Checking the Status of a Plan Review in ProjectDox

Important Note: If you are accessing the project using the system generated emails and the

| Start Task | or | Open Project | buttons. Please note that once you sign into the system using these

buttons, the system automatically opens a separate window called the Eform which is used in other processing steps. For looking up the status, please close the Eform and skip to Step 3 to continue.

STEP 1 – SIGN INTO PLAN REVIEW SYSTEM:

Log into ProjectDox: https://cupertino-ca-us.avolvecloud.com/Portal/Login/Index/Cupertino-CA-Prod

STEP 2 – LOCATE PROJECT:

Locate the project within ProjectDox. You may see it under the "**Projects**" tab when you log in. **Or** you can type the permit number in the search box located in the upper right side of screen. Wait for it to populate underneath, and then click the blue populated permit number. You can also click the blue permit number listed under the "PROJECT" column if you see your permit there.
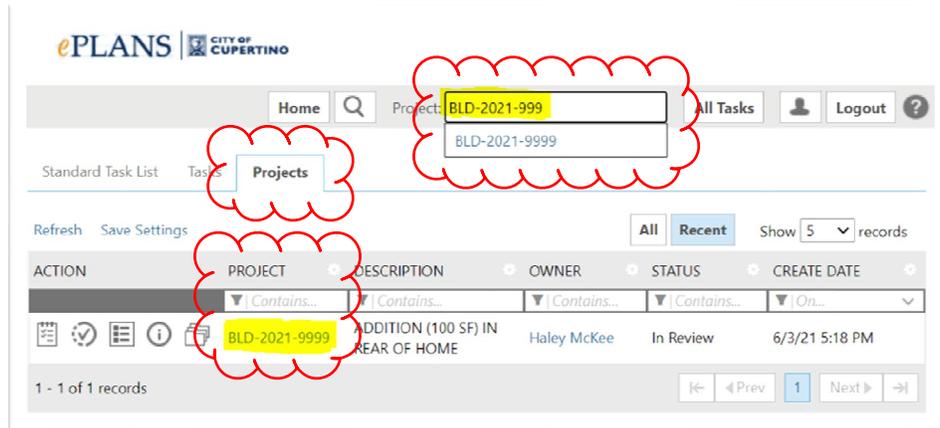
STEP 3 – STATUS REPORT:

Once you are in your project, click on the "**Status**" Tab at the top of the screen. Click on the "**View Report**" button at the bottom of the page.

STEP 4 – VIEWING STATUS REPORT:

A separate window will open that is labeled "Plan Review – Workflow Routing Slip". The routing slip shows all the workflow review cycles. The most current review cycle is located at the bottom of the list.

Plan Review - Workflow Routing Slip

Report Generated: **02/10/2022 11:27 AM**

Review Type: **BIC Building**
Number of Files: **1**
Project Name: **BLD-2022-0215**
Workflow: **BLD-2022-0215 - PFlow Building Template - 2/9/2022 11:23:46 PM**

Time Elapsed: **0 days 12 hrs**
Time with Jurisdiction: **0 days 12 hrs**
Time with Applicant: **0 days 0 hrs**
Completed Submission (Prescreen): **0 days 10.5 hrs**
Completed Plan Review: **Not Completed**

Total Review Comments:

TASK	TASK STATUS	REVIEW STATUS	CYCLE	ASSIGNED	ACCEPTED	COMPLETED	GROUP	USER	SUB TOTAL
Upload and Submit	Completed		0	02/09/2022 11:23 PM	02/09/2022 11:27 PM	02/09/2022 11:28 PM	Applicant	Timothy Dominguez	0 days 0 hrs
Prescreen Review	Completed		0	02/09/2022 11:28 PM	02/10/2022 09:47 AM	02/10/2022 09:48 AM	Coordinator	Kim Dunbar	0 days 10.5 hrs
Assign Reviewers	Completed		0	02/10/2022 09:48 AM	02/10/2022 09:48 AM	02/10/2022 09:49 AM	Coordinator	Kim Dunbar	0 days 0 hrs
Building Department Review cycle #1	Pending		1	02/10/2022 09:49 AM			Building		0 days 1.5 hrs
Planning Department Review cycle #1	Pending		1	02/10/2022 09:49 AM			Planning	Catherine Tarone	0 days 1.5 hrs

Understanding the Plan Review Status

- There are four statuses that may show (explained below), or it may show blank, meaning it has not been accepted by the reviewer yet, but is waiting in their que.

- Additionally, the Reviewer may be blank, in this case, the project has been routed to the department and is waiting to be assigned/accepted by a particular plan reviewer.

Accepted – The reviewer has accepted the task and the project is in review.

Approved – The project has been approved by the reviewer/department.

Corrections Required – The project is not approved and requires corrections. A comment letter is typically uploaded in the "City Review Comments" folder the applicants review and can also be downloaded.

No Review Required- It has been deemed that no review is required by that department.