

Checking the Processing Status of a Permit

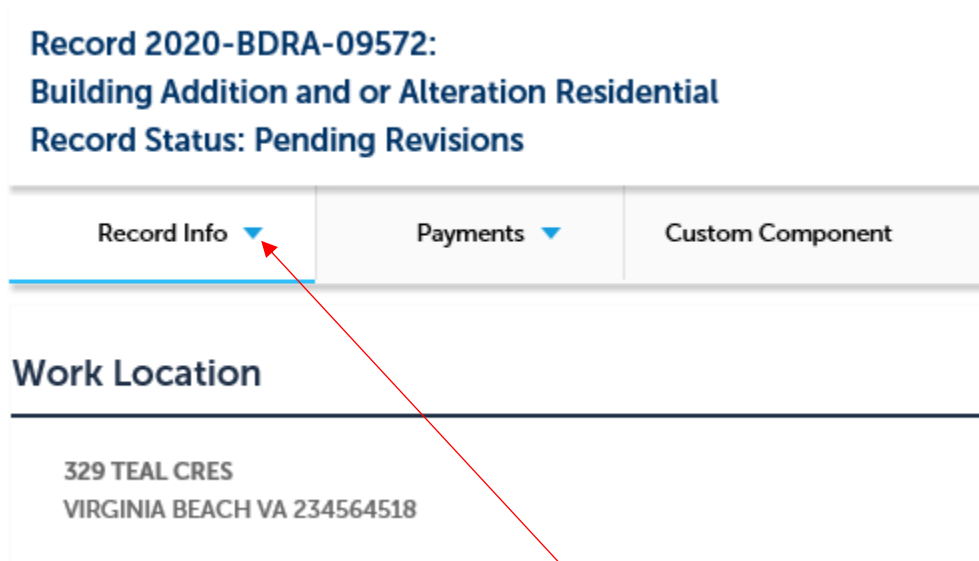
Find the permit either through “My Records” or search for it. In this example I searched for “2020-BDRA-09572”.

Record 2020-BDRA-09572:
Building Addition and or Alteration Residential
Record Status: Pending Revisions

Record Info ▼	Payments ▼	Custom Component
---------------	------------	------------------

Work Location

329 TEAL CRES
VIRGINIA BEACH VA 234564518



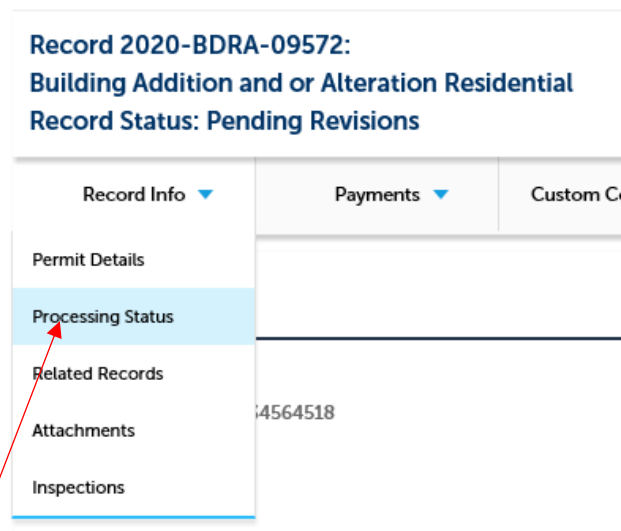
Click the drop-down arrow to the right of “Record Info”.

Record 2020-BDRA-09572:
Building Addition and or Alteration Residential
Record Status: Pending Revisions

Record Info ▼	Payments ▼	Custom C
---------------	------------	----------

- Permit Details
- Processing Status**
- Related Records
- Attachments
- Inspections

4564518



Click on “Processing Status”.

Checking the Processing Status of a Permit (continued)

Record 2020-BDRA-09572:
Building Addition and or Alteration Residential
Record Status: Pending Revisions

Record Info ▾	Payments ▾	Custom Component
---------------	------------	------------------

Processing Status

- ✔ ▶ Intake
- 🕒 ▶ Zoning Review
- 🕒 ▶ Plan Review
- Pre-Issuance
- Issuance
- Plan Review/Pre Con
- Inspection
- Release
- Closed

If you see a check mark, then that Task has been completed. In this example, “Zoning Review” and “Plan Review” are waiting on something. You’ll need to click on the arrowhead to the right of the hourglass next to the Task to learn more about it.

Processing Status

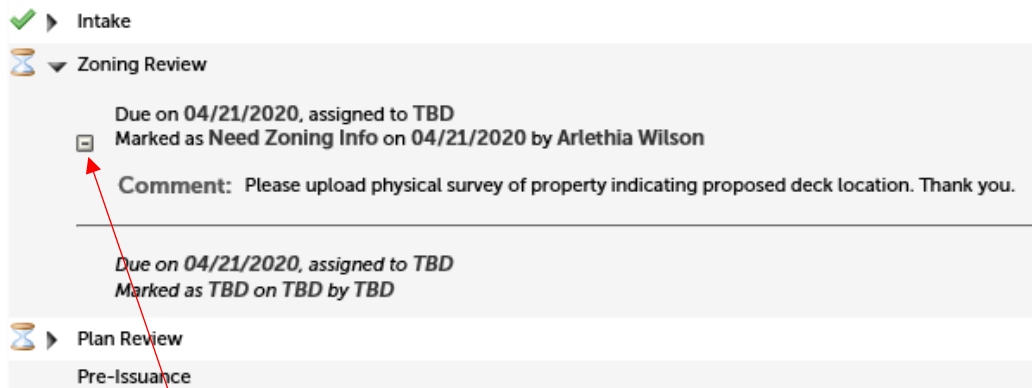
- ✔ ▶ Intake
- 🕒 ▼ Zoning Review
 - Due on 04/21/2020, assigned to TBD
 - ➕ Marked as Need Zoning Info on 04/21/2020 by Arlethia Wilson

 - Due on 04/21/2020, assigned to TBD
 - Marked as TBD on TBD by TBD
- 🕒 ▶ Plan Review
- Pre-Issuance

We clicked on the arrowhead next to the hourglass for “Zoning Review”.

Checking the Processing Status of a Permit (continued)

Processing Status

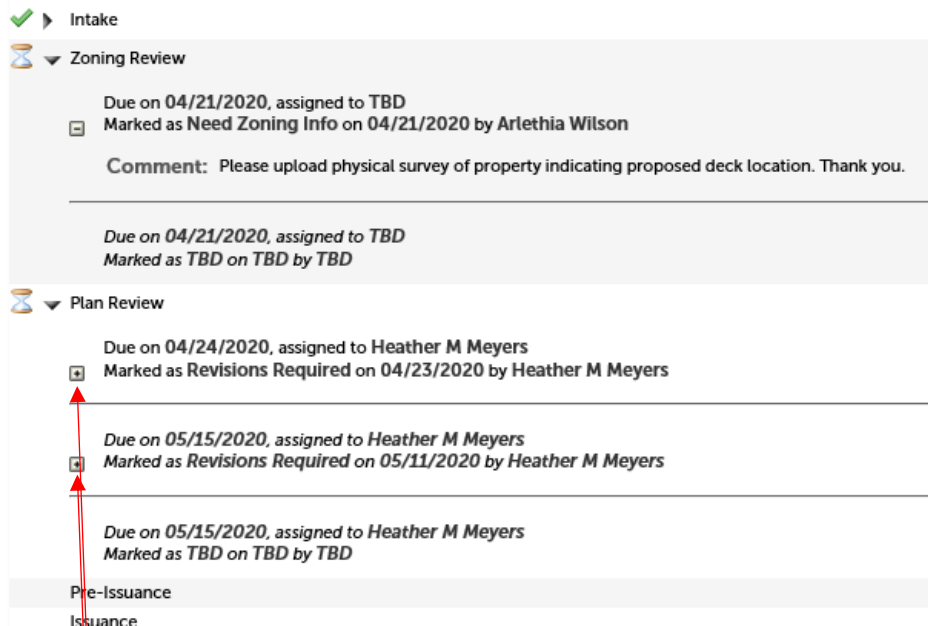


Processing Status

- Intake
- Zoning Review
 - Due on 04/21/2020, assigned to TBD
 - Marked as Need Zoning Info on 04/21/2020 by Arlethia Wilson
 - Comment:** Please upload physical survey of property indicating proposed deck location. Thank you.
 - Due on 04/21/2020, assigned to TBD
 - Marked as TBD on TBD by TBD
- Plan Review
- Pre-Issuance

Then click on the “+” sign, it becomes a “-“ sign, and the “Comments” will appear. Now, do the same for “Plan Review”, so we click on the hourglass next to “Plan Review”.

Processing Status




Processing Status

- Intake
- Zoning Review
 - Due on 04/21/2020, assigned to TBD
 - Marked as Need Zoning Info on 04/21/2020 by Arlethia Wilson
 - Comment:** Please upload physical survey of property indicating proposed deck location. Thank you.
 - Due on 04/21/2020, assigned to TBD
 - Marked as TBD on TBD by TBD
- Plan Review
 - Due on 04/24/2020, assigned to Heather M Meyers
 - Marked as Revisions Required on 04/23/2020 by Heather M Meyers
 - Due on 05/15/2020, assigned to Heather M Meyers
 - Marked as Revisions Required on 05/11/2020 by Heather M Meyers
 - Due on 05/15/2020, assigned to Heather M Meyers
 - Marked as TBD on TBD by TBD
- Pre-Issuance
- Issuance

Again, click the “+” sign to bring up the “Comments”.


Checking the Processing Status of a Permit (continued)

 ▼ Zoning Review

Due on 04/21/2020, assigned to TBD
 Marked as Need Zoning Info on 04/21/2020 by Arlethia Wilson

Comment: Please upload physical survey of property indicating proposed deck location. Thank you.

*Due on 04/21/2020, assigned to TBD
Marked as TBD on TBD by TBD*

 ▼ Plan Review

Due on 04/24/2020, assigned to Heather M Meyers
 Marked as Revisions Required on 04/23/2020 by Heather M Meyers

Comment: 1.SUBMIT APPLICATION 2.SUBMIT APPROVED SITE PLAN 3.WHAT IS THE SPAN BETWEEN FOOTINGS FOR THE BEAMS?
4.WHAT IS THE JOIST SPAN? 5.WHAT IS THE CANTILEVER SPAN? 6.SHOW BEAM TO POST CONNECTION

*Due on 05/15/2020, assigned to Heather M Meyers
 Marked as Revisions Required on 05/11/2020 by Heather M Meyers*

Comment: 1.SUBMIT APPLICATION 2.SUBMIT APPROVED SITE PLAN 3.WHAT IS THE SPAN BETWEEN FOOTINGS FOR THE BEAMS?
4.WHAT IS THE JOIST SPAN? 5.WHAT IS THE CANTILEVER SPAN? 6.SHOW BEAM TO POST CONNECTION

*Due on 05/15/2020, assigned to Heather M Meyers
Marked as TBD on TBD by TBD*

Pre-Issuance

And now you can see all the information on the “Processing Status” for your permit.