

How to Complete a SSVR Change Request in OpenGov

If the documents you have uploaded with your SSVR application do not meet our requirements or if the information in your application is incomplete, then you will receive a change request on your record. All items in the change request will need to be completed before your application can be approved and the option to pay becomes available. You can follow the steps below to complete the change request.

1. OpenGov will send an email to you with a subject line starting with “Action Required.” This email will list the items selected in the change request that need to be completed before approval. If you have any questions about the requirements, you can reach out by email at comdev@cityofarcata.org or by phone at (707) 822-5955. You can also come in person to City Hall Monday – Thursday 9 am – 5 pm and Friday 9 am – 1 pm.
2. Open the email and click on “Update Application” in blue.



City Of Arcata, CA

A reviewer is requesting updates to part of this application:

Type: Short-Stay Vacation Rental Permit

Number: SSVR-240

Location: 736 F ST

The following items need to be updated:

- Business License - REQUIRED
- Proof of TOT Payment - REQUIRED
- Proof of rental history with 30-night stays - REQUIRED

Note: These changes must be submitted all at once, so please be prepared to complete this in one sitting.

Update Application



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3. The link in the email will take you to a page that says “Update” followed by your OpenGov record number at the top of the page. There will be a section highlighted in blue titled “Request from Reviewer.” You can click on “View List of Fields” to see the complete list of the items that need to be uploaded or corrected.

Update SSVR-240

Short-Stay Vacation Rental Permit

736 F ST, ARCATA, CA 95521

These changes must be submitted all at once, so please be prepared to complete this in one sitting. If you want to make changes later, you can return from the link in your email or the original submission page.

Request from Reviewer

Please provide updates to the following fields.

[View List of Fields](#) 

4. You can click on any of the items listed in the dropdown to jump directly to that item. You can also scroll through the page to find the item(s). Each item that needs to be changed will be highlighted in blue like the “Request from Reviewer” section.
5. If the reviewer has requested changes to the attachments, you will find the items highlighted in blue under the “Attachments” section. To upload a new attachment, click on “Upload New Version” to the right of the attachment.

Attachments



Business License - REQUIRED

No File Uploaded

[Upload New Version](#) 



Proof of TOT Payment - REQUIRED

No File Uploaded

[Upload New Version](#)



Proof of rental history with 30-night stays - REQUIRED

No File Uploaded

[Upload New Version](#)

6. You will need to upload all of the selected items and/or make changes to all of the selected form fields before you can move forward. If you attempt to continue without making all the required changes, you will receive a message asking you to complete the sections or items now highlighted in red.



Please make an update to the following fields:

- [Proof of TOT Payment - REQUIRED](#)
- [Proof of rental history with 30-night stays - REQUIRED](#)

Attachments



Business License - REQUIRED

File Name: blank.docx

[Upload New Version](#)

Updated



Proof of TOT Payment - REQUIRED

No File Uploaded

[Upload New Version](#)



Proof of rental history with 30-night stays - REQUIRED

No File Uploaded

[Upload New Version](#)

7. Once you have uploaded all of the selected items and/or made changes to the selected fields, click on “Continue” in blue at the bottom of the page.

[Cancel](#)

[Continue](#)

8. The next page starting with “Review and Confirm Changes to” followed by your OpenGov record number will allow you to view the documents you have uploaded and any changes you have made. If everything looks correct, click on “Confirm and Submit” in blue at the bottom of the page.

[Confirm and Submit](#)

You have now completed the change request! Your changes will be sent to the reviewer who will either approve the application or send another change request. Once the application is approved, you will have the option to make the payment.