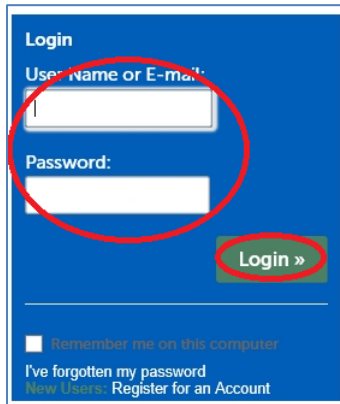


Document Upload Instructions

UPLOAD DOCUMENTS

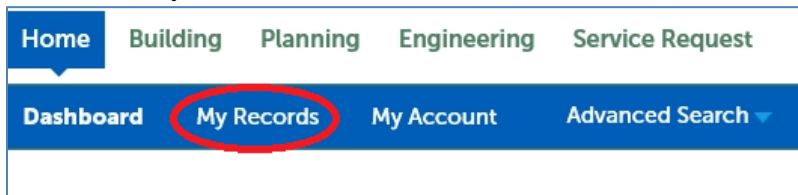
1. Go to the Virtual Permit Center at <https://aca-prod.accela.com/CONCORD>

2. Login



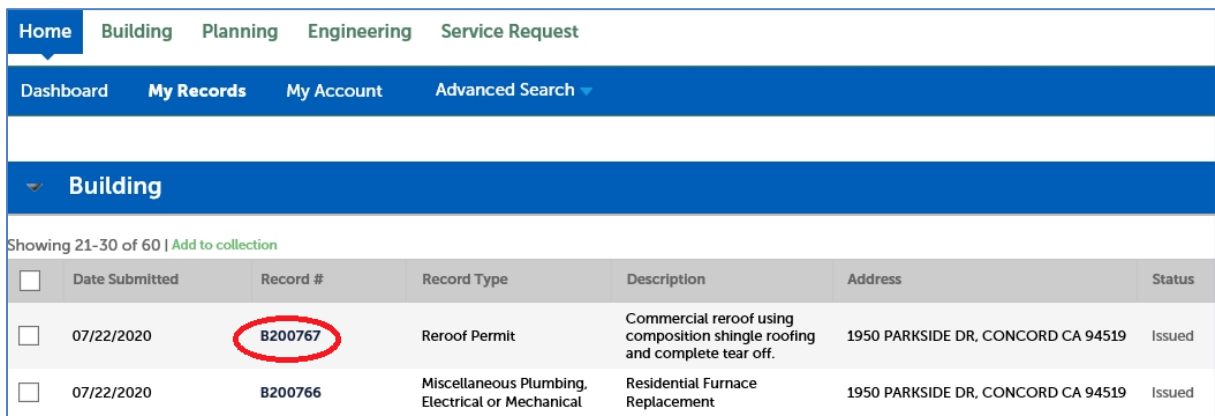
The screenshot shows a login form with a blue background. The 'Username or E-mail' and 'Password' fields are circled in red. A 'Login »' button is also circled in red. Below the fields, there is a checkbox for 'Remember me on this computer', a link for 'I've forgotten my password', and a link for 'New Users: Register for an Account'.

3. Select "My Records"



The screenshot shows a navigation menu with a blue background. The 'My Records' link is circled in red. Other links include 'Home', 'Building', 'Planning', 'Engineering', 'Service Request', 'Dashboard', 'My Account', and 'Advanced Search'.

4. Select the "Record #".



The screenshot shows a table of records under the 'Building' category. The 'My Records' link in the navigation menu is circled in red. The table has columns for 'Date Submitted', 'Record #', 'Record Type', 'Description', 'Address', and 'Status'. The record with ID 'B200767' is circled in red.

<input type="checkbox"/>	Date Submitted	Record #	Record Type	Description	Address	Status
<input type="checkbox"/>	07/22/2020	B200767	Reroof Permit	Commercial reroof using composition shingle roofing and complete tear off.	1950 PARKSIDE DR, CONCORD CA 94519	Issued
<input type="checkbox"/>	07/22/2020	B200766	Miscellaneous Plumbing, Electrical or Mechanical	Residential Furnace Replacement	1950 PARKSIDE DR, CONCORD CA 94519	Issued

5. Select "Record Info" and "Attachments"

Record B200767:
Reroof Permit
Record Status: Issued
Current Record Status' To-Expire Date: 07/22/2021

Record Info ▼ Payments ▼

Record Details

Processing Status

Related Records

Attachments

Inspections

6. Prior to uploading any document, rename the file on your computer to how you want it to appear in the permit records (e.g. "Sub 2 - Drawings"). Once uploaded the document name cannot be changed.

7. Select "Add".

Step 4: Documents > Attach Documents

Rename your files prior to uploading as they cannot be changed once uploaded. File names should be descriptive (e.g. Drawings, Sub 3 – Calculations, T24 Energy Docs, etc.)

Attachment

Please attach supporting documents.

- Contractor's Declaration (Required if contractor is pulling the permit)
- Owner-Builder form (Required if owner is pulling the permit)
- EV Charging Checklist (Required if applying for EV charging permit)
- Solar Notification (Required if applying for Solar Permit)
- Drawings / Calculations / etc. as required

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;mhc;msp;mst;php;plf;scr

Name	Type	Size	Latest Update
No records found.			

Add

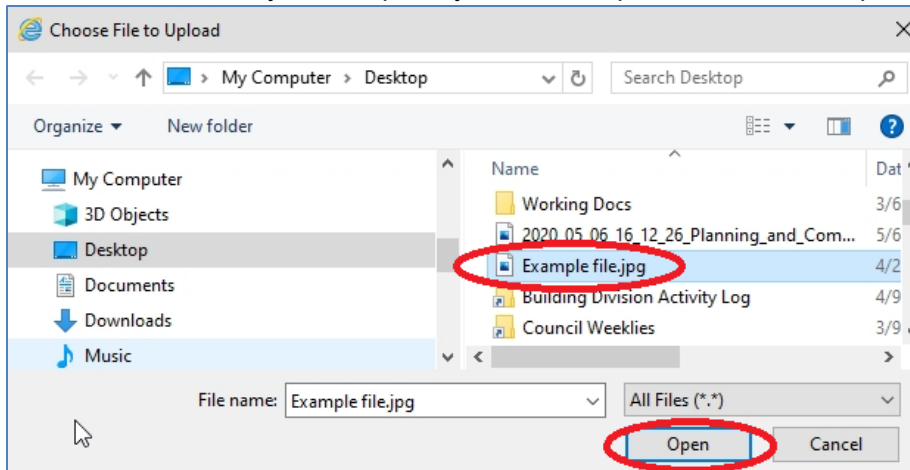
8. Select "Add" again.

File Upload

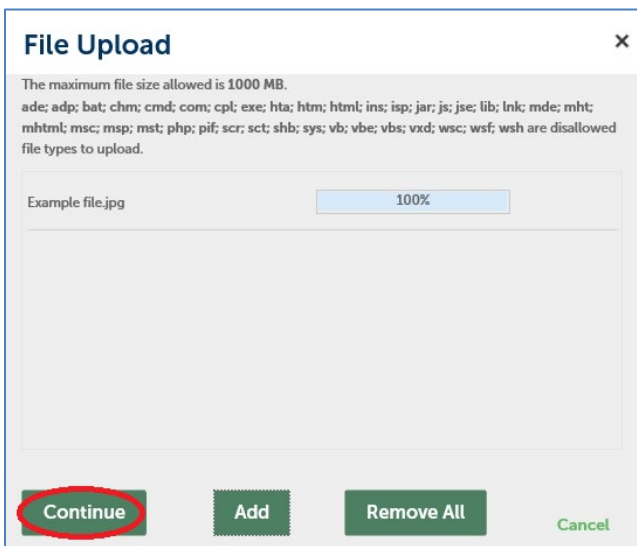
The maximum file size allowed is 1000 MB.
ade; adp; bat; chm; cmd; com; cpl; exe; hta; htm; html; ins; isp; jar; js; jse; lib; lnk; mde; mht; mhtml; msc; msp; mst; php; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed file types to upload.

Continue Add Remove All Cancel

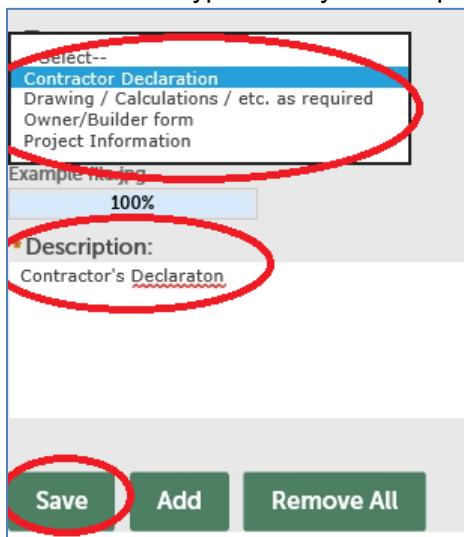
9. Select the file on your computer you wish to upload and select “Open”.



10. Select “Continue”.



11. Select the type of file you are uploading, enter the “Description” of the file, and select “Save”.



12. The file will briefly show as "Pending". Do not take any action until it is loaded.

Attachment

Contractor must complete and upload a signed and dated permit Contractor's Declaration for each pe

The Contractor's Declaration can also be found here: <http://www.cityofconcord.org/DocumentDeclaration-PDF>

If you are an Owner/Builder, you will need to submit the **Owner/Builder Acknowledgement Form**.

Other documents may be required based upon the scope of work, such as required Title 24 Energy do

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;plf;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;w

Name	Type	Size	Latest Update	Action
Example file.jpg	Contractor Declaration	44.59 KB	Pending	

Add

13. Once the date appears, the file is loaded. You can repeat these steps to add additional files.

Attachment

Contractor must complete and upload a signed and dated permit Contract

The Contractor's Declaration can also be found here: <http://www.cityofDeclaration-PDF>

If you are an Owner/Builder, you will need to submit the **Owner/Builder Ac**

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

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;

Name	Type	Size	Latest Update	Action
Example file.jpg	Contractor Declaration	44.59 KB	07/30/2020	

Add