

How to Download Files

Applicants download stamped files at the end of the review process.

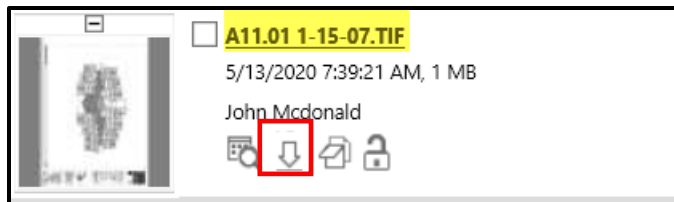
Step 1: Open the Project using the email link titled “**Project Access**”.

TIP: Once a Permit/Project is Approved, you will no longer have associated tasks.

Step 2: On the left side of the Project Detail screen there is an area with file folders. Select the **Approved** folder.



Step 3: Click the File Name link to view the file. Select the **Download** button next to each file you wish to Save to another location.



TIP: Use this same technique to access files in other folders.

TIP: The location of your downloaded files will depend on the settings for your browser. One place to look is the Downloads folder on your computer.

For more information about specific business areas including detailed help documentation, please visit www.friscotexas.gov/PlansandPermits.