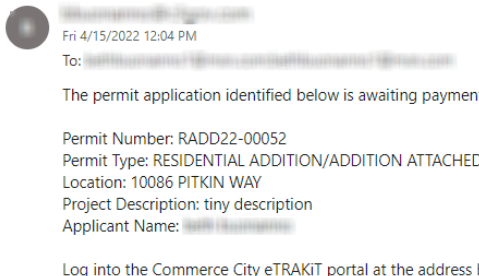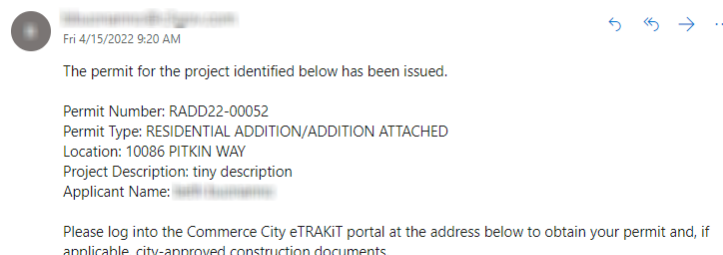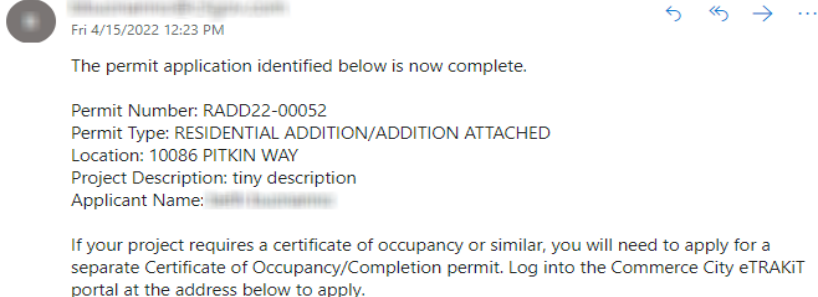## 3.4 Residential Permit's Review & Approval Process

Once you submit your permit request, the permit goes through a review and approval process. Through most steps of the process, you are notified via email.

Important: If any action is required, you will be notified via email.

The table below defines the statuses your permit will go through, and the actions you should take.

Permit Status	System Action	Action you should take to respond to email
Intake	When you first apply for a permit, the default status is "Intake." Only one review takes place during this stage, the Gateway Review. If the permit submission package you uploaded is incomplete or your documents are missing essential information, you will be notified with an email similar to below: A review for the project identified below was not approved. Permit Number: CNEW22-00037 Permit Type: COMMERCIAL NEW CONSTRUCTION/NON-RESIDENTIAL STRUCTURE Location: 12282 JASPER ST Project Description: test Review Type: GATEWAY REVIEW Name of Reviewer: BUILDING PERMIT TECH BUCKET Completion Date: 5/24/2022 12:00:00 AM Log into the Commerce City eTRAKiT portal at the address below to access the plan reviewer's comments.	Login into eTRAKiT and provide additional information as required.
Under Review	Once the Gateway Review is approved and the status of the application is changed to "Under Review," the system generates an email similar to the following:	Optionally, check on your application.
Awaiting Payment	Commerce City Permit RADD22-00052 Fees Due Fri 4/15/2022 12:04 PM To: The permit application identified below is awaiting payment. Permit Number: RADD22-00052 Permit Type: RESIDENTIAL ADDITION/ADDITION ATTACHED Location: 10086 PITKIN WAY Project Description: tiny description Applicant Name: Log into the Commerce City eTRAKiT portal at the address below to pay your outstanding fees.	Login to pay outstanding fees.
Issued	Commerce City Permit RADD22-00052 Issued Fri 4/15/2022 9:20 AM The permit for the project identified below has been issued. Permit Number: RADD22-00052 Permit Type: RESIDENTIAL ADDITION/ADDITION ATTACHED Location: 10086 PITKIN WAY Project Description: tiny description Applicant Name: Please log into the Commerce City eTRAKiT portal at the address below to obtain your permit and, if applicable, city-approved construction documents.	Click link to retrieve permit and any city-approved construction documents.

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Permit Status	System Action	Action you should take to respond to email
Closed	**Commerce City Permit RADD22-00052** Completed Fri 4/15/2022 12:23 PM The permit application identified below is now complete. Permit Number: RADD22-00052 Permit Type: RESIDENTIAL ADDITION/ADDITION ATTACHED Location: 10086 PITKIN WAY Project Description: tiny description Applicant Name: If your project requires a certificate of occupancy or similar, you will need to apply for a separate Certificate of Occupancy/Completion permit. Log into the Commerce City eTRAKiT portal at the address below to apply.	As needed, apply for a Certificate of Occupancy (COI) permit.