



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*.

The screenshot shows the DallasNow Citizen Portal. At the top right, there are links for "Register for an Account" and "Login", and a search bar. The main navigation bar includes "Home", "Building", "Planning", "Enforcement", "Contractor Registration", "Public Works", and a "more" dropdown. Below the navigation bar is an "Advanced Search" section. The main content area is divided into two columns. The left column contains a welcome message, a "What would you like to do today?" section with a list of services (General Information, Building, Planning, Enforcement, Contractor Registration, Public Works, Administrative), and a "Forgot Password?" link. The right column contains a "Sign In" form with fields for "USERNAME OR EMAIL" and "PASSWORD", a "SIGN IN" button, and a "Remember me on this device" checkbox. At the bottom right, there is a "Not Registered?" link and a "CREATE AN ACCOUNT" button.



Step 2. Click on My Records.

The screenshot shows the top navigation bar of the DallasNow application. The user is logged in as 'John Customer'. The 'My Records' tab is highlighted with a blue border. The 'Cart (0)' button is also visible.

Logged in as: John Customer Collections (3) Cart (0) Account Management Logout

Search...

Home Building Planning Enforcement Contractor Registration Public Works more

Dashboard My Records My Account Advanced Search

Welcome John Customer You are now logged in.

Cart (0) Your cart is empty.

Step 3. Click on desired record number.

The screenshot shows the 'Building' section of the DallasNow application. A table of records is displayed, with the first record's number 'COM-NEW-25-001638' highlighted by a blue box.

Home Building Planning Enforcement Contractor Registration Public Works more

Dashboard My Records My Account Advanced Search



▼ Building


Showing 1-10 of 77 | Download results | Add to collection | Add to cart

<input type="checkbox"/>	Date	Record Number	Record Type	Address	Description	Project Name	Expiration Date	Status
<input type="checkbox"/>	09/18/2025	COM-NEW-25-001638	Commercial New Construction Permit		Training Example		11/02/2025	Pend
<input type="checkbox"/>	09/18/2025	COM-NEW-25-001632	Commercial New Construction Permit		Training Test		11/02/2025	Pend
<input type="checkbox"/>	09/17/2025	COM-NEW-25-001618	Commercial New Construction Permit		Training Example		03/16/2026	In Rev
<input type="checkbox"/>	09/17/2025	COM-NEW-25-001619	Commercial New Construction Permit		training example		11/01/2025	Docu



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.

Logged in as:John Customer Collections (3) ▾  Cart (0) [Account Management](#) [Logout](#)



Home

Building

Planning

Enforcement

Contractor Registration

Public Works

more ▾

Dashboard

My Records

My Account

Advanced Search


1 Select item to pay

2 Payment information

3 Receipt/Record issuance

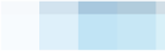
Step 3:Receipt/Record issuance

Receipt



Your application(s) has been successfully submitted.
Please print your record(s) and retain a copy for your records.

[Print/View Receipt](#)

123 

Dallas TX 75224

COM-NEW-25-001618

[View Receipt](#)

[Print/View Receipt](#)

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Uploading Multiple Page Documents

Step 4.

A. Click on Record Info

B. Click on Attachments from the drop down menu.

Home **Building** Planning Enforcement Contractor Registration Public Works more ▾

Create an Application Search Applications Schedule an Inspection

Record COM-NEW-25-001638:
Commercial New Construction Permit
Record Status: Pending
Expiration Date: 11/02/2025

[Add to cart](#)
[Add to collection](#)

A Record Info ▾ Payments ▾

Record Details

Processing Status

Related Records

B Attachments

Inspections

0000013 10 *

Denton Lake Lewisville Flower Mound Lewisville Sam Rayburn Hwy McKinney Greenville 380



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;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

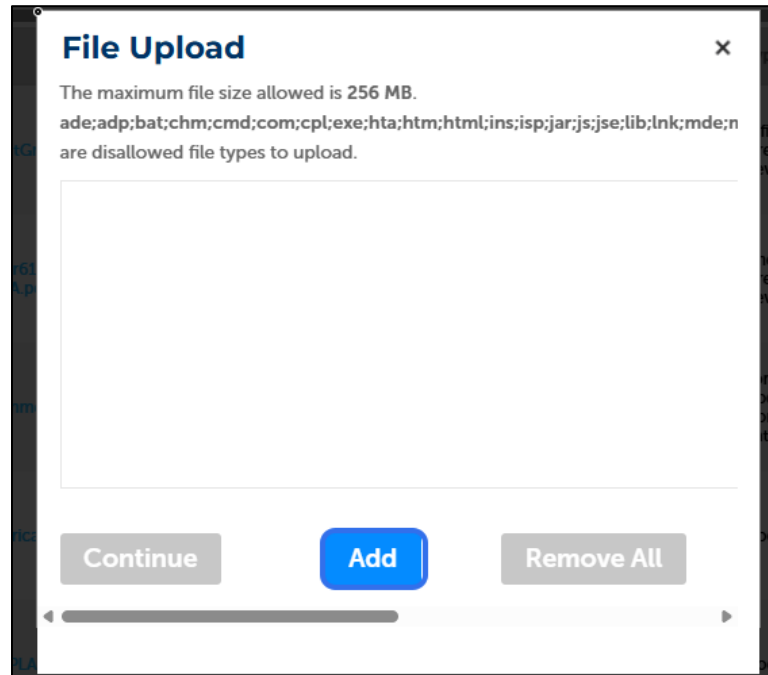
Add



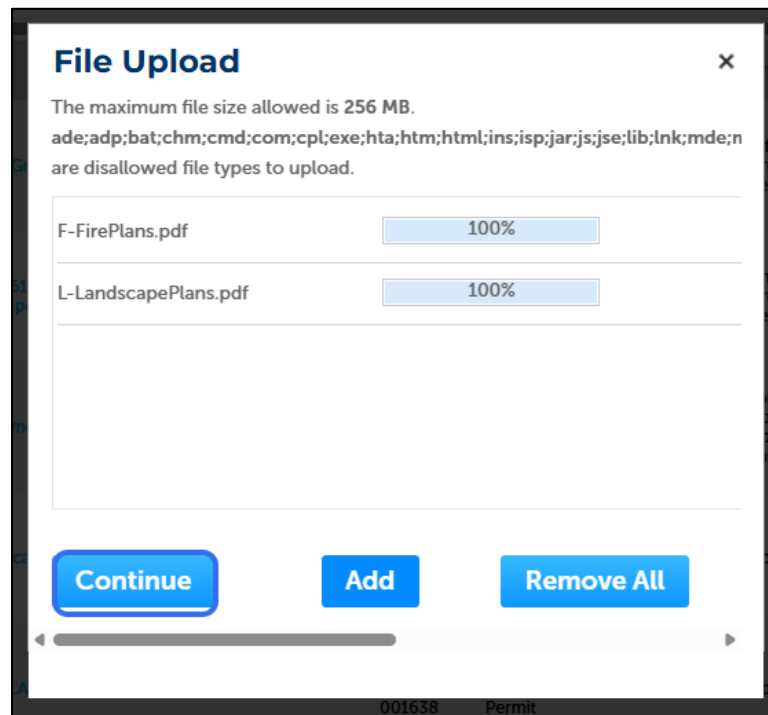
Step 6. Click on Add, and upload documents.

Note:

- You can upload multiple documents by clicking **Add** again.
- The file size limit is 256MB.



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





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:

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

File: F-FirePlans.pdf 100%

Description: 10 pages

spell check

Type: --Select--

File: L-LandscapePlans.pdf 100%

Description:



Step 10. Click on Save

Type: Plans - Development Plan Remove


File: S-StructuralPlans.pdf
100%

Description: 156 pages

[spell check](#)

[Save](#) [Add](#) [Remove All](#)

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

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

Record COM-NEW-25-001638:
Commercial New Construction Permit
Record Status: Pending
Expiration Date: 11/02/2025
[Add to cart](#)
[Add to collection](#)

[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	Lat
	L-LandscapePlans.pdf	COM-NEW-25-001638	Commercial New Construction Permit	Record	Plans - Development Plan	127.13 MB	Pen
	M-MechanicalPlans.pdf	COM-NEW-25-001638	Commercial New Construction Permit	Record	Plans - Planned Development	5.84 MB	Pen
	P-PlumbingPlans.pdf	COM-NEW-25-001638	Commercial New Construction Permit	Record	Plans - Planned Development	17.69 MB	Pen
	S-StructuralPlans.pdf	COM-NEW-25-001638	Commercial New Construction Permit	Record	Plans - Development Plan	113.55 MB	Pen
Uploaded	AffidavitGreenPlanReview.pdf	COM-NEW-25-001638	Commercial New Construction Permit	Record	Affidavit - Green Plan Review	63.02 KB	09/1

[< Prev](#) [1](#) [2](#) [Next >](#)