



Upload After Submission

Sign in to your PERMITS ONLINE account.

- Select “Search Your Applications.”
- Select the appropriate application.
- Click the arrow before “Supporting Documents and Attachments.”

▼ Supporting Documents and Attachments (Click arrow to view details)

Click “Add” to search your computer for each of the required documents that need to be uploaded. Completing this section will require you to have previously saved each document on your computer.

WARNING: You will be required to select a document “TYPE” and “Description” of each uploaded document. You **MUST** select the **SAVE** button at the bottom of this screen **BEFORE** clicking the Continue Application button to ensure all the uploaded documents are successfully attached to your application.

Attachment List

WARNING: After selecting all the files you wish to upload, click the **FINISH** button at the bottom of this screen.

Files can be up to **16 MB** in size. Acceptable file types include .doc, .docx, .pdf, .jpg, .xls, .xlsx
html;htm;mht;mhtml are disallowed file types to upload.

Name	Record ID	Record Type	Entity Type	Type	Size	Date
brewerybrewpuboriqappapproval_20160325_154031.pdf	2016-BRE-00349-O	Application for Brewery, Micro Brewery, or Brewpub	Record	Approval Letter	426.04 KB	03/25/2016
f513010brewernotice_20160325_154239.pdf	2016-BRE-00349-O	Application for Brewery, Micro Brewery, or Brewpub	Record	Brewer's Notice	430.60 KB	03/25/2016
Other.pdf	2016-BRE-00349-O	Application for Brewery, Micro Brewery, or Brewpub	Record	Other - Describe	26.13 KB	03/25/2016



Add

- Click “Add”

- After you have browsed to locate the document you wish to upload, you are required to add a description of the document in the “Description” field.

File:
How Do I -uploading-documents-after-
submission.pdf

100%

Description:

Save Add Remove All

- Click “Save”