PLANNING AND DEVELOPMENT SERVICES

Uploading Photos to the Demolition/Deconstruction 414/530

1. **Attachments**: You will be required to provide photos of recycling materials that will be reviewed by the reuse companies per the City of Boise. Please start by clicking on the Add Button.

2. **File Upload**: A Pop up will appear, please make sure your pop-up blocker is not stopping the File Upload window. Click on the Add Button.

3. **Locate the Files**: You can upload JPEG (photos) and PDF file types. Please select the files from your device. Allow the files to load into the application.

4. **Continue**: After you have confirmed the photos you are uploading, click on the continue button to place descriptions.
5. **File Descriptions**: You will be required to provide a brief description for each file. This will assist reviewers when the application is submitted.

6. **Final Save**: After the descriptions are filled out for all attachments, please click on the Save button at the page and wait for the confirmation to appear at the top of the page, prior to then clicking Continue.