



Accela ACA – Concrete Permit Application Steps

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

After you have registered online and your account is activated, click here to gain access to the online permit and inspection system. We recommend that you bookmark this link for future reference. If you have not created your account, please refer to the [ACA - Registration](#) document.

APPLYING FOR PERMIT

1. Log in with the username and password you created during registration, then click on **Public Works**, then **Apply for a Permit**.

The screenshot shows the City of Colorado Springs website for Permits, Licenses and Records. The header includes the city logo and navigation links: Announcements, Logged in as: Permits & Inspections Ins..., Collections (0), Cart (0), Account Management, and Logout. A search bar is present with the text 'Search your permits'. The main navigation menu includes Home, Police Records, Public Works (highlighted), Neighborhood Services, Business Licensing, and Stormwater. Below this, there are buttons for 'Apply for a Permit', 'Check Permit Status', and 'Schedule an Inspection'. The 'Online Application' section contains a welcome message and a general disclaimer. The disclaimer text is: 'While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a'. At the bottom of the disclaimer box is a checkbox labeled 'I have read and accepted the above terms.'.

2. Read and accept the General Disclaimer by clicking on the checkbox, then click **Continue Application >>**
3. At the *Select a License* screen, choose your license from the dropdown list, then click on **Continue Application >>**

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Select a License

Select a license for this record from the list below. The available permit record type(s) is determined by the type of the license associated with your account.

For Concrete and Excavation Permits, select your associated license. For all else, select None Applicable.

Effective January 1, 2020, the Concrete Engineering fee for Pedestrian Ramps has been increased to \$170.00 per ramp. Reference the links below for more information:

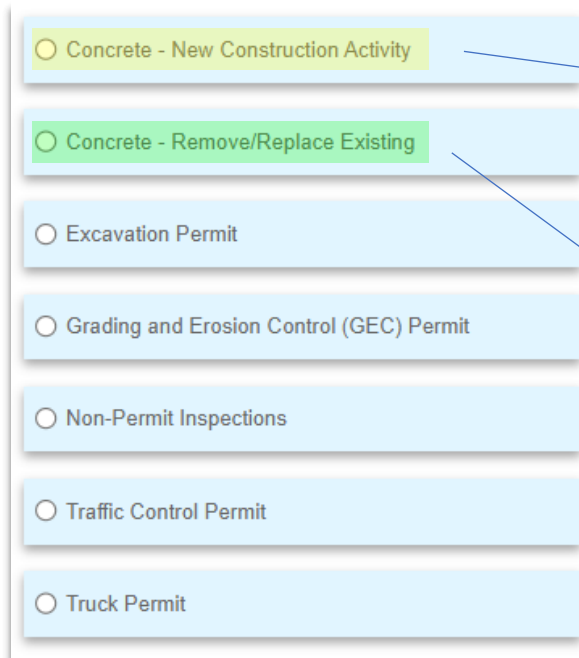
[Concrete Permit Fees](#)

[Mayor's Administrative Regulation](#)

*Licenses:

--Select--

4. At the *Select a Permit Type*, select the permit type for which you are applying, then click on **Continue Application >>**



Use "New Construction Activity" when work is related to a new build, warranty work for new construction, or for PPRBD permits requiring Engineering CO-Sign offs.

Use "Remove/Replace Existing" when work is related to established concrete infrastructure that is unrelated to warranty or PPRBD permit requirements.

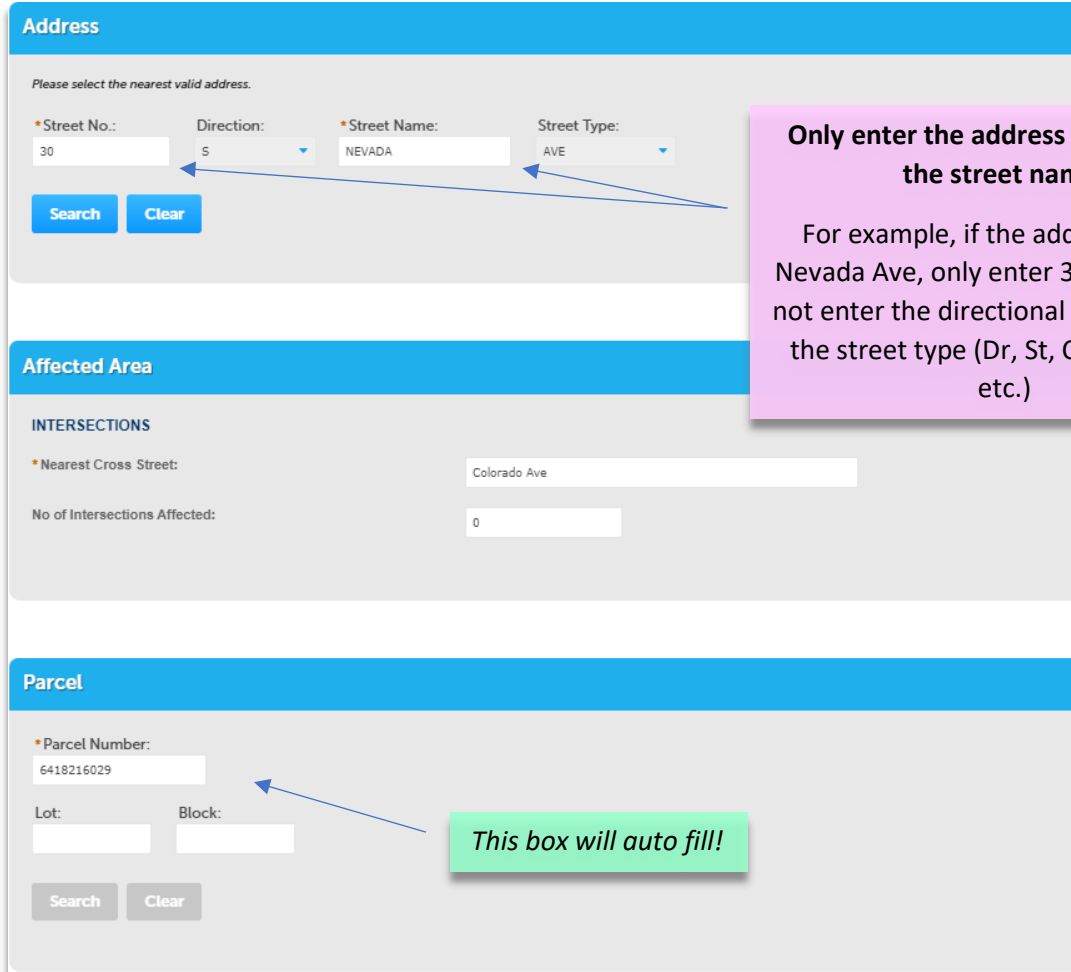
5. At the *Detail Information* screen, fill in the Application Nickname field using a simple description (ex: "Replacing sidewalk" or Project Name/Subdivision Name), then provide work and location details in the Detailed Description box (ex: Replacing 10 LF of sidewalk in front of building.) then click on **Continue Application >>**

Note: If you need to stop and resume your application later, you may select at any point in time to click on the **Save and Resume Later** button. The permit will show a temporary number on the Public Works home screen of Accela.

Save and resume later

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6. At the *Location & People>Job Location* screen, fill in a valid address (or nearest valid address if working in an intersection, infill lot, new subdivision, etc.), then click on the Search button
 - a. In the *Affected Area* section, type in the nearest cross street.
 - i. The number of intersections will only apply to Excavation permits
 - b. Once the search is complete and the address information has been auto filled, click on **Continue Application >>**



Address

Please select the nearest valid address.

*Street No.: Direction: *Street Name: Street Type:

Affected Area

INTERSECTIONS

*Nearest Cross Street:

No of Intersections Affected:

Parcel

*Parcel Number:

Lot: Block:

Only enter the address number and the street name.

For example, if the address is 30 S Nevada Ave, only enter 30 Nevada. Do not enter the directional (N, S, E, W) or the street type (Dr, St, Ct, Ave, Blvd, etc.)

This box will auto fill!

7. At the *Location & People>Contact Information* screen, complete the following:
 - a. In the *Applicant* section, click the **Select from Account** button, and select “Associated License” from your list, then click on the **Continue** button.
 - i. You can also add a new contact(s) in the *Applicant* section by clicking **Add New**

Contact Information ×

Individual/Organization selection determines whether First/Last Name or Name of Business fields are required.

*** Individual/Organization:** --Select--

Preferred Channel: --Select--

*** First:**

Middle:

*** Last:**

Home Phone:

*** Name of Business:** For personal use only, enter N/A

Work Phone:

*** E-mail:**

*** Mobile (or Primary) Phone:**

▼ **Contact Addresses**

Add Additional Contact Address

To edit a contact address, click the address link.

Showing 0-0 of 0

Address Type	Recipient	Address	Action
No records found.			

Continue
Clear
Discard Changes

It is preferred that you select "Organization".

Because of that, you will not need to fill out the First and Last name boxes.

- b. In the *Barricade Company* section and click on the Select from Account button
 - i. Choose "Select from Account" if you are utilizing your own barricades
 - ii. Choose "Add New" if you are utilizing an outside company for barricades, click on the **Continue** button, fill out the information for the barricade company, then scroll down and click **Continue Application >>**
- c. In the *Site Contact* section and click on the Select from Account button.
 - i. Choose **Select from Account** if you are utilizing your own barricades.
 - ii. Choose **Add New** if you are utilizing an outside company for barricades, click on the **Continue** button, fill out the information for the barricade company, then scroll down and click **Continue Application >>**

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- At the *Step 2: Permit Detail*>*Permit Information* screen, scroll down to the **Application Details** section and fill in the required fields.

Contact Information ✕

*** Individual/Organization:**

Preferred Channel:

*** First:**

Middle:

*** Last:**

Home Phone:

Name of Business:

Work Phone:

E-mail:

Mobile (or Primary) Phone:

*** Traffic Control Supervisor Name:**

*** Traffic Control Supervisor Phone:**

▼ **Contact Addresses**

Add Additional Contact Address

To edit a contact address, click the address link.

Showing 0-0 of 0

Address Type	Recipient	Address	Action
No records found.			

Continue
Clear
Discard Changes

It is preferred that you select "Organization".

Because of that, you will not need to fill out the First and Last name boxes.

The Traffic Control Supervisor needs to be on site during your project and in charge of barricade management.

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Application Details

GENERAL INFORMATION

* Does the work require Building Permit/CO or development plan?: Yes No

* Sidewalk Construction Type: --Select--

* Are you installing a new driveway, apron, entry or approach?: Yes No

Are you widening a driveway approach? Indicate new total width here: Enter Linear Feet Linear Ft

* Work Begin Date: MM/DD/YYYY

* Completion Date: MM/DD/YYYY

* Company/Entity Requesting Work: ? --Select--

Job Number: _____

* Custom Traffic Plan: Yes No

All permits are allowed for up to 30 days!

Because of weather and resources, please utilize this even if the project is not expected to take as long.

In the Company/Entity Requesting Work dropdown list, choose "NA" if completing work for a private residence, business or any other work that is NOT related to a City, County, or State project.

STANDARD CONCRETE IMPROVEMENTS
Only enter values that are greater than zero.

Sidewalk: Enter Linear Feet Linear Ft	Curb & Gutter : Enter Linear Feet Linear Ft
Residential D/W: Enter quantity # of	Commercial D/W: Enter quantity # of
Pedestrian Ramp: Enter quantity # of	Cross Pan: Enter quantity # of
Median Concrete Cover: Enter Linear Feet Linear Ft	Square Return: Enter quantity # of
Joint Radii w/Cross Pan (new subdivisions only): Enter quantity # of	Storm Drain Inlet: Enter quantity # of

STRUCTURES - CONCRETE ITEMS
Only enter values that are greater than zero.

Drop Structure: Enter quantity # of	Headwall/Wingwall: Enter quantity # of
Bridge Abutment: Enter quantity # of	Retaining Wall: Enter quantity # of
Chase Section >= 4 ft: Enter quantity # of	Box Culvert: Enter quantity # of
Type I Manhole: Enter quantity # of	Trickle Channel: Enter Linear Feet Linear Ft
Forebay: Enter quantity # of	Outlet Structure: Enter quantity # of

OTHER

Chase Section < 4 ft:
Enter quantity # of

Concrete Saddle / Piers of Pipe Support:
Enter quantity # of

Type II Manhole:
Enter quantity # of

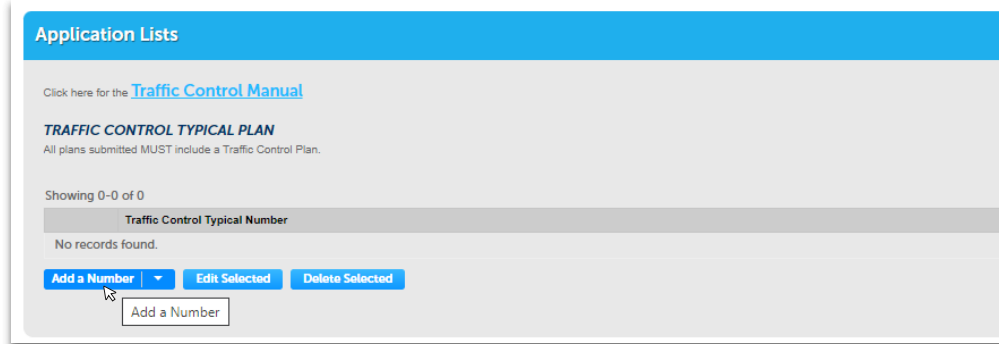
Options for listing concrete items are measured in either Linear Feet or Number of.

Check the text on the right side of the quantity box before entering your information.

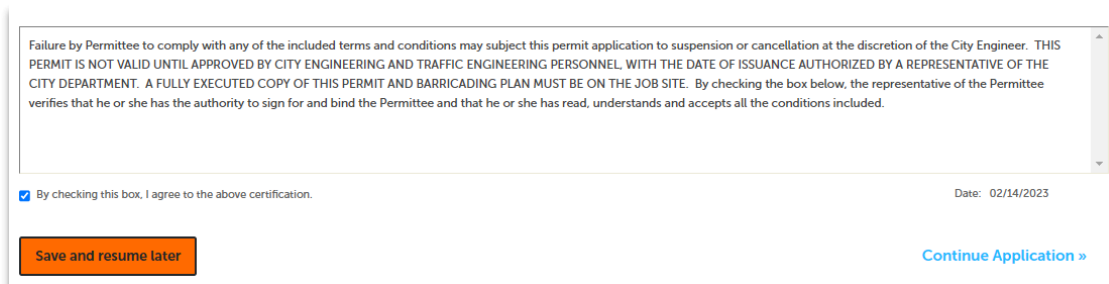
Leaving the boxes empty states that there are no improvements for that category.

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9. In the *Application Lists* section, click on **Add a Number**, then choose your barricade plan type from the *Traffic Control Typical Number* dropdown list.
 - a. If you are using more than one barricade plan type, click on **Add a Number** again and choose the additional type(s), then select **Continue Application >>**



10. At the *Attachments* section, attach any construction plans or custom traffic control plans by clicking on the **Add** button, then complete the following:
 - a. Click on the **Add** button at the File Upload screen
 - b. Find the location of your file(s) on your computer, select the file(s), then click **Open** at the bottom right
11. At the *File Upload* screen, you should see your attachment(s) listed, then select **Continue Application >>**
12. At the *Documents>Attached Documents* section, complete the following:
 - a. Choose the type for your attachment(s)
 - b. Add a simple description of the attachment(s), select **Save**, then select **Continue Application >>**
13. At the *Review* screen, scroll down to review your application. If adjustments need to be made, Select **Edit** on the right side of the section.
 - a. If no edits are needed, check the box to agree to the certification, then **Continue Application >>**




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That's it! Your permit has now been submitted and a permit number will be generated. Permits will always start with "PWK-CON" followed by the last two digits of the year, and then 4 digits in the next sequence of permits. Example: "PWK-CON23-1234"

1 Select item to pay
2 Payment information
3 Receipt/Record issuance

Step 3: Receipt/Record issuance

Receipt



Your request has been successfully submitted.
Please print or retain a copy of your request for your records.

EXENDING A PERMIT

An automatic notification will go out 7 days prior to your permit expiration date.

1. Under the **Public Works** tab, select **Check Permit Status**
 - a. Click on the [Extend/Renew Permit](#) link

[About to Expire](#)

[Extend/Renew Permit](#)

2. Review all pages of the permit, and select [Continue Application >>](#)
 - a. If any changes to original permit, please include it in the *Detailed Description* section
3. At the *Step 2: Permit Detail>Permit Information* screen, update the **Work Begin Date** and the **Completion Dates**.
4. At the *Step 3: Documents>Attached Documents* Reattach any documents that were on original permit.
5. At the *Step 4: Review* screen, scroll down to review your application. If adjustments need to be made, Select **Edit** on the right side of the section.
 - a. If no edits are needed, check the box to agree to the certification, then [Continue Application >>](#)



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Your permit extension has now been submitted and a new permit extension number will be generated and linked to the original permit number. Permit Extensions will start with “PWK-CON-EXT23”, and then 4 digits in the next sequence of permits. Example: “PWK-CON-EXT23-1234”.

1 Select item to pay 2 Payment information 3 Receipt/Record issuance

Step 3: Receipt/Record issuance

Receipt



Your request has been successfully submitted.
Please print or retain a copy of your request for your records.

Please allow our teams 3-5 business days to review your permit for approval.

If you have any questions regarding this process, please reach out to the Engineering Support Team at (719) 385-5977.