



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 the standards that each document must contain in order to be compatible with the ACA system.

DOCUMENT REQUIREMENTS AND SUBMISSION STANDARDS

SUBMISSION STANDARDS:

- To support accurate measurement, the ability to search for text and optimized performance, we ask applicants to only submit documents containing vector files. Files containing raster content can be processed in our system but for the reasons listed, vector is recommended. The most common types of vector files are:
- .ai, .eps, .pdf, .svg, .dxf, .dwg.
To support the long-term archive and retrieval of plans and their supporting documents, it is recommended that only PDF files and AutoCad vector files be accepted;
Please do not combine PDF Files within a "Portfolio";
PDF files containing Plan Sheets shall contain a bookmark for each page, that lists the Sheet / Page reference number;
Plan Sheet numbers should be unique within a Case / Record. No two drawing sheets should have the same reference / sheet number;
Plan Sheets should be orientated to allow the files to be viewed without needing to rotate;
Files must not require a password in order to view the file;
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.
Files should conform to a naming convention as listed below;

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:

Table with 4 columns: Initial Submittal, Initial Submittal, Complete Resubmittal, Miscellaneous Docs. Rows include Plans Submittal 1, Plans Cycle 1, Plans 1, Structural Calcs 1, 1A, 1B, Plans Re-Submittal, Plans Cycle 2, Plans 2 Revisions, Soils Report 1, Elevation Certificate 1, Truss Calcs 1.