

WORKFLOW/RECORD STATUS MAPPING AND DEFINITIONS

Task Name	Workflow Task Status	Record Status (Project)	Process
Pre-Screen	In Queue	In Queue	The initial submission is placed into a queue to be processed based on the order of receipt.
Pre-Screen	In Process	Pre-Screen	The pre-screen review process has begun, with a due date set by a team member.
Pre-Screen	Updates Required	Updates Required	During the Pre-Screen process, a team member identified that the applicant's submission was incomplete. The "Updates Required" status indicates that the applicant must upload the requested documents for the project to proceed to the next step, "Resubmitted."
Pre-Screen	Resubmitted	Resubmitted	This record status indicates that the applicant has submitted any additional documents or corrections requested during the Pre-Screen.
Pre-Screen	Route to EPR	Pre-Screen	A team member has routed the applicable documents to Electronic Plan Review (EPR) for plan review (e.g., plans)
Pre-Screen	Documents Routed to EPR	Pre-Screen	This status confirms that documents have been submitted to EPR for plan review.
Pre-Screen	Pending Invoice Payment	Application Pending Payment	A team member has deemed the submission complete, calculated the plan check fees, and prepared the project for review. The applicant has received an invoice detailing the plan-check fees via email. Upon payment of the invoice, the system will automatically advance the application to In Review status. Please contact the team member who emailed the invoice for any inquiries.
Project Review	In Review	In Review	The status indicates that the project review will continue until all disciplines sign off and the project is ready for issuance.
Project Review	Recheck Required	In Review	The reviewer has requested a resubmittal of documents or additional information. During this phase, questions can be emailed directly to the reviewer.
Project Review	Final version submitted	In Review	All disciplines will review the final version. Questions during this phase can be emailed directly to a reviewer.
Project Review	Review Complete	In Review	The project review has been completed and requires one last assessment by issuance staff.
Project Review	Ready for Issuance	Review Phase Complete	The review phase can be closed out, and the project is placed in a ready-for-issuance state.
Issuance	In Progress	Review Phase Complete	Permit issuance is in progress
Issuance	Updates Required	Issuance Checklist Requested	Issuance Checklist items are needed before permit issuance
Issuance	Resubmitted	Issuance Checklist Submitted	The Issuance Checklist items have been resubmitted by the applicant.
Issuance	Approved Upon Final Payment	Approved Upon Final Payment	Staff has confirmed that all required documents are present, approved plans are available in Accela, and all required fees have been assessed at both the project and permit levels.
Issuance	Approved Upon Final Payment	Issued (When all Permits are set to Issued)	The applicant will receive inspection invoice(s). When all fees are paid, a permit will be issued.
Issuance	Issued	Issued (When all Permits are ready for Inspection)	The permits are ready to schedule an inspection. Any changes to the building construction plans require a construction change application.

Issuance	Closed	Closed (When all Permits are set to Closed)	All inspections have been finalized, and the record is closed.
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