

# How to Upload Files to Submitted Application Requiring Plan Review on MyBuildingPermit.com

Applies to: MyBuildingPermit.com Public Site

- This feature will allow the customers to upload files on submitted applications requiring plan review.

## Preparation

Before starting this procedure, you will need the following:

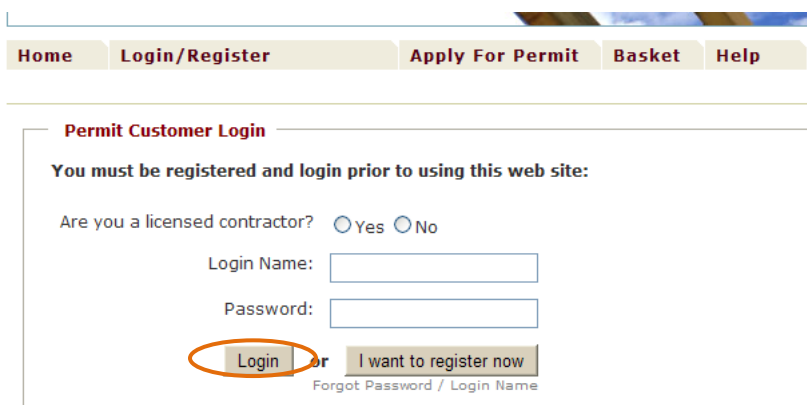
1. This feature requires you to have existing MyBuildingPermit.com account.
2. You should have completed both the pre-application process and the plan review application.
3. You should have a previously **accepted** permit application.

## Instructions



1. Go to [MyBuildingPermit.com](http://MyBuildingPermit.com) website.

Click 'Apply for Permit'.



2. The 'Permit Customer Login' will open. You need to have an existing account to move forward with the application.

Identify if you're a licensed contractor by clicking on the appropriate radio button.

Enter your Login name and your password.

Click 'Login'.

Home Log-Off - Itmderro Apply For Permit Basket Help

**My Account**  
[My Profile](#)  
[Permit Dashboard](#)  
[Forgot Password/Logi](#)

**Pre-Application:**  
 Address Search  
 Permit Type  
 Work Type  
 Summary

**Job Site Address Search**  
 Search for and select where the work will be done:  
 Simple Search  Advanced Search  
 \* Jurisdiction to issue permit:

3. Hover around 'My Account' until you see the dropdown list.  
Click 'Permit Dashboard'.

**Applications in Basket**

Jurisdiction	Permit Type	Occupancy Type	Work Type		Job Address
Bellevue	Mechanical	Single Family Residential	Alteration	Edit	450 154TH AVE SE BELLEVUE
Bellevue	Plumbing	Non-Residential	Addition	Edit	450 173RD PL NE FLOOR: 4 UNIT: 100 BELLEVUE
Bellevue	Mechanical	Single Family Residential	Alteration	Edit	450 154TH AVE SE BELLEVUE
Bellevue	Mechanical	Single Family Residential	Alteration	Edit	450 154TH AVE SE BELLEVUE

4. A window that shows your applications will open. Find your application under 'Applications in Plan Review'.  
Click 'View Files'.

**Applications in Plan Review**

Permit #	Project Name	Forms	Created	Files	Invoice
11 118802 BO	Testing One	<a href="#">View</a>	8/22/2011 1:44 PM	<a href="#">View Files (2)</a>	<a href="#">View Invoices (1)</a>

**Issued Over the Counter Permits**

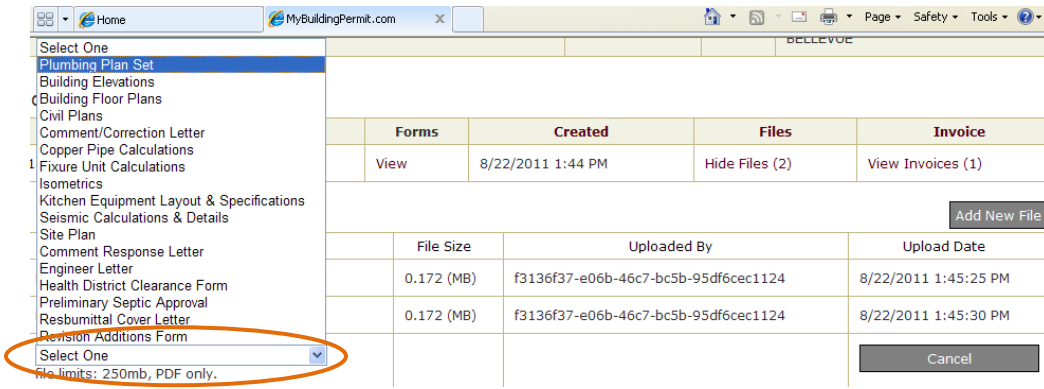
Order #	Permit #	Jurisdiction	Permit Type	Occupancy Type	Work Type	Permit	Application	Job Address
35	E11-00336	Kirkland	Low-Voltage Electrical	Non-Residential	Alteration	View	View	300 7TH AVE S FLOOR: 4 UNIT W17

**Applications in Plan Review**

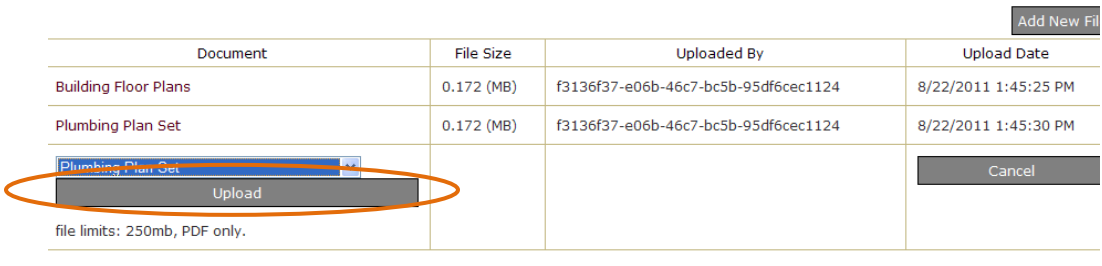
Permit #	Project Name	Forms	Created	Files	Invoice
8802 BO	Testing One	<a href="#">View</a>	8/22/2011 1:44 PM	<a href="#">Hide Files (2)</a>	<a href="#">View Invoices (1)</a>

Document	File Size	Uploaded By	Upload Date
Building Floor Plans	0.172 (MB)	f3136f37-e06b-46c7-bc5b-95df6cec1124	8/22/2011 1:45:25 PM
Plumbing Plan Set	0.172 (MB)	f3136f37-e06b-46c7-bc5b-95df6cec1124	8/22/2011 1:45:30 PM

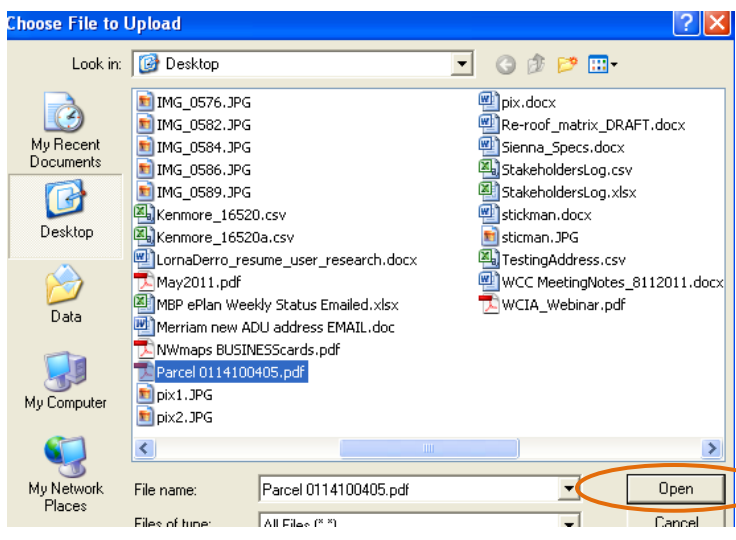
5. A list of all the uploaded files will open. To add a new file, click 'Add New File'.



6. Click the dropdown arrow. Select the appropriate file to upload. Files need to be in pdf format and no more than 250mb.



7. Click 'Upload'.



8. Select the appropriate file. Click 'Open'.

ications in Plan Review

Permit #	Project Name	Forms	Created	Files	Invoice
8802 BO	Testing One	View	8/22/2011 1:44 PM	Hide Files (3)	View Invoices (1)

Document	File Size	Uploaded By	Upload Date
Building Floor Plans	0.172 (MB)	f3136f37-e06b-46c7-bc5b-95df6cec1124	8/22/2011 1:45:25 PM
Plumbing Plan Set	0.172 (MB)	f3136f37-e06b-46c7-bc5b-95df6cec1124	8/22/2011 1:45:30 PM
Plumbing Plan Set	0.16 (MB)	Derro, Lorna	8/29/2011 11:16 AM

9. If successfully uploaded, the file you selected should be added to the list of 'file uploads'.