



Provide Response Comments and Resubmittals
on Civic Access

City Hall

Planning &
Development
Services

6 E 6th St
PO Box 708
Lawrence, KS 66044

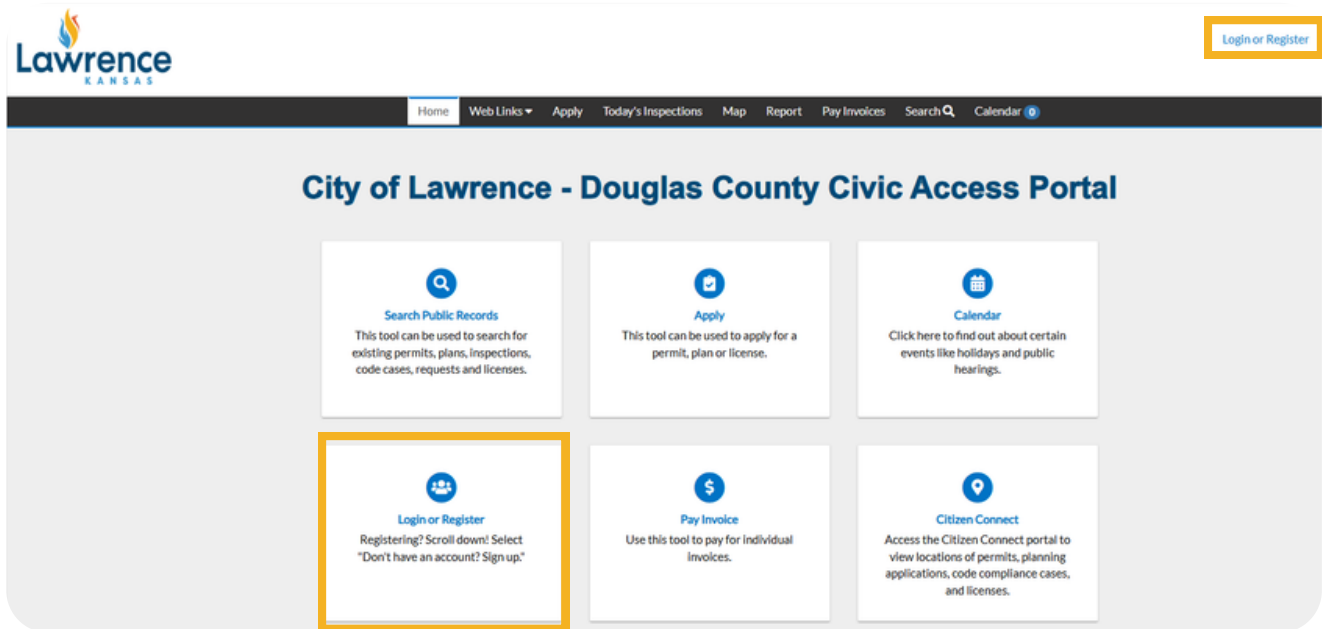
P: 785-832-7700

lawrenceks.gov/pds

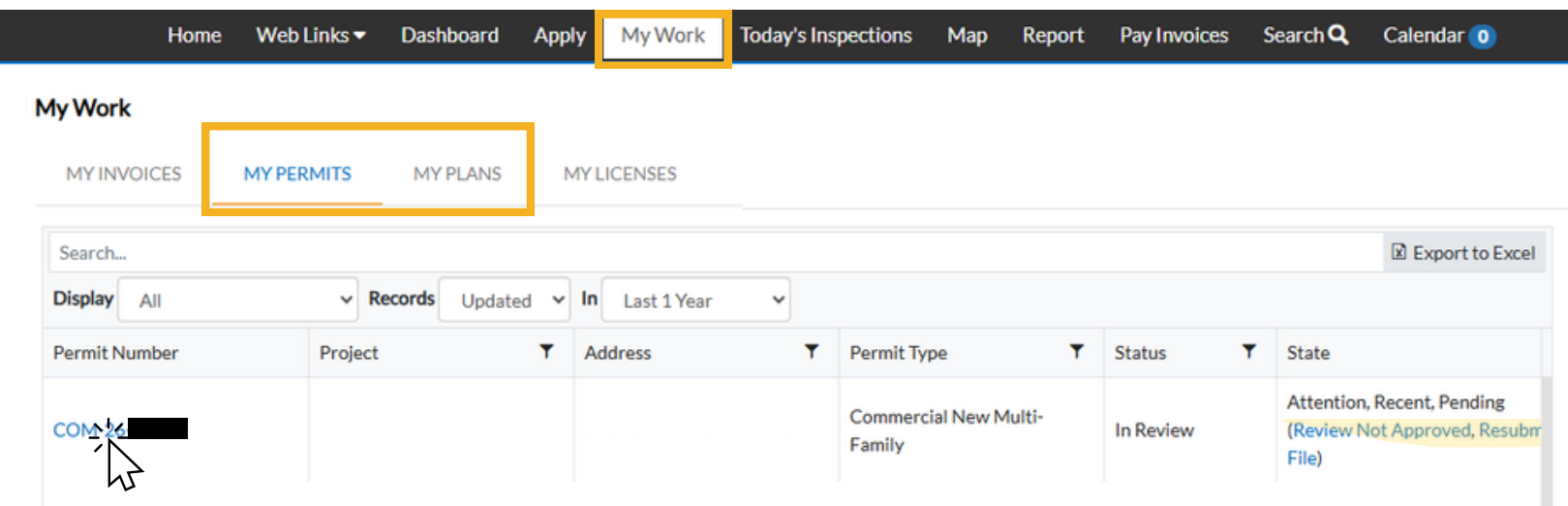
Response Comments and Resubmittals



- 1 Please log into the customer portal: <https://lawrenceks-energovweb.tylerhost.net/apps/selfservice#/home>



- 2 Select My Work on the header, then open up the permit/plan that needs to be updated.



Response Comments and Resubmittals



After opening up the application, please select the **Sign In** option in the top right corner.



Once you are signed-in, your profile will pop up.



- 3 Scroll down to Actions and select the Resubmit button.

Actions

Files Available for Resubmit

Requires Re-submit

Received Date

Completed Date

Details

[BSD - Building Review \(Commercial\) - V1](#)

Resubmit

Progress

Completed

In Progress

Not Started

96% Not Started

Workflow

Application Completeness Check - Passed

Building Review (Commercial) - Not passed:

Building Review (Commercial)

Ready Status

Invoice Fees

Issue Permit

Response Comments and Resubmittals



4 Please read the conditions, select Next.

Resubmit Files

1 Conditions

2 Reviews

3 Select files

4 Confirm

Conditions

Backflow • Building Safety Not Satisfied

Description

Previous

Next

5 Read through the review comments carefully; use the Collapse and Expand options.

Resubmit Files

✓ Conditions

2 Reviews

3 Select files

4 Confirm

Land Disturbance Permit Review • [redacted] • Completed: Requires Re-submit

Due Date:

Corrections

Collapse

Expand

Commercial Building Safety Review • [redacted] • Completed: Requires Re-submit

Due Date:

Corrections

Collapse

Expand

Electrical • [redacted] • Completed: Approved

Due Date:

Fire Department • [redacted] • Completed: Requires Re-submit

Due Date:

Expand

Mechanical • [redacted] • Completed: Approved

Due Date:

MSO - Backflow Prevention • [redacted] • Completed: Approved

Due Date:

Previous

Next

Response Comments and Resubmittals



Please respond to **each** review comment that requires resubmit.

- * *Providing a thorough response to the reviewer comments will contribute to a more efficient and streamlined review process.*

A screenshot of a web application interface for "Commercial Building Safety Review". At the top, it shows "Completed:" followed by a red box labeled "Requires Re-submit". Below this is a section titled "Corrections" with a "Collapse" link. It contains a table with four rows, each representing a correction. Each row has columns for "Correction type", "Category", "Status", and a "Respond" button. The "Status" column for all rows shows "Unresolved". A mouse cursor is pointing at the "Respond" button of the first row. At the bottom right, there are "Previous" and "Next" buttons.

Correction type	Category	Status	Action
General Correction	General Correction	Unresolved	Respond
General Correction	General Correction	Unresolved	Respond
General Correction	General Correction	Unresolved	Respond
General Correction	General Correction	Unresolved	Respond

Response Examples:

See attached plan- needs more detail.

Emergency escape and rescue window provided in bedroom 1 on sheet A1.0- clear explanation of a requested revision and where to find it on the resubmitted materials.

A screenshot of the "Respond" form. It has a header "Respond" and a table with three columns: "Correction type", "Category", and "Status". The "Status" column shows "Unresolved". Below the table is a large text area for the response. At the bottom right, there are "Cancel" and "Submit" buttons. A mouse cursor is pointing at the "Submit" button.

Correction type	Category	Status
General Correction	General Correction	Unresolved

Response

Response Comments and Resubmittals



- 6
- Required resubmit files will be listed, please upload the documents in the supported file types.

Resubmit Files

✓ Conditions

✓ Reviews

▲ Select files

4 Confirm

Required

! Complete Building Plans (Building, Electrical etc)

File

Version number

Supported file types

1

.pdf,.jpeg,.jpg

Resubmit instructions

! Statement of Special Inspections

File

Version number

Supported file types

1

.pdf,.jpeg,.jpg

Resubmit instructions

Upload

Additional files can be added, if needed.

Required

✓ Complete Building Plans (Building, Electrical etc)

File

Version number

Upload Date

2

✓ Statement of Special Inspections

File

Version number

Upload Date

2

+ Add new file

Response Comments and Resubmittals



Please select what document type, then hit Next after all files are uploaded.

Select document category:

- ☒ **Additional Supporting Documents**
Supported file types: .pdf
Instructions: Use for additional attachments that do not have a category listed.
- ☐ **Architectural/Structural Plan**
Supported file types: .pdf,.jpeg,.jpg
Instructions: Plan showing the structural design for construction
- ☐ **Awning Material and Technical Data Sheets(Awnings)**
Supported file types: .pdf,.jpeg,.jpg
- ☐ **Building Code Analysis – Code Footprint**
Supported file types: .pdf,.jpeg,.jpg
- ☐ **Complete Building Plans (Building, Electrical etc)**
Supported file types: .pdf,.jpeg,.jpg
Instructions: A complete set of plans including structural, electrical, mechani...
- ☐ **Electrical Plan**
Supported file types: .pdf,.jpeg,.jpg
Instructions: Plan showing the electrical work to be done, when not accompa...
- ☐ **Elevation Certificate**
Supported file types: .pdf
- ☐ **Elevations**
Supported file types: .pdf,.jpeg,.jpg

Cancel

Select



Response Comments and Resubmittals



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Review and submit. Please make sure **all** review comments have been responded to and resubmitted files are uploaded before selecting submit.

Resubmit Files

✓ Conditions

✓ Reviews

✓ Select files

4 Confirm

Reviews

Land Disturbance Permit Review	• [REDACTED]	• Completed:	Requires Re-submit
✓ Acknowledged			
Commercial Building Safety Review	• [REDACTED]	• Completed:	Requires Re-submit
✓ Acknowledged			
Electrical	• [REDACTED]	• Completed:	Approved
✓ Acknowledged			
Fire Department	• [REDACTED]	• Completed:	Requires Re-submit
✓ Acknowledged			
Mechanical	• [REDACTED]	• Completed:	Approved
✓ Acknowledged			
MSO - Backflow Prevention	• [REDACTED]	• Completed:	Approved
✓ Acknowledged			
PDS Permit Technician	• [REDACTED]	• Completed:	Requires Re-submit
✓ Acknowledged			
Planning	• [REDACTED]	• Completed:	Requires Re-submit
✓ Acknowledged			

[Previous](#) [Submit](#)

Your responses and resubmittals have been submitted for review.
Please use the customer portal to view status updates.

If you have any questions, our BSD staff can be reached at 785-832-7700 option 2 or buildinginspections@lawrenceks.gov