1. After logging into your CSS account, open your project through the *My Work* tab.
2. This is the homepage of a permit. Click the **Review Tab**
3. This example shows this project has gone through multiple reviews. Click the arrow to expand the review.

Once expanded, the individual review statuses can be viewed:
4. To view plan review comments, there are two areas to look. One is within the plan review step.

<table>
<thead>
<tr>
<th>Commercial Plan Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submittal Status</td>
</tr>
<tr>
<td>Needs Correction</td>
</tr>
</tbody>
</table>

**Zoning - General • Needs Correction • Harp Ana • Completed: 03/11/2022**

- **Due Date:** 03/11/2022
- **Completed Date:** 03/11/2022

**Comment**

Pending TRC approval, pre-con meeting and initial inspections.

**FMD - Plan Level Assignment • Needs Correction • Megee Timothy • Completed: 03/17/2022**

- **Due Date:** 03/16/2022
- **Completed Date:** 03/17/2022

**BID - Commercial Electrical Review • Needs Correction • Heyward Marion • Completed: 03/18/2022**

- **Due Date:** 03/25/2022
- **Completed Date:** 03/18/2022

**Comment**

Needs Electrical Comcheck

**Substantial Improvement/Damage Review • Approved • Graham Derick • Completed: 04/11/2022**

**BID - Commercial Building Review • Not Required • Graham Derick • Completed: 05/06/2022**
5. Plan review comments can also be found under the attachments section:

- **Building Plan Review Comments**
  - BID - approved plans.pdf
  - Uploaded: 01/28/2022

- **Building Plan Review Comments**
  - 302 President St_bid approved revised plan.pdf
  - Uploaded: 04/11/2022

- **Building Plan Review Comments**
  - BID plan review comments_302 President.pdf
  - Uploaded: 02/09/2022

- **Fire Marshal Comments**
  - Uploaded: 03/17/2022

- **Fire Marshal Comments**
  - Uploaded: 02/14/2022

- **Add Attachment**
  - Supported: pdf, jpg, png, jpeg, gif, tiff, docx, doc, xlsx, html, ppt, msg, zip, rar, txt, csv, dita, ...