Date: September 1, 2016  
Effective Date: September 1, 2016  
Amended:  
To: All Staff  
From: Jonathan Walsh  
Chief Building Official  

Subject: Permit Status Definitions  
In an effort to assist staff, industry and the general public we provide the following explanations, definitions and terms associated with permit applications and issued permits.  

ADDRESS VERIFICATION - Only used for Electronic Plan Review (digital) permits, the first status to verify location of project.  

APPLY - Submittal stage. An application for a permit has been entered into the system.  

CANCEL - Applies to CDPlus permits only. This permit status requires additional research to be performed and may require the permit to be extended, reapplied for or set to suspend.  

CANCELLED - Permit has been cancelled with proper docs provided and no further action needed. This permit is no longer considered an open issue.  

COED - Job was completed, inspected and all conditions resolved. Either a certificate of Completion or Occupancy has been issued. No further action needed.  

ENTERED IN ERROR - During the initial application in take process an issue presented itself, which may have been a duplicate permit, outside Collier County, customer changed mind, insufficient paperwork the permit ends there and no further action is necessary.  

EXPIRED - Application for a permit or an issued permit has not been actively pursued as required by the Florida Building Code. This permit status requires additional research to be performed and may require the permit to be extended, reapplied for or cancelled.  

FEES PAID GMD - Application fees have been paid but is pending the completion of the “generate default reviews & inspection activity” so that it can then be routed review.  

FINAL PROCESSING - the PMR has been completed but is still waiting on the fees to be assessed.  

FINALED - Job was completed, inspected and all conditions resolved. Either a certificate of Completion or Occupancy has been issued. No further action needed.
INCOMPLETE APPLICATION - Only for Electronic Plan Review (digital) permits, when submittal is incomplete. Customer needs to upload additional documents. Status won’t change until intake verifies correction info has been resubmitted.

INSPECT – Applies to CDPlus permits only. Permitted scope of work has begun and inspections have started.

INSPECTIONS COMMENCED – Permitted scope of work has begun and inspections have started.

INSPECTIONS COMPLETED - Inspection are complete. Permit may have pending conditions, other permits associated with work still open or fees pending. A request to close permit is required.

INVALID LICENSE - Contact on permit is not a contractor or owner/builder (Architect & Engineers can submit)

- The contractor license type added is not allowed for scope of work based on the sub permit type
- The contractor or owner/builder is not checked as primary contact

ISSUED - fees have been paid and permit has been issued, however no inspections have been requested.

PENDING - Only for Electronic Plan Review (digital) permits - Once address is verified and address verification activity is complete.

PENDING FEES GMD - Application submitted and is waiting on application fees to be paid

REACTIVATE – Permit has been extended/re-instated and requires additional action. This may be additional inspections, resolution of permit conditions, revisions, etc to permit.

READY FOR ISSUANCE - Reviews complete & the permit is ready to have fees paid and application needs to be issued.

REJECTED - All of the reviews have been completed and there is at least one review that was rejected in the system

SIMULTANEOUS SUBMITTAL - All of the building and fire reviews have been approved. The application is waiting on the approved planning project and then it will go through final simultaneous 10 day review (see Bulletin #9)

SUSPEND – Applies to CDPlus permits only. Permit has been cancelled with proper docs provided and no further action needed. This permit is no longer considered an open issue.

UNDER REVIEW - Application is currently being reviewed by staff

VOID – Application or permit requires action to be taken. Either the application needs to be reapplied for or needs to be cancelled. If the application or permit needs to be cancelled a request and form shall be submitted to staff for processing, if the application or permit is to be reapplied for a new application must be submitted and intake staff informed such that a note can be put in the system that it is a reaplication and the older permit needs to be changed to cancelled once issued.

Jonathan Walsh
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