

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](#)

[Mechanical 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”



Welcome to Paperless Permits

Login

E-mail:

Password:

[Forgot password?](#)

You need an account to access your permits. Contact the Jurisdiction if you don't have an account login.

Step 3:

In the page “Create Your Account” fill in the required fields indicated with an asterisk.



The screenshot shows a 'Create Your Account' form with the following fields and labels:

- First Name *
- Last Name *
- Email *
- Confirm Email *
- Phone * (with an extension field marked with an 'x')
- Additional Phone (with an extension field marked with an 'x')
- Company Name
- Address 1 *
- Address 2
- Country * (dropdown menu, currently set to United States)
- Province/State * (dropdown menu)
- City *
- Postal Code/Zip Code *
- New Password *
- Confirm Password *

Below the password fields, there is a note: "Password must contain at least one each of: uppercase letter, lowercase letter, number, special character from: \$@%!*?& Password length: 10-15 characters." At the bottom of the form are two buttons: "Create My Account" and "Cancel".

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”.

Home Profile Services

Welcome to Paperless Permits

Building Permits

ProjectDox

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

Quick jump to ProjectDox HOME - Projects

Building Permits

Go Directly to ProjectDox

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 ?

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

Type: * ?

Application Name: *

Start Application Process

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.

Simple 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

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.

– Project Information INCOMPLETE

Proposed Type of Work * Solar Photovoltaic System
 Reroof
 Mechanical
 Electrical
 Plumbing

Proposed Type of Project * Residential
 Commercial
 Mixed Use

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

Project Address *
ⓘ The Address must be Valid. If the address entered is not valid, the form may not be submitted.

Project City

Project State

Project Zip Code

Project Parcel

Project Subdivision

Brief Description of Work *
ⓘ Maximum 60 Characters

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.

Proposed Type of Project * Residential Commercial Mixed Use

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

Project Address * 542

The Address must be Valid. If the address entered is not valid, the form may not be

Project City 542 ARCADIA WAY
542 ARCHER ST
542 ARCHER ST
542 CALAVERAS DR
542 CHEROKEE CT
542 CRESCENT WAY
542 DALLAS AVE
542 E ALVIN DR
542 E LAUREL DR
542 E MARKET ST, Unit A
542 E MARKET ST, Unit B
542 GREEN ST
542 MAE AVE
542 MANOR DR
542 NORTHRIDGE MALL
542 OLD STAGE RD

Project State 542 RIKER ST

Project Zip Code 542 RIKER ST, Unit L/L
542 SAN BENITO ST
542 SAN BENITO ST, Unit A
542 SAN BENITO ST, Unit B
542 SAN BENITO ST, Unit C
542 STOCKTON ST
542 SUNRISE ST
542 SUTTER ST

Project Parcel 542 TOWT ST
542 TULANE ST
542 VICTOR ST
542 WIMBLEDON AVE

Project Subdivision

Brief Description of Work *

Violation Related Permit *

– Builder Information INCOMPLETE

Who is performing the work? * Owner Contractor

– Owner INCOMPLETE

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:

- Reroof Questionnaire

Valuation *

 Approximate cost for labor and materials

1st Roofing Material


- What type of structure is being reroofed *
- Residential Dwelling
 - Residential Garage
 - Residential Dwelling and Garage
 - Commercial Building
 - Mixed-Use Building

What roofing material is currently on the roof? *

- Are you replacing any sheathing?
- Yes
 - No

What type of sheathing will be used? *

What thickness of sheathing will be used? *

 A number in inches. For example, 1/2"

What type of new underlayment will be used? *

What new roofing material will be used? *

Approximate Square Footage of Reroof *

- Are solar panels installed?
- Yes
 - No

- Is there a 2nd re-roof material?
- Yes
 - No

What type of sheathing will be used? *

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 filled out completely. Below are images of the "Builder Information", "Owner", "Notice to Property Owner", "Applicant Information" and

“Owner Builder Declaration” fields.

- Builder Information COMPLETE

Who is performing the work? Owner
 Contractor

- Owner INCOMPLETE

If you find the Owner information 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

- Notice to Property Owner

California Health and Safety Code Section 19825(c):

An application for a building permit is being submitted in your name listing yourself as the builder of the property improvements at the property address specified above. We are providing you with an Owner-Builder Acknowledgment and Verification Information Form to make you aware of your responsibilities and possible risk you may incur by having this permit issued in your name as the Owner-Builder. We will not issue a building permit until you have read, acknowledged your understanding of each provision, and electronically signed this form. An agent of the owner cannot execute this notice unless you, the property owner, obtain the prior approval of the permitting authority (The City of Salinas).

Acknowledge every statement by selecting each button.

- I understand a frequent practice of unlicensed persons is to have the property owner obtain an "Owner-Builder" building permit that erroneously implies that the property owner is providing his or her own labor and material personally. I, as an Owner-Builder, may be held liable and subject to serious financial risk for any injuries sustained by an unlicensed person and his or her employees while working on my property.
- I understand building permits are not required to be signed by a property owner unless they are responsible for the construction and are not hiring a licensed Contractor to assume this responsibility.
- I understand as an "Owner-Builder" I am the responsible party of record on the permit. I understand that I may protect myself from potential financial risk by hiring a licensed Contractor and having the permit filed in his or her name instead of my own.
- I understand Contractors are required by law to be licensed and bonded in California and to list their license numbers on permits and contracts.
- I understand if I employ or otherwise engage any persons, other than California licensed Contractors, and the total value of my construction is at least five hundred dollars (\$500), including labor and materials, I may be considered an "employer" under state and federal law.
- I understand if I am considered an "employer" under state and federal law, I must register with the state and federal government, withhold payroll taxes, provide workers' compensation disability insurance, and I also understand my failure to abide by these laws may subject me to serious financial risk.
- I understand under California Contractors' State License Law, an Owner-Builder who builds singlefamily residential structures cannot legally build them with the intent to offer them for sale, unless all work is performed by licensed subcontractors and the number of structures does not exceed four within any calendar year, or all of the work is performed under contract with a licensed general building Contractor.
- I understand as an Owner-Builder if I sell the property for which this permit is issued, I may be held liable for any financial or personal injuries sustained by any subsequent owner(s) that result from any latent construction defects in the workmanship or materials.
- I understand I may obtain more information regarding my obligations as an "employer" from the Internal Revenue Service, the United States Small Business Administration, the California Department of Benefit Payments, and the California Division of Industrial Accidents. I also understand I may contact the California Contractors' State License Board (CSLB) at 1-800-321-CSLB (2752) or www.csib.ca.gov for more information about licensed contractors.
- I am aware of and consent to an Owner-Builder building permit applied for in my name, and understand that I am the party legally and financially responsible for proposed construction activity at the address above.
- I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern Owner-Builders as well as employers.
- I agree to notify the issuer of this form immediately of any additions, deletions, or changes to any of the information I have provided on this form.

- Applicant Information COMPLETE

Applicant First and Last Name

Phone Number

Applicant Address

Applicant City

Applicant State

Applicant Zip Code

Applicant Email Address

- Owner Builder Declaration INCOMPLETE

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 §3706 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 consent to self-insure for workers' compensation, issued by the Director of Industrial Relations as provided for by section 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 section 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 worker's compensation provisions of section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Acknowledge every statement by selecting each button

- I declare, under penalty of perjury, I am the owner of said property and will comply with business and professions code section 7044.
- 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 4/30/2020.
- 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.

Driver's Licence Required for Issuance

After you press the submit request 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.

- Builder Information		COMPLETE
Who is performing the work? <input type="radio"/> Owner <input checked="" type="radio"/> Contractor		
- Owner		INCOMPLETE
If you find the Owner information not current, please contact the Salinas Permit Center at (831) 756-7251 option 1.		
First and Last Name *	<input type="text"/>	
Address *	<input type="text"/>	
City *	<input type="text"/>	
State *	<input type="text"/>	
Zip Code *	<input type="text"/>	
Country	USA	
Email *	<input type="text"/>	
Phone Number	<input type="text"/>	
- Contractor		
License Number *	<input type="text"/>	
Enter Contractor's License Number and select Lookup		
	<input type="button" value="Lookup"/>	
Name *	<input type="text"/>	
Phone Number	<input type="text"/>	
Address	<input type="text"/>	
City	<input type="text"/>	
State	<input type="text"/>	
Zip Code	<input type="text"/>	
Email	<input type="text"/>	
- Applicant Information		COMPLETE
Applicant First and Last Name *	<input type="text" value="REDACTED"/>	
Phone Number *	<input type="text" value="REDACTED"/>	
Applicant Address *	65 West Alisal	
Applicant City *	Salinas	
Applicant State *	CA	
Applicant Zip Code *	93901	
Applicant Email Address *	<input type="text" value="REDACTED@ci.salinas.ca.us"/>	

- Contractor Declaration

INCOMPLETE

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 §3706 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 consent to self-insure for workers' compensation, issued by the Director of Industrial Relations as provided for 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 worker's 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 §7000 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 §3706 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 4/30/2020.
- 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.

Driver's Licence Required for Issuance

After you press the submit request 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 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.

- Signature

INCOMPLETE

I hereby declare that I have read and understood the above, and the information contained in this application, attached schedules, 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 1 Signature date:

Save for Later

Submit Request

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:

The screenshot displays the Building Permits Portal interface. At the top, there are navigation links for Home, Profile, and Services, along with the user's name (Applicant 1 Applicant 1) and a Logout option. The main header shows "City of Salinas" and "Building Permits" with the date "October 17, 2022".

On the left, there is a "Start New Application Request" section with instructions and a list of application types:

- 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

Below the instructions, there is a form with a "Type" dropdown menu (set to "Select Request Type"), an "Application" text field, and a "Name" text field. A "Start Application Process" button is located at the bottom of the form.

The "My Permits" section on the right shows a table with columns: PERMIT, DESCRIPTION, LOCATION, STATUS, and TASKS (0). The table currently displays "0 - 0 of 0 records" and a "View All Projects" button.

At the bottom, there is an "Applications" section with a dropdown menu (set to "Unsubmitted") and a search bar. Below this is a table with columns: REQUEST #, NAME, TYPE, UPDATED ON, UPDATED BY, and ACTION.

REQUEST #	NAME	TYPE	UPDATED ON	UPDATED BY	ACTION
BD-569	Remodel Kitchen 1 Main St.	Building Permit Application	10/17/2022	Applicant 1 Applicant 1	
BD-568	Remodel Kitchen 123 Main St.	Building Permit Application	10/17/2022	Applicant 1 Applicant 1	

The table shows "1 - 2 of 2 records" and a pagination control with "Prev", "1", and "Next" buttons.

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.

My Permits				
PERMIT	DESCRIPTION	LOCATION	STATUS	TASKS (0)
0 - 0 of 0 records				<input type="button" value="Prev"/> <input type="button" value="1"/> <input type="button" value="Next"/>
<input type="button" value="View All Projects"/>				

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.

Applications: <input type="text" value="Unsubmitted"/> ?						Search: <input type="text"/>	
REQUEST #	NAME	TYPE	UPDATED ON	UPDATED BY	ACTION		
BD-569	Remodel Kitchen 1 Main St.	Building Permit Application	10/17/2022	Applicant 1 Applicant 1			
BD-568	Remodel Kitchen 123 Main St.	Building Permit Application	10/17/2022	Applicant 1 Applicant 1			
1 - 2 of 2 records				<input type="button" value="Prev"/> <input type="button" value="1"/> <input type="button" value="Next"/>			

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:



Project Docx

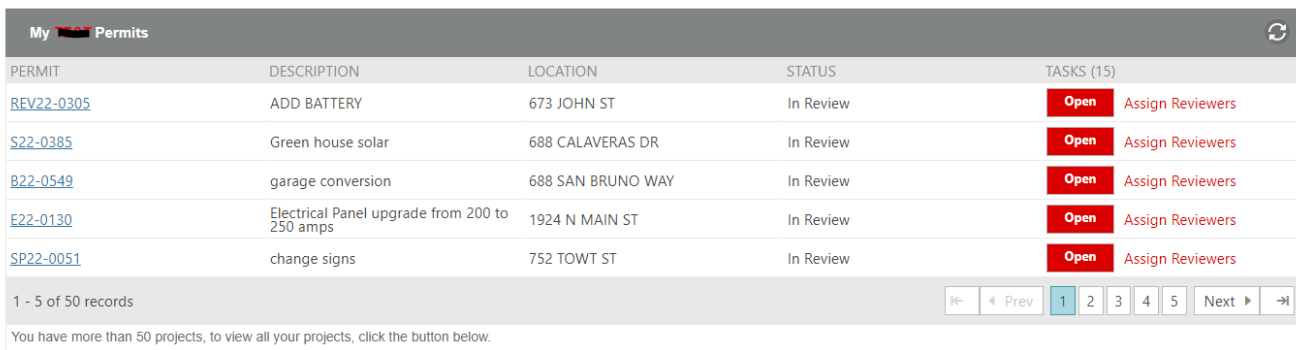
Getting Started

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.



PERMIT	DESCRIPTION	LOCATION	STATUS	TASKS (15)
REV22-0305	ADD BATTERY	673 JOHN ST	In Review	Open Assign Reviewers
S22-0385	Green house solar	688 CALAVERAS DR	In Review	Open Assign Reviewers
B22-0549	garage conversion	688 SAN BRUNO WAY	In Review	Open Assign Reviewers
E22-0130	Electrical Panel upgrade from 200 to 250 amps	1924 N MAIN ST	In Review	Open Assign Reviewers
SP22-0051	change signs	752 TOWT ST	In Review	Open Assign Reviewers

1 - 5 of 50 records

You have more than 50 projects, to view all your projects, click the button below.

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.

SALINAS

Tasks Files **Status** Info Reports Discuss **B22-0549:** garage conversion

Review Type: BIC Building

Total Number of Files: 1

Time Elapsed: 34 days 7 hrs

Completed Submission (Prescreen): 24 days 1 hr

Prescreen Review Comments (Unresolved): 0

Time with Jurisdiction: 33 days 2.5 hrs

Time with Applicant: 1 days 4 hrs

Status: In Review

In Review: 10 days 6 hrs

Current Non-Completed Tasks: 1

Assign Reviewers: 10 days 6 hrs

For more details: [Workflow Routing Slip](#) [View Report](#)

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.

The screenshot shows the 'Tasks' tab for permit B22-0622. The table has columns for ACTION, TASK, PROJECT, GROUP, STATUS, PRIORITY, DUE DATE, and CREATED. It shows 0 of 0 records. Below the table is a 'Workflows' section with columns for NAME, COORDINATOR GROUP, STATE, INTEGRATION MODE, VERSION, STARTED, and COMPLETED.

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.

ACTION	TASK	PROJECT	GROUP	STATUS	PRIORITY	DUE DATE	CREATED
Accept	Upload and Submit	B22-0627	Applicant	Pending	Medium	12/28/22 9:57 AM	12/21/22 9:57 AM

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

Original OAS Application

Invite Others

Permit Number: B22-0627

SubType: C-ACCESSIBILITY

Description: Accessibility construction

Address: 65 W ALISAL ST C/A

Applicant: Melissa Guilfoyle

Email: melissa.guilfoyle@ci.salinas.ca.us

Phone: 831-732-0011

Applied Date: 12/21/2022

Has Restrictions: No

Parent Permit Number:

Parent Project Number:

Permit Type: COMMERCIAL

Site APN: 002345018000

Site Zip: 93901

Status: PENDING

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 ?

Invite to Group: ▼

First Name:

Last Name:

Email:

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.

UPLOAD AND SUBMIT

Permit Information Original OAS Application Invite Others

Permit Number: B22-0624
SubType: R-ACCESSIBILITY
Description: Wheelchair Ramp
Address: 559 POWELL ST
Applicant: Melissa Guilfoyle
Email: melissag@ci.salinas.ca.us
Phone: 8608172991
Applied Date: 12/16/2022
Has Restrictions: No
Parent Permit Number:
Parent Project Number:
Permit Type: RESIDENTIAL
Site APN: 261816003000
Site Zip: 93907
Status: PENDING

Task Instructions Watch video

Please follow the steps below:

STEP 1 of 3: Select and upload your drawing and supporting document files into this project, as required

File Upload for: B22-0624

Please click appropriately for the **type of files** you are uploading. Watch video

Upload Drawings Upload Documents

Uploaded files:
No files uploaded yet.

Submit Save for Later

STEP 2 of 3: Check all to confirm you have completed this task and are now ready to submit

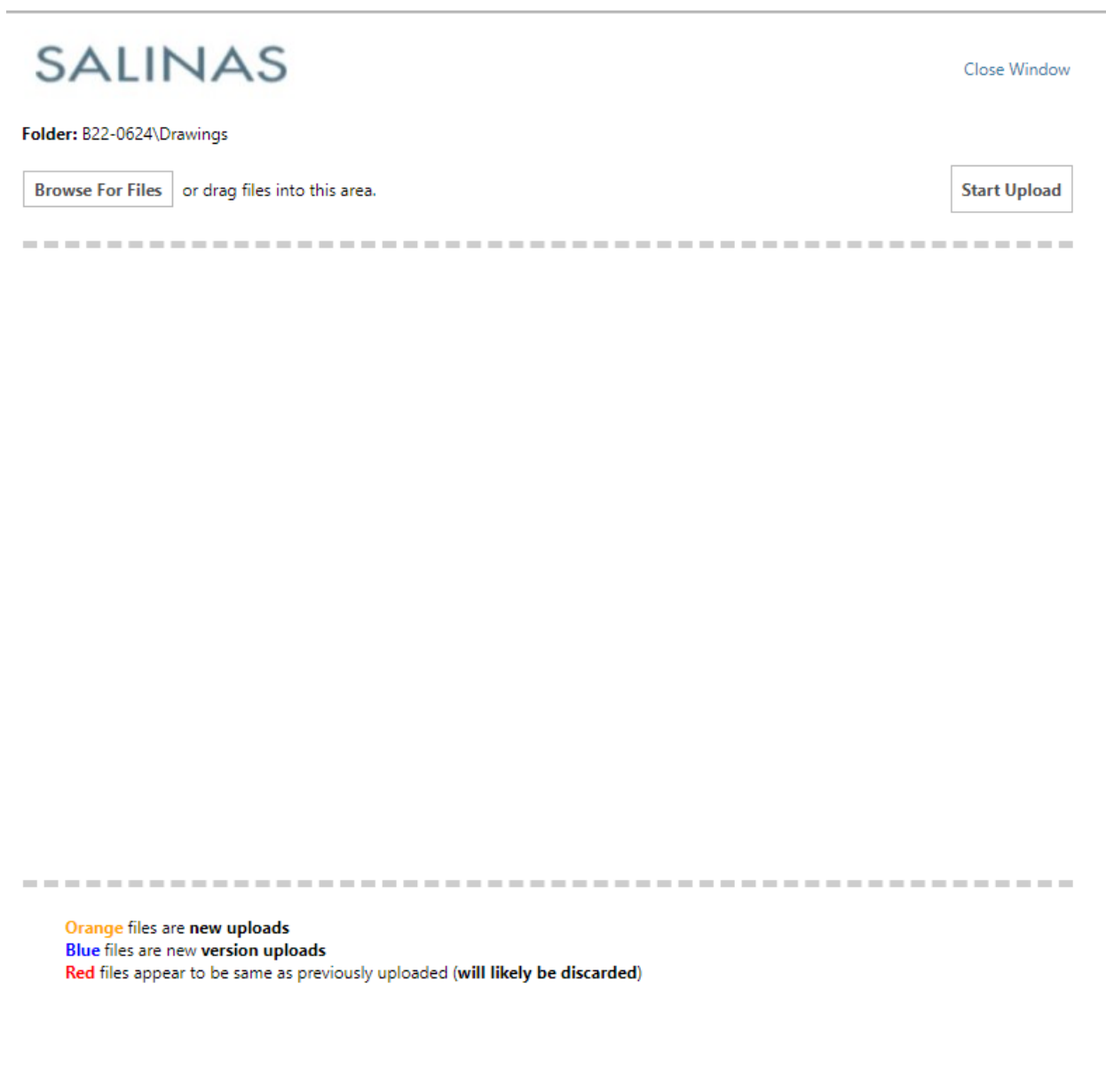
Confirmation

*All files for this project have been uploaded. *Required

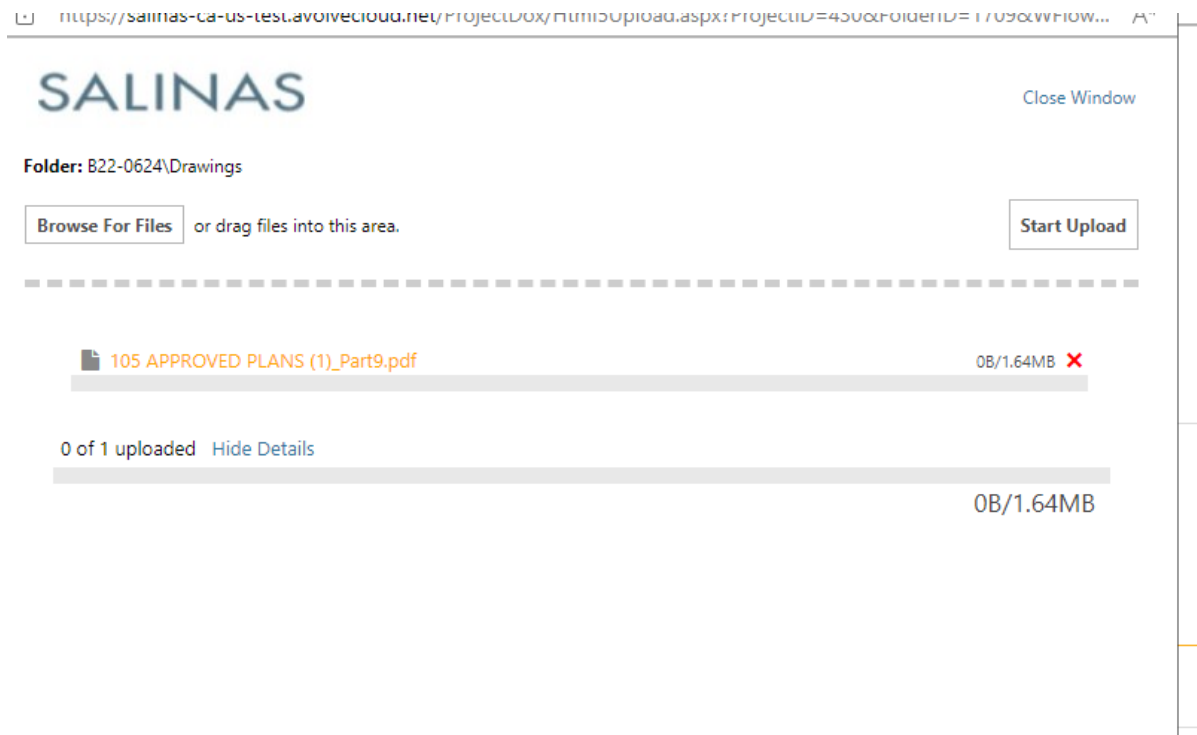
STEP 3 of 3: Click the “Submit” button below to complete your task

Submit Save for Later

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.



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:



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 **Melissa**,

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

Files received:

1. 105 APPROVED PLANS (1)_Part9.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.

ACTION	TASK	PROJECT	GROUP	STATUS	PRIORITY	DUE DATE	CREATED
Complete	Prescreen Corrections	B22-0624	Applicant	Accepted	Medium	12/27/22 8:24 AM	12/20/22 8:24 AM

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”.

Permit Information

Original OAS Application

Permit Number: B22-0585
SubType: MU-POOL/SPA
Description: Spa Pool
Address: [REDACTED]
Applicant: [REDACTED]
Email: [REDACTED]@ci.salinas.ca.us
Phone: 8317587273
Applied Date: 11/10/2022
Has Restrictions: No
Parent Permit Number:
Parent Project Number:
Permit Type: MIXED USE
Site APN: 002613021000
Site Zip: 93901
Status: PENDING

Task Instructions [Watch video](#)

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

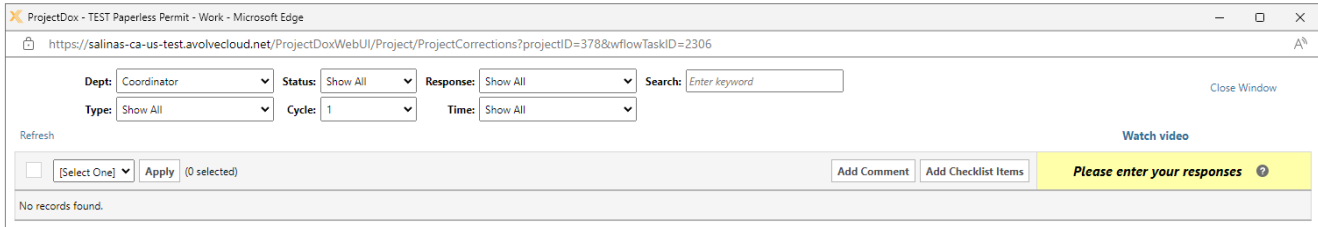
Add/Resolve Review Comments [?](#)

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

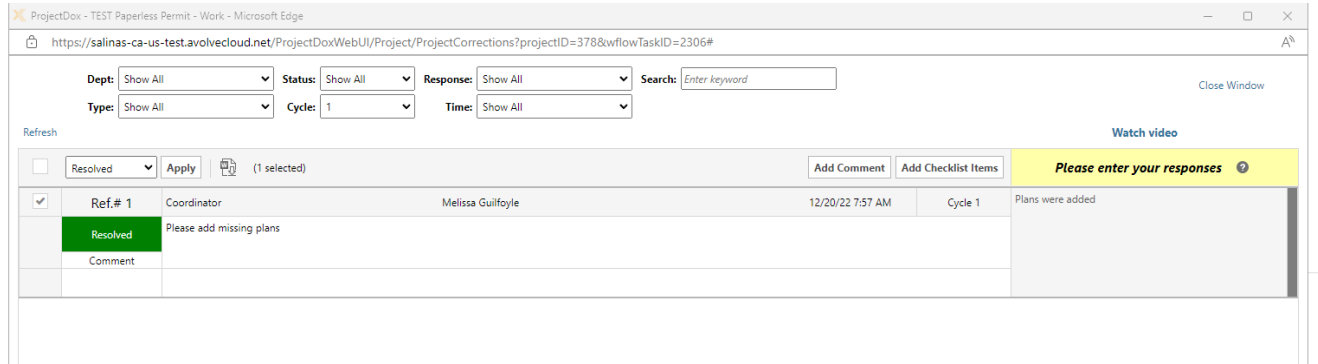
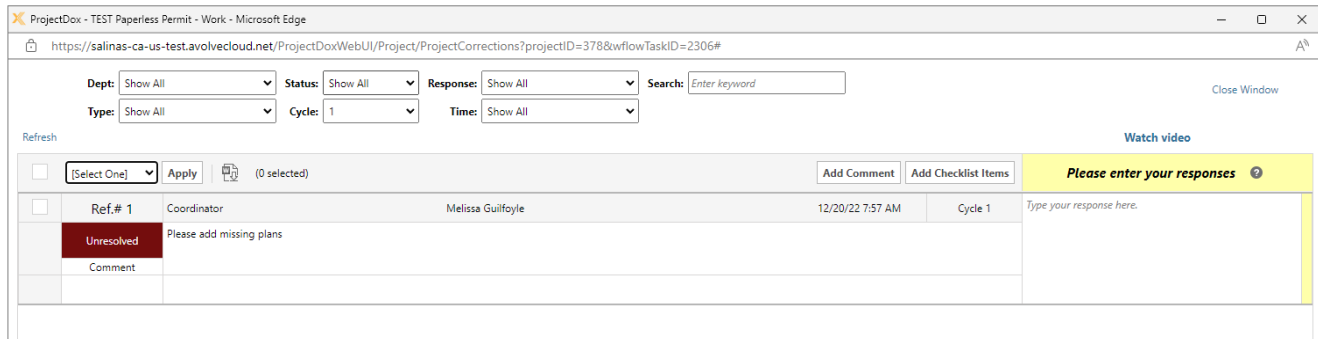
Plan Review: [Watch video](#)

Payment Method: No payment record

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.



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.”

[Task Instructions](#) [Watch video](#)

Please follow the steps below:

STEP 1 of 3: Select and upload your drawing and supporting document files into this project, as required

File Upload for: B22-0625

Please click appropriately for the **type of files** you are uploading. [Watch video](#)

Uploaded files:

Select folder to open file list:

- Drawings (1 - 1 New)
- Documents
- Issuance
- Approved

STEP 2 of 3: Check all to confirm you have completed this task and are now ready to submit

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.”

Refresh Save Settings Reset Settings Show all tasks for all users **All** Overdue Priority Show 14 records

ACTION	TASK	PROJECT	GROUP	STATUS	PRIORITY	DUE DATE	CREATED
<input type="button" value="Accept"/>	Respond and Resubmit	B22-0625	Applicant	Pending	Medium	4/27/23 12:19 PM	12/20/22 11:19 AM

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.

RESPOND AND RESUBMIT

Permit Information Original OAS Application Review Results Invite Others

Permit Number: B22-0625
SubType:
Description: Remodel Kitchen
Address: [REDACTED] DR
Applicant: [REDACTED]
Email: [REDACTED]@ci.salinas.ca.us
Phone: 8608172991
Applied Date: 12/20/2022
Has Restrictions: No
Parent Permit Number:
Parent Project Number:
Permit Type: RESIDENTIAL
Site APN: 003483007000
Site Zip: 93905
Status: PENDING

[Task Instructions](#) [Watch video](#)

Please follow the steps below:

STEP 1 of 4: Respond to all comments, as requested

Resolve Review Comments ?

Unresolved Comments: 2
Info Only Comments: 0
Files with Markups: 1

Plan Review: [Watch video](#)

Review and respond online. *Review and respond in Excel, then upload your responses.*

STEP 2 of 4: Upload any new or updated files into this project

Version Upload for: B22-0625 ?




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.

https://salinas-ca-us-test.avolvecloud.net/ProjectDoxWebUI/Project/ProjectCorrections?projectID=431&wflowTaskID=3237

Dept: Show All Status: Show All Response: Show All Search: Close Window

Type: Show All Cycle: Show All Time: Show All

Refresh Watch video

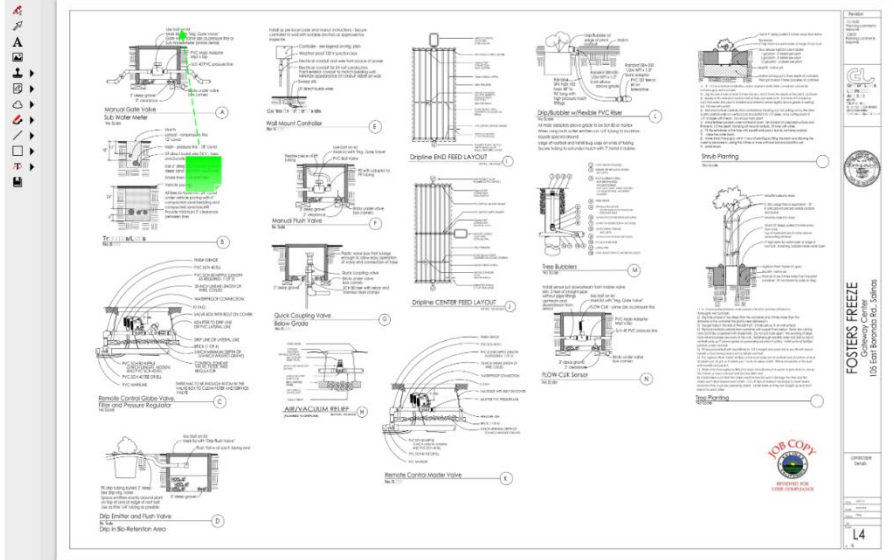
<input type="checkbox"/> (0 selected) Add Comment / Ask Question Please enter your responses							
<input type="checkbox"/>	Ref.# 1	Building	Melissa Guilfoyle	12/20/22 11:16 AM	Cycle 1	Type your response here.	
	Unresolved	Include Project Name, Address, Assessor Parcel Number, Legal Property Owners Name, Address, Phone Number on cover sheet.					
	Library Comment						
<input type="checkbox"/>	Ref.# 2	Changemark note #01	Building	Melissa Guilfoyle	12/20/22 11:19 AM	Cycle 1	Type your response here.
	Unresolved		105 APPROVED PLANS (1)_Part9.pdf		 		
	Markup	alter this section					

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.

Ref. #2 (Unresolved)

Annotate Review Measure Publish

105 APPROVED PLANS (1)_Part9.pdf V1



FOSTERS FREEZE
Conference Center
105 East Broadway Blvd., Salinas



L4

Discussion History: Review Comments

Changemark note #01

12/20/22, 11:18 AM
Department Review, Building
after this section

0 replies

Your response:

Empty text box for user response.

Save Response

Close

105 APPROVED PLANS (1)_Part9.pdf V1