

DigEplan and ACA

FOR DOUGLAS COUNTY, NV

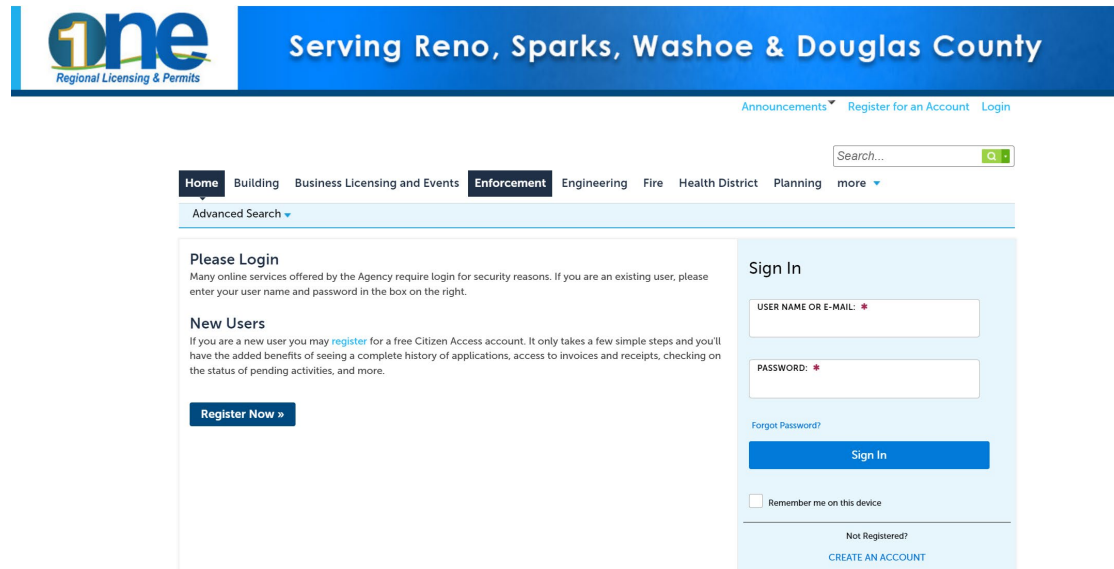


Terminology

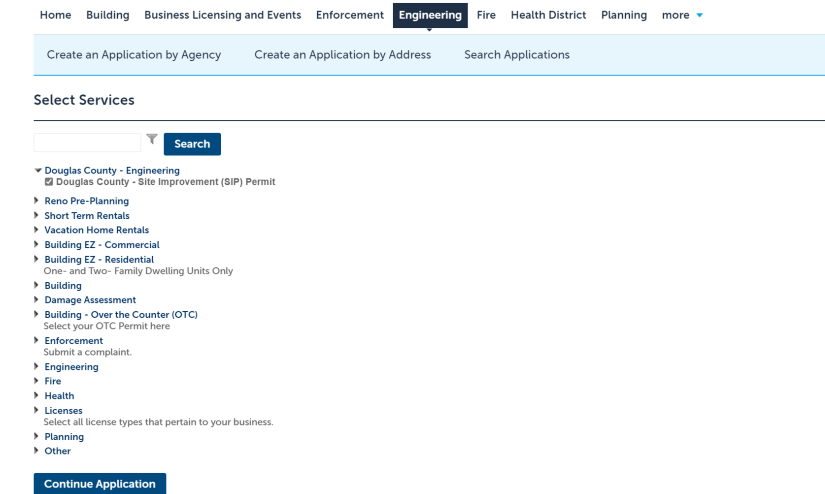
- EDR (Electronic Document Review) - DigEplan EDR Tool
 - Browser Based Software (Chrome Preferred)
- ACA - Accela Citizen Access (Portal citizens use to apply and submit documents)
- Case and Record (Record in Accela is same as Case in DigEplan)
- Markup - Comments, shapes, or markings added to a document sheet
- General Comment - Plan review correction item not linked to a specific sheet

Customer's Perspective: ACA

<https://aca.accela.com/ONE/Login.aspx>



The screenshot shows the ONE Regional Licensing & Permits website. The header includes the ONE logo and the text "Serving Reno, Sparks, Washoe & Douglas County". A navigation menu is visible with options like Home, Building, Business Licensing and Events, Enforcement, Engineering, Fire, Health District, and Planning. A search bar is present with the text "Search...". The main content area is titled "Please Login" and contains instructions for existing users and new users. A "Register Now" button is visible. To the right, there is a "Sign In" form with fields for "USER NAME OR E-MAIL" and "PASSWORD", a "Forgot Password?" link, and a "Sign In" button. Below the form, there is a checkbox for "Remember me on this device" and a link for "Not Registered? CREATE AN ACCOUNT".



The screenshot shows the "Select Services" page. The navigation menu is the same as in the previous screenshot. Below the navigation, there are three buttons: "Create an Application by Agency", "Create an Application by Address", and "Search Applications". A search bar is present with the text "Search...". Below the search bar, there is a list of services under the heading "Select Services". The services listed include: Douglas County - Engineering, Douglas County - Site Improvement (SIP) Permit, Reno Pre-Planning, Short Term Rentals, Vacation Home Rentals, Building EZ - Commercial, Building EZ - Residential (One- and Two- Family Dwelling Units Only), Building, Damage Assessment, Building - Over the Counter (OTC) (Select your OTC Permit here), Enforcement (Submit a complaint), Engineering (Submit a complaint), Fire, Health, Licenses (Select all license types that pertain to your business), Planning, and Other. A "Continue Application" button is visible at the bottom.

This is what the customer will see. They will need to create an account to in order to submit an application.

Creating a Record




The applicant must first choose a Create an Application button, then choose from the list of available record types.

Home Building Business Licensing and Events Enforcement **Engineering** Fire Health District Planning more ▾

Create an Application by Agency Create an Application by Address Search Applications

Select Services

 [Search](#)

- ▾ Douglas County - Engineering
 - Douglas County - Site Improvement (SIP) Permit
- Reno Pre-Planning
- Short Term Rentals
- Vacation Home Rentals
- Building EZ - Commercial
- Building EZ - Residential
 - One- and Two- Family Dwelling Units Only
- Building
- Damage Assessment
- Building - Over the Counter (OTC)
 - Select your OTC Permit here
- Enforcement
 - Submit a complaint.
- Engineering
- Fire
- Health
- Licenses
 - Select all license types that pertain to your business.
- Planning
- Other

[Continue Application](#)

Creating a Record – Doc Upload

After completing the earlier pages, the applicant is then taken to the Digital Projects upload page. The blue info box indicates the documents that must be uploaded for that record type in order to move forward if there are any specified requirements.

Site Improvement

1 Address/Contact Information	2 Application Information	3 Document Submissions	4 Review	5 Pay Fees	6
-------------------------------	---------------------------	------------------------	----------	------------	---

Step 3: Document Submissions > Digital Project Submission


* indicates a required field.

Digital Projects Submissions

[Submission Package](#) [Files](#) [Comments](#) [Approved Plans / Documents](#) [Help](#)


Status: NOSTATUS

[View Submission Standards](#)

 Upload files. The following Document Types must be uploaded for this permit application: • **Application**, • **Cost Estimate**, • **Improvement Plans**, • **Items Not Applicable Letter**

Submission Package Description

Submission Package 1

 **Drag files here to upload or click to select files**

Cannot exceed 250Mb. Allowed file extensions:
BMP,CSV,DGN,DOC,DOCX,DWF,DWG,DXF,EMF,EML,FDF,GIF,HDP,HTM,HTML,JP2,JPC,JP
EG,JPG,MSG,ODP,ODS,OTD,PDF,PDFA,PNG,PPT,PPTX,PUB,RTF,RVT,SVG,TIF,TIFF,TXT,W
MF,WPF,XAML,XFDF,XLS,XLSX,XML,XOD,XPS

Creating a Record – Doc Upload

The applicant will need to select a document type for each document selected for upload.

MF,WPF,XAML,XFDF,XLS,XLSX,XML,XOD,XPS

File Name	Virtual Folder	Description	Doc Type	Uploaded By	Uploaded Date	Status	Thumbnail	Actions
<input type="checkbox"/> UPPER Floor Calculations es.PDF	Select... v	Enter file des	Select type v !	McKenzie HELVICK	09-12-2023 10:16:39	● Set doc type		
<input type="checkbox"/> Site Plan.pdf	Select... v	Enter file des	Select type v !	M	023	● Set doc type		

Doc Type Uploaded By

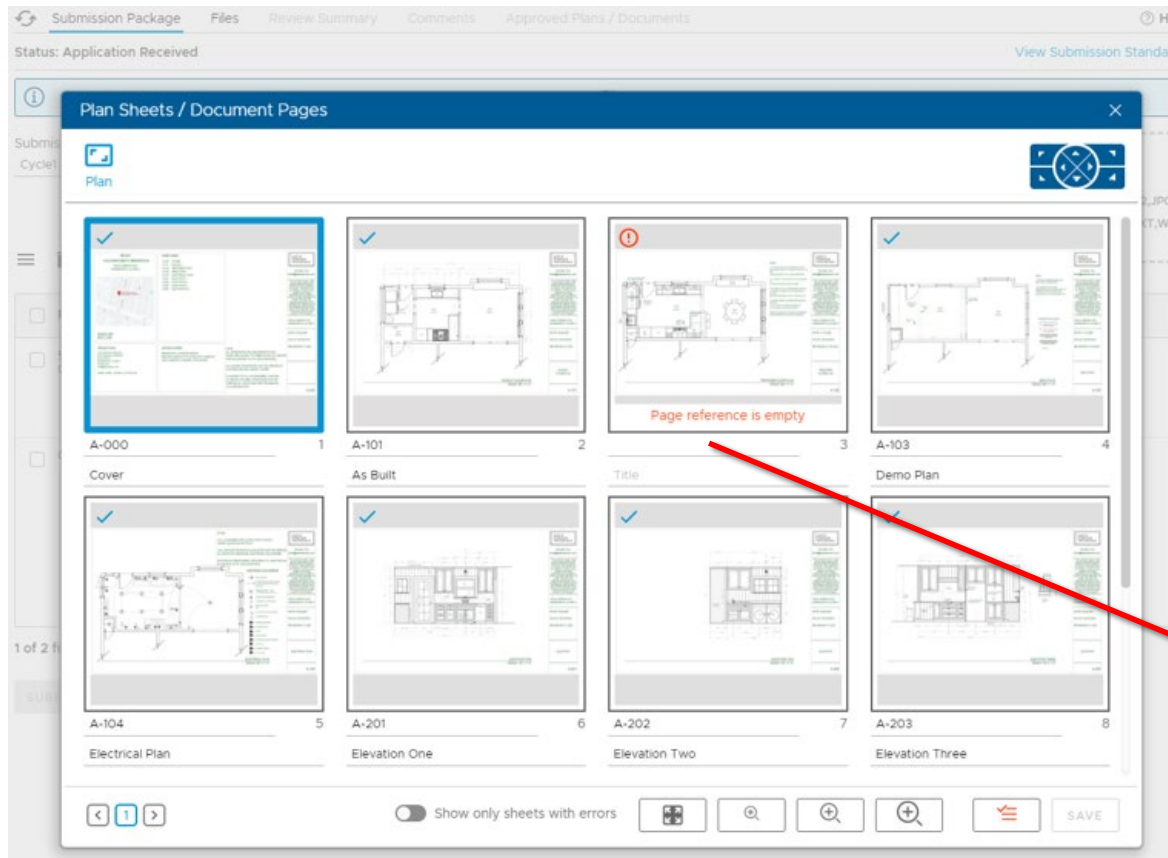
Select type v ! McKenzie HELV

Search

- Application
- As Builts
- Correspondence
- Cost Estimate
- Drainage Report
- File
- Geotechnical Reports
- Improvement Plans

Creating a Record - Doc Upload

If there is an issue with plan sheet page references the applicant will see a message and be able to resolve the issue from the upload screen. This is only required for documents classified as "Plans".




Where possible, DigEplan will use the pdf bookmarks to populate PLAN Sheet references. If there are issues with references, the applicant can click on the thumbnail and add or update the missing or duplicated page references. Clicking on the bottom right square will zoom to that area of the sheet where the page name is likely displayed.








Creating a Record – Doc Upload











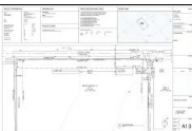

Once the required documents are added they will no longer be shown in the blue info box. Once the documents have been scanned for requirements and viruses the status will change to ready to submit. The Applicant can click Continue Application to move on, eventually submitting the record.

 Package is ready to submit, or upload additional files

Submission Package Description
Submission Package 1

 **Drag files here to upload or click to select files**
Cannot exceed 500Mb allowed file extensions:
XLS,XLSX,DOC,DOCX,DWG,JPG,JPEG,PDF,PDFA,PNG

<input type="checkbox"/> File Name	Doc Type	Uploaded By	Uploaded Date	Status	Thumbnail	Actions
<input type="checkbox"/> 942 Dorado Calc.pdf	Energy Calculations 	Christine Cannon	10/12/2022 15:14:58	 Ready to Submit		
<input type="checkbox"/> 942 Dorado Plans C1.pdf	Plans 	Christine Cannon	10/12/2022 15:14:58	 Ready to Submit		
<input type="checkbox"/> Site Plan.pdf	Site Plan 	Christine Cannon	10/12/2022 15:14:58	 Ready to Submit		

Submitted Package

Once submitted the applicant is given the record number. Clicking the record number will open the ACA record info. From here the applicant can select the Digital Projects tab to view the submitted files.

- 1 Select item to pay
- 2 Payment information
- 3 Receipt/Record issuance

Step 3: Receipt/Record issuance

Confirmation



Your application(s) and/or complaint(s) has been successfully submitted. Please print your record(s) and retain a copy for your records.

1584 ESERALDA Minden NV 89423



PROD DOUGLAS

DE23-0011

Site Improvement

Record DE23-0011:
Site Improvement
Record Status: Received

Record Info | Payments | Digital Projects

Digital Projects

Submission Package | Files | Comments | Approved Plans

Select the checkbox next to the files to download and press the

Search

<input type="checkbox"/>	Thumbnail	File Name	Description
<input type="checkbox"/>		SITE PLAN.PDF	Site Plan.pdf
<input type="checkbox"/>		942 DORADO CALC.PDF	942 Dorado Ca

In for Staff Review

This is just a placeholder

Applicant Response

The applicant will not be able to resubmit until all comments are responded to. The bottom left shows how many comments there are and how many have been responded to.

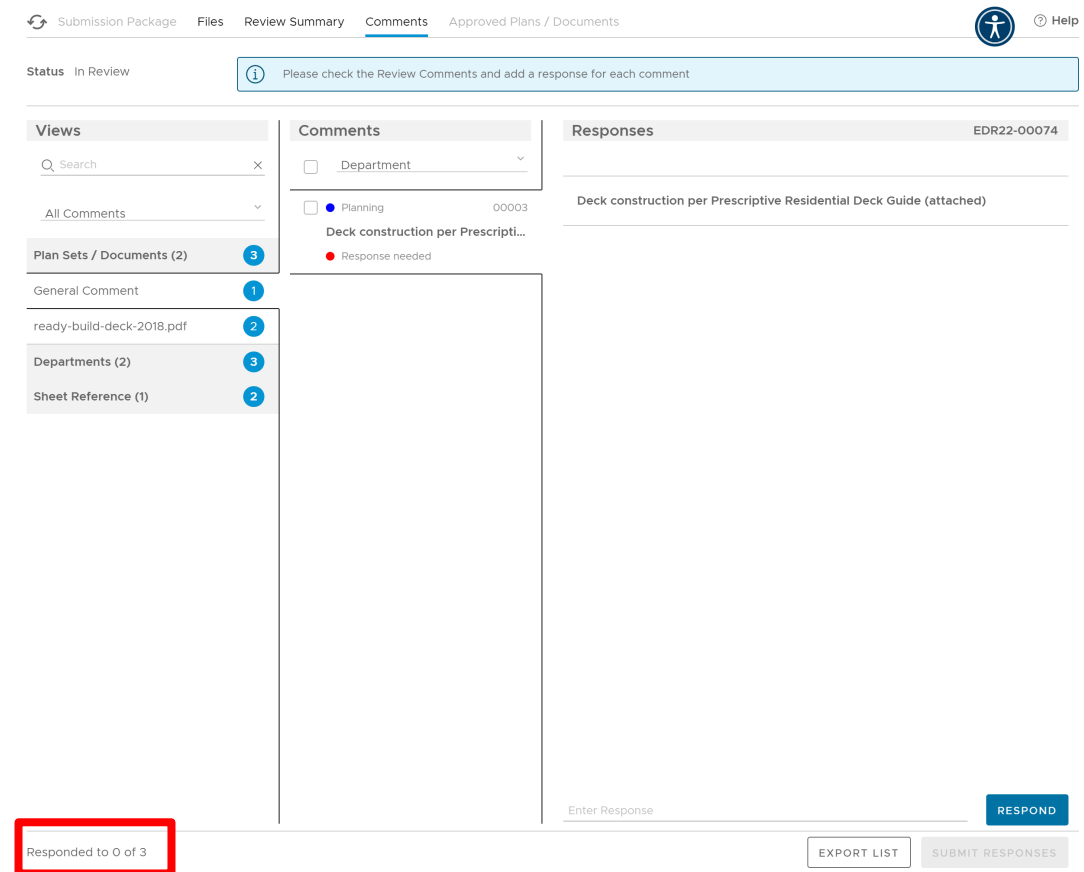
1. Login to ACA

2. Go to Record

3. Click on Digital Projects tab

4. The comments tab will open. The applicant must respond to each review comment and click submit when done. (button will remain grayed out until all have been responded to) The applicant can choose to select all and submit the same response to all requests such as "Fixed"

5. Once the comments are submitted the applicant will be prompted to upload the revised documents.



Submission Package Files Review Summary **Comments** Approved Plans / Documents Help

Status In Review Please check the Review Comments and add a response for each comment

Views

Q Search X

All Comments V

Plan Sets / Documents (2) 3

General Comment 1

ready-build-deck-2018.pdf 2

Departments (2) 3

Sheet Reference (1) 2

Comments

Department

Planning 00003

Deck construction per Prescripti...

Response needed

Responses EDR22-00074

Deck construction per Prescriptive Residential Deck Guide (attached)

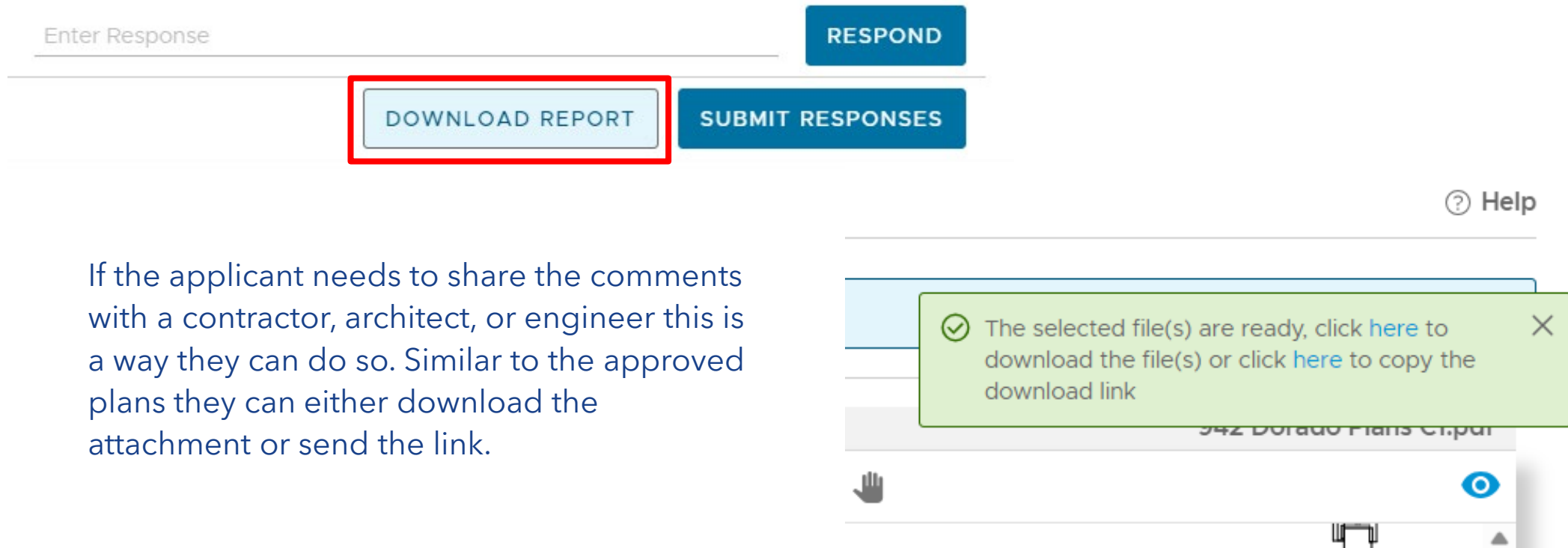
Enter Response **RESPOND**

Responded to 0 of 3

EXPORT LIST SUBMIT RESPONSES

Applicant Response

The applicant does have the ability to download a report with the comments and sheets that contain markups.

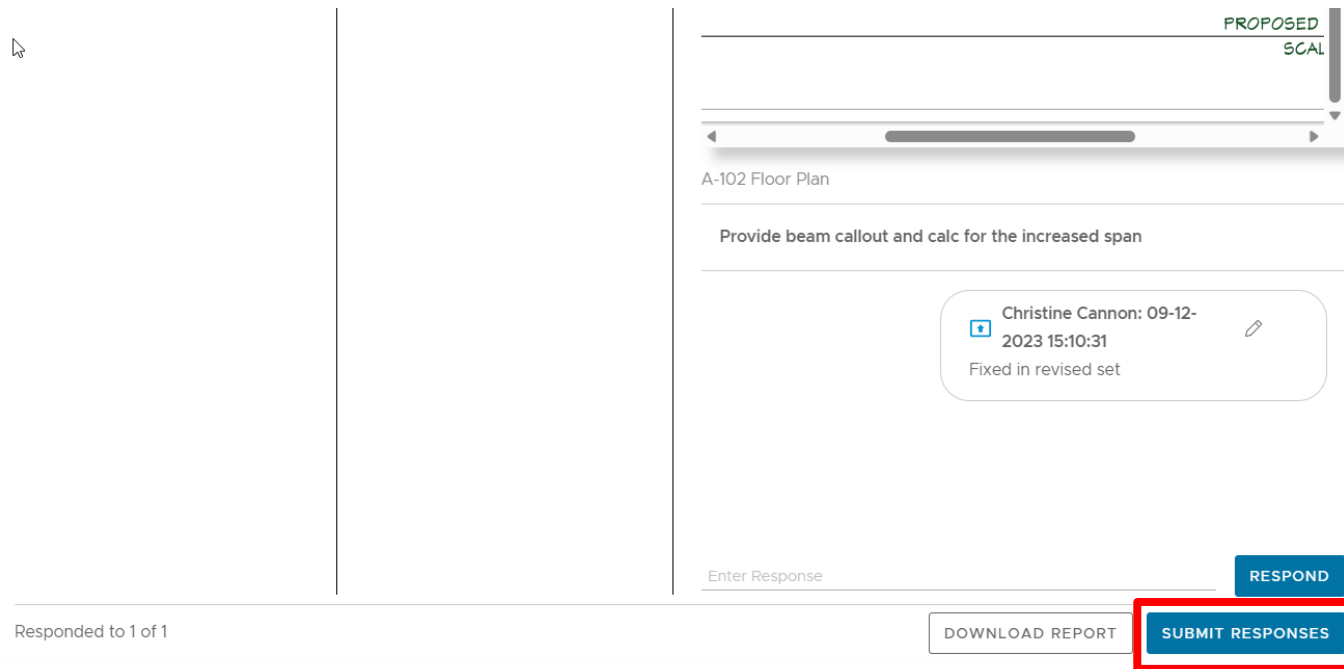


The screenshot shows a web interface for submitting a response. At the top left, there is a text input field labeled "Enter Response". To its right is a blue button labeled "RESPOND". Below the input field, there are two buttons: "DOWNLOAD REPORT" (highlighted with a red border) and "SUBMIT RESPONSES". In the bottom right corner, there is a "Help" link with a question mark icon. A green notification box is overlaid on the interface, containing a checkmark icon and the text: "The selected file(s) are ready, click [here](#) to download the file(s) or click [here](#) to copy the download link".

If the applicant needs to share the comments with a contractor, architect, or engineer this is a way they can do so. Similar to the approved plans they can either download the attachment or send the link.

Applicant Response

Once all the comments are responded to the submit responses button will turn blue. The applicant can then hit submit to upload the revised docs.



The screenshot shows a web interface for responding to comments. At the top right, there is a dropdown menu with 'PROPOSED' and 'SCAL' options. Below this, the document title 'A-102 Floor Plan' is displayed. The main content area contains a comment: 'Provide beam callout and calc for the increased span'. A response card from 'Christine Cannon' dated '09-12-2023 15:10:31' is shown, with the text 'Fixed in revised set'. At the bottom of the interface, there is a text input field labeled 'Enter Response', a blue 'RESPOND' button, a 'DOWNLOAD REPORT' button, and a blue 'SUBMIT RESPONSES' button which is highlighted with a red border. In the bottom left corner, it says 'Responded to 1 of 1'.

Thank you for providing responses to all the comments, the next step is to upload your corrections in a new Submittal Package

[UPLOAD CORRECTIONS](#)

Applicant Response

Any document types that contained markups requiring corrections will display in the required blue uploads box like they did when the applicant first submitted.

<input type="checkbox"/> File Name	Virtual Folder	Description	Doc Type	Uploaded By	Uploaded Date	Status	Thumbnail	Previous Submission Document	Actions
<input type="checkbox"/> Site Plan - Copy.pdf	Select... ▾	Enter file d...	Items Not ... ▾	Christine Cannon	09-12-2023 15:34:43	● Choose Previous Document		Choose Previous Document ⓘ	
<input type="checkbox"/> 942 Dorado Plans C2.pdf	Select... ▾	Enter file d...	Improvem... ▾	Christine Cannon	09-12-2023 15:28:56	● Ready to Submit		942 DORADO PLANS C1.PDF	

Select 'Previous Submission Document' ✕

Any other replacement docs that were not required the applicant will need to select the document being replaced by toggling to all documents and selecting link selected.

ⓘ Select the 'Previous Submission Document' that this new file replaces or select the 'NEW DOCUMENT' button if this is a new document submission

Q Search ✕

Name	Uploaded Date
<input checked="" type="checkbox"/> 942 Dorado Plans C1.pdf	2022-10-13 09:25:51

Documents with Required Corrections All Documents

Applicant Response

Additionally, when uploading documents the applicant may see a reminder of the sheets that contained markups that needed to be addressed in the resubmittal.

2 of 2 files are ready for submittal

 Files should be uploaded, to resolve the required corrections listed below

Q Search ×

Case Markup Id	Comments	Department	Sheet Reference	Doc Name
 00001	Provide beam callout and calc f or the increased span	 Engineering	A-102 Floor Plan	942 DORADO PLANS C1.PDF

Applicant Response

If the applicant is not replacing a document, new document should be selected. Once all files have been linked or selected as new, the applicant can submit the package for review.

Select 'Previous Submission Document' ×

i Select the 'Previous Submission Document' that this new file replaces or select the 'NEW DOCUMENT' button if this is a new document submission

Q Search ×

Name							Uploaded Date
<input type="checkbox"/> File Name	Description	Doc Type	Uploaded By	Uploaded Date	Status	Thumbnail	Actions
<input type="checkbox"/> 942 Dorado Plans C2.pdf	Enter file descri	Plan ▼	Christine Cannon	10-13-2022 16:56:57	● Ready to Submit		<input type="checkbox"/> 942 Dorado Plans C1.pdf
<input type="checkbox"/> Site Plan.pdf	Enter file descri	Plan ▼	Christine Cannon	10-13-2022 16:56:57	● Ready to Submit		<input type="checkbox"/> New Submission Document

5:51

2 of 2 files are ready for submittal

Reviewer – Revisions Received



Once the applicant submits the revised documents the status will update to Corrections Received and the Plans Distribution task will reactivate in the workflow.

Applicant will need to wait until all corrections have been addressed and then the new review will commence.

Approval Report

The approval reports need to be ran for the plans and documents that need to be displayed in the approved tab for the applicant. **These will NOT be made available to the applicant until the record status is Issued.**

Permit Issued

Once the permit is approved the applicant will have access to the Approved Plans tab. When selecting the approved documents and clicking download the applicant is given the option to download the files or copy a download link they can then send to someone like the contractor.

Approved Plans and Approved Documents

DOWNLOAD

Select the checkbox next to the files to download and press the DOWNLOAD button

The selected file(s) are ready, click [here](#) to download the file(s) or click [here](#) to copy the download link

Q Search x

<input type="checkbox"/>	Thumbnails	File Name	Description	Classi		
<input type="checkbox"/>		Approved Plans - EDR22-00090.pdf	Approved Plan Report	REPORT	Approved	10-13-2022
<input type="checkbox"/>		EDR22-00090_Approved_File_94 2 Dorado Calc.pdf	Approved Calculations	REPORT	Approved	10-13-2022