

No Approved Plans = No inspection

All approved *documents* must be on-site during construction for all inspections.

1. Use Citizen Access to download *all documents* titled “Approved”
 - a. WWW.FCGOV.COM/CitizenAccess
 - b. See page 2 for steps.

2. The approved documents are the “field set.” Pay attention to red-line mark-ups and condition notes from reviewers during construction as these requirements are part of your approved plans.

3. Provide all “Approved” documents on-site for all inspections using one of the following methods:
 - a. **Option 1 – Printed Plans:**
 - i. Print all documents to scale on the PDF size created by the designer. (i.e. a 24x36 PDF should be a 24x36 paper size. This may require a plotter or print shop for large sheets.)
 - ii. Plans that are too small, or not to scale cannot be used.
 - iii. Plans can be printed in black and white (color is optional)
 - b. **Option 2 – Electronic Screen:**
 - i. Must be a large device (i.e. large tablet or laptop, no phones).
 - ii. Screen must be mobile.
 - iii. Screen must be clean, clear and free of cracks.

4. Building Inspectors are authorized to deny inspections that are not ready, or do not have approved and legible plans on-site.

How to download Approved Documents:

1. Do you have an account? If not, Register for an Account: Citizen Portal

[Accessibility Support](#) [Register for an Account](#) [Login](#)

Follow instructions as they appear on the screen. "Company Name" is a *required field*. (Property Owner, Engineer Firm, Architect Firm, Contractor). You must be associated with a project team/company to register. After registering, a confirmation e-mail will be sent. Then, create a username and password

2. Log In using your username and password:

You must log in before you can view or download approved documents.

3. Search permits by permit number, then click the "record info" drop down to access "Attachments"

4. Use the Action drop-down to 'download' all APPROVED documents (there may be multiple pages containing approved documents. Use the navigation arrows at the bottom of the screen)

File Name	Permit Type	Document Type	File Size	Document Status	Status Date	Action
Letter - 700 Remington St 2 - v1.pdf	Residential New Single Family Detached	Letters	23.55 MB	Review Complete	12/17/2019	Actions
APPROVED - Letter - 700 Remington St 2.pdf	Residential New Single Family Detached	Letters	24.14 MB	Approved	12/17/2019	Actions
APPROVED - Plans - 700 Remington St 2 .pdf	Residential New Single Family Detached	Plans	48.28 MB	Approved	12/17/2019	Actions
Plans - 700 Remington St 2 - v3.pdf	Residential New Single Family Detached	Plans	46.51 MB	Review Complete	12/17/2019	Actions
Eng Docs - 700 Remington St 2 - v1.pdf	Residential New Single Family Detached	Reports/Supplemental Info	46.27 KB	Review Complete	12/17/2019	Actions

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Note: You must **log in** to view and download plans. All text will appear in light blue when successfully logged in.