Application Instructions

“REROOF PERMIT”

The “Reroof Permit” application type is for Building Permits for all types of reroofing projects including commercial, residential, overlays or tear offs.

START YOUR APPLICATION

1. Go to the Virtual Permit Center at https://aca.accela.com/CONCORD

2. You must “Register for an Account” and “Login” in order to create applications. When registering your account be sure to include your phone and email information as this will be used to contact you regarding your permits.

3. Select the “Building” application type.

4. Select “Create an Application”.

City of Concord, California | ePermit Online
Welcome to the City of Concord’s ePermit portal. We are pleased to offer online permit research to citizens, businesses and visitors.

Citizens may research Building, Planning, Engineering and Public Works permits and inspection results 24 hours a day. You do not need to register in order to view this information.

Registered users may apply online for various permits. To register, or to learn more about online permits, please review the online permits information available here: http://www.cityofconcord.org/OnlinePermitsInformation

What would you like to do today?
To get started, select one of the services listed below:

- Building
- Engineering
- Search Applications

Hello, Ryan Pursley

My Collection (0)
5. Read the disclaimer, check the check-box and select “Continue Application”.

6. Select the “Reroof Permit” permit type and select “Continue Application”.

PROJECT LOCATION

1. Search by Address OR Parcel number for the location the work will take place. Enter the info and select “Search”.
2. Select the correct location from the search results. The Other property information will auto-populate. Then select “Select”.

<table>
<thead>
<tr>
<th>Address Search Result List</th>
</tr>
</thead>
<tbody>
<tr>
<td>1950 OLIVERA RD STE E, CONCORD, CA 94520, 1950 OLIVERA RD STE E CONCORD, CA 94520</td>
</tr>
<tr>
<td>1950 OVERHILL RD, CONCORD CONTRA COSTA CA 94520, 1950 OVERHILL RD CONCORD, CA 94520</td>
</tr>
<tr>
<td>1950 PARKSIDE DR, CONCORD CONTRA COSTA CA 94519, 1950 PARKSIDE DR CONCORD, CA 94519</td>
</tr>
</tbody>
</table>

3. Verify the selected location information is correct, then at the bottom of the page select “Continue Application”.

<table>
<thead>
<tr>
<th>Associated Parcels</th>
</tr>
</thead>
<tbody>
<tr>
<td>Showing 1-1 of 1</td>
</tr>
<tr>
<td>Parcel Number</td>
</tr>
<tr>
<td>111240014</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Associated Owners</th>
</tr>
</thead>
<tbody>
<tr>
<td>Showing 1-1 of 1</td>
</tr>
<tr>
<td>Name</td>
</tr>
<tr>
<td>CONCORD CITY OF</td>
</tr>
</tbody>
</table>

3. Verify the selected location information is correct, then at the bottom of the page select “Continue Application”.

<table>
<thead>
<tr>
<th>Owner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner Name: CONCORD CITY OF</td>
</tr>
<tr>
<td>Address: 1950 PARKSIDE DR</td>
</tr>
<tr>
<td>City: CONCORD</td>
</tr>
<tr>
<td>Phone:</td>
</tr>
</tbody>
</table>

[Continue Application]
PROJECT INFORMATION

1. Provide the required information, select the “SMIP Project Type” that matches the numbers of stories and building use, and then select “Continue Application”.

CONTACT INFORMATION

1. You must fill out both the “Applicant” and “Depositor” information.

Option 1: “Select from Account” and choose “Associated Contact” info or the “Owner” info and select “Continue”

Option 2: Select “Add New”.
Enter the contact information. **Be sure to fill out the phone and email** as this is how permit staff will contact the applicant and provide permit updates. When complete, select “Continue”.

2. Unless the owner is pulling the permit as an owner/builder, the “Licensed Professional” information must be completed with the contractor’s information. Select “Look Up”.

3. Select “Contractor” for license type, enter the license info, and select “Look Up”.
4. Note that a “Business License #” must be present for the license being selected, otherwise a valid City of Concord Business license must be obtained before continuing the application for a permit. Apply for a business license at [http://www.cityofconcord.org/378/Business-Licenses](http://www.cityofconcord.org/378/Business-Licenses). Select the correct license from the list and select “Continue”.

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### Look Up License

<table>
<thead>
<tr>
<th>License Number</th>
<th>License Type</th>
<th>Licensed Professional Name</th>
<th>Business License #</th>
</tr>
</thead>
<tbody>
<tr>
<td>C000011174</td>
<td>Contractor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C000011352</td>
<td>Contractor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C000011558</td>
<td>Contractor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C000011630</td>
<td>Contractor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C000011644</td>
<td>Contractor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C000011662</td>
<td>Contractor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C000011831</td>
<td>Contractor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C000011845</td>
<td>Contractor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C000011881</td>
<td>Contractor</td>
<td>B000100901</td>
<td></td>
</tr>
<tr>
<td>C000011905</td>
<td>Contractor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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5. The contact information is now added. Select “Continue Application”.

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### Depositor

Contact added successfully.

**CONCORD CITY OF**

Home Phone:
Mobile Phone:
Work Phone:
Fax:
Edit Remove

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### Licensed Professional

To add a new Licensed Professional, click Add New. To edit or remove, click Edit or Remove.

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Continue Application »
**DOCUMENTS**

1. **Prior to uploading any document, rename the file on your computer to how you want it to appear in the permit records (e.g. “T24 Energy calcs”).** Once uploaded the document name cannot be changed.

2. **You must attach a Contractor’s Declaration or Owner/Builder Form.** The links to these forms are provided at this step. You must also attach any required T24 energy documents. Select “Add”.

3. **Select “Add” again.**

4. **Select the file on your computer you wish to upload and select “Open”.**
5. Select “Continue”.

6. Select the type of file you are uploading, enter the “Description” of the file, and select “Save”.

7. The file will briefly show as “Pending”. Do not take any action until it is loaded.
8. Once the date appears, the file is loaded. You can repeat these steps to add additional files. Once all files are uploaded, select “Continue Application”.

### REVIEW

1. Review all the information and edit any as necessary. At the bottom of the page read the certification, check the check-box, and select “Continue Application”.

### PAY FEES

1. This screen summarizes the fees due. Review and select “Continue Application”.

<table>
<thead>
<tr>
<th>Application Fees</th>
<th>Qty.</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technology Fee (BL)</td>
<td>1</td>
<td>$18.40</td>
</tr>
<tr>
<td>Administrative Fee (BL)</td>
<td>1</td>
<td>$50.00</td>
</tr>
<tr>
<td>Recor (BL)</td>
<td>2000</td>
<td>$221.50</td>
</tr>
<tr>
<td>CA Building Standards Fee (BL)</td>
<td>1</td>
<td>$1.00</td>
</tr>
<tr>
<td>SMIP Commercial or Fee Over 3 Stories (BL)</td>
<td>1</td>
<td>$2.80</td>
</tr>
<tr>
<td>Ge Plan and Zoning Ord Reimbursement (PL)</td>
<td>1</td>
<td>$31.00</td>
</tr>
</tbody>
</table>

TOTAL FEES: $336.00

Note: This does not include additional inspection fees which may be assessed later.
2. Enter all the required fields for the credit card information and select “Submit Payment”.

Credit Card Information:
- Card Type:
- Card Number:
- Security Code:
- Name on Card:
- Exp. Date: 01/2020

Credit Card Holder Information:
- Auto-fill with: Ryan Pursley
- Country: United States
- Billing Address:
- City:
- State:
- Zip:
- Phone:
- E-mail:

Submit Payment »

PERMIT ISSUANCE
1. The next screen will show confirmation that payment was made and your permit has been issued. Select “Print/View Permit” and print the inspection card. You must have a printed hard copy of this inspection card on site during inspections.

Step 7: Payment Received
Your application has been successfully submitted and your permit has been issued.

Please print out a copy of your permit using the Print/View Permit button below.

The Permit and Inspection Card document must be downloaded.

Thank you for using our online permitting services.
Your Permit Number is 8200781.

You will need this number to check the status of your application or to schedule the work area prior to calling for inspections.

Print/View Permit