

Citizen Self-Service Portal: Attachments

You have the option of attaching digital copies of your application materials. All digital copies must be in PDF format. Physical copies of all drawings, surveys, and other documents signed and sealed by a licensed professional are required to be submitted to the Planning & Zoning Department and can either be submitted in-person or via mail/delivery service.

Step 1:

Click the drop down menu to choose the correct document type.

TOWNSHIP OF WAYNE

Dashboard Home Apply View Map Pay Invoices Search Q

Apply for Permit - Zoning Permit (Commercial) *REQUIRED

Locations Type Contacts More Info Attachments Review and Submit

Attachments

Architectural/Structural Plan
Architectural/Structural Plan
Complete Building Plan (Building, Electrical etc)
Copy of the applicants latest Inspection Report
Electrical Plan
Fire Sprinkler Plan
Landscape Plan
Layout of market and client's approval
Mechanical Plan
Plumbing Plan
Retail Food Licence
Site Plan

Back Create Template Save Draft Next

Step 2:

Click the plus sign to add an attachment.

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Dashboard Home Apply View Map Pay Invoices Search Q

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Locations Type Contacts More Info Attachments Review and Submit

Attachments

Site Plan

Add Attachment

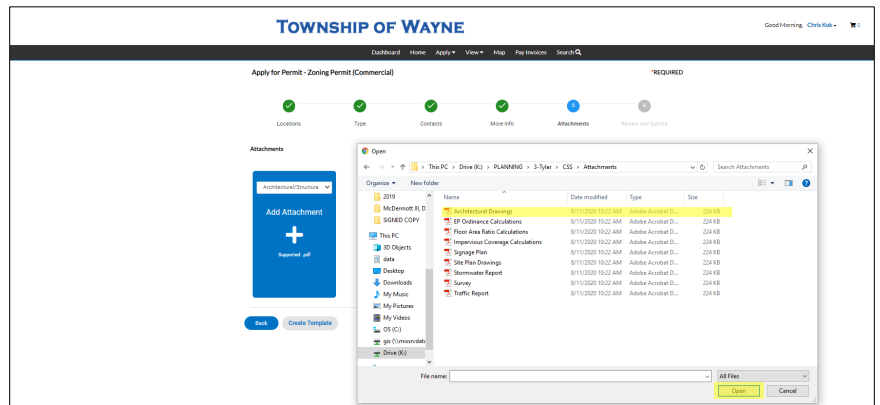
Supported: pdf

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Citizen Self-Service Portal: Attachments (Continued)

Step 3:

Select the file you wish to upload and click “Open.” The file must be in PDF format in order to be uploaded.



Step 4:

Continue to add attachments until all relevant documents have been uploaded.

