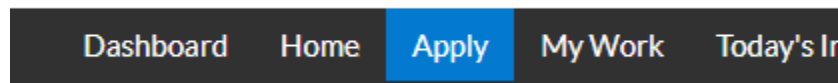


What's Changed with Attachments in CSS?

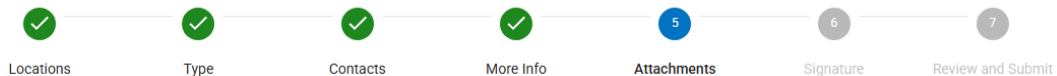
- With our implementation of DigEplan, you might notice a few new screens when applying for permits, the main difference is going to be the “attachments” step in the application, everything else should remain the same.
- Apply for a permit using the “apply” tab at the top of the screen and walk through the requested information.



- When you reach step five for “attachments” you will notice the screen appears different than what you are used to.

Apply for Permit - Commercial Addition

*REQUIRED



Attachments

Submission Package Files Review Summary Comments Help

Status: Created

Upload files. The following Document Types must be uploaded for this application: • **BI Building Plans/Drawing**, • **BI Site Plan**, • **BI Sub Contractor & Permit Type List**

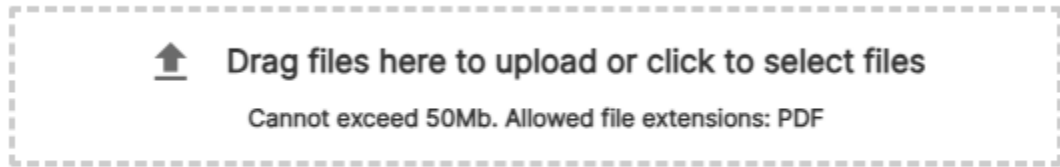
Submission Package Description *
Submission Package 1

Drag files here to upload or click to select files
Cannot exceed 50Mb. Allowed file extensions: PDF

- The blue banner along the top will display with all of the **required** file types that are needed to proceed. Ensure that you have these files ready to upload.

Upload files. The following Document Types must be uploaded for this application: • **BI Building Plans/Drawing**, • **BI Site Plan**, • **BI Sub Contractor & Permit Type List**

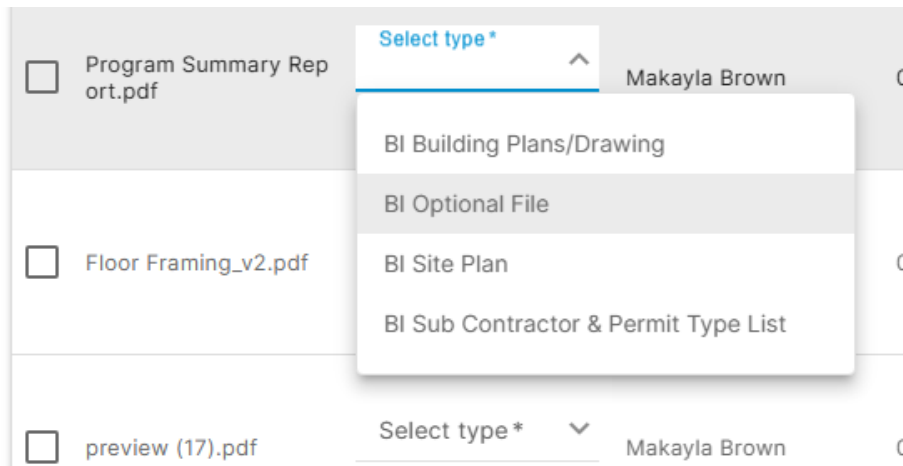
- To upload your files to the permit, you can drag and drop them into the box, or click anywhere on the box to choose them from the device you are applying from.



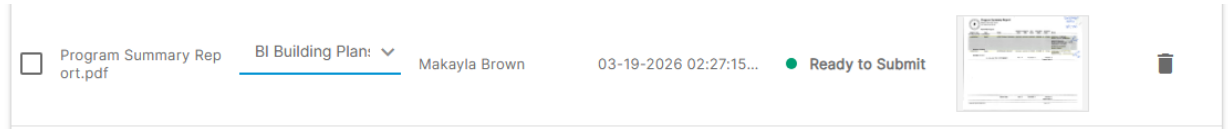
- When you upload the files, you will notice the status says “set doc type.”

<input type="checkbox"/>	File Name	Doc Type	Uploaded By	Uploaded Date	Status	Thumbnail
<input type="checkbox"/>	Program Summary Report.pdf	Select type* <small>Required</small>	Makayla Brown	03-19-2026 02:27:15...	● Set doc type	
<input type="checkbox"/>	Floor Framing_v2.pdf	Select type* <small>Required</small>	Makayla Brown	03-19-2026 02:27:15...	● Set doc type	
<input type="checkbox"/>	preview (17).pdf	Select type* <small>Required</small>	Makayla Brown	03-19-2026 02:27:15...	● Set doc type	

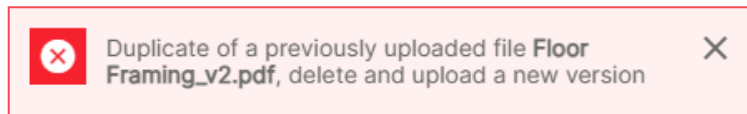
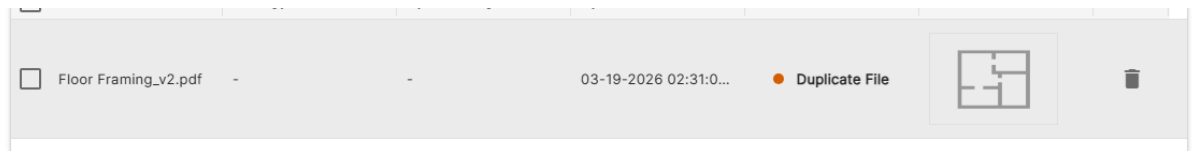
- You must choose which file goes to which required file type using the “doc type” drop down menu.



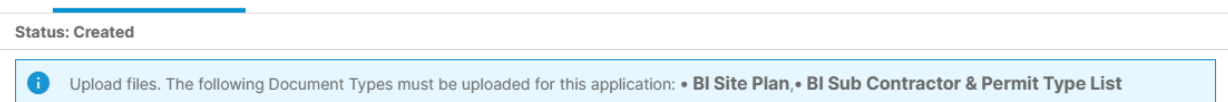
- After choosing the doc type, the file status will change to “file check in progress” as it scans the file to make sure it is not password protected or corrupted in any way. If neither of these things is detected, the status will change to “ready to submit.”



- If you have uploaded two of the same file, the status will show as “duplicate file” and you will be required to delete it and upload a new file in its place. You will also get an error at the bottom of the screen.



- You will notice that as you select your document types, the list of required documents changes to reflect what is still needed, with the ones you’ve selected no longer appearing in the list.



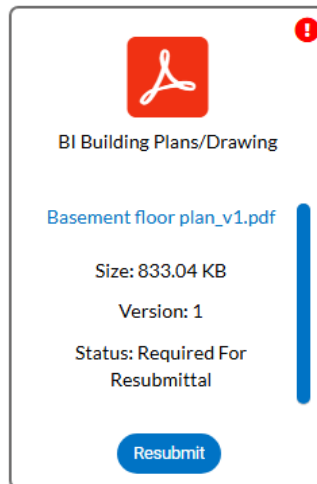
- Once **all** files have been uploaded and accepted by the system, you can click “next” and submit the permit as you usually would.



- After your files have been completely reviewed by all necessary departments, you will be able to view the files with the markups by clicking on the file name hyperlink. This will download a copy of the file that includes the markups. You will also have a button that says “markups” that will show you a list view of the markups made.



- If you need to **resubmit** files, you can simply click the “resubmit” button and you will be taken to a screen where you can upload the new files.



- Please note that the system will scan the contents of the files for changes and you will **not** be able to proceed if you upload the same file again, even if you’ve renamed it. If you attempt to use the same file you will see the “duplicate file” error.

