How to Attach Documents in the Permit Case for Construction Inspections Branch Inspections

1. Open Permit to schedule Inspection.
    i. Open Inspection Tab to Schedule Inspections
    ii. Open Attachments to attach Documents

Permit Number: GAS2019-00380

Permit Details | Tab Elements | Main Menu

Type:	Gas Commercial New Structure	**Status:**	Issued	**Project Name:**	LA QUINTA HOTEL - NEW STRUCTURE
IVR Number:	594422	**Applied Date:**	09/10/2018	**Issue Date:**	01/03/2020
District:	10 - Coles	**Assigned To:**	O'Connor, Richard	**Expire Date:**	
Square Feet:	46,116.00	**Valuation:**	$12,000.00	**Finalized Date:**	
Description:	LA QUINTA - ... HOTEL				

Summary | Locations | Fees | **Inspections** | **Attachments** | Contacts | Sub-Records | Holds | More Info

Progress

80% Completed

- Completed
- In Progress
- Not Started

Available Actions

📅 Request Inspection
a 750C Gas Final   [Request]

Fees

$0.00

[View Details]

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2. Scheduling Page: Reminder to attach documents relating to this inspection

① #GAS2019-00380   ✕

Inspection Type:	750C Gas Final	**Case Type:**	Gas Commercial New Structure
Address:	7408 CENTREVILLE RD MANASSAS, VA 20111		

Please proceed to the attachment tab of the permit case to upload any pertinent documents related to this inspection.

* Contact Name	Tom Clark
* Contact Phone	(703) 123-4567
* Requested Date	02/03/2022 📅
Comments/Gate Code	

Submit

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3. Attach Document in "Add Attachment" Box

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Description:	LA QUINTA - 4 STORY HOTEL				

Summary | Locations | Fees | Inspections | **Attachments** | Contacts | Sub-records | Holds | More Info

Attachments | Next Tab | Permit Details | Main Menu

Attachments

Sort: Needs Action

Attachment

EG_FGASprmt_3-1-2020_13-29-57_3f3f31db-f499-458b-88ca-
Uploaded: 01/03/2020

Attachment

GAS2019-00380 - APPLICATION.pdf
Uploaded: 01/03/2020

click or drag files

Add Attachment

+

Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .csv, .rtf, .txt

Submit

How to Attach Documents in the Permit Case for Construction Inspections Branch Inspections

4. Save Document Name per Policy *("CIB_Original name of the document* from *the BDD Forms Page.")* Click on Submit Button to Submit Document for Review

Permit Number: GAS2019-00380

Permit Details | Tab Elements | Main Menu

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District:	10 - Coles	**Assigned To:**	O'Connor, Richard	**Expire Date:**	
Square Feet:	46,116.00	**Valuation:**	$12,000.00	**Finalized Date:**	
Description:	LA QUINTA - 4 STORY HOTEL				

Summary | Locations | Fees | Inspections | **Attachments** | Contacts | Sub-Records | Holds | More Info

Attachments | Next Tab | Permit Details | Main Menu

Attachments

Sort [Needs Action ⌄]

Uploaded via CSS	Attachment	Attachment	click or drag files
CIB_GasPipingCertification.pdf	EG_FGASprmt_3-1-2020_13-29-57_3f3f31db-f499-458b-88ca-	GAS2019-00380 - APPLICATION.pdf	**Add Attachment** +
Size: 185.67 KB	Uploaded: 01/03/2020	Uploaded: 01/03/2020	Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .csv, .rtf, .txt
Remove			

Submit

4

5. Document is successfully attached and waiting on Review

Permit Number: GAS2019-00380

Permit Details | Tab Elements | Main Menu

Type:	Gas Commercial New Structure	**Status:**	Issued	**Project Name:**	LA QUINTA HOTEL - NEW STRUCTURE
IVR Number:	594422	**Applied Date:**	09/10/2018	**Issue Date:**	01/03/2020
District:	10 - Coles	**Assigned To:**	O'Connor, Richard	**Expire Date:**	
Square Feet:	46,116.00	**Valuation:**	$12,000.00	**Finalized Date:**	
Description:	LA QUINTA - 4 STORY HOTEL				

Summary | Locations | Fees | Inspections | **Attachments** | Contacts | Sub-Records | Holds | More Info

Attachments | Next Tab | Permit Details | Main Menu
Attachments   Sort [Needs Action ▾]

✔ Upload Successful! After these attachments have been approved, they will be available in the attachments section.   ✕

Attachment	Attachment	click or drag files
EG_FGASprmt_3-1-2020_13-29-57_3f3f31db-f499-458b-88ca- Uploaded: 01/03/2020	GAS2019-00380 - APPLICATION.pdf Uploaded: 01/03/2020	Add Attachment + Supported: .pdf, .jpg, .png, .jpeg, .gif, .tiff, .doc, .docx, .xls, .xlsx, .text, .csv, .rtf, .txt

Submit