



Online Obstruction Permits

The City of Spokane offers licensed professionals the convenient option to pull Obstruction Permits online. Applicants can submit applications, track permit status and manage projects in the online Permit Manager.

GETTING STARTED

To apply for an online obstruction permit, you will need the following information:

- Project Location – Street Address or Parcel Number
- Licensed Professional and Applicant – Names and Contact Info
- General Description of Work – Project Title (ex. Sidewalk Repair)
- Detailed Description – Include sub-contractor name and phone number if applicable
- Work Start and End Dates – Will work continue on weekends and holidays?
- Location of Work and Type of Closure – Detailed description of work (ex. "Closing sidewalk between Division and Stevens on north side of Main")
- Affected Parking Meter IDs – Include start and end dates, location (ex. in CBD)
- Traffic Control Plan (if required)

APPLYING FOR YOUR PERMIT

Navigate your browser to <https://aca.spokanepermits.org/CitizenAccess> and Log-in to the Permit Manager, or Register for an account.

Step One: In Engineering tab, click Apply for a Permit

Step Two: Choose appropriate license from drop-down menu

Step Three: Complete Project Location fields

Step Four: Choose appropriate Contact and Applicants

Step Five: Complete project description fields, location and closure information, and applicable parking meter information

Step Six: Submit permit application

Applicant will receive a confirmation email, and an Account Manager will contact applicant if additional information is required. Permit status tracking is available under the "My Account" tab.

