

1. Login to the [Application Portal](#) - CityInspect
2. The main page has several sections that your application or permit will be listed under:
 - a. **Preparing** – This section will show the business license applications you are working on, but have not been submitted to the City for review yet.
 - b. **Submitted** – This section shows applications that have been submitted to the City and are waiting for a review by City Staff to verify all required information has been entered and the attachments are accurate and legible.
 - c. **Plan Review or Business License Review** – This section shows applications that are currently under review by the City.
 - d. **Pending Payment** – This section shows applications that have been approved and are ready for the fees to be paid. Once the license fee is paid the business license will be issued.
 - e. **Active Permits (Building Permits Only)** – This section will show you a list of all your active building permits within the Layton City.
 - f. **Active Licenses (Business Licenses Only)** – This section will show you a list of all your active business licenses within the Layton City.
 - g. **Expiring Licenses** – Your license will move from Active Licenses to Expiring Licenses 45 days before your license expires. You will receive multiple emails as a reminder to renew your license.
 - h. **Archived Permits (Building Permits Only)** – This section shows permits that have been completed and closed out.
 - i. **Archived Licenses (Business Licenses Only)** – This section shows all business licenses that have been active at one time but have since been terminated.
3. To check the status of an application currently in **Plan Review (permits) or Business License Review**, open the application by clicking on the application number listed under 'permit' or 'license' details.
 - a. If there are items that need corrections the system will show the application in yellow.

EXAMPLE:

planreview

date	permit details	Owner / General Contractor	Subdivision	Lot #	street address	last inspection
08/21/19	19-0091	Bradi Frei		Layton	437 N Wasatch Dr	-

Or

date	license details
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4. In the upper right corner of the screen click **Plan Review**. The number with a red oval represents how many items need corrections.

plan review 2

5. You can now see the different groups that review the permit. Click on the group that is Red to identify what corrections are needed.

Bradi Frei

Permit #: PLAN19-030 437 N Wasatch Dr / Lot Layton

planreview

Building Admin Assistants Finance & PW Mike Thomas **Weston Applonie**

Building Admin Assistants	Last Update	Due Date	Status (Click to view comments)
Fees Finalized		10/09/19	Pending
Section Comments			

6. Click on the text **Needs Correction**

Permit #: PLAN19-030 437 N Wasatch Dr / Lot Layton

planreview

Building Admin Assistants Finance & PW Mike Thomas **Weston Applonie**

Planning	Last Update	Due Date	Status (Click to view comments)
Plan Set	09/25/19	10/09/19	Needs Corrections
Site Plan	09/25/19	10/09/19	Needs Corrections
Structural Calculations	09/25/19	10/09/19	Approved
Rescheck (Utah Energy Conservation Code version)	09/25/19	10/09/19	Approved
Verify Subdivision & Lot Number	09/25/19	10/09/19	Approved

7. This window will show you what corrections are required.

- a. Once corrections have been made, attach the updated document(s) by checking the **attach file** box.

Edit Attachment

*Date: 09/25/19

*Status rejected

notes

☐ add additional notes
 ☐ attach file

Comment History:

Planning
 09/25/19 - Weston Applonie - Rejected - Please attach correct plan set

Attachment History:
 09/25/19 - Test_Doc.pdf

Save

Cancel

8. Click **+ upload new attachment**

- Browse to where the file is located on your computer and click **Open**
- Then click **Save**

☐ add additional notes ☒ attach file

Attachment: [+ upload new attachment](#)

9. The item has now been sent back to the City for review. Continue to update all items that need corrections.

Bradi Frei

Permit #: PLAN19-030 437 N Wasatch Dr / Lot Layton

planreview

Building Admin Assistants Finance & PW Mike Thomas **Weston Applonie**

Planning	Last Update	Due Date	Status (Click to view comments)
Plan Set	09/25/19	10/09/19	Updated for Review
Site Plan	09/25/19	10/09/19	Needs Corrections
Structural Calculations	09/25/19	10/09/19	Approved
Rescheck (Utah Energy Conservation Code version)	09/25/19	10/09/19	Approved