Uploading Multiple Page Documents in *DallasNow*

When submitting plans in *DallasNow*, many disciplines;(e.g. architectural, structural, civil, etc.), require multiple sheets to be included as part of a single plan set.

Instead of uploading each sheet one at a time, customers should combine all related pages into a single PDF file per discipline (for example, all architectural sheets together, all electrical sheets together).

This ensures that reviewers can easily navigate the plans in sequence, reduces upload time, and helps prevent missing documents. When saving the files into a pdf, be sure to use the Planning and Development Drawing Sheet Filename Format.

The steps below explain how to prepare, name, and upload multi-page documents correctly.

Locating the Record to Attach Files

Step 1. Sign In to *DallasNow*.

Step 2. Click on My Records.

Step 3. Click on desired record number.

Note: If you have just completed an application and need to upload additional documents, you can also click on the record number displayed. to access the Record Page.
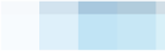
Uploading Multiple Page Documents

Step 4.

A. Click on Record Info

B. Click on Attachments from the drop down menu.

Step 5. Click on Add.

Record Info ▼   Payments ▼

Attachments

The maximum file size allowed is **256 MB**.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs are disallowed file types to upload.

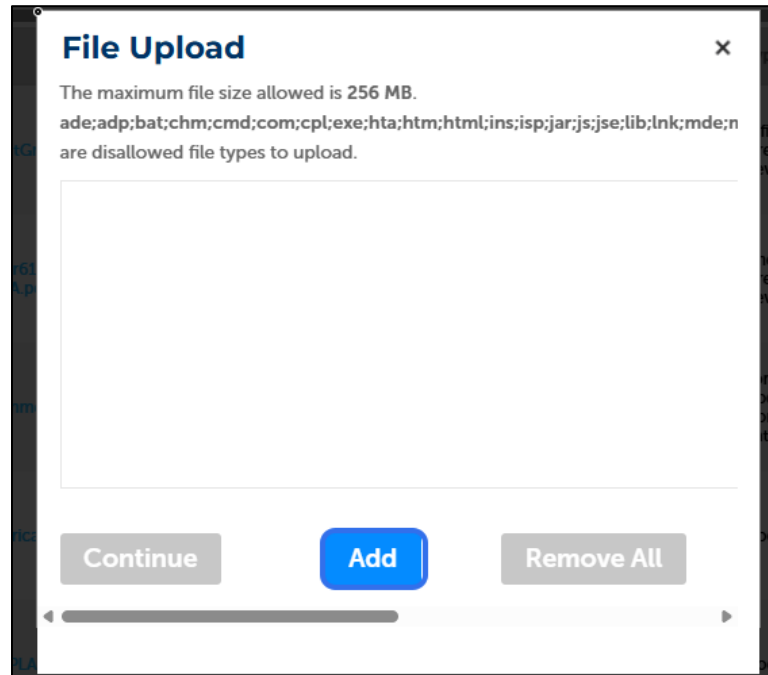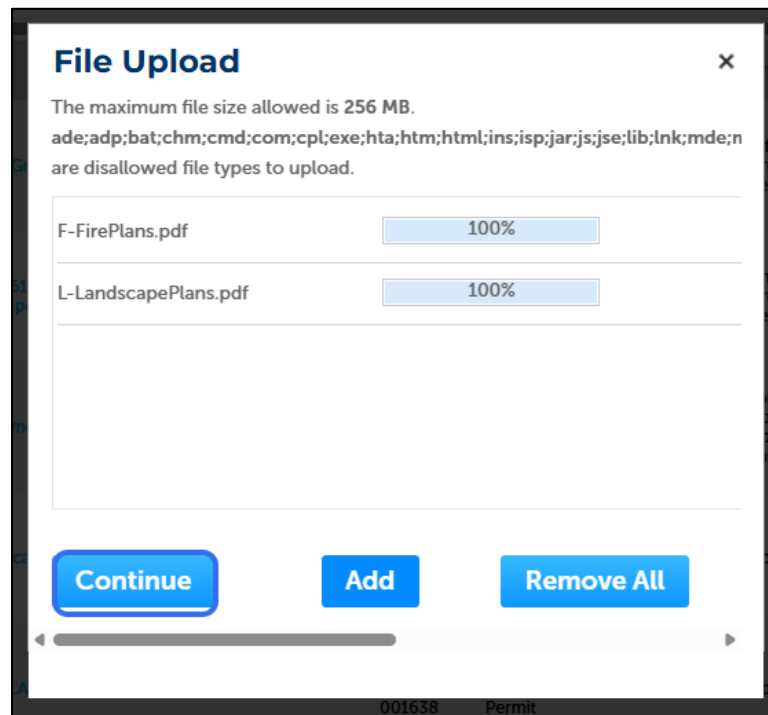| Document Status	Name	Record ID	Record Type	Entity Type	Type	Size
Uploaded	AffidavitGreenPlanReview.pdf	COM-NEW-25-001638	Commercial New Construction Permit	Record	Affidavit - Green Plan Review	63.02 KB
Uploaded	Chapter61CommericalChecklistnewconstruction_01-19-24-A.pdf	COM-NEW-25-001638	Commercial New Construction Permit	Record	Checklist - Green Plan Review	877.96 KB
Uploaded	BI_Commercial Buildings Compliance Path.pdf	COM-NEW-25-001638	Commercial New Construction Permit	Record	Form - Energy Code Compliance Path	184.47 KB
Uploaded	E-ElectricalPlans.pdf	COM-NEW-25-001638	Commercial New Construction Permit	Record	Document	2.37 MB
Uploaded	C-SITEPLAN.jpeg	COM-NEW-25-001638	Commercial New Construction Permit	Record	Document	6.89 KB

Add

Step 6. Click on Add, and upload documents.

Note:

- You can upload multiple documents by clicking **Add** again.

- The file size limit is 256MB.

File Upload   ✕

The maximum file size allowed is **256 MB**.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;n
are disallowed file types to upload.

Continue   Add   Remove All

Step 7. Click on Continue once all desired documents have been uploaded.

File Upload   ✕

The maximum file size allowed is **256 MB**.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;n
are disallowed file types to upload.

F-FirePlans.pdf   100%

L-LandscapePlans.pdf   100%

Continue   Add   Remove All

001638   Permit

Step 8. Click on the Type drop down menu and select the appropriate selection.

Note: Use **Plans – Plan Development** for document types not listed.

*Type: Plans - Planned Development ▼ **File:** F-FirePlans.pdf 100% Description:	**Remove**

Step 9. Type in a Description. (OPTIONAL)

Uploaded	C-SITEPLAN.jpeg		COM-NEW-25-001638	Commercial New Construction Permit	Record	Document	6.89 KB

*Type:
Plans - Planned Development ▼   **Remove**

File:
F-FirePlans.pdf
100%

Description:
10 pages

spell check

*Type:
--Select-- ▼   **Remove**

File:
L-LandscapePlans.pdf
100%

Description:

Step 10. Click on Save

Step 11: Look for the displayed message "The attachment(s) has/have been successfully uploaded."