

Track Your Maps Status Online

Have you submitted a map and want to know its status? Maybe your client wants to keep tabs on the status of their map. Did you forget whether you submitted a particular map?

The answers to all of these questions are now available online and this post will walk you through the steps.

For this step by step, we'll use the permit number that our system has assigned to a Record of Survey. This number can be found in the lower right corner of most plan checks performed by the Public Works Surveying and Map Checking group. Don't have the number...don't worry, the system also lets you search by parcel number and address.

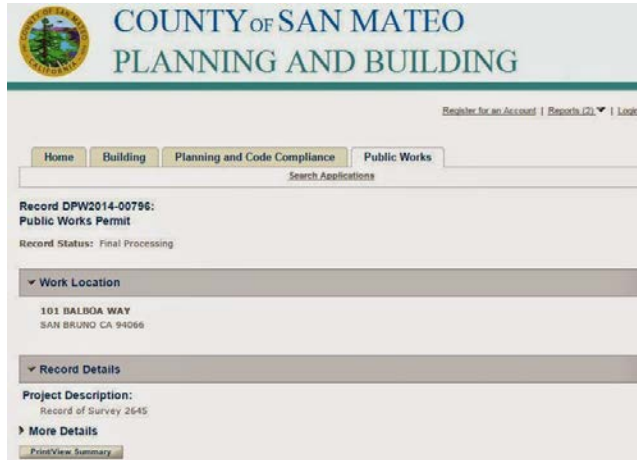
Let's get started by getting to the [County's Planning and Building Online permit tracker](http://planning.smcgov.org/permit-center) (click to launch or use the following link): <http://planning.smcgov.org/permit-center>



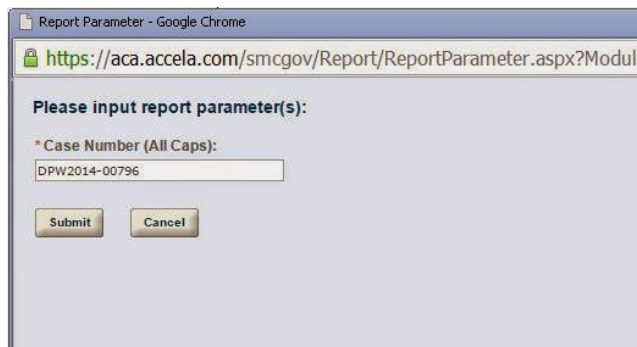
On the screen shown above click "Active Permit / Project Center"

A screenshot of the 'Permit Search' interface. At the top is the County of San Mateo logo and 'COUNTY OF SAN MATEO PLANNING AND BUILDING'. Below this is a navigation bar with 'Home', 'Building', 'Planning and Code Compliance', and 'Public Works'. The 'Public Works' tab is selected. The main section is titled 'Search for Permits' and contains instructions: 'Enter information below to search for permits. • Site Address - For best results enter street number and street name only (omit all other fields). • Contractor License Information • Parcel Number • Permit Number'. Below the instructions is a 'General Search' form with fields for 'Permit Number', 'Parcel No.', 'Start Date', 'End Date', 'Street No.', 'Direction', 'Street Name', 'Street Type', 'City', and 'State License Number'. There is a 'Search All Records' checkbox and a 'Search Additional Criteria' link. At the bottom are 'Search' and 'Clear' buttons.

From the "Public Works" tab at the top, enter the permit number assigned to your map in the "Permit Number" field and click the "Search" button at the bottom.



The screen above will appear when a valid DPW permit number is entered showing some key information about that permit. For more details click on the "Print/View Summary" button.



Enter the same DPW permit number in the "Case Number" field and click the "Submit" button.

The screenshot shows a detailed summary of case activity for DPW2014-00796. The header includes the County of San Mateo Planning & Building Department contact information. The table below lists the activities, dates, and statuses.

Activity	Date Assigned	Done By	Status	Status Date
Final Processing	12/12/2014	DPW Survey	Sent to Recorder	12/12/2014
Map or Plan Check	12/04/2014	DPW Survey	Return for Revision	12/04/2014
Returned ROS to surveyor for revisions via email	12/04/2014	DPW Survey	Approved	12/04/2014
ROS is ready for Mylar				
Application Submitted	12/04/2014	DPW Survey	Map Check	11/14/2014
Received ROS package and \$400 initial map check fee				
Map or Plan Check	12/04/2014	DPW Survey	Notes	11/12/2014
First map check completed by LEL				

This is a more detailed summary of the maps history. Each time the status of the map changed, there will be a date and a description of what has changed.

The Survey and Map Checking group strives to keep the map status current but a one or two day lag is possible during our busy times. We highly encourage you and your clients to use this when checking the status of a map. If this system is down for an extended period of time, feel free to [contact us](#) (click for Survey and Map Checking Website).