



Status Descriptions - Building and Permits

Permit Status	Description
Approved	Plan Review – the review has been approved, and the application can move to the next step.
Complete	This status means the permit work is completed and approved.
Denied	Status used if the application has been denied and will not be issued.
Expired	This status is used when a permit has expired, and some action is needed.
In Review	This status is used when the permit is in plan review and not issued yet.
Fees Due	This status is used in conjunction with automation in order to show that invoiced fees are currently due.
Fees Paid	This status is used in conjunction with automation and will change to "Fees Paid" once a record that was in "Fees Due" status has been paid in full.
Issued	This status means the permit work is in progress.
On Hold	This status is used if the permit work is on hold for some reason other than Stop Work Order, which has its own status.
Pending HARC Board Approval	Planning in process - HARC application approval and must go before Planning Commission Board.
Project Abandoned	This status should be used if applicant/owner withdraws project scope.
Requires Resubmit	Plan Review - There are some issues with the submission and a re-submit is required.
Stop Work Order	This status identifies a permit that is currently stopped due to a stop work order. Adding the stop work order hold to a permit will automatically update the permit status to "Stop Work Order."
Submitted	This status is used when a permit has been submitted (NOT online), but a plan reviewer has not started reviewing.
Submitted - Online	This status is used as a default for online submissions that haven't had their review started yet.
Void	This status should be used if the permit is no longer valid. This status should be used instead of deleting the permit.

Status Descriptions - Planning and Zoning

Plan Case Status	Description
Approved	Status used if the review is approved, and the appeal period has passed.
Approved as Noted	Plan Review – the review has been approved with the comments noted on the submission that must be met and the application can move to the next step.
Approved w/Conditions	Plan Review – the review has been approved with the comments noted on the submission that must be met and the application can move to the next step.
Denied	Status used if the application has been denied.
Dismissed - Withdrawn	This status should be used if applicant/owner withdraws project scope.
Eligible - Authorized	An application for a grant has been approved. Note: The applicant must still apply for reimbursement once the work authorized by grant is completed.
Fees Due	This status is used in conjunction with automation in order to show that invoiced fees are currently due.
Fees Paid	This status is used in conjunction with automation and will change to "Fees Paid" once a record that was in "Fees Due" status has been paid in full.
ISSUED	This status means the plan case work is complete.
In Review	Status applied to a case when the review is in progress.
Requires Re-submit	Plan Review - There are some issues with the submission and a re-submit is required.
Review Expired	Status used for cases where the review period has expired. If a case should reach a decision in 6 months, but hasn't, the case status will be set to this status.
Submitted	Status used as the default status for most cases before the review begins.
Submitted - Online	This status is used as a default for online submissions that haven't had their review started yet.
Void	Status used if the plan case has been cancelled and no further review will be conducted
Withdrawn by applicant	Status used if the applicant has withdrawn the application (i.e. following a pre-application meeting) or when the applicant submits the incorrect application and planning has to close the current case and open a new one.