

Accela Citizen Access Help Guide

TOPIC: How to Submit Recycled Water Plans Online

Accela Citizen Access (ACA) allows the public to check the status of permits, conduct research, and perform other tasks online, such as apply for permits or schedule inspections (refer to specific business units for details). This Help Guide focuses on the process for submitting Recycled Water Plans for Department of Environmental Health (DEH) review.

- You must be a registered user to create an application to submit Recycled Water Plans. User accounts are free. To register, click on **New Users: Register for an Account** in the upper right hand corner of the home screen.
- The Recycled Water Program requires the establishment of a trust account with an initial 3 hours of review time. This deposit will cover the first 3 hours of review time for the project. Additional deposit(s) may be required if more than 3 hours are needed to complete the project. An invoice will be sent to the **DEH Billing Contact** to fund the initial deposit. Please ensure the financial responsible party information is entered into the **DEH Billing Contact** fields.
- If you are submitting plans on behalf of another party they must sign the financial responsible party information on the permit application.
- The instructions below are for the submittal of Recycled Water plans for new construction, retrofits, and amendments to previously approved plans.

Directions:

Step 1-Create Application:

Go to the Accela Citizen Access home page (<https://publicservices.sdcountry.ca.gov/CitizenAccess/>) and click **Create an Application** in the DEH section of the online portal.

What would you like to do today?
To get started, select one of the services listed below:

General Information Lookup Property Information	APCD Apply for an Air Quality Permit Search APCD Records Apply for an Air Quality Grant
DEH Create an Application Search Applications	AWM Search Applications
DPW Apply for Record: (Recycling Permits, Stormwater Complaints) Search Records	PDS Apply for a Record Search Records

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Step 2-General Disclaimer:

You will be taken to the online disclaimer page. After reading the General Disclaimer, check that you have read and accepted the terms and click the **Continue Application** button.

Continue Application »

Step 3-Selecting the Application Type:

From the dropdown list, select the Land & Water Quality Division under **LWQD**. A list of application types will be displayed. Select the **Recycled Water System** application and click **Continue Application**.

HomeAPCDAWMDEHDPWPDS

Create an Application | Search Applications

Select an Application Type

Please select the Record Type application you wish to submit.

First, select the relevant division within the Department of Environmental Health from the category dropdown below, noting that:

- CHD - Community Health Division
- FHD - Food and Housing Division
- HMD - Hazardous Materials Division
- LWQD - Land & Water Quality Division

Next, click the radio button beside the desired Record Type and click 'Continue Application'.

For assistance or to apply for an Record Type not listed below please contact us.

LWQD

☐ Monitoring Well Program

☒ Recycled Water System

Continue Application »

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Step 3-Project Location Information:

Enter your Parcel or Address information in the fields below and click **Search** to find your site. The address and parcel information should populate. If multiple search results are returned select the correct address and parcel. Once the information is entered click **Continue Application**.

Once the information has been entered click on the "Continue Application" button.

* indicates a required field.

Address

Work Location

Use map to select work location: 

Street No.:	* Street Name:	Street Type:
<input type="text" value="1726"/>	<input type="text" value="AVENIDA ALTA MIRA"/>	<input type="text" value="--Select--"/>
Unit Type:	Unit No.:	
<input type="text" value="--Select--"/>	<input type="text"/>	
City:	State:	* Zip:
<input type="text" value="OCEANSIDE"/>	<input type="text" value="CA"/>	<input type="text" value="920566503"/>
<input type="button" value="Search"/>	<input type="button" value="Clear"/>	

Parcel

Use map to select work location: 

* Parcel Number:	
<input type="text" value="161-581-07-00"/>	
Domain:	
<input type="text" value="OC"/>	
<input type="button" value="Search"/>	<input type="button" value="Clear"/>

Note:

If the site is not found, enter as much information as possible in the Address and/or Parcel fields. If there is no site address, enter the closest Street Name and provide as much site information as possible. Once the information has been entered click **Continue Application**.

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Step 4-Applicant Info:

Enter the Applicant information in the **DEH Applicant** block of fields by selecting from your registered account or select **Add New**. Note that required fields have a red asterisk* next to the field title. Click the **Continue Application** button when ready.

Step 2: Applicant Information > Applicant Details

Enter the Applicant Information below.

DEH Applicant

Fill in all required fields and any additional information.

Select from Account Add New Continue Application >

Select this option to populate your registered account information

Select Add New if the Applicant is different from the registered user.

Step 5-Financial Responsible Party:

Enter the Financial Responsible Party information into the **DEH Billing Contact** fields. A signature of acknowledgement from this contact must be provided on the Recycled Water Plan Application Form. Please note that all billing information and invoices will be sent to this contact.

Step 6-Additional Contacts:

Repeat the same process as above to enter the DEH Billing Contact and DEH Permit Owner.

Enter the following information from the DEH Recycled Water Project Review Application form:

- If applicable, enter the **Licensed Professional** information by selecting **Add New**. Enter the appropriate license type (CSLB Contractor or DEH Engineer), license number, the required information and click **Save and Close**.
- Enter the applicant information into the **DEH Permit Owner** fields. You may **Select from Account** or **Add New**.

Once all the contact information has been entered click **Continue Application**.

Licensed Professional

To add a new licensed professional, click the Select from Account or Add New button. To edit a licensed professional, click the Edit link. To find a licensed professional, click the Look Up button.

Add New Look Up

Select Add New to add a licensed professional.

DEH Billing Contact


Fill in all required fields and any additional information.

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Step 7-Application Information:

Enter the project name into the **Business Name** field. Select the **Type of Recycled Water Project** from the dropdown list. Then select the **Recycled Water Purveyor** from the drop down list provided and click **Continue Application** when complete.

Detail Information

* Business Name: 

ASI

RECYCLED WATER SYSTEM DETAILS

Type of Recycled Water Project:

Recycled Water Purveyor:

Continue Application »

Note that **New Construction** is for construction of a new recycled water site; **Retrofit** is the conversion of an existing potable water site to recycled water; **Amendment** is a change in approved plans or modification to an existing recycled water site.

Step 8-Attachments:

A Recycled Water Plan and DEH Recycled Water Project Review Application form **must** be submitted with the application. The attachments should be in PDF format and should not exceed 100mb in size. To upload an attachment click **Browse** to find the file, then select **DEH-LWQD-Recycled Water Plan** from the dropdown list. Once selected, click **Save** then **Continue Application**.

Attachment

The maximum file size allowed is 100 MB.
html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update
Oak Tree Ranch DPLU Planning Letter, 2008.pdf	DEH-LWQD- Recycled Water Plan	265.87 KB	10/13/2016

* Type:

File:
21335 log.pdf

100%

Description:

Select DEH-LWQD-Recycled Water Plan and be sure to upload both the plan and signed application

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Step 9-Review Application:

Review the application to make sure all the information is complete and the Recycled Water Plan and Recycled Water Project Review Application form are attached. Click **Edit** to make changes to each section if necessary or click **Continue Application** to submit.

Step 10-Application Submitted: Your application has now been submitted. Please make note of the Record ID assigned to your permit application. You can use the Record ID to check the status of the application or resubmit plans (see Step 11-Plan Resubmittal below).

Step 6 : Application Submitted



Your application has been successfully submitted.
Please print your record and retain a copy for your records.

Thank you for using our online services.

Your Record Number is DEH2016-LRWS-000611.

Remember your Record ID!

Your application for a Recycled Water Plan Review has been submitted and will be processed by staff. If the application is incomplete or more documentation is required staff will contact you for further information.

An invoice to fund the initial deposit amount of 3 hours of review time will be sent to the financial responsible party listed under the **DEH Billing Contact** field. Payment must be received prior to the review of plans.

For any questions about this application please contact a Recycled Water System Specialist at (619) 607-8351.

Please Note the Following:

- An initial deposit amount of 3 hours review time is required for all new projects. An invoice will be sent to the **DEH Billing Contact** listed on the application. Payment must be received prior to the review of plans.
- Once a payment has been made, provide notification to RecycledWater.DEH@sdcounty.ca.gov.
- Upon confirmation of payment, DEH will review the application and plans within 30 days. If additional funds are required to complete a review an invoice will be sent to the **DEH Billing Contact**. An email will be sent to the **DEH Applicant** once the review has been completed.

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Step 11-Checking Application Status:

You can check the status of your application at any time by going to the Accela Citizen Access home page (<https://publicservices.sdcounty.ca.gov/CitizenAccess/>) and clicking **Search Applications** in the DEH section of the online portal. Enter your Record ID in the **Record Number** field and click **Search**.

General Search

Record Number:
DEH2016-LRWS-000611

Record Type:
--Select--

Project Name:

Note: Registered users will see a list of Record ID's of the applications they submitted. The status can be checked by clicking on the appropriate Record ID.

Once the record is displayed you can check the status by expanding the **Processing Status** field. You can click on each status for more detailed information.

► Fees

▼ Processing Status

- Application Review
- Distribute Plan Check Package
- Plan Check Review
- Pre-Issuance Inspection
- Issue
- Inspection
- Renewal
- Completed

► Attachments

The application is in the
"Application Review" status.

Please make note of the following statuses and their meanings:

Application Review – The application is being reviewed for completeness and invoice sent to the DEH Billing Contact for payment or the plans were disapproved and returned to the applicant for corrections. If sent back for corrections the record status will be "Out to Applicant".

Plan Check Review – The plans are being reviewed by the DEH Recycled Water Specialist. DEH has 30 days to complete review of plans from the time of payment.

Inspection – The plans have been approved. The site may be in the shutdown test process at this point.

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Step 12-Resubmitting Plans for Review:

If the plans have been disapproved, a memo will be emailed to the **DEH Applicant** detailing the corrections to be made. The revised plans can be submitted electronically to the same application. To upload an attachment, click **Add** to find and select the file. Once selected enter **DEH-LWQD-Recycled Water Plan** from the dropdown list and click **Save** to upload plans.

Note:

- Only the registered user who submitted the application can upload additional documents/plans.
- Once the document/plan has been uploaded you must email the Recycled Water Program Specialist to notify them of the resubmittal. The 30 day review time frame will start once email notification has been received. You can email the Specialist at RecycledWater.DEH@sdcounty.ca.gov.

▼ **Attachments**

The maximum file size allowed is 100 MB.
html;htm;mht;mhtml are disallowed file types to upload.

Name	Record ID	Record Type
No records found.		

<

Add

Expand the "Attachments" section and click **Add** to upload the revised plan.

▼ **Attachments**

The maximum file size allowed is 100 MB.
html;htm;mht;mhtml are disallowed file types to upload.

Name	Record ID	Record Type	Entity Type	Type
No records found.				

<

* Type:
DEH-LWQD-Recycled Water Plan ▼

File:
21335 log.pdf
100%

Description:

spell check

Save Add Remove All

Select DEH-LWQD-Recycled Water Plan and be sure to upload both the plan and signed application