



ONLINE PERMITTING SYSTEM HELP GUIDES

Accela Citizen Access:

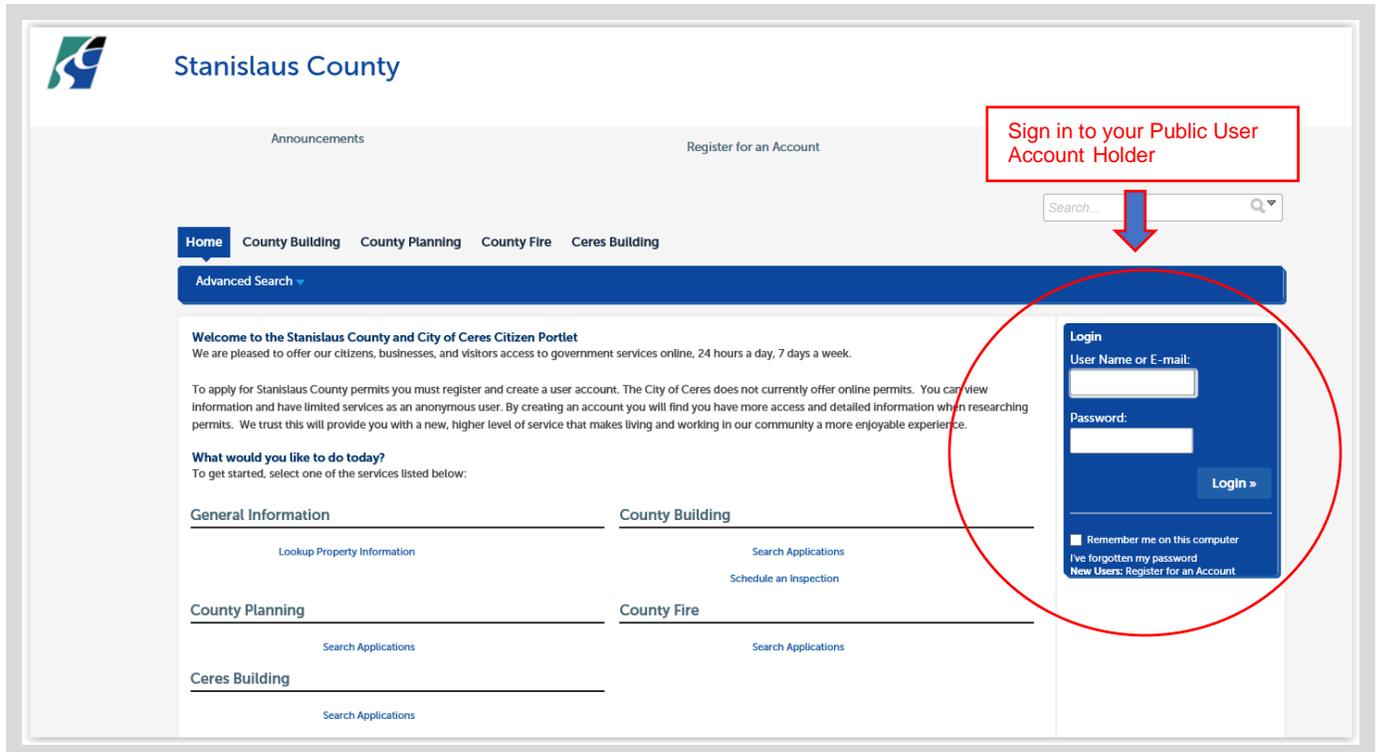
Accela Citizen Access (ACA) is Stanislaus County's online tool that allows the public to perform several tasks online. Tasks such as applying for a permit, submitting plans, checking the status of a permit, scheduling inspections, and conducting research are available to the public at any time. This help guide explains how to attach plans, documents, and specifications. When submitting an application you will be prompted to submit documents at that time. For revision submittal, please see the help guide for "How to Submit Revised Plans, Documents and Specifications."

HOW TO SUBMIT PLANS, DOCUMENTS AND SPECIFICATIONS

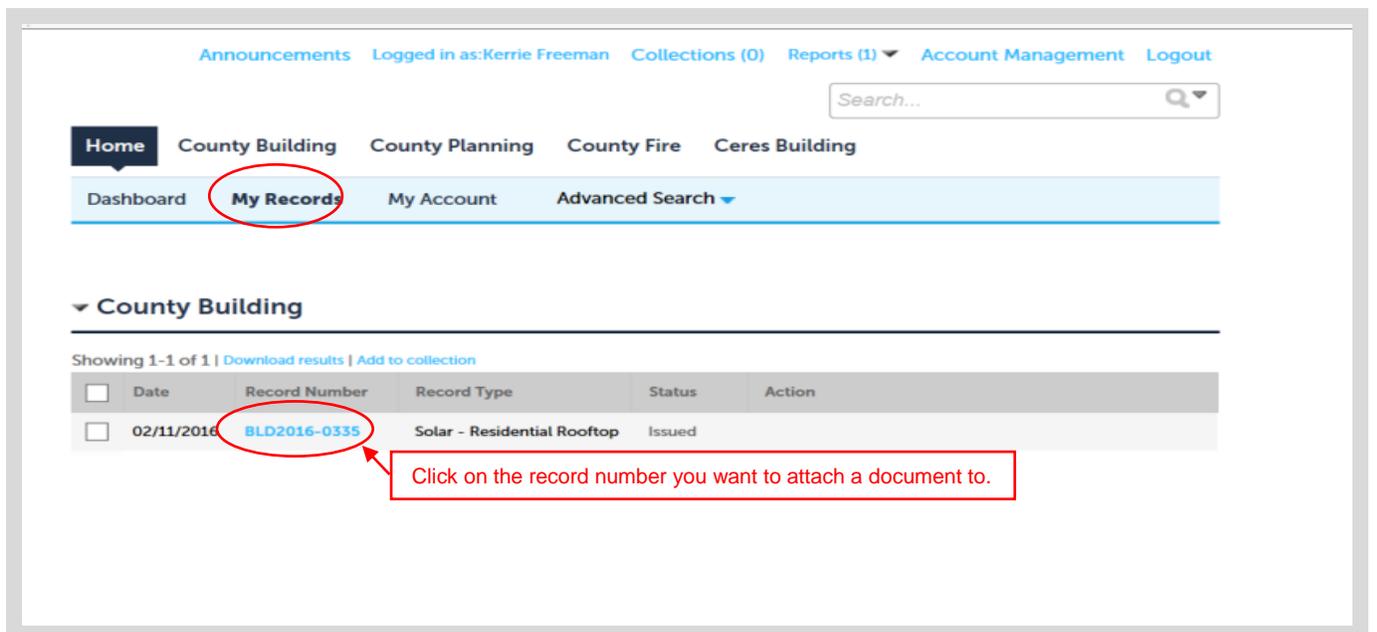
Document Requirements:

- Please do not combine PDF Files within a "Portfolio";
- Files containing Plan Sheets should contain a PDF bookmark for each page, that lists the Sheet / Page reference number. As in A1.1, A1.2.... Please bookmark each sheet individually and not under a "top level" or "parent" bookmark.
- Plan Sheet numbers should be unique within a Case / Record, ie no two drawing sheets should have the same reference / sheet number.
- Plan Sheets should be orientated in the PDF files to allow the files to be viewed without needing to rotate.
- PDF files must not require a password in order to view the file.
- Files should conform to a naming convention as required by the Agency (See Below).
- The Filename should include the Submission number, which should be incremented for each submission by the applicant.
- For optimized performance, the file size of each file should not exceed 100MB.
 - Please combine documents prior to uploading.
 - Combine all plans together and upload as one submittal document;
 - Combine all specifications together and upload as one submittal document;
 - Combine each set and type of calculations and upload as one submittal document;
 - Please label any form or application that may apply to another department's review;
 - Resubmittals shall be submitted in their entirety. Complete plan-sets rather than corrected sheets.

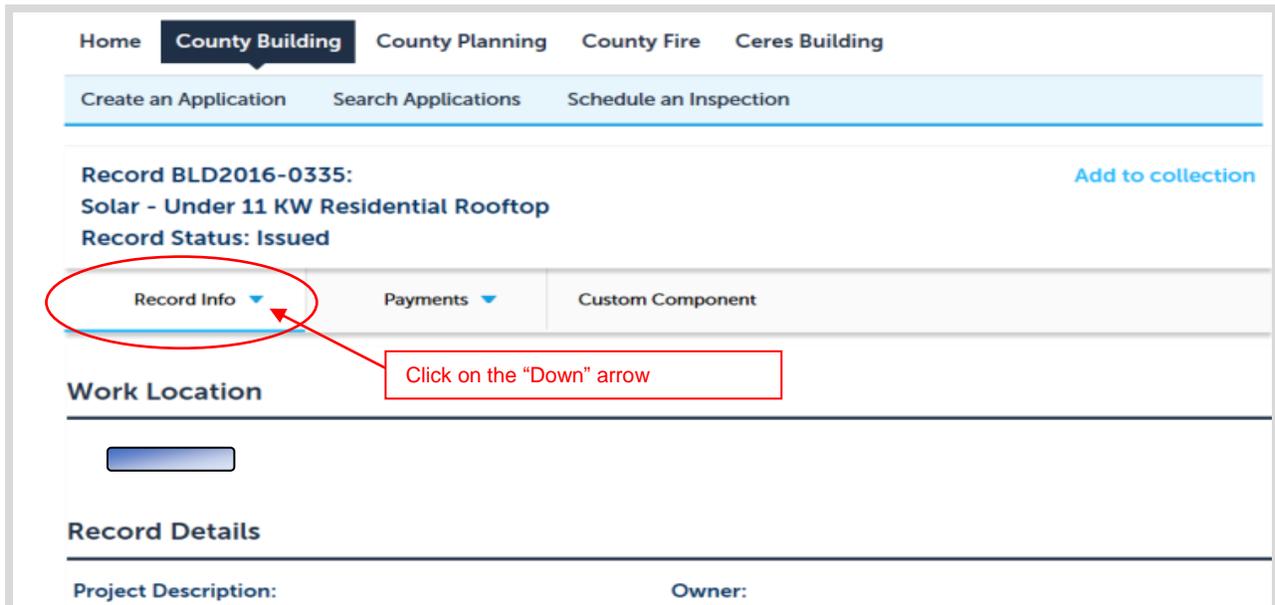
1. Go to the Stanislaus County Accela Citizen Access (ACA) home page at www.scplanning.org Login and click on “County Building”. If you do not have an existing public user account, click the link on the home page to begin the process and/or refer to the instructions on “How to Register for an Account”.



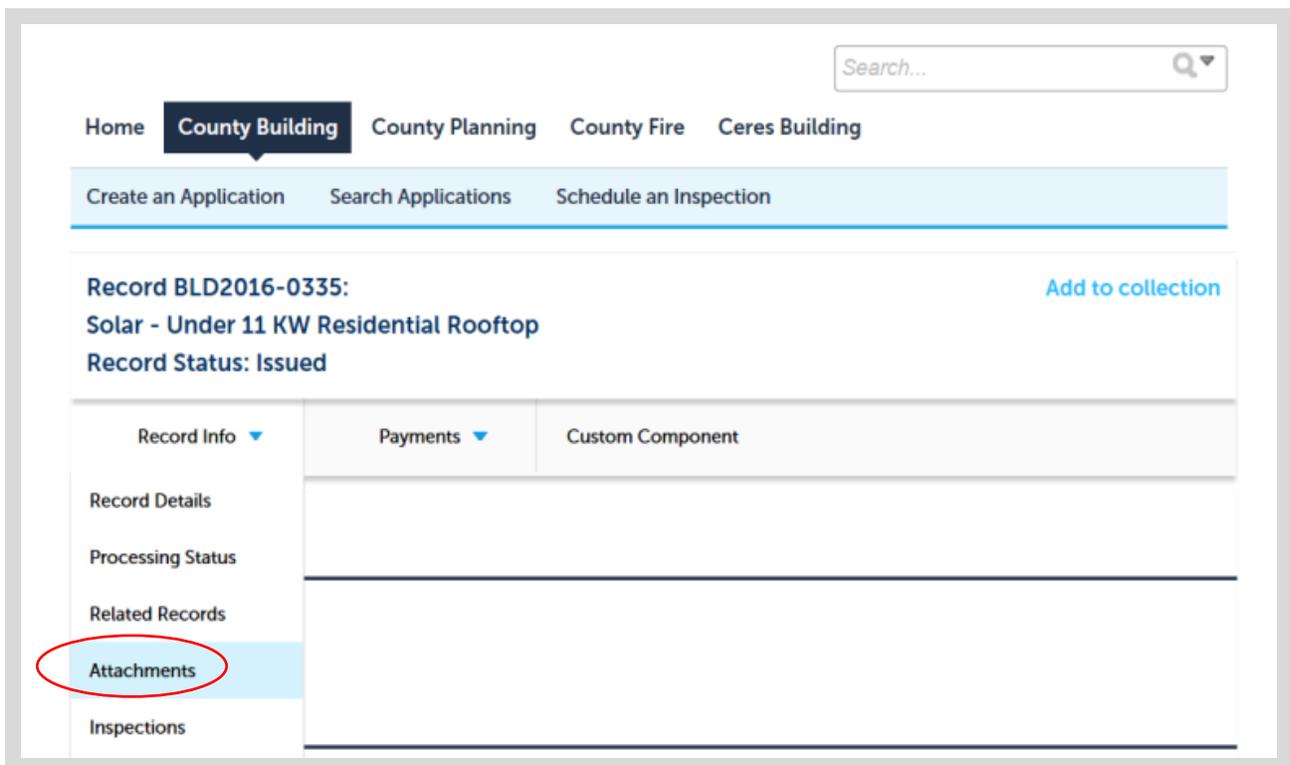
2. Go to “My Records” and select the record you want to attach documents to.



3. Once the case is open go to the drop down arrow on "Record info".



4. Select "Attachments".



5. Select "Add"

To add PDF or AUTO CAD plans, PDF engineering calculations and any other supporting documents to be reviewed, first click on the "Add" button under "Attachment".

The screenshot shows a web application interface with a navigation bar at the top containing 'Home', 'County Building' (highlighted), 'County Planning', 'County Fire', and 'Ceres Building'. Below the navigation bar is a light blue bar with three buttons: 'Create an Application', 'Search Applications', and 'Schedule an Inspection'. The main content area displays record information for 'Record BLD2016-0335: Solar - Under 11 KW Residential Rooftop' with a status of 'Issued' and an 'Add to collection' link. Below this is a tabbed interface with 'Record Info' (selected), 'Payments', and 'Custom Component'. The 'Attachments' section includes a warning about a 230 MB file size limit and disallowed file types. A table with columns 'Name' and 'Description' shows 'No records found.' At the bottom left, a blue 'Add' button is circled in red.

Home **County Building** County Planning County Fire Ceres Building

Create an Application Search Applications Schedule an Inspection

Record BLD2016-0335: [Add to collection](#)
Solar - Under 11 KW Residential Rooftop
Record Status: Issued

Record Info ▼ Payments ▼ Custom Component

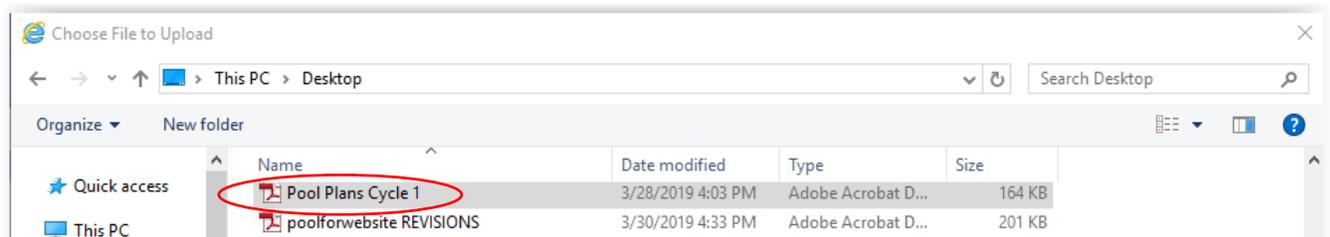
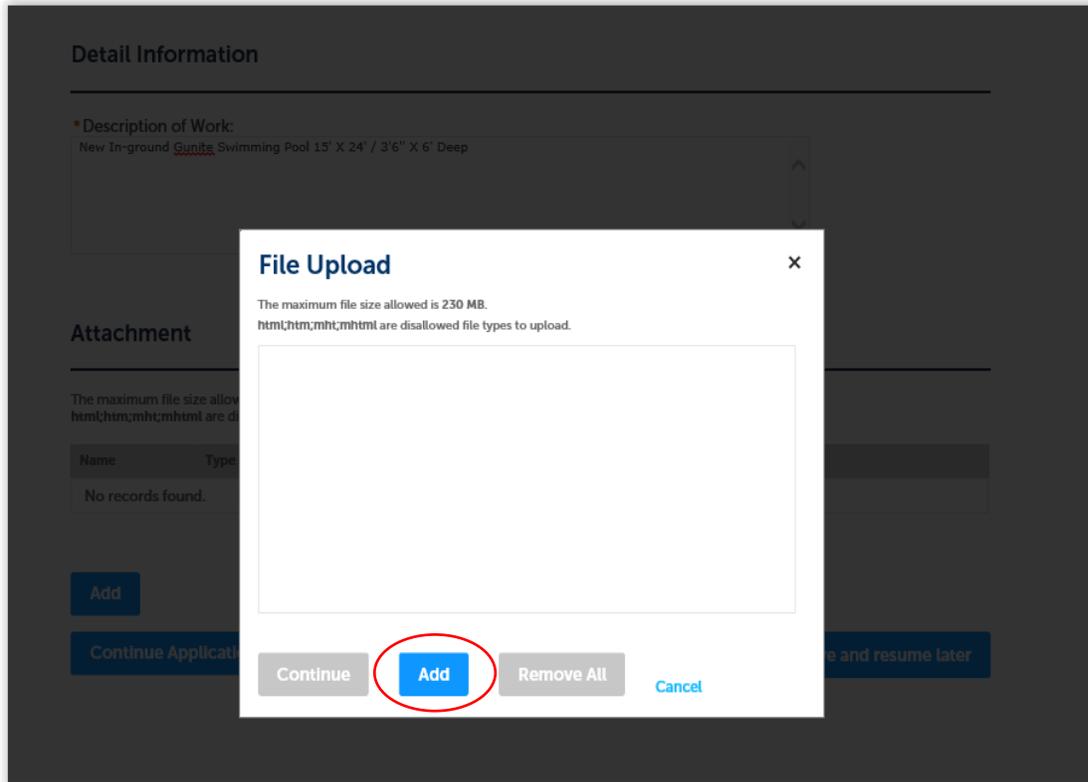
Attachments

The maximum file size allowed is 230 MB.
html;htm;mht;mhtml are disallowed file types to upload.

Name	Description
No records found.	

Add

- The "File Upload" window will allow you to add all plans, calculations and supporting documents at one time. Click "Add" and then choose the file you would like to upload from your computer. To upload file, first Click the "Add" button.



NAMING CONVENTION OF DOCUMENTS: Please title each document with a naming convention that specifically identifies the document and a number that represents the submittal version. If there are multiple document submittals identify them as such. Below are examples of preferred naming conventions:

Initial Submittal	Initial Submittal	Complete Resubmittal	Miscellaneous Docs.
Plans Submittal 1	Structural Calcs 1, 1A, 1B	Plans Submittal 2	Soils Report 1
Plans Cycle 1	Structural Calcs Cycle 1, 1A, 1B	Plans Cycle 2	Elevation Certificate 1
Plans 1	Structural Calcs 1, 1A, 1B	Plans 2	Truss Calcs 1

7. Once the file upload indicator bar reaches 100% the upload is complete. Verify the description of the document is correct. If there are other documents of the same type to attach, click the “Add” button again and complete the process until all the documents have been uploaded. Once all the documents are uploaded click “Continue”. We do ask you combine all plan sheets together into one document to upload. If there is a specific need to upload separate plan sheets please label what they are and what department they are intended for. Please do the same for specifications, calculations and supporting documents. For example, a complete submittal package may contain the following:
- Full set of Plans;
 - Engineer’s Calculations combined into one document;
 - All truss calculations combined and in one document;
 - Specifications or product data and information combined into one document.

Detail Information

• Description of Work:
Example: ELECTRIC SERVICE SHEET / COMP SHINGLE

Attachment

The maximum file size allowed is 230 MB.
htm;htm;mht;mhtml are disallowed file types to upload.

File Upload

Note: To add additional documents of the same type, click “Add” for each additional document you choose to submit. Please do not add the plans and the specifications at the same time.

Pool Plans Cycle 1.pdf 100%

“Continue” if you need to add a different document type.

“Add” if there are additional “Plans” to submit.

Continue Add Remove All Cancel

Continue Application » Save and resume later

- Once the documents have been uploaded the type of document needs to be chosen along with a brief description.

Attachment

The maximum file size allowed is 230 MB.
htm;htm;mh;html are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Type:

- Select--
- Energy Forms
- Plans
- Revised Plans
- Revised Structural Calculations
- Revised Truss Calculations
- Soils Report
- Specification
- Structural Calculations
- Supporting Documents
- Truss Calculations

Note: Choose the type of document that best describes the document.

Save **Add** **Remove All**

Continue Application > **Save and resume later**

9. Once the information is complete click "Save".

Attachments

The maximum file size allowed is 230 MB.
html;htm;mht;mhtml are disallowed file types to upload.

Name	Description	Document Status	Action
No records found.			

***Type:**
Plans Remove

File:
Pool Plans Cycle 1.pdf
100% Note: Indicates file uploaded

***Description:**
Enter a description of the plans here. Examples: Architectural, Structural, Full Set, Plot Plan etc.

Save **Add** **Remove All**

CLICK SAVE!!!

10. Once all attachments have been uploaded and saved the document details can be reviewed by clicking "Actions". Click "Continue Application".

Attachment

The maximum file size allowed is 230 MB.
html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
Pool Plans Cycle 1.pdf	Plans	163.85 KB	05/20/2019	Actions ▼

[Add](#)

[Continue Application »](#) [Save and resume later](#)

Note: The use of the "Actions" link provides a complete detail of the attachment.

Once all the documents are uploaded.