Building, Planning and Land Development Online Applications and Permits Customer Portal User-Guide

Required Documents

Each application may require supporting documents which can be uploaded within the online application and permit system.

Depending on your application type, documents may or may not be a mandatory requirement. Mandatory documents will be marked via a check mark under the **"Required"** column. Additional information is required to explain the **"Attachment Type"** and **"Description"** in their respective columns.

All *required documents* must be added to the application during the **"Documents"** step in the application process. You may also upload any other supporting documents to further assist in your application process. All documents submitted will be reviewed by staff.

If no required documents have been identified, you may proceed to the next step.

"**Sample Forms**" may be available for viewing for some attachment types for your reference or completion. These sample forms will be noted by a link with a download icon within the **"Sample Form"** column.
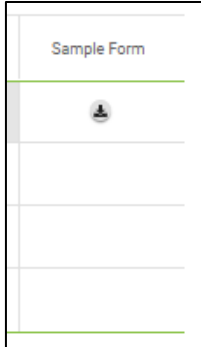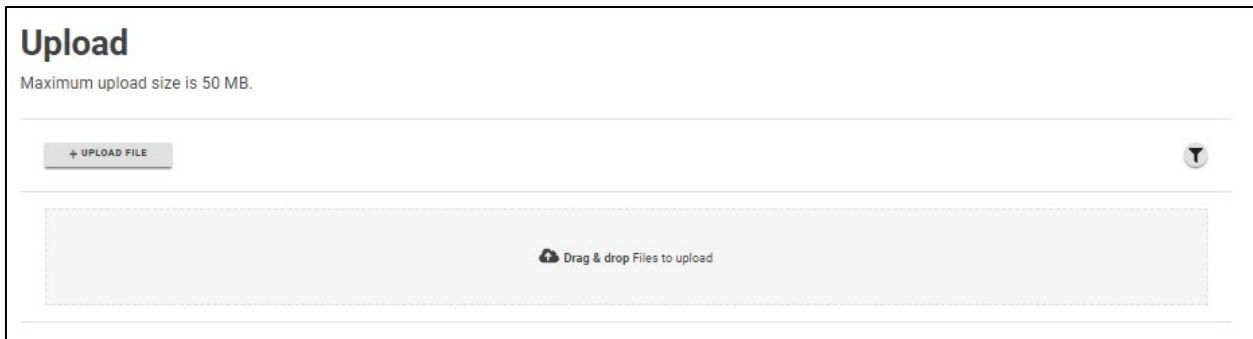

Upload Application Documents

There are two options available to upload documents:

1. Select the **Upload File** button to browse for and upload a file from your computer.

OR

2. From your computer, open a folder containing the file you wish to upload, select the file and then **Drag & Drop files to upload** section.

Once a document has been successfully uploaded, it will appear under the **"Upload"** section in a table. Additional information is required to explain the **"Document Type"** which can be selected from the drop-down list in the **"Document Type"** column.

Upload

Maximum upload size is 50 MB.

	File Name	Document Type *	Description		
☐	Sample Document_v1.pdf	New ▼	Edit...	✏	⊘

Document Attributes

The **"Document Type"** can be selected via the drop-down menu. Please note, the selected document type must match the required attachment types indicated in the list of attachments.

In the **"Description"** field, provide some information pertaining to the document that has been uploaded.

	File Name	Document Type *	Description		
☐	Sample Document_v1.pdf	Pool Enclosure Inspection Consent ▼	Access granted for pool inspection.	✏	⊘

Document Deletion

If a document has been uploaded in error, check the checkbox preceding (in the column to the left of) the **"File Name"** column. A red **"Delete"** button will then be available preceding the table. Selecting this "**Delete**" button will remove the uploaded document.

	File Name	Document Type *	Description		
☑					🗑 DELETE
		Drag & drop Files to upload			
☑	Sample Document_v1.pdf	Pool Enclosure Inspection Consent ▼	Access granted for pool inspection.	✎	⊘

1 selected

New