

How to Upload As-Built Drawings into Accela

In order to submit your interim or final As-Builts, an Accela Citizen Access (ACA) account will be required.

Please create interim and final As-Built Documents for submittal inside of Accela. Please reference chapter [10 of EDS&PM](#). A checklist of these requirements can be found at [this link](#). Required final As-Builts will include all approved Civil construction plans with the exception of stand-alone Storm Water Pollution Prevention Plans (SWPPP), Mass Grading, **At-Risk Grading, At-Risk Utilities**, Developer Trench, and Dry Utility plans.

Please click [here](#) to create a user account. Once created, please send an email to developmentcounter@goodyearaz.gov letting us know your account has been created and include the permit number so that we can provide you with access to upload any required As-Built documents.

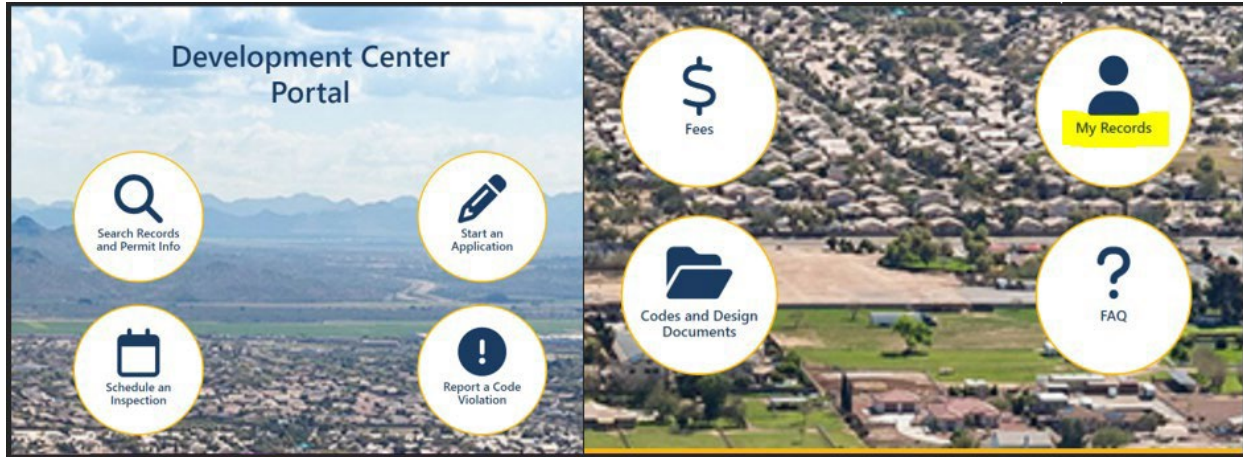
Once your As-Builts have been uploaded, you will need to email your inspector for notification to start the review process. Once received, your As-Builts will be reviewed by your inspectors and either returned for corrections or approved through the system. Any correction comments will be emailed to the applicant who uploads the As-Builts and/or the project developer.

Once your As-Builts are approved, your inspector will upload the approval into Accela for download. Please look for the As-Built file with the original file naming convention and the letters "AB" after.

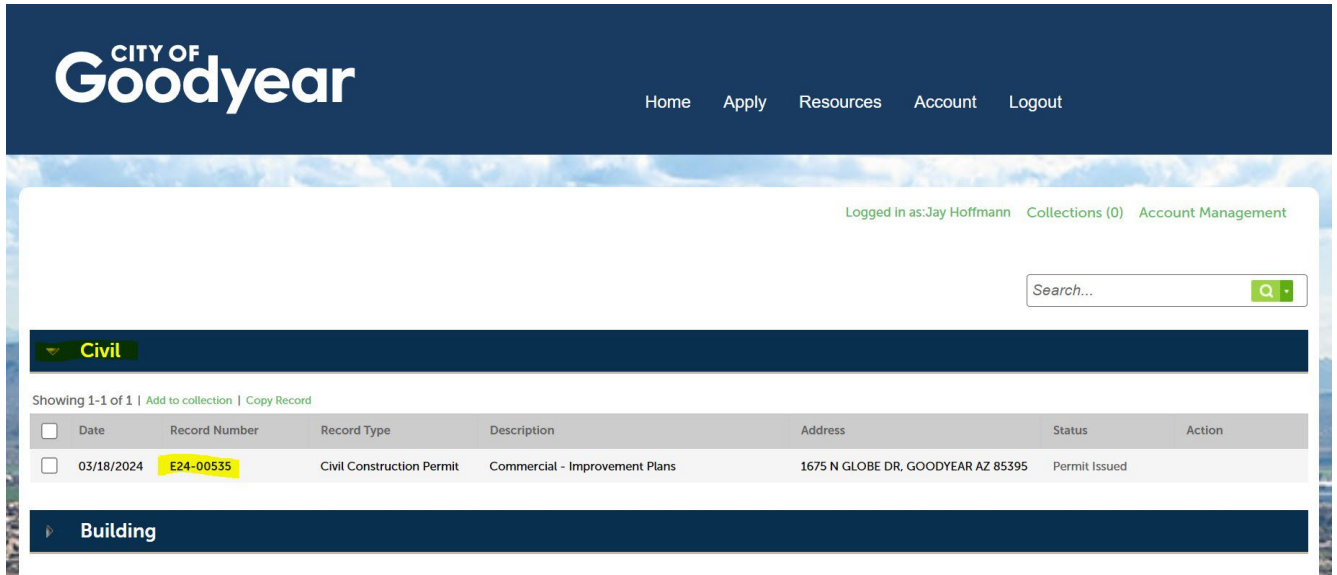
For step-by-step instructions to upload your As-Builts to Accela, please view our As-Built Guide on pages 2-4 of this document.

Steps to Upload As-Builts into Accela

Upon logging into your ACA account, you will be on the main menu screen inside of ACA.



From this screen, since we want to upload our As-Built documents, we will head into "**My Records**". This will pull up the departments or "lanes" in which your records are located. **Click the drop-down arrow** to display the applications inside of that lane, click on the record you want to upload to. In this example we are clicking on E24-00535.



Once inside of the Application you will be able to view the status and record details of your application. Inside of the Record Information drop-down select the "**Attachments**".

Record E24-00535:
Civil Construction Permit: Record Status: Permit Issued

Record Info ▼ Payments ▼ Conditions **8**

Record Details

Processing Status added to this record on 09/17/2024.
 Provide SWE Termination Severity: Notice **View Condition**
 Conditions: 8 (Notice: 8, Met: 3)

Related Records

Attachments uploaded on the "Record Info" tab under Attachments **UNLESS** you have received a "Respond and Resubmit

Inspections Planning Safety Fire Inspection requests are inspected the next business day or the future selected business day. Civil receiving the request. Planning Inspections will be conducted within three (3) business days of receiving the request.

Record Details

Inside of the attachments you will be able to see previously approved documents, invoices, receipts. To upload your as-builts, click on the **"Add"** button at the bottom of screen.

Attachments

All attachments shall be saved as .PDF format. Maximum file size is 1GB. PDF are the only allowed file types to upload.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action	Entity
Issued Permit Information Sheet.pdf	E24-00535	Civil Construction Permit	Record	Approved Plans	55.84 KB	07/11/2024	Actions ▼	Civil Construction Permit - E24-00535
E24-01254-GD.pdf	E24-00535	Civil Construction Permit	Record	Approved Plans	959.64 KB	07/11/2024	Actions ▼	Civil Construction Permit - E24-00535
E24-01254-SWP.pdf	E24-00535	Civil Construction Permit	Record	Approved Plans	3.12 MB	07/11/2024	Actions ▼	Civil Construction Permit - E24-00535
E24-00535-NOI.pdf	E24-00535	Civil Construction Permit	Record	Supporting Document	56.91 KB	07/12/2024	Actions ▼	Civil Construction Permit - E24-00535
E24-00535-DCP.pdf	E24-00535	Civil Construction Permit	Record	Supporting Document	1.47 MB	07/12/2024	Actions ▼	Civil Construction Permit - E24-00535

< Prev **1** 2 3 4 5 Next >

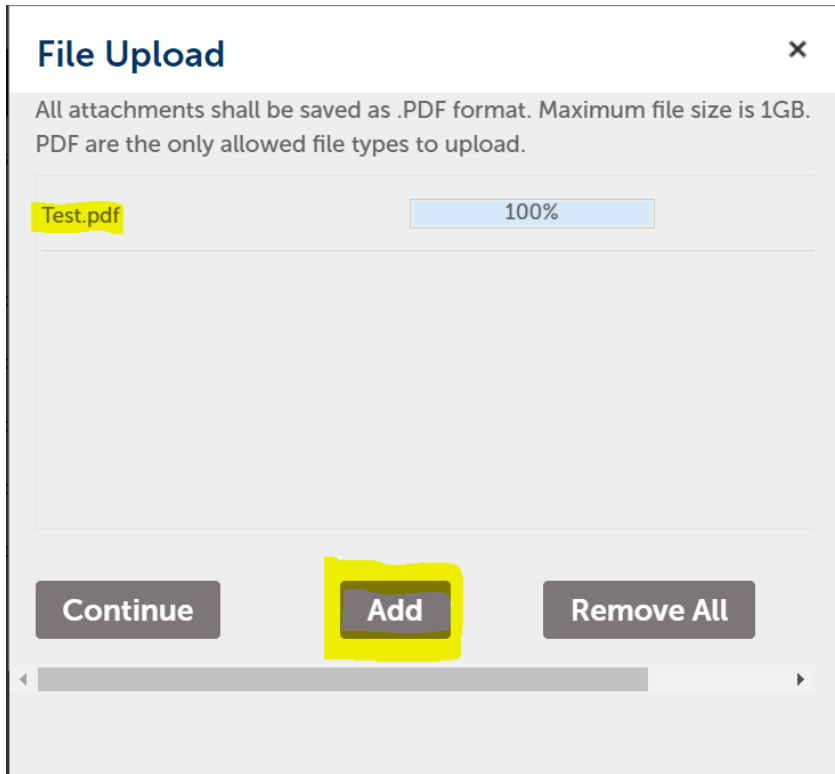
Add

After clicking **"Add"** this will open a file upload box. Click **"Add"** again and select the As-Builts you are wanting to upload. (See as-built punch list)

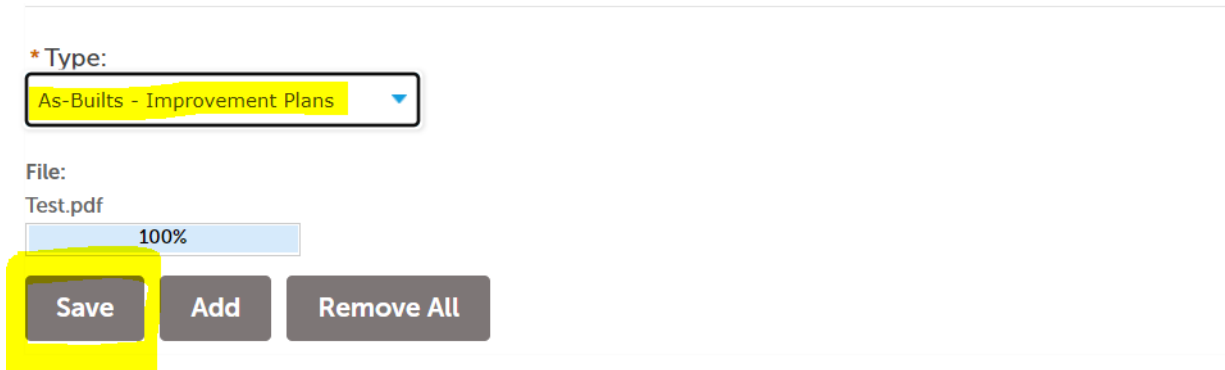
There is a naming convention for the as-built documents: Please upload the interim As-builts with the Project name followed by "IAB" and for final As-builts with the Project name followed by "FAB"

Example:

E24-00535 - GoodyearCivicSquare – IAB **OR** E24-00535 - GoodyearCivicSquare – FAB



Lastly, you will want to select a type for your document, for the As-built documents this typing would be: As-Built – Improvement Plans



Click on save and this will add the documents uploaded into Accela for Review. Once this has been uploaded, please also reach out to your Civil Inspector to verify that they have been uploaded.

Resubmittal after Revision

Please upload your As-built resubmittal with the Project name followed by "IAB" OR "FAB" with the revision number (1, 2, 3. etc.)

Example: *E24-00535 - GoodyearCivicSquare – IABV1* **OR**
E24-00535 - GoodyearCivicSquare – FABV1