- 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** You 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:



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

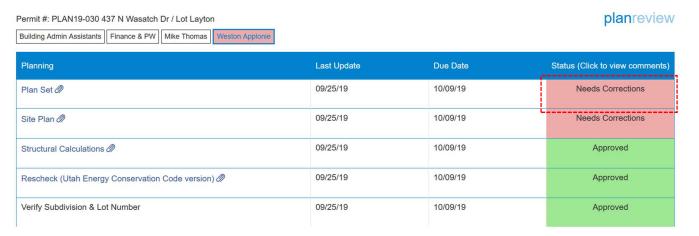


5. You can now see the different groups that review the permit. Click on the group that is Red to identify what corrections are needed.

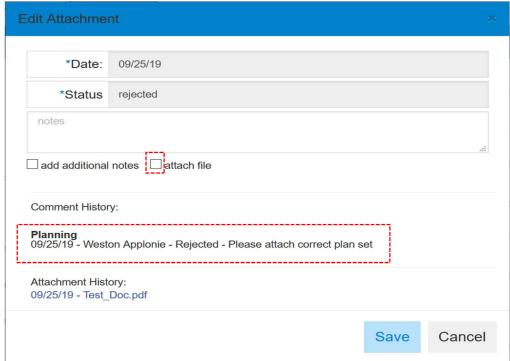
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6. Click on the text Needs Correction



- 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.



- 8. Click + upload new attachment
 - a. Browse to where the file is located on your computer and click **Open**
 - b. Then click Save



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 Building Admin Assistants Finance & PW Mike Thomas Weston Applonie

Planning	Last Update	Due Date	Status (Click to view comments)
Plan Set Ø	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