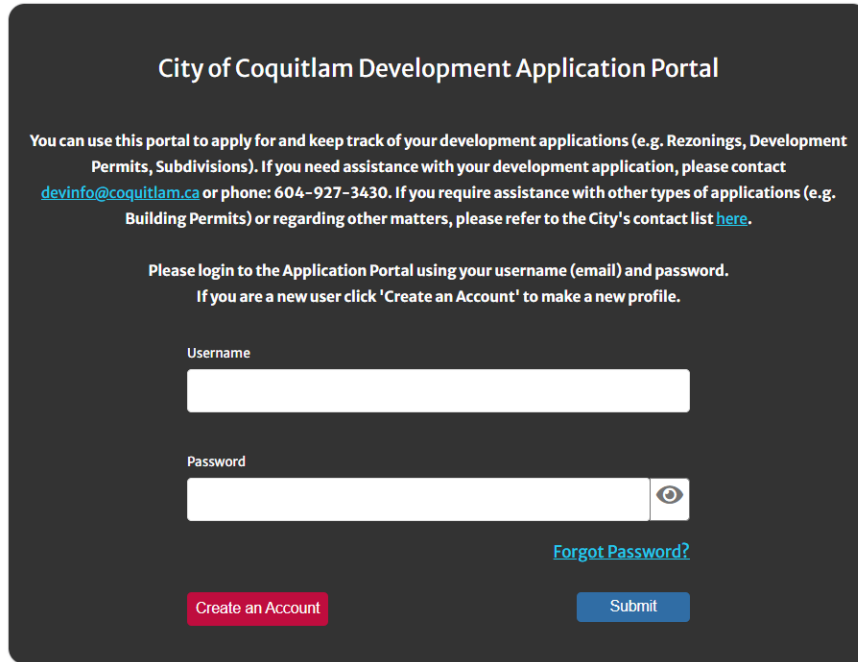


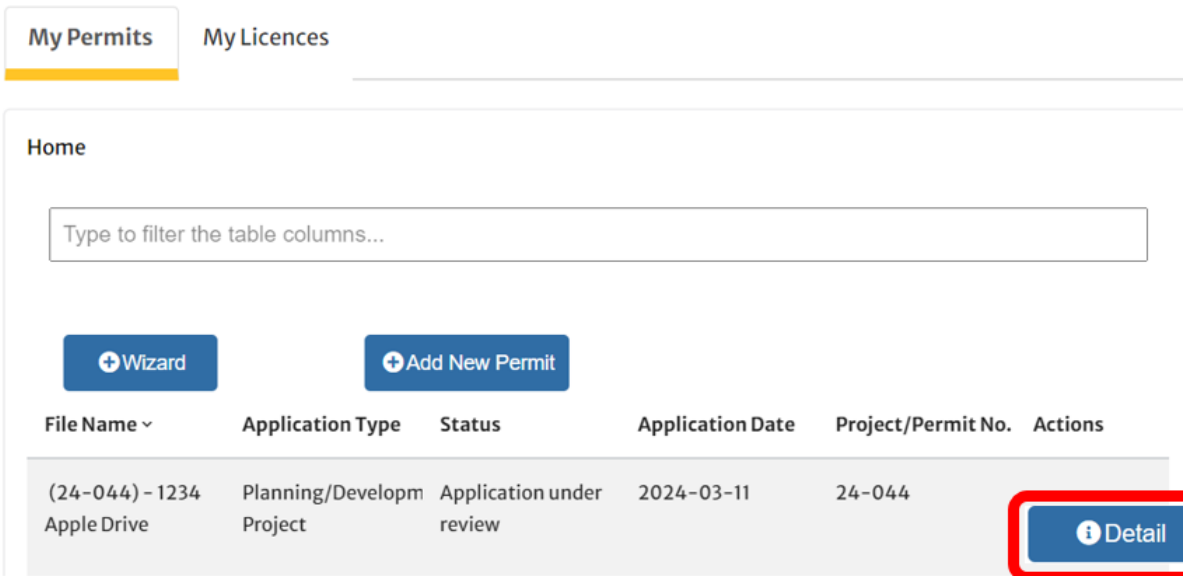
Application Portal Guide – How to upload a document

Please follow the below steps on how to upload a document onto your existing project, permit or license.

1. Login on to the Application Portal



2. On "My Permits" Tab, find your existing project and click on the "Detail" button, which will take you to the details of the project. If you cannot find your project, please contact devinfo@coquitlam.ca.



3. When the new screen appears, click on “Documents” Tab.

Home Members My Profile

Record Details People Details Property Details Additional People Additional Information **Documents** Payments

Messages Other Details Project Card

Record Details

File Name	(24-044) - 1234 Apple Drive	Type	Planning/Development Project -
Status	Application under review	Application Date	2024-03-11
Project/Permit No.	24-044	File Manager	n/a

4. When the new screen appears, follow the instructions to add your documents.

Please use this page to submit documents, drawings or reports as required.

Please add all documentation related to your application outlined on the Development Application Form Checklist: ([Pre-Application](#)) or ([Full Application](#)). Refer to the [Drawing Details List](#) to learn what information is to be included on each document.

Note: the same type of documents are to be submitted as one set (for example, please submit one architectural set rather than individual pages or all the title searches combined as a single document).

- Click on **Add** button.
- Select the correct **Document Description** by clicking on the down arrow to view the list of document names.
- If the document name you are uploading is not available, please select **Other**, and add missing document name in the **Detail** field below.
- A **File** upload box will appear below. Drag and drop your file into this box, or click on the **Browse** word in the box to search and select the file you need to upload. Please add one file at a time.

Supported Document types: .pdf, .doc, .docx, .xls, .xlsx, .txt, .jpeg, .jpg, .png, .bmp, .msg.

You do not have any document(s) at this moment

Add