

Skagit County Civic Access

Submitting Revisions

1. Locate the permit in your dashboard or search for the permit. Permits where we’ve said a revision is necessary will appear in your Attention Card of the dashboard.

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My Permits

Attention

1

Septic System (New... 1

Pending

1

Septic System (New... 1

Active

0

Recent

1

Septic System (New... 1

Draft

0

View My Permits

2. Click on the card then on the permit you’d like to address

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MY PERMITS

Search...

Export to Excel

Display

Attention (All)

Permit Number	Project	Address	Permit Type	Status	State
SW24-0318		6714 CHUCKANUT DRIVE ...	Septic System (New or Redesign)	Pending Resubm...	Attention, Recent, Pending (On Hold, Review Not Approved)

- a. The Reviews and Attachment tab will show an exclamation point for needing attention.

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Permit Number: SW24-0318

Permit Details

Tab Elements

Main Menu

Type: Septic System (New or Redesign)

Status: Pending Resubmittal

Project Name:

IVR Number: 103544

Applied Date: 09/11/2024

Issue Date:

District: TBD

Assigned To: Russell, Sam

Expire Date:

Finalized Date:

Description: New System for ADU

Summary

Locations

Fees

Reviews

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Attachments

Contacts

Sub-Records

More Info

Progress

25% Completed

Completed

In Progress

Not Started

Fees

\$0.00

View Details

Workflow

Link | Lot Certification - Passed : 05/22/2024

Intake Review - Passed : 11/12/2024

Plan Review (SEPTIC) | New/Redesign - Not Passed : 11/21/2024

Plan Review (SEPTIC) | New/Redesign

Invoice Final Fees OSS

Issue Permit

OSS Final -

As Built Final (Septic)

Update RMF

Available Actions

Resubmit File

Application SW24-0318 09.24.24

Next Version: 2

Resubmit

3. Clicking on the Attachments will allow you acknowledge the corrections needed and resubmit the document with the revisions.

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Permit Number: SW24-0318

Permit Details
Tab Elements
Main Menu

Type:
Septic System (New or Redesign)
Status:
Pending Resubmittal
Project Name:

IVR Number:
103544
Applied Date:
09/11/2024
Issue Date:

District:
TBD
Assigned To:
Russell, Sam
Expire Date:

Finalized Date:

Description:
New System for ADU

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Attachments

Sort Needs Action

At least one file needs to be resubmitted.

SW24-0318 Site Evaluation form 9.27.24.pdf
Size: 100.74 KB
Uploaded: 11/13/2024

Septic System Design
09.24.2024-2024-11- Version: 1
Status: Required For Resubmit Instructions: See correction and other communication.
Resubmit

Other
Application SW24-0318 09.11.2024-2024-11-13_v1.pdf
Version: 1
Status: Reviewed

Other
AccAddApp-2024-11-13_v1.pdf
Version: 1
Status: Reviewed

4. When you select resubmit, you'll be taken to another screen to acknowledge the corrections required (also visible on the Reviews tab). Toggle all the acknowledgement items. Then select NEXT.

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Resubmit File(s)

1

Reviews

2

Resubmit

Reviews

All reviews in red must be acknowledged before continuing.

Plan Review (SEPTIC) | New/Redesign

Submittal Status	Received Date	Due Date	Completed Date
Requires Re-submit	12/04/2024	01/01/2025	12/11/2024

❗ Public Health Septic Review • Requires Re-submit • Geleynse Greg • Completed : 12/10/2024

Due Date	Completed Date
01/01/2025	12/10/2024

☐ Acknowledge

❗ Lot Certification Review • Requires Re-submit • Aungst Jeanne • Completed : 12/09/2024

Due Date	Completed Date
01/01/2025	12/09/2024

☐ Acknowledge

✔ Critical Area Review • Approved • Bellavance Kelsey • Completed : 12/04/2024

Next

5. The next screen will show you the documents that require resubmittal. You can replace each file with one file. A full replacement file must be submitted (e.g. not just page 9 of a 12-page design but all 12 pages). Click the Select File and navigate to the location the file is saved.
 - a. The file name cannot be the same as the previous file name.

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Resubmit File(s)

✓

Reviews

2

Resubmit

Resubmit

Septic System Design

Supported: .pdf

Select File

File	Version	Resubmit Instructions
Septic System Design-C1_v1.pdf	1	Septic System must be pressure due to soil eval. Redesign for pressure distribution.

☐ Include additional new file?

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Submit

Skagit County Civic Access

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Resubmit File(s)



Reviews



Resubmit

Resubmit

Septic System Design

[Cancel](#)

Previous File

New File

Size:

[Septic System Design-C1_v1.pdf](#)

GRABER REVISION 12-10-24.pdf

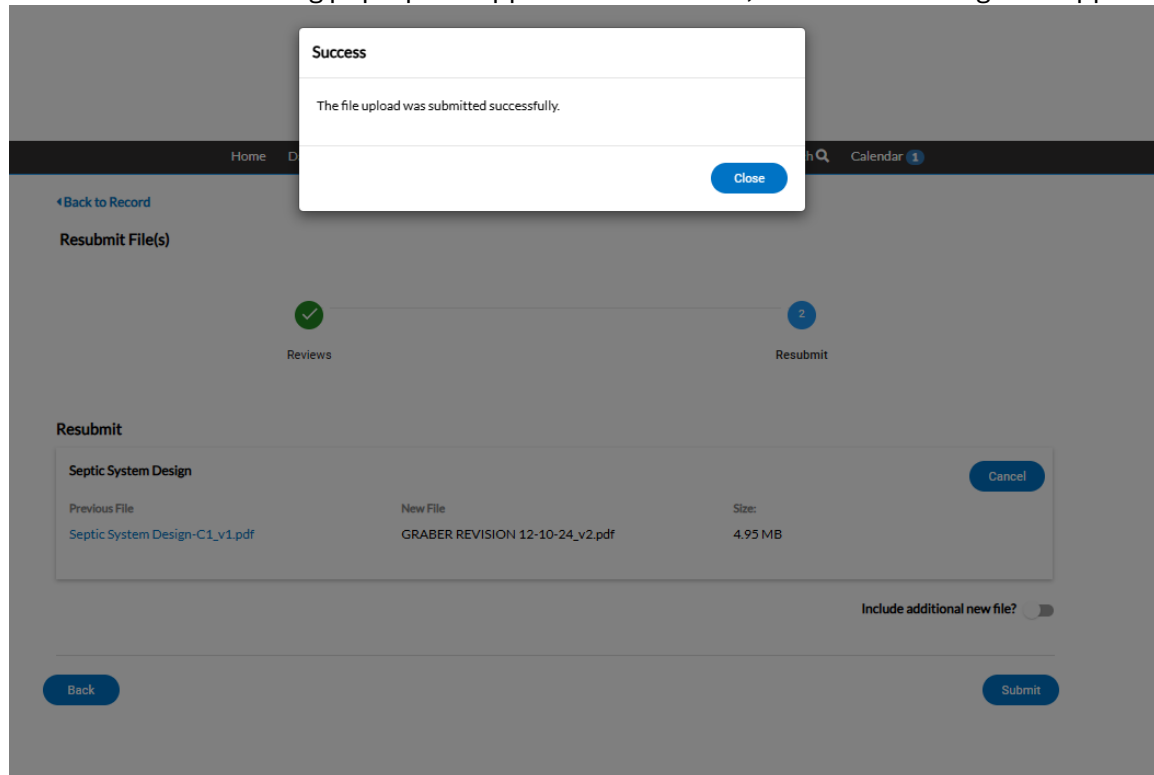
4.95 MB

Include additional new file? ☐

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[Submit](#)

6. Select Submit. A loading pop-up will appear. Once loaded, a success message will appear.



7. Select close. You've now re-submitted!