Application Instructions

“BUILDING” PERMIT

The “Building” application type is for all Building Permits not included in the “Reroof” or “Miscellaneous Plumbing, Electrical, or Mechanical” application types.

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
Search Applications

Planning
Search Applications

Engineering
Search Applications

Service Request
Search Applications

Hello, Ryan Pursley

My Collection (0)

Create an Application
Search Applications

Records
5. Read the disclaimer, check the check-box and select “Continue Application”.

6. Select the “Building” 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”.

![Address Search Result List](image)

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

![Associated Parcels](image)

![Associated Owners](image)

![Owner](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. If a licensed contractor will be pulling the permit and their information is known, complete the “Licensed Professional” information. If the contractor information is to-be-determined, it will have to be added at the time of permit issuance. To add a contractor 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 the permit is issued. Apply for a business license at http://www.cityofconcord.org/378/Business-Licenses. Select the correct license from the list and select “Continue”.
5. The contact information is now added. Select “Continue Application”.

APPLICATION INFORMATION

1. Provide a summary of the work to be permitted. Include type of work, square footage of additions or new structures, if it is an ADU, commercial vs. residential, etc.

   **Step 3: Application Information > Details**

   **Detail Information**

   Please provide a detailed description of the work you are applying for. It will help our staff verify.

   **Specify square footage if application is for a new building, addition, or conversion.**

   - Detailed Description of Work:
     400 sq. ft. addition and complete remodel of 2000 sq. ft. single family home.

2. Enter the construction value of the permit work. This does not include finishes such as paint and flooring, but does include both the cost of materials and labor. If the owner is performing the work on their own a market value for the labor must be added to the job value.

   **Additional Information**

   - **Job Value($)**: 150,000
3. Enter all information that applies. Missing information or information that does not match the description of work may result in your application being denied and additional information required prior to routing for review. When complete select “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. “Sub 2 - Drawings”). Once uploaded the document name cannot be changed.

2. Provide a Contractor’s Declaration or Owner/Builder Form, otherwise these documents will be required prior to permit issuance. The links to these forms are provided at this step. Attach any other applicable permit documents and forms. 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”.

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 and/or of application fees that are due.

Once application fees have been paid, your project 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