## 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".

Announcements	Register for an Account	Reports (1) 🛩
Home County Building County Planning County Fi	re Ceres Building	Search
Advanced Search 🚽		
We are pleased to offer our citizens, businesses, and visitors access t		Login User Name or E-mail:
To apply for Stanislaus County permits you must register and create Information and have limited services as an anonymous user. By created and the services of the services of the services as an anonymous user. By created and the services as an anonymous user.		User Name or E-mail:
To apply for Stanislaus County permits you must register and create information and have limited services as an anonymous user. By create permits. We trust this will provide you with a new, higher level of ser <b>What would you like to do today?</b> To get started, select one of the services listed below:	to government services online, 24 hours a day, 7 days a week. a user account. The City of Ceres does not currently offer online permits. Yo ating an account you will find you have more access and detailed information rvice that makes living and working in our community a more enjoyable exper	User Name or E-mail:
To apply for Stanislaus County permits you must register and create information and have limited services as an anonymous user. By cree permits. We trust this will provide you with a new, higher level of ser What would you like to do today? To get started, select one of the services listed below: General Information	to government services online, 24 hours a day, 7 days a week. a user account. The City of Ceres does not currently offer online permits. Yo ating an account you will find you have more access and detailed information rvice that makes living and working in our community a more enjoyable experi- <u>County Building</u> Search Applications	User Name or E-mail:
To apply for Stanislaus County permits you must register and create information and have limited services as an anonymous user. By create permits. We trust this will provide you with a new, higher level of services What would you like to do today? To get started, select one of the services listed below: General Information Lookup Property Information	to government services online, 24 hours a day, 7 days a week. a user account. The City of Ceres does not currently offer online permits. Yo ating an account you will find you have more access and detailed information rvice that makes living and working in our community a more enjoyable experi- <u>County Building</u> Search Applications Schedule an inspection	User Name or E-mail:

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

Collections (0)	Reports (1) 🔻	Account Management	Logout
Click on "County Building"			Announcements
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Home County Building County Planning County Fi	re Ceres Building		
Dashbord My Records My Account Advanced S	earch 🔻		
Hello, denny Open My Records			
My Collection (0)			View Collections

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

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Showing 1-10 of	Record Mumber		Status Received	Action	

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

Record BLD2019-0 Residential Pools Record Status: In R	Click on Record	Info		Add to collectio
Record Info	Payments 🔻	Conditions 1	Custom Component	
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Processing Status	added to this record on 04/06/ DOL BARRIER Severity: Notic ons: 1 (Notice: 1)			View Condition
Related Records	ins. 1 (Nouce. 1)			
Attachments	Select Attachments	5		
Inspections				
Valuation Calculator				

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.

The maximum file size allowed is 230 MB.		Payments	<ul> <li>Co</li> </ul>	nditions 🚺	Custom Component	
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Attachments The maximum file size allowed is 230 MB. html;htm;mhtml are disallowed file types to upload.		Click on	n Resubmit. A se	eparate Windo	ow will pop up that will a	llow for the file upload
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Name Description Document Status Action	Name Desc	ription	Document Status	Action		
poolforwebsite.pdf Pool Plans- Revision Required Actions	poolforwebsite.pdf Pool	Plans-	Revision Required	Actions 🗸		
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6. In the new window click on add.

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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.

6						
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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.

	are disallowed file types to u	pioau.	
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 <del>•</del>
*Type:			
Revised Plans	• ←		t the Type of File Are Uploading
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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.

Record BLD20 Residential Po Record Status	ools	T Success!	]		
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