



## Accela ACA – Non-Permit Inspection 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 like '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', 'Neighborhood Services', 'Business Licensing', and 'Stormwater'. Under 'Public Works', there are three options: 'Apply for a Permit' (highlighted in yellow), 'Check Permit Status', and 'Schedule an Inspection'. Below this is the 'Online Application' section, which includes a welcome message and a 'General Disclaimer' box. The disclaimer text reads: '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.' which is currently unchecked.

2. Read and accept the General Disclaimer by clicking on the checkbox, then click **Continue Application >>**
3. At the *Select a Permit Type*, select the permit type for which you are applying, then click on **Continue Application >>**
  - a. For a Non-Permit Inspection (or NPI) the selection will be *“None Applicable”*

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- Concrete - New Construction Activity
- Concrete - Remove/Replace Existing
- Excavation Permit
- Grading and Erosion Control (GEC) Permit
- Non-Permit Inspections
- Traffic Control Permit
- Truck Permit

Non-Permit Inspection Records are for obtaining a CO-Sign off on either a PPRBD permit requiring an Engineering Sign off or an address that did not require a concrete permit to complete. This also applied to addresses on private roads.

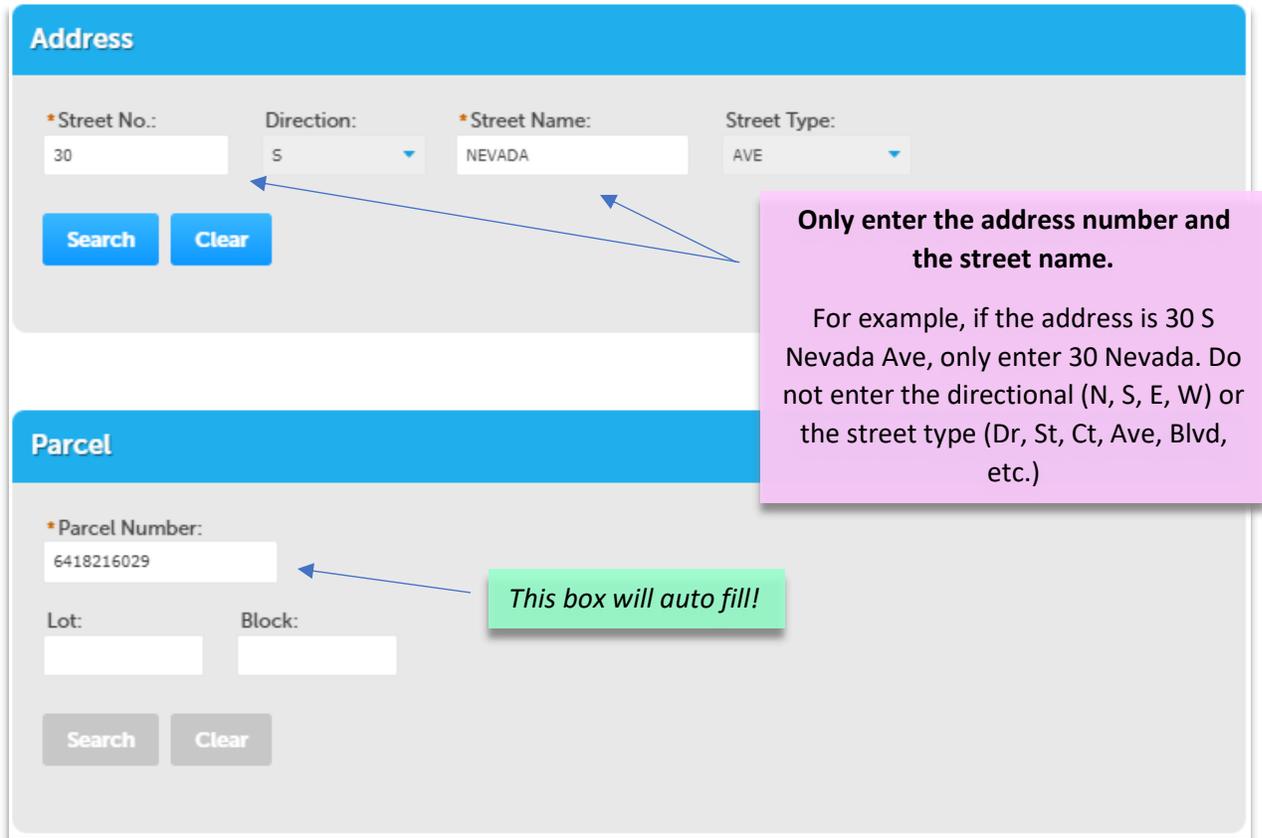
4. At the *Detail Information* screen, fill in the Application Nickname field using a simple description (ex: “Sign off for PPRBD”), then provide work and location details in the Detailed Description box (ex: “Inspection required for PPRBD permit \_\_\_\_\_”) then click on [Continue Application >>](#)

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

5. 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. Once the search is complete and the address information has been auto filled, click on [Continue Application >>](#)

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The screenshot shows two sections of a web form: 'Address' and 'Parcel'. The 'Address' section has four input fields: 'Street No.' (30), 'Direction' (S), 'Street Name' (NEVADA), and 'Street Type' (AVE). Below these are 'Search' and 'Clear' buttons. A pink callout box points to the 'Street No.' and 'Street Name' fields with the text: '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.)'. The 'Parcel' section has a 'Parcel Number' field (6418216029), 'Lot' and 'Block' fields, and 'Search' and 'Clear' buttons. A green callout box points to the 'Parcel Number' field with the text: 'This box will auto fill!'.

6. At the *Step 1: Location & People > Contact Information* screen, complete the following:
  - a. In the *Applicant* section, click the **Select from Account** button, and select “Associated Contact” from your list, then click on the **Continue** button.
    - i. Select box next to your contact, then click **Continue**.
  - b. Fill in all required information, then select **Continue** to close the pop-up box, then select **Continue Application >>**

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### 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

If you are a citizen requesting an Engineering Final for your home, select "Individual" and fill the "First" and "Last" name boxes.

If you are a contractor, select "Organization" then fill the "Name of Business" box.

7. 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 >>**

Failure by Permittee to comply with any of the included terms and conditions may subject this permit application to suspension or cancellation at the discretion of the City Engineer. THIS PERMIT IS NOT VALID UNTIL APPROVED BY CITY ENGINEERING AND TRAFFIC ENGINEERING PERSONNEL, WITH THE DATE OF ISSUANCE AUTHORIZED BY A REPRESENTATIVE OF THE CITY DEPARTMENT. A FULLY EXECUTED COPY OF THIS PERMIT AND BARRICADING PLAN MUST BE ON THE JOB SITE. By checking the box below, the representative of the Permittee verifies that he or she has the authority to sign for and bind the Permittee and that he or she has read, understands and accepts all the conditions included.

By checking this box, I agree to the above certification. Date: 02/14/2023

Save and resume later
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-NPI" followed by the last two digits of the year, and then 4 digits in the next sequence of permits. Example: "PWK-NPI23-1234"

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.

## SCHEDULING AN INSPECTION

NPI Records do not require an approval, so you may schedule your inspections immediately. Notice: All NPI Records will be active for 90 days to schedule inspections.



City of Colorado Springs  
**Permits, Licenses and Records**

[Announcements](#)   [Logged in as: Permits & Inspections Ins...](#)   [Collections \(0\)](#)   [Cart \(0\)](#)   [Account Management](#)   [Logout](#)

For best results this site should be used via Chrome or Edge

[Home](#)   [Police Records](#)   **[Public Works](#)**   [Neighborhood Services](#)   [Business Licensing](#)   [Stormwater](#)

[Apply for a Permit](#)   [Check Permit Status](#)   **[Schedule an Inspection](#)**

Your Permits --Select--

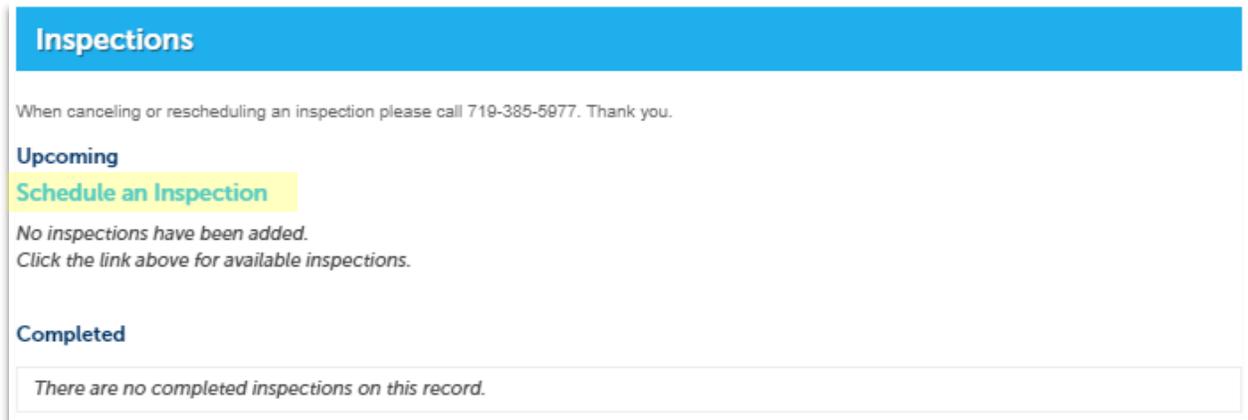
[Show on Map](#)

Showing 1-10 of 24 | [Download results](#) | [Add to collection](#) | [Add to cart](#) | [Copy Record](#)

<input type="checkbox"/>	Date	Permit Number	Permit Type	Nickname	Address	Status	Action
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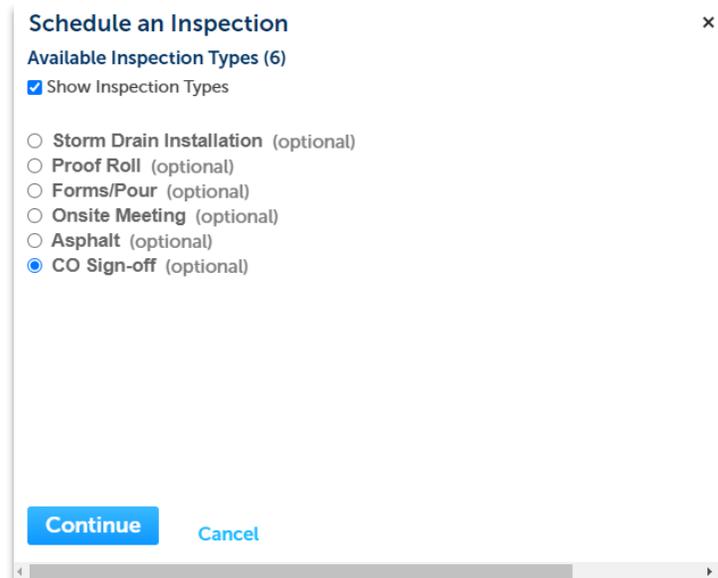
## Accele ACA – Non-Permit Inspection Application Steps

1. Under **Public Works**, select **Schedule an Inspection**
  - a. Click on the blue permit number.
    - i. Don't select the box on the left side.
2. Scroll down to *Inspections*, and select **Schedule an Inspection**



The screenshot shows a web interface with a blue header titled "Inspections". Below the header, there is a message: "When canceling or rescheduling an inspection please call 719-385-5977. Thank you." Under the heading "Upcoming", there is a yellow button labeled "Schedule an Inspection". Below this button, the text reads: "No inspections have been added. Click the link above for available inspections." Under the heading "Completed", there is a message: "There are no completed inspections on this record."

3. Select **CO Sign-off**, then click **Continue**.



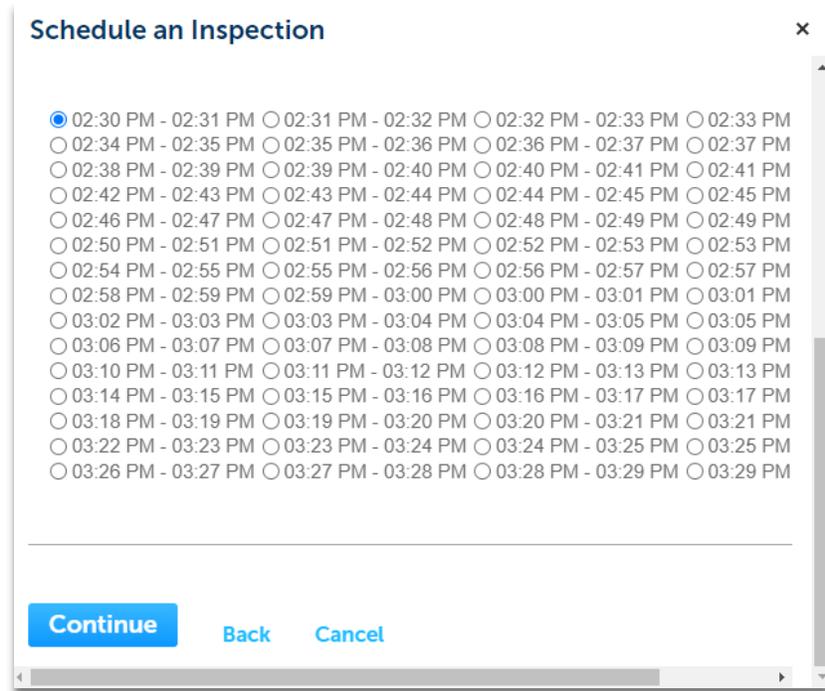
The screenshot shows a dialog box titled "Schedule an Inspection" with a close button (x) in the top right corner. Below the title, it says "Available Inspection Types (6)". There is a checked checkbox labeled "Show Inspection Types". Below this, there is a list of radio button options:

- Storm Drain Installation (optional)
- Proof Roll (optional)
- Forms/Pour (optional)
- Onsite Meeting (optional)
- Asphalt (optional)
- CO Sign-off (optional)

At the bottom of the dialog box, there are two buttons: "Continue" (highlighted in blue) and "Cancel".

4. Select an inspection date on the calendar, then click **Continue**.
5. Timeframe options will only be in one-minute increments. This is to just get the inspection on your inspector's schedule. Select a timeframe, then click **Continue**.

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**Schedule an Inspection** x

02:30 PM - 02:31 PM  02:31 PM - 02:32 PM  02:32 PM - 02:33 PM  02:33 PM - 02:34 PM  02:34 PM - 02:35 PM  02:35 PM - 02:36 PM  02:36 PM - 02:37 PM  02:37 PM - 02:38 PM  02:38 PM - 02:39 PM  02:39 PM - 02:40 PM  02:40 PM - 02:41 PM  02:41 PM - 02:42 PM  02:42 PM - 02:43 PM  02:43 PM - 02:44 PM  02:44 PM - 02:45 PM  02:45 PM - 02:46 PM  02:46 PM - 02:47 PM  02:47 PM - 02:48 PM  02:48 PM - 02:49 PM  02:49 PM - 02:50 PM  02:50 PM - 02:51 PM  02:51 PM - 02:52 PM  02:52 PM - 02:53 PM  02:53 PM - 02:54 PM  02:54 PM - 02:55 PM  02:55 PM - 02:56 PM  02:56 PM - 02:57 PM  02:57 PM - 02:58 PM  02:58 PM - 02:59 PM  02:59 PM - 03:00 PM  03:00 PM - 03:01 PM  03:01 PM - 03:02 PM  03:02 PM - 03:03 PM  03:03 PM - 03:04 PM  03:04 PM - 03:05 PM  03:05 PM - 03:06 PM  03:06 PM - 03:07 PM  03:07 PM - 03:08 PM  03:08 PM - 03:09 PM  03:09 PM - 03:10 PM  03:10 PM - 03:11 PM  03:11 PM - 03:12 PM  03:12 PM - 03:13 PM  03:13 PM - 03:14 PM  03:14 PM - 03:15 PM  03:15 PM - 03:16 PM  03:16 PM - 03:17 PM  03:17 PM - 03:18 PM  03:18 PM - 03:19 PM  03:19 PM - 03:20 PM  03:20 PM - 03:21 PM  03:21 PM - 03:22 PM  03:22 PM - 03:23 PM  03:23 PM - 03:24 PM  03:24 PM - 03:25 PM  03:25 PM - 03:26 PM  03:26 PM - 03:27 PM  03:27 PM - 03:28 PM  03:28 PM - 03:29 PM  03:29 PM - 03:30 PM

**Continue** Back Cancel

6. Verify the location information and contact, then select **Continue**, then click **Finish**, and your inspection has now been scheduled.

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