



ISSUES & CONDITIONS

THE NEW WAY TO CLASSIFY REVIEW COMMENTS

Issues & Conditions

During the plan review cycle, each reviewer will note any code discrepancies by creating either an issue or a condition.

Issues

Issues are items that will need to be addressed and fixed prior to plan approval. Once created, each open issue will require a brief response in the Plan Room prior to a new review cycle being available to submit revisions.

Conditions

Conditions are items that may require action by the customer but do not need to be addressed prior to plan approval. Unlike issues, conditions do not require a response in the Plan Room. However, while the project is being inspected, conditions will need to be met before final approval can be granted.

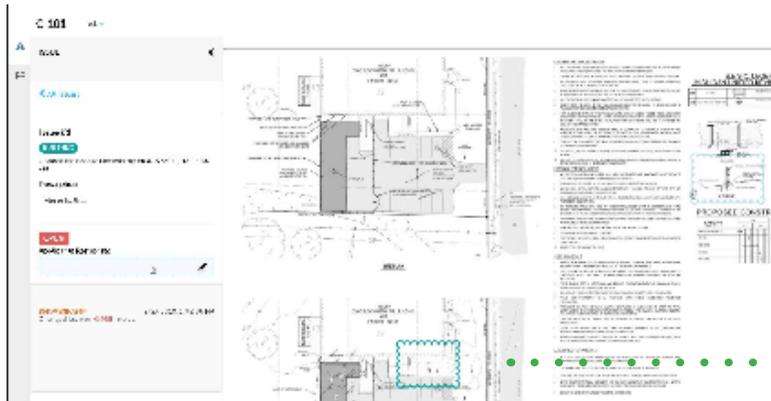
Accessing Issues

- 1) Log in to your Citizen Access account.
- 2) Click on the "Permits" tab.
- 3) Select the permit record you wish to view.
- 4) Click "Issues" under the "Plan Room" tab.
- 5) This will direct you to a comprehensive list of issues.



Discipline	Title	Status	Discipline	Category	Plan Sheet	Response
Structural	Issue #1	Open	Structural	Structural conditions	SECTION 3.100.01.01	Structural Marking
Structural	Issue #2	Open	Structural	Structural conditions	SECTION 3.100.01.01	Structural Marking
Structural	Issue #3	Open	Structural	Structural conditions	SECTION 3.100.01.01	Structural Marking
Structural	Issue #4	Open	Structural	Structural conditions	SECTION 3.100.01.01	Structural Marking

- 6) Click directly on the issue to open the response field and view any corresponding mark-ups on the plan sheet.



QUICK TIP!

You can use the filter button to sort by issue status or discipline. Additionally, you can use the print icon to print the entire issue list (unfiltered) or a segment of the issue list (when filtered).

FEATURE

All markings on the plan sheets correspond to the discipline color.

- 7) In the left corner of the page you will see the title and description of the issue as well as the textbox for your response. Please note that a brief response is required for all open issues.

Issues & Conditions

Responding to Issues

8) To respond to an issue, click on the text field below "Applicant Response."

Responses don't need to be lengthy or detailed - keep it simple! For example, "Got it. Will revise in next submittal."

9) After you have written your response, click "Save."

10) You will be redirected back to the issues page.

The issue should now have a status of "Answered."

11) Repeat this process for all remaining open issues.



Discipline	Title	Status	Attached To	Created By	Last Updated	Updated On
Electrical	Issue #1	ANSWERED	1-100	Brooks McLaughlin	03/22/2018 11:02:38 AM	03/22/2018 11:02:38 AM
Electrical	Issue #2	OPEN	1-100	Brooks McLaughlin	03/22/2018 11:02:38 AM	03/22/2018 11:02:38 AM
Electrical	Issue #3	OPEN	1-100	Brooks McLaughlin	03/22/2018 11:02:38 AM	03/22/2018 11:02:38 AM
Electrical	Issue #4	OPEN	1-100	Brooks McLaughlin	03/22/2018 11:02:38 AM	03/22/2018 11:02:38 AM

Viewing Conditions

12) To view conditions, click the "View Conditions" button in the lower right corner or select "Conditions" from the Plan Room drop-down menu.

13) Similar to issues, clicking directly on the condition will allow you to view any corresponding mark-ups on the plan sheet.

14) However, unlike issues, conditions do not require a response; in fact, there's nowhere to enter a response.

15) Conditions can also be filtered by discipline or printed using the corresponding icons.

Citizen Access

Home **Permits** Registration Planning Economic Enforcement Grants

Create an Application Search Applications

Back to Record Details

Record: BC-INT-2019-0174 [Need help](#)

Below you will see a list of conditions for this project. This list can be filtered to focus on a desired discipline. You can click on an open condition to view associated mark-ups.

Conditions [Filter](#)

Discipline	Title	Status	Attached To	Created By	Last Updated	Updated By
No reviews found						

[View Review Packages](#) [View Issues](#)