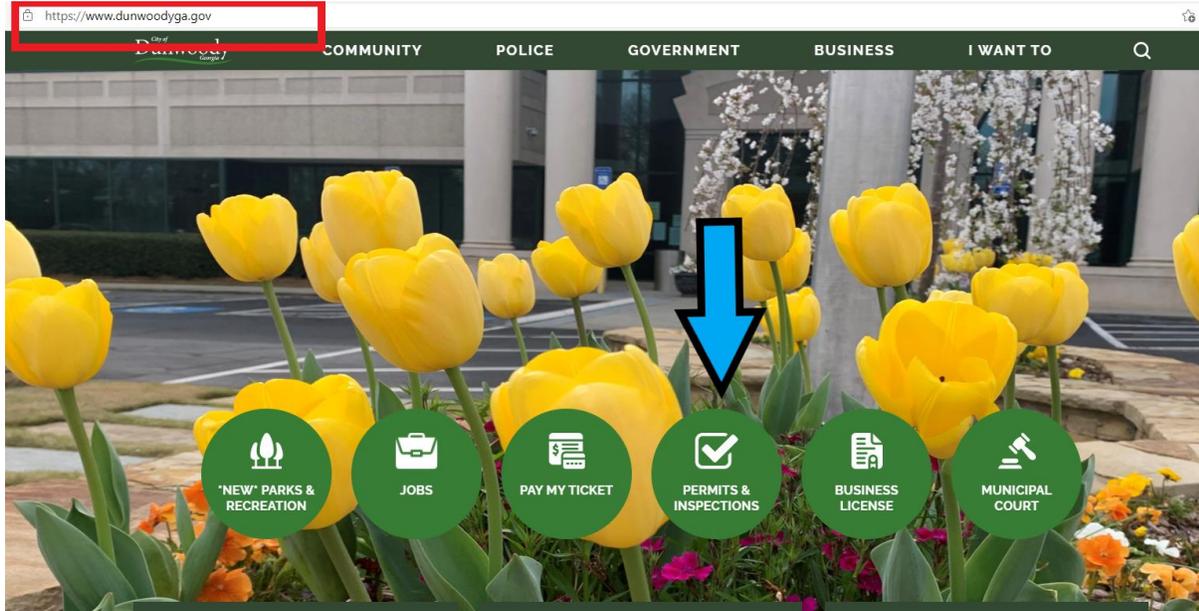


# HOW TO UPLOAD FILES TO YOUR PERMIT

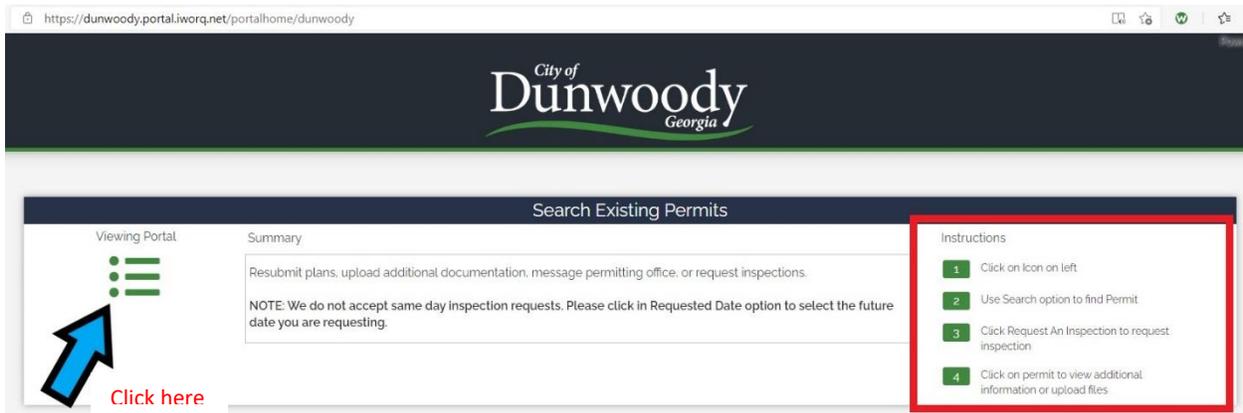
## STEP 1:

Go to [www.dunwoodyga.gov](https://www.dunwoodyga.gov)

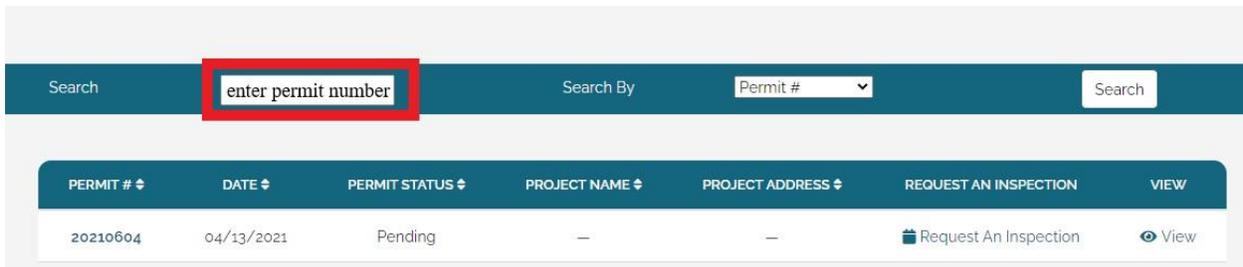
Do not google it.



## STEP 2:



## Existing Permits



 Click permit number

# HOW TO UPLOAD FILES TO YOUR PERMIT

## STEP 3:

< Permit #20210604

**Permit Information:**

Permit Date:	04/13/2021
Permit Status:	Pending
Project Name:	
Project Address:	
Applicant Company:	

---

**Uploaded Files:**

0 files have been uploaded

Files  No file chosen

 [Click here](#)

## STEP 4:

City of Dunwoody

< Permit #20210604

**Permit Information:**

Permit Date:	04/13/2021
Permit Status:	Pending
Project Name:	
Project Address:	
Applicant Company:	

---

**Uploaded Files:**

0 files have been uploaded

Files

Remove 1 files

- 20200032-TCO.pdf 295 KB

No file chosen

Access Code Dismiss

Enter Access Code:

Need contractor code? [Click Here](#) to have it emailed.

**If you put TBD as the contractor for default (or haven't decided on a contractor), your access code will be 00001**

# HOW TO UPLOAD FILES TO YOUR PERMIT

## STEP 5:

Your access code is your license number. If a contractor has not been chosen, your default access code is TBD. Your access code can be found on your permit under inspections as shown below. If you are a subcontractor uploading plans to an existing permit, you will need to use the GC's license number until your plans and license have been uploaded. At that point, you can use your license number for future uploads and scheduling inspections for that project.

The screenshot shows the City of Dunwoody permit portal interface. On the left, there is a sidebar with the city logo and a breadcrumb for 'Permit #20210604'. The main content area is titled 'Permit Information:' and lists fields for Permit Date (04/13/2021), Permit Status (Pending), Project Name, Project Address, and Applicant Company. Below this is the 'Uploaded Files:' section, which shows one file uploaded: '20200032-TCO.pdf' (295 KB). A modal window titled 'Access Code' is open, with a 'Dismiss' button in the top right. The modal contains a text input field labeled 'Enter Access Code:' with the value '00001' entered. Below the input field is a link: 'Need contractor code? Click Here to have it emailed.' and an 'Enter' button at the bottom right.

## INSPECTIONS

<b>INSPECTION REQUEST:</b> www.dunwoodyga.gov		<b>INSPECTION ACCESS CODE:</b> 00001	
Number	Type	Signature	Date
1			
2			
3			
No inspections unless this card is posted on the site facing the street in plain view			