

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/>

Login

User Name or E-mail:

Password:

Login »

Remember me on this computer

I've forgotten my password

New Users:
Register for an Account

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



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

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

Create Application Search Applications

Online Application

Welcome to Agency's Online Permitting System. Using this system you can submit and update information, pay fees, schedule inspections, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning your application.
Applications started that have not been completed and submitted within 30 days will be automatically purged from the system.

By check marking that you accept the Terms, he/she (i) has read and fully understands the content of this Indemnification and Hold Harmless Agreement; (ii) is aware that this is a contract between the City and Permittee; (iii) has had the opportunity to consult with his/her attorney, in his/her discretion; (iv) is fully aware of the legal consequences of signing this document; and (v) is the Permittee or his/her/its authorized signatory.

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT FOR STREET WORK PERMITS

General Disclaimer
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I have read and accepted the above terms.

Continue Application »

4) Select "Street Work Permits" then click "Continue Application"

The screenshot shows a navigation bar with links for Home, Building, Public Works/Utilities (highlighted), Planning/Land Division, Fire, and Parks. Below the navigation bar is a dark blue header with 'Create Application' and 'Search Applications' buttons. The main content area is titled 'Select a Record Type' and includes a search box with a 'Search' button. A list of record types is shown under the 'DPUDPW' category: Deeds, Easement Encroachment, Landscaping, Street Work Permits (selected with a blue dot and a red arrow), Vacations, and Water and Sewer. At the bottom, a 'Continue Application »' button is highlighted with a red arrow.

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".

The screenshot shows the 'Address' search form. It has a blue header with the word 'Address'. Below the header, it says 'ENTER ONLY STREET NUMBER AND STREET NAME, THEN CLICK THE SEARCH BUTTON'. The form contains several input fields: 'Street No.' (with '2600' entered), 'Direction' (a dropdown menu), 'Street Name' (with 'FRESNO' entered), and 'Street Type' (a dropdown menu). There are also fields for 'Unit Type', 'Unit No.', 'City', 'State', and 'Zip'. At the bottom of the form are 'Search' and 'Clear' buttons. Below the form is a 'Continue Application »' button, which is highlighted with a red arrow.

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

Step 1: Location & People > Contact Information

The screenshot shows the 'Applicant' selection screen. It has a blue header with the word 'Applicant'. Below the header, it says 'To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.' There are two buttons: 'Select from Account' (highlighted with a red arrow) and 'Add New'. At the bottom, there is a 'Continue Application »' button, which is highlighted with a red arrow.

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**