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.

Date



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

									-
Re	cords							Select	
o su	bmit a QAA	, select Amendme	ent under the Action colum	nn.					
She	ow on Map								
howi	ng 1-10 of 18	Download results Add to N	My Folder Add to cart						
	Date	Permit Number	Permit Type	Description	Project Name	Status	Action	Short Notes	
	01/17/2023	BD23-00001	Air Space Only Commercial Subdivision Certification	Air Space Only Commercial	TEST AIR SPACE	In Review			
			Subdivision Certification	Subdivision Certification					
	01/17/2023	BD23-00002	Residential Building Remodel Repair	TEST DESCRIPTION	TEST NAME	Pending Fee Workup	Pay Fees Due 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.

	Search	Q·
Records	Select	
To submit a QAA, select Amendment under the Action column.		
Show on Map		
IMPORTANT NOTE ONLY THE ORIGINAL APPLICANT OR ANOTHER ACCOUNT HOLDER APPROPRIATELY LINKED TO THE ORIGINAL PERMIT CAN SUBMIT A REVISION. IF YOU ARE NOT THE ORIGINAL APPLICANT OR A DULY ADDED ACCOUNT HOLDER/INDIVIDUAL YOU MUST HAVE THE ORIGINAL APPLICANT SUBMIT THE REVISION OR YOU MUST HAVE THEM ADD YOU AS A CONTACT/DELEGATE TO THE ORIGINAL PERMIT TO GIVE YOU THE ABILITY TO SUBMIT THE REVISION		
• The drop-down menu will sort by the record type select.	_	
	Search	Q ·
Records	Select	
To submit a QAA, select Amendment under the Action column. Show on Map Showing 1-10 of 21 Download results Add to My Folder Add to cart	BFP Active Red BFP In Review BFP Issued BFP Ready to i Inspection Age SFR Tract Tem	/ Issue ency ency Permits - Active

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.

Searc	ch		
O Add People to Application	O Inspection Item Revision	Revision	
O Agency Selection Change			
Continue Application »			

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

Revision		
1 Step 1: Apply > Page 1/1	3 Pay Fees	4 Record Issuance
Step 1: Step 1: Apply > Page 1/1 > Revis		

				 indicates a required field.
Address				
• Street No.: 4878 Unit Type: Select Search	Direction: Select Unit No.: Clear	• Street Name: TEST	Street Type: BLVD	
Continue App	lication »			Save and resume later

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: Mobile Phone: Fax: Edit Remove Contact Addresses	
Add Address Information To edit a contact address, click the address link. Showing 0-0 of 0	
Address Type Recipient Address No records found.	Action
NO RECORD 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.

 Select from Account
 Look Up

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: *	
Structural: • Ves O No O Yes O No	
Atternate Methods: *	
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?: Is this revision adding cubic yardage for	
grading?: O Yes O No How much cut or fill will be revised?:	
Continue Application »	Save and resume later

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 affective and a second seco	
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:	
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	
Internation 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.	
Drag and drop files here	
Files	

Uploaded Date * Sig

aded By

Name No results found

Continue

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

Digital Plan Room						Search	Q
ecord: BD21-00233-F	2003						⑦ Need he
Record Details	Summary	Uploads	Issues	Conditions	Notes	Approved	
Instrumentation		2 File Processing		3 Sheet Versioning	4	Review	
iew package. When	all of the desired f	lies are uploaded and valid	lated, click the Pro	ad and Validate button is ccess Files button to prepare	re you'r files for review		
iles					'Terrigilute gid#		

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

	Summary	Uploads	Issues	Conditions	Notes	Approved	
ntermittion		2 File Processing		3 Sheet Versioning		4 Review	
	op the desired files	to upload. Once all files les are uploaded and vali				it to validate the files and ew.	add them to
lote: Please do not cor	nbine plans and docu	ments of various types into a	a single PDF docume	nt.			
			2	-			
			Drag and	drop files here			
Site Plan.pdf				Site Plan		~	×
				Site Plan			
			Hoload				
				and Validate			
				and Validate			
iles				and Validate			
Name	Description		Туре		ided By Upload	ed Date 🔻 Signature	
iles Name No results found!	Description				ided By Upload	ed Date 🔻 Signature	

The files will process though 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 Site Plan.pdf	Description Site Plan	Type Status Uploaded By Uploaded Date ▼ Signa Site ⊘VALIDATED I1/23/2023	ture 🌶 👕
Process Files	site Man	Plan VALIDATED 1/23/2023	

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

Description	Туре	Status	Uploaded By	Uploaded Date 🔻	Signature	
Site Plan	Site Plan			1/23/2023		Can B
		Site Site	Site Site	Site Disc	Site Site Site	Site Site Library

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

File processing	>
Your files are being processed into sheets and title block information is being extract several minutes to complete. You can navigate away from this page and return if desi	
We will notify you via <i>email</i> when the process is completed and provide a link for you the remaining steps to finalize your review package.	i to return and complete
Note: Your review package is not complete and will not be routed for review until you co steps	omplete the remaining
Note: Tour review package is not complete and with not be routed for review unit, you costeps.	Simplete the remaining
	Close

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.

ord: BD23-00002-I ress: 4878 TEST BL us: INTAKE						€ Need help
Record Details	Summary	Uploads	Issues	Conditions	Notes	Approved
ntormation	1	2 File Processing	3	Sheet Versioning		4 Review
eets howing a total o	of 1 sheet					Show only error sheets
itle Block	Thumbnail	_	Sheet number and title			Previous Version
		She	theet number ent number is required theet title (optional)			Enter a sheet number
		2:	Site Plan.pdf (Page: 1)			

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

Digital Plan Room Record: FP23-00003 Address: 4878 TEST BLVD, 89149 Status: INTAKE Record Details Summary Uploads Issues Conditions Notes Approved 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 Review Plan Cycle #1 Requirements This is the requirements checklist for this package. Status Requirement Files These are all the files that will be submitted with this package Name Uploaded Date Signature Descrip Туре ed By Status

Plan

Site Plan.pdf

Finish

PLAN

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.

1/23/2023

cited Disc Decem							
gital Plan Room cord: BD21-00233-F	8003						
Record Details	Summary	Uploads	Issues	Conditions	Notes	Approved	
view Package	Details						
ame: Review Plan Cycle	e#1						
escription: Stuff	e#1						
Description: Stuff Status: Accepted Date created: 4/13/2021	. 3:37:10 PM						
Description: Stuff Status: Accepted Date created: 4/13/2021	. 3:37:10 PM						
Description: Stuff Status: Accepted Date created: 4/13/2021 Date submitted: 4/13/20	. 3:37:10 PM						
Description: Stuff Status: Accepted Date created: 4/13/2021 Date submitted: 4/13/20	. 3:37:10 PM						
Name: Review Plan Cycli Description: Stuff Status: Accepted Date created: 4/13/2021, Date submitted: 4/13/20 Files	. 3:37:10 PM	Description Current Site Plan	Type Site Plan	Status ACCEPTED	Uploaded By epermithub serviceaccount	Uploaded Date 4/13/2021	Signature