

WALK-IN REVISION DAY

Days: Tuesday and Thursday

Time: 8:00am – 11:00am

What: Revisions Critical for Construction Inspection Continuation Only

Walk-In Revision Day has been designated for review of Revisions that are critical for construction inspection continuation **ONLY** and are typically in response to inspector comments or correction notices issued.

Revisions must be uploaded to the permit by noon the day prior to the Walk-In Revision Day via the on-line permitting system, Accela Citizen Access (ACA), <https://ca.rcid.org/citizenaccess/>. (Instructions on how to submit the Revision electronically can be found in the ACA User Guide on the RCID website: <https://www.rcid.org/doing-business/building-department/>). In addition to the drawings, a detailed description of the changes in the form of a narrative must also be uploaded to the permit electronically.

On the day of the Walk-In, the contractor must come into the office in person. All reviews will be done on a first-come, first-served basis. RCID will not process the Revision over the phone or via an email request.

Not included as a Walk-In Revision:

- New Permit Applications
- Revisions/Amendments on Permits not Issued
- Deferred Submittals/Delegated Engineering – Initial Review
- Large Revisions/Amendments (that are part of the design modifications and do not affect the immediate inspection process)
- Response to Plan Review Comments