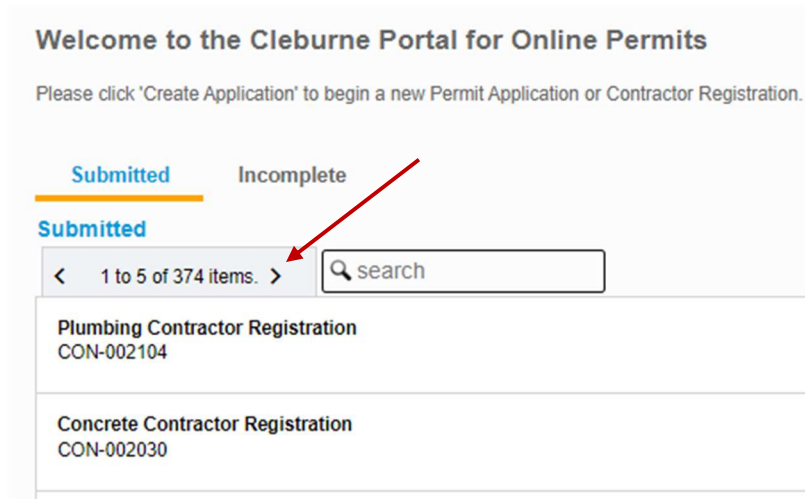




Check the Status of an Application

1. Log in to the online permitting system, and then locate the application in question. You may need to scroll through your applications using the right pointing arrow to find it.



2. Click near the application number to open the application, or use the “Actions” button and click on Check Case Status. With the application open, find the Workflow section. It is the next to last section on the application.
3. All review items are at the beginning of the list of tasks in the workflow.

Workflow						
< 1 to 10 of 22 items. >		Show All				
Description	Result	Target End	Completed	M	Comments	
Application Intake	Recvd-Pending Review	05/16/2021 11:40 AM	05/13/2021 11:40 AM	1		
P & Z Review	Approved	05/20/2021 11:40 AM	05/14/2021 9:30 AM	2		
Engineering Review	Approved	05/20/2021 11:40 AM	05/24/2021 11:08 AM	2		
Fire Review	Approved	05/20/2021 11:40 AM	05/13/2021 1:28 PM	2		
Environmental Review	N/A	05/20/2021 11:40 AM	05/13/2021 1:03 PM	2		
Health Review	N/A	05/20/2021 11:40 AM	05/26/2021 12:47 PM	2		
Within Floodplain?	No	05/18/2021 11:40 AM	05/24/2021 11:09 AM	2		

As reviews are completed, you will see a result and a completed date for each. If there are comments associated with any review, you can view them by clicking on the icon in the Comments column.

To respond to comments, attach documents in the Related Documents section below the Workflow.

Feel free to contact us if you have any difficulty at 817-645-0955 or 817-556-8891,
or send an email to BuildingPlans@Cleburne.net.