How to Check the Status of your Permit Using the Portal

- Go to https://co-teton-wy.smartgovcommunity.com/Public/Home
- Sign Into your account, or if you do not have an account select sign up in the upper right-hand corner.
- If you need access to an existing permit- Call the Permit Tech to get your access code to link you to your permit. You do not need an access code to create an account.
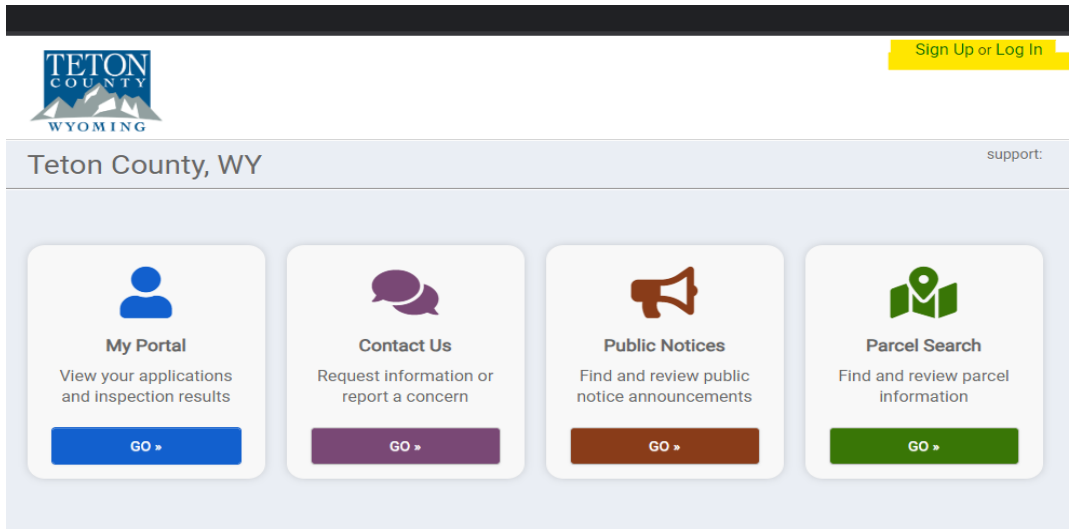
- o Once you are logged in, click the blue go button for "My Portal".
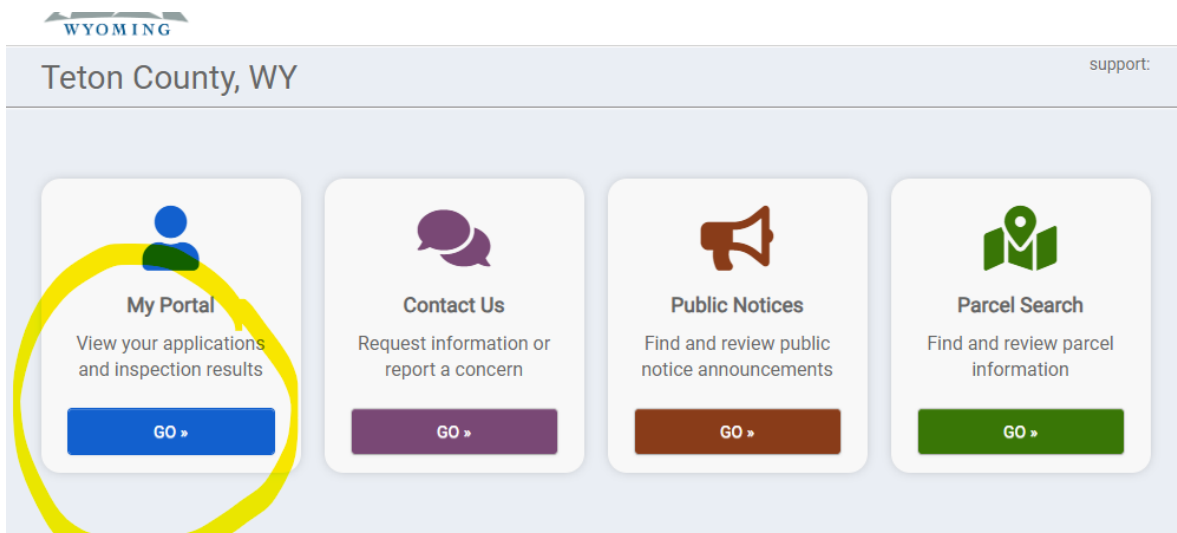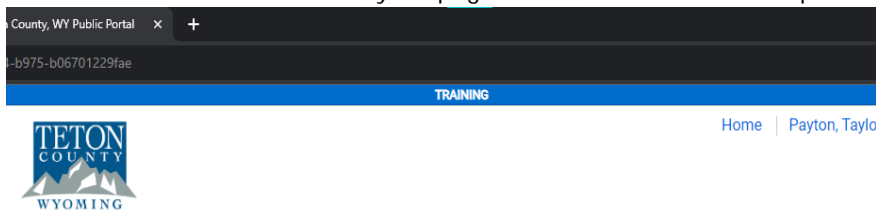

- o Click the "My Applications" View button.
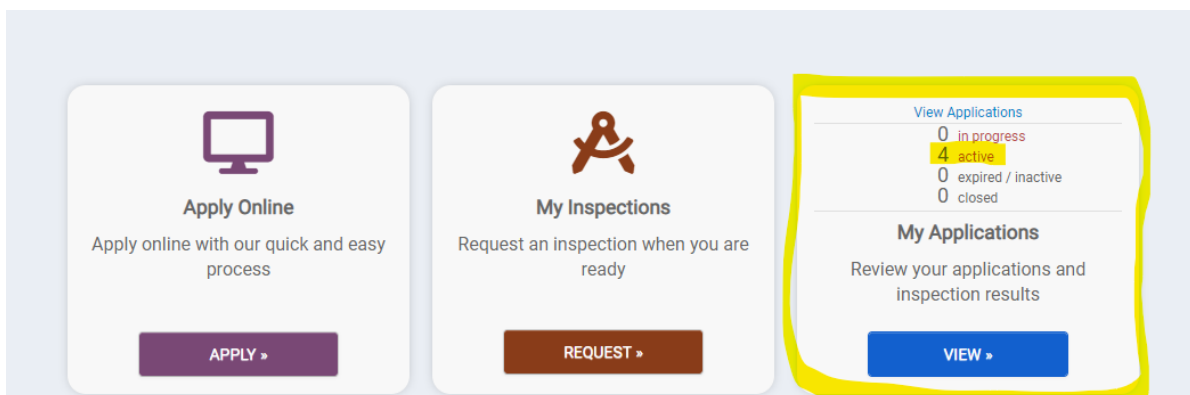
o Under the "Active Permits" You should see all your applications listed and the status's listed to the right, is the OVERALL status of those permits. See below.

o Once these applications are deemed sufficient during your submission week, you can go into your individual permits by clicking the permit number of the application you want to check on and scroll down to check the "Permit Approval Steps" at the very bottom of the page. Follow the steps below.

o Click the Permit Number. Then your page should look like this. See picture below

o Scroll down until you see "**Permit Approval Steps**." It will be located at the bottom of the permit.

- o Click the drop-down arrow to expand. It should look like the below picture.

HERE IS AN EXAMPLE OF A FULLY APPROVED (READY TO ISSUE) PERMIT – SEE BELOW

- o This is the breakdown of reviews for your **Building Permit**.
- o *To explain further*:
  - o The "**Determine Sufficiency**" step gets done during the submission week by the planner in charge of submissions that week..
    - ▪ They will deem your application sufficient (good to go into review) or deficient (missing items). If it is deemed "sufficient" the permit tech will send you fees.
  - o The "**Application Intake and Review for Completeness**" step only gets completed if your application is marked "sufficient" by the planner reviewing the application and you have paid your plan review fee and any other supplementary permit fees due at the time of submission.
  - o "**Review by Planning Staff**" is your planning review. Planning must do a review of most Building Permit Applications to ensure LDR's are being followed.
  - o "**Review by Fire Department Staff**" is the review step for those of you who are in the WUIC. The Building Department is who will mark this "approved".
    - ▪ This step may not be completed until the building department does their review of the project.
  - o "**Building Division Review**" is the review for code compliance of the project, making sure everything your plans say, is up to the latest edition of the IRC code, etc..

- o If you have **Engineering Applications** (Grading & Erosion, or Small Wastewater Facility) submitted along with your Building Permit Application, the step **"Review by Engineering Staff"** will be completed **ONLY** when the engineering applications are **all approved**. This is to let the building department know that engineering has completed their reviews on the engineering applications. And if all other steps are approved, we can get it ready for issuance.
- o When your **BUILDING PERMIT OVERALL** status changes:
  - o The only times you should see the over all status of the permit change is when:
    - ▪ You have submitted= **Pending**
    - ▪ Your permit has been deemed sufficient/ Fees emailed = **Payment Pending**
    - ▪ Plan Review Fee has been paid= **In Plan Check**
    - ▪ All Permit Steps and Child Permits have been approved= **Ready to Issue**
    - ▪ Building Permit Fee and any other associated fees are paid at time of issuance= **Issued Status**
  - o **The overall status of your building permit is highlighted in the picture below to show for reference and location.**

Residential New Construction (Includes Remodel and Addition)
Building
Reference Number   REFERENCE-23-0942
Permit Number   BDR2023-0117   Pending

Options ▾

Current Fees
$750⁰⁰
Pay In Office
Additional fees may be required

HERE IS WHAT IT LOOKS LIKE WHEN YOUR PERMIT IS READY TO ISSUE. SEE BELOW.

Residential New Construction (Includes Remodel and Addition)
Building
Reference Number   REFERENCE-23-0160
Permit Number   BDR2023-0031   Ready

- o During the review process this is the status you want to pay attention to. This will tell you when your permit is ready for issuance. **When you see the Permit approval steps get all approved, that DOES NOT mean your permit is ready to issue.**
- o Wait for this main status to change to **"Ready to Issue"**. In turn this means **ALL** your permits are ready including the SWF & GEC.
- o We cannot issue the SWF or GEC permits until the main Building Permit is approved and ready to be issued, they must be issued all at once as a package.