HOW TO SUBMIT A PERMIT FOR UTILITY COMPANY PERMITS
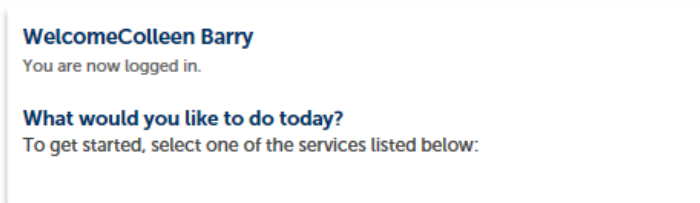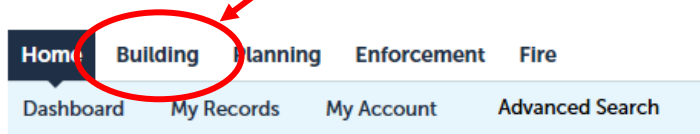
The permitting is online. Visit *aca3.accela.com/crystallake*

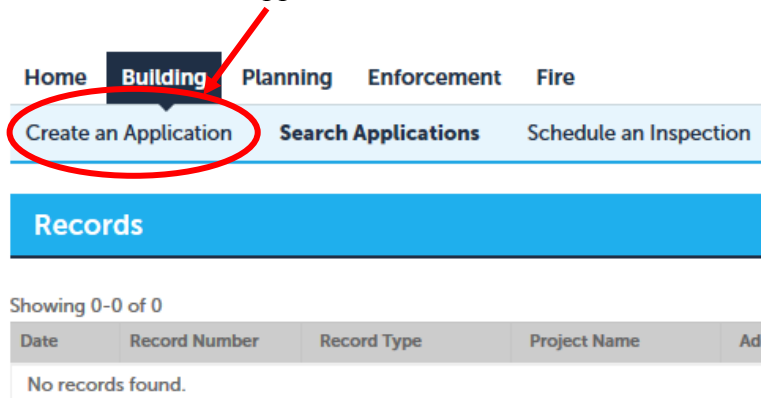**If you are first time user, you must create an account:**

1. Click on "Register for an Account" in upper right hand corner.

2. Continue through the process to create an account for yourself.

Submitting a Permit Request with Accela:

1. Go to the "Building" tab

2. Select "Create an Application"

3. The first time, you must agree to the Terms and Conditions. Then "Continue Application".

4. Choose "Right of Way" as the Record Type and then select "Right of Way Use Permit". Then click "Continue Application"

5. Fill in information about the project including starting and ending dates. Red stars next to a field indicate that it is required.

Custom Fields

ROW USE INFORMATION

* Enter detailed description of the right of way use location :
> From 123 Main St to 124 Main St

spell check

Please describe the impact. For example: Obstruction, Driveway, Utility, Excavation/Opening, etc.:
> Utility

spell check

Total Length of Project Area: `12` Linear Ft

Number of Calendar Days: `1`

Total or Partial Closure: `Partial`

Traffic Plan Provided: ○ Yes ● No

ROW USE IMPACT

Enter linear ft of Traffic Lanes impacted by the work: `0` Linear Ft

Enter linear ft of Parking Lanes impacted by the work: `0` Linear Ft

Enter linear ft of Sidewalk impacted by the work: `12` Linear Ft

Enter linear ft of Parkway impacted by the work: `12` Linear Ft

Enter Total Number of Non-Pavement Cuts. Enter Length & Width of each cut in this field. : `0`

Enter Total Number of Pavement Cuts. Enter Length & Width of each cut in the field.: `0`

PERMIT DATES

PROJECT DATES

Schedule Start Date: `06/01/2018`
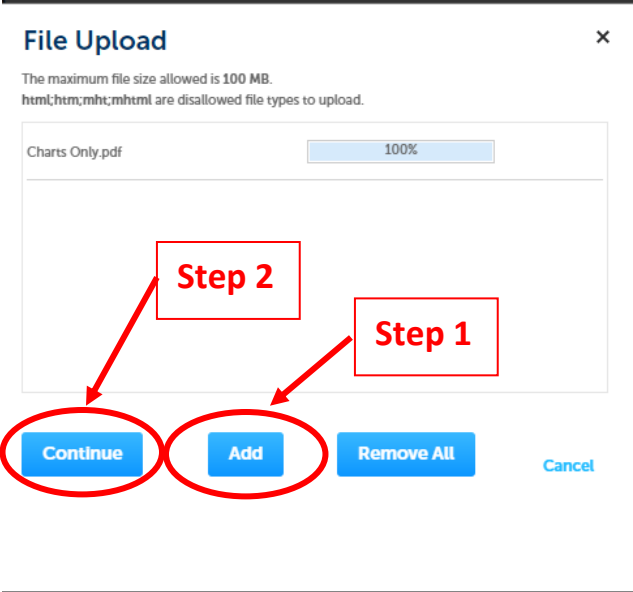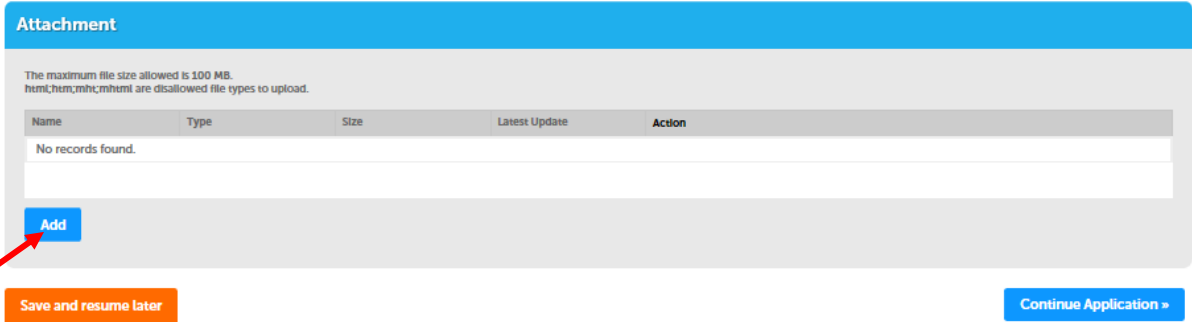
Estimated Completion Date: `05/02/2018`

> Enter a detailed project location. Please use street names and/or addresses whenever possible.
>
> **IF YOU ARE A CONTRACTOR PERFORMING WORK FOR A UTILITY COMPANY, PLEASE INCLUDE WHAT UTILITY COMPANY HERE.**
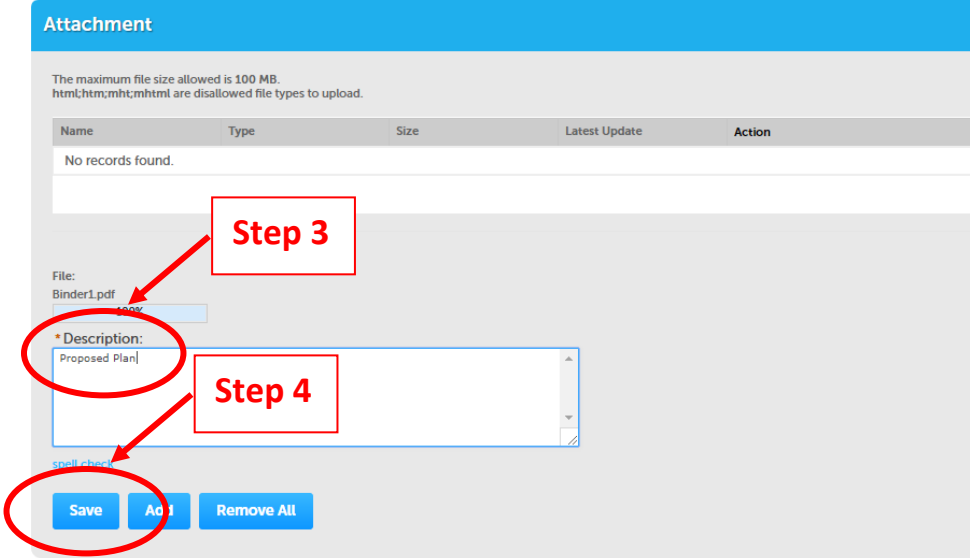
6. Add contact information, either use the contact information that is on the account or add a new contact.

Applicant

To add a new contact, click the Add Contact link. To edit a contact, click the link next to a contact name.

Select from Account   **Add New**

7. Attach any related documents (proposed plans, etc)

Attachment

The maximum file size allowed is 100 MB.
html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Add

Save and resume later   **Continue Application »**

File Upload   ✕

The maximum file size allowed is **100 MB**.
html;htm;mht;mhtml are disallowed file types to upload.

Charts Only.pdf	100%

Step 2

Step 1

Continue   **Add**   **Remove All**   **Cancel**

You must add a description and then select Save

Attachment

The maximum file size allowed is 100 MB.
html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Step 3

File:
Binder1.pdf
100%

* Description:
Proposed Plan

Step 4

spell check

Save   **Add**   **Remove All**

4

8. Review the entered information and select "Continue Application" to submit.

9. "View Record Details", if desired.

10. You will receive an email to the contact that was previously listed in step 6 to verify that your request has been received by the City.
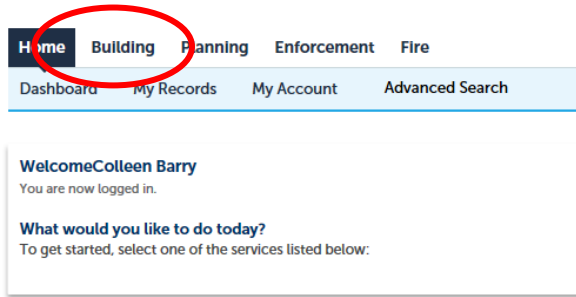
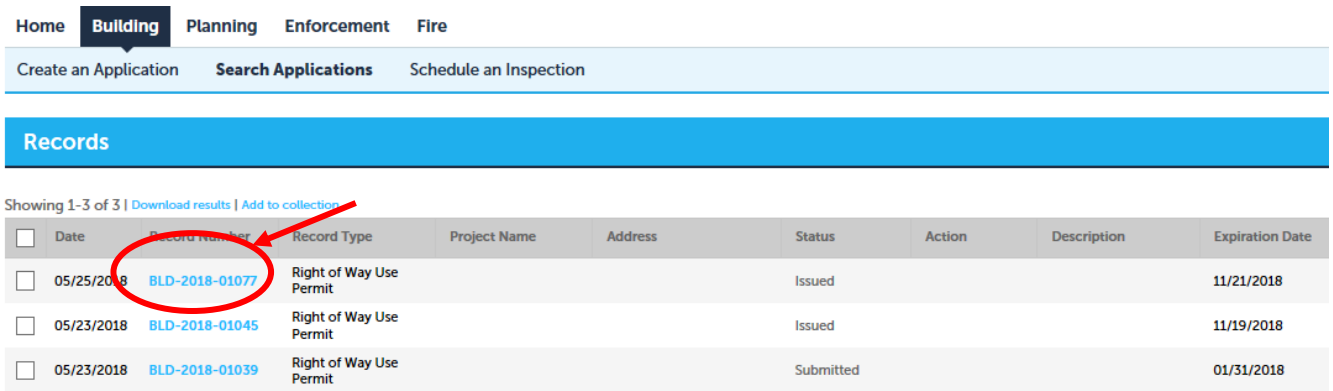11. Once your permit has been approved you will receive another email.

Once your permit has been approved, log into your Accela to see comments and attachments for your permit.
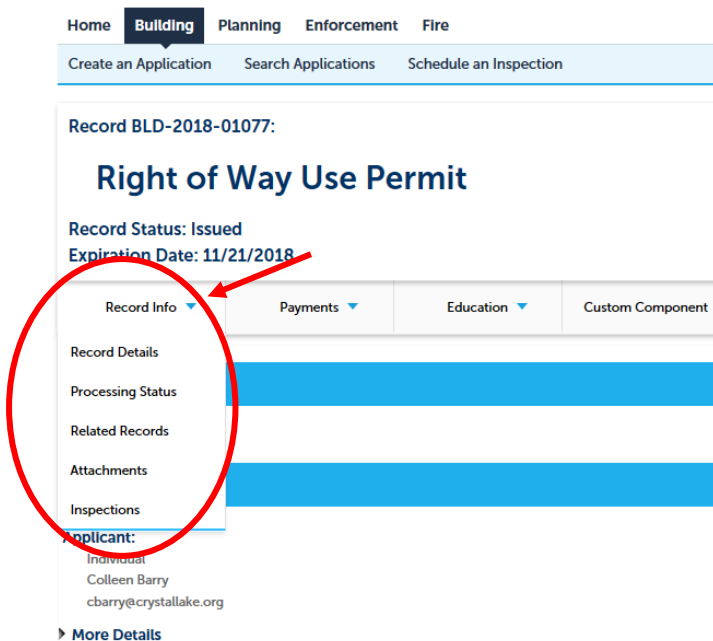
Viewing Comments and Attachments on Accela:

1. From the home page (aca3.accela.com), select the "Building" tab.

2. From there, select the permit in question.

3. Once inside the permit file, click on "Record Info" to see the drop down menu.

4. To view the **comments** for a permit, select "Processing Status" and then click the arrows next to each step to expand the content.

5. To view the **attachments** for a permit, select "Attachments" from the drop down menu. Here, all of the related attachments will be available for download. You also have the ability to upload more attachments from this page with the "Add" button.

Permit Completion

Once the work is complete, please schedule a final inspection by going in under the record info, then Inspections and click "Schedule or Request an Inspection".

To Check the Status of a Submitted Permit

1. From the "Home" tab, select "My Records".
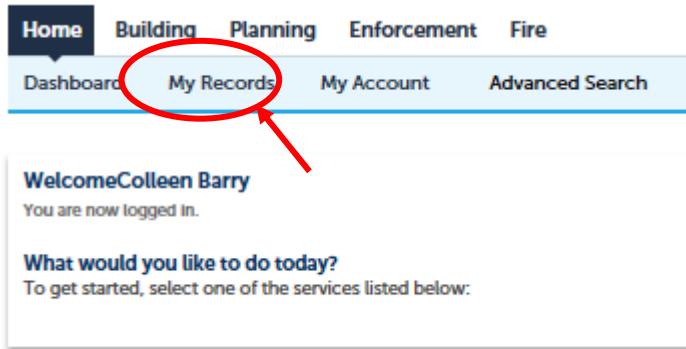
2. There, you will be able to view all permits and their current status.

3. Once a Permit has been approved, you will receice an email and the status will change online.