



HOW TO UPLOAD RESUBMITS TO CSS

1. Log into your Customer Self-Service portal [here](#).
2. Click on the permit number you wish to upload documents for.
3. Click on Attachments:

Type:	Building Permit - Existing Residential (ADDITION/ALTERATION/ACCESSORY)	Status:	In Review	Project Name:	
Applied Date:	07/17/2025	Issue Date:		Expire Date:	
District:	Town of Morrisville	Assigned To:		Finalized Date:	
Square Feet:	0.00	Valuation:	\$0.00		
Description:	TEST				

[Summary](#) [Locations](#) [Fees](#) [Reviews](#) [Inspections](#) **[Attachments](#)** [Contacts](#) [Sub-Records](#) [Holds](#) [More Info](#)

4. Select "Resubmit":

At least one file needs to be resubmitted.



Contractors Signatures
Contractor Signatures_v1.pdf
Version: 1
Status: Required For Resubmittal
Resubmit Instructions
Resubmit

Select Type

Add Attachment



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

5. Acknowledge that you have read the required correction by clicking on the toggle by “Acknowledge” and ensure it turns blue, and then click “Next”:

Reviews

All reviews in red must be acknowledged before continuing.

Bldg Residential Submittal Review

Submittal Status	Received Date	Due Date	Completed Date
Requires Re-submit	07/17/2025	07/31/2025	07/17/2025

✓ Building • Requires Re-submit • Cooper Carey ✉ • Completed : 07/17/2025

Due Date	Completed Date
07/31/2025	07/17/2025

Comment

test

Correction (1)

Correction Type	Contractor Signature form	Category	Inspections - Permit Tech	Respond
Comment	Please have the qualifier of each licensed contractor on the permit sign the contractor signature form. They must sign to confirm permit is being issued with their license number. The signature can be a docsign signature, locked adobe signature or pen to paper with the name printed next to it. You can do one sheet per licensed contractor or all on one sheet. Projects with a cost of \$40,000 or greater are required to have a licensed general contractor. This form is available at https://www.townofmorrisville.org/home/showpublisheddocument?id=5442			

☒ Acknowledge

[Next](#)

6. If you have additional files to upload for review, you must select the “include additional new file?” toggle at this time (see yellow arrow at bottom right). You will not be able to add additional files at the end of this process:

-Click “Select file” for the file you want to resubmit (red arrow)

-For additional files, select the correct file type and click the + symbol to add the attachment (yellow arrows)

The screenshot shows the 'Resubmit' step of a process. At the top, a progress bar has a green checkmark for 'Reviews' and a blue circle with '2' for 'Resubmit'. Below this, the 'Resubmit' section is titled. It includes a 'Contractors Signatures' header and a table with columns 'File' and 'Version'. The table lists 'Contractor Signatures v.2_v2.pdf' with version '2'. To the right of the table is a 'Select File' button, indicated by a red arrow. Below the table is a blue 'Add Attachment' modal. It has a 'Select Type' dropdown menu (indicated by a yellow arrow) and a large white '+' icon (indicated by a yellow arrow). Below the '+' icon, it lists supported file types: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .dwg, .csv, .rtf, .dxf, .dwt, ... At the bottom right of the main interface, there is a toggle switch for 'Include additional new file?' which is currently turned on (indicated by a yellow arrow). At the very bottom, there are 'Back' and 'Submit' buttons.

Reviews Resubmit

Resubmit

Contractors Signatures Supported: .pdf

File	Version
Contractor Signatures v.2_v2.pdf	2

Select File

Select Type

Add Attachment

+

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

Include additional new file? ☒

Back Submit

7. After the file(s) load, click “Submit”:

Progress bar: Reviews (1) | Resubmit (2)

Resubmit

Contractors Signatures			Cancel
Previous File	New File	Size:	
Contractor Signatures v2_v2.pdf	7515_v3.pdf	81.81 KB	

Certificate of Insurance

17159.pdf

Size: 49.24 KB

Remove

Select Type

Add Attachment

+

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

Include additional new file? ☒

Back Submit

8. You will receive a “Success” indicator. Click “Close”:

Resubmit File(s)

Success

The file upload was submitted successfully.

Close

Resubmit