

HOW TO UPLOAD BUILDING CONSTRUCTION PLANS

1. LOG IN TO PASCoGATEWAY CITIZEN PORTAL.

[HTTPS://PERMITS.PASCOCOUNTYFL.NET/CITIZENACCESS/DEFAULT.ASPX](https://permits.pascocountyfl.net/citizenaccess/default.aspx)

2. OPEN THE DESIRED PERMIT.
3. CLICK ON “PLAN ROOM”.
4. CLICK ON “UPLOADS”.
5. CLICK ON “RESUME” IF YOUR REVIEW PACKAGE IS LISTED.
6. ENTER A DESCRIPTION AND CLICK ‘CONTINUE’.
7. DRAG AND DROP FILES OR CLICK “BROWSE” TO SEARCH ON YOUR COMPUTER.
8. SELECT ONE OR MORE FILES AND CLICK “OPEN”.
9. SELECT THE CORRECT DOCUMENT CATEGORY FROM THE DROPDOWN MENU.
SELECT “CONSTRUCTION PLANS (SIGNED & SEALED)” FOR SEALED PLANS
10. ENTER A DESCRIPTION; CLICK “UPLOAD AND VALIDATE” TO VALIDATE SIGNATURE.
11. ONCE VALIDATED CLICK “PROCESS FILES” TO PROCESS THE SHEETS.
12. ONCE FINISHED CLICK “CONTINUE” TO VERIFY YOUR SHEETS.
13. VERIFY EACH SHEET HAS A UNIQUE PAGE NUMBER, THEN CLICK “CONTINUE”.
14. REVIEW AND EITHER CLICK “EDIT” TO CHANGE A FILE OR CLICK “FINISH” TO SEND THE PLANS TO THE BUILDING DEPARTMENT FOR REVIEW.