

## UPLOADING YOUR SUBMITTALS

1. CLICK ON APPLICATIONS:



2. CLICK ON MY APPLICATIONS:



2. SELECT THE SPECIFIC PERMIT FROM THE LIST:

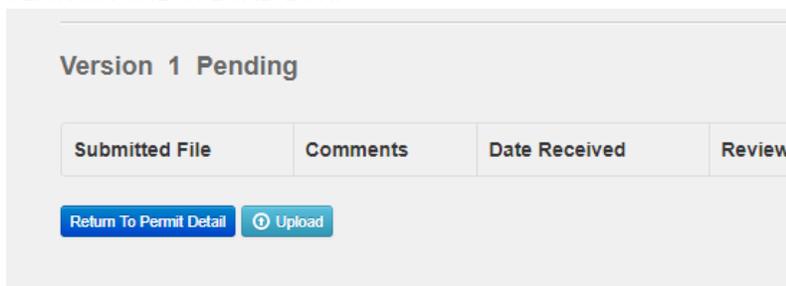
#	Type
<a href="#">20181210</a>	Solar Install Residential
<a href="#">LOT18-06</a>	Lot Splits/ Lot Line Adjustment
<a href="#">20181105</a>	Solar Install Residential
<a href="#">20180992</a>	Solar Install Residential

3. SCROLL TO THE 'SUBMITTALS' SECTION AND CLICK ON '0 FILES' OF THE SUBMITTAL TYPE YOU WOULD LIKE TO UPLOAD:

**To upload your documents click on the link in the last column (0 Files)**

Submittal	Required	Received	Version	Status	
Site Plan depicting driveways, parking spaces, street frontage and general layout of the property	Yes	8/20/2018	1	Pending	<a href="#">1 Files</a>
City of Maricopa Approved Standard Plan	Yes	8/20/2018	1	Pending	<a href="#">2 Files</a>
City of Maricopa Approved Foundation Plan	Yes		1	Pending	<a href="#">0 Files</a>
Final Reports (Required prior to Building Final- refer to Conditions for list)	Yes		1	Pending	<a href="#">0 Files</a>
Truss Calc's	Yes	8/20/2018	1	Pending	<a href="#">1 Files</a>

4. CLICK ON THE UPLOAD BOX:



5. ENTER YOUR FILE NAME OR SELECT 'BROWSE' TO SEARCH FOR THE FILE IN YOUR COMPUTER AND CLICK UPLOAD:

**Upload Submittal** ✕

File:  
 No file chosen

Comments:

6. REPEAT STEPS 5 AND 6 TO ADD ADDITIONAL SUBMITTALS TO THIS TYPE OR 'RETURN TO PERMIT DETAIL' TO UPLOAD TO A DIFFERENT SUBMITTAL TYPE:

**Version 1 Pending**

Submitted File	Comments	Date Received	Review Status	Markup File	
<a href="#">Pre-Application Maricopa.pdf</a>	Pre Application	8/14/2018 12:56 PM	Pending		<input type="button" value="Delete"/>

**IMPORTANT INFORMATION REGARDING YOUR SUBMITTALS!!!**

By following these simple instructions for the PDF's before they are uploaded, this will help to avoid any unnecessary delays.

- All documents must be saved and uploaded as a PDF. We are unable to accept any other type of document.
- PDF's must be flattened
- Remove all bookmarks
- Remove all Comments
- Please ensure that each page is rotated to the correct orientation
- PDF Version 1.4 release in May 2001 is the earliest version that is supported
- \*\*\* **Avoid** using special characters, and too many numbers in the naming convention. Simplify the name of each document that you are uploading. For example; siteplan.pdf, electrical.pdf

Acceptable- able to process.

Not acceptable- files will be removed and not processed for review.

Documents:

Submitted File
<input type="button" value="✕"/> <a href="#">3964 ENGINEERING.pdf</a>
<input type="button" value="✕"/> <a href="#">3964 NARRATIVE.pdf</a>
<input type="button" value="✕"/> <a href="#">3964-L.pdf</a>
<input type="button" value="✕"/> <a href="#">3964-R.pdf</a>

Submitted File
<input type="button" value="✕"/> <a href="#">00. 1431-L 2nd Submittal.pdf</a>
<input type="button" value="✕"/> <a href="#">00. 1431-R 2nd Submittal.pdf</a>
<input type="button" value="✕"/> <a href="#">00. Cityresponce_Delta1 03-09-18.pdf</a>
<input type="button" value="✕"/> <a href="#">00. Plan 1431 Response 03-15-18.pdf</a>
<input type="button" value="✕"/> <a href="#">00. Plan check response Juniper 3-9-18.pdf</a>
<input type="button" value="✕"/> <a href="#">1431 Typcial 03-09-18.pdf</a>
<input type="button" value="✕"/> <a href="#">1431 Typcial. 03-09-18.pdf</a>