

SFD Online Permitting

[Register for an \(ACA\) Accela Citizen Access account](#)

[Connect your ACA account with your licensed professional](#)

[Apply for a permit online](#)

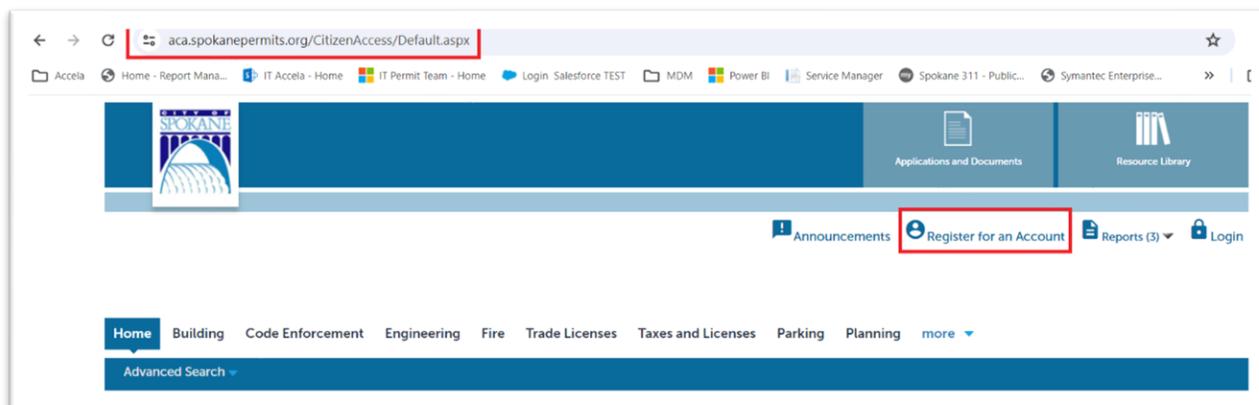
[Plan Review Process](#)

[Corrective plan Changes](#)

[Project Narrative/Bid Value Change](#)

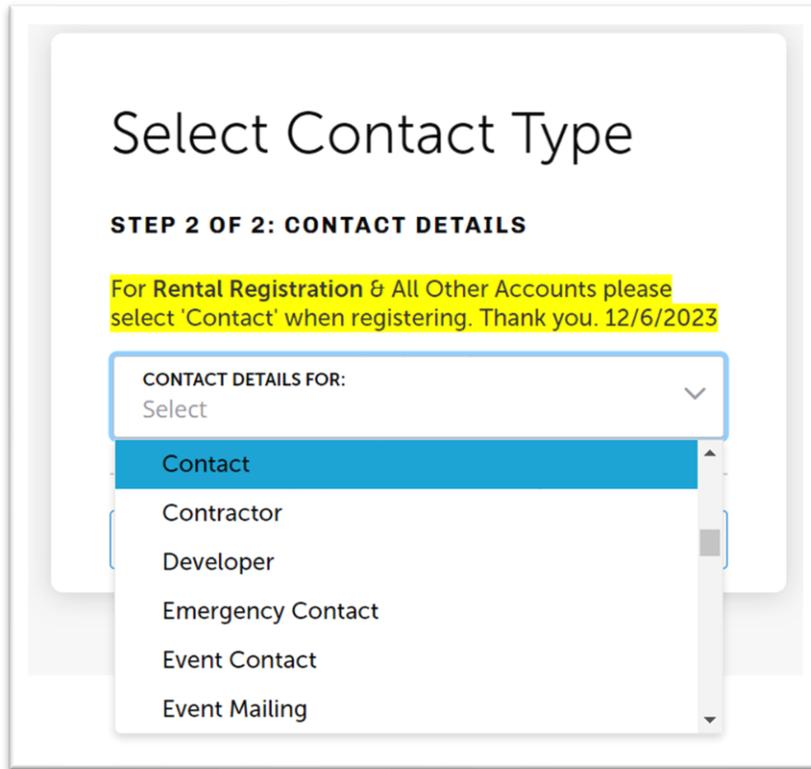
Register for an (ACA) Accela Citizen Access account

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



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, SFDserviceReports@spokanecity.org. 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

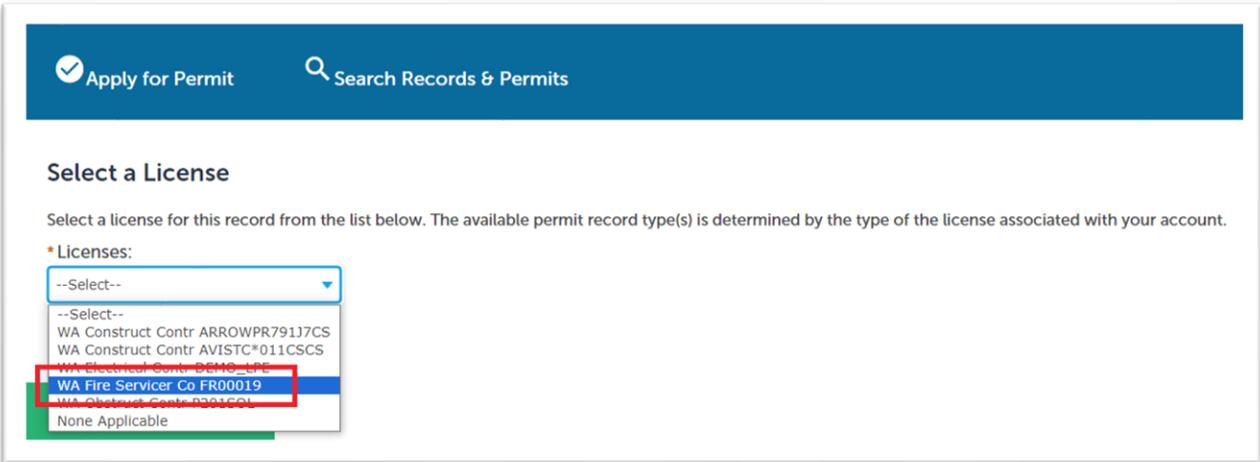


Click on “Apply for a Permit”



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”.



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.

Record Information:

Record #: F24071724SPR
Opened Date: 3/22/2024
Project Name: TEST
Project Type: Sprinkler System Permit
Description of Work: TEST
Current Status: Plan Revision Required

Address: 6623 S MEADOW ST, SPOKANE, WA 00000
Parcel: 34071.0304

You may access your record to view details, attachments and to resubmit plans at your convenience through Spokane City's [online citizen portal](#).

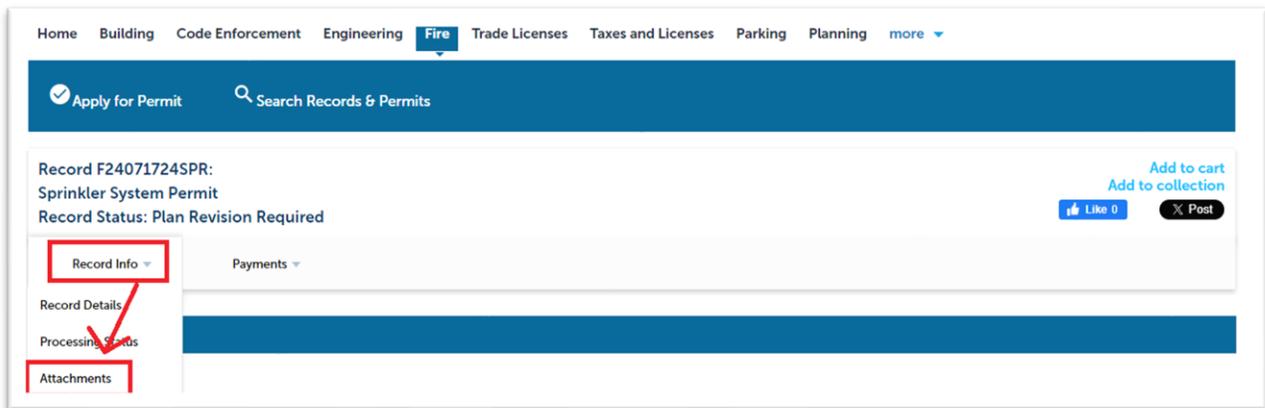
The revision documents listed above will be located in the permit attachments under the Record Info tab after logging in to your ACA account. Guideline submitted using the 'Resubmit' link in the online citizen portal before the Plan Review process will begin restart.

If you have any questions about your record or resubmittal requirements, please email SFDservicereports@spokanefire.org.

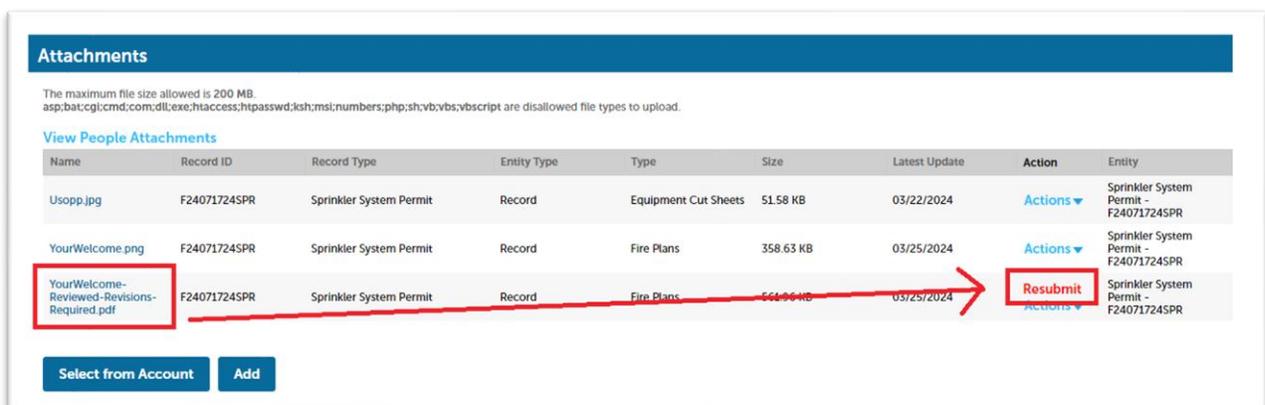
Thank you,

Spokane Fire Department | CITY OF SPOKANE
SFDservicereports@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.



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



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

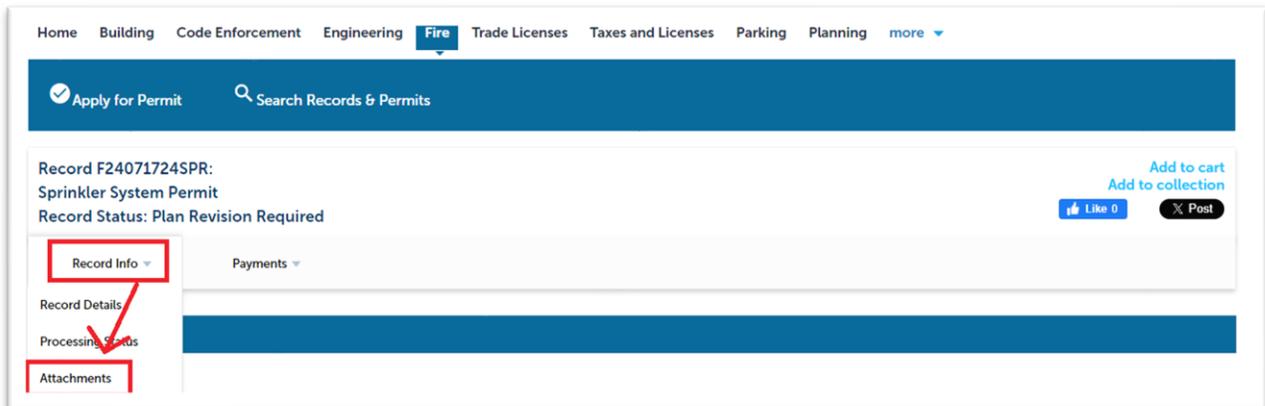
Once all the documents requiring revisions/resubmittal have been uploaded, plan review will proceed.

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

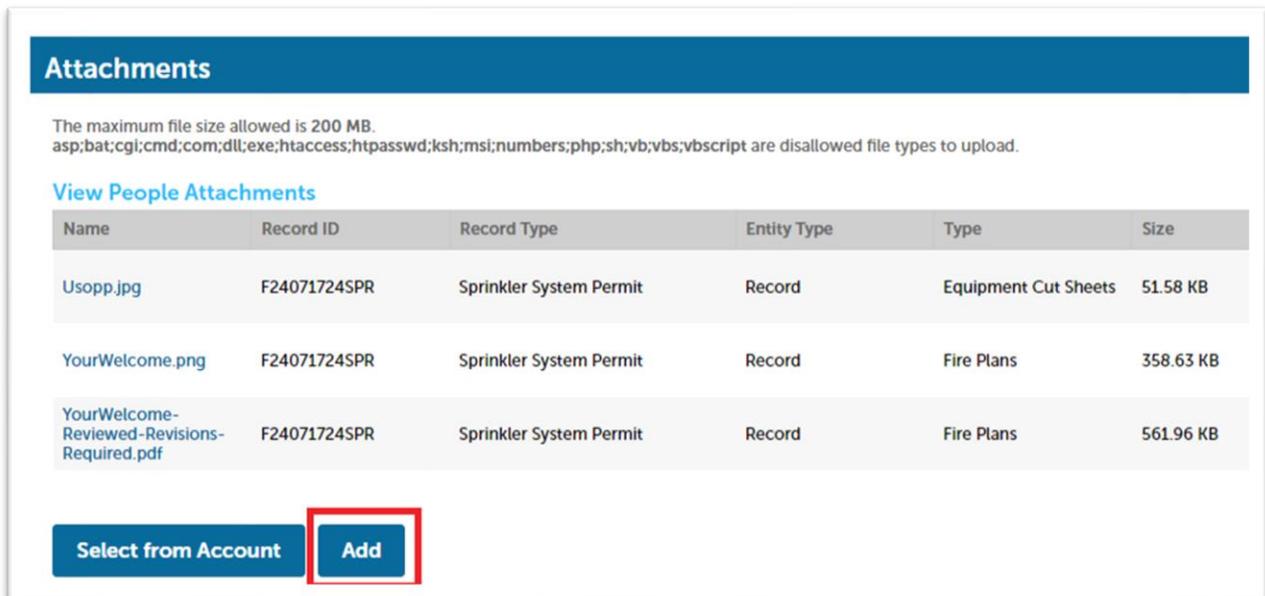
Corrective Plan Changes

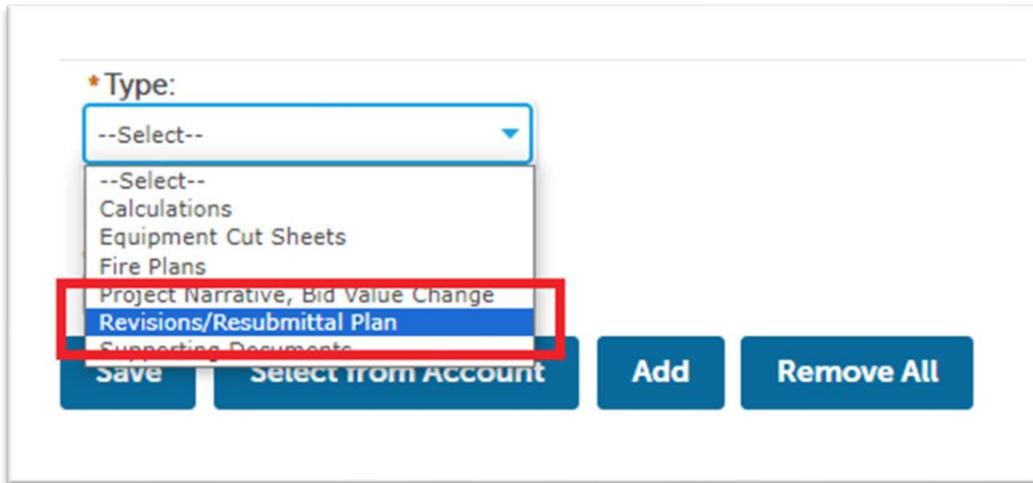
Any time during the plan review process, you can upload correction documents that weren't previously provided or corrections of previously submitted plans. Please note some plans changes will require a "project narrative/bid value change" document to be submitted as well.

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



Click on the "Add" button

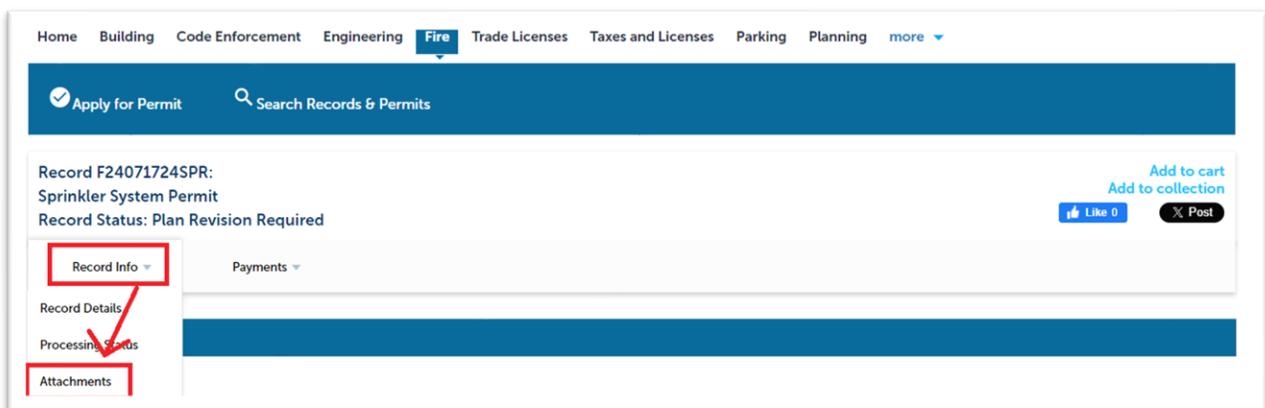




Project Narrative/Bid Value Change

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 aca.spokanepermits.org. Once logged in, navigate to your record.

Once you’ve found your record hover over the “Record Info” dropdown then click “Attachments”



Click on the “Add” button

Attachments

The maximum file size allowed is 200 MB.

asp;bat;cgi;cmd;com;dll;exe;htaccess;httpasswd;ksh;msi;numbers;php;sh;vb;vbs;vbscript are disallowed file types to upload.

View People Attachments

Name	Record ID	Record Type	Entity Type	Type	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 KB
YourWelcome-Reviewed-Revisions-Required.pdf	F24071724SPR	Sprinkler System Permit	Record	Fire Plans	561.96 KB

Select from Account

Add

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

*Type:

--Select--

--Select--

Calculations

Equipment Cut Sheets

Fire Plans

Project Narrative, Bid Value Change

Revisions (Permittal Plan)

Supporting Documents

Save

Select from Account

Add

Remove All