

## ACCELA CITIZEN ACCESS (ACA) DIGITAL PLAN ROOM

<https://ca.rcid.org/citizenaccess>

The following User Guide has been created to assist with the steps necessary to successfully submit documentation via the Digital Plan Room (DPR), an electronic document review solution that is seamlessly integrated into the ACA portal for digital plan review.

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### What is the Digital Plan Room?

The Digital Plan Room system includes:

- Strong digital signatory assurance
- Simple file uploads and automated versioning at the sheet level
- Interactive / collaborative issue/condition communication for plan review comments
- Seamless user experience within ACA
- Immediate digital signature validation checks upon upload

Other highlights include:

- Applicants receive instant feedback when uploading documentation, whether documents and plans meet digital signature guidelines
- Interactive access to review color coded comment mark-ups (by discipline), issues, and conditions from within ACA
- Submission of any corrections will only require revised sheets to be submitted
- Submission of revisions and amendments will only require affected sheets to be submitted

## Uploading Documents for an Initial Submission

The Digital Plan Room begins when a registered user of ACA completes the application submittal process for a permit request. For instructions on how to register for an account and how to apply for a permit, see the “ACA Online Permitting System User Guide.”

For permit records requiring a plan submission, the Electronic Documents page in ACA has been replaced with a Document Acknowledgement section. Plans and supporting documents must be uploaded immediately following the application submittal process.

Please check the box acknowledging that plans and all supporting documents will be uploaded immediately following the application submittal process and click on “Continue Application”.

**Step 2: Step 2 > Page 2**  
**Digital Plan Submission Guidelines**

- **Correct Document Type** must be selected for successful upload to the Digital Plan Room
- Plans must be in TrueType font and Bookmarked for auto-sheet identification
- ALL files must be flattened prior to uploading
- Do not Lock the file in the security settings
- Digital signature shall be placed once per file, not on every sheet
- Revisions or Amendments - Do not upload individual sheets, combine changed sheets only into one file
- Plans/documents shall be oriented properly with the top of the page always at the top of the monitor
- Sheet ID numbers shall be unique and prefix characters shall be limited to a maximum of three (3) – Tip: Use title block nomenclature for sheet numbering: A-101, A-201, etc. If using straight numbers, include correlating “0” if > 10 sheets: 01, 02, 03 or if > 100 sheets: 001, 002, 003, etc.
- Sketches shall not be accepted

For more information please review the Electronic Submissions Requirements.

\* indicates a required field.

**Plans & Documents**

You will be required to upload your plans and supporting documentation upon successful application/payment.

**ATTACHMENTS**

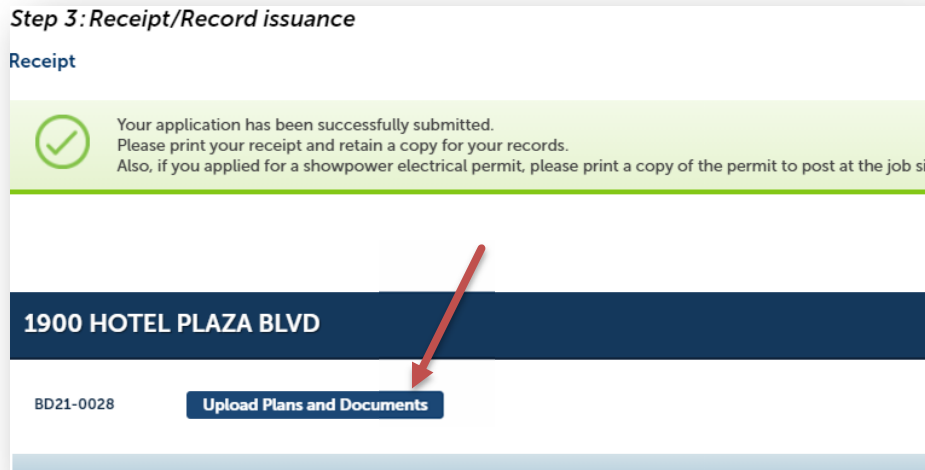
\* I acknowledge that I  will upload all required documentation immediately following this submittal:.

**TIP!**  
Be sure to Allow Popups on ACA to see all feature available.

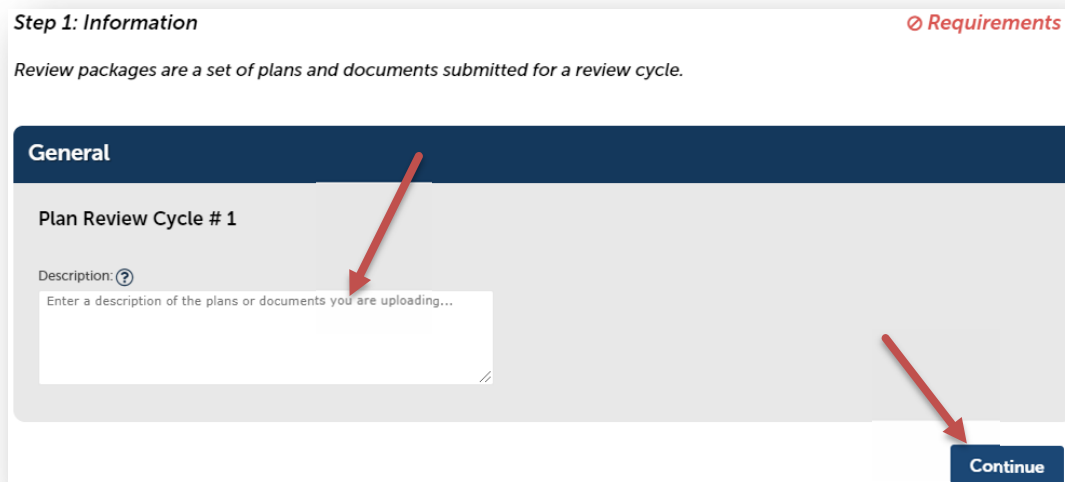
Save and resume later      Continue Application >

## Uploading and Validating Files

- 1) Upon successful submittal of the application request, click on “Upload Plans and Documents” to upload plans and supporting documents.



- 2) Enter a description of the entire package in the Description text box and click “Continue”.



- 3) Drag and drop files or browse to add files. Select the document type and enter a brief description of the file. Click on “Upload and Validate”. *Note: Correct document type selection is critical for a successful submission. See “Electronic Submittal Requirements Checklist” for details.*

Note: Do not combine plans and documents of various types into a single PDF document. Each file must be specific to the document category.

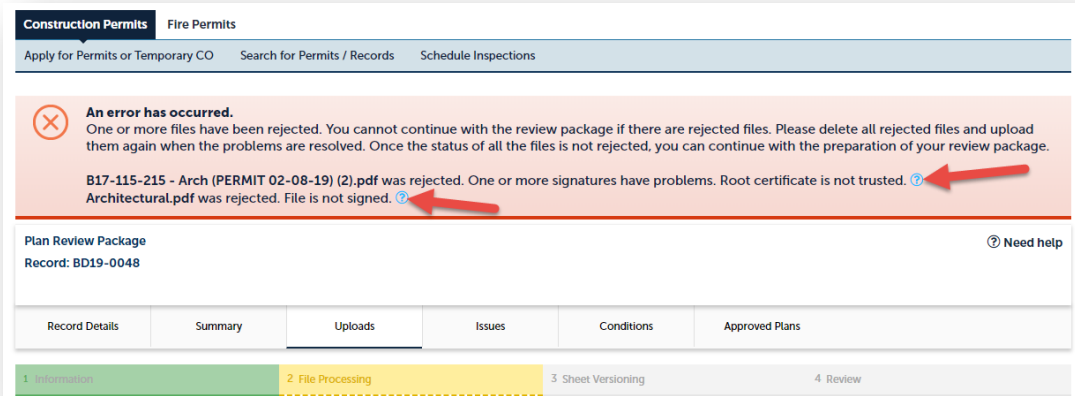
**Reminder: Three documents minimum are required: 1) Application - Fully executed Application, 2) Building Plans – Plans (digitally signed and sealed as required) 3) Valuation Verification and/or Breakdown – valuation breakdown required when permit applied by the general contractor.**

3) If the document type originally selected is not correct, click on the pencil edit icon and select the correct document category from the dropdown. See “*Electronic Submittal Requirements Checklist*” for correct category definitions.

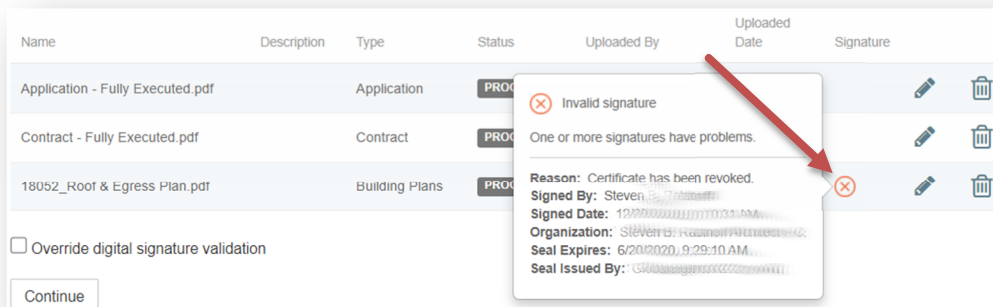
Type	Status	Uploaded By	Date	Signature
Building Plans	VALIDATED	Stacy Casertano	9/12/2024	
Application	PROCESSED	Stacy Casertano	9/12/2024	

Choose the correct document type

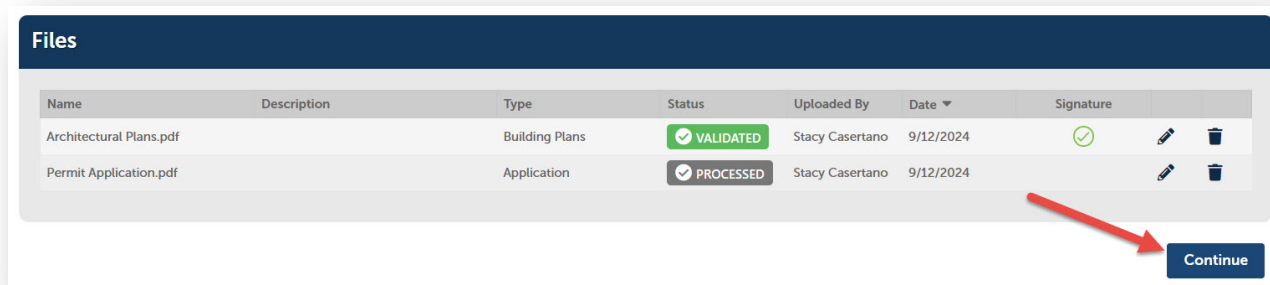
- 4) If there is an error after uploading the file, please review the error message. A message will appear at the top of the screen and additional information can be found by hovering over the blue “?”.



- 5) Additional details can be found by hovering over the “X” next to the recycle bin icon. To remove a file containing the error, click on the recycle bin and re-upload the corrected file.



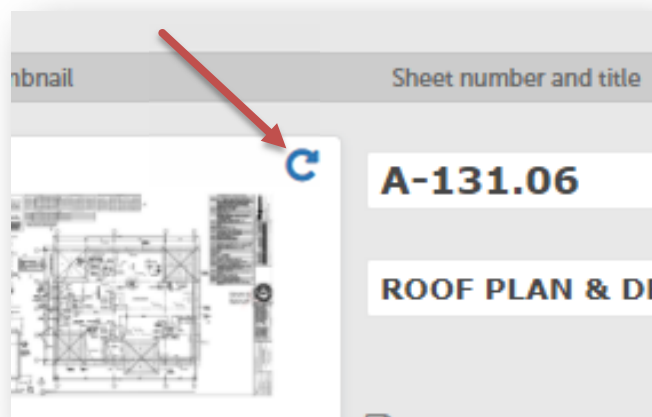
- 6) After removing the rejected files, repeat step 3 to add the corrected and/or additional files to the review package. When all of the desired files are uploaded and successfully validated, click the Continue button to prepare the files for review.



**IMPORTANT** – The plans have not been submitted yet. The next step, Sheet Verification, must be completed in order for the submittal to be complete.

## Sheet Verification / Plan Sheet Versioning

- 1) Review the sheet numbers assigned to each sheet within the plan set and correct any mislabeled sheet IDs by typing directly in the sheet number box. “Save and resume later” can be used if needed. Once complete, click on “Continue”. ***Note: Any design changes to previously submitted pages must have the exact Sheet ID throughout the life of the plan review to ensure the sheet versioning feature is accurate.***
  
- 2) Successful sheet identification guidelines:
  - a) Start sheet IDs with an Alpha Character to keep pages in proper order (e.g., A-101, A-102, S-101, S-102, etc.). Do not label with a number first (e.g. 1A-101, 1S-101, etc.) or the sheets may not be maintained in the desired order.
  
  - b) For page numbering in the DPR when standard sheet IDs are not used, be sure to include correlating “0”s to the sheet ID: e.g., for a 100 page file, number sheets as 001, 002, 003, etc.; for a 1000 page file, number sheets 0001, 0002, 0003, etc. This will ensure the Approved Job Copy will be created in the proper sheet order when saved.
  
  - c) If the plans do not have assigned sheet numbers (not prepared by an engineer or architect), create your own standard sheet numbering system for all submissions to keep track of pages for correct sheet versioning. Again it is critical for sheet IDs to maintain consistency throughout the life of a permit for proper sheet versioning in the DPR. As an example, use the following for sheet IDs:
    - Electrical plans: E-01, E-02, E-03...
    - Mechanical plans: M-01, M-02, M-03...
    - Plumbing plans: P-01, P-02, P-03....
  
- 3) Rotating Sheets - For sheets not in the correct orientation, select the circle to rotate the image. ***Note: If the design professional does not correct the orientation of the page in the master file/plans, each time a revision is submitted for that particular sheet, it will need to be manually rotated at the Sheet Verification process. Otherwise the sheet will not version correctly in the DPR.***



**TIP!**

Ensure the design professional bookmarks plans to create a Table of Contents in the pdf. (ex. Include “Create bookmarks” setting in AutoCAD or Revit). The Table of Contents is the first step in auto-assigning Sheet IDs.

Plan Review Cycle # 1

1 Upload

2 Sheets

3 Review

Displayed below are the sheets extracted from files in this review package. Please review the sheet numbers that automatically populated for each title block to ensure they are correct and match the plan page. If any title block is missing the corresponding sheet number, you will need to manually enter that number. You can save your work and come back later if needed, or click Continue when you are done.

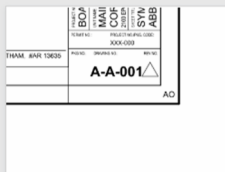
Showing a total of 119 sheets

Show only error sheets

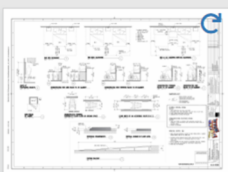
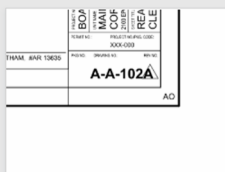
Title Block

Thumbnail

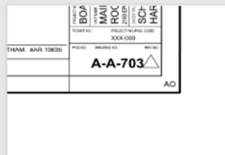
Sheet number and title



A-A-001  
Sheet title (optional)  
Architectural Plans.pdf (Page: 1)



A-A-102A  
Sheet title (optional)  
Architectural Plans.pdf (Page: 2)



A-A-703  
Sheet title (optional)  
Architectural Plans.pdf (Page: 119)

Save and resume later

Continue

5) Click Finish to complete the file upload.

Plan Review Cycle # 1

1 Upload
2 Sheets
3 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.

**Description**

Please enter a description of the plans and documents you are uploading here...

Save

**Requirements** Edit

The requirement types below indicate if the corresponding criteria has been met. Ensure all required requirements are validated to submit your review package.

Type	Requirement	Message
● Recommended	Valuation - Breakdown	This document is recommended.
● Validated	Application	
● Validated	Building Plans	

**Files** Edit

These are all the files that will be submitted with this package.

Name	Description	Type	Updated By	Updated Date	Signature
Permit Application.pdf		Application	Stacy Casertano	9/12/2024	
Architectural Plans.pdf		Building Plans	Stacy Casertano	9/12/2024	✔

→ Finish

6) An email confirmation is sent when the review package has been received in ACA.

✔ **Success.**  
Your review package has been received.

**Digital Plan Room**  
Record: BD19-0058

Record Details
Summary
Uploads

**Review Package Details**

Name: Plan Review Cycle # 1  
 Description: Building plans  
 Status: Submitted  
 Date created: 6/13/2019, 3:48:37 PM  
 Date submitted: 6/14/2019, 10:25:45 AM

**TIP!**  
 If you do not receive the email confirmation, please check your SPAM folder and add [Permitting@oversightdistrict.org](mailto:Permitting@oversightdistrict.org) to the whitelist.



## Viewing and Responding to Issues

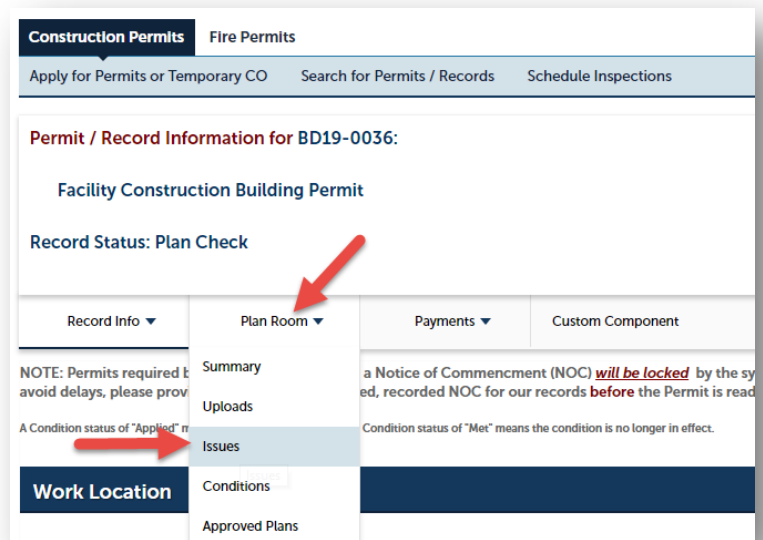
Please note that Issues will not be viewable until the cycle is completed with all the required reviews done. Upon completion of the cycle, an email will be sent providing the plan review status.

**Issues** – Issues are code related concerns that must be addressed by correcting the appropriate drawings. (Revise and Resubmit type comments.)

*Note: Do not upload Differed Submittals in response to conditions during the initial plan review. These may include barricade and scaffolding plans, among other types of submittals.*

To view the Issues on the plan, please click on the link provided in the corrections required email or follow the steps below:

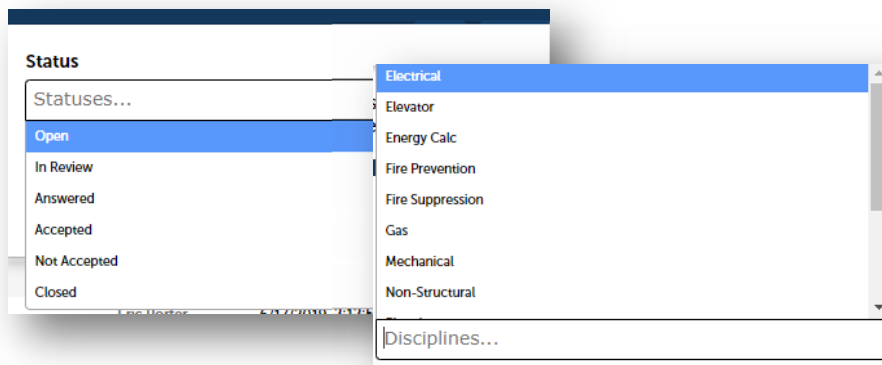
- 1) Login to ACA.
- 2) Go to “Search for Permits / Records” and select the permit number.
- 3) Click on the Plan Room and select the Issues Tab. The comprehensive list of issues identified will be listed. Click on an individual Issue to view the specific items.



**TIP!**

Revised plans cannot be uploaded until ALL Issues have been responded to.

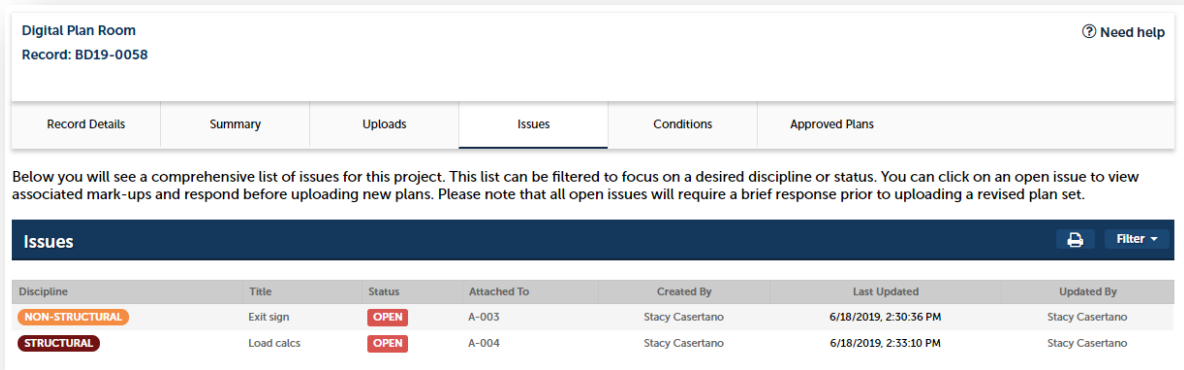
- 4) Click on the “Filter” box at the right side and a drop-down list will display with the filter options for both Status and Discipline. More than one option can be selected from each drop-down.



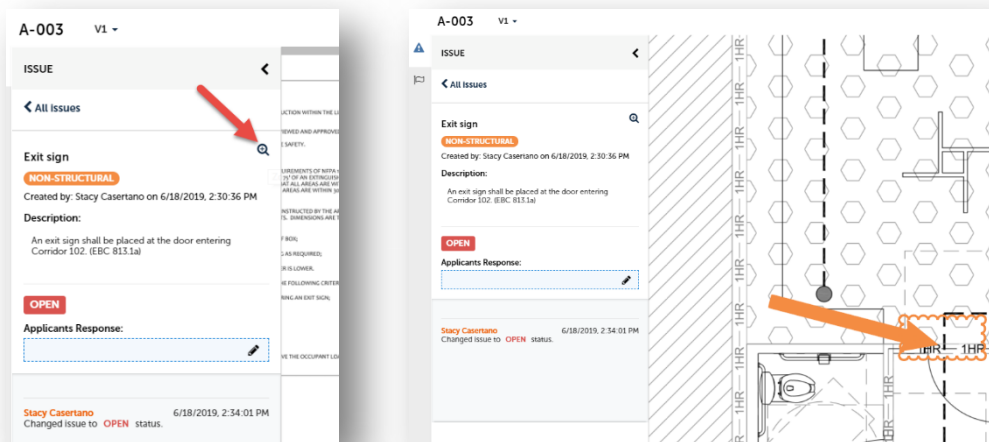
**TIP!**

Use the filter button to display only the desired statuses and disciplines.

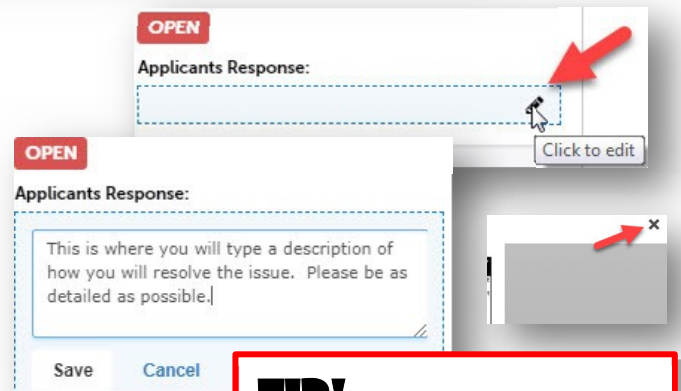
- 5) Click on the individual issues to view the Issue and respond with the corrective action. *Note: Issues and mark-ups are color coded by discipline.*



- 6) The plan sheet will open with the mark-up and issue displayed. Click on the magnifying glass to automatically zoom into the markup.



- 7) To respond to the mark-up, click on the pencil on the left-hand side of the screen in the text box labeled, "Applicants Response."
- 8) It is important to be descriptive in the response. The response must include what corrective measures were taken to resolve the issue.
- 9) To return to the Plan Room issues list, click on the "X" at the top right of the plan sheet.



**TIP!**  
Responses of "see uploaded plans" will be rejected. Be specific.

## Printing or Saving the Issues List


To save the Issues list in order to email or print, please follow the below steps.

- 1) Click on the Issues tab, then the printer icon.

Digital Plan Room  
Record: BD19-0058

Record Details | Summary | Uploads | **Issues** | Conditions | Approved Plans

Below you will see a comprehensive list of issues for this project. This list can be filtered to focus on a desired discipline or status. You can click on an open issue to view associated mark-ups and respond before uploading new plans. Please note that all open issues will require a brief response prior to uploading a revised plan set.

**Issues**  Filter ▾

Discipline	Title	Status	Attached To	Created By	Last Updated	Updated By
<b>NON-STRUCTURAL</b>	Exit sign	<b>OPEN</b>	A-003	Stacy Casertano	6/18/2019, 2:30:36 PM	Stacy Casertano
<b>STRUCTURAL</b>	Load calcs	<b>OPEN</b>	A-004	Stacy Casertano	6/18/2019, 2:33:10 PM	Stacy Casertano

- 2) The issues list will open and can then be printed or saved for distribution to anyone not having direct access to the Issues on the record.

**Issues for record BD19-0058**  
**Job Address: 1900 HOTEL PLAZA BLVD LAKE BUENA VISTA, FL 32830**  
**Job Description: Remodel of Building & Safety**

Discipline	Status	Details	Attached To	Created By
Non-Structural	Open	Exit sign An exit sign shall be placed at the door entering Corridor 102. (EBC §13.1a)	A-003	Stacy Casertano
Structural	Open	Load calcs Provide structural load calcs for this elevated stair landing. (EBC Table 9.3)	A-004	Stacy Casertano

**TIP!**  
 Print to pdf to save the Issues List when prompted in the printer settings.

## Uploading Corrected Sheets

- Corrected sheets cannot be uploaded until **all of the Issues have a response**. The status will show “Answered” once the response has been completed. If the issue resolution only requires a comment, please add the comment to the issue response and re-upload the impacted sheet.

Digital Plan Room  
Record: BD19-0061

Record Details Summary Uploads **Issues** Conditions Approved Plans

Below you will see a comprehensive list of issues for this project. This list can be filtered to focus on a desired discipline or status. You can click on an open issue to view associated mark-ups and respond before uploading new plans. Please note that all open issues will require a brief response prior to uploading a revised plan set.

Discipline	Title	Status	Attached To	Created By	Last Updated	Updated By
FIRE PREVENTION	Fire Prevention Issue Example	ANSWERED	A-2	Seth Axthelm	6/18/2019, 9:46:50 AM	Stacy Casertano
NON-STRUCTURAL	Non-Structural Issue Example	ANSWERED	A-2	Seth Axthelm	6/18/2019, 9:44:57 AM	Stacy Casertano
STRUCTURAL	Structural Issue Example	ANSWERED	Technical Specifications.pdf	Seth Axthelm	6/18/2019, 9:46:04 AM	Stacy Casertano
NON-STRUCTURAL	Non-Structural General Issue Example	ANSWERED		Seth Axthelm	6/18/2019, 9:46:28 AM	Stacy Casertano

- Click on Uploads to upload the corrected sheets. It is not necessary to resubmit the entire plan set. Only the updated or added sheets must be uploaded. Select Resume to upload the sheets.

Digital Plan Room  
Record: BD19-0061

Record Details Summary **Uploads** Issues Conditions Approved Plans

Digital files required for application and plan review are submitted within a review package. Below is a list containing submitted and in progress packages for this application. Plan files may only be submitted at the start of a review cycle. For review cycles that are in progress, click the Resume action to upload files to the packages. More info

Date	Name	Description	Status	Updated By	Action
6/18/2019	Plan Review Cycle # 2	Corrected sheets for the last round of plan review	New	Stacy Casertano	Resume
6/17/2019	Plan Review Cycle # 1	Initial submission of plans and documents	Accepted	Seth Axthelm	View

- Complete the same upload steps as the initial upload. **Note: The same Sheet IDs must be used as the previous submittal when uploading revised plans. It is vital that the same IDs are used so that the system will recognize the revised sheets and version accordingly. Also, if a sheet needs to be rotated for correct orientation, it must be completed in this step for correct sheet versioning.**
- Do not upload Deferred Submittals during the initial plan review response to Issues. Deferred Submittals are submitted after the permit has been Issued.

## Viewing Conditions

**Conditions** – Conditions are plan review approval comments that may be addressed by deferred submittals, future plan revisions, and/or handled in the field. (Approved w/Comments type comments.)

- 1) Click on the Conditions tab, then choose an individual condition to view the Condition. *Note: Conditions and mark-ups are color coded by discipline.*

Digital Plan Room  
Record: BD19-0058

Record Details | Summary | Uploads | Issues | **Conditions** | Approved Plans

Below you will see a list of conditions for this project. This list can be filtered to focus on a desired discipline. You can click on an open condition to view associated mark-ups.

Discipline	Title	Status	Attached To	Created By	Last Updated	Updated By
NON-STRUCTURAL	Plan Review comments	CONDITION	A-000	Stacy Casertano	6/18/2019, 3:09:10 PM	Stacy Casertano
FIRE PREVENTION	FP Review comments	CONDITION	A-000	Stacy Casertano	6/18/2019, 3:11:48 PM	Stacy Casertano

- 2) The plan sheet will open with the mark up and condition displayed.
- 3) To return to the Plan Room Conditions list, click on the “X” at the top right of the plan sheet.

*Note: All the Conditions now print on a new auto-inserted first page on the Approved Job Copy for easy reading and identification.*

APPROVED DIGITAL DOCUMENT FOR CONSTRUCTION  
CENTRAL FLORIDA TOURISM OVERSIGHT DISTRICT  
PERMIT # BD20-0000  
8/27/2021

These digital documents have been reviewed for compliance with the EPCOT and Florida Fire Prevention Codes. The approval of plans does not relieve the designer, contractor, or owner from complying with all Codes adopted by the Central Florida Tourism Oversight and any code requirement not noted in plans or review comments.

**BD21-0000**  
123 MAIN STREET, CITY, ST ZIP  
8/27/2021 2:36:42 PM

**General Conditions**

[Discipline: FIRE PREVENTION]

**General Comments**

Fire Prevention plan review completed with the following comments:  
General comments are reminders to the contractor and or inspector to verify compliance of the listed items before the project is completed. No further action required by the Fire Plans Examiner.  
\_ FPC 1.) Must meet all requirements of F.F.P.C. 7th Ed.  
\_ FPC 2.) A fire final 285 inspection must be completed prior to use.

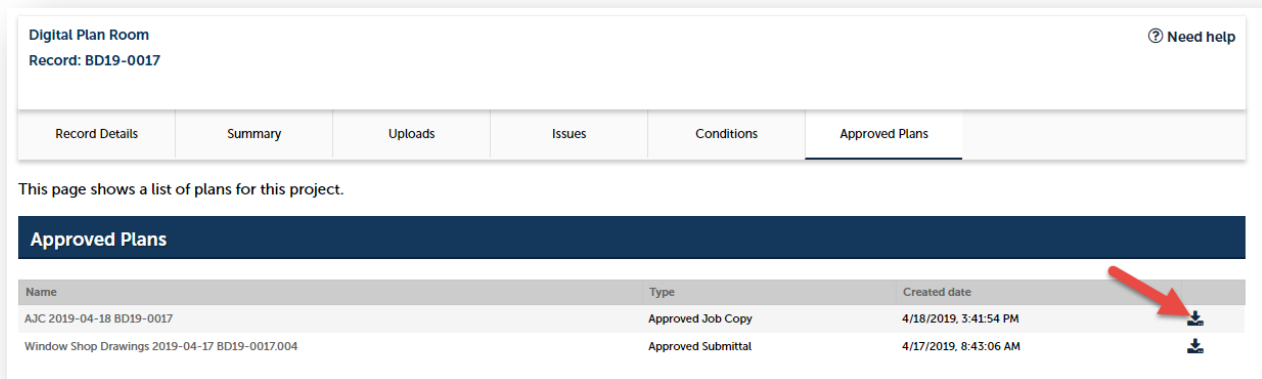
**TIP!**  
Conditions are plan approval comments and will state if further documentation or correction must be made to satisfy them.

## Downloading Approved Plans

Plans can be downloaded once the permit has been issued or the revision has been approved. Follow the steps below to download the approved plans:

### Option 1

- 1) Locate the record in ACA.
- 2) Click on the drop down next to Plan Room and select Approved Plans.
- 3) Click on the download icon next to the Approved Plan or Submittal for download.



## TIP!

Related records are Read Only. To access the Plan Room for a related record, the permit must be opened from the standard Search options. Current security access applies.

## Understanding and Resolving Error Messages

### ***My plans are signed but I am receiving a message that they have been modified since they were signed.***

Per the *Florida Administrative Code (FAC)*, the digital signature is invalidated if any data in the document is changed after the signature has been added to the document. To resolve this error: remove the signature field from the document and re-sign the document.

### ***Why am I receiving a message when validating plans that the root certificate cannot be trusted?***

Self-signed certificates can no longer be accepted in accordance with *FAC*. The new requirement states that you must have your own identity, digital seal and signature validated by a Third Party Certificate Authority (CA). Some design professionals have successfully used CoSign, DigiCert, Entrust, Exostar, GlobalSign and IdenTrust, as an example. (Note: These authorities are not being promoted by The District, nor are they the exclusive authority accepted.) For more information on digital signatures, please see the District's "Digital Seal and Signature Requirements" policy. If you are receiving this message and are using a valid Third Party CA, please contact our office.

### ***Signature Date is in the Future.***

The signature date on the document is in the future. A timestamp was not applied to the signature and the clock on the computer being used is set to a future date. Re-sign the document and include a valid timestamp.

### ***Revocation checks could not be completed.***

The system was unable to validate the certificate with the CA. The CA system may be down, or there was an error communicating with the CA. If the problem persists, please contact your CA.

### ***File is not signed.***

A digital signature is required for this document type. Please add a valid digital signature to the file. For instructions and information regarding digital signatures, please see the District's "Digital Seal and Signature Requirements" policy.

### ***Certificate was expired at the date of signature.***

The certificate with which these signatures were signed has expired. Each certificate has an expiration date. Make sure that the certificate is valid before signing the file. To resolve, please contact your CA.

### ***Certificate was issued after signing date.***

The certificate with which this signature was signed was not valid at the time the file was signed or there is an issue with the timestamp. Verify the certificate is valid before signing the file by contacting your CA. It is possible that the CA may need to re-issue your certificate.

### ***Invalid certificate on signing date.***

The certificate with which this signature was signed was not valid at the time the file was signed or there is an issue with the timestamp. Verify the certificate is valid before signing the file by contacting your CA. It is possible that the CA may need to re-issue your certificate.

### ***An unexpected error occurred.***

This error could signal an error on the Digital Plan Room server or an issue with the computer or connection used to submit it. Please try resubmitting a second time and if the problem persists, please contact our office.

### ***One or more signatures have problems.***

Please make sure that all of the signatures have met all of the District's "Digital Seal and Signature Requirements" policy. **Self-signed certificates are not accepted per the FAC.** If you are receiving this message and you are using a valid Third Party CA, please contact our office.