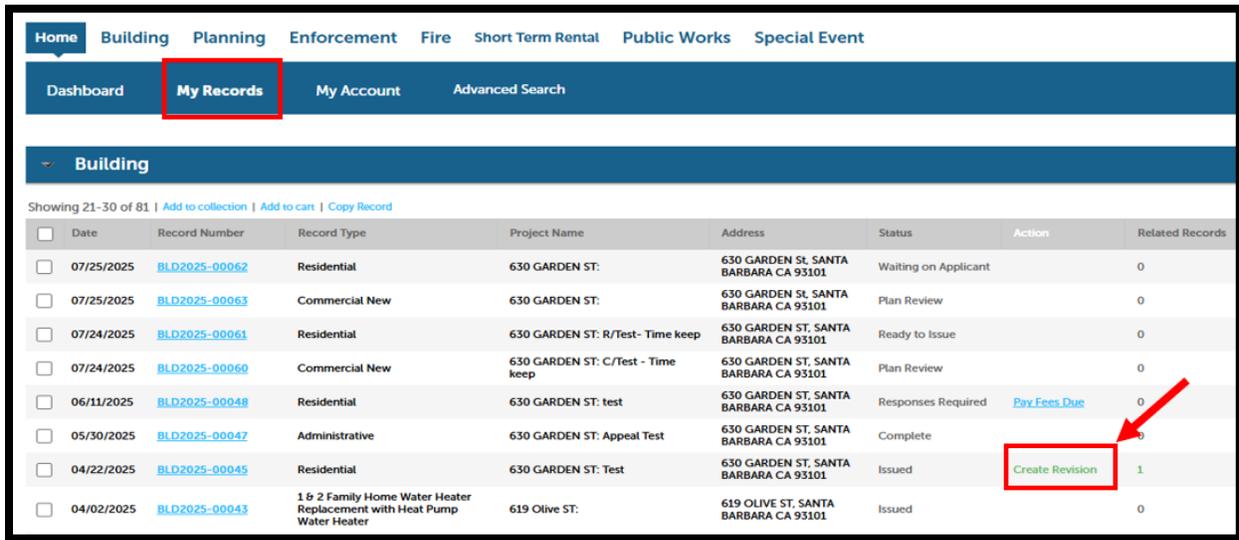


SUBMITTING A PERMIT REVISION

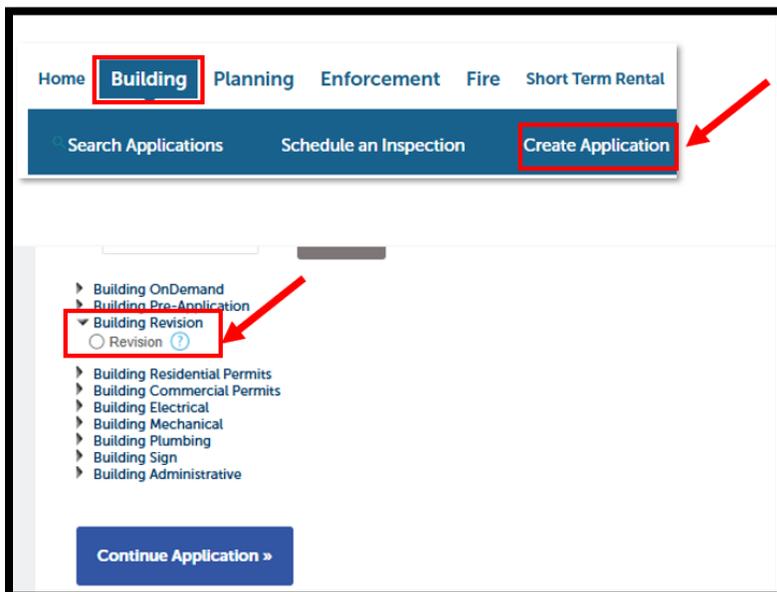
A permit revision is a customer-initiated update to an already issued **building permit (BLD)** that allows you to submit updated plans or corrected information for City review. Starting March 4, 2026 permit revisions are submitted using the new Revision application type in Accela Citizen Access (ACA). Each revision receives its own record number linked to the original permit (e.g., BLD2026-00101-REV01).

ACCESSING THE REVISION APPLICATION

1. **Via My Records:** Log in to ACA and go to My Records. Under the Action column next to your issued BLD record, click Create Revision; or



2. **Via Create an Application:** From the ACA homepage, choose Building, then select Revision from the Create an Application list and click Continue Application.



FILLING OUT THE APPLICATION

- Step 1:** (if accessed via Create Application) Enter the BLD record number (example: BLD2026-01234) of the permit you're revising. (This step is skipped if you started from My Records.)

Revision

1 Revision Project Details 2 Location Information 3 People Information

Step 1: Revision Project Details > Revision Information

Validate Revision to Issued Permit

REVISION PROJECT DETAILS

* Please enter Issued Permit Number for this Revision:

- Step 2:** Confirm the auto-populated address and parcel number (non-editable). Click Continue Application.

Step 2: Location Information > Location Information

Address

* Street No.: 630 Direction: --Select-- * Street Name: GARDEN Street Type: St

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

Search Clear

Parcel

* Parcel Number: 031-160-015

Search Clear

Continue Application »

- Applicant Contact:** Add or verify the Applicant via Select from Account to ensure proper tracking. Follow prompts to confirm contact information.

- Required Fields:** Fill all fields marked with a red asterisk (*). Only include information related to the revision scope. Then click Continue Application.

UPLOADING SUPPORTING DOCUMENTS

- Review the Electronic Document Standards to ensure proper formatting.

Step 4: Documents > Upload Standards
 The following details the recommended Submission Standards when uploading Plans as part of your application/permit

Submission File Format Requirements:

- To support accurate measurement, the ability to search for text and for optimized performance, applicants should only submit vector files. Files containing raster or scanned content can be viewed and processed in our electronic plan review system, but for the reasons listed, vector is recommended.
- All text in submitted PDF files should be searchable
- PDF files must NOT require a password in order to view or to restrict the PDF permissions within the file
- For optimized performance and integration with the permitting system, the file size of each submission file may not exceed 250MB
- PDF Packages / Portfolios are not accepted

File Naming Standards:

- The file names of Plans and other supporting documents should describe the file contents and include the submission order number; for example **Architectural Plan Set – Submittal 1.pdf**
- The same file name may be used for resubmissions, but the Submission number should be incremented for each resubmission by the applicant, for example **Architectural Plan Set – Submittal 2.pdf**

Plan Sheet Numbering Standards:

- PDF files containing **Plan / Drawing Sheets** should contain a **PDF bookmark for each sheet**, that contains the Sheet Reference Number and optionally a Sheet Title, for example **A1.0 LOWER FLOOR**
- Plan Sheet Reference Numbers** should be unique within a Record/Permit, two different drawing sheets should not have the same **Sheet Reference Number**. Take that into account when the number is entered manually and when verifying the sheet numbers.
- TIP** - For best results, your plan sets should include a table of contents, i.e., bookmarks, of the sheet names.

Suggested order for the table of contents is as follows:

- C (ex: Cover sheet, construction plans, civil)
- G (ex: General notes)
- S (ex: Structural)
- A (ex: Architectural)
- E (ex: Electrical)
- M (ex: Mechanical)
- P (ex: Plumbing, preliminary plat)
- L (ex: Landscape)
- T (ex: Title -24, energy)
- CG (ex: Cal Green)

- Plan Sheets** should be correctly orientated in the PDF submission file, to allow the Sheets to be viewed without needing to rotate the sheet, typically Landscape
- If **Plans** need to be revised and resubmitted, exactly the same **Plan / Drawing Sheet Reference Number** should be used for each subsequent submission version of the same drawing sheet
- Plans should be generated to a fixed scale, for example 1/4" to 1", 1/8" to 1", 1cm to 1m

Supporting Document Standards:

- Supporting documents should be submitted as separate files and not combined as part of a plan sheets submission file where applicable
- Documents that contain multiple pages, for example Structural Calculations, should be submitted as a single, multi-page file.
- Different categories of supporting documents should be submitted as separate files, for example Structural Calculations, Truss Calculation, Soil Report, etc.
- Documents should be correctly orientated in the PDF files, to allow the contents to be viewed without needing to rotate the page, typically Portrait.

Save and resume later **Continue Application >**

8. **Adding Documents (2 options):** Either drag and drop files into the box; or select files from your computer.

Residential

1 2 People Information 3 Permit Detail 4 Documents 5 Review 6 Record Issuance

Step 4: Documents > Upload

Digital Projects Upload * indicates a required field.

Submission Package Files Comments Approved Plans / Documents Help

Status: NOSTATUS [View Submission Standards](#)

Upload files. The following Document Types must be uploaded for this permit application: • Plans

Submission Package Description*	Review Cycle
Submission Package 1	0

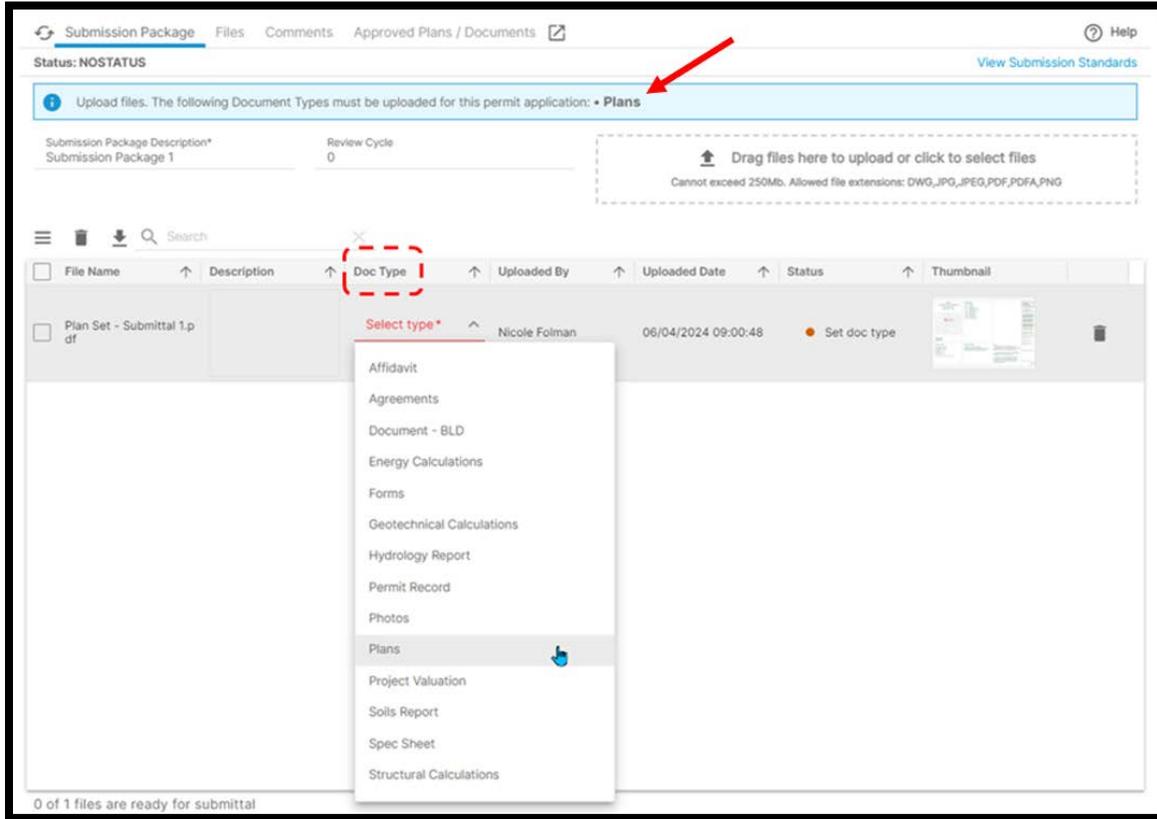
Drag files here to upload or click to select files

Cannot exceed 250Mb. Allowed file extensions: DWG,JPG,JPEG,PDF,PDFA,PNG

PDF + Copy

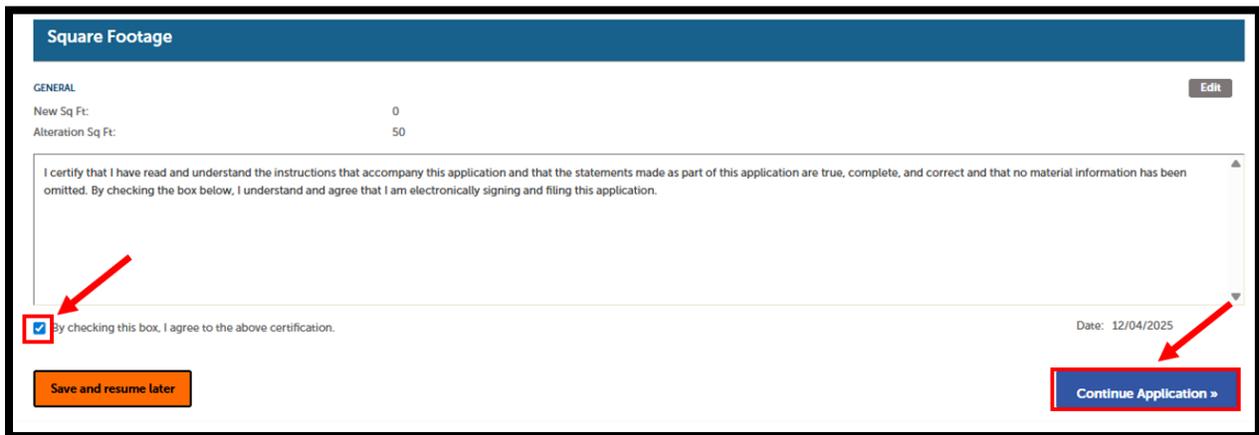
Tip: Before beginning the document upload process, name the documents on your computer using the required file naming standards, as you cannot change the name once you start the upload process.

9. **Document Type.** A “Doc Type” is required for each document you upload. In this example, “Plans” are required to be submitted. Click the drop down and choose the **Document Type** from the list.



FINAL REVIEW & SUBMISSION

10. On the Review screen, verify all details. Use Edit buttons if any corrections are needed.
11. Agree to the terms by checking the box, then click Continue Application to submit.



CONFIRMATION & NEXT STEPS

- Upon successful submission, you'll see a confirmation page and receive an automatic email for each uploaded document.

Step 3: Receipt/Record issuance
Congratulations! You've either submitted an application successfully or paid a fee successfully.

If you just paid fees, you can print a receipt by clicking on the one of the "Print/View Receipt" buttons below.

PLEASE NOTE: If you paid your fees by credit card, the 2.65% convenience fee will not show up on the receipt you generate here. It will show up on your credit card bill.

We will begin processing your application shortly. Thank you for your application.

Receipt

 Your application(s) has been successfully submitted. Please print your record(s) and retain a copy for your records.

[Print/View Summary](#)

630 GARDEN St

BLD2025-00045-REV02 [View Summary](#)

- Track your revisions under My Records—revision records are linked and may include related records numbers.

Home Building Planning Enforcement Fire Short Term Rental Public Works Special Event								
Search Applications Schedule an Inspection Create Application								
Records								
Showing 1-10 of 82 Add to collection Add to cart Copy Record								
<input type="checkbox"/>	Date	Record Number	Record Type	Project Name	Address	Status	Action	Related Records
<input type="checkbox"/>	12/04/2025	BLD2025-00045-REV02	Revision	630 GARDEN ST:	630 GARDEN ST SANTA BARBARA CA 93101	Application Received		2

Tip: Schedule inspections under the original (parent) BLD permit, not the revision record