



The below table identifies what the “Status” of a permit, as shown on the Public Portal, means and any action that are need on behalf of the applicant.

If you have questions about the status of a specific permit, please email comdev@cityoffife.org.

“Status” of permit on Public Portal	What this Status means and what actions are necessary by the Applicant.
Pending	<p>The permit application has been submitted and is in queue for review by the Permit Coordinator prior to moving forward for review by the applicable departments (Building, Planning and/or Engineering)</p> <p>ACTION NEEDED: None</p>
Additional Information Required	<p>The permit has been deemed incomplete.</p> <p>ACTION NEEDED: Submit additional documents requested by the City.</p>
Active Contract Deposit work order	<p>A Deposit Account (WRK) has been created</p> <p>ACTION NEEDED: Pay deposit amount if you have not already.</p>
Permit application under going a completeness review for resubmittal	<p>Information resubmitted as a result of an incomplete application is currently under review for completeness.</p> <p>ACTION NEEDED: None.</p>
Permit on hold	<p>The permit has been placed on hold.</p> <p>ACTION NEEDED: If you did not request the permit to be placed on hold, please contact the Permit Center to discuss why the permit has been placed on hold.</p>
Technically Complete	<p>Submittals have been received and accepted. A minimum of the plan review fee must be paid prior to review beginning. See “due now” total on public portal.</p> <p>ACTION NEEDED: Pay review fees or deposit amount.</p>
Permit application has been routed for review	<p>All submittals have been received and accepted, and plan review fee has been paid.</p>

	<p>Application and plans have been placed in the queue for review by applicable departments.</p> <p>ACTION NEEDED: None</p>
Returned to applicant for revisions	<p>The initial review has been completed and the plans were found to be deficient.</p> <p>ACTION NEEDED: Review deficiency report and submit revisions of applicable documents.</p>
Resubmitted plans have been routed for review	<p>The submitted revisions have been placed in the queue for review by applicable departments.</p> <p>ACTION NEEDED: None</p>
Permit application awaiting review by committee or board	<p>For permits that require a public hearing, the hearing is scheduled.</p> <p>ACTION NEEDED: None</p>
15 day comment period for Notice of Application	<p>For permits that require a comment period, the comment period is currently open.</p> <p>ACTION NEEDED: None</p>
Approved	<p>Review of the plans are completed and the plans are approved.</p> <p>ACTION NEEDED: Pay fees and assure contractor has contractor's license and Fife Business License.</p>
Ready to Issue	<p>Plans has been approved and the contractor has the necessary licensing. Fees must now be paid before the permit can be issued.</p> <p>ACTION NEEDED: Pay all outstanding fees.</p>
Issued	<p>The permit has been approved and issued.</p> <p>ACTION NEEDED: Receive all approved plans and perform permitted work and schedule inspections as necessary.</p>
Re-issued	<p>Revisions were requested after the permit was issued, and revised permit was re-issued.</p> <p>ACTION NEEDED: None</p>
15 day comment period for Final Determination	<p>For SEPA determinations, the Determination has been issued and is subject to a 14-day comment period.</p> <p>ACTION NEEDED: None</p>
14 day appeal period for Final SEPA Determination	<p>For SEPA determination, the Determination has been issued, the comment period has closed, and the permit is now subject to the 14-day appeal period.</p> <p>ACTION NEEDED: None</p>

21 day Land Use Petition Act (LUPA) appeal period	For permits subject to the Land Use Petition Act (LUPA), the 21-day LUPA appeal period is ongoing. ACTION NEEDED: None
Finalized	The final inspection for the permit has been approved. ACTION NEEDED: If a Certificate of Occupancy is required, request a Certificate of Occupancy from the Building Official. If a Certificate of Occupancy is not required, you are finished and there are no further actions necessary.
Permit application - final processing	The City is in the process of closing out and filing the permit. ACTION NEEDED: None
Bond follow-up period	The permit is in a maintenance period covered by a bond. ACTION NEEDED: At the completion of the bond period, request release of the bond.
Certificate of Occupancy Pending	A certificate of occupancy is being reviewed by applicable departments. ACTION NEEDED: Respond to any request for additional work needed prior to a Certificate of Occupancy being issued.
Closed	Permit has been closed and filed. ACTION NEEDED: None
Closed Contract Deposit workorder	Deposit account has been closed and any remaining balance has been returned to the contact that paid the deposit. ACTION NEEDED: None
Certificate of Occupancy Issued	A Certificate of Occupancy has been issued and the permit has been closed and filed. ACTION NEEDED: None
Cancelled	This is not a “state” in the review process. The permit has been cancelled for the reason indicated in the status description. ACTION NEEDED: Please contact the Permitting Center if you have any questions regarding any of these statuses.
Application has been denied	
Permit application has been withdrawn by applicant	
Permit has expired	
Delete permit - mistake	