



## Accela ACA – Paving Permit Application Steps

<https://aca-prod.accela.com/COSPRINGS/Default.aspx>

After you have registered online and your account is activated, click here to gain access to the online permit and inspection system. We recommend that you bookmark this link for future reference. If you have not created your account, please refer to the [ACA-Registration](#) document.

### APPLYING FOR PERMIT

1. Log in with the username and password you created during registration, then click on **Public Works**, then **Apply for a Permit**.

The screenshot shows the City of Colorado Springs website for Permits, Licenses and Records. The header includes the city logo and navigation links: Announcements, Logged in as: Permits & Inspections Ins..., Collections (0), Cart (0), Account Management, and Logout. A search bar is present with the text 'Search your permits'. The main navigation menu includes Home, Police Records, Public Works (highlighted), Neighborhood Services, Business Licensing, and Stormwater. Below this, there are buttons for 'Apply for a Permit', 'Check Permit Status', and 'Schedule an Inspection'. The 'Online Application' section contains a welcome message and a disclaimer. The disclaimer text is: 'General Disclaimer While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a'. At the bottom of the disclaimer box is a checkbox with the text 'I have read and accepted the above terms.'

2. Read and accept the General Disclaimer by clicking on the checkbox, then click [Continue Application >>](#)
3. At the *Select a Permit Type*, select the permit type for which you are applying, then click on [Continue Application >>](#)

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- Non-Permit
- Permit Concrete Alteration
- Permit Concrete New
- Permit Excavation
- Permit Paving
- Permit Storm Drain
- Permit Traffic Control
- Permit Truck
- Permit Truck Fleet

Paving Permits are used when paving new roadways for new development or repaving a road for Contracted Programs or In-House through Operations & Maintenance.

4. At the *Detail Information* screen, fill in the Application Nickname field using a simple description (ex: “Paving new roadway”), then provide work and location details in the Detailed Description box (ex: “Paving new roadway for \_\_\_ subdivision” then click on [Continue Application >>](#)

Note: If you need to stop and resume your application later, you may select at any point in time to click on the **Save and Resume Later** button. The permit will show a temporary number on the Public Works home screen of Accela.

Save and resume later

5. At the *Location & People>Job Location* screen, fill in a valid address (or nearest valid address if working in an intersection, infill lot, new subdivision, etc.), then click on the **Search** button.
  - a. In the *Affected Area* section, type in the nearest cross street.
    - i. The number of intersections will only apply to Excavation permits.
  - b. Once the search is complete and the address information has been auto filled, click on

[Continue Application >>](#)

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**Address**

Please select the nearest valid address.

<b>* Street No.:</b>	<b>Direction:</b>	<b>* Street Name:</b>	<b>Street Type:</b>
<input type="text" value="30"/>	<input type="text" value="S"/>	<input type="text" value="NEVADA"/>	<input type="text" value="AVE"/>

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**Affected Area**

**INTERSECTIONS**

**\* Nearest Cross Street:**

**No of Intersections Affected:**

---

**Parcel**

**\* Parcel Number:**

**Lot:**  **Block:**

**Only enter the address number and the street name.**

For example, if the address is 30 S Nevada Ave, only enter 30 Nevada. Do not enter the directional (N, S, E, W) or the street type (Dr, St, Ct, Ave, Blvd, etc.)

*This box will auto fill!*

6. At the *Step 1: Location & People > Contact Information* screen, complete the following:
  - a. In the *Applicant* section, click the **Select from Account** button, and select “Associated License” from your list, then click on the **Continue** button.
    - i. You can also add a new contact(s) in the *Applicant* section by clicking **Add New**.

### Contact Information ×

Individual/Organization selection determines whether First/Last Name or Name of Business fields are required.

**\* Individual/Organization:** --Select--

**Preferred Channel:** --Select--

**\* First:**

**Middle:**

**\* Last:**

**Home Phone:**

**\* Name of Business:** For personal use only, enter N/A

**Work Phone:**

**\* E-mail:**

**\* Mobile (or Primary) Phone:**

▼ **Contact Addresses**

Add Additional Contact Address

To edit a contact address, click the address link.

Showing 0-0 of 0

Address Type	Recipient	Address	Action
No records found.			

Continue
Clear
Discard Changes

If you are a citizen applying for a Traffic Control Permit, select "Individual" then fill the "First" and "Last" name boxes.

If you are a contractor, select "Organization" then fill the "Name of Business" box.

- b. In the *Barricade Company* section and click on the Select from Account button.
  - i. Choose **Select from Account** if you are utilizing your own barricades.
  - ii. Choose **Add New** if you are utilizing an outside company for barricades, click on the **Continue** button, fill out the information for the barricade company, then scroll down and click **Continue Application >>**

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### Contact Information

\* Individual/Organization:  
--Select--

Preferred Channel:  
--Select--

\* First:

Middle:

\* Last:

Home Phone:

Name of Business:  
For personal use only, enter N/A

Work Phone:

E-mail:

\* Traffic Control Supervisor Name:

\* Traffic Control Supervisor Phone:

▼ Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.

Showing 0-0 of 0

Address Type	Recipient	Address	Action
No records found.			

Continue

Clear

Discard Changes

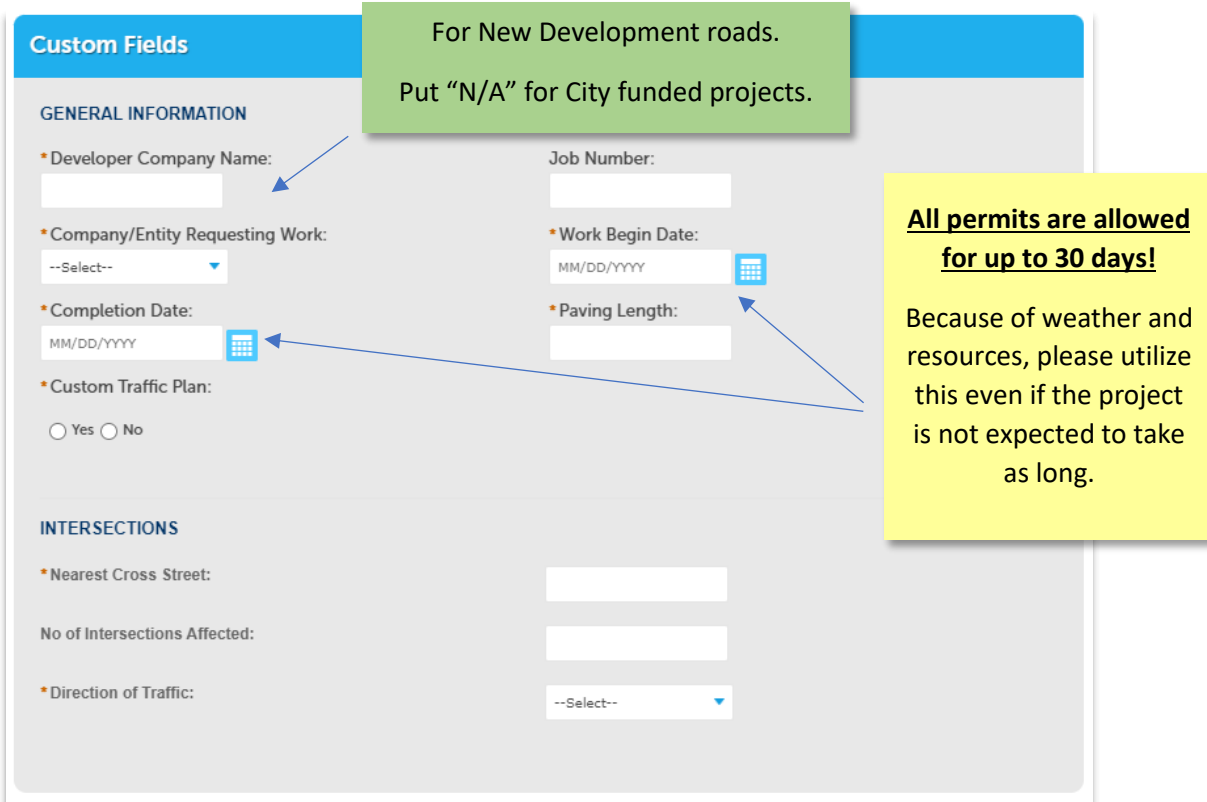
If you are a citizen applying for a Traffic Control Permit, select "Individual" then fill the "First" and "Last" name boxes.

If you are a contractor, select "Organization" then fill the "Name of Business" box.

The Traffic Control Supervisor needs to be on site during your project and in charge of barricade management.

- c. In the *Site Contact* section and click on the Select from Account button.
    - i. Choose **Select from Account** if you are utilizing your own barricades.
    - ii. Choose **Add New** if you are utilizing an outside company for barricades, click on the **Continue** button, fill out the information for the barricade company, then scroll down and click **Continue Application >>**
7. At the *Step 2: Permit Detail>Permit Information* screen, scroll down to the **Application Details** section and fill in the required fields.
- a. In the *Company/Entity Requesting Work* dropdown list, choose "NA" if completing work for a private residence, business or any other work that is NOT related to a City, County, or State project.

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**Custom Fields**

**GENERAL INFORMATION**

- \* Developer Company Name:
- \* Company/Entity Requesting Work:
- \* Completion Date:
- \* Custom Traffic Plan:  Yes  No

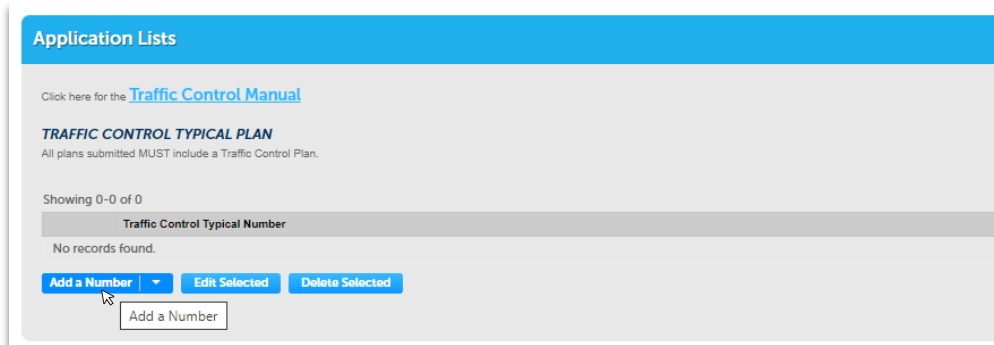
**INTERSECTIONS**

- \* Nearest Cross Street:
- No of Intersections Affected:
- \* Direction of Traffic:

**For New Development roads.**  
Put "N/A" for City funded projects.

**All permits are allowed for up to 30 days!**  
Because of weather and resources, please utilize this even if the project is not expected to take as long.

8. In the *Application Lists* section, click on **Add a Number**, then choose your barricade plan type from the *Traffic Control Typical Number* dropdown list.
  - a. If you are using more than one barricade plan type, click on **Add a Number** again and choose the additional type(s), then select **Continue Application >>**



**Application Lists**

Click here for the [Traffic Control Manual](#)

**TRAFFIC CONTROL TYPICAL PLAN**  
All plans submitted MUST include a Traffic Control Plan.

Showing 0-0 of 0

Traffic Control Typical Number
No records found.

**Add a Number**

9. At the *Attachments* section, you may attach construction plans or a custom traffic control plan if you have any by clicking on the **Add** button, then complete the following:
  - a. Click on the **Add** button at the File Upload screen.
  - b. Find the location of your file(s) on your computer, select the file(s), then click **Open** at the bottom right.
10. At the *File Upload* screen, you should see your attachment(s) listed, then select **Continue Application >>**
11. At the *Documents>Attached Documents* section, complete the following:

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- a. Choose the type for your attachment(s).
  - b. Add a simple description of the attachment(s), select **Save**, then select **Continue Application >>**
12. At the *Review* screen, scroll down to review your application. If adjustments need to be made, Select **Edit** on the right side of the section.
- a. If no edits are needed, check the box to agree to the certification, then **Continue Application >>**

Failure by Permittee to comply with any of the included terms and conditions may subject this permit application to suspension or cancellation at the discretion of the City Engineer. THIS PERMIT IS NOT VALID UNTIL APPROVED BY CITY ENGINEERING AND TRAFFIC ENGINEERING PERSONNEL, WITH THE DATE OF ISSUANCE AUTHORIZED BY A REPRESENTATIVE OF THE CITY DEPARTMENT. A FULLY EXECUTED COPY OF THIS PERMIT AND BARRICADING PLAN MUST BE ON THE JOB SITE. By checking the box below, the representative of the Permittee verifies that he or she has the authority to sign for and bind the Permittee and that he or she has read, understands and accepts all the conditions included.

By checking this box, I agree to the above certification. Date: 02/14/2023

Save and resume later
Continue Application >>

*That’s it! Your permit has now been submitted and a permit number will be generated. Permits will always start with “PWK-PAV” followed by the last two digits of the year, and then 4 digits in the next sequence of permits. Example: “PWK-PAV23-1234”*

1 Select item to pay
2 Payment information
3 Receipt/Record issuance

### Step 3: Receipt/Record issuance

#### Receipt

Your request has been successfully submitted.  
Please print or retain a copy of your request for your records.

## EXTENDING A PERMIT

*An automatic notification will go out 7 days prior to your permit expiration date.*

1. Under the **Public Works** tab, select **Check Permit Status**
  - a. Click on the **Extend/Renew Permit** link

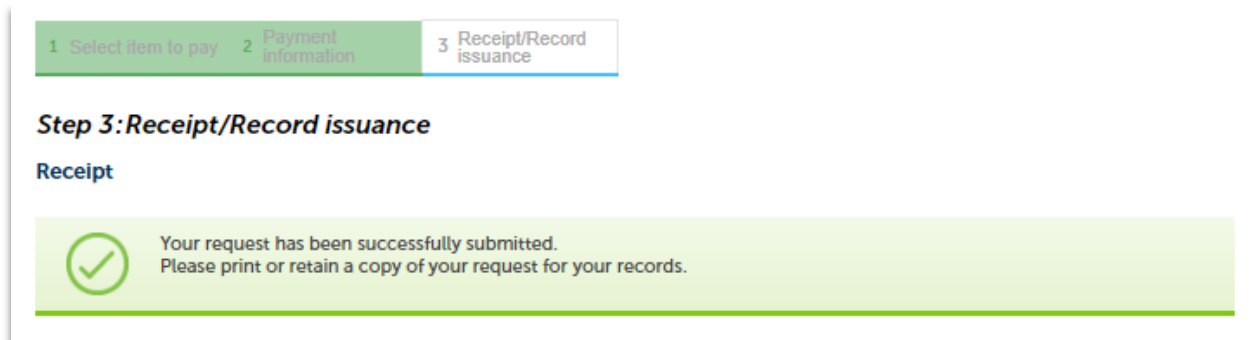
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About to Expire

Extend/Renew Permit

2. Review all pages of the permit, and select [Continue Application >>](#)
  - a. If any changes to original permit, please include it in the *Detailed Description* section
3. At the *Step 2: Permit Detail>Permit Information* screen, update the **Work Begin Date** and the **Completion Dates**.
4. At the *Step 3: Documents>Attached Documents* Reattach any documents that were on original permit.
5. At the *Step 4: Review* screen, scroll down to review your application. If adjustments need to be made, Select **Edit** on the right side of the section.
  - a. If no edits are needed, check the box to agree to the certification, then [Continue Application >>](#)


*Your permit extension has now been submitted and a new permit extension number will be generated and linked to the original permit number. Permit Extensions will start with "PWK-PAV-EXT23", and then 4 digits in the next sequence of permits. Example: "PWK-PAV-EXT23-1234".*



1 Select item to pay 2 Payment information 3 Receipt/Record issuance

**Step 3: Receipt/Record issuance**

Receipt

 Your request has been successfully submitted.  
Please print or retain a copy of your request for your records.

**Please allow our teams 3-5 business days to review your permit for approval.**

If you have any questions regarding this process, please reach out to the Engineering Support Team at (719) 385-5977.