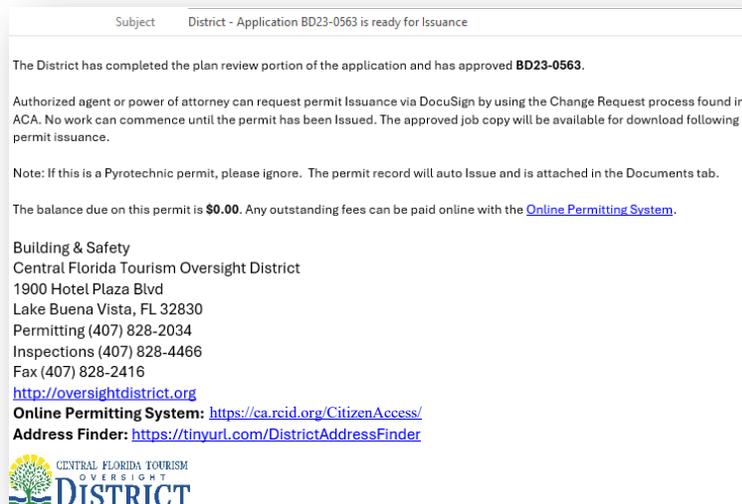


PERMIT ISSUANCE STEP-BY-STEP INSTRUCTIONS

Following are step-by-step instructions on the process to request permit issuance via DocuSign© from the Central Florida Tourism Oversight District (the District) Building & Safety Department. This process is available online at Accela Citizen Access (ACA): <https://ca.rcid.org/CitizenAccess/>. Please note the following two conditions:

- Prior to starting the issuance process, be sure to verify the master permit, if relevant, has been Issued. A sub permit cannot be issued until the master permit is issued.
- Only submit one new Permit Issuance request per permit at a time. Requests for issuance will be processed in the general queue in the order of receipt. Submitting multiple Change Requests for the same permit issuance will be voided.

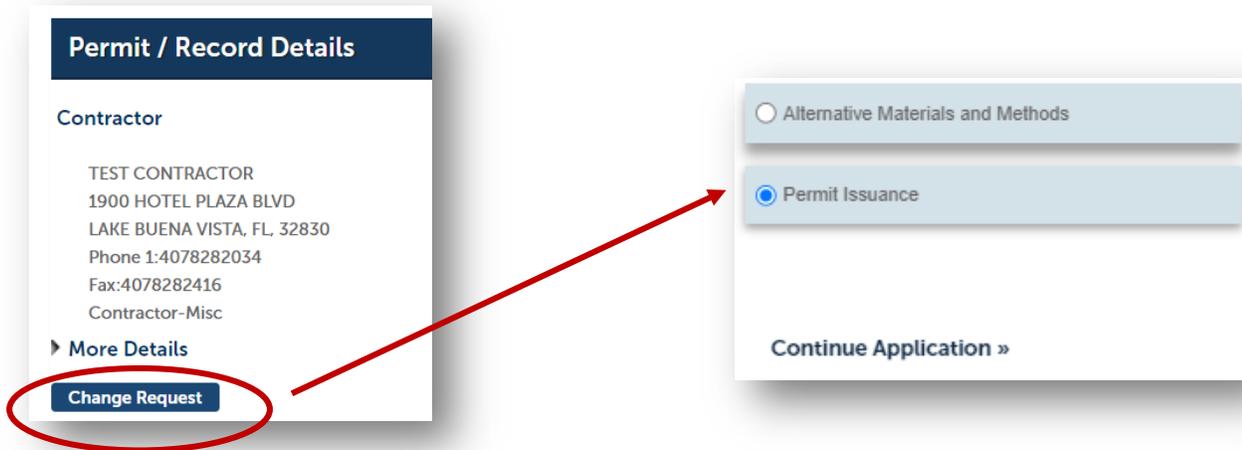
1) Once a permit has been approved for issuance, an email will be sent to the contact on the permit record from the permitting system informing them that the permit is ready to be issued.



2) The requestor will then go into ACA and request the new Permit Issuance record type via the Change Request button found on the permit list or within the Permit/Record Details tab. (*Note: An email will no longer be accepted requesting the permit to be issued*):

<input type="checkbox"/>	Permit No	Status	Project Name	Address	Related Records	Action
<input type="checkbox"/>	BD15-0586	Approved	TEST RECORD	1900 HOTEL PLAZA BLVD LB, LAKE BUENA VISTA FL 32830	48	Change Request

or



On the Permit Issuance request, all fields are required to be filled in completely and accurately:

Custom Fields

DIGITAL SIGNATURE

* Permit to be Issued: → Permit number auto-populates

Enter authorized Agent or Power of Attorney ONLY for digital signature process. If unsure, reach out to Permitting@oversightdistrict.org prior to completing Issuance request.

* Digital Signature Recipient Name: → Must be an approved authorized Agent or Power of Attorney (POA) or the request will be denied

* Digital Signature Recipient Email: → Must be the approved Agent/POA email and **not a group email**

* Digital Signature Recipient Phone: → Recipient's phone number for verification

Comments:
spell check

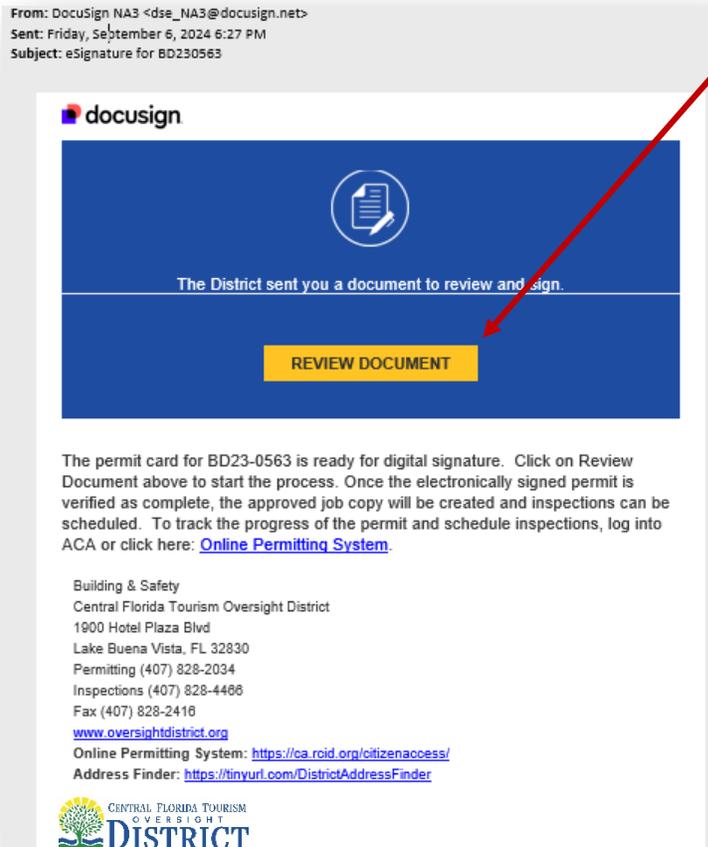
Save and resume later **Continue Application »**

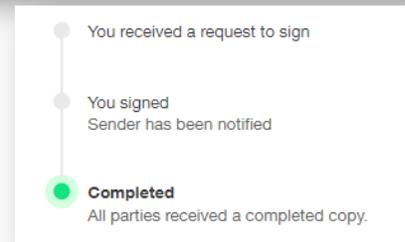
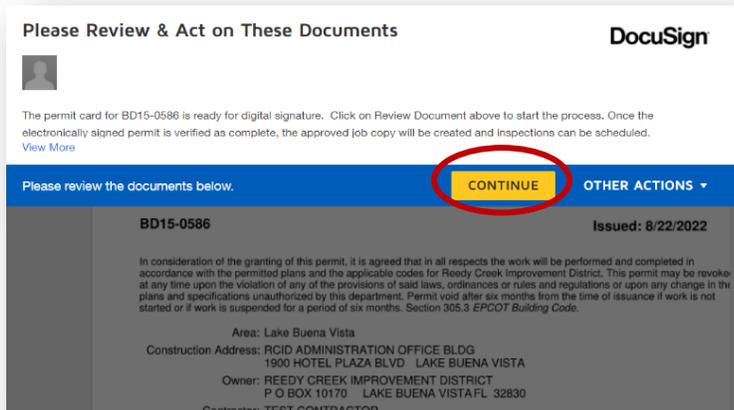
The permit issuance request record will receive a new number (**BD00-0000.ISSUE01**) and can be found as a child record related under the main number in ACA, with full visibility, similar to all other records, Plan Modifications and Alternative Materials and Methods.

-  **BD23-0563 [Approved] Test bd fees 1001-24999**
-  **BD23-0563.ISSUE01 [Applied] Test bd fees 1001-24999**



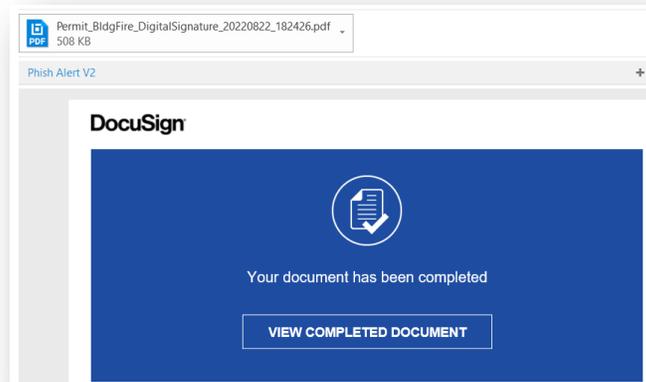
- 3) Once the request has been reviewed and the Permit Technicians have verified the person requesting to sign the Issued Permit is an authorized Agent or Power of Attorney, the request for issuance will be approved and an email sent to the recipient to sign via DocuSign.
- 4) Click on the “Review Document” and follow the steps to digitally sign the issued permit.





Note: There may be two pages to sign on the permit. Both are required, if applicable.

- Once the document has been signed, the system will automatically upload the issued permit to the record in ACA and a copy of the signed permit will be emailed to the signer.



- A Permit Technician will then validate the signature. Once that is complete, the permit status will change to Issuance and the Approved Job Copy will be created. At that time, the system will be ready for inspections or plan modifications. **Note: If the digitally signed permit is not received within three days, a lock will be placed on the permit until this has been resolved.**

For additional permitting questions, please reach out to the main permitting office Permitting@oversightdistrict.org.