e-Planning

Registration and Submittal Guide

Contents

Introduction

Users with a registered Citizen Portal account may utilize the following services:

- ➤ Online building inspection scheduling;
- ➤ Online Electronic Plan Check (EPC) submittal;
- ➤ Payment of any invoiced fees.

For registered accounts with an associated contractor's license:

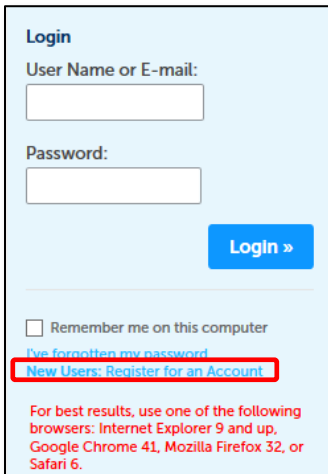- ➤ Online Minor Permit Applications

This user guide will inform the public on how to navigate the e-Planning addition to the existing electronic submittal service, as follows:

This guide shows one how to register for a basic Citizen Portal account which is required to submit applications online.
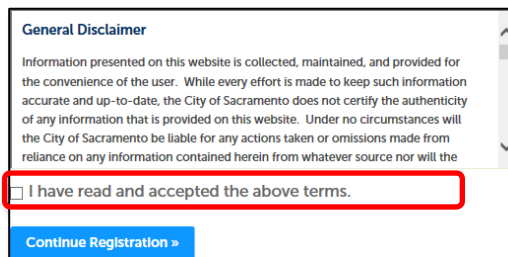
Part I: Registration

Step one: Create a Public User Account

The web address for our Citizen Portal is http://aca.accela.com/sacramento.

Select the **New Users** link to register.

Review and accept the terms associated with using the Citizen Portal.

Fill in the login information and select the **Add New** button.

Select "Applicant" as the Contact Type from the drop-down menu and select **Continue.**

You will then be directed to the following window screenshot. Boxes with a red * asterisk are required fields.

Once completed, you will see the following window and a note that your account is created. Check your e-mail inbox for the verification e-mail that includes instructions to activate your account.

Step Two: Verification e-mail

The verification e-mail will activate your basic Citizen Portal Account. Click on the **Verification Link.**
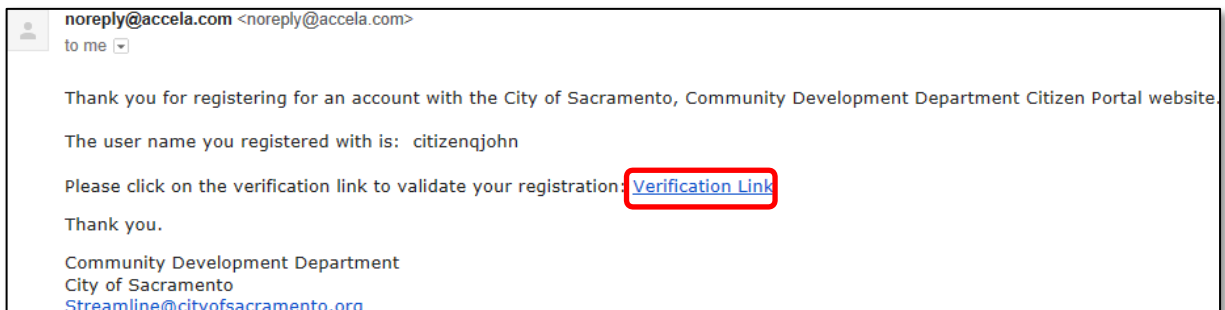
The verification link will redirect you to the Citizen Portal login page.

NOTE: Although not required for Planning Review submittal, it is advantageous for a contractor pursuing a minor permit to link your license to your public user account. Only accounts with an associated contractor's license can utilize the Building Division On-line Minor Permitting System. For more information, visit the Online Minor Permits webpage.

Step Three: Activate Accounts Following your successful login, you will be redirected to a confirmation page. Your account is activated if your username is visible on the screen. With this basic account, you now have access to various features.

Part II: e-Planning Submittal

Creating an Application

Log in to your Citizen Portal account and select "Create Planning Application" via the Planning tab on the command bar as shown below.

After selecting Create Planning Application, you will be directed to the General Disclaimer. Read the disclaimer and select "I have read and accepted the above items."

STEP 1: Site Information > Location

Enter an address or Accessors Parcel Number (APN). The owner information should auto-populate, but you may edit as needed. See examples below.

Address example: 1234 N Place St

Address example: 1234 Place St, Suite 200

If you only have an APN for your lot, provide it in the box under "Parcel Number" The information should auto populate after clicking search.

STEP 2: People > Contacts

Click the "Select from account" button. The public user account contact information will be added. **NOTE**: If you want to use a different contact, navigate to *Account Manager* and add a new contact to your account. Don't forget to save your work by selecting the "save and resume later" button.
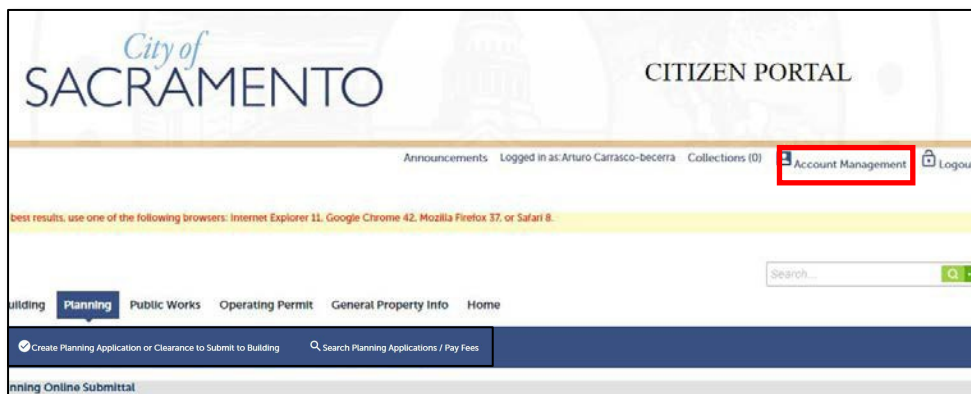

NOTE: At any time in the application, you may save and resume the application later by selecting the Save and resume button.

STEP 3: Application > Details

Select an application type: You can only select one application type per submittal. To learn the requirements of each application type, continue to the **Application Type Explained** section. If you are submitting for an Accessory Dwelling Unit (ADU), please click Building Permit Submittal Clearance.
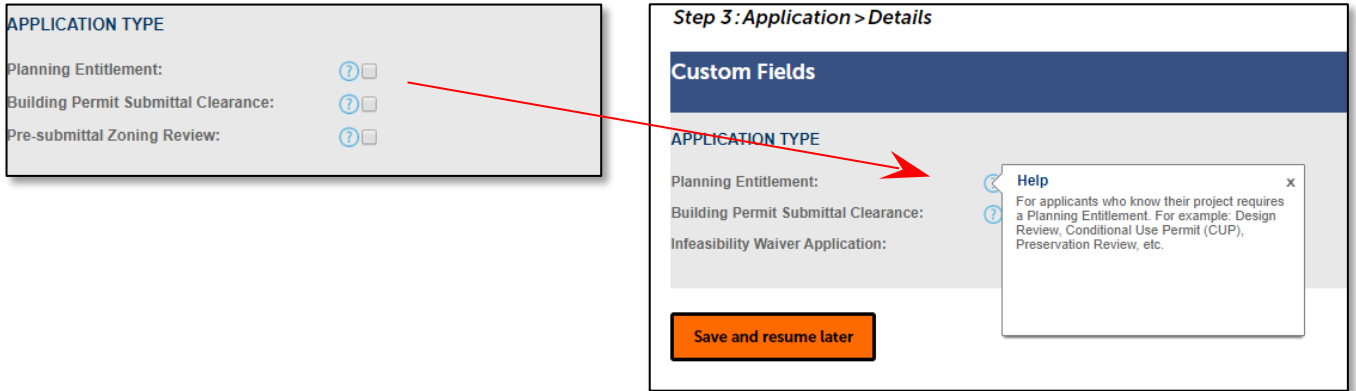
Selecting an Activity Type:

The activity type is only available when the **Building Permit Submittal Clearance** application type is selected. You will only be able to select one activity type per application.

STEP 4: Documents > Submittal Documents

See the submittal matrix on page 2 of the [Planning Entitlement Application (CDD-0063)](#) for specific submittal requirements.

- Attach all the required documents for the pertinent application type. A minimum of two (2) documents are required.

- All submittals shall be in **Portable Document Format (PDF)** and shall not include any embedded secured signatures. Please select the correct document type when uploading your documents.
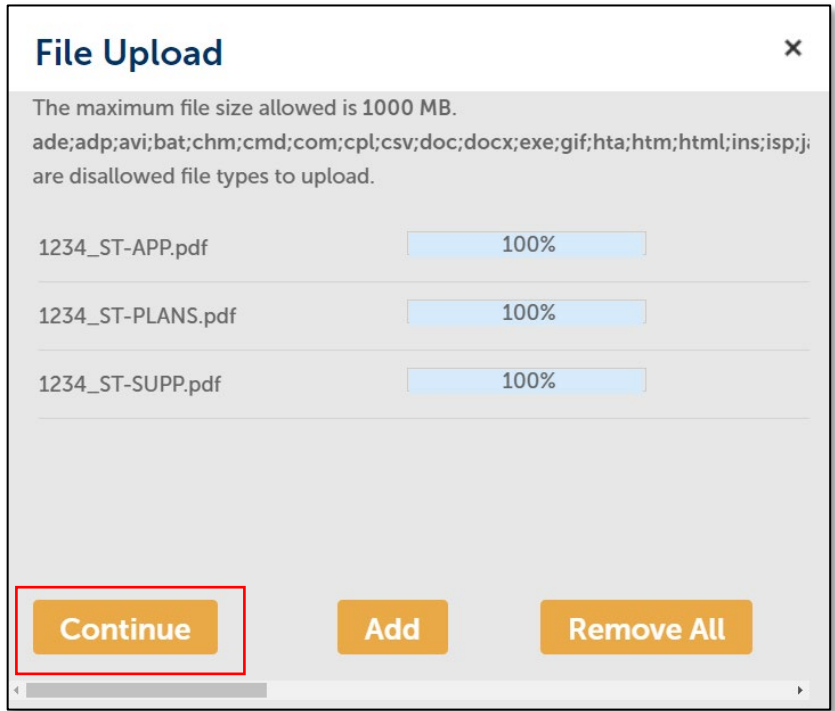
File Upload

The maximum file size allowed is **1000 MB**.

ade;adp;avi;bat;chm;cmd;com;cpl;csv;doc;docx;exe;gif;hta;htm;html;ins;isp;j are disallowed file types to upload.

1234_ST-APP.pdf	100%
1234_ST-PLANS.pdf	100%
1234_ST-SUPP.pdf	100%

Continue **Add** **Remove All**

- Attach all the required documents for the pertinent application type. Click "Continue" when all the documents have been uploaded.

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* Type:
Planning Application

File:
1234_ST-APP.pdf
100%
* Description:

* Type:
Planning Plans (site, floor, landscap

File:
1234_ST-PLANS.pdf
100%
* Description:

* Type:
Planning Supplemental (site photos,

File:
1234_ST-SUPP.pdf
100%
* Description:

Remove

Save **Add** **Remove All**
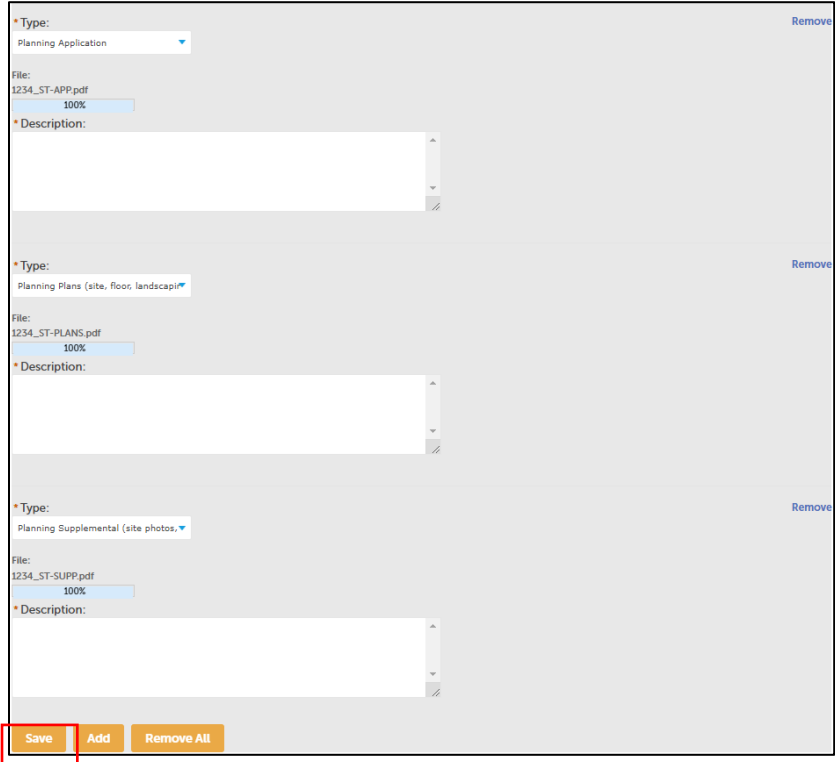
- Select the correct document type when uploading your documents.

- Provide a description of the document uploaded or any information you think the Planner should know about in the box below. The red asterisk (*) means this information is required.

- Verify all the information is correct and click "SAVE" when done.

STEP 5: Review

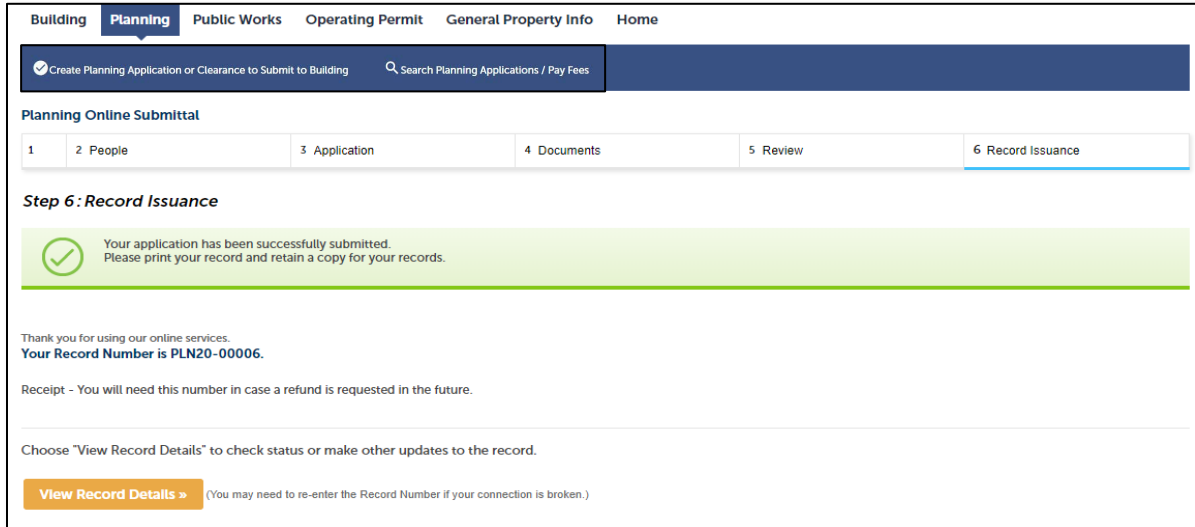Verify all the information in the application is correct. Make any change as needed and continue application.

STEP 6: Record Issuance

This page confirms the application submittal. You will see confirmation of your submission and your record number (see below). Check your e-mail inbox (and junk folder) for a confirmation e-mail.
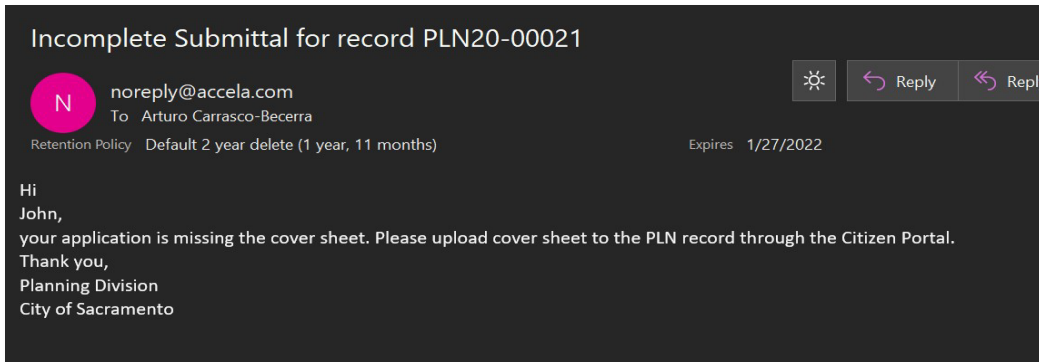

This concludes your application submittal.
Please allow 2-3 business days for processing.

What's Next?

Planning staff will review the submittal completeness. If an application is deemed incomplete, an e-mail will be sent to the applicant notifying them of the updated record status, including a detailed description of the corrections requested.

Once the Planning (PLN) record has been reviewed by our Planning staff for completeness and the appropriate determination is made for your request, the standard Planning Entitlement and Building Division Electronic Plan Check (EPC) process commences.

(1) Planning Entitlements. The planner will designate the specific entitlement record type (e.g.: DR-, Z-, P-, etc.) and invoice the appropriate fees. An e-mail notice to the applicant will be sent with instructions on how to pay the Planning fees. Log on to your Citizen Portal to view and pay the fees. Once the fees have been paid the standard review will commence.

(2) Building Permit Submittal Clearance. A staff planner will clear the project to move forward to submit for Electronic Plan Check (EPC). Once cleared, a SUB- record will be generated, and a building plan checker will be notified of the SUB- record. From this point forward the standard Electronic Plan Check (EPC) process will resume. The contact on record will be sent an e-mail as shown in the example below.

Corrections/Revisions

Planner may request corrections and revisions or additional information through the Citizen Portal. An e-mail will be sent to the contact on record as shown in the example below. Log on to your Citizen Portal account and upload submittals to the attachments of your PLN record.


TIPS

- Do not submit an application for questions and/or if you don't have preliminary plans and project narrative to upload. Contact us at planning@cityofsacramento.org instead.

- After a planning entitlement has been approved, and once construction plans are ready to be submitted to the Building Division, a new Planning (PLN) application shall be submitted via Citizen Portal as a "Planning Clearance to Submit to Building" application type.

- Your PLN submittal will show as closed on your account should it be accepted by the Planner reviewing it. A closed PLN means it has been cleared to proceed to the Building division under the Electronic Plan Check Process (EPC).

Paying your Planning Fees

Please use the Citizen Permit Portal to pay associated planning entitlement application fees. You may also pay the fees at the cashier's desk on the 3rd Floor at 300 Richards Boulevard. No review of your Entitlement may commence until fees are paid in full.

NOTE: All fees shall be paid within 5 calendar days from notice to pay.

Once on the linked page, scroll to the bottom of the page and select the Pay Fees under the Planning title as shown below.
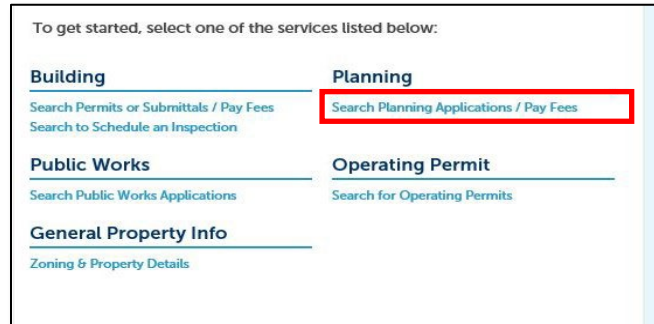
Search for the record using the record number. If you do not have the file number, search using the project address or parcel number.

Once the planning record is identified the page, select the payment tab – pay fees. You should see a list of fees and a total at the bottom. Select Pay Fees to continue with the online payment.
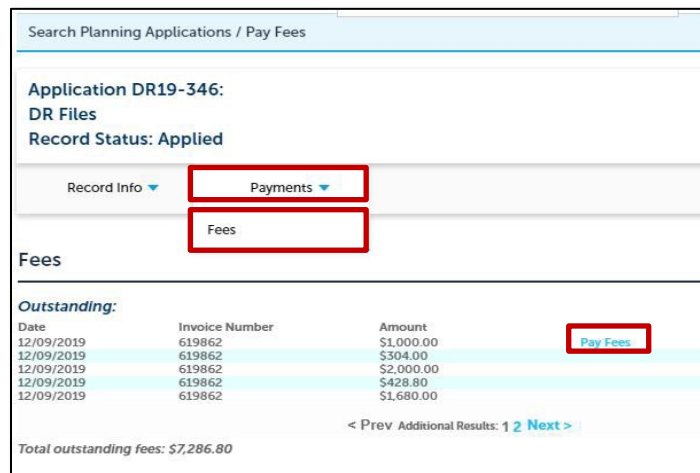
If you have any questions, contact us at planning@cityofsacramento.org.