

# Town of Apple Valley Revision Process:



## Example Revision Process

1. After revision approval has been obtained from SolarApp+, go to the Apple Valley [Permit Center](#).
2. Log into the Permit Center.
3. Click the Projects link on the left side of the web page.
4. Click on the appropriate address for the project you would like to resubmit plans for.
5. Click on the blue Request Plan Check button in the Plan Checks area to open a window to facilitate finding PDF plans on your computer or dragging and dropping PDF files onto the window.

Please note the following scenarios when PDF plans cannot be uploaded to your account:

1. When the overall Permit Status is set to: HOLD FINALED EXPIRED
2. When the Plan Check Submittal Status is set to: IN PROGRESS

**To upload revised plans:**

1. Click on the Projects pages
2. Click on the project you want to interact with
3. Click Request Plan Check to upload files and resubmit.

If you have any questions, please email: [building@applevalley.org](mailto:building@applevalley.org)

