



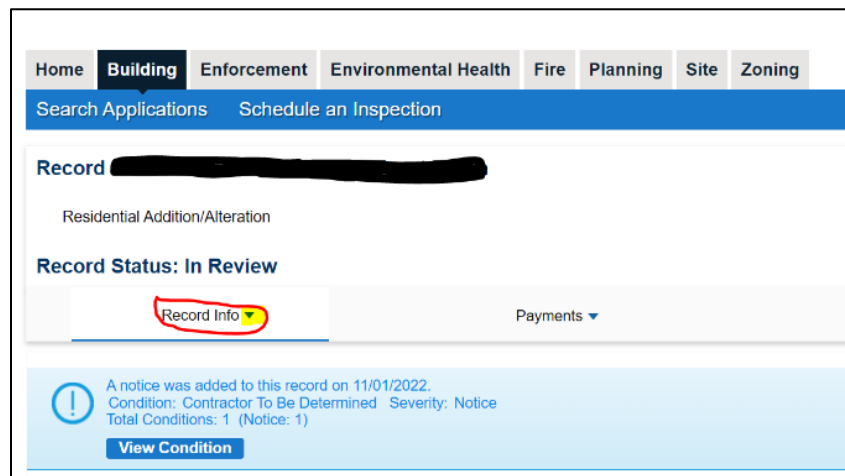
Instructions for Finding your Plan Reviewer in PLUS

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.)

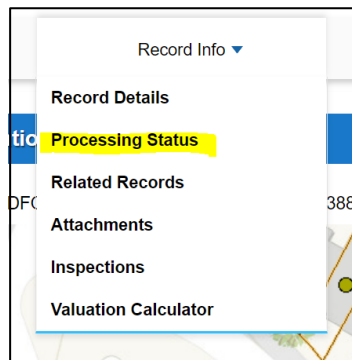


2. Click on the down arrow next to **Record Info**

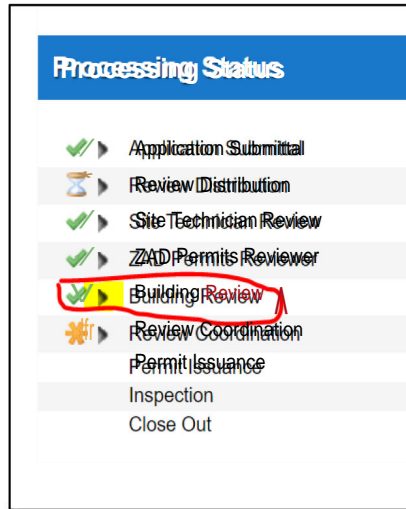
Once you enter the record number in the Search bar, information about the record, such as type and status, appears under the blue bar. Underneath **Record Status** is **Record Info** with an arrow next to that. (See screen shot below for Record Info and the highlighted arrow.)



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:

