

ELECTRONIC PLAN REVIEW

Washington County
Department of
Land Use & Transportation

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ELECTRONIC
PLAN REVIEW

Washington County
Department of
Land Use & Transportation

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Step #1 - Log in to
ProjectDox.

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ProjectDox

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Step #2 - Select the 'Projects' tab, if not already selected by default. If permit not listed, see "Note".

NOTE: If permit is not listed under projects, use search bar and enter permit #, then hit 'Enter'.

Home Create Project All Tasks

Tasks **Projects**

Refresh Save Settings All

ACTION	PROJECT	DESCRIPTION	OWNER	STATUS
	BLDG-2112862	PROD - TEST PROJECT # 4 - Jeff	Washington County	Awaiting Customer Response - Preissuance

Step #3 - Click on the 'Status' icon.

Tasks Files **Status** Info Reports Discuss **BLDG-2112862: PROD - TEST PROJECT # 4 - Jeff**

Review Type: Building Permit
Total Number of Files: 6
Time Elapsed: 70 days 22.5 hrs
Prescreen Review Comments (Unresolved): 0
Time with Jurisdiction: 0 days 0 hrs
Time with Applicant: 70 days 22 hrs
Status: Awaiting Customer Response - Preissuance
Awaiting Customer Response - Preissuance: 70 days 21.5 hrs
Current Non-Completed Tasks: 1
Waiting Applicant Pre-Issuance Task: 70 days 21.5 hrs

For more details: [Workflow Routing Slip](#)

Step #4 - Check 'Status' here. See 'Status Definitions' next page for more info.

NOTE: For a complete permit routing slip record and to see who your project is currently assigned to, click this link.

STATUS DEFINITIONS:

- **Upload Plans** – Applicant needs to upload plans and complete task.
- **Prescreen** – Permit Tech Staff is reviewing initial submittal for completeness
- **Awaiting Customer Response-Prescreen** – Applicant has prescreen corrections to address. Need to complete task and resubmit.
- **Pending CP Assignment** – Project is awaiting assignment to a Current Planning Reviewer.
- **Current Planning Review** – Project has been assigned to a Current Planning Reviewer.
- **Awaiting Customer Response – CP** – Applicant has correction to address regarding Current Planning Review.
- **In review Grading** – Project has been sent to Grading for review.
- **Awaiting Customer Response – Grading** - Applicant has correction to address regarding Grading Review.
- **In Review Building** – Project has been sent to Building for review.
- **Awaiting Customer Response - Building** - Applicant has correction to address regarding Building Review.
- **TDT Review** - Project has been sent to Current Planning for Transportation Development Tax review.
- **File Check** – Project has been sent to Permit Techs for final processing.
- **Awaiting Customer Response - Preissuance** – Applicant has correction to address prior to final approval/issuance.
- **Approved** - Project has been approved and permit has been issued. Go to 'Approved' folder to download plan(s).

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