

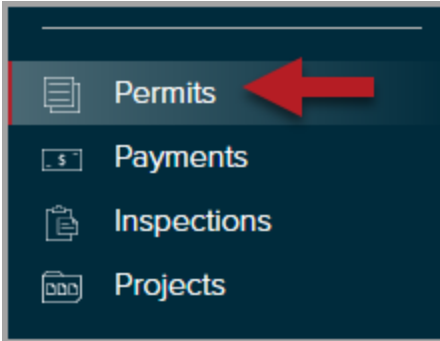
How to view plan review status, comments and files

 communitycore.zendesk.com/hc/en-us/articles/360048937694-How-to-view-plan-review-status-comments-and-files



View Permit Plan Review Status

- Click **Permits**



- Click Permit Number

PERMIT NUMBER	ADDRESS	PERMIT TYPE
20GOT-B00007	1351 Northwest 12th Street, Miami	Basement Finish

- View status in Workflow

	STEP	ASSIGNED TO	STATUS
1	Plan Review	Unassigned	Approved 1 submittal
2	Permit Issuance	Unassigned	Awaiting Payment
3	Inspections	Unassigned	Not Started

- The workflow shows the process we will take to complete your Permit Plan Review. In the workflow, you can view:
 - The Status of each step, whether it is Pending, Approved, Completed, Not Started, etc
 - Who the step is assigned to

View Plan Review Comments

Please note: Plan Review comments are visible after a plan review has been completed by the plans examiner and the submittal has been marked as 'delivered'

- Click the link in the plan review status column

	STEP	ASSIGNED TO	STATUS
1	Plan Review	Unassigned	Approved 1 submittal
2	Permit Issuance	Unassigned	Awaiting Payment
3	Inspections	Unassigned	Not Started

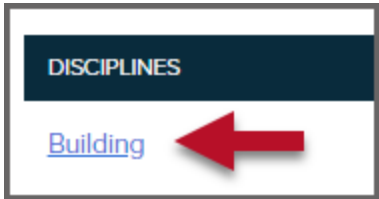
- Click submittal name

SUBMITTAL NAME	SUBMITTAL NU...	STATUS	DATE
Plan Review	1	Delivered, Approved	03/11/2020

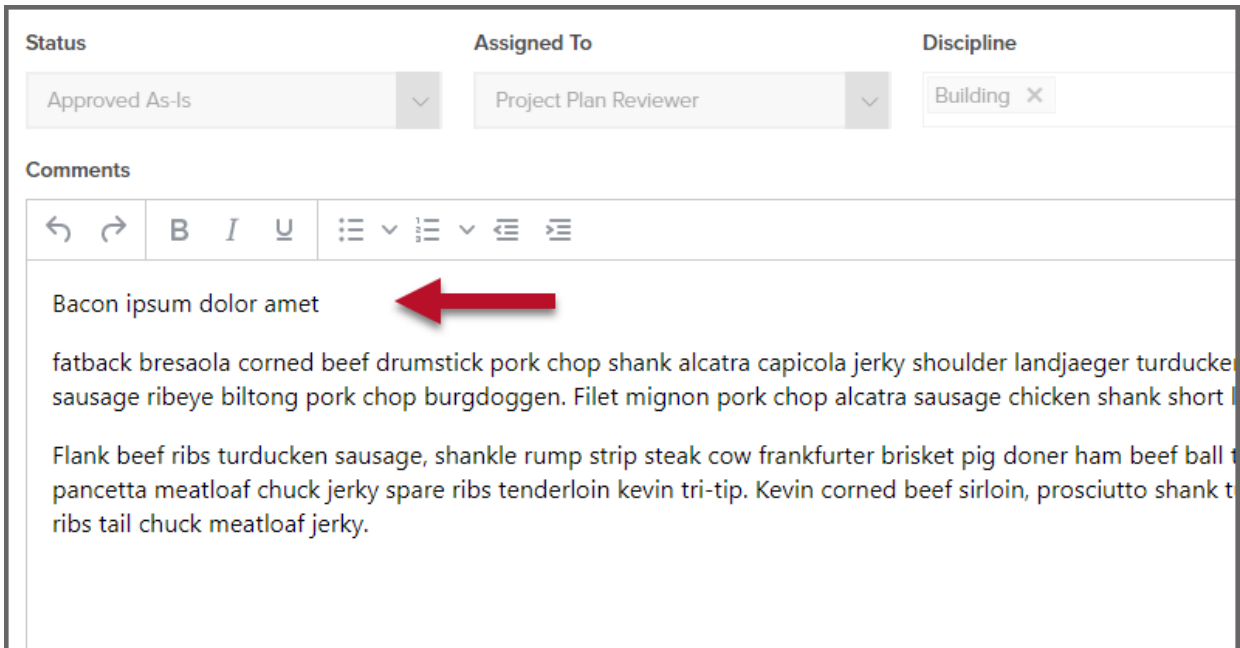
- Click **Plan Reviews**

Submittal Details
Plan Reviews
Documents

- Click Discipline

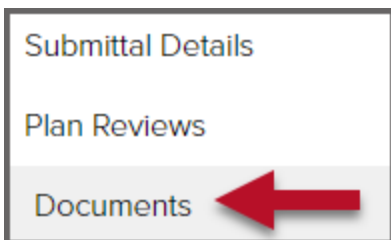


- View comments from plans examiner



Download Files

- Click **Documents**



- Download all files or (A) download files one at a time

DOC NAME	DATE UP...	UPLOADED BY	NOTES	
Review 1	10/31/2019	Steph Nelson	Please see included notes	A ↓
V2	10/31/2019	Steph Nelson		↓