

Adding an Attachment in DallasNow

STEP 1

Use your credentials to log into DallasNow.

Welcome to DallasNow our new Citizen Portal

DallasNow is a permitting system designed to simplify the process for users. You now have access to search for or create applications for planning and development services, including permits, inspections, and more, 24 hours a day, 7 days a week.

Need assistance? Our support team is available Monday through Friday from 8:00 a.m. to 4:30 p.m. Call us at (214) 948-4480.

Please Login

Many online services offered by the City of Dallas require login for security reasons. If you are an existing user, please enter your username and password in the box on the right.

New Users

If you are a new user you may register for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

Register Now »

Sign In

USERNAME OR EMAIL:*

customer

PASSWORD:*

.....

Forgot Password?

SIGN IN

☐

Remember me on this device

Not Registered?

CREATE AN ACCOUNT

STEP 2

Click My Records.

Home

Building

Planning

Enforcement

Contractor Registration

Public Works

more ▾

Dashboard

My Records

My Account

Advanced Search

Hello, Customer

Saved in Cart (0)

View Cart

There are no items in your shopping cart right now.

My Collection (1)

View Collections

3

Records

STEP 3

Find the record with Additional Info Required. Click on the Record Number.

▼ Building

Showing 1-10 of 56 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

☐	Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action
☐	04/23/2025	25TMP-005380	Residential Demolition Permit	demo				Resume
☐	04/23/2025	COM-ELC-25-001026	Commercial Electrical Permit	rewiring a library	Dallas, TX 75206	05/12/2025	Additional Info Required	Provide

STEP 4

Click on Record Info. In the dropdown menu, select Attachments.

Home **Building** Planning Enforcement Contractor Registration Public Works more ▼

Create an Application Search Applications Schedule an Inspection

Record COM-ELC-25-001026:
Commercial Electrical Permit
Record Status: Additional Info Required
Expiration Date: 05/12/2025

[Add to cart](#)
[Add to collection](#)

Record Info ▼

- Record Details
- Processing Status
- Related Records
- Attachments**
- Inspections

005414000D0020000 *

STEP 5

Click Add.

Record COM-ELC-25-001026:
Commercial Electrical Permit
Record Status: Additional Info Required
Expiration Date: 05/12/2025

[Add to cart](#)
[Add to collection](#)

Record Info ▾

Payments ▾

Attachments

The maximum file size allowed is 256 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;set;shb;sys;vb;vbe;vbs
are disallowed file types to upload.

Document Status	Name	Record ID	Record Type	Entity Type	Type	Size	Latest
-----------------	------	-----------	-------------	-------------	------	------	--------

Add

STEP 6

Click Add and then select the file you would like to upload.

File Upload

×

The maximum file size allowed is 256 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;set;shb;sys;vb;vbe;vbs
are disallowed file types to upload.

Continue

Add

Remove All

STEP 7

Once the file is 100% loaded, click Continue.

File Upload

The maximum file size allowed is 256 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;n are disallowed file types to upload.

AdobeStock_211903455.jpg

100%

Continue

Add

Remove All

STEP 8

Select the correct Type of item you are uploading. Then enter a description and click Save.

Attachments

The maximum file size allowed is 256 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vbe;vbs are disallowed file types to upload.

Document Status	Name	Record ID	Record Type	Entity Type	Type	Size	Lat
No records found.							

Type:

Plans - Electrical

Remove

File:

copy.png

100%

Description:

Electrical plans requested.

spell check

Save

Add

Remove All

STEP 9

You will see the following message. Refresh the page in order to see the Record Status change to Document Received.

**The attachment(s) has/have been successfully uploaded.**
It may take a few minutes before changes are reflected.

Record COM-ELC-25-001026:
Commercial Electrical Permit
Record Status: Additional Info Required
Expiration Date: 05/12/2025

[Add to cart](#)
[Add to collection](#)

Record Info ▼

Payments ▼

Attachments

The maximum file size allowed is 256 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs
are disallowed file types to upload.

Document Status	Name	Record ID	Record Type	Entity Type	Type	Size	Latest
Uploaded	copy.png - Building Plan Review - Project # -	COM-ELC-25-001026	Commercial Electrical Permit	Record	Plans - Electrical	17.63 KB	04/30/

Add

STEP 10

This is the updated Record Status.

Record COM-ELC-25-001026:
Commercial Electrical Permit
Record Status: Document Received
Expiration Date: 05/12/2025

[Add to cart](#)
[Add to collection](#)

Record Info ▼

Payments ▼