Community Development & Neighborhood Services
281 North College Avenue
P.O. Box 580
Fort Collins, CO 80522.0580
970.416.2740 *fcgov.com/building*

No Approved Plans = No inspection

All approved *documents* must be located on-site during construction, and available for all inspections.

1. Use Citizen Access to download *all documents* titled "Approved"
   a. https://accela-aca.fcgov.com/CitizenAccess/Default.aspx
   b. See page 2 for steps.

2. The approved documents are the "field set." Pay attention to mark-up 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.

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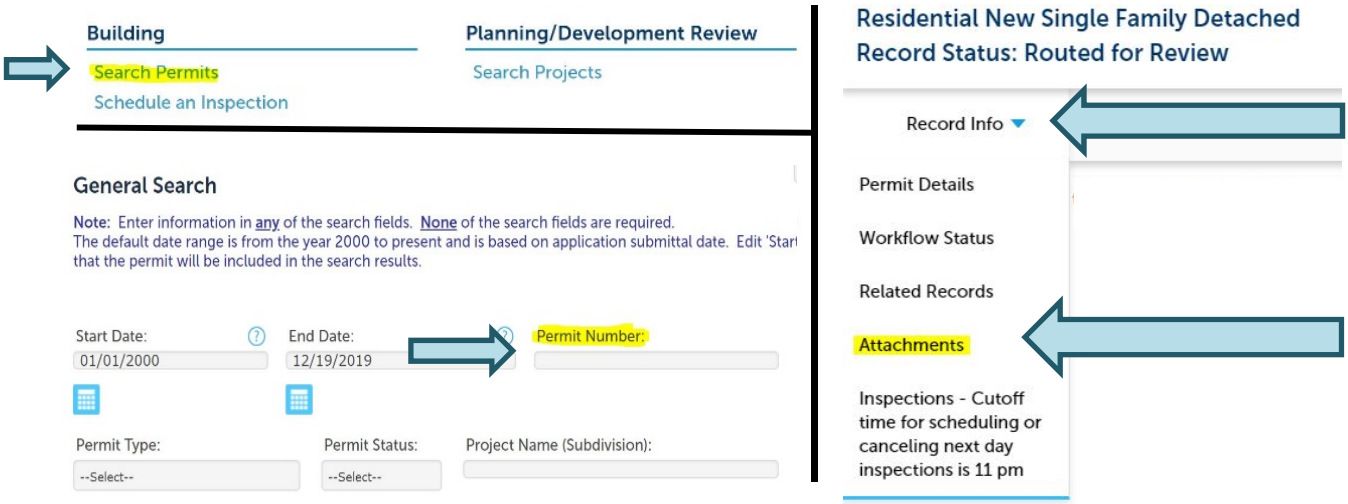
How to download Approved Documents:

1. **If you do not have an account, "register for an account" (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.
   - Create User Name and Password
   - After registering, a confirmation e-mail will be sent.

2. **Log In using your username and password:**

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



4. Scroll through each page (on the bottom of the screen) and locate ALL "APPROVED" documents. Use the Action drop down to download all approved documents.

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

< Prev 1 2 3 Next >

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