How to Upload and Re-upload Submittals?

This how-to video is using a Residential Single-Family Detached permit as an example. Required submittals listed in the demo may not apply for other permit types.

Once you have started your permit application, scroll down to the "Permit Submittals" and click the down-arrow beside "Permit Submittals".


This section will list all required submittals and their current status. To upload a submittal, choose which item you wish to upload by clicking the blue hyperlink titled "Upload" in the farthest right column. **Please separate all documents such as separating building plans and site plans. All submittals must be uploaded in PDF version.**

Choose Add Files, then navigate, select, and open the appropriate documents. Then Begin Upload. A check mark will appear once the upload is completed, **click close.**

Once you have submitted your items, an email confirming the upload will be sent to the email addresses of those listed on the permit.
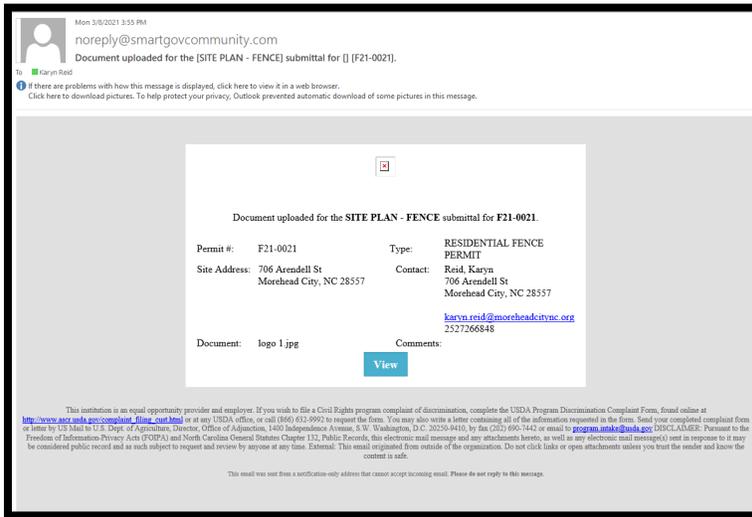
To see the review progress of your permit, scroll down and click the dropdown arrow next to "Permit Approval Steps".

Re-uploading a Submittal

Once your permit has been submitted for review, you may have a deficient submittal. When that happens, you will receive an email, and you have an opportunity to upload a new submittal. To upload a new submittal, choose which item you wish to upload by clicking the blue hyperlink titled "0 Files" in the farthest right column. The 0 is to indicate how many versions of this submittal have been approved.
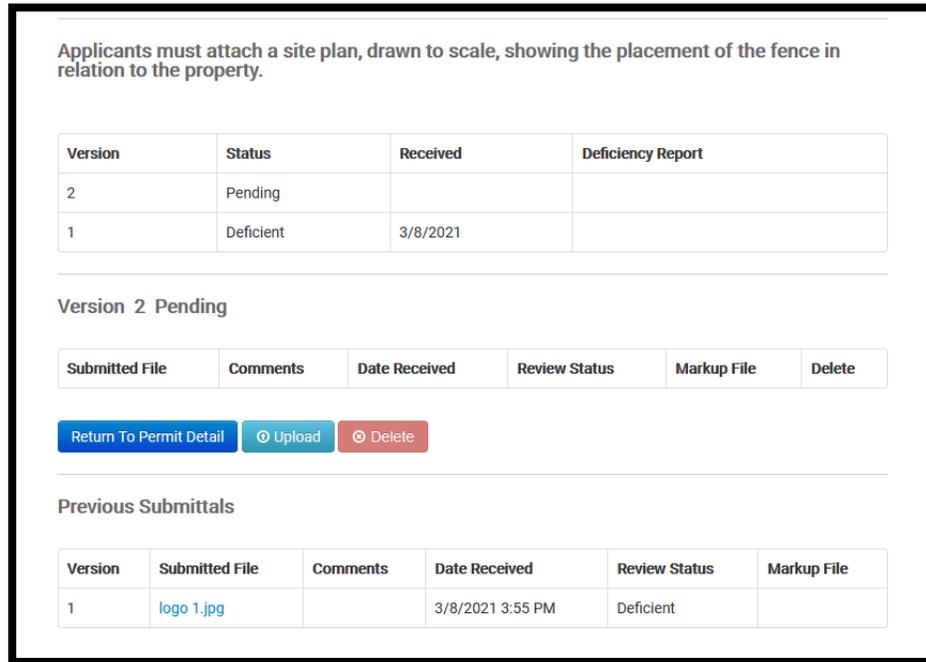
Once you see this screen, use the teal Upload button to upload a new version of the submittal.
All submittals must be in PDF version.

Choose Add Files, then navigate, select, and open the appropriate documents. Then Begin Upload. A check mark will appear once the upload is completed**, click close.**

You will only be able to delete the new Pending Version of the submittal. You will not be able to delete previous versions of the submittal.

If a submittal is marked deficient, but you cannot upload a new submittal, please call or email with your permit number and/or site address to request that staff enable uploading capability for that submittal type.

If you have any other questions, please see our other How-to videos or contact us via phone at 252-726-6848 ext. 125 or by email at mhcpi@moreheadcitync.org.