

How to Save and Resume an Incomplete Permit Application

During the application submittal process, you may need to gather additional information, locate documents, or step away from your computer. You can pause your application at any time and return to it later.

To Pause and Save Your Application:

1. At the bottom of your current application screen, click the **Save and resume later** button.

Coastal Development Permit-CCC Jurisdiction

1 Application	2 Certifications	3 Review	4 Record Submittal
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Step 1:Application>Project Information

* indicates a required field.

Tips for Preparing a Complete Coastal Development Permit (CDP) Application

Click here for [Tips for Preparing a Complete Coastal Development Permit \(CDP\) Application](#)

Coastal Development Permit

PUBLIC PORTAL SUBMITTAL

* Does the submittal have an address associated with it?:☐ Yes ☐ No

* Is the submittal located in LA County?:

--Select--

* Is this an Energy and Ocean Resources Project?:

--Select--

* Is this a Caltrans or Transportation submittal?:

--Select--

Describe The Proposed Development In Detail:

Easements and Restrictions:

Previous Coastal Development Permits:

Total Cost Of The Proposed Development:

Save and resume later

Continue Application »

2. A confirmation screen will appear showing that your application has been saved as a draft. It will display a temporary record number (e.g., 26TMP-000590).

The screenshot shows the 'Permits' section of the portal. At the top, there are tabs for 'Home' and 'Permits', with 'Permits' being the active tab. Below the tabs are two buttons: 'Create an Application' and 'Search Records'. A green confirmation message states: 'Your partial application (26TMP-000590) has been successfully saved. To resume the application(s), go to the Records section and click the Resume Application link.' Below this message is a section titled 'Records'. It shows 'Showing 1-2 of 2' and an 'Add to collection' link. A table lists the records:

☐	Record Number	Record Type	Project Name	Address	Description	Action
☐	26TMP-000590	Coastal Development Permit-CCC Jurisdiction				Resume Application

3. You can now safely log out of the portal or close your browser.

The screenshot shows the homepage of the California Coastal Commission Public Portal. At the top, there is a 'Menu' button and the California Coastal Commission logo. A green message box in the top right corner says: 'You've been successfully logged out.' Below the header is a large banner with the text: 'Welcome to the California Coastal Commission Public Portal. We are pleased to offer the public online access to our Coastal Data Management System.' The banner features a background image of people surfing on a beach at sunset.

To Resume Your Application Later:

1. Click **Check permit status** tile on the portal homepage.

The screenshot shows the homepage of the California Coastal Commission Public Portal. The banner at the top is the same as in the previous screenshot. Below the banner are four tiles: 'Apply for a permit', 'Check permit status', 'Search for records', and 'Helpful Guides and FAQ'. The 'Check permit status' tile is highlighted with a red border. It contains the text: 'Check permit status', 'Login Required', and 'Check the status of a permit you've submitted'.

2. Login to your Public Portal account.



CALIFORNIA
COASTAL
COMMISSION

Log In

Username

Password

[Forgot Your Password?](#)

Log In

☐ Remember me on this computer

Need to create an account?

[Register Now >](#)

3. Click **View Records**



Dashboard

Your records

2

[View records](#)

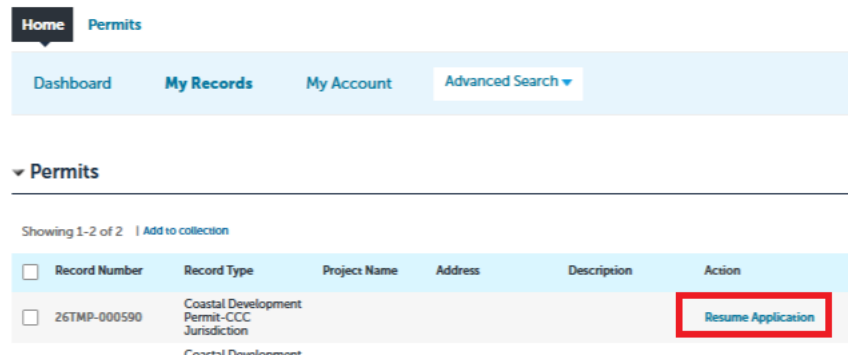
Record activity



Find record activity here

You can create an application via the navigation. Once you've created an application, come back to Dashboard to find it again easily.

4. Click the **Resume Application** button next to your draft record.



5. On the *Resume Application: Select Application Page Flow Step* screen, click the **Pick up where I left off** button.

