

How to submit Traffic Control Plans 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”

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

Create Application Search Applications

Records

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 “Traffic Control Plan” then click “Continue Application”

Home Building **Public Works/Utilities** Planning/Land Division Enforcement Cannabis 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.

► DPUDPW
 Deeds
 Easement Encroachment
 Landscaping
 Street Work Permits
 Traffic Control Plan 
 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.: Direction: *Street Name: Street Type:

Unit Type: Unit No.: 

City: State: *Zip:



[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.

Contact

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](#)

[Select from Account](#) [Add New](#)

[Continue Application »](#)

7) You must fill out the required fields that have a red asterisk next to them then click “Continue Application”.

Step 2:Application Detail>Description

If work will start within 30 days then a USA number is required

Custom Fields

DPW_TRAFFICCONTROLPLANS

* Cross Street (East/West):

* Cross Street (North/South):

* COF Permit Number/Capital Project Number:

* Start Date:

* End Date:

* Flash Request: Yes No

* Road Closure Agreement/Addendum Required: Yes No

* Contractor Name:

[Continue Application »](#)

8) Submit all necessary documents that pertain to traffic control, add them here by clicking the “Add” button.

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 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