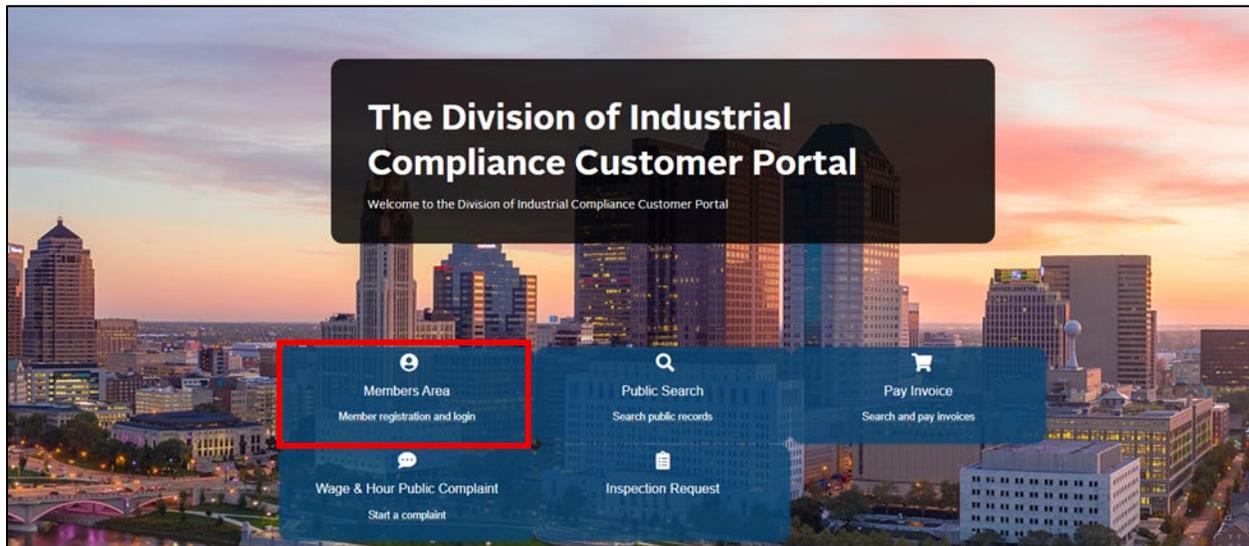




Submitting Additional Documents

If you need to provide additional documents for an existing application, you do not need to initiate a new application to do so. To provide new or updated documents, please follow these steps:

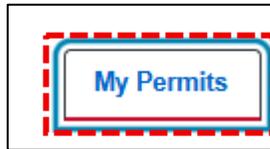
1. Visit the portal at <https://icportal.com.ohio.gov>.
2. Once there, select **Members Area**.



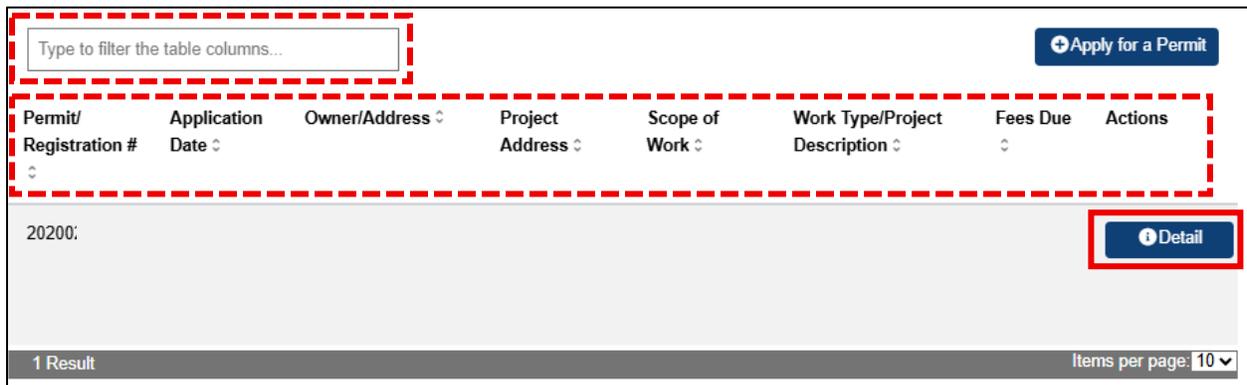
3. You will be redirected to log in using Ohio's official two-factor authentication system, OHID.

The screenshot shows the OHID login page. At the top is the OHID logo and the tagline 'Ohio's digital identity. One state. One account.' Below this is a registration notice: 'Register once, use across many State of Ohio websites.' The login form includes fields for 'OHID username' and 'Password' with a toggle for visibility. A blue 'Log in' button is positioned below the password field. Below the button are two links: 'Forgot your OHID username or password?' and 'Can't get your PIN for 2-step verification?'. At the bottom of the form is a 'Create account' button. At the very bottom of the page are links for 'Are you having trouble?' and 'Get OHID help >'.

4. To add an additional document(s):
 - a. For building permit related projects, select **My Permits**.
 - b. For boiler, elevator or licensing related items, select **My Licenses/Certificates**.



5. Locate the correct record the document needs added to.
 - a. Using the search or sort filters can make locating the record easier. The available fields will differ depending on whether you are searching under **My Permits** or **My Licenses/Certificates**.
6. Once the record has been found, select **Detail**.



7. On the dashboard, click the **Attachment** tab.



8. Select **Add**.



9. Enter a description of the document, choose the document type from the dropdown menu, and add any additional details (e.g., expedited review request).
10. Upload the document by selecting it from your file explorer or saved location, or by dragging it into the upload field.

Upload New Document

Add additional information or scroll down and click **Continue**

Description
When resubmitting any documents for review, Please select "Resubmission" as the attachment type. Documents submitted after full approval need to use "Revision" as the attachment type. Failure to select these attachment types will not queue documents for review.

Document Type

Resubmission
▼

More Information
If you wish to schedule an expedited plan review appointment for your resubmission or revision, please type in "request for expedited plan review" in the "More Information" box. Please be aware that only those resubmission or revision meets the criteria for walk-in plan review policy can be scheduled. Once scheduled, an additional fee of \$275.00 per scope of work that require to be reviewed will be charged.

File

Drop or **select** file to upload

* This input field is required.

11. Once the document(s) has been uploaded successfully, it will appear under the **Attachment** tab.
 - a. Click **Date Updated** to sort and bring the most recent document to the top of your list.

Record Details
Associated Contacts
Additional Information
Attachment
Documents
Fees
Processes

Supporting Documents

Please attach all supporting documents, drawings, photos, etc. Document Format can only be PDF or images. Please add these attachments ASAP to proceed with your application.

Attachment Description ◯	Attachment Detail ◯	Date Updated ◯	Actions ◯
		Sep 05, 2025	<div style="display: flex; flex-direction: column; gap: 5px;"> <div style="background-color: #4CAF50; color: white; padding: 2px 5px; border-radius: 3px;">Preview</div> <div style="background-color: #4CAF50; color: white; padding: 2px 5px; border-radius: 3px;">Download</div> </div>
Submitting a New Document		Feb 02, 2026	<div style="display: flex; flex-direction: column; gap: 5px;"> <div style="background-color: #4CAF50; color: white; padding: 2px 5px; border-radius: 3px;">Preview</div> <div style="background-color: #4CAF50; color: white; padding: 2px 5px; border-radius: 3px;">Download</div> </div>

2 Results
Items per page: 50 ▼

Add