

How to Resubmit an Application

Updated 4/10/25

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Comment Letters

If your application or the plans submitted with it have deficiencies, staff may issue a comment letter summarizing the things that need to be fixed or updated. You will be notified via email from the permit portal if your submission is either incomplete or requires revisions and a resubmission. Follow the instructions in this section to **locate a comment letter** in the Permit Portal.

Note: For certain record types, such as Zoning Permits, Sign Permits, and Commercial Use & Occupancy Permits, comments will be issued in the body of the email that is sent to you from the Permit Portal letting you know a resubmission is required, rather than uploaded to the Permit Portal in a comment letter. Additionally, comments are sometimes sent directly to the applicant via email from staff instead of through the Permit Portal. If you are unable to locate comments for a record requiring a resubmission, please use the contact info on our [Contact Us page](#).

- 1) Log into the [Permit Portal](#).
- 2) Under “Home”, select “My Records”.



- Click on “Edit” in the “Action” column for the applicable record. For Fire or Planning and Zoning records, make sure to click the arrow next to those headings to expand those lists.

▼ Building

Showing 1-4 of 4 | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Address	Status	Action	Created By	De
<input type="checkbox"/>	04/10/2025	BLD24-01222	Sign - Permanent	10455 ARMSTRONG ST, FAIRFAX VA 22030 United States	Submission Incomplete	Edit	WTSCIBILIA	
<input type="checkbox"/>	01/09/2025	BLDC25-00001	Commercial Addition	10455 ARMSTRONG ST, FAIRFAX VA 22030 United States	Issued	Amendment	WTSCIBILIA	Te
<input type="checkbox"/>	12/31/2024	BLDR25-00002	Residential Alteration	10455 ARMSTRONG ST, FAIRFAX VA 22030 United States	Finalized		WTSCIBILIA	A
<input type="checkbox"/>	11/07/2024	BLD24-01221	Sign - Permanent	10455 ARMSTRONG ST, FAIRFAX VA 22030 United States	Finalized		WTSCIBILIA	

◀

▶ Fire

▶ Planning

- On the next screen, scroll down to the “Attachments” section. Located the comment letter, and click the name of the document to download it.

Attachment [Edit](#)

Documents can not be added to a Submitted application, unless the Record Status is marked as Incomplete. Record Status will be marked as Incomplete, if more information is requested by the staff.

Only PDF documents will be accepted.

The maximum file size allowed is 400 MB. We accept PDF only. Plans are required to be submitted as one (1) PDF document per discipline. Do not submit in a PDF Binder.

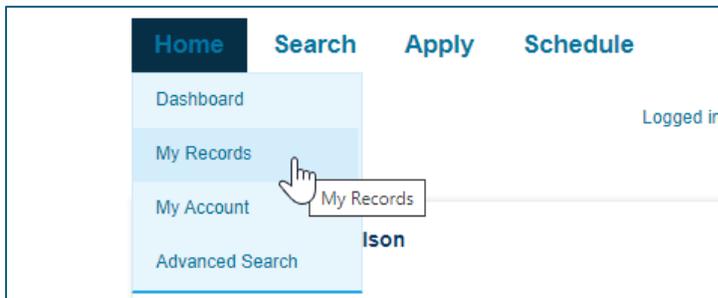
Name	Type	Size	Latest Update	Action
Expedited Sign Form.pdf	Expedited Sign Permit Form	3.55 MB	04/10/2025	Actions ▼
Sign Drawings.pdf	Sign Drawings	1.53 MB	04/10/2025	Actions ▼
Comment Letter.docx	Resubmission Comments	21.96 KB	04/10/2025	Actions ▼

End of section

Resubmit

Follow the instructions below to **update and resubmit an application** in the Permit Portal where comments were issued and a revision and resubmission is required, or if the initial submission has been marked incomplete.

- 1) Log into the [Permit Portal](#).
- 2) Under “Home”, select “My Records”.



- 3) Click “Edit” next on the applicable Record Number. For Fire or Planning and Zoning records, make sure to click the arrow next to those headings to expand those lists.

<input type="checkbox"/> Planning						
Showing 1-4 of 4 Add to collection						
<input type="checkbox"/>	Date	Record Number	Record Type	Address	Status	Action
<input type="checkbox"/>	11/18/2024	PLN24-00669	Commercial Use & Occupancy	10455 ARMSTRONG ST, FAIRFAX VA 22030 United States	Incomplete	<input type="button" value="Edit"/>

- 4) Update any information that needs to be updated by clicking “Edit” next to the relevant field on the summary page.
- 5) To add documents, click “Edit” in the “Attachment” section. Click “Add” at the bottom of the screen, select the documents for upload, select the document type from the dropdown menu (note that certain document types are required to be selected in order to resubmit the application), enter a short description, and click “Save”.



Note: Building or site plans must be uploaded with the following **naming convention:** [Address] [Document type] [Record type] [Submission Number]. Example: “10455 Armstrong Street Building Plans Sub 2”.

- 6) Check the certification box at the bottom of the page and click “Submit Updated Information” to resubmit.

I hereby certify that I have authority of the owner to make application that the information is complete, and that if a permit is issued, the construction and/or use will conform to the building code, the zoning ordinance and other applicable laws and regulations. He/She and the company organization named and represented herein is duly registered or exempt from registration in accord with the provisions of Chapter 7 of the Code of Virginia. I further certify that if I am acting as an agent for a properly licensed contractor, or contractor exempt from registration, I have his/her authority to apply for this application.

By checking this box, I agree to the above certification. Date: 09/23/2024

[Submit Updated Information](#)

End of document