



# UPLOADING DOCUMENTS

SAY GOODBYE TO PRINTING COSTS AND DELIVERY TRIPS TO THE DEV CENTER!



# Uploading Documents

After you've submitted your permit application online through Citizen Access, you will be directed to upload your plans and supporting documents. If you're not ready to upload your review package at this time, that's fine!

You (or one of the contacts you added to this record) can log into Citizen Access and upload plans at a later time. Just note that your review cycle won't begin until plans have been submitted.

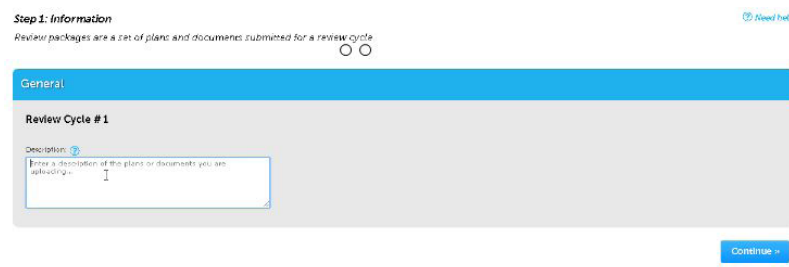
## File Selection & Upload

Once you've completed the final review of your permit application and paid any application fees due, you will be taken to a final "Receipt/Record Issuance" screen.

1) Click on the "Upload Plans and Documents" button.



2) Enter a brief description of what you are uploading into the "Description" textbox.



3) Click "Continue."

4) You can drag and drop your files onto the gray outlined box or click the "Browse" button to select the files you'd like to upload. Note: Files must be in PDF format and consistent with our document standards.

5) From the drop-down menu below the "Files" heading, please select the document type of each uploaded file and enter a corresponding document description.



6) Click "Upload and Validate" so your files can be validated by the Plan Room.



## ERROR MESSAGE?

**If your files are password protected or encrypted, they will be rejected by Plan Room and you will receive an error message during this validation phase. Please make sure your files are compatible with our document standards before you upload!**

# Uploading Documents

## File Processing

7) Once validation is completed, please click the "Process Files" button.



Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
Plan.pdf	Initial Plan	Plan	validated	ME	8/27/2018	
pdf	Specifications for Lighting	Specification	validated	ME	8/27/2018	

[Process Files](#)

8. Your files will be processed in the Plan Room. When processing is finished, please click the "Continue" button.

## Sheet Verification

9) Please verify that the sheets have been titled correctly. If there are any sheets that need to be retitled, please do so now.

10) Click the "Continue" button.

11) Please verify that all submitted files appear and have a status of "Processed."

Then click the "Finish" button.

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
Plan.pdf	Initial Plan	Plan	processed	Becky Haverkamp	8/27/2018	
pdf	Specifications for Lighting	Specification	processed	Becky Haverkamp	8/27/2018	

[Finish](#)

## Submittal Verification

12) You'll see a green ribbon confirming that your review package has been received.

Please note that a new review cycle won't appear in Citizen Access until all discipline reviews are completed. In the event that you need to submit any additional plan sheets or supporting documents during the current cycle, please use this [Mid-Cycle Review Form](#).

### QUICK TIP!

During file processing, your plan sheets are being separated, scanned, and optimized for web and mobile access - there's a lot going on! If you don't want to wait for this process to finish, you can close out of Citizen Access entirely. You'll receive an email once this process is complete with a link to finish the remaining steps.