



Uploading Multiple Page Documents in *DallasNow*

When submitting plans in *DallasNow*, many disciplines;(e.g. architectural, structural, civil, etc.), require multiple sheets to be included as part of a single plan set.

Instead of uploading each sheet one at a time, customers should combine all related pages into a single PDF file per discipline (for example, all architectural sheets together, all electrical sheets together).

This ensures that reviewers can easily navigate the plans in sequence, reduces upload time, and helps prevent missing documents. When saving the files into a pdf, be sure to use the Planning and Development Drawing Sheet Filename Format.

The steps below explain how to prepare, name, and upload multi-page documents correctly.

Locating the Record to Attach Files

Step 1. Sign In to [DallasNow](#).

The screenshot displays the DallasNow Citizen Portal homepage. At the top right, there are links for "Register for an Account" and "Login", along with a search bar. The main navigation menu includes "Home", "Building", "Planning", "Enforcement", "Contractor Registration", "Public Works", and a "more" dropdown. Below the navigation, there is an "Advanced Search" section. The main content area is divided into two columns. The left column contains a "Welcome to DallasNow our new Citizen Portal" message, a "What would you like to do today?" section with a list of services (General Information, Building, Planning, Enforcement, Contractor Registration, Public Works, Administrative), and a "Need assistance?" note. The right column features a "Sign In" box with fields for "USERNAME OR EMAIL" (containing "J.Customer") and "PASSWORD" (containing "*****"), a "Forgot Password?" link, a "SIGN IN" button, and a "Remember me on this device" checkbox. At the bottom right, there is a "Not Registered?" link and a "CREATE AN ACCOUNT" button.



Step 2. Click on My Records.

The screenshot shows the top navigation bar of the DallasNow application. The user is logged in as 'John Customer'. The navigation menu includes 'Home', 'Building', 'Planning', 'Enforcement', 'Contractor Registration', 'Public Works', and a 'more' dropdown. Below this, a secondary menu has 'Dashboard', 'My Records' (which is highlighted with a blue box), 'My Account', and 'Advanced Search'. At the bottom, a welcome message for 'John Customer' is displayed, along with a 'Cart (0)' indicator stating 'Your cart is empty.'.

Step 3. Click on desired record number.

The screenshot shows the 'Building' section of the DallasNow application. A table lists records with columns for Date, Record Number, Record Type, Address, Description, Project Name, Expiration Date, and Status. The first record, with Record Number 'COM-NEW-25-001638', is highlighted with a blue box. The table also includes links for 'Download results', 'Add to collection', and 'Add to cart'.

☐	Date	Record Number	Record Type	Address	Description	Project Name	Expiration Date	Status
☐	09/18/2025	COM-NEW-25-001638	Commercial New Construction Permit		Training Example		11/02/2025	Pend
☐	09/18/2025	COM-NEW-25-001632	Commercial New Construction Permit		Training Test		11/02/2025	Pend
☐	09/17/2025	COM-NEW-25-001618	Commercial New Construction Permit		Training Example		03/16/2026	In Rev
☐	09/17/2025	COM-NEW-25-001619	Commercial New Construction Permit		training example		11/01/2025	Docu



Note: If you have just completed an application and need to upload additional documents, you can also click on the record number displayed. to access the Record Page.

Logged in as:John Customer Collections (3) ▾  Cart (0) [Account Management](#) [Logout](#)



Home

Building

Planning

Enforcement

Contractor Registration

Public Works

more ▾

Dashboard

My Records

My Account

Advanced Search

1 Select item to pay

2 Payment information

3 Receipt/Record issuance

Step 3:Receipt/Record issuance

Receipt



Your application(s) has been successfully submitted.
Please print your record(s) and retain a copy for your records.

[Print/View Receipt](#)

123 

Dallas TX 75224

COM-NEW-25-001618

[View Receipt](#)

[Print/View Receipt](#)

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Uploading Multiple Page Documents

Step 4.

A. Click on Record Info

B. Click on Attachments from the drop down menu.

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

Create an Application Search Applications Schedule an Inspection

Record COM-NEW-25-001638:
Commercial New Construction Permit
Record Status: Pending
Expiration Date: 11/02/2025

A Record Info ▾ Payments ▾

Record Details

Processing Status

Related Records

B Attachments

Inspections

0000013 10 *

Denton Lake Lewisville Flower Mound Lewisville Sam Rayburn Hwy McKinney Greenville 380



Step 5. Click on Add.

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;sct;shb;sys;vb;vbe;vbs
are disallowed file types to upload.

Document Status	Name	Record ID	Record Type	Entity Type	Type	Size
Uploaded	AffidavitGreenPlanReview.pdf	COM-NEW-25-001638	Commercial New Construction Permit	Record	Affidavit - Green Plan Review	63.02 KB
Uploaded	Chapter61CommericalChecklistnewconstruction_01-19-24-A.pdf	COM-NEW-25-001638	Commercial New Construction Permit	Record	Checklist - Green Plan Review	877.96 KB
Uploaded	BI_Commercial Buildings Compliance Path.pdf	COM-NEW-25-001638	Commercial New Construction Permit	Record	Form - Energy Code Compliance Path	184.47 KB
Uploaded	E-ElectricalPlans.pdf	COM-NEW-25-001638	Commercial New Construction Permit	Record	Document	2.37 MB
Uploaded	C-SITEPLAN.jpeg	COM-NEW-25-001638	Commercial New Construction Permit	Record	Document	6.89 KB

Add



Step 6. Click on Add, and upload documents.

Note:

- You can upload multiple documents by clicking **Add** again.
- The file size limit is 256MB.

File Upload [X]

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.

[Continue] **Add** [Remove All]

A horizontal scrollbar is visible at the bottom of the dialog box.

Step 7. Click on Continue once all desired documents have been uploaded.

File Upload [X]

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.

F-FirePlans.pdf	100%
L-LandscapePlans.pdf	100%

[Continue] [Add] [Remove All]

A horizontal scrollbar is visible at the bottom of the dialog box.

001638 Permit



Step 8. Click on the Type drop down menu and select the appropriate selection.

Note: Use **Plans – Plan Development** for document types not listed.

Type: Plans - Planned Development Remove

File: F-FirePlans.pdf 100%

Description:

Step 9. Type in a Description. (OPTIONAL)

Uploaded C-SITEPLAN.jpeg COM-NEW-25-001638 Commercial New Construction Permit Record Document 6.89 KB

Type: Plans - Planned Development Remove

File: F-FirePlans.pdf 100%

Description: 10 pages spell check

Type: --Select-- Remove

File: L-LandscapePlans.pdf 100%

Description:



Step 10. Click on Save

Type: Plans - Development Plan Remove

File: S-StructuralPlans.pdf
100%

Description: 156 pages

spell check

Save Add Remove All

Step 11: Look for the displayed message “The attachment(s) has/have been successfully uploaded.”

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

Record COM-NEW-25-001638:
Commercial New Construction Permit
Record Status: Pending
Expiration Date: 11/02/2025
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	Lat
	L-LandscapePlans.pdf	COM-NEW-25-001638	Commercial New Construction Permit	Record	Plans - Development Plan	127.13 MB	Pen
	M-MechanicalPlans.pdf	COM-NEW-25-001638	Commercial New Construction Permit	Record	Plans - Planned Development	5.84 MB	Pen
	P-PlumbingPlans.pdf	COM-NEW-25-001638	Commercial New Construction Permit	Record	Plans - Planned Development	17.69 MB	Pen
	S-StructuralPlans.pdf	COM-NEW-25-001638	Commercial New Construction Permit	Record	Plans - Development Plan	113.55 MB	Pen
Uploaded	AffidavitGreenPlanReview.pdf	COM-NEW-25-001638	Commercial New Construction Permit	Record	Affidavit - Green Plan Review	63.02 KB	09/1

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