

Document Upload



When you apply for a permit or a plan, there are required documents and additional documents. Each “Add Attachment” option will be different depending on the plan or permit type selected. Please note that you may only upload one document for each type in the “Select Type” drop down field, consolidate the documents as needed.

The screenshot shows a multi-step application process for a "Fire General Operational Permit". The steps are: 1. Locations (checked), 2. Type (checked), 3. Contacts (checked), 4. More Info (checked), 5. Attachments (highlighted with a red circle), 6. Signature, and 7. Review and Submit. Below the steps, there is a section titled "Attachments" with a note: "NOTE: Please attach all required supporting documentation as required at: <https://www.tucsonaz.gov/fire/permits-and-fire-code> (Permit Submittal Requirements), and/or any information required by your inspector. When adding documentation, choose the appropriate "Attachment Type" from the drop down box prior to attaching." Below the note is a blue modal box titled "Add Attachment" with a "Select Type" dropdown menu, a plus sign icon, and a list of supported file formats: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, txt, dwg, zip, csv, rtf, dxf, dw. At the bottom of the modal are "Back" and "Create Template" buttons. At the bottom of the main application screen are "Save Draft" and "Next" buttons.

After you submit, the attachments can be viewed by navigating to the “My Work” tab and clicking on the Permit or Plan.

Under the “Attachments” tab you can see the document, document type, version and status. If you want to view the document click on the document name (blue hyperlink).

Permit Number: 1D-DEV-0223-0003

Permit Details | Tab Elements | Main Menu

Type: Development Package	Status: Submitted - Online	Project Name:
IVR Number: 30212	Applied Date: 02/02/2023	Issue Date:
District:	Assigned To:	Expire Date:
Finalized Date:		
Description: Build an addition to an existing structure		

Summary | Locations | Fees | Inspections | **Attachments** | Contacts | Sub-Records | More Info

Attachments | Next Tab | Permit Details | Main Menu

Attachments Sort: Needs Action

 <p>Additional/Supporting Documentation</p> <p>Extra_v1.pdf</p> <p>Version: 1</p> <p>Status: Under Review</p>	 <p>Plan Set</p> <p>plan_v1.pdf</p> <p>Version: 1</p> <p>Status: Under Review</p>
--	--

If you are required to re-submit a document, you will be notified on your dashboard under the "Attention" tile.

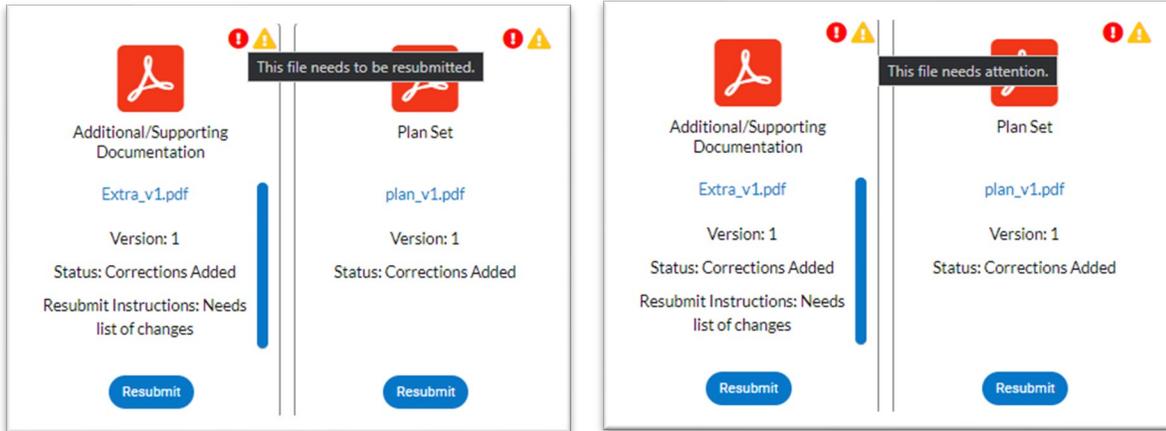
Dashboard | Documents | Home | Apply | My Work | Today's Inspections

My Permits

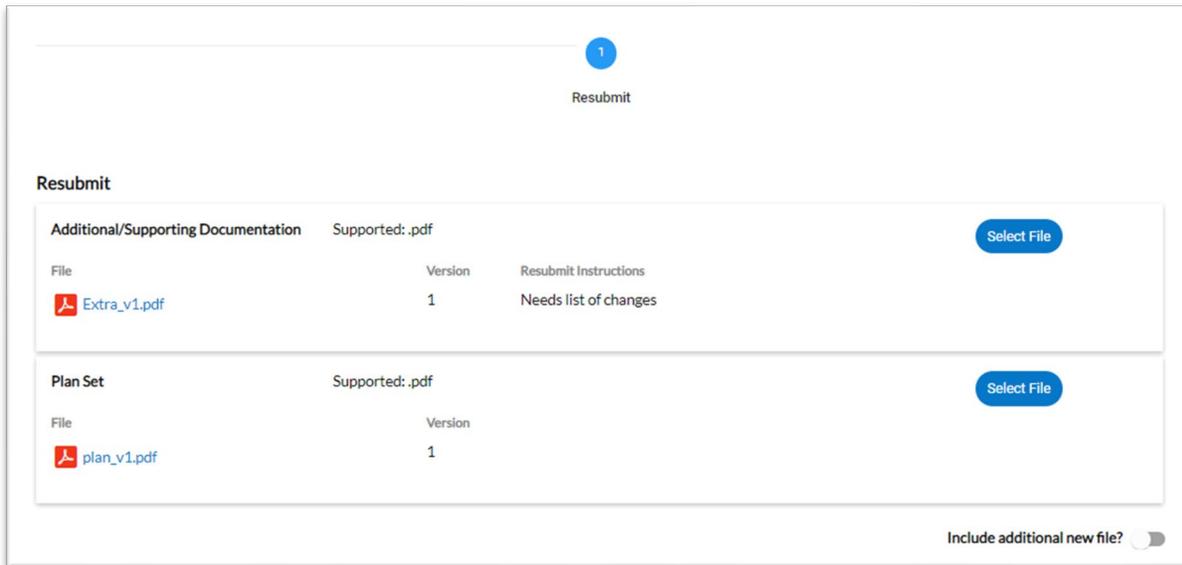
<p>Attention</p> <p>1</p> <hr/> <p>Development Packa... 1</p>	<p>Pending</p> <p>1</p> <hr/> <p>Development Packa... 1</p>	<p>Active</p> <p>0</p>
---	---	--------------------------------------

[View My Permits](#)

If you are required to re-submit a document under the attachments tab the document will display two notifications, one asking for a resubmittal and one indicating that the document needs attention. The document that needs to be resubmitted will have a blue “Resubmit” button. If the reviewer enters notes they will be displayed below the status (in the example below both documents need to be resubmitted, but only one has instructions).



Resubmitting a document, click on the blue Resubmit button, it will take you to an upload option.



The required documents will change to a new version (v2, v3 etc). You will get a pop-up that the file was uploaded.

Resubmit

Additional/Supporting Documentation Supported: .pdf [Select File](#)

File	Version	Resubmit Instructions
Extra_v1.pdf	1	Needs list of changes

Plan Set [Cancel](#)

Previous File	New File	Size:
plan_v1.pdf	plan_v2.pdf	32.46 KB

Include additional new file?

Success

The file upload was submitted successfully.

[Close](#)

Once the files are re-submitted there will be a blue button that says "History" and if you click on it you can see the history of the document like the relevant dates and versions.

file history

File Name	Category	Date Uploaded	Version	Has Corrections
Extra_v1.pdf	Additional/Supporting Documentation	02/02/2023	1	Yes

[Close](#)

Summary Locations Fees Inspections **Attachments** Contacts Sub-Records More Info

Attachments | Next Tab | Permit Details | Main Menu

Attachments [Sort: Needs Action](#)

Additional Supporting Documentation
Extra_v2.pdf
Version: 2
Status: Under Review
[History](#)

Plan Set
plan_v2.pdf
Version: 2
Status: Under Review
[History](#)

[Add Attachment](#)

Support: pdf, jpg, png, bmp, gif, ppt, doc, docx, xls, xlsx, rar, zip, zip, rar, ppt, pptx, docx