

Contractors or property owners can receive the most updated information about the current status of their Alternative Program Work Plan by utilizing the following process.

Step 1: Go to the website https://permits.buttecounty.net

**Step 2**: Click the "Search" link under the Violations Section. (Highlighted in green below)



<u>Step 3</u>: Choose to Search by **Parcel Number** or **Address** by clicking on left hand box, enter your parcel number or address into the white box and click search.



**Step 4:** A status page for your Work Plan should open. Check the "Status" line for your current status. The following list contains all the status options that may be referred to.

- Pending Review: Work Plan or Final Report has been received and is awaiting to be assigned to a reviewer
- Work Plan in Review: Work Plan has been assigned a reviewer and is actively being reviewed for program compliance
- Work Plan Return to Contractor: Reviewer has requested additional materials from submitter/contractor
- Work Plan Subsequent Review: Reviewer has received additional materials from submitter/contractor and is reviewing them for program compliance
- Work Plan Approved: Work plan Review is completed and approved
- **Final Report in Review:** Final Report has been assigned a reviewer and is actively being reviewed for program compliance
- Final Report Return to Contractor: Reviewer has requested additional materials from submitter/contractor
- **Final Report Subsequent Review:** Reviewer has received additional materials from submitter/contractor and is reviewing them for program compliance
- Property Clean-Up Completed: Final Report has been reviewed and approved; Property is cleared for building permit
- Withdrawn: Applicant withdrew Work Plan