

ACCELA – ACA EXCAVATION PERMIT APPLICATION STEPS

- 1) After you have registered online and your account is activated, click here to gain access to the online permit and inspection system:
<https://aca.accela.com/COSPRINGS/Cap/CapApplyDisclaimer.aspx?module=PublicWorks&TabName=PublicWorks>
- 2) Log in with the username and password you created during registration, then click on **Apply for a Permit**
- 3) Read and accept the **General Disclaimer** by clicking on the checkbox, then click the **Continue Application** button
- 4) At the **Select a License** screen, choose your license from the dropdown list, then click on the **Continue Application** button
- 5) At the **Select a Permit Type**, select the permit type for which you are applying, then click on the **Continue Application** button
- 6) At the **Detail Information** screen, fill in the **Application Name** field using a simple description (ex: New water service), then provide work and location details in the **Detailed Description** box (ex: new water line installation at NW corner of N. Academy Blvd. and E. Pikes Peak Ave.)
- 7) Click on **Continue Application** button to continue with the application, or click on the **Save and Resume Later** button if you need to come back to the application at another time
- 8) 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
- 9) At the **Address Search Result List** screen, choose the correct address for your work site, then scroll down and click on the **Select** button
- 10) In the **Affected Area** section, type in the nearest cross street and number of intersections affected (leave blank if no work will take place in an intersection)
- 11) Click on the **Continue Application** or **Save and Resume Later** button
- 12) At the **Location & People>Contact Information** screen, complete the following:
 - a. In the **Applicant** section, click on the **Select from Account** button, select a contact type from your list, then click on the **Continue** button (NOTE: you can also add a new contact(s) in the **Applicant** section by clicking on the **Add New** button)
 - i. If you choose “*Associated Contact*”, the **Select Contact from Account** screen will pop up. Click on the checkbox next to the address type, then click on the **Continue** button.
 - ii. If you choose “*Associated License*”, a **Contact Information** screen will pop up. Fill out the required fields, then click on the **Continue** button.
- 13) Next, scroll down the **Barricade Company** section and click on the **Select from Account** button
 - a. Choose “*Associated Contact*” if you are utilizing your OWN company for barricades, click the **Continue** button, click on the checkbox next to the address type, then click on the **Continue** button
 - b. Choose “*Associated License*” 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 on the **Continue** button
- 14) Next, scroll down to the **Restoration Company** section and follow the same steps in 13 a-b

- a. NOTE: You do *not* need to fill out this section if you will not be using a restoration company
- 15) Click on the **Continue Application** or **Save and Resume Later** button
- 16) At the **Step 2: Permit Detail>Permit Information** screen, scroll down to the **Application Details** section and fill in the required fields
 - a. NOTE: 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
- 17) 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. NOTE: if you are using more than one barricade plan type, click on **Add a Number** again and choose the additional type(s)
- 18) Click on the **Continue Application** or **Save and Resume Later** button
- 19) At the **Attachments** section, attach any construction plans, custom traffic control plans, etc. 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 on “Open” at the bottom right
 - c. At the **File Upload** screen, you should see your attachment(s) listed, then click on the **Continue** button or **Add** button to add more attachments
- 20) At the **Documents>Attached Documents** section, scroll down then complete the following:
 - a. Choose the type for your attachment(s)
 - b. Add a simple description of the attachment(s)
 - c. Click the **Save** button
- 21) Click on the **Continue Application** or **Save and Resume Later** button
- 22) At the **Attachments** summary screen, you can add more documents by clicking the **Add** button, or click on the **Continue Application** or **Save and Resume Later** button
- 23) At the **Review** screen, scroll down to review your application and click on the **Edit** button to the right of each section if edits/additions need to be made
- 24) Once you have reviewed your application, click the **Certification** checkbox, then click on the **Continue Application** or **Save and Resume Later** button
- 25) At the **Receipt/Record Issuance** screen, please make note of the permit number (begins with “PWK”) for your reference
- 26) Once your permit is approved and ready for payment, you will receive an email with instructions on how to pay/print your permit