CITY OF CONCORD
ENGINEERING DIVISION
(925) 671-3425
engrapplications@cityofconcord.org

Community Development
Department
1950 Parkside Drive, M/S 52
Concord, CA 94519-2578
www.cityofconcord.org

Application Instructions

"ENCROACHMENT, GRADING, SEWER CONNECTION, UTILITY" PERMIT

The "Encroachment" application type is required for any work within the City's right-of-way.

The "Grading" application type is required for any earth moving over 50 cubic yards.

The "Sewer Connection" application type is required for new and changed sewer connections, both residential and commercial.

The "Utility" application type is required for all utility encroachments for utility companies that have an existing billing account with the City of Concord.

START YOUR APPLICATION

1. Go to Online Permit Portal at https://aca-prod.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.

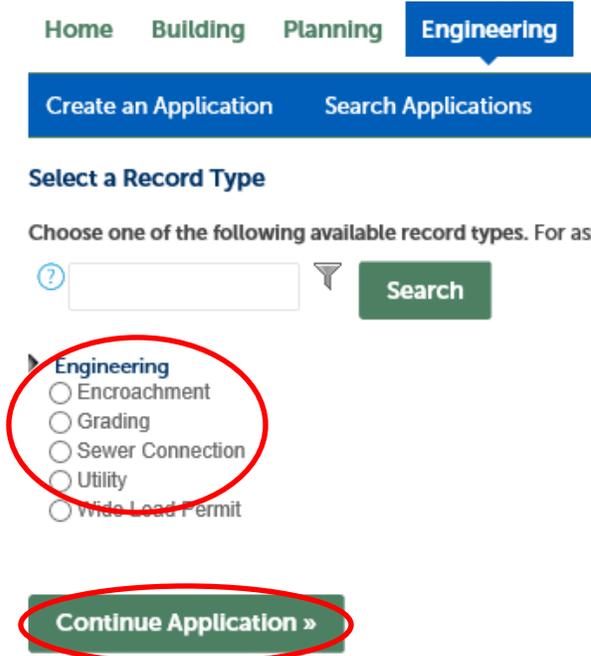

3. Select the "Engineering" application type.

4. Select "Create an Application".

5. Read the disclaimer, check the check-box and select "Continue Application".
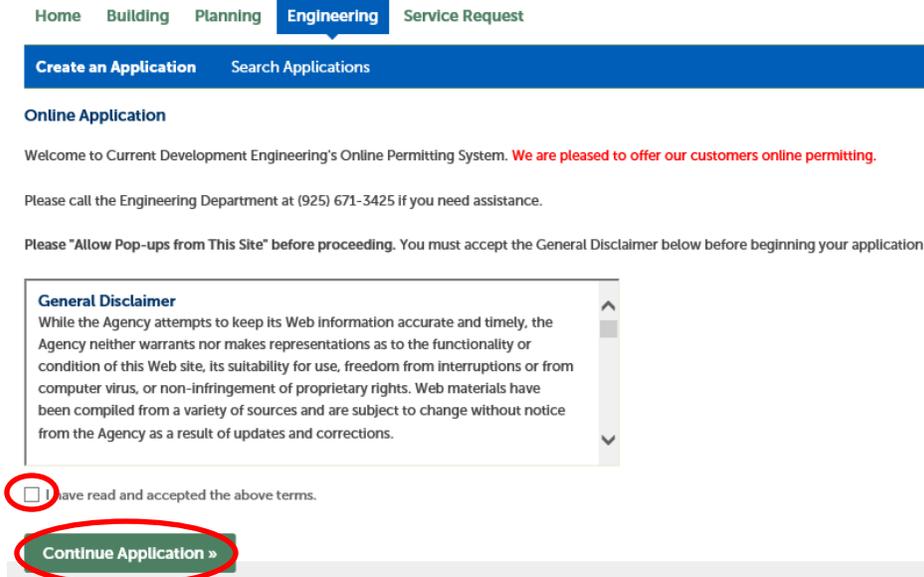
6. Select the permit type you wish to apply for and select "Continue Application"

WORK LOCATION

1. Search by Address OR Parcel number for the location the requested work will take place. Enter the info and select "Search".

Address

Street No.:	Direction:	Street Name:	Street Type:
1950	--Select--	p	--Select--

City:	State:	Zip:
	--Select--	

Search   Clear

Parcel

* Parcel Number:

Search   Clear

2. The Address, Parcel, and Owner information will auto-populate. Verify the selected location information is correct, then at the bottom of the page select "Continue Application."

Address

Street No.:	Direction:	Street Name:	Street Type:
1950	--Select--	PARKSIDE	DR

City:	State:	Zip:
CONCORD	CA	94519

Search   Clear

Parcel

* Parcel Number:
111240014

Search   Clear

Owner

Owner Name: ⓘ
CONCORD CITY OF

Address:
1950 PARKSIDE DR

City:	State:	Zip:
CONCORD	CA	94519

Phone:	E-mail:

Search   Clear

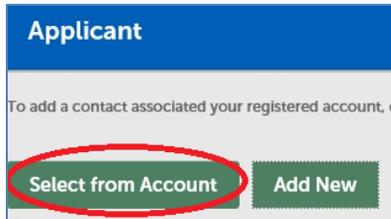Continue Application »

*The address section is not required to be filled in, as some "Utility" and "Encroachment" permits might not be for a specific address.
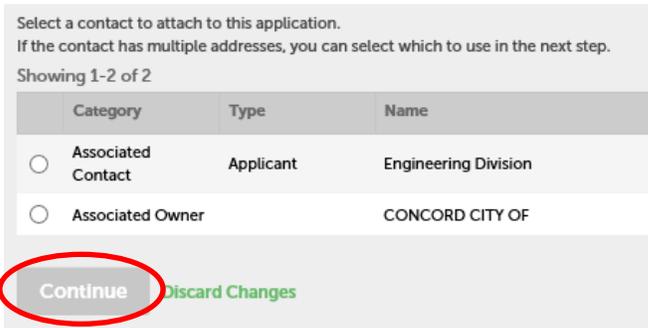
CONTACT INFORMATION

1. You must fill out the "Applicant" information for all permit types. The "Depositor" information must be filled out for "Encroachment" and "Grading" permits, but is not required for "Utility" or "Sewer Connection" permits. Please provide "Licensed Professional" information if available.

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

Or

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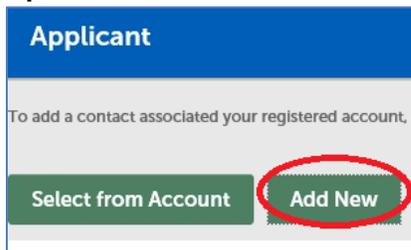
Enter the contact information. **Be sure to fill out the phone and email** as this is how permit staff will contact the applicant and provide permit updates. When complete, select "Continue".

Contact Information

*First:	*Last:	Name of Business:
City	Concord	

*Address Line 1:	*City:	*Zip:

Phone:	*E-mail:
925-671-3425	engrapplications@cityofconcord.org

Continue   **Clear**   Discard Changes

2. The contact information is now added. Follow the same steps to add "Depositor" and "License Professional" information. Select "Continue Application".

Applicant

To add a contact associated your registered account, click Select from Acc

✓ **Contact added successfully.**

City Concord
engrapplications@cityofconcord.org
Home phone:925-671-3425
Mobile Phone:
Work Phone:
Fax:
Edit Remove

Depositor

To add a new contact, click the Add Contact link. To edit a contact, click th

Select from Account   **Add New**

Licensed Professional

To add a new Licensed Professional, click Add New. To find a Licensed P

Add New   **Look Up**

Continue Application »

DETAILED INFORMATION

1. Each permit type requires different "Detailed Information" to be filled out. Please see information for each below:

Encroachment: Under "Location" please fill out where the work is taking place. Under "Detailed Description" please include a description of the project. Under "Custom Fields" please include any other information for the project, such as the project start and end dates, how many days of traffic control there will be, how much square footage of sidewalk is being replaced, etc.

Detail Information

Location:

Detailed Description:
Please enter information about your project here

Custom Fields

ENCROACHMENT INFO

Use of Site: --Select--

General Location:

Work Order ID:

Project Start:

Project End:

Street Parking Obstruction: ☐

Storm Drain: ☐

Driveway: ☐

Sidewalk: ☐

Sidewalk sq ft:

Street Trenching: ☐

Street Trenching sq ft:

Sewer Abandonment: ☐

Sanitary Sewer: ☐

Open Trench Method: ☐

Trenchless Method: ☐

# of Connections:

Haul Route: ☐

# of Miles:

Traffic Control: ☐

# of Days:

Other: ☐

Describe Other:

Grading: Under "Location" please fill out where the work is taking place. Under "Detailed Description" please include a description of the project. Under "Custom Fields" please include any other information for the project, such as "Grading Type", project start and end date, amount of "Cubic Yards Cut" for a new pool, amount of "Cubic Yards Fill" for a pool demo, etc.

Detail Information

Location:

Detailed Description:
Please enter information about your project here

Custom Fields

GRADING INFO

Grading Type:	--Select--
Use of Site:	--Select--
Sq Ft Disturbed:	
Project Start Date:	
Project End Date:	
Excavation/Fill:	☐
Stockpile/Erosion Control:	☐
CubicYards of Stockpile Material:	
Stockpile Erosion Control Days:	
Cubic Yards Cut:	
Cubic Yards Fill:	
Total Cubic Yards Moved:	

Sewer Connection Permit: Under "Location" please fill out where the work is taking place. Under "Detailed Description" please include a description of the project and **make sure to specify if the project is residential or commercial**.

Detail Information

Please specify if project is residential or commercial. Commercial projects must fill out and submit a Fixture Count Form. You can attach in the documents section of this application.

Location:

Detailed Description:
Please enter information about your project here

Utility Permit: Under "Location" please fill out where the work is taking place. Under "Detailed Description" please include a description of the project. Under "Custom Fields" please include any other information for the project, such as "Application Subtype", "Work Order ID", project start and end dates, etc.

2. Once the "Detail Information" and "Custom Fields" are filled out, select "Continue Application".

DOCUMENTS

1. Attach any supporting documents for the project if applicable. Supporting documents include Traffic Control Plans, Certificate of Insurance, Owner-Builder Form, etc.
2. Select "Add" to upload a document.

3. In the pop-up box, select "Add" to upload a document.

File Upload   ✕

The maximum file size allowed is 1000 MB.
ade; adp; bat; chm; cmd; com; cpl; exe; hta; htm; html; ins; isp; jar; js; jse; lib; lnk; mde; mht;
mhtml; msc; msp; mst; php; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed
file types to upload.

[Continue]   [**Add**]   [Remove All]   Cancel
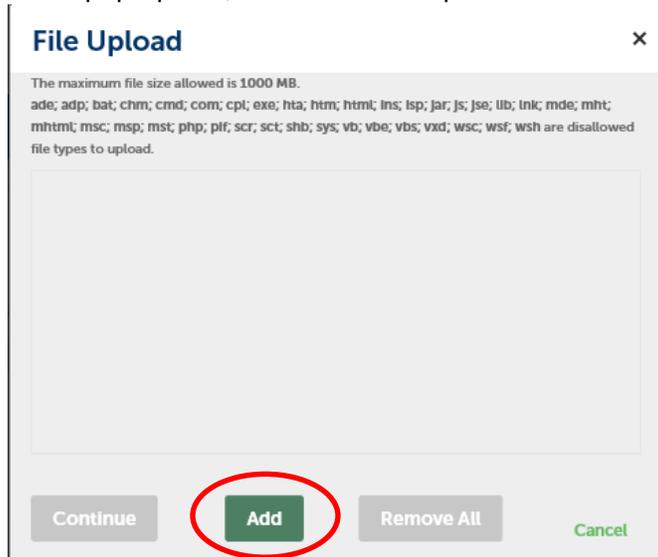
4. Once it shows the file as completely downloaded, select "Continue".

File Upload   ✕

The maximum file size allowed is 1000 MB.
ade; adp; bat; chm; cmd; com; cpl; exe; hta; htm; html; ins; isp; jar; js; jse; lib; lnk; mde; mht;
mhtml; msc; msp; mst; php; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed
file types to upload.

Certificate of Liability Insurance Sample.pdf   [100%]

[**Continue**]   [Add]   [Remove All]   Cancel
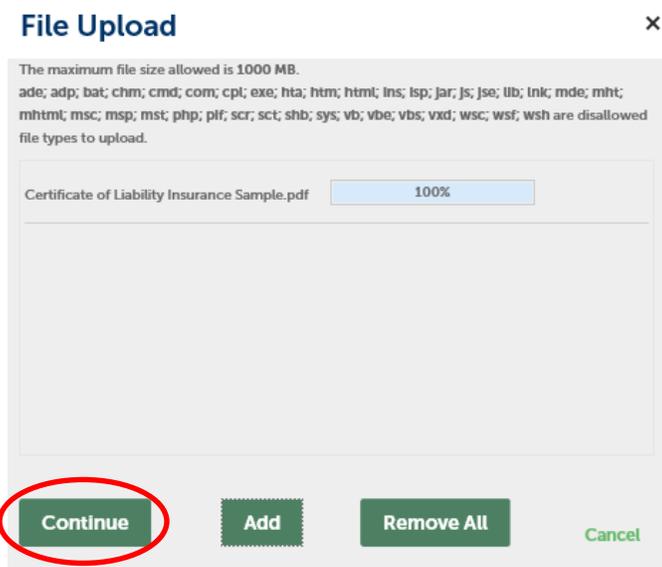
5. Select the "Type" of document that was uploaded. Under "Description" include an explanation what the document is. Then select "Save".

Type:
[Supporting Documents   ▼]

File:
Certificate of Liability Insurance
Sample.pdf
[100%]

*Description:
[Certificate of Insurance   ]

[Save]   [Add]   [Remove All]

[Continue Application »]
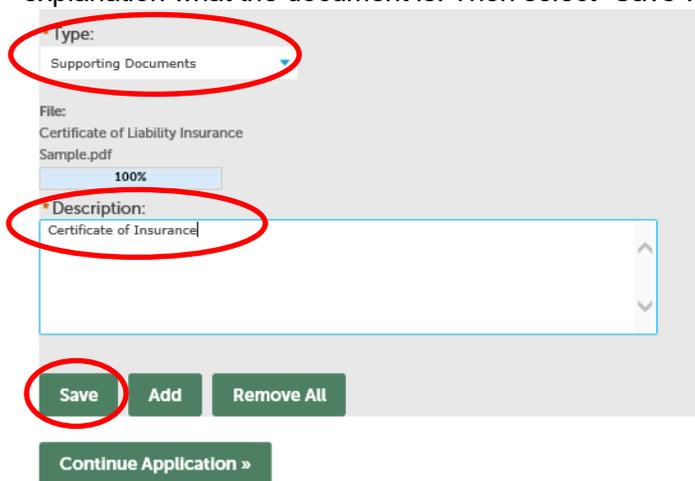
6. Once all supporting documents have been uploaded select "Continue Application".
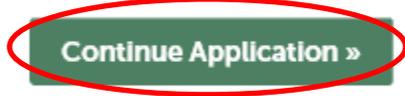
REVIEW

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. By checking the box below, I understand and agree that I am electronically signing and filing this application.

☐ By checking this box, I agree to the above certification.   Date:

Continue Application »   Save and resume later

PERMIT SUBMITTAL

1. This screen shows you that the permit application has been submitted and provides you with your permit number. You will be contacted by permit staff if any other information is required.
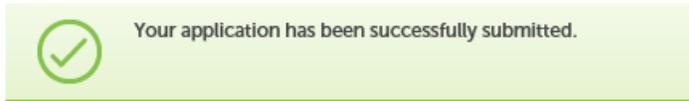
✓ Your application has been successfully submitted.

Thank you for using our online services.
Your Record Number is ES20065.

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

PAY FEES

1. You will be contacted by permit staff when fees are ready to be paid. Under "Search Applications" you will see a list of all your "Records". Find the permit number and select "Pay Fees Due".

Home   Building   Planning   **Engineering**   Service Request

Create an Application   **Search Applications**

Records

Showing 1–1 of 1 | Add to collection

	Submitted	Record #	Record Type	Description	Project Name	Status	Action
☐	07/29/2020	ES20065	Encroachment	Remove and replace driveway approach	1950 Parkside Drive	Applied	Pay Fees Due

2. This screen shows you a summary of all the permitting fees due. Select "Continue Application".

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Technology Fee (EN)	1	$41.16
Application Processing Fee (EN)	1	$155.00
Filing Fee Exclusive of Processing and Inspection Fees (EN)	1	$78.00
Document Imaging up to 11x17 (EN)	1	$1.90
Security Deposit (Cost-based) - Encroachment Permit (EN)	500	$500.00
Inspection Fee Driveway Residential (EN)	1	$355.00

TOTAL FEES: $1,131.06
Note: This does not include additional inspection fees which may be assessed later.

Continue Application »

3. Enter all the required fields for the credit card information and select "Submit Payment".

Credit Card Information:

* Card Type: * Card Number: * Security Code: ⓘ

--Select-- ▼

* Name on Card: * Exp. Date:

01▼   2020▼

Credit Card Holder Information:

☐ Auto-fill with   Ryan Pursley▼

Country:

United States ▼

* Billing Address:

* City: * State: * Zip:

--Select--▼

* Phone:

E-mail:

Submit Payment »

RECORD ISSUANCE

1. This screen will show confirmation that payment was made. You will also receive an email confirming the payment, along with a receipt.

Record Issuance

✓ You have paid a fee associated to this Record.

Thank you for using our online services.
Your Record Number is ES20065.

You will need this number to check the status of your application or to schedule/check results of inspections.

2. Permit staff will receive a notification email that permit fees have been paid. Permit staff will then issue and email the permit to the applicant, along with any other necessary documents.