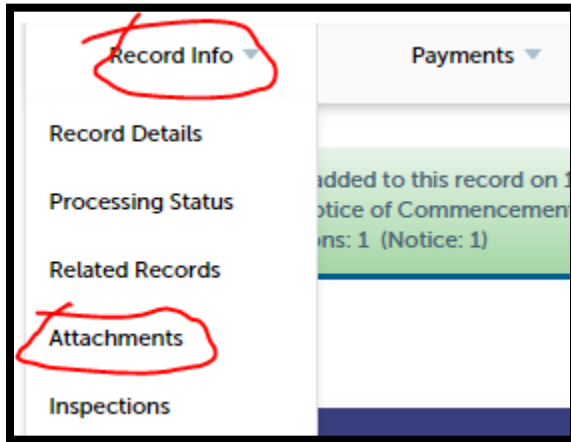


HOW TO ATTACH DOCUMENTS (NOT PLANS) SUMMARY

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 THAT YOU OWN OR FOR WHICH YOU HAVE DELEGATE AUTHORITY.
3. TO DISPLAY THE LIST OF FILES THAT ARE CURRENTLY UPLOADED AS ATTACHMENTS (NOT PLANS), CLICK ON “RECORD DETAILS” AND SELECT “ATTACHMENTS” FROM THE DROPDOWN MENU.



TO ADD ADDITIONAL ATTACHMENTS (NOT PLANS):

4. UNDER THE ATTACHMENTS SECTION, CLICK “ADD”.
5. DEPENDING ON THE TYPE OF PERMIT, YOU MAY SEE TWO OPTIONS: ONE TO ADD AN ATTACHMENT AND ONE TO ADD “PLANS”. CLICK “ATTACHMENT”.
6. DRAG AND DROP FILES OR CLICK “BROWSE” TO SEARCH ON YOUR COMPUTER.
7. SELECT ONE OR MORE FILES AND CLICK “OPEN”.
8. SELECT THE CORRECT DOCUMENT CATEGORY FROM THE DROPDOWN MENU.
9. YOU WILL SEE THE ATTACHED FILE(S) ADDED TO THE LIST OF ATTACHMENTS.

NOTE: DO NOT UPLOAD BUILDING PLANS AS ATTACHMENTS. INSTEAD FOLLOW THE INSTRUCTIONS TO UPLOAD PLANS.