

To Locate Review Comments

With the new Online Permitting System your comments can be found in 2 different areas based off the type of comments they are.

Staff is allowed to make general/short comments which shows up under the "Reviews" tab of the case. Or if staff upload a document which includes comments they will be found under the "Attachments" tab of the case. Please see below for specific steps in locating your comments.

From the Permit Portal Dashboard, you will need to click on the specific circle, in which the case is located to see all the cases within that category/status:

My Permits

Attention 0	Pending 0	Active 0	Draft 0	Recent 0
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[View My Permits](#)

My Plans

Attention 1 Subdivision Plan Re... 1	Pending 0	Active 0	Draft 0	Recent 1 Subdivision Plan Re... 1
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[View My Plans](#)

This will take you to a list of the permits or plans in that category. From here you will need to select (click on) the case in which you are looking for to get to your review comments.

My Plans Search for plan number, project, or address

Exact Match

Display: Attention Select Case Type: Sort: Plan Number

Plan Number	Project	Address	Plan Type	Status	Attention Reason
PLG-001089-2018		4208 LOUISBURY RD WAKE FOREST, 27587	Subdivision Plan Review - Minor	Attention, Recent	On Hold Failed Reviews

Results per page: 10 1 - 1 of 1 << < 1 > >>

From the Case you will see several sections. The top section provides basic information for the case. Then you have some tabs and/or buttons in which you can click on to see different information which will show up in the area below.

Plan Number: PLG-001089-2018

Plan Details | Tab Elements | Main Menu

Type: Subdivision Plan Review - Minor **District:** Wake County **Applied Date:** 10/31/2018

Status: On-Hold- Customer Action Required **Project Name:** **Expiration Date:**

Assigned To: Williams, Kathy **Completion Date:**

Description: Betty Perry Minor- DIVISION INTO 2 LOTS

Locations | Fees | Reviews | Inspections | Attachments | Contacts | Sub-Records | Holds | Meetings | More Info

Locations | Parcels | Next Tab | Plan Details | Main Menu

Locations

Main	Address
<input checked="" type="checkbox"/>	4208 LOUISBURY RD WAKE FOREST, 27587

Results per page: 10 | 1 - 1 of 1 | << < 1 > >>

Parcels

Main	Parcel	Section	Township	Range
<input checked="" type="checkbox"/>	1748906979			

Results per page: 10 | 1 - 1 of 1 | << < 1 > >>

Basic Information

Tabs/Buttons

Information Specific to the tab/button selected above

As mentioned above there are 2 places to locate possible comments, so you will need to check both places

1. Under the Review Tab:

Click on the "Reviews" tab/button to bring up the details in the lower section of the page

Locations | Fees | **Reviews** | Inspections | Attachments | Contacts | Sub-Records | Holds | Meetings | More Info

In the lower section you will see the initial review and any subsequent reviews for the case

Locations | Fees | **Reviews** | Inspections | Attachments | Contacts | Sub-Records | Holds | Meetings | More Info

Reviews | Next Tab | Plan Details | Main Menu

Sort: Review Type

Review Type	Status	Version	Received Date	Due Date	Completed Date
Subdivision Minor Plan Review	Requires Re-submit	1	11/02/2018	11/02/2018	11/13/2018
Subdivision Minor Plan Review	Requires Re-submit	2	11/26/2018	11/26/2018	12/03/2018

Results per page: 10 | 1 - 2 of 2 | << < 1 > >>

Click on the Review in which you would like to view, for most instances it is going to be the most current review, which in this case is Version 2.

Locations Fees **Reviews** Inspections Attachments Contacts Sub-Records Holds Meetings More Info

Reviews | Next Tab | Plan Details | Main Menu

Reviews Sort: Review Type

Review Type	Status	Version	Received Date	Due Date	Completed Date
Subdivision Minor Plan Review	Requires Re-submit	1	11/02/2018	11/02/2018	11/13/2018
Subdivision Minor Plan Review	Requires Re-submit	2	11/26/2018	11/26/2018	12/03/2018

Results per page: 10 1 - 2 of 2 << < 1 > >>

The next page will show the different departments which was involved with the review, along with the Status of the Review and the person which reviewed the submittal. It also has a "Details" button, this is what you will want to click on to see the actual details of the review.

Plan Number: PLG-001089-2018

Review Detail | Review Items | Main Menu

Review Type: Subdivision Minor Plan Review Status: Requires Re-submit Version: 2
 Received Date: 11/26/2018 Due Date: 11/26/2018 Completed Date: 12/03/2018

Review Items Sort: Review Type Export

Review Type	Status	Due Date	Completed Date	Assigned To	Review Item
PLG - Planning (10 days)	Requires Re-submit	12/10/2018	11/26/2018	Williams Kathy	Details
WW - Wastewater Management (7 days)	Reviewed	12/05/2018	12/03/2018	Miller William	Details

Results per page: 10 1 - 2 of 2 << < 1 > >>

Once you click on the "Details" button it will bring the details of that Review underneath the main review section. For example, I clicked on PLG-Planning Review Details and under the Comments section it provides the comments to the customer.

Plan Number: PLG-001089-2018

Review Detail | Review Items | Main Menu

Review Type: Subdivision Minor Plan Review Status: Requires Re-submit Version: 2
 Received Date: 11/26/2018 Due Date: 11/26/2018 Completed Date: 12/03/2018

Review Items Sort: Review Type Export

Review Type	Status	Due Date	Completed Date	Assigned To	Review Item
PLG - Planning (10 days)	Requires Re-submit	12/10/2018	11/26/2018	Williams Kathy	Details
WW - Wastewater Management (7 days)	Reviewed	12/05/2018	12/03/2018	Miller William	Details

Results per page: 10 1 - 2 of 2 << < 1 > >>

When this "Details" button was selected

Comments | Recommendations | Corrections | Review Detail | Review Items | Main Menu

Comments

Please see the attachments tab for 2nd review comments, with these comments addressed feel free to submit mylars.

The Comments for that department show here, under Comments

2. Under the Attachments Tab:

Click on the “Attachments” tab/button to bring up the details in the lower section of the page



In the lower section you will see the individual documents/attachments uploaded to the case by you and possibly by one of the staff reviewing your case.

A screenshot of a web application interface. At the top, there is a navigation bar with tabs: Summary, Locations, Fees, Reviews, Inspections, eReviews, Attachments (highlighted), Contacts, Sub-Records, Holds, Meetings, and More Info. Below this, there are links for 'Attachments | Next Tab | Plan Details | Main Menu'. The main section is titled 'Attachments' and has a 'Sort' dropdown menu set to 'Needs Action'. Below the menu is a list of five attachment cards, each with a red PDF icon, the word 'Attachment', a blue link to the file name, the upload date, and a 'Notes' field. The cards are: 1. 'Blackley Lake Rd Perry Chappell minor with' (11/05/2018, GIS Addresses); 2. 'soils report betty perry.pdf' (11/26/2018, Soils Report); 3. 'PLG-001089-2018 Betty Perry Private Road Cert.pdf' (12/11/2018, Private Road Certification); 4. 'PLG-001089-2018 Betty Perry Road Maintenance' (12/11/2018, Road Maintenance Agreement); 5. 'PLG-001089-2018 Revised Betty Perry Minor .pdf' (11/26/2018, Planning Revised Comments). A red rectangular box highlights the entire list of attachment cards.

You will be looking for the documents/attachments which were loaded by staff, which will often be identified in the Notes column by the Department Name and then some type of reference to “comments”.

A close-up view of the five attachment cards from the previous screenshot. The card for 'PLG-001089-2018 Revised Betty Perry Minor .pdf' has its 'Notes' field, 'Notes: Planning Revised Comments', highlighted with a red rectangular box.

To view the document/attachment, just click on the attachment file name and it will open in a different window for you to review and address those comments.

A close-up view of the five attachment cards. A red arrow points down to the 'Notes' field of the fifth card, 'Notes: Planning Revised Comments', which is highlighted with a red rectangular box.