

# 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](#)

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

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

2. Under the Attachments Tab, click on the Add Attachment tile to locate the file to be uploaded:



**Attachment**

PLG-845-2018 Tryon Road Subdivision Preliminary 2nd  
Uploaded: 08/23/2018

Notes: See revised comments

Other Documentation -

**Add Attachment**



Supported: pdf, jpg, jpeg, doc, docx, xls, xlsx, csv

Submit

3. Once the attachment is selected, it will appear in the Attachment list with a blue "Remove" button. Verify the file that was chosen is correct, then click "Submit" to upload the file.

**Attachments** Sort

 <p><b>Other Documentation - CSS</b></p> <p>Farm Exempt- Land Use Special Supplemental Size: 134.13 KB</p> <p><b>Remove</b></p>	 <p><b>Attachment</b></p> <p>PLG-845-2018 Tryon Road Subdivision Preliminary 2nd Uploaded: 08/23/2018</p> <p>Notes: Revised Planning 2nd Submittal Comments</p>	 <p><b>Attachment</b></p> <p>TRC ES checklist 8-2-18.pdf Uploaded: 08/03/2018</p> <p>Notes: ES Wastewater Comments from William Miller</p>	 <p><b>Attachment</b></p> <p>Signed Approval Letter.pdf Uploaded: 10/05/2018</p>	 <p><b>Attachment</b></p> <p>SD Sign_Tryon Rd.pdf Uploaded: 10/05/2018</p>
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