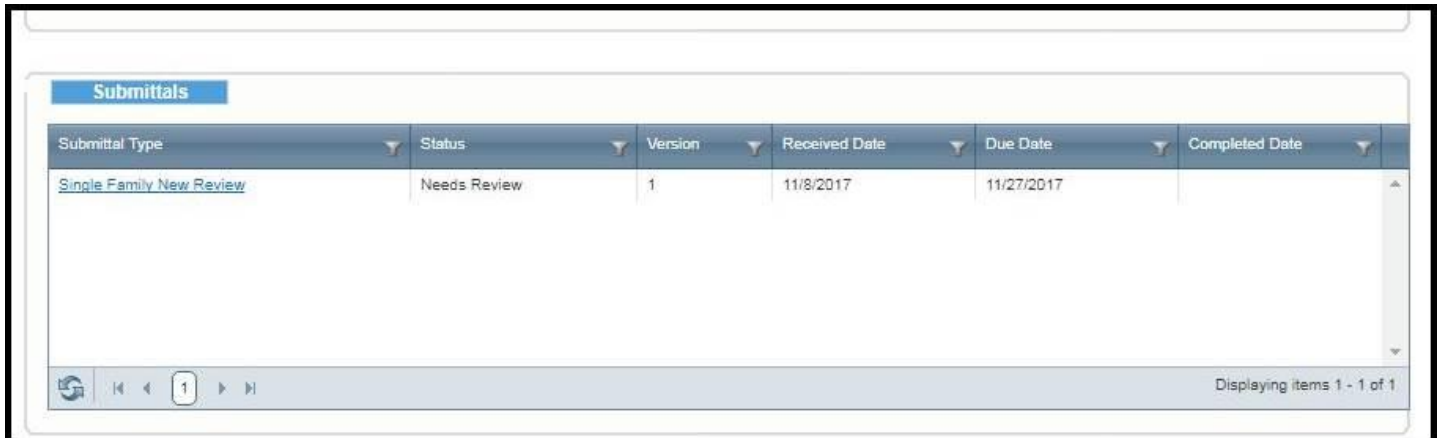


How to View Submittal Status Using Customer Access Portal (CAP)

Scroll to the bottom of the page on your CAP account and you'll find your project submittals.

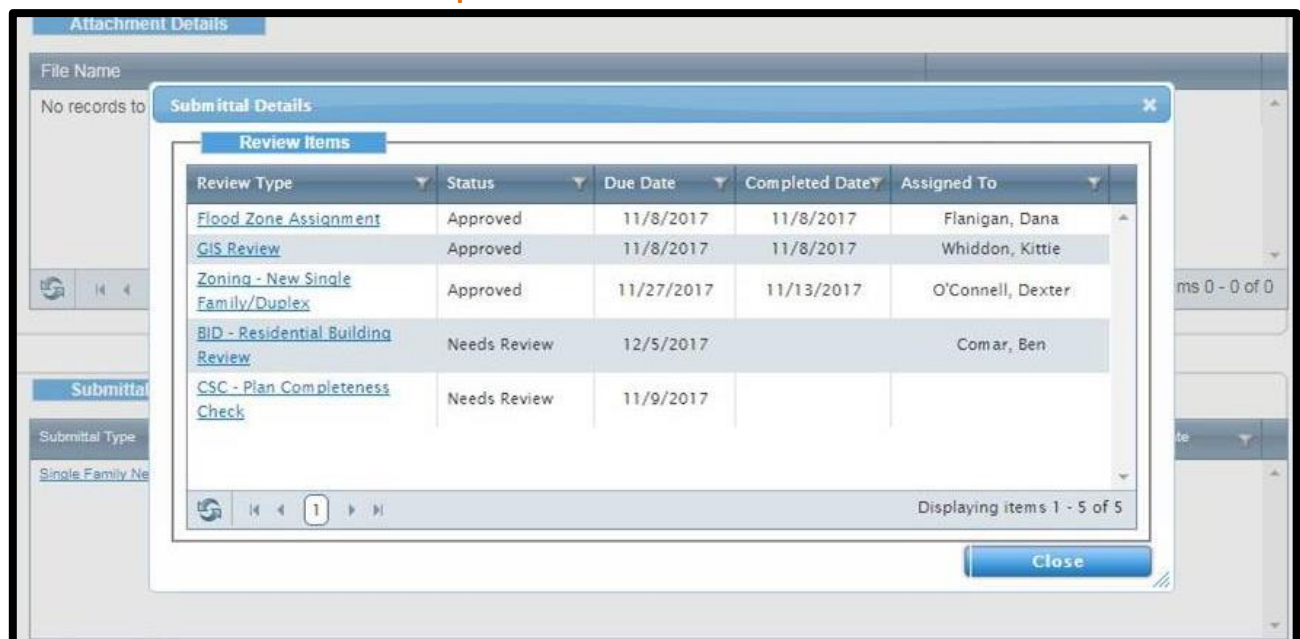


The screenshot shows a table titled "Submittals" with the following data:

Submittal Type	Status	Version	Received Date	Due Date	Completed Date
Single Family New Review	Needs Review	1	11/8/2017	11/27/2017	

At the bottom of the table, there is a pagination control showing "1" and "Displaying items 1 - 1 of 1".

This box will appear after you've clicked the project you want to track. Keep in mind this does not show the status of the Lot Inspection.



The screenshot shows a "Submittal Details" dialog box with a "Review Items" table:

Review Type	Status	Due Date	Completed Date	Assigned To
Flood Zone Assignment	Approved	11/8/2017	11/8/2017	Flanigan, Dana
GIS Review	Approved	11/8/2017	11/8/2017	Whiddon, Kittie
Zoning - New Single Family/Duplex	Approved	11/27/2017	11/13/2017	O'Connell, Dexter
BID - Residential Building Review	Needs Review	12/5/2017		Comar, Ben
CSC - Plan Completeness Check	Needs Review	11/9/2017		

The dialog box also includes a "Close" button and a pagination control at the bottom showing "1" and "Displaying items 1 - 5 of 5".

To View the Status of the ENG Residential for BID permit- Pre Structure (Lot Inspection)



The screenshot shows a table titled "Existing Inspections" with the following data:

Details	Type	Status	Request Date	Sch
Cancel Inspection Details	ENG Residential for BID Permit - Pre Structure	Pending	11/28/2017	11/3

At the bottom of the table, there is a pagination control showing "1" and "Displaying items 1 - 1 of 1".