SFD Online Permitting

Register for an (ACA) Accela Citizen Access account

Connect your ACA account with your licensed professional

Apply for a permit online

Plan Review Process

Corrective plan Changes

Project Narrative/Bid Value Change

Register for an (ACA) Accela Citizen Access account

From the City of Spokane's online permitting portal, <u>aca.spokanepermits.org</u>, click on the "Register for an Account" link.

← →	C 📬 ac	ca.spokane	epermits.org/Citizen	Access/Default.aspx										\$	
C Accela	🚱 Home - Repo	ort Mana	1 Accela - Home	IT Permit Team - Hon	ne 🍯	Login Salesforce TEST	🗅 мом	Power BI	E Service	Manager	Spokane 311 - Public	Syn	mantec Enterprise	»	ſ
											Applications and Documents		Resource Libra	ry	
								I	Announ	cements	O Register for an Acc	count	Reports (3) 🗸	Logi	in
	Home B	Building	Code Enforceme	nt Engineering	Fire	Trade Licenses	Taxes and Li	icenses	Parking	Planning	j more ▼				
	Advanced	d Search 🔻													

From there follow the prompts to create your account.

When asked to select a contact, be sure to choose "contact" from the dropdown list.



Connect your ACA account with your licensed professional

Before you can apply for Fire permits online, your account must be linked to your licensed professional. To do this, email the fire department, <u>SFDserviceReports@spokanecity.org</u>. Please provide them the email address you used when registering and the username you chose.

Apply for a permit online

Log into your ACA account.

Click on the "Fire" tab

Home Building	Code Enforcement	Engineering	Fire Trade Licenses	Taxes and Licenses	Parking	Planning	more 🔻
Dashboard	My Records M	My Account	Advanced Search 👻				

Click on "Apply for a Permit"

Home Building	Code Enforcement	Engineering Fire	Trade Licenses	Taxes and Licenses	Parking	Planning	more 🔻	
C Apply for Perr	nit Q Search	Records & Permits						

Read and accept the disclaimer.

If your Licensed professional was correctly added to your ACA account, you will see a "Fire Servicer CO" entry on your license dropdown. Once it's selected from the dropdown you will see the information for the professional. Select it and hit "Continue Application".

Apply for Permit	Q Search Records & Permits
Select a License	
Select a license for this re	cord from the list below. The available permit record type(s) is determined by the type of the license associated with your accou
Licenses:	
Select	
WA Construct Contr ARRO	WPR791J7CS
WA Construct Contr AVIS	
	19
WA Fire Servicer Co FRUU	
WA Fire Servicer Co FR00	

After the licensed professional, you will enter the location information, contact information, and project information. Once that is complete you will need to upload your Fire plans. If your submission includes cutsheets or calculation documents, you should include them with your Fire plans document. Your fees will be calculated and invoiced. When the application has been submitted, it will be reviewed by fire staff.

Plan Review Process

Each step of the review process will send instructions by email, letting you know what needs to be done next.

Revisions Required/Resubmittal Required

The process for revisions required and resubmittal required are the same. The difference between revisions required and resubmittal required is resubmittals are part of the plan review process and revisions are after permit issuance.

When revisions/resubmittals are required, you will receive an email with your record information and instructions on what to do next.

ecord Information: ecord #: F24071724SPR pened Date: 3/22/2024 roject Name: TEST roject Type: Sprinkler System Permit escription of Work: TEST urrent Status: Plan Revision Required	
ddress: 6623 S MEADOW ST, SPOKANE, WA 00000 arcel: 34071.0304	
ou may access your record to view details, attachments and to resubmit plans at your convenience through Spokane Cit 's online citizen portal.	
he revision documents listed above will be located in the permit attachments under the Record Info tab after logging in to your ACA account. Guideline ubmitted using the 'Resubmit' link in the online citizen portal before the Plan Review process will begin restart.	9
you have any questions about your record or resubmittal requirements, please email SFDservicereports@spokanefire.org.	
hank you,	
pokane Fire Department CITY OF SPOKANE FDservicereports@spokanefire.org spokanecity.org	

If you are not logged in, you will have to log to access the documents and the document upload. Once logged in the quickest way back to your record is to click the "online citizen portal" link again from the email.

Home Building Code Enforcement	Engineering Fire	Trade Licenses	Taxes and Licenses	Parking	Planning	more 🔻	
Apply for Permit Q Search	Records & Permits						
Record F24071724SPR: Sprinkler System Permit Record Status: Plan Revision Requir	red						Add to cart Add to collection p# Like 0 X Post
Record Info Payments Payments							
Processing strats							
Attachments							

Click the "Record Info" dropdown, then click "Attachments" THIS PICTURE NEEDS TO CHANGE TO ONLY SHOW THE RESUBMIT LINK

iew People Attac	hments							
Name	Record ID	Record Type	Entity Type	Туре	Size	Latest Update	Action	Entity
Jsopp.jpg	F24071724SPR	Sprinkler System Permit	Record	Equipment Cut Sheets	51.58 KB	03/22/2024	Actions v	Sprinkler System Permit - F24071724SPR
YourWelcome.png	F24071724SPR	Sprinkler System Permit	Record	Fire Plans	358.63 KB	03/25/2024	Actions v	Sprinkler System Permit - F24071724SPR
YourWelcome- Reviewed-Revisions- Required.pdf	F24071724SPR	Sprinkler System Permit	Record	Fire Plans	562-96 WB	03/25/2024	Resubmit Actions	Sprinkler System Permit - F24071724SPR

Reference the comments from the plan review email then upload a new document using the "Resubmit" link.

Once all the documents requiring revisions/resubmittal have been uploaded, plan review will proceed.

Spokane City Hall, 808 W Spokane Falls Blvd, Spokane, WA 99201 Website: <u>my.spokanecity.org</u> | Phone: 509.755.CITY (2489)

Corrective Plan Changes

Any time during the plan review process, you can upload correction documents that weren't previously provided or corrections of previously submitted plans. Please note some plans changes will require a "project narrative/bid value change" document to be submitted as well.

To do this you must be logged in to <u>aca.spokanepermits.org</u>. Once logged in, navigate to your record. Once you've found your record hover over the "Record Info" dropdown then click "Attachments"

Home Building Cod	de Enforcement	Engineering Fire	Trade Licenses	Taxes and Licenses	Parking	Planning	more 🔻	
Apply for Permit	Q, _{Search R}	Records & Permits						
Record F24071724SPI	R:							Add to cart Add to collection
Record Status: Plan Re	evision Require	d						Like 0 X Post
Record Info 👻	Payments 💌							
Record Details								
Processing Status								
Attachments								

Click on the "Add" button

p;bat;cgi;cmd;com;dl	l;exe;htaccess;htpassw	d;ksh;msi;numbers;php;sh;vb;vbs;vl	bscript are disallowed file	e types to upload.	
iew People Attac	hments				
Name	Record ID	Record Type	Entity Type	Туре	Size
Jsopp.jpg	F24071724SPR	Sprinkler System Permit	Record	Equipment Cut Sheets	51.58 KB
YourWelcome.png	F24071724SPR	Sprinkler System Permit	Record	Fire Plans	358.63 KE
YourWelcome- Reviewed-Revisions- Required.pdf	F24071724SPR	Sprinkler System Permit	Record	Fire Plans	561.96 KE

Select	-	
Select		
Calculations		
Equipment Cut Sheets		
Fire Plans		
Project Narrative, Bid Val	ue Change	
Revisions/Resubmittal Pla	an	
Supporting Decumente		

Project Narrative/Bid Value Change

Anytime there is a change to your plans that modifies the scope of work or bid value, we will require a "Project Narrative/Bid Value Change" document to be uploaded. To do this you must be logged in to <u>aca.spokanepermits.org</u>. Once logged in, navigate to your record.

Once you've found your record hover over the "Record Info" dropdown then click "Attachments"

Home Building	Code Enforcement	Engineering Fire	Trade Licenses	Taxes and Licenses	Parking	Planning	more 👻	
Apply for Perm	nit Q _{Search} F	Records & Permits						
Record F2407172 Sprinkler System Record Status: Pl	4SPR: Permit an Revision Require	ed.						Add to cart Add to collection
Record Info 🔻	Payments 👻							
Record Details Processing Status								
Attachments								

Click on the "Add" button

/iew People Attac	hments				
Name	Record ID	Record Type	Entity Type	Туре	Size
Usopp.jpg	F24071724SPR	Sprinkler System Permit	Record	Equipment Cut Sheets	51.58 KB
YourWelcome.png	F24071724SPR	Sprinkler System Permit	Record	Fire Plans	358.63 K
YourWelcome- Reviewed-Revisions- Required.pdf	F24071724SPR	Sprinkler System Permit	Record	Fire Plans	561.96 K

When it has you choose a document type, be sure to choose "Scope of Work, Bid Value Change".

Select		
Select		
Calculations Equipment Cut Sheets		
Project Narrative, Bid Value Change		
Supporting Documents		
Save Select from Account	Add	Remove All