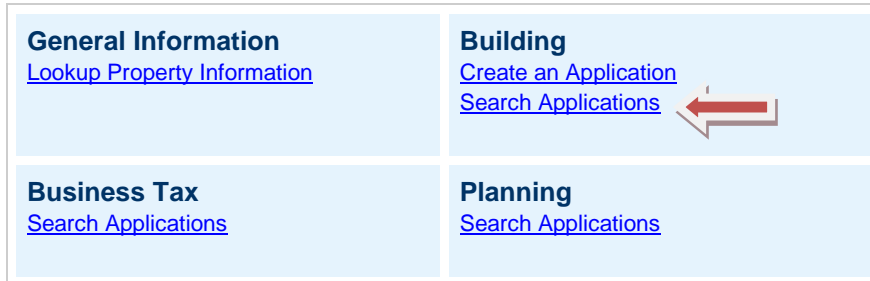


How to Upload a Document to your Online Permit

Go to: <https://epermit.myclearwater.com/citizenaccess/default.aspx>

Login with your User Name and Password

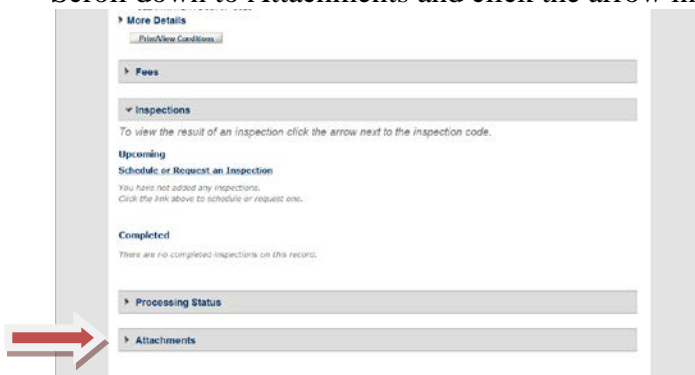
Click Search Application under Building at the bottom of the page



Look for your permit number in the record Number list OR Enter the permit number (eg: BCP2014-00000) in the General Search area.

Click on the underlined RECORD NUMBER to open the permit details

Scroll down to Attachments and click the arrow in front of the word



Click Add

Select the file you wish to upload.

Click Open

Click Continue

Select the document type from the dropdown list (Ex: Correspondence, Energy Calcs, Initial Submittal, NOC, Response to Comments)

Write a brief description of the document in the description field.

CLICK SAVE.

You will be notified that the document has uploaded to the case.