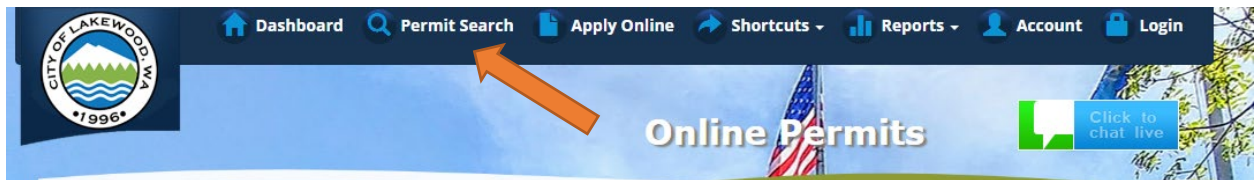


Resubmitting Online

- 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

A screenshot of the "Application/Permit Lookup" form. The form has a green header with a question mark icon. It contains several input fields: "Application/Permit #:" with the value "1234", "Tax Parcel #:", "Contractor Id:", "Applicant Name:", "Project Name:", and "Site Address:" (with sub-fields for "House Number" and "Street Name w/o prefix or suffix"). There are three buttons: a green "Search" button, a blue "Clear" button, and a grey "Export" button. Two orange arrows point to the "1234" input 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
Site Address: 7620 **Status:** Issued **Area:** Lakewood
Applicant: **Expiration Date:** 03/24/2023 **Owner:**
Address: **Type:** Right-Of-Way and/or Oversized Load **Address:**
Application Date: **Tax Parcel:**
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.

I Want To... ▾

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”

Application/Permit Information ?

Appl/Permit: 1234
Site Address: 7620 **Status:** Issued **Area:** Lakewood
Applicant: **Expiration Date:** 03/24/2023 **Owner:**
Address: **Type:** Right-Of-Way and/or Oversized Load **Address:**
Application Date: **Tax Parcel:**
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.

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

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			

- 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.
 - 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. ● Only PDF files are valid to upload.

Uploading in progress. ● Only twenty files may be uploaded.

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

Failed to upload.

*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.