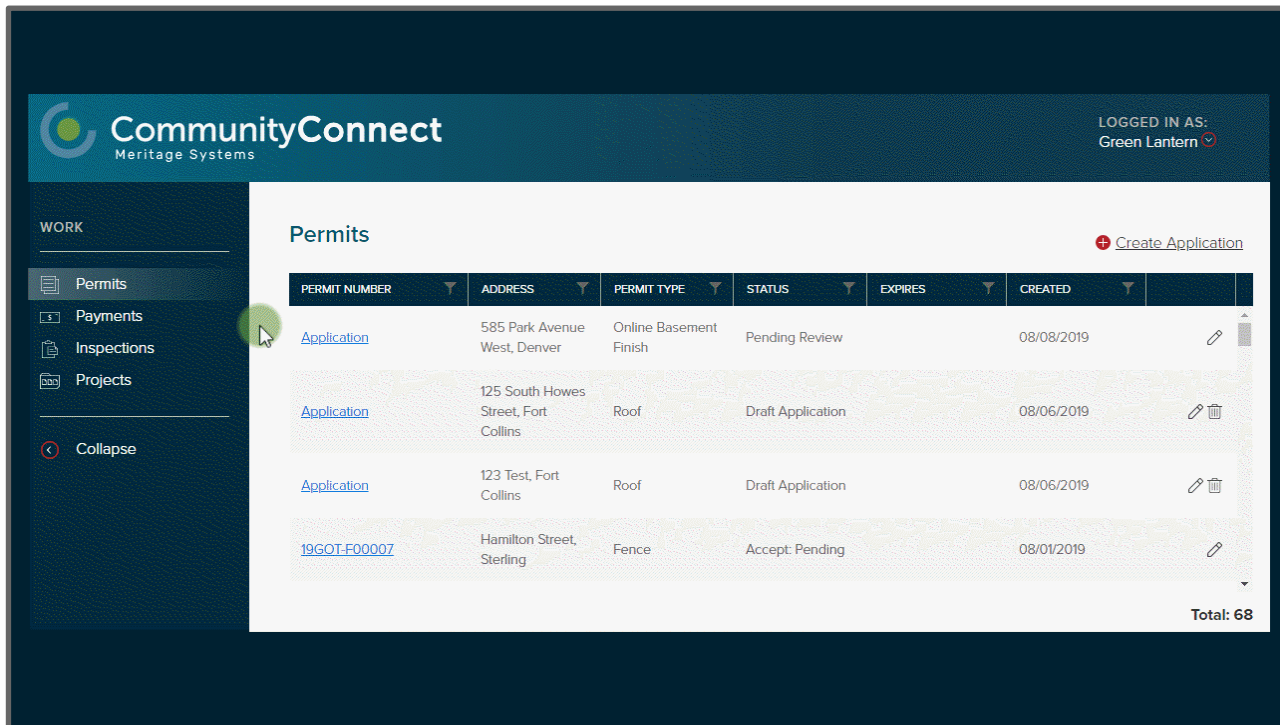


How-To Guide

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See the Steps in Action



CommunityConnect Meritage Systems

LOGGED IN AS: Green Lantern

WORK

- Permits
- Payments
- Inspections
- Projects
- Collapse

Permits

[+ Create Application](#)

PERMIT NUMBER	ADDRESS	PERMIT TYPE	STATUS	EXPIRES	CREATED	
Application	585 Park Avenue West, Denver	Online Basement Finish	Pending Review		08/08/2019	
Application	125 South Howes Street, Fort Collins	Roof	Draft Application		08/06/2019	
Application	123 Test, Fort Collins	Roof	Draft Application		08/06/2019	
19GOT-F00007	Hamilton Street, Sterling	Fence	Accept: Pending		08/01/2019	

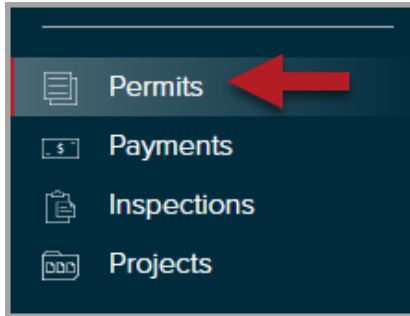
Total: 68

Step 1: Login to CommunityConnect

- app.communitycore.com

Step 2: View Permits

- Click **Permits**

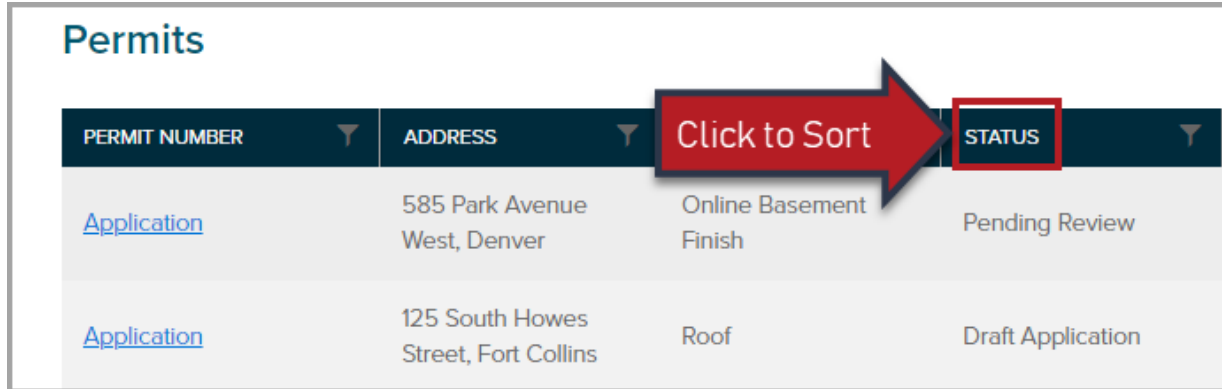


Step 3: View Permit/Application Status

Permits + Create							
PERMIT NUMBER	ADDRESS	PERMIT TYPE	STATUS	EXPIRES	CREATED		
Application	585 Park Avenue West, Denver	Online Basement Finish	Pending Review		08/08/2019		
Application	125 South Howes Street, Fort Collins	Roof	Draft Application		08/06/2019		
Application	123 Test, Fort Collins	Roof	Draft Application		08/06/2019		
19GOT-F00007	Hamilton Street, Sterling	Fence	Accept: Pending		08/01/2019		
Application	1251 South Mason Street, Fort Collins	Roof	Draft Application		07/31/2019		

Step 4: Sort and Filter by Status

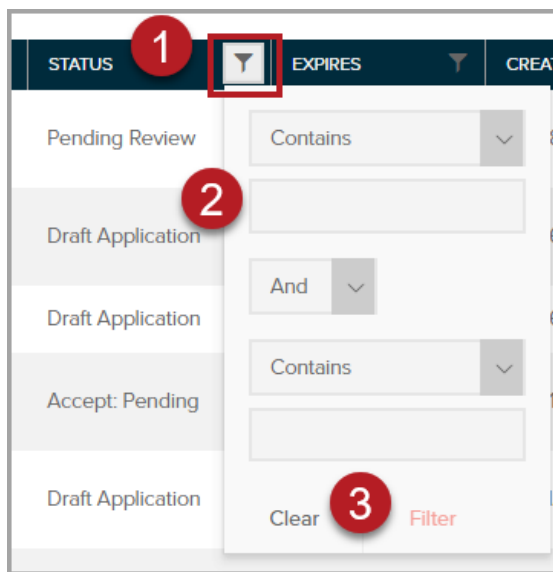
- Click **Status** to sort



The screenshot shows a table titled "Permits" with four columns: PERMIT NUMBER, ADDRESS, Online Basement Finish, and STATUS. A red arrow labeled "Click to Sort" points to the STATUS column header. The table contains two rows of data.

PERMIT NUMBER	ADDRESS	Online Basement Finish	STATUS
Application	585 Park Avenue West, Denver	Online Basement Finish	Pending Review
Application	125 South Howes Street, Fort Collins	Roof	Draft Application

- Click  to filter status



The screenshot shows a filter dropdown menu for the STATUS column. The menu is open, displaying a list of status options: Pending Review, Draft Application, Draft Application, Accept: Pending, and Draft Application. The menu also includes a search box, a dropdown for "And", and a "Filter" button. Red circles with numbers 1, 2, and 3 highlight the dropdown arrow, the search box, and the Filter button, respectively.

STATUS	EXPIRES	CREA
Pending Review	Contains	
Draft Application		
Draft Application	And	
Accept: Pending	Contains	
Draft Application		

Step 5: View the Permit Workflow

- Click the permit number to view with permit

Permits			
PERMIT NUMBER	ADDRESS	PERMIT TYPE	STATUS
Application	585 Park Avenue West, Denver	Online Basement Finish	Pending Review
Application	125 South Howes Street, Fort Collins	Roof	Draft Application
Application	123 Test, Fort Collins	Roof	Draft Application

Please note: If the Permit Number is listed as "Application" (as it is above), your application is awaiting approval.

- In the **Workflow** tab, view the Workflow and status of each step

Permit: 19GOT-BLD00002				In Progress		
Workflow	Details	Reviews	Fees	Transactions	Inspections	Documents
585 Park Avenue West Denver 80205		Online Basement Finish		Gotham Construction		
STEP	ASSIGNED TO	STATUS				
1	Application Approved - Fees	Unassigned	Awaiting Fee Assessment			
2	Plan Review - Building	Robin BoyWonder	Not Started			
3	Permit Issuance	Unassigned	Not Started			
4	Inspections	Unassigned	Not Started			
5	Certificate Of Completion	Unassigned	Not Started			