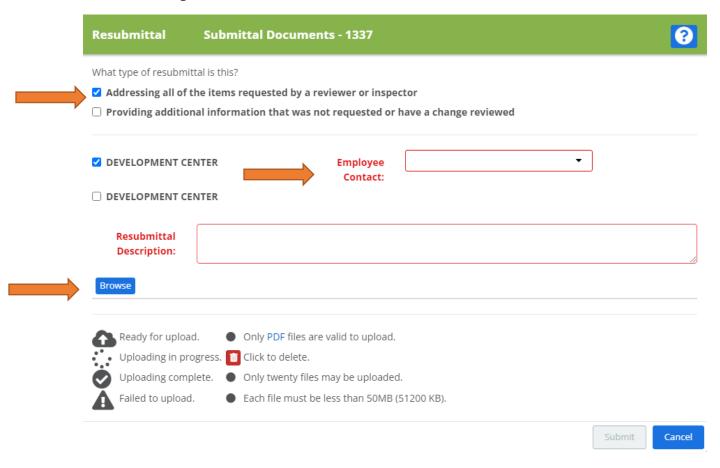


• From the "I Want To..." drop down you will see the option to "Resubmit"



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

o Once everything has been completed the "Submit" button will turn green.



\*Please allow up to 72 hours for Permit Technicians to review the resubmittal. If you have not heard back after that time email <a href="mailto:permits@cityoflakewood.us">permits@cityoflakewood.us</a> for an update.