

How to Submit the Documents Electronically

Pre-Condition: The user account through which the documents are being uploaded must be added to the Contact List in InSite

Step 1: Login to the Public Portal

Step 2: Click on the Search --> Search Development

Step 3: Enter Record Number. Do not enter or change any other search criteria information

Step 4: Click on Search button

The result of above steps would open the record page

Step 5: Click on Record Info drop down

Step 6: Select "Attachments"

Step 7: Click on ADD and upload the documents using File Upload window

Step 8: Click on Continue button

Step 9: Add document description if needed (optional field)

Step 10: Click on Save button

Step 11: There would an acknowledgement saying "The Attachment(s) has/ have been successfully uploaded"

Applicant *InSite* Portal

Home Search Create Schedule

Accessibility Support 1

Please Login
Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

New Users
If you are a new user you may register for a free **Insite Applicant Portal** 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.

Login
User Name or E-mail:
rkarvandej
Password:
.....

Remember me on this computer
[I've forgotten my password](#)
[New Users: Register for an Account](#)

Applicant *InSite* Portal

Home **Search** Create Schedule

Search Development

2

Search Planning

Search Encroachment

Logged In as: Reena Karvande Collections (0) Account Management  Logout

Hello,

My Collection (0)

[View Collections](#)

You do not have any collections right now.

Work in progress 

[View All Records](#)

Record Name	Record ID	Module	Creation Date	Action
No records found				

General Search

Record Number:

DEV18-00103

Start Date:

01/08/2017

End Date:

01/08/2019

Parcel No.:

Search my records only

3

Street No.:

From - To

Direction:

--Select--

Street Name:

Street Type:

--Select--

City:

Search Additional Criteria

Search

Clear

4

Record DEV18-00103: Add to collection
Construction Permit
Record Status: Received

Record Info **5** Payments

- Record Info
- Record Details
- Processing Status
- Related Records
- Attachments **6**
- Inspections

Applicant:
CA
Home Phone: (408) 620-4297
asana@denovahomes.com

Project Description:
New single-family subdivision

Owner:
Denova Homes
2240 Quimby Road
San Jose CA 95122

[More Details](#)

Record DEV18-00103: Add to collection
Construction Permit
Record Status: Received

Record Info Payments

Attachments

The maximum file size allowed is 100 MB.
htm|htm|mht|mhtml are disallowed file types to upload.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity
Evergreen Place Improvement Plans.pdf	DEV18-00103	Construction Permit	Record	Plans	6.98 MB	12/18/2018	Actions	Construction Permit - DEV18-00103
Insite_Fiscal_UseCase_Diagram_v1.0.pdf	DEV18-00103	Construction Permit	Record		215.43 KB	01/07/2019	Actions	Construction Permit - DEV18-00103

Add **7**

Record DEV18-00103: Construction Permit
Record Status: Received

Record Info Payments

Attachments

The maximum file size allowed is 100 MB.
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Name	Record ID
Evergreen Place Improvement Plans.pdf	DEV18-00103
Insite_Fiscal_UseCase_Diagram_v1.0.pdf	DEV18-00103

Add

File Upload

The maximum file size allowed is 100 MB.
htm,htm,html are disallowed file types to upload.

Continue **Add** Remove All Cancel

Last Updated	Action	Entry
12/18/2018	Actions	Construction Permit - DEV18-00103
01/07/2019	Actions	Construction Permit - DEV18-00103

Applicant *InSite* Portal

Home Search Create Schedule

Logged in as: Reema Karande Collections (0) Account Management Logout

Record DEV18-00103: Construction Permit
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Record Info Payments

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Add

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Dev Services Workflows SCCo v1.4 vsd

Continue **Add** Remove All Cancel

Last Updated	Action	Entry
12/18/2018	Actions	Construction Permit - DEV18-00103
01/07/2019	Actions	Construction Permit - DEV18-00103

Record DEV18-00103:
Construction Permit
Record Status: Received

[Add to collection](#)

Record Info

Payments

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File:
Dev Services Workflows SCCo v1.4.vsd

100%

Description:

9

spell check

10

Save Add Remove All

Remove

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

11

Record DEV18-00103:
Construction Permit
Record Status: Received

[Add to collection](#)

Record Info

Payments

Attachments

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Dev Services Workflows SCCo v1.4.vsd	DEV18-00103	Construction Permit	Record		839.50 KB	01/08/2019	Actions	Construction Permit - DEV18-00103

Add

