Montgomery County, Ohio Building Regulations
937-225-4622
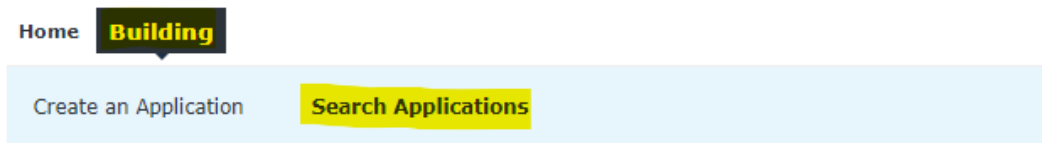
Submitting Documents for ***Revisions Required***

Document Submission Requirements

- o PDF files only
    - o No image files
- o Flattened
    - o No CAD Comments
- o No symbols in the file name
    - o (!@#$%^&*()_++<>?_)

- ➢ Log into your Accela Customer Account
    - o Select Building
    - o Select the permit number you wish to submit construction changes for
        - ▪ You can search applications if you have a lot of permits

➢ Select Record Info
   o Select Attachments

Resubmitting the SAME document
NOTE: This is only for the same document that was already submitted. It MUST be the same number of pages, in the same order.
- *IF this is a new document you have not sent in – see below for 'submitting additional documentation'.*

➢ Select 'Resubmit' (*note, you must select resubmit – NOT Actions, NOT the down arrow*)

Attachments

The maximum file size allowed is **400 MB**.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;ins;isp;jar;js;jse;lib;lnk;mde;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;ws
are disallowed file types to upload.

Type	Size	Latest Update	Document Status	Status Date	Upload Date	Action	Entity
Site Plan / Zoning Information	734.81 KB	12/04/2023	Routed for Review	12/04/2023	12/04/2023	Actions ▾	Sign Permit - SIGN23-1005
Corrections List	48.01 KB	12/04/2023	Uploaded	12/04/2023	12/04/2023	Actions ▾	Sign Permit - SIGN23-1005
Construction Documents	10.13 MB	12/04/2023	Revisions Required	12/04/2023	12/04/2023	**Resubmit** Actions ▾	Sign Permit - SIGN23-1005
Construction Documents	4.69 MB	12/04/2023	Review Complete	12/04/2023	12/04/2023	Actions ▾	Sign Permit - SIGN23-1005

Add

➢ Select the document you need to resumbit
- o PDF files only, no symbols in the file name
- o Description is not needed, or list a brief description
- o Save

*Type:
Construction Documents

File:
Permit - 23-00352 4918 Airway Rd -
Permit Approval (1).pdf
100%

Description:

spell check

Save   Add   Remove All

To submit NEW documents

➤ Navigate to the project (see directions above – Record Info, Attachments)
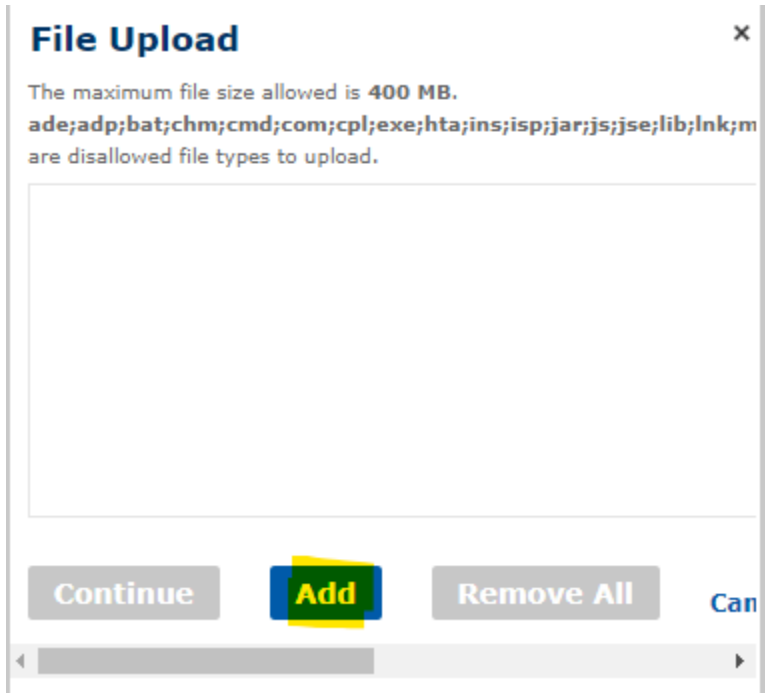
➤ Select Add below the document list

Attachments

The maximum file size allowed is **400 MB**.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;ins;isp;jar;js;jse;lib;lnk;mde;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;ws
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Construction Documents	10.13 MB	12/04/2023	Revisions Required	12/04/2023	12/04/2023	Resubmit Actions ▼	Sign Permit - SIGN23-1005
Construction Documents	4.69 MB	12/04/2023	Review Complete	12/04/2023	12/04/2023	Actions ▼	Sign Permit - SIGN23-1005

Add

➤ Select Add

File Upload   ✕

The maximum file size allowed is **400 MB.**
ade;adp;bat;chm;cmd;com;cpl;exe;hta;ins;isp;jar;js;jse;lib;lnk;m
are disallowed file types to upload.

Continue   **Add**   **Remove All**   Can

*locate your documents and select them to add them in.

➢ When all documents are loaded to 100%, select Continue

File Upload   ✕

The maximum file size allowed is **400 MB.**
ade;adp;bat;chm;cmd;com;cpl;exe;hta;ins;isp;jar;js;jse;lib;lnk;m
are disallowed file types to upload.

Customer Drawing Example   100%

Continue   **Add**   **Remove All**   Can
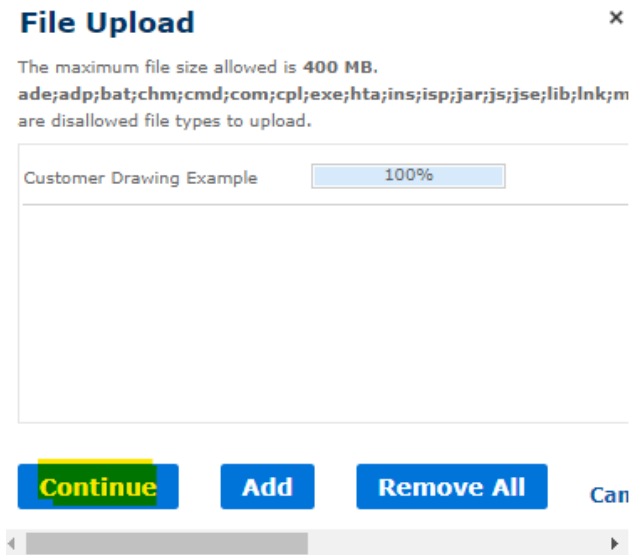
➢ You will now see the document listed as "Uploaded". Your document has been received.

Record BLDR23-1020:
Residential Building Permit
Record Status: Inspection Phase
Expiration Date: 11/20/2024

Add to cart
Add to collection

| Record Info ▼ | Payments ▼ | Attachments |

Attachments

The maximum file size allowed is **400 MB**.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;ins;isp;jar;js;jse;lib;lnk;mde;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;ws
are disallowed file types to upload.

Name	Description	Type	Size	Latest Update	Document Status
Building Regulations Division - Residential Plan Review Comment Letter.pdf		Corrections List	67.08 KB	06/16/2023	Uploaded
Customer Drawing Example20230616143711[1].pdf	Drawings	Construction Documents	3.84 MB	06/16/2023	Revisions Required

➢ You will see your documents listed as Uploaded.

Record BLDR23-1020:
Residential Building Permit
Record Status: Revisions Required
Expiration Date: 06/14/2023

Add to cart
Add to collection

Record Info ▼   Payments ▼   Attachments

Attachments

The maximum file size allowed is **400 MB.**
ade;adp;bat;chm;cmd;com;cpl;exe;hta;ins;isp;jar;js;jse;lib;lnk;mde;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;ws
are disallowed file types to upload.

Name	Description	Type	Size	Latest Update	Document Status
Building Regulations Division - Residential Plan Review Comment Letter.pdf		Corrections List	67.08 KB	06/16/2023	Uploaded
Customer Drawing Example20230616143711[1].pdf	Drawings	Construction Documents	3.84 MB	06/16/2023	Revisions Required
Customer Drawing Example.pdf	Drawings	Construction Documents	3.63 MB	06/16/2023	Review Complete
BLDR23-1020 Revised Customer Test File.pdf	Revised Construction Documents	Construction Documents	443.12 KB	06/20/2023	Uploaded

Add

➢ You will receive an email once your new submission is reviewed.