



TIP - Getting to the information you want:

- Getting to the mornation you want.

If you are looking for specific steps, click on the box of the task you want more information about. It will take you directly to the page with the task's

1. Plan Review

Plan Review process

During the Plan review process, a building permit application is reviewed concurrently by multiple disciplines for compliance with adopted city codes and regulations. The disciplines involved are identified by city staff in the pre-screening process and invited to participate in the Plan Review once Pre-screening is completed.

The disciplines invited to review depend on the complexity of the project. Plan Review may be routed out to as many as 9 different groups: Building Code, Zoning, Fire, Public Utilities, Peer Structural, Engineering, Transportation, Planning, and Forestry. Building Code and Fire are groups internal to the Building Services Division; Peer Structural review is provided by an outside agency; and the other disciplines are collaborating city divisions or departments. All disciplines must approve the plans before a building permit can be issued.

All disciplines must finish their review task for a review cycle to be complete and the applicant to be able to respond to comments and upload revisions. In general, the first review will take longer than subsequent reviews.

Turnaround times vary according to each divisions' workload. Building Services publishes weekly its first review queue at <u>www.slc.gov/buildingservices/building-permits</u>. An applicant may need to reach out to the separate divisions directly to learn about their times.



Login to the Portal to check status

	A C I T	XE		Citizer	ר Aco	cess F	Portal			
			Announcem	ents Logged in as:	www.come ≔,	Collections (0)	Cart (0) 📄 _{Receipt/Re}	eports (5) 🔝 🙎	Account Manag	ement 🔂 Logou
								Sea	arch	Q •
Hor	ne Buildi	ing Business L	icense Civil Enforc	ement Engineering	Events Fire	Fix the Bricks	Planning Real Est	ate Services	more 🔻	
с	Check/R	esearch Permits	Apply for	a Permit 🗖 Sci	hedule an Inspe	ction				
Rec	ords									
Show	ing 1-5 of 5	Add to collection Add	i to car							
	Date	Record Number	Record Type	Description		Project Name	Address	Status	Action	Short Notes
	02/01/2022	BLD2022-	Residential Building Permit	TEST		TEST	SREET STREET ALL SAE L'ARREST AND ALL SAE L'ARREST AND ALL SAE			
	01/31/2022	BLD2022-	Residential Building Permit	TEST		TEST	HES INTERNOL MADE NAME ON A CONTRACT HOLD	Void		
	01/31/2022	BLD2022-	Commercial Building Permit	TEST		TEST	AND A DESCRIPTION OF AND DESCRIPTION OF ADDRESS DESCRIPTION	Void		
	06/02/2019	BLD2019-	Residential Roofing	Tear off and replacement and garage.	of shingles on house	Re-roof	en mike besterheiden eine Heider verste mitten die Heider besterheiter	Void Expired		
	03/07/2017	BLD2017-	Residential Fencing	VOID PER APPLICANT RE	QUEST (TEST)fence	fence	1100-10-10-20 AM ANDRES Martin Andre - Andre - State of Bactering (201	Void		
•										
Sea	ch for Bu	uilding Permi	ts ake City Building P	ermits Office is clos	ed to the publ	ic Please subm	at applications elect	ronically. Th	ere will be no	interruption to

Login to the Citizen Access Portal. Select the "Building" tab to see all permit records associated with the account and click on the permit you are working on.



Check review status

Home Building	Business License	Civil Enforcement	Engineering	Events	Fire	Fix the Bricks	Planning	Real Estate Services	more 🔻	
Q _{Check/Resear}	ch Permits	✓Apply for a Permine	t 🗖 Sch	iedule an In	spectior	ı				
Record BLD2022 Residential Buildi Record Status: In	- : ing Permit For Review									Add to ca Add to collection
Record Info 🔻	Payments	- Plan Revi	ew							
Plan Review										
To do task: Nor	ne									
Plan Review Stat Review Type: Build Total Number of Fil Time Elapsed: 6 da Completed Submis Prescreen Review (tus: ing Permit les: 4 View upload ys 2.5 hrs ision (Prescreen): 6 Comments (Upresc	led files days 2 hrs (ved): 1								
Time with Jurisdict Time with Applican	tion: 3 days 22 hrs ht: 2 days 4.5 hrs									
Status: In Review In Review (Cycle #	1): 0 days 0.5 hrs									
Review Comments Building Codes (Fire (0) Zoning (0)	(Unresolved): 0 V 0)	iew review comment	•							
Current Non-Com Building Codes I Fire Department Zoning Departm	pleted Tasks: 3 Department Review Review cycle #1: 0 ent Review cycle #	cycle #1: 0 days 0.5 h days 0.5 hrs 1: 0 days 0.5 hrs	nrs							

Select the "Plan Review" tab. When pre-screening is ongoing the "Status" will be "In Review" and the "To do task" will be "None".

3 U

Uploads and responses are disabled

Tasks	Files S	Status Info	Reports	Discuss	Reviews	BLC	02022	TEST										
Start N	ew Workflo	w																
Refresh	Save Settin	igs												All	Overdue	Priority	Show	13 ¥ records
ACTION		TASK	PROJECT		GROUP		STATUS	0 F	PRIORITY	DUE DA	ντε	· CRE	ATED		PROJE	CT TYPE	DESC	RIPTION
		▼ Contains	▼ Conta	ains	▼ Contain	5	▼ Contains		▼ Contains	▼ On		 ▼ ▼ 0 	Dn		✓ ▼ Co.	ntains	T 0	ontains
) - 0 of 0	records															le ∢P	rev 1	Next ▶ →
Norkflo	ows																	
Refresh																		
	NAME					COORDI	NATOR GROUP	STATE	IN	TEGRATION M	NODE	VER	SION			STA	RTED	COMPLETE
22	BLD2022- AM	- Plan Revie	w PF - OLD	- 2/1/2022	10:29:54	Project C	oordinator	Active	Pi	oduction		Vers	ion #1 (Ver	rsion	1)	2/1/ AM	22 10:29	
1 - 1 of 1	records															I∈ ∢P	rey 1	Next ▶ →

ProjectDox will show no tasks during review. Uploads and response to comments are disabled, but other information is viewable to the applicant under the project tabs.



Corrections Required? Yes

2. Login to Citizen Access Portal or ProjectDox

1 Notification Email		2 Access through the Portal	
ProjectDox Review Correction Request Task Assignment for BLD2022-		Search	Q •
DoNotReplySLC@avolvecloud.com	\bigcirc Reply \iff Reply All \rightarrow Forward \cdots	Home Building Business License Civil Enforcement Engineering Events Fire Fix the Bricks Planning Real Estate Services more 💌	
To T	Wed 2/9/2022 2:52 PM	Q Check/Research Permits Apply for a Permit	
Review Correction Request Task Assignment	×		
Attention		Record BLD2022- Add Recidential Ruilding Permit Add to col	to cart llection
The plan review submission for Project: BLD2022. Inas been reviewed and corrections have been requested. Correction comments and requirements may be accessed by logging in to the ProjectDox site, clicking the Applicant Resubmit Task, and reviewing BOTH the Changemath and Checklist Items Table.		Record Status: In For Review	_
Changmarks are reviewer comments specific to a drawing or document and are placed directly on the plans. Changemarks must be resolved prior to plan review approval.		Record Info V Payments V Plan Review	
Checklist Items are standard reviewer comments that are deficiency items noted by plan review staff that must be resolved prior to plan review approval.		Plan Daviaur	
Reports specific to both changemark and checklist items are available under the Reports Tab. To share comments with others simply download the report and email (excel is recommended). Reports may be accessed anythine during the review to follow the review process.			
When corrected plans and/or documents are ready for re-submittal, please Login to ProjectDox.		To do task: Applicant Resubmit Task	
Please be advised when re-submitting plans and/or documents:		Plan Review Status:	
 Drawings must be properly versioned to be considered for plan review. A pol will properly version by simply naming the replacement pol didentical to the pofit is replacing. Responses to concretions must be provided under the Applicant Column in both the Changemark AND Checkisi Items Ta Porte Poste available in the Applicant Resultmin Task. Be sure to default the portiet to ALL review cycles in both the changemark and checkiat portiets. To save an applicant response to the portiet task to sure to click."Swort for the right after completing each entry to save the specific entry to the portiet that and "Swort" on the right after completing each entry to save the specific entry to the portiet and "Swort" again at the bottom to save all the entries to the project. Portiet courners may be more dy simply picing the column header up and dragging it to the desired location. Click "Save AIT" to save portiet settings. Complete he Applicant Tesponstimi Task to initiate and "sworte specific Save AIT" to save any cortex of the portiet task and the specific entry to the porties the applicant Tesponstimic and the review cycle Once the project. Portie Click Task to allite and review projet Complete dis complete. 		Review Type: Building Permit Total Number of Files: 4 View upbaded files Time Elapsed: 6 days 5 hrs Completed Submission (Prescreen): 6 days 2 hrs Prescreen Review Comments (Unresolved): 1 Time with Jurisdiction: 3 days 2 hrs Time with Applicant: 2 days 5.5 hrs Elsiwu: Applicant: 2 days 5.5 hrs	
 Please make corrections within 180 days of this notice to prevent the plan review from expiring. Expired permits will be charged an additional 50% of the plan check fee to reactivate. 		Applicant Corrections: 0 days 1 hr	
Project: BLD2022- Description: TEST Task: Applicant Resubmit Project Access I John D ProjectOcs		Review Comments (Unresolved): 2 View review comments Building Codes (1) Fire (0) Zoning (1)	
		Current Non-Completed Tasks: 1 Waiting Applicant Resubmit Task: 0 days 1 hr	
Email is sent when review is completed and corrections are	required. Access	Click "Applicant Resubmit Task" to access ProjectDox through the Citizen Access	

application through the Portal (step 2) or click "Login to ProjectDox" (go to step 3).

Click "Applicant Resubmit Task" to access ProjectDox through the Citizen Access Portal. Move to step 4 ahead.



3

Accept task in ProjectDox

Proje	ctDox.												
			Home	Q Project: Ente	r project name	Creat	te Project	All Tasks	All Reports	1	Logout	0	Admin
Standard Task List	Tasks Project	S											
efresh Save Setti	ngs							All	Overdue P	iority	Show	13 ~	records
CTION	TASK	PROJECT	GROUP	STATUS	PRIORITY	DUE DATE	• ci	REATED	PROJECT	TY	DES	RIPTI	•
Accept	Applicant Resubmit Task	BLD2022-	Applicant	Pending	Medium	2/24/22 2:51	PM 2/	9/22 2:51 PM	Residenti Permit	al Buildir	ng TEST	ontains	

Login to ProjectDox and click "Accept". A new page should open. If not, click "Applicant Resubmit Task".

4 Review information

APPLICANT	RESUBMIT			ProjectFlow BUILDING	avortware
Permit Information App	plicant Contacts Fees Reso	urces			
Application Numbe Application Typ Descriptio Balance Du	er BLD2022- er Building/Permit/Residential/NA en TEST- er 0				
Task Instructions	Learn how				
After you have successfully uplo	paded all required plans and documen	nts, please click the (Submit Corrections for Revie	ew) button.		
Resolve Review Comment	ts 🕜				
Unresolved Comment	s: 3				
Info Only Commenter	s : 0				
Files with Markup	s: 0				
Plan Review	v: Review Comments	Export to Excel	Import Excel Responses		
	Review and respond online.	Review and respond in Excel , the	hen upload your responses.		
Department Review Resu	lts 🕜				
DEPARTMENT		REVIEWED BY		STATUS	
		Stefani James -		Corrections Required	
Building Codes					
Building Codes Fire		Stefani James -		Pass	
Fire Zoning		Stefani James - Stefani James -		Pass Corrections Required	
Fire Zoning		Stefani James - Stefani James -		Pass Corrections Required	
Fire Zoning		Stefani James - Stefani James -		Pass Corrections Required	

Review the information on the page. It indicates the number of comments made, the disciplines reviewing, their status and reviewer's contact information.



Deview commente

3. Respond to comments and revise plans

APPLICANT RESUBI	ЛІТ		
Permit Information Applicant Contacts	Fees Resources		
Application Number BLD2022 Application Type Building/Permit/Re: Description TEST- Balance Due 0	dential/NA		
Task Instructions Learn how	and downed a close slid, the (Coloris Course	tions for Deviced bottom	
Task Instructions Learn how After you have successfully uploaded all required plan	s and documents, please click the (Submit Correc	tions for Review) button.	
Task Instructions Learn how After you have successfully uploaded all required plan Resolve Review Comments	; and documents, please click the (Submit Correc	tions for Review) button.	
Task Instructions Learn how After you have successfully uploaded all required plat Resolve Review Comments Unresolved Comments: 3	s and documents, please click the (Submit Correc	tions for Review) button.	
Task Instructions Learn how After you have successfully uploaded all required plan Resolve Review Comments Unresolved Comments: 3 Info Only Comments: 0 I	s and documents, please click the (Submit Correc	tions for Review) button.	
Task Instructions Learn how After you have successfully uploaded all required plan Resolve Review Comments: Unresolved Comments: Unresolved Comments: Info Only Comments: Plan with Markup: Plan Review Review Comments: Plan R	s and documents, please click the (Submit Correc	tions for Review) button.	*
Task Instructions Learn how After you have successfully uploaded all required plan Resolve Review Comments: Unresolved Comments: Unreso	and documents, please click the (Submit Correc	tions for Review) button.	5
Task Instructions Learn how After you have successfully uploaded all required plan Resolve Review Comments: 9 Unresolved Comments: 9 Info Only Comments: 0 Files with Markups: 0 Plan Review Review Com Review Results	and documents, please click the (Submit Correct ments Review and responses)	el Import Excel Response and an Excel, then upload your responses.	a
Task Instructions Learn how After you have successfully uploaded all required plan Resolve Review Comments: Unresolved Comments:	and documents, please click the (Submit Correct ments) Meteriority Export to Exc Reviewe and response	el Import Excel Response and an Excel, then upload your responses.	n STATUS
Task Instructions Learn how After you have successfully uploaded all required plan After you have successfully uploaded all required plan Resolve Review Comments: 0 Info Only C	and documents, please click the (Submit Correct ments Export to Exc Review and response REVIEWED BY Stefani James -	el Import Excel Response and in Excel, then upload your responses.	s STATUS Corrections Required
Task Instructions Learn how After you have successfully uploaded all required plan After you have successfully uploaded all required plan Resolve Review Comments Unresolved Comments Info Only Comments	and documents, please click the (Submit Correct ments Export to Exc Review and reprovements of the second second second ReviewED BY Stefani James - Stefani James -	el Import Excel Response	rs STATUS Corrections Required Pass

Click "Review Comments" to see what corrections are required. You may also download the review comments by clicking "Export to Excel".



Respond to comments in ProjectDox

Refresh	Dept: Sho Type: Sho	w All v v	Status: Cycle:	Show All Show All	~	Response: Time:	Show All Show All		~ ~	Search: Enter keyword	d	\mathbf{V}	Close W	indow
	(0 selected	d)						Add C	om	ment / Ask Question	Please ente	r your respo	onses	0
	Ref.# 2	Building Codes			Stefan	i James		2/9/22 2:41 PM		Cycle 1	Type your response here			
	Unresolved	Show dimensions to th	e building	from the prop	perty line	es on all side	s.							
	Ref.# 1	Project Coordinator			Stefan	i James		2/2/22 2:24 PM			Type your response here			
	Unresolved Checklist Iten	Complete and upload a	Residenti	al pre-screenii	ng checl	klist. http://w	ww.slcdocs.c	:om/building/Res_L	oglr	n_02-18.pdf				
		Responded by: Done!	- 2/4,	/22 2:22 PM										
	Ref.# 3	Zoning			Stefan	ii James		2/9/22 2:51 PM		Cycle 1	Type your response here			
	Unresolved Library Comme	The foundation plan do	es not ma	tch the footpr	rint on ti	ne site plan.					-			

Respond to all "Not Met" or "Unresolved" comments by typing in the yellow box. You may also "Add Comment / Ask Question". Close window.



TIP - Responding to reviewer's comments:

- Respond to every comment that has been marked by reviewer as "Not Met" or "Unresolved".
- If you don't understand a comment or think it doesn't apply to your project, contact the reviewer. Do not ignore comments and do not leave it to the last minute to resolve it as this may result in multiple review cycles and additional time for plan review.
- All reviewer's comments must be resolved before plans can be approved and a permit issued.
- Be sure to respond in writing AND with revisions to the drawings when applicable.
- Note that some corrections may require that you revise all drawing sheets. For instance, if the address needs correction, it must be revised in all pages where the address is shown.

Respond to comments in Excel file

APPLICANT RE	SUBMIT			ProjectFlow BUILDING	a voire e
Permit Information Applicant	Contacts Fees Resources				
Application Number BLD20 Application Type Buildin Description TEST- Balance Due 0	22. ng/Permit/Residential/NA				
Task Instructions Learn hov After you have successfully uploaded all	N required plans and documents, plea	ase click the (Submit Corrections for Re	view) button.		
Resolve Review Comments Unresolved Comments: 3 Info Only Comments: 0 Files with Markups: 0 Plan Review: Re	Review Comments	Export to Excel Review and respond in Excel	Import Excel Responses]	
Department Review Results 🛛 🖉					
DEPARTMENT Building Codes	c	REVIEWED BY		STATUS	
Fire	21	tefani James -		Corrections Required	
Zoning	S	tefani James -		Corrections Required	
		Submit Corrections for Review	ave For Later		

To respond in the excel file downloaded, enter your responses in that document, save it and upload it to ProjectDox by clicking "Import Excel Responses".

TIP - Public Utilities fees:

- Public Utilities fees (related to water and sewer) are assessed and invoiced separately from the building permit and when all plan revisions have been made for the discipline.
- The Public Utilities reviewer will inform you when those fees have been invoiced and pass the review upon confirmation of payment in a subsequent review cycle.
- We highly encourage that balances due to the Public Utilities' office be paid promptly. The nonpayment of those fees will hold the plan review approval and, in result, the permit issuance.
- Public Utilities fees may be paid through the Citizen Access Portal under the "Utilities" tab. You must use either search the public utilities record number (PUT#) or the address. Searches using the building permit record (BLD#) will return with no results.

3 Upload new and revised files

Building Codes Fire Zoning Upload for: BLD2022. Select the destination folder to upload your files: Select arrow next to folder to upload your files:	Stefani James - Stefani James - Stefani James -	Corrections Required Pass Corrections Required
Fire Zoning Upload for: BLD2022- O Select the destination folder to upload your files: Select arrow next to folder to expand folder list.	Stefani James - Stefani James -	Pass Corrections Required
Zoning Upload for: BLD2022- Select the destination folder to upload your files: Select arrow next to folder to expand folder list.	Stefani James -	Corrections Required
Upload for: BLD2022.	Laundowe	
Drawings (4 - 0 New) Specifications Calculations Calculations Calculations City Reports City Required forms File Submittals Coordinator Removed Files - Misloads Quick Review Additional City Information Inspection Closeout Documents		

Click on the appropriate folder to upload new and revised files.



4. Complete applicant task

Calculations		7
Soils SWPP and Drainage Reports		
C Energy Reports		
City Required Forms		
Fire Submittals		
Approved Drawings and Documents		
Coordinator Removed Files - Misloads		
C Quick Review		
C Additional City Information		
Inspection Closeout Documents		
rmation •	opriate, all Checklist Items accessed by clicking on the "Checklist Items" button above. "Required opriate, all Changemark Items accessed by clicking on the "Changemark Items" button above. "Required	
Triation I have reviewed and addressed, including responses where appro- I have reviewed and addressed, including responses where appro- have upoted the revised drawings and/or documents and/or how the revised drawings and/or documents and/or the upoted the revised drawings and/or documents and/or the upoted the revised drawings and/or the upoted the two sets and the upoted to the pursidiction of the two sets and the upoted to the upo	opriate, all Checklist Items accessed by clicking on the "Checklist Items" button above. "Required opriate, all Changemark Items accessed by clicking on the "Changemark Items" button above. "Required d as a result of the review into the appropriate folder in the project using the SAME file names as the original files. I am ready to for further review. "Required	
Inave reviewed and addressed, including responses where appr have reviewed and addressed, including responses where appr i have uploaded the revised drawings and/or documents require applete my assigned task and resubmit back to the jurisdiction //Remove Project User	opriate, all Checklist Items accessed by clicking on the "Checklist Items" button above. "Required opriate, all Changemark Items accessed by clicking on the "Changemark Items" button above. "Required dl as a result of the review into the appropriate folder in the project using the SAME file names as the original files. I am ready to for further review. "Required	
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Transition There reviewed and addressed, including responses where appre- there eviewed and addressed, including responses where appre- there uploaded the revised drawings and/or documents require momelete my assigned task and resubmit back to the jurisdiction (Remove Project User Transite to Group: Upload Only First Name:	opriate, all Checklist Items accessed by clicking on the "Checklist Items" button above. "Required opriate, all Changemark Items accessed by clicking on the "Changemark Items" button above. "Required ad as a result of the review into the appropriate folder in the project using the SAME file names as the original files. I am ready to for further review. "Required Remove from Group: Upload Only	
Transition There reviewed and addressed, including responses where appreliable reviewed and addressed, including responses where appreliable uploaded the revised drawings and/or documents require samplete my assigned task and resubmit back to the jurisdiction (Remove Project User Transite to Group: Upload Only First Name:	opriate, all Checklist Items accessed by clicking on the "Checklist Items" button above. "Required opriate, all Changemark Items accessed by clicking on the "Changemark Items" button above. "Required d as a result of the review into the appropriate folder in the project using the SAME file names as the original files. I am ready to for further review. "Required Remove from Group: Upload Only. Name: Remove User	
In have reviewed and addressed, including responses where appro have reviewed and addressed, including responses where appro have reviewed and addressed, including responses where appro- have updated the revised familying and/or documents- appleter my assigned task and resubmit back to the jurisdiction where the project User Interview of an approximate the pro- first Name:	ropriate, all Checklist Items accessed by clicking on the "Checklist Items" button above. "Required opniate, all Changemark Items accessed by clicking on the "Changemark Items" button above. "Required ad as a result of the review into the appropriate folder in the project using the SAME file names as the original files. I am ready to for further review. "Required Remove from Group: Upload Only. Name: Remove User	

After responding to comments and uploading all files, check all three of the confirmation boxes and click "Submit Corrections for Review".



Click "OK" to confirm you have completed your task. This action routes plans back for another plan review cycle (see flowchart).



Corrections Required? No

5. Plans approved

1 Notification email		2 Review status in the Portal
Plan Review Approved for BLD2022-		Search
DoNotReplySLC@avolvecloud.com To P follow up. Start by Friday, February 11, 2022. Due by Friday, February 11, 2022. Click here to download pictures. To help protect your privacy. Outlook prevented automatic download of some pictures in this message.	← Reply ≪ Reply All → Forward Fri 2/11/2022 11:20 AM	Home Building Business License Civil Enforcement Engineering Events Fire Fix the Bricks Planning Real Estate Services more Q Check/Research Permits
Plan Review Approved		Record BLD2022- Add to car Residential Building Permit Add to collection Record Status: In For Review Add to collection
Attention		Record Info v Payments v Plan Review
Conjunuations, the adove issued plan reverse has been approved to proceed with permit issuance. Before the building permit can be issued the following items must be completed:		Plan Review
 In required by Oan State Law, the appropriate contraction must be added to the permit. If you opt to act as an Owner/Builder, provide an Owner/Builder Certification to our Front Line Staff https://doi.ulah.gov/contractor/contract_owner_Builder.pdf 		To do task: None
2- Any associated Plumbing, Electrical, or Mechanical permits must be applied for prior to building permit issuance.		Plan Review Status: Review Type: Building Permit
These permits may be obtained by either the appropriate subcontractor or the general contractor. 3 - Balance due must be paid in full.		Total Number of Files: 9 View uploaded files Time Flanced: 8 days 24 brs
All items may be completed through the Citizens Access Portal https://citizenportal.sicopv.com/citizen/Default.aspy/		Completed Submission (Prescreen): 6 days 2 hrs Prescreen Review Comments (Unresolved): 1
If you need further assistance, please contact the front line staff at 801-535-7968 or via email at frontlinebidgpermit@sicgov.com		Time with Jurisdiction: 4 days 23.5 hrs Time with Applicant: 4 days 0.5 hrs
Project: BLD2022- Description: TEST Project Access Login to ProjectDox		Status: Balance Due Balance Due: 0 days 23 hrs Review Comments (Unresolved): 0 View review comments Building Codes (0) Fire (0) Zoning (0)
Please do not reply to this email.	7	Current Non-Completed Tasks: 1 Balance Paid Task: 0 days 23 hrs
Million along one engineering the conditionat will receive a re-		The "Diag Deview" tek in the Deviel will confirm the status "To de tech" in "News" but

When plans are approved, the applicant will receive a notification email indicating next steps to complete the permit process.

The "Plan Review" tab in the Portal will confirm the status. "To do task" is "None" but "Record Status" is "In For Review" until last steps of the process are completed.



Review status in ProjectDox

Tasks	Files Status	Info Repo	rts Discuss	BLD2022-	E TEST						
Start No	w Workflow										
Refresh	Save Settings							Show all tasks for all user	s All Overdue Priori	ty Show 1	3 🗸 records
ACTION	TASK	• PR	OJECT 0	GROUP	STATUS	• PRIORITY	DUE DA	TE CREATED	PROJECT TYPE	DESCR	RIPTION 0
	▼ Conti	ains 🔻	Contains	▼ Contains	▼ Contains	▼ Contains	¥ On	✓ ▼ On	✓ ▼ Contains	▼ Co	ntains
0 - 0 of 0	records								k-	∢Prev 1	Next ▶ →
Workflo	ows										
Refresh											
	NAME			COORE	INATOR GROUP S	TATE	INTEGRATION M	IODE VERSION		STARTED	COMPLETED
24	BLD2022-00819 - Pl AM	an Review PF	- OLD - 2/1/2022	10:29:54 Project	Coordinator A	ctive	Production	Version #	1 (Version 1)	2/1/22 10:29 AM	
1 - 1 of 1	records								₩	∢Prev 1	Next ▶ →

ProjectDox will also show no tasks when plans are approved.

4 Review department status

Tasks Files	Status Info Reports Discuss BLD2022	TEST	
Refresh Save S	Settings		
ACTION	REPORT NAME	REPORT TYPE	REPORT DESCRIPTION
	▼ Contains	V Contains	▼ Contains
ŀō	Current Project - All Emails Sent	Project	All template emails sent from within this project
ŀō	Current Project - All Group Users	Project	All project users listed by group and name
ŀō	Current Project - All Logged Events	Project	All logged events for a project between specified dates
Ιō	Current Project - All Uploaded Files with Sheet Sizes	Project	All uploaded files with sheet sizes within this project
ΪQ	Current Project - Combined Discussions	Project	Project discussion comments, discuss file and workflow form discussions
lα	Current Project - Discussion Comments with All Participants	Project	Project discussion comments listing all topic participants
lī	Current Project - Timesheet Logs	Project	All timesheet values entered for this project
lią	Current Project - Unpublished Files	Project	All unpublished files within this project
lią	Current Project - User Activity History by Date	Project	All logged project events by a named user between specified dates
ΙQ	Dynamic Review - Department Review Status	ProjectFlow	The status of all reviews for each of the sub-workflows in a dynamic review
ιą	Dynamic Review - Workflow Routing Slip	ProjectFlow	The sequential route of all tasks for each of the sub-workflows in a dynamic review
ιą	Plan Review - Department Review Status	ProjectFlow	Status of departmental reviews for a specified workflow
liq	Plan Review - Discussion Board Plan Review	ProjectFlow	Discussions within workflow task forms used within this project
ΕQ	Plan Review - Review Comments	ProjectFlow	Lists the review comments, checklist and changemark details for a workflow instance review cycles.

Some disciplines may approve the plans with conditions. To check on each departmet's status, select the "Reports" tab and click "Plan Review - Department Review Status"



TIP - Pass with conditions:

- "Pass with conditions" is a possible status when minor changes are required but there
 is no need for an additional review cycle. It may also be related to a situation that must
 be addressed after the building permit is issued. For example, obtaining a right-of-way
 permit from Engineering and Transportation.
- When a department approves the plans with conditions, those conditions will be noted on the approved and stamped plans.
- If a condition is related to the construction of the project, make sure to address them on the job site. Our inspectors will be looking for compliance with those conditions.
- If you have questions about the conditions, please contact the reviewer directly.

Review department status

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					report from ProjectDox by Avalve Software	

This report shows each discipline's status in every review cycle. Approvals may be in different cycles.

Checking for conditions

Tasks Files	Status Info Reports Discuss BLD2022	e TEST	
Refresh Save S	ettings		
ACTION	REPORT NAME	REPORT TYPE	REPORT DESCRIPTION
	V Contains	Contains	V Contains
līα	Current Project - All Emails Sent	Project	All template emails sent from within this project
lō	Current Project - All Group Users	Project	All project users listed by group and name
lα	Current Project - All Logged Events	Project	All logged events for a project between specified dates
ŧο	Current Project - All Uploaded Files with Sheet Sizes	Project	All uploaded files with sheet sizes within this project
ŀο	Current Project - Combined Discussions	Project	Project discussion comments, discuss file and workflow form discussions
liQ	Current Project - Discussion Comments with All Participants	Project	Project discussion comments listing all topic participants
ŀō	Current Project - Timesheet Logs	Project	All timesheet values entered for this project
ŀō	Current Project - Unpublished Files	Project	All unpublished files within this project
lα	Current Project - User Activity History by Date	Project	All logged project events by a named user between specified dates
lα	Dynamic Review - Department Review Status	ProjectFlow	The status of all reviews for each of the sub-workflows in a dynamic review
ŀō	Dynamic Review - Workflow Routing Slip	ProjectFlow	The sequential route of all tasks for each of the sub-workflows in a dynamic review
ŀο	Plan Review - Department Review Status	ProjectFlow	Status of departmental reviews for a specified workflow
ŀō	Plan Review - Discussion Board Plan Review	ProjectFlow	Discussions within workflow task forms used within this project
ίą	Plan Review - Review Comments	ProjectFlow	Lists the review comments, checklist and changemark details for a workflow instance review cycles.

For more information on the conditions, return to the "Reports" tab and click "Plan Review - Review Comments".



Checking for conditions

lar	Rev	view - Re	view Comments Report			
oject orkfle port	Name: ow Star Genera	BLD2022- ted: 2/1/2022 1 ited: 02/14/202	10:29:54 AM 12 11:13 AM			
			REVIEW	COMMENTS		
REF #	CYCLE	REVIEWED BY	TYPE	FILENAME	DISCUSSION	STATUS
1		Project Coordinator Stefani James 2/2/22 2:24 PM	Checklist Item Complete and upload a Residential pre-screening checklist. http://www.slcdocs.com/building/Res_Login_02-18.pdf		Responsed by: - 2/11/22 9:10 AM Donel - Responsed by: - 2/4/22 2:22 PM Donel -	Unresolved
2	1	Building Codes Stefani James 2/9/22 2:41 PM	Library Comment Show dimensions to the building from the property lines on all sides.		Reviewer Response Stefan James - 2/11/22 11:14 AM Pass with the condition that the property line is 10 feet from the building Reviewer Response Stefan James - 2/11/22 11:14 AM Pass with the condition that the property line is 10 feet from the building Responsed by: - 2/11/22 9:10 AM Done!	Condition
3	1	Zoning Stefani James 2/9/22 2:51 PM	Library Comment The foundation plan does not match the footprint on the site plan.		Responsed by: - 2/11/22 9:10 AM Done!	Met
					report fr	m ProjectDo by Avolve Softwa

This report will show comments posted as conditions. Your plans are only considered approved if those conditions are met.

Congratulations!

Your plans have been approved and you are very close from obtaining your building permit.

As indicated in the ProjectDox notification email, there a few more steps to complete before a building permit is issued.

Please continue to follow the step-by-step guide - which is now moving into the Permit Issuance stage - to successfully complete the permit process.

If you have questions, send us an email or give us a call.

