

## WORKFLOW/RECORD STATUS MAPPING AND DEFINITIONS

Task Name	Workflow Task Status	Record Status (Project)	Process
<b>Pre-Screen</b>	In Queue	<b>In Queue</b>	The initial submission is placed into a queue to be processed based on the order of receipt.
<b>Pre-Screen</b>	In Process	<b>Pre-Screen</b>	The pre-screen review process has begun, with a due date set by a team member.
<b>Pre-Screen</b>	Updates Required	<b>Updates Required</b>	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."
<b>Pre-Screen</b>	Resubmitted	<b>Resubmitted</b>	This record status indicates that the applicant has submitted any additional documents or corrections requested during the Pre-Screen.
<b>Pre-Screen</b>	Route to EPR	<b>Pre-Screen</b>	A team member has routed the applicable documents to Electronic Plan Review (EPR) for plan review (e.g., plans)
<b>Pre-Screen</b>	Documents Routed to EPR	<b>Pre-Screen</b>	This status confirms that documents have been submitted to EPR for plan review.
<b>Pre-Screen</b>	Pending Invoice Payment	<b>Application Pending Payment</b>	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.
<b>Project Review</b>	In Review	<b>In Review</b>	The status indicates that the project review will continue until all disciplines sign off and the project is ready for issuance.
<b>Project Review</b>	Recheck Required	<b>In Review</b>	The reviewer has requested a resubmittal of documents or additional information. During this phase, questions can be emailed directly to the reviewer.
<b>Project Review</b>	Final version submitted	<b>In Review</b>	All disciplines will review the final version. Questions during this phase can be emailed directly to a reviewer.
<b>Project Review</b>	Review Complete	<b>In Review</b>	The project review has been completed and requires one last assessment by issuance staff.
<b>Project Review</b>	Ready for Issuance	<b>Review Phase Complete</b>	The review phase can be closed out, and the project is placed in a ready-for-issuance state.
<b>Issuance</b>	In Progress	<b>Review Phase Complete</b>	Permit issuance is in progress
<b>Issuance</b>	Updates Required	<b>Issuance Checklist Requested</b>	Issuance Checklist items are needed before permit issuance
<b>Issuance</b>	Resubmitted	<b>Issuance Checklist Submitted</b>	The Issuance Checklist items have been resubmitted by the applicant.
<b>Issuance</b>	Approved Upon Final Payment	<b>Approved Upon Final Payment</b>	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.
<b>Issuance</b>	Approved Upon Final Payment	<b>Issued (When all Permits are set to Issued)</b>	The applicant will receive inspection invoice(s). When all fees are paid, a permit will be issued.
<b>Issuance</b>	Closed	<b>Closed (When all Permits are set to Closed)</b>	The record is closed. Any changes to the building construction plans require a construction change application.