

[www.prescottpermits.com](http://www.prescottpermits.com)

## Customer Tutorial

### How to Check Plan Review Status

1. From your dashboard, click the blue permit number:

<b>FIRE2007-012</b>	201 S CORT...	FIRE SPRINKLERS AND ALARMS	ISSUED		\$1.00		
---------------------	------------------	-------------------------------	--------	--	--------	--	--

2. This will take you to the permit's information page. Click on the Reviews Tab.

Permit #*FIRE2007-012*

Attachment	Add To Cart					
Permit Info	Site Info	Contacts (7)	Fees \$1.00	Inspections(34)	Conditions (0)	<b>Reviews (6)</b>

3. All reviews associated with this record, whether completed or pending, will be visible to you. Click the More Info link to the far right of any completed review and you can see remarks and reviewer comments:

Permit Info	Site Info	Contacts (3)	Fees \$321.00	Inspections(21)	Conditions (0)	Reviews (11)
Type	Reviewer	Status	Submitted	Completed	Due Date	
CD - BUILDING REVIEW	BUILDING REVIE...	APPROV...	7/31/2020	11/4/2020	11/4/2020	<a href="#">More Info</a>
CD - COMPLETENESS CHECK	COMMUNITY DE...	APPROVED	7/31/2020	11/4/2020	8/5/2020	<a href="#">More Info</a>
CD - PERMIT TECHNICIAN	COMMUNITY DE...	APPROV...	7/31/2020	11/4/2020	11/4/2020	<a href="#">More Info</a>
CD - PLANNING AND ZONING R...	PLANNING AND ...	APPROVED	7/31/2020	11/4/2020	11/4/2020	<a href="#">More Info</a>
F - FIRE SITE PLAN REVIEW	FIRE REVIEWER	APPROVED	7/31/2020	11/4/2020	11/4/2020	<a href="#">More Info</a>
PW - FEES	PUBLIC WORKS ...	NOT REQ...	7/31/2020	11/4/2020	11/4/2020	<a href="#">More Info</a>
PW - PUBLIC WORKS REVIEW	PUBLIC WORKS ...	APPROVED	7/31/2020	11/4/2020	11/4/2020	<a href="#">More Info</a>
AP - AIRPORT REVIEW	AIRPORT REVIE...		3/24/2021		4/1/2021	<a href="#">More Info</a>
CD - BUILDING REVIEW	BUILDING REVIE...		3/24/2021		4/1/2021	<a href="#">More Info</a>
CD - HISTORIC PRESERVATION...	Cat Moody		3/24/2021		4/1/2021	<a href="#">More Info</a>

For the convenience of our customers, the City of Prescott has made plan review comments visible the moment that each individual review is resulted. However, please note that comments are not considered final until published in the official PERMIT PLAN REVIEW COMMENTS LETTER. This is due to the potential for comments to change before the permit comment letter is created. Please do not respond or resubmit documents based on comments visible through PrescottPermits.com until you receive the official PERMIT REVIEW COMMENTS LETTER. You will be advised when this letter is published as it will be visible to you on the permit under attachments.