

# How to Upload Files/Attachments to Viewpoint

1. Open the permit you want to upload an attachment to (such as plans, specs, etc.).
2. Open up the “Attachments” section.

Town of Barrington, RI My Account Search Isabelle

Building Permit B-21-75

Your Submission  
**Attachments**

Building Department Application Completeness Review  
In progress. This step is in progress.

Message the reviewer

Send Message

Building Department Application Completeness Review  
Planning Approval  
Zoning Approval  
Fire Plan Review  
Fire Plan Review Fee  
Building Plan Review & Final Permit Approval  
Building Permit Fee  
Permit Issuance  
Building Inspection

3. Select “add attachment” at the bottom of the page.

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**Attachments**

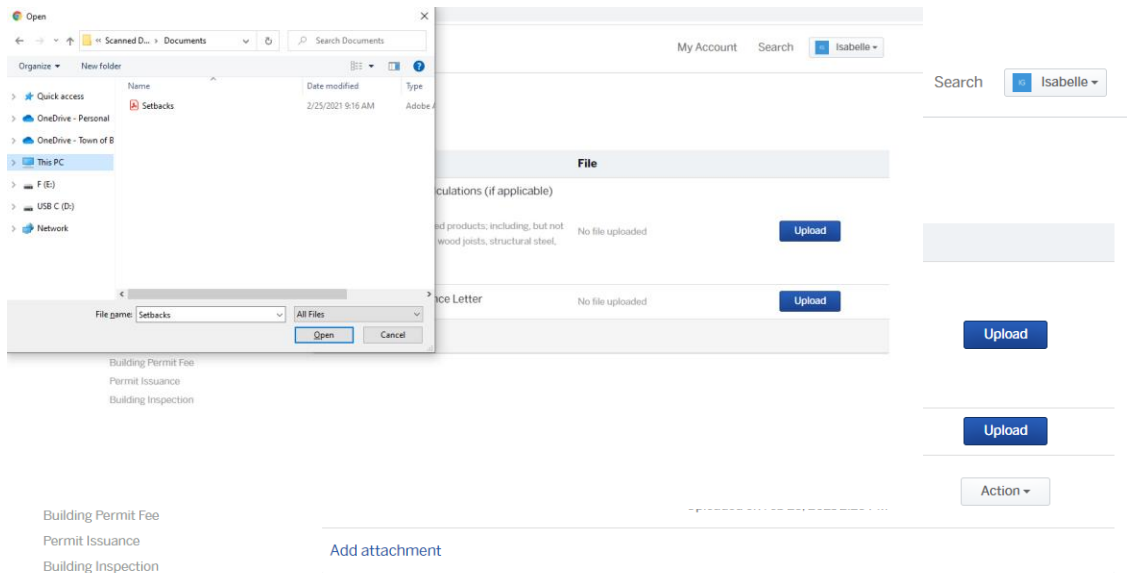
Attachment	File
Engineered Product Calculations (if applicable)	No file uploaded
Flame Spread Compliance Letter	No file uploaded

Add attachment

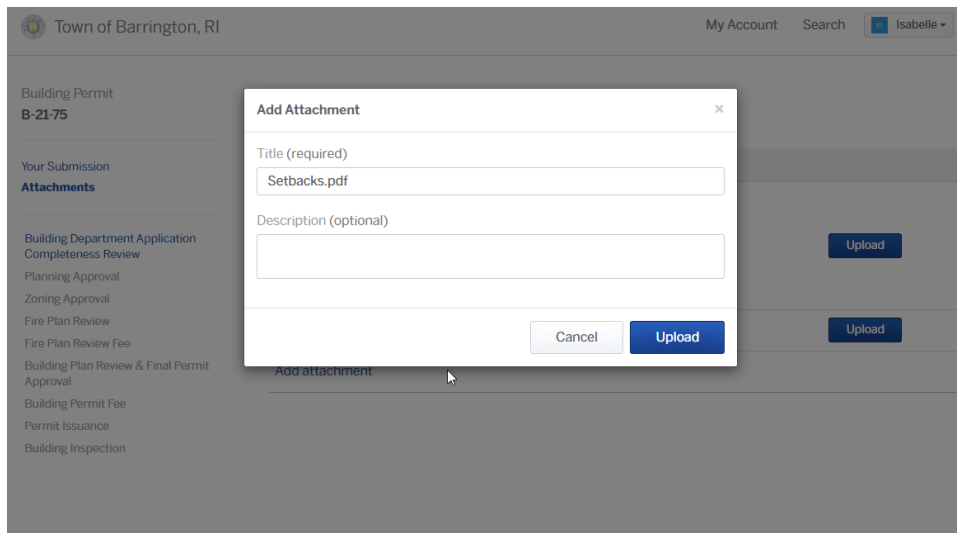
Upload

Upload

4. Select the file you want to upload to the permit.



5. Title the file to the appropriate name (examples: As-Built Foundation Plan, CRMC Assent).



6. Your file is uploaded and ready for the Building Official to review!