

Building Division – Permit Center Downloading Returned Documents

Process for Downloading Returned Document in the .Zip File

The Permit Center is where all building plan check takes place for a construction project. When the Plan Checkers have completed a plan check, your project's files are returned plans in a .zip file to your account. And there are two ways to download this .zip file

Option 1

Download your .zip file by clicking on the download link in the email you receive.

Option 2

After logging into your customer account at <u>https://applevalley.cts.city/</u>, there are 4 steps for downloading the .zip file from your account.

- 1. Click the <u>Projects</u> link on the left side of the web page.
- 2. Click on the appropriate address for the project you would like to resubmit plans for.
- 3. In the Plan Checks area, click on the blue <u>Regular Plan Check</u> button for the any of submittal.
- 4. Click on the <u>Plan Check.zip</u> to download your documents.



Permit #2021-013					
Messages (1)	Permit Details	Download PDF	Messages 0 Permit Details	ownload	
Permit Detail	Application Number	1304 View Application	Permit Detail Application Number 1304 View Application		
Plan Checks	Status	✓ ISSUED	Plan Check Details	-	
Inspections	Owner	7-Eleven 4320 Katella Avenue	Submittal #2 APPROVED Regular Plan Check		
Invoices	Applicant	DAVID SOLMON	Submitted Due Complete Days in Review Jan 15, 2021 Jan 25, 2021 Jan 25, 2021 5	7	
3. Click the most recent submittal		11331 183RD ST. STE 367	Documents		
	Plan Checks	Request Plan Check	26109 - 7WIN-BID SET-updated.pdf 2 MB	t Plan C	
	Submittal #2		Plan Check 2.zip 2 MB 4. Download returned plans		
	Submitted Jan 15, 2021 Jan 25, 2021 Close				