



Permits Online: Uploading Documents Non-Digital Plan Room (non-DPR)

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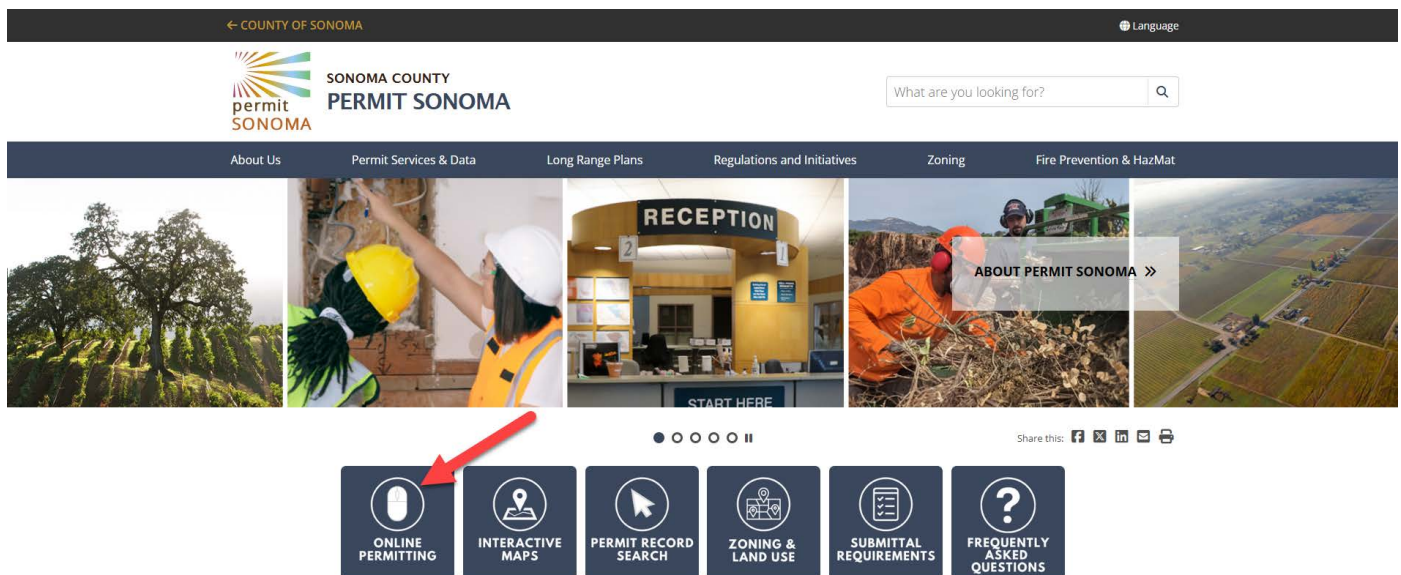
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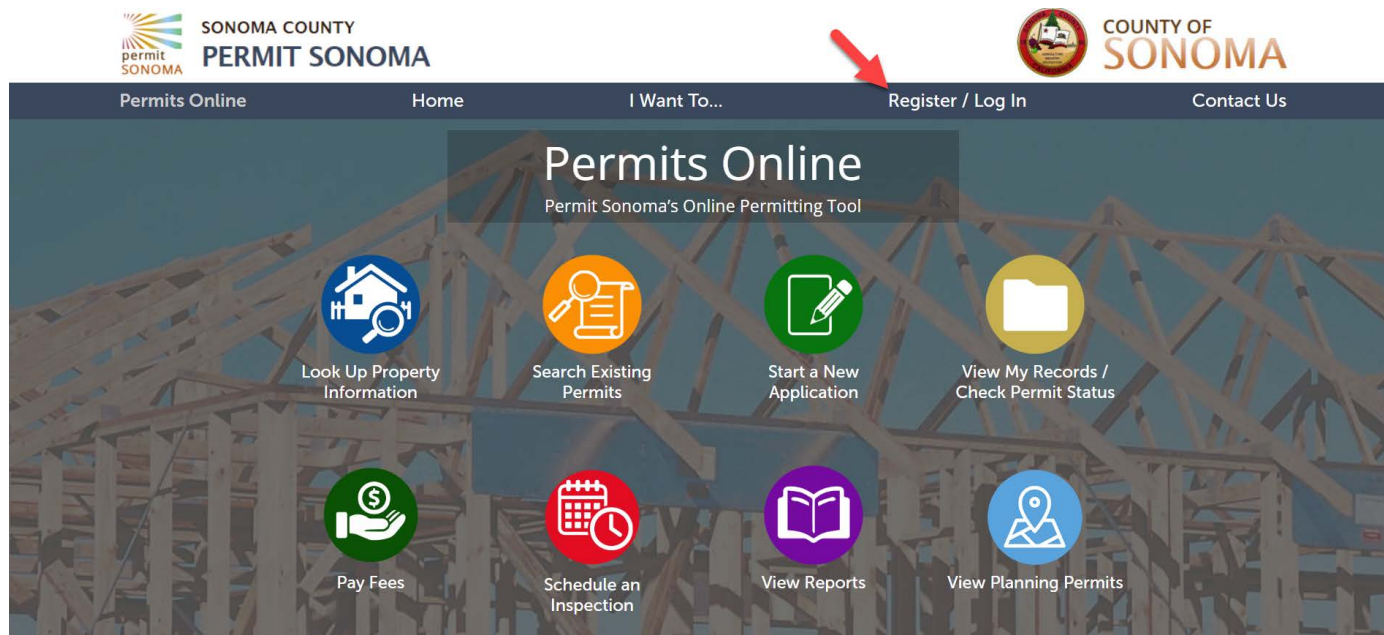
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Go to Permits Online

- 1) In your web browser, go to: www.PermitsSonoma.org
- 2) From the first row of dark blue feature icons, select **Online Permitting**.



- 3) Welcome to Permits Online. From here you will be able to: Apply for permits, upload documents to permit applications, review previously uploaded documents*, pay fees, schedule inspections, etc.



Accessing/creating an account - To access your permit, you must be a registered user. Select **Register/Log In** near the top of the page.

Register / Log In

- **Existing Users** – Enter your Email Address and Password and select the **Sign In** button. (Continue to **Accessing Your Permit** section below)
- **New Users** – To create a Permits Online account, view [Permits Online: Registering for Account](#) (PDF)

Accessing Your Permit

Link Account to Permits

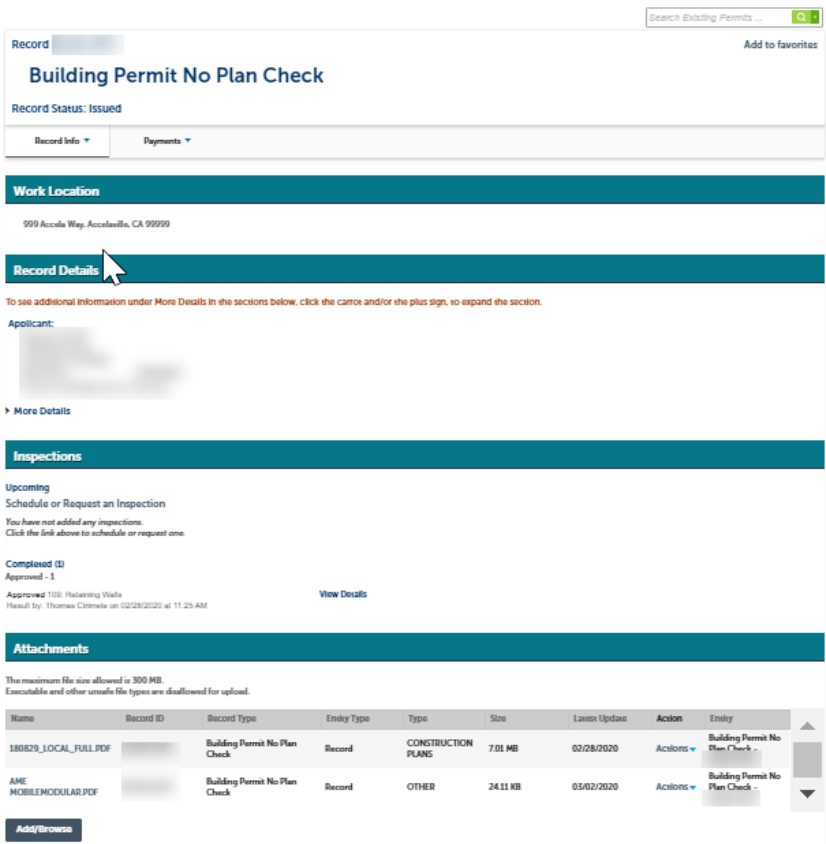
If you applied for your permit in person, or were added as a Contact, you must first request that your online account be linked with your permit in order to upload documents and schedule inspections. Submit a request by filling out this online form: permitsonoma.org/accountlinking

Once logged in,

- 1) Enter your permit number in the **Search Existing Permits** field and select the **Search** icon.



- 2) The Search Results will display. If there are multiple results, select the Record Number (permit number) you wish to view.
- 3) The permit information will display. From here you can: Attach/upload documents, review previously uploaded documents*, pay fees, and schedule inspections.



Record

Building Permit No Plan Check

Record Status: Issued

Record Info Payments

Work Location

999 Accela Way, Accola, CA 95009

Record Details

To see additional information under More Details in the sections below, click the minus and/or the plus sign, to expand the section.

Applicant:

More Details

Inspections

Upcoming

Schedule or Request an Inspection

You have not added any inspections.

Click the link above to schedule or request one.

Completed (1)

Approved - 1

Approved 109: Relating Walls

(Result by: Thomas Chalmers on 02/28/2020 at 11:25 AM)

View Details

Attachments

The maximum file size allowed is 300 MB.

Executable and other unsafe file types are disallowed for upload.

Name	Record ID	Record Type	Entry Type	Type	Size	Last Update	Action	Entry
180R29_LOCAL_FULL.PDF		Building Permit No Plan Check	Record	CONSTRUCTION PLANS	7.01 MB	02/28/2020	Actions	Building Permit No Plan Check -
AME_MOBILEMODULAR.PDF		Building Permit No Plan Check	Record	OTHER	24.11 KB	03/02/2020	Actions	Building Permit No Plan Check -

Add/Browse

Adding Documents to the Permit Record (Non-Digital Plan Room)



Digital Plan Room (DPR) Documents
The instructions below only apply to permit types that are **not** part of the Digital Plan Room.
Digital Plan Room Info: permitsonoma.org/permitservices/permitonline/digitalplanroomhelp

Merging Documents into a Single File
Merge documents into a single document if instructed to do so.
More information: permitsonoma.org/permitservices/permitonline/combiningfiles

- 1) Once you have opened a permit record, go to the Attachments section at the bottom of the page, and select **Add/Browse**

Attachments

The maximum file size allowed is 300 MB.
Executable and other unsafe file types are disallowed for upload.

Name	Record ID	Record Type	Entity Type	Type
180829_LOCAL_FULLL.PDF		Building Permit No Plan Check	Record	CONSTRUCTION PLANS
AME MOBILEMODULAR.PDF		Building Permit No Plan Check	Record	OTHER

Add/Browse

- 2) From the file upload screen, select **Add/Browse** again.

File Upload

The maximum file size allowed is 300 MB.
Executable and other unsafe file types are disallowed for upload.

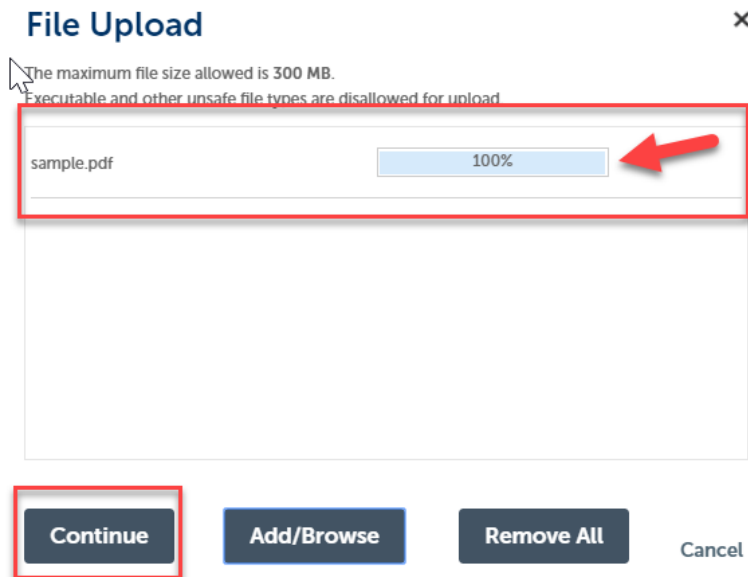
Continue

Add/Browse

Remove All

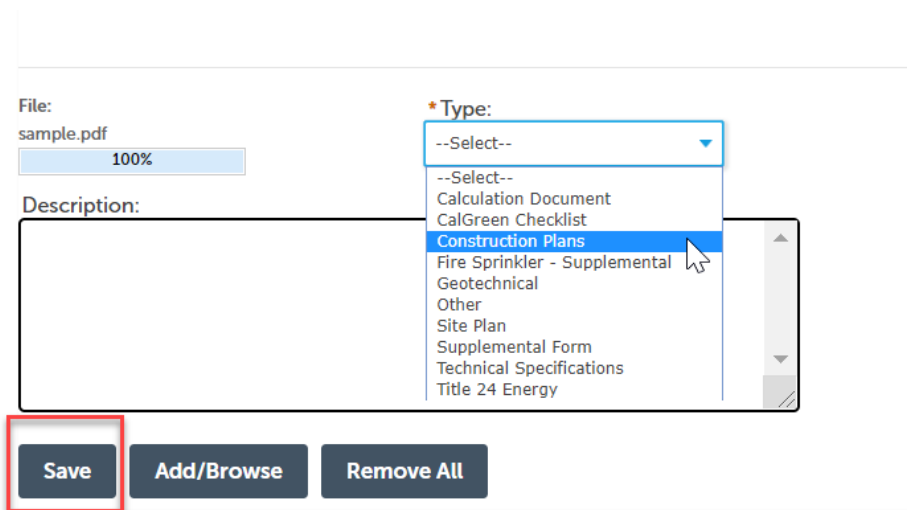
Cancel

- 3) This will bring up the file management application on your computer. Navigate to your files and Select the document(s) you wish to add. More than one document can be added at a time. Once the desired files are listed in the File Upload screen and show 100% completion, Select **Continue**.
Note: the maximum file size per document is 300MB.



The File Upload dialog box has a title bar with a close button (X). Below the title bar, it states: "The maximum file size allowed is 300 MB. Executable and other unsafe file types are disallowed for upload". The main area shows a file named "sample.pdf" with a progress bar at 100%. A red arrow points to the 100% mark. At the bottom, there are four buttons: "Continue" (highlighted with a red box), "Add/Browse", "Remove All", and "Cancel".

- 4) Select each document type from the drop-down menu, enter a description of the document, and select **Save**.



The document details form has a "File:" section with "sample.pdf" and a 100% progress bar. Below this is a "Description:" text area. To the right of the description area is a "* Type:" dropdown menu. The dropdown menu is open, showing a list of document types: "--Select--", "--Select--", "Calculation Document", "CalGreen Checklist", "Construction Plans" (highlighted with a blue bar and a mouse cursor), "Fire Sprinkler - Supplemental", "Geotechnical", "Other", "Site Plan", "Supplemental Form", "Technical Specifications", and "Title 24 Energy". At the bottom, there are three buttons: "Save" (highlighted with a red box), "Add/Browse", and "Remove All".

5) Your document(s) has been added.

The attachment(s) has/have been successfully uploaded.
It may take a few minutes before changes are reflected.

Search Existing Permits ...

Attachments

The maximum file size allowed is 300 MB.
Executable and other unsafe file types are disallowed for upload.

Name	Record ID	Record Type	Entity Type	Type	Size	Last Modified
180829_LOCAL_FULL.PDF	180829-0001	Building Permit No Plan Check	Record	CONSTRUCTION PLANS	7.01 MB	02/01/2025 10:00 AM
AME MOBILEMODULAR.PDF	180829-0002	Building Permit No Plan Check	Record	OTHER	24.11 KB	03/01/2025 10:00 AM
SAMPLE.PDF	180829-0003	Building Permit No Plan Check	Record	CONSTRUCTION PLANS	584.16 KB	04/01/2025 10:00 AM

Add/Browse