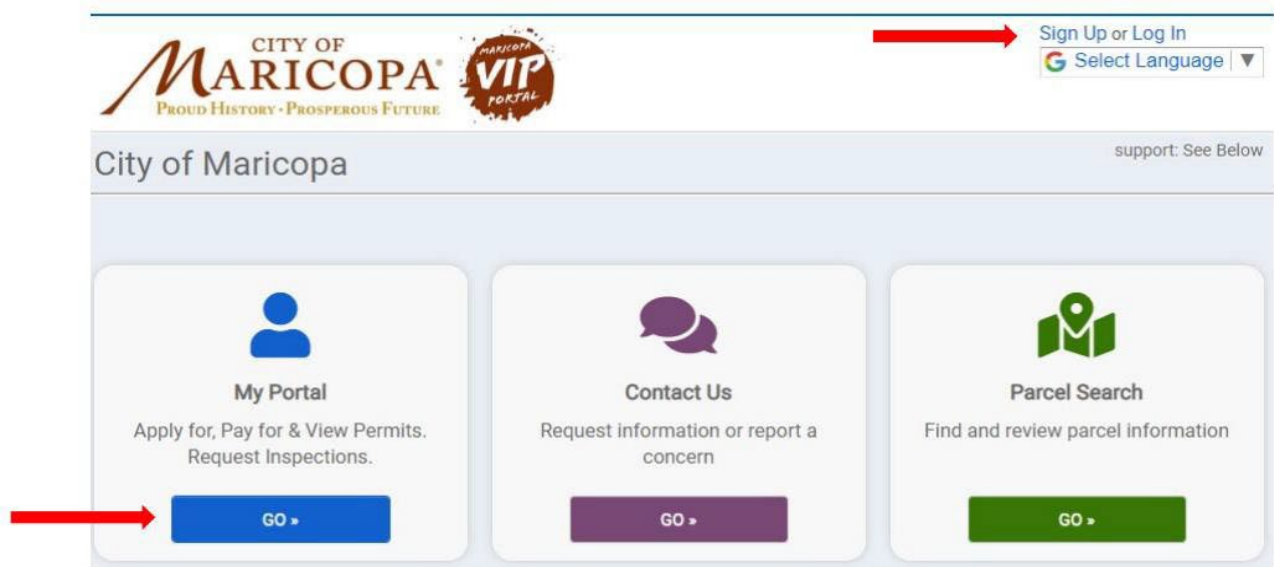


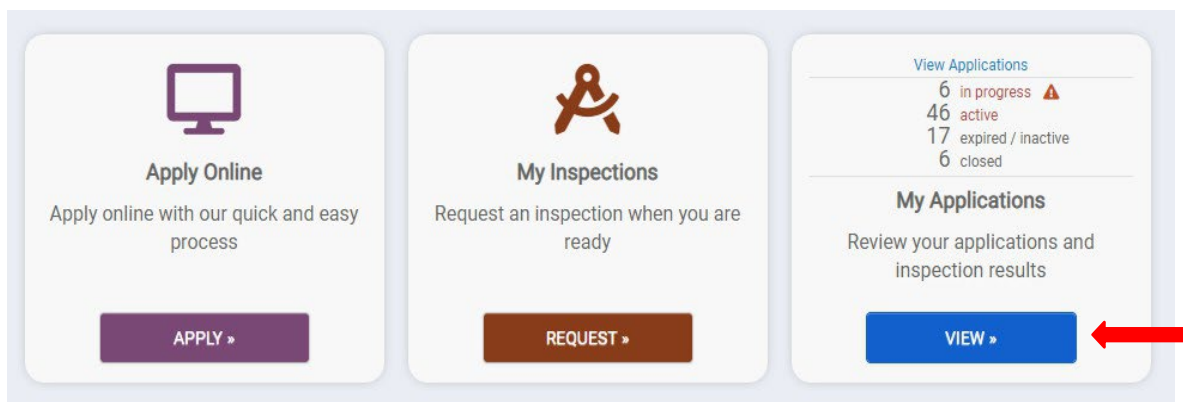
## How to Access Summary Report



**Step 1: Log into the [VIP Portal](#) website.**

**Step 2: Select “My Portal”.**

**Step 3: Select “View”.**



**Step 4: Select “Active” and your specific permit number.**

**My Applications**

**Applications in Progress**  
▼ 5 records

 **Active**  
▼ 60 records

**Closed**  
▼ 7 records

**Expired, Delinquent, and Suspended**  
▼ 18 records

**Step 5: Select “Permit Notes” tab and download the Markup Summary attachment.**

▲ **Permit Notes** 🔔 2 Notes

**8/21/2023**

**Attached Documents**  
Please see attached.

**Attachments:**  
[Markup Summary 8-21-2023.pdf](#)  
[2023059-0061-pc1.pdf](#)

**8/16/2023** ▲ *Visible to the public*

**Form letter**  
Permit Fee Invoice

**Attachments:**  
[Permit Fee Invoice.PDF](#)



## How to Access Markup Files/Redlines

See below instruction on how to access the markup files for documents that will need to be resubmitted:

### Step 1: Select “Permit Submittals” tab

▼ Permit Contacts		✔ Done
▼ Permit Details		✔ Done
➔ ▼ Permit Submittals	At least 1 file must be uploaded for each submittal requirement	❗ Not Complete
▼ Permit Parcels		✔ Done
▼ Permit Fees		Current Fees \$0.00
▼ Permit Approval Steps		Follow the approval process
▼ Reviews		



**Step 2: For each individual line item, select the blue “o File” buttons. If a line item says “o Files,” the document will need a resubmittal and the markup file will be visible by clicking the “o File” button.**

Submittal Name	Received	Version	Status	
Pre-Application Responses *	9/27/2022	1	Approved	1 File
Address Plan *	9/27/2022	1	Approved	1 File
Project Narrative (scope of work proposed) *	--	2	Pending	0 Files
Site Plan *	--	2	Pending	0 Files
Alta Survey (No older than 90 days) *	--	2	Pending	0 Files
Title Report (Not older than 60 days) *	--	2	Pending	0 Files
Preliminary Floor Plans *	--	2	Pending	0 Files
Lighting (Photometric) Plan *	--	2	Pending	0 Files
Color Landscape Plan *	--	2	Pending	0 Files
Preliminary Grading & Drainage Plans *	9/27/2022	1	Approved	2 Files
Traffic Impact Letter/Traffic Impact Analysis Report (Preliminary) *	9/27/2022	1	Approved	1 File

**Step 3: The markup files/redlines for the line item selected will be visible on the bottom right portion of the page. You will need to download each file:**

Project Narrative (scope of work proposed)

Version	Status	Received	Deficiency Report
2	Pending		
1	Deficient	9/27/2022	<a href="#">DeficiencyReport.pdf</a>

Version 2 Pending

Submitted File	Comments	Date Received	Review Status	Markup File	Delete

[Return To Permit Detail](#) [Upload](#) [Delete](#)

Previous Submittals

Version	Submitted File	Comments	Date Received	Review Status	Markup File
1	<a href="#">2 - TSC Maricopa, AZ - Project Narrative.pdf</a>		9/27/2022 5:24 AM	Resubmittal Required	<a href="#">20221024-2 - TSC Maricopa, AZ - Project Narrative.pdf</a>

