

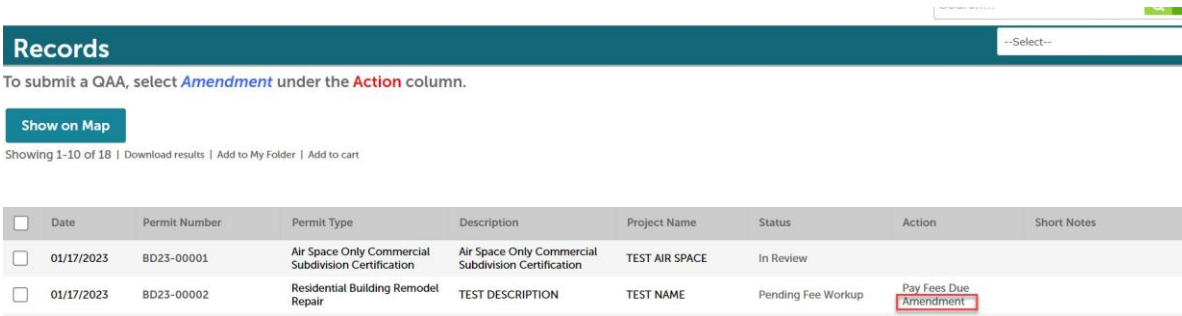
How to create a revision

Once the permit has been 'Issued,' 'Permit Issued' or 'Active' a revision can be submitted using the amendment button.

1. Login to the Citizen Access Portal <https://aca-prod.accela.com/CLARKCO/Default.aspx>
2. Select building > search permits.

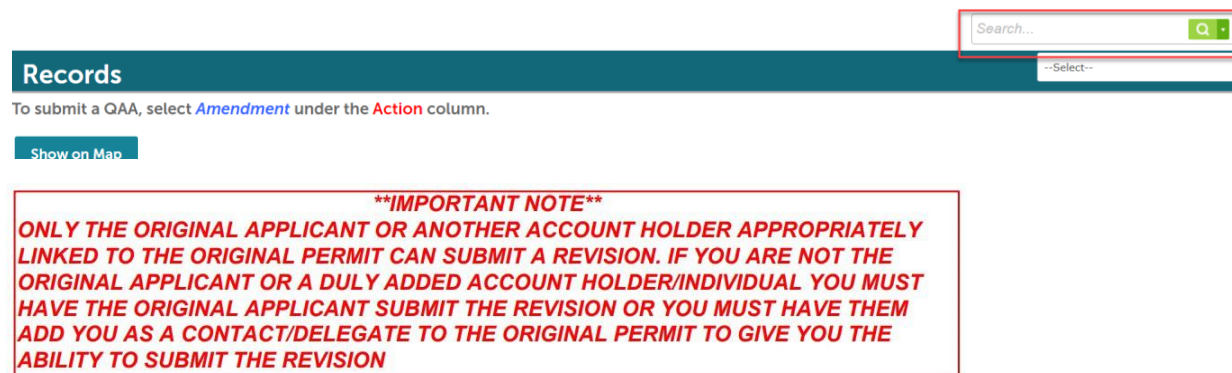


3. Locate the record from the list and select amendment.

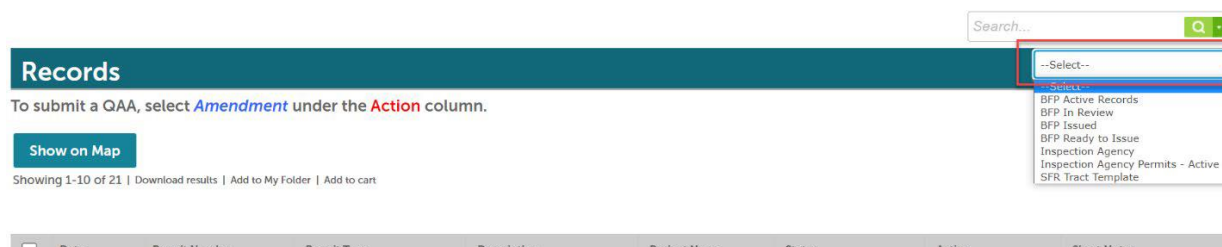


A permit can also be searched by entering the permit number (BD##-#####) into the search bar.

- If the record is not linked to the Citizen Access Account, you will not be able to create a revision.



- The drop-down menu will sort by the record type select.



4. Select *revision* > continue application.

Select an Amendment Type

Choose one of the following available amendment types. For assistance or to apply for an amendment type not listed below please contact us.

Add People to Application

Inspection Item Revision

Revision

Agency Selection Change

5. Step 1: Verify the address is correct and then select continue application.

Revision

1 Step 1: Apply > Page 1/1 | 2 Review | 3 Pay Fees | 4 Record Issuance

Step 1: Step 1: Apply > Page 1/1 > Revisions * indicates a required field.

Address

* Street No.: 4878 | Direction: --Select-- | * Street Name: TEST | Street Type: BLVD

Unit Type: --Select-- | Unit No.:

6. The revision contact will be duplicated from the applicant contact of the *parent* record. The revision contact can be removed by selecting the remove button.

Revision Contact

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

✔ Contact added successfully.

Home phone: [redacted]
Mobile Phone: [redacted]
Work Phone: [redacted]
Fax: [redacted]

▼ Contact Addresses

To edit a contact address, click the address link.

Showing 0-0 of 0

Address Type	Recipient	Address	Action
No records found.			

Revision contact(s) can be added by selecting *select from account* or look up.

Step 1: Step 1: Apply > Page 1/1 > Page 1

* indicates a required field.

Revision Contact

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

7. The revision scope of work needs to be selected > complete all required fields.

Revision Scope of Work

REVISION
Select Yes for all trades/departments that will need to review this Revision. Enter a description of reason for Revision.

* Revision Description:

Architectural: * Yes No

Structural: * Yes No

Zoning: * Yes No

Alternate Methods: * Yes No

Master Exit: * Yes No

* Is this revision adding square footage, height, area or valuation?: Yes No

Additional Scope Acknowledgment:

Describe the Additional Height:

How much additional valuation is being added through this revision?:

How many additional square feet are enclosed occupiable?: 25

Is this revision adding cubic yardage for grading?: Yes No

How much cut or fill will be revised?:

8. Step 2: Review that everything looks correct > continue application.

How much cut or fill will be revised?:

Continue Application »

Save and resume later

9. Step 3: Click on "Upload Plans and Documents"

1 Select item to pay 2 Payment information 3 Receipt/Record issuance

Step 3: Receipt/Record issuance

Thank You

If you made a payment your receipt is being emailed to you. Please print a copy of the receipt for your records.

4878 TEST BLVD

BD23-00002-R002

Upload Plans and Documents

10. Enter a description > continue.

Record Details	Summary	Uploads	Issues	Conditions	Notes	Approved
1 Information	2 File Processing	3 Sheet Versioning	4 Review			

Step 1: Information

Review packages are a set of plans and documents submitted for a review cycle.

General

Review Plan Cycle # 1

Description:

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

Continue

11. Add the plans and/or documents by selecting browse, this will open your computer folder.

Record Details	Summary	Uploads	Issues	Conditions	Notes	Approved
1 Information	2 File Processing	3 Sheet Versioning	4 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. Click on it to validate the files and add them to your review package. When all of the desired files are uploaded and validated, click the Process Files button to prepare your files for review.

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



Files

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
No results found						

Continue

- You can also click the files from your computer and drag into the drop box.

Building

Digital Plan Room
Record: BD21-00233-R003

Search Need help


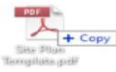
Record Details	Summary	Uploads	Issues	Conditions	Notes	Approved
1 Information		2 File Processing		3 Sheet Versioning		4 Review

Step 2: Add & Process Files

Click to view the requirements checked for this review package. [Requirements](#)

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

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

Files

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
No results found!						


12. Select a document type and write a description of that file. After all files are uploaded select upload and validate

Record Details	Summary	Uploads	Issues	Conditions	Notes	Approved
1 Information		2 File Processing		3 Sheet Versioning		4 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. Click on it to validate the files and add them to your review package. When all of the desired files are uploaded and validated, click the Process Files button to prepare your files for review.

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



Site Plan.pdf

Site Plan

Upload and Validate

Files

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
No results found!						

The files will process through uploading and validating, the system is checking if the file(s) are an acceptable file type, encrypted signature, corrupted files, etc. and will reject any file(s) that is not allowed.

Files

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
Site Plan.pdf	Site Plan	Site Plan	VALIDATED		1/23/2023	

Process Files

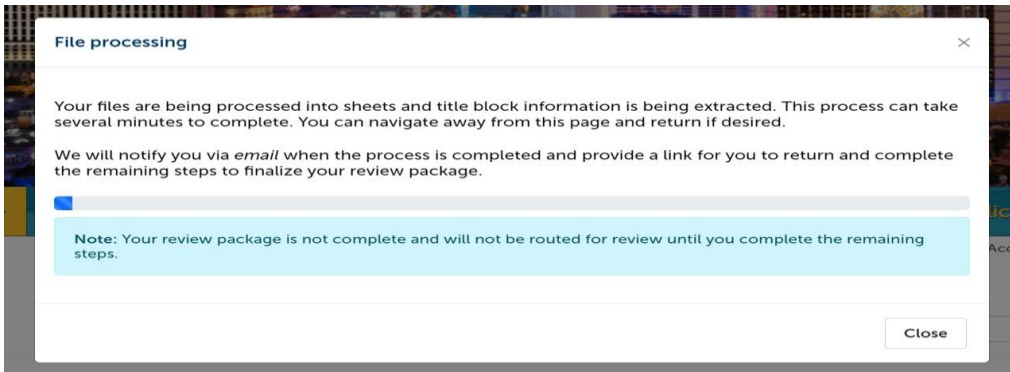
13. Once all files show the green validated, click "Process Files."

Files

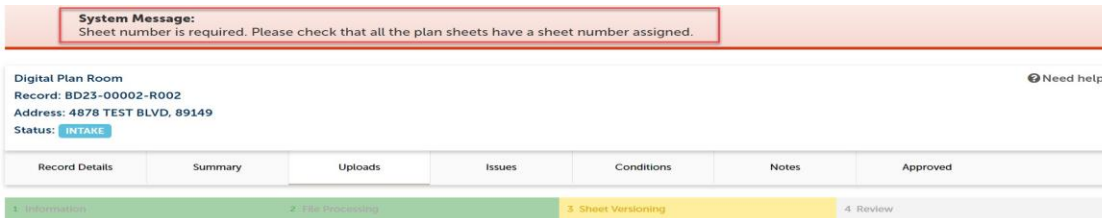
Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
Site Plan.pdf	Site Plan	Site Plan	VALIDATED		1/23/2023	

Process Files

14. The site will show a *file processing window* and will indicate when the files are processed > select continue.

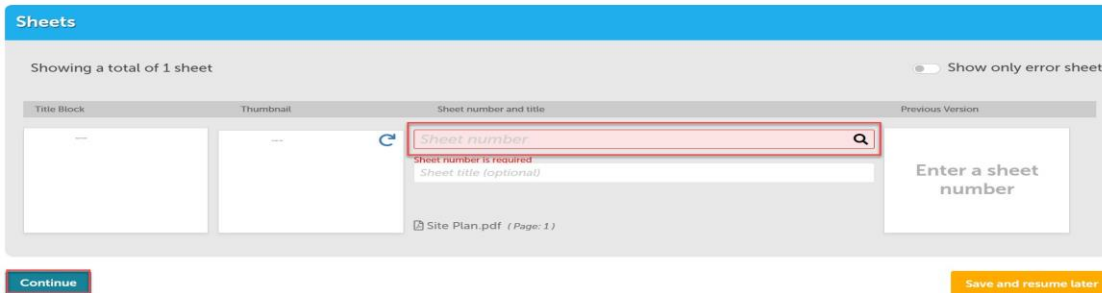


15. If the system was able to identify sheet numbers, then those will be listed. If the system could not identify sheet numbers a message directs you to add the number to any pages that don't have one. This is a mandatory step, and you cannot continue without sheet numbers. The sheet title is optional. When all pages have the sheet number select continue.



Step 3: Version Plan Sheets

Displayed below are the sheets extracted from files in this review package. Please review the sheet numbers that automatically populated for each title block to ensure they are correct and match the plan page. If any title block is missing the corresponding sheet number, you will need to manually enter that number. You can save your work and come back later if needed, or click **Continue** when you are done.



****IMPORTANT NOTE** - NO TWO SHEETS CAN HAVE THE SAME SHEET NUMBER. IF YOUR SUBMITTAL INCLUDES SHEETS WITH THE SAME SHEET NUMBER IT WILL BE FLAGGED AS AN ERROR AND YOU WILL HAVE TO GIVE ONE OF THE SHEETS A DIFFERENT NUMBER.**

16. Step 4: Review what was selected to upload. There are options to edit. If everything is correct, then select finish.

Digital Plan Room
 Record: FP23-00003
 Address: 4878 TEST BLVD, 89149
 Status: **INTAKE**

Record Details	Summary	Uploads	Issues	Conditions	Notes	Approved
1 Information		2 File Processing		3 Sheet Versioning		4 Review

Step 4: Review

Please review the information below and ensure you have uploaded all of the plans and documents for this review cycle. Click the **Edit** buttons to make any needed changes or to upload any remaining documents. Once you click **Finish**, your review cycle will begin and additional documents cannot be uploaded until after the review cycle has been completed.

Finish

General Edit

Review Plan Cycle # 1

Requirements Edit

This is the requirements checklist for this package.

Status	Requirement	Message
✓	Plan	

Files Edit

These are all the files that will be submitted with this package.

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
Site Plan.pdf	PLAN	Plan	PROCESSED		1/23/2023	

Finish

17. Complete! If a message appears that says “your review package has been received,” then the submittal was successful. If you don’t see this screen and caption the submittal is not complete.

Success.
 Your review package has been received.

Digital Plan Room
 Record: BD21-00233-R003

Record Details	Summary	Uploads	Issues	Conditions	Notes	Approved
----------------	---------	---------	--------	------------	-------	----------

Review Package Details

Name: Review Plan Cycle # 1
 Description: Stuff
 Status: Accepted
 Date created: 4/13/2021, 3:37:10 PM
 Date submitted: 4/13/2021, 3:53:07 PM

Files

Name	Description	Type	Status	Uploaded By	Uploaded Date	Signature
Site Plan Template.pdf	Current Site Plan	Site Plan	ACCEPTED	epermithub serviceaccount	4/13/2021	
County Permit App (Carroll).pdf		Architectural Plans	ACCEPTED	epermithub serviceaccount	4/13/2021	