Reedy Creek IMPROVEMENT DISTRICT Since 1967

Q&A FOLLOWUP

1900 Hotel Plaza Blvd., Lake Buena Vista, FL 32830 ✦ (407) 828-2034 ✦ (407) 828-4466/IVR ✦ (407) 828-2416/Fax ✦ RCIDPermits@rcid.org ✦ www.rcid.org

DIGITAL PLAN ROOM CUSTOMER TRAINING
Q & A FOLLOWUP

The following is a general list of questions submitted during the customer Accela Citizen Access (ACA) new Digital Plan Room user training webinar provided on June 16, 2019. The Digital Plan Room will go live on June 24, 2019. The full training session can be found at the following link:

https://zoom.us/recording/share/DK2c1YZGF7n5jel8749w0LQcsd8m1hUFRysd506r3bmwIumekTziMw?startTime=1560856444000

What is maximum file upload size?
  1000 MB per file

Will all permits have the Digital Plan Room?
  All permit types will be processed through the Digital Plan Room except Temporary and Project Management Permits.

Will non-digitally signed plans also be validated?
  Yes. Document Type selection is key to ensure documents are processed correctly.

When uploading and one of the files is OK, but others are not accepted, does the system "save" the OK files to be uploaded, then come back and re-upload the rejected files later?
  Yes. Files can be added and removed from the Plan Review Cycle event until the submitter is ready to select the "Finish" button.

Bookmarking plans vs OCR.
  To eliminate the chance of having to identify each page on a set a plans during the upload process, it is highly recommended that the design professional bookmark and hyperlink all digitally signed plans. A cover/index sheet is also required as part of the plan set, but is not used as the required table of contents/bookmarks for the digital plan file.

Do all plans get uploaded to the master permit (e.g. MEP plans uploaded to the Building permit)?
  No. Current processes have not changed. All documents are uploaded to the respective permit types: building, electrical, mechanical, plumbing, etc.

If you submit sheet XXX in Amendment 1 and in Amendment 2 you add new sheet XXX.1, will the new sheet be in order or will it default to the end? Is there a specific labeling we should adhere to for the software to read easier the versioning and new sheets?
  The Digital Plan Room will automatically order all the submittal pages within a Plan Review Cycle package on a permit. Do not duplicate sheet numbers if submitting overlapping files. Add an identifier to help differentiate the pages: e.g. A-101, A-102, 1A-101, 2A-101, etc.

Do Site Plans need a title block in the lower right hand corner?
  A title block is not necessarily required. The Digital Plan Room will require the applicant to label the sheet with a name that must be adhered to for any future revisions to it.

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Does the ID 100 sheet submitted in the Building permit cross reference to all of the sub trade submissions to validate the sheet numbers?

No. Permit uploads and reviews are per discipline. In addition, the ID plan sheet is not the bookmarks/table of contents required for the pdf file. Bookmarks/table of contents are created digitally on the plan file by the design professional.

How does uploading sketches work? Will the contractor have to upload the sketch and title the file accordingly?

No. Sketches will no longer be accepted. Any changes or modifications will be made on the affected plan sheets and those individual pages will be submitted as a Revision to the permit. If three plan sheets are revised for a walk-in revision day, those sheets will be combined by the licensed professional and a single digital signature placed on that file. These sheets will then be incorporated into the newly created Approved Job Copy once approved.

Does the size of a drawing have any impact with a title block?

No. All drawing sizes are acceptable. A title block should always be placed on the right hand side or bottom.

How are we handling projects that are already permitted but still have a long period of construction remaining?

Open projects are being evaluated for migration into the new Digital Plan Room. You will be notified if an updated conformed set is needed for the migration.

Does every pdf document have to have a digital signature?

No. The Digital Plan Room has been configured to validate file submissions based on specific parameters. If a file meets the requirements for a Third Party Certificate Authority (CA), it will validate successfully. If a file does not meet the validation process, error messages will be presented to the submitted and given a chance to correct any issues prior to submitting the Plan Review Cycle process.

Will emails to the Permit Technician's still be required when uploading after the Plan Review Cycle established, e.g. Notice of Commencement (NOC).

Yes for now. Email notification to the general email box will be required at this time. We are working on an automated process that will be implemented in the near future. It will be announced when ready.

Is a Narrative still required for post-initial submissions?

We will evaluate the continued need of a Narrative. Adding clear descriptions to each submission/ upload will help in being able to eliminate in the future.

Is the permit number and address required to be on every page in the title block?

No.

What is the difference between Plan Review Cycle #1 and Plan Review Cycle #2?

The initial permit submission creates a Plan Review Cycle #1. All subsequent Review Cycles are based on the number of Response to Comments submitted.

Can the design professionals access the ACA Digital Plan Room to answer any Issues?

Only if they have applied for the permit initially or the Licensed Professional gave them rights to their permits.

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Will the new plan room allow GCs to view their subcontractors' AJC plans?
No. Security settings of ACA have not changed with the new Digital Plan Room.

How will these new procedures affect the Walk-In Plan Review for continuation of inspections?
Contractors will submit revision applications through ACA and follow all the current requirements for acceptance: must be for inspection continuation only, no new submittals, submitted to the system prior to noon the day prior. The only change moving forward is no sketches will be permitted; walk-in revisions will need to be made on complete plan sheets.

RFI, delegated engineering and deferred submittals – can they be submitted as plan modifications?
No and Yes. RFI's should not be submitted as revisions; these coincide with sketches. Delegated engineering and deferred submittals will be submitted as plan modifications. Each one will need to have its own plan modification created in the Digital Plan Room. Do not combine these together into one plan modification permit request.

For detailed information on any of these topics, please refer to the documents provided on the rcid.org website under the Building Department page. Following are some helpful links:

ACA Online Permitting – https://ca.rcid.org/citizenaccess
Direct link to the Building & Safety website – https://www.rcid.org/doing-business/building-department/

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