

How to Attach a Document to your Application

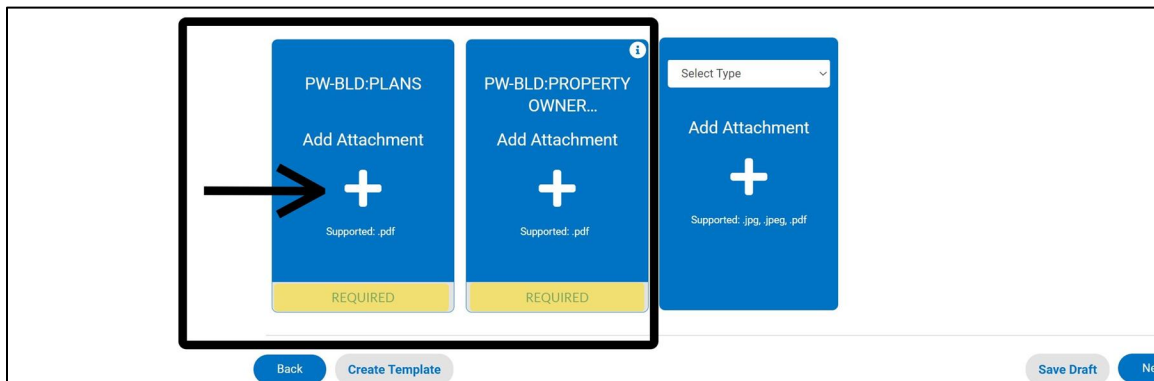
The fourth step in the application process is to upload attachments. This guide will walk you through this step.

Prior to uploading an attachment

Please review the [Building Permit Applicant Checklist](#) and upload all required documents in this section. Submitting complete and accurate materials will help prevent delays in processing. Electronic plans should also be uploaded here. Before submitting, review the [Nonresidential Plan Submittal Checklist](#) and the [Electronic Document Standards](#). Following these guidelines increases the likelihood of approval on the initial review.

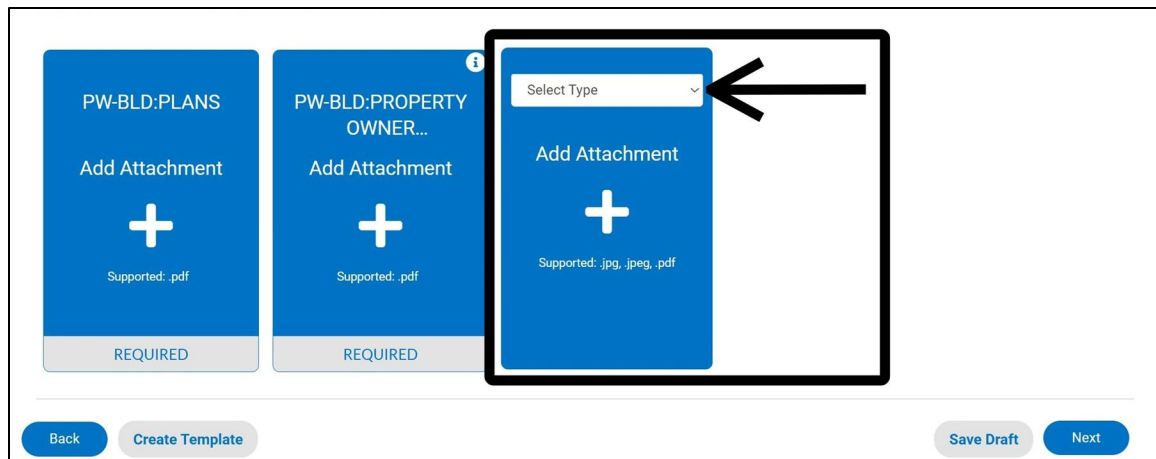
To upload an attachment

Click on the required attachment's **Add Attachment** card. Browse to and select the file you want to upload. Click **Open** to attach the selected document to the application. Repeat these steps for each required document.



To add additional attachments

1. On the **Add Attachment** card, click the **Select Type** dropdown and choose the attachment category that best describes the document you are uploading.



2. Click the **Add Attachment** card to open a file browser window to locate the document to upload. Click **Open** to add the document to your application. Repeat these steps for each additional document. After all files have been uploaded, click **Next** to continue.

