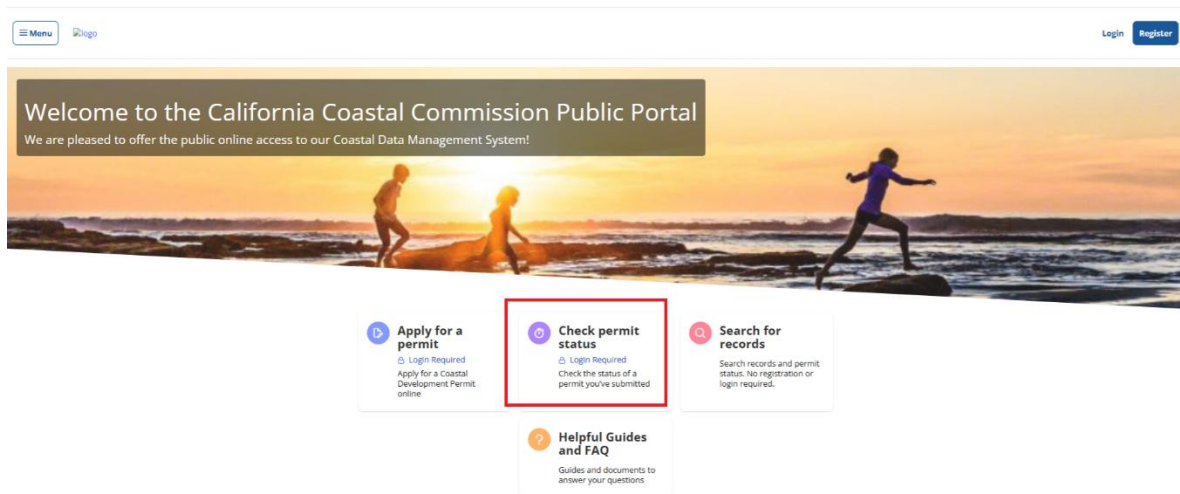


How to Upload Additional Documents to a Permit After Submitted

If our staff has requested additional information, or if you need to submit new supporting documents for an active application, you can upload them directly to your permit record through the Public Portal.

Step 1: Locate Your Active Permit

1. Go to the Public Portal homepage and click the **Check permit status** tile.



2. Log in to your Public Portal account.



CALIFORNIA
COASTAL
COMMISSION

Log In

Username

Password

[Forgot Your Password?](#)

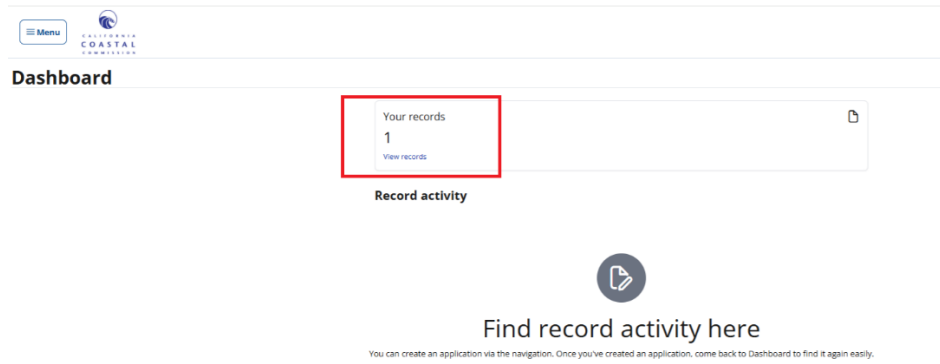
[Log In](#)

☐ Remember me on this computer

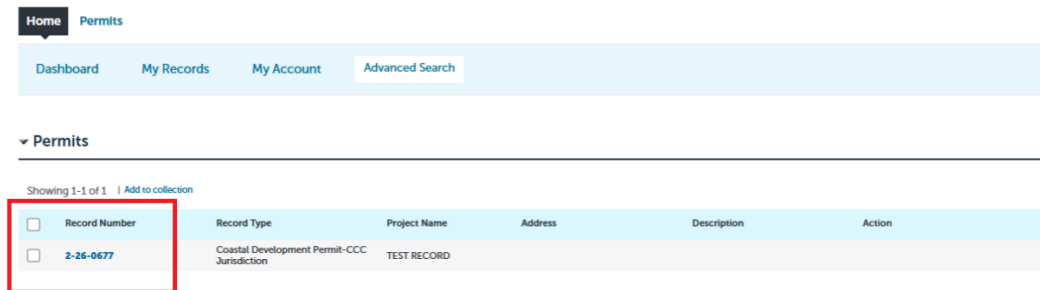
Need to create an account?

[Register Now >](#)

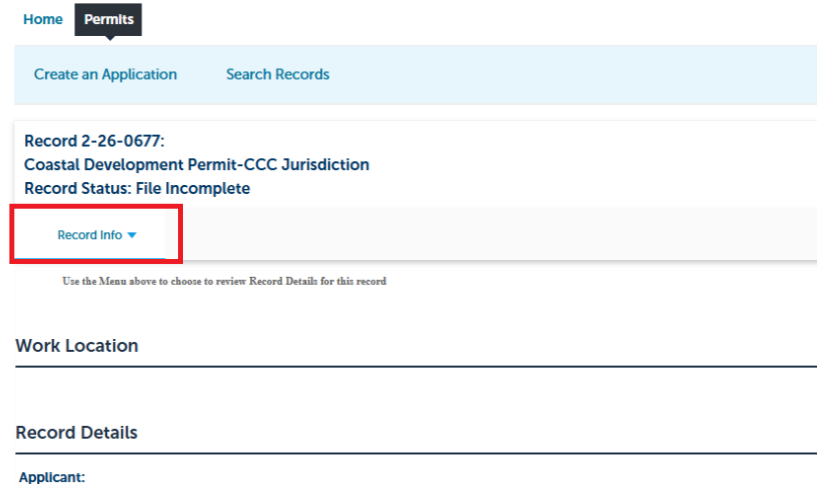
- Click the **View Records** button to see your list of submitted permits.



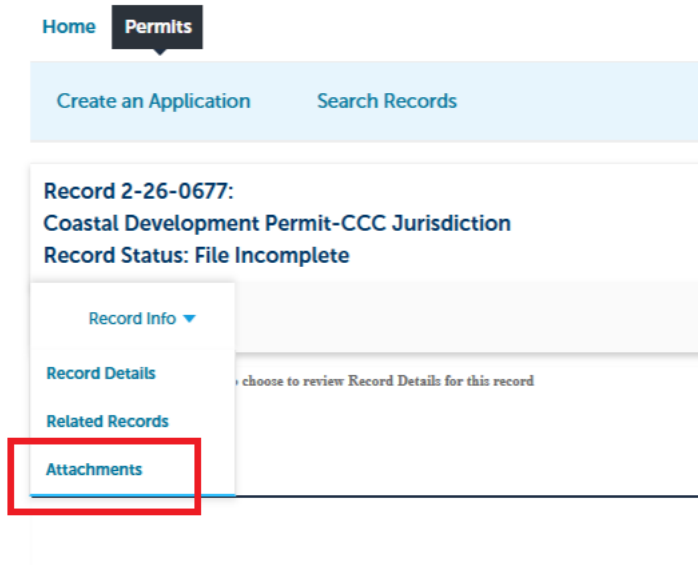
- Locate your permit in the list and click on the **Record Number** (the hyperlinked blue text) to open the record details.



- Once the permit details page loads, click on the Record Info dropdown menu (located near the top-left of the record details section).



- From the dropdown menu, select **Attachments**.



- Scroll to the Attachments table and click the Add button in the bottom left corner.

Record 2-26-0677:
Coastal Development Permit-CCC Jurisdiction
Record Status: File Incomplete

Record Info ▼

Use the Menu above to choose to review Record Details for this record

Attachments

The maximum file size allowed is 1000 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;ins;isp;jar;jse;lib;lnk;mde;msc;msp;mst;php;pif;scr;scf;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

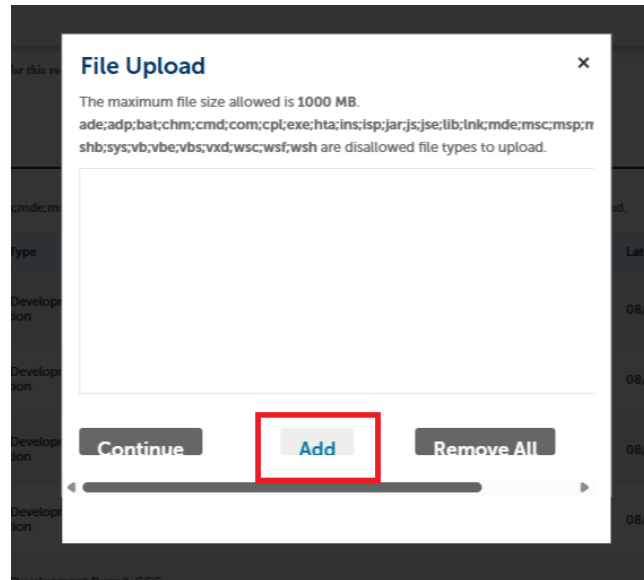
Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update
Appendix-A.pdf	2-26-0677	Coastal Development Permit-CCC Jurisdiction	Record	Appendix A, Declaration of Campaign Contributions	37.45 KB	08/18/2026
Appendix-B.pdf	2-26-0677	Coastal Development Permit-CCC Jurisdiction	Record	Appendix B, Local and/or Other Agency Review Form	108.38 KB	08/18/2026
Appendix-C.pdf	2-26-0677	Coastal Development Permit-CCC Jurisdiction	Record	Appendix C, Mailing List	719.18 KB	08/18/2026
Appendix-D.pdf	2-26-0677	Coastal Development Permit-CCC Jurisdiction	Record	Appendix D, Posting on Site	71.03 KB	08/18/2026
Project Plans.pdf	2-26-0677	Coastal Development Permit-CCC Jurisdiction	Record	Project Plans	12.88 KB	08/18/2026

< Prev 1 2 3 Next >

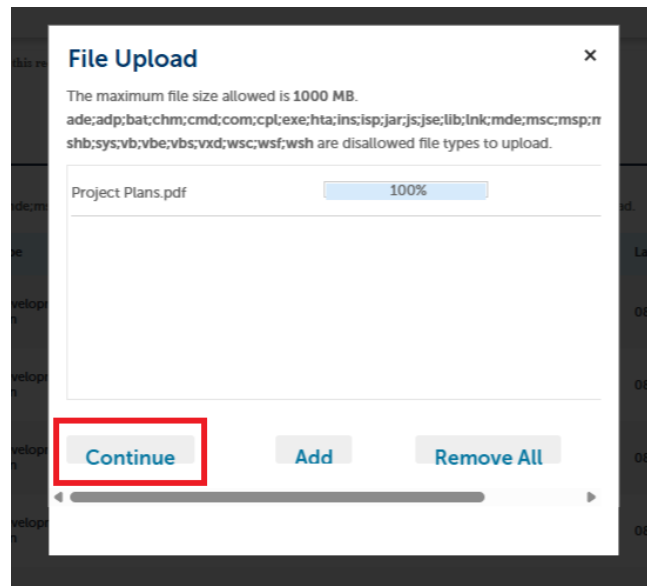
Add

8. An upload window will appear. Click the Add button in this window to browse and select the document(s) from your computer, then click Open.

- Note: You can select and upload multiple files at once.
- File Size Limit: The maximum size for each uploaded file is 1000MB.



9. Wait for each file's upload progress bar to reach **100%**, then click the **Continue** button.



10. **Categorize Your Files:** For each document you uploaded, you must assign a **Document Type**. Use the **Type** dropdown menu next to each file name to match it to the category of document you are submitting. Click the **Save** button.

Attachments

The maximum file size allowed is 1000 MB.

ade;adp;bat;chm;cmd;com;cpl;exe;hta;ins;isp;jar;js;jse;lib;lnk;mde;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

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< Prev 1 2 3 Next >

*Type:

Project Plans



File:

Project Plans.pdf

100%

Save

Add

Remove All