

How to Review and Attach a Document in the Permit Portal

1. The customer will need to locate the specific plan/permit in the Permit Portal. Once located, click on "Attachments" under the Plan/Permit information:

Plan Number: SUBE3512

[Plan Details](#) | [Tab Elements](#) | [Main Menu](#)

Type:	Exempt Plan Review	District:	Wake County	Applied Date:	01/20/2017
Status:	Submitted	Project Name:	Michelle M Price & Faye M Wilkerson Exempt	Expiration Date:	
Description:	EXEMPT	Assigned To:	Williams, Kathy	Completion Date:	

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

2. Under the Attachments Tab, click on "Browse" to locate the file to be uploaded:

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

[Uploaded Attachments](#) | [Pending Attachments](#) | [Next Tab](#) | [Plan Details](#) | [Main Menu](#)

Uploaded Attachments

Sort File Name

File Name	Added Date	Notes
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No records to display.

Pending Attachments

Supported file types include: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, csv, rtf, dxf, dwf, dwfx

Browse

File Name	File Size	Action
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No records to display.

Submit

3. Once the attachment is selected, it will appear in the "Pending Attachments" section. Verify the file that was chosen is correct then click "Submit" to upload the file. Once the file is submitted, it will not be visible until Wake County Staff reviews the attachments.

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

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Uploaded Attachments

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No records to display.

Pending Attachments

Browse

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File Name	File Size	Action
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#132275 Site Plan.pdf

133.96 KB

Remove

Submit