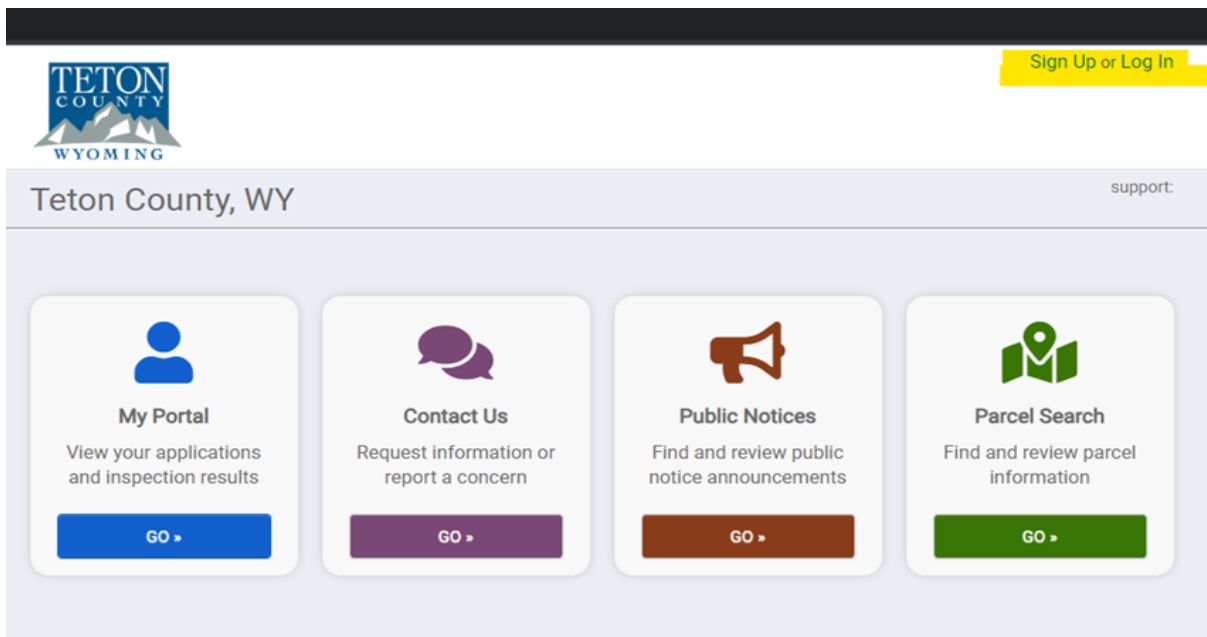
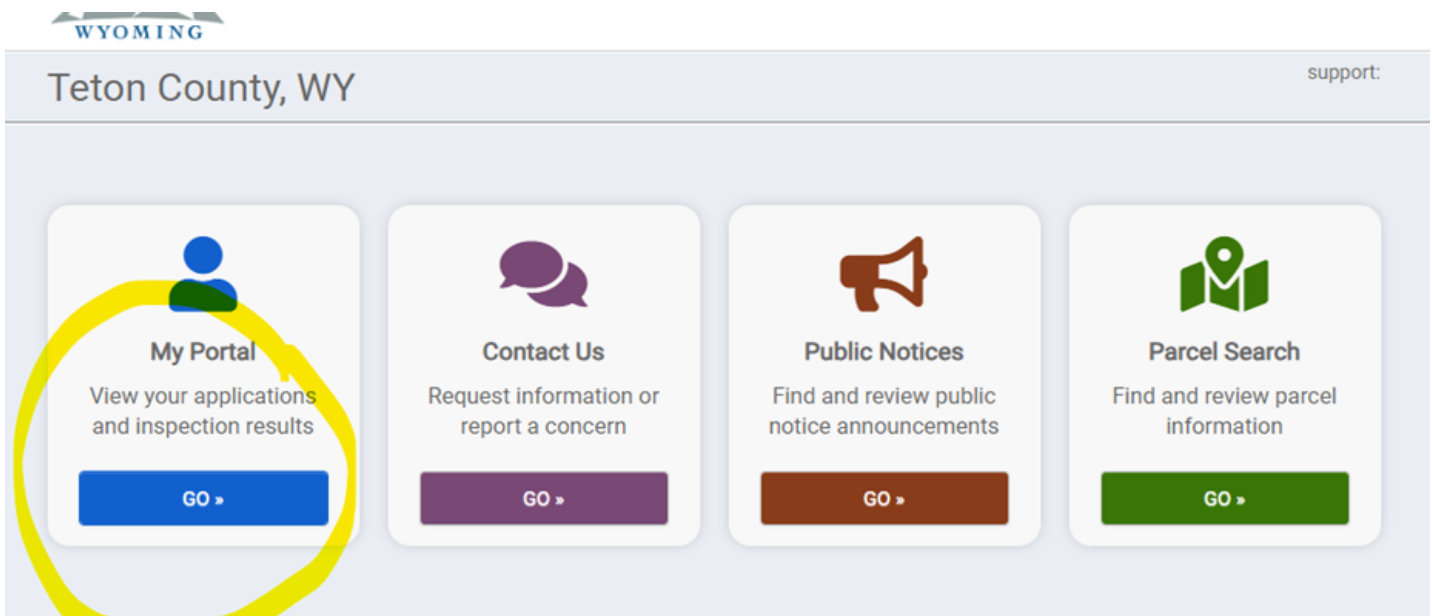


## How to Submit Revisions on the Portal

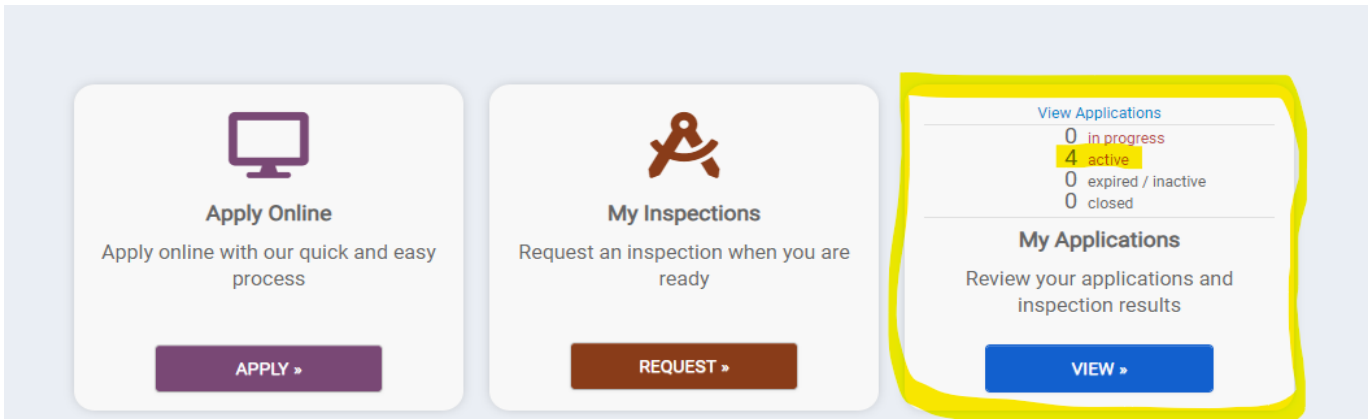
- **REVISIONS ARE ONLY FOR ALREADY ISSUED PERMITS!!! DO NOT SUBMIT CORRECTIONS (CHANGES REQUESTED BY THE PLANNING BUILDING, OR ENGINEERING DEPARTMENTS) As Revisions.**
- **Call the Permit Tech to open a spot in your portal for uploading revisions. Once this is done you can proceed to the next steps.**
- Go to <https://co-teton-wy.smartgovcommunity.com/Public/Home>
- Sign into your account or if you do not have an account, click sign up in the upper right-hand corner. **You do not need an access code to create your account.** This is only if you don't have access to your permit. Call the Planning & Building Department if you need an access code.



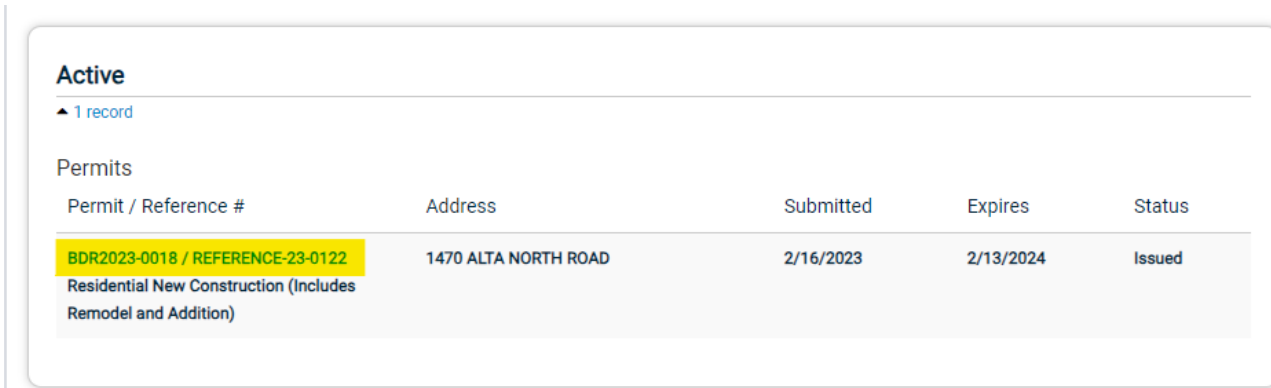
- Once you are logged in, click the blue go button for “My Portal.”



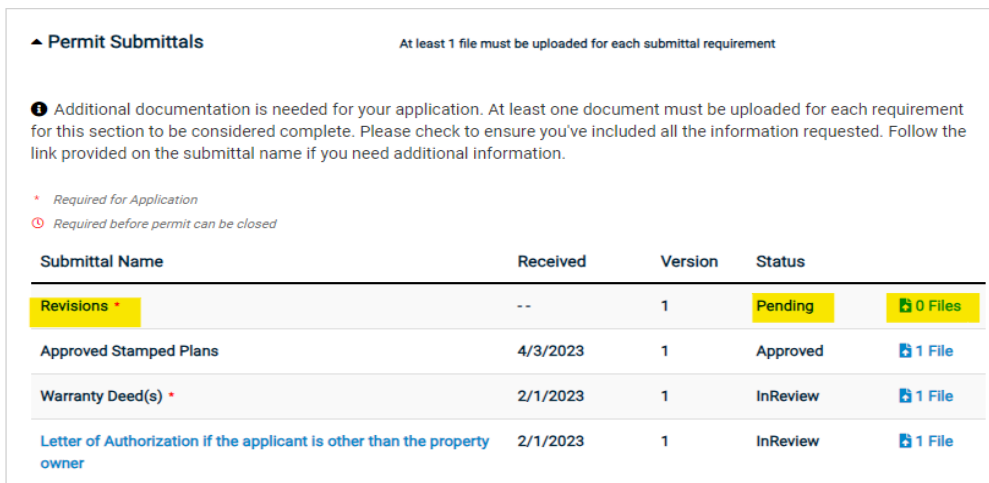
- Click the view button under “My Applications.”
  - You should see your applications, if you don't, call and speak with the Admin Coordinator or the Permit Tech. and we can guide you through getting access to your permit. 307-733-3959.



- Next, click on the permit number you want to submit revisions for. See picture below.



- Scroll down the page until you see “Permit Submittals.”
  - Click the drop down to expand it.
  - You should see a line titled “Revisions.”
  - On the right side it should give you the option to upload documents.
  - Click the 0 Files button to upload your documents.
  - This is where you will upload the plans with the changes clouded, your letter of transmittal, and your narrative of changes.



- Once you are done uploading, email the permit tech, [tpayton@tetoncountywy.gov](mailto:tpayton@tetoncountywy.gov) to notify you are done uploading and they can be put back into review. If you don't make contact, the building department will not know to put it back into “Plan Check Revision” and it will not be reviewed.