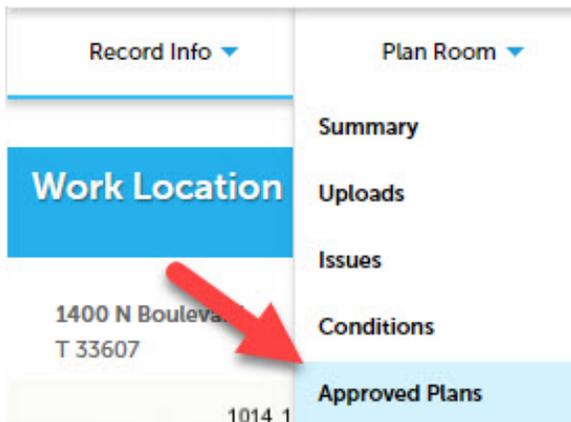


Downloading Approved Plans

Plans can be downloaded once they have been approved. Follow the steps below to download the approved plans:

Option 1

1. Locate the record in the Citizen Portal.
2. Click on the drop down next to Plan Room and select Approved Plans.

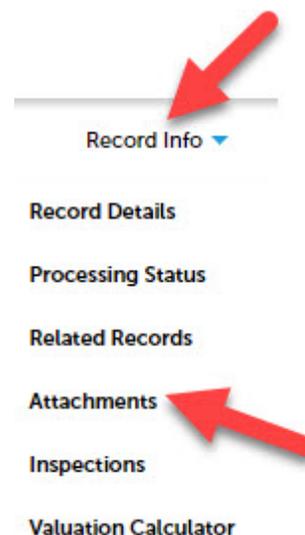


3. Click on the download next to the Approved Plans.

Approved Plans			
Name	Type	Created date	
APPROVED:BLD-19-0460027	Approved Plans	1/29/2019, 10:01:43 AM	

Option 2

1. Locate the record in the Citizen Portal.
2. Click on the drop down next to Record Info and select Attachments.



3. The Approved plans will display with all of the other attachments.

Name	Type	Description	Size	Document Status	Status Date	Action
	Preliminary Drawings		1.69 MB	Routed For Review	01/29/2019	Actions
APPROVED:BLD-19-0460027.Pdf	Approved Plans		1.53 MB	Uploaded	01/29/2019	Actions
	Permit		78.77 KB	Uploaded	01/29/2019	Actions