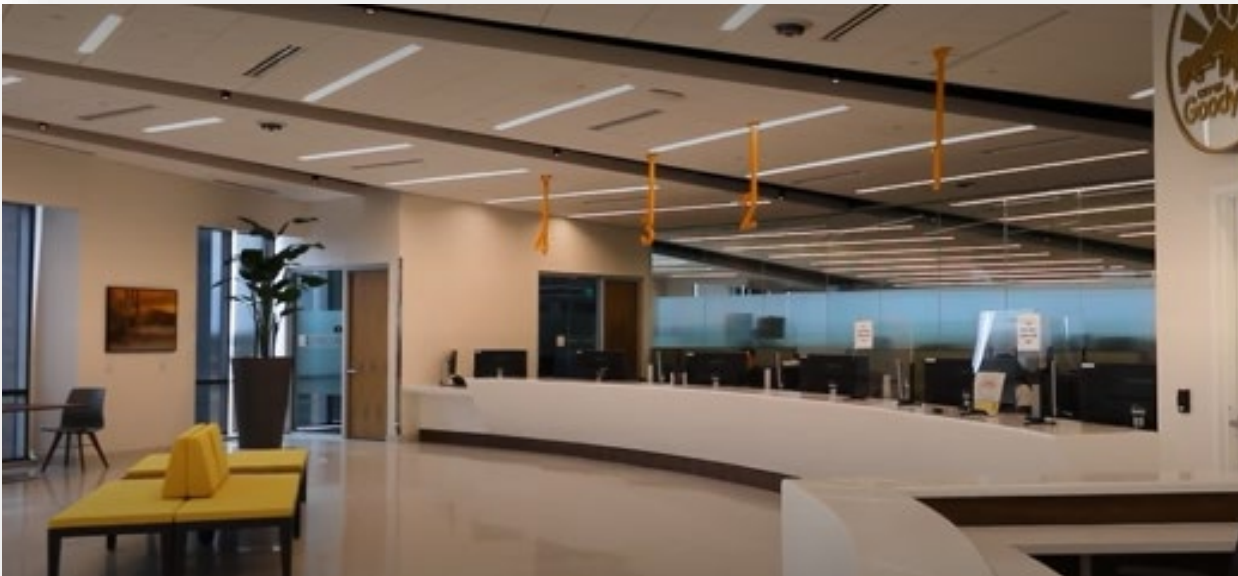


Accela Citizen Access User Guide



Accela Citizen Access

Accela is a web-based solution that allows customers to initiate and complete the plan submission, review, and approval process online, rather than using a manual, paper-based process. An assigned group of users accept and complete their tasks moving the project to the next stage in the workflow process until final completion.

All plan and permit applications for planning and zoning, civil engineering, and building safety must be submitted through the Accela Citizen Access portal. Click [here](#) for forms and application submittal checklists.

New to Goodyear? Click [here](#) to visit the Development Services Department webpage for information on processes, requirements, applications, permits, and regulatory documents.

First time using Accela Citizen Access? Click [here](#) for guidance, FAQs, Tech Tips and training videos to get you started.

We are happy to walk you through setting up an account and initiating an application.

Additional recourse and links are provided below:

[Goodyear Homepage](#)

[Development Center](#)

[Special Event Liquor License](#)

[Special Events](#)

[Business Registration Services](#)

[Construction Water Meter Request](#)

[Public Records Request](#)

Still need assistance? Contact the Development Counter at 623-932-3004, Option 2; or email us at developmentcounter@goodyearaz.gov

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Glossary of Terms

Term	Description
Accela Citizen Access (ACA)	The web-based platform that provides citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.
Applicant	Individual applying for a permit using the system. Responsible for uploading drawing files and supporting documents for review, making corrections as needed, and managing the project.
Approval Stamp	Digital stamp applied to drawing files by the city after being reviewed and approved by city staff.
Avolve Software	Software company for ProjectDox, providing electronic submittal and plans review software.
Changemark	Used to mark changes or corrections required in a drawing file. Also called Markup.
DWG File	Drawing file created using Autodesk's AutoCAD® software.
EPR (Electronic Plan Review)	A web-based solution that allows plans for plans to be submitted electronically, replacing the traditional paper-based review method improving the plan review cycle, reduce costs associated with obtaining building permits and development approvals, as well as support green initiatives.
PDF (Portable Document Format)	A file type that can be opened with most devices, independent of software. PDFs can be both drawing files and document files.
Plan Reviewer	City of Goodyear staff responsible for reviewing and marking files submitted by permit applicants.
ProjectDox	The web-based online system in which plans are reviewed.
Record	An application and accompanying record in Accela.
Workflow Design	A visual layout of a process, project, or job in the form of a flow chart.

Tech Tips

The Development Center has collected tech tips and has placed solutions for you below.

How to clear your cache

Anytime a site page does not load, or you are experiencing issues with your web browser, you can try to solve the problem by clearing your Cache. Clearing Cache is very important to the proper use of Accela and ProjectDox and should be done often. Within any browser, Chrome, Microsoft Edge, or Internet Explorer, simultaneously press the Ctrl+Shift+Delete on your keyboard. A pop-up will appear, keep all boxes check and click "Clear data" or "Clear now" at the bottom of the pop-up. Your cache is now cleared.

Setup trusted sites

A common error "*failure downloading Integration Dll, please check the Integration BravaParam*" is an indication that the website you are trying to access needs to be set up as a trusted site. Follow the below instructions to add ProjectDox/Avolve as a trusted site:

1. Open your browser Internet Options
2. Go to Security > Trusted sites
3. Click Sites button
4. Enter the website URL in the list and click the Add button.

File Upload

All attachments shall be saved in PDF format. Maximum file size is 1GB.

Basic Navigation

The Accela Citizen Access (ACA) provides customers with an easy way to:

- Submit applications
- Make online payments
- Schedule inspections
- Find project information
- Review the status

All users are required to create an account in Accela Citizen Access to submit a project with the City of Goodyear.

Applicants must create an account with a valid email address before filling out an application from the citizen portal.

To create an account, follow the below link to launch the Accela Citizen Access (ACA) portal:

[Sign in \(Accela\)](#)

To review previous projects submitted through ProjectDox, select the link below to log into your account:

[Sign in \(ProjectDox\)](#)

Need assistance?

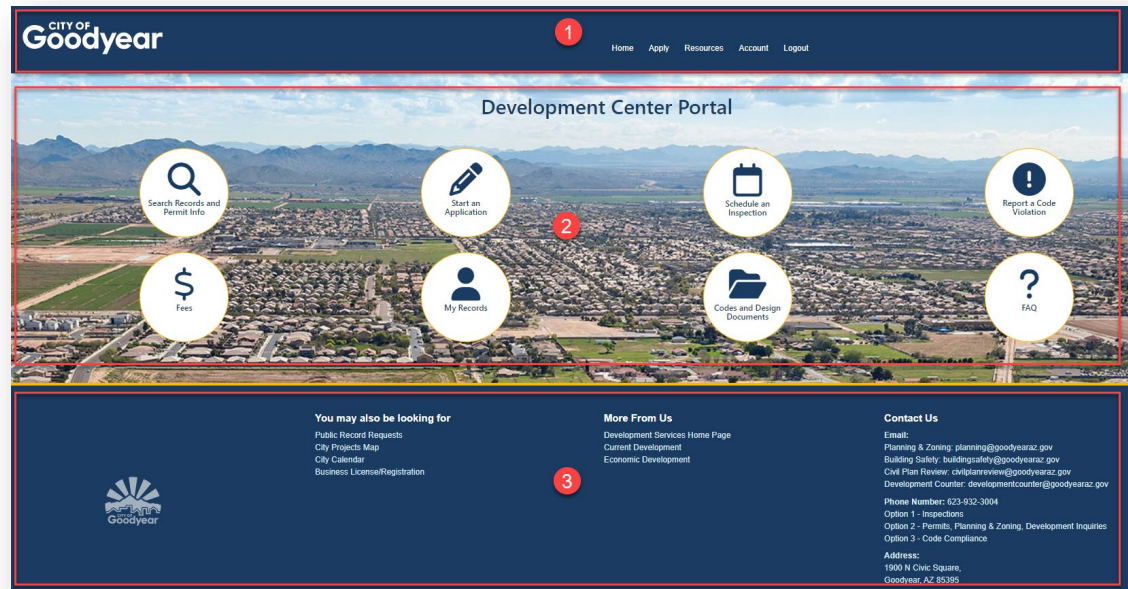
Contact the Development Counter at 623-932-3004, Option 2; or email us at:

developmentcounter@goodyearaz.gov

Home

The Accela Citizen Access (ACA) Home page is broken into three sections.

1. The upper section of the Home page contains quick links to valued resources and when logged in, Account information. This is also where you can register for an account and manage your session by logging in and out of your account.
2. The middle section contains buttons that allow you to quickly navigate throughout the Development Center Portal. You can perform general searches, apply for an application, schedule an inspection, or report a code violation. Access to the Development Services website to obtain forms, guides, and valuable documentation is a click of a button.
3. The lower section of the Home page contains links to city departments for making requests, viewing capital improvement projects, calendar of events, and business licensing information. Email addresses and phone numbers have also been provided to quickly email or contact various divisions within Development Services.



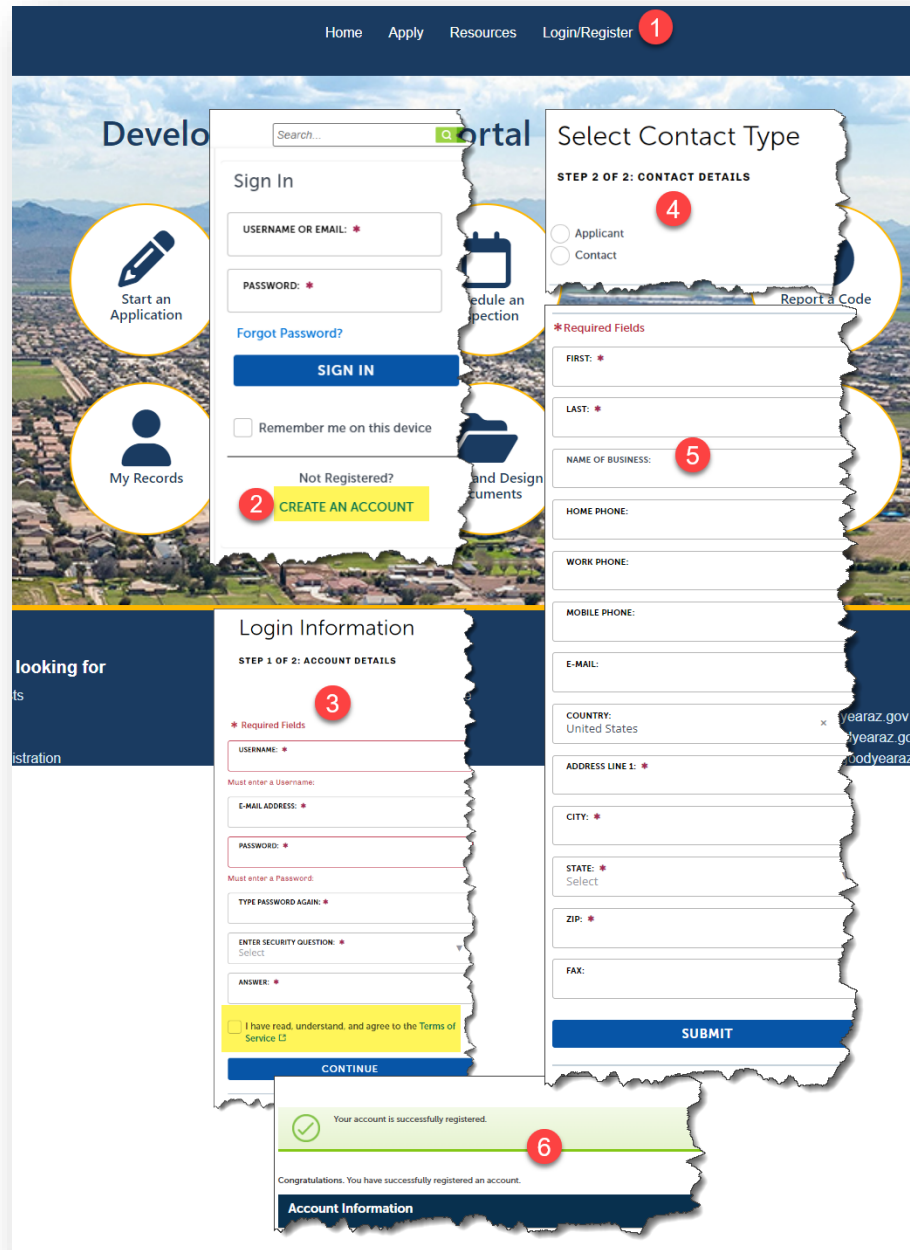
Registering for an Account

Follow the few simple steps below to register for an account:

1. Select Login/Register from the upper toolbar.
2. Select Create an Account.
3. Enter the required Login Information and agree to the terms of service, select Continue.

NOTE: Password requirements are at least 1 upper-case letter, 1 number, and 1 special character.

4. Select a Contact Type:
 - Applicants are often contractor, designer, or property owner.
 - Contacts are optional but can be included as members of the project team who want to stay informed about the application's progress.
5. Enter the required contact details then select Submit.
6. When successful, Accela Citizen Access displays a message that you have successfully registered for an account.



Sign In to your Account

For security reasons, many online services require a login. If you are an existing user, sign into your account to review your application, pay fees, schedule inspections, review or edit account information, and/ or perform advanced searches.

1. Launch the Accela Citizen Access portal, and select Login/Register from the upper toolbar.
2. Enter your credentials and select submit.

If you have forgotten your password, select Forgot Password and follow the instructions to reset your password:

3. Enter your email address.
4. Enter your security answer.

NOTE: you will receive a email with a newly generated password.

5. Enter your Username and temporary password.
6. Enter your credentials

NOTE: Old Password = temporary password.

7. Select submit.

All visitors can perform general searches on records and permit information by conducting a public search.

The image is a collage of screenshots from the Accela Citizen Access portal, illustrating the login and password reset process. The screenshots are numbered 1 through 7:

- 1:** Home page with navigation links: Home, Apply, Resou, **1** Login/Register.
- 2:** Sign In form with fields for USERNAME OR EMAIL: * and PASSWORD: *. A red circle with the number 2 is next to the USERNAME OR EMAIL field.
- 3:** Reset Password form with a field for E-mail Address: *. A red circle with the number 3 is next to the field.
- 4:** Reset Password form with a field for Security Answer?: *. A red circle with the number 4 is next to the field.
- 5:** Sign In form with fields for USERNAME OR EMAIL: * (containing 'accelauat04@gmail.com') and PASSWORD: *. A red callout bubble points to the PASSWORD field with the text 'See your email for the temporary password'.
- 6:** Change Password form with fields for Old Password: *, New Password: *, and Confirm Password: *. A red callout bubble points to the Old Password field with the text 'See your email for the temporary password'.
- 7:** Change Password form with a Submit button. A red circle with the number 7 is next to the button.

Public Search

All visitors can perform a general search across all modules from the Accela Citizen Access.

1. Select the Search Records and Permit Info button.
2. Enter your desired information, and press enter; application results will appear.

Define your results by selecting Address, licensed professional, contact, etc. from the drop-down menu.

3. Navigate through the results by selecting pages or by clicking <Prev or Next >
4. Click on the desired Record Number. Accela displays the application details.
5. Click on Record Info tab then select Record Details and select the down arrow for More Details. Select the + icon to expand for additional application information.

NOTE: You will need to register for an account to view additional details, i.e. Related Records, Inspections, Fees etc.

The screenshot shows the 'Global Cross Module Record Search' interface. At the top, there are navigation links for Home, Apply, Resources, and Login/Register. The search form includes fields for Record Number, Record Type, Start Date, End Date, Project Name, City, Parcel No., First/Last Name, Name of Business, Street No., Direction, Street Name, Street Type, and Unit No. A red dashed arrow points from the search form to a dropdown menu with options: Search by Address, Search by Licensed Professional Information, Search by Record Information, Search by Trade Name, and Search by Contact. A red circle '1' highlights the search icon, a red circle '2' highlights the search form, a red circle '3' highlights a record in the results table, and a red circle '4' highlights the 'Record Details' tab. A red circle '5' highlights the 'More Details' dropdown menu. A red circle '6' highlights the 'Fees' icon. A red circle '7' highlights the 'Search Records and Permit Info' icon. A red circle '8' highlights the 'Report Violation' icon. A red circle '9' highlights the 'FA' icon.

Date	Record Number	Record Type	Description	Address	Status	Action
01/10/2024	824-00012	Fire Protection Systems	Fire Sprinkler	14155 W INDIAN SCHOOL RD, Goodyear AZ 85395, 100	Accepted for Review	
01/08/2024	824-00008	Fire Protection Systems	Fire Sprinkler			
01/04/2024	824-00003	Fire Protection Systems	Fire Alarm			
12/20/2023	823-00674	Residential Construction	Electrical			
12/20/2023	823-00675	Fire Protection Systems	Fire Sprinkler			
12/20/2023	E223-00182	EZPermits	Photovoltaic			
12/20/2023	823-00705	Residential Construction	Plumbing			
12/19/2023	823-00437	Standard Plan	Single Family Residence			
12/19/2023	E223-00170	EZPermits	Water Heater Replacement			
12/19/2023	823-00644	Fire Protection Systems	Fire Sprinkler			

Commercial Construction: Record Status: Permit Issued

Record Info

Record Details

Licensed Professional:

Project Desc: MILLENNI

More Details

- Application Information
- GENERAL INFORMATION
- Type:
- Detailed Scope of Work:
- Parcel Information

My Records

The Accela Citizen Access provides users with a simple way to view applications by category or by creating a collection.

1. Navigate to the Home screen and select My Records.

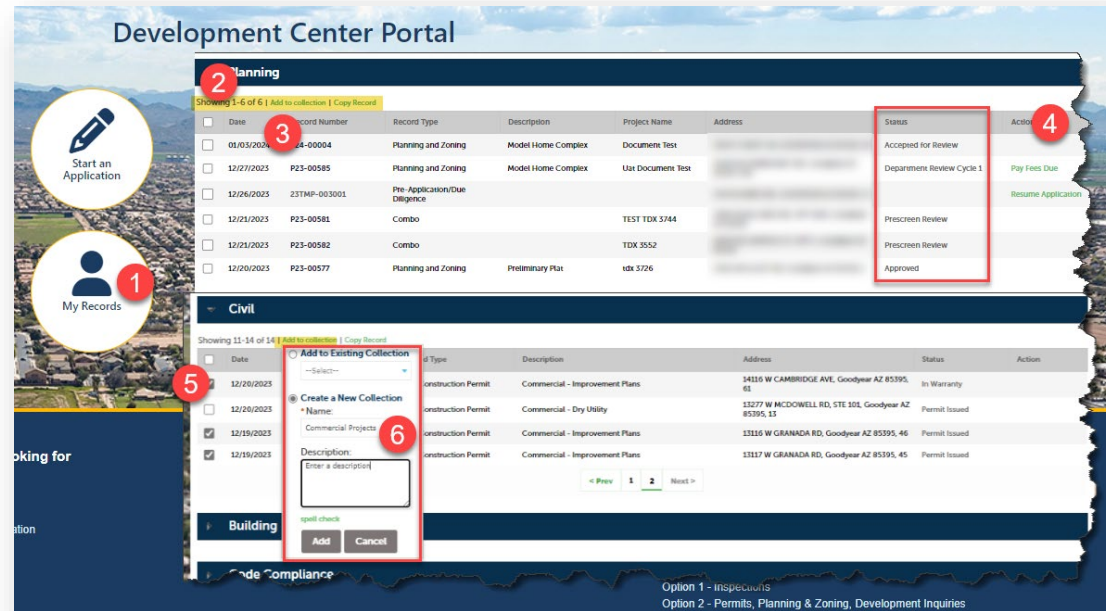
Accela Citizen Access displays results for all submitted applications by service including the status and action items.

2. Click the down arrow to expand on the service type and view the details.
3. Select the record number, or
4. Select the action item to launch the application.

Create a Collection

5. Select multiple records from the list of results.
6. Select Add to the collection and provide the required information then select Add.

When successful, Accela Citizen Access displays a message that you have added an item to your collection.



My Dashboard

The Accela Citizen Access dashboard allows logged-in users to view collections and work in progress.

1. Begin by selecting My Dashboard from the Account drop-down menu in the upper toolbar.

Accela provides a list of Collections and Work in progress.

2. Select View Collections to view your collections; or
3. Select View all records to see a list of all applications; or
4. Click the Action item link to manage your application.

Development Center Portal

Home Apply Resources Account Logout

My Dashboard 1
My Records
My Account

Logged in as: Accela UAT10 Collections (1) Account Management

Search...

Hello, Accela UAT10

My Collection (1) View Collections 2

2 Records
Collections
Last Updated 01/05/2024

Collections
This is a list of your collections. To manage a collection, click the link next to the collection name.

Date Modified	Name	Description	Number of Records	Action
01/05/2024	Comb	Combo Projects	2	Delete

Work in progress 3 View All Records 4

Record Name	Record ID	Module	Creation Date	Action
Code Violation	24TMP-000005	Enforcement	1/2/2024	Resume Application
Civil Construction Permit	23TMP-003014	Civil	12/27/2023	Resume Application
Pre-Application/Due Diligence	23TMP-003001	Planning	12/26/2023	Resume Application
Multi-Family Construction	23TMP-003005	Building	12/26/2023	Resume Application
Civil Construction Permit	23TMP-002969	Civil	12/21/2023	Resume Application
Code Violation	23TMP-002864	Enforcement	12/19/2023	Resume Application
Code Violation	23TMP-002865	Enforcement	12/19/2023	Resume Application

My Account

The Accela Citizen Access site allows logged-in users to view their accounts and edit accordingly.

1. Begin by selecting Account from the upper toolbar then select My Account from the drop-down menu.

Account login information is displayed in the upper right corner along with saved collection types.

2. Select Edit to update your Login Information.
3. Select Add a License to search and save licensing information.
4. Select Actions to view and edit Contact information; or
5. Trust Account Information when applicable.
6. To apply changes, click Save.

The screenshot shows the 'My Account' page with the following sections and callouts:

- 1:** The 'Account' menu in the top navigation bar.
- 2:** The 'Edit' button in the 'Login Information' section.
- 3:** The 'Add a License' button in the 'License Information' section.
- 4:** The 'Actions' dropdown menu in the 'Contact Information' table.
- 5:** The 'Trust Account Information' section.
- 6:** The 'Save' button in the 'Contact Information' form.

The 'Login Information' section displays:

User Name:	ACCELA
E-mail:	accelausat01@gmail.com
Password:	*****
Security Question:	To what city did you go the first time you flew on a plane?

The 'Contact Information' table shows one record:

First Name	Middle Name	Last Name	Business Name	Contact Type	Status	Action
ACCELA		UAT01	City of Goodyear	Applicant	Approved	Actions

The 'Contact Information' form includes fields for:

- Name of Business: City of Goodyear
- Address Line 1: 1900 N Civic Square
- City: Goodyear, State: AZ, Zip: 85395
- Home Phone: 6235555555, Work Phone, Mobile Phone
- E-mail: accelausat01@gmail.com

Preparing to Apply

One of the first steps that makes applying for a permit easier is to gather all your necessary information and documents before starting the application process.

Guidance Document:

Plan review processes and document guides are located on the Development Services website at the below link. Although a naming convention is no longer enforced, it is encouraged to keep a simple naming convention in the Guidance Document for clarity during the plan review process.

Plan sets may also be submitted as multi-sheets but must be saved in PDF format.

Need assistance?

Contact the Development Counter at 623-932-3004, Option 2; or email us at:

developmentcounter@goodyearaz.gov

The following pages will walk you through the application process.

Application Process

Start a New Application

Begin by logging into your account.

1. Navigate to the Home screen, and select Start an Application.
2. Read the disclaimer, and select I Agree to the terms and conditions to continue.
3. Choose the desired service from the list of services.
4. Choose the desired application type.
5. Accela displays a list of associated subtypes. Select Continue or Back to choose the appropriate service.

Click [here](#) for SolarAPP+ Permit instructions.



Map

Use the map to help locate the address or parcel.

1. Enter the address number or parcel number in the search field.
2. Select the correct option from the drop-down menu; the selected address will appear on the map.

You can also use the map to zoom to the location if desired.

NOTE: When applying for work on a city right-of-way, zoom map to the location and select the adjacent parcel to the location where the work will be performed.

3. After selecting the location, click Continue.
4. Verify the address selection and Accept or Change the selection to go back to the map.

The screenshot displays the 'Map' interface with the following elements:

- Search Field:** A search bar at the top right contains the text '1900 N CIVIC SQ' (marked with a red '1').
- Address List:** A dropdown menu on the right shows search results: '1900 N 140TH DR' (marked with a red '2') and '1900 N CIVIC SQ' (highlighted).
- Parcel List:** Below the address list, a 'Parcel' section shows '50161900: (15331 W ELM ST)' and '40081900: (17715 W JOJOBA RD)'.
- Map:** A map view shows a street grid with a 'Selected Address' popup window. The popup displays 'Address: 1900 N CIVIC SQ' and 'Parcel: 50173969'. A red dashed arrow points from the popup to the 'Continue' button.
- Continue Button:** A blue button labeled 'Continue' with a red '3' is located at the bottom left of the map area.
- Verify Address Selection Dialog:** A modal dialog box is open, showing 'Address: 1900 N CIVIC SQ' and 'Parcel Number: 50173969'. It includes the text 'Please confirm your selection. If the details are incorrect, you can choose to change the selection.' and two buttons: 'Accept Selection' (marked with a red '4') and 'Change Selection'.
- Navigation:** 'Back' and 'Restart' buttons are visible at the bottom of the dialog.

Step 1: Location > Address Parcel Owner

Accela Citizen Access displays a page header throughout the process with the selected application type and step progression.

Verify that the Address, Parcel, and Owner information has populated as expected.

To make changes:

1. Click clear and enter a partial number in the required field, then select Search.
2. Accela displays a list of data to choose from. Select from the list of results.
3. Press Select verifying the fields have populated as expected for each selection.

Residential Construction

1 Location 2 People 3 Application Details 4 Documents 5 Review

Step 1: Location > Address Parcel Owner

Address

* Street No.: 190 Direction: --Select-- Street Name: Street Type: --Select--

Street Post Direction: --Select--

Building Number: Type: --Select--

City: State: --Select-- * Zip Code:

Search **Clear**

Parcel

* Parcel Number: 50173969

Search **Clear**

Owner

* Owner Name: GOODYEAR CITY OF ⓘ

Address Line 1: 1900 N CIVIC SQ

City: GOODYEAR State: AZ Zip Code: 85395-2012

Address Search Result List

Showing 1-2 of 2

Address	City	State	Zip
1900 N 140TH DR, Vistas at Palm Valley Final Plat, GOODYEAR AZ 85395, 1900 N 140TH DR, 130	GOODYEAR	AZ	85395
1900 N CIVIC SQ, Goodyear Civic Square Parcel A At Estrella Falls, City Hall/Library/Council Chambers, Goodyear AZ 85395, 1900 N CIVIC SQ, 3	Goodyear	AZ	85395

Associated Parcels

Showing 1-1 of 1

Parcel Number	Lot	Block	Subdivision
50173969	3		GOODYEAR CIVIC SQUARE PARCEL A AT ESTRELLA FALLS

Associated Owners

Showing 1-1 of 1

Name	Address
GOODYEAR CITY OF	1900 N CIVIC SQ GOODYEAR AZ 85395-2012

Select **Cancel**

Accela Citizen Access displays Owner information.

1. Verify the information in the Owner section has populated as expected.
2. Enter the desired E-mail address.

NOTE: When entering the desired E-mail address, do not use auto-saved e-mail information for the owner as the associated address will change the property address for the application.

Save and resume later or select **Continue Application >>** to move to the next step in the application process.

NOTE: You will have an option to save and resume later throughout the application process with an opportunity to edit any step during the final review.

The screenshot shows the 'Owner' section of the Accela Citizen Access application. The form includes the following fields and elements:

- Owner Name:** GOODYEAR CITY OF (with a red box around the label and a red circle '1' next to the input field).
- Address Line 1:** 1900 N CIVIC SQ (with a red circle '1' next to the input field).
- City:** GOODYEAR (with a red circle '1' next to the input field).
- State:** 85395 201 (with a red circle '1' next to the input field).
- E-mail:** (with a red circle '2' next to the input field).
- Buttons:** Search, Clear, Save and resume later (with a red box around the button), and Continue Application >> (with a red box around the button).

A red callout box with a white background and red border contains the text: "Do not use auto-saved email for owner as the associated address will change the property address for the application". A red arrow points from this callout box to the E-mail input field.

Step 2: People > Contacts

Accela Citizen Access displays an overview of the applicant and additional contacts.

Use this screen to verify, edit, or add contacts and confirm the application subtype.

1. Simply manage your contacts by clicking Select from Account, or
2. By clicking Look up from a list.

Depending on the Application type, you may be required to add additional contact information.

Residential Construction

1 Location **2 People** 3 Application Details 4 Documents 5 Review

Step 2: People > Contacts

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Cathy Rudder
 City of Goodyear
 cathy.rudder@goodyearaz.gov
 Home phone:1623882791
 Mobile Phone:
 Work Phone:
 Fax:
 Edit Remove

Responsible Utility Billing Party

If this project has water, sewer, or sanitation provided by the city, you will delay approval of your project.

1 **Select from Account** Add New Look Up

Additional Contacts

Add contacts that you would like to also receive notifications through the review process. Please

2 **Select from Account** Add New Look Up

Showing 0-0 of 0

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail
No records found.					

Licensed Professional List

To add a new licensed professional, click the Add New button. Enter State License Number then

Add New

Showing 0-0 of 0

License Number	License Type	Contact Name	Business Name	Address Line 1	City	State	Zip	Fax
No records found.								

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 1-2 of 2

Category	Type	Name
<input type="radio"/> Associated Contact	Applicant	Cathy Rudder
<input type="radio"/> Associated Owner		GOODYEAR CITY OF

Continue Discard Changes

Look Up Contact

Type:

Applicant
 Contact

Name of Business:

Address Line 1:

City: State: Zip:

Work Phone: Mobile Phone:

E-mail:

Look Up Clear Cancel

Depending on the Application type, you may be required to add a licensed professional.

1. To add Licensed Professionals, select Add New. Accela displays a licensed profession information screen.
2. Enter the State License Number registered with Maricopa County and click on the next field to populate data.

NOTE: Licensed professional information is automatically populated from the Maricopa County Registrar of Contractors.

3. Click Save and Close.

NOTE: Depending on the application type selected, contacts may receive email notifications throughout the application process.

Save and resume later or select **Continue Application >>** to move to the next step in the application process.

Licensed Professional List

To **1** licensed professional, click the Add New button. Enter State License Number then tab out of the field. To edit a licensed professional, click the Edit link.

Add New

Showing 0-0 of 0

License Number	License Type	Contact Name	Home Phone	Fax
No records found.				

Save and resume later

Licensed Professional Information

* License Type: Contractor * State License Nu **2**

First: Middle: Last:

Name of Business: Business License #:

Home Phone: Mobile Phone: Fax:

Address Line 1:

Address Line 2:

* City: * State: * Zip:

mail

3

Save and Close **Clear** **Discard Changes**

Step 3: Applications > Details

Accela Citizen Access displays an overview of the application details.

Detail Information:

1. Enter the Project/Business Name.

Custom Fields:

2. Select the application type from the drop-down menu.
3. Depending on the type selected, additional custom and/or required fields may appear.

NOTE: Include all required information entering the detailed scope of work when required.

Save and resume later or select **Continue Application >>** to move to the next step in the application process.

Step 4: Documents > Attachments

Depending on the application type, applicants are required to upload specific documents and select a file type from a drop-down list.

From the Attachment section:

1. Select Add, a file upload box appears.
2. Select Add again to browse and choose attachment(s).

TIP: Do not press continue until 100% is displayed next to each document.

3. Select Continue.

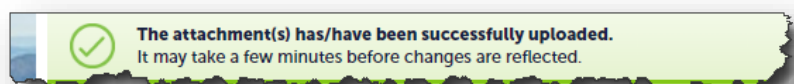
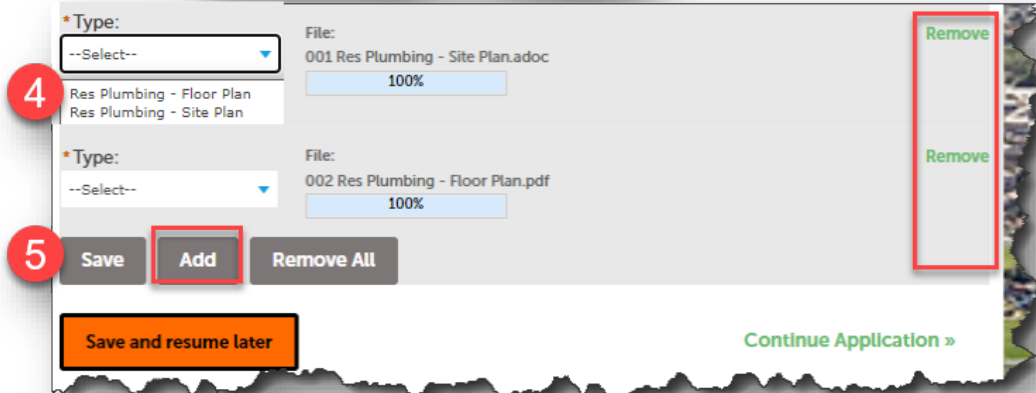
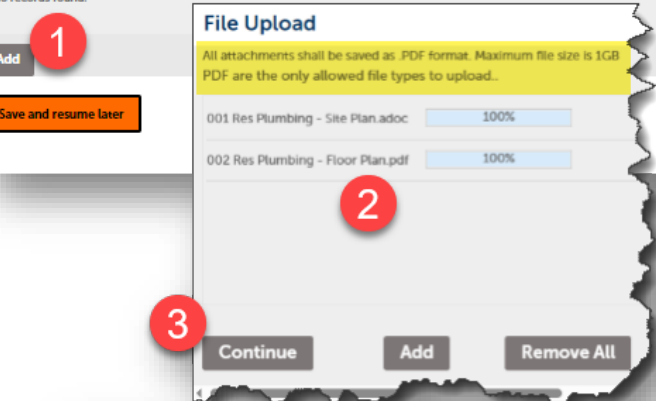
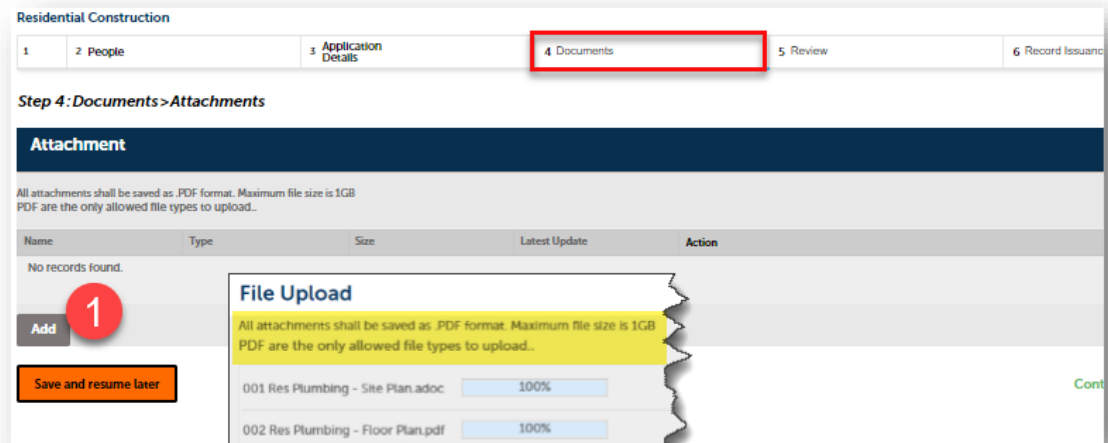
NOTE: All attachments must be saved in PDF format and must not exceed 1GB.

4. Update the document type from the drop-down menu for each file.

TIP: Confirm that you have uploaded each document type by reviewing the list in the dropdown for the application type you have selected.

Select Add to continue adding additional documents or Remove if desired.

5. When finished, select Save.



Accela Citizen Access displays a message that it may take a few minutes before changes are reflected.

1. When files have loaded successfully, an **Actions** option will appear for each uploaded document.
2. An error will occur if the required documents have not been provided and you will not be able to continue to the next step.

NOTE: Select Add to provide additional required documents identified.

Save and resume later or select **Continue Application >>** to move to the next step in the application process.

The screenshot displays the Accela Citizen Access interface. At the top, a red error banner with a white 'X' icon and a red circle containing the number '2' states: "An error has occurred. The following documents are required based on the information you have provided: Comprehensive Sign Package - Narrative, Comprehensive Sign Package - Comprehensive Sign Package". Below this, a green success banner with a red circle containing the number '1' states: "The attachment(s) has/have been successfully uploaded. It may take a few minutes before changes are reflected." The main content area shows a table of uploaded documents with columns for Name, Type, Size, Latest Update, and Action. Two documents are listed: "001 Res Plumbing - Site Plan.doc" (20.40 KB) and "002 Res Plumbing - Floor Plan.pdf" (89.09 KB). Both have "Actions" dropdown menus. Below the table are buttons for "Add", "Save and resume later", and "Continue Application >>".

Name	Type	Size	Latest Update	Action
001 Res Plumbing - Site Plan.doc	Res Plumbing - Floor Plan	20.40 KB	01/18/2024	Actions
002 Res Plumbing - Floor Plan.pdf	Res Plumbing - Site Plan	89.09 KB	01/18/2024	Actions

Step 5: Review

Accela Citizen Access displays a review of the submitted application.

1. If desired, select Edit to update information for each section.

NOTE: Select when changes are made then select **Save and resume later** or **Continue Application >>** to move to the next step in the application process.

NOTE: Save for later items, which can be viewed by selecting [My Records](#) from the Home page.

The screenshot displays the 'Review' step of an application process. At the top, there are navigation tabs: 1, 2 People, 3 Application Details, 4 Documents, 5 Review (highlighted with a red box), and 6 Record Issuance. Below the tabs, the 'Step 5: Review' section contains a 'Save and resume later' button and a 'Continue Application >>' button. A message states: 'Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.' The main content area is divided into several sections, each with an 'Edit' button on the right side:

- Record Type**: Fire Protection Systems
- Address**: 1900 N CHVIC SQ, Goodyear AZ 85395
- Parcel**: Parcel Number: 5027969
- Owner**: GOODYEAR CITY OF, 1900 N CHVIC SQ, GOODYEAR AZ 85395 201, accelacitizenaccess@gmail.com
- Applicant**: Accela UMT10, City of Goodyear, Home Phone: 6235555555, E-mail: accelacit10@gmail.com
- Responsible Utility Billing Party**
- Additional Contacts**: Showing 1-1 of 1. Table with columns: Full Name, Business Name, Contact Type, Work Phone, Fax, E-mail, Action. Row: Cathy Rudder, City of Goodyear, Contact, cathy.rudder@goodyear.gov, Edit.
- Licensed Professional List**: Showing 1-1 of 1. Table with columns: License Number, License Type, Contact Name, Business Name, Business License #, Home Phone, Fax, Action. Row: 356279, Contractor, John Frank Slavorek, 5204274246, Edit.
- Detail Information**: Project/Business Name: TEST Integration-CLR
- Custom Fields**: GENERAL INFORMATION, Type: Fire Sprinkler, Detailed Scope of Work: test
- Attachment**: All attachments shall be saved as PDF format. Maximum file size is 1GB. PDF are the only allowed file types to upload. Table with columns: Name, Type, Size, Latest Update, Action. Rows: 001 Submittal Checklist.pdf, 002 Project Description.pdf, 003 Site Plan.pdf, 004 Sealed const plans.pdf.

At the bottom, there is a 'Save and resume later' button and a 'Continue Application >>' button. A red circle with the number '1' highlights the 'Edit' button for the 'Record Type' section.

Step 6: Record Issuance

Upon successful submission, note Your Record Number to check the status of your application or schedule/check inspections.

Click the below hyperlinks to follow the next steps in the application process:

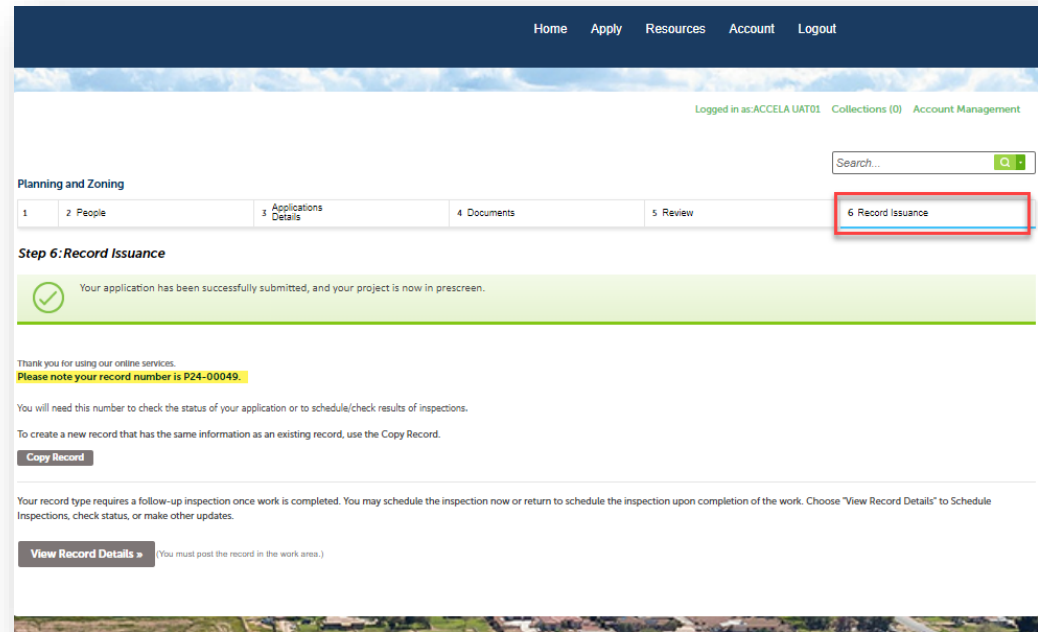
1. [My Records](#)
2. [Scheduling Inspections](#)
3. [Pay Fees](#)

Need assistance?

Contact the Development Counter at 623-932-3004, Option 2; or email us at:

developmentcounter@goodyearaz.gov

We are happy to walk you through the application process.



Uploading Attachments after Submittal

You may be required to upload additional attachments after the initial submittal.

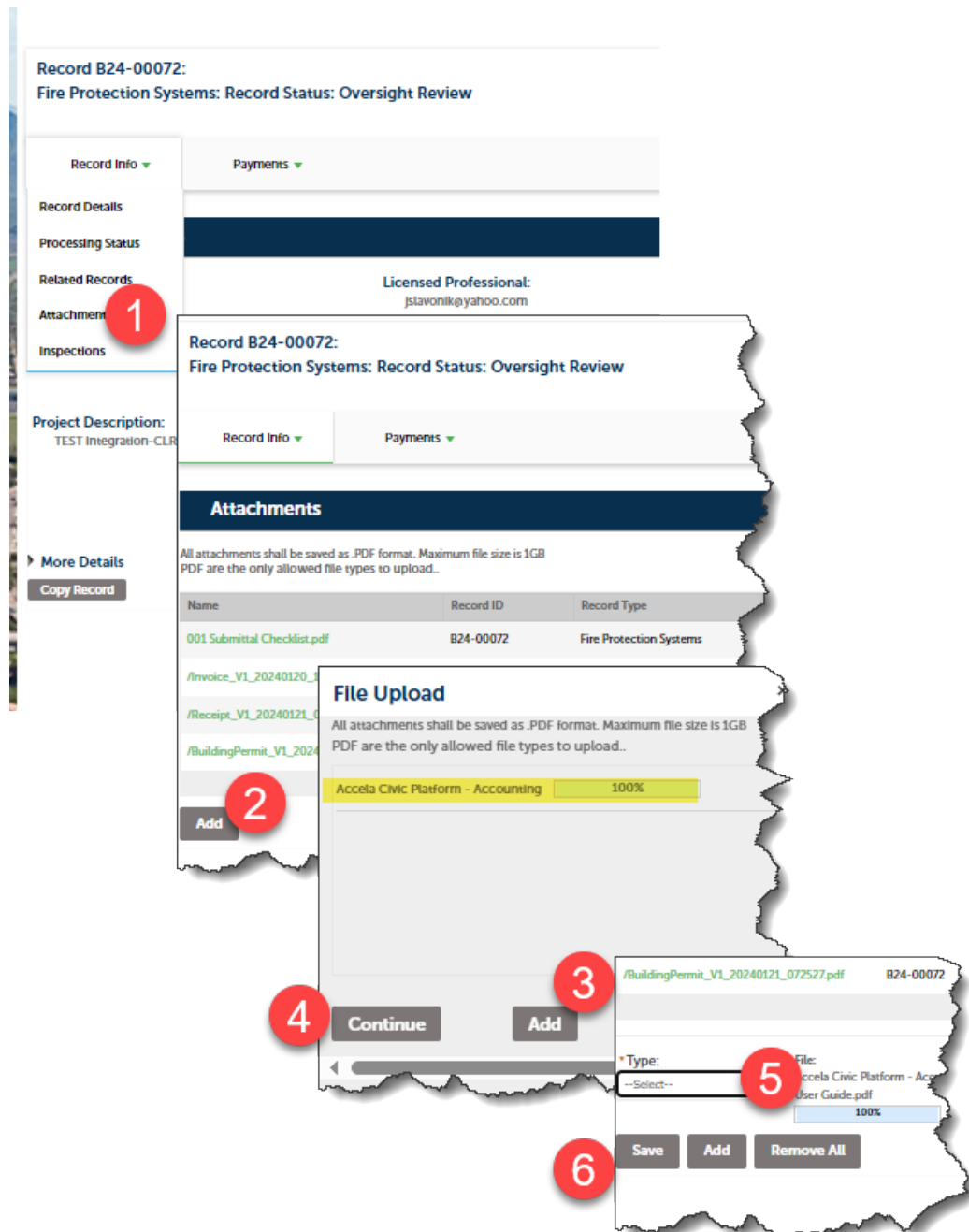
NOTE: Plan review documents must be uploaded from the plan review tab. See [Plan Review](#) for instructions.

Navigate to My Records from the Home page and select the desired application.

1. Click Attachments under the Record Info tab.
2. Select Add.
3. Select Add to browse for documents.

NOTE: All attachments must be saved in PDF format.

4. Select Continue.
5. From the drop-down menu, select the document type.
6. When finished, select Save.



Application Status and Next Steps

Upon successful submission of your application, you can check the status of your project by navigating to My Records from the Home screen.

1. Expand the service type.
2. View the status.
3. View the Action item.
4. Select the Record number to launch the desired application.

Review detailed information:

5. Use the Record drop-down to view details, status, and records, view and upload attachments, and schedule inspections.
6. Use the Payment drop-down to access fees.
7. Selecting the Plan Review tab allows applicants to manage tasks, view and upload files, and review comments in ProjectDox.

Date	Record Number	Record Type	Description	Project Name	Address	Status	Action
01/12/2024	P24-000	Combo	TEST COMOB Scripting	TEST COMOB Scripting	1900 N 140TH DR, GOODYEAR AZ 85395, 130	Approved	
01/11/2024	24TMP-000104	Combo			13213 W MCDOWELL RD, Goodyear AZ 85395, 6		Resume Application
01/10/2024	P24-00014	Planning and Zoning	Comprehensive Sign Package	TDX 3726	15165 W JACKSON ST, Goodyear AZ 85338, 281	Approved	
01/05/2024	P24-00013	Planning and Zoning	Development Agreement Amendment	New cool stuff coming!	190 N LITCHFIELD RD, Goodyear AZ 85338	Approved	

Plan Review

Refresh the page to get the latest information.
To do task: Respond and Resubmit Task

Plan Review Status:

- Review Type: Building
- Total Number of Files: 3 [View uploaded files](#)
- Time Elapsed: 0 days 0 hrs
- Prescreen Review Comments (Unresolved):
- Time with Jurisdiction: 0 days 0 hrs
- Time with Applicant: 0 days 0 hrs
- Status: Resubmit
- Resubmit: 0 days 0 hrs
- Review Comments (Unresolved): 0 [View review comments](#)
- Building Safety (0)
- Current Non-Completed Tasks: 1
- Waiting Respond and Resubmit Task: 0 days 0 hrs

Plan Review – Respond and Resubmit

Respond and Resubmit tasks are available on the Plan Review tab.

Additional documents may be required and could include items such as photographs, arborist reports, contractor reports, window or door details, material specifications, or revised plans.

Navigate to My Records from the Home page and select the desired application.

1. Select the Plan Review tab.
2. Select the To do task to launch ProjectDox.
3. Respond to all comments as requested.
4. Upload new documents or updated files.
5. Confirm you have completed all items in the task.
6. Click Submit.

NOTE: ProjectDox Plan Review includes "Learn how" instructional videos and "Online help" tools throughout the plan review process providing additional guidance.

RESPOND AND RESUBMIT

Task Information Group Management

Task Information

Project Name: P24-00049
 Project Description: City of Goodyear - Comprehensive Sign Package
 Coordinator: PD Reserved
 Review Cycle: 2
 Workflow: Accela Workflow
 Current User Login: ACCELA UAT01 (acceluat01@gmail.com)
 Task Due Date: 2/9/24 11:42 AM

Task Instructions

Please respond to all correction items, upload revised files into the Documents & Plans folder below, select the checkboxes at the bottom, and click 'Response Complete - Resubmit' to resubmit your files.

STEP 1 of 4: Respond to all comments, as requested

Resolve Review Comments

Unresolved Comments: 0
 Info Only Comments: 0
 Files with Markups: 0

Plan Review:

Review and respond online. *Review and respond in Excel, then upload your responses.*

STEP 2 of 4: Upload any new or updated files into this project

Version Upload for: P24-00049

Select "Versioned Files" to upload files as new version updates for files previously submitted and received. Select "New Files" to upload any additional new file into this project as requested.

Versioned Files

4 Are your updated files named exactly the same as the prior versions?

**"name-v2.pdf" is not an "exact" file name match to "name.pdf"*

Uploaded files:

Documents and Plans (3 - 0 New)

STEP 3 of 4: Check all to confirm you have completed this task and are now ready to submit

Confirmation

5 I have reviewed and addressed, including responses where appropriate, all Review Comments Items accessed by clicking on the "Review Comments" button above. ***Required**

I have uploaded the revised drawings and/or documents required as a result of the review into the appropriate folder in the project using the SAME file names as the original files. I am ready to complete my assigned task and resubmit back to the City for further review. ***Required**

I have clearly identified any changes that were made that were not requested by the City. ***Required**

STEP 4 of 4: Click the "Submit" button below to complete your task

6

Pay Fees

When fees are due, you will receive an email notification to log into ACA and manage fees.

1. Navigate to the Home page, and select Fees, Accela displays a list of applications.
2. Expand on the desired service type.
3. Select Pay Fees Due under Actions, for the desired application, Accela displays a list of fees due for the associated application.
4. Select Continue Application to select a payment method,
5. Choose your payment method then select Submit Payment.
6. Enter the required payment information then select Continue.
7. Agree to Payment Authorization Terms then select Pay.

The screenshot displays the Accela Citizen Access web application interface. At the top, there is a navigation bar with links for Home, Apply, Resources, Account, and Logout. A search bar is located in the upper right corner. The main content area shows a list of applications under the 'Building' service type. A table lists applications with columns for Date, Record Number, Record Type, Description, Address, Status, and Action. One application is highlighted with a 'Pay Fees Due' action. Below the table, there is a section for 'Application Fees' with a table listing fees for items like Automatic Hazard Extinguishing Systems, Automatic sprinkler systems, and Extinguishing Systems. To the right, there are 'Payment Options' including Credit Card, Bank Account, and Trail Account. Below this, there is a 'Confirm Payment' section with fields for Payment Method, Payment Date, and a summary of Payment Amount (\$323.00) plus Service fee (\$1.00) for a Total Amount of \$324.00. A 'Pay \$324.00' button is prominently displayed at the bottom of the confirm payment section.

Scheduling Inspections

Online ACA

Scheduling an inspection online through the Accela Citizen Access portal.

1. Navigate to the Home page, hover over Schedule and Inspection, and select the service type. Accela displays a list of applications.
2. Select the desired application Record Number.
3. Click on the Record Info tab and select Inspections. Accela displays a list of inspections for the application.
4. Select Schedule under Actions for the desired inspection.
5. Select a date from the Calendar, choose a time frame then select Continue.
6. Verify the information is correct, make desired changes, and select Continue.
7. Include Additional Notes if desired, select Finish.

The screenshot illustrates the online scheduling process in the Accela Citizen Access portal. It shows a user navigating through various steps, indicated by red numbered callouts (1-7) and a red dashed arrow.

Step 1: The user is on the Home page, hovering over the 'Schedule an Inspection' button. A dropdown menu shows 'Building Planning Civil' selected.

Step 2: A list of records is displayed. The user selects the record with Record Number 'E24-00339'.

Step 3: The user clicks on the 'Record Info' tab and selects 'Inspections'.

Step 4: The user selects 'Schedule' under the 'Actions' column for the desired inspection.

Step 5: The user selects a date from the calendar (March 14, 2024) and chooses a time frame (07:00 AM - 11:00 AM).

Step 6: The user verifies the information and selects 'Continue'.

Step 7: The user includes additional notes and selects 'Finish'.

Records Table:

Date	Record Number	Record Type	Description	Address	Status
02/19/2024	E24-00339	Civil Construction Permit	Commercial - Dry Utility	15693 W MEADOWBROOK AVE, Goodyear AZ	Permit Issued
01/21/2024	24TMP-000332	Civil Construction Permit			

Calendar:

Feb 2024							Mar 2024							Apr 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
						1	2	3				1	2				1	2	3	4
4	5	6	7	8	9	10	3	4	5	6	7	8	9	7	8	9	10	11	12	
11	12	13	14	15	16	17	10	11	12	13	14	15	16	14	15	16	17	18	19	
18	19	20	21	22	23	24	17	18	19	20	21	22	23	21	22	23	24	25	26	
25	26	27	28	29			24	25	26	27	28	29	30	28	29	30				

Schedule/Request an Inspection Form:

Inspection type: Dry Utility Final
 Location and Contact
 Verify whether the location and contact person for the selected inspection are correct.

Location
 15693 W MEADOWBROOK AVE
 Goodyear AZ 85395

Contact
 Cox Communications
 6023282200

Change Contact

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

Dry Utility Final
 3/14/2024 7:00 AM
 15693 W MEADOWBROOK AVE
 Goodyear AZ 85395
 Cox Communications 6023282200

Include Additional Notes

Finish

By Phone or Text

Please visit the Development Services Department website for instructions to schedule inspections by phone or text.

[Schedule an Inspection | City of Goodyear \(goodyearaz.gov\)](https://www.cityofgoodyear.gov/development-services)

SolarApp+ Applications

SolarApp+ Pilot Program

This pilot program is currently only available to licensed contractors who have previously [registered with SolarAPP+](#). If you are interested in participating in the pilot program, please contact Jeff Rallo at 623-882-7945.

SolarAPP is a third-party software application that can be used to verify code compliance for residential photovoltaic (PV) projects. The City of Goodyear Development Services Department will accept SolarAPP+ approved designs through our online portal for permitting of residential photovoltaic projects only. [Click here](#) for a demonstration on SolarAPP+.

Eligibility

- Must be an Arizona Licensed contractor
- Residential (single-family or duplex residence) rooftop installations only
- Structure supporting PV systems must be legal, permitted code compliant structure
- No ballasted or ground mounted systems
- Must meet the following technical requirements:
 - No existing PV or energy storage systems
 - PV system roof loading not to exceed 5 psf dead load 400-amp maximum electrical service, single phase only
 - If using microinverter only one module per
 - Up to two inverter types for string inverter type for microinverters
 - Permit runners are not allowed to request SolarAPP+ permits

Submit for automated review through SolarAPP+

- Determine eligibility
- Submit your design to solarapp.nrel.gov
- Click Login
- A \$25 processing fee will be charged by the SolarAPP+ website

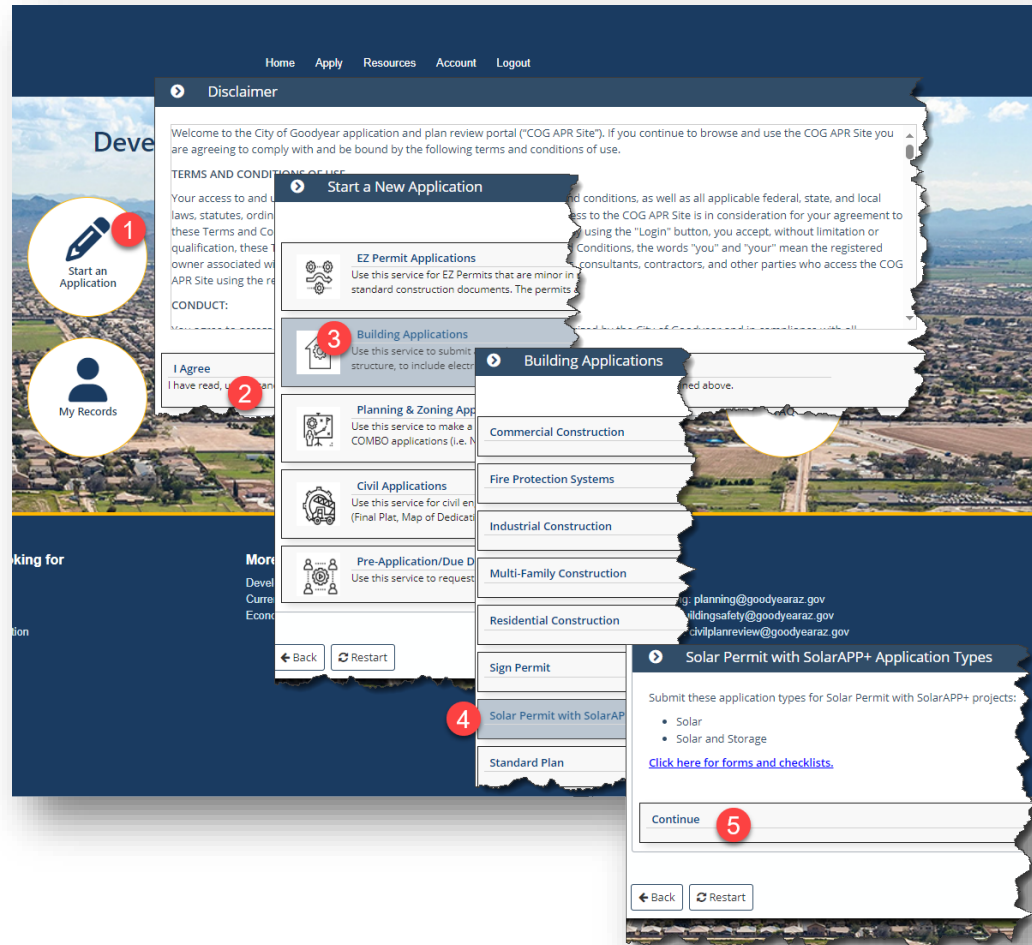
Once plans are approved on SolarAPP+, you may apply for a SolarAPP+ permit

Applying for a SolarAPP+ permit:

Follow the instructions in this user guide to:

- [Register for an account](#)
- [Sign into your account](#)

1. Navigate to the Home screen, select Start an Application.
2. Read the disclaimer, select I Agree to the terms and conditions to continue.
3. Select Building Application.
4. Select Solar Permit with SolarAPP+
5. Accela displays a list of associated subtypes. Select Continue or Back to choose the appropriate service.



Step 1: Location Information

1. Enter the address number or parcel number in the search field.
2. Select the correct option from the drop-down menu; the selected address will appear on the map.

You can also use the map to zoom to location if desired.

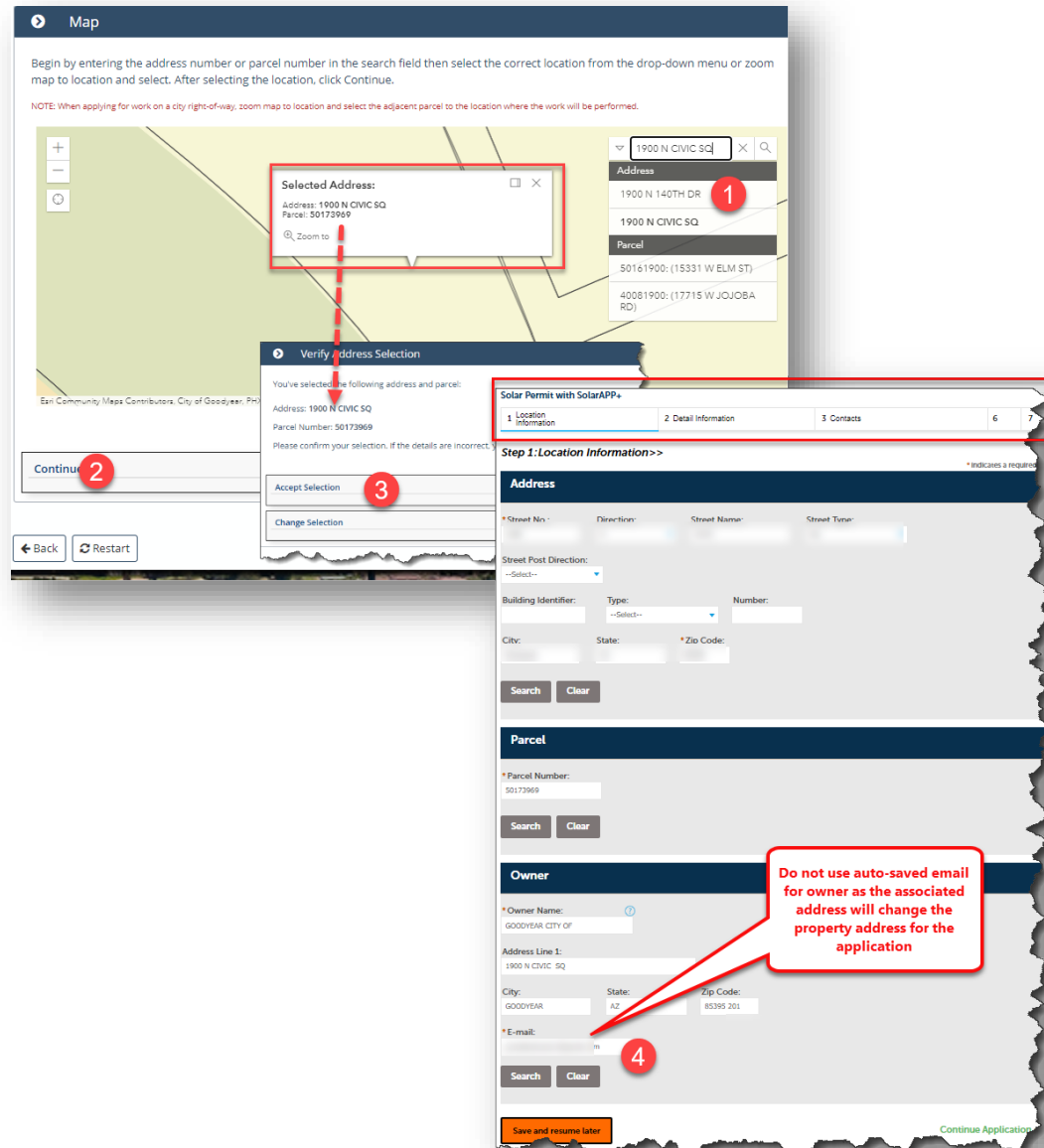
3. After selecting the location, click Continue.

TIP: Accela Citizen Access displays a page header throughout the process with the selected application type and step progression. Click the step in the header to jump to the desired step.

4. Enter the desired E-mail address

When entering the desired E-mail address, do not use auto-saved e-mail information for owner as the associated address will change the property address for the application.

Save and resume later or select **Continue Application >>** to move to the next step in the application process.



Step 2: Detailed Information

Custom Fields:

1. Enter the Solar App ID (format example: SA2020730-3-4-1-A).
2. Select the Project Type from the drop-down menu.
3. Select the Type of Services from the drop-down menu.

Populate all required fields as instructed.

NOTE: Depending on the solar type, additional custom and/or required fields may appear.

Save and resume later or select **Continue Application >>** to move to the next step in the application process.

Step 2: Detail Information >> * indicates a required field.

Custom Fields

SOLAR PERMIT WITH SOLARAPP

* Solar App: Yes No

Confirmed

* Solar App ID: SA2020730-3-4-1-A

* Project Type: Solar and Storage

* System Size: 15

* Number of Panels: 48

* Panel Upgrade: Yes No

* Type of Services: 600 volts and over 401

Number of Inverters: 2

* Number of Storage Units: 3

* Derate: Yes No

* Batteries: Yes No

* Batteries KWH: 111

* Battery Type: 111

Save and resume later **Continue Application >>**

Step 3: Contacts

1. To add Licensed Professionals, select Add New. Accela displays a licensed professional information screen.
2. Enter the State License Number registered with Maricopa County and click on the next field to populate data.

NOTE: Licensed professional information is automatically populated from the Maricopa County Registrar of Contractors.

3. Click Save and Close.

Save and resume later or select **Continue Application >>** to move to the next step in the application process.

Step 4: Documents

1. Select Add, a file upload box appears.
2. Select Add again to browse and choose attachment(s).

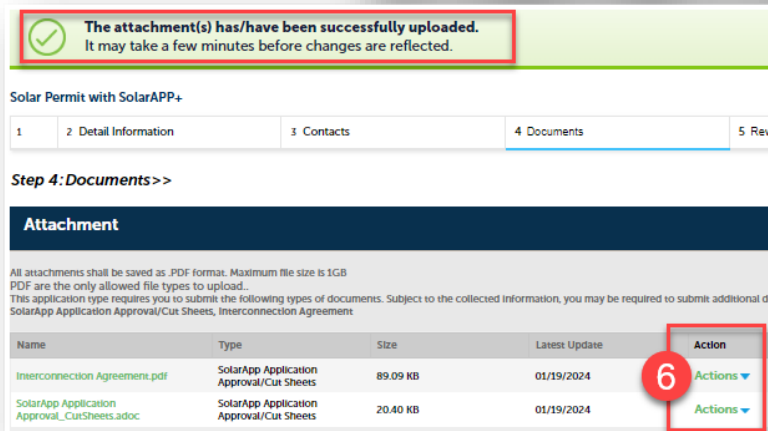
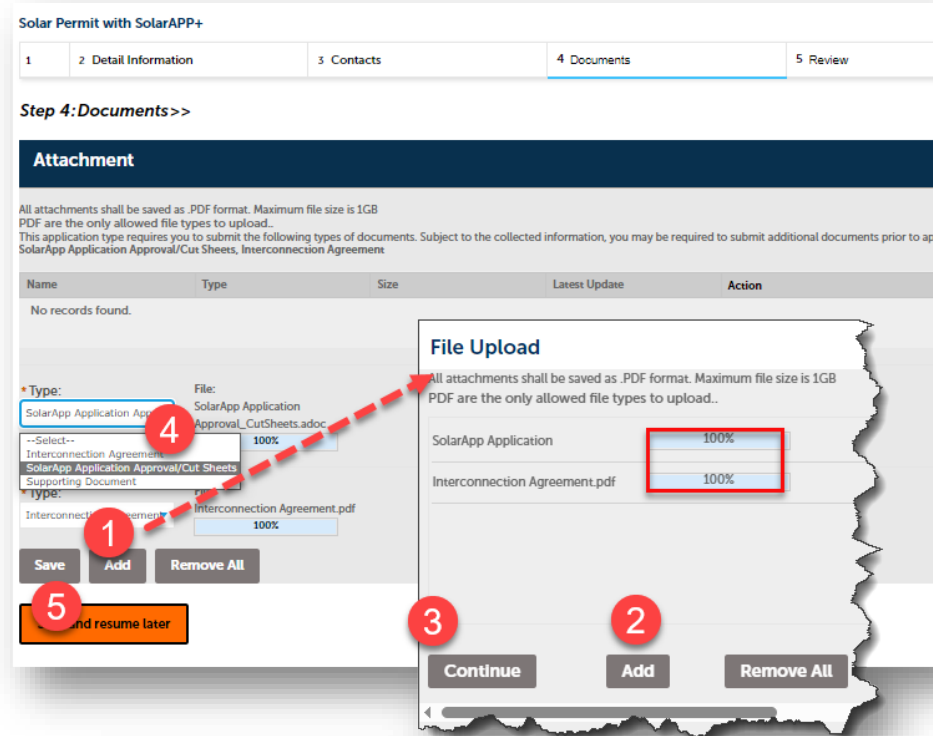
TIP: Do not press continue until 100% is displayed next to each document.

3. Select Continue.

NOTE: All attachments must be saved as PDF format and must not exceed 1GB.

4. Update the document type from the drop-down menu for each file.
5. When finished, select Save.
6. When files have loaded successfully, **Actions** will appear for each file.

Save and resume later or select **Continue Application >>** to move to the next step in the application process.



Step 5: Review

Accela Citizen Access displays a review of the submitted application.

If desired, select Edit to update information for each section.

NOTE: Select Save when changes are made

Save and resume later or select **Continue Application >>** to move to the next step in the application process.

NOTE: Save for later items, can be viewed by selecting [My Records](#) from the Home page.

Step 5: Review

[Continue Application >>](#)

[Save and resume later](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Solar Permit with SolarAPP+

Address [Edit](#)

13241 S 125TH AVE
Goodyear, AZ 85338

Parcel [Edit](#)

Parcel Number: 4080232

Owner [Edit](#)

LY AND YA FAMILY TRUST
3622 BELVILLE AVE
EL MONTE, CA 91731
accelatechusercr@gmail.com

Custom Fields [Edit](#)

SOLAR PERMIT WITH SOLARAPP

Solar App:	Yes
Solar App ID:	SA2020/30-3-4-1-A
Project Type:	Solar and Storage
System Size:	15
Number of Panels:	48
Panel Upgrade:	Yes
Type of Services:	600 volts and over 401 ampere to 1,000 ampere
Number of Inverters:	2
Number of Storage Units:	3
Derate:	Yes
Batteries:	Yes
Batteries kWh:	111
Battery Type:	111

Applicant [Edit](#)

Cathy Rudder
City of Goodyear
Home Phone: 1623882791
E-mail: cathy.rudder@goodyearaz.gov

Licensed Professional [Edit](#)

John Frank Slavoniak
7034 E. Golf Links Road #304
Tucson, 85730
Home Phone: 5204274246
Contractor - 316079
jslavoniak@jeflco.com

Attachment [Edit](#)

All attachments shall be saved as PDF format. Maximum file size is 5GB.
PDF are the only allowed file types to upload.
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.
SolarApp Application Approval/Cut Sheets, Interconnection Agreement

Name	Type	Size	Latest Update	Action
Interconnection Agreement.pdf	Interconnection Agreement	89.09 KB	01/19/2024	Actions
SolarApp Application Approval_CutSheets.adoc	SolarApp Application Approval/Cut Sheets	20.40 KB	01/19/2024	Actions

[Continue Application >>](#)

[Save and resume later](#)

Step 6: Pay Fees

Accela Citizen Access displays a review of Application Fees and amount due.

1. Select Continue Application to pay fees due for the associated application.
2. Choose your payment method then select Submit Payment.
3. Enter required payment information then select Continue.
4. Agree to Payment Authorization Terms then select Pay.

Step 7: Record Issuance

Accela Citizen Access displays a message when your application has been successfully submitted.

5. Note the record number to check the status of your application or to schedule/check results of inspections.

Click [here](#) for instructions to schedule an inspection.

Solar Permit with SolarAPP+

1 2 3 Contacts 4 Documents 5 Review

Step 6: Pay Fees

Listed below are the fees due for the associated application.

Application Fees

Fees
Application Processing Fee
Solar Permit with Solar App Fee
Electrical Permit: Base Fee
Solar Permit with Batteries Fee

TOTAL FEES: \$323.00

1

Continue Application >

Step 6: Pay Fees

Please select a payment method and then fill in all required information. The available payment methods are:

- Credit Card
- Bank Account
- Trust Account

Payment Options

Amount to be charged: \$323.00

- Pay with credit/debit or PayPal
- Pay with Bank Account

Submit Payment > 2

Enter Payment Information

All fields are required unless labeled as optional.

First Name: Middle Name:

Last Name: Optional:

ZIP Code:

Pay this Amount \$ 949.25

Payment Method

- echeck
- VISA
- VISA
- Discover
- PayPal
- Other
- Twitter

3

Continue Cancel

Confirm Payment

Payment Method: echeck Bank Account: ****5678 Routing Number: ****1307

Payment Date: Now (01/19/2024)

Use this payment method for future payments.

Payment Amount: \$323.00 + Service fee: \$1.00 = Total Amount: \$324.00

Click to read the Payment Authorization Terms

I authorize payment and agree to the Payment Authorization Terms

By clicking the PAY button, you agree to the service fee charge payment. Click the PAY button to complete your payment.

4

< Back Pay \$324.00 Cancel

Step 7: Record Issuance

Your application has been successfully submitted, and your project is now in prescreening.

Thank you for using our online services. Please note your record number is BSA24-0009. 5

You will need this number to check the status of your application or to schedule/check results of inspections. To create a new record that has the same information as an existing record, use the Copy Record button.