

1. From the PLUS page, type the record number into the Search bar. (You do not need to be logged into an account. Record searches are accessible to the public.)



2. Click on the down arrow next to Record Info

Once you enter the record number in the Search bar, information about the record, such as type and status, appears under the blue bar. Underneath *Record Status* is *Record Info* with an arrow next to that. (See screen shot below for Record Info and the highlighted arrow.)

Home Building	Enforcement	Environmental Health	Fire	Planning	Site	Zoning
Search Applicatio	ns Schedule	an Inspection				
Record Residential Addition	on/Alteration					
Rec		-	Payment	S 🔻		
A notice was Condition: C Total Condit View Con	added to this recor Contractor To Be De ions: 1 (Notice: 1)	rd on 11/01/2022. termined Severity: Notice				

3. Select *Processing Status* in the drop-down menu.



4. Click on the arrow next to *Building Review* in the drop-down menu.



5. Click on the box with the arrow where staff names are listed. Contact information for that reviewer will be listed beneath the line. See screen shots below:

🖋 🛩 Building Review
Updated to Note on 10/19/2022 by WEB PERMIT
Updated to Corrections Received on 11/04/2022 by dpr sys
Updated to Corrections Received on 11/04/2022 by dpr sys
Updated to Waiting for Corrections on 11/17/2022 by Anthony
Updated to Approved on 11/22/2022 by Kyle





