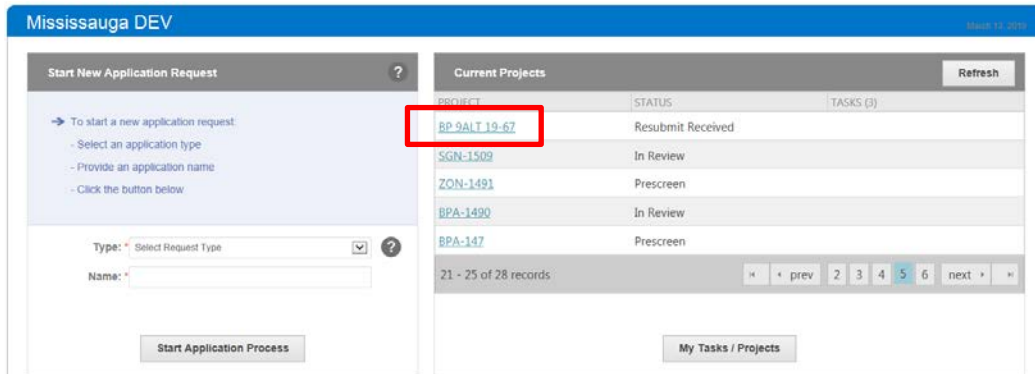


HOW TO: APPLICATION STATUS (Projects created after April 19, 2019 – Tasks PF)

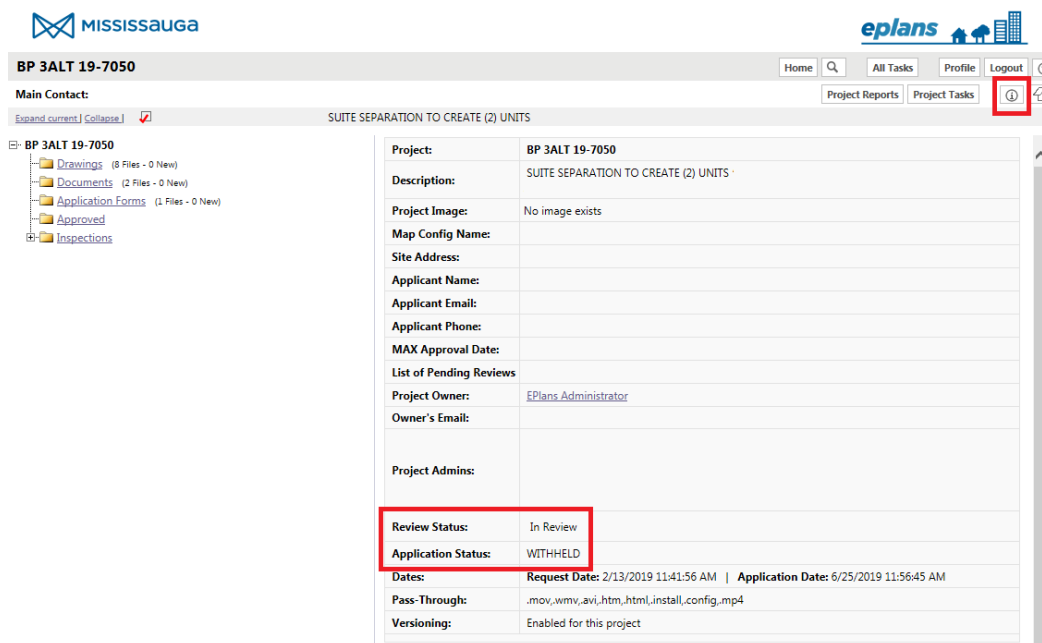
You can check the status of your application at any time; however, you cannot respond to any comments or upload revised information until you have been assigned an Applicant Resubmit task.

Step 1: Click on your project number from your “Current Projects” list to open your project.

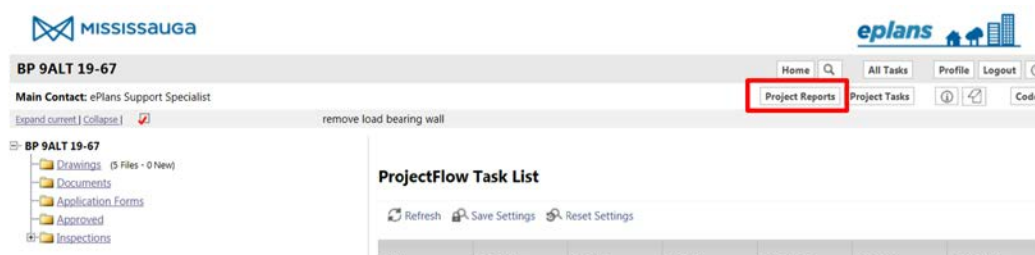
If your project is not listed, click on the “my tasks/projects” button and find your project number in the projects tab.



Step 2: Click on the “information” button to view the review status and application status.



Step 3: Click on the “project reports” button to view additional information such as outstanding comments, examiner contact information and file location.



| Review Status Legend | |
|-------------------------------|--|
| Applicant Upload Pending | We are waiting on the applicant to upload the required drawings and documents and complete the applicant upload task |
| Prescreen | We have received the upload and will be prescreening your request within the 3-5 business days. |
| Prescreen Corrections | <p>We have prescreened the request and determined it does not meet the minimum standards for acceptance.</p> <p>We have sent the project back to the applicant to complete the prescreen corrections task.</p> |
| Fee Payment Pending | <p>We have prescreened the request and determined that it meets the minimum standards for acceptance.</p> <p>We are waiting on the applicant to complete the fee payment task so that the project can proceed to the next step</p> |
| In Review | <p>The application is in review with various plan examiners. The applicant will receive an email with further instruction after <i>all</i> examiners have completed their review.</p> <p>To find out who the file is with, click on “Project Reports” and view the “Routing Slip”</p> |
| Applicant Corrections Pending | <p>The application has been reviewed and is WITHELD by one or more examiner.</p> <p>To find out why the application is withheld, click on “Project Reports” and read the outstanding comments in the “Project Status report”.</p> <p>We have sent the applicant resubmit task to the applicant to address the comments and upload new and/or revised drawings/documents.</p> |
| Resubmit Received | We have received your resubmission and will be forwarding it to examiners shortly provided it meets the resubmission criteria. |
| Approved | Your application has been approved by all reviewers. Your permit and approved drawings are available for download in the “Approved” folder. |