

How to Review and Attach a Document from the Permit Portal

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

Plan Number: SUBE3512

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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:

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

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Uploaded Attachments

Sort File Name

File Name	Added Date	Notes
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
No records to display.		

Submit

3. Once the attachment is selected it puts the file to be uploaded in the "Pending Attachments" section. Verify the correct file that was chosen is correct then click Submit to upload the file.

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Uploaded Attachments

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Pending Attachments

Browse

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File Name	File Size	Action
#132275 Site Plan.pdf	133.96 KB	Remove

Submit