

Loading an attachment **after** you've applied for the permit:

If the original permit submission requires additional information and you need to upload an attachment, or if you forgot to include your attachments in the original submission, please complete the following steps.

If the permit has already been issued and you are uploading an attachment you will also need to email permits@largo.com so that a revision application may be processed.

The first thing you will do is log in to eTRAKiT and view the permit on your dashboard.

Below is a Dashboard of your current activities.

My Active Permits 2 total record(s)

PERMIT NO.	ADDRESS	TYPE	STATUS	INSPECTION	FEES DUE	
BCP1705-0550	201 N HIGH...	MECHANICAL	APPLY		\$35.00	
BCP1905-0422	201 N HIGH...	NEW COMMERCIAL	ISSUED		\$67.00	

From this screen you can click the paperclip in the permit line and be taken directly to the attachment section for that permit.

eTRAKiT Attachment Upload

Upload Permit Attachment:

Description:

Attachments:

To locate your attachment click the select button. And select the file you would like to attach.

My Active Permits

eTRAKIT Attachment Upload

Upload Permit Attachment: TEST.pdf x Remove

Select

TEST.pdf Description:

Plans

UPLOAD

Attachments:

This indicates that the file has been selected.

Place a brief description of the file being uploaded here. For example: "plans"

My Active Permits

eTRAKIT Attachment Upload

Upload Permit Attachment: TEST.pdf x Remove

Select

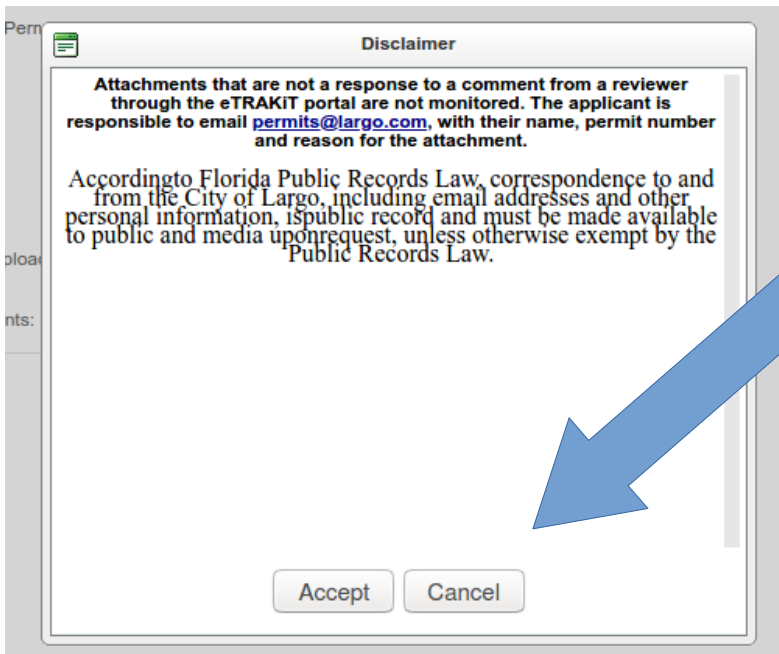
TEST.pdf Description:

Plans

UPLOAD

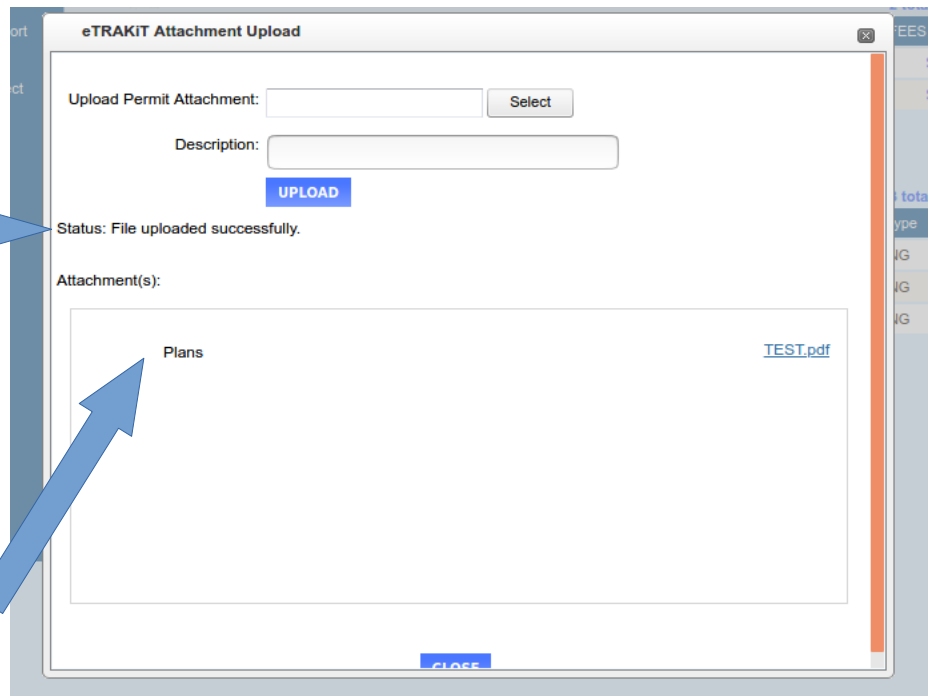
Attachments:

Click upload to complete the upload of the file to the permit.



After clicking upload the following disclaimer will load. In order to move forward with the upload of the attachment you must read and click accept.

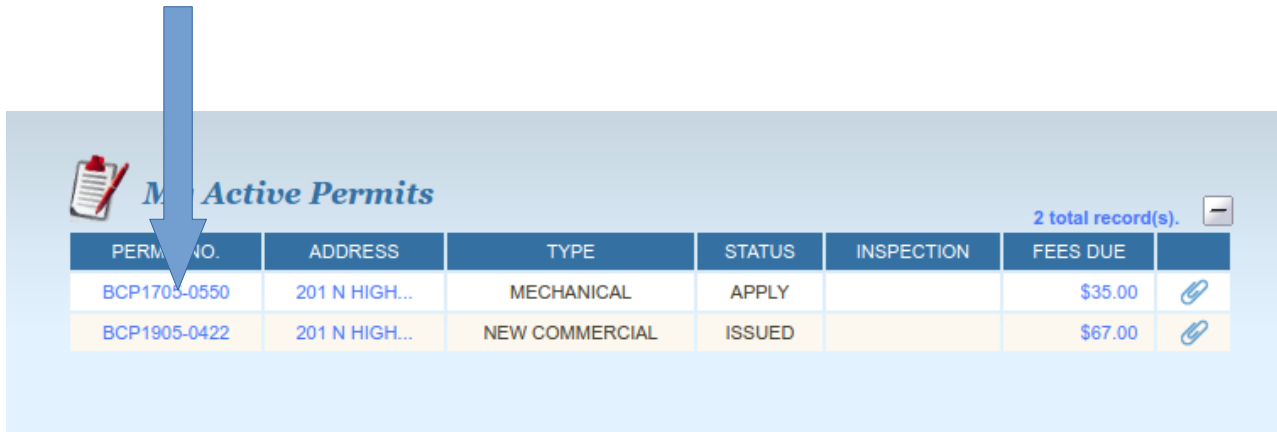
This screen will then appear with a status showing the file was uploaded successfully.



The attachment can also be seen here.

Next click close. If you are needing to upload multiple attachments you can follow the same steps again.

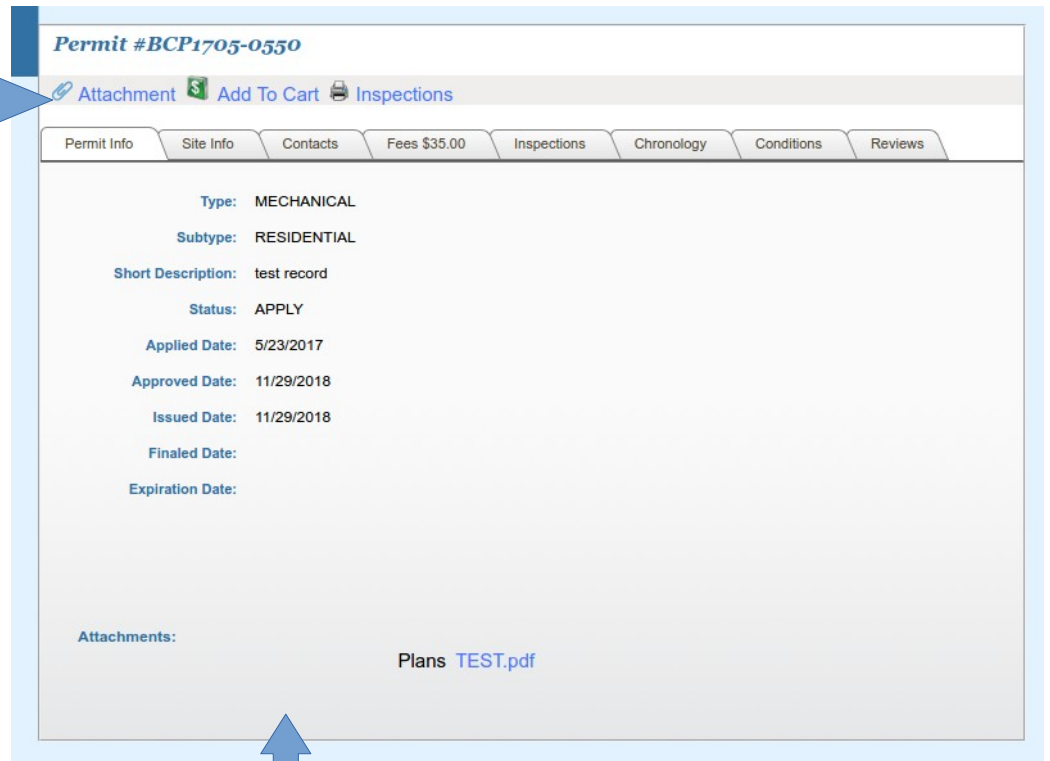
Another way to upload attachments is to click on the hyperlink for the permit from the dashboard.



My Active Permits 2 total record(s).

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Here you can click attachment to load new attachments to the permit. And follow the same steps as above to upload the attachments.



Permit #BCP1705-0550

[Attachment](#) [Add To Cart](#) [Inspections](#)

Permit Info | Site Info | Contacts | Fees \$35.00 | Inspections | Chronology | Conditions | Reviews

Type: MECHANICAL
Subtype: RESIDENTIAL
Short Description: test record
Status: APPLY
Applied Date: 5/23/2017
Approved Date: 11/29/2018
Issued Date: 11/29/2018
Finaled Date:
Expiration Date:

Attachments: Plans [TEST.pdf](#)

You can also see existing attachments on the permit here. And this is where you will go to print your placard and plans once the permit has been approved.

