

Uploading Attachments with Your Permit Application

When making application, you will be required to provide certain documentation pertaining to the work to be done as submitted on the application. That documentation must be submitted with your online application in the form of a PDF file.

- When making application for a permit, you will come to the Attachments step in the process where you will be required to upload documentation. The documentation that is required to be submitted will have a REQUIRED band along the bottom – you will not be able to complete your application without attaching this documentation.

You can attach a document by clicking on the large Plus sign, , in the middle of the task image and selecting the document you wish to attach from your files.

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Apply for Permit - Residential Remodel without an Addition Building Permit Application
*REQUIRED

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Attachments

To attach a file from your computer, select the "+" on the appropriate selection below. In a MS Windows environment, this will open File Explorer from where you select your file and attach it by selecting "Open".

Building Plans

Add Attachment

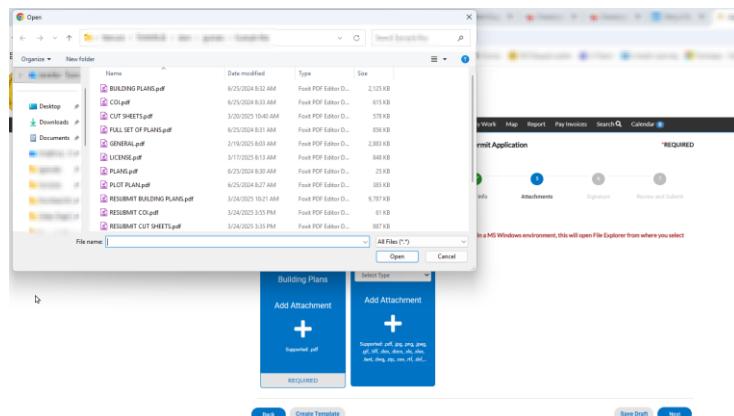
Supported.pdf

REQUIRED

Select Type

Add Attachment

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- You may want to submit additional documentation with your application. This can be done by clicking on the plus sign in the middle of the available task image, which does not have the REQUIRED band along the bottom. You will need to select the Type of Document that you are submitting from the available types in the drop down arrow within that task image.

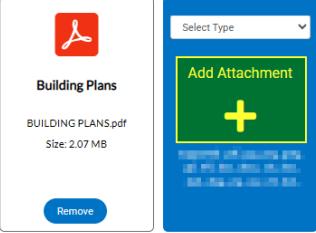
Application Information ▾ Home Apply Dashboard My Work Map Report Pay Invoices Search Q Calendar 0

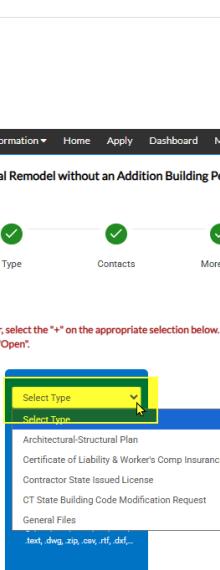
Apply for Permit - Residential Remodel without an Addition Building Permit Application *REQUIRED

Locations Type Contacts More Info Attachments Signature Review and Submit

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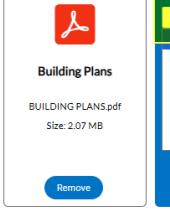
Application Information ▾ Home Apply Dashboard My Work Map Report Pay Invoices Search Q Calendar 0

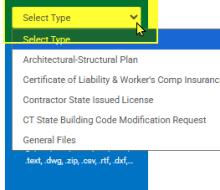
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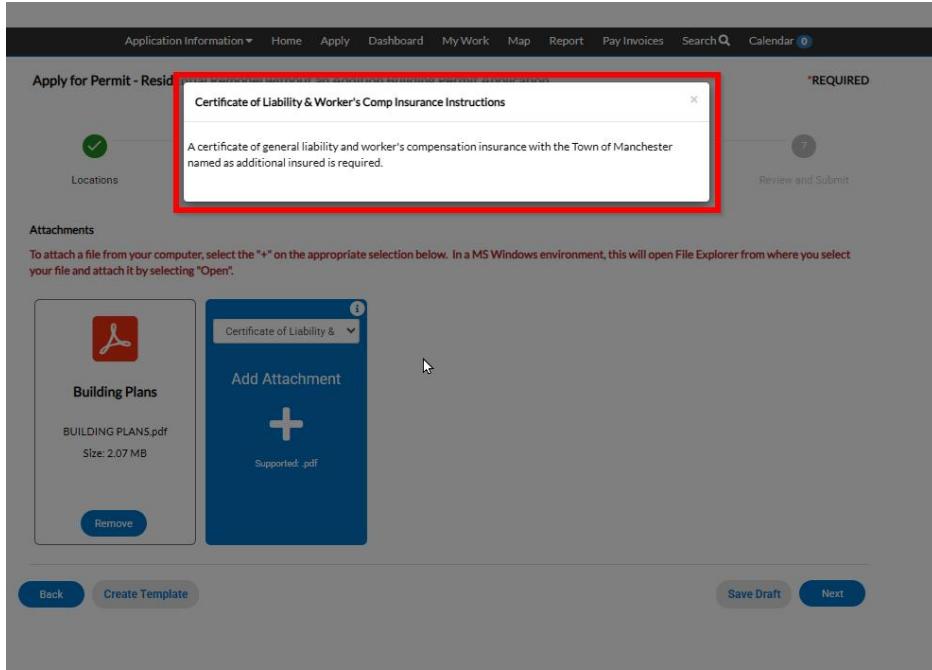




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- Once you have selected the type of additional documentation that you are submitting, you may see an information icon, , pop up in the upper right corner of

the task image. You can click on this icon to get a definition of that type of document, to be sure of what the department is looking for. If you are unsure as to what type of document it should be, please upload your attachment using the General Files option.



- Each time you attach a document, another task image will appear, allowing you to attach an additional document. You do not have to submit any documents beyond those with the REQUIRED label. These are optional and are there for your convenience.

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Building Plans
BUILDING PLANS.pdf
Size: 2.07 MB
Remove

Certificate of Liability & Worker's Comp...
COI.pdf
Size: 614.91 KB
Remove

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- Once you have attached all of your documents, you will click Next and continue with the rest of your application.

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Remove

Certificate of Liability & Worker's Comp...
COI.pdf
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Remove

Back Create Template Save Draft **Next**

Should you need more information on attaching documents to your permit application, please contact the building department at (860) 647-3052 or buildingdept@manchesterct.gov.