Project Status

Check the Status of your Project
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1) Log into the ePlans system and select the project number you are working on. Click on the “Project Reports” button in the upper right corner of your screen.

2) When the available reports list appears choose the very bottom report “Workflow – Routing Slip”.

3) To view the report you must click the “View” button (small blue magnifying glass) on the left.
4) When the report window appears you must choose a Workflow (in the upper middle) to view.
5) Select the Workflow “Start_Plan_Review_Process (00/00/000)”.
6) To view the Workflow click the “View Report” button in the upper right.

7) The Workflow will appear showing the start times (Created) and the task finished times (Completed)
TASK NAME LEGEND:

**Applicant Upload** – When the applicant receives the task email to begin uploading files. Completed time is when the applicant clicks the “Upload Complete” button to send the project to the Building Dept. to start the review process. The applicant can no longer upload into the project until the review cycle completes.

**PreScreen Review** – When our Permit Specialist accepts the task from the queue to prescreen the applicants upload.

**Begin Review** – When the Permit Specialist routes the project to the specific departments to begin the review.

**Department Review** – When the review team receives the task in their queue to review the project. The review team may include Building, Current Planning, Engineering, Public Works, Inspectors, Long Range Planning, Parks and Rec, Plans Reviewer, Police, Seminole County Fire, Stormwater, Urban Beautification, and Utilities.

**ReviewQA** – When the review team completes the review it will then receive a final review or QA by the Building Official or by the Long Range Planning Dept.

**Applicant Resubmit** – If the review is lacking information, or needs corrections made it will be routed back to the applicant to make the necessary corrections and upload the needed or corrected files. The review cycle repeats itself until the projects meets the requirements needed for approval.

**Review Complete** – When the review has been approved by the review team and passes the QA.

**Batch Stamps** – When the approval stamps are applied to the approved drawings and documents. The final paperwork preparation begins: Calculating permit fees, contacting Seminole County, ensuring all documents, impact fees, and any miscellaneous items are completed.

**Final Fees** – The customer will then be notified that the permit is ready for payment and pickup.

After payment the Final Fees button must be clicked in the Workflow e-form to allow access for downloading and printing from the approved documents and approved drawings folders.

*Need Assistance – Please call Kerwin Maynor 407-327-6562 or email kmaynor@winterspringsfl.org*