Paperless Permitting Applicant Guide

The City of Salinas Permit Center

65 West Alisal St. • Salinas, CA 93901 Monday-Friday • 9:00a.m.-4:00p.m. • 831-758-7251
Paperless Permits
Manual for Online permit applications

The Permit Services Division safeguards public safety by ensuring that both residential and commercial building projects are built according to applicable building codes, city ordinances, and state laws. The Permit Services is comprised of permit clerks, plan check staff and building inspectors. All of whom are here to provide timely intake, review, and inspection of all private development projects to help stimulate community development and growth.

The City of Salinas Permit Services Division has partnered with Avolve to provide the residents of Salinas the ability to apply for permits at your convenience. With this new software anyone can apply for permits 24 hours a day 7 days a week.

_The Division strives to provide excellent customer service at the Public Counter and to guide our customers through the permitting process in the most efficient manner._
Table of Contents

Getting Started

Building Permit Application

Building Permit Portal

ProjectDox: Getting Started

ProjectDox: Tasks

ProjectDox: Upload and Submit

ProjectDox: Review Comments

ProjectDox: Respond & Resubmit
Getting Started

Step 1:
Use an Internet Browser such as Edge, Firefox or Chrome. Be sure to turn off any pop-up blockers in the browser.

Step 2:
Open paperless permit site by going to:
https://salinas-ca-us.avolvecloud.com

Step 3:
Click on the box at the center of the screen titled “Create Account”
Step 3:
In the page “Create Your Account” fill in the required fields indicated with an asterisk.

Step 4:
After creating your account. Log back in using your credentials. Once logged in click on the box on the left-hand side of the screen title “Building Permits”.

Welcome to Paperless Permits

Building Permits

ProjectDox

Click the button below to apply for building permits or manage previous submits.

Quick jump to ProjectDox HOME - Projects

Building Permits

Go Directly to ProjectDox
Below are the steps to complete a “Building Permit Application”

Step 1:
After selecting the “Building Permits” options you will be directed to your Building Permits Portal. On the left-hand side of the screen there is a dialog box titled “Start New Application Request”. Next, choose a Building Permit Application type from the “Type” drop down box. The drop-down box will be located on the bottom left-hand corner of your screen.

Step 2:
Choose an Application Name and type it in the text box. Your application name should be limited to the type of permit you requested or type of project you are working on. Adding in your address is also helpful. For example, “Remodel Bathroom 123 Main St.” or “ADU 123 Main St.” The application name can be edited at any time.
**Step 3:**
Click on the box “Start Application Process”. After clicking on “Start Application Process” a “Terms and Conditions” screen will appear. Please read the Terms and Conditions of Use. Scroll to the bottom of the page and click the check box next to “I have read, understand, and agree to the above terms and conditions.” Next click on the grey box “Accept & Start My Application”.

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**Step 4:**
Once the terms and conditions have been accepted and the “Start My Application” button has been selected, you will be directed to the “Building Permit Application.” To fill out the application you must first enter information into the “Application Information” section. All fields with an asterisk must be filled out to successfully submit your application. Once the Property Address is entered the fields of Property City, Property State, Property Zip Code, Property Parcel, and Property Subdivision will automatically populate. To fill the Project Address field, type in the first 3 digits of the address. A drop down with validated addresses will appear. Select your address from the list.
Building Permit Application
CITY OF SALINAS
COMMUNITY DEVELOPMENT DEPARTMENT
65 W Alisal Street, Salinas, California 93901
TEL: (831) 758-7251 | FAX: (831) 758-7938
WWW.CityofSalinas.org/Our-City-Services/Permit-Center

- Application Information

If you find the Property Address not current or not showing, please contact the Salinas Permit Center at (831) 758-7251 option 1.

- Builder Information

Who is performing the work?  
- Owner
- Contractor

- Owner

INCOMPLETE

INCOMPLETE
Step 5:
In the “Property Type” field use the drop-down box to select “Residential, Commercial, and Mixed Use.” If “Residential” is selected in the “Property Type” field an additional drop-down box titled “Residential Type” appears. The two options to choose in this field are “Single Family Dwelling, ADU, JADU, Duplex or Similar” or “Multifamily Dwellings, Triplex, Apartments or Similar”. If either “Single Family Dwelling, ADU, JADU, Duplex or Similar” or “Multifamily Dwellings, Triplex, Apartments or Similar” are selected a “Project Sub Type” must be chosen. The options available for “Project Sub Type” are “Accessibility”, “Addition”, “Alteration”, “Cell Site”, “MISC”, “New Single-Family Dwelling”, “New Duplex”, “New Three and Four Unit”, “New Five Plus Units”, “Garage”, “Garage Addition”, “Pool/Spa”, “Solar and Construction”, “ADU attached”, “ADU Detached”, “Junior/ADU”, or “Preapproved ADU Plans.”

Step 5a:
In the “Construction Type” field the only option that is available to be selected is “V-B”. This is the only “Construction Type” allowed when the “Property Type” is selected as “Residential” and the “Residential Type” is selected as “Single Family Dwelling, ADU, JADU, Duplex or Similar”. In the “Occupancy Classification” field a selection from the options “R-3”, “R-3, U” or “U” must be made. Miscellaneous Structures like fences, tanks and towers are classified as part of the U occupancy group.

![Property Type dropdown](image1)

![Residential Type dropdown](image2)

![Project Sub Type dropdown](image3)

![Construction Type dropdown](image4)

![Occupancy Classification dropdown](image5)

See Chapter 6 of [California Building Code](link)

A dwelling is a R-3 occupancy and a garage is a U occupancy.
Step 5b:
If the “Residential Type” is selected as “Multifamily Dwellings, Triplex, Apartments or Similar” the “Construction Type” will vary depending on the type of construction that is selected. The “Occupancy Classification” will vary depending on the selected “Construction Type.”

Step 7:
In the “Square Footage Existing” field enter the existing square footage of the property. In the “Square Footage Proposed” field enter the amount of square footage that will be added during the construction.

Step 8:
In the “Occupant Load” please enter the quantity of people that are legally allowed to be in the space.

Step 9:
In the “Fire Sprinklers” field indicate whether the property has fire sprinklers (this is not usually needed for residential property). In the “Violation Related Permit” field select whether there is a current violation case on the property from Code Enforcement or a building inspector. If this is a violation related permit, you should have received a “without permit” letter from Code Enforcement or a building inspector.

Step 10:
In the “Brief Description of Work” field enter a brief description of the work that will be done. The image below captures the fields in the “Applicant Information” section. On the top right corner of the grey text box the word “Incomplete” will automatically change to “Complete” when the section is filed out completely. Step 5: To fill the “Valuation Field” enter an approximate cost of labor and materials for the project.
Step 11:
The “Owner” section will automatically populate with the current owner of the property. Please enter an email address and/or phone number in order to receive notifications throughout the permit application process. Below is an image of the “Owner” section. On the top right corner of the grey text box the word “Incomplete” will automatically change to “Complete” when the section is filed out completely.

Step 12:
In the “Contractor” section please choose between “Licensed Contractor” or “Contractor is not known.” If the “Licensed Contractor” button is selected several fields will appear. You will be prompted to enter the contractor’s license number. Once the license number is entered the fields of “Name”, “Phone Number”, “Address”, “City”,
“State”, “Zip Code” and “Email” will automatically populate. Below is an image of the “Contractor” section. In the top right corner of the grey text box the word “Incomplete” will automatically change to “Complete” when the section is filed out completely.

Step 13:
The “Engineer” section is a required field. In the “Engineer” section please choose between “Contact is known” or “Contact is not known.” If you have an engineer, please enter any information you have regarding the engineer. This information includes “License Number”, “Name”, “Phone Number”, “Address”, “City”, “State”, “Zip Code”, or “Email.” Below is an image of the “Engineer” section. In the top right corner of the grey text box the word “Incomplete” will automatically change to “Complete” when the section is filed out completely.
**Step 14:**
The “Designer” section is not a required field. In the “Designer” section please choose between “Contact is known” or “Contact is not known.” If you have a designer, please enter any information you have regarding the designer. This information includes “Name”, “Phone Number”, “Address”, “City”, “State”, “Zip Code”, or “Email.” Below is an image of the “Designer” section. In the top right corner of the grey text box the word “Incomplete” will automatically change to “Complete” when the section is filed out completely.
Step 15:
The “Architect” section is not a required field. In the “Architect” section please choose between “Contact is known” or “Contact is not known.” If you have an architect, please enter any information you have regarding the designer. This information includes “License Number”, “Name”, “Phone Number”, “Address”, “City”, “State”, “Zip Code”, or “Email.” Below is an image of the “Architect” section. In the top right corner of the grey text box the word “Incomplete” will automatically change to “Complete” when the section is filed out completely.
Step 16:
The “Applicant Information” will automatically populate based on the information that you entered in Step 3. If any of the information is incorrect, please change your personal information in the Building Permits Portal. Below is an image of the “Applicant Information” section. In the top right corner of the grey text box the word “Incomplete” will automatically change to “Complete” when the section is filed out completely.

![Applicant Information Table]

Step 17:
The “Acknowledgements” and “Signature” sections are required to be filled out. On the top right corner of the two grey text boxes labeled “Acknowledgements” and “Signature” the word “Incomplete” will automatically change to “Complete” when the sections are filed out completely. In the top right corner of the grey text box the word “Incomplete” will automatically change to “Complete” when the section is filed out completely. When completed please click on either the “Save for Later” text box or “Submit Request” text box.
Workers’ compensation declaration: Warning. Failure to secure workers’ compensation coverage is unlawful, and shall subject an employer to criminal penalties and civil fines up to one hundred thousand dollars ($100,000.00), in addition to the cost of compensation, damages as provided in §§3700 of the Labor Code, interest and attorney’s fees. I hereby affirm under penalty of perjury one of the following declarations:

Select one option:

☐ I have and will maintain a certificate of coverage to self-insure for workers’ compensation, issued by the Director of Industrial Relations as provided by §§3700 of the Labor Code, for the performance of the work for which this permit is issued.

☐ I have and will maintain workers’ compensation insurance, as required by §§3700 of the Labor Code, for the performance of the work for which this permit is issued.

☐ I certify that, in the performance of the work for which this permit is issued, I shall not employ any person in any manner so as to become subject to the workers’ compensation laws of California, and agree that, if I should become subject to the workers’ compensation provisions of §§3700 of the Labor Code, I shall forthwith comply with those provisions.

Acknowledge every statement by selecting each button:

☐ Licensed Contractor’s Declaration: I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with §1000) of Division 3 of the Business and Professions Code and my license is in full force and effect.

☐ Workers’ compensation declaration: Warning. Failure to secure workers’ compensation coverage is unlawful, and shall subject an employer to criminal penalties and civil fines up to one hundred thousand dollars ($100,000.00), in addition to the cost of compensation, damages as provided in §§3700 of the labor code, interest and attorney’s fees. I hereby affirm under penalty of perjury one of the following declarations:

☐ I certify that I have read this application and state that the above information is correct. I agree to comply with all city and county ordinances and state laws relating to building construction, and hereby authorize representative of the city to enter the above mentioned property for inspection purposes. I agree to comply with the current County Covid-19 Social Distancing and Construction Safety Protocols defined in order Appendix B dated 4-09-2020.

☐ An application for a permit shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued.
Below are the steps to complete a “Demolition Permit Application”

**Step 1:**
After selecting the “Demolition Permit Application” options you will be directed to your Building Permits Portal. On the left-hand side of the screen there is a dialog box titled “Start New Application Request”. Next, choose the Demolition Permit Application type from the “Type” drop down box. The drop-down box will be located on the bottom left-hand corner of your screen.

**Step 2:**
Choose an Application Name and type it in the text box. Your application name should be limited to the type of permit you requested or type of project you are working on. Adding in your address is also helpful. For example, “Demo Bathroom 123 Main St.” or “ADU 123 Main St.” The application name can be edited at any time.
Step 3:
Click on the box “Start Application Process”. After clicking on “Start Application Process” a “Terms and Conditions” screen will appear. Please read the Terms and Conditions of Use. Scroll to the bottom of the page and click the check box next to “I have read, understand, and agree to the above terms and conditions.” Next click on the grey box “Accept & Start My Application”.

MISCELLANEOUS

User acknowledges and agrees a) that the use of the Site is not a substitute for professional judgment; b) that the use of the Site does not relieve the User from applying the appropriate standard of care and skill relevant to the use of the Site and its contents; c) that the Site is only to be used as a tool to assist the User in connection with the Project; and d) that the User is solely responsible for verifying the accuracy of all results created with the use of the Site. No approval of any type which is granted to the User with respect to the Project, which is in any way connected with the use of this Site, shall be construed to allow the violation of any City of Salinas or county ordinance, state or federal law, or administrative regulation of any governmental agency. No waiver, modification, variance, or any other type of change however described, to any City of Salinas or county ordinance, state or federal law, administrative regulation of any governmental agency can be applied for, requested, or granted through the Use of this Site.

The City of Salinas shall have the right to perform maintenance on the Site without prior notification to User.

☐ I have read, understand, and agree to the above terms and conditions

Accept & Start My Application  Back To My Home Page

Step 4:
Once the terms and conditions have been accepted and the “Start My Application” button has been selected, you will be directed to the “Demolition Permit Application.” To fill out the application you must first enter information into the “Project Information” section. All fields with an asterisk must be filled out to successfully submit your application. Once the Building Address is entered the fields of Project City, Project State, Project Zip Code, Project Parcel, and Project Subdivision will automatically populate. To fill the Project Address field, type in the first 3 digits of the address. A drop down with validated addresses will appear. Select your address from the list.
Step 5: To fill the “Valuation Field” enter an approximate cost of labor and materials for the project.

Step 6:
Please select the “Type of Building to be Demolished”. The selection includes “Residential”, “Commercial”, and “Mixed Use.”

Step 7:
The next field is “Size of Building to be Demolished” please enter the square footage of the building. Additionally, please enter the what the building is being used for in the filed titled “Use of Building.” In the following field titled “Building Materials” please enter the type of materials used in this project. This is a mandatory field and must be completed. In the field titled “Number and Type of Plumbing Fixtures with Traps,” please enter the required details, if available. The following field named “Violation Related Permit” is a required field. In this field, please select whether there is a current violation case on the property from Code Enforcement or a building inspector. If this is a violation related permit, you should have received a “without permit” letter from Code Enforcement or a building inspector.

Step 8:
In the field “Brief Description of Work”, please enter a short description of the work that will be done during the project. In the top right corner of the grey text box the word “Incomplete” will automatically change to “Complete” when the section is filed out completely. Please remember to complete the “Violation Related Permit” field.
**Step 9:**
In the next section named “Demolition Requirements” please read the regulations and requirements. After reading the requirement, click the button acknowledging that it was read. In the top right corner of the grey text box the word “Incomplete” will automatically change to “Complete” when the section is filed out completely.

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**Demolition Requirements**

The following regulations and requirements must be complied with:

A. Gas and electric services disconnected prior to starting the demolition.
B. Protection of public property by submittal to borers during the course of demolition.
C. Storm water drainage management plans for site.
D. Filing of excavation to grade with clean fill.
E. Terminating underground utilities and capping off a minimum of 12” below grade.
F. Permission to build must be secured by the Fire Department.
G. Permission to block any portion of the public right-of-way must be obtained by the Engineering Division with an appropriate Encroachment permit.
H. The building inspector may require other safeguards as conditions permit.
I. Storm Water prevention requirements must be met and maintained.
J. Sewer shall be properly capped and inspected.

Special Note:
You are required to leave the premises free of debris, trash, or any other materials or obstructions, which may be a fire hazard, health hazard, or hazard to the community. [Salinas Ordinance 1028]

Aseboxic Notification
Acknowledge the statement by selecting the button:

☐ I am aware of the Federal EPA NESHAP requirements and have contacted and/or received clearance from the Monterey Bay Air Resource District.

Proof of MBARD notification is required for commercial, mixed use, and multi-family buildings. Contact MBARD for notification requirements for single-family dwellings.

MBARD Contact Information: (831) 647-9411 [www.mbard.org]
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**Step 10:**
The next section is titled “Owner”. This section with automatically populate with the owner of the property’s information. Please enter an email address and/or phone number in order to receive notifications throughout the permit application process. Below is an image of the “Owner” section. On the top right corner of the grey text box the word “Incomplete” will automatically change to “Complete” when the section is filed out completely.

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**Owner**

If you find the Owner information is not current, please contact the Salinas Permit Center at (831) 758-7251 option 1.

First and Last Name *

Address *

City *

State *

Zip Code *

Country

Email

Phone Number
**Step 11:**
The following section is named “Contractor”. Please enter the contractor’s license number. The fields “Name”, “Phone Number”, “Address”, “City”, “State”, “Zip Code”, and “Email” will automatically populate once the license number is entered. In the top right corner of the grey text box the word “Incomplete” will automatically change to “Complete” when the section is filed out completely.

![Contractor Section](image)

**Step 12:**
The section called “Applicant Information” will automatically populate based on the information that you entered in Step 3. If any of the information is incorrect, please change your personal information in the Building Permits Portal. Below is an image of the “Applicant Information” section. In the top right corner of the grey text box the word “Incomplete” will automatically change to “Complete” when the section is filed out completely.
Step 13:
The section called “Contractor Declaration” is required to be completed by reading the information and selecting buttons based on your project specifications. Every statement following the “Acknowledge every statement by selecting each button” must be selected in order to complete this section. Below is an image of the “Contractor Declaration” section. In the top right corner of the grey text box the word “Incomplete” will automatically change to “Complete” when the section is filed out completely.

![Image of Contractor Declaration section]

Workers’ compensation declaration: I hereby affirm under penalty of perjury that I am licensed under provisions of Chapter 9 (commencing with §7000 of Division 3 of the Business and Professions Code and my license is in full force and effect.

I have and will maintain a certificate of coverage for workers’ compensation, issued by the Director of Industrial Relations as provided by §3700 of the Labor Code, for the performance of the work for which this permit is issued.

I have and will maintain workers’ compensation insurance, as required by §3700 of the Labor Code, for the performance of the work for which this permit is issued.

I certify that I have read the application and statement above and that the above information is correct, I agree to comply with all city and county ordinances and state laws relating to building construction, and hereby authorize representatives of the city to enter the above mentioned property for inspection purposes. I agree to comply with the current County Covid-19 Social Distancing and Construction Safety Protocols defined in order Appendix B dated 4-23-2021.

An application for a permit shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued.
Step 14:
The final section is titled “Signature”. Please carefully read the statements and check the box acknowledging the statements. Below is an image of the “Signature” section. In the top right corner of the grey text box the word “Incomplete” will automatically change to “Complete” when the section is filed out completely. When completed please click on either the “Save for Later” text box or “Submit Request” text box.

![Signature Section](image)
Below are the steps to complete a “Revision Application”

Step 1:
After selecting the “Revision Application” options you will be directed to your Building Permits Portal. On the left-hand side of the screen there is a dialog box titled “Start New Application Request”. Next, choose the Revision Application type from the “Type” drop down box. The drop-down box will be located on the bottom left-hand corner of your screen.

Step 2:
Choose an Application Name and type it in the text box. Your application name should be limited to the type of permit you requested or type of project you are working on. Adding in your address is also helpful. For example, “Revision Bathroom 123 Main St.” or “ADU 123 Main St.” The application name can be edited at any time.
**Step 3:**
Click on the box “Start Application Process”. After clicking on “Start Application Process” a “Terms and Conditions” screen will appear. Please read the Terms and Conditions of Use. Scroll to the bottom of the page and click the check box next to “I have read, understand, and agree to the above terms and conditions.” Next click on the grey box “Accept & Start My Application”.

**Step 4:**
Once the terms and conditions have been accepted and the “Start My Application” button has been selected, you will be directed to the “Revision Application.” To fill out the application you must first enter information into the “Application Information” section. All fields with an asterisk must be filled out to successfully submit your application. Once the Property Address is entered the fields of Property City, Property State, Property Zip Code, Property Parcel, and Property Subdivision will automatically populate. To fill the Project Address field, type in the first 3 digits of the address. A drop down with validated addresses will appear. Select your address from the list.
Step 5:
The field “Revision to Permit Number” is required to be populated. Please enter the original permit number in this field. In the field “Additional Description Revision” please select from the drop-down menu “Plan Change”, “Truss Calcs”, “Misc”, “Commercial Solar”, or “Residential Solar”.
Step 6:
In the field “Brief Description of Work”, please enter a short description of the work that will be done during the project. Below the “Brief description of Work” field please respond to the question “This revision is the result of an inspection correction notice”.

Step 7:
The next section is the “Owner Section” this section will automatically populate with the information of the owner of the property. Please enter an email address and/or phone number in order to receive notifications throughout the permit application process. Below is an image of the “Owner” section. On the top right corner of the grey text box the word “Incomplete” will automatically change to “Complete” when the section is filed out completely.
Step 8:
In the “Contractor” section please choose between “Licensed Contractor” or “Contractor is not known.” If the “Licensed Contractor” button is selected several fields will appear. You will be prompted to enter the contractor’s license number. Once the license number is entered the fields of “Name”, “Phone Number”, “Address”, “City”, “State”, “Zip Code” and “Email” will automatically populate. Below is an image of the “Contractor” section. In the top right corner of the grey text box the word “Incomplete” will automatically change to “Complete” when the section is filed out completely.
Step 9:
The “Engineer” section is a required field. In the “Engineer” section please choose between “Contact is known” or “Contact is not known.” If you have an engineer, please enter any information you have regarding the engineer. This information includes “License Number”, “Name”, “Phone Number”, “Address”, “City”, “State”, “Zip Code”, or “Email.” Below is an image of the “Engineer” section. In the top right corner of the grey text box the word “Incomplete” will automatically change to “Complete” when the section is filed out completely.

Step 10:
The “Designer” section is not a required field. In the “Designer” section please choose between “Contact is known” or “Contact is not known.” If you have a designer, please enter any information you have regarding the designer. This information includes “Name”, “Phone Number”, “Address”, “City”, “State”, “Zip Code”, or “Email.” Below is an image of the “Designer” section. In the top right corner of the grey text box the word “Incomplete” will automatically change to “Complete” when the section is filed out completely.
Step 11:
The “Architect” section is not a required field. In the “Architect” section please choose between “Contact is known” or “Contact is not known.” If you have an architect, please enter any information you have regarding the designer. This information includes “License Number”, “Name”, “Phone Number”, “Address”, “City”, “State”, “Zip Code”, or “Email.” Below is an image of the “Architect” section. In the top right corner of the grey text box the word “Incomplete” will automatically change to “Complete” when the section is filed out completely.
Step 12:

The “Applicant Information” will automatically populate based on the information that you entered in Step 3. If any of the information is incorrect, please change your personal information in the Building Permits Portal. Below is an image of the “Applicant Information” section. In the top right corner of the grey text box the word “Incomplete” will automatically change to “Complete” when the section is filed out completely.
Step 13:
The final section is titled “Signature”. Please carefully read the statements and check the box acknowledging the statements. Below is an image of the “Signature” section. In the top right corner of the grey text box the word “Incomplete” will automatically change to “Complete” when the section is filed out completely. When completed please click on either the “Save for Later” text box or “Submit Request” text box.
Below are the steps to complete a “Reroof Permit Application”

Step 1:
After selecting the “Simple Permit Application” options you will be directed to your Building Permits Portal. On the left-hand side of the screen there is a dialog box titled “Start New Application Request”. Next, choose a Building Permit Application type from the “Type” drop down box. The drop-down box will be located on the bottom left-hand corner of your screen.

![Start New Application Request]

1.) Select an application type:
   - Building Permits - For Proposed Alterations, Additions or New Buildings and Other Work containing Multiple Trades.
   - Demolition Permits - For the Removal of an Entire Building or Buildings.
   - Revision Applications - For changes to an Issued Permit.
   - Sign Permits - For Proposed Commercial Signs.
   - Simple Permits - For Proposed Solar, Reroofs, Mechanical, Electrical or Plumbing, Single Trade Work.

2.) Provide an application name
3.) Click the button below

Step 2:
Choose an Application Name and type it in the text box. Your application name should be limited to the type of permit you requested or type of project you are working on. Adding in your address is also helpful. For example, “Solar 123 Main St.” or “Reroof 123 Main St.” The application name can be edited at any time.
Step 3:
Click on the box “Start Application Process”. After clicking on “Start Application Process” a “Terms and Conditions” screen will appear. Please read the Terms and Conditions of Use. Scroll to the bottom of the page and click the check box next to “I have read, understand, and agree to the above terms and conditions.” Next click on the grey box “Accept & Start My Application”.

Step 4:
Once the terms and conditions have been accepted and the “Start My Application” button has been selected, you will be directed to the “Simple Permit Application.” To fill out the application you must first enter information into the “Project Information” section. All fields with an asterisk must be filled out to successfully submit your application.

Step 5:
Click on the button next to Reroof in the “Proposed Type of Work” field. Then choose either “Residential, Commercial, or Mixed Use” in the “Proposed Type of Project” field. In the top right corner of the grey text box the word “Incomplete” will automatically change to “Complete” when the section is filed out completely. Please make sure to include whether the proposed project is a result of a violation related permit.
Step 6:
Once the Project Address is entered the fields of Project City, Project State, Project Zip Code, Project Parcel, and Project Subdivision will automatically populate. To fill the Project Address field, type in the first 3 digits of the address. A drop down with validated addresses will appear. Select your address from the list.
Step 7:
Next, in the field “Brief Description of Work”, please enter a short description of the work that will be done during the project. Also please be sure to enter Yes or No in the “Violation Related Permit” field.

Step 8:
Next please fill out the “Builder Information” field. If you choose “Owner” for the “Who is performing the work” the following fields will appear: “Notice to Property
“Owner” and “Owner Builder Declaration”. Please fill out the fields to the best of your ability. Please note that all fields marked with a red asterisk require an answer. Both the “Owner” and “Applicant” fields will automatically populate. In the top right corner of the grey text box the word “Incomplete” will automatically change to “Complete” when the sections are filed out completely. Below are images of the “Builder Information”, “Owner”, “Notice to Property Owner”, “Applicant Information” and “Owner Builder Declaration” fields.
Step 8a:

If you choose “Contractor” in the “Builder Information” field the following fields will appear: “Owner”, “Contractor”, “Applicant Information” and “Contractor Declaration”. Please fill out the fields to the best of your ability. Please note that all fields marked with a red asterisk require an answer. Both the “Owner” and “Applicant” fields will automatically populate. In the top right corner of the grey text box the word “Incomplete” will automatically change to “Complete” when the sections are filed out completely. You will be prompted to enter the contractor’s license number. Once the license number is entered the fields of “Name”, “Phone Number”, “Address”, “City”, “State”, “Zip Code” and “Email” will automatically populate.
Step 9:
The final section is titled “Signature”. Please carefully read the statements and check the box acknowledging the statements. Below is an image of the “Signature” section. In the top right corner of the grey text box the word “Incomplete” will automatically
change to “Complete” when the section is filed out completely. When completed please click on either the “Save for Later” text box or “Submit Request” text box.

<table>
<thead>
<tr>
<th>Signature</th>
<th>Signature Date</th>
</tr>
</thead>
</table>

I hereby declare that I have read and understood the above, and the information contained in this application, attached schedule, attached plans and specifications, and other documents is true to the best of my knowledge.

☐ I, being the authorized applicant, acknowledge that:
  1. I have personally examined and am familiar with all the information submitted in response to the questions contained in this notice, and any attachments, and attest that all information submitted is true, correct and complete; and
  2. I understand and agree that clicking the box above will be deemed the equivalent of a signature in electronic form.

Applicant: Applicant 1 Applicant 2
Below are the steps to complete a “Mechanical Permit Application”

Step 1:
After selecting the “Simple Permit Application” options you will be directed to your Building Permits Portal. On the left-hand side of the screen there is a dialog box titled “Start New Application Request”. Next, choose a Building Permit Application type from the “Type” drop down box. The drop-down box will be located on the bottom left-hand corner of your screen.

![Start New Application Request](image)

1.) Select an application type:
   - Building Permits - For Proposed Alterations, Additions or New Buildings and Other Work containing Multiple Trades.
   - Demolition Permits - For the Removal of an Entire Building or Buildings.
   - Revision Applications - For changes to an Issued Permit.
   - Sign Permits - For Proposed Commercial Signs.
   - Simple Permits - For Proposed Solar, Reroofs, Mechanical, Electrical or Plumbing, Single Trade Work.

2.) Provide an application name
3.) Click the button below

Step 2:
Choose an Application Name and type it in the text box. Your application name should be limited to the type of permit you requested or type of project you are working on. Adding in your address is also helpful. For example, “Solar 123 Main St.” or “Reroof 123 Main St.” The application name can be edited at any time.

Step 3:
Click on the box “Start Application Process”. After clicking on “Start Application Process” a “Terms and Conditions” screen will appear. Please read the Terms and Conditions of Use. Scroll to the bottom of the page and click the check box next to “I have read, understand, and agree to the above terms and conditions.” Next click on the grey box “Accept & Start My Application”.

Step 4:
Once the terms and conditions have been accepted and the “Start My Application” button has been selected, you will be directed to the “Simple Permit Application.” To fill out the application you must first enter information into the “Project Information” section. All fields with an asterisk must be filled out to successfully submit your application.
Step 5:

Click on the button next to Mechanical in the “Proposed Type of Work” field. Then choose either “Residential, Commercial, or Mixed Use” in the “Proposed Type of Project” field. In the top right corner of the grey text box the word “Incomplete” will automatically change to “Complete” when the section is filed out completely. Please make sure to include whether the proposed project is a result of a violation related permit. In the field “Brief Description of Work”, please enter a short description of the work that will be done during the project. Also please be sure to enter Yes or No in the “Violation Related Permit” field.
Step 6:
Once the Project Address is entered the fields of Project City, Project State, Project Zip Code, Project Parcel, and Project Subdivision will automatically populate.

Step 7:
Please fill out the Reroof Questionnaire to the best of your ability. The required fields are marked with a red asterisk. In the top right corner of the grey text box the word “Incomplete” will automatically change to “Complete” when the section is filed out completely. An example of the reroof questionnaire is provided below:
Step 8:
Next please fill out the “Builder Information” field. If you choose “Owner” for the “Who is performing the work” the following fields will appear: “Notice to Property Owner” and “Owner Builder Declaration”. Please fill out the fields to the best of your ability. Please note that all fields marked with a red asterisk require an answer. Both the “Owner” and “Applicant” fields will automatically populate. In the top right corner of the grey text box the word “Incomplete” will automatically change to “Complete” when the sections are filed out completely. Below are images of the “Builder Information”, “Owner”, “Notice to Property Owner”, “Applicant Information” and
“Owner Builder Declaration” fields.

--- Builder Information

Who is performing the work:
- Owner
- Contractor

--- Owner

If you find the Owner information not current, please contact the Building and Safety Services Department at (818) 763-7221 or use the form.

--- Notice to Property Owner

California Health and Safety Code Section 10235(c):

An application for a building permit shall be accompanied by your name and address as the builder of the property as described in the application for the permit. The applicant shall be responsible for providing the property owner with a copy of the application for the permit and any other documents required by the City of San Antonio.

--- Applicant Information

--- Owner Builder Declaration

Workers’ compensation declaration: By signing this form, each applicant certifies that the workers’ compensation insurance is in effect for the work performed. The applicant agrees to comply with all applicable laws and regulations governing work performed by individuals not engaged in the construction trade, and that the work is performed in compliance with all applicable laws and regulations.

--- Other License/Permit Required

After you press the submit button below, you will receive an email prompting you to upload and submit. Do not forget to upload a scan of your driver’s license or permit issuance will be delayed.
Step 8a:
If you choose “Contractor” in the “Builder Information” field the following fields will appear: “Owner”, “Contractor”, “Applicant Information” and “Contractor Declaration”. Please fill out the fields to the best of your ability. Please note that all fields marked with a red asterisk require an answer. Both the “Owner” and “Applicant” fields will automatically populate. You will be prompted to enter the contractor’s license number. Once the license number is entered the fields of “Name”, “Phone Number”, “Address”, “City”, “State”, “Zip Code” and “Email” will automatically populate. In the top right corner of the grey text box the word “Incomplete” will automatically change to “Complete” when the sections are filed out completely.
Step 9:
The final section is titled “Signature”. Please carefully read the statements and check the box acknowledging the statements. Below is an image of the “Signature” section. In the top right corner of the grey text box the word “Incomplete” will automatically change to “Complete” when the section is filed out completely. When completed please click on either the “Save for Later” text box or “Submit Request” text box.
**Below are the steps to complete a “Electrical Permit Application”**

**Step 1:**
After selecting the “Simple Permit Application” options you will be directed to your Building Permits Portal. On the left-hand side of the screen there is a dialog box titled “Start New Application Request”. Next, choose a Building Permit Application type from the “Type” drop down box. The drop-down box will be located on the bottom left-hand corner of your screen.

![Start New Application Request](image)

**Step 2:**
Choose an Application Name and type it in the text box. Your application name should be limited to the type of permit you requested or type of project you are working on. Adding in your address is also helpful. For example, “Solar 123 Main St.” or “Reroof 123 Main St.” The application name can be edited at any time.
Step 3:
Click on the box “Start Application Process”. After clicking on “Start Application Process” a “Terms and Conditions” screen will appear. Please read the Terms and Conditions of Use. Scroll to the bottom of the page and click the check box next to “I have read, understand, and agree to the above terms and conditions.” Next click on the grey box “Accept & Start My Application”.

MISCELLANEOUS
User acknowledges and agrees a) that the use of the Site is not a substitute for professional judgment; b) that the use of the Site does not relieve the User from applying the appropriate standard of care and skill relevant to the use of the Site and its contents; c) that the Site is only to be used as a tool to assist the User in connection with the Project; and d) that the User is solely responsible for verifying the accuracy of all results created with the use of the Site. No approval of any type which is granted to the User with respect to the Project, which is in any way connected with the use of this Site, shall be construed to allow the violation of any City of Salinas or county ordinance, state or federal law, or administrative regulation of any governmental agency. No waiver, modification, variance, or any other type of change however described, to any City of Salinas or county ordinance, state or federal law, administrative regulation of any governmental agency can be applied for, requested, or granted through the Use of this Site.

The City of Salinas shall have the right to perform maintenance on the Site without prior notification to User.

☐ I have read, understand, and agree to the above terms and conditions

Accept & Start My Application Back To My Home Page

Step 4:
Once the terms and conditions have been accepted and the “Start My Application” button has been selected, you will be directed to the “Simple Permit Application.” To fill out the application you must first enter information into the “Project Information” section. All fields with an asterisk must be filled out to successfully submit your application.

Step 5:
Click on the button next to Electrical in the “Proposed Type of Work” field. Then choose either “Residential, Commercial, or Mixed Use” in the “Proposed Type of Project” field. In the top right corner of the grey text box the word “Incomplete” will automatically change to “Complete” when the section is filed out completely. Please make sure to include whether the proposed project is a result of a violation related permit.
Step 6:
Once the Project Address is entered the fields of Project City, Project State, Project Zip Code, Project Parcel, and Project Subdivision will automatically populate. To fill the Project Address field, type in the first 3 digits of the address. A drop down with validated addresses will appear. Select your address from the list.
Step 7:
Next, in the field “Brief Description of Work”, please enter a short description of the work that will be done during the project. Also please be sure to enter Yes or No in the “Violation Related Permit” field.
Step 8:
Next please fill out the “Builder Information” field. If you choose “Owner” for the “Who is performing the work” the following fields will appear: “Notice to Property Owner” and “Owner Builder Declaration”. Please fill out the fields to the best of your ability. Please note that all fields marked with a red asterisk require an answer. Both the “Owner” and “Applicant” fields will automatically populate. In the top right corner of the grey text box the word “Incomplete” will automatically change to “Complete” when the sections are filed out completely. Below are images of the “Builder Information”, “Owner”, “Notice to Property Owner”, “Applicant Information” and “Owner Builder Declaration” fields.
Step 8a:
If you choose “Contractor” in the “Builder Information” field the following fields will appear: “Owner”, “Contractor”, “Applicant Information” and “Contractor Declaration”. Please fill out the fields to the best of your ability. Please note that all fields marked with a red asterisk require an answer. Both the “Owner” and “Applicant” fields will automatically populate. In the top right corner of the grey text box the word “Incomplete” will automatically change to “Complete” when the sections are filed out completely. You will be prompted to enter the contractor’s license number. Once the license number is entered the fields of “Name”, “Phone Number”, “Address”, “City”, “State”, “Zip Code” and “Email” will automatically populate.
Step 9:
The final section is titled “Signature”. Please carefully read the statements and check the box acknowledging the statements. Below is an image of the “Signature” section. In the top right corner of the grey text box the word “Incomplete” will automatically
change to “Complete” when the section is filed out completely. When completed please click on either the “Save for Later” text box or “Submit Request” text box.
Below are the steps to complete a “Solar Permit Application”

Step 1:
After selecting the “Building Permits” options you will be directed to your Building Permits Portal. On the left-hand side of the screen there is a dialog box titled “Start New Application Request”. Next, choose a Simple Permit Application type from the “Type” drop down box. The drop-down box will be located on the bottom left-hand corner of your screen.

Step 2:
Choose an Application Name and type it in the text box. Your application name should be limited to the type of permit you requested or property owner. Adding in your address is also helpful. For example, “PV System 123 Main St.” or “Smith 123 Main St.” The application name can be edited at any time.
Step 3:
Click on the box “Start Application Process”. After clicking on “Start Application Process” a “Terms and Conditions” screen will appear. Please read the Terms and Conditions of Use. Scroll to the bottom of the page and click the check box next to “I have read, understand, and agree to the above terms and conditions.” Next click on the grey box “Accept & Start My Application”.

Step 4:
Once the terms and conditions have been accepted and the “Start My Application” button has been selected, you will be directed to the “Simple Permit Application.” Fill in as many fields as possible. A red asterisk means the field is required. In the top right corner of the grey text box the word “Incomplete” will automatically change to “Complete” when the sections are filed out completely.
Step 5:
In order to fill the Project Address field, type in the first 3 digits of the address. A drop down with validated addresses will appear. Select your address from the list.

Step 6:
In the “Brief Description of Work” field enter the scope of work that will be done. The description must be 60 characters or less. Also please be sure to enter Yes or No in the “Violation Related Permit” field.

**Step 7:**
The following section is named “Contractor”. Please enter the contractor’s license number. The fields “Name”, “Phone Number”, “Address”, “City”, “State”, “Zip Code”, and “Email” will automatically populate once the license number is entered. In the top right corner of the grey text box the word “Incomplete” will automatically change to “Complete” when the section is filed out completely. In the top right corner of the grey text box the word “Incomplete” will automatically change to “Complete” when the sections are filed out completely.
Step 8:
The “Applicant Information” will automatically populate based on the information that you entered in Step 3. If any of the information is incorrect, please change your personal information in the Building Permits Portal. Below is an image of the “Applicant Information” section. In the top right corner of the grey text box the word “Incomplete” will automatically change to “Complete” when the section is filed out completely.

![Applicant Information](image)

Step 9:
The section called “Contractor Declaration” is required to be completed by reading the information and selecting buttons based on your project specifications. Every statement following the “Acknowledge every statement by selecting each button” must be selected to complete this section. Below is an image of the “Contractor Declaration” section. In the top right corner of the grey text box the word “Incomplete” will automatically change to “Complete” when the section is filed out completely.
Step 10:
The final section is titled “Signature”. Please carefully read the statements and check the box acknowledging the statements. Below is an image of the “Signature” section.
In the top right corner of the grey text box the word “Incomplete” will automatically change to “Complete” when the section is filed out completely. When completed please click on either the “Save for Later” text box or “Submit Request” text box. In the top right corner of the grey text box the word “Incomplete” will automatically change to “Complete” when the sections are filed out completely.
Building Permits Portal

Once you have agreed to the terms and conditions you will be guided to the “Building Permit Application” page for the project you have created. If for some reason you time out of the application or get logged out your project can be accessed on the Building Permits Portal. The Building Permits Portal will look like the image below:

![Building Permits Portal Image]

My Permits

On the top right-hand corner of the Building Permits Portal, there is a box called “My Permits”. The “My Permits” box show projects that have been completed. By selecting a project in this section, you will be able to open the application for the project that have been completed.
Applications

On the bottom of the Building Permits Portal there is a box labeled “Applications”. In the “Applications” dialogue box, you can search through both unsubmitted and submitted applications.

In the bottom right-hand corner of the “Applications” dialogue box there is a column labeled “Action”. There are three actions that can be taken under the “Action” column; edit, copy and delete. The edit symbol is a pencil writing on a piece of paper, the copy symbol is two pages of lined paper and the delete symbol is a large X. You can select the action you want to take by hovering the mouse over the symbols. Below is a close-up image of the actions that can be taken:
Getting Started

There are two ways to log on to Project Docx.

1. Create a paperless permit account. From there you will have access to both the paperless permits applications and Project Docx.
2. Be invited to view a current project by an owner/contractor or someone working on a project.
   ➢ If you have received a link for access to a project please follow the following instructions
Using the dashboard

When logging in to ProjectDox to access a submitted application you can log into the Building Permits Portal or go directly to the ProjectDox portal. If you log in through the Building Permits Portal simply click on the hyperlink to the permit number under the “My Permits” section.

<table>
<thead>
<tr>
<th>PERMIT</th>
<th>DESCRIPTION</th>
<th>LOCATION</th>
<th>STATUS</th>
<th>TASKS (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>8PV22-0301</td>
<td>ADD BATTERY</td>
<td>673 JOHN ST</td>
<td>In Review</td>
<td>Open</td>
</tr>
<tr>
<td>S22-0385</td>
<td>Green house solar</td>
<td>688 CALAVERAS DR</td>
<td>In Review</td>
<td>Open</td>
</tr>
<tr>
<td>B22-0149</td>
<td>garage conversion</td>
<td>688 SAN BRUNO WAY</td>
<td>In Review</td>
<td>Open</td>
</tr>
<tr>
<td>S22-0199</td>
<td>Electrical Panel upgrade from 200 to 250 amps</td>
<td>1924 N MAIN ST</td>
<td>In Review</td>
<td>Open</td>
</tr>
<tr>
<td>SP22-0051</td>
<td>change signs</td>
<td>752 TOWT ST</td>
<td>In Review</td>
<td>Open</td>
</tr>
</tbody>
</table>

When logging into ProjectDox to access a submitted application you can log into the Building Permits Portal or go directly to the ProjectDox portal. If you log in through the Building Permits Portal, simply click on the hyperlink to the permit number under the “My Permits” section. When you click on the permit you would like to access you will be directed to your permits “Status” tab. Under the “Status” tab the applicant will be able to see how long the applicant has had the permit and how much time has passed since the permit application was submitted.
By clicking on the “Tasks” tab you will be able to see what tasks are pending for you to complete on your permit. If nothing is appearing under the “Task” column that means that your permit is under review, and you currently have no new tasks to complete.

If you see instructions under the task column the instructions will tell you what steps you need to take. Under the group column you should see the word “Applicant.”
meaning that it is your task to complete. In the image below in the task column it states “Upload and Submit” meaning that the applicant still needs to upload and submit documents.

When you click on the task listed in the task column a new dialogue box will pop up. The dialogue box will have three tabs “Permit Information”, “Original OAS Application”, and “Invite Others.” Under the “Permit Information” tab you will be able to see information regarding your permit including “Description”, “Address”, “Applied Date” and any restrictions on the permit.

**UPLOAD AND SUBMIT**

---

**Permit Information**

<table>
<thead>
<tr>
<th>Permit Number:</th>
<th>E22-0827</th>
</tr>
</thead>
<tbody>
<tr>
<td>SubType:</td>
<td>C-ACCESSIBILITY</td>
</tr>
<tr>
<td>Description:</td>
<td>Accessibility construction</td>
</tr>
<tr>
<td>Address:</td>
<td>65 W ALISAL ST C/A</td>
</tr>
<tr>
<td>Applicant:</td>
<td>[Redacted]</td>
</tr>
<tr>
<td>Email:</td>
<td>[Redacted]</td>
</tr>
<tr>
<td>Phone:</td>
<td>[Redacted]</td>
</tr>
<tr>
<td>Applied Date:</td>
<td>12/21/2022</td>
</tr>
<tr>
<td>Has Restrictions:</td>
<td>No</td>
</tr>
<tr>
<td>Parent Permit Number:</td>
<td></td>
</tr>
<tr>
<td>Parent Project Number:</td>
<td></td>
</tr>
<tr>
<td>Permit Type:</td>
<td>COMMERCIAL</td>
</tr>
<tr>
<td>Site AFN:</td>
<td>002345018000</td>
</tr>
<tr>
<td>Site Zip:</td>
<td>93901</td>
</tr>
<tr>
<td>Status:</td>
<td>PENDING</td>
</tr>
</tbody>
</table>

**Task Instructions**

Watch video

Please follow the steps below:
Under the “Original OAS Application” tab you will see a link to the original application. If the link is selected the browser will take you to the Building Permits Portal and allow the applicant to view the original application.

**UPLOAD AND SUBMIT**

| Permit Information | Original OAS Application | Invite Others |

Click to view Application for BD-739

Under the “Invite” tab you will see a form to fill out to invite others to the project. Normally this is used to invite architects and/or designers to view the project. Below is an image of this tab:

**UPLOAD AND SUBMIT**

| Permit Information | Original OAS Application | Invite Others |

*Invite/Remove Project User*  

<table>
<thead>
<tr>
<th>Invite to Group:</th>
<th>Applicant</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name:</td>
<td></td>
</tr>
<tr>
<td>Last Name:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
</tbody>
</table>

Invite User
On the “Upload and Submit” page you will see three steps that need to be completed. Step 1 is to upload documents. Step 2 you must click the box to verify that all the required documents were uploaded. Step 3 you must click the “Submit” button to send the documents to city staff. If you do not have all the documents, you need ready for submittal you can click “Save for Later” and the documents will save in your profile until you are ready to submit the documents. Below are images of all three steps.
If you are ready to upload documents, please click on the “Upload Drawings” box. When you click on the box a new dialogue box will appear. In order to upload files you can either click on the “Browse For Files” box or drag files into the area between the dotted lines. Once you have dragged and dropped your files or selected the files from your computer using the “Browse For Files” box click on the “Start Upload” box. The image below shows what you will see on your screen.

---

**Folders** B22-0624-01 Drawings

**Orange** files are new uploads
**Blue** files are new version uploads
**Red** files appear to be same as previously uploaded (will likely be discarded)

---
Once you click on the “Start Upload” box the file will appear with grey lines. Below is an image of what you will see on your screen while your file is uploading:

![Image of file upload progress](image-url)

Once your file is uploaded you will receive an email stating that the file has been uploaded. Below is an image of what the email will look like:

---

**UPLOAD COMPLETED**

Hello [Name],

The following files have been received for project - **B22-0624 : Wheelchair Ramp**

Files received:

1. 105 APPROVED PLANS (1)_Part5.pdf

*Please do not reply to this email.*
After the Coordinator receives your application, it may be sent back to you. The coordinator may send the application back to you for payment on the permit or the coordinator may want you to add additional comments. When this happens, the application will appear on your portal. Under the “task” column you will see the phrase “Prescreen Corrections”. This means that there are some corrections that are needed. Under the “Group” column it will say “Applicant” meaning that you will need to make the required corrections. Below is a picture of what you will see on your portal.

After the documents are submitted and sent to the coordinator for review you will receive the application back to fix comments or for payment. In the section titled “Add/Resolve Review Comments” you will be able to see if there are any comments that need to be added to complete the application. To view the comments, you will click on the box “Review Comments”.
After clicking the “Review Comments” button you will see a screen that displays comments from different departments. These departments include Coordinator, Addressing, Engineering, and Planning. Using the different drop-down boxes, you will be able to filter and sort the types of comments. You can also search through the comments using a keyword search. Below is an image of the drop-down boxes that will appear on your screen.

<table>
<thead>
<tr>
<th>Permit Information</th>
<th>Original OAS Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit Number:</td>
<td>822-0585</td>
</tr>
<tr>
<td>Sub Type:</td>
<td>MU-POOL/SPA</td>
</tr>
<tr>
<td>Description:</td>
<td>Spa Pool</td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Applicant:</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td></td>
</tr>
<tr>
<td>Phone:</td>
<td>8317797273</td>
</tr>
<tr>
<td>Applied Date:</td>
<td>11/10/2022</td>
</tr>
<tr>
<td>Has Restrictions:</td>
<td>No</td>
</tr>
<tr>
<td>Parent Permit Number:</td>
<td></td>
</tr>
<tr>
<td>Parent Project Number:</td>
<td></td>
</tr>
<tr>
<td>Permit Type:</td>
<td>MIXED USE</td>
</tr>
<tr>
<td>Site APN:</td>
<td>002613021000</td>
</tr>
<tr>
<td>Site Zip:</td>
<td>93901</td>
</tr>
<tr>
<td>Status:</td>
<td>PENDING</td>
</tr>
</tbody>
</table>

**Task Instructions**

1. Review submission
2. Identify plan check fee payment
3. Add submitted review comments as needed
4. Select appropriate button at the bottom to complete task

**Add/Resolve Review Comments**

- Unresolved Comments: 0
- Submitter Questions: 0
- Info Only Comments: 0
- New File Versions: 0
- New Files: 1

**Payment Method:** No payment record
Underneath the drop-down boxes there are rows that will display the comments that staff has left for you. You can also add comments and questions for staff in this section. All comments that need a response will have a highlighted dark red box to the right of the comment section. This dark red box will display “Unresolved”. When replies are added, staff will resolve the comments and the text in the box to the right of the comments will change to green and “Resolved” will be displayed. Please enter your comments in the box that states, “Type your response here.” Below are two images of both “Unresolved” and “Resolved” comment boxes.
You may be required to upload additional drawings or documents during your permit application. When you would like to upload documents, you can click on the button that says, “Upload Documents”. The documents will appear in the folder labeled “Documents” and the drawings will appear in the folder labeled “Drawings.”

After reviewing any correction or comments to your permit you may be required to resubmit the plans. If this is the case, you will receive a task on your dashboard that is titled “Respond and Resubmit.” By clicking on the task, you will open a display box titled “Respond and Resubmit.”
On the “Respond and Resubmit” page you will be able to view if there are any unresolved comments or Plan Review comments. Additionally, you will be able to export plan review to Excel. If you would like to review comments made by Plan Review click the “Review Comments” box next to Plan Review.
By clicking to view unresolved comments you will also see any unresolved comments from Plan Review. You can access your marked plans by clicking on the hyperlink of the pdf that was uploaded. Any changes that are made to the plans will be denoted as “Changemark Note” followed by a number.

When the hyperlink is selected, you will be directed to view your plans that contain marks made by staff. Marks will be different shapes and sizes depending on the changes that need to be made. A list of the notes will appear in the middle column to the left of your plans. You can respond directly to the changes staff made to your plans by typing in the white box labeled “Your Response.” Please make sure to click the box title “Save Response” after typing your comments to staff. In the grey box directly above the box titled “Your Response” you will be able to view your past comments as well as past comments by staff. Below is an image of a marked set of plans.