Paperless Permit

Instructions:

How to Enter Comments
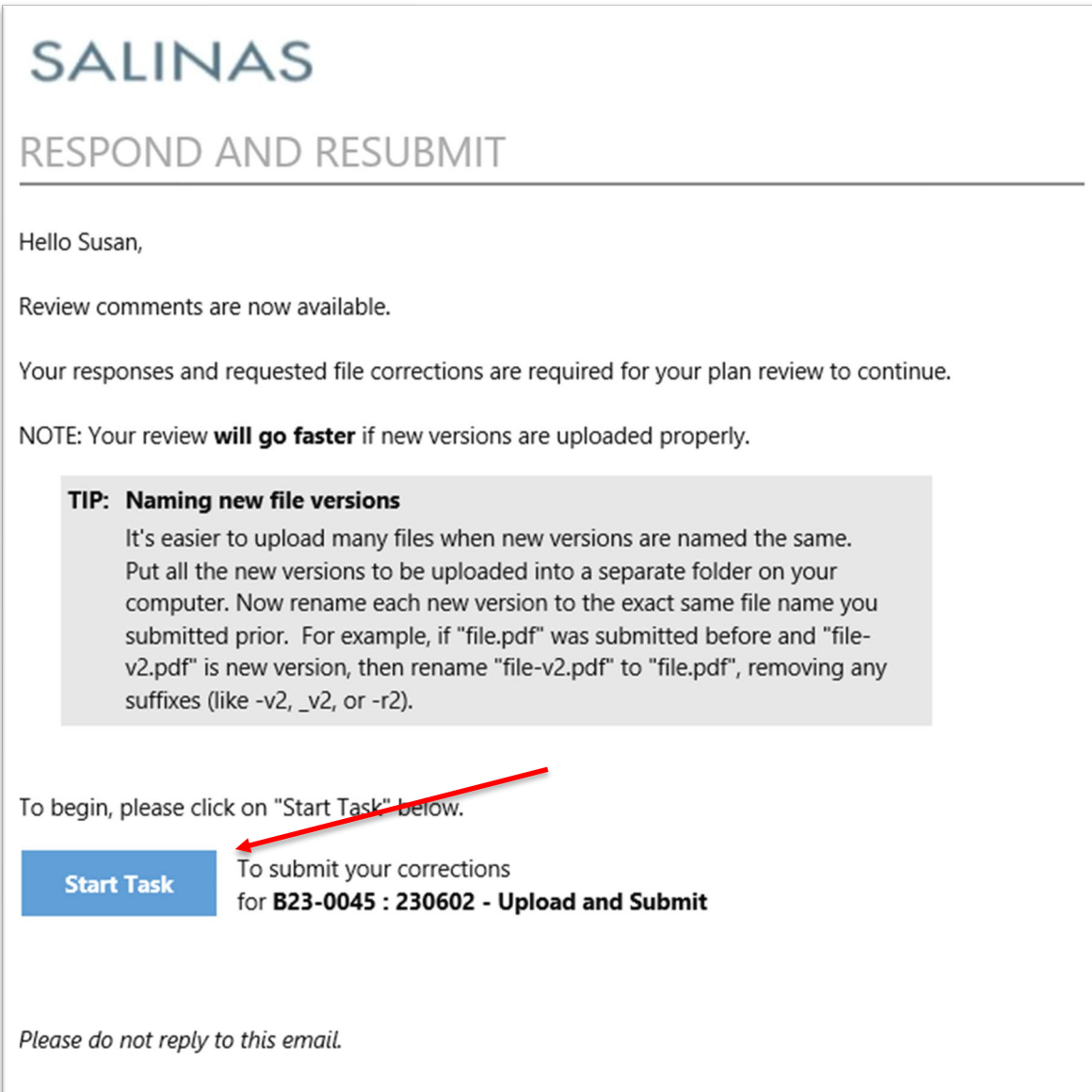
Revised June 2023

City of Salinas
COMMUNITY DEVELOPMENT DEPARTMENT

65 W. Alisal Street • Salinas, California 93901
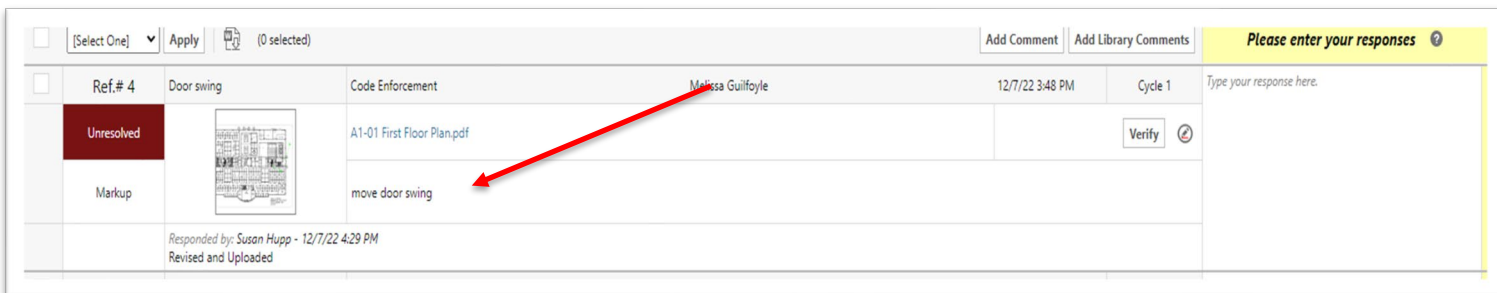(831) 758-7251 • (831) 758-7938 (Fax) • www.ci.salinas.ca.us

Paperless Portal Instructions
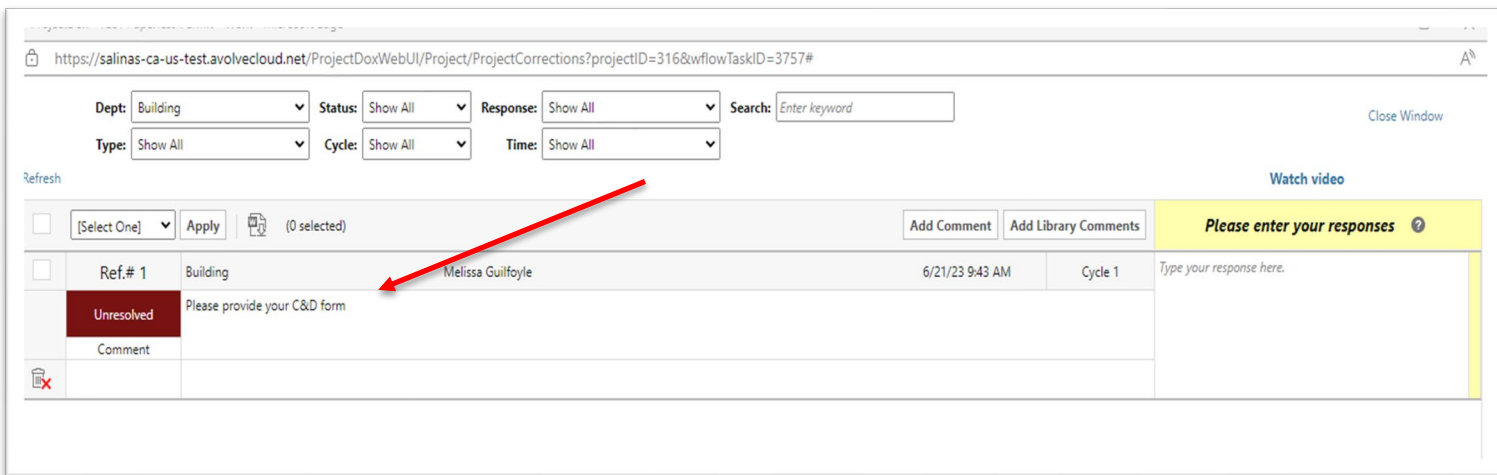
Reply to automatically generated email.

- Click on the button titled "Start Task" located at the bottom of the email pictured below.
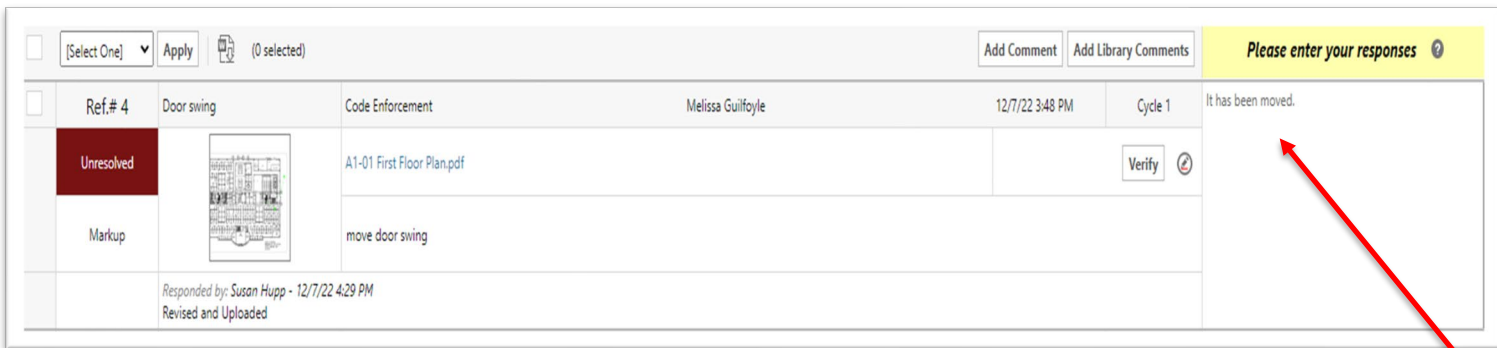
Once the task is open you will see directions under the uploaded file.

Depending on the comment you might also see directions next to the highlighted box labeled "Unresolved".
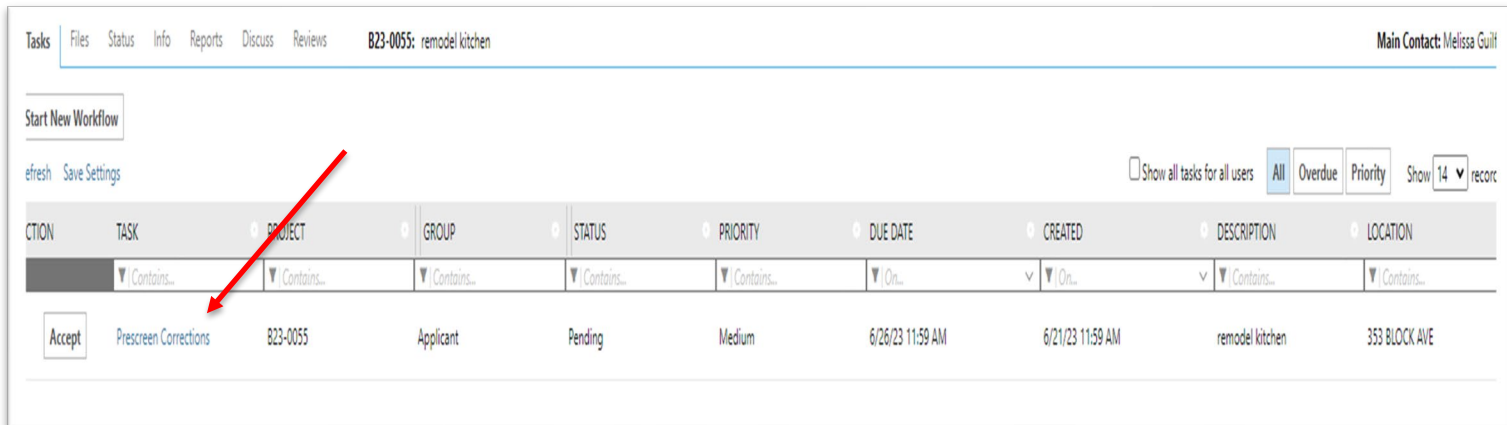

Please write a phrase under the yellow highlighted box "Please enter your responses". These replies can simply be "got it" or "done". Press the enter key on your keyboard when the comment is entered.

Prescreen Corrections

Please click on the Prescreen Corrections link.

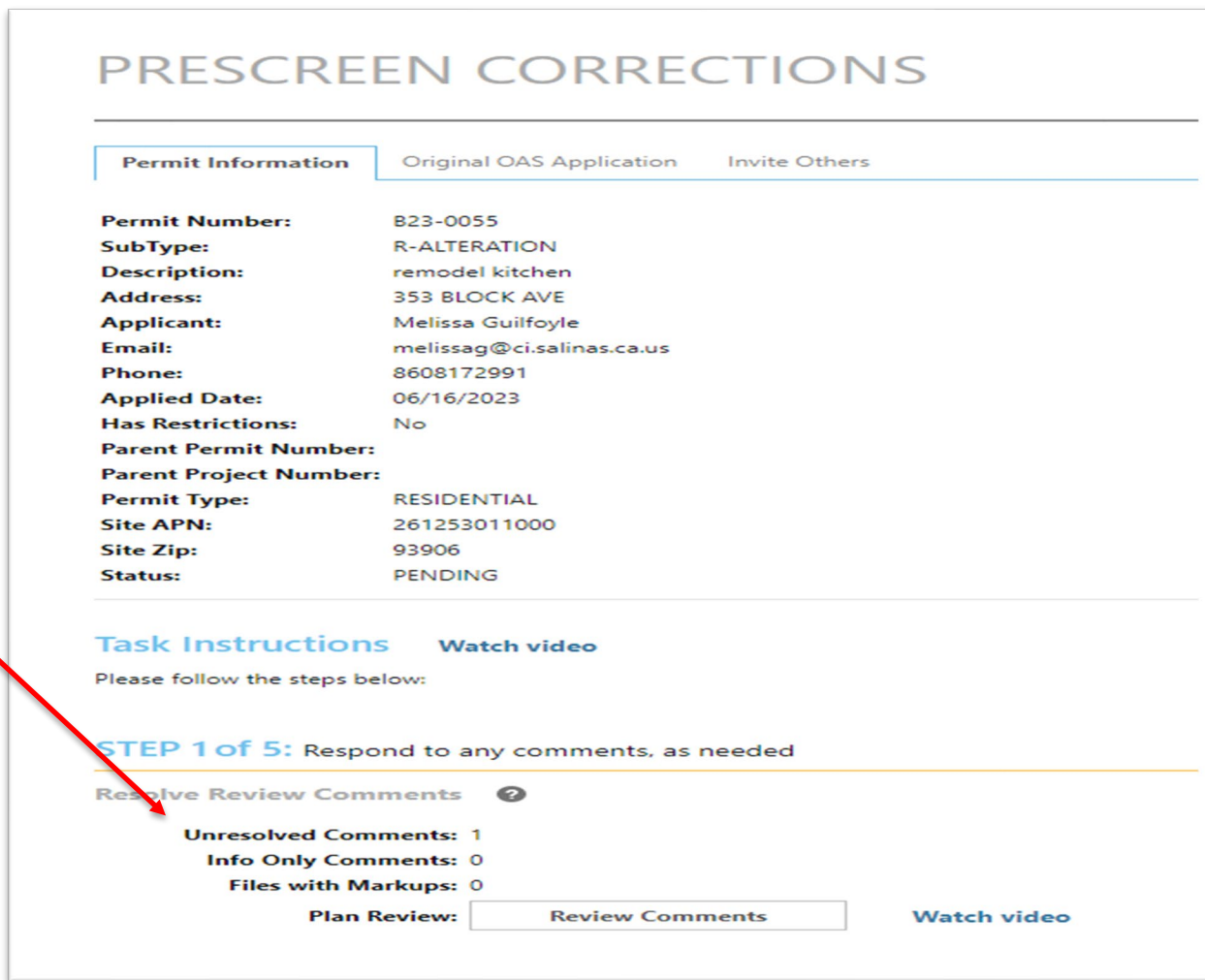- You can also click on the "Accept" button.

A dialog window will appear with 5 steps.

- In Step 1, you will see the number of unresolved comments that are waiting for resolution.

Click on the "Review Comments" box to review the comments.

PRESCREEN CORRECTIONS

Permit Information	Original OAS Application	Invite Others

Permit Number:	B23-0055
SubType:	R-ALTERATION
Description:	remodel kitchen
Address:	353 BLOCK AVE
Applicant:	Melissa Guilfoyle
Email:	melissag@ci.salinas.ca.us
Phone:	8608172991
Applied Date:	06/16/2023
Has Restrictions:	No
Parent Permit Number:	
Parent Project Number:	
Permit Type:	RESIDENTIAL
Site APN:	261253011000
Site Zip:	93906
Status:	PENDING

Task Instructions   **Watch video**

Please follow the steps below:

STEP 1 of 5: Respond to any comments, as needed

Resolve Review Comments   ❓

Unresolved Comments:	1
Info Only Comments:	0
Files with Markups:	0
Plan Review:	Review Comments **Watch video**