

How To View Approved Plan Review Files Online



This guide provides a straightforward, step-by-step process for accessing approved plan review files online. By following the instructions, users can easily navigate the system and download their files, saving time and effort. The clarity of the steps ensures that even those unfamiliar with the platform can successfully complete the task.

1

Navigate to the E-Permit Center

<https://aca-prod.accela.com/ADAMSCO/Default.aspx>

A screenshot of the E-Permit Center website. The header features the Adams County logo and the text "E-Permit Center". Below the header is a navigation bar with links: Home, I Want To, Search, New, Help, and Register | Login. A search bar is located on the right side of the navigation bar. Below the navigation bar is a section titled "Please Login" with a message: "Many online services offered by the County require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right." There is a "Register Now" button. To the right of the "Please Login" section is a "Sign In" form with fields for "USERNAME OR EMAIL*" and "PASSWORD*", a "Forgot Password?" link, a "SIGN IN" button, a "Remember me on this device" checkbox, and a "Not Registered? CREATE AN ACCOUNT" link.

- 2 Enter your account information and click "Sign In"

EPermit Center

[I Want To](#) [Search](#) [New](#) [Help](#) [Register | Login](#)

Search...

[and Use](#) [Infrastructure Permits](#) [Enforcement](#) [Contractor Licensing](#)

County require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

Register for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and pending activities, and more.

Sign In

USERNAME OR EMAIL:*

PASSWORD:*

[Forgot Password?](#)

SIGN IN

☒ Remember me on this device

- 3 Click "I Want To"

EPermit Center

[Home](#) [I Want To](#) [Search](#) [New](#) [Help](#)

Search...

[Home](#) [Building Permits](#) [Land Use](#) [Infrastructure](#) [Contractor Licensing](#)

Dashboard My Records My Account

Hello, Ron Schauman

My Collection (0)

You do not have any collections right now.

I Want To

- Apply for a Permit
- Search Existing Permit
- View My Records
- Estimate My Fees
- Pay Fees
- Schedule a Building Permit Inspection
- Register as a Contractor

4 Click "View My Records"

The screenshot shows the EPermit Center homepage. The header includes the logo and navigation links: Home, I Want To, Search, New, and Help. A dropdown menu for 'I Want To' is open, showing options: Apply for a Permit, Search Existing Permit, View My Records (highlighted with a red circle), Estimate My Fees, Pay Fees, Schedule a Building Permit Inspection, and Register as a Contractor. The user is logged in as 'Hello, Ron Schauman'. A message at the bottom states: 'You do not have any collections right now.'

5 Click on your Record Number in Blue

The screenshot shows the 'Building Permits' section of the EPermit Center. It displays a table with one record. The record number 'DP22-0255' is highlighted with a red circle.

	Date	Record Number	Record Type	Address	Status	Action
<input type="checkbox"/>	01/28/2022	DP22-0255	Building Permit - Plan Review Required	39633 E 160TH AVE, CO	Closed	

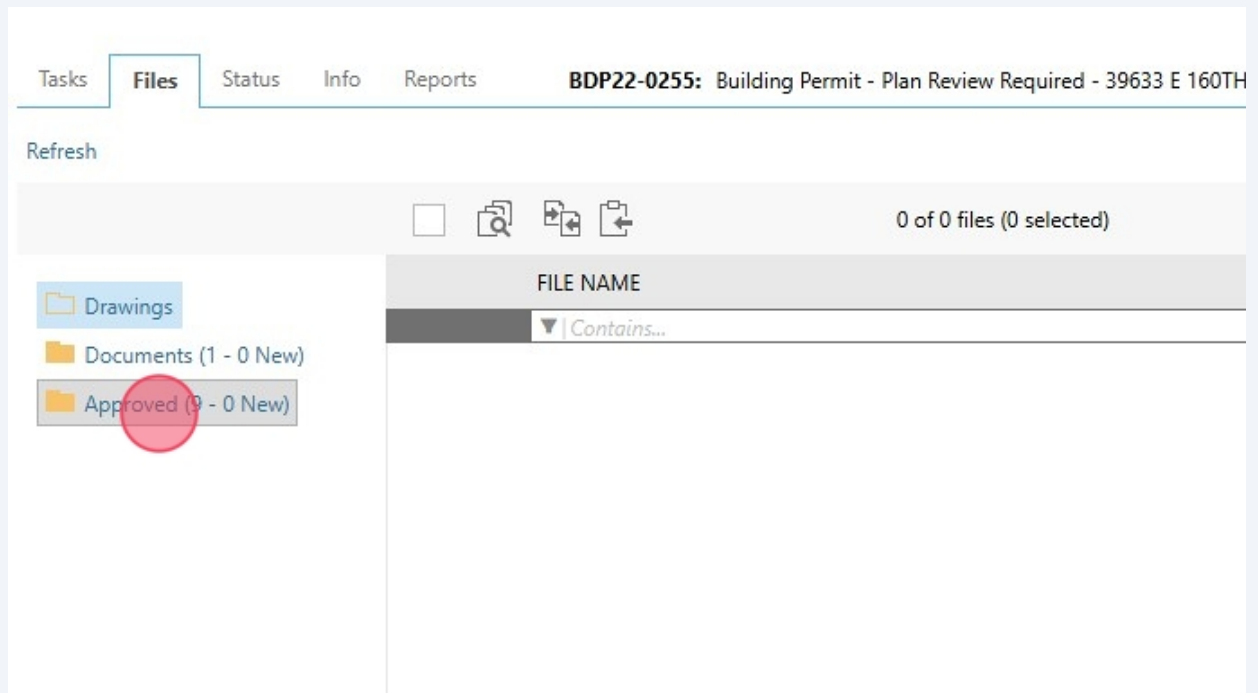
6 Navigate to the "Plan Review" Tab and click on it.

The screenshot shows the EPermit Center website interface. At the top, there is a navigation bar with links: Home, I Want To, Search, New, Help, and Logout. Below this is a secondary navigation bar with tabs: Home, Building Permits (selected), Land Use, Infrastructure Permits, Enforcement, and Contractor Licensing. Under the Building Permits tab, there are three sub-tabs: Create an Application, Search Applications, and Schedule an Inspection. The main content area displays record information for BDP22-0255, Building Permit - Plan Review Required, with a status of Closed. A red circle highlights the 'Plan Review' tab in the sub-navigation. Below this, there is a section for 'Work Location' with the address 39633 160TH. The 'Record Details' section shows fields for Applicant, Project Description, and Owner. A notification banner at the top right indicates the record was locked on 11/03/2022.

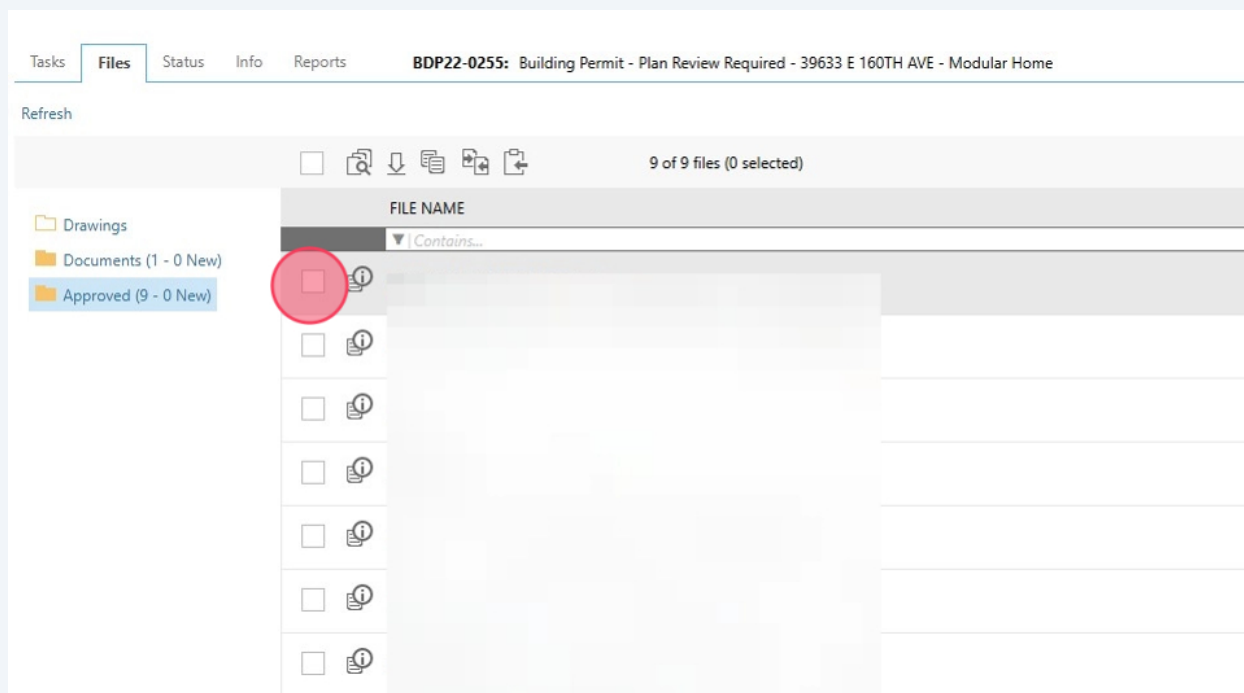
7 Click "View uploaded files"

This screenshot shows the 'Plan Review' section of the EPermit Center website. The 'Plan Review' tab is selected in the sub-navigation. The main content area displays the 'Plan Review Status' for record BDP22-0255. A red circle highlights the 'View uploaded files' link next to the 'Total Number of Files: 10'. The status shows 'Review Type: Building', 'Time Elapsed: 49 days 2.5 hrs', and 'Status: Complete'. The footer contains the Adams County logo and contact information for the Community & Economic Development Department.

8 Click on the "Approved" folder



9 Select the files you want to download



10 Click the down arrow to fully download your plans.

