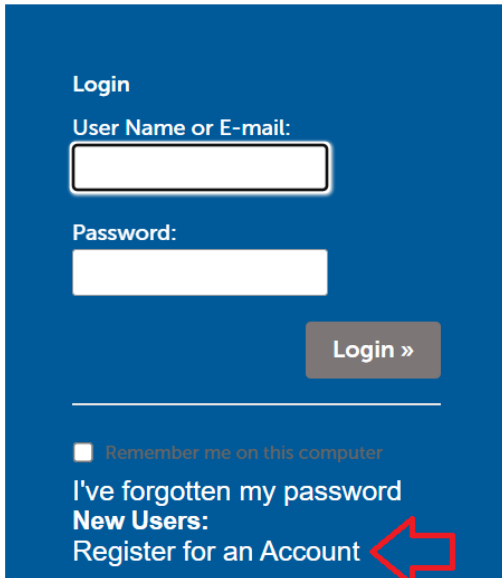


## How to Create a New Street Work Permit through Accela Citizen Access

### 1) Login to ACA

If you do not have a login register for a login using the “Register for an Account”

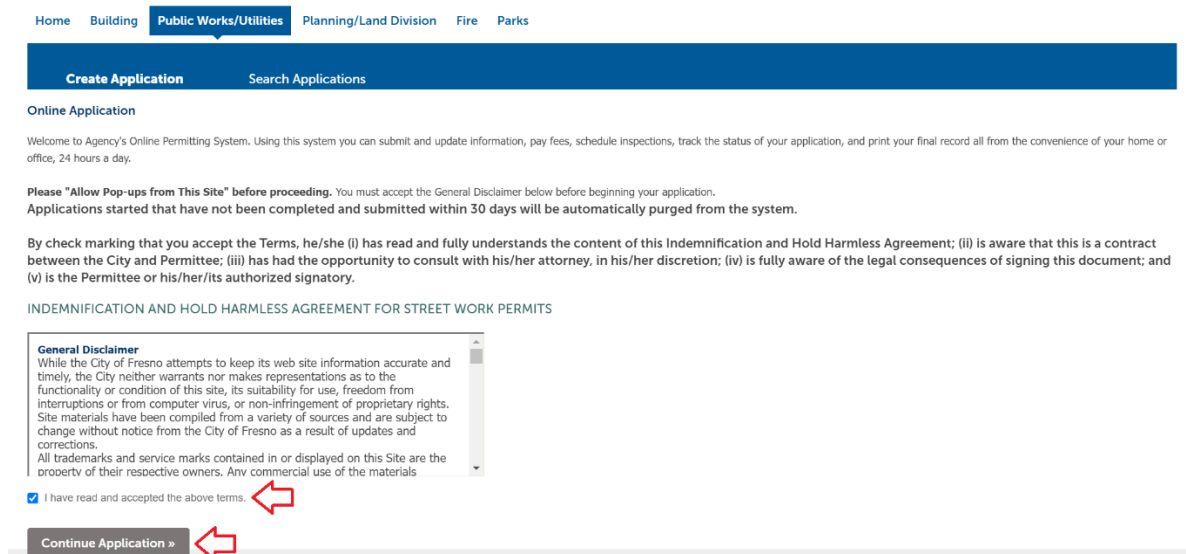
Link: <https://lmsaca.fresno.gov/CitizenAccess/>



### 2) Click on “Public Works / Utilities” then click “Create Application”



### 3) Check the check box agreeing to the terms then click “Continue Application”




4) Select “Street Work Permits” then click “Continue Application”

Home Building **Public Works/Utilities** Planning/Land Division Fire Parks


Create Application Search Applications


Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.  
**Please Note: Applications started that have not been completed and submitted within 30 days will be automatically purged from the system.**

 Search

▶ DPUDPW

- ☐ Deeds
- ☐ Easement Encroachment
- ☐ Landscaping
- ☒ Street Work Permits 
- ☐ Vacations
- ☐ Water and Sewer

Continue Application » 

5) Enter the street number and street name only then click search. The search feature works best if you only enter the street number and street name and you do not fill out any additional fields. Once the address is found then click “Continue Application”.

Address


ENTER ONLY STREET NUMBER AND STREET NAME, THEN CLICK THE **SEARCH** BUTTON

\*Street No.: 2600 Direction: --Select-- \*Street Name: FRESNO Street Type: --Select--

Unit Type: --Select-- Unit No.:

City:  State:  \*Zip:

Search Clear

Continue Application » 


6) Click the “Select from Account” button and it should populate your contact information then click “Continue Application”.

**Step 1: Location & People > Contact Information**

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account Add New

Continue Application » 

- 7) Fill out as many of the fields that you have information for. You must fill out the required fields that have a red asterisk next to them then click “Continue Application”.

**Step 2: Application Detail > Description**

Custom Fields

GENERAL INFORMATION

\* Description of Work:

\* Cross Street N/S:

\* Cross Street E/W:

Entitlement No:

Capital Improvement Project Number:

USA Number:

Tract Number:

Job Number:

\* Contractor Name:

Parent Permit Number:

Continue Application »

- 8) If you have any documents you would like to attach you can add them here by clicking the “Add” button. If not you can simply skip this step by clicking “Continue Application”.

**Step 2: Application Detail > Attached Documents**

**Attachment**

The maximum file size allowed is 200 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;

Name	Type	Size	Latest Update
No records found.			

Add

Continue Application »



- 9) On the review page verify all of the information is correct then click the check mark indicating that you agree to the above certification then click “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 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.


Continue Application »



- 10) The final page will confirm that your application was submitted and will provide you with the record number for the application. Make sure you retain this record number so you can check on the status of your permit through this website

**Step 3: Receipt/Record issuance**

**Receipt**

 Your application(s) has been successfully submitted.  
Please print your record(s) and retain a copy for your records.

2600 FRESNO ST, FRESNO CA 93721

DPWPE22-0782



**Record Number**