

HOW TO UPLOAD NEW DOCUMENT(S)



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Permitting & Inspections Department
Phone 910-371-3754

Instructions:

1. In the Home Page of the [Town of Leland's Evolve Permitting Service](#), click **"MY PERMITS."**

The screenshot shows the homepage of the Town of Leland's Evolve Permitting Service. The page is titled "Town of Leland Permits & Inspections" and includes a welcome message, contact information, and office hours. A navigation menu on the left lists various services like "Pay Online", "Permit Search", and "My Permits". At the bottom, there are four large buttons: "APPLY FOR PERMIT", "MY PERMITS", "ONLINE PAYMENTS", and "REQUEST INSPECTION". The "MY PERMITS" button is highlighted with a red rectangular box.

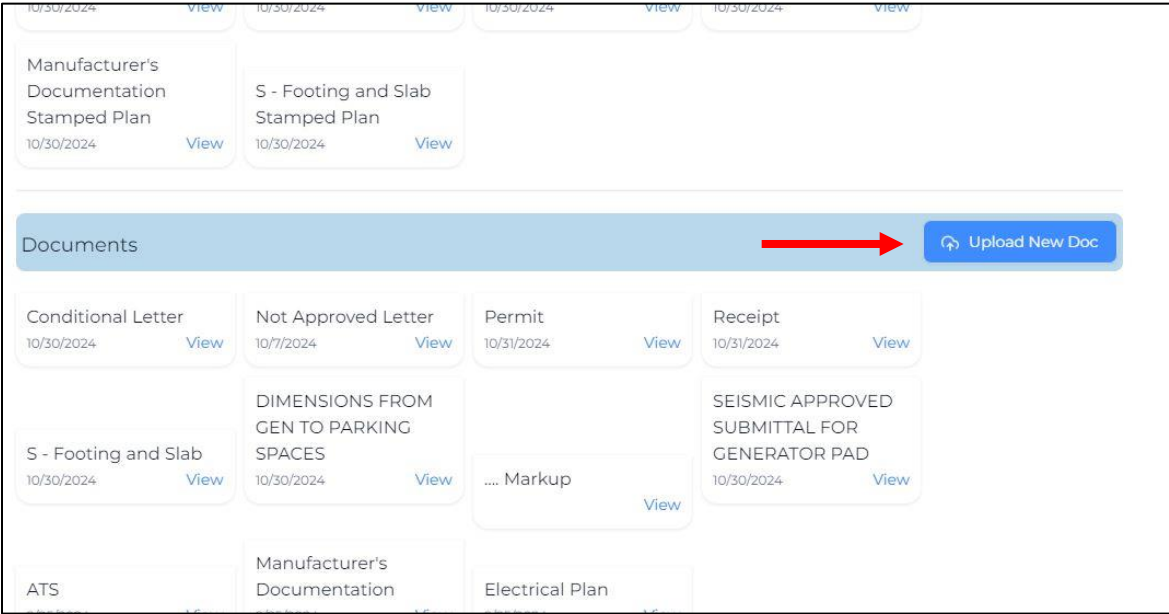
2. Under My Permits, locate your permit application. Select **"Permit Details"** to proceed.

The screenshot shows the "My Permits" page. It features a search and filter section at the top with dropdown menus for "Select Type" (set to "Issued and Pending"), "Sort" (set to "Date"), and "Filter" (set to "Search address"). Below this, it indicates "20 permits listed" and provides a link to "Export to Excel". The main content is a table of permit applications:

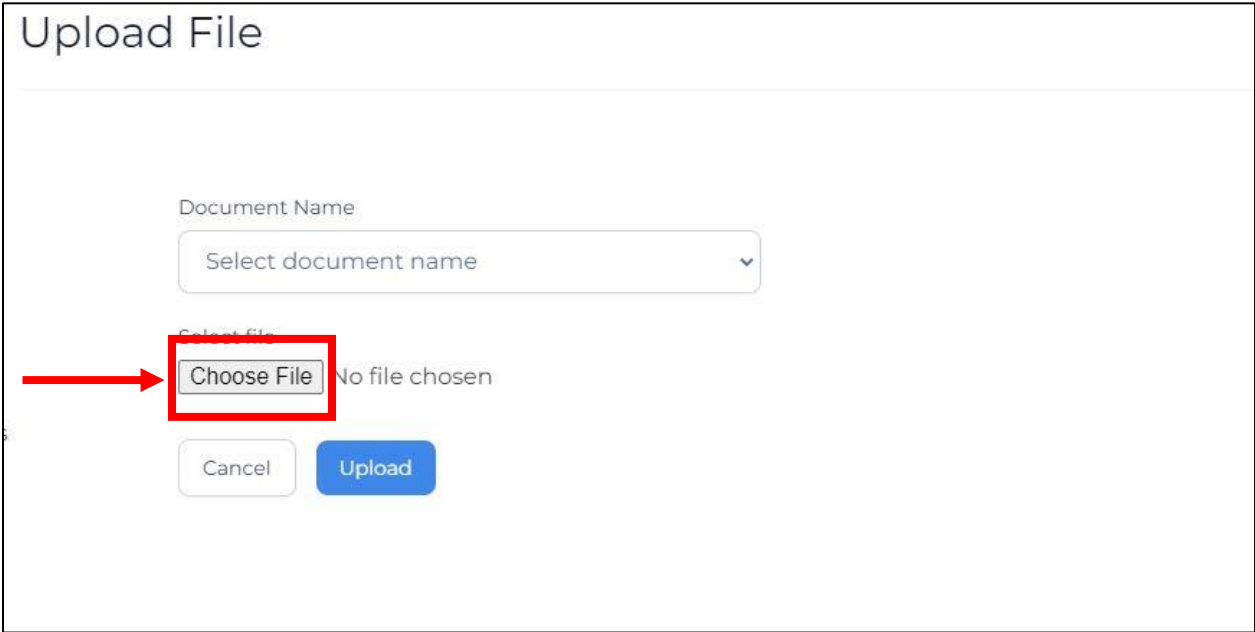
Address	Permit Number (Issued Date)	Description	Action
102 TOWN HALL DR 806 - Commercial Generator	20242466 (Issued 10/31/2024)	INSTALLING NEW GENERATOR TOWN HALL RENOVATIONS.	Permit Details
102 TOWN HALL DR 1007 - Fire Alarm System	20242379 (Issued 10/28/2024)	BFPE International to Design, Furnish, and Instal	Permit Details
102 TOWN HALL DR	20242348 (Issued 10/23/2024)		

A red arrow points from the "INSTALLING NEW GENERATOR" text in the first row to the "Permit Details" link.

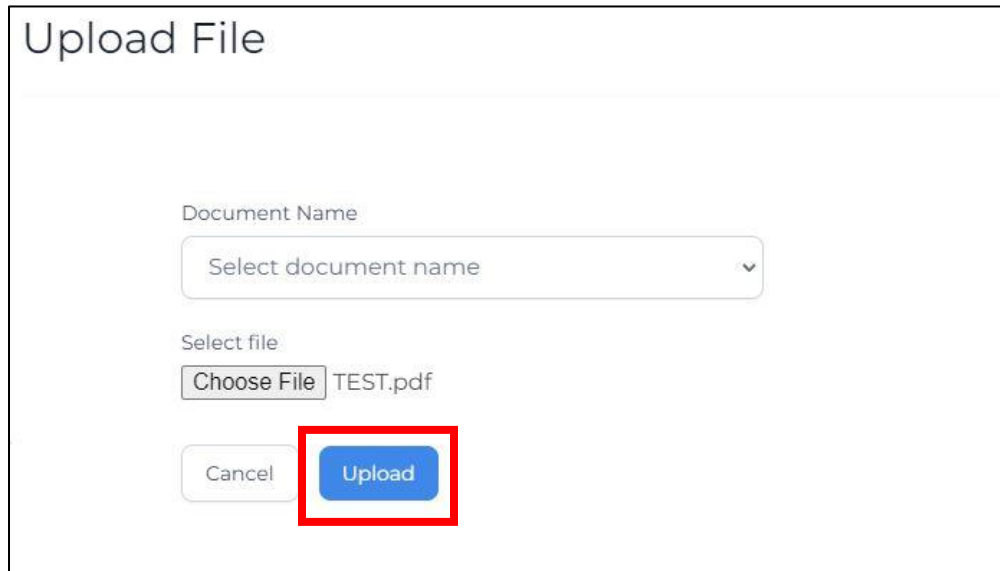
- 3. Scroll down until you see the documents section. Note: Your account must be associated to the permit application or someone from your organization must be associated to the permit application to proceed. If you do not meet any of the requirements, you will not see the option button to upload a new document. Select **“Upload New Doc”** to proceed.



- 4. Select **“Choose File”** to upload a new document.



5. Select "Upload" to submit.



Upload File

Document Name

Select document name

Select file

Choose File TEST.pdf

Cancel Upload

WHAT'S NEW?

1. The Town of Leland Permit Technicians will be notified of any new document uploads.
2. Please allow up to 1-2 business days for the Permit Technicians to review and/or distribute to Plan Reviewers.
3. **Note:** For any permit or plan revisions, please submit a [Permit and Plan Revision Form](#). Plan revisions without a permit and plan revision form will be denied.
4. **Note:** Submitting new documents during an open plan review will delay the review and, in some cases, will not be reviewed until the plan reviewers review the originally submitted documents.
5. For questions related to permit processing, please email us at Inspections@TownofLeland.com