

Check Status

How do I check status online?

- Log in to Citizen Access Portal (ACA)
- Click on Search Permits/Complaints.
- Locate and Select the permit for status checking by clicking on the Permit Number.
- Scroll down to Processing Status

Processing Status

- ✔ ▶ Submittal
- ✔ ▶ Civil
- 🕒 ▶ Zoning
- ✔ ▶ Geotechnical
- 🕒 ▶ Structural
- 🕒 ▶ Architectural
- ✔ ▶ Electrical
- ✔ ▶ Plumbing
- ✔ ▶ Fire Prevention
- ✔ ▶ Fire Protection



Indicates that a Task has been Completed.



Indicates that a Task is in the review process



Indicates that there has been activity on the task. Click on the arrow to open the Task and view all of the activity. If there is no arrow beside the hourglass, the review has not been started.

How do I see correction letters / correction comments?

- Correction letters are emailed to the Applicant on the permit immediately upon entry by plans exam staff. The correction items from the correction letter are pulled from the comments entered where the status is marked as Corrections Requested. For electronically reviewed plans, the comments here will generally refer to the plan mark ups.

✔ ▶ Submittal

✔ ▶ Civil

🕒 ▶ Zoning

✔ ▶ Geotechnical

🕒 ▼ Structural

Due on **03/15/2018**, assigned to **Paul Lum**

☑ Marked as **Corrections Requested** on **03/07/2018** by **Paul Lum**

Comment: 1. Please provide design calculations for the proposed changes on deli modeling with input and output files in CD format.



Architectural