
Paperless Permit Instructions: How to Enter Comments

Revised June 2023



City of Salinas

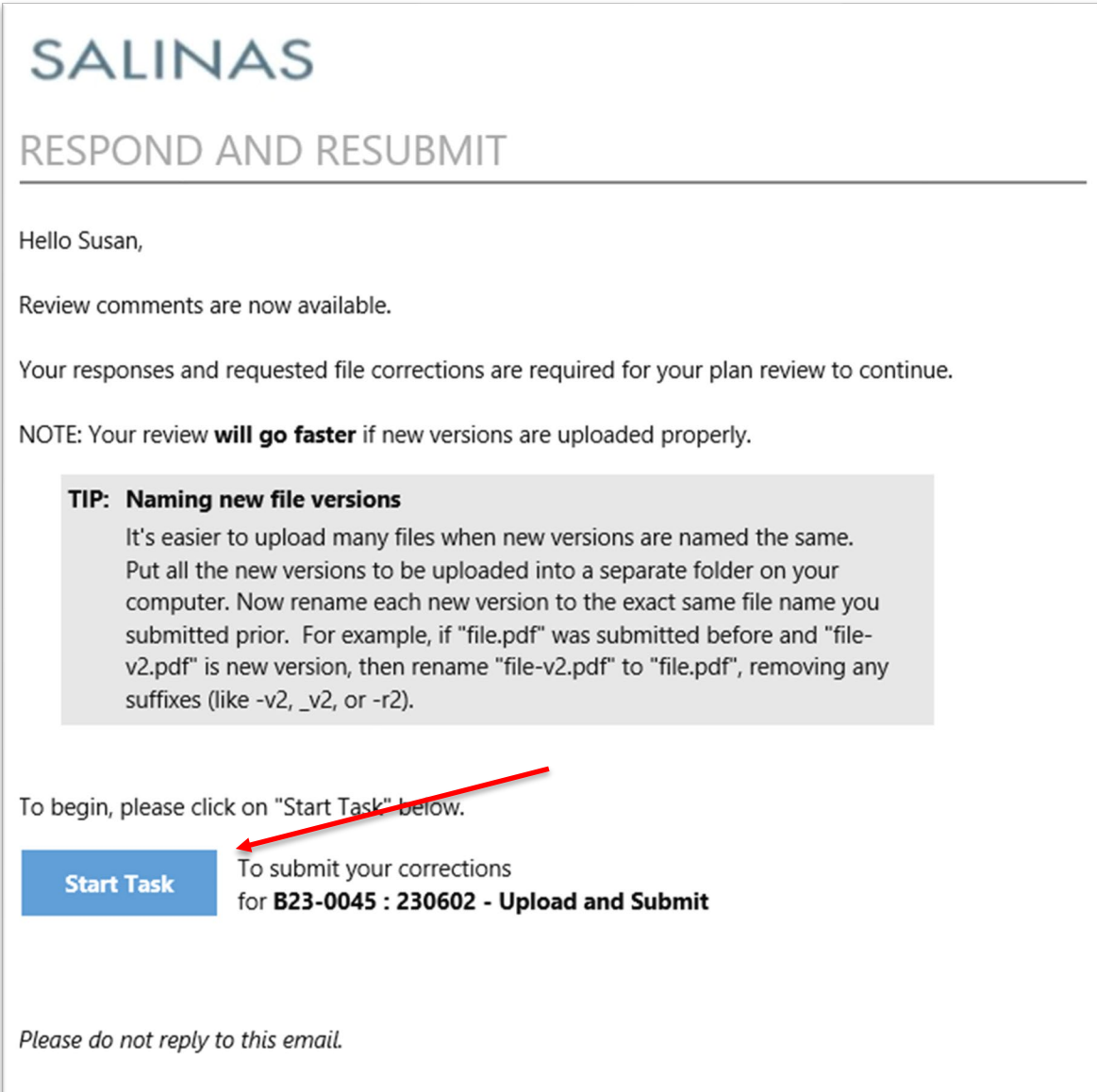
COMMUNITY DEVELOPMENT DEPARTMENT

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

Paperless Portal Instructions

Reply to automatically generated email.

- Click on the button titled “Start Task” located at the bottom of the email pictured below.



Once the task is open you will see directions under the uploaded file.

[Select One] Apply (0 selected) Add Comment Add Library Comments Please enter your responses ?							
☐	Ref.# 4	Door swing	Code Enforcement	Melissa Guilfoyle	12/7/22 3:48 PM	Cycle 1	Type your response here.
☐	Unresolved		A1-01 First Floor Plan.pdf			Verify	
	Markup		move door swing				
Responded by: Susan Hupp - 12/7/22 4:29 PM Revised and Uploaded							

Depending on the comment you might also see directions next to the highlighted box labeled “Unresolved”.

https://salinas-ca-us-test.avolvecloud.net/ProjectDoxWebUI/Project/ProjectCorrections?projectID=316&workflowTaskID=3757#

Dept: Building Status: Show All Response: Show All Search: Enter keyword Close Window

Type: Show All Cycle: Show All Time: Show All Watch video

[Select One] Apply (0 selected) Add Comment Add Library Comments Please enter your responses ?							
☐	Ref.# 1	Building		Melissa Guilfoyle	6/21/23 9:43 AM	Cycle 1	Type your response here.
☐	Unresolved	Please provide your C&D form					
	Comment						

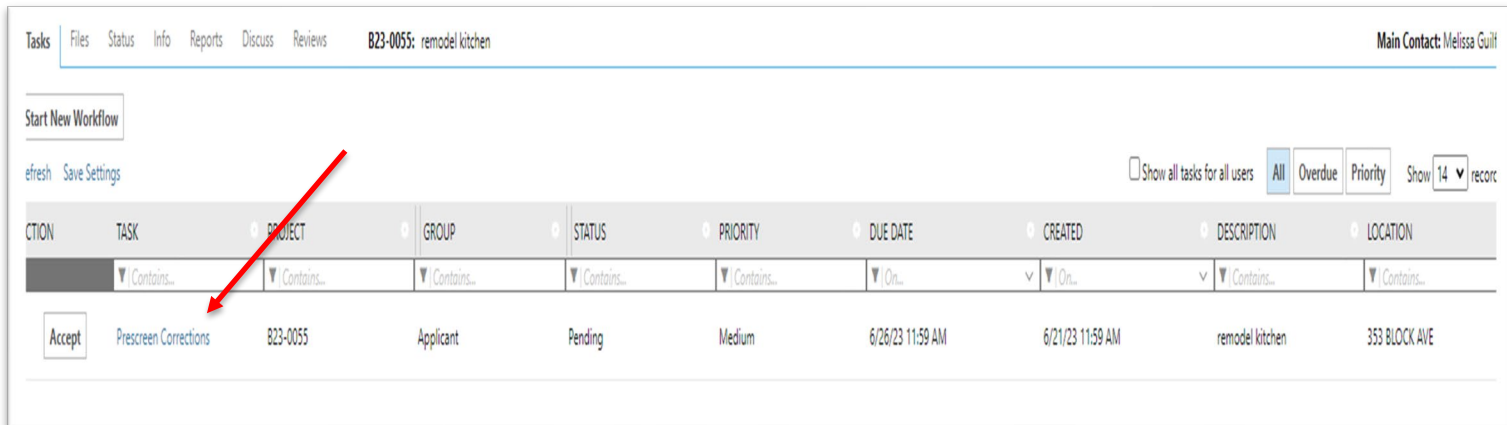
Please write a phrase under the yellow highlighted box “Please enter your responses”. These replies can simply be “got it” or “done”. Press the enter key on your keyboard when the comment is entered.

[Select One] Apply (0 selected) Add Comment Add Library Comments Please enter your responses ?							
☐	Ref.# 4	Door swing	Code Enforcement	Melissa Guilfoyle	12/7/22 3:48 PM	Cycle 1	It has been moved.
☐	Unresolved		A1-01 First Floor Plan.pdf			Verify	
	Markup		move door swing				
Responded by: Susan Hupp - 12/7/22 4:29 PM Revised and Uploaded							

Prescreen Corrections

Please click on the Prescreen Corrections link.

- You can also click on the “Accept” button.



Tasks Files Status Info Reports Discuss Reviews B23-0055: remodel kitchen Main Contact: Melissa Guilfoyle

Start New Workflow

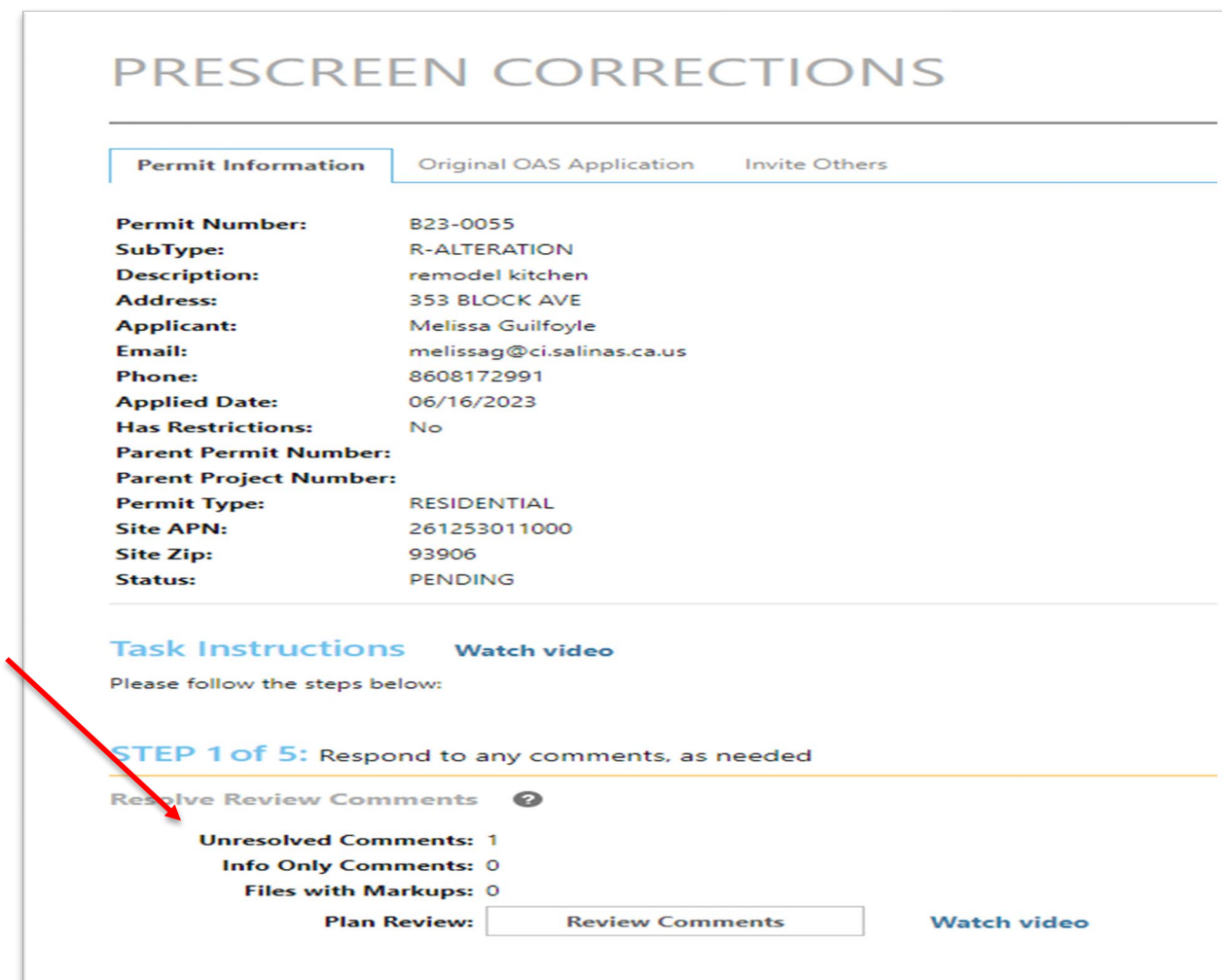
Refresh Save Settings

☐ Show all tasks for all users **All** Overdue Priority Show 14 records

ACTION	TASK	PROJECT	GROUP	STATUS	PRIORITY	DUE DATE	CREATED	DESCRIPTION	LOCATION
▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ On...	▼ On...	▼ Contains...	▼ Contains...
Accept	Prescreen Corrections	B23-0055	Applicant	Pending	Medium	6/26/23 11:59 AM	6/21/23 11:59 AM	remodel kitchen	353 BLOCK AVE

A dialog window will appear with 5 steps.

- In Step 1, you will see the number of unresolved comments that are waiting for resolution.



PRESCREEN CORRECTIONS

Permit Information Original OAS Application Invite Others

Permit Number: B23-0055
SubType: R-ALTERATION
Description: remodel kitchen
Address: 353 BLOCK AVE
Applicant: Melissa Guilfoyle
Email: melissag@ci.salinas.ca.us
Phone: 8608172991
Applied Date: 06/16/2023
Has Restrictions: No
Parent Permit Number:
Parent Project Number:
Permit Type: RESIDENTIAL
Site APN: 261253011000
Site Zip: 93906
Status: PENDING

Task Instructions Watch video

Please follow the steps below:

STEP 1 of 5: Respond to any comments, as needed

Resolve Review Comments ?

Unresolved Comments: 1
Info Only Comments: 0
Files with Markups: 0

Plan Review: Review Comments Watch video

Click on the “Review Comments” box to review the comments.

PRESCREEN CORRECTIONS

Permit Information

[Original OAS Application](#)[Invite Others](#)

Permit Number: B23-0055
SubType: R-ALTERATION
Description: remodel kitchen
Address: 353 BLOCK AVE
Applicant: Melissa Guilfoyle
Email: melissag@ci.salinas.ca.us
Phone: 8608172991
Applied Date: 06/16/2023
Has Restrictions: No
Parent Permit Number:
Parent Project Number:
Permit Type: RESIDENTIAL
Site APN: 261253011000
Site Zip: 93906
Status: PENDING

Task Instructions

[Watch video](#)

Please follow the steps below:

STEP 1 of 5: Respond to any comments, as needed

Resolve Review Comments

Unresolved Comments: 1

Info Only Comments: 0

Files with Markups: 0

Plan Review:

[Review Comments](#)

[Watch video](#)