Paperless Permit

Instructions:

Status Check

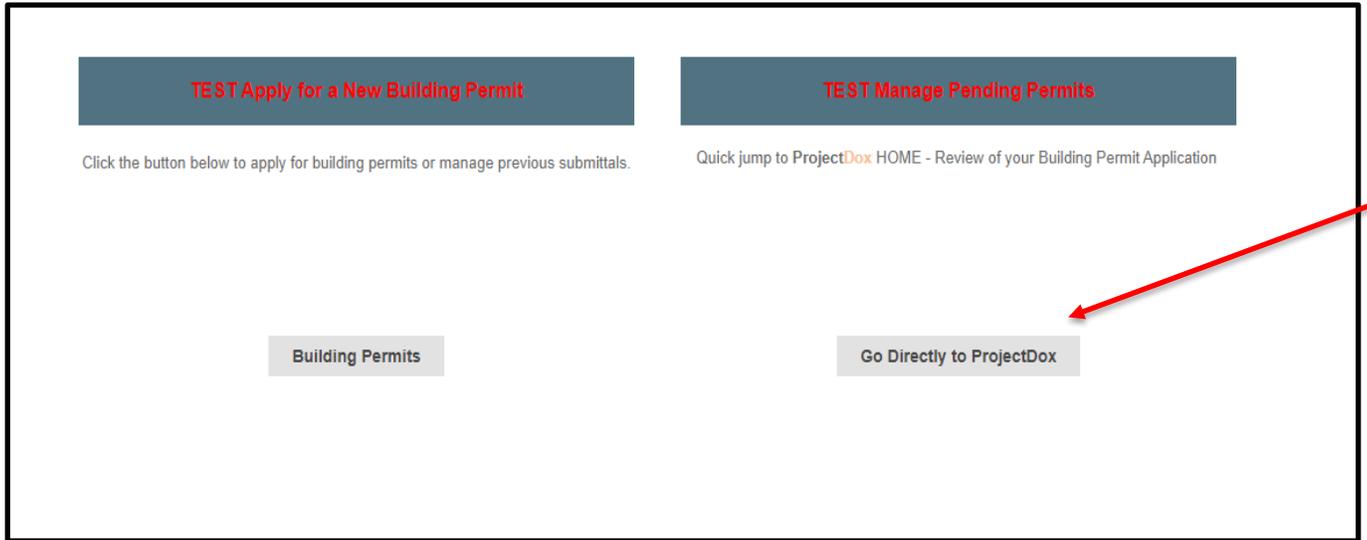Revised June 2023

City of Salinas
COMMUNITY DEVELOPMENT DEPARTMENT

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Paperless Portal Instructions

Choose the "Go Directly to ProjectDox" tab

- Once logged in go directly to ProjectDox

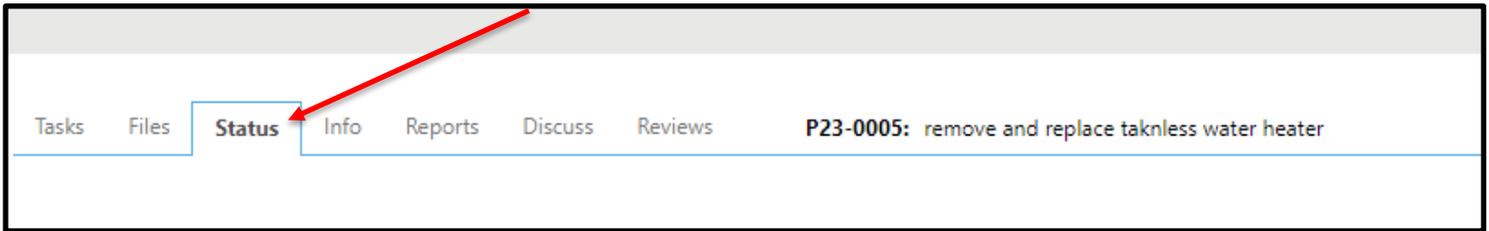## Choose which project you would like to open

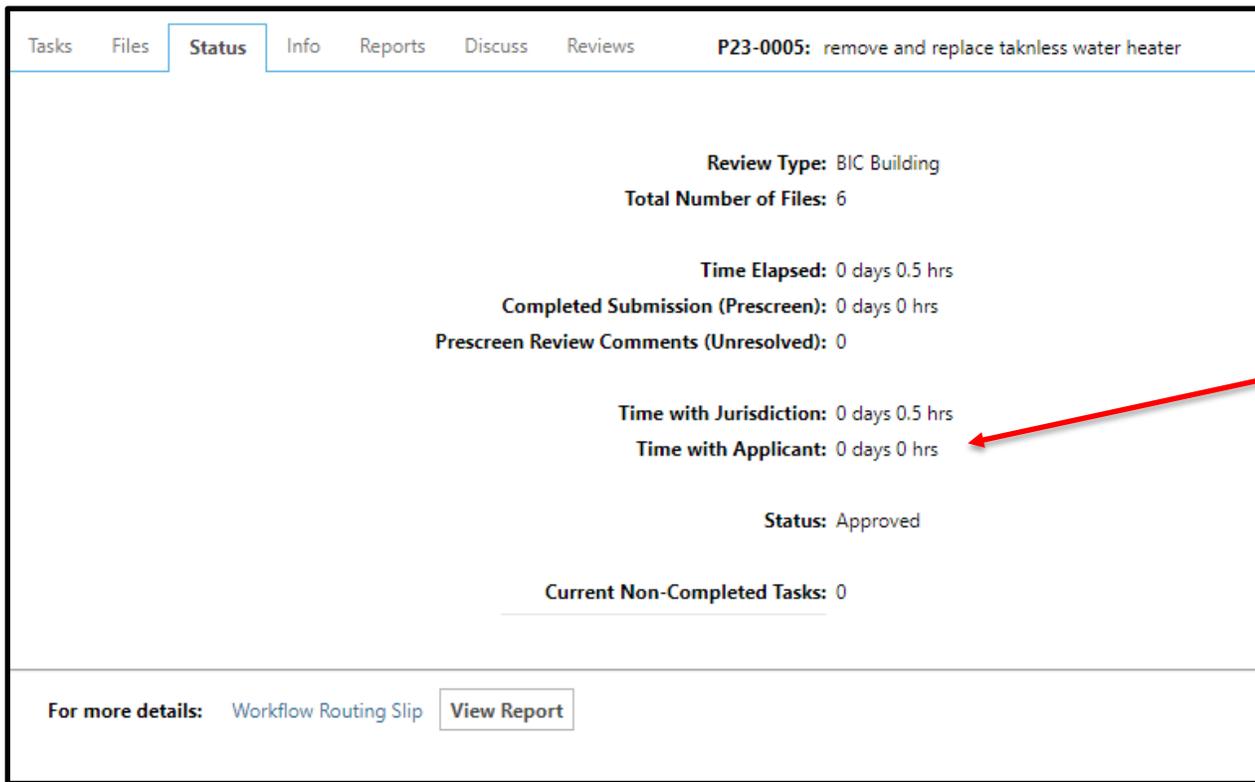- Click on the permit number to open the project.

Click on the "Status" tab at the top of the screen.

- The "Status" tab is located between the "Files" and "Info" tabs.

View the amount of time the permit has been with Applicant.

- The time the permit has been with both the Jurisdiction and Applicant is listed on this screen.

View the Status of the permit.
- The status will be listed under the "Time with Applicant" line.

| Tasks | Files | **Status** | Info | Reports | Discuss | Reviews | **P23-0005:** remove and replace taknless water heater |

Review Type: BIC Building
Total Number of Files: 6

Time Elapsed: 0 days 0.5 hrs
Completed Submission (Prescreen): 0 days 0 hrs
Prescreen Review Comments (Unresolved): 0

Time with Jurisdiction: 0 days 0.5 hrs
Time with Applicant: 0 days 0 hrs

Status: Approved

Current Non-Completed Tasks: 0

For more details: Workflow Routing Slip | **View Report**

Below is a list of Permit Statuses:

Status	*Definition*
Approved	Completely finished permit; Last status.
Cancelled	Either applicant or city canceled permit.
Denied	Denied due to not being in compliance.
Expired	Permit reached expiration date.
Hold	There is an issue with the application. The permit can not move forward until the issue is resolved.
In Review	City staff is reviewing plans.
Payment Due	Applicant needs to pay fees.
Payment Verification	City staff is verifying the payment was processed.
Prescreen	City staff are reviewing for intake compliance.
Prescreen Corrections	There is missing information that the permit needs before it can be sent to plan check.
Resubmit	Applicant must upload corrections.
Revoked	Permit has been denied due to non-compliance issues.
Stamp and Approve	Staff are in the process of stamping and approving the permit.
Upload	Applicant must upload documents.