



Building a Better and Safer Austin Together

PURPOSE: This document describes the resubmittal steps for Volume Builder (VB) applications in the [Austin Build+Connect \(AB+C\) website](#). This document does not cover the revision process for already accepted VB applications

When a VB application has received one or more rejected reviews, staff sends the customer an email notification with the details of the required additional documentation and instructions to resubmit through AB+C, including the payment of fees, if applicable.

- 1) Navigate to **My Permits and Cases** on the AB+C website.



- 2) Find the application in question. Click on its case number to open the case.

		DRIVE					
2	2021-105097-PR	505 BARTON SPRINGS RD	PDF Attachment Demo - 2018-005089 PR	12/20/21	Awaiting Update(12/20/22)	No	\$0.00
		505 BARTON					

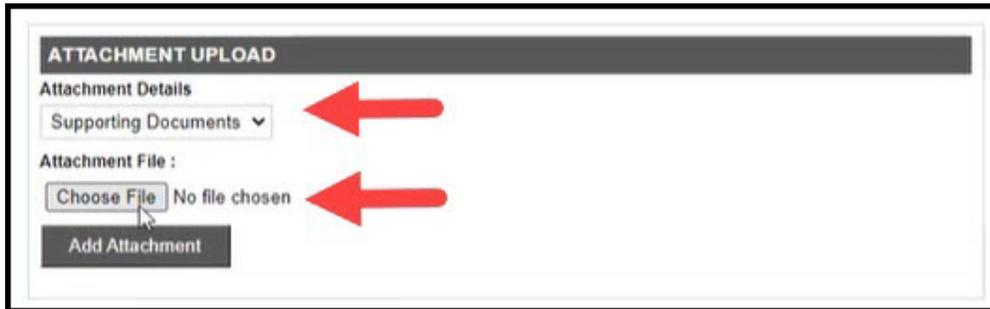
- 3) Scroll down the resulting page to the **Folder Attachment** table.

You will be able to view and download previously uploaded materials but you will not be able to edit those materials. Note the naming convention of prefix C1 for Cycle 1. The system will display the submittal cycle for each uploaded document in the document prefix.

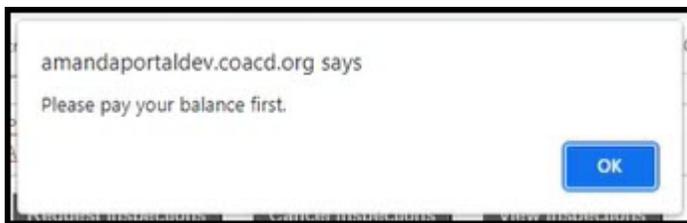


- 4) Below the Folder Attachment table, you will find the **Attachment Upload** section.

To upload a new document, select the document type from the **Attachment Details** dropdown menu. Then click **Choose File** to select a file from your device.



NOTE: If there are any unpaid fees associated with the case, you will receive this pop-up notification:



Click **OK** and proceed to pay the fees. Instructions for fee payment are available in the **Paying Permits** section of the [Austin Build+Connect Online Permit Application & Payment User Manual](#).

- 5) Select the file from your device and click **Open** to upload it to AB+C.



- 6) The **Folder Attachment** table will show a new entry for the document you have just uploaded.

Note that you have access to both the **Download** button to download a copy of your document and the **Delete** button to remove the document. You can always download any attached document but can only delete items you have added in the current submittal cycle.

FOLDER ATTACHMENT			
Description	Detail	Download	Delete
Inserted through Internet	C2 Supporting Documents	Download	Delete
Inserted through Internet	C1 Construction Plans	Download	

You can continue adding all required items by repeating the upload steps 4-6 above.

7) When all required documents have been uploaded, click **Submit for review**.

ATTACHMENT UPLOAD

Attachment Details
Supporting Documents ▾

Attachment File :
Choose File No file chosen

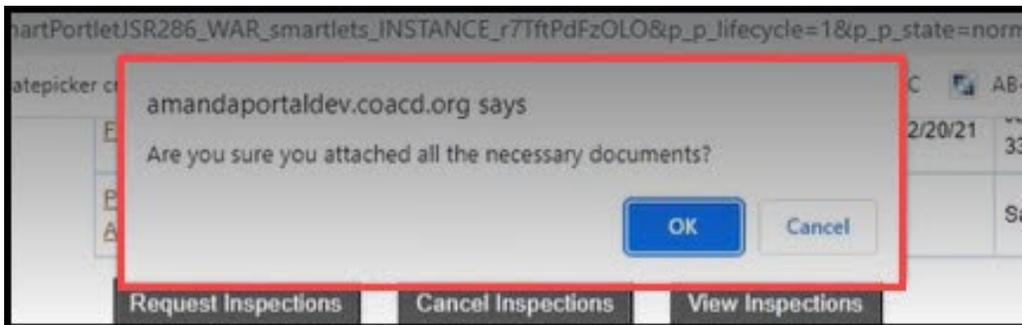
Add Attachment

Submit for review

Please attach all necessary documents. Changes made that will affect an approved review need to be communicated. By clicking 'Submit for Review', no other changes can be made and the next review cycle will initiate.

Attachment Successfully Uploaded

8) In the resulting pop-up, click **OK** to submit and begin a new review cycle. Click **Cancel** if you need to return to your documents to review and edit before submitting.



NOTE: After clicking **OK**, you will **NOT** be able to delete documents or add new ones for this review cycle.

9) After submitting, the documents you added will display in the **Folder Attachment** table.

FOLDER ATTACHMENT		
Description	Detail	Download
Inserted through internet	C2 Supporting Documents	Download
Inserted through internet	C1 Construction Plans	Download