Application Instructions

“MISCELLANEOUS PLUMBING, ELECTRICAL, OR MECHANICAL” PERMIT

The “Miscellaneous Plumbing, Electrical, or Mechanical” application type is for Building Permits that only include basic MEP work and do not require plans or calculations. This includes projects with only one of the following scopes of work:
  - Commercial Electrical Service Replacement
  - Residential Electrical Service Replacement
  - Residential AC Replacement
  - Residential Furnace Replacement
  - Residential HVAC Replacement
  - Residential Sewer Line Replacement
  - Residential Water Heater Replacement
  - Residential Water Line Replacement

START YOUR APPLICATION

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

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

6. Select the “Miscellaneous Plumbing, Electrical or Mechanical” 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”.

Step 1: Work Location > APO

Address

- Street No.: 1950
- Direction: –select–
- Street Name: olivera
- Street Type: –select–
- City: 
- State: –select–
- Zip: 

Search  Clear

Parcel

- Parcel Number: 

Search  Clear

2. Select the correct location from the search results. The Other property information will auto-populate. Then select “Select”.

Address Search Result List

- 1950 OLIVERA RD STE E, CONCORD, CA 94520, 1950 OLIVERA RD STE E, CONCORD, CA 94520
- 1950 OVERHILL RD, CONCORD CONTRA COSTA CA 94520, 1950 OVERHILL RD, CONCORD, CA 94520
- 1950 PARKSIDE DR, CONCORD CONTRA COSTA CA 94519, 1950 PARKSIDE DR, CONCORD, CA 94519

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

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**PROJECT INFORMATION**

1. Provide the required information and select the “Work Description” for the permit. If your scope of work is not available to select, you must go back to the home page and apply through the “Building” application type.

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2. Select the “SMIP Project Type” that matches the entries from the fields above and then select “Continue Application”.

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[Images of form sections with fields highlighted]
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. 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**

- License Type: Contractor
- State License Number: 0
- First: 
- Last: 
- Name of Business: 
- Business License #: 
- Address Line 1: 
- City: 
- State: 
- Zip: 
- Phone: 
- E-mail: 

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>C000611352</td>
<td>Contractor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C000611358</td>
<td>Contractor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C000611630</td>
<td>Contractor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C000611644</td>
<td>Contractor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C000611662</td>
<td>Contractor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C000611831</td>
<td>Contractor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C000611845</td>
<td>Contractor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C000611881</td>
<td>Contractor</td>
<td></td>
<td>8L0000000001</td>
</tr>
<tr>
<td>C000611905</td>
<td>Contractor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select the correct license from the list and select “Continue”.

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5. The contact information is now added. 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. “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”.

**Attachment**

Contractor must complete and upload a signed and dated permit Contract Declaration.

The Contractor's Declaration can also be found here: http://www.cityofconcord.org

If you are an Owner/Builder, you will need to submit the Owner/Builder Application.

Other documents may be required based upon the scope of work, such as:

The maximum file size allowed is 1000 MB.

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Size</th>
<th>Latest Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example file.jpg</td>
<td>Contractor Declaration</td>
<td>44.59 KB</td>
<td>07/30/2020</td>
</tr>
</tbody>
</table>

**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”.

**Step 6: Pay Fees**

Listed below are preliminary fees based upon the information you've entered.

<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>$22.05</td>
</tr>
<tr>
<td>Administrative Fee (BL)</td>
<td>1</td>
<td>$46.72</td>
</tr>
<tr>
<td>Valuation Based PEM Inspection Fee (BL)</td>
<td>1</td>
<td>$225.43</td>
</tr>
<tr>
<td>CA Building Standards Fee (BL)</td>
<td>1</td>
<td>$1.00</td>
</tr>
<tr>
<td>SMIP Residential 1-3 Stories (BL)</td>
<td>1</td>
<td>$0.65</td>
</tr>
<tr>
<td>Gen Plan and Zoning Ord Reimbursement (PL)</td>
<td>1</td>
<td>$15.50</td>
</tr>
</tbody>
</table>

TOTAL FEES: $201.35

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:

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 for your records.

Thank you for using our online permitting services.
Your Permit Number is B200781.

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