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.

Home	Building	Planning	Enforcement	Fire	Public Works	Special Event
Dashbo	oard	My Records	My Account	nt Advanced Search		

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.

Home	e Buildin	g Planning	Enforcement Fire Public \	Norks Special E	vent				
Das	hboard	My Records	My Account Advanced Se	arch					
▼	Building								
howin	g 1-2 of 2 Add Date	to collection Add to car Record Number	Record Type	Project Name	Address	Status	Action	Short Notes	
	07/29/2024	BLD2024-00076	Commercial New	630 GARDEN ST:	630 GARDEN St. SANTA BARBARA CA 93101	Application Received			
	07/10/2023	23TMP-000153	1 & 2 Family Expedited Electric Vehicle (EV) Charging Stations	630 GARDEN ST:	You may need to expand by clicking the		cation		
	Planning				triangle symbols to see additional permits				

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.

Home Building Planning Enforcement Fire Public Works Special Event	
Search Applications Schedule an Inspection Create Application	
Record BLD2024-00076: Commercial New Record Status: Issued Expiration Date: 07/29/2025	Add to cart Add to collection
Record Info V Payments V Conditions (New! Digital Projects	
A notice was added to this record on 11/11/2004. Condition: Demolition Review Study Area Severity: Notice View Condition Total Conditions: 8 (Notice: 8)	
Project Location	
630 GARDEN St *	

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**.

Ð	Submission Package	Files Comments A	pproved Plans / Docume	nts 🔼			() H
Q	Search	×					DOWNLOA
	Thumbnail 个	File Name 1	Description 1	Classification 1	Status 个	Uploaded Date 1	Submission Package
		floorplan.pdf	floorplan.pdf	PLAN	Uploaded	07/29/2024 16:22:25	00001
		06.14.2024_PLANS.pdf	06.14.2024_PLANS.pdf	PLAN	Uploaded	07/29/2024 16:22:26	00001
		BLD2024-00076 - Conso lidated Comment Letter - 07_31_2024.pdf	-	DOCUMENT	Comments Available	07/31/2024 15:28:10	
		06.14.2024_PLANS - Mar kup Report.pdf	06.14.2024_PLANS - Mar kup Report.pdf	REPORT	Comments Available	07/31/2024 15:30:04	

3. Wait for the report to run, then click the link to download the selected files or copy a link to download later.

N	ew! Digital Projects						
Ş	Submission Package	Files Comments A	pproved Plans / Docume	nts 🔼			Help
Q	Search	×					DOWNLOAD
	Thumbnail 个	File Name 🔶	Description 1	Classification 1	Status 1	Uploaded Date 1	Submission Package $~\uparrow~$
		floorplan.pdf	floorplan.pdf	PLAN	Uploaded	07/29/2024 16:22:25	<u>00001</u>
		06.14.2024_PLANS.pdf	06.14.2024_PLANS.pdf	PLAN	Uploaded	07/29/2024 16:22:26	00001
		BLD2024-00076 - Conso lidated Comment Letter - 07_31_2024.pdf	-	DOCUMENT	Comments Available	07/31/2024 15:28:10	
		06.14.2024_PLANS - Mar kup Report.pdf	06.14.2024_PLANS - Mar kup Report.pdf	REPORT	Comments Available	07/31/2024 15:30:04	
		334 Peach Grove (1) Fina I.pdf	334 Peach Grove (1) Fina I.pdf	DOCUMENT	Uploaded	08/01/2024 17:58:56	00002
		floorplan.pdf	floorplan.pdf	PLAN	Uploaded	08/01/2024 17:52 56	00002
		floorplan.pdf	floorplan.pdf	PLAN	Uploa e 🔗 The sele	cted file(s) are ready, click) or click <mark>here</mark> to copy the c	here to download X lownload link
					• Preparin	g files for download. Please	wait. X

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.

Home Building	Planning Enforce	ement Fire	Public Works	Special Event			
[©] Search Application	ns Schedule ar	n Inspection	+ Create Applic	ation			
Record BLD2024-00076: Commercial New Record Status: Returned to Applicant Expiration Date: 07/29/2025							
Record Info 🔻	Payments 🔻	Conditions	8 New! Digita	al Projects			
A notice was added to this record on 11/11/2004. Condition: Demolition Review Study Area Severity: Notice Total Conditions: 8 (Notice: 8)							

 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.

Reside	ntial					
1	2 People Information	3 Permit Detail	4 Documents	5 Review	6 Record Issuance	
Step 4	4:Documents>Upload					
					* indicates a re	quired field.
Dig	ital Projects Upload					
-€∋ Stat	Submission Package Files Col	mments Approved Plans / Docu	ments 🛛		(2) View Submission Star) Help
0	Upload files. The following Documen	nt Types must be uploaded for this pe	rmit application: • Plans			
Su	bmission Package Description* bmission Package 1	Review Cycle 0	Cannot e	Drag files here to upload or clic xceed 250Mb. Allowed file extensions: DWG	ck to select files	2DF + Copy

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.

New! Digital Projects		
✓ Submission Package Files Comm	nents Approved Plans / Documents 🛛	(2) Help
Status: Returned to Applicant		View Submission Standards
() Upload files. The following Document	ypes must be uploaded for this permit applicati	ion: • Plans
Submission Package Description* Submission Package 2	Review Cycle 1	Drag files here to upload or click to select files Cannot exceed 250Mb. Allowed file extensions: JPG, JPEG, PDF, PDFA, PNG
		ij

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**.

Status Returned to Applicant Department, or Sheet Reference resp Views Comments Image: Comments of the comment of the c	Responses floorplan.pdf T each Comment to see the r mark ups on the plans
Views Q Search Response status All Comments Plan Sets / Documents (1) Roorplan.pdf Departments (1) Sheet Reference (1) Comments Sort Department Departments Depart	Responses floorplan.pdf T each Comment to see the r mark ups on the plans
Search × Response status Image: Construction of the status All Comments • Plan Sets / Documents (1) 1 Ioorplan.pdf 1 Separtments (1) 1 iheet Reference (1) 1	T each Comment to see the r mark ups on the plans
Response status OLLEC All Comments Planning Planning Planning Planning Planning Planning Planning Planning All O Planning Planning All O Planning Planning All O Planning Planning All O Plans must have dimension Plans must have dimension All O All O	r mark ups on the plans
Plan Sets / Documents (1) Ioorplan,pdf Departments (1) Sheet Reference (1)	CARAGE 1997 x 20107
loorplan.pdf Pepartments (1) Sheet Reference (1) Pepartments Pepartments Pepartments Pepartments Pepartments Pepartments Pepartments Pepartments Pepartments Pepartments Pepartments Pepartments Pepartments Pep	GARAGE 1967 A 2010'
Departments (1) 1 Sheet Reference (1) 1	GARAGE 1996" x 2010"
Sheet Reference (1)	
	Al.U Plane must have dimensions labeled
	TYPE your response in the screen
	and click the RESPOND button
	- Filer Response 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.

Enter Response		RESPOND
	DOWNLOAD REPORT	SUBMIT RESPONSES

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**.

Residen	itial					
1	2 People Information	3 Permit Detail	4 Documents	5 Review	6 Record Issuance	
Step 4	:Documents>Upload					
Digi	tal Projects I Inload				*indicati	es a required field.
Digi	tal Projects Opload					
¢	Submission Package Files Co	mments Approved Plans / Docu	iments 🔼			(?) Help
Statu	IS: NOSTATUS				View Submission	n Standards
0	Upload files. The following Documer	It Types must be uploaded for this pe	ermit application: • Plans			
Sub	mission Package Description* bmission Package 1	Review Cycle O	Cannot e	Drag files here to upload or cliv xceed 250Mb. Allowed file extensions: DWG	ck to select files	PDF + Copy

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.

Home Building	Planning Enforce	ment Fire	Public Works	Special Event	
[©] Search Application	s 🔲 Schedule ar	Inspection	⁺ Create Applic	cation	
Record BLD2024-00 Commercial New Record Status: Retur Expiration Date: 07/2	0076: med to Applicant 29/2025				
Record Info 🔻	Payments 🔻	Conditions	8 New! Digita	al Projects	

b. Select the **Comments** tab.

New! Digital Projects		
Submission Package Files Cor	mments Approved Plans / Documents	⑦ Нер
Status: Returned to Applicant		View Submission Standards
i Upload files. The following Documen	t Types must be uploaded for this permit applicati	on: • Plans
Submission Package Description* Submission Package 2	Review Cycle 1	Drag files here to upload or click to select files Cannot exceed 250Mb. Allowed file extensions: JPG,JPEG,PDF,PDFA,PNG

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.

Enter Response	1	RESPOND
	DOWNLOAD REPORT	SUBMIT RESPONSES

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.

Home	Building	Planning	Enforcement	Fire	Public Works	Special Event				
Dashl	poard	My Records	My Account	Ac	dvanced Search					
Welc You are What To get s	ome Brenda e now logged would you	Beltz in. like to do too	ay? listed below:							
Gene	eral Infori	mation			Building					
♠ Loo	okup Prop	erty Informa	ation		Q Search Applications ■Schedule an Inspection + Create Application					
Plan	ning				Enforceme	ent				
Q Sea	arch Appli	cations			Q Search R	ecords				
+Cre	eate Appli	cation								
Fire					Public Wo	rks				
Q Sea	arch Appli	cations			Q Search A	pplications				
🗖 Sci	nedule an	Inspection			Schedule an Inspection					
+Cre	eate Applie	cation			+ Create A	pplication				
Spec	ial Event				_					
Q Sea	arch Appli	cations								
+Cre	eate Applie	cation								

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**.

Records						
Chauding 1 2 of 2 1 4						
Date	Record Number	Record Type			Action	Short Notes
07/29/2024	BLD2024-00076	Commercial New	Select the Record Number under My	eived		
07/10/2023	23TMP-000153	1 & 2 Family Expedited Electric Vehi (EV) Charging Stations	Records if the permit is in your account		Resume Application	
Enter informatio	on below to search	for records.				
Site Addres	SS					
 Parcel Nun 	nber					
Record Inf	ormation					
Select the search	h type from the dr	on-down list				
Select the search	n type nom the un	op down use				
General Sear	ch					
						Search my records only
						Search All Records
Street No.:	Direction: (?	Street Name:	O Street Type:			
From - To	Select 🔻		Select 🔻			
Parcel No.:						
)r enter the Record Number for the permit			
Record Number:	Record	i Type:	inder the General Search section			
002024-00075	Select	······································				
Search Addi	tional Criteria. C	Choose a Record Type ab	ove to limit the additional search criteria			
X						
Search Cle	ear					

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.

Inspections
Upcoming
Request an Inspection
You have not added any inspections. Click the link above to schedule or request one.
Completed
There are no completed inspections on this record.

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.

Request an Inspection	×
You can only schedule one inspection from this screen. For additional inspections please repeat Request an Inspection process.	the
Available Inspection Types (7)	
Show optional inspections	
 Groundwork Electrical Conduit (required) Temporary Power (required) Electrical Service Release (required) Rough Electrical (required) Site Investigation (required) Final Electrical (required) Site Visit (I'm not sure) (optional) 	
Continue Cancel	
	•

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**.

Rec	que	st	an	Ins	pe	cti	on													×
To continue, select an appointment date and time range by clicking a link on the calendar below:																				
Date	es a	nd	tim	e sl	ots	are	not	gua	nran	tee	ed, a	n i	nsp	ect	or wi	ill c	all y	/ou	to	
con	firm	ı yc	our i	insp	bec	tior	1	-												
		Au	g 20)24						Se	p 20	24						00	t 20	24
Su	Мо	Tu	We	Th	Fr	Sa		Su	Мо	Tu	We	Th	Fr	Sa		Su	Мо	Tu	We	TI
			_	ľ	2	3		1	2	3	4	5	6	7				1	2	3
4	5	6	7	8	9	10		8	9	10	11	12	13	14		6	7	8	9	10
11	12	13	14	15	16	17		15	16	17	18	19	20	21		13	14	15	16	17
18	19	20	21	22	23	24		22	23	24	25	26	27	28		20	21	22	23	24
25	26	27	28	29	30	31		29	30							27	28	29	30	31
« Pre	v																			
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0	AII [Dav																		
		,																		
				/																
_	_	_	_																	
C	ont	inu	e		Ba	ck	C	anc	el											

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**.

Request an Inspection	×
You can only schedule one inspection from this screen. For additional inspections please repeat to Request an Inspection process.	ne
Requested Inspection type: Groundwork Electrical Conduit	
Location and Inspection Contact	
Verify that the location is correct and add a contact person for the inspection.	
Inspection Location: 630 GARDEN St	
Inspection Contact: Adam Hendel 805-897-1921	
Change Contact	
Continue Back Cancel	

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**.

Select an existing	contact from this re	cord
Adam Hendel (805	-897-1921) 🔻	
Specify On-Site In	spections Contact (f	for this inspection only)
* First Name	Middle Name	- Last Name
*Phone Number		
Submit Car	ncel	

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.

Request an Inspec	tion	×						
You can only schedule one inspection from this screen. For additional inspections please repeat the Request an Inspection process.								
Confirm Your Selection								
Please confirm the details inspection.	below and click the Cancel Inspection button to cancel th	nis						
	Groundwork Electrical Conduit 08/07/2024 630 GARDEN St							
	Conan Barbarian 8055557050							
Include Additional Note	25							
Cancellation and Reschedul	e Policy:							
Reschedule must be made b Cancellations must be made	efore 06:30 AM the day of inspection. before 06:30 AM the day of inspection.							
Finish Back	Cancel							

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.

Home	Building	Planning	Enforcement	Fire	Public Works	Special Event					
Dashb	oard	My Records	My Account	Ad	dvanced Search						
Welco You are	ome Brenda now logged	Beltz in.									
What	would you	like to do tod	ay?								
To get st	To get started, select one of the services listed below:										
Gene	ral Inforr	nation			Building						
♠Loc	kup Prop	erty Informa	ation		^Q Search Applications						
					Schedule	an Inspection					
					+ Create A	pplication					