



# UNIVERSITY OF FLORIDA DOCUMENT UPLOADS

## **Uploading Documents**

After an initial plan or application review for projects not associated with ACC/BIM, applicants are responsible for uploading all documents under the permit file on CitizenServe. **NOTE:** Construction documents associated with an ACC/BIM project are to be submitted to the UF Project Manager for review and approval, if submitted in CitizenServe, those documents will be rejected and not reviewed. Construction documents include plan revisions, specifications, product data sheets, test results or any other documents required for your permitted project. Or any document that an inspector asks for during an inspection.

## **To upload documents:**

From the “My Account” screen, click "View my requests" to the left and then click the "Issued" tab. Click on the permit number that the document(s) need to be uploaded to. Click on "Upload documents" to the left and follow the directions given on that page. Make sure that a good description of the document is included. **Do not email the documents to the inspector or to codes inbox. Documents not uploaded to the permit file will not be reviewed.**