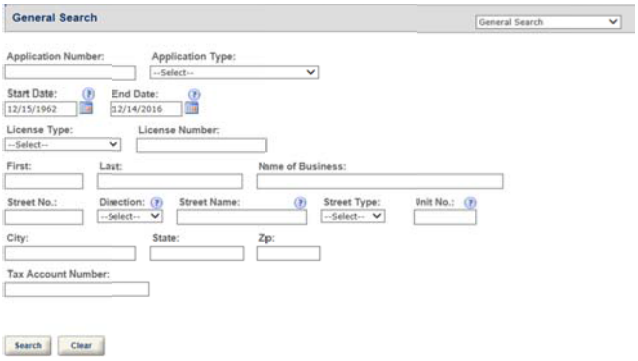
ACCESSING PERMIT REVIEW COMMENTS/PUBLIC USER

You have submitted a permit application and you receive an email message. The message indicates there has been an update to the status of your application and provides you with a link to our on-line permitting system, BASS. Now what are you supposed to do? First things first…

1. Click the link; you will be directed to the BASS login screen.
2. Click Search Applications under the Building heading at the bottom of the screen

3. Search Applications will bring you at General Search screen; enter the permit number, click Search at the bottom of the screen.



4. Once the screen changes, review the Processing Status pane for more review and status information.

NOTES:

- Green Check Mark ( ) indicates that step has been complete
- A right-pointing arrow when clicked will change to a down-pointing arrow ( ) and will open that particular review for more information. If there is a box with a plus sign ( ), click the box to reveal the specific comment for that review.