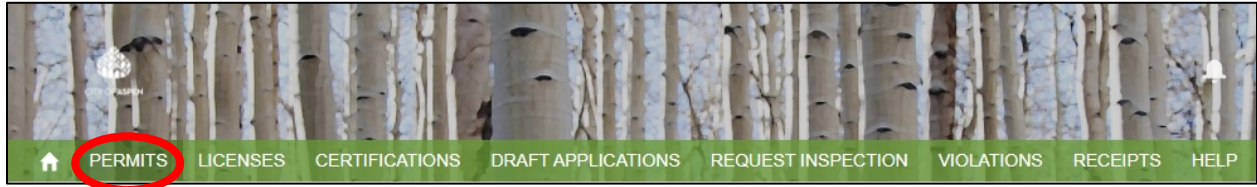
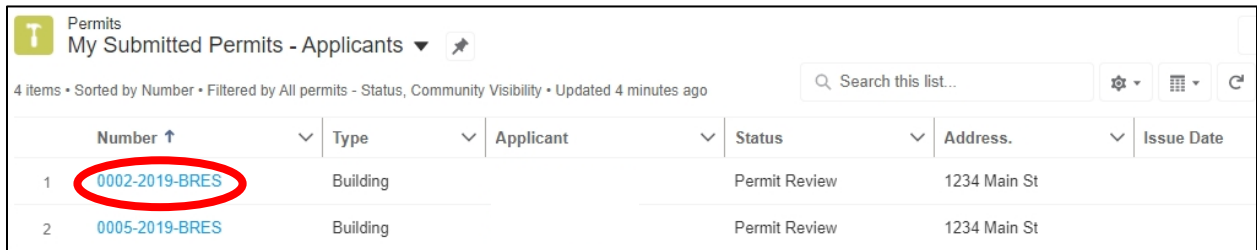


How to See Reviews for your Permit

1. Navigate to your list of permits in the Salesforce portal by clicking on the “**Permits**” tab at top of screen.



2. Scroll down to find your permits and click on the **permit number** you wish to see reviews for.

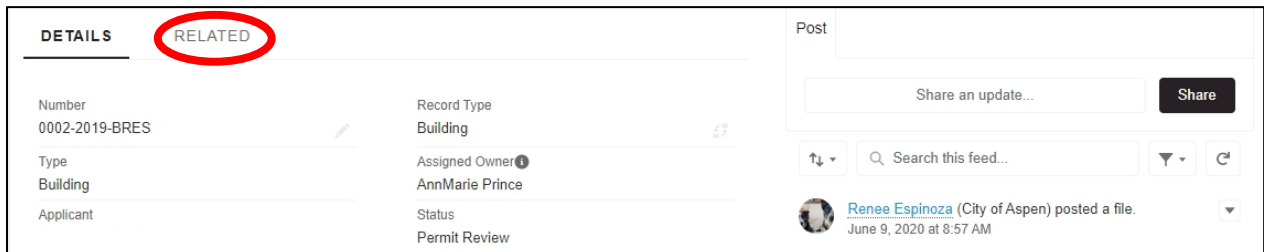


Permits
My Submitted Permits - Applicants

4 items • Sorted by Number • Filtered by All permits - Status, Community Visibility • Updated 4 minutes ago

Number ↑	Type	Applicant	Status	Address.	Issue Date
1 0002-2019-BRES	Building		Permit Review	1234 Main St	
2 0005-2019-BRES	Building		Permit Review	1234 Main St	

3. Scroll down and click the “**Related**” tab above your permit details.




DETAILS **RELATED**

Number: 0002-2019-BRES
Record Type: Building
Type: Building
Assigned Owner: AnnMarie Prince
Applicant: [redacted]
Status: Permit Review

Post
Share an update... Share

Search this feed...
Renee Espinoza (City of Aspen) posted a file. June 9, 2020 at 8:57 AM

4. Scroll down to find the “**Reviews**” section. Click “**View All.**”



Reviews (3)


Number	Status	Type	Due Date
REV-013560	Closed - Re-Review ...	Engineering Dev	
REV-013564	Approved	Building	
REV-013565	Approved with Condi...	Engineering Dev	

[View All](#)

5. Now you can see all the reviews that have been triggered for your permit. **Drag the columns** to expand or collapse information about the reviews.

Permits > 0002-2019-BRES
Reviews

3 items • Updated a minute ago




Number	Status	Type	D...	Completed Date	Milestone	Owner Alias	O...
1	REV-013560	Closed - Re-Review Creat...	Engineering D...	6/17/2020 12:12 ...	Review Round 1 - 0002-2019...	Engineering Dev - Review	<input type="checkbox"/>
2	REV-013564	Approved	Building	6/17/2020 12:13 ...	Review Round 1 - 0002-2019...	Building - Review	<input type="checkbox"/>
3	REV-013565	Approved with Conditions	Engineering D...	6/17/2020 12:15 ...	Review Round 2 - 0002-2019...	Engineering Dev - Review	<input type="checkbox"/>

6. Click the **Filter** button to quickly group reviews by status, type, milestone or owner.

Permits > 0002-2019-BRES
Reviews

3 items • Updated a minute ago




Number	Status	Type	D...	Completed Date	Milestone	Owner Alias	O...
1	REV-013560	Closed - Re-Review Creat...	Engineering D...	6/17/2020 12:12 ...	Review Round 1 - 0002-2019...	Engineering Dev - Review	<input type="checkbox"/>
2	REV-013564	Approved	Building	6/17/2020 12:13 ...	Review Round 1 - 0002-2019...	Building - Review	<input type="checkbox"/>
3	REV-013565	Approved with Conditions	Engineering D...	6/17/2020 12:15 ...	Review Round 2 - 0002-2019...	Engineering Dev - Review	<input type="checkbox"/>

7. Click on a review **number** to get more information about a specific review.

Permits > 0002-2019-BRES
Reviews

3 items • Updated a minute ago



Number	Status	Type	D...	Completed Date	Milestone	Owner Alias	O...
1	REV-013560	Closed - Re-Review Creat...	Engineering D...	6/17/2020 12:12 ...	Review Round 1 - 0002-2019...	Engineering Dev - Review	<input type="checkbox"/>
2	REV-013564	Approved	Building	6/17/2020 12:13 ...	Review Round 1 - 0002-2019...	Building - Review	<input type="checkbox"/>
3	REV-013565	Approved with Conditions	Engineering D...	6/17/2020 12:15 ...	Review Round 2 - 0002-2019...	Engineering Dev - Review	<input type="checkbox"/>

How to Interpret A Review Status

- **Not Started:** The review agency has not yet begun to review their portion of your application.
- **Working:** A reviewer is currently working to approve your application or give comments.
- **Approved:** A reviewer has approved their portion of your application and has not issued any comments for you to respond to. No action is needed from you.
- **Approved with Conditions:** A reviewer has approved their portion of your application but has issued a “condition” for the approval. If you do not see the condition listed when you click the review number, contact the reviewer directly for more information.

- **Closed – Re-review Created:** A reviewer has issued comments on their portion of the application review. You should have received comments via email from the reviewer. If you did not receive comments in this review status, please contact the reviewer directly. Formal response to comments is required, both in writing and on plans, but must not be submitted until all reviews have been completed.
- **Closed – Review Not Needed:** A reviewer has determined that their review of your application was not necessary. No action is needed from you.

How to Contact a Reviewer

1. Find the name of your reviewer under “**Owner Alias**.” *Note: if a person’s name is not listed, a reviewer may not have been assigned to this permit yet.*

Permits > 0002-2019-BRES
Reviews

3 items • Updated a minute ago

Number	Status	Type	D...	Completed Date	Milestone	Owner Alias	O...
1	REV-013560	Closed - Re-Review Creat...	Engineering D...	6/17/2020 12:12 ...	Review Round 1 - 0002-2019...	Engineering Dev - Review	<input type="checkbox"/>
2	REV-013564	Approved	Building	6/17/2020 12:13 ...	Review Round 1 - 0002-2019...	Building - Review	<input type="checkbox"/>
3	REV-013565	Approved with Conditions	Engineering D...	6/17/2020 12:15 ...	Review Round 2 - 0002-2019...	Engineering Dev - Review	<input type="checkbox"/>

2. Click into the “Share an update...” box on the permit’s **Details** screen to message the reviewer. You **must** type @ and the person’s name in the message in order to notify them. [Click here for more detailed information about how to use the Chatter function.](#)

DETAILS RELATED

Number 0002-2019-BRES	Record Type Building
Type Building	Assigned Owner AnnMarie Prince
Applicant Lemmy Asparagus	Status Permit Review

Post

Share an update... **Share**

Search this feed...

[Renee Espinoza](#) (City of Aspen) posted a file.
June 9, 2020 at 8:57 AM