

## ACELA CITIZEN ACCESS (ACA) ONLINE PERMITTING SYSTEM

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

With this new service, contractors will be able to view permit records, schedule inspections, apply for a permit and submit a Temporary Certificate of Occupancy request.

To get started, you will need to be a registered user of ACA. This is a secure website and supports Internet Explorer 10. If using other browsers, ACA may or may not work properly.

In order to register in ACA, you will need to be a licensed contractor in our main system, or be listed as an agent or power of attorney on behalf of a registered licensed contractor. **Note:** Requests will not be granted if the user is not registered in the main system.

### Register for a New User Account:

Click on “New Users: Register for an Account” and fill in all required fields.

**ON-LINE SERVICES** [Home](#)

[Announcements](#) | [Register for an Account](#) | [Login](#)

**Internet Explorer 10 is the current browser recommended when using this website.** If using Internet Explorer 11, go to Tools, Compatibility View Setting and add the ACA web address to the list. Silverlight must be installed in order to upload/retrieve documents.

All permit applications must be paid via credit card. [All major credit cards accepted.](#)

**Note:** If applying for an RCID-owned or Shades of Green project, do not complete the permit application by paying with a credit card. Be sure to notify the RCID general email account that the permit has been applied and provide the temporary "TMP" number in the email: [RCIDPermits@rcid.org](mailto:RCIDPermits@rcid.org).

All printable forms can be found on the main RCID website: [www.rcid.org](http://www.rcid.org).

**Construction Permits** [Search for Permits / Records](#) | [Schedule Inspections](#)

**Welcome to the Reedy Creek Improvement District's (RCID) Online Permitting System!**

To use this service, [you must register \(or already have registered\) a professional license with our office, and you must be the license qualifier or be designated as an authorized agent or granted power of attorney by the license qualifier.](#) You may then create an online user account. **Note:** Before your user account will be fully activated, the request must be reviewed and approved by the System Administrator.

The RCID Online Permitting System allows you to:

- Apply for all permit types online
- Apply for a Temporary Certificate of Occupancy online
- Review your permit application and status
- Schedule inspections and review results

Please contact our department at (407) 828-2034, or via email at [RCIDPermits@rcid.org](mailto:RCIDPermits@rcid.org), if you encounter any difficulties applying online.

**To get started, please log in or register for an user account**

**Login**

User Name:

Password:

Remember me on this computer

[I've forgotten my password](#)  
[New Users: Register for an Account](#)

**Note: Password is case sensitive.**

Accept the Disclaimer and continue the registration.

The next page asks for the State License Number and the License Type. **Note:** Your license number and type must match exactly what we have in our main system. License might have a space, e.g. CG C0000000, EF 0000000 or no space XX-0000000; and the type could be: Contractor-Bldg, Contractor-Elec, Contractor-Misc., etc. Once it appears on the Contactor Information list, select the "Connect" on the right hand side of the screen. Chick "Yes" when it asks "Do you want to associate this license to your account?"

**Account Registration Step 1:  
Enter License Information**

Please enter your license information below (one license at a time) and our Agency will verify your license status within our Agency records. Please note that your license must already be registered with our in-house Permitting system (also known as AA) before you can proceed with this step.

You may add additional licenses on the next screen. After identifying your license(s) an Agency employee must perform additional validation. In these cases, **your access to certain features of the RCID Online Permitting System will be limited pending approval.**

**License Information**

\* License Type:  \* State License Number:

**Construction Permits**

[Search for Permits / Records](#) | [Schedule Inspections](#)

**Adding a License:**

**Contractor Information**

If your license has been found, click on the license number below to continue

Showing 1-1 of 1

License Number	Business Name	Action
<a href="#">XX-0001658</a>	TEST CONTRACTOR	<a href="#">Connect</a>

Continue Registration if the license is correct. You can add other licenses at this point, or at any point in the future once you are approved in the system.

**Confirm License**

Your search returned the following licensed professionals. If the information is not correct, click the "Remove" button and if necessary search again below. Once all information is correct choose "Continue Registration" or "Add to My Licenses" to proceed.

**License Look-up Results**

License		Remove
TEST CONTRACTOR	FL Contractor-Misc	<input type="button" value="Remove"/>
1900 HOTEL PLAZA BLVD	FL - XX-0001658	
LAKE BUENA VISTA FL 32830	Issued:	
Tel: 4078283096	Expires:	
Fax: 4078282416	Insured Max: \$0.00	

Once you locate the correct license, click the "Add to My Licenses" button.

Once you have added all licenses to your list, click the "Continue Registration" button. You will have another chance to review all your licenses at the end of the registration process.

(I am done adding licenses.)

(I have more licenses.)

The next set of questions is your User ID and Password. Select the appropriate relationship for your contact info: Agent, Power of Attorney, Qualifier, etc.

Please choose a user name and password for your login. You must also provide a valid email address.

### Account Registration Step 2: Enter/Confirm Your Account Information

#### Login Information

\* User Name:  ?

\* E-mail Address:  ?

\* Password:  ?

\* Type Password Again:

\* Enter Security Question:  ?

\* Answer:  ?

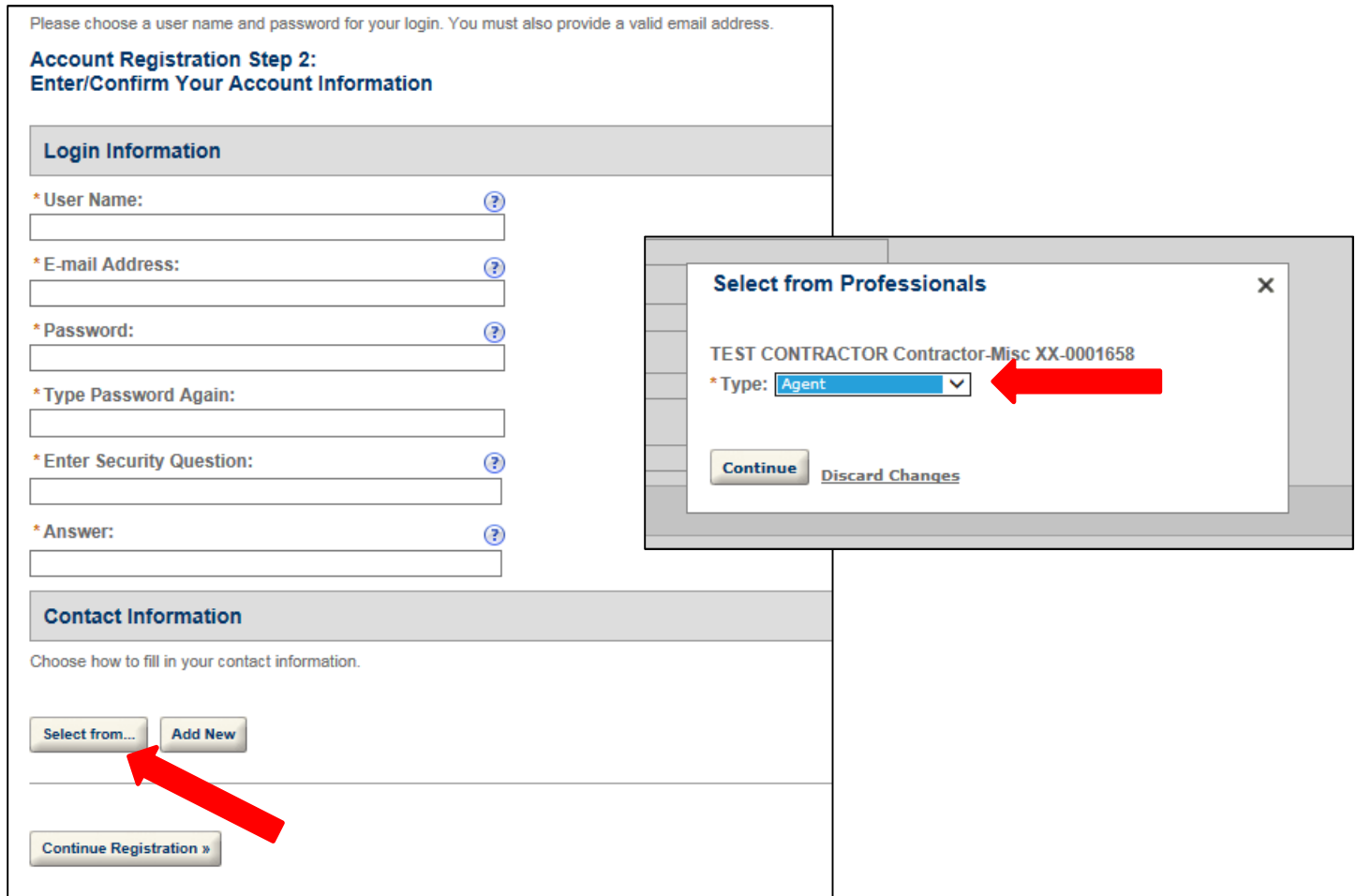
#### Contact Information

Choose how to fill in your contact information.

#### Select from Professionals

TEST CONTRACTOR Contractor-Misc XX-0001658

\* Type:  ?



Enter **your contact information** in the Contact Information boxes. This information is critical when you start applying online and will save valuable time by auto-populating fields. The email address will pull the address associated with the license in our system. You may need to change as well. **Note:** Do not use parentheses “( )” or dashes “-” for phone numbers...just enter straight numbers 4071231234. The system will automatically add the proper format. Also, you can only register with an email once. Several individuals can apply using one license number, but an email can only be registered one time.

**Contact Information**

\* First:  Middle:  \* Last:  ←

\* Name of Business:

\* Address Line 1:

\* City:  \* State:  \* Zip:

\* Work Phone:  \* Mobile Phone:  Fax:

\* E-mail:  ←

**Contact Information**

Choose how to fill in your contact information.

✔ **Contact added successfully.**

**First Last**  
**TEST CONTRACTOR**  
Email: email@rcid.org  
Mobile Phone: 4076666666  
Work Phone: 4075555555  
Fax: 4078888888  
[Edit](#) [Remove](#)

←

**Your account is successfully registered.**

**Your account has been successfully created.**  
All requests are verified and approved by the System Administrator. Once activation is complete, you will be able to log in.

**Account Information**

User Name: test2  
E-mail: test2@rcid.org  
Password: \*\*\*\*\*  
Security Question: enter security question

**Contact Information**

First Last Work Phone: 4075555555  
TEST CONTRACTOR Mobile Phone: 4076666666  
1900 HOTEL PLAZA BLVD Fax: 4078888888  
email@rcid.org

**Contractor Information**

Showing 1-1 of 1

State License #	License Type	Issued On	Expired Date	Status	Action	Country
XX-0001658	Contractor-Misc			Pending	<a href="#">Actions</a> ▼	

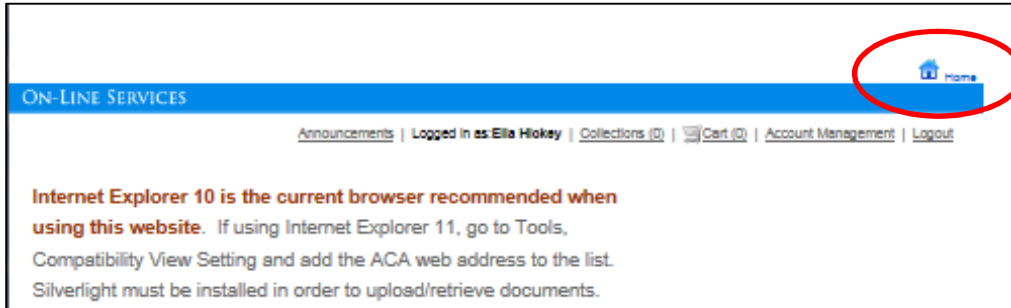
When you have successfully completed your registration request, an email will be sent to our office. We will then accept the registration and you will be able to log-in. **Note: Anyone not in our main system will need to submit a notarized letter from the qualifier stating you as an agent or power of attorney on his/her behalf prior to acceptance.** Once your registration request is approved by the System Administrator, you can start using the system.

## Account Management:

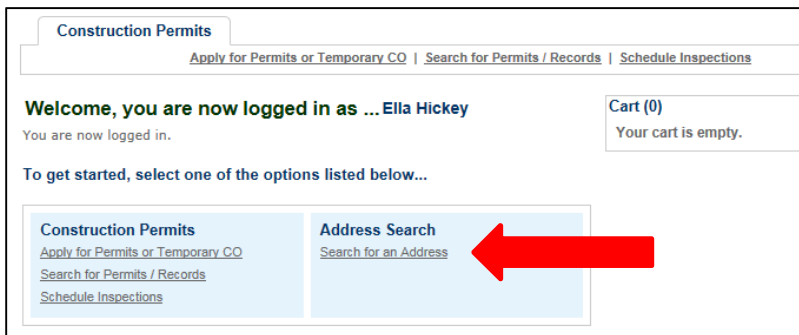
Any changes that need to be made to your account can be done through the Account Management page. You can change your password, update address and phone numbers, add additional licenses to your account, and add Delegates if you wish. **Note:** A Delegate is someone outside your organization you wish to perform certain actions on your behalf like schedule inspections, apply or pay online. They must already be a registered user in ACA.

## Construction Permits:

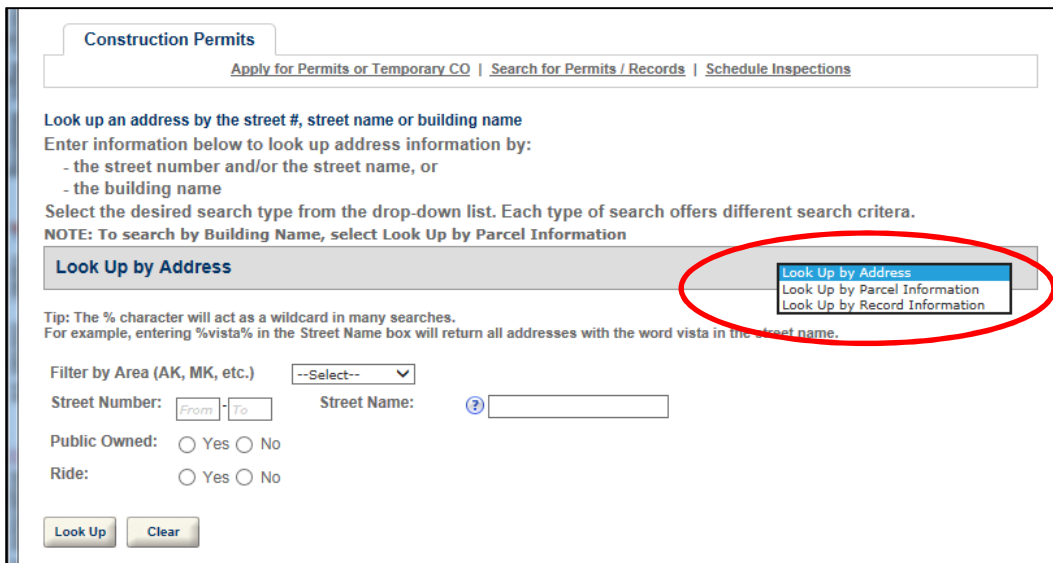
You can search for an address or a permit, schedule inspections, or apply for permits online. **Note:** Anywhere there is an underlined word, it is a hyperlink to another window. If, at any time you get lost in the system, just hit the “Home” link on top and it will bring you back to the following screen.



## Search for an Address:



There are three ways to search for an address in ACA: by Address, Parcel (Building Name), or Record Information.



Search by Address could be helpful if you know the street name but don't remember the Street Number. **Note:** There is a wildcard search feature in the system, just use the percent sign before and after the word, e.g. %Castle%. This is very helpful if you only know a portion of a name. The wildcard feature is usable in all fields of ACA.

As an Example, we will search for the RCID Admin Building using each of the search options.

**Look Up a Building Name or Address**

Enter information below to look up address information by:  
 the street number or the street name,  
 the building name,  
 or for an existing Permit # or Project Name

Select the desired search type from the drop-down list. Each type of search offers different search criteria.

Tip: In many cases, just entering the first few characters of a search criteria will be sufficient.  
 For example, entering BD13 as criteria for the Permit #, will find addresses for all Permits that start with BD13

**Look Up by Address** Look Up by Address ▾


Street Number:

**Street Name:**

---

37 results found matching lookup criteria

Click any of the results below to view more details.

Show on Map 

Showing 11-20 of 37 | [Download results](#)

Unique ID	Address
<input type="checkbox"/> 3267	<a href="#">1809 HOTEL PLAZA BLVD LB, LAKE BUENA VISTA FL 32830</a>
<input type="checkbox"/> 3185	<a href="#">1830 HOTEL PLAZA BLVD LB, LAKE BUENA VISTA FL 32830</a>
<input type="checkbox"/> 1402	<a href="#">1850 HOTEL PLAZA BLVD LB, LAKE BUENA VISTA FL 32830</a>
<input type="checkbox"/> 2430	<a href="#">1850 HOTEL PLAZA BLVD LB, LAKE BUENA VISTA FL 32830</a>
<input type="checkbox"/> 2542	<a href="#">1850 HOTEL PLAZA BLVD LB, LAKE BUENA VISTA FL 32830</a>
<input type="checkbox"/> 2843	<a href="#">1850 HOTEL PLAZA BLVD LB, LAKE BUENA VISTA FL 32830</a>
<input type="checkbox"/> 3094	<a href="#">1850 HOTEL PLAZA BLVD LB, LAKE BUENA VISTA FL 32830</a>
<input type="checkbox"/> 3322	<a href="#">1850 HOTEL PLAZA BLVD LB, LAKE BUENA VISTA FL 32830</a>
<input type="checkbox"/> 3323	<a href="#">1850 HOTEL PLAZA BLVD LB, LAKE BUENA VISTA FL 32830</a>
<input type="checkbox"/> 1432	<a href="#">1900 HOTEL PLAZA BLVD LB, LAKE BUENA VISTA FL 32830</a>

< Prev 1 2 3 4 next >

The results will bring back several addresses. Click on the address hyperlink to show the address detail illustrated below.

**Property Information:**  
**1900 HOTEL PLAZA BLVD LB, LAKE BUENA VISTA FL 32830**

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**Address Detail**

1900 HOTEL  
 PLAZA BLVD LB,  
 LAKE BUENA  
 VISTA FL 32830  
 Status:Enabled

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**Parcels**

Showing 1-1 of 1

Unique ID	Building Name
1432	RCID ADMINISTRATION OFFICE BLDG

The second method of searching is by Parcel Information or Building Name. This method may prove extremely useful as most folks know buildings over addresses.

**Look Up by Parcel Information**
Look Up by Parcel Information ▾

Tip: The % character will act as a wildcard in many searches.  
For example, entering %Nemo% in the Building Name box will return all building names with the word Nemo in it.

Building Name:

Look Up   Clear

---

33 results found matching lookup criteria

Click any of the results below to view more details.

Show on Map

Showing 1-10 of 33 | [Download results](#)

Unique ID	Lot	Block	Building Name	Action
<input type="checkbox"/> 111			RCID WELLS	<a href="#">Retrieve Address &amp; Owner Info</a>
<input type="checkbox"/> 1432			RCID ADMINISTRATION OFFICE BLDG	<a href="#">Retrieve Address &amp; Owner Info</a>
<input type="checkbox"/> 1433			RCID PUMP STATION C	<a href="#">Retrieve Address &amp; Owner Info</a>
<input type="checkbox"/> 1656			RCID PUMP STATION B	<a href="#">Retrieve Address &amp; Owner Info</a>
<input type="checkbox"/> 1879			RCID MAINTENANCE BLDG (OLD FIRE STATION 3)	<a href="#">Retrieve Address &amp; Owner Info</a>
<input type="checkbox"/> 2237			RCID LIFT STATION 4B	<a href="#">Retrieve Address &amp; Owner Info</a>
<input type="checkbox"/> 2309			PEST CONTROL OFFICES (RCID)	<a href="#">Retrieve Address &amp; Owner Info</a>
<input type="checkbox"/> 2346			RCID FUEL OIL TANK FARM	<a href="#">Retrieve Address &amp; Owner Info</a>
<input type="checkbox"/> 2360			RCID LAB BRONSON HOUSE (WET LAB)	<a href="#">Retrieve Address &amp; Owner Info</a>
<input type="checkbox"/> 2414			RCID EMERGENCY SERVICES BLDG	<a href="#">Retrieve Address &amp; Owner Info</a>

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**Associated Addresses of Parcel 1432**

Showing 1-1 of 1 | [Download results](#)

Address
1900 HOTEL PLAZA BLVD LB, LAKE BUENA VISTA FL 32830

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**Associated Owners of Parcel 1432**

Showing 1-1 of 1 | [Download results](#)

Name	Address
REEDY CREEK IMPROVEMENT DISTRICT	P O BOX 10170 LAKE BUENA VISTA, FL LAKE BUENA VISTA FL 32830

And finally, you can search by Record Information. This is helpful if you know a permit number, Project Name or the date range of when the permit was applied.

**Look Up by Record Information**
Look Up by Record Information ▾

Permit Number:

Project Name:

Start Date:  End Date:

Look Up   Clear

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2 Record results matching your search results

Click any of the results below to view more details.

Showing 1-2 of 2 | [Download results](#)

Record Number	Project Name	Related Records
BD08-0488	TEST PROJECT RECORD	0
EL08-0392	PORT ORLEANS FRENCH QUARTER TEST KITCHEN	2

**Note:** Many temporary events use parking lots as addresses. We have several already addressed in our system. A quick way to see those would be to search by %Event% in the Building Name under the Parcel Information Search window. It might help to narrow your search.


**Look Up by Parcel Information**
Look Up by Parcel Information ▾

Tip: The % character will act as a wildcard in many searches.  
For example, entering %Nemo% in the Building Name box will return all building names with the word Nemo in it.

**Building Name:**

**41 results found matching lookup criteria**

Click any of the results below to view more details.

[Show on Map](#) 

Showing 1-10 of 41 | [Download results](#)

<input type="checkbox"/> Unique ID	Building Name	Action
<input type="checkbox"/> 177	NORTH SECURITY AND LOSS PREVENTION 3W TR W256	<a href="#">Retrieve Address &amp; Owner Info</a>
<input type="checkbox"/> 1881	RESORTS SPECIAL EVENTS	<a href="#">Retrieve Address &amp; Owner Info</a>
<input type="checkbox"/> 1941	EVENT SITE MAGIC KINGDOM WEST BEACH	<a href="#">Retrieve Address &amp; Owner Info</a>
<input type="checkbox"/> 2004	BVCC EVENT SUPPORT 4W TR W109	<a href="#">Retrieve Address &amp; Owner Info</a>
<input type="checkbox"/> 2266	SPECIAL EVENTS PAVILION	<a href="#">Retrieve Address &amp; Owner Info</a>
<input type="checkbox"/> 2436	EVENT SITE WONDER PARKING LOT	<a href="#">Retrieve Address &amp; Owner Info</a>
<input type="checkbox"/> 2445	EVENT SITE DHS NY STREET	<a href="#">Retrieve Address &amp; Owner Info</a>
<input type="checkbox"/> 2446	EVENT SITE EP WORLD SHOWCASE	<a href="#">Retrieve Address &amp; Owner Info</a>
<input type="checkbox"/> 2447	EVENT SITE EPCOT FUTURE WORLD	<a href="#">Retrieve Address &amp; Owner Info</a>
<input type="checkbox"/> 2448	EVENT SITE RED LOT	<a href="#">Retrieve Address &amp; Owner Info</a>

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## Search for Permits:

Once you click on “Search for Permits...” it should bring a list back of permits attached to your license. You can narrow your search further by using the General Search under the list of Permits. You can search by Permit Number, Status, Start and End Dates and even the Project Name. Again don’t forget to use the wildcard % to help with your search.

Once you have entered a search criteria, the result will show below the General Search section...be sure to scroll down to see your results.



### Search for Permits

Please enter appropriate search criteria below and click on "Search"  
 In the results found, you may click on an underlined column heading to change the sorting of that column. Also, clicking on underlined text, such as a Permit #, Address or Contractor's license number will take you to that record.  
*Tip: Entering only the first few letters of what you are looking for may be helpful at times.*

General Search
General Search ▾

Search for an existing Permit using criteria below. ☐ ..

Permit #:     Record Type:  ▾    Record Status:  ▾ ?

Project Name:

Start Date:  ?    End Date:  ?


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State License Number:     Name of Business:

---

Street No.:     Fraction:     Street Name:  ?    Unique ID:

1 Record results matching your search results  
 Click any of the results below to view more details.

Show on Map 

Showing 1 of 1 | [Download results](#) | [Add to collection](#) | [Add to cart](#) | [Copy Record](#)

<input type="checkbox"/>	<u>Date</u>	<u>Permit No</u>	<u>Status</u>	<u>Project Name</u>	<u>Related Records</u>	<u>Address</u>	<u>Action</u>	<u>Created By</u>
<input type="checkbox"/>	07/22/2008	<a href="#">BD08-0488</a>	Issued	TEST PROJECT RECORD	0	1900 HOTEL PLAZA BLVD LB, LAKE BUENA VISTA FL 32830		Ella Hickey

Again, click on the Permit Number and with the hyperlink and it directly opens the permit record. From there you will see the permit details broken into sections. Anywhere there is a small arrow pointing right, click on that arrow and it will expand the section.

## Inspections:

Once an inspection has been completed, this Inspections grouping will be split into two sections: "Upcoming" and "Completed" inspections. Initially it will display just a list of Pending inspections available to be scheduled.

▼ Inspections

**Upcoming (15)**  
[Schedule or Request an Inspection](#)

TBD at TBD Pending 336 Fuel Tank (299055) Inspector: <i>unassigned</i>	<a href="#">Actions</a> ▼
TBD at TBD Pending 330 Firestopping (299054) Inspector: <i>unassigned</i>	<a href="#">Actions</a> ▼
TBD at TBD Pending 310 Aboveground Rough-In (299053) Inspector: <i>unassigned</i>	<a href="#">Actions</a> ▼
TBD at TBD Pending 300 Underground Rough-In (299052) Inspector: <i>unassigned</i>	<a href="#">Actions</a> ▼
TBD at TBD Pending 670 Electrical Final (299051) Inspector: <i>unassigned</i>	<a href="#">Actions</a> ▼

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**Completed (35)**  
 Approved - 2; Approved w/Comments - 1; Cancelled - 18; Correction Notice Issued - 4; Notation - 1; Partial Approval - 9

Partial Approval 100 Foundation (242928) Result by: EllaH on 03/25/2013 at 12:00 AM	<a href="#">View Details</a>
Partial Approval 130 Building Framing (242931) Result by: ELLAH on 10/29/2012 at 12:00 AM	<a href="#">View Details</a>
Partial Approval 200 Insulation (242940) Result by: ELLAH on 09/10/2012 at 12:00 AM	<a href="#">View Details</a>
Cancelled 225 Exterior Finish (242944) Cancelled by: AA CONV on 04/13/2013 at 05:21 AM	<a href="#">View Details</a>
Notation 290 Building Final (242948) Result by: ELLAH on 07/20/2012 at 12:00 AM	<a href="#">View Details</a>

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Inspections can be scheduled 7 days out for an AM or PM inspection.

**Schedule/Request an Inspection**
✕

*Inspection type: 140 Structural Steel*

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**To continue, select dates and times on the calendar below:**

Apr 2014							May 2014							Jun 2014						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5					1	2	3		1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30					

« Prev [Next](#) »

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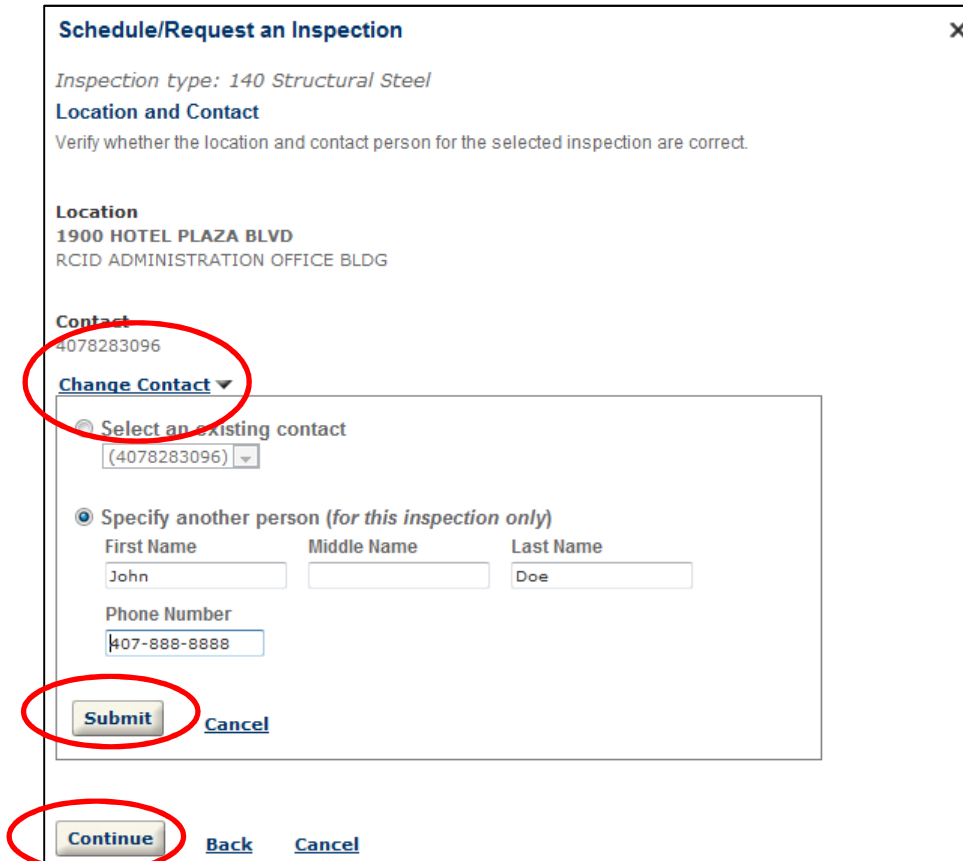
**Available Times for Wednesday, Apr 30 2014**

**Morning**  
 08:00 AM - 12:00 PM

**Afternoon**  
 01:00 PM - 04:00 PM

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Be sure to select “Change Contact” for specific contact information, otherwise the contact number on file in our main system will display on the inspectors’ devices. **Note:** Not changing the contact name and number leads to wasted time spent by the inspectors trying to find the correct person with information for the inspection.



**Schedule/Request an Inspection** [X]

Inspection type: 140 Structural Steel

**Location and Contact**

Verify whether the location and contact person for the selected inspection are correct.

**Location**  
1900 HOTEL PLAZA BLVD  
RCID ADMINISTRATION OFFICE BLDG

**Contact**  
4078283096

**Change Contact** ▼

Select an existing contact  
(4078283096) ▼

Specify another person (for this inspection only)

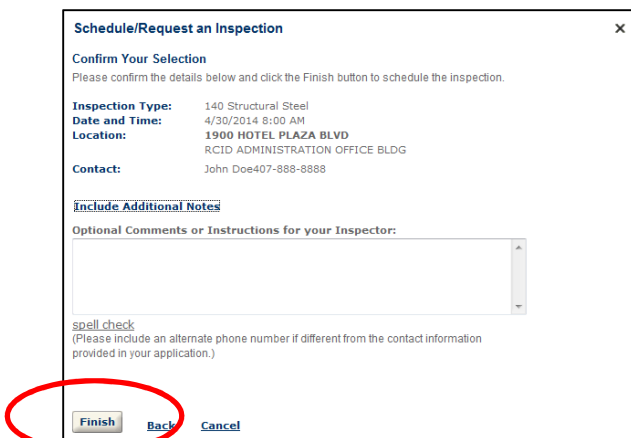
First Name	Middle Name	Last Name
John		Doe

Phone Number  
407-888-8888

**Submit** [Cancel](#)

**Continue** [Back](#) [Cancel](#)

**Note:** Select “Submit” before you select “Continue”. **Otherwise your Change Contact will not be saved.** To include all relevant inspection information for the inspectors, be sure to fill in the “Include Additional Notes” section as well. Contact name, number and comments all appear on the inspectors’ devices for each inspection.



**Schedule/Request an Inspection** [X]

**Confirm Your Selection**

Please confirm the details below and click the Finish button to schedule the inspection.

**Inspection Type:** 140 Structural Steel  
**Date and Time:** 4/30/2014 8:00 AM  
**Location:** 1900 HOTEL PLAZA BLVD  
RCID ADMINISTRATION OFFICE BLDG  
**Contact:** John Doe407-888-8888

**Include Additional Notes**

Optional Comments or Instructions for your Inspector:

spell check  
(Please include an alternate phone number if different from the contact information provided in your application.)

**Finish** [Back](#) [Cancel](#)

As a reminder, the same inspection item cannot be schedule twice in one day for a given permit and if the previous action is Approved or Approved with Comments, you will not be able to schedule an inspection. If an inspection is required after an “Approved” or “Approved with Comments” result, please call the appropriate Chief to make adjustments to the inspections. **Note:** The IVR will still be available for use, however, please do not schedule the same inspection in both systems.

## Correction Notices:

Correction Notices are actually located under Permit Details – More Details. If a correction notice has been issued, the Application Information Table will be visible with a “+” sign to the left. Click on the “+” sign to see all the comments related to the correction notice. To know if the violation has been cleared, you will see two additional lines: Violation Cleared By and Date Violation Cleared. Otherwise this next example is considered an open correction notice.

### Permit Details

#### Licensed Professional:

CLIFFORD SILVERNAIL  
1900 Hotel Plaza Blvd  
Lake Buena Vista, FL, 32830  
Phone 1:407- 82-8 3987  
Contractor CG C021875  
csilvernail@rcid.org

#### Project Description:

Test permit for IVR upgrade

[View Additional Licensed Professionals>>](#)

#### Owner:

REEDY CREEK IMPROVEMENT DISTRICT  
P O BOX 10170  
LAKE BUENA VISTA FL 32830

#### More Details

##### + Additional Information

##### + Application Information

##### + Application Information Table

**CORRECTIONS**

Unique Number:	bd08-0488092013
Division:	Building
EPCOT Code Section:	EBC 502.4: Occupancy separation required.
Comments:	test correction notice
Location	B Wing - 2nd Floor
(Room/Floor/Wing):	
Date Issued:	08/07/2013
Issued By:	EllaH
Time Limit:	30
Violation Received By:	Contractor
Method of Receipt:	In Person

##### + Parcel Information

[Print/View Record](#)

[Copy Record](#)

The following example shows a completed violation. It has the Violation Cleared By and the Date Violation Cleared:

▼ **More Details**

▣ **Additional Information**

▣ **Application Information**

▣ **Application Information Table**

**CORRECTIONS**

<b>Unique Number:</b>	bd08-0488092013
<b>Division:</b>	Building
<b>EPCOT Code Section:</b>	EBC 502.4: Occupancy separation required.
<b>Comments:</b>	test correction notice
<b>Location</b>	B Wing - 2nd Floor
<b>(Room/Floor/Wing):</b>	
<b>Date Issued:</b>	08/07/2013
<b>Issued By:</b>	EllaH
<b>Time Limit:</b>	30
<b>Violation Received By:</b>	Contractor
<b>Method of Receipt:</b>	In Person
<b>Violation Cleared By:</b>	EllaH
<b>Date Violation Cleared:</b>	09/30/2013

▣ **Parcel Information**

Print/View Record

Copy Record

## Plan Review Status:

The green check marks, next to the Plan Review Status, means that action is complete. The hourglass symbol means that it is the active workflow item.

▶ Fees

▶ Inspections

▶ **Plan Review Status**

Completed reviews have a green checkmark by them  
Incomplete reviews or open tasks have an hour glass by them  
Specific review comments are only visible for your permits

- ✔ ▶ Application Submittal
- ✔ ▶ Select Reviews
- ✔ ▶ Non-Structural Review
- ✔ ▶ Structural Review
- ✔ Energy Calc Review
- ✔ Ride Review
- ✔ Threshold Inspection Plan Review
- ✔ Planning Review
- ✔ Civil Engineering Review
- ✔ Fire Prevention Review
- ✔ PRR Review
- ✔ ▶ Administrative Plan Approval
- ✔ ▶ Issuance
- ⌚ ▶ Inspections
- ▶ Planning Approval
- ▶ Civil Engineering Approval
- ▶ Fire Approval
- ▶ RCE\$ Water/Sewer Approval
- ▶ Building Approval
- ▶ Technical Approval
- ▶ Electrical Approval
- ▶ Elevator Approval
- ▶ Administrative Certificate Approval
- ▶ Final Review

▶ Electronic Plans and Documents

▶ Related Records

Clicking on the right arrow next to a specific plan review stop will show actions and comments by the plans examiners.

- ✔ ▶ Application Submittal
- ✔ ▶ Select Reviews
- ✔ ▼ Non-Structural Review
  - 📄 A result of Approved w/Comments was entered by CBS on 07/31/2013  
Comment: This is a test comment to show visibility in ACA

---

  - A result of Revise and Resubmit was entered by CLIFFS on 01/06/2011

---

  - A result of Approved w/Comments was entered by CLIFFS on 01/10/2011
- ✔ ▶ Structural Review
- ✔ Energy Calc Review

## Electronic Plans and Documents:

All uploads need to be saved as pdf files and separated by type: permit application, drawings / specifications, and other correspondence. **Note:** All drawings must be pdf. Any other file type will be rejected and the plan review will not continue until pdfs have been uploaded. Digitally signed plan sets for each design professional (architecture, structural, electrical, etc.) shall be contained in one electronic file. **DO NOT UPLOAD SEPARATE FILES FOR EACH INDIVIDUAL SHEET.**

The requested file nomenclature is: Permit Number, Brief Description, Date. Following are some examples: **BD08-0488Architectural20140401**, or **BD08-0488Electrical20140401**, or **BD08-0488Application20140401**. **Note:** When creating a permit online, the final permit number will not be displayed until payment is complete. Files can then be saved with the appropriate naming scheme and uploaded after the initial application is complete. File name must be less than 118 characters.

To upload documents select "Browse" under the Electronic Plans and Documents section.

**Electronic Plans and Documents**

Please select "Browse" to upload the appropriate documents from your computer related to this Permit or Certificate Request.

If this is a request for a Temporary Certificate of Occupancy for a limited section of the building, please upload a sketch or drawing that defines the specific area of your request.

For Permits, documents that must be provided include the scanned copy of the signed and notarized Permit Application, a scanned copy of the recorded Notice of Commencement, a scanned copy of the contract and digitally signed "pdf" files of the plans, drawings and/or specifications.

NOTE: Drawing sets for each design professional (architecture, structural, electrical, etc.) shall be contained in one electronic file. DO NOT UPLOAD SEPARATE FILES FOR EACH INDIVIDUAL SHEET.

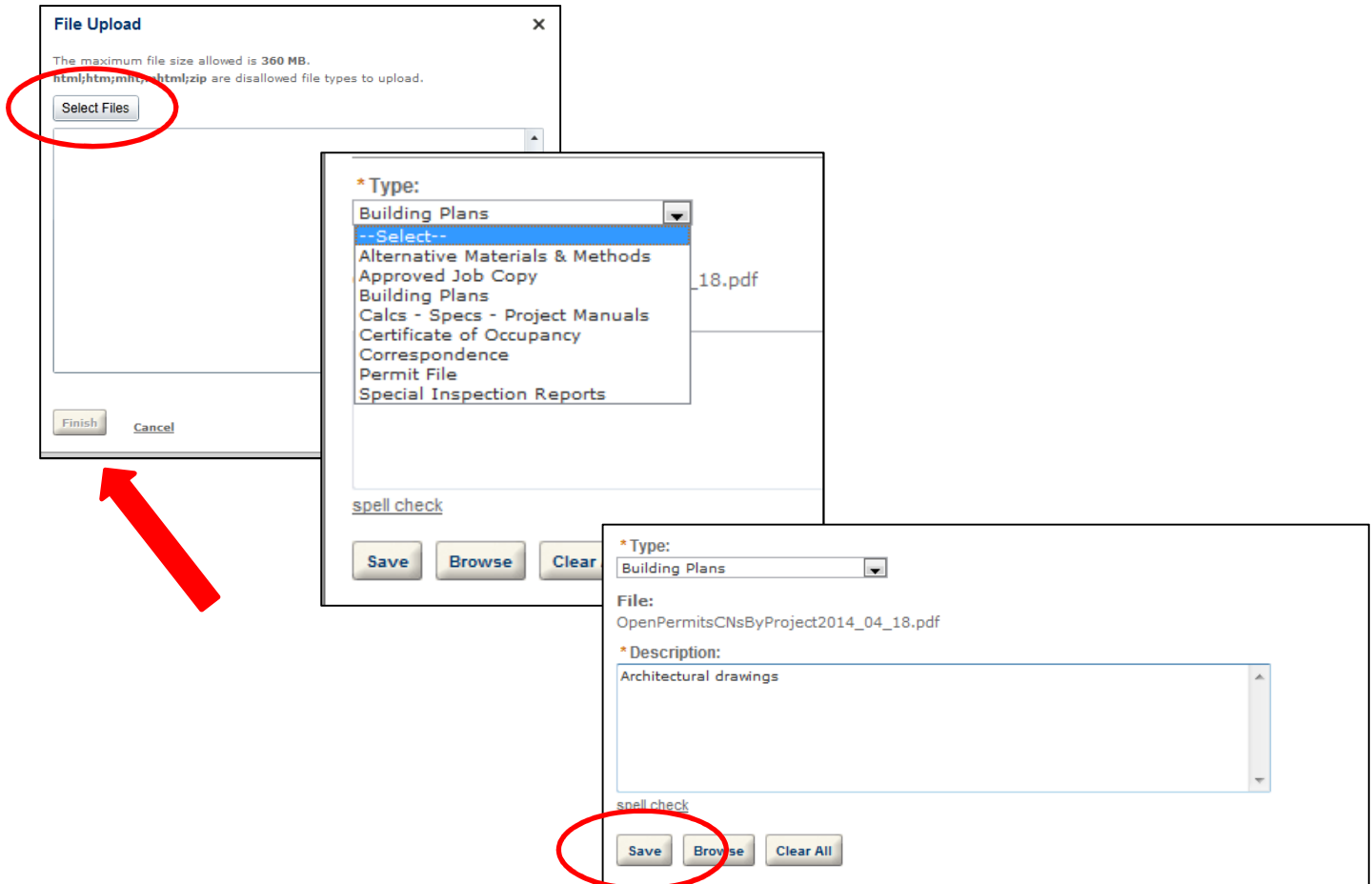
**IMPORTANT: After uploading each document, you must Click on the SAVE button or your files will not be attached to your Permit.**

Name	Description	Type	Latest Update	Size
OpenPermitsCNSByAddress2014_03_04.pdf	Architectural Drawings 2014/04/01	Building Plans	04/23/2014	42.33 KB
2014-01-16-02.pdf	Permit application	Correspondence	04/23/2014	91.44 KB

|||

**Browse**

Then click on “Select Files” to choose the files from your computer. Select “Finish” when all of your files have been chosen. **Note:** Each individual file cannot be larger than 360 MB. Contact our office for files greater than 360 MB.



Once you select “Finish” another window will appear to select the “Type” of file and “Save”.

File types should be used as follows:

**Alternative Materials & Methods** – Any code variance request. **Note:** AM&Ms to be uploaded to a permit only. Any requests sent directly to the Building Official will be rejected. Separate instructions on submitting AM&Ms are available online or in the office.

**Approved Job Copy** – RCID stamped and approved job copy for field use. This is to be selected by RCID only.

**Building Plans** – All drawings (signed and sealed and non-signed and sealed).

**Cals – Specs – Project Manuals** – Self explanatory.

**Certificate of Occupancy** – Any CO/TCO request paperwork should be identified with this document type.

**Correspondence** – General information or correspondence relevant to the permit.

**Permit File** – Permit application, scope of work, contract, Notice of Commencement, etc.

**Special Inspection Report** – Threshold inspection reports, concrete inspection reports, etc.

The file Description should include all details related to the file being uploaded. Be complete but brief.

## Related Records:

This is a very useful tool to see all related permits and their statuses. **Note:** It is recommended that you DO NOT CLICK on “View Entire Tree”. This could take several minutes to load and will result in multiple upon multiple permits.



## Applying for a Permit:

The electronic submission of permits will still require all of the same documents previously brought into our office during time of application. These may include: completed, signed and notarized permit application; site plan; drawings; calcs. and specifications; contract; or any other required document.

The only exception on required permit application uploads is for Show Power permits. These electronic permit applications ONLY do not need an application signed and notarized for upload. No additional documentation is needed for Show Powers.

You will also need to have the permit address when applying electronically. There is an opportunity to search during the application process, but you might want to have that info ahead of time so you can breeze through the application process.

And lastly, all permits must be paid via credit card. No other form of payment will be accepted when applying online. **Note:** Most major credit cards are accepted, except American Express at this time.

So to get started...select “Apply for a Permit” and accept the disclaimer to Continue Application.

**Online Application**

Welcome to the **RCID Online Permitting system**. This system allows you apply for certain types of Permits online, pay permit fees, check the status of your plan reviews and inspections as well as schedule inspections, all from the convenience of your home or office, 24 hours a day.

Please “**Allow Pop-ups from This Site**” before proceeding. You must accept the General Disclaimer below before beginning your application.

**General Disclaimer**

While the Reedy Creek Improvement District (RCID) attempts to keep its Web information accurate and timely, RCID neither warrants nor makes any representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer viruses, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the RCID as a result of updates and corrections.

All trademarks and service marks contained in or displayed on this Web site are the property of their respective owners. Any commercial use of the materials stored on

I have read and accepted the above terms.

[Continue Application »](#)

**Select a License**

Select a license for this record from the list be associated with your account.

\*Licenses:

[Contractor XX-0001658](#)

TEST CONTRACTOR  
1900 HOTEL PLAZA BLVD  
LAKE BUENA VISTA , FL 32830

[Continue Application »](#)

Select the license you wish to use to apply for the permit and Continue Application.



When selecting a type of permit, first determine what type of an application it is. Building or structure construction falls under “Facility Construction”, area preparation or utility work are “Area Development”, permanent trailers or manufactured buildings are “Manufactured Buildings”, all roof related permits are “Facility Construction Roofing” and any type of temporary construction 90 days or less falls under “Temporary Construction”. Ride attractions (not ride facility construction) fall under “Ride”, actual pool construction or replacement/repairs are “Pool” and all sign related work is a “Sign” permit type.

**Note:** Permit creation will correspond with the type of license you possess. An electrical contractor will not be able to select a building permit type and vis versa. Contractors will only see a list of records types associated to their type of license.

### Select a Type of Permit

Choose one of the following available permit types. Please review the various types of Permits carefully! For assistance or to apply for a permit type not listed below please contact us.

- Area Development Building Permit
- Area Development Electrical Permit
- Area Development Fire Suppression Permit
- Area Development Gas Permit
- Area Development Mechanical Permit
- Area Development Plumbing Permit
- Demolition-Move Permit
- Facility Construction Building Permit
- Facility Construction Electrical Permit
- Facility Construction Fire Alarm System Permit
- Facility Construction Fire Suppression Permit
- Facility Construction Flame Effects Permit
- Facility Construction Gas Permit
- Facility Construction Kitchen Suppression Permit
- Facility Construction Mechanical Permit
- Facility Construction Plumbing Permit
- Facility Construction Roofing Permit
- Manufactured Building Building Permit
- Manufactured Building Electrical Permit
- Manufactured Building Elevator Permit
- Manufactured Building Fire Alarm System Permit
- Manufactured Building Fire Suppression Permit
- Manufactured Building Gas Permit
- Manufactured Building Kitchen Suppression Permit
- Manufactured Building Mechanical Permit
- Manufactured Building Plumbing Permit
- Pool Construction Building Permit
- Pool Construction Electrical Permit
- Pool Construction Gas Permit
- Pool Construction Mechanical Permit
- Pool Construction Plumbing Permit
- Ride Construction Building Permit
- Ride Construction Electrical Permit
- Ride Construction Fire Suppression Permit
- Ride Construction Flame Effects Permit
- Ride Construction Gas Permit
- Ride Construction Mechanical Permit
- Ride Construction Plumbing Permit
- Sign Construction Electrical Permit
- Sign Construction Mechanical Permit
- Sign Construction Plumbing Permit
- Temporary Certificate Request
- Temporary Construction Building Permit
- Temporary Construction Electrical Permit
- Temporary Construction Fire Alarm System Permit
- Temporary Construction Fire Suppression Permit
- Temporary Construction Flame Effects Permit
- Temporary Construction Kitchen Suppression Permit
- Temporary Construction Mechanical Permit
- Temporary Construction Plumbing Permit
- Temporary Construction Show Power Permit

## Step 1:

Select the Auto-fill where appropriate to save on typing. **Note:** Wherever you are asked to fill in a phone number do not use any formatting. The application will not process if the phone has improper formatting.

**Search for the address by the Street Number Only.** The system will return a list. Once selected, the system will auto-populate Building Name, Parcel and Owner. **Note:** If you have to type the Parcel or Owner, you did not select the address properly. Clear all fields and start with the Street Number only again.

### Address

Enter the "Street No." field only and click on the Search button. Once you have selected the correct address from the Search list, the Owner and Parcel will auto populate. If the owner and parcel do not auto populate, go back and enter just the Street No. with no Street Name or Building Name.

Use map to select work location: 

\* Street No.:  Fraction:  \* Street Name:

Building Name:

spell check

### Address Search Result List

#### Addresses

Showing 11-14 of 14

Address
<input checked="" type="radio"/> 1900 HOTEL PLAZA BLVD LB, RCID ADMINISTRATION OFFICE BLDG, LAKE BUENA VISTA Orange FL 32830
<input type="radio"/> 1900 MAGNOLIA PALM DR MK, MAGNOLIA GOLF COURSE, BAY LAKE Orange FL 32830
<input type="radio"/> 1900 VILLAGE SERVICES TRAIL LB, SUPPORT SERVICES, LAKE BUENA VISTA Orange FL 32830
<input type="radio"/> 1900 WAGON WHEEL WY FW, FT WILDERNESS LOOP 1900 COMFORT STATION, BAY LAKE Orange FL 32830

< Prev 1 2 Next >

### Associated Parcels

Showing 1-1 of 1

Unique ID	Lot	Block	Building Name
<input checked="" type="radio"/> 1432			RCID ADMINISTRATION OFFICE BLDG

### Associated Owners

Showing 1-1 of 1

Name	Address
<input checked="" type="radio"/> REEDY CREEK IMPROVEMENT DISTRICT	P O BOX 10170 LAKE BUENA VISTA, FL LAKE BUENA VISTA FL 32830


Select "Continue Application." **Note:** If at any time in the permit application process you need to stop and come back later, select the "Save and resume later" button on the right hand side. A temporary number will be issued and it will appear in your "Cart" on your Home page for completion at a later date.

Depending on where you were when you saved your permit application you can go to the Home screen and click on "Search for a Permit". The "16TMP-000000" number should be visible on your list of permits.

**Construction Permits**

[Apply for a Permit](#) | [Calculate a Permit Fee](#) | [Search for a Permit / Schedule an Inspection](#)

**My Permits**

Show on Map 

Showing 1-10 of 100+ | [Download results](#) | [Add to collection](#) | [Add to cart](#) | [Copy Record](#)

<input type="checkbox"/>	Date	Record Number	Status	Project Name	Address
<input type="checkbox"/>	10/01/2013	13TMP-000079			1900 HOTEL PLAZA
<input type="checkbox"/>	09/30/2013	<a href="#">TP13-0189</a>	Applied		1900 HOTEL PLAZA
<input type="checkbox"/>	09/26/2013	<a href="#">TP13-0188</a>	Applied		1220 MONORAIL WY
<input type="checkbox"/>	09/26/2013	<a href="#">BD13-0619</a>	Applied		1400 MAGIC KINGDC
<input type="checkbox"/>	09/25/2013	<a href="#">TP13-0187</a>	Applied		1000 AVENUE OF TH
<input type="checkbox"/>	09/24/2013	13TMP-000072			1900 E BUENA VIST.
<input type="checkbox"/>	09/24/2013	<a href="#">BD13-0618</a>	Applied		1500 EPCOT RESOR
<input type="checkbox"/>	09/20/2013	<a href="#">TP13-0186</a>	Applied		1000 AVENUE OF TH
<input type="checkbox"/>	09/20/2013	<a href="#">BD13-0617</a>	Applied		1000 AVENUE OF TH
<input type="checkbox"/>	09/20/2013	<a href="#">BD13-0616</a>	Applied		1375 E BUENA VIST.

< Prev 1 2 3 4 5 6 7 8 9 10 ... Next >


**Search for Permits**

Scroll all the way to the right and under “Action”, click on Resume Application. You will be able to pick up where you left off.

**Construction Permits**

[Apply for a Permit](#) | [Calculate a Permit Fee](#) | [Search for a Permit / Schedule an Inspection](#)

**My Permits**

Show on Map 

[Add to cart](#) | [Copy Record](#)

Address	Action
1900 HOTEL PLAZA BLVD LB, LAKE BUENA VISTA FL 32830	<a href="#">Resume Application</a>
1900 HOTEL PLAZA BLVD LB, LAKE BUENA VISTA FL 32830	
1220 MONORAIL WY MK, BAY LAKE FL 32830	
1400 MAGIC KINGDOM DR MK, BAY LAKE FL 32830	
1000 AVENUE OF THE STARS EP, BAY LAKE FL 32830	
1900 E BUENA VISTA DR LB, LAKE BUENA VISTA FL 32830	<a href="#">Resume Application</a>
1500 EPCOT RESORTS BLVD EP, BAY LAKE FL 32830	
1000 AVENUE OF THE STARS EP, BAY LAKE FL 32830	
1000 AVENUE OF THE STARS EP, BAY LAKE FL 32830	
1375 E BUENA VISTA DR LB, LAKE BUENA VISTA FL 32830	

< Prev 1 2 3 4 5 6 7 8 9 10 ... Next >

**Search for Permits**

If you originally completed the application but did not pay, you will find your temporary permit in your Cart waiting for payment.

**Cart (1)**

13TMP-000079	\$39.00
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**Step 2:**

Be sure to complete all fields. Any field with a red \* is Required.


Under Detailed Information, please be as specific as possible. Include the project name, location and full description of the work. Following is an example:

<b>Permit Work Description</b>
Tony's Town Square Hardscape Refresh MK-MO 3: Modifications to Tony's corner to tie existing into new bypass; hardscapes at stairs

For Show Power and Event Power permits, include hotel name, conference room, group name, what is being done, and in and out dates as follows:

<b>Detail Information</b>
<b>* Description of Work for this Permit</b> 
Hotel Name Conference Room Name Name of the Group What is being installed (like 2-20amp, etc.) In and Out Date
<a href="#">spell check</a>

For Tents include number and size of tents and how tied-down, and whether with or without sidewalls as follows:

<b>Detail Information</b>
<b>* Description of Work for this Permit</b> 
Food & Wine 2013 EP - Canada - Install (1) 40' x 120' clearspan tent w/1400 lb weights per leg, no side-walls
<a href="#">spell check</a>

**Note:**

*Stages* – Include size and info on stairs and handrails.

*Manufactured Buildings* – DCA buildings yes/no.

*Temporary* – Inflatables yes/no.

*Temporary* – The Install and Removal Date are required, but we also ask you to fill in times as well.

**Attachment:**

See “Electronic Plans and Documents” above for instructions on uploading documents.

**Step 3:**

Now you can review your application and make edits to any section.

**Step 4:**

Pay fees and print a receipt. With ACA you will be able to pay for several permits at once. When you complete an application and are at the Pay Now screen, just select “Continue Shopping/Permitting”. That will allow you to apply for additional permits. Once you have completed all of your permit applications, click on “Checkout” to complete the payment process.

**Step 5:**

The system-issued temporary permit number (16TMP-000000) will be replaced with an actual permit number and is then ready for B&S to review.

**Applying for a Temporary Certificate of Occupancy Request:**

Begin the process similar as a permit, but select “Temporary Certificate Request” from the list of available permit types.

Complete all fields in the two informational sections. **Note:** The Master Permit Number to receive the TCO is the required permit number to list.

**Please complete the Following**

**TCO INFORMATION**

\* Master Building Permit Number:

Project Name:

\* Requestor Name:

\* Requestor Phone:

Requestor Email:

\* Define Area of Request:

[spell check](#)

\* Items Remaining:

[spell check](#)

\* Requested Number of TCO Days:

**Reason for the Request**

**REQUESTED USE**

Guest Use:

Cast Use - Training:

Furniture - Equipment Load:

DBPR Inspection:

Other:

\* Documents Uploaded:  Yes  No

Upload any accompanying documentation to support the request.

This electronic process eliminates submitting the paperwork in person to the office or sending an email.

**Note: TCO requests require 24 hour from final approval for processing. To ensure receipt of the TCO on a timely basis, provide additional lead time for each request. Buildings cannot be occupied until Temporary Certificate of Occupancy certificates have been signed and distributed.**