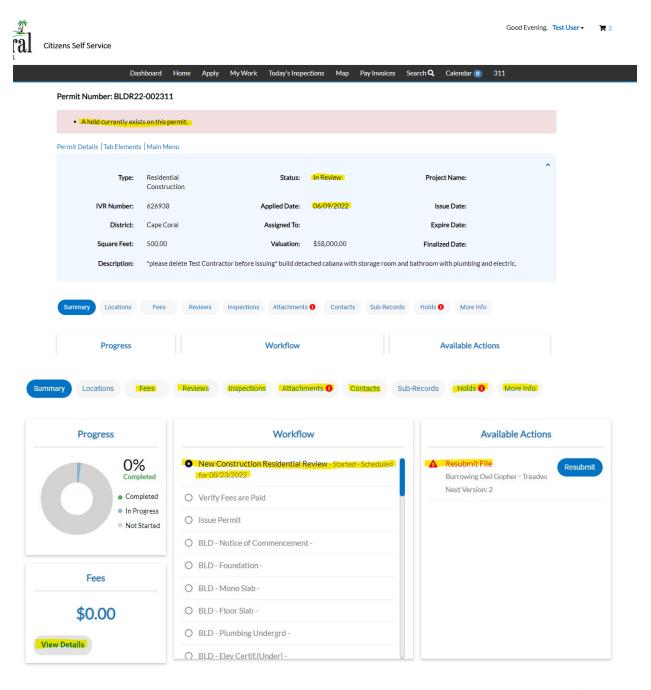
Permit Details

Summary Page

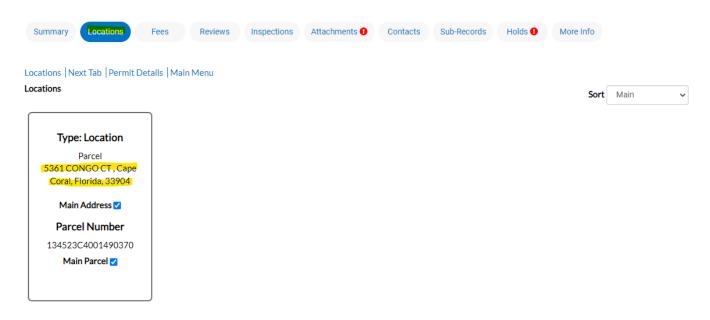


- 1. Red Hold Bar: does NOT mean the permit is on hold and does NOT prevent the permit from progressing. The hold is just for awareness. Click the "Hold" button to see more details (flood zone, species restriction, etc.)
- 2. Status: this is the permit status
 - a. Submitted Online: permit has been received in Energov, but not yet processed by Permitting CSRs
 - b. In Review: the permit has been processed by CSRs and sent to the Plans Examiners for review
 - c. Resubmit Required: further information or documents are needed. Click the "Reviews" tab for more details, then click the "Attachments" tab to upload the required documents.
 - d. Approved: all reviews have passed and the permit is soon to be invoiced and issued
 - e. Issued: the permit is issued

- f. Expired: the permit has expired and an extension form must be submitted to continue with work
- g. Closed: the permit is complete and no longer active. All inspections have passed, and all fees have been paid
- 3. Applied Date: the date the applicant submitted the permit application. For SFR permits, the statutory 30 business days is calculated from this date
- 4. Workflow: shows completed, current, and future steps/activities of the permit
- 5. Available Actions: quick links to resubmit files, schedule inspections, and pay fees
- 6. Fees: At-a-glance summary of fees due. When fees are due, the "Add to Cart" button will appear and will take you to the checkout page

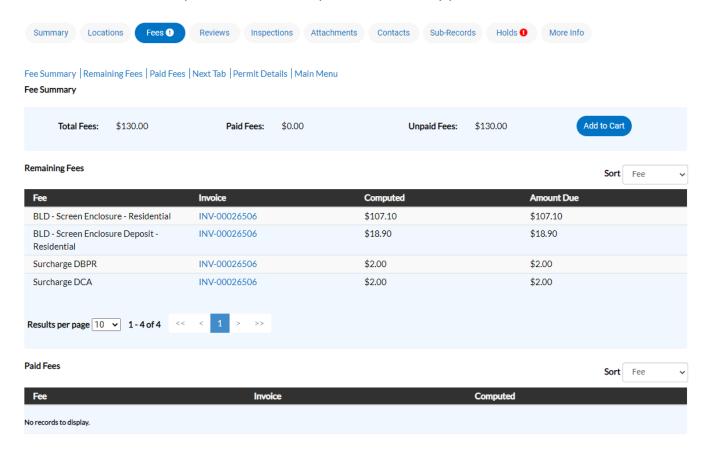
Location

1. Shows the job site address of the permit



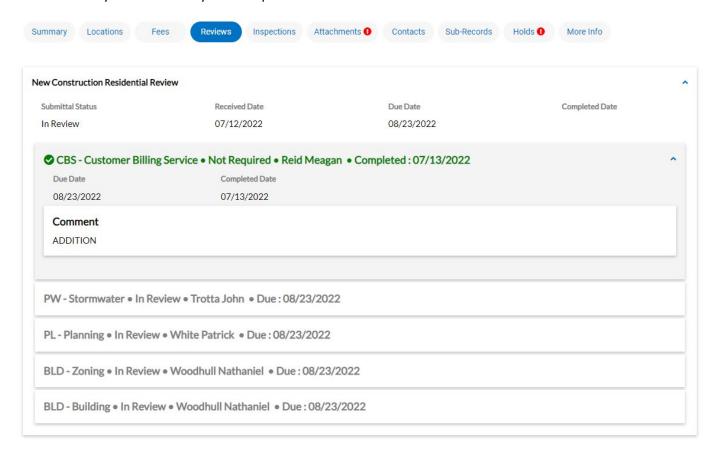
Fees

1. Itemized list of the permit fees due and permit fees already paid



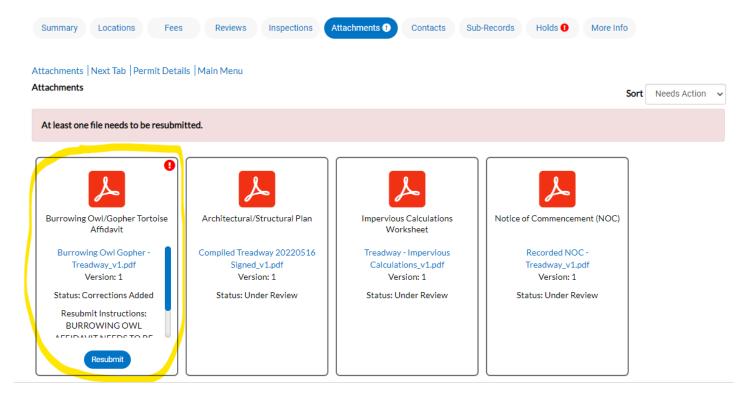
Reviews

1. Click the review to see any comments. NOTE – the due date is an estimate and is not used in calculating the statutory 30 business days for SFR permits



Attachments

1. Files that need to be resubmitted will appear as below. The resubmission instructions are contained within the tile. Click the "Resubmit" button to upload the new file. Energov will show you the review comments once you click "resubmit". Double check the review comments, then click "Next". Select the file(s) to be resubmitted, then click submit. NOTE: once the "Submit" button is clicked, you will not be allowed to upload any more documents



Contacts

1. Shows the contacts that are attached to the permit. If a contact (sub-contractor) is not on the permit, they will not be able to update the permit or be able to schedule inspections. You may add contacts at the time of application (before the application is submitted), or you may add contacts later by uploading a sub-contractor form

