

## How to upload inspection documents- ePermit

- 1. Find your building permit project in the <u>ePermit</u> system.
- 2. Go to the <u>Files</u> tab and click <u>Upload an optional document</u>. You don't have to pull the project for a revision.

Summary	Document Review Status   Documents Check    Approved
i Details	LUpload an optional document Filter By: ALL DOCUMENTS
O Contractors	
▷ Files	Kelliciter   Kellesse 8 smöla, est Doc_20150307_150210.pdf     Upload   Uploaded: 2015/03. 7 3:02:10 PM
Q Inspection Status	> Document History
E Payment History	ARCHITECTURAL SITE/BLOCK PLAN   Release 8 smoke test Doc_20150307_150015.pdf   Upload Uploaded: 2015/03/07 3:00:16 PM   > Document History

3. Select the Document type.



4. Click <u>Browse</u> and select your file. Watch for a green circle beside the file name. Click <u>Document</u> <u>Upload</u>.

DOCUMENT UPLOAD			
Document Type:			
INSPECTION - CONCRETE VERIFICATION			
File Name: ePlans-Applicant-User-Manual.pdf × Remove			
(.pdf, .doc, .docx, .xds, .xdsx, .ydsm, .jpg, .jpeg, .txt)			
2			
Upload Cancel			

5. Repeat for additional Inspection documents.