

Using the Shopping Cart?

If you are using the shopping cart to pay for multiple records with plans, follow the checkout process and pay for all items in the shopping cart. After payment has been made, all of the record IDs will be displayed in the same format with a new option to “Upload Plans and Documents”. Select one of the records and follow the steps outlined above.

To access the remaining options in the shopping cart, go to Search and select Building Permits. From the list, click on “Upload Plans” and follow the steps outlined above.

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|------------|---------------------------------|---------------------------|-----------------------|------------------------------|------------|
| 01/29/2019 | Commercial Miscellaneous Permit | 1400 N Boulevard, T 33607 | Awaiting Client Reply | Upload Plans | 01/29/2019 |
| 01/29/2019 | Preliminary Plan Review | 1400 N Boulevard, T 33607 | In Process | | |
| 01/29/2019 | Commercial Demolition Permit | 1400 N Boulevard, T 33607 | Open | Upload Plans | 01/29/2019 |



Repeat the process until all plans have been uploaded to their respective records.