

CLOUDPERMIT – ATTACHMENTS UPLOAD GUIDE

The screenshot displays the CloudPermit interface. On the left, the 'ATTACHMENTS' section is visible, featuring a table of required attachments. The 'Structural drawing' row is highlighted with a red border and a red asterisk, indicating it is required. Below the table, there is a 'click here' link for selecting files. On the right, a 'Workspace messages' panel is open, showing a message from 'You' (AUTHORITY) dated 2022-09-21, 12:44 p.m. The message text reads: 'We are still waiting on further attachments to be uploaded in order to begin the review on your application. We cannot proceed as it is an incomplete application at this point. Please submit that which is flagged red in the attachment area of your application. If you require assistance please contact us or the support team for Cloudpermit (?Support) is located right beside the Message option - top right hand side in Cloudpermit.' A red arrow points from the 'click here' link in the attachments section to the message board.

MESSAGE BOARD

Please utilize so all communication remains with the appropriate permit applications.

Attachments in **RED – REQUIRED**.

When document(s) are requested for upload use the 'click here' in the **!ATTACHMENTS** section. Select appropriate attachment and select matching title to 'required attachment' from drop down menu. The red asterisk will turn to a **GREEN** check mark; giving (clearance).

✓	✓	✓
Parties	Application	Attachments

**The message board replaces email so any communication regarding the application/permit remains with the application at all times and can be referred to when needed for project continuity.