
Paperless Permit Instructions: Status Check

Revised June 2023



City of Salinas

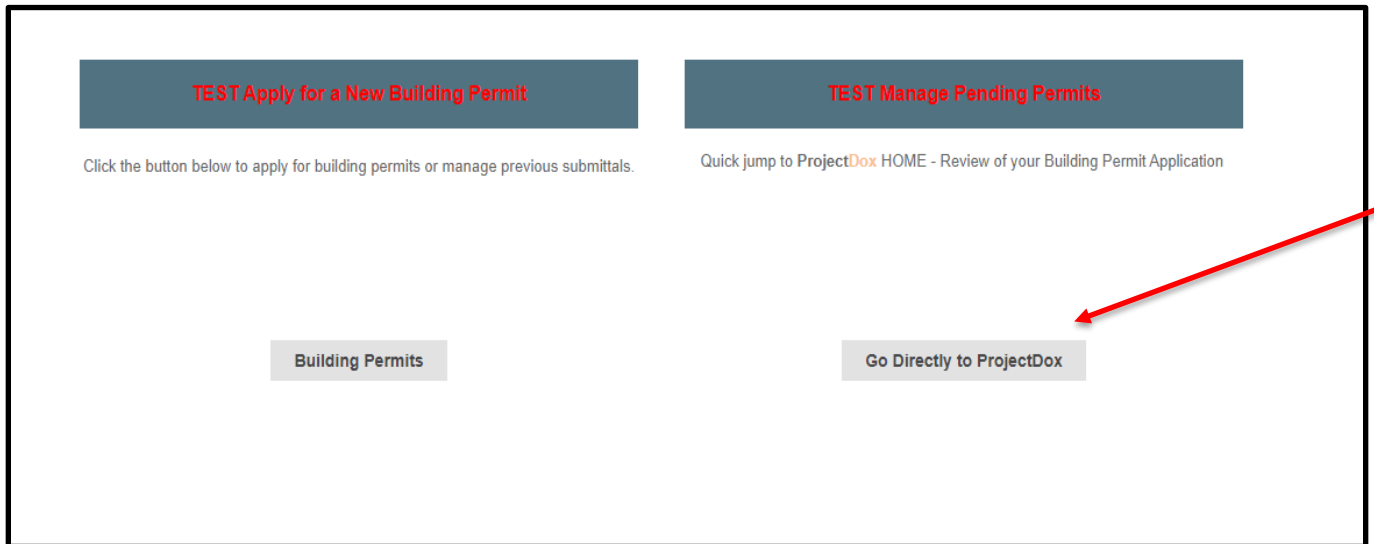
COMMUNITY DEVELOPMENT DEPARTMENT

65 W. Alisal Street • Salinas, California 93901
(831) 758-7251 • (831) 758-7938 (Fax) • www.ci.salinas.ca.us

Paperless Portal Instructions

Choose the “Go Directly to ProjectDox” tab

- Once logged in go directly to ProjectDox



Choose which project you would like to open

- Click on the permit number to open the project.

Tasks

Projects

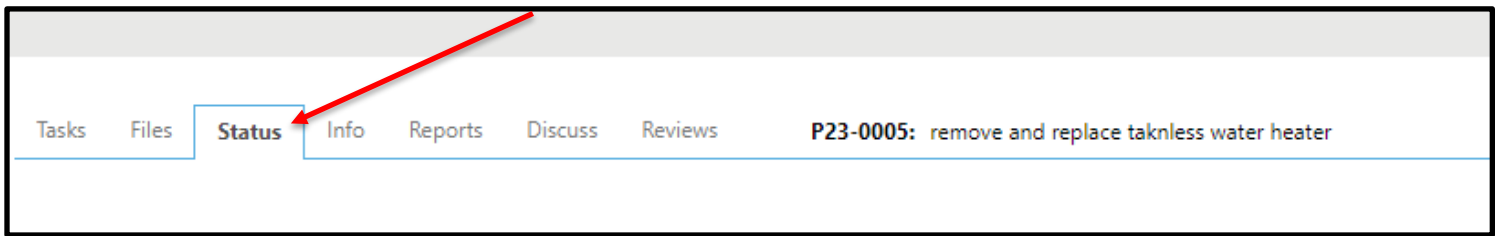
Refresh

Save Settings

ACTION	PROJECT	LOCATION	DESCRIPTION	OWNER	STATUS
	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...
	P23-0005	511 APACHE CIR	remove and replace takless water heater	Salinas Creator	Approved

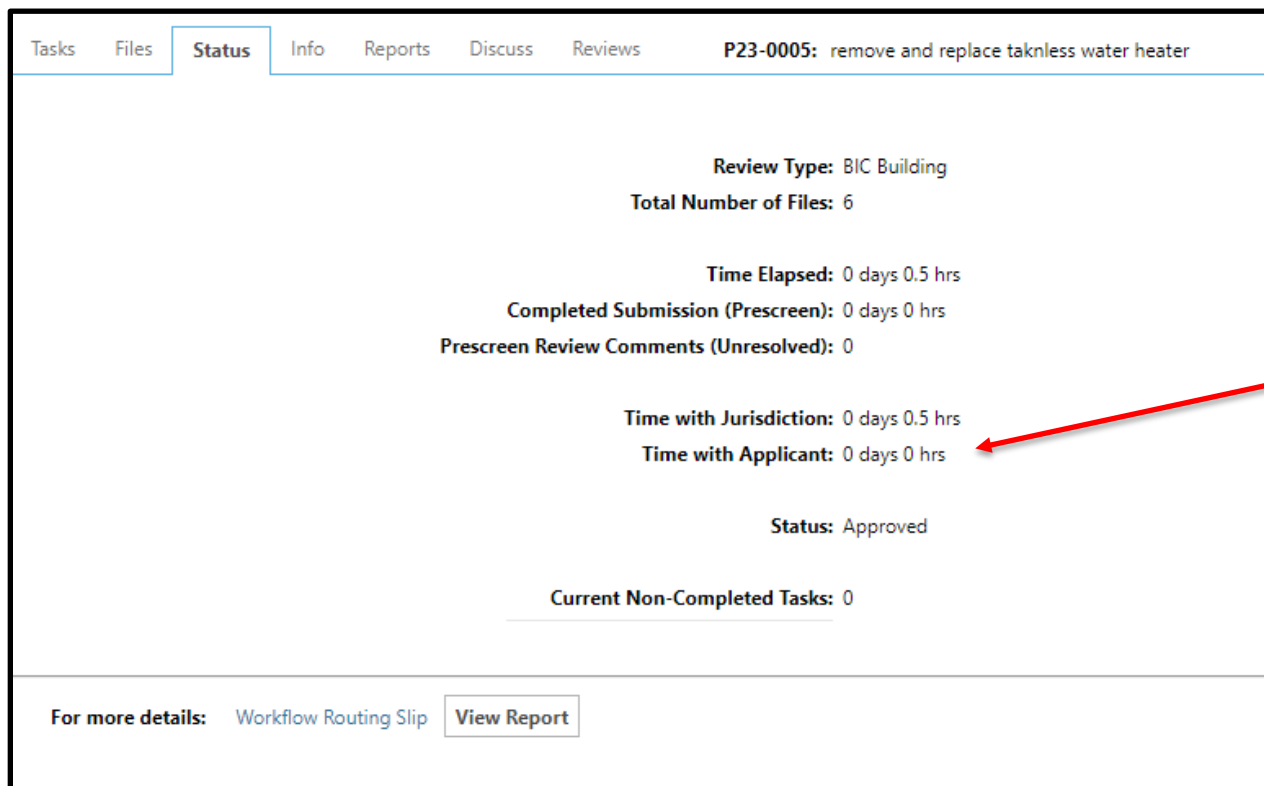
Click on the “Status” tab at the top of the screen.

- The “Status” tab is located between the “Files” and “Info” tabs.



View the amount of time the permit has been with Applicant.

- The time the permit has been with both the Jurisdiction and Applicant is listed on this screen.



View the Status of the permit.

- The status will be listed under the “Time with Applicant” line.

TasksFilesStatusInfoReportsDiscussReviews

P23-0005: remove and replace taknless water heater

Review Type: BIC Building

Total Number of Files: 6

Time Elapsed: 0 days 0.5 hrs

Completed Submission (Prescreen): 0 days 0 hrs

Prescreen Review Comments (Unresolved): 0

Time with Jurisdiction: 0 days 0.5 hrs

Time with Applicant: 0 days 0 hrs

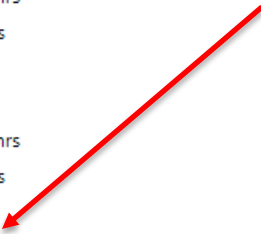
Status: Approved

Current Non-Completed Tasks: 0

For more details:

[Workflow Routing Slip](#)

[View Report](#)



Below is a list of Permit Statuses:

<i>Status</i>	<i>Definition</i>
Approved	Completely finished permit; Last status.
Cancelled	Either applicant or city canceled permit.
Denied	Denied due to not being in compliance.
Expired	Permit reached expiration date.
Hold	There is an issue with the application. The permit can not move forward until the issue is resolved.
In Review	City staff is reviewing plans.
Payment Due	Applicant needs to pay fees.
Payment Verification	City staff is verifying the payment was processed.
Prescreen	City staff are reviewing for intake compliance.
Prescreen Corrections	There is missing information that the permit needs before it can be sent to plan check.
Resubmit	Applicant must upload corrections.
Revoked	Permit has been denied due to non-compliance issues.
Stamp and Approve	Staff are in the process of stamping and approving the permit.
Upload	Applicant must upload documents.