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 a task.
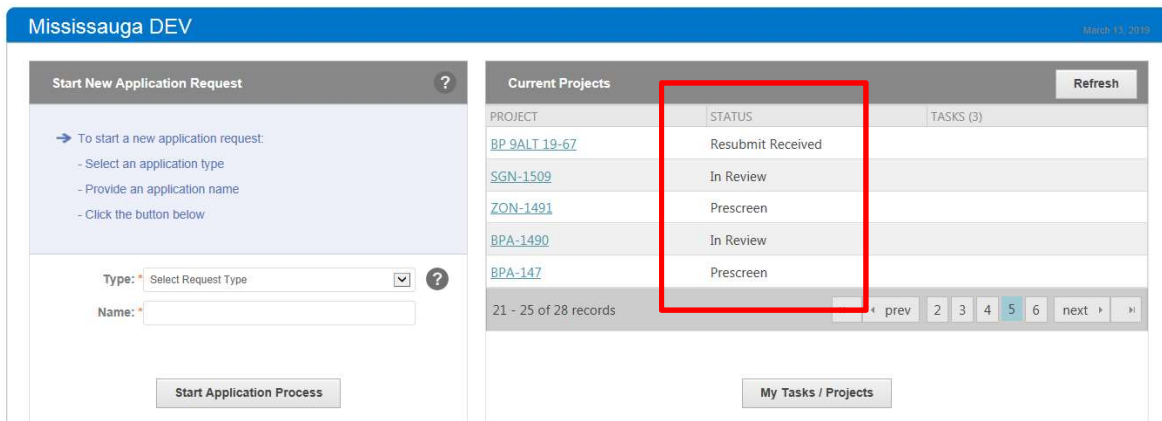
1) Log into ePlans

2) Select "Building Applications"

3) The status of your application will be displayed in the "current projects" section.

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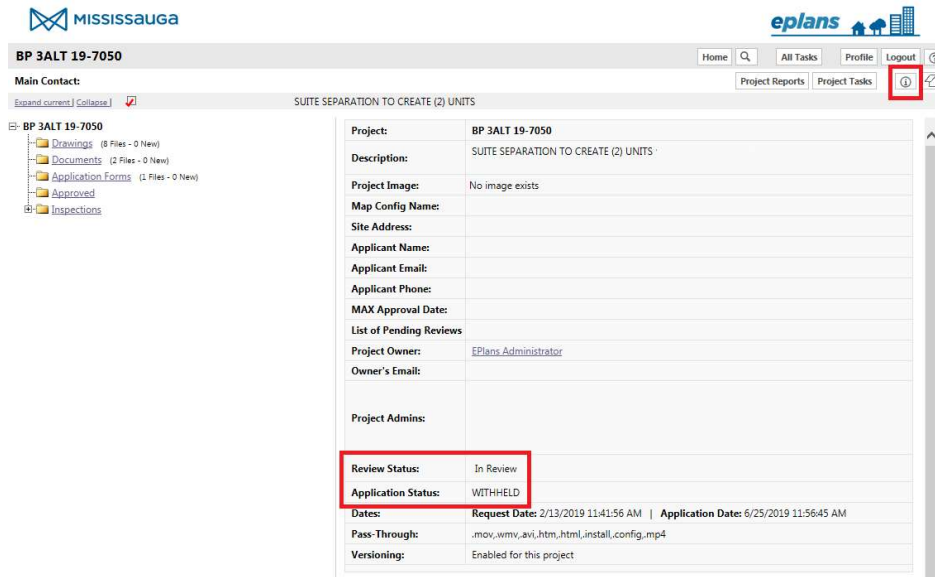

4) Click on the project number if you would like more information

5) Click on the "information" button to view the **review status** and **application status**.

6) Click on the "project reports" button to view reports which contain additional information such as outstanding comments, examiner contact information and file location.
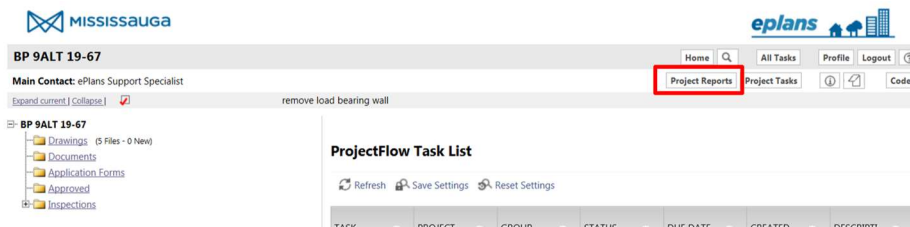
Review Status Legend

Applicant Upload Pending	The applicant needs to upload the required drawings and documents and complete the applicant upload task
Prescreen	Staff are currently prescreening your project
Prescreen Corrections	The request was not accepted. The applicant needs to add or revise the information and complete the prescreen corrections task.
Fee Payment Pending	The applicant needs complete the fee payment task
In Review	The application is in review with the review groups.
Applicant Corrections Pending	The review groups have completed their review and the applicant needs to upload revised or additional information and complete the applicant resubmit task.
Resubmit Received	Staff have received the resubmission and will forward it to the review groups for another review.
Approved	Your application has been approved by all review groups. Your permit and approved drawings are available for download in the "Approved" folder.