How to View Issues and Conditions

💡 Tip: Recommended browsers are Chrome, Firefox, Edge or Safari.

Issues vs Conditions

Issues – Issues are items that need to be addressed before a submittal can be considered review approved. These are comments placed on a record during the review phase regarding plans and supporting documents submitted for plan review. Reviewers may request additional documentation, clarification, or revised plans to address an issue. Issues will be viewable in the Digital Plan Room.

Conditions – Conditions can be items that need to be addressed before processing can commence such as needing clarification on the scope of work or needing additional documentation required for review. They can also be items needed prior to permit issuance such as final payment of fees or licensing updates. Conditions will be viewable in the standard Conditions Report found on the record's summary page.
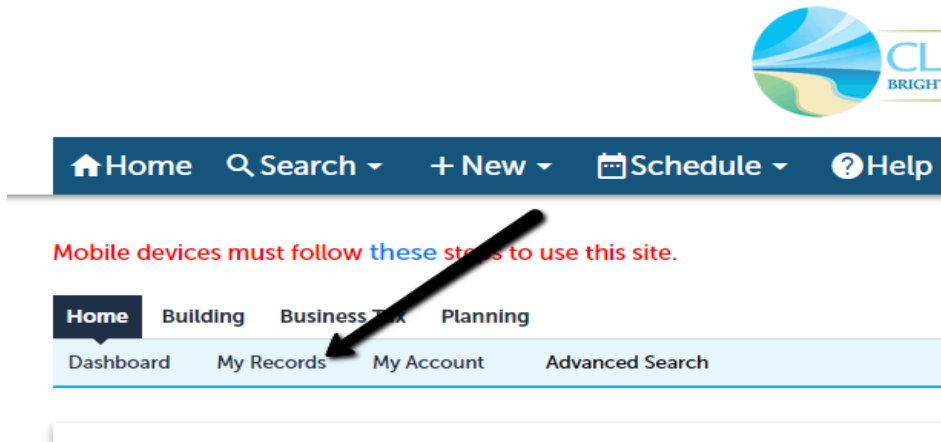
C of O Conditions – C of O Conditions are items that need to be met prior to completing a permit or prior to obtaining a Certificate of Occupancy. These types of conditions will not hold up record review or issuance. These items may be found in either the Digital Plan Room, in the standard Conditions Report found on the record's summary page, or both.

Access the Record

You can access the record via one of the following methods:

1. Proceed to "My Records" to see a list of all records you are associated with. Click on the record you will be working on to go to that record's summary page.

--or--

2. Type the full record number in the global search box towards the top right of the webpage. If the record is found, you will be automatically directed to the record's summary page. If there is more than one search result, you will see a list of results from which you can click the desired record to proceed to the record's summary page.
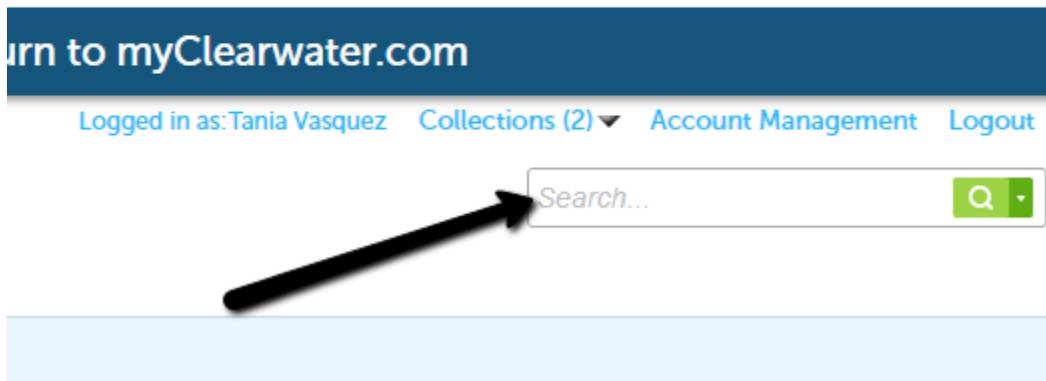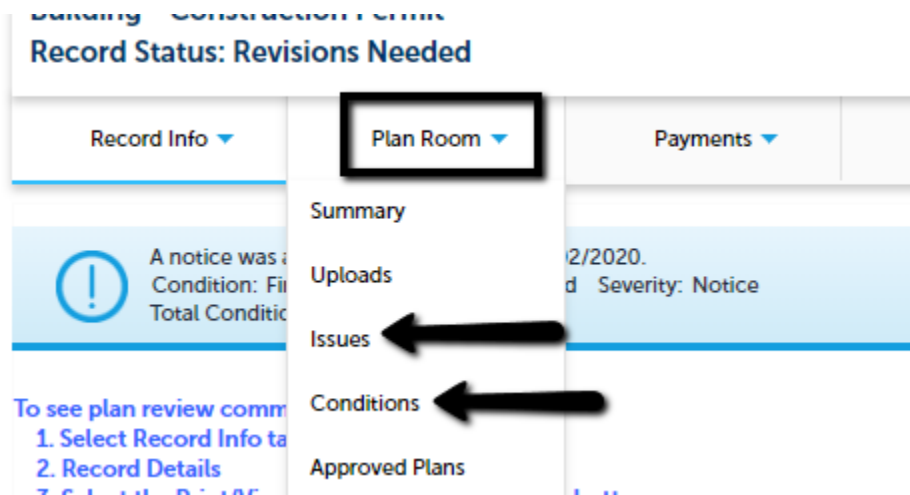

Viewing Issues or C of O Conditions in the Plan Room

Once you are on the record's summary page, you will see a link for the Plan Room if you are associated with that record.

Select either "Issues" or "Conditions" from the Plan Room dropdown menu.

All Issues or Plan Room Conditions will display in a list on their respective pages.

The "Attached To" column displays what page or document a comment is attached to (if any). Clicking on a comment that is attached to a sheet or document will open that sheet or document with the comment displayed in the same window. If the comment is not attached to a page or document, a general pop-up will display with the comment in the same window when it is opened.

Below you will see a comprehensive list of issues for this project. This list can be filtered to focus on a desired discipline or status. You can click on an open issue to view associated mark-ups and respond before uploading new plans. Please note that all open issues will require a brief response prior to uploading a revised plan set.

Issues

Discipline	Title	Status	Attached To	Created By	Last Updated	Updated By
ELECTRICAL	Test	OPEN	E-1	Tania Vasquez	1/2/2020, 7:49:52 AM	Tania Vasquez
BUILDING	Test	OPEN	S-1	Tania Vasquez	1/2/2020, 7:51:03 AM	Tania Vasquez
BUILDING	Test	OPEN	FL239.pdf	Tania Vasquez	1/2/2020, 7:52:13 AM	Tania Vasquez
FIRE	Test	OPEN		Tania Vasquez	1/2/2020, 7:52:47 AM	Tania Vasquez

Comments can be filtered by status or discipline. They can also be printed. To perform these functions, click the Printer icon or Filter link located on the right.

Below you will see a comprehensive list of issues for this project. This list can be filtered to focus on a desired discipline or status. You can click on an open issue to view associated mark-ups and respond before uploading new plans. Please note that all open issues will require a brief response prior to uploading a revised plan set.

Issues

Discipline	Title	Status	Attached To	Created By	Last Updated	Updated By
ELECTRICAL	Test	OPEN	E-1	Tania Vasquez	1/2/2020, 7:49:52 AM	Tania Vasquez
BUILDING	Test	OPEN	S-1	Tania Vasquez	1/2/2020, 7:51:03 AM	Tania Vasquez
BUILDING	Test	OPEN	FL239.pdf	Tania Vasquez	1/2/2020, 7:52:13 AM	Tania Vasquez
FIRE	Test	OPEN		Tania Vasquez	1/2/2020, 7:52:47 AM	Tania Vasquez

Viewing Conditions and C of O Conditions (Not related to Plan Review or in the Plan Room)

Once you are on the record's summary page, you will see a link to "Print/View Conditions" located at the bottom of the record's summary page. This link will be visible to any user.

💡 Tip: Clicking the Print/View Conditions link will generate a pop-up window. Please allow for pop-ups from our website.
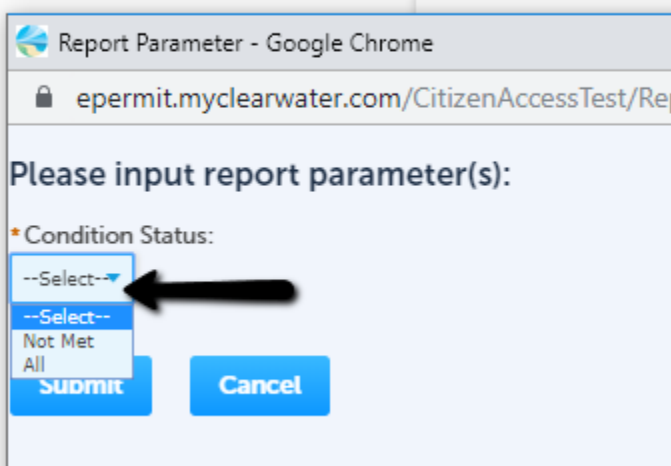
Reports can be generated with all Conditions present or with only "Not Met" Conditions. Select your preference and click Submit to generate the general Conditions Report.