

HOW TO

Upload Documents into the Permitting & Licensing System

If you received an email to upload documents for your planning project, please follow these steps to upload any missing documentation.

*****IMPORTANT*****

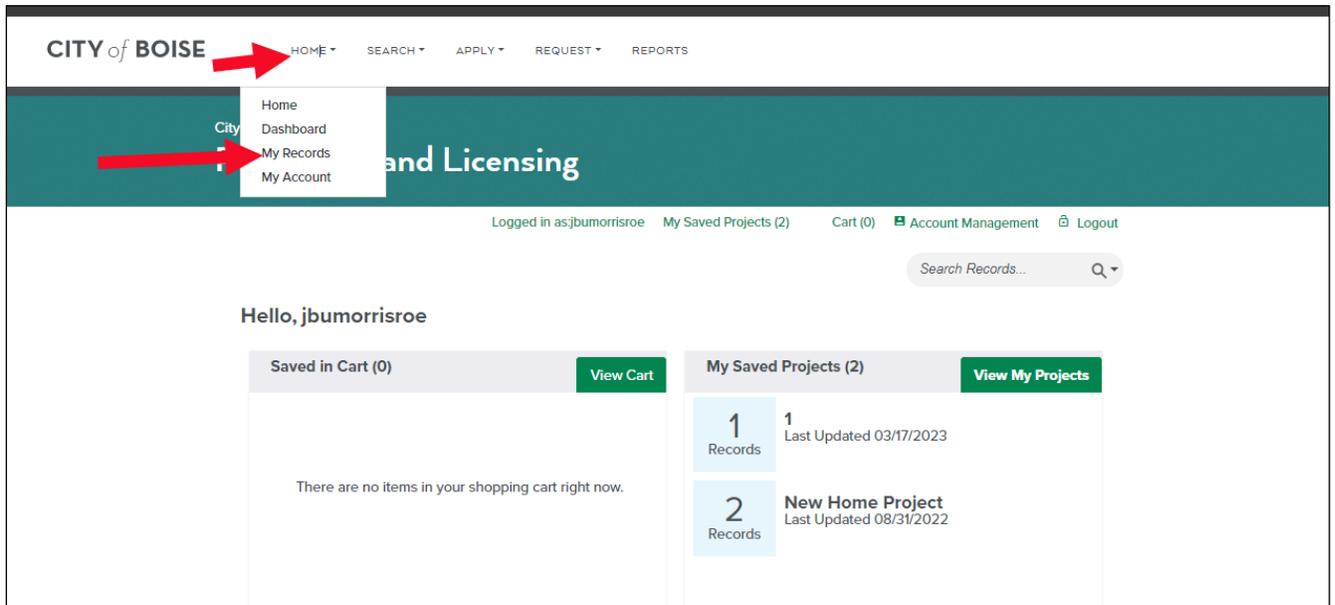
Please change your browser setting to allow pop-ups from the Permitting & Licensing site (permits.cityofboise.org).

1. Login to the Permitting and Licensing site [here](#).

The screenshot shows the City of Boise Permitting and Licensing website. At the top, there is a navigation bar with the City of Boise logo and links for HOME, SEARCH, APPLY, REQUEST, and REPORTS. Below this is a teal header with the text "City of Boise Permitting and Licensing". On the right side of the header, there are links for "Register for an Account" and "Login". The main content area is divided into two columns. The left column has a heading "Please Login" followed by a paragraph explaining that many online services require login for security. Below this is a heading "New Users" and a paragraph explaining that new users can register for a free account. A green "Register Now" button is located at the bottom of this section. The right column contains a "Login" form with fields for "User Name or E-mail:" and "Password:". A green "Login" button is positioned below the password field. At the bottom of the form, there is a checkbox for "Remember me on this computer", a link for "I've forgotten my password", and a link for "New Users: Register for an Account".



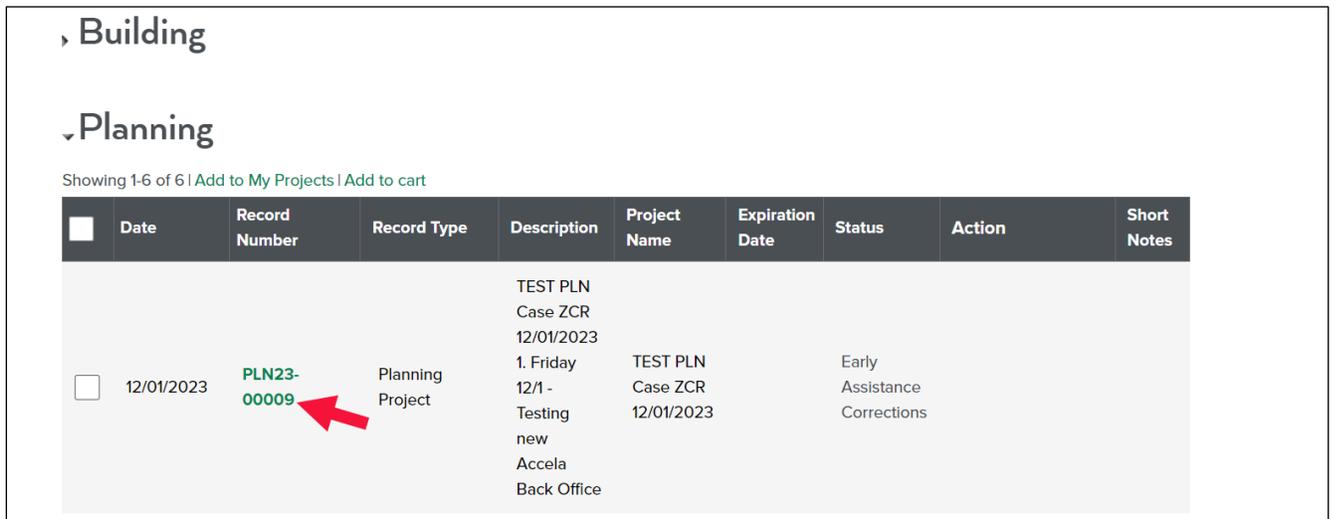
2. Locate the "Home" drop-down at the top left of your screen.
3. Click on "My Records" from the drop-down menu.



NOTE: When your "My Records" page first opens, it may display "Building" permit applications if you've submitted any in the past. Collapse the displayed Building records by clicking the triangle next to "Building", and then click the arrow next to "Planning" to expand the Planning section.



4. Click the green PLN number under "Planning".



5. Click to open the “**Documents**” tab from your PLN page.

Record PLN23-00009:

[Add to Cart](#)
[Add to My Projects](#)

Planning Project

Record Status: Early Assistance Corrections

Record Info and Documents

[Record Details](#) [Processing Status](#) [Related Records](#) [Documents](#) [Planning Appointments](#)

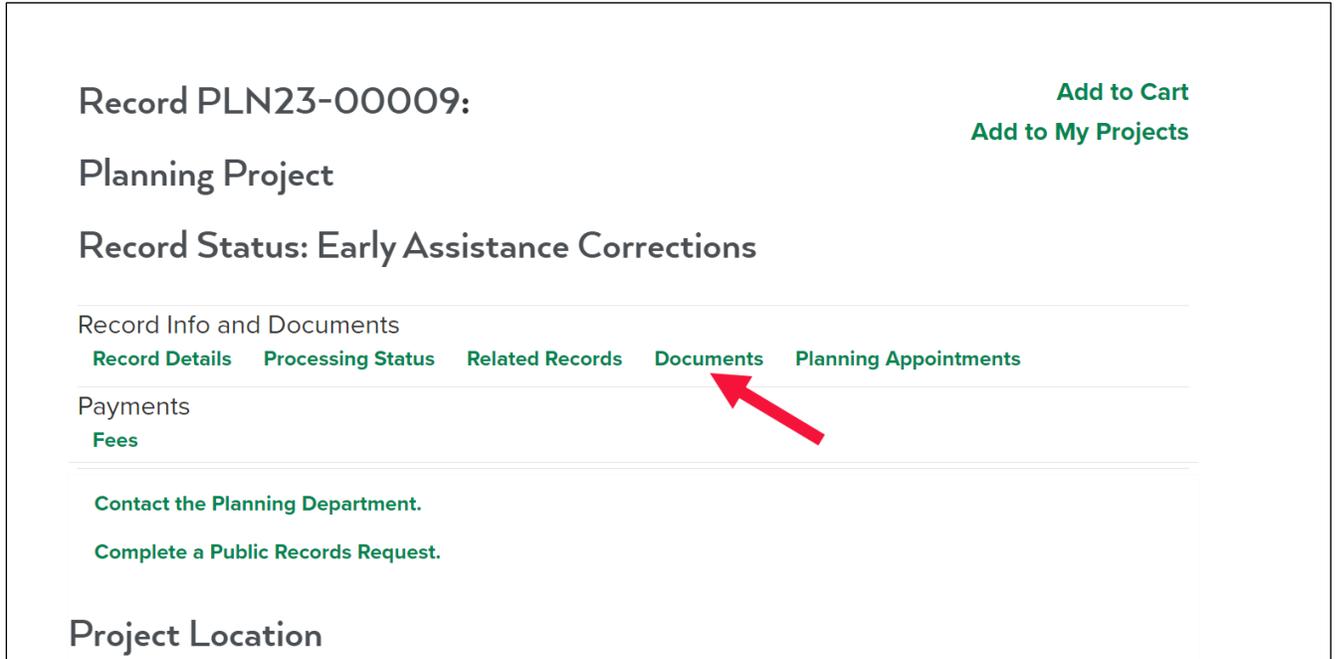
Payments

[Fees](#)

[Contact the Planning Department.](#)

[Complete a Public Records Request.](#)

Project Location



6. Please review the naming conventions. You must name each document with the description. Scroll down to review the stage of your application.

Note: This example shows uploading the file named “*EA_SitePlan_12/12/2023.*”

Documents

For hearing-level applications, please visit the [City of Boise Public Meeting Calendar](#) for more information about viewing or participating.

Please name your Documents in the descriptions by using the Naming conventions Below. Each Planning Project will have the following statuses and require uploads at those statuses

EARLY ASSISTANCE:

- EA_INFORMATION_DATE

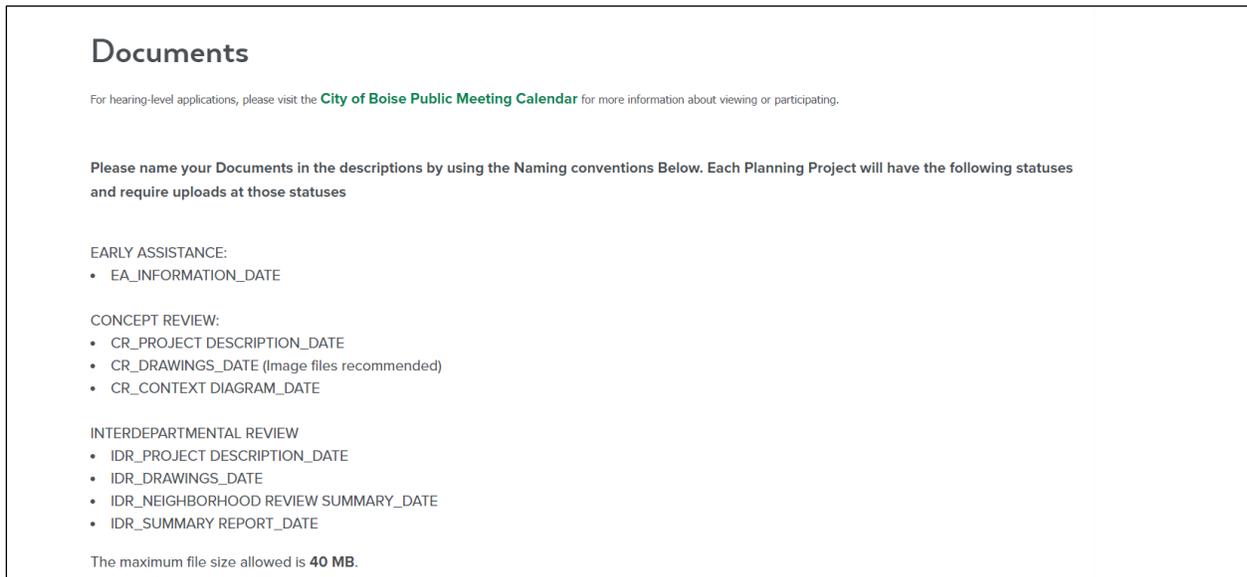
CONCEPT REVIEW:

- CR_PROJECT DESCRIPTION_DATE
- CR_DRAWINGS_DATE (Image files recommended)
- CR_CONTEXT DIAGRAM_DATE

INTERDEPARTMENTAL REVIEW

- IDR_PROJECT DESCRIPTION_DATE
- IDR_DRAWINGS_DATE
- IDR_NEIGHBORHOOD REVIEW SUMMARY_DATE
- IDR_SUMMARY REPORT_DATE

The maximum file size allowed is **40 MB**.



7. Scroll down further on the page to click on the “Add” button.

Documents

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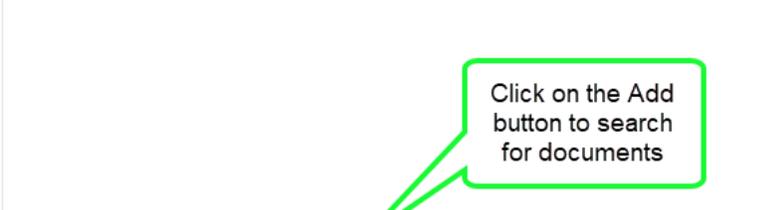


Add

File Upload

The maximum file size allowed is **40 MB**.

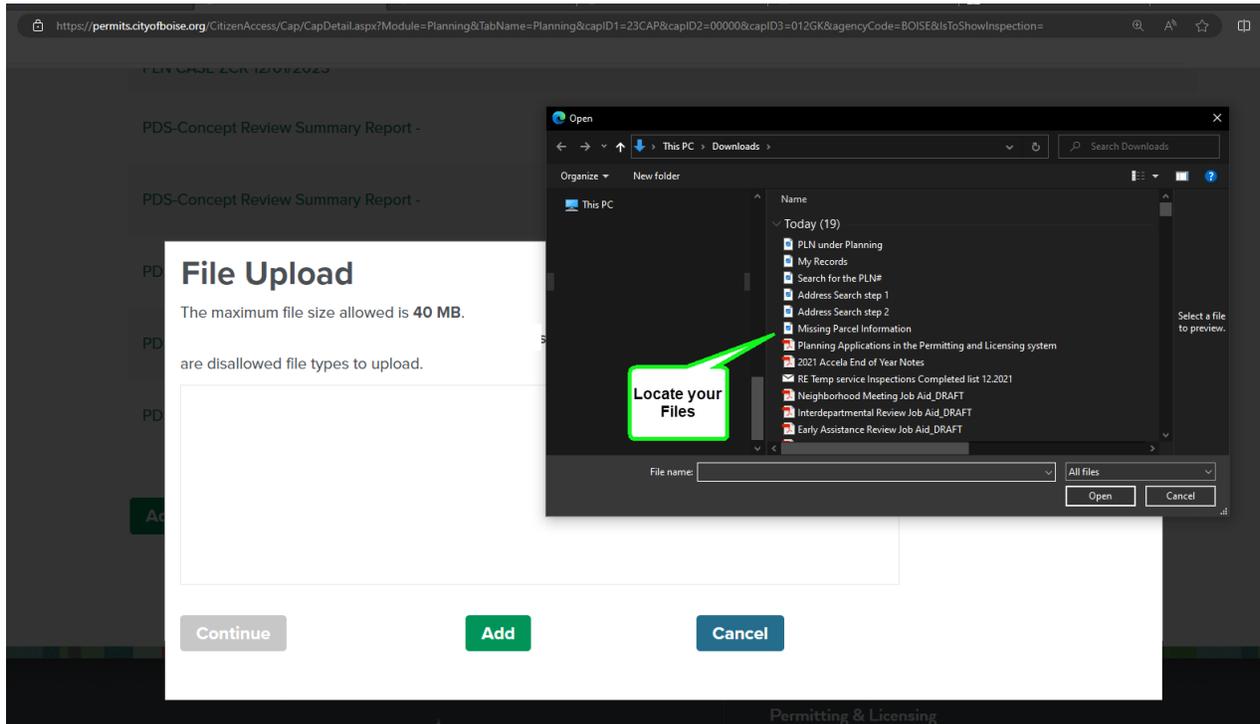
are disallowed file types to upload.



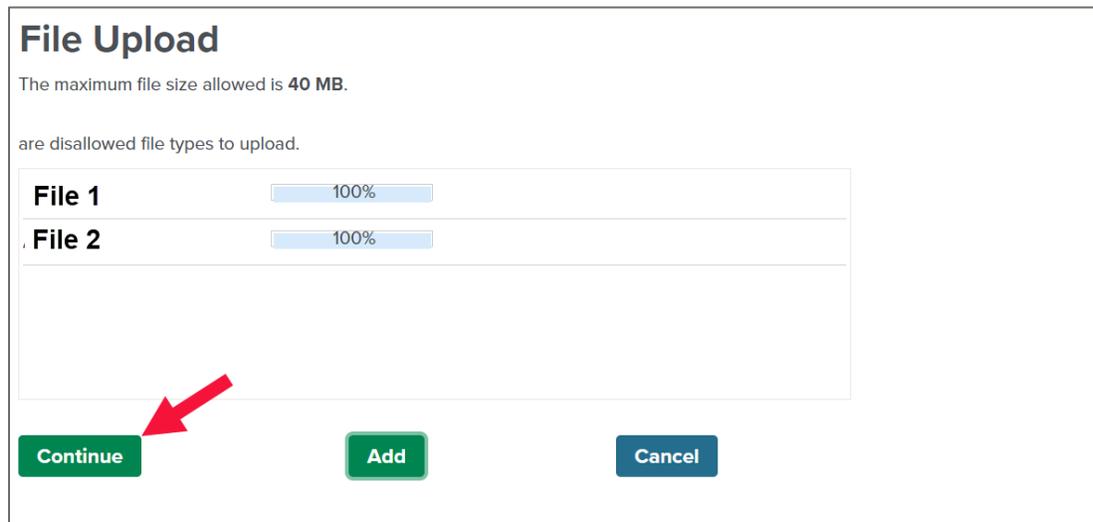
Click on the Add button to search for documents

Continue **Add** **Cancel**

8. Using your device “**File**” navigation, add the corrected or missing files.



9. Click “**Continue**” when all files are attached.



10. Enter the **Description** for each file.

The screenshot shows a document upload interface with two file entries, File 1 and File 2. Each entry includes a 'Type' dropdown menu set to 'PDS-Other Small Docs', a 'File' name, a progress indicator at 100%, and a 'Description' text area. For File 1, the description is 'EA_SitePlan_12/12/2023'. For File 2, the description is 'EA_Description_12/12/2023'. A green callout box points to the description field of File 1 with the text 'Name the description, following the Naming Convention above'. Another green callout box points to the description field of File 2 with the same text. A 'Remove' button is located to the right of the File 2 entry, with a green callout box pointing to it that says 'You may remove the files at this stage if they are the wrong files.' At the bottom of the interface are 'Save' and 'Add' buttons.

11. Click **“Save”** to finish the upload. A confirmation email will be sent when you have successfully uploaded the document.

This screenshot is a close-up of the document upload interface for File 2. It shows the 'Type' dropdown set to 'PDS-Other Small Docs', the file name 'File 2', a 100% progress indicator, and the description 'EA_Description_12/12/2023'. A 'Remove' button is visible in the top right corner. At the bottom, the 'Save' and 'Add' buttons are highlighted, with a red arrow pointing directly to the 'Save' button.