## Coouitlam

## 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

City of Coquitlam Development Application Portal
You can use this portal to apply for and keep track of your development applications (e.g. Rezonings, Development Permits, Subdivisions). If you need assistance with your development application, please contact <u>devinfo@coquitlam.ca</u> or phone: 604-927-3430. If you require assistance with other types of applications (e.g. Building Permits) or regarding other matters, please refer to the City's contact list <u>here</u> .
Please login to the Application Portal using your username (email) and password. If you are a new user click 'Create an Account' to make a new profile.
Username
Password
Forgot Password?
Create an Account Submit

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.

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Type to filter the	e table columns				
€Wizard	€Ad	dd New Permit			
File Name ~	Application Type	Status	Application Date	Project/Permit No.	Actions
(24-044) - 1234 Apple Drive	Planning/Developm Project	Application under review	2024-03-11	24-044	i Detail

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

Home Members My Profile								
Record Details Peo	ple Details Property Details	Additional People Add	tional Information Documents Payments					
Messages Other Details Project Card								
Record Details								
File Name	(24-044) - 1234 Apple Drive	Туре	Planning/Development Project -					
Status	Application under review	Application Dat	e 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: (<u>Pre-Application</u>) or (<u>Full</u> <u>Application</u>). Refer to the <u>Drawing Details List</u> 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