



Private Portal – Application Submittals

Submittals

Many applications are considered incomplete until all required submittals have been received. You will know that your application requires submittals when your permit is in a **Pending Submittals** status. To complete your application, you will need to upload the required submittals.

17-1824 Private Utilities (Cable/Fiber Optic/Gas/Phone/Power) ✉ Contact

Address: 601 4TH AVE E Olympia, WA 98501-1112 Parcel #: 78200500100	Status: Pending Submittals	Submitted: 5/9/2017 Approved: Issued: Closed: Expires: 11/5/2017	Inspections: Required: 28 Requested: 0 Reinspect: 0 Complete: 0	Due Now: \$0⁰ Additional fees may be required
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👤 Contacts 📄 Details 📍 Parcels 📁 Submittals 💰 Fees 📋 Inspections

TO UPLOAD SUBMITTALS

1. In the Submittals section of your application, select the link at the end of the submittal line item. When no submittals have been uploaded yet, this link will show 0 Files.

📁 Submittals		Click to Upload File			
Submittal	Required	Received	Version	Status	
Plans	Yes		1	Pending	0 Files
Engineer's Construction Estimate	Yes		1	Pending	0 Files
Traffic Control Plan	Yes		1	Pending	0 Files

NOTE: The permit information shown in the images do not reflect any actual permits.

Updated: 7/3/2017


2. The submittal form will appear. Select the **Upload** button to upload your document.

17-1180 Private Utilities (Cable/Fiber Optic/Gas/Phone/Power) ✉ Contact

Plans

Version	Status	Received	Deficiency Report
1	Pending		

Version 1 Pending


Submitted File	Comments	Date Received	Review Status	Markup File
 Upload	Return to Permit Detail			

3. Browse to the file you'd like to upload on your computer, add any comments, and select **Upload**.

Upload Submittal ✕

File:
C:\Users\jlocke\Desktop\ Browse...

Comments:
Plans

 Upload

NOTE: The permit information shown in the images do not reflect any actual permits.

4. Your file will now be uploaded. Select **Return to Permit Detail** to return to your application and upload any remaining submittals.

17-1180 Private Utilities (Cable/Fiber Optic/Gas/Phone/Power) ✉ [Contact](#)

Plans

Version	Status	Received	Deficiency Report
1	Pending	4/3/2017	

Version 1 Pending

Submitted File	Comments	Date Received	Review Status	Markup File	
Plans.jpg	Plans	4/3/2017 10:45 AM	Pending		Delete

[Upload](#) [Return to Permit Detail](#)

NOTE: The permit information shown in the images do not reflect any actual permits.