

Method for Uploading of Additional Documents to existing Project

Issue/Concern: Currently, the end customer has a limitation of 25 MB cumulative at the time of application. In many cases the end customer will need to upload additional documents to facilitate a thorough review. This upload process will allow the addition of electronic documents.

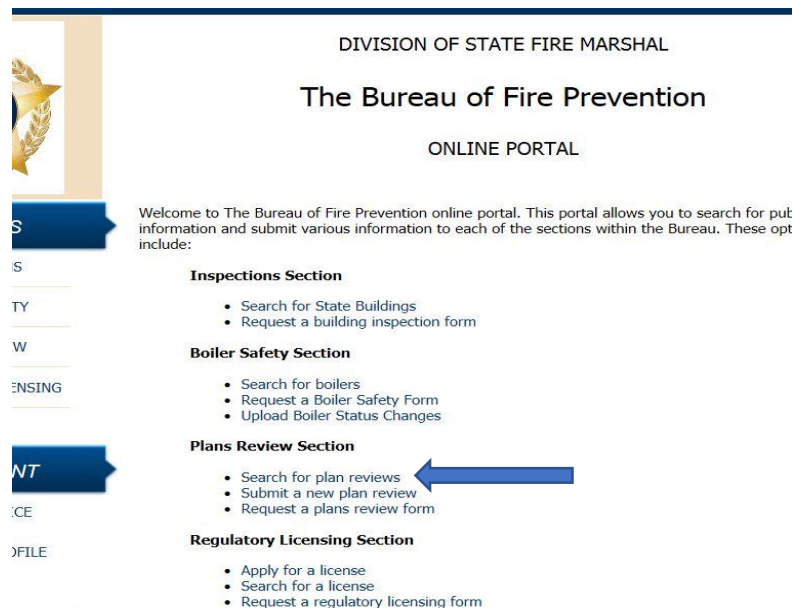
Process:

Step 1: The end customer must login to the Online Portal utilizing their username and password.



Step 2:

The customer should then select "Search for plan reviews".



Important Note: To obtain maximum functionality Citizen-Serve must be accessed utilizing the Chrome browser. Utilization of Explorer or other browsers will allow access but limit site options.

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Step 3: The customer should input the project SFM # into the search field and conduct the search. The SFM# should be entered in the format as the example shows - SFM19-000256 – and must begin with SFM followed by the numerical project number.

DIVISION OF STATE FIRE MARSHAL The Bureau of Fire Prevention PLANS REVIEW SECTION

SEARCH FOR PLAN REVIEWS Search 2

Address: Building Name:

Street # Street Name *enter a full or partial name*

City: Building #:

Zip: SFM #: 1

County: Project Description:

enter a full or partial name

MATCHES FOUND

SFM #	Building Name	Building #	Address	Project Description
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Sample Search Results

SEARCH FOR PLAN REVIEWS Search

Address: Building Name:

Street # Street Name *enter a full or partial name*

City: Building #:

Zip: SFM #:

County: Project Description:

enter a full or partial name

MATCHES FOUND Export Full List

◀ 1 - 1 of 1 ▶

SFM #	Building Name	Building #	Address	Project Description
SFM19-000256	DERMATOLOGY SPECIALISTS - DOE BUILD-OUT		4357 LAFAYETTE ST MARIANNA FL	4357 Lafayette - FL DOE Buildout - Buildout of existing shell space into fully finished office

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Step 4: Once the project search has rendered the proper results. The project number link should be selected.

SEARCH FOR PLAN REVIEWS Search

Address: Building Name:

City: Building #:

Zip: SFM #:

County: Project Description:

MATCHES FOUND Export Full List

◀ 1 - 1 of 1 ▶

SFM #	Building Name	Building #	Address	Project Description
SFM19-000256	DERMATOLOGY SPECIALISTS - DOE BUILD-OUT		4357 LAFAYETTE ST MARIANNA FL	4357 Lafayette - FL DOE Buildout - Buildout of existing shell space into fully finished office

Step 5: The customer must be identified as one of the three associated CONTACTS to complete the document upload process. As an identified CONTACT for the project, the customer should select "Upload a Document".

DIVISION OF STATE FIRE MARSHAL The Bureau of Fire Prevention PLANS REVIEW SECTION

PLAN REVIEW INFORMATION

Name: DERMATOLOGY SPECIALISTS - DOE BUILD-OUT	SFM #: SFM19-000256	AVAILABLE ACTIONS Send Message Request an Inspection Upload a Document
Address: 4357 LAFAYETTE ST MARIANNA FL	Project #: 99-9925	
	Site #: Jackson	
	Status: Approved	
Description: 4357 Lafayette - FL DOE Buildout - Buildout of existing shell space into fully finished office	Application: 04/29/2019	
	Approved: 04/30/2019	

CONTACTS
FEES
DOCUMENTS
REVIEWS

Applicant

Architect

State Agency

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Step 6: In the new pop-up window, the customer should select “Browse” button, select the necessary document(s)(understanding a cumulative limit of 25MB), and select the “Submit” button.

IV INFORMATION

DERMATOLOGY SPECIALISTS - DOE BUILD-OUT	SFM #:	SFM19-000256
4357 LAFAYETTE ST MARIANNA FL	Project #:	
	Site #:	99-9925
	County:	Jackson
	Status:	Approved
4357 Lafayette - FI DOF Buildout - Buildout of existing shell space into fully finished	Application:	04/29/2019

AVAILABLE ACTIONS

- Send Message
- Request an Inspection
- Upload a Document

Please select the attachment below, it will be routed to the appropriate staff.

Attachment: Browse... ←

Comments:

Your Name:

Email Address:

Phone Number :

Fax:

Submit ←

Confirmation of successful upload.

Please select the attachment below, it will be routed to the appropriate staff.

Attachment: Browse...

Comments:


Your Name:

Email Address:

Phone Number :

Fax:

Message from webpage

 The document has been uploaded successfully.

OK