How to Attach a Document

**STEP 1:** Log into Permit Link

**STEP 2:** On the Dashboard, click “Active” or search to find the permit.
STEP 3: Select permit number.

Select the desired permit.
STEP 4: Click on the "Attachment" tab.

STEP 5: Click on "Browse" and select the document to attach.

Please note: Emails received related with attachments will be sent through noreply@jamescitycountyva.gov