

# Applicant: Uploading requested documents and responding to corrections required

50 Steps

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## STEP 1

### Additional Info Required Notice

**NON-PROD FB24-0009 Additional Info Required**

Applicant,

This email is to notify you that application intake for FB24-0009 is incomplete, and additional information is required.

Application Intake Comments: Please provide required additional documents listed below. 1. Site Plan 2. Beam Calculations


Record Information:  
Record #: FB24-0009  
Opened Date: 4/16/2024  
Project Name: TEST PERMIT  
Project Type: New or Existing Building  
Description of Work:  
Current Status: Pending Information

Address: 100 TEST,  
Parcel:

You may access your record to view details at any time through the [online citizen portal](#). If you have any questions about

## STEP 2

### Login to Accela Citizen Access

**PORTAL**  
[Register for an Account](#)  [Login](#)

**Schedule an Inspection**

cy require login for security reasons. If you are an existing user, please enter your user name

a free Citizen Access account. It only takes a few simple steps and you'll have the added applications, access to invoices and receipts, checking on the status of pending activities, and

#### Sign In

USERNAME OR EMAIL: \*  
ccannon@truepointsolutions.cc

PASSWORD: \*  
\*\*\*\*\*

[Forgot Password?](#)

**SIGN IN**

### STEP 3

#### Click on Fire

Logg

Fire

Create Application Search Applications Schedule an Inspection

Hello, ccannon

My Collection (0)

### STEP 4

#### The record requiring additional information will have a status of Pending Information.

Logged in as: ccannon Collections (0) Acco

Application Search Applications Schedule an Inspection

Download results | Add to collection

Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action
FB24-0009	New or Existing Building		TEST PERMIT		Pending Information	
SC24-0007	Smoke Control		test		Received	
FB24-0008	New or Existing Building		NSFR test		Pending Information	
24TMP-000018	Access Control					Resume Ap
FA24-0006	Fire Alarm		test		Received	
FB24-0005	New or Existing		TEST PERMIT		Received	

STEP 5

Click on the Record Number

**Records**

Showing 1-10 of 31 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Desc
<input type="checkbox"/>	04/16/2024	<b>FB24-0009</b>	New or Existing Building	
<input type="checkbox"/>	03/01/2024	SC24-0007	Smoke Control	
<input type="checkbox"/>	03/01/2024	FB24-0008	New or Existing Building	
<input type="checkbox"/>	03/01/2024	24TMP-000018	Access Control	

STEP 6

Click on Digital Projects

ation      Search Applications      Schedule an Inspection

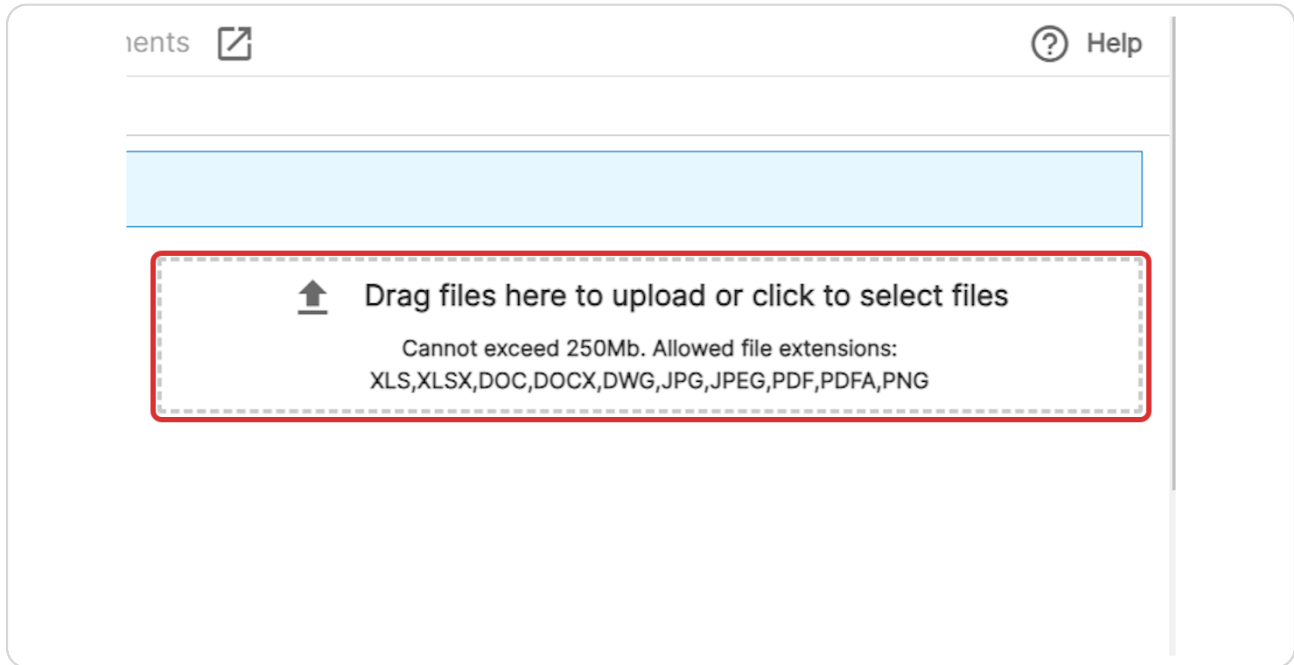
09:  
Building  
ending Information

Payments ▼      **Digital Projects**

on

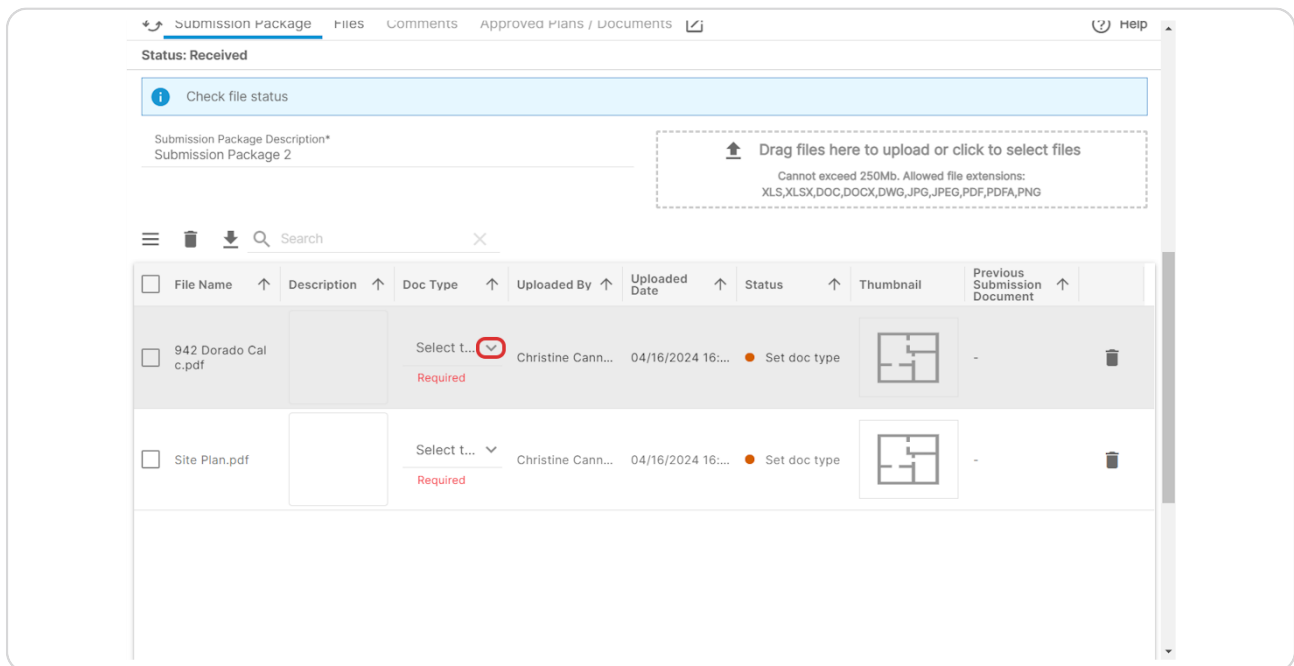
## STEP 7

### Click on upload files



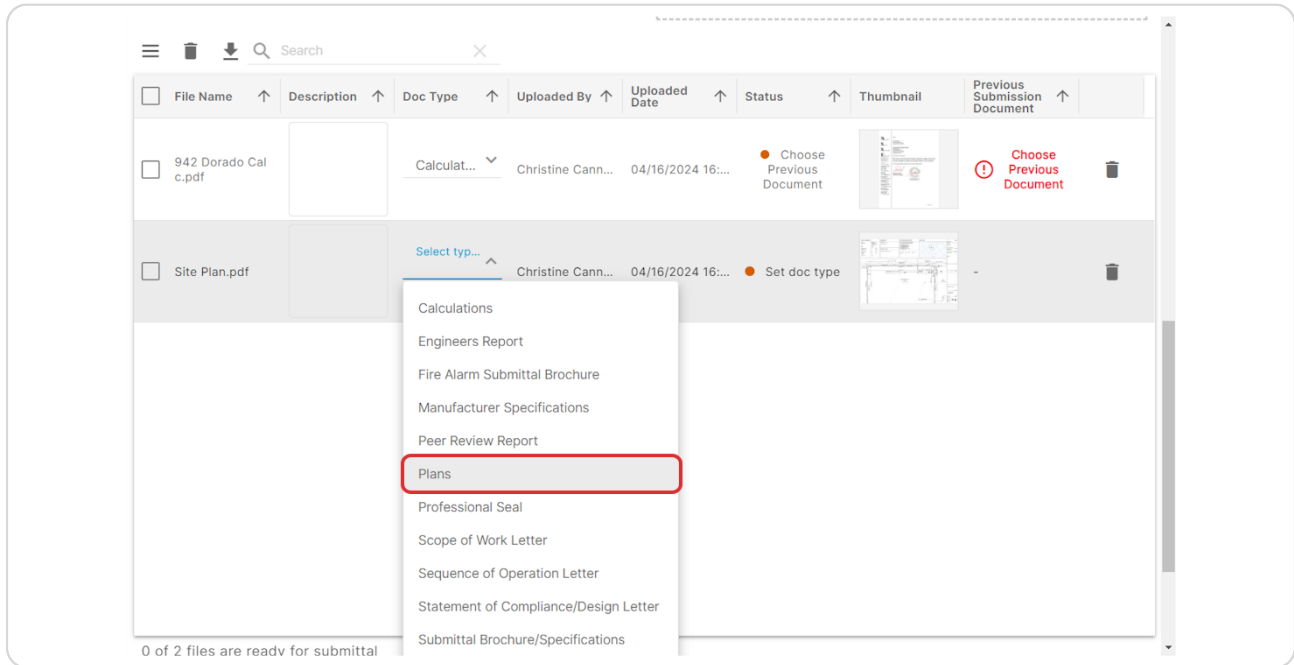
## STEP 8

### Click on Select type...



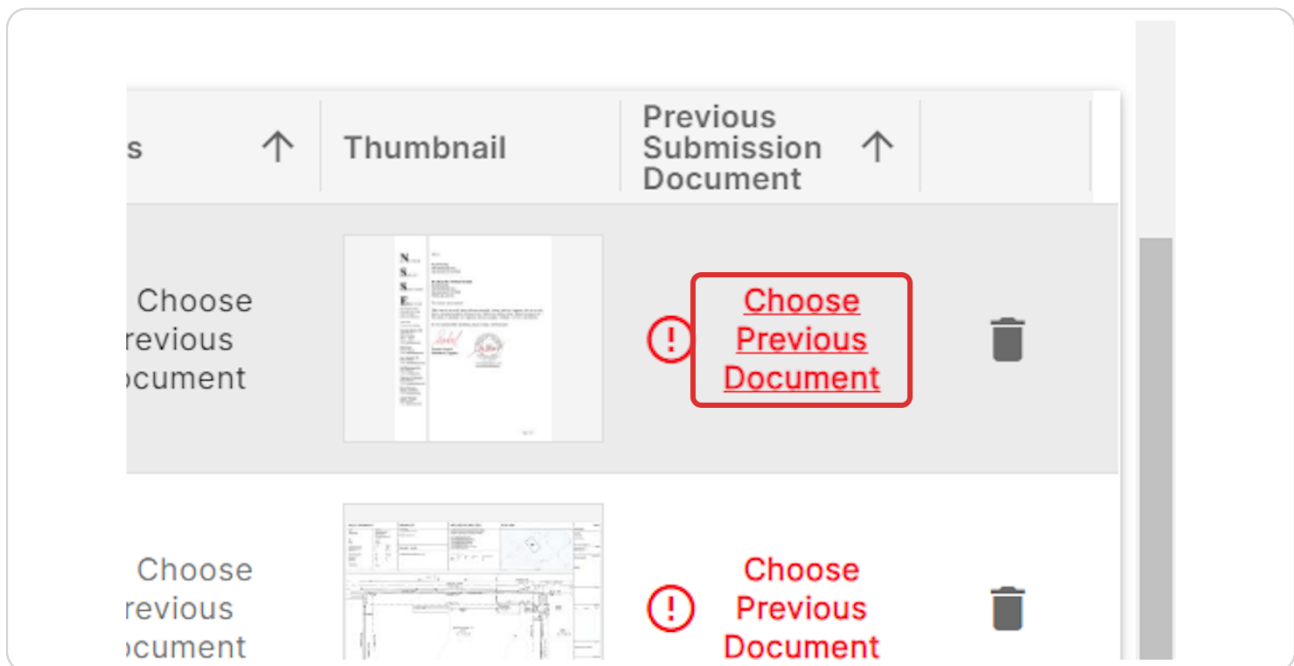
## STEP 9

### Select Doc Type from the dropdown



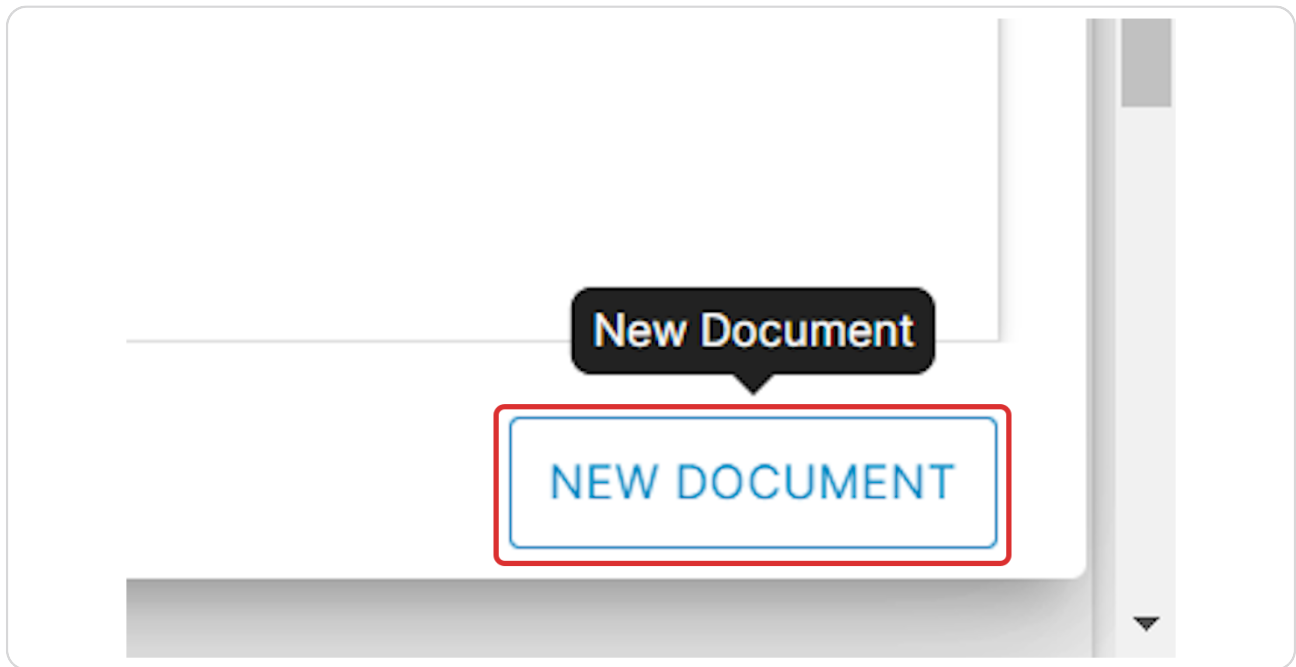
## STEP 10

### Click on Choose Previous Document



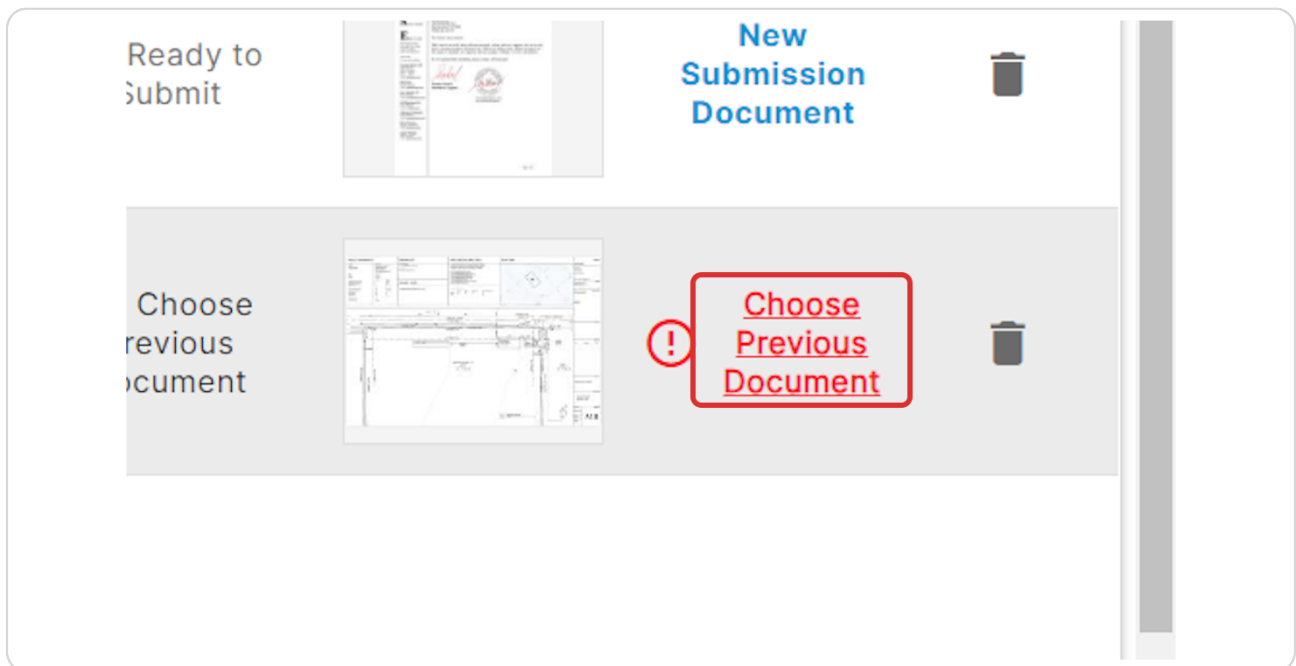
STEP 11

For new Files Click on New Document...



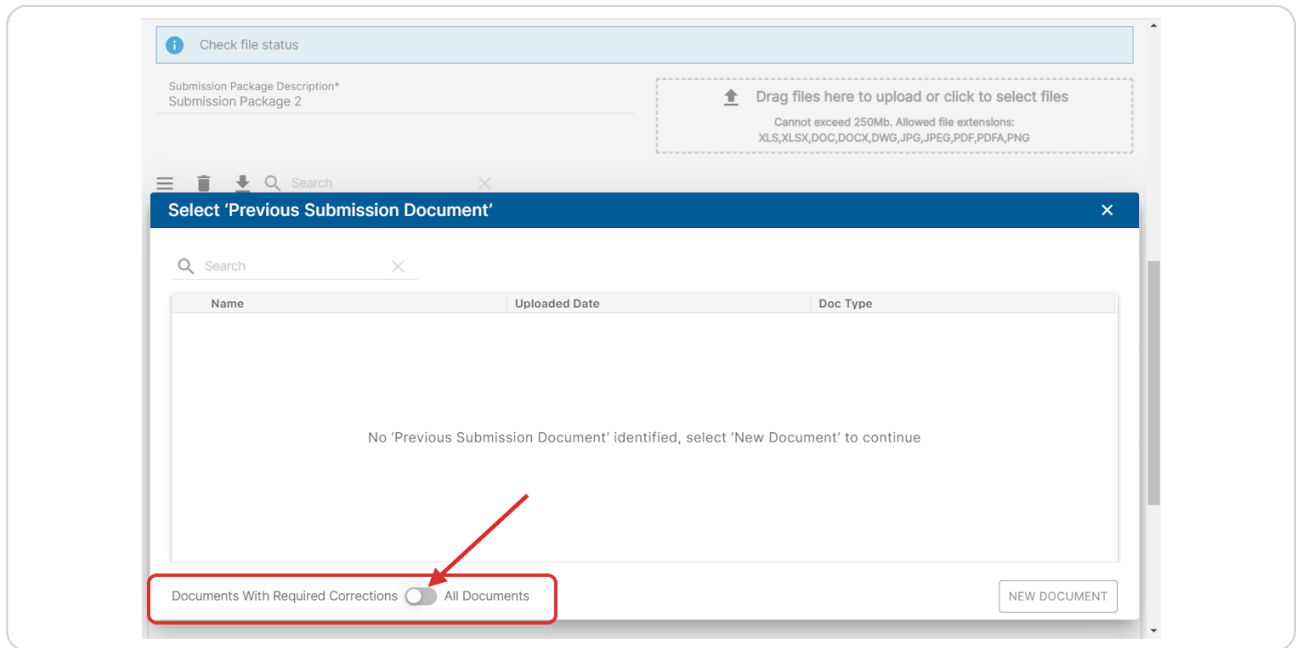
STEP 12

Do the same for each document



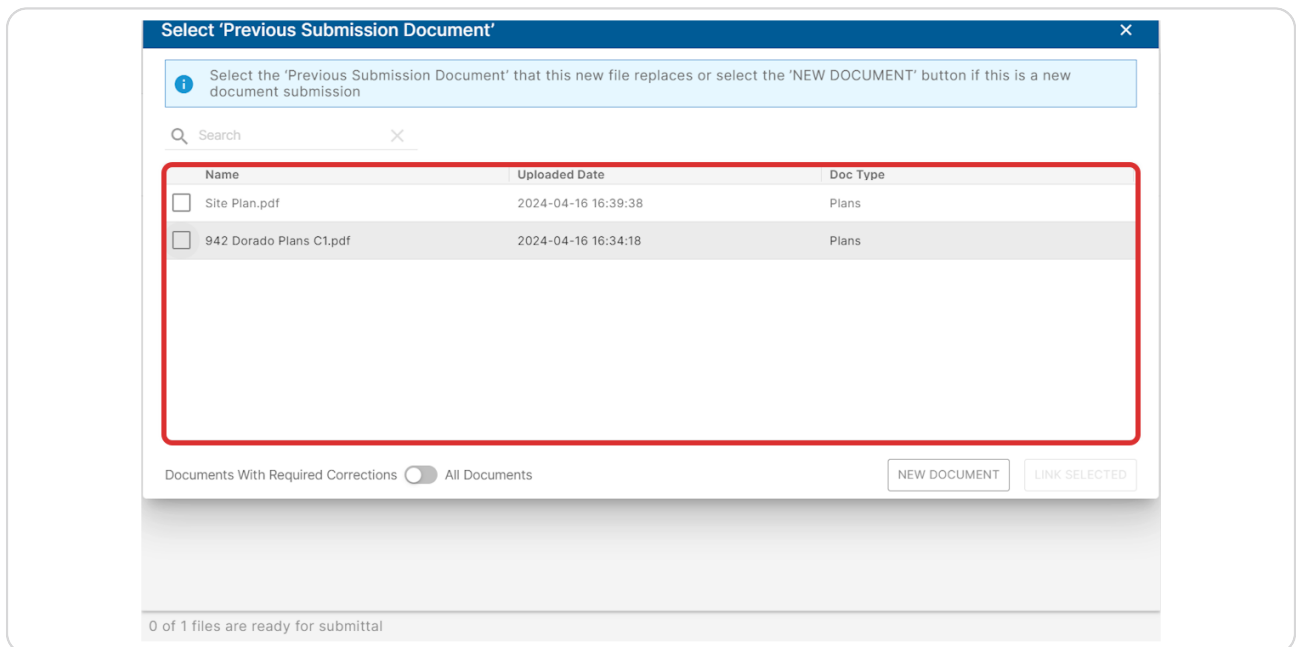
### STEP 13

For replacement documents toggle on all documents and select previous doc



### STEP 14

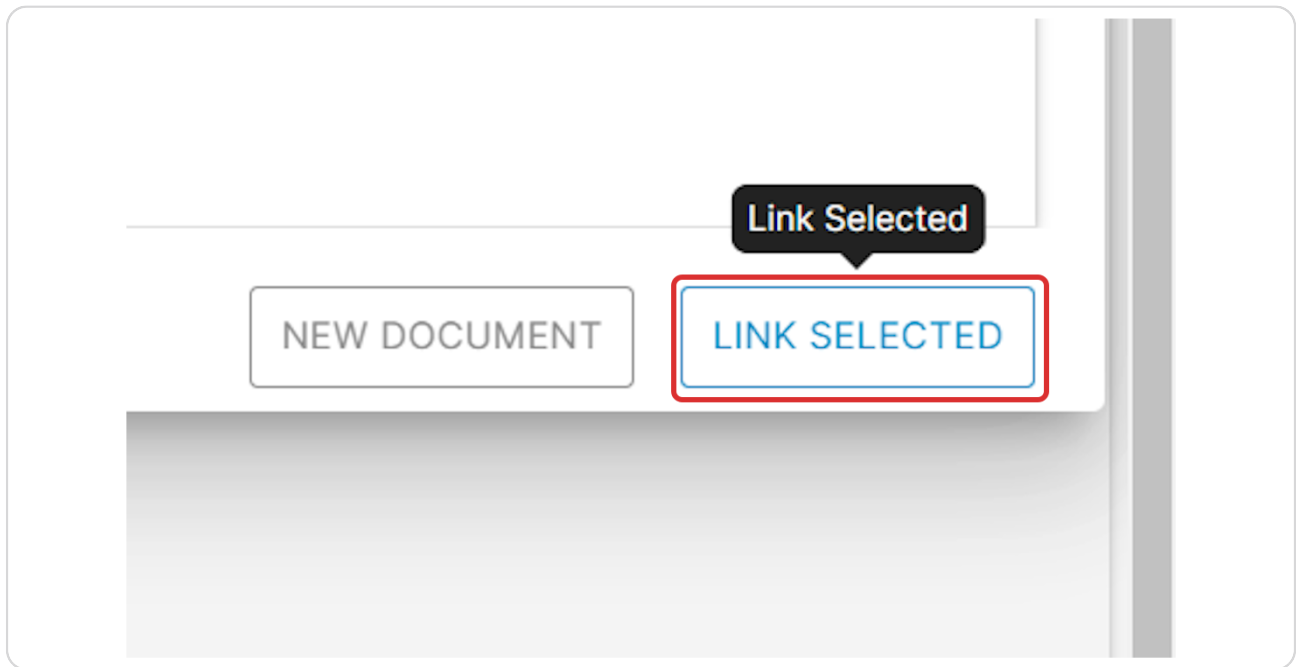
Select original version of the file





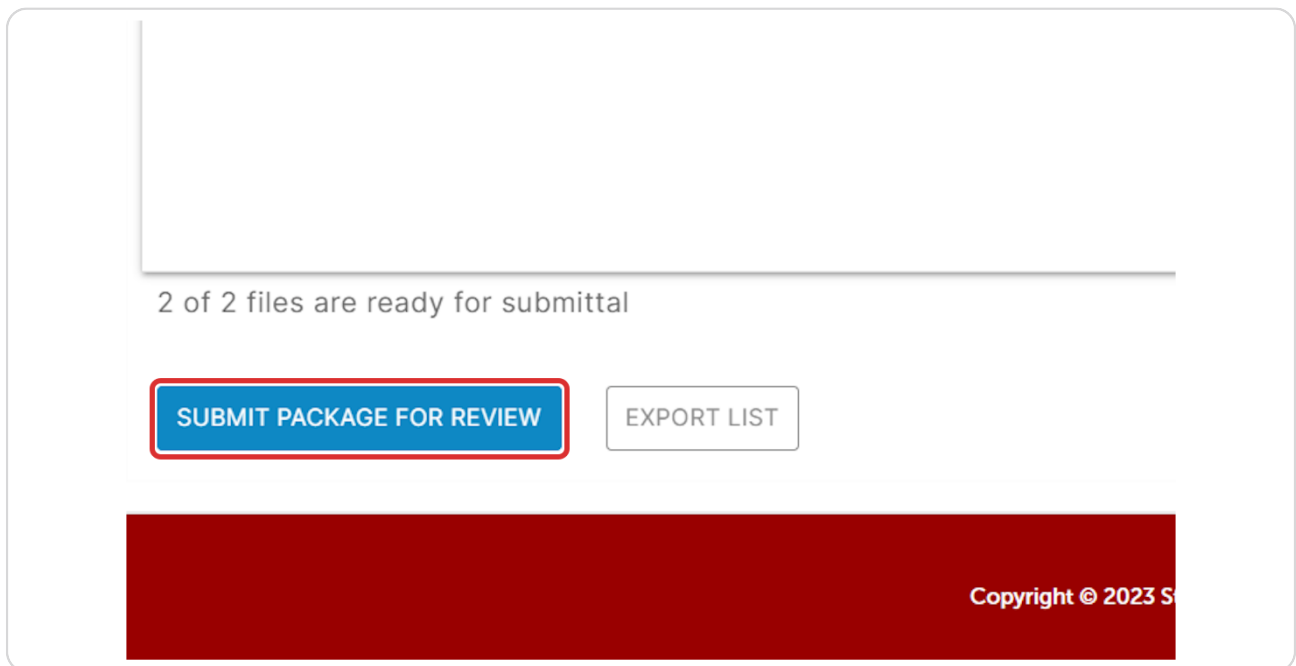
**STEP 15**

**Click on Link Selected...**



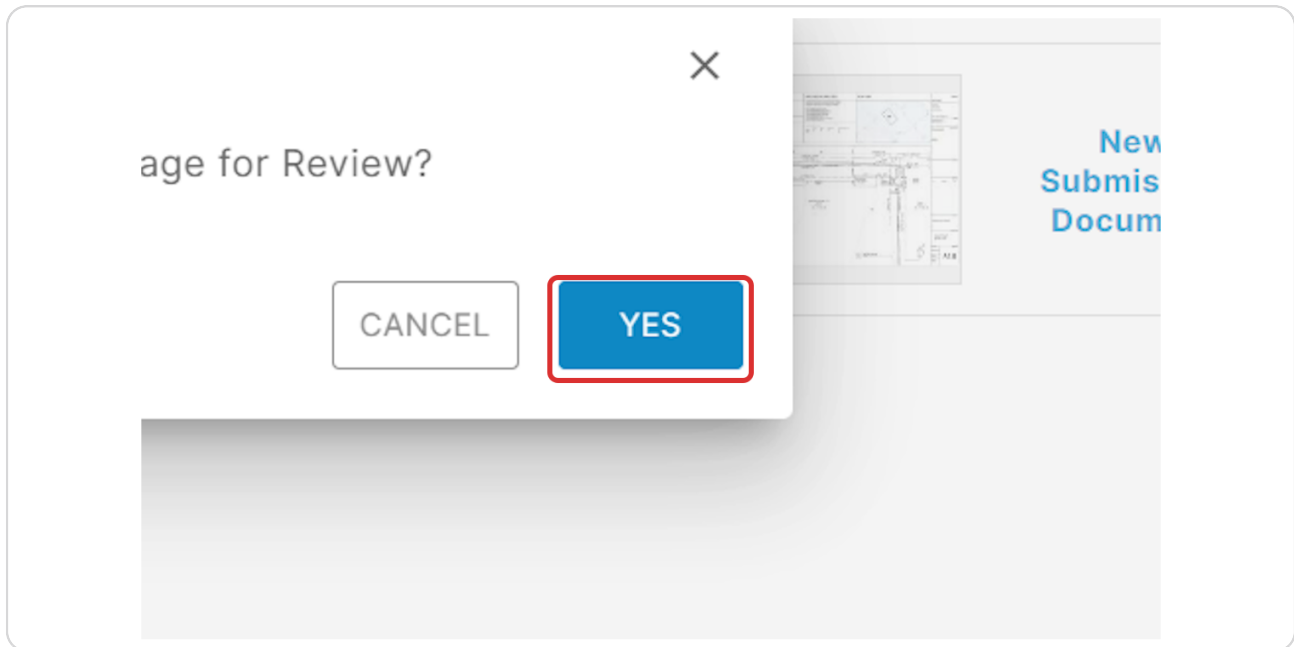
**STEP 16**

**Click on SUBMIT PACKAGE FOR REVIEW**



## STEP 17

Click on YES



## STEP 18

**When a resubmittal required e-mail is received login to ACA (Accela Citizen Access)**

Applicant,

This email is to notify you that review is completed and a resubmittal is required for FB-23-0003.

Plan Review Comments:

Record Information:

Record #: FB-23-0003

Opened Date: 4/18/2023

Project Name:

Project Type: New or Existing Building

Description of Work:

Current Status: Corrections Required

Address: 3262 Penryn Rd, Loomis, CA 95650

Parcel:

You may access your record to view details, files, respond to plan review comments and to upload applicable plans and documents at your convenience through the [online citizen portal](#). If you have any questions about accessing Digital Projects for your comment response and submission package upload or resubmittal requirements, you may contact Accela Administrator at .

Thank you,

STEP 19

The status will display as Corrections Required

Expiration Date	Status	Action	S
	Corrections Required		
	Received		
	Pending Information		

Resume Application

STEP 20

Click on the Record Number

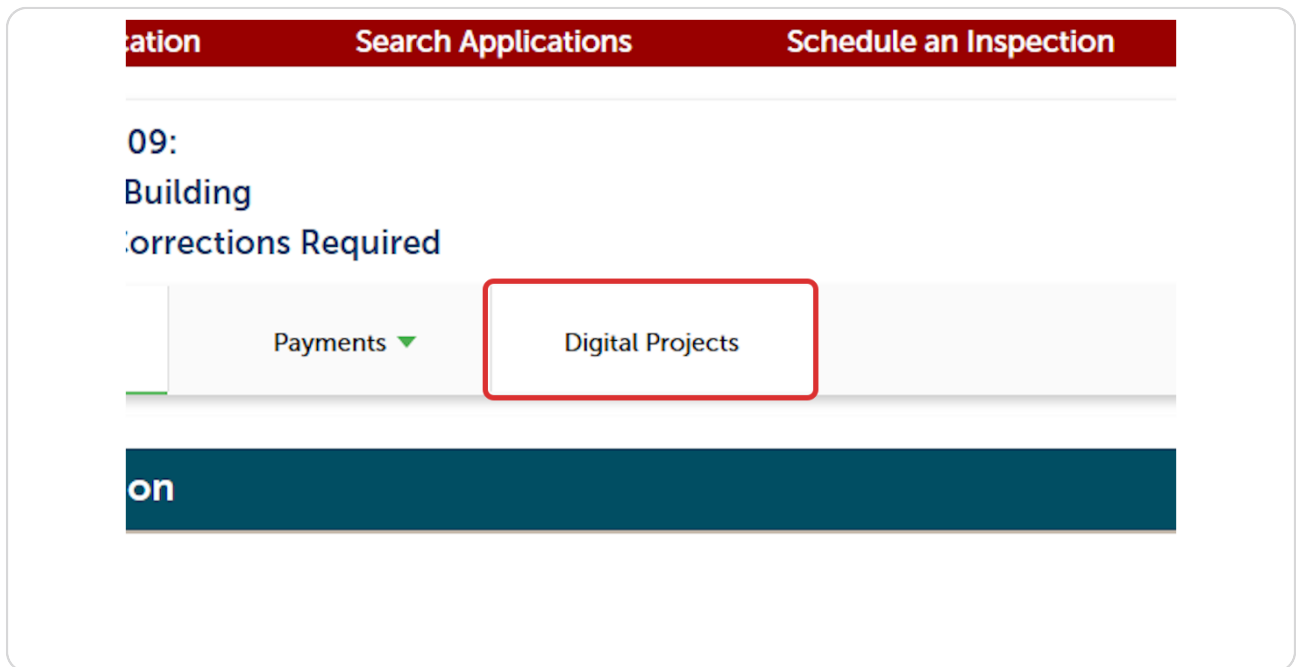
Records

Showing 1-10 of 31 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Desc
<input type="checkbox"/>	04/16/2024	FB24-0009	New or Existing Building	
<input type="checkbox"/>	03/01/2024	SC24-0007	Smoke Control	
<input type="checkbox"/>	03/01/2024	FB24-0008	New or Existing Building	
<input type="checkbox"/>	03/01/2024	24TMP-000018	Access Control	

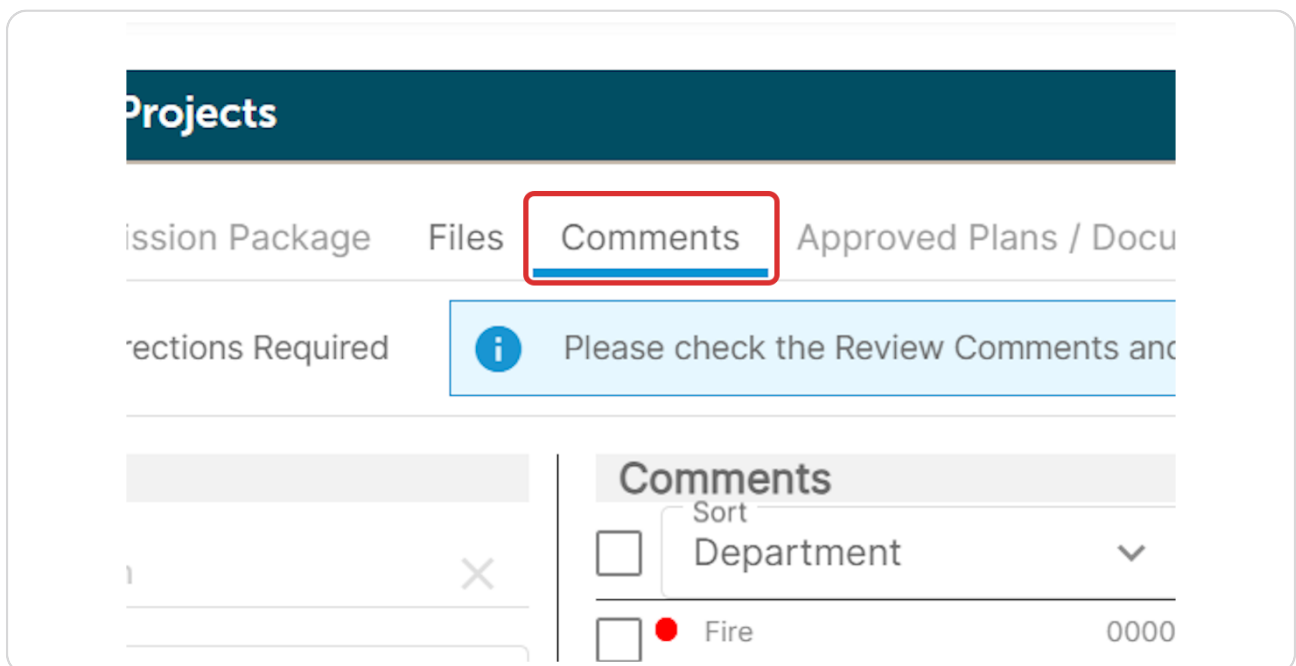
STEP 21

Click on Digital Projects



STEP 22

Digital Projects will open to the Comments tab



### STEP 23

Comments can be viewed by Document as shown below

The screenshot shows a software interface with a left sidebar and a main content area. The sidebar has a search bar, a 'Select' dropdown, and a list of categories: 'Plan Sets / Documents (2)' with a blue circle containing '4', '942 Dorado Plans C1.pdf' with a blue circle containing '3' (highlighted with a red box), 'Site Plan.pdf' with a blue circle containing '1', 'Departments (1)' with a blue circle containing '4', and 'Sheet Reference (3)' with a blue circle containing '4'. The main content area has a 'Sort Department' dropdown, a list of items with checkboxes and red dots, and a map on the right. The items are: 'Provide Code Summary' (00001) with 'Response needed' (A-000), 'Provide beam' (00002) with 'Response needed' (A-102), and 'Verify 1foot-candle is provided throughout the common areas.' (00005) with 'Response needed' (A-102).

### STEP 24

Comments can also be viewed by those that still need Responses

The screenshot shows the same software interface as in Step 23, but with the 'Select' dropdown menu open. The menu options are 'All Comments', 'Responded', 'Response needed' (highlighted with a red box), and 'No Response Needed'. Below the menu, the sidebar categories are visible: 'Departments (1)' with a blue circle containing '4' and 'Sheet Reference (3)' with a blue circle containing '4'. The main content area is the same as in Step 23.

## STEP 25

The comments include the location of the comment and a place to respond

Departments (1) 4

Sheet Reference (3) 4

Response needed A-102

A-000

Provide Code Summary

Enter Response

RESPOND

Responded to 0 of 4

DOWNLOAD REPORT

SUBMIT RESPONSES

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## STEP 26

In the plan view the sheet can be zoomed in or out

Responses 942 Dorado Plans C1.p

Zoom in

00001

ary

A-000

00002

A-102

00005

; provided  
non areas.

A-102

A-102 PROPOSED

A-103 DEMO PLAN

A-104 ELECTRICAL PLAN

A-201 ELEVATION 1

A-202 ELEVATION 2

A-203 ELEVATION 3

A-204 ELEVATION 4,5

Provide Code Summary

## STEP 27

The bottom left hand corner displays the number of comments that require responses and how many have been responded to

A-000

Provide Code Summary

Enter Response

RESPOND

Responded to 0 of 4

DOWNLOAD REPORT

SUBMIT RESPONSES

## STEP 28

The submit responses will remain grayed out until all comments are responded to

Provide Code Summary

Enter Response

RESPOND

Responded to 0 of 4

DOWNLOAD REPORT

SUBMIT RESPONSES

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STEP 29

Enter responses

in revised plans

RESPOND

DOWNLOAD REPORT

SUBMIT RESPONSES

2023 State of Oklahoma

STEP 30

Click on RESPOND

RESPOND

DOWNLOAD REPORT

SUBMIT RESPONSES



STEP 31

To respond to multiple at once select comments

The screenshot shows a software interface with a light blue header bar containing an information icon and the text "Please check the Review Comm...". Below this, there is a "Comments" section with a "Sort" dropdown menu set to "Department". A red rectangular box highlights a selection checkbox next to a comment. Below the selection checkbox, there are two comment entries: one with a red dot and the text "Fire Provide beam", and another with a red dot and the text "Response needed". A third comment entry with a red dot and the text "Fire" is partially visible at the bottom.

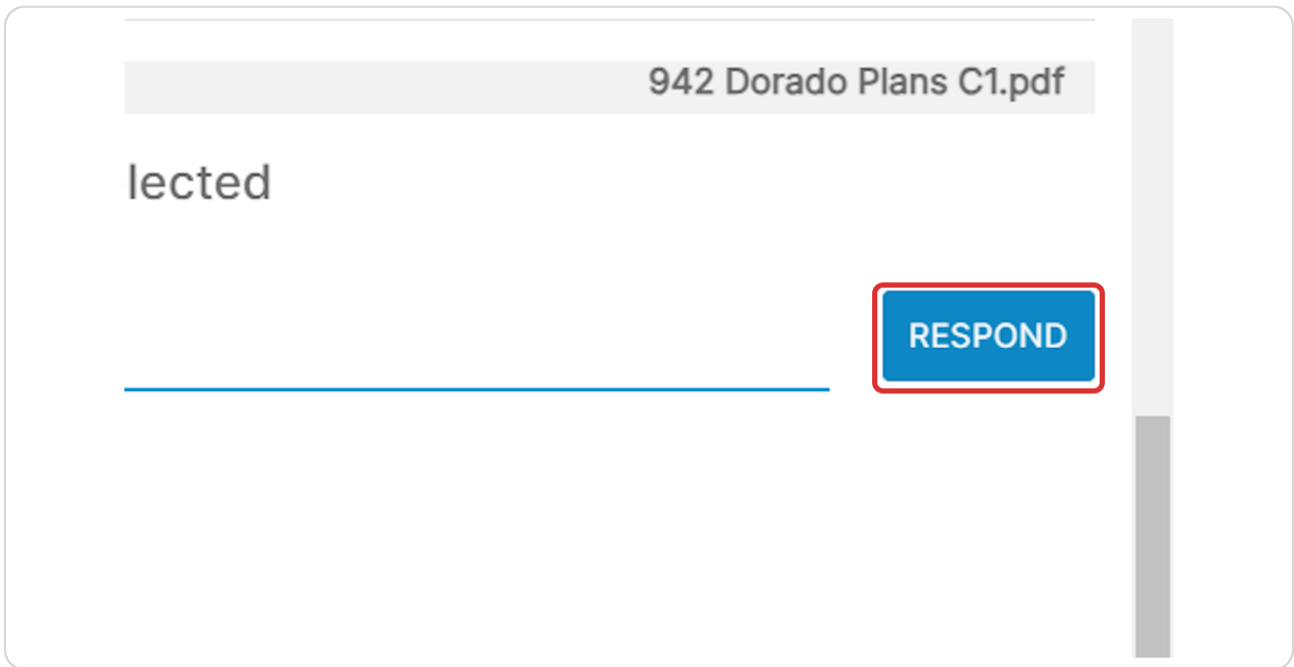
STEP 32

Enter responses for those comments

The screenshot shows a software interface with a light blue header bar containing the text "Provide a response for each comment". Below this, there is a "Responses" section with a document icon and the text "942 Dorado Plans C1.pdf". A red rectangular box highlights a text input field containing the text "2 comments selected" and a blue "RESPOND" button.

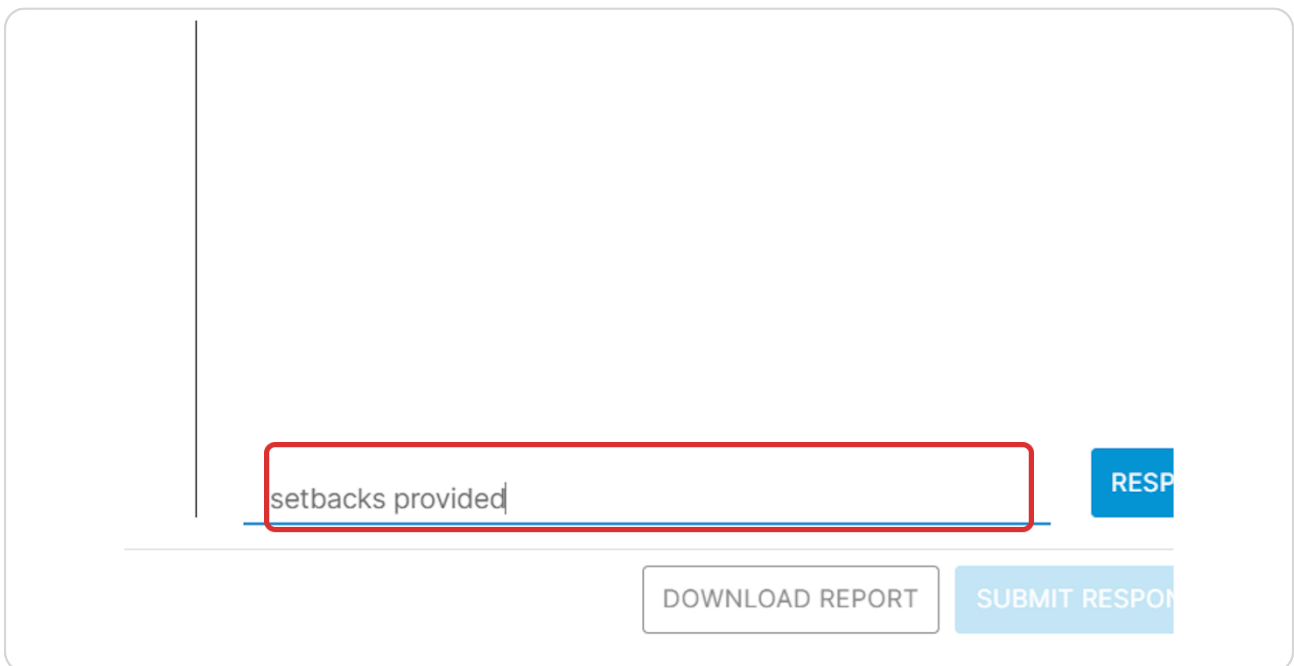
**STEP 33**

**Click on RESPOND**



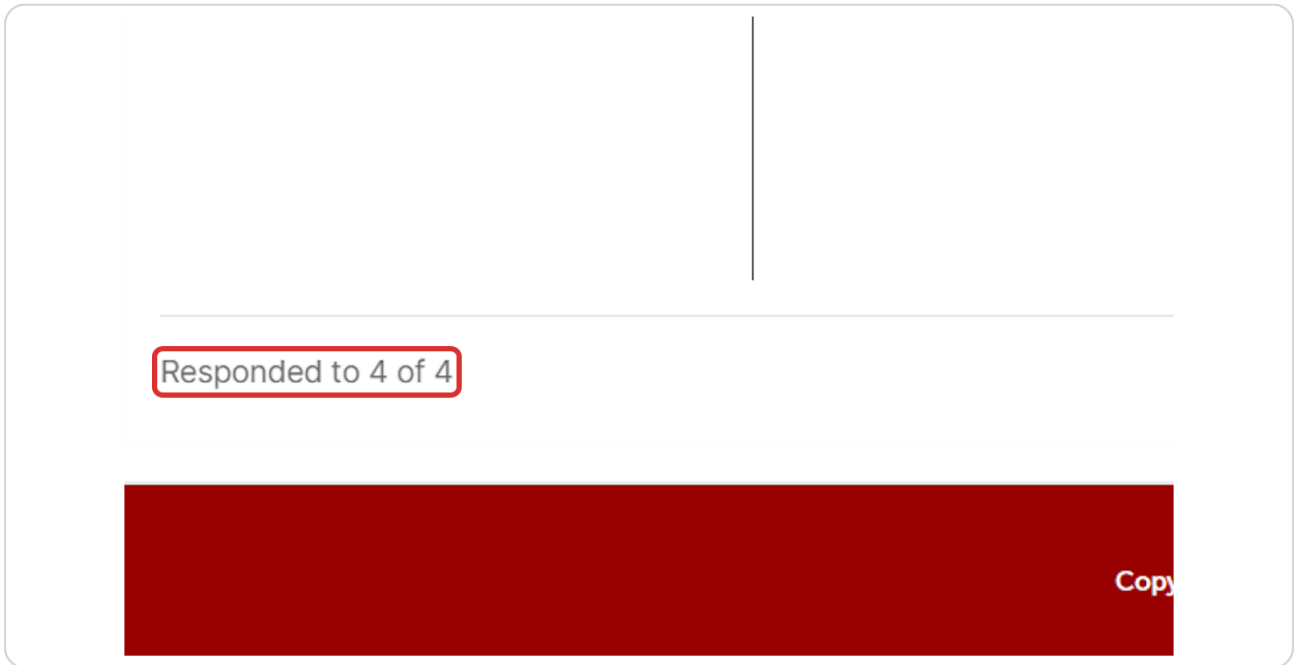
**STEP 34**

**Respond to all comments**



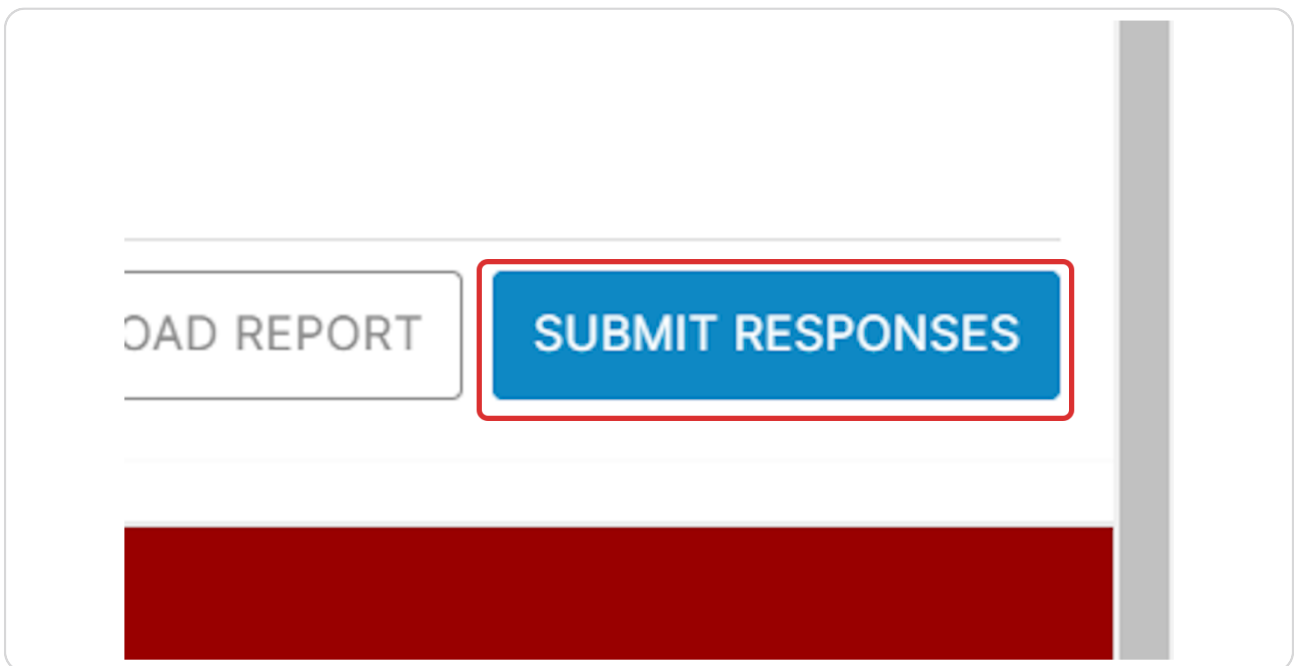
STEP 35

The responded to will update to show all have been answered



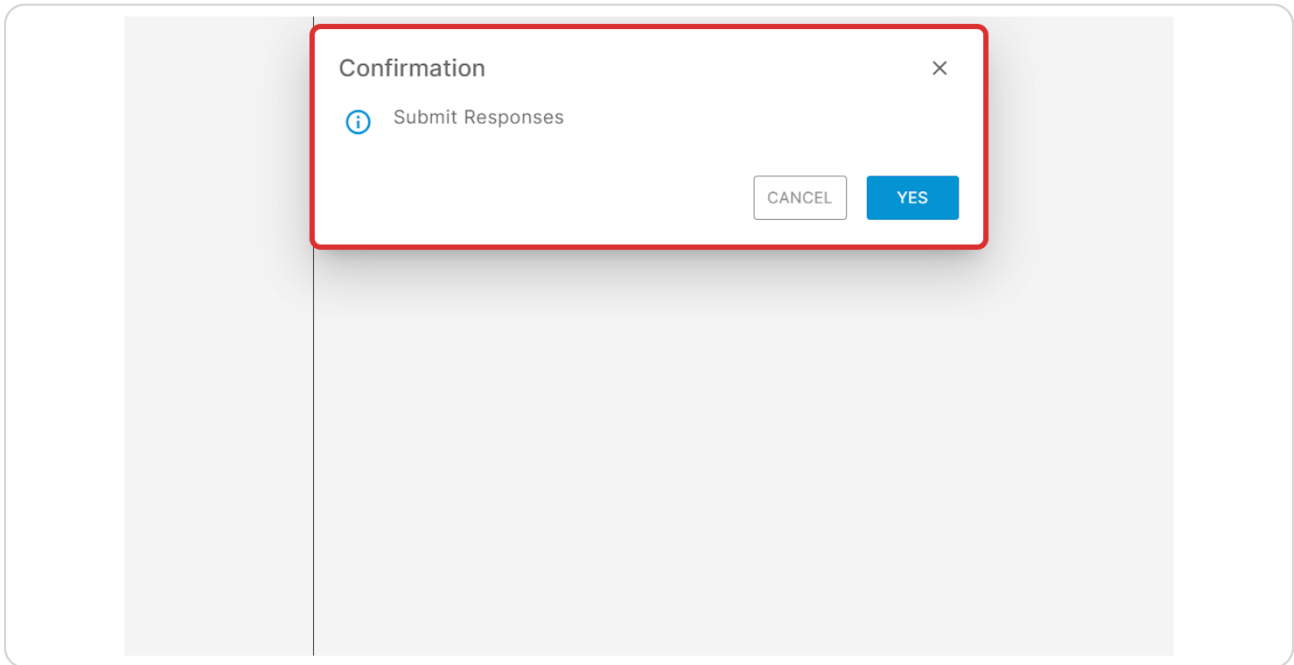
STEP 36

Click on **SUBMIT RESPONSES**



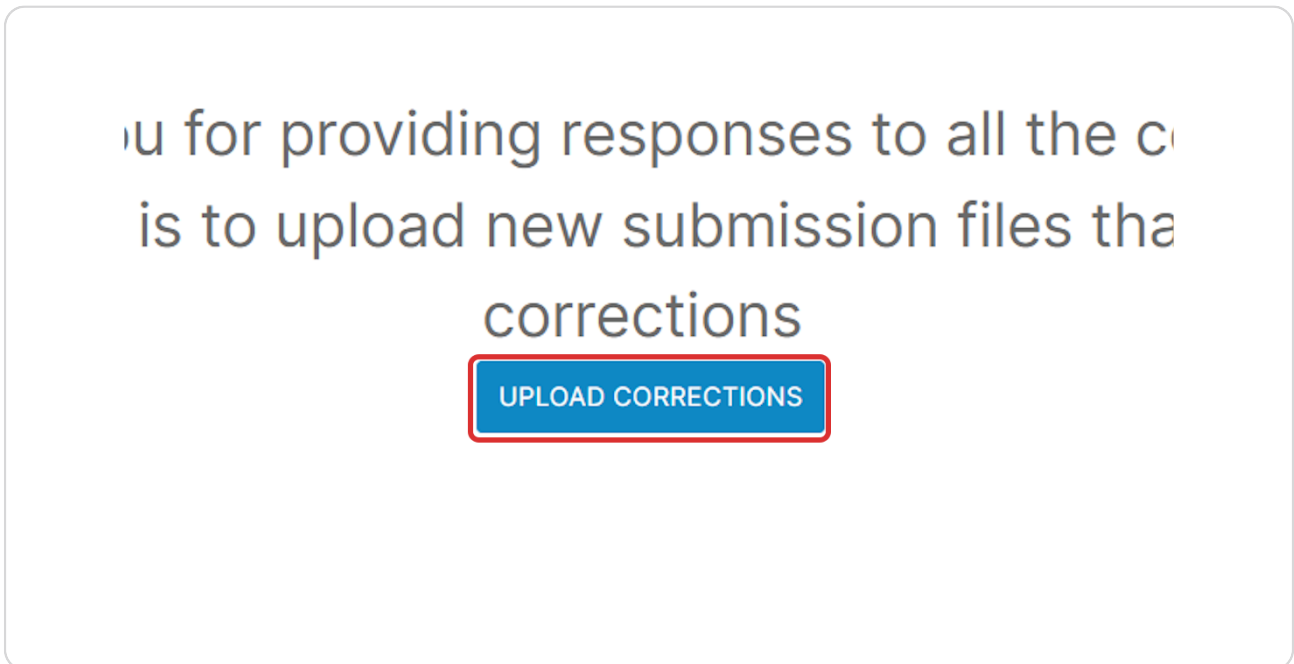
**STEP 37**

**Click on YES**



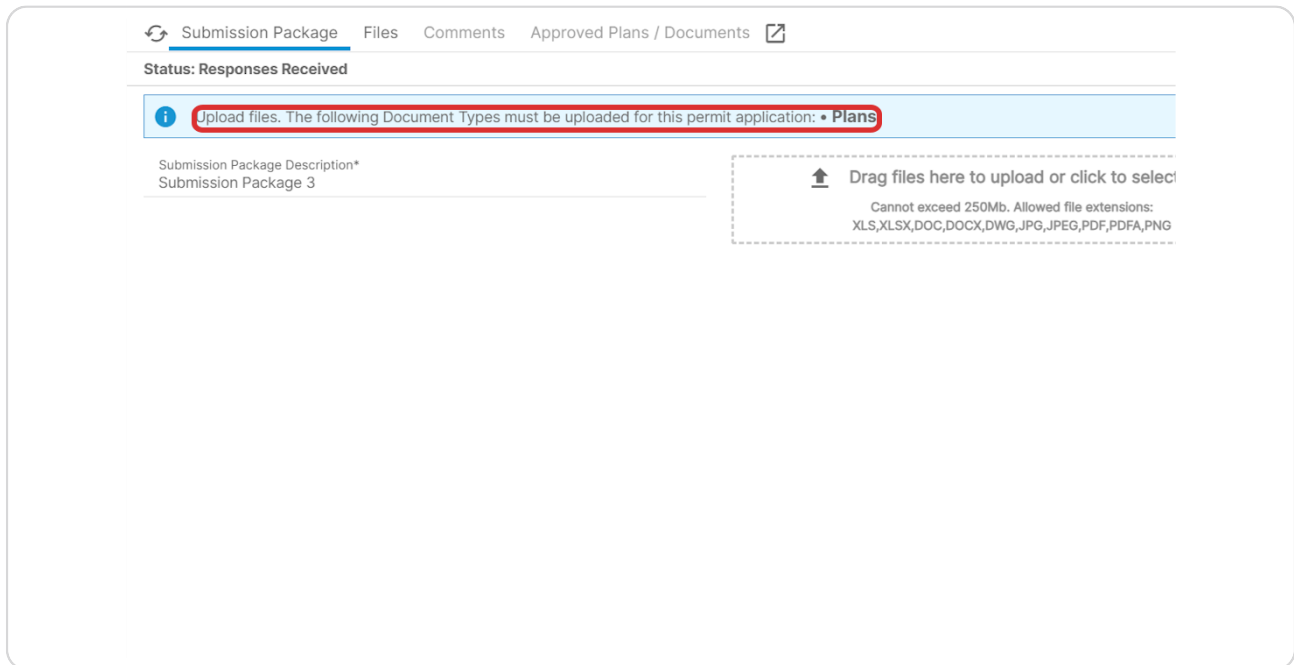
**STEP 38**

**Click on UPLOAD CORRECTIONS**



## STEP 39

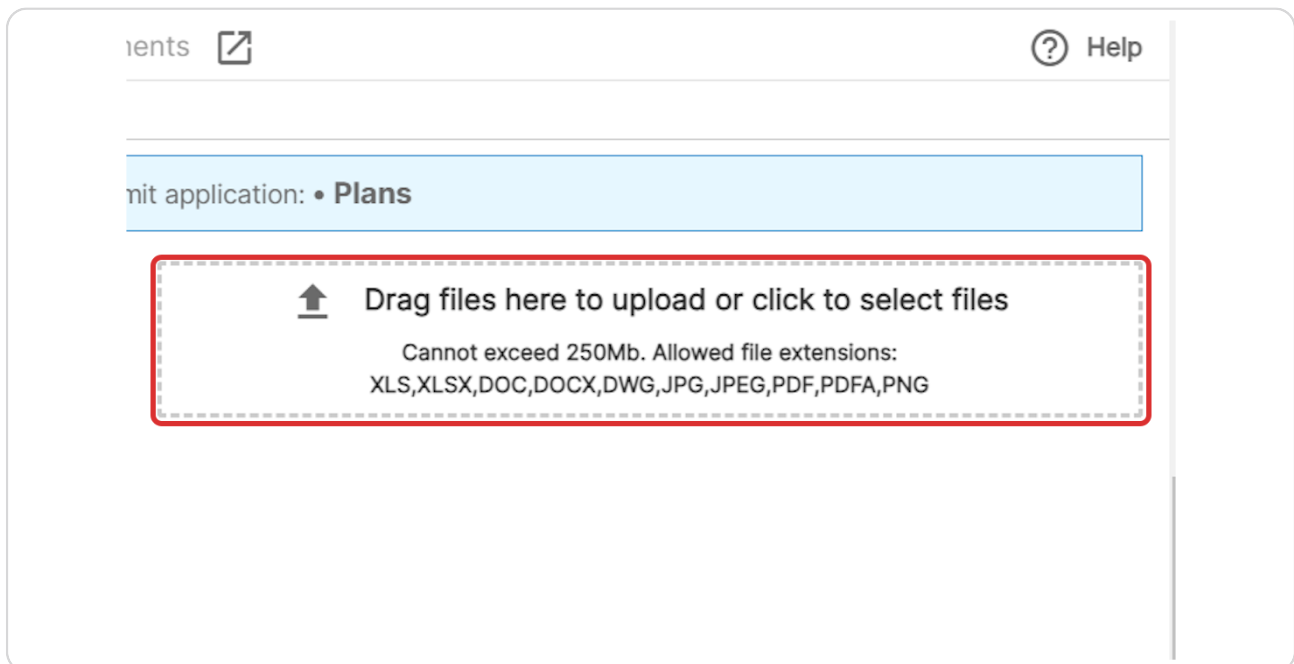
Any document types marked up by a reviewer must be uploaded to resubmit



The screenshot shows a web interface with a navigation bar at the top containing 'Submission Package', 'Files', 'Comments', and 'Approved Plans / Documents'. Below the navigation bar, the status is 'Responses Received'. A blue information banner contains the text: 'Upload files. The following Document Types must be uploaded for this permit application: • Plans'. Below this banner, the 'Submission Package Description\*' is 'Submission Package 3'. To the right is a dashed red box representing a file upload area with the text: 'Drag files here to upload or click to select', 'Cannot exceed 250Mb. Allowed file extensions: XLS,XLSX,DOC,DOCX,DWG,JPG,JPEG,PDF,PDFA,PNG'.

## STEP 40

Click on Drag files here to upload or click to select files...



This is a close-up of the file upload area from the previous screenshot. It features a dashed red border and contains the text: 'Drag files here to upload or click to select files', 'Cannot exceed 250Mb. Allowed file extensions: XLS,XLSX,DOC,DOCX,DWG,JPG,JPEG,PDF,PDFA,PNG'. Above this area, a blue banner shows 'mit application: • Plans'. The interface also includes a 'Help' button with a question mark icon in the top right corner.

## STEP 41

### Select a file from upload menu

Submission Package Files Comments Approved Plans / Documents Help

Status: Responses Received

Upload files. The following Document Types must be uploaded for this permit application: • Plans

Submission Package Description\*  
Submission Package 3

Drag files here to upload or click to select files  
Cannot exceed 250Mb. Allowed file extensions:  
XLS, XLSX, DOC, DOCX, DWG, JPG, JPEG, PDF, PDF/A, PNG

Search

File Name	Description	Doc Type	Uploaded By	Uploaded Date	Status	Thumbnail	Previous Submission Document
<input type="checkbox"/> 942 Dorado Plans C2.pdf		-			0%		-

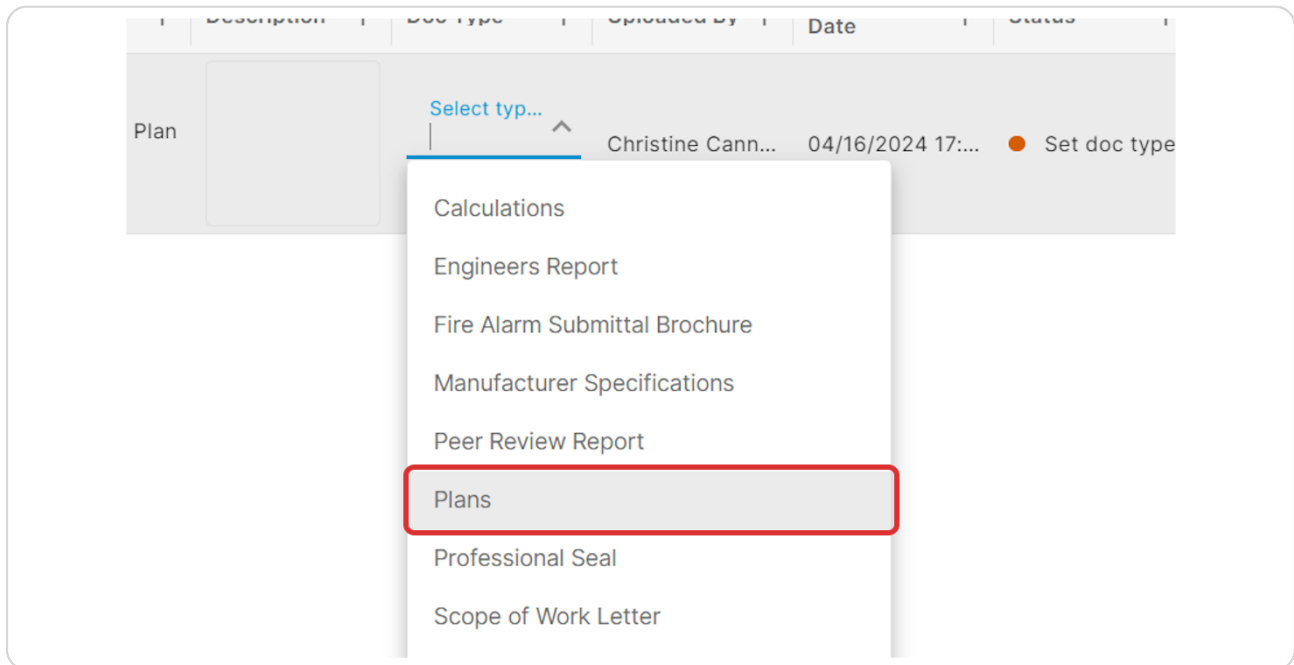
## STEP 42

### Click on Select type...

Description	Doc Type	Uploaded By	Upload Date
	Select type... Required	Christine Cann...	04/16,

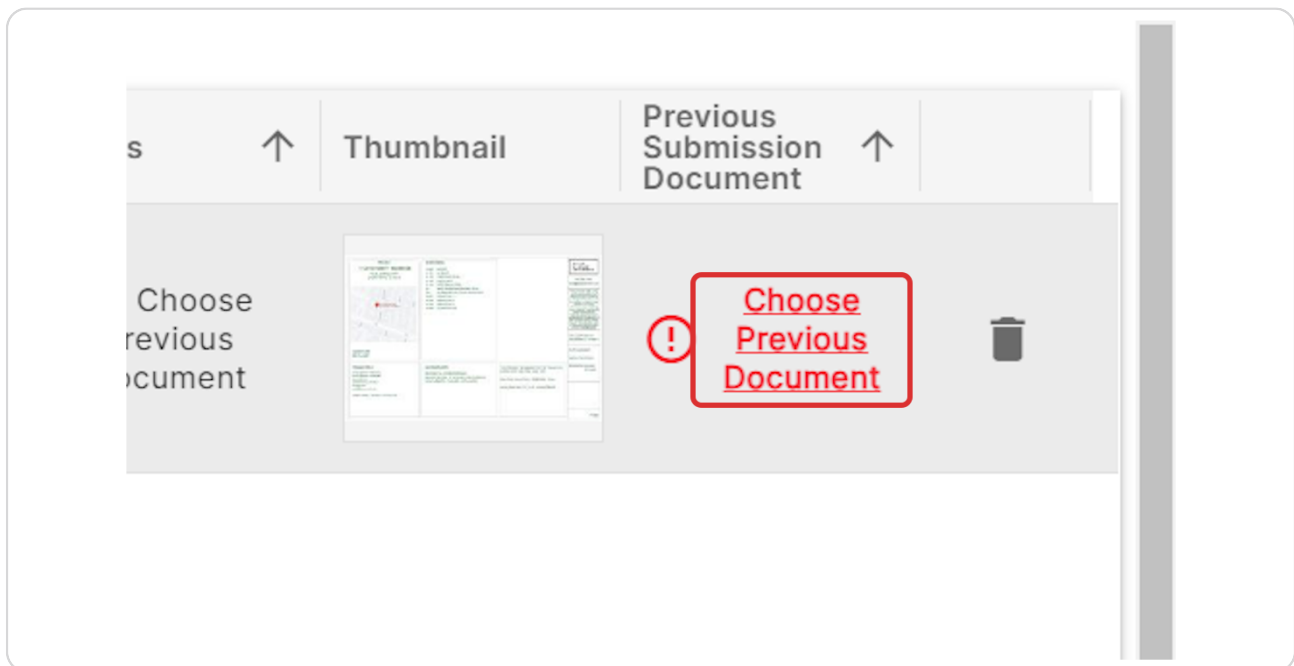
## STEP 43

### Select Doc Type



## STEP 44

### If Previous document is recognized click on Choose Previous Document



## STEP 45

### Select previous document

Select 'Previous Submission Document'

Select the 'Previous Submission Document' that this new file replaces or select the 'NEW DOCUMENT' button if this is a new document submission

Search

Name	Uploaded Date	Doc Type
<input type="checkbox"/> Site Plan.pdf	2024-04-16 16:39:38	Plans
<input checked="" type="checkbox"/> 942 Dorado Plans C1.pdf	2024-04-16 16:34:18	Plans

Documents With Required Corrections  All Documents

NEW DOCUMENT LINK SELECTED

0 of 1 files are ready for submittal

## STEP 46

### Click on Link Selected...

NEW DOCUMENT

LINK SELECTED

Link Selected



## STEP 47

A reminder will appear of sheets that had markups but have not been re-uploaded

The screenshot shows a software interface with a file list at the top and a table below. The file list includes columns for File Name, Description, Doc Type, Uploaded By, Uploaded Date, Status, Thumbnail, and Previous Submission Document. A file named '942 Dorado Plans C2.pdf' is listed with a status of 'Ready to Submit'. Below the file list, a message states '1 of 1 files are ready for submittal' and 'Files should be uploaded, to resolve the required corrections listed below'. The table below has columns for Case Markup Id, Comments, Department, Sheet Reference, and Doc Name. A row is highlighted with a red border, showing Case Markup Id '00006', Comments 'Provide Setbacks', Department 'Fire', Sheet Reference 'A1.0', and Doc Name 'Site Plan.pdf'.

Case Markup Id	Comments	Department	Sheet Reference	Doc Name
> 00006	Provide Setbacks	Fire	A1.0	Site Plan.pdf

## STEP 48

The blue box will now display Package is ready to submit, or upload additional files

The screenshot shows a software interface with a status message at the top and a file list below. The status message is 'Status: Responses Received' and 'Package is ready to submit, or upload additional files'. Below the status message, there is a 'Submission Package Description\*' section with the text 'Submission Package 3'. A file list is shown below with columns for File Name, Description, Doc Type, Uploaded By, Uploaded Date, and Status. A file named '942 Dorado Plans C2.pdf' is listed with a status of 'Ready to Submit'.

Status: Responses Received

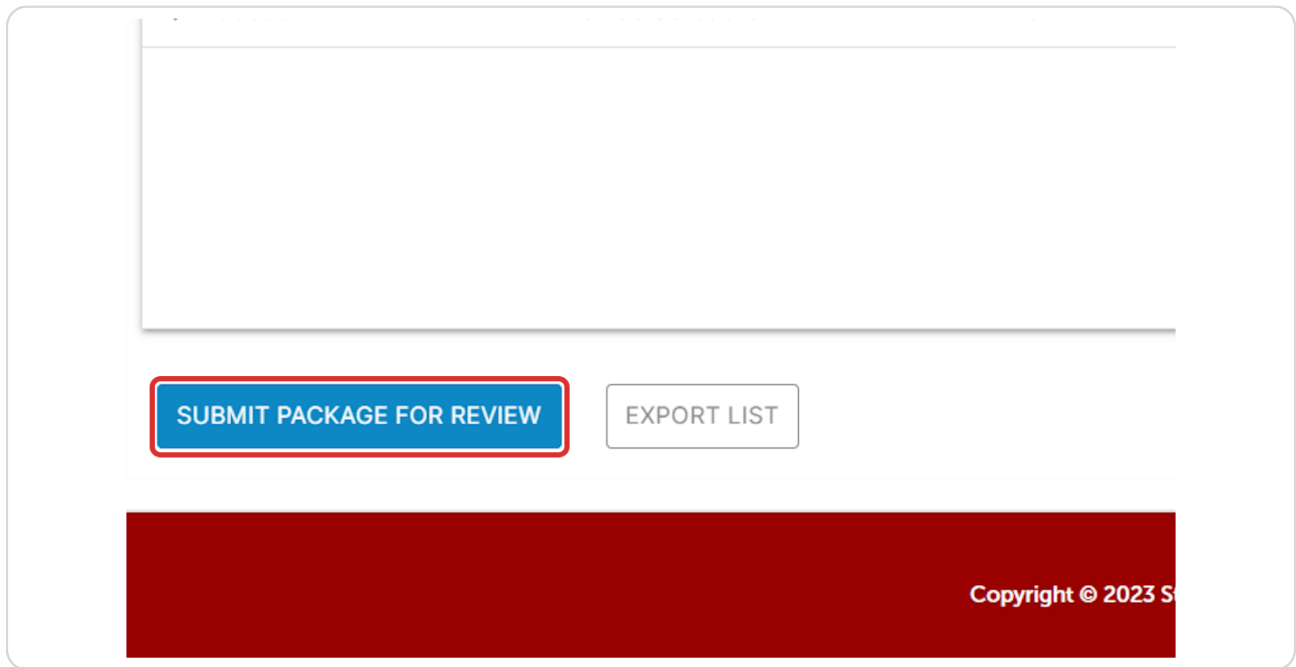
Package is ready to submit, or upload additional files

Submission Package Description\*  
Submission Package 3

File Name	Description	Doc Type	Uploaded By	Uploaded Date	Status
942 Dorado Plans C2.pdf		Plans	Christine Cann...	04/16/2024 17:...	Ready to Submit

STEP 49

Click on **SUBMIT PACKAGE FOR REVIEW**



STEP 50

Click on **YES**

