

TUESDAY/THURSDAY CRITICAL INSPECTION REVIEW SUBMISSIONS

Time: 8:00am – 11:00am

What: Revisions Critical for Construction Inspection Continuation Only

Critical Inspection Review Submissions have 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.

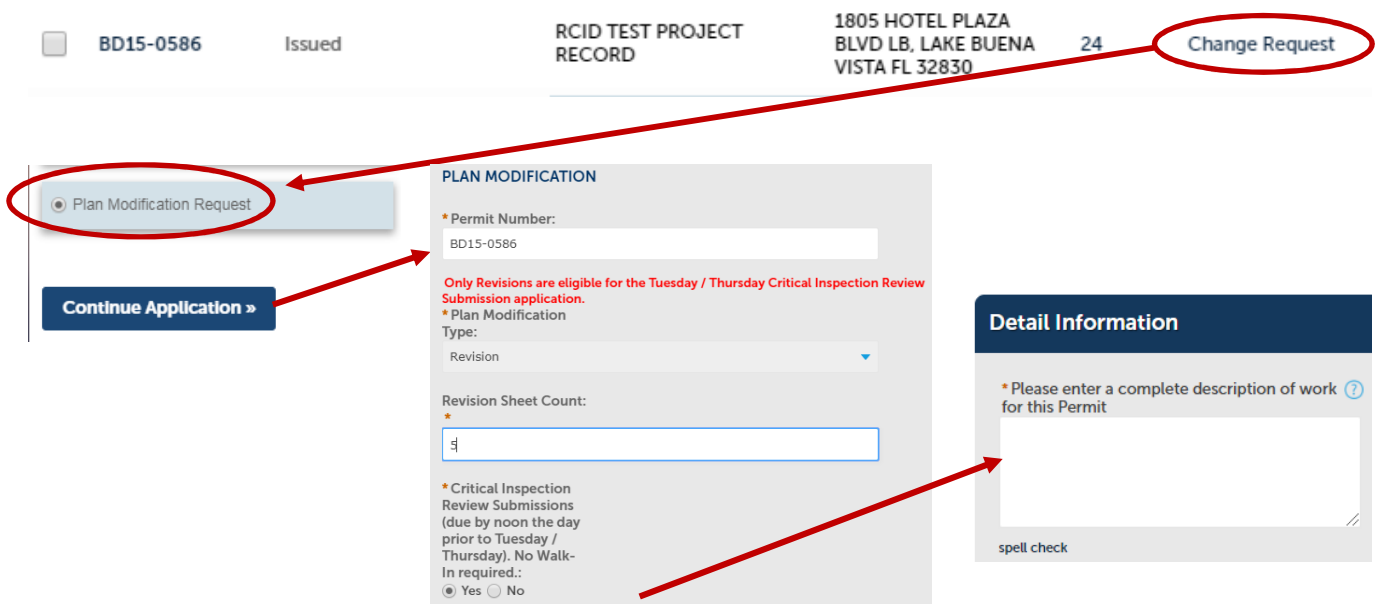
Revisions must be applied by noon the day prior to Tuesday or Thursday via the on-line permitting system, Accela Citizen Access (ACA), <https://ca.rcid.org/citizenaccess/>, using the Change Request option on the main or root permit. In addition to the drawings, a detailed description of the changes in the form of a narrative must also be uploaded to the application electronically. Be sure to select the radio button for Critical Inspection Review Submissions on the Plan Modification application for correct and timely processing of the request.

Once the request has been received and a sufficiency review completed, the correct plan modification number will be created. Contractors must email the appropriate Chief Inspector that plan modification number (not the “REV” number) during the critical inspection review time, letting them know it is in their queue. A reason for the critical review must be included in the email.

Not included as a Critical Inspection Review Submission:

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

Sample of information required on the Plan Modification Review application submission:



The screenshot shows a web application interface for a permit. At the top, there is a header with permit information: **BD15-0586** (Issued), **RCID TEST PROJECT RECORD**, **1805 HOTEL PLAZA BLVD LB, LAKE BUENA VISTA FL 32830**, and **24**. A **Change Request** button is circled in red. Below this, there are two main sections. On the left, a **Plan Modification Request** radio button is circled in red, with a red arrow pointing to it from the **Change Request** button. Below it is a **Continue Application >** button. On the right, the **PLAN MODIFICATION** form is displayed. It includes fields for **Permit Number:** (BD15-0586), **Plan Modification Type:** (Revision), and **Revision Sheet Count:** (5). A red arrow points from the **Continue Application >** button to the **PLAN MODIFICATION** form. Below the form, there is a **Detail Information** section with a text area for **Description of Work**. A red arrow points from this text area to the **Detail Information** section. The form also includes a **Critical Inspection Review Submissions** section with a **Yes** radio button selected.