

Accela Guide

Request a Preliminary Plan Review

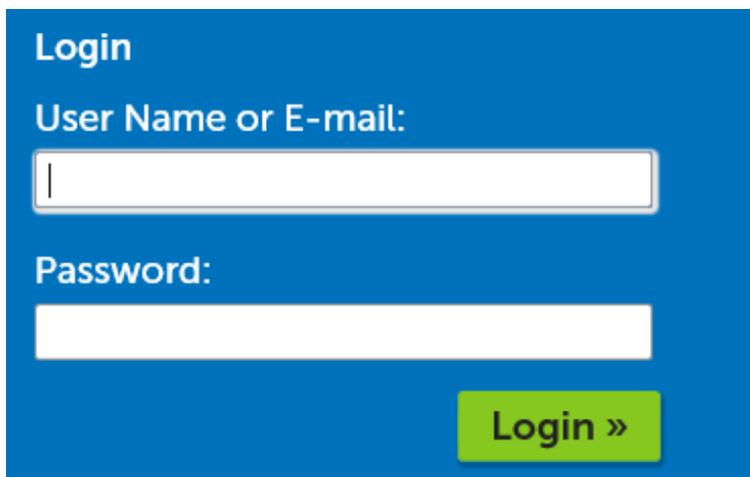
Updated 11.21.23

GENERAL INFORMATION

- You must have an Accela account to apply for a Preliminary Plan Review (PPR). To assist you with account registration, please view our guidance document on how to [Create an Account](#).
 - A PPR is not a full plan review.
 - The scope of the review is limited to the questions submitted.
 - If no questions are submitted, the application will not be processed, and the meeting will not be scheduled.
 - Plans submitted must be at least 60% complete.

THE FOLLOWING STEPS WILL GUIDE YOU THROUGH THE PROCESS OF APPLYING FOR A PPR

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

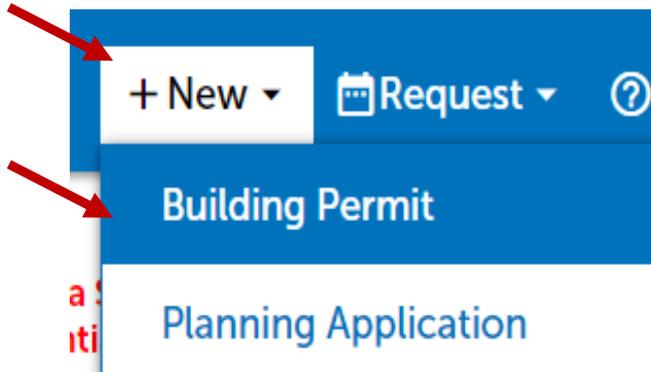


The image shows a login form with a blue background. At the top left, the word "Login" is written in white. Below it, the text "User Name or E-mail:" is followed by a white input field. Underneath that, the text "Password:" is followed by another white input field. At the bottom right of the form, there is a green button with the text "Login »" in white.

Accelea Guide

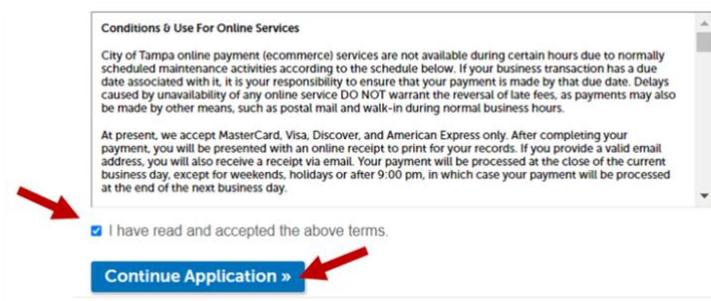
Request a Preliminary Plan Review

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 General category to expand the menu and select Preliminary Plan Review.



6. Click on Continue Application (at bottom of screen).



Accela Guide

Request a Preliminary Plan Review

7. Enter the proposed project address (street number and street name only), then click Search.
 - For example, for 306 E Jackson St., enter only “306” and “Jackson.”

Street No.: 306 *Street Name: Jackson Street Type: --Select-- Direction: --Select--

Unit Type: --Select-- Unit No.: []

City: [] State: --Select-- Zip: []

Search Clear

8. Once property information has populated, click on Continue Application (bottom left of screen).

[Continue Application »](#)

9. Add Applicant, then click on Continue Application.
10. Complete required fields, then click on Continue Application.
11. An automated message will display on the next screen. No action is required here. Simply click Continue Application.

System Message:
Upon successful payment you will be prompted to upload plan and supporting documents for your application.

Based on your application the following reviews will be required:

- Building Review
- Electrical Review
- Fire Review
- Mechanical Review
- Plumbing Review
- Site Review

Please note additional reviews like Urban Design and Natural Resources may also be required based on your project plans.

Preliminary Plan Review

1 Required Information 2 Application Information 3 Review 4 Pay Fees 5 Submission Complete

Step 2 : Application Information > Document Uploads * indicates a required field.

Continue Application » Save and resume later

12. Confirm application information, then click on Continue Application.
13. Pay for Application Fees.

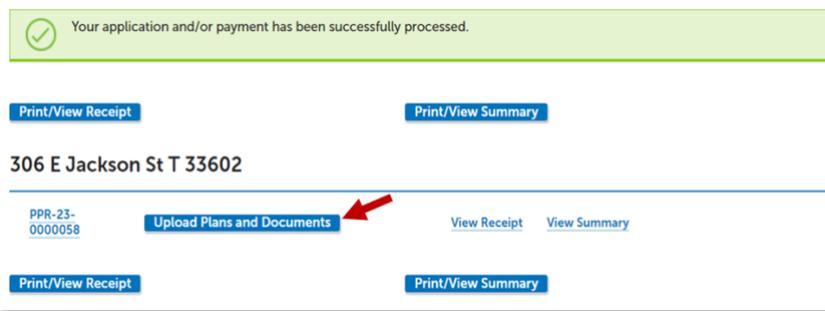
Accela Guide

Request a Preliminary Plan Review

14. Upload plans and PPR questions.

15. Please note, plans must be at least 60% complete and questions must be uploaded separately.

- Instructions on Uploading Plans



Instructions on Uploading Plans

- Submit a single combined PDF that includes all plan sheets. Be sure that all sheets are uniquely numbered. (Plan sheets with missing or duplicate numbers will not be uploaded to the plan room.)
 - Please do not combine other documents with the plans.
- Enter details into the description field (e.g., project name, total square footage, number of stories, unit numbers), then click Continue.
- Select "Building Plans – Contractor Signed" as the Document Type, then click Upload and Validate.

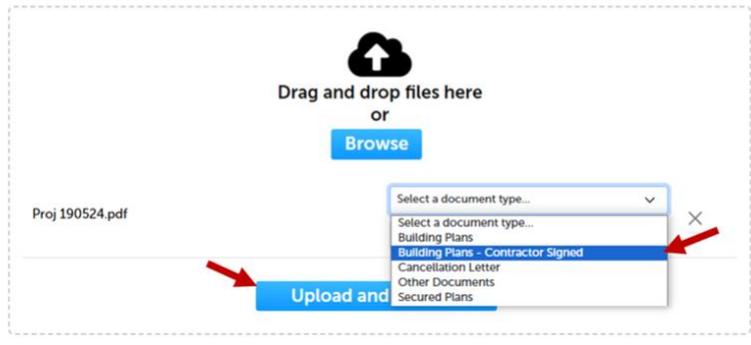
Accela Guide

Request a Preliminary Plan Review

Step 2: Add & Process Files

Browse or drag and drop the desired files to upload. Once all files are added, the Upload and Validate button is displayed. When all of the desired files are uploaded and validated, click the Process Files button to prepare your review package.

Note: Please do not combine plans and documents of various types into a single PDF document.



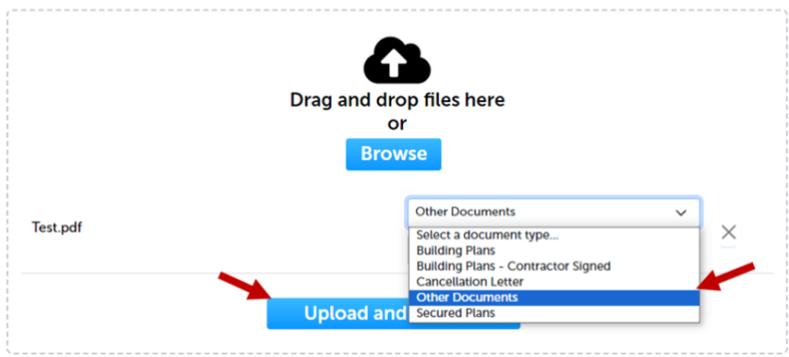
Instructions on Uploading Questions / Other Documents

- A. Submit a single combined PDF that includes all documents. Be sure that all sheets are uniquely numbered. (Sheets with missing or duplicate numbers will not be uploaded to the plan room.)
 - a. PPR questions are required.
 - i. Submit specific technical and/or building code questions about the plans. This will manage the scope of what the plan reviewer will examine.

Step 2: Add & Process Files

Browse or drag and drop the desired files to upload. Once all files are added, the Upload and Validate button is displayed. When all of the desired files are uploaded and validated, click the Process Files button to prepare your review package.

Note: Please do not combine plans and documents of various types into a single PDF document.



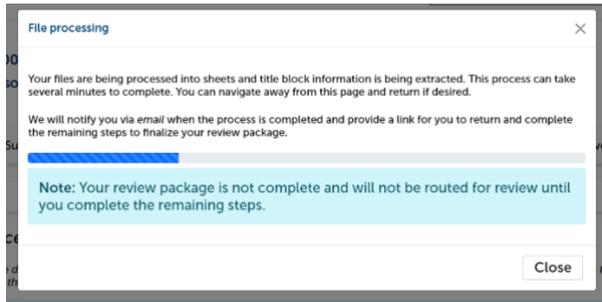
- B. Once files have been uploaded and validated, click on Process Files. Please note, this may

Accela Guide

Request a Preliminary Plan Review

take several minutes to complete.

- a. The system will extract the sheet numbers directly from the plans and alert you if there are any missing or duplicate sheet numbers. This must be corrected before proceeding.



- C. Once the files have successfully processed, click Continue.
- D. When all sheet numbers appear to be accurate, click Finish to submit the Preliminary Plan Review Application.
- E. Upon successful submission, you will receive the message below.



WHAT TO EXPECT AFTER THE APPLICATION IS SUBMITTED

1. Allow up to three (3) business days for the PPR application to be reviewed.
2. Once the PPR application is process and accepted:
 - a. The PPR plans will be routed for electronic plan review.
 - b. The earliest date for the PPR meeting is fifteen (15) business days from application approval.
3. An Outlook meeting invitation will be sent to all contacts on the PPR application.
 - a. All attendees have the option of joining the meeting in person or virtually (via Microsoft TEAMS – a link will be included in the invitation).

Accela Guide

Request a Preliminary Plan Review

b. Attendees may forward the meeting invitation to other members of their team.

REMINDERS

- We cannot process the application without PPR questions.
- A PPR is not a full plan review.
- The PPR questions will determine the scope of the review.
- Questions should be specific for an accurate and complete response.