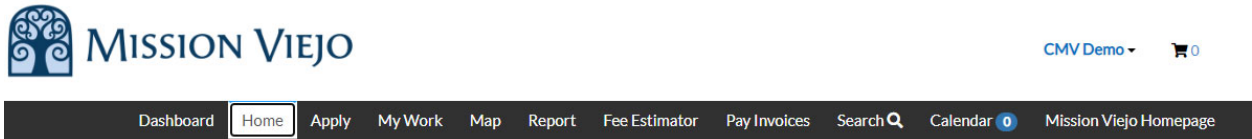


Resubmit/Add Attachments

Using the Client Self Service system, you can resubmit/add attachments when requested by the City.

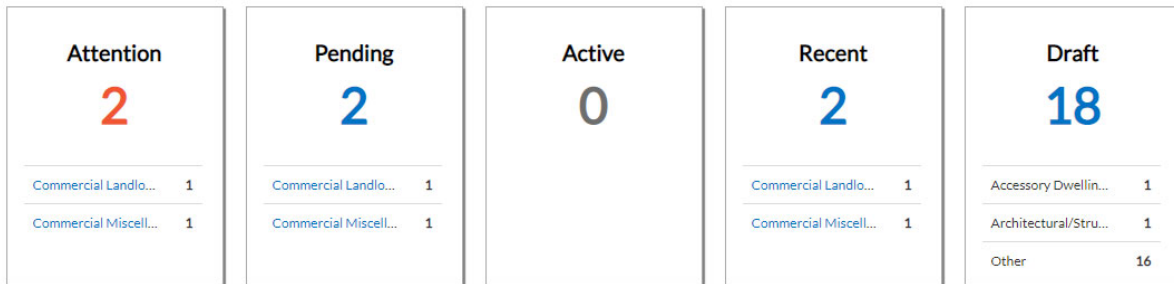
Visit Client Self Service, <https://portal.cityofmissionviejo.org/energovprod/selfservice#/home>

Select Dashboard from the top menu



Select Pending

My Permits



[View My Permits](#)

Select Permit Number

My Work

MY INVOICES **MY PERMITS**

Search... Export to Excel

Display Pending

Permit Number	Project	Address	Permit Type	Status	State
BCI-2023-0013		27232 PRINCIPE MISSION ...	Commercial Landlord or Tenant Improvement Without an Addition	Void	Attention, Recent, Pending (On Hold, Unpaid Fees)

Select Attachments to view the attachments

Dashboard Home Apply My Work Map Report Fee Estimator Pay Invoices Search Calendar Mission Viejo Homepage

Permit Number: BCI-2023-0013 Add to Cart

Permit Details | Tab Elements | Main Menu

Type:	Commercial Landlord or Tenant Improvement Without an Addition	Status:	Void	Project Name:	
Applied Date:	10/11/2023	Issue Date:			
District:	N/A	Expire Date:			
Square Feet:	100.00	Valuation:	\$1,000.00	Finalized Date:	
Description:	TEST - Do not process. Created by Kelly Ellis as a test.				

Summary Locations Fees Inspections **Attachments** Contacts Sub-Records More Info

Attachments | Next Tab | Permit Details | Main Menu

Attachments Sort Needs Action

AQMD (Air Quality Management Dist.) Checklist

AQMD (Air Quality Management Dist.) Checklist- Version: 1

Status: Under Review

Resubmit

Orange County Fire Preliminary Commercial Form

Orange County Fire Preliminary Commercial Form -27232 Version: 1

Status: Under Review

Plans

Plans-27232 PRINCIPLE--- A1_v1.pdf Version: 1

Status: Under Review

Select Type

Add Attachment

+

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .zip, .csv, .rtf, .dxf...

Submit

If there is a Resubmit button, you can resubmit the forms. If there is an add attachment button, you can add additional attachments.

If you don't see these buttons, contact your City contact or self-service-help@cityofmissionviejo.org.

You must resubmit ALL forms in order to Submit your forms.