

ACCELA CITIZEN ACCESS (ACA) ONLINE PERMITTING SYSTEM

<https://ca.rcid.org/citizenaccess>

ACA allows approved registered users to view permit records, apply for a permit, view plan review issues and conditions, schedule inspections, apply for a variance request and submit a Temporary Certificate of Occupancy request.

To get started, you will need to be a registered user of ACA. This is a secure website. The recommended browser is Chrome with popups enabled to see all the available windows within the website.

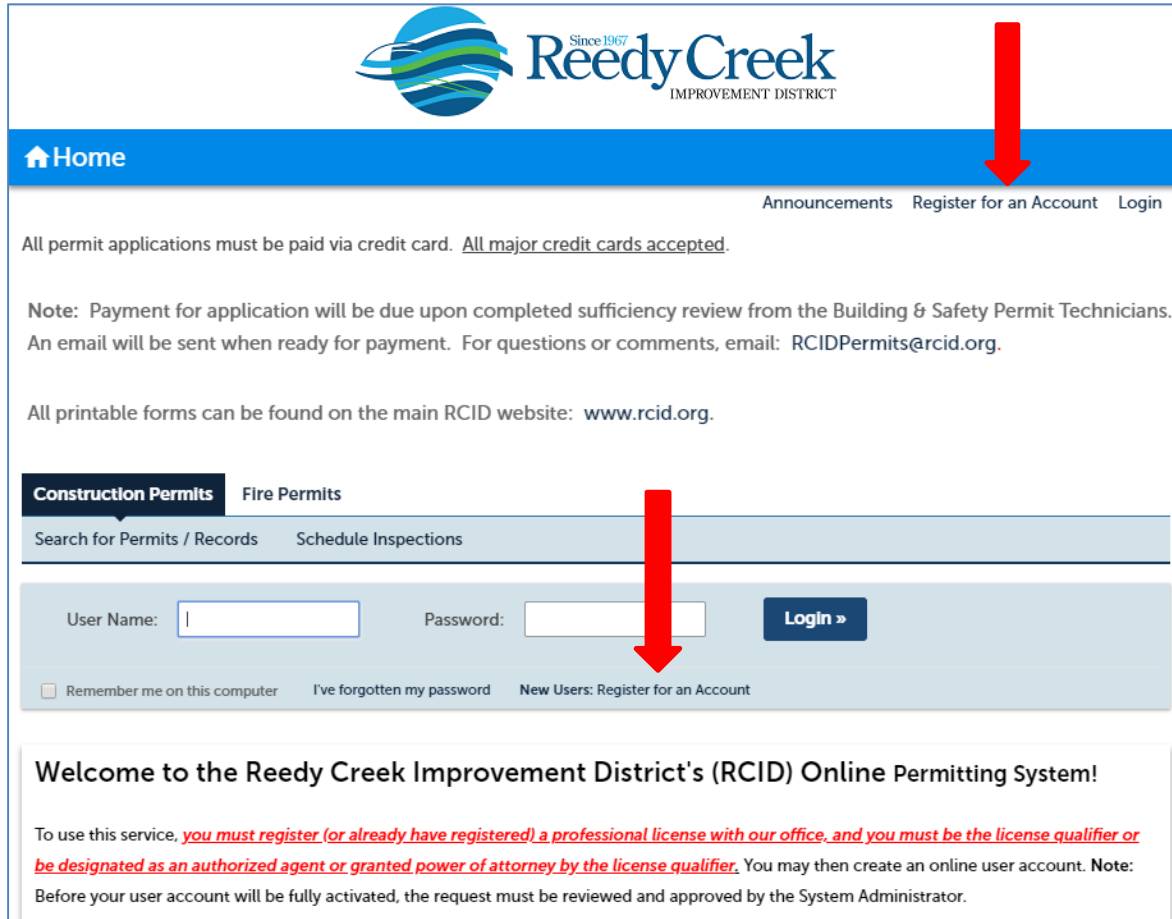
In order to register in ACA, you will need to be a licensed contractor in our main system, and be listed as an agent or power of attorney on behalf of a registered licensed contractor. *Note: Registration requests will not be granted if the user is not registered in the main system.*

Table of Contents

Register for a New User Account:	2 -
Account Management:	5 -
Construction or Fire Permits:	5 -
Search for an Address:	5 -
Search for Permits:	7 -
Schedule Inspections:	8 -
Reschedule or Cancel Inspections:	11 -
Correction Notices:	12 -
Plan Review Status:	13 -
Related Records:	14 -
Electronic Plans and Documents:	15 -
Applying for a Permit:	16 -
Step 1:	16 -
Step 2:	19 -
Attachments:	20 -
Step 3:	21 -
Step 4:	21 -
Step 5:	21 -
Applying for an Amendment or a Revision:	22 -
Applying for a Temporary Certificate of Occupancy Request:	26 -
Reports:	27 -
Applying for an Alternative Materials and Methods Request:	28 -

Register for a New User Account:

Click on the “New Users: Register for an Account” or “Register for an Account” and fill in all required fields.



Reedy Creek
IMPROVEMENT DISTRICT

Home Announcements Register for an Account Login

All permit applications must be paid via credit card. [All major credit cards accepted.](#)

Note: Payment for application will be due upon completed sufficiency review from the Building & Safety Permit Technicians. An email will be sent when ready for payment. For questions or comments, email: RCIDPermits@rcid.org.

All printable forms can be found on the main RCID website: www.rcid.org.

Construction Permits Fire Permits

Search for Permits / Records Schedule Inspections

User Name: Password: [Login »](#)

☐ Remember me on this computer [I've forgotten my password](#) [New Users: Register for an Account](#)

Welcome to the Reedy Creek Improvement District's (RCID) Online Permitting System!

To use this service, you must register (or already have registered) a professional license with our office, and you must be the license qualifier or be designated as an authorized agent or granted power of attorney by the license qualifier. You may then create an online user account. **Note:** Before your user account will be fully activated, the request must be reviewed and approved by the System Administrator.

Accept the Disclaimer and continue the registration.

The next page asks for the State License Number and the License Type. *Note: Your license number and type must match exactly what we have in our main system. License might have a space, e.g. CG C0000000, EF 0000000 or no space XX-0000000; and the type could be: Contractor-Bldg, Contractor-Elec, Contractor-Misc., etc.* Once it appears on the Contactor Information list, select the “Add License to Account” on the right hand side of the screen. Click “Yes” when it asks “Do you want to associate this license to your account?”

TIP!

Use Google Chrome as internet browser and allow popups.

Construction Permits

Fire Permits

Search for Permits / Records

Schedule Inspections

Account Registration Step 1: Enter License Information

Please enter your license information below (one license at a time) and our Agency will verify your license status within our Agency records. Please note that your license must already be registered with our in-house Permitting system (also known as AA) before you can proceed with this step.

You may add additional licenses on the next screen. After identifying your license(s) an Agency employee must perform additional validation. In these cases, your access to certain features of the RCID Online Permitting System will be limited pending approval.

* indicates a required field.

License Information

* License Type:

Contractor-Misc

* State License Number:

xxx-xxxxxxx

Find License

Contractor Information

If your license has been found, click on the license number below to continue.

Showing 1-1 of 1

License Number	Business Name	Action
XX-0001658	TEST CONTRACTOR	Add License to Account

Continue Registration if the license is correct. You can add other licenses at this point, or at any point in the future once you are approved in the system.

Construction Permits

Fire Permits

Search for Permits / Records

Schedule Inspections

Confirm License

Your search returned the following licensed professionals. If the information is not correct, click the "Remove" button and if necessary search again below. Once all information is correct choose "Continue Registration" or "Add to My Licenses" to proceed.

License Look-up Results

License

TEST CONTRACTOR 1900 HOTEL PLAZA BLVD LAKE BUENA VISTA FL 32830 Tel: 4078283096 Fax: 4078282416	FL Contractor-Misc FL - XX-0001658 Issued: Expires: Insured Max: \$0.00	Remove
---	---	--------

Once you locate the correct license, click the "Add to My Licenses" button.

Once you have added all licenses to your list, click the "Continue Registration" button. You will have another chance to review all your licenses at the end of the registration process.

Continue Registration »
(I am done adding licenses.)

Add to My Licenses »
(I have more licenses.)

TIP!

DO NOT SHARE user login.
Each user must request separate account/access.

The next set of questions is your User ID and Password. Select the appropriate relationship for your contact info: Agent, Power of Attorney, Qualifier, Individual, etc.

Account Registration Step 2:
Enter/Confirm Your Account Information

* indicates a required field.

Login Information

* User Name:

* E-mail Address:

* Password:

* Type Password Again:

* Enter Security Question:

* Answer:

Contact Information

Choose how to fill in your contact information.

Select Contact Type

* Type:

Enter **your contact information** in the Contact Information boxes. This information is critical when you start applying online and will save valuable time by auto-populating fields. The email address will pull the address associated with the license in our system. If the main email is incorrect in our system, please let us know. *Note: Do not use parentheses “()” or dashes “-” for phone numbers...just enter straight numbers 4071231234. The system will automatically add the proper format.* Also, you can only register with an email once. Several individuals can apply using the same license number, but an email can only be registered one time.

Contact Information

* First: Middle: * Last:

* Name of Business:

* Address Line 1:

* City: * State: * Zip:

* Work Phone: * Mobile Phone:

Fax:

* E-mail:

When you have successfully completed your registration request, an email will be sent to our office. Within 24 hours, we will review and if acceptable, approve the registration. **Note: Anyone not in our main system will need to submit a notarized letter from the qualifier stating you as an agent or power of attorney on his/her behalf prior to acceptance. Forms are available on the www.rcid.org website.** Once your registration request is approved by the System Administrator, you will be able to log in and start using the system.

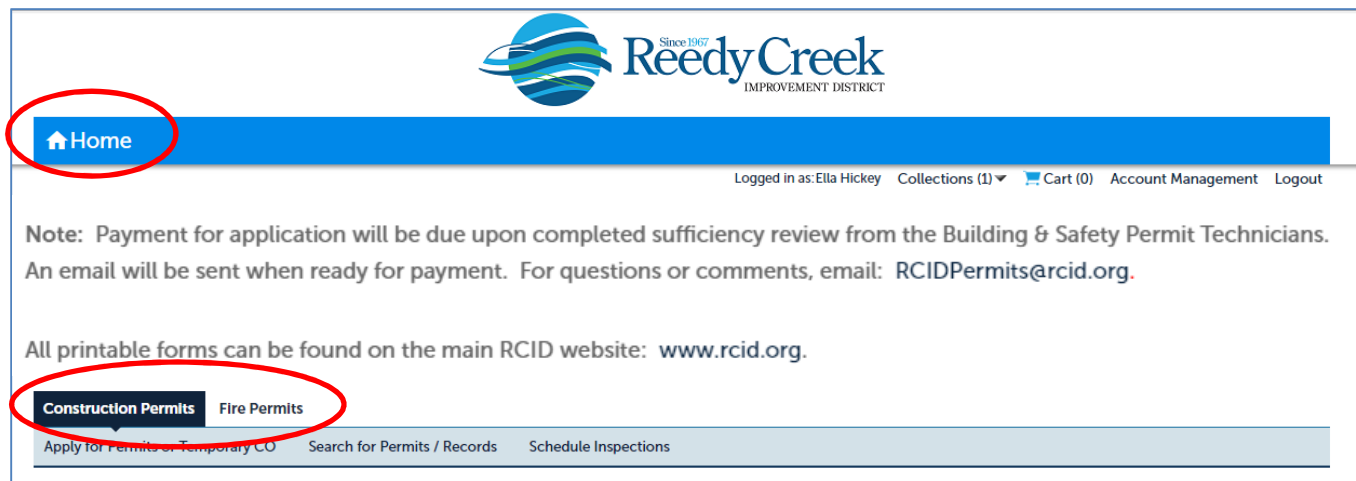
Account Management:


Any changes that need to be made to your account can be done through the Account Management page. You can change your password, update address and phone numbers, add additional licenses to your account, and add Delegates. **Note: A Delegate is someone outside your organization you wish to perform certain actions on your behalf like schedule inspections, apply or pay online. They must already be a registered user in ACA.**


Construction or Fire Permits:

You can search for an address or a permit, schedule inspections, or apply for permits online. **Note: Anywhere there is an underlined or **bold** word in a list, it is a hyperlink to another window.** If at any time you get lost in the system, just hit the “Home” link on top and it will bring you back to the following screen.

Note: Fire Permits are for Pyrotechnic or Fire Sprinkler Head Replacement permits ONLY. Do not use for 24/7 Service Call inspection requests.



 **Reedy Creek**
IMPROVEMENT DISTRICT

[Home](#) Logged in as: Ella Hickey Collections (1)  Cart (0) Account Management Logout

Note: Payment for application will be due upon completed sufficiency review from the Building & Safety Permit Technicians. An email will be sent when ready for payment. For questions or comments, email: RCIDPermits@rcid.org.

All printable forms can be found on the main RCID website: www.rcid.org.

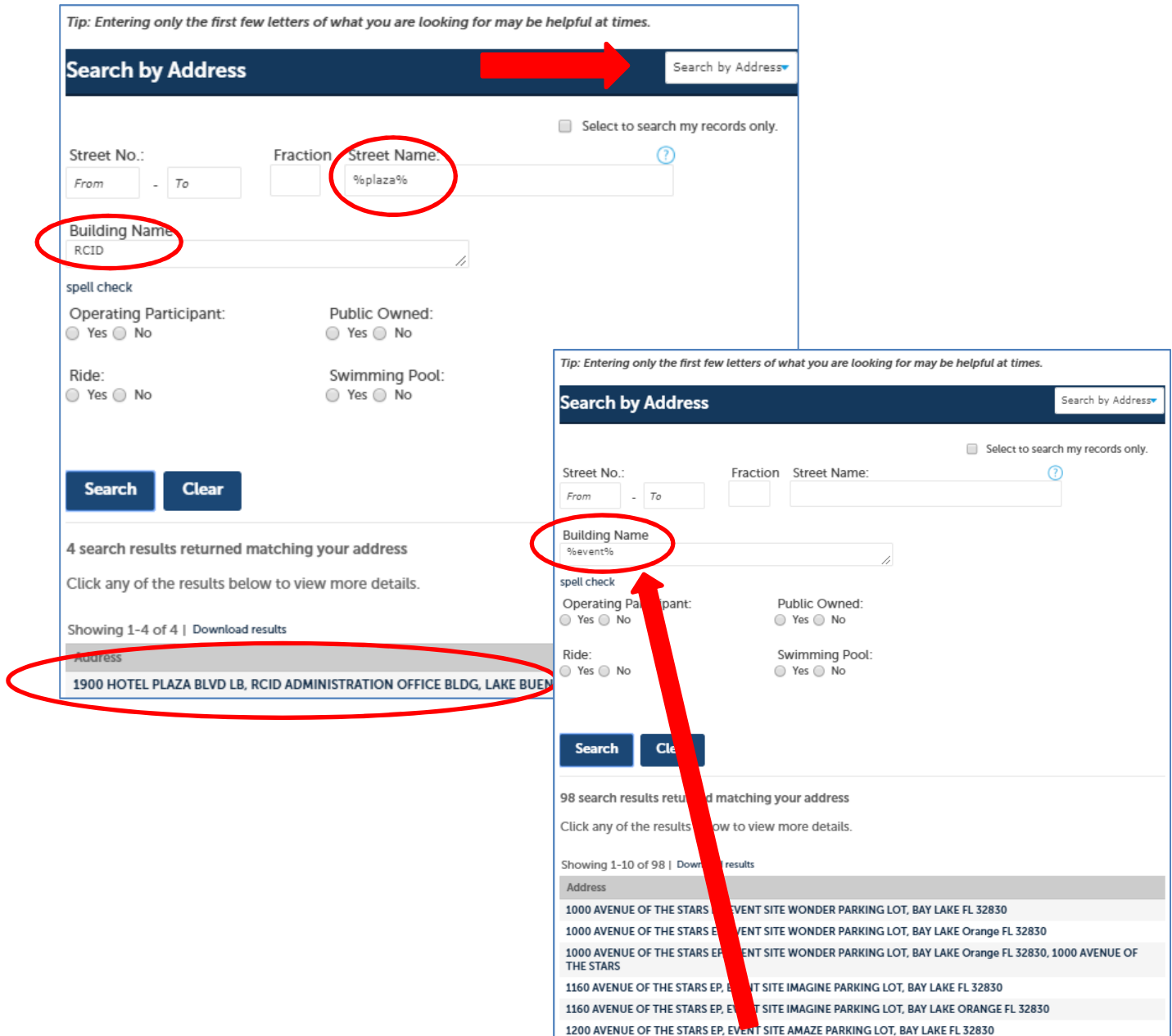
[Construction Permits](#) [Fire Permits](#)

[Apply for Permits or Temporary CO](#) [Search for Permits / Records](#) [Schedule Inspections](#)

Search for an Address:

Search by Address could be helpful if you know the street name but don't remember the street number. **Note: To use the wildcard search feature, use the percent sign before and after the word, e.g. %Castle%. This is very helpful if you only know a portion of a name. The wildcard feature is usable in all fields of ACA.**

As an Example, we will search for the RCID Admin Building using each of the search options.



Tip: Entering only the first few letters of what you are looking for may be helpful at times.

Search by Address

Select to search my records only.

Street No.: From - To Fraction Street Name: %plaza%

Building Name: RCID

spell check

Operating Participant: ☐ Yes ☐ No Public Owned: ☐ Yes ☐ No

Ride: ☐ Yes ☐ No Swimming Pool: ☐ Yes ☐ No

Search **Clear**

4 search results returned matching your address

Click any of the results below to view more details.

Showing 1-4 of 4 | Download results

Address
1900 HOTEL PLAZA BLVD LB, RCID ADMINISTRATION OFFICE BLDG, LAKE BUENA VISTA, FL 32830

Tip: Entering only the first few letters of what you are looking for may be helpful at times.

Search by Address

Select to search my records only.

Street No.: From - To Fraction Street Name: %event%

Building Name: %event%

spell check

Operating Participant: ☐ Yes ☐ No Public Owned: ☐ Yes ☐ No

Ride: ☐ Yes ☐ No Swimming Pool: ☐ Yes ☐ No

Search **Clear**

98 search results returned matching your address

Click any of the results below to view more details.

Showing 1-10 of 98 | Download results

Address
1000 AVENUE OF THE STARS EP, EVENT SITE WONDER PARKING LOT, BAY LAKE FL 32830
1000 AVENUE OF THE STARS EP, EVENT SITE WONDER PARKING LOT, BAY LAKE Orange FL 32830
1000 AVENUE OF THE STARS EP, EVENT SITE WONDER PARKING LOT, BAY LAKE Orange FL 32830, 1000 AVENUE OF THE STARS
1160 AVENUE OF THE STARS EP, EVENT SITE IMAGINE PARKING LOT, BAY LAKE FL 32830
1160 AVENUE OF THE STARS EP, EVENT SITE IMAGINE PARKING LOT, BAY LAKE ORANGE FL 32830
1200 AVENUE OF THE STARS EP, EVENT SITE AMAZE PARKING LOT, BAY LAKE FL 32830

*Note: Many temporary events use parking lots as addresses. We have several already addressed in our system. A quick way to see those would be to search by **%Event%** in the **Building Name**. It might help to narrow your search.*

The second option is to search by existing permits via selecting General Search. This is helpful if you know a permit number, project name or the date range of when the permit was applied.

Search for Permits / Records

Please enter appropriate search criteria below and click on "Search"

In the results found, you may click on an underlined column heading to change the sorting of that column. Also, clicking on underlined text, such as a Permit #, Address or Contractor's license number will take you to that record.

Tip: Entering only the first few letters of what you are looking for may be helpful at times

General Search

General Search

Search for an existing Permit using criteria below.

☐ Select to search my records only.

Permit #:

Record Type:

Record Status:

Project Name:

Start Date:

End Date:

State License Number:

Name of Business:

Street No.: - Fraction Street Name: Unique ID

Search for Permits:

Once you click on "Search for Permits..." it should bring a list back of permits attached to your license. You can narrow your search further by using the General Search under the list of Permits. You can search by Permit Number, Status, Start and End Dates and even the Project Name. Again don't forget to use the wildcard % to help with your search.

Once you have entered a search criteria, the result will show below the General Search section...be sure to scroll down to see your results.

Click on the Permit Number and with the hyperlink it directly opens the permit record. From there you will see the permit details broken into sections. Anywhere there is a small arrow pointing right, click on that arrow and it will expand the section.

Tip: Entering only the first few letters of what you are looking for may be helpful at times.

General Search

General Search

Search for an existing Permit using criteria below.

☐ Select to search my records only.

Permit #:

Record Type:

Record Status:

Project Name:

Start Date:

End Date:

State License Number:

Name of Business:

Street No.: - Fraction Street Name: Unique ID

200+ Record results matching your search results

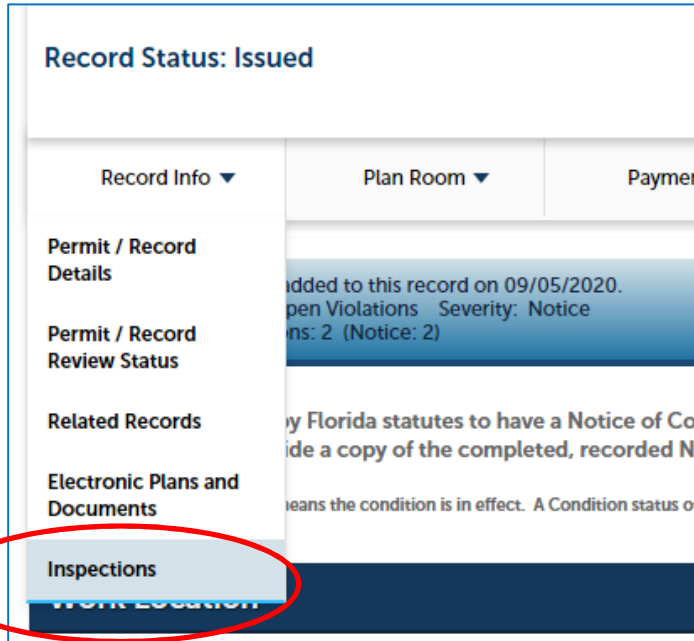
Click any of the results below to view more details.

Showing 1-20 of 200+ | Download results | Add to collection | Add to cart | Copy Record

<input type="checkbox"/>	Permit No	Status	Project Name	Address	Related Records	Action
<input type="checkbox"/>	19TMP-000322		RCID TEST PROJECT RECORD	1900 HOTEL PLAZA BLVD LB, LAKE BUENA VISTA FL 32830	51	Resume Application
				1200 AVENUE OF		

Schedule Inspections:

Once on a Record, Inspections can be scheduled by clicking on the Record Info – Inspections tab:



Record Status: Issued

Record Info ▼ Plan Room ▼ Paymer

Permit / Record Details

Permit / Record Review Status

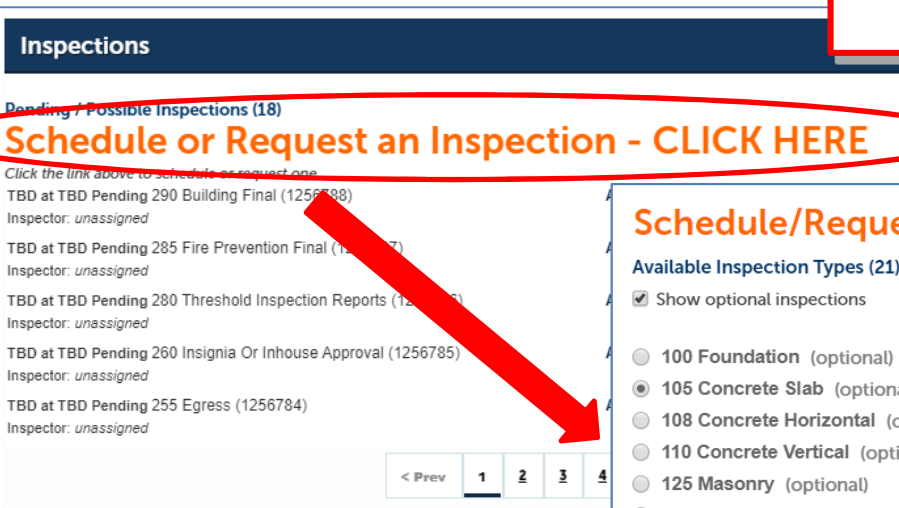
Related Records

Electronic Plans and Documents

Inspections

TIP!

- An inspection code can only be scheduled once per day.
- If a previous inspection result is “Approved”, an additional inspection cannot be scheduled on that specific code. The action needs to be modified to a “Partial Approval” by the inspector for continued inspections of that code.
- If an inspection code is scheduled using the “Actions” dropdown, it will remove the pending inspection on the permit and will not allow continued inspection of that code.



Inspections

Pending / Possible Inspections (18)

Schedule or Request an Inspection - CLICK HERE

Click the link above to schedule or request one.

TBD at TBD Pending 290 Building Final (1256788)
Inspector: *unassigned*

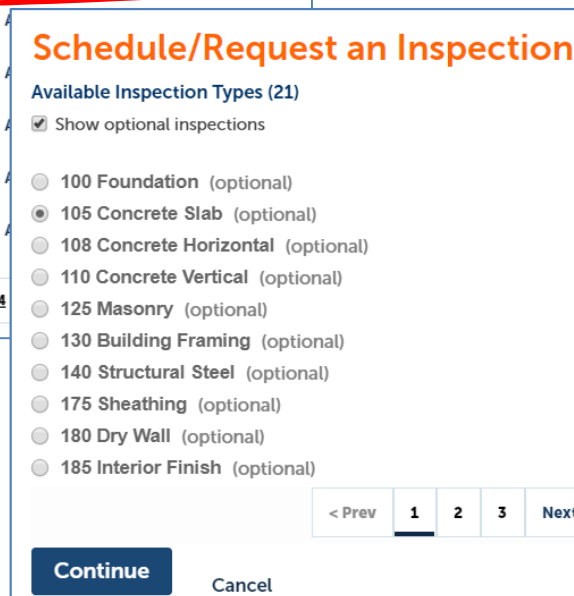
TBD at TBD Pending 285 Fire Prevention Final (1256787)
Inspector: *unassigned*

TBD at TBD Pending 280 Threshold Inspection Reports (1256786)
Inspector: *unassigned*

TBD at TBD Pending 260 Insignia Or Inhouse Approval (1256785)
Inspector: *unassigned*

TBD at TBD Pending 255 Egress (1256784)
Inspector: *unassigned*

< Prev 1 2 3 4



Schedule/Request an Inspection

Available Inspection Types (21)

☒ Show optional inspections

☐ 100 Foundation (optional)

☒ 105 Concrete Slab (optional)

☐ 108 Concrete Horizontal (optional)

☐ 110 Concrete Vertical (optional)

☐ 125 Masonry (optional)

☐ 130 Building Framing (optional)

☐ 140 Structural Steel (optional)

☐ 175 Sheathing (optional)

☐ 180 Dry Wall (optional)

☐ 185 Interior Finish (optional)

< Prev 1 2 3 Next

Continue Cancel

Inspections can be scheduled 7 days out for an AM or PM inspection.

Be sure to select "Inspection Contact Name and Number" for specific contact information, otherwise the contact number on file in our main system will display on the inspectors' devices. *Note: Not changing the contact name and number leads to wasted time spent by the inspectors trying to find the correct person with information for the inspection.*

Schedule/Request an Inspection

Inspection type: 105 Concrete Slab

To continue, select dates and times on the calendar below:

Aug 2019							Sep 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30					

« Prev

☒ 08:00 AM - 12:00 PM
☐ 01:00 PM - 04:00 PM

TIP!

AM/PM inspections are requests only and indicators of when work is ready for inspection, it is not a guarantee of when an inspector will arrive for an inspection.

Schedule/Request an Inspection

Inspection type: 125 Masonry

Location and Contact

Verify that the location is correct and add a contact person for the inspection.

Location
1805 HOTEL PLAZA BLVD
HOLIDAY INN

Contact

☐ ~~DO NOT USE THIS SECTION. Fill in Inspection Contact Name and Number below only~~

☒ Inspection Contact Name and Number (must use this section only)

*First Name Middle Name *Last Name
 First Last

*Phone Number
 407-888-8888

To include all relevant inspection information for the inspectors, be sure to fill in the “Include Additional Notes” section as well. Contact name, number and comments all appear on the inspectors’ devices for each inspection.

Schedule/Request an Inspection

Confirm Your Selection

Please confirm the details below and click the Finish button to schedule the inspection.

125 Masonry
8/22/2019 8:00 AM
1805 HOTEL PLAZA BLVD
HOLIDAY INN
First Last 4078888888

Include Additional Notes

Optional Comments or Instructions for your Inspector:

Note: Add contact name and number followed by inspection comments here:
Joe Smith 407-222-2222
Inspect slab pour in the am. See plans on page S-101 for details

spell check
(Please include an alternate phone number if different from the contact information provided in your application.)

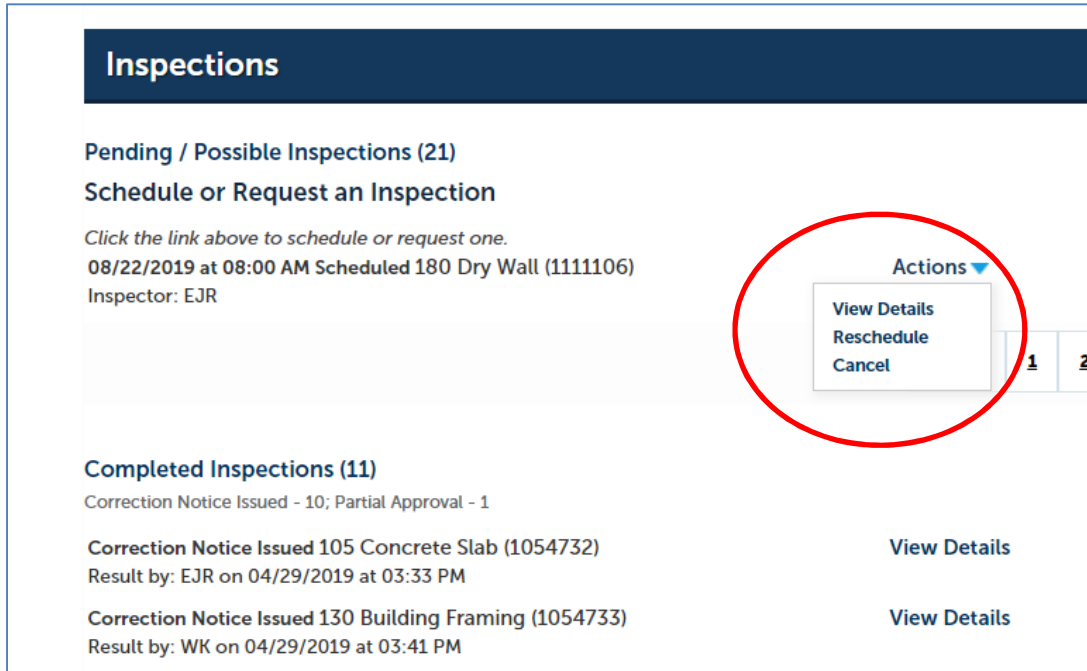
Cancellation and Reschedule Policy:
Reschedule must be made before 06:00 AM.
Cancellations must be made before 06:00 AM.

Finish Back Cancel

As a reminder, the same inspection item cannot be schedule twice in one day for a given permit and if the previous action is Approved or Approved with Comments, you will not be able to schedule an inspection. If an inspection is required after an “Approved” or “Approved with Comments” result, please call the appropriate Chief to make adjustments to the inspections. *Note: The IVR will still be available for use, however, please do not schedule the same inspection in both systems.*

Reschedule or Cancel Inspections:

Once on a Record, Inspections can be rescheduled or canceled by clicking on the Record Info – Inspections tab above, but select the Action Tab to the right:



Inspections

Pending / Possible Inspections (21)

Schedule or Request an Inspection

Click the link above to schedule or request one.

08/22/2019 at 08:00 AM Scheduled 180 Dry Wall (1111106)
Inspector: EJR

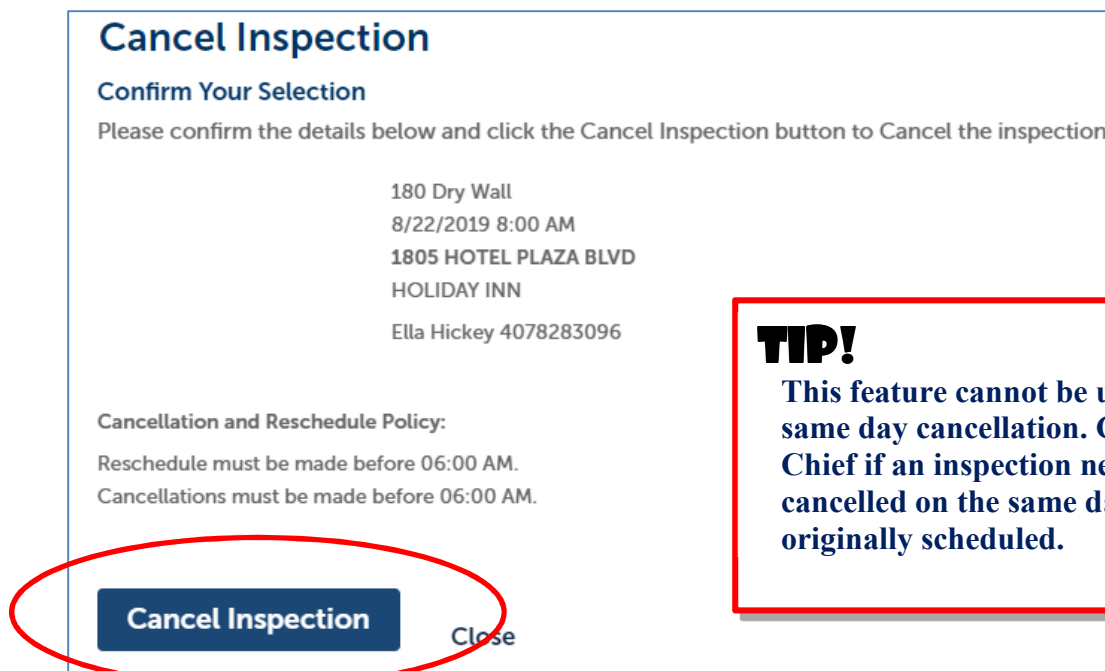
Completed Inspections (11)

Correction Notice Issued - 10; Partial Approval - 1

Correction Notice Issued 105 Concrete Slab (1054732)
Result by: EJR on 04/29/2019 at 03:33 PM [View Details](#)

Correction Notice Issued 130 Building Framing (1054733)
Result by: WK on 04/29/2019 at 03:41 PM [View Details](#)

Rescheduling the inspection will bring you back to the Schedule Inspection screens above. Canceling the inspections will bring you to the following:



Cancel Inspection

Confirm Your Selection

Please confirm the details below and click the Cancel Inspection button to Cancel the inspection.

180 Dry Wall
8/22/2019 8:00 AM
1805 HOTEL PLAZA BLVD
HOLIDAY INN
Ella Hickey 4078283096

Cancellation and Reschedule Policy:
Reschedule must be made before 06:00 AM.
Cancellations must be made before 06:00 AM.

Cancel Inspection [Close](#)

TIP!

This feature cannot be used for same day cancellation. Contact the Chief if an inspection needs to be cancelled on the same day it was originally scheduled.

Correction Notices:

Correction Notices are located under Permit Details / Record Details. If a correction notice has been issued, the Application Information Table will be visible with a "+" sign to the left. Click on the "+" sign to see all the comments related to the correction notice. To know if the violation has been cleared, you will see two additional lines: Violation Cleared By and Date Violation Cleared. Otherwise this next example is considered an open correction notice.

Permit / Record Details

Contractor

ehickey@rcid.org
TEST CONTRACTOR
1900 HOTEL PLAZA BLVD
LAKE BUENA VISTA, FL, 32830
Phone 1: 4078283096
Fax: 4078282416
Contractor-Misc XX-0001658

Project Description:

New Test Record Test Amendment old v
+ 20,000 - new valuation 1151395


▼ **More Details**

- ▣ Related Contacts
- ▣ Permit / Record Information
- ▣ Application Information
- ▣ Application Information Table
- CORRECTIONS**

Unique Number:	CNI19001544
Division:	Building
EPCOT Code Section:	EBC 502.5: Tenant separation required.
Comments:	test
Date Issued:	04/29/2019
Issued By:	Ella Hickey
Time Limit:	10

TIP!

Open all "+" to see additional permit info, including permit expiration date.



▼ **More Details**

- ▣ Permit / Record Information
- ▣ Application Information
- APPLICATION DATA**
- Valuation: 60000
- CONSTRUCTION DETAIL**
- NOC Date Recorded: 08/01/2019
- Expiration Date: 08/25/2021**
- PERMIT DETAIL**
- Work Type: New
- Permit Type: Structure
- BUILDING DETAIL**
- Square Footage: 0

The example above shows an open violation, the sample on the right shows a completed violation. It includes the Violation Cleared By and the Date Violation Cleared.

▼ **More Details**

- ▣ Additional Information
- ▣ Application Information
- ▣ Application Information Table
- CORRECTIONS**

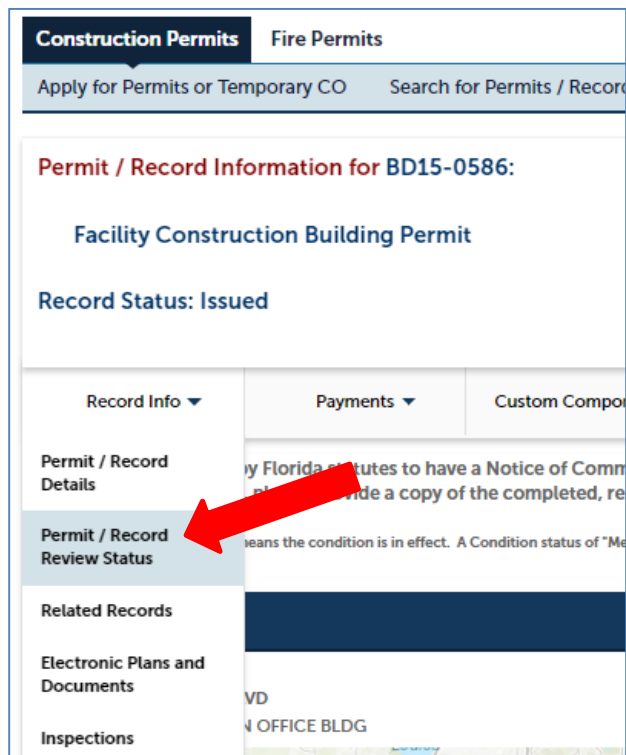
Unique Number:	bd08-0488092013
Division:	Building
EPCOT Code Section:	EBC 502.4: Occupancy separation required.
Comments:	test correction notice
Location (Room/Floor/Wing):	B Wing - 2nd Floor
Date Issued:	08/07/2013
Issued By:	EllaH
Time Limit:	30
Violation Received By:	Contractor
Method of Receipt:	In Person
Violation Cleared By:	EllaH
Date Violation Cleared:	09/30/2013

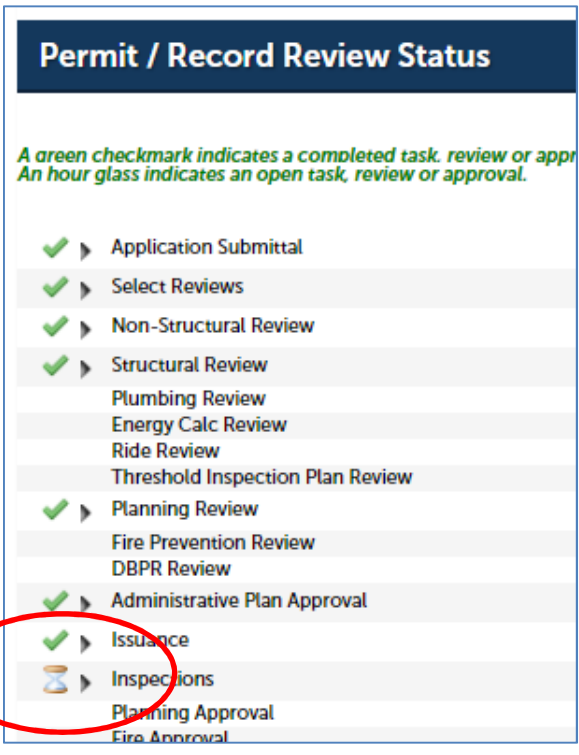
▣ **Parcel Information**

[Print/View Record](#) [Copy Record](#)

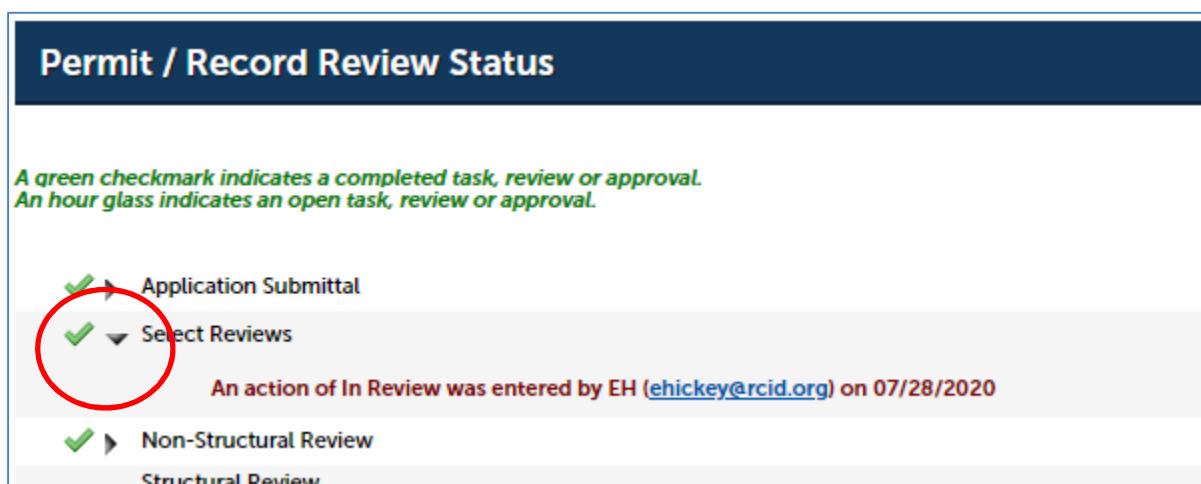
Plan Review Status:

General permit status can be found under the Record Info, Permit / Record Review Status tab. The green check marks, next to the Plan Review Status, means that action is complete. The hourglass symbol means that it is the active workflow item.

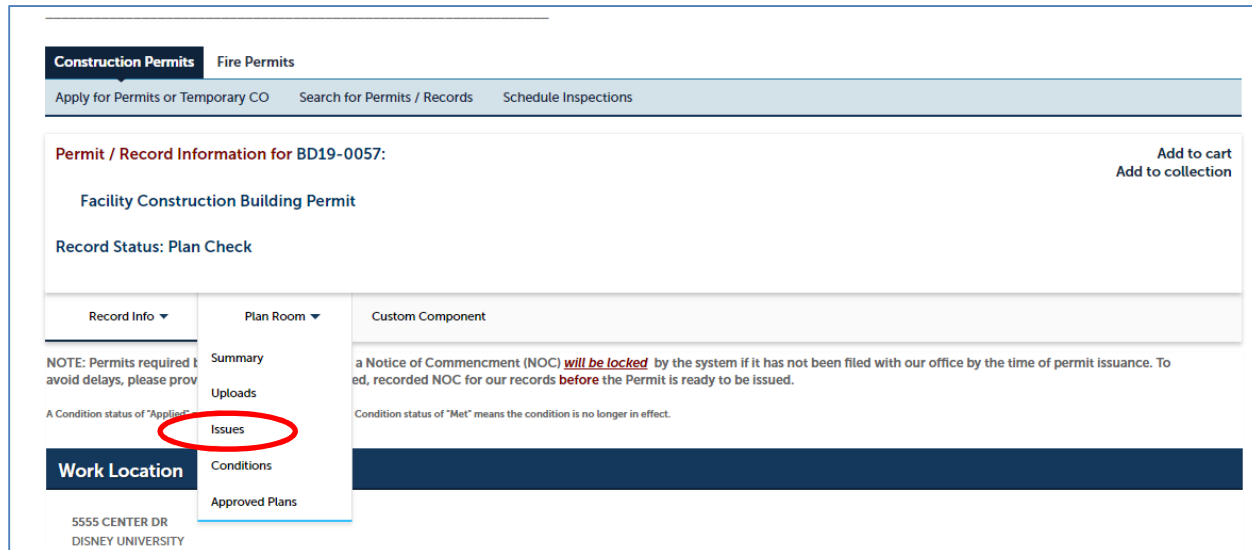




Clicking on the right arrow next to a specific plan review stop will show actions taken on a specific Workflow Task, and any '+' contains additional information.



All plan review Issues are viewed in the Digital Plan Room. These include any Revise and Resubmit comments by a plans examiner. For full details on how to use the Digital Plan Room, see the **ACA Digital Plan Room User Guide**.



Construction Permits Fire Permits

Apply for Permits or Temporary CO Search for Permits / Records Schedule Inspections

Permit / Record Information for BD19-0057:

Facility Construction Building Permit

Record Status: Plan Check

Record Info Plan Room Custom Component

NOTE: Permits required to avoid delays, please provide a Notice of Commencement (NOC) **will be locked** by the system if it has not been filed with our office by the time of permit issuance. To be recorded, recorded NOC for our records **before** the Permit is ready to be issued.

Condition status of "Met" means the condition is no longer in effect.

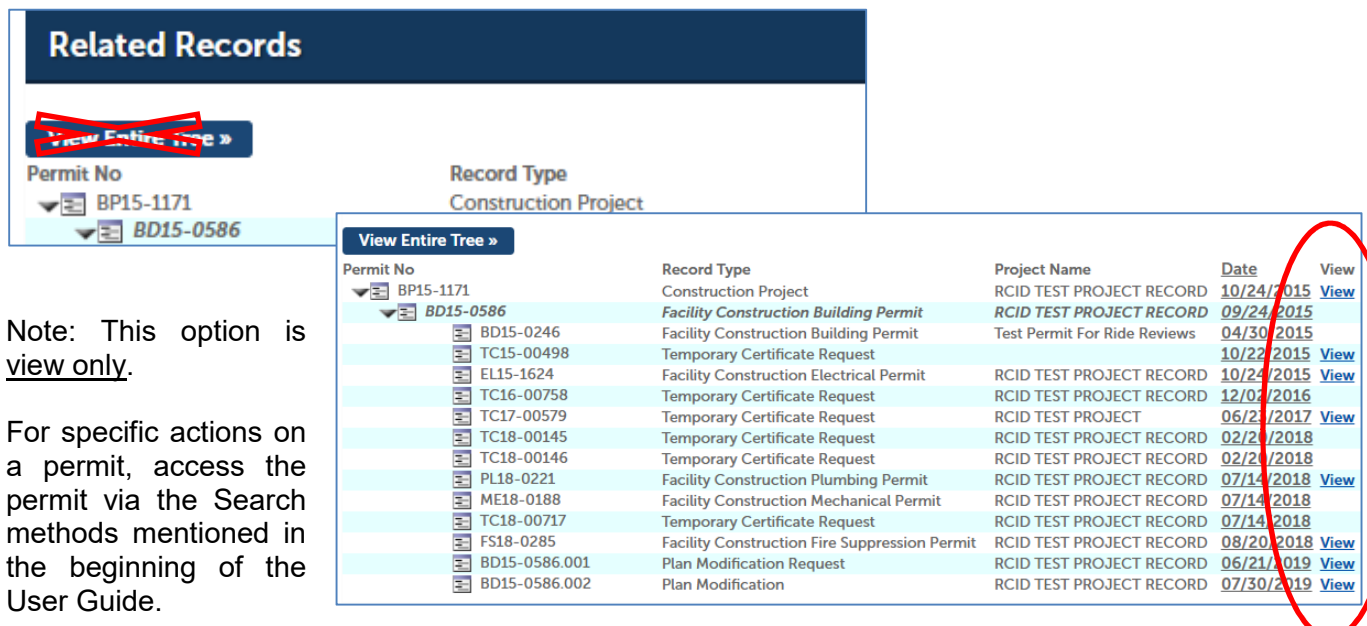
Work Location

5555 CENTER DR
DISNEY UNIVERSITY

Issues

Related Records:

This is a very useful tool to see all related permits and their statuses. *Note: It is recommended that you DO NOT CLICK on "View Entire Tree". This could take several minutes to load and will result in multiple upon multiple permits.*



Related Records

~~View Entire Tree »~~

Permit No BP15-1171
BD15-0586

Record Type Construction Project

View Entire Tree »

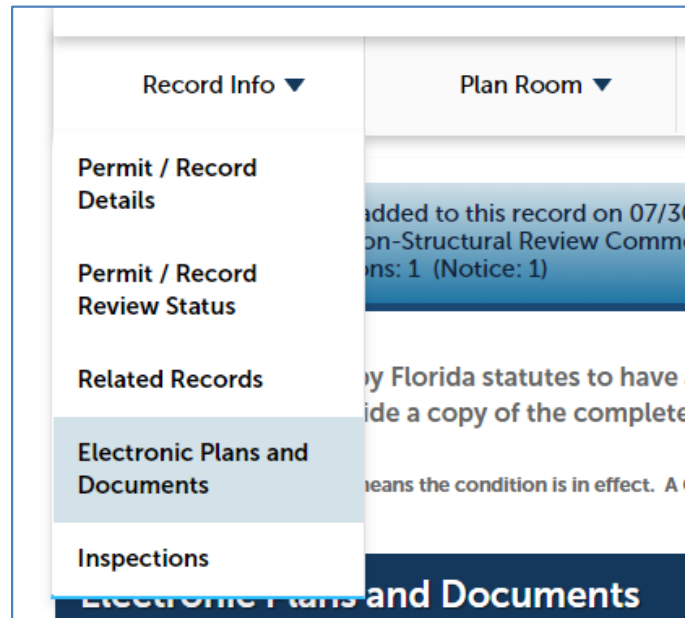
Permit No	Record Type	Project Name	Date	View
BP15-1171	Construction Project	RCID TEST PROJECT RECORD	10/24/2015	View
BD15-0586	Facility Construction Building Permit	RCID TEST PROJECT RECORD	09/24/2015	View
BD15-0246	Facility Construction Building Permit	Test Permit For Ride Reviews	04/30/2015	View
TC15-00498	Temporary Certificate Request	RCID TEST PROJECT RECORD	10/22/2015	View
EL15-1624	Facility Construction Electrical Permit	RCID TEST PROJECT RECORD	10/24/2015	View
TC16-00758	Temporary Certificate Request	RCID TEST PROJECT RECORD	12/02/2016	View
TC17-00579	Temporary Certificate Request	RCID TEST PROJECT RECORD	06/21/2017	View
TC18-00145	Temporary Certificate Request	RCID TEST PROJECT RECORD	02/26/2018	View
TC18-00146	Temporary Certificate Request	RCID TEST PROJECT RECORD	02/26/2018	View
PL18-0221	Facility Construction Plumbing Permit	RCID TEST PROJECT RECORD	07/14/2018	View
ME18-0188	Facility Construction Mechanical Permit	RCID TEST PROJECT RECORD	07/14/2018	View
TC18-00717	Temporary Certificate Request	RCID TEST PROJECT RECORD	07/14/2018	View
FS18-0285	Facility Construction Fire Suppression Permit	RCID TEST PROJECT RECORD	08/20/2018	View
BD15-0586.001	Plan Modification Request	RCID TEST PROJECT RECORD	06/21/2019	View
BD15-0586.002	Plan Modification	RCID TEST PROJECT RECORD	07/30/2019	View

Note: This option is view only.

For specific actions on a permit, access the permit via the Search methods mentioned in the beginning of the User Guide.

Electronic Plans and Documents:

All documents attached to a permit can be found under the Electronic Plans and Documents tab by the authorized licensed professional and are available for download by the user. However, all submissions of documents will be handled via the Digital Plan Room. See the **ACA Digital Plan Room User Guide** on how to upload plans and documents.



Following is a sample breakdown of the Document Categories available in ACA. Selecting the correct category will ensure they are processed correctly for digital signature requirements. For a complete list of Document Categories, see the **Electronic Submittal Requirements Checklist** found on the website.

Alternative Materials & Methods – Supplemental information for a variance request

Application – Fully executed permit application, signed and notarized

Contract – Contract/Letter of Intent (LOI)/Purchase Order (PO)

Notice of Commencement – Copy of county-stamped NOC (required prior to first inspection request)

Building Plans – Digitally signed by a Third Party Certificate Authority*

Energy Calculations – Digitally signed by a Third Party Certificate Authority*

Other Calculations – Digitally signed by a Third Party Certificate Authority*

Structural Calculations – Digitally signed by a Third Party Certificate Authority*

Correspondence – Narrative / Miscellaneous information for general information on a permit

Shop Drawings – Delegated Engineering, Florida Product Approval, Roof Submittals, etc.

Site Plans – Dimensions and Scale Required

Special Inspection Reports – Test & Balance, Threshold Inspection, Welding Cert, etc.

Specs / Project Manuals – Manufacturer's Literature, Project Manuals, EOR Approved Submittals, etc.

* See the **Digital Seal and Signature Requirements Policy**

TIP!

Uploading documents as an "Attachment" will not show all Categories. Only those that apply.

Applying for a Permit:

The electronic submission of permit applications will still require all of the same documents previously physically brought into our office during time of application. These may include: completed, signed and notarized permit application; site plan; drawings; calculations and specifications; contract; or any other required document.

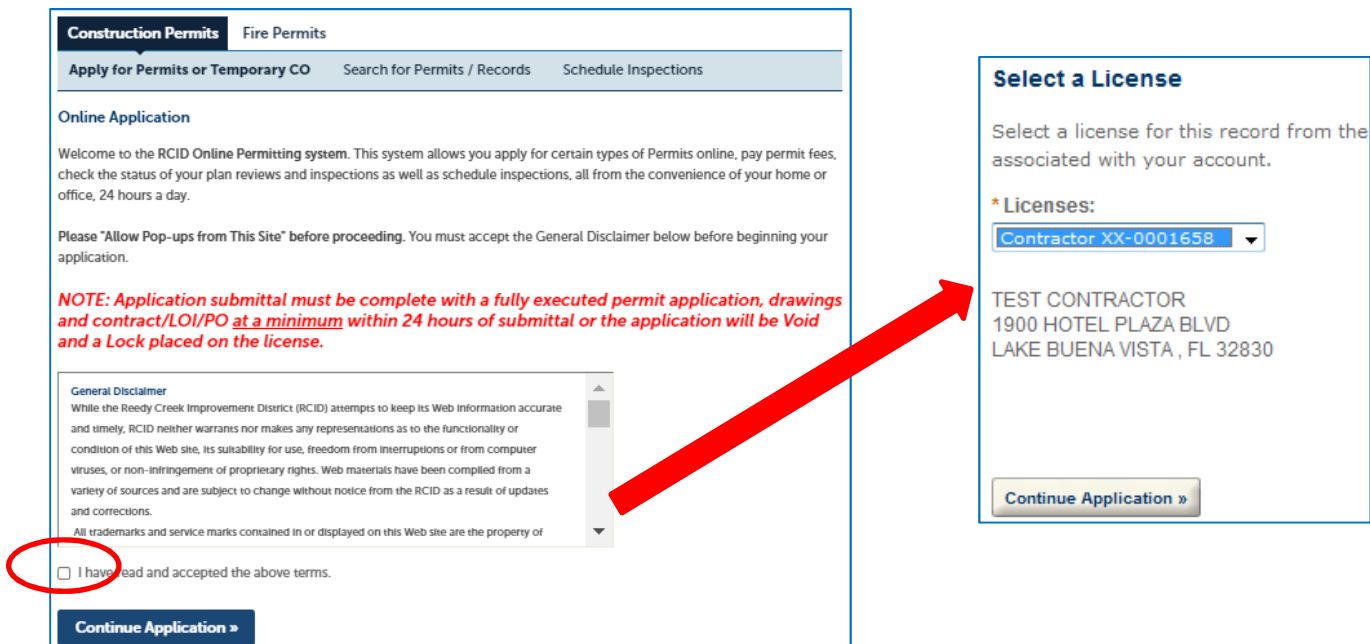
Note: The only exception on required permit application uploads is for Electrical Show Power permits. This is the ONLY electronic permit application that does not need an application signed and notarized for upload. No additional documentation is needed for Electrical Show Powers.

You will also need to have the permit address when applying electronically. There is an opportunity to search during the application process, but you might want to have that info ahead of time so you can breeze through the application process. *Note: Checkout the RCID Address Finder prior to starting a permit application if you don't know an address: <http://tinyurl.com/RCIDAddressFinder>.*

Permit fees are due after a complete sufficiency review is performed. Notice will be sent to the applicant when ready for online payment.

Step 1:

So to get started...select "Apply for a Permit" and accept the disclaimer to Continue Application.



Construction Permits Fire Permits

Apply for Permits or Temporary CO Search for Permits / Records Schedule Inspections

Online Application

Welcome to the RCID Online Permitting system. This system allows you apply for certain types of Permits online, pay permit fees, check the status of your plan reviews and inspections as well as schedule inspections, all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.

NOTE: Application submittal must be complete with a fully executed permit application, drawings and contract/LOI/PO at a minimum within 24 hours of submittal or the application will be Void and a Lock placed on the license.

General Disclaimer

While the Reedy Creek Improvement District (RCID) attempts to keep its Web information accurate and timely, RCID neither warrants nor makes any representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer viruses, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the RCID as a result of updates and corrections.

All trademarks and service marks contained in or displayed on this Web site are the property of

☐ I have read and accepted the above terms.

Continue Application »

Select a License

Select a license for this record from the associated with your account.

*** Licenses:**

Contractor XX-0001658

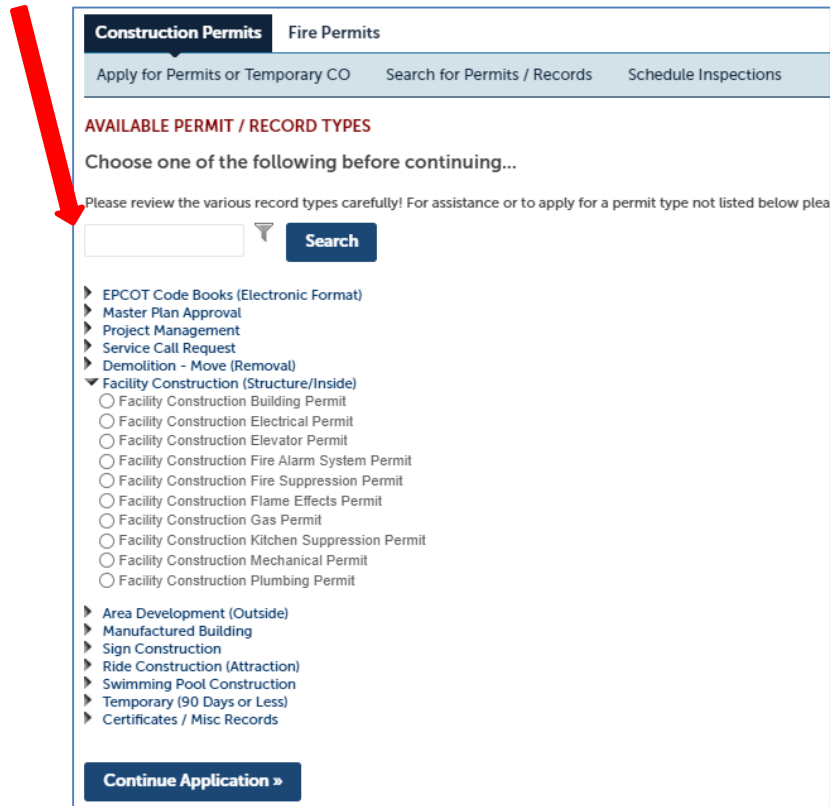
TEST CONTRACTOR
1900 HOTEL PLAZA BLVD
LAKE BUENA VISTA, FL 32830

Continue Application »

When selecting a permit category, first determine what type of an application it is. Building or structure construction falls under "Facility Construction", area preparation or utility work are "Area Development", permanent trailers or manufactured buildings are "Manufactured Buildings", all roof related permits are "Facility Construction Roofing" and any type of temporary construction 90 days or less falls under "Temporary Construction". Ride attractions (not ride facility construction) fall under "Ride", actual pool construction or replacement/repairs are "Pool" and all sign related work is a "Sign" permit type.

Note: Permit creation will correspond with the type of license you possess. An electrical contractor will not be able to select a building permit type and vice versa. Contractors will only see a list of records types associated to their type of license.

You can either use the filter feature or click on the arrows and select the correct permit type.



Construction Permits Fire Permits

Apply for Permits or Temporary CO Search for Permits / Records Schedule Inspections

AVAILABLE PERMIT / RECORD TYPES

Choose one of the following before continuing...

Please review the various record types carefully! For assistance or to apply for a permit type not listed below please

Search

- ▶ EPCOT Code Books (Electronic Format)
- ▶ Master Plan Approval
- ▶ Project Management
- ▶ Service Call Request
- ▶ Demolition - Move (Removal)
- ▼ Facility Construction (Structure/Inside)
 - ☐ Facility Construction Building Permit
 - ☐ Facility Construction Electrical Permit
 - ☐ Facility Construction Elevator Permit
 - ☐ Facility Construction Fire Alarm System Permit
 - ☐ Facility Construction Fire Suppression Permit
 - ☐ Facility Construction Flame Effects Permit
 - ☐ Facility Construction Gas Permit
 - ☐ Facility Construction Kitchen Suppression Permit
 - ☐ Facility Construction Mechanical Permit
 - ☐ Facility Construction Plumbing Permit
- ▶ Area Development (Outside)
- ▶ Manufactured Building
- ▶ Sign Construction
- ▶ Ride Construction (Attraction)
- ▶ Swimming Pool Construction
- ▶ Temporary (90 Days or Less)
- ▶ Certificates / Misc Records

Continue Application »

Next select Applicant or Contact name. Because you are already an established user of the system, your contact info already exists. If any info needs to be edited, reach out to RCIDPermits@rcid.org. Select: Click Here – Select from Account for the application contact. No not select Associated License as it was already attached to the record in the previous step.

* indicates a required field.

Applicant

Reach out to RCIDPermits@rcid.org if changes need to be made. Do No Edit or Add new at this location.

Click Here - Select from Account **Do No Use**

Select Contact from Account

Select a contact to attach to this application.
If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-8 of 8

Category	Type	Name
Associated Contact	Individual	Ella Hickey
Associated License	Contractor Firm	ABUN CORPORATION

Search for the address by the Street Number Only. The system will return a list. Once selected, the system will auto-populate Building Name, Parcel and Owner. *Note: If you have to type the Parcel or Owner, you did not select the address properly. Clear all fields and start with the Street Number only again.*

Address

Enter the "Street No." field only and click on the Search button. Once you have selected the correct address from the Search list, the Owner and Parcel will auto populate. If the owner and parcel do not auto populate, go back and enter just the Street No. with no Street Name or Building Name.

*Street No.: Fraction: *Street Name:

Building Name:

spell check

Operating Participant: ☐ Yes ☐ No Public Owned: ☐ Yes ☐ No

Ride: ☐ Yes ☐ No Swimming Pool: ☐ Yes ☐ No

Address Search Result List

Addresses

Showing 11-14 of 14

Address
<input checked="" type="radio"/> 1900 HOTEL PLAZA BLVD LB, RCID ADMINISTRATION OFFICE BLDG, LAKE BUENA VISTA Orange FL 32830
<input type="radio"/> 1900 MAGNOLIA PALM DR MK, MAGNOLIA GOLF COURSE, BAY LAKE Orange FL 32830
<input type="radio"/> 1900 VILLAGE SERVICES TRAIL LB, SUPPORT SERVICES, LAKE BUENA VISTA Orange FL 32830
<input type="radio"/> 1900 WAGON WHEEL WY FW, FT WILDERNESS LOOP 1900 COMFORT STATION, BAY LAKE Orange FL 32830

< Prev 1 2 Next >

Associated Parcels

Showing 1-1 of 1

Unique ID	Lot	Block	Building Name
<input checked="" type="radio"/> 1432			RCID ADMINISTRATION OFFICE BLDG

Associated Owners


Showing 1-1 of 1

Name	Address
<input checked="" type="radio"/> REEDY CREEK IMPROVEMENT DISTRICT	P O BOX 10170 LAKE BUENA VISTA, FL LAKE BUENA VISTA FL 32830

Note: You will need to scroll through to the bottom of the Address Search Result List until the Select button is visible.

Select "Continue Application." *Note: If at any time in the permit application process you need to stop and come back later, select the "Save and resume later" button on the right hand side. A temporary number will be issued and it will appear in your "Cart" on your Home page for completion at a later date.*

Depending on where you were when you saved your permit application you can go to the Home screen and click on "Search for a Permit". The "00TMP-000000" number should be visible on your list of permits. Scroll all the way to the right and under "Action", click on Resume Application. You will be able to pick up where you left off. **Note: all "tmp" records are purged from the system every 24 hours.**



Your partial application (19TMP-000322) has been successfully saved.
To resume the application(s), go to the Permits section and click the Resume Application link.

Permits

Showing 1-20 of 200+ | Download results | Add to collection | Add to cart | Copy Record

<input type="checkbox"/>	Permit No	Status	Project Name	Address	Related Records	Action
<input checked="" type="checkbox"/>	19TMP-000322			1900 HOTEL PLAZA BLVD LB, LAKE BUENA VISTA FL 32830	0	Resume Application

Step 2:

Be sure to complete all fields. Any field with a red * is required.

Under Detailed Information, please be as specific as possible. Include the project name, location and full description of the work. Following is an example:

Detail Information

* Please enter a complete description of work ? for this Permit

Tony's Town Square Hardscape Refresh
MK-MO 3: Modifications for Tony's corder to tie existing into new bypass; hardscapes at stairs

TIP!

Do not use ALL CAPS when filling in Detail Information for any permit application. Use sentence case.

Show Power and Event Power permits, include hotel name, conference room, group name, what is being done, and in and out dates.

For Tents include number and size of tents and how tied-down, and whether with or without sidewalls and in and out dates.

Detail Information

***Please enter a complete description of work for this Permit** ?

Hotel Name
 Conference Room Name
 Name of the Group
 What is being installed (e.g. 2-20 amp, etc.)
 In and Out Dates

spell check

Detail Information

***Please enter a complete description of work for this Permit** ?

Food & Wine 2020
 EP - Canada - Install (1) 40'x120' clearspan tent w/1400 lb weights per leg, no side-walls
 In 9/1/2020 - Out 11/1/2020

Note:

Stages – Include size and info on stairs and handrails.

Manufactured Buildings – DCA buildings yes/no.

Temporary – Inflatables yes/no.

Temporary – The Install and Removal Date are required, but we also ask you to fill in times as well.

Attachments:

See “Electronic Plans and Documents” above for classification of documents for submission. Details on how to submit electronic plans can be found in the **ACA Digital Plan Room User Guide**.

Note the acknowledgement: **“I acknowledge that I will upload all required documentation immediately following this submittal.”**

Plans & Documents

You will be required to upload your plans and supporting documentation upon successful application/payment.

ATTACHMENTS

***I acknowledge that I ☐ will upload all required documentation immediately following this submittal.:**

Save and resume later

Continue Application »

TIP!

If you do not have all of the required documents ready for submittal immediately, **STOP THE APPLICATION PROCESS HERE.** Only continue forward if the submittal package is 100% complete and accurate. It will cause a delay in your application process if incomplete or incorrect documents are uploaded.

Step 3:

Now you can review your application and make edits to any section.

Specific Information

APPLICATION DATA

Master Permit Number: Valuation: 1000

Public Owned: Building Name:

CONSTRUCTION DETAIL

NOC Date Recorded: Expiration Date: TCO Expiration Date:

Edit

Edit

Step 4:

Once the application has been submitted, go immediately to Upload Plans and Documents. See “Electronic Plans and Documents” above for classification of documents for submission. Details on how to submit electronic plans can be found in the **ACA Digital Plan Room User Guide**.

Construction Permits
Fire Permits

Apply for Permits or Temporary CO
Search for Permits / Records
Schedule Inspections

1 Select item to pay

2 Payment information

3 Receipt/Record issuance

Step 3: Receipt/Record Issuance

Receipt

✓

Your application has been successfully submitted.

Please print your receipt and retain a copy for your records.

Also, if you applied for a showpower electrical permit, please print a copy of the permit to post at the job site.

1900 HOTEL PLAZA BLVD

BD21-0020

Upload Plans and Documents

Copy Record

Step 5:

Once the online application is submitted and all required documents uploaded to the application, a sufficiency review will be completed by the Permit Technicians. If the submittal is 100% complete, an email will be sent to the applicant/contact to return to the permit and pay fees due. Once fees have been paid, the application will become a permit and enter the Plan Review phase.

Applications with an incomplete sufficiency review will be marked as Incomplete. The applicant/contact will have 24 hours to resolve any items identified by the Permits Technicians. If no response has been received within 24 hours, the application will become null and void and a lock placed on the Contractor / Licensed Professional. No further action can be made until the applicant can confirm by reaching out to RCIDPermits@rcid.org, that all the required items have been corrected and are ready for re-submittal.

Applying for an Amendment or a Revision:

Amendment and Revision plan modifications are now applied via ACA and documents uploaded directly to the plan modification. Amendments and Revisions are not available for creation until the main/root permit has been Issued. Only one (1) Amendment may be open/created at a time. *Note: Do not upload plans to the main/root permit number, nor send an email to the Permit Technicians.*

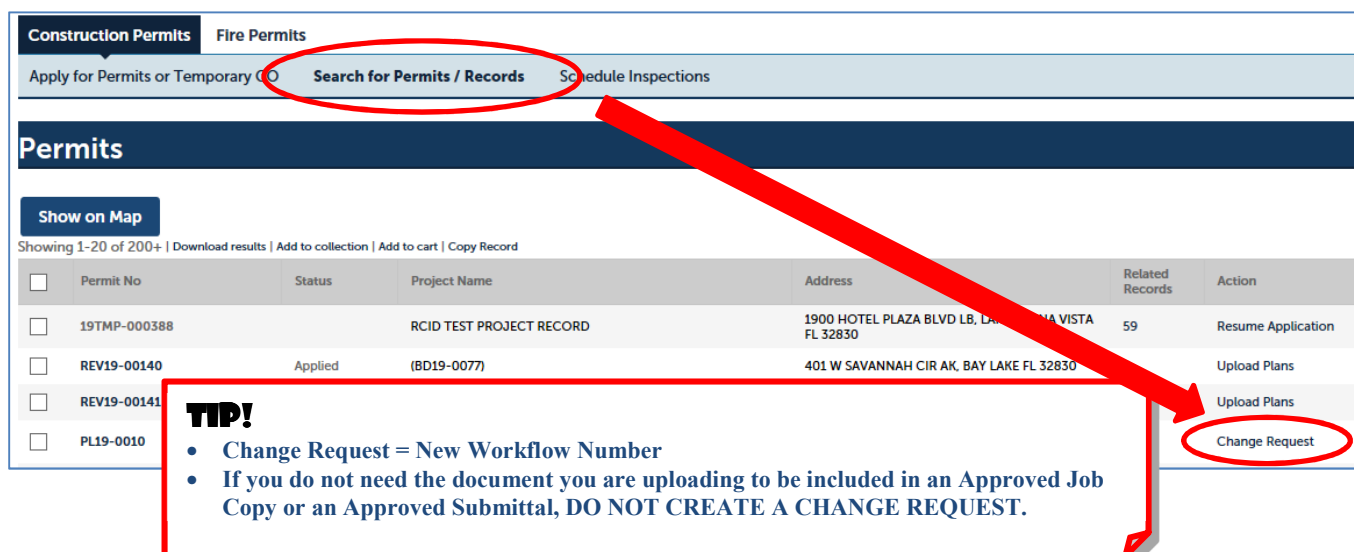
Amendment:

- Modifications to plans that add (or remove) scope and/or valuation to a project.
- Amendments require a signed and notarized application form.
- Additional valuation requires an updated Contract/Purchase Order/Letter of Intent/Change Order uploaded to the Amendment.
- Additional fees are paid on the main/root permit. No inspections can be scheduled until fees are paid. *Note: if no increase in valuation the Revision rates will apply per number of pages modified or added.*
- Approved Amendments are required to be Issued to the License Professional.
- The Approved Job Copy (AJC) will not be created until the Amendment is Issued and placed on the main/root permit. An email will be sent notifying the applicant that the AJC is available on the main/root permit once Issued.

Revision:

- Changes to approved plans that do not change scope of work. These may be known as: Bulletin, ASI, SI, Addendum, Directive, etc.
- Do not need a signed and notarized permit application.
- Revision fees paid on the main/root permit, and are assessed per number of pages modified or added. No inspections can be scheduled until fees are paid.
- AJC will be created when the last plan review is complete. An email will be sent notifying the applicant that the AJC is available on the main/root permit.
- Delegated Engineering / Deferred Submittals.

There are two ways to create a plan modification record. One way is to search for the main/root permit in the record list. On the right hand side of that permit under Action is the link for “Change Request”. *Note: This link is used whether it is a Revision or an Amendment.*



Construction Permits | Fire Permits

Apply for Permits or Temporary CO | **Search for Permits / Records** | Schedule Inspections

Permits

Show on Map

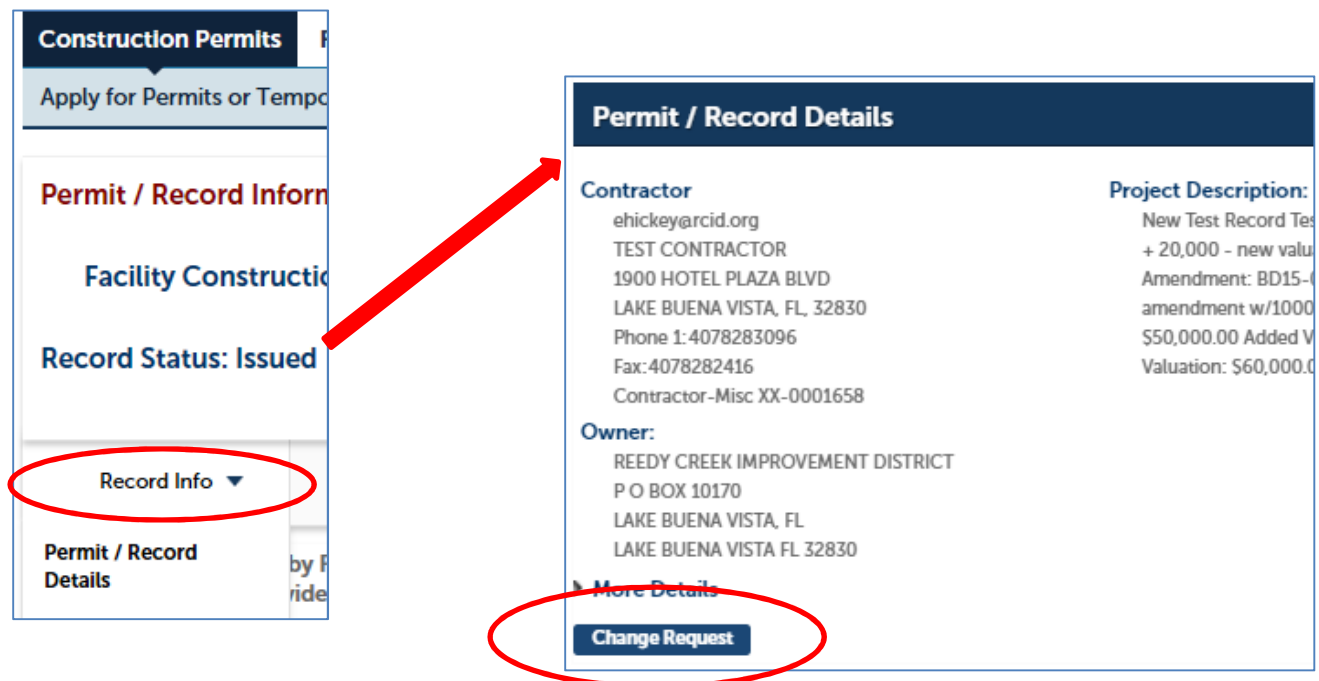
Showing 1-20 of 200+ | Download results | Add to collection | Add to cart | Copy Record

<input type="checkbox"/>	Permit No	Status	Project Name	Address	Related Records	Action
<input type="checkbox"/>	19TMP-000388		RCID TEST PROJECT RECORD	1900 HOTEL PLAZA BLVD LB, LAKE BUENA VISTA FL 32830	59	Resume Application
<input type="checkbox"/>	REV19-00140	Applied	(BD19-0077)	401 W SAVANNAH CIR AK, BAY LAKE FL 32830		Upload Plans
<input type="checkbox"/>	REV19-00141					Upload Plans
<input type="checkbox"/>	PL19-0010					Change Request

TIP!

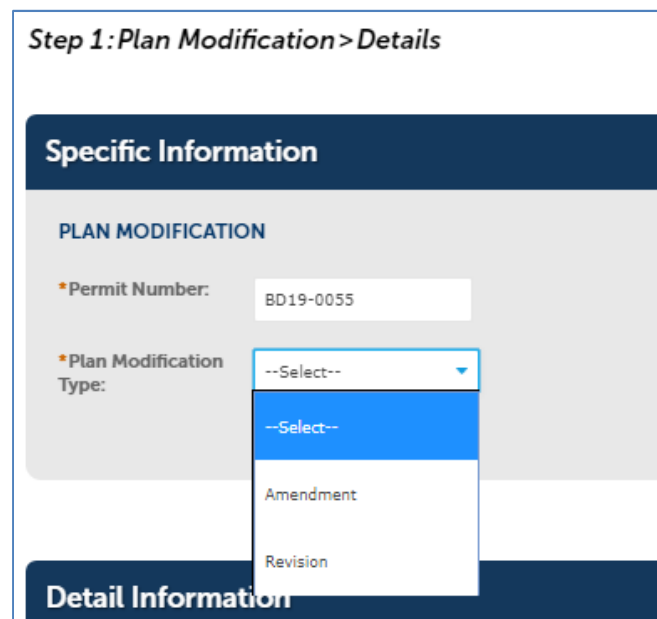
- Change Request = New Workflow Number
- If you do not need the document you are uploading to be included in an Approved Job Copy or an Approved Submittal, DO NOT CREATE A CHANGE REQUEST.

The second option is to select Change Request from the Record Info Page:



The screenshot shows the 'Permit / Record Information' page. On the left, a sidebar menu has 'Record Info' circled in red. A red arrow points from this menu item to the 'Permit / Record Details' page on the right. In the 'Permit / Record Details' page, the 'Change Request' button at the bottom is also circled in red.

Either option will open the Amendment / Revision permit. The application will lead you through the prompts for the type of modification.



The screenshot shows the 'Step 1: Plan Modification > Details' page. The 'Specific Information' section contains the following fields:

- Permit Number:** BD19-0055
- Plan Modification Type:** A dropdown menu with options: --Select--, --Select--, Amendment, and Revision. The 'Amendment' option is currently selected.

An **Amendment** will populate the main/root current valuation and open a field to enter the amended valuation only. **Note: Do not include the entire valuation.** An adjustment to the main/root valuation will be applied and new fees assessed. Once verified by the Permit Technicians, the additional permit fees will be available to be paid on the main/root permit number.

Specific Information

PLAN MODIFICATION

*Permit Number:

BD19-0055

*Plan Modification Type:

Amendment

Permit Valuation:

9000

Additional valuation should only include additional scope and not the total value of the project.

Additional Valuation:

10000

If there is no additional valuation, type "0" and a box will populate to type the modified or added sheet count number. Permit fees will be based on the actual sheet count in this instance.

Specific Information

PLAN MODIFICATION

*Permit Number:

PL19-0010

*Plan Modification Type:

Amendment

Permit Valuation:

110000

Additional valuation should only include additional scope and not the total value of the project.

Additional Valuation:

0

Please enter the number of sheets to be submitted

Revision Sheet Count:

5

A **Revision** only needs the sheet count provided. Once verified by the Permit Technicians, the additional permit fees will be available to be paid on the master permit number.

Specific Information

PLAN MODIFICATION

*Permit Number:

BD19-0055

*Plan Modification Type:

Revision

Please enter the number of sheets to be submitted

Revision Sheet Count:

5

TIP!

For initial submittal of Delegated Engineering / Deferred Submittals, this should be the total number of pages contained in the drawings and calcs.

Complete the plan modification application by providing details of the Amendment or Revision, acknowledge that plans will be uploaded after payment and Continue Application, similar to an initial permit application. **Note: Do not include an entire Narrative in the Detail Information tab. A summary of the Amendment / Review will suffice. Do not re-enter the original scope of the work description.**

Detail Information

*Please enter a complete description of work for this Permit

Amendment for additional room buildout not in original set of plans.

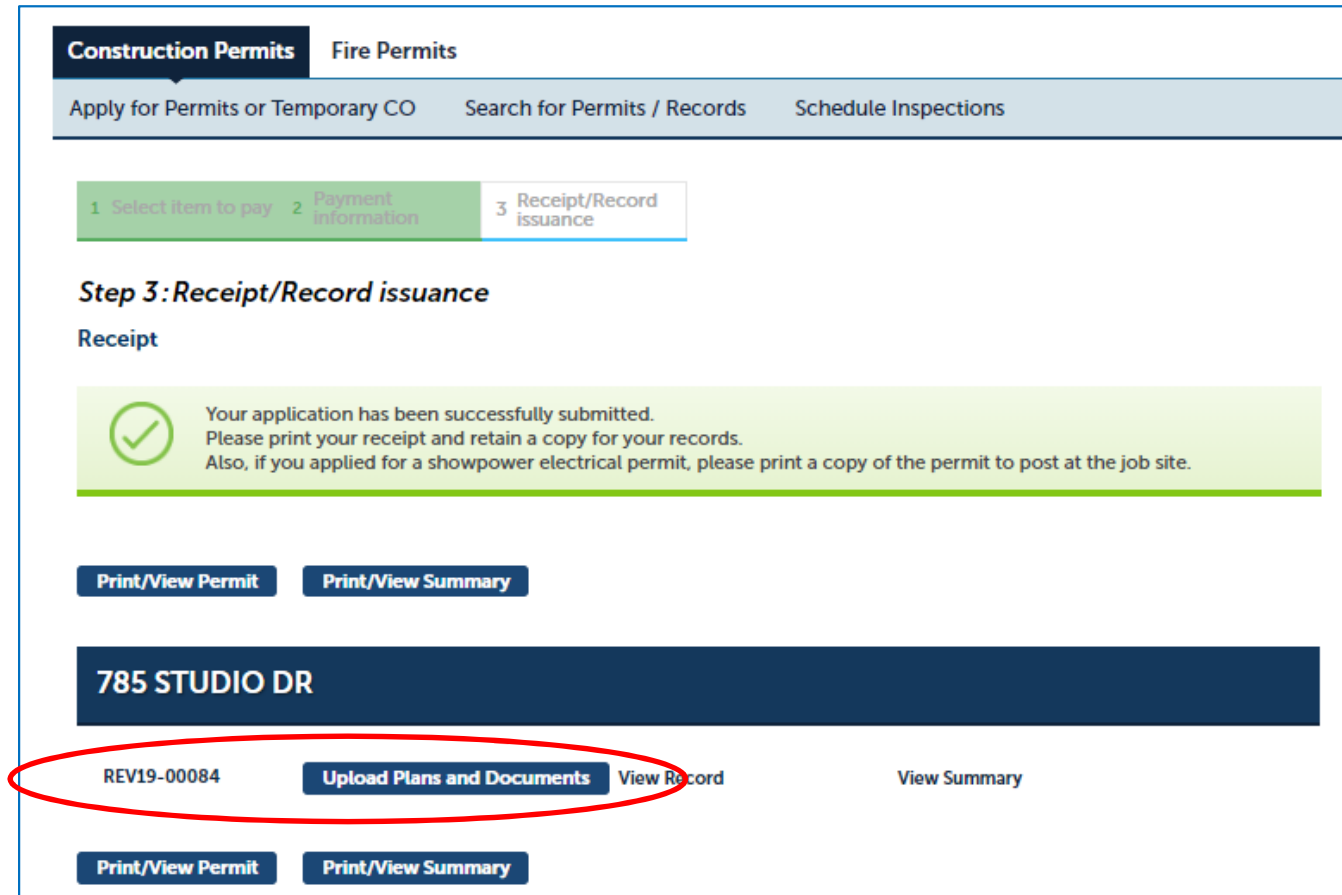
Page 24 of 28

Rev 2021/06

Building & Safety Department

"One District, One Goal – Excellence" -

Once Continue Application is selected, a confirmation will be displayed of the Amendment or Revision and the temporary number displayed: **REV19-00000**.




Construction Permits Fire Permits

Apply for Permits or Temporary CO Search for Permits / Records Schedule Inspections

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

Step 3: Receipt/Record issuance

Receipt

 Your application has been successfully submitted. Please print your receipt and retain a copy for your records. Also, if you applied for a showpower electrical permit, please print a copy of the permit to post at the job site.

[Print/View Permit](#) [Print/View Summary](#)

785 STUDIO DR

REV19-00084 [Upload Plans and Documents](#) [View Record](#) [View Summary](#)

[Print/View Permit](#) [Print/View Summary](#)

The standard Amendment / Revision permit number will not populate until the application has been resulted as Complete by the Permit Technicians. Once done, the standard child record number scheme will be displayed: **BD19-0000.001**. *Note: Do not include the REV number on your Narrative. Once the Plan Modification request is processed, the REV number is replaced with a Workflow number.*

To upload plans and documents, follow the instructions found in the **ACA Digital Plan Room User Guide**.

Applying for a Temporary Certificate of Occupancy Request:

Begin the process using the same Change Request option demonstrated previously and select "Temporary Certificate Request".

Complete all fields in the two informational sections.

Please complete the Following

TCO INFORMATION

* Date of Request:

Date TCO Needed By:

* Master Building Permit Number:

Project Name:

* Requestor Name:

* Requestor Phone:

* Requestor Email:

* Define Area of Request:

spell check

* Items Remaining:

spell check

* Requested Number of TCO Days:

30

TCO Expiration Date:

07/17/2019

Reason for the Request

REQUESTED USE

Guest Use:

Cast Use - Training:

Furniture - Equipment Load:

DBPR Inspection:

Other:

Specify Other Use: *

Detailed description here

* Documents Uploaded:

Yes

No

Sample Area of Request for Rooms TCOs:

Furniture Installation: -
Turn 2 (Floor/Pod) – Rooms: 2001, 2002, 2003 -
Cast Use: -
Turn 3 (Floor/Pod) – Rooms: 3001, 3002, 3003 -
Guest Use: -
Turn 4 (Floor/Pod) – Rooms: 4001, 4002, 4003 -

TIP!

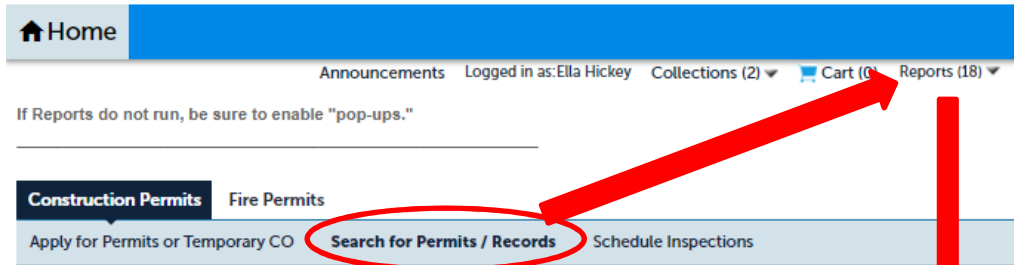
If remaining items are "none" do not complete a TCO Request. Schedule all required Final inspections to close out permit, which starts the automated Certificate processing.

Upload any accompanying documentation to support the request.

Note: Allow 24 hours from Final Discipline approval for Administrative processing. To ensure receipt of the TCO on a timely basis, provide additional lead time for each request. Buildings cannot be occupied until Temporary Certificate of Occupancy certificates have been signed and uploaded to the permit.

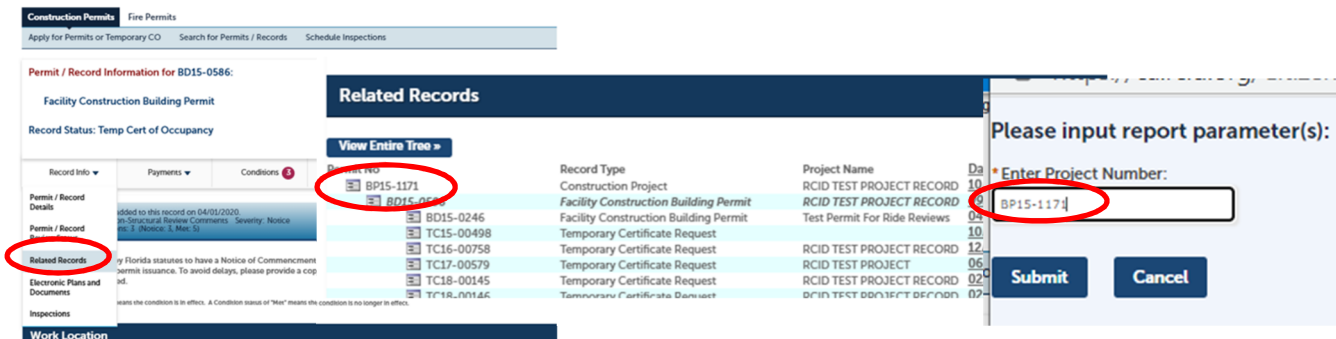
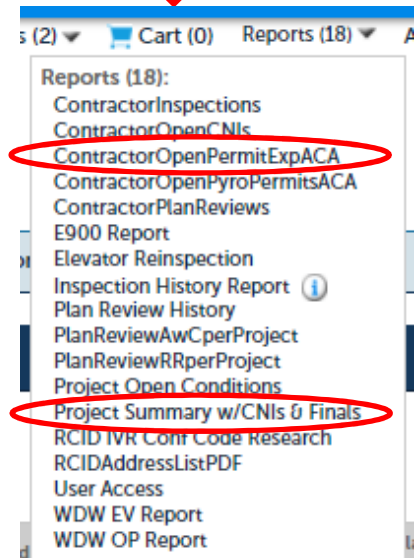
Reports:

To access the Reports tab in ACA, click on “Search for Permit / Records” (1st). Once within the screen, the Reports tab is visible.



Following is a quick rundown of the most widely used reports. Use the wildcard “%” when entering partial contractor information. The two main reports are highlighted below.

- ContractorInspections – Any inspection scheduled or completed per contractor, per date range on all open permits
- ContractorOpenCNIs – All open violations, per contractor
- **ContractorOpenPermitExpACA** – All contractor open permits and expiration dates – **RUN WEEKLY FOR STATUS OF OPEN PERMITS**
- ContractorPlanReviews – Any plan review action per contractor, per date range on all open permits
- Inspection History Report – Inspection history on one permit only
- Plan Review History – Plan Review history on one permit only
- **Project Summary w/CNIs & Finals** – **RUN PRIOR TO SUBMITTING REQUEST FOR TCO** (This is the same report used by the District for verifying approval of TCO requests. The project number “BP00-0000” will be required to run the report and can be found under Related Records. See sample below on how to obtain that number if unknown.)
- RCID IVR Conf Cod Research – Verification that an inspection has been scheduled using IVR confirmation code



Applying for an Alternative Materials and Methods Request:

Begin the process using the same Change Request option demonstrated previously and select "Alternative Materials and Methods".

Complete all fields. *Note: Submit all AM&M requests on the permit needing the variance, not the Master Permit.* (For example, if the variance request is for plumbing pipe sizing, the permit should be "PL00-0000" not the master building permit: "BD00-0000".)

Note: Supporting documents are required and must be uploaded to this AM&M Request (not the main/root permit). See Red Star.

TIP!

- Documents required.
- Request details must be detailed or the request will be denied. Do not use "See attached document" as a detail.

Please complete the Following

REQUEST INFORMATION

Permit Number:

Alternative Materials: ☐


Alternative Methods: ☐


Special Permission: ☐


Response to Correction Notice: ☐

CN#:

Extension Request: ☐

Current Parent Expiration: 

Current Temporary Installation Removal Date: 

Proposed New Removal/Expiration Date: 

Number of Days Requested for Extension:

*EPCOT Code Section:

*Request Details:

spell check

* Supporting documents required. Include floor plan / site plan / product data, as required.: ☒ Yes ☐ No

*Requestor Name:

*Requestor Phone:

*Requestor Email:

*EPCOT Code Section:

*Request Details:

spell check

*EPCOT Code Section:

Other Code Section:

*Request Details:

spell check

All fields are required, including appropriate code sections. If the request is outside the standard items in the dropdown, select "Other" and include the appropriate EPCOT Code as a reference in the box provided.