# Accela Guide

# Create a Revision Application

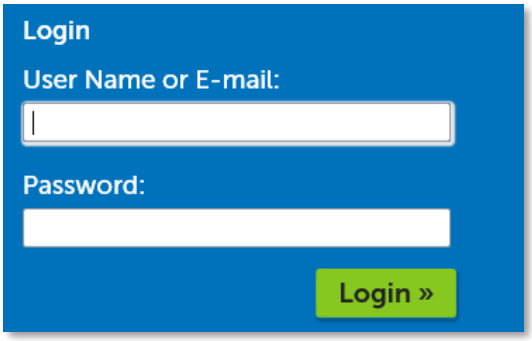
Updated 11.21.23

## GENERAL INFORMATION

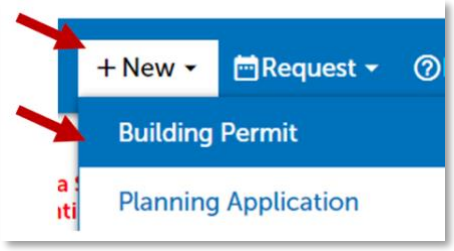
- When you are ready to submit, please have the following documents available to upload:
    - A narrative that indicates the changes/revisions from the original approved plans by sheet number.
    - Detailed plans, clearly indicating where the deviation occurred, signed/sealed by engineer/architect 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 REVISIO

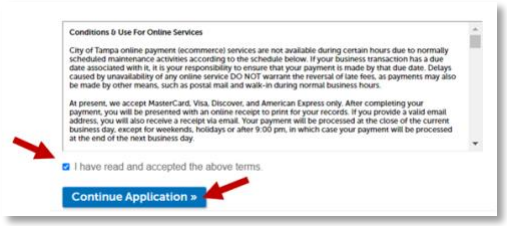
1. Visit the Accela permitting portal and log into your account.



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

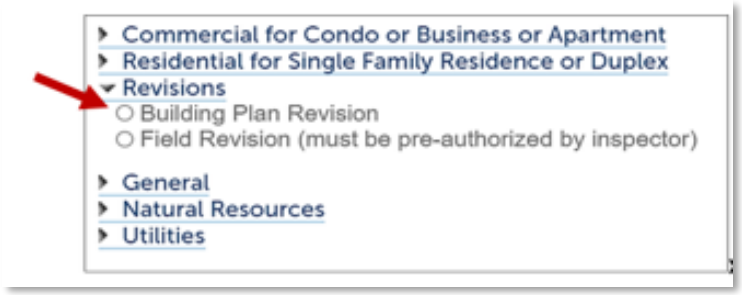



3. Read and accept the Conditions & Use for Online Services.

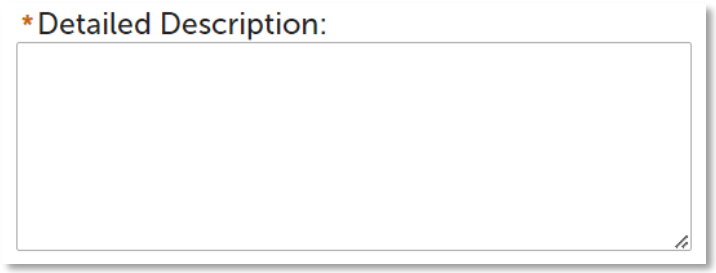



4. Click on Continue Application.

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

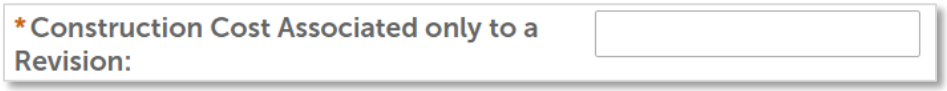



6. Enter a detailed description of what deviated from the original plans.

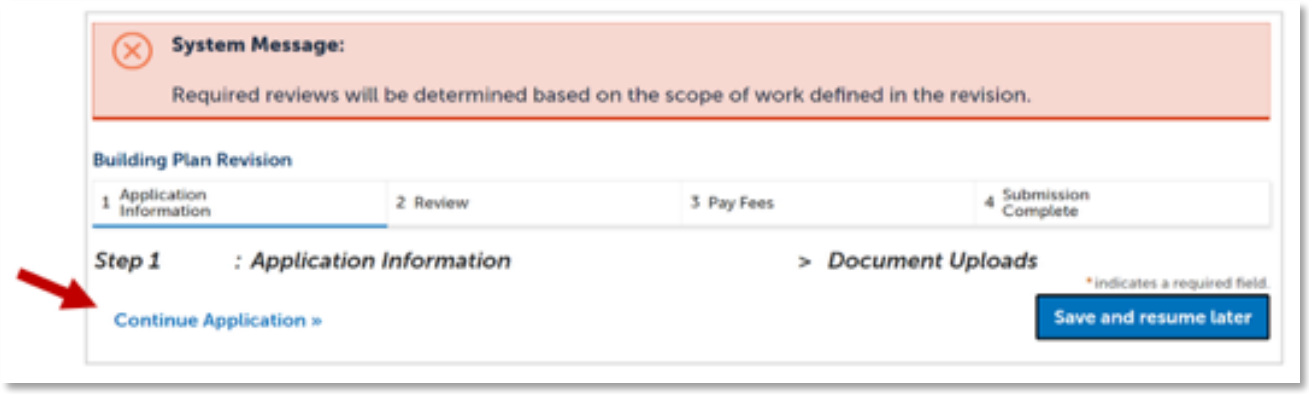


7. Enter the Parent Permit Number: (BLD-XX-XXXXXXX) related to the Building Plan Revision.

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




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




10. Confirm application information, then click on Continue Application.

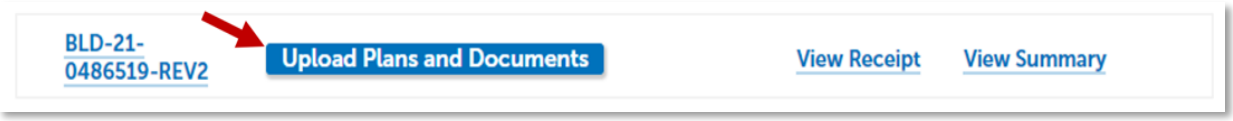
11. A breakdown of the Application Fees will be displayed on the next screen. Click on Checkout, which will display your total charges. Click Checkout again to begin the payment process.

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.

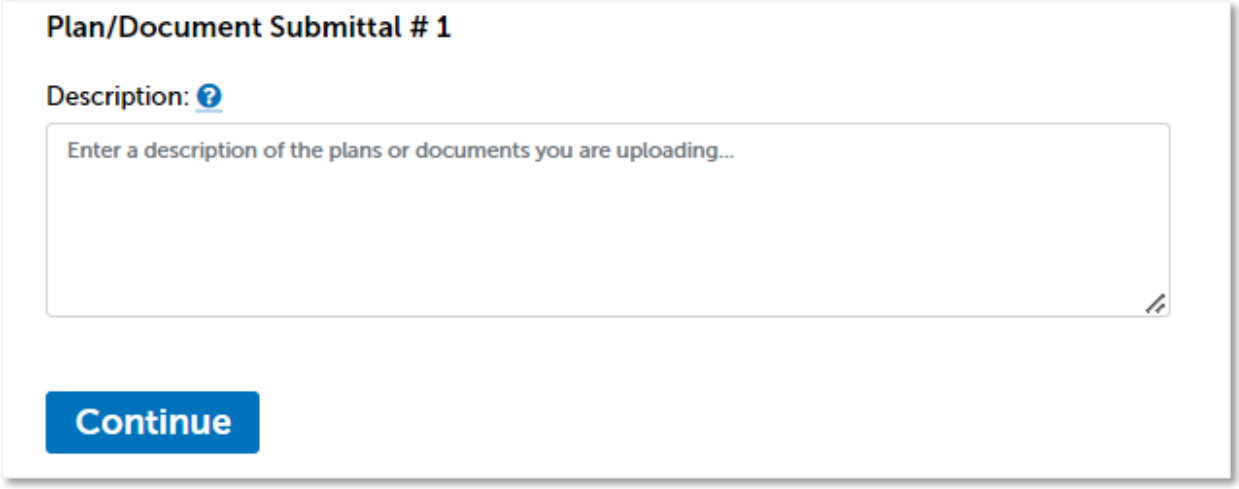
13. Enter all required (*) Billing Information and Payment Details, then click Pay to submit your payment as entered.

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.

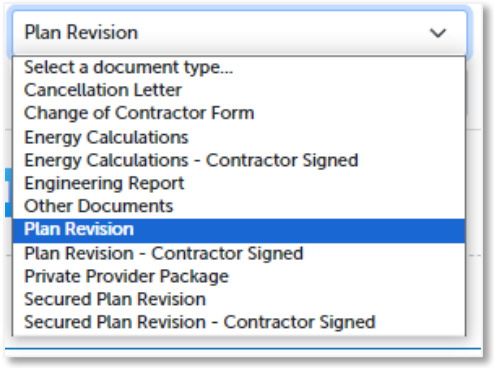



16. Enter the description for the plans/documents you are uploading, then click Continue.



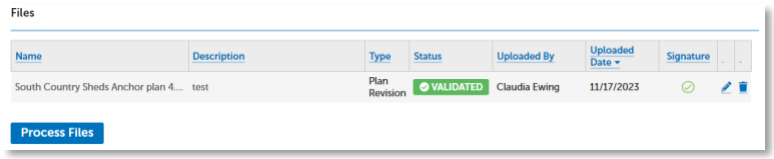

17. Upload files by browsing or dragging/dropping.

18. Select document type from drop-down list.

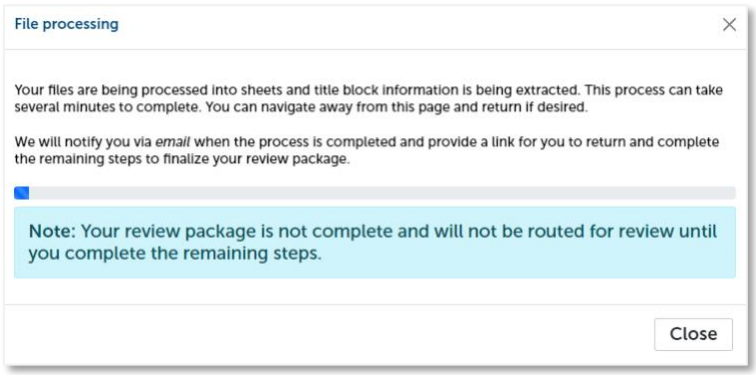



19. Add brief description.

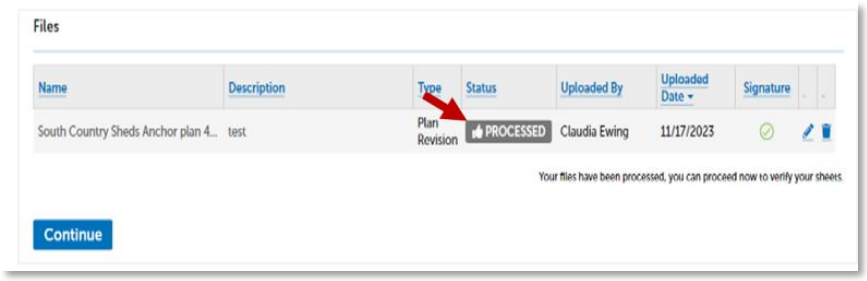
20. Click Upload and Validate, then click Process Files.



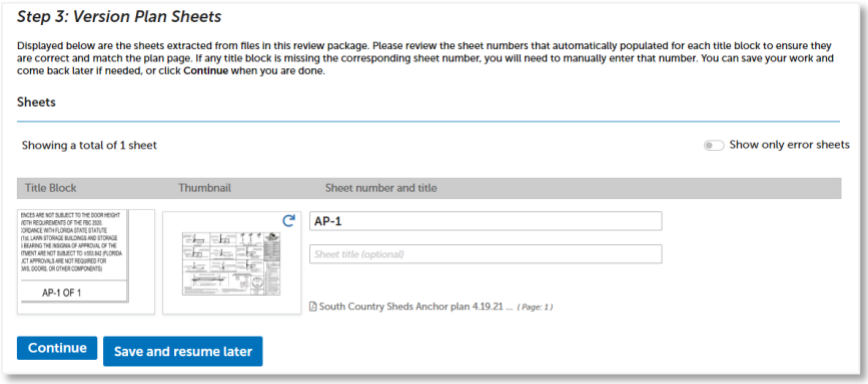

21. A pop-up window will advise you the system is processing the files. **IMPORTANT NOTE:** The submittal process is NOT complete at this stage.

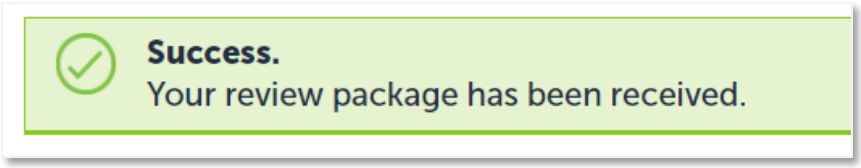



22. Once the system has processed your files, the status column will change to Processed. Click Continue.




23. Version sheet plans, then click Continue.




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