

## 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://permitting.oversightdistrict.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 the ACA Plan Modification application form. Key elements highlighted with red circles and arrows include:

- Plan Modification Request:** A radio button option on the left side of the form.
- Continue Application >:** A blue button located below the radio button.
- Change Request:** A link in the top right corner of the header area.
- Permit Number:** A text field containing "BD15-0586".
- Plan Modification Type:** A dropdown menu set to "Revision".
- Revision Sheet Count:** A text field containing "4".
- Detail Information:** A large text area for providing a complete description of work.

Additional text on the form includes:

- TEST PROJECT RECORD:** 1805 HOTEL PLAZA BLVD LB, LAKE BUENA VISTA FL 32830
- 24** (likely a date or version number)
- Only Revisions are eligible for the Tuesday / Thursday Critical Inspection Review Submission application.**
- Critical Inspection Review Submissions (due by noon the day prior to Tuesday / Thursday). No Walk-In required.:** Yes ☒ No ☐