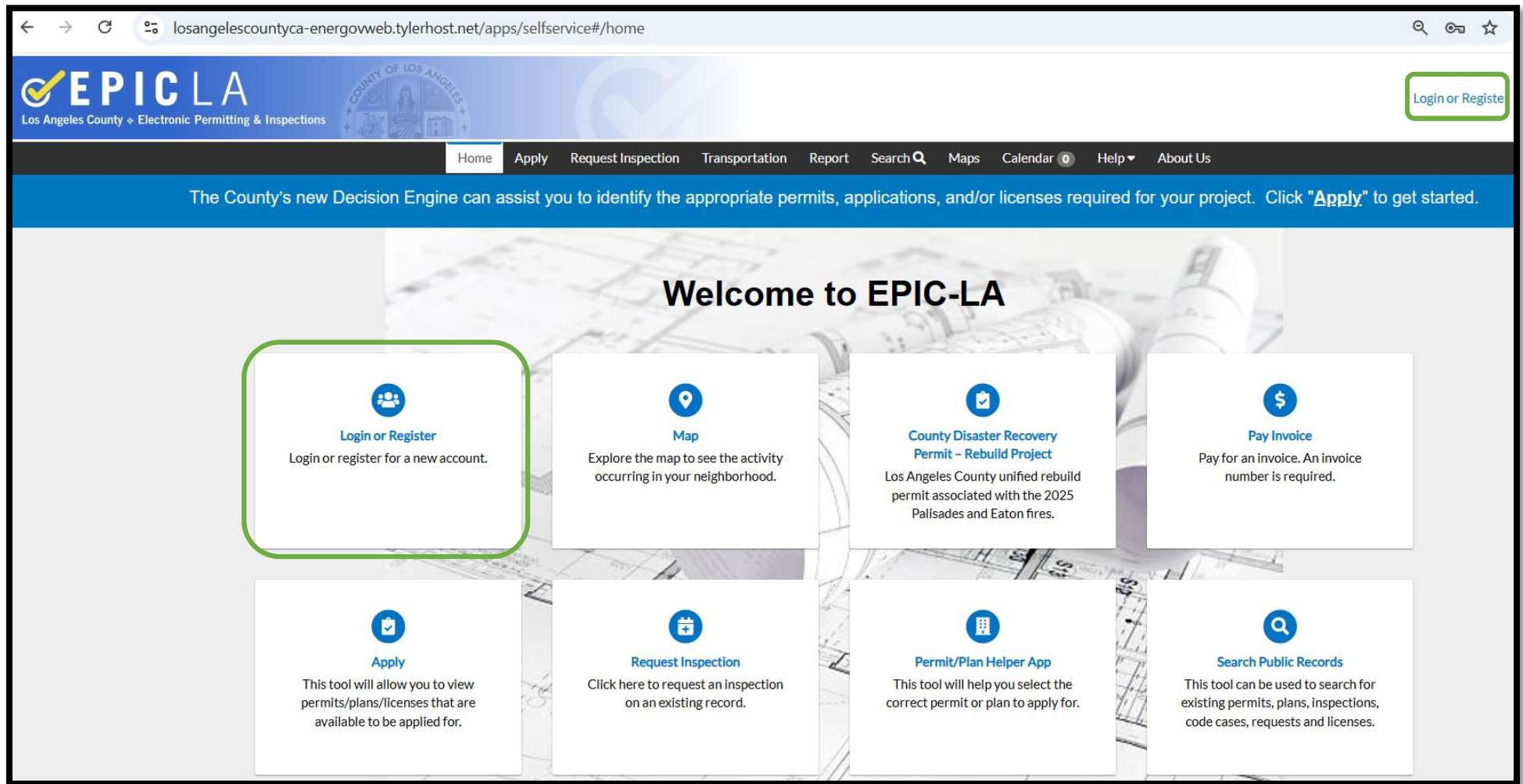


HOW TO DOWNLOAD AND UPLOAD FILES ON EPIC LA (BUILDING & SAFETY)



Detailed instructions on how to log in or register can be found [here](#).

My Work – My Permits

The screenshot shows a web application interface for managing permits. At the top, a navigation bar includes links for Home, Dashboard, Apply, My Work (highlighted with a green box), Today's Inspections, Transportation, and Building. Below the navigation bar, the 'My Work' section is active, showing tabs for MY INVOICES and MY PERMITS (highlighted with a green box). A search bar is located above a table of permits, with an orange callout stating: 'You can use the search bar to narrow down your list of permits here'. The table has columns for Permit Number, Project, Address, Permit Type, Status, and Attention Reason. One permit number, 'UNC-BLDR', is highlighted with a green box, with a green callout stating: 'Click on the link of the permit you would like to upload files to or download files from'. An 'Export to Excel' button is visible in the top right of the table area.

Permit Number	Project	Address	Permit Type	Status	Attention Reason
UNC-BLDH			Hotel/Motel New Construction Building Permit - County	Attention, Pending	Fail Failed Reviews
UNC-BLDM				Attention, Pending	Unpaid Fees
UNC-BLDR				Attention, Pending	Fail Failed Reviews
UNC-GRAD				Attention, Pending	Fail
UNC-SOLR			Ground Mount Solar	Attention, Pending	Fail Failed Reviews

After logging in, click on “My Work” and then click on the “My Permits” tab to see permits your account is linked to. Find the appropriate Permit Case number and click the number to open it

Permit Case – Attachments Menu (Download)

The screenshot shows a web interface for a permit case. At the top, there are navigation links: "Permit Details | Tab Elements | Main Menu". Below this, a light blue header bar contains the following information:

- Type:** Residential New Construction Building Permit - County
- Status:** In Review
- Project Name:** [Dropdown arrow]

Below the header bar is a row of tabs: Summary, Locations, Fees, Reviews (with a red notification icon), Inspections, **Attachments** (highlighted with a green box), Contacts, Sub-Records, Holds, Meetings, and More Info. A green callout bubble points to the "Attachments" tab with the text: "Select the 'Attachments' menu to find the case files".

Below the tabs, there is another navigation bar: "Attachments | Next Tab | Permit Details | Main Menu". The main content area is titled "Attachments" and contains three items:

- Attachment:** A card with a red PDF icon, the title "Attachment", and a link "1st Submittal - With Corrections.pdf" (highlighted with an orange box). Below the link, it says "Uploaded: 11/26/2019" and "Notes: 1st corrections from plan checker". An orange callout bubble points to the link with the text: "Click the link of the file to download. Please make sure you have browser pop up blockers disabled".
- Building Plan:** A card with a red PDF icon, the title "Building Plan", and a link "1st Submittal_v1.pdf".
- Add Attachment:** A blue card with a "Supporting Document" dropdown menu and a large white plus icon.

If you do not see files, verify that you are logged in on the top right corner of the page

Permit Case – Attachments Menu (Upload)

Summary

Locations

Fees

Reviews 1

Inspections

Attachments

Contacts

Sub-Records

Holds

Meetings

More Info

[Attachments](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

Attachments

Sort Needs Action ▼



Attachment

1st Submittal - With Corrections.pdf

Uploaded: 11/26/2019

Notes: 1st corrections from plan checker



Building Plan

1st Submittal_v1.pdf

Version: 1

Status: Under Review

Supporting Document ▼

Add Attachment



Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, dxf, dwf, dwfx

Select the category prior to selecting file

Click to find a file to add from your computer

Submit

[Summary](#) | [Locations](#) | [Fees](#) | [Reviews](#) 1 | [Inspections](#) | [Attachments](#) | [Contacts](#) | [Sub-Records](#) | [Holds](#) | [Meetings](#) | [More Info](#)

[Attachments](#) | [Next Tab](#) | [Permit Details](#) | [Main Menu](#)

Attachments

Sort Needs Action



Supporting Document

Calculations.pdf

Size: 3.06 KB

Remove



Attachment

1st Submittal - With Corrections.pdf

Uploaded: 11/26/2019

Notes: 1st corrections from plan checker



Building Plan

1st Submittal_v1.pdf

Version: 1

Status: Under Review

Supporting Document

Add Attachment



Supported: pdf, jpg, png, jpeg, gif, tiff, doc, docx, xls, xlsx, text, dwg, zip, dxf, dwf, dwfx

To upload your new file, click "Submit"

Submit

If you selected the wrong file, you can remove the file you selected prior to clicking "Submit"

After uploading your files, it is strongly recommended that you contact your plan checker that new files have been added to the case.