

PERMIT SUBMITTAL METHODS



The Department of Building Safety has four methods to submit applications and plans for review and/or permit. This informational document is designed to assist our applicants with this process to achieve a smooth, accurate and complete submittal.

- **Electronic Submittal by FTP (Preferred Method).** The Department has a File Transfer Protocol Site (FTP) available for all applicants to use. This document will provide applicants the information needed to prepare the documents for file upload. We have also included User Instructions specific to accessing the Site and uploading of the documents. THIS METHOD OF SUBMITTAL WILL ENSURE A MORE EXPEDITIOUS PLAN REVIEW.
- **Electronic Submittal by CD.** You may also submit your project by Disk through the mail. If you use this method you will need to submit a paper copy of the Permit Application for processing and entering into our Permitting/Plan Review queue. All other items can be saved to the disk in PDF format.
- **Paper submittal by Mail/Overnight (Least preferred Method).** You may also submit your application and documents by either the US Postal service or FEDEX/UPS Delivery. A Checklist is available on what documents are required.
- **Paper submittal in person.**

Prepare your documents for upload to our FTP site as follows:

1. Convert your CAD Drawings into individual PDF documents. Your plan documents must be in PDF form. We cannot open CAD drawings or any other form of electronic media. DO NOT COMBINE THE INDIVIDUAL DOCUMENTS INTO A SINGLE PDF FILE. WE WILL NOT ACCEPT A SUBMITTAL AS A SINGLE PDF FILE. WE WILL REQUEST A RE-SUBMITTAL FOR INDIVIDUAL DOCUMENTS. Ensure each page is physically oriented properly when viewing, also name each sheet as to the contents (Example: A1.0 Cover Sheet or A2.1 Floor Plan). Do not add any other information such as the project name, etc. Move these PDF files to a single location in a File Folder.
2. Scan all associated documents, (Permit Application, Energy Code Compliance, Asbestos Survey, TDLR, Spec Book, etc) converting to PDF files. You may combine each of these into a single PDF for each type. Place these in the File folder with the Plan PDF files.
3. Highlight the PDF's within the folder and select send to zip file. This will create a compressed file that can be uploaded.
4. The documents are now ready for upload to the FTP site.

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FTP USER INSTRUCTIONS

1. On your browser address location input the following: <ftp://ftp.amarillo.gov>
2. You will be prompted to input a username and password; input the following:

Username - buildingsafety
Password - bs09city

3. If you use INTERNET EXPLORER to access the ftp site, depending on your operating system, you should receive the following message:
*“To view this FTP site in Windows Explorer, press **Alt**, click **View**, click **Page**, and then click **Open FTP Site in Windows Explorer**.”*
You will need to press the “Alt” key in order to see the “View” button on your tool bar.
4. *It will require you to login to the ftp site again in Windows Explorer*
5. The easiest way to access the FTP site is to use WINDOWS EXPLORER directly.
6. Once the FTP site has been accessed in Windows Explorer, resize the window to about half of the screen and move the window to one side.
7. Open the location where your PDF files are located, resize the window in the other half of your screen opposite of the FTP site window so you now see both windows side by side.
8. Rename your document or zip file based on the project name and address. DO NOT PLACE THE DOCUMENTS IN A FOLDER.
9. Left-click on your document, PDF package or ZIP file and drag and drop it onto the FTP window. Allow time for the transfer to complete.
10. Send a notification via email to the Department of Building Safety at building@amarillo.gov advising the project is ready for review and permit/s. A Plans Examiner will download the files to our electronic files queue and assess for completeness. Once a complete submittal has been received, we will notify you and remove the file from the FTP site.

Once you are notified that a complete submittal is received, payment of the application deposit can be made by credit card via telephone. Please DO NOT use the email to provide the payment information. The plans examiner will call you if a phone number is provided.