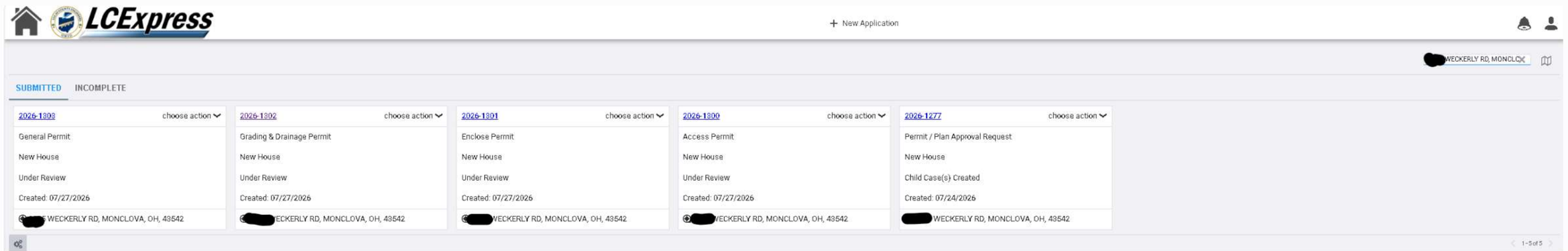
CHECKING YOUR PERMIT STATUS ON LCExpress

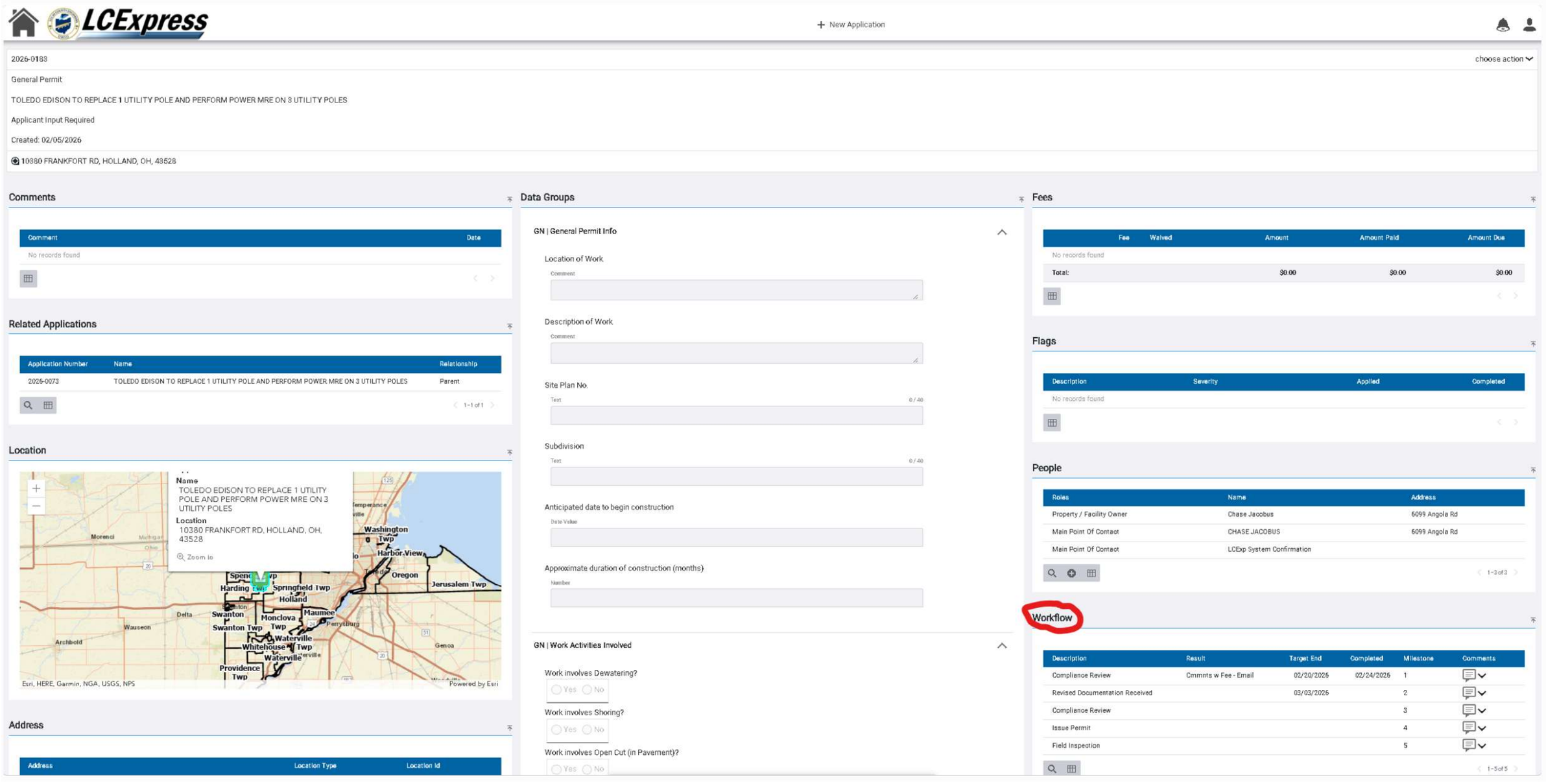
1. Log into your account.
    a. If your dashboard shows a large amount of applications
        i. Click the Search Tool in the upper right corner.
        ii. Enter the address you used on the application.

2. Your dashboard should show
    a. Your application entry = Permit/Plan Approval Request
    b. Any permits LCEO created as required for your Application - ex. Grading and Drainage, Access, General, etc.

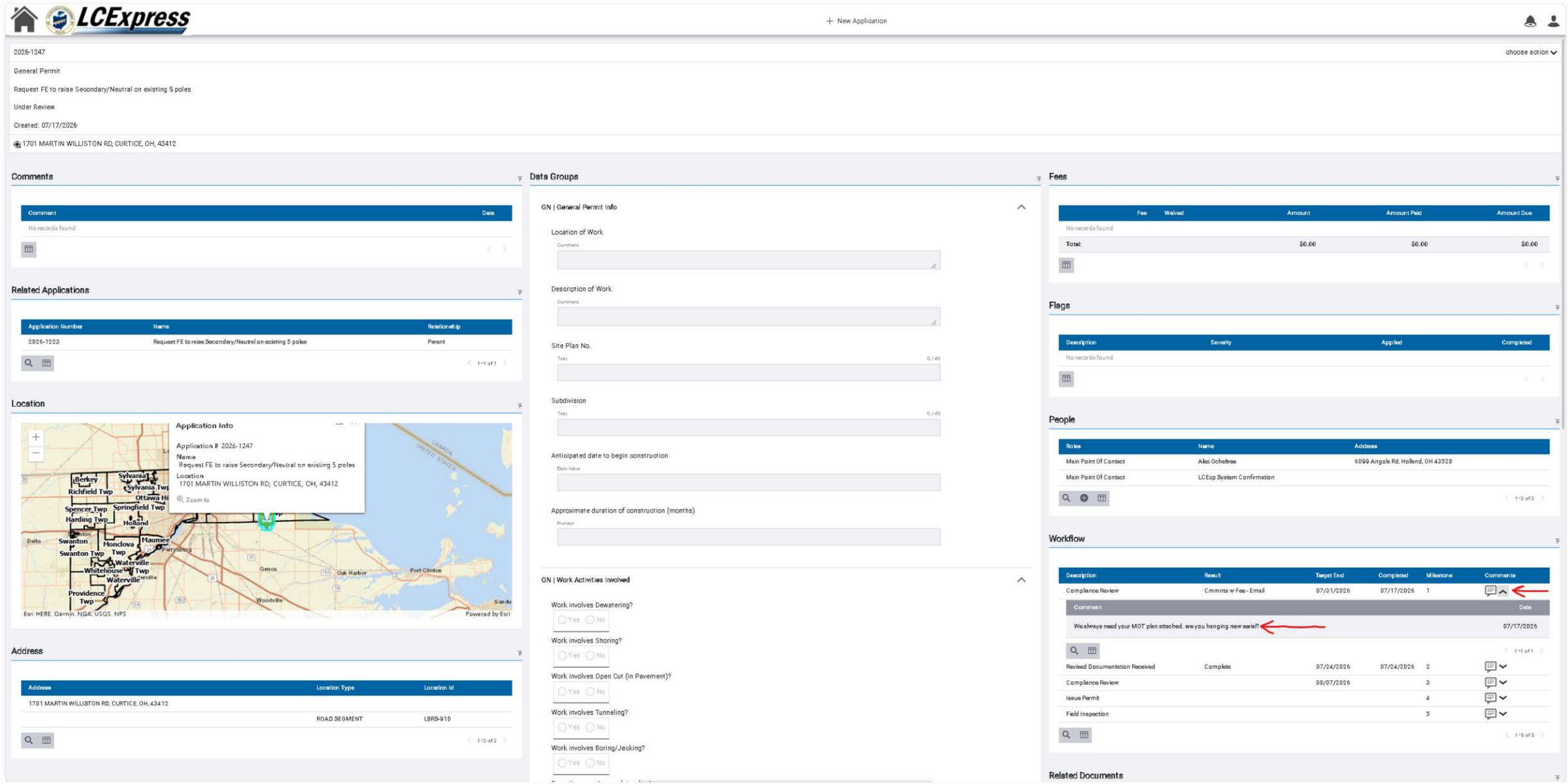
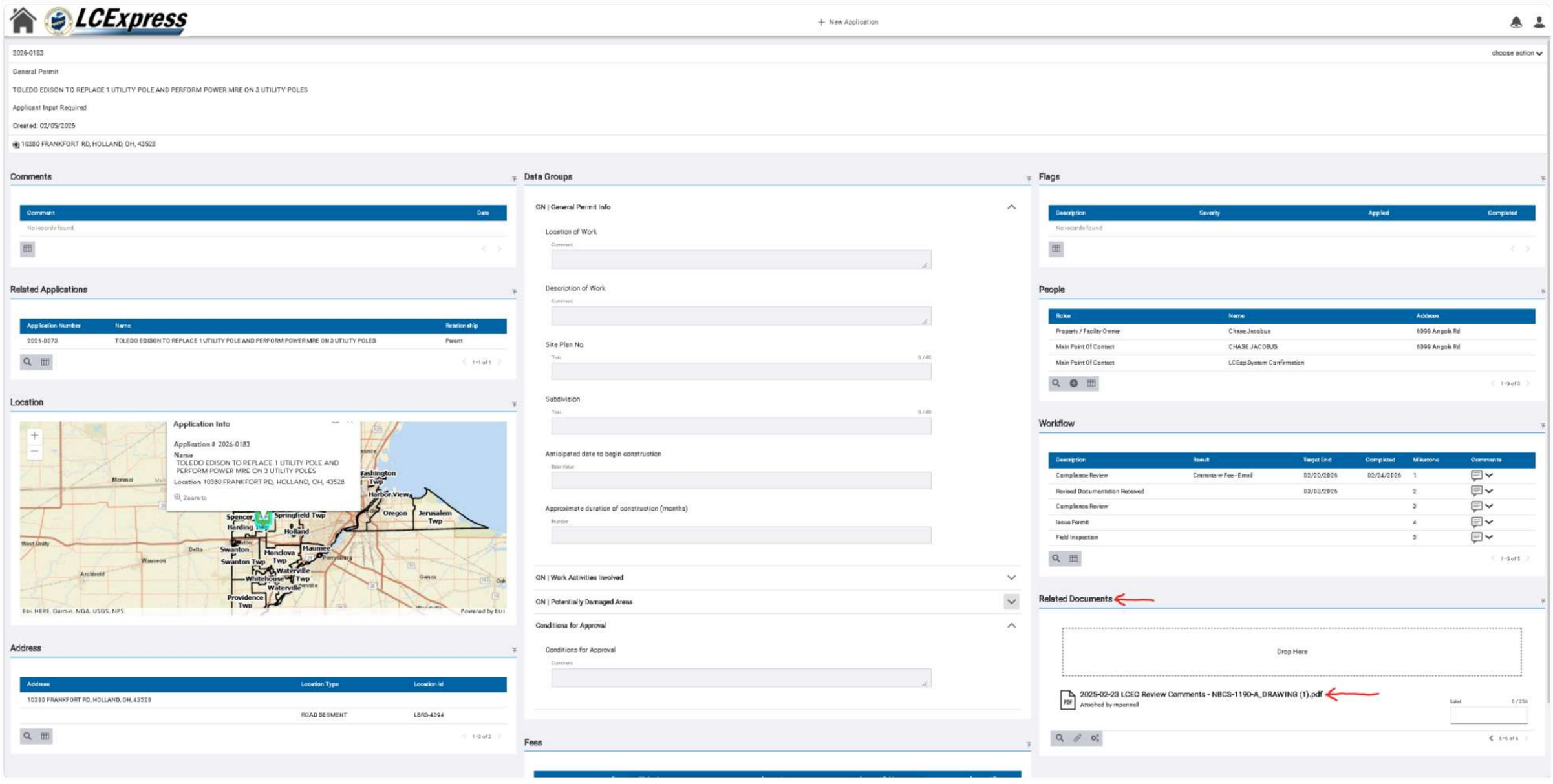


3. Each required permit will have its own status. Click on the blue case number for each required permit to determine its status. (the number will be purple if you have clicked on it before)

4. Your STATUS will be shown in the WORKFLOW area.
    a. Compliance Review = LCEO is reviewing your permit. See "Target End" for the due date.
        i. LCEO will respond to your application by this date with either
            1. More information/corrections needed.
            2. Compliance review complete. (all permit reviews must be complete before the permits are issued)



You can click on the down arrow at the right of each Workflow Task to see if LCEO has made any comments or provided any instructions.
These same comments or instructions were provided to the applicant in an email.



If LCEO has made comments directly on your plans, there will be an additional file in the "Related Documents" section of the Application Case and/or the Permit Case labeled with "LCEO Review Comments".