

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 resubmit and attach revised plans and documents.

Please note, once all of the reviewing departments have reviewed the project, an email will notify the applicant or the contact when it is time to resubmit revised plans.

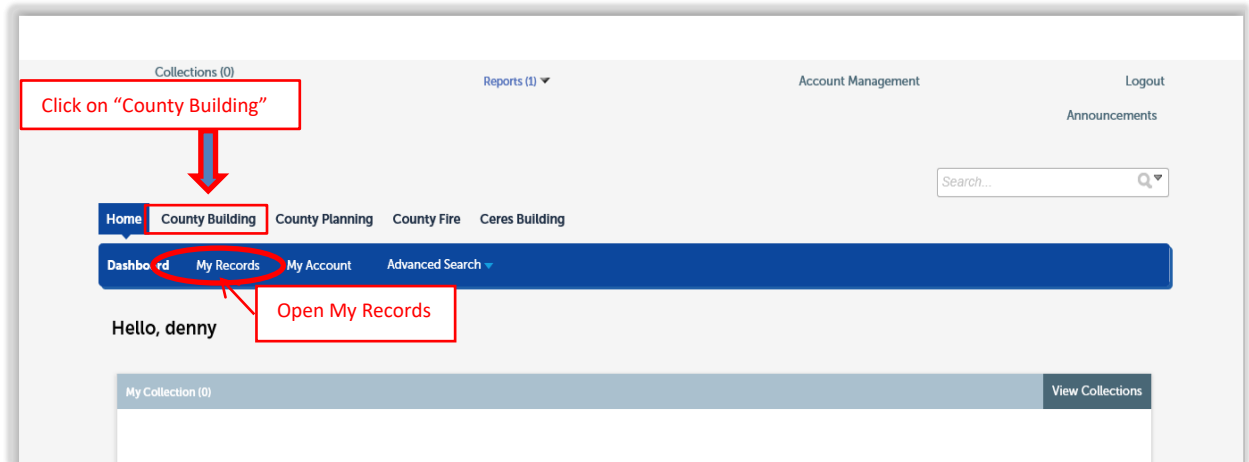
When resubmitting plans, please upload the entire set of plans not just the corrected and revised pages.

HOW TO RESUBMIT REVISED PLANS, DOCUMENTS AND SPECIFICATIONS

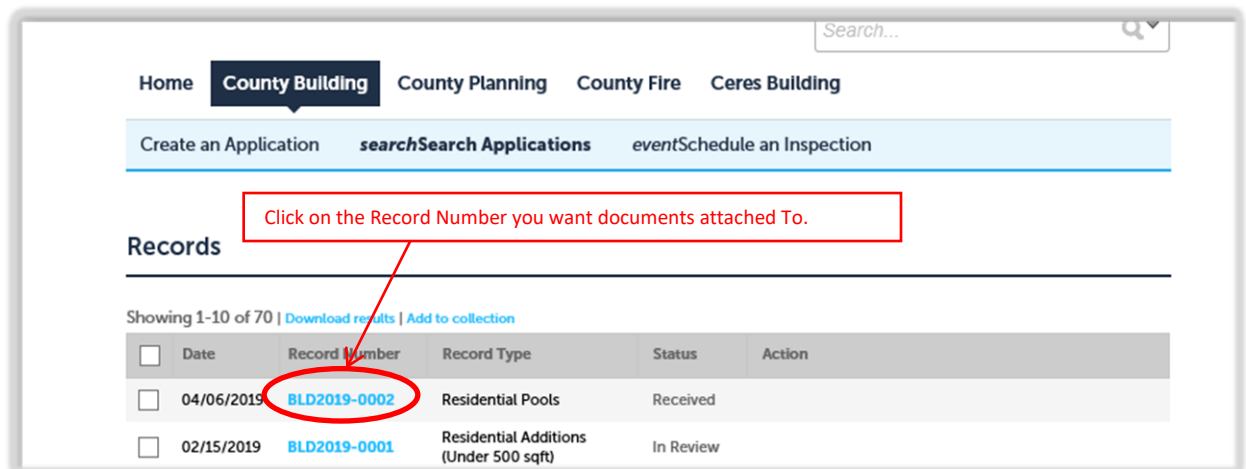
1. Go to the Stanislaus County Accela Citizen Access (ACA) home page at www.scplanning.org Login and click on "County Building".

The screenshot shows the Stanislaus County Accela Citizen Access (ACA) home page. The page features a navigation menu with 'Home', 'County Building', 'County Planning', 'County Fire', and 'Ceres Building'. A 'Login' button is highlighted with a red circle, and a red arrow points to it from a red box labeled 'Log In To Your Account'. The page also includes a search bar, a 'Welcome to the Stanislaus County and City of Ceres Citizen Portlet' section, and a grid of service categories with 'Search Applications' links.

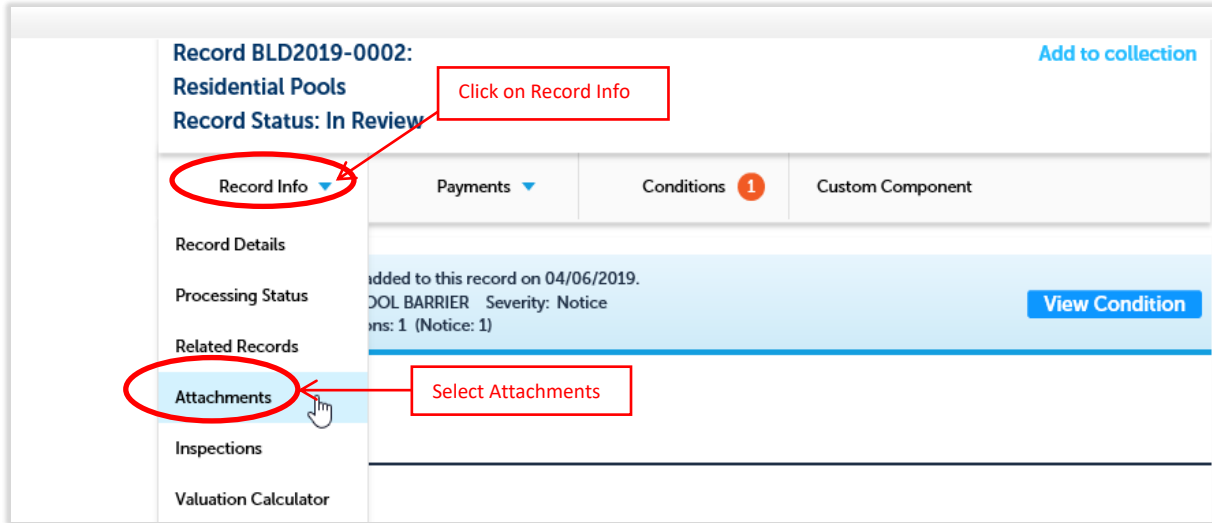
2. Once Logged into your account click on “County Building” and then Go to “My Records”.



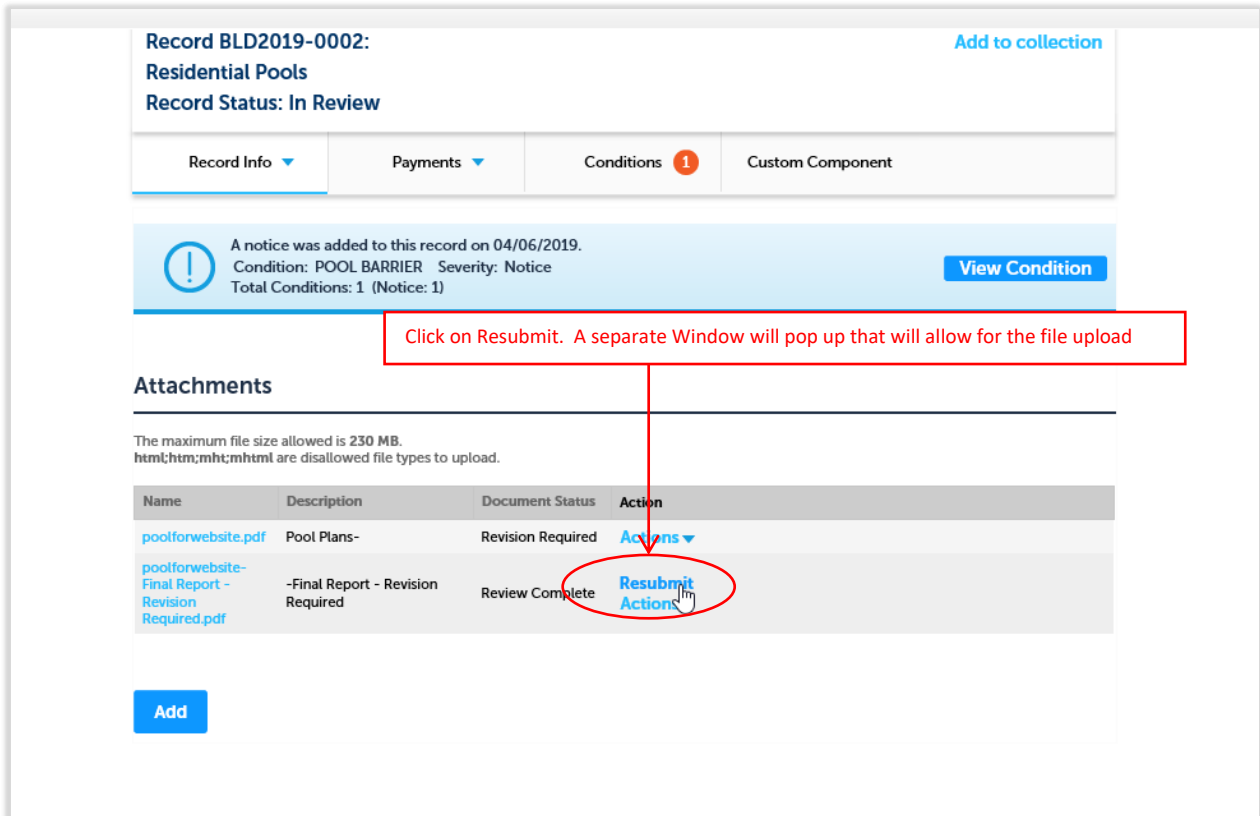
3. Locate the correct record number and select the one you want the documents attached to.



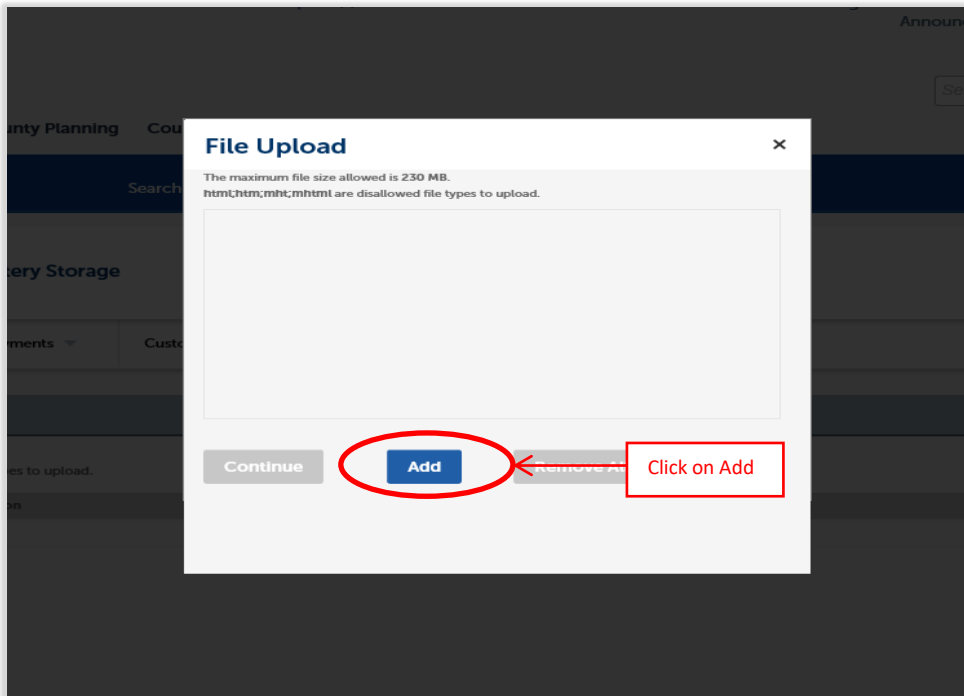
4. Once the case is open go to the drop down arrow on “Record info” and select “Attachments”.



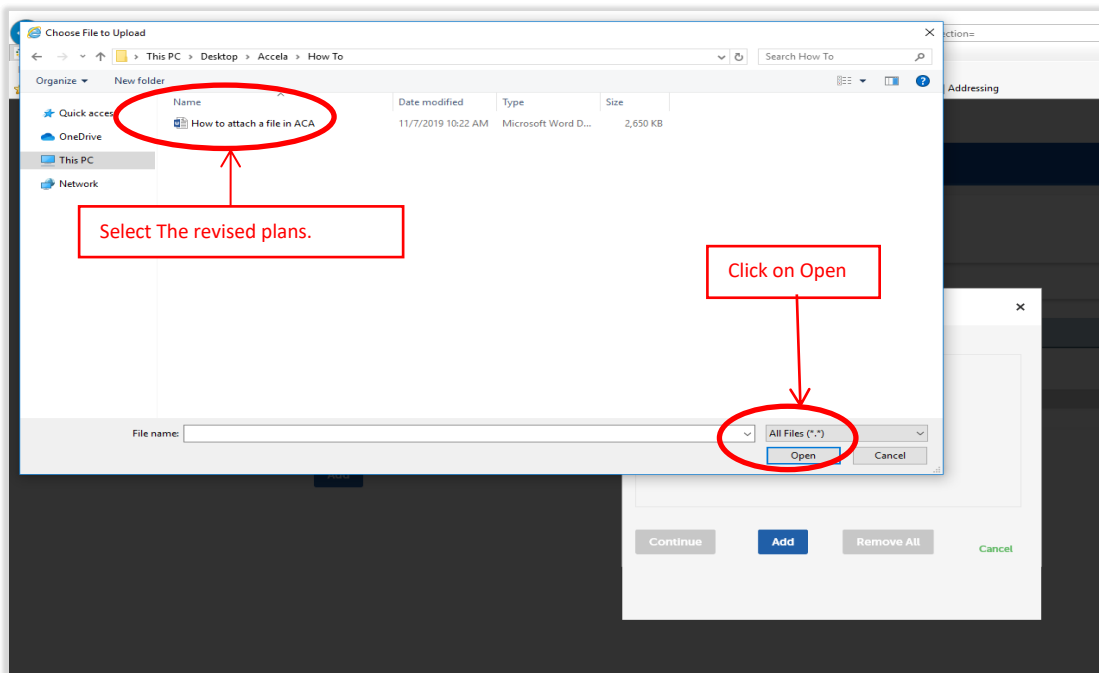
5. In the attachments window click on “Resubmit” within the “Action” column. The “Resubmit” action must be used when resubmitting revisions due to a plan check letter received and when the “Revisions Required” document status is active. Through this action county staff is alerted plans have been resubmitted.



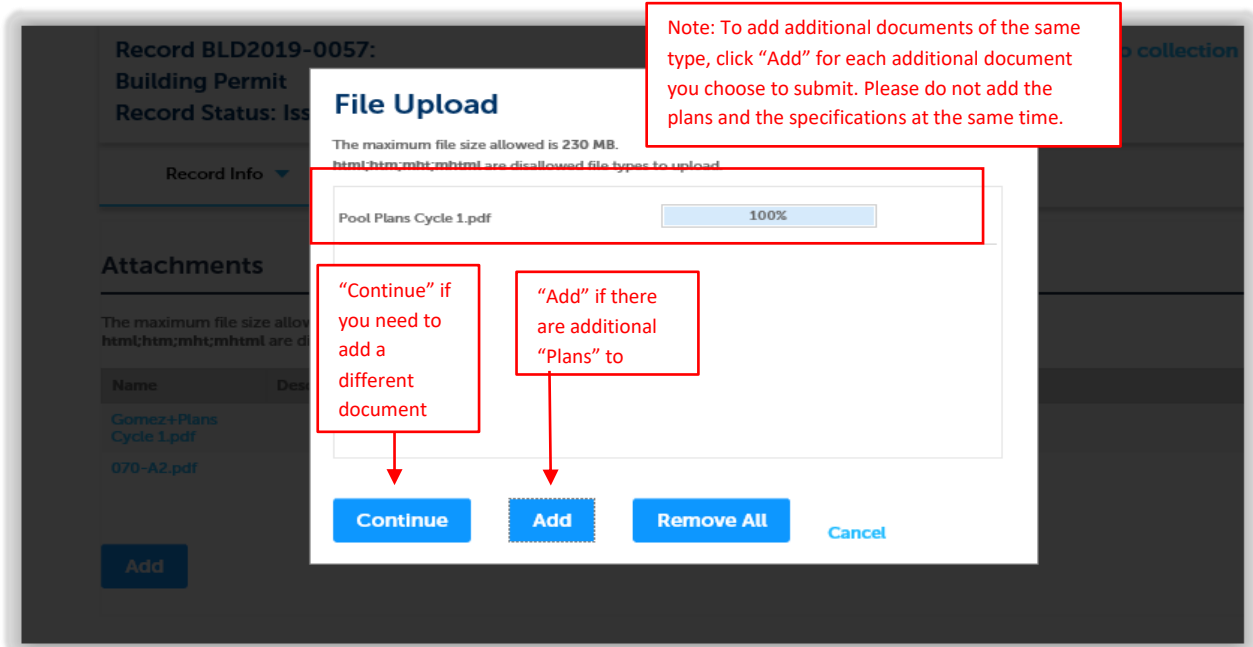
6. In the new window click on add.



7. A window will pop up allowing you to select the file location and file you want to attach. Select the file you want to attach. Then click on open. When resubmitting, unless otherwise requested, please submit the full document not just the revised sheet.



8. 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".



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

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

Name	Description	Document Status	Action
poolforwebsite.pdf	Pool Plans-	Revision Required	Actions ▼
poolforwebsite-Final Report - Revision Required.pdf	-Final Report - Revision Required	Review Complete	Resubmit Actions ▼

*Type:
Revised Plans

File:
poolforwebsite REVISIONS.pdf
100%

*Description:
Revised Plans

[Save](#) [Add](#) [Remove All](#)

Click on Save, Add, Remove

Select the Type of File You Are Uploading

Enter Description Here

If you are done attaching files click on “Save”. If you need to add different file types click on “Add” and repeat steps 6 – 10 . If you wish to remove the files you uploaded click on “Remove All”. Once you have saved the document to the case, You will receive a confirmation that your document has been uploaded.



The attachment(s) has/have been successfully uploaded.
It may take a few minutes before changes are reflected.

Record BLD2019-0002:
Residential Pools
Record Status: In Review

Success!

Record Info ▾

Payments ▾

Conditions **1**

Custom Component



A notice was added to this record on 04/06/2019.
Condition: POOL BARRIER Severity: Notice
Total Conditions: 1 (Notice: 1)

Attachments

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

Name	Description	Document Status	Action
poolforwebsite.pdf	Pool Plans-	Revision Required	Actions ▾
poolforwebsite REVISIONS.pdf	Revised Plans	Uploaded	Actions ▾
poolforwebsite-Final Report - Revision Required.pdf	-Final Report - Revision Required	Resubmitted	Actions ▾