



## **Check the status of your application**

1. Login to your account on the Applicant Portal.
2. Click on Permits, Licenses, or Certifications at the top of the screen.
3. Confirm status of your application.
4. Questions? Chatter City staff to communicate directly. See below for Chatter instructions.

## **Understand the status of your application**

### **Status: Draft**

Your application is not complete and has not been submitted. To continue editing and finish your application follow these steps:

- On the home page, click *Next*.
- Select from the dropdown *Edit Existing* then *Next* and continue with the prompts.
- A new page will open showing your permit and you can select the application that is on *draft* status to complete it.

### **Status: New Application**

- Your application is in the queue to be reviewed by City staff for completeness. Please allow a few days for someone to contact you with the next steps.

### **Status: Application Completeness Review**

- City staff are reviewing your application for completeness. Please allow 5 business days for initial review.
- Use the Chatter feature on the portal to contact your Permit Coordinator with questions about the submittal process. (See below for how to use Chatter.)

### **Status: Complete Pending Submittal Fees**

- You should receive an email telling you that fees are due before your permit can be reviewed for compliance. Please use Chatter to reach out directly to the Permit Coordinator in charge of your application if you have questions.

### **Status: Permit Review**

- Your application is being reviewed by the various referral agencies. Please use Chatter to reach out directly to the reviewer if you have technical questions or need to check status of their review.

### **Status: Final Review**

- Your application is undergoing final compliance check. Permits are typically Ready for Issue within 48-72 hours after entering Final Review.

### **Status: Ready for Issue**

- Your application is ready to be issued upon payment of issuance fees.

### **Status: Issued:**

- Work on your project may commence. You will receive an email with your permit and a link to your approved plans.