

## **Navigation Instructions**

### **On-Line Building Permit Application (Plan Check) Tracking**

#### **From the City of Folsom Home Page:**

- **Click:** On-Line Services
- **Click:** Building Permits
- **Click:** Online Permits/Applications

#### **From Building Safety Division Page**

- **Click:** Online Permit Inquiry - Tab
- **Click:** Online Permits/Applications
- **Type:** Application Number of the project you want to track (example: 08-2101), Submit
- **Click:** Plan Tracking Tab
- **Select:** an Agency under Agency Description column to see the results of that agencies plan review. If the Agency you selected has not completed the review the Action Summary "Type" column will be blank.

#### **Action Summary Type Codes**

RS – Re-submittal	RR – Returned for Revision
INC – Incomplete Submittal	AP - Approved

When all of the Agencies listed have completed their portion of the plan review **you will be contacted via phone, e-mail or fax that there are comments or the permit is ready for pick up.** Plan Tracking may show that all agencies have completed the review but City personnel still need to process the comments and/or approvals before you arrive at our office.