



## Accela Guide

# Create a Revision Application

Updated 11.21.23

### GENERAL INFORMATION

- When you are ready to submit, please have the following documents available to upload:
  - A narrative that indicates the changes/revisions from the original approved plans by sheet number.
  - Detailed plans, clearly indicating where the deviation occurred, signed/sealed by engineer/architect or contractor as allowed by law. Submit only the sheets that you are revising (not entire original set).
- You must have an Accela account to apply for a Revision. To assist you with account registration, please view our guidance document on how to [Create an Account](#).
- Fees are based on a percentage of the overall permit fee. Please see our [General and Administrative Fee Schedule](#).

### THE STEPS BELOW WILL GUIDE YOU THROUGH THE PROCESS OF APPLYING FOR A REVISION

1. Visit the [Accela permitting portal](#) and log into your account.

A screenshot of the Accela login form. It has a blue background with white text. The title "Login" is at the top left. Below it is the label "User Name or E-mail:" followed by a white input field. Below that is the label "Password:" followed by another white input field. At the bottom right is a green button with the text "Login »".

Login

User Name or E-mail:

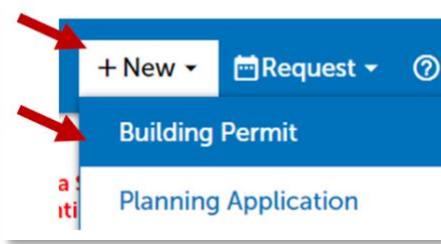
Password:

Login »

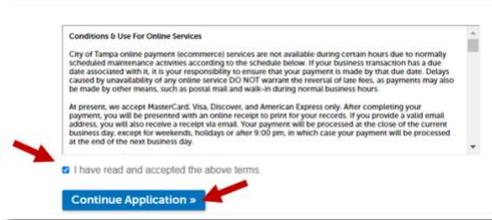
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2. Once logged in, click on New and select Building Permit from the drop-down menu.

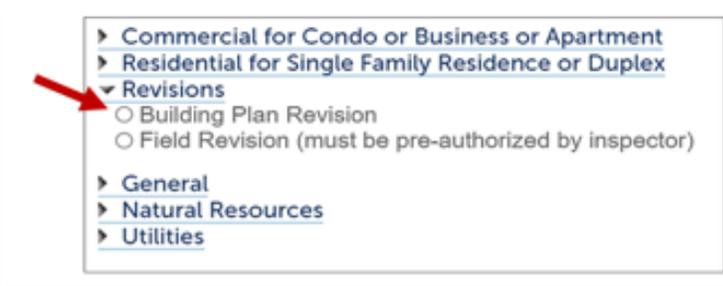


3. Read and accept the Conditions & Use for Online Services.



4. Click on Continue Application.

5. Click on the ▾ next to the Building Revisions category to expand the menu and select Building Plan Revision.



6. Enter a detailed description of what deviated from the original plans.

\* Detailed Description:

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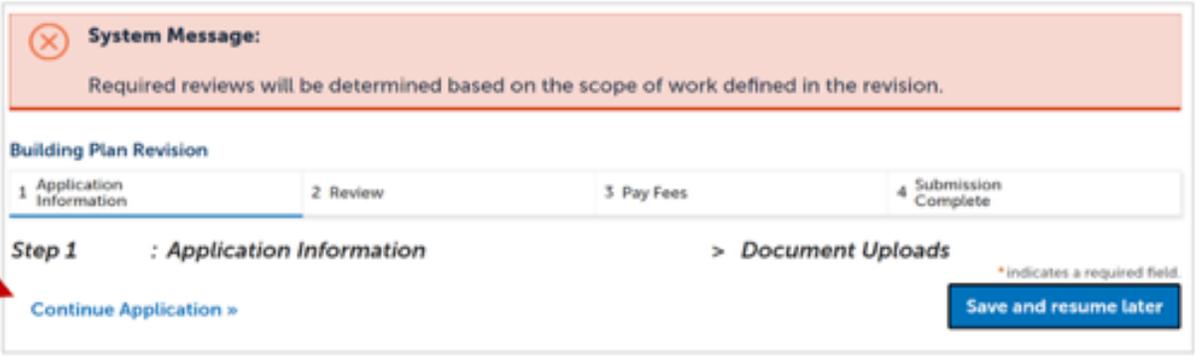
7. Enter the Parent Permit Number: (BLD-XX-XXXXXXX) related to the Building Plan Revision.

\* Record ID:

8. Enter the construction cost associated only to the revision, then click Continue Application.

\* Construction Cost Associated only to a Revision:

9. An automated message will display on the next screen. No action is required here. Simply click Continue Application.



The screenshot shows a system message box at the top with a red 'X' icon and the text: "System Message: Required reviews will be determined based on the scope of work defined in the revision." Below this is a progress bar for "Building Plan Revision" with four steps: 1 Application Information, 2 Review, 3 Pay Fees, and 4 Submission Complete. Step 1 is currently active. Below the progress bar, the text "Step 1 : Application Information" is displayed, followed by "> Document Uploads". A red arrow points to a blue link labeled "Continue Application >". To the right of this link is a blue button labeled "Save and resume later". A small asterisk icon with the text "\* indicates a required field." is located to the right of the "Document Uploads" text.

10. Confirm application information, then click on Continue Application.
11. A breakdown of the Application Fees will be displayed on the next screen. Click on Checkout, which will display your total charges. Click Checkout again to begin the payment process.
12. Click on the icon for the Credit/Debit card you will use: Visa, MC, Amex, or Discover or click on eCheck if paying by check.

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How would you like to pay?

<p>Card</p> <p>PAY BY</p> 	<p>eCheck</p> <p>PAY WITH</p> 
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### Important Note on eChecks

- Payments may not exceed \$10,000.
- The payor must be an authorized signer for the account from which the funds are drawn.
- Be sure to verify the correct Routing

13. Enter all required (\*) Billing Information and Payment Details, then click Pay to submit your payment as entered.
14. After successfully processing your payment, a receipt will be emailed to the contact(s) on the Revision record.
15. Your revision number will be displayed, and you will be prompted to upload your plans/documents. Click on Upload Plans and Documents.

[BLD-21-0486519-REV2](#)  [Upload Plans and Documents](#) [View Receipt](#) [View Summary](#)

16. Enter the description for the plans/documents you are uploading, then click Continue.

### Plan/Document Submittal # 1

Description: 

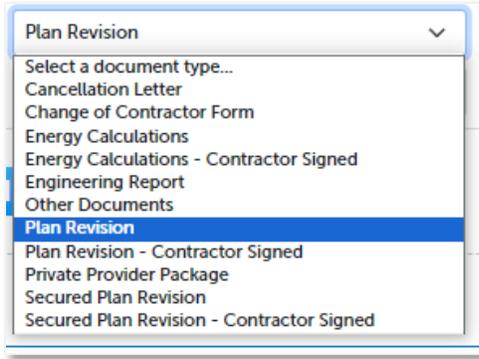
Enter a description of the plans or documents you are uploading...

[Continue](#)

17. Upload files by browsing or dragging/dropping.
18. Select document type from drop-down list.

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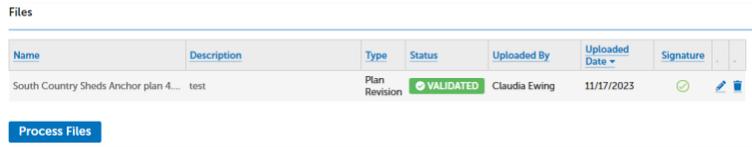
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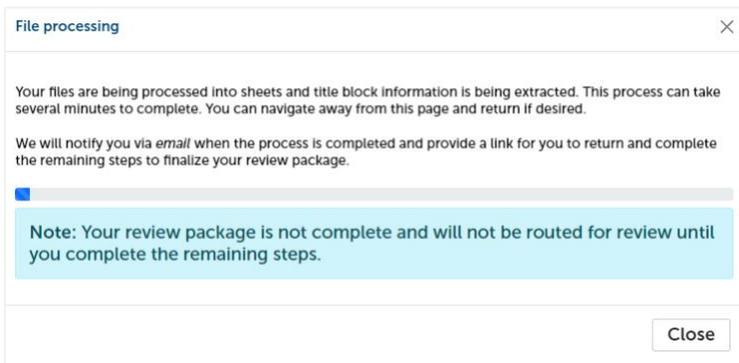
19. Add brief description.

A screenshot of a text input field with the placeholder text 'Description...'. The field is rectangular with a light gray border and a drop shadow.

20. Click Upload and Validate, then click Process Files.



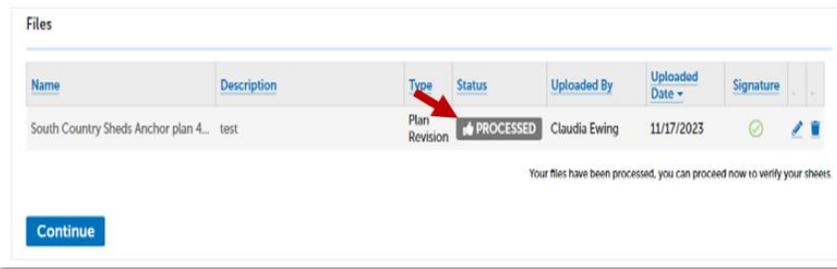
21. A pop-up window will advise you the system is processing the files. **IMPORTANT NOTE:** The submittal process is NOT complete at this stage.



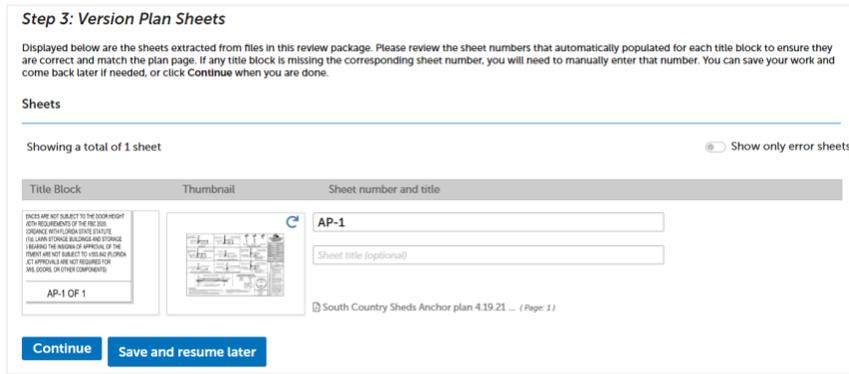
22. Once the system has processed your files, the status column will change to Processed. Click Continue.

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23. Version sheet plans, then click Continue.



24. Review your submittals, then click Finish. **IMPORTANT NOTE:** If you fail to click **FINISH**, the plans will not be submitted.

