

# Uploading Sanitation Receipts

## How do I upload Sanitation receipts online?

- Log in to Citizen Access Portal (ACA)
- Click on Search Permits/Complaints.
- Locate and Select the permit that needs a Sanitation Receipt prior to Permit Issuance.
- Click on the permit number to open the permit.

<input type="checkbox"/>	03/14/2018	<b>BD18-02104</b>	Residential Building New SFR Tract Home	Pending Fee Workup	Amendment	PARADISE PALMS UNIT 4 #2
			Residential			

Scroll down to Attachments section and select Add Attachment. Select Add Attachment again to browse your computer files.

**Attachments**

The maximum file size allowed is 500 MB.  
.ad;.ade;.adp;.ani;.app;.asp;.bas;.bat;.chm;.cmd;.com;.mdz;.msc;.msi;.msp;.mst;.ops;.pcd;.pif;.prf;.prg;.rar;.n

Name	Record ID	Record Type
No records found.		

**Add Attachment**

**File Upload**

The maximum file size allowed is 500 MB.  
.ad;.ade;.adp;.ani;.app;.asp;.bas;.bat;.chm;.cmd;.com;.opt;.ort;.osh;.exe;.fpx;.hlp;.hta;.inf;.ins;.isp;.js;.jse;.ksl;.mdz;.msc;.msi;.msp;.mst;.ops;.pcd;.pif;.prf;.prg;.rar;.reg;.sof;.scr;.sct;.shb;.shs;.url;.vb;.vbe;.vbs;.vsd;.vss;.v

**Add Attachment**

Select the applicable document from your files, and then click Open.

17-60129 job card	12/22/2017 1:39 PM	Adobe Acrobat D...	175 KB
17-60129 permit	12/22/2017 1:39 PM	Adobe Acrobat D...	295 KB
<b>BD17-57934</b>	12/19/2017 11:18 ...	Adobe Acrobat D...	295 KB
bd18-06683receipt	2/14/2018 3:56 PM	Adobe Acrobat D...	21 KB
BDIAS17-00144	12/20/2017 1:13 PM	Adobe Acrobat D...	295 KB
BLD-ResidentialStandardPlanSpecSheet B...	3/14/2018 3:36 PM	Adobe Acrobat D...	115 KB
CORR	2/27/2018 11:19 AM	Microsoft Word 9...	54 KB

File name: **BD17-57934** All Files (\*.\*) **Open** Cancel

# Uploading Sanitation Receipts

When the file is 100% loaded, click Continue.

**File Upload** X

The maximum file size allowed is 500 MB.  
.ad;.ade;.adp;.ani;.app;.asp;.bas;.bat;.chm;.cmd;.com;.cpl;.ort;.osh;.exe;.fxp;.hlp;.hta;.inf;.ins;.isp;.js;.jse;.ksh;.mdz;.msc;.msi;.msp;.mst;.ops;.pod;.pif;.prf;.prg;.rar;.reg;.scf;.scr;.sct;.shb;.shs;.url;.vb;.vbe;.vbs;.vsd;.vss;.vst are disallowed file types to upload.

BD17-57934.pdf 100%

**Continue** **Add Attachment** **Remove All** Cancel

Select Sanitation Receipt as the file Type and then add a description (these are both required fields).

\* Type:  
Sanitation Receipt

File:  
BD17-57934.pdf  
100%

\* Description:  
lot 3

**Save** **Add Attachment** **Remove All**

The Sanitation Receipt is now viewable by Permit Issue staff.

A few things to keep in mind when uploading the Sanitation Receipt after the submittal:

## **UPLOADING A SANITATION RECEIPT DOES NOT EQUATE TO SANITATION RECEIPT APPROVAL**

Permit staff must still verify that the receipt is reflective of the correct lot number and subdivision. Please allow time for this step to be completed.

# Uploading Sanitation Receipts

When the Sanitation condition is approved, you will receive a new 'Ready to Issue' email.

Additionally, you can view the status of the Sanitation receipt online by looking at the Conditions of Approval (the 'Prior to Issuance conditions are generally on the second page).

## ▼ Conditions of Approval

### Hide Those Met

Showing 6-7 of 7 | [Download results](#)

**Building - 7 Applied**

**Prior to Framing**

**Finished Floor Elevation Certificate**

*Finished Floor Elevation Certificate must be submitted to the Building Field Services counter prior to scheduling a Framing Inspection.*

Applied | | 03/20/2018

**Prior to Permit Issuance**

**Sewer/Septic Other**

*Sewer/Septic Other approval required prior to issuance of any building permit*

Applied | High | 03/20/2018

< Prev

1

2

Next >