Application Instructions
“CHANGE OF ADDRESS REQUEST”

The “Change of Address Request” application type is to request a new address or change to an existing address. This request must be related to an application for a Building Permit.

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
- Engineering
  - Search Applications
- Planning
  - Search Applications
- Service Request
  - Search Applications

Hello, Ryan Pursley

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

6. Select the “Change of Address Request” permit type and select “Continue Application”.

LOCATION

1. Search by Address OR Parcel number for the location of the requested Change of Address or New Address. This will be the existing primary address, not the new requested address. 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”.

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**Associated Parcels**

Showing 1-1 of 1

<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**

Showing 1-1 of 1

<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**

Owner Name: CONCORD CITY OF

Address: 1950 PARKSIDE DR

City: CONCORD, State: CA, Zip: 94519

Phone: 

E-mail: 

**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”

Or

**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”.

### DETAILED INFORMATION

1. Provide the requested information in the “Detailed Description of Work” and 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. “Site Plan”). Once uploaded the document name cannot be changed.

2. You must attach a site map showing the existing primary or adjacent building or suites, and the location of the new building or suite. Select “Add”.

![Screen capture of the application interface showing the DETAILED INFORMATION and DOCUMENTS sections with relevant details and instructions.]
3. Select “Add” again.

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

5. Select “Continue”.

6. 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. 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”.
2. Enter all the required fields for the credit card information and select “Submit Payment”.

**PAYMENT RECEIVED**

The next screen will show confirmation that payment was made and your application was successfully submitted. **This is not an approval for the change of address / new address.**

**Step 7: Payment Received**

> Your application has been successfully submitted. Please print your record and retain a copy for your records.

Thank you for using our online services. 
*Your Record Number is REF200029.*

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

Your application is under review. Staff will evaluate your address request, Details∗ to check status, or make other updates.

**CHANGE OF ADDRESS / NEW ADDRESS APPROVED OR DENIED**

Staff will review the application (typically a week) and you will receive an email notifying you if your application is approved or denied. If approved the new address will be applied to the associated Building Permit.