



## Using Adobe fillable pdf online forms

In order to complete an online form to submit a permit application or other form, you **must** have Adobe Acrobat or Reader available on your computer. You can download the latest version of Reader at

<https://getadobe.com/reader/otherversions/>

Also note that your choice of browser, Chrome, Firefox, Internet Explorer, Edge or Safari, can affect your ability to complete and submit an online fillable pdf. You **must** have the Adobe Acrobat or Reader extension enabled in your browser so that when you click to open the online form, it will open in Acrobat or Reader. Internet Explorer is the preferred browser because the Adobe plug-in is enabled by default. After verifying that you have Adobe Acrobat or Reader available on your computer, you can enable the Adobe extension on other browsers as follows:

- Enable the Adobe extension in **Firefox**
  - Open Firefox and select the Open Menu icon  at the top right of the page, then click Options from the drop-down menu that appears
  - Scroll down to Applications and locate Portable Document File (PDF)
  - Click on Action associated with PDF and select Adobe Acrobat or Adobe Reader
  - Close and then re-open Firefox. Locate the online form on the website. Click the link to open the form and it should open in Adobe Acrobat or Reader. Complete the form, click the Submit button. The completed form should then attach to an email with the Permit and Development Center's address pre-filled
  
- Enable the Adobe extension in **Chrome**
  - Open Chrome and select the Customize and Control Google Chrome icon  , then click More Tools from the drop-down menu, then click Extensions
  - Locate Adobe Acrobat or Reader and enable it
  - Close and then re-open Chrome and locate the online form. When you click the link, locate and click the Open in Acrobat popup. The form will then open in Adobe Acrobat or Reader
  - After completing the form, click the Submit button and your completed form should be attached to an email with the Permit and Development Center's email address pre-filled
  
- Microsoft **Edge** does not support browser extensions so you cannot complete the online form using Edge. You will instead need to open the Internet Explorer browser that is available in Edge to open Acrobat or Reader. To open Internet Explorer while using Edge, please do the following:

- Click on the Edge menu icon [ . . . ] at the top right corner of the page. From the dropdown menu, click More tools
- Another dropdown menu appears. Click Open with Internet Explorer
- Click the link to open the online form. It should open in Adobe Acrobat or Reader. Complete the form, click the Submit button and the completed form will be attached to an email with the Permit and Development Center's email address pre-filled
- **Safari** version 12 does not support browser extensions, plug-ins or add-ons. To enable the Acrobat plug-in for earlier versions of Safari, do the following:
  - Launch Safari, then choose Preferences in the dropdown menu
  - Click the Security tab, then click the Website Settings button for Internet plug-ins
  - Select Adobe Reader from the list of plug-ins. Under the option, When visiting other websites, select Always from the dropdown list, then click done
  - Relaunch Safari and open the online form