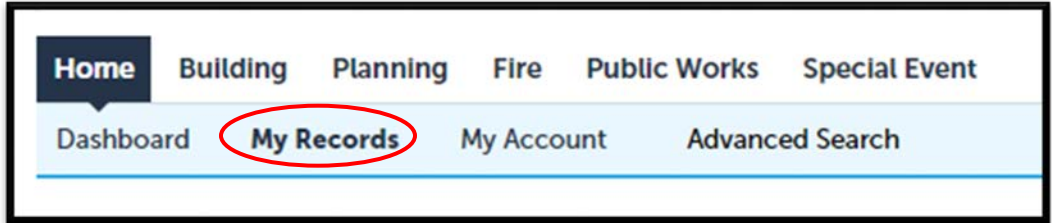


Find Corrections and Partial Corrections

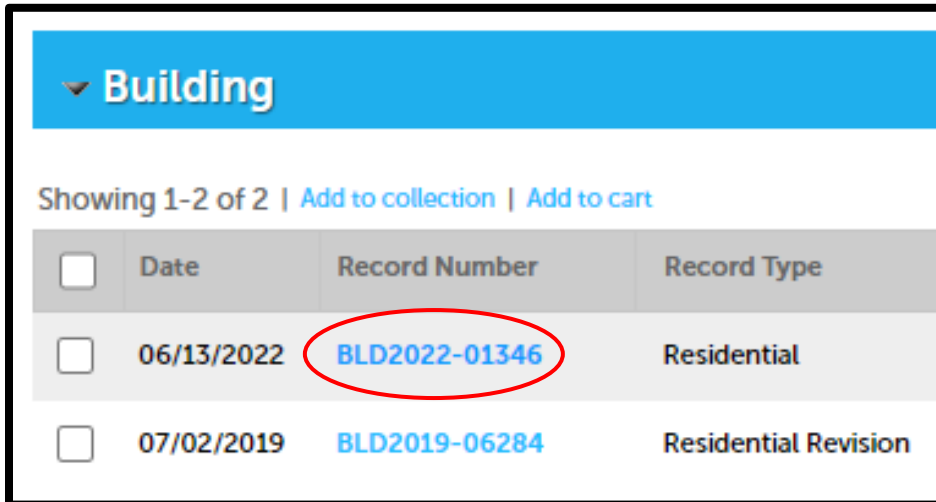
How to find your Corrections letter PDF document through Accela Citizen Access.

1. Log into Accela Citizen Access (ACA) using your user account
2. Click “My Records” tab to see the permits that are linked to your ACA account



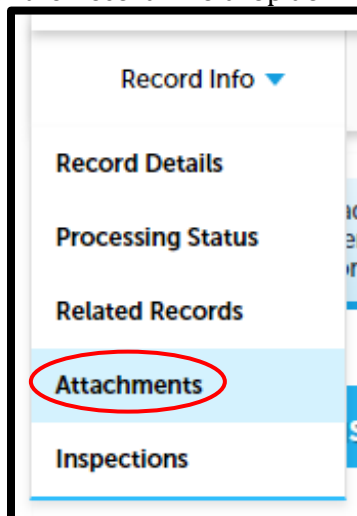
a.

3. Click on the BLD number you want to look up to find more information. If you do not see any records here, fill out *ACA User Link Request Form* and send to CDBuildingCode@SantaBarbaraCA.gov. City staff will then link your account.

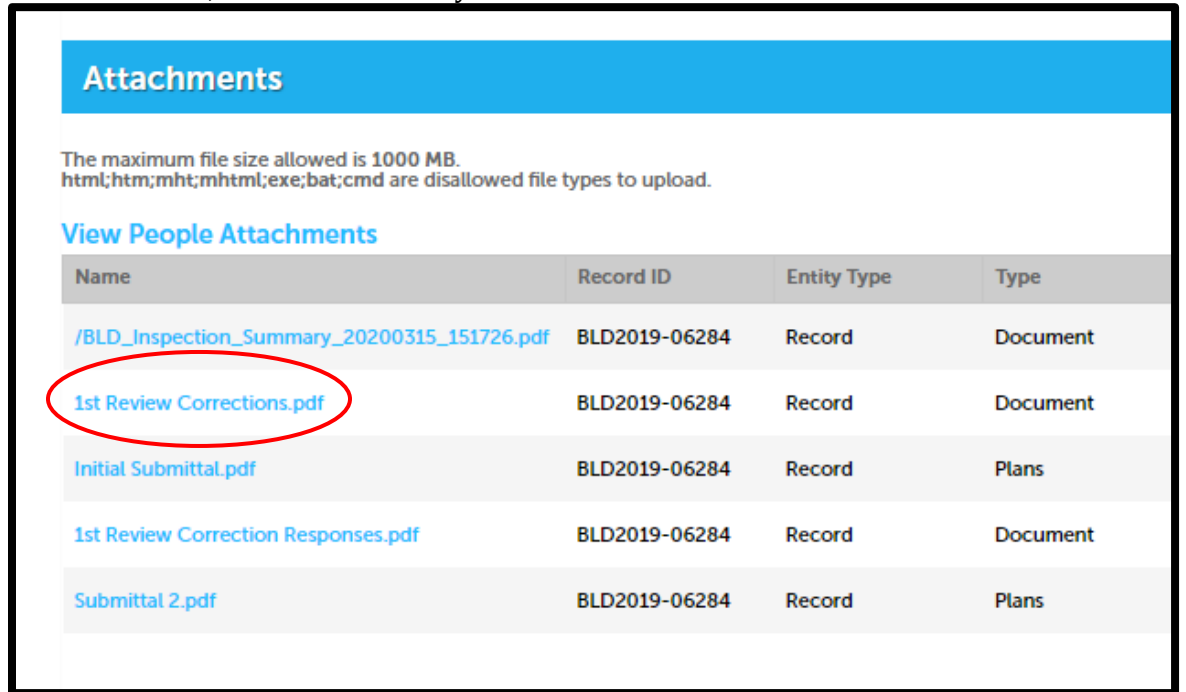


a.

4. Go to the “Attachments” under the Record Info drop down menu.



5. The attachments will be organized from oldest to newest. To access the corrections letter, find the document named “Corrections,” as shown below. When you click on the document name, it will automatically download the file.



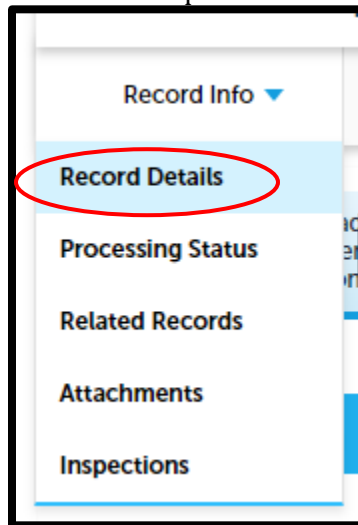
Attachments

The maximum file size allowed is 1000 MB.
htm;htm;mht;mhtml;exe;bat;cmd are disallowed file types to upload.

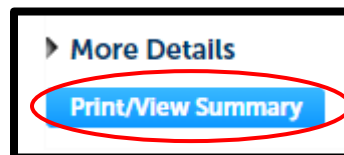
View People Attachments

| Name | Record ID | Entity Type | Type |
|---|---------------|-------------|----------|
| /BLD_Inspection_Summary_20200315_151726.pdf | BLD2019-06284 | Record | Document |
| 1st Review Corrections.pdf | BLD2019-06284 | Record | Document |
| Initial Submittal.pdf | BLD2019-06284 | Record | Plans |
| 1st Review Correction Responses.pdf | BLD2019-06284 | Record | Document |
| Submittal 2.pdf | BLD2019-06284 | Record | Plans |

6. To view partial corrections while you wait for the current round of review to be completed, go to “Record Details” in the drop down menu.



- a. Scroll to the bottom of the page and click the “Print/View Summary” button. This will generate a case activities document for your permit.



- b. Find the “Case Conditions” header within the document. You will see partial correction left by the Plans Examiners.

Case Conditions

1st review Zoning by Matt Niro MNiro@SantaBarbaraCA.gov

1. Zoning approval pending clarification on the area shown behind the u-shaped bar (show fixtures or label what the area is used for to ensure no seating could be used there)

2. Advisory: The seating layout of 60 indoor and 16 outdoor is consistent with previously approved plans. The removal of a linear bar within in main indoor seating would likely reduce actual customer load. The seating layout count for Zoning (parking) purposes is allowable. This may be different than occupancy load numbers for B&S.

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BLD/FIR-Corrections

**Tip:* Do not respond formally to partial corrections until a Corrections PDF Document is available for download. You are more than welcome to contact the specific plans examiner in your partial corrections, whose contact information should be listed in the Case Summary document.