

Uploading and Validating Files

1. Upon successful payment, the Receipt/Record Issuance page will display. Click on “Upload Plans and Documents” to upload your plans and supporting documents.

Receipt

Your application and/or payment has been successfully processed.

Print/View Receipt

1400 N Boulevard, T 33607

BLD-19-
0460088

Upload Plans and Documents

[View Receipt](#) [View Summary](#)

1. Enter a description of the entire package or upload in the Description text box.

General

Plan/Document Submittal # 1

Description: ?

Enter a description of the plans or documents you are uploading...

Continue

2. Drag and drop or browse to find your files. Select the document type and enter a description of the document. Click on Upload and Validate.


Drag and drop files here
or
[Browse](#)

TEST2Plans.pdf

Building Plans

Description...

Upload and Validate

Errors when uploading and validating?

If there is an error after uploading the file, please review the error message. A message will appear at the top of the screen and additional information can be found by hovering over the blue “?”. Additional details can be found by hovering over the “x” next to the recycle bin icon.

System Message:
One or more files have been rejected. You cannot continue with the review package if there are rejected files. Please delete all rejected files and upload them again when the problems are resolved. Once the status of all the files is not rejected, you can continue with the preparation of your review package.

TESTPLANS.pdf was rejected. Document has been modified since it was signed. ?

Plan Review Package

Record: BLD-19-0460088

[Need help](#)

Record Details	Summary	Uploads	Issues	Conditions	Approved Plans
1 Information	2 File Processing	3 Sheet Versioning	4 Review		

Step 2: Add & Process Files

Browse or drag and drop the desired files to upload. Once all files are added, the Upload and Validate button is displayed. Click on it to validate the files and add them to your review package. When all of the desired files are uploaded and validated, click the Process Files button to prepare your files for review.

Note: Please do not combine plans and documents of various types into a single PDF document.


Drag and drop files here
or
[Browse](#)

Files

Name	Description	Type	Status	Uploaded By
TESTPLANS.Pdf		Building Plans	Rejected	Me

Process Files

Invalid signature

Document has been modified since it was signed.

Signed By:
Signed Date:
Organization:
Seal Expires: 1
Seal Issued By:

Signature

To re-upload the file once the error has been resolved, remove the file containing the error by clicking on the recycle bin.

Browse or drag and drop the desired files to upload. Once all files are added, the **Upload and Validate** button is displayed. Click on it to validate the files and add them to your review package. When all of the desired files are uploaded and validated, click the **Process Files** button to prepare your files for review.

Note: Please do not combine plans and documents of various types into a single PDF document.



Drag and drop files here
or

Browse

Files

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature	
TESTPLANS.Pdf		Building Plans	Rejected	Me	2/7/2019		

Process Files

Are you sure you want to remove this file?

TESTPLANS.pdf

Yes

No

3. While the files are being validated, the status will display as “Validating”.

Files							
Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature	
TEST2Plans.Pdf		Building Plans	Validating	Me	2/7/2019		

4. Once validation is complete, the status will change to “Validated”. Click on “Process Files” to continue.

Files							
Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature	
TEST2Plans.Pdf		Building Plans	Validated	Me	2/7/2019		

Process Files