

- To start the process of a resubmittal, login to the Town of Holly Springs CityView Portal:
 - <https://cityview.hollyspringsnc.us/portal>
 - a registered account is required
 - you must be linked to the project you want to access
- Click on My Items

TOWN OF HOLLY SPRINGS WEB PORTAL

Welcome Melanie Clark

[Sign Out](#) [My Account](#) [My Items](#) [My Shopping Cart \(0\)](#) [Portal Home](#) [Property Search](#) [Portal Help](#)

- For Preliminary Development Plans or Final Plats
 - Navigate to **Preliminary Development Approvals**
- For Building Construction Permits, UDO Permits, or Civil Construction Drawings
 - Navigate to **Construction & UDO Permits**

[Expand All](#) | [Collapse All](#)

—My Code Enforcement Requests —

—My Contractor Registrations —

—My Construction & UDO Permits —

—My Preliminary Development Approvals —

—My Upcoming Inspections —

- Locate the application
- Click on Upload Submittals

PRNR202300164	98 WOODLARK LN, HOLLY SPRINGS, NC 27540	New Non-Residential Building	Returned for Correction	08/29/2023
Description: New Commercial Building (test application)				
View Open Conditions	Upload Submittals	Share		

- Click on the **New Version** button
- Very Important!! Do not click on the *Browse* button unless it's a 1st version document

Type	Status	Date Verified
<div> Preliminary Plot/Site Plan </div> <div> Plot Plan Margolis </div> <div> Select a new document for this requirement: Browse.. </div>	Pending <div> New Version </div> <div> Existing Screen Porch, All We are doing is remove steps and add platform with steps. Please see building plans. </div>	

- Repeat for all new versions
- Scroll to the bottom of the page and click on *Upload Documents*