

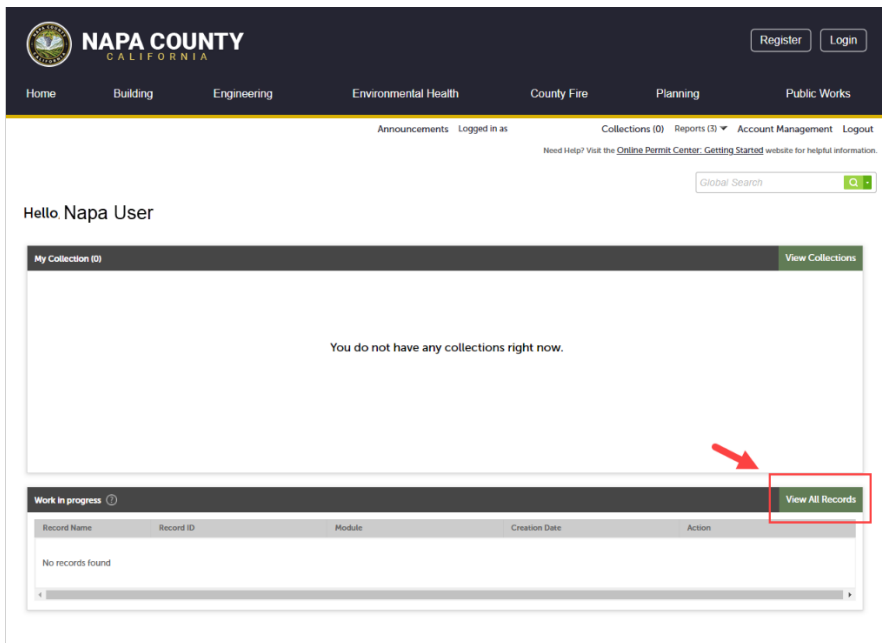
Applicants will be directed to upload documents via the application submittal process. For applicants that have been directed to upload an additional document, which may include plan sets, submittal checklist, and extension requests, etc.

Please use the [Electronic Submittal Standards](#) guide for more information regarding general requirements, bookmarks, etc.

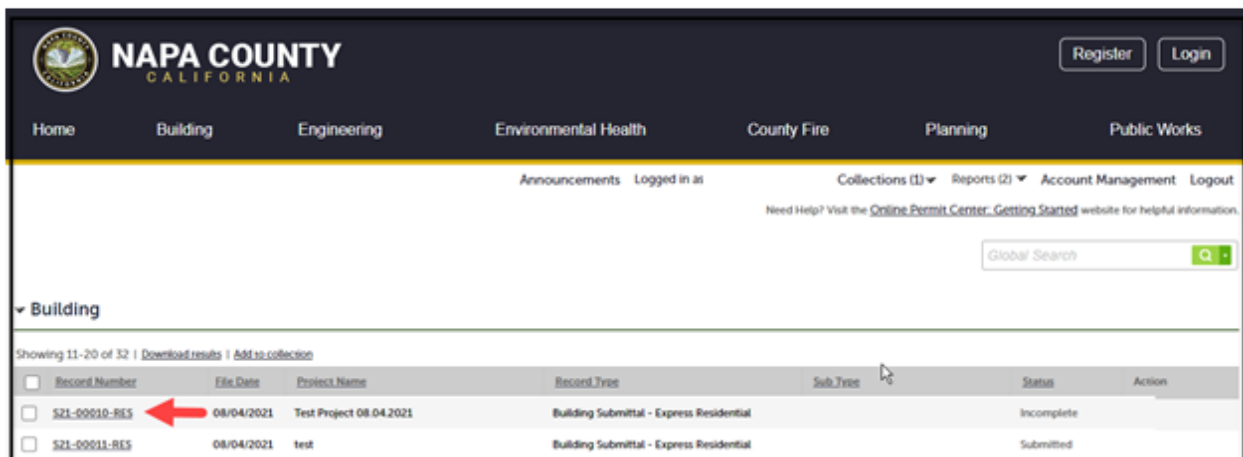
Here are the following steps to upload/add a document once to an existing record number:

Step 1: Registered applicants log into the Napa County's Online Permit Center.

Step 2: Once Logged In > View All Records – OR -- Go to Search Records under the department.



Step 2: Click Record Number



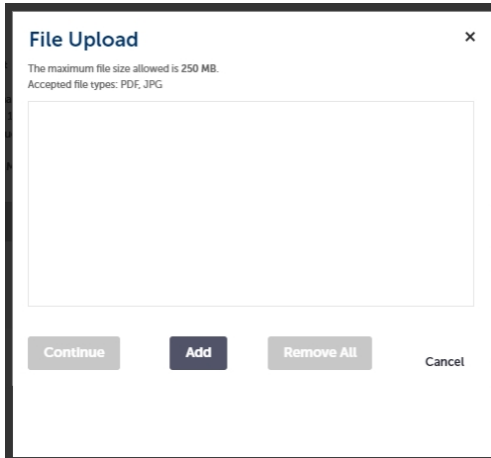
Step 3: From the Record Info Dropdown > Select Attachments.

The screenshot shows the Napa County OPC interface. At the top, there is a navigation bar with the Napa County logo and the text "NAPA COUNTY CALIFORNIA". To the right of the logo are "Register" and "Login" buttons. Below the navigation bar are several menu items: Home, Building, Engineering, Environmental Health, County Fire, Planning, and Public Works. A secondary navigation bar contains "Announcements", "Logged in as:", "Collections (1)", "Reports (2)", "Account Management", and "Logout". A search bar labeled "Global Search" is located on the right. The main content area displays record information for "Record S21-00010-RES: Building Submittal - Express Residential" with a status of "Incomplete". A sidebar menu on the left includes "Record Info", "Record Details", "Processing Status", "Related Records", "Attachments" (highlighted with a red arrow), "Inspections", and "Valuation Calculator".

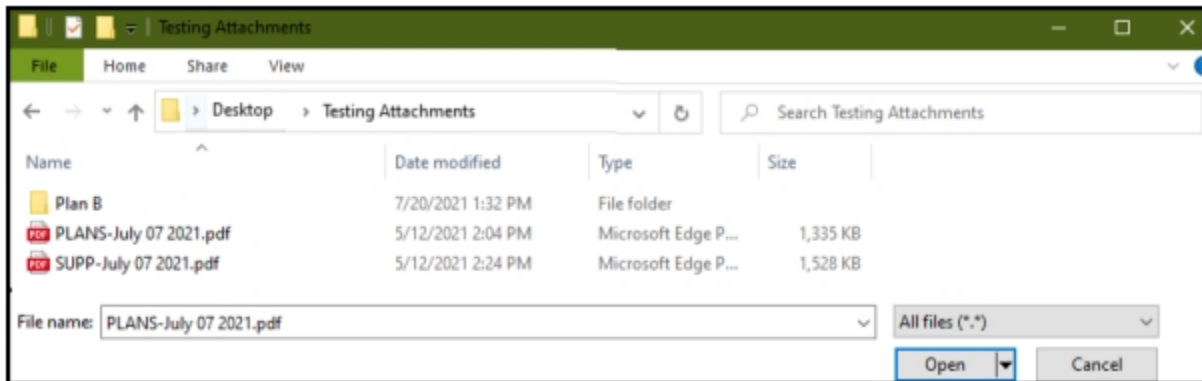
Step 4: Click on 'Add'

The screenshot shows the "Attachments" section of the Napa County OPC interface. The record information at the top is "Record S21-00010-RES: Building Submittal - Express Residential" with a status of "Accepted". The "Attachments" section contains a red heading "ATTACHMENT REQUIRED TO CONTINUE" and a message: "All supporting documentation (i.e. site plan, map, etc.) must be attached to this application." Below this, there are instructions on how to attach a document: "To attach a document: 1. Click the 'Add' button, 2. Browse and select document, 3. Enter a Description, 4. Click 'Save'". There are also "Guidelines for Document Attachment" which state: "The file name must be less than 30 characters", "The file name cannot have more than 1 dot", "The file name cannot include words such as 'gif' or 'image'", and "The maximum file size allowed is 250 MB. Accepted file types: PDF, JPG". At the bottom, there is a table with columns: Name, Type, Size, Latest Update, Document Status, Action, Record ID, Record Type, Entity Type, and Entity. An "Add" button is located below the table.

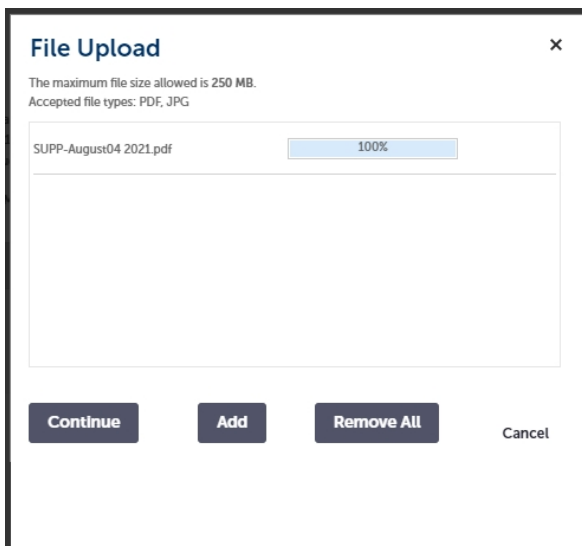
Step 5: Click on Add (again).



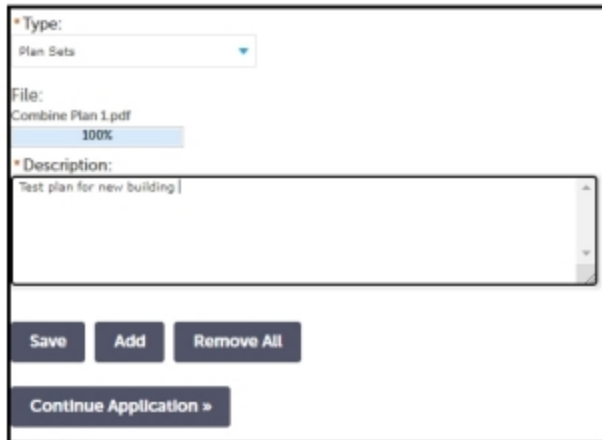
Step 6: Browse PC for files/documents > select file > open



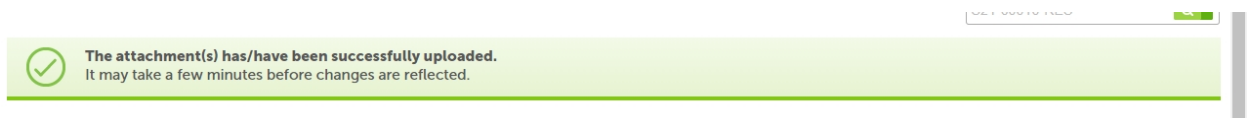
Step 7: From file upload > select continue.



Step 8: Select from dropdown document type and add a description > Save

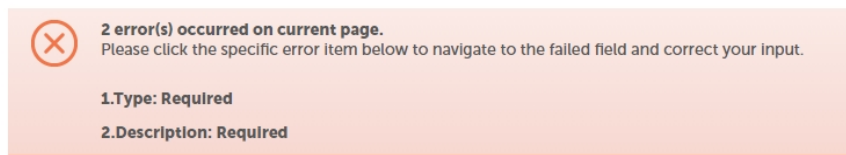


Step 9: Successful message



Error messages:

Error 1: File type (dropdown) and description are missing, scroll down to select type and insert a description.



Error 2: File name is not within the parameters to accept. In this example, the file name:

1mainstreet.document submittal for error.pdf

Exceeds the 30 characters. Rename the file and attempt again.

