





Under the submittals tab of your permit, select a new phase on the right-hand side.

Application Scope of Work **Submittals** Fees Issuance Inspection Bond Contacts

All Folders New Phase Folder Options

In the template drop-down menu, select Permit Extension Request, then click save.

Add/Edit Submittal Phase

**Template** ---

**Title** Title

**Scope** Scope

Cancel **Save**

A new submittal phase should open up at the bottom of the list. Click on that and upload your document in the open submittal box.

All Folders

Name
Submittal Documents
Permit Extension Request