## **Paperless Permit**

# Instructions: Status Check

Revised June 2023



City of Salinas COMMUNITY DEVELOPMENT DEPARTMENT

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### **Paperless Portal Instructions**

Choose the "Go Directly to ProjectDox" tab

• Once logged in go directly to ProjectDox

TEST Apply for a New Building Permit	TEST Manage Pending Permits
Click the button below to apply for building permits or manage previous submittals.	Quick jump to ProjectDox HOME - Review of your Building Permit Application
Building Permits	Go Directly to ProjectDox

Choose which project you would like to open

• Click on the permit number to open the project.

Tasks Projects					
Refresh Save Settings					
ACTION	PROJECT	LOCATION	DESCRIPTION	OWNER 0	STATUS
	▼   Contains	V   Contains	V   Contains	▼   Contains	▼   Contains
₫ 0 ⊑ 0 ₿	P23-0005	511 APACHE CIR	remove and replace taknless water heater	Salinas Creator	Approved 💆

#### Click on the "Status" tab at the top of the screen.

• The "Status" tab is located between the "Files" and "Info" tabs.

Tasks	Files	Status Info	Reports	Discuss	Reviews	P23-0005: remove and replace taknless water heater

#### View the amount of time the permit has been with Applicant.

• The time the permit has been with both the Jurisdiction and Applicant is listed on this screen.

Tasks	Files	Status	Info	Reports	Discuss	Reviews	P23-0005:	remove and rep	place taknless water heater	
							Review Type	: BIC Building		
						Tota	I Number of Files	:6		
							Time Elapsed	: 0 days 0.5 hrs		
					Comp	leted Submi	ission (Prescreen)	: 0 days 0 hrs		
					Prescreen Ke	view Comme	ents (Unresolved)	: 0		
						Time	with Jurisdiction	: 0 days 0.5 hrs		
						Tin	ne with Applicant	: 0 days 0 hrs		
							Status	: Approved		
					C	Current Non-	Completed Tasks	: 0		
For n	nore deta	ails: Wo	orkflow Rou	uting Slip	View Repor	rt				

#### View the Status of the permit.

• The status will be listed under the "Time with Applicant" line.

Tasks	Files	Status	Info	Reports	Discuss	Reviews	P23-0005: remove and replace taknless water heater
							Review Type: BIC Building
						Tota	Number of Files: 6
							Time Elapsed: 0 days 0.5 hrs
					Com	pleted Submi	ssion (Prescreen): 0 days 0 hrs
				F	rescreen Re	view Comme	ents (Unresolved): 0
						Time	with Jurisdiction: 0 days 0.5 hrs
						Tin	e with Applicant: 0 days 0 hrs
							Status: Approved
						Current Non-	Completed Tasks: 0
For n	nore det	ails: Wor	rkflow Rot	uting Slip	View Repo	rt	

#### Below is a list of Permit Statuses:

Status	Definition
Approved	Completely finished permit; Last status.
Cancelled	Either applicant or city canceled permit.
Denied	Denied due to not being in compliance.
Expired	Permit reached expiration date.
Hold	There is an issue with the application. The permit can not move forward until the issue is resolved.
In Review	City staff is reviewing plans.
Payment Due	Applicant needs to pay fees.
Payment Verification	City staff is verifying the payment was processed.
Prescreen	City staff are reviewing for intake compliance.
Prescreen Corrections	There is missing information that the permit needs before it can be sent to plan check.
Resubmit	Applicant must upload corrections.
Revoked	Permit has been denied due to non- compliance issues.
Stamp and Approve	Staff are in the process of stamping and approving the permit.
Upload	Applicant must upload documents.