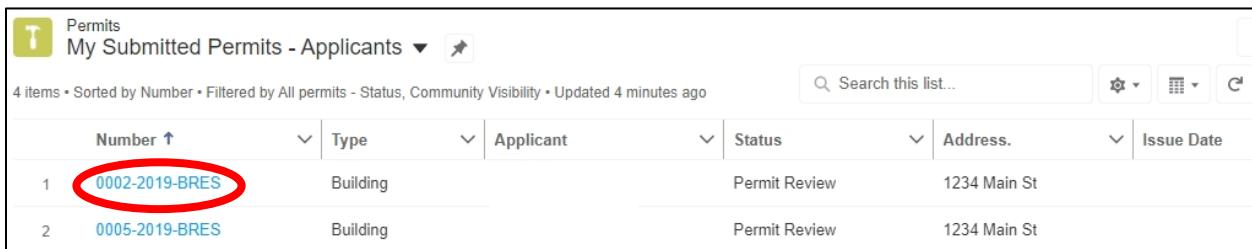


How to See Reviews for your Permit

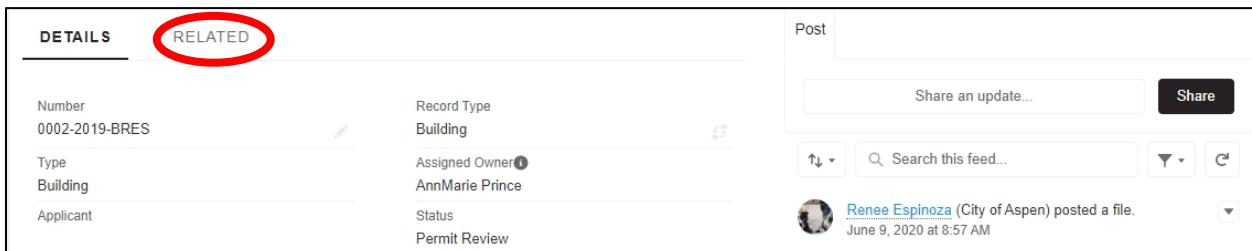
1. Navigate to your list of permits in the Salesforce portal by clicking on the “Permits” tab at top of screen.



2. Scroll down to find your permits and click on the **permit number** you wish to see reviews for.

A screenshot of a Salesforce list view titled "My Submitted Permits - Applicants". The table has columns for Number, Type, Applicant, Status, Address, and Issue Date. Two permits are listed: one with number 0002-2019-BRES and another with number 0005-2019-BRES. The permit number 0002-2019-BRES is circled in red.

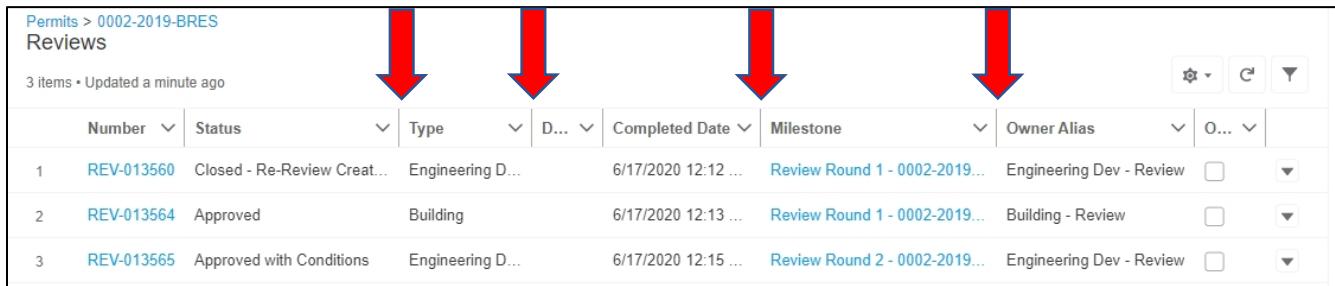
3. Scroll down and click the “Related” tab above your permit details.

A screenshot of a Salesforce detail page for a permit. The top navigation bar shows "DETAILS" and "RELATED" (which is circled in red). The details section includes fields for Number (0002-2019-BRES), Record Type (Building), Type (Building), and Applicant (AnnMarie Prince). On the right, there is a "Post" section with a "Share an update..." input field, a "Share" button, and a feed entry from "Renee Espinoza (City of Aspen) posted a file." dated June 9, 2020 at 8:57 AM.

4. Scroll down to find the “Reviews” section. Click “View All.”

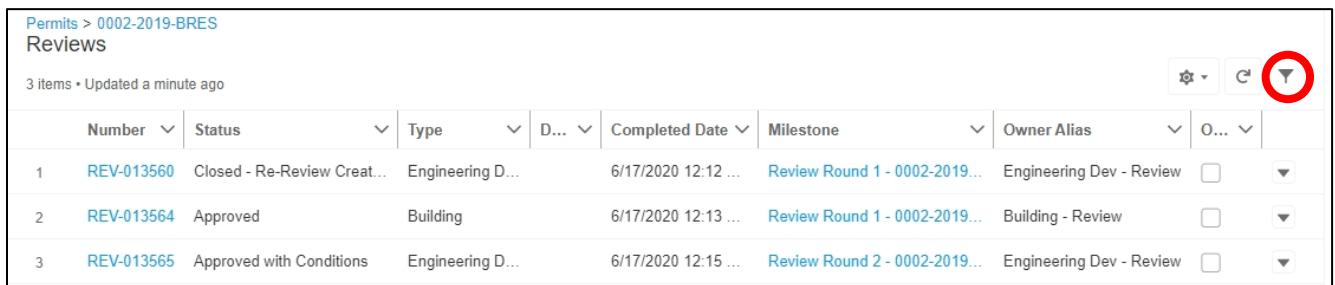
A screenshot of a Salesforce list view titled "Reviews (3)". The table columns are Number, Status, Type, and Due Date. Three reviews are listed: one with number REV-013560 (Status: Closed - Re-Review ...), one with number REV-013564 (Status: Approved), and one with number REV-013565 (Status: Approved with Condi...). At the bottom right of the list, there is a "View All" button, which is circled in red.

5. Now you can see all the reviews that have been triggered for your permit. **Drag the columns** to expand or collapse information about the reviews.



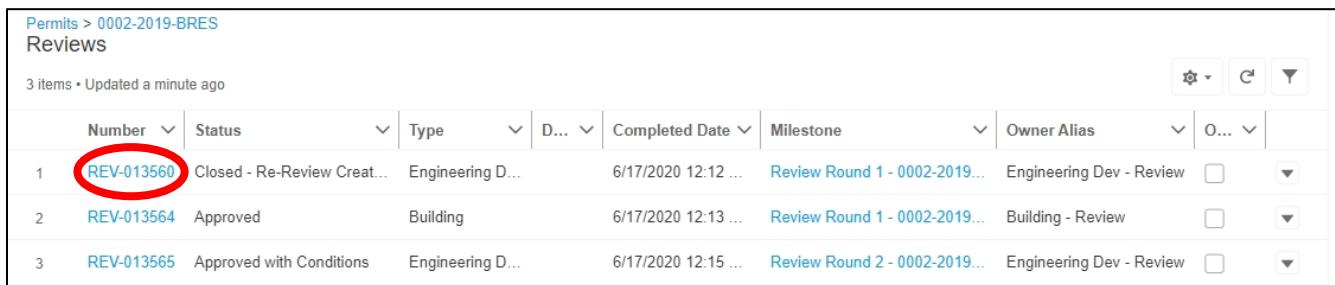
Permits > 0002-2019-BRES								
Reviews								
3 items • Updated a minute ago								
Number	Status	Type	D...	Completed Date	Milestone	Owner Alias	O...	
1 REV-013560	Closed - Re-Review Creat...	Engineering D...		6/17/2020 12:12 ...	Review Round 1 - 0002-2019...	Engineering Dev - Review	<input type="checkbox"/>	<input type="button" value="▼"/>
2 REV-013564	Approved	Building		6/17/2020 12:13 ...	Review Round 1 - 0002-2019...	Building - Review	<input type="checkbox"/>	<input type="button" value="▼"/>
3 REV-013565	Approved with Conditions	Engineering D...		6/17/2020 12:15 ...	Review Round 2 - 0002-2019...	Engineering Dev - Review	<input type="checkbox"/>	<input type="button" value="▼"/>

6. Click the **Filter** button to quickly group reviews by status, type, milestone or owner.



Permits > 0002-2019-BRES								
Reviews								
3 items • Updated a minute ago								
Number	Status	Type	D...	Completed Date	Milestone	Owner Alias	O...	
1 REV-013560	Closed - Re-Review Creat...	Engineering D...		6/17/2020 12:12 ...	Review Round 1 - 0002-2019...	Engineering Dev - Review	<input type="checkbox"/>	<input type="button" value="▼"/>
2 REV-013564	Approved	Building		6/17/2020 12:13 ...	Review Round 1 - 0002-2019...	Building - Review	<input type="checkbox"/>	<input type="button" value="▼"/>
3 REV-013565	Approved with Conditions	Engineering D...		6/17/2020 12:15 ...	Review Round 2 - 0002-2019...	Engineering Dev - Review	<input type="checkbox"/>	<input type="button" value="▼"/>

7. Click on a review **number** to get more information about a specific review.



Permits > 0002-2019-BRES								
Reviews								
3 items • Updated a minute ago								
Number	Status	Type	D...	Completed Date	Milestone	Owner Alias	O...	
1 REV-013560	Closed - Re-Review Creat...	Engineering D...		6/17/2020 12:12 ...	Review Round 1 - 0002-2019...	Engineering Dev - Review	<input type="checkbox"/>	<input type="button" value="▼"/>
2 REV-013564	Approved	Building		6/17/2020 12:13 ...	Review Round 1 - 0002-2019...	Building - Review	<input type="checkbox"/>	<input type="button" value="▼"/>
3 REV-013565	Approved with Conditions	Engineering D...		6/17/2020 12:15 ...	Review Round 2 - 0002-2019...	Engineering Dev - Review	<input type="checkbox"/>	<input type="button" value="▼"/>

How to Interpret A Review Status

- Not Started:** The review agency has not yet begun to review their portion of your application.
- Working:** A reviewer is currently working to approve your application or give comments.
- Approved:** A reviewer has approved their portion of your application and has not issued any comments for you to respond to. No action is needed from you.
- Approved with Conditions:** A reviewer has approved their portion of your application but has issued a “condition” for the approval. If you do not see the condition listed when you click the review number, contact the reviewer directly for more information.

- **Closed – Re-review Created:** A reviewer has issued comments on their portion of the application review. You should have received comments via email from the reviewer. If you did not receive comments in this review status, please contact the reviewer directly. Formal response to comments is required, both in writing and on plans, but must not be submitted until all reviews have been completed.
- **Closed – Review Not Needed:** A reviewer has determined that their review of your application was not necessary. No action is needed from you.

How to Contact a Reviewer

1. Find the name of your reviewer under “**Owner Alias**.” *Note: if a person’s name is not listed, a reviewer may not have been assigned to this permit yet.*

Permits > 0002-2019-BRES						
Reviews						
3 items • Updated a minute ago						
Number	Status	Type	D...	Completed Date	Milestone	Owner Alias
1 REV-013560	Closed - Re-Review Creat...	Engineering D...		6/17/2020 12:12 ...	Review Round 1 - 0002-2019...	Engineering Dev - Review
2 REV-013564	Approved	Building		6/17/2020 12:13 ...	Review Round 1 - 0002-2019...	Building - Review
3 REV-013565	Approved with Conditions	Engineering D...		6/17/2020 12:15 ...	Review Round 2 - 0002-2019...	Engineering Dev - Review

2. Click into the “Share an update...” box on the permit’s **Details** screen to message the reviewer. You **must** type @ and the person’s name in the message in order to notify them. [Click here for more detailed information about how to use the Chatter function.](#)

DETAILS	RELATED
<p>Number 0002-2019-BRES</p> <p>Type Building</p> <p>Applicant Lemmy Asparagus</p>	<p>Record Type Building</p> <p>Assigned Owner AnnMarie Prince</p> <p>Status Permit Review</p> <p>Post</p> <p>Share an update...</p> <p>Share</p> <p>Search this feed...</p> <p>Renee Espinoza (City of Aspen) posted a file. June 9, 2020 at 8:57 AM</p>