# RESUBMIT PLANS

If an applicant already has a project in process and needs to respond to comments or resubmit plans, the resubmittal must be made through the ACA portal. Please don't submit physical copies of anything that you've submitted via ACA. Records must be connected to an applicant's user account before any documents may be resubmitted. If you have not yet created a user account, see **Register for An Account**.

> **TIP:** Use this procedure for RESUBMITTALS ONLY. A resubmittal is where you're submitting additional materials to an existing application that's already in process. A resubmittal is NOT a new application. Use the NEW APPLICATION procedure if you are submitting a REVISION or other new application.

1. Open your internet browser and go to the Accela Citizen Access (ACA) Online Permit Portal: https://aca-prod.accela.com/santabarbara

2. You must **Login** to your existing ACA user account to view comments or upload documents.

3. Click **My Records** tab to see the permits that are linked to your ACA account.
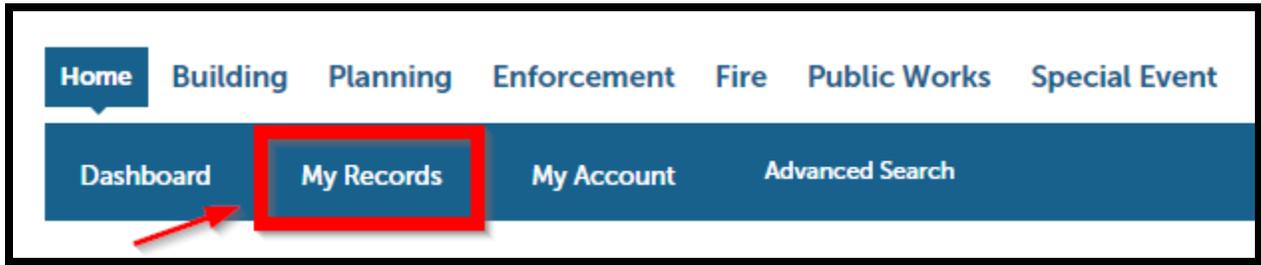
4. Click on the blue link for the **Record Number** you want to look up. Expand the other permit type options by clicking the triangle symbol if you don't see all your records. If you still do not see any records here, please contact the Permit Counter Staff and allow one business day to receive a response.
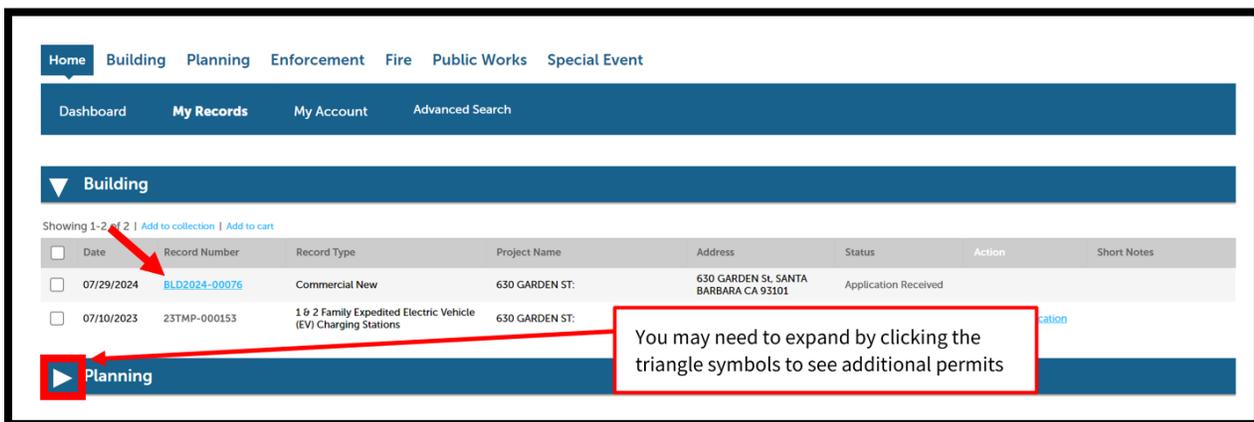

5. Next, you will want to **Download Files** or **Respond to Digital Comments**.

DOWNLOAD FILES & VIEW COMMENTS

After staff has finished reviewing your application materials, your record status will change, and a full list of comments will be uploaded to your record. The application is now on hold waiting for you to respond to comments, upload a new plan submittal, or submit any other necessary documents.

1. To find your list of comments, go to **My Records**, select your **Record Number**, and click on the **Digital Projects** tab.
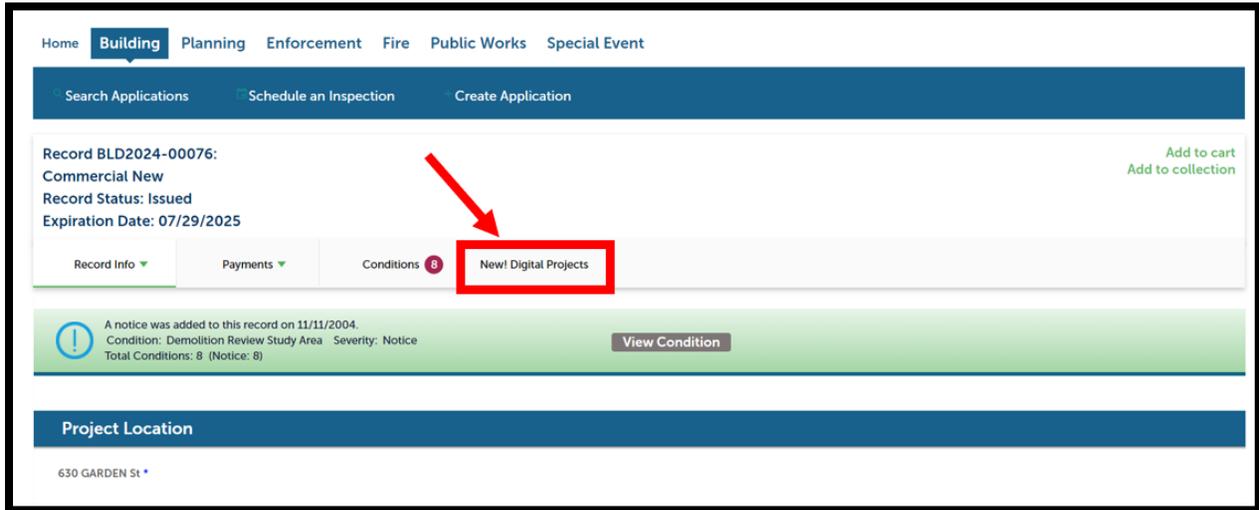
2. You will see a list of all the documents uploaded to your record. **Check the box** to select one or more applicable comments report or comments letter provided by the City for your project. It may be called Consolidated Comment Letter, Markup Report, or Application Completeness Letter. Click **Download**.
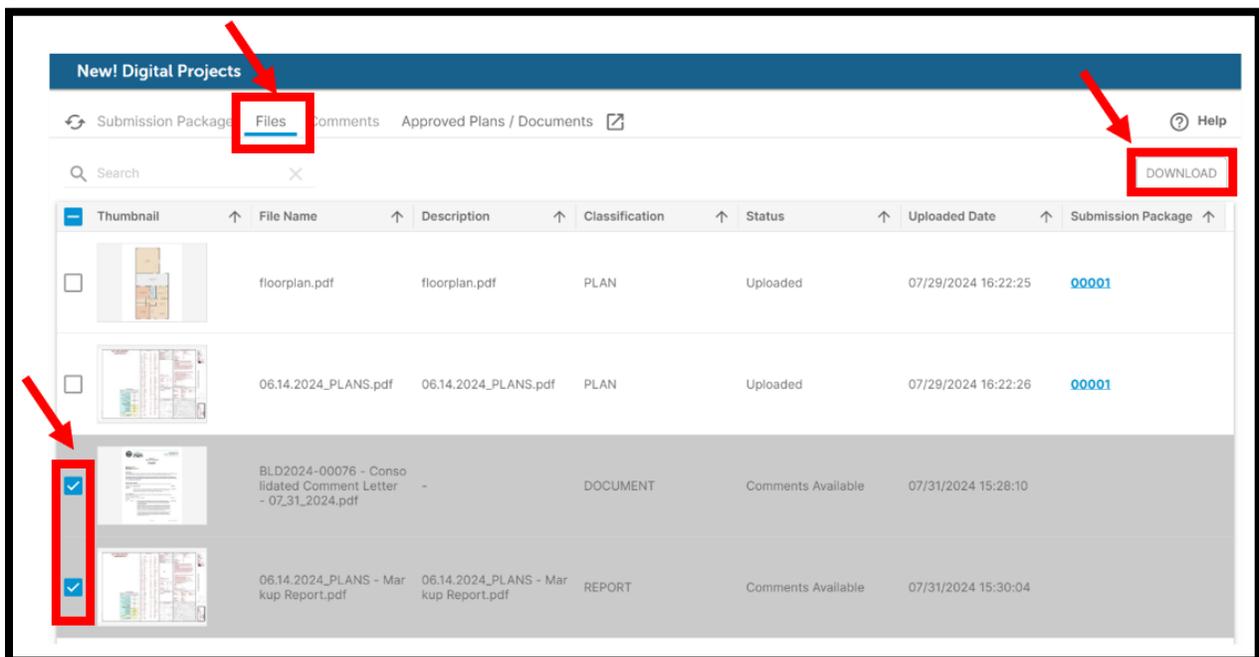
3.   Wait for the report to run, then click the link to download the selected files or copy a link to download later.

UPLOAD REVISED DOCUMENTS

1. When you are ready to upload revised documents, read through the **Electronic Documents Standards** carefully to ensure you are submitting documents correctly for City staff to review. If plans need to be revised, you must use the same sheet reference number for each subsequent version of the same drawing sheet so they may be matched and compared.

2. After you **Login**, go to **My Records**, and select your **Record Number**, click on the **Digital Projects** button.
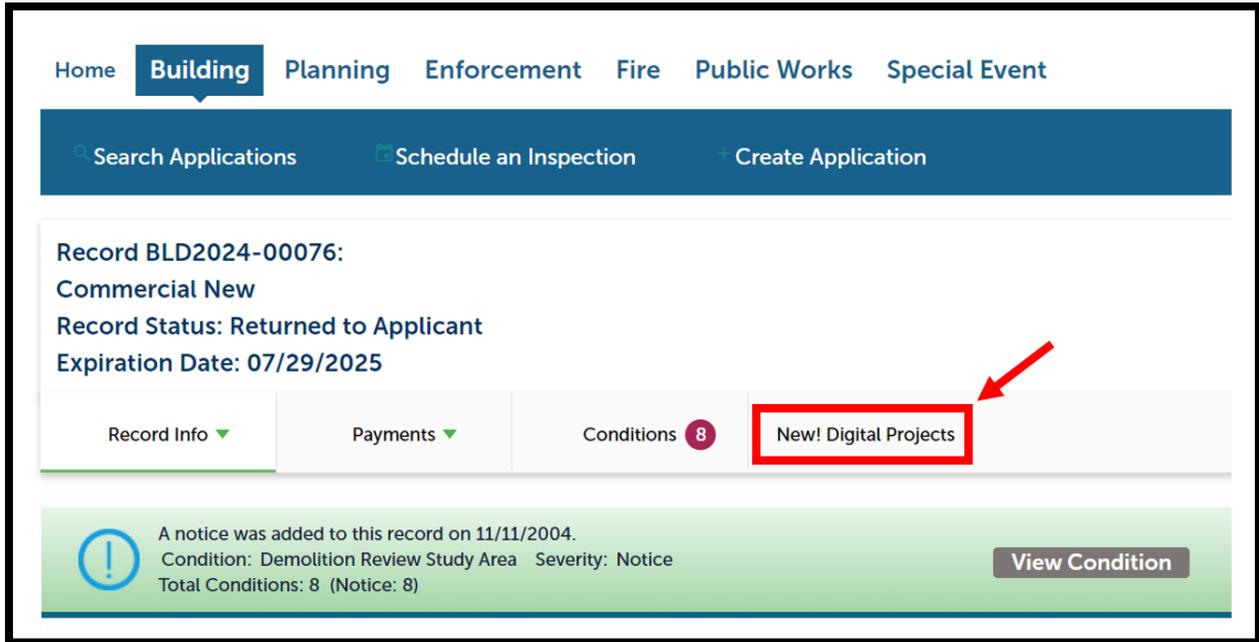
3. You may now either respond to digital comments (described in more detail below); or if you don't have digital comments, you may drag and drop files into the box or select files from your computer to upload. When you have uploaded all your documents, click **Submit Package for Review**.
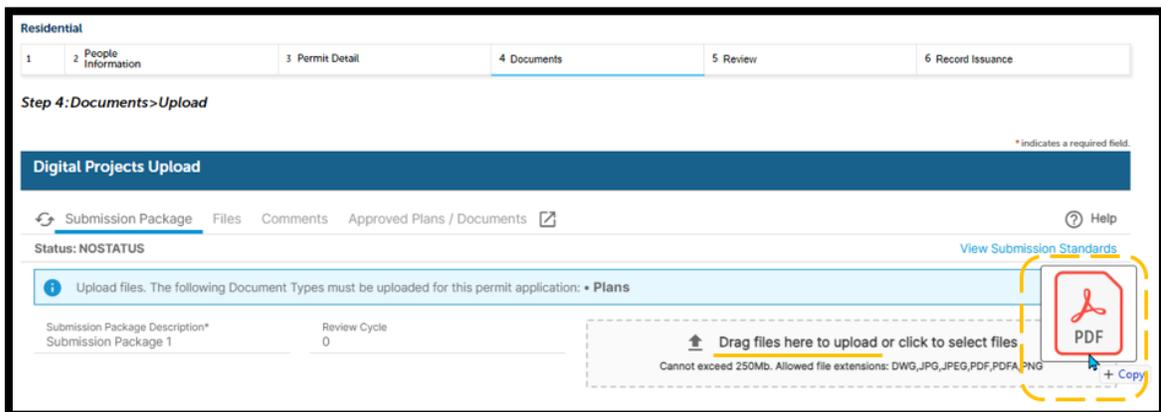

Tip: Partial resubmittals are not allowed and will not be reviewed or accepted by staff. You must wait until your record status has been updated and you receive a full set of comments before responding to comments.

RESPOND TO DIGITAL COMMENTS

Some permit types (BLD and PBW) are set up with digital comments seamlessly integrated into your ACA record. If your permit does not have digital comments enabled, please see **View Attachments** above.

1. After you **Login**, go to **My Records**, and select your **Record Number**, click on the **Digital Projects** button. To view and respond to your digital comments, select the **Comments** tab.
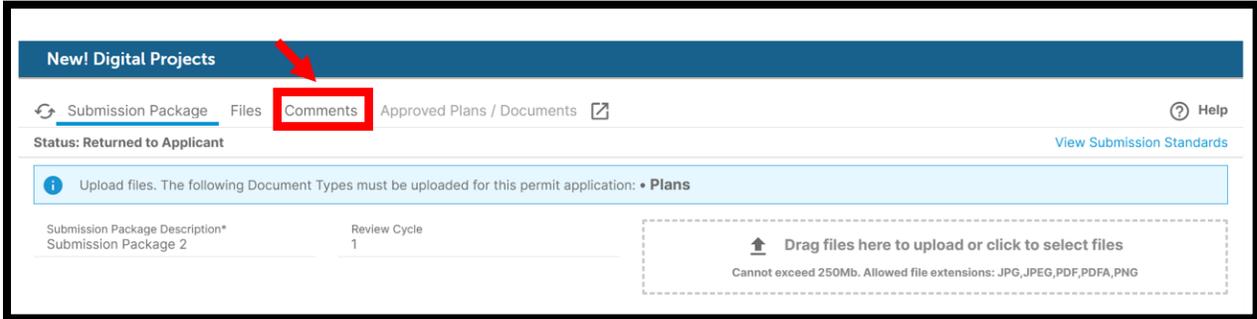

2. When the page loads, you will see a list of digital comments on your application materials. Clicking on a plan review comment will show the sheet location in the preview screen. (General Comments will not show on the preview screen.) When you are ready, scroll to the bottom, type your response, and click **Respond**.
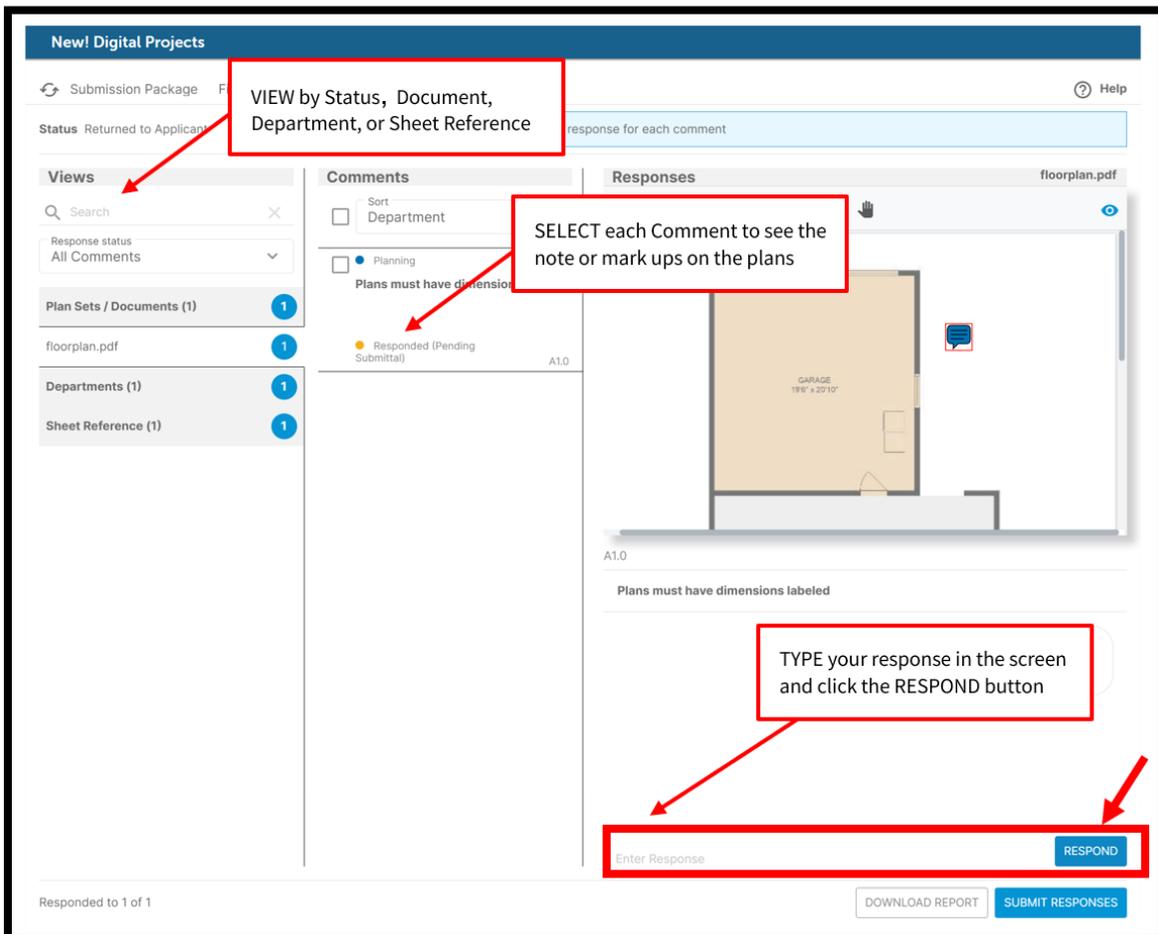
3. Continue responding to *all comments* that indicate "Response needed". You may select multiple comments to respond to at the same time by checking multiple check boxes.
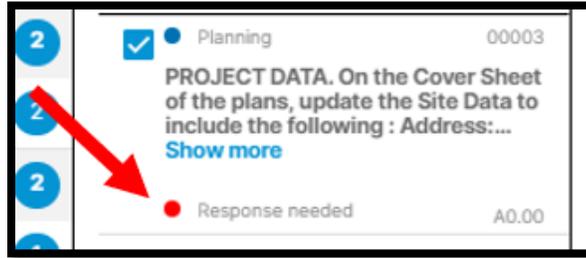

4. When finished responding to *all comments*, click the **Submit Responses** button at the bottom of the page. This will send all your digital responses back to the City.
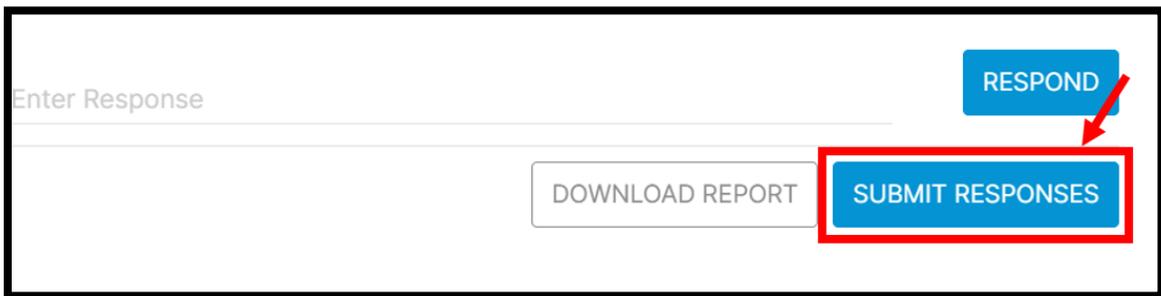
> **Tip:** If you respond to all comments digitally you are **not required** to prepare and submit a separate Response Letter. *Digital responses are the preferred method for responding to digital comments (BLD and PBW only).* However, you may choose to respond to comments in writing via a separate Response Letter.

5. After you click **Submit Responses**, you will automatically be directed to upload revised documents. Read through the **Electronic Documents Standards** carefully. New or revised plan sheets must use the same sheet reference number for each subsequent version of the same drawing sheet so they may be matched and compared. When you have uploaded all your documents, click **Submit Package for Review**.
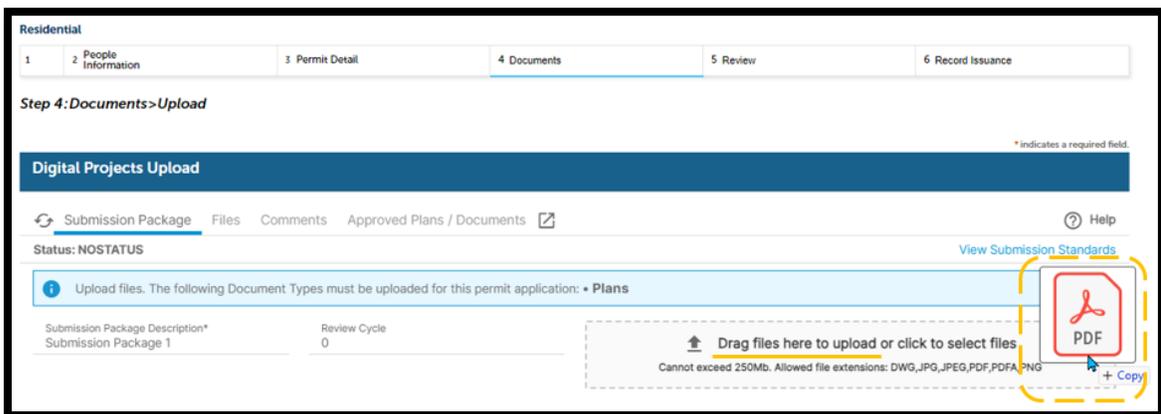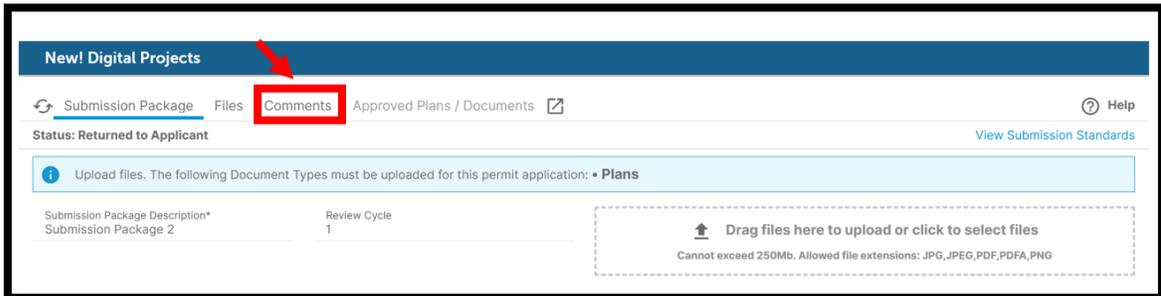
PRINT DIGITAL COMMENT REPORT

After you have responded to all comments, you may want to print or view all your digital comments in a consolidated report. The **Download Report** function creates a Consolidated Comment Letter with your comment responses included.
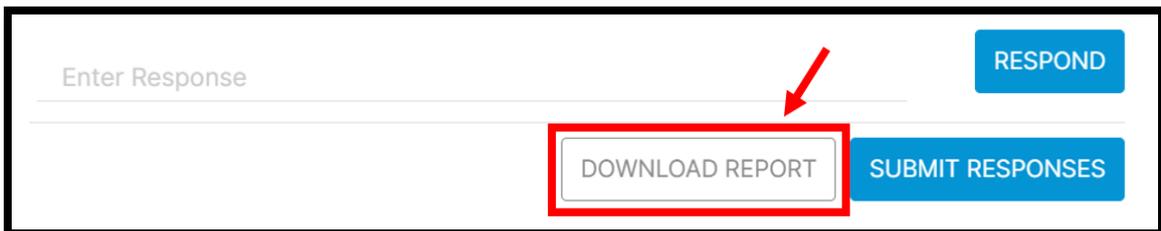
1. After you **Login**, go to **My Records**, and select your **Record Number**, click on the **Digital Projects** button.
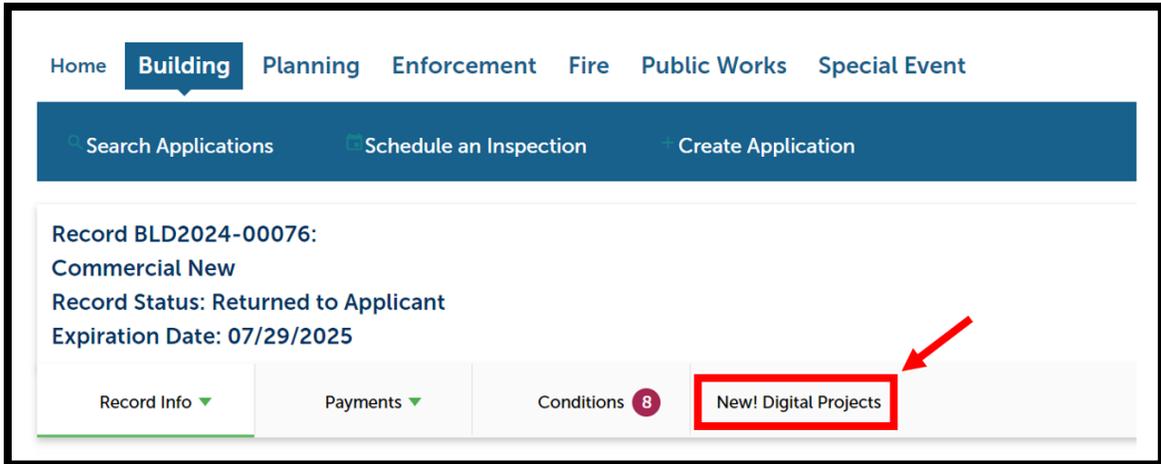
    b. Select the **Comments** tab.

2. When the page loads, you will see a list of digital comments on your application materials. Scroll to bottom of the page and select the **Download Report** button.


    c. This will generate a PDF of the **Consolidated Comment Letter** with your comment responses added. Wait for the report to be generated and click the link to download the PDF on to your computer.

SCHEDULE AN INSPECTION

To schedule an inspection on an issued permit:

1. Open your internet browser and go to the Accela Citizen Access (ACA) Online Permit Portal:
   https://aca-prod.accela.com/santabarbara

2. *Login to your existing ACA user account. See **Login** for instructions. You do not need to login to the same account that generated the building permit.*

3. From the **Home** page, select the **Permit Type** you'd like to schedule an inspection for (Building, Fire, etc.) and click the applicable **Schedule an Inspection** option on the screen.
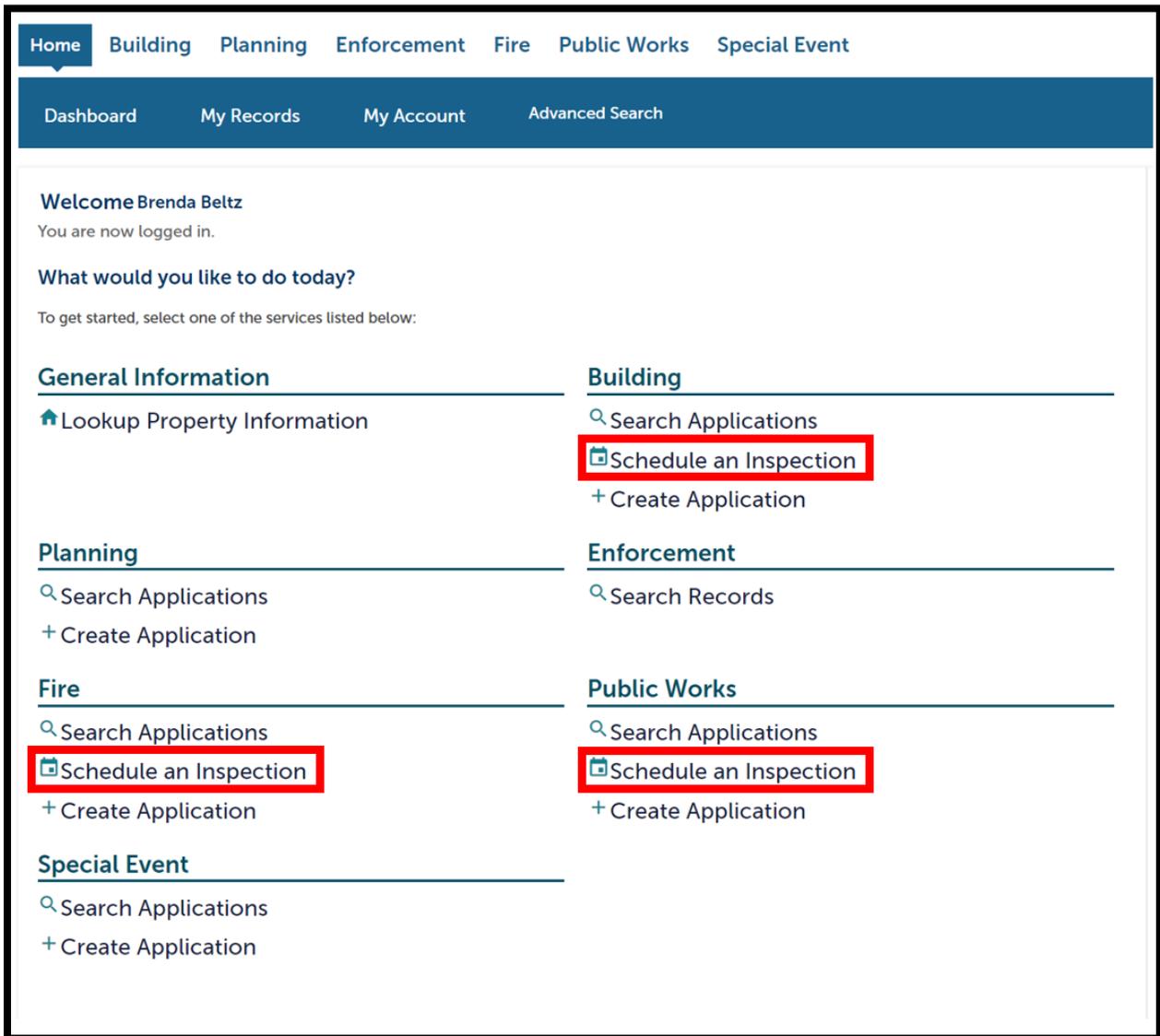
4. You will be brought to a General Search page for the record type that you want to schedule an inspection for. Enter the address or record number, then click **Search**.

5. Once the record page loads, click on the **Request an Inspection** link. If there are any pending or completed inspections, they will show up on this page.

6. When the pop-up window appears, select the *one* inspection type that you want to schedule, then click **Continue**. Note that different permit types have different Available Inspection Types. *Multiple inspections for the same date may be requested by repeating this process.*

d. Select the desired date for the inspection from a calendar. *If a date is unavailable, a notification will appear when hovering the cursor over that date.* Click the **All Day** button (only option available currently). The Inspector will call you in the morning to set a time. When complete, scroll down and click **Continue**.
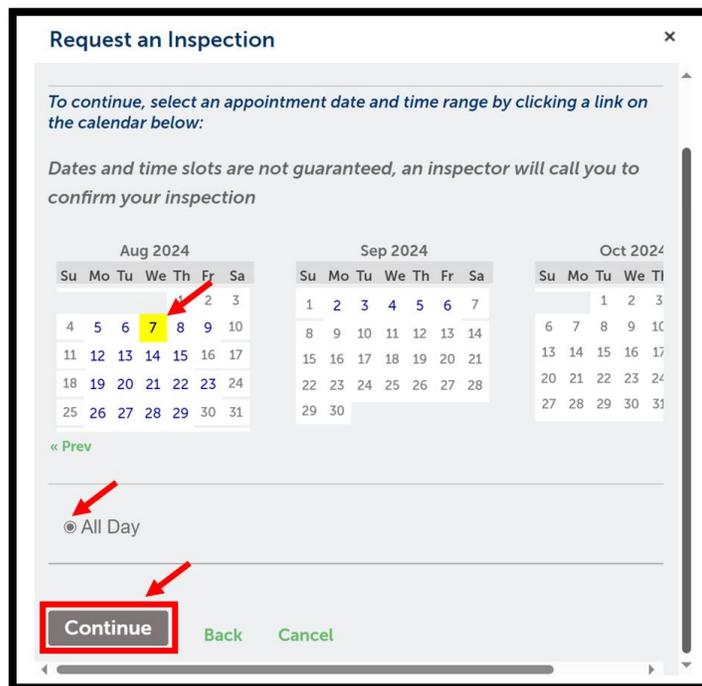
7. Verify the location and contact information is correct for the inspection. There may be multiple names in the record. If the name is correct, click **Continue**. If the name is not correct, click **Change Contact**.

8. In the next window, you may select a new contact from the drop-down list or add a new contact by filling out the required fields. *Contractors: you will likely select 'Specify On-Site Inspections Contact'. Include a name and phone number so the inspector may contact this individual.* When complete, click **Submit**.

9. Verify updated contact information is correct and select **Continue**. If information is not correct, click **Back**.

10. Verify and confirm your inspection information is correct. Inspection time will not be specified. The inspector will call you on the morning of the inspection to schedule the inspection time. If all is correct, click **Finish**. This will return you to the Inspections page where you may schedule additional inspections.
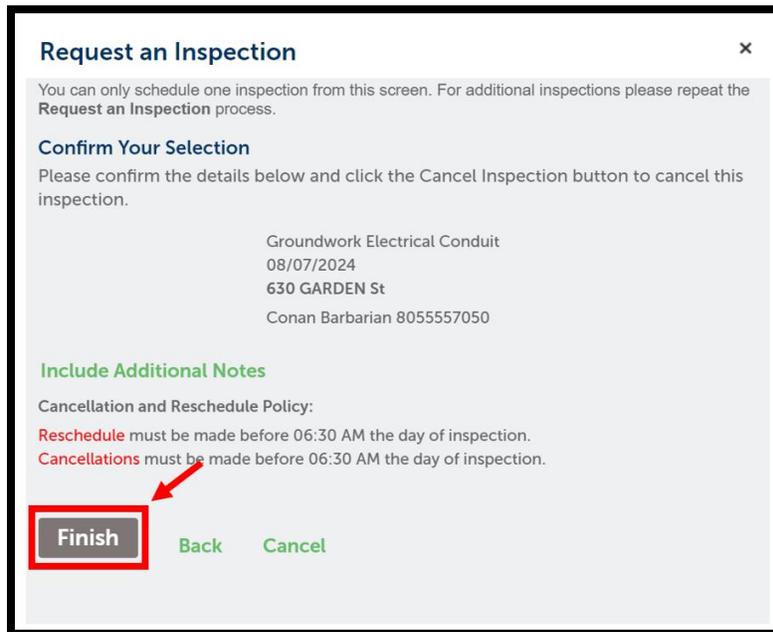
RESCHEDULE OR CANCEL AN INSPECTION

1. To reschedule, cancel, or change the contact person for an inspection, go to the ACA **Home** page, and click the **Schedule an Inspection** selections on the screen.