Application Instructions

“REVISION”

The “Revision” application type is for revisions or changes to an existing Issued Building Permit. This is not to be used for revisions or responses to comments for Building Permits in the Applied status. All changes to Building Permits in the Applied status must be submitted on the existing Building Permit record.

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
BUILDING DIVISION
(925) 671-3107
bldgpermits@cityofconcord.org

Community Development
Department
1950 Parkside Drive, M/S 53
Concord, CA 94519-2578
www.cityofconcord.org
5. Read the disclaimer, check the check-box and select “Continue Application”.

6. Select the “Revision” 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”.

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

![Address Search Result List](image)

**Associated Parcels**

<table>
<thead>
<tr>
<th>Parcel Number</th>
<th>Lot</th>
<th>Block</th>
<th>Subdivision</th>
</tr>
</thead>
<tbody>
<tr>
<td>111240014</td>
<td>B</td>
<td>240</td>
<td>WISTERIA</td>
</tr>
</tbody>
</table>

**Associated Owners**

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>CONCORD CITY OF</td>
<td>1950 PARKSIDE DR CONCORD CA 94519</td>
</tr>
</tbody>
</table>

![Owner](image)

**Owner**

- **Owner Name**: CONCORD CITY OF
- **Address**: 1950 PARKSIDE DR
- **City**: CONCORD
- **State**: CA
- **Zip**: 94519
- **Phone**: 
- **Email**: 

[Continue Application »](image)
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. The contact information is now added. Select “Continue Application”.

APPLICATION INFORMATION

1. Enter the change in project value due to any change in scope (e.g. if the original permit project value was $150,000 and the total value of the new reduced scope is only $100,000, enter -$50,000. If the original permit project value was $150,000 and scope was added and the new total value is $175,000 enter $25,000. If the revision does not change the project value, enter 0.

2. Provide a summary of the revision to the existing permit. Include changes to type of work or square footage, changes in scope, etc.
3. Enter the original permit number that the revision applies to and select “Continue Application”.

![Reference Permit Number](image)

**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. “Sub 2 - Drawings”). Once uploaded the document name cannot be changed.

2. Revision drawings or calculations are required. Attach any applicable permit documents and forms. Select “Add”.

*Step 4: Documents > Attach documents*

![Attachment](image)

3. Select “Add” again.

![File Upload](image)
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”.

```
I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. I understand and agree that I am electronically signing and filing this application.

I, the undersigned, agree to perform the indicated work utilizing the listed equipment only during the hours and dates set forth in the issued after-hour permit and to adhere to all conditions that are stated in the city-issued after-hour permit. I also agree that this after-hour permit shall become null and void and that I will cease all after-hour work if any complaint of noise is received by the City.

By checking this box, I agree to the above certification. Date: 07/29/2020

Continue Application »
```
CONFIRMATION

This page confirms your application has been submitted. No additional action is required at this time.

NEXT STEPS

Staff will review the application. You will be notified (typically within 3 business days) if additional information is required.

If your application is complete it will be routed for review. Typical review times can be found here: http://www.cityofconcord.org/DocumentCenter/View/304/Plan-Review-Turn-a-Round-Schedule-PDF

Thank you for using our online services.

Your Record Number is BR20653.

You will need this number to check the status of your application and to pay applicable fees.

Please be invoiced, and you will be notified.